



MELTON CITY COUNCIL

Notice is hereby given that the Ordinary Meeting of the Melton City Council will be held in the Council Chamber, Civic Centre, 232 High Street, Melton on 10 March 2015 at 7pm.

PUBLIC COPY

**Kelvin Tori
CHIEF EXECUTIVE**

Visitors to the Gallery please note:

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

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

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

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

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

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1. OPENING PRAYER, RECONCILIATION AND PRIVACY STATEMENT

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

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

Reconciliation Statement

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

2. APOLOGIES AND LEAVE OF ABSENCE

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

3. CHANGES TO THE ORDER OF BUSINESS

4. DEPUTATIONS

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

Pursuant to Section 77A, 77B, 78 and 79 of the Local Government Act 1989, any Councillor must declare any direct or indirect interest, and any conflict of interest, in any items contained within the Notice Paper.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 3 February 2015 be confirmed as a true and correct record.

7. CORRESPONDENCE INWARD

Nil.

8. PETITIONS AND JOINT LETTERS

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

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

Nil.

10. PUBLIC QUESTION TIME

11. PRESENTATION OF STAFF REPORTS

11.1 AUTHORISATION OF AFFIXING THE COMMON SEAL OF COUNCIL

Author: Christie Shields- Governance Officer
Presenter: Peter Bean- General Manager Corporate Services

PURPOSE OF REPORT

For Council to adopt the schedule of documents (**Appendix 1**) requiring the Common Seal of Council.

RECOMMENDATION:

That the Council Seal be affixed to the documentation as detailed in the Schedule for Authorising of Affixing of the Common Seal of Melton City Council dated 10 March 2015 and appended to this report (**Appendix 1**).

REPORT

1. Executive Summary

Documents requiring the Common Seal of Council to be affixed are detailed in **Appendix 1**.

2. Background/Issues

Use of the Council Seal is required where Council as a body corporate is required to acquit a document or agreement for the purpose of performing its functions and exercising its powers.

The *Local Government Act 1989* prescribes that a Council must have a common seal, and that the common seal must –

- (a) Bear the name of the Council (which name may refer to the inhabitants of the municipal district) and any other word, letter, sign or device the Council determines should be included; and
- (b) Be kept at the Council office; and
- (c) Be used in accordance with the local laws of the Council.

Council's Meeting Procedure Local Law (2013) prescribes the use of Council's Common Seal and the authorized officers who have the authority to sign every document to which the common seal is affixed.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. *A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability*
 - 2.6 *Ensure timely compliance with statutory and regulatory obligations.*

4. Financial Considerations

There are no financial considerations relating to the use of the Council Seal.

5. Consultation/Public Submissions

Not applicable.

6. Risk Analysis

Ensuring that the Council Seal is only affixed in accordance with a resolution of Council controls the potential risk of the Seal being incorrectly affixed to a document.

7. Options

Not applicable.

LIST OF APPENDICES

1. Schedule for Authorising of Affixing the Common Seal

11.2 MINUTES OF DISABILITY ADVISORY COMMITTEE MEETING 5 FEBRUARY 2015

Author: Warren Penna- Metro Access Project Officer
Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To present the minutes of the Disability Advisory Committee meeting held on 5 February 2015.

RECOMMENDATION:

That Council note the unconfirmed minutes of the Disability Advisory Committee meeting on 5 February 2015 as attached at **Appendix 1** and the recommendation contained within those minutes be adopted by Council.

REPORT

1. Executive Summary

The Disability Advisory Committee (DAC) has been established to provide advice to Council on issues and barriers that affect people with a disability living, working, recreating or studying in the City of Melton.

Membership of the Committee is drawn from people with a disability, carers of people with a disability and community service providers who have a significant role in delivering services and responding to local disability priorities.

The DAC minutes on 5 February 2015 meeting are attached to this report as **Appendix 1**.

2. Background/Issues

The DAC meets bi-monthly to consider matters in relation to the needs of people with a disability and to raise advocacy issues for Council to consider.

The DAC meeting on 5 February 2015 addressed the following:

- Streetscape design proposals for McKenzie Street, Wallace Street and Bakery Square.
- The progress of the Taylors Hill Men's Shed.
- Advocacy for signalisation for both pedestrian and traffic at the intersection of High Street and Norton Drive, Melton.
- The hiring of the Marveloo accessible restroom for the 2015 Summersault Festival.
- The Expression of Interest process and preferred applicant to deliver services from the property located at 54 Pinnacle Crescent, Melton.
- Proposed Australia Day Disability Award.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

3. Diverse, Confident and Inclusive Communities: A culturally rich, active, safe and connected City

3.1 Provide an accessible range of services for all including children, young people, families and older adults

4. Financial Considerations

Operational expenses and initiatives related to the DAC are accommodated within Council's recurrent budget programs.

5. Consultation/Public Submissions

The DAC is an Advisory Committee of Council, and where public consultation and/or submissions are identified as being appropriate, the Committee will recommend an appropriate consultation process to Council for endorsement.

6. Risk Analysis

The DAC ensures continued meaningful engagement and dialogue with people with a disability, carers and community service providers and ensures relationships and resources are adequately aligned and assist Council in mitigating possible risk.

7. Options

The DAC is an Advisory Committee to Council, therefore has the discretion to accept, reject or amend the Committee's recommendations as Council deems appropriate.

LIST OF APPENDICES

1. Disability Advisory Committee Meeting Minutes 5 February 2015

11.3 MINUTES OF HERITAGE ADVISORY COMMITTEE MEETING – 12 DECEMBER 2014

Author: Matthew Milbourne- Senior Strategic Planner
Presenter: Bob Baggio- Manager Planning and Environment

PURPOSE OF REPORT

To consider the minutes of the Heritage Advisory Committee meeting held on 12 December 2014.

RECOMMENDATION:

That Council note the minutes of the Heritage Advisory Committee meeting held on 12 December 2014.

REPORT

1. Executive Summary

The Heritage Advisory Committee provides advice to Council on the management and conservation of heritage in the City of Melton. The Committee makes recommendations to Council for applications to the Heritage Assistance Fund and advocates on behalf of the community on heritage matters.

At the 12 December meeting, the Heritage Advisory Committee discussed Heritage Week 2015, the need to advertise for two new committee members, and which actions the committee will act upon in 2015 from the Heritage Strategy.

There are no recommendations to Council arising from the meeting. All actions are for the Committee Members.

2. Background/Issues

At its 12 December Meeting, the Committee:

- Discussed event details for Heritage Week 2015.
- Discussed that two community member positions on the committee need to be filled, and the approach to be taken to fill these positions.
- Discussed the nomination process for the Heritage Awards to be held during Heritage Week in 2015.
- Discussed the review of the City of Melton's '*Thematic Environmental History*', which is an action from the *Heritage Strategy*.

Refer **Appendix 1** for a copy of the meeting minutes.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability
2.3 Facilitate community engagement in planning and decision making

4. Financial Considerations

Nil

5. Consultation/Public Submissions

Not applicable

6. Risk Analysis

The Committee has an advisory capacity only, and can make recommendations that Council can choose to not adopt. Accordingly, it is considered that there is limited risk to Council.

7. Options

Note the minutes from the Heritage Advisory Committee Meeting of the 12 December 2014.

LIST OF APPENDICES

1. Heritage Advisory Committee Meeting Minutes, 12 December 2014

11.4 MINUTES OF MUNICIPAL AUDIT COMMITTEE - 25 FEBRUARY 2015

Author: Cheryl Santoro- Senior Administration Officer
Presenter: Peter Bean- General Manager Corporate Services

PURPOSE OF REPORT

For Council to consider the minutes of the Municipal Audit Committee meeting held on 25 February 2015.

RECOMMENDATION:

That :

1. the unconfirmed minutes of the Municipal Audit Committee of 25 February 2015 be noted; and
2. Council endorse the recommended actions detailed in the minutes of the Municipal Audit Committee meeting held on 25 February 2015 (**Appendix 1**).

REPORT

1. Executive Summary

The unconfirmed minutes of the Audit Committee meeting held on 25 February 2015 are appended to this report as **Appendix 1**. The Committee considered various issues in relation to risk, financial management and governance and the minutes contain recommendations for the consideration of Council.

2. Background/Issues

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

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

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability
 - 2.6 *Ensure timely compliance with statutory and regulatory obligations*

4. Financial Considerations

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

5. Consultation/Public Submissions

The Municipal Audit Committee consists of Councillors Ramsey and Majdlik and three independent external audit members Mr Alan Hall as Chairperson, Mr Adam Roberts and Mr Stan Naylor.

6. Risk Analysis

Not applicable.

7. Options

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

LIST OF APPENDICES

1. Minutes of Municipal Audit Committee - 25 February 2015

11.5 MINUTES OF POLICY REVIEW PANEL - 5 FEBRUARY 2015

Author: Tracy Spiteri- Acting Corporate Policy and Planning Coordinator
Presenter: Peter Bean- General Manager Corporate Services

PURPOSE OF REPORT

This report presents to Council *Minutes of the Policy Review Panel* meeting for adoption of the panel's recommendations.

RECOMMENDATION:

That :

1. The unconfirmed minutes of the Policy Review Panel Meeting of 5 February 2015 be noted (**Appendix 1**).
2. Council adopt the recommendations of the Committee as detailed in the Minutes appended to this report.

REPORT

1. Executive Summary

Presented for Councils consideration are the Policy Review Panel Meeting Minutes of 5 February 2015.

At the meeting held on 5 February 2015 the panel considered the following items:

- Mobile Food Van Policy
- Healthy Food and Drink Policy
- Community Facility Provision Policy
- Provision of loans and/or Guarantees to Community Groups Policy
- Financial Assistance (Rates & Charges) Policy
- Online Engagement Policy (*Draft for discussion only*)

The following items were deferred to be presented to the next Policy Review Panel meeting:

- Councillor Committee Nominations Advisory Committee Terms of Reference
- Presentation of Councillor CAR process

2. Background/Issues

Council established a "Policy Review Panel" to review existing Council policy and formulate new policies in new areas identified by Council as requiring appropriate policy consideration.

