



MELTON CITY COUNCIL

**Notice is hereby given that the Meeting of the
Melton City Council will be held in the
Council Chamber, Civic Centre,
232 High Street, Melton on
27 March 2023 at 7.00pm.**

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

**Roslyn Wai
CHIEF EXECUTIVE**

Visitors to the Gallery please note:

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

- Members of the public do not have a right to address Council and may only do so with the consent of the Chair or by prior arrangement.
- Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- A member of the public present at a Council meeting must not disrupt the meeting.
- The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 67.2.
- If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.
- The Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of the Governance Rules and whom the Chair has ordered to be removed from the gallery under Rule 68.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Scheduled Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than 12pm on the day of the Scheduled Meeting by submitting questions into the receptacle designated for public questions at the Customer Service Desk, or via electronic medium as per Council website directions.

A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson.

TABLE OF CONTENTS

1.	OPENING PRAYER AND RECONCILIATION STATEMENT	6
2.	APOLOGIES AND LEAVE OF ABSENCE	7
3.	CHANGE TO THE ORDER OF BUSINESS	8
4.	DEPUTATIONS	9
5.	DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR	10
6.	ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	11
7.	SUMMARY OF INFORMAL MEETING OF COUNCILLORS	12
7.1	SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS IN ACCORDANCE WITH CHAPTER 6, RULE 1 OF THE COUNCIL'S GOVERNANCE RULES	12
8.	CORRESPONDENCE INWARD	17
8.1	PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR	17
9.	PETITIONS AND JOINT LETTERS	20
10.	RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING	21
11.	PUBLIC QUESTION TIME	22
12.	PRESENTATION OF STAFF REPORTS	23
12.1	ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES	23
	To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.	

-
- | | | |
|-------------|--|------------|
| 12.2 | INSTRUMENT OF DELEGATION TO CHIEF EXECUTIVE OFFICER | 65 |
| | To seek the approval of Council of the updated Instrument of Delegation from Council to the Chief Executive Officer. | |
| 12.3 | COUNCIL AND WELLBEING PLAN 2021-2025 ANNUAL ACTION PLAN 2022/23 SECOND QUARTER PROGRESS REPORT | 72 |
| | To provide the second quarter update on the progressive achievement of the Council and Wellbeing 2021-2025 Annual Action Plan 2nd Quarter Progress Report for 2022/23. | |
| 12.4 | RESPONSE TO NOTICE OF MOTION 795: SCOPING REPORT ON A FUTURE ABORIGINAL CONTROLLED COMMUNITY HUB IN THE CITY OF MELTON | 92 |
| | To respond to Notice of Motion 795 for Officers to prepare an initial scoping report on the need, benefit and opportunity for a future, Aboriginal Controlled Community Hub (ACCH) in the City of Melton. | |
| 12.5 | RESPONSE TO NOTICE OF MOTION 827 (CR ABBOUSHI) - COFFEE CUP RECYCLING BINS WITHIN THE CITY OF MELTON | 167 |
| | To respond to Notice of Motion 827 tabled at the Council Meeting on 18 July 2022, that officers prepare a report to Council on opportunities, including placement of coffee cup recycling bins at key locations, to help reduce the number of single use coffee cups being sent to landfill in the City of Melton. | |
| 12.6 | RESPONSE TO NOTICE OF MOTION 830 (CR DEEMING) - JOINING THE ALLIANCE FOR GAMBLING REFORM | 173 |
| | To respond to <i>Notice of Motion (NoM) 830, resolved at the August 2022 Ordinary Meeting of Council, 'That Melton City Council become a member of the Alliance for Gambling Reform' (Cr Deeming).</i> | |
| 12.7 | RESPONSE TO PUBLIC PETITION REGARDING THE EXTENSION OF SHOGAKI DRIVE TO MOUNT COTTRELL ROAD, COBBLEBANK | 192 |
| | To provide a response to a public petition requesting the extension of Shogaki Drive to Mount Cottrell Road in Cobblebank. | |
| 12.8 | PLANNING APPLICATION PA 2022/7915 - USE OF AN EXISTING BUILDING FOR THE PURPOSES OF A ROOMING HOUSE AT 2-10 BRIDGE ROAD, MELTON SOUTH | 198 |
| | To consider and determine the planning application. | |
| 12.9 | PLANNING APPLICATION PA 2022-8080-1 - DEVELOPMENT OF THE LAND FOR AN ADDITIONAL DWELLING (SINGLE STOREY) AT THE REAR OF AN EXISTING DWELLING AT 5 COMIC COURT, HARKNESS | 219 |
| | To consider and determine the above planning application. | |

12.10	CHIEF EXECUTIVE OFFICER ANNUAL LEAVE AND APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER	255
	To consider a request for annual leave by the Chief Executive Officer and, subject to approval, to appoint an Acting Chief Executive Officer for the period of annual leave.	
13.	REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS	257
14.	NOTICES OF MOTION	258
14.1	NOTICE OF MOTION 859 (CR RAMSEY)	258
14.2	NOTICE OF MOTION 860 (CR SHANNON)	259
14.3	NOTICE OF MOTION 861 (CR RAMSEY)	260
14.4	NOTICE OF MOTION 862 (CR TURNER)	261
14.5	NOTICE OF MOTION 863 (CR VANDENBERG)	262
15.	COUNCILLOR'S QUESTIONS WITHOUT NOTICE	263
16.	URGENT BUSINESS	264
17.	CONFIDENTIAL BUSINESS	265
17.1	AUDIT AND RISK COMMITTEE MINUTES - 9 FEBRUARY 2023	266
	To present to Council the unconfirmed minutes (minutes) of the Audit and Risk Committee meeting held on Thursday 9 February 2023.	
17.2	YOUTH ADVISORY COMMITTEE (YAC) RECRUITMENT	278
	To seek Council endorsement to appoint 11 applicants to the Youth Advisory Committee 2023-2025.	
17.3	CONTRACT C23/002 ROAD CONSTRUCTION - BRIDGE ROAD, COBBLEBANK	289
	To seek Council's approval for the award of Contract No. 23/002 for Bridge Road Extension & Signalised Intersection Upgrade project.	
18.	CLOSE OF BUSINESS	299

1. **OPENING PRAYER AND RECONCILIATION STATEMENT**

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

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

Reconciliation Statement

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

2. APOLOGIES AND LEAVE OF ABSENCE

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

3. CHANGES TO THE ORDER OF BUSINESS

4. DEPUTATIONS

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

Pursuant to Part 6, Division 2 of the *Local Government Act 2020* and Council's Governance Rules, Councillors must declare any General Conflict of Interest or Material Conflict of Interest they have in any of the matters being considered at this meeting.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 27 February 2023 be confirmed as a true and correct record.

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

- Monday 13 February 2023 Summary of Informal Meeting of Councillors
- Monday 20 February 2023 Summary of Informal Meeting of Councillors
- Monday 27 February 2023 Summary of Informal Meeting of Councillors
- Monday 6 March 2023 Summary of Information Meeting of Councillors

RECOMMENDATION:

That Council receive and note the Summaries of Informal Meetings of Councillors dated 13 February 2023, 20 February 2023, 27 February 2023 and 6 March 2023 provided as **Appendices 1 – 4** respectively to this report.

LIST OF APPENDICES

1. Summary of Information Meeting of Councillors - 13 February 2023
2. Summary of Information Meeting of Councillors - 20 February 2023
3. Summary of Information Meeting of Councillors - 27 February 2023
4. Summary of Information Meeting of Councillors - 6 March 2023



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 13 February 2023	Time Opened:	6.20 pm
		Time Closed:	9.19 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr S Abboushi Cr J Farrugia Cr K Majdlik (arrived 6.34pm) Cr B Turner Cr A Vandenberg		
Officers present:	R Wai Chief Executive Officer P Leersen Chief Financial Officer S Romaszko Director City Futures T Scoble Director City Life N Whiteside Director City Delivery L Shannon Executive Lead Strategic Initiatives B Dosser Manager Legal, Governance and Risk E Rider Manager Community Planning (departed 8.36pm) K Walton Coordinator Transport and Traffic (departed 6.35pm) J Turner Coordinator Community Capacity (entered 7.06pm, departed 8.36pm) J Byham Community Grants Delivery Attraction Lead (entered 7.32pm, departed 8.36pm) R Hodgson Governance Coordinator		
Guests	Nil		
Apologies	Cr G Kesic Cr S Ramsey		
Matters discussed:	<ol style="list-style-type: none"> 1. Notice of Motion 843 and Response to Petition – School Crossing, Footpath and Right Turn Lane on Rees Road, Melton South. (6.20pm – 6.30pm) 2. Response to Petition – Parking at Melton South Community Centre (6.30pm – 6.35pm) 3. Notice of Motion 830 – Membership to Alliance for Gambling Reform (6.35pm – 7.06pm) 4. Notice of Motion 795 – Aboriginal Community Hub Scoping Report (7.06pm – 7.31pm) 5. Community Grants Review Workshop (7.31pm – 8.32pm) 6. General Updates for Councillor Information and Awareness (8.33pm – 9.16pm) 7. Councillor Discussion (9.16pm – 9.19pm) <ol style="list-style-type: none"> a) African men's group b) MAV Board Elections 		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?	No
--	----

REPORT PRODUCED BY:

Officer name:	Renee Hodgson	Date:	Monday 13 Feb 2023
----------------------	---------------	--------------	--------------------



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 20 February 2023	Time Opened:	6.29 pm
		Time Closed:	8.30 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr S Abboushi Cr J Farrugia Cr G Kesic Cr K Majdlik (departed 8.pm) Cr B Turner Cr A Vandenberg		
Officers present:	R Wai	Chief Executive Officer	
	P Leersen	Chief Financial Officer	
	S Romaszko	Director City Futures	
	T Scoble	Director City Life	
	N Whiteside	Director City Delivery	
	L Shannon	Executive Lead Strategic Initiatives	
	B Dosser	Manager Legal, Governance and Risk	
	R Hodgson	Governance Coordinator	
Guests	Nil		
Apologies	Cr S Ramsey		
Matters discussed:	1. Council Chamber Refurbishment (6.29pm – 6.52pm) 2. Council Meeting Agenda (6.53pm – 8.11pm) 3. MAV Elections (8.11pm – 8.18pm) 4. PA2020/7009/1 – Motel Development – 2 Gourlay Road and 12 Rupicola Court, Hillside (8.18pm – 8.22pm) 5. Councillor Discussion (8.23pm – 8.30pm) a) Works on Streaton Drive b) Impounding		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?			No
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson	Date:	Monday 20 February



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 27 February 2023	Time Opened:	6.15 pm
		Time Closed:	6.50 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr S Abboushi Cr J Farrugia Cr G Kesic Cr K Majdlik Cr S Ramsey Cr B Turner Cr A Vandenberg		
Officers present:	R Wai	Chief Executive Officer	
	P Leersen	Chief Financial Officer	
	S Romaszko	Director City Futures	
	T Scoble	Director City Life	
	N Whiteside	Director City Delivery	
	L Shannon	Executive Lead Strategic Initiatives	
	B Dosser	Manager Legal, Governance and Risk	
	R Hodgson	Governance Coordinator	
Guests	Nil		
Apologies	Nil		
Matters discussed:	1. Council Meeting Agenda		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?			No
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson	Date:	27 February 2023



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 6 March 2023	Time Opened:	6.25 pm
		Time Closed:	9.13 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr S Abboushi Cr J Farrugia Cr K Majdlik Cr S Ramsey (via teleconference from 6.28pm – 8.42pm) Cr B Turner Cr A Vandenberg		
Officers present:	R Wai Chief Executive Officer P Leersen Director Organisational Performance S Romaszko Director City Futures T Scoble Director City Life N Whiteside Director City Delivery L Shannon Executive Lead Strategic Initiatives B Baggio Manager Planning Services (departed 8.01pm) A Biscan Manager Recreation and Youth (departed 7.22pm) C Ciciulla Head Major Project Delivery (departed 7.37pm) J Horne Manager Environment and Waste (departed 6.27pm) E Rider Manager Community Planning (departed 7.37pm) R Hodgson Governance Coordinator		
Guests	Nil		
Apologies	Cr G Kesic		
Matters discussed:	1. Response to Notice of Motion 827 - Coffee Cup Recycling Bins (6.26pm – 6.27pm) 2. Caroline Springs George Cross Lease Variation Request (6.28pm – 6.52pm) 3. Plumpton Aquatic and Leisure Centre Status Update (6.53pm – 7.22pm) 4. Cobblebank Community Hub Update (7.23pm – 7.37pm) 5. General Updates for Councillor Information and Awareness (7.38pm – 9.07pm) 6. Councillor Discussion (9.08pm – 9.12pm) a) Melton South Facility b) MAV Board Election Results c) Spring Lake Fountain, Caroline Springs		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?			No
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson	Date:	Monday 6 March 2023

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- The Hon. Ros Spence MP, Minister for Suburban Development – Suburban Development portfolio

RECOMMENDATION:

That Council receive and note the following Parliamentarian and Departmental letters, received by the Mayor, provided as **Appendix 1** to this report:

1. The Hon. Ros Spence MP, Minister for Suburban Development – Suburban Development portfolio – dated 8 March 2023.

LIST OF APPENDICES

1. The Hon. Ros Spence MP, Minister for Suburban Development - Suburban Development portfolio dated 8 March 2023

OFFICIAL



The Hon Ros Spence MP

Minister for Prevention of Family Violence
Minister for Community Sport
Minister for Suburban Development

1 Spring Street
Melbourne, Victoria 3000 Australia

Ref: BMIN-2-23-27560

Cr Lara Carli
Mayor
Melton City Council
lara.carli@melton.vic.gov.au

Dear Cr Carli

As I wrote to you earlier this year, I look forward to working with you and your Council colleagues in my capacity as Minister for Suburban Development.

The Suburban Development portfolio drives the suburban policy agenda for the Victorian Government, through our Metropolitan Partnerships and Suburban Revitalisation programs. The portfolio is supported by the Office for Suburban Development, which works closely with local government and community leaders to identify the challenges and aspirations of metropolitan communities. These insights then inform investments in local community infrastructure, programs and services to enhance the liveability and social capital of Melbourne's suburbs.

A key part of our approach is collaboration between local government, business and community leaders, service providers and Victorian government departments and agencies. Importantly, listening to the voices of local communities allows us to identify and help to deliver locally conceived, place-based solutions that make a real difference to the people living and working across Melbourne.

In the Western Metropolitan region, Suburban Development programs have invested more than \$15.5 million in 129 projects.

Since the portfolio's establishment in 2016, the State Government has invested almost \$77 million, mostly in partnership with local government and community organisations, in more than 660 initiatives with a total value of over \$173 million.

The Metropolitan Partnerships program is an effective way for communities to advise the Victorian Government on priorities for jobs, services and infrastructure across the six metropolitan regions. Engagement with local governments is key to the program's continued success and I welcome the continued participation of your CEO, who has a key role in identifying community issues that have regional significance.

Thank you also for your Council's continued support of the Melton Suburban Revitalisation Board and I look forward to the Board's ongoing advice on priorities to support the Melton community.

Your details will be dealt with in accordance with the *Public Records Act 1973* and the *Privacy and Data Protection Act 2014*. Should you have any queries or wish to gain access to your personal information held by this department please contact our Privacy Officer at the above address.



OFFICIAL

OFFICIAL

Building on the expertise, knowledge and insights of the Metropolitan Partnerships and Suburban Revitalisation Boards, I look forward to what we can achieve together for our community over the coming years.

Yours sincerely



The Hon Ros Spence MP
Minister for Suburban Development

08/03/2023

OFFICIAL

9. PETITIONS AND JOINT LETTERS

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

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

Nil.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Renee Hodgson - Governance Coordinator
Presenter: Roslyn Wai - Chief Executive Officer

PURPOSE OF REPORT

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

RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 3** to this report, and adopt the recommendations arising within the respective Minutes:

- 1) Reconciliation Advisory Committee, 7 December 2022
 - 2) Disability Advisory Committee, 2 February 2023
 - 3) Policy Review Panel, Out of Session Decision – 22 March 2023
-

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 the written record of the committee meetings, 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 2022/23 municipal year was approved by Council at its Scheduled Meeting on 12 December 2022.

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

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

Meeting Date	Advisory Committee	Attached
7 December 2022	Reconciliation Advisory Committee	Appendix 1
2 February 2023	Disability Advisory Committee	Appendix 2
22 March 2023	Policy Review Panel	Appendix 3

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. Reconciliation Advisory Committee minutes - 7 December 2022
2. Disability Advisory Committee minutes - 2 February 2023
3. Policy Review Panel minutes - 22 March 2023



MINUTES

RECONCILIATION ADVISORY COMMITTEE (RAC)

Held on 7 December 2022 at 6.35pm – 9:02pm at Kirrip Aboriginal Corporation and on Microsoft Teams

Members Present:

Cr Ashleigh Vandenberg	Councillor, Melton City Council
Aunty Julieanne Axford	Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation
Stephanie (Annie) Skinner	Wadawurrung Traditional Owners Corporation
Peter Webster	Local Aboriginal Community Member
Skye Gooch	Local Aboriginal Community Member
Joanne Layton	Local Aboriginal Community Member
John Bentley	Local Community Member
Shane Evans	Aboriginal and Torres Strait Islander Community Engagement Officer, Melton City Council

In Attendance:

Fiona Alexander	Coordinator Early Years Partnerships, Melton City Council
Kellie Robertson	Best Start Facilitator, Melton City Council
Elyse Rider	Manager Community Planning, Melton City Council

Apologies:

Cr Bob Turner	Councillor, Melton City Council
Jodie Turner	Community Capacity Coordinator, Melton City Council

Quorum *Quorum consists of one (1) Councillor, one (1) Council Officer and four (4) Aboriginal organisation or community members.*

Chairperson: Cr Ashleigh Vandenberg

Minute Taker: Shane Evans

1. Welcome and Introductions

- Cr Vandenberg opened the meeting at 6:35pm. Aunty Julieanne Axford Wurundjeri Elder provided a Welcome to Country to committee members.
- Cr Vandenberg welcomed and thanked everyone for attending in person and online, and thanked Peter Webster CEO Kirrip Aboriginal Corporation for hosting tonight's meeting.

MINUTES

- Cr Vandenberg advised the committee of the Cultural safety commitments and protocols.
- All members introduced themselves in person and online.

2. Apologies

- Jodie Turner and Cr Bob Turner were apologies.

3. Declaration of interests and/or conflict of interests

- Nil.

4. Confirmation of previous minutes of previous meeting

- Cr Vandenberg advised that the minutes from the 6 September 2022 meeting were circulated to the committee on 20 September 2022 for ratification. The minutes were adopted at the Ordinary Meeting of Council on 14 November 2022 with some corrections.

Noted: Cr A Vandenberg moved and P Webster seconded.

5. Business ArisingReconciliation Advisory Committee vacancies and EOI process**Previous Action:**

Council officers will follow the Expression of Interest process as per the Terms of Reference to fill the vacancies and broadly promote the opportunity to join the Advisory Committee.

- S Evans discussed the process for filling outstanding vacancies to join the RAC through promoting the EOI process and promotion to attract diverse members (age/experience and abilities):
 - Two Local Aboriginal Community member positions vacant
 - One Local Community member position vacant
- Council officers and the RAC have commenced an Expression of Interest process as per the Terms of Reference to fill the three vacancies and Council so far has received 3 EOI forms with interest from the Local Aboriginal Community in Melton.
- No cutoff date is stated, positions will be open until filled.

Action:

Council officers and RAC committee members to continue to promote through their networks an Expression of Interest EOI process as per the Terms of Reference to fill the vacancies.

Proposed way forward with wording of Acknowledgement of Country**Previous Action:**

The RAC agreed that Council will lead further work directly with Traditional Owner Elders to establish their position on suitable inclusive wording for use by the City of Melton. This position can then be shared with the RAC and adopted by Council.



MINUTES

S Evans reported on building a better relationship with the three Traditional Owner (TO) groups who occupy the traditional lands of Melton through the Acknowledgement of Country.

J Layton sought clarification of which Boon wurrung (Bunurong) group was engaged.

S Evans confirmed that a meeting was completed recently with Bunurong Elders Uncle Shane Clarke and Uncle Mik Edwards. Those meetings with Bunurong and Traditional Owner groups Wadawurrung and Wurundjeri Woi-wurrung took place engaging with senior Elders.

Cr A Vandenberg supported this approach by Council for engagement, advice and information gathering with TO groups that make up Melton City Council.

J Layton mentioned the need to acknowledge other clan groups in the Acknowledgement of Country, who are not Registered Aboriginal Parties, such as the Kurunjang people, and the need to acknowledge that history also.

A Skinner asked could we also consider including acknowledging other the clan groups as well in the Acknowledgement of Country.

E Rider suggested this is considered in other communications, such as information on Council's website regarding history, with advice sought from TOs.

J Layton noted that acknowledging all Aboriginal People who live and work in the City of Melton is also important. This also acknowledging elders from non-TO groups, something Council should consider in a respectful way.

S Evans confirmed with the committee that the ongoing engagement with the TOs would inform a recommendation on any changes or updates to the Acknowledgement of Country, which the RAC would review and which would be presented to Council for consideration.

Renaming of Darlingsford Lake

Previous Action:

S.Evans will continue to follow up with Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation who are completing the request for three naming options. These options will be presented back the RAC when they have been received.

S Evans advised that officers have been following up and liaising with Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation to gather further documentation from them and Wurundjeri Elder Aunty Gail Smith about providing to Council the 3–5 Woi-Wurrung names chosen for Darlingsford Lake, before payment can be made by Council.

Senior Wurundjeri Elder Aunty Gail has provided one name: Balah, which is a name related to Wurundjeri Elder and Ancestor William Barak. As a RAC Committee we can request additional options.

A Skinner: asked about the process with geographic names in Victoria.

S Evans: responded that this is only at the stage of working with Elders.

J Axford recommended that S Evans go back to Wurundjeri and speak with Aunty Gail Smith and get 2 other traditional name options for Darlingsford Lake.

Cr A Vandenberg recommended we seek further names to provide some context and photos back to the RAC for circulation prior to the next meeting. S Evans offered to visit the site with elders to support alternative names.

J Bentley: offered to send some drone footage and mentioned that Melton City Library is doing a story walk and this could be considered as a project after the renaming.

MINUTES

Action:

S Evans: Officers to request two additional name options from Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation for the Lake that reference local context, flora/fauna to assist with the selection of possible names.

Cultural information training for Councilors and Executive**Previous Action:**

S.Evans and J.Turner to promote involvement of key staff in these sessions through the internal consultation to be conducted as a part of the RAP project.

S Evans: Paula Stewart from NJAC is engaged to deliver the Cultural competency training to the executive team at Melton City Council. As part of the training NJAC and council will engage traditional owners to deliver with Paula some of the cultural content.

Sessions for Cultural competency training to Executive team have been postponed until February 2023.

J Layton asked why was the training delayed?

E Rider explained that Council had recently undertaken a realignment and recruitment process impacting its Executive team. This has now been completed and the training was postponed to enable participation. Future training opportunities can be explored through RAP development.

P Webster: advised that the title must be clarified: is it cultural safety training or Cultural information or competency training, and advised that the training should be compulsory for all leadership and Councilors.

J Layton: noted that lack of cultural safety and competency in organisations negatively impact community.

Djerriwarrh Festival feedback

P Webster noted several complaints relating to cultural competency in the Djerriwarrh Festival 2022:

- People were speaking over the top of the Welcome to Country – fire sirens etc. Council needs to ensure the Welcome is heard. This should be on the main stage of the event.
- The stall of Kirrip between a church and the Liberal party – Kirrip stall holders noted that some Councilors visited both stalls but did not also visit the Kirrip stall, which community members found disrespectful.
- Council advised that a smoking ceremony was not allowed at the site of the Welcome, this should be reconsidered and held in the main festival stage area.
- J Axford: noted cancellation of Welcome to Country in previous years at Djerriwarrh festival.

J Layton: suggested Reconciliation Action Plan should include the protocols on Welcome to Country. Noted the significance of a Welcome to Country for a festival that has an Aboriginal name.

J Layton and P Webster: agree that cultural training and cultural competency underpin all of the matters of concern.

J Layton and P Webster: also noted the opportunity to engage First Nations artists for the main event at this major festival.

A Skinner: asked for clarification of RAP process with staff and request to make clear RAP commitments across Council, including for events. E Rider described staff engagement process for new RAP.



MINUTES

Action:

E Rider: Officers will meet with the Events Management team to discuss the advice provided by and lessons learned to ensure improved engagement of the Aboriginal and Torres Strait Islander community, and particularly of TOs in the 2023 Djerriwarrh Festival.

Sitting fees for Aboriginal members of the RAC

Previous Action:

A documented policy position supporting the payment of sitting fees will be explored through Council's work in developing action items for the next Reconciliation Action Plan.

E Rider: Council endorsed position has been confirmed and can be shared with the RAC:

- When the minutes of the September 6, 2022 meeting went to Council at the November 2022 OCM, Council noted Item 4 on the discussion around consideration of sitting fees.
- Council advised that prior to the current Reconciliation Advisory Committee's term, this matter was determined in the Councillors and Delegated Committee Members Resources and Expenses Policy (August 2020), that no fees will be paid to members of Council's Advisory Committees.
- Council has noted that this item has been raised by the current Reconciliation Advisory Committee and will make a determination through the endorsement of a new Council Policy on Representation on Committees in 2023 regarding advisory committees of Council. This is instead of this being considered in the Reconciliation Action Plan development process.

J Layton said that a similar request was minuted in 2020 but raised many years earlier. Noted that the provision of cultural knowledge without remuneration is considered offensive.

P Webster: considered the sharing of cultural knowledge and expertise as not being the same as community engagement.

J Axford: Cultural awareness training should be compulsory for all council staff.

Action:

Officers to advise Council of the committees support for payment of cultural knowledge and update the Committee on the outcome of the new Council Policy on Representation on Committees in 2023 regarding advisory committees of Council.

Aboriginal Community Hub Scoping Report update

Previous Action:

S.Evans to review the ToR of the Scoping Report Working Group to reflect the RAC preference for the working group to be made up of local Aboriginal community representatives. The revised ToR will be distributed to the RAC members.

S Gooch and P Webster highlighted the community feedback to Council throughout the engagement process has been that any governance of a future ACCH would need to be led by an ACCO or Aboriginal Community representatives. This is inadequately reflected in the proposed TORs.

E Rider noted that the TORs for the working group were designed as a sub-committee of a Council Advisory Committee and asked the RAC if this was helpful to the process of seeking community feedback for the Scoping report.

Members agreed that they no longer wished to proceed with this sub-committee model as they had concerns that as a sub-committee it could not achieve appropriate levels of self-

determination and community leadership. The RAC reached agreement at the previous meeting to engage local First Nations community about Scoping Report through an engagement activity and an interview process with ACCOs and TOs.

Action:

Council officers to arrange two additional meetings with First Nations RAC members to listen to feedback on the scoping report themes – community need and benefit, Council's role, Service and Governance models and funding options. This feedback can then be incorporated into the draft Scoping Report.

Reconciliation Action Plan (RAP) – Engagement Plan

Items closed; plan distributed prior to meeting.

6. General Business**6.1 Yadabiling Boopup art project**

Chair invited Fiona Alexander and Kellie Robertson from Melton City Council's Families and Children's team to present on the Yadabiling Boopup art project and discuss potential sites with committee for this art piece to be located:

- J Layton: suggested Elders/grandparents and parents could be welcome to use the yarning circle with children.
- P Webster: Need to consider a specific Aboriginal space for kindergartens and play groups, this should be a space that is accessible to all Aboriginal people.
- RAC discussed that the artwork could be relocated to a future site if more suitable. Committee agrees that Bridge Road is the most viable option currently.
- RAC discussed the need for more artists from other traditional owner groups and the broader Aboriginal community to do work in the West. J Layton: A future Aboriginal Community Hub for Melton City could include Aboriginal Arts projects and support artists.
- J Layton mentioned that the Aboriginal artist is Wurundjeri. Need to hold artwork on Wurundjeri land.
- RAC requested further information on Melton City's approach to Aboriginal art support and development and public art.

Action:

- Circulate the PowerPoint and relevant information to RAC members with the minutes.
- Families and Children staff to arrange for the hanging of the artwork at Bridge Rd Community Centre.
- Officers to request a presentation of the Melton City public art strategy at a future RAC meeting



MINUTES

6.2 Aboriginal Controlled Community Centre – Scoping report work

- S Evans provided an update on Cr A Vandenberg's Notice of Motion (supported by Cr Turner), requesting Council officers prepare a scoping report on the need and model for an Aboriginal Controlled Community Hub (ACCH) in the City of Melton.
- Scoping report: research and engagement update

Bundy Girri Consulting (BGC) were appointed to support Officers to facilitate a series of Aboriginal meetings/workshops with the aim of further strengthening the relationships across the City of Melton while also gathering feedback on relevant topics.

Bundy Girri undertook an initial meeting with the RAC to help shape the engagement program (September meeting).

Bundy Girri supported by Council Officers facilitated the consultation with the three Traditional Owner groups within Melton's boundaries and also First Nation community members, providing a safe and respectful opportunity to gather feedback and recommendations to shape the development of this scoping report.

Specific groups consulted included:

- The Melton City Council Reconciliation Advisory Committee
- Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation
- Wadawurrung Traditional Owners Aboriginal Corporation
- Bunurong Land Council Aboriginal Corporation Traditional Owners
- Kirrip Aboriginal Corporation
- Victorian Aboriginal Child Care Agency (VACCA) & Aboriginal Executive Council (AEC)
- Aboriginal Housing Victoria
- Victorian Aboriginal Legal Service
- Victorian Aboriginal Health Service
- First Nations Community residing in Melton
- P Webster: An ACCH in Melton should always be led and driven by grassroots community otherwise it won't work and said community support is imperative to community success and self-determination.
- RAP discussed that the governance and service model for Aboriginal assistance and support is an important matter for further exploration in developing an ACCH.

6.3 Reconciliation Action Plan Project Update & Discussion

- Chair invited S Evans to talk about the community engagement completed to date. S Evans discussed themes within the engagement findings from Traditional Owners and ACCOs for discussion by the committee.

Key themes from consultations include:

- There is a need for Council and TOs to work together on matters such as the ACCH and there is much work that needs to be done to build a trusting and respectful relationship. The relationship needs to move past being transactional and to a mutually beneficial partnership.
- Similar to the TOs, ACCOs have a desire to deepen their relationship with Council and extend it beyond a transactional arrangement. Relationships with ACCOs need

MINUTES

to be at the Executive level as well as the officer level to ensure leadership supports the achievement of wellbeing outcomes for First Nations community.

- First Nations community expressed a desire to have a better relationship with Council that is grounded in Council having meaningful relationships with TOs and to see more progress with reconciliation.
- P Webster: recommended that Councillors attend consultation events with grassroots community in Melton. A really good event – many things were relayed by community at the event.
- P Webster: provided feedback on improvements to the wording of survey questions for use at these events.

6.4 Updates from members

Chair asked all members if they have any updates, announcements of events or matters, they would like to raise.

- Mt Cottrell massacre site memorial project – Peter Webster.

S Evans: provided an overview of this project (which as initiated in 2018). It was determined that initial consultation with TOs and other interested stakeholders had taken place include the discussion of the look/feel of a memorial on the site to mark the recorded massacre. Most of the original \$20,000 budget for the consultation phase of this project was not expended.

It was noted that this project lapsed because TOs not able to resource participation during COVID due to community priorities. It is also acknowledged that going forward TOs would need to be re-approached about this project as views/interests may have changed.

J Layton: requested that findings be sent to the Yoorrook Justice Commission.

Action:

- Officers will re-engage with the TO groups and Council's City Design and Strategy team to progress the memorial project

7. Next Meeting

The next meeting is to be held on Tuesday 7 March 2023.

8. Close of Business

The meeting closed at **9:02pm**

Best Start Yadabiling Boopup Darling Children

A vibrant, safe and liveable City accessible to all



What is Best Start?

Best Start is based on partnerships of local agencies and service providers to improve the outcomes for children.

- Early Years Partnership committee
- Vulnerable Children working group
- Melton and Moorabool Early Years Aboriginal Cultural Safety Working Group

A vibrant, safe and liveable City accessible to all



Statement of cultural beliefs

Our children:

- are our present and our future.
- should have access to good health, wellbeing and education programs so that they will be empowered to achieve their full potential.
- have the right to an education that strengthens their culture and identity.
- have the right to live in communities that are safe and free from violence.
- have the right to identify as Aboriginal Australians, to be proud of our history, cultural beliefs and practices.
- have the right to maintain connection to their land and country.
- have the right to maintain their strong kinship ties and social obligations.
- have a strong contribution to make to enrich the Aboriginal community and as members of the wider community.
- have a right to be taught our cultural heritage by our Elders.

A vibrant, safe and liveable City accessible to all



Project background

- Purpose - Develop an image that identifies programs across the City of Melton as culturally safe for the Aboriginal & Torres Strait Islander Community.
- Target audience - Community, with a particular focus on families and children who identify as Aboriginal and or Torres Strait Islander.
- Deliver - A piece of artwork that communicates the central values of Aboriginal communities, which are caring for country, culture, community and families.

A vibrant, safe and liveable City accessible to all



Artist Bio- Simone Thompson



A Melbourne based Aboriginal artist and Traditional Owner of Victoria's Woi-Wurrung Wurundjeri and Yorta-Yorta language groups through her mother.

Simone is a graduate student of Victoria's first Aboriginal school, Worawa Aboriginal College

A vibrant, safe and liveable City accessible to all



Yadabiling Boopup – Darling Children



Message from the artist

Three children thrive and play amongst the native Western Grasslands. Each child represents elements of the traditional land Melton sits on and is symbolised by their figures.

- The Bullum-Bullum Butterfly represents freedom of expression and is conveyed through having fun and playing. The spiny-rice flower is also depicted which is found in the grasslands of the region, as too the growling green frog and striped legless lizard. Bunjil the Eagle is the Creator Spirit and teaches us the importance of caring for country and protecting culture.
- The children play in the gathering circle surrounded by family and community highlighting strength in culture and the importance of extended family.
- The sun represents the nurturing strength of family, community and culture and helps our 'Yadabiling Boopup – Darling Children' grow and thrive.

A vibrant, safe and liveable City accessible to all



Selection of a venue

A thriving community where everyone belongs



Bridge Rd Children's and Community Centre

260-266 Bridge Road, Strathtulloh 3338
 Coburns Ward - Wurundjeri Land



<u>Kindergarten</u>	<u>2022</u>	<u>2023</u>
Bridge Road	12	15

A vibrant, safe and liveable City accessible to all





Yarning space outside more pics from Janelle

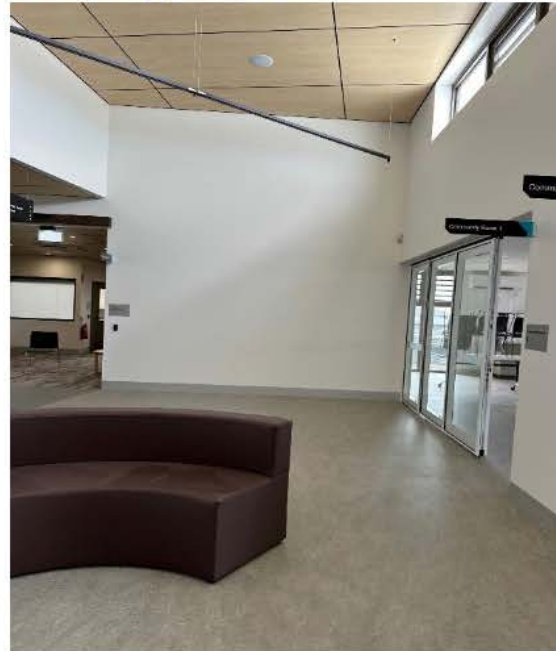
A vibrant, safe and liveable City accessible to all



Mt Atkinson Children's and Community Centre

180 Clara Avenue, Truganina, 3029

Cambridge Ward – Bunurong Land



A vibrant, safe and liveable City accessible to all



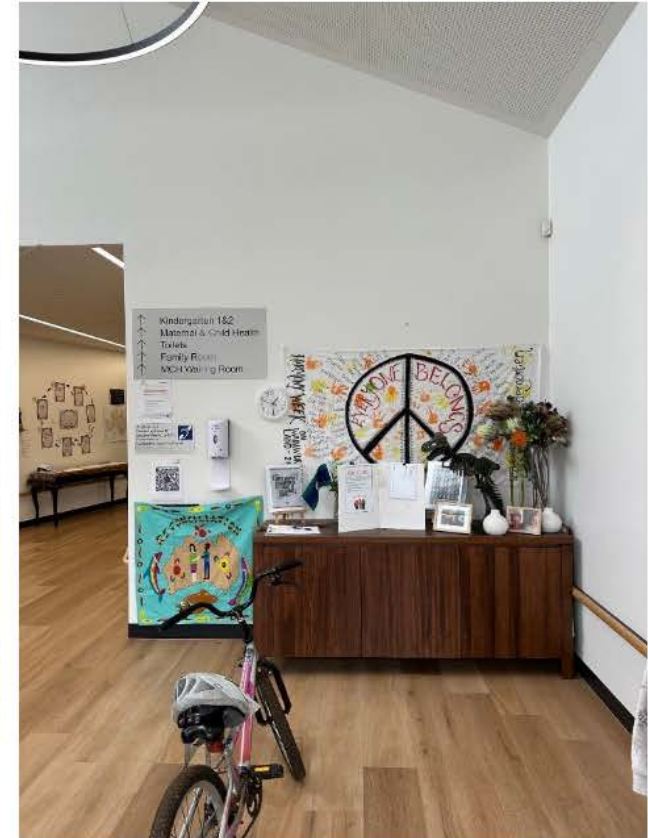


A vibrant, safe and liveable City accessible to all



Eynesbury Early Learning Centre

756 Eynsbury Road, Eynesbury, 3338
Coburns Ward - Wadawurrung land



A vibrant, safe and liveable City accessible to all





A vibrant, safe and liveable City accessible to all



Thank you!

Contact details & next steps

A vibrant, safe and liveable City accessible to all





MINUTES

DISABILITY ADVISORY COMMITTEE

Held on 2 February 2023 at 12.00pm at the Melton Library and Learning Hub

Present:

Name	Title	In	Out
Cr L Carli	Mayor	12:00 p.m.	1:36 p.m.
Cr K Majdlik	Councillor	12:00 p.m.	1:36 p.m.
Cr S Ramsey	Councillor	12:00 p.m.	1:36 p.m.
R. Wai	Council Officer – Chief Executive Officer	12:00 p.m.	1:36 p.m.
C. Crameri	Council Officer – Manager Community Care	12:00 p.m.	1:36 p.m.
A Tan	Council Officer – Housing Services Coordinator	12:30 p.m.	1:36 p.m.
N Migani-Roberts	Council Officer – Advocacy and Inclusion	12:00 p.m.	1:36 p.m.
M Hutchinson	Council Officer – Design and Infrastructure Coordinator	12:00 p.m.	1:36 p.m.
J Chaaban	Council Officer – Free from Violence	12:00 p.m.	12:35 p.m.
B Coogan	Council Officer - Gender Equality	12:00 p.m.	12:35 p.m.
M. Sidhu	Community representative	12:00 p.m.	1:36 p.m.
A Alfonzo	Community representative	12:00 p.m.	1:36 p.m.
T Woof	Community representative	12:00 p.m.	1:36 p.m.
L Campbell	Community representative	12:00 p.m.	1:36 p.m.
A Page	Team Leader, Support Coordination, MacKillop Family Services	12:40 p.m.	1:00 p.m.
S Roldan	Manager, Community Services, MacKillop Family Services	12:40 p.m.	1:00 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

H. Sayers Community Representative



MINUTES

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Cr L Carli confirmed the minutes of the December Disability Advisory Committee (DAC) meeting will be endorsed at the Council meeting to be held 27 February 2023.

5. Actions from previous minutes

N. Migani-Roberts informed the committee that a letter had been written and sent 14 December 2022 to The Hon Ben Carroll MP, Minister for Public Transport on behalf of the DAC, advocating for our residents with disability and concerns regarding our local buses. To date, a reply has not been received.

6. Free from Violence Local Government Grant Program

J. Chaaban, Free from Violence Officer and B. Coogan, Gender Equality Officer presented to the committee an outline of the Free from Violence funding.

J. Chaaban explained the objectives and invited the Committee to share their ideas on inclusive programs with the focus of women with disability.

Action:

N. Migani-Roberts to email the Free from Violence presentation to Committee members.

7. MacKillop Family Services

S. Roldan, Manager of Community Services and A. Page, Team Leader of Support Coordination presented to the committee an overview of MacKillop Family Services, programs and support services they provide to residents in the municipality.

Action:

N. Migani-Roberts to email S. Roldan and A. Page's contact details to the Committee members for follow up as required.

8. Advocacy and Inclusion Officer Update

Welcoming Spaces Project

N. Migani-Roberts provided an update to the Committee of the Welcoming Spaces Project (WSP). In January the WSP working group conducted an audit on five Melton Community Facilities with a gender equity and accessibility lens.

The five Community Facilities audited were;

- Kurunjang
- Botanica Springs
- Bridge Road
- Timbertop
- Fraser Rise

N. Migani-Roberts informed the Committee that the outcome from the audit will be making recommendations to Executive that the guidelines for new and existing facilities be updated or replaced to include clear requirements around accessibility.



MINUTES

Changing Places Caroline Springs

N. Migani-Roberts updated the Committee on Changing Places, Caroline Springs. The tender package documents are currently available till the 14 February 2023.

Growing and Thriving, A Strategy for all Abilities and All Ages

N. Migani-Roberts presented to the Committee the finalised Easy English document that Melton City Council has working in collaboration with SCOPE to design. This is Melton City Council's first Easy English document. The document is currently available on our Melton City Council website and available in hard copy via request from Nicole Migani-Roberts.

Harmony Day

N. Migani-Roberts informed the Committee of Melton City Council's celebration for Harmony Day, 18 March 2023.

N. Migani-Roberts had been invited to consult with Council's Team Leader of Diversity and Intercultural, E. Dileri regarding improvements to accessibility for the event.

The following recommendations and changes have been implemented for the event;

- Wording change to include 'All abilities'
- Chill out zone

Disability Awareness Training

N. Migani-Roberts discussed the development of an online training module for all new and existing Melton City Council staff for Disability Awareness.

R. Wai suggested that N. Migani-Roberts also explore in person training for Melton City Council customer facing staff.

Action:

N. Migani-Roberts to share the Easy English document with the Committee.

N. Migani-Roberts to continue to provide updates to the Committee on the Changing Places Project.

N. Migani-Roberts to explore in person Disability Awareness training, in addition to online module training for Melton City Council staff.

9. Business Arising

Nil

10. General Business

STAR Awards

C. Crameri was pleased to inform the Committee that A. Tan and N. Migani – Roberts had both been recipients of a 2022 Melton City Council STAR Award.

HACC PYP Funding

C. Crameri announced to the Committee that in December 2022, Council received notification from Department of Health and Human Services (DHHS) advising that we were obtaining an additional one off funding of \$46,188.39 to support Home and Community Care



MINUTES

Program for Young People (HACC_PYP)clients to access/transition to the National Disability Insurance Scheme.

11. Next Meeting

Date: 6 April 2023

Time: 12.00p.m. – 2.00p.m

Venue: Melton Library and Learning Hub, Buckley and Shebler rooms.

12. Close of business

The meeting closed at 1:36 p.m.



MELTON CITY COUNCIL

**Out of Session Decision of the Policy
Review Panel of the Melton City Council**

22 March 2023

MINUTES OF THE POLICY REVIEW PANEL

22 MARCH 2023

TABLE OF CONTENTS

1.	CONSIDERATION OF STAFF REPORTS	2
1.1	KINDERGARTEN CENTRAL REGISTRATION POLICY	2

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

MELTON CITY COUNCILOUT OF SESSION DECISION OF THE POLICY REVIEW PANEL
OF THE MELTON CITY COUNCIL MADE ON 22 MARCH 2023

Members: Cr Carli (Chair), Cr Majdlik, Cr Shannon, Cr Vandenberg

I

Council's Policy Review Panel endorsed the proposed amendments to the Kindergarten Central Registration Policy by Out of Session decision on 22 March 2023.

1. CONSIDERATION OF STAFF REPORT §**1.1****KINDERGARTEN CENTRAL REGISTRATION POLICY**

Responsible Officer: Troy Scoble - Director City Life
 Document Author: Matthew Welsh - Coordinator Early Childhood
 Date Prepared: 09 March 2023

Recommendation:

That Council approve the amended Kindergarten Central Registration Policy (Appendix 1)

1. Background**1.1 The Policy**

Melton City Council currently operates the central kindergarten registrations for both Three and Four-Year-old children within 26 Council operated facilities across the municipality, in collaboration with eight (8) providers.

The proposed Policy updates the previous Kindergarten Central Enrolment Policy, incorporating minor changes required by State Government in the Kindergarten priority access guidelines and access to free kinder as part of the Early Childhood Reform Plan.

The Panel should note that requested minor changes are in line with State Government funding requirements to ensure access to kindergarten for vulnerable members of our community as well as consistency in children attending across the 3 and 4-year-old programs.

1.2 Sources/benchmarking

Policy development and subsequent procedures are based on the requirements of the:

- State Government funding requirements
- Department of Education (DE) Priority of Access guidelines.

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL**22 MARCH 2023**

The Policy supports the Central Registration Enrolment Scheme (CRES) model - previously known as 'Central Enrolment' – which is a best practice model for local councils to support families and carers to secure a kindergarten place for their children.

CRES provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs.

As the Kindergarten Central Registration Policy is based on the requirement of State Government guidelines, a Gender Impact Assessment was not required.

1.3 Consultation

The amendments have been developed in line with the State Government's updated priority of access requirements and access to free kinder as part of the Early Childhood Reform Plan.

1.4 Communication and Implementation

The policy will be implemented by the kindergarten registration officers in conjunction with the Children Services Team Leader, Coordinator Early Childhood, and Manager Families and Children.

The Policy and subsequent procedure will replace the current versions on Melton City Council website.

1.5 Compliance

The policy considers the Local Government Act 2020 including the overarching Governance Principles and the Five Supporting Principles. This supports Council to develop an integrated, longer-term and transparent approach to planning with responsible use of resources to ensure financial, social and environmental sustainability.

The changes to the existing policy include:

- Updating language/terminology throughout to be consistent with state government legislative and reform changes
- Updating process of registrations by non-residents, and
- General formatting

It is also compliant with DE funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services and maintaining confidentiality, inclusion and accessibility.

The Policy enables compliance with the Early Years Compact Agreement and commitments in relation to prioritising the safety, development, and wellbeing of children, especially those experiencing vulnerability and disadvantage.

1.6 Measures of Success

The Policy will be reviewed alongside continuous improvement strategies as per a DE/MAV approved and required process.

LIST OF APPENDICES

1. Kindergarten Central Registration Policy

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Item 1.1 Kindergarten Central Registration Policy
Appendix 1 Kindergarten Central Registration Policy

	Kindergarten Central Registration Policy
Version No.	V23.1- February-March 2023 2
Endorsement	Executive – 16-February-2022 Policy Review Panel – 17-February-2022
Authorisation	Council – 7-March-2022
Review Date	March 2023 2024
Responsible Officer	Manager Families and Children
Policy Owner	Early Childhood Coordinator

1. Purpose

This policy outlines the allocation of kindergarten places by Melton City Council's Kindergarten Central Registration Enrolment Scheme (CRES).

