



MELTON CITY COUNCIL

Notice is hereby given that the Ordinary Meeting of the Melton City Council will be held in the Council Chamber, Civic Centre, 232 High Street, Melton on 30 April 2018 at 7.00pm.

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

Kelvin Tori
CHIEF EXECUTIVE

Visitors to the Gallery please note:

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

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

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

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

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

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1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

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

Reconciliation Statement

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

2. APOLOGIES AND LEAVE OF ABSENCE

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

3. CHANGES TO THE ORDER OF BUSINESS**4. DEPUTATIONS**

The Mayor, Cr Turner, will be presented with the Council's Municipal Emergency Management Plan (MEMP) Audit Certificate by Mr John Chaplin, Operations Manager and Ms Jodie Griffin, Operations Officer from the Victoria State Emergency Service.

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

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

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

That the Minutes of the Ordinary Meeting of Council held on 26 March 2018 be confirmed as a true and correct record.

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

- 26 March 2018 Record of Assembly of Councillors
- 9 April 2018 Record of Assembly of Councillors
- 16 April 2018 Record of Assembly of Councillors
- 23 April 2018 Record of Assembly of Councillors

RECOMMENDATION:

That the Record of Assembly of Councillors dated 26 March and 9, 16 and 23 April 2018 attached to this Agenda be received and noted.

LIST OF APPENDICES

1. 26 March 2018 Record of Assembly of Councillors
2. 9 April 2018 Record of Assembly of Councillors
3. 16 April 2018 Record of Assembly of Councillors
4. 23 April 2018 Record of Assembly of Councillors

8. CORRESPONDENCE INWARD

Nil.

9. PETITIONS AND JOINT LETTERS

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

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

Nil.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 AUTHORISING THE AFFIXING OF THE COMMON SEAL OF COUNCIL

Author: Rebecca Bartlett - Acting Governance Officer
Presenter: Kel Tori - Chief Executive Officer

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 30 April 2018.

REPORT

1. Executive Summary

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

2. Background/Issues

Use of the Council Seal is required where Council, as a body corporate, executes a document.

The *Local Government Act 1989* (s.5(2) and (3)) prescribes that a Council must have a common seal, and that the common seal must –

- a. bear the name of the Council (which name may refer to the inhabitants of the municipal district) and any other word, letter, sign or device the Council determines should be included
- b. be kept at the Council office
- 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 authorised officers who must be present and sign every document to which the common seal is affixed.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability .
5.3 Effective civic leadership, advocacy, partnerships and good governance.

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. Authorising and Affixing of the Common Seal of Council - dated 30 April 2018

12.2 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Rebecca Bartlett - Acting Governance Officer

Presenter: Kel Tori - Chief Executive Officer

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.
-

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 2018 were adopted by Council at the Ordinary Meeting held 13 November 2017.

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
20 February 2018	Arts and Culture Advisory Committee	Appendix 1
27 February 2018	Melton Transport Community Reference Group	Appendix 2
18 April 2018	Policy Review Panel	Appendix 3

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing 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 Committees are not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council. Operational expenses and administrative actions arising from an Advisory Committee meeting are accommodated within Council's recurrent budgets, unless otherwise requested within the minutes of the meeting and detailed in a recommendation to Council for consideration.

5. Consultation/Public Submissions

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

6. Risk Analysis

With a mandatory responsibility to report to Council and 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. Arts and Culture Advisory Committee Meeting Minutes - dated 20 February 2018
2. Melton Transport Community Reference Group Committee Minutes - dated 27 February 2018
3. Policy Review Panel Minutes - dated 18 April 2018

12.3 RESPONSE TO NOTICE OF MOTION 501 - IMPLEMENT A TRAINING PROGRAM TO ENABLE LOCAL BUSINESSES AND CONTRACTORS TO TENDER FOR MELTON CITY COUNCIL CONTRACTS

Author: Bruce Marshall - Coordinator Economic Development & Tourism
Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To respond to Notice of Motion 501 (Cr Hardy) and the subsequent resolution of Council of 21 August 2017.

RECOMMENDATION:

That the report be received for information and staff continue to work with the business community to enable them to be competitive in tender opportunities.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council on 21 August 2017 it was resolved that:

'officers develop and implement a training program for Melton City resident small businesses and contractors that would skill them to enable them to tender for Melton City Council contracts. Additionally the program is to be developed, be reviewed and reported to Council by 30 June 2018 to determine its success and any modifications required to enhance its outcome for participants.'

This motion was tabled by Cr Hardy and was welcomed by officers as it is consistent with an opportunity that was identified in 2017 to fulfil a gap in the business training offering of Council. Three training sessions branded "Tender Write Workshop" were delivered in 2017 and feedback from participants was very encouraging. The session proposed in March 2018 was postponed due to a low levels of interest.

Two further dates for Workshops have been scheduled in 2018; Thursday 3 May and Tuesday 24 July. These dates have been chosen to spread the program amongst other business development events and programs being delivered by Council in 2018.

2. Background/Issues

At the Ordinary Meeting of Council on 21 August 2017 it was resolved that officers develop and implement a training program for Melton City resident small businesses and contractors that would skill them to enable them to tender for Melton city Council contracts.

In a review carried out in 2016 Council officers had identified a gap in the business training offering of Council. Namely, the gap between the quality of submissions required to win Council tenders, and the capacity of local businesses to write high quality tender submissions that would see them in contention to win the contracts.

After some consideration of options, it was decided to trial some "Tender Write Workshops" that were delivered by Federation University. Two separate half-day workshops were delivered, one on 9 May 2017 and the other on 7 Aug 2017 as part of the Small Business

Victoria festival. A total of twenty participants from 18 businesses joined the two sessions and the feedback received was very encouraging.

Most of the participants were from small businesses (0-5 employees) so as a general rule even with this training it will still be a challenge to win Council tenders on their own. Two participants have since made tender applications to Council with one making it onto a panel of Council Trade and Service Suppliers. For the majority of participants the biggest learning was that they should be positioning themselves to supply services as second tier contractors to larger organisations that are regularly winning tenders. By doing this they will be able to grow their business and their capacity, and in time they will be better positioned to compete for tenders themselves.

The costs for participants was \$27 per person.

In 2018 two dates have been identified for the delivery of Tender Write Workshops.

- 1) Tuesday 20 March 2018 (postponed due to low numbers)
- 2) Thursday 3 May 2018
- 3) Tuesday 24 July 2018

*Note: These dates are subject to change

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

4. A strong local economy and a lifelong learning City: A City rich in local employment and education opportunities

4.2 More local employment options with an increasing number of residents employed.

4. Financial Considerations

The delivery of these Tender Write Workshops is well within the scope of the Economic Development and Tourism budget. A single half-day training session costs in the order of \$1200 for the facilitator, plus some costs for catering. The nominated participation fee of \$25-\$40 is designed to ensure people who registered are committed to attend, and will generally cover the costs of room hire and materials.

5. Consultation/Public Submissions

Consultation was not required in the preparation of this report.

6. Risk Analysis

There are no foreseeable risks to Council with the delivery of the workshops.

7. Options

Not applicable

LIST OF APPENDICES

Nil.

12.4 RESPONSE TO NOTICE OF MOTION 511 - COUNCIL INVOLVEMENT IN PROMOTING GENDER EQUITY TO PREVENT VIOLENCE AGAINST WOMEN

Author: Sophie Thompson - Acting Coordinator Social Planning & Wellbeing
Presenter: Maurie Heaney - General Manager Community Services

PURPOSE OF REPORT

To provide a report in response to Notice of Motion 511(Cr De Santis) tabled at the Ordinary Meeting of Council held on 18 September 2017.

RECOMMENDATION:

That Council continue to support existing and proposed initiatives regarding the promotion of gender equity to prevent violence against women in line with *Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton*.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council on 18 September 2017 Notice of Motion 511 (Cr De Santis) was carried identifying the ongoing need for officers to promote gender equity to prevent violence against women. More specifically the Notice of Motion (NOM) is as follows:

That Officers prepare a report in relation to Council's involvement in promoting Gender Equity to Prevent Violence Against Women, including resourcing options.

This report responds to the above by:

- detailing the work Council is currently doing in this space
- identifying relevant work Council has committed to doing into the future
- identifying current resourcing which includes gender equity and preventing violence against women in portfolios
- outlining the options Council has to resource this portfolio of work.

2. Background/Issues

Existing Council initiatives to prevent violence against women through gender equity

Council is committed to the prevention of violence against women. There are a number of initiatives Council has implemented in the past and is committed to on an ongoing basis. Initiatives are both internally and externally facing and include:

- implementation of the Take A Stand program with Council staff
- continuation and enhancement of the White Ribbon Action Team
- community and Council activities that include family violence prevention messages such as White Ribbon Day and the 16 Days of Activism against Gender Based Violence

- implementation of Preventing Violence Together: Western Region Action Plan to Prevent Violence against Women led by Women's Health West
- development of a workplace Family Violence Policy
- supporting the role of women in sport and leisure through improvements in facilities that previously had poor access for women.
- Development and implementation of its previous Preventing Violence against Women and Children Strategy 2013-2016.

The above is achieved within recurrent resources and will continue into the 2018/19 financial year.

Proposed Council initiatives to prevent violence against women through gender equity

Drawing from the above achievements Council officers have prepared a new Strategy, *Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton* (the Strategy) which presents a long-term strategy for Council that is aligned with the most recent national, state and local policies in relation to preventing violence against women through gender equity.

The Strategy, combined with rolling two year Council endorsed actions plans, will ensure Council (and the community) will continue to achieve progress on this important issue.

Resourcing this new strategy will be achieved, in part, through external grant opportunities as they arise.

Current resourcing to achieve the above initiatives

The resourcing of these existing initiatives, including the Strategy and action plans will be part of Council's core business.

Currently Council has two officers that have the portfolios of gender equity and preventing violence against women in their role. Neither of these officers are allocated to this work exclusively, as they also undertake other portfolio responsibilities.

It is envisaged that these officers, along with other teams involved in the implementation of the Strategy will be required to deliver initiatives as part of business as usual activities to improve gender equity.

Options for achieving additional resources to prevent violence against women through gender equity

Additional resources in relation to this matter could improve the amount and breadth of initiatives Council has to promote gender equity and prevention of violence against women. Additional resourcing will be considered when preparing the Strategy's action plans, and this will be done on an annual basis through the budget process.

Any resourcing identified should be considered in conjunction with an understanding of staff accommodation factors, supervisor capacity, relationship with team structure etc.

Approval for additional staff if necessary, would have to be part of future budgeting bids and will be subject to Executive and Council deliberations.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

1. A proud, inclusive and safe community: A City of people leading happy and healthy lives
 - 1.2 A safe and equitable community.

4. Financial Considerations

As outlined above, should Council identify significant extra work, over and above business as usual activities, these will be subject to future deliberations as part of formal budget processes and external funding opportunities. These will require Executive level and ultimately Council approval.

5. Consultation/Public Submissions

The current work and the new Strategy has been informed by the community, key stakeholders and internal teams within Council – who will also be consulted when preparing the two year action plans which fall out of the Strategy.

All Council budgets will be subject to an engagement process and the community will have the opportunity to request changes to the draft budget.

6. Risk Analysis

As identified in the report Council has and will continue to undertake a range of initiatives to approach this issue, therefore there are no anticipated risks.

7. Options

Nil.

LIST OF APPENDICES

Nil

12.5 RESPONSE TO NOTICE OF MOTION 545 - ASSESSMENT OF BURRILL COURT RESERVE

Author: Adrian Cope - Open Space Planning Coordinator
Presenter: Maurie Heaney - General Manager Community Services

PURPOSE OF REPORT

To provide a report in relation to Notice of Motion 545 (Cr Carli) on the park infrastructure required to activate Burrill Court Reserve.

RECOMMENDATION:

That Council refers the further development of Burrill Court Reserve to the review of the Parks Development Program for consideration including the community consultation process.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council held on 26 March 2018 Notice of Motion 545 was tabled.

'That Council officers prepare a report and investigate what park infrastructure is needed to activate the space/reserve located on the corner of Jacaranda Drive and Webb Avenue, Taylors Hill.'

The reserve is a local standard reserve known as Burrill Court Reserve, approximately 0.5 hectares (**Appendix 1**). The reserve has limited infrastructure and can be regarded as an area of open space rather than a reserve that provides recreational (passive or active) opportunities for the community.

The reserve is one of a number of reserves in the area that provide a range of recreational and social opportunities. Due to its size, in this case, the reserve provides opportunity for quiet contemplation and social engagement rather than recreational activities.

