

MELTON CITY COUNCIL

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

7 March 2016

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

TABLE OF CONTENTS

1.	OPENING PRAYER, AND RECONCILIATION STATEMENT	5
2.	APOLOGIES AND LEAVE OF ABSENCE	5
3.	CHANGE TO THE ORDER OF BUSINESS	5
4.	DEPUTATIONS	5
5.	DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR	5
6.	ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	6
7.	CORRESPONDENCE INWARD	6
8.	PETITIONS AND JOINT LETTERS	6
9.	RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING	6
10.	PUBLIC QUESTION TIME	6
11.	PRESENTATION OF STAFF REPORTS	8
11.1	AUTHORISATION OF AFFIXING THE COMMON SEAL OF COUNCIL	8
	For Council to adopt the schedule of documents requiring the Common Seal of Council.	
11.2	ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES	11
	To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.	
11.3	MUNICIPAL AUDIT COMMITTEE MINUTES - 24 FEBRUARY 2016	24
	To present to Council the minutes of the Municipal Audit Committee meeting held Wednesday, 24 February 2016.	

11.4	DELEGATIONS OF AUTHORITY EXERCISED 1 JULY 2015 TO 31 DECEMBER 2015	56
	To advise Council of the general Delegations of Authority exercised for the period 1 July 2015 to 31 December 2015, and the Building and Planning Delegations exercised for the period 1 July 2015 to 31 December 2015.	
11.5	COUNCIL ANNUAL ACTION PLAN SECOND QUARTER (1 OCTOBER - 31 DECEMBER 2015) PROGRESS REPORT	111
	To provide the second quarter update (1 October - 31 December 2015) on the progressive achievement of the Council's 2015-16 Annual Action Plan.	
11.6	ELECTION PERIOD POLICY	144
	To present the Election Period Policy for the 2016 General Elections prepared in accordance with section 93B of the <i>Local Government Act 1989</i> .	
11.7	COUNCIL SUBMISSION TO THE MANAGING RESIDENTIAL DEVELOPMENT ADVISORY COMMITTEE	159
	To consider the submission to the Managing Residential Development Advisory Committee regarding the implementation and application of the new residential zones in Melbourne.	
11.8	ENVIRONMENTAL ENHANCEMENT PROGRAM (EEP) 2015 COMPLIANCE REPORT	180
	To inform Council of the results of the 2015 Environment Enhancement Program.	
12.	REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES	191
13.	COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS	192
13.1	PUBLIC ADDRESS BY EACH COUNCILLOR	192
13.2	RECORD OF ASSEMBLY OF COUNCILLORS IN ACCORDANCE WITH SECTION 80A(1) OF THE LOCAL GOVERNMENT ACT 1989	193
	<ul style="list-style-type: none">• 4 February 2016• 6 February 2016• 15 February 2016• 22 February 2016• 27 February 2016• 29 February 2016	

14.	NOTICES OF MOTION	200
14.1	NOTICE OF MOTION 415 (CR RAMSEY)	200
14.2	NOTICE OF MOTION 416 (CR RAMSEY)	201
14.3	NOTICE OF MOTION 417 (CR BENTLEY)	202
14.4	NOTICE OF MOTION 418 (CR BENTLEY)	203
14.5	NOTICE OF MOTION 419 (CR TURNER)	204
14.6	NOTICE OF MOTION 420 (CR TURNER)	205
14.7	NOTICE OF MOTION 421 (CR TURNER)	206
15.	COUNCILLOR'S QUESTIONS WITHOUT NOTICE	207
16.	MOTIONS WITHOUT NOTICE	207
17.	URGENT BUSINESS	207
18.	CONFIDENTIAL BUSINESS	208
18.1	MUNICIPAL AUDIT COMMITTEE MEETING MINUTES - 24 FEBRUARY 2016 - CONFIDENTIAL ITEMS	209
	To present to Council the in-camera minutes of the Municipal Audit Committee meeting held Wednesday, 24 February 2016.	
18.2	TAYLORS HILL WEST RECREATION RESERVE PROPOSED USAGE	213
	This report is to seek Council's endorsement on the future use of Taylors Hill West Recreation Reserve.	
18.3	MINUTES OF THE CLUB CAROLINE SPRINGS SUPPLEMENTARY GRANTS ASSESSMENT PANEL MEETING	219
	To present to Council the minutes of The Club Caroline Springs Supplementary Grants Assessment Panel meeting held on Thursday, 28 January 2016.	
18.4	CONTRACT No. 16/028 FOR THE CONSTRUCTION OF THE BRIDGE ROAD REGIONAL PLAY SPACE CONTRACT No. 16/030 FOR THE CONSTRUCTION OF THE MELTON TOWN CENTRE STREETSCAPE REDEVELOPMENT STAGE 2	226
	To seek approval for the Chief Executive Officer to have delegated	

authority to award Contract No. 16/028 for the Construction of the Bridge Road Regional Play Space and Contract No. 16/030 for the Construction of the Melton Town Centre Streetscape Redevelopment - Stage 2.

18.5 EXTENSION OF CONTRACT 11/005 – PROVISION OF STREET AND FOOTPATH SWEEPING 233

To present the findings of the review of Contract 11/005 – Provision of Street and Footpath Sweeping and to consider the extension of this contract for a further two years.

18.6 EXTENSION OF CONTRACT 11/017 – OPERATIONS AND MANAGEMENT OF MELTON RECYCLING FACILITY 273

To present the findings of the review of Contract 11/017 – Operations and Management of Melton Recycling Facility and to consider the extension of this contract for a further two years.

19. CLOSE OF BUSINESS 312

MELTON CITY COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE MELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, 232 HIGH STREET, MELTON ON 7 MARCH 2016 AT 7.00PM

Present: Cr K Majdlik (Mayor)
Cr R Cugliari (Deputy Mayor)
Cr M Bentley
Cr L Carli
Cr N Dunn
Cr K Ramsey
Cr B Turner

Mr K Tori, Chief Executive Officer
Mr P Bean, General Manager Planning and Development
Mr M Heaney, General Manager Community Services
Mr L Shannon, General Manager Corporate Services
Ms LJ Mellan, Manager City Design, Strategy and Environment
Mr D Hogan, Manager Customer Engagement
Ms T Spiteri, Governance Coordinator

1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Mayor, Cr Majdlik read the opening prayer and reconciliation statement.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. CHANGES TO THE ORDER OF BUSINESS

Nil.

4. DEPUTATIONS

Nil.

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

Nil.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on 8 February 2016 be confirmed as a true and correct record.

Crs Ramsey/Carli. That the recommendation be adopted.

CARRIED

7. CORRESPONDENCE INWARD

Nil.

8. PETITIONS AND JOINT LETTERS

A petition was received on Monday, 7 March with approx 1,400 signatures calling for the cancelation of the lease agreement with Vodafone, for the telecommunication infrastructure located at Brookside Recreation Reserve.

Cr Nola Dunn tabled the petition.

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

Nil.

10. PUBLIC QUESTION TIME

Name	Question asked of Council
David O'Connor	Installation of 'Keep Clear' markings at Welcome Rd and Diggers Rest Coimadai Road and the retention of the bus stop between Mullock Road and Glitter Road.
David O'Connor	Implementing objectives from the 'Youth Strategy' and Engaging with the Diggers Rest youth.
Allen Fairweather	Local Law Officers and invasion of home owners privacy.
Allen Fairweather	Allowable size of a shed within a residential zone.
Michelle Mendes	Developing a private cemetery in Arnolds Creek.

Michelle Mendes	Duplication of the Melton railway line.
Seamus Ryan	Councils notification of a permit process to Clubs that occupy the Brookside Recreation Reserve.
Seamus Ryan	Provision of dates of the following notifications, and approved permit for the Vodafone tower.
Michelle Spiteri	Councils proactive approach to monitoring and policing of an increasingly high traffic zone where the road is unsealed.
Michelle Spiteri	Councils measures and processes in implementing monitoring and policing unsealed roads of high traffic use.
Andreas Antoniou	Approval of applications for subdivision within the Green Wedge Zone, and refusal of applications for subdivision within the Urban Growth Zone.
Androulla Touvana	T-intersection at Mt Cottrell Road, Beattys Road and Western Hwy.

11. PRESENTATION OF STAFF REPORTS

Procedural Motion

Crs Cugliari/Ramsey

That the recommendations as printed in items 11.1, 11.2, 11.3 and 11.4 be adopted in block.

CARRIED

11.1 AUTHORISATION OF AFFIXING THE COMMON SEAL OF COUNCIL

Author: Tracy Spiteri- Governance Coordinator

Presenter: Luke Shannon- 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 7 March 2016.

Crs Cugliari/Ramsey. That the recommendation be adopted.

CARRIED

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.

**MELTON CITY COUNCIL – ORDINARY MEETING OF 7 MARCH 2016
SCHEDULE FOR AUTHORISING OF AFFIXING THE COMMON SEAL**

TITLE OF DOCUMENT	OTHER PARTY	AGREEMENT DETAIL	RESPONSIBLE OFFICER
Formal Instrument of Agreement	Asphaltech Pty Ltd	Annual Resurfacing Program 2015/2016	Christine Denyer
Deed of Agreement	Goldfields Run Land Pty Ltd	S173 of the <i>Planning and Environment Act 1987</i>	Bob Baggio

11.2 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Tracy Spiteri- Governance Coordinator
Presenter: Luke Shannon- 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.

Crs Cugliari/Ramsey. That the recommendation be adopted.

CARRIED

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
4 February 2016	Disability Advisory Committee Meeting	Appendix 1
10 February 2016	CALD Advisory Committee Meeting	Appendix 2
16 February 2016	Arts & Culture Advisory Committee Meeting	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 Meeting Minutes - 4 February 2016
2. CALD Advisory Committee Meeting Minutes - 10 February 2016
3. Arts & Culture Advisory Committee Minutes - 16 February 2016



MINUTES

DISABILITY ADVISORY COMMITTEE

held on 4 February 2016 at 12pm in Civic Room 2

Present: M Homann, Mambourin Representative
M Heaney, Coordinator Community Participation and Engagement (MCC)
P Gulen, Community Representative
L Jenner, Community Representative
K Tori, Chief Executive Officer (MCC)
W Penna, Metro Access Officer (MCC)
A Jessel, Community Representative
Cr K Majdlik, Mayor, City of Melton
C Cramer, Manager Community Care and Inclusion (MCC)
M Hutchinson, Coordinator Design and Traffic (MCC)
M Perry, Landscape Architect (MCC)

Chairperson: Cr K Majdlik, Mayor, City of Melton

1. Welcome

Chairperson welcomed all present and introduced guest, Council's Landscape Architect M Perry

2. Apologies

L Chitts, Community Representative

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Motion

That the Committee adopts the minutes of the Disability Advisory Committee meeting held 3 December 2015.

P Gulen/L Jenner

5. Business Arising

Nil

6. General Business



MINUTES

6.1 Regional Play Space

M Perry provided an overview regarding the Atherstone Regional Play Space feedback, provided by the Disability Advisory Committee at its December 2015 meeting. As a result of this feedback, further access and inclusion improvements have been made to the overall play space design including:

- additional seating with arms and back rests
- improved path connections to car parking spaces
- connecting pathways meet the Australian standards and include turning circles for wheelchair access
- provision of vertical fencing to the entire site
- inclusion of two areas for quiet play
- increased wheelchair accessibility including access to water play, water pump and sand play areas
- provision of wheelchair accessible picnic tables.

6.2 Business Excellence Awards

M Heaney confirmed that the Disability Advisory Committee will again sponsor the 2016 Business Excellence Awards. L Jenner and A Jessel, as the nominated representatives of the Committee, will participate on the Awards judging panel.

6.3 Pride of Melton Project

M Hutchinson provided a presentation on the Pride of Melton project which has been designed to revitalise the Melton town centre incorporating the Courthouse/Amphitheatre, McKenzie Street between Palmerston Street and Alexander Street (i.e. Melton Library section), Bakery Square and Wallace Square.

This project will provide much improved pedestrian, parking and bicycle access and create a place for community events and leisure opportunities. Recommendations from the Disability Advisory Committee to further enhance access include:

- removal of footpath curbs where possible
- provision of a minibus parallel parking space
- provision of additional accessible parking spaces to accommodate multi-purpose vehicles.

Action

Disability Advisory Committee members to provide any additional comment to M Hutchinson by 29 February 2016.



MINUTES

6.4 MetroAccess Update

W Penna provided an update on the review of 'A Guide to Disability and Aged Services in the City of Melton'. Further community consultation will be undertaken at the 2016 CARE Melton Expo regarding its usefulness and format

7. Other Business

Updates from Representatives

M Homann congratulated Melton City Council on the recent Australia Day event held at the Willows Historical Park.

L Jenner reported on her interview and subsequent article for the upcoming edition of Council's Moving Ahead newsletter. Lesley indicated she had provided information about the Disability Advisory Committee and hoped she had accurately represented the work and achievements of the Committee.

8. Next Meeting

The next meeting is to be held Thursday 7 April 2016 commencing at 12pm in Civic Room 2.

9. Close of Business

The meeting closed at 1.12pm.



MINUTES

CULTURALLY AND LINGUISTICALLY DIVERSE ADVISORY COMMITTEE

held on 10 February at 6.00pm in Meeting Room 2, Caroline Springs Library

Present: Cr Bob Turner, Councillor, City of Melton
Abbie Lewis, Stepping Up Consortium
Vonivate Tawase, Fijian Community Association Victoria
Ajay Pasupulate, Australian Multicultural Association
Aderajew Asayhe, Semine Gondar Welkai Tsegede Edr
Getish Bekele, Semine Gondar Welkai Tsegede Edr (non-voting)
Elissa Haley, Acting Coordinator Community Capacity, Melton City Council
Essan Dileri, Intercultural Development Officer, Melton City Council
Lillian Campos, Access and Support Outreach Officer, Melton City Council

Chairperson: Cr Bob Turner, Councillor, City of Melton

1. Welcome

Cr Turner welcomed all attendees.

2. Apologies

Andrew Kok, South Sudanese Community
Aida Bailey, Australian Philippines Association
Abraham Jongroor, VICSEG New Futures
Shaji Pope, Utsav Malayalee Samaj
Iyas Harb, Melton Muslim Community

3. Declaration of interests and/or conflict of interests

Nil.

4. Confirmation of minutes of previous meeting

A Lewis clarified that Stepping up Consortium, is a free drug and alcohol referral service for youth, as well as adults, associated with Odyssey House.

Motion

A Lewis/V Tawase

That the committee adopt the minutes of the Culturally and Linguistically Diverse Advisory Committee meeting held 25 November 2015.

5. Business Arising

The following matters are business arising from the previous minutes of the Culturally and Linguistically Diverse Advisory Committee meeting held on 25 November 2015.

6.2.1 of previous minutes. Cultural diversity poster campaign - E Haley proposed ideas/timelines in the lead up to, or during Refugee Week. Committee members agreed for Council officers to investigate this further.



MINUTES

Action

E Dileri to follow up with members over the coming weeks, and seek committee members' ideas on the poster campaign in English and other languages.

6.2.2 of previous minutes. Dinner with Councillors during Cultural Diversity Week – E Haley explained that this was unable to be accommodated during Cultural Diversity Week.

Action

E Haley to email possible dates to committee members.

6.3.1 of previous minutes. Council officers investigated options for guest speakers to present on the issues of transport, family violence, drugs and alcohol, and gambling addiction and reported back to the committee.

Action

Council officers to arrange for representatives from Gamblers Help and Women's Health West to present an overview of the training their organisation offers at the next committee meeting.

6. General Business

6.1 Introduction of Elissa Haley, Acting Coordinator Community Capacity, and Essan Dileri, Intercultural Development Officer

E Haley introduced herself and explained her role as the Acting Coordinator Community Capacity in general and explained her involvement in the CALDAC.

E Dileri introduced himself and spoke about his role as the Intercultural Development Officer and as the key point of contact in relation to CALD matters at Melton City Council. He also spoke broadly about his experience and background in the field.

Cr Turner invited Council's Access and Support Outreach Officer, Lillian Campos to introduce her role in relation to CALDAC.

6.2 Discussion points with Council

Cr Turner asked committee members for their ideas about a key issue in the community and how CALDAC could be involved or assist. Cr Turner added CALDAC is like a bridge between the Council and CALD communities. If there are any issues, members are encouraged to let Council staff know via email, telephone, face to face or in writing.

6.3 Overview of Harmony Day event 2016

E Dileri gave an overview of Harmony Day which will take place on 19 March 2016 from 10.00am to 1.00pm at the Caroline Springs Library. E Dileri mentioned he met with three CALDAC members in January 2016 and flagged the Harmony Day event and sought feedback on how their community would like to participate.

Cr Turner requested committee members to send their feedback about Harmony Day 2016 to E Dileri.

Cr Turner added that he would like to see the current committee's tenure extended or modified so they can be involved in the planning for two more Harmony Day events in 2017 and 2018.



MINUTES

E Haley invited ideas and feedback from committee members regarding planning for Harmony Day 2017 and encouraged them to contact E Dileri with ideas on how to actively participate and help continue to improve the event.

V Tawase will discuss with his community and let E Dileri know if they would like to be involved in the event. He also believes three hours is too short for the event.

Cr Turner explained that in recent years the event had been condensed, but he would like to see it expanded with increased participation from community groups.

A Pasupulate will explore the idea of a cultural performance with his organisation and will report back to E Dileri.

Action

6.3.1 CALDAC members to report back to E Dileri by 12 February 2016, if they are able to participate.

6.3.2 E Dileri to get back to committee members on their proposed program/activity for Harmony Day within one week.

6.3.3 Council officers to propose an amendment to the CALDAC Terms of Reference to ensure that the term of membership of Community Organisation representatives and Local CALD Group representatives extends beyond the planning and implementation cycle of the annual Harmony Day event.

6.4 Refugee Week

E Haley led discussion about Refugee Week, which is celebrated annually from 19 to 25 June. The theme for Refugee Week for 2016 is 'With courage let us all combine', which is taken from the second verse of the national anthem. The theme celebrates the courage of refugees and of people who speak out against persecution and injustice. E Haley encouraged committee members to think about ideas of celebrating Refugee Week in the City of Melton. She flagged with the committee, ideas such as a poster campaign, Refugee Leadership Program or public events.

Cr Turner suggested featuring committee members in Council's Moving Ahead community newsletter.

Action

6.4.1 A Pasupulate to send ideas about Refugee Week celebrations to E Dileri.

6.4.2 Committee members who are interested to appear in Council's Moving Ahead community newsletter to contact E Dileri.

6.5 Melton City Council's Intercultural Plan

E Dileri presented the main points of Council's draft 2016-2019 Intercultural Plan.

Action

E Dileri to report back on the progress of Council's 2016-2019 Intercultural Plan at the next committee meeting.

7. Other Business

A Lewis spoke about the drug and alcohol services that Stepping up Consortium offers. She explained that client numbers are decreasing, compared to last year. Many appointments are



MINUTES

made in the system but the cancellation rate is very high. A Lewis explained that the referral number for Stepping up Consortium drug and alcohol services is 1800 700 514.

8. Next Meeting

The next meeting will be held at 6.30pm on Wednesday 11 May 2016.

The remaining dates for 2016 will be:

- 6.30pm Wednesday 10 August 2016
- 6.30pm Wednesday 9 November 2016

9. Close of Business

The meeting closed at 7:38pm.



MINUTES

ARTS AND CULTURE ADVISORY COMMITTEE MEETING

held on Tuesday 16 February at 6.30-8.00pm at Melton Civic Centre

Present: Cr Turner, Councillor
Douglas Potts, Community Member
Marc Gillett, Community Member
Maureen Mohr, Community Member
Melissa Condello, Community Member
Christine Sita, Acting Arts & Culture Officer

Chairperson: Cr Turner

1. Welcome

Councillor Turner welcomed everyone to the meeting.

2. Apologies

Cr Lara Carli, Councillor
Emanuel Cachia, Community Member

3. Declaration of interests and/or conflict of interests

Nil.

4. Confirmation of minutes of previous meeting

Motion

Douglas P/Maureen M

That the minutes of the previous meeting be adopted as a true and correct record.

CARRIED

5. Business Arising

Point 6.1 of 15 December minutes. Douglas Potts has passed on details regarding a projection company for consideration at CS Gallery. The Arts and Culture Officer will investigate the possibilities.

Point 6.1 of 15 December minutes. Regarding the possibility of CSGallery name change. Dan Hogan provided a response to the Committee on 23 December advising the process that would need to take place for a name change.



MINUTES

Point 6.2 of 15 December minutes. Appointment of Artist in Residence, Stephanie Skinner as per Arts and Culture Advisory committee recommendation.

Point 6.2 of 15 December minutes. Regarding Council Officer approach artist in residence to suggest interviewing and painting of prominent community member. An interview and photo session has been arranged with the artist and the Mayor, Cr Kathy Majdlik. Other prominent community members are also being sourced.

Point 6.3 of 15 December minutes. Regarding restoration and repair work for Martin Hodge public artwork – Cone Light Tower. The following options were considered:

1. De-accession
2. Repair in current location (inc. the installation of a solar panel light)
3. Repair and relocate to circular tiled area.

The cost of repair and light installation has been quoted at \$10,000.

Recommendation 1

Repair the Cone Light Tower public art piece and move it to the circular tiled area.

Point 7.1 of 15 December minutes. Arts Trial brochure has been distributed to the Western BACE.

Point 7.4 of 15 December minutes. Committee meeting dates for 2016 have been scheduled. A calendar of the dates has been distributed to the Committee.

6. General Business

6.1 Guest Presentation: Artist in Residence. Stephanie Skinner

Stephanie Skinner, currently undertaking an Artist in Residence at Raglan cottage presented to the committee the work she is undertaking for the Artist in Residency program.

She is currently sourcing members from the community to paint their portrait. The result will be a body of work exhibited at the CS Gallery in April.

Stephanie will also conduct Clay-mation workshops during the Mar/Apr school holidays for community.

Action

Officers to contact 979FM Community Radio to promote the Clay-mation workshops.

6.2 Progress on Martin Hodge Public Artwork restoration. Christine Sita

Restoration work has commenced, the art piece has been removed by the engineering company and is being repaired.



MINUTES

6.3 Public Arts Policy update. Christine Sita

Feedback for the Public Arts Policy (draft) has been greatly appreciated and recommendations have been taken on board.

Based on the feedback Daniel Hogan is now working on a wider Public Art Policy, with 5 distinct categories to be addressed:

- 1) Curated Public Art collection
- 2) Department generated public art
- 3) Council landscape assets
- 4) Developer generated public art
- 5) Independent community public art

The committee will receive the revised draft once prepared.

6.4 Progress update on CS Gallery. Christine Sita

The new Gallery art walls are now installed.

The internal glass doors are now installed.

Work has commenced on a concrete base for the external artwork.

Refreshed logo design and branding is completed and CS Gallery branding installation will commence in the coming weeks. This will include: CS Gallery signage on the Civic Centre external hexagon glass and branding on the internal and external glass doors.

The launch date will be Tuesday 22 March, from 6.00-8.00pm. The event will include a fully curated exhibition, special guest artist speaker, cocktails and entertainment. Our guest list includes Mayor and Councillors, Federal, State and Local MP's, local and public artists', developers in our municipally, principles and art teachers from our local schools and community groups.

6.5 Wrap up – Public Art Trail Bus tour. Christine Sita

The Arts & Culture Advisory committee bus tour took place on Wednesday 27 January.

We have received great feedback from the Committee members in attendance that it was a very worthwhile day in becoming aware of the communities public artwork pieces.

During the tour the committee had the opportunity to directly ask community their thoughts on the public artwork and hear first hand their interpretation.

The CEO at the Western BACE also advised that he had witnessed people specifically visiting the site with brochure in hand to view the public artwork.

Council officer will arrange another tour later in the year for committee members who were unable to attend, including Mayor and councilors.

6.6 Committee Nominations for 2016. Christine Sita

The following Arts and Culture Advisory Committee members terms will expire from March 31, 2016:

Douglas Potts
Maureen Mohr
Emanuel Cachia



MINUTES

Council greatly thanks them for their time and valuable contribution during their two years term on the committee.

Council is now seeking to fill four Arts and Culture Advisory Committee vacancies. Expressions of Interest are currently being advertised to community through Local newspapers, direct email to community members and social media and will close on February 26, 2016. Committee members who's terms are up are invited to reapply.

Committee members are welcome to pass on the nomination form to members in community who may be interested.

7. Other Business

8. Next Meeting

The next meeting is to be held on Tuesday 10 May commencing at 6.30pm in Civic Room 2, Melton Civic Centre.

9. Close of Business

8.20pm

11.3 MUNICIPAL AUDIT COMMITTEE MINUTES - 24 FEBRUARY 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 Wednesday, 24 February 2016.

RECOMMENDATION:

That Council:

1. note the minutes of the Municipal Audit Committee meeting held Wednesday, 24 February 2016
2. adopt the recommendations arising within the minutes.

Crs Cugliari/Ramsey. That the recommendation be adopted.

CARRIED

REPORT

1. Executive Summary

The minutes of the Audit Committee meeting held on 24 February 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 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 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. Municipal Audit Committee Minutes - 24 February 2016
2. Quarterly Finance Report for period ended 31 December 2015



MINUTES

Audit Committee Meeting No. 107

held on 24 February 2016 at 3.00 pm in Civic Centre

Present: A. Roberts, External Member
S. Naylor, External Member
Cr Carli, Councillor Member
Cr Bentley, Councillor Member

Chairperson: A. Hall, External Member

Attendance: K. Tori, Chief Executive Officer
L. Shannon, General Manager Corporate Services
R. Collyer, Internal Auditor
D. Caligari, Manager Capital Projects
S. Thurairajah, Finance Manager
C. Denyer, Manager Legal Services
L. Hunter, Manager People and Culture (arrived 3.39 pm)
M. Noor, Management Accounting Co-ordinator
C. Santoro, Senior Administration Officer

Welcome

Kel Tori assumed the role of temporary Chairperson and opened the meeting at 3.00 pm.

1. Apologies

L. Tripodi, Internal Auditor

2. CEO to Open Meeting and Call for Nominations of a Chairperson for 2016 Calendar Year

Kel Tori, the Chief Executive Officer, called for nominations for a Chairperson for the 2016 calendar year.

Motion

A. Roberts /S. Naylor

That Alan Hall be appointed Committee Chairperson for the 2016 calendar year.

Carried

3. Declaration of interests and/or conflict of interests

Stan Naylor once again informed the Committee that he is currently working in the Auditor General's Office. No other pecuniary interest, other interest or conflict of interest were declared.



MINUTES

4. Confirmation of minutes of previous meeting

Motion

A. Roberts /S. Naylor

That the minutes of the Audit Committee meeting dated 2 December 2015 be confirmed as a true and correct record.

5. Report Back From Council on Consideration of Previous Meeting Minutes

Cr Carli advised the Committee that Councillors considered and unanimously adopted the recommendations of the previous minutes of the Committee.

6. Business Arising From Previous Minutes

6.1 Long Term Financial Strategy now included in Audit Committee Annual Plan

The Committee noted the Long Term Financial Strategy included within the Audit Committee Annual Plan.

Noted

6.2 Update on Draft Long Term Financial Plan

Kel Tori informed the Committee that the draft Long Term Financial Plan has been received and discussed with the consultant. The final Plan is due within the next couple of weeks with further modifications to take place, after the following assumptions were discussed:

- rate Capping
- revenue of land sales at Atherstone
- growth of land sales within the municipality

Alan Hall enquired whether the Long Term Financial Plan will be available and tabled at the next Audit Committee meeting.

Kel Tori informed the Committee that the Long Term Financial Plan would be available for the next meeting.

Action: Finance Manager

Adam Roberts enquired whether the external audit plan timetable had been received, as it was due to be tabled at the February Audit Committee meeting according to the Audit Committee Annual Plan.

Shan informed the Committee that a meeting with the External Auditors is scheduled for next week, therefore the timetable will be presented at the April Audit Committee meeting.

Adam Roberts suggested the external audit plan timetable be listed and tabled for the April Audit Committee meeting.

Action: Finance Manager



MINUTES

7. Risk Management

- **Past Due Risks in Risk Register Summary**
- **Update on Previous Internal Audit Reports Recommendations**

The Committee raised their concerns on the little or no movement of overdue risks within the risk register reports.

Cheryl Santoro informed the Committee that an Internal Audit Procedure has recently been approved and implemented, which entails individual meetings with relevant staff in relation to their risks, to ensure risks are being actioned. If no action has been taken within the agreed timeframe, escalation to the relevant General Managers will take place. This new Procedure should address the risks being completed within the agreed timeframes.

As there were no further questions raised, the Committee noted the Past Due Risks Summary and Previous Internal Audit Reports recommendations reports.

Noted

8. Audit Committee Annual Work Plan

The Committee suggested the following movements in relation to the Audit Committee Annual Work Plan:

- the Long Term Financial Plan to be moved to April meeting
- the Internal Audit Plan be moved from August to June
- the External Auditor Performance be moved from October to August meeting

As there were no further questions raised, the Committee noted the Audit Committee Annual Plan.

Noted

9. Quarterly Finance Report for Period Ended 31 December 2015

Note - The Finance Report for 2nd Quarter 31 December 2015 is attached. Analysis and comments from consideration by the Audit Committee is detailed in the 'in-camera' minutes.

Recommendation 1:

That Council note the Quarterly Finance Report for Period Ended 31 December 2015.

M Noor & D Caligari departed the meeting at 3.37 pm

10. Quarterly Investment Holding Report ended 31 December 2015

The Committee noted the quarterly investment holding report ended 31 December 2015, but noted the variation on the interest on investments within this report being \$716,670.44 compared to the quarterly finance report of \$719,000.

Noted

L Hunter – Manager People & Culture arrived 3.39 pm



MINUTES

11. Staff Excessive Annual Leave as at 31 December 2015

The Committee observed that high rates of annual leave can be linked to high turnover and enquired whether Council has a high rate of staff turnover.

Kel Tori informed the Committee, compared to other growth Councils, this Council is on the lower end, particularly in relation to senior levels.

The Committee enquired whether Council has the option to payout annual leave.

Kel Tori informed the Committee that this is not possible under the current EBA, however it is about to be renegotiated and may be possible for annual leave however not long service leave.

As there were no further questions raised, the Committee noted the staff excessive annual leave report.

Noted

12. 2nd Quarter Council Annual Action Plan/Performance Status Report

The Committee discussed the following performance results in relation to the first six months:

- No targets, but rather comparatives
- Infant enrolments in the MCH service
- Increased result for Community Health & Wellbeing objective 4.3
- Percentage of registered animals per household

As there were no further questions raised, the Committee noted the 2nd quarter Council annual action plan/performance status report.

Noted

13. Verbal Confirmation by the Internal Auditor that Their Work Has Not Been Obstructed

The Internal Auditor, Robert Collyer, advised the Committee that there were no obstructions to report.

Noted

14. Internal Audit Program Progress Report

Robert Collyer informed the Committee that the Payroll review has now been completed and the Governance and Compliance review is in draft form and has been issued for management comments. Two scopes, Financial Sustainability & Budgeting and Councillor and Management Expenses have been tabled to this meeting for approval.

Discussion took place on the timing of the Financial Sustainability and Budgeting review, with the consensus that an interim report will be presented to the June Audit Committee meeting, identifying any major concerns.

Agreed

Action: Internal Auditors



MINUTES

15. Internal Audit Scope for 'Financial Sustainability and Budgeting' Review

Discussion took place on the strategic and corporate risks and their relevancy within the scope.

Robert Collyer informed the Committee that these risks will be re-examined to ensure the relevant risks within this review are appropriate.

As there were no further questions raised, the Committee approved the audit scope for financial sustainability and budgeting review.

Noted

16. Internal Audit Scope for 'Councillor and Management Expenses' Review

Robert Collyer informed the Committee that the overall objective of the review is to assess whether controls and practices surrounding reimbursement of Councillors and staff expenses are adequate and operating effectively.

Adam Roberts noted a typographical error which Robert Collyer acknowledged.

As there were no further questions raised, the Committee approved the audit scope for Councillor and Management Expenses review.

Noted

17. Internal Audit Review on Payroll

Robert Collyer informed the Committee that overall, the evaluated risk profile in relation to the payroll review was satisfactory, with the recommendations as set out in the report.

Stan Naylor enquired whether a data analysis was conducted in relation to duplicate bank accounts.

Robert Collyer informed the Committee that a data analysis was conducted but nothing was found.

Stan Naylor enquired as to the reporting of staff with excess leave balances.

Robert Collyer informed the Committee that the audit noted the report as to staff excess leave balances that was prepared for this meeting.

As there were no further questions raised, the Committee noted the Internal Auditor's Payroll report.

Recommendation 2:

That the recommendations and management comments in the Payroll report be adopted by Council.

L Hunter departed 4.07 pm

18. Local Government Victoria correspondence in relation to 'Local Government Amendment (Improved Governance) Bill 2015'

Kel Tori informed the Committee the Local Government Amendment Bill 2015 will become law in stages, with some sections already proclaimed and others becoming operative over the coming months. The major reforms are in relation to Councillor conduct and processes in relation to Council elections (in time for 2016 elections). There is also a provision in relation to audit committees which requires Council Audit Committees to have an independent chair with the authority to require the tabling of audit committee reports at council meetings. This is



MINUTES

already the case in Melton. A booklet is available on the Local government Victoria website, with explanations of the new provisions to be proclaimed.

As there were no questions raised, the Committee noted Kel Tori's information on the overview of the Local Government Amendment (improved Governance) Bill 2015.

Noted

19. Report on Published Statements/Reports (if any)

- VAGO Report on 'Access to Public Sector Information' - Published December 2015

Kel Tori informed the Committee that VAGO had published a few reports over the last couple of months, but only this report had any relevance to Local Government.

Christine Denyer informed the Committee that whilst the recommendations related specifically to State Government they could be applied to Local Government. The thrust of the recommendations was greater availability of public documents.

As there was no further discussion, the Committee noted VAGO's report on Access to Public Sector Information.

Noted

20. Other Matters as Determined by the Chief Executive Officer/Committee Chairperson

Note – Matters discussed under this Agenda item were dealt with "in-camera" as it relates to contractual, legal and personnel matters.

21. General Business

As there was no General Business raised, the Chairperson officially closed the meeting.

Next Meeting

The next meeting is to be held on 27 April 2016 commencing at 3.00 pm in Conference Room.

Close of Business

The meeting closed at 4.19 pm.





Finance Report Index

	<i>Page:</i>
<i>Executive Summary</i>	1-2
<i>Operating Statement by Income/Expenditure</i>	3
<i>Operating Statement - Comments</i>	3.1
<i>Operating Statement by Income/Expenditure - 2nd Qtr Forecast</i>	4
<i>Operating Statement 2nd Qtr Forecast- Comments</i>	4.1
<i>Balance Sheet</i>	5
<i>Balance Sheet - Comments</i>	6-7
<i>Cash Flow Statement</i>	8
Analysis of Capital Expenditure	
<i>Analysis of Capital Expenditure Groups</i>	9
<i>Monthly Analysis of Capital Expenditure Groups</i>	10
Other	
<i>Analysis of Overdue Instalment Rate Debtors</i>	11
<i>Summary of Overdue Rate Debt Arrears & Recovery</i>	12
Capital	
<i>Capital Expenditure Analysis - with comments (Capital works Committee)</i>	13

Melton City Council

Monthly Finance Report for the 6 months period ended December 2015.

Executive Summary

Operating Results

This report compares the December 2015 YTD results with the profiled YTD approved budget for the same period.

The underlying surplus for the December YTD period was \$51.4m. This compared with the profiled budgeted result of \$54.8m resulted in an unfavourable variance of \$3.4m.

Detailed analysis of operating revenue and expenditure variances by line items, are outlined on page 2.1 of this report.

Year-end Forecast

2nd quarter review of operating and capital expenditure as at the end of December 2015 has been finalised. As part of this process managers have provided an estimate of the year-end forecast of savings and overruns expected as at 30th June 2016. This is summarized in the table below.

Comparison of 2nd quarter year-end forecast with approved budget is shown on page 4 with the detail variance commentary in page 4.1

2 nd Quarter Year-End Forecast Summary		\$(000's)
Operating		
Forecast favourable variance in Operating Results		\$24,052
Capital		
Approved 2015/16 Capital Budget including Carry Forwards		\$39,877
Add		
Projected unbudgeted Capital Grants receivable by 30 th June		\$9,283
Total		\$49,160
Less		
1. Projected 2 nd Qtr Forecast Capital expenditure spent by 30 th June		\$31,944
2. Carry Forward required to complete Capital works		\$11,128
3. Carry Forward of other unspent capital Grants received in 2015/16		\$4,329
Total		\$15,457
Forecast favourable variance in Capital Expenditure		\$1,759

Capital Expenditure

The Capital expenditure budget for 2015/16 is \$39.9m inclusive of carry forward of unspent capital expenditure from 2014/2015.

The actual capital expenditure for the period was \$14.3m or 35.9% of the annual budget including carry forwards.

A project level analysis of YTD capital expenditure by departments is provided on page 13.

Cash on hand and Investments

Council's total cash position at month end is \$60.2m. This balance includes \$58.6m of general and restricted investments representing carry forward expenditure, employee entitlements, and developer contributions received for future capital works. The amount of cash in hand at end of month of \$1.6m represents the working capital to meet day-to-day expenses as they fall due.

Debtors

Receivables outstanding totalled \$53.1m (net of doubtful debts provisions) of which \$47.6m relates to rates debtors including instalments not due. Rate revenue received in the YTD period amounted to \$49.3m. Sundry debtors (including land sales) and infringement debtors amounted to \$5.6m.

Monthly Management Report 2015/2016 Operating Statement by Income / Expenditure line items for the 6 Months ended 31 December 2015						
2014/2015 YTD Actuals (000's)	Income/Expenditure Type		YTD Actuals (000's)	YTD Approved Budget** (000's)	Variance to YTD Approved Budget (000's)	Full Year Approved Budget** (000's)
	Income					
84,822	Rates & Charges	1	91,362	91,767	(406)	93,517
12,600	Operating Grants	2	9,489	15,289	(5,800)	23,076
4,295	User Fees & Charges	3	4,849	4,169	681	8,192
969	Contributions and Reimbursements	4	344	296	48	722
575	Interest On Investments	5	719	677	41	1,200
1,357	Other Revenue	6	1,688	1,507	180	3,413
104,618	Total Income		108,451	113,706	(5,254)	130,120
	Expenditure					
21,963	Employee Costs	7	22,159	23,024	865	46,946
13,270	Contract Materials	8	13,752	14,309	557	33,623
5,886	Program Expenses	9	6,426	6,514	88	12,899
603	Borrowing Cost	10	656	656	(0)	1,499
1,322	Utilities	11	1,476	1,675	199	3,898
2,369	Maintenance	12	1,926	1,976	50	4,115
11,285	Depreciation	13	11,695	11,695	0	23,727
977	Other Expenses	14	883	1,002	119	2,100
57,675	Total Expenditure		58,977	60,850	1,873	128,807
	Non Operating Income & Expenditure					
960	Proceeds from Sale of Assets	15	1,962	1,998	(36)	3,160
0	Cost of Assets Sold	16	0	0	0	(1,381)
960	Total Gain/(Loss) on Disposals of Assets		1,962	1,998	(36)	1,779
47,903	Underlying Operating Results Surplus/(Deficit)		51,436	54,854	(3,418)	3,092
	Other Cash & Non Cash Contributions					
3,192	Developer Cash Contributions	17	8,325	8,320	5	12,117
1,930	Developer Contributions - Non Monetary Assets	18	6,672	6,660	12	55,512
0	Developer Contributions - DCP InKind	19	(5,989)	(5,987)	(2)	(19,453)
1,417	Capital Grants	20	4,547	1,886	2,661	7,217
6,539	Total Capital Grants & Cash & Non Cash Contr		13,555	10,880	2,676	55,393
54,442	Total Surplus/Deficit for the Year Before Trfs.		64,991	65,733	(742)	58,485
	Reserve Transfers					
3,201	Transfers From Reserves	21	4,510	2,983	1,527	11,759
(4,862)	Transfer to Reserve	22	(13,002)	0	(13,002)	(2,134)
(1,661)	Total Net Transfers - Income/(Exp)		(8,492)	2,983	(11,475)	9,625
52,781	Total Surplus/(Deficit) Net of Transfers		56,499	68,716	(12,217)	68,110

* Negative values in the YTD variance column Indicates an unfavourable Variance.

