



## MELTON CITY COUNCIL

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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 25 July 2016 at 7.00pm.

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

Kelvin Tori  
CHIEF EXECUTIVE

## Visitors to the Gallery please note:

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

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

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

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

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

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**1. OPENING PRAYER AND RECONCILIATION STATEMENT**

The Chairperson will read the opening prayer and reconciliation statement.

**Prayer**

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

**Reconciliation Statement**

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

**2. APOLOGIES AND LEAVE OF ABSENCE**

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

Request from Cr Bentley for Leave of Absence for the period of Friday 19 August 2016 to Monday 19 September 2016.

**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 27 June 2016 and Special Meeting of Council held on 11 July 2016 be confirmed as a true and correct record.

**7. RECORD OF ASSEMBLY OF COUNCILLORS**

**7.1 RECORD OF ASSEMBLY OF COUNCILLORS IN ACCORDANCE WITH SECTION 80A(1) OF THE LOCAL GOVERNMENT ACT 1989**

- 11 July 2016
- 18 July 2016

**RECOMMENDATION:**

That the Record of Assembly of Councillors dated 11 July and 18 July 2016 attached to this Agenda be received and noted.

**LIST OF APPENDICES**

1. 11 July 2016 Record of Assembly of Councillors
2. 18 July 2016 Record of Assembly of Councillors

**8. CORRESPONDENCE INWARD**

**8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR**

- Hon Lisa Neville MP – Minister for Police – Police Resourcing – City of Melton

**RECOMMENDATION:**

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

**LIST OF APPENDICES**

1. Correspondence Inwards - Police Resourcing - City of Melton - Dated 8 July 2016



**9. PETITIONS AND JOINT LETTERS**

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

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

Nil.

**11. PUBLIC QUESTION TIME**

## 12. PRESENTATION OF STAFF REPORTS

### 12.1 AUTHORISATION OF AFFIXING THE COMMON SEAL OF COUNCIL

**Author: Dominique Roberts - Governance Officer**  
**Presenter: Peter Bean - General Manager Corporate Services**

#### PURPOSE OF REPORT

For Council to adopt the schedule of documents 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 25 July 2016.

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#### 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, executes a document.

The *Local Government Act 1989* (S.5(2) and (3)) 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 must be present and 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.

## 12.2 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

**Author: Tracy Spiteri - Governance Coordinator**  
**Presenter: Peter Bean - General Manager Corporate Services**

### PURPOSE OF REPORT

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

### RECOMMENDATION:

That Council:

1. note the minutes of Advisory Committee meetings at **Appendix 1, 2, and 3**
2. adopt recommendations arising within the minutes.

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### REPORT

#### 1. Executive Summary

In accordance with section 3(1) of the *Local Government Act 1989* (the Act), Council may establish a) Advisory Committees for the purpose of providing advice, or b) Special Committees which are delegated powers, duties or functions of Council. The establishment of an Audit Committee, considered an Advisory Committee of Council, is dealt with under section 139 of the Act.

A Council appointed Advisory Committee meeting where at least one Councillor attends and which considers matters that are intended or likely to be the subject to a decision of Council, is considered an assembly of Councillors. In accordance with section 80A of the Act, a written record of an assembly of Councillors must, as soon as practicable, be reported at an ordinary meeting of the Council. The minutes of the Advisory Committees attached to this report forms the written record of the assembly detailing matters considered and any Councillor conflicts disclosed.

#### 2. Background/Issues

Advisory Committees are established by a resolution of Council. The role of an Advisory Committee, including the limits of power, are clearly defined in the Terms of Reference adopted by Council.

The membership of Committees will vary depending upon its specific role. Committee membership will generally comprise a Councillor/s, council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually at the Statutory Meeting of Council. Councillor representation on current Council Committees and to other organisations for 2016 were adopted by Council at the Ordinary Meeting held 10 November 2015.

Advisory Committees meet regularly during the year and minutes of all meetings are scheduled to be presented at the next Ordinary Meeting of Council.

Advisory Committee Meetings minutes attached to this report for Council acknowledgement and endorsement:

Meeting Date	Advisory Committee	Attached
2 June 2016	Disability Advisory Committee	Appendix 1
16 June 2016	Early Years Partnership Committee	Appendix 2
30 June 2016	Policy Review Panel	Appendix 3

### 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

Advisory Committee are not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council. Operational expenses and administrative actions arising from an Advisory Committee meeting are accommodated within Council's recurrent budgets, unless otherwise requested within the minutes of the meeting and detailed in a recommendation to Council for consideration.