2. Background/Issues

Burrill Court Reserve is located in a precinct of Taylors Hill that is bordered by Hume Drive to the north, the municipal boundary to the east, Calder Park Drive to the west and Taylors Road to the south.

The reserve was developed in 2003 as part of the Watervale residential development and is one of seven local reserves in the precinct that services a population of 5,600 residents. Burrill Court Reserve is a regular shaped reserve at the corner of Burrill Court and Jacaranda Drive, Taylors Hill and is 0.518 hectares.

The reserve services a catchment of 1,300 residents, although a proportion of these residents have access to Barwon Street Reserve (0.660 ha) to the south and Bloomsbury Drive Reserve (1.274 ha) to the north. When considering the proximity and walkability catchment of Barwon Street Reserve and Bloomsbury Drive Reserve, Burrill Court Reserve has approximately 390 residents that are outside the catchments to the other reserves.

The reserve has limited infrastructure and can be regarded as an area of open space rather than a reserve that provides recreational opportunities for the community.

The reserve was assessed in 2013 as part of the Parks and Reserves Assessment project which provided the basis for the Parks Development Program. The recommendations of the assessment were:

- *The overall size of the reserve is below the minimum size 0.70 ha identified for a local reserve/open space under Council's Open Space Strategy (OSS).*
- *Any upgrade or development of the reserve would be considered a medium to long term priority rather than a short term priority in relation to other parks and reserves in the municipality.*

Activation of the reserve will be interpreted differently by residents of the area and consultation with the residents of the residents directly affected should be undertaken prior to any future development. Considering the above, and the relative size and location of the reserve, the infrastructure required to activate this reserve would generally include play equipment and seating.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way

3.3 Public spaces that are vibrant and engaging places for all.

4. Financial Considerations

In accordance with the size of the reserve and current practice, the estimated cost of play equipment and seating to activate the reserve is in the vicinity of \$60,000.

5. Consultation/Public Submissions

No consultation has been undertaken at this stage with the community. Prior to any developments, community engagement would take place to determine how the local community wish for the reserve to be activated.

6. Risk Analysis

The risks are limited at this stage, although embellishment of the reserve may result in the overdevelopment of a small reserve that does not provide a broader benefit to the community.

7. Options

Council has the option to:

1. Adopt the recommendation as put in this report.
2. Allocate funding for this specific project through Councils budget process.

LIST OF APPENDICES

1. Burrill Court Reserve - dated 23 April 2018

12.6 RESPONSE TO NOTICE OF MOTION 549 - CAROLINE SPRINGS LIBRARY CIVIC CENTRE USAGE AND OPTION FOR EXTENSION

Author: Troy Watson - Manager Libraries
Presenter: Maurie Heaney - General Manager Community Services

PURPOSE OF REPORT

To respond to Notice of Motion 549 (Cr Abboushi) in relation to providing a report on the existing Caroline Springs Library Civic Centre usage and the option for extension to the building.

RECOMMENDATION:

That Council note the report and assessment of the Caroline Springs Library Civic Centre usage and option for extension.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council held 26 March 2018, Council endorsed via a Notice of Motion 549 (Cr Abboushi):

That Council officers provide a report on the existing Caroline Springs Library Civic Centre usage, the option for extension to the western side of the building, with the focus on increasing patronage.

Analysis of visitation and facility usage indicates that annual patronage has been consistent since the existing building opened in 2008. Over the last ten years, usage has not substantially increased. This indicates that an extension to the current building is not yet required.

Costs to extend the current footprint of the existing facility a further 750m² at the western side of the building are estimated at \$5M for a single storey extension. The current land available would accommodate up to 1000m² of building at a single storey level.

It is recommended that this information be noted at this stage, and future investment in library facilities in the Eastern Corridor be referred to future precinct structure plan developments.

2. Background/Issues

The Caroline Springs Library Civic Centre, delivers a range of Council services which include library services, customer service, community facility room hire, a gallery space, and office accommodation for Council officers.

It is also the main library for the adjoining Lakeview College, per a development and joint-use agreement between Council and the Minister for Education. This agreement is through to 2028 with option for further terms and includes priority school use of certain meeting spaces during school operating hours.

Opening hours for the facility were extended in October 2017 to include Saturday afternoons.

The facility is open to the public:

- Monday and Wednesday – 8am to 8pm
- Tuesday and Thursday – 8am to 6pm
- Friday – 8am to 5.30pm
- Saturday – 10am to 4pm
- Sunday – 1pm to 4pm

Overview of Library and Civic Centre usage

Over the nine years to 30 June 2017, the Caroline Springs Library Civic Centre has averaged 23,500 visits per month. Annual visitation has been largely consistent over that period with peak visitation in 2009/10 with 297,526 visits. In comparison there were 291,604 visits in the 2016/17 period.

Annual visits to the facility are as follows:

Financial Year	Number of visitors	Average monthly visits
2008-09	257,491	21,458
2009-10	297,526	24,794
2010-11	286,750	23,896
2011-12	276,292	23,024
2012-13	269,099	22,425
2013-14	280,449	23,371
2014-15	288,978	24,082
2015-16	290,294	24,191
2016-17	291,604	24,300
2017-18	225,254 (1 July 2017 to 31 March 2018)	25,028 (year to date average)

Full visitation numbers for the 2017-18 period will not be available until 30 June 2018. Interim figures from 1 July 2017 to 31 March 2018 indicate an average of 25,000 visits per month. This improved result is directly related to a new approach to library activation and engagement, with improved marketing, increased variety and quantity of library programs and events, and the increased opening hours on Saturday afternoon of three hours per week from October onwards.

Peak daily usage and building visitation

Building occupancy capacity is up to 500 people within the building. Outside of peak times, hourly usage varies between 20 to 90 visits per hour. With the close proximity of the facility to local schools, peak hourly usage is during the afterschool period between 3pm and 4pm on school days. Analysis of a sample week indicates that between 300-350 visits occur during that hour, but with most students staying for short periods and leaving within the hour. During this time, a large number of students are also observed regularly using the open spaces to the north and west of the building.

Usage during the Lakeview College lunch break can see up to 80 students within the library. The number of students is capped by the school and school staff are actively on duty in the library during the lunch period.

Meeting room usage

The Centre includes eight meeting, training and interview rooms which are available for Council programs, community hire, and school usage. From 1 January to 31 December 2017 there were 2,069 bookings of rooms with approximately 47,625 attendance.

Room bookings for 2017 were as follows:

User type	Number of bookings	Attendance
Council (programs and staff use)	1,168	21,739
Community organisations	135	3,159
Commercial organisations	480	8,114
School use	216	12,404
Other	70	2,209
Total	2,069	47,625

Analysis of room capacity over a 6 month period from 1 July 2017 to 31 December 2018 indicates that overall the rooms are operating at 50 per cent capacity of available hours. This is based on usage between 8.30am to 5.30pm Monday to Sunday, and is as follows:

- Training Rooms (2) – 59% capacity
- Meeting Rooms (4) – 57% capacity
- Interview Rooms (2) – 25% capacity

These figures indicate that whilst well utilised, the rooms are not at full capacity.

Civic, Customer Service and Gallery use

Visitation for Customer Service and the CS Gallery is incorporated into the annual visits to the Centre previously mentioned. The Centre provides the only Customer Service point for Council in the Eastern Corridor. The existing space allocated for Customer Service is adequate for the current and future needs.

The building provides office accommodation for staff from various Council Departments, including Libraries, Customer Service, City Amenity and Compliance, and Community Planning. Regarding future office accommodation needs, Council is proceeding with the development of office accommodation at the Melton Civic Centre.

The CS Gallery occupies an area of the building that was originally intended for use as the main foyer. The space therefore has limitations due to temperature, environmental conditions, lighting and security which can restrict the capacity of the gallery to host touring exhibitions or works of significant value.

Option for extension to the western side of the building

The existing footprint of the Caroline Springs Library Civic Centre is 2,500m². The design of the building allowed for potential extension to the western side of the current building.

To extend the current footprint of the existing facility by a further 750m² (**Appendix 1** as a guide only), would increase capacity for 250-300 people and bring the total building capacity to 750-800 people. The extension could provide a mix of flexible program spaces for wet/dry activities, quiet study space, and seminar rooms. The cost for an extension of this size is estimated at \$5M, excluding authority and client management costs. This cost reflects a single story addition only.

For the purposes of this report, the sample floorplan for the extension is 750m² bringing the total building foot print to 3,250m². This total floor area would require a fire rated treatment between the existing and the proposed extension which may incur additional costs.

It is noted that the planning provisions within the precinct would support an increase in density to the existing building. For example a first floor extension to the existing building footprint in preference to removing highly valuable open space as required for a ground floor extension. The planning provisions within the precinct would support a development without the need for additional car parking, however this is subject to a car parking assessment and town planning permit.

This investment needs to be prioritised in the context of the strategic objectives of Council, and development of library facilities in the Eastern Corridor as part of future precinct structure plan developments, however this is subject to a car parking assessment and town planning.

Focus on increased patronage

There are several ways to increase patronage of the facility without considerable capital investment. Over the past year the library service has increased engagement with the community to activate and maximize the use of library facilities. This is in line with the Victorian Public Libraries 2030 Strategic framework (2012) which highlights the opportunities for libraries to support the community through dynamic learning and connectedness, and by facilitating creativity and collaboration.

Methods for increasing patronage include:

Programs and events	<p>To respond to community needs for learning and literacy programs, the library service has increased the quantity and variety of programs and events delivered at both library branches. This is reflected in the increased usage in the current financial year. For example, the range and quantity of early years programs has been expanded in 2018.</p> <p>There is ongoing potential to continue to develop the suite of programs on offer to increase patronage.</p>
Marketing of services	<p>In August 2017, the library service implemented an e-newsletter, which is now distributed to 16,000 subscribers on a monthly basis. This is accompanied by a print 'What's On' brochure with a reach of 4,500. Attendance at programs and events has increased since implementation of this approach.</p>
Improved layout	<p>Community needs for collaborative and social library space are changing. To respond to this, the library service has improved utilization of the floorplan through more efficient layout. This includes:</p> <ul style="list-style-type: none"> • Rearrangement of shelving, collections and furniture to maximise the available floor space and increase study space and programmable areas. Recent reconfiguration in March 2017 has released approximately 60m² for study use. • Benches with power-hubs for study and mobile device use will be installed by June 2018 and will increase available seating by 20 places. • An allocation for library furniture currently in the draft 2018/19 budget will lead to additional seating capacity.

<p>Opening hours</p>	<p>Library opening hours were reviewed in 2017, and resulted in changes to the spread of opening hours and an additional three hours per week on a Saturday afternoon at Caroline Springs. This resulted in improved patronage, and has grown to an average of 160 additional visitors each Saturday afternoon.</p> <p>A further increase of opening hours is one method to achieve increased patronage, but would have an increased operational cost associated.</p>
<p>Alteration works to existing building</p>	<p>Renewal works could be considered in future capital budgets to make minor changes to the current building to create more flexible spaces within the existing floorplan. Examples could be: relocation of public access computers to free up semi-enclosed spaces; enclosing of spaces within the existing footprint to create programmable and quiet study space; or, to address the suitability of the gallery space.</p>

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way

3.2 Community facilities, infrastructure and services that are equitably planned for, provided and maintained.

4. Financial Considerations

Approximately \$5M would be required to extend the building to west side. Note that there is no financial allocations in Councils 10 year Capital Works Plan for this works.

5. Consultation/Public Submissions

There has been no external consultation in preparation of this report.

6. Risk Analysis

The cost for the extension in this report is estimated only. Further design and development would need to be completed to determine costs.

Proceeding with an extension would result in a loss of public open space, and could impact on current community use of the open space.

7. Options

Council has the option to:

1. Note the report and assessment of the Caroline Springs Library Civic Centre usage and option for extension.
2. Through the library service, continue with a targeted marketing approach and increased library program delivery to increase usage of the Centre.
3. Revisit an extension to the centre when increased usage is consistently maintained over a number of years, based on visitation.

LIST OF APPENDICES

1. Caroline Springs Library - elevation option for extension - dated 11 April 2018

12.7 RESPONSE TO NOTICE OF MOTION 537 - TOOLERN REGIONAL PARK

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

PURPOSE OF REPORT

To provide a response to Notice of Motion 537 (Cr De Santis) tabled at the Ordinary Council Meeting of 5 March 2018.

RECOMMENDATION:

That Council note the progress and current process being undertaken by Council officers in collaboration with the Department of Environment, Land, Water and Planning (DELWP) and Parks Victoria in respect of the transfer of the future Toolern Regional Park.

REPORT

1. Executive Summary

At the Ordinary Meeting of Council on 5 March 2018, Notice of Motion 537 (Cr De Santis), was carried requesting:

That Council officers provide a brief report on the status of the Toolern Regional Park state government funded initiative.

