



MELTON CITY COUNCIL

**Notice is hereby given that the Meeting of the
Melton City Council
will be held in the Council Chamber,
Civic Centre, 232 High Street, Melton on
Monday 12 September 2022 at 7:00pm.**

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

**Roslyn Wai
CHIEF EXECUTIVE**

Visitors to the Gallery please note:

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

- Members of the public do not have a right to address Council and may only do so with the consent of the Chair or by prior arrangement.
- Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- A member of the public present at a Council meeting must not disrupt the meeting.
- The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 66.2.
- If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.
- The Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of the Governance Rules and whom the Chair has ordered to be removed from the gallery under Rule 67.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Scheduled Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than 12pm on the day of the Scheduled Meeting by submitting questions into the receptacle designated for public questions at the Customer Service Desk, or via electronic medium as per Council website directions.

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

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

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

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

That the Minutes of the Meeting of Council held on 15 August 2022 be confirmed as a true and correct record.

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS IN ACCORDANCE WITH CHAPTER 6, RULE 1 OF THE COUNCIL'S GOVERNANCE RULES

- Monday 25 July 2022 Summary of Informal Meeting of Councillors
- Monday 1 August 2022 Summary of Informal Meeting of Councillors
- Monday 8 August 2022 Summary of Informal Meeting of Councillors
- Monday 15 August 2022 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 25 July, 1 August, 8 August, and 15 August 2022, provided as **Appendices 1 – 4** respectively to this report, be received and noted.

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - Monday 25 July 2022
2. Summary of Informal Meeting of Councillors - Monday 1 August 2022
3. Summary of Informal Meeting of Councillors - Monday 8 August 2022
4. Summary of Informal Meeting of Councillors - Monday 15 August 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

<i>MEETING DETAILS:</i>			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 25 July 2022	Time Opened:	6.23 pm
		Time Closed:	8.48 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr M Deeming Cr S Ramsey Cr J Shannon Cr B Turner		
Officers present:	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager Corporate Services	
	S Romaszko	Acting General Manager Planning and Development	
	T Scoble	Acting General Manager Community Services	
	B Dosser	Manager Legal, Governance & Risk	
	D Rudd	Manager City Design and Strategy (6.23pm – 7.46pm)	
	M Milbourne	Principal Strategic Planner (6.23pm – 7.46pm)	
	R Hodgson	Governance Coordinator	
Guests	Nil		
Apologies	Cr K Majdlik Cr A Vandenberg S McManus Acting Executive Manager Corporate Strategy & Investment		
Matters discussed:	1. Toolern Developer Contribution Plan (6.23pm – 7.31pm) 2. Ausnet Update (7.31pm – 7.45pm) 3. Governance Update (7.46pm – 8.26pm) <ol style="list-style-type: none"> Petitions Citizenship Ceremonies Supreme Court Proceedings Court of Appeal Judgement 4. Councillor Questions (8.26pm – 8.48pm) <ol style="list-style-type: none"> Animal registration fines Illegal Brothel Black Knight Way Reserve Whitegum Street Permits Kurunjang Recreation Reserve Council Staff Point of Contact - Councillor and Staff Interaction Policy Ausnet letters Councillor Requests 		
<i>CONFLICT OF INTEREST DISCLOSURES:</i>			
Were there any conflict of interest disclosures by Councillors?	No		
<i>REPORT PRODUCED BY:</i>			
Officer name:	Renee Hodgson	Date:	Monday 25 July 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 1 August 2022	Time Opened:	6.23 pm
		Time Closed:	9.31 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr M Deeming (arrived 6.24pm) Cr K Majdlik (arrived 6.33pm) Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg		
Officers present:	R Wai	Chief Executive Officer	
	L Shannon	Acting General Manager Corporate Services	
	S Romaszko	Acting General Manager Planning and Development	
	T Scoble	Acting General Manager Community Services	
	S McManus	Acting Executive Manager Corporate Strategy & Investment	
	B Dosser	Manager Legal, Governance & Risk	
	R Hodgson	Governance Coordinator	
	E Haley	Acting Manager Engagement & Advocacy (departed 8.45pm)	
	H Taylor	Acting Coordinator, Economic Development & Tourism (departed 8.24pm)	
	D Rudd	Manager City, Design & Strategy (departed 7.29pm)	
	M Milbourne	Principal Strategic Planner (departed 7.29pm)	
Guests	Nil		
Apologies	Nil		
Matters discussed:	<ol style="list-style-type: none"> 1. Toolern Developer contribution Plan – Part 2 Presentation (D Rudd, M Milbourne) (6.23pm – 7.29pm) 2. Christmas Events in Melton presentation (E Haley, H Taylor) (7.31pm – 8.24pm) 3. Councillor Pop-up events discussion (E Haley) (8.25pm – 8.45pm) 4. Councillor Questions (8.45pm – 8.54pm) <ol style="list-style-type: none"> a. Sculpture at entrance of City of Melton b. Fountain at Lake Caroline c. Parks inspections d. Bridge inspections e. Tree planting schedule 5. General: Updates from Governance and CEO (R Wai, B Dosser) (8.54pm – 9.31pm) <ol style="list-style-type: none"> a. Minister for Planning Court of Appeal proceeding b. Notices of Motions procedure c. MAV School Crossing Supervisor forum d. Chief Financial Officer appointment 		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?	No		
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson	Date:	Monday 1 August 2022



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:																					
Meeting Name:	Briefing of Councillors																				
Meeting Date:	Monday 8 August 2022	Time Opened:	6.20 pm																		
		Time Closed:	8.55 pm																		
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) (entered 6.33pm) Cr S Abboushi Cr K Majdlik (entered 6.25pm) Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg																				
Officers present:	<table border="0"> <tr> <td>R Wai</td> <td>Chief Executive Officer</td> </tr> <tr> <td>L Shannon</td> <td>Acting General Manager Corporate Services</td> </tr> <tr> <td>S Romaszko</td> <td>Acting General Manager Planning and Development (departed 8.35pm)</td> </tr> <tr> <td>T Scoble</td> <td>Acting General Manager Community Services (departed 8.35pm)</td> </tr> <tr> <td>S McManus</td> <td>Acting Executive Manager Corporate Strategy & Investment</td> </tr> <tr> <td>B Dosser</td> <td>Manager Legal, Governance & Risk</td> </tr> <tr> <td>R Hodgson</td> <td>Governance Coordinator</td> </tr> <tr> <td>D Rudd</td> <td>Manager City, Design & Strategy (entered 6.27pm, departed 7.08pm)</td> </tr> <tr> <td>K Barclay</td> <td>Property & Investment Coordinator (entered 7.11pm, departed 8.43pm)</td> </tr> </table>			R Wai	Chief Executive Officer	L Shannon	Acting General Manager Corporate Services	S Romaszko	Acting General Manager Planning and Development (departed 8.35pm)	T Scoble	Acting General Manager Community Services (departed 8.35pm)	S McManus	Acting Executive Manager Corporate Strategy & Investment	B Dosser	Manager Legal, Governance & Risk	R Hodgson	Governance Coordinator	D Rudd	Manager City, Design & Strategy (entered 6.27pm, departed 7.08pm)	K Barclay	Property & Investment Coordinator (entered 7.11pm, departed 8.43pm)
R Wai	Chief Executive Officer																				
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R Hodgson	Governance Coordinator																				
D Rudd	Manager City, Design & Strategy (entered 6.27pm, departed 7.08pm)																				
K Barclay	Property & Investment Coordinator (entered 7.11pm, departed 8.43pm)																				
Guests	Nil																				
Apologies	Cr M Deeming																				
Matters discussed:	<ol style="list-style-type: none"> 1. Council Meeting Agenda – 15 August 2022 (6.20pm – 8.42pm) 2. Councillor Discussion (8.42pm – 8.44pm) <ol style="list-style-type: none"> a. Notices of Motions b. Mayor and Councillors office c. Councillor leave 3. Mayor and Chief Executive Weekly Meeting (8.43pm – 8.55pm) <ol style="list-style-type: none"> a. Use of Burnside Heights for future Councillor Briefing b. Independent Member for Audit and Risk Committee c. Financial Delegations d. Upcoming Candidate and MP meetings e. Chief Financial Officer introductions 																				
CONFLICT OF INTEREST DISCLOSURES:																					
Were there any conflict of interest disclosures by Councillors?	No																				
REPORT PRODUCED BY:																					
Officer name:	Renee Hodgson	Date:	Monday 8 August 2022																		



INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 15 August 2022	Time Opened:	6.25 pm
		Time Closed:	7.04 pm
Councillors present:	Cr G Kesic (Mayor) Cr L Carli (Deputy Mayor) Cr S Abboushi Cr M Deeming Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg		
Officers present:	R Wai Chief Executive Officer L Shannon Acting General Manager Corporate Services S Romaszko Acting General Manager Planning and Development T Scoble Acting General Manager Community Services S McManus Acting Executive Manager Corporate Strategy & Investment P Leersen Chief Financial Officer B Dosser Manager Legal, Governance and Risk E Haley Manager Engagement and Advocacy R Hodgson Governance Coordinator D Rudd Manager City Design & Strategy (arrived 6.32pm) M Milbourne Coordinator Toolern Review (arrived 6.32pm) K Barclay Property & Investment Coordinator		
Guests	Nil		
Apologies	Cr K Majdlik		
Matters discussed:	1. Council Meeting Agenda (6.25pm – 7.04pm)		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?

No

REPORT PRODUCED BY:**Officer name:**

Renee Hodgson

Date:

Monday 15 August 2022

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- The Hon. Kristy McBain MP – Minister for Regional Development, Local Government and Territories - acknowledgement of congratulatory letter.

RECOMMENDATION:

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

- 1) The Hon. Kristy McBain MP – Minister for Regional Development, Local Government and Territories – acknowledgement of congratulatory letter, dated 12 August 2022.