### 5. Consultation/Public Submissions

Advisory Committees are one method of Council consulting and communicating with the community. Such a Committee may be established to provide strategic level input into a broad area of Council operations, such as community safety or arts and culture. An Advisory Committee may also be established for a specific time-limited project, such as a review of a Local Law.

### 6. Risk Analysis

With a mandatory responsibility to report to Council and restricted to making recommendations for Council consideration, risks attached to Advisory Committee actions are substantially mitigated.

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

### 7. Options

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

### LIST OF APPENDICES

1. Disability Advisory Committee Minutes - 2 June 2016
2. Early Years Partnership Committee Minutes - 16 June 2016
3. Policy Review Panel Minutes - 30 June 2016

## 12.3 MUNICIPAL AUDIT COMMITTEE MINUTES - 29 JUNE 2016

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

### PURPOSE OF REPORT

To present to Council the minutes of the Municipal Audit Committee meeting held on Wednesday, 29 June 2016.

### RECOMMENDATION:

That Council:

1. note the minutes of the Municipal Audit Committee meeting held on Wednesday, 29 June 2016
2. adopt the recommendations arising within the minutes.

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### REPORT

#### 1. Executive Summary

The minutes of the Audit Committee meeting held on 29 June 2016, 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 decision 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 bases for independent members of the Committee, with an additional amount paid to the Chairperson.

**5. Consultation/Public Submissions**

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

**6. Risk Analysis**

N/A

**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. Audit Committee Minutes

## 12.4 MULLAGH WILLS FOUNDATION - JOURNEY TO THE "G"

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

### PURPOSE OF REPORT

To present to Council the Mullagh Wills Foundation's Journey to the "G" initiative.

### RECOMMENDATION:

That Council endorse participation of the City of Melton in the Mullagh Wills Foundation's Journey to the "G" initiative on 14 November 2016.

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### REPORT

#### 1. Executive Summary

Council has received an invitation dated 5 April 2015 from Ian Coutts, acting on behalf of the Mullagh Wills Foundation, to participate in the Journey to the "G" initiative.

The Journey to the "G" is an initiative that aims to re-trace the journey of the cricket team from the Western District of Victoria to Melbourne. Melton was one of the towns through which the team travelled in 1866. The Journey to the "G" participants will stop in Melton Township on Monday, 14 November 2016.

The Foundation is inviting Council (refer to **Appendix 1**) to host a formal reception, have the Council sign a message book and provide some associated local activities.

#### 2. Background/Issues

The Mullagh Wills Foundation was established to recognise the tremendous achievements of the Aboriginal Cricket Team in the 1860s and named in honour of Johnny Mullagh, the star of the team, and Tom Wills the original coach of the team. Both Mullagh and Wills played in the team against the Melbourne Cricket Club on Boxing Day in 1866.

The Foundation seeks to celebrate the involvement of communities and recognise the incredible achievements of the Aboriginal Cricket Team 150 years ago, as well as helping to bring communities together. The Foundation motto is 'reconciliation through sport'. This unique story from our history, particularly the involvement of Tom Wills as the original coach of the team, is a powerful example of recognition and reconciliation.

The launch of the Mullagh Wills Foundation Journey to the "G" celebrates the achievements the 1866 Aboriginal Cricket Team which travelled from Western Victoria to the MCG in Melbourne to play against the Melbourne Cricket Club on Boxing Day 1866.

The March 2016 launch was part of the annual Johnny Mullagh Championship weekend in Harrow, Western Victoria, and is the result of over two years planning and research in conjunction with the Melbourne Cricket Club.

In 1868 the Aboriginal Cricket Team became the first Australian cricket team to play in England – the first Australian Test team of cricketers.

Each municipality along the route, commencing with West Wimmera, has been invited to pass a formal motion of reconciliation and support of the Aboriginal Cricket Team and their achievements at a Council Meeting during 2016. Melton Council has an adopted



Reconciliation Policy, and it is proposed that participation in the Journey to the “G” takes place under this policy.

The Message Book will be in each of the municipalities for up to three weeks and during this time schools, local sporting and community groups will be invited to include a message of reconciliation and support in the Message Book. In addition, it is proposed that Council will hold an event in partnership with the Kirrip Aboriginal Corporation, that will bring together members of the local community in celebration of this initiative.

The delivery of the Message Book from Council to Council will be completed by the respective Mayors and Aboriginal community leaders at a number of Councils between March and December 2016, before being presented to the Melbourne Cricket Club on Boxing Day (2016) at the MCG.

