



# MELTON CITY COUNCIL

---

**Minutes of the Meeting of the Melton City  
Council**

**30 May 2022**

---

**THESE MINUTES CONTAIN REPORTS DEALT WITH AT A  
CLOSED MEETING OF COUNCIL**

---

**TABLE OF CONTENTS**

<b>1.</b>	<b>OPENING PRAYER AND RECONCILIATION STATEMENT</b>	<b>4</b>
<b>2.</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>4</b>
<b>3.</b>	<b>CHANGE TO THE ORDER OF BUSINESS</b>	<b>4</b>
<b>4.</b>	<b>DEPUTATIONS</b>	<b>4</b>
<b>5.</b>	<b>DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR</b>	<b>5</b>
<b>6.</b>	<b>ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	<b>5</b>
<b>7.</b>	<b>SUMMARY OF INFORMAL MEETING OF COUNCILLORS</b>	<b>6</b>
<b>7.1</b>	<b>SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS IN ACCORDANCE WITH CHAPTER 6, RULE 1 OF THE COUNCIL'S GOVERNANCE RULES</b>	<b>6</b>
<b>8.</b>	<b>CORRESPONDENCE INWARD</b>	<b>11</b>
<b>9.</b>	<b>PETITIONS AND JOINT LETTERS</b>	<b>11</b>
<b>10.</b>	<b>RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING</b>	<b>11</b>
<b>11.</b>	<b>PUBLIC QUESTION TIME</b>	<b>11</b>
<b>12.</b>	<b>PRESENTATION OF STAFF REPORTS</b>	<b>13</b>
<b>12.1</b>	<b>COUNCIL AND WELLBEING PLAN 2021-2025 - THIRD QUARTER COUNCIL ACTION PLAN PROGRESS REPORT</b>	<b>13</b>
	To provide the third quarter update on the progressive achievement of the Council's 2021/22 Council and Wellbeing Annual Action Plan	

---

<b>12.2</b>	<b>RESPONSE TO MOTION 781 (CR SHANNON) - HOW COVID 19 HAS CONTRIBUTED TO THE ISSUE OF HOMELESSNESS IN OUR MUNICIPALITY</b>	<b>64</b>
	To respond to Notice of Motion 781 (Cr Shannon) providing a report which details how COVID-19 has contributed to the issue of homelessness in the City of Melton.	
<b>12.3</b>	<b>ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES</b>	<b>85</b>
	To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.	
<b>12.5</b>	<b>MELTON WEIR DEVELOPMENT ADVISORY COMMITTEE - APPOINTMENT OF COMMUNITY MEMBERS</b>	<b>140</b>
	To present the recommendations for appointment of three community representatives to the Melton Weir Development Advisory Committee.	
<b>12.6</b>	<b>CONTRACT NO. 22-034 &amp; NO. 22-044 FOR THE MANAGEMENT AND OPERATION OF KINDERGARTEN SERVICES</b>	<b>149</b>
	To seek Council's approval for the award of Contract No. 22-034 and 22-044 for the Management and Operation of Kindergarten Services commencing 1 January 2023 to 31 December 2025.	
<b>12.7</b>	<b>PLANNING APPLICATION PA 2020/7009 - USE AND DEVELOPMENT OF THE LAND FOR A MOTEL (RESIDENTIAL HOTEL) WITH LANDSCAPING, A REDUCTION IN THE CAR PARKING REQUIREMENTS, BOUNDARY REALIGNMENT AND A TWO LOT SUBDIVISION OF THE LAND AT 2 GOURLAY ROAD &amp; 12 RUPICOLA COURT, HILLSIDE</b>	<b>157</b>
	To consider and determine the planning application.	
<b>13.</b>	<b>REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS</b>	<b>194</b>
<b>14.</b>	<b>NOTICES OF MOTION</b>	<b>195</b>
<b>14.1</b>	<b>NOTICE OF MOTION 808 (CR VANDENBERG)</b>	<b>195</b>
<b>14.2</b>	<b>NOTICE OF MOTION 809 (CR VANDENBERG)</b>	<b>196</b>
<b>14.3</b>	<b>NOTICE OF MOTION 810 (CR TURNER)</b>	<b>197</b>
<b>14.4</b>	<b>NOTICE OF MOTION 811 (CR DEEMING)</b>	<b>198</b>

---

<b>14.5</b>	<b>NOTICE OF MOTION 812 (CR VANDENBERG)</b>	<b>199</b>
<b>14.6</b>	<b>NOTICE OF MOTION 813 (CR VANDENBERG)</b>	<b>200</b>
<b>14.7</b>	<b>NOTICE OF MOTION 814 (CR VANDENBERG)</b>	<b>201</b>
<b>14.8</b>	<b>NOTICE OF MOTION 815 (CR DEEMING)</b>	<b>202</b>
<b>15.</b>	<b>COUNCILLOR'S QUESTIONS WITHOUT NOTICE</b>	<b>203</b>
<b>16.</b>	<b>URGENT BUSINESS</b>	<b>203</b>
<b>17.</b>	<b>CONFIDENTIAL BUSINESS</b>	<b>204</b>
<b>12.4</b>	<b>RECREATION AND LEISURE ADVISORY COMMITTEE - APPOINTMENT OF COMMUNITY MEMBERS</b>	<b>205</b>
	To present the recommendations for appointment of six community representatives to the Recreation and Leisure Advisory Committee.	
<b>17.1</b>	<b>AUDIT AND RISK COMMITTEE MINUTES - 11 MAY 2022</b>	<b>211</b>
	To present to Council the minutes of the Audit and Risk Committee meeting held on Wednesday 11 May 2022.	
<b>18.</b>	<b>CLOSE OF BUSINESS</b>	<b>279</b>



## MELTON CITY COUNCIL

### MINUTES OF THE MEETING OF THE MELTON CITY COUNCIL HELD IN THE VIA VIDEOCONFERENCE ON 30 MAY 2022 AT 7:00PM

**Present:** Cr G Kesic (Mayor)  
Cr L Carli (Deputy Mayor)  
Cr S Abboushi  
Cr M Deeming  
Cr K Majdlik  
Cr S Ramsey  
Cr J Shannon  
Cr B Turner  
Cr A Vandenberg

Ms R Wai, Chief Executive Officer  
Mr L Shannon, Acting General Manager Corporate Services  
Mr T Scoble, Acting General Manager Community Services  
Mr S McManus, Acting Executive Manager Corporate Strategy & Investment  
Mr B Dosser, Manager Legal, Governance and Risk  
Mr B Baggio, Manager Planning Services  
Ms R Hodgson, Governance Coordinator

#### 1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Mayor, Cr Kesic opened the meeting at 7.04pm with the opening prayer and reconciliation statement.

#### 2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

#### 3. CHANGES TO THE ORDER OF BUSINESS

##### Procedural Motion

Crs Carli/Abboushi.

That Item 12.4 - Recreation and Leisure Advisory Committee - Appointment of Community Members, be considered in Confidential Business.

CARRIED

#### 4. DEPUTATIONS

Nil.

**5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR**

Cr Shannon declared a Conflict of Interest pursuant to the *Local Government Act 2020* in Item 14.3 - Notice of Motion 810 (Cr Turner).

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

That the Minutes of the Meeting of Council held on 2 May 2022 be confirmed as a true and correct record.

**Motion**

Crs Majdlik/Abboushi.

That the Minutes of the Meeting of Council held on 2 May 2022 be confirmed as a true and correct record.

CARRIED

## 7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

### 7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS IN ACCORDANCE WITH CHAPTER 6, RULE 1 OF THE COUNCIL'S GOVERNANCE RULES

- Tuesday 26 April 2022 Summary of Informal Meeting of Councillors
- Monday 2 May 2022 Summary of Informal Meeting of Councillors
- Monday 2 May 2022 Summary of Informal Meeting of Councillors

#### **RECOMMENDATION:**

That the Summaries of Informal Meetings of Councillors dated 26 April, 2 May, and 2 May 2022, provided as **Appendices 1 - 3** respectively to this report, be received and noted.

#### **Motion**

Crs Carli/Abboushi.

That the Summaries of Informal Meetings of Councillors dated 26 April, 2 May, and 2 May 2022, provided as **Appendices 1 - 3** respectively to this report, be received and noted.

CARRIED

#### **LIST OF APPENDICES**

1. Summary of Informal Meeting of Councillors dated 26 April 2022
2. Summary of Informal Meeting of Councillors dated 2 May 2022
3. Summary of Informal Meeting of Councillors dated 2 May 2022



## INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

## MEETING DETAILS:

<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Tuesday 26 April 2022	<b>Time Opened:</b>	6.20 pm
		<b>Time Closed:</b>	7.31 pm
<b>Councillors present:</b>	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr M Deeming Cr K Majdlik Cr J Shannon Cr B Turner		
<b>Officers present:</b>	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager, Corporate Services	
	S Romaszko	Acting General Manager, Planning and Development	
	T Scoble	Acting General Manager Community Services	
	S McManus	Acting Executive Manager Corporate Strategy & Investment	
	B Dosser	Manager Legal, Governance and Risk	
	B Baggio	Manager Planning Services (departed 6.40pm)	
	J Horne	Manager Environment and Waste (departed at 6.30pm)	
	R Hodgson	Governance Coordinator	
<b>Guests</b>	Nil		
<b>Apologies</b>	Cr S Ramsey Cr A Vandenberg		
<b>Matters discussed:</b>	1) Council Meeting Agenda – 2 May 2022 (6.20pm – 6.40pm) 2) MAV - Upcoming State Council (6.40pm – 6.44pm) 3) MAV Rules Review Phase 2 (6.44pm – 6.50pm) 4) Councillor Allowances – report on elections made by Councillors (6.50pm – 6.51pm) 5) Councillor discussion (6.51pm – 7.31pm) <ol style="list-style-type: none"> <li>a. Mayor and CEO meetings             <ol style="list-style-type: none"> <li>i. Focus on advocacy updates - fix our roads campaign.</li> <li>ii. Local Member meetings, including meeting with Stuart Grimley MP today. Meetings coming up with Natalie Hutchins MP and Cesar Melhem MP.</li> <li>iii. Tour of Council Chamber and Councillor area – discussion to occur regarding renovation.</li> <li>iv. CEO, Executive, Governance and Communications areas privacy requirements.</li> <li>v. Budget presentations rescheduled to Monday nights at Melton Civic Centre during Council briefings, after capital management review.</li> <li>vi. Diary discussion.</li> <li>vii. Governance refresher at Mayor's request.</li> <li>viii. Woodlands room to remain reserved for councillor activities.</li> <li>ix. Requirement for swipe card access to small room, to enable door to councillor area to be closed at all times.</li> </ol> </li> </ol>		

Informal Meeting of Councillors

	<ul style="list-style-type: none"> <li>x. Clean up options for needles found in vicinity of Anglican Church and primary school area.</li> <li>xi. Confidential bin for councillor use – solution to be provided for Caroline Springs.</li> <li>xii. Developer meeting with ward councillors and officers.</li> <li>xiii. Fencing on Taylors Hill reserve.</li> <li>xiv. Kitchen upgrades at Diggers Rest Bowls Club.</li> <li>xv. Payment for Councillors' partners for events – policy or guiding document required.</li> <li>xvi. Neighbourhood house celebrations in May.</li> <li>xvii. Availability of Mayoral office for Councillor meetings.</li> </ul>
--	--

**CONFLICT OF INTEREST DISCLOSURES:**

<b>Were there any conflict of interest disclosures by Councillors?</b>	No
--	----

**REPORT PRODUCED BY:**

<b>Officer name:</b>	Renee Hodgson	<b>Date:</b>	26/04/2022
----------------------	---------------	--------------	------------



## INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

**MEETING DETAILS:**

<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 2 May 2022	<b>Time Opened:</b>	6.23 pm
		<b>Time Closed:</b>	7.00 pm
<b>Councillors present:</b>	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) (departed 6.55pm) Cr S Abboushi Cr K Majdlik (departed 6.47pm – returned 6.48pm) Cr J Shannon Cr S Ramsey Cr B Turner (arrived 6.26pm) Cr A Vandenberg (departed 6.25pm – returned 6.27pm)		
<b>Officers present:</b>	R Wai Chief Executive Officer L Shannon Acting General Manager, Corporate Services (arrived 6.29pm) T Scoble Acting General Manager Community Services S McManus Acting Executive Manager Corporate Strategy & Investment B Dosser Manager Legal, Governance and Risk J Horne Manager Environment and Waste R Hodgson Governance Coordinator		
<b>Guests</b>	Nil		
<b>Apologies</b>	Cr M Deeming S Romaszko		
<b>Matters discussed:</b>	1) Council Meeting Agenda – 2 May 2022 (6.23pm – 6.44pm) 2) Mayor and CEO meeting <ol style="list-style-type: none"> <li>Renovation of Council Chambers</li> <li>Meeting with Steve McGhie MP</li> <li>Meeting with Stuart Grimley MP</li> <li>Meeting with candidate for Kororoit</li> </ol> 3) Meeting for Leadwest with Treasurer Tim Pallas MP 4) Caroline Springs Pavilion Update 5) Open Door opening 6) Westwood Drive and Palmers Road Corridor 7) Acting GM Planning and Development an apology for tonight's Council Meeting 8) Wattle Valley Drive flooding issues 9) Infringement complaint 10) Closing off an intersection because of accidents – Lovicks Rd and Bluff St, Weir Views		

**CONFLICT OF INTEREST DISCLOSURES:**

Were there any conflict of interest disclosures by Councillors?

No

**REPORT PRODUCED BY:****Officer name:**

Renee Hodgson

**Date:**

02/05/2022



## INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

**MEETING DETAILS:**

<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 2 May 2022	<b>Time Opened:</b>	7.56 pm
		<b>Time Closed:</b>	8.20 pm
<b>Councillors present:</b>	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr K Majdlik Cr J Shannon Cr S Ramsey Cr B Turner Cr A Vandenberg		
<b>Officers present:</b>	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager, Corporate Services	
	T Scoble	Acting General Manager Community Services	
	S McManus	Acting Executive Manager Corporate Strategy & Investment	
	B Dosser	Manager Legal, Governance and Risk	
	R Hodgson	Governance Coordinator	
<b>Guests</b>	Nil		
<b>Apologies</b>	Cr M Deeming S Romaszko		
<b>Matters discussed:</b>	1) Council's after hours emergency number 2) Committee listing on website 3) Proactive check on winter trouble spots throughout municipality 4) Council Chamber renovations		

**CONFLICT OF INTEREST DISCLOSURES:**

<b>Were there any conflict of interest disclosures by Councillors?</b>	No
--	----

**REPORT PRODUCED BY:**

<b>Officer name:</b>	Renee Hodgson	<b>Date:</b>	02/05/2022
----------------------	---------------	--------------	------------

**8. CORRESPONDENCE INWARD**

Nil.

**9. PETITIONS AND JOINT LETTERS**

Nil.

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

Nil.

**11. PUBLIC QUESTION TIME**

<b>Name</b>	<b>Question asked of Council</b>
Brigittes Dog School	Can someone on the Council please explain the difference between a business registered as Pty Ltd and a Sole Trader as far as a commercial entity is concerned?
Brigittes Dog School	To me both are commercial businesses, so why is it that the Pty Ltd business can run dog training at the Willows and the Sole Trader after 18 years is not allowed?
Jordon Mizzi	How many independent service stations have applied for a planning permit in Melton over the past five years and what was the outcome for each one of those permit applications?
Ariadne Jones	When is there going to be a bus service between Diggers Rest and Melton?
Ariadne Jones	What aged services are planned to be held in Diggers Rest for residents in Diggers Rest?
Giuseppe	Are you looking into upgrading the 4g/5g in Bloomdale? It's unusable.
Bridget	Can council provide a firm plan for reinstatement of Maternal Child Health services with clear direction on a future recruitment and retention strategy given the ongoing suspension of this essential service since the VIC code brown announcement in January 2022 which has been subsequently lifted?
David O'Connor	In 2012 Melton City Council sought feedback from the community with respect to a strategic framework plan for the future direction of Neighbourhood House Services in the municipality. As such, Melton Council commissioned the SGL Group Pty Ltd to undertake the consultation phase and report back to Council. In accordance with the final document, what outcomes were recommended, and since then what strategic plans have been implemented to achieve those outcomes, especially in Diggers Rest?



---

David O'Connor	The opportunity for public submissions for both the draft 2022 Melbourne Airport Master Plan and the Third Runway Major Development Plan closed on May 16, 2022. Like the neighbouring municipalities of Hume and Moonee Valley, would Council please make its submission available to the community either online or by request?
----------------	--

## 12. PRESENTATION OF STAFF REPORTS

### 12.1 COUNCIL AND WELLBEING PLAN 2021-2025 - THIRD QUARTER COUNCIL ACTION PLAN PROGRESS REPORT

Author: Bob Baker - Corporate Planning and Performance Coordinator

Presenter: Sean McManus - Acting Executive Manager Corporate Strategy and Investment

#### PURPOSE OF REPORT

To provide the third quarter update on the progressive achievement of the Council's 2021/22 Council and Wellbeing Annual Action Plan

#### RECOMMENDATION:

That Council receive and note the 2021/22 Council and Wellbeing Annual Action Plan Third Quarter Progress Report (1 July 2021 – 31 March 2022) as presented at **Appendix 1**.

#### Motion

Crs Majdlik/Ramsey.

That Council receive and note the 2021/22 Council and Wellbeing Annual Action Plan Third Quarter Progress Report (1 July 2021 – 31 March 2022) as presented at **Appendix 1**.

CARRIED

---

## REPORT

### 1. Executive Summary

The 2021-2025 Melton City Council and Wellbeing Plan is prepared in accordance with the *Local Government Act 2020*. The Plan will be reviewed on an annual basis to adapt to the evolving needs of our growing community.

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

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

**Appendix 1** provides detail on activity for the third quarter (1 July 2021 - 31 March 2022), in the progressive achievement of the 2021/22 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 2021/22 Council and Wellbeing Annual Action Plan provides 185 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 2021/22 Council and Wellbeing Annual Action Plan, inclusive of the period from 1 July 2021 - 31 March 2022. 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
<b>Achieved</b>	The Action is completed.	24
<b>On track</b>	The action is on track and expected to be completed by the current timeline	139
<b>Not on Track</b>	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	22
<b>Postponed</b>	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column	0
<b>Total</b>		<b>185</b>

The following is a selection of actions achieved in the third quarter:

- A COVID Impacts Report has been finalised, adopted, published and been circulated.
- Maternal and Child Health Nurses completed training on the Family Violence Multi-Agency Risk Assessment and Management Framework, conducting family violence assessments and safety planning.
- Completed the Arnolds Creek Kindergarten Extension Project inclusive of starting date first term 2022.
- Completed the Melton South and Scott Street Revitalisation program.
- Completed the construction of the Hillside Recreation Reserve Pavilion extension and refurbishment.
- Advocacy has completed the State and Federal Budget submissions and the updated Advocacy Priorities booklet and shared with local Members of Parliament.
- Council's Customer Service Charter was endorsed and has been included on Council's website. Service Level standards were also reviewed and updated.
- The Reducing Racism and Human Rights Advocates Course was delivered by the Victorian Equal Opportunity and Human Rights Commission to nominated Council staff.

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 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

*6.3 An organisation that demonstrates excellence in civic leadership and governance.*

### **4. Financial Considerations**

Initiatives and activities delivered from the Action Plan are contained within the Council approved 2021/22 Budget.

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

The 2021-2025 Council and Wellbeing planning process was developed in response to the deliberative engagement requirements of the Local Government Act 2020. The process involved extensive consultation with stakeholders including the community, Council staff, government agencies, community organisations and private industry.

Council also initiated a Community Panel to support the development of the Plan. This process resulted in the publication of the 2021-2025 Melton City Council and Wellbeing Plan. The 2021/22 Council and Wellbeing Annual Action Plan is prepared from internal consultation of Council staff and management.

### **6. Risk Analysis**

Nil

### **7. Options**

- 1) Note the report and appendix as provided; or
- 2) Request amendments and resubmission of report to a future Council meeting.

### **LIST OF APPENDICES**

1. Council and Wellbeing Plan 2021-2025 - Third Quarter Council Action Plan Progress Report



2021/22 Council and Wellbeing Annual Action Plan  
Third Quarter Progress Report  
1 July 2021 to 31 March 2022

Council's Annual Action Plan demonstrates how Melton City Council's activities are being delivered against the Council and Wellbeing Plan's objectives and strategies.

The Annual Report provides additional data including Council Plan strategic measures results, financial statements and capital works program.

This report provides a detailed breakdown of all actions in Council's 2021/22 Annual Action Plan. The Action Plan contains 185 actions.

Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥

Strategies highlighted in green are those determined by the Community Engagement Panel to be a priority for delivery across the four years of the Council and Wellbeing Plan

Completion dates for all actions are 30 June 2022 unless specified differently.

Status		Symbol	Number of Actions	% of Actions
<b>Achieved</b>	The Action or target has been achieved for the year.	✓	24	13.0%
<b>On Track</b>	The action is on track and expected to be completed by the current timeline or the target is expected to be met.	●	139	75.1%
<b>Not On Track</b>	The Action has been delayed impacting on the current timeline or the target is unlikely to be met. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'Year to Date' column	●	22	11.9%
<b>Postponed</b>	The Action has been deferred for the financial year or the target will not be met. An explanation is provided in the 'Year to Date' column.	●	0	
		<b>Total</b>	<b>185</b>	<b>100.0%</b>

**Theme 1: A safe City that is socially and culturally connected**

**Objective 1.1: A community that celebrates diversity and is inclusive of all ♥**

**Strategies:**

- 1.1.1 Drive initiatives that promote gender equity ♥
- 1.1.2 Contribute to a welcoming community which embraces diversity ♥
- 1.1.3 Contribute to reducing inequalities among people living with disability, seniors, diverse faith and cultural groups, Aboriginal and/or Torres Strait Islander communities and LGBTIQ+ people ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
1	1.1.1	Implement initiatives from the Equality & Respect Action Plan 2021-2022, to support gender equity in Council's community programs, projects, and plans.	●	56 out of 69 actions are in progress and are on track for completion by June 2023. 27 of these actions have been completed.	Community Planning	
2	1.1.1	Deliver and promote gender balanced performance line-ups at Council's major community events	●	Lakeside Alive in Caroline Springs was delivered with a 50:50 split of male to female performers. Performances included busker style musicians, bands, visual artists and workshop facilitators.	Engagement & Advocacy	
3	1.1.2	Support and provide services for young people promoting inclusiveness and diversity	●	The January youth holiday program was delivered which included 27 activities over three weeks and 336 young people participating. Engagement sessions were delivered in six schools in recognition of Harmony Day with over 700 engagements.	Recreation & Youth	
4	1.1.2	Engage community and stakeholder organisations in the development of a strategy to support social cohesion, interculturalism and equity in the diverse Melton community.	●	Community engagement for the development of the Intercultural Strategy was launched on 18 March. A survey questionnaire was created on the Melton Conversations page, with pop-up consultations and community workshops scheduled to continue into the 4th quarter.	Community Planning	
5	1.1.2	Partner with Community Planning to participate in or hold workforce event during Cultural Diversity Week-March 22	✓	People & Culture held a Harmony Day morning tea on 21 March 2022 for staff to celebrate workforce diversity and inclusion - this coincides with Cultural Diversity Week (State Government).	People & Culture	

6	1.1.2	Activate facilities for programs that are inclusive and that celebrates diversity	●	The January youth holiday program saw the activation of a number of facilities which included Melton Waves, Melton Youth Centre, Taylors Hill Youth and Community Centre, Cobblebank Stadium and Melton Botanic Gardens. Term One programs included activation of Kurunjang Community Hub, Melton Central Community Centre, Melton Library, Melton Youth Centre and Taylors Hill Youth and Community Centre	Recreation & Youth	
7	1.1.3	Actively participate in regional collaborations and networks to support diversity and inclusion such as GOWEST, Western Regional Local Government Reconciliation Network, Victorian Local Gov Multicultural Issues Network.	●	Victorian Local Government Multicultural Issues Network meetings have been attended with officer contributions made towards the review of the network. Working group membership for planning and delivery of the Interfaith Festival 2022 with Faith Communities Council of Victoria, Wyndham City Council, and the Melton Interfaith Network, the Wyndham Interfaith Network and Wyndham Community and Education Centre. Active participation in the Midsumma Festival with other Councils, and support provided to host the Aboriginal Services Network of the West meeting in Q4.	Community Planning	
8	1.1.3	Participate as a member of the Babaneek Booboop Early Years Consortium and continue to advocate for ongoing funding for the program.	●	One steering group meeting was attended. The Babaneek Booboop Project has been working to support families with school transitions and children starting kindergarten. There has also been a strong focus on impact COVID 19 has had on families. The Consortium continues a strong focus on advocacy to secure ongoing funding	Families & Children	
9	1.1.3	Review the Recruitment Policy to invite diversity in employment	✓	Completed - the new Recruitment Policy is to be integrated in manager/staff training	People & Culture	

**Objective 1.2: A safe community where people feel proud to live ♥**

**Strategies:**

1.2.1 Invest in initiatives that promote road and community safety ♥

1.2.2 Empower the community to strengthen civic pride, social cohesion and a sense of belonging ♥

1.2.3 Work in partnership with emergency services ♥

1.2.4 Enhance the City's reputation with the broader community

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
10	1.2.1	Deliver initiatives within the Safe City Proud Communities Action Plan 2020-2022 to promote road and community safety with community and partner organisations.	●	Road Safety Program for New Arrivals Program completed. Ongoing delivery of the Empowering Communities Project and Kurunjang Community Strengthening Project. Commenced review and development of new action plan.	Community Planning	
11	1.2.2	Deliver Citizenship Ceremonies for City of Melton residents	●	Melton City Council has delivered citizenship ceremonies for 1,455 of its residents so far this financial year. Further citizenship ceremonies are scheduled to be undertaken and the number of conferees will be based on approvals granted by the Department of Home Affairs.	Legal, Governance & Risk	
12	1.2.3	Participate on the Municipal Emergency Management Committee (MEMPC) and take action as required	●	The Municipal Emergency Management Committee (MEMPC) meet quarterly. In February 2022, the MEMPC endorsed a new sub committee: the Municipal Fire Management Committee (MFMPC); in order to coordinate fire preparation and prevention efforts across the municipality.	Operations	
13	1.2.3	Participate on the Municipal Fire Management Committee (MFMPC) and take action as required	●	The Municipal Fire Management Committee (MFMPC) meet quarterly. In May 2022, the MFMP re established itself as a sub committee of the Municipal Emergency Management Committee under the 2013 Emergency Management Act.	Operations	
14	1.2.3	Mitigate the risk of grass and bushfires impacting the community in the City	●	Fire Danger Period ends in May 2022. The Municipal Fire Prevention officer has issued in excess of 600 Notices to Comply and Fire Prevention Notices to land owners within the City of Melton.	Operations	



15	1.2.4	Deliver visitor attraction initiatives.	●	<p>Planning of visitor experiences/itineraries was stalled in 3rd quarter as the State Govt Grant funding projects for COVIDSafe Outdoor Activation took priority. We now also have a staff vacancy in the Place Activation role which means this project will be on hold to support the work required to complete the funding acquittal. This action is now likely to be completed by November 22.</p>	Engagement & Advocacy	
16	1.2.4	Development of strategies for Positive Ageing and Disability	●	<p>A Strategy for All Abilities and All Ages is in the final phase of development. Positive Ageing and Disability action plans developed for year one of this plan.</p>	Community Care	

**Objective 1.3: Local neighbourhoods are socially and culturally connected ♥**

**Strategies:**

- 1.3.1 Provide opportunities for arts participation and appreciation ♥
- 1.3.2 Promote opportunities for social connection ♥
- 1.3.3 Build community resilience through COVID recovery initiatives ♥
- 1.3.4 Support community programs delivered by local organisations and community groups ♥
- 1.3.5 Invest in festivals and celebrations in partnership with the community and local business ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
17	1.3.1	Develop a Public Art Plan to guide the commissioning of public artworks as the City develops	●	A consultant has been contracted to begin the scoping work for the Public Art Masterplan. Consultation phase has now begun.	Libraries & Arts	
18	1.3.3	Support the community in COVID19 recovery through delivering partnerships, communications and support initiatives with local agencies to diverse Melton communities experiencing hardship.	●	Phase 3 of the Melton Local Partnership Project extended for two more months (30 June 2020). Community support delivered via bicultural workers, Community Connector Hubs and food relief access. A number of vaccination hubs were supported to help with the COVID-19 vaccination drive.	Community Planning	
19	1.3.3	Support community groups and activity providers to reactivate locally through providing guidance on COVID Safe delivery and streamlining venue access and bookings at Council's community centres.	●	The second round Council's of annual expression of interest period for the use of community facilities in 2022 has concluded. Currently finalising 122 licence agreements for external community hirers. 151 licence agreements from round one have been executed and are currently in place.	Community Planning	
20	1.3.3	Strengthen understanding of the social and economic impacts of COVID-19 pandemic and public health measures in the City of Melton through reporting on and monitoring impacts with service providers.	✓	A COVID Impacts Report has been finalised, adopted, published and has been circulated.	Community Planning	
21	1.3.3	Work with community health and support organisations to strengthen local community supports for COVID-19 pandemic mental health impacts experienced across the Melton community.	●	A COVID Impacts Report has been finalised, adopted, published and has been circulated. Council is supporting the communication of related local services such as Head2Health to community and organisational stakeholders through relevant working groups and networks.	Community Planning	

22	1.3.3	Deliver Covid safe support to businesses.	●	Council appointed a second COVIDSafe Support Officer with the additional \$60,000 funding received by State Government. COVIDSafe engagements continue to take place weekly with in-person business visits to inform and update business owners on COVIDSafe practices for their staff and customers.	Engagement & Advocacy	
23	1.3.3	Develop the COVID-19 Recovery Action Plan.	●	Research into the local economic impacts of the pandemic has been completed; the findings and recommendations have been presented to the Project Control Group and Project Working Group. The draft Plan is currently being developed.	Corporate Strategy & Investment	
24	1.3.4	Partner with community groups and service providers to deliver learning and capacity building programming in response to community identified needs and aspirations.	●	The Community Activation and Learning Team are delivering White Card training sessions for culturally and linguistically diverse (CALD) community free of charge in a funded project titled "Pathways to the construction industry". Sessions are being delivered from Jan – June 2022. Currently 74 participants have completed the accredited training and have been linked in with a recruitment expert to assist them in finding ongoing employment. 7 sessions are planned in total, 5 of which have already taken place. Sessions were delivered for the below target communities Chin community, Arabic Community , Burmese and English speaking community.	Community Planning	
25	1.3.4	Support community groups and local organisations to increase the number of and participation in community playgroups.	●	Community Playgroups have returned to in person sessions. A Community Playgroup Leader session was held with to provide additional support. Two Celebrate Playgroup events were held to promote families to participate in playgroups.	Families & Children	
26	1.3.5	Plan and deliver the Melton Lifelong Learning Festival and innovate to improve participation and engagement.	✓	Successfully co-delivered The Global Learning Festival (GLF) from November 8 - 11 with Wyndham City Council. There were 98 events hosted over four days, with over 2000 participants attending events across the duration of the GLF. Melton City Council successfully delivered 7 events. A comprehensive evaluation report is being prepared by both councils and will be available in 2022.	Community Planning	

27	1.3.5	Deliver a community events and festival program that ensures community and business participation opportunities	●	As part of Council's Major Event program, Australia Day and Lakeside Alive were successfully delivered in January and March respectively. Both events were well attended by the community - with Lakeside Alive attracting upwards of 12,000 attendees. Through engagement with local businesses, Council was able to actively promote special offerings and incentives created specifically for the event, thereby creating a broader brand awareness. Smaller events were also delivered, including the Hillside Precinct Activation that attracted up to 700 patrons across the day. All surrounding businesses were engaged and actively promoted the event on the day.	Engagement & Advocacy	
28	1.3.5	Deliver the annual Christmas decorations program in key retail precincts	✓	The 2021 Christmas Decorations were rolled out during the last week of November 2021 and removed on 6 January 2022. They were set up in our 2 prominent retail centres: The Melton Town Centre and Caroline Springs Boulevard where there is high visibility and community activity. The installations included 3x Wreaths, 2x Xmas Trees, centre nature strip baubles, street banners & street pole decorations, decals on Caroline Springs Gallery windows, bollards, tree bases, shop front decals. Economic Development is now reviewing new designs for 2022 installations.	Engagement & Advocacy	
29	1.3.5	Deliver an event and activation calendar as part of the Melton Revitalisation Project	●	Event activations at the Melton Town Centre began in January with weekly Wednesday lunch time & Friday evening entertainment at the Amphitheatre. Activations are promoted to the community via the Melton City Much More Facebook page and we are gradually receiving increased patronage as awareness of the events spreads.	Engagement & Advocacy	

30	1.3.5	Deliver events and celebrations as part of the Business Place Engagement program	●	Economic Development commenced in January and continue to deliver the Melton City Much More Buskers program (supporting local businesses with entertainment and promotion activities) and the Mystery Music Makers program (supporting business/districts with music entertainment) as part of State Government funded program - COVIDSafe Outdoor Activation Fund Part A. All activations have been promoted to the community via the Melton City Much More Facebook page and are receiving good patronage while engagements take place with local business owners to increase their offerings and promotional awareness and encourage visitation to their business during the rollout of these events.	Engagement & Advocacy	
31	1.3.5	Deliver events to celebrate Children's Week.	✓	Online event comprising of 19 activities/sessions for families and children delivered 24 to 31 October.	Families & Children	

**Objective 1.4: A City that promotes positive public health and wellbeing outcomes to our community ♥**

**Strategies:**

1.4.1 Work in partnership with health and community service providers to deliver initiatives that meet the needs of the community ♥

1.4.2 Invest in the mental wellbeing, healthy eating and physical activity of all our community with an emphasis on children and young people ♥

1.4.3 Improve community health and wellbeing outcomes related to sexual and reproductive health and harm caused by tobacco, alcohol and drug use ♥

1.4.4 Raise community awareness and deliver programs to prevent family violence ♥

1.4.5 Support children and young people to learn, develop and reach their full potential ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
32	1.4.1	Participate in the delivery of the 'Strong Families, Strong Babies' partnership grant.	●	The Strong Families, Strong Babies partnership will enter the implementation phase in May. The Memorandum of Understanding is in the final stages with signatories scheduled to sign by the 03/05/22. The provision of group pregnancy care is scheduled to commence by mid May.	Families & Children	
33	1.4.2	Promote opportunities for all of our community to lead healthy & active lifestyles	●	Work on the VicHealth grant continues. Youth school holiday and term based programming included activities that promote physical activity, such as basketball, cricket, tennis and learning to surf. Planning for the April 2022 school holidays is well advanced and will provide opportunities for young people to be healthy and active.	Recreation & Youth	
34	1.4.2	Engage young people to build understanding of their wellbeing needs and identify Council and local service response strategies.	✓	The final workshop was delivered with the school cohort. A high-level evaluation report for the whole of Phase 1 has commenced. Funding to support major components of Phase 2 has been secured.	Community Planning	
35	1.4.2	Deliver the Sleep and Settling program for families with babies and toddlers.	●	The Sleep and Settling Program is providing outreach home visits to vulnerable families in accordance with practise guidelines and Department of Health funding obligations.	Families & Children	
36	1.4.2	Continue to plan, develop and provide opportunities for increased provision of recreation and leisure opportunities	●	Seven sporting clubs have participated in strategic planning workshops. A Council report is being prepared to appoint six community representatives to the Recreation and Leisure Advisory Committee. A Women in Sport Breakfast was held on 10th December 2021.	Recreation & Youth	

37	1.4.3	Deliver Sons and Daughters of the West Health Programs to support social connection, physical activity and health awareness.	●	Sons of the West is currently being delivered at 2 sites within the municipality - Arnolds Creek Community Centre & Fraser Rise Community Centre with 83 participants registered.	Community Planning	
38	1.4.3	Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement	●	The first round testing is scheduled for the April School Holidays. As a result of Covid, an additional inspection is to be carried out in lieu of the deferred second round of test purchasing.	Community Safety	
39	1.4.4	Deliver initiatives to raise community awareness and prevent family violence, including the 16 days of activism campaign.	●	Planning is underway for the Family Violence forum 2022 with an anticipated delivery in June. Council is currently identifying and preparing to engage relevant stakeholders.	Community Planning	
40	1.4.4	Advocate for localised provision of family violence services	●	Advocacy is part of a team working closely with Family Safety Victoria for a secondary program site. Ongoing discussions with key government representatives are continuing.	Engagement & Advocacy	
41	1.4.4	Embed practices across the Maternal and Child Health Services to provide support to those at risk at risk of family violence.	✓	Maternal and Child Health Nurses have completed training on the Family Violence Multi-Agency Risk Assessment and Management Framework, conducting family violence assessments and safety planning. A family violence expert has been employed as part of the multidisciplinary Enhanced Maternal and Child Health Program to provide ongoing support, education and secondary consultation.	Families & Children	
42	1.4.5	Complete the Arnolds Creek Kindergarten Extension Project inclusive of starting date first term 2022	✓	The project has been completed. A new kindergarten room and playspace has been licenced and in operation.	Families & Children	

**Objective 1.5: A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination ▼**

**Strategies:**

1.5.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture ▼

1.5.2 Incorporate Aboriginal culture into the built environment

1.5.3 Identify and protect Aboriginal places of significance

1.5.4 Provide leadership in reconciliation, build positive partnerships and community relationships, and support culturally appropriate activities, services and places ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
43	1.5.1	Deliver and promote local events for NAIDOC Week and Reconciliation Week.	●	Preparation for Reconciliation Week and NAIDOC Week events has commenced.	Community Planning	
44	1.5.2	Maximise the use of appropriate Aboriginal references in the approval of new street names	●	Council continues to work with developers on maximising the use of street names that have an association with the land and area, including the use of Aboriginal references where considered appropriate.	Planning Services	
45	1.5.3	Ensure that planning applications in areas of cultural sensitivity are accompanied by an approved Aboriginal Cultural Heritage Management Plan	●	All planning applications are checked at the allocation stage, to determine whether the site is in an area of cultural sensitivity and if so whether the site use/development triggers the need for a Cultural Heritage Management Plan.	Planning Services	
46	1.5.4	Engage the community in the development of the City of Melton's Reconciliation Action Plan.	●	Community engagement for the Reconciliation Action Plan delayed due to recruitment delays. Re-scheduled to take place in the fourth quarter this financial year.	Community Planning	
47	1.5.4	Support programs working with children and families to be culturally safe for Aboriginal and Torres Strait Islander families	●	Supported Playgroups are implementing the audit tool and in this quarter are focussing on engaging Aboriginal services on effective promotion to families.	Families & Children	
48	1.5.4	Develop training programs and deliver to staff and community that build Aboriginal Cultural Awareness and Cultural Competency	●	Staff training session delayed to the fourth quarter this financial year due to recruitment delays.	Community Planning	