** Full year approved budget differs from the adopted budget due to the inclusion of advance Income carry forwards

Monthly Management Report - 2015/2016 Operating Statement - Significant Variance Comments 6 Months Ended 31 December 2015				
Income/Expenditure Type	YTD Actual (000's)	YTD Budget (000's)	Variance - Fav/(Unfav) (000's)	2015/16 Approved Budget (000's)
Income				
Rates & Charges	1 91,362	91,767	(406)	93,517
Operating Grants	2 9,489	15,289	(5,800)	23,076
User Fees & Charges	3 4,849	4,169	681	8,192
Contributions & Reimbursements	4 344	296	48	722
Interest On Investments	5 719	677	41	1,200
Other Revenue	6 1,688	1,507	180	3,413
Total Income	108,451	113,706	(5,254)	130,120
Expenditure				
Employee Costs	7 22,159	23,024	865	46,946

Significant Variance Comments- YTD actual compared to profiled YTD approved budget

Income

Rates & Charges
 Unfavourable variance is due to:
 ** Timing variance of due to non compliance of EER works to be processed in Feb 2016 (\$62k).
 ** Lower supplementary rates than predicted in the YTD period due to lower than anticipated growth (\$169k) and
 ** Higher pensioner rebates allowed than budgeted in the Ytd period (timing variance) and others (\$175k)

Operating Grants
 The unfavourable variance relates to the following:
 ** 50 % of the 2015/16 grant allocation from the Grant Commission was received in advance in June 2015 (\$6,29M)
 This is partly offset by:
 ** Additional income received in Families and Children in Family Day Care, Maternal Child Health, Supported Playgroups & Accommodation(\$350k)
 ** unbudgeted program grants of \$140k received to-date. These include:
 Community Activation (\$78k), Road Safety and others(\$62k).

User Fees & Charges
 The favourable variance is attributable to the following:
 ** Increased fee revenue from Compliance department of \$262k, from animal registration and parking fines due to proactive patrols.
 ** Higher than expected subdivision plan checking fees, property information requests and non standard public lighting fees in Engineering Services (\$162K) due to higher land development than planned.
 ** Higher fees income from Family Day care due to higher level of usage than planned (\$107K).
 ** Higher fee income in operations in Transfer station due to higher level of patronage and others (\$150k)

Other Revenue
 Favourable variance due to:
 ** Property hire income higher than budget for the ytd period by \$180k mainly due to new facilities available for venue hire. These include Burnside Heights Children Centre, Pinnacle Crescent, S Henry, Street etc.

Total Income
 Favourable variance in employee cost is the net effect of \$935k favourable in salaries and wages and \$70k unfavourable in payroll oncost. Favourable variance in salaries is attributable to:
 ** Vacant positions unfilled and other budgeted positions not engaged as planned.
 This is in areas such as Community Care and Inclusion where some vacant positions are being reviewed in line with the advent of Aged Care reform and NDIS. (\$191k), Recreation & Youth (\$194k), City Design & Strategy (\$234k), Family Day Care (\$128k), Engineering, Planning and others (\$118k).

Expenditure
 Favourable variance in Oncost expenditure is due unfavourable variance in Work safe Premium for the year due to actual premium amount exceeding budget. This will translate to unfavourable variance at year end.

Monthly Management Report - 2015/2016 Operating Statement - Significant Variance Comments 6 Months Ended 31 December 2015				
Income/Expenditure Type	YTD Actual (000's)	YTD Budget (000's)	Variance - Fav/(Unfav) (000's)	2015/16 Approved Budget (000's)
Contract Materials	8 13,752	14,309	557	33,623
Program Expenses	9 6,426	6,514	88	12,899
Borrowing Cost	10 656	656	(0)	1,499
Utilities	11 1,476	1,675	199	3,998
Maintenance	12 1,926	1,976	50	4,115
Depreciation	13 11,695	11,695	0	23,727
Other Expenses	14 883	1,002	119	2,100
Total Expenditure	58,977	60,850	1,873	128,807
Non Operating Income & Expenditure				
Proceeds from Sale of Assets	15 1,962	1,998	(36)	3,160
Cost of Assets Sold	16 0	0	0	(1,381)
Total Gain/(Loss) on Disposals of Assets	1,962	1,998	(36)	1,779
Underlying Operating Results				
Surplus/(Deficit)	51,436	54,854	(3,418)	3,092
Other Cash & Non Cash Contributions				
Developer Cash Contributions	17 8,325	8,320	5	12,117

Significant Variance Comments- YTD actual compared to profiled YTD approved budget

Favourable variance is due to timing variations in contracts payments due to:
 ** Lower than expected tonnage due to early onset of summer resulting in savings in Kerbside Disposal, Green Processing and decreased transport costs in Transfer Station due to lower tonnage. (\$374k).
 ** Other Timing variances in contracts payments in Compliance in Litter and Public Place Administration, Library Services -Local history book project and Customer Engagement in Website Licence agreements etc (\$180k)

Favourable Variance due to
 **Timing favourable variance in Annual Licence Fees, Corporate subscriptions, Training and other (\$350k)
 **Offset by Unfavourable variance due to:
 **Higher program expense in Community Planning matched by unbudgeted external income for Road Safety Admin and Community Activation (\$60k)
 **Unbudgeted Court House Project approved by Council (\$120k).
 **Refund to Woodgrove for valuation objection upheld by VCAT (\$82k)

Favourable variance is due to :
 ** Fixed phone line costs due to implementation of new telephony system resulting in lower number of lines and reduction in landline costs \$(44k).
 ** Timing favourable variance in Gas (\$66k) and Electricity charges in Public Lighting and other (\$73k) and others.

** Favourable variance is mainly due to:
 ** Timing variance in Public Lighting expenditure in the year-to-date period of \$120k
 ** This is partly offset by unfavourable variance in photocopy maintenance expenditure of \$70k. This will be an unfavourable variance by year-end.

**Favourable variations in fuel usage and other fleet operating costs in Plant Operations in the ytd period- (\$64k).
 **Other variations in contributions and donations payments which are lower than budget for the period - (\$51k).

Monthly Management Report - 2015/2016 Operating Statement - Significant Variance Comments 6 Months Ended 31 December 2015					
Income/Expenditure Type	YTD Actual (000's)	YTD Budget (000's)	Variance - Fav/(Unfav) (000's)	2015/16 Approved Budget (000's)	Significant Variance Comments- YTD actual compared to profiled YTD approved budget
Developer Contributions - Non Monetary Assets	18 6,672	6,660	12	55,512	
Developer Contributions - Non Monetary Assets	19 (5,989)	(5,987)	(2)	(19,453)	
Capital Grants & Contributions	20 4,547	1,886	2,661	7,217	Favourable variance is due to unbudgeted capital grants received to-date. These include ** Streetscapes Improvements - Pride of Melton \$2.2m. ** Arnolds Creek Recreation Reserve \$160k. ** Athertonstone Hubs-6 Multi-Purpose Community Centre and others \$200k. ** Kirip Project \$60k. ** Morton Homestead and others \$41k.
Total Capital Grants & Cash & Non Cash Contributions	13,555	10,880	2,676	55,393	
Total Surplus/(Deficit) for the Year Before Trfs.	64,991	65,733	(742)	58,485	

2nd Quarter Year-End Forecast			
Forecast Operating Statement by Income / Exp			
for the 6 Months ended 31 December 2015			
Income/Expenditure Type	Full Year Approved Budget** (000's)	2nd Quarter Forecast (000's)	2nd Qtr Forecast Variance (000's)
Income			
Rates & Charges	93,517	92,898	(619)
Operating Grants	23,076	25,585	2,509
User Fees & Charges	8,192	8,960	768
Contributions & Reimbursements	722	742	20
Interest On Investments	1,200	1,400	200
Other Revenue	3,413	3,681	268
Total Income	130,120	133,265	3,145
Expenditure			
Employee Costs	46,946	46,678	267
Contract Materials	33,623	33,522	102
Program Expenses	12,899	13,990	(1,091)
Borrowing Cost	1,499	1,499	0
Utilities	3,898	3,829	69
Maintenance	4,115	4,255	(140)
Depreciation	23,727	23,727	0
Other Expenses	2,100	2,202	(102)
Total Expenditure	128,807	129,701	(895)
Non Operating Income & Expenditure			
Proceeds from Sale of Assets	3,160	6,211	3,051
Cost of Assets Sold	(1,381)	(3,614)	(2,233)
Total Gain/(Loss) on Disposals of Assets	1,779	2,597	818
Underlying Operating Results Surplus/(Deficit)	3,092	6,161	3,068
Other Cash & Non Cash Contributions			
Developer Cash Contributions	12,117	15,009	2,893
Developer Contributions - Non Monetary Assets	55,512	61,023	5,511
Developer Contributions - DCP InKind	(19,453)	(13,228)	6,225
Capital Grants & Contributions	7,217	13,573	6,356
Total Capital Grants & Cash & Non Cash Contr	55,393	76,377	20,984
Total Surplus/Deficit for the Year Before Trfs.	58,485	82,538	24,052

Monthly Management Report 2015/2016 Significant Variance Comments December Ytd vs. 2nd Quarter Forecast				
Income/Expenditure Type	2015/16 Approved Budget (000's)	2015/16 2nd Quarter Forecast (000's)	Variance - Fav/(Unfav)	Approved Budget to 2nd Quarter Year-end Forecast Variance Explanations
Income			(000's)	
				Unfavourable variance is attributable to : **Higher than projected EER rebates at the end of the year (\$100k). **Lower supplementary rates forecast for the year due to growth slower than budgeted (\$469k) **Based on current trends pensioner rebates are expected to be higher than budget by (\$50k)
Rates & Charges	93,517	92,898	(619)	
				Favourable variance due to projected grants income already received and receivable by the end of the year by \$2.5m. This includes higher than budgeted grants income in : ** Families and Children in Family Day Care, Maternal Child Health, Supported Playgroups & Accommodation (\$600k) ** Community Planning Programs in Road Safety, The Club Community Benefit and Road Safety - TAC and others (\$288k). ** Community Care - In Ageing Well, Home Based Services (\$90k) Unbudgeted grants for various programs amounting to \$1.53m and these include: **Occasional care, Melbourne Waste and Resource Recovery Group, Community Activation, Indigenous Program and others.
Operating Grants	23,076	25,585	2,509	
User Fees & Charges	8,192	8,960	768	
Contributions & Reimbursements	722	742	20	
Interest On Investments	1,200	1,400	200	Additional funds available for investment due to significant amount of unbudgeted grants receivable by year end and projected lower capital expenditure than budget.

Page 4.2

		3,413	3,681	268	<p>Favourable variance due to: ** Increase property hire income - projected increase in utilisation and new facilities available for hire in Community Care (78k), Community Planning (\$61k), Families & Children and other (\$59k). ** Higher Cemetery Income than budgeted (\$15k). ** Projected increase in Kiosk income in Recreation and Youth facilities based on current trends (\$55k).</p>
Other Revenue		3,413	3,681	268	
Total Income Expenditure		130,120	133,265	3,145	
					<p>Favourable variance is made up of \$68k unfavourable in Salaries & wages and \$335k favourable in payroll oncosts. Net Favourable variance in Salaries is mainly due to: ** Unbudgeted employee costs matched by increase in external grants funding received and receivable for new and existing programs across number of departments. ** Unfavourable variance offset by savings due to number of positions budgeted in 2015/16, which were either not filled or filled later than planned. Projected payroll oncost is favourable by \$335k and is due to actual expenditure on new staff employed during the year are charged directly to individual program area where this amount was budgeted under oncost by 500k.</p>
Employee Costs		46,946	46,678	267	

Page 4.3

<p>Favourable variance is due to variations in contracts payments due to: ** Lower than expected tonnage due to early onset of summer resulting in savings in Kerbside Disposal, Green Processing and decreased transport costs in Transfer Station due to lower tonnage (\$354k). This is partly offset by: ** Projected increase in Information services projects such as Telephony Upgrade, Cloud Infrastructure, NBN Phone Transition and Service Desk Improvements (\$199k) ** Other projected increase in contracts payments in Compliance in Litter and Public Place Administration, Animal registration and Food Act (\$54k)</p>	102	33,522	33,623	
<p>Unfavourable Variance due to **Childcare Benefit payment match by higher income due to higher utilisation of Services(\$275k) **Higher program expense in Community Planning matched by unbudgeted external income for Road Safety Admin and Community Activation (\$180K) ** Higher Professional advisory expenses in City Strategy and others in Reorientation of Visitors Servicing, Transport Strategy, Healthy Promotions project and others (\$434k) **Unbudgeted to Court House Project approved by Council (\$120k). **Refund to Woodgrove for valuation objection upheld by VCAT (\$82k)</p>	(1,091)	13,990	12,899	
	0	1,499	1,499	
<p>Favourable variance is due to : ** Fixed phone line costs due to implementation of new telephony system resulting in lower number of lines and reduction in landline costs. Unfavourable Variance is due to projected increases in: ** Photocopier Maintenance due to higher usage (\$50k) ** Office Accommodation Improvements due to increase in scope of works than Budgeted (\$40k) **Urban Rehabilitation unscheduled works and other (\$50k.)</p>	69	3,829	3,898	
<p>Maintenance</p>	(140)	4,255	4,115	
<p>Depreciation</p>	0	23,727	23,727	

Page 4.4

Other Expenses	2,100	2,202	(102)	Unfavourable variance is due to: ***The Club Community Benefit expenditure matched by additional income (\$100k).
Total Expenditure	128,807	129,701	(895)	
Non Operating Income & Expenditure				
Proceeds from Sale of Assets	3,160	6,211	3,051	2nd quarter Atherstone land sales forecast is based on latest projection by Lendlease based on current and projected sales volumes.
Cost of Assets Sold	(1,381)	(3,614)	(2,233)	**Cost of assets sold has been revised in line with increase in land sales projections in the 2nd Quarter forecast.
Total Gain/(Loss) on Disposals of Assets	1,779	2,597	818	
Underlying Operating Results Surplus/(Deficit)	3,092	6,161	3,068	
Other Cash & Non Cash Contributions				
Developer Cash Contributions	12,117	15,009	2,893	**On current trends cash contributions for Developer Contributions Plans (DCP), Precinct Structure Plan(PSP) and Community Infrastructure Levy (CIL) and projected exceed budget by \$2.9m.
Developer Contributions - Non Monetary Assets	55,512	61,023	5,511	Favourable variance is due to: PSP In-kind offset for Contributed Assets lower than budget by \$5.5m
Developer Contributions - DCP InKind	(19,453)	(13,228)	6,225	Favourable Variance is due to: ** Capitalisation of Roads as constructed/completed by developers as Works in Kind (WIK) -(\$2.9m) ** Capitalisation of Land (e.g.. Active Open Space) as provided by developers as WIK - (\$2.925m) ** Capitalisation of Land Under Roads (e.g.. Land Acquisition for Road Widening) as provided by developers as WIK -(\$404k).

MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.3

Municipal Audit Committee Minutes - 24 February 2016

Appendix 2

Quarterly Finance Report for period ended 31 December 2015

Page - 5

LAST YEAR ACTUALS	BALANCE SHEET	Actuals		THIS YEAR
		Current Year	Last Year	BUDGET
AS AT END Dec-14 \$(000's)		AS AT END Dec-15 \$(000's)	AS AT END Jun-15 \$(000's)	FULL YEAR 2015/2016 \$(000's)
	CURRENT ASSETS			
4,324	CASH ASSETS IN HAND & AT BANK	1,581	8,485	2,000
3,954	INVESTMENT - GENERAL	21,436	1,975	5,500
27,124	INVESTMENT - RESTRICTED & OTHERS	37,205	37,308	31,342
71	INVENTORIES & OTHER FINANCIAL ASSETS	88	89	105
48,408	DEBTORS - RATES & OTHER	53,132	10,132	11,447
142	ASSETS CLASSIFIED AS HELD FOR SALE	543	543	450
0	PREPAYMENTS/OTHER ASSETS	0	2,568	1,250
84,023	TOTAL CURRENT ASSETS	113,985	61,100	52,094
	NON CURRENT ASSETS			
1,290,888	INFRA, PROPERTY PLANT & EQUIPMENT	1,338,082	1,349,642	1,455,125
225	INVENTORIES	118	118	272
6,000	INVESTMENT PROPERTY	6,000	6,000	6,000
1,309	OTHER FINANCIAL ASSETS	1,390	1,390	2,077
4,992	INTANGIBLES	4,665	4,665	4,336
22,876	WORK-IN-PROGRESS	14,348	0	0
1,326,290	TOTAL NON CURRENT ASSETS	1,364,603	1,361,815	1,467,810
1,410,313	TOTAL ASSETS	1,478,588	1,422,915	1,519,904
	CURRENT LIABILITIES			
2,682	PAYABLES	7,458	15,166	11,506
6,570	EMPLOYEE BENEFITS	7,012	7,012	7,097
10,850	INTEREST BEARING LIABILITIES	7,262	7,262	6,861
73	OTHER LIABILITIES	240	3,532	1,837
20,175	TOTAL CURRENT LIABILITIES	21,972	32,972	27,301
	NON CURRENT LIABILITIES			
2,402	EMPLOYEE BENEFITS	2,985	2,900	2,227
12,133	INTEREST BEARING LIABILITIES	19,205	21,218	22,232
5,907	OTHER LIABILITIES	4,164	2,552	3,250
20,442	TOTAL NON CURRENT LIABILITIES	26,354	26,670	27,709
40,617	TOTAL LIABILITIES	48,326	59,642	55,010
1,369,696	NET ASSETS	1,430,262	1,363,274	1,464,895
	EQUITY			
826,948	ACCUMULATED SURPLUS	881,701	831,530	909,022
52,779	OPERATING SURPLUS FOR THE PERIOD	56,499	50,174	68,110
	RESERVES			
454,704	REVALUATION RESERVES	453,194	453,194	454,711
35,265	OTHER RESERVES	38,868	30,376	33,052
1,369,696	TOTAL EQUITY	1,430,262	1,365,274	1,464,895

Balance Sheet - Comments**General:**

The following comments relate to the balance sheet and the cash flow statement on page 5 and 8 respectively.

Current Assets:**Cash & Investments**

Council's cash position (including Investments), as at 31 December 2015 was \$60.2m. This represents an increase of \$12.4m from the \$47.8m cash position as at 1 July 2015. Details of inflow and outflow of funds are detailed in the Cash Flow Statement on page 8.

	\$'000's	\$'000's
Cash at 1 st July 2015		\$47,768
Plus: Net Inflow/(Outflow) from operating activities	\$27,436	
Less Net Inflow/(Outflow) from Investing activities	(\$12,526)	
Less Net Inflow/(Outflow) from financing activities	(\$2,456)	
Net Increase/(decrease) in cash held		\$12,454
Cash and Investments on hand at 31 December 2015		\$60,222

Receivables:

Total receivables outstanding as at 31 December 2015 amounted to \$53.1m, which included rate debtors of \$47.6m. The total outstanding receivables comprised: -

Receivables	31 December 2015 (000's)	30th June 2015 (000's)
Rate Debtors	\$47,567	\$5,489
Infringements & Local Laws Debtors (net of provision for doubtful debts)	\$2,308	\$287
Sundry & other debtors net of provision for doubtful debts	\$3,257	\$4,262
Total Receivables	\$53,132	\$10,132

Non Current Assets:

Infrastructure, Plant & Equipment

The value of Council's property, plant & equipment has decreased by \$11.7m, which is the depreciation charge for the YTD period. Work-in progress shown in the balance sheet includes the total capital expenditure spent in the year-to-date period.

Intangible Asset

The intangible assets of \$4.7m represent non-exclusive licence granted to Melton City Council by Department of Education and the Caroline Springs College for the use of CS College Creekside Campus (\$748k) and the Springside Children's and Childcare facility (\$1,437) built on DOE land and Kororoit Creek Learning Centre of \$2.48m. The balance represents Council's contributions net of amortisations.

Current & Non Current Liabilities:

Payables

Creditors have decreased by \$7.6m from the June 2015 balance, to \$7.5m at balance date. The outstanding payables amount varies from month to month depending upon the status of the accounts payable cycle.

Employee Benefits

Employee benefits represent current and non-current components of annual and long service leave liabilities at balance date. Current component of the liability being the amounts to be settled within the 12 months after the reporting period estimated at \$7m, with the non-current at \$2.9m. Any transfers to and from Employee benefit will occur at year end.

Interest Bearing Liabilities:

Total loan liability as at 30 December 2015 is \$26.5m. Principal repayment for the 2nd quarter amounted to \$2.3m.

Working Capital and Liquidity:

The working capital ratio is used to assess Council's ability to meet current commitments and is derived by dividing current assets by current liabilities. The working capital ratio as at balance date is 1:5.2 (after removing the impact of rate debtors is 1:3)

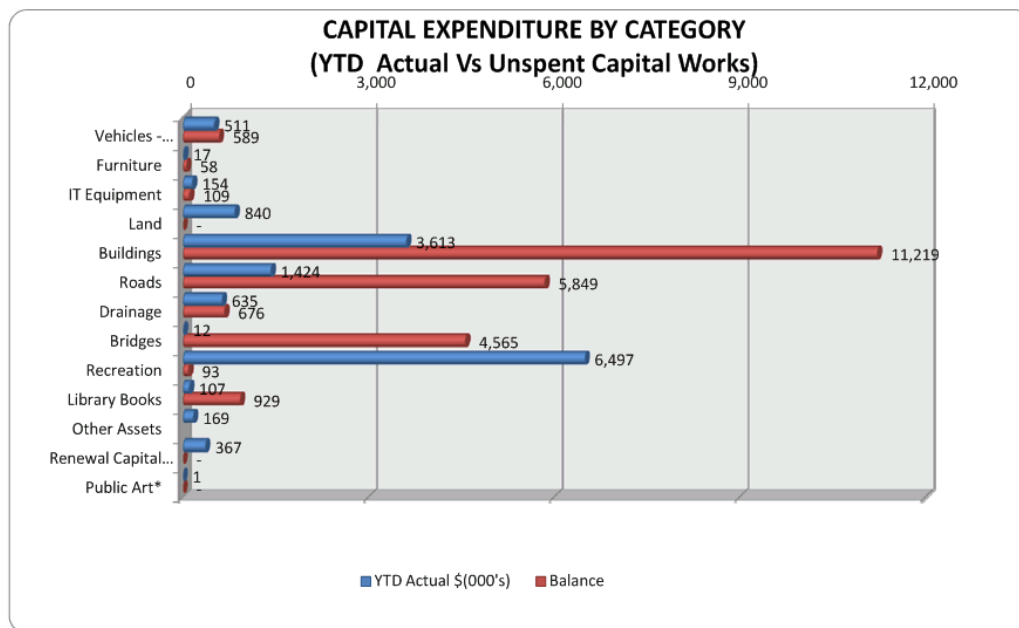
Last Year 2014-15	CASH FLOW STATEMENT	Actuals		This Year
		2015/2016		Budget
YTD Actual Dec-14 \$(000'S)		As at End Dec-15 \$(000's)	FORECAST Dec-15 \$(000's)	2015/2016 Annual Budget \$(000's)
	Cash Flow from Operating Activities			
	<u>RECEIPTS</u>			
45,301	Rate Revenue	49,284	48,000	92,167
17,688	Government Grants and Contributions(Incl Dev Cash Contributions)	24,082	20,427	38,854
6,547	Fees & Charges	4,343	5,525	11,050
495	Interest Received	582	769	1,650
3,511	Other Revenue(incl Movement in trust)	2,359	2,122	2,244
	<u>PAYMENTS</u>			
(33,424)	Payments to Suppliers	(31,140)	(30,017)	(60,033)
(21,959)	Payments to Employees	(22,074)	(23,355)	(46,714)
18,159	NET CASH FROM OPERATING ACTIVITIES	27,436	23,471	39,219
	CASH FLOW FROM INVESTING ACTIVITIES			
(19,715)	Payments for Acquisition of Non-Current Assets	(14,348)	(13,947)	(36,454)
960	Proceeds from Sale of Non-Current Assets	1,822	1,578	3,160
(18,755)	NET CASH FROM INVESTING ACTIVITIES	(12,526)	(12,369)	(33,294)
	CASH FLOW FROM FINANCING ACTIVITIES			
(9,144)	Repayment of Loans	(2,271)	(2,271)	(7,237)
(603)	Borrowing Costs	(185)	(752)	(1,499)
7,500	Proceeds from Borrowings	0	0	7,850
(2,247)	NET CASH FROM FINANCING ACTIVITIES	(2,456)	(3,023)	(886)
(2,843)	NET INCREASE/(DECREASE) IN CASH HELD	12,454	8,079	5,039
	<u>CASH POSITION</u>			
38,245	Cash Balance at Beginning- as at 1st July	47,768	47,768	33,803
35,403	Cash Balance at End of Period	60,222	55,847	38,842

CAPITAL EXPENDITURE BY CATEGORY

2015/2016 FINANCIAL YEAR

CAPITAL EXPENDITURE	YTD Actual \$(000's)	YTD Budget \$(000's)	YTD Variance \$(000's)	Total Budget \$(000's)
Vehicles - Capital Cost	511	550	39	1,100
Furniture	17	37	20	75
IT Equipment	154	150	(4)	263
Land	840	200	(640)	606
Buildings	3,613	3,415	(198)	14,832
Roads	1,424	1,228	(196)	7,273
Drainage	635	737	102	1,311
Bridges	12	10	(2)	820
Recreation	6,497	6,876	380	11,062
Library Books	107	100	(7)	200
Other Assets	169	280	111	1,098
Renewal Capital Expenditure	367	363	(4)	1,237
Public Art*	1	0	(1)	0
TOTAL CAPITAL EXPENDITURE	14,348	13,947	(400)	39,877

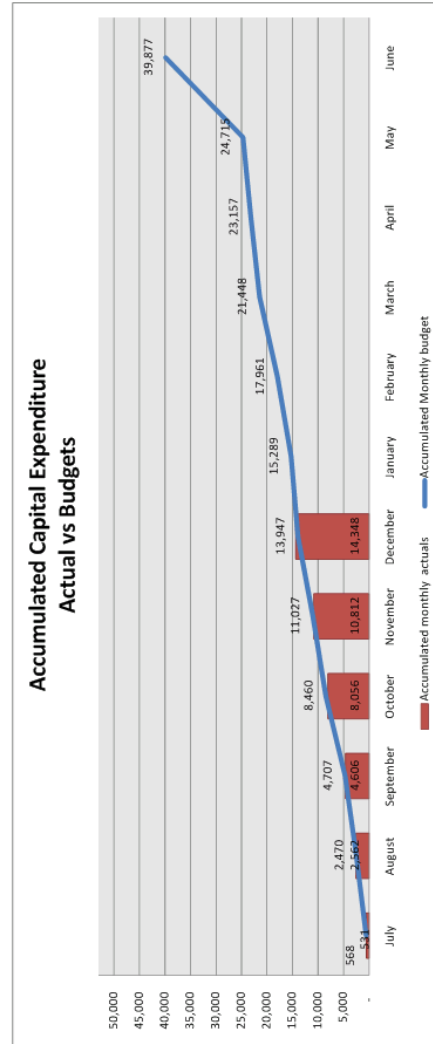
* Public Art Expenditure on Projects are charged to the respective projects. Any additional expenditure will be transferred out of reserves at year end.



MONTHLY ANALYSIS OF CAPITAL EXPENDITURE
2014/2015 FINANCIAL YEAR

CAPITAL EXPENDITURE	Total \$ (000's)	JUL \$ (000's)	AUG \$ (000's)	SEP \$ (000's)	OCT \$ (000's)	NOV \$ (000's)	DEC \$ (000's)	JAN \$ (000's)	FEB \$ (000's)	MAR \$ (000's)	APR \$ (000's)	MAY \$ (000's)	JUN \$ (000's)
Vehicles - Capital Cost	511	135	29	142	58	53	94						
Furniture	17	0	1	2	2	2	0						
IT Equipment	154	35	77	31	9	0	2						
Land	840	0	4	151	0	167	518						
Buildings	3,613	42	602	834	784	820	531						
Roads	1,424	99	259	322	199	169	376						
Drainage	635	103	13	103	2	1	413						
Bridges	12	0	0	0	12	0	0						
Recreation	6,497	103	1,025	362	2,182	1,338	1,487						
Library Books	107	14	13	17	29	21	13						
Other Assets	169	0	5	38	36	61	29						
Renewal Capital Expenditure	368	0	3	41	137	114	73						
Public Art*	1	0	0	1	0	0	0						
TOTAL CAPITAL EXPENDITURE	14,348	531	2,031	2,044	3,450	2,756	3,536	0	0	0	0	0	0

* Public Art Expenditure on Projects are charged to the respective projects. Any additional expenditure will be transferred out of reserves at year end.

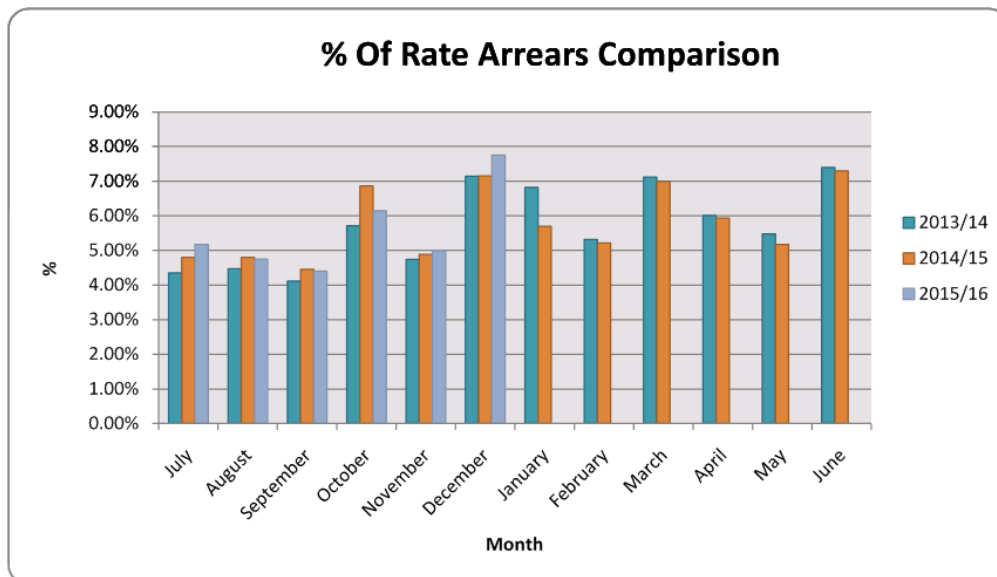


Analysis of Overdue Instalment Rate Debtors - December 2015

(Excluding Fire Service Levy)

<i>Overdue Rate Debtors</i>	<i>No of Properties</i>	<i>Debts Outstanding (\$)</i>
<i>Owings</i>		
<i>Less Than \$1000</i>	5,988	2,477,929
<i>\$1000 to \$1999</i>	922	1,265,193
<i>\$2000 to \$4999</i>	599	1,867,423
<i>\$5000 to \$10,000</i>	173	1,195,388
<i>Greater Than 10,000</i>	49	927,686
Total	7,731	7,733,619

**There are 335 properties in credit . Total credit amounts to \$245,427



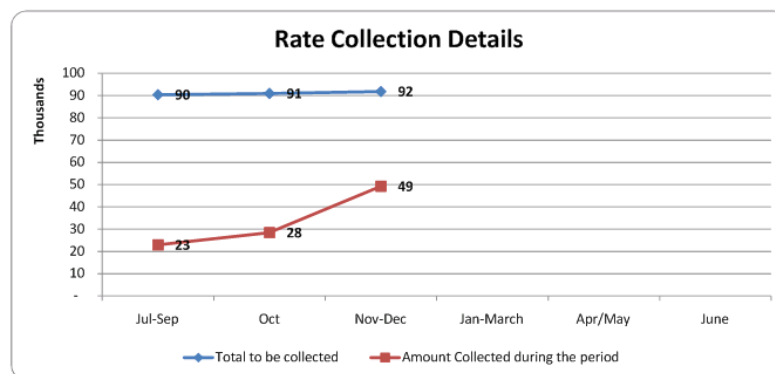
Summary of Overdue Rate Debt Arrears & Recovery Actions - December 2015

SUMMARY OF OVERDUE RATE DEBT ARREARS & RECOVERY AS AT 31 December 2015	NO OF PROPERTIES	RATE DEBTS OUTSTANDING \$'000'S
Summons issued	244	946
Judgements issued	53	176
Summons for Oral Examination	271	1565
Legal Arrangements	50	172
Other action - Demand Letters etc	353	1105
Total Debt Recovery Action In Progress	971	3964
Arrangements in place - Non Legal	1609	1214
Properties with no recovery/arrangements in place	5151	2556
TOTAL	7731	7734

Number of Financial Hardship applications received in March equals to 11

Rate Balances & Collection Details

Rate Collection Details	Jul-Sep	Oct	Nov-Dec	Jan-March	Apr/May	June
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Outstanding Balance as at 1 July 2015	0					
Rates raised in 2015-2016	92,710					
Interest raised to date	65	90	133			
Rebates & Adjustment	(3,651)	326	316			
Supplementary rates raised	1,290	167	396			
Total to be collected	90,414	90,997	91,842			
Amount Collected during the period	22,959	28,429	49,284			
Balance to be collected	67,455	62,568	42,558			



Capital Projects Report for the Month of December 2015

Activity	Council Ward	2014/15 YTD Actuals	2014/15 YTD Budget	2014/15 YTD Variance	2014/15 Total Budget	2015/16 QTR Forecast	2015/16 QTR Forecast Variance	Possible Carry Forward	2014/15 Percent of Budget Spent	Planned Start Date	Planned Completion Date	Progress	Dependencies	Approval	Sign-off	Comments
Grand Total		14,347,620	13,947,275	-400,345	39,877,375	31,944,307	7,933,068	11,128,000								
01605 - Plant Purchases/Replacement	n/a	511,120	550,000	38,880	1,100,000	1,100,000	0			01-Jul-15	30-Jun-16	●				
02305 - Library Collection	n/a	106,539	99,960	-6,579	200,000	200,000	0			01-Jul-15	30-Jun-16	●				
03110 - Minor Traffic Control Works	All Wards	170,258	170,258	0	48,685	244,058	-195,373			01-Jul-15	30-Jun-16	●				
03120 - Shared/Bicycle Paths Construction Program	All Wards	212,251	212,251	0	208,000	212,251	-4,251			01-Jul-15	31-Mar-16	●				
03124 - New Footpaths Construction Program	All Wards	457,791	408,750	-49,041	468,750	584,568	-175,753			01-Jul-15	31-Mar-16	●				
03140 - Footpaths Maintenance/Replacement	All Wards	111,065	118,250	7,185	500,000	500,000	0			01-Jul-15	30-Jun-16	●				
03170 - Annual Resurfacing/Periodic Reseals	All Wards	58,208	58,585	-377	2,400,000	2,915,416	-515,416			01-Jul-15	31-Mar-16	●				
03197 - Bridgeworks - Pedestrian	Coburn	45,162	45,162	0	245,000	233,812	11,188			01-Jul-15	31-Dec-15	●				
03676 - CEEP Street Lighting	All Wards	128,834	245,646	116,812	491,485	491,485	0			01-Jul-15	30-Jun-16	●				
03733 - Land Acquisition-Bridge Road	Coburn	9,682	124,950	115,268	500,000	500,000	450,000			01-Jul-15	30-Jun-16	●				
03906 - PSP-Public Open Space Compensation		680,000	0	-680,000	0	627,315	427,315			01-Jul-15	30-Jun-16	●				
04531 - Aley Road Bridge Construction	Coburn	0	0	0	800,000	800,000	0			01-Jul-15	30-Jun-16	●				
04533 - Aley Road- Toolem Creek to Ferris Road	Coburn	0	0	0	446,944	446,944	0			01-Jul-15	30-Jun-16	●				
04538 - Boundary and Shielar Road Blackspot Funding	Coburn	63,017	4,103	-58,914	0	1,533,558	-1,533,558			01-Jan-16	01-Jul-16	●				
07115 - Tree Planting	All Wards	110,830	99,750	-11,080	200,000	210,000	-10,000			01-Jul-15	30-Jun-16	●				
08612 - Caroline Springs Stormwater Project		0	0	0	0	705,765	-705,765			01-Jan-16	01-Jul-16	●				
08705 - 5 McKenzie St. Redevelopment-Stage 1	Coburn	120,069	0	-120,069	2,292,811	776,491	1,516,320	550,000		01-Jul-15	30-Jun-16	●				
08707 - Burnside Heights Children's Community Centre	Cambridge	2,877,118	2,946,718	69,600	3,308,000	3,308,000	0			01-Jul-15	31-Jan-16	●				
08716 - Sports Facilities & Ground Lighting Maintenance Pr	All Wards	0	53,730	53,730	215,000	185,000	50,000	50,000		01-Jul-15	30-Jun-16	●				
08721 - Athlone Rec Res-Design Athlete/Hockey Facility	Coburn	637,886	636,890	-996	636,890	636,890	0			01-Jul-15	30-Jun-16	●				
08723 - Mims Road Retaining Basin Development	Coburn	624,053	624,053	0	1,775,000	1,090,924	84,076			01-Jul-15	30-Jun-16	●				
08737 - Streetscape Improvements	Coburn	178,977	178,977	0	2,174,000	336,000	1,838,000			01-Jul-15	30-Jun-16	●				
08744 - Aley Road(Y1-Service Reloc & Native Veg Permits)	Coburn	37,868	37,868	0	665,000	665,000	0			01-Jul-15	30-Jun-16	●				
08747 - Mt Cottrell Recreation Reserve - Native Vegetation	Cambridge	43,244	43,244	0	540,000	340,000	200,000			01-Jul-15	30-Jun-16	●				
08748 - Diggers Rest Bowling Club (Stan Payne Res)Upgrade	Coburn	212,517	184,729	-27,788	184,729	221,000	-36,271			01-Jul-15	30-Jun-16	●				
08759 - Melton Council Office Space Development	Coburn	0	0	0	6,620,000	0	6,620,000			01-Jul-15	30-Jun-16	●				
08761 - Melton Civic Centre Redevelopment - Year 1(Design)	Coburn	0	0	0	1,170,000	0	1,170,000			01-Jul-15	30-Jun-16	●				
08763 - Fyvers Hill West PSP-2 Senior Football / Cricket	Cambridge	11,943	500	-11,443	400,000	100,000	300,000			01-Jul-15	30-Jun-16	●				
08785 - Resale Centre Expansion INCL Car Park	Cambridge	7,123	0	-7,123	500,000	500,000	0			01-Jul-15	31-Mar-16	●				
08790 - Passive Reserve Development Program	Cambridge	77,165	50,000	-27,165	382,284	212,300	170,000			01-Jul-15	30-Jun-16	●				
08797 - Melton Rec Reserve, Netball, Tennis	Coburn	437	0	-437	222,300	212,300	10,000			01-Jul-15	30-Jun-16	●				
08798 - Fyans Creek Rehabilitation Project	Coburn	13,950	13,950	0	506,684	595,500	-88,816			01-Jul-15	30-Jun-16	●				
08811 - Toolem Hub 6 - Bridge Road Reserve - Athletics Fa	Coburn	5,104,313	5,999,301	494,988	7,700,000	7,550,000	150,000			01-Jul-15	30-Jun-16	●				
08818 - Mount Cottrell Recreation Reserve - Rehabilitation	Cambridge	700	700	0	200,000	200,000	0			01-Jul-15	30-Jun-16	●				
08826 - Morston Homestead- Taylors Hill YCB	Walls	0	62,475	62,475	250,000	0	250,000			01-Jul-15	30-Jun-16	●				
08846 - Athlone Play Space		0	0	0	0	600,000	-600,000			01-Jan-16	30-Jun-17	●				
Combined Projects With a Budget Below \$200,000	All Wards	1,734,939	1,376,470	-358,468	3,385,808	3,449,806	-63,998									

● currently on schedule or complete
 ● up to 2 months behind schedule
 ● more than 2 months behind schedule

Reports by Exception (projects with variance in red or traffic light red/amber)

- 01605 - Plant Purchases/Replacement**
Plant equipment purchases are slightly behind of the planned schedule.
- 03010 - Minor Traffic Control Works**
Increase in forecast expenditure is partially offset by decrease in forecast expenditure for 3080 Major Traffic Control Works from \$155k to \$25k.
- 03124 - New Footpaths Construction Program**
Works are currently proceeding according to schedule. Contracts payments are ahead of budget profiling. Increased forecast is due to insufficient carry forward from 2014/15 due to delays.
- 03170 - Annual Resurfacing Periodic Reveals**
Increase in forecast is due to an increase in Road to Recovery funding from \$1,200,000 to \$2,199,812. The increase in forecast is more than offset by the additional funding resulting in a reduction in the cost to Council from \$1,200,000 to \$484,396.
- 03197 - Bridgeworks - Pedestrian**
Reduction in 2nd quarter forecast is due to favourable tender prices.
- 03676 - CEEP Street Lighting**
Project is being delivered by Powercor. Contract payments are behind the planned schedule.
- 03733 - Land Acquisition-Bridge Road**
2nd quarter forecast has been reduced as settlement of the land acquisition claim is likely to occur in 2016/17.
- 03908 - PSP-Public Open Space Compensation**
Purchase of public open space from developers which is offset by developer contributions.
- 04538 - Boundary and Sinclair Road Blackspot Funding**
Blackspot funding received after budget approval fully offsetting 2nd quarter forecast expenditure.
- 08612 - Caroline Springs Stormwater Project.**
Melbourne Water funding received after budget approval fully offsetting 2nd quarter forecast expenditure.
- 08705 - 5 McKenzie St. Redevelopment-Stage 1**
Revised budget of \$3,126,491 approved at Council meeting Jan 2016. Project will commence in February with unspent funds carried forward to 2016/17. Council received \$1.8M of unbudgeted grant money towards the project and as a result the cost to Council reduces from \$2,352,811 to \$1,326,491 resulting in a saving of \$1,026,320. This is a saving in 2015/16 and no carry forward is required.
- 08716 - Sports Facilities & Ground Lighting Maintenance Pr**
Project delayed resulting in revised 2nd quarter forecast and possible carry forward to 2016/17.
- 08723 - Mims Road Retarding Basin Development**
Project completed under budget. Contract payments are behind budget profiling.
- 08737 - Streetscape Improvements**
Project will commence in April 2016 and finish in November. 2nd quarter forecast and carry forward reflects profiled expenditure.
- 08748 - Diggers Rest Bowling Club (Stan Payne Res)Upgrade**
Project costs exceeded budget due to adverse ground conditions. 2nd quarter forecast revised to reflect increase costs.
- 08759 - Melton Council Office Space Development**
Project on hold.
- 08761 - Melton Civic Centre Redevelopment - Year 1 (Design)**
Project on hold.
- 08763 - Taylors Hill West PSP-2 Senior Football / Cricket**
Project delayed due to protracted consultation with sporting clubs.
- 08798 - Ryans Creek Rehabilitation Project**
Project forecast has been increased to reflect income to be received from Melbourne Water.
- 08811 - Toolern Hub 6 - Bridge Road Reserve - Athletics Fa**
Project is running ahead of schedule. Contractor payments slightly behind of budget profiling. Small carry forward required to finalise contract.
- 08848 - Atherstone Play Space**
Interface Growth funding received after budget approval fully offsetting 2nd quarter forecast expenditure.