2. Scope

This policy applies to parents/guardians wishing to access a three or four year old kindergarten place, Kindergarten ~~Providers~~Early Years Manager's (EYMS), Council officers and agencies involved in the placement of children into three or four year old kindergarten as part of Council's CRES.

Melton City Council CRES does not include funded kindergarten programs provided in Long Day Care centres.

3. Background

A CRES is a local government-led program that aims to minimise the barriers to getting Victoria's children into kindergarten with the provision of a ~~b~~Best ~~p~~Practice model of Central Kindergarten Registration. The CRES takes a holistic view of a child's journey from birth to their first day at kindergarten. It is a collaborative model that coordinates councils, service providers, MCH staff, support services and other stakeholders to support families and carers.

Melton City Council has implemented the CRES to support Best Practice recommendations endorsed by DET and MAV. The CRES will support:

- transparently, fairly and equitably allocate kindergarten places in line with the Department's (DET) Priority of Access guidelines
- proactively identify and enrol vulnerable children in quality kindergarten programs
- minimise administrative burden on service providers
- responding to the needs of the community in early year's services provision.

In partnership with Kindergarten ~~Service-Providers~~EYMS, Melton City Council Kindergarten CRES operates central registration, and allocation of kindergarten places for both three and four year old children within ~~twenty-two~~twenty six (26) kindergartens across the municipality.

Once a child has been allocated a place, Kindergarten ~~EYMS~~Service-Providers are responsible for the kindergarten enrolments within their service.

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Item 1.1 Kindergarten Central Registration Policy

Appendix 1 Kindergarten Central Registration Policy

4. Definitions

Word/Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a three-3 or four-4 year old Kindergarten program within the Council KCES Kindergartens.
Applicant	A child whose parent/guardian has lodged a completed kindergarten registration.
<u>Best Practice</u>	<u>A best-practice model that streamlines the process of registering and enrolling children in kindergarten for families and service providers, ensuring the process is simple, consistent, inclusive and equitable.</u>
CRES- Central Registration Enrolment Scheme	The CRES model is designed to reduce challenges for Central enrolment schemes and achieve consistency of kindergarten registration across Victoria. The model has been co-designed by stakeholders across Victoria, the Department of Education and Training (DET) and the Municipal Association of Victoria (MAV).
Deferrals – Four Year Old	Children of City of Melton residents who attended kindergarten in Term 4 <u>One</u> , but withdrew their place and deferred to the following year with DET approval. Children, who have deferred from a four year old kindergarten place and are considered by DET not to have accessed a year of funded kindergarten, are therefore eligible for kindergarten funding in the following year.
DET	State Government Department of Education and Training.
Eligible Child	A child who is eligible to be allocated a place in a CRES Melton City Council kindergarten.
Early Start Kindergarten (ESK)	Early Start Kindergarten provides free or low cost kindergarten to eligible three-3 year old children who identify as Aboriginal or Torres Strait Islander or Refugee or Asylum Seeker or are known to Child Protection. Early Start Kindergarten will continue to provide 15 hours a week of subsidised Kindergarten till 2029 when three-year-old children across the state will have access to 15 hours of subsidised Kindergarten.
Early Years Compact Agreement	A ten year agreement between Department of <u>Families, Fairness and Housing, Health Human Services</u> Department of Education and Training and local government with the goal to support vulnerable children including to increase the participation of children in out of home care and children known to child protection in early years services Goals: <ul style="list-style-type: none"> • Vulnerability, location and disadvantage do not determine outcomes for children • Families are well supported by high quality, inclusive services for children and families in the early years. • families can access help when and where they need it • Stronger place-based governance and planning.

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Item 1.1 Kindergarten Central Registration Policy

Appendix 1 Kindergarten Central Registration Policy

Word/Term	Definition
Funded Kindergarten Place	After enrolment, children receive a funded DET kindergarten place when they attend kindergarten in the year before school From 2022, funded kindergarten places will be available for the two years prior to a child starting school Children are eligible for only one year of each three-3 and four-4 year old kindergarten place
Non Residents Families who reside outside the municipality	Families who reside outside the Melton City Council municipality. Families are also considered to live outside the municipality boundaries if they move out of the municipality prior to the commencement of the Kindergarten year.
The Kindergarten Funding Guide	The Kindergarten Funding Guide is developed by DET and is updated from time to time to guide Kindergarten Providers EYMS on operations including the eligibility criteria for funding and pPriority of aAccess eCriteria .
Kindergarten-Fee Subsidy (KFS)	The kindergarten-fee-subsidy is a government-subsidy that enables eligible children to attend a funded kindergarten program (sessional Kindergarten or Long-Day-Care) at a minimal cost in the year prior to commencing school.
Kindergarten Registration	Information provided to Melton City Council by Parent/ Guardians carers , advising of the request for a three-3 and/or four-4 year old child to be allocated a kindergarten place. This information is used by Melton City Council to allocate the child a kindergarten place and provided to the Kindergarten Service Provider EYMS to process enrolment
Kindergarten Enrolment	Completed by a Kindergarten Service-Provider EYMS to enrol a child within their service
Kindergarten Early Years Managers (EYMS) Provider	The service which operates the Kindergarten program that is participating in CRES
Kindergarten Priority of Access Criteria	In line with the Victorian State Government Kindergarten-Guide and the DET Priority of Access Guidelines Criteria , Priority of aAccess eCriteria is implemented to support fair and equitable access to kindergarten
Registration Fee	A non-refundable fee payable when lodging a registration for kindergarten that contributes to the cost of Council administering the KCES Kindergarten Registrations .
MAV- Municipal Association Victoria	The legislated peak body for local government in Victoria. The legislated peak body for local government in Victoria

5. Policy Statement

Melton City Council is committed to:

- meeting the needs of the local community [regarding kindergarten placement / enrolment](#)
- equal access for all children based on the priorities set out in this policy
- compliance with the *Local Government Act 2020, Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*
- compliance with DET funding requirements relating to the enrolment of children in State Government Funded Kindergarten Services

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Item 1.1 Kindergarten Central Registration Policy
Appendix 1 Kindergarten Central Registration Policy

- maintaining confidentiality in relation to all information provided on Kindergarten application forms
- being inclusive of all people, acknowledging the contribution of people and communities from diverse backgrounds, within the municipality
- striving for Gender Equity as per the Equality and Respect 2030 Strategy.

Melton City Council is committed to the shared goals of the Early Years Compact and is committed to providing an inclusive and accessible kindergarten registration service to support **all** children's access to kindergarten.

The CRES model aims to:

- assist vulnerable families / carers who are at risk of not enrolling their child in kindergarten
- inform infrastructure, early years planning and investment: for evaluation and future planning, during which Council can gather data on current and projected demand for early years services
- ease of access for families: a CRES enables families / carers to register for enrolment at the number of kindergartens with a single registration form
- fair allocation of kindergarten places: CRES ensures the [Victorian Kindergarten Priority of Access eCriteria](#) are applied so that children experiencing vulnerability or disadvantage have priority access to kindergarten. Additionally, children can also be prioritised based on locally agreed criteria
- increase uptake of kindergarten: the CRES seeks to find and register as many kindergarten-aged children as possible through a network of stakeholder relationships
- continue to ease the burden on individual kindergartens so that they can run most effectively, and the value of council-owned facilities is maximised.

Central Kindergarten registration procedures, systems and software will align with the CRES Best Practice model.

6. Eligibility Criteria

[In accordance](#) [Consistent](#) with State Government funding agreements, the following children are eligible to attend kindergarten:

- Children who are three years of age or older by 30 April in the year they are to attend three year old Kindergarten.
- Children who are four years of age or older by 30 April in the year they are to attend four year old Kindergarten.
- Families of children born between January and April can decide whether to enrol their children in the year they turn three, or the following year. These decisions will be up to the individual families and factors that might be taken into consideration include the individual child's developmental and learning levels, family circumstances and potential school starting ages.

Early Start Kindergarten provides [free or low cost](#) kindergarten to eligible three year old children where programs are offered by a qualified Kindergarten teacher. Eligible children are those identified as Aboriginal and/ or Torres Strait Islander decent or a refugee and/or asylum seeker or known to Child Protection. Children eligible for ESK funding continue to have access to 15 hours of kindergarten per week.

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Item 1.1 Kindergarten Central Registration Policy
Appendix 1 Kindergarten Central Registration Policy

[Refer to the Melton City Council website for more information on eligibility criteria and language services available to families who require assistance, such as an interpreting service.](#)

7. Allocation Priorities

The DET Priority of Access [Guidelines-Criteria](#) states that in instances where more eligible children apply for a place at a kindergarten service than there are places, available children must be prioritised via:

- Children at risk of abuse or neglect, including children in Out-of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy
- Children with additional needs defined as children who:
 - Require additional assistance in order to fully participate in the kindergarten program
 - Require a combination of services which are individually planned
 - Have an identified specific developmental delay

Any parent or child with an experience of displacement (a refugee experience or experience similar to a refugee) will be considered by exemption for ESK.

[In-lineConsistent](#) with the [Victorian-State](#) Government [Kindergarten-Guide](#) and the DET Priority of Access [GuidelinesCriteria](#), locally agreed criteria may be implemented to prioritise and determine the order of offers made. To support fair and equitable access to kindergarten, children of City of Melton residents will also be considered for priority of access should they have the following risk factors of vulnerability:

- A parent/[guardian](#) or child has a life threatening or debilitating illness or disease
- A parent/[guardian](#) who has a disability, diagnosed mental illness or drug and/or alcohol dependency
- Court orders that limit choices for Kindergarten
- Risk of family violence
- Risk of homelessness
- Eligibility for Early Start Kindergarten.

Children of City of Melton residents will also be prioritised if they have:

- attended Kindergarten in Term ~~1~~[One](#) but withdrew
- are eligible for a second year of funded ~~four~~[4](#) year old Kindergarten
- previously attended or had a sibling attend the Kindergarten of preference, in a three or four year old program, in the year of enrolling the current child or the previous year
- Attended the ~~three~~[3](#) year-old Kindergarten they are wanting to enrol for ~~four~~[4](#) year old for the first ~~two~~[2](#)-terms of ~~three~~[3](#) year old Kindergarten
- two children from the same family enrolling for kindergarten in the same year.

Note: Once ~~1st-First~~ and ~~2nd-Second~~ round allocations have been finalised, children will be prioritised according to the number of criteria met.

- In mixed-age groups, the Priority of Access [Criteria](#)[guidelines](#) will equally prioritise three and four year old children considered vulnerable under the policy.
- Where programs for three and four year olds are provided separately, the Priority of Access [Criteria](#) should be applied separately for each age cohort.

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Item 1.1 Kindergarten Central Registration Policy
Appendix 1 Kindergarten Central Registration Policy

In the situation that three and four year old registration has been completed on the same registration form, [the Priority of Access Criteria](#) must be considered separately for each year at the point of allocation.

7.1. Families who reside outside the municipality Non Residents

- Kindergarten applications from families who reside outside the [Melton City Council](#) municipality are required to have [General Manager/Director City Life](#) final approval and acceptance based on recommendations from [Council Officers/Manager](#) [based on the criteria above](#).
- [Applications from residents residing outside the municipality wishing to enrol for Kindergarten the following year will not be assessed until November of the year of application and will be determined on the Kindergarten vacancies at that time. Families should expect to receive an e-mail of the outcome of this decision by late November to early December](#)
- [Any applications received in the year that the child is due to commence Kindergarten will be reviewed by the general manager/Director City Life within four weeks of the application date.](#)
- [Non resident's Residents who have been accepted a placement for their child's 3 year old Kindergarten year are not guaranteed a 4 year old placement the following year. Normal Non Resident processes will still apply.](#)
- Families are considered to live outside of the municipal boundaries if they move out of the municipality prior to the commencement of the Kindergarten year.

Note: Children in Out of Home Care may be an exception to the above and will be considered on a case by case basis according to the best interest of the child in consideration of the Early Years Compact Agreement

7.2. Second year of funded 4 year old Kindergarten

DET provides funding to support children to access a Kindergarten program in the two years before they start school.

As per [the Kindergarten Funding Guide](#), a child is eligible to receive a second year of four year old funded Kindergarten if:

- the child is observed by the Early Childhood teacher as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework
- there is evidence to suggest that the child will achieve better outcomes if they attend a second year of funded Kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

7.3. Deferrals

- In accordance with [the Kindergarten Funding Guide](#) and its successor agreements, an enrolment may be deferred within Term [4One](#), provided the registration has not been recorded by the Kindergarten teacher on the DET Kindergarten Information Management System.
- Families wishing to defer their enrolment should speak with Kindergarten [EYM](#) staff as soon as possible to discuss their child's readiness for Kindergarten.

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Item 1.1 Kindergarten Central Registration Policy
Appendix 1 Kindergarten Central Registration Policy

- Families, in consultation with the Kindergarten teacher, are required to complete a [Deferral form](#) whereby their enrolment will be re-offered the following year.

Note: Families wishing to defer who do not attend the Kindergarten program will not be entitled to a Deferral. The child will need to be re-enrolled following the standard enrolment process.

8. Registration

8.1. Registration Forms

- Registration forms must be completed and accompanied by the registration administration fee (non-refundable) with supporting documentation as outlined in the Kindergarten [information booklet](#).
- Registrations for both three and four year old kindergarten may be completed separately or within the same form.
- Kindergarten referral and expression of interest forms are for the purpose of identifying kindergarten eligible children. Information contained in the forms will be used to support kindergarten engagement but does not constitute a kindergarten registration or allocation.

8.2. Fee Waiver

- A fee waiver will automatically apply to families eligible for [Early Start Kindergarten](#) and [those that meet the fee waiver criteria listed in the Kindergarten Information Booklet. Kindergarten Fee Subsidy and Early Start Kinder.](#)
- A fee waiver due to financial hardship may be applied.

8.3. Closing Dates

- The closing date for the first and second round allocation of places will be listed on the registration form.
- Registration forms may be submitted for the remainder of the year, but will not be included in the first and second round of allocations unless they are received by the required date.

8.4. Changing Preferences

- A change of preference must be lodged with [the a Kindergarten Registration Officer](#). Once received, this change of preference will be treated as a new registration and processed in the next allocation round. Fees are applicable.

8.5. Allocation of Places

Places will be allocated to eligible children, including those who are on the preference list, in accordance with the preference listed on the application form and in line with the [KCES Allocation Priorities](#) of this policy.

8.6. Reserving Places

Two places per Kindergarten will be reserved for high priority children. DET defines [High Priority children](#) to be:

- Children at risk of abuse or neglect, including children in Out-of-Home Care, Aboriginal and/or Torres Strait Islander children, or Asylum seeker and refugee children
- Children [who meet the fee waiver criteria listed in the Kindergarten Information Booklet](#) [eligible for the Kindergarten Fee Subsidy](#)
- Children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program
 - require a combination of services which are individually planned

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Item 1.1 Kindergarten Central Registration Policy
Appendix 1 Kindergarten Central Registration Policy

- have an identified specific disability or developmental delay

These places will be reserved until 30 October. Any remaining reserved places not filled by 30 October will be made available to preference list families and subsequent allocation rounds.

8.7. Managing Preference Lists

Children on preference lists will be allocated places once vacancies arise at individual Kindergartens. Places are allocated in order of the computer generated preference list and in line with the Allocation Priorities of this policy.

8.8. Offers

Families will be notified of a Kindergarten place after the close of first round allocations.

- If vacancies are not available at a preferred Kindergarten, Applicants will be placed on a preference list in accordance with the Allocation Priorities outlines in this Policy.
- Second round offers will be administered approximately four weeks after the first round of offers.
- Offers after this time will be administered weekly.

8.9. Acceptance of place

- Following the offer of a place by Council, the parent/guardian must notify their acceptance to Council by the date listed on the letter. Families who do not notify by the date advised will forfeit their place.
- Parents/guardians who do not receive an offer to a Kindergarten of their choice will be notified that they are awaiting allocation via a preference list.
- Parents/guardians who choose to wait for the Kindergarten of preference and not take up a second or third preference offer will be placed on a preference list.

9. Kindergartens located on school sites

[Enrolling your child](#) A child enrolled into a City of Melton Kindergarten on a [primary](#) school site does not confirm your child's entry into that school the following year.

For further information in relation to school zoning boundaries go to www.findmyschool.vic.gov.au. For school enrolment processes, contact your local primary school.

10. Privacy

Access to completed application forms will be restricted to the Kindergarten Registration Officers, and other relevant Council Officers, in accordance with Council's Information Privacy Policy. Sharing of information will only occur with the consent of enrolling parent or if required by law.

11. Responsibility and Accountability

11.1	Kindergarten Registration Officer <ul style="list-style-type: none"> • Responsible for the administrative tasks associated with the receipt of registrations and allocation of Kindergarten placements in line with the Allocation Priorities of this policy allocation priority criteria.
11.2	Kindergarten Engagement Officer <ul style="list-style-type: none"> • Responsible for the identification, active engagement and outreach to families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement • Support the kindergarten registration and allocation process for families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Item 1.1 Kindergarten Central Registration Policy

Appendix 1 Kindergarten Central Registration Policy

11.3	Children's Services Program Team Leader <ul style="list-style-type: none"> Ensure that program procedures and systems support the Policy Oversee Policy is implemented, referred to and reviewed as appropriate.
11.4	Kindergarten Providers EYMS <ul style="list-style-type: none"> Responsible for processing enrolments Responsible for providing families with session times, orientation sessions and fee information in relation to the day to day operations of the Kindergarten program Responsible for all operations of the Kindergarten including employing Kindergarten staff.
11.5	Parents & Guardians <ul style="list-style-type: none"> Responsible for providing all required documentation for the Kindergarten registration form by the date indicated in the Kindergarten information booklet.

12. References, Sources, Links to Legislation and Other Documents

Name	Location
Charter of Human Rights and Responsibilities Act 2006	www.legislation.vic.gov.au
Child Wellbeing and Safety Act 2005	www.legislation.vic.gov.au
Children, Youth and Families Act 2005	www.legislation.vic.gov.au
Child Safe Standards	www.legislation.vic.gov.au
Disability Discrimination Act 1992 (Commonwealth)	www.comlaw.gov.au
Education and Care Services National Regulations 2011	www.legislation.vic.gov.au
Education and Care Services National Law Act 2010	www.legislation.vic.gov.au
Equal Opportunity Act 2010	www.legislation.vic.gov.au
Victorian Gender Equality Act 2020	www.legislation.vic.gov.au
Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)	www.comlaw.gov.au
Kindergarten Funding Guide 2016	https://www.education.vic.gov.au/
Local Government Act 2020	www.legislation.vic.gov.au
Melton City Council Kindergarten Registration, language services and eligibility information	https://www.melton.vic.gov.au/
Privacy and Data Protection Act 2014	www.legislation.vic.gov.au
Sex Discrimination Act 1984 (Commonwealth)	www.comlaw.gov.au
Sex and Age Discrimination Amendment Act 2011	www.comlaw.gov.au
Health Records Act 2001	www.legislation.vic.gov.au
The Early Years Compact Agreement	https://www.education.vic.gov.au/
The Equality and Respect 2030 Strategy	https://www.melton.vic.gov.au/
Victorian Kindergarten policy, procedures and funding criteria.	http://www.education.vic.gov.au

OUT OF SESSION DECISION OF THE POLICY REVIEW PANEL

22 MARCH 2023

Confirmed

Dated this

.....CHAIRPERSON

12.2 INSTRUMENT OF DELEGATION TO CHIEF EXECUTIVE OFFICER

Author: Renee Hodgson - Governance Coordinator
Presenter: Roslyn Wai - Chief Executive Officer

PURPOSE OF REPORT

To seek the approval of Council of the updated Instrument of Delegation from Council to the Chief Executive Officer.

RECOMMENDATION:

That Council, in the exercise of the power conferred by s.11(1)(b) of the *Local Government Act 2020* (the Act), resolves that;

1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

REPORT

1. Executive Summary

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

This report presents the *S5 Instrument of Delegation to the Chief Executive Officer* to Council for approval.

This Instrument will provide for the proper and efficient use of Council's powers in allowing the Chief Executive Officer to undertake the day-to-day management of the organisation in a timely and responsive manner.

2. Background/Issues

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

This report presents the *S5 Instrument of Delegation to the Chief Executive Officer* to Council for approval, considering updates to encompass legislative provisions affecting local government. In this regard, Council has a subscription with Maddocks Lawyers who provide updates to legislative provisions in Instruments as part of their Delegations and Authorisations Service.

This Instrument was most recently adopted by Council at its meeting held 15 August 2022. It was updated at that time to incorporate the increased procurement value thresholds Council approved for the Chief Executive Officer.

This Instrument has been reviewed and updated to reflect the changes as advised by Maddocks, specifically with respect to expenditure limitations pursuant to s11(5) of the Act, which states that a delegation that includes the power to make any expenditure must specify a maximum monetary limit that cannot be exceeded.

This updated Instrument is presented to Council for adoption.

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

The recommendation has no direct financial consideration.

5. Consultation/Public Submissions

There is no requirement for public consultation in this process.

6. Risk Analysis

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

7. Options

Council has the option to:

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

LIST OF APPENDICES

1. S5 Instrument of Delegation to the Chief Executive Officer

Melton City Council

S5 Instrument of Delegation to The Chief Executive Officer

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (the Act) and all other powers enabling it, the Melton City Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on <insert date>;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

The **Common Seal** of the)
Melton City Council)
 was hereunto affixed)

.....Mayor

.....Chief Executive Officer

.....Dated

Melton City Council

S5 Instrument of Delegation to The Chief Executive Officer

Delegation Sources

- Local Government Act 2020

Position

Title	Position
CEO	Chief Executive Officer

Melton City Council

S5 Instrument of Delegation to The Chief Executive Officer

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
11(1)	<p>SCHEDULE</p> <p>The power to</p> <ol style="list-style-type: none"> 1. determine any issue; 2. take any action; or 3. do any act or thing <p>arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.</p>	CEO	<p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> 1. if the issue, action, act or thing is an issue, action, act or thing which involves <ol style="list-style-type: none"> 1.1. entering into a contract exceeding the value of \$500,000; 1.2. subject to paragraph 1.3, making any expenditure that exceeds \$500,000; 1.3. making any expenditure for: <ol style="list-style-type: none"> 1.3.1. insurance premiums that exceeds \$1,000,000; 1.3.2. the fire services property levy that exceeds \$5,000,000; or 1.3.3. developer payouts that exceeds \$12,000,000; 1.4. appointing an Acting Chief Executive Officer for a period exceeding 28 days; 1.5. electing a Mayor or Deputy Mayor; 1.6. granting a reasonable request for leave under s 35 of the Act; 1.7. making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer; 1.8. approving or amending the Council Plan;

Melton City Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>1.9. adopting or amending any policy that Council is required to adopt under the Act;</p> <p>1.10. adopting or amending the Governance Rules;</p> <p>1.11. appointing the chair or the members to a delegated committee;</p> <p>1.12. making, amending or revoking a local law;</p> <p>1.13. approving the Budget or Revised Budget;</p> <p>1.14. approving the borrowing of money;</p> <p>or</p> <p>1.15. subject to section 181H(1)(b) of the <i>Local Government Act 1989</i>, declaring general rates, municipal charges, service rates and charges and specified rates and charges;</p> <p>2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;</p> <p>3. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;</p> <p>4. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a</p> <p>4.1 policy; or</p> <p>4.2 strategy</p> <p>adopted by Council;</p>

Melton City Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or 6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

12.3 COUNCIL AND WELLBEING PLAN 2021-2025 ANNUAL ACTION PLAN 2022/23 SECOND QUARTER PROGRESS REPORT

Author: Bob Baker - Corporate Planning and Performance Coordinator
Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To provide the second quarter update on the progressive achievement of the Council and Wellbeing 2021-2025 Annual Action Plan 2nd Quarter Progress Report for 2022/23.

RECOMMENDATION:

That Council receive and note the Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 2nd Quarter Progress Report (1 July – 31 December 2022) as presented at **Appendix 1**.

REPORT

1. Executive Summary

The Melton City Council and Wellbeing Plan 2021-2025 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 and through the production of Council's Annual Report.

Appendix 1 provides detail on the activity for the second quarter (1 July - 31 December 2022), in the progressive achievement of the Annual Action Plan 2022/23.

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. The key strategic activities and new initiatives are included in the development of an Annual Action Plan.

The 2022/23 Council and Wellbeing Annual Action Plan provides 59 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 Annual Action Plan 2022/23, inclusive of the period from 1 July - 31 December 2022. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥

The following table provides a summary of progress against actions.

Status	Description	Number of actions
Achieved	The Action is completed	3
On track	The action is on track and expected to be completed by the current timeline	53
Not on Track	The Action has been delayed impacting on the designated timeline. An explanation, any remedial action and revised due date, where appropriate, will be provided in the 'Year to Date Comments' column	3
Postponed	The Action has been deferred for the financial year. An explanation will be provided in the 'Year to Date Comments' column	0
Total		59

Three actions have been completed to the end of the second quarter:

- Development of a Pedestrian and Cycling Plan for the City
- Finalisation of Council's successful Fix Our Roads campaign
- Completion of a report for Council on the feasibility and benefits of a heavy vehicle parking facility in the City of Melton.

Three actions are Not on Track to the end of the second quarter:

- Development of the Changing Places facility Caroline Springs Leisure Centre. A tender for a contractor is scheduled for February 2023
- Develop a scoping report for Council on the need and opportunity for a future, Aboriginal controlled, Aboriginal Community Hub in the City of Melton. The report will be presented to Council in March 2023
- Develop a Council work placement program for our local community inclusive of people with a disability. The Program is to be aligned with and included in the updated Workforce Plan. The anticipated completion date has been amended to 30 June 2024.

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 Annual Action Plan 2022/23 are contained within the Council approved 2022/23 Budget.

5. Consultation/Public Submissions

The Council and Wellbeing 2021-2025 planning process was undertaken 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 Melton City Council and Wellbeing Plan 2021-2025. The Annual Action Plan 2022/23 was prepared with internal consultation of Council staff and management.

6. Risk Analysis

Nil

7. Options

Nil

LIST OF APPENDICES

1. Council & Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 Second Quarter Progress Report



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 2022/23 Annual Action Plan. The Action Plan contains 59 actions. There are 52 strategies without actions in the 22/23 financial year. Across the first two years of the Council and Wellbeing Plan 2021-2025, 4 strategies have not had an action deployed over them.

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 2023 unless specified differently.

Status		Symbol	Number of Actions	% of Actions
Achieved	The Action has been achieved for the year.	✓	3	5.1%
On Track	The action is on track and expected to be completed by the designated timeline	●	53	89.8%
Not On Track	The Action has been delayed impacting on the designated timeline. An explanation, any remedial action and revised due date, where appropriate, will be provided in the 'Year to Date Comments' column	●	3	5.1%
Postponed	The Action has been deferred for the financial year. An explanation will be provided in the 'Year to Date Comments' column.	●	0	
		Total	59	100.0%

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	Completion Date	Service Unit	Lead Officer
1	1.1.3	Deliver on the Growing and Thriving: A Strategy for All Abilities and All Ages	●	Document design has been finalised and a paper copy of the document has been developed. An accessible version is being finalised. The first 6 months implementation plan actions have been completed and majority of the actions are on track and/or achieved.		Community Care	Strategy & Compliance Officer
2	1.1.3	Development of the Changing Places facility Caroline Springs Leisure Centre	●	The tender process for a suitable contractor is planned for February 2023.		Community Care	Advocacy and Inclusion Officer
3	1.1.3	Develop the Affordable Housing Policy	●	The Policy is in the early stages of development. On track for this financial year.		Community Care	Housing Services Coordinator
4	1.1.3	Delivery of externally funded programs to support health and wellbeing of the community	●	<p>Community Care: Housing Services has supported 24 households to address their housing and other support needs. CHSP delivered a range of services to 1,904 clients. HACC-PYP supported/assisted 381 clients with a variety of services in the period. In December 2022, Council received notification from Department of Health advising that we have \$46,000 to support people to access/transition to NDIS. Family Services has delivered Integrated Family Support to 55 families in this financial year. they have presented three "123 Magic" Programs supporting groups of parents to manage child behaviour.</p> <p>Community Planning: Phase 4 of the Local Partnership Grant Project - COVID recovery, provided vulnerable and isolated community members access to bi-cultural workers to assist with COVID health information in community language and emergency food relief for those impacted. As of 31 Dec, the project has been successfully completed. The Empowering Communities, Free from Violence, and VicHealth Partnership funded programs continue to be implemented and are on track. Have secured \$20K funding to deliver hospitality training in Jan – June 2023. Sessions will provide participants with accreditations in barista training, food handling and customer service/ front of house. Participants will then be linked in with a recruitment expert to assist them in creating a resume and ongoing job search.</p> <p>Families & Children: The Preschool Field Officer (PSFO) program is in progress with 35 clients, ensuring the positive participation of kindergarten children, particularly those with additional and diverse needs.</p> <p>Libraries: In partnership with Victoria University, Libraries deliver 'Your Career, Your Way,' a free, 9-week program to enable women to build skills awareness, networks, understanding of career and training opportunities. Libraries also delivered a Craftervism workshop for 16 Days of Activism with grant funding received from Safe and Equal Victoria.</p> <p>Rec & Youth: The Vic Health This Girl Can Campaign - Sports Club Incentive initiative was run in conjunction with the Health and Wellbeing team. Nine sports clubs received \$500 each for hosting female friendly 'Come and Try' days.</p>		All Community Services Departments	All Community Services Departments

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	Completion Date	Service Unit	Lead Officer
5	1.2.1	Deliver initiatives under the Safe City, Proud Communities Plan	●	All 20 actions are on track. Highlights include, delivery of an online Scams Awareness Week campaign, engagement with emergency services at Council events, data collection as part of the Lake Caroline CCTV trial. Meetings of the Safe City Advisory Committee and Internal Working Group occurred and ongoing support has been provided for road safety programs including child safety restraint fittings.		Community Planning	Manager Community Planning
6	1.2.2	Develop and improve the reach, impact and accessibility of Council's Community Grants Program to empower community action on local initiatives.	●	Council provided grant guidelines and training again in September 2022 and produced a grants Q&A video used at the Lifelong Learning Festival. Officers continue to promote the grants program and requirements as opportunities arise - either internally (e.g. Venues and Recreation Teams) and externally (e.g. Know Your City Orientation). The community grants newsletter has had a full review and update by the Communications Team. The grants team continues to offer timely, clear and constructive feedback to all applicants (in person if preferred) to give them the greatest chance of success.		Community Planning	Manager Community Planning

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	Completion Date	Service Unit	Lead Officer
7	1.3.2	Review Council's Major Event Program	●	All major events including details, funding, Council role and requirements are being collated and finalised. Analysis is underway for preparation for Council Briefing in March 2023.	31/12/2023	Engagement & Advocacy	Coordinator Events
8	1.3.3	Address social isolation challenges for those who access programs, events, services, and facilities	●	<p>Community Planning: Worked with five partner social support agencies in the Melton Local Partnership Project to deliver a Christmas Lunch event for the families who have been accessing our Local Partnerships food relief program. Over 238 people attended the event. Empowerment Pathway Program has been supported by the Community Partnership Program. The project also involves training and workshops focusing on establishing and managing a small business. Delivered 265 community learning programs from Council's community centres, Neighbourhood Houses and in partnership with the Melton Revitalisation project. Programs included digital literacy, social connection, health and wellbeing, seniors programs, school holidays programs, arts and crafts, sustainability and mental health/resilience. To date, 10,041 residents have engaged in these programs. Collection points for food donations were set up at three community centres (Fraser Rise Community Centre, Timber Top Community Centre & Melton Central). Food was donated to Melton South Community Centre, Catholic Care & Djerriwarrh Community and Education services who distributed the food to families seeking help over the festive period.</p> <p>Families & Children: The Access to Early Learning (AEL) Program continued to work with the 16 children and their families who have been engaged in the program for 2022. Work has begun on accepting referrals for the 2023 AEL program.</p> <p>Libraries: In the first half of the financial year Libraries: - supported community craft groups to meet, socialise and learn, and host weekly in person and online English Conversation Clubs that are facilitated by community volunteers. - provided regular Early Years programs in the form of New Parent Talks, Baby Bounce, Toddler Time, Storytime and Parent/carer information sessions across both branches. Further to this, a strong Home Library and Click and Deliver program offers house-bound community members access to Library collections delivered directly to their door, along with a strong digital e-Collection providing a wide-range of resources for our community to access at home and away.</p> <p>Rec & Youth: Council is supporting sports clubs to host 'Come and Try' days with the aim of involving people who may not feel comfortable playing competitive sports, included the Melton Phoenix Soccer Club Soccer Mums program. The program allows mums to come along and kick a ball, wear what they want and have a laugh. The Get Active Expo, organised as part of the Djerriwarrh Festival, included 21 Come and Try recreation activities.</p>		All Community Services Departments	All Community Services Departments
9	1.3.3	Report on community and business recovery and resilience initiatives developed in response to COVID-19	●	<p>The following activities were delivered across the City Life directorate:</p> <p>Libraries & Arts: - Digital Support Booth at Melton Library - dedicated 1:1 community support with everyday tech tasks, including using email, printing, filling in online forms, accessing eResources, accessing vaccination certificates and navigating eGov services. - Click and Deliver- additional home delivery available at no cost.</p> <p>City Strategy: The Melton Town Centre Revitalisation Project continues to support economic uplift to the precinct.</p> <p>Economic Development & Tourism: - COVIDSafe Outdoor Activation projects - Melton Jobs Hub - Business growth webinar in partnership with Amazon.</p>		Corporate Strategy & Investment	Strategy & Planning Lead

10	1.3.4	Undertake a review of the existing Community grants programs to identify efficiencies including greater access for the community	●	Community grants review scoping survey issued to Councillors December 2022. Community Grants Review workshop with Councillors at a Councillor Briefing February 13 2023. Recommendations on improvements to community grants programs will focus on grant streams that can deliver improved access for new groups. Officers have conducted benchmarking research on other organisational grants programs, and have noted the findings of the VAGO Fraud Control Over Local Government Grants Report (May 2022), and reported these to the Audit and Risk Committee.	31/12/2023	Community Planning	Grants Attraction and Delivery Lead
----	-------	--	---	---	------------	--------------------	-------------------------------------

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	Completion Date	Service Unit	Lead Officer
11	1.4.2	Plan, develop and provide opportunities for increased provision of recreation and leisure opportunities	●	The City of Melton Cricket Strategy, City of Melton Football (AFL) Strategy and Rugby in the City of Melton Strategy Paper were completed and endorsed by Council. The Strategies have been developed to help guide the future planning, development and growth of these sports over the next 10 years. The development of a City of Melton Tennis Strategy has commenced and is expected to be completed mid 2023. A review of the Plumpton Leisure and Aquatic Centre Business Case has commenced and is expected to be completed early 2023. The Personal Training - Use of Public Open Space Policy has been reviewed, updated and renamed to the Group/Personal Training - Use of Public Open Space Policy. The City of Melton Recreation and Leisure Advisory Committee was appointed and meetings were held in July and November 2022.		Recreation & Youth	Recreation Coordinator
12	1.4.4	Identify and deliver family violence intervention to support families and children at risk of family violence	●	There have been 201 family violence consultations & 48 MARAM assessments conducted by the Family Violence & Service Navigation Social Worker to date this year. A further 2,501 family violence screening assessments were conducted by Maternal & Child Health Nurses during Key Ages & Stages consultations.		Families & Children	MCH Coordinator
13	1.4.4	Deliver initiatives under the Equality and Respect Strategy	●	To date 38 actions have been completed, and the remaining actions are all on track for completion by 30 June 2023. Community Care are developing a series of promotional videos to attract more men into their social support programs, and are continuing to broaden their bank of images across gender and cultural identities.		Community Planning	Manager Community Planning

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	Completion Date	Service Unit	Lead Officer
14	1.5.4	Work with stakeholders and community to strengthen Aboriginal and Torres Strait Islander Reconciliation and Aboriginal Controlled Community organisations and services locally.	●	<p>Melton City Council appointed Bundy Girri Consulting (BGC) to facilitate a series of Aboriginal community meetings (workshops) over Oct and Nov, with an overarching focus on further strengthening the relationships across the City of Melton, in relation to Traditional Owner/First Nations groups.</p> <p>Bundy Girri facilitated and consulted with Aboriginal community members and provided a safe and respectful opportunity to gather feedback to shape the development of Council's next Reconciliation Strategy and the current scoping report. Specific groups consulted included:</p> <ul style="list-style-type: none"> The Melton City Council Reconciliation Advisory Committee Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation Wadawurrung Traditional Owners Aboriginal Corporation Bunurong Land Council Aboriginal Corporation Traditional Owners Victorian Aboriginal Child Care Agency (VACCA) & Aboriginal Executive Council (AEC) Aboriginal Housing Victoria Victorian Aboriginal Legal Service Kirrip Aboriginal Corporation Victorian Aboriginal Health Service First Nations Community residing in Melton. 		Community Planning	Manager Community Planning
15	1.5.4	Develop a scoping report for Council on the need and opportunity for a future, Aboriginal controlled, Aboriginal Community Hub in the City of Melton	●	Engagement undertaken, scoping report drafted for presentation to Council briefing for discussion. The completed report will be presented to Council at the March Meeting of Council.	31/12/2022	Community Planning	Manager 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	Completion Date	Service Unit	Lead Officer
16	2.1.1	Develop a masterplan for Lake Caroline	●	A consultant has been appointed and has commenced stakeholder consultation in November 2022 with broader community consultation scheduled in February 2023. The draft masterplan will be received in June, with anticipated completion in September 2023.	30/09/2023	City Design & Strategy	Coordinator City Design

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	Completion Date	Service Unit	Lead Officer
17	2.2.1	Develop a report for Council investigating the adoption of a chemical free and environmentally friendly 'GrazeAway' managed weed control program	●	Officers have completed work on reviewing the 'GrazeAway' program, consulting with industry, and evaluating alternatives for chemically and environmentally friendly weed control methods. A briefing of councillors is scheduled in January 2023.		Environment & Waste	Coordinator Environment & Sustainability
18	2.2.2	Implement actions from Councils Climate Change Adaptation Plan in line with council's pledge under the Climate Change Act.	●	The draft Heat Wave Safe Spaces project with the Western Alliance for Greenhouse Action (WAGA) and the Department of Environment, Land, Water and Planning (DEWLP) was delivered in December. Officer review to commence in January 2023.		Environment & Waste	Coordinator Environment & Sustainability

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	Completion Date	Service Unit	Lead Officer
19	2.3.1	Finalise the Western Plains South Green Wedge Management Plan	●	The Plan has been drafted and will proceed to community consultation in March 2023.		City Design & Strategy	Coordinator City Strategy
20	2.3.2	Complete the review of the Toolern Precinct Structure Plan and Development Contributions Plan	●	The review has been completed and was adopted at the Council Meeting on 15 August 2022. The Development Contributions Plan planning scheme amendment has been submitted to the Department of Environment, Land, Water and Planning in August, and is awaiting authorisation by the Minister for Planning.		City Design & Strategy	Coordinator City Strategy
21	2.3.3	Develop and publish Environmentally Sustainable Design (ESD) guidelines for Melton	●	This project is scheduled to commence in the first quarter of 2023.		Environment & Waste	Coordinator Environment & Sustainability

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	Completion Date	Service Unit	Lead Officer
22	2.4.4	Develop a Resource Recovery & Circular Economy Strategy	●	This project is scheduled to commence in March 2023.	30/06/2024	Environment & Waste	Coordinator Waste
23	2.4.4	Develop a report for Council on opportunities to help reduce the number of single use coffee cups being sent to landfill	●	A report will be presented to the Council Meeting in March 2023.		Environment & Waste	Coordinator 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

* 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.

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
24	3.1.1	Advocate for minimal adverse impact in our community and where appropriate, make submissions on the proposed Western Victoria Transmission Network Project.	●	Council is reviewing technical reports and responding to drafts of the Environmental Effects Statement (EES) report. Council's response to these reports aligns with the adopted position to support the consideration of (transmission) options that have less impact on the community. The project and some further investigation work is being delayed due to the decision by the Australian Energy Market Operator to review the alignment options for the VNI-West project which is co-dependent on the Western Renewables Link. This will delay the EES exhibition process to mid 2023.	30/06/2024	City Design & Strategy	Manager City Design & Strategy
25	3.1.1	Complete a review of the Melton Planning Scheme	●	Consultation has been completed with key internal and external stakeholders identifying issues and improvement opportunities for the review of the Melton Planning Scheme. Outcomes from the consultation process are informing a written report that will be completed by June 2023.	30/06/2024	City Design & Strategy	Coordinator City Strategy
26	3.1.3	In partnership with the Victorian Planning Authority, lead and progress good planning and community outcomes through the preparation of Precinct Structure Plans and Infrastructure Contributions Plans.	●	The Melton East Precinct Structure Plan is underway. Officers participated in a co design workshop held in November 2022. Officers continue to collaborate with the Victorian Planning Authority to review technical reports and prepare the future urban structure plan. The Rockbank South Precinct Structure Plan Kororoit Part 2 Precinct Structure Plans have now commenced. Officers are working with the Victorian Planning Authority to initiate planning activities for the project.		City Design & Strategy	Coordinator City Strategy
27	3.1.4	Prepare a Dog Park Strategy including an implementation plan	●	A draft strategy and implementation plan has been completed and will be released for public consultation and submissions in March 2023.		City Design & Strategy	Coordinator City Design
28	3.1.4	Undertake a review of the 2005 Masterplan for the Melton Weir.	●	A consultant was appointed in September 2022. Stakeholder consultation activities commenced in November 2022 and public consultation is scheduled in February 2023.	30/06/2024	City Design & Strategy	Coordinator City Design
29	3.1.5	Deliver projects under Melton Revitalisation Project	●	The Wallace Square Pop Up Park and Outdoor Dining concept is currently under review following community and business engagement. Revised plans and sign off are expected in January 2023. The following projects have been completed/finalised: Lighting upgrade to Wallace Square, Improvements to Business Accessibility, Shopfront Improvements Round 2 & 3, Buy Local Round 2. A number of smaller, place based activations have been delivered built around seasonal buy local campaigns including Fathers Day and Christmas. The Courthouse Upgrade is now complete - with the Tenant "Augustus Gelatery" now trading as of December 2022.		Engagement & Advocacy	Communications Coordinator

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	Completion Date	Service Unit	Lead Officer
30	3.2.1	Facilitate the acquisition of land for the Plumpton Aquatic Centre	●	Council considered Planning Scheme Amendment C236 at the November 2022 Council meeting and resolved to adopt the Amendment as exhibited. The Amendment seeks to apply the Public Acquisition Overlay to facilitate the acquisition of land for a public purpose. The Amendment has been submitted to the Minister for Planning for consideration of approval.		Corporate Strategy & Investment	Coordinator Property & Investment
31	3.2.1	Implement Council's advocacy priorities	●	Moving Melton website was launched in October to include rail, level crossing removals, buses and active transport. The Victorian Government committed to remove five level crossings, a new station at Melton and extending stations along the line to cater for 9 car Velocity carriages. Council actively lobbied for an expansion of MCH services and Council will receive increased State funding. Orange Door has opened in Melton to provide family violence support services. Lobbying for TAFE and University campus continues with State and Federal MPs. Council continues to work with other councils and industry to secure commitments for the OMR and Western Intermodal Freight Terminal and work with other councils on outer west priorities. We are reassessing advocacy priorities post State and Federal elections to refresh them for 2023 and beyond.		Corporate Strategy & Investment	Coordinator Advocacy
32	3.2.1	Advocate for support to build the capacity of the Maternal and Child Health service.	●	Officers presented to the Department of Health and the MAV on 10 October in regards to this action. A letter was sent to the Minister in September and a letter was received from the Minister in response advising of new 2-year funding for Interface Councils.		Families & Children	Coordinator Maternal and Child Health
33	3.2.3	Continue to advocate for the timely delivery of the Melton Hospital and support the Victorian Health Building Authority in planning and delivering the supporting infrastructure	●	Council continues to support the Victorian Health Building Authority (VHBA) in the timely delivery of the Melton Hospital. Council meets regularly with the Authority and is continuing to engage in conversations about the early activation of the precinct. The contract for the construction of Bridge Road within the Cobblebank Precinct has been awarded with co-investment from the VHBA. Council continues to work collaboratively with land owners within the Cobblebank precinct to ensure the delivery of the surrounding road network and supporting infrastructure is coordinated in a strategic and timely manner.		Corporate Strategy & Investment	Manager Corporate Investment & Strategy
34	3.2.4	Finalise planning for the Cobblebank Community Services Hub	●	A Request for Tender for design services is currently open and due to close in January 2023. It is scheduled to be awarded at the Council Meeting in March 2023. The consultant is finalising the report with recommendations on the Hub's financial and management models to establish options for financial sustainability of the facility. An updated project plan is also being developed to align milestones to a practical design and construction time frame. A Major Projects Lead is being recruited to lead this major project. The Hub is anticipated to be completed by 30 June 2025.	30/06/2024	Corporate Strategy & Investment	Manager Corporate Investment & Strategy
35	3.2.4	Strengthen relationships with and between existing and new health, education, community and social support services	●	The Melton New and Emerging Communities Network (MNECN) is a professional interest group made up of local service providers, community leaders, and Council staff seeking improved outcomes for new and emerging communities through broadening awareness of key issues and devising collaborative solutions to respond to them. Currently, representatives from more than 50 organisations are participating in the Network. The Network met three times in this reporting period. The last meeting of the Network focussed on looking back at 2022 and moving forward with 2023 – exploring challenges and opportunities and setting priorities. Curious About Culture - Afghan Community Project took place on 20 October 2022. The event brought together over 70 participants including Council staff, external service providers, and community members to learn how to engage more effectively with our new and emerging local Afghan community. Have increased the presence of mental health service providers at Kurunjang Community Hub and Timbertop Children's and Community Centre through IPC Head to Health, now operating three days from both locations. Also integrated a Women's domestic violence support service from Timbertop Children's and Community Centre once a week. Delivering the Pathways to the hospitality industry project commencing in February. Partnered with Jesuit Community College and Djerriwarrh Community and Education Services. White Card training will commence from Jan-June 2023. Participants from targeted CALD and Anglo communities will receive a free white card accreditation. Participants will then be linked in with a recruitment expert to assist them in creating a resume and ongoing job search.		Community Planning	Manager 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	Completion Date	Service Unit	Lead Officer
36	3.3.1	Complete a review of the Parks Development Program.	●	A review of the Parks Development Program commenced in August 2022, with anticipated completion by June 2023.		City Design & Strategy	Coordinator City Design
37	3.3.2	Review Council's Housing Strategy and Character Design Guidelines	●	The project is scheduled to commence in February 2023.		City Design & Strategy	Coordinator City Strategy
38	3.3.5	Establishment of a Digital Twin (3D Model) for the Melton CBD Town Centre Revitalisation.	●	A digital twin model for the municipality is being developed. It is expected that a draft 3D twin model will be completed in June 2023 and used for various community consultation activities for the Melton Revitalisation Project.		Engineering Services	3D Digital Twin Officer