**Theme 2: A vibrant and healthy natural and built environment**

**Objective 2.1: A City with healthy waterways, biodiversity and ecosystems ▼**

**Strategies:**

- 2.1.1 Ensure that new waterways are developed in a way that balances biodiversity enhancement with education and leisure ▼
- 2.1.2 Ensure the maintenance and protection of waterway ecosystems
- 2.1.3 Ensure biodiversity is well managed and protected, both on Council's land and on private land
- 2.1.4 Advocate to the State Government to complete the acquisition of the Western Grassland Reserve and other biodiversity conservation reserves

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
49	2.1.1	Develop a masterplan for Lake Caroline	●	Preliminary scoping has been completed and a consultants brief will be ready for tender/ quotation in May 2022. The project will carry over into 2022/23.	City Design & Strategy	
50	2.1.1	Continue to implement key actions from Councils Integrated Water Management (IWM) Plan, including projects that are progressing through the Werribee Integrated Water Management Forums	✓	All new developments are incorporating IWM measures such as street tree passive irrigation and rainwater tanks on lots greater than 300m2.	Engineering Services	
51	2.1.2	Deliver the Water Sensitive Urban Design Construction program	●	This year all projects are design only for the next 3 years of delivery. Design are on track to be completed by the end of the year.	Engineering Services	
52	2.1.2	Ensure permits for new land subdivision includes requirements for submission and compliance with environmental management plans to ensure that sediment discharge to watercourses is minimised.	✓	The requirement for an Environmental Management Plan to be submitted and complied with is now a standard permit condition for new subdivisions, which is checked prior to the issue of the permit.	Planning Services	
53	2.1.3	Complete at least one new management plan for a council owned or managed conservation reserve per annum.	●	We have a first draft of the management plan for the Mount Cottrell property. Our statutory approval workload has been heavier than expected, causing delays in progressing this plan and that for the associated Mount Cottrell Recreation Reserve. Our revised deadline is the end of Q1 in the 2022/23 year.	Environment & Waste	

54	2.1.3	Continue to provide land management advice to landowners through the Environment Enhancement Program.	●	We have now concluded work on the 2021 cycle of the Environment Enhancement Program (EEP) with the recent convening of the panel to consider 11 requests to review the withdrawal of the rate rebate. Proposed work forms have been sent out for the 2022 EEP cycle, and officers have begun engagement with landowners to assist them in creating their work programs for the coming year.	Environment & Waste	
55	2.1.3	Undertake condition audits of Council environmental reserves	●	Audits have progressed well and are on track. Above average rainfall has increased weed content in the network of reserves whilst, at the same time, also allowed for a good harvest of kangaroo grass.	Operations	
56	2.1.4	Participate in the Western Grasslands Reserve working group newly convened by the state government.	●	The state government working group, on which Melton is represented, concluded the process of drawing up an interim management plan for the Western Grassland Reserve.	Environment & Waste	

**Objective 2.2: A City resilient to the impacts of a changing environment ▼**

**Strategies:**

2.2.1 Provide an integrated approach to land management that addresses risks, such as bushfire, uncontrolled weeds, flooding and storm events

2.2.2 Employ the principles of climate change adaptation in Council infrastructure

2.2.3 Support initiatives that promote cooling of the urban environment ▼

2.2.4 Ensure assets are adequately renewed, maintained, fit for purpose and resilient to changing climate conditions

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
57	2.2.1	Establish a land and weed management working group to bring together functions from across council.	●	A cross-department working group has continued to meet regularly, and has now expanded to include local laws.	Environment & Waste	
58	2.2.2	Establish working groups to implement actions from Councils Climate Change Adaptation Plan in line with council's pledge under the Climate Change Act.	●	We will advertise in the first week of May 2022 for the vacant Environment & Sustainability Policy Officer position. The establishment of working groups to implement the Climate Change Adaptation Plan will be first on the list of high priority actions.	Environment & Waste	
59	2.2.3	Review Councils Tree Planting and Removal Policy to further protect our tree Assets	●	The report has recently been returned to the Operations manager. A further review will be required before the document will be ready for the panels assessment. The Policy will not be adopted in this current financial year.	Operations	
60	2.2.4	Undertake condition audits of council assets to guide renewal program outcomes	✓	Council Building & Minor Structures condition audit has been completed with just a few valuations to complete. Analysis of the audit will follow. In addition, in-house condition audit on Car Parks was undertaken by a nominated Operations Officer and completed in November this year. Data from these audits will guide future renewal planning for Buildings, Minor Structures and Car Park assets.	Engineering Services	
61	2.2.4	Ensure strategic asset management activities are undertaken in accordance with best practice asset management principles.	●	An Asset Management Steering Committee has been established and meeting quarterly.	Engineering Services	
62	2.2.4	Deliver annual renewal programs associated with Parks & Open Space, Footpaths and Building Components.	●	Renewal programs are on track to be achieved.	Operations	

**Objective 2.3: A City growing and developing sustainably ▼**

**Strategies:**

- 2.3.1 Ensure land development practices minimise environmental harm and damage
- 2.3.2 Promote the efficient use of resources in the development of the City
- 2.3.3 Promote the use of Environmentally Sustainable Design guidelines in all aspects of the development of the City
- 2.3.4 Support the conservation and restoration of heritage places

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
63	2.3.1	Prepare and implement the Western Plains South Green Wedge Management Plan	●	The working draft was reviewed and is being refined before further consultation is undertaken with internal staff and external referral authorities. Following this the draft will go on community consultation before it is finalised. It is anticipated the draft will be complete by 30 June with the final report completed by September 2022.	City Design & Strategy	
64	2.3.1	Evaluate and respond to planning referrals in line with Planning & Environment Act and Environment Protection Act obligations to protect the natural environment.	●	The Environmental Planning team continues to meet statutory deadlines for planning referrals. We are currently processing in excess of 50 referrals per month.	Environment & Waste	
65	2.3.1	Provide Construction Environmental Management Plan Guidelines.	●	Final formatting and layout of the Construction Environmental Management Plan (CEMP) 'guidelines' has occurred, and the document will go live on Council's website in May. The guidelines are envisaged as a series of living documents, and will be continually updated and improved thereafter.	Environment & Waste	
66	2.3.2	Update standard landscape details to guide the development and handover process for new parks developed in residential estates.	●	The project was delayed to enable planning & delivery of urgent additional Parks Development Projects. Expected completion Dec 2022.	City Design & Strategy	
67	2.3.3	Develop and publish ESD guidelines to ensure consistent delivery of ESD principles in new developments.	●	Draft Internal guideline documents have been provided to Capital Projects. The next phase of this process is currently being planned to conduct workshops for Council's capital project managers.	Environment & Waste	
68	2.3.3	Participate in the trial for the Sustainable Subdivisions Framework	●	An evaluation of the framework trial has been prepared and is being considered by Council. Further aspects of the framework will be implemented as a result.	Planning Services	

69	2.3.4	Coordinate the delivery of the Heritage Assistance Fund	●	Of the three recipients of the fund, two will have expended their allocated funds by 30 June 2020. The other recipient has had delays in permits from Heritage Victoria and therefore will not expend their funds by 30 June 2022 and will do so in the next financial year.	City Design & Strategy	
70	2.3.4	Create a commemorative space in the historical section of the Melton Cemetery that recognises and acknowledges historical and Aboriginal significance.	●	Works will commence on site week in early May and are expected to be completed by mid-June 2022. Works are in accordance with the concept plan that was developed in conjunction with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and Melton Historical Society.	City Design & Strategy	

**Objective 2.4: A City that mitigates and adapts to climate change, and is environmentally aware ♥**

**Strategies:**

- 2.4.1 Educate and engage the community in local environmental and sustainability issues and decision making ♥
- 2.4.2 Maximise the use of alternative water sources and reduce Council's reliance on potable water
- 2.4.3 Advocate and lead in moving to a low carbon economy
- 2.4.4 Reduce the amount of waste being sent to landfill
- 2.4.5 Facilitate access to and appreciation of local natural landscapes and places of cultural heritage

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
71	2.4.1	Educate and engage with residents with regards to the natural environment, sustainability and waste in line with Council's Environment Plan objectives	●	Discussions are underway to include environment portfolio matters within the ambit of the vacant Waste Education Officer position, which will be advertised in May 2022.	Environment & Waste	
72	2.4.1	Continue support and presentation of education and enabling training such as the Nature Stewards program	●	The Autumn 2022 round of Nature Stewards in the 'north west hub' format with Macedon Ranges Shire and Hume City is currently running.	Environment & Waste	
73	2.4.3	Continue to support service units in the implementation of key actions from Council's Environment Plan to ensure compliance with low carbon economy targets.	●	Council has recently completed the transition to fully renewable electricity, as all sites have now come online to our new electricity supply contract. The program to retrofit Council buildings with solar panels has also completed its first round.	Environment & Waste	
74	2.4.4	Provide services and initiatives that support the community to divert waste from landfill.	●	Through education and promotion there has been an increase in the green bin (FOGO) service of 15% this financial year. This allows residents to divert food and green organic waste from landfill. The increase of promotion and education of a permanent drop off site available to residents at the Melton Recycling Facility has encouraged better sorting and recycling practices, by allowing residents to drop off any number of items that are recyclable for free. The site currently has an average diversion rate of 60%	Environment & Waste	
75	2.4.5	Coordinate and deliver the Heritage Festival	●	The Heritage Festival is now undertaken by the Libraries and Arts Team in conjunction with Council's Heritage Advisor. The Heritage Festival is scheduled to launch on 21 April 2022 and will run until 2 May 2022.	City Design & Strategy	
76	2.4.5	Continue with the implementation and delivery of Council's Sustainable Education Program	●	Discussions are underway to include environment portfolio matters within the ambit of the vacant Waste Education Officer position, which will be advertised in May 2022.	Environment & Waste	

**Theme 3: A fast growing, innovative and well planned City**

**Objective 3.1: A City of 20 minute neighbourhoods ▼**

**Strategies:**

- 3.1.1 Advocate to and work with the State Government and other stakeholders in planning for the City
- 3.1.2 Investigate opportunities to enhance the connectivity and activity of existing urban areas ▼
- 3.1.3 Appropriately plan for future development of greenfield land and ensure linkages to existing communities and assets ▼
- 3.1.4 Undertake integrated open space planning to ensure all neighbourhoods have access to reserves, parks, gardens, heritage places and natural assets ▼
- 3.1.5 Support local place making and buy local initiatives ▼
- 3.1.6 Promote the take up of smart\* technology to connect people, enhance safety and improve liveability

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
77	3.1.1	Contribute to State Government processes in the identified Precinct Structure Plans and Infrastructure Contributions Plans.	●	City Strategy staff have participated in the Melton East PSP 'pitching sessions' which is the formal commencement of the PSP process in accordance with the PSP 2.0 process. In addition City Strategy has facilitated providing technical input to the technical reports being prepared to inform the PSP process.	City Design & Strategy	
78	3.1.1	Actively contribute and where appropriate make submissions on the proposed Western Victoria Transmission Network Project.	●	Council is actively contributing to the Technical Reference Group, reviewing technical reports and providing commentary. Support is also being provided to the community to advocate for better outcomes from the project.	City Design & Strategy	
79	3.1.2	Engage the community and stakeholders and prepare a revitalisation plan for the Melton Town Centre.	●	A visioning process is being undertaken to understand stakeholders aspirations for the future of the Melton Town Centre. Technical reports in economics, community infrastructure, land use planning and traffic and transport have been undertaken to inform the Revitalisation Plan. A discussion paper, summarising the visioning process, technical reports and future options for the centre is being prepared and consulted on with stakeholders. The Revitalisation Plan is due for completion in December 2022.	City Design & Strategy	
80	3.1.3	Prepare and endorse Urban Design Frameworks for Mt Atkinson and Rockbank North Major Activity Centres.	●	A design charette has been held preparing the draft framework plans with the landowners, Council consultants and Council staff.	City Design & Strategy	



81	3.1.4	Undertake a review of the 2005 Masterplan for the Melton Weir.	●	A consultants brief has been prepared and further discussion is to occur on the provision of funds for a consultant to undertake a review of the plan.	City Design & Strategy	
82	3.1.4	Complete a review of the Masterplan for the Melton Botanic Garden	●	The review of the Melton Botanic Gardens Masterplan is largely complete with the next step will be to brief Executive on the key recommendations of the review.	City Design & Strategy	
83	3.1.5	Plan and deliver a children's playspace as part of revitalisation plan for the Melton Town Centre.	●	Consultation on the design has been completed and the project is on schedule to be tendered in May 2022.	City Design & Strategy	
84	3.1.5	Complete the Melton South and Scott Street Revitalisation program.	✓	Economic Development delivered precinct launch events to celebrate the revitalisation of (1) Melton South and (2) Scott Street as part of State Govt's Neighbourhood Activity Centre Renewal Fund. These events took place in February 2022. The project has supported hospitality, retail and professional service business in these precincts to rebrand, refocus and ready themselves for the future. 14 businesses in Melton South, and six businesses in Scott St/Burleigh Rd participated in activities around shopfront renewals, improved lighting and roller door enhancements. Council also delivered additional lighting with considerable contribution from Council's Engineering team and an Art Mural with support from Council's Arts team. Additional park and street cleaning took place to further enhance the physical appearance of the commercial strips. The funding was acquitted in March.	Engagement & Advocacy	



85	3.1.5	Deliver the projects under the Melton Revitalisation Program.	●	<p>Economic Development is on track with this project: (1) Round 1 &amp; 2 shopfront improvements are underway. Round 3 is currently under procurement process. (2) Champions Working Group meeting conducted in February. (3) Business &amp; visit Melton Town Centre (MTC) videos are in the final editing phase. (4) MTC street pole banners were installed in January. (5) MTC marketing taking place weekly through Melton City Much More Facebook page with seasonal promotions for Valentines Day and Easter completed. (6) Pop Up park for Wallace Square is currently in the procurement process. (7) Two retail shops for business start ups have been installed near the Amphitheatre and are about to commence tenancies. (8) An illuminate event was delivered with businesses in Bakery Square and surrounds participating in activations and special offers. (9) A brief is currently being prepared for accessibility improvements.</p>	Engagement & Advocacy	
86	3.1.5	Deliver targeted placemaking activities to support business precincts including completion of the Outdoor Dining and Entertainment Program.	●	<p>The activation of business precincts continues through State Government's COVIDSafe Grant funding. Part A (\$300,000 for Rapid Implementation) - (1) Completed Caroline Springs Square pop up activation. (2) Improved outdoor set ups for businesses in Melton Town Centre (MTC), Melton, Eynesbury, Diggers Rest, Ravenhall. (3) Melton City Much More/Buy Local A frames produced and delivered to 20 venues (4) Monthly Much More music program supporting hospitality businesses delivered for Feb &amp; Mar (5) Monthly Mystery Music program supporting precincts delivered for Feb &amp; Mar (6) precinct event activations delivered Hillside - Feb, MTC - Mar with support of the Events team. Part B - (\$275,000 for Outdoor precinct establishment) - (1) Caroline Springs Blvd; slow progress in bin, umbrella, lighting and signage installations due to shortage of staff time/hours. (2) Hillside Shopping centre lighting and plants completed. (3) MTC Amphitheatre digital screen, procurement in process. (4) Diggers Rest pop up park; behind schedule and not likely to be completed this financial year due to the vacant Place Engagement Officer position.</p>	Engagement & Advocacy	

87	3.1.5	Develop and implement seasonal Buy Local campaigns	●	The revised Economic Development Melton City Much More Buy Local program is now in operation with QR code shop decals, post cards and fridge magnets in circulation directing the community to the Melton City Much More Facebook page for daily local business promotions. Council has also established a Mega Deals Thursday which draws high engagement from local businesses to participate, and high attention from the community in support of the business offers. Ongoing seasonal campaigns are continuing.	Engagement & Advocacy	
----	-------	--	---	--	-----------------------	--

\* smart technology includes devices such as a sensor which can help make the delivery of Council services more efficient, QR codes on public art to provide information or digital models of the municipality to aid with planning decisions.

**Objective 3.2: Health and community services accessible locally ♥**

**Strategies:**

- 3.2.1 Advocate for and facilitate for the provision of health and community services and facilities to be within close proximity and safe access to public transport ♥
- 3.2.2 Plan and design Council facilities to accommodate health and community services ♥
- 3.2.3 Advocate for and support the development of the Melton Hospital and associated services ♥
- 3.2.4 Strengthen the health and community service system by working in partnership with providers and state government to attract additional services and support the expansion of existing services ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
88	3.2.1	Advocate for localised provision of health and community services	●	Funding was approved by the State Government towards a Community Services Hub in the Growing Suburbs Fund and Advocacy will work with Community Planning for an Expression of Interest process.	Engagement & Advocacy	
89	3.2.2	Lead infrastructure works to support the delivery of 3 and 4 year old Kindergarten for the growing community.	●	A Building Blocks Planning Grant application has been submitted to support planning for future 3 and 4 year old kindergarten infrastructure.	Families & Children	
90	3.2.3	Continue to advocate for the timely delivery of the Melton Hospital to be operational by 2026	●	The hospital was included in the State budget submission and in correspondence to Ministers and local Members of Parliament.	Engagement & Advocacy	
91	3.2.4	Deliver strategic health and human services attraction planning and support partnerships to bridge service gaps in the City of Melton.	●	The Cobblebank Community Services Hub Expression of Interest is due for dissemination in the coming month. Analysis of and planning to address ongoing gaps is underway.	Community Planning	

**Objective 3.3: A City with accessible infrastructure that meets the needs of all ♥**

**Strategies:**

3.3.1 Ensure infrastructure and open space are designed, built and maintained to accommodate safety, growth, diverse needs and adaptability

3.3.2 Advocate for and support the development of diverse and affordable housing ♥

3.3.3 Advocate to and work with the State Government for the timely delivery of State infrastructure to service the City

3.3.4 Design, build and maintain the public realm to enable the promotion of physical activity ♥

3.3.5 Embrace new technology with the potential to revolutionise how city infrastructure are planned and managed sustainably

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
92	3.3.1	Aim for the delivery of at least 80% of the 2021/22 Capital Works Program	●	Delivery of the 2021/22 Capital Works Program is being impacted by a number of factors including Covid 19, construction industry capacity, organisation capacity and external factors outside the control of Council and as a result the 80% target will not be achieved. The 3rd Quarter Forecast is indicating delivery will be closer to 50% with expenditure of approximately \$85M and carry forward of approximately \$85M.	Capital Projects	
93	3.3.1	Complete a review of the Parks Development Program.	●	Program reviewed with background report 80% complete. Workshop on prioritisation methodology & introduction of smaller projects/parks improvement fund to be scheduled with Councillors.	City Design & Strategy	
94	3.3.1	Continue to deliver capital upgrade works at the Melton Recycling Facility in line with the adopted master plan	●	A Design and Construct contractor has been appointed however due to planning objections there is currently a delay in the project construction commencement of approximately six months.	Environment & Waste	
95	3.3.1	Plan and development of soccer facilities at Taylors Hill Recreation Reserve.	●	Construction is underway and is scheduled for completion November 2022.	Recreation & Youth	
96	3.3.1	Commence design and construction of Diggers Rest Recreation Reserve assets	●	Construction is underway and is schedule for completion February 2023.	Recreation & Youth	
97	3.3.1	Commence construction of the Hillside Recreation Reserve Pavilion extension and refurbishment.	✓	Works completed March 2022.	Recreation & Youth	
98	3.3.1	Commence construction of the Melton Recreation Reserve Pavilion	●	Detailed design has been completed. Construction to commence September 2022.	Recreation & Youth	

99	3.3.2	Implement a Design Excellence Program to improve the design quality of residential development.	●	A generic business case has been completed for the design excellence project, mapping out the staging and implementation of the program.	City Design & Strategy	
100	3.3.2	Advocate for funding through the State Government's Big Housing Build initiative	●	McDonald Street Reserve, Melton South social housing development will commence in the fourth quarter. This is a Homes Victoria project that will see the construction of six homes to provide stable and secure accommodation for families who need housing assistance. Construction anticipated for completion by early 2023.	Corporate Strategy & Investment	
101	3.3.3	Prepare submissions and advocate for improved infrastructure planning in relation to policy and strategies being reviewed by the State Government.	●	Council Officers continue to prepare submission and advocate for improved infrastructure planning via meeting with the VPA, DELWP and preparing submissions. In the last quarter Council Officers have contributed to the Regional Services and Infrastructure Planning model project funded by the Streamlining for Growth program.	City Design & Strategy	
102	3.3.3	Ensure ongoing engagement with local members and key Ministers and incorporate advocacy priorities into State and Federal Budget submissions.	✓	Advocacy has completed the State and Federal Budget submissions and the updated Advocacy Priorities booklet and shared with local Members of Parliament.	Engagement & Advocacy	
103	3.3.4	Deliver the City of Melton Indoor Sports Strategy	●	Yet to commence due to vacancy in the Recreation Planner role. Project to commence June 2022.	Recreation & Youth	
104	3.3.4	Deliver the City of Melton Cricket Strategy	●	The Final Strategy is scheduled for completion June 2022.	Recreation & Youth	
105	3.3.4	Commence the preparation of the City of Melton Australian Rules Football Strategy	●	The consultation stage has been completed. A Draft Strategy is scheduled for completion August 2022.	Recreation & Youth	
106	3.3.5	Establishment of a Digital Twin (3D Model) for the Municipality	●	Development of Digital Twin for Cobblebank and Melton Town Centre is underway.	Engineering Services	

**Objective 3.4: An integrated transport network that enables people to move around ▼**

**Strategies:**

3.4.1 Advocate to the State and Federal Governments to deliver new and upgraded transport infrastructure to meet the needs of our growing community

3.4.2 Improve connectivity between existing and new communities ▼

3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of our community ▼

3.4.4 Improve accessibility, comfort and connectivity of key active transport routes ▼

3.4.5 Support the creation of a connected and active community through the design and delivery of safe walking and cycling networks ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
107	3.4.1	Convene and Coordinate the Melton Transport Community Reference Group	●	The Melton Transport Community Reference Group has been meeting every two months and has made contributions to Council's Fix our Roads campaign	City Design & Strategy	
108	3.4.1	Engagement with State and Federal Government representatives to deliver transport infrastructure and inclusion of transport priorities in State and Federal Budget submissions.	●	Transport has been included in both the State and Federal Budget submissions.	Engagement & Advocacy	
109	3.4.1	Coordinate a Federal and State election campaign focussed on achieving a commitment to a roads package for Melton.	●	The Fix Our Roads advocacy campaign is scheduled to take be launched on Monday 4 April. The first phase of the campaign will focus on the Western Highway and Calder Park Interchange in the lead to the Federal election to be held in May.	Engagement & Advocacy	
110	3.4.1	Implement Moving Melton, Council's integrated transport strategy	●	The Melton Integrated Transport Model (MITM) base case completed 31/03/2022. Future year modelling expected to be completed by 30/06/2022. The model will be used by the Department of Transport for the Western Freeway Corridor study. It will also be used by Council in preparation of the Rockbank UDF (works by consultants underway).  Pedestrian and Cycling Plan (PACP) technical work has been completed. Community consultation has been completed. Community project scoring and a consultation report is underway. The community report is expected to be completed by 30/04/2022. The final report to Council by 30/06/2022	Engineering Services	

111	3.4.2	Improve connections across the City	●	Projects identified in the Capital Works Program are progressing through procurement and delivery stages. Major projects will roll over into the following financial year.	Engineering Services	
112	3.4.3	Undertake safety improvements across the road network	●	Safety Improvements Projects identified in the Capital Works Program are progressing through procurement and delivery stages and are on track to be delivered in the current financial year.	Engineering Services	
113	3.4.4	Develop a Pedestrian and Cycling Plan for the City to inform future improvements	●	Pedestrian and Cycling Plan (PACP) technical work has been completed. Community consultation has been completed. Community project scoring and a consultation report is underway. The community report is expected to be completed by 30/04/2022. The final report to Council by 30/06/2022	Engineering Services	
114	3.4.5	Construction of walking and cycling networks	●	Council has seen 37981.4km of footpaths and 5.6km of Shared Paths constructed to the end of the third quarter this financial year	Engineering Services	

**Theme 4: A City that promotes greater education and employment**

**Objective 4.1: A strong local economy that attracts business growth and encourages new investment**

**Strategies:**

- 4.1.1 Invest in programs that support local business to start, grow, connect and thrive
- 4.1.2 Support initiatives that create opportunities for new business, jobs and investment in the City
- 4.1.3 Plan for key employment precincts within Precinct Structure Plans
- 4.1.4 Advocate to state government to undertake the Precinct Structure Plans which are employment focussed to facilitate the creation of local jobs

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
115	4.1.1	Deliver a program to support business start ups and emerging entrepreneurs.	●	Season 4 of round 1 of the start up program is now scheduled to take place from April. Council pushed out the program commencement dates by 3 weeks to allow more time to promote and increase patronage into the program. It is still scheduled to be completed by 30 June.	Engagement & Advocacy	
116	4.1.1	Develop a program that supports the next cycle of an emerging business	●	Installation of the start up pop up shops at the Melton Town Centre fell behind schedule due to relocation and installation delays of the incubators. This program is now scheduled to begin in late April with emerging businesses occupying between 2-4 weeks tenancy in 1 of the 2 pop up shops and receiving mentoring and promotional support to assist in growing their business.	Engagement & Advocacy	
117	4.1.1	Deliver a range of networking events, support and capacity building programs through the Venture Melton Business Network.	●	Economic Development's Venture Melton Business Network (VMBN) February event was delivered with Sadana Smiles as the key guest speaker. This event was delivered in person with attendance of 42 local business owners/staff. Ongoing specialist mentoring continues through the VMBN program.	Engagement & Advocacy	



118	4.1.1	Deliver the 2021 Business Excellence Awards Program.	✓	Economic Development completed the delivery of the 2021 Business Excellence Awards Program with a Gala Event in November. The event showcased 21 highly regarded finalists out of a significant pool of nominations and 10 category winners on the night. Ten businesses also sponsored the Award categories. This year's event saw new development of the award categories to ensure they were fully inclusive of all businesses in the City Of Melton. The program also highlighted the resilience of businesses over the past year of the pandemic.	Engagement & Advocacy	
119	4.1.2	Implement a range of investment attraction initiatives	●	Meetings have been held with Government on the Investment Attraction Strategy and this will continue in the first half of 2022.	Engagement & Advocacy	
120	4.1.2	Advocate for investment into the Western Intermodal Freight Precinct	●	Advocacy has been working to progress the WIFT Alliance and with the North West City Deal to advocate for the WIFT. Funding for the WIFT was included in the 2022 Federal Budget.	Engagement & Advocacy	
121	4.1.3	Prepare and endorse the Hopkins Road Business Precinct Urban Design Framework	●	The draft Urban Design Framework is currently out on consultation until 28 April 2022. Council officers will then assess submissions leading to a final document by 30 June 2022 and will seek endorsement from Council in the following month. The delays have been due to challenges encountered receiving documentation from the proponent.	City Design & Strategy	
122	4.1.4	Advocate to the Victorian Planning Authority to program the preparation of Precinct Structure Plan for the Western Intermodal Freight Precinct (WIFT).	●	The Federal Government recently announced funding for both the WIFT and BIFT generating further uncertainty for the timing and delivery of this project. Council continues to advocate and partner with the industry sector to progress the WIFT as a necessary project.	City Design & Strategy	

**Objective 4.2: A City with a variety of education facilities accessible locally ♥**

**Strategies:**

4.2.1 Advocate for the timely delivery of primary, special and secondary schools

4.2.2 Maximise the use of existing Council facilities by external providers of educational programs ♥

4.2.3 Advocate for the delivery of TAFE and tertiary education facilities and opportunities in the City

4.2.4 Support local pathways between education, training and employment ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
123	4.2.1	Advocate for a continued rollout of public schools in line with growth	●	Schools have been included in the Council's Government Budget Submissions and sent to the Minister to highlight the need.	Engagement & Advocacy	
124	4.2.2	Deliver on key initiatives outlined in the MOU with Victoria University to encourage the early delivery of educational programs within the municipality	●	A draft action plan has been developed with a number of actions to commence implementation in the fourth quarter.	Corporate Strategy & Investment	
125	4.2.3	Work with the State Government and University and TAFE providers to deliver localised tertiary and TAFE courses	●	A business case is in development for a new TAFE and Council has just been asked to contribute to the evidence base. Council will continue to work with the department in its development. Both the TAFE and University have been included in the Budget Submission.	Engagement & Advocacy	

126	4.2.4	Work with tertiary education providers on identifying needs and opportunities for enhanced local skills and training pathways.	●	<p>The first meeting of the newly formed Community Learning Advisory Committee took place on Wednesday 23 March. Organisations represented include:</p> <ul style="list-style-type: none"> <li>- Future Connect - Youth Sector Representative</li> <li>- U3A - Seniors Sector Representative</li> <li>- Djerriwarrh Community &amp; Education Services - Adult Learning or Training Representative</li> <li>- VICSEG New Futures - CALD Community Representative</li> <li>- Melton South Community Centre - Neighbourhood Houses Network Representative</li> <li>- Lakeview Senior Secondary College - Government Schools Representative: Secondary</li> <li>- Western BACE - Business and Industry Representative</li> <li>- Deanside Primary School - Government Schools Representative: Primary</li> <li>- Mambourin Business Solutions - Disability Sector Representative</li> <li>- Victoria University - Adult Learning or Training Representative</li> </ul>	Community Planning	
127	4.2.4	Work with local organisations to advocate and promote local employment opportunities including the Atherstone Exchange	●	<p>Economic Development supported Atherstone Exchange with promotion of the Apprenticeship &amp; Traineeship expo/Cobblebank Stadium (8 February). Economic Development has also been working with Amazon and Electrolux and various other local businesses in the promotion of local job opportunities as they expand their operations in the City of Melton.</p>	Engagement & Advocacy	

**Objective 4.3: A City with a diversity of local job opportunities with an increasing number of residents locally employed ♥**

**Strategies:**

4.3.1 Encourage access to diverse and quality local employment opportunities

4.3.2 Advocate to State and Federal government and private industry for increased and diverse local employment opportunities

4.3.3 Partner with community organisations and the employment and education sectors to identify skill shortages and advocate for employment pathways ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
128	4.3.1	Deliver and promote the Melton Jobs Hub to raise awareness of local job opportunities.	●	Economic Development continues to monitor the activity on the Melton Jobs Hub and has worked on improvements through the portal to drive viewing traffic. Economic Development continues to encourage local business advertisements of job vacancies on the portal through regular updates in the Venture Melton Business Network/Peoples news and Business newsletters and one on one business engagements.	Engagement & Advocacy	
129	4.3.2	Present the Investment Attraction Strategy to government and industry stakeholders to influence investment and employment outcomes.	●	Meetings held with Government on the Investment Attraction Strategy and this will continue in the first half of 2022. Additionally, Jobs and Investment Attraction were the key drivers of the State and Federal Budget Submission.	Engagement & Advocacy	
130	4.3.2	Work with local developers to assist with investment in employment precincts	●	Economic Development continues to participate in regular planning meetings with key developers and support the connection of investment and employment where ever possible. New tenants in the commercial estates are highly promoted on the City Of Melton and Venture Melton newsletter and social channels. Developer engagements have been with: Dexus (Horizon 3023), CitiNova (Westpines), Stockland/Mt Atkinson (Melbourne Business Park).	Engagement & Advocacy	

**Objective 4.4: Lifelong learning opportunities that bring local communities together ♥**

**Strategies:**

4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning ♥

4.4.2 Help close the digital-divide by improving the community's digital literacy ♥

4.4.3 Create a learning culture in the City through early engagement with and support for children, young people and families ♥

4.4.4 Partner with education providers to facilitate the delivery of education and training programs

4.4.5 Advocate for the provision of digital technologies accessible to all

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
131	4.4.1	Deliver accessible lifelong learning initiatives and programs in community facilities and neighbourhood houses.	●	<p>Council continue to deliver suite of online learning programs. A total of 1,621 community members participated in community programs from January 1 - March 31, 2022.</p> <p>Face to face community learning programming has resumed with enrolments currently open on the Melton Learning Directory.</p>	Community Planning	
132	4.4.2	Plan for fit-for-purpose, technology enabled community learning spaces to contemporise Melton's community facilities, and improve digital access in the Melton community.	●	<p>Council continues to plan for fit-for-purpose, technology enabled community learning spaces in Project Working Groups for new community facilities (Mt Atkinson and Paynes Rd). Building has commenced for Mt Atkinson.</p> <p>Exploration to implement Wi-Fi across community facilities has commenced with Council's Information Technology department via a project scoping document.</p> <p>Council continue to deliver community learning programs aimed at improving digital literacy for all ages. Participants can view and enrol in all advertised programs.</p>	Community Planning	

133	4.4.2	Implement and promote digital initiatives that enhance and grow Council's online service delivery	●	A refresh of Council's website went live in January 2022. The refresh resulted in a higher level of compliance with accessibility standards (WCAG 2.0 AA). It provides a new fresh look and feel of the website, more flexibility and control over the site via a theme builder and site management and the ability to take advantage of all latest extended functionalities and features of the Customer Management System platform. Thirteen new online forms were also implemented, including Hot House Pop Up Shops registration, A Strategy for All Abilities and All Ages online workshop registration, Family Day Care enquiry form and Young Communities Programs registration.	Engagement & Advocacy
134	4.4.2	Through the implementation of the Communications Strategy improve the uptake of communications digital communications channels	●	Council's Enews subscription database has continued to see steady growth over the quarter, up 11% to 21,563. Open rates have risen slightly this quarter to around 52%, as has the click rate, which now sits at around 5.4%. This represents significant engagement.	Engagement & Advocacy
135	4.4.2	Work in partnership with the Community Planning (Lifelong Learning team) to deliver digital literacy skills programs for our community as part of the Be Connected funding initiative	●	The first cohort of Digital Mentors has been trained. The project will now be aligned with our broader volunteer engagement strategy.	Libraries & Arts
136	4.4.3	Engage the community and stakeholders in the development of the Learning City Strategy	●	<p>Three resident workshops planned for May 2022</p> <ul style="list-style-type: none"> <li>- One in the Eastern corridor</li> <li>- One Melton township</li> <li>- One online – live webinar</li> </ul> <p>Targeted Engagement</p> <p>The following key stakeholder groups will be approached for targeted engagement meetings in May 2022</p> <ul style="list-style-type: none"> <li>- Bicultural workers network (includes refugee and asylum seeker cohorts)</li> <li>- New and Emerging Communities Network (service providers)</li> <li>- Aboriginal community and/or Torres Strait Islander communities and organisations</li> <li>- Disability Advisory Committee and networks</li> <li>- Residents aged 25-50 – through a survey on Melton Conversations</li> <li>- Community Learning Advisory Committee workshop</li> </ul>	Community Planning

137	4.4.3	Support vulnerable families to enrol and engage in Kindergarten programs.	●	Council's Kindergarten Engagement Officer has supported families to increase the total number of children enrolled in ESK kindergarten to 86 for 2022	Families & Children	
138	4.4.4	Complete the planning for the Mount Atkinson new Children's / Community facility and appoint a preferred provider	●	Construction is underway. A Tender for kindergarten provider is currently open, closing 8 April.	Families & Children	
139	4.4.5	Undertake accessibility audit of Community Portal on Council website.	✓	An accessibility review of Council's Community Portal has been undertaken and recommended actions are being prioritised by the Digital Transformation team.	Engagement & Advocacy	

**Theme 5: A community that is actively engaged in the City**

**Objective 5.1: Deliberative engagement and communication with the community informs planning and decision making**

**Strategies:**

- 5.1.1 Position the organisation to deliver robust deliberative engagement
- 5.1.2 Invest in Council's capacity to design and conduct meaningful community engagement activities
- 5.1.3 Provide the community with balanced, transparent and objective information

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
140	5.1.1	Strengthen organisational readiness and capacity for legislated deliberative community engagement.	●	The deliberative engagement action plan is currently being drafted incorporating recommendations from the evaluations. It will be taken to the Community Engagement Advisory Committee meeting in May for discussion and feedback.	Community Planning	
141	5.1.1	Finalise the implementation of the 2021 Integrated Planning Project in accordance with the deliberative engagement requirements of the Local Government Act 2020.	●	The Evaluation Report was presented to Executive on 15 March 2022; the recommendations are currently being considered.	Corporate Strategy & Investment	
142	5.1.2	Deliver staff information and training sessions to build community engagement awareness and capacity.	●	Meetings with business units have continued. The Engagement Planning template has been updated to reflect the compulsory aspects required under the LG Act. Work has begun on updating the Engagement Toolkit items in preparation for the new Intranet launch. An Request for Quotes process for engagement training is currently being undertaken, with the Basics training to be delivered before 30 June.	Community Planning	
143	5.1.3	Implement Council's Communication Strategy.	●	2021/22 actions being implemented include Enews, website refresh, a new internal communications program, and quarterly editorial planning and reporting.	Engagement & Advocacy	



**Objective 5.2: A range of platforms, including digital, that cater for accessible community engagement and consultation ▼**

**Strategies:**

5.2.1 Streamline customer access to Council by investing in new technology while maintaining non digital channels for people with access constraints

5.2.2 Increase participation in online community engagement platforms

5.2.3 Provide opportunities for meaningful community engagement, especially with diverse faith and cultural groups ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
144	5.2.1	Implement digital improvements to Council's customer service delivery through the Business Transformation Project	●	Continuing to work in collaboration with the Digital Citizenship Engagement team to jointly plan improvements.	Engagement & Advocacy	
145	5.2.1	Deliver a high functioning Customer Service Centre and Call Centre operation	●	Customer Service Key Performance Indicators are being monitored and reported.	Engagement & Advocacy	
146	5.2.1	Increase online service offerings through solutions delivered by the Digital Citizen Experience	●	Quarter three online service outcomes include: - Continuous Improvements made to the following solutions: Animal Registration forms and Community Infrastructure Levy receipt enhancements - New functionality delivered: Community Infrastructure Levy forms available online, Customer Digital Desire Survey/Report, Do I need a Permit (3D model), Civic Centre Self Service Kiosk	Information Services	
147	5.2.2	Enhance and promote the City of Melton Conversations online platform and the Melton Learning - lifelong learning platform	●	The use of Melton Conversations has been promoted at face to face events and via Council social media. This has resulted in a 16% increase in registered users since 1 Jan 2022.	Community Planning	
148	5.2.2	Promote online engagement opportunities through a range of digital and non-digital communication channels	●	Ten community engagement opportunities have been promoted on the City of Melton conversations platform, on Council's website, social media and through print channels such as Moving Ahead page and the local newspaper throughout the last quarter.	Engagement & Advocacy	
149	5.2.2	Promotion of digital solutions to increase service utilisation to 75% for services provided on the digital Community Portal	●	Online utilisation for services delivered on the Community Portal at the end of Quarter three is 93% against a target of 75%.	Information Services	

150	5.2.3	Support effective engagement with diverse faith and cultural groups in Melton.	●	Melton Interfaith Network meetings were attended. The Network received support to implement their initiatives. Victorian Interfaith Festival was held on 27 March, with Melton City Council support including membership of the organising committee. 220 people from different faith and cultural backgrounds attended the event. Melton New and Emerging Communities Network meetings and Intercultural Advisory Committee meeting held.	Community Planning	
-----	-------	--	---	--	--------------------	--