LIST OF APPENDICES

1. The Hon. Kristy McBain MP – Minister for Regional Development, Local Government and Territories - 12 August 2022



The Hon Kristy McBain MP

Minister for Regional Development, Local Government and Territories
Member for Eden-Monaro

Ref: MC22-005338

Cr Goran Kesic
Mayor
City of Melton
PO Box 21
MELTON VIC 3337

via: councilloradmin@melton.vic.gov.au

Dear Mayor

Thank you for your generous letter congratulating me on my appointment as the Minister for Regional Development, Local Government and Territories, and highlighting your support for the Australian Local Government Association's (ALGA) call to increase the Financial Assistance Grant program to one per cent of Commonwealth tax revenue.

It is an incredible honour and privilege to have the opportunity to continue to serve our nation and I am very pleased to have been appointed to this portfolio. I will bring my passion and expertise for regional development and local government to the role, and will work hard for the people of Australia to achieve the best possible outcomes for our country.

I am aware of ALGA's call to increase the Financial Assistance Grant program funding to one per cent of Commonwealth tax revenue and thank you for re-prosecuting this request. I will shortly be reconvening the Local Government Ministers Meeting, and expect the Commonwealth's investment in local government to be discussed in full at this forum.

Thank you for your warm wishes and for highlighting key policy issues for the City of Melton.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. McBain', with a long horizontal flourish extending to the right.

Kristy McBain MP

12 August 2022

9. PETITIONS AND JOINT LETTERS

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

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

Nil.

11. PUBLIC QUESTION TIME

12. PRESENTATION OF STAFF REPORTS

12.1 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Renee Hodgson - Governance Coordinator
Presenter: Bradley Dosser - Manager Legal, Governance & Risk

PURPOSE OF REPORT

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

RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 6** to this report, and adopt the recommendations arising within the respective Minutes:

- 1) Intercultural Advisory Committee Meeting Minutes, 29 June 2022
 - 2) Youth Advisory Committee Meeting Minutes, 2 August 2022
 - 3) Heritage Advisory Committee Meeting Minutes, 4 August 2022
 - 4) Disability Advisory Committee Meeting Minutes, 4 August 2022
 - 5) Melton Transport Community Reference Group Meeting Minutes, 16 August 2022
 - 6) Policy Review Panel Advisory Committee Meeting Minutes, 16 August 2022
-

REPORT

1. Executive Summary

Whilst not mentioned in the *Local Government Act 2020* (the 2020 Act), Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

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

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

2. Background/Issues

An Advisory Committee is a committee established by Council to provide advice to it or its delegate. Whilst not mentioned in the 2020 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

All advisory Committees are subject to their individual Terms of Reference. The membership varies depending upon the committee's specific role. Committee membership will generally comprise a Councillor(s), council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The composition of Advisory Committees for the 2021/22 municipal year was approved by Council at its Scheduled Meeting on 22 November 2021.

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

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

Meeting Date	Advisory Committee	Attached
29 June 2022	Intercultural Advisory Committee	Appendix 1
2 August 2022	Youth Advisory Committee	Appendix 2
4 August 2022	Heritage Advisory Committee	Appendix 3
4 August 2022	Disability Advisory Committee	Appendix 4
16 August 2022	Melton Transport Community Reference Group	Appendix 5
16 August 2022	Policy Review Panel Advisory Committee	Appendix 6

3. Council and Wellbeing Plan Reference and Policy Reference

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

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

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

5. Consultation/Public Submissions

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

6. Risk Analysis

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

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

7. Options

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

LIST OF APPENDICES

1. Intercultural Advisory Committee Meeting Minutes, 29 June 2022
2. Youth Advisory Committee Meeting Minutes, 2 August 2022
3. Heritage Advisory Committee Meeting Minutes, 4 August 2022
4. Disability Advisory Committee Meeting Minutes, 4 August 2022
5. Melton Transport Community Reference Group Meeting Minutes, 16 August 2022
6. Policy Review Panel Meeting Minutes, 16 August 2022



MINUTES

INTERCULTURAL ADVISORY COMMITTEE

held on 29 June 2022 at 6.30 pm on Zoom and at Melton Library & Learning Hub

Present:

Cr Lara Carli	Councillor
Cr Bob Turner	Councillor
Mark Monahan	Community Service Organisation representative
Durba Dhiman	Local Intercultural Community representative
Patrick Kariuki	Local Intercultural Community representative
Gary Verma	Local Intercultural Community representative
Vonivate Tawase Drui	Local Intercultural Community representative
Dongling Ye	Local Intercultural Community representative
Sana Zia	Local Intercultural Community representative
Vera Mitrovska	Local Intercultural Community representative
Essan Dileri	Team Leader Diversity & Intercultural (Ex Officio)

In Attendance:

Roslyn Wai	Chief Executive Officer, Melton City Council
Jayde McBurnie	Acting Manager, Community Planning, Melton City Council
Madeleine McClelland	Team Leader, Arts Engagement & Libraries, Melton City Council
Jarrold Byham	Community Grants & Awards Officer, Melton City Council
Wazih Razib	Diversity and Intercultural Project officer, Melton City Council
Henry Tamasese (HP)	Community Development Officer, Melton City Council
Lilian Stamkov	Caroline Springs Seniors Fishing Club

Quorum: *Quorum will consist of two (2) Councillors, one (1) Council Officer, plus six (6) Local Intercultural Group and Community Services Organisation representatives.*

Chairperson: Cr Bob Turner

1. Welcome

The meeting commenced once the quorum was met. Cr Carli welcomed all attendees to the meeting and opened the meeting with an Acknowledgment of Country followed by the introduction of meeting participants. She requested that Cr B Turner chair the meeting because she wasn't feeling well.

2. Apologies

Cr Steve Abboushi	Councillor
Cr Moira Deeming	Councillor
Abe Dunovits	Community Service Organisation representative
Altaf Ali Mohammed	Local Intercultural Community representative
Liuvao Logo	Local Intercultural Community representative
George Oliapuram	Local Intercultural Community representative
Dal Khadka	Local Intercultural Community representative
Christina Akon	Local Intercultural Community representative
Madhvi Tandon	Local Intercultural Community representative

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting**Motion**

Mover/Seconder S Zia/P Kariuki

That the Committee note that Council adopted the Minutes of the previous Committee meeting held on 23rd February 2022 at its meeting held on April 4 2022.

CARRIED

5. Business Arising

- Nil

6. General Business**6.1 Update on Actions from previous meetings**

- E Dileri to circulate C Ribeiro's presentation to the committee. **Actioned**
- E Dileri to pass on H Tamasese's contact details to the committee. **Actioned**
- E Dileri to pass on W Razib's contact details to the committee. **Actioned**
- E Dileri to circulate community event when he receives them from committee members. **Actioned**

6.2 Community Grants and Awards

J Byham presented on the Council's Community Grants programme and highlighted the following key points.

- Council's Community Grants Program is designed to support local community projects, activities, and events. The IAC can play a key role in connecting community groups organisations and individuals to this programme.



MINUTES

- Through the Community Grants Program, community groups, organisations can access different types of grades grants. These include small grants to support establishment, responsive and community achievements activities. Also, there are medium grants which can provide between \$ 2,000 to \$10,000 for a range of community activities.
- Council's Community Grants Program has funded a range of community activities including numerous culture events and COVID relief over the years. Some of the grants requirements include speaking with the relevant Council officer who works in the space that the proposed activity or project will take place. Applicants must be a non-profit or there is an auspice arrangement under a non-profit or registered entity and the primary beneficiaries of the proposed activity or project should be Melton residents.
- Cr Turner noted that many communities may not have the technical skills or knowledge to apply for some other community grants offered by council. J Byham explained that the grants team can help guide community applicants referred to them by the IAC through the door. Moreover, several resources were available to support community applicants including translation services and multilingual publication.
- J Byham also reminded the IAC members about the upcoming Community Achievements Awards which will open in July 2022.

Action

E Dileri to circulate J Byham's presentation and contact details to the committee.

6.3 Arts Engagement and Development

M McClelland provided an overview of Council's Arts Programme and highlighted the following key points.

- Council's Arts program allows Melton residents to access and enjoy a variety of artistic talent as well as support the local artistic community in their work through public art, exhibitions, art learning, art development programs, cultural community programs and improved art systems/processes.
- There are currently a number of art exhibitions running across the municipality specifically at the Melton Library & Learning Hub, the Caroline Springs Gallery as well as the Melton Civic Centre. Local communities are invited to exhibit their artwork as well as access professional development opportunities for the local artists.
- Council's Arts Engagement and Development team is actively seeking opportunities to feature local artists by engaging annual festival and event organisers.
- The IAC can assist by referring community artists and their works to the Arts Engagement and Development team where it is happening.
- D Dhiman shared previous successful collaboration between a diverse community and a neighbouring council to create a meaningful public art or façade on a public building as part of a "Mother Language Day". M McClelland acknowledged that the use of public spaces for artistic expression was an excellent approach.
- S Zia noted that many communities' members may not know how to access support for their art.

MINUTES

- P Kariuki reiterated language as a barrier to community accessing the services they need. S Zia recommended using a variety of communication mediums to reach diverse communities.
- M Monahan expressed concern about community members being intimidated by the term 'artist'

Action

E Dileri to circulate M McClelland presentation and contact details to the Committee.

6.4 New Intercultural Strategy Update

E Dileri provided an update on the community engagement process of Council's new Intercultural Strategy and highlighted the following key points.

- Council had initiated the consultation phase for the new strategy beginning on March 18 and concluded on 5 May 2022. Council staff utilised a variety of different information gathering tools and techniques to seek community input including online surveys, in-person pop ups as well as targeted and general workshops. 431 people participated in the consultation process and their insights will inform the new Intercultural Strategy which currently being drafted.
- R Wai highlighted the importance of community engagement in Council's strategy development process as well as community input on how to improve that engagement. She also expressed satisfaction with the progress Council has made in the development of the new Intercultural Strategy.

Action

E Dileri to provide a status update in relations to the new Intercultural Strategy at the next committee meeting.