The panel is an Advisory Committee which meets regularly and presents its recommendations to the Council for adoption. A copy of the Minutes is attached as **Appendix 1** to this report.

The policies and terms of reference largely reflect what is the pre-existing practice in relation to these matters and therefore are not viewed as containing any major issues for Council.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability
 - 2.6 *Ensure timely compliance with statutory and regulatory obligations*

4. Financial Considerations

There are no financial implications associated with the recommendations of the Committee as contained in the Minutes.

All policies considered are incorporated within Council's existing budgets.

5. Consultation/Public Submissions

The Policy Review Panel is an Advisory Committee of Council and where public consultation and or submissions are identified as being appropriate the Committee would recommend an appropriate consultation process to Council for endorsement.

6. Risk Analysis

Maintaining up to date policies within an organisational framework assists Council in controlling risk.

7. Options

The Policy Review Panel is an Advisory Committee of Council and Council therefore has the discretion to accept/reject or amend its recommendations as Council deems appropriate.

LIST OF APPENDICES

1. MINUTES 5 February 2015 - PRP
2. Mobile Food Van Policy
3. Healthy Food and Drink Policy
4. Community Facility Provision Policy
5. Provision of Loans and/or Guarantees to Community Groups Policy
6. Financial Assistance (Rates & Charges) Policy

11.6 AMENDMENT C119 TO THE MELTON PLANNING SCHEME AT 193-295 BROOKLYN ROAD, BROOKFIELD

Author: Kate Barclay- Strategic Planner

Presenter: Bob Baggio- Manager Planning and Environment

PURPOSE OF REPORT

To consider submissions received to Amendment C119 during the exhibition period.

RECOMMENDATION:

That Council request the Minister for Planning to convene a Panel to consider submissions to Amendment C119 in accordance with the requirements of the Planning and Environment Act 1987.

REPORT

1. Executive Summary

- A request has been made from Sweett (Australia) Pty Ltd seeking Council support to amend the Melton Planning Scheme by rezoning land from a General Residential Zone (GRZ) to a Commercial 1 Zone (C1Z).
- The amendment would facilitate the use and development of the land for the Botanica Springs Neighbourhood Activity Centre (NAC) at 193-295 Brooklyn Road, Brookfield.
- Council resolved at the Council Meeting of 21 October 2014 to seek authorisation to prepare a Planning Scheme Amendment from the Minister for Planning upon receipt of authorisation, exhibit the amendment in accordance with the requirements of the *Planning and Environment Act 1987*.
- Following the Council Meeting of 21 October 2014, Council officers submitted the relevant documentation to the Minister for Planning seeking authorisation to commence Amendment C119. Authorisation was given and Amendment C119 was placed on Public Exhibition from the 18 December 2014 – 29 January 2015. Eight submissions were received and are discussed in Section 5 of this report.
- It is recommended that Council seek appointment by the Minister for Planning of a Planning Panel to consider submissions received during exhibition of the amendment.

2. Background/Issues

At the Council Meeting of the 21 October 2014 Council resolved to seek authorisation to prepare a Planning Scheme Amendment from the Minister for Planning and upon receipt of authorisation, exhibit the amendment in accordance with the requirements of the *Planning and Environment Act 1987*. Following the Council Meeting of 21 October 2014, Council officers submitted the relevant documentation to the Minister for Planning seeking authorisation to commence Amendment C119. Authorisation was given and Amendment C119 was placed on Public Exhibition from the 18 December 2014 - 29 January 2015. Eight submissions were received and are discussed in Section 5 of this report.

The site of the proposed NAC has an approximate area of 5ha and is located at 193-295 Brooklyn Road, Brookfield.

The Botanica Springs existing and proposed residential development surrounds the site to the north, west and south. To the east on the opposite side of Clarkes Road is an existing established estate with larger allotments averaging 2,000sqm. To the south along Clarkes Road is the 'Riverina' Estate which provides for smaller lot sizes ranging from 338m² – 792m².

The Botanica Springs Local Structure Plan was approved in January 2003. The most recent amendment to the Plan received approval in September 2006 and includes the subject site for the use and development of a NAC. A Planning Scheme amendment is required to change the zoning of the land to a Commercial 1 Zone in order to facilitate the development of the land for a NAC.

Botanica Springs comprises three areas; Zone A – a recently completed residential subdivision. Zone B – a completed residential subdivision and Zone C – a proposed residential subdivision at planning permit stage for the first stage of the development.

Zone C of the Botanica Springs Estate is an 11.6ha parcel of land south of Brooklyn Road with a frontage of 786.9m to Brooklyn Road and a frontage of 846.5m to Clarkes Road, Brookfield. The site is relatively flat with a gentle slope to the west. A series of drainage lines traversing the site are orientated in a north-south direction and fall towards the Melton Reservoir to the south.

The Local Structure Plan nominates a site of 11.5 hectares abutting Brooklyn Road for the provision of combined recreation and education facilities with a 3 hectare commercial site on the north-eastern corner of Zone C at the intersection of Clarkes and Brooklyn Roads.

It should be noted that the scale of the neighbourhood centre in the Local Structure Plan was based on the projected population of the areas prior to changes to the Urban Growth Boundary (UGB).

The adopted City of Melton Retail and Activity Centre Strategy considered the increased catchment for the Botanica Springs neighbourhood activity centre based on the inclusion of additional land to the west of the site being included within the UGB. On the basis of the above the Botanica Springs centre has been identified as a 'Large Neighbourhood Centre'.

The amendment is considered to be generally in accordance with the approved Local Structure Plan and adopted Retail and Activity Centre Strategy.

*Refer to **Appendix 1** for a locality plan and **Appendix 3** for the Local Structure Plan.*

The Amendment

The proposed amendment involves rezoning the subject site from a General Residential Zone to a Commercial 1 Zone. Specifically the amendment will allow the site to be developed for the purposes of the Botanica Springs Neighbourhood Activity Centre.

The existing residential zone prohibits retail and other supported services, which have been identified for the site, while the Commercial 1 Zone will allow for the intended use of the land for a shopping centre and associated uses.

The proposal for the Botanica Springs NAC is for supermarket space with complementing specialty shops, tavern, cafes, a medical centre and community services.

The amendment application proposes to rezone approximately 5 hectares of land to a Commercial 1 Zone. At full development, Botanica Springs will be able to support two full line supermarkets and associated uses which in accordance with the adopted Retail and Activity

Centre Strategy could support 12,000 to 15,000m² of retail floor space and should allow for at least 5,000m² of non retail space for other services.

The proposed amendment also applies the Development Plan Overlay (DPO) to the land, which will guide the design and development of the land through future applications for a planning permit. Council officers consider the DPO important in ensuring design objectives are achieved.

Refer to **Appendix 2** for the proposed amendment plan.

Strategic assessment of the proposal

In line with the *Strategic Assessment Guidelines for Planning Scheme Amendments* (August 2004), prepared by the State Government, every Planning Scheme Amendment should be strategically supported and maintain or develop the strategic focus of the Planning Scheme. It is necessary to determine whether any amendment supports or implements the State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF) of the Planning Scheme. Further, Council must determine whether the outcome of the amendment will have any consequences in terms of the Planning Scheme's directions, usability and transparency.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City
 - 1.1 Strategically plan for a well designed and built City

4. Financial Considerations

Council officer time and resources are involved in the preparation, exhibition and adoption of the amendment however statutory fees are required from the proponent to assist in defraying these costs. Any Panel costs will be borne by the proponents through an agreed undertaking prior to requesting the Panel.

5. Consultation/Public Submissions

Public notification of the application

Public notification of the amendment involved notice to land owners and occupiers and Government bodies and agencies who may be materially affected by the amendment.

Notices were placed in local newspapers circulating in Melton, a notice in the Government Gazette, letters to surrounding land owners and land occupiers, Government bodies and agencies.

The amendment was on exhibition from 18 December 2014 to 29 January 2015, generating eight submissions to the amendment.

The table below summarises the submissions received and Officer's comments:

Submitter	Submission	Comment
VicRoads	No objection to the amendment.	No further action.

Submitter	Submission	Comment
Public Transport Victoria (PTV)	<p>No objection to the amendment, subject to the following changes being incorporated into the Development Plan Overlay:</p> <p>Under 2.0 Requirements for Development Plan - Traffic Management, modify as follows:</p> <p>"A Traffic Management Plan must be submitted with the Development Plan and approved by the responsible authority. The plan must address:</p> <p><i>"Public transport integration, connections and stops including potential provision for bus stops and shelters in locations approved by Public Transport Victoria, at no cost to and to the satisfaction of Public Transport Victoria."</i></p>	<p>Changes proposed to the DPO are considered appropriate and are supported by the proponent subject to some additional words.</p> <p>PTV has been consulted and agrees to the proposed change to the wording by the proponent. The new wording is as follows:</p> <p><i>"A Traffic Management Plan must be submitted with the Development Plan and approved by the responsible authority. The plan must address:</i></p> <p><i>Public transport integration, connections and stops including potential provision for stops and shelters in locations, within and adjoining the Neighbourhood Activity Centre, approved by Public Transport Victoria, at no cost to and to the satisfaction of Public Transport Victoria."</i></p>
Country Fire Authority (CFA)	No objection to the rezoning request.	No further action.
Melbourne Water	<p>No objection to the rezoning request.</p> <p>Advice provided in relation to the Brookfield Creek which is within the vicinity of the site. A proposed drainage condition of the Botanica Springs Estate will require rehabilitation works to be carried out on the waterway and new wetland constructed.</p>	<p>The subsequent planning permit for the development of the land will need to consider the impacts on Brookfield Creek.</p> <p>An application for development of the land will be referred to Melbourne Water for comment at the appropriate time.</p> <p>No further action.</p>
Department of Environment, Land, Water and Planning (DELWP)	<p>Does not wish to make a formal submission.</p> <p>Comments were however provided in relation to native vegetation loss which will need to be considered under the Melton Planning Scheme.</p>	<p>The subsequent planning permit for the development of the land will need to consider the impacts on native vegetation at the relevant time.</p> <p>No further action.</p>
Sweett (Australia) Pty Ltd	In support of the amendment. Requests minor wording change to the PTV submission to the Development Plan Overlay.	<p>Changes to the DPO are considered minor and do not change the intent of the request from PTV.</p> <p>PTV has been consulted and agrees to wording change by proponent, see comment on previous page to the PTV submission.</p>