**Objective 5.3: Increased volunteerism in the City ♥**

**Strategies:**

5.3.1 Invest in establishing systems and structures to enable strong volunteerism in the City ♥

5.3.2 Establish partnerships to promote volunteerism ♥

5.3.3 Promote the benefits of volunteerism ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
151	5.3.1	Develop a Volunteer Engagement Framework to re-invigorate volunteer involvement with libraries	●	Sector benchmarking with Victorian public libraries is now complete. We are now progressing with the development of a Volunteer Engagement Framework for libraries.	Libraries & Arts	
152	5.3.1	Explore opportunities to increase the number of volunteers engaging within Council programs and events	●	Volunteers participated in covid 19 training sessions and preparing for a return to delivery programs.	Community Care	

**Theme 6: A high performing organisation that demonstrates civic leadership and organisational excellence**

**Objective 6.1:** An organisation that demonstrates excellence in customer and community service

**Strategies:**

6.1.1 Provide high quality, consistent and responsive customer service throughout all areas of Council

6.1.2 Establish an organisational approach to strategic planning for children and young people

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
153	6.1.1	Implement the Shopping Trolley Management Program.	✓	The Shopping Trolley Management Program implementation has been completed and includes communication of the program to all relevant traders, regular patrols and collections around shopping precincts and collection of trolleys based from resident complaints. An impounding and release program has been developed which notifies traders of any impounded trolleys and provides them with an opportunity to pay an impoundment fee and have the trolleys released to them. If trolleys are not collected, infringements are issued for failing to claim impounded trolley.	Community Safety	
154	6.1.1	Embed improved Customer Service standards across the organisation	✓	Council's Customer Service Charter was endorsed by Executive and updated on Council's website. Service Level standards were reviewed and updated which can now be reported on.	Engagement & Advocacy	
155	6.1.1	Undertake a customer experience evaluation to inform post-Covid service recovery for Libraries	●	A statewide survey led by State Library Victoria in partnership with Public Libraries Victoria was conducted in March. The results are being compiled and a full report will be available within the next month. Melton City Libraries will use the results of this survey to inform a post-Covid service recovery analysis.	Libraries & Arts	
156	6.1.1	Review the Customer Service training program to ensure it meets business needs	●	The Learning and Development Officer commenced 28 March - it is now a priority to review the Customer service training program and source a provider from the recently contracted panel of providers.	People & Culture	

157	6.1.1	Implement IT enabled business improvement initiatives that enhance service delivery capacity.	●	<p>Initiatives that are currently on track to commence or be delivered in 2021/22 which will enhance service delivery capacity, include: -</p> <ul style="list-style-type: none"> <li>- Call Centre Contact Centre system, which will increase efficiencies in tracking and monitoring calls to the customer service centre (Complete).</li> <li>- Contract Management system will improve the management of contracts by reducing contract-related risks and improving the efficiency in managing contracts (In progress).</li> <li>- Asset Maintenance Management system will ensure Council assets are well maintained and free of defects that render assets unusable (In progress).</li> <li>- Authority System Upgrade, including online timesheets, will improve functionality and reliability for payroll, finance, permits, animals, etc. (In progress).</li> <li>- Voice and Video Communications Platform Improvements will consolidate the telephone system and video into a single communication platform, improving the staff experience with their communication technology. (In progress).</li> </ul>	Information Services	
158	61.1	Implement information security practices and systems that enhance service delivery reliability.	●	<p>An ongoing program of projects and activities directed at mitigating information security-related threats (e.g. cyber security) that could impact Council service delivery and image are in the pipeline. Features that will be delivered include real-time monitoring of data network activity (Security Operations Centre), additional staff computer login verification (multi-factor authentication) for IT staff to start with and the security classification and accessibility of council information (data classification).</p> <p>Completed in Q3:</p> <ul style="list-style-type: none"> <li>- Multiple security audits from (Office of the Victorian Information Commissioner) OVIC and (The Victorian Protective Data Security Standards ) VPDSS, to fulfil regulatory compliance.</li> <li>- Review of spam and phishing controls for email including recommendations for improvement and review and test security incident management and response procedure</li> </ul>	Information Services	

159	6.1.2	Develop a strategic framework for Council's community services for children, young people, older people and people with disability.	●	Engagement concluded with 780 community members participating. Draft strategy and action plans being prepared ahead of anticipated presentation to Council in May.	Community Planning	
160	6.1.2	Develop an early years strategic plan	●	A Strategy for All Abilities and All Ages is in its final stage of development. Families and Children have developed actions for year one of this plan. These actions are in the final stages of endorsement.	Families & Children	

**Objective 6.2: An adaptive, innovative and creative organisation**

**Strategies:**

6.2.1 Invest in a skilled, motivated and high performing workforce through leadership and staff development programs

6.2.2 Invest in new and emerging technology that supports innovation

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
161	6.2.1	Develop and implement a talent management framework, as part of the Strategic Workforce Plan, which guides all leadership and staff development	●	The Strategic Workforce Plan was finalised in December 2021. The Talent Management Framework cannot commence until an Organisational Development (OD) vacant position is filled. People & Culture have been unable to fill the OD role and as a result there has not been capacity to complete this work.	People & Culture	
162	6.2.2	Develop the IT platform in a way that takes advantage of new technology developments.	●	Commenced in Quarter three and continuing in Quarter four is a project to transfer the location of the council's information systems from a first-generation private cloud application hosting platform to a modern public cloud platform that provides greater platform scalability, security and availability (In progress).	Information Services	

**Objective 6.3: An organisation that demonstrates excellence in civic leadership and governance**

**Strategies:**

- 6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance
- 6.3.2 Engage with all levels of government to support Council's capacity to deliver outcomes in response to changes in legislation
- 6.3.3 Improve the transparency of organisational performance to our community
- 6.3.4 Invest in professional development opportunities for Councillors relevant to their civic responsibilities
- 6.3.5 Advocate to, and partner with all levels of government, community organisations and the private sector

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
163	6.3.1	Ensure that Council policies are developed and reviewed to remain current according to its adopted processes and are available on its website.	●	Policies continue to be reviewed and updated by Council staff to accommodate legislative changes and changes to Council practices and procedures as necessary. This has been called the Policy Review Project by Council. The Policy Review Panel has continued and are scheduled to continue to meet regularly throughout 2022 to ensure policies are approved as required by the Policy Review Project Plan and remain up to date. Policies are available on Council's intranet and internet once approved by Council.	Legal, Governance & Risk	
164	6.3.1	Finalise the development of the Council and Wellbeing Plan 2021-2025 in accordance with Statutory timelines and promote across the organisation	✓	The Council and Wellbeing Plan 2021-2025 (the Plan) has been completed in accordance with statutory timelines and was presented to Council on 27 September where it was formally adopted. The Plan is available for viewing on Council's website. The Plan was launched internally in October and roadshows were delivered to each organisational department.	Corporate Strategy & Investment	
165	6.3.2	Deliver on the last stage of implementation of the Local Government Act 2020 as per the implementation plan. (Tier 4-proclaimed 1 July 2021)	✓	All Tier 4 Implementation activities completed per Implementation Plan prior to 31 December 2021	Legal, Governance & Risk	
166	6.3.3	Implement the Domestic Animal Management Plan (DAMP 2021-25) annual actions	●	The 2021-2025 Domestic Animal Management Plan (DAMP) is currently in its first year since being adopted by Council. We are currently on track to deliver first year outcomes.	Community Safety	



167	6.3.3	Deliver relevant actions from the OHS Strategy 2020-2024	●	The implementation of QuickSafe (online injury, incident, near miss reporting and investigation system) has been completed. Employees commenced using it from 1 December 2021 with the ceasing of the paper based system on the 31 December 2021. A lot of focus has been on COVID data reporting therefore little progress has been made on the preparation work for quarter three actions. The Mental Health working group is being moved to be delivered under the Draft Workplace Health and Wellbeing Strategy.	People & Culture	
168	6.3.3	Design and deliver face-to-face training in 'Positive and Professional' Behaviours to embed whole policy; code of conduct framework and expectations; and integrate in induction.	●	People & Culture have been unable to deliver this training due to capacity issues.	People & Culture	
169	6.3.3	Define organisational performance metrics for community consumption.	✓	Council has defined and published its customer service commitments on its website. Consideration will be given to whether actual performance will be published alongside commitments.	Information Services	
170	6.3.3	Implement an inspection program of new developments to ensure compliance with planning permits	●	The Inspection Program has been delayed due to resourcing and COVID lockdown constraints	Planning Services	
171	6.3.4	Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept apprised of their legislative responsibilities	●	A wide variety of training is made available to Councillors throughout the year and each Councillor is able to nominate professional development opportunities of interest to them specifically which may be funded from the Councillor training budget administered by Legal, Governance and Risk. In addition the Legal, Governance and Risk Manager has developed and will deliver specific training for Councillors in respect to a number of topics as requested by Councillors from time to time.	Legal, Governance & Risk	

**Objective 6.4: An organisation that celebrates diversity and inclusion ♥**

**Strategies:**

- 6.4.1 Build capacity of Council to ensure all programs and services are inclusive, accessible and consider intersectionality ♥
- 6.4.2 Strengthen the organisation's commitment to gender equity ♥
- 6.4.3 Build the cultural competence of Council to understand and promote Aboriginal self-determination ♥
- 6.4.4 Position the organisation as an employer of choice

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
172	6.4.1	Provide training opportunities to the organisation and community to raise awareness of human rights and reduce racism and discrimination	✓	The Reducing Racism and Human Rights Advocates Course was delivered by the Victorian Equal Opportunity and Human Rights Commission to nominated Council staff on 1 February 2021 to 19 staff.	Community Planning	
173	6.4.1	Disseminate results of the Diversity and Inclusion (Nov 2020) survey to raise awareness of the benefits of diversity	✓	Completed. The data will be considered in the Strategic Workforce Planning.	People & Culture	
174	6.4.1	Include Disability & Inclusion and Gender Equality awareness into the Induction and Training programs	●	Training conducted on Unconscious Bias (all staff) and Equal Employment Opportunity and Anti-racism for targeted staff. Induction contains EEO content however must be reviewed to ensure an appropriate focus on Disability.	People & Culture	
175	6.4.2	Conduct Gender Impact Assessments to support equitable outcomes of Council policies, plans and projects that have a significant community impact.	●	There have been 81 requests for Gender Impact Assessments (GIAs) to date, with approximately half triggering the criteria for a GIA to be completed. 19 of these GIAs have been completed.	Community Planning	
176	6.4.2	Deliver effective training programs to all managers and staff	●	Re-contracting and People & Culture vacancies in Learning & Development and Organisational Development have meant a scaled back offering of programs will continue for remainder of financial year.	People & Culture	
177	6.4.3	Offer Aboriginal cultural competency training opportunities to Councillors, executive, management and staff.	●	Training for Councillors and Executive group was postponed. People & Culture will liaise with the Aboriginal Liaison Officer engaged in February to scope staff opportunities and training.	People & Culture	
178	6.4.4	Implement an ongoing Employer of Choice marketing program to promote the leadership of and employment benefits of Melton City Council	●	Regular programming of organisational achievement is being promoted through LinkedIn which achieves significant engagement. Job opportunities are regularly promoted through Facebook and LinkedIn with a new jobs portal now included on the corporate LinkedIn page.	Engagement & Advocacy	

179	6.4.4	Create the new Workplace Health and Wellbeing Strategy 2021 - 2024 and commence delivery of programs	●	A draft 2022-2025 Workplace Health & Wellbeing Strategy has been provided to the People and Culture Manager for presentation to Executive for approval with an anticipated commencement of 1 July 2022.	People & Culture	
180	6.4.4	Develop multi-media including video(s) on Council's Employee Value Proposition for promotion on LinkedIn and external media	●	Briefs provided to the Communications team in late December were not able to be actioned and are awaiting overarching approach for Council. Videos to promote International Women's Day and Local diverse women were developed in March and promulgated on social media.	People & Culture	
181	6.4.4	Develop a Strategic Workforce Plan and Service Unit Plans in accord with statutory timelines	●	The Strategic Workforce Plan has been completed for the organisation in accordance with legislative requirements. Service Unit Action Plans are yet to be developed due to People and Culture staffing shortages	People & Culture	

**Objective 6.5: An organisation that tackles climate change ♥**

**Strategies:**

6.5.1 Build Council's capacity to adapt to the impacts of climate change ♥

6.5.2 Reduce Council's carbon emissions ♥

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Service Unit	Timeline
182	6.5.1	Provide ongoing information and support to internal service units in relation to Climate Change, the impacts, adaptation strategies and appropriate actions required to achieve Council's Climate Pledge.	●	Advice and guidance has been provided to Capital Projects on the best practice methods for preventing environmental impacts from on-ground works, and the integration of Environmentally Sustainable Design principles in all of Council's new buildings.	Environment & Waste	
183	6.5.2	Adopt environmentally sustainable practices for Council's Corporate event program	●	A sustainable approach has been adopted into all event planning as an integral component of each event and tailored to that event's needs and requirements. This includes: - recycling sorting bins and sorting stations - filtered water dispensers, recycled paper products (e.g. toilet paper) - marketing eco-friendly transport to the event - biodegradable and/recyclable food packaging - prioritising locally sourced food options championing plant based/vegetarian food choices - provision of e-tickets and washable/reusable lanyards & name badges - engaging a waste contractor to provide reusable food service items to reduce land fill at Council's larger festival.	Engagement & Advocacy	
184	6.5.2	Report on annual modelled amounts of carbon emissions from the City of Melton, and track the progress towards carbon neutrality by 2030.	●	Data collation is ongoing to complete a report on progress towards carbon neutrality by 2030 by the end of the financial year.	Environment & Waste	
185	6.5.2	Begin transition of Council's operational fleet to more environmentally friendly options	●	One third of the planned replacement of the fleet with hybrid vehicles have been ordered and delivered.	Finance	

## 12.2 RESPONSE TO MOTION 781 (CR SHANNON) - HOW COVID 19 HAS CONTRIBUTED TO THE ISSUE OF HOMELESSNESS IN OUR MUNICIPALITY

Author: Aaron Tan – A/Manager Community Care  
Presenter: Troy Scoble - A/General Manager Community Services

### PURPOSE OF REPORT

To respond to Notice of Motion 781 (Cr Shannon) providing a report which details how COVID-19 has contributed to the issue of homelessness in the City of Melton.

### RECOMMENDATION:

That Council note the analysis report and its findings provided in **Appendix 1** to this report.

#### Motion

Crs Shannon/Deeming.

That Council:

- 1) Note the analysis report and its findings provided in **Appendix 1** to this report.
- 2) Endorse Officers to undertake the development of a City of Melton Affordable Housing Policy in consultation with key stakeholders including the State Government, appropriate Housing associations, community housing providers and local residents.

CARRIED

Cr Majdlik called for a division thereby setting aside the vote.

#### For:

Crs Abboushi, Carli, Deeming, Kesic, Majdlik, Ramsey, Shannon, Turner and Vandenberg

#### Against:

Nil

The Mayor declared the Motion CARRIED UNANIMOUSLY

---

## REPORT

### 1. Executive Summary

At the 25 October 2021 Ordinary Meeting of Council, Council resolved via Notice of Motion (NoM) 781 raised by Cr Shannon:

*That Council officers present a detailed report back to Council, drawing from any Council services, and any other applicable local organisations including not for profits on the following:*

*How Covid 19 has contributed to the issue of homelessness in our municipality. Including hidden homelessness (such as couch surfing and other casual accommodation options) and also people at a high risk of homelessness.*

This report provides a response to NoM 781 and presents relevant information and data relating to the impact of COVID-19 on the issue of homelessness within the City of Melton.

The data was collated and analysed in a report (**Appendix 1**) which considers how COVID-19 has contributed to the issue of homelessness, and insights from relevant key local organisations within the homelessness sector.

The report will inform Council's continued work in homelessness and engaging with key stakeholders in state government and community service organisations to advocate for more local resources to assist with addressing homelessness in the City of Melton.

The report finds COVID-19 has highlighted existing challenges and issues of homelessness faced by our community. The impacts of COVID-19 have increased secondary homelessness – people who move frequently from one form of temporary shelter to another. The impacts of COVID-19 have also been found to have enhanced housing stress and need, as well as impacted the drivers of homelessness in the local area.

## 2. Background/Issues

The *Affordable Housing and Homelessness in the City of Melton Final Report 2019* commissioned by the City of Melton and prepared by Affordable Development Outcomes states the relative affordability of the City of Melton is a strong factor influencing many households' decision to purchase or rent in the area; this has also resulted in an increasing number of lower income households relocating to the area. However, the housing choices that are deemed affordable for lower income communities are often limited due to increasing market prices and rentals of private dwellings, limited housing diversity, particularly in the supply of one and two-bedroom dwellings, and the limited availability of dedicated affordable housing in the form of social housing.

Council has recognised the potential impact of the issue of homelessness on the liveability of its municipality within several Council policies, including its *Council and Wellbeing Plan 2021-2025* and *Housing Diversity Strategy May 2014* as well as in the Municipal Strategic Statement of the Melton Planning Scheme. Council delivers a state-funded specialist homelessness service. It is also a member of the Western Homelessness Network.

Council officers gathered insights from relevant key local organisations within the homelessness sector to inform this report. Based on the information and data presented, COVID-19 does not appear to have significantly contributed to the issues of homelessness in the City of Melton, but rather, highlighted existing challenges and issues of homelessness faced by the community. These issues include:

- the high presence of hidden homelessness within the community
- limited suitable crisis accommodation and crisis response services available
- limited local specialised housing and homelessness services to support the community
- lack of suitable and affordable long-term housing for vulnerable communities.

In addition, the scale (or issues) of homelessness within the Melton municipality is often under-represented given the data only captures people who have attended a housing and homelessness service to seek assistance. Given the vulnerability of the cohorts, many may not have the resources or capacity to access services when needed.

In 2020 during the height of the pandemic, the state government introduced a temporary 'moratorium on evictions' for private rental tenancies across Victoria. These measures were effective during this time for those who might have been financially impacted due to reduction in employment hours or job losses. According to Salvation Army's Private Rental Access Program data below, there is actually a reduction in the number of people requiring private rental assistance in the City of Melton during the period when these measures were in place:

Year	Assistance	Establishing new tenancies	Maintaining current tenancies
2018/2019	834	623	211
2019/2020	879	687	192
2020/2021	476	365	111

However, it is worth noting that with the cessation of the 'moratorium on evictions' (since 29 March 2021 in Victoria), tenancies are now at risk due to tenants having to repay the rental amount owing or rental price increases which resulted in tenancies no longer being affordable.

This is consistent with the findings of the Melton City Council's *COVID-19 Social & Economics Impacts 2020-2021* report which raised concerns that when the rental moratorium expired, the City of Melton might experience an increase in the number of residents seeking homelessness support. Furthermore, COVID-19 has impacted the drivers of homelessness through disruption to education and employment pathways, loss of employment, increased reporting of family violence, increased need for mental health and wellbeing services, increased difficulties accessing healthcare, increased incidence of traumatic stressors and increased need for substance use services.

It should be noted that in November 2020, the state government announced its \$5.3 billion investment in the Big Housing Build, that is intended to boost social housing stock in Victoria by 10 per cent over the next four years. Ten per cent of all net new dwellings will support Aboriginal housing needs. Two-thousand more Victorians with mental health issues will have a home through the Big Housing Build investment. With consideration of the state government's announcement and the findings from the data analysis, Council officers are well placed for Council's future work in homelessness and related advocacy.

This is an issue that requires a continued lens to be placed upon as many within the sector still believe the full impact of the pandemic will be seen in the next 12 months.

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

The *Melton City Council: Council and Wellbeing Plan 2021-2025* references:

1. A safe City that is socially and culturally connected

1.4 A City that promotes positive public health and wellbeing outcomes to our community.

### 4. Financial Considerations

Council's Housing Services currently receives ongoing funding of \$422,832 annually for Homelessness Accommodation and Support under a comprehensive agreement with Department of Families, Fairness and Housing (DFFH). This funding provides staffing and program operational resources to support 95 clients per annum (as per funding agreement).

### 5. Consultation/Public Submissions

Council officer consulted with the following stakeholders in the development of this report:

- Western Homelessness Network
- The Salvation Army Youth Services Metro
- The Salvation Army Western Metro

## **6. Risk Analysis**

Council does not have influence over state government's directions in relation to the allocation of funding, provision of localised homelessness services or housing stock within our municipality. However, Council officers will continue to explore opportunities to engage with key stakeholders in state government and community service organisations to advocate for more local resources to assist with addressing the issues of homelessness particularly in vulnerable communities.

## **7. Options**

Note the attached report.

## **LIST OF APPENDICES**

1. Analysis of homelessness including hidden homelessness and COVID-19 in the City of Melton



**Analysis of homelessness including hidden homelessness and COVID-19 in the City of Melton, March 2022**

*This report was developed for reference purposes in relation to a Council report.*

Contents

Executive summary..... 3

Methodology ..... 3

Definition of homelessness ..... 3

Why is it important to eliminate homelessness? ..... 4

How is homelessness changing? ..... 4

Homelessness and the housing market ..... 5

Why are the types of homelessness experienced in the City of Melton? ..... 5

What has the response been to COVID-19 and homelessness? ..... 7

The local service context..... 9

    Service presentations of homelessness..... 9

Impact of COVID-19 on service presentations of homelessness ..... 11

Drivers and triggers of people experiencing homelessness..... 11

How has COVID-19 impacted the drivers of homelessness? ..... 11

What does this mean for the City of Melton? ..... 13

    Recommendations and next steps..... 13

Conclusion ..... 14

References ..... 15

*This report was developed for reference purposes in relation to a Council report.*

### Executive summary

Novel coronavirus (COVID-19) has highlighted existing challenges and issues of homelessness faced by our community. Almost 80 per cent of people experiencing homelessness in the City of Melton live in severely crowded dwellings or are staying temporarily with other people (compared to 48.4 per cent for Victoria). Few, if any, COVID-19 initiatives focused on overcrowding. The impacts of COVID-19 have increased secondary homelessness – people who move frequently from one form of temporary shelter to another. Examples include people living temporarily with relatives or friends (known as ‘couch surfing’) because they have no accommodation of their own. The impacts of COVID-19 have also enhanced housing stress and need, as well as impacted the drivers of homelessness in the local area.

### Methodology

The project was completed in two stages:

- Review of literature that has already been undertaken on how COVID-19 has contributed to the issue of homelessness.
- Engagement with relevant key local organisations within the homelessness sector to collate information and data relevant to the impact of COVID-19 on the issue of homelessness.

### Definition of homelessness

According to the Australian Bureau of Statistics, homelessness occurs when a person does not have suitable accommodation alternatives and their current living arrangement:

- is in a dwelling that is inadequate
- has no tenure, or if their initial tenure is short and not extendable
- does not allow them to have control of, and access to space for social relations (Australian Bureau of Statistics, 2012).

As cited in the *Victorian Homelessness Strategy 2020*, the most widely accepted definition is by Chamberlain and McKenzie (1992), who define homelessness as:

- primary homelessness – people without conventional accommodation (such as living on the streets, in deserted buildings and in parks)
- secondary homelessness – people moving among various forms of temporary shelter. Examples include people living temporarily with relatives or friends i.e. known as ‘couch surfing’, emergency accommodation, refuges, hostels and boarding houses
- tertiary accommodation – people living in single rooms in private boarding houses without their own bathroom, kitchen or security of tenure. Examples include living in boarding houses and caravan parks or living in severely crowded dwellings.

*This report was developed for reference purposes in relation to a Council report.*

### Why is it important to eliminate homelessness?

For individuals and families, homelessness is a concern in relation to:

- **Housing, homelessness and human rights:** Access to affordable housing is a basic human right (Australian Human Rights Commission, 2009).
- **Social isolation:** Experiencing homelessness may cause a person to experience difficulty sustaining, employment, and withdraw from friends and family.
- **Social costs:** The stress that comes with homelessness increases risks of mental illness, family breakdown, lost education and employment opportunities and compounds disadvantage.

For the community and Council, homelessness is a concern in relation to:

- **Challenges to community flourishing and prosperity:** The exclusion of community members from accessing basic rights reduces their ability to participate fully in society.
- **Building positive relationships and safe, attractive and inclusive neighbourhoods:** There can be misconceptions and stigmas surrounding homelessness, due to a lack of awareness and understanding of the underlying causes. Neighbourhoods need to be safe, attractive and inclusive to everyone. This means carefully balancing the rights and needs of people experiencing homelessness and people at risk of homelessness.

### How is homelessness changing?

Homelessness is heavily influenced by the places and areas in which people live (Australian Housing and Urban Research Institute [AHURI], 2019). Almost two thirds (63 per cent) of people who experience homelessness live in capital cities (Parkinson et al., 2019). Between 2001 and 2016, homelessness declined in Melbourne's central business district but increased in outer suburban areas (Parkinson et al., 2019). Concerningly, homelessness increased by 40 per cent in Melbourne's west between 2011 and 2016<sup>1</sup> (Western Homelessness Network, 2019).

Most growth in homelessness is associated with severe overcrowding. This is followed by supported accommodation for the homeless, couch surfing and boarding houses (Parkinson et al., 2019). These are generally referred to as 'hidden' homelessness (**Figure 1**) (Australian Institute of Health and Welfare [AIHW], 2021).

---

<sup>1</sup> Census 2016 – however, due to challenges associated with data collection, the Census under represents need.

*This report was developed for reference purposes in relation to a Council report.*

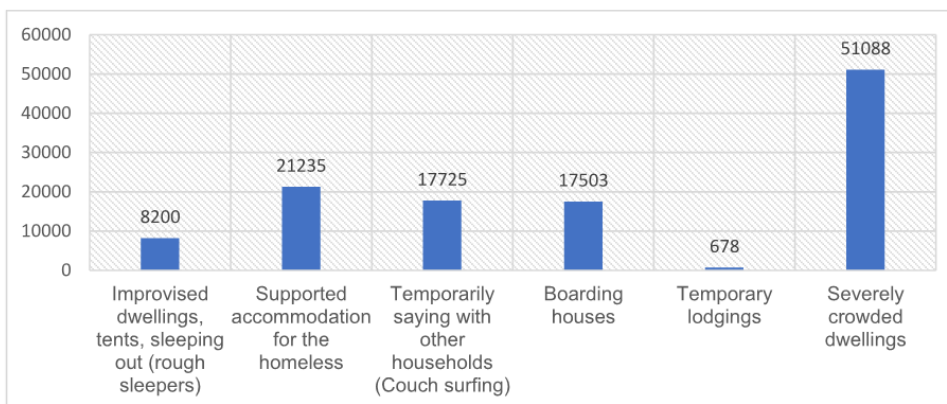


Figure 1: Number of homeless persons by homelessness type (AIHW, 2021)

Severe crowding is more likely to occur in areas with higher concentrations of children under the age of 14, lower numbers of married people, greater percentages of culturally and linguistically diverse (CALD) communities and weaker labour markets (AHURI, 2019). Where areas have lower Socio-Economic Indexes for Areas (SEIFA) and higher percentages of males, homelessness, in particular overcrowding, is more common (AHURI, 2019).

### Homelessness and the housing market

Housing market trends and policies have the most direct impact on levels of homelessness (Fitzpatrick et al., 2017). The City of Melton is known for its comparatively affordable homeownership opportunities, attracting many families with children (Melton City Council, 2021b). The *Affordable Housing and Homelessness in the City of Melton Final Report 2019* commissioned by the City of Melton and prepared by Affordable Development Outcomes states the relative affordability of the City of Melton is a strong factor influencing many households' decision to purchase or rent in the area; this has also resulted in an increasing number of lower income households relocating to the area. However, the housing choices that are deemed affordable for lower income communities are often limited due to increasing market prices and rentals of private dwellings, limited housing diversity, particularly in the supply of one and two-bedroom dwellings, and the limited availability of dedicated affordable housing in the form of social housing (Affordable Development Outcomes, 2019).

### Why are the types of homelessness experienced in the City of Melton?

The City of Melton is unique in many ways, for example, through its population, geography and infrastructure. Compared with interface, western region and greater Melbourne municipalities, City of Melton households are less likely to include couples without children and lone persons. They are also more likely to comprise couples with children and one-parent families (Figure 2). However, the City of Melton is also like other interface municipalities, which are facing service shortages, travel and transportation challenges and inadequate supplies of affordable and diverse housing.

*This report was developed for reference purposes in relation to a Council report.*

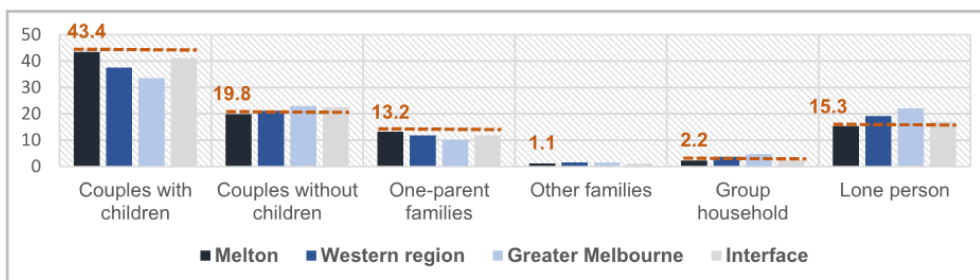


Figure 2: Housing composition: Melton, western region, greater Melbourne and interface municipalities (.idcommunity, 2016a)

Household size in the City of Melton skews towards larger households. Nearly four in 10 households comprise four or more people. This compares with greater Melbourne which has fewer than three in 10 (Figure 3). Overseas-born residents are three times as likely as Australian-born residents to have six or more persons in their household while recent arrivals are four times as likely (.idcommunity, 2016b). Both groups are much more likely to be part of ‘couples with children’ households. Perhaps unsurprisingly given new resettlement patterns, recent arrivals have higher rates of unemployment (.idcommunity, 2016c). This fits with evidence that shows that homelessness in the City of Melton disproportionately affects households with young children (Affordable Development Outcomes, 2019).

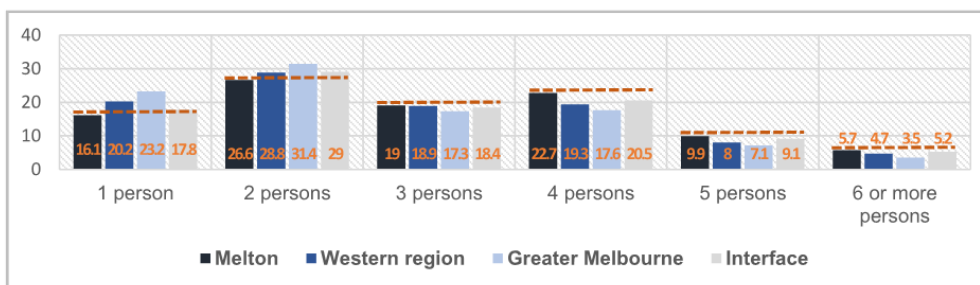


Figure 3: Household size: Melton, western region, greater Melbourne and interface municipalities (.idcommunity, 2016d)

The Affordable Housing and Homelessness in the City of Melton Final Report 2019 provided Melton City Council with an in-depth understanding of affordable housing supply and demand, the nature and extent of homelessness, and levels and types of homelessness service responses across the municipality. The City of Melton has low levels of social housing, and demand outweighs supply. To meet the estimated demand for social housing, 5.4 per cent of all new housing supply between 2016 and 2036 would need to be dedicated social housing (Affordable Development Outcomes, 2019).

Homelessness, and the number of people at risk of becoming homeless, is increasing in the City of Melton. According to the 2016 census, 333 people were estimated to be homeless – an increase of nearly 25 per cent since 2011. A further 681 households were in marginal housing (crowded homes, improvised dwellings or caravan parks) (Affordable Development Outcomes, 2019). The number of people in marginal housing almost doubled between 2011

This report was developed for reference purposes in relation to a Council report.



and 2016 and increased at three times the rate of the increase seen Victoria-wide. Before the pandemic hit, the number of people experiencing homelessness was already increasing.

Homelessness in the City of Melton predominantly affects the younger population. Fifty per cent of the homeless population are aged under 24 years (Affordable Development Outcomes, 2019). Of the clients presenting to local homelessness services, 58.9 per cent were female, 69.1 per cent were aged under 30 years and almost a third were children aged under 10 years (Affordable Development Outcomes, 2019). The majority (86-88 per cent) of people seeking support were part of a couple or family unit as opposed to single clients (Affordable Development Outcomes, 2019).

Most of the homeless population in the City of Melton is hidden or provisionally accommodated. Almost 80 per cent of people experiencing homelessness in the City of Melton live in severely overcrowded dwellings or are staying temporarily with other people (compared to 48.4 per cent for Victoria) (Affordable Development Outcomes, 2019). These hidden forms of homelessness are unstable, temporary and do not provide security of tenure, creating increased uncertainty for those who are already experiencing vulnerability.

There is also a shortage of crisis and short-term accommodation options for people at risk of homelessness in the City of Melton. Service providers report having to house people in motels or refer them out of the municipality to access crisis accommodation. This may contribute to people remaining in unsuitable housing and lead to overcrowding in private housing (Affordable Development Outcomes, 2019).

### What has the response been to COVID-19 and homelessness?

Across Australia, COVID-19 and its various responses has had a significant impact on homelessness (Launch Housing, 2020). While many Australians faced significant economic and health hardships, homelessness rates in Australia actually fell between April and June 2020 because of actions undertaken to restrict the spread of COVID-19 (Launch Housing, 2020).

The state government reports that between March and September 2020, an estimated 18,500 individual requests for emergency housing were met by Victorian homelessness agencies (Launch Housing, 2020).

However, as restrictions have eased, many people sleeping rough have found themselves back on the streets. This is despite state government initiatives such as private rental subsidies, head-leasing<sup>2</sup> arrangements and public housing refurbishments to mitigate the impact (Launch Housing, 2020).

**An example of an implementation response:** Rough sleepers who were booked into hotels and other forms of temporary accommodation to reduce transmission (Launch Housing, 2020). It also involved non-government organisations utilising government funding to rapidly deliver homelessness services (Launch Housing, 2020). Other actions to reduce homelessness

---

<sup>2</sup> Head-leasing is where a private rental property is rented from the landlord or owner by a legal entity, such as a community housing provider or a government agency, which then on lets the property to a low income or disadvantaged tenant.

*This report was developed for reference purposes in relation to a Council report.*

included 'moratoriums on evictions' for private rental tenancies across Victoria and mortgage deferrals.

**Case example of investment to boost social housing:** In November 2020, the state government announced its \$5.3 billion investment in the Big Housing Build, that is intended to boost social housing stock in Victoria by 10 per cent over the next four years. The following points are highlighted:

- ten per cent of all net new dwellings will support Aboriginal housing needs
- the package will increase housing for Aboriginal and/or Torres Strait Islander Victorians through both Aboriginal Community Controlled Organisations and mainstream public and community housing providers
- two-thousand more Victorians with mental health issues will have a home through the Big Housing Build investment (Homes Victoria, 2020).

Despite the temporary nature of these measures, the result has been improved policies, practices and perceptions of homelessness. These measures have also led to greater networking and partnership arrangements between governments and service providers. They have also had the incidental benefit of improving the health of people who would otherwise have had difficulty accessing the health system (Launch Housing, 2020).

**An example of gaps that need attention:** It is critical to note that few, if any, COVID-19 initiatives focused on overcrowding or couch surfing; although there is a suggestion that some of these groups were swept up in the hotel rehousing scheme (Launch Housing, 2020). The lack of focus on overcrowding and couch surfing is concerning given that overcrowded homes can heighten risk for COVID-19 transmission and morbidity (Gray, 2021).

The lack of focus on overcrowding meant that often these were the groups for whom transmission was greatest. This is concerning given that early in the pandemic, transmission rates within the City of Melton were high, largely due to work-type and familial settings. Overcrowding and severe overcrowding are more likely to affect people from CALD backgrounds, especially those who have been in Australia for less than five years (Legislative Council Legal and Social Issues Committee, 2020).

Families in overcrowded dwellings experience increased social, economic and health risks, which are exacerbated by the COVID-19 pandemic. A United Kingdom study showed that COVID-19 transmission proliferates in places where people are crowded indoors (Gray, 2021). The report cites a United States (U.S.) study that found that transmission rates in the U.S. increased in residences that housed more than one person per room (Gray, 2021). This is also an issue for people who couch surf since they generally sleep in shared rooms or communal areas.

In sum, COVID-19 response includes:

- people experiencing rough sleeping temporarily accommodated in hotels
- government head-leasing arrangements
- investment intended to boost social housing stock.

*This report was developed for reference purposes in relation to a Council report.*



### The local service context

Melton City Council has recognised the potential impact of the issue of homelessness on the liveability of its municipality within several Council policies, including its *Council and Wellbeing Plan 2021-2025* and *Housing Diversity Strategy May 2014* as well as in the Municipal Strategic Statement of the Melton Planning Scheme.

Melton City Council is unique among local governments as it delivers a state-funded specialist homelessness service. It is also a member of the Western Homelessness Network. Melton City Council Housing Services (MCCHS) provides support to people who are homeless or at risk of homelessness to explore housing options and case-management supports to address their other support needs. The Western Homelessness Network collaborates on a six-weekly basis with Council representing and participating in ongoing discussions in relation to homelessness challenges faced by the western region municipalities.

### Service presentations of homelessness

In the City of Melton, the number of people presenting to the Access Point (entry point where our community first access housing and homelessness assistance) has remained steady. This may be due to heightened community awareness of homelessness and increased viability of rough sleepers in lockdown conditions.

According to the data provided by Salvation Army Western Metro Homelessness Service, the total number of people from the City of Melton presenting to the Access Point has not changed significantly during the pandemic. However, there is a slightly higher percentage of singles presenting for crisis accommodation and a decrease in the 'families' cohort.

Financial year	Total presentation	Singles	Families
2018/2019	1160	47 per cent	53 per cent
2019/2020	1220	51 per cent	49 per cent
2020/2021	1010	55 per cent	45 per cent

*Table 1: Salvation Army Western Metro Homelessness Service: Presentations to Access Point*

Most of the singles requiring assistance, were already at the stage of homelessness rather than 'at risk' of homelessness. During the pandemic and more so in 2020/2021, the Salvation Army has seen an increase in displacement, meaning those who were couch surfing, or living in overcrowded accommodation were asked to move on.

The City of Melton has a shortage of homelessness support services and other allied health services. These shortages negatively affect accessibility and timely response to address needs. A shortage of localised services could result in individuals and families incurring additional travel costs to access the required services, which could affect their financial situation. This is consistent with the findings of the Melton Council commissioned *Health and Community Services Attraction Report 2020*, which found that travel times to and from services (inside and outside the City of Melton) have a deleterious effect on residents (Ideas at Work, 2019).

*This report was developed for reference purposes in relation to a Council report.*

Due to the lack of crisis accommodation available locally, many residents who present for crisis accommodation are placed outside of the Melton municipality. This often results in additional financial strains on vulnerable individuals and families as they would need to commute to maintain their social connections and/or to receive their established support services. The lack of local crisis accommodation in the Melton municipality has been identified and discussed at the Western Homelessness Network meetings and Council officers have continued to raise this issue to state government representatives from the Department of Families, Fairness and Housing.

The number of assistances provided and Housing Establishment Funding (HEF) spent on assistance in the City of Melton have nearly doubled in each subsequent year throughout the pandemic (Salvation Army) (**Table 2**).