6.5 African Communities Working Group (ACWG)

E Dileri confirmed that the meeting of the ACWG had been convened. A workshop was undertaken with the ACWG members to identify specific needs for the local African community the Group could focus on in the current term of the Group. The resulting report from the workshop is being compiled and a summary of the workshop will be presented at the next IAC's meeting.

Action

E Dileri to present a summary of the key priorities identified by the ACWG at the next IAC meeting.

6.6 Updates from members

- V Mitrovska announced that their community organisation (Caroline Springs Fishing Club) will be holding a cultural event in August and other communities will be invited to attend. Event notification, dates and time will be shared soon.
- S Zia announced a multicultural event to held at a community centre in Brimbank. The event will be by invitation only and more information will be provided to interested members.



MINUTES

- M Monahan highlighted a successful bicycle event being held at Mt Atkinson which was well attended by diverse community members.
- D Ye announced that the Melton Chinese Friendship Association was gradually getting back to holding regular meetings and also looking forward to working with other community groups as part of the ongoing partnership program.
- E Dileri highlighted the upcoming Eynesbury Winter Festival as a great community event and further organisers have offered several tickets for diverse community members to attend. Interested members should reach out E Dileri for more information.

Action

E Dileri to circulate flyers of the event when he receives them from Committee members.

7. Next Meeting

On **Wednesday 24 August 2022** at Caroline Springs Library and Learning Hub and online.

8. Close of Business

The meeting closed at 7.55 pm.



MINUTES

YOUTH ADVISORY COMMITTEE

held on 2 August at 5.30pm Via ZOOM

Present:

Cr Turner	Councillor
Cr Abboushi	Councillor
Cr Vandenberg	Councillor
B Pathirana	YAC Member 2022
E D'Souza	YAC Member 2022
K D'Souza	YAC Member 2022
N Singh	YAC Member 2022
N Pathirana	YAC Member 2022
E Hautea	YAC Member 2022
L Taylor	YAC Member 2022
C Cramer	MCC - Manager Community Care
K Lawson	MCC – Coordinator Young Communities
F Newah-Jarfoi	MCC – Engagement and Activation Outreach Officer
L Getson-Ballan	MCC - Engagement and Activation Outreach Admin Officer

Chairperson: Neerja Singh
Minute Taker: Leanne Getson-Ballan

1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

2. Apologies

Cr Majdlik	Councillor
I Pathirana	YAC Member 2022
S McMahan	YAC Member 2022
L Pham	YAC Member 2022

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

The minutes of the previous meeting dated 21 June 2022 will be presented at Ordinary Meeting of Council on 15 August 2022.

5. Business Arising**5.1 One-page document for translation into main languages spoken**

K. Lawson advised that the one-page document is being included in the design brief for the Growing and Thriving Strategy. This document is currently with the graphic designers and is anticipated to be finalised by the end of September.

Action

K. Lawson will distribute the draft document to the Committee via email for comment.

5.2 Youth Advisory Committee Terms of Reference- Update K. Lawson

K. Lawson advised that the Terms of Reference is scheduled to be presented at the September Policy Review Committee meeting.

C Crameri explained when the Terms of Reference have been approved by the Panel Review Committee they will be presented to by Council for endorsement.

5.3 Youth Forum Art's Competition

F Newah-Jarfoi advised that the Youth Forum Art's Competition received seven entries and were judged by youth members of YAC. The winners will be advised and receive a \$100 voucher for first, \$50 for second and \$30 for third place.

5.4 Youth Forum Outcomes

F Newah-Jarfoi advised that the Youth Forum outcomes report has been completed and the outcomes will be reviewed for consideration.

F Newah-Jarfoi and C Crameri thanked and congratulated the young people for their contribution to the newsletter and for working with Councils Communications team.

5.5 Youth Festival (Month of September)

F Newah-Jarfoi advised that the Victorian Government initiated a Youth Festival 2022 that will occur in September. Planning has commenced and young members of YAC are encouraged to initiate, lead, and implement activities for youth by youth.

5.6 YAC pet (passion) project

F Newah-Jarfoi mentioned that the youth members of YAC will identify a project that came from the 2022 Youth Forum and will work on a passion project



MINUTES

6. General Business

Cr Turner asked, what are the plans and involvement for YAC during the Djerriwarrh Festival?

K Lawson mentioned that Young Communities have started conversations in relation the team's involvement and will ensure young members of YAC are included in discussions.

Cr Abboushi requested an update on the level of engagement in the 6801 program and if there are any patterns or behaviors identified.

Cr Abboushi requested if the attendance numbers during 2022 for the Taylors Hill Youth and Community Centre can be provided.

Action

K Lawson to provide information

Cr Abboushi asked the youth members of YAC if any of them regularly attend the Taylors Hill Youth and Community Centre. There were three youth members of YAC who identified they lived in the area with only one youth member indicating they had attended the center.

Cr Abboushi asked if there are any ideas from young people on how Council can activate and increase the usage of the Taylors Hill Youth and Community Centre.

K Lawson explained that Young Communities captures the voices and feedback from young people during events like the Youth Forum, YAC, school holiday programs and program-based surveys.

Cr Abboushi mentioned that he loved the level of engagement during the recent school holiday program, referencing the Taylors Hill Open Day.

7. Next Meeting

The next meeting is to be held on 4 October 2022 commencing at 5.30pm in Taylors Hill Youth and Community Centre.

8. Close of Business

The meeting closed at 6.11pm



MINUTES

HERITAGE ADVISORY COMMITTEE

Held on 4 August 2022 at 5:00pm and conducted virtually via Microsoft Teams

Present: Cr Sophie Ramsey, Councillor
Cr Bob Turner, Councillor
Deb Slattery, Community Representative
Anne Woof, Community Representative
Alan Perry, Community Representative
Frank Sultana, Community Representative
Imran Mushtaq, Community Representative
Benjamin Petkov, Community Representative (joined at 5:11pm)
Tunc Ozlatif, Strategic Planner
Kelly Archibald, Coordinator Planning Projects
Sera Jane Peters, Heritage Advisor

Chairperson: Tunc Ozlatif

Minute Taker: Tunc Ozlatif

1. Welcome

The Chairperson opened the meeting.

2. Apologies

Georgina Borg, Coordinator City Strategy

3. Declaration of interests and/or conflict of interests

Nil.

4. Business Arising

5. Nil. As the 2 June Heritage Advisory Committee failed to reach a quorum and was cancelled.

6. General Business

- **Heritage Assistance Fund Process.**

Ms. Peters briefed the Committee on the purpose and process of the Heritage Assistance Fund (HAF) including the role of the Committee to consider the assessment Panel recommendations. Ms Peters informed the Committee that there is \$70,000 available for this round of the HAF and that there has been significant interest in this funding round. Cr Ramsey asked what happens to work affected by Covid lockdowns? Ms. Peters advised that there is a process in which the applicants which had taken out works that are offered special dispensation.

Cr Ramsey asked Ms Peters whether she completes an assessment of the applications? Ms Peters advised that she only checks the applications eligibility and then an independent panel of Council officers completes the assessment.



MINUTES

Cr Ramsey asked Ms Peters who is on the panel? Ms Peters advised that a Grants officer, Urban Planner, Capital Projects Officer usually comprise the Panel.

Cr Ramsey asked Council officers that in the absence of a Heritage Advisor does the Panel understand the historical assignment and heritage themed process? Ms Archibald responded stating that Ms Peters can provide guidance through the process, and that it is vital that the Panel is independent, and that Ms Peters sits separate to the process. This ensures Ms Peters can't influence the assessment or voting.

Cr Ramsey stated she receives many enquiries about the timing of the HAF process and asked if the timing of when the grants go out could be altered? Ms Archibald stated the HAF is built around the budget process, so the process cannot begin until Council has committed the funds for the respective financial year.

Cr Ramsey asked whether money could be carried over? Ms Peters answered that yes, works unable to be completed because of Covid interruptions were carried over.

- **Heritage Strategy**

Ms Peters provided background and context in relation to the City of Melton Heritage Strategy 2017-2021 stating that there was a good level of community engagement on the project in relation to a survey was sent out. The Strategy was more streamlined than the previous version.

Cr Ramsey asked the Council Officers if an update was required or whether the same Strategy could be used moving forward? Ms Peters advised that the Strategy as of 2021 expired, but all four themes are still relevant moving forward and therefore minimal change would be needed. Ms Peters also stated that a majority of the actions under the four themes have been completed over the past 3-4 years and others are ongoing.

Ms Peters advised the Committee that if there was any feedback that they could send an email through to her.

- **Heritage Amendment C231**

Mr Ozlatif provided context and background on the work that has led up to Amendment C231 and an update on the status of the amendment. Mr Ozlatif discussed the source of the Conservation Desirables being the 2007 Melton Heritage Study and that the places that were assessed by Lovell-Chen Consultants are the last remaining Conversation Desirables.

The places that are being recommended for protection within the Schedule to the Heritage Overlay include the Diggers Rest Army Housing (Precinct listing), Soldier Settlement Housing (Serial listing), Minns Road Bridge, The Oaks Farm Ruin and a house on Benson Road, Toolern Vale. Mr Ozlatif emphasised that all these places are outside the Urban Growth Boundary, but nonetheless are significant for the community especially in regard to the last military themed heritage within the municipality.



MINUTES

Mr Ozlatif also informed the Committee that the City of Melton Heritage Assessment 20/21 was Adopted at Council on 18 July 2022, and that request for Authorisation of Amendment 231 was submitted to DELWP on 26 July 2022.

Mrs. Archibald requested that Mr. Ozlatif email the Committee when Amendment C231 goes on Exhibition.

- **'The Birdcage'**

Ms Peters provided context in relation to the Melton Views Delphic Estate locally known as 'The Birdcage' and emphasised that post-war heritage within the Municipality was missing from the 2007 Melton Heritage Study. Ms Peters noted that there is an increased rate of development and densification within the older and established suburbs which is likely to pose a risk to retain these heritage places.