11.4 DELEGATIONS OF AUTHORITY EXERCISED 1 JULY 2015 TO 31 DECEMBER 2015

Author: Dominique Roberts- Governance Officer
Presenter: Luke Shannon- General Manager Corporate Services

PURPOSE OF REPORT

To advise Council of the general Delegations of Authority exercised for the period 1 July 2015 to 31 December 2015, and the Building and Planning Delegations exercised for the period 1 July 2015 to 31 December 2015.

RECOMMENDATION:

That the report be received for information.

Crs Cugliari/Ramsey. That the recommendation be adopted.

CARRIED

REPORT

1. Executive Summary

To ensure the efficient business of Council, under Section 98 of the *Local Government Act 1989*, Council may by Instrument of Delegation delegate authority to a member of its staff. General delegations exercised for the period 1 July 2015 to 31 December 2015 are detailed in **Appendix 1** and Building and Planning delegations exercised for the period 1 July 2015 to 31 December 2015 are detailed in **Appendices 2 and 3**.

2. Background/Issues

Section 98 of the *Local Government Act 1989* sets out that:

A Council may by Instrument of Delegation delegate to a member of its staff any power, duty or function of a Council under this Act or any other Act other than -

1. This power of delegation; and
2. The power to declare a rate or charge; and
3. The power to borrow money; and
4. The power to approve any expenditure not contained in a budget approved by the Council; and
5. Any power, duty or function of the Council under Section 223; and
6. Any prescribed power.

The Chief Executive may also delegate any power to a member of Council staff to exercise any of his duties, powers or functions, except for his power to delegate. Council have previously resolved to periodically receive a report setting out specific delegations that have been enacted by staff.

Attached as **Appendix 1** are the general delegations exercised for the period 1 July 2015 to 31 December 2015 and **Appendices 2 and 3** are the Planning and Building delegations for the period 1 July 2015 to 31 December 2015.

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 regarding this report.

5. Consultation/Public Submissions

There is no requirement for consultation or public submissions in consideration of this item.

6. Risk Analysis

Reporting to Council significant delegations exercised by Officers provides oversight and limits the risk of inappropriate use of delegated authorities.

7. Options

There are no options in consideration of this item.

LIST OF APPENDICES

1. General Delegations - 1 July 2015 to 31 December 2015
2. Planning Delegations - 1 July 2015 to 31 December 2015
3. Building Delegations - 1 July 2015 to 31 December 2015



DELEGATIONS OF AUTHORITY EXERCISED
For the Period 1 July 2015 to 31 December 2015

CEO	Chief Executive Officer
GM	General Manager
CM	Compliance Manager
FM	Finance Manager
CEM	Customer Engagement Manager
LLC	Local Laws Coordinator
EHC	Environmental Health Coordinator
SLLO	Senior Local Laws Officer
LFM	Leisure & Facilities Manager
PC	Procurement Coordinator

LOCAL GOVERNMENT ACT 1989			
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.186(1)	duty to give notice and invite proposals where intend to enter into contract in excess of \$150,000 for contracts in relation to goods and services and \$200,000 for contracts in relation to works	GM, FM, PC	<ol style="list-style-type: none"> 1. Architectural Consultancy Services for Design for Bridge Road Recreation Reserve, Athletics & Hockey Pavilion – 15/002 2. Provision of Loan Facility – 15/004 3. Annual Asphalt Resurfacing Program 2014/15 – 15/007 4. Treeleaf Lane Road Construction – 15/009 5. Provision of Valuation Services – 15/017 6. Construction of Taylors Road Right Turn Lane/Greigs Road Reconstruction – 15/019 7. Minns Road Retarding Basin – Fill Remove Reshaping – 15/024 8. Provision of Internal Audit Services – 15/028 9. Provision of Banking & Bill Payment Services – 15/032 10. Provision of Loan Facility – 15/041 11. Provision of IT Hosted Infrastructure Services – 15/045 Construction of a Community Pavilion at Bridge Road Recreation Reserve – 15/013



DELEGATIONS OF AUTHORITY EXERCISED
For the Period 1 July 2015 to 31 December 2015

LOCAL GOVERNMENT ACT 1989			
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.190	Power to lease land where there is no requirement to give Public Notice under s.223	GM	Nothing for the period
s.224(1)	Power to appoint authorised officer	GM	Two officers authorised (Alan Cocks and Frank Toniato)

DOMESTIC ANIMALS ACT 1994			
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.41A(1)	Power to declare a dog to be a menacing dog	CM, LLC, SLLO	One dog declared
s.41A(3)	Power to revoke a declaration made under s.41A(1)	CM, LLC, SLLO	Nil
s.34(1)	Power to declare a dog dangerous	CM, LLC	Nil

PUBLIC HEALTH AND WELLBEING ACT 2008 (effective 1 Jan 2010)			
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s29(1)	duty to appoint environmental health officer	CEO	Nil



DELEGATIONS OF AUTHORITY EXERCISED
For the Period 1 July 2015 to 31 December 2015

LAND ACT 1958			
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.349	Power to agree to closure of road on land vested in the Crown	CEM	Nil
SPORT AND RECREATION ACT 1972			
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.14(3)	Function of receiving funds for works for provision of sport and recreation	GM, LFM, LSC	Nil
CEO DELEGATIONS			
THING DELEGATED	DELEGATE	COMMENTS	
DIRECT DELEGATIONS FROM COUNCIL			
THING DELEGATED	DELEGATE	COMMENTS	

Planning Decisions from 01/07/2015 – 31/12/2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/5040	14/12/2015	DCM Process Control Pty Ltd ATF & Martin Kurvink	13/39 Eucumbene Drive, Ravenhall	Buildings and works associated with an existing warehouse by constructing a mezzanine level for storage	A 23/12/2015
PA2015/5039	14/12/2015	Custovic Design	18 Creekbank Place, Caroline Springs	Development of the land with a double-storey dwelling to be constructed at the rear of an dwelling on the land	W 16/12/2015
PA2015/5033	4/12/2015	Henley Properties Group Victoria	2/24 Galli Court, Hillside	Use and development of the land for the purpose of a double-storey dwelling on land affected by a Melbourne Airport Environs Overlay control (Schedule 2)	A 23/12/2015
PA2015/5028	2/12/2015	Urbis Pty Ltd	1992-2106 Western Highway, Rockbank	Two (2) lot subdivision	A 22/12/2015
PA2015/5027	2/12/2015	Urbis Pty Ltd	1992-2106 Western Highway, Rockbank	Two (2) lot subdivision	A 22/12/2015
PA2015/5026	2/12/2015	Urbis Pty Ltd	1992-2106 Western Highway, Rockbank	Two (2) lot subdivision	A 22/12/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to
31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31
December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/5015	25/11/2015	New Age Homes Aust Pty Ltd	15 Richie Circuit, Hillside	Development of the land with a single-storey dwelling on a lot of less than 300 square metres	A 23/12/2015
PA2015/5014	23/11/2015	Crystal Building Designs	8/234 Caroline Springs Boulevard, Caroline Springs	Use of an existing building for the purpose of an office	A 11/12/2015
PA2015/5012	20/11/2015	Tonlan Pty Ltd	49-69 Royal Crescent, Hillside	Liquor Licence associated with an existing supermarket	A 7/12/2015
PA2015/5007	13/11/2015	SMC Land Surveyors	4 Patron Place, Kurunjang	Three lot subdivision	A 30/12/2015
PA2015/5006	12/11/2015	Davrose Homes	15 Cobble Street, Melton South	Single dwelling on a lot less than 300sqm	A 30/11/2015
PA2015/5004	12/11/2015	Bright Homes Constructions	10 Bickley Street, Melton West	Single dwelling on a lot less than 300sqm	A 7/12/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

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PA2015/5003	10/11/2015	T Cooper & Associates	10 Jardine Drive, Plumpton	Two lot subdivision	A 17/11/2015
PA2015/5002	10/11/2015	T Cooper & Associates	8 Jardine Drive, Plumpton	Two lot subdivision	A 17/11/2015
PA2015/5001	10/11/2015	T Cooper & Associates	1 Lockwood Court, Plumpton	Two lot subdivision	A 17/11/2015
PA2015/4998	10/11/2015	Ultimate Design & Drafting Pty Ltd	10 Aria Boulevard, Plumpton	Development of land with two double-storey dwellings	A 14/12/2015
PA2015/4997	10/11/2015	Ultimate Design & Drafting Pty Ltd	6 Aria Boulevard, Plumpton	Development of the land with three double-storey dwellings	A 14/12/2015
PA2015/4991	5/11/2015	Moonland Group	2 Sylvia Close, Hillside	Three lot subdivision	A 23/12/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4988	2/11/2015	I Mizzi	564-578 Troups Road South, Mount Cottrell	Use and development of the land with an outbuilding associated with an existing dwelling	A 14/12/2015
PA2015/4987	30/10/2015	Draft Comps Services	179A Minns Road, Kurunjang	Development of the land with a single dwelling and garage	PN 16/12/2015
PA2015/4985	30/10/2015	Vicroads	183-225 High Street, Melton	Removal of native vegetation associated with bridge strengthening works over the Toolern Creek on High Street, Melton	A 14/12/2015
PA2015/4984	29/10/2015	All General Surveying Pty Ltd	13 Independent Way, Ravenhall	Six lot subdivision	A 2/12/2015
PA2015/4980	28/10/2015	Spire Australia Pty Ltd	2511-2571 Western Highway, Rockbank	Ghost Application - relates to an application for subdivision lodged prior to approval of a PSP but after receipt of the Panel Report. In this case, the application was lodged prematurely and therefore required to be withdrawn	W 11/11/2015
PA2015/4979	26/10/2015	B & G Sheds Pty Ltd	450 Taylors Road, Taylors Hill	Buildings and works associated with an existing education centre by constructing a storage shed	A 1/12/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4977	21/10/2015	Ccd Drafting Pty Ltd	31-33 Rebecca Drive, Ravenhall	Use and development of the land for the purpose of three warehouses with associated offices, car parking and landscaping	A 10/12/2015
PA2015/4973	19/10/2015	Melton City Council	1 Holland Drive, Melton	Removal of native vegetation as part of the Ryans Creek rehabilitation project	A 21/12/2015
PA2015/4970	16/10/2015	Lend Lease Communities (Aus) Ltd	290 Bridge Road, Melton South	Use and development of the land for the purpose of 12 display homes, erection of advertising signage, reduction in carparking requirements and provision of car parking on another site	A 26/11/2015
PA2015/4969	15/10/2015	Cool Pools of Melbourne Pty Ltd	1229-1279 Gisborne-Melton Road, Toolern Vale	Buildings and works involving the construction of a swimming pool on land affected by a Heritage Overlay control	A 29/10/2015
PA2015/4968	15/10/2015	Melton City Council	33-41 Ferris Road, Melton South	Building and works - extension of an existing recycling facility	A 18/12/2015
PA2015/4967	14/10/2015	Mr A V Robinson	572-618 Blackhill Road, Toolern Vale	Use and development of the land for the purpose of a dwelling	A 15/12/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4964	12/10/2015	Nobelius Land Surveyors	1 Eaton Street, Melton South	Two lot subdivision	W 16/10/2015
PA2015/4961	8/10/2015	N Marinaccio	24 Ravenhall Way, Ravenhall	Development of the land with three warehouses with associated offices and landscaping, a reduction in standard car parking requirements and a two lot boundary re-alignment	A 2/12/2015
PA2015/4960	8/10/2015	Jr Edwards Land Surveyor & Town Planner	2 Lane Place, Hillside	Three lot subdivision	A 2/12/2015
PA2015/4969	8/10/2015	Digital Land Surveys	15 Maree Court, Kurunjang	Three lot subdivision	A 2/12/2015
PA2015/4968	7/10/2015	Nobelius Land Surveyors	17 Efficient Drive, Truganina	Three lot subdivision	A 2/12/2015
PA2015/4957	7/10/2015	Mr R Vaithiyathan	139 Gray Court, Rockbank	Construction of a water tank	PN 6/11/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4955	5/10/2015	Urbis Pty Ltd	25 Woodlea Boulevard, Rockbank	Use of land for a sales and information centre, shop, food and drink premises, medical centre erection of signage, provision of car parking off-site and waiver of bicycle parking requirements	A 5/11/2015
PA2015/4953	1/10/2015	Tract Consultants Pty Ltd	25 Teatree Street, Diggers Rest	Two lot Subdivision	A 8/12/2015
PA2015/4950	30/09/2015	Mr O Abdulliah	25 Commercial Road, Caroline Springs	Liquor licence and business identification signs associated with a restaurant	A 18/12/2015
PA2015/4949	28/09/2015	Mr I Lawrey	28-30 Reserve Road, Melton	Building and works involving the installation of a War memorial	A 9/11/2015
PA2015/4948	25/09/2015	J Singh	10 Fairview Court, Hillside	Building and works involving an extension to an existing dwelling in a Melbourne Airport Environs Overlay.	PN 13/10/2015
PA2015/4945	21/09/2015	Adex Design	75-125 Ryans Lane, Toolern Vale	Use and development of the land for a Store (Colourbond Farm Shed)	A 13/10/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to
31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31
December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4943	18/09/2015	Mr N Cullia	44 Orbis Drive, Ravenhall	Development of the land for the purposes of two warehouses with associated offices, car parking and landscaping and a reduction in car parking requirements	A 10/11/2015
PA2015/4942	17/09/2015	Kirpatrick & Webber Pty Ltd	1 Independent Way, Ravenhall	14 Lot subdivision	A 29/10/2015
PA2015/4941	16/09/2015	AFL Goldfields	20 Long Tree Drive, Melton West	Erection and display of a business identification sign	A 15/10/2015
PA2015/4940	17/09/2015	Rasar Consulting Pty Ltd	131 Brooklyn Court, Brookfield	Two lot subdivision	A 24/11/2015
PA2015/4939	15/09/2015	Ccd Drafting Pty Ltd	13 Katherine Drive, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping	A 27/10/2015
PA2015/4938	14/09/2015	ARG Planning Pty Ltd	84 Albert Drive, Melton South	Variation of restrictive covenant in instrument of transfer AL7882ZF of Certificate of Title Volume 11556 Folio 570 in respect of Clause 1(iii) by the inclusion of the words 'Other than Lot A on PS 643207Q' before the word 'for'	A 2/12/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4937	11/09/2015	ProUrban Planning & Project Management	1099 Western Highway, Ravenhall	Use of an existing building for the purpose of an indoor play centre with associated business identification signs	A 19/11/2015
PA2015/4936	10/09/2015	Fairhaven Homes Pty Ltd	7 Oxford Drive, Hillside	Use and development of the land for the purpose of a dwelling on a lot affected by the Melbourne Airport Environs Overlay (Schedule 2)	A 15/10/2015
PA2015/4935	10/09/2015	JCA Land Consultants	23 Brookfield Avenue, Brookfield	Two lot subdivision	A 1/10/2015
PA2015/4933	8/09/2015	M F Ali	10 City Vista Court, Plumpton	Two lot subdivision	A 17/09/2015
PA2015/4930	7/09/2015	Time Architects Pty Ltd	75 Claret Ash Boulevard, Melton West	Use and development of the land for the purpose of a medical centre with associated car parking and landscaping	A 31/12/2015
PA2015/4929	4/09/2015	Mr J Edwards	402-434 Leakes Road, Plumpton	Two lot subdivision	A 15/12/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4928	2/09/2015	T L Fisher	81 Jade Way, Hillside	Buildings and works by constructing a pergola associated with an existing dwelling on a lot of less than 300 square metres	A 25/09/2015
PA2015/4927	3/09/2015	Farren Group Pty Ltd	15 The Welkin Trail, Kurunjang	Two lot subdivision and associated vegetation removal	A 2/12/2015
PA2015/4926	1/09/2015	Ultimate Design & Drafting Pty Ltd	1099 Western Highway, Ravenhall	Building and works associated with an existing factory by constructing a canopy extension	A 24/09/2015
PA2015/4924	31/08/2015	S Trenevski	56-66 Sheahan Road, Rockbank	Construction of a double-storey dwelling	A 17/11/2015
PA2015/4922	31/08/2015	Walsh Mobbs Land Surveyors	2 Candlebark Place, Melton West	Three lot subdivision	A 29/10/2015
PA2015/4921	31/08/2015	Adept Surveys	27 Westwood Drive, Ravenhall	Two lot subdivision	A 4/09/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4920	31/08/2015	Steve Palmer Surveys	10 Geehi Way, Ravenhall	Two lot subdivision	A 30/09/2015
PA2015/4919	28/08/2015	Viney & Tomkinson	1612-1746 Calder Highway, Diggers Rest	Use of land for a dwelling and shed and goat breeding, and creation of access to a road in a Road Zone (Category One) on land affected by a Melbourne Airport Environs Overlay control (Schedule 2) and a Public Acquisition Overlay (Schedule 3)	REFU 16/09/2015
PA2015/4918	28/08/2015	Viney & Tomkinson	1572-1610 Calder Highway, Diggers Rest	Use of land for a dwelling and shed and horse breeding, and creation of access to a road in a Road Zone (Category One) on land affected by a Melbourne Airport Environs Overlay (Schedule 2) and a Public Acquisition Overlay (Schedule 3)	REFU 16/09/2015
PA2015/4917	3/12/2015	AON Investments	16 Brooklyn Road, Melton South	Buildings and works associated with the redevelopment of the Melton South Shopping Centre and an associated reduction in standard car parking requirements	A 3/12/2015
PA2015/4917	28/08/2015	Insight Planning Consultants Pty Ltd	16 Brooklyn Road, Melton South	Buildings and works associated with the redevelopment of the Melton South Shopping Centre and an associated reduction in standard car parking requirements	A 1/12/2015
PA2015/4916	28/08/2015	BN Design	26 Billungah Place, Burnside	Development of the land with two single-storey dwellings	A 2/12/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

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PA2015/4915	27/08/2015	Melton City Council	1520-1570 Mount Cottrell Road, Mount Cottrell	Roadworks on land affected by a Heritage Overlay	PN 9/09/2015
PA2015/4914	6/11/2015	West Springs Pty Ltd	1042 Western Highway, Caroline Springs	Amended permit for a liquor licence associated with a proposed restaurant to increase the maximum number of patrons permitted from 100 to 140	A 17/11/2015
PA2015/4914	27/08/2015	West Springs Pty Ltd	1042 Western Highway, Caroline Springs	Liquor Licence associated with a proposed restaurant	A 12/10/2015
PA2015/4912	26/08/2015	B R Tabor	51 Callista Circuit, Taylors Hill	Buildings and works involving the construction of a verandah and deck associated with an existing dwelling on a lot of less than 300 square metres	A 30/09/2015
PA2015/4911	24/08/2015	MS Designer Living	102 Allenby Road, Hillside	Development of the land with a double-storey dwelling on a lot of less than 300 square metres	A 30/09/2015
PA2015/4910	24/08/2015	MS Designer Living	100 Allenby Road, Hillside	Development of the land with a double-storey dwelling on a lot of less than 300 square metres	A 30/09/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

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PA2015/4909	24/08/2015	Devcon Planning Services Pty Ltd	25 Business park Drive, Ravenhall	Erection and display of three business identification signs	A 9/09/2015
PA2015/4908	21/08/2015	Z Stojanoski	158 Westwood Drive, Burnside	Development of the land with a double-storey dwelling at the rear of an existing dwelling	A 15/10/2015
PA2015/4904	18/08/2015	Map Land Surveyors Pty Ltd	8 Haywood Grove, Melton West	Three lot subdivision	A 18/09/2015
PA2015/4903	18/08/2015	Melton City Council	1884-1908 Mount Cottrell Road, Mount Cottrell	Removal of native vegetation associated with Mount Cottrell Road upgrade	A 6/10/2015
PA2015/4902	18/08/2015	Mr S Kaushal	8/1037-1043 Western Highway, Ravenhall	Use of an existing building for the purpose of motor vehicle repairs and a reduction in standard car parking requirements	A 29/10/2015
PA2015/4901	17/08/2015	Melton City Council	183-225 High Street, Melton	Removal of native vegetation associated with a shared path construction along the Toolern Creek	A 26/10/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4899	14/08/2015	Simonds Homes Melbourne Pty Ltd	31 Coledale Drive, Melton South	Construction of a double storey dwelling on a lot affected by an Environmental Significance Overlay control	A 17/09/2015
PA2015/4898	14/08/2015	Caddoc	42 Ravenhall Way, Ravenhall	Use and development of the land for the purpose of five warehouses with associated offices, car parking and landscaping	A 15/12/2015
PA2015/4897	13/08/2015	Ms N Peters	1757-1799 Gisborne-Melton Road, Kurunjang	Two lot boundary re-alignment subdivision	REFU 10/11/2015
PA2015/4896	12/08/2015	NRG Building Designs	35 Ravenhall Way, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping	A 12/11/2015
PA2015/4893	11/08/2015	Rasar Consulting Pty Ltd	7 Forrest Street, Melton South	Two lot subdivision	A 4/09/2015
PA2015/4892	11/08/2015	Farren Group Pty Ltd	26 Mapleton Boulevard, Melton South	Two lot subdivision	A 21/08/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to
31 December 2015

Appendix 2

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December 2015

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PA2015/4890	7/08/2015	M7 Design Group Pty Ltd	128 Eucumbene Drive, Ravenhall	Use and development of the land for the purpose of two factories with associated offices, landscaping and a reduction in car parking	A 18/09/2015
PA2015/4889	7/08/2015	M7 Design Group Pty Ltd	122 Eucumbene Drive, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, landscaping and a reduction in car parking	A 21/09/2015
PA2015/4888	4/08/2015	All General Surveying Pty Ltd	30 Lady Penrhyn Drive, Melton West	Three lot subdivision	A 18/09/2015
PA2015/4887	4/08/2015	Ultimate Design & Drafting Pty Ltd	14 Manny Paul Circuit, Burnside Heights	Development of the land with two double-storey attached dwellings	A 9/11/2015
PA2015/4886	3/08/2015	Universal Planning	13 Fraser Street, Melton South	Development of the land with a double-storey dwelling to be constructed at the rear of an existing single-storey dwelling on the land	REFU 7/10/2015
PA2015/4885	31/07/2015	Claremont Project Management Pty Ltd	1/2304-2306 Melton Highway, Melton	Building and works associated with a bulky goods retailing centre by constructing an awning, pedestrian path and fence, and extension to a traffic island in a Road Zone (Category One)	A 2/09/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4884	31/07/2015	Install A Veranda	111-139 Coburns Road, Brookfield	Buildings and works associated with a retirement village by constructing a carport adjacent to Unit 79	A 9/09/2015
PA2015/4883	31/07/2015	TT Design Construction	24-28 Eucumbene Drive, Ravenhall	Use and development of the land for the purpose of five warehouses with associated offices, car parking and landscaping	A 29/10/2015
PA2015/4881	28/07/2015	Laughlin Ply Ltd	94 Rebecca Drive, Ravenhall	Use and development of the land for the purpose of a Place of Worship with associated car parking and landscaping	A 26/11/2015
PA2015/4880	28/07/2015	P L Group Pty Ltd	18 Sunline Drive, Truganina	Use and development of the land for the purpose of two warehouses with associated offices and landscaping and a reduction in car parking	A 23/11/2015
PA2015/4879	28/07/2015	Mr R Goodwin	52 Marble Drive, Melton South	Construction of a single-storey dwelling on a lot less than 300m ²	A 14/08/2015
PA2015/4878	27/07/2015	Draft Comps Services	8 Hannah Close, Melton West	Development of the land with a single-storey dwelling to be constructed at the rear of an existing dwelling on the land	A 9/11/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4877	27/07/2015	Geoplann GIS and Town Planning	2 Silvertree Avenue, Taylors Hill	Variation of restrictive covenant to enable more than one dwelling to be constructed on the land	W 5/10/2015
PA2015/4876	24/07/2015	Archiscale Pty Ltd	37 Ravenhall Way, Ravenhall	Use and development of the land for the purpose of two factories with associated offices, landscaping and car parking	A 9/11/2015
PA2015/4875	24/07/2015	Witchmount Estate	557-581 Leakes Road, Plumpton	Liquor Licence associated with an existing Winery	A 21/08/2015
PA2015/4874	24/07/2015	Wayne Mitchell Surveying Pty Ltd	16 Brooklyn Road, Melton South	Two lot subdivision	A 2/09/2015
PA2015/4873	8/09/2015	Goodison & Associates	16 Harrowgate Court, Brookfield	Amended permit associated with a two lot subdivision	A 8/09/2015
PA2015/4873	23/07/2015	Goodison & Associates	16 Harrowgate Court, Brookfield	Two lot subdivision	A 2/09/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4872	23/07/2015	Anthony Ford & Associates	40 Orbis Drive, Ravenhall	Two lot subdivision	A 14/08/2015
PA2015/4871	22/07/2015	Good As Gold Construction and Consulting Pty Ltd	41-43 McKenzie Street, Melton	Use and development of the land for the purpose of a medical centre with associated car parking	A 30/11/2015
PA2015/4870	22/07/2015	Miss K Janin	23/39 Eucumbene Drive, Ravenhall	Use of an existing warehouse for the purpose of an indoor recreation facility (Dancing School)	A 6/10/2015
PA2015/4869	21/07/2015	Matrix Engineering Group	7 Geehi Way, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping	A 21/09/2015
PA2015/4868	21/07/2015	CSJV Pty Ltd	10-20 Lake Street, Caroline Springs	Installation and use of 90 Electronic Gaming Machines (total of 10 additional gaming machines) associated with an existing Hotel	A 2/11/2015
PA2015/4867	21/07/2015	219 Building Design Services	24-28 McMillan Parade, Mount Cottrell	Buildings and works by constructing a carport and verandah associated with an existing dwelling on the land	A 26/08/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to
31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31
December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4866	21/07/2015	S Bekithemba	7/8 Norton Drive, Melton	Use of an existing warehouse for the purpose of a Place of Worship	A 2/11/2015
PA2015/4865	20/07/2015	Xpress Building Design Group	2 Freight Road, Ravenhall	Use and development of the land for the purpose of two factories with associated offices, car parking and landscaping	A 7/10/2015
PA2015/4864	16/07/2015	Dream Design & Drafting	16 Ravenhall Way, Ravenhall	Development of the land for three warehouses with associated offices, car parking and landscaping and a reduction in car parking requirements	A 25/11/2015
PA2015/4863	16/07/2015	Wayne Mitchell Surveying Pty Ltd	1A Kurrabung Crescent, Melton South	Creation of a sewerage easement.	A 21/09/2015
PA2015/4862	14/07/2015	BMD Constructions Pty Ltd	1127B Western Highway, Ravenhall	Building and Works associated with the creation of vehicle access to the Caroline Springs Railway Station site	A 29/07/2015
PA2015/4861	14/10/2015	Absolute Building Consultancy	67 Strathulloh Circuit, Melton South	Amended plans associated with a permit for buildings and works associated with an existing dwelling	A 9/11/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4861	20/08/2015	Absolute Building Consultancy	67 Strathulloh Circuit, Melton South	Amended plans and permit associated with a permit for buildings and works associated with an existing dwelling by allowing a second outbuilding to be constructed on the land	A 6/10/2015
PA2015/4861	14/07/2015	Absolute Building Consultancy	67 Strathulloh Circuit, Melton South	Buildings and works associated with an existing dwelling comprising a verandah, carport and relocation of an existing shed.	A 12/08/2015
PA2015/4860	10/07/2015	RVD Group Pty Ltd	20 Sunline Drive, Truganina	Development of the land for the purpose of three warehouses with associated offices, car parking and landscaping.	A 4/09/2015
PA2015/4859	9/07/2015	All General Surveying Pty Ltd	52 Barretta Road, Ravenhall	Two lot subdivision	A 16/07/2015
PA2015/4858	8/07/2015	Aurecon Australasia Pty Ltd	1646-1656 Melton Highway, Plumpton	Use and development of the land for the purpose of a telecommunications facility comprising of a 25-metre high monopole with associated panel antennae and an equipment shelter	A 4/09/2015
PA2015/4857	8/07/2015	Map Land Surveyors Pty Ltd	65 Riviera Drive, Hillside	Two lot subdivision	A 25/08/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4855	7/07/2015	G2 Urban Planning	31 Eucumbene Drive, Ravenhall	Change of use of an existing warehouse building to an indoor recreation facility (Swim School)	A 16/11/2015
PA2015/4854	7/07/2015	Mr M Nguyen	4/39 Eucumbene Drive, Ravenhall	Change of use of an existing industrial building to a restricted recreation facility (dancing school and gymnasium) and sale and consumption of liquor	W 8/09/2015
PA2015/4853	6/07/2015	Rasar Consulting Pty Ltd	2 Tern Court, Melton	Two lot subdivision	A 16/07/2015
PA2015/4852	6/07/2015	Neocheck Building Surveyors	28-52 Ferris Road, Melton South	Buildings and works associated with a Major Sports and Recreation Facility (Harness Racing Track) by constructing a media studio	A 24/07/2015
PA2015/4851	3/07/2015	B R Kidd	174-176 Blackhill Road, Toolern Vale	Use and development of the land with two outbuildings and two water tanks associated with an existing dwelling on the land	A 5/08/2015
PA2015/4848	2/07/2015	Mr B Skowron	10 Monash Street, Melton South	Development of the land with a single-storey dwelling to be constructed at the rear of an existing dwelling on the land	A 11/12/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to
31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31
December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4847	2/07/2015	SMC Land Surveyors	158 Westwood Drive, Burnside	Two lot subdivision	A 15/10/2015
PA2015/4846	1/07/2015	Urbis Pty Ltd	1902-1990 Western Highway, Rockbank	Use of a minor utility installation	A 19/08/2015
PA2015/4845	1/07/2015	P. M. Kennedy Land Surveyor	3 Springlands Crescent, Plumpton	Two lot subdivision	A 19/08/2015
PA2015/4843	1/07/2015	Carlisle Homes Pty Ltd	19 Wendover Crescent, Hillside	Use and development for a double-storey dwelling on land affected by a Melbourne Airport Environs Overlay control	A 31/07/2015
PA2015/4841	29/06/2015	Porter Davis Prestige-West	12 Sullivan Terrace, Burnside	Development of a double-storey dwelling on land affected by an Environmental Significance Overlay control	A 11/08/2015
PA2015/4840	29/06/2015	Mr B Milic	1188-1210 Leakes Road, Rockbank	Construction of verandah	A 20/08/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4839	26/06/2015	TMC Building Design	1651-1661 Gisborne-Melton Road, Toolern Vale	Buildings and works by carrying out alterations and extensions to an existing dwelling on the land by adding a garage to the dwelling	A 30/07/2015
PA2015/4838	26/06/2015	Corplex Pty Ltd	1 Efficient Drive, Truganina	Use and development of the land for the purpose of a warehouse and showroom with associated associated office, landscaping and a reduction in car parking	A 18/09/2015
PA2015/4837	26/06/2015	Frasers Property Limited	21-24 Andretti Court, Truganina	Construction of two (2) warehouses, a reduction in car parking requirements and associated business identification signage	A 29/10/2015
PA2015/4834	26/06/2015	Raunik Warehouse Developments Pty Ltd	7 Efficient Drive, Truganina	Use and development of the land for the purpose of three warehouses with associated offices, car parking and landscaping	A 28/10/2015
PA2015/4833	26/06/2015	Lewis Land Surveying	34 Sunline Drive, Truganina	Two lot subdivision	A 8/07/2015
PA2015/4830	24/06/2015	DJA Homes (Vic) Pty Ltd	13 Independent Way, Ravenhall	Use and development of the land for the purpose of six warehouses with associated offices, car parking and landscaping	A 12/08/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4829	16/06/2015	Farren Group Pty Ltd	266 High Street, Melton	Six lot subdivision	A 2/07/2015
PA2015/4827	18/06/2015	Di Mase Berry & Co Pty Ltd	14 Bernard Drive, Melton South	Two lot subdivision	A 9/07/2015
PA2015/4826	17/06/2015	ARG Planning Pty Ltd	3 Crestmont Drive, Melton South	Development of the land with six double-storey dwellings and a reduction in car parking	A 10/12/2015
PA2015/4825	18/06/2015	J N Van Leth	1 Wollombi Road, Exford	Use and development of the land for the purpose of an outbuilding associated with an existing dwelling on the land	A 16/07/2015
PA2015/4824	17/06/2015	Country Fire Authority	129-133 Westcott Parade, Rockbank	Erection and display of an internally illuminated business identification sign	A 31/07/2015
PA2015/4823	17/06/2015	Ranger Hire	1342-1350 Western Highway, Caroline Springs	Erection and display of an animated sign	W 23/07/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4822	17/06/2015	Ranger Hire	1081 Western Highway, Ravenhall	Erection and display of an animated sign	REFU 11/08/2015
PA2015/4821	17/06/2015	Map Land Surveyors Pty Ltd	266 Bulmans Road, Melton West	Four lot subdivision	A 29/07/2015
PA2015/4820	15/06/2015	All General Surveying Pty Ltd	54 Bareitta Road, Ravenhall	Two lot subdivision	A 9/07/2015
PA2015/4818	16/06/2015	Country Fire Authority	239 High Street, Melton	Buildings and works associated with an existing CFA facility by constructing shade sails over an outdoor area	A 26/08/2015
PA2015/4817	16/06/2015	Blue Spa Dental	40 Woollahra Parade, Taylors Hill	Use and development of the land for the purpose of a medical centre with an associated business identification sign and a reduction in car parking	A 30/10/2015
PA2015/4816	12/06/2015	Mr A Farrugia	18 Ravenhall Way, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping in accordance with the endorsed plans	A 12/08/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4815	12/06/2015	Mount Cottrell Plant Nursery	137 Highett Road, Melton	Use and development of the land for the purpose of a plant nursery	A 26/10/2015
PA2015/4814	11/06/2015	Mavi Designs Pty Ltd	120 Diggers Rest-Coimadai Road, Diggers Rest	Use and development of a child care centre, erection and display of business identification signage and reduction in car parking requirement	A 11/08/2015
PA2015/4813	9/06/2015	Achieve Design Group	17 Katherine Drive, Ravenhall	Use and development of the land for the purpose of three factories with associated offices, car parking and landscaping	A 4/09/2015
PA2015/4811	5/06/2015	Breese Pitt Dixon Pty Ltd	920 Taylors Road, Plumpton	Use of land for the purposes of display homes, the provision of car parking spaces under Clause 52.06-3 and the erection and display of major promotion, promotion and pole signs	A 14/09/2015
PA2015/4810	4/06/2015	ZDA Design	100 Westmelton Drive, Melton West	Development of the land with two single-storey dwellings	A 4/08/2015
PA2015/4809	3/06/2015	A R Meiers Design Pty Ltd	38 Willandra Boulevard, Melton West	Construction of two (2) dwellings on a lot	A 4/08/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4808	3/06/2015	Westside Strikers Football Club	72-80 Caroline Springs Boulevard, Caroline Springs	Erection and display of a sports club business identification sign	A 1/07/2015
PA2015/4804	28/05/2015	N Zaidan	57 Carma Drive, Melton	Development of the land with a single-storey dwelling to be constructed at the rear of an existing dwelling on the land	A 21/10/2015
PA2015/4803	12/08/2015	Farren Group Pty Ltd	22 Springbank Way, Brookfield	Amended permit associated with a two lot subdivision	A 12/08/2015
PA2015/4803	28/05/2015	Farren Group Pty Ltd	22 Springbank Way, Brookfield	Two lot subdivision	A 12/08/2015
PA2015/4802	28/05/2015	V F Mallia	4/20 Marlo Drive, Melton West	Buildings and works involving the construction of a carport and verandah associated with an existing dwelling on land of less than 300 square metres	A 13/07/2015
PA2015/4799	27/05/2015	P.L. Group Pty Ltd	48 Sunline Drive, Truganina	Use and development of the land for the purpose of six warehouses with associated offices, landscaping and a reduction in car parking	A 12/11/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4798	25/05/2015	Farren Group Pty Ltd	143 Brooklyn Road, Brookfield	Two lot subdivision	A 12/08/2015
PA2015/4796	22/05/2015	Vicland Surveying	16 Fuller Road, Ravenhall	Four lot subdivision	A 1/07/2015
PA2015/4794	21/05/2015	Indian Hub Melton Pty Ltd	29 Scott Street, Melton	Liquor licence associated with a restaurant	A 8/09/2015
PA2015/4793	21/05/2015	Viney & Tomkinson	1612-1746 Calder Highway, Diggers Rest	Use and development of the land for the purpose of a dwelling and creation of access to a road in a Road Zone (Category One) on land affected by a Melbourne Airport Environs Overlay (Schedule 2) and a Public Acquisition Overlay (Schedule 3)	LAP 23/07/2015
PA2015/4791	21/05/2015	Community Group Scouts Victoria	1 Henry Street, Melton	Buildings and works involving alterations and extensions to an existing Scout Hall on land Environmental Significance Overlay control	LAP 30/10/2015
PA2015/4789	19/05/2015	Smecc Urban Pty Ltd	342 Ferris Road, Melton South	Two lot subdivision	A 10/07/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4788	21/05/2015	Viney & Tomkinson	1572-1610 Calder Highway, Diggers Rest	Use and development of the land for the purpose of a dwelling and creation of access to a road in a Road Zone (Category One) on land affected by the Melbourne Airport Environs Overlay (Schedule 1 and 2) and Public Acquisition Overlay (Schedule 3)	LAP 23/07/2015
PA2015/4785	15/05/2015	G Jovanov	19 Westcott Parade, Rockbank	Development of the land with a double-storey dwelling at the rear of an existing dwelling on the land	REFU 3/08/2015
PA2015/4784	15/05/2015	Map Land Surveyors Pty Ltd	17 Lindsay Court, Melton	Three lot subdivision	A 7/07/2015
PA2015/4782	14/05/2015	Farren Land Surveys	47 Katrina Drive, Burnside Heights	Four lot subdivision	A 7/07/2015
PA2015/4780	13/05/2015	Australian Sri Lankan Association Inc	101 Eucumbene Drive, Ravenhall	Use and development of the land for the purpose of a Place of Assembly (including Place of Worship), with associated car parking and landscaping	A 21/07/2015
PA2015/4779	6/05/2015	Land Management Surveys (Melbourne)	12 Rupicola Court, Hillside	Two lot boundary realignment	A 9/11/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4776	8/05/2015	Interactive 3D Solution	4 Robin Street, Melton	Use and development of the land for the purpose of a medical centre with associated car parking landscaping and business identification signs	A 8/12/2015
PA2015/4775	6/05/2015	Devcon Group Pty Ltd	12 Riding Boundary Road, Ravemhall	Use and development of the land for the purpose of five warehouses with associated offices, landscaping and car parking in accordance with the endorsed plans	A 31/07/2015
PA2015/4769	29/04/2015	Daly International	72-80 Caroline Springs Boulevard, Caroline Springs	Use and development of the land for the purpose of a telecommunications facility comprising of a 30-metre high monopole with associated panel antennae and equipment shelter in accordance with the endorsed plans	A 12/08/2015
PA2015/4766	27/04/2015	Bosco Jonson Pty Ltd	1047 Christies Road, Truganina	Multi lot subdivision	A 8/07/2015
PA2015/4762	27/04/2015	Design By Energy	158-182 Burns Lane, Toolern Vale	Use and development of the land for the purpose of a dwelling and outbuilding with associated vegetation removal	A 29/10/2015
PA2015/4761	23/04/2015	GFour Property Holdings	58 Barretta Road, Ravemhall	Use and development of the land for the purpose of six warehouses with associated offices, car parking and landscaping	A 6/07/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4759	23/04/2015	M7 Design Group Pty Ltd	23 Katherine Drive, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping	A 31/07/2015
PA2015/4758	23/04/2015	M7 Design Group Pty Ltd	3 Geehi Way, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping	A 5/08/2015
PA2015/4756	22/04/2015	Urbanised Property Developers	23 Clement Way, Melton South	Development of the land with two single-storey dwellings	A 10/09/2015
PA2015/4755	22/04/2015	City West Community Church	142-144 High Street, Melton	Use of an existing building for the purpose of a Place of Worship	A 9/09/2015
PA2015/4751	6/08/2015	Michem Pty Ltd	1001-1007 Western Highway, Ravenhall	Amended plans associated with a permit for a convenience restaurant to widen a vehicle crossover	A 27/10/2015
PA2015/4751	24/04/2015	Michem Pty Ltd	1001-1007 Western Highway, Ravenhall	Use and development of the land for the purpose of a convenience restaurant and drive-thru with associated business identification signs in association with an existing service station on the land	A 6/07/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4749	14/04/2015	Devcon Group Pty Ltd	25 Business Park Drive, Ravenhall	Use of an existing building for the purpose of a restricted recreation facility (indoor go-kart centre), minor buildings and works with a reduction in bicycle spaces reduction in bicycle spaces pursuant to Clause 52.34 of the Melton Planning Scheme	A 27/07/2015
PA2015/4746	15/04/2015	Androulla & Christos Touvanna	942-996 Beatlys Road, Rockbank	Two lot subdivision	REFU 20/07/2015
PA2015/4742	10/04/2015	Domnara Designs	51 Blamey Drive, Melton South	Development of the land with three dwellings consisting of two double-storey dwelling and one single-storey dwelling	A 16/10/2015
PA2015/4741	30/10/2015	Project Drafting Service	14 Sunline Drive, Truganina	Amended permit for two warehouses with associated offices, car parking and landscaping	A 30/10/2015
PA2015/4740	10/04/2015	Vicroads	5A Carbine Court, Toolern Vale	Removal of Native Vegetation	A 3/09/2015
PA2015/4738	9/04/2015	M7 Design Group Pty Ltd	21 Katherine Drive, Ravenhall	Use and development of the land for the purpose of three warehouses with associated offices, car parking and landscaping	A 12/08/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4737	9/04/2015	M7 Design Group Pty Ltd	9 Geehi Way, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping	A 5/08/2015
PA2015/4736	9/04/2015	M7 Design Group Pty Ltd	120 Eucumbene Drive, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping	A 24/07/2015
PA2015/4735	9/04/2015	M7 Design Group Pty Ltd	4 Geehi Way, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping	A 5/08/2015
PA2015/4734	9/04/2015	M7 Design Group Pty Ltd	6 Geehi Way, Ravenhall	Use and development of the land for the purpose of two warehouses with associated offices, car parking and landscaping	A 31/07/2015
PA2015/4733	9/04/2015	Draft Comps Services	4 Lawson Road, Melton South	Development of the land with a single-storey dwelling at the rear of an existing dwelling on the land	A 10/07/2015
PA2015/4729	2/04/2015	Time Architects Pty Ltd	13 Yuille Street, Melton	Use and development of the land for the purpose of a Child Care Centre with associated car parking and landscaping	A 3/08/2015