Year	Assistances provided	HFT spent
2018/2019	140	\$53,745
2019/2020	216	\$118,415
2020/2021	415	\$281,975

*Table 2: Salvation Army Western Metro Homelessness Service: Number of Assistances*

In 2020 during the height of the pandemic, the state government introduced a temporary 'moratorium on evictions' for private rental tenancies across Victoria. These measures were effective during this time for those who might have been financially impacted due to reduction in employment hours or job losses.

According to Salvation Army's Private Rental Access Program data below, there is a reduction in the number of people requiring private rental assistance during the period when these measures were in place (**Table 3**).

Year	Assistances	Establishing new tenancies	Maintaining current tenancies
2018/2019	834	623	211
2019/2020	879	687	192
2020/2021	476	365	111

*Table 3: Salvation Army Private Rental Access Program: Rental assistance data*

However, it is worth noting that with the cessation of the 'moratorium on evictions' (since 29 March 2021 in Victoria), tenancies are now at risk due to tenants having to repay the rental amount owing or rental price increases which resulted in tenancies no longer being affordable. This is consistent with the findings of the Melton City Council's *COVID-19 Social & Economics Impacts 2020-2021* report which raised concerns that when the rental moratorium expired, the City of Melton might experience an increase in the number of residents seeking homelessness support (Melton City Council, 2021).

*This report was developed for reference purposes in relation to a Council report.*

### Impact of COVID-19 on service presentations of homelessness

Based on the information and data presented, COVID-19 does not appear to have significantly contributed to the issues of homelessness in the City of Melton, but rather, highlighted existing challenges and issues of homelessness faced by the community. These issues include:

- the high presence of hidden homelessness within the community
- limited suitable crisis accommodation and crisis response services available
- limited local specialised housing and homelessness services to support the community
- lack of suitable and affordable long-term housing for vulnerable communities.

In addition, the scale (or issues) of homelessness within the Melton municipality is often under-represented given the data only captures people who have attended a housing and homelessness service to seek assistance. Given the vulnerability of the cohorts, many may not have the resources or capacity to access services when needed.

Furthermore, research undertaken by Equifax showed that Melton-Bacchus Marsh had the fifth highest number of mortgage deferrals (Equifax, 2020) which is likely to result in higher levels of housing stress.

In sum, impacts of COVID-19 include:

- increasing secondary homelessness
- enhanced housing stress and need.

### Drivers and triggers of people experiencing homelessness

The cause of homelessness is complex, with no single 'trigger'. Individual, interpersonal and structural factors all play a role – and interact with each other – and the balance of causes differs over time, across countries, and between demographic groups (Fitzpatrick et al., 2017). Structural factors, including lack of adequate income and limited access to affordable and available housing, contribute to risk of homelessness (AIHW, 2021). Additionally, individual factors such as mental health conditions, family and domestic violence, trauma and substance misuse can make a person more at risk of becoming homeless (Fitzpatrick et al., 2013).

### How has COVID-19 impacted the drivers of homelessness?

There are a range of drivers that can affect homelessness; many of these have been impacted by responses to COVID-19. These have been identified in **Table 4**.

Driver / trigger	Description	Impact of COVID-19
<b>Educational attainment</b>	As cited in the Melton City Council <i>Health and Wellbeing Profile 2020</i> , there is a higher rate of disengagement from work and education in 15-24 year old's in the City of Melton	Disruption to education and employment pathways

*This report was developed for reference purposes in relation to a Council report.*

	(10.9 per cent) compared with Greater Melbourne (7.5 per cent) (.idcommunity, 2016e).	
<b>Employment status</b>	In September 2021, the City of Melton had the fifth highest rate of unemployment in Victoria at 7.8 per cent, compared to 5.6 per cent across Victoria (Australian Government, 2021).	Loss of employment
<b>Experience of family and domestic violence</b>	<p>Prior to the pandemic, the City of Melton experienced the third highest rates of family violence in all metropolitan Melbourne. Service demand is indicated to be driven by overwhelming increases in family violence during the pandemic. This is consistent with the findings of the Melton City Council's <i>COVID-19 Social &amp; Economics Impacts 2020-2021</i> report, which found data published by the Crime Statistics Agency (2020) show the City of Melton community experienced a 39.8 per cent increase in reported family violence incidents between April-June 2020 compared to the same period in 2019.</p> <p>The City of Melton has one of the highest rates of family violence in Greater Melbourne (<i>Health and Wellbeing Profile 2020</i>); this is likely to be a significant issue for females and children in the local community. With increased rates of family violence seen during COVID-19 and economic strain disproportionately impacting females, it is likely that family violence-related homelessness will continue to increase.</p>	Increased reporting of family violence
<b>Physical and mental health</b>	<p>The results of the <i>VicHealth Coronavirus Victorian Wellbeing Impact Study: Follow-up survey – Report for survey #2</i>, a survey of 2,000 Victorians conducted in September 2020 during the second wave of the coronavirus pandemic in Victoria found those experiencing the most significant health and wellbeing impacts compared to the Victorian population overall, included:</p> <ul style="list-style-type: none"> <li>• young people aged 18 – 35 years</li> <li>• people on low incomes</li> <li>• the unemployed</li> <li>• people with a self-reported disability</li> <li>• Aboriginal and/or Torres Strait Islander people (Victorian Health Promotion Foundation, 2020).</li> </ul>	Increased need for mental health and wellbeing services
<b>Disability</b>	Housing affordability, especially in the private rental market, can be an issue for people with disability (AIHW, 2020). Around one in 12 (8.3 per cent or 22,100) people who used specialist homelessness services in 2018/19 had disability (AIHW, 2020).	Increased difficulties accessing healthcare
<b>Trauma</b>	There is emerging research that COVID-19 can be understood as a traumatic stressor event capable of exacerbating mental health problems (e.g. depression, anxiety, psychosocial functioning) (Bridgland et al., 2021).	Increased incidence of traumatic stressors

*This report was developed for reference purposes in relation to a Council report.*



<b>Substance misuse</b>	Those with substance use disorders are both more likely to develop COVID-19 and experience worse COVID-19 outcomes, including higher risk of hospitalisation and mortality (Wang et al., 2020).	Increased need for substance use services
-------------------------	---	---

**Table 4:** Drivers of homelessness and impacts of COVID-19 in the City of Melton (.idcommunity, 2016e; AIHW, 2020; Australian Government, 2021; Bridgland et al., 2021; Melton City Council, 2021; Victorian Health Promotion Foundation, 2020).

### What does this mean for the City of Melton?

There are a range of implications for the City of Melton, as follows:

- due to the lack of crisis accommodation available locally, many residents who present for crisis accommodation are placed outside of the Melton municipality
- the economic and social impact of COVID-19 and responses to it also places an enormous number of Australians at risk of homelessness, paving the way for a vicious cycle if policy levers across a broad range of domains are not fully utilised (Flatau et al., 2020)
- the City of Melton’s diversity means that a variety of housing stock is needed to meet the needs of the community, including housing suitable for CALD communities, Aboriginal and/or Torres Strait Islanders, women and children escaping family violence, and young people
- additional state government investment is needed in a range of services to reduce the cycle and progression of homelessness – these include housing services, affordable and social housing, housing diversity and service attraction.

### Recommendations and next steps

This report sets the scene for Council’s future work in homelessness and engaging with key stakeholders in state government and community service organisations to advocate for more local resources to assist with addressing homelessness in the City of Melton.

The issues and challenges outlined in the report present a separate (but related) opportunity to explore options of conducting further analytical background work, and subsequent development of Social and Affordable Housing Strategy. This is in response to the in-depth understanding of affordable housing supply and demand identified in the Melton community outlined in the *Affordable Housing and Homelessness in the City of Melton Final Report 2019*.

Noting Planning Scheme Amendment C200 (gazettal publish date 18 April 2019) introduced a new Municipal Strategic Statement at Clause 21 and Local Planning Policy Framework at Clause 22 of the Melton Planning Scheme. At Clause 21.08-1.4 of the Melton Planning Scheme further strategic work is stated to include developing an affordable housing policy in consultation with state government, housing associations and community housing providers.

The proposed steps will assist Council in implementing a range of objectives set in the Melton Planning Scheme in relation to facilitating the provision of social and affordable housing. It will help to understand the details of delivery models and develop a framework to

*This report was developed for reference purposes in relation to a Council report.*

inform future decision making in respect of planning and development of social and affordable housing.

### Conclusion

This report has provided context on homelessness across the City of Melton. It has explored the relationship between homelessness and COVID-19 and how responses to the virus have impacted the drivers of homelessness across the municipality. It has recommended further steps for Council to consider in order to address the situation with growing homelessness and declining housing affordability.

*This report was developed for reference purposes in relation to a Council report.*

## References

- .idcommunity, 2016a. City of Melton Households with children .id the population experts [Online] Available at: [profile.id.com.au/melton/households-with-children](https://profile.id.com.au/melton/households-with-children)
- .idcommunity, 2016b. City of Melton Overseas born – Household size .id the population experts [Online] Available at: [profile.id.com.au/melton/overseas-born-by-household-size?COIID=40](https://profile.id.com.au/melton/overseas-born-by-household-size?COIID=40)
- .idcommunity, 2016c. City of Melton Recent arrivals – Employment status .id the population experts [Online] Available at: [profile.id.com.au/melton/arrivals-by-employment-status](https://profile.id.com.au/melton/arrivals-by-employment-status)
- .idcommunity, 2016d. City of Melton Household size .id the population experts [Online] Available at: [profile.id.com.au/melton/household-size?BMID=30](https://profile.id.com.au/melton/household-size?BMID=30)
- .idcommunity, 2016e. City of Melton Disengagement by age .id the population experts [Online] Available at: [profile.id.com.au/melton/disengagement-by-age?BMACOIID=50&AgeKey=108](https://profile.id.com.au/melton/disengagement-by-age?BMACOIID=50&AgeKey=108)
- Affordable Development Outcomes, 2019. Affordable Housing and Homelessness in the City of Melton: Final Report. Melton City Council.
- Australian Bureau of Statistics, 2016. 2016 Census Quick Stats, Canberra: Australian Federal Government.
- Australian Bureau of Statistics, 2012. ABS Information Paper – A Statistical Definition of Homelessness, 2012. [Online] Available at: [abs.gov.au/ausstats/abs@.nsf/Lookup/4922.0main+features32012](https://abs.gov.au/ausstats/abs@.nsf/Lookup/4922.0main+features32012)
- Australian Government, 2021. Retrieved from Small Area Labour Markets (SALM), September Quarter 2021 [Online] Available at: [lmip.gov.au/PortalFile.axd?FieldID=3193954&.pdf](https://lmip.gov.au/PortalFile.axd?FieldID=3193954&.pdf)
- Australian Housing and Urban Research Institute (AHURI), 2019. *The changing geography of homelessness: a spatial analysis from 2001 to 2016*. [Online] Available at: [ahuri.edu.au/sites/default/files/migration/documents/AHURI-Final-Report-313-The-changing-geography-of-homelessness-a-spatial-analysis-from-2001-to-2016.pdf](https://ahuri.edu.au/sites/default/files/migration/documents/AHURI-Final-Report-313-The-changing-geography-of-homelessness-a-spatial-analysis-from-2001-to-2016.pdf)
- Australian Human Rights Commission, 2009. Housing, homelessness and human rights. [Online] Available at: [humanrights.gov.au/our-work/rights-and-freedoms/projects/housing-homelessness-and-human-rights](https://humanrights.gov.au/our-work/rights-and-freedoms/projects/housing-homelessness-and-human-rights)
- Australian Institute of Health and Welfare (AIHW), 2021. *Australia's welfare 2021*. [Online] Available at: [aihw.gov.au/reports/australias-welfare/homelessness-and-homelessness-services](https://aihw.gov.au/reports/australias-welfare/homelessness-and-homelessness-services)
- AIHW, 2020. People with disability in Australia: in brief. [Online] Available at: [aihw.gov.au/reports/disability/people-with-disability-in-australia-2020-in-brief/contents/housing](https://aihw.gov.au/reports/disability/people-with-disability-in-australia-2020-in-brief/contents/housing)
- Bridgland, V.M.E., Moeck, E.K., Green, D.M., Swain, T.L., Nayda, D.M., Matson, L.A., Hutchinson, N.P., Takarangi, M.K.T., 2021. Why the COVID-19 pandemic is a traumatic

*This report was developed for reference purposes in relation to a Council report.*

stressor. [Online] Available at:

[journals.plos.org/plosone/article?id=10.1371/journal.pone.0240146](https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0240146),  
[doi.org/10.1371/journal.pone.0240146](https://doi.org/10.1371/journal.pone.0240146)

Chamberlain, C. & MacKenzie, D., 1992. Understanding contemporary homelessness: issues of definition and meaning. *Australian Journal of Social Issues*, 27(4).

Department of Health and Human Services, 2010. A Better Place: Victorian Homelessness 2020 Strategy. [Online] Available at: [nwhn.net.au/admin/file/content101/c6/A-Better-Place-Victorian-Homelessness-2020-Strategy\\_1285220695133.pdf](https://nwhn.net.au/admin/file/content101/c6/A-Better-Place-Victorian-Homelessness-2020-Strategy_1285220695133.pdf)

Equifax, 2020. The COVID State Lockdown and Mortgage Deferral Correlation. [Online] Available at: [equifax.com.au/knowledge-hub/news-and-media/covid-state-lockdown-and-mortgage-deferral-correlation](https://equifax.com.au/knowledge-hub/news-and-media/covid-state-lockdown-and-mortgage-deferral-correlation)

Fitzpatrick, S., Bramley, G., & Johnsen, S. (2013). Pathways into Multiple Exclusion Homelessness in Seven UK Cities. *Urban Studies*, 50(1), 148-168.

Fitzpatrick, S., Pawson, H., Bramley, G., Wilcox, S. & Watts, B., 2017. The Homelessness Monitor: England 2017. London: Crisis. [Online] Available at: [crisis.org.uk/media/236823/homelessness\\_monitor\\_england\\_2017.pdf](https://crisis.org.uk/media/236823/homelessness_monitor_england_2017.pdf)

Flatau, P., Seivwright, A., Hartley, C., Bock, C., & Callis, Z., 2020. Homelessness and COVID-19 CSI Response. [Online] Available at: [csi.edu.au/media/uploads/csi-covid\\_factsheet\\_homelessness\\_statement2.pdf](https://csi.edu.au/media/uploads/csi-covid_factsheet_homelessness_statement2.pdf)

Gray, N., 2021. Overcrowding is a factor in covid infection. *City Journal*. [Online] Available at: [city-journal.org/overcrowding-is-a-factor-in-covid-infection](https://city-journal.org/overcrowding-is-a-factor-in-covid-infection)

Homes Victoria, 2020. Victoria's Big Housing Build. [Online] Available at: [vic.gov.au/sites/default/files/2020-11/hv\\_more\\_homes\\_for\\_more\\_Victorians\\_0.pdf](https://vic.gov.au/sites/default/files/2020-11/hv_more_homes_for_more_Victorians_0.pdf)

Ideas at Work, 2019. Melton City Council health and community services attraction report.

Launch Housing, 2020. Australian Homelessness Monitor 2020. [Online] Available at: [launchhousing.org.au/ending-homelessness/research-hub/australian-homelessness-monitor-2020](https://launchhousing.org.au/ending-homelessness/research-hub/australian-homelessness-monitor-2020)

Legislative Council Legal and Social Issues Committee, 2020. Inquiry into Homelessness in Victoria. Melbourne (via videoconference). [Online] Available at: [parliament.vic.gov.au/images/stories/committees/SCLSI/Inquiry\\_into\\_Homelessness\\_in\\_Victoria/Transcripts\\_and\\_QONs/14\\_July/1\\_FINAL-CMY-Youth-MCM-14072020.pdf](https://parliament.vic.gov.au/images/stories/committees/SCLSI/Inquiry_into_Homelessness_in_Victoria/Transcripts_and_QONs/14_July/1_FINAL-CMY-Youth-MCM-14072020.pdf)

Melton City Council, 2021. COVID-19 Social & Economics Impacts. [Online] Available at: [melton.vic.gov.au/files/assets/public/council/publications/documentsreportsstrategies/other-resources/mcc00305-meltoncovidreport\\_fa4dp.pdf](https://melton.vic.gov.au/files/assets/public/council/publications/documentsreportsstrategies/other-resources/mcc00305-meltoncovidreport_fa4dp.pdf)

Melton City Council, 2021b. Council and Wellbeing Plan 2021-2025. Melton: Melton City Council.

Parkinson, S, Batterham, D & Reynolds, M., 2019. *Homelessness soars in our biggest cities, driven by rising inequality since 2001. The Conversation*. [Online] Available at:

*This report was developed for reference purposes in relation to a Council report.*



[theconversation.com/homelessness-soars-in-our-biggest-cities-driven-by-rising-inequality-since-2001-117833](https://theconversation.com/homelessness-soars-in-our-biggest-cities-driven-by-rising-inequality-since-2001-117833)

Wang, Q.Q., Kaelber, D.C., Xu, R. & Volkow, N.D, 2021. COVID-19 risk and outcomes in patients with substance use disorders: analyses from electronic health records in the United States. *Mol Psychiatry* 26, 30-39. [Online] Available at: [nature.com/articles/s41380-020-00880-7](https://www.nature.com/articles/s41380-020-00880-7), [doi.org/10.1038/s41380-020-00880-7](https://doi.org/10.1038/s41380-020-00880-7)

Western Homelessness Network, 2019. Ending homelessness in Melbourne's West. [Online] Available at: [nwhn.net.au/admin/file/content2/c7/Ending%20Homelessness%20in%20Melbourne's%20West%20Aug%202019\\_1571202882052.pdf](https://www.nwhn.net.au/admin/file/content2/c7/Ending%20Homelessness%20in%20Melbourne's%20West%20Aug%202019_1571202882052.pdf)

Victorian Health Promotion Foundation, 2020. VicHealth Coronavirus Victorian Wellbeing Impact Study: Follow-up survey, Melbourne <https://doi.org/10.37309/2020.PO1011> [Online] Available at: [vichealth.vic.gov.au/-/media/ResearchandEvidence/20201208\\_VicHealth-Coronavirus-Wellbeing-Impact-Study\\_Survey.pdf?la=en&hash=2DBCCB47862FA5E07109C20611A06140496E727E](https://www.vichealth.vic.gov.au/-/media/ResearchandEvidence/20201208_VicHealth-Coronavirus-Wellbeing-Impact-Study_Survey.pdf?la=en&hash=2DBCCB47862FA5E07109C20611A06140496E727E)

## 12.3 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

**Author: Renee Hodgson - Governance Coordinator**  
**Presenter: Bradley Dosser - Manager Legal, Governance & Risk**

### PURPOSE OF REPORT

To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.

### RECOMMENDATION:

That Council receive the unconfirmed minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 5** to this report, and adopt the recommendations arising within the respective Minutes:

- 1) Community Learning Advisory Committee Meeting, 23 March 2022
- 2) Youth Advisory Committee Meeting, 5 April 2022
- 3) Early Years Partnership Committee Meeting, 7 April 2022
- 4) Disability Advisory Committee Meeting, 7 April 2022
- 5) Policy Review Panel Meeting, 12 May 2022

### Motion

Crs Ramsey/Majdlik.

That Council receive the unconfirmed minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 5** to this report, and adopt the recommendations arising within the respective Minutes:

- 1) Community Learning Advisory Committee Meeting, 23 March 2022
- 2) Youth Advisory Committee Meeting, 5 April 2022
- 3) Early Years Partnership Committee Meeting, 7 April 2022
- 4) Disability Advisory Committee Meeting, 7 April 2022
- 5) Policy Review Panel Meeting, 12 May 2022.

**CARRIED**

---

## 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. The composition of Advisory Committees for the 2021/22 municipal year was approved by Council at its Ordinary Meeting on 22 November 2021.

The minutes of the following Advisory Committees, attached to this report, form 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
23 March 2022	Community Learning Advisory Committee Meeting	Appendix 1
5 April 2022	Youth Advisory Committee Meeting	Appendix 2
7 April 2022	Early Years Partnership Committee Meeting	Appendix 3
7 April 2022	Disability Advisory Committee Meeting	Appendix 4
12 May 2022	Policy Review Panel Advisory Committee Meeting	Appendix 5

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

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence

*6.3 An organisation that demonstrates excellence in civic leadership and 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 being restricted to making recommendations for Council consideration, risks attached to Advisory Committee actions are substantially mitigated.

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

## **7. Options**

Advisory Committees are a Committee of Council, therefore Council has the discretion to accept, reject, amend, or seek further information on any of the Committee minutes and/or recommendations.

## **LIST OF APPENDICES**

1. Community Learning Advisory Committee Meeting Minutes - 23 March 2022
2. Youth Advisory Committee Meeting Minutes - 5 April 2022
3. Early Years Partnership Committee Meeting Minutes - 7 April 2022
4. Disability Advisory Committee Meeting Minutes - 7 April 2022
5. Policy Review Panel Meeting Unconfirmed Minutes - 12 May 2022



23 MARCH 2022

## MINUTES

### Community Learning Advisory Committee

**Held on Wednesday 23 March 2022, 1:30pm – 3:30pm, Hybrid meeting:  
Caroline Springs Library and Learning Hub and online Zoom.**

**Present:**

Cr Sophie Ramsey	Councillor
(Ex Officio) Roslyn Wai	CEO, Melton City Council
Jane Sultana	Secretary, U3A
Deirdre Hardy	EO, Future Connect
Pam Madej	Melton South Community Centre
Trish Heffernan	CEO, Djerriwarrh Community and Education Services
Dr Michael Gruis	Copperfield College (Sydenham)
Mark Corrie	CEO, Western BACE
Nikki Dolling	Manager, VU in the community
Stuart Telford	Principle, Deanside Primary School
Brad Miller	Manager, Mambourin Business Solutions
(Ex Officio) Elyse Rider	Manager Community Planning
(Ex Officio) Susie Prestney	Manager Libraries & Arts, Ex Officio
(Ex Officio) Adam Josifovski	Coordinator Community Activation and Learning
Silvia Velez	Lifelong Learning Projects Officer
Emily Ciantar	Community Planning Support Officer, (Minute Taker)

**Chairperson:** Ex Officio E Rider

#### 1. Acknowledgment of Country

Ex Officio E Rider:

"I would like to acknowledge the people of the Kulin Nations as the original custodians of the land now known as the City of Melton, and pay my respect to their Elders, past, present and future. I acknowledge all Aboriginal and Torres Strait Islander peoples living and working in Melton, and warmly welcome any Aboriginal and Torres Strait Islander people who are joining our meeting today"

#### 2. Welcome and Apologies:

E Rider welcomed everyone in attendance and noted apologies.

Cr Sophie Ramsey (Chair) was noted as only being able to attend intermittently via phone, and Ex Officio E Rider will Chair on her behalf.

Apologies:

Kris White, Principal Strathulloh Primary  
Heidi Zwick, VICSEG New Futures

#### 3. Declaration of interests and/or conflict of interests

Nil



23 MARCH 2022

#### 4. Conformation of previous minutes

##### Motion

Nil - this is the first Community Learning Advisory Committee meeting. Minutes from Melton Community Learning Board meeting held in December 2021 were circulated prior to the meeting.

#### 5. Welcome to new members (Ex Officio E Rider)

Ex Officio E Rider welcomed new members, then proceeded to invite all members to introduce themselves and what organisations they are representing.

##### *New Members*

(Ex Officio) Roslyn Wai	CEO, Melton City Council
Nikki Dolling Representative)	Manager, VU in the community (Adult Learning
Stuart Telford	Principle, Deanside Primary School (Government School Representative: Primary)
Brad Miller	Manager, Mambourin Business Solutions (Disability Sector Representative)

##### *Previous Community Learning Board members, appointed into CLAC roles*

Cr Sophie Ramsey	Councillor (Chair)
Jane Sultana	Secretary, U3A
Deirdre Hardy	EO, Future Connect
Pam Madej	Melton South Community Centre
Trish Heffernan	CEO, Djerriwarrh Community and Education Services
Dr Michael Gruis	Copperfield College (Sydenham)
Mark Corrie	CEO, Western BACE
(Ex Officio) Elyse Rider	Manager Community Planning
(Ex Officio) Susie Prestney	Manager Libraries & Arts, Ex Officio
(Ex Officio) Adam Josifovski	Coordinator Community Activation and Learning
Silvia Velez	Lifelong Learning Projects Officer

#### 6. Learning Strategy (S Velez)

S Velez provided an overview of strategy and engagement process. (slides attached)

- Identified successes and challenges from the previous community learning plan.
- The new strategy intends to build on the success of the previous community learning plan.
- Five-year duration 2022-2027
- Discussed data that has informed the new strategy and plans to conduct community consultations in May.
- CLAC members will get the opportunity to review engagement findings and proposed strategies.

S Telford raised whether there are plans for a community facility in Deanside.

Ex Officio A Josifovski informed there are currently plans for facilities to be introduced in 2026 and that Council will liaise with S Telford in lead up to opening.

##### Action

Ex Officio A Josifovski to send committee members a list of upcoming and confirmed community facilities.

23 MARCH 2022

---

Ex Officio A Josifovski to invite CLAC members to participate in strategy development opportunities and engagement promotion

**6. Discuss survey results and plan future meetings (Ex Officio A Josifovski)**

Ex Officio A Josifovski discussed the results of the survey (slides attached)

**7.1 Set future meeting dates**

- 12:30pm Wednesday, June 22
- 12:30pm Wednesday, September 21
- 12:30pm Wednesday, December 7

**7.2 Set future themes**

- Covid Recovery and Resilience Building
- Collaboration Opportunities
- Employability and Job Readiness

M Corrie raised Council's Covid recovery plan, particularly given the rise of unemployment as a result of Covid.

Ex Officio E Rider explained that Council is currently developing a Covid Recovery Action Plan, which was informed by the research report "Covid-19 Social and Economics Impacts Report 2021" Many community learning challenges, such as youth engagement, have been exacerbated by Covid-19.

*S Telford leaves meeting 2:16pm.*

**Action**

Ex Officio A Josifovski to organise Council Officer to present on Covid Recovery research and findings.

Committee to provide input into future agendas

**8. Libraries and Arts Update (Ex Officio S Prestney)**

S Prestney provides overview of libraries programming, achievements and upcoming events. (slides attached)

- Provided library stats for 2021
- Overview of events and programs
- Learning program highlights – STEM Squad and Big Summer Read
- International Women's Day events
- Next Chapter Book Club – helping people with disabilities enjoy books, friend and community
- Update on the heritage Festival

**Action**

Ex Officio A Josifovski to provide a summary of learning programs delivered through Council and share with committee.

**9. Rapid fire updates (Ex Officio E Rider)**

3



23 MARCH 2022

- T Heffernan, Djerriwarrh Community and Education Services – Community are enthusiastic about face to face learning and reconnection rather than remote online learning. A lot of jobs but not a lot of job seekers.
- J Sultana, U3A – Started back in late February. Members came flooding back and new courses have begun with some planned for term two.
- P Madej, Melton South Community Centre – Have been inundated with people wanting to come back. A lot of programs have waiting list which is unusual. There are programs in collaboration with Bridge Road Community Centre. Meeting to be held with new principal at Strathulloh.
- D Hardy, Future Connect – Finding it hard to find placements for students as a lot of people are working from home. Have found that people with a learning difficulty love being online and accessing sessions online. Other activities include career support such as resume writing, working with Indigenous employers, career educators and career support.
- B Miller, Mambourin Business Solutions – getting people to transition back to in-person has been difficult, especially in their training programs. Seeking any advice from members on how they have done this.
- M Corrie, Western BACE - 120 jobs created over the past 24 months. Asks for assistance to engage with Aboriginal and Torres Strait community regarding business support - what is the need to drive this conversation. Ex Officio Elyse suggest that S Velez connect Mark with Kirrip House

Committee is happy to meet online. Next meeting in June, lets meet online. Service provider-oriented committees often like to meet online as it's more convenient.

#### **Action**

S Velez to confirm with all committee members the delivery method of meetings for the remainder of the year and confirm in-person meeting date. Specific RSVP's to be circulated for hybrid meetings.

#### **10. VCAL – phasing out (Ex Officio E Rider)**

D Hardy provided an update (document attached)

- A review of VCAL was held in 2021 and one of the main findings state-wide is that VCAL isn't as well regarded as VCE.
- VCAL will be phased out by 2025
- No change to students doing VCE in 2023. VCE vocation major to be introduced however not as hands on as VCAL and more alignment to VCE subjects.
- Introduction of Victorian Pathways Certificate to be completed over two years with the Year 12 not equivalent to VCE. Initially designed for young people who have had disrupted school, or from CALD background etc.
- Over April/May final curriculum to be released. Most of the schools are meeting with neighbour schools to discuss.
- Consultation with community happening now.

#### **11. Other Business (Ex Officio E Rider)**

- Nil

#### **12. Next Meeting (Ex Officio E Rider)**

- 12:30pm Wednesday, June 22 – Online (TBC)





23 MARCH 2022

---

**Meeting Closed by Ex Officio E Rider 3:13pm**



# MINUTES

## YOUTH ADVISORY COMMITTEE

held on 5 April at 5.00pm via Zoom

### Present

Name	Title	Time Logged In	Time Logged Out
Cr S Abboushi	Councillor	5.09pm	6.00pm
Cr B Turner	Councillor	5.00pm	6.00pm
B Pathirana	YAC Member 2022	5.03pm	6.00pm
E D'Souza	YAC Member 2022	5.02pm	6.00pm
K D'Souza	YAC Member 2022	5.03pm	6.00pm
B Barsoum	YAC Member 2022	5.03pm	6.00pm
N Singh	YAC Member 2022	5.02pm	6.00pm
N Pathirana	YAC Member 2022	5.03pm	6.00pm
E Hautea	YAC Member 2022	5.04pm	6.00pm
L Pham	YAC Member 2022	5.02pm	6.00pm
M Kasukulu	YAC Member 2022	5.03pm	6.00pm
S McMahan	YAC Member 2022	5.02pm	6.00pm
C Cramer	Council Officer Manager Community Care	5.00pm	6.00pm
K Lawson	Council Officer Coordinator Young Communities	5.00pm	6.00pm
K Gauci	Council Officer Team Leader Engagement and Activation	5.00pm	6.00pm
F Newah-Jarfoi	Council Officer Engagement and Activation Outreach Officer	5.00pm	6.00pm
N Rege	Council Officer Acting Engagement and Activation Administration Officer	5.00pm	6.00pm
J McBurnie	Council Officer Coordinator Social Planning and Wellbeing	5.02pm	5.35pm

**Chairperson:** Binusha Pathirana

**Minute Taker:** Nami Rege

## MINUTES

**1. Welcome**

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

**2. Apologies**

Cr A Vandenberg Councillor  
Cr K Majdlik Councillor  
I Pathirana YAC Member 2021  
L Taylor YAC Member 2022

**3. Declaration of interests and/or conflict of interests**

Nil

**4. Confirmation of minutes of previous meeting**

**Noted:** Youth Advisory Committee Terms of Reference to be presented and discussed as per Agenda item.

**5. Business Arising****6.1 A Strategy: Melton All Abilities, All Ages**

J. McBurnie, Coordinator Social Planning and Wellbeing provided update of the Melton: A Strategy for All abilities and All Ages.

J. McBurnie discussed the engagement findings and identified the four themes for the strategy and action plans. She reiterated that there are four separate Action Plans, Disability, Early Years, Young Communities, and Healthy Ageing, with Disability embedded across all plans.

K. Gauci provided an overview to the Committee of some of the potential deliverables for the next 12 months of the Young Communities Action Plan.

Committee members had the opportunity to provide ideas and key words to assist with title of the strategy.

M. Claire, Youth Advisory Committee member recommended that as part of closing the loop with the community, a one-page document could be translated in the main languages spoken within the City of Melton

**Action**

K.Gauci to follow up on development of a one-page document to be translated in main languages spoken.

K.Gauci to circulate the Melton: A Strategy for All Abilities and All Ages presentation to Committee members.

**6.2 Youth Advisory Committee TOR**



## MINUTES

K. Lawson presented a reviewed Youth Advisory Committee Terms of Reference. Feedback provided from the committee was outlined and opportunity for discussion was provided.

C. Cramer highlighted how the Terms of Reference can incorporate some further amendments to ensure that the purpose of this document is strengthened whilst, the roles and responsibilities of committee members are outlined.

F. Newah-Jarfoi recommended increasing the number of young people on the committee. All members supported the recommendation and was agreed

### Action

K. Gauci to update recommendations for the YAC Terms of Reference and be shared with to be Youth Advisory Committee to review.

#### 6. General Business

Nil

#### 7. Next Meeting

The next meeting is to be held on 7 June commencing at 5.30pm.

#### 8. Close of Business

The meeting closed at 6.00pm.



# MINUTES

## EARLY YEARS PARTNERSHIP

held on 7 April 2022 at 10.00am, online – MS Teams

### Present:

#### Appointed Members

M Costa, Melton West Primary School  
 S O'Kelly, BPA Children's Services  
 E Kay, Brotherhood of St Laurence  
 J Williams, City of Melton  
 E Sfameni, Melton Christian College  
 J Galvin, Noah's Ark  
 J Webber, Caroline Chisholm Society – (Chair)  
 C Owens, Western Health  
 S Prestney, City of Melton  
 E Southerland, Melton Primary School

#### Observers

B Nguyen, Department of Education and Training  
 J.Gemoh, Salvation Army  
 R Macumber, Victorian Aboriginal Child Care Agency (VACCA)  
 K O'Toole, Community Member  
 L Hennessey, Tweddle  
 B Ball, City of Melton – (ex-officio)  
 L Xerri, City of Melton – (ex-officio)  
 K Robertson, City of Melton – (minute taker)

#### Guests

J McBurnie, City of Melton  
 L Idle (Weston), Department of Family, Fairness and Housing

**Quorum:** A minimum of 5 appointed members will form a quorum for each meeting.

**Chairperson:** J Webber, Caroline Chisholm Society

Meeting opened 09:55am

### 1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'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 descendant's past and present. Council extends this respect to the Elders of other Aboriginal groups here today.'*

## MINUTES

**2. Apologies**

Cr Vandenberg, Councillor  
Cr Carli, Councillor  
A Clarke, Community Member  
J Taylor, Department of Education and Training  
V Sharma, Community Member  
K Diacono, VICSEG  
M Miltiadous, Department Family, Fairness and Housing  
G Callander, Western Health

**3. Declaration of interests and/or conflict of interests**

Nil

**4. Confirmation of minutes of previous meeting****Noted**

Moved: Michelle Costa      Seconded: Elizabeth Sfameni

**5. Business Arising**

Nil

**6. General Business****6.1 Social Services Regulation Reform****Lucy Idle (Weston), Manager – Reform and Engagement, Social Services Regulation Reform, Department Families, Fairness and Housing (DFFH)**

L Idle provided a presentation on the development and timeline of the social services reform currently underway. The reform encompasses all services that are under social services banner covered by the Human Services Act or receive funding from the DFFH. The reform will create a single regulator independent from the Department and will develop a set of standards to underpin the work being done and reduce harm. Slides were presented on the reform including Worker and Carer Exclusion Scheme, the Social Services Regulations taskforce, and projected timelines with full-service onboarding expected by December 2023.

Questions were raised by members of the committee regarding the act. Lucy confirmed that the reform is not replacing the acts rather providing an encompassing set of standards to ensure services are providing services of a high-quality level. L Idle will provide a condensed version of the presentation to the committee.

**Action/Recommendation**

L Xerri to share presentation with meeting minutes.

K O'Toole rejoined the meeting 10:16am

B Nguyen joined the meeting 10:17am



## MINUTES

J McBurnie joined the meeting 10:35am

L Idle (Weston) left the meeting 10:44am

### 6.2 A Strategy for All Abilities and All Ages

#### **Jayde McBurnie, Acting Coordinator Social Planning and Wellbeing, Melton City Council**

J McBurnie presented an update on the strategy development the presentation included a recap of the committee's previous involvement and input into the plan and an overview of the consultation findings. The Committee were presented with the key themes of the strategy developed for the consultation. From these key themes council service departments have developed 12 monthly action plans with key focuses. L Xerri presented some examples from the Families and Children's service department action plan.

Questions were raised by the committee on some of the consultation feedback such as how Council can support the lack of transport as a barrier to participation in the mentioned initiatives. Jayde responded with a few strategies in place starting with transport being one of the key advocacy points to state government, some short term solutions in place such as the Melton South Flexi bus service and a current review of the walking a cycling paths that feeds into the 10 year infrastructure plan.

#### **Action/Recommendation**

Jayde will return to present the committee with the full plan once it has been approved by council.

S Prestney joined the meeting at 11:00am

B Nygyen rejoined the meeting 11:05am

L Hennessey rejoined the meeting 11:10am

J McBurnie left the meeting 11.20am

### 6.3 Access to Early Learning update

An update was provided with the agenda, L Xerri provided further comment that three additional referrals had been made since update bringing program closer to full capacity.

### 6.4 Department of Education and Training (DET) update

An update was provided with the agenda, B Nguyen provided further comment that the department was working with Catherine Hyden and Australian Catholic University (ACU) on a capability assessment tool to upscale early childhood educators, this has previously been completed by Victorian Institute of Teaching (VIT) and will now be completed by service providers. S O'Kelly added details from a service provider perspective and commented that many service providers were still researching the work and impacts.

Questions were raised on how DET were supporting educator shortages B Nguyen replied that currently three universities were offering condensed and fast-tracked training in both bachelor and diploma qualifications.

### 6.5 Department of Family Fairness and Housing (DFFH) update

No update was provided with the agenda, M Miltiadous was unable to provide an update and will not be able to attend any future meetings. Contact has been made to source new representative to attend and to provide updates.

## MINUTES

**Action/Recommendation**

L Xerri to continue contact to engage new committee representative.

**6.6 Brotherhood of St Laurence and NDIS update**

An update was provided with the agenda, no further questions or comments were discussed.

**6.7 First 1000 Days update**

An update was provided with the agenda, J Webber provided further comment that no further information has been received from DFFH about project request, previously advised would have information by mid-March.

**6.8 Best Start update**

An update was provided with the agenda, L Xerri provided further updates. The Vulnerable Children's Working Group have developed 2022 Logic Model and are seeking the committee's endorsement. The two short term outcomes identified for focus are Active Outreach and Engagement and Service Continuity and Collaboration.

**Motion**

The Committee endorsed the Best Start logic model by consensus.

**7. Other business**

J Webber raised topic of the impact of the code brown and the limits in Maternal and Child Health (MCH) visits is having on services. 100 Days Project and Child First are seeing a large increase in self-referrals from families seeking advice and support with parenting. J Webber also stated they have had media enquiries regarding the impacts of child development after the pandemic and social isolation ie babies not smiling.

J Webber commented that family services have met with the department and would like to know if they can do anything to advocate for the Melton area and asked where is Melton in terms of MCH service?

B Ball responded that's the MCH service is now performing key age and stage checkups for babies up to 4 months and has other supports in place for families such as online parenting support sessions. J Williams added the service is also prioritizing Aboriginal children and children experiencing vulnerability. Families are encouraged to fill in a Parents' Evaluation of Development Status (PEDS) form and complete if they have concerns about their child's development.