Ms Peters advised that oral histories were sought from residents of the 'The Birdcage'. Ms Slattery advised that she has contacts of the Birdcage she can approach for further information. Ms Slattery also advised that there is an upcoming 50th Anniversary celebration at Melton West Primary School in Melton West in which there could be people in an attendance that grew up in the early stages of the estate.

It was requested by the Committee that Mr. Ozlatif circulate the Digital Access & Local History Librarian's contact details to the committee.

7. Other Business

There was a question in relation to a dig site on Federation drive and Melton Valley Way, Melton/Kurunjang. Ms Peters advised that Cultural Heritage Management Plans (CHMP) don't get published but was required before a permit is issued for works on that site. Ms Peters advised that an extensive CHMP was conducted for the site and isn't public information.

Mr. Perry asked about the status of 56 Exford Road, Exford. Ms Peters advised that it is with the builder and needs to be rebuilt to the way it as.

Cr Ramsey asked whether the Diggers Rest Hotel is still safe? Ms Peters replied that the Diggers Rest Hotel is subject to a current permit process.

Action

- Mr. Ozlatif to circulate the Minutes.
- Mr. Ozlatif to circulate the Digital Access & Local History Librarian contact details to the Committee.
- Mr. Ozlatif to email the Committee when Amendment C231 goes on Exhibition so everyone can send through to their networks.



MINUTES

Next Meeting

5:00pm, Thursday 6 October 2022 either virtually or hybrid via MS Teams or in person.

Close of Business

The meeting closed at 5:53pm.

Community Representative Member Terms

Name	Deb	Imran	Alan	Frank	Anne	Benjamin
Term Ends	Dec 2023	Dec 2023	April 2024	April 2024	Dec 2023	Dec 2023



MINUTES

DISABILITY ADVISORY COMMITTEE

held on 4 August 2022 at 12.00pm at the Woodlands Room, Melton Civic Centre

Present:

Name	Title	In	Out
Cr K Majdlik	Councillor	12:00 p.m.	1:39 p.m.
C S Ramsey	Councillor	12:00 p.m.	1:39 p.m.
R Wai	Council Officer – Chief Executive Officer	12:00 p.m.	1:39 p.m.
C Crameri	Council Officer - Manager Community Care	12:00 p.m.	1:39 p.m.
A Tan	Council Officer – Housing Services Coordinator	12:00 p.m.	1:39 p.m.
N Migani-Roberts	Council Officer – Advocacy and Inclusion	12:00 p.m.	1:39 p.m.
M Hutchinson	Council Officer – Design and Infrastructure Coordinator	12:00 p.m.	1:39 p.m.
A Alfonso	Community representative	12:00 p.m.	1:39 p.m.
T Woof	Community representative	12:00 p.m.	1:39 p.m.
L Campbell	Community representative	12:15 p.m.	1:39 p.m.
H Sayers	Community representative	12:15 p.m.	1:39 p.m.
M Sidhu	Community representative	12:00 p.m.	1:39 p.m.
H Taylor	Council Officer - Economic Development and Tourism Coordinator	12:00 p.m.	1:15 p.m.
R Altair	Council Officer - Business & Industry Development Officer	12:00 p.m.	1:15 p.m.

Chairperson: Cr K Majdlik

Minutes: N Migani-Roberts

1. Welcome

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

2. Apologies

Cr L Carli Councillor



MINUTES

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Cr K Majdlik confirmed the June minutes of the Disability Advisory Committee (DAC) meeting were officially endorsed at the July 18 Council meeting.

5. Actions from previous minutes

N. Migani-Roberts confirmed that there were no actions outstanding from the previous minutes.

6. Official welcome

Cr. K Majdlik officially welcomed the 2022-2024 Disability Advisory Committee (DAC) Community Representatives to their first meeting.

7. Business Excellence Awards 2022 – Award for Disability Inclusion

H. Taylor provided an update to the committee on the Melton Business Excellence Awards (BEA).

R. Altair assured that there were no changes to the award category or sponsorship.

Changes this year however include, changes to the venue from Tabcorp Park to the Russo Estate in Diggers Rest, a more relaxed styled event as compared to the previous gala and a shorter application and judging timeframe.

Cr Ramsey expressed concern regarding the change in seating style for people with disability, R. Altair confirmed that she would work in collaboration with N Migani-Roberts to ensure the event is accessible and inclusive.

H Taylor expressed the need for the DAC to promote to locally and encouraged the DAC to nominate business's that have gone above and beyond to ensure inclusivity.

Action:

N. Migani-Roberts to work in collaboration with R. Altair to explore greater opportunities to ensure the BEA event is inclusive and accessible.

N. Migani-Roberts to email the BEA flyer for the DAC to distribute.

8. Advocacy and Inclusion Officer Update

Melton Care Expo

N. Migani-Roberts provided the committee with an update on the Melton 2022 CARE Expo. The 2022 Melton CARE Expo is to be held in person on Friday 14 October, 10am till 2pm located at the Fraser Rise Children's and Community Centre. There will also be an online component that will launch on Tuesday 11 October at 10:00am and will be accessible till October 2023.

N. Migani-Roberts stated that Fraser Rise Children's and Community Centre was chosen to allow our Eastern corridor residents a greater opportunity to attend.

Melton City Council will provide a bus service for community members to travel between the Melton Town Centre and Fraser Rise Children's and Community Centre.



MINUTES

A Social Story and Chill out zone have been organised for the in-person event.

N. Migani-Roberts advised that assistance would be required from DAC members with providing feedback on the online workshops and recording community surveys on iPads during the event.

Cr Ramsey requested that paper surveys also be available on the day.

N. Migani-Roberts requested that Committee Representative's please inform via email of their availability to assist.

Action:

N. Migani-Roberts to inform R. Viojo of the request for paper surveys to be made available at the Expo.

DAC Committee Representative's to inform N. Migani-Roberts by Friday 23rd September of their availability to assist with the Expo.

Changing Places

N. Migani-Roberts presented an overview of the Changing Place facility to be located at Caroline Springs Leisure Centre.

N. Migani-Roberts announced that Minister Brooks has requested to visit Caroline Springs Leisure Centre on Thursday 11 August, at 10:15am to 10:45am.

Minister Brooks would like to visit the location to see our newest Changing Places facility. He is particularly interested in hearing why the location was chosen and the benefit to the community.

Action:

DAC Committee Representative's to inform N. Migani-Roberts of their availability to attend the Ministerial visit by Tuesday 10 August.

Internal Action

N. Migani-Roberts provided an update to the committee on the Growing and Thriving, Strategy for All Abilities and All Ages". The strategy was officially endorsed at the June Ordinary Meeting of Council.

N. Migani-Roberts shared with the committee an update, on some of the themes that have been explored since endorsement. These include collaboration with Young Communities, People and Culture and Community Activation and Learning.



MINUTES

9. Business Arising

Nil

9. General Business

M. Hutchinson provided an update on the signalised intersections on the Melton Highway as discussed during the June DAC meeting and reported that there will not be a signalised intersection at the Regency Hillside location.

Cr. Majdlik suggested that we invite the Brotherhood of St Laurence to provide an update on the NDIS during our December DAC meeting.

Cr. Majdlik suggested that we explore alternate venues for the DAC meetings to be held, every second meeting. This will allow committee members to familiarise themselves the other Council facilities.

R. Wai discussed exploring Committee representative's induction opportunities.

Action:

M. Hutchinson to provide an update on the above projects as new information comes to hand.

N Migani-Roberts to arrange a presentation from the Brotherhood of St Lawrence for our December meeting.

N Migani-Roberts to investigate booking an alternate venue for our October meeting.

N Migani-Roberts to explore the opportunity of a development of a Community Representatives induction.

10. Next Meeting

Date: 6 October 2022

Time: 12.00 p.m. – 2.00 p.m.

Venue: TBA.

11. Close of business

The meeting closed at 1:39 p.m.



MINUTES

Melton Transport Community Reference Group (MTCRG)

Held on 16 August 2022 at 6:30 pm at Melton Civic Centre and on MS Teams

Present:

Councillors

Cr. Abboushi
Cr. Turner
Cr. Carli (Deputy Mayor)

Council Staff

Sean McManus, Acting Executive Manager Corporate Strategy and Investment
Matthew Milbourne, Coordinator Toolern Review
Michael Smith, Senior Transport Planner
Bhavin Mehta, Coordinator Infrastructure Planning

Community Representatives

Lawrence Geyer
Alan Perry
Dominic Peverett
Tim Roberts
Tania White

Chairperson: Cr. Carli

Minute Taker: Matthew Milbourne

1. Welcome

2. Apologies

Matthew Hutchinson, Acting Manager Engineering Services
Darren Rudd, Manager City Design and Strategy
John Faure, Community Representative

Non-Attendance

Robyne Jansen, Community Representative
Lakhwinder Sidhu, Community Representative
Naz Tamburro, Community Representative
Arnab Tarafder, Community Representative

3. Declaration of interests and/or conflict of interests

There were no declarations of interest, or declarations of a conflict of interest.

4. General Business

4.1 Fix Our Roads Campaign Update – Sean McManus

Sean provided information on the *Fix Our Roads* campaign that was launched on Monday 4 April 2022.

Fix Our Roads campaign will be very active in the lead up to the State Election, including activations within the community. Developers are on board to promote the campaign. Looking to ramp up in until the election in November.

The community can expect to see more corflute signs, billboards on main roads, and moving billboard displays across the City.

Over 3,000 people have signed the Fix Our Roads petition to date.

4.2 Tools Used in Transport Planning – Michael Smith

Michael provided a presentation on the *Melton Integrated Transport Model (Appendix One)*.

4.3 Acknowledgement of Service – Matthew Milbourne

As this was the last meeting of the current incarnation of the Melton Transport Community Reference Group, Matthew thanked the community representatives for their service on the Reference Group.