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PA2015/4725	31/03/2015	Ms A Touvanna	632-650 Mount Cottrell Road, Melton	Two lot subdivision	REFU 14/07/2015
PA2015/4722	27/03/2015	Timmins & Whyte Architects	980 Western Highway, Burnside	Buildings and works to an existing convenience restaurant, display additional internally illuminated signage, modifications to existing pole sign and reduction of car parking requirements.	A 8/07/2015
PA2015/4721	27/03/2015	Ario Atc	13 Narebar Court, Kurunjang	Construction of an additional dwelling (single storey) at the rear of an existing dwelling on the land.	A 16/10/2015
PA2015/4717	26/03/2015	Smeac Urban Pty Ltd	342 Ferris Road, Melton South	Minor utility installation, associated earthworks and removal of native vegetation	A 14/08/2015
PA2015/4714	19/03/2015	J A Building Design	151 Exford Road, Melton South	Development of the land with a single-storey dwelling at the rear of an existing dwelling on the land	A 14/07/2015
PA2015/4713	18/03/2015	Draft Comps Services	57 Palmerston Street, Melton	Development of the land with four single-storey dwellings	A 15/09/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4712	18/03/2015	Dickson Hearn Pty Ltd	1291 Beattys Road, Rockbank	Removal of easement E-1 (Carriageway Easement) on Vol. 11054 Fol. 168 and creation of a water supply easement	A 16/07/2015
PA2015/4706	12/03/2015	IVA Medical Facilities Planning	120 Diggers Rest-Coimadai Road, Diggers Rest	Use and development of a Medical Centre	A 30/07/2015
PA2015/4691	24/08/2015	60/40 Homes Pty Ltd	10A Bernard Drive, Melton South	Amended plans associated with a permit for the development of the land with a single-storey dwelling on a lot of less than 300 square metres	A 28/09/2015
PA2015/4690	27/02/2015	C H Lim	8 Reidy Rise, Melton West	Development of the land with seven single-storey dwellings	A 3/08/2015
PA2015/4689	25/02/2015	CSQ Town Planning Services	70 Smoult Drive, Kurunjang	Variation of restrictive covenant to allow two dwellings on the land, and the development of the land with two single-storey dwellings	A 10/07/2015
PA2015/4685	20/02/2015	Mr N Paciullo	125 Eucumbene Drive, Ravenhall	Use and development of the land for the purpose of four warehouses with associated offices, car parking and landscaping	A 17/07/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to
31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31
December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2015/4680	18/02/2015	CES Design	3 The Grove, Melton West	Development of the land with five single-storey dwellings	A 21/08/2015
PA2015/4666	3/02/2015	Daly International	142 Hume Drive, Taylors Hill	Use and development of the land for the purpose of a telecommunications facility comprising of a 25-metre high monopole with associated panel antennae and an equipment shelter	REFU 14/07/2015
PA2015/4665	15/10/2015	Lube Transport Group Pty Ltd	53-57 Rebecca Drive, Ravenhall	Amended permit associated with a contractors depot	A 26/11/2015
PA2015/4665	30/01/2015	Lube Transport Group Pty Ltd	53-57 Rebecca Drive, Ravenhall	Use and development of the land for the purpose of a warehouse and vehicle store (contractors depot)	A 16/07/2015
PA2015/4659	20/01/2015	M Sinclair	620-698 Blackhill Road, Toolern Vale	Buildings and works involving the re-building of a fire damaged building for the continued use of a winery and restaurant on the land	LAP 20/07/2015
PA2014/4650	31/12/2014	Caccamo Designs Pty Ltd	3 Waigani Avenue, Ravenhall	Use and development of the land for the purpose of three warehouses and two industrial workshops with associated offices, car parking and landscaping	LAP 3/09/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to
31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31
December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2014/4639	22/12/2014	Xpress Building Design Group	10 Precious Road, Diggers Rest	Development of the land with a single-storey dwelling to be constructed at the rear of an existing dwelling on the land	A 6/07/2015
PA2014/4637	22/12/2014	Caddoc	126 Eucumbene Drive, Ravenhall	Use and development of the land for the purpose of three warehouses with associated offices, landscaping and a reduction in car parking	A 31/07/2015
PA2014/4633	25/06/2015	W.H. Jowers & Associates	20-24 Barretta Road, Ravenhall	Amended plans and permit associated with a leisure and recreation facility to delete reference to a tennis court and replace with five badminton courts	A 24/07/2015
PA2014/4630	17/12/2014	Hellier McFarland Pty Ltd	363-437 Ferris Road, Melton South	Multi lot staged residential subdivision	A 28/09/2015
PA2014/4629	16/12/2014	TT Design Construction	89 Eucumbene Drive, Ravenhall	Use and development of the land for the purpose of six warehouses with associated offices, landscaping and car parking	A 5/08/2015
PA2014/4617	8/12/2014	Custovic Design	6 Elizabeth Street, Melton South	Development of the land with a double-storey dwelling to be constructed at the rear of an existing dwelling on the land	A 3/08/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2014/4614	3/12/2014	Mr J Kovacevic	244-294 Leakes Road, Plumpton	Three lot subdivision	A 14/07/2015
PA2014/4611	1/12/2014	Draftmode Designs Pty Ltd	97 Vista Drive, Melton	Development of the land with four dwellings consisting of one double-storey dwelling and three single-storey dwellings	A 9/09/2015
PA2014/4608	27/11/2014	R.G. Lee & Associates	26 Springbank Way, Brookfield	Two lot subdivision	REFU 20/07/2015
PA2014/4607	26/11/2014	S N Buddi	254 Bulmans Road, Melton West	Development of an additional dwelling (double storey) adjacent to an existing dwelling on the land.	A 1/09/2015
PA2014/4603	24/11/2014	Ultimate Design & Drafting Pty Ltd	567 Hume Drive, Plumpton	Development of two dwellings on a lot	A 3/12/2015
PA2014/4597	17/11/2014	Develco Capital	84 Albert Drive, Melton South	Development of the land with ten single storey dwellings	A 7/08/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to
31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31
December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2014/4595	12/11/2014	Xpress Building Design Group	32 Old Calder Highway, Diggers Rest	Development of the land with 22 double-storey dwellings	W 21/08/2015
PA2014/4593	27/05/2015	Mr G W Ford	107-161 Leakes Road, Plumpton	Amended plans and permit associated with a three lot subdivision	A 10/08/2015
PA2014/4577	23/10/2014	C V Nguyen	803-853 Taylors Road, Caroline Springs	Residential subdivision, removal of native vegetation and creation of a drainage reserve	A 14/09/2015
PA2014/4576	20/11/2015	Como Construction Company	25 Leichardt Avenue, Burnside Heights	Amended permit associated with a development of five lots with a double-storey dwelling on each lot of less than 300 square metres	A 25/11/2015
PA2014/4574	20/10/2014	Man Architects	136-140 High Street, Melton	Use and development of the land for the purpose of trade supplies with associated office and amenities, commercial display area, access to a road in a Road Zone (Category 1) and associated car parking and two pylon signs	A 10/07/2015
PA2014/4544	19/09/2014	Smecc Urban Pty Ltd	152-278 Bridge Road, Melton South	Amendment to endorsed plans and building envelope plan for Stage 4	A 3/12/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2014/4530	15/09/2014	The Golden Eagle	48-50 Rebecca Drive, Ravenhall	Use and development of the land for the purpose of a vehicle store and skip bin storage	A 16/07/2015
PA2014/4480	30/07/2015	Mr A Aydeyer	2/1021-1027 Western Highway, Ravenhall	Amended plans and permit associated with a take-away food premises (mobile food van) to allow trading from 10am-3am Monday to Sunday	LAP 23/09/2015
PA2014/4478	30/07/2014	Insight Planning Consultants Pty Ltd	201-243 Ferris Road, Melton South	Buildings and works associated with the development of a supermarket and shops and a packaged liquor license	A 14/10/2015
PA2014/4465	27/05/2015	Think Commercial Projects	201 Palm Springs Road, Ravenhall	Amended plans associated with a permit for a Place of Assembly with associated car parking	A 29/07/2015
PA2014/4464	1/07/2015	M F Rogan Surveyors Pty Ltd	28 Croxton Drive, Kurunjang	Amended permit associated with a two-lot subdivision, to delete conditions 1(a) and 2(a) from the permit requiring the removal of an outbuilding from proposed Lot 1, and amendment to condition 3 of the permit relating to the timing of a dwelling being constructed on proposed Lot 1	A 16/09/2015
PA2014/4450	13/11/2015	ERM	279-329 Christies Road, Ravenhall	Amended permit associated with a Utility Installation (Deer Park Terminal Station) to amend Melbourne Water, CFA and landscaping conditions	A 2/12/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2014/4433	20/06/2014	RVD Group Pty Ltd	1 Maroochy Place, Burnside	Development of the land with three double-storey dwellings	A 29/07/2015
PA2014/4431	6/07/2015	J Vranjic	11 Greville Street, Caroline Springs	Amended permit for the use and development of the land for the purpose of two dwellings, and a two lot subdivision	A 24/08/2015
PA2014/4430	19/06/2014	Melton City Council	23 Lexington Drive, Burnside	Use and development of the land for a maternal child health centre, kindergarten and place of assembly (Community Centre)	A 7/09/2015
PA2014/4420	4/06/2014	M7 Design Group Pty Ltd	28 Kirkton Drive, Kurunjang	Development of the land for the purpose of four dwellings, comprising of two double-storey and two single-storey dwellings in accordance with the endorsed plans	A 8/09/2015
PA2014/4405	26/05/2014	Tract Consultants Pty Ltd	2-50 Meskos Road, Rockbank	Use and development of the land for the purposes of a materials recycling facility, concrete batching plant, landscaping gardening supplies and associated reduction in statutory car parking requirements	A 5/08/2015
PA2014/4344	8/04/2014	DFC (Project Management) Pty Ltd	Rockbank-Middle Road, Burnside	Removal of Native Vegetation	A 20/08/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2014/4326	25/05/2015	Leakes Road Rockbank Pty Ltd, C/- Urbis	1902-1990 Western Highway, Rockbank	Amended plans associated with the erection and display of signage	A 30/07/2015
PA2014/4310	26/10/2015	Glossop Town Planning Pty Ltd	320 Telephone Road, Exford	Amended plans and permit associated with the use and development of the land for racing dog keeping and racing dog training	A 23/11/2015
PA2014/4306	22/05/2015	The Knowles Group	821 Melton Highway, Burnside	Amended plans and permit for the use and development of the land for the purpose of seven food and drink premises, to include business identification signs and minor buildings and works	A 24/07/2015
PA2014/4285	15/12/2014	M Plan Planning Consultants	2-4 Sunline Drive, Truganina	Amended plans and permit associated with a warehouse and office to alter the colour schedule and include business identification signs	A 30/09/2015
PA2013/4258	27/12/2013	YD Architectural Drafting Services	15 Crestmont Drive, Melton South	Development of the land with 10 dwellings comprising two double storey dwellings and eight single storey dwellings.	A 6/11/2015
PA2013/4253	23/12/2013	Urbis Pty Ltd	1992-2106 Western Highway, Rockbank	Increase of 11 lots, changes to stage boundaries, renumbering of stages & access street in stage 14 reduced in width of a multi lot subdivision	A 22/12/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2013/4249	20/12/2013	Investa Nominees (2) Pty Ltd	85 Davis Road, Diggers Rest	Two lot subdivision	A 30/09/2015
PA2013/4233	21/05/2015	Draft Comps Services	1373-1383 Gisborne-Melton Road, Toolern Vale	Amended plans associated with a permit for the use and development of the land for the purpose of a dwelling and creation of access to a road in a Road Zone (Category One)	A 7/07/2015
PA2013/4195	1/12/2015	Urbis Pty Ltd	179-253 Exford Road, Melton South	Amended plans associated with the use and development of Neighbourhood Activity Centre comprising two supermarkets and associated Packaged liquor licences, Tavern, specialty shops and associated car parking and landscaping	A 18/12/2015
PA2013/4188	10/11/2015	Lentara Uniting Care	15-19 Yuille Street, Melton	Amended plans associated with a permit for buildings and works consisting of an extension to an existing building on land affected by the Heritage Overlay control	A 2/12/2015
PA2013/4089	12/08/2015	Country Fire Authority	203-215 Creamery Road, Toolern Vale	Amended plans associated with a permit for alterations to an existing fire station by widening a crossover and removing three trees	W 1/12/2015
PA2012/3845	29/06/2015	3 Corners	44 Station Road, Melton South	Amended permit associated with a child care centre to alter condition 5 of the permit to allow allow trading hours of Monday-Saturday from 6.30am – 6pm	A 25/08/2015

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 2

Planning Delegations - 1 July 2015 to 31 December 2015

Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2012/3840	16/09/2015	Kennelly Planning and Development	87-193 Davis Road, Diggers Rest	Amendment to plans- multi lot subdivision	A 4/12/2015
PA2012/3825	13/12/2012	Custodian Toolern Syndicate C/- Taylors Developments	1256-1258 Mount Cottrell Road, Melton South	Staged multi-lot residential subdivision and removal of native vegetation	A 24/12/2015
PA2012/3817	5/12/2012	PVHM Properties Pty Ltd	353 Exford Road, Melton South	Development of the land for the purpose of 90 townhouses and 188 residential apartments and a reduction in car parking requirements	A 9/07/2015
PA2012/3788	7/11/2012	Tract Consultants Pty Ltd	85 Davis Road, Diggers Rest	Use and development of the land for a display home village with associated car parking	W 18/09/2015
PA2012/3782	2/11/2012	Tract Consultants Pty Ltd	85 Davis Road, Diggers Rest	Multi-lot residential subdivision	A 14/09/2015
PA2012/3781	14/08/2015	Gbl Property Consultants	123 Rees Road, Melton South	Amendment associated with a display home/village	A 15/09/2015

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Application No.	Date Received	Applicant	Address of the land	Proposal	Decision
PA2012/3655	10/09/2015	Hdzn	450-480 Leakes Road, Plumpton	Amended plans associated with a permit for buildings and works involving alterations and extensions to an existing dwelling	A 7/10/2015
PA2010/2977	29/05/2015	G J & H E Russo Holdings Pty Ltd	760-818 Holden Road, Diggers Rest	Amended plans and permit associated with the use and development of the land for a winery and restaurant by altering business hours, increasing patron numbers to 150 persons, and altering the red line area associated with a liquor licence	A 6/07/2015
PA2009/2109	22/07/2015	Cuckoo Property Developments	7 Borrowdale Road, Melton West	Amended plans associated with a permit for two single-storey dwellings	A 2/09/2015
PA2007/1539	9/10/2015	Mr P Serrano	1241-1247 Holden Road, Toolern Vale	Amended plans and permit associated with a permit for a saleyard and market to defer construction of roadworks on Holden Road under Condition 4 of the permit	A 16/12/2015
PA2005/701	19/01/2015	J Cassar	9 Lancelot Court, Hillside	Amended permit associated with the use and development of the land with a store to increase the number of commercial vehicles on the site to three and to delete a landscaping requirement	REFU 23/07/2015
PA2004/316	23/11/2015	Paletude Pty Ltd	241-253 High Street, Melton	Amended plans and permit associated with a three-storey mixed use retail and office development with associated car parking and landscaping and access to a road in a Road Zone (Category One)	A 23/12/2015

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Council Building Delegations 1 July 2015 to 31 December 2015											
REG	Received	Lot No	Street No	Street	Suburb	Application for	Further info request	Notified adj owner	Approved	Refused	Posted
409	6/07/2015	45	3	Lachlan Road	Melton South	front boundary set back			5/08/2015		5/08/2015
415	6/07/2015	1936	19	Bloomsbury Drive	Taylors Hill	Total length of walls 17.43m in lieu of 16.07m			8/07/2015		8/07/2015
604	8/07/2015	1	2	The Parade	Caroline Springs	Hoarding Permit			NIL		NIL
411	14/07/2015	201	17	Burawang Close	Brookfield	Site Coverage 64.06% in lieu of 60%			31/08/2015		31/08/2015
802	16/07/2015		132	Bridge Road	Melton South	Build on Land subject to flooding			4/08/2015		4/08/2015
424	20/07/2015	828	12	Cooinda Close	Burnside	Front fence height 1.8m in lieu of 1.5m			3/08/2015		3/08/2015
415	21/07/2015	446	18	St Kilda Parade	Taylors Hill	Total length of walls on boundary 20.48m in lieu of 16.5m			19/08/2015		19/08/2015
409	21/07/2015	1716	1	Lynette Court	Taylors Hill	Front Balcony & Porch to encroach into the min setback			13/08/2015		13/08/2015
415	21/07/2015	1	6	Sully Court	Diggers Rest	Height of Garage Wall on boundary				3/08/2015	3/08/2015
414 & 420	21/07/2015	1713	36	Sandalwood Avenue	Hillside	Verandah setback .2m in lieu of .5m and reduced daylight to HRW			3/08/2015		3/08/2015
414 & 420	21/07/2015	225	85	Dalray Crescent	Kurunjang	Verandah setback 0m in lieu of 0.5m and reduced daylight to HRW					
409	21/07/2015	815	29	Pymont Terrace	Taylors Hill	Min front street set back			24/08/2015		24/08/2015
409 & 415	21/07/2015	1816	10	Cottesloe Parade	Taylors Hill	Reduced front boundary setback of 5.0m in lieu of 6.75m. Garage avg height 3.343m in lieu of 3.2 & max height 3.649m in lieu of 3.6m			23/07/2015		23/07/2015
415	23/07/2015	730	12	Amaroo Grove	Burnside	Total length of walls on boundary 27.5m in lieu of 16.5m			3/08/2015		3/08/2015
802	23/07/2015	4	352	Coburns Road	Kurunjang	Build on Land subject to flooding	4/08/2015		6/08/2015		6/08/2015
409	23/07/2015	4	352	Coburns Road	Kurunjang	Front set back	4/08/2015		6/08/2015		6/08/2015
802	28/07/2015	141	28	Zodiac Way	Plumpton	Subject to flooding			29/07/2015		29/07/2015
415	28/07/2015	62	11	Lomandra Bowl	Melton West	Height of Wall on boundary			3/08/2015		3/08/2015
415	28/07/2015	1523	178	Botanica Springs Blvd	Brookfield	Wall height on boundary	29/07/2015				
417	4/08/2015	723	21	Sedgeman Street	Plumpton	Garage wall side boundary setback			13/08/2015		13/08/2015
409	4/08/2015	1236	153	Arbour Blvd	Burnside Heights	Minimum Front street setback			12/08/2015		12/08/2015
802	4/08/2015	1305	17	Kennedy Drive	Caroline Springs	Build on Land subject to flooding			4/08/2015		4/08/2015
411 & 414	4/08/2015	1729	29	Sandalwood Avenue	Hillside	Site Coverage & Height of wall			24/08/2015		24/08/2015
414	5/08/2015	1	20	Piccolotto Drive	Melton West	Side setback			NIL		NIL

Council Building Delegations 1 July 2015 to 31 December 2015											
REG	Received	Lot No	Street No	Street	Suburb	Application for	Further info request	Notified adj owner	Approved	Refused	Posted
426	6/08/2015	112	1	Hailford Way	Melton South	Length & height of side fence			12/08/2015		12/08/2015
414	10/08/2015	369	14	Cullen Terrace	Caroline Springs	Decking within 1m of side boundary			27/10/2015		27/10/2015
415	19/08/2015	950	14	Forrester Grove	Plumpton	Length of wall on boundary			23/09/2015		23/09/2015
415	19/08/2015	490	15	Blossom Avenue	Melton West	Length of wall on boundary			20/08/2015		20/08/2015
412	20/08/2015	520	17	Caro Way	Plumpton	Permeability			21/08/2015		21/08/2015
415	26/08/2015	63	2	The Crest	Melton	Wall height on boundary			10/09/2015		10/09/2015
409	26/08/2015	999	61	Illawong Terrace	Burnside	Reduced front boundary setback of 6.177m in lieu of 9.0m			16/09/2015		16/09/2015
414	27/08/2015	118	45	Zodiac Way	Plumpton	Variation of Covenant (Not Building Matter)			NIL		NIL
420	31/08/2015	145	11	Barker Lane	Melton West	Daylight to habitable rooms			8/09/2015		8/09/2015
420	31/08/2015	146	13	Barker Lane	Melton West	Daylight to habitable rooms			8/09/2015		8/09/2015
415 & 420	1/09/2015	112	11	Westcott Parade	Rockbank	Length of wall on boundary			15/09/2015		15/09/2015
802	2/09/2015	17	3	Flora Grove	Kurunjang	Build on Land subject to flooding			14/09/2015		14/09/2015
802	2/09/2015	142	26	Zodiac Way	Plumpton	Build on Land subject to flooding			8/09/2015		8/09/2015
1002	2/09/2015		31-41	Exford Road	Melton South	Dream Big festival			8/09/2015		8/09/2015
802	3/09/2015	122	19	Zodiac Way	Plumpton	Build on Land subject to flooding			3/09/2015		3/09/2015
604	11/09/2015	279	178	The Esplanade	Caroline Springs	Public Protection Measure			29/09/2015		29/09/2015
418	11/09/2015	17	6	Universal Court	Diggers Rest	Overshadowing of recreational private space			20/10/2015		20/10/2015
415	11/09/2015	402	4	Kirkwood Ave	Plumpton	Wall on boundary			30/09/2015		30/09/2015
415	11/09/2015	139	28	Mint Blvd	Melton West	Length of carport wall on boundary			9/09/2015		9/09/2015
409	11/09/2015	595	2	Pimelea Way	Hillside	Minimum street boundary setback			17/09/2015		17/09/2015
415	14/09/2015	106	11	Barwon Street	Taylor's Hill	Length of wall on boundary			22/09/2015		22/09/2015
427	15/09/2015	422	15	Hinchinbrook Close	Caroline Springs	Fence located within 9m of an intersection			1/10/2015		1/10/2015
409	15/09/2015	27	1	Trethowan Avenue	Melton	Minimum front setback			28/09/2015		28/09/2015
409 & 414	15/09/2015	529	35	Argyll Circuit	Melton West	Min setback from secondary street and rear boundary			18/09/2015		18/09/2015
409	17/09/2015	48	1	Stephanie Way	Melton West	Min setback from a street boundary			NIL		NIL
409, 410 & 414	17/09/2015	19	44	The Grange	Caroline Springs	Front porch to encroach in front setback			24/09/2015		24/09/2015
57, POPE	18/09/2015	28-30		Reserve Road	Melton	Djeinwarth Festival			5/10/2015		5/10/2015
409	18/09/2015	1882	43	Cottesloe Parade	Taylor's Hill	Min front street set back			8/10/2015		8/10/2015

Council Building Delegations 1 July 2015 to 31 December 2015											
REG	Received	Lot No	Street No	Street	Suburb	Application for	Further info request	Notified adj owner	Approved	Refused	Posted
420	22/09/2015	50	3	Waranga Way	Taylor's Hill	habitable windows facing existing carport			28/09/2015		28/09/2015
415	22/09/2015	47	4	Search Road	Diggers Rest	Total length of walls on boundary			28/09/2015		28/09/2015
409 & 415	22/09/2015	2004	15	Pine Way	Taylor's Hill	Min front street set back			9/10/2015		9/10/2015
802	24/09/2015	2	121-179	Greigs Road	Truganina	Build on Land subject to flooding			1/10/2015		1/10/2015
802	28/09/2015	958	24	Wilde Street	Plumpton	Build on Land subject to flooding			29/09/2015		29/09/2015
420	1/10/2015	847	26	Ormonde Esplanade	Melton West	habitable windows facing existing carport			14/10/2015		14/10/2015
409	1/10/2015	1903	19	Frome Court	Taylor's Hill	Min front street set back			22/10/2015		22/10/2015
415	5/10/2015	150	10	Woodlea Blvd	Rockbank	Average wall height on boundary (garage)			6/10/2015		6/10/2015
415	5/10/2015	151	8	Woodlea Blvd	Rockbank	Average wall height on boundary (garage)			6/10/2015		6/10/2015
57	5/10/2015		183-225	High Street	Melton	Christmas Carols			5/10/2015		5/10/2015
415	6/10/2015	1722	25	Amber Way	Taylor's Hill	Length of wall on boundary			4/11/2015		4/11/2015
417	8/10/2015	11	24	City Vista Court	Plumpton	Solar access to existing north facing windows			12/10/2015		12/10/2015
409	12/10/2015	1864	32	Cottesloe Parade	Taylor's Hill	Min front street set back			16/10/2015		16/10/2015
409	13/10/2015	930	2	Remington Street	Burnside Heights	MIN FRONT SETBACK			4/11/2015		4/11/2015
409	13/10/2015	1999	5	Pine Way	Taylor's Hill	Min front street set back			15/10/2015		15/10/2015
409	13/10/2015	256	28	Mercer Street	Melton West	min front set back			4/11/2015		4/11/2015
415	15/10/2015	4215	14	Duchess Court	Hillside	Max height 4.412m in lieu of 3.6m					
409	15/10/2015	161	18	Heathcote Retreat	Caroline Springs	Min front set back			5/11/2015		5/11/2015
420	15/10/2015	123	4	Cross Lane	Rockbank	habitable windows with a reduced light court			16/10/2015		16/10/2015
409, 415 & 420	16/10/2015	535	8	Drysdale Place	Brookfield	length on wall, min front set back and habitable room			28/10/2015		28/10/2015
409	16/10/2015	1730	6	Williams Lane	Taylor's Hill	min front setback			20/11/2015		20/11/2015
415	16/10/2015	57	57	The Regency	Hillside	Total length & height of walls on boundary	16/10/2015				
414	16/10/2015	1424	19	Numering Court	Kurunjang	Side boundary setback			5/11/2015		5/11/2015
420	16/10/2015	916	146	Aspire Blvd	Plumpton	reduced light court			8/10/2015		8/10/2015
415	20/10/2015	110	16	Katrina Drive	Burnside	Length of wall on boundary			29/10/2015		29/10/2015
420	20/10/2015	240	109	Gisborne-Melton Road	Kurunjang	reduced light court			21/10/2015		21/10/2015

MINUTES OF THE ORDINARY MEETING OF COUNCIL

7 MARCH 2016

Item 11.4

Delegations of Authority Exercised 1 July 2015 to 31 December 2015

Appendix 3

Building Delegations - 1 July 2015 to 31 December 2015

Council Building Delegations 1 July 2015 to 31 December 2015											
REG	Received	Lot No	Street No	Street	Suburb	Application for	Further info request	Notified adj owner	Approved	Refused	Posted
420	21/10/2015	141	28	Woodlea Blvd	Rockbank	Daylight to habitable rooms			NIL		NIL
409, 415	27/10/2015	10	1	Orago Loop	Caroline Springs	Min front set back, western garage wall avg height & max height			24/11/2015		24/11/2015
417	27/10/2015	78	10	Granvia Cct	Burnside	southern wall of garage located opposed adjoining north facing windows			10/11/2015		10/11/2015
424	27/10/2015	CA: 37	60-86	Creamery Road	Tootern Vale	max front fence height			9/11/2015		9/11/2015
415	27/10/2015	1583	18	Darwin Street	Taylor's Hill	Average wall height 3.584m in lieu of 3.2m	28/01/2016				
411	30/10/2015	94	15	Mandalay Parade	Plumpton	Site Coverage			30/10/2015		30/10/2015
415	5/11/2015	48	45	Castlewella Blvd	Hillside	Avg wall height on northern & rear side boundary and max wall height on rear boundary			10/11/2015		10/11/2015
420	6/11/2015	342	10	Meadow Glen Drive	Melton West	Daylight to habitable rooms			NIL		NIL
422	6/11/2015	2	107-161	Leakes Road	Plumpton	Siting of appurtenant Class 10 building			10/11/2015		10/11/2015
414	9/11/2015	116	30	Indigo Square	Brookfield	side setback of verandah non northern boundary			10/11/2015		10/11/2015
409	11/11/2015	1002	19	Walhallia Drive	Eynesbury	Front boundary setback 3.4m in lieu 5.0m			24/12/2015		24/12/2015
415	11/11/2015	3418	13	Omarama Way	Taylor's Hill	Length of garage wall on boundary			24/12/2015		24/12/2015
409 & 414	11/11/2015	4033	5	Carron Close	Eynesbury	Rear setback of decking and front min setback of steps			16/11/2015		16/11/2015
414 & 415	11/11/2015	269	9	Lake Eye Place	Caroline Springs	Height of Garage Wall on boundary	12/11/2015				
414	11/11/2015	510	17	Noranda Cct	Melton West	Veranda on boundary			12/11/2015		12/11/2015
414	20/11/2015	1121	52	George Street	Taylor's Hill	Side setback of verandah			20/11/2015		20/11/2015
415	23/11/2015	415	104	Enterprise Circuit	Plumpton	Length of garage wall on boundary			24/12/2015		24/12/2015
410 & 415	23/11/2015	1	Unit 1 No. 24	Galli Court	Hillside	Length and height of wall on boundary			24/11/2015		24/11/2015
414 & 420	23/11/2015	2026	5	Nore Street	Melton	Side setback of water service and daylight to habitable room windows			24/12/2015		24/12/2015
415	24/11/2015	1255	14	The Esplanade	Taylor's Hill	Eastern Garage Wall height			24/12/2015		24/12/2015
409	24/11/2015	412	30	Johnston Way	Taylor's Hill	Minimum front set back			24/11/2015		24/11/2015
420	24/11/2015	1094	5	Utimo Walk	Taylor's Hill	reduced light court			27/11/2015		27/11/2015
409	24/11/2015	408	25	Brookfield Avenue	Brookfield	Minimum setback from street			26/11/2015		26/11/2015

Council Building Delegations 1 July 2015 to 31 December 2015											
REG	Received	Lot No	Street No	Street	Suburb	Application for	Further info request	Notified adj owner	Approved	Refused	Posted
415 & 420	24/11/2015	1	4	City Vista Court	Plumpton	Length of wall on boundary & Daylight to habitable rooms			24/12/2015		24/12/2015
417	1/12/2015	150	20	Carmine Cct	Burnside	setback 3ms of north facing windows			24/12/2015		24/12/2015
802	1/12/2015	2	1259-1283	Leakes Road	Rockbank	Build on Land subject to flooding			24/12/2015		24/12/2015
425, 426, 424	1/12/2015	2	90-92	High Street	Melton	front fence height & setback			24/12/2015		24/12/2015
415 & 420	1/12/2015	941	14	Connor Drive	Burnside Heights	habitable room windows			24/12/2015		24/12/2015
415	1/12/2015	241	8	Amber Way	Melton South	Length of wall on boundary			NIL		NIL
420	7/12/2015	2084	69	Redcliffe Terrace	Taylor's Hill	Kitchen windows and north facing windows			7/12/2015		7/12/2015
802	8/12/2015	C	38	Efficient Drive	Truganina	Build on Land subject to flooding			24/12/2015		24/12/2015
416	8/12/2015	602	16	Moore Drive	Plumpton	Daylight to habitable rooms			NIL		NIL
427	8/12/2015	994	55	James Cook Drive	Melton West	fence located within 9m of an intersection			24/12/2015		24/12/2015
411 & 415	10/12/2015	533	69	Taylor's Hill Blvd	Taylor's Hill	Site Coverage and height of wall on boundary			21/01/2016		21/01/2016
425	11/12/2015	652	141	Community Hub	Hillside	fence setback			24/12/2015		24/12/2015
415	11/12/2015	460	6	Bolac Place	Taylor's Hill	Length and height of wall on boundary					
415	11/12/2015	510	61	Enterprise Circuit	Plumpton	length/height of wall on boundary			18/01/2016		18/01/2016
409 & 414	16/12/2015	3801	1	Grall Court	Hillside	Siting of shed			24/12/2015		24/12/2015
414, 416 & 419	16/12/2015	68	11	The Strand	Caroline Springs	Daylight to habitable rooms, Side setback not complying and raised open space			NIL		NIL
417	16/12/2015	47	2	Granvia Cct	Burnside	Solar access to existing north facing windows					
409, 415	21/12/2015	226	16	Portolino Crescent	Plumpton	Min front setback & eastern garage wall max average height			29/01/2016		29/01/2016
415 & 414	22/12/2015	536	38	Goldsworthy Drive	Plumpton	Side boundary setback 0.15m in lieu of 0.5m					
409	24/12/2015	1	34	Monash Street	Melton South	Carport min front setback 7.1mts in lieu of 8.4mts			19/01/2016		19/01/2016

11.5 COUNCIL ANNUAL ACTION PLAN SECOND QUARTER (1 OCTOBER - 31 DECEMBER 2015) PROGRESS REPORT

Author: Fiona MacPherson- Corporate Policy and Planning Coordinator

Presenter: Maurie Heaney- General Manager Community Services

PURPOSE OF REPORT

To provide the second quarter update (1 October - 31 December 2015) on the progressive achievement of the Council's 2015-16 Annual Action Plan.