Submitter	Submission	Comment
QIC	Does not oppose the amendment, however questions the oversupply of floor space that could result from this rezoning.	<p>The City of Melton Retail and Activity Centre Strategy adopted by Council in April 2014 identifies the site for a 'Large Neighbourhood Centre'.</p> <p>The Botanica Springs centre is also further discussed within the <i>Melton Retail and Activity Centres Strategy – Background Analysis & Discussion</i> as follows:</p> <p><i>“8.5.1 Botanica Springs</i></p> <p><i>In the suburb of Brookfield in south west Melton, the approved location for a neighbourhood centre is at the centre of the suburb close to the intersection of Clarkes Road and Brooklyn Road. Following the extension of the Urban Growth Boundary, the catchment for this centre is around 20,000 people. This would normally trigger the need for a second neighbourhood centre. However, the position of the proposed centre is such that no new centre could command a natural catchment sufficient to support a neighbourhood retail function.</i></p> <p><i>In this case, it is sensible to expect Botanica Springs to grow to be a larger than usual centre with, perhaps, two full-scale supermarkets, some larger specialty stores, and a total retail floor area of up to 15,000 sq m. In order to provide walkable services for Brookfield residents, it may be possible to provide several local centres towards the edge of the suburb.”</i></p> <p>The QIC submission has not been resolved.</p> <p>No change proposed.</p>

Submitter	Submission	Comment
Holding Redlich on behalf of Zhong Yin Properties Pty Ltd	In support of the amendment however submits: "That the NAC will generate a need for Brooklyn Road to be upgraded along its length. Appropriate measures should be put in place by Amendment C119 to ensure the upgrade of Brooklyn Road".	Amendment C119 proposes to apply a Development Plan Overlay (DPO). The DPO requires the submission of a traffic management plan to address public transport integration, ingress and egress points, the impact on traffic generated by the development on the surrounding road network and a series of other traffic and parking related items. The potential upgrades to the surrounding road network will be determined at the Development Plan stage when further investigations are undertaken on the impacts of the subsequent development of the land. The majority of the traffic entering the NAC site will be coming from the north, south and east of the development. Traffic volumes generated from the west at present are approximately 180 vehicles per day; this level is not expected to change as a result of this rezoning request. It would be premature at this point to require such a requirement for upgrades to Brooklyn Road as a result of this rezoning request.

In relation to the submissions from QIC and Holding Redlich, although not opposing the amendment, their support is conditional on significant changes being made. These changes are not considered appropriate as outlined in the report. Therefore these submissions should be referred to a Panel for consideration.

6. Options

Council can resolve to either:

- Request the Minister for Planning to establish an independent Panel to consider submissions received in response to Amendment C119 in accordance with the Planning & Environment Act 1987, or
- Abandon the amendment.

7. Conclusion

It is recommended that Council seek the appointment by the Minister for Planning of a Planning Panel to consider the submissions received to the amendment.

LIST OF APPENDICES

1. Locality Plan
2. Amendment Map
3. Botanica Springs Local Structure Plan (LSP)

11.7 AMENDMENT C138 TO THE MELTON PLANNING SCHEME - MOUNT COTTRELL WATER TANKS

Author: Laura-Jo Mellan- Coordinator Strategic Planning
Author: Sophie Thompson- Strategic Planner
Presenter: Bob Baggio- Manager Planning and Environment

PURPOSE OF REPORT

To consider the preparation and exhibition of an Amendment to the Melton Planning Scheme at 1665 – 1715 Mount Cottrell Road, Mount Cottrell.

The Amendment proposes to apply the Public Acquisition Overlay (PAO) and Development Plan Overlay (DPO) and introduce an Incorporated Document into the Scheme to allow the use and development of part of the site for water tanks.

RECOMMENDATION:

That Council:

1. Seek authorisation to prepare a Planning Scheme Amendment from the Minister for Planning and;
2. Upon receipt of authorisation, exhibit the Amendment in accordance with the *Planning and Environment Act 1987*.

REPORT

1. Executive Summary

Western Region Water Corporation (Western Water) made a request to Council to commence a Planning Scheme Amendment process in accordance with the *Planning and Environment Act 1987* for the land at 1665-1715 Mount Cottrell Road, Mount Cottrell (refer **Appendix 1**) for the use and development of part of the site for water tanks.

At the Ordinary Meeting of Council on 4 February 2014, Council resolved to seek authorisation for Amendment C138 (refer **Appendix 2**) for the preparation and exhibition of a section 96A Amendment to the Melton Planning Scheme to rezone land at 1665-1715 Mount Cottrell Road, Mount Cottrell for the use and development of part of the site for water tanks. However following recent discussions with the Department of Environment, Land, Water and Planning (DELWP) on this matter, the Department has requested changes to the proposed Amendment as outlined below and detailed in Section 2 of this report.

The revised Amendment proposes to:

1. Apply the Public Acquisition Overlay (PAO) to part of the subject site, which is expected to be recognised as a 'reserve', should the amendment be gazetted;
2. Apply the Development Plan Overlay (DPO) to the abovementioned 'reserve';
3. Apply a specific control to the 'reserve' at Clause 52.03 Specific Sites and Exclusions, to enable use and development of a staged Utility Installation comprising three water tanks and associated landscaping, access tracks and fencing. This document will also detail requirements of the DPO and other design and construction matters.

The Amendment is required to facilitate the staged delivery of Class A Recycled Water to the future communities in the growth areas of Toolern and Rockbank through the development of elevated storage tanks on Mount Cottrell. The development will comprise three 9.67ML tanks located on the 173 AHD contour of Mount Cottrell with the top water level of the tanks at 183 AHD. An earthen bund with a 182 AHD top level will be created round the tanks to mitigate the landscape and visual impact of the development.

The proposed site is affected by a Significant Landscape Overlay Schedule 1 which seeks to protect 'Volcanic Hills and Cones' including Mount Cottrell. The SLO will not be affected by this Amendment and therefore any future buildings or works within the SLO would still require a planning permit application unless the schedule to the Overlay specifically states they are not required.

2. Background/Issues

Council received a request from Western Region Water Corporation (Western Water), to amend Council's Planning Scheme to facilitate the use and development of land for elevated water storage tanks to facilitate the delivery of Class A recycled water to the Toolern and Rockbank growth areas.

The request by the proponent is for a Planning Scheme Amendment in accordance with the *Planning and Environment Act 1987* for the land at 1665-1715 Mount Cottrell Road, Mount Cottrell.

The subject site comprises 40.49 hectares of Green Wedge Zoned land and includes part of the Mount Cottrell Volcanic Cone. The site is bounded by Mount Cottrell Road to the west and Riding Boundary Road easement to the south. There is existing green wedge zoned land to the north with an existing dwelling and the Mount Cottrell Nature Conservation Reserve to the east which includes existing airport navigation and telecommunications installations at the top of the volcanic cone.

As identified earlier, this is the second time this Amendment has been considered for authorisation. Council considered a request 'to seek authorisation from the Minister for Planning' to facilitate Western Water's proposal at the Ordinary Meeting of Council on 4 February 2014. This amendment proposed a joint planning permit and amendment process in accordance with Section 96A of the *Planning and Environment Act 1987* and proposed the following:

1. Rezone part of the subject site from Green Wedge Zone to Public Use Zone and apply a Public Acquisition Overlay (refer **Appendix 2**);
2. Apply a specific control to the balance of the land at Clause 52.03 Specific Sites and Exclusions; and
3. Seek approval for the use and development of a Utility Installation comprising three water tanks and associated landscaping, access tracks and fencing.

Following Council's resolution, Council officers held discussions with DELWP who requested changes to the amendment process, facilitating the same outcome, but removing the joint planning permit and amendment process and the request for a specific control to be applied to the balance of the land.

As the previous resolution no longer represents what is being applied for, Council is required to consider this new request to seek authorisation from the Minister for Planning, in order to facilitate Western Water's proposal.

The revised Amendment proposes to:

1. Apply a Public Acquisition Overlay to the 5.1 hectares of land which is proposed to be identified as a 'reserve' for utility purposes;
2. Apply a Development Plan Overlay to the abovementioned 'reserve';
3. Apply a specific control to the 'reserve', and located within Clause 52.03 Specific Sites and Exclusions, which will seek approval for the use and development of a Utility Installation on the 'reserve' land - comprising three water tanks and associated landscaping, access tracks and fencing.

The Amendment is required to:

- Allow use and development of the 5.1 hectare 'reserve' for a Utility Installation through a site specific exclusion request. The details of this exclusion will be in the form of an Incorporated Document. This document will detail the proposal and outline the use and development requirements for the Development Plan (including requirements for managing heritage, the environment and construction works).
- The application of the Development Plan Overlay will trigger the need for a Development Plan to be prepared (and approved), prior to use and development commencing on site. The preparation of the Development Plan will need to consider the Development Plan requirements outlined in the Incorporated Document.
- Apply the Public Acquisition Overlay (PAO) to the 'reserve'.

(refer **Appendix 3**: Proposed Overlays)

A preliminary business case developed by Western Water has concluded that elevated storage tanks on Mount Cottrell is the most viable option to facilitate the delivery of Class A Recycled Water to the future communities in the growth areas of Toolern and Rockbank (refer **Appendix 4**).