This report provides an overview of the history of the regional park, work undertaken to date and the anticipated timing for the establishment of the park and transfer of the land from Melton City Council to state government.

2. Background/Issues

At the Ordinary Meeting of Council on 5 March 2018, Notice of Motion 537 (Cr De Santis), was carried requesting:

That Council officers provide a brief report on the status of the Toolern Regional Park state government funded initiative.

In 2002, state government released 'Linking People and Spaces' which sought to establish the open space network for metropolitan Melbourne. This strategy specifically addressed the need to establish six new regional parks across Melbourne's growth corridors to ensure equitable access to a range of open space. Two of these regional parks were identified within the City of Melton (formerly Shire of Melton), in Melton Township adjacent to Toolern Creek and the eastern corridor adjacent to Kororoit Creek.

At the Ordinary Council meeting of 26 February 2007, Council resolved to hand over the land identified for the regional park, at Toolern (between Bridge Road and the boundary of Strathulloh), subject to Parks Victoria committing to expending \$3.27million on the park by the end of the 2009/2010 financial year. It is important to note that whilst the boundary had been generally defined by state government, the Council report of 2007 did foreshadow the need to consider the design and access of the park as part of the future growth area planning for Toolern.

In 2007, work commenced on the preparation of the Toolern Precinct Structure Plan (PSP), which included the majority of the land identified for the proposed regional park. As part of the development of the PSP, the boundary of the regional park, proposed road network and pedestrian access including bridges were defined. The PSP was then subject to a planning scheme amendment and tested through an independent planning panel process and was approved by the Minister for Planning in August 2010 (amended in July 2011 and December 2015).

In addition, a change to the Urban Growth Boundary (UGB), in 2010 saw the inclusion of the southern section of the proposed regional park within the UGB. This area was subject of a separate PSP, Toolern Park. The Toolern Park PSP commenced in 2012 and it was adopted by the Minister for Planning in 2014.

Both the Toolern (**Appendix 1**) and the Toolern Park (**Appendix 2**), PSPs have provided the land use framework, zoning and access requirements for the regional park and enabled detailed discussion on the transfer of the land from Council to state government to commence.

It should be noted that whilst there has been a delay in the transfer of the land, partly as a result of the PSP process, a masterplan (**Appendix 3**) for the Regional Park was developed and finalised in 2009 and it is understood that this masterplan informed the allocation of land and relevant requirements and guidelines in the Toolern and Toolern Park PSPs. In addition Parks Victoria have implemented a number of elements of the masterplan including shared paths.

Since the approval of the PSPs, there have been a number of meetings between Council officers and the relevant representatives at Park Victoria in respect of the transfer of the land. Council officers are currently working to prepare a plan which will define the land to be transferred to the state for the regional park and form the basis of a proposed in-principle agreement with state government with the formal transfer of the land. It is proposed that the formal transfer coincide with the construction of the first stage of the arterial road to the south of the proposed park which will provide the main access to the park. It is understood that this road will be constructed in 2020. Council officers will continue to work with DELWP and Parks Victoria to achieve the transfer at this trigger point.

Council officers have also established a quarterly meeting with Parks Victoria and DELWP to refine and update the masterplan to ensure it is integrated with the Bridge Road Regional Active Open Space, wetlands and other existing developments.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

2. A thriving and resilient natural environment: A City that preserves and enhances its natural environment for future generations

2.4 A City growing and developing sustainably.

4. Financial Considerations

There no financial risk to Council in progressing the transfer of land with Parks Victoria. Although there would be a value associated with the land, the development potential of the site would be limited given its designation as a regional park and the zone that is applied to the site.

5. Consultation/Public Submissions

There has been consultation on the location of the regional park throughout the preparation of the Toolern and Toolern Park PSPs. It is also understood that Parks Victoria undertook consultation with the community in the development of the master plan.

6. Risk Analysis

Whilst the transfer of the land has been delayed, there is limited risk to Council as several adopted state policy documents, including the PSPs identify the land for the purpose of a regional park with state government having responsibility for the delivery of the park.

7. Options

Nil

LIST OF APPENDICES

1. Future Urban Structure, Toolern PSP - dated 2010 (Amended 2015)
2. Future Urban Structure Plan, Toolern Park PSP - dated August 2014
3. Toolern Regional Park Masterplan - dated 2009

12.8 AMENDMENT C196 TO THE MELTON PLANNING SCHEME - RAVENHALL CONCRETE SEGMENT MANUFACTURING FACILITY

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

PURPOSE OF REPORT

To consider providing a letter of support to the Cross Yarra Partnership for C196 to be approved by the Minister for Planning under section 20(4) of the *Planning & Environment Act 1987*.

RECOMMENDATION:

That Council write a letter to the Cross Yarra Partnership providing conditional support for a Ministerial Amendment under section 20(4) of the *Planning and Environment Act 1987* to facilitate development of the Ravenhall Concrete Segment Manufacturing Facility subject to the conditions in Section 2 of this report being resolved to the satisfaction of the General Manager Planning & Development and the Manager City Design, Strategy & Environment.

REPORT

1. Executive Summary

A request has been made from Cross Yarra Partnership (CYP), seeking Council support to amend the Melton Planning Scheme by allowing a concrete manufacturing facility to be developed on approximately 13 hectares of land located at 1198 Christies Road, Ravenhall, part of Boral's Deer Park site (refer to **Appendix 1**).

The amendment is required to facilitate the use and development of the site for the Ravenhall Concrete Segment Manufacturing Facility. The facility will produce concrete segments for lining the Metro Tunnel.

The facility includes the following key components:

- Concrete batching within the batching plant area
- Concrete segment production within the factory building
- Concrete segment storage areas
- Workshop facilities
- Offices, with associated amenities and kitchen facilities
- Perimeter security fencing

CYP has requested a letter from Melton City Council supporting the preparation of a planning scheme amendment to facilitate the construction of the Ravenhall Concrete Segment Manufacturing Facility, and that the amendment be dealt with under Section 20(4) of the *Planning & Environment Act 1987*.

Further detail regarding the operation and design of the facility is provided in **Appendix 2**.

CYP proposes that the planning scheme amendment will be expedited through section 20(4) of the *Planning and Environment Act 1987*, which would exempt the amendment from the

exhibition and notice requirements prescribed in Sections 17, 18 and 19 of the Act. This expedited process is based on the following rationale:

- The product is required to be manufactured in advance to ensure there is adequate supply and facilitate the timely construction of the Metro Tunnel Project.
- Project approval is urgent to support the construction of the State significant Metro Tunnel Project.
- To meet Metro Tunnel Project construction timeframes, the site would need to be operational by approximately October 2018. To meet the requirements, the proposed facility is to undertake manufacturing of the concrete segments 24 hours a day.

CYP is consulting with affected parties within 1km of the batching plant area, which is listed as requiring a 300 metre buffer to sensitive uses in Clause 52.10 of the Melton Planning Scheme. The technical reports have also considered any impacts to relevant sensitive receivers.

It is recommended that Council provide in-principle support for the amendment subject (but not necessarily limited) to the following conditions:

1. Pre and post project road dilapidation reports (at the proposed access point only) are undertaken, with any required remediation then undertaken by CYP.
2. Investigation is undertaken regarding the risks associated with potential land gas migration from nearby landfill.
3. Demonstrate that all state and federal legislated environmental responsibilities will be met, including specifically regarding dust and noise impacts.
4. Council is consulted on the development and ongoing monitoring of the EMS with a particular emphasis on dust and noise management.
5. Consideration is given to holding a community information evening in Caroline Springs to inform local residents and businesses about the project prior to the amendment being submitted to the Minister for Planning for consideration.

2. Background/Issues

Context

A request has been made from Cross Yarra Partnership (CYP), seeking Council support to amend the Melton Planning Scheme by allowing a concrete manufacturing facility to be developed on approximately 13 hectares of land located at 1198 Christies Road, Ravenhall, part of Boral's Deer Park site (refer to **Appendix 1**).

The amendment is required to facilitate the use and development of the site for the Ravenhall Concrete Segment Manufacturing Facility. The facility will produce concrete segments for lining the Metro Tunnel.

CYP has been contracted by Melbourne Metro Rail Authority (MMRA) to design, build and maintain the stations and tunnels for the Metro Tunnel project. The Metro Tunnel Project will significantly improve accessibility for City of Melton residents. It will also enable future electrification to Melton of the Ballarat rail line.

To provide the concrete segments required for the tunnels and stations, CYP proposes to build and operate a purposefully built and operated concrete segment facility. Once constructed, the facility will include approximately 80 operational jobs, including a number of apprenticeships, traineeships and cadetships.

The facility includes the following key components:

- Concrete batching within the batching plant area

- Concrete segment production within the factory building
- Concrete segment storage areas
- Workshop facilities
- Offices, with associated amenities and kitchen facilities
- Perimeter security fencing

To facilitate the timely delivery of this state significant project, CYP is proposing a planning scheme amendment to exempt the concrete manufacturing facility from the normal requirements in the Melton Planning Scheme and the need for planning permits to construct the project.

CYP has requested a letter from Melton City Council supporting the preparation of a planning scheme amendment to facilitate the construction of the Ravenhall Concrete Segment Manufacturing Facility, and that the amendment be dealt with under Section 20(4) of the *Planning & Environment Act 1987*.

Metro Tunnel Project

The \$11 billion Metro Tunnel will create a new end-to-end rail line from Sunbury in the west to Cranbourne / Pakenham in the south-east, with high capacity trains and five new underground stations.

The project is being delivered via a Public Private Partnership (PPP), including the design and construction of the twin nine kilometre tunnels and five underground stations, private finance and the provision of maintenance and other services during the operating term.

Concrete Manufacturing Facility

CYP proposes for the Concrete Segment Manufacturing Facility to be constructed at 1198 Christies Road, Ravenhall on the Deer Park Boral quarry site.

The site has been selected for a number of key reasons:

- The availability of concrete batching equipment.
- The extensive internal and external buffers.
- The convenient access to state significant highways and roads.
- The facility is in a location that makes use of the raw materials from the Boral site and would minimise the amount of vehicle trips.
- The location has had significant historical disturbance and little further earthworks would be required.

The site selection process and the subsequent design of the facility has taken into account the potential environmental, social and economic effects of the construction and operation of the project and has been informed by several technical assessments (air quality, noise and vibration, surface water, transport and traffic).

The project will support a state significant project that will ultimately have positive environmental, social and economic effects for both City of Melton residents and the wider Melbourne community.

Facility operation

An enclosed building constructed on site will include the following processes:

- Concrete hopper
- Concrete chamber
- Segment moulds

The concrete batching plant will be built next to the building and a flying bucket will be used to transfer the concrete from the batching plant to the concrete hopper. The following processes will occur outside the enclosed building:

- Batching plant
- Reinforced steel stock
- Final product storage
- Loading and delivery
- Small workshop moulds

Further detail regarding the operation and design of the facility is provided in **Appendix 2**.

Traffic considerations

Christies Road (between the Western Freeway and Middle Road) forms part of Victoria's gazetted B-Double Network, allowing B-Doubles to drive on it without requiring formal approval from the road authority.

Repeated turning of heavy vehicles will typically result in warping of the pavement surface and damage the section of road. However, given the existing high volumes of heavy vehicles that use Christies Road (to the land fill site and the quarry), it would not be possible to prove that any damage that does occur along the length of the road would specifically be attributable to new facility. A road monitoring process specifically for the facility's access point is therefore proposed to be a condition of any support that Melton City Council provide for this amendment.

Duplication of a road is typically warranted when volumes exceed 20,000 vehicles per day. In 2017, traffic counts undertaken by Council south of Palm Springs Road indicating just over 4,400 vehicles per day used Christies Road on a typical weekday. The additional vehicle movements generated by the proposed facility is not sufficient to warrant additional lanes.

The vast majority of traffic (including nearly all truck movements) will be directly onto the Western Freeway. Residential impact by truck movements will therefore be minimal. Also, transport of the concrete segments has been recommended for off peak periods.

Environmental considerations

Technical reports received to date have shown that environmental impacts are expected to be minimal. For example, the noise survey reached the following conclusion:

The predicted noise levels from operations at the facility are expected to comply with project noise limits, and are not expected to negatively impact the amenity of the surrounding noise sensitive community.

Council officers are in the process of reviewing the biodiversity report but do not anticipate any issues that could not be managed through the provision of an appropriate offset condition to be included in the planning scheme amendment documentation given the location and existing disturbance to the site.