Participating Councils include:

- West Wimmera Shire Council
- Southern Grampians Shire Council
- Ararat Rural City
- Corangamite Shire Council
- Pyrenees Shire Council
- Golden Plains Shire Council
- City of Ballarat
- Moorabool Shire Council
- Melton City Council
- Brimbank City Council
- City of Melbourne

The idea for these celebrations and the Foundation came about after Australia Day Ambassadors, Tony Cavanagh and Ian Coutts, participated in Australia Day activities in Harrow in 2012 and 2013. Both were inspired by the Harrow Discovery Centre, featuring the Johnny Mullagh Cricket Museum, and along with the story, wanted to ensure it became better known as an important part of Australia’s history.

The Message Book is a great opportunity for all communities along the journey route to be involved and ensure this story is not only remembered but encourages everyone, in particular sporting organisations, to promote the message of reconciliation.

The launch of ‘Journey to the G’ in March 2016 involved local Aboriginal community leaders and descendants of the 1866 Aboriginal Cricket Team, together with descendants of the pastoralists who taught the Aboriginals to play cricket.

Guests from the Melbourne Cricket Club, Cricket Victoria, Councils and Federal and State Governments joined the Mullagh Wills Foundation Committee, the Harrow First XI 1868 Committee, local community representatives and participants in the Johnny Mullagh Cricket match.

Council recognition and participation is a meaningful way that Council can formally recognise the achievements of the Aboriginal cricket tour of 1866 and subsequent tour of England in 1868. This commemoration also provides Council a means to celebrate our early sporting historical achievements and reinforces the powerful message of reconciliation through sport.

The Message book will be passed to the City of Melton on 14 November 2016, and it is recommended that Council endorse participation in the initiative.

### **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

*3.5 Build an inclusive community that embraces and values cultural diversity and celebrates our collective heritage*

#### **4. Financial Considerations**

Financial considerations can be met through recurrent budget under Council's Reconciliation Policy and Action Plan objectives.

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

Nil.

#### **6. Risk Analysis**

There are no risks identified with supporting the initiative. Failing to support the initiative would mean a beneficial reconciliation opportunity would be missed.

#### **7. Options**

Council has the option to:

1. endorse the recommendation
2. not participate in the initiative.

#### **LIST OF APPENDICES**

1. Mullagh Wills Foundation - 'Journey to the G' project correspondence

## 12.5 METROPOLIS AND JWS HOUSEHOLD SURVEY RESULTS 2016

Author: Michelle Rowe - Social Planning Officer  
Presenter: Maurie Heaney - General Manager Community Services

### PURPOSE OF REPORT

To present to Council the results of the Metropolis and JWS Household Satisfaction Surveys 2016.

### RECOMMENDATION:

That Council note the results of the Metropolis Household Satisfaction Survey 2016 and the JWS Satisfaction Survey 2016.

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## REPORT

### 1. Executive Summary

To present to Council the key findings of the Metropolis and JWS Household Surveys 2016 and to explain the key differences in the results reported between the two survey approaches and subsequent results.

The Metropolis Household Satisfaction Survey 2016 Overview of Results and Report (initiated by Council) are attached as **Appendix 1** and **Appendix 2** for Council's consideration.

The JWS Satisfaction Survey 2016 (initiated by State Government) is attached to this report as **Appendix 3** for reference.

### 2. Background/Issues

#### The JWS Survey

The State Government, through Local Government Victoria, conducts a state-wide Local Government Community Satisfaction Survey on behalf of Victorian Local Government Authorities. Local Government Victoria contracts JWS Research to conduct the survey on behalf of subscribing Councils.

Melton City Council elects to participate in the JWS Survey annually. In 2016 a total of 69 local governments elected to participate in the survey, which provides a broad database of results from which Council can benchmark performance.

#### The Metropolis Household Survey 2016

The Metropolis Household Customer Satisfaction Survey is commissioned by Council, and was first conducted in Melton in 2014. This inaugural survey established a high baseline for community satisfaction within the City of Melton.

Again in 2016, a total of 800 randomly selected households were visited and surveyed throughout April and May 2016. As a Council generated initiative, this survey is separate to the annual Local Government Victoria Satisfaction Survey.

The results include satisfaction ratings on performance and core services, as well as 'community opinion and experiences' in relation to a number of topics. Topics include; preferred communication methods; perceptions of public safety; and satisfaction with Council governance and services. Municipal results are presented, and have been benchmarked against the western region and metropolitan Melbourne averages.