RECOMMENDATION:

That Council receive and note the 2015-16 Annual Action Plan Second Quarter (1 October - 31 December 2015) Progress Report as presented at **Appendix 1**.

Crs Turner/Carli. That the recommendation be adopted.

CARRIED

REPORT

1. Executive Summary

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

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

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

Appendix 1 provides detail on activity for the second quarter (1 October - 31 December 2015), inclusive of the first six months of the financial year period (1 July - 31 December 2015), in the progressive achievement of the 2015-16 Annual Action Plan.

2. Background/Issues

The Council Plan is Council's primary vision and strategic planning document that establishes the direction Council has committed for its term of office (4 years). The Council Plan contains the objectives, strategies and performance indicators.

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 2015-16 Annual Action Plan provides 147 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 2015-16 Annual Action Plan, inclusive of period from 1 July - 31 December 2015.

The following table provides summary of progress against 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.	123
Behind Schedule	Work associated with the Action has been delayed impacting on the current timeframe. An explanation of the cause and remedial action is provided in the 'comments' column with the revised due date.	2
Postponed	The Action has been deferred for the financial year due to circumstances outside Councils control. An explanation has been provided.	0
Total		147

Key achievements extending from the first quarter progress report include:

- The finalisation of key strategic documents including:
 - o Housing Character Study and Design Guidelines
 - o Library Collection Strategy for 2015-2018
 - o Library Outreach Strategy
 - o The General Local Law (2015)
- The implementation of new program and service initiatives, including:
 - o Completion of construction of the Burnside Children's and Community Centre.
 - o Incentive based Buy Local program
 - o Star Awards presentation recognising staff excellence
 - o Develop a partnership to coordinate an illicit drugs forum with sporting clubs

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

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 from the Action Plan are contained within Council approved 2015-16 Budget.

5. Consultation/Public Submissions

The 2013-17 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 publication of the 2013-2017 Melton City

Council Plan. The 2015-16 Council Annual Action Plan is prepared from internal consultation of Council management.

6. Risk Analysis

Nil

7. Options

Nil

LIST OF APPENDICES

1. Second Quarter (1 October - 31 December 2015) CAAP Performance Progress Report



Council Annual Action Plan - Status Report
 Second Quarter 2015/16
 1 October 2015 to 31 December 2015

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

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

This report provides a summary of the achievement of the Council's 2015/16 Annual Action Plan - Second Quarter (1 October to 31 December 2015), inclusive of year to date. The Action Plan contains 147 actions.

A summary of the status at the end of the 2015/16 financial year second quarter is as follows:

Status	Symbol	Number of Actions	% of Actions
Achieved	✓	22	15%
On track	●	123	84%
Behind Schedule	●	2	1%
Postponed	●	0	0%
Total		147	100%

Outcome 1: A clear vision to connect and develop a sustainable City


Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Objective 1.1: Strategically plan for a well designed and built City.					
Strategy 1.1.1: Ensure appropriate land use planning for public infrastructure, non urban areas, urban development and community assets.					
1	Preparation of a Telecommunications Policy.	●	Drafting is underway of the Telecommunication Policy.	City Design Strategy & Environment	30-Jun-16
Strategy 1.1.2: Create local identity and character through urban design and public art that creates local pride and improves the image and perception of the City.					
2	Develop an Urban Design Strategy 2 year project).	●	Work on the preparation of a Background Report (year 1 of project) is scheduled to commence in early 2016.	City Design Strategy & Environment	30-Jun-16
3	Develop a new Public Art Strategy and Policy.	●	The revised Public Art Policy and Procedure has been drafted.	Customer Engagement	30-Jun-16
4	Complete the Toolern Public Realm Strategy.	●	The draft document is under preparation.	City Design Strategy & Environment	30-Jun-16
Strategy 1.1.3: Prepare structure plans and design guidelines that seek to revitalise established urban areas, commercial precincts and other key major development sites.					
5	Prepare the Melton South Structure Plan (2 year project).	●	Preparation of a background paper will commence in early 2016.	City Design Strategy & Environment	30-Jun-16
Strategy 1.1.4: Partner with stakeholders to take advantage of our local distinctiveness through the conservation, protection and enhancement of heritage features and places.					
6	Develop Landscape Guidelines to protect elements of the natural landscape in the City.	●	Drafting commenced of the Landscape Design Guidelines.	City Design Strategy & Environment	30-Jun-16
Strategy 1.1.5: Improve growth in housing diversity and provision of affordable housing options including public, transitional and social housing for vulnerable residents.					
7	Implement the Housing Diversity Strategy.	●	A Planning Scheme Amendment is currently being prepared to implement the findings of the Housing Character Assessment and Design Guidelines into the schedules to the residential zones. Exhibition of the amendment will be completed by June 2016.	City Design Strategy & Environment	30-Jun-16
8	Housing Character Study and Design Guidelines.	✓	The Guidelines were adopted by Council at the Ordinary Meeting 13 October 2015.	City Design Strategy & Environment	31-Dec-15
Strategy 1.1.6: Develop planning guidelines and collaborate with Growth Areas Authority and land developers to facilitate improved integrated land use planning.					
9	Contribute to State Government processes in the identified Precinct Structure Plans and Developer Contributions Plans.	●	Five Precinct Structure Plans are currently being worked through with the Metropolitan Planning Authority.	City Design Strategy & Environment	30-Jun-16

Objective 1.2: Build a sense of place through an engaging range of community facilities and shared open spaces.				Business Unit	Target Date
Actions	Measures	Status	Progress Comments		
Strategy 1.2.1: Provide community access to services and opportunities for all to recreate, learn and socialise through the provision and maintenance of integrated and co-located assets and open space.					
10	Complete construction of the Burnside Children's and Community Centre.	Project completed within timeframe and budget.	✓	The construction of the centre was completed in December 2015 and within budget. Operation of the centre will commence in February.	Capital Projects 30-Jun-16
11	Develop a business case for the construction of Traffic School.	Business Case developed.	●	Traffic School Business Case drafted. Further work is required to model management options for consideration.	Engineering 31-Dec-15
Strategy 1.2.2: Practice a place based management approach to the planning, design, marketing, operation and maintenance of activity centres and community hubs.					
12	Collaborate with project partners to deliver the Melton City Council actions in the One Million Tree Greening the West Project.	Number of trees planted. Number of actions implemented.	●	616 trees have been planted year to date. Green Army project application was submitted and approved by the Federal Government to assist in delivering the One Million Tree Project over the project term.	Operations 30-Jun-16
Strategy 1.2.3: Improve our gateways and entry points, open spaces and streetscapes to enhance the presentation, local pride and accessible amenity for residents, businesses and visitors.					
13	Develop a Signage Strategy to improve accessibility within the municipality (2 year project).	Discussion paper developed.	●	Preparation of a discussion paper will commence in early 2016.	City Design Strategy & Environment 30-Jun-16
14	Develop a Melton Municipal Street Tree Strategy (2 year project).	Discussion paper developed.	●	Preparation of a discussion paper will commence in early 2016.	City Design Strategy & Environment 30-Jun-16
15	Deliver the annual Street Tree Planting and Beautification Program across the municipality.	Number of trees planted. Number of projects completed.	✓	The Program is currently in the maintenance phase.	Operations 30-Jun-16
16	Deliver Phase One of the Pride of Melton project.	Phase One of the project completed.	✓	Taxi shelter is completed.	Engineering 31-Mar-16
Strategy 1.2.5: Deliver asset needs through the capital works program including Precinct Structure Plan priority projects, aligned with Council Plan outcomes.					
17	Delivery of the 2015/16 Capital Works Program.	80% of Capital Projects and Programs delivered on time and within budget.	●	The Capital Works Program is currently on track to achieve the 80% delivery target.	Capital Projects 30-Jun-16


Objective 1.3: Generate an innovative local economy that stimulate opportunities for investment, business and training.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 1.3.1: Provide support and opportunities for new and emerging business development, investment and diversity of job opportunities.					
18	Completion of an Investment Attraction Strategy.	✓	Strategy presented to Council and endorsed in October 2015.	Economic Development &	30-Jun-16
Strategy 1.3.2: Work with new and existing businesses to create local employment opportunities through the provision of training and support.					
19	Incorporate Social Procurement Principles into the 2015/16 tender process for the Parks, Open Space & Tree Maintenance Services and Road & Drainage Maintenance Services contracts.	✓	Eight social procurement traineeships to be established from 1 July 2016.	Operations	30-Jun-16
Strategy 1.3.3: Initiate, support and promote programs to improve links between higher education and vocational training to local jobs.					
20	Deliver the Uni-Link program to provide early access to university level courses for secondary school students.	✓	The program was successfully completed in 2015 with 26 participants and 3 schools being Staughton College, Melton Secondary College and Kurunjang Secondary College.	Recreation & Youth	30-Jun-16
Strategy 1.3.4: Develop and promote the Western Business Accelerator and Centre for Excellence (BACE) as a key attractor for new and emerging businesses in the Western Region.					
21	Facilitate Council and business engagement in programs, activities and spaces within the Western BACE.	●	Preparation for the Small business launch to be held on 2 February 2016 and VIP Industry Event being held on the 17 Feb 2016 is underway.	Economic Development & Advocacy	30-Jun-16
Strategy 1.3.5: Promote opportunities from the rollout of the National Broadband Network (NBN) across the City to enhance web connectivity for businesses.					
22	Deliver the Digital Economy Strategy.	●	Draft Strategy will be presented to the Council Meeting 7 March 2016 for adoption.	Economic Development &	30-Jun-16
Strategy 1.3.6: Support marketing initiatives that generate economic activity, attract visitors and builds the value, identity and reputation of Melton City and Melbourne's West as a place to visit.					
23	Implement the new Visitor Servicing Model.	●	New Visitor Servicing Model at Old Courthouse now fully operational. Pop up stands in progress.	Economic Development & Advocacy	30-Jun-16
24	Deliver an incentive based Buy Local program	✓	The program was completed in October 2015 with 95 engagements with local businesses resulting in 41 actively signing up to the campaign.	Economic Development & Advocacy	30-Jun-16

Objective 1.4: Value and protect the natural environment for future generations.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 1.4.1: Lead by example through innovative and environmentally sensitive design and construction of Council assets.					
25	Develop Sustainability Policy to inform environmentally sustainable design and construction.	●	The policy is being managed as a project under the new Project Management Framework. The Project Sponsor, Project Owner and Project Manager are in place and the first meeting of the Project Working Group and Project Control Group have taken place. The scope of the discussion paper has been agreed.	Capital Projects	30-Jun-16
Strategy 1.4.2: Promote environmental outcomes in Council assets through innovative programs and management practices to reduce resource consumption including water.					
26	Review Council's Greenhouse Action Plan.	●	Drafting of the Action Plan has commenced.	City Design Strategy & Environment	30-Jun-16
Strategy 1.4.3: Minimise waste through reduction, reuse and recycling of waste products.					
27	Expansion of the Melton Resale Centre at the Melton Recycling Facility.	●	Plan finalised and Tender awarded. Work to commence late January with practical completion expected in late April.	Operations	30-Jun-16
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.					
28	Implementation of Council's Lead Educate Advocate Demonstrate Sustainability (LEADS) Program and Environmental Education Program.	●	There were 9 energy efficiency group education programs including 164 participants. Of these six training sessions were with disadvantaged members of Melton community, educating 99 individuals and three sessions were with professionals that work with disadvantaged community members educating 65 individuals.	City Design Strategy & Environment	30-Jun-16
Strategy 1.4.5: Support community involvement in local area conservation and environmental protection projects.					
29	Support local environment groups and school based programs.	●	There were 20 environmental community group engagements with 408 community member engagements. There were 8 school events that engaged 148 students and 28 teachers.	City Design Strategy & Environment	30-Jun-16
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.					
30	Delivery of a Significant Landscape Strategy.	●	Submission being evaluated for possible amendment to draft policy.	City Design Strategy & Environment	30-Jun-16
31	Deliver the Environment Enhancement Program.	●	The evaluation of the 2015 program is being finalised and a report will go to Council at its Ordinary Meeting of the 7 March 2016.	City Design Strategy & Environment	30-Jun-16

Objective 1.5: Support a transport system that connects and moves our community.						
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date	
Strategy 1.5.1: Advocate for the early delivery of Principal Public Transport Networks and associated infrastructure to increase accessibility and safety in partnership with other levels of government.						
32	Advocate for public transport networks.		Number of representations.	●	Advocacy document completed which includes Fact Sheets for Public Transport priorities and Action Committee formed to advocate for improved services.	Economic Development & Advocacy 30-Jun-16
33	Develop an Integrated Transport Strategy.		Strategy presented to Council for adoption.	✓	The Integrated Transport Strategy was adopted by Council at its Ordinary Meeting of the 15 December 2015.	City Design Strategy & Environment 31-Dec-15
Strategy 1.5.2: Partner to deliver and maintain an integrated road network in new and existing communities.						
34	Commence Abey Road Bridge construction to provide a vital link between Melton South and the Toolern Growth area.		Works commenced within timeframe.	●	Preparation of tender documents is in progress and it is expected to be advertised at the end of January 2016.	Engineering 30-Jun-16
35	Deliver expanded Sealed Road Resurfacing and Rehabilitation Program.		Length of roads resurfaced and rehabilitated.	●	Mount Cottrell Stage 1 (Griegs Road to 1.1km south) is awarded. Construction due to commence January 2016.	Engineering 30-Jun-16
Strategy 1.5.3: Advocate to government for the early delivery of arterial road infrastructure and to improve the connectivity of bus routes to meet activity hubs, train services and new stations.						
36	Advocate for government road transport infrastructure funding.		Number of representations. Improvements or investment received as a result of advocacy.	●	Advocacy document completed which includes Fact Sheets for Road Transport priorities.	Economic Development & Advocacy 30-Jun-16
Strategy 1.5.4: Support the creation of a connected and active community through the design and delivery of walking and cycling networks.						
37	Construction and maintenance of walking and cycling networks.		Length of new walking and cycling paths.	●	10,900 metres of footpaths and 1,120 metres of shared paths were constructed during this second quarter. 13,785 metres of footpaths and 2,450 metres of shared paths were constructed during this financial year to date.	Engineering 30-Jun-16
Strategy 1.5.5: Advocate for duplication and electrification of the Melbourne line to Melton and greater frequency of train services connecting the city with other destinations.						
38	Continue to advocate for improvements to the Melton to Melbourne rail line.		Demonstrated advocacy activities.	●	Advocacy document completed which includes Fact Sheets for Public Transport priorities. Caroline Springs Train Station due for opening mid-2016, new 2016 timetable released and Action Committee formed to advocate for improved services.	Economic Development & Advocacy 30-Jun-16

39	<p>Strategy 1.5.6: Work with the community and partners to provide flexible and sustainable alternate transport options to private vehicle ownership.</p> <p>Support the planning and implementation of active sustainable transport initiatives.</p>	Number of initiatives delivered.	Number of participants.		Two sustainable transport initiatives have been delivered, with a total of 39 schools participating in the initiatives (29 schools in the 'It's Cool to Walk to School' Program and 15 schools in VicHealth's Walk to School Month 2015).	Community Planning	30-Jun-16
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Outcome 2: Operating with innovation, transparency, accountability and sustainability					
Objective 2.1: Build community trust through socially responsible governance for long term sustainability.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.1.1: Practice a strategic evidence based policy approach to guide Council's decision making.					
40	Annually review and update the Council Plan.		Review of the Council Plan is underway, with discussions occurring with the Executive.	Community Planning	30-Jun-16
41	Review 'Naming of Council Community Facilities and Open Space Policy.'		Policy currently under review.	Recreation & Youth	31-Dec-15
Strategy 2.1.2: Align planning, resources and reporting through the delivery of Council's Integrated Planning Framework and Corporate Performance Management System.					
42	Deliver the annual community budget engagement sessions.		Two community engagement sessions have been scheduled.	Finance	30-Jun-16
Strategy 2.1.3: Ensure Council's long term sustainability through responsible financial management.					
43	Manage the annual Budget process in accordance with legislation.		The 2016/17 draft budget and the draft capital works program have been prepared. Community proposals and feedback and New Initiatives recommended by Council Officers will be presented to Councillors at the Councillor Budget Review on 27 February.	Finance	30-Jun-16
44	Review and update the Strategic Resource Plan.		The Strategic Resource Plan will be developed in conjunction with the Proposed Budget. Awaiting the final report of the Long Term Financial Review by external consultants to incorporate approved recommendations in the 2016/17 Strategic Resource Plan.	Finance	30-Jun-16
Strategy 2.1.4: Continually review and improve management systems, structures and processes to ensure they are aligned, efficient and effective.					
45	Implement Year 2 of the 2014 - 2017 Risk Management Strategy.		At halfway point of Risk Management Strategy, a survey and interviews of key staff and Audit Committee members has been conducted to verify that the Strategy is delivering the intended benefits to Council. Overall very positive responses received, exceeding the target set when Strategy was developed.	People & Culture	30-Jun-16
46	Implement the Cloud Computing Implementation Project (year 2).		Contract for "Cloud" information technology hosting service awarded. Project plan developed with design work and technology platform build in progress.	Information Services	30-Jun-16
47	Deliver the Systems Architecture Review.		Completion of staff survey pertaining to information systems completed with final phase 1 report to be presented to Management.	Information Services	30-Jun-16

48	<p>Strategy 2.1.5: Support transparency through public access to relevant information, decision making and strategic documents.</p> <p>Administer Council meeting reports and minutes.</p>	<p>100% of Council meetings minutes published on Council's Website within seven days.</p>		<p>100% of Council Agendas were published on Council's website at least 48 hours before the scheduled meeting of Council. 100% of Council Meeting Minutes were published on Council's website within 72 hours of the Council meeting being held.</p>	Customer Engagement	30-Jun-16
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Objective 2.2: Provide levels of service that balance community need with organisational capacity.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.2.1: Undertake reviews to determine types and levels of service and assets provided by Council, aligned with community need, to continuously improve service quality					
49	Review service model and levels for Parks, Trees, Road and Drainage Maintenance Services.	✓	The Review Report was endorsed by Council at the 14 July 2015 Council meeting.	Operations	30-Jun-16
Strategy 2.2.2: Implement a strategic evidence based approach for the provision, management and maintenance of civic and community assets to ensure sustainable Council access, operations and equitable community					
50	Develop Engineering Guidelines for Industrial Developments.	●	The first draft of the Industrial Guidelines in progress.	Engineering	30-Jun-16
Strategy 2.2.3: Provide facilities and services in an effective and cost-efficient manner through a range of public and private partnerships.					
51	Undertake a competitive tender process for the provision of Parks, Trees, Road and Drainage Maintenance Services.	✓	Tender evaluation report presented and endorsed by Council at the December 2015 meeting. Contracts let and implementation underway.	Operations	30-Jun-16
52	Provision of aquatic facilities.	●	During 2015/16 2nd quarter, 79,975 attendances to the Melton Waves Leisure Centre were recorded.	Recreation & Youth	30-Jun-16
53	Provision of kerbside waste collection services.	●	Council Waste Services have serviced 49,685 of kerbside garbage collection bins, 45,422 kerbside recyclables collection bins and collected 9,137.68 Tonnes of recyclables and green organics collected from kerbside bins to date this financial year..	Operations	30-Jun-16
Strategy 2.2.4: Engage with land developers in the design of open spaces and infrastructure that ensures the delivery of an accepted standard of asset.					
54	Develop a comprehensive Community Infrastructure Policy.	●	A discussion paper has been developed and distributed. Project Control and Working Groups have been formed and have met to identify objectives of the Policy.	Community Planning	30-Jun-16
55	Develop the City of Melton Open Space Strategy.	●	Open Space Plan presented to Council at Briefing of 24 November 2015. Council approved release of Plan and Background Report for public exhibition from 1 December 2015 - 31 January 2016.	Recreation & Youth	30-Jun-16

Objective 2.3: Facilitate community engagement in planning and decision making.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.3.1: Provide information about Council services and associated activities through a range of communication tools.					
56	Increase and develop Council's social media presence.	●	Council's corporate facebook page was launched in October 2015 and reached 500 likes on 31 December 2015.	Customer Engagement	30-Jun-16
Strategy 2.3.2: Encourage involvement, planning and decision making through Council's Community Engagement Framework.					
57	Implement Community Engagement Framework.	●	Internal rollout continued. One internal engagement expo conducted. Engagement Champions group established. Community Engagement Toolkit uploaded to intranet.	Community Planning	30-Jun-16
Strategy 2.3.3: Provide the community with balanced and objective information, to assist them in understanding Council's direction and decisions.					
58	Produce weekly media releases to local and metro media and organising media photo opportunities.	●	85% of media releases issued by Council this quarter resulted in local media coverage.	Customer Engagement	30-Jun-16
59	Publish Council's Annual Report.	✓	The Annual Report was delivered to the Minister for Local Government by 30 September and was published on Council's website 1 October 2015.	Customer Engagement	30-Jun-16

Objective 2.4: Invest into a skilled, motivated, aligned and performing workforce.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.4.1: Develop the skills and knowledge of Councillors and employees to grow capacity and optimum performance.					
60	Deliver Corporate training program. Number of courses and participants.	●	The Corporate Training Calendar continues to be rolled out with excellent attendance and feedback from workshop attendees. To date, 55 workshops have been facilitated with an average attendance of seven employees per workshop.	People & Culture	30-Jun-16
Strategy 2.4.2: Through people leadership, drive accountability of strategic and operational commitments.					
61	Deliver Council's leadership program. Number of events.	●	Seven leadership workshops were facilitated during this last quarter including Manager as Coach, Building Stakeholder Relationships and Leading Change through ADKAR. Attendance is steady at approximately eight employees per session.	People & Culture	30-Jun-16
Strategy 2.4.3: Generate a culture of learning and development that attracts and retains quality employees and delivers recognition programs to support innovation and motivate high performance.					
62	Run Staff Recognition annual event. Event award numbers and type.	✓	The STAR Awards ceremony took place on 3 December 2015 with over 220 people in attendance to see employees recognised for Length of Service (5, 10, 15, 20, 25 and 30 years) and outstanding performance (8 STAR Award categories).	People & Culture	30-Jun-16
63	Develop Service Unit Workforce Plans. Number of Plans developed.	●	The concept of Workforce Planning will be included in the 2016 People and Culture Strategy.	People & Culture	30-Jun-16
Strategy 2.4.4: Empower and support our people to realise and achieve their potential through a talent management framework.					
64	Coordinate the Mentoring Program for staff. Number of Mentees. Number of Mentors.	●	Cycle 3 of the mentoring program concluded on 11 December 2015. Feedback from the review workshop indicated participants found it to be a very rewarding experience. Cycle 4 will commence on 28 January 2016. 12 mentoring relationships have been locked in for that cycle.	People & Culture	30-Jun-16

65	<p>Strategy 2.4.5: Promote and support the health and well-being of our employees, Councillors, contractors and volunteers.</p> <p>Implement Year 3 of "Talking Safety", Council's Occupational Health and Safety Strategy.</p>	<p>90% conformance with Council's Occupational Health and Safety Management System.</p>		<p>Top Five Occupational Health and Safety Risk Working Group on Manual Handling was consulted widely among staff, and developed new procedure. Data analysis has shown overall downward trend in manual handling injuries over last five years.</p>	<p>People & Culture</p>	<p>30-Jun-16</p>
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Objective 2.5: Advocate into he best interests of our community and region.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.5.1: Invest in relationships and alliances with influential people and organisations for improved community outcomes.					
66	Participate in the Regional Management Forum and related activities.	●	Members of Executive participate in the Regional Management Forum, and staff from Community Planning are assisting with an initiative for Preventing Violence Against Women.	Economic Development & Advocacy	30-Jun-16
Strategy 2.5.2: Develop and implement an advocacy framework, advocacy strategies, associated campaigns and reporting on outcomes.					
67	Implement the Advocacy Framework.	●	On 14 October 2015, three of the five applications Council lodged under the Interface Growth Fund were approved, totalling \$6.05 million in grant revenue. Executive was briefed on the NGAA - Fund our Future Campaign on 21 October 2015. Work completed on the Melton Advocacy Priorities (MAP) document.	Economic Development & Advocacy	30-Jun-16
Strategy 2.5.3: Build on a coordinated approach to securing other Government sources of funding that will support Council's capacity to deliver community infrastructure, planning and programs.					
68	Submit government funding applications to support Councils Capital Works program and Councils service delivery.	●	Council submitted funding applications to the Melbourne Water – Living Rivers Fund and received \$42,000. Funding application also submitted to Interface Growth Fund (supplementary round) for the Botanic Trail, Fraser St reserve upgrade, Scouts environmental Education Centre and Kensington Dr reserve worth \$865,936.	Finance	30-Jun-16

Objective 2.6: Ensure timely compliance with statutory and regulatory obligations.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 2.6.1: Update documents, local laws, practices and tools in accordance with legislation and best practice in delivering corporate and community services.					
69	Conduct inspections of building sites, unsightly properties, abandoned vehicles, and advertising signs.	●	233 inspection requests have been received this year. 98.5 % of these requests were responded to within 10 days.	Compliance	30-Jun-16
70	Process Statutory Planning applications.	●	The median number of days between receipt of a planning application and a decision on the application is 63 days. Number of planning application decisions made within 60 days is 81%.	Planning Services	30-Jun-16
71	Update the General Local Law.	✓	The General Local Law (2015) was adopted by Council at the Ordinary Meeting 13 October 2015. The Local Law was effective 13 October 2015 and Gazetted in the Victoria Government Gazette 22 October 2015.	Customer Engagement	31-Dec-15
72	Implement the Lease and Licence Policy.	●	There have been four new leases drafted this year in accordance with the Lease and Licence Policy.	Legal Services	30-Jun-16
Strategy 2.6.2: Implement and monitor regulatory inspections to ensure industry compliance and public health and safety.					
73	Deliver Domestic Animal Management services.	●	1049 animals were collected. 694 Dogs and 355 Cats.	Compliance	30-Jun-16
74	Conduct food safety inspections of food premises.	●	185 High risk food premises were inspected in accordance with the Food Act 1984 this year.	Compliance	30-Jun-16
75	Undertake Essential Safety Measures inspection, testing and maintenance tasks for all Council buildings in accordance with legislative requirements.	✓	Scheduled Essential Safety Measure inspections completed.	Operations	30-Jun-16
76	Compliance with the Road Management Act and Councils Road Asset Management Plan.	●	Network inspections, asset inspections and defect response are all within compliance with Road Asset Management Plan.	Operations	30-Jun-16

Strategy 2.6.3: Ensure procurement processes and external service contracts and projects are managed with probity to comply with legislative requirements and best practice performance standards.						
77	Implementation of the Project Management Framework.	Percentage of key staff trained.	✓	Training of all key staff was completed in December 2015. Training of any additional staff will be ongoing to meet demand.	Capital Projects	31-Dec-15
Strategy 2.6.4: Develop and maintain Council's emergency and disaster management planning, prevention, response and recovery capacity.						
78	Coordinate the annual testing, review and evaluation of Council's Business Continuity Plans.	Annual Test Exercise completed and action plan developed.	✓	Annual Business Continuity Plan exercise was undertaken on 17 November 2015. Youth, Housing, Family and Children's services plans were tested October. Community Care & Inclusion plan tested December. Emergency Management plan Operations and Emergency Management plan tested December.	Operations	30-Jun-16
Strategy 2.6.5: Build community resilience to emergency or disaster situations through education, programs and access to the right information.						
79	Test and assess Emergency Response and Recovery Preparedness in accordance with the Emergency Management Act 2013 through annual desktop and event exercises.	Number of test exercises completed.	●	One Local (Taylors Hill Youth and Community Centre) and four regional exercises were undertaken. Three desktop exercises as part of Quarterly Municipal Emergency Management Planning Committee (MEMPC) meetings.	Operations	30-Jun-16






Outcome 3: A culturally rich, active, safe and connected City.					
Objective 3.1: Provide an accessible range of services for all including children, young people, families and older adults.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.1.1: Plan and coordinate appropriate and affordable services for our growing population.					
80	Deliver a Library Collection Strategy for 2015-2018.	✓	Library Collection Strategy was endorsed by Executive at their 9 December 2015 meeting.	Libraries	31-Dec-15
81	Provision of library services.	●	As at 31 December there were 45,052 library members. There has been 344,509 Library Visitors since the start of this financial year.	Libraries	30-Jun-16
82	Provide Home and Community Care services to eligible clients.	●	1,259 people had received Home and Community Care services by 31 December.	Community Care & Inclusion	30-Jun-16
Strategy 3.1.2: Provide targeted support and assistance to disadvantaged, at-risk and vulnerable residents.					
83	Provide centre based or delivered meals to older adults and people with disabilities.	●	11,012 centre based and delivered meals have been provided this financial year.	Community Care & Inclusion	30-Jun-16
Strategy 3.1.3: Support the attraction of required Community Service Organisations to our City and pursue stakeholder partnerships to ensure an integrated approach to quality community services.					
84	Collaborate with service providers to provide access to services for young people.	●	In-kind accommodation support was provided to Brotherhood of St Lawrence, Gatehouse (Royal Children's Hospital), ORYGEN Youth Health and Djerrivarrh Health Services Adolescent and Young Adult Counselling Program to address service gaps.	Recreation & Youth	30-Jun-16
Strategy 3.1.5: Provide environments and services that encourage independent ageing in the community and at home.					
85	Commence the Redevelopment of Aged Precinct to include an extension on the east side to Smith Street.	●	Successfully obtained external funding of \$1.8 million for the project. The tender has been completed.	Community Care & Inclusion	30-Jun-16

86	<p>Strategy 3.1.6: Support the capacity of the local community to plan for and increase participation of people with a disability and their carers.</p>	<p>Outcomes reported to Melton Disability Advisory Committee.</p>	<p>Midterm outcomes for Disability Action Plan 2013 - 2017 reported to the December 2015 meeting of the Disability Advisory Committee. Significant achievements include:</p> <ul style="list-style-type: none"> • Attraction of new Disability Service Providers to the municipality i.e. Scope, Autism Plus, BreakThru. • Implementation of Disability Discrimination Act (DDA) capital works e.g. installation of accessible parking bays outside local schools, Melton Waves Leisure Centre entrance upgrade. • Moving Melton, Melton Integrated Transport Strategy 2015. • Delivery of the 2015 CARE Melton Expo. 	Community Care & Inclusion	30-Jun-16
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Objective 3.2: Build resilient people and communities through opportunities to participate in community life.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.2.1: Facilitate partnerships between relevant stakeholders to build and strengthen the community's capacity to formulate their own solutions to issues.					
87	Administer Council's Annual Grant Program.	Amount awarded. Number of successful applications.	●	Council has funded 43 funding requests to a total of \$94,093 year to date.	Community Planning 30-Jun-16
88	Deliver men's health and wellbeing activities from Melton and Taylors Hill Men's Sheds.	≥100 programs per quarter. ≥15 participants per day.	●	Second quarter - Melton Men's Shed 156 programs and four special events delivered with average of 23 attendees per day. Taylors Hill Men's Shed 113 programs and eight special events delivered with average of 17 attendees per day. The total for year-to-date across both centres: 269 programs and 12 special events delivered, 3,986 attendees for an average of 20 per day.	Community Care & Inclusion 30-Jun-16
Strategy 3.2.2: Enhance the capacity of local residents through programs that develop and promote local leadership and community participation pathways.					
89	Implement the Whitten Project (Youth Leadership Program in partnership with Western Bulldogs).	Number of local participants.	✓	10 young people representing Melton Secondary College, Catholic Regional College Melton and Brookside College P-9, graduated from the Whitten Project in October 2015.	Recreation & Youth 30-Jun-16
Strategy 3.2.3: Develop relationships that combine resources to support and promote the role of local community groups and volunteers.					
90	Deliver the Community Care and Inclusion HACC volunteer initiative.	≥ 8 new volunteers recruited. ≥ 45 active volunteers. ≥ 8500 volunteer hours delivered annually.	●	Seven new volunteers recruited in second quarter with year to date total of 12. There are currently 59 active volunteers who delivered 3,370 volunteer hours during second quarter. Total volunteer hours delivered year to date is 6,214.	Community Care & Inclusion 30-Jun-16
Strategy 3.2.4: Provide intervention, support, education and professional development opportunities for individuals, families, groups and networks to build capacity, sustainability and self-reliance.					
91	Deliver the Integrated Family Support Program to vulnerable families as referred through the Brimbank Melton Child FIRST Alliance.	Number of case management hours provided (3750 hours).	●	2034 hours provided in the Integrated Family Support Program from 1 July to 31 December 2015.	Families & Children 30-Jun-16

Strategy 3.2.5: Facilitate new community development programs and groups that support community capacity building.				
92	Development of a New Community Groups Resource Kit.	New Community Groups Resource Kit developed.	●	New Groups Kit developed and printed. Launch event postponed to February to allow for greater community and Councillor involvement.
93	Support the establishment of new community groups.	Number of new community groups supported.	●	Six new community groups supported during second quarter. 15 in total year to date. Community consultation undertaken to develop community groups' training calendar and identify needs.
				Community Planning
				Community Planning
				31-Dec-15
				30-Jun-16

Objective 3.3: Develop an environment that supports imagination, creative expression and engagement in cultural experiences.						
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date	
Strategy 3.3.1: Plan and provide community and neighbourhood celebrations, events and programs that create a sense of pride in our community identity.						
94	Run community events including Djerriwarrh & Summersault Festival.	Customer /community satisfaction.	●	The Djerriwarrh Festival was successfully held on Saturday 7 November 2015, with over 30,000 people in attendance. With 383 survey responses, there was an average satisfaction rating of 8 out of 10. Summersault will take place on Saturday 13 February 2016.	Customer Engagement	30-Jun-16
95	Deliver Seniors Festival Week activities.	≥ 8 activities/programs held. ≥ 130 attendance at Seniors Dinner Dance	✓	During Seniors week 279 residents attended eight Council activities across the municipality. The annual Seniors Dinner Dance was attended by 146 residents.	Community Care & Inclusion	30-Jun-16
96	Deliver Pop Culture events as a community gathering opportunity.	Number of events. Number of attendees.	●	Planning for the 2016 Pop Culture program is near finalisation. There are six events (three in Melton, three in the Eastern Corridor) scheduled for 2016, running from April - October.	Customer Engagement	30-Jun-16
Strategy 3.3.3: Promote and assist access to existing and future local arts and cultural program spaces.						
97	Deliver a range of artistic & cultural events and exhibitions at Caroline Springs Gallery incorporating professional and amateur practice.	≥ 4 professional installations ≥ 4 amateur installations ≥ 36 weeks activation of the gallery.	●	(One amateur installation (Lakeview Senior College) and one professional (photographic) installation at Caroline Springs Gallery this quarter.	Customer Engagement	30-Jun-16
Strategy 3.3.4: Create opportunities for the community to develop their creativity and experience the artistic work of others.						
98	Deliver the Inclusive Arts Initiative to encourage children and young people with a disability, aged 5-17 years, to participate in an arts based program.	Number of activities delivered. Number of participants.	●	Inclusive Arts Initiative is on track to be delivered as part of the Melton GOI Respite Program in May 2016.	Community Care & Inclusion	30-Jun-16
Strategy 3.3.5: Develop the potential of existing and emerging artists through development pathways for children, young people and aspiring artists.						
99	Deliver the Youth Performing Arts Program.	Number of young people engaged in program.	●	Melton's Drama Program - West by North West had an average of four young people engage in each session. Taylors Hill Drama Program - North by North West had an average of five young people engage in each session.	Recreation & Youth	30-Jun-16

Objective 3.4: Provide lifelong learning opportunities to build social connections and self development.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.4.1: Facilitate flexible lifelong learning opportunities through Neighbourhood Houses, community facilities, library services and the attraction of training providers.					
100	Deliver Neighbourhood House Programs.		190 Neighbourhood House Programs have been delivered this year to date. This equates to 2025 hours of programming with a total of 2,472 people participating.	Community Planning	30-Jun-16
101	Implement the Library Services Annual Activities Program.		Number of programs delivered. Number of activities delivered. Number of participants.	Libraries	31-Dec-15
Strategy 3.4.2: Partner with community organisations to deliver pathways from learning programs or formal education to employment for disadvantaged, at-risk or vulnerable residents.					
102	Facilitate higher education programs at the Melton Library & Learning Hub in partnership with Federation University Australia.		Number of Higher Education Courses provided.	Community Planning	30-Jun-16
Strategy 3.4.3: Support the provision of a diverse and current range of reading and learning materials, reflecting our changing demographics.					
103	Review and publish the Melton City Council Early Years Guide.		Number of Higher Education Courses provided.	Federation University has postponed courses until 2016.	30-Jun-16
104	Develop the Library Collection to expand its CALD community resources in print, online and in DVDs.		Number of new items.	An online directory to replace the Early Years Guide is currently in the planning phase. Year-to-date 647 new items were added to the library service's CALD (culturally and linguistically diverse) resource collection.	Families & Children Libraries 30-Jun-16

Strategy 3.4.4: Create a learning culture in the City through early engagement with children, young people and families.				
105	Deliver a range of programs and services from the Melton Youth Centre and Taylors Hill Youth & Community Centre.	Number of programs. Number of events.	●	Recreation & Youth 30-Jun-16
106	Deliver the Library Service Youth and Children's Annual Activities Program.	Number of activities delivered. Number of participants.	●	Libraries 30-Jun-16
107	Deliver the Enhanced Homework Support Initiative to encourage young people to participate in 'drop in' programs at Council's Youth centres.	Number of participants.	●	Recreation & Youth 30-Jun-16
108	Implement year 1 of the Community Learning Plan 2015-2018 Annual Action Plans.	Outcomes reported to Council.	●	Community Planning 30-Jun-16