Matthew indicated that Council will be calling for expressions of interest for community representatives to serve in the next incarnation of the Melton Transport Community Reference Group. When the expressions of interest are advertised Matthew will contact all the outgoing community representatives to reapply if they desire.

Cr. Carli also extended appreciation to the community representatives from the Councillors.

5. Close of Business

The meeting closed at 7:10 pm.

MELTON INTEGRATED TRANSPORT MODEL - TRANSPORT SIMULATION USING VISUM

A thriving community where everyone belongs



Melton City Council and Wellbeing Plan 2021-2025



Theme Three
A fast growing,
innovative and well-
planned City

“Our community has told us that they want well-planned neighbourhoods that promote walking and cycling, efficient public transport and a free-flowing road network”

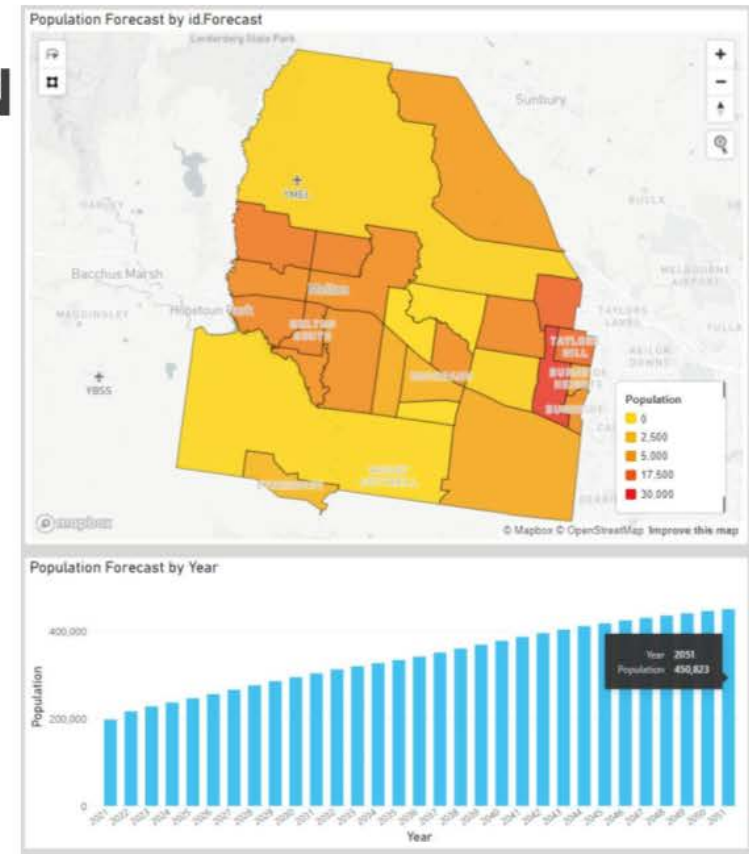
- A City where growth and development occur in a strategic, fair and sustainable way
 - **Objective 3.4:** An integrated transport network that enables people to move around
 - > **3.4.1** Advocate to the state and federal governments to deliver new and upgraded transport infrastructure to meet the needs of our growing community
 - > **3.4.3** Ensure road networks are adequate, safe and contribute to the wellbeing of the community

A thriving community where everyone belongs



BACKGROUND – CITY OF MELTON

- The City of Melton grew at 3.9 per cent in 2020-2021 and is the second fastest growing municipality in Victoria
- Rockbank - Mount Cottrell area was Australia's second fastest growing locality, growing by 34 per cent
- With such high growth, comes an increased demand on our transport network
- Segmented development means transport patterns can change rapidly



A thriving community where everyone belongs



VICTORIAN INTEGRATED TRANSPORT MODEL (VITM)

- State Government model for all of Victoria
- Assumptions for new local roads and improvements are inaccurate
- Dense development growth in small areas aren't reflected accurately
- Projections for population and employment are not meeting actual growth
- **Cannot use the model ourselves to rapidly test and influence our own transport decisions**
- **Expensive licensing and need for specialised skills i.e. hiring consultants**

A thriving community where everyone belongs



2021 SALUP PROJECTED HOUSEHOLDS VS CERTIFICATES OF OCCUPANCY



A thriving community where everyone belongs

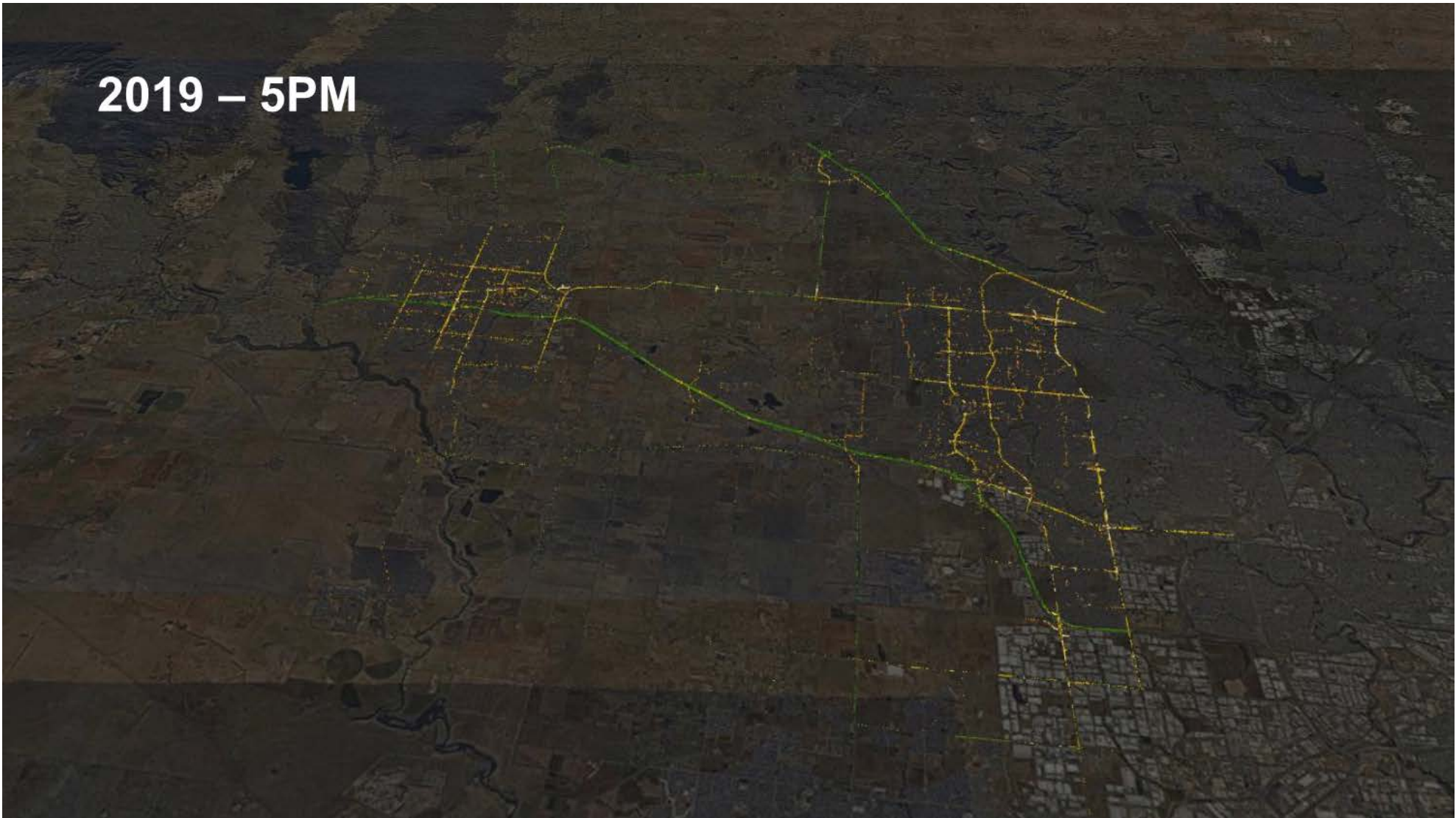


PURPOSE – Melton Integrated Transport Model (MITM)