A comprehensive Environmental Management System (EMS) will be developed and implemented as part of the project to manage environmental impacts. It is a proposed condition of support for the amendment that Council Officers are consulted on the development and ongoing monitoring of the EMS.

The EMS will need to be approved by the Minister for Planning and will ensure the project complies with all associated legislated state and federal requirements regarding noise, dust, etc. The EMS will include the following components:

- Construction Environmental Management Plan
- Operational Environmental Management Plan
- Cultural Heritage Management Plan

- Ecology Management Plan
- Air Quality, Dust and Lighting Management Plan
- Noise and Vibration Management Plan
- Traffic Management Plan

Planning Scheme Amendment

CYP proposes that the planning scheme amendment will be expedited through section 20(4) of the *Planning and Environment Act 1987*, which would exempt the amendment from the exhibition and notice requirements prescribed in Sections 17, 18 and 19 of the Act. This expedited process is based on the following rationale:

- The product is required to be manufactured in advance to ensure there is adequate supply and facilitate the timely construction of the Metro Tunnel Project.
- Project approval is urgent to support the construction of the State significant Metro Tunnel Project.
- To meet Metro Tunnel Project construction timeframes, the site would need to be operational by approximately October 2018. To meet the requirements, the proposed facility is to undertake manufacturing of the concrete segments 24 hours a day.

The draft planning scheme amendment seeks approval for the use and development at the site through section 20(4) of the *Planning and Environment Act 1987*. The amendment would do the following:

- Amend the Schedule to Clause 52.03 'Specific Sites and Exclusions' to allow for the proposed development and use in accordance with the specific control and conditions in the 'Ravenhall Concrete Segment Manufacturing Facility Incorporated Document, April 2018'
- Amend the Schedule to Clause 61.01 to make the Minister for Planning the responsible authority for the provisions which apply to the development and use of land for the Ravenhall Concrete Segment Manufacturing Facility associated with the Metro Tunnel Project
- Amend the Schedule to Clause 81.01 to insert an incorporated document titled 'Ravenhall Concrete Segment Manufacturing Facility Incorporated Document, April 2018'.

It is recommended that Council provide in-principle support for the amendment subject (but not necessarily limited) to the following conditions:

1. Pre and post project road dilapidation reports (at the proposed access point only) are undertaken, with any required remediation then undertaken by CYP.
2. Investigation is undertaken regarding the risks associated with potential land gas migration from nearby landfill.
3. Demonstrate that all state and federal legislated environmental responsibilities will be met, including specifically regarding dust and noise impacts.
4. Council is consulted on the development and ongoing monitoring of the EMS with a particular emphasis on dust and noise management.
5. Consideration is given to holding a community information evening in Caroline Springs to inform local residents and businesses about the project prior to the amendment being submitted to the Minister for Planning for consideration.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

4. A strong local economy and a lifelong learning City: A City rich in local employment and education opportunities

4.2 More local employment options with an increasing number of residents employed.

4. Financial Considerations

Council officer time will be required to review and comment on the planning scheme amendment documents. This is not expected to take a lot of time, and can be dealt with by Council officers as part of their normal duties.

CYP will be responsible for any planning scheme amendment fees associated with this amendment.

5. Consultation/Public Submissions

CYP is consulting with affected parties within 1km of the batching plant area, which is listed as requiring a 300 metre buffer to sensitive uses in Clause 52.10 of the Melton Planning Scheme. The technical reports have also considered any impacts to relevant sensitive receivers.

Additionally, although a section 20(4) process is proposed, a targeted consultation program that is supported by the Department of Environment, Land, Water and Planning will be implemented as part of this project. This consultation program will inform the final planning scheme amendment, with submissions being received up to 17 May 2018. Agencies to be consulted include:

- Melton City Council
- Boral
- Department of Environment, Land, Water and Planning
- Department of Economic Development, Jobs, Transport and Resources
- Cleanway
- Dame Phyllis Frost Centre
- Department of Justice
- EPA
- Melbourne Water
- Metropolitan Remand Centre
- Ravenhall Correction Centre
- Ravenhall Nature Conservation Reserve
- SPI PowerNet
- VicRoads
- Victorian Planning Authority
- VicTrack

It is proposed that a condition of any support for this amendment is that a community information evening be held in Caroline Springs to inform local residents and businesses of the project.

6. Risk Analysis

If Council chooses not to support the planning scheme amendment, the Minister for Planning may not support the approval of this amendment, which would result in a requirement for CYP to seek planning permits for the works. This may result in the delayed commencement of the upgrade works, or CYP seeking an alternative site for the facility.

Council officers will review the planning scheme amendment documents before they are submitted to the Minister for Planning for approval and ensure that the proposed conditions outlined in this report are adequately addressed prior to provide support for the amendment.

7. Options

Council can choose to either:

1. Write a letter to CYP providing conditional support for a Ministerial Amendment under section 20(4) of the *Planning and Environment Act* 1987 to facilitate construction of a Concrete Segment Manufacturing Facility subject to the issues in this report being resolved to the satisfaction of the General Manager Planning & Development and the Manager City Design, Strategy & Environment; or
2. Not prepare a letter of support to CYP.

LIST OF APPENDICES

1. Letter to Council from Cross Yarra Partnership - dated 16 April 2018
2. Operational Overview - undated

12.9 PLANNING APPLICATION PA 2017/5728 - USE AND DEVELOPMENT FOR A PLACE OF WORSHIP AT 171-197 HARKNESS ROAD, HARKNESS

Author: Joseph Oyelowo - Development Planner
Presenter: Bob Baggio - Manager Planning Services

PURPOSE OF REPORT

To consider and determine the above planning application.

RECOMMENDATION:

That Council issue a Notice of Decision to Grant a Permit subject to the conditions outlined in **Appendix 7** of this report.

REPORT

1. Background

Executive Summary

Applicant:	Melbourne Islamic Centre Ltd
Proposal:	Use and development of land for a Place of Worship
Existing Land Use:	Rural residential
Zone:	Green Wedge A Zone
Overlays:	Environmental Significance Overlay Schedule 1 Bushfire Management Overlay
Number of Objections:	198
Key Planning Issues:	Suitability of the land for a place of worship Impact of the use on the amenity of the area Access and vehicle movements Car parking The Environment Previous VCAT decision
Recommendation:	Approve application

Planning History

Council issued planning permit number PA2012/3458 on 13 July 2012. The permit allowed for the use and development of the land for the purpose of a Place of Worship with associated car parking and authorised up to 60 persons being present on the site at any one time, with the hours of operation limited to Wednesday and Friday evening from 5 pm – 8 pm

for bible study and prayer meetings, and 9 am – 12 pm on Sundays for worship services.

The permit was issued under delegated authority following the receipt of three objections and was issued as a temporary permit on the basis that the place of worship was to be utilised by a Catholic denomination.

Subsequent to the permit being issued, the current proponent (Melbourne Islamic Centre Limited) purchased the land and sought to amend the permit by extending the hours of operation to 5 am to 11 pm, seven days per week. This was refused by Council, following the receipt of six objections and in accordance with Officers recommendations, however the applicant appealed against Council's refusal and the Victorian Civil and Administrative Tribunal (VCAT) issued an amended permit for the Place of Worship to change the hours of operation to four times per day between 5 am and 11 pm, seven days per week, for a maximum period of 45 minutes at each time for worship or prayer.

In its decision, the Tribunal decided that the perceived impacts of the change to the worship and prayer hours on the amenity of land in the surrounding area, biodiversity and traffic generation were not unreasonable. The permit was a temporary permit for five years and expired on 13 July 2017.

Refer to **Appendix 1** for a full copy of the VCAT decision

The Land and Surrounding Area

The subject site has an area of 10.45 hectares and is located on the eastern side of Harkness Road in Harkness. Other features of the site are as follows:

- The site is irregular in shape and contains a dwelling and several sheds.
- Abutting the subject site to the north is the Harkness Road Gilgai Woodland, a conservation area owned by the Crown and actively managed by the City of Melton.
- The land to the east and south is reserved for a future public cemetery.
- Two other places of worship are located to the northeast of the subject land, about 1 km to 2 km away. The Romanian Orthodox Church at 103 Porteous Road, Harkness and the Jehovahs Witness Church at 624 Bulmans Road, Harkness.

The surrounding area can be characterised as rural. The land uses within the wider area include several equine training and research facilities, rural living, grazing and cropping and a regional park (Macpherson Park).

Refer to **Appendix 2** for a locality plan

The Application

The application proposes to use the subject land for the purpose of a Place of Worship with associated car parking and landscaping.

The proposal can be summarised as follows:

- Development of a worship hall with an area of 693 square metres for the Melbourne Islamic Centre Ltd.
- Not more than 60 persons will be on the premises at any one time.
- The Islamic faith prays up to five times a day.
- Enable the use up to four times per day between 5 am – 11 pm seven days per week, for a maximum period of 45 minutes at each time for worship or prayer.

- Monday to Friday
 - Morning: 5 am to 6.30 am
 - Afternoon: 12.30 am to 2 pm

- Evening: 5 pm to 8 pm
- Night: 8.30 pm to 10.30 pm
- Saturday and Sunday
 - Morning: 5 am to 6.30 am
 - Afternoon: 10.30 am to 3 pm
 - Evening: 5 pm to 8 pm
 - Night: 8.30 pm to 10.30 pm
- Twenty car parking spaces with an additional overflow parking area for special celebrations will be provided for the proposed use.
- No native vegetation is to be removed.
- The proposed building will be contemporary in design and constructed of timber, render, colourbond and glazing.

Documents submitted to support the proposal included the following

- Planning Report – dated July 2017 :
- Acoustic Report – dated 18 November 2015;
- Traffic and Parking Management Plan within the subject site – dated 9 September 2015;
- Land Management Plan – dated 11 November 2015;
- Landscape Master Plan – dated 9 January 2017;
- Architectural Plans – dated January 2018; and
- Bushfire Management Statement - dated November 2017.

Refer to **Appendix 3** for plans of the proposal

Planning Controls

Zone	Clause 35.05 – Green Wedge A Zone	Permit required for a place of worship and building or works associated with the place of worship.
Overlays	Clause 42.01 – Environmental Significance Overlay Schedule 1 Clause 44.06 – Bushfire Management Overlay	Permit required to construct a building or construct or carry out works. A permit is required to construct a building or construct or carry out works associated with a place of assembly.
Particular Provisions	Clause 52.06 – Car Parking	0.3 car space are required per patron. 60 patrons are proposed equating to 18 car spaces. The application makes provision for 20 spaces and an overflow area.

A full assessment of the proposal against the relevant State and Local planning policies is included in **Appendix 4**.

Western Plains Green-Wedge North Management Plan

The subject site is located within Precinct 6. The management plan recommends that the existing Development Plan Overlay that covers the western side of Harkness Road be

extended to cover the entire precinct, including the subject site. The updated development plan would place greater emphasis on environmental outcomes for the precinct and establish better connections to environmental assets in the area.

Significant Landscape Strategy

The strategy places a high importance on buildings and structures that complement the surrounding landscape by carefully considering a range of issues, including scale, design detail, materials, colours, and building footprint.

Both the management plan and strategy mentioned above acknowledge the importance of design, siting and landscaping of future development within Melton's rural areas. The proposed development is consistent with the management plan and strategy because the plans submitted show that the building is appropriately sited in the surrounding environment and complimented by a suitable landscape plan. The proposal also makes use of building materials and colours that will blend in with the natural environment. The car parking area is located at the rear of the site where it will not be directly visible from the street.

Is the land affected by a Restrictive Covenant?

The land is only affected by a Section 173 Agreement.

Under the agreement the owner of the land is obligated to protect all the native vegetation on the land and to ensure the land is managed appropriately. No construction works have commenced on the land and likely conditions on the permit will be consistent with the Section 173 Agreement. This will ensure that works carried out on the subject land will fulfill the obligations as required by the agreement.

Is the land of Cultural Heritage Sensitivity?

The rear portion of the land is considered to be of cultural heritage sensitivity under the Aboriginal Heritage Regulations 2007; however the proposal is to be located at the front of the land which does not require a cultural heritage management plan, as it is located outside of the area of Cultural Heritage Sensitivity.

2. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way.

3.1 A City that strategically plans for growth and development.

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application

The application was subject to notification. The notification was satisfactorily completed and 198 objections have been received.

The relevant grounds of objection may be summarised as follows:

- Suitability of the land for a place of worship.
- Excessive and unacceptable hours of operation. Seven days per week is not in keeping with a quiet rural area.
- Concerned about an increase in traffic and an increase in the number of vehicles using the unsealed Harkness Road, which will result in dust creation.
- Impact on the amenity of the area by excessive noise and a loss of rural lifestyle brought about by disturbance in the early hours of the morning or late at night from the repeated prayer sessions.
- Devaluation of property.