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	Completion Date	Service Unit	Lead Officer
39	3.4.1	Execute and complete the Fix Our Roads Advocacy campaign	✓	The Fix our Roads campaign was successfully delivered from April to December 2022. 15,000 people visited the dedicated website, 5,500 people signed the online petition, there were 48 mentions of Fix Our Roads in the Media with major metro coverage, and 43 Social Media posts had a reach of 237,793 impressions. \$10 million was committed from both the State and Federal Governments to conduct a business case into upgrading the Western Highway and \$14.9 million committed from the Victorian Government to duplicate the Melton Highway between Crown Drive and The Regency in Plumpton. The campaign was successful in achieving election commitments from the Victorian Liberal Party to upgrade the Western Highway, Melton Highway and Taylors Road. The campaign will now be reviewed post federal and state elections to inform future advocacy on road priorities.	31/12/2022	Engagement & Advocacy	Coordinator Advocacy
40	3.4.3	Develop a report for Council on the feasibility and benefits of a heavy vehicle parking facility in the City of Melton	✓	The Investigation has been completed, confirming there is an issue with truck parking that is best addressed through changes to Council's Local Law to allow truck parking to occur where there is no impact on residential areas. The investigation concluded that it is not viable for Council to develop or operate a truck parking facility.		City Design & Strategy	Coordinator City Strategy
41	3.4.4	Develop a Pedestrian and Cycling Plan for the City	✓	The plan was presented to a briefing of councillors in September 2022. This is now integrated in to the Moving Melton website and capital works plan with project prioritisation for 4 years and can be viewed at https://www.movingmelton.com.au/active .		Engineering Services	Senior Strategic Transport Engineer

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	Completion Date	Service Unit	Lead Officer
42	4.1.2	Implement a range of investment attraction initiatives	●	Council continues to proactively work with developers to facilitate investment and promote the advantages of investing in the City of Melton as well as engage with government to lobby for infrastructure that will unlock jobs and investment. A review of Economic Development's Marketing & Communication strategy is planned for the third quarter of this financial year for the purposes of creating a revised digital strategy that aims to promote the City of Melton as a place to invest.		Engagement & Advocacy	Coordinator Economic Development and Tourism
43	4.1.2	Prepare an Employment and Industrial Land Strategy for the municipality	●	Stakeholder engagement and Land Supply Review Background Report completed in December 2022. The Project remains on track for completion by June 2023.		City Design & Strategy	Coordinator Planning Projects
44	4.1.3	Prepare and endorse relevant Urban Design Frameworks for employment areas within approved Precinct Structure Plans.	●	The Hopkins Road Business Precinct Urban Design Framework was adopted by Council at its meeting on 12 December 2022 and has since been approved by the Board of the Victorian Planning Authority. The Mt Atkinson Major Town Centre South Urban Design Framework is being drafted following consultation with the developer and is awaiting further guidance from the Department of Transport in regards to the future train station. The Western Freeway Commercial Area and Mt Atkinson Major Town Centre North Urban Design Framework has commenced. A draft Urban Design Framework planned to be submitted by March 2023 for review by officers.		City Design & Strategy	Coordinator City 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	Completion Date	Service Unit	Lead Officer
45	4.2.3	Work in partnership with Victoria University under the MOU to enhance learning and education opportunities for the Melton community	●	The Your Career Your Way program ended in December with very positive feedback from the participants. Planning is underway to deliver the program again in 2023. Two information sessions have been held to promote the satellite delivery of Victoria University's Diploma of Early Childhood Education. A strategic meeting between Wade Noonan (Deputy Vice Chancellor External Relations & Partnerships), Roslyn Wai and Sean McManus was held in November 2022 to discuss shared strategic goals, MOU activity, and future plans/needs in the City of Melton. Victoria University's Early Childhood Education students held a V-YOU Play Stall at Djerriwarrh Festival to engage the local community and give VU students practical experience.		Corporate Strategy & Investment	Strategy & Planning Lead

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	Completion Date	Service Unit	Lead Officer
46	4.3.1	Develop a Council work placement program for our local community inclusive of people with a disability	●	The development of the Work Placement program has been deferred for this financial year. The Program is to be aligned with and included in the updated Workforce Plan. The anticipated completion date has been amended to 30 June 2024.		People & Culture	Manager People & Culture

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	Completion Date	Service Unit	Lead Officer
47	4.4.1	Deliver community capacity building, learning, and community leadership programs	●	This is an ongoing action throughout the 2022/23 reporting period. To date a number of Community Learning and capacity building programs have been delivered including an active Spring School Holiday Program, Community Learning Festival, engagement with the Aboriginal and Torres Strait Islander community and new and emerging groups and communities, Daughters of the west, Sons of the West and the Western Bulldogs Youth Leaderships programs, the Community Grants Program and the Community Achievement Awards, a range of Library Learning Programs, Your Career Your Way Career skills program, Early Years programs, and Home Library Click and Deliver Program. A Working with Dads session was delivered for early childhood educators in August by Relationships Australia to build capacity of early years workforce to promote transformative, healthy masculinities and femininities.		General Manager Community Services	General Manager Community Services

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	Completion Date	Service Unit	Lead Officer
48	5.1.1	Deliver a community education program for community sport, recreation and leisure in the City of Melton	●	The Women in Sports Leadership Program was completed (12 participants across 7 clubs). The Women in Sports Breakfast was held in December at Tabcorp Park where local and elite athletes showcased their triumphs and challenges on their sports journeys. Over 80 people attended with a focus on female umpiring. A Responsible Serving of Alcohol course was held to support clubs gain qualifications to host events and club functions.		Recreation & Youth	Recreation Coordinator

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	Completion Date	Service Unit	Lead Officer
49	5.2.1	Enhance citizen engagement and experience through digitally accessible Council services	●	Quarter two (Jun-Dec 2022) online services outcomes include: 1. Outdoor Fitness automatic online form and automatic approvals have been completed reducing application/approval process from 2 weeks to 10 mins 2. Skip bin automatic online form and automatic approvals have been completed to go live in Jan 2023 reducing application/approval process from 2 weeks to 10 mins 3. Automated proof of payment is enabled to customer email inboxes 4. Electronic Direct Debit improvements have been deployed to simplify customer change of account 5. Maternal Child Health - parent and Toddler self booking form has been completed for program bookings from Jan 2023 6. Improvements have been made to works within a road reserve and asset protection online forms 7. The Community Portal and Online solution have seen 67,500 forms submitted online (15% uplift on last calendar year), saving 4000 operational hours equalling a total of \$650,000 worth of operational costs calendar year to date (Jan to Dec 2022).		Innovation & Transformation	Digital Customer Experience (DCE) Coordinator

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	Completion Date	Service Unit	Lead Officer
50	5.3.1	Invest in education and training opportunities for community sporting groups to enhance governance and sustainability	●	Council has partnered with the local community, leagues and association to establish a new junior football (AFL) club in Aintree. The Club will compete in the 2023 season. Council also supported a new Soccer club established in Aintree with governance support. A Responsible Serving of Alcohol course was provided to support clubs gain qualifications to host events and club functions. Additional opportunities will be investigated for the remaining financial year.		Recreation & Youth	Recreation Coordinator
51	5.3.2	Develop a Volunteer Promotion Plan in partnership with local agencies and groups to promote volunteerism and its benefits	●	Research into volunteerism has been ongoing with The Plan to be drafted in February 2023 for implementation in the last quarter of the 2022/23 reporting period.		General Manager Community Services	General Manager Community Services
52	5.3.3	Through the implementation of the volunteer Promotion Plan promote volunteer opportunities and benefits at Council and within the local community	●	Will be implemented in last quarter of the 2022/23 reporting period.		General Manager Community Services	General Manager Community Services

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	Completion Date	Service Unit	Lead Officer
53	6.1.1	Enhance cyber security within the organisation	●	The Cybersecurity program has undergone several risk assessment activities in the past quarter to baseline existing controls and determine the current security posture of Council in the areas of people, process, and technology. This included: Formation of a working group to evaluate cybersecurity risks in concert with existing IT and Council risk assessment frameworks; Undertaking a Cybersecurity risk profile assessment to meet Victorian government Privacy and Data protection obligations; Testing of cybersecurity controls on MCC infrastructure to identify and demonstrate business impacts of weaknesses in Council systems; and Improvement of incident management practice to enhance detection and response capability of cybersecurity attacks.		Innovation & Transformation	Architecture and Strategy Coordinator
54	6.1.2	Implement the Roadmap for new Victorian Child Safe standards across Council	●	Two thirds of identified actions in the Roadmap have been completed. Remaining actions are scheduled to be delivered by 30 June 2023.		People & Culture	Child Safe Lead
55	6.1.2	Implement findings of the Child Safe Audit 2021	●	Child Safe Audit recommendations informed the Roadmap, of which two thirds of all actions have been delivered with the remaining actions scheduled for delivery by 30 June 2023.		People & Culture	Child Safe Lead

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	Completion Date	Service Unit	Lead Officer
56	6.2.1	Implement Strategic Workforce Planning across Council	●	The Workforce Plan is active. An update of the plan to ensure alignment with the organisational review and transformation is scheduled to be delivered to Executive by 30 June 2023.		People & Culture	People and Culture Manager
57	6.2.2	Implement an Automated Approvals Pilot for Skip Bin & Goods on Footpath Permits	●	The Goods on Footpath (Outdoor Trading) Automated Approvals was implemented on 11 July 2022 and the Skip Bins (Bulk Waste) Automated Approvals is ready for implementation in January 2023. Companies who wish to occupy the footpath outside their business and skip bin companies wishing to place bins either on the road or nature strip will have a seamless and quick application/permit approval process.		Community Safety	Coordinator Amenity Protection

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	Completion Date	Service Unit	Lead Officer
58	6.3.1	Ensure that Council policies are developed and reviewed as required	●	Policy review efforts at Council are ongoing. The 2022 Implementation Plan for Policy Review expired in December 2022. A new Implementation Plan will be prepared with input from Executive and will form the basis for continued efforts in respect to the development, review and rationalisation of policies throughout 2023. A meeting schedule for the Policy Review Panel for 2023 will be developed once the new Implementation Plan is endorsed by Executive.		Legal, Governance & Risk	Manager Legal, Governance & Risk
59	6.3.4	Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept apprised of their civic and regulatory responsibilities via a series of 'Good Governance' briefings, seminars and initiatives.	●	Councillors continue to be advised of upcoming professional development opportunities via the Councillor E-News and continue to be apprised of their civic and regulatory responsibilities via a series of 'Good Governance' briefings, seminars and initiatives.		Legal, Governance & Risk	Manager Legal, Governance & Risk

12.4 RESPONSE TO NOTICE OF MOTION 795: SCOPING REPORT ON A FUTURE ABORIGINAL CONTROLLED COMMUNITY HUB IN THE CITY OF MELTON

Author: Elyse Rider - Manager Community Planning
Presenter: Roslyn Wai - Chief Executive Officer

PURPOSE OF REPORT

To respond to Notice of Motion 795 for Officers to prepare an initial scoping report on the need, benefit and opportunity for a future, Aboriginal Controlled Community Hub (ACCH) in the City of Melton.

RECOMMENDATION:

That Council note the Scoping Report provided regarding a future Aboriginal Controlled Community Hub (ACCH) in the City of Melton.

REPORT

1. Executive Summary

This report provides a response to Notice of Motion 795 (Cr Vandenberg) at the December 2021 Ordinary Meeting of Council that Officers prepare an initial scoping report for Council on the need and opportunity for a future, Aboriginal Controlled Community Hub in the City of Melton.

The Scoping Report (Attached) presents information on each of the specific elements listed for investigation including community need, Council's potential role, examples of other Aboriginal Community Hubs in other municipalities, examples of governance and service models and potential funding streams should this project be further pursued by Council.

The Scoping report was based on the learning from engagement sessions, benchmarking with other projects and an exploration of current policy settings and leading practice.

It is recommended that Council note the scoping report provided.

2. Background/Issues

At the Ordinary Meeting of Council December 2021, Council resolved via Notice of Motion 795 (Cr Vandenberg):

That Council request an initial scoping report be presented to it by Council Officers on the need and opportunity for a future, Aboriginal controlled, Aboriginal Community Hub in the City of Melton, considering the following matters:

Current and future community needs and potential benefits of establishing an Aboriginal Community Hub;

- *Council's role in supporting co-design, collaboration and partnerships with Aboriginal Controlled Community Organizations, Registered Aboriginal Parties, and Aboriginal and Torres Strait Islander communities in Melton City;*

- *Summaries of other relevant Aboriginal Community Hubs in Victoria, identifying service models, governance models, and co-located services and infrastructure; and*
- *Potential funding streams and advocacy opportunities that could support the planning and development of a future Aboriginal Community Hub.*

Methodology Implemented

Officers engaged with the Aboriginal community supported by specialist Aboriginal Engagement Consultants and Council's Reconciliation Advisory Committee to support collation and analysis of the required information to respond to all elements of the Notice of Motion.

Summary of Findings

A summary of each element of the NoM is provided below with further details, research and information contained with the attached Scoping report.

Community need and benefit:

- A range of complex and inter-related health, wellbeing, social and education and employment needs are present amongst the local First Nations population that demonstrate demand for more services.
- Current local provision of culturally specific services does not meet levels of need now or into the future and there is a need for additional space to support these services in the community.
- The key benefit of a ACCH is that community members and families can attend a variety of support services as well as attend to make social and cultural connections that address cultural determinants of health specific to First Nations people.

Council's role:

- There is strong support and evidence for Council partnering with an ACCO as lead, to deliver the planning phase of a potential ACCH, should Council pursue this strategic direction.
- A partnership approach would ensure both technical and cultural expertise is captured in the process, and that the project is led by First Nations community.
- Potential service and governance models:
- There are a range of governance and service models used by different Aboriginal Community Hub projects across Victoria.
- Notably, most involve partnerships between services, ACCOs, State Government and/or Local Government.
- The factors that support the success of an ACCH in benchmarked examples can be considered when designing a governance model suitable for a City of Melton context.

Potential funding streams:

- Research indicates partnerships with First Nations stakeholders to develop a funding strategy would be required to successfully fund a facility.
- External funding streams have been identified that would support a future development.
- Co-authored funding applications between ACCOs and Local Government is the most effective arrangement in submitting funding applications.
- Council could support ACCOs in their engagement of State or Commonwealth Government funding opportunities as appropriate.

3. Council and Wellbeing Plan Reference and Policy Reference

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

1. A safe City that is socially and culturally connected

1.5 A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to selfdetermination.

4. Financial Considerations

The scoping report does not identify a Council funding recommendation. This would be identified through later stages of preplanning for the project should Council support the partnership approach to progress the project.

A business case feasibility study would be required to determine capital development costs of a facility including land availability and acquisition, governance models and annual operational funding requirements.

5. Consultation/Public Submissions

Methodology Implemented

Officers have been engaging with the Aboriginal community supported by specialist Aboriginal Engagement Consultants and Council's Reconciliation Advisory Committee to support collation and analysis of the required information to respond to the NoM.

The consultants supported Officers to facilitate culturally safe conversations and workshops with the following key groups:

- The three Traditional Owner groups within the City of Melton area,
- Aboriginal Community Controlled organisations (ACCOs) providing services for Melton residents, and
- Local First Nations community members.

Stakeholder engagement feedback

- Traditional Owners and First Nations community have expressed a desire to work in partnership with Council to further examine opportunities to develop an ACCH in the future.
- Local First Nations people want to see more commitment from Council related to supporting community needs and service provision.
- The ultimate aim of First Nations community stakeholders is to support an Aboriginal community operated and controlled facility as per the Notice of Motion.
- First Nations leaders and community advise that developing a culturally safe planning and engagement process would be essential to a successful project if pursued.

6. Risk Analysis

Risk: Reputational risk to Council with community stakeholders should Council not note the findings of the Scoping report.

7. Options

That Council note the completion Scoping Report for a future Aboriginal Controlled Community Hub (ACCH) in the City of Melton.

LIST OF APPENDICES

1. Scoping Report: Aboriginal Controlled Community Hub in the City of Melton March 2023

Scoping Report for an Aboriginal
Controlled Community Hub in the
City of Melton

March 2023



Table of contents

Acknowledgment of Country	3
Glossary.....	4
Executive summary.....	6
Introduction	10
City of Melton First Nations Aboriginal community demographics	11
Commonwealth and Victorian Government Policy context	13
Melton Council and Wellbeing Plan 2021-2025.....	13
Melton City Council's Reconciliation Action Plan.....	13
Melton First Nation Traditional Owners	13
Melton's local ACCO – Kirrip Aboriginal Corporation.....	14
Guiding principles and approaches	15
Engagement overview.....	17
Community Need and Benefit	19
First Nation population profile.....	20
Identified Aboriginal health, social and emotional wellbeing, and safety needs	23
Current and future needs	23
Key ACCO stakeholders delivering services from Melton sites.....	24
Evolving service needs	24
Beyond service needs.....	26
Who would a future ACCH service?	27
Community benefits	27
Council's role	30
Council's broad role in infrastructure provision	30
How can Council support a future project?.....	31
Planning models	33
Potential service models	36
Existing service and partnership governance models.....	37
Community Hub or Gathering Place.....	42
Key learnings from existing facilities.....	44
Potential funding streams	46
Advocacy	50
References	51
Appendices	52
Appendix 1 – Commonwealth and Victorian Government Policy context.....	53

Appendix 2 – Council and Wellbeing Plan 2021-202555

Appendix 3 – Background on Melton’s local ACCO - Kirrip Aboriginal Corporation58

Appendix 4 – Project engagement overview.....60

Appendix 5 – Key ACCO stakeholders delivering services from Melton sites63

Appendix 6 – Aboriginal Community Hub case studies67

Acknowledgment of Country

Melton City Council acknowledges Aboriginal and/or Torres Strait Islander peoples living and working in Melton. Council recognises the people of the Kulin Nation as the original custodians of the land now known as City of Melton. On behalf of the municipality, Council pays respect to their Elders, past, present, and future.

Glossary

Term	Meaning
Aboriginal	Used to refer to the First Peoples of Australia, including Aboriginal Australians and Torres Strait Islander peoples.
Aboriginal self-determination	Self-determination refers to enabling Aboriginal and/or Torres Strait Islander people to access the rights that are necessary to achieve economic, social and cultural equity, based on their own values and way of life.
Aboriginal Controlled Community Hub (ACCH)	The terminology used throughout this report to represent the proposed facility under investigation.
Aboriginal Community Controlled Organisation (ACCO)	A service organisation that exists to provide culturally safe services and programs for First Nations people.
Closing the Gap	The Council of Australian Government's framework which aims to bridge inequities in health and wellbeing between Aboriginal and non-Aboriginal people.
First Nations	Australian First Nations are people with familial heritage from, and membership in, the ethnic groups that lived in Australia before British colonisation. First Nations Australians are often called Aboriginal and Torres Strait Islander peoples. Using the term First Nations acknowledges the significant diversity within these two groups. There is a wide range of nations, cultures and languages across mainland Australia and throughout the Torres Strait.
Reconciliation	The coming together of Aboriginal and non-Aboriginal people through mutual understanding and respect.
Reconciliation Advisory Committee (RAC)	Council's formal advisory body on matters relating to reconciliation and the local Aboriginal community. The RAC operates in accordance to its Terms of Reference.
Reconciliation Action Plan (RAP)	A document containing actions with measurable results for agencies to contribute to the reconciliation journey. RAP's contain actions under the three themes of 'relationships', 'respect' and 'opportunities'. Reconciliation prescribes 'minimum elements' to be included in all RAPs.
Traditional Owners (TO)	Traditional Owners/Custodians - a local descent group of Aboriginals who: (a) have common spiritual affiliations to a site on the land, being affiliations that place the group under a primary spiritual responsibility for that site and for the land; and (b) are entitled by Aboriginal tradition to forage as of right over that land.

	<p>In this project context, Traditional Owners refers to the Registered Aboriginal Parties recognised as leaders for the distinct language groups or clans that are the original inhabitants of the land. As recognised and respected leaders, these groups were the first ones consulted on this proposal.</p>
--	---

Executive summary

This scoping report identifies and assesses current and future needs and potential benefits of establishing a future Aboriginal Controlled Community Hub (ACCH) in the City of Melton. It summarises the services models, governance models, and co-located services and infrastructure of other Aboriginal community hubs in Victoria.

The information is presented in sections that address each of the specific points listed in the Notice of Motion 795 resolved at the Ordinary Council Meeting held on 13 December 2021:

That Council request an initial scoping report be presented to it by Council Officers on the need and opportunity for a future, Aboriginal controlled, Aboriginal Community Hub in the City of Melton, considering the following matters:

- *Current and future community needs and potential benefits of establishing an Aboriginal Community Hub;*
- *Council's role in supporting co-design, collaboration and partnerships with Aboriginal Controlled Community Organizations, Registered Aboriginal Parties, and Aboriginal and Torres Strait Islander communities in Melton City;*
- *Summaries of other relevant Aboriginal Community Hubs in Victoria, identifying service models, governance models, and co-located services and infrastructure; and*
- *Potential funding streams and advocacy opportunities that could support the planning and development of a future Aboriginal Community Hub.*

The principles of the Notice of Motion 795 including information within this scoping report aligns with the following Council and Wellbeing Plan 2021-2025 objectives:

- 1.1 A community that celebrates diversity and is inclusive of all
- 1.2 Local neighbourhoods are socially and culturally connected
- 1.3 A City that promotes positive health and wellbeing outcomes to our community
- 1.5 A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination
- 3.2 Health and community services are accessible locally
- 3.3 A City with accessible infrastructure that meets the needs of all
- 4.2 A City with a variety of education facilities accessible locally
- 4.4 Lifelong learning opportunities that bring local communities together
- 5.2 A range of platforms, including digital, that cater for accessible community engagement and consultation
- 6.3 An organisation that demonstrates excellence in civic leadership and governance
- 6.4 An organisation that celebrates diversity and inclusion

Collating evidence and perspectives on a potential ACCH required engagement with First Nations stakeholders to ensure Council captured the expertise of First Nations leaders and community and thoroughly explored current leading practice and lived experience when presenting findings for Council's consideration.

Bundy Girri, Aboriginal engagement consultants supported officers to facilitate culturally safe conversations and workshops with First Nations stakeholders on behalf of Council. Based on consultation with Traditional Owners, ACCOs and First Nations community, and examination of current leading practice, the scoping report identifies the following considerations related to the potential development of an ACCH in the City of Melton in the future.

Community Need and Benefit

An ACCH could play a critical role in meeting current and future community needs and the benefit it would generate is confirmed by the research and engagement undertaken for this level of report.

A range of complex and inter-related health, wellbeing, social and education and employment needs are present amongst the local First Nations population that demonstrate demand for more services. These needs (as outlined on page 20-22) include support for young families with children and single parent families, responses to family violence, early disengagement from education, higher unemployment, less housing security, engagement with the justice system, higher rates of mental illness and many chronic illnesses.

Evidence suggests that mainstream health and support services do not adequately substitute for culturally specific services. Health outcomes are better for Aboriginal people using designated Aboriginal Services. Supporting self-determination requires choice for local First Nations community to exist when accessing either mainstream or culturally specific services.

Current local provision of culturally specific services does not meet levels of need now and definitely will not into the future without support and assistance. Kirrip Aboriginal Corporation, as Melton's local Aboriginal Community Controlled Organisation (ACCO), has reached capacity at the current site and Council has recently supported an expansion of space and programming into the Arnolds Creek community centre. Demand for additional service provision at Kirrip will continue as Victorian government departments are increasingly approaching Kirrip to extend into health, kinship care and other critical service areas. Most other ACCOs are located outside municipality boundaries, requiring long travel distances and/or reliance on private transport to access their services.

Research supports that significant community and health outcome benefits can be derived from a centralised hub of services as opposed to what is achieved through accessing stand-alone separately located services. A hub where integrated responses to community needs, and where various service providers and organisations can work collaboratively, would create better outcomes for community.

The key benefit of a ACCH is that community members and families can attend a variety of support services as well as attend to make social and cultural connections that address cultural determinants of health specific to First Nations people.

Potential role for Council (in supporting co-design, collaboration and partnerships with Aboriginal Controlled Community Organizations, Registered Aboriginal Parties, and Aboriginal and Torres Strait Islander communities in Melton City)

There are three primary options identified for how a potential ACCH could be planned for the City of Melton. Council plays an important role in each of the options.

1. ACCO/Community led planning,
2. Council led planning, or
3. A partnership approach to planning.

There is a clear need, and community support for, Council to partner with First Nations leaders and community (including TOs and local ACCO Kirrip) in the planning of a potential ACCH. The planning approach would require the goal of enabling 'self-determination' and be documented in a partnership agreement.

A partnership approach to the planning phase would involve a comprehensive and culturally safe engagement mechanism to capture the views of First Nations stakeholders as key milestones are being decided.

A partnership approach to planning is highly regarded by external funding bodies who have expressed a clear preference for joint applications/proposals for their consideration.

Should the aim in the future be to establish an Aboriginal community operated and controlled facility, First Nations leaders and community advise that developing a culturally safe planning and engagement process will be essential in reaching the ultimate outcome of the project.

To support the successful delivery of a facility, Council's role could be that of a partner to First Nations representatives, utilising the expertise of the various Council departments (strategic and statutory planning, community infrastructure planning, consultation and engagement etc). The planning approach would be jointly developed with First Nations stakeholders and all partners would be clear about their respective roles and responsibilities. Council could undertake a secretariat role in supporting the delivery of the planning phase.

Potential Service and Governance models

A number of other facilities have been established throughout Victoria with similar objectives. These were examined to identify those service and governance models that support sustainability of a facility. Research has confirmed that for a sustainable ACCH, one designated site as opposed to multiple sites scattered throughout the municipality is the best business model. This was tested and supported by significant community engagement. Included in this preferred model is a co designed approach to the development of a service and governance model that is unique to the local context.

Research has shown that a broad range of service models exist amongst existing Hub sites with a variety of partnership/governance arrangements, often involving local Councils or another suitable partner. These reflect local conditions such as the maturity of existing relationship with First Nations community, the opportunities to utilise existing facilities versus the potential to develop greenfield sites and the existence of successful local ACCOs or similar to take on leadership roles.

Research supported that there is helpful evaluation content available to consider when co-designing a suitable governance and service model.

The models identified for future consideration include:

- Independently run by community-controlled body
- Council run with a long-term view to handing over to community control
- Ongoing partnership with Council
- Ongoing partnership with other suitable entity (e.g. community health)

Refer to page 37 for further details on these models.

Potential funding streams

Funding for community capital projects is extremely competitive and discussions with funding authorities have advised that submitting co-authored funding applications with ACCOs is essential in order for Council to validate the cultural legitimacy of a proposal. This approach also opens up select funding streams that are only offered to ACCOs working in partnership with Councils.

Funding for more in-depth feasibility/concept development is available and will strengthen and be a likely pre-requisite of, future capital funding applications.

Analysis of City of Melton's current context suggests that a thoughtful advocacy campaign led by local ACCO Kirrip (and supported by Council) would help realise the eventual required capital investment. Kirrip are already active in this space.

Any Council commitment to funding a facility in the future would also need to be undertaken in the context of Council's Long-Term Capital and strategic financial plan as part of its budget and prioritisation process for all community infrastructure planning.

Introduction

At the Ordinary Council Meeting held on 13 December 2021, Notice of Motion 795 was carried that requested an initial scoping report be presented by Council Officers on the need and opportunity for a future, Aboriginal controlled, Aboriginal Community Hub in the City of Melton:

That Council request an initial scoping report be presented to it by Council Officers on the need and opportunity for a future, Aboriginal controlled, Aboriginal Community Hub in the City of Melton, considering the following matters:

- *Current and future community needs and potential benefits of establishing an Aboriginal Community Hub;*
- *Council's role in supporting co-design, collaboration and partnerships with Aboriginal Controlled Community Organizations, Registered Aboriginal Parties, and Aboriginal and Torres Strait Islander communities in Melton City;*
- *Summaries of other relevant Aboriginal Community Hubs in Victoria, identifying service models, governance models, and co-located services and infrastructure; and*
- *Potential funding streams and advocacy opportunities that could support the planning and development of a future Aboriginal Community Hub.*

This scoping report draws on policy, data, leading practice and community engagement to provide responses to each of the items requested.

Local context

City of Melton First Nations Aboriginal community demographics

The City of Melton

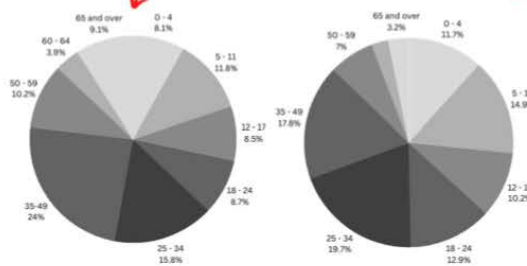


The proportion of First Nation peoples over 45 years of age is **17.4%**

Compared to **30.3%** for the wider population of the City of Melton



Age groups of First Nation peoples compared to the wider population in the City of Melton



32.3% of First Nations households in the City of Melton are single parent families

Compared to **13.7%** of non-indigenous households in the City of Melton

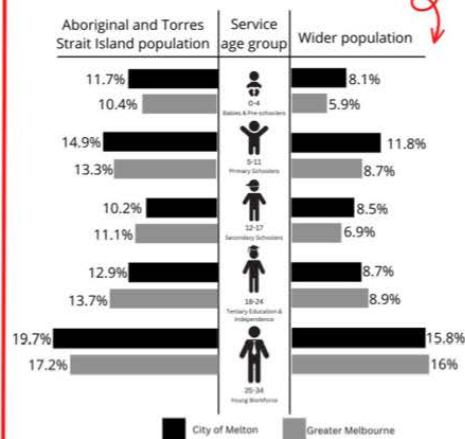


50% of First Nations people in the City of Melton are renting

Compared to **23%** of non-indigenous people in the City of Melton

12% of First Nations people in the City of Melton own their own home, compared to **22%** of non-indigenous residents

A more detailed breakdown of the younger population



City of Melton Community Profile, 2016 & 2021
Profile of Indigenous Persons: Victorian Municipalities, 2021

54% of First Nations students in the City of Melton are leaving school before completing year 11



Compared to **41%** of First Nations people in Victoria and **25%** of non-indigenous people in the City of Melton



4.5% of First Nations people in the City of Melton attend University or TAFE

Compared to **6.1%** of First Nations people in Victoria

17% of First Nations people in the City of Melton have a mental health condition, including depression or anxiety



Compared to **7%** in the overall population

There are

192



There are

224

First Nations people accessing NDIS as an activity participant from the City of Melton

First Nations people living in the City of Melton who have a profound or severe core activities limitation and require assistance

Assistance is needed in the areas of self-care, mobility and communication due to long-term health conditions, a disability or aged care

First Nations people in the City of Melton have a median weekly income of

\$588

Compared to **\$788** a week for non-indigenous people in the City of Melton

The unemployed First Nations labour force in the City of Melton is

13%



Compared to **6.5%** in the overall population

15.8%

of First Nations people live with a disability in the City of Melton



Compared to **6.7%** of non-indigenous people in the City of Melton

National Disability Insurance Scheme (NDIS)
Id Community Profile, 2016 & 2021
Profile of Indigenous Persons: Victorian Municipalities, 2021

Figure 1: Aboriginal community demographics.2016 & 2021 – Melton First Nations community

Commonwealth and Victorian Government Policy context

Refer to **Appendix 1** for details about relevant policy that frames this report. There are clearly articulated targets and commitments that support work that will 'close the gap', bring us closer to the ultimate goal of Treaty – at the Victorian level, and promote self-determination and respect in our relationships with First Nation Australians.

Melton Council and Wellbeing Plan 2021-2025

The Council and Wellbeing Plan outlines Council's key projects and advocacy priorities for the 2021-25 timeframe. Within five of the six key themes of the Plan are listed commitments that align with an ACCH proposal and also highlight the ways Council can support Aboriginal self-determination. Refer to **Appendix 2** for details of the specific themes, objectives and strategies.

Melton City Council's Reconciliation Action Plan

Melton City Council's existing Reconciliation Action Plan 2018-2020 produced many positive steps towards reconciliation. The first Council Reconciliation Action Plan was produced in 2010 and there have been two further Plans produced covering the periods 2014-2017 and 2018-2020. The Melton City Council Reconciliation Action Plan Innovate 2018-2020 included 14 policy principles and the Melton City Council Reconciliation Roadmap 2018-2020.

Its action areas included:

- Relationships
- Respect
- Opportunities and Monitoring
- Reporting.

During the lifespan of the RAP, Council established the Melton City Council Reconciliation Advisory Committee, which comprises Aboriginal community members from Traditional Owner Groups, Aboriginal Community Controlled Organisations and independent Aboriginal community members. This Reconciliation Action Plan strengthened relationship across Aboriginal communities living and working in Melton.

Kirrip Aboriginal Corporation were supported to continue to deliver and expand its culturally appropriate service delivery as determined by their membership. During this time Council also saw the presence of a number of ACCOs delivering programs within Melton's boundaries, including the Victorian Aboriginal Child Care Agency (VACCA), Victorian Aboriginal Community Services Association Limited (VACSAL) and Victorian Aboriginal Community Controlled Health Organisation (VACCHO).

Council is currently preparing its next Reconciliation Strategy and Action Plan to guide future work.

Melton First Nation Traditional Owners

The City of Melton has a rich Aboriginal heritage which goes back over 40,000 years. Three different but related language groups, each made up of a number of individual clans, lived in

the areas now covered by the Melton Local Government Area. These three language groups are the Wurundjeri Woi-Wurrung, Wadawurrung and Bunurong peoples.

These three Traditional Owner groups form three of the five tribes that make up the Kulin Nation. Historically and today, the inheritance of cultural practice for next generations is important, encouraging connection to people and places. In the event a project proceeds from this scoping report, the leaders within each of the Traditional Owner groups will be critical stakeholders to involve in its progression. Their understanding about high level needs and strategic priorities would be essential in shaping the way this project evolves.

City of Melton Aboriginal and/or Torres Strait Islander community members are diverse. Some come from the three Traditional Owner groups, but also many other Aboriginal nations and clans from across Australia. As a result, engagement with First Nations community is not exclusive to the Traditional Owner groups.

Melton's local ACCO – Kirrip Aboriginal Corporation

Kirrip Aboriginal Corporation provides services to the local Aboriginal communities in and around Melton and surrounding areas. Kirrip aims to be recognised as a vital link in the western metropolitan Aboriginal community. Kirrip is an independently run, financially viable and sustainable community-controlled organisation. Kirrip's programs engage Aboriginal Elders, men, women, youth, children and families. Further information about Kirrip is found in **Appendix 3**.

Key Messages

- *The First Nation's population in the City of Melton originate from three Traditional Owner groups as well as right across Australia.*
- *Council's three Traditional Owner groups share cultural leadership responsibilities amongst themselves and are critical stakeholders to involve in the planning of an ACCH.*
- *There is significant demonstrated support from the Commonwealth and Victorian Government for Local Governments to make commitments to genuinely work with First Nation people and organisations to advance reconciliation and self-determination. These expectations are increasing and are supported in the Treaty process under the Victorian Government.*
- *Kirrip Aboriginal Corporation is the primary ACCO in Melton currently delivering a range of services. They would play a central role in the design and implementation of an ACCH, which would enable them to move to a fit for purpose, adequately sized facility.*
- *Since 2015, Melton City Council has supported Kirrip via a peppercorn lease to access needed accommodation for their services at a converted formal social housing site at 26 Exford Rd, Melton South.*

Guiding principles and approaches

Council's work in the space of Aboriginal reconciliation, including a process of working with community to support a future ACCH, is guided by an extensive government policy base that is specific to building relationships with First Nation people.

The principles extend past universal community development and social wellbeing to place cultural safety and the cultural determinants of wellbeing at the forefront of the approach. Core to the success of this work is making space for truth telling, belonging, deep listening, authentic leadership, and relationship building.

The following principles provide guidance for further community engagement and collaboration if a ACCH project proceed:

Aboriginal self-determination: Defined under the United Nations Declaration on the Rights of Indigenous Peoples as the ability for Indigenous people to freely determine their political status and pursue their economic, social, and cultural development.

The *Victorian Aboriginal and Local Government Strategy 2021-2026* main aim is to help local councils recognise and enable Aboriginal self-determination. It acknowledges the four enablers needed to achieve self-determination, set out in the *Victorian Aboriginal Affairs Framework 2018-2023* and the *Self-Determination Reform Framework*:

- prioritise culture
- address trauma and support healing
- address racism and promote cultural safety
- transfer power and resources to communities.

This practice means Council supports the leadership of First Nations people and acts as a partner, a contributor, and an enabler that can assist in the definition as well as the planning and implementation of the work.

Cultural determinants of health: The cultural determinants of health are the protective factors that enhance resilience, strengthen identity, and support good health and wellbeing. For First Nations people these include, but are not limited to, connection to Country; family, kinship and community; beliefs and knowledge; cultural expression and continuity; language; self-determination and leadership (Australian Government Department of Health and Ageing, 2021). These would guide the work of what a future ACCH could deliver.

Holistic health and wellbeing: The holistic understanding of health and wellbeing for Indigenous Australians involves supporting Aboriginal and Torres Strait Islander people's close connections and interactions with the mental, physical, cultural, environmental and spiritual health of their communities, and with society more broadly (Australian Government Department of Health and Ageing, 2021). An ACCH would be designed to deliver holistic outcomes beyond standard health and community services. First Nation peoples are the experts who should define need and design solutions.

Community engagement: To support Aboriginal communities self-determining a future ACCH, Council has ensured Traditional Owners, ACCOs, Council's Reconciliation Advisory Committee members and local First Nations people have participated in this scoping research. Their expressed desires and interests are represented throughout this report. If a partnership

project proceeds Council will need to maintain a strong commitment to culturally safe engagement methods.

Culturally sensitive spaces: Spaces that foster trust and belonging, that are built on cultural competence and knowledge of culture which creates a welcoming place for people in attendance. Spaces that are dedicated for Aboriginal people, that help strengthen cultural identity and that support Aboriginal people to grow their community connections and networks.

Cultural safety: has been described as an environment that is safe for First Nations people: where there is no assault, challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience of learning, living and working together with dignity and truly listening. Cultural safety is about providing quality health care that fits within the familiar cultural values and norms of the person accessing the service that may differ from your own and/or the dominant culture (Victorian Aboriginal Community Controlled Organisation Inc. – What is Cultural Safety?).

Key Messages

- *The Council and Wellbeing Plan 2021-25 defines key Council commitments related to the provision of culturally safe infrastructure and enhancing our partnerships and relationships with local First Nations community and service providers. Council's support for the establishment of an Aboriginal Controlled Community Hub is aligned with these strategic commitments.*
- *Policy guidance is that working with First Nation people requires a culturally sensitive approach focused on self-determination.*
- *The principles support the leadership role of First Nations leaders in guiding the process of working with Council on a potential ACCH project.*
- *In the event Council proceeds with a partnership project, the cultural safety of the process will be just as important to First Nations community as reaching the ultimate outcomes of the project.*

Engagement overview

Led by Council's Aboriginal and Torres Strait Islander Community Engagement Officer, engagement on this scoping report involved Council's RAC members contributing guidance on how to respectfully engage with First Nations stakeholders and who the engagement program should target.

Bundy Girri Consulting (BGC) were appointed to support Officers to facilitate a series of Aboriginal meetings/workshops with the aim of further strengthening the relationships across the City of Melton while also gathering feedback on relevant topics.

Bundy Girri undertook an initial meeting with the RAC to help shape the engagement program. Bundy Girri supported by Council Officers facilitated the consultation with the three Traditional Owner groups within Melton's boundaries and also First Nation community members, providing a safe and respectful opportunity to gather feedback and recommendations to shape the development of this scoping report.

Specific groups consulted included:

- The Melton City Council Reconciliation Advisory Committee
- Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation
- Wadawurrung Traditional Owners Aboriginal Corporation
- Bunurong Land Council Aboriginal Corporation Traditional Owners
- Kirrip Aboriginal Corporation
- Victorian Aboriginal Child Care Agency (VACCA) & Aboriginal Executive Council (AEC)
- Aboriginal Housing Victoria
- Victorian Aboriginal Legal Service
- Victorian Aboriginal Health Service
- First Nations Community residing in Melton

In addition to these consultations, officers also met with members of the RAC throughout the development of the report to ensure the evidence and insights included in the report captured a local perspective.

Appendix 4 provides a summary of the engagement themes.

Key Messages:

- *Local First Nations people want to see more action from Council related to supporting community needs.*
- *The ultimate expressed aim of First Nations community stakeholders is to achieve an Aboriginal community operated and controlled facility, not a Council facility.*
- *TOs and First Nations community have expressed a desire to work in partnership with Council to see the concept of an ACCH become a reality.*
- *First Nations leaders and community advise that developing a culturally safe planning and engagement process will be essential to reaching the ultimate outcome of the project.*
- *Local First Nations community stressed that the planning and design of an ACCH needs to reflect the voices and experiences of local First Nations people.*
- *TOs and community also expressed a desire for a space that can accommodate cultural as well as wellbeing needs as these are intrinsically interlinked.*

- *TO representatives suggested that a successful future partnership project to deliver the required planning and feasibility stage could be shaped by a Community Reference Group involving First Nation and TO representation.*
- *Kirrip Aboriginal Corporation have outgrown their current space and require a long-term plan related to their accommodation needs. Other ACCOs require service spaces for delivery of community programs.*

Community Need and Benefit

Many Aboriginal people and communities are thriving and enjoy excellent social and emotional wellbeing and mental health. Through connections to culture, community, country and family they are resilient and able to deal successfully with life's difficulties and challenges. But too many are not¹.

The impacts of colonisation, trans-generational trauma, racism, discrimination, marginalisation and disadvantage have resulted in poor mental health outcomes². Aboriginal people and communities are more likely than the general population to face risk factors for poor physical and mental health and barriers to health and wellbeing.

Yet many Aboriginal people and communities living in the City of Melton have very limited access to Aboriginal specific services that offer culturally sensitive settings and respond to their short, medium and long-term needs and have to travel to Brimbank and Footscray to access services.

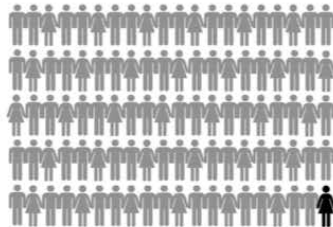
The Victorian Government [Korin Korin Balit-Djak](#) Report verifies that there is a significant gap in health and social outcomes between Aboriginal people and communities and the general population, and evidence in the report shows that the provision of holistic local Aboriginal-specific services would help to address this gap.

¹ Victorian Government Department of Health and Human Services, www.health.vic.gov.au/health-strategies/balit-murrup-aboriginal-social-and-emotional-wellbeing-framework

² Victorian Government Department of Health and Human Services, www.health.vic.gov.au/health-strategies/balit-murrup-aboriginal-social-and-emotional-wellbeing-framework

First Nation population profile

The City of Melton



First nations people make up **1.2%** of the population in the City of Melton

That's around **2,123** people

Compared to **0.7%** in the Greater Melbourne area

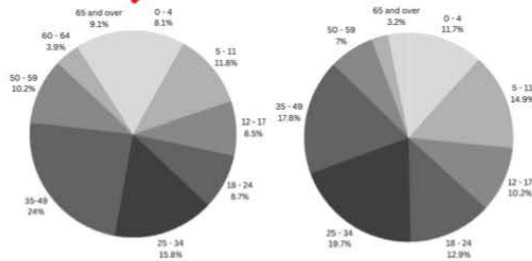


The proportion of First Nation peoples over 45 years of age is **17.4%**

Compared to **30.3%** for the wider population of the City of Melton



Age groups of First Nation peoples compared to the wider population in the City of Melton



32.3% of First Nations households in the City of Melton are single parent families

Compared to **13.7%** of non-indigenous households in the City of Melton

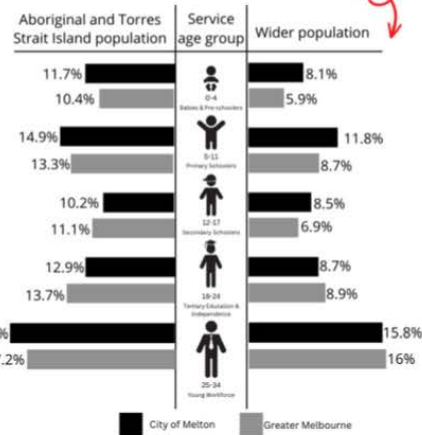


50% of First Nations people in the City of Melton are renting


Compared to **23%** of non-indigenous people in the City of Melton

12% of First Nations people in the City of Melton own their own home, compared to **22%** of non-indigenous residents

A more detailed breakdown of the younger population




*id Community Profile, 2016 & 2021
Profile of Indigenous Persons: Victorian Municipalities, 2021*

54% of First Nations students in the City of Melton are leaving school before completing year 11 


Compared to **41%** of First Nations people in Victoria and **25%** of non-indigenous people in the City of Melton

4.5% of First Nations people in the City of Melton attend University or TAFE 

Compared to **6.1%** of First Nations people in Victoria

17% of First Nations people in the City of Melton have a mental health condition, including depression or anxiety 

Compared to **7%** in the overall population

There are **192** First Nations people accessing NDIS as an activity participant from the City of Melton  There are **224** First Nations people living in the City of Melton who have a profound or severe core activities limitation and require assistance

Assistance is needed in the areas of self-care, mobility and communication due to long-term health conditions, a disability or aged care

First Nations people in the City of Melton have a median weekly income of

 **588**

Compared to **\$788** a week for non-indigenous people in the City of Melton

The unemployed First Nations labour force in the City of Melton is

13% 

Compared to **6.5%** in the overall population

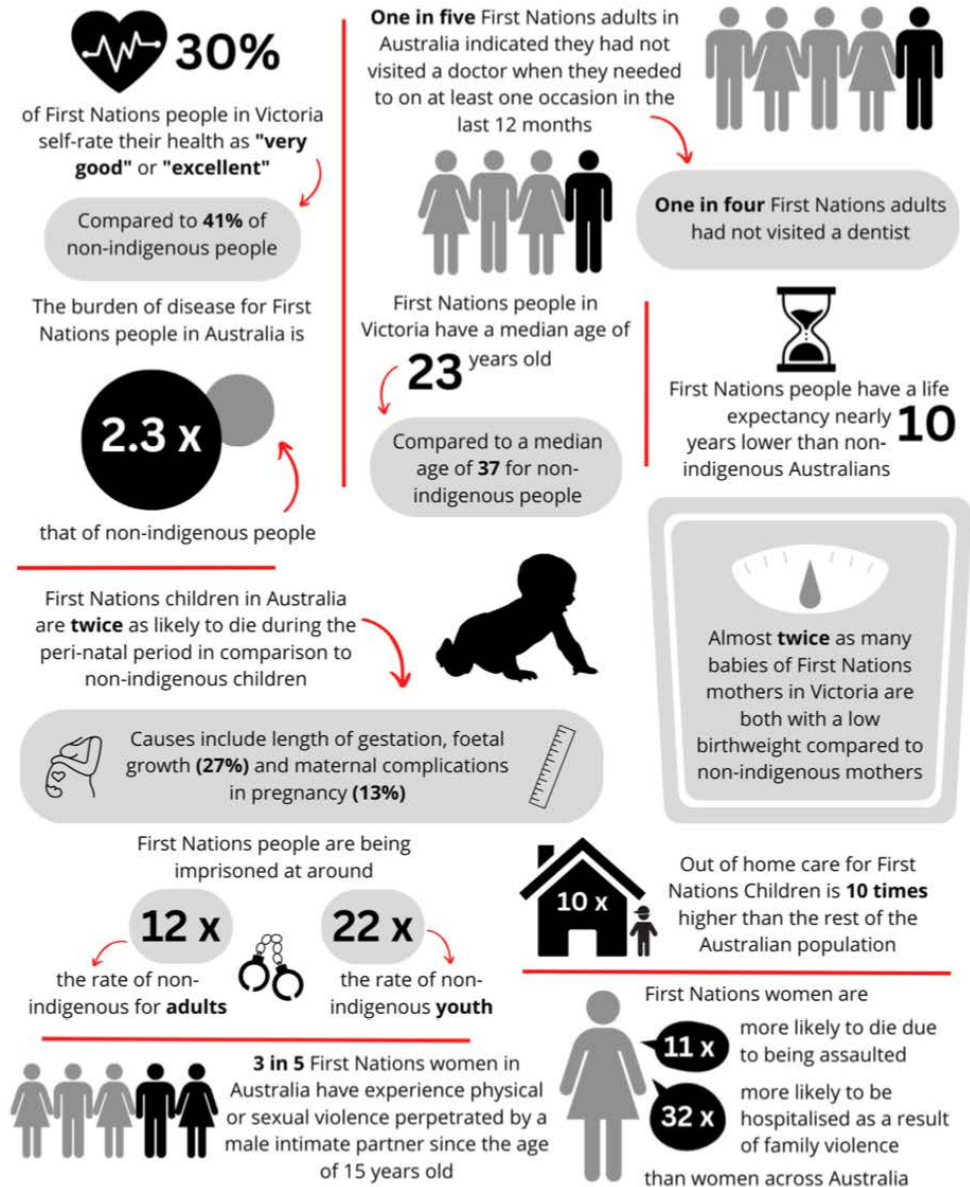
15.8% of First Nations people live with a disability in the City of Melton



Compared to **6.7%** of non-indigenous people in the City of Melton

National Disability Insurance Scheme (NDIS)
Id Community Profile, 2016 & 2021
Profile of Indigenous Persons: Victorian Municipalities, 2021

Victorian and Australian First Nations Population Trends



Australian Human Rights Commission
 Australian Government Department of Health and Aged Care
 Productivity Commission for the Steering Committee for the Review of Government Service Provision, 2020
 Australian Bureau of Statistics
 Department of Health and Human Services, Victorian State Government
 National Indigenous Australians Agency (NIAA)

Figure 2: Aboriginal community demographics.2016 & 2021

Identified Aboriginal health, social and emotional wellbeing, and safety needs

[Korin Korin Balit-Djak: Aboriginal health, wellbeing and safety strategic plan 2017–2027](#)

outlines the significant gap between the health status of Victoria's Aboriginal population and the non-Aboriginal population. Key health and human services indicators indicate the need for urgent action to improve the health, wellbeing and safety of Aboriginal Victorians who experience greater disadvantage and challenges regarding:

- perinatal mortality rates
- experience of family violence
- representation in out-of-home care
- representation in community-based supervision, detention and prison
- housing and homelessness
- rates of tobacco, alcohol and other drugs use
- mental health and physical health.