### Survey Methodology

The **JWS survey** is conducted by Computer Assisted Telephone Interviewing (CATI) as a representative random probability survey of residents aged 18 years and above within the City of Melton. This survey involved calling residents between Monday and Friday, and included 400 individuals between 1 February and 30 March 2016.

The **Metropolis** survey is conducted as a door-to-door interview style and involved 800 households across nine precincts between March and April 2016. Trained interviewers conducted the 20 minute face to face surveys during daylight hours on weekends.

The differences in survey methodology is believed to account for any variations in the results reported by the two different surveys.

### Key JWS Findings

Findings are presented as scores out of 100 and are compared to 2015 results. Key findings detailed in the JWS Survey are:

1. **Council's performance** was particularly strong over the last 12 months, with significantly improved index scores on two core performance measures 'Customer Service' and 'Sealed Roads'.
2. The **overall performance** index of 61 is equal to the Interface Councils benchmark score and is two points higher than the State-wide Councils average of 59.
3. Council performance on **advocacy**, at a score of 56, is one point higher than the Interface Council benchmark score of 55, and two points higher than the State-wide score of 53.
4. Scored at 56, **Making community decisions** was consistent with the Interface Councils score and two points ahead of the State-wide score of 54.
5. Performance on **Overall Council Direction** is stable at 56, and is two points above the Interface score of 54 and 5 points above the State-wide score of 51.
6. In 2016 Council performed best on **Customer Service** with an index score of 72. This service area is two points higher than the Interface score of 70, and three points higher than the State-wide score of 69.

### Summary of JWS Survey Results

A summary of the survey results are detailed in the below table (index scores out of 100):

Performance Measures	MCC 2012	MCC 2013	MCC 2014	MCC 2015	MCC 2016	Interface 2016*	State 2016
Overall Performance	64	58	59	63	61	61	59
Community Consultation (Community consultation and engagement)	61	55	55	59	54	55	54
Advocacy (Lobbying on behalf of the community)	58	52	53	58	56	55	53
Making Community Decisions (Decisions made in the interest of the community)	n/a	n/a	57	60	56	56	54
Sealed Local Roads (Condition of sealed local roads)	n/a	n/a	n/a	62	64	60	54
Customer Service	74	67	73	70	72	70	69

Performance Measures	MCC 2012	MCC 2013	MCC 2014	MCC 2015	MCC 2016	Interface 2016*	State 2016
Overall Council Direction	58	54	57	57	56	54	51

\* Participating Interface local governments included Cardinia, Casey, Mornington Peninsula, Whittlesea and Yarra Ranges.

### Summary of the Metropolis Results

With satisfaction scores rated out of 10, the 2015 results established a high benchmark of performance for Council. Again in 2016, the results are very positive. Selected highlights from the Metropolis survey include:

- **Overall satisfaction** with Council's performance increased from 6.84 to 6.92 in 2016. This is above the western region (6.47) and metropolitan Melbourne (6.53) ratings.
- Satisfaction with Council's performance in **community consultation and engagement** was rated at 7.02. This result is notably higher than both the western region (6.70) and metropolitan Melbourne (6.56) averages.
- **Average satisfaction with Council governance** increased from 6.83 to 7.05 in 2016. This is above both the western region (6.79) and metro Melbourne (6.67) results.
- Council's performance at **maintaining the trust and confidence of the local community** increased from 6.70 in 2015 to 6.89 in 2016. This is also significantly higher than both the western region (6.44) and metropolitan Melbourne (6.42) averages.

The top six (6) issues for 2016 reported by the community in the Metropolis survey were identified as:

- Traffic management
- Parks, gardens and open space
- Public transport
- Road maintenance and repairs
- Safety, policing and crime
- Hard rubbish collection

In 2015, the top issues were:

- Council Rates
- Education and Schools
- Health and Medical

### Comparison of Results

Comparing the JWS Survey results to those from the more detailed Metropolis Survey reveals some similarity in their overall themes relating to Council performance.

The main area of difference between the two surveys is that the JWS survey found a decrease in satisfaction with **community consultation and engagement** and **making decisions in the interests of the community**, whereas the Metropolis Survey found increases in satisfaction for both of these measures.

The overall results for Council are pleasing when compared to the performance benchmarks. The results of these surveys will be shared across Council service areas and will support the planning and service delivery for 2016/17.

### **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**

The cost of the survey was budgeted for within Council's annual recurrent budget.

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

The JWS and Metropolis Surveys are a form of community consultation, and represent Council's ongoing commitment to engaging with the community to improve performance and service delivery.

### **6. Risk Analysis**

There are no risks identified in receiving the results of the JWS and Metropolis Surveys.