B Ball added that the nurse shortage is statewide and growth corridors have been particularly hard hit, there is a current recruitment campaign ongoing for MCH service.

B Ball thanked J Webber for her first meeting as Chair.

**Action/Recommendation**

L Xerri to send information regarding online parenting sessions and referral process with minutes.

**8. Next Meeting**

The next meeting is to be held in person Thursday 9 June 2022 at 10 am -12 noon, venue to be confirmed.





## MINUTES

### 9. Close of Business

The meeting closed at 12.00pm



# MINUTES

## DISABILITY ADVISORY COMMITTEE

held on 7 April 2022 at 12.00pm at Cobblebank Stadium

### Present:

Name	Title	In	Out
Cr L Carli	Deputy Mayor	12:00 p.m.	2:00 p.m.
Cr S Ramsey	Councillor	12:00 p.m.	2:00 p.m.
R. Wai	Council Officer – Chief Executive Officer	12:00 p.m.	2:00 p.m.
C Cramer	Council Officer – Manager Community Care	12:00 p.m.	2:00 p.m.
A Tan	Council Officer – Housing Services Coordinator	12:00 p.m.	2:00 p.m.
N Migani-Roberts	Council Officer – Advocacy and Inclusion	12:00 p.m.	2:00 p.m.
M Hutchinson	Council Officer – Design and Infrastructure Coordinator	12:00 p.m.	2:00 p.m.
L Vasilopoulos	Community representative	12:00 p.m.	2:00 p.m.
T Woof	Community representative	11:50 p.m.	2:00 p.m.
L Campbell	Community representative	12:00 p.m.	2:00 p.m.
S Velez	Lifelong Learning Projects Officer	12:00 p.m.	2:00 p.m.
J McBurnie	Council Officer – Coordinator Social Planning & Well-being	1:00 p.m.	1:45 p.m.

**Chairperson:** Cr L Carli

**Minutes:** N Migani-Roberts

### 1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

### 2. Apologies

Cr K Majdlik - Councillor  
Y. Arnell - Community representative



## MINUTES

**3. Declaration of interests and/or conflict of interests**

Nil

**4. Confirmation of minutes of previous meeting**

N. Migani-Roberts stated that the Disability Advisory Committee February 2022 minutes will be endorsed at the Council meeting May 2022 meeting, after which they will be circulated to the committee.

**Action:** N. Migani-Roberts will circulate February 2022 minutes to committee members once endorsed.



## MINUTES

### 5. Actions from previous minutes

N. Migani-Roberts confirmed that there were no actions outstanding from the previous minutes.

### 6. Tour of Cobblebank Stadium

T. Young provided the Committee members with tour of the facilities of Cobblebank Stadium.

T. Young confirmed that the facility was available to be booked through calling Council Customer Service and request to be transferred to T. Young to make a booking.

### 7. Learning City Strategy

S. Velez provided the Committee with an update of the Lifelong City Strategy.

S. Velez stated that she has been working in collaboration with N. Migani-Roberts on improving accessibility for both informal and formal learning opportunities.

**Action:** N. Migani-Roberts to circulate the Lifelong Learning Presentation to Committee members.

### 8. Melton; A Strategy for All abilities and All Ages

J. McBurnie, Coordinator Social Planning and Wellbeing and Health Promotions Officer shared an update of the Melton; A Strategy for All abilities and All ages.

J. McBurnie discussed the engagement findings and identified the four themes for the strategy. There four separate Action Plans; Disability, Early Years, Young Communities and Healthy Ageing, with Disability embedded across all plans.

N. Migani-Roberts has been working in conjunctions across Council to develop actions for the Disability Action Plan.

N. Migani-Roberts provided an overview to the Committee of some of the potential deliverables for the next 12 months of the Disability Action Plan.

**Action:** N. Migani-Roberts to circulate the Melton; A Strategy for All Abilities and All ages Presentation to Committee members.

### 8. Advocacy and Inclusion Officer Update

#### Committee Applications for the Disability Advisory Committee

N. Migani-Roberts informed the committee that applications have now closed for the July 2022 till June 2024 membership term. The Committee has received a strong interest from applicants. Interviews are now underway.

The Disability Advisory Committee 2022 Terms of Reference have been endorsed by Council.



## MINUTES

**9. Business Arising**

Nil

**10. General Business**

Nil

**11. Next Meeting**

Date: 2 June 2022

Time: 12.00 p.m. – 2.00p.m

Venue: Woodland Room, Civic Room 2, 223 High Street Melton.

**12. Close of business**

The meeting closed at 2:00 p.m.



## **MELTON CITY COUNCIL**

---

**Minutes of the Policy Review Panel  
Meeting of the Melton City Council**

**12 May 2022**

---

---

**MINUTES OF THE POLICY REVIEW PANEL****12 MAY 2022**

---

**TABLE OF CONTENTS**

<b>1.</b>	<b>WELCOME</b>	<b>2</b>
<b>2.</b>	<b>APOLOGIES</b>	<b>2</b>
<b>3.</b>	<b>DECLARATION OF INTEREST AND/OR CONFLICT OF INTEREST</b>	<b>2</b>
<b>4.</b>	<b>MINUTES OF PREVIOUS MEETING</b>	<b>2</b>
<b>5.</b>	<b>OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING</b>	<b>2</b>
<b>6.</b>	<b>PRESENTATION OF STAFF REPORTS</b>	<b>3</b>
	<b>6.2 REVISED COUNCIL CONTRIBUTION TO FENCING COSTS POLICY</b>	<b>3</b>
	<b>6.3 REVISED GRAFFITI MANAGEMENT POLICY</b>	<b>13</b>
	<b>6.4 PERSONAL TRAINING - USE OF PUBLIC OPEN SPACE POLICY</b>	<b>22</b>
	<b>6.1 REVISED BUILD OVER EASEMENT POLICY</b>	<b>28</b>
<b>7.</b>	<b>GENERAL BUSINESS</b>	<b>34</b>
<b>8.</b>	<b>NEXT MEETING</b>	<b>34</b>
<b>9.</b>	<b>CLOSE OF BUSINESS</b>	<b>34</b>

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

---

**MELTON CITY COUNCIL**MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL  
HELD VIA VIDEOCONFERENCE  
ON 12 MAY 2022 AT 10.30AM

**Present:** Cr K Majdlik (Chair)  
Cr L Carli  
Cr S Deeming  
Cr J Shannon

**In Attendance:** Mr B Dosser, Manager Legal, Governance and Risk  
Mr J Horne, Manager Environment and Waste  
Mr A Biscan, Manager Recreation and Youth  
Mr V David, Coordinator Civil Operations  
Mr M Hutchinson, Coordinator Design and Infrastructure  
Ms R Hodgson, Governance Coordinator

**1. WELCOME**

The Chair, Cr Majdlik, opened the meeting at 10.36am, and welcomed the Panel members.

**2. APOLOGIES**

Nil.

**3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST**

Nil.

**4. MINUTES OF PREVIOUS MEETINGS****RECOMMENDATION:**

That the Minutes of the Policy Review Panel held on 14 April 2022 and adopted by Council at the Ordinary Meeting held on Monday 2 May 2022 be noted.

**Motion**

Crs Carli/Shannon.

That the Minutes of the Policy Review Panel held on 14 April 2022 and adopted by Council at the Ordinary Meeting held on Monday 2 May 2022 be noted.

CARRIED

**5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**

Nil.



---

MINUTES OF THE POLICY REVIEW PANEL12 MAY 2022

---

**6. PRESENTATION OF STAFF REPORTS**

The Chair approved a change to the order of consideration of Items to allow Item 6.1 to follow Item 6.4, due to connection issues being experienced for Item 6.1.

At 10.41 am, Voltaire David entered the meeting and confirmed he has no General Conflict or Material Conflict in respect of any of the matters he is presenting to the Panel today.

**6.2 REVISED COUNCIL CONTRIBUTION TO FENCING COSTS POLICY**

**Responsible Officer:** Sam Romaszko - Acting General Manager Planning & Development

**Document Author:** Voltaire David - Coordinator Civil Operations

**Date Prepared:** 13 April 2022

**Recommendation:**

That Council approve the revised Council Contribution to Fencing Costs Policy, provided as **Appendix 2** to this report.

**Motion**

Crs Shannon/Deeming.

That Council approve the revised Council Contribution to Fencing Costs Policy, provided as **Appendix 2** to this report.

CARRIED

**1. Background****1.1 The Policy**

The Council Contribution to Fencing Costs Policy was previously presented to the Policy Review Panel on 29 March 2010.

This Policy sets out the eligibility criteria and standard of construction of the fence that Council would contribute towards.

The policy review process identified the following improvements to the Policy:

- The Policy limits the applications to residential property owners,
- Additional eligibility exclusions where private land abuts the following:
  - Road Corridor, which encapsulates the land containing the existing road as well as land set aside for the duplication of the road,
  - Tree Reserve that provides a pedestrian and/or cycle link between two roads,
  - Tree Reserve directly adjacent to a Road Corridor.
- The Policy stipulates fences must be built by a person who is a fencing contractor of a registered fencing business,

---

Page 3

---

**MINUTES OF THE POLICY REVIEW PANEL****12 MAY 2022**

---

- The construction standard by which Council would contribute towards for an urban area has been restricted to a standard 1.95m high timber fence,
- The Policy defines the standard farm fence that Council would contribute to for a rural property, which is in accordance with VicRoads Standard Drawing 3112.
- The Policy states that Council will contribute up to a maximum limit of \$5,000 (excluding GST) towards a fence.

**1.2 Sources/benchmarking**

The following documents were used as guides to develop the revised Council Contribution to Fencing Costs Policy:

- *Fencing Act 1968*
- *Fencing Amendment Act 2014*
- *Road Management Act 2004*
- *Financial Assistance (Rates and Charges) Policy*
- *VicRoads Standard Drawing 3112 Fence Type B Sheep Fence Post and Wire*

**1.3 Consultation**

The following Departments from across Council were involved in the policy review process:

- Operations,
- City Design and Strategy,
- Building and Health,
- Statutory Planning,
- Community Planning,
- Legal and Governance.

**1.4 Communication and Implementation**

The Council Contribution to Fencing Costs Policy shall be hosted on Council's website.

Internal departments across Council shall be briefed on the revised Policy.

**1.5 Compliance**

The document is compliant with Council's policy review process, the *Fencing Act 1968 (Vic)*, *Fencing Amendment Act 2014* and *Road Management Act 2004*.

A gender impact assessment in accordance with the *Gender Equity Act 2020* was not required.

**1.6 Measures of Success**

The Policy shall be reviewed in May 2024 to identify further opportunities for improvement.

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022


**LIST OF APPENDICES**

1. Council Contribution to Fencing Costs Policy - Original March 2010
2. Council Contribution to Fencing Costs Policy - Revised Feb 2022

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.2 Revised Council Contribution to Fencing Costs Policy  
 Appendix 1 Council Contribution to Fencing Costs Policy – Original March 2010

	<h3>Council Contribution to Fencing Costs Policy</h3>
<b>Version No.</b>	V2.0 29 March 2010
<b>Endorsement</b>	Executive 9 March 2010 Policy Review Panel 18 March 2010
<b>Authorisation</b>	Council 29 March 2010
<b>Expiry date:</b>	30 November 2013
<b>Responsible officer:</b>	General Manager Planning & Development
<b>Policy owner</b>	Manager Civil Contracts

**1. Purpose**

To set out the conditions in which Council will contribute to fencing costs.

**2. Scope**

This policy applies to all fencing adjacent to Council owned land.

**3. Policy**

Council's contribution towards fencing costs is based on the Fences Act 1968 (Vic) to determine eligibility. The Act states that Council is required to contribute to fencing costs for all land owned by Council.

**3.1 Eligibility:**

Upon request Council will contribute towards fencing costs for all Council owned land, excluding Road Reserves, tree reserves less than 2m in width where directly adjacent to Road Reserves and property frontages.

**3.2 Construction:**

All posts must be either concrete or redgum and rails must be hardwood. metal or colorbond fencing may be used but Council will only contribute half cost of standard timber fencing (6'4"), any additional cost for extra height or materials to be borne by the property owner. Where there is a covenant attached to the property title in relation to the type and style of fencing, Council will contribute half cost to the particular style of fencing mentioned within the covenant subject to the eligibility criteria being met.

If demolition and removal of existing fence has been quoted, the fencing contractor must then perform all work.

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.2 Revised Council Contribution to Fencing Costs Policy  
Appendix 1 Council Contribution to Fencing Costs Policy – Original March 2010

---

**3.3 Hardship:**

In cases where the adjoining property owner is subject to financial hardship and is unable to contribute to their portion of the cost for fencing, it is recommended that referral be made to Council's Financial Hardship Policy.

**4 Responsibility**

This policy is managed by the Civil Works team within the Civil Contracts business unit. All claims for half cost fencing must be made in writing to the Melton Shire Council and must be accompanied by two quotes for the said works. The Civil Works team will assess each claim based on the adopted policy.

**5 References and links to other documents**

Fences Act 1968 (Vic)  
Financial Hardship Policy

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.2 Revised Council Contribution to Fencing Costs Policy  
 Appendix 2 Council Contribution to Fencing Costs Policy – Revised February 2022

	<b>Council Contribution to Fencing Costs Policy</b>
<b>Version No.</b>	3.6 – 28 February 2022
<b>Endorsement</b>	Executive 26 April 2022 Policy Review Committee
<b>Authorisation</b>	Council
<b>Expiry date</b>	30 June 2024
<b>Responsible officer</b>	Operations Manager
<b>Policy owner</b>	Civil Operations Coordinator

**1. Purpose**

This policy sets out the conditions in which Council will contribute to fencing costs.

**2. Scope**

This policy applies to all fencing adjacent to Council owned or managed land and where landowners are seeking Council contribution towards the cost of replacing an existing fence.

It does not apply to repair or maintenance of an existing fence. Neither does it apply to the construction of a new fence at the time the land was subdivided nor an industrial allotment.

**3. Definitions**

Word/Term	Definition
Council	Melton City Council
Standard timber fence	A wooden fence that is up to 1.95m in height with wooden posts spaced no greater than 2.7m apart and wooden palings, rails and plinths typically made of treated pine. See Appendix A.
Standard farm fence	A post and wire farm fence in accordance with Department of Transport (VicRoads) Standard Drawing 3112 Fence Type B Sheep Fence Post and Wire. See Appendix A.
Road reserve	Land titled for the purpose of a road, footpaths and associated infrastructure used for public travel.
Road corridor	Road corridor means the road reserve plus land purposed for duplication of a road, that is, a second carriageway, along with associated infrastructure.
Property frontage	The property frontage is any part of the property boundary that borders a road reserve or road corridor. Properties may have frontage to a road reserve or road corridor on more than one side of the property.

## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.2 Revised Council Contribution to Fencing Costs Policy  
Appendix 2 Council Contribution to Fencing Costs Policy – Revised February 2022

Urban area	A built-up area designated for standard, medium or high density residential, industrial, and commercial uses under the planning scheme.
Rural area	Rural areas are areas other than urban areas, which includes but is not limited to farming land and low-density residential areas.
Tree Reserve	Land set aside for the purpose of trees and planting of trees.
Open Space Reserve	An open space reserve is an area of protected or conserved land for recreational, ecological, and environmental benefits.
Industrial allotment	Property used for commercial establishments, manufacturing plants, distribution of goods and services and other business activities.

**4. Policy**

Council's contribution towards fencing costs is based on the *Fences Act 1968* and the *Fences Amendment Act 2014* to determine eligibility and is subject to the following conditions.

Upon suitable request and where the request meets the eligibility criteria, Council will contribute up to half the cost for the replacement of an existing fence, including costs associated with demolition and removal, with the construction standard specified in Section 4.3 of this Policy.

The Policy does not apply to a new fence at the time the land was subdivided, nor does it apply to commercial or industrial allotments.

**4.1. Fencing Contribution Request**

Requests for contribution to fencing costs must be made in writing to Melton City Council and include contact details of the applicant and details of the location of the fence, which must be limited to one property parcel.

Council may not contribute to fencing contribution requests where these conditions are not met.

**4.2. Eligibility**

Upon request, Council will contribute towards fencing costs for fences on the boundary of Council owned land, excluding:

- Road Reserves,
- Road Corridors,
- Tree Reserves that provide a pedestrian and/or bicycle link between two roads,
- Tree Reserves directly adjacent to a road reserve or road corridor,
- Property frontages,
- Fences built by a person who is not a fencing contractor of a registered fencing business,
- Industrial allotments.

Council's Road Assets Officers, at their discretion, will determine the eligibility of the application for the replacement of a fence.

Where the applicant does not agree with the decision of the Road Assets Officer, the matter can be escalated to the Civil Operations Coordinator and thereafter Operations Manager for review.

The decision of the Operations Manager is final.

## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.2 Revised Council Contribution to Fencing Costs Policy  
Appendix 2 Council Contribution to Fencing Costs Policy – Revised February 2022**4.3. Construction Standard**

For rural areas, the construction standard is limited to a Standard Farm Fence, excluding gates or other embellishments.

For urban areas, the construction standard is limited to a Standard Timber Fence, excluding gates or other embellishments to the fence, and excluding Section 4.3.1.

**4.3.1. Construction Standard**

Where there is a covenant attached to the property title in relation to the type and style of fencing, Council will contribute up to half the cost to the particular type and style of fencing mentioned within the covenant, subject to the eligibility criteria being met.

**4.4. Gates and other Embellishment of a fence**

Where a gate or embellishment of a fence is requested by the landowner abutting a park, open space reserve, tree reserve or other reserve, they must first seek and obtain the permission of Council's Operations Services team before it is installed, noting the cost of gates and other embellishments of a fence will be wholly borne by the landowner.

**4.5. Limit of Contribution**

Council will contribute to fencing costs up to a maximum limit of \$5,000 (excluding GST) per request.

**4.6. Hardship**

In cases where the adjoining property owner is subject to financial hardship and is unable to contribute to their portion of the cost of fencing, it is recommended that referral be made to Council's Financial Hardship Policy.

**5. Responsibility**

<b>5.1</b>	<b>Road Assets Officer</b> <ul style="list-style-type: none"> <li>Responsible for implementing the policy; receiving and assessing requests for contribution to fencing costs, inspecting the construction activity, and administering contribution payments.</li> </ul>
<b>5.2</b>	<b>Civil Operations Coordinator</b> <ul style="list-style-type: none"> <li>Responsible for maintaining and updating the policy.</li> </ul>
<b>5.3</b>	<b>Manager Operations</b> <ul style="list-style-type: none"> <li>Responsible for approving the policy.</li> </ul>
<b>5.4</b>	<b>General Manager Planning &amp; Development</b> <ul style="list-style-type: none"> <li>Responsible for endorsing the policy.</li> </ul>



## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.2 Revised Council Contribution to Fencing Costs Policy  
Appendix 2 Council Contribution to Fencing Costs Policy – Revised February 2022**6. References and links to legislation and other documents**

Name	Location
<i>Fences Act 1968</i>	<a href="http://www.austlii.edu.au/au/legis/vic/consol_act/fa196867/">http://www.austlii.edu.au/au/legis/vic/consol_act/fa196867/</a>
<i>Fences Amendment Act 2014</i>	<a href="http://www.austlii.edu.au/au/legis/vic/num_act/faa201430o2014193/">http://www.austlii.edu.au/au/legis/vic/num_act/faa201430o2014193/</a>
<i>Road Management Act 2004</i>	<a href="http://classic.austlii.edu.au/au/legis/vic/consol_act/rma2004138/">http://classic.austlii.edu.au/au/legis/vic/consol_act/rma2004138/</a>
Financial Assistance (Rates and Charges) Policy	Melton City Council website and intranet.
VicRoads Standard Drawing 3112 Fence Type B Sheep Fence Post and Wire	VicRoads website page: Standard drawings for roadworks. <a href="https://www.vicroads.vic.gov.au/business-and-industry/technical-publications/technical-drawings-for-roadworks/standard-drawings-for-roadworks">https://www.vicroads.vic.gov.au/business-and-industry/technical-publications/technical-drawings-for-roadworks/standard-drawings-for-roadworks</a>

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.2 Revised Council Contribution to Fencing Costs Policy  
Appendix 2 Council Contribution to Fencing Costs Policy – Revised February 2022

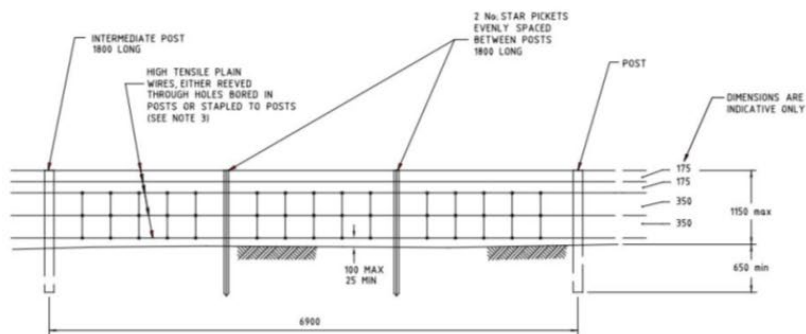
---

Appendix A:

Standard Timber Fence



Standard Farm Fence



---

MINUTES OF THE POLICY REVIEW PANEL12 MAY 2022

---

At 10.51 am, Voltaire David departed the meeting.

At 10.51 am Justin Horne entered the meeting and confirmed he has no General Conflict or Material Conflict in respect of any of the matters he is presenting to the Panel today.

### 6.3 REVISED GRAFFITI MANAGEMENT POLICY

**Responsible Officer:** Sam Romaszko - Acting General Manager Planning & Development

**Document Author:** Justin Horne - Manager Environment & Waste

**Date Prepared:** 26 April 2022

#### Recommendation:

That Council approve the revised Graffiti Management Policy, provided as **Appendix 1** to this report.

#### Motion

Crs Carli/Shannon.

That Council approve the revised Graffiti Management Policy, provided as **Appendix 1** to this report, noting the changes made by the Panel highlighted in yellow.

CARRIED

## 1. Background

### 1.1 The Policy

The Graffiti Management Policy was previously endorsed by the Policy Review Panel on 26 June 2017 and authorised by Council on 24 July 2017. This policy provides a basis upon which Council will manage graffiti on public and private assets.

In the policy review process, the following items below were identified as opportunities to improve the policy;

- Clarity of internal roles and responsibilities relating to the handling of Graffiti Management requests
- Update to referenced legislation

The Policy has been revised to;

- Include all roles responsible for the provision of professional advice to public, employees and authorised delegates
- Formatting and other minor edits

### 1.2 Sources/benchmarking

The policy has been updated with consideration to the existing Graffiti Management Policy (2017), and relevant provisions of the *Graffiti Prevention Act 2007*.

---

**MINUTES OF THE POLICY REVIEW PANEL****12 MAY 2022**

---

**1.3 Consultation**

The Community Safety department was involved in the review process. The review of this existing policy was conducted with consideration to the current processes, to identify the extent of authority of staff under the *Local Government Act 2020* and Council's General Local Law (2015).

**1.4 Communication and Implementation**

Amendments to the policy are minor and will not affect the currently published website information or quick guides we have available to residents.

Internal departments across Council will be briefed on the revised policy.

**1.5 Compliance**

This document is compliant with Council's policy review process. Community Planning determined that the policy did not require a gender impact assessment as per the *Gender Equality Act 2020*.

**1.6 Measures of Success**

The policy will be reviewed in June 2026 to identify further opportunities for improvement.

**LIST OF APPENDICES**

1. Revised Graffiti Management Policy

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.3 Revised Graffiti Management Policy  
 Appendix 1 Revised Graffiti Management Policy

---

	<h2>Graffiti Management Policy</h2>
<b>Version No.</b>	V2.1, 14 April 2022
<b>Endorsement</b>	Executive, 26 April 2022 Policy Review Panel <b>12 May 2022</b>
<b>Authorisation</b>	Ordinary Meeting of Council, <date>
<b>Review date</b>	May 2026
<b>Responsible officer</b>	Manager Environment & Waste
<b>Policy owner</b>	Coordinator Waste, Graffiti & Cleaning

**1. Purpose**

To ensure an effective, coordinated, and proactive approach to graffiti management through prevention, education, removal, and enforcement.

**2. Scope**

This Policy outlines Council's approach to illegal graffiti prevention and associated removal and or responses within the capacity of Melton City Council's General Local Law and the *Graffiti Prevention Act 2007*.

While Council acknowledges the positive contribution of street art to express artistic creativity, the process and management of street art is not within the scope of this policy and is addressed in Council's Public Art Policy.

**3. Definitions**

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.3 Revised Graffiti Management Policy  
 Appendix 1 Revised Graffiti Management Policy

Word/Term	Definition
Crime Prevention Through Environmental Design (CPTED)	A planning approach that utilises urban and architectural design to assist reduce actual or potential criminal activity and improve perceptions of safety. Interventions can include improved lighting, landscape plantings, surface finishes (i.e. texture and colour), and property maintenance.
Etching	Marking or scratching graffiti into hard surface
Graffiti	Defined in the Graffiti Prevention Act 2007 (the 'Act') as to 'write, draw, mark, scratch or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth.'
Inaccessible Graffiti	Graffiti that is not readily accessible and/or exposes Council staff or contractors to unacceptable risks to health and safety.
Street Art	Refers to work commissioned with the permission of the person/authority who owns the surface/wall that the artwork is being presented, and with the permission of the local Council (if required).
Murals	Usually occur on walls and fences and are generally within sight of high trafficable and high activity areas such as parks and reserves, skate parks, transport corridors and main roads.
Offensive graffiti	Aimed to cause offence either to certain groups or the broader community. In particular, it often includes defamatory remarks or slurs about race and gender and includes offensive words, phrases, or graphics.
Private Property	Any asset that is not owned by Melton City Council. The Graffiti Prevention Act 2007 outlines the specific circumstances in which Council is permitted to enter private property
Public Art	Refers to works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain, usually outside and accessible to all.
Rapid Removal	Prioritisation of the removal of offensive graffiti from public land within 48 hours of it being reported.
Stencil Graffiti	Form of graffiti that makes use of stencils often made from paper or cardboard to create an image or text that often relates to a political or social issue and is easily reproducible. The image is transferred to a wall/fence through the use of spray paint or roll-on paint.
Tags/Tagging	A type of graffiti that commonly occurs on walls / fences, bridges, and service authority assets such as light poles, traffic, and signal devices. Tags may be gang related.

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.3 Revised Graffiti Management Policy  
 Appendix 1 Revised Graffiti Management Policy

---

Tributes	Usually occur on walls, light poles, fences, road pavements, footpaths and local rocks as a declaration, or other acknowledgment of gratitude, respect, or admiration to a person/s.
Visible by Public	Graffiti that is within view from a public road or park reserve at the discretion of the Operations Manager Environment & Waste.

**4. Policy**

Council is committed to timely and rapid removal of graffiti wherever possible to discourage further recurrence of graffiti and to enhance community pride and safety.

Council recognises that the presence of graffiti can have negative effects on the community including:

- contributing to poor perceptions of safety
- contributing to reduction in local pride via perceptions of cleanliness and the quality of the physical environment.
- economic impacts associated with the removal of graffiti

Council also recognises the positive effects of legal street art which include:

- creating opportunities for local artists to develop their creativity and experience the artistic work of others
- contributing to the vibrancy and activation of an area
- encouraging local pride
- supported legal street art that creates local identity, pride, and character of local neighbourhoods and or the City.

The objective of this policy is to minimise the negative impacts of graffiti and recognise the need for a coordinated management approach to graffiti through:

1. Graffiti Prevention
2. Graffiti Education
3. Graffiti Removal and Enforcement
  - Council and public property and assets
  - Private property and assets.

**4.1 Graffiti Prevention**

Best practice graffiti reduction models, both nationally and internationally, recognise the importance of graffiti prevention. Council acknowledges that one of the effective strategies in graffiti prevention is active engagement and development of partnerships to develop a broader approach to the management and removal of graffiti across the municipality.

Council supports the following graffiti prevention principles:

## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.3 Revised Graffiti Management Policy  
Appendix 1 Revised Graffiti Management Policy

- 4.1.1 Ownership and community pride to enable influence, involvement and promote a sense of collective community confidence, safety, and security.
- 4.1.2 Partnership approach to support a coordinated response to develop solutions and opportunities for graffiti prevention, education, removal, and enforcement.
- 4.1.3 Urban and Architectural Design that assists to reduce the potential of graffiti occurring.

Council will continue to implement and promote graffiti prevention strategies including:

- Developing safe and welcoming public spaces that respond to community need, improve perceptions of safety, and provide opportunity for positive social engagement via implementing CPTED principles.
- Use of commissioned street art in site appropriate locations that contribute to the amenity of the area and prevent graffiti on the site.
- Use of graffiti resistant materials or protective coatings to assist with removal.
- Partnering with stakeholders, such as the Department of Justice and Community Safety, to utilise programs that places offenders under supervision within the municipality to remove graffiti from allocated sites.

#### 4.2 Graffiti Education (Community education and the provision of support resources)

Council recognises the role education plays to inform our community on the negative impacts of graffiti and to appreciate and participate in activities that can assist to reduce it occurring.

As such, Council will continue to provide the following local empowerment initiatives:

##### 4.2.1 Graffiti Education Initiatives

Council seeks to actively engage with schools to run 'incursions' to raise awareness of the negative impacts of graffiti, penalties that exist and the steps that Council and State Government take to reduce graffiti occurring.

In addition, Council delivers graffiti prevention initiatives that connect community, increase participation, build capacity and local pride and ownership of the public realm (i.e. open space improvements, youth street art projects, local art projects including the use of murals and neighbourhood beautification initiatives). Some projects may relate to tributes/memorials and will be considered on a case by case basis.

##### 4.2.2 Report Graffiti

Residents are encouraged to report graffiti on public and private property within the municipality.

Where required, Council will notify the relevant external organisation (e.g. VicRoads, Public Transport Victoria and power companies) to organise removal of the graffiti.

Residents can also directly report graffiti to external organisations.

Graffiti can be reported to Council;

- 1) Phone: 9747 7200
- 2) Email: [csu@melton.vic.gov.au](mailto:csu@melton.vic.gov.au)



## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.3 Revised Graffiti Management Policy  
Appendix 1 Revised Graffiti Management Policy

---

**4.2.3 Graffiti Removal Kits and Portable Removal Systems for residents**

Council will provide free graffiti removal kits to enable residents to allow them to removal graffiti from private property if they do not want Council to remove it.

Residents can request a free graffiti removal kit by contacting Council Customer Service on 9747 7200. The free graffiti removal kit is available to residential properties only.

Graffiti removal kits are suitable for smaller jobs less than 1m<sup>2</sup> in size. Removal kits will include safe graffiti removal chemical, scrubbing brush and personal protective equipment.

Larger jobs over 1m<sup>2</sup> will require specialised equipment and will be undertaken by Council.

Limits on the number kits and/or chemicals supplied to residents will be at the discretion of the Manager Environment & Waste. An induction on the safe use of these items may be required.

If residents do not want to remove the graffiti themselves, they can request assistance from Council, and provided the graffiti is visible from a public place and written consent is obtained in accordance with the Graffiti Prevention Act, Council may assist (Refer to private property definitions in section 4.4).

**4.3 Graffiti Removal from Council and public property**

To limit the potential for graffiti continuing to occur and to manage the negative effects of graffiti in our community, Council will proactively remove graffiti from Council or public property in a timely manner.

Council will maintain a target of removing graffiti from Council or public property within 48 hours for offensive graffiti and ten (10) working days non-offensive graffiti of the report being recorded as a Customer Action Request (CAR).

To support the apprehension of offenders, Council will maintain a record of graffiti in a central register prior to removal of graffiti from Council or public property.

**4.3.1 Graffiti removal on public art assets**

Where graffiti is located on public art assets, initial contact must be made with Councils Arts and Culture team.

The Waste, Graffiti & Cleaning team will then work in collaboration to assist with the removal of the graffiti from the artwork.

**4.4 Graffiti Removal on private property and assets**

In support of private property owners and our community, Council will:

- Proactively use the Act to remove graffiti from private property and assets.
- Ensure appropriate officers are delegated in accordance with section 98(1) of the *Local Government Act 2020*, to proactively serve notices to property and assets owners in accordance with section 18(2) and section 18(3) and section 19 and 20 of the Act 2007.
- Incur all costs associated with delegation, administration, and removal of graffiti from private property.

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.3 Revised Graffiti Management Policy  
 Appendix 1 Revised Graffiti Management Policy

---

- Maintain a record of graffiti in a central register prior to removal of graffiti from private property.
- If consent is not provided to remove graffiti from private assets, the matter will be referred to Councils Community Safety team to investigate under section 64 of the General Local Law 2015.

**4.4.1 Graffiti removal on private assets**

Council will utilise the provisions of the Act to remove graffiti by gaining consent from such entities through issuing of notices under sections 18(2) and 18(3) of the Act.

**4.4.2 Inaccessible graffiti**

Council may enter private property for the purpose of removing or obliterating graffiti if it serves a notice under the Act to the owner or occupier at least 28 days before the action is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

**4.4.3 Accessible graffiti**

If entry to private property is not necessary, Council must serve a notice under the Act at least 10 days before the action to remove or obliterate the graffiti is proposed to be taken; and the owner or occupier of the property has given written consent to do so or does not object.

**4.4.4 Offensive graffiti removal**

Under the provisions of the Act Council can take action to remove or obliterate graffiti from private property when graffiti is deemed offensive in nature' or 'when it is affecting community perceptions of safety.' The removal of obscene or offensive graffiti will be fast-tracked through immediate contact with the property owner or their representative. The *Racial and Religious Tolerance Act 2001* may be used to support fast removal which makes it illegal to write racist graffiti in public places.

**4.4.5 Graffiti Tributes**

Council acknowledges the sensitivity associated with graffiti tributes and recognises that they will occur from time to time, appearing as murals, tags, or stencils. Illegal graffiti tributes will be removed within a reasonable timeframe, as determined by Council, and if appropriate in consultation with the family to whom the tribute relates.

**5. Responsibility /Accountability**

<b>5.1</b>	<b>Manager Environment &amp; Waste</b>
	<ul style="list-style-type: none"> <li>• Responsible to oversee the implementation of the policy and review it in a consultative and collaborative exercise at identified periodic intervals.</li> </ul>
<b>5.2</b>	<b>Council Officers and Council Contractors</b>
	<ul style="list-style-type: none"> <li>• Responsible for implementation and or adherence to this policy.</li> </ul>

## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.3 Revised Graffiti Management Policy  
Appendix 1 Revised Graffiti Management Policy**6. References and links to legislation and other documents**

<b>Name</b>	<b>Location</b>
<i>Graffiti Prevention Act 2007 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<i>Local Government Act 2020 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Melton City Council: Council and Wellbeing Plan 2021-2025	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton City Council: Safe City Proud Communities Plan 2020-2024	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton City Council: Public Art Policy 2018 – 2021	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton City Council General Local Law (2015)	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>

MINUTES OF THE POLICY REVIEW PANEL12 MAY 2022

At 11.00 am, Justin Horne departed the meeting.

At 11.00 am Aaron Biscan entered the meeting and confirmed he has no General Conflict or Material Conflict in respect of any of the matters he is presenting to the Panel today.

## 6.4 PERSONAL TRAINING - USE OF PUBLIC OPEN SPACE POLICY

**Responsible Officer:** Troy Scoble - A/General Manager Community Services

**Document Author:** Aaron Biscan - A/Manager Recreation and Young Communities

**Date Prepared:** 20 April 2022

At 11.07 am, Cr Deeming departed the meeting.

### Recommendation:

That Council approve the amended Group Fitness and Personal Training – Use of Public Open Space Policy, provided as **Appendix 1** to this report.

### Motion

Crs Shannon/Carli.

That Council approve the amended Group Fitness and Personal Training – Use of Public Open Space Policy, provided as **Appendix 1** to this report, noting the changes made by the Panel highlighted in yellow.

CARRIED

## 1. Background

### 1.1 The Policy

The Personal Training – Use of Public Open Spaces Policy (the Policy) provides guidance to manage the impacts of personal training on Council owned public open spaces, whilst maintaining equitable access for all residents and community groups.

The current Policy expired 30 June 2014 and as such required review.

The draft Group Fitness and Personal Training – Use of Public Open Spaces Policy (2022) is attached as **Appendix 1** to this report. It outlines the minor changes required to the policy.

The key changes include:

- Renaming the policy to the Group Fitness and Personal Training – Use of Public Open Spaces Policy to better describe the types of permits and being requested.
- Updates to ensure the policy reflects current practice for the issuing of permits including:
  - The requirement for permit holders to undertake pre-training inspections on the open space to be used to ensure the safety and suitability of the facility before use.

---

Page 22

---

**MINUTES OF THE POLICY REVIEW PANEL****12 MAY 2022**

---

- Providing clarity around circumstances where an application to obtain a permit may be declined or a permit cancelled.

**1.2 Sources/benchmarking**

As the minor amendments provide an update to the current policy, benchmarking is not applicable in this instance, however industry trends and network updates were examined as part of informing the policy.

**1.3 Consultation**

Recreation officers responsible for the allocation of permits have been consulted about amendments required to the policy. The key changes as a result of this feedback include:

- Renaming the policy to the Group Fitness and Personal Training – Use of Public Open Spaces Policy to better describe the types of permits being requested.
- Updates to ensure the policy reflects current practice for the issuing of permits including:
  - The requirement for permit holders to undertake pre-training inspections on the open space to be used to ensure the safety and suitability of the facility before use.
  - Providing clarity around circumstances where an application to obtain a permit may be declined or a permit cancelled.

The Planning team have also been consulted about the updated policy and confirmed that no planning permit is required for the issuing of permits in accordance with this policy.

**1.4 Communication and Implementation**

Subject to endorsement by the Policy Review Panel and Council, the revised Group Fitness and Personal Training – Use of Public Open Spaces Policy will be uploaded on the Council website and intranet.

**1.5 Compliance**

All operators are required to submit an Application for a Group/Personal Training Permit prior to being issued with a permit. A planning permit is not required for the issuing of permits in accordance with this policy.

**1.6 Measures of Success**

The policy will be reviewed in three years and further amendments made as required. The number of permits issued during this three-year period will provide an indication of the success of the policy.

**LIST OF APPENDICES**

1. Appendix 1 - Group Fitness and Personal Training - Use of Public Open Space Policy

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.4 Personal Training - Use of Public Open Space Policy

Appendix 1 Appendix 1 - Group Fitness and Personal Training - Use of Public Open Space Policy

	<b>Group Fitness and Personal Training – Use of Public Open Space Policy</b>
<b>Version No.</b>	V2.0 4 May 2022
<b>Endorsement</b>	Executive 26 April 2022 Policy Review Panel 12 May 2022
<b>Authorisation</b>	
<b>Review date</b>	12 May 2025
<b>Responsible officer</b>	Manager Recreation and Youth
<b>Policy owner</b>	Recreation Development Coordinator

**1. Purpose**

To provide guidelines to support the management of group fitness and personal training in Council owned/managed open spaces that encourages increased participation in physical activity, whilst maintaining equitable access to the broader community.

**2. Scope**

This policy applies to all individuals and business' requesting to use Council owned/managed public open spaces to conduct group fitness and personal training activities.