Furthermore, *[Balit Murrup](#)* outlines key facts about social and emotional wellbeing of Aboriginal Victorians who experience greater disadvantage and challenges regarding:

- psychological distress
- mental health-related presentations
- depression and anxiety
- experience of having a relative who was forcibly removed from their family due to Stolen Generations policies in Victoria
- mental health and health gap
- placement rate into out-of-home care.

The statistics on the previous pages provide some local data on how these health and wellbeing challenges are presenting locally.

Current and future needs

Council has broadly identified existing community and health service gaps and future service needs for the whole municipality to allow strategic engagement with community services and long-term service planning. The planning related to the Cobblebank Community Services Hub for example has identified a range of mainstream and specialist services that are eager to establish a local presence to service local need.

Evidence from *[Korin Korin Balit-Djak](#)* shows that First Nations community seek culturally sensitive and safe services. These are often dedicated services that are competent in working with complexities such as intergenerational trauma, stolen generation and out-of-home care and cultural identity issues. These are specialised competencies that do not always exist within mainstream service offerings. During 2018/19, half of First Nations people surveyed who needed to go to a GP/clinic doctor or dentist but didn't, reported not going for personal reasons, including being too busy, discrimination and culturally unsafe services.

Overcoming barriers to access and providing culturally safe primary healthcare services is key to improving the health of Aboriginal and Torres Strait Islander people. Primary health care services are accessible and appropriate if they are not only affordable, timely, and situated within easy reach, but also support the social and cultural norms of the communities they serve, ultimately leading people to engage and stay connected with these services (Davy et al. 2016)³.

Another identified need (that is fundamental to the principles of working of Aboriginal specific services) is to take a strengths-based asset building model when delivering services rather than a deficit model. This is intrinsically tied to the delivery of program and services that increase cultural identity and support the practice of culture.

Council's commitment to support self-determination (Council and Wellbeing strategy 6.4.3) means that local services support First Nations people choosing whether they seek out culturally specific or mainstream services, emphasising that there is a place for both service offerings.

Key ACCO stakeholders delivering services from Melton sites

Appendix 5 provides a snapshot of Aboriginal community and health services with a current presence in the Melton municipality. There are a number of services currently operating from Melton, namely:

- Kirrip Aboriginal Corporation – ACCO providing range of services and cultural programming
- Cooee Bunjil – supporting people with out of home care cases and Stolen Generation experiences
- VACCA – overseeing our-of-home care arrangements
- Elizabeth Morgan House – supporting women and children impacted by family violence
- Djirra – soon to open locally, supporting people impacted by family violence

Each of these services have articulated local community need for services to support the broad range of health and wellbeing challenges experienced by local First Nations community.

Evolving service needs

There are numerous emerging needs that could impact on the current level of demand for services for Aboriginal and Torres Strait Islander communities in the City of Melton.

Waiting times for services

Across the whole Victorian population, 42, 081 people were recorded on the waitlist for non-urgent medical care in Victoria in 2022, up from 33, 454 in 2021⁴. The average wait time for non-urgent care services have steadily increased form 224 days in 2021, to 260 days in 2022 for Victorians⁵.

³ *Ibid.*

⁴ Victorian Agency for Health Information (VAHI), [Patients waiting for treatment](#), 2022, State of Victoria

⁵ *Ibid.*

CoHealth, which has offices in the inner northern and western suburbs servicing health and social needs have wait times up to⁶:

- 9 months for counselling
- 12 months for family violence counselling
- 3 months for diabetes education
- 3 months for children's occupational therapy, phytotherapy, and speak therapy
- 6 months for general occupation therapy
- 4 months for general physiotherapy
- 4 weeks for social case workers

The strain on the health system in Victoria, experienced by all Victorians, is a growing pressure impacting health and wellbeing. This is compounding the pre-existing demand for culturally specific services.

COVID-19 impacts

The City of Melton community has experienced significant hardship as a result of the COVID-19 pandemic and associated social distancing restrictions. The health and wellbeing of First Nations peoples has been impacted as a result of social distancing. One in four VicHealth (2020) First Nations survey respondents indicated high psychological distress, and 23 per cent more respondents reported low-medium life satisfaction compared to Victorian averages. These trends will not be resolved or reversed quickly.

Services and community groups operating in the City of Melton have been required to adapt considerably in response to the pandemic. As cited in Melton City Council [COVID-19 Social & Economics Impacts 2020-2021](#) report, local services and groups struggled to meet demand (with some closing) during the pandemic. Demand is indicated to be driven by overwhelming unemployment, increases in family violence, significant and widespread mental health concerns and exacerbated social inequality.

The financial impacts of the pandemic have also disproportionately impacted First Nations peoples, with 74 per cent of First Nation survey respondents reporting experiencing financial hardship during the first lockdown, however this was high prior to the lockdown (63 per cent). This highlights the exacerbation of existing economic inequality (VicHealth, 2020).

Kirrip Aboriginal Corporation participated in the Victorian Government funded Melton Local Partnership Project through providing emergency food relief and vaccination information and opportunities to local First Nations community throughout the pandemic.

Aboriginal and Torres Strait Islander Housing and Homelessness

The [Victorian Aboriginal Housing and Homelessness Framework 2020](#) shows that Aboriginal people in Victoria seek homeless assistance in the highest and fastest growing numbers in Australia (Aboriginal Housing Victoria, 2020). How a future ACCH could service this need should be further explored but additional work related to the provision of Aboriginal social housing and crisis accommodation is also required.

⁶ Cohealth, [Wait Times](#), 2022, cohealth

Locally, 50% of First Nations community are renting compared to 23% of non-indigenous residents and 12% of First Nations community own their own home compared to 22% for non-indigenous residents demonstrating more housing instability amongst First Nation community.

Aboriginal Youth Justice

The [Wirkara Kulpa – Aboriginal Youth Justice Strategy 2022-2032](#) is the first Victorian Government Aboriginal Youth Justice Strategy. It seeks to make sure Aboriginal children and young people live culturally rich lives with family and community away from the justice system. It outlines the required reforms to the youth justice system to overcome systemic inequalities and overrepresentation. The Koori court justice system is already present locally (delivered by Kirrip) is a critical part of the much-needed local services. Across Australia, First Nations adults are twelve times more likely to be imprisoned than non-indigenous Australians and First Nation youth are twenty-two times more likely than their non-indigenous counterparts. Further services and expansions of existing services are required locally to support local First Nations community engaged with the justice system.

Other emerging needs

The population statistics listed on pages 20-22 and feedback from local ACCOs indicate demand for services that support First Nations communities with responses to:

- early disengagement from education (54% of First Nations students are leaving school before completing year 11 compared to 25% of non-indigenous Melton students)
- one parent family challenges (32.3% of Melton First Nation households are single parent households compared to 13.7% of non-indigenous households)
- demands for out of home care (across Australia, the rate of out-of-home care for First Nations children is ten times higher than the rest of the Australian population)
- family violence situations (3 in 5 First Nations women have experienced physical or sexual violence perpetrated by a male intimate partner since the age of 15 years old)
- employment status (as a percentage of the labour force) of the Aboriginal and Torres Strait Islander population in the City of Melton in 2021 compared to total population of City of Melton shows that there was a lower proportion in employment, and a higher proportion unemployed. The unemployed Aboriginal and Torres Strait Islander labour force was 13.0%, compared with 6.5% of the total population in City of Melton⁷.

Beyond service needs

Benchmarking other Hub projects and analysis of best practice found that the design of a potential ACCH also needs to encourage passive and social attendance to ensure all First Nations community can make use of the space for social connection, not just to receive specific service responses. This can mean a space that promotes connection to country, to culture, to each other with both indoor and outdoor areas to encourage a variety of ways the community can come together for:

- learning and exchanging knowledge

⁷ *Ibid.*

- socialisation
- recreation
- celebration
- performing ceremony
- men's business
- women's business
- sorry business
- to eat together
- casual yarning

Offering these informal programs is recognised as a successful preventative or early intervention approach to improving health and wellbeing outcomes and is strongly supported by Kirrip.

Who would a future ACCH service?

Population statistics show that Melton has a growing First Nations population (which is proportionally larger than that in Greater Melbourne (1.2% compared to 0.7% currently at 2,123 residents). The future priority service group for an ACCH is First Nations community that lives and/or works in Melton City well as people that use Melton City as a base for services. This aligns with other Aboriginal Support Service providers business model that operate in and out of the City of Melton.

Community benefits

Koolin Balit [evaluation findings](#) showed that gathering places/hubs have a substantial impact on improving the health and wellbeing of the community members who attend their sites, from a social, cultural, emotional and physical holistic view of health. Features of successful gathering places include:

- building community capacity (ownership, drive, engagement, empowerment, dedicated staff with singular purpose)
- people (building community champions, supporting and resourcing Elders and motivated individuals)
- connection to country and place (location, historical context, regional service context, sense of place)
- programs (flexibility, local priorities and needs, partnerships) that are fundamental to their sustainability

During the engagement, the Victorian Aboriginal Legal Service (VALS) expressed a strong position that their operations are most effective and engaging when they are connected to community, in community and co-located with other services, not as a standalone operation.

Korin Korin Balit-Djak promotes the establishment of Aboriginal gathering places as they enable a focus on:

- Aboriginal community leadership
- prioritising Aboriginal culture and community
- system reform across the health and human services sector
- safe, secure, strong families and individuals

- physically, socially and emotionally healthy Aboriginal communities.

A review of thirteen Gathering Places in Victoria completed for the Department of Health and Human Services (DHHS) by Melbourne University highlights the positive impact Gathering Places can play in the health and wellbeing of Aboriginal and Torres Strait Islander peoples who participate in their programs and attend their venues. The review also notes the importance of investment in core baseline and operational funding to programs that enable a strong community-controlled 'safe place' from which community members and partners can operate.

Findings of this review were used to inform the development of the Korin Korin Balit-Djak strategic plan, and this strategy and its evidence is referenced throughout this report.

Benchmarking research on other ACCH projects and analysis of leading practice identified a broad range of benefits including:

- a new ACCH to act as a gathering space for the growing First Nation community.
- a physical place which can support local First Nation people to self-organise and strengthen self-determination outcomes.
- addressing a variety of service and social needs of First Nation people in a culturally safe environment.
- better early intervention/prevention outcomes.
- shared community meeting spaces for the local First Nations community and services to use.
- opportunities for services to collaborate.
- a variety of spaces and functions to be delivered on one site that would usually require travel to attend.
- provision of local pathways to health, education, training and employment.
- group recreational activities.
- cultural learning and awareness.
- connection to country and passive spaces.
- services that respond to immediate local needs, not generalist needs.
- developing a sense of belonging amongst First nations community.
- demonstrating Council's commitment to reconciliation, self-determination and building authentic relationships with First Nations communities.
- fulfilling cultural roles.

Key messages

- *City of Melton's Aboriginal and/or Torres Strait Islander population is proportionally higher than Greater Melbourne and growing, creating higher demand for services.*
- *It's a younger population, with couples with children dominating amongst households, therefore services in the future will need to support this cohort (playgroups, parent groups, Maternal Child Health, kindergarten services, out of home care, family violence support, education support services).*

- *A range of complex and inter-related health, wellbeing, social and education and employment needs are present amongst the local First Nations population. Integrated responses to these needs, where various service providers can work collaboratively, have been shown to create better outcomes for community.*
- *The burden of disease for First Nation Australians is 2.3 times that of non-indigenous Australians. The statistics show services need to support infant health, single parent families, the occurrence of family violence, the high rates of out-of-home care, the lower rates of attendance at primary health care facilities, rates of disability, unemployment, education disengagement and housing security.*
- *Current local provision of culturally specific/safe services does not meet levels of need now or into the future, particularly given the size limitations faced by local ACCO Kirrip in their current premises.*
- *Other ACCOs are located outside municipality boundaries, requiring long travel distances and/or reliance on private transport to access their services.*
- *ACCOs expressed recognition that they need to better service Melton residents. Further information is being sought from ACCOs about demand and service trends for their specific services*
- *Mainstream health and help services alone do not adequately substitute for culturally specific services. Victorian Government policy states that health outcomes are better for Aboriginal people using designated Aboriginal Services.*
- *Victorian Government policy states that aside from documented social and health needs, First Nation communities have cultural and community connection needs that are best serviced in a culturally safe space that encourage community to come together for cultural enrichment and socialisation.*
- *Policy continues to position that the provision of cultural and community programs can act as a preventative or early intervention strategy, treating health and social issues before they become more complex or severe.*
- *The potential community benefits of an ACCH relate specifically to the model of service delivery offered by a Hub rather than what is achieved via stand-alone services.*
- *The benefit of a Hub is the very fact that someone can attend and be offered support services for a variety of interlinked and complex needs as well as attend informally and make social and cultural connections that better address the cultural determinations of health unique to First Nations people.*

Council's role

A key role for Council in connecting with community is the planning and curating of liveable cities that improve the health and wellbeing of residents. The planning and provision of suitable infrastructure is one direct way Council delivers on this obligation; however, Councils are not the sole providers of needed community infrastructure.

Councils work with other levels of government, the private sector, developers and not-for-profit organisations to optimise the planning and delivery of a suite of integrated infrastructure that meets local needs, now and into the future.

Council's broad role in infrastructure provision

In this context, there are five predominant roles Council may take in relation to community infrastructure provision projects (**Table 1**). In different circumstances, Council's role may focus on one or more of these accountabilities, that of a:

Role	Potential deliverables
Planner	Structure plans, design frameworks, options analysis, cost/benefit assessments, Economic Impact Assessments, stakeholder identification and analysis, consultation, feasibility studies, business cases, concept designs, detailed designs, budget estimates, funding applications, quantity surveys, specifications, policy, developing evidence base.
Provider	Council led capital projects on Council land, Council operated/managed facilities/services on Council land, council maintenance/asset management processes, enter into funding agreements with funding bodies that Council are accountable to acquit, Council services to be delivered from site, Council governance mechanisms used.
Facilitator/partner/enabler	Negotiated partner agreements, works in kind agreements (with developers, government and commercial entities), co-contributor arrangements, co-design planning models, convene reference groups, act as mediator between other contributing parties/interests.
Advocate	Deliver targeted evidence-based campaigns to sitting governments and gain public support for desired commitments.
Investor	Resource the completion of planning and feasibility work, use of Council land as the location of community facilities, contribute to capital/construction costs, commit ongoing budget towards the operational costs of the services delivered from the facilities.

Table 1: Typical Council roles related to infrastructure provision

The role of Melton Council in a potential ACCH project may draw upon various elements of these five roles. Outcomes of the community engagement is that any development of a facility of this type should not be solely Council planned. Rather the desire from community is for a community owned and controlled facility and a planning process that supports Aboriginal led evidence gathering and concept development.

The research and engagement suggest a partnership approach to a potential planning phase of this facility would align with leading practice and First Nation community sentiment.

How can Council support a future project?

The engagement process confirmed there is recognition that Council support and partnership would be required for any project to be planned and delivered.

The [Victorian Aboriginal and Local Government Strategy 2021-2026](#) is a roadmap towards self-determination for Aboriginal Victorians, Local Government, and the Victorian Government. The Strategy's seven strategic pillars:

- culture, respect and trust
- awareness and engagement
- accountability and direction
- governance and participation
- economic participation
- health and wellbeing
- resourcing and funding.

The Strategy recommends actions for local governments, the Victorian Government and First Nations communities that progress Aboriginal self-determination and reconciliation. The Strategy includes a clear framework for shared decision-making processes and actions for Aboriginal Victorians working together with Local Government based on shared power and decision-making, fairness, respect, and trust.

Council should be guided by the seven listed strategic pillars in determining a culturally sensitive potential role for any future related development project (**Table 2**).

Hypothetically, a partnership agreement/MOU could be developed that clearly articulates the agreed roles and responsibilities of each partner under each of the seven pillars:

Pillar	Describing Council's role
Culture, respect and trust	<p>To demonstrate authentic leadership and cultural competency to ensure governance models, engagement and planning processes place these concepts at the centre of the process.</p> <p>To demonstrate mutual respect between Council and community leaders.</p>

Awareness and engagement	<p>To listen to community and take advice on how to make the process inclusive.</p> <p>To participate in deep listening and to be open to new learnings.</p>
Accountability and direction	<p>To support the development of governance arrangements that involve an independent collective as the governing body that can oversee the process.</p> <p>To be clear and specific in defining roles, responsibilities and partner expectations related to strategic and operational matters.</p> <p>To participate in a shared leadership/authority model that assumes local Aboriginal leaders as the experts in cultural matters.</p> <p>To recognise the strengths/positions of influence of First Nations partners in order to optimise project outcomes.</p>
Governance and participation	<p>To abide by Terms of Reference that are developed and agreed by aforementioned governance body.</p> <p>To contribute suitably qualified and authorised representatives that assist with technical aspects of the planning process (leadership/strategic and statutory planning/design/engagement/communications/advocacy).</p>
Economic participation	<p>To support the use of Aboriginal suppliers throughout the process wherever possible or those that contribute to job creation /training opportunities for First Nations people.</p>
Health and wellbeing	<p>To directly link the planning and design of this concept to Aboriginal cultural determinants of health and objectives in the Council and Wellbeing Plan.</p>
Resourcing and funding	<p>To be transparent about Council's contribution (cash and/or in-kind) to the project.</p> <p>To support the development of co-authored funding applications and/or advocacy efforts to secure necessary funding and resourcing of all phases of the project.</p>

Table 2: Adapted from Victorian Aboriginal and Local Government Strategy – seven strategic pillars

Planning models

As outlined above, the planning of a potential ACCH project would involve complexities related to the need for culturally appropriate stakeholder engagement, adhering to the principle of self-determination, selecting a suitable and viable site, gaining the cooperation and support of funding bodies and creating a sustainable model of management that will ensure the facility realises its vision. The process will take time as well as require a variety of skills and expertise to accomplish the task.

Analysis of ways to plan a potential ACCH have revealed the following options:

Community led planning – Typically this would involve a process being led by a local ACCO/Aboriginal organisation/committee in response to the identification of local need. This group would set about defining the type of facility required in consultation with First Nations community to develop a concept for funding consideration. The group would lead a process of gaining support for the concept, identifying potential sites and negotiating for the realisation of these outcomes. The group would independently execute a promotional and awareness raising strategy to gain broader political/philanthropic support.

Advantages

- This option would ensure the process would reflect essential cultural knowledge and local understanding and expertise related to needed programs and services – self-determination would be strengthened
- Reduced responsibility for Council - responding to specific requests for information to inform the process and as the local statutory planning authority.

Disadvantages

- Local ACCO would need to outsource technical expertise throughout its delivery that would be costly.
- This approach would not help to strengthen Councils relationships and reputation with local First Nations community – Council would not be responding to community's expressed needs.
- The selection and securing of suitable land would likely be a difficult process if done in isolation. Council or the Victorian Government (as land holders) would be needed to support the project through arrangements for use of a Council/Victorian Government owned site as many infrastructure funds require confirmation of suitable land being secured or a long term lease arrangement in place to be considered 'funding ready'.
- infrastructure funding options limited without partnership with Council.

Council led planning – In this scenario, the project would be the result of a Council commitment. Officers would proceed to plan a facility similar to the process it enacts when delivering a new community centre. There would be consultation with identified stakeholders but ultimately the project's definition and scope as well as accountability for its successful delivery would be to the Council.

Advantages

- The process would follow usual community centre planning practice in the most part – no new processes would be needed.

Disadvantages

- First Nations community would lack a sense of 'ownership' of it and ultimately would not fully utilise it as it may not be seen as a safe place.
- The planning process may not serve to improve self-determination or reconciliation outcomes
- Agreement between Council and local First Nations community would be difficult to achieve without a formal engagement arrangement to guide the selection.
- The project would likely rely on funds sourced from external bodies (excluding developers as is typical for a community centre development). This would likely require Council to contribute more capital investment.
- With Council as the lead of the project, the ACCO may not be eligible for Aboriginal specific infrastructure funding without the demonstration of an Aboriginal organisation as a partner.

Joint Council and community led planning partnership – In this scenario, Council and a suitable ACCO would embark on a mutually agreeable partnership to outline how the planning phase of the project could be delivered collectively. A shared understanding of the steps in the process, and the roles/responsibilities and strengths of each partner could be defined to shape how the partnership would optimise the expertise of each other. The engagement approach would be ongoing through the planning phase and be informed by cultural expertise involving important cultural representatives (TOs) and technical experts authorised to guide the project and help with decision making.

Advantages

- This approach would demonstrate commitment to reconciliation in Council's way of working as well as in delivering needed services.
- Cultural knowledge as well as technical land use expertise would underpin the process
- Both organisations would embark on an agreeable shared leadership model as the planning phase progressed. This would advance relationships and build trust between Council and First Nations community.
- Support self-determination and also draw on Council's strengths.
- Advocacy efforts would be led by the ACCO with Council in a backup role to optimise existing political and relationships and reputation.
- The site selection process would draw upon Council's land use planning knowledge and require shared selection criteria be developed to compare the viability of various options.
- Funding applications would be co-authored and in doing so would maximise eligibility for Aboriginal specific funding streams.

Disadvantages

- Compromise would be required by both partners.
- Following this approach will take more time to reach solutions and outcomes, but decisions will be supported by First Nations community.

Key messages:

- *There are three fundamental options for how a potential ACCH could be planned for the City of Melton – ACCO/Community led planning, Council led planning or a partnership approach to planning.*
- *Community have expressed their preference for partnering with Council in the planning of this proposed project.*
- *Funding bodies have a preference for partnership projects where both Council and respected ACOOs bring their expertise together.*
- *Successful planning models are processes that allow for regular engagement with key stakeholders – a co-design approach.*
- *Council's role in supporting the progression of this project needs to reflect a deep understanding of self-determination – this project will require Council to trial new ways of working together.*
- *Partnership agreements can clearly articulate the 'how' of working together in culturally sensitive ways.*

Potential service models

This report includes consideration of gathering places of different sizes, delivery and style. According to Kingsley et al. (2021), gathering places include those that provide cultural programs on either a designated site, multiple shared community spaces, or a range of activities in different locations (Table 3).

Existing service models include:





Classification	Model	Description
Designated site		Good infrastructure with a fixed site location/s, ongoing community engagement, multiple programs, activities and staff, established links with mainstream service providers and strong community governance. Generally have strong community control.
Multi-location model		Multiple sites and no fixed location to suit community needs. It can include sharing venues with other groups and strong partnership networks with agencies. In this model a gathering place is dependent on availability of appropriate venues and infrastructure. Governance arrangements are complex.
Activity-based outreach network		Defined by activities not location. Semi-regular organised gatherings based on activity/target group. Food is often the reason for gathering. There is less opportunities for interaction between other groups. Reliant on committed staff. They are usually not community controlled and have strong connections to mainstream services.
Shared/temporary spaces		Have the support of other community groups, shared resources/administrative costs and more flexibility for groups to choose spaces for activities. There is less ownership and access to spaces. There are links to other services and semi-regular organised gatherings/meetings based around activity. Reliant on committed staff.

Table 3: Gathering Places structures (adapted from Kingsley et al., 2018).

Consultation has clearly shown support for a single designated site and this report assumes this is would be the concept required for a sustainable model in the future. Further developments on affiliated sites would not be ruled out by this current focus.

Existing service and partnership governance models

Officers researched governance arrangements that would support a future ACCH. It is noted that officers did not explore models that were strictly primary health settings, rather looking at sites which incorporated broader community deliverables and programming as this was anticipated to be more closely aligned to the concept being explored.

This is a project where First Nations leaders have expressed a clear desire for an Aboriginal owned and controlled site and this approach aligns with Victorian Government policy and other case studies.

The service and governance model of the partnership might be inspired by an existing model. The model may also evolve over the various stages of the project to reflect the require skills and stakeholders with expertise to share before concluding with the development of an ongoing 'operational' governance model.

There are a variety of potential arrangements that will need to be considered. If support for the concept is affirmed, Council will need to complete further work with stakeholders to define the preferred approach for the Melton context.

Table 4 provides a snapshot of some existing service and governance models for partnerships:

Council operations – moving towards community operations		
Site and model	Model description	Key learning and questions to consider
<p>Wunggurrwil Dhurrung,</p> <p>Integrated Family Centre including two co-located community facilities, Wyndham Vale</p> <p>Partnership with Wyndham Aboriginal Community Centre and Wyndham City Council.</p> <p>Currently Council operated.</p>	<p>Wunggurrwil Dhurrung Centre is a meeting place located in Wyndham Vale. It promotes a shared vision to recognise and celebrate Aboriginal perspective and history. The centre provides a culturally safe place, where people of all ages and experiences are welcome to gather, connect, learn and share. With a name steeped in meaning, Wunggurrwil Dhurrung means "strong heart" in Wadawurrung.</p> <p>The first of its kind, this centre brings together Koling wada-ngal (Aboriginal Community Centre), Balim Balim kindergarten operated by One Tree Community Services, and a Neighbourhood Community Centre, Wyndham City Council.</p> <p>The Integrated Family Centre provides early years and family support to local families as well as the broader community, including family and early intervention services for vulnerable groups. This facility delivers community spaces, kindergarten rooms, maternal child health consulting rooms,</p>	<ul style="list-style-type: none"> • Co-location with other community facilities – how does this impact sense of cultural safety? • Name of site is an important consideration • Incorporates a 'Koori kindergarten' within the broader site • The broader site has a predominantly early years/family services focus – how does this impact it feeling inclusive to all? • Focus of Aboriginal Centre is to strengthen community and cultural development – not just strictly service hub

	<p>office space, and consulting rooms to cater to the growing needs of the Wyndham community.</p> <p>The co-located Wyndham Aboriginal Community Centre provides an inclusive space for Aboriginal people to strengthen community and cultural development and facilitate improved coordination and delivery of services and programs in Wyndham.</p>	<ul style="list-style-type: none"> • How is the shared arrangement formalised? • What is the planned timeframe for handing the Aboriginal centre over to community? • What will the operational funding arrangement be then?
<p>Brimbank City Council proposed Aboriginal Community Centre, North Sunshine</p> <p>A pilot of a culturally safe and welcoming space and programs for Aboriginal and Torres Strait Islander people. Brimbank City Council to develop a MOU with the Coowinda Community Group.</p> <p>Council also agreed to auspice an application through the Victorian Government Neighbourhood House funding stream</p>	<p>An Aboriginal-run Community facility to support the delivery of Aboriginal and Torres Strait Islander programs following a Neighbourhood House model.</p> <p>Stage 1 is to convert a previous Planned Activity Group venue to become an Aboriginal 'Neighbourhood House' operation. Stage 2 is to construct a fit for purpose centre on the site.</p>	<ul style="list-style-type: none"> • Benefits and complexities of repurposing an existing site • Resourcing and time expected to build the capacity of the community group to be set up for success? • How suitable is the Neighbourhood House model when providing an ACCH? Can we also pursue this? • How will Council encourage local First Nations community to feel ownership over the council space? • What is the planned timeframe for handing the Aboriginal centre over to community? • What will the operational funding arrangement be then?
<p>Whittlesea Aboriginal Gathering Place (to be built), Quarry Hills Regional Parkland</p> <p>The project will be developed by Whittlesea City Council in partnership with local Aboriginal</p>	<p>The Aboriginal Gathering Place will be a welcoming, inclusive and culturally safe space with a strong emphasis on self-determination and environmental sustainability.</p> <p>It will invite Aboriginal and non-Aboriginal people to enjoy a sense of belonging while accessing activities, programs and services that strengthen culture and enhance wellbeing.</p>	<ul style="list-style-type: none"> • How will the site's remoteness impact accessibility to services? • Will additional sites closer to transport/town centres be required to supplement this site's focus on environmental sustainability? • What will the operational funding arrangement be?

communities, the City of Whittlesea Aboriginal Gathering Place Advisory Group and the Whittlesea Reconciliation Group.		<ul style="list-style-type: none"> • How has the partnership arrangement been formalised? • What is the planned timeframe for handing the Aboriginal centre over to community?
Community/cooperative operations		
Site and model	Model description	Key learning and questions to consider
<p>Ballarat and District Aboriginal Co-operative (BADAC) is a multidisciplinary Aboriginal Community Controlled Health Organisation, Ballarat</p> <p>BADAC is governed by a Board of Directors who are voted in annually by the members of the Co-operative.</p>	<p>Established in 1979, the facility incorporates primary health services, Koori family services, community home support, family violence, housing, stolen generation, children and young people, early childhood learning and development programs⁸. BADAC is focused on prevention and early intervention.</p>	<ul style="list-style-type: none"> • Independently run – predominantly a health organisation • Has demonstrated long term viability (50+ years) • Services outlying towns as well as regional centre • Does it receive recurrent funds as a health provider? • Did it initially have a project partner before transitioning to independence? • What is its current relationship with Council (if any)?
<p>Mullum Mullum Indigenous Gathering Place, Croydon</p> <p>A community controlled Aboriginal organisation</p>	<p>Committed to retaining, promoting, and strengthening cultural identity, Mullum Mullum Indigenous Gathering Place provides a safe space for local Aboriginal and Torres Strait Islander communities to participate in cultural activities and connect.</p> <p>Mullum Mullum Indigenous Gathering Place plays a key role in fostering connection, promotion, support, celebration and strengthening of the local Aboriginal communities, cultures, knowledge and traditions.</p>	<ul style="list-style-type: none"> • Focus of Aboriginal Centre is to foster connection and strengthen community and cultural development – not just strictly service hub • Does it receive recurrent funds? • Did it initially have a project partner before transitioning to independence?

⁸ www.badac.net.au/

		<ul style="list-style-type: none"> What is its current relationship with Council (if any)?
<p>Willum Warrain Aboriginal Gathering Place, Hastings</p> <p>Willum Warrain seeks to establish and consolidate itself as an independent ACCO run by a community-elected Board.</p>	<p>The Board has endorsed a new Strategic plan for 2019 to 2021. A key focus is on youth.</p>	<ul style="list-style-type: none"> What can we learn from their independent board set up? Does it receive any recurrent funds from Council or other source? Does it have a relationship with Council's various service delivery areas?
Community operations – supported/partnered by Council		
Site and model	Model description	Key learning and questions to consider
<p>Dardi Munwurro (Strong Spirit) – a specialist Aboriginal healing and family violence prevention service, based in Preston, servicing southern and northern metro Melbourne</p> <p>Dardi Munwurro's and Cardinia Shire Council partnership</p>	<p>In 2020, Dardi Munwurro announced it would be working in partnership with Cardinia Shire Council on a pilot program focused on establishing its Bramung Jaarn initiative (a youth program for young men who are at risk of, or are involve in, the justice system). The program is committed to support and embed Aboriginal leadership and self-determination in health, wellbeing and safety⁹.</p>	<ul style="list-style-type: none"> Have expanded an existing service based in Preston to a new location (Cardinia Shire) Youth programs was the original driver for this partnership Focus of Aboriginal Centre is to embed leadership and self-determination into health wellbeing and safety – not just strictly service hub Does it receive recurrent funds from Council? What is its relationship with Council's Youth Development area? How is the partnership arrangement formalised?

⁹ <https://pakenham.starcommunity.com.au/news/2020-08-19/support-for-aboriginal-youth/>

<p>Casey Aboriginal Gathering Place, Doveton</p> <p>The Gathering Place is a Centre that is community led and supported by the Council.</p>	<p>The Gathering Place is an important place where Council can connect with community and will help deliver on the priorities of the Aboriginal Strategic Framework.</p>	<ul style="list-style-type: none"> Does it receive recurrent funds from Council? What is its relationship with Council's various service delivery areas? How is the partnership arrangement formalised? How much do Council's strategic objectives influence the outcomes/focus of the facility?
<p>Nairm Marr Djambana (Gathering by the Bay), Jubilee Park, Frankston off Nursery Avenue</p> <p>Nairm Marr Djambana has its own incorporated committee who coordinate all activities and operations of the facility. Supported by Frankston City Council and Chisholm TAFE.</p>	<p>Nairm Marr Djambana is a place to conduct Aboriginal health, cultural, recreation and social activities.</p> <p>It is a meeting place to provide opportunities to further advance and improve the health of Aboriginal people of all genders and ages.</p> <p>The focus of Nairm Marr Djambana is to:</p> <ul style="list-style-type: none"> improve Aboriginal health, cultural, recreation and social activities provide a meeting place to improve the health of Aboriginal people of all genders and ages. 	<ul style="list-style-type: none"> What can we learn from their incorporated committee set up? Does it receive recurrent funds from Council? What is its relationship with Council's various service delivery areas? How is the partnership arrangement formalised? Focus of Aboriginal Centre is to provide services and a meeting place – not just strictly service hub
<p>Community operated – Community health supported</p>		
<p>Site and model</p>	<p>Model description</p>	<p>Key learning and questions to consider</p>
<p>Barrbunin Beek Aboriginal and Torres Strait Islander's Gathering Place, Heidelberg West</p> <p>An Aboriginal controlled gathering place, in partnership with Banyule</p>	<p>Gathering Place with regular activities including Sista Circle Women's group, Nhalinggu Bagung Art Group, Ngurnungeata Men's Group and Food Share.</p> <p>It allows the local Aboriginal and Torres Strait Islander community to create a real connection to country by establishing a place of community ownership, where knowledge can be shared and culture celebrated.</p>	<ul style="list-style-type: none"> How is the partnership arrangement formalised? Does it receive recurrent funds from the community health organisations? How far into the future can the community health organisations

Community Health, and Darebin Community Health		commit funds to the gathering place? Is there a contingency plan? <ul style="list-style-type: none"> • What are their governance arrangements?
--	--	---

Table 4: Service and governance models

A full summary of relevant Aboriginal community hubs / gathering places in Victoria, are detailed in **Appendix 6**.

Community Hub or Gathering Place

The language of ‘community hub’ versus ‘gathering place’ is one that matters to some members of community as it speaks to the proposed facility’s purpose however research into this subject matter has shown there are no exclusive definitions that separate these concepts. The evaluation conducted on 13 Gathering Places in Victoria demonstrated that all these terms originated from ‘white people’ suggesting there is no First Nations preference between the two terms. First Nations community involved in the evaluation comfortably used the term ‘community place’ in place of other commonly used terms.

Clarity on what the site’s purpose would be, and therefore what a suitable description of it is, from the perspective of local First Nations community would help to progress a sense of ownership and also meaningfully engage in the conversation about what services, supports and programs it offers.

Gathering places / Healing Centres / Community centres – Program model

Figure 3 below describes the program model of a gathering place, demonstrating how the interlinked services programs, principles and enablers make up the program model.



Figure 3: Gathering Places program model (Kingsley et al, 2021).

As reported in Kingsley et al, 2021, gathering places are strengthened when the following factors are incorporated in the service and governance model:

- Investment in long-term sustainability - consistent, appropriate long-term baseline funding for operational costs and staffing costs to increase sustainability (not just initial capital costs)
- Streamlined and flexible funding and reporting requirements to relieve administration burden and to allow creative local solutions
- Supporting development of formal agreements between gathering places and external agencies

- A planning workshop with gathering places to identify priorities, coordinate funding and identify appropriate key performance indicators that benefit the community.
- Annual gathering place professional development in-service
- A gathering place coordinator
- Gathering place community awards to recognise achievement
- An understanding of the enabling factors that will lead to successful operations, including:
 - Respect of culture and cultural and spiritual practices
 - Culturally safe amenities
 - Capacity building
 - Holistic models of health and wellbeing
 - Integrity/transparency
 - Community identified priorities
 - Strong governance
 - Sustainability
 - Community engagement and communication
- An imbedded understanding of the interconnected nature of health, culture, social and emotional wellbeing, empowerment/self-determination and a sense of place.

In Aboriginal and Torres Strait Islander service models, culture underpins all aspects of care in that it ensures community participation, ownership and control, a flexible approach to care and a culturally appropriate and skilled workforce (Harfield et al. 2018)¹⁰. Another particular strength of the community-controlled model is that services can respond to the local situation and incorporate local community and cultural knowledge into service delivery (Holland 2016).

Key learnings from existing facilities

Much can be drawn from the examples of local community hubs and gathering spaces that can inform the planning of a potential site in Melton City. It is also evident that some consistency exists between the various models that support Melton Council to adopt these learnings:

- Self-determination is a critical long-term driver of the service/governance approach even if it is not able to be achieved from the outset.
- Governance/service models generally require partnerships, at least in the establishment phase to create long term sustainability.
- Partnerships are generally with Councils although community health and TAFE have played a role in some case studies.
- There are clearly identified enabling factors that can be considered when designing a service and governance model suitable for the Melton context.
- A suitable model for the potential ACCH in the City of Melton can be developed that reflects the existing model adopted by Kirrip and also the interests of other supporting agencies.
- ACCHs can be successful and sustainable given the right operational start and adequate support to establish themselves.

¹⁰ *Ibid.*

Key messages:

- *Investigations and engagement recommend this project focus on one designated ACCH site, not disseminated sites.*
- *Research demonstrated a very broad range of service models exist with a variety of partnership/ governance arrangements involving local Councils (and others). Preferences for suitable models reflect the maturity of existing sovereign relationships, the opportunities to utilise existing facilities versus the development of greenfield sites and the existence of successful local ACCOs or similar to guide/lead the work.*
- *Evaluation of existing Hubs has identified numerous strengths and challenges of each model. These need to be further explored if planning of an ACCH is supported.*
- *There are existing critical success factors that strengthen the ability of a Hub to deliver on its intended outcomes. These are a critical resource to incorporate into the planning of a future ACCH project.*
- *If the project is supported, a governance and service model would be further progressed through a co-design approach that would involve further investigation into the key learnings from other sites.*

Potential funding streams

Potential funding streams have been researched for reference as part of supporting a sustainable funding model for the planning and development of a future Aboriginal community hub and are listed below in **Table 5**.

Any Council commitment to funding a facility in the future would also need to be undertaken in the context of Council's Long-Term Capital and strategic financial plan as part of its budget and prioritisation process for all community infrastructure planning.

In addition, the Victorian government has identified the further need for Aboriginal and Torres Strait Islander support as part of COVID-19 recovery which may offer other funding sources over the coming years. For example, the Victorian government is providing \$35 million for Aboriginal organisations to build, upgrade and maintain social and transitional housing, \$2 million to Aboriginal Community Controlled Health Organisations in wellbeing and social supports¹¹.

Description of funding program	Summary of caveats
Australian Government's Growing Regions Program Entity: Department of Infrastructure, Transport, Regional Development, Communications and the Arts	
<p>Aim: To deliver investment in regional infrastructure and community projects.</p> <p>This will help drive regional economic prosperity by providing access to funding for capital works for community and economic infrastructure across our rural and regional areas.</p> <p>Max funding yet to be announced.</p>	<p>Information relating to this program is expected to be released later in 2023.</p>
Community Initiated Proposals Entity: National Indigenous Australians Agency (NIAA)	
<p>The Australian Government has three clear priorities to make sure efforts are effectively targeted:</p> <ul style="list-style-type: none"> • The positive impact that education has on the future success of individuals, families and communities is clear. Children who go to school have better life outcomes. • Employment, economic development and social participation improve the lives of families and communities. The right conditions and incentives need to be in place for Indigenous Australians to participate in the economy and broader society. • Growing up in a healthy and safe home and community is essential for families to thrive and reach their full potential. In particular, the violence that too many women and children face must be addressed.. In the 2021-22 Budget, the Australian Government allocated \$5.7 billion to the IAS, over four years to 2024-25, for grant funding processes and administered procurement activities that address the objectives of the IAS. 	<ul style="list-style-type: none"> • Proposals must be developed with the community or group who will be impacted by the activity. • Communities, organisations, businesses and individuals can approach the Agency with funding proposals. This will take place under the Agency Collaborates (Non-Competitive) Grant Opportunity Guidelines (GOGs). IAS funding must be invested strategically to achieve best outcomes for Aboriginal and Torres Strait Islander Australians, and so the Agency would not generally fund a proposal that could be funded through another pathway.

¹¹ www.premier.vic.gov.au/supporting-aboriginal-victorians-through-coronavirus/

Description of funding program	Summary of caveats
Victorian Government's Growing Suburbs Fund Victorian policy Entity: Department of Jobs, Precincts and Regions	
<p>The Growing Suburbs Fund is a \$375 million investment over 7 years in critical local infrastructure in Melbourne's diverse and fast-growing outer suburbs. In the 2021-22 Victorian Budget, the Victorian Government announced \$50 million in funding for the Growing Suburbs Fund to continue to support the infrastructure needs of interface and peri-urban communities.</p> <p>The objectives of the program are to target high priority community infrastructure projects that contribute to:</p> <ul style="list-style-type: none"> • the social and economic recovery of communities and groups impacted by COVID-19 • the needs of rapidly growing communities • local employment creation in both the construction phase and the ongoing operation • improved local economic conditions in interface and peri-urban communities • improved capacity for councils to respond to changing community needs and demands • the delivery of innovative models of integrated/shared community infrastructure • creating a safe and engaging environment for vulnerable and isolated community members. 	<p>The Growing Suburbs Fund is currently closed for applications. Further rounds are expected to open later in 2023.</p> <ul style="list-style-type: none"> • Program wide criteria apply including leveraged funding Councils are expected to contribute funding to the delivery of each project – a national program wide funding leverage of \$1 for \$1 is in place; and consideration of the Green Star Rating certification).
Victorian Government's Aboriginal Victoria - Aboriginal Community Infrastructure Program Entity: Department of Jobs, Precincts and Regions is engaged to administer on behalf of the Department of Premier and Cabinet.	
<p>A project control group consisting of representatives from both Departments oversees the Program.</p>	
<p>Funding up to \$1.6 million is available for Aboriginal organisations to build new community infrastructure or repair, refurbish or expand existing community infrastructure. The Aboriginal Community Infrastructure Program enables organisations to:</p> <ul style="list-style-type: none"> • improve the delivery and responsiveness of services to communities • improve cultural connectedness and community safety • improve the health and wellbeing of communities • improve education and economic participation opportunities for communities. <p>There are three categories:</p> <ul style="list-style-type: none"> • Category 1: Repairs and minor works (up to \$300,000) • Category 2: Capital works and upgrades (\$300,000 – \$1.6 million) • Category 3: Feasibility studies/Business cases (up to \$50,000). 	<p>The Aboriginal Community Infrastructure program is currently closed for applications. A representative from the Department has advised that they anticipate a further round to open later in 2023.</p> <ul style="list-style-type: none"> • \$50,000 - \$1,600,000 • Aboriginal organisations, auspice organisations (including Local Councils), and project consortiums can apply. • Capital Works and Upgrades Stream Assessment Criteria include why the infrastructure project is needed and a clear rationale; what the works entail and the purpose and function of the proposed infrastructure (if applicable, details of additional cash funding or in-kind contributions from stakeholders should be provided) etc.
Aboriginal and Torres Strait Islander Major Grants Entity: Lowitja Institute	
<ul style="list-style-type: none"> • Intended to contribute to the empowerment and improvement in the health and wellbeing for Aboriginal and Torres Strait Islander 	<p>Option for feasibility and service model participatory research.</p>

Description of funding program	Summary of caveats
<p>people by commissioning research that is high impact and led by Aboriginal and Torres Strait Islander peoples.</p> <p>The Aboriginal and Torres Strait Islander Major Grants for 2022–23 will support the research of new ideas that align to one of the Lowitja Institute Research Agenda themes:</p> <ul style="list-style-type: none"> • Empowerment • Sovereignty – • Connectedness • Cultural safety and respectful systems <p>The Major Grants are for Aboriginal and Torres Strait Islander community controlled organisations only.</p> <p>The funding of the grant is for two years.</p> <p>The research projects must be no longer than the funding timeframe, and the maximum amount available per project is \$200,000.</p>	<ul style="list-style-type: none"> • Organisations are not expected to have research experience for the Major Grants - may need to form a partnership.
<p>Community Grants Program Entity: Alinta Energy</p>	
<p>Focused on addressing social disadvantage and environmental sustainability, Alinta Energy has committed to contribute up to \$500,000 per year to community organisations between 2020 and 2025, equating to a total spend of up to \$2.5M.</p> <p>Up to \$250,000 p.a. will be provided to grass roots organisations distributed via an open biannual community grant application process and via direct donations from power stations.</p> <p>To be eligible for a community grant, you must be able to demonstrate that your project will have a positive impact on either social disadvantage (e.g. projects that assist members of the community in need) or environmental sustainability (e.g. projects that restore natural ecosystems, reduce the consumption of natural resources and/or reduce waste)</p>	<p>Option for feasibility and service model participatory research</p>
<p>Discovery Indigenous Entity: Australian Research Council (ARC)</p>	
<p>Provides grant funding to support research projects led by an Aboriginal and/or Torres Strait Islander researcher.</p> <p>The objectives of the Discovery Indigenous scheme are to:</p> <ul style="list-style-type: none"> - Support excellent basic and applied research and research training by Aboriginal and/or Torres Strait Islander researchers as individuals and as teams - Support national and international research collaboration - Enhance the scale and focus of research in Australian Government priority areas 	<ul style="list-style-type: none"> • Option for feasibility and service model participatory research. • The first named Chief Investigator must be an Aboriginal and/or Torres Strait Islander researcher and will be the Project Leader.