### **7. Options**

Council has the option to endorse the recommendation of the report.

#### **LIST OF APPENDICES**

1. Metropolis Household Customer Satisfaction Survey 2016 - Overview of Results
2. Metropolis Household Customer Satisfaction Survey Report.
3. JWS Household Survey Results 2016

## 12.6 VICTORIAN GOVERNMENT - AGE-FRIENDLY VICTORIA DECLARATION

Author: Coral Crameri - Manager Community Care and Inclusion  
Presenter: Maurie Heaney - General Manager Community Services

### PURPOSE OF REPORT

To consider the Victorian Government Age-Friendly Victoria Declaration.

### RECOMMENDATION:

That Council:

1. Endorse the Age-Friendly Victoria Declaration, between the Victorian Government and the Municipal Association of Victoria.
2. Approve the signing of the Age-Friendly Victoria Declaration: Statement of Support and Partner Endorsement (**Appendix 1**) by the Chief Executive Officer.

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### REPORT

#### 1. Executive Summary

This report provides information and informs Council of the Victorian Government Age-Friendly Victoria Declaration initiative.

The Age-Friendly Victoria initiatives aim to promote the inclusion of older people and support services, business and community leaders to better plan for the needs of seniors and enhance the quality of life for people as they age.

The Municipal Association of Victoria is inviting Councils to sign the Age-Friendly Declaration Statement of Support and Partner Endorsement.

#### 2. Background/Issues

The report by the Commissioner for Senior Victorians *'Ageing is everyone's business: a report on isolation and loneliness among senior Victorians'* revealed that isolation and loneliness is a significant issue for Victoria's ageing population. The Victorian Government, in response to the findings of the report, has developed a range of age-friendly initiatives to encourage ageing and increase good health, security and community participation for Victorian seniors.

The Victorian Government is to provide \$2.2 million over four years in grants for age-friendly projects led by Councils. The Victorian Government has signed the Age-Friendly Victoria Declaration with the Municipal Association of Victoria (MAV) which will commit the Victorian Government and MAV to planning for and establishing age-friendly communities.

The Age-Friendly Victoria Declaration is a commitment to working together on creating age-friendly communities by:

1. promoting an age-friendly Victoria
2. supporting state and local planning processes
3. providing local government with access to advice, expertise and support
4. empowering seniors' involvement in local age-friendly initiatives
5. encouraging seniors to get involved in areas they see as important

6. addressing issues in the World Health Organisation (WHO) Age Friendly Cities Guide 2008
7. valuing stakeholder engagement and collaboration.

Part of the initiative is to engage all levels of government, businesses and other organizations to support the development of age friendly cities by endorsing the Age-Friendly Victoria Declaration: Statement of Support and Partner Endorsement.

The Victorian Government and MAV are encouraging all local governments to support Age-Friendly Victoria by endorsing and signing the Age-Friendly Victoria: Statement of Support and Partner Endorsement (**Appendix 1**).

Council currently has an Ageing Well Strategy 2004-2016, which was developed as a 'whole of Council' approach to ageing and encompasses a broad community approach to ageing well for older people living in City of Melton.

This Strategy is due to expire this year (2016), and a new strategic document is to be prepared and presented to Council once finalized.

The document is to align with the World Health Organisation (WHO) Age Friendly Cities framework and the Victorian Government age-friendly declaration commitments. To ensure active involvement of older people in the development of a new strategy, consultation will be conducted with the Ageing Well in Melton Network and key community groups.

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

The Melton City Council 2013-2017 Council Plan references:

4. Community Health and Wellbeing: A City of people leading healthy and happy lives
  - 4.1 *Collaborate for an accessible, integrated and aligned health service system*

### **4. Financial Considerations**

There are no financial implications in endorsing and signing of the Age-Friendly Victoria Declaration.

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

Council Officers have undertaken consultation with the Municipal Association of Victoria. The Ageing Well in Melton Network has been briefed on the Age-Friendly Victoria Declaration.

### **6. Risk Analysis**

N/A.

### **7. Options**

Council has the option not to participate in the signing of the Age-Friendly Victoria Declaration.

## **LIST OF APPENDICES**

1. Age-Friendly Victoria Declaration - Statement of Support and Partner Endorsement



## 12.7 NEW SUBURB ESTABLISHMENT - REVISED SUBMISSION

Author: Daniel Hogan - Manager Customer Engagement  
Presenter: Daniel Hogan - Manager Engagement and Advocacy

### PURPOSE OF REPORT

For Council to consider community objections to revised boundaries affecting seven proposed suburbs, part of a broader proposal for the establishment of 11 new suburbs requiring resubmission to the Office of Geographic Names for approval and adoption.