**3. Definitions**

Word/Term	Definition
Trainer	A person or business who conducts group/individual training activities primarily for a commercial benefit such as personal training, small group training, boot camps, sporting academies, coaching, yoga etc.
Council	Refers to the Melton City Council.
Public Open Space	Melton City Council owned/managed active or passive open spaces e.g. sporting reserve, local park etc.

**4. Policy**

**4.1 Background**

The City of Melton provides a variety of active and passive open spaces for community use. Such areas offer valuable places for City of Melton residents and visitors to participate in recreation and leisure activities.

Trainers often request the use of public open space to conduct activities such as group fitness and personal training, boot camps, private fitness coaching and sporting academies.

Whilst the City of Melton is committed to providing physical activity and recreation opportunities to the local community and sees great benefit in these types of activities, it is also important to maintain public open space areas to be free and accessible for the whole

## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.4 Personal Training - Use of Public Open Space Policy

Appendix 1 Appendix 1 - Group Fitness and Personal Training - Use of Public Open Space Policy

---

community to utilise.

#### 4.2 Objectives

Through implementation of this policy, Council aims to:

- Promote active and healthy communities
- Ensure equity of access to public open space
- Ensure Trainers are appropriately accredited and insured
- Ensure group fitness and personal training activities conducted in Council open space are orderly in nature
- Limit the impact that group fitness and personal training has on open space asset condition and maintenance.

#### 4.3 Group Fitness and Personal Training Use of Public Open Spaces

- Trainers may use designated open spaces as agreed to by Council. Sportsgrounds may be available for use by trainers however community use will take priority e.g. club training/matches.
- Trainers will be required to undertake pre-training inspection on the open space prior to use to ensure safety and suitability of the facility.
- Characteristics of preferred open space locations include no disturbance caused to others e.g. residents, it is well lit and ground conditions are suitable for use.
- Group Fitness and Personal Training Permits will be issued for a maximum period of 6-months.
- Council reserves the right to decline requests to issue a permit to a trainer. Requests for hire will be declined where a facility is unavailable or unsuitable for the intended use or where the trainer has a history of substantiated complaints regarding its behaviour from local residents, other user groups or Council officers.
- Council reserves the right to suspend or terminate a permit if it has good cause including, but not limited to:
  - The trainer has breached the terms and conditions of the agreement.
  - The trainer has failed to pay their fees.
  - The trainer has refused or ignored reasonable requests to share the space.
- Council may transfer a trainer to another venue to allow a community event or maintenance works to occur.

#### 4.4 Trainer Requirements

- All Trainers must submit an Application for a Group/Personal Training Permit and be legally incorporated.
- Trainers must at all times of the permit hold the following:
  - Public Liability Insurance covering a minimum of \$20 million.
  - Professional Indemnity insurance covering a minimum of \$5 million.
  - Accreditation with a recognised peak body whose membership conditions requires trainers to be fully qualified (e.g. Fitness Australia).

Group Fitness and Personal Training-Use of Public Space Policy

V2.0 4 May 2022

MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.4 Personal Training - Use of Public Open Space Policy  
 Appendix 1 Appendix 1 - Group Fitness and Personal Training - Use of Public Open Space Policy

---

- First Aid and CPR Accreditation.
- Risk management plan in dealing with emergency response.
- In the event that industry standards minimum requirements change e.g. insurance, first aid and qualifications, operators will be required to ensure they adhere.
- Trainers must provide Council with documentation of the requirements listed above and those contained in the Guidelines for Group Fitness and Personal Training in Public Open Space.

**4.5 Cost**

- Fees for Group/Personal Training Permits will be determined as part of Council's annual budget process and specified in Council's Annual Fees and Charges Schedule.

**4.6 Enforcement**

- Trainers found to operate unauthorised on Council owned/managed open spaces may be fined under the relevant local law.

**4.7 Criteria for Assessing Applications**

Applications for a Group/Personal Training Permit will be assessed on the following grounds:

- Previous performance of the trainer against this policy and associated guidelines for use
- Trainers which primarily serve the needs of the City of Melton community over other use
- The provision of opportunities for specific target groups such as women, young people, older adults, people with disabilities and people from diverse backgrounds.
- The type of activities to be undertaken, the number of participants and the potential impact on other users and neighbouring residents during the time requested.
- Other activities (passive and active) being undertaken in the area.

**5. Roles and responsibilities**

<b>5.1</b>	<b>Recreation Officer</b> Responsible for the allocation of Group/Personal Training Permits.
<b>5.2</b>	<b>Local Laws Officer</b> Responsible for enforcement of Group/Personal Training Permits.
<b>5.3</b>	<b>Recreation Development Coordinator</b> Responsible for implementation and ongoing review of the Group Fitness and Personal Training – Use of Public Open Space Policy.
<b>5.4</b>	<b>Managers, Coordinators, Team Leaders and Supervisors</b> Ensure all employees are made aware of the policy.



## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.4 Personal Training - Use of Public Open Space Policy

Appendix 1 Appendix 1 - Group Fitness and Personal Training - Use of Public Open Space Policy

---

**6. References and links to legislation and other documents**

Name	Location
Application for Group/Personal Training Permit	<a href="#">Recreation Unit</a>
Guidelines for Group Fitness and Personal Training in Public Open Space	<a href="#">Recreation Unit</a>

---

**MINUTES OF THE POLICY REVIEW PANEL****12 MAY 2022**

---

At 11.13 am, Aaron Biscan departed the meeting.

At 11.13 am, Matthew Hutchinson entered the meeting and confirmed he has no General Conflict or Material Conflict in respect of any of the matters he is presenting to the Panel today.

At 11.13 am, Cr Deeming re-entered the meeting.

At 11.13 am, Cr Majdlik departed the meeting and Cr Carli assumed the Chair.

**6.1 REVISED BUILD OVER EASEMENT POLICY**

**Responsible Officer:** Sam Romaszko - Acting General Manager Planning & Development

**Document Author:** Matthew Hutchinson - Design and Infrastructure Coordinator

**Date Prepared:** 24 March 2022

**Recommendation:**

That Council approve the revised Build Over Easement Policy, provided as **Appendix 1** to this report.

**Motion**

Crs Shannon/Deeming.

That Council approve the revised Build Over Easement Policy, provided as **Appendix 1** to this report.

CARRIED

**1. Background****1.1 The Policy**

The Build Over Easement Policy was previously presented to the Policy Review Panel on 30 June 2016. This policy provides a basis upon which Council will consider applications for the construction of structures over Council easements.

In the policy review process, the following items below were identified as opportunities to improve the policy;

- provide greater clarity of internal roles and responsibilities relating to the handling of build over easement requests
- update to referenced legislation (building regulations)
- ensure appropriate alignment to policy text and associated drawings

The Policy has been revised to;

- include all roles responsible for the provision of professional advice to public, employees and authorised delegates

---

**MINUTES OF THE POLICY REVIEW PANEL****12 MAY 2022**

---

- reflect the current Building Regulations (2018)
- align the policy text and associated drawings, that has seen an amendment to the floor area in sections 4.4.1 and 4.4.2.

**1.2 Sources/benchmarking**

The policy has been updated with consideration to the existing build over easement policy (2016), and relevant provisions of the *Building Act 1993*.

**1.3 Consultation**

The Operations department was involved in the review process. The review of this existing policy was conducted with consideration to the current processes, to identify the extent to which the existing policy was providing adequate guidance to officers and community in the handling of Build over Easement requests, and subsequent issuing of associated permits.

**1.4 Communication and Implementation**

Amendments to the policy are minor and will not affect the currently published website information or quick guides we have available to residents.

Internal departments across Council will be briefed on the revised policy.

**1.5 Compliance**

This document is compliant with Council's policy review process. This document was determined by Community Planning as not requiring a gender impact assessment as per the *Gender Equality Act 2020*.

**1.6 Measures of Success**

The policy will be reviewed in June 2026 to identify further opportunities for improvement.


**LIST OF APPENDICES**

1. Build Over Easement Policy v6.0

## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.1 Revised Build Over Easement Policy  
Appendix 1 Revised Build Over Easement Policy v6.0

	<b>Build Over Easement Policy</b>
<b>Version No.</b>	V6.0 16 March 2022
<b>Endorsement</b>	General Manager, Planning and Development 13 April 2022 Executive 26 April 2022 Policy Review Panel 12 May 2022
<b>Authorisation</b>	Authorisation Date
<b>Review date</b>	June 2026
<b>Responsible officer</b>	Manager Engineering Services
<b>Policy owner</b>	Design & Infrastructure Coordinator

**1. Purpose**

To meet our obligations in the Building Act 1993 and the Building Regulations 2018 and to provide a basis upon which Council will consider applications for the construction of buildings, works and any other structures over Council's easement.

**2. Scope**

This policy applies to all applications to build over an easement.

**3. Definitions**

Word/Term	Definition
Easement	An area of land registered on the certificate of title around services. The organisations who maintain these services have the right to control how the land in the defined area is used.
Section 173 Agreement	An agreement between the property owner and Council recorded on the certificate of title.
Council's drain	Stormwater pipes owned and maintained by Council.

**4. Policy****4.1 Non-Permissible Structure**

Council will not permit the following in any easement whatsoever: -

- Any part of a habitable dwelling,
- Any structure under the same roofline as the habitable dwelling,
- In ground swimming pools,
- Structures containing sewered fixtures within the easement,
- Industrial buildings,
- Any structure over or within 1m of a stormwater access pit, and
- Strip footings.

## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.1 Revised Build Over Easement Policy  
Appendix 1 Revised Build Over Easement Policy v6.0

---

**4.2 Permissible Structures**

Council's assessment of build over easement applications for permissible structures depends upon two main factors. What is in the easement and is the proposed structure major or minor.

**4.3 Easement Use**

Where a Council underground drain does not exist at the time of application, Council will assess the future need for Council or another authority or a property owner to use the easement. If the easement is deemed to be required for future use the application will be assessed as normal.

If the easement is deemed to be of no future use any of the major and minor structures will be approved under the standard build over easement agreement.

**4.4 Build Over Easement Agreements**

An agreement between Council and the property owner is entered into upon the consent to build over an easement. This can be a standard build over easement agreement or a Section 173 agreement that records the same agreement onto the property title.

For 'minor works and structures' as defined below the owner is required to enter into a standard Build Over Easement Agreement.

For 'major works and structures' the owner is required to enter into a Section 173 Agreement with the Council that contains appropriate terms and conditions that ensures the ongoing protection of Council's interests and assets in an easement. Where a Section 173 Agreement is required the owner is to bear all costs for drafting the agreement and for registering the agreement on title. Minor and major structures are categorised as below.

**4.4.1 Minor**

- Timber fence,
- Brick fence perpendicular to easement provided no load is transferred to Council's drain,
- Internal Services – i.e. down pipes, sewer pipes,
- Stand alone outbuildings of light weight materials and steel frame with a floor area of less than 27 square metres such as a steel shed,
- Cut or Fill – minimum 400mm cover to top of pipe,
- A simple open carport i.e. with a flat steel roof, flat frame and steel or timber posts
- Simple timber decking structure on timber stumps,
- Eaves where there is a minimum height from ground level of 2.2m,
- Rain water tank (not concrete) provided that load is not transferred to Council's drain i.e. must be on a structural platform,
- Minor retaining walls i.e. not requiring a building permit only where it is unavoidable and the full impact on the affect on the Council drain is determined,
- Paving, concrete or asphalt for pedestrians and vehicles, and
- Pool surrounds provide it is not part of the pool structure.
- Shipping container provided no load is transferred to Councils drain.

**4.4.2 Major (Requiring a Section 173 Agreement)**

- Brick garages, sheds or outbuildings,
- Stand alone outbuildings of light weight materials and steel frame with a floor area of greater than 27 square metres such as a steel shed. Where the bay of a steel shed over the easement can be easily removed this structure will be considered a minor structure (refer Appendix A).

## MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

Item 6.1 Revised Build Over Easement Policy  
Appendix 1 Revised Build Over Easement Policy v6.0

- Major timber structures that don't fall within the minor category.

**4.5 Construction Conditions**

Major and minor structures must all comply with the following requirements and will be reviewed as part of the application process.

- Any proposed buildings, works or structures are designed and constructed in a manner which protects the structural integrity of the drain i.e. no loads transferred to the drain. This may require deeper footings than structurally required to satisfy the angle of repose, and
- Any part of the building, structure (including footings) or works is kept at least 300 mm clear of the underground drain.

**4.6 Dispute Resolution**

Section 144 of the Building Act allows an appeal to be made against Council to the Building Appeals Board. An appeal can be made for: -

- Refusal to consent to an application,
- Conditions imposed, and
- Failure within a reasonable time to decide an application.

Appeals must be made within 30 days of the date that the refusal is issued.

Further appeal information can be found at [www.vba.vic.gov.au](http://www.vba.vic.gov.au)

**5. Responsibility /Accountability**

<b>5.1</b>	<b>Technical Officer, Design Engineer, Design &amp; Infrastructure Coordinator, Manager</b>
	<ul style="list-style-type: none"> <li>• Responsible for the provision of professional advice to public, employees and authorised delegates regarding this policy.</li> </ul>

**6. References and links to legislation and other documents**

Name	Location
Building Act 1993 Building Regulations 2006	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Guide to Build over Easements (2010)	Melton City Council website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>

MINUTES OF THE POLICY REVIEW PANEL

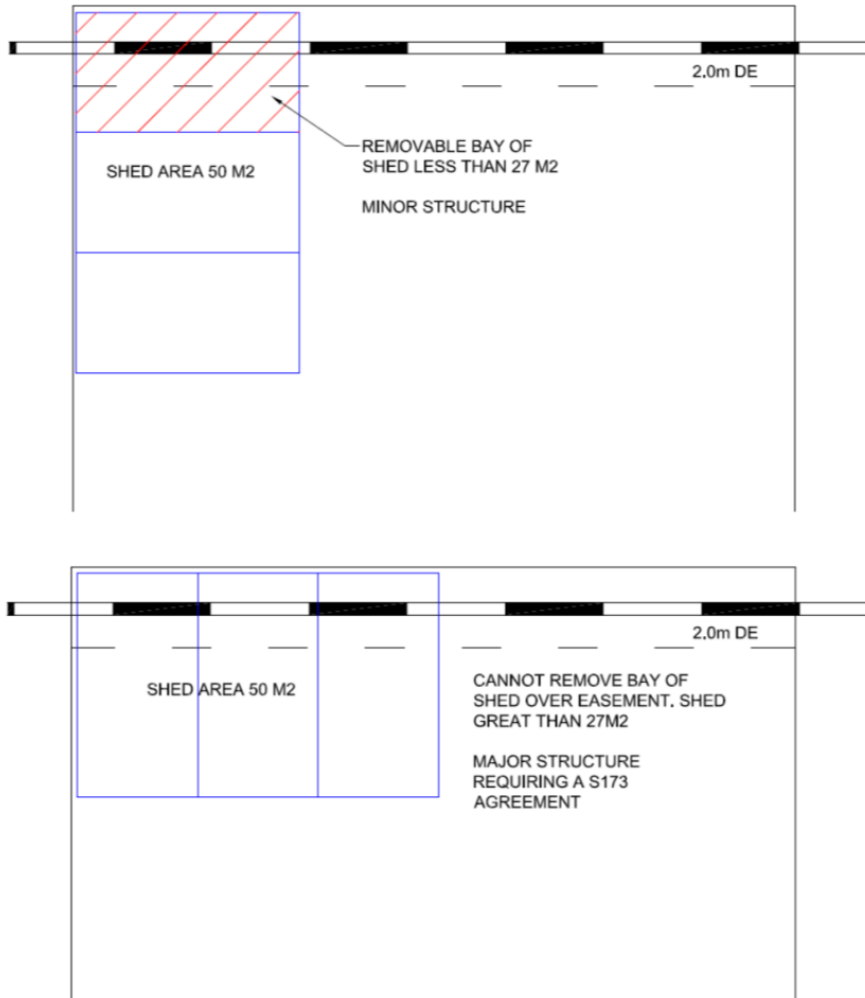
12 MAY 2022

Item 6.1 Revised Build Over Easement Policy  
Appendix 1 Revised Build Over Easement Policy v6.0

---

Appendix 1

Appendix A - Major and Minor Sheds



MINUTES OF THE POLICY REVIEW PANEL

12 MAY 2022

At 11.26 am, Matthew Hutchinson departed the meeting.

**7. GENERAL BUSINESS**

At 11.27 am, Cr Majdlik re-entered the meeting and assumed the Chair.

Discussion was held regarding Personal Training – Use of Public Open Space Permits and the Local Law. The Panel requested a further report be presented in 12 months on the Personal Training – Use of Public Open Space Policy.

**8. NEXT MEETING**

Thursday 16 June 2022 at 10.30 am.

**9. CLOSE OF BUSINESS**

The meeting closed at 11.34 am.

Confirmed

Dated this

.....CHAIRPERSON



## 12.5 MELTON WEIR DEVELOPMENT ADVISORY COMMITTEE - APPOINTMENT OF COMMUNITY MEMBERS

Author: Darren Rudd - Manager City Design & Strategy  
Presenter: Sam Romaszko - Acting General Manager Planning & Development

### PURPOSE OF REPORT

To present the recommendations for appointment of three community representatives to the Melton Weir Development Advisory Committee.

### RECOMMENDATION:

That Council adopt the recommendation to appoint the three (3) community representatives to the Melton Weir Development Advisory Committee for a period of two (2) years, within **Appendix 2**.

#### Motion

Crs Shannon/Ramsey.

That Council adopt the recommendation to appoint the three (3) community representatives to the Melton Weir Development Advisory Committee for a period of two (2) years, within **Appendix 2**.

CARRIED

---

## REPORT

### 1. Executive Summary

Melton City Council at its Ordinary Meeting on 15 March 2021 approved the establishment of a Melton Weir Development Advisory Committee (the Committee) to oversee the preparation of a plan and identification of projects to improve the recreational and tourism use of the Melton Weir.

A Terms of Reference for the Committee was adopted by Council on 2 August 2021 and membership includes the appointment of three community representatives. Council called for expressions of interest for community representation during November and December 2021, of which eight applications were received.

The applications were assessed by two staff members who do not have a conflict of interest with any of the applicants.

Based on the assessment of the applications, it is recommended that Council approve the appointment of the following community representatives within **Appendix 2**.

### 2. Background/Issues

In 2005 Council completed the Melton Reservoir Development Strategy to develop the Melton Weir and its surrounds as a recreational and environmental asset.

Melton City Council at its Ordinary Meeting on 15 March 2021 approved the establishment of a Melton Weir Development Advisory Committee. The Terms of Reference for the Committee was endorsed by Council at its Ordinary Meeting on 2 August 2021. The Terms of Reference can be found within **Appendix 1**.

The Committee has been established to:

1. Provide an advisory and guidance role to advise Council on matters relating to the improvement, planning and development of the Melton Weir including water access and the surrounding public open space.
2. Provide a forum for communication between the facility's primary stakeholders (Southern Rural Water, traditional landowners and Melbourne Runabout and Speedboat Club), and Council with the aim of meeting the needs of the local community where safe to do so.
3. Provide where necessary technical advice and recommendations based on an individual level of expertise in a particular area and be able to justify opinions based on community knowledge and local experience.

The Terms of Reference for the Committee includes a membership of up to 18 members comprising Councillor delegates up to nine, two Council officers with no voting rights, one representative from Southern Rural Water, one representative from the Melbourne Runabout and Speedboat Club, up to two representatives of Traditional owners or Registered Aboriginal Parties, and three community representatives.

Council advertised for expressions of interest from the community for the three vacant positions during November and December 2021. Eight applications were received and reviewed by the two Council officers appointed to the committee in accordance with the Terms of Reference.

The expressions of interest sought applicants to respond to three questions:

Question 1 – *Why are you interested in joining the Melton Weir Development Advisory Committee?*

Question 2 – *What do you think are the main opportunities for the Melton Weir?*

Question 3 – *What skills can you bring to the Melton Weir Development Advisory Committee?*

The assessment of applications is attached in Appendix 2 of this report. The assessment rated the responses to the questions above, assessing their alignment with the objectives of the Committee giving further consideration applicant skills, local knowledge and community focus. The assessment concluded the applicants to be suitable candidates to fill the community representative positions based on their applications submitted against the selection criteria.

It is therefore recommended that Council approve the appointment of the following community representatives to the Melton Weir Development Advisory Committee as per **Appendix 2**.

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

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

2. A vibrant and healthy natural and built environment
  - 2.1 *A City with healthy waterways, biodiversity and ecosystems.*

### **4. Financial Considerations**

There are no financial considerations associated with the Committee positions.

## 5. Consultation/Public Submissions

A notice was published in the Melton and Moorabool Star Weekly in November 2021 and promotion via Council's Facebook page and website calling for expressions of interest to fill the three community representative positions.

Eight applications were received.

## 6. Risk Analysis

The Melton Weir Development Advisory Committee can make recommendations to Council in accordance with the Committee's Terms of Reference. The Committee does not have decision making authority. Council may adopt or reject recommendations of the Committee.

## 7. Options

Council can choose to:

1. Approve the appointment of the three recommended community representatives, as per **Appendix 2**.
2. Make alternative recommendation/s for community representative appointments from the eight expressions of interest received.
3. Not appoint any of the community representatives from the expressions of interest received and readvertise for expressions of interest.

## LIST OF APPENDICES

1. Melton Weir Development Advisory Committee Terms of Reference
2. Appendix 2 - Melton Weir Development Advisory Committee - Assessment  
CONFIDENTIAL - **CONFIDENTIAL**

This appendix is considered to contain **confidential information** on the following grounds provided in section 3(1) of the *Local Government Act 2020*:

- f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.



## Terms of Reference

<b>Name</b>	Melton Weir Development Advisory Committee
<b>Endorsed by</b>	Policy Review Panel – 27 July 2021
<b>Approved by</b>	Council - 30 August 2021.
<b>Next review</b>	October 2025

### 1. PURPOSE

- 1.1 The Melton Weir Development Advisory Committee plays an advisory and guidance role which will advise Council on matters relating to the improvement, planning and development of the Melton Weir including water access and the surrounding public open space.
- 1.2 The committee is to provide a forum for communication between the facilities primary stakeholders (Southern Rural Water, traditional landowners and Melbourne Runabout and Speedboat Club), and Council with the aim of meeting the needs of the local community where safe to do so.
- 1.3 Members of the Committee shall endeavour to provide where necessary technical advice and recommendations based on an individual level of expertise in a particular area and be able to justify opinions based on community knowledge and local experience.

### 2. RESPONSIBILITY

- 2.1 Southern Rural Water is the Waterways Manager for the Melton Weir. A lease between Southern Rural water and the Melbourne Runabout & Speedboat Club (MRSBC) is in place which allows controlled power boating activities and access to the water via a club controlled boat ramp.
- 2.2 In order to fulfil the Committee's objectives, members are expected to:
  - Keep informed of current developments, issues and concerns in relation to the weir.
  - Become conversant with relevant Council plans and policies, particularly those related to the weir development.
  - Be aware of the activities, interests and concerns of weir development.
  - Prepare for and actively participate in committee meetings and commit to regular attendance.
  - Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

- Be sensitive to the needs of others and listen to other people's ideas.
- Respect and acknowledge differences of view or opinion.
- Treat information with sensitivity.
- Read documentation prior to attending meetings to ensure time allocated in meetings is maximised.

### 3. COMPOSITION MEMBERSHIP

#### 3.1 Membership

Membership of the Melton Weir Development Advisory Committee will, where possible, be balanced in regard to age, gender, ethnicity and people living with a disability.

The Committee will comprise up to eighteen (18) members with Councillor delegates being up to nine (9).

	Organisation	Representation	Type of Appointment	Term
1	Councillor, City of Melton	Community	Chair, Elected Representative	1 year
2	Councillor, City of Melton	Community	Elected Representative	1 year
3	Councillor, City of Melton	Community	Elected Representative	1 year
4	Councillor, City of Melton	Community	Elected Representative	1 year
5	Councillor, City of Melton	Community	Elected Representative	1 year
6	Councillor, City of Melton	Community	Elected Representative	1 year
7	Councillor, City of Melton	Community	Elected Representative	1 year
8	Councillor, City of Melton	Community	Elected Representative	1 year
9	Councillor, City of Melton	Community	Elected Representative	1 year
10	Melton City Council Officer (City Design & Strategy Unit)	Local Government	Ex officio (no voting rights)	Ongoing
11	Melton City Council Officer (Recreation & Youth Unit)	Local Government	Ex officio (no voting rights)	Ongoing
12	Southern Rural Water	Waterways Manager	Appointed	Ongoing

	Organisation	Representation	Type of Appointment	Term
13	Melbourne Runabout & Speedboat Club	User organisation	Appointed	Ongoing
14	Traditional owners or Registered Aboriginal Party	Interest group	Appointed	2 years
15	Traditional owners or Registered Aboriginal Party	Interest group	Appointed	2 years
16	Community representative	Including other tenants or stakeholders of the weir, such as landcare or interest groups	Appointed	2 years
17	Community representative	Including other tenants or stakeholders of the weir, such as landcare or interest groups	Appointed	2 years
18	Community representative	Including other tenants or stakeholders of the weir, such as landcare or interest groups	Appointed	2 years

Specialist Council staff and other relevant people may attend meetings to present agenda items. These people will be present on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

### 3.2 Terms and method of Nomination

3.2.1 Council confirms the appointment of its Councillor delegates to its committees each year as part of the Councillor Representation Nominations Advisory Committee.

3.2.2 Council officers will be appointed by the Chief Executive.

3.2.3 The Southern Rural Water shall be as appointed by Southern Rural Water.

3.2.4 The Melbourne Runabout & Speedboat Club delegate will be the Club's President or other member nominated by the club as the President's delegate.

3.2.5 Traditional owners or Registered Aboriginal Party and Community Representatives

Community nominations shall be called for in local newspaper public notices, social media or other appropriate forum. Other persons of eligible experience for membership may also be directly contacted inviting interest in nomination.

A selection panel comprising the 2 Council officers on the committee will receive nominations and recommend the appointment of Traditional owners or Registered Aboriginal Party and Community Representatives to the Committee for decision by Council.

Traditional owners or Registered Aboriginal Party and Community Representatives shall be appointed for a period of two (2) years and are eligible for re-nomination.

### **3.3 Chair**

The Chairperson will be the Mayor of the City of Melton when the Mayor a delegate appointed to this committee.

#### **3.3.1 Duties**

The chairperson is responsible for

- conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming a quorum
- utilising the knowledge and experience of members to enhance discussions and produce the best outcomes for the Committee
- promoting the work of the Committee to the community.

#### **3.3.2 Term of Office**

The chairperson will remain in that position while they hold the office of Mayor.

#### **3.3.3 Method of Appointment**

The Mayor of the City of Melton is automatically appointed as the Chairperson. In the event that the Mayor is absent or not an appointment to this committee, a Councillor will be selected as chairperson by the Councillor delegates on the committee

### **3.4 Secretariat support**

The Melton City Council Officer (City Design & Strategy Unit) will provide secretariat support and are responsible for:

- Setting meeting dates and venues – at least once per annum
- Setting the agenda
- Receiving and compiling scores prior to the panel meeting
- Taking and circulating minutes
- Preparing the report to Council for approval.

### **3.5 Voting Rights**

All committee members have full voting rights except for the two Council Officers who have ex officio status.

## **4. OPERATING PROCEDURES**

### **4.1 Quorum**

A quorum for the committee will require attendance of:

- Two (2) Councillors

- Two (2) stakeholders-(Southern Rural Water and Melbourne Runabout & Speedboat Club)
- One (1) Traditional owners or Registered Aboriginal Party or Community representative, and;
- One (1) Council Officer.

#### **4.2 Meetings**

- 4.2.1 Notice of Committee Meetings shall be given to members at least five (5) days prior to each meeting.
- 4.2.2 Members, other than Councillor delegates, must attend at least 70% of meetings per year. If members are unable to commit to 70% attendance, membership may be forfeit at Council's discretion, with members advised accordingly.
- 4.2.3 Council must receive apologies prior to for all meetings being held no later than 12noon the afternoon of the meeting date. If a quorum cannot be reached, committee members will be notified that the meeting is cancelled.
- 4.2.4 Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to Committee members for ratification via email.
- 4.2.5 The Minutes of the Committee are to go to the next Meeting of Council for its endorsement.

#### **4.3 Requirements of Members**

Members are expected to:

- 4.3.1 Declare in advance any potential conflict of interest and to exit the room during the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Committee meeting.
- 4.3.2 Keep informed of current developments, issues and concerns
- 4.3.3 Prepare for and actively participate in meetings.
- 4.3.4 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- 4.3.5 Treat information with sensitivity and not disclose any confidential information presented to the Committee.

#### **4.4 Evaluation and Review**

The Melton Weir Development Advisory Committee Terms of Reference will be reviewed and evaluated at least every two years.



## 12.6 CONTRACT NO. 22-034 & NO. 22-044 FOR THE MANAGEMENT AND OPERATION OF KINDERGARTEN SERVICES

**Author: Matthew Welsh - Early Childhood Coordinator**  
**Presenter: Troy Scoble - A/General Manager Community Services**

### PURPOSE OF REPORT

To seek Council's approval for the award of Contract No. 22-034 and 22-044 for the Management and Operation of Kindergarten Services commencing 1 January 2023 to 31 December 2025.

### RECOMMENDATION:

That Council:

1. Award Contract No. 22-034 for Management and Operation of Rockbank Murray Road Kindergarten Service to Sparkways commencing 1 January 2023 for a period of three years.
2. Award Contract No. 22-044 for Management and Operation of Mt. Atkinson Kindergarten Service to ECMS commencing 1 January 2023 for a period of three years.
3. Authorise the Chief Executive Officer to execute all relevant contract documentation.
4. Advise all Tenderers accordingly.

### Motion

Crs Abboushi/Vandenberg.

That Council:

1. Award Contract No. 22-034 for Management and Operation of Rockbank Murray Road Kindergarten Service to Sparkways commencing 1 January 2023 for a period of three years.
2. Award Contract No. 22-044 for Management and Operation of Mt. Atkinson Kindergarten Service to ECMS commencing 1 January 2023 for a period of three years.
3. Authorise the Chief Executive Officer to execute all relevant contract documentation.
4. Advise all Tenderers accordingly.

CARRIED

---

## REPORT

### 1. Executive Summary

This report seeks Council resolution for the award of Contract No. 22-034 for Management and Operation of Rockbank Murray Road Kindergarten and Contract No. 22-034 for Management and Operation of Mt Atkinson Kindergarten Services due to open in January 2023. The contract duration is three (3) years commencing 1 January 2023.

This report provides details regarding the tender process, submissions received, and the methods undertaken by the Tender Evaluation Panel in selecting the preferred kindergarten providers.

Following the advertisement of a tender for the Management and Operation of the Kindergarten services, four (4) submissions were received and assessed by a panel of five (5) Council Officers. Applications were evaluated against the selection criteria provided in the Request for Tender (RFT).

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

## 2. Background/Issues

Kindergarten services in the City of Melton are managed and operated by external providers within Council owned facilities. In response to the rapid growth within the City of Melton, two new kindergarten facilities are currently being constructed and will open for operation January 2023.

The Rockbank Murray Road Kindergarten will provide four (4) kindergarten rooms and will be located in the suburb of Thornhill Park.

The Mt Atkinson Kindergarten will also provide four (4) kindergarten rooms and will be located in the suburb of Truganina.

Council manages the central registration process and contracts for provision of Kindergarten for three and four-year-old funded kindergarten places in the City of Melton that operate within Council's facilities.

In January 2022, a staged roll out of funded three-year-old kindergarten commenced in the City of Melton and placed additional demand on kindergarten services. This contract includes the provision of both three and four-year-old funded kindergarten.

### **Procurement:**

The tender for the Provision of Management and Operation of Kindergarten services Contract No. 22-034 was advertised in The Age on Saturday, 12 March 2022, as well as on Council's website. Applications closed at 5pm on Friday, 8 April 2022.

Council received four (4) tender submissions which were evaluated by a panel of Council Officers.

The Tender Evaluation Panel for the assessment of tender submissions consisted of the officers outlined in Table 1.0

Table 1.0: Tender Evaluation Panel

<b>Panel Member</b>	<b>Position</b>
Matthew Welsh	Coordinator Early Childhood
Irene Ramirez	Procurement and Purchasing Coordinator
Adam Josifovski	Community Activation and Learning Coordinator
Marita Hynds	Children's Services Team Leader
Sarah Bowen	Early Childhood Development and Engagement Officer

All officers made a declaration that they did not have any conflict of interest in relation to any of the tender submissions.

All tender responses passed an initial assessment against mandatory criteria and were then further evaluated by the Tender Evaluation Panel against the evaluation criteria set out in Table 2.0 below.

Table 2.0: Selection Criteria and Weighting

<b>Selection Criteria</b>	<b>Weighting</b>
<b>Capacity and Resources</b> Evidence of organisational capacity and resources to deliver all aspects of the Services.	25%
<b>Previous Experience</b> Evidence of operational experience and the delivery of similar works.	25%
<b>Price</b> Best value with respect to proposed price.	10%
<b>Methodology and Customer Service</b> Evidence of adequate contract management procedures including reporting and management capabilities, quality and customer service.	25%
<b>Compliance with Specifications and Contract</b> Level of compliance with Specifications and Contract	15%

Weighted criteria was scored using the following scoring system set out in Table 3.0 below.

Table 3.0: Scoring System

<b>Description</b>	<b>Evaluation</b>	<b>Score</b>
Excellent	<ul style="list-style-type: none"> <li>Compliant</li> <li>Exceeds all aspects of the evaluation criterion and the additional input adds value</li> <li>Tenderer has an excellent understanding of the requirements.</li> <li>Excellent probability of success</li> </ul>	5
Very good	<ul style="list-style-type: none"> <li>Compliant</li> <li>Exceeds some aspects of evaluation criterion (and meets all other aspects of the evaluation criterion)</li> <li>Tenderer has a good understanding of the requirements</li> <li>Very good probability of success</li> </ul>	4
Good	<ul style="list-style-type: none"> <li>Compliant</li> <li>Meets the selection criterion</li> <li>Good probability of success</li> </ul>	3
Acceptable	<ul style="list-style-type: none"> <li>Fails some aspects of the selection criterion</li> <li>Some minor weaknesses</li> <li>Low level of understanding of the requirements</li> <li>Low probability of success</li> </ul>	2
Marginally Acceptable	<ul style="list-style-type: none"> <li>Fails some aspects of the selection criterion</li> <li>Some major weaknesses</li> <li>Low level of understanding of the requirements</li> <li>Low probability of success</li> </ul>	1

Unacceptable	<ul style="list-style-type: none"> <li>• Non-Compliant</li> <li>• Fails to address many aspects of the selection criterion</li> <li>• Very low level of understanding of the requirements</li> <li>• Very low probability of success</li> </ul>	0
--------------	---	---

One tender submission (Sparkways) elected only to apply for the Rockbank Murray Road Kindergarten service provision. All other submissions applied for kindergarten provision at both sites.

Please note that advice from Procurement was sought regarding consideration of collaborative procurement however this was deemed unsuitable in this instance.

The Tender evaluation process involves one assessment process covering both sites evaluating all tenderers against the criteria.

**Term of contract:**

The provision of Kindergarten Services commences on 1 January 2023 for a three-year period ending 31 December 2025.

**Basis for panel recommendations:**

All four (4) submissions were evaluated by the Panel Members. Sparkways submission was assessed as very strong, receiving the highest score from all panel members for their submission to provide kindergarten services at Rockbank Murray Road.

ECMS submission was also assessed as strong and received the highest score from all panel members for their submission to provide kindergarten services at Mt Atkinson.

Given the clear high scores in comparison to other tender submissions and supported by their proven ability of Sparkways and ECMS' to provide high quality service to children and families in close partnership with Council at existing facilities. , This proposal to recommend both providers is supported by the Procurement team and process undertaken consistent with Council's Tender Policies and Procedures.

### 3. Council Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

**Theme 1:** A safe city that is socially and culturally connected.

*Strategy 1.4: A City that promotes positive public health and wellbeing outcomes to our community*

**Theme 3:** A fast growing, innovative and well planned city

*Strategy 3.2: Health and community services are accessible locally*

*Strategy 3.:3 A City with accessible infrastructure that meets the needs of all*

**Theme 4:** A City that promotes greater education and employment

*Strategy 4.2: A City with a variety of education facilities accessible locally*

*Strategy 4.3: A City with diversity of job opportunities with an increasing number of residents employed locally*

*Strategy 4.4: Lifelong learning opportunities that bring communities together*

#### 4. Financial Considerations

Sparkways and ECMS will pay an annual licence fee to Council of \$1500.00 per licenced kindergarten room (total for \$12,000 across the two facilities). Furthermore, Sparkways and ECMS will pay for all utility services in connection with the licensed areas of the facility including electricity, gas, water and telephone.

Council will have overall responsibility for ongoing maintenance of the facility. The facility must meet the required standards for Education and Care Services Regulations.

A detailed financial assessment was undertaken by Corporate Scorecard from Equifax on tender applicants. On the basis of information obtained, both ECMS and Sparkways passed the financial assessment. ECMS received a total score of 7.14 and Sparkways, 7.95 indicating that it both organisations have strong financial capacity to undertake the contract.

The current Covid-19 pandemic has had a financial impact on the entire sector and as such, bi-annual financial reporting and meetings have been built into the contract management plan. The contract includes standard clauses to ensure the protection of ongoing provision of quality kindergarten services.

#### 5. Consultation/Public Submissions

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

#### 6. Risk Analysis

If Council choose not to adopt the recommendations, the tender will need to be readvertised. This may result in the inability to provide Kindergarten at the facilities for the commencement of 2023.

#### 7. Options

Council has the options to:

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

#### LIST OF APPENDICES

1. Appendix 1. - Kinder Tenders 2022 Panel Scoring - **CONFIDENTIAL**

This appendix is considered to contain **confidential information** on the following grounds provided in section 3(1) of the *Local Government Act 2020*:

- g) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**12.7 PLANNING APPLICATION PA 2020/7009 - USE AND DEVELOPMENT OF THE LAND FOR A MOTEL (RESIDENTIAL HOTEL) WITH LANDSCAPING, A REDUCTION IN THE CAR PARKING REQUIREMENTS, BOUNDARY REALIGNMENT AND A TWO LOT SUBDIVISION OF THE LAND AT 2 GOURLAY ROAD & 12 RUPICOLA COURT, HILLSIDE**

**Author: Cam Luong - Senior Development Planner  
Presenter: Bob Baggio - Manager Planning Services**

**PURPOSE OF REPORT**

To consider and determine the planning application.

**RECOMMENDATION:**

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

**Motion**

Crs Abboushi/Majdlik.