The staged development will comprise three 9.67ML tanks located on the 173 AHD contour of Mount Cottrell with the top water level of the tanks at 183 AHD. An earthen bund with a 182 AHD top level will be created round the tanks (at all stages) to mitigate the landscape and visual impact of the development. There will be a crushed rock access way along the northern boundary from Mount Cottrell Road to the tank site. This will be fenced by a post and wire fence with a farm gate at Mount Cottrell Road. In addition there will be a 2.2m high chain wire mesh fence enclosing the tank site. It is not proposed to have any lighting, overhead power, plant or equipment on the site (refer **Appendix 5**).

Removal of a portion of a dry stone wall is required to make room for the proposed 16.3 metre wide access track. It is also proposed to remove a small stand of trees for this purpose. These works will be defined and managed through the Incorporated Document and subsequent Development Plan.

The State Planning Policy Framework (SPPF) recognises the need to protect natural landscape features. However, it also contains a number of strategies that generally support the proposed development by seeking to ensure that new Greenfield developments are planned in a sustainable way (Clause 11 Settlement) and encourages the timely delivery of Infrastructure. The SPPF also seeks to ensure that water resources are managed in a sustainable way (Clause 14.02.03) encouraging the use of recycled water.

In addition, the approved Toolern and Rockbank North Precinct Structure Plans both promote the use of recycled water and alternative water supplies to service the new communities.

It is considered that the proposal is generally in accordance with the strategies of the SPPF and seeks to deliver on the requirements of the approved Toolern and Rockbank North PSPs by ensuring a sustainable supply of Class A recycled water for future communities.

The key issue with the proposal from both a State Planning Policy Framework (SPPF) and Local Planning Policy Framework (LPPF) perspective is that it requires development within the Mount Cottrell Significant Landscape Overlay (Schedule 1). SLO1 discourages development above the 160m contour line on Mount Cottrell and seeks to 'protect and conserve volcanic cones from inappropriate development and to help conserve the existing visual amenity and rural landscapes'. The development is above the 160m AHD contour and triggers a permit under the SLO. The decision guidelines require the responsible authority to consider the impact of the proposed development on the landscape character and significant views. It should be noted that the Significant Landscape Overlay (SLO) which applies to the cone of Mount Cottrell will still trigger the need for a permit for any future buildings or works within the SLO unless the schedule to the Overlay specifically states they are not required. Therefore, Council still has discretion in respect of any additional development within the SLO.

In this context, the proponent was required to prepare a 'Visual Impact Assessment' (refer **Appendix 6**) to assess the landscape and visual impact of the proposed development and determine appropriate mitigation measures. A total of 11 viewpoints were identified based on a viewshed analysis and landscape assessment. Photomontages were prepared for ten of the views to demonstrate the impact of the proposed development, including the proposed earthen bund, on these views. Overall, it can be concluded from the assessment that the visual impact of the development is not significant perhaps with the exception of a view taken from Mount Cottrell Road (refer **Appendix 6, Figure 11**). The proponent is required to mitigate any views of the proposed infrastructure through the application of landscaping, including mounding and this will be a requirement of the Incorporated Document.

The proponent has also engaged Consultants to prepare the following reports to assess possible impacts for the use and development of the site and inform the design of the proposal:

- Economic assessment of Class A and dual pipe supply to selected Melton Growth Areas
- Environmental Assessments (Tree Wishes, November 2011 and May 2012)
- Cultural Heritage Assessments (Tree Wishes, June 2009 and November 2010)
- Geological Report (Coffey Geotechnics Pty Ltd).

Based on an assessment of the information provided by the proponent and the net community benefit of delivering Class A recycled water to future communities within the City of Melton's growth area, Council officers recommend that Council seek authorisation to prepare a Planning Scheme Amendment from the Minister for Planning.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City
 - 1.1 *Strategically plan for a well designed and built City*

4. Financial Considerations

Council officer time and resources are involved in the preparation, exhibition and adoption of the amendment however statutory fees are required from the proponent to assist in defraying these costs.

5. Consultation/Public Submissions

The future planning scheme amendment will need to be exhibited and submissions may be received.

6. Risk Analysis

There are no anticipated risks to Council in proceeding to the first stage of the amendment process.

7. Options

Council can resolve to either:

- Seek authorisation to prepare and exhibit the Amendment for the prescribed period, or
- Abandon the Amendment.

LIST OF APPENDICES

1. Locality Plan
2. Minutes of Council Meeting 4 February 2014
3. Proposed Overlays
4. Preliminary Business Case
5. Proposed Development
6. Visual Impact Assessment

11.8 2014 HOUSEHOLDER CUSTOMER SATISFACTION SURVEY RESULTS

Author: Kate Waters- Acting Manager Community Development
Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To present the results of the 2014 Householder Customer Satisfaction Survey.

RECOMMENDATION:

That Council note the results of the 2014 Householder Customer Satisfaction Survey, as presented at **Appendix 1**.

REPORT

1. Executive Summary

The 2014 Householder Customer Satisfaction Survey provides a valuable avenue to engage with the community and better understand their needs, motivations and levels of satisfaction across a broad range of services, performance measures and issues. In total 800 households were surveyed.

The Survey supports Council's commitment to community engagement and evidence informed decision making. The results will support Council's immediate and longer term advocacy efforts, budget processes and further enhance planning and service delivery.

2. Background/Issues

Reinforcing Council's commitment to community engagement and evidence informed planning, service delivery and decision making, the Council Action Plan 2014-2015 commits Council to undertake a Customer Satisfaction Survey with a minimum of 500 households. The Survey aims to identify and understand community experiences, opinions, aspirations and satisfaction levels with current topics, Council performance, local services and amenity.

Metropolis Research was engaged to design, implement and collate the Survey. In total 800 households were surveyed throughout December 2014 and January 2015, via door to door interviews. Municipal results are presented as well as results disaggregated by sex, age and precinct where relevant.

A summary of the results are presented below.

Summary of Results

The results highlight a number of positives for Council and the broader community (all ratings are out of ten):

- Overall satisfaction with Council's performance was rated 6.84, categorised as "good". This is above the western region (6.47) and metropolitan Melbourne (6.53) ratings.
- Council meeting its responsibilities towards the environment was rated at 7.40, categorised as "very good".

- Average satisfaction with governance and leadership was rated as 6.83, categorised as “good”. This result is higher than the western region (6.74) and metropolitan Melbourne (6.58) ratings.
- Perceptions of safety in public areas, during the day and night, were rated relatively high – 8.45 and 6.79 respectively. Perceptions of safety ratings vary between females and males, age group and precinct.
- Satisfaction with planning and housing development processes were ranked 6.76, categorised as “good”.
- Respondents reported a “very good” sense of community, with 7.40 the average rating for a number of questions related to sense of community.
- Two-thirds of respondents participated in at least one type of community activity, including local community festivals and arts/cultural events.
- Customer service levels were rated 8.08, categorised as “excellent”. This rating was slightly higher than the western region and metropolitan Melbourne ratings.
- Average satisfaction with services and facilities was rated 7.62, categorized as “very good.” Among the thirty-five services and facilities included in the Survey, satisfaction ratings varied from 8.70 for the green waste collection to 6.90 for footpath maintenance and repairs.

In addition, information on a number of issue based topics was also collected, including issues related to food security, construction projects, financial stress, and preferred communication methods.

A number of opportunities have also been identified, with the identified issues including:

- Traffic management - identified by 20.8% of respondents (compared to the metropolitan Melbourne average of 21.7%).
- Public transport - identified by 12.1% (compared to the metropolitan Melbourne average of 3.2%).
- Parks, gardens and open space - identified by 10.4% of respondents (compared to the metropolitan Melbourne average of 6.0%).
- Safety, policing and crime - identified by 9.9% of respondents (compared to the metropolitan Melbourne average of 5.0%).
- Council Rates - identified by 8.4% of respondents (compared to the metropolitan Melbourne average of 5.2%).
- Education and schools - identified by 3.4% of respondents (compared to the metropolitan Melbourne average of 0.3%).
- Health and medical services – identified by 3.4% of respondents (compared to the metropolitan Melbourne average of 0.4%).

The results contained in the Survey will support Council’s advocacy efforts in areas where responsibility for services rests with other tiers of government. The results will also support Council in decision making through the annual budget process, and in operational planning and service delivery.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability
2.3 Facilitate community engagement in planning and decision making.

4. Financial Considerations

The Community Satisfaction Survey (2014) was resourced within the existing recurrent budget.

5. Consultation/Public Submissions

In total 800 households were surveyed. The sample represents municipal demographics including age structure, household type and precinct. The Survey supports Council's ongoing commitment to community engagement and the results will support Council's advocacy efforts, budgeting processes and planning and service delivery.

6. Risk Analysis

The results of the Community Satisfaction Survey highlight a number of opportunities and areas for improvement. There is no risk identified in conducting the Community Satisfaction Survey.

7. Options

Nil

LIST OF APPENDICES

1. 2014 Community Satisfaction Survey Overview

11.9 ENVIRONMENTAL ENHANCEMENT POLICY COMPLIANCE REPORT 2014

Author: Margaret Brennan- Environmental Services - Coordinator
Presenter: Bob Baggio- Manager Planning and Environment

PURPOSE OF REPORT

To inform Council of the outcome of the 2014 EEP, advise Council that the owners of 47 properties have not complied with the 2014 EEP requirements and to seek Council approval to issue these property owners with supplementary rates notices.

RECOMMENDATION:

That Council;

1. Issue supplementary rates notices to the 47 property owners (refer **Appendix 1**) that have not complied with the requirements of the 2014 EEP.
2. Acknowledge the excellent work done by the vast majority (96%) of rural landholders in managing their land responsibly.
3. Authorise the General Manager of Planning and Development to make the final assessment of any appeals by any landowner against the notice of non-compliance.
4. Liaise with the Department of Environment, Land, Water and Planning to ensure that those non-conforming landowners are held responsible for weed control pursuant to the Catchment and Land Protection Act 1994.