### RECOMMENDATION:

That Council:

1. Receive and consider objections in **Appendix 1** in relation to the redrawn boundaries along the proposed Outer Metropolitan Ringroad.
2. Adopt recommendations arising in relation to the objections received in **Appendix 1**.
3. Approve submission to the Office of Geographic Names for the establishment of 11 new suburbs within municipal boundaries and respective names in accordance with **Appendix 2**.
4. Approve any further action required by the Office of Geographic Names to establish approved suburban boundaries.

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## REPORT

### 1. Executive Summary

Following an extensive process and community engagement program, Council has previously applied to the Office of Geographic Names (OGN) to approve the adjustment of existing suburb boundaries and the establishment of 11 new suburbs within the municipality to respond to extraordinary population growth and development (illustrated as *Figure 1*, **Appendix 2**).

The submission of Council was rejected by the OGN on the basis that the boundaries of seven proposed suburbs were drawn along the course of the proposed Outer Metropolitan Ringroad (OMR), which is yet to be funded by the State Government and was therefore considered at risk of being inappropriately located.

Council's initial decision to draw several boundaries along the proposed OMR was based on the long established understanding that this major arterial is a significant and indelible element of State Government planning, and indeed is relied upon in strategic planning by both the Metropolitan Planning Authority (MPA) and Council, including development of Precinct Structure Plans (PSPs) which are designed to manage population growth and infrastructure delivery.

Consequently, Council has adjusted the boundaries predicated on the OMR to reflect the current land parcels and established roads currently and physically determined, in as close an approximation of the proposed OMR path as appropriate (illustrated as *Figure 2*, **Appendix 2**).

The small number of properties affected by the redrawn boundaries were notified of the change by mail, and allowed an opportunity to object. The two objections received have been considered by Officers and recommendations for Council consideration and decision attached as **Appendix 1**.

Following the decision of Council in responding to objections and assuming the approval of Council, Council will accordingly reapply to the OGN for the adoption of 11 new suburbs (illustrated as *Figure 3* and *Table 1*, **Appendix 2**).

Should the OGN approve any Council submission, new suburbs will be formally established and the Melton City community will be informed of the changes through a broad based communications program.

## 2. Background/Issues

The Guidelines for Geographic Names 2010 state that, "Municipal Councils play an important role in ensuring that localities in all areas of Victoria are properly defined and named. With increases in the Victorian population there are new residential and business areas being developed on a regular basis. Councils should ensure that they regularly review their locality boundaries and assess whether they adequately define the existing situation. If major developments considered to be unique to an area are proposed, for example a set of subdivisions readily distinguishable from the surrounding landscape, municipal councils should consider creating a new locality. The benefits of creating a new locality relate to allowing the area's residents and businesses to use a unique name for addressing purposes."

It is clear that these conditions for action currently exist in Melton City, which will continue to experience significant growth over the next 20 years. Several established or planned Precinct Structure Plans (PSPs) will see significant residential development with Principal Activity Centre's (PACs) and Major Activity Centre's (MACs) to the north and south of Melton township, the Rockbank and Plumpton areas.

### Process

Councils are permitted as a naming authority to submit an application for the formation of new localities (suburbs) to the Department of Transport, Planning & Local Infrastructure under s.5 of the *Geographic Place Names Act 1998*. Council must follow the formally established Guidelines for Geographic Naming as set down by the Office of Geographic Names (OGN).

The formal proposal process is set out in great detail in the guidelines, and the key principles for consideration, inclusion or exclusion of any suburb names are; Language, Public interest, Public safety, Duplication, Directional naming, Assignment, Linking name to place, Commemoration, Commercial interests, Discrimination, and Indigenous recognition.

Particularly important in the process is the appropriate engagement of the local community and key stakeholders to alert them of the proposal, allow time to receive objections, and to inform the eventual boundaries and naming of the newly established suburbs.

### Boundary development

In establishing suburban boundaries, the following factors were taken into account:

- Neighbourhood character should be a defining element for a new locality
- Suburbs should be based on an ultimate population of between 10,000-20,000
- Existing suburbs localities and names should predominantly be retained.
- Logical and obvious boundaries should be adopted where possible
- Each suburb should have an activity centre of some description, either planned or delivered in the neighbourhood, Major or Principal level which may include a train station.
- Consideration will be given to existing communities of interest, historic naming localities and heritage issues.
- Existing suburb boundaries that remain untouched will retain their current name.