Description of funding program	Summary of caveats
<p>- Support and retain established Aboriginal and/or Torres Strait Islander researchers in higher education institutions.</p> <p>The intended outcomes of the Discovery Indigenous scheme are:</p> <ul style="list-style-type: none"> - Expanded knowledge base and research capacity in Australia - Economic, commercial, environmental, social and/or cultural benefits for Australia. <p>Funding amount between \$30,000 and \$2,500,000.</p>	
<p>KWT Community Grants Entity: Koondee Woonga-gat Toor-rong (care of Australian Communities Foundation)</p>	
<p>KWT will provide funding to community projects that:</p> <ul style="list-style-type: none"> - Support Aboriginal and Torres strait Islander community and cultural wellness - That address social justice issues and family violence - Support the cultural development of Aboriginal and Torres Strait Islander children and young people - Supports the health and wellbeing of Aboriginal and Torres Strait Islander community members (inclusive of sports, health promotion events, creative, yarning circles, ceremony and storytelling, Connecting to Country, camps, community events, Education, professional development). 	<ul style="list-style-type: none"> • Option for feasibility and service model participatory research
<p>Strategic Community Sponsorships Entity: Greater Western Water</p>	
<p>Provides funding over three years for partnerships with leading regional organisations that support liveability and wellbeing.</p> <p>You can submit a proposal for up to \$75,000 for partnerships for over three years that:</p> <ul style="list-style-type: none"> - Help communities thrive by supporting liveability and wellbeing - Address a regional need and use local networks and resources to deliver a clear community benefit - Are locally-led for the benefit of communities in our service area. 	<p>Planning model funding</p>

Table 5: Funding opportunities from Federal and Victorian Governments, and the private sector

Advocacy

Consistent with all major community infrastructure development projects, alongside a clear investment and funding strategy is the need to develop a culturally sensitive and well-timed advocacy (stakeholder management and engagement) campaign. Advocacy will be most effective in the partnership model whereby Council supports Kirrip's advocacy to the Victorian Government, which is in line with their ongoing strategic engagement. This campaign would rely heavily on the pre-existing levels of awareness and support from local members of parliament for a needed expansion of Kirrip to better support local First Nations people in Melton.

Key messages:

- *There are a variety of potential funding streams available, for both feasibility studies and infrastructure as identified in the table.*
- *The following funding streams would be particularly relevant:*
 - *Australian Government's Growing Regions Program*
 - *Community Initiated Proposals through the NIAA*
 - *Victorian Government's Growing Suburbs Fund*
 - *Victorian Government's Aboriginal Community Infrastructure Program*
 - *Aboriginal and Torres Strait Islander Major Grants through the Lowitja Institute*
- *Funding for capital projects is extremely competitive.*
- *Co-authored funding applications with Aboriginal community-controlled organisations is the most effective arrangement in applications.*
- *Funding for more in-depth feasibility/concept development is available. Completing this will strengthen (and may even be a pre-requisite of) future capital funding applications.*
- *A thoughtful advocacy campaign led by Kirrip and supported by Council would be a beneficial addition to the project's continued planning.*

References

.idcommunity, 2016. *Community Profile*, City of Melton: .id the population experts.

Aboriginal Housing Victoria. (2020). *Victorian Aboriginal housing and homelessness framework: Mana-na woorn-tyeen maar-takoort (every Aboriginal person has a home)*. [Online] Available at: vahhf.org.au/

Australian Government Department of Health and Ageing. (2021). *National Aboriginal and Torres Strait Islander Health Plan 2021-2031*. Canberra.

Davy, C., Harfield, S., McArthur, A., Munn, Z. and Brown, A. 2016, 'Access to primary health care services for Indigenous peoples: A framework synthesis', *International Journal for Equity in Health*, vol. 15, no. 163.

Harfield, S.G., Davy, C., McArthur, A., Munn, Z., Brown, A. and Brown, N. 2018, 'Characteristics of Indigenous primary health care service delivery models: a systematic scoping review', *Globalization and Health*, vol. 14, no. 1, p. 12.

Holland, C. 2016, *Close the Gap: Progress and Priorities Report 2016*, Close the Gap Campaign Steering Committee for Indigenous Health Equality, Melbourne.

Kingsley, J., Munro-Harrison, E., Jenkins, A., & Thorpe, A. (2018). "Here we are part of a living culture": Understanding the cultural determinants of health in Aboriginal gathering places in Victoria, Australia. *Health and Place*, 54, 210-220.

VicHealth, 2020. *VicHealth Coronavirus Wellbeing Impact Study: Follow up survey report*, Melbourne: VicHealth.

Victorian Government. (2018). *Victorian Aboriginal Affairs Framework 2018-2023*. [Online] Available at: www.firstpeoplesrelations.vic.gov.au/victorian-aboriginal-affairs-framework-2018-2023

Victorian Government Infrastructure Victoria. (2021). *Victoria's Infrastructure Strategy 2021-2051*. [Online] Available at: www.infrastructurevictoria.com.au/project/30-year-strategy/

Victorian Government. (2021). *Victorian Closing the Gap Implementation Plan 2021-2023*. [Online] Available at: www.firstpeoplesrelations.vic.gov.au/victorian-closing-gap-implementation-plan

Victorian Government Department of Health and Human Services. (2017). *Balit Murrup: Aboriginal social and emotional wellbeing framework 2017-2027*. [Online] Available at: www.health.vic.gov.au/health-strategies/balit-murrup-aboriginal-social-and-emotional-wellbeing-framework

Victorian Government Department of Health and Human Services. (2017). *Korin Korin Balit-Djak: Aboriginal health, wellbeing and safety strategic plan 2017-2027*. [Online] Available at: www.health.vic.gov.au/publications/korin-korin-balit-djak-aboriginal-health-wellbeing-and-safety-strategic-plan-2017-2027

Victorian Government First Peoples – State Relations. (2021). *Melbourne Local Aboriginal Networks and Gathering Places*. [Online] Available at: firstpeoplesrelations.vic.gov.au/melbourne-local-aboriginal-networks-and-gathering-places

Appendices

Appendix 1 – Commonwealth and Victorian Government Policy context

National Agreement on Closing the Gap targets, 2020



Figure 4: Commonwealth Closing the Gap targets 2020

Victorian Policy context

The [Advancing the Treaty Process with Aboriginal Victorians Act 2018](#) (The Treaty Act 2018) has been established to create a framework for the development of a treaty in Victoria. It provides a mechanism for the Victorian Government to recognise the authority of the Aboriginal Representative Body (ARB) for the purposes of supporting future treaty negotiations. It is also intended to enshrine guiding principles for the treaty process and

outline how the ARB and the Victorian Government can work together to achieve its desired outcomes.

Since the Treaty Act 2018 was passed, the Treaty Authority and Other Treaty Elements Bill (Treaty Authority Bill) was introduced into Victorian Parliament in June 2022. This was followed in October 2022 by the establishment of the Treaty Negotiation Framework and Self-Determination Fund to ensure the treaty development process is equitable and fair.

Progress of establishing a Treaty will continue under the recently re-elected Victorian Government. Over time, Local Government authorities will need to demonstrate readiness to implement the legislated frameworks.

Strengthening the Aboriginal community-controlled sector is a key priority area of the [Victorian Closing the Gap Implementation Plan](#) which was tabled in the Victorian parliament in June 2021.

Investment in Aboriginal community infrastructure is fundamental to strengthening the community-controlled sector and, as recognised in the [Victorian Infrastructure Strategy 2021-2051](#).

The [Victorian Aboriginal Affairs Framework 2018-2023](#) is the Victorian Government's overarching framework for working with Aboriginal Victorians, organisations and the wider community to drive action and improve outcomes.

The [Victorian-Aboriginal-and-Local-Government-Strategy.pdf \(localgovernment.vic.gov.au\)](#) has introduced self-determination plans, built on seven strategic pillars, which include actions for Local Government to implement and report on.

Appendix 2 – Council and Wellbeing Plan 2021-2025

Themes	Objectives	Strategies
1. A safe City that is socially and culturally connected	1.1 A community that celebrates diversity and is inclusive of all	<p>1.1.2 Contribute to a welcoming community which embraces diversity.</p> <p>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 and contribute to strengthening respectful relationships between all.</p>
	1.2 A safe community where people feel proud to live	1.2.2 Empower the community to strengthen civic pride, social cohesion, and a sense of belonging.
	1.3 Local neighbourhoods are socially and culturally connected	<p>1.3.2 Facilitate opportunities for social connection.</p> <p>1.3.4 Support community programs delivered by local organisations and community groups.</p> <p>1.3.5 Invest in festivals and celebrations in partnership with the community and local businesses.</p>
	1.4 A City that promotes positive public health and wellbeing outcomes to our community	<p>1.4.1 Work in partnership with health and community service providers to deliver initiatives that meet the needs of the community.</p> <p>Invest in the mental wellbeing, healthy eating and physical activity of all our community with an emphasis on children and young people.</p> <p>1.4.3 Improve community health and wellbeing outcomes related to sexual and reproductive health, and harm caused by tobacco, alcohol and drug use.</p> <p>1.4.4 Raise community awareness and deliver programs to prevent family violence</p> <p>1.4.5 Support children and young people to learn, develop and reach their full potential.</p>
	1.5 A City that celebrates Aboriginal and/or Torres Strait Islander cultures,	1.5.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture.

	knowledge and right to self determination	<p>1.5.2 Incorporate Aboriginal culture into the built environment.</p> <p>1.5.4 Provide leadership in reconciliation, build positive partnerships and community relationships, and support culturally appropriate activities, services and places.</p>
3. A fast growing, innovative and well-planned City	3.2 Health and community services are accessible locally	<p>3.2.1 Advocate for and facilitate for the provision of health and community facilities to be within close proximity and safe access to public transport.</p> <p>3.2.2 Plan and design Council facilities to accommodate health and community services.</p> <p>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</p>
	3.3 A City with accessible infrastructure that meets the needs of all	<p>3.3.1 Ensure infrastructure and open space are designed, built and maintained to accommodate safety, growth, diverse needs and adaptability</p> <p>3.3.3 Advocate to and work with the State Government for the timely delivery of State infrastructure to service the City</p>
4. A City that promotes greater education and employment	4.2 A City with a variety of education facilities accessible locally	4.2.4 Support local pathways between education, training and employment
	4.4 Lifelong learning opportunities that bring local communities together	<p>4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning</p> <p>4.4.3 Create a learning culture in the City through early engagement with and support for children, young people and families</p> <p>4.4.4. Partner with education providers to facilitate the delivery of education and training programs</p>
5. A community that is actively engaged in the City	5.2 A range of platforms, including digital, that cater for accessible community	5.2.3 Provide opportunities for meaningful community engagement, especially with diverse faith and cultural groups.

	engagement and consultation	
6. A high performing organisation that demonstrates civic leadership and organisational excellence	6.3 An organisation that demonstrates excellence in civic leadership and governance	6.3.5 Advocate to, and partner with all levels of government, community organisations and the private sector
	6.4 An organisation that celebrates diversity and inclusion	6.4.3 Build cultural competence to understand and promote Aboriginal self-determination.

Table 6: Council and Wellbeing Plan 2021-2025 relevant themes, objectives and strategies

Appendix 3 – Background on Melton’s local ACCO - Kirrip Aboriginal Corporation



Figure 5: Photo of Kirrip’s main site – 26 Exford Rd, Melton South

The key aims of Kirrip Aboriginal Corporation include:

- Providing opportunities for the Aboriginal community to participate in cultural and social activities which promote social and emotional wellbeing.
- Providing services in a culturally safe and appropriate environment, continuing to reflect and affirm Aboriginal cultural qualities in all programs.
- Being seen as the entry point for services for Aboriginal people requiring emergency relief, crisis accommodation, family support, financial counselling and legal support. Kirrip supports matters including family reunification, stolen generations and cultural identity.

In recognition of the work led by Kirrip, in October 2015, Council entered into a five-year peppercorn lease with Kirrip Aboriginal Corporation for the premises at 26 Exford Rd, Melton South to provide the means for the first Aboriginal Community Controlled Organisation to operate within the City. This lease concluded in October 2022 and operations continue onsite on a rolling lease basis.

While Kirrip receives external funding for service delivery through a range of streams, the organisation does not receive an accommodation budget, so is currently reliant upon Council for ongoing accommodation support.

The key outcome of Council's long-term leasing arrangement over the past five years with Kirrip was that it assisted Kirrip to become an independently run, self-determined organisation offering culturally specific and safe social and community services, including employment support, justice support, counselling, life-skills youth support and mentoring, housing support, children's programs, and elders groups.

The success and growth of the Kirrip service has resulted in them having outgrown their existing premises at 26 Exford Rd. This former social housing asset has been assessed as end of life cycle and not fit for purpose as a community centre. There are currently a number of programs on hold due to limitations of the site/venue.

To assist Kirrip to continue to offer needed services, Council recently entered into a licensing agreement with Kirrip to enable them to access additional space at Arnolds Creek Community Centre to supplement their Exford Road services temporarily. While this provides interim relief to the accommodation pressures, Kirrip services are best suited to a dedicated site, which improves access for community in a culturally safe environment. The current arrangement represents a limited response to actual need.

In response to current and future levels of demand, Kirrip are currently considering their long-term accommodation plans via feasibility and business planning investigations.

This scoping report work aligns with the work led by Kirrip in determining community need and preferences for services and programs being delivered from a fit-for-purpose facility that would better accommodate Kirrip and community into the future.

The Wurundjeri Woi Wurrung Traditional Owners have articulated a need for Council to prioritise supporting Kirrip in resolving its current accommodation requirements and in using this scoping report to work towards future long-term accommodation solutions. Regardless of the outcome of this report, these pressures will require a resolution. In the event Council continues with the planning of a Hub there are many advantages in recognising the leadership role of Kirrip in the planning of a potential new Hub that would be their future site.

Appendix 4 – Project engagement overview

Engagement summary with Traditional Owners

Three separate engagement sessions were conducted with the Wurundjeri Woi-Wurrung Cultural Heritage Aboriginal Corporation, Wadawurrung Traditional Owners Aboriginal Corporation and Bunurong Land Council Aboriginal Corporation Traditional Owners.

The following are the key themes derived from these meetings:

- There is a need for Council and TOs to work together on matters such as the ACCH and there is much work that needs to be done to build a trusting and respectful relationship. The relationship needs to move past being transactional and to a mutually beneficial partnership.
- There was an emphasis on the need for clearly articulated protocols for engagement to guide the ACCH project (and other partnership work). This was further explored citing the example of Community Reference Groups and co-design approaches to ensure First nation stakeholders were adequately engaged in projects.
- The need for a ACCH was strongly supported, and it was recommended that the work support Kirrip to resolve their long-term accommodation needs. It was also suggested that the development of any future Hub be about more than services but also a place of connection.
- The Wadawurrung Traditional Owners consulted for this report talked of a vision of a 'wraparound' community hub. A place of connection where people are known personally and listened to. They stressed that this description spoke to more than a description of the physical building also describing the 'feeling' First Nations people had when they entered.
- The Bunurong Traditional Owners stressed how critical it is for this proposal and its potential resulting facility to be community owned and controlled 'without non-Indigenous people looking over the shoulders of its leaders commenting on whether they are doing it right'.
- Wadawurrung representatives suggested they have participated in successful Project Reference Group models with both Ballarat and Greater Geelong Councils for infrastructure projects aimed at producing positive outcomes for First Nations people through a form of co-design. These mechanisms ensure the project concept develops while regularly seeking insights and advice from key stakeholders. This should also be supplemented with additional engagement – of Traditional Owners and broader community at key milestones – in recognition that the voices of Aboriginal people will be diverse.

Engagement summary with ACCOs

The engagement involved conversations with Victorian Aboriginal Child Care Agency (VACCA) & Aboriginal Executive Council (AEC), Aboriginal Housing Victoria, Victorian Aboriginal Legal Service, Kirrip Aboriginal Corporation and Victorian Aboriginal Health Service.

The following are the key themes derived from these meetings:

- ACCOs confirmed that their strategies and priorities highlight the need for more services in the West and specifically in the Melton municipality. Some even explicitly stated they do not want to deliver a stand-alone service but be co-located.

- Specific services mentioned that might fit a Hub and benefit from co-location included:
 - Parenting programs
 - Early learning/childcare
 - Justice/Legal Services
 - Family violence support
 - Employment pathways
 - Community/civic participation opportunities
 - Supporting people living with disability
 - Health services
- Relationships with ACCOs need to be at the Executive level as well as the officer level to ensure leadership supports the achievement of wellbeing outcomes for First Nations community.
- Similar to the TOs, ACCOs have a desire to deepen their relationship with Council and extend it beyond a transactional arrangement.
- ACCOs expressed 'self-determination' as a guiding principle to guide Council's work with a possible ACCH. This emphasised the need for it to be community controlled and also for the project's engagement/planning mechanisms to include First Nations voices.
- Specifically, ACCOs expressed a desire for the governance and preferably ownership of a future ACCH to sit with the community not Council/Government.
- Regardless of the outcome of this investigation, Kirrip require a long-term accommodation solution that reflects growing need and demand for additional services being available locally.
- This follows the existing arrangements Council has with Kirrip. During the consultation Kirrip emphasised the value in drawing upon the existing successful governance arrangements in place at Kirrip when considering what a future partnership might look like.
- All First Nations stakeholders were unanimous in their belief that governance models need to promote self-determination and support community to continue to strengthen the sustainability of the organisation to run independently.
- During the engagement, reference was made to concerns about the potential of Council to have a dominant presence in a future facility that would dilute the intention of creating a safe space for First Nations community and require a sense of 'competition' for spaces.
- One suggested approach to governance of a future ACCH is an independent Aboriginal Board who handles all strategic decisions making. This model would also have a second tier of governance, an Executive, where a Council representative could sit to contribute to operational decisions related to the building (in the case where Council has a vested interest in the asset).

Engagement summary with local First Nations community

Engagement also included Council's RAC members and First Nations community members who attended the Community Voice engagement session facilitated by Bundyi Girri and held on 26 November 2022.

The following are the key themes derived from these meetings:

- First Nations community expressed a desire to have a better relationship with Council that is grounded in Council having meaningful relationships with TOs and to see more progress with reconciliation. Currently, community raised concerns about

trusting Council to listen and respond in culturally safe ways to the needs of community.

- A safe and welcoming ACCH is the desire of local First Nations community. This is what makes Kirrip a place they attend now. Knowing it is Aboriginal community controlled will provide reassurance to community that it is safe to attend and participate in the Hub activities and services.
- First Nations community expressed concern that Council structures, processes and governance arrangements may impede the self-determination aspects of this project going forward. It was expressed that this can be overcome through developing staff cultural competency skills and working together in new ways.
- First Nations community expressed the need for engagement and communication methods related to this project are co-designed with community.
- Alongside a commitment to co-designed engagement methods, First Nations community desire tangible action in this space that results in progress towards the ultimate goal of an ACCH.
- Engagement clearly demonstrated a desire for the voice of local First Nations community (not Victorian wide ACCO representatives) to influence the development, design and operations of a potential ACCH project – achieving an Aboriginal community-controlled Hub.
- Community also described that the ideal ACCH would provide both access to services that families need and also the opportunity to practice and teach culture.
- First Nations community stakeholders were supportive of a ACCH planning process that preserves self-determination where community has a central role from start to finish with this project, from concept to realisation and beyond. Government funding bodies (for example Victorian Government's Aboriginal Victoria - Aboriginal Community Infrastructure Program) are supportive of this type of partnership approach and this is often required for consideration in investing capital funds into such a project.
- First Nations community stakeholders recognise the value in drawing upon the expertise of Council officers related to the technical aspects (infrastructure) of planning this proposal and would welcome Council take the lead on these matters. There was no preference for doing this work independent of Council.

Appendix 5 – Key ACCO stakeholders delivering services from Melton sites

Organisation	Closest Office (to Melton)	Commentary on need for local services
<p>Kirrip Aboriginal Corporation – Kirrip Aboriginal Corporation provides services to the local Aboriginal communities in and around Melton and surrounding areas¹².</p>	<p>26 Exford Road Melton South VIC 3338</p> <p>Open daily except for Sundays.</p> <p>Ph. (03) 8088 0764</p>	<p>Kirrip's service demands are increasing, emphasising a need to determine a long-term accommodation solution</p> <p>Once expanded, Kirrip will seek to retain their identity as a community oriented local ACCO and also aim to be better placed to engage in more strategic matters.</p> <p>Kirrip are currently unable to implement some programming/ service provision due to space restrictions.</p>
<p>Victorian Aboriginal Child Care Agency – The Victorian Aboriginal Child Care Agency (VACCA) is a Victorian-wide organisation servicing children, young people, families, and community members¹³.</p>	<p>43 Bakery Square Melton VIC 3337</p> <p>Open Monday to Friday: 9:00am - 5:00pm</p> <p>Ph: (03) 8746 2776</p>	<p>VACCA's Victorian Election Platform 2022 identified Melton as a necessary (highly desirable) site for a low cost early learning/childcare centre – possible alignment with Hub.</p> <p>Multiple service agreements could be established across member organisations of the Aboriginal Executive Council to ensure that First Peoples residing in Melton have:</p> <ol style="list-style-type: none"> Options to engage with an ACCO or mainstream provider (Self-determination) and Access to culturally safe services.
<p>Cooee Bunjii – Cooee Bunji is an organisation that supports the social and</p>	<p>No fixed office but looking at trying to secure space within City of Melton</p>	<p>Designed to be an alternative source of support for families to other formal services such as VACCA in negotiating out-of-home</p>

¹² kirripaboriginalcorporation.org/

¹³ vacca.org/

emotional wellbeing of Aboriginal people ¹⁴ .		care arrangements and also support stolen generation reparations. Cooee Bunjil have expressed a desire to professionalise their services as currently they follow a volunteer-based model.
Elizabeth Morgan House Aboriginal Women's Services – Elizabeth Morgan House is an organisation that provides refuge accommodation and specialist family violence services to Aboriginal women and their children. It is also a peak body in Victoria for Aboriginal women and family violence ¹⁵ .	Brookfield Children's and Community Centre Main office - Fairfield VIC 3078 Ph: (03) 9403 9400	Operating an outreach service from Brookfield Children's and Community Centre since 2021. Current funding may only allow them the local presence until mid-2023. Council has supported their establishment at this centre. Since opening, 229 women and their children have received case management support from the Melton office. The service has grown its staff capacity throughout 2022 in response to demand. During 21/22, 22 women were provided crisis accommodation in the western catchment (compared to 19 in the northern catchment). Also during 21/22, 92 nights of crisis accommodation was provided in the Western catchment compared to 60 in the northern catchment.
Djirra <i>NB: Djirra has advised council that they have identified a potential service site in Melton City, which is in the planning stage. (I thought all this has gone through and they are</i>	Head office 292 Hoddle Street Abbotsford Vic 3067 info@djirra.org.au Legal Services team: info.afvls@djirra.org.au	Aboriginal Community Controlled Organisation governed by an Aboriginal Board of Directors who are elected by members. ¹⁶ Service sites currently in Melbourne City, Mildura region, Latrobe Valley, Gippsland region, Echuca region, Bendigo region, Barwon South West region.

¹⁴ cooeebunji.org.au/¹⁵ emhaws.org.au/¹⁶ <https://djirra.org.au/who-we-are/>

<p><i>operating, may pay to check status)</i></p> <p>Djirra is a place where culture is shared and celebrated, and where practical support is available to all Aboriginal women and particularly to Aboriginal people who are currently experiencing family violence or have in the past.</p>		
---	--	--

Table 7: Key ACCO stakeholders delivering services from Melton sites

Other key ACCO stakeholders consulted as a part of this project:

Organisation	Closest Office (to Melton)	Commentary on need for local services
<p>Victorian Aboriginal Health Service – The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian indigenous communities. The organisation has expanded steadily over past 40 years to provide a comprehensive range of medical, dental and social services for our community¹⁷.</p>	<p>186 Nicholson Street Fitzroy VIC 3065 Ph: (03) 9419 3000</p> <p>238-250 Plenty Road Preston VIC 3072 Ph: (03) 9403 3300</p> <p>Bunjilwarra Koori Youth Alcohol and Drug Healing Service Hastings VIC 3915</p>	<p>VAHS have long identified Melton City Local Government Area (LGA) as a potential service delivery site.</p> <p>VAHS has long standing intentions of decentralising its services, so that communities can access essential health services where the community reside.</p> <p>Access is repeatedly identified by the community as a barrier to seeking medical care, with many community members not having the resources or means to travel to existing VAHS sites.</p> <p>VAHS has a strong interest in an advisory group being established that looks at the development of strategic imperatives that meet the growing demand from First Nations services in Melbourne's West.</p>
<p>Victorian Aboriginal Legal Service - The Victorian</p>	<p>273 High Street Preston VIC 3072</p>	<p>Believe Melton would benefit from a satellite office. They have noted a</p>

¹⁷ vahs.org.au/about/

<p>Aboriginal Legal Service (VALS) provides referrals, advice/information, duty work or case work assistance to Aboriginal and Torres Strait Islander peoples in the State of Victoria.</p>	<p>Ph: 1800 064 865</p>	<p>significant increase in Melton residents affected by family violence.</p> <p>VALS has been working on a 'decentralised' service approach which involves locating legal support with other First Nations services such as health services.</p>
---	-------------------------	--

Table 8: Other ACCOs consulted as a part of the development of the report

Appendix 6 – Aboriginal Community Hub case studies

Banyule City Council case study: Baribunin Beek Aboriginal and Torres Strait Islander's Gathering Place

What: An Aboriginal controlled gathering place, in partnership with Banyule Community Health, and Darebin Community Health, regular activities conducted including Sista Circle Women's group, Nhalinggu Bagung Art Group, Ngurnungeata Men's Group and Food Share.

It allows the local Aboriginal and Torres Strait Islander community to create a real connection to country by establishing a place of community ownership, where knowledge can be shared and culture celebrated.

Where: Fred Howe Annex, 55 Catalina Street, Heidelberg West

Weblink:

banyule.vic.gov.au/About-us/Policies-plans-strategies/Council-plans-and-strategies/ATSI-plan

Casey City Council case study: Casey Aboriginal Gathering Place

What: The Gathering Place is a Centre that is community led and supported by the Council.

The Gathering Place is an important place where Council can connect with community and will help deliver on the priorities of the Aboriginal Strategic Framework.

Where: Doveton

When: Opened in July 2016

Weblink:

casey.vic.gov.au/policies-strategies/aboriginal-strategic-framework-2018-2021

Whittlesea City Council case study: Aboriginal Gathering Place to be built

What: The Aboriginal Gathering Place will be a welcoming, inclusive and culturally safe space with a strong emphasis on self-determination and environmental sustainability.

The project will be developed in partnership with local Aboriginal communities, the City of Whittlesea Aboriginal Gathering Place Advisory Group and the Whittlesea Reconciliation Group, who have been advocating for a local gathering place for 20 years.

It will invite Aboriginal and non-Aboriginal people to enjoy a sense of belonging while accessing activities, programs and services that strengthen culture and enhance wellbeing.

The vision is for a place that serves the broader community, providing lots of opportunities for non-Aboriginal community members to learn and engage with local culture and history. Activities envisioned include school tours and workplace cultural competency training and education programs.

Where: Quarry Hills Regional Parkland

When: A final Business Case for the City of Whittlesea Aboriginal Gathering Place was to be presented to Council in 2022.

Weblinks:

whittlesea.vic.gov.au/about-us/news-publications/latest-news/aboriginal-gathering-place-to-be-built-in-our-city/

http://cam.whittlesea.vic.gov.au/Open/2021/07/CO_05072021_AGN_6504_AT_WEB.htm

[Aboriginal gathering place community vision](#)

[Aboriginal gathering place investment logic map](#)

[Aboriginal gathering place feasibility study 2018](#)

[Aboriginal gathering place draft business case 2021](#)

Frankston City Council case study: Nairm Marr Djambana (Gathering by the Bay)

What: Nairm Marr Djambana is a place to conduct Aboriginal health, cultural, recreation and social activities.

It is a meeting place to provide opportunities to further advance and improve the health of Aboriginal people of all genders and ages. Nairm Marr Djambana has its own incorporated committee who coordinate all activities and operations of the facility.

The focus of Nairm Marr Djambana is to:

- improve Aboriginal health, cultural, recreation and social activities
- provide a meeting place to improve the health of Aboriginal people of all genders and ages.

Nairm Marr Djambana:

- provides a social / community meeting place and sense of hope and belonging
- encourages environmental, spiritual and emotional healing
- provides opportunities for education and training
- promotes healthy lifestyle choices
- cares for the land and environment
- facilitates information / distributes resources
- promotes recreation and leisure
- provides social benefit to the whole community
- identifies the gaps in service provision
- builds support / network and strengthen the community.

Where: Jubilee Park, Frankston off Nursery Avenue

Funding: Two portable buildings were donated by Chisholm TAFE to Frankston City Council who in turn have allocated the buildings for the Gathering Place site.

Weblink:

frankston.vic.gov.au/Our-Community/Community-Development/Indigenous-Communities

Mornington Peninsular Shire Council case study: Willum Warrain Aboriginal Gathering Place

What: Willum Warrain seeks to establish and consolidate itself as an independent ACCO run by a community-elected Board.

The Board has endorsed a new Strategic plan for 2019 to 2021. A key focus is on youth.

In late 2020, a Master Planning process funded by the Mornington Peninsula Shire commenced. Mornington Peninsula Shire Council has reaffirmed its support to the local Aboriginal and Torres Strait Island community by unanimously adopting the Willum Warrain Master Plan. The Plan will see Willum Warrain Gathering Place in Hastings transformed into a vision for the future including a new entrance building, gathering place, large auditorium for community use, a dedicated Elders area and a community hub including cafe.

By adopting the Plan, the Shire is proposing to extend the site to six acres and commit to a 30-year lease.

Where: Hastings

When: Established in 2014.

Funding: The Gathering Place was established with support from Mornington Peninsula Shire and funding from the Closing the Gap program.

The Shire will support Willum Warrain's grant application to the Aboriginal Victoria – Aboriginal Community Infrastructure program. The Willum Warrain Aboriginal Association has called for funding support through their GoFundMe page to realise the first stage of the Plan.

Weblinks:

mornpen.vic.gov.au/Community-Services/Aboriginal-and-Torres-Strait-Islander-Support/Willum-Warrain-Aboriginal-Association-Gathering-Place

willumwarrain.org.au/history/

shape.mornpen.vic.gov.au/willum-warrain-masterplan

Wyndham City Council case study: Wunggurrwil Dhurrung Centre, Wyndham Aboriginal Community Centre and Wyndham City Council partnership

What: Integrated Family Centre will include two co-located community facilities

The Wunggurrwil Dhurrung (meaning "Strong Heart" in Wadawurrung language) Balim Balim Kindergarten formed in partnership with Wyndham Aboriginal Community Centre and Wyndham City Council and is one of a variety of facilities that form the Wunggurrwil Dhurrung Centre. These facilities include an Integrated Family Centre (IFC), a dedicated Aboriginal Community Centre and the Wunggurrwil Dhurrung Balim Balim Kindergarten, which is operated by One Tree Community Services¹⁰.

The Integrated Family Centre that will provide early years and family support to local families as well as the broader community, including family and early intervention services for vulnerable groups. This facility will deliver community spaces, kindergarten rooms, maternal child health consulting rooms, office space, and consulting rooms that will cater to the growing needs of the Wyndham community.

The co-located Wyndham Aboriginal Community Centre will provide an inclusive space for Aboriginal people to strengthen community and cultural development and facilitate improved coordination and delivery of services and programs in Wyndham.

Where: 19 Communal Road, Wyndham Vale

When: Construction complete, services offered from January 2020.

Weblink:

wyndham.vic.gov.au/project/wunggurwil-dhurrung-centre

City of Ballarat case study: Ballarat and District Aboriginal Cooperative governance model

What: The Ballarat and District Aboriginal Co-operative (BADAC) is a multidisciplinary Aboriginal Community Controlled Health Organisation incorporating primary health services, Koori family services, community home support, family violence, housing, stolen generation, children and young people, early childhood learning and development programs¹¹. BADAC is focused on prevention and early intervention. BADAC is governed by a Board of Directors who are voted in annually by the members of the Co-operative.

Where: Ballarat. Local towns serviced by BADAC include: Bacchus Marsh, Ballan, Daylesford, Scarsdale and Scotsburn¹².

When: Established in 1979

Maroondah City Council case study: Mullum Mullum Indigenous Gathering Place

What: A community controlled Aboriginal organisation that is committed to retaining, promoting, and strengthening cultural identity, Mullum Mullum Indigenous Gathering Place provides a safe space for local Aboriginal and Torres Strait Islander communities to participate in cultural activities and connect.

Mullum Mullum Indigenous Gathering Place plays a key role in fostering connection, promotion, support, celebration and strengthening of the local Aboriginal communities, cultures, knowledge and traditions.

Where: Croydon

When: Since 2005

Weblinks:

www.premier.vic.gov.au/support-critical-aboriginal-infrastructure

sonjaterpstramp.com.au/latest-news/delivering-a-permanent-home-for-mullum-mullum-indigenous-gathering-place/

Cardinia Shire Council case study: Dardi Munwurro's men's healing programs and Cardinia Shire Council partnership

What: In 2020, Dardi Munwurro (Strong Spirit) – a specialist Aboriginal healing and family violence prevention service – announced it would be working in partnership with Cardinia Shire Council on a pilot program that will focus on establishing its Bramung Jaarn initiative (a youth program for young men who are at risk of, or are involve in, the justice system). Funded by the Victorian Government Department of Health and Human Services' *Korin Korin Balit-Djak*, the program is committed to support and embed Aboriginal leadership and self-determination in

health, wellbeing and safety¹⁸. A cost-benefit analysis of Dardi Munwurro's men's healing programs is available¹⁹.

Where: Main office Preston, this project is based in Pakenham.

When: Since 2020

Brimbank City Council case study: proposed Aboriginal Community Centre

What: Council partnership with the Coowinda Community Group to support a pilot of a culturally safe and welcoming space and programs for Aboriginal and Torres Strait Islander people for an initial period of up to five years.

Council also agreed to auspice an application through the Victorian Government Neighbourhood House funding stream to support an Aboriginal-run Community facility and pursues any funding opportunities that would support the delivery of Aboriginal and Torres Strait Islander programs while considering a future community facility for Aboriginal and Torres Strait Islander people as part of the next review of the Community Services and Infrastructure Plan.

In 2020, Council assisted local Aboriginal Elders to establish an Aboriginal Community led organisation named Coowinda who have advocated to Council for a space to create a local Aboriginal-led community centre within Brimbank. The Centre would serve as a culturally safe space for the local Brimbank Aboriginal and Torres Strait Islander community, having an impact on reconciliation, healing and health and wellbeing, while also being important for non-Aboriginal people.

In June 2021, the Department of Family, Fairness and Housing (DFFH) funded Council to conduct a community led Aboriginal needs analysis. The report findings consistently and strongly endorse the need for a site specific Aboriginal-led community space in Brimbank for the community to meet, to heal and to connect.

In parallel to the needs analysis process, work commenced to identify and review a range of potential sites in the Brimbank municipality. Intentions have been outlined in Council's Community Services and Infrastructure Plan (CSIP) to replace all Council owned buildings at the Romsey Villa site (Kindergarten, Thomas Hall and Romsey Villa) with a Children's and Community Hub. This is currently set out in the Ten-Year Financial Plan for construction beyond 10 years in 2032/33.

Discussions have been held with officers from the Department of Fairness, Families and Housing (DFFH), who have recommended that if Council can guarantee a suitable space for a minimum of five years, an application could be lodged through the Neighbourhood House funding stream to support an Aboriginal led Community Centre.

Where: 42 Furlong Rd, North Sunshine. Romsey Villa, a former Planned Activity Group (PAG) venue and Council-owned facility which is currently vacant and meets the majority of criteria recommended for an Aboriginal community space. The land parcel is 695m and the main building is 175m. In addition, the site is located near Sunshine Hospital and is close to public transport.

When: In October 2022 Council supported action to develop a MOU with the Coowinda Community Group to support a pilot of a culturally safe and welcoming space and programs for Aboriginal and Torres Strait Islander people at Romsey Villa.

12.5 RESPONSE TO NOTICE OF MOTION 827 (CR ABBOUSHI) - COFFEE CUP RECYCLING BINS WITHIN THE CITY OF MELTON

Author: Justin Horne - Manager Environment and Waste

Presenter: Sam Romaszko - Director City Futures

PURPOSE OF REPORT

To respond to Notice of Motion 827 tabled at the Council Meeting on 18 July 2022, that officers prepare a report to Council on opportunities, including placement of coffee cup recycling bins at key locations, to help reduce the number of single use coffee cups being sent to landfill in the City of Melton.

RECOMMENDATION:

That Council refer the trial of a Coffee Cup Recycling program at selected Council sites to the 2023/24 budget process for consideration.

REPORT

1. Executive Summary

At the Council Meeting held on 18 July 2022, a Notice of Motion was carried requesting:

'Officers prepare a report to Council on opportunities, including placement of coffee cup recycling bins at key locations, to help reduce the number of single use coffee cups being sent to landfill in the City of Melton.'

While coffee cups are made of recyclable materials, they cannot be recycled via kerbside and public place collections. However, if collected and processed at specialised recycling facilities, the cups and lids can be converted to make road base/asphalt, reusable coffee cups and lightweight concrete slabs.

This report recommends that Council considers trialling a pilot program to install similar bins at selected Council sites commencing in the 2023/24 financial year to assist diverting recyclable coffee cups from landfill and to inform further engagement with cafes and businesses in Melton on the recycling bins.

2. Background/Issues

It is estimated that over one billion single use coffee cups, weighing approximately 22,500 tonnes end up in the landfill in Australia each year. While the coffee cups are made of recyclable materials, due to the component materials they cannot be recycled via kerbside and public place processes, and as such as classified as a contaminant.

Officers are aware of a partnership that has seen Simply Cups recycling stations being installed at 7-Eleven convenience stores across Melbourne, including stores located in Melton.

The cups and lids collected via this program are taken to specialised resource recovery and recycling facilities where they are converted to make a range of products including road base, landscape materials and reusable coffee cups.

It should also be noted that while the coffee cup recycling bins will assist in reducing contamination of co-mingled recycling bins and divert waste being sent to landfill, they do not reduce the broader environmental footprint associated with the manufacturing of single use coffee cups.

The use of reusable coffee cups, (e.g. Keep Cup and Huskee brands) had been increasing in the years before COVID-19, however, due to health concerns during the pandemic many cafes refused to accept reusable cups. This has affected consumer behaviour and work is required to rebuild the habit. This will be explored further in the Circular Economy & Resource Recovery Strategy that will be developed in 2023/24.

In February 2023, the Victorian State Government introduced a ban on single use plastics. While still early in the implementation of this new policy it does not appear that it has impacted on the type of single use coffee cups that have historically been supplied by cafes. However, there is the potential that the ban will facilitate a broader range of options becoming available, including biodegradable cups.



Coffee cup recycling bin options

In response to the Notice of Motion, Officers researched public place coffee cup recycling options and identified two potential options that could be implemented within a short time Simply Cups and Source Separation Systems.

Staff were also made aware of other programs such as 'Responsible Cafes' that encourage people to use a reusable coffee cup, either by providing a discount off the coffee for customers using a reusable cup or allows people to 'Swap and Go' a reusable Huskee cup. Surf Coast and Ballarat Councils have recently begun trailing this 'Swap and Go' program with local cafes.

Simply Cups

Simply Cups offer a range of units to respond to varying demand and environments. They also provide collection and disposal services. Prices for the various units are shown in table 1 below. For collection the potential to cost service Melton sites is shown in table 2.

Type	Image	Estimated Cost (ex GST)
Single tube		\$220
Double tube		\$455

<p>Triple tube</p>		<p>\$530</p>
<p>Triple tube with liquids</p>		<p>\$675</p>
<p>Jumbo</p>		<p>\$1325</p>

Table 1: Bin styles and pricing options

Bin type	Image (indicative only)	Weekly	Fortnightly	4 weekly
660L		\$150	\$150	\$195
240L		\$54	\$54	\$82

Table 2: collection costs (subject to change)

Source Separation Systems

This company provides one style of bin that is shown in image 2 below and do not offer additional services for collection or disposal. Cost per unit is \$768.32 (ex GST and delivery) for a unit similar that shown in image 1 below. It is similar in size and dimensions to the ‘Jumbo’ version provided by Simply Cups.

Customised units are also available for \$832.12 (ex GST and delivery). Additional costs may also be incurred for artwork.

Bins are just over 1m tall, and designed for large facilities with high flow, such as airports, shopping centres and stadiums. While, no information is provided for how many cups the units can hold, based on the information from Simply Cups – it is assumed that a unit can hold between 40-60 cups.



Image 1: Coffee Cup disposal bin (Source Separation Systems)

Coffee Cup Recycling Trial

To assist with the implementation of a broader initiative to business and cafes across Melton, it is proposed that a Coffee Cup Recycling program is trialled at the following six sites at an estimated cost of \$13,100 ex GST;

- a. Melton Library
- b. Caroline Springs Library
- c. Cobblebank Stadium
- d. Melton Civic Centre – civic office
- e. McKenzie Street – civic office
- f. Operations Depot, Melton

The sites were selected as they provide a cross section of different uses cafes, large public facilities and office environments. An Expression of Interest process is proposed to confirm costs, bin sizes and collection schedules. It would also consider options to trial the collection of biodegradable cups to respond to the potential impacts of the single use plastic ban.

The trial program will be aimed to assist Council officers to measure the success of the program and assess waste diversion rates to assist with promotion of this service to local business, cafes and shopping centres.

If the trial proceeds, it is expected that the concept of Coffee Cup Recycling bins and the use of reusable cups will be further explored with the community and businesses through the development of the Circular Economy & Resource Recovery Strategy, that is scheduled to commence in the coming months.

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
 - 2.3 *A City growing and developing sustainably.*

4. Financial Considerations

Costs associated with a 12 month trial of coffee cup recycling at six locations with the City of Melton would see an estimated budget of \$13,099 required.

An Expression of Interest process would be required to confirm the costs of the trial, as well as locations, suggested timeframes (e.g. 12/24/36 month trial), bin sizes and collection schedules.

5. Consultation/Public Submissions

Should this initiative proceed, information will be provided to the community on the program. Information on the outcome of the initiative (e.g. number of coffee cups collected and diverted from landfill) will be provided to the community and local business.

If the trial proceeds, it is expected that the concept of Coffee Cup Recycling bins and the use of reusable cups will be explored with the community and business further in the development of the Circular Economy & Resource Recovery Strategy.

6. Risk Analysis

The risks associated with the potential implementation of a trial program are minor. It is proposed that an Expression of Interest process is undertaken to gauge the capacity of companies for the provision of Coffee Cup Recycling bins, collection services, and transportation and recycling of collected materials.

7. Options

Option 1:

That Council does not proceed with the proposed initiative to implement a trial of Coffee Cup Recycling bins at selected Council sites.

Option 2:

That Council considers a trial Coffee Cup Recycling program at selected Council through the 2023/24 budget process.

LIST OF APPENDICES

Nil

12.6 RESPONSE TO NOTICE OF MOTION 830 (CR DEEMING) - JOINING THE ALLIANCE FOR GAMBLING REFORM

Author: Elyse Rider - Manager Community Planning
Presenter: Roslyn Wai - Chief Executive Officer

PURPOSE OF REPORT

To respond to Notice of Motion (NoM) 830, resolved at the August 2022 Ordinary Meeting of Council, 'That Melton City Council become a member of the Alliance for Gambling Reform' (Cr Deeming).

RECOMMENDATION:

That Council:

1. Notes its continued commitment to the Gambling Harm Minimisation Policy of Council which includes reduction of harm caused by Electronic Gambling Machines;
2. Receives detailed information from Officers on the obligations and considerations for Council in formally joining the Alliance for Gambling Reform.

REPORT

1. Executive Summary

This report provides a response to NoM 830 (Cr Deeming) at the August 2023 Ordinary Meeting of Council 'That Melton City Council become a member of the Alliance for Gambling Reform' (Cr Deeming).

This report outlines the cost of membership to join the Alliance (not known at the time of the Notice of Motion) and Council's current commitment to reducing the harm caused by Electronic Gaming Machines in the City of Melton including being represented on a number of Victoria related networks and in Council policy.

The report notes that issues and impacts to existing Council activities in joining the Alliance for Gambling Reform, were not known at the time of Notice of Motion 830 being resolved and proposes that further research is undertaken to understand the full implications of Council practices (as they relate to gambling) including future opportunities in the context of the upcoming review of Council's existing Gambling Harm Prevention and Reduction Policy.

2. Background/Issues

At the Ordinary Meeting of Council dated 15 August 2022, Council resolved via Notice of Motion 830 (Cr Deeming) as follows:

That Melton City Council become a member of the Alliance for Gambling Reform

The cost of membership to the Alliance for Gambling Reform (\$25,000) per annum, was not known at the time of this Notice of Motion being resolved, and as such the required budget was not allocated in the 22-23 budget.

Melton City Council is currently represented on the following Victorian gambling related networks:

- MAV Local Government Gambling, Alcohol and Other Drugs Issues Forum (LGG AODIF).
- VLGA Local Government Working Group on Gambling (LWGOG).

In November 2019 the Melton City Council, **Gambling Harm Prevention and Reduction Policy** was adopted by Council and is currently publicly available on Council's website. This Policy aims to identify Councils gambling harm reduction commitments and provide specific guidance in relation to their application. This policy is now due for review.

Should Council join the Alliance, membership would require Council to review and improve policy positions that relate to gambling harm minimisation, such as sponsorship, advertising, and promotion, and use of Council property. Council therefore needs to consider the risks and feasibility of these changes prior to membership.

Officers propose that further research is undertaken to understand the full implications of Council practices (as they relate to gambling), including those related to venues, leases and grants programs. This research would include benchmarking with other Councils (with a focus on current Alliance members) to understand their approaches to gambling harm prevention and reduction. This can be achieved in the context of the upcoming review of Council's existing Gambling Harm Prevention and Reduction Policy.

Council's membership to existing networks including the MAV Local Government Gambling, Alcohol and Other Drugs Issues Forum and the VLGA Local Government Working Group on Gambling, will support this review.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2021-2025 Council and Wellbeing Plan 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

The cost of becoming a member of the Alliance is \$25,000. This cost was not known when Notice of Motion 830 was resolved, and as such the required budget was not allocated in the 22-23 budget. There are also additional costs related to joining the Alliance.

An assessment of the financial costs of policy and practice changes to improve gambling harm reduction in Melton City is proposed to be provided in a report to Council to inform its decision on future commitments in its Gambling Harm Prevention and Reduction Policy.

5. Consultation/Public Submissions

The Alliance for Gambling Reform provided a submission in relation to joining the Alliance, found at attachment 2 of this report.

6. Risk Analysis

Joining the Alliance without conducting a thorough review of existing Council practices as they relate to gambling would present a reputational and operational risk to Council due to the scope of changes that require consideration.

This risk is managed through Council making a fully informed decision on the feasibility and scope of policy and practice changes through the review of its Gambling Harm Prevention and Reduction Policy prior to re-considering Alliance membership.

7. Options

Option 1:


That Melton City Council become a member of the Alliance for Gambling Reform in 2022/23 and that \$25K is allocated for this membership annually.

Option 2: (Recommended)

That prior to making an informed decision to not join the Alliance for Gambling Reform, Officers report to Council with a review of Council's policies and practices as they relate to gambling, providing recommendations alongside an assessment of the costs/impacts of any changes to Council Policy and practices relevant to the principles of the Alliance for Gambling Reform.