A response to the objections is provided in **Appendix 5**.

Referral of the application

The application was referred to a number of Council Departments and external Referral Authorities for comment and advice.

A complete list of responses is included in **Appendix 6**.

5. Issues

Planning Assessment

A recommendation to support the proposal is based on an assessment against the requirements of the Melton Planning Scheme, adopted Strategies and Guidelines and consideration of written objections.

Suitability of the land for the place of worship

It is considered that the proposed place of worship is appropriately located on the subject site. The proposal is broadly consistent with the policy direction for Green Wedges and the purpose of the Green Wedge A Zone as outlined by the Melton Planning Scheme.

The State Planning Policy under the Green Wedges support developments that provide for social benefits. The proposed Place of Worship provides religious and social benefits for people of the Islamic faith in and around Melton. The Victorian Civil and Administrative Tribunal in its decision relating to the previous amended permit agreed with this notion and further added that the Green Wedges are now encouraged to contain a broader range of activities than previously.

The adjoining property to the east of the subject site is the proposed regional cemetery. In terms of suitability, it is not considered unreasonable to locate a Place of Worship next to a cemetery. It is therefore considered that the land is suitable for a Place of Worship.

Green Wedge areas can accommodate non - rural uses. Under the Green Wedge A Zone a Place of Worship is not a prohibited land use. There are two other Places of Worship located to the north-east of the subject land, being the Romanian Orthodox Church in Porteous Road and the Jehovahs Witness Church in Bulmans Road. For these two Places of Worship to operate in their rural context, the various activities on the premises must have been carried out in a manner that has caused minimal loss of amenity, privacy and convenience to people living in nearby dwellings, having regard to, traffic, car parking and noise levels. Council has not received any recent complaints regarding the activities of these two churches. Hence, it is possible for a Place of Worship to operate without impacting on the amenity of land in the surrounding area subject to appropriate conditions.

The Green Wedge A Zone has a greater emphasis on conserving and protecting the natural environment, biodiversity and protecting landscape. The Section 173 Agreement that affects the subject land requires protection of all native vegetation onsite while the Land Management Plan will ensure that the land is managed appropriately long-term.

Impact of the use on the amenity of the area

The proposed hours of use reflect the Islamic prayer times. There is no doubt that the hours will increase the intensity of use compared to the subject land being used as a rural residential property. The increase in hours and the number of the members could result in additional environmental impacts on the natural physical features and resources of the area through the emission of noise (associated with an increase in visitation), additional traffic and dust on Harkness Road. The potential amenity impacts on the surrounding area are considered not to be unreasonable and can be mitigated through specific planning permit conditions.

Likely conditions would limit the size of the congregation, the hours of prayer sessions, and the noise generated by their activities, requiring that the building will be constructed and the use operated in a manner that causes minimal loss of amenity, privacy and convenience to people living in nearby dwellings.

The proposed design response makes use of a site layout that incorporates land use separation techniques through appropriate landscaping, locating the car parking at the rear of the building in order to contain potential noise emitted as a consequence of the Place of Worship activities within the subject land. In addition the acoustic report prepared to ensure that there is no loss of amenity, in terms of noise to the surrounding properties as a result of the proposed use will be endorsed as part of any approval. Furthermore, there will be a requirement to comply with Environmental Protection Agency noise standards.

Access and vehicle movements

Harkness Road is sealed from High Street up to the Arnolds Creek Estate to the south of the subject land, leaving about 800m of an unsealed stretch of road to the subject land. Since there will be an increase in the number of vehicles using the unsealed section of Harkness Road, there will be a condition that requires a spray seal to be applied to this section of Harkness Road. The seal will be required from the constructed section of Harkness Road from the northern boundary of Arnolds Creek estate to a point 10m north of the vehicle entrance to the subject land. This would reduce dust and possibly reduce vehicle noise that is common to driving on unsealed roads, and is consistent with the requirements of the previous amended permit issued at the direction of the Victorian Civil and Administrative Tribunal.

The application has been referred to Council's traffic engineers and they consider that the proposed use will not have an adverse impact on the surrounding road network. The proposal also meets the car parking requirements as per the Melton Planning Scheme.

Car Parking

The proposal complies with the required car parking rate specified by the Melton Planning Scheme. The number of car parking spaces required on-site is 18 car spaces, however the proposed use and development makes provision for 20 on-site car parking spaces and an overflow car parking area, which exceeds Melton Planning Scheme requirements.

The Environment

The property to the north of the subject land is the Harkness Road Gilgai Woodland. The Woodland supports highly significant native vegetation and fauna habitat, including one of the last remaining examples of the now nationally endangered vegetation community, Grey Box Woodlands and derived grasslands of South-eastern Australia (listed as Endangered under the *Environment Protection and Biodiversity Conservation Act 1999*). Native vegetation is present within the parcel, including areas of Woodland.

The proposed use and development will not have any impact on the Gilgai Woodland. The land management plans for the subject site ensures that environmental values within and adjacent the subject land is enhanced and maintained.

Previous VCAT decision

In its decision to the previous amended permit, the Tribunal decided that the perceived impacts of the change to the worship and prayer hours on the amenity of land in the

surrounding area, biodiversity and traffic generation were not unreasonable. The Tribunal concluded that the impact of the hours of use of the subject land would be minimal as most of the place of worship noise will be contained in a building.

6. Options

Council can either support the application by issuing a Notice of Decision to Grant a Permit or not support the proposal by issuing a Notice of Refusal.

7. Conclusion

The application has been assessed against the State Planning Policy Framework, Local Planning Policy Framework, Zone/Overlay provisions and Clause 65 of the Melton Planning Scheme.

It is considered that the proposal generally complies with the relevant requirements of the Planning Scheme.

Therefore, it is recommended that the application be approved as outlined in **Appendix 7**.

LIST OF APPENDICES

1. VCAT decision - dated 4 May 2015
2. Locality Plan - dated 10 April 2018
3. Plans for the proposal - dated 19 December 2017
4. Assessment against Planning Scheme - dated 3 April 2018
5. Response to objections - dated 4 April 2018
6. Referral Responses - dated 4 April 2018
7. Planning Permit Conditions - dated 9 April 2018

12.10 PLANNING APPLICATION PA 2017/5864 - USE AND DEVELOPMENT OF THE LAND FOR THE PURPOSE OF A TELECOMMUNICATIONS FACILITY CONSISTING OF A 30 METRE HIGH MONOPOLE WITH ASSOCIATED PANEL ANTENNA AND AN EQUIPMENT SHELTER AT 171 - 197 HARKNESS ROAD, HARKNESS

**Author: Joseph Oyelowo - Development Planner
Presenter: Bob Baggio - Manager Planning Services**

PURPOSE OF REPORT

To consider and determine the planning application.

RECOMMENDATION:

That Council issue a Planning Permit subject to the conditions outlined in **Appendix 5** of this report.

REPORT

1. Background

Executive Summary

Applicant:	Catalyst One Pty Ltd
Proposal:	Use and development of the land for a telecommunications facility consisting of a 30 metre high monopole with associated panel antennae and an equipment shelter
Existing Land Use:	Rural residential
Zone:	Green Wedge A Zone
Overlays:	Environmental Significance Overlay Schedule 1 Bushfire Management Overlay
Number of Objections:	Nil
Key Planning Issues:	State and Local Policy Visual amenity Compliance with Code of Practice for Telecommunications Facilities
Recommendation:	Approve application

The Land and Surrounding Area

The subject site has an area of 10.45 hectares and is located on the east side of Harkness Road in Harkness. Other features of the site are as follows:

- The site is irregular in shape and contains a dwelling and several sheds.
- Abutting the subject site to the north is the Melton Harkness Road Gilgai Woodland, a conservation area owned by the Crown and actively managed by the City of Melton.

- The land to the east and south is reserved for a future public cemetery.
- The land is also the subject to an Application for a Place of Worship, which is also to be considered by Council at this meeting (PA2017/5728).

The surrounding area can be characterised as rural. The land uses within the wider area include several equine training and research facilities, rural living, grazing and cropping and a regional park (Macpherson Park).

Refer to **Appendix 1** for a locality plan.

The Application

The application proposes to install a new telecommunication facility.

The proposal can be summarised as follows:

- Optus has embarked on a nationwide rollout to deliver an improved, reliable telecommunications network;
- This rollout will consist of the installation of new mobile base stations to expand the coverage footprint and offer seamless mobile services, including on the subject site;
- The facility is located 95 metres from Harkness Road and 8 metres from the northern property boundary;
- The facility comprises a 30m high monopole, with three Optus panel antennas and three Vodafone panel antennas;
- Twelve Optus remote radio units (RRU's) and twelve Vodafone remote radio units, are also proposed, along with one Optus parabolic antenna, and one outdoor equipment shelter;
- Installation of ancillary equipment associated with the safe operation of the facility, including cable trays, cabling, safe access methods, earthing, electrical works and air-conditioning equipment;
- The facility is to be located within a compound enclosed by a 2.4 metre high chain link security fence;
- No landscape plans submitted have been submitted with the application, however, can be dealt with as a condition of approval. The applicant is also relying upon existing vegetation to screen the facility.

Refer to **Appendix 2** for plans of the proposal

Planning Controls

State Planning Policies	Clause 19.03-4 – Telecommunications
Local Planning Policies	Clause 22.08 – Rural Land Use Policy
Zone	Clause 35.05 – Green Wedge A Zone
Overlays	Clause 42.01 – Environmental Significance Overlay Schedule 1 Clause 44.06 – Bushfire Management Overlay
Particular Provisions	Clause 52.19 – Telecommunications Facility
General Provisions	Clause 65 - Decision Guidelines

A full assessment of the proposal against the relevant State and Local planning policies is included in **Appendix 3**.

Western Plains Green-Wedge North Management Plan

The subject site is located within Precinct 6. The management plan recommends that the existing Development Plan Overlay that covers the western side of Harkness Road be extended to cover the entire precinct, including the subject site. The updated development plan would place greater emphasis on environmental outcomes for the precinct and establish better connections to environmental assets in the area.

Significant Landscape Strategy

The strategy places a high importance on buildings and structures that complement the surrounding landscape by carefully considering a range of issues, including scale, design detail, materials, colours, and building footprint.

Communications Infrastructure Policy

At its meeting of 18 December 2017 Council adopted the above policy. The policy provides direction for the deployment of communications facilities within the municipality. This includes providing location and siting guidance for carriers, ensuring that they avoid visually sensitive locations and to ensure that infrastructure is provided appropriately within the City of Melton.

The proposal is consistent with this policy. The facility is not located in a visually sensitive location and will blend well with its surrounds. In addition, the telecommunications facility will be co-located with Vodafone.

It is acknowledged that the monopole will be visible from a number of rural properties, however because of the distance from these properties, it would not be intrusive on these properties. In addition the subject land was chosen because it utilises existing natural elements to minimise the visual impact. Of particular note is the presence of trees along the road verge and the adjacent property which will greatly assist in shielding the equipment shelter and monopole from views from the immediate surrounding area.

It is worth noting that the road network and overall locality feature rows of tall, mature vegetation used to provide privacy and screening to adjoining residential properties. Existing and proposed vegetation will offset any disturbance from the road network and aid to limit the visual impact of the proposal.

At 30m high, the monopole is the smallest capable height of providing a feasible level of service. In this instance a slimline monopole is proposed as supported by the Communications Policy, rather than a lattice tower or guyed mast tower. This is an attempt to avoid visual bulk. A neutral, grey colour scheme is proposed for the facility which will blend in with the natural environment.

Is the land affected by a Restrictive Covenant?

The land is only affected by a Section 173 Agreement.

Under the terms of the agreement, the owner of the land is obligated to protect all the native vegetation on the land and to ensure the land is managed appropriately. Likely conditions on the permit will be consistent with the Section 173 Agreement. This will ensure that works carried out on the subject land will fulfill the obligations as required by the agreement.

Is the land of Cultural Heritage Sensitivity?

The rear portion of the land is considered to be of cultural heritage sensitivity under the Aboriginal Heritage Regulations 2007; however the proposal is to be located at the front of the land which does not require a cultural heritage management plan.

2. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way.

3.1 *A City that strategically plans for growth and development.*

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application

The application was subject to notification. The notification was satisfactorily completed and no objections have been received.

Referral of the application

The application was referred to Council's Environmental Services, City Strategy Department and also external Referral Authorities like the Country and Fire Authority and Melbourne Water for comment and advice.

A complete list of responses is included in **Appendix 4**.

5. Issues

Planning Assessment

The recommendation to support the proposal is based on an assessment against the requirements of the Melton Planning Scheme.