REPORT

1. Executive Summary

Council's EEP provides eligible rural landowners with a rate rebate to undertake environmental improvement works on their land. In 2014, 96% of eligible properties met the requirements of the policy with only 47 properties failing to comply with the policy.

The policy continues to be well received by landowners within the municipality. It is a key method for Council to engage with rural landholders on land management and environmental sustainability issues.

2. Background/Issues

The EEP, which was first introduced in 1994, aims to provide rural landholders within the City of Melton with a financial incentive to undertake specified works that will improve the environmental condition of their properties. This incentive is provided as a rate rebate. The EEP applies to all rural properties greater than 2 hectares in size and all eligible landowners must participate in the program to retain the rate rebate. The EEP had 1261 participants in 2014.

The EEP is a nationally renowned and award winning initiative that puts Council at the forefront of effectively tackling land degradation issues such as weed infestation. Other Councils often examine the EEP to obtain an understanding of how they might improve or implement a similar program.

In early 2014, the EEP and the accompanying 2014 Proposed Works Form were sent to all eligible landowners. Under the policy, each eligible landowner is required to submit a completed Proposed Works Form by 31 March 2014. This form sets out the proposed works to be undertaken by the landowner during the course of the year in order to address land management issues especially those relating to the management of noxious weeds on their land.

Those landowners that did not return their forms by the end of March 2014 were contacted by Council officers via telephone and in writing and all efforts were made to encourage landowners to participate in the program. Submitted Proposed Works Forms were assessed by Council officers and written approval sent to landowners. Landowners whose proposed works could not be immediately approved were contacted and amendments to the proposed works were agreed.

On-site meetings and inspections of properties occurred throughout the year. Landowners who have successfully undertaken works in accordance with their agreed works form have been provided with correspondence confirming their compliance with the policy and congratulating them on their efforts.

In practice, landowners with the Land Management Officer will try to achieve an acceptable outcome and commitment to controlling weed infestation. This is in the context of the size of the property, the percentage of the property affected by weeds, and an agreed program to remove the weeds.

The overall compliance rate for 2014 was 96% of the eligible properties. The compliance rate for the previous ten years has ranged between 88% and 97%.

Many of the property owners who are recommended to receive a supplementary rates notice either failed to undertake any works or undertook insufficient work to control priority weeds on their land. Their failure to effectively manage priority weeds on their land severely compromises the good work undertaken by adjoining landowners.

The actual number of landowners failing to retain their rate rebate (47) is a positive result considering the EEP applies to 1261 properties. Of the 47 recommended failures, 13 failed to return a Proposed Works Form. This is important to note as those landowners who do not submit a Proposed Works Form automatically have their rate rebate withdrawn.

Each landowner that failed to comply with the EEP will receive a letter from Council with an accompanying supplementary rates notice. In writing to each specific landowner, it is proposed that they be given the opportunity to provide an explanation of why, in their view, they have been unable to meet the requirements of the policy. Whilst this will not provide an opportunity for the potential return of their rebate, it will provide a better understanding of their views of the policy. Likewise, those landowners that have not submitted a Proposed Works Form will also be provided the opportunity to explain their reason. This is not intended to provide an opportunity for a return of the rate rebate but rather provide the potential to seek their support for participation in the program in forthcoming years.

Any appeal against the notice of non-compliance will be considered by a panel consisting of the Manager Planning and Environment, the Coordinator Environmental Services and an independent senior officer. The recommendation from this panel will then be reported to the General Manager Planning and Development for final consideration.

Appendix 1 provides a list of all properties Council Officers assessed as not meeting the requirements of the EEP. **Appendix 2** provides a map of these properties.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City

1.4 Value and protect the natural environment for future generations

Strategy 1.4.4

Educate the community about the value of our natural environment and the benefits in adopting sustainable practices in their daily lives

Strategy 1.4.6

Engage land owners to improve the productivity and appearance of our rural landscape and waterways to enhance local pride and the reputation of our City.

4. Financial Considerations

Council's current budget allocation for the Environmental Enhancement Program is approximately \$1,862,811 for the 2014/15 financial year.

This report recommends that Council issue supplementary rates notices with an overall value of \$65,332 for those landowners who have not complied with the EEP requirements for 2014.

5. Consultation/Public Submissions

Extensive consultation has occurred with all landowners who are eligible for the rate rebate. This consultation has been via mail, telephone, e-mail and/or in person.

6. Risk Analysis

It is important for Council to administer the EEP fairly and effectively. Failure to effectively deliver and enforce the policy will mean that the program will be significantly undermined, rural land productivity will diminish and environmental and property values will decline. This will reflect badly on Council and result in not only the loss of environmental assets but also the reputation of Council.

7. Options

Council approval could be given to issue supplementary rates notices to all, some or none of the 47 property owners as detailed in **Appendix 1**.

LIST OF APPENDICES

1. Properties recommended for rate rebate withdrawal 2014
2. Map of properties recommended for rate rebate withdrawal 2014

11.10 COUNCIL ANNUAL ACTION PLAN 2014/15 SECOND QUARTER PROGRESS REPORT

Author: Tracy Spiteri- Acting Corporate Policy and Planning Coordinator
Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To provide Council with the second quarter update on the progressive achievement of the Council Annual Action Plan 2014/15.

RECOMMENDATION:

That Council receive and note the Annual Action Plan 2014/15 Second Quarter Progress Report (1 October to 31 December 2015) as presented at **Appendix 1**.

REPORT

1. Executive Summary

The Council Plan 2013-2017 was prepared in accordance with the *Local Government Act 1989*. The Plan is reviewed on an annual basis to adapt to the evolving needs of our growing community.

Each year an Annual Action Plan is produced, identifying the activities and initiatives that Council will work towards achieving in response to the strategic outcomes and strategies identified in the Council Plan.

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. A summary of these outcomes is also provided in the Annual Report.

Appendix 1 to this report provides details on activities during the second quarter period, 1 October to 31 December 2015, in the progressive achievement of the Annual Action Plan 2014/15.

2. Background/Issues

The Council Plan 2013-2017 is Council's primary vision and strategic planning document. It establishes the direction Council has committed to for its term of office (four years). The Council Plan outlines the objectives, strategies and performance indicators to achieve this vision.

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

The Annual Action Plan 2014/15 contains 106 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 2014/15, inclusive of the report period from 1 July to 30 September 2014.

The following table provides a status overview of the actions:

Status	Description	Number of Actions
Achieved	The Action is completed.	22
On Track	The Action is progressing on target to be achieved within the timeline.	75
Behind Schedule	The Action has been delayed impacting on the current timeline. An explanation and the remedial action where appropriate, is provided in the 'progress comments' column with a revised due date.	9
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	0
Total		106

Key achievements extending from the first quarter progress report include:

Finalisation of key documents:

- Reconciliation Policy
- Responsible Gambling Policy.

Implementation of programs and services:

- Delivery of the annual Housing Services Expo in partnership with Community Care and Inclusions 'Melton Care Expo'
- Administer the Kindergarten Central enrolments with 1710 children securing places in the 4 year old Kindergarten program.

Community consultation and partnerships:

- Successful delivery of eight events during Seniors Festival week with six delivered by Council and two by local community groups

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

Local Government Performance Reporting Framework

Complementing our commitments in the Annual Action Plan 2014/15, Council is also required to measure performance through a series of new mandated indicators. The Victorian Government has established the Local Government Performance Reporting Framework (LGPRF). The LGPRF is underpinned by the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

The primary objective of the LGPRF is to ensure that all Councils are measuring and reporting on their performance in a consistent way and providing comprehensive performance information for Council, communities, regulators and State and Federal Governments.

The LGPRF consists of 95 mandatory performance indicators which are based on three thematic areas; service performance, financial performance and sustainability.

Council has received feedback on its submission to Local Government Victoria LGPRF Q1 trial. The results and feedback have been reviewed by Councils Executive team and a further internal trial for collection of second quarter results is planned. The results of the second quarter trial will further provide the Executive team a 'six month' snapshot of Councils results and capability to report against the LGPRF measures.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability

2.1 Build community trust through socially responsible governance for long term sustainability

4. Financial Considerations

Initiatives and activities delivered in the Annual Action Plan 2014/15 are contained within Councils existing budget.

5. Consultation/Public Submissions

The 2013-2017 Council planning process involved extensive consultation of stakeholders including the community, Council staff, government agencies, community organisations and private industry. This process resulted in the development of the Council Plan 2013-2017 and informs the subsequent annual action plans.

6. Risk Analysis

Nil.

7. Options

Nil.

LIST OF APPENDICES

1. Annual Action Plan - Second Quarter 2014-15

11.11 SAFER CITY PLAN 2015-2017

Author: Sarah Edwards- Community Well-being Officer
Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To present the Safer City Plan 2015-2017 for Council's consideration and adoption.

RECOMMENDATION:

That Council:

1. Note the Background Report: Safer City Plan 2015-2017 as presented at **Appendix 1**.
2. Adopt the Safer City Plan 2015-2017 as presented at **Appendix 2**.

REPORT

1. Executive Summary

The Safer City Plan 2015-2017 presents a strategic framework to promote community safety within the municipality. It closely aligns with the Council Plan 2013-2017 and Municipal Public Health and Wellbeing Plan 2013-2017, articulating a consistent response to achieving Council's vision for health, wellbeing and safety over the next three years and beyond. It acknowledges and supports existing strategic work within the safety portfolio such as preventing violence against women, road safety and graffiti management.

The previous Community Safety Plan 2010 – 2014 has been implemented and came to the end of its timeframe, and the new Safer City Plan 2015 – 2017 aims to continue the work of Council in addressing community safety issues.