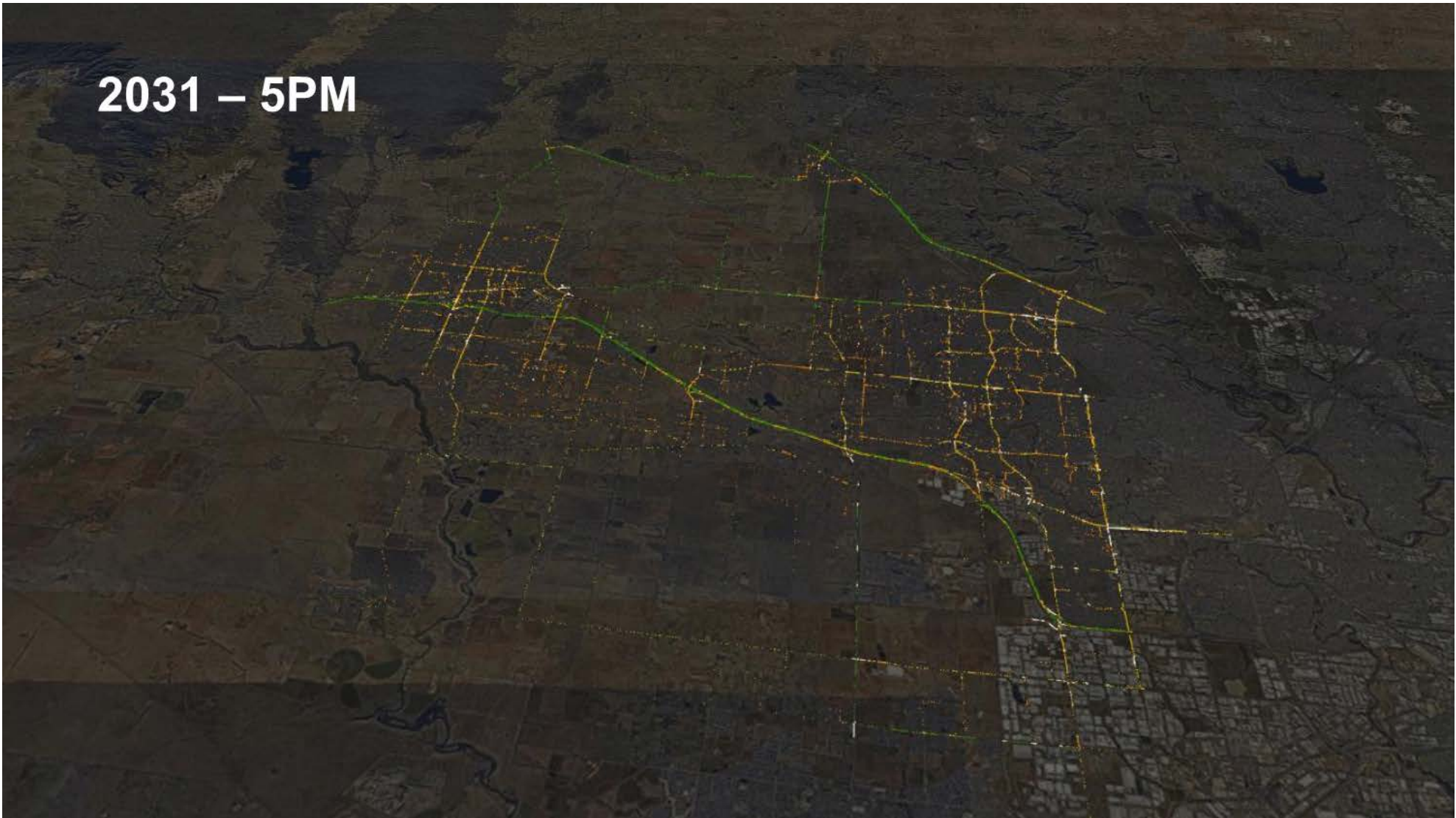
- MITM is built from the ground up, using principles of VITM, so state government will trust the results, with the added benefit of Simulation Based Assignment (SBA) to determine operational impacts
- Multiple scenarios can quickly be tested based on different growth patterns and transport infrastructure, including analysis of benefits to the overall network
- Advocacy to state and federal governments
 - Demonstrating the impacts of not delivering upgrades
 - Showcasing the benefits of earlier delivery of projects

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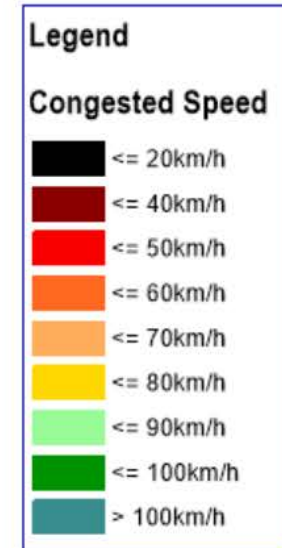








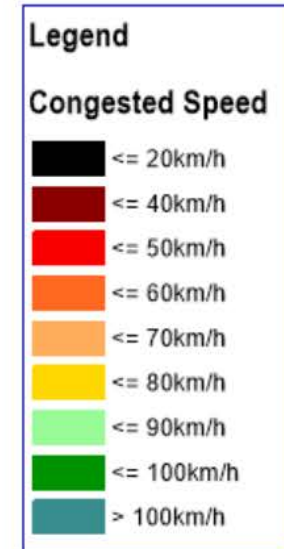
2021 – 3-6PM




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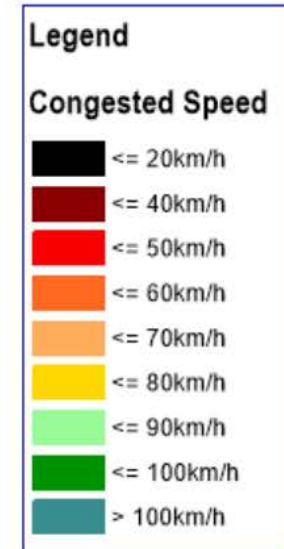
2026 – 3-6PM




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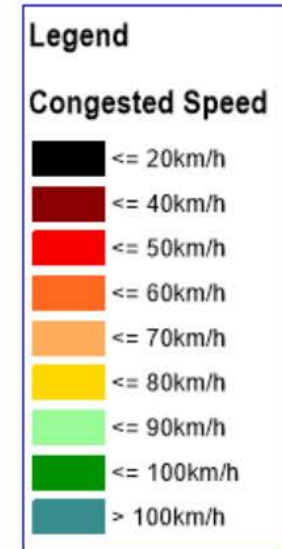
2031 – 3-6PM




A thriving community where everyone belongs



2041 – 3-6PM



A thriving community where everyone belongs

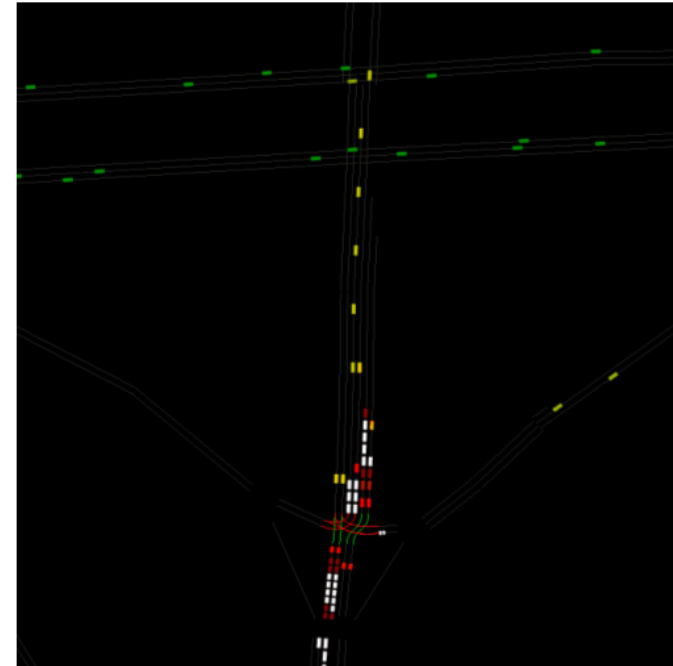


Ferris Road Interchange Upgrade

Current Interchange



Upgraded Interchange



A thriving community where everyone belongs





BENEFITS OF OWNING OUR OWN MODEL

- Visualise Different Options
- Rapidly Compare Performance/ Level Of Service ourselves for different scenarios
- Understand Impacts of Growth
- Identify Design Improvements
- Improve Stakeholder Understanding
- Enhance Evidence Based Advocacy

A thriving community where everyone belongs



MICRO SIMULATION - VISSIM

- Visum allows you to export a section of your model and import into Vissim
- Micro simulation allows a clearer visual of the network and can clearly display how vehicles, cyclists and pedestrians interact at key locations such as intersections

A thriving community where everyone belongs





EXISTING



UNSAFE INTERSECTION

PROPOSED



SAFER INTERSECTION & SEPERATE TURNING LANES



MELTON CITY COUNCIL

**Minutes of the
Policy Review Panel Meeting of the
Melton City Council**

16 August 2022

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MINUTES OF THE POLICY REVIEW PANEL

16 AUGUST 2022

MELTON CITY COUNCILMINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL HELD IN THE VIA VIDEOCONFERENCE ON
16 AUGUST 2022 AT 12.00PM

Present: Cr L Carli (Deputy Mayor)
Cr J Shannon
Cr M Deeming

In Attendance: Bradley Dossier, Manager Legal, Governance and Risk
Elyse Rider, Manager Community Planning
Renee Hodgson, Governance Coordinator
Daisy Brundell, Team Leader Health Promotion and Planning

1. WELCOME

In the absence of the Chair of the Committee, Cr Carli assumed the Chair and opened the meeting at 12.20 pm and welcomed the Panel Members.

2. APOLOGIES

Cr K Majdlik.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS**RECOMMENDATION:**

That the Minutes of the Policy Review Panel held on 14 July 2022 and scheduled to be adopted by Council at its Meeting on Monday 15 August 2022, be noted.

Motion

Crs Shannon/Deeming.

That the Minutes of the Policy Review Panel held on 14 July 2022 and adopted by Council at its Meeting held on Monday 15 August be noted.

CARRIED

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL**16 AUGUST 2022**

At 12.21 pm, Elyse Rider and Daisy Brundell entered the meeting and confirmed they have no General Conflict or Material Conflict in respect of any of the matters they are presenting to the Panel today.

6. PRESENTATION OF STAFF REPORTS**6.1 HEALTHY FOOD AND DRINK POLICY - REVISED**

Responsible Officer: Troy Scoble - A/General Manager Community Services

Document Author: Elyse Rider - Manager Community Planning

Date Prepared: 10 May 2022

Recommendation:

The Policy Review Panel recommends Council approve the revised Healthy Food and Drink Policy, provided at **Appendix 1** to this report.

Motion

Crs Deeming/Carli.

The Policy Review Panel recommends Council approve the revised Healthy Food and Drink Policy, provided at **Appendix 1** to this report.

CARRIED

1. Background**1.1 The Policy**

The Healthy Food and Drink Policy (the Policy) was previously endorsed by the Policy Review Panel on 17 April 2019. The Policy has been updated to be more readable, succinct and strengthen alignment with the Victorian State Government policy regarding the Healthy choices resources. The Policy is in alignment with Council's commitment to the provision of healthy food and drink at Council worksites, facilities, programs, and events, with the aim of enhancing the health and wellbeing of employees, volunteers, contractors, residents, and visitors.

In the Policy review process the following were identified as opportunities for improvement:

- provide greater clarity of the catering requirements for Council workplaces
- strengthen the alignment with the policy and guidelines as outlined by the Victorian Government Healthy Choices Resources
- improve readability of the document by reducing overall length, implementing plain language, and more clearly defining scope and context.