State Planning Policy

The State Planning Policy under Telecommunications recognises the importance of telecommunications infrastructure. It is considered that the proposal is consistent with the objectives of the State telecommunications policy since the proposal will facilitate the provision of telecommunications services to the surrounding developing areas of Harkness.

Optus has indicated that they initiated an analysis of their mobile network in the Melton region and has identified areas where coverage and network quality needs to be improved. The proposed facility is required within this area because the existing base stations are fully utilised and cannot serve additional users in the area.

If this investment is not made Optus argued that the following main issues will arise:

- Users may have difficulty connecting to the mobile network or the call may drop out. This impacts businesses, residents, visitors to the area and the ability of the user to contact emergency services.
- Users may experience reduced data speeds, longer download times and poor network performance at busy times of the day with data intensive and time sensitive applications (e.g. newscasts, social media, mobile banking, weather forecasts, sports highlights etc.).

Optus is aware of the network dropouts and poor speed. Consequently, the aim is to provide improved mobile phone services for the surrounding area that is close to the subject site.

Monopoles need to be visible in order to function satisfactorily. They are part of the physical infrastructure required by a community that makes extensive use of telecommunications. The requirement to minimise visual impact should be balanced against any community benefits from the provision of the facility. The Victorian Civil and Administrative Tribunal in its decision relating to Optus Mobile Pty Ltd v Yarra Ranges SC (2012) and Goodwin v Yarra Ranges SC (2015) affirm that in making a decision the most important criteria is that the proposal must achieve an acceptable planning outcome, it cannot always be ideal or perfect but must be a balance between demonstrated net community benefit and sustainable development for the benefit of present and future generations.

The design, siting, construction and operation of a Telecommunication facility.

The Code of Practice for Telecommunications Facilities in Victoria (2004) outlines four basic principles which should be applied when assessing the merits of the proposal.

These four basic principles are:

- *A Telecommunications facility should be sited to minimise visual impact.*
- *Telecommunications facilities should be co-located wherever possible*
- *Health standards for exposure to radio emissions will be met*
- *Disturbance and risk relating to siting and construction should be minimised.*

An assessment of the proposal against the principles articulated in the Code of Practice indicates the proposal is consistent with the four principles for the following reasons:

1. The proposed telecommunications facility is sited behind rows of tall trees that are planted along the northern and western property boundary. This will minimise visual impact.
2. Optus has invited Vodafone to co-locate telecommunications infrastructure on the proposed facility in order to eliminate the need for additional mobile base stations in the near future.
3. The proposal will be designed and installed to satisfy the requirements contained with Radiation Protection Standard - Maximum Exposure Levels to Radiofrequency Fields - 3kHz to 300 GHz, Arpana, May 2002.
4. The installation of the proposed facility can be undertaken at any time without affecting the use of the site or the surrounding area due to the accessibility of the site.
5. Construction of the facility will be carried out in accordance with relevant Occupational Health and Safety Guidelines.

Effect of the proposal on adjacent land

There is a proposed cemetery on the land directly to the south and east while on the adjacent land to the north, is the Melton Harkness Road Gilgai Woodlands Nature Conservation Reserve (Harkness Road Woodland).

The determination of whether the visual impact of the proposal is acceptable requires the site context to be assessed based on the type of development being proposed, and a need to balance that proposed development with any surrounding amenity that may be adversely affected. The height and location of the proposed facility and associated equipment shelter does not adversely impact on the amenity of the surrounding area due to the site context and the opportunities to mitigate amenity impacts through the existing trees along the road verge and the adjacent property which will greatly assist in shielding the monopole from views from the surrounding area. No landscape plans were submitted as part of the application, however, there will be a requirement to submit landscape plans that will provide additional screening elements, in addition to the already existing vegetation in the locality.

6. Options

Council can either support the application by issuing a Planning Permit or not support the proposal by issuing a Notice of Refusal.

7. Conclusion

The application has been assessed against the State Planning Policy Framework, Local Planning Policy Framework, Zone/Overlay provisions and Clause 65 of the Melton Planning Scheme.

It is considered that the proposal generally complies with the relevant requirements of the Planning Scheme.

Therefore, it is recommended that the application be approved as outlined in **Appendix 5**.

LIST OF APPENDICES

1. Locality plan - dated 12 April 2018
2. Plans for the proposal - dated 25 January 2018
3. Planning Scheme assessment - dated 10 April 2018
4. Referral response - dated 10 April 2018
5. Planning permit conditions - dated 10 April 2018

12.11 WESTERN YOUTH KOKODA PROGRAM

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

PURPOSE OF REPORT

To seek Council financial contribution toward the Western Youth Kokoda Program in which young people from the Melton municipality are participating.

RECOMMENDATION:

That Council make a financial contribution of \$1000 per Melton participant up to a maximum of \$10,000 toward the Western Youth Kokoda Program.

REPORT

1. Executive Summary

Council received correspondence from Victoria Police via email on 23 March 2018 (**Appendix 1**), seeking financial support for the Western Youth Kokoda Program, an initiative to engage with young people from diverse backgrounds.

The program will take young people identified as being at risk, and also identified as future leaders, on a trek through the Kokoda Track. The purpose is to break down barriers with Police, and build relationships that are hoped to drive positive community outcomes into the future.

The total cost of the program is estimated at \$116,000. This will enable 21 young people, seven Police members, and one Medic to walk the Kokoda Track, and engage in personal and leadership development activities. Currently, Victoria Police are raising funds to cover the cost of the young people participating. The estimated cost per young person is \$4,000, and this covers flights, the trek, vaccinations, and all necessary gear for the experience.

Seven (7) young people, and possibly more, from the Melton municipality are identified to participate in the program. Victoria Police is seeking Council financial support toward the program.

2. Background/Issues

The Minister for Police, the Hon. Lisa Neville, M.P., has committed \$120,000 to fund two of trips under the Western Youth Kokoda Program. The cost of each program is in the range of \$110,000 to \$120,000. This means that the coordinating Victoria Police members must raise approximately \$60,000 per trip.

The first trip occurred in November 2017, and the second trip is scheduled to leave on the 28 May, 2018.

The coordinating Police members have been active in raising sponsorship from business and community groups, and also through fundraising BBQs at Bunnings. However, the correspondence identifies that there is approximately \$44,000 to be raised before the 28 May trip can be confirmed.

Council is asked to consider a financial contribution toward the program. If Council was to commit financial support, a sum in the range of \$7,000 to \$10,000 would be recommended. This sum is consistent with Council's Community Grants program, which the Western Youth Kokoda Program would be eligible for if the timing was in their favour. Unfortunately, the next round of Council's Community Grants program does not open until 1 June 2018, meaning that the trip to Kokoda will have already left. As a result, Officers recommend that Council consider this request as a direct funding opportunity to support the work of Victoria Police in engaging with young people in the Melton community.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

1. A proud, inclusive and safe community: A City of people leading happy and healthy lives
 - 1.4 *A resilient community promoting social cohesion.*

4. Financial Considerations

As per the officers recommendation a sum of \$1000 per Melton participant up to a maximum of \$10,000.

5. Consultation/Public Submissions

Nil

6. Risk Analysis

There are no risks identified in considering this request from Victoria Police.

7. Options

Council has the option to:

1. Support the Western Youth Kokoda Program.
2. Not to support the Western Youth Kokoda Program.

LIST OF APPENDICES

1. Western Youth Kokoda Program - dated 23 March 2018

12.12 EQUALITY AND RESPECT 2030: A STRATEGY TO PREVENT VIOLENCE AGAINST WOMEN BY PROMOTING GENDER EQUITY IN THE CITY OF MELTON

Author: Liz Smith - Health Promotion and Planning Team Leader
Presenter: Maurie Heaney - General Manager Community Services

PURPOSE OF REPORT

To present Council with *Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton* for consideration and adoption.

RECOMMENDATION:

That Council adopts Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton at **Appendix 1**.

REPORT

1. Executive Summary

Council's commitment to the prevention of violence against women was demonstrated through its previous Preventing Violence against Women and Children Strategy 2013-2016. Council's new Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton (the Strategy) presents a long-term strategy that is aligned with the most recent national, state and local policies.

The Strategy (**Appendix 1**) is most closely aligned with Preventing Violence Together 2030: Western Region Strategy to Prevent Violence against Women which is led by Women's Health West.

The Strategy articulates Council's stance against violence against women and outlines its vision:

'a gender equitable community where everyone:

- *lives free from violence and discrimination*
- *is treated with dignity, respect and fairness*
- *has equal status, rights, opportunities and representation*
- *is empowered and included*

in their relationships, workplaces and in all areas of life.'

The Strategy has two goals, one externally focused and one internally focused these are:

The City of Melton is a gender equitable, safe and inclusive community.

Melton City Council is a gender equitable, safe and inclusive organisation.

The City of Melton has the fourth highest rate of family violence in metropolitan Melbourne. The outcome of adopting the Strategy will be an evidence-based approach to proactively preventing violence against women and creating a gender equitable community.

Rolling two year actions plans will be developed and presented to Council for endorsement.

2. Background/Issues

The Strategy represents an evidence-based approach to preventing violence against women before it occurs, building upon work previously undertaken through Council's first Preventing Violence against Women and their Children Strategy 2013-2016. It also represents an alignment with the significant recent changes in the national, state and local policy environment. The Strategy is most closely aligned with Preventing Violence Together 2030: Western Region Strategy to Prevent Violence against Women which is led by Women's Health West.

The Strategy provides a 12-year framework that outlines the goals and objectives to work towards a community and organisation that are gender equitable, safe and inclusive. There are 10 key objectives, and implementation will occur through rolling two year action plans.

The objectives are:

- increase the community's awareness and understanding of gender equality and the primary prevention of violence against women
- decrease attitudes, norms and practices within the community that condone violence against women and perpetuate gender inequality
- increase women's representation in leadership and decision-making roles in workplaces, community organisations, civic life and relationships
- redress structural and societal barriers to women's independence and full economic, social and civic participation
- strengthen the commitment and capacity of the community to challenge rigid gender roles and gender stereotypes
- promote transformative notions of masculinity and femininity that support equality between women and men in the community
- strengthen the environment, culture and capacity of individuals, organisations and communities to promote gender equitable respectful relationships
- decrease masculine norms, cultures and practices that accept and normalise disrespect, discrimination and violence against women in the community
- increase Melton City Council's commitment and capacity to undertake a whole-of-organisation approach to preventing violence against women and advancing gender equity
- build and strengthen partnerships for the prevention of violence against women and promotion of gender equity.

Rolling two year actions plans will be developed to drive the activities needed to achieve the objectives. The development of the action plans will be led by the Social Planning and Wellbeing Team in collaboration with teams such as Youth Services, Community Capacity, Maternal and Child Health, Emergency Management and Capital Works. Key stakeholders such as Women's Health West and Council's Preventing Family Violence Advisory Committee will be engaged. Each new action plan will be presented to Council for endorsement.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

1. A proud, inclusive and safe community: A City of people leading happy and healthy lives
 - 1.2 A safe and equitable community.

4. Financial Considerations

The implementation of this Strategy forms part of Council's existing budget commitment and will align with the annual budget process each year.

5. Consultation/Public Submissions

The Strategy has been informed by the diverse voices and experiences of more than 100 local community members. Specific consultation was undertaken with the Preventing Family Violence Advisory Committee, Sons of the West and Daughters of the West participants, key stakeholders such as Women's Health West and Djerriwarrh Health Services, and internal teams.

6. Risk Analysis

Endorsement of the Strategy will ensure an evidence based approach and response to the high rates of violence against women in the City of Melton. If Council choose to not adopt the Strategy it will mean a lack of alignment with key local, state and national policies and not acknowledging the importance of preventing violence against women.

7. Options

Council has the option to:

1. Adopt the recommendation as outlined in this report.
2. Not adopt Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton.

LIST OF APPENDICES

1. Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton - undated

12.13 FEDERAL REDISTRIBUTION COMMITTEE REPORT

Author: Kwabena Ansah - Executive Officer - Advocacy
Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To advise Council of the outcomes of the Redistribution Committee for Victoria's (the Redistribution Committee) proposed redistribution of Victoria into 38 electoral divisions.

RECOMMENDATION:

That Council note the report, recommendations contained within the Redistribution Committee for Victoria and not proceed with a submission.

REPORT

1. Executive Summary

The *Commonwealth Electoral Act 1918* (the Electoral Act) makes provision for the conduct of redistributions, including procedures, processes and timelines to be followed and the manner in which public consultation is to occur.

A redistribution of electoral divisions in Victoria was needed because the number of members of the House of Representatives to be chosen for Victoria at the next general election increased from 37 to 38.