Objective 3.5: Build an inclusive community that embraces and values cultural diversity and celebrates our collective heritage.						
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date	
Strategy 3.5.1: Celebrate diversity and generate awareness, understanding and appreciation of indigenous and other diverse communities through support, information, activities and networks.						
109	Deliver Citizenship Ceremonies for City of Melton residents.	Percentage of all conferees invited to attend a Council citizenship ceremony within 3 months of department approval.	●	100% of conferees were invited to a ceremony within 3 months of department approval. Citizenship ceremonies were held on 26 October and 16 November 2015 conferring 162 new citizens, bringing the total to 432 new citizens this financial year.	Customer Engagement	30-Jun-16
Strategy 3.5.2: Advocate to attract community service organisations that can coordinate service options for resident settlement and integration support.						
110	Implement the Community Services Capacity & Attraction Framework.	Number of actions achieved. Outcomes reported to Council.	●	A meeting was held with Australian Community Logistics to discuss potential establishment of services in Caroline Springs.	Community Planning	30-Jun-16
Strategy 3.5.3: Engage multicultural and faith leaders to enhance communication between cultural and linguistically diverse residents and community organisations.						
111	Delivery of initiatives in conjunction with the Melton Interfaith Network.	Number of initiatives. Number of participants.	●	Melton Interfaith Network monthly meetings were supported by a Council Officer.	Community Planning	30-Jun-16
Strategy 3.5.4: Deliver programs and projects to increase community knowledge and appreciation of our collective heritage and development as a City.						
112	Preserve local and family history records of local significance in a digital format.	160 volunteer hours of family history research assistance delivered.	●	Year to date at least 156 volunteer hours of family history research assistance have been delivered.	Libraries	31-Dec-15
113	Deliver the Community Partnership Program to foster cross-cultural connections.	Number of community organisations engaged.	●	22 partner organisations implementing 11 projects. Projects all on track for completion.	Community Planning	30-Jun-16
114	Deliver a publication to celebrate the 150 years of history as a local government body.	Author/Historian contracted.	●	Request for Tender currently being tested in marketplace for responses from interested parties.	Libraries	30-Jun-16

Objective 3.6: Create a safer community through building a sense of belonging and community pride.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.6.1: Deliver community safety initiatives that connect community, increase participation, build capacity and address crime and graffiti prevention.					
115	Proactively utilise the provisions of the <i>Graffiti Prevention Act 2007</i> to remove graffiti in a timely manner.	●	Over 8,000 sqm removed in first six months of the financial year.	Operations	30-Jun-16
116	Deliver the Western Area Resilience Project in partnership with Wyndham City Council.	●	Community Forums held in September and October 2015. Business Forum to held in October. Project report completed. Final Grant acquittal expected February.	Operations	30-Jun-16
Strategy 3.6.2: Through design, develop safe and welcoming public spaces that improve perceptions.					
117	Deliver the Rapid Transformation pop-up park project at the corner of Palmerston and MacKenzie Streets.	●	61 activities implemented including youth outreach drop-in, physical activity and after school play sessions, library story time, edible gardening workshops and activities for Community Safety Month, Children's Week and White Ribbon Day.	Community Planning	30-Jun-16
Strategy 3.6.3: Collaborate with stakeholders to reinforce positive attitudes and behaviours to improve road safety, reduce crime and antisocial behaviour, at identified high risk locations and amongst identified population groups.					
118	Implement Year 6 of the Road 2 Zero Action Plan.	●	Delivered road safety events including Restraint Fitting, Senior Drivers Sessions and Safer City Day. Implementation of 15 actions has commenced year to date.	Community Planning	30-Jun-16
Objective 3.7: Ensure our established and new communities are well connected and supported.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 3.7.1: Build cohesive communities through the connection and integration of established and new residential areas.					
119	Deliver community development initiatives for residents in small townships and new developments.	●	37 community development programs and activities have been run in Diggers Rest, Eynesbury and Rockbank involving 419 participants year to date.	Community Planning	30-Jun-16
120	Establish feasibility of a framework for small towns experiencing planned rapid growth.	●	Prepared Discussion Paper for presentation to the Executive.	Community Planning	31-Dec-15
Strategy 3.7.2: Undertake a coordinated approach to service access and the celebration of the identity of small townships and local neighbourhoods.					
121	Develop neighbourhood networks in Rockbank and Diggers Rest townships.	●	Diggers Rest Neighbourhood Network has 27 members and meets monthly. Rockbank Network has 8 members and meets quarterly.	Community Planning	30-Jun-16
122	Develop the Library Outreach Strategy to deliver services to local neighbourhoods and communities.	✓	The Library Outreach Strategy has been incorporated into the broader Library Service Strategy as recommended by the Executive.	Libraries	30-Jun-16

Outcome 4: A City of people leading healthy and happy lives.				
Objective 4.1: Collaborate for an accessible, integrated and aligned health service system.				
Actions	Success Measures	Status	Progress Comments	Responsible Service Unit
Strategy 4.1.1: Collaborate with stakeholders to provide an integrated planning approach to health services delivery that responds to emerging public health and wellbeing needs.				
123 Collaborate to deliver improved, coordinated health services promotion and issue based campaigns with community providers such as Djerriwarh Health Services and Women's Health West.	Number of stakeholders engaged.	●	Delivered Gender Equity coffee cup awareness raising campaign with Djerriwarh Health Services for White Ribbon Day involving 15 cafes (distribution of 3000 coffee cups). Council staff involvement in 16 Days of Activism campaign and gender equity survey. Attendance at Preventing Violence Together committee meetings and planning for evaluation report.	Community Planning
Strategy 4.1.2: Undertake assessment and gap analysis of existing health infrastructure and health service needs for current and future populations.				
124 Update Public Health and Wellbeing Profile.	Updated Public Health and Wellbeing Profile completed.	●	Commenced development of updated Public Health and Wellbeing Profile Report in alignment with Municipal Public Health and Wellbeing Plan development.	Community Planning
Strategy 4.1.3: Plan, attract and advocate for primary health care and allied health service providers, aligned with evidence of need.				
125 Advocate for locally-based mental health services.	Outcomes reported to Council.	●	Detailed design work continues on Melton Community Health facility which will include 30 EFT (equivalent full time) of Mental Health staffing.	Economic Development & Advocacy
Strategy 4.1.4: Partner to support an effective and accessible referral system to ensure timely and relevant access to community health services.				
126 Deliver Breastfeeding support services to families.	Number of self-referrals to the program. Number of agency referrals to the program.	●	There have been 11 self-referrals and 121 agency referrals in the Second Quarter. There have been 534 self-referrals and 259 agency referrals this financial year.	Families & Children
127 Deliver baby sleep settling sessions to new parents.	Number of sessions provided. Number of attendees at sessions.	●	12 sleep settling sessions provided to 59 parents.	Families & Children
Strategy 4.1.5: Advocate to government for the provision of a purpose built Community Health Centre, a Day Hospital / Day Procedure facility and 24 Hour General Public Hospital and associated services in the Melton Township.				
128 Advocate for expanded primary care services and provision of a day surgery.	Outcomes reported to Council.	●	Advocacy document completed which includes Fact Sheets for Health priorities.	Economic Development &

Objective 4.2: Address health inequalities in our community.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 4.2.1: Collaborate to deliver targeted health initiatives to address health inequalities.					
129	Implement the Community Activation Program within the Melton Township.	●	45 activities/events implemented to date. Events included Safer City Day, Responsible Gambling Awareness Week and Children's Week. Regular activities included youth outreach drop-in sessions, physical activity sessions and edible gardening workshops.	Community Planning	30-Jun-16
130	Support implementation of the Linking Melton South Project in collaboration with Djerrivarrh Health Services.	●	A Council representative has attended steering group meetings.	Community Planning	30-Jun-16
Strategy 4.2.3: Implement initiatives that support and increase social inclusion for people at risk of clinical and/or preventable mental illness.					
131	Support delivery of the Adolescent, Young Adult and Family Counselling service by Djerrivarrh Health Services at Melton Youth Centre.	●	There were 2 referrals from The Space to the Adolescent and Young Adult Counselling Program.	Recreation & Youth	30-Jun-16
Strategy 4.2.4: Build community awareness and attitudinal changes about the causes of family violence through community education campaigns.					
132	Implement Year 3 actions of the Preventing Violence Against Women and their Children Action Plan 2013-2016.	●	White Ribbon Day breakfast event held in November in partnership with local community services. Participated in the White Ribbon Day March.	Community Planning	30-Jun-16
Strategy 4.2.5: Strengthen partnerships to address the underlying causes of family violence through early intervention initiatives and services.					
133	Convene Council's White Ribbon Action team and deliver key Preventing Violence Against Women initiatives.	●	Delivered three White Ribbon events to build internal capacity and understanding of violence against women and gender equity.	Community Planning	30-Jun-16

Objective 4.3: Encourage the community to be physically active and healthy.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 4.3.1: Reduce the burden of chronic disease on our community through education that supports positive behaviour change in healthy lifestyles.					
134	Promote healthy eating within sports clubs and leisure facilities.	●	Project Officer appointed and MOU developed for Healthy Eating in the West Sports Club initiative in partnership with Wyndham City. Project brief submitted to Deakin University for Economic Impact Assessment of leisure centres in both municipalities. Training delivered and seven sports clubs in the City of Melton engaged to date.	Community Planning	30-Jun-16
Strategy 4.3.2: Research barriers and enablers to regular planned and incidental physical activity and respond through affordable, sustained and accessible physical activity programs.					
135	Review opportunities to increase female participation in sport in line with State Government priorities.	●	Outcomes reported to Council. Gender audit of sports facilities completed.	Recreation & Youth	30-Jun-16
Strategy 4.3.3: Undertake marketing activities to increase the levels of physical activity and access to recreation pursuits.					
136	Support ongoing and new community walking groups.	●	12 walking groups operating with a total of 180 participants registered.	Community Planning	30-Jun-16
Strategy 4.3.4: Educate community on the importance of healthy eating and support an increase in the accessibility of fresh nutritious food.					
137	Support edible community gardens.	●	Edible Community Gardens Guidelines currently being drafted and on track for presentation at the February Policy Review Panel meeting.	Community Planning	30-Jun-16
Strategy 4.3.6: Implement prevention and intervention programs that improve the physical health of vulnerable community members and the developmental outcomes of children.					
138	Deliver the Healthy Children Growing Together Program.	●	187 children engaged in the program through a variety of health promotion initiatives and strategies. Further engagement with approximately 900 children through park activations at The Corner. 13 Council facilities audited and 8 accredited with Australian Breastfeeding Association Baby Care Room Award.	Community Planning	30-Jun-16

Strategy 4.3.7: Facilitate active lifestyles and community interaction through the provision of a range of local and regional level play spaces, sporting and leisure facilities.					
139	Deliver and activate the Bridge Road Sports Precinct in Bridge Road, Melton South.	Completed within timeframe and budget. Stakeholder engagement undertaken.	●	Project on budget with hockey field surface laid and pavilion constructed. Athletics track on target for completion April 2016. Melton City Little Athletics Club, Melton Mustangs Hockey Club, Melton West Special Olympics, various secondary and primary schools have been engaged on the project.	Recreation & Youth 30-Jun-16
140	Implement an activation plan for the Arnold's Creek Recreation Reserve that will develop a partnership with the Riddell and District Football League.	Stakeholder engagement undertaken.	●	St Anthony's Cricket Club is the summer season tenant and Melton Centrals Football and Netball Club will be the winter tenant.	Recreation & Youth 30-Jun-16
Strategy 4.3.8: Consult and empower children and young people to design a diverse range of play and recreation opportunities that provide education, sensory, accessible, experiential outcomes.					
141	Provide opportunities for children to have input into the design of play spaces that they utilise.	Consultations with children undertaken.	●	(Child Friendly Principles Checklist has been distributed to Council programs for consideration when developing programs and infrastructure for Children.	Families & Children 30-Jun-16
142	Develop a Playspace Strategy.	Strategy presented to Council for adoption.	●	To be completed following the adoption of the Open Space Plan in 2016.	Recreation & Youth 30-Jun-16
Strategy 4.3.9: Deliver immunisation programs against preventable disease to infants and children, including vaccinations and health education programs.					
143	Deliver the vaccinations against preventable diseases to children and secondary school children.	Percentage of secondary school consent cards returned (>90%). Percentage of eligible children in years 7 and 10 fully vaccinated (>75%).	●	Final 2015 round of school immunisations completed in November 2015. 2016 School immunisations commence in March. 12 Infant sessions conducted each month.	Compliance 30-Jun-16

Objective 4.4: Minimise social harms caused by gambling, tobacco, alcohol and other drugs.					
Actions	Measures	Status	Progress Comments	Responsible Service Unit	Target Date
Strategy 4.4.1: Reduce the burden of chronic disease on our community through education that supports positive behaviour change in healthy lifestyles.					
144	Develop a local planning policy for gaming. Reference document developed.	●	Consultant undertook community consultation including community survey and stakeholder workshops to inform development of reference document. Project being led by Strategic Planning.	Community Planning	30-Jun-16
Strategy 4.4.2: Undertake Social Impact Assessments on venue-based liquor licence and gaming applications to minimise impact on high risk areas.					
145	Develop an Alcohol Policy informed by harm minimisation and health promotion principles.	●	Policy presented to Council for adoption. Project Brief drafted. Background information sourced from health promotion peak body experts in the prevention of alcohol harm.	Community Planning	30-Jun-16
Strategy 4.4.3: Collaborate with service agencies, venues and local community groups to explore proactive approaches in preventing and reducing the harms associated with gambling, alcohol, tobacco and other drugs.					
146	Develop a partnership to coordinate an illicit drug forum with sporting clubs.	✓	Workshop held during August in partnership with the Australian Drug Foundation and Victoria Police. A number of local sporting clubs represented.	Recreation & Youth	30-Jun-16
Strategy 4.4.4: Work with the industry, venues and retailers to support awareness and lawful compliance concerning the sale and use of gaming, alcohol, tobacco and other drugs.					
147	Conduct annual sale of tobacco to minors testing program	●	Number of premises tested. Number of infringement notices issued.	Compliance	30-Jun-16

11.6 ELECTION PERIOD POLICY

Author: Tracy Spiteri- Governance Coordinator
Presenter: Luke Shannon- General Manager Corporate Services

PURPOSE OF REPORT

To present the Election Period Policy for the 2016 General Elections prepared in accordance with section 93B of the *Local Government Act 1989*.

RECOMMENDATION:

That Council adopt the Election Period Policy at **Appendix 1**.

Crs Turner/Bentley. That the recommendation be adopted.

CARRIED

REPORT

1. Executive Summary

In October 2015 the *Local Government Amendment (Improved Governance) Act 2015* was passed by Parliament, instituting significant changes to the *Local Government Act 1989* (the Act), select provisions effective 2 December 2015.

An immediate electoral reform is the requirement for all Councils to adopt an Election Period Policy by 31 March 2016, binding the 2016 General Elections. The policy is intended to support the transparency and probity of the election process and to safeguard the authority of the incoming Council.

2. Background/Issues

The *Local Government Amendment (Improved Governance) Act 2015* introduced a raft of changes to the Local Government Act, primarily to improve the accountability of Councillors, strengthen Council governance and support the integrity and efficient conduct of the 2016 Elections.

Electoral reforms include:

- making the Victorian Electoral Commission the statutory provider for all council elections. *Pending assent (March 2016)*.
- removing the requirement for an exhibition voters' roll. *Pending assent (March 2016)*.
- preventing a person who is banned from being a company director, from being a candidate at an election or continuing as a councillor. *Pending assent (March 2016)*.
- enabling a returning officer to remove a candidate found to be disqualified from the ballot paper. *Pending assent (March 2016)*.
- requiring councils to have an election period (or 'caretaker') policy and clarifying limitations on publication of council documents during the election period. *In effect*.

Section 93B of the Act now requires Council to prepare, adopt and maintain an election period policy, and to adopt the policy by 31 March 2016. Specifically, the Election Period Policy must include:

- (a) procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period before a general election;
- (b) limits on public consultation and the scheduling of Council events;
- (c) procedures to ensure that access to information held by Council is made equally available and accessible to candidates during the election.

The draft Election Period Policy attached at **Appendix 1** has been prepared to comply with the changes to the Act and provides support and guidance to Councillors, Council staff and the public on Councils processes and procedures during the election period.

The election period will commence at midday on 20 September 2016 and conclude at 6.00pm on Election Day, 22 October, 2016.

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.

5. Consultation/Public Submissions

No consultation is required. The draft Election Period Policy has been prepared in accordance with the *Local Government Act 1989*.

6. Risk Analysis


If Council does not adopt an Election Period Policy by 31 March 2016, it will breach the requirements of section 93B(2)(a) of the *Local Government Act 1989*. Failure to adopt an Election Period Policy will expose Council to a review by the Municipal Inspectorate.

7. Options

Nil. Council must adopt an Election Period Policy by 31 March 2016 in accordance with the Act.

LIST OF APPENDICES

- 1. Draft Election Period Policy

	<h2>Election Period Policy</h2>
Version No.	V1.0 7 March 2016
Endorsement	Council, <INSERT DATE>
Authorisation	Council, <INSERT DATE>
Expiry date	31 March 2020
Responsible Officer	Manager Customer Engagement
Policy owner	Governance Coordinator

1. Purpose

To satisfy section 93B of the *Local Government Act 1989* (the 'Act'), which requires Council to prepare, adopt and maintain an Election Period policy which must address certain matters.

2. Scope

All Melton City Council Councillors, employees, contractors, consultants and volunteers, applicable only during the statutory election period.

3. Application of Policy

The Chief Executive Officer is responsible for the application of the policy across Melton City Council.

4. Definitions

Word/Term	Definition
the Act	means the <i>Local Government Act 1989</i>
Caretaker period	has the same meaning as 'Election Period'.
Council Information	means any communication or material containing facts, data or material about the Council and its products, services, processes or functions.
Council resources	means human, material and financial resources of Council, including but not limited to, Council office and works spaces, staff (fulltime, part time, casual, contract) and volunteers, hospitality services, equipment and stationery used exclusively for normal Council business.
Delegation	means the giving of decision-making power(s) by instrument of a function, duty or power under any Act, where such delegation is allowed by law.
Election period	means the election period for the 2016 general election commencing at midday on 21 September 2016 and concluding at 6.00pm on 22 October 2016.
Event	means gatherings of internal and/or external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue that is of relevance to the Council and its community and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners, receptions and balls

Word/Term	Definition
Function	has the same meaning as 'Event' as defined in this policy.
Inappropriate Decision	has the same meaning as in the Act and means: (a) decisions that would affect voting in an election; (b) decisions that could reasonably be made after the election.
Major Policy Decision	means any decision: (a) relating to the employment or remuneration of a Chief Executive Officer under section 94 of the Act, other than a decision to appoint an acting Chief Executive Officer; (b) to terminate the appointment of a Chief Executive Officer under section 94 of the Act; (c) to enter into a contract the total value of which exceeds \$100,000.
Publications	means: <ul style="list-style-type: none"> • brochures, pamphlets, handbills, flyers, magazines and books • reports (other than Agenda papers and Minutes) • advertisements and notices, except newspaper notices of meetings • new website material • social media publications • emails with multiple addresses, used for broad communication with the community • bulk mail outs or identical letters sent to a large number of people by or on behalf of Council • media releases • material to publicise a function or event • Councillor speeches.
Public consultation	means a process that involves inviting stakeholders (individuals, groups, organisations or the public generally) to comment on an issue or proposed action or proposed policy, and which includes discussion of the matter with the public.
Significant decision	means: (a) decisions that may irrevocably commit the incoming Council to substantial expenditure or to other significant actions; and (b) decisions that may have an irrevocable and/or significant impact on the municipality or a significant section of the community.
Social media	Includes, but is not limited to: Facebook, Twitter, You Tube, Flickr, LinkedIn, Pinterest, Snapchat, Instagram accounts but does not include the private and individual social media accounts of any candidate or Chief Executive Officer or staff member.
Special Committee	means the CEO Review Committee and otherwise has the same meaning as in the Act.

5. Policy

5.1 Council Decision Making

5.1.1 Major Policy Decisions

The Council, a Special Committee or a person acting under a Delegation given by the Council **must not** make a **Major Policy Decision** during the Election Period.

If the Council considers that there are extraordinary circumstances where the municipality or the local community would be significantly disadvantaged by the Council not making a particular Major Policy Decision the Council will, by resolution, request an exemption from the Minister for Local Government, in accordance with section 93A(2) of the Act.

Any person who is in any doubt as to whether or not a decision is a Major Policy Decision should consult with the Chief Executive Officer.

The Chief Executive Officer will:

- (a) ensure that no Council Report goes to Council during the Election Period in relation to a Major Policy Decision; and/or
- (b) give a decision to any staff member in relation to whether or not the proposed decision amounts to a Major Policy Decision.

The Chief Executive Officer's decision will be final.

A Major Policy Decision made in contravention of this Policy is at risk of being invalid and Council may be liable to compensate any person who suffers loss as a result of this invalidity (provided they have acted in good faith).

It will be the ultimate responsibility of the Chief Executive Officer to determine if a matter is a major policy decision. Where possible, the Chief Executive Officer will ensure that matters are scheduled for Council to ensure that 'major policy decisions' are resolved prior to the commencement of the election period or scheduled for determination by the incoming Council.

5.1.2 Inappropriate Decisions

The Council, a Special Committee or a person acting under a Delegation given by the Council **should not** make an **Inappropriate Decision** the Election Period.

Decisions that bind an incoming Council which could reasonably be made after an election, or would affect voting in an election should be avoided.

Any person who is in any doubt as to whether or not a decision is an Inappropriate Decision should consult with the relevant General Manager in the first instance and thereafter the Chief Executive Officer, whose decision on the matter will be final

The relevant General Manager will:

- (a) ensure that no Council Report goes to Council during the Election Period in relation to an Inappropriate Decision; and/or
- (b) give a decision to any staff member in relation to whether or not the proposed decision amounts to an Inappropriate Decision.
- (c) refer any proposed decision in relation to which the General Manager is in any doubt amounts to an Inappropriate Decision to the Chief Executive Officer whose decision will be final.

5.1.3 Significant Decisions

The Council, a Special Committee or a person acting under a Delegation given by the Council **should not** make a **Significant Decision** the Election Period.

The Council will however, allow an exception to this principle where:

- (a) the delay in making a 'significant decision' would have a negative impact on the Council, or result in significant detriment to the local or broader community
- (b) result in a breach of a statutory timeframe within which a matter is to be considered and resolved upon
- (c) where the disadvantage of not making the decision exceeds the benefits of complying with the principle.

In deciding with (a), (b) or (c), the Council will deal with the matter impartially, having regard to the long term interests of the community and as transparently as possible.

The Chief Executive Officer will:

- (a) ensure that any Council Report that contains a Significant Decision during the Election Period will clearly identify such decision in the report as being a Significant Decision.
- (b) give a decision to any staff member in relation to whether or not the proposed decision amounts to a Significant Decision. The Chief Executive Officer's decision will be final.

5.2 Prohibition on Publishing Material – section 55D of the Act

Section 55D of the Act prohibits Council from printing, publishing or distributing; or to cause, permit or authorise others to print, publish or distribute any advertisement, handbill, pamphlet or notice during the election period unless it has been certified, in writing, by the Chief Executive Officer.

The Chief Executive Officer must not intentionally or recklessly certify a publication that contains electoral matter, unless that material is only about the election process.

5.2.1 Prohibited Material

Electoral matter is defined in the Act and means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.

Material is electoral matter if it:

- publicises the strength or weaknesses of a candidate
- advocates the policies of the Council or of a candidate
- responds to claims made by a candidate
- publicises the achievements of the elected Council
- publicises matters that have already been the subject of public debate
- is about matters that are known to be contentious in the community and likely to be the subject of election debate
- dealing with Election Candidates statements
- referring to Councillors or candidates by name or by implicit reference.

5.2.2 Council Publications – Certification

All publications to be printed, published or distributed during the election period must be certified by the Chief Executive Officer, processed through Council's Enterprise Content Management System (ECM) for record management purposes. See **Attachment 1**.

The certification by the Chief Executive Officer will be recorded in ECM notes in the Customer Action Request (CAR) webform, and be in the following form:

'Certified by the Chief Executive Officer in accordance with section 55D of the Local Government Act 1989'.

In considering whether to grant approval for the publication of materials during an election period, in accordance with the provisions of the Act, the Chief Executive Officer:

- (a) must not permit materials to be published which includes an express or implicit reference to, or comment on:
 - (i) the election
 - (ii) a candidate in the election
 - (iii) an issue submitted to, or otherwise before, the voters in connection with the election.
- (b) may approve publication of material which only contains information about:
 - (i) the election process itself
 - (ii) Council information that does not include any reference to a current Councillor otherwise precluded by this policy.

5.2.3 Council Agendas and Reports – ‘Caretaker Statement’

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council policies and services.

Such information will not relate to new policy development, new projects or matters that are the subject of public or election debate or that might be perceived to be connected with a candidate's election campaign.

During the election period, the Chief Executive Officer will ensure that a ‘caretaker statement’ is included in every report submitted to the Council or a Special Committee for a decision.

The ‘Caretaker Statement’ will specify one or more of the following:

- (1) *‘The recommended decision is not a ‘Major Policy Decision’ or ‘Inappropriate Decision’ or ‘Significant Decision’ within the meaning of Council’s Election Period Policy.’*
- (2) *‘The recommended decision is not a ‘Major Policy Decision’ as defined in Council’s Election Period Policy. The recommended decision is a ‘Significant Decision’ within the meaning of the Council’s Election Period Policy but an exception should be made for the following reasons (insert reasons for making an exception).....’*
- (3) *‘The recommended decision is to seek an exemption from the Minister because the matter is a ‘Major Policy Decision’ as defined in section 93A of the Local Government Act 1989.’*
- (4) *‘The recommended decision is a ‘Major Policy Decision’ as defined in section 93A of the Local Government Act 1989, but an extraordinary circumstances exemption was granted by the Minister for Local Government on (insert date).’*

During an election period, the Council will not make a decision on any matter or report that does not include one of the caretaker statements.

5.2.4 Annual Report

Council is required by the Act to prepare and put on public display its Annual Report. The 2015/16 Annual Report will be published during the election period.

The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

5.2.5 Council Website

Material published on Council's website in advance of the election period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, as if it were published during the election period.

Councillor contact information will remain available on the website during the caretaker period, but Councillors' profiles will be removed.

Any material published on Council's website during the election period must be certified by the Chief Executive Officer.

The Annual Report does not require certification by the Chief Executive Officer however, any publication of an extract or summary of the Annual Report will require certification.

5.2.6 Social Media

Any content published on Council social media sites during the election period must be certified by the Chief Executive Officer.

Content generated by Council Officers is to be kept to the minimum level assessed to mitigate the loss of any readership or subscription to the social media account.

Content must not include Prohibited Material as defined under 5.2.1 of this policy.

Social media accounts that allow third party generated content to be disabled **must** disable that functionality for the election period.

Where not possible, *prohibited content* published by third parties must be deleted as soon as practical, and consideration given to the temporary suspension of the social media account during the election period.

5.3 Public Consultations

Public consultation is to be avoided where possible during the election period. Whilst some public consultation activities may be necessary during the election period to facilitate the day to day business of Council and ensure matters continue to be proactively managed, any such public consultation activities will avoid express or implicit links to the election.

5.3.1 Postpone public consultation

If there is the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right to postpone a matter if the issue is likely to affect voting.

5.3.2 Approval to conduct public consultation

The Chief Executive Officer may approve public consultation occurring during the election period, but will first consider:

- (a) whether the consultation process is likely to be controversial
- (b) whether the consultation process is significant
- (c) whether the consultation process can be deferred until after the election
- (d) the financial implications if the consultation was made during the caretaker period or deferred until after the election
- (e) the best interests of the community.

The requirements of clause 5.3.2 do not apply to public consultation required under the *Planning and Environment Act 1987*, or matters subject to section 223 of the Act.

5.4 Attendance at Functions and Events

5.4.1 Public events staged by external bodies

Councillors may continue to attend events and functions during the election period.

5.4.2 Council Functions and Events

Council organised events and functions held during the election period will be reduced to only those essential to the operation of the Council. This may be varied by a Council resolution or where the Chief Executive Officer has given prior approval.

Councillors may continue to attend Council events and functions during the election period.

5.4.3 Speeches and Keynote addresses

Councillors may make speeches at Council organised or sponsored events and functions during the election period subject to approval of the Chief Executive Officer.

5.5 Access to Council Information – section 93B(3)(c)

All election candidates have equal rights to information relevant to their election campaigns from the Council administration. While it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles, neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns. Transparency will be observed and practised in the provision of all information and advice during the election period.

5.5.1 Information Requests

The Governance Team will maintain an 'Information Request Register' during the election period for all requests relating to electoral matters and non-routine requests for information from election candidates, including incumbent Councillors. See **Attachment 2**.

- (a) All initial requests for information must be directed through the responsible General Manager who will maintain a 'Register of Requests' made and advice provided. See **Attachment 3**.
- (b) The Register of Requests will then be forwarded to the Governance Team at the end of each week during the election period.
- (c) The Information Request Register will contain the Register of Requests maintained by the three relevant General Managers and will be retained by the Governance Team during the election period.
- (d) The Information Request Register will be a public document that contains all requests for information by Councillors and candidates, and the responses given to those requests. Only information that can be reasonably accessed will be released to Councillors or candidates.

5.5.2 Improper Use of Position

Sections 76D and 76E of the Act prohibit Councillors from misusing or inappropriately making use of their position. These provisions apply at all times, not only during the Election Period however the risk of a breach of these provisions may be greater during an Election Period.

A breach of section 76D attracts serious penalties, including possible imprisonment.

5.6 Role of the Returning Officer

All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer.

5.7 Media Services**5.7.1 Restriction on services**

Council's Communications team undertake the promotion of Council activities and initiatives.

During the election period this team's services must not be used in any way that might promote a Councillor as an election candidate.

Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to certification by the Chief Executive Officer.

5.7.2 Media Releases/Spokespersons

Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate. Where it is necessary to identify a spokesperson, the Chief Executive Officer will be consulted.

All media releases will require certification by the Chief Executive Officer.

5.7.3 Media Enquiries and Responses

All media enquiries are to be directed to the Communications team.

All responses to media enquiries will require certification by the Chief Executive Officer.

5.7.4 Councillors

Councillors will not use their position as an elected representative or their access to Council Officers and other Council resources to gain media attention.

5.7.5 Council Employees

During the election period no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained by the Chief Executive Officer.

5.8 Council Resources

Public resources are not to be used inappropriately during a Council election, except in regard to supporting the actual election process. The Council will ensure that Council staff exercise appropriate discretion in that regard.

5.8.1 Prior to the election period, the Chief Executive Officer will ensure that all members of Council staff are advised in regard to the application of the election period policy.

- (1) Council staff will not undertake an activity, or assist Councillors in a way that could create a perception that they are being used for electoral purposes, or which may affect voting in the election, except where it only relates to the election process and is authorised by the Chief Executive Officer.
- (2) The Personal Assistant to the Mayor and Councillors and Administrative Support Officers or any other Council staff member will not be asked to undertake any tasks connected directly or indirectly with electioneering.
- (3) Any Council employee who considers that a particular use of Council resources may influence voting in an election or provide an undue advantage for a candidate should advise their immediate supervisor before authorising, using or allocating the resource. The Manager will seek appropriate advice in order to ascertain whether the use of Council resources is in accordance with this policy.

5.8.2 In applying these principles, the Council understands that the following will be the normal practice during the election period:

- (1) Council resources, including offices, support staff, hospitality services, equipment and stationery will be used exclusively for normal Council business during the election period, and will not be used for the personal advantage of any Councillor or candidate in connection with any election. This does not apply to the provision of office space for the Victorian Electoral Commission (VEC) Returning Officer within in a Melton City Council building.
- (2) Councillor newsletters will not be resourced by the Council in any way during the election period.
- (3) Speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operation of the Council and such speeches will not be circulated or available for publication.
- (4) No Council logos, letterheads, or other Melton City Council branding will be used for, or linked in any way to a candidate's election campaign.
- (5) Reimbursements of Councillor's out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
- (6) Facilities, services and equipment provided to, or made available to Councillors for the purpose of conducting normal Council business, must not be used for election campaigning purposes.
- (7) Where Councillors have Council funded mobile phones, land lines, internet connections, facsimile machines, printer/scanner and/or photocopier machines, and where it is impractical for Councillors to discontinue their use of these during the election period, Councillors will reimburse the Council for usage of those services during the election period that exceeds normal usage levels and could be perceived as supporting or being connected with a candidate's election campaign.

5.8.3 In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer.

6. Responsibility /Accountability

6.1	<p>Councillors</p> <p>Councillors are to ensure that they:</p> <ul style="list-style-type: none"> • understand and comply with the provisions in this policy • direct any enquiries or requests for information to the Chief Executive Officer.
6.2	<p>Council employees/Contractors/Consultants/Volunteers</p> <p>All Council employees, contractors, consultant and volunteers will:</p> <ul style="list-style-type: none"> • understand and comply with the provisions of this policy in the conduct of their duties • report any activities or conduct that has, or may be perceived as breaching this policy to their immediate Manager/General Manager.

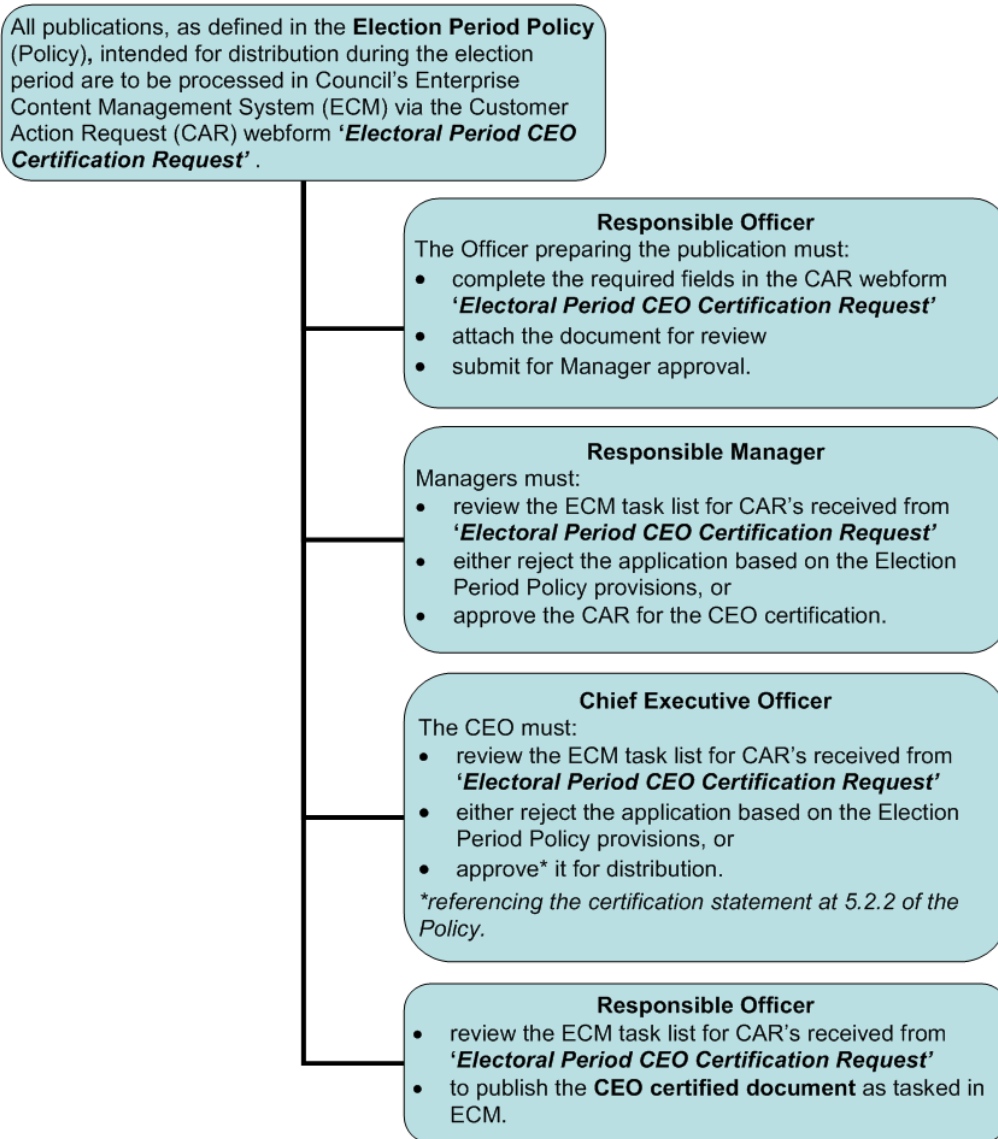
6.3	<p>Coordinators and Managers</p> <p>Coordinators and Managers will ensure:</p> <ul style="list-style-type: none"> • that staff are aware of the provisions of this policy • that all reports of activities or conduct that has, or may be perceived as breaching this policy is taken seriously, and reported to the relevant General Manager for review.
6.4	<p>Governance Coordinator and Customer Engagement Manager</p> <p>The Governance Coordinator and Customer Engagement Manager are responsible for:</p> <ul style="list-style-type: none"> • the review and administration of this policy • preparation and maintenance of an 'Information Request Register' in accordance with section 5.5.1 of this policy
6.5	<p>General Managers</p> <p>General Managers are responsible for:</p> <ul style="list-style-type: none"> • the operational administration of this policy • preparation and maintenance of a weekly 'Register of Requests' in accordance with section 5.5.1(a) • the review of any reports of activities or conduct that has, or may be perceived as breaching this policy, inclusive of any immediate action.
6.6	<p>Chief Executive Officer</p> <p>In addition to their statutory responsibilities, the Chief Executive Officer will ensure as far as practicable that:</p> <ul style="list-style-type: none"> • all Councillors and Officers are informed of the application of this policy at least 30 days prior to the commencement of the election period • matters of Council business requiring major policy or significant decisions are scheduled for Council to enable resolution prior to the commencement of the election period ('caretaker period'), or deferred where appropriate for determination by the incoming Council • the policy and additional guidelines, if appropriate, are made available to staff outlining their role and responsibilities in the implementation of this policy.

7. References and links to legislation and other documents

Name	Location
Local Government Act 1989 (Vic)	www.legislation.vic.gov.au
Code of Conduct (Councillors)	Policy and Procedures Intranet
Code of Conduct (Employees)	Policy and Procedures Intranet

Attachment 1

5.2.2 Council Publications – Certification



Attachment 2

5.5.1 Information Requests – Information Request Register

Information Request Register			Week Ending:
Directorate (GM)	Name of Requestor	Details of Request	Advice and/or Information provided

(1) Register of Request forms attached Yes / No
(2) Date registered into ECM _____

Attachment 3

5.5.1 Information Requests – Register of Requests

Register of Requests			
Directorate:		Week Ending:	
Date	Name of Requestor	Details of Request	Advice and/or Information provided

(1) Date Register sent to Governance _____

11.7 COUNCIL SUBMISSION TO THE MANAGING RESIDENTIAL DEVELOPMENT ADVISORY COMMITTEE

Author: Georgina Borg- Strategic Planner
Presenter: Laura-Jo Mellan- Manager City Design, Strategy & Environment

PURPOSE OF REPORT

To consider the submission to the Managing Residential Development Advisory Committee regarding the implementation and application of the new residential zones in Melbourne.