This revised Policy will continue to enable Council to support a culture and environment that supports healthy eating and overall health and wellbeing.

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1.2 Sources/benchmarking

A range of Victorian Government Healthy Choices Resources were utilised as part of information the review and development of this policy:

- Victorian Healthy Choices: Food and Drink Classification Guide,
- Healthy Choices: Healthy Eating Policy and Catering Guidelines for Workplaces
- The Australian Dietary Guidelines

Council's Policy template was utilised in the development of the revised Policy.

1.3 Consultation

The following departments were consulted during the policy review process:

- Community Planning
- Engagement and Advocacy
- Recreation and Youth
- People and Culture.

1.4 Communication and Implementation

Internal departments across Council will be briefed on the revised Policy, and their responsibilities regarding its implementation.

Officers will work across Council in providing support for the implementation of the policy and develop complementary resourcing and information as required.

1.5 Compliance

This document is compliant with Council's policy review process.

This document was determined as not requiring a gender impact assessment as per the *Gender Equality Act 2020*.

1.6 Measures of Success

- delivery on the policy aim of creating a culture and environment that supports healthy eating and overall health and wellbeing across Council workplaces, venues, and activities
- awareness of the policy and implementation across Council departments and services
- provision of information resources to enable policy implementation.

The Healthy Food and Drink Policy will be reviewed in May 2026 to identify further opportunities for improvement.

LIST OF APPENDICES

1. Healthy Food and Drink Policy_Revised_July 2022
2. Healthy Food and Drink Policy_Original_March 2019

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Item 6.1 Healthy Food and Drink Policy - Revised
Appendix 1 Healthy Food and Drink Policy_Revised_July 2022

	Healthy Food and Drink Policy
Version No.	V 3.0, 7 July 2022
Endorsement	Executive, 12 July 2022 Policy Review Panel, 16 August 2022
Authorisation	Council <insert date>
Review date	August 2026
Responsible officer	Manager Community Planning
Policy owner	Coordinator Social Planning and Wellbeing

1. Purpose

The *Healthy Food and Drink Policy* (the Policy) outlines Melton City Council's (Council's) guidelines to the provision of healthy food and drink at Council worksites, facilities, programs, and events, with the aim of enhancing the health and wellbeing of employees, volunteers, contractors, residents, and visitors.

The Policy is consistent with Council's "high-level commitment to promoting, improving and protecting public health and wellbeing in everything we do" (*Melton City Council and Wellbeing Plan 2021-2025, p.6*). It is consistent with Council's:

- *Workplace Health and Wellbeing Policy* (2017) which describes Council's commitment to employees' healthy lifestyle choices.

Through the implementation of the Policy, Council aims to create a culture and environment that supports healthy eating and overall health and wellbeing.

The information provided in this Policy is consistent with the Victorian Healthy Choices: Food and Drink Classification Guide, and the Healthy Choices: Healthy Eating Policy and Catering Guidelines for Workplaces.

2. Definitions

Word/Term	Definition
Catered functions and meetings	Any function or meeting (online or in person) where food or drink is provided or paid for by Council for employees, volunteers, contractors, residents, and visitors.
Council facility	Any building provided by Council for the purpose of community activities or programs including aquatic centres, community centres, neighbourhood houses, libraries, and leisure centres.
Council-managed event	Any community event directly managed by Council.

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Word/Term	Definition
Council-managed community program	Any program directly managed by Council for the community and/or employees, contractors, and volunteers.
Healthy food and drink	Food and drink items that meet the Australian Dietary Guidelines and the Australian guide to healthy eating by being nutrient dense and incorporating a variety of choices from each of the five food groups.
Onsite cafes and kiosks	Any Council-owned or managed venue that sells food or drink.
Department of Health: Healthy Choices Traffic light system	
GREEN category Best choices	These GREEN foods and drinks are the healthiest choices and should always be available. (Healthy Choices: Food and Drink Classification Guide).
AMBER category Choose carefully	These foods and drinks should be selected mindfully and consumed in moderation. Avoid large serving sizes. (Healthy Choices: Food and Drink Classification Guide).
RED category Limit	<p>Catering Council workplace functions:</p> <p>In alignment with Victorian Government requirements for workplaces, RED category items are not to be supplied through catering (Healthy Choices: Healthy Eating Policy and Catering Guide for Workplaces, 2016).</p> <p>In a Council-owned or managed venue that sells food or drink:</p> <p>These food and drinks should be consumed rarely and in small amounts. Availability of RED options should be in moderation and in smaller portions (Healthy Choices: Food and Drink Classification Guide, 2020).</p>

3. Scope

The Policy provides guidelines to all food and drink provided at Council including:

- catered functions and meetings
- managed community programs
- managed community and partnership events
- facilities that have or could have onsite cafes and kiosks
 - including those covered by tenders for third party providers
- facilities that have or could have vending machines.

For events and activities that involve the service or supply of alcohol, also refer to the *Council and Community Alcohol (Liquor) Policy and Framework (2017)*.

4. Policy principles

As a community leader, Council will model healthy eating behaviours, in alignment with Victorian State Government, as outlined in the Healthy Choices Guidelines ([Healthy Choices: Food and Drink Classification Guide, 2020](#)). Council is committed to maintaining and improving the health

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and wellbeing within the municipality by providing and promoting healthy foods and drinks at all Council worksites, facilities, programs, and events.

This is achieved through the following guiding principles:

- Healthy and safe environments can be promoted to employees, volunteers, contractors, residents, and visitors by providing opportunities to increase healthy food and drink consumption.
- Healthy eating behaviours in the community can be enhanced through consistent, evidence-based health promotion messages.
- Healthy food and drink options should meet and include the needs of those with specific dietary and/or cultural requirements.
- Employees should be provided with the knowledge and environment necessary to make healthier food and drink choices.
- **GREEN** category items are promoted as the food and drink of choice to employees, volunteers, contractors, residents, and visitors.
- **RED** category food and drink should be limited at all Council venues and facilities, in alignment with Victorian Government recommendations (*Healthy Choices: Food and Drink Classification Guide, 2020*).

5. Responsibility/accountability

6.1	<p>Managers, Coordinators, Team Leaders and Supervisors:</p> <ul style="list-style-type: none"> • ensure that all employees are made aware of, and adhere to the Policy • maintain a workplace culture that improves and promotes the consumption of healthy food and drink.
6.2	<p>Employees:</p> <ul style="list-style-type: none"> • read and understand the Policy • maintain a workplace culture that protects, improves, and promotes healthy eating • observe the Policy while on work-related duties • ensure that contractors, caterers, and suppliers are provided with a copy of the Policy.
6.3	<p>Contractors, caterers, and suppliers involved in food provision:</p> <ul style="list-style-type: none"> • read and understand the Policy • ensure food and drink provision and promotion complies with the Policy.

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Appendix 1 Healthy Food and Drink Policy_Revised_July 2022

7. References and links to legislation and other documents

Name	Location
Australian Dietary Guidelines and the Australian Guide to Healthy Eating	www.eatforhealth.gov.au
<ul style="list-style-type: none"> • <i>Healthy Choices: Food and Drink Classification Guide</i> (The traffic light system is based on principles from the Victorian Government's <i>Healthy choices: food and drink classification guide 2020</i>. These guidelines classify food and drink into three categories according to their nutritional value: GREEN, AMBER and RED) • <i>Healthy Choices: Healthy Eating Policy and Catering Guide for Workplaces</i> • <i>Healthy Choices: Policy Guidelines for Sport and Recreation Centres</i> • <i>Healthy Choices: Policy Guidelines for Parks</i> 	https://www.health.vic.gov.au/preventive-health/healthy-choices
<i>Melton City Council and Wellbeing Plan 2021-2025</i>	www.melton.vic.gov.au
Melton City Council: <i>Strategic Workplace Plan 2021-2025</i>	www.melton.vic.gov.au
Melton City Council: <i>Hospitality and Entertainment Policy (2021)</i>	www.melton.vic.gov.au
Victorian Government Achievement Program	www.achievementprogram.health.vic.gov.au
Healthy Eating Advisory Service	www.heas.health.vic.gov.au

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Item 6.1 Healthy Food and Drink Policy - Revised
Appendix 2 Healthy Food and Drink Policy_Original_ March 2019

	Healthy Food and Drink Policy
Version No.	V 2.0, 22 March 2019
Endorsement	Executive, 11 April 2019 Policy Review Panel, 17 April 2019
Authorisation	Council, 29 April 2019
Review date	1 July 2021
Responsible officer	Manager Community Planning
Policy owner	Coordinator Social Planning and Wellbeing

1. Purpose

To outline Council's intention toward the provision of healthy food and drink at Council worksites, facilities, programs and events to enhance the health and wellbeing of employees, volunteers, contractors, residents and visitors. The Healthy Food and Drink Policy (the Policy) has been developed in the context of Council's "high level commitment to promoting, improving and protecting public health and wellbeing in everything we do" (Melton City Council 2017).

Council's leadership through the establishment and implementation of the Policy intends to create a culture and environment that support healthy eating, and overall health and wellbeing. The Policy aims to initiate and enable practices that positively influence community wellbeing, particularly in relation to healthy eating.

2. Scope

The Policy applies to all food and drink provided at Council:

- catered functions and meetings
- managed community programs
- managed community and partnership events
- facilities that have or could have onsite cafes and kiosks; and
- facilities that have or could have vending machines.

The Policy also applies to the promotion and advertising of food and drinks at Council facilities, events and meetings. Sponsorship activities should be consistent with the Victorian Government's 'Healthy Choice Guidelines' (2014).

The Policy *does not* apply to food and drink provided:

- at social club events;
- by employees (for meals, birthdays, morning teas and personal fundraising); and
- at private functions held at Council facilities.