2. Background/Issues

Being safe and feeling safe are significant indicators of health and wellbeing. A safe community is a place that is attractive to live, work, recreate, visit and do business. It has a strong sense of identity, belonging and community pride and promotes the health and wellbeing of its residents.

As the arm of government closest to the community, local government is well placed to create environments that reflect these ideals. However, it is not solely the responsibility of local government and as such Council has a long history of working with key stakeholders and the community to address safety needs. The Community Safety Committee is one such example of this collaborative approach.

Previous Community Safety Plans.

Through the development of its first Community Safety Plan in 2006, Council set the foundation for its efforts in addressing community safety in the Shire of Melton. Through a subsequent Plan, the Community Safety Plan 2010 – 2014, Council was able to build on this earlier work.

Through implementation of this most recent Plan, Council has strengthened its role and capacity as a leader in this area through initiatives including:

- Convening the Community Safety Committee with Victoria Police to provide an inter-agency forum to respond to emerging crime and safety issues in the community.
- Working collaboratively to address key community safety concerns including graffiti, antisocial behaviour, family violence and perceptions of safety.
- Participating in the Western Region Crime Prevention Reference Group to ensure alignment with regional crime prevention and health and wellbeing priorities.
- Youth Service programming such as the 6801 Youth Outreach Program (focusing on safe transport) and Saturday Night Live (focused on binge drinking).

Other key achievements of the Plan included:

- The development of a Graffiti Policy with a focus on prevention and best practice response.
- Securing funds from the Victorian Department of Justice (DoJ) to implement the Graffiti Hot Spots Project in 2013 (and subsequently presenting the project as best practice to other Victorian Councils at a DoJ Information Forum).
- Increased collaboration in local community services responding to family violence through the Melton Family Violence Network.
- Advocacy to the State Government through Council's submission to the Victorian Government's Consultation Framework to Prevent violence Against Women and Children Action Plan 2012.

The Safer City Plan 2015-2017 builds on this momentum and proposes a new framework to further enhance the coordinated approach to promote community safety now and into the future.

Safer City Plan 2015-2017.

Closely aligned and consistent with the aims of the Council Plan 2013-2017 and Municipal Public Health and Wellbeing Plan 2013-2017, the Safer City Plan 2015-2017 articulates a vision whereby:

“The City of Melton will be a safe, healthy and equitable municipality with a positive community spirit and strong sense of identity”.

This vision is supported by the following priorities:

- Vibrant Places and Spaces.
- An Informed, Connected and Resilient Community.
- A Responsive Council and Local Service System.

To inform why there remains a need to keep working towards the vision for a safer city, a Background Report: Safer City Plan 2015-2017 has been developed and can be found as **Appendix 1** to this report. This background report, informed by local, state, national and global research, crime trends and extensive community consultation, aims to guide and inform Council's response to community safety. It applies a best practice determinants approach - recognising the individual, environmental and societal influences on community safety.

In response, the Safer City Plan sets out a framework that:

- Has a proactive and preventive focus.
- Is informed by a holistic and whole of community approach to community safety.
- Addresses the physical, natural, social and economic environments in creating a safer community.
- Uses a strengths based approach to creating a safer community.
- Balances the immediate safety needs with the long term needs.

The Plan recognises Council's Preventing Violence against Women and their Children Strategy and Action Plan 2013-2016 as the standalone strategic direction to address family violence in the City. Similarly, the Graffiti Policy outlines Council's approach to graffiti management as does Road2Zero in relation to road safety.

Implementing the Safer Cities Plan 2015-2017

All areas of Council have a direct or indirect role in creating a safer city. Therefore, the intention of this Plan is to provide an overarching framework and approach that supports and reinforces existing approaches to community safety and enables a flexible and responsive avenue to identify new and emerging opportunities. As such, some actions of the Safer City Plan 2015-2017 will be identified in area specific strategic documents.

In addition, annual actions will be identified and articulated through the Annual Action Planning process of both the Council Plan and Municipal Public Health and Wellbeing Plan – further enhancing the strategic alignment of these three core documents. Integrating this process aims to ensure resource efficiency, responsiveness, strategic alignment and the ability for Council to elevate responses to community safety at the highest level; recognising that community safety is everyone's responsibility.

The Community Safety Committee will continue to oversee the implementation and monitoring of the Plan.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

3. Diverse, Confident and Inclusive Communities: A culturally rich, active, safe and connected City

3.6 Create a safer community through building a sense of belonging and community pride.

4. Financial Considerations

Implementation of the Safer City Plan 2015-2017 is resourced across the organisation, with actions accommodated within recurrent budgets. Where a new initiative, requiring funding outside the recurrent budget is identified, the proposed initiative will be submitted for consideration via the annual business planning process.

5. Consultation/Public Submissions

Development of the Safer City Plan 2015-2017 was informed by extensive community consultation. Face-to-face and online surveys were conducted in Caroline Springs, Melton Township, Eynesbury, Rockbank and Diggers Rest. In addition the following community groups, networks and other key stakeholders were consulted:

- People from an Aboriginal and Torres Strait Islander background.
- Senior citizens.
- Primary school aged children.
- Youth forum.
- Local traders (Melton and Caroline Springs).
- Disability Advisory Committee.
- Junior Council.
- Community Safety Committee.

Annual actions of the Safer City Plan 2015-2017 will be developed in consultation with key external stakeholders, service providers and the broader community. Expert advice and contributions will be sought from the Community Safety Committee.

6. Risk Analysis

Failure to address immediate and long term community safety issues may result in a decline in perceptions of safety and a potential increase in un-safe behaviours.

7. Options

Nil.

LIST OF APPENDICES

1. Background Report: Safer City Plan 2015-2017
2. Safer City Plan 2015-2017

11.12 COMMUNITY BENEFIT FUNDING: THE CLUB CAROLINE SPRINGS

Author: Jessica Butcher- Coordinator Community Capacity
Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To seek Council direction regarding the acceptance of an additional \$50,000 in Community Benefit (EGM revenue) funds from The Club at Caroline Springs.

RECOMMENDATION:

That Council:

1. Agree to accept the additional \$50,000 in community benefit (EGM revenue) funds from the Club Caroline Springs to be administered in conjunction with the current community benefit funds received by Council from the Club under the original agreement and Council report in August 2006; and
2. At the expiration date of the agreement referred to in point 1 above undertake a full and detailed review of the administration and distribution of community benefit funds received from the Club Caroline Springs.

REPORT

1. Executive Summary

This report aims to inform Council's decision in relation to the current availability of additional community benefit funding from The Club Caroline Springs (The Club), as per Melton City Council's Responsible Gambling Policy.

Section 7 (ii) of the Responsible Gambling Policy states:

ii. When existing Community Grants Contribution Agreements or new agreements are proposed, a report will be presented to Council for consideration.

This clause underpins the reason why Council's direction is being sought regarding the proposed additional community benefit funding.

Due to installation of additional Electronic Gaming Machines (EGM) at The Club, the *Gambling Regulation Act 2003* requires that the club venue operators increase their financial community benefit to remain equal to at least 8.33 per cent of its net annual gaming machine revenue. This equates to an additional \$50,000 annually that is currently available, alongside the existing \$93,000 of funds from The Club currently administered by Melton City Council.

Currently, The Club's community benefit partnership with Melton City Council is solely committed to community grants. The additional \$50,000 in community benefit funding can be added to the existing \$93,000 currently committed to community grants. This will result in a total of \$143,000 in community grants being available through the community benefit agreement with The Club.

At the Ordinary Meeting of Council on 21 August 2006, Council resolved to enter into agreement with The Club to administer the \$93,000 community benefit program for a period of 10 years. It is further proposed that the timeframe for Council's agreement for the additional \$50,000 be aligned to the original Council resolution for the \$93,000 on 21 August 2006. This means that Council will review the agreement for the combined \$143,000 in August 2016.

2. Background/Issues

The *Gambling Regulation Act 2003* requires club venue operators of EG Ms to provide financial community benefit equal to at least 8.33 per cent of its net gaming machine revenue annually.

Currently, Council has formal partnership agreements for 'Community Benefit' funding programs with Tabcorp Park/HRV and The Club Caroline Springs. Council also provides assistance in the evaluation process related to the Westwaters grants.

Section 7 (ii) of Melton City Council's Responsible Gambling Policy states:

ii. When existing Community Grants Contribution Agreements or new agreements are proposed, a report will be presented to Council for consideration.

This clause underpins the reason why Council's direction is being sought regarding the proposed additional community benefit funding.

Additional to the above, the Responsible Gambling Policy also makes provision for Council to have an active role in working with venue operators to maximise the benefit derived through the community benefit funds.

Section 8d of the Responsible Gambling Policy states:

Melton City Council will advocate for the appropriate and meaningful distribution of funds from the community benefit and support funding allocations and oversee the coordinated administration of Community Benefit Grant Fund Agreements in an open, transparent and accountable manner.

This policy position enables Council to actively guide and facilitate community benefit funding. This reinforces Council's role to proactively engage with club venue operators to ensure maximum community benefit is achieved through the community benefit programs.

If endorsed, officers will negotiate with The Club to utilise the additional funding within the existing community grant program. This will result in a total of \$143,000 in community grants being available through the community benefit agreement with The Club. Council officers will continue to administer the program.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

3. Diverse, Confident and Inclusive Communities: A culturally rich, active, safe and connected City.

3.2 Build resilient people and communities through opportunities to participate in community life.

4. Financial Considerations

If Council endorse the recommendation in the report, an additional \$50,000 per annum will be available to eligible community groups through the community grants program.

5. Consultation/Public Submissions

Council's Responsible Gambling Policy was drafted including industry consultation. The policy underpins the reason that this report is presented for Council consideration.

6. Risk Analysis

There is no identified risk associated with resolving to accept this additional funding. This funding builds on a current partnership with The Club and does not contradict Council's Responsible Gambling Policy. Adding an additional community benefit funding agreement for \$50,000 to the existing partnership agreement of \$93,000 will enhance the program opportunities.