Guided by those critical success factors, large scale map overlays of existing suburb boundaries, significant topographical features, cadastral fabric, planned and established Precinct Structure Plans (PSPs) and the Melbourne West Growth corridor were the primary tools used to establish the proposed suburb boundaries.

### **Suburb Naming**

The Suburb Naming Advisory Committee was formed with the express intention to assist in the development of a naming shortlist for Council consideration for wider distribution and community feedback. Membership included

- Wurundjeri Council x 1
- Wathaurong Aboriginal Corporation x 1
- Urban Development Institute of Australia x 1
- Greater Melton Chamber of Commerce Inc. x 1
- Melton Historical Society x 1
- Melton Family History Group x 1
- Community Members x 2
- Melton City Councillors x 4
- Melton City Council Officers

Committee members, applying their expertise and canvassing members and constituents, developed a list of 172 names for deliberation. Names were debated and 35 shortlisted for the consideration of the public through the community engagement campaign, promoting naming options and proposed boundaries. Encouraging the community to vote for their preferred suburb names across a variety of mediums, 16,000 votes were cast.

### **Previous Submission**

At Ordinary Council Meeting 21 October, 2014 Council resolved:

“That Council:

1. note and accept the recommendations contained within the unconfirmed minutes of the Suburb Naming Advisory Committee Meeting of Wednesday, 1 October 2014 with particular reference to the boundary establishment and recommended suburb names:
  - Suburb 1 Harkness
  - Suburb 2 Weir Views
  - Suburb 3 Cobblebank
  - Suburb 4 Strathtulloh
  - Suburb 5 Thornhill Park
  - Suburb 6 Grangefields
  - Suburb 7 Bonnie Brook
  - Suburb 8 Aintree
  - Suburb 9 Fieldstone
  - Suburb 10 Fraser Rise
  - Suburb 11 Deanside
2. Direct Council Officers to take all necessary steps to apply the Office of Geographic Names, Department of Transport, Planning & Local Infrastructure, for the establishment of the additional suburbs as defined.”

Having lodged the application with the OGN accordingly (illustrated as *Figure 1, Appendix 2*), the OGN advised Council September 2015 of rejection of the submission, on the basis that the boundaries of seven proposed suburbs were drawn along the course of the

proposed Outer Metropolitan Ringroad (OMR), which is yet to be funded by the State Government and was therefore considered at risk of being inappropriately located.

Council's initial decision to draw several boundaries along the proposed OMR was based on the long established understanding that this major arterial is a significant and indelible element of State Government planning, and indeed is relied upon in strategic planning by both the Metropolitan Planning Authority (MPA) and Council, including development of Precinct Structure Plans (PSPs) which are designed to manage population growth and infrastructure delivery.

### **Resubmission**

Consequently, Council has adjusted the boundaries predicated on the OMR to reflect the established roads currently and physically determined, in as close an approximation of the proposed OMR path as appropriate for the consideration of Council at this meeting (illustrated as *Figure 2*, **Appendix 2**).

The small number of properties affected by the redrawn boundaries were notified of the change by mail, and allowed an opportunity to object. The two objections received have been considered by Officers and recommendations for Council consideration and decision attached as **Appendix 1**.

Following the decision of Council in responding to objections and assuming the approval of Council, Council will accordingly reapply to the OGN for the adoption of 11 new suburbs (illustrated as *Figure 3* and *Table 1*, **Appendix 2**).

Should the OGN approve any Council submission, new suburbs will be formally established and the Melton City community will be informed of the changes through a broad based communications program.

## **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**

While no financial considerations directly apply to this report, should any Council submission be approved by the OGN, Council will be required to notify properties affected by a change of suburb name. It is also considered appropriate to inform the wider municipal population of the establishment of additional suburbs and boundary changes for retained suburbs.

A communications campaign to do so will include addressed direct mail to affected property owners and occupiers, with social media notification and Council website updates, local newspaper advertising, inserts into rates notices, unaddressed mail and press releases being employed for broader notification. Costs are estimated to be in the region of \$15,000 to \$20,000.

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

As directed by the OGN, 39 properties affected by the redrawn boundaries were notified of the change by mail, and allowed an opportunity to object. The two objections received have been considered by Officers and recommendations for Council consideration and decision attached as **Appendix 1**.

## 6. Risk Analysis

No outstanding risk applies in the adoption of the recommendation as presented, however there is a necessity to ensure that any confirming decision of the OGN is appropriately communicated to affected parties and the broader community. A comprehensive communication campaign will mitigate any risks in regard to Council reputation and image or compromised adoption of the new suburbs amongst the community.