RECOMMENDATION:

That Council endorse the City of Melton's submission to the Managing Residential Development Advisory Committee as presented in **Appendix 1**.

Crs Bentley/Turner. That the recommendation be adopted.

CARRIED

REPORT

1. Executive Summary

In July 2013, new residential zones were introduced into the Victoria Planning Provisions. This concluded a six year period of consultation and discussion in which the Bracks, Brumby and Napthine Governments sought the views of the community and industry on the preferred structure and content of the new residential zones.

Councils were given 12 months from July 2013 to implement the new residential zones into their planning schemes. The operation and application of the zones are now subject to review by the Victorian Government.

To meet these requirements Melton City Council has done a considerable amount of work regarding the new residential zones in the form of the *Melton Housing Diversity Strategy, 2014* and is continuing to do so with the *Housing Character Assessment and Design Guidelines, 2015*. The *City of Melton Housing Diversity Strategy, 2014* (the strategy) was new strategic work that analysed and assessed where Melton's future growth would be most appropriately directed in the established areas of the municipality.

The Managing Residential Development Advisory Committee (MRDAC) was appointed on 29 November 2015 by the Minister for Planning to review the implementation and application of the new residential zones across Victoria.

To aid the MRDAC, a Managing Residential Development Taskforce (the Taskforce) has been created within the Department of Environment, Land, Water and Planning (DELWP). On 29 January 2016 the Taskforce released 'State of Play' reports including specific sub-regional reports that give an empirical overview of zoning and housing in Melbourne and Victoria's major regional cities.

The MRDAC has called for submissions from stakeholders and the community based on the implementation and application of the new residential zones in conjunction with the State of Play Reports. Submissions are due on Monday, 14 March, 2016.

Council Officers have reviewed the State of Play reports, and the operation of the new residential zones within the City of Melton to prepare a submission to the taskforce.

2. Background/Issues

Background

In July 2013, new residential zones were introduced into the Victoria Planning Provisions. This concluded a six year period of consultation and discussion in which the Bracks, Brumby and Napthine Governments sought the views of the community and industry on the preferred structure and content of the new residential zones.

The new residential zones comprise the Residential Growth Zone (RGZ), the General Residential Zone (GRZ) and the Neighbourhood Residential Zone (NRZ). In combination, these zones enable councils and their communities to better direct the location and scale of residential change.

Councils were given 12 months from July 2013 to implement the new residential zones into their planning schemes. Some Councils have used existing strategic policies (including older strategic work) to apply the new residential zones, whilst other Councils prepared new strategic work based on the new residential zones and criteria of Planning Practice Note 78. Councils without any policy opted for a translation of the former zones to the GRZ or could opt in to a Residential Zones Standing Advisory Committee.

By January 2016, the majority of metropolitan municipalities and regional cities had completed a strategic implementation of the zones.

The operation and application of the zones are now subject to review by the Victorian Government.

Introduction of the MRDAC

The Managing Residential Development Advisory Committee (MRDAC) was appointed on 29 November 2015 by the Minister for Planning, the Hon Richard Wynne, under section 151 of the *Planning and Environment Act 1987* to report on the application of the zones that provide for residential development in metropolitan Melbourne and the four regional cities of Bendigo, Ballarat, Geelong and Latrobe.

The MRDAC's purpose as set out in its Terms of Reference (November 2015) are as follows:

- Consider the process by which the new residential zones were implemented;
- Review the current application of the zones that allow for residential development in the context of managing Melbourne and Victoria's residential growth in a sustainable manner and improve housing affordability;
- Advise on the level of evidence and justification needed when preparing relevant planning scheme amendments;
- Recommend improvements to the residential zones; and
- Provide Councils, the community and the industry with an opportunity to be heard.

The Terms of Reference (November 2015) for the MRDAC state that it will be supported by the Managing Residential Development Taskforce comprising staff from the Department of Environment, Land, Water and Planning (DELWP).

In accordance with the MRDAC Terms of Reference, the Taskforce has prepared:

1. An Overarching Report establishing the demographic and housing supply context for reviewing the application of the new residential zones;
2. Individual Residential Zones State of Play reports for the five *Plan Melbourne* subregions, which provide an overview at the subregional level including information on demographics, population growth, residential zoned land, dwelling supply and anticipated residential growth. This is followed by a chapter on each municipality which provides a short history of the residential zones including how the new residential zones were introduced, and by what method.

3. A combined Residential Zones State of Play Report for the regional cities of Ballarat, Bendigo, Geelong and Latrobe
4. A list of suggested improvements to the operation of the new residential zones.

The reports of relevance to the City of Melton include the Overarching Report, the Western Subregion Report and the list of suggested improvements to the operation of the new residential zones.

The MRDAC has called for submissions from stakeholders and the community based on the implementation and application of the new residential zones (including recommended improvements to the new residential zones) in conjunction with the State of Play Reports. Submissions are due on Monday, 14 March, 2016.

The context of Melton City Council

The new residential zones were applied on 1 July 2014 via Amendment VC116 to the *Melton Planning Scheme* which translated Residential 1, 2 and 3 Zones to the GRZ.

Amendment VC116 was an interim measure to the Melton Planning Scheme as Melton City Council was in the process of finalising the *Melton Housing Diversity Strategy, 2014* which was implemented through C157 shortly afterwards on 24 July 2014.

Melton City Council was satisfied with the process undertaken to apply the new zones and has applied the new residential zones as they were intended with a sound strategic planning basis and in accordance with the principles and criteria for applying the residential zones in *Planning Practice Note 78 (Applying the Residential Zones)*.

The *City of Melton Housing Diversity Strategy, 2014* (the strategy) was new strategic work that analysed and assessed where Melton's future growth would be most appropriately directed in the established areas of the municipality (growth areas were not subject to this study).

As part of the strategy, a residential character analysis was undertaken, which identified future residential areas for change in the established areas of the municipality. The designation of the future residential change areas were specifically guided by the suite of residential zones and the intensity of future development outcomes these zones seek to facilitate. Three change areas identified in the strategy are as follows:

- Limited change area: Neighbourhood Residential Zone (NRZ);
- Incremental change area: General Residential Zone (GRZ); and
- Substantial change area: Residential Growth Zone (RGZ).

The change areas identified in the strategy nominate those areas that have the ability to accommodate higher residential infill development, balanced against those areas that are more appropriate for lower levels or minimal levels of residential infill development.

Melton City Council has also completed further work in the form of a *Housing Character Assessment and Design Guidelines, 2015* (the report) that builds on the *City of Melton Housing Diversity Strategy, 2014* and was commissioned in response to its recommendations. The report involved an assessment of neighbourhood character and the preparation of recommendations and design guidelines to inform the residential zone schedules. The strategy was developed through a collaborative approach between Council, key stakeholders and the community and was recently adopted by Council.

Melton City Council are currently preparing an amendment to implement planning policy into the Municipal Strategic Statement and Local Planning Policy Framework and residential zone schedules of the Melton Planning Scheme. This work is based on the recommendations of the *Housing Character Assessment and Design Guidelines, 2015*.

Submission and Recommendations to the MRDAC

As outlined in this report, Melton City Council has done a considerable amount of work regarding the new residential zones in the form of the *Melton Housing Diversity Strategy, 2014* and is continuing to do so with the *Housing Character Assessment and Design Guidelines, 2015*. Melton City Council is generally supportive of the new residential zones, it is noted that they have only been in operation for less than two years, which limits the extent to which the impacts of the zones can be assessed.

Melton City Council recommendations to the MRDAC are detailed in **Appendix 1**, and outlined below:

- That the MRDAC endorse the sound strategic basis by which the new residential zones were implemented into the *Melton Planning Scheme*.
- That the MRDAC review the application of the new residential zones with a particular focus on the strategic justification.
- Resolution of the issues of the application of the new residential zones are made on a Council-by-Council basis, rather than providing an overarching state intervention to all Councils.
- That the MRDAC recommend to the Minister for Planning that a monitoring and review timeline be undertaken to properly assess the new residential zones when the appropriate information is available
- That MRDAC recommend to the Minister for Planning that an in depth review of the application of the new zones, and the implications of this are undertaken in conjunction with the setting of strategic targets and strategies as a result of the Plan Melbourne Refresh.
- That recent and relevant strategic planning documentation be prepared in order to justify the preparation of planning scheme amendments in line with any State and Local policy and be tested through rigorous consultation with stakeholders including the community. Just as Councils are required to undertake work to demonstrate strategic justification, the State government should also be required to undertake the same preparation to justify a planning scheme amendment.
- That non-residential 'as of right' uses be reinstated as a Section 2 use under the RGZ, GRZ and NRZ so that:
 - the non-residential use can be properly assessed in the context of the locality
 - the non residential use can be properly assessed in line with relevant local planning policy such as retail and activity centre strategies
 - the non residential use be subject to third party appeal for a fair and balanced outcome for the surrounding residents and the community
 - Consider the introduction of a mechanism, such as a mandatory s173 condition, to prevent the re-subdivision of land in the NRZ to prevent the development of greater than 2 dwellings per (original) lot.

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

A Melton City Council Submission to the Managing Residential Development Advisory Committee does not have any financial impacts. However, it should be noted that Melton City Council allocated financial and staff resources to the preparation of the adopted 'Housing Diversity Strategy' to provide the strategic justification to implement the new zones. As discussed in this report, the need to implement the new residential zones by July 2014 was a directive from the Minister for Planning at that time. Any changes which are required to the zones as a result of the review being undertaken may require Melton City Council to commit additional resources to update the adopted Housing Diversity Strategy and the Planning Scheme less than 18 months since the new zones have been implemented.

5. Consultation/Public Submissions

The Taskforce, through the Department Planning, Environment, Land, Water and Planning website has invited all interested members of the community to make a submission to the Residential Zones State of Play reports and the list of suggested improvements to the operation of the new residential zones.

6. Risk Analysis

If Council chooses not to submit a submission to the Taskforce on the Residential Zones State of Play reports and the list of suggested improvements to the operation of the new residential zones, it misses the opportunity to inform the MRDAC about the new residential zones operation in Melton City Council.

7. Options

Council can choose either:

1. Endorse Melton City Council's submission to Managing Residential Development Advisory Committee including the recommendations to the operation of the new residential zones based on the background and recommendations discussed in this report
2. Not make a submission to the Managing Residential Development Advisory Committee.

LIST OF APPENDICES

1. Submission Managing Residential Development Advisory Committee

A Proud Community
Growing Together



Managing Residential Development
City of Melton Submission

Melton City Council

March 2016

Table of Contents

1.	Introduction.....	3
2.	Responding to MRDAC'S Role	4
2.1	Consider the process by which the new residential zones were implemented.....	4
2.2	Review the current application of the zones that allow for residential development in the context of managing Melbourne and Victoria's residential growth in a sustainable manner and improve housing affordability;	6
2.3	Advise on the level of evidence and justification needed when preparing relevant planning scheme amendments.....	7
2.4	Recommended improvements to the residential zones.....	8
3.	Response to the list of suggested improvements to the operation of the new residential zones	9

1. INTRODUCTION

Melton City Council (MCC) is pleased to make a submission to the Managing Residential Development Advisory Committee (MDRAC) regarding the new residential zones.

This submission is divided into two sections, with the first section responding to the Managing Residential Development Advisory Committee's (MRDAC) role, and key questions, as set out in the Terms of Reference (November 2015) as follows:

- Consider the process by which the new residential zones were implemented;
- Review the current application of the zones that allow for residential development in the context of managing Melbourne and Victoria's residential growth in a sustainable manner and improve housing affordability;
- Advise on the level of evidence and justification needed when preparing relevant planning scheme amendments; and
- Recommend improvements to the residential zones.

The second section of the submission will address the Managing Residential Development Taskforce's documentation provided.

MCC understands that submissions will be considered by the Committee (MRDAC) to inform a public hearing that will assist MRDAC in providing final recommendations to the Minister for Planning. MCC looks forward to continuing to engage with the MRDAC in regards to this issue, particularly if any changes are proposed to the Victoria Planning Provisions out of this process.

2. RESPONDING TO MRDAC'S ROLE

2.1 Consider the process by which the new residential zones were implemented

Application of the new residential zones in Melton

As outlined in the *Western Subregion State of Play Report (January 2016)*, the new residential zones were applied on 1 July 2014 via amendment VC116 to the *Melton Planning Scheme*. The amendment translated Residential 1, 2 and 3 zones to the General Residential Zone (GRZ). This amendment was an interim measure to the *Melton Planning Scheme* as MCC was in the process of finalising the *Melton Housing Diversity Strategy, 2014* (Housing Diversity Strategy) which was implemented through Amendment C157 shortly afterwards.

On 24 July 2014, the *Melton Planning Scheme* was again amended through Amendment C157, which implemented the three new residential zones based on the recommendations of the *Melton Housing Diversity Strategy*.

The MCC process to apply the new zones was based on sound strategic planning principles, and in accordance with the principles and criteria for applying the residential zones contained in *Planning Practice Note 78 (Applying the Residential Zones)*.

The strategic justification for the application of the new residential zones was in the form of the *Housing Diversity Strategy*, which analysed and assessed where Melton's future growth would be most appropriately directed in the established areas of the municipality. The growth areas of the municipality are contained within the Urban Growth Zone, and were not considered as part of this body work as the Precinct Structure Plans, and in turn the Urban Growth Zone Schedules provide the guidance in terms of controlling land use.

Identification of areas for change via a residential character analysis directed residential development into three areas that can accommodate growth with good access to services and limit change in areas with strong neighbourhood character attributes. The designation of the future residential change areas were specifically guided by the suite of residential zones and the intensity of future development outcomes these zones seek to facilitate. Three change areas identified in the strategy are as follows:

- Limited change area: Neighbourhood Residential Zone (NRZ)
- Incremental change area: General Residential Zone (GRZ)
- Substantial change area: Residential Growth Zone (RGZ)

The principles and criteria used to assess the three change areas were derived from Planning Practice Note 78 and are outlined in the Strategy. The areas encouraged substantial levels of residential change (RGZ) related to their location and accessibility to activity centres and public transport, while those areas that are slightly more isolated in terms of activity centres and public transport etc (NRZ) are expected to accommodate lower levels of residential change. The GRZ was applied to the balance of existing residentially zoned land not designated for either the RGZ or NRZ.

Further to the above, areas identified for substantial change (RGZ) were aligned to logical and defensible boundaries i.e. Major roads and open space reserves, to ensure a seamless transition between the zones. The RGZ was excluded from use in areas surrounding smaller scale

neighbourhood commercial and/or car dominated commercial centres with barriers to pedestrian activity.

The strategy was developed through a collaborative approach between Council, key stakeholders and the community before it was finalised, adopted by Council and implemented in the *Melton Planning Scheme* via C157 in accordance with *Planning Practice Note 78*. The strategy underpinned the planning policy that was implemented into the Municipal Strategic Statement and Local Planning Policy Framework.

As a result of the study, a majority - 88% of the established areas (residential areas outside of the Urban Growth Zone) of the municipality were zoned GRZ. A further 8% was zoned RGZ and 4% zoned NRZ. It is important to note that the strategy applies to the established areas of the municipality only, with majority of future housing growth to occur in the municipality through broadhectare development located in the Urban Growth Zone

MCC has also completed further work in the form of a *Housing Character Assessment and Design Guidelines, 2015* that builds on the *City of Melton Housing Diversity Strategy, 2014* and was commissioned in response to its recommendations. The Report involved an assessment of neighbourhood character and the preparation of recommendations and design guidelines to inform the residential zone schedules. The strategy was developed through a collaborative approach between Council, key stakeholders and the community and was recently adopted by Council.

MCC is currently preparing an amendment to implement planning policy into the Municipal Strategic Statement and Local Planning Policy Framework, and schedules for the residential zones based on the recommendations of the *Housing Character Assessment and Design Guidelines, 2015*. This will allow the customisation of the planning provisions to respond to individual characteristics of localities within the municipality.

Recommendation-

- **That the MRDAC endorse the sound strategic basis by which the new residential zones were implemented into the *Melton Planning Scheme*.**

Application of the new residential zones across Melbourne

MCC recognises that there has been an inconsistency in the process undertaken in applying the new residential zones across Melbourne. Some Councils have used existing strategic strategies and policies (including older and dated strategic work) to apply the new residential zones, whilst other Councils prepared new strategic work specifically targeting the new residential zones and criteria of *Planning Practice Note 78*.

In addition to this, different processes were undertaken to implement the new residential zones with some Councils using a 20(4) process, a formal exhibition process or an advisory committee process as outlined in the *Overarching Report*. The process undertaken has resulted in an inconsistent application of the zones across metropolitan Melbourne.

MCC is concerned that this disparity in justification and process has resulted in an inequitable application of the new zones across Melbourne, which has resulted in a questionable ability for an appropriate level of housing supply to be maintained across Melbourne.

Given this circumstance, MCC considers it appropriate for the MRDAC to review how the new residential zones have been implemented across Melbourne – with a focus on the strategic justification used to apply these zones, and what the implications of this inconsistent application has on the Melbourne metropolitan area.

Should the MRDAC consider that there are flaws in the application of the new zones, then the solutions for this should be delivered on a Council-by-Council basis, rather than a blanket solution that is rolled out across all Planning Schemes. For example - should it be considered that the provision of the Neighbourhood Residential Zone is too high across Melbourne which prejudices the ability for infill development needs to be met in some areas – analysis should be undertaken of how this has been applied across all Municipalities and further work done with Municipalities with an inappropriate provision of the zone. This is considered more appropriate than a blanket approach such as altering the provisions of the zone to 'loosen' the controls to allow more residential development in the Neighbourhood Residential Zone to fix the issue, which would in turn weaken the strategic work undertaken by other Councils.

Recommendation-

- **Review the application of the new residential zones with a particular focus on the strategic justification.**
- **Resolution of the issues of the application of the new residential zones are made on a Council-by-Council basis, rather than providing an overarching state intervention to all Councils.**

2.2 Review the current application of the zones that allow for residential development in the context of managing Melbourne and Victoria's residential growth in a sustainable manner and improve housing affordability;

Lack of data

As mentioned earlier in this report, MCC recognises that there was a wide range of mechanisms to justify and process the application of the new residential zones, which has resulted in varied levels of application across Melbourne. MCC considers it appropriate that a review is undertaken to how the new zones have been applied, and what the implications of this has been. However, it is considered premature to review this at this time.

The short time these zones have been operational limits the extent to which the impacts of the zones can be assessed. More time is required before the full impact of the new residential zones can be properly assessed, and appropriate actions can be undertaken to being to rectify any issues.

MCC questions how the MRDAC will be able to assess the operation of the new residential zones based on the limited information available at this time. MCC notes that the data needed to assess the operation of these zones will be available in the future once they have been operational for a longer period of time. In light of this, MCC considers it appropriate that the MRDAC recommend that the Minister for Planning commit to a monitoring and review timeline, to track the new residential zones progress in the future.

Recommendation-

- That the MRDAC recommend to the Minister for Planning that a monitoring and review timeline be undertaken to properly assess the new residential zones when the appropriate information is available

Alignment with the Plan Melbourne Refresh

Further to the above, and in the context of managing Melbourne's residential growth, MCC is concerned with the aligned timing of the *Plan Melbourne Refresh* and the MRDAC.

The *Plan Melbourne Refresh* indicated that consideration was being given to either the setting of housing targets for Metropolitan Melbourne relating to housing diversity, supply and affordability or the development of a metropolitan housing strategy that includes preferred housing outcomes.

MCC is concerned that reviewing the application and operation of the new zones, prior to direction about what the new strategic targets are, or the proposed housing strategy being prepared is premature. MCC considers that it would be more appropriate to review the application and operation of the zones against these targets/strategies that are prepared following the release of the Plan Melbourne Refresh. Should the zone review be prepared in isolation of these bodies of work, then it is likely that the outcomes will not align with those identified in the future strategies and targets, and the ability of the strategic objectives contained within the Plan Melbourne Refresh to be met is compromised.

Recommendation-

- That MRDAC recommend to the Minister for Planning that an in depth review of the application of the new zones, and the implications of this are undertaken in conjunction with the setting of strategic targets and strategies as a result of the Plan Melbourne Refresh.

2.3 Advise on the level of evidence and justification needed when preparing relevant planning scheme amendments

MCC considers it essential that a sound strategic planning basis is used when preparing relevant planning scheme amendments in regards to the new residential zones. MCC consider, at a minimum, that the application of the zones and related work is based on the principles and criteria identified in *Planning Practice Note 78*. Amendment intent, and documentation, must also align with any direction that is identified out of subsequent work of the *Plan Melbourne Refresh*.

Recommendation-

- That recent and relevant strategic planning documentation be prepared in order to justify the preparation of planning scheme amendments in line with any State and Local policy and be tested through rigorous consultation with stakeholders including the community.

2.4 Recommended improvements to the residential zones

Positive features of the new residential zones

As mentioned earlier in this report it is too early for the new residential zones to be accurately assessed as to their performance. However, at this point of time, the new residential zones generally work well in MCC as they have been applied in a sound strategic manner.

A positive feature of the new residential zones is the ability for Councils to customise the schedules clause 54 and 55 requirements of the zones to respond to local circumstances. MCC consider that this, in addition to giving the ability for application requirements and decision guidelines to be customised, allows each Municipality to respond to individual circumstances and achieve specific strategic outcomes.

Recommended improvements to the new residential zones

Although the new residential zones are generally working well, MCC has recognised some issues that may intensify as the new residential zones are used over time. Issues and recommendations are as follows:

1) Non-Residential Uses in the RGZ, GRZ and NRZ and Out of Centre Development

Although the *Overarching Report* has described the new residential zones as providing 'greater planning certainty' through directing development, they have also provided uncertainty in regards to the most appropriate locations for 'as of right' uses.

The new residential zones introduced a number of non-residential uses which were previously 'permit required' to 'as of right' uses. This change has prevented the ability for Councils to consider the potential amenity impacts of these uses, and ameliorate them through the permit process. Examples of these uses include medical centres and places of worship.

Further to the potential amenity issues, MCC considers that this has the ability encourage out of centre development, and result in quasi activity centres developing in residential areas.

MCC's *Retail and Activity Centres Strategy (2014)* outlines a hierarchy of activity centres that nominates where new retail development is to be directed. The hierarchy provides for a clear and equitable distribution of activity centres to ensure the provision of the services across the Municipality. MCC is concerned that the proliferation of non-residential uses in residential areas will compromise the activity centre hierarchy within the Municipality.

To prevent this, and give Council discretion, non-residential 'as of right uses' such as medical centres and places of worship should be reinstated as a Section 2 use under the RGZ, GRZ and NRZ.

This would enable the non-residential use to be assessed in the appropriate context of the locality and be subject to third party appeal for a fair and balanced outcome for the surrounding residents and the community. It will also assist in preventing the potential spread of non-residential uses outside of activity centres, and enable Councils to assess applications in line with relevant local planning policy such as the MCC *Retail and Activity Centres Strategy (2014)*.

Recommendation-

- **That non-residential 'as of right' uses be reinstated as a Section 2 use under the RGZ, GRZ and NRZ so that:**
 - **the non-residential use can be properly assessed in the context of the locality**
 - **the non residential use can be properly assessed in line with relevant local planning policy such as retail and activity centre strategies**
 - **the non residential use be subject to third party appeal for a fair and balanced outcome for the surrounding residents and the community**

2) Other Neighbourhood Residential Zone improvements

The purpose of the Neighbourhood Residential Zone is to limit opportunities for increased residential development, and accordingly in clause 32.09-3 of the Planning Scheme the number of dwellings on a lot is limited to not more than two, unless specified in the schedule. Limiting the development of dwellings, based on dwellings per lot is flawed. The circumstance can arise where a lot can be subdivided into numerous parcels. Unless a restriction is placed on the lots through a s173 agreement further subdivision is not prohibited, thereby allowing for further subdivision if land area permits. This could potentially allow more than two dwellings per (original) lot being developed – seriously undermining the intended purpose of the zone.

MCC considers that consideration should be given to a mechanism within the Neighbourhood Residential Zone to prevent this further subdivision of land. One mechanism may be the inclusion of a mandatory condition within the zone requiring a s173 agreement to be entered into prohibiting further subdivision of land.

Recommendation-

- **Consider the introduction of a mechanism, such as a mandatory s173 condition, to prevent the re-subdivision of land in the NRZ to prevent the development of greater than two dwellings per (original) lot.**

3. RESPONSE TO THE LIST OF SUGGESTED IMPROVEMENTS TO THE OPERATION OF THE NEW RESIDENTIAL ZONES

MCC understands that the list of potential improvements to the operation of the new residential zones has been created out of submissions received by the MRDAC in the past. It is considered that many of the issues that are raised in the list can be resolved through individual municipalities amending the schedules to the residential zones to suit local circumstances.

Should the MRDAC propose any changes to the residential zones as a result of this list, Local Government should be engaged and be provided an opportunity to comment on any proposed changes.

No.	Zone(s)	Proposed Amendment	MCC Response
1	NRZ	Increase the NRZ maximum building height limit to 9 metres.	Agreed.
2	NRZ	Provide for the maximum number of dwellings in the NRZ to not be less than 2 dwellings.	Maximum number of dwellings in the NRZ should be no more than 2 dwellings (as opposed to not less than 2 dwellings) unless to complete a lawfully approved and valid development authorised before the approval date of the amendment.
3	NRZ	Remove mandatory height requirements (performance based).	Disagree. Should be consistent with ResCode.
4	NRZ	Reduce maximum building footprint allowable for a single dwelling.	Disagree. This can be achieved on Council scale through the side and rear setbacks in the schedule to the zone.
5	NRZ	Prohibit subdivision permit without a concurrent dwelling planning permit.	Disagree. There may be circumstances where it is beneficial to approve a subdivision without issuing a dwelling planning permit.
6	NRZ	Review zoning across Melbourne for a more equal distribution of NRZ land.	Refer to comments in the body of the submission.
7	NRZ	Discourage unoccupied dwellings (Clause 52.11 Home Occupation).	Unclear how the planning system can achieve this as currently you cannot have a home occupation in an unoccupied dwelling, or it is not a home occupation. This is a compliance issue to be dealt with at Council level.
8	NRZ	Create maximum lot size.	Disagree. This removes flexibility of the schedule to suit each Council's context. Schedules already enable RA's to populate subdivision criteria through a minimum lot size.
9	NRZ	Include Council's neighbourhood objective in schedule to the NRZ.	Disagree. This is better addressed through the LPPF either as part of the MSS or in local planning policy.
10	NRZ	Clarify "appropriate development" (built form, intense development across multiple smaller lots etc.)	Disagree. Appropriate development can be determined through the schedule.
11	NRZ	Amend subdivision loophole allowing for multiple lot subdivision.	Agree. Can be addressed though a mandatory requirement that a Section 173 Agreement be entered into prohibiting further subdivision of the land.
12	NRZ	Include a 'no net dwelling loss' clause for existing multi-units to be	Disagree. In some circumstances, where the zone has been applied appropriately, a reduced

		redeveloped.	number of dwellings will lead to a better planning outcome.
13	NRZ	Remove principle under Practice Note 78: <i>'Areas where more than 80% of lots currently accommodate detached dwellings.'</i>	Disagree. Out of the MRDAC terms of reference.
14	NRZ	Apply maximum building height requirement to all buildings.	Refer to #1.
15	GRZ	Introduce a Building Design Guideline criteria for multi-level developments.	Agree – there is scope to provide better guidance on achieving better built form outcomes for multi-level developments.
16	GRZ	Require Section 1 uses to submit design response.	Disagree. A permit is not triggered for a Section 1 use; therefore this would be redundant as the assessment and approval would have no weight.
17	GRZ	Amend NRZ and GRZ purpose of zone for clearer distinction: <i>'To encourage the implementation of neighbourhood character policy and adopted neighbourhood character guidelines.'</i>	Disagree. This is not necessary.
18	GRZ	Remove the permit trigger for lots under 500 sqm.	Disagree. There is no permit trigger for lots under 500sqm unless specified in the schedule. MCC currently has a permit trigger for lots under 300 sqm, so that a ResCode assessment can be undertaken and this is achieving good outcomes for Council.
19	GRZ	Define 'moderate housing growth' to provide clearer direction for Council of expected growth.	Disagree. This is not necessary and will be interpreted as to the context of different Councils.
20	RGZ	Delete reference to four storey development from the purpose of the zone.	Disagree.
21	RGZ	Amend ResCode to trigger the need for assessment for low rise apartments where the provisions within the RGZ contradict that of ResCode.	Disagree. ResCode provisions do not adequately provide assessment criteria for developments greater than 4 storeys.
22	RGZ	Include provisions for 'as of right' mixed use applications	Disagree. As mentioned in MCC's submission commercial uses (or non-residential uses) 'as of right' have the potential to adversely impact on the amenity of the locality. In addition

			commercial uses in residential areas could compromise other more strategic initiatives such as activity centre strategies, as Councils have no control over 'as of right' uses. Commercial type land uses should be required to go through a rigorous planning process to assess their appropriateness and offer third party appeal rights.
23	RGZ	Apply mandatory boundary of RGZ to be commercial zone or to be within 100m of Commercial Zone or Activity Centre Zone.	Disagree. Decisions of this nature should be the outcome of the analysis by relevant Council.
24	RGZ	Remove the requirement for location conditions of Section 2: <i>'The land must have the same street frontage as the land in the Commercial Zone.'</i>	Disagree. This provides cohesion with the Commercial Uses and prevents the unintended spread of commercial areas.
25	RGZ	Amend the purpose of the zone to provide clarity for underdevelopment of land.	Agree. The purpose of the RGZ is unclear as to what it is trying to achieve, therefore can result in underdevelopment and the inability to specifically require applicants to achieve higher densities.
26	RGZ	Include front setbacks, open space and wall boundaries requirements.	Disagree. The ability to set these setbacks is already included in the Schedule to the zone.
27	RGZ	Remove 'as of right' uses under 250 square metres.	Disagree – see #22
28	RGZ	Review of non residential land uses in residential area which reduce commercial uses beyond activity centres.	Agree. See #22
29	RGZ	Review of <i>peripheral</i> areas for RGZ to avoid conflict of inappropriate commercial development.	Disagree. This is something that should be address at Scheme Amendment stage by the Responsible Authority.
30	RGZ	Apply Clause 55 to multi dwellings greater than four storeys.	Disagree. There is a requirement at 52.35 of the Scheme to provide an urban context report and design response for residential development of five or more storeys. If anything, greater reference to the State Governments Guidelines for Higher Density Residential Development should be specified in the Planning Scheme for developments above four storeys.
31	RGZ	Provide mechanisms for	Out of scope. To be addressed through the Plan

		social/affordable housing.	Melbourne Refresh process.
32	RGZ	Review the need for notification/advertisement for certain application within zone.	Agreed. As discussed in the body of the submission there is concern regarding the potential amenity impacts of 'as of right' non-residential uses in residential zones.
33	RGZ	Establish urban area infrastructure development contribution scheme for residential areas.	Agree. As infill development becomes more common the need to provide infrastructure contributions schemes to enable the upgrade of infrastructure is going to become more important.
35	RGZ	Restrict type of residential development to prevent underdevelopment areas.	Disagree.
38	RGZ	Provide definition for height requirements (Clause 32.09-8)	Disagree. This is defined at clause 72.
39	RGZ	The transition between RGZ and other residential zones should be more comprehensively addressed in Clause 32.07-8.	Partially agree. There is a need to ensure logical and defensible boundaries however this should be addressed by the Responsible Authority at Scheme Amendment Stage.
40	RGZ	Include references of relevant policy documents (structure plans and urban design frameworks etc.)	Disagree. This can be addressed through schedules rather than the zone itself.
41	RGZ	Under Clause 32.07-9 Application Requirements, delete: <i>'For residential development of five or more storeys, and urban context report and design response as required in Clause 52.35.'</i>	Disagree, unless maximum building height will be limited to four storeys as suggested earlier in this list (see #20 and #30)
42	RGZ	Under Clause 32.07~11 Dwelling and residential building, delete: <i>'For a development of five or more storeys, excluding a basement, the Design Guidelines for Higher Density Residential Development.'</i>	Disagree.
43	RGZ	Prohibit supermarkets in Table of Uses.	Disagree. This should remain a section 2 use to trigger a permit to assess the use.
44	RGZ	Prohibit walls on boundaries at Council's discretion	This is already enabled through the schedules to the RGZ at Councils discretion.
46	GRZ	Amend reference to building heights in the purpose of the zone with the provision of the zone and Practice Note 78: Applying the Residential Zones	Disagree.

		(2013).	
47	NRZ and GRZ	Amend wording for permit requirements for front fence to: <i>'A permit is required to construct or extend a front fence within 3 metres of a street if: The fence is associated with 2 or more dwellings on a lot or a residential building, and the fence exceeds the maximum height specified in Clause 55.06-2.'</i>	Disagree.
49	NRZ and GRZ	Require physical barrier (e.g. road) between to RGZ and NRZ to ensure the objective of the zones are met.	Disagree. This is a matter to be considered by the Responsible Authority in preparing the Planning Scheme Amendment.
51	GRZ and RGZ	Rename the RGZ and GRZ to avoid confusion between the two acronyms	Disagree.
52	GRZ and RGZ	Review conditions associated with Section 1 and 2 uses: <ul style="list-style-type: none"> • Food and Drink Premises is a conditioned Section 1 use under Residential Growth Zone • Food and Drink Premises under a General Residential Zone is not a conditioned use under a Section 2 use. 	Disagree. The conditions should remain.
53	GRZ and RGZ	Amend colour differentiation on the zoning map for clarity.	Disagree.
54	GRZ and RGZ	Vary building heights through zone schedules.	Disagree. Building heights can be specified in the schedules.
55	GRZ and RGZ	Prohibit establishment of shops, offices and food and drink premises (subject to floor area limits), within 100 metres of commercial zone with the same road frontage without planning permit.	Agree in part. Amend to a section 2 use to allow Councils the ability to assess the appropriateness of the use.
56	GRZ and RGZ	Apply mandatory height limits.	Disagree. This is too prescriptive and defeats the purpose of flexible schedules that allow Council discretion as to building height requirement.
57	NRZ, GRZ and RGZ	Rename the zones to a neutral naming convention such as A, B, C or 1, 2, 3.	Disagree. Not required.
58	NRZ, GRZ	Update and merge into a consolidated practice note PN43: <i>Understanding Neighbourhood Character (2001)</i> and	Agree. It would be beneficial to have this information consolidated in one practice note.

	and RGZ	PN28: <i>Using the Neighbourhood Character Provision in Planning Schemes (2004)</i> to address neighbourhood character and principles for addressing it in planning schemes in conjunction with PN78: <i>Applying the Residential Zones (2013)</i> .	
59	NRZ, GRZ and RGZ	Review the operation of the schedules and consider consolidation for better clarity for planners and broader community.	Disagree.
60	NRZ, GRZ and RGZ	Review process and authorization for Councils to apply multiple schedules to address the role and character of different areas.	Disagree. Not required.
61	NRZ, GRZ and RGZ	Review zoning maps so they form relationship to 'on ground circumstances'. Zones should not change mid street.	Disagree. Councils can already undertake this work.
62	NRZ, GRZ and RGZ	Apply schedules to all Council's across Melbourne.	Disagree. This is to the individual Councils discretion.
63	NRZ, GRZ and RGZ	Amend the use of land for a Store (Section 2 use) to exempt the storage of one motor vehicle.	Disagree.
64	NRZ, GRZ and RGZ	Allow variation of ResCode requirements through zone schedules.	Disagree. This already exists.
65	NRZ, GRZ and RGZ	Amend to include Council's vision within schedule.	Disagree. This is better addressed through the LPPF either as part of the MSS or in local planning policy.
66	NRZ, GRZ and RGZ	Consideration for additional clause for describing: <i>Desired future character or vision for the area.</i>	Disagree.
67	NRZ, GRZ and RGZ	Provide articulation of the role of each municipality for the provision of housing with greater parameters for application of zones to guide Council's at local level with any expectations clear and transparent.	Disagree. This is the role of the MRDAC in its recommendations to the Minister, and is not the role of the zones. As discussed in MCC's submission review of the application of the zones should be exercised on a Council by

			Council basis.
68	NRZ, GRZ and RGZ	Amend Section 1 uses to be subject to buildings and work controls.	Disagree. The current system works well and to introduce another set of controls will create unnecessary workload burdens on Councils' and lead to stakeholder frustration with the planning process.
69	NRZ, GRZ and RGZ	Specify maintenance of on-street parking spaces in zone with provisions with and reduction (cross-over) assessed.	Disagree.
70	NRZ, GRZ and RGZ	Review Practice Notes relating to residential zones for consistency.	Agree.
71	NRZ, GRZ and RGZ	Amend each zone to include level of change expected (minimal/natural/substantial).	Disagree.
72	NRZ	Include minimum setbacks from the side or rear boundary (as per A11 and B18/Building regulation 414).	Disagree.
73	NRZ	Detail side setback requirements ((as per A11 and B18/Building regulation 414).	Disagree.
74	NRZ	Review setback requirements which do not guide irregular lot sizes	Disagree.

Cr Sophie Ramsey left the chamber at 7.34pm.

11.8 ENVIRONMENTAL ENHANCEMENT PROGRAM (EEP) 2015 COMPLIANCE REPORT

Author: Margaret Brennan- Coordinator Environmental Services

Presenter: Laura-Jo Mellan- Manager City Design, Strategy & Environment

PURPOSE OF REPORT

To inform Council of the results of the 2015 Environment Enhancement Program.

RECOMMENDATION:

That Council:

1. Note the completion of the 2015 Environmental Enhancement Program with 93% of eligible landholders complying with the requirements of the program and the withdrawal of the remaining 7% of landowners in accordance with the Environmental Enhancement Program Guidelines.
2. Inform the Department of Economic Development, Jobs, Transport and Resources of the results of the Environmental Enhancement Program for 2015.

Crs Dunn/Turner. That the recommendation be adopted.

CARRIED

REPORT

1. Executive Summary

Melton City Council's Environmental Enhancement Program (EEP) encourages eligible landholders to undertake specified works on their property that will improve the condition of the natural resources within the municipality. The EEP has been in effect since it was introduced in 1994 to provide a rebate on municipal rates.

The EEP applies to properties within specified zones that are greater than 2 hectares in size and is operated on an 'opt-out' basis, meaning that eligible landowners must inform Council of eligible land management works that they propose to undertake and then demonstrate that they have undertaken any agreed works on their property.

In 2015, 93% of the 1266 eligible properties met the requirements of the program, with ninety (90) properties failing to comply (refer **Appendices 3 and 4**).

The program continues to achieve good land management outcomes for the municipality. It is a key method for Council to engage with landholders on sustainable land management issues.

2. Background/Issues

Melton City Council's Environmental Enhancement Program (EEP) provides an incentive to eligible landholders to undertake specified works on their property that will improve the condition of the natural resources within the municipality by way of a rebate on their rates. The EEP has been in effect since 1994 and applies to properties within specified zones that are greater than 2 hectares in size and is operated on an 'opt-out' basis.