LIST OF APPENDICES

1. Attachment 1: Gambling Harm Prevention and Reduction Policy
2. Attachment 2: 22-23 Submission prepared for Melton City Council - Alliance for Gambling Reform

	Gambling Harm Prevention and Reduction Policy
Version No.	Version 1.0 - 25 July 2019
Endorsement	Executive - 25 July 2019
Authorisation	Council – 11 November 2019
Review date:	1 July 2024
Responsible officer:	Manager Community Planning
Policy owner	General Manager Community Services

Introduction

The Gambling Harm Prevention and Reduction Policy (Policy) is a key commitment of the Council and Wellbeing Plan 2017– 2021. It adopts a public health promotion approach and contributes to the achievement of Objective 1.5 '*Environments that enable and encourage positive public health and wellbeing outcomes*' and more specifically, Strategy 1.5.1 '*Contribute to reducing harm caused by gambling, liquor, tobacco and fast food consumption*'. The Policy is intended to be applied alongside the Melton Planning Scheme and read in conjunction with related Council policies and initiatives.

While the Melton Planning Scheme provides an important role in assessing gaming related planning applications, it is important to note that local planning policies are limited to addressing locational issues and to a lesser extent operation and design issues. This Policy identifies a range of harm prevention and reduction strategies that Council can support in addition to the Planning Scheme.

Purpose

The Policy aims to:

- identify Council's gambling harm reduction commitments and provide specific guidance in relation to their application
- address gambling related harms for individuals and the community by defining Council's harm prevention and reduction expectations associated with:
 - gambling product design, placement, access and availability
 - marketing, sponsorship and promotion
 - the appropriate location and design of new and redesigned gambling establishments
 - limiting the exposure of minors to gaming floors and other areas associated with gambling and the hours of operation where gambling products are available, and
 - demonstrating net community benefit.
- recognise the potential harms that can be fuelled by incidental exposure to gambling products, as a result of the normalisation of gambling behaviours

- support relevant Planning Scheme provisions in relation to the interpretation of siting, design, locational and net community benefit and associated aspects of gambling establishments
- ensure harm reduction principles are incorporated in the design of new gambling establishments
- establish an internal referral and advice process to assess gambling product related applications and decisions, and
- assist Council in advocacy programs in relation to gambling harm reduction.

The relevant Council and Wellbeing Plan 2017-2021 commitment, Melton Planning Scheme provision and supporting evidence are indicated below each Policy commitment.

Scope

This Policy applies to:

- all gambling establishments within and adjoining the municipality
- gambling related matters, associated with land uses and activities covered by the Melton Planning Scheme as well as the land within a 2.5km (5km in new growth areas) radius of Council's municipal borders (falling within the Council's referral or decision making jurisdictions), and
- all Council decisions, leases, licences, requests for hire and events where gambling products may be available or are to involve a gambling operator.

Gambling context and background

Victorian context

Recent Victorian Responsible Gambling Foundation studies into gambling harm have shifted the focus away from individual action and responsibility, to understanding the structure and operation of the gambling industry and the design of gambling products themselves. Current Victorian research into gambling in Victoria has found that:

- gambling losses fuel harms to individuals, families and communities with the people who can least afford to lose large sums of money are the ones who are losing the most
- gaming machines are designed to exploit consumers and maximise player losses; their design features disguise losses as wins and accentuate near misses by employing visual and auditory stimuli to amplify the excitement and heighten the experience of the consumer
- gambling products apply game design elements and game principles (called gamification) to lure more people into game play and to maximise profits
- gamification is deliberate in its attempt to attract new market sectors including women, young people, older people and people from culturally diverse backgrounds
- gambling establishments are positioned as the predominate entertainment on offer in the most disadvantaged areas of Melbourne
- normalising the role of gambling is a key marketing strategy, which is often reflected in the location, design and function of a gambling establishment
- the design of the gambling establishment and level of exposure to gambling products, images, lights and sounds are key concerns, especially for children and young people (this is a key harm prevention target area of this Policy)

- people experience gambling harms in various gambling environments, including hotels and clubs; while clubs report Statements of benefit as a requirement to offset the taxation paid, few clubs actually report real community benefit
- enticements aimed at maximising revenue, including rewarding patrons with free food and drinks, free shuttle buses and room hire that feature strongly in gambling operations, are able to be claimed as a tax offset by clubs as benefits to the community.

Refer to [Responsible Gambling Foundation \(2019\) – Research Program](#) and selected references

City of Melton context

In 2018, over \$67.8million was lost in the City of Melton on gaming machine gambling alone; over \$185,703 lost per day. There are 515 gaming machines across seven gaming establishments in the municipality, being 61 per cent of the number allowed under the State Government's cap of 824 machines. With another 309 gaming machines permitted by the State Government, and at least some of these entitlements already purchased by gaming operators, it is reasonable to expect that player losses will rise above \$100million per annum in the City of Melton in the near future.

Refer to [Responsible Gambling Foundation - Pokies in Victoria, Melton](#)

Harm prevention and reduction strategies

In relation to electronic gaming venues, this Policy recognises that the State Government has implemented a number of statutory harm minimisation measures that go beyond the scope of planning considerations. As a result, meeting the statutory minimum harm minimisation measures is not generally considered to represent any particular benefit of the proposal, unless non-statutory venue specific initiatives have been proposed. As the aspirations of this Policy go beyond statutory requirements, incorporating its harm prevention and reduction strategies may indicate relative benefits of a new gaming venue proposal.

Council venues, facilities and land

Council's owned and managed infrastructure is developed to meet identified community need, for community use and benefit. As gambling products and activities are contrary to such purposes, Council prohibits the operation of any new gaming machine/s on Council owned land and will not support commercial gambling activities or the supply of gambling products in any of its civic venues or managed facilities.

As Council seeks to discourage the normalisation of gambling, fundraising activities that mimic gambling environments or those that involve multiple forms of simulated gambling are not exempt from the application of this Policy.

This section may also apply to land leased, purchased or proposed to be transferred from Council ownership at the sole discretion of Council.

Refer to [Council and Community Alcohol Policy, Lease and Licence Policy and Community Facility Access Policy](#)

Reduce exposure to gambling products

Reducing the exposure to gambling related stimuli, particularly to young people who may attend a gambling establishment's bistro, family area, function room, play area or court yard is a key harm prevention strategy of this Policy.

Council will require evidence of intentional design of any new or redeveloped gambling establishment. Intentional design will demonstrate that limited exposure to gambling products has been achieved, particularly in relation to minors, families and others seeking to avoid gambling products, while enjoying other aspects of the entertainment premises.

Design features that would fail to meet this commitment include:

- entrances that require passage to the bistro or family entertainment areas past the gaming room floor
- bistros, dining areas, function rooms, and any other place within the gambling establishment where minors might attend within the establishment, being located in such close proximity that gambling products, particularly electronic gaming machines (EGMs), are visible or audible at any time
- failing to screen or otherwise reduce exposure to more adult and gambling product availability and promotion
- passage ways to amenities located in audible or visual proximity to gambling products.

Opening hours

Opening hours are an integral harm reduction strategy of this Policy. The Melton Local Planning Policy on gaming requires a six hour shutdown. However for new venues, Council will encourage longer closure periods. Council has indicated a preference for an eight hour gaming floor shutdown.

For new gaming venues, this Policy recommends an eight hour shut down of the gaming floor, either between:

- 1am-9am, or
- 3am-9am and 3pm-5pm daily.

Gaming machine density

Avoiding clustering and saturation is a key harm reduction strategy of this Policy. New gambling establishments or additional gaming machines will not be supported where the density of gaming machines is above 5.5 per 1000 population at local community levels or within a 5km radius of the premises. This would apply to the Melton Township and surrounding suburbs where the EGM density is approximately 13.

Reduction of gambling products and exposure to minors

Gambling establishment operators seek to maximise the opportunity to expose their customers to the various gambling products on offer at their establishment. Gambling products on offer may include gaming machine areas, Keno, racing, sports betting, meat raffles, lucky cards or envelopes. It is an intention of this Policy that none of these products be available or visible within the areas of the venue that families and children are accessing.

Site context and compatibility of land uses

Gaming machines will not be permitted in locations in close proximity (within 400m) to family and children services, medical centres, Centrelink offices, justice providers and other similar community service locations.

Assessing net community benefit in electronic gaming machine applications

Net community benefit refers to the overall benefits to the community derived from the operation of the gambling establishment as a whole. Council will consider the net community benefit of each application and proposal, and assess against the harm reduction strategies and aspirations of this Policy, including:

- how the proposal demonstrates the harm prevention and reduction strategies of this Policy in terms of overall siting, design, form, function and hours of operation of the gambling establishment and gambling product placement
- consideration of community perceptions of gambling in the overall proposal including the availability of alternative non-gambling related recreation activities
- the outcome of any community engagement undertaken, the data sources and strategies employed in addressing any community concerns raised in association with the proposal
- an assessment of land use impacts associated with gambling activities, describing the conditions and compatibility of current and emerging surrounding land uses, and that threshold distances (400m) have been achieved
- evidence that the gambling establishment is not proposed within an area of the municipality experiencing relative disadvantage.

Electronic gaming machine applications

The report submitted by an applicant to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) for new or additional EGMs, or to Council in for a Planning Permit, would normally include a comprehensive report prepared by a consultant. A component of this report is the retail gravity report, which is an approach preferred by the gambling industry employed to estimate the losses that might be incurred by the proposed new gaming machines. These reports have been found to be inaccurate, as they underestimate the dollar amounts actually lost as reported by the VCGLR. This is a concern, as these calculations often form the basis from which to calculate potential for harm and estimated benefits of a proposal.

For existing gambling establishments, the calculation of estimated gaming losses will be derived by dividing the total losses recorded by the licensed venue by the number of EGMs in operation over the reported period. This calculation will establish the average gaming player loss per EGM. This will provide the basis for Council's assessment of estimated loss for any new EGM proposed. For new gaming operator proposals, the estimated loss will be based on the average loss per EGM of similar establishments.

Advocacy and engagement

Council, through its delegated Officers, will continue to be involved in local government working groups to advocate for regulatory reform by the State Government to reduce harm from gambling. Council's advocacy will focus on the frequency of gambling consumption and expenditure, and the establishment of similar standards for gambling consumption to those established for alcohol.

The Canadian research of Currie et al. (2012) suggested the following limits for gambling consumption:

- gambling no more than three times per month
- spending no more than \$1000 per year (\$20 per week) on gambling
- spending less than one per cent of gross income on gambling.

Local strategies recommend maximum \$1 bets, mandatory pre-commitment, limiting the number of EFTPOS transactions and amounts, and payouts over \$500 in the form of a cheque.

Council will continue advocate for harm prevention and reduction measures through its policy and regulatory reform.

Community benefit and grants fund

Council will honour existing agreements with gambling establishments that contribute to community funding in the City of Melton and will consider how it will be involved in any associated community funding administration in the future. Local considerations include:

- Council's administration of the Community Grants Contribution Agreements on behalf of contributing gaming establishments on a holistic benefit to community and net cost to Council basis
- when existing Community Grants Contribution Agreements or new agreements are proposed, a report will be presented to Council for consideration
- establishing and maintaining partnerships with clubs to advocate for the meaningful administration and distribution of the Community Benefit Funding allocation
- Community Benefit Statements and benefit activities reported to the VCGLR will be assessed for compliance with the stated commitments in the proponent's Social and Economic Impact Assessment Report (SEIA), Planning Permit conditions and other relevant commitments.

Policy implementation

All Council staff are expected to be aware of this Policy and the commitments it contains and are responsible for referring matters to the Community Planning department for discussion and advice. In situations as to whether the Policy applies, Council Officers are to contact the Delegated Officer in the Community Planning department to discuss further.

When this Policy is considered in relation to Council owned buildings, the establishment of new or renewed contracts, leases, legal agreements and recreation and leisure policies, a report will be presented to Council for consideration.

Policy review

This Policy will be reviewed within four years from the date of adoption; or as triggered by changes to legislation, government or Council policy or directive, or in response to any other requirement which may trigger the need to do so.

References

[Local Government Act 1989](#)

[Planning and Environment Act 1989](#)

[Gambling Regulation Act 2003](#)

[Municipal Public Health and Wellbeing Act 2008](#)

[Melton City Council, Melton Planning Scheme](#)

[Melton City Council, Council and Wellbeing Plan 2017-2021](#)

[Melton City Council, Council and Community Alcohol Policy](#)

[Melton City Council, Lease and Licence Policy](#)

[Melton City Council, Community Facility Access Policy](#)

[Melton City Council, Electronic Gaming Planning Policy Project Reference Document \(2017\)](#)

[Responsible Gambling Foundation](#)

Blaszczynski, A, Collins, P, Fong, D, Ladouceur, R, Nower, L, Shaffer, HJ, Tavares, H & Vennis, JL 2011, 'Responsible gambling: general principles and minimal requirements', *Journal of Gambling Studies*, vol. 27, no. 4, pp. 565–73.

Browne, M, Langham, E, Rawat, V, Greer, N, Li, E, Rose, J, Rockloff, M, Donaldson, P, Thorne, H, Goodwin, B, Bryden, G & Best, T 2016, *Assessing gambling-related harm in Victoria: a public health perspective*, Victorian Responsible Gambling Foundation, Melbourne.

Currie, SR, Hodgins, DC, Casey, DM, el-Guebaly, N, Smith, GJ, Williams, RJ, Schopflocher, DP & Wood, RT 2012, 'Examining the predictive validity of low-risk gambling limits with longitudinal data', *Addiction*, vol. 107, no. 2, pp. 400–06.

Hare, S (2015) *Study of gambling and health in Victoria*, Victoria Responsible Gambling Foundation and Victorian Department of Justice and Regulation, Melbourne

Hing, N. and Haw, J. (2010) *The Influence of Venue Characteristics on a Player's Decision to Attend a Gambling Venue* Gambling Research Australia

Livingstone C, Rintoul A. & Francis L. (2014) *What is the evidence for harm minimisation measures in gambling venues?* Evidence Base 2

Livingstone C, Kipsaina C, Rintoul A. (2012) *Assessment of poker machine expenditure and community benefit claims in selected Commonwealth Electoral Divisions*. UnitingCare Australia, Canberra.



2022/23

**Submission prepared for
Melton City Council**

**Partnership proposal
Alliance for Gambling Reform**

INTRODUCTION

The Alliance for Gambling Reform is a collaboration of organisations with a shared concern about the harmful aspects of gambling and its normalisation in Australian culture. We campaign for reforms of the gambling industry that reduce the harm it causes – particularly to local communities.

We know much more today about poker machines compared to when they were first introduced in Victoria - 2022 marks 30 years of poker machines inflicting harm on communities across the state. We now understand the deliberately deceptive, addictive and misleading programming of these machines and the devastating impact that this causes on hundreds of thousands of Australians and on our local neighbourhoods.

We recognise gambling addiction as a public health issue, with no acceptable level of harm from poker machines. We pursue policy changes that prevent and reduce the harm that flows from poker machine gambling, including;

- changes to the licensing regulations for poker machines that enable communities to have a say over the location of machines in their community;
- reduced opening hours that would see poker machine venues shut at midnight;
- elimination of machine design features that increase the likelihood of addiction such as losses disguised as wins and near misses; and
- \$1 maximum bet and maximum hourly loss rate of \$120 per hour.

These policies mark the beginning of a continuous process of preventing harm from poker machines, not the end.

The Alliance is seeking \$25,000 from Melton Council. In requesting these funds, we invite Council to create a partnership with us as a Leadership Council. In 2021/22, 21 councils (Banyule, Brimbank, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Mitchell Shire, Monash, Moreland, Mornington Peninsula, Whittlesea, Wyndham and Yarra) made financial contributions to the Alliance as Leadership Councils.

These funds enabled the Alliance to offer individual support to councils for activities to prevent harm from gambling and allowed us to continue our ground-breaking campaigns work - for example, tracking the savings our communities made during the historic period of poker machine venue closure due to COVID-19, raising awareness of the harmful effects of sports gambling advertising (especially on children) and furthering our advocacy for meaningful regulatory reform.

The Alliance is especially keen to partner with Melton City Council because the municipality unfortunately remains in the top 20 LGAs for pokies losses in the state. Melton has too many machines and the impact of these machines on your local residents is substantial. Your residents deserve higher levels of protection which we aim to assist you to achieve. We have seen that poker machine operators cynically seek to concentrate machines in already stressed communities and our collaborative efforts will be required to address this imbalance. Furthermore, losses from poker machines in the City of Melton are on the rise in the aftermath of the pandemic and we are concerned about the harms that may be occurring in the community.

INFORMATION - CONTACTS

	Contact 1	Contact 2
First name	Tara	Katherine
Surname	Coffin-Harrold	Copsey
Position	Council Gambling Harm Support Worker	Head of Network Building and Relationships
Phone	(03) 9999 7372	0403 990 350
Email	tara.coffin-harrold@agr.org.au	katherine.copsey@agr.org.au
Website	www.agr.org.au	www.agr.org.au

ALLIANCE FOR GAMBLING REFORM INFORMATION

Name of Organisation/Group	Alliance for Gambling Reform
Is your Organisation/Group known by another name	No
Australian Business Number (ABN)	14 829 021 950
Postal Address	% Our Community House, Wurundjeri Country, 552 Victoria St, North Melbourne, VIC 3051
Incorporation Registration Number	266E
Type of organisation	Incorporated association
Registered for GST	Yes
Are you a charity	Yes
Charity type	Health Promotion Charity
Deductible Gift Recipient (DGR) ?	Yes
Do you have any Tax Concessions?	N/A
Public Liability Insurance	Insurer: Chubb Policy number: 01EL543968

SECTION 1 : PROJECT SUMMARY**History of the Alliance**

Since the introduction of poker machines, individuals and organisations have been advocating for measures to reduce harm. Occasionally, advocacy efforts have led to improvements such as the removal of ATMs from gambling venues. However, the power of the gambling industry is such that operators quickly mitigate against harm minimisation efforts and find new ways to exploit their harmful and dangerous products.

Prior to the creation of the Alliance, advocacy efforts were often ad-hoc and uncoordinated. Advocates sometimes supported conflicting strategies and had different reform asks. The gambling industry benefited from this lack of coordination with a slick and unified publicity and lobbying machine to ensure that they achieved outcomes which maximized profits whilst doing little to protect Australians from harm.

Following the failure of national reforms proposed by federal independent Andrew Wilkie, a number of eminent Australians and longtime gambling reform advocates began conversations with a view to creating a body that could run a successful campaign to counter the power and influence of the gambling industry and see meaningful reform introduced to protect Australians from poker machine harm. The Alliance grew from these conversations. One of Australia's foremost communications and marketing experts, the late Neil Lawrence, was a key leader in this area and the ground-breaking documentary that he produced, *Ka-Ching*, marked a critical turning point in our ability to reframe debate around poker machines to focus on their dangerous, addictive and misleading features.

With the financial backing of some generous private philanthropy, the Alliance was created to forge a far more effective approach by driving collaboration across these different fronts. In doing so, the Alliance is building a powerful base of supporters at the grassroots to propel forward and re-frame the case for change so that it is more compelling and more likely to succeed than previous efforts.

We are a national alliance but have a strong presence in Victoria and local government is very much at our core. Indeed the Alliance was formed shortly after the successful *Enough Pokies* campaign which Victorian councils formed in the lead up to the 2014 state election. Other organisations involved in the Alliance include the MAV and the VLGA.

In the seven years since the Alliance's inception, support for the organisation amongst allied organisations and individual supporters has grown. The public narrative regarding harm from gambling products has begun to shift to one that focuses on public health rather than reinforcing stigma to individuals suffering gambling harm. Influential brands continue to seek to divest from the harmful gambling industry. The achievement we are most proud of as an organisation is our increased focus on elevating the voices of people with lived experience of gambling harm through the dedicated Voices for Reform program.

Summary of Alliance activity

The Alliance is advocating for reforms to the gambling industry to reduce the harms it causes. Our focus is on poker machines but we also advocate for changes to sports and online gambling which would also reduce harm.

We are confident that **our campaign can win** because we have a strong strategy:

1. **If we re-frame gambling harm** from an individual responsibility to a public health issue industry and governments have responsibility for, then we will reduce shame and stigma, and increase pressure on governments to act.
2. **If we build a national supporter base** of individuals, 'Voices of Reform' who've experienced gambling harm, Leadership Councils and community organisations that share our commitment to preventing gambling harm, then we will increase our organisational power to influence effective policy outcomes.
3. **If we reduce the credibility and influence of the gambling industry** and contrast with positive examples of gambling-free or pro-reform clubs, then we will limit the power of industry to influence perverse policy outcomes.
4. **If we advocate to decision makers**, centring those with lived experience, then we will be more effective at achieving systemic policy reform.

The past twelve months has seen continued achievements for the Alliance in terms of media profile and movement building. In the face of the huge impact COVID-19 and the associated historic closure of all poker machine venues across the state, the Alliance team rapidly developed and implemented our #BuildBackBetter campaign. This impactful campaign included tracking and publicising the savings made in communities due to poker machine losses being suspended, and calling for reduced opening hours as a simple and practical measure to preserve the savings as part of COVID-19 recovery measures.

Of significant note from 2021 was the Crown Melbourne Royal Commission. The Alliance was instrumental in ensuring the testimony of those with lived experience of gambling harm was heard and taken into consideration by the Commission. These testimonies contributed to the 33 urgent reform recommendations that have finally put Crown on notice and will hopefully have sweeping implications for the gambling landscape in Victoria.

We now also have a dedicated #EndGamblingAds campaign seeking to limit harm from sports and online gambling, particularly on kids who are vulnerable to the 'normalisation' of gambling through gambling advertising saturating our sports coverage. This call for further divestment of responsible brands from the gambling industry builds on the achievement of passing 'peak pokies' for the AFL and AFL clubs, with over 50% of clubs exiting or announcing their plans to get out of the poker machine business. In 2021, we launched our campaign to have SBS remove gambling ads from all their platforms, as it is a public and community broadcaster that should be protecting its viewers from gambling harm.

In addition, the Alliance has continued to assist community members and Leadership Councils to actively participate in VGCCC licensing applications which has reduced the 90% plus success rate which poker machine operators used to achieve at the Commission with their applications.

Finally, the Alliance Voices for Reform program is going from strength to strength. The program empowers people with experience of gambling harm to participate in reform advocacy in ways that are meaningful to them. The program is an innovative, impactful and essential part of the Alliance campaign for gambling reform, as we have seen throughout the submission processes for the various Royal Commissions and inquiries into casino venues across Australia.

The Alliance is keen to develop its collaboration with Melton Council. The city unfortunately still has a high level of poker machine losses when compared to other municipalities, and your community deserves higher levels of protection.

SECTION 2 : OUR GRANT PROPOSAL**Campaign Name**

The Alliance for Gambling Reform

How much funding is the Alliance requesting from Council?

\$25,000 p.a.

How will Melton Council benefit from this campaign?

The greatest benefit for Melton Council of this campaign comes from working in concert with the Alliance, more than 20 other local councils and our partner organisations to advocate for state and national legislative reforms.

The legislative changes advocated by Melton Council and the Alliance will reduce gambling harm and disadvantage far more than is possible by councils working in isolation from each other.

In addition to the benefits of working in collaboration, remaining a financial partner entitles Council to:

1. Opportunities to work directly with a member of the Alliance's politics and media strategy team at a grass roots level to ensure that local messaging is crafted in a way that amplifies, and is amplified, by the broader Alliance campaign.
2. Opportunities for Alliance spokespeople such as Chief Advocate the Rev. Tim Costello and Voices for Change lived experience advocates to comment and support local media coverage of gambling issues in Melton.
3. Media and strategic support for any matters relating to poker machine licensing and planning and Council advocacy.
4. Enhanced ability to develop and deliver effectively on local gambling policy, with a particular focus on advocacy, community consultation, support and education.
5. Promotion of Melton Council gambling related events to Alliance supporters, such as consultation forums, festivals and community events, educational events or *Ka-Ching!* screenings.
6. Your residents and ratepayers will understand the relevance and timeliness of this issue and see their Council as a leader in this field.

SPECIFIC PROJECT / CAMPAIGN ACTIVITIES 2022/23

Below are some of the activities which we are looking to deliver over the next year.

- A. **2022 STATE ELECTION:** The Alliance and partner organisations continue to pursue our state reform asks, including extinguishment of unused EGM licences, banning harmful machine features like losses disguised as wins, reducing opening hours and introducing maximum \$1 bets. It's the ideal time for councils to be engaging with your local MPs on these issues to find out if they are going to be a parliamentary champion for real reform, and we can provide support to do this effectively. We will also highlight 30 years of gambling pain since the introduction of poker machines in the state, calling for this three decade experiment on our communities to end and for meaningful reform to reduce gambling harm going forward. There will also be a review on municipal caps this year that provides councils the ability to advocate for reduced caps.
- B. **END GAMBLING HARM AFTER DARK:** Victoria has some of the longest operating hours for pubs and club poker machines in the country, and unlike any other state, allows venues to choose their own 4 hour shutdown. Research clearly shows that gambling harm is highest late at night and in the early morning. We will be working with councils and supporters to ask the State Government to introduce a standard shutdown period of 2am to 6am, thus stopping the 24/7 gambling which is currently possible in too many LGAs.
- C. **ONLINE AND SPORTS GAMBLING:** Launched in 2019, the #EndGamblingAds campaign aims to reduce the normalisation of gambling through sports advertising, which kids are particularly vulnerable to. Whilst poker machines still account for the largest share of Australian gambling losses, sports and online gambling is the fastest growing source of losses. This campaign aims to raise awareness of gambling harm in sport, challenge normalisation of gambling as part of sport and call on sporting organisations and broadcasters to distance themselves from the harmful gambling industry. Our campaign to change broadcast laws complements the VRGF "Love the Game Not the Odds" program that many local clubs participate in. Increasingly, local councils are tackling the unhealthy relationships between the gambling industry and local sports clubs. We will be working with Leadership Councils to take advantage of opportunities to reduce local club dependence on poker machine revenue or other gambling sponsorship, including championing the success of safe and inclusive clubs that have made the decision to be free from gambling harm.
- D. **REFRAMING THE DEBATE:** The shift across the nation from states marking 'Responsible Gambling Week' to 'Gambling Harm Awareness Week' is a huge win and sign that the debate is changing to focus on the addictive nature of gambling rather than using the industry's self-serving messaging of 'responsible gambling'. It's important to keep using a public health lens whenever we talk about gambling harm so we support ongoing efforts to get industry to curb harm from its products, encourage decision-makers to take responsibility for protecting communities and lift the burden of stigma and shame off individuals. Core to this is involving people with lived experience in our campaigning through the lived experience Voices for Gambling Reform program.
- E. **LIVED EXPERIENCE AND LOCAL GOVERNMENT ADVOCATES:** Work with councils and Voices for Gambling Reform to build relationships with politicians to advocate for reform.

Role for Melton Council residents

The Alliance will continue to work with Melton Council to tailor the communications strategy and materials to suit residents so that they can:

- Learn more about the need for legislative reform to minimise gambling harm
- Share educational materials with their friends, family, neighbours and peers
- Get involved in advocacy for reform of the industry through social media, email or volunteer events in the council area
- Participate in community engagement activities organised by the council that have been designed to align with Council policy and Alliance goals

Role for Melton Council

Cooperation at this level of advocacy is most effective when councils and the Alliance work together to develop and deliver materials and activities.

- Melton communications team sharing relevant community demographic and communications research specific to the city so that Alliance staff can tailor communications plans and materials to suit
- Use of Alliance communications materials in Melton
- Promotion of relevant Alliance community engagement actions to residents and community groups in Melton
- Melton Council community development team working with Alliance staff and board members when developing community development activities
- Melton Council advocacy team coordinating with Alliance staff and board on activities such as government submissions and meetings with Ministers

Credentials of AGR staff and board

The Board of the Alliance is made up of individuals who bring expertise, networks, and organisation and other skills required by the Alliance.

Members of the Board are;

Sharon Dickson, Chair

Elizabeth O'Shea

Ethan Taylor

Amanda Power

Pita Williams

Karen Carey

Kathy Richardson

Tim Lo Surdo

Dr Susan Rennie

The Alliance has a number of employees who assist the Board and supporter organisations with Alliance activities and campaigns:


Carol Bennett, Executive Director

Katherine Copsey, Head of Network Building and Relationships

<p>Kasuni Mendis, Council Gambling Harm Support Worker Anna Bardsley, Voices for Change Victorian Coordinator Rose O'Leary, Victorian Campaigner Claire Connell, Network and Funding Developer The Rev. Tim Costello, Chief Advocate</p>

AUTHORITIES & DECLARATIONS

I certify to the best of my knowledge, that the information provided in this submission is correct and discloses a full and accurate statement of the Alliance for Gambling Reform's details and proposal and agree to meet accountability set by Council.

Authorised person's name	Kasuni Mendis
Signature of authorised person	
Position held	Council Gambling Harm Support Worker
Date	07/09/2022

12.7 RESPONSE TO PUBLIC PETITION REGARDING THE EXTENSION OF SHOGAKI DRIVE TO MOUNT COTTRELL ROAD, COBBLEBANK

Author: Matthew Milbourne - Principal Strategic Planner
Presenter: Darren Rudd - Manager City Design & Strategy

PURPOSE OF REPORT

To provide a response to a public petition requesting the extension of Shogaki Drive to Mount Cottrell Road in Cobblebank.

RECOMMENDATION:

That officers continue land acquisition discussions with the landowner of 2-82 Shogaki Drive, Cobblebank, to facilitate future construction of the road link from Shogaki Drive to Mount Cottrell Road.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council on 18 July 2022, a public petition was tabled calling on Melton City Council and VicRoads to build the road connecting Shogaki Drive to Mount Cottrell Road in Cobblebank. The public petition was signed by 517 people, many of which are residents in Thornhill Park.

To enable construction of this road, a portion of the road reserve will need to be acquired from the property located at 2-82 Shogaki Drive, Cobblebank.

This report recommends that Council continues land acquisition discussions with the owner of 2-82 Shogaki Drive, Cobblebank, to allow the extension of Shogaki Drive to Mount Cottrell Road. This will enable improve connectivity to the residential estates in Thornhill Park from Melton Township and destinations located within the Cobblebank Metropolitan Activity Centre.

2. Background/Issues

At the Ordinary Meeting of Council on 18 July 2022, a public petition was tabled:

We are calling on the Melton City Council and VicRoads to build the road connecting Shogaki Drive to Mount Cottrell Road.

In the Financial Year 20-21 Budget, the Melton Council Purchased the parcel of land connecting Shogaki Drive to Mount Cottrell Road. In the Financial Year 21-22 Budget, the Melton Council allocated the funds to construct the road connecting Shogaki Drive to Mount Cottrell Road.

So far at least 2.7 million ratepayers' dollars have been spent on this project and nothing has begun.

When contacting the Melton Council and speaking with a Traffic and Transport Engineer at the Melton City Council. 'There is no timeline for this project to go ahead'.

With the City of Melton forecast to be bigger than Canberra by 2035 more vital infrastructure is required. With the nearby Melton Hospital due to begin construction in 2024 and open by 2029 now is the time for this vital project to be started.

Serious congestion and safety issues plague City of Melton roads every single day. For too long the City of Melton has missed out on critical infrastructure investment. Now is the time to invest in main roads to reduce congestion, improve safety and unlock jobs.

Role of Shogaki Drive, Cobblebank

Shogaki Drive is located in Cobblebank and is within the Toolern Precinct Structure Plan (PSP) area. Shogaki Drive has been constructed between Ferris Road and Treeleaf Lane and provides access to the Saizeriya factory located at 2-82 Shogaki Drive, Cobblebank.

The Shogaki Drive reserve extends approximately 360 metres east of Treeleaf Lane and is undeveloped in this section. The land between the end of the Shogaki Drive reserve and Mount Cottrell Road (approximately 810 metres in length) is privately owned and forms part of the property at 2-82 Shogaki Drive, Cobblebank.

The Toolern PSP identifies a future primary arterial (six-lane) road using the Shogaki Drive reservation between Ferris Road and Mount Cottrell Road. The construction of this road will allow a crucial east-west connection to allow traffic to bypass the Cobblebank Metropolitan Activity Centre and provides access to future employment areas and the existing residential suburb of Thornhill Park.

Currently there are no east-west roads connecting Ferris Road and Mount Cottrell Road between the Western Freeway and the Melbourne – Ballarat rail corridor. There is currently only one east-west road, Alfred Road, connecting Ferris Road to Mount Cottrell Road between the Western Freeway and Greigs Road. Shogaki Drive, when constructed, will be the most significant road connecting Ferris Road and Mount Cottrell Road between the Western Freeway and the rail corridor.

Due to construction activity occurring along the Alfred Road corridor, there are times where a road closure occurs which requires residents in Thornhill Park to use the Western Freeway or Greigs Road (3.2 kilometres to the south) to gain access to other parts of the municipality.

The new suburb being developed in Cobblebank has a train station that is 1.4 kilometres to the east of Thornhill Park, making it the closest railway station geographically to the residential estates in Thornhill Park.

Neither the Western Freeway or Greigs Road are suitable for residents wanting to access the Cobblebank Railway Station and associated shopping centre. When Alfred Road is closed Thornhill Park residents use a 5-kilometre detour along the Western Freeway to access the train station or use a 15-kilometre detour using Greigs Road to access the train station. The extension of Shogaki Drive will reduce this journey to 2.5 kilometres.

Status of Shogaki Drive

The land required for the extension of Shogaki Drive is currently privately owned (**Attachment 1**).

The upgrade and extension of Shogaki Drive between Ferris Road and Mount Cottrell Road is made up of two road projects and three intersection projects in the Toolern Development Contributions Plan (DCP) shown in **Attachment 2**:

Project	Description
IT10	Intersection - Mount Cottrell Road and Shogaki Drive
IT12	Intersection – Connector Road and Shogaki Drive
IT13	Intersection - Ferris Road and Shogaki Drive
RD14	Shogaki Drive: Ferris Road to Mount Cottrell Road (western half)
RD19	Shogaki Drive: Ferris Road to Mount Cottrell Road (eastern half)

Funds were made available in the 2020/2021 budget to acquire land. Negotiations remain ongoing.

Melton City Council has prepared Amendment C232 to the Melton Planning Scheme, which was reported to the Ordinary Meeting of Council on 15 August 2022. Amendment C232 proposes to amend the land acquisition and construction costs for road projects 14 and 19, and intersection projects 10, 12 and 13 in the Toolern DCP.

Land acquisition process

In PSP areas, the acquisition of land for roads is commonly triggered by a planning permit application to subdivide and develop land for multi-lots. The current owner of 2-82 Shogaki Drive, Cobblebank, has not lodged any planning permit applications to subdivide or develop their site and is not expected to lodge a planning permit to subdivide or develop their land in the near future. Typically this is the process that is relied upon to commence land negotiations and future road provision within growth areas.

Conversations with the landowner of 2-82 Shogaki Drive, Cobblebank to acquire the land have commenced. Pending successful negotiations with the land owner, a contract of sale would need to be prepared, and the land subdivided. This process would take approximately 6-12 months to complete.

Alternatively, another option would be the commencement of a public acquisition overlay for consideration by Council to compulsorily acquire the land. This process could take up to two years.

Following acquisition of the land, construction of this road network can occur. The construction of the road may also require the construction of a signalised intersection at Mount Cottrell Road to facilitate safe vehicle movements.

The extension of Shogaki Drive to Mount Cottrell Road will provide improved access for residents in Thornhill Park to destinations within the Cobblebank Metropolitan Activity Centre and destinations within Melton Township.

3. 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

3.4 An integrated transport network that enables people to move around.

4. Financial Considerations

Funding is currently being collected by the Toolern Development Contributions Plan for the acquisition of land for the extension of Shogaki Drive to Mount Cottrell Road (two road projects and three intersection projects).

An initial budget allocation of \$1.35M has been funded through Council's Capital Works Program to progress this project.

Consideration of appropriate staging would see the following as Stage One;

- Utilise the existing road constructed from Ferris Road to the Saizeriya factory building.
- Construct a new two-lane road between the Saizeriya factory building to Mount Cottrell Road.
- Construct a pedestrian path and an off-road bicycle path between Ferris Road and Mount Cottrell Road to facilitate active transport.
- Construct a signalised intersection with Mount Cottrell Road (IT10).

Stage Two could include the following construction works:

- Upgrade the existing road from Ferris Road to the Saizeriya factory building to an urban standard.
- Construct a signalised intersection with Ferris Road (IT13).

5. Consultation/Public Submissions

Council is in discussions with the current landowner of 2-82 Shogaki Drive, Cobblebank, to acquire the land required to extend Shogaki Drive to Mount Cottrell Road to Council.

In the event the landowner is not willing to sell the land to Council, Council can initiate a planning scheme amendment to apply a Public Acquisition Overlay to the land. If a planning scheme amendment was required, notice would be provided to the landowner, and they would have an opportunity to object to the Public Acquisition Overlay.

6. Risk Analysis

Residents in Thornhill Park currently have limited road access to destinations located in the Cobblebank Metropolitan Activity Centre (such as the proposed Melton hospital) and Melton Township. The extension of Shogaki Drive to Mount Cottrell Road will create a crucial east-west connection to allow traffic to bypass the Cobblebank Metropolitan Activity Centre and provides access to future employment areas and the existing residential suburb of Thornhill Park.

Council has initiated land acquisition dialogue with the landowner. If land acquisition conversations fail, Council can consider a planning scheme amendment to apply the Public Acquisition Overlay (PAO) to the site.

A further report to Council would be required to consider the acquisition of a PAO to the road reserve if the land cannot be acquired by negotiation.

7. Options

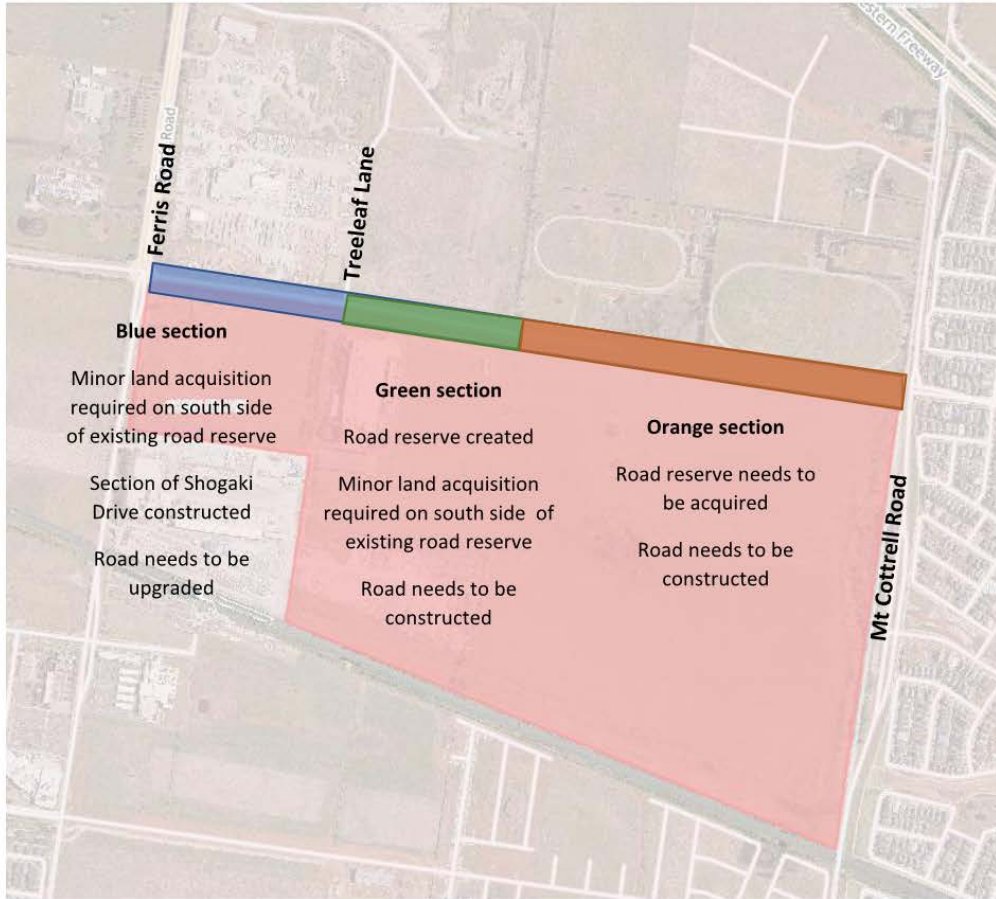
Council can either:

1. Continue discussions with the landowner of 2-82 Shogaki Drive to acquire the land required to extend Shogaki Drive to Mount Cottrell Road.
2. End discussions with the landowner and wait until development is triggered by a planning permit to subdivide and develop the land and require the land to be vested at that time, which would delay the construction of this road connection.

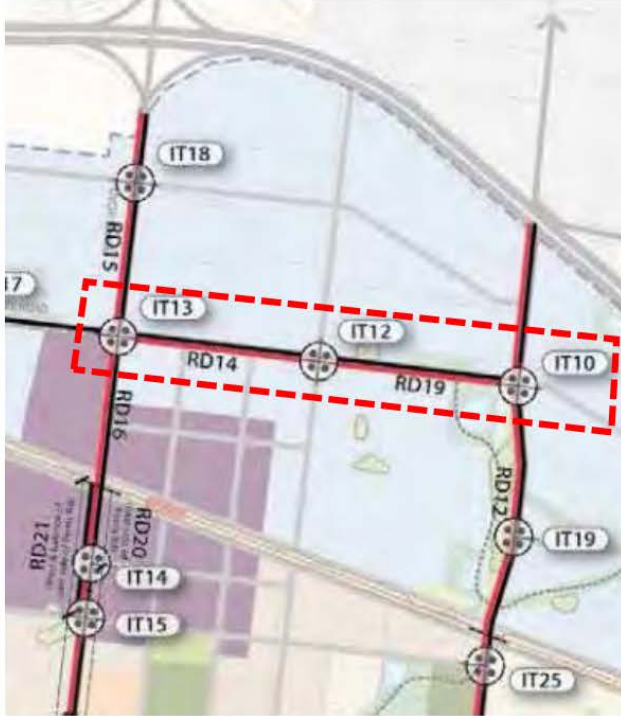
LIST OF APPENDICES

1. Shogaki Drive Road Status, undated
2. Shogaki Drive Extension Projects in the Toolern Development Contributions Plan, undated

Shogaki Drive road status



Shogaki Drive extension projects in the Toolern Development Contributions Plan



12.8 PLANNING APPLICATION PA 2022/7915 - USE OF AN EXISTING BUILDING FOR THE PURPOSES OF A ROOMING HOUSE AT 2-10 BRIDGE ROAD, MELTON SOUTH

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.

REPORT

1. Background

Executive Summary

Applicant:	Mr P Liden
Proposal:	Use of an existing building for the purposes of a rooming house
Existing Land Use:	Vacant building previously used as an Aged Care Facility
Zone:	General Residential Zone (Schedule 1)
Overlays:	None
Number of Objections:	11 objections
Key Planning Issues:	Characterisation of the use Appropriateness of the site Consistency with the relevant state and local planning policies Whether past management is a relevant planning consideration
Recommendation:	Approve application

The Land and Surrounding Area

The subject site has an area of 11,300m² and is located on the corner of Bridge Road and Exford Road in Melton South. Other features of the site are as follows:

- The land is a corner allotment with a northern frontage to Bridge Road, and a western frontage to Exford Road.
- An existing vacant residential building and car park is located on the subject land.
- A total of 16 parking spaces are available within the main car park accessed off Bridge Road.
- An existing bus stop is located along the Bridge Road frontage of the site.
- The subject land was previously used as an Aged Care Facility (known as Meadowbrook SRS).

The surrounding area can be characterised as an established residential area. The land to the north and west of the site is developed for residential purposes, with a mix of single and double-storey dwellings that were generally constructed in the 1970s and 1980s. There is a newer housing estate (Belle Gardens) to the south and east that was subdivided in the early 2000s. There is also a medium-density development directly to the east of the subject site. The Sutton Park – McKenzie Aged Care operates a facility directly to the south of the subject site.

The subject site is geographically located 0.7km from Opalia Plaza Shopping Centre, 1.3km from the Melton Train Station, 1.5km from the Station Square Shopping Centre, 0.9km from Staughton College, and 0.6km from St Anthony's Primary School.

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

The Application

The application seeks approval for the use of the existing building for a Rooming House. The proposal is summarised as follows:

- There are minimal alterations to the existing building. The applicant indicates that there would be some internal work and repairs to the building.
- The rooming housing would contain 30 bedrooms (several bedrooms would have en-suites), a common lounge area, a common dining area, a laundry room, and a kitchen.
- There would be a maximum of 1 person per bedroom.
- There would be no set rental period for the proposed use, except that any stay will be a minimum of a week, with no maximum.
- The rooming house is not intended to be a form of social or community housing and is not part of a community organisation.
- The site is fitted with CCTV cameras. These cameras operate 24 hours a day, 7 days a week and are monitored by a security company.
- The site is maintained by a maintenance company. The maintenance company will look after the general maintenance and gardening around the site and undertake maintenance of the inside of the building (e.g. general cleaning).
- Bins are collected by a private contractor on a weekly basis. The bins are located to the west side of the building with vehicle access for collection from Exford Road.
- There is a total of 16 car parking spaces within the main car park accessed off Bridge Road. There is also the potential to park additional vehicles informally along the accessways.

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

Planning Controls

Zone	(Clause 32.08 – General Residential Zone)	A Rooming House is an as-of-right (permit not required) use if it meets the requirements of Clause 52.23-2. The proposal does not meet the requirements of Clause 52.23-2, given, that the size of the building, the number of rooms, and the number of occupants proposed. Therefore, a planning permit is required for the use.
Overlays	None	
Particular Provisions	(Clause 52.06 – Car Parking)	The provision requires one car parking space is required for every four bedrooms. Based on the provisions only seven car parking spaces are required. The proposal satisfies the car parking provisions.
	(Clause 52.23 – Rooming House)	A permit is required for the use and development of the land for a Rooming House, given, that the proposal does not meet the use exemption (Clause 52.23-2) nor the building and works exemption (Clause 52.23-3).

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

Is the land affected by a Restrictive Covenant?

The land is not affected by a Restrictive Covenant.

Is the land of Cultural Heritage Sensitivity?

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

2. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

3. Financial Considerations

No Council related financial considerations are involved with the application.

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

The application was subject to notification. The notification was satisfactorily completed, and 11 objections were received. It is important to note that a majority of the objections received are not from people who reside within the immediate vicinity of the subject land.

The grounds of objection may be summarised as follows:

- *Concerns that the rooming house would be run and managed by the same company, that was previously operating the Meadowbrook SRS, which had its licence revoked by the Human Services Regulator (HSR) of the Department of Families, Fairness and Housing. The objectors are concerned that vulnerable people would be taken advantage of at the rooming house. The objections were from previous residents, relatives of previous residents, and previous employees of the Meadowbrook SRS.*

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

Referral of the application

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

5. Issues

Planning Assessment

The subject site is located within the General Residential Zone Under Council's Planning Scheme. The purpose of the zone includes encouraging a diversity of housing types and housing growth, particularly in locations offering good access to services and transport and encouraging development that respects the neighbourhood character of the area.

As previously indicated in the report, the subject site is located relatively close to existing activity centres, community facilities and public transport. Further as the proposal involves utilising an existing dwelling and other infrastructure on the site, the existing character of the area will be largely unaffected. As such, it is considered that the proposal is generally consistent with the purpose of the zone.

The proposal is also considered to be consistent with the relevant state and local planning policies relating to housing. These policies encourage proposals that would increase housing choice, tenure, and costs to meet the needs of households as they move through life cycle changes and to support diverse communities, affordable housing for people on very low to moderate incomes, facilitate a mix of private affordable and social housing in well-located areas close to jobs, transport, and services. The proposed rooming house would certainly seem to meet these criteria.