7. Options

Council has the option to:

1. Endorse acceptance of \$50,000 additional funds from The Club at Caroline Springs.
2. Decline acceptance of \$50,000 additional funds from The Club at Caroline Springs.

LIST OF APPENDICES

Nil

11.13 SALE OF THE MODULAR WIRRIGIRRI KINDERGARTEN AND/OR LAND IN CAROLINE SPRINGS

Author: Vicky Matthews- Children Services Manager
Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To seek Council's support to endorse the sale of the modular Wirrigirri kindergarten and/or land in Caroline Springs.

RECOMMENDATION:

That Council:

1. Delegate authority to Chief Executive to initiate the sale process for land situated at 2 Darebin Place Caroline Springs, inclusive of buildings situated there on, subject to transfer of the property not occurring prior to the conclusion of the 2015 kindergarten year; and
2. Not to proceed with the enrolment process for kindergarten provision at Wirrigirri for the 2016 kindergarten year.

REPORT

1. Executive Summary

Council in 2002 purchased a modular portable facility to be located at 2 Darebin Place Caroline Springs for the purpose of providing a single unit kindergarten to deal with the increasing enrolments and high population growth at the time in Caroline Springs and Burnside areas. The kindergarten facility was named Wirrigirri Children's centre.

The intention of the facility was for it to remain in its current location until such time a purpose built early years facility was provided in the catchment with a focus on the Burnside development.

This report provides an overview of the usage over 13 years and a recommendation from officers to cease the enrolment process for kindergarten from this facility for 2016. At the same time, dispose of the facility and the land via a sale process at the end of the 2015 kindergarten year.

2. Background/Issues

Council received a report at its Ordinary Council meeting on the 10th December 2001 recommending interim arrangements to meet the increasing demand for kindergarten in Caroline Springs and the Burnside areas. The locating of a modular on a suitable site was an identified option with the intent to commence operations in the kindergarten year 2002.

The facility has catered for increased kindergarten provision for children of 3 and 4 years of age in the Southern catchment of Caroline Springs inclusive of the Burnside area (**Appendix 1**).

A two (2) year lease was signed for the land at 2 Darebin Place on 4 February 2002 for \$6,240 with annual CPI increases. In October 2007 the lease value of the property increased from that of \$6,240 to \$15,000 per annum until the expiration date of the lease which was the end of 2009.

On 29 January 2010 Council purchased 1 & 2 Darebin Place for a cost of \$600,000. On 7 April 2011 Council sold 1 Darebin Place to the Caroline Chisolm society for \$425,000. The decision to purchase at the time was to secure the land and facility for long term tenure, until such time an additional early years facility was provided. Council currently lease part thereof of the regulated playground from Caroline Chisolm society at a cost of \$3,003 GST inclusive.

The facility is modular in structure (**Appendix 2**) and over the years has provided 4 year old kindergarten for approximately 776 children. To date, there are 47 4 year old children accessing Wirrigirri kindergarten. The kindergarten capacity is 50.

The facility meets the regulated standard set by the Department of Education and Training for the delivery of a children's service but due to the age and structure type of the facility, Council continues to invest maintenance expenditure into the asset.

It was always proposed by Council that with the completion of an early years hub in the Burnside development, the land and asset at Darebin Place would be sold and enrolments ceased for kindergarten provision for 2016.

The intention of the report is to seek Council's endorsement not to advertise for 2016 kindergarten enrolments at Wirrigirri Children's centre. Advertisements for enrolments are scheduled for 25th March 2015 and will include the Burnside early years facility as additional opportunities for families. The distance from the Wirrigirri kindergarten to the new site at Burnside is approximately 2 km.

The Burnside early years facility construction has been supported in the current financial year and has four (4) regulated Children's Services rooms within the footprint of the building and will cater for the catchment area when completed. The Burnside early years facility is scheduled to open for the first term of the kindergarten year in 2016 which will provide kindergarten provision, Maternal and Child Health, Occasional Care, supported early years programs and community space.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City

1.1 Strategically plan for a well designed and built City

4. Financial Considerations

Pending Council's endorsement of this report, Council officers will seek independent valuation for the property to determine the financial return for Council.

5. Consultation/Public Submissions

Consultation has occurred with the current provider at Wirrigirri kindergarten regarding relocation to the Burnside Children's and Community centre in 2016.

Families will have the opportunity to view the plans for the new Burnside facility at the kindergarten open day on 18 March 2015.

Council officers will have conversations with families as part of the 4 year old kindergarten central enrolment process for kindergarten for 2016. This is scheduled to occur in March 2015 and will be ongoing as necessary.

6. Risk Analysis

N/A.

7. Options

Council has the option to endorse the officers recommendations as presented.

LIST OF APPENDICES

1. Wirrigirri site plan
2. Wirrigirri kindergarten

11.14 DIGGERS REST WAR MEMORIAL PROPOSAL

Author: Matthew Wilson- Manager Community Planning
Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To seek Council endorsement for the proposed location of a Diggers Rest War Memorial.

RECOMMENDATION:

That Council endorse the location of the Diggers Rest War Memorial to the site proposed at the Diggers Rest Recreational Reserve as referred to in **Appendix 1**.

REPORT

1. Executive Summary

In February 2015, the Diggers Rest Lions Club and the Diggers Rest Primary School approached Council to consider the use of Council land in the Diggers Rest Recreation Reserve for the establishment of a Diggers Rest War Memorial.

The proposed memorial is a collaboration between the Diggers Rest Lions Club and the Diggers Rest Primary School, and is funded via a combination of government grants and local fundraising initiatives.

2. Background/Issues

Council officers received a request from the Diggers Rest Lions Club and the Diggers Rest Primary School to consider the use of Council land at the Diggers Rest Recreation Reserve for the establishment of a Diggers Rest War Memorial.

The land that is identified as a potential site for the memorial fronts Plumpton Road and is adjacent to the northern boundary of the Country Fire Authority (CFA) Station.

The proposed memorial is a collaboration between the Diggers Rest Lions Club and the Diggers Rest Primary School, and is to commemorate Diggers Rest residents who died in wars that Australia has fought in. Part of the project is to establish a "teaching garden" at the memorial so that the ANZAC tradition can be incorporated into the curriculum for the students at the Diggers Rest Primary School in a more significant way. The proposed site is desirable for this purpose as it is within walking distance from the school.

Advice to Council officers estimates the project to cost approximately \$20,000 and is funded from several sources as follows:

- \$7,427 from the Commonwealth Government.
- \$1,700 from the Diggers Rest Primary School via the ANZAC Centenary Grant.
- \$7,500 from the St. Ives Estate development.
- \$3,000 from the Diggers Rest Lions Club.

The memorial will feature a stone installation similar to other existing memorials within the City of Melton. Council's Landscape Architect will provide oversight to the proposed design of the memorial and surrounding landscaping.

Discussion with Council's Strategic Planning department found that there is no identified planning issue with approving the use of the proposed site for the memorial.

The Lions Club has identified 19 July 2015 as the target date for the official opening of the memorial. 19 July 2015 is the ninety-ninth (99th) anniversary of the Battle of Fromelles, a World War One battle in which many Australian soldiers lost their lives.

It is the recommendation of officers that Council endorse the proposed site to establish the Diggers Rest War Memorial.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

3. Diverse, Confident and Inclusive Communities: A culturally rich, active, safe and connected City

3.2 Build resilient people and communities through opportunities to participate in community life

4. Financial Considerations

Endorsing this request does not require a commitment of funds from Council toward the project installation. There will be staff time allowed for to assist with the design process. This is accommodated within existing resources.

5. Consultation/Public Submissions

This project is the result of extensive community collaboration within the local Diggers Rest community. The Diggers Rest Lions Club, the Diggers Rest Primary School, and the St. Ives developer are the major contributing partners. The Lions Club have advised Council officers that the project has widespread support from within the local community.

6. Risk Analysis

Installation of the memorial must meet expected safety standards and as a result, Council's Landscape Architect will have oversight of the proposed design.

7. Options

Council has the following options:

1. Endorse the recommendation as recommended; or
2. Decline the request to provide a site to host the memorial.

LIST OF APPENDICES

1. Diggers Rest War Memorial Proposed Site Map

11.15 NATIONAL RESPITE FOR CARERS PROGRAM (NRCP) FUNDING 2014-2015

Author: Jorene Walsh- Ageing Well & Diversity Coordinator
Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To advise Council of the re-negotiated funding and service agreement for the National Respite for Carers Programme (NRCP) for the 2014-15 financial year.

RECOMMENDATION:

That Council endorse the re-negotiated 2014-15 NRCP agreement as presented in the report.

REPORT

1. Executive Summary

Council provides a range of services to National Respite for Carers Programme (NRCP) eligible residents within the community.

In November 2014 officers re-negotiated and submitted priorities to the Commonwealth Government, Department of Social Services for the 2014-2015 financial year based on changing needs and priorities.

The outcome of this resulted in the City of Melton re-negotiating funding allocation for a range of NRCP to the amount of \$325,721.00.

This report provides an overview of the service provision and funding allocation that will be received for 2014-15 financial year.

2. Background/Issues

In July 2005, Council received additional Commonwealth Government funding under NRCP to deliver aged overnight care from Melbacc respite house to assist carers caring for people over 65 with dementia who reside in the Western Region of Melbourne. In 2012-2013, NRCP Service Agreement boundaries changed from Western Region to Melton Local Government Area.

In 2009, Well for Life Program was piloted at Melbacc respite house with one-off funding from Department of Health and Ageing. Council continued to provide day activities with the purpose of supporting transition into aged overnight care. The program continued through funding allocation from NRCP.

In November 2014, Council officers re-negotiated and submitted new priorities to the Commonwealth Government, Department of Social Services to:

- continue to provide in home respite for people over 65 with dementia
- broaden the target group to include frail aged 65 years and over, or aged 50 years and over if Indigenous
- broaden the service provision types to include, centre based day respite, community access individual, community access groups and flexible respite.