That Council issue a Notice of Decision to Approve the application subject to the following conditions:

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - (a) Provision of a 3.6 metre high Acoustic Fence to all residential boundaries. The acoustic performance will need to be designed by a qualified acoustic engineer and approved by the council.
  - (b) Details of any external lighting which prevents any lights spilling into the residential properties. The lighting plan must be designed by a qualified electrical engineer and approved by council.
  - (c) The balustrades of Apartments No. 36, 37, 55, 56, 57, 58, 59, and 60 must be shown to have:
    - i) Obscure glazing to 2.4 metre above floor level; or
    - ii) Fixed external screens to at least 2.4 metres above floor level and be no more than 25 per cent transparent.
  - (d) The windows of Apartments No. 38 and 39 must be shown to have:
    - i) Obscure glazing to 2.4 metre above floor level; or
    - ii) Fixed external screens to at least 2.4 metres above floor level and be no more than 25 per cent transparent.

2. Before the use commences, a landscape plan prepared by a person suitably qualified or experienced in landscape design must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
  - (a) Significantly high growing plants on the hotel side boundary to provide adequate screening to the residential neighbours.
  - (b) Location and identification of all proposed plants.
  - (c) Semi-mature trees are to be planted along the western and southern properties boundaries.
  - (d) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
  - (e) Details of surface finishes of pathways and driveways.All species selected must be to the satisfaction of the Responsible Authority.
3. Before the development starts, engineering plans and relevant design calculations for the proposed development must be submitted to and approved by the Responsible Authority. The engineering plans shall, as a minimum, comprise of the layout plan, the drainage plans, signage and line marking plans, pavement design plans and, where applicable, street lighting plans. All works within the site shall remain the property of the lot owner, except where it is located in an easement, and be maintained by the lot owner to the satisfaction of the Responsible Authority.
4. Prior to the issue of a Statement of Compliance under the *Subdivision Act 1988* for the subdivision, or such other time as agreed, the owner must enter into an agreement under Section 173 of the *Planning and Environment Act 1987* which prevents any form of access between the hotel and Lot 12a Rupicola Court. Application must be made to the Registrar of Titles to register the 173 Agreement on the title to the land under Section 181 of the Act. The landowner under this permit must pay the reasonable costs of the preparation, execution, registration and any future amendments of the Section 173 agreement.
5. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
6. The subdivision (and boundary re-alignment) shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
7. Before the use commences, a Waste Management Plan must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit.
8. External lighting must be designed, baffled and located to prevent any effect on adjoining land to the satisfaction of the Responsible Authority.
9. There must be a person over the age of 21 years present on the premises at all times, who is responsible for ensuring that the activities on the premises and the conduct of persons attending the premises do not have a detrimental impact on the amenity of the locality to the satisfaction of the Responsible Authority (referred to in this permit as 'the Manager'). The Manager must be authorised by the operator under this permit to make statements at any time on his/her behalf to any officer of the Responsible Authority, any officer of the Victoria Police, any officer of the Victorian Commission for Gambling and Liquor Regulation authorised under section 129 of the *Liquor Control Reform Act 1998* or any other authorised officer and to take action on his/her behalf in accordance with a direction by such officer.

10. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with that authority's requirements and relevant legislation at the time.
11. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is created.

All allotments shall be subdivided under Section 12(2) of the Subdivision Act 1988. Otherwise, easements for the purpose of drainage shall be provided over all drainage assets and vested in Council. Drainage assets within easements must be to Council's standards.
12. The Plan of Subdivision submitted for certification under the *Subdivision Act 1988* must be referred to the relevant authority in accordance with Section 8 of the Act.
13. A minimum of 2 car spaces must be provided for the exclusive use of disabled persons. The car spaces must be provided as close as practicable to a suitable entrance of the building and must be marked with a sign to indicate that the spaces must only be utilised by disabled persons. The dimensions of the disabled car spaces must be in accordance with the current Australian standards, AS 2890.6.
14. Protective kerbs of a minimum height of 150mm must be provided to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
15. All drainage works must be designed and constructed to meet the following current best practice performance objectives for stormwater quality as contained in the Urban Stormwater – Best Practice Environment Management Guidelines (1999):
  - (a) 80% retention of the typical annual load of total suspended solids
  - (b) 45% retention of the typical annual load of total phosphorus; and
  - (c) 45% retention of the typical annual load of total nitrogen

The amount of hydrocarbon and other oil based contaminants discharged to Council drains must not exceed 5 parts per million.
16. Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to Council's maintained legal point of discharge.
17. Stormwater discharge from the Motel at 12 Rupicola Court to be restricted to the pre-development levels and must be connected to the internal drainage system at 2 Gourlay Road.
18. All works associated with the development that is retained as the responsibility of the owner of the site to upkeep must be maintained in perpetuity to a standard that is to the satisfaction of the Responsible Authority. Otherwise rectification works at the direction of and to the satisfaction of the Responsible Authority must be undertaken within a timeframe as directed by the Responsible Authority.
19. All pedestrian access to buildings shall be designed and constructed to comply with the Disability Discrimination Act.
20. Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of Music Noise from Public Premises), No. N-2.



21. The following must be undertaken to the requirements and satisfaction of the Responsible Authority prior to the use of the building hereby permitted:
- (a) The works shown on the approved engineering plan and ancillary works must be carried out and completed to the satisfaction of the Responsible Authority.
  - (b) The landscaping works as described on the endorsed plan are completed and thereafter maintained.
  - (c) The area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
    - i) Constructed.
    - ii) Properly formed to such levels that they can be used in accordance with the plans.
    - iii) Sealed with a concrete or asphalt surface.
    - iv) Drained.
    - v) Linemarked to indicate each car space and all access lanes.
    - vi) Clearly marked to show the direction of traffic along access lanes and driveways to the satisfaction of the Responsible Authority.
  - (d) Car spaces, access lanes and driveways must be kept available for these purposes at all times.
  - (e) All existing works affected by the development shall be reinstated at no cost and to the satisfaction of the Responsible Authority.
22. The construction activities must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected, through the:
- (a) Transport of materials, goods or commodities to or from the land.
  - (b) Inappropriate storage of any works or construction materials.
  - (c) Hours of construction activity.
  - (d) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
  - (e) Presence of vermin.
  - (f) In any way as determined by the Responsible Authority.
23. The use and development must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected, through the:
- (a) Transport of materials, goods or commodities to or from the land.
  - (b) Inappropriate storage of any works or construction materials.
  - (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
  - (d) Presence of vermin.
  - (e) In any way as determined by the Responsible Authority.

24. This permit will expire if one of the following circumstances applies:

- The development is not commenced within two years of the date of this permit.
- The development is not completed within four years of the date of this permit.
- The use is discontinued for a period of two years.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards (for a request to extend the time to commence the development) or twelve months after the permit expires (for a request to extend the time to complete the development).

**NOTES:**

- The building must comply with the Building Regulations and the Building Code of Australia.
- All vehicle pathways contained within the allotment, other than stated in this permit, shall remain the property of the landowners and shall not be taken over by Council for future maintenance.

CARRIED

Cr Majdlik called for a division thereby setting aside the vote.

**For:**

Crs Abboushi, Carli, Deeming, Kesic, Majdlik, Ramsey, Shannon, Turner and Vandenberg

**Against:**

Nil

The Mayor declared the Motion CARRIED UNANIMOUSLY

## REPORT

### 1. Background

#### Executive Summary

Applicant:	Ideal Properties (Vic) Pty Ltd
Proposal:	Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land.
Existing Land Use:	Vacant land adjoining the Sugar Gum Hotel.
Zone:	Neighbourhood Residential Zone (NRZ – Schedule 1)
Overlays:	None
Number of Objections:	23 Objections
Key Planning Considerations:	Whether the location is appropriate Neighbourhood Character Overlooking Overshadowing Noise Artificial Light Traffic Impacts
Recommendation:	Approve application

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

The subject site has an area of 1.8 hectares and is located on the southwest corner of Melton Highway and Gourlay Road, Hillside. Other features of the site are as follows:

- The site comprises of 12 Rupicola Court and 2 Gourlay Road, Hillside.
- The Sugar Gum Hotel is located at 2 Gourlay Road, Hillside. The hotel building is single storey and features two bars, premium dining area, several bistro areas, kids cinema room and play room, and gaming room. A total of 205 at grade car spaces exist on site. The property is accessed via a 'left in left out' divided crossover from the Melton Highway, and via a crossover along Gourlay Road.
- 12 Rupicola Court is vacant. Insignificant trees and shrubs are scattered through the site. None of this vegetation is native.

The surrounding area can be characterised predominantly by established residential development in all directions. To the north (on the opposite side of the Melton Highway) are detached dwellings on lot sizes varying between approximately 300m<sup>2</sup> and 700m<sup>2</sup>. To the south and west of the site larger detached dwellings on larger lots of up to typically 6,000m<sup>2</sup>. To the east (on the opposite side Gourlay Road) are detached and semi-detached dwellings on lot sizes varying between approximately 200m<sup>2</sup> and 1,000m<sup>2</sup>. Within the immediate surrounding area is also a mix of non-residential uses including the Sugar Gum Hotel, CFA fire station, childcare, and several medical centres (general practice, dental, laser clinic, and physiotherapy).

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

### **The Application**

The application proposes the use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land.

The proposed development is summarised as follows:

- The Residential Hotel would comprise of two separate buildings and has a total of 60 rooms/apartments.
- The maximum height of the buildings is 8.0 metres.
- The external walls feature weatherboard cladding, charcoal concrete block, decorative vertical timber slats and red corrugated metal roof lining to accentuate the roof forms. Stone tile columns feature at the main entrance which leads to the reception area. Floor to ceiling clear glazing features at the main entrance. Balustrades are also finished in clear glazing.
- Each room is 'studio' in style typically with an en-suite and combined bedroom/ living area which leads to a balcony or ground level courtyard. Some rooms on the first floor level will feature 1.7 metre high timber screens on the balcony areas to address potential overlooking concerns to adjoining properties.
- The reception area is located at the front entrance. Above the reception on the first floor level is a staff meeting room and manager's residence comprising a bedroom, living room and en-suite.
- A partially enclosed swimming pool will be provided for guests.
- The Residential Hotel would be accessed via the existing ingress and egress arrangements along the Melton Highway and Gourlay Road.
- 56 additional car parking spaces would be provided specifically for the Residential Hotel. There are currently 92 car spaces associated with the Sugar Gum Hotel. A reduction in the car parking requirements is sought as part of the application. A reduction of 5 car parking spaces is sought.

- 16 bicycle spaces will be provided near the main entry into the Residential Hotel.
- No vehicle or pedestrian is proposed along Rupicola Court.
- A minor boundary re-alignment of the shared boundary between 2 Gourlay Road and 12 Rupicola Court is proposed, which relocates this shared boundary approximately 5 metres to the west. The realigned boundary will in effect 'transfer' land from the existing Sugar Gum Hotel (2 Gourlay Road) which is surplus to its needs, to 12 Rupicola Court to help accommodate the proposed Residential Hotel.
- 12 Rupicola Court would be further subdivided into two lots, essentially excising a vacant 3,000m<sup>2</sup> lot at the southwestern end of this property fronting Rupicola Court. The excised lot will have a 35 metre frontage to Rupicola Court. The vacant parcel is identified as being used for residential purposes in the future (not part of this application).
- A new 2.4 metre high solid paling fence is proposed along the western and southern boundaries.

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

### Planning Controls

Zone	(Clause 32.09 – Neighbourhood Residential Zone)	A permit required for use and development of the land for a Motel. A permit is required to subdivide the land. A permit is required to re-align the property boundaries (classed as a subdivision).
Particular Provisions	(Clause 52.06 – Car Parking)	The provision requires one car parking space for each unit, and one for each manager's dwelling, plus 50 per cent of the relevant requirement of any ancillary use. 60 car spaces are required and 56 are proposed – resulting in a shortfall of four spaces. A permit is therefore required to reduce the number of car parking spaces required under schedule. The shortfall in this case is considered relatively minor, particularly given the existing car parking area provided for the sugar gum hotel, and the likelihood of multi-purpose trips.
	(Clause 52.34 – Bicycle Facilities)	The provision requires one space for each 40 rooms. Eight bicycle rails accommodating 16 bicycle parking spaces are proposed to be provided which satisfies the requirement.

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

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

The land is affected by Restrictive Covenants. The proposal would not breach any of the obligations under the covenant.

### Is the land of Cultural Heritage Sensitivity?

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

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

The Melton City Council 2021-2025 Council and Wellbeing Plan references:

### 3. A fast growing, innovative and well-planned City

#### 3.1 A City of 20-minute neighbourhoods

## 3. Financial Considerations

No Council related financial considerations are involved with the application.

## 4. Consultation/Public Submissions

### Public notification of the application

The application was subject to notification. The notification was satisfactorily completed and 23 objections were received.

The grounds of objection may be summarised as follows:

- The proposal is inconsistent with the residential character of the area.
- The proposal is inconsistent with the covenant that applies to the land.
- The proposed use is inconsistent with the purpose of the Neighbourhood Residential Zone.
- The proposal would be detrimental to the amenity of the area (privacy, noise, security, light pollution, traffic generation).
- There is a risk of the proposal being used/transformed into long-term rental accommodation (i.e. flats).
- The proposal would result in property devaluation.
- Amenity issues during construction.
- The proposal would increase the risk of crime and anti-social behaviour.
- The proposal would set a precedent for subdivision and development.

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

### Referral of the application

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

## 5. Issues

### *Whether the location is appropriate*

A Motel is classified under the broader definition of residential uses, however, many aspects of the use are non-residential and commercial in function. In any event, non-residential uses are permitted within the Neighbourhood Residential Zone, but they must be in appropriate locations and where the use serves local community needs.

The Motel is located adjacent to the existing Sugar Gum Hotel. The hotel features bars, dining area, several bistro areas, kids cinema room and play room, and gaming room (up to 20 gaming machines). The existing Sugar Gum Hotel does not include any accommodation for visitors. As such, there is likely to be a high degree of synergy between the two uses. The proposal would also provide for the accommodation needs of visitors (including those visiting residents, businesses, and tourist attractions in the local area) to the municipality.

The subject site is also deemed to be an appropriate location for the proposed use, given, the direct access to the Melton Highway and that it is clustered near other non-residential uses (CFA, childcare centre, medical centres, etc.).

The subject site is also located along the Principle Public Transport Network. The relevant State Planning Policy seeks to *'maximise the use of existing infrastructure and increase the diversity and density of development along the Principal Public Transport Network, particularly at interchanges, activity centres and where principal public transport routes intersect.'*

### **Neighbourhood Character**

It is important to recognize that the immediate surrounding area does not exhibit an unbroken residential character. Notable non-residential uses within the immediate surrounding area include the existing Sugar Gum Hotel, a CFA, a Childcare Centre, and a three-storey mixed-use commercial and residential development. There are also other non-residential along various sections of the Melton Highway.

The proposal has been designed to maximize activation along the Melton Highway, which is its primary address. Due to the numerous non-residential uses located along the Melton Highway, the proposal should not be purely assessed on the residential development in the area, without acknowledging the presence of the commercial buildings along the Melton Highway and Gourlay Road.

The proposal is viewed as being complementary to the residential character (including backyard character) of the immediate surrounding by minimizing the overall height (maximum of 8 metres) of the buildings, materials and finishes, providing sufficient setbacks to adjoining residential properties to reduce any perceptions of visual bulk, proposed landscape screening and planting of canopy trees, and the setbacks to and likely visibility of the proposal from the Rupicola Court road reserve.

### **Overlooking and interface with residential properties**

The overlooking diagrams and plans provided demonstrates that the issue of overlooking satisfies the Objective and Standard in Clause 55.04-6 (Overlooking objective) of the Melton Planning Scheme. The Standard outlines that any habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of an existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio should be either:

- *Offset a minimum of 1.5 metres from the edge of one window to the edge of the other.*
- *Have sill heights of at least 1.7 metres above floor level.*
- *Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level.*
- *Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent.*

In terms of overlooking, there will no potential for overlooking on the ground level given the flat topography of the site and the provision of a 2.4m high solid fence along the side and rear boundaries. The hotel rooms on the first floor have been designed so that the balcony areas generally do not face the adjoining residential properties or are set back a minimum of 9 metres from the shared boundary consistent with this Clause. Where overlooking is a potential concern 1.7m high timber screens will be required to avoid overlooking.

### **Overshadowing**

The Motel buildings will have a maximum height of 8 metres and are well setback from adjoining residential properties to the west and south of the subject site. The shadow diagrams plans provided by the applicant indicate that the extent of the shadow casted on adjoining residential properties (rear yards) would be minimal.

**Noise**

There are primarily three direct sources of noise. This being noise during construction, noise from plant and machinery (air conditioner units, etc.), and noise from visitors staying at the Motel.

Noise during construction is generally regulated by the Environment Protection Authority Victoria (EPA), which restricts hours of construction activities. Noise from plant and machinery are also regulated by the EPA. In relation to noise from visitors, a condition will be placed on the planning permit to ensure that a Motel Manager is on site at all times to respond to complaints from the general public and to provide statements to relevant authorities (Council, Victoria Police, etc.).

**Artificial Light**

A condition has been placed on the planning to ensure that external lighting must be designed, baffled and located to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.

A condition will also be placed on the planning permit to ensure canopy trees will be planted along the western and southern property boundaries. These trees will help screen light emissions from the development.

**Traffic Impacts**

No vehicle or pedestrian access is proposed from local residential streets (Rupicola Court). The Motel would be accessed from existing ingress and egress locations off the Melton Highway and Gourlay Road, which is currently being utilised by the Sugar Gum Hotel. The applicant has provided a Traffic and Transport Assessment to justify the car parking reduction, and to demonstrate that the proposal would have a minimal impact on existing traffic flows along the Melton Highway and Gourlay Road.

**6. Options**

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

**7. Conclusion**

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

Based on the officer assessment outlined in the report, it is recommended that the application be approved as outlined in **Appendix 6**.

**LIST OF APPENDICES**

1. Appendix 1 - Locality Plan
2. Appendix 2 - Plans of Proposal
3. Appendix 3 - Assessment against relevant State and Local Policies
4. Appendix 4 - Response to Objections
5. Appendix 5 - Referral Comments
6. Appendix 6 - Conditions

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 1 Appendix 1 - Locality Plan

<b>No:</b>	PA2020/7009/1
<b>Address:</b>	2 Gourlay Road & 12 Rupicola Court, HILLSIDE
<b>Proposal:</b>	Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land.
<b>Ward:</b>	CAMBRIDGE

	Subject Site	
---	--------------	---






Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 1 Appendix 1 - Locality Plan

<b>No:</b>	PA2020/7009/1
<b>Address:</b>	2 Gourlay Road & 12 Rupicola Court, HILLSIDE
<b>Proposal:</b>	Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land.
<b>Ward:</b>	CAMBRIDGE

	Subject Site	
	Objections	

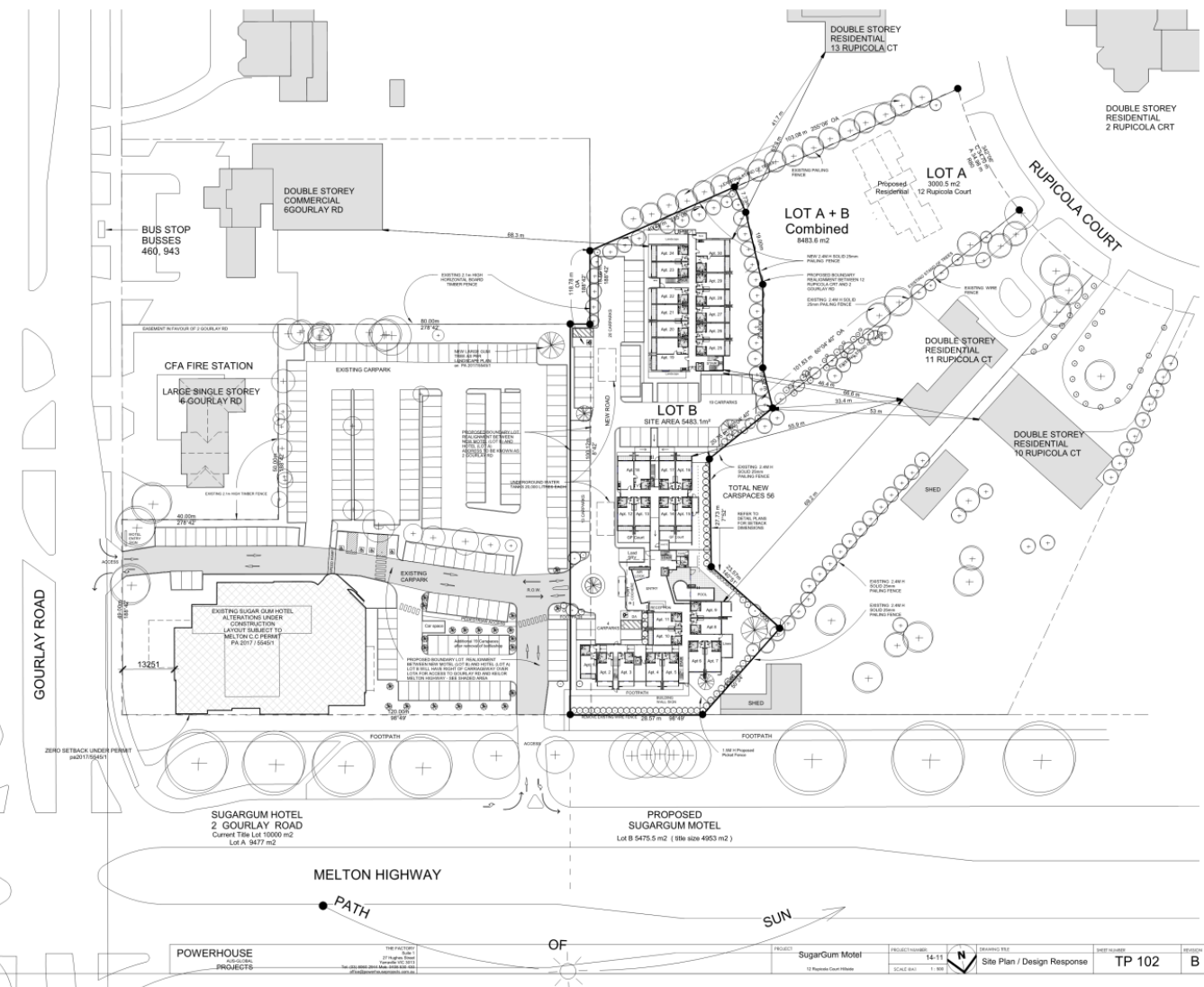
This document has been made available for the sole purpose of enabling its consideration and review as part of the planning process under the Planning and Environment Act 1987. The documents must not be used for any purpose which may breach Copyright or Privacy Laws. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distributions or copying of this document is strictly prohibited.

- Design Response**
- Motel is constructed as multiple buildings to reduce visual bulk
  - 2 storey height with highly articulated roof profiles
  - Existing site entry points from Gourlay Rd & Melton Hwy are maintained
  - Pedestrian link between Hotel & Motel
  - Motel building acts as a residential buffer to Hotel
  - Bottle shop removed reducing drive through traffic
  - Main traffic circulation and parking is maintained on Hotel side of Motel away from adjoining residences
  - Minimum distance to dwellings from the site boundary is 33m
  - Generous landscaping setback
  - Landscaping in parking areas meets council guidelines
  - Stormwater storage on site and solar panels to reduce energy consumption are located on the building
  - Combined additional cars between motel and tavern is 75 carspaces

- Uses**
- Motel is designed to work in conjunction with the tavern
  - As a single use the building will employ 4 fulltime staff and 12 part time staff
  - Bookings will be available via online booking, phone booking or direct from the hotel and access after hours will be by access code
  - Limited light meals will be provided by the hotel via a direct service link

**Permeable area**

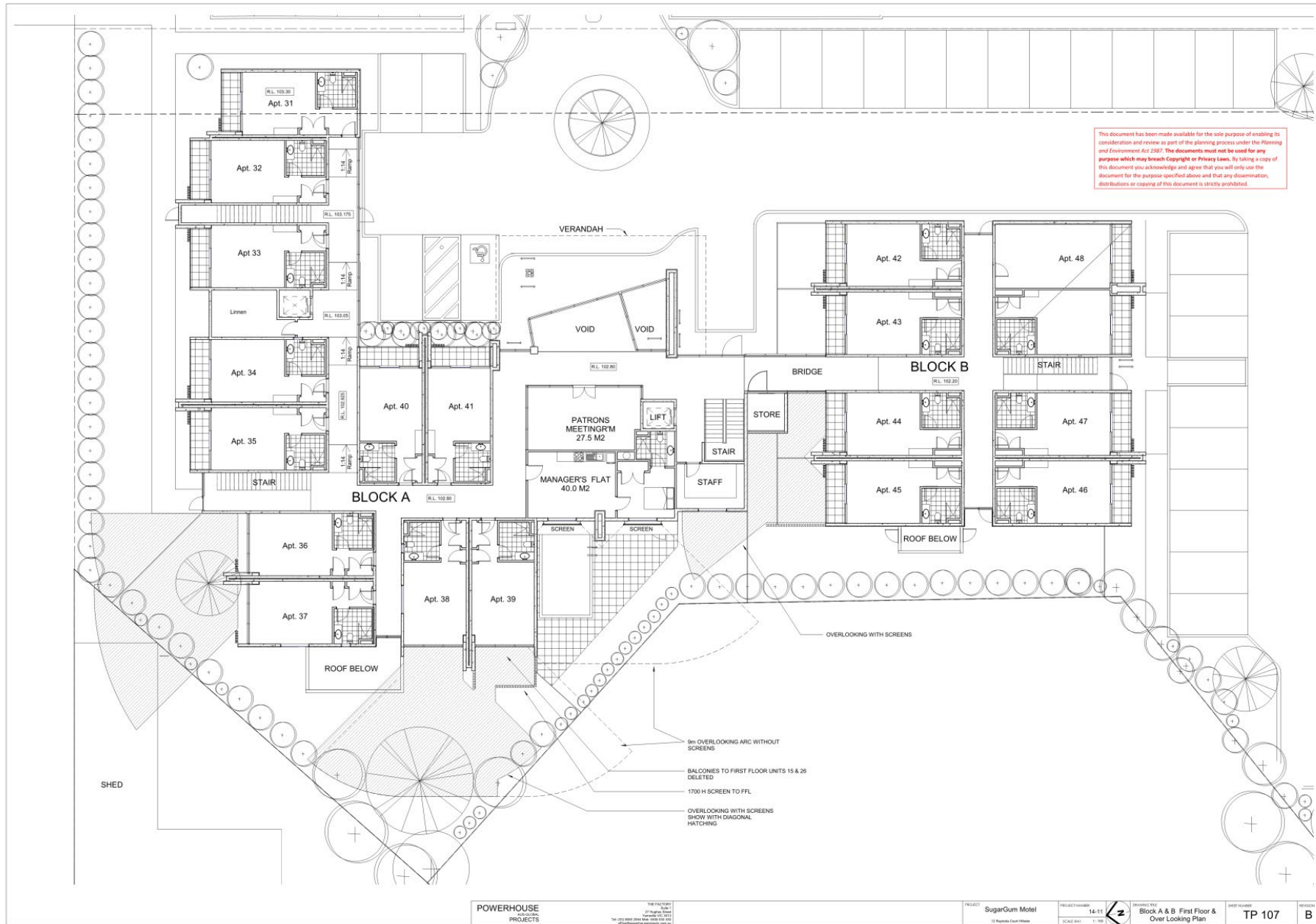
**Hotel and Motel**  
 Lot A & B site area 8483.6 m<sup>2</sup>  
 permeable area 3070 m<sup>2</sup> = 36.1%  
 100% permeable area 3070 m<sup>2</sup> = 36.1%

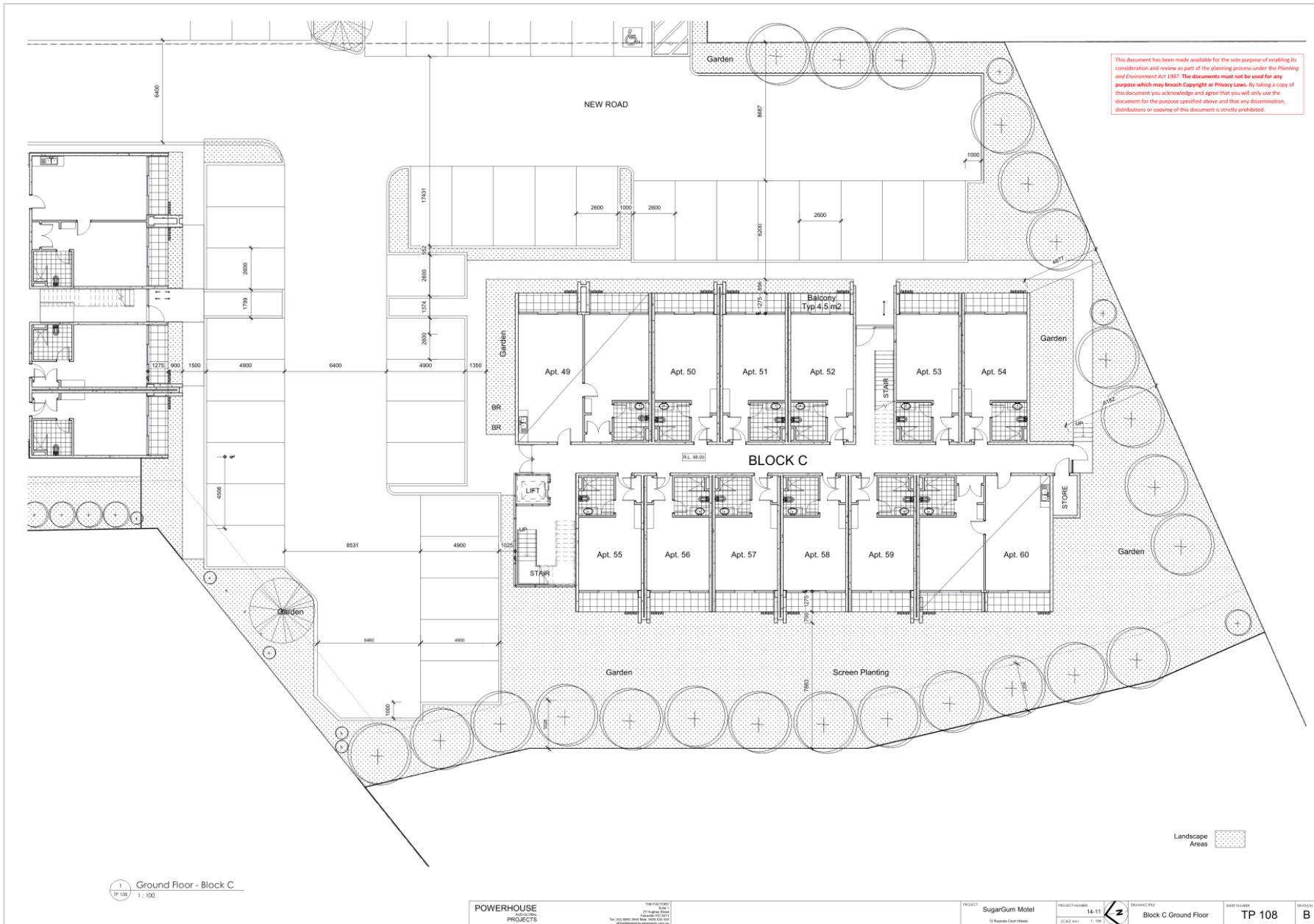


POWERHOUSE PROJECTS	THE FACILITY 17 Douglas Street Melbourne VIC 3001 Tel: 03 9492 1111 www.powerhouseprojects.com.au	PROJECT SugarGum Motel 12 Rupicola Court Hillside	PROJECT NUMBER 14-11 SCALE: 1:100	DRAWING TYPE Site Plan / Design Response	SHEET NUMBER TP 102	REVISION B
---------------------	---	---	---	---	------------------------	---------------









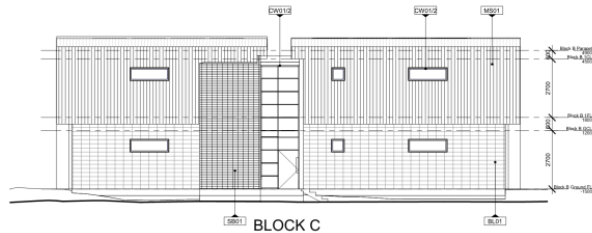




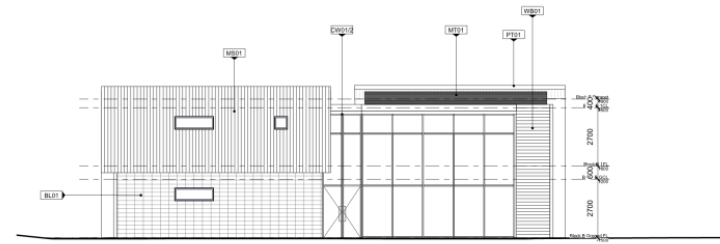


This document has been made available for the sole purpose of enabling its consideration and review as part of the planning process under the Planning and Environment Act 1987. The documents must not be used for any purpose which may breach Copyright or Privacy Laws. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distributions or copying of this document is strictly prohibited.

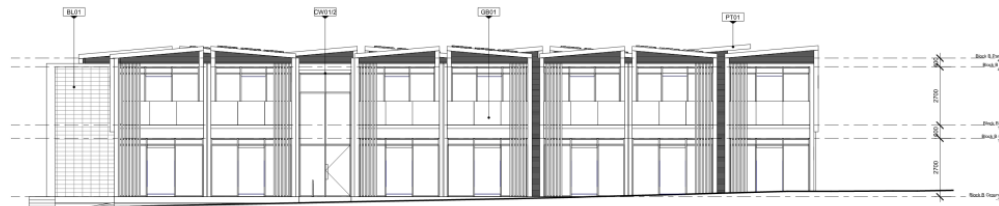
This document has been made available for the sole purpose of enabling its consideration and review as part of the planning process under the Planning and Environment Act 1987. The documents must not be used for any purpose which may breach Copyright or Privacy Laws. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distributions or copying of this document is strictly prohibited.



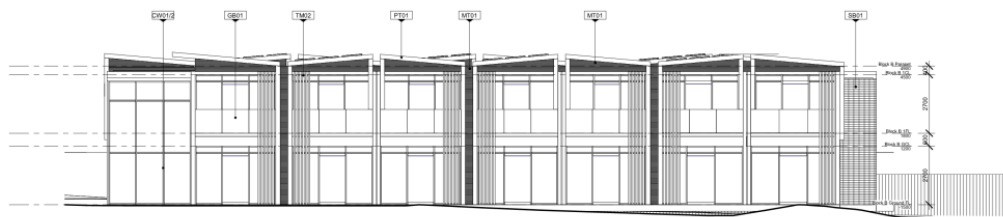
1 South Elevation  
TP 202 1 : 100



3 North Elevation  
TP 202 1 : 100



2 East Elevation  
TP 202 1 : 100



4 West Elevation  
TP 202 1 : 100

Materials and Finishes		
Tag	Description	Comments
BL01	Concrete Block Stack bond	190 x 190 x 390 Honed Charcoal
CR01	Concrete rendered finish	Dulux Acratex "Mudpak"
CW01	Curtain Wall Low E double glazing	Natural anodized frame Light green tinted glass
2	Aluminium Frame	
GB01	Glass Balustrade	Clear 12mm toughened glass
IMP01	Granite, rough gray, stacked	Natural grey speckled - Kymeton region
MS01	Metal Flat tray standing rib sheeting	Colorbond Matt "Ironstone"
MT01	Mini ORB metal	Colorbond "Ironstone"
PT01	Roof beam / fascia	Dulux "RED B BOX" - S04 F9 Paint
SB01	Common red brick stack bond coursed	Recycled Natural Red
ST02	Stone facing - random size stack pattern	Local Basalt random orche earth colour range"
TM01	Timber Fence	Colorbond "Monument"
TM02	Decorative Vertical Timber Slats	Natural oiled timber spotted gum colour
WB01	Weatherboard Cladding	Axon Linea - natural "Surf Mat" white



This document has been made available for the sole purpose of enabling its consideration and review as part of the planning process under the Planning and Environment Act 1987. The documents must not be used for any purpose which may breach Copyright or Privacy Laws. By taking a copy of this document you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distribution or copying of this document is strictly prohibited.