The Redistribution Committee proposes:

- creating a new electoral division in the suburbs west of Melbourne to be named 'Fraser' in recognition of the Rt Hon. John Malcolm Fraser AC CH (1930–2015), Prime Minister of Australia from 1975 to 1983. It will include the majority of the local government area of Brimbank City Council, and a part of Maribyrnong City Council.
- altering the names of four of the electoral divisions in Victoria,
- retaining the names of 33 of the electoral divisions in Victoria, and
- altering the boundaries of all electoral divisions in Victoria.

The redistribution process began with a direction from the Electoral Commission on Monday 4 September 2017. The Redistribution Committee made available for public perusal 67 written suggestions to the redistribution on Monday 20 November 2017, and also made available 58 written comments on suggestions on Friday 8 December 2017.

The Redistribution Committee considers the proposed redistribution of Victoria will result in electoral divisions which:

- are more equitably balanced numerically across the state,
- can accommodate the differing projected rates of growth across Victoria,
- keep together or improve existing communities of interest, in some cases represented by local government areas and localities, where possible, and
- use strong and readily identifiable features, such as major roads, rivers or established administrative boundaries to define electoral division boundaries.

2. Background/Issues

The Electoral Act requires Victoria to be divided into the same number of electoral divisions as the number of members of the House of Representatives to be chosen in Victoria at a general election. As Victoria is entitled to 38 members of the House of Representatives, the Redistribution Committee has proposed 38 electoral divisions for Victoria.

The municipality is located within the Division of Gorton and covers an area of approximately 562 sq km. It includes the suburbs of Albanvale, Brookfield, Burnside, Cairnlea, Caroline Springs, Deer Park, Delahey, Derrimut, Diggers Rest (part), Exford, Eynesbury (part), Hillside, Kings Park, Kurunjang, Melton West, Melton South, Mount Cottrell, Plumpton, Rockbank, Taylors Hill, Truganina (part) and Toolern Vale. The seat is held by Brendon O'Connor since 2004.

In developing this proposal, the Redistribution Committee is required to adhere to two strict numerical requirements, as defined by the Electoral Act. These two numerical requirements provide an overall constraint to ensure that there are approximately equal numbers of electors in each electoral division so that each elector in Victoria has equality of representation in the House of Representatives.

All proposed electoral divisions must be within the range of plus and minus 10 per cent of the current enrolment quota. At the end of Monday 4 September 2017, the day on which the redistribution commenced, 4,064,258 electors were enrolled in Victoria. The current enrolment quota is therefore 106,954 electors. As the Electoral Act requires electoral divisions to be within plus or minus 10 per cent of this quota, the Redistribution Committee was required to construct electoral divisions which contain between 96,259 and 117,649 electors.

In relation to each proposed electoral division, the Redistribution Committee is also required by paragraph 66(3)(b) of the Electoral Act to give due consideration to:

- i. community of interests within the proposed electoral division, including economic, social and regional interests,
- ii. means of communication and travel within the proposed electoral division,
- iv. the physical features and area of the proposed electoral division, and
- v. the boundaries of existing electoral divisions in Victoria, with this factor being subordinate to the consideration of i, ii and iv.

The Redistribution Committee can balance the different criteria against each other only so far as they affect each of the 38 electoral divisions in Victoria, and try and achieve the best balance overall.

As a consequence of ensuring the proposed redistribution met the numerical requirements, and accounting for the other factors to be considered under the Electoral Act, the Redistribution Committee made changes to the boundaries of all 37 existing electoral divisions in Victoria. The Redistribution Committee has redrawn Victoria's electoral divisions such that:

- the boundaries of all electoral divisions are changed,
- most electoral divisions have a rural, provincial or metropolitan focus, with future growth more evenly distributed,
- one metropolitan based electoral division crosses the Yarra River,
- in a number of cases localities or local government areas are united within one, or are shared between fewer, electoral divisions, and
- where possible, the opportunity has been taken to provide more clearly defined electoral boundaries, which in some cases involved no or minimal elector movements.

Members of the Federal Redistribution Committee are:

Chair	Mr Tom Rogers	Electoral Commissioner
Member	Mr Steve Kennedy	Australian Electoral Officer for Victoria
Member	Mr Craig Sandy	Surveyor-General of Victoria
Member	Mr Andrew Greaves	Auditor-General for Victoria

The Redistribution Committee is responsible for:

- considering all suggestions to the redistribution and all comments on suggestions which were received by the specified lodgement times,
- developing a proposed redistribution of Victoria in accordance with the requirements of the Electoral Act, and
- making the proposed redistribution, including maps showing the names and boundaries of proposed electoral divisions, and the Redistribution Committee's reasons for the proposed redistribution available for public perusal.

Of the 27 electoral divisions which do not meet the numerical requirements of the Electoral Act: 17 will need a decrease in the number of electors, and 10 existing electoral divisions will need an increase in the number of electors.

How Victoria's existing electoral divisions will need to change to meet the numerical requirements of the Electoral Act.

No.	Electoral divisions which are required to decrease in the number of electors	Electoral divisions which are required to increase in the number of electors	Electoral divisions which are not required to change
1	Ballarat	Aston	Casey
2	Batman	Bruce	Corio
3	Bendigo	Chisholm	Dunkley
4	Calwell	Deakin	Gippsland
5	Corangamite	Hotham	Goldstein
6	Flinders	Jagajaga	Higgins
7	Gellibrand	Kooyong	Indi
8	Gorton	Mallee	Isaacs
9	Holt	Menzies	Melbourne Ports
10	La Trobe	Wannon	Murray
11		Lalor	
12		Maribyrnong	
13		McEwen	
14		McMillan	
15		Melbourne	
16		Scullin	
17		Wills	

The Redistribution Committee's proposal for where to locate a new electoral division was guided by the Electoral Act, namely, the numerical requirements and the obligations relating to community of interest, means of communication and travel, the physical features and area of the proposed electoral division and the boundaries of existing electoral divisions. All suggestions to the redistribution which considered the boundaries of a new electoral division advocated creating it in the western or northern suburbs of Melbourne, reflecting population growth in these areas:

- nine suggestions advocated creating an electoral division based on Brimbank City Council or the Calder Freeway corridor,
- six suggestions advocated creating an electoral division based on Melton City Council, and
- four suggestions advocated creating an electoral division based in the north of Melbourne around the local government areas of Hume City Council or Whittlesea City Council.

The **proposed division of Gorton** is one of six electoral divisions that have grown by more than 20 per cent between 31 December 2010 and 4 September 2017. The proposed Division of Gorton shares boundaries with the proposed Divisions of Ballarat, Calwell, Fraser, Gellibrand, Lalor, and McEwen.

Enrolment in the existing Division of Gorton on Sunday 25 August 2019 is projected to be 128,705 electors, which is more than the maximum number of projected electors permitted by the Electoral Act. A net reduction of at least 14,470 electors, or up to 22,196 electors, is therefore required for this electoral division to fall within the permissible range for the maximum and minimum number of electors in an electoral division at the projection time.

The Redistribution Committee's proposed boundaries for the Division of Fraser sees the Division of Gorton transfer 18,040 projected electors in the localities of Cairnlea, Delahey and Kings Park, as well as those parts of Deer Park and Derrimut east of Mt Derrimut and Station Roads. The Redistribution Committee also proposes the gain of 347 projected electors from the Division of McEwen to unite the locality of Diggers Rest in its entirety within the proposed Division of Gorton.

Making these alterations will lead the proposed Division of Gorton to a net loss of 17,693 projected electors. This results in a projected enrolment for the proposed electoral division of 111,012 electors at Sunday 25 August 2019, or a variation from the projected enrolment quota of plus 0.58 per cent.

The proposed Division of Gorton will consist of:

- Melton City Council,
- part of the Brimbank City Council, and
- part of the Hume City Council.

The **proposed division of Fraser** does not focus on one particular growth area in metropolitan Melbourne but instead is located at the centre of the growth areas, positioned so as to absorb electors from surrounding high-growth electoral divisions:

- Hume City Council and the growth area around Craigieburn and Sunbury sit to the north of the new electoral division in the proposed Divisions of Calwell and McEwen,
- the greenfield development around Melton sits to the west of the new electoral division in the proposed Division of Gorton,
- Wyndham City and the growth area around Werribee and Point Cook sit to the south-west of the new electoral division in the proposed Divisions of Gellibrand and Lalor, and

- the high growth pushing out from the proposed Division of Melbourne through the proposed Division of Maribyrnong, which sits to the south-east of the new electoral division.

The Redistribution Committee also proposes the gain of 347 projected electors from the Division of McEwen to unite the locality of Diggers Rest in its entirety within the proposed Division of Gorton.

Written objections to any aspect of the proposed redistribution must be lodged with the Electoral Commission by 6pm on Friday 4 May 2018. Objections may concern any aspect of the Redistribution Committee's proposal and may refer to one or more proposed electoral divisions. Objections may be about:

- the proposed names of electoral divisions,
- the proposed boundaries of electoral divisions, or
- the proposed names and proposed boundaries of electoral divisions.

Changes to electoral divisions as a result of this redistribution process will apply from the day on which a notice of determination is published in the Gazette. This notice will be published on Friday 13 July 2018.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.3 Effective civic leadership, advocacy, partnerships and good governance.

4. Financial Considerations

There were no financial considerations in the preparation of this report

5. Consultation/Public Submissions

No consultation was required in the preparation of this report.

6. Risk Analysis

The report is for Council information

7. Options

That Council have an opportunity to prepare a submission in relation to the proposal outlined by 4 May 2018.

LIST OF APPENDICES

Nil.

12.14 CONTRACT 18/033 PANEL OF PROVIDERS FOR CORPORATE TRAINING FRAMEWORK

Author: Liz Hunter - Manager People & Culture
Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To consider awarding of Contract No.18/033 for provision of the Corporate Training Framework

RECOMMENDATION:

That Council awards Contract 18/033 for Corporate Training provision to the panel of contractors identified in the **Confidential Appendix** separately circulated, for a period of 3 years effective from 1 July 2018.

REPORT

1. Executive Summary

This report seeks Council resolution for the award of Contract No. 18/033 for the provision of Corporate Training for 2018-2021.

Council's executive remains committed to investing in developing Council staff and provides a comprehensive Corporate Training program to all staff which is generally provided on site, during work hours and at no cost to the staff member. It is a significant part of its commitment of fostering a professional and productive workplace culture.

All staff are required to attend at least one Corporate Training module per annum. The topics cover four main areas; Business Skills, Communication Skills, Personal Development and Microsoft Office. Each module addresses an identified training need and is designed and delivered by industry experts. The modules are typically a half day in duration and can be practically applied immediately. Delivering training directly to staff on Council premises reduces overall per capita cost.

This program sits alongside Council's study policy which supports staff who invest in their development through external education. The Corporate Training framework is funded under the existing People and Culture budget.

The Culture Survey and staff Exit interviews feedback reinforce the high value that staff place on their access to the Corporate Training Framework.

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

2. Background/Issues

Council has a legal obligation to train and develop staff. In addition, Councils Executive is committed to ensuring staff continue to be developed. It sees this investment in its staff as a key activity to achieving Council's goal of being a "high-performing organisation" as outlined in the Council Plan.

This contract provides a full suite of Corporate Training modules via a training calendar, known as the Corporate Training Framework and are delivered by a range of providers.

Tenders for the above contract were advertised on “The Tender Search” portal and The Age newspaper on 17 February 2018 and closed on 9 March 2018.

A total of twenty tenders were received and assessed on the basis of the evaluation criteria described in the tender documents.

Eight were considered non-conforming and as such, were not successful.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

3. Council Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.4 An organisation that demonstrates excellence in local government leadership and customer and community service

4. Financial Considerations

The Corporate Training Program is funded from the People and Culture/Learning and Development Budget.

Each tenderer was asked to provide evidence of their financial status. The providers who did not provide satisfactory evidence were eliminated.

5. Consultation/Public Submissions

As the supply of this category is an internal service to Council, no public consultation has been undertaken.

6. Risk Analysis

The risks associated with not providing training include; inconsistent conformance to policies and values; increased staff turnover, reduced staff retention and difficulty attracting the best applicants for roles, due to staff being more likely to go to workplaces where their skills can be developed and recognised; poor performance of staff due to low skill levels.

7. Options

Council could re-advertise the tender seeking further submissions if it was not satisfied with the process and outcome presented. If this were to occur the commencement of Corporate training will be delayed which could result in reduced overall Corporate training in the 2018/2019 financial year.