A majority of the objections have raised significant concerns about the management of the proposed rooming house, given, that it would be run and/or managed by the same parties that were operating the Meadowbrook SRS, which had its registration revoked by the Human Services Regulator (HSR) of the Department of Families, Fairness and Housing.

It is important to note that Aged Care Facilities and Rooming Houses are significantly different in terms of how they operate. The occupants of rooming houses typically just rent a room (and associated common facilities) with no additional support services (prepared meals, support workers, carers, assisted living arrangements, regular cleaning bedrooms, etc.). Whereas, the occupants of Aged Care Facilities need to be provided with quality care and be registered by the Human Services Regulator (HSR) of the Department of Families, Fairness and Housing.

The character and/or past practices of the permit-holder are not relevant considerations in the Decision Guidelines of the General Residential Zone (Clause 32.08-13), nor the Decision Guidelines in Clause 65 of the Melton Planning Scheme.

If a planning permit was to be issued, there is an opportunity to place management conditions on the permit. These management conditions can be in the form of security requirements, management requirements, general amenity requirements, etc. Any breaches of the management conditions can potentially result in enforcement action being undertaken.

There does not appear to be many VCAT case that are relevant to the assessment of this application. The most relevant VCAT decision that was reviewed relates to *“the conversion of an existing motel building to a residential building (rooming house), new buildings and works to the existing building and a reduction in the car parking provision for the rooming house.”* The rooming house that was approved by VCAT contained 22 bedrooms and would accommodate 24 persons. In *Director of Housing v Maribyrnong CC [2005] VCAT 2403*, the VCAT member outlined the following:

I am satisfied, with some reservation concerning conditions on the permit, that the responsible authority has examined the relevant planning issues, such as the adequacy of car parking, open space and landscaping, day lighting and privacy applicable to a rooming house in the context of this being a conversion from a motel use. Whilst I am satisfied the intensity of the use in general is satisfactory I consider it is not my, nor the responsible authority’s role to delve into a dispute about different levels of rooming house standards and definitions, including their adequacy, particularly when there is separate legislation and government departments charged with such. (Emphasis added)

It is important to note that aside from the need to obtain a Planning Permit there is separate legislation to ensure that the rooming house is appropriately managed. This includes:

- A license to operate a rooming house from the Business Licensing Authority (BLA), under the provisions of the *Rooming House Operators Act, 2016*.
- Registration with Council’s Environmental Health Unit under the provisions of the *Public Health and Wellbeing Act 2008*, and the *Public Health and Wellbeing (Prescribed Accommodation) Regulations, 2020*.
- A building permit (and associated occupancy permit) would also be required to ensure that the building meets the *Building Act, 1993* and *Building Regulations, 2018*.
- The rental legislation in relation to Rooming Houses is covered under the *Residential Tenancies Act, 1997*; and the minimum standards for rooming houses are set out in the *Residential Tenancies (Rooming House Standards) Regulations, 2012*.

6. Options

Council can either:

1. Support the application by issuing a Notice of Decision to Grant a Permit; or
2. Not support the proposal by issuing a Notice of Refusal.

7. Conclusion

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

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

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

LIST OF APPENDICES

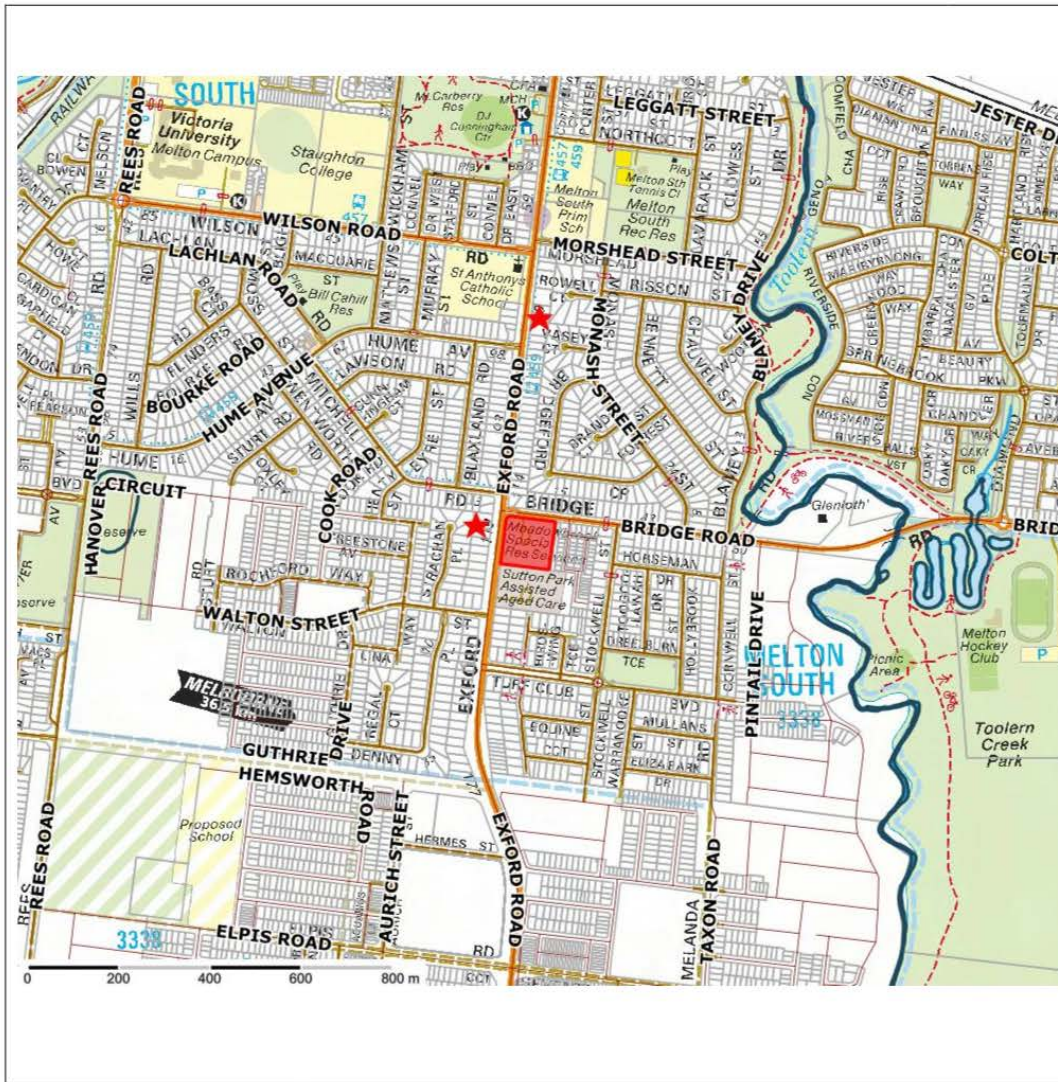
1. Appendix 1 - Locality plan
2. Appendix 2 - Plans of proposal
3. Appendix 3 - Assessment against State and Local Policies
4. Appendix 4 - Response to objections
5. Appendix 5 - Referral comments
6. Appendix 6 - Conditions

No: PA2022/7915/1

Address: 2-10 Bridge Road, Melton South 3338

Proposal: Use of an existing building for the purposes of Rooming House Accommodation.


Ward: Coburn



 Subject Site



 Objections

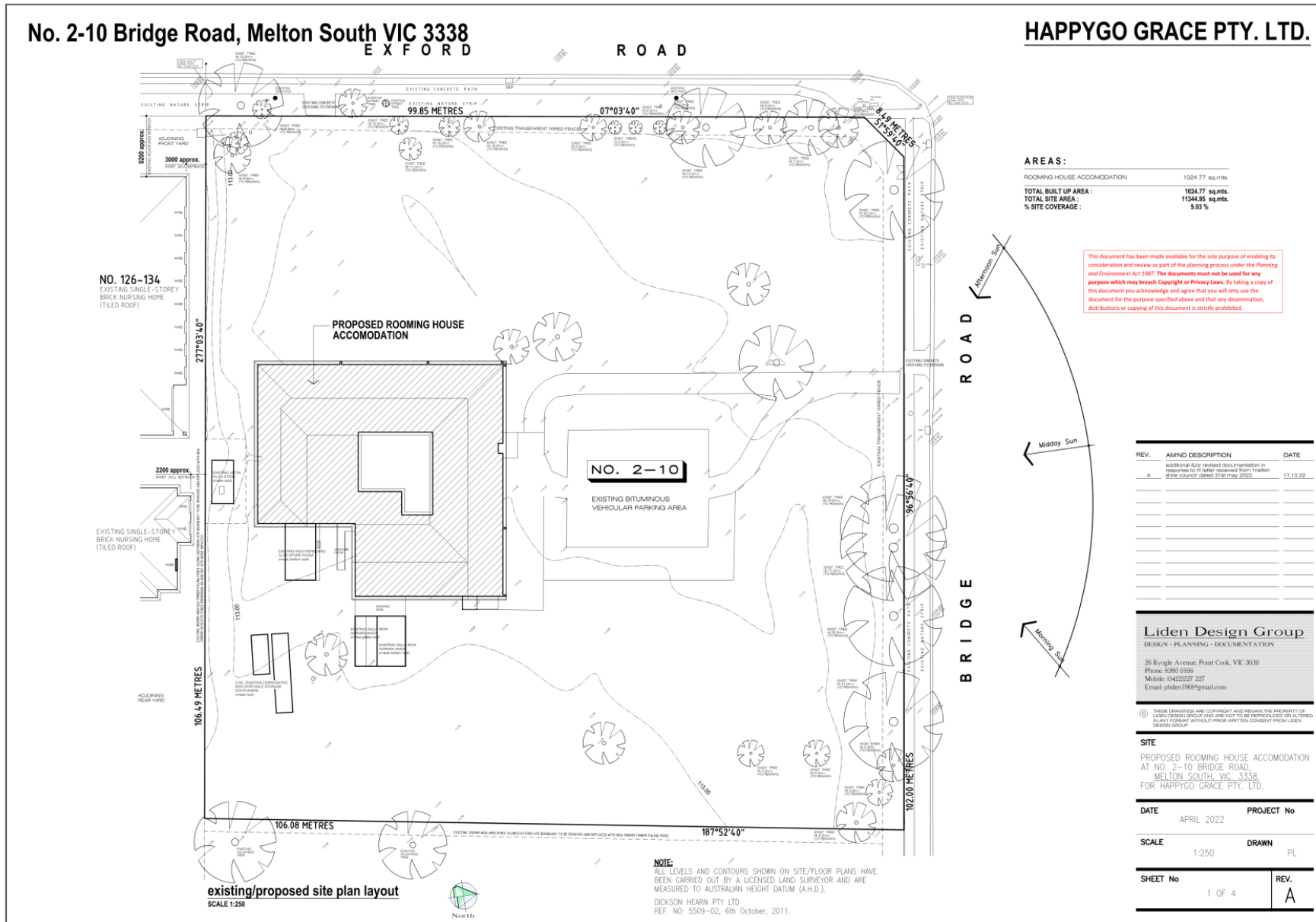
6/01/2023

 Radius = N/A



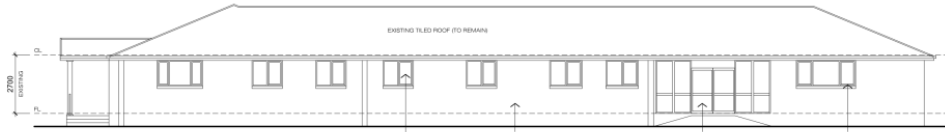
No:	PA2022/7915/1
Address:	2-10 Bridge Road, Melton South 3338
Proposal:	Use of an existing building for the purposes of Rooming House Accommodation.
Ward:	Coburn

	Subject Site	6/01/2023	
---	--------------	-----------	---



No. 2-10 Bridge Road, Melton South VIC 3338

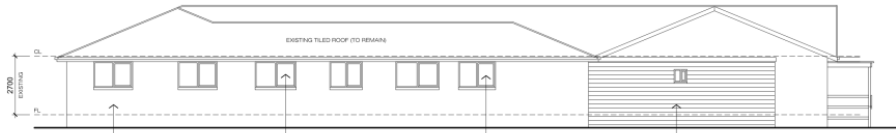
HAPPYGO GRACE PTY. LTD.



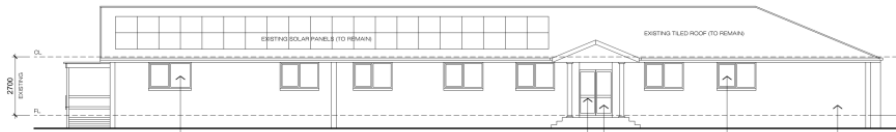
west (exford road) elevation
SCALE 1:100



east elevation
SCALE 1:100



south elevation
SCALE 1:100



north (bridge road) elevation
SCALE 1:100

GENERAL NOTES - INDIVIDUAL ROOMS:

Residents' rooms

- In a resident's room, the following standards have been met:
- any door used to enter or exit from a resident's room is fitted with a lock that is operated by a key from the outside, and can be unlocked from inside without a key
 - a resident's room has at least two unoccupied, working, safe power outlets
 - windows in a resident's room have a covering that provides privacy and can be opened and closed by the resident.

Bathrooms

A shared bathroom or toilet is fitted with a privacy latch that can be securely latched from the inside without a key.

Kitchen

Each resident has access to and use of food preparation facilities. These are provided as a shared kitchen. The shared kitchen has a:

- food preparation area
- sink
- oven and cook-top with four burners in good working order – there is one of these for every 12 residents
- refrigerator with at least 400 litres capacity
- a lockable cupboard for each resident, with a minimum 0.1 cubic metres (100 litres) of storage capacity.

Dining facilities in a common area

In the common area dining facilities, there is:

- Enough chairs to accommodate the maximum number of residents in the facility.
- A table that can comfortably fit this number of chairs.

Shared laundries

There are shared laundry facilities. The laundry includes:

- Two wash troughs connected to a continuous and adequate supply of hot and cold water.
- Two washing machines with hot and cold water supply.
- A clothes dryer.

GENERAL NOTES - ROOMING HOUSE:

The Rooming House will also include:

- an evacuation diagram that complies with section 3.5 and Appendix E of AS 3745 and is prominently displayed in each resident's room and in all shared areas.
- internal rooms, corridors and hallways have a level of natural or artificial light appropriate to the function and use of the room.
- habitable rooms have access to natural light during daylight hours, and artificial light during non-daylight hours, appropriate to the function and use of the room.
- habitable rooms, bathrooms, shower rooms, toilets and laundries have ventilation that complies with the relevant Building Code of Australia (see section 17 of the Regulations).
- all gas installations and fittings will be checked at least once every two years by a licensed gas fitter.
- all electrical installations and fittings will be checked at least once every five years by a licensed electrician
- all power outlets and electrical circuits will be connected to circuit breakers that comply with AS/NZS 3000 and switchboard-type residual current devices that comply with AS/NZS 3190, AS/NZS 61008.1 or AS/NZS 61009.1
- each external window that can be opened will be able to be securely closed or opened without a key
- each entrance will have a lock operated by a key from outside and without a key from inside.
- the main entry will have a window, peep-hole or intercom system, and a working external light that provides enough light during non-daylight hours to provide for safe access and screening visitors to the rooming house.

The Rooming House will be registered with Council and includes the following under the Public Health and Wellbeing Regulations 2009:

- At least one toilet for every 10 people
- At least one bath or shower and one washbasin for every 10 people
- Continuous and adequate supply of hot and cold water to all toilet, bathing, laundry, kitchen and drinking water facilities
- Rooms and communal areas in a clean and well maintained condition.
- Adequate and well-maintained hard-wired smoke alarms to protect residents.

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.

REV.	AMND DESCRIPTION	DATE
A	additional A/cr revised documentation in response to 88 letter received from Melton City Council dated 31st May 2022	17.10.22

Liden Design Group
DESIGN - PLANNING - DOCUMENTATION
26 Kynock Avenue, Point Cook, VIC 3030
Phone: 0380 0166
Mobile: 0422227 227
Email: lideng@liden.com.au

THESE DRAWINGS ARE COPYRIGHT AND REMAIN THE PROPERTY OF LIDEN DESIGN GROUP AND ARE NOT TO BE REPRODUCED OR ALTERED IN ANY FORM OR BY ANY MEANS WITHOUT WRITTEN CONSENT FROM LIDEN DESIGN GROUP.

SITE
PROPOSED ROOMING HOUSE ACCOMMODATION
AT NO. 2-10 BRIDGE ROAD,
MELTON SOUTH, VIC. 3338,
FOR HAPPYGO GRACE PTY. LTD.

DATE	APRIL 2022	PROJECT No
SCALE	1:100	DRAWN PL
SHEET No	3 OF 4	REV. A

Document Set ID: 8276781
Version: 1, Version Date: 17/10/2022

Appendix 3 – Assessment against relevant Planning Scheme controls

Planning Scheme Reference	Assessment
Planning Policy Framework (PPF)	
Clause 16.01-S – Housing supply	<p>The objective of the policy is:</p> <ul style="list-style-type: none"> To facilitate well-located, integrated, and diverse housing that meets community needs. <p>The strategies that are relevant to the assessment of this application, include:</p> <ul style="list-style-type: none"> Ensure that an appropriate quantity, quality and type of housing is provided, including aged care facilities and other housing suitable for older people, supported accommodation for people with disability, rooming houses, student accommodation and social housing. Facilitate diverse housing that offers choice and meets changing household needs by widening housing diversity through a mix of housing types. <p>The proposal is deemed to be generally consistent with policy.</p>
Clause 16.01-2S – Housing Affordability	<p>The objective of the policy is:</p> <ul style="list-style-type: none"> To deliver more affordable housing closer to jobs, transport, and services. <p>The strategies that are relevant to the assessment of this application, include:</p> <ul style="list-style-type: none"> Improve housing affordability by: <ul style="list-style-type: none"> Increasing choice in housing type, tenure and cost to meet the needs of households as they move through life cycle changes and to support diverse communities. Encouraging a significant proportion of new development to be affordable for households on very low to moderate incomes. Increase the supply of well-located affordable housing by: <ul style="list-style-type: none"> Facilitating a mix of private, affordable and social housing in suburbs, activity centres and urban renewal precincts. <p>The proposal is deemed to be generally consistent with policy.</p>
Local Planning Policy Framework (LPPF)	
Clause 21.08-1 - Housing	<p>The policy recognises that:</p> <p><i>“The demographic profile of residents in the City of Melton varies considerably and this will have implications for the future diversity requirements of its housing stock.</i></p> <p><i>Some sections of the City of Melton are considered ‘disadvantaged’ socio- economically so affordability and cost of living are important issues. Opportunities have been identified for specialised residential markets, including social and affordable housing, and aged-care</i></p>

	<p><i>and retirement...”</i></p> <p>The strategies that are relevant to the assessment of this application, include:</p> <ul style="list-style-type: none"> • To increase housing diversity within the City of Melton. • Facilitate a diverse range of affordable housing stock, suitable for all household types. • To promote affordable housing options for households of all income levels. • Encourage the property industry to deliver a diverse range of housing options suitable for a range of income levels. • Support a proportion of housing to be affordable housing on large development sites proximate to Activity Centres, public transport and community services. • To provide a sufficient range of social, retirement, aged-care and special needs housing types throughout the municipality. <p>The proposal is deemed to be generally consistent with policy.</p>
<p>Clause 22.12 – Housing Diversity Policy</p>	<p>The objective of the policy is:</p> <ul style="list-style-type: none"> • To encourage the provision of affordable housing options for households of all income levels. • To protect and enhance the neighbourhood character of residential areas where appropriate. • To facilitate a diverse range of housing to meet the needs of a diverse population and provide genuine choice in housing products. • To support increased residential densities in locations with high levels of access to infrastructure, services and transport. • To encourage innovative housing design and development that is adaptable, site responsive and environmentally sustainable. <p>The strategies that are relevant to the assessment of this application, include:</p> <ul style="list-style-type: none"> • Encourage the development of a range of housing options throughout the municipality. • Ensure that new development does not impact adversely on areas of recognised neighbourhood character. <p>The proposal is deemed to be generally consistent with policy.</p>
<p>Zone</p>	
<p>Clause 33.01 – General Residential Zone (Schedule 1)</p>	<p>The purpose of this clause is:</p> <ul style="list-style-type: none"> • To implement the Municipal Planning Strategy and the Planning Policy Framework. • To encourage development that respects the neighbourhood character of the area. • To encourage a diversity of housing types and

	<p>housing growth particularly in locations offering good access to services and transport.</p> <ul style="list-style-type: none"> To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations. <p>The proposal is deemed to be generally consistent with the purpose of the zone.</p>
<p>Particular Provisions</p>	
<p>Clause 52.23 – Rooming House</p>	<p>The purpose of this particular provision is:</p> <ul style="list-style-type: none"> To facilitate the establishment of domestic-scale rooming houses. <p>The use is exempt from a planning permit, if:</p> <ul style="list-style-type: none"> Any requirement in the Activity Centre Zone, Capital City Zone, Commercial 1 Zone, General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone to obtain a permit to use land for a rooming house does not apply if all of the following requirements are met: <ul style="list-style-type: none"> Any condition opposite the use ‘rooming house’ in the table of uses in the zone or schedule to the zone is met. The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings. No more than 12 persons are accommodated. No more than 9 bedrooms are provided. <p>The buildings and works are exempt from a planning permit, if:</p> <ul style="list-style-type: none"> Any requirement in the General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone to obtain a permit to construct a building or construct or carry out works for a rooming house does not apply if all of the following requirements are met: <ul style="list-style-type: none"> No more than 9 bedrooms are developed on the land. Bedrooms can only be accessed from within the building. The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings. If the development is in the General Residential Zone or Neighbourhood Residential Zone, a garden area is provided in accordance with the minimum garden area requirement specified in the zone.

	<ul style="list-style-type: none"> ○ Shared entry facilities and common areas, including a kitchen and living area, are provided. <p>The proposal does not meet the use and building and works exemptions, therefore, a planning permit is required.</p>
Clause 52.06 – Car parking	<p>The provision outlines that a Rooming House needs to provide 1 car parking space for every four bedrooms. Based on the provisions a total of 8 car parking needs to be provided.</p> <p>A total of 16 car parking spaces are provided within the existing car parking access off Bridge Road.</p> <p>The proposal satisfies the car parking requirements.</p>
General Provisions	
Clause 65 - Decision Guidelines	<p>Because a permit can be granted does not imply that a permit should or will be granted. The responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the decision guidelines of this clause.</p> <p>The proposal generally complies with the decision guidelines of Clause 65.</p>

Appendix 4 – Response to Objections

<i>Objection</i>	<i>Comment</i>
<p>The objectors are concerned that the rooming house would be run and managed by the same company, that was previously operating the Meadowbrook SRS, which had it's licence revoked by the Human Services Regulator (HSR) of the Department of Families, Fairness and Housing. The objectors are concerned that vulnerable people would be taken advantage of at the rooming house. The objections were from previous residents, relatives of previous residents, and previous employees of the Meadowbrook SRS.</p>	<p>Aged Care Facilities and a Rooming Houses are significantly different in-terms of how they operate. The occupants of rooming houses typically just rent a room (and associated common facilities) with no additional support services (prepared meals, support workers, carers, assisted living arrangements, regular cleaning bedrooms, etc.). Whereas, the occupants of Aged Care Facilities need to be provided be provided with quality care and be registered by the Human Services Regulator (HSR) of the Department of Families, Fairness and Housing.</p> <p>The concerns raised by the objectors are understandable under the circumstances, however, the past management practices of the Aged Care Facility is not a relevant planning consideration.</p>

Appendix 5 – Referral Comments

<i>Type of Referral</i>	<i>Responses</i>
Internal	
Building Services	Outlined that the proposed Rooming House is deemed to be a Class 3 Building.
Engineering Services	Conditions to be placed on the planning permit.
Health Services	Conditions to be placed on the planning permit.

Appendix 6 - Conditions

1. Prior to the commencement of the use, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended plans must be generally in accordance with the plans submitted and assessed with the application but modified to show:
 - (a) Clotheslines to accommodate the washing of 30 occupants.
 - (b) All shipping containers are to be removed from the subject land.
 - (c) A screen enclosure is provided for the waste bins. The waste bins must be kept within the enclosure at all times, except during waste collection.
 - (d) Existing car park layout. A minimum 8 car parking spaces to be shown including one disabled car parking space. Car park layout plan to show car parking spaces dimensions, direction of flow and parking aisle width.
2. Prior to the commencement of the use, 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) 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. The planting schedule must show that planting will pre-dominantly be local indigenous species.All species selected must be to the satisfaction of the Responsible Authority.
3. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
4. There must be no more than 30 occupants at any given time.
5. Prior to the commencement of the use, a Site Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the Site Management Plan will be endorsed and will then form part of this Permit. The Site Management Plan must address (but is not limited to) the following:
 - (a) The name and contact details of the owner, manager or agent for leasing purposes.
 - (b) The relevant contact details displayed on the front entry door and circulated to residents and neighbours.
 - (c) House rules for the purpose of protecting the amenity of the area.
 - (d) The name and contact details of the person responsible for the day to day management of the premises.
 - (e) Facilities maintenance.
 - (f) Building and landscaping maintenance.
 - (g) A process for management to respond to complaints or queries from residents and/or neighbours.
 - (h) A requirement that the Responsible Authority be notified when changes are made to any elements of the Site Management Plan including changes in ownership or management of the use.
 - (i) Must address the provision and location of CCTV cameras.
6. The use must operate in accordance with the endorsed Site Management Plan.

7. A minimum of 1 car space must be provided for the exclusive use of disabled persons. The car space must be provided as close as practicable to a suitable entrance of the building and must be clearly 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.
8. All car parking spaces must be designed to allow all vehicles to drive forwards both when entering and leaving the property.
9. All pedestrian access to buildings must be designed and constructed to comply with the Disability discrimination Act.
10. The rooming house must be registered with Council's Environmental health unit under prescribed accommodation of the Public Health and Wellbeing act 2008. The business must go through the plan assessment process prior to construction to ensure the premises and fit outs are compliant under relevant legislation.
11. The premises must take all practical measures to prevent any nuisance from occurring from the property. Appropriate measures must be taken to prevent noise from the proposed business having an adverse effect on neighbouring properties. The premises must not cause a nuisance, as defined under the Public Health and Wellbeing Act 2008.
12. Prior to the commencement of the use, a Waste Management Plan must be submitted to and approved by the Responsible Authority. All waste must be disposed of in accordance with the Environment Protection Act 2017 and Environment Protection Regulations 2021.
13. 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 occupying 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 and/or any officer of the Victoria Police.
14. Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to a legal point of discharge to the satisfaction of the Responsible Authority.
15. The use 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) Appearance of any building, works or materials.
 - (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
 - (d) Presence of vermin.
 - (e) In any way as determined by the Responsible Authority.
16. This permit will expire if one of the following circumstances applies:
 - The use is not commenced within two 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 or within six months of the relevant expiry date.

12.9 PLANNING APPLICATION PA 2022-8080-1 - DEVELOPMENT OF THE LAND FOR AN ADDITIONAL DWELLING (SINGLE STOREY) AT THE REAR OF AN EXISTING DWELLING AT 5 COMIC COURT, HARKNESS

Author: Jake Cleve - Development Planner
Presenter: Bob Baggio - Manager Planning Services

PURPOSE OF REPORT

To consider and determine the above planning application.

RECOMMENDATION:

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

REPORT

1. Background

Executive Summary

Applicant:	Dreamworx Drafting & Design Pty Ltd
Proposal:	Development of the land for an additional dwelling (single storey) at the rear of an existing dwelling
Existing Land Use:	Single storey detached dwelling
Zone:	General Residential Zone – Schedule 1
Overlays:	Nil
Number of Objections:	2 objections and 1 petition
Key Planning Issues:	Carparking and traffic Consistency with Clause 55 – ResCode Respect for Neighbourhood Character Offsite amenity impacts
Recommendation:	Approve application

The Land and Surrounding Area

The subject site is known as Lot 52 on Plan of Subdivision LP215306. The site has an area of 791.49m² and is located on the eastern side of Comic Court in Harkness. Other features of the site are as follows:

- The site is irregular in shape.
- It contains an existing single storey dwelling located near the front of the site and an ancillary carport and outbuilding in the north-east corner of the site.
- An existing 3 metre wide sewage and drainage easement runs along the rear/eastern boundary of the site.

The surrounding area can be characterised as an established residential area consisting of primarily single storey detached brick dwellings with tiled pitched roofs constructed from the early 1990's to the early 2000's. The lots sizes are more generous ranging between 600-800sqm with landscaped setbacks in a cul-de-sac arrangement. However, there is the presence of unit style developments scattered throughout the surrounding area with lot sizes of 300-400sqm.

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

The Application

The application proposes the development of a single storey dwelling at the rear of an existing single storey dwelling. The proposed development is summarised as follows:

- The existing garage, shed and attached carport is to be demolished and replaced with a carport for the existing dwelling and the accessway and proposed dwelling.
- The existing dwelling will continue to front Comic Court and the proposed dwelling will be located behind with access to Comic Court from an accessway along the northern boundary.
- The existing dwelling will remain a three-bedroom dwelling with a new carport and car space in tandem.
- The proposed dwelling will be a two-bedroom dwelling with a carport and space in tandem.
- The proposed dwelling will be constructed of brick with a pitch tiled roof complimentary of the materials existing in the surrounding area.
- Both dwelling will remain detached and only the carport of the proposed dwelling and the existing verandah of the existing dwelling will be built on the boundary.
- Both dwellings will be accessed from the existing crossover and shared accessway adjacent to the northern boundary of the site.

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

Planning Controls

Zone	(Clause 32.08 – General Residential Zone)	Permit required to construct two or more dwellings on a lot
Overlays	Nil	Nil
Particular Provisions	(Clause 52.06 – Car Parking)	Two car spaces are required for the existing dwelling whilst the proposed dwelling only requires one space Each dwelling is provided with a carport and a space in tandem in front of the carport

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

Clause 55 - ResCode

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

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

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

House Rules - Housing Character Assessment & Design Guidelines

The *Housing Character Assessment & Design Guidelines* as adopted at the Ordinary Meeting of Council on 13 October 2015. The site is located within the *Garden Court 1 (GC1) character area*. The essential components of the *GC1* which need to be maintained into the future are:

- ample visual separation between dwellings
- majority of the front setback used as permeable garden landscape
- front gardens are visible from the street, forming part of the street landscape
- in some areas, an absence of expressed boundary between private and public realms.

As change occurs, space will be provided for more tree planting, so these areas can become greener and leafier, by:

- providing for canopy trees in the front and rear garden area
- minimising interruption of nature strips and front setbacks by driveways.

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

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

Is the land affected by a Restrictive Covenant?

The land is affected by a Restrictive Covenant; however the proposal does not breach any conditions of 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: A City where growth and development occur in a strategic, fair and sustainable way
 - 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 2 objections and 1 petition with 37 signatures were received. The petition is somewhat unusual as it consists of a proforma document which has been separately signed.

The grounds of objection may be summarised as follows:

- The proposal will create traffic congestion in Comic Court and surrounding streets due to the parking of vehicles as the proposal is in a court with limited street parking.
- The proposal will set a precedent for further development within the area resulting in additional subdivision detracting from the character of larger land sizes in the area.
- The proposal will impact the property prices of surrounding lots.
- Traffic congestion and noise during construction.
- Loss of vegetation both native and non-native will affect native fauna.
- Loss of amenity in the area due to renters that will occupy the dwellings.
- Proposal will result in overshadowing into neighbouring properties.
- Proposal will result in overlooking into neighbouring properties.
- The proposal will be visually bulky with a maximum height of 5.223 metres.
- Excessive noise from the living area and scheduled private open spaces of the proposed dwelling will impact the amenity of the adjoining property to the rear.
- The air-conditioning unit for the proposed dwelling will create excessive noise impacting the adjoining property to the rear.
- As a result of the amenity impact due to noise there will be health impacts for existing residents.
- Impact of established neighbourhood character/culture.

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

Referral of the application

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

5. Issues

Planning Assessment

Strategic Justification

A recommendation to issue a notice of decision to a grant a planning permit for this proposal is based on an assessment against the relevant requirements of the Melton Planning Scheme, Council's Housing Character Assessment and Design Guidelines, and consideration of written objections. The land is zoned General Residential, which allows a modest level of housing growth and diversity. The proposal meets the overarching objectives of housing policies within the State Planning Policy Framework and Local Planning Policy Framework. It provides for urban consolidation in an established suburb which has access to established local goods, services and facilities. State policy objectives also encourage development that improves housing choice and accommodates future housing needs.

Neighbourhood Character

The immediate surrounding area is generally characterised by single storey detached brick dwellings with tiled roofs constructed in the 90's. Whilst the area is dominated by single storey detached dwellings there are dual occupancy style developments such as at 288, 302 and 308 Centenary Avenue.

Whilst what is proposed is not the predominate built form within the surrounding area it is present. In the surrounding context the proposal is an appropriate built form response that respects the existing character but provides increased diversity in the housing supply. The planning scheme does not prohibit changes to the built form within the general residential zone but it promotes change that is incremental and respectful of the existing and preferred character of the area. The proposal complies with this.

The site is located within the character area identified as Garden Court 1. The proposed design responds to all the design guidelines for a preferred character outcome as outlined within Council's Housing Character Assessment and Design Guidelines. The proposal provides an unchanged front setback that allows for adequate front landscaping, the proposal is setback at least 1 metre from one boundary and 2 metres from the other (with the exception of carports and verandahs), only the existing vehicle crossover is proposed to be utilised, and the height and form of the building is consistent. Additionally, the existing trees in the front setback are proposed to be retained as well as additional planting throughout the site, no front fence is proposed and the proposed dwelling being of brick veneer with a pitched tiled roof is consistent with what is observed in the area.

The design response of the proposed development is generally considered an appropriate fit in terms of the preferred neighbourhood character as it will sit comfortably in its context. The dwellings will both be detached single storey dwellings of brick veneer and a tiled roof and the proposed dwelling will be hidden behind the existing dwelling therefore blending into the existing built form of the area.

Off-site amenity impacts

The proposal is generally in accordance with relevant standards in relation to overlooking, overshadowing, daylight to existing habitable room windows, side and rear setbacks. A permit condition will be included to ensure the rear fence is of a height no less than 1.8 metres along the eastern property boundary.

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

Car parking and traffic

Provision of carparking for each dwelling complies with the requirements of Clause 52.06.

Objectors are concerned the proposal will cause traffic congestion in the court and off-street parking issues. Council's traffic engineers raised no objection to the proposal and therefore they are satisfied that the local road network can accommodate the anticipated increase in traffic that will be generated by the proposal.

6. Options

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

7. Conclusion

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




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

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

LIST OF APPENDICES

1. Appendix 1 - Locality Maps - 5 Comic Court, Harkness
2. Appendix 2 - Development Plans - 5 Comic Court, Harkness
3. Appendix 3 - Assessment against Planning Scheme - 5 Comic Court, Harkness
4. Appendix 4 - Response to Objections - 5 Comic Court, Harkness
5. Appendix 5 - Referral Comments - 5 Comic Court, Harkness
6. Appendix 6 - Notice of Decision to Grant a Permit - 5 Comic Court, Harkness

No:	PA 2022/8080/1
Address:	5 Comic Court Harkness Vic 3337
Proposal:	Development of the land for an additional dwelling (single storey) at the rear of an existing dwelling.
Ward:	Coburn

 Subject Site	17/02/2023	
 Objections		

No:	PA 2022/8080/1
Address:	5 Comic Court Harkness Vic 3337
Proposal:	Development of the land for an additional dwelling (single storey) at the rear of an existing dwelling.
Ward:	Coburn



 Subject Site	17/02/2023	
--	------------	---

PROPOSED DUAL OCCUPANCY PLANNING PERMIT SUBMISSION

5 COMIC COURT, HARKNESS VIC 3337



*ARTIST IMPRESSION ONLY

SHEET LIST	
SHEET NO.	SHEET NAME
TP 01	COVERSHEET
TP 02	NEIGHBOURHOOD DESCRIPTION
TP 03	NEIGHBOURHOOD CHARACTERISTIC
TP 04	SITE PHOTOS
TP 05	EXISTING CONDITION
TP 06	EXISTING FLOOR PLAN
TP 07	DEMOLITION SITE PLAN
TP 08	DEMOLITION FLOOR PLAN
TP 09	PROPOSED SITE PLAN
TP 10	PROPOSED GROUND FLOOR PLAN
TP 11	GARDEN AREA PLAN
TP 13	ELEVATION WITH EXISTING 1 OF 2
TP 14	ELEVATION WITH EXISTING 2 OF 2
TP 15	ELEVATION 1 OF 2
TP 16	ELEVATION 2 OF 2
TP 17	SHADOW DIAGRAM 9 AM
TP 18	SHADOW DIAGRAM 12 PM
TP 19	SHADOW DIAGRAM 3 PM
TP 20	LANDSCAPE PLAN

DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number 2006HARK
 Date 07/12/2022
 Drawn by JD
 Checked by IJA

DRAWING TITLE **COVERSHEET**
 SHEET NUMBER **TP 01**
FOR TOWN PLANNING SHEET SIZE A3 Scale

7/12/2022 2:06:42 PM



NO. 5 COMIC COURT (SUBJECT SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO. 4 COMIC COURT (AJJOINING SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO. 6 COMIC COURT (AJJOINING SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO. 10 GALILEE BLD (AJJOINING SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO. 11 COMIC COURT (ADJACENT SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO. 3 COMIC COURT (ADJACENT SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO. 7 COMIC COURT (ADJACENT SITE)
DOUBLE STOREY BRICK HOUSE TILE ROOF



NO. 12 GALILEE BLD (ADJACENT SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO.8 GALILEE BLD (ADJACENT SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO. 12 COMIC COURT (ADJACENT SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO. 10 COMIC COURT (ADJACENT SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF



NO. 302A & 302B CENTENARY AVE (ADJACENT SITE)
SINGLE STOREY BRICK HOUSE TILE ROOF

DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CILENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	N/A
Checked by	IJA

DRAWING TITLE		NEIGHBOURHOOD DESCRIPTION	
SHEET NUMBER		TP 02	
FOR TOWN PLANNING		SHEET SIZE	A3
		Scale	

7/12/2022 2:06:43 PM



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1

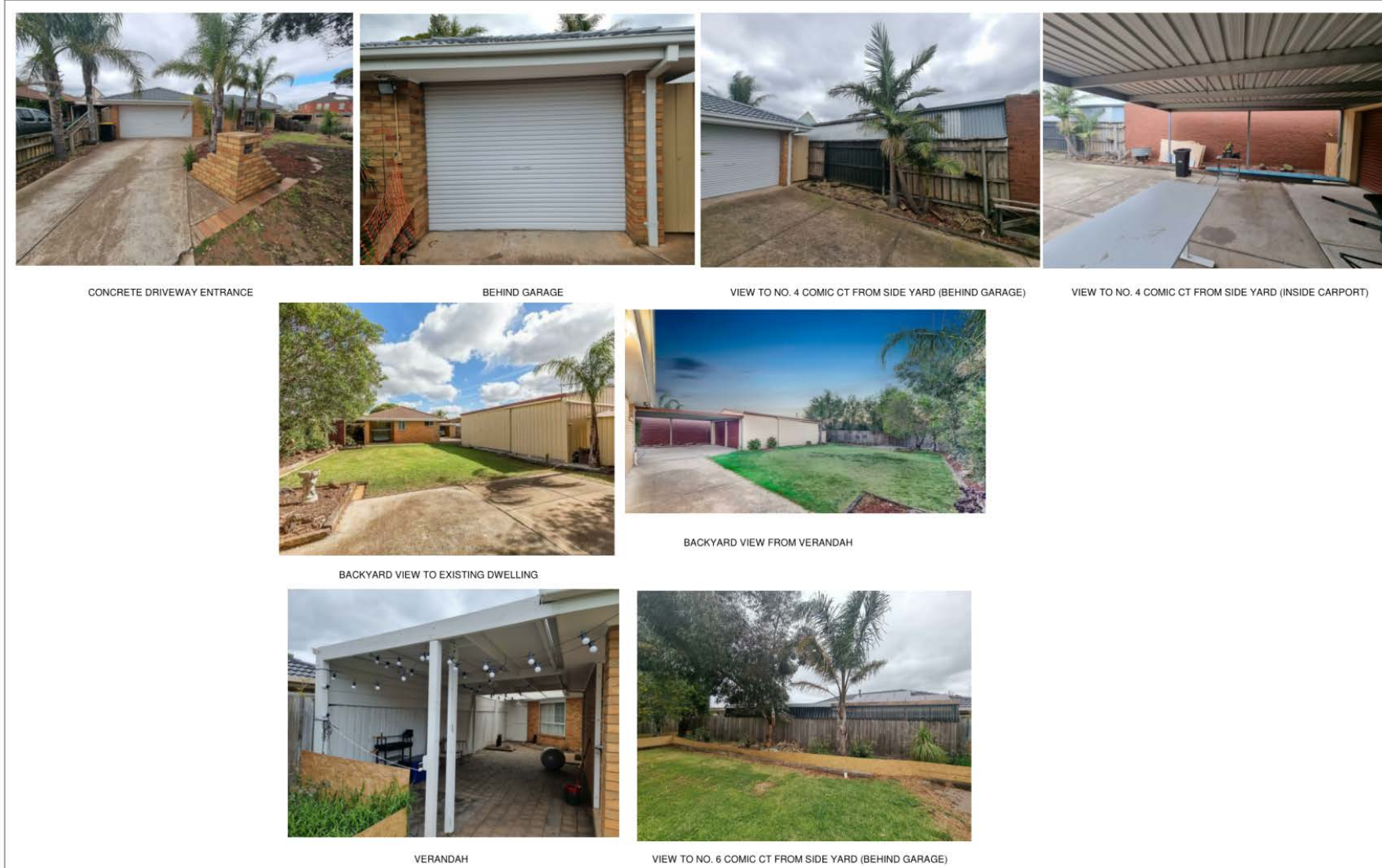


5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	Author
Checked by	Checker

DRAWING TITLE		NEIGHBOURHOOD CHARACTERISTIC	
SHEET NUMBER		TP 03	
FOR TOWN PLANNING		SHEET SIZE	A3
		Scale	1 : 300

7/12/2022 2:06:43 PM



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	Author
Checked by	Checker

DRAWING TITLE		SITE PHOTOS	
SHEET NUMBER		TP 04	
FOR TOWN PLANNING	SHEET SIZE	A3	Scale

7/12/2022 2:06:47 PM



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1

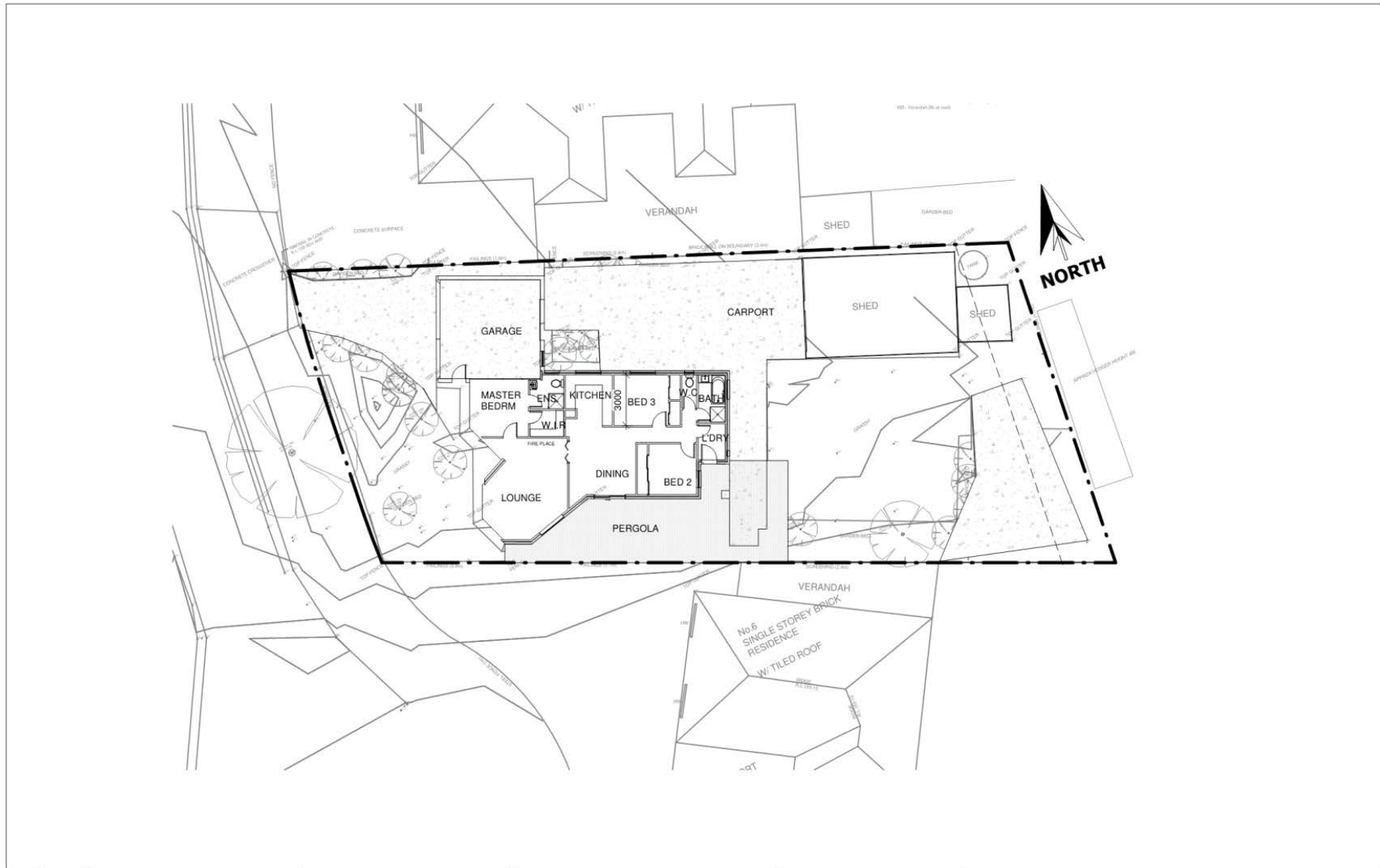


5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	JD
Checked by	IJA

DRAWING TITLE		EXISTING CONDITION	
SHEET NUMBER		TP 05	
FOR TOWN PLANNING	SHEET SIZE	A3	Scale 1 : 200

7/12/2022 2:06:47 PM



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	JD
Checked by	IJA

DRAWING TITLE		EXISTING FLOOR PLAN	
SHEET NUMBER		TP 06	
FOR TOWN PLANNING	SHEET SIZE	A3	Scale 1 : 200

7/12/2022 2:06:47 PM



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	JD
Checked by	IJA

DRAWING TITLE		DEMOLITION SITE PLAN	
SHEET NUMBER		TP 07	
FOR TOWN PLANNING	SHEET SIZE	A3	Scale
			1 : 200

7/12/2022 2:06:48 PM



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

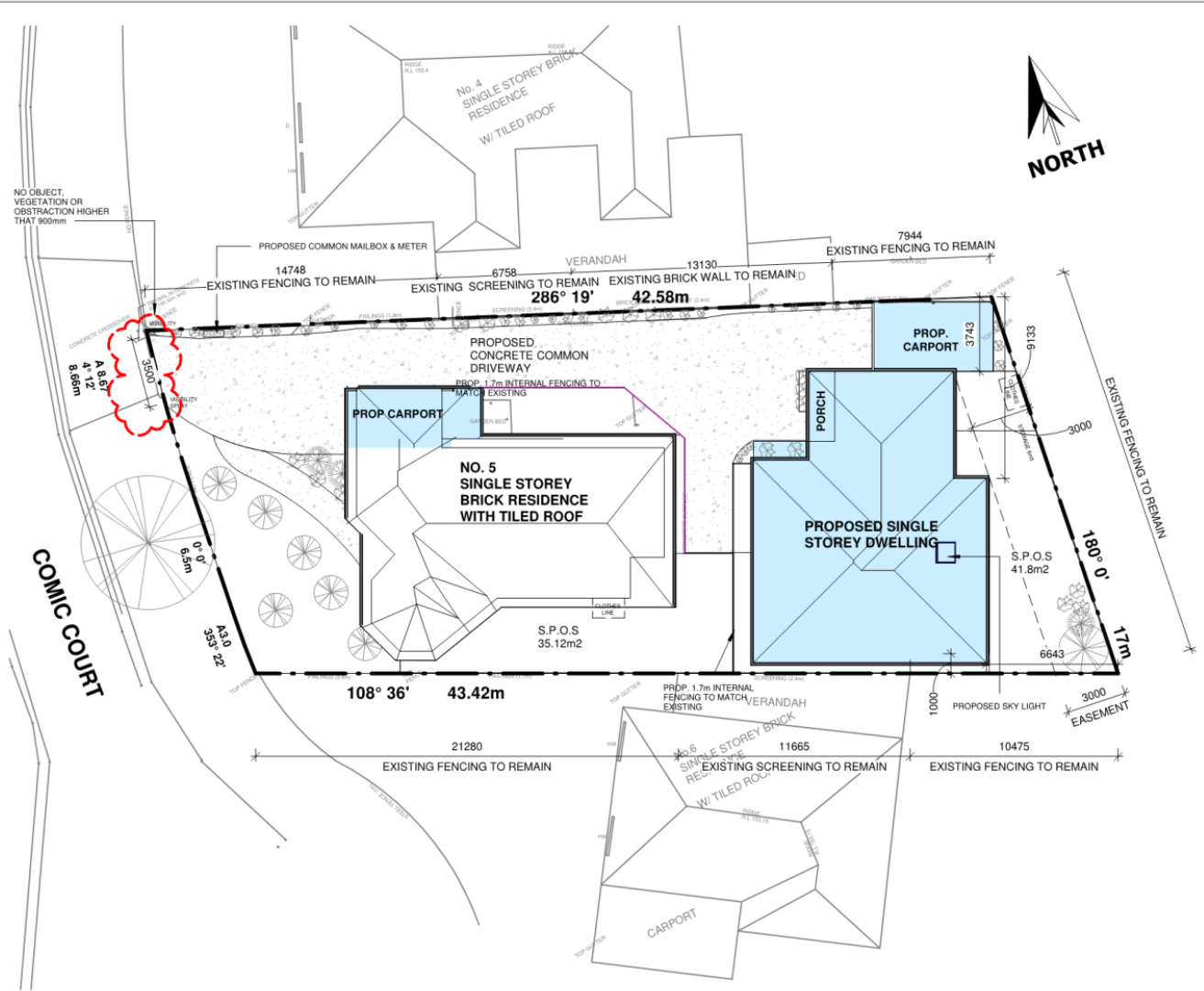
Project Number	2006HARK
Date	07/12/2022
Drawn by	Author
Checked by	Checker

DRAWING TITLE		DEMOLITION FLOOR PLAN	
SHEET NUMBER		TP 08	
FOR TOWN PLANNING		SHEET SIZE	A3
		Scale	1 : 200

7/12/2022 2:06:48 PM

Area Analysis		
Name	Area	Percentage
Proposed Extension	14.92 m ²	1.90%
Proposed Carport	21.30 m ²	2.71%
Permeable area 1	0.75 m ²	0.10%
Hard Surface 1	15.72 m ²	2.00%
Existing Dwelling Site Coverage	122.48 m ²	15.57%
Existing Dwelling Front Yard 2	9.07 m ²	1.15%
Existing Dwelling Front Yard 1	91.16 m ²	11.59%
Existing Dwelling Courtyard	14.21 m ²	1.81%
Existing Dwelling Backyard	41.71 m ²	5.30%
Dwelling 2 Site Coverage	149.28 m ²	18.98%
Dwelling 2 Side Yard	17.97 m ²	2.29%
Dwelling 2 Carport	21.32 m ²	2.71%
Dwelling 2 Backyard	71.34 m ²	9.07%
Driveway Landscape 4	6.27 m ²	0.80%
Driveway Landscape 3	1.02 m ²	0.13%
Driveway Landscape 2	21.59 m ²	2.74%
Driveway Landscape 1	16.08 m ²	2.04%
Common Concrete Driveway	150.34 m ²	19.11%

LANDSIZE: 786.53m²
 TOTAL PERMIBILITY: 291.17m² 37.02%
 TOTAL SITE COVERAGE: 329.3m² 41.78%



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT WILL RESULT IN COURT PROCEEDINGS.