View - North East  
excluding landscaping



View - South West  
excluding landscaping

POWERHOUSE PROJECTS  
THE FACTORY PROJECTS  
170 St Albans Street  
Melbourne VIC 3001  
Tel: (03) 9489 1000 Fax: (03) 9489 1001  
info@powerhouseprojects.com.au

PROJECT	SugarGum Motel	PROJECT NUMBER	14-11	DRAWING TYPE	3D	SHEET NUMBER	TP 401	REVISION	B
	12 Rupicola Court Hillside	SCALE	ENCL						

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 3 Appendix 3 - Assessment against relevant State and Local Policies

### Appendix 3 – Assessment against relevant Planning Scheme controls

<b>Planning Scheme Reference</b>	<b>Assessment</b>
<b>State Planning Policy Framework</b>	
Clause 11 - Settlement	<p>The policy recognizes that <i>'Planning is to anticipate and respond to the needs of existing and future communities through the provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure.'</i></p> <p>It further states that planning is to recognize the need for, and as far as practicable contribute towards economic viability and a high standard of urban design and amenity.</p> <p>The proposal is deemed to be consistent with the policy.</p>
Clause 13.07-1S - Land Use Compatibility'	<p>The policy seeks to <i>'safeguard community amenity while facilitating appropriate commercial, industrial or other uses with potential off-site effects'</i>. Associated Strategies relate to <i>'directing land uses to appropriate locations'</i> and <i>'using a range of building design, urban design, operational and land use separation measures.'</i></p> <p>The proposal (including the opportunities and constraints of the subject land) is deemed to be consistent with the policy.</p>
Clause 15 - Built Environment and Heritage	<p>The outlines that planning should promote excellence in the built environment and create places that:</p> <ul style="list-style-type: none"> <li>▪ <i>Are enjoyable, engaging and comfortable to be in.</i></li> <li>▪ <i>Accommodate people of all abilities, ages and cultures.</i></li> <li>▪ <i>Contribute positively to local character and sense of place.</i></li> <li>▪ <i>Reflect the particular characteristics and cultural identity of the community.</i></li> <li>▪ <i>Enhance the function, amenity and safety of the public realm.</i></li> </ul> <p>The proposal is deemed to be consistent with the policy.</p>
Clause 15.01-2S - Building Design	<p>The policy seeks to <i>'achieve building design outcomes that contribute positively to the local context and enhance the public realm.'</i></p> <p>The application has been reviewed by Council's Urban Designer on several occasions. The main issues outlined by Council's Urban Designer are to ensure that activation along the Melton Highway was maximized, the proposed buildings were appropriately set from neighbouring properties, and that appropriate landscaping was provided along the western and southern property boundaries to provide sufficient screening of the buildings. The proposal is deemed to be consistent with the policy.</p>
Clause 15.01-1S - Urban Design	<p>The policy seeks to <i>'create urban environments that are safe, functional and provide good quality environments</i></p>

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 3 Appendix 3 - Assessment against relevant State and Local Policies

	<p><i>with a sense of place and cultural identity.'</i> The proposal is deemed to be consistent with the policy.</p>
Clause 15.01-5S - Neighbourhood Character	<p>The policy seeks to <i>'recognise, support and protect neighbourhood character, cultural identity, and sense of place.'</i> The proposal is deemed to be consistent with the policy.</p>
Clause 17.02-1S - Business	<p>The policy seeks to <i>'encourage development that meets the communities' needs for retail, entertainment, office and other commercial services.'</i> The proposal is deemed to be consistent with the policy.</p>
Clause 17.04-1S - Facilitating Tourism'	<p>The policy seeks to <i>'encourage tourism development to maximise the employment and long-term economic, social and cultural benefits of developing the State as a competitive domestic and international tourist destination.'</i> A relevant Strategy is to <i>'encourage the development of a range of well-designed and sited tourist facilities, including integrated resorts, accommodation, host farm, bed and breakfast and retail opportunities.'</i> The proposal is deemed to be consistent with the policy.</p>
Clause 18.02-2R - Principle Public Transport Network	<p>A relevant Strategy of the policy is to <i>'maximise the use of existing infrastructure and increase the diversity and density of development along the Principal Public Transport Network, particularly at interchanges, activity centres and where principal public transport routes intersect.'</i> The proposal is deemed to be consistent with the policy.</p>
Clause 18.02-4S - Car Parking	<p>The policy seeks to <i>'ensure an adequate supply of car parking that is appropriately designed and located.'</i> Relevant Strategies relate to allocating land for car parking taking into account public transport accessibility, demand for off-street car parking and road capacity; and encouraging the efficient provision of car parking through the consolidation of car parking facilities. The proposal is deemed to be consistent with the policy.</p>
<b>Local Planning Policy Framework</b>	
Clause 21.02-2 - Established Areas	<p>The objectives and strategies include:</p> <ul style="list-style-type: none"> <li>▪ <i>To identify and protect the preferred neighbourhood character of residential areas.</i></li> <li>▪ <i>Support new development that respects and responds to the preferred neighbourhood character of existing areas.</i></li> <li>▪ <i>Support new development that is innovative, accessible and site responsive.</i></li> </ul> <p>The application has been reviewed by Council's Urban Designer on several occasions. The proposal is deemed to be consistent with the policy in terms of responding to the preferred neighbourhood character of the area, and being responsive to the opportunities and constraints of the site.</p>
Clause 21.07 - Built Environment and Heritage	<p>The objectives and strategies include:</p> <ul style="list-style-type: none"> <li>▪ <i>To create healthy and safe communities.</i></li> </ul>

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 3 Appendix 3 - Assessment against relevant State and Local Policies

	<ul style="list-style-type: none"> <li>▪ <i>Require urban design to address issues of community safety and crime prevention (CPTED principles).</i></li> <li>▪ <i>Support building designs with active street frontages.</i></li> <li>▪ <i>Require all development to optimise opportunities for passive surveillance.</i></li> <li>▪ <i>To protect the preferred neighbourhood character in established residential areas of the municipality. - Maintain residential streetscape quality and character.</i></li> <li>▪ <i>Require new development to make a positive contribution to residential streetscape quality and character.</i></li> <li>▪ <i>Ensure new development is in accordance with the preferred character of each area outlined in the Melton Housing Character Assessment and Design Guidelines: Character Statements and Guidelines, September 2015.</i></li> <li>▪ <i>To improve the quality and functionality of green space throughout the municipality. - Support the planting of indigenous vegetation where appropriate.</i></li> <li>▪ <i>Encourage planting in accordance with the Landscape Guidelines for the Shire of Melton 2010. - Protect existing trees where possible and increase greening to maintain canopy and shade features to provide urban cooling.</i></li> <li>▪ <i>Support development that protects natural ecosystems and provides a connection to nature.</i></li> <li>▪ <i>Support development that maximise the use of permeable surfaces.</i></li> <li>▪ <i>Require canopy tree planning to be incorporated into landscaping setbacks.</i></li> <li>▪ <i>Provide canopy tree planting within the public realm.</i></li> </ul> <p>The proposal is deemed to be consistent with the policy.</p>
<p>Clause 21.07-2 - Environmentally Sustainable Design</p>	<p>The objectives and strategies include:</p> <ul style="list-style-type: none"> <li>▪ <i>To facilitate environmentally sustainable development.</i></li> <li>▪ <i>Require environmentally sustainable design principles to be applied in all planning frameworks and applications including Precinct Structure Plans, subdivisions and new buildings.</i></li> <li>▪ <i>Design subdivisions and site buildings to maximise passive solar design.'</i></li> </ul> <p>The proposal is deemed to be consistent with the policy.</p>
<p>Clause 21.09-1 - Economic Growth</p>	<p>The objectives and strategies include:</p> <ul style="list-style-type: none"> <li>▪ <i>To create a diverse economy that fosters business</i></li> </ul>

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 3 Appendix 3 - Assessment against relevant State and Local Policies

	<p><i>growth, encourages new investment and leads and responds to change.</i></p> <ul style="list-style-type: none"> <li>▪ <i>Facilitate proposals that will foster economic development and growth.</i></li> <li>▪ <i>Support economic development, tourism and rural enterprises which are compatible with and ancillary to rural uses in rural areas.</i></li> </ul> <p>The proposal is deemed to be consistent with the policy.</p>
Clause 21.09-4 - Tourism	<p>The policy seeks to ‘... support quality visitor services that capitalise on and enhance the City’s landscape, heritage natural features, and economic base. Facilitate local tourism industries which add value to the local economy.’</p> <p>The proposal is deemed to be consistent with the policy.</p>
Clause 22.12 - Housing Diversity Policy	<p>The policy sets out the following policy requirements:</p> <ul style="list-style-type: none"> <li>▪ <i>Encourage the development of a range of housing options throughout the municipality.</i></li> <li>▪ <i>Ensure that new development does not impact adversely on areas of recognised neighbourhood character.</i></li> <li>▪ <i>Encourage higher density development to locate in areas with high levels of accessibility to infrastructure and services.</i></li> <li>▪ <i>Encourage the redevelopment of well located infill sites.</i></li> <li>▪ <i>Encourage housing development that features innovative design and responds to the principles of sustainability.</i></li> </ul> <p>The proposal is deemed to be consistent with the relevant components of the policy in terms of respecting neighbourhood character, the provisions of another housing option (non-permanent), and the re-development of a well-located infill site.</p>
<b>Zone</b>	
Clause 32.09 (Neighbourhood Residential Zone)	<p>The relevant purpose of this clause is:</p> <ul style="list-style-type: none"> <li>• <i>To implement the Municipal Planning Strategy and the Planning Policy Framework.</i></li> <li>• <i>To recognise areas of predominantly single and double storey residential development.</i></li> <li>• <i>To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.</i></li> <li>• <i>To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.</i></li> </ul> <p>A permit is required for the use and development of the land for a Motel.</p>

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 3 Appendix 3 - Assessment against relevant State and Local Policies

	<p>A permit is required to subdivide the land.</p> <p>A permit is required to re-align the property boundaries (classed as a subdivision).</p> <p>The Motel is located adjacent to the existing Sugar Gum Hotel. As such, there would be a high degree of synergy between the two uses. The proposal would also provide for the accommodation needs of visitors (including those visiting residents and businesses in the local area) to the municipality.</p> <p>The subject site is also deemed to be an appropriate location for the proposed use, given, the direct access to the Melton Highway and that it is clustered near other non-residential uses (CFA, childcare centre, medical centres, etc.).</p>
<b>Particular Provisions</b>	
<p>Clause 52.06 (Car parking)</p>	<p>The purpose of this clause:</p> <ul style="list-style-type: none"> <li>• To ensure that car parking is provided in accordance with the State Planning Policy Framework and Local Planning Policy Framework.</li> <li>• To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.</li> <li>• To support sustainable transport alternatives to the motor car.</li> <li>• To promote the efficient use of car parking spaces through the consolidation of car parking facilities.</li> <li>• To ensure that car parking does not adversely affect the amenity of the locality.</li> <li>• To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.</li> </ul> <p>The provision requires one car parking space for each unit, and one for each manager dwelling, plus 50 per cent of the relevant requirement of any ancillary use.</p> <p>A permit is required to reduce the number of car parking spaces required under schedule.</p> <p>The applicant has provided a Traffic and Transport Assessment (prepared by Wallbridge Gilbert Aztec, dated 22 February 2022) has been prepared to justify the car parking reduction, and to demonstrate that the proposal would have a minimal impact on existing traffic flows along the Melton Highway and Gourlay Road.</p>
<p>Clause 52.34 (Bicycle Facilities)</p>	<p>The purpose of this clause is:</p> <ul style="list-style-type: none"> <li>• To encourage cycling as a mode of transport.</li> <li>• To provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities.</li> </ul> <p>A total of 8 bicycle parking spaces have been provided.</p>

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 3 Appendix 3 - Assessment against relevant State and Local Policies

	The proposal meets the bicycle facilities requirements outlined in Clause 52.34.
Clause 55 (Construct or extend a residential building)	<p>Pursuant to Clause 32.09-6, a permit is required to construct a residential building, and the development must meet the requirements of Clause 55.</p> <p>The purpose of this clause is to achieve residential development that respects the existing neighbourhood character and encourage residential development that provides reasonable standards of amenity for existing and new residents.</p> <p>A detailed assessment of the proposal against the provisions of Clause 55 is detailed in Table 1.</p>
Clause 56 (Subdivision)	<p>Pursuant to Clause 32.09-3, a permit is required to subdivide land.</p> <p>An application to subdivide land, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet the relevant requirements of Clause 56 (based on the Class of subdivision). A 2 lot subdivision is assessed against Clauses 56.03-5, 56.04-2, 56.04-3, 56.04-5, 56.06-8 to 56.09-2. A detailed assessment of the proposal against the provisions of Clause 55 is detailed in Table 2.</p>

Covenants

Covenants (Instrument No.)	No.	
Covenants P584367W and P002466M		<p>The covenants that apply to both properties (2 Gourlay Road and 12 Rupicola Court) are identical.</p> <p>The covenant ensures that the landowner will not erect:</p> <ul style="list-style-type: none"> <li>(i) any dwelling house garage or outbuilding other than a dwelling house garage or outbuildings having external walls of brick stone concrete glass or timber or any combination thereof with roofing of a non reflective nature provided that:-                             <ul style="list-style-type: none"> <li>(aa) the proportion of external walls constructed of timber shall not exceed thirty three and one third per cent of the area of such external walls;</li> <li>(ab) nothing contained in this proviso shall be construed so as to preclude or restrict the use of timber in the inner framework of any external wall;</li> <li>(ac) steel deck roofing of or similar to lysaght colorbond type shall be permitted.</li> </ul> </li> <li>(ii) any dwelling house having an area (exclusive of verandahs, garages and outbuildings) of less than 185 square metres</li> <li>(iii) more than one dwelling house together with the usual outbuildings.</li> <li>(iv) any fencing to the rear and side boundaries other than constructed of treated pine and wire strand.</li> </ul> <p>The covenant also ensures that the landowner will not</p>

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 3 Appendix 3 - Assessment against relevant State and Local Policies

	<p>cut, down or remove any tree standing to the land hereby sold having a girth in excess of 75mm measured at a point one metre above ground level except where such cutting down or removal is necessary for the safe and proper construction of any dwelling house garage or outbuilding.</p> <p>The proposed Motel is not defined as a dwelling, nor considered to be viewed as a dwelling in terms of its general meaning and everyday usage. As such, the proposed use of the land for a Motel is not bounded by the obligations that relate to the dwellings (single dwelling restriction, minimum size, and materials).</p> <p>The proposal indicates that “2.4 metre high solid paling fence” would be erected along the western and southern boundaries. To ensure full compliance with the covenant that the plans should specifically indicate that the fence is to be constructed of treated pine.</p> <p>That applicant has indicated that no trees (applicable to restrictions) are proposed to be removed as part of the application.</p>
--	--

**Table 1, Clause 55 Assessment**

CLAUSE 55.02 – Neighbourhood Character and Infrastructure

<i>B1</i>	<ul style="list-style-type: none"> <li>▪ The proposal is considered to be complimentary to the character of the area. The proposal is well setback from adjoining residential properties. There are also opportunities to screen the building through the provision of appropriate landscaping.</li> </ul>
<i>B2</i>	<ul style="list-style-type: none"> <li>▪ The proposal is deemed to be consistent with the relevant State and Local Planning Policies.</li> </ul>
<i>B3</i>	<ul style="list-style-type: none"> <li>▪ This standard only applies to developments with ten or more dwellings.</li> <li>▪ The objective and standard is not applicable to this proposal.</li> </ul>
<i>B4</i>	<ul style="list-style-type: none"> <li>▪ The subject land can be serviced by reticulated sewerage, drainage, electricity and gas. There should be sufficient capacity to accommodate the proposed development.</li> </ul>
<i>B5</i>	<ul style="list-style-type: none"> <li>▪ The proposal has been designed to maximise its address to the Melton Highway.</li> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>

CLAUSE 55.03 – Site Layout and Building Massing

<i>B6</i>	<ul style="list-style-type: none"> <li>▪ The proposal would have a minimum setback of 6.795 metres.</li> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>
<i>B7</i>	<ul style="list-style-type: none"> <li>▪ The heights of the proposed dwellings do not exceed 9 metres in height.</li> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>
<i>B8</i>	<ul style="list-style-type: none"> <li>▪ The proposed non-permeable area is 81.16% and although it is above the recommended 60% site coverage specified in this clause, it is considered that the proposed non-permeable area is more than reasonable, particularly taking into account the nature of the use, on-site car parking requirements for this type of use and the maximum opportunities created in and around the hard areas for landscaping.</li> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>
<i>B9</i>	<ul style="list-style-type: none"> <li>▪ The proposed permeable area of 18.84% is marginally less than the recommended minimum coverage of 20% specified in this Clause. This is</li> </ul>



Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 3 Appendix 3 - Assessment against relevant State and Local Policies

	<p>considered to be more than reasonable given the nature of the proposed development.</p> <ul style="list-style-type: none"> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>
B10	<ul style="list-style-type: none"> <li>▪ The proposal achieved an energy-efficient design. As mentioned, three separate building forms (Blocks 'A', 'B' and 'C') have been provided which will maximise solar access opportunities throughout the site. Other environmental sensitive design techniques incorporated into the design include underground water tanks and roof solar panels.</li> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>
B11	<ul style="list-style-type: none"> <li>▪ No common private open space is proposed.</li> <li>▪ The objective and standard does not apply to this proposal.</li> </ul>
B12	<ul style="list-style-type: none"> <li>▪ The entrances into the buildings are visible from the vehicle accessways.</li> <li>▪ The objective and standard do not apply to this proposal.</li> </ul>
B13	<ul style="list-style-type: none"> <li>▪ A Landscape Plan will be requested as a condition on the permit.</li> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>
B14	<ul style="list-style-type: none"> <li>▪ The development has been designed to allow convenient, safe and efficient vehicle movements.</li> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>
B15	<ul style="list-style-type: none"> <li>▪ The parking facilities are located reasonably close to the buildings.</li> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>

CLAUSE 55.04 – Amenity Impacts

B17	<ul style="list-style-type: none"> <li>▪ The building walls not on the boundary have been setback at least a metre.</li> <li>▪ The proposal is deemed to comply with the objective and standard.</li> </ul>
B18	<ul style="list-style-type: none"> <li>▪ No walls will be constructed along the boundaries.</li> <li>▪ The proposal is deemed to comply with the objective and standard.</li> </ul>
B19	<ul style="list-style-type: none"> <li>▪ Existing habitable room windows will continue to receive adequate daylight.</li> <li>▪ The proposal is deemed to comply with the objective and standard.</li> </ul>
B20	<ul style="list-style-type: none"> <li>▪ Solar access to windows of existing dwellings will not be affected by the proposal.</li> <li>▪ The proposal is deemed to comply with the objective and standard.</li> </ul>
B21	<ul style="list-style-type: none"> <li>▪ The shadow diagrams provided indicate that overshadowing of adjacent properties would be minimal.</li> <li>▪ The proposal is deemed to comply with the objective and standard.</li> </ul>
B22	<ul style="list-style-type: none"> <li>▪ The overlooking diagrams and schematics indicate that overlooking adjacent properties (including private open space areas) would be adequately addressed.</li> <li>▪ The proposal is deemed to comply with the objective and standard.</li> </ul>
B23	<ul style="list-style-type: none"> <li>▪ The overlooking diagrams and schematics indicate that overlooking of adjacent properties (including private open space areas) would be adequately addressed.</li> <li>▪ The proposal is deemed to comply with the objective and standard.</li> </ul>
B24	<ul style="list-style-type: none"> <li>▪ The proposed buildings are well setback of adjoining residential dwellings. All plant would generally need to meet EPA guidelines in relation to noise emissions. A condition has also been placed on the planning permit to ensure that the amenity of the area is not detrimentally impacted by noise emissions.</li> <li>▪ The proposal is deemed to comply with the objective.</li> </ul>

CLAUSE 55.05 – On-Site Amenity and Facilities

B25	<ul style="list-style-type: none"> <li>▪ The proposal is a commercial premise. The building would need to comply with the Disability Discrimination Act and the associated regulations.</li> </ul>
-----	--

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 3 Appendix 3 - Assessment against relevant State and Local Policies

	<ul style="list-style-type: none"> <li>The proposal is deemed to comply with the objective.</li> </ul>
B26	<ul style="list-style-type: none"> <li>The entry into the Motel is sheltered and visible from the street.</li> <li>The proposal is deemed to comply with the objective.</li> </ul>
B27	<ul style="list-style-type: none"> <li>Each room/apartment will receive sufficient daylight.</li> <li>The proposal is deemed to comply with the objective.</li> </ul>
B28	<ul style="list-style-type: none"> <li>Each room/apartment is provided with either a balcony or a courtyard.</li> <li>The proposal is deemed to comply with the objective.</li> </ul>
B29	<ul style="list-style-type: none"> <li>The private open space areas would be located to the west of the existing dwelling and proposed dwelling. The shadow diagrams provided by the applicant indicate that the private open space areas should receive adequate sunlight.</li> </ul>
B30	<ul style="list-style-type: none"> <li>The provision of external storage is not a relevant issue. Equipment maintenance rooms are located throughout the building.</li> <li>The proposal is deemed to comply with the objective.</li> </ul>

CLAUSE 55.06 – Detailed Design

B31	<ul style="list-style-type: none"> <li>The proposed construction materials of the buildings are generally sympathetic to the adjoining residential areas. It is important to recognize that there are also non-residential buildings within the immediate surrounding area. In addition, the Motel has been designed to maximize its address to the Melton Highway.</li> </ul>
B32	<ul style="list-style-type: none"> <li>No front fencing is shown on the plans.</li> </ul>
B33	<ul style="list-style-type: none"> <li>No common property is proposed.</li> </ul>
B34	<ul style="list-style-type: none"> <li>The location of mailboxes has not been identified on the plans. The placement of the mailboxes will not be an issue.</li> </ul>

**Table 2, Clause 56 Assessment**

56.03-5	<ul style="list-style-type: none"> <li>The vacant parcel of land is 3,000 square metres in area. The vacant parcel of land is of an adequate size to allow a dwelling to be constructed</li> </ul>
56.04-2	<ul style="list-style-type: none"> <li>The vacant parcel of land is 3,000 square metres in area. Therefore, building envelopes are not necessary.</li> </ul>
56.04-3	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>
56.04-5	<ul style="list-style-type: none"> <li>No common property is proposed.</li> </ul>
56.06-8	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>
56.07-1 56.07-2 56.07-3 56.07-4	<ul style="list-style-type: none"> <li>The property can easily be connected to existing water, sewerage and drainage.</li> </ul>
56.08-1	<ul style="list-style-type: none"> <li>The site management can be addressed as part of the building permit.</li> </ul>
56.09-1	<ul style="list-style-type: none"> <li>Trenching is not applicable.</li> </ul>
56.09-2	<ul style="list-style-type: none"> <li>The property can easily be connected to existing electricity, gas, and telecommunication facilities.</li> </ul>

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 4 Appendix 4 - Response to Objections

#### Appendix 4 – Response to Objections

<b>Issue</b>	<b>Comment</b>
The proposal is inconsistent with the residential character of the area.	<p>It is important to recognize that the immediate surrounding area does not exhibit an unbroken residential character. Notable non-residential uses within the immediate surrounding area include the existing Sugargum Hotel, a CFA, a Childcare Centre at 6 Gourlay Road, and a three-storey mixed-use commercial and residential development.</p> <p>The Motel is also located adjacent to the existing Sugargum Hotel and is designed to address the Melton Highway.</p> <p>The proposal is viewed as being complementary to the residential character (including backyard character) of the immediate surrounding by minimizing the overall height (maximum 8 metres) of the buildings, providing sufficient setbacks to adjoining residential properties, proposed landscape screening, and the setbacks to and likely visibility of the proposal from the Rupicola Court road reserve.</p>
The proposal is inconsistent with the covenant that the applies to the land.	The proposal has been assessed against the covenant. The proposal does not breach any of the obligations of the restrictive covenant.
The proposed use is inconsistent with the purpose of the Neighbourhood Residential Zone.	<p>One of the purposes of the Neighbourhood Residential Zone is to “allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.”</p> <p>The Motel is located adjacent to the existing Sugargum Hotel. As such, there would be a high degree of synergy between the two uses.</p> <p>The proposal would also provide for the accommodation needs of visitors (including those visiting residents and businesses in the local area) to the municipality.</p> <p>The subject site is also deemed to be an appropriate location for the proposed use, given, the direct access to the Melton Highway and that it is clustered near other non-residential uses (CFA, childcare centre, medical centres, etc.).</p>
The proposal would be detrimental to the amenity of the area (privacy, noise, security, light pollution, traffic generation).	The issue of overlooking has been addressed as part of the proposal. The applicant has provided overlooking plans and diagrams to demonstrate balconies within 9 metres of neighbouring residential properties would be appropriately screened to prevent direct

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 4 Appendix 4 - Response to Objections

	<p>overlooking.</p> <p>The issue of noise can be addressed as a condition of the permit.</p> <p>The issue of security can be addressed as a condition of the permit.</p> <p>The issue of external lighting can be addressed as a condition of the permit. In addition, the planting of canopy trees can be included as part of the landscape plan.</p> <p>The residents of Rupicola Court would be affected by increased traffic, given, that vehicle and pedestrian access to the Motel is not proposed along Rupicola Court.</p>
<p>There is a risk of the proposal being used/transformed into long-term rental accommodation (i.e. flats).</p>	<p>The applicant has specifically sought approval for the use and development of the land for a Motel on their application form, which is defined as:</p> <p><i>“Land used to provide accommodation in serviced rooms for persons away from their normal place of residence, and where provision is made for parking guests’ vehicles convenient to the rooms.”</i></p> <p>The proposed buildings have also been designed to function as per the proposed use. It is not practical to suggest that the building is for any other purpose, other than the purpose that the applicant has applied for. If the Motel was to be used for long-term rentals (i.e flats) the applicant would be in breach of the planning permit.</p>
<p>The proposal would result in property devaluation.</p>	<p>It is a well-established planning principle that depreciation of land or property values as a result of a proposed development is not a relevant planning consideration.</p>
<p>Amenity issues during construction.</p>	<p>Objectors expressed concern regarding the amenity issue that will be generated by the development – during construction and afterwards. During construction, the requirements of the Environment Protection Authority will need to be adhered to for construction hours. A general condition would also be placed on the planning permit to ensure that the residents would not be unreasonably impacted by construction activities.</p>
<p>The proposal would increase the risk of crime and anti-social behaviour.</p>	<p>The assumption that the proposed use would increase the risk of anti-social behaviour is unfounded.</p>
<p>The proposal would set a precedent for subdivision and non-residential development.</p>	<p>Precedent is not a relevant planning consideration. Each application is considered on its merits and Council is considering the</p>

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 4 Appendix 4 - Response to Objections

---

	application before it.
--	------------------------

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 5 Appendix 5 - Referral Comments

#### Appendix 5 – Referral Comments

<b>Type of Referral</b>	<b>Responses</b>
<b>Internal</b>	
Engineering Services (Traffic and Design)	No objections.
Engineering Services (Infrastructure Planning)	No objections, subject to conditions being placed on the planning permit.
City Design and Strategy (Landscape)	No critical/fundamental issues with the proposal, however, outlined the need: <ul style="list-style-type: none"> <li>To ensure that 35% canopy cover must be provided within all off-street car park.</li> <li>To provide canopy trees along the western and southern property boundaries to reduce the visual impact of the proposed buildings.</li> </ul>
City Design and Strategy (Urban Design)	The application was referred to Urban Design on several occasions. No critical/fundamental issues with the proposal, however, outlined the need: <ul style="list-style-type: none"> <li>To ensure that 35% canopy cover must be provided within all off-street car park.</li> <li>To provide canopy trees along the western and southern property boundaries to reduce the visual impact of the proposed buildings.</li> <li>To ensure that the buildings maximize activation along the Melton Highway.</li> <li>The use of primary colours should be avoided.</li> <li>Any walls front adjoining residential properties should be highly articulated (no blank walls).</li> </ul>
Waste Services	No objections, subject to conditions being placed on the planning permit.
<b>External</b>	
Transport for Victoria	No objections.

**Appendix 6 - Conditions**

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - (a) The proposed 2.4 metre high solid paling fences must be noted as being constructed of treated pine.
  - (b) The balustrades of Apartments No. 36, 37, 55, 56, 57, 58, 59, and 60 must be shown to have:
    - i) Obscure glazing to 1.7 metre above floor level; or
    - ii) Fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent.
  - (c) The windows of Apartments No. 38 and 39 must be shown to have:
    - i) Obscure glazing to 1.7 metre above floor level; or
    - ii) Fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent.
2. Before the use commences, a landscape plan prepared by a person suitably qualified or experienced in landscape design must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
  - (a) Location and identification of all proposed plants.
  - (b) Semi-mature trees are to be planted along the western and southern properties boundaries.
  - (c) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
  - (d) Details of surface finishes of pathways and driveways.All species selected must be to the satisfaction of the Responsible Authority.
3. Before the development starts, engineering plans and relevant design calculations for the proposed development must be submitted to and approved by the Responsible Authority. The engineering plans shall, as a minimum, comprise of the layout plan, the drainage plans, signage and line marking plans, pavement design plans and, where applicable, street lighting plans. All works within the site shall remain the property of the lot owner, except where it is located in an easement, and be maintained by the lot owner to the satisfaction of the Responsible Authority.
4. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
5. The subdivision (and boundary re-alignment) shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
6. Before the use commences, a Waste Management Plan must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit.
7. External lighting must be designed, baffled and located to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 6 Appendix 6 - Conditions

---

8. There must be a person over the age of 21 years present on the premises at all times, who is responsible for ensuring that the activities on the premises and the conduct of persons attending the premises do not have a detrimental impact on the amenity of the locality to the satisfaction of the Responsible Authority (referred to in this permit as 'the Manager'). The Manager must be authorised by the operator under this permit to make statements at any time on his/her behalf to any officer of the Responsible Authority, any officer of the Victoria Police, any officer of the Victorian Commission for Gambling and Liquor Regulation authorised under section 129 of the Liquor Control Reform Act 1998 or any other authorised officer and to take action on his/her behalf in accordance with a direction by such officer.
9. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with that authority's requirements and relevant legislation at the time.
10. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is created.  
  
All allotments shall be subdivided under Section 12(2) of the Subdivision Act 1988. Otherwise, easements for the purpose of drainage shall be provided over all drainage assets and vested in Council. Drainage assets within easements must be to Council's standards.
11. The Plan of Subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.
12. A minimum of 2 car spaces must be provided for the exclusive use of disabled persons. The car spaces must be provided as close as practicable to a suitable entrance of the building and must be marked with a sign to indicate that the spaces must only be utilised by disabled persons. The dimensions of the disabled car spaces must be in accordance with the current Australian standards, AS 2890.6.
13. Protective kerbs of a minimum height of 150mm must be provided to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
14. All drainage works must be designed and constructed to meet the following current best practice performance objectives for stormwater quality as contained in the Urban Stormwater – Best Practice Environment Management Guidelines (1999):
  - (a) 80% retention of the typical annual load of total suspended solids
  - (b) 45% retention of the typical annual load of total phosphorus; and
  - (c) 45% retention of the typical annual load of total nitrogenThe amount of hydrocarbon and other oil based contaminants discharged to Council drains must not exceed 5 parts per million.
15. Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to Council's maintained legal point of discharge.
16. Stormwater discharge from the Motel at 12 Rupicola Court to be restricted to the pre-development levels and must be connected to the internal drainage system at 2 Gourlay Road.



Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 6 Appendix 6 - Conditions

---

17. All works associated with the development that is retained as the responsibility of the owner of the site to upkeep must be maintained in perpetuity to a standard that is to the satisfaction of the Responsible Authority. Otherwise rectification works at the direction of and to the satisfaction of the Responsible Authority must be undertaken within a timeframe as directed by the Responsible Authority.
18. All pedestrian access to buildings shall be designed and constructed to comply with the Disability Discrimination Act.
19. Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of Music Noise from Public Premises), No. N-2.
20. The following must be undertaken to the requirements and satisfaction of the Responsible Authority prior to the use of the building hereby permitted:
  - (a) The works shown on the approved engineering plan and ancillary works must be carried out and completed to the satisfaction of the Responsible Authority.
  - (b) The landscaping works as described on the endorsed plan are completed and thereafter maintained.
  - (c) The area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
    - i) Constructed.
    - ii) Properly formed to such levels that they can be used in accordance with the plans.
    - iii) Sealed with a concrete or asphalt surface.
    - iv) Drained.
    - v) Linemarked to indicate each car space and all access lanes.
    - vi) Clearly marked to show the direction of traffic along access lanes and drivewaysto the satisfaction of the Responsible Authority.
  - (d) Car spaces, access lanes and driveways must be kept available for these purposes at all times.
  - (e) All existing works affected by the development shall be reinstated at no cost and to the satisfaction of the Responsible Authority.
21. The construction activities must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected, through the:
  - (a) Transport of materials, goods or commodities to or from the land.
  - (b) Inappropriate storage of any works or construction materials.
  - (c) Hours of construction activity.
  - (d) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
  - (e) Presence of vermin.
  - (f) In any way as determined by the Responsible Authority.
22. The use and development must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected, through the:
  - (a) Transport of materials, goods or commodities to or from the land.
  - (b) Inappropriate storage of any works or construction materials.
  - (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
  - (d) Presence of vermin.
  - (e) In any way as determined by the Responsible Authority.
23. This permit will expire if one of the following circumstances applies:

Item 12.7 Planning Application PA 2020/7009 - Use and development of the land for a Motel (Residential Hotel) with landscaping, a reduction in the car parking requirements, boundary realignment and a two lot subdivision of the land At 2 Gourlay Road & 12 Rupicola Court, Hillside

Appendix 6 Appendix 6 - Conditions

---

- The development is not commenced within two years of the date of this permit.
- The development is not completed within four years of the date of this permit.
- The use is discontinued for a period of two years.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards (for a request to extend the time to commence the development) or twelve months after the permit expires (for a request to extend the time to complete the development).

NOTES:

- The building must comply with the Building Regulations and the Building Code of Australia.
- All vehicle pathways contained within the allotment, other than stated in this permit, shall remain the property of the landowners and shall not be taken over by Council for future maintenance.

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

Verbal reports were received from Crs Carli, Turner, Abboushi, Shannon, Vandenberg, Majdlik, Ramsey, Deeming and Kesic.

Cr Ramsey departed from the meeting at 7.54pm and returned to the meeting at 7.56pm.

#### **Motion**

Crs Ramsey/Carli.

That the City of Melton flag be flown at half-mast on Thursday 2 June 2022 in honour of former City of Melton Councillor and Mayor, Mr. Charles Watson.

CARRIED

Cr Ramsey departed from the meeting at 8.24pm and returned to the meeting at 8.26pm.

The Mayor, Cr Kesic, declared the meeting adjourned for a period of 15 minutes at 8.31 pm.

The meeting resumed at 8.43 pm with the Chief Executive Officer, Roslyn Wai announcing the following achievements for Melton City Council at the Victoria Institute of Public Works Engineering Australia (IPWEA) - Engineering Excellence Awards 2022 being held tonight:

- Winner - Excellence in Asset Management, Melton City council Asset Plan 2021-2031
- Winner - Excellence in Innovation Metropolitan, Melton City Council Asset Plan 2021-2031

## 14. NOTICES OF MOTION

### 14.1 NOTICE OF MOTION 808 (CR VANDENBERG)

**Councillor: Ashleigh Vandenberg**

#### **NOTICE:**

That Council officers prepare a report on Alfred Road, Cobblebank which provides Councillors with an update, including current maintenance activities and proposed upgrades.

#### **Motion**

Crs Vandenberg/Ramsey.

That Council officers prepare a report on Alfred Road, Cobblebank which provides Councillors with an update, including current maintenance activities and proposed upgrades.

CARRIED

**14.2 NOTICE OF MOTION 809 (CR VANDENBERG)****Councillor: Ashleigh Vandenberg****NOTICE:**

That Council officers prepare a report on options for a program of pop-up events that provide opportunities for Councillors to connect with residents to discuss council and community matters including events, advocacy, priorities, capital works and local services.

**Motion**

Crs Vandenberg/Turner.

That Council officers prepare a report on options for a program of pop-up events that provide opportunities for Councillors to connect with residents to discuss council and community matters including events, advocacy, priorities, capital works and local services, and that it be included in upcoming budget discussions.

CARRIED

Cr Shannon, having declared a Conflict of Interest pursuant to the *Local Government Act 2020* in Item 14.3, departed the meeting at 8.49 pm.

### 14.3 NOTICE OF MOTION 810 (CR TURNER)

**Councillor: Bob Turner**

#### **NOTICE:**

That Council consider in 2022/23 Council Budget deliberations a trial period (1 month) for half price dropping off of mattresses and couches at the Melton Recycling Facility to help alleviate the unkept look that their dumping on our streets causes within our municipality.

#### **Motion**

Crs Turner/Ramsey.

That Council consider in 2022/23 Council Budget deliberations a trial period (1 month) for half price dropping off of mattresses and couches at the Melton Recycling Facility to help alleviate the unkept look that their dumping on our streets causes within our municipality.

CARRIED

Cr Shannon returned to the meeting at 8.50 pm.

#### **14.4 NOTICE OF MOTION 811 (CR DEEMING)**

**Councillor: Moira Deeming**

##### **NOTICE:**

That Council write to the Department of Infrastructure, Transport, Regional Development and Communications, and the Hon Kevin Hogan MP Assistant Minister for Local Government, as well as Local Government Victoria and the Hon. Shaun Leane Minister for Local Government, to support and advocate for the Australian Local Government Association's recommendation that Financial Assistance Grants for Councils be restored to at least 1% of Commonwealth taxation revenue to ensure the sustainability of Australian Councils and the liveability of Australian communities.

##### **Motion**

Crs Deeming/Shannon.

That Council write to the Department of Infrastructure, Transport, Regional Development and Communications, and the Hon Kevin Hogan MP Assistant Minister for Local Government, as well as Local Government Victoria and the Hon. Shaun Leane Minister for Local Government, to support and advocate for the Australian Local Government Association's recommendation that Financial Assistance Grants for Councils be restored to at least 1% of Commonwealth taxation revenue to ensure the sustainability of Australian Councils and the liveability of Australian communities.

**CARRIED**

**14.5 NOTICE OF MOTION 812 (CR VANDENBERG)****Councillor: Ashleigh Vandenberg****NOTICE:**

That Council write a letter of congratulations to the Honourable Anthony Albanese MP congratulating him on becoming Australia's 31<sup>st</sup> Prime Minister.

**Motion**

Crs Vandenberg/Abboushi.

That Council write letters of congratulations to:

- 1) the Honourable Anthony Albanese MP, congratulating him on becoming Australia's 31<sup>st</sup> Prime Minister.
- 2) the Honourable Brendan O'Connor MP, congratulating him on being elected as the Member for Gorton; and
- 3) the Honourable Sam Rae MP, congratulating him on being elected as the Member for Hawke.

CARRIED



**14.6 NOTICE OF MOTION 813 (CR VANDENBERG)****Councillor: Ashleigh Vandenberg****NOTICE:**

That Council include a permanent installation of the Aboriginal and Torres Strait Islander Flags in the City of Melton's Council Chamber, alongside the Australian flag and City of Melton flag.

**Motion**

Crs Vandenberg/Deeming.

That Council:

- 1) include a permanent installation of the Aboriginal and Torres Strait Islander Flags in the City of Melton's Council Chamber, alongside the Australian flag and City of Melton flag.
- 2) formally and exclusively recognise and adopt the abovementioned flags in all of Council's general communications.

CARRIED

Cr Majdlik called for a division thereby setting aside the vote.

**For:**

Crs Abboushi, Carli, Deeming, Kesic, Majdlik, Ramsey, Shannon, Turner and Vandenberg

**Against:**

Nil

The Mayor declared the Motion CARRIED UNANIMOUSLY

**14.7 NOTICE OF MOTION 814 (CR VANDENBERG)****Councillor: Ashleigh Vandenberg****NOTICE:**

That Council officers prepare a report to brief councillors on new road infrastructure within our growth areas, and the options available for Council to facilitate early delivery of these roads for our community.

**Motion**

Crs Vandenberg/Majdlik.

That Council officers prepare a report to brief councillors on new road infrastructure within our growth areas, and the options available for Council to facilitate early delivery of these roads for our community.

CARRIED

**14.8 NOTICE OF MOTION 815 (CR DEEMING)****Councillor: Moira Deeming****NOTICE:**

That Council officers investigate the availability of relevant grants for the purposes of setting up a 'Repair Café' in the City of Melton and report to Councillors on the viability of doing so.

**Motion**

Crs Deeming/Carli.

That Council officers investigate the availability of applying for any relevant grants for the purposes of setting up a 'Repair Café' in the City of Melton and report to Councillors on the viability of doing so.

CARRIED

**15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE****15.1 COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

Cr Ramsey

How much would it cost to heat and service the outdoor pool at Melton Waves all year round? Can someone please cost and bring to Budget deliberations?

**15.2 COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

Cr Shannon

Can we please have an update on future secondary schools planned for the City of Melton and when they are scheduled to be completed?

**15.3 COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

Cr Ramsey

Can I please get an update or briefing for all councillors on the Ausnet Towers development?

**15.4 COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

Cr Turner

When will the Council Graffiti team be coming back to life to clean up the City of Melton?

**15.5 COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

Cr Abboushi

Can I please have an update on the progress of drainage works at the corner of the Western Hwy and Caroline Springs Blvd in advance of heavy rain predicted?

**15.6 COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

Cr Carli

Following the State Government budget announcement of the partial duplication of Melton Hwy from the Regency to Plumpton Rd, will there be a signalised pedestrian crossing at the busy intersection of the Regency?

**16. URGENT BUSINESS**

Nil.

## 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 Audit and Risk Committee Minutes - 11 May 2022

(e) as it relates to legal privileged information, being information to which legal professional privilege or client legal privilege applies.

### Motion

Crs Ramsey/Carli.

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 Audit and Risk Committee Minutes - 11 May 2022

(e) as it relates to legal privileged information, being information to which legal professional privilege or client legal privilege applies.

#### 12.4 Recreation and Leisure Advisory Committee - Appointment of Community Members

(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

CARRIED

**18. CLOSE OF BUSINESS**

The meeting closed at 10.11pm.

Confirmed

Dated this

.....CHAIRPERSON