LIST OF APPENDICES

CONFIDENTIAL APPENDIX – Separately Circulated

12.15 CONTRACT 18/035 PANEL OF PROVIDERS FOR LEADERSHIP TRAINING

Author: Liz Hunter - Manager People & Culture
Presenter: Peter Bean - General Manager Corporate Services

PURPOSE OF REPORT

To consider the awarding of Contract No. 18/035 for provision of the Leadership Training Framework commencing 1 July 2018 to 30 June 2021.

RECOMMENDATION:

That Council award Contract 18/035 for Panel of Leadership Training Providers to the panel of contractors identified in the **Confidential Appendix** separate circulated, for a period of 3 years effective from 1 July 2018.

REPORT

1. Executive Summary

This report seeks Council resolution for the award of Contract No. 18/035 for the provision of Leadership Training for 2018-2021 with an option for a further term of two years at Council's discretion.

Council's Executive is committed to developing its leaders and provides a Leadership Training Framework that promotes a positive workplace culture by identifying and developing the required skills and behaviours in current and future leaders.

To achieve this, Council provides a comprehensive Leadership Training Framework to all staff responsible for people leadership. The training is offered on site, during work hours and at no cost to the staff member.

All staff with people leadership responsibilities are required to participate in at least two modules per annum. Each module is carefully designed to meet identified training needs and is designed and delivered by industry experts. The modules combine best practice and contemporary research. They are typically a half day in duration to minimise impact on the workplace, and to ensure they can be practically applied immediately.

In addition, the leadership training framework includes a state-of-the-art mentoring program, as well as an emerging leaders program, "Elevate".

Delivering training directly to staff on Council premises reduces overall per capita cost. The Leadership Training framework is funded under the existing People and Culture budget.

The Leadership Training Framework commencement date of 1 July 2018 is significant because it coincides with the commencement of the embedded Performance Management Cycle (PES). It also aligns to the financial year.

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

2. Background/Issues

This contract will provide a full suite of Leadership Training modules via a training calendar, known as the Leadership Training Framework and are currently delivered by a range of providers.

Tenders for the above contract were advertised on “The Tender Search” Portal and The Age newspaper on 17 February 2018 and closed on 9 March 2018.

A total of twenty-one tenders were received and assessed on the basis of the evaluation criteria described in the tender documents.

Thirteen were considered non-conforming and as such, were not successful.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

3. Council Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.4 An organisation that demonstrates excellence in local government leadership and customer and community service

4. Financial Considerations

The Leadership Training Program is funded from the People and Culture/Learning and Development Budget.

Each tenderer was asked to provide evidence of their financial status. The providers who did not provide satisfactory evidence were eliminated.

5. Consultation/Public Submissions

As the supply of this category is an internal service to Council, no public consultation has been undertaken.

6. Risk Analysis

The risks associated with not providing leadership training include; inconsistent decision-making across Council; increased staff turnover, reduced staff retention and difficulty attracting the best applicants for roles, due to poor leadership; staff with leadership potential are more likely to resign and go to workplaces where their skills can be developed and recognised; poor performance of staff due to poor performance management by leaders.

For the Leadership Training Framework to be implemented by 1 July 2018 it will need to be adopted by Council at this meeting.

7. Options

Council has the option to re-advertise the tender seeking further submissions if it was not satisfied with the process or the outcome but any delay approving the report could impact the commencement of Leadership training which may result in a reduced overall leadership training program in the 2018/2019 financial year.

LIST OF APPENDICES

CONFIDENTIAL APPENDIX – Separately Circulated

12.16 EXTENSION OF CONTRACT 15/028 - PROVISION OF INTERNAL AUDIT SERVICES

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

PURPOSE OF REPORT

To seek Council's approval to consider the contract extension of the Internal Audit Services, Contract No. 15/028 for a further two years, commencing 1 July 2018.

RECOMMENDATION:

That Council:

1. Exercise its option to extend the contract term to Oakton Services Pty Ltd for Contract 15/028 – Provision of Internal Audit Services for a further two years, commencing 1 July 2018.
2. Note the offer received from current incumbent found in the **Confidential Appendix** (separately circulated).

REPORT

1. Executive Summary

The current service contract for Internal Audit Services concludes on the 30 June 2018 and Council has the option of a further two year extension. At the Audit Committee meeting held on 28 February 2018, the members and the Chief Executive Officer discussed the performance of the current service provider and put forward a recommendation that Council exercise option right to extend the current contract for a further two years.

2. Background/Issues

The service to provide audit services within Council is currently provided by Oakton Services Pty Ltd under contract with Council. The contract commenced on 1 July 2015, and required the development of a Strategic Internal Audit Plan, including a timetable of the proposed internal audit projects to be undertaken with approval sought from the Audit Committee.

The contract concludes on 30 June 2018, but has an option to extend for a further two years at Council's discretion.

On 16 March 2018, Council Officers wrote to the incumbent service provider outlining the contract extension option and requested contract rates for the next two years.

On the 23 March 2018, the incumbent responded with an offer on a new rate for the next two years, and also included two free reviews. The two free reviews consist of a website user experience review and a website vulnerability review.

3. Council Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.4 An organisation that demonstrates excellence in local government leadership and customer and community service

4. Financial Considerations

The new rate offered is a decrease from current rate, representing a saving over the next two years of the contract. The details are set out in the **Confidential Appendix** (separately circulated).

5. Consultation/Public Submissions

As the supply of this category is an internal service to Council, no public consultation has been undertaken. Consultation with Audit Committee members was sought and the Audit Committee members support an extension of the contract.

6. Risk Analysis

The objective of the Internal Audit function is to assist Council and management of Melton City Council in assessing risk management, operational programs and internal control practices and mechanisms in relation to efficiency, governance, economy and effectiveness.

The internal audit is an independent service function that contributes to the achievement of ethical corporate objectives through assisting Council and Senior Management in the effective discharge of statutory responsibilities.

It is expected that the supplier of internal audit services to Melton will perform a multidisciplinary role that addresses matters of operational effectiveness, cost efficiency, sound practice, strong internal controls and innovative and value added offerings.

7. Options

Council could elect not to exercise its right to extend this contract and advertise a new contract for the existing services. It is possible that option would result in an increased contract price above that of the costs to extend the current contract.

LIST OF APPENDICES

CONFIDENTIAL APPENDIX – Separately Circulated

12.17 INTERNATIONAL WOMEN'S DAY 2018

Author: Christine Denyer - Manager Legal and Governance
Presenter: Christine Denyer - Manager Legal and Governance

PURPOSE OF REPORT

To advise Council on the final costs of the International Women's Day 2018 Mayoral Event.

RECOMMENDATION:

That Council notes the report.

REPORT

1. Executive Summary

The theme for this year's Mayoral event was, 'Melton Women – Past, Present and Future'. The event had speakers representing each limb – past, present and future – with a very local feel.

The costs of the event was \$5,500 including \$1,500 in speakers fees/donation made in speaker's name.

The costs of this year's event were kept low because of the non-professional speakers, and the fact that the catering was by Rotary.

2. Background/Issues

International Women's Day is a global day celebrating the social, economic, cultural and political achievements of women. Started by the Suffragettes in the early 1900's, the first International Women's Day was celebrated in 1911. International Women's Day is celebrated annually on March 8.

This year's global theme is 'Press for Progress'. Progress in relation to gender parity, including, amongst other things, equal pay.

To mark the day, Council held a community event, a staff event and a Mayoral event.

The theme for this year's Mayoral event was, 'Melton Women – Past, Present and Future'. The event had speakers representing each limb – past, present and future – with a very local feel.

In relation to the 'past', the historians who have been working with Council on its publication of the history of Melton spoke about prominent Melton women from the past. In relation to the 'present', the Woman of the Year, Jane Sultana spoke about her own life experiences. And in relation to the 'future' Rachael Jackson, a local Meltonian and former Melton Central's best and fairest, also spoke about her own experiences.

The event was held on 9 March 2018 in the community hall. The costs of the event was \$5,500 including \$1,500 in speakers fees/donation made in speaker's name.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

5. A high performing organisation demonstrating leadership and advocacy: An organisation operating with innovation, transparency, accountability and sustainability

5.3 Effective civic leadership, advocacy, partnerships and good governance.

4. Financial Considerations

The overall costs were well within the amount included in Council's 2017/18 recurrent budget.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

N/A

7. Options

1. Request further information than is contained within the report.

LIST OF APPENDICES

Nil

13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES

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

14. COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS

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

15. NOTICES OF MOTION**15.1 NOTICE OF MOTION 558 (CR RAMSEY)****Councillor: Sophie Ramsey - Councillor**

Notice was given at the Ordinary Meeting of Council held on 26 March 2018 of my intention to move the following motion at the Ordinary Meeting Council to be held on 30 April 2018.

MOTION:

That Council officers investigate additional parking options around all schools in the City of Melton and present a report to Council.

OFFICER'S COMMENTS:

A report can be provided to Council on this issue. Council staff having been working with all schools across the municipality regarding traffic management around schools (including parking, school crossings, speed limits, walking to school options etc.). The primary focus has generally been with schools where there are higher levels of traffic management issues, which have often resulted from school populations being higher than the school was designed for. It is suggested that the report focus on this aspect, including what an acceptable ratio of parking spaces per student is, rather than specifically the provision of additional parking around all schools.

15.2 NOTICE OF MOTION 559 (CR KESIC)**Councillor: Goran Kesic - Councillor**

Notice was given at the Ordinary Meeting of Council held on 26 March 2018 of my intention to move the following motion at the Ordinary Meeting Council to be held on 30 April 2018.

MOTION:

That Council explore the cost of a thorough clean-up of Lake Caroline and refer it to the current 2018/2019 Budget deliberation.

OFFICER'S COMMENTS:

Council already carries out an extensive maintenance routine, with twice weekly collection from the Lake edge and as required from the water body via boat (typically monthly).

Current practice is to harvest aquatic vegetation once a year in the winter months in a bid to reduce visible vegetation on the lake surface. The next harvest is scheduled for June/July 2018, and for the first time will involve a much larger harvest. All of these works are funded through Council's current Operational Budget.

Council has also commissioned a Lake Ecology Report. This report will provide further guidance on the possibility of additional control measures for vegetation in the lake. Once this report has been completed (August 2018), Council officers will implement any recommendations over the course of 2018/2019.

With the above business as usual activities and additional works from the Ecology Report, it is recommended that Council receive a report on the ongoing management of Lake Caroline in April 2019.

15.3 NOTICE OF MOTION 560 (CR ABBOUSHI)**Councillor: Steve Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 30 April 2018.

MOTION:

That a report be presented to the next Ordinary Meeting of Council outlining the implementation and costs of providing free WIFI for all open space areas immediately surrounding Lake Caroline to the same standard that has been implemented at Melton Town Centre and the Atherstone regional Playspace.

OFFICER'S COMMENTS:

Melton City Council is currently provisioning a public WIFI service in the Melton Town Centre adjacent to the Melton Library and Learning Hub along McKenzie Street between Alexander Street and Palmerston Street. The installation and first twelve months of operation of the system is expected to cost \$47,220 and is expected to commence in June 2018. The public WIFI system operating at the Atherstone regional playspace is hosted by Lend Lease but will be handed over to Council at a time in the future. All significant recreation areas, which includes both passive and active open space incorporated into developments such as Atherstone and Woodlea provide free WIFI for users at these locations.

Council currently has no scheduled works to provide public WIFI at this location. Capacity to be able to provide this service, including costs, will be addressed in the report to be presented to Council.

15.4 NOTICE OF MOTION 561 (CR ABBOUSHI)**Councillor: Steve Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 30 April 2018.

MOTION:

That Council write to the Minister for the Environment and the Minister for Planning requesting that the property at 1352– 1402 Western Highway owned by the Albanian Australian Community Association be considered as part of the current work being undertaken by the Victorian Planning Authority and Department of Environment, Land, Water and Planning, to define the boundaries of the regional park within the Kororoit Precinct Structure Plan (Part 2) so as to give them certainty in respect of the future use of the land.

OFFICER'S COMMENTS:

It is appropriate to correspond with the relevant ministers on this issue.

15.5 NOTICE OF MOTION 562 (CR ABBOUSHI)

Councillor: Steve Abboushi - Councillor

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 30 April 2018

MOTION:

That Council Officers prepare an urgent maintenance report with recommendations to improve the playing surface of Brookside Reserve grassed oval and report back to Council.

OFFICER'S COMMENTS:

A report on the maintenance elements relating to the reserve can be provided.

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

19. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

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

19.1 Eynesbury Station Potential Early Years Hub Initiative

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

19.2 Recommendations of Semi-Annual Grants Round Two 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.

Recommended Procedural Motion

That the meeting be opened to the public.

20. CLOSE OF BUSINESS