The aim of the NRCP is to support and maintain relationships between carer and client by providing respite opportunities that meet client and carer goals.

The re-negotiated 2014-2015 NRCP Agreement will provide programs within the following service types;

- Centre based day respite provides structured group activities in a community facility, targeting 16 carers and providing 4704 hours.
- In-home day respite provides flexible respite in the home, targeting 6 carers and providing 1331 hours.
- Community access (individual) provides one on one structured activities, targeting 3 carers and providing 390 hours.
- Community access (group) provides small group day activities, targeting 5 carers and providing 1819 hours.
- Flexible respite accessing any of the above service types and providing 2060 hours.

The Commonwealth Government, Department of Social Services funding and service agreement requires Council to submit a progressive report for the first six months of the financial year and an annual report at the end of the financial year.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

3. Diverse, Confident and Inclusive Communities: A culturally rich, active, safe and connected City

3.1 Provide an accessible range of services for all including children, young people, families and older adults

4. Financial Considerations

Council's Community Care and Inclusion Unit budget provides financial contribution towards delivering NRCP.

5. Consultation/Public Submissions

Council officers identified local respite priorities with the Commonwealth Government, Department of Social Services. Council through advocacy then submitted to the Department of Social Services for the funding to be retained based on local priorities.

6. Risk Analysis

The Commonwealth Government, Department of Social Services Service Agreement ended 30 June 2014 and was extended a further 12 months until 30 June 2015. With the impending Aged Care Reform the risk to Council may include funding not extended beyond June 2015. Council officers are waiting on further information.

In addition being successful in retaining and re-negotiating NRCP funding, there is some risk with Council requiring additional staff to provide these services.

7. Options

N/A.

LIST OF APPENDICES

Nil

11.16 GENERAL REVALUATION 2016

Author: Catherine Nichols- Rates Coordinator
Presenter: Peter Bean- General Manager Corporate Services

PURPOSE OF REPORT

To inform Council of the commencement of the next general valuation.

RECOMMENDATION:

That, in accordance with the Valuation of Land Act 1960, Council approve,:

1. A general valuation of all rateable land within the Melton City Council be made and returned not later than 30 April 2016, on market levels as at 1 January 2016.
2. Council's Contract Valuer, Robert Tot of Opteon, being person qualified pursuant to section 13DA(1) of the Valuation of Land Act, to make valuations for the purpose of the Local Government Act 1989, be appointed by Council to carry out the valuations.
3. Notice be given, pursuant to section 6(1) of the Act, to the Valuer General, to adjoining municipalities and water authorities servicing the municipality of Melton and the State Revenue Office, of Council's resolution to cause a valuation of all rateable land within the City of Melton to be made.
4. that Robert Tot had made and submitted statutory declaration pursuant to the provisions of section 13DH (2) of the Valuation of Land Act 1960.

REPORT

1. Executive Summary

The next general valuation of all rateable land within Melton City to be completed before 30 April 2016. The Valuation of Land Act 1960 sets out the process to be complied with, during the general valuation process.

2. Background/Issues

It is the requirement of section 11 of the Act, that a Council must cause a valuation of all rateable land within its municipal district to be made as at 1 January in every even calendar year and returned to the Council before 30 June in that year. The "*Valuation Best Practice 2016*", released by the Valuer General, requires that this be returned not later than 30 April in that year. It is also the requirement of section 6(1) of the Act that, a rating authority proposing to make a general valuation of rateable land shall give to the Valuer General and to every other rating authority interested in the valuation of land within its area not less than one month's notice of its resolution to cause such a general valuation to be made.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

2. A Well Governed and Leading Organisation: Operating with innovation, transparency, accountability and sustainability

2.6 Ensure timely compliance with statutory and regulatory obligations

4. Financial Considerations

The agreed fee, under the contract, for general valuation is \$146,352 inclusive of GST. Approximately 65% of this amount is recovered from other authorities such as City West Water and State Revenue Office who uses this valuation. This amount is incurred by Council over the financial years of 2014/2015 and 2015/2016 when each stages of re valuation is completed.

5. Consultation/Public Submissions

The consultation required in this instance, in accordance with the Act, is to notify every other rating authority interested in the valuation of land in the relevant municipal district; and the valuer-general.

6. Risk Analysis

None

7. Options

Conduction of a general valuation is a statutory obligation, and as such does not provide any other option in this instance.

LIST OF APPENDICES

Nil

11.17 FOUR YEAR OLD KINDERGARTEN ENROLMENT POLICY 2015-2016

Author: Vicky Matthews- Children Services Manager
Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To consider and adopt the Melton City Council Four Year Old Kindergarten Enrolment Policy.

RECOMMENDATION:

That Council adopt the Melton City Council Four Year Old Kindergarten Enrolment Policy attached at **Appendix 1**.

REPORT

1. Executive Summary

Melton City Council operates a central enrolment service for the placement of children into four year old kindergarten. The operation of the Melton City Council Kindergarten Central Enrolment Service (KCES) is guided by the MAV *'Central registrations for kindergarten placements framework and resource guide'* and the Department of Education and Training (DET) *'The Kindergarten Guide 2014'* (the 'Guide').

The DET Guide is issued annually to provide service providers in Victoria with detailed information about Kindergarten funding, eligibility and operational requirements linked to this funding.

A review of Councils Four Year Old Kindergarten Enrolment Policy is conducted annually to ensure compliance with legislation and statutory regulations and other guidance material.

Attached to this report is the Four Year Old kindergarten Policy for Council's consideration (**Appendix 1**).

2. Background/Issues

Melton City Council is a service provider of the KCES which supports 20 kindergartens and approximately 1700 children. The Melton City Council Four Year Old Kindergarten Policy outlines Councils priorities and process when enrolling a child through the KCES and the policy applies to parents/guardians, Council officers and agencies involved in the placement of children into four year old kindergarten.

In managing access to kindergarten places, the DET Guide 2014 states that service providers must have policies in place that enable children to access a kindergarten program, including those who face barriers to participation. The review of Councils Kindergarten Enrolment Policy endorsed in 2012 against the DET Guide has highlighted a deficiency in its prioritising of access to funded kindergarten places, an operational requirement for service providers.

The Four Year Old Kindergarten Enrolment Policy at **Appendix 1** has been amended to reflect the eligibility criteria and allocation priorities of the DET kindergarten guide 2014, to assist families/guardians, Council officers and service providers when making application for a kindergarten place.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

3. Diverse, Confident and Inclusive Communities: A culturally rich, active, safe and connected City

3.1 Provide an accessible range of services for all including children, young people, families and older adults

4. Financial Considerations

Service providers of kindergarten programs must comply with the operational requirements as outlined in the DET Guide to be eligible for any type of kindergarten funding from the Department. Melton City Council as a service provider of KCES must also comply with the Guidelines.

Failure for Melton City Council to comply with the DET Guide in the provision of a KCES may impact the funding service providers of kindergarten programs.

5. Consultation/Public Submissions

N/A.

6. Risk Analysis

Failure to update the kindergarten enrolment policy will not provide priority access to the most marginalised children in the community in accessing a 4 year old kindergarten place.

7. Options

That Council:

1. Endorse the Four Year Old Kindergarten Enrolment Policy; or
2. Note the report and resolve not to endorse the Four Year Old Kindergarten Enrolment Policy.

LIST OF APPENDICES

1. Four Year Old Kindergarten Enrolment Policy

12. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES

13. COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS**13.1 RECORD OF ASSEMBLY OF COUNCILLORS IN ACCORDANCE WITH SECTION 80A(1) OF THE LOCAL GOVERNMENT ACT 1989**

- 17 February 2015
- 24 February 2015
- 3 March 2015

RECOMMENDATION:

That the Record of Assembly of Councillors attached to this Agenda dated 17 February, 24 February and 3 March 2015 be received and noted.

LIST OF APPENDICES

1. Record of Assembly of Councillors 17 February 2015
2. Record of Assembly of Councillors 24 February 2015
3. Record of Assembly of Councillors 3 March 2015

13.2 PUBLIC ADDRESS BY EACH COUNCILLOR

14. NOTICES OF MOTION**14.1 NOTICE OF MOTION 401 (CR MAJDLIK)****Councillor: Kathy Majdlik**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 10 March 2015

MOTION:

That Officers implement a new Community Achievement Award specifically under the category of 'Melton Disability Award' for all future Australia Day Celebrations. That Officers present to Councillors some options as to what / who may be included in this category to celebrate and recognise the important contributions made by people and / or organisations who are affected by disabilities."

1. Officer's Comments

Officers believe that the implementation of a new Community Achievement Award, specifically under the category of 'Melton Disability Award' for all future Australia Day celebrations could be accommodated. Furthermore, the Melton Disability Action Plan 2013-2017 could also potentially assist with the evaluation of this Award as it supports residents with a disability to engage in civic life.

Guidance on what may constitute appropriate criteria for the award will need to be sought from the Disability Advisory Committee (DAC). Additionally, information from other Councils that offer similar awards may advise this process.

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

18. CONFIDENTIAL BUSINESS

Procedural Motion

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

18.1 Minutes of the Municipal Audit Committee - Confidential Items

This report is confidential in accordance with s89(2)(h) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person.

18.2 City of Melton Arts and Culture Advisory Committee Arts Committee Nominations

This report is confidential in accordance with s89(2)(h) as it relates to any other matter which the Council or special committee considers would prejudice the Council or any person.

18.3 Minutes of the Property Development Advisory Committee

This report is confidential in accordance with s89(2)(d) (e) as it relates to contractual matters; AND proposed developments.

18.4 Expression of Interest - 54 Pinnacle Crescent, Brookfield property

This report is confidential in accordance with s89(2)(d) as it relates to contractual matters.:

Procedural Motion

That the meeting be opened to the public.

19. CLOSE OF BUSINESS