Project Number 2006HARK
 Date 07/12/2022
 Drawn by JD
 Checked by IJA

DRAWING TITLE		PROPOSED SITE PLAN	
SHEET NUMBER		TP 09	
FOR TOWN PLANNING		SHEET SIZE	A3
		Scale	1 : 200

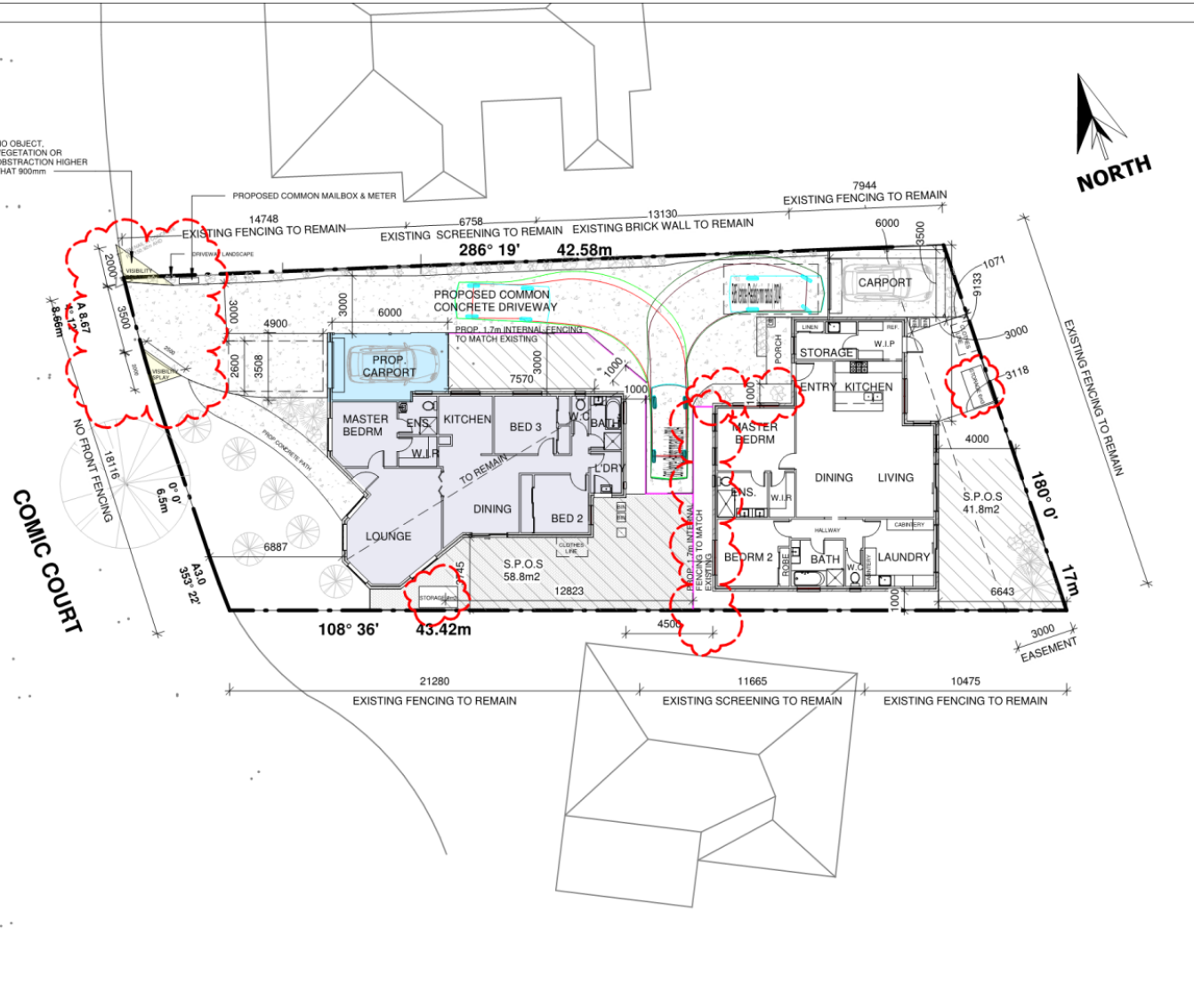
7/12/2022 2:06:49 PM

PROPOSED DWELLING SIZE		
Name	Area	Area (sq)
DWELLING 2 PORCH	4.59 m ²	0.49
DWELLING 2 CARPORT	21.32 m ²	2.29
DWELLING 2	144.69 m ²	15.57
Total	170.60 m ²	18.36

EXISTING DWELLING		
Name	Area	Area (sq)
DWELLING 1 CARPORT	21.31 m ²	2.29
DWELLING 1 Extension	14.92 m ²	1.61
Total	36.23 m ²	3.90



NO OBJECT, VEGETATION OR OBSTRUCTION HIGHER THAN 900mm



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT WILL RESULT IN COURT PROCEEDINGS.

Project Number 2006HARK
 Date 07/12/2022
 Drawn by JD
 Checked by IJA

DRAWING TITLE PROPOSED GROUND FLOOR PLAN
 SHEET NUMBER TP 10
FOR TOWN PLANNING SHEET SIZE A3 Scale As indicated

7/12/2022 2:06:50 PM



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1

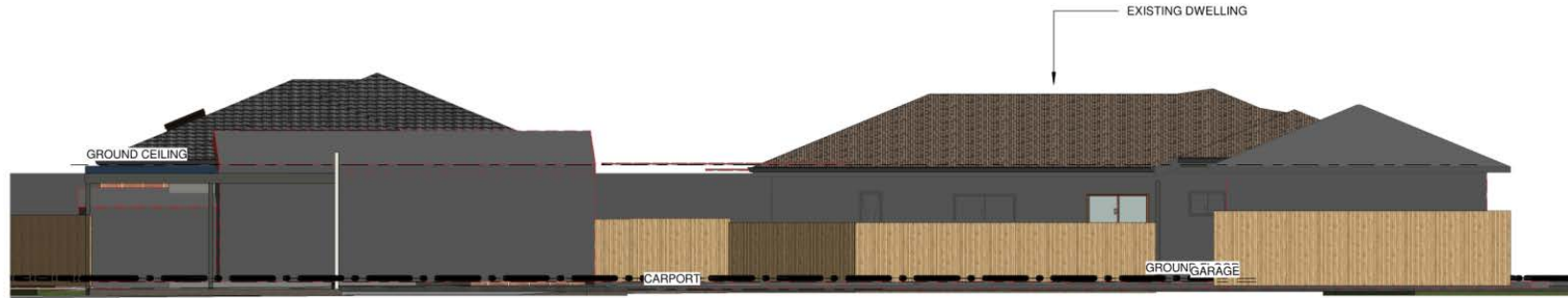


5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	Author
Checked by	Checker

DRAWING TITLE		ELEVATION WITH EXISTING 1 OF 2	
SHEET NUMBER		TP 13	
FOR TOWN PLANNING		SHEET SIZE	A3
		Scale	1 : 100

7/12/2022 2:06:51 PM



1 North
1 : 100



2 South
1 : 100

DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	Author
Checked by	Checker

DRAWING TITLE		ELEVATION WITH EXISTING 2 OF 2	
SHEET NUMBER		TP 14	
FOR TOWN PLANNING		SHEET SIZE	A3
		Scale	1 : 100

7/12/2022 2:06:51 PM



1 WEST
1 : 100



2 EAST
1 : 100

DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	JD
Checked by	IJA

DRAWING TITLE		ELEVATION 1 OF 2	
SHEET NUMBER		TP 15	
FOR TOWN PLANNING	SHEET SIZE	A3	Scale 1 : 100

7/12/2022 2:06:52 PM



1 NORTH
1 : 100



2 SOUTH
1 : 100

SELECTED MATERIAL					
SELECTED PGH BRICK:	BRUSHWOOD		SELECTED ENTRY DOOR:	MONUMENT	
SELECTED ROOF TILES:	MAGNUM		SELECTED WINDOWS:	MONUMENT	
SELECTED GUTTER & FASCIA:	MONUMENT		SELECTED CARPORT DOOR:	MONUMENT	
SELECTED DOWNPIPE:	MONUMENT		SELECTED COLORBOND ROOF:	IRONSTONE	
SELECTED RENDER 1:	SURFMIST				
SELECTED RENDER 2:	WALLABY				

DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number 2006HARK
 Date 07/12/2022
 Drawn by JD
 Checked by IJA

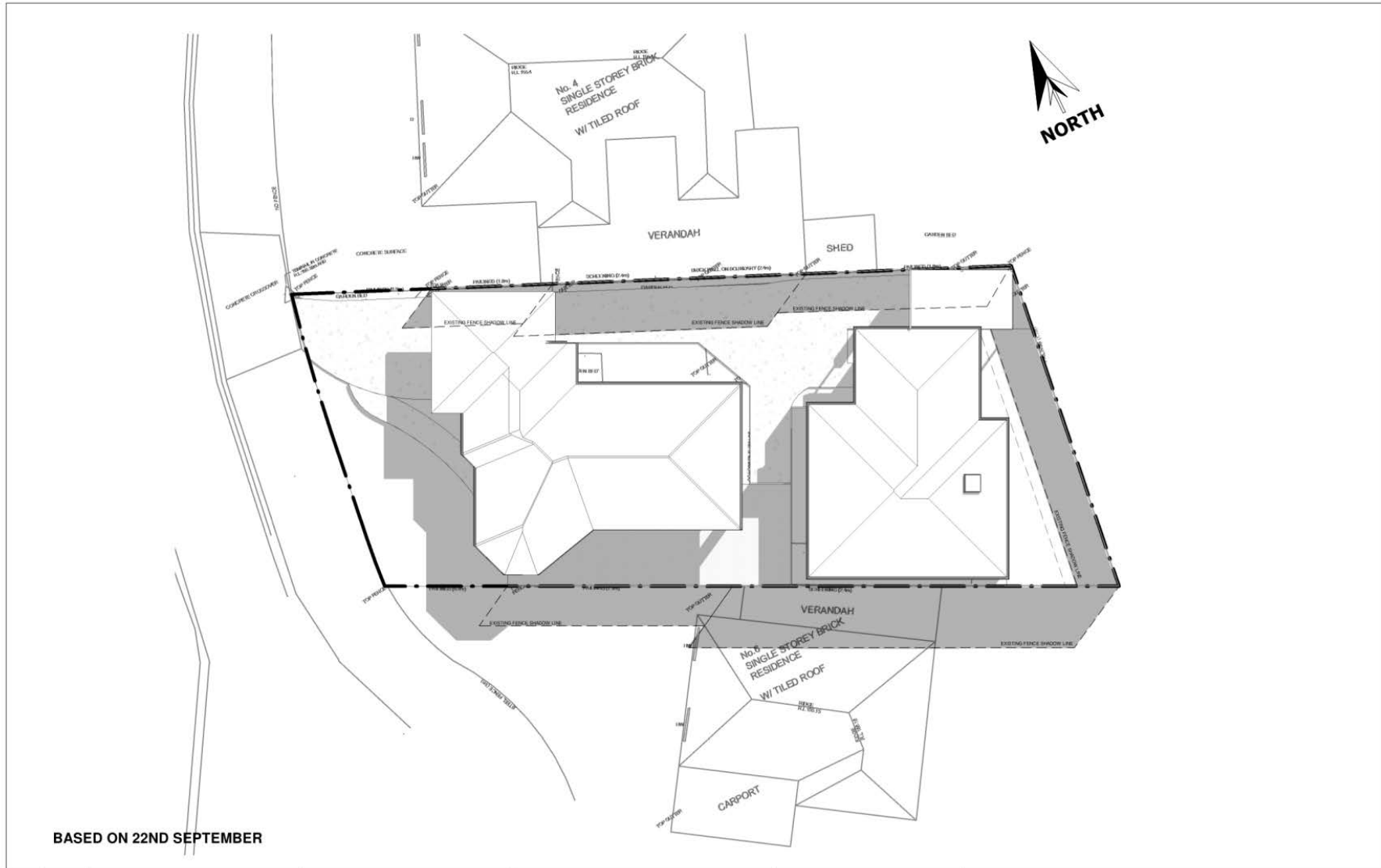
DRAWING TITLE ELEVATION 2 OF 2

SHEET NUMBER TP 16

FOR TOWN PLANNING

SHEET SIZE A3 Scale 1 : 100

7/12/2022 2:06:54 PM



DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1

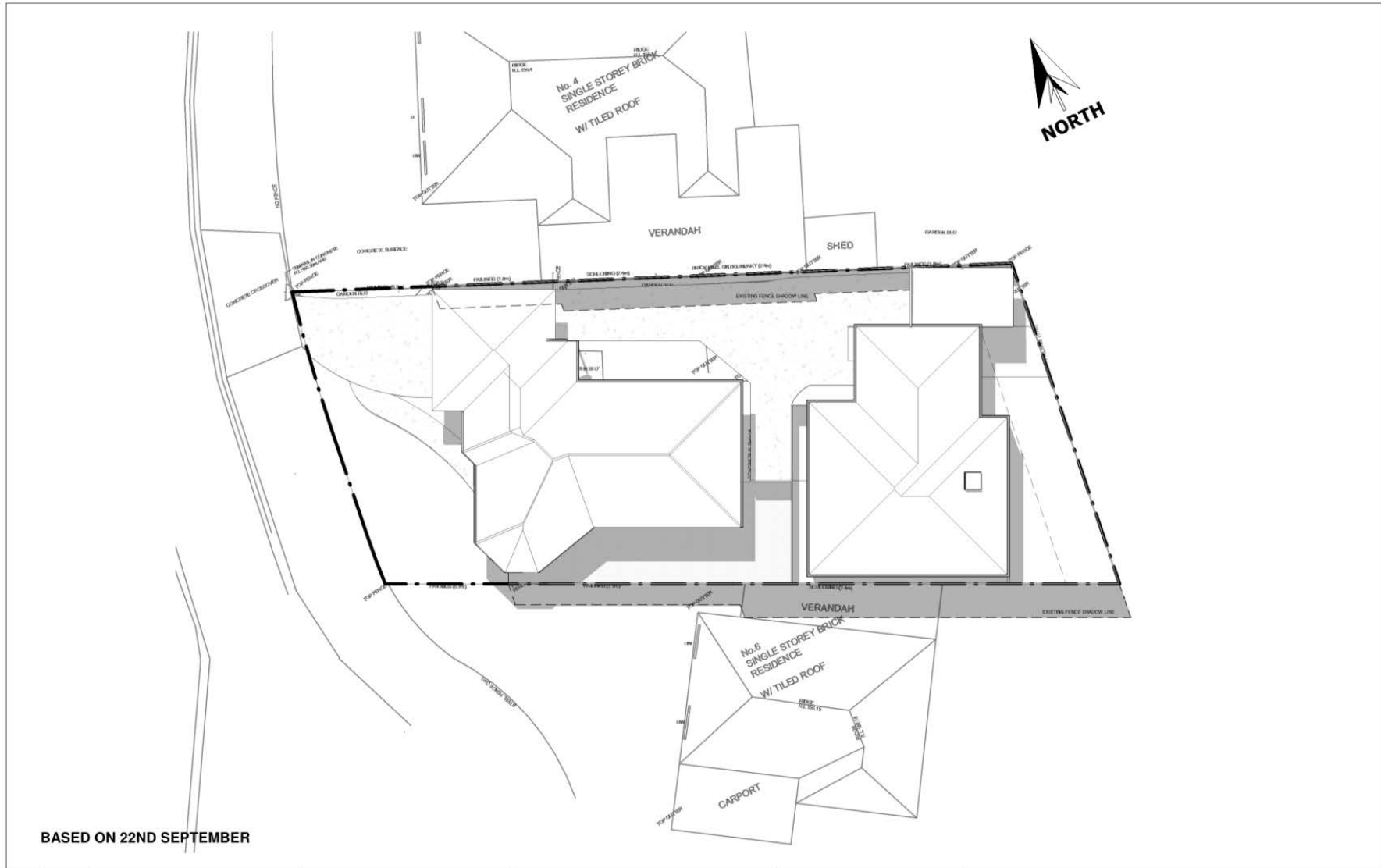


5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number	2006HARK
Date	07/12/2022
Drawn by	JD
Checked by	IJA

DRAWING TITLE		SHADOW DIAGRAM 9 AM	
SHEET NUMBER		TP 17	
FOR TOWN PLANNING		SHEET SIZE	A3
		Scale	1 : 200

7/12/2022 2:06:54 PM



BASED ON 22ND SEPTEMBER

DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1

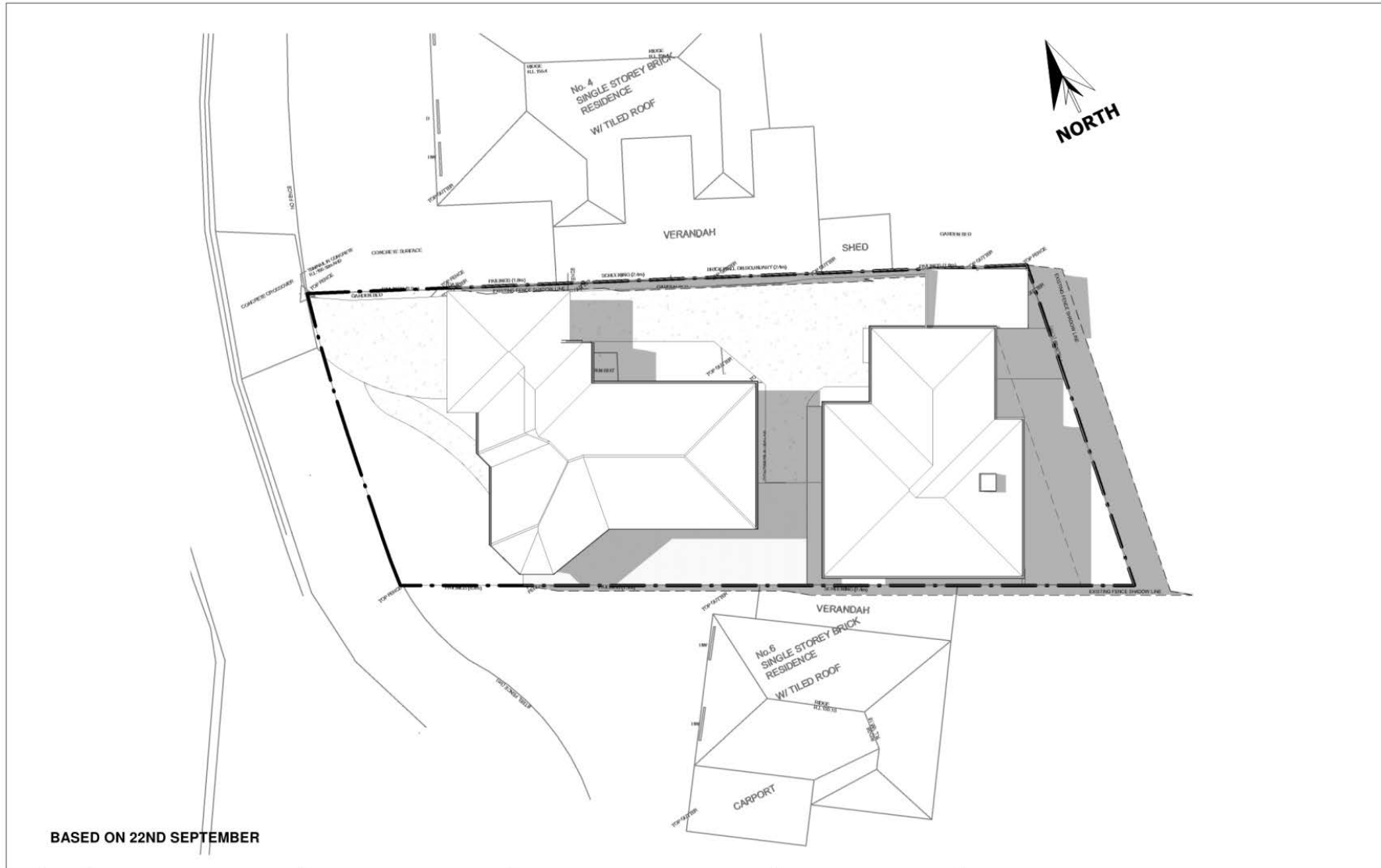


5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

Project Number 2006HARK
 Date 07/12/2022
 Drawn by JD
 Checked by IJA

DRAWING TITLE SHADOW DIAGRAM 12 PM	
SHEET NUMBER	TP 18
FOR TOWN PLANNING	SHEET SIZE A3 Scale 1 : 200

7/12/2022 2:06:55 PM



BASED ON 22ND SEPTEMBER

DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT
 WILL RESULT IN COURT PROCEEDINGS.

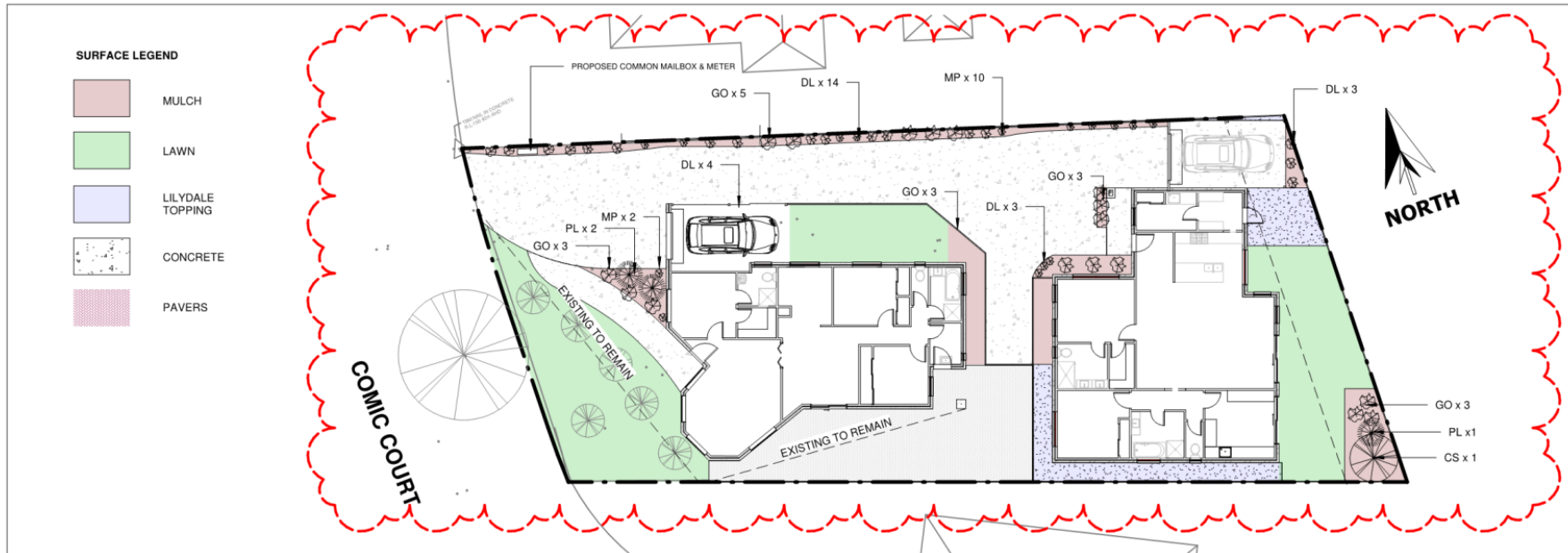
Project Number 2006HARK
 Date 07/12/2022
 Drawn by JD
 Checked by IJA

DRAWING TITLE SHADOW DIAGRAM 3 PM

SHEET NUMBER TP 19

FOR TOWN PLANNING SHEET SIZE A3 Scale 1 : 200

7/12/2022 2:06:56 PM



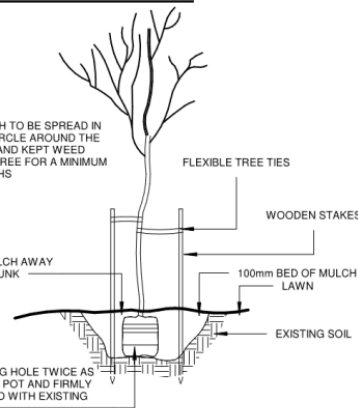
TREE PLANTING IN LAWN

PLANT SCHEDULE						
CODE	SYMBOL	PLANT NAME	COMMON NAME	MATURE HEIGHT	POT SIZE	QTY
DL		DIANELLA LONGIFOLIA	SMOOTH FLAXLILY	500 mm	150	24
GO		GOODENIA OVATA	HOP GOODENIA	1000 mm	150	20
MP		MYOPORUM PARVIFOLIUM	MYOPORUM BOARD LEAF	300mm	80	12
PL		POA LABILLARDIERI	COMMON TUSSOCK GRASS	1300 mm	150	3
CS		CALLISTEMON SIEBERI	RIVER BOTTLEBRUSH	5000 mm	400	2

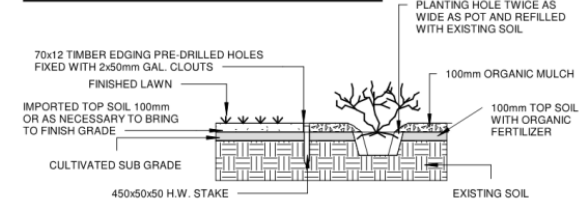
NOTE: MULCH TO BE SPREAD IN A 1000mm CIRCLE AROUND THE TREE BASE AND KEPT WEED AND LAWN FREE FOR A MINIMUM OF 12 MONTHS

KEEP MULCH AWAY FROM TRUNK

PLANTING HOLE TWICE AS WIDE AS POT AND FIRMLY REFILLED WITH EXISTING SOIL



PLANTING SPECIFICATION AND EDGE DETAIL FOR GARDEN BEDS



NOTE: IN HEAVY CLAY SOILS APPLY GYPSUM AT A RATE OF 2KG PER SQUARE METER. BREAK UP THE SOIL BELOW THE PLANTING HOLE. APPLY HALF A BUCKET OF WATER IMMEDIATELY AFTER PLANTING.

DATE	ISSUE	AMENDMENTS
23/9/21	REV A	DRAWINGS PREPARED FOR PLANNING PERMIT
22/10/21	REV B	DWGS AMENDED AS PER CLIENTS REQUEST
15/06/22	REV C	DWGS AMENDED
28/09/22	REV D	DWGS AMENDED
07/11/22	REV E	DWGS AMENDED AS PER RFI PA2022/8080/1
05/12/22	REV F	DWGS AMENDED AS PER RFI PA2022/8080/1



5 Comic Ct, Harkness VIC 3337
DREAMWORX DRAFTING & DESIGN
 DESIGN STUDIO, GISBORNE
 INFO@DREAMWORXDD.COM.AU
 © THIS DRAWING IS PROTECTED BY COPY-RIGHT WILL RESULT IN COURT PROCEEDINGS.

Project Number 2006HARK
 Date 07/12/2022
 Drawn by JD
 Checked by IJA

DRAWING TITLE LANDSCAPE PLAN
 SHEET NUMBER TP 20
FOR TOWN PLANNING

SHEET SIZE A3 Scale As indicated

7/12/2022 2:06:56 PM

Appendix 3 – Assessment against relevant Planning Scheme controls

Planning Scheme Reference	Assessment
State Planning Policy Framework	
Clause 11.01-1S – Settlement	The proposal is consistent with the objective of this clause. This is because it supports the strategy to promote opportunities for infill redevelopment in established urban areas.
Clause 11.02-1S – Supply of Urban Land	The proposal is consistent with the objective of this clause. This is because the proposal is a redevelopment within an existing area that respects the existing and preferred neighbourhood character of the area as described in Council's Housing Diversity Policy (Clause 22.12) and Council's Housing Character Assessment and Design Guidelines.
Clause 15.01-2S – Building Design	The proposal is consistent with the objective of this clause as it will produce an acceptably designed dwelling in the context of its surrounds.
Clause 15.01-5S – Neighborhood Character	The proposal is consistent with the objective of this clause. The proposal presents a development that is of appropriate density for the surrounding area and is consistent with the preferred character of the area as outline in Council's Housing Character Assessment and Design Guidelines.
Clause 16.01-1S – Housing supply	This proposal is consistent with the objective of this clause. The proposal is an appropriately designed building that will increase the housing diversity in an area that is relatively well located to established goods and services.
Clause 16.01-2S – Housing Affordability	The proposal is consistent with the objective of this clause as it provides additional housing in an area closer to established goods, services, transport and jobs.
Local Planning Policy Framework	
Clause 21.02-2 – Established Areas	The proposal is considered to be generally in accordance with the objectives and strategies of this clause. The proposal is helping to meet the demand of Melton growing population by providing additional housing in an established suburb. Additionally, it is doing this with an additional dwelling behind and existing that is consistent with the preferred character for the area.
Clause 21.07-1 – Local character and sense of place	The proposal is considered to be generally in accordance with the relevant objectives and strategies of this clause. The proposal will not result in detriment to the surrounding character and is consistent with the preferred character

	guidelines relating to front setbacks, side setbacks, garages/carports, vehicles crossings, built form/typology, vegetation, and fencing as outlined for Garden Court 1 in Council's Housing Character Assessment and Design Guidelines.
Clause 21.08-1 – Housing	The proposal is considered generally in accordance with the relevant objectives and strategies of this Clause. The proposal aids in increasing housing diversity in an appropriate location within an established area.
Clause 22.12 – Housing Diversity Policy	This proposal is considered consistent with the relevant objectives of this policy. The proposed dwelling will respect the established and preferred neighbourhood character of the area as described in Council's Housing Character Assessment and Design Guidelines with visual separation between dwellings, adequate front setbacks retained as garden landscape, and a single crossover along the frontage.
Zone	
Clause 32.08 – General Residential Zone Schedule 1	The proposal is generally in accordance with the purpose of the General Residential Zone. The proposal encourages greater diversity of housing in an established area with established goods and services whilst also respecting the preferred neighborhood character of the area.
Other	
Clause 52.06 – Carparking	The proposed is considered to be generally in accordance with the purpose of this clause. Both dwellings are provided with the adequate amount of off-street parking which is 2 spaces for a 3-bedroom dwellings and 1 space for a 2-bedroom dwellings. Despite only one of the dwellings being 3 bedrooms and the other being 2 bedrooms, both are provided with 2 off-street spaces. One in a carport and the other in tandem. There are some aspects of the car spaces and accessway which are not consistent with some of the design standards of this clause relating to width and length. This can be addressed though permit conditions
Clause 55 – Two or more dwellings on a lot and residential buildings	The proposal is considered to be generally in accordance with the applicable objectives and standards of Clause 55 therefore making it consistent with the requirements of ResCode. There are some minor inconsistencies relating to access and parking which can be addressed with permit conditions.

Appendix 4 – Response to Objections

Objection	Comment
The proposal will create traffic congestion in Comic Court and surrounding streets due to the parking of vehicles as the proposal is in a court with limited street parking.	The application was referred to Council's Engineering (Infrastructure Planning and Traffic and Transport) Department who did not raise any traffic or car parking concerns in relation to the proposed development. Additionally, the proposed provides the required parking as per Clause 52.06 and although there are minor design issues with the parking spaces these can be addressed through permit conditions.
The proposal if approved will set a precedent for further development within the area resulting in additional developments detracting for the character of larger land sizes in the area.	There is no evidence to support this claim and each application is required to be considered on its individual merits.
The proposal will impact the property prices of surrounding lots.	This is not a relevant planning consideration and no evidence has been provided to substantiate this ground of objection.
Traffic congestion and noise during construction	Any potential detriment caused during the construction of any proposal is limited/controlled through permit conditions. These conditions ensure that no material detriment is caused by any development proposal permitted by a planning permit.
Loss of vegetation both native and non-native will affect native fauna.	The vegetation that is proposed to be removed is planted and likely non-native vegetation and as the site is under 0.4 hectares a planning permit is not required to remove this vegetation even if native. Some of the vegetation in the front setback is proposed to be retained and a landscape plan indicates new planting throughout the proposal.
Loss of amenity in the area due to renters that will occupy the dwellings	This is not a relevant planning consideration and no evidence has been provided to substantiate this ground of objection.
Proposal will result in overshadowing into neighbouring properties	As no new walls or carports are proposed to be built along the southern boundary only minimal additional overshadowing than what is already caused by the existing fencing and veranda is likely to occur and therefore this proposal will not result in detrimental overshadowing into neighbouring lots.
Proposal will result in overlooking into neighbouring properties	Any potential overlooking is reduced by the fact that the proposed dwelling, like the existing dwelling, is a single storey dwelling with existing fencing heights around the

	property of 1.7 metres and 2.4 metre high brick walls. Additionally, alongside the 1.7 metre high fencing any proposed habitable room is setback a minimum of approx. 4 metres from the boundary. Despite this to ensure no concern for overlooking is caused and to ensure compliance with standard B22 of ResCode, it will be conditioned that the eastern boundary fence must be of a height no less than 1.8 metres as it is currently indicated that the existing fence is only 1.7 metres high.
The proposal will be visually bulky with a maximum height of 5.223 metres	The proposals height of 5.223 metres will not result in a bulky overcome for neighbouring lots as this is the maximum height at the top of the tiled pitched roof which is at the centre of the proposed dwelling. This is slowly stepped up from an average wall height of 2.74 metres which is standard for dwellings. The proposed carport will be build partially along the northern and western property boundaries however this will be to a height of approx. 2.7 to 3 metres with open sides which is arguably less bulky then the existing shed and water tank currently on the property in this location.
Excessive noise from the living area and scheduled private open spaces of the proposed dwelling will impact the amenity of the adjoining property to the rear.	It is anticipated that the proposal will not result in any sound greater than what is anticipated and accepted in a residential area. Additionally, the proposed living area and private open space of the proposed dwelling is located in a location of the site that is furthest from any existing habitable rooms.
The air-conditioning unit for the proposed dwelling will create excessive noise impacting the adjoining property to the rear.	No air-conditioning unit has been indicated/proposed on the plans the only thing indicated is a skylight. However, if an air-conditioning unit were to be located on the rear side of the roof this would be ideal as it would be out of sight from the street and the furthest point for neighbouring habitable rooms.
As a result of the amenity impact due to noise there will be health impacts for existing residents	This is not a relevant planning consideration and no evidence has been provided to substantiate this ground of objection.
Impact of established neighbourhood character/culture	The proposal has been accessed against the exiting and preferred character as outlined in Council's Housing Character Assessment and Design Guidelines as well as through observations on a site visits and is considered generally in accordance with

	the character. Both dwellings are single storey detach brick dwellings with a single crossover, ample front setbacks and landscaping and off-street parking.
--	--

Appendix 5 – Referral Comments

<i>Type of Referral</i>	<i>Responses</i>
Internal	
Infrastructure Planning	No objection – subject to conditions Initial concerns were raised however these were resolved during the RFI process.
External	
NIL	NIL

Appendix 6 – Notice of Decision to Grant a Permit

A Notice of Decision to Grant a Planning Permit is recommended to be issued, subject to the following conditions:

1. Prior to the commencement of works, 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. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - (a) The on-site detention system.
 - (b) An accessway with a continuous width of 3 metres.
 - (c) The proposed carport for the existing dwelling with minimum dimensions of 3.5 metres by 6 metres.
 - (d) Fencing along the eastern (rear) boundary as well as any new internal fencing to be of height no less than 1.8 metres.
 - (e) The canopy tree in the private open space of the proposed dwelling relocated outside the easement.
2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
3. Before the development starts, drainage plans and design calculations for the proposed development must be submitted to Council's Engineering Services Unit Att: Infrastructure Planning Co-ordinator for consent.
4. The maximum storm water discharge rate from the proposed development is 5.33 litres per second. An OSD system will need to be installed in accordance with Council's current OSD guidelines. Plans and specifications to be submitted to Council's Engineering Services Unit Att: Infrastructure Planning Coordinator for approval and once endorsed will form part of the planning permit.

The following design parameters for the on-site detention system must be used:

- Time of Concentration for the catchment: $T_c = 16.25$ minutes.
 - Travel time from the discharge point to the catchment outlet: $T_{so} = 5.83$ minutes.
 - Weight coefficient of runoff at the initial subdivision: $C_w = 0.45$.
5. All on-site stormwater must be collected from the hard surface areas and must not be allowed to flow uncontrolled into adjoining properties. The on-site drainage system must prevent discharge from the driveway onto the verge
 6. Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to a legal point of discharge to the satisfaction of the Responsible Authority.

7. Prior to the issue of a certificate of occupancy for the development, photos and plumbers certificate for the construction compliance for the on-site detention system must be submitted to infrastructureplan@melton.vic.gov.au.
8. All existing conditions affected by the development works must be reinstated at no cost and to the satisfaction of the Responsible Authority.
9. No permanent structure is to be located above an easement unless approval is granted by the Responsible Authorities.
10. Construction activities must be managed 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.or in any other way to the satisfaction of the Responsible Authority.
11. Before the occupation of the development starts, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
12. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority and used for no other purpose, including that any dead, diseased or damaged plants are to be replaced.
13. This permit will expire if one of the following circumstances applies:
 - (a) The development is not started within two years of the date of this permit.
 - (b) The development is not completed within four years from the date of this permit.

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.

Notes

- All drains contained within the allotment, except in drainage easements, must remain the property of the landowners and must not be taken over by Council for future maintenance.
- Council's waste collection vehicles will not enter any allotment to collect bins.
- Relevant permits, including but not limited to a Consent to Work within a Road Reserve will be required from the Responsible Authority or Relevant Authority prior to development.

- All vehicle pathways contained within the allotment, other than stated in this permit, must remain the property of the landowners and must not be taken over by Council for future maintenance.

12.10 CHIEF EXECUTIVE OFFICER ANNUAL LEAVE AND APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Author: Renee Hodgson - Governance Coordinator
Presenter: Roslyn Wai - Chief Executive Officer

PURPOSE OF REPORT

To consider a request for annual leave by the Chief Executive Officer and, subject to approval, to appoint an Acting Chief Executive Officer for the period of annual leave.

RECOMMENDATION:

That Council:

1. Approve four days annual leave for the Chief Executive Officer, Roslyn Wai from 11 to 14 April 2023 inclusive; and
2. Appoint Peter Leersen, Director Organisational Performance (CFO), as Acting Chief Executive Officer for 11 to 14 April 2023 inclusive.

REPORT

1. Executive Summary

The Chief Executive Officer, Roslyn Wai, requests for Council to approve four days of annual leave from 11 to 14 April 2023 inclusive.

Subject to the annual leave approval being granted, it is proposed that Peter Leersen, Council's Director Organisational Performance (CFO), be appointed Acting Chief Executive Officer for the period 11 to 14 April 2023.

2. Background/Issues

The Chief Executive Officer, Roslyn Wai, is requesting to take a period of annual leave.

Pursuant to the Instrument of Delegation from Council to the Chief Executive Officer, the Chief Executive Officer may appoint an acting Chief Executive Officer for a period not exceeding 28 days. This delegation, though provided, is not required to be exercised by the Chief Executive Officer and the decision to appoint an acting Chief Executive Officer may be determined by Council.

For transparency, this report is being presented to Council for consideration and determination.

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

There are no financial considerations related to this report.

5. Consultation/Public Submissions

There is no requirement for public consultation in this process.

6. Risk Analysis

No risks have been identified in relation to the recommendation.

7. Options

Council has the option to:

1. Adopt the recommendation as presented.
2. Not adopt the recommendation.
3. Approve the Chief Executive Officer's request for annual leave and appoint a different Acting Chief Executive Officer for the period of annual leave granted.

LIST OF APPENDICES

Nil

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

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

Address from Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees, advocacy on behalf of constituents and other topics of significance.

14. NOTICES OF MOTION**14.1 NOTICE OF MOTION 859 (CR RAMSEY)****Councillor: Sophie Ramsey**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 27 March 2023.

MOTION:

That Council request officers investigate and prepare a briefing on better practice hardship programs and initiatives to support our community and Council.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.2 NOTICE OF MOTION 860 (CR SHANNON)**Councillor: Julie Shannon**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 27 March 2023.

MOTION:

That Council officers prepare a briefing report for the installation of seniors exercise parks in the municipality, including information on potential funding opportunities.

OFFICER'S COMMENTS:

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

14.3 NOTICE OF MOTION 861 (CR RAMSEY)**Councillor: Sophie Ramsey**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 27 March 2023.

MOTION:

That Council write to the Hon. Melissa Horne, Minister for Roads and Road Safety requesting timelines for the upgrade of the Ferris Road interchange at the Western Highway including the provision of traffic lights on the north.

OFFICER'S COMMENTS:

The Mayor and CEO discussed on 16 March 2023, the drafting of a letter to the Hon. Melissa Horne, Minister for Roads and Road Safety. The letter has been sent by the Mayor requesting that as part of the Western Highway business case development, that the Ferris Road interchange includes the upgrade and duplication of the interchange with signalisation on the northern side to the Melton Highway to allow for safe access on and off the highway.

The need for duplication and signalisation to increase capacity is of importance given existing traffic pressures and the planned new Melton Hospital, and development of Cobblebank Metropolitan Activity Centre.

14.4 NOTICE OF MOTION 862 (CR TURNER)**Councillor: Bob Turner**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 27 March 2023.

MOTION:

That Council write to the Hon Jacinta Allan MP, Minister for Transport and Infrastructure and Local Member Steve McGhie requesting an updated timeline for each of the proposed level crossing removals in the City of Melton.

OFFICER'S COMMENTS:

Melton City Council's Submission to the 2023-2024 Victorian State Budget, has included a request for timelines for all commitments made in the lead up to the Victorian State Election and seeking a commitment for their inclusion for funding allocation within the upcoming budget.

The Mayor has written an accompanying letter to the Hon Jacinta Allan, Minister for Transport and Infrastructure, which specifically requests the timelines for the Level Crossing Removals projects committed within the City of Melton.

14.5 NOTICE OF MOTION 863 (CR VANDENBERG)**Councillor: Ashleigh Vandenberg**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 27 March 2023.

MOTION:

That Councillors undertake Aboriginal Cultural Competence and Safety training to support effective decision-making and understanding.

OFFICER'S COMMENTS:

Pursuant to section 32 of the *Local Government Act 2020*, Councillors are required to complete Councillor induction training within 6 months after the day the Councillor takes the oath or affirmation of office.

Regulation 6 of the Local Government (Governance and Integrity) Regulations 2020 includes the prescribed matters to be addressed in Councillor induction training, inclusive of (2)(h) '*engagement and reconciliation with the traditional owners of land in the municipal district of the Council*'.

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE

16. URGENT BUSINESS

17. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

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

17.1 Audit and Risk Committee Minutes - 9 February 2023

(e) as it relates to legal privileged information, being information to which legal professional privilege or client legal privilege applies.

17.2 Youth Advisory Committee (YAC) Recruitment

(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.

17.3 Contract C23/002 Road Construction - Bridge Road, Cobblebank

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

18. CLOSE OF BUSINESS