Should motions alternative to the recommendation be moved as per the options outlined, Council must be aware that extensive OGN guidelines and procedures apply to any proposal for suburb changes. There is a significant risk that any application not appropriately observing such guidelines will be rejected.

## 7. Options

As alternatives to the recommendation presented, Council may choose any variation or combination of the following:

1. reject the recommendation of Officers in relation to the objections received and direct and alternative response to submissions
2. reject the recommendation of Officers to resubmit the suburb boundaries and names previously endorsed by Council plus the amendment of boundaries redrawn along the proposed OMP, suggesting alternatives
3. reject the recommendation of Officers and not propose the establishment of additional suburbs within the municipality, accepting the current geographic place arrangements.

## LIST OF APPENDICES

1. Suburb Change Objections
2. Revised OGN Suburb Proposal Submission

**13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES**

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

**14. COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS**

Address from Councillors in relation to matters of civic leadership and community representation, including acknowledgement of community groups and individuals, information arising from internal Committees, advocacy on behalf of constituents and other topics of significance.

**15. NOTICES OF MOTION****15.1 NOTICE OF MOTION 430 (CR MAJDLIK)****Councillor: Kathy Majdlik - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 25 July 2016.

**MOTION:**

That Council again write to the Premier and Minister for Police, with a copy to local Members of State Parliament urging them to respond to community concern by providing a 24 hr "Main Hub" for policing at Caroline Springs, and expanding the level of police resourcing across the municipality.

**1. Officer's Comments**

Officers support the motion to write to the Premier and Minister for Police, with copies provided to local Members of State Parliament seeking increased police resourcing and the provision of a 24 hour accessible "Main Hub" Police Station in Caroline Springs.

This initiative is consistent with Council intent and advocacy relating to community safety within Council's Safer City Plan.

**15.2 NOTICE OF MOTION 431 (CR BENTLEY)****Councillor: Myles Bentley - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 25 July 2016.

**MOTION:**

That council write to Vic Roads seeking a pedestrian overpass over the western freeway at or around Arnold's creek to allow pedestrians to travel safely from Barries Road, Woodgrove Shopping Centre and the surrounding shops and services to the residential area on the southern side of the Western Freeway.

**1. Officer's Comments**

It would be appropriate for Council Officers to write to VicRoads requesting the provision of a pedestrian overpass at this location and for Council Officers to conduct an investigation into the costs and options of connecting this overpass into the existing pedestrian path network on each side of the Western Freeway.



**15.3 NOTICE OF MOTION 432 (CR BENTLEY)****Councillor: Myles Bentley - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 25 July 2016.

**MOTION:**

That in light of the recent traffic collision that saw a person airlifted to hospital in a critical condition, Council write to Vic Roads seeking the immediate installation of a signalised intersection at High Street and Norton Drive with an integrated entrance to the Shopping precinct to the north of the intersection.

**1. Officer's Comments**

It would be appropriate for Council Officers to write to the Minister for Roads raising this issue and requesting the installation of traffic signals.

The signalisation of this intersection has been identified in the Melton Integrated Transport Strategy and Melton Advocacy Priorities documents as one of the top five arterial road intersections to advocate to the State Government. Following the recent collision at this intersection, Council officers again wrote to VicRoads on 8 July 2016 expressing concerns relating to the safety of the current intersection and requesting a meeting with VicRoads to discuss potential solutions.

Council officers are scheduled to meet with the Regional Director of VicRoads on 28 July 2016 and again be raising the signalisation of this intersection as a priority. Council officers have also had a meeting with Don Nardella, MP on 20 July 2016 concerning this intersection and seeking his support to raise this issue with the Minister for Roads.

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

## 19. 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:

- 19.1 Municipal Audit Committee Meeting Minutes 29 June 2016 - Confidential Report**  
This report is confidential in accordance with s89(2)(d) as it relates to contractual matters.
- 19.2 Contract 16/037 - Provision of Event Equipment Hire**  
This report is confidential in accordance with s89(2)(d) as it relates to contractual matters.
- 19.3 Contract 16/038 - Construction of Fraser Street Reserve Upgrade**  
This report is confidential in accordance with s89(2)(d) as it relates to contractual matters.
- 19.4 Annual Performance Review - Chief Executive Officer**  
This report is confidential in accordance with s89(2)(a) as it relates to personnel matters.

**Procedural Motion**

That the meeting be opened to the public.

**20. CLOSE OF BUSINESS**