To participate, landowners must complete and return a 'Proposed Works Form' which is posted to each eligible property along with a Reply Paid envelope and a copy of the Environmental Enhancement Program Guidelines (refer **Appendix 1 and 2**). The 'Proposed Works Form' allows the landowners to identify what eligible land management works that they propose to undertake. This is then reviewed and signed off by Council's Land Management Officers. The landowners then must demonstrate that they have undertaken any agreed works on their property to retain the rebate. Those landowners who do not undertake or complete the agreed works are issued a supplementary rate notice.

In early 2015, the Environmental Enhancement Program Guidelines and Proposed Works Form were sent to all eligible landowners (**Appendix 3**). Under the policy, each eligible landowner was required to submit a completed Proposed Works Form by 31 March 2015. This form outlines work that the landholder commits to undertake to address land management issues, with an emphasis on addressing the presence of environmental and agricultural weeds.

Landowners who did not return their forms by the end of March 2015 were contacted by Council officers via telephone and mail, and extensive efforts were made over the next 5 months to encourage their participation in the program.

Submitted Proposed Works Forms were assessed by Council's Land Management Officers and written approval sent to landowners. Proposed Works Forms that could not be immediately approved (for example due to insufficient commitment to weed control) were amended prior to approval. Works were required to be complete by 30 September 2015.

On-site meetings with landowners and inspections of properties by Council's Land Management Officers occurred throughout the year. Landowners who successfully undertook agreed works were notified of their satisfactory compliance with the policy and subsequent retention of the rebate.

The overall compliance rate for 2015 was 93% of the 1266 eligible properties. The compliance rate over the life of the program has ranged between 87% and 98% with an average of 94%.

The remaining 7% of eligible properties, which equates to 90 properties, are considered to be non-compliant for various reasons summarised below and detailed in **Appendices 3 and 4**.

Of the ninety non-compliant properties, 14 failed to return a Proposed Works Form. This is important to note as landowners who do not submit a Proposed Works Form essentially choose not to participate, and will automatically have their rate rebate withdrawn.

Nineteen (19) of the non-compliant properties have an entrenched history of withdrawn rebates. Forty (40) properties have not had the rebate withdrawn in the last five years (although some of these have had the rebate withdrawn previously). All but three non-compliant properties are affected by Serrated Tussock, which is considered to be the highest priority for control in Melton. Two of those three are affected by Gorse and the other by Boxthorn, which are also Weeds of National Significance.

The property owners who are recommended to have their rebate withdrawn either failed to undertake any work or undertook insufficient work to control extensive infestations of high priority weeds on their land. Their failure to effectively manage priority weeds compromises the work undertaken by compliant landowners and other land managers including Council.

In accordance with the program guidelines, each landowner that failed to comply with the EEP will be sent a letter from Council explaining that the rebate has been withdrawn, and the value of the rebate will be incorporated into the fourth rates instalment notice. In writing to each landowner they are given the opportunity to discuss the reasons for not meeting the requirements of the policy. These discussions may provide a better

understanding of why they did not comply and an opportunity to work more closely with Council's Land Management Officers in future.

In accordance with the program guidelines, any appeal made in writing against the notice of non-compliance will be considered by a panel consisting of the Manager City Design, Strategy 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.

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 through the following strategies;

4. Financial Considerations

The Environmental Enhancement Program is incorporated into Councils recurrent budget.

5. Consultation/Public Submissions

The EEP an ongoing annual program and as such public consultation is not required. However, eligible land holders receive direct correspondence by mail, including reminder letters. In addition, officers provide assistance and advice to landholders through telephone calls, face-to-face discussions, and via email with landowners as required throughout the process of delivering the program.

6. Risk Analysis

It is important for Council to administer the EEP fairly and effectively. Failure to effectively deliver the program may undermine rural land productivity and diminish environmental values. This may result in the loss of environmental assets and have a negative impact on the reputation of Council.

7. Options

Nil

LIST OF APPENDICES

1. Environmental Enhancement Program Guidelines
2. Environmental Enhancement Program Proposed Works Form
3. Environment Enhancement Program Non-compliant properties 2015
4. Map 2015 Non-compliant properties

**MELTON CITY COUNCIL**

Environmental Enhancement Program Guidelines

INTRODUCTION

The Environmental Enhancement Program, 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 Environmental Enhancement Program has been designed to encourage rural landholders, in conjunction with the Melton City Council, to engage in an on-going commitment to reducing land degradation across the municipality. The program targets land degradation problems, specifically the management of noxious and environmental weeds, pest animals and soil erosion. The program also supports sustainable land management, the retention of remnant vegetation and encourages actions to improve biodiversity such as the fencing of environmentally significant areas and protection of native vegetation. The program seeks to discourage unsustainable land management practices such as unlawful landfill, inappropriate application of herbicide, overgrazing of pasture and the unlawful removal of native vegetation.

Melton City Council acknowledges that high environmental and amenity standards are essential to ensure a high standard of living for all residents of the municipality as well as act as a means to attract new residents and businesses to this fast growing region.

ELIGIBILITY

Pursuant to Section 169 of the *Local Government Act 1989*, Council has established a Rural Rate Rebate which applies to properties greater than 2 hectares within the following zones;

Green Wedge Zone	Green Wedge A Zone	Urban Growth Zone	Urban Floodway Zone
Rural Conservation Zone	Farming Zone	Special Use Zone 5	Mixed Use Zone

* Land that has an approved Planning Permit for Subdivision is ineligible and the Rural Rate Rebate does not apply.

HOW DOES THE ENVIRONMENTAL ENHANCEMENT PROGRAM WORK?

Each year, Council will issue an Annual Rates Notice to eligible landholders with the rate rebate having already been granted.

Landholders will retain their rate rebate by;

- Submitting a completed Proposed Works Form by **31 March** each year; and
- Undertaking approved environmental improvement works in a timely and successful manner. All works are to be completed by **30 September** each year; and
- Allowing Council's Land Management Officer's to enter the property or organise a time for an inspection with Council's Environmental Services team to assess works programs.

Council will withdraw the Rate Rebate and issue a Supplementary Rates Notice where a landholder fails to;

- Submit a Proposed Works Form by **31 March** each year; or
- Carry out works in a timely, successful and/or specific manner as assessed by Council's Land Management Officer(s); or
- Control weeds and to reasonably prevent weeds from setting seed as assessed by Council's Land Management Officer(s); or
- Control pest animals as assessed by Council's Land Management Officer(s); or
- Prevent actions that may lead to an increased likelihood of erosion as assessed by Council's Land Management Officer(s).

Council's Land Management Officer(s) will assess and confirm the appropriateness of the Proposed Works Form, undertake property assessments and following inspections, provide landholders with written advice as to whether or not they have satisfied the terms on which the rate rebate is granted and whether or not they are entitled to retain the rate rebate.

A panel is in place to review appeals against non compliance with the Environmental Enhancement Program. Landholders who wish to appeal must do so in writing within 28 days of receipt of notice of failure.

WORKS TO BE COMPLETED BY LANDHOLDERS

The Environmental Enhancement Program requires landholders to undertake works to target land degradation problems especially the control of noxious and environmental weeds, pest animals and soil erosion.

Control Weeds and Prevent Seed Set

The most serious weeds that occur in the City of Melton and those that landholders must control and not allow to set seed are;

Serrated Tussock*	<i>Nassella trichotoma</i>	Artichoke Thistle*	<i>Cynara cardunculus</i>
Patterson's Curse*	<i>Echium plantagineum</i>	African Boxthorn*	<i>Lycium fercoissimum</i>
Prairie Ground Cherry*	<i>Physalis viscosa</i>	Chilean Needle Grass*	<i>Nassella neesiana</i>

*Denotes declared noxious weed pursuant to the *Catchment and Land Protection Act 1994*.

Other weeds which are of secondary priority for control include;

Spiny Rush*	<i>Juncus acutus</i>	Hoary Cress*	<i>Cardaria draba</i>
Gorse*	<i>Ulex europaeus</i>	Bathurst Burr*	<i>Xanthium spinosum</i>
Sweet Briar*	<i>Rosa rubiginosa</i>	Blackberry*	<i>Rubus fruticosus</i>
Horehound*	<i>Marrubium vulgare</i>	Galenia	<i>Galenia pubescens</i>
Prickly pear*	<i>Opuntia stricta</i>	African Thistle	<i>Berkheya rigida</i>
Spear Thistle*	<i>Cirsium vulgare</i>	Wild Mignonette*	<i>Reseda luteola</i>

*Denotes declared noxious weed pursuant to the *Catchment and Land Protection Act 1994*.

The management principles for noxious and environmental weed control are;

- Contain the spread of weeds by stopping flowering and seed set
- Reduce levels of infestation
- Prevent reinfestation

A weed management program needs to address the type and scale of the weed problem. This may include one or a combination of control methods including manual removal, herbicide application and cultivation. In all cases, initial weed removal actions will need to be followed up with a longer-term program to eradicate weeds and prevent reinfestation.

Pursuant to the *Catchment and Land Protection Act 1994*, the Department of Environment, Land, Water & Planning, not Council, is responsible for the enforcement of noxious weed control throughout Victoria. For advice about weed control, contact the Department of Environment, Land, Water & Planning on 13 61 86 or <http://delwp.vic.gov.au>

Control Pest Animals And Remove Harbour

The European Rabbit is the major pest animal in the City of Melton. Rabbits feed on desirable pasture and native vegetation, often to the extent that soil is exposed to erosion, so that weeds gain a foothold and there is insufficient feed for stock or native animals.

The management principles for pest animals are;

- Destroy burrows
- Remove harbour
- Reduce numbers

A rabbit control program should involve an integrated combination of methods including the laying of poisoned baits, fumigation, ripping of burrows, the destruction of harbour, fencing and possibly shooting.

For advice about pest animal management, contact the Department of Environment, Land, Water & Planning on 13 61 86 or <http://delwp.vic.gov.au>.

Control Soil Erosion

Soil erosion problems generally occur along drainage lines and slopes. The commonly encountered forms of soil erosion in the City of Melton include stream bank erosion, gully erosion, tunnel erosion, sheet erosion and landslips.

The management principles for the management of soil erosion are;

- Prevent existing erosion from expanding by stabilising soil
- Rehabilitate eroded sites with native vegetation
- Maintain vegetative cover on vulnerable sites to prevent future erosion.

Works which are appropriate to control soil erosion include a reduction in grazing pressure, fencing and revegetation, pasture improvement and bank stabilization.

For advice about erosion control, contact the Department of Environment, Land, Water & Planning on 13 61 86 or <http://delwp.vic.gov.au>. For advice on streamside management including bank stabilization, revegetation and weed control contact Melbourne Water on 13 17 22 or www.melbournewater.com.au.

Other key land management issues

Land owners and managers are required to adhere to all relevant codes and guidelines in the control of weeds to ensure the safe application of herbicides. Landholders wishing to undertake activities such as dumping of landfill and/ or the removal of native vegetation, must contact Council seeking planning permission prior to commencing works. In addition, landholders may need to obtain permission from the Federal Government's Department of the Environment if the planned activities trigger the *Environment Protection and Biodiversity Conservation Act 1999*. For further advice visit www.environment.gov.au.

Summary

It is easy to retain your rate rebate, just follow the following steps:

1. Read these program guidelines which set out the terms on which the rebate has been granted.
2. Complete and return your proposed works form by **31 March** each year.
3. Undertake your approved work program and complete all environmental works by **30 September** each year.
4. Your property will be inspected to confirm that you have completed the work you proposed to do. You will be advised as to whether you are considered to have satisfied the terms upon which the rebate was granted and have therefore retained your rebate.
5. Please contact Council's Environmental Services team on 9747 7200 if you require assistance with the Environmental Enhancement Program.

The Environmental Enhancement Program Guidelines have been printed on 100% recycled Australian made paper.

**MELTON CITY COUNCIL ENVIRONMENTAL ENHANCEMENT PROGRAM
PROPOSED WORKS FORM 2015**

Rates Assessment No.	Owner Name	Property Size (Ha)
Property Address		

IN ORDER TO RETAIN THE RATE REBATE, WEEDS MUST NOT SET SEED.

	Percentage of Property Affected eg. 20%	Percentage of weed Infestation to be Treated eg. 99%	Proposed Method 1=Spot Spraying 2=Digging 3=Burning 4=Cultivation 5=Boom Spray
PRIORITY WEEDS			
Serrated Tussock	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paterson's Curse	<input type="text"/>	<input type="text"/>	<input type="text"/>
Artichoke Thistle	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prairie Ground Cherry	<input type="text"/>	<input type="text"/>	<input type="text"/>
Boxthorn	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chilean Needle Grass	<input type="text"/>	<input type="text"/>	<input type="text"/>
SECONDARY WEEDS			
Gorse	<input type="text"/>	<input type="text"/>	<input type="text"/>
Horehound	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathurst Burr	<input type="text"/>	<input type="text"/>	<input type="text"/>
Galenia	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spear Thistle	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Details of proposed method: <input style="width:100%;" type="text"/>			

LANDFILL
If you intend to undertake any landfill or rock removal a Council planning permit may be required.

NATIVE VEGETATION
If you intend to remove, destroy, lop or bury any native vegetation a Council planning permit may be required.
Please contact Council's Planning and Environment Unit on 9747 7200.

Do you intend to plant trees or shrubs or protect native vegetation or waterways with fencing? YES NO

Council's Land Management Officers can provide information to help you, please contact Council on 9747 7200 to discuss further.

	Percentage of Property Affected eg. 20%	Percentage of Eroded Area to be Treated eg. 100%	Proposed Method 1=Structures 2=Fencing 3=Reduce Grazing 4=Tree Planting
SOIL EROSION CONTROL PROGRAM			
Erosion	<input type="text"/>	<input type="text"/>	<input type="text"/>
Details of proposed method: <input style="width:100%;" type="text"/>			

	Percentage of Property Affected eg. 20%	Percentage of Pests to be Controlled eg. 100%	Proposed Method 1=Poisoning 2=Fumigation 3=Ripping Burrows 4=Harbour Removal
PEST ANIMAL CONTROL PROGRAM			
Rabbits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Details of proposed method: <input style="width:100%;" type="text"/>			

LANDOWNERS COMMENTS

PLEASE PHONE 9747 7102 IF YOU WISH TO BE PRESENT AT INSPECTION

DECLARATION

Print Name: _____ Date: _____ Signature: _____

Telephone: _____ Mobile: _____ Email: _____

THIS FORM IS TO BE RETURNED TO COUNCIL BY 31 MARCH 2015 AND APPROVED WORKS ARE TO BE SUCCESSFULLY COMPLETED BY 30 SEPTEMBER 2015

PROPOSED WORKS APPROVED (office use only)

Name _____

Signed _____ Date _____

COMPLETED WORKS ASSESSED (office use only)

Name _____

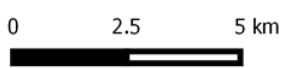
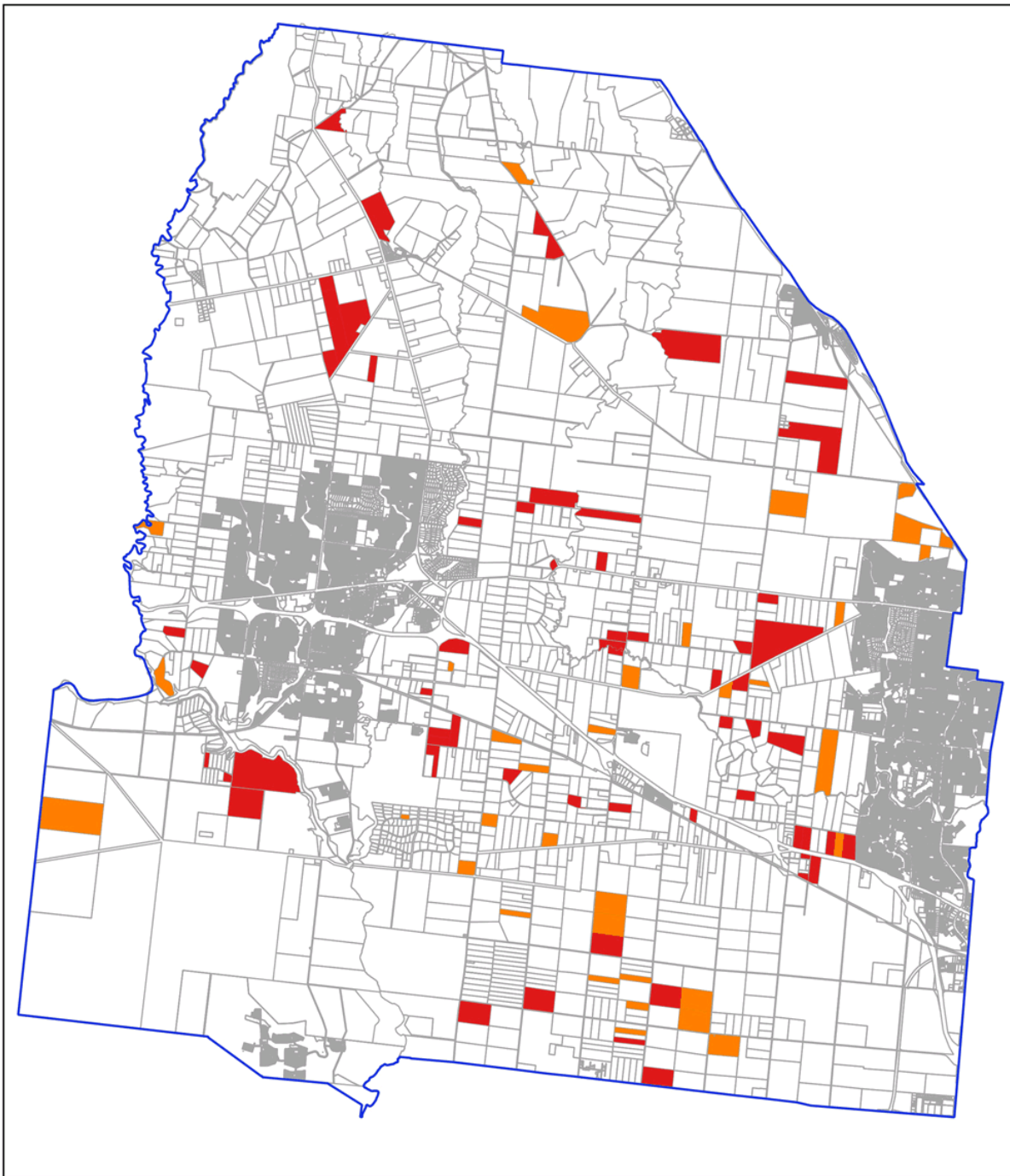
Signed _____ Date _____





Privacy Statement: The personal information requested on this form is being collected by Council to ensure the effective operation and implementation of the Environmental Enhancement Policy. The information will be kept confidential and identifying information will not be disclosed to any person for any other purpose. You may access your own information by contacting Council's Planning and Environment unit on 9747 7200.

Appendix 1

Failure to comply with the Environmental Enhancement Policy 2015

Failure History					assessment #	Property Address	Reason for Failure										Rebate
2010	2011	2012	2013	2014			No Form	Serrated Tussock	Anticoke Thistle	Beethorn	Spear Thistle	Galenia	Gorse	Prairie Ground Cherry	Patterson's Curse	Horehound	
*	*	*	*	*	7682	580-598 Troups Road South , MOUNT COTTRELL 3024	x										\$163.19
*	*			*	11353	211-229 Faulkners RD, MOUNT COTTRELL 3024	x										\$961.56
*		*	*	*	17905	620 Mt Atkinson RD, TRUGANINA 3029	x										\$1,394.56
*		*	*	*	25734	668-690 Troups Road South , MOUNT COTTRELL 3024	x										\$857.37
	*		*	*	25775	756-770 Troups Road South , MOUNT COTTRELL 3024	x										\$718.03
*	*			*	65250	1 Holden RD, PLUMPTON 3335	x										\$1,920.61
*		*	*	*	71852	627-703 Plumpton RD, PLUMPTON 3335	x										\$1,905.55
					118588	441-465 Brooklyn RD, BROOKFIELD 3338	x										\$1,713.49
N/A	N/A	N/A	*	*	322040	48-80 Treeleaf LA, MELTON SOUTH 3338	x										\$655.56
*	*			*	327502	573-641 Mt Atkinson RD, MOUNT COTTRELL 3024	x										\$823.48
				*	340174	1288-1290 Leakes RD, ROCKBANK 3335	x										\$1,589.39
				*	351106	505-571 Mt Atkinson RD, MOUNT COTTRELL 3024	x										\$1,364.51
					414219	768-778 Leakes RD, ROCKBANK 3335	x										\$316.18
*	*		*	*	476465	26 Kinetic AV, HILLSIDE 3037	x										\$643.35
					3384	108-128 Alfred RD, MELTON SOUTH 3338		x									\$2,733.81
					3418	171-211 Alfred RD, MELTON SOUTH 3338		x									\$2,543.77
				*	3756	886-940 Leakes RD, ROCKBANK 3335		x	x	x			x				\$4,185.27
			*		3798	598-632 Beattys RD, PLUMPTON 3335		x	x	x							\$695.64
*		*	*		3806	206-388 Beattys RD, PLUMPTON 3335		x	x	x				x			\$10,000.00
					11627	1-15 Ferris RD, MELTON SOUTH 3338		x									\$3,584.64
					11676	275-303 Ferris RD, MELTON SOUTH 3338		x									\$2,470.54
					11684	305-329 Ferris RD, MELTON SOUTH 3338		x						x			\$1,643.25
					12021	80-120 Gray CRT, ROCKBANK 3335		x	x				x	x			\$979.39
			*	*	12179	638-688 Greigs RD, ROCKBANK 3335		x	x	x							\$2,626.32
					12757	1 Iramoo CRCT, ROCKBANK 3335		x						x			\$1,455.82
					12849	686-718 Leakes RD, PLUMPTON 3335		x	x	x							\$813.98
*	*	*			12872	722-766 Leakes RD, PLUMPTON 3335		x	x	x	x	x					\$536.02
					13128	1285-1311 Leakes RD, ROCKBANK 3335		x	x								\$2,091.51
*	*	DEPI	*	*	17830	937-961 Melton HWY, PLUMPTON 3335		x	x	x							\$2,365.45
				*	17947	951-991 Mount Cottrell RD, ROCKBANK 3335		x						x			\$2,112.25
			*	*	18028	1307-1349 Mount Cottrell RD, ROCKBANK 3335		x									\$1,090.54
*			*	*	19463	264-310 Paynes RD, ROCKBANK 3335		x									\$1,108.87
					20578	22-66 Sinclairs RD, PLUMPTON 3335		x	x					x			\$5,561.88
*	*	*	*	*	24844	961-1025 Taylors RD, PLUMPTON 3335		x	x	x							\$5,046.03
					24851	1331-1361 Taylors RD, PLUMPTON 3335		x	x	x							\$1,921.52
*		*	*		24877	1233-1287 Taylors RD, PLUMPTON 3335		x	x	x							\$1,255.95
		*	*	*	25718	440-456 Downing ST, MOUNT COTTRELL 3024		x	x	x							\$621.38
*	*	*	*	*	25791	788-802 Troups Road South , MOUNT COTTRELL 3024		x	x	x							\$735.61
					25916	875-941 Troups Road South , MOUNT COTTRELL 3024		x	x	x							\$1,367.75
					27623	1536-1560 Western HWY, ROCKBANK 3335		x									\$1,460.26
					27631	1510-1534 Western HWY, ROCKBANK 3335		x									\$1,188.77
				*	27672	1404-1428 Western HWY, ROCKBANK 3335		x									\$916.37
					27680	1352-1402 Western HWY, ROCKBANK 3335		x									\$1,265.34
					28605	27-35 Sheahan RD, ROCKBANK 3335		x									\$439.35
					28621	1491-1521 Western HWY, ROCKBANK 3335		x									\$1,280.41
*	*	*	*	*	31815	695-803 Benson RD, TOOLERN VALE 3337							x				\$861.14
					65573	1964-1988 Melton HWY, PLUMPTON 3335		x									\$386.01
					65615	1808-1840 Melton HWY, PLUMPTON 3335		x									\$1,833.09
					68718	215-249 Mount Cottrell RD, MELTON 3337		x									\$1,382.09
					71886	379 Plumpton RD, DIGGERS REST 3427		x	x	x							\$2,131.50
					73056	1138-1144 Ryans LA, MELTON 3337		x	x								\$1,306.77
					97097	28-56 Balmer GRA, BROOKFIELD 3338				x				x			\$1,162.46
*					105692	351 Diggers Rest-Coimadaí RD, DIGGERS REST 3427		x	x	x							\$3,095.57
			*		111294	620-698 Blackhill RD, TOOLERN VALE 3337		x	x								\$1,241.49
				*	112433	738-1034 Diggers Rest-Coimadaí RD, TOOLERN VALE 3337		x					x				\$3,296.42
*	*	*	*	DEPI	114942	861-1001 Gisborne-Melton RD, TOOLERN VALE 3337			x	x				x			\$1,202.58
					115089	820-916 Coburns RD, TOOLERN VALE 3337		x	x	x							\$1,506.36
			*		116194	127-175 Hardys RD, MELTON WEST 3337		x	x	x	x	x					\$1,055.71
			*		118703	77-79 Brooklyn Park DR, BROOKFIELD 3338		x		x							\$2,309.75
*					129478	358-390 Tarletons RD, PLUMPTON 3335		x	x								\$1,156.14



-  EEP failures 2014 and 2015
-  EEP failures 2015
-  Cadastre
-  Melton boundary



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Projection: GDA1994, MGA z55

EEP Property failures

Map Produced 15/2/2016

Cr Sophie Ramsey returned to the chamber at 7.37pm.

12. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES

Verbal reports were received from Crs Dunn, Cugliari, Bentley, Majdlik, Ramsey, Carli and Turner.

13. COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS

13.1 PUBLIC ADDRESS BY EACH COUNCILLOR

Crs Turner, Carli, Ramsey, Dunn, Cugliari, Bentley and Majdlik addressed the chamber in respect of a variety of matters of significance.

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

- 4 February 2016
- 6 February 2016
- 15 February 2016
- 22 February 2016
- 27 February 2016
- 29 February 2016

RECOMMENDATION:

That the Record of Assembly of Councillors dated 4, 6, 15, 22, 27 and 29 February 2016 attached to this Agenda be received and noted.

Crs Ramsey/Cugliari. That the recommendation be adopted.

CARRIED

LIST OF APPENDICES

1. 4 February 2016 Record of Assembly of Councillors
2. 6 February 2016 Record of Assembly of Councillors
3. 15 February 2016 Record of Assembly of Councillors
4. 22 February 2016 Record of Assembly of Councillors
5. 27 February 2016 Record of Assembly of Councillors
6. 29 February 2016 Record of Assembly of Councillors



RECORD OF ASSEMBLY OF COUNCILLORS

Section 80A(1) of the Local Government Act 1989

ASSEMBLY DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	4 February 2016	Time:	5.00 pm
Councillors present: (delete as appropriate)	Cr K Majdlik (Mayor) Cr R Cugliari (Deputy Mayor) Cr M Bentley Cr L Carli Cr S Ramsey Cr B Turner		
Officers present: (name & title)	Mr K Tori, Chief Executive Mr L Shannon, General Manager Corporate Services Mr M Heaney, General Manager Community Services Mr P Bean, General Manager Planning & Development Services Mr S Shanmugapalan, Manager Finance Mr A Burns, Manager Recreation & Youth Mr M Noor Mohamed, Management Accounting Coordinator Mr M Wilson, Manager Community Planning Mr M Scholtes, Manager Learning Communities		
Apologies: (name & title)	Cr N Dunn		
Matters discussed:	1. Pre-Budget 2016/17 Community Engagement Session		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		No
Matter No.	Councillor making disclosure	Councillor left meeting (Circle/delete as appropriate)

REPORT PRODUCED BY:

Officer name:	Luke Shannon – General Manager Corporate	Date:	5/2/16
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RECORD OF ASSEMBLY OF COUNCILLORS

Section 80A(1) of the *Local Government Act 1989*

ASSEMBLY DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	6 February 2016	Time:	10.00 am
Councillors present: (delete as appropriate)	Cr K Majdlik (Mayor) Cr R Cugliari (Deputy Mayor) Cr M Bentley Cr L Carli Cr N Dunn Cr B Turner		
Officers present: (name & title)	Mr K Tori, Chief Executive Mr L Shannon, General Manager Corporate Services Mr M Heaney, General Manager Community Services Mr P Bean, General Manager Planning Mr S Shanmugapalan, Manager Finance Mr A Burns, Manager Recreation & Youth Mr M Noor Mohamed, Management Accounting Coordinator Mr M Wilson, Manager Community Planning Mr M Scholtes, Manager Learning Communities		
Apologies: (name & title)	Cr S Ramsey		
Matters discussed:	1. Pre-Budget 2016/17 Community Engagement Session		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		No
Matter No.	Councillor making disclosure	Councillor left meeting (Circle/delete as appropriate)

REPORT PRODUCED BY:

Officer name:	Luke Shannon – General Manager Corporate	Date:	8/2/16
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RECORD OF ASSEMBLY OF COUNCILLORS

Section 80A(1) of the *Local Government Act 1989*

ASSEMBLY DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	15 February 2016	Time:	6.15pm
Councillors present: (delete as appropriate)	Cr K Majdlik (Mayor) Cr R Cugliari (Deputy Mayor) Cr M Bentley Cr N Dunn Cr B Turner		
Officers present: (name & title)	Mr K Tori, Chief Executive Mr L Shannon, General Manager Corporate Services Mr P Bean, General Manager Planning & Development Services Mr S Shanmugapalan, Manager Finance Ms C Nichols, Coordinator Rates Mr B Baggio, Manager Planning Services		
Apologies: (name & title)	Cr L Carli Cr S Ramsey Mr M Heaney, General Manager Community Services		
Matters discussed:	1. 2016 Council Revaluation Briefing 2. Submission of MRL Planning Application by Transpacific 3. Councillor Discussion		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		No
Matter No.	Councillor making disclosure	Councillor left meeting (Circle/delete as appropriate)

REPORT PRODUCED BY:

Officer name:	Luke Shannon – General Manager Corporate	Date:	17/2/16
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RECORD OF ASSEMBLY OF COUNCILLORS

Section 80A(1) of the *Local Government Act 1989*

ASSEMBLY DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	22 February 2016	Time:	6.15pm
Councillors present: (delete as appropriate)	Cr K Majdlik (Mayor) Cr R Cugliari (Deputy Mayor) Cr M Bentley Cr L Carli Cr N Dunn Cr S Ramsey Cr B Turner		
Officers present: (name & title)	Mr K Tori, Chief Executive Mr L Shannon, General Manager Corporate Services Mr M Heaney, General Manager Community Services Mr P Bean, General Manager Planning & Development Services Ms L Mellan, Manager City Design Strategy & Environment Ms K Archibald, Coordinator City Strategy Mr D Lewis, Strategic Planner Ms S Thompson, Senior Strategic Planner Mr S Shanmugapalan, Manager Finance		
Apologies: (name & title)			
Matters discussed:	1. Gaming Local Planning Policy Project Briefing 2. Waste Charges Briefing 3. Significant Landscape Strategy Project Briefing 4. NBN Briefing with consultant and NBN Representative 5. Councillor Discussion		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		No
Matter No.	Councillor making disclosure	Councillor left meeting (Circle/delete as appropriate)

REPORT PRODUCED BY:

Officer name:	Luke Shannon – General Manager Corporate	Date:	23/2/16
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RECORD OF ASSEMBLY OF COUNCILLORS

Section 80A(1) of the *Local Government Act 1989***ASSEMBLY DETAILS:**

Meeting Name:	Briefing of Councillors		
Meeting Date:	27 February 2016	Time:	9.00 am
Councillors present: (delete as appropriate)	Cr K Majdlik (Mayor) Cr R Cugliari (Deputy Mayor) Cr M Bentley Cr L Carli Cr N Dunn Cr S Ramsey Cr B Turner		
Officers present: (name & title)	Mr K Tori, Chief Executive Mr L Shannon, General Manager Corporate Services Mr M Heaney, General Manager Community Services Mr P Bean, General Manager Planning & Development Services Mr L Stokes, Manager Operations Mr M Wilson, Manager Community Planning Mr S Shanmugapalan, Manager Finance Mr M Noor Mohamed, Management Accounting Co-ordinator		
Apologies: (name & title)			
Matters discussed:	1. Councillor 2016/17 Budget Discussion		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		No
Matter No.	Councillor making disclosure	Councillor left meeting (Circle/delete as appropriate)

REPORT PRODUCED BY:

Officer name:	Luke Shannon – General Manager Corporate	Date:	29/2/16
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RECORD OF ASSEMBLY OF COUNCILLORS

Section 80A(1) of the Local Government Act 1989

ASSEMBLY DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	29 February 2016	Time:	6.15pm
Councillors present: (delete as appropriate)	Cr K Majdlik (Mayor) Cr R Cugliari (Deputy Mayor) Cr M Bentley Cr L Carli Cr S Ramsey Cr B Turner		
Officers present: (name & title)	Mr K Tori, Chief Executive Mr L Shannon, General Manager Corporate Services Mr M Heaney, General Manager Community Services Mr P Bean, General Manager Planning & Development Services Ms L Mellan, Manager City Design Strategy & Environment Mr B Baggio, Manager Planning Services Mr D Hogan, Manager Customer Engagement Ms M Brennan, Coordinator Environmental Services Ms T Spiteri, Coordinator Governance Mr B Kroker, Senior Land Management Officer Mr A Burns, Manager Recreation and Youth Mr G Mulcahy, Coordinator Recreation		
Apologies: (name & title)	Cr N Dunn		
Matters discussed:	1. Local Government Amendment (Improved Governance) Act 2015 2. Environmental Enhancement Program Briefing 3. Draft 7 March 2016 Ordinary Meeting of Council Agenda 4. Councillor Discussion		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		No
Matter No.	Councillor making disclosure	Councillor left meeting (Circle/delete as appropriate)

REPORT PRODUCED BY:

Officer name:	Luke Shannon – General Manager Corporate	Date:	29/2/16
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14. NOTICES OF MOTION

14.1 NOTICE OF MOTION 415 CR RAMSEY

Councillor: Sophie Ramsey

Motion

Crs Ramsey/Turner.

That Council Officers write to the QIC and the owners of Melton Bunnings requesting the urgent repair and modification of the Eastern access driveway into Bunnings from Barries Road. In its current condition the access is a safety hazard to motorists.

CARRIED UNANIMOUSLY

14.2 NOTICE OF MOTION 416 CR RAMSEY

Councillor: Sophie Ramsey

Motion

Crs Ramsey/Turner.

That Council write to Kathryn Rudkins, Chief Inspector of Melton Police and Mark Guthrie, Acting Senior Sergeant for their diligence and professionalism during the public rally last year making the Melton Communities safety paramount during the course of the day.

CARRIED UNANIMOUSLY

14.3 NOTICE OF MOTION 417 (CR BENTLEY)**Councillor: Myles Bentley****MOTION:**

That a report be prepared for and presented at the next Ordinary Meeting of Council regarding the viability, cost and ability of Council to provide a free drop off service of recyclable materials, in particular paper and cardboard, at the Melton Recycling Facility.

Amended Motion

With leave of the Chairperson, the mover of the substantive motion agreed to an amendment as proposed.

Crs Bentley/Turner.

That a report be prepared for and presented at the next Ordinary Meeting of Council regarding the viability, cost and ability of Council to provide a free drop off service of recyclable materials, in particular paper, cardboard, bottles and cans, at the Melton Recycling Facility.

CARRIED UNANIMOUSLY

14.4 NOTICE OF MOTION 418 (CR BENTLEY)**Councillor: Myles Bentley****MOTION:**

That Council write to The Hon Daniel Andrews MP, Premier of Victoria and The Hon Jacinta Allan MP, Minister for Transport seeking clarification on the Victorian Governments position to improving Public Transport. Having committed \$4.4 billion to the Metro Rail Project and its ongoing advocacy to the Prime Minister, The Hon Malcolm Turnbull MP and the Federal Government for better public transport in Victoria, when will the Victorian Government commit to the immediate required duplication of the Melton rail line and the upgrade of the service to and the standards of a metropolitan rail service.

Amended Motion

With leave of the Chairperson, the mover of the substantive motion agreed to an amendment as proposed.

Crs Bentley/Turner.

That Council write to The Hon Daniel Andrews MP, Premier of Victoria and The Hon Jacinta Allan MP, Minister for Transport, Don Nardella MP, Marlene Kairouz MP, and all Legislative Council members for Western Metropolitan and Western Victoria regions, seeking clarification on the Victorian Governments position to improving Public Transport. Having committed \$4.4 billion to the Metro Rail Project and its ongoing advocacy to the Prime Minister, The Hon Malcolm Turnbull MP and the Federal Government for better public transport in Victoria, when will the Victorian Government commit to the immediate required duplication of the Melton rail line and the upgrade of the service to and the standards of a metropolitan rail service.

CARRIED UNANIMOUSLY

14.5 NOTICE OF MOTION 419 (CR TURNER)

Councillor: Bob Turner

MOTION:

That Council commits to funding the installation of public lighting at the intersection of Melton-Gisborne Road and Minns Road.

Amended Motion

With leave of the Chairperson, the mover of the substantive motion agreed to an amendment as proposed.

Crs Turner/Ramsey

That Council consider funding the installation of public lighting at the intersection of Melton-Gisborne Road and Minns Road.

CARRIED UNANIMOUSLY

14.6 NOTICE OF MOTION 420 (CR TURNER)

Councillor: Bob Turner

MOTION:

Crs Turner/Bentley.

That Council write to Mr Brian Sherritt of VicRoads asking them to address traffic congestion and safety at the intersection of Norton Drive and High Street.

CARRIED UNANIMOUSLY

14.7 NOTICE OF MOTION 421 (CR TURNER)

Councillor: Bob Turner

MOTION:

Crs Turner/Ramsey.

That Council write to Mr Brian Sherritt of VicRoads asking them to address traffic congestion and safety at the intersection of Reserve Road and High Street Melton.

CARRIED UNANIMOUSLY

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE

Cr Dunn

Update on the Westwood Drive Bridge Project.

16. MOTIONS WITHOUT NOTICE

Cr Ramsey

That Council write to Leading Senior Sergeant Joanne Mutsaerts commending Police Victoria for their proactive approach in working with schools and Principals in regards to recent bomb hoaxes.

17. URGENT BUSINESS

Nil.

18. CONFIDENTIAL BUSINESS

Procedural Motion

Crs Cugliari/Ramsey.

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 Municipal Audit Committee Meeting Minutes - 24 February 2016 - Confidential Items

This report is confidential in accordance with s89(2)(a) as it relates to personnel matters.

18.2 Taylors Hill West Recreation Reserve Proposed Usage

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

18.3 Minutes of The Club Caroline Springs Supplementary Grants Assessment Panel Meeting

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.

18.4 Contract No. 16/028 for the construction of the Bridge Road Regional Play Space Contract No. 16/030 for the construction of the Melton Town Centre Streetscape Redevelopment Stage 2

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

18.5 Extension of Contract 11/005 – Provision of Street and Footpath Sweeping

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

18.6 Extension of Contract 11/017 – Operations and Management of Melton Recycling Facility

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

CARRIED

Procedural Motion

Crs Ramsey/Turner.

That the meeting be opened to the public.

CARRIED

19. CLOSE OF BUSINESS

The meeting closed at 8.20pm

Confirmed

Dated this

.....CHAIRPERSON