For those events and activities where this Policy does not apply, Council encourages the use of the *Traffic Light System* as outlined in the Victorian Government's 'Healthy Choices: Food and Drink

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Classification Guide' (2016) to guide the selection of healthier food and drink options (i.e. at least 50 per cent green category foods and no more than 20 per cent red category foods as outlined in Appendix 1). The promotion and placement of unhealthy fundraising items (i.e. chocolate fundraisers) in public areas (i.e. staff kitchens) should be avoided.

The Policy should be considered within the context of Council's Workplace Health and Wellbeing Strategy, '*Healthy Options 2018-2021*', and Council's Workplace Health and Wellbeing Policy. As part of Council's commitment to developing a supportive culture that facilitates the health and wellbeing of its employees, the organisation is currently participating in the Victorian Government's Achievement Program (healthy workplaces) initiative. The Achievement Program outlines the need for organisational commitment in supporting employees to make healthier choices, and create sustainable and lasting changes to employee health and wellbeing.

The Policy should also be considered within the context of Council's Hospitality and Entertainment Policy which sets out the control and management of expenditure related to food and beverages as part of official Council business. Council's Council and Community Alcohol (Liquor) Policy and Framework should be applied whenever the service and supply of alcohol is being considered across the City of Melton.

3. Definitions

Word/Term	Definition
Catered functions and meetings	Any function or meeting where food or drink is provided or paid for by Melton City Council for employees, volunteers, contractors, residents and visitors.
Council facility	Any building provided by Council for the purpose of community activities or programs including Aquatic Centres, Neighbourhood Houses, Libraries and Leisure Centres.
Council managed event	Any community event directly managed by Council including but not limited to the <i>Djerriwarrh Festival</i> , <i>Pop Culture</i> program and department specific events.
Council managed community program	Any program directly managed by Council for the benefit of community and/or employees, contractors and volunteers.
Healthy food and drink	Food and drink items that meet the Australian Dietary Guidelines by being nutrient dense and incorporating a variety of choices from each of the five food groups – vegetables; fruit; grain; lean meats and poultry, fish, eggs, nuts and seeds and legumes/beans; and milk, yoghurt, cheese and/or alternatives. This includes consideration of special dietary requirements.
Onsite cafes and kiosks	Any Council owned or managed venue that sells food or drink including but not limited to Melton Library and Learning Hub, Caroline Springs Library and Civic Centre, Caroline Springs Leisure Centre, Melton Indoor Recreation Centre and Melton Waves Leisure Centre.

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Traffic Light System: Green Category	Food and drink items that are the healthiest choices and should be available at all times. Examples include multigrain and wholemeal breads, plain rice and noodles, wholegrain cereals, fresh and frozen fruit and vegetables, reduced or low fat milk and yoghurt, lean meat, fish, eggs and plain unsalted nuts and seeds (see Appendix 1).
Traffic Light System: Amber Category	Food and drink items that are to be provided in moderation and in smaller portions. Examples include dairy desserts, processed meats such as ham and corned beef in small amounts, crumbed chicken, fish or vegetable products (see Appendix 1).
Traffic Light System: Red Category	Food and drink items that are recommended not to be supplied as they are not essential to a balanced diet and can contribute to excess energy intake. Examples include confectionary, pastries, cakes, biscuits, soft drinks, high energy drinks, fried foods, potato chips and processed meats such as salami (see Appendix 1).

4. Policy

Council is committed to promoting, improving and protecting, public health and wellbeing within the municipality by providing and promoting healthy food and drinks at all Council worksites, facilities, programs and events. This is achieved through the following objectives to:

- contribute to healthy and safe environments for employees, volunteers, contractors, residents and visitors by providing the opportunity for increased healthy food and drink consumption
- increase the availability and promotion of Green category food and drinks for employees, volunteers, contractors, residents and visitors
- decrease the availability and promotion of Red category food and drinks for employees, volunteers, contractors, residents and visitors
- ensure Council events, sponsorships and/or partnerships consistently provide and promote healthy food and drinks
- increase knowledge and skills of employees regarding healthy eating and making healthier food and drink choices
- lead by example to the community through modelling consistent health promotion messages to increase awareness of healthy eating behaviours
- minimise the waste of food through attention to portion size and the amount of food provided; and
- participate in the Victorian Government's Achievement Program (Healthy Workplaces).

The Policy is aligned with evidence-based recommendations for healthy eating and healthy workplace catering policy guidelines from government and health authorities (refer to section 6).

The *Traffic Light System* is based on principles from the Victorian Government's '*Healthy Choices: Food and Drink Classification Guide*' 2016. These Guidelines classify food and drink into three categories according to their nutritional value: Green, Amber and Red (see Appendix 1).

Consideration should be given to specific dietary requirements, providing a variety of food and drink, and portion sizes.

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The Policy has two key focus areas; internal food and drink provision and external food and drink provision.

4.1 Internal food and drink provision

Council staff should provide and promote healthy food and drink consumption for all internal (where only Council staff are in attendance) catering and vending machines using the *Traffic Light System* (see Appendix 1).

Council staff are responsible for ensuring healthy food and drinks are promoted in the following settings:

4.1.1 Functions and meetings

Time period	The duration of the function/meeting or program should be considered when providing food and drink (i.e. meetings less than two hours may not require catering).
Meal time	The type of food and drink provided should be appropriate to the meal time (i.e. morning tea, lunch, afternoon tea or dinner) as outlined in Appendix 2.
Category of foods (per cent)	The Policy aspiration is that, where catering is supplied by Council, all food and drink should be from the Green or Amber categories. Majority (at least 50 per cent) of food and drink supplied should be from the Green category. No food and drink from the Red category should be supplied (as outlined in Appendix 1).
Barbeques	Alternative catering options to barbeques are to be considered. Healthy options should be incorporated and encouraged when barbeques are provided (e.g. lean meats, vegetables and salads, reduced salt sauce, wholemeal or multigrain bread).
Water provision	Water (preferably served in non-disposable jugs/bottles) should be the primary beverage made available and supplied freely at all functions and meetings.
Amount of food/waste	The amount of food and drink provided should be in alignment with appropriate serving sizes (as outlined in Appendix 2) to minimise expenditure and food waste.
Packaging/waste	The use of re-usable cups, bottles, plates and cutlery should be encouraged and promoted to minimise packaging waste.

4.1.2 Vending machines

Category of foods	Vending machines should supply at least 50 per cent of items from the Green category and no more than 20 per cent from the Red category (as outlined in Appendix 1). Amber items can be used to make up the remaining items.
Labelling	<i>Traffic Light System</i> labelling should be included on all vending machines.

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4.2 External food and drink provision

Council staff should provide and promote healthy food and drinks for all external catering (where community members, partners and other stakeholders are in attendance), Council managed retail food outlets and vending machines, using the *Traffic Light System* (see Appendix 1).

Council staff are responsible for ensuring healthy food and drinks are provided and promoted in the following settings:

4.2.1 Events

Food vendor selection	During event planning, assessment of prospective food and drink vendors should prioritise the provision of healthy food and drink options.
Category of vendor foods	Food and drink vendors should aim to provide at least 50 per cent of food and drink options from the Green category and no more than 20 per cent of food and drink options from the Red category (as outlined in Appendix 1). This should be applied to the food and drink items supplied by each vendor. Vendors should be encouraged to include fruit or vegetables in all meals served e.g. side salad or sliced fruit with desserts.
Water	Water (preferably served in non-disposable jugs/bottles) should be the favoured beverage supplied freely at all functions and events. Water fountains should be accessible at event sites.
Amount of food/waste	The amount of food and drink provided is in alignment with appropriate serving sizes (as outlined in Appendix 2) to minimise expenditure and food waste.
Packaging/waste	The use of re-usable cups and bottles and 'BioPak' plates and cutlery should be encouraged and promoted to minimise packaging waste.

4.2.2 Functions, meetings and Council managed community programs

Time period	The duration of the function/meeting or program should be considered when providing food and drink (i.e. meetings less than two hours may not require catering).
Meal time	The type of food and drink provided should be appropriate to the meal time (i.e. morning tea, lunch, afternoon tea or dinner) as outlined in Appendix 2.
Category of foods (per cent)	The Policy aspiration is that, where catering is supplied by Council, all food and drink should be from the Green or Amber categories. Majority (at least 50 per cent) of food and drink supplied should be from the Green category. No food and drink from the Red category should be supplied (as outlined in Appendix 1).

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Barbeques	Alternative catering options to barbeques are to be considered. Healthy options should be incorporated and encouraged when barbeques are provided (e.g. lean meats, vegetables and salads, reduced salt sauce, wholemeal or multigrain bread).
Water	Water (preferably served in non-disposable jugs/bottles) should be the primary beverage made available and supplied freely at all functions and meetings.
Amount of food/waste	The amount of food and drink provided should be in alignment with appropriate serving sizes (as outlined in Appendix 2) to minimise expenditure and food waste.
Packaging and waste disposal	The use of re-usable cups and bottles and 'BioPak' recyclable plates and cutlery should be encouraged and promoted to minimise packaging waste.
Prizes and giveaways	Red category choices should not be supplied for children's awards, prizes and giveaways.

4.2.3 Onsite cafes and kiosks

Category of foods (per cent)	Food and drink supplied should be made up of at least 50 per cent of items from the Green category and no more than 20 per cent from the Red category (as outlined in Appendix 1). Amber items can be used to make up the remaining items.
Labelling	<i>Traffic Light System</i> labelling should be included on all menu items (at point of sale (i.e. menu, price label) or on the item itself).
Promotion and placement	Green category choices should be promoted at all occasions and placed in the most prominent areas (e.g. at eye level in fridges/shelves, at points of sale). Red choices should not be promoted and should be placed in the least prominent areas.

4.2.4 Vending machines

Category of foods	Vending machines should supply at least 50 per cent of items from the Green category and no more than 20 per cent from the Red category (as outlined in Appendix 1). Amber items can be used to make up the remaining items.
Labelling	<i>Traffic Light System</i> labelling should be included on all vending machines.

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Appendix 2 Healthy Food and Drink Policy_Original_ March 2019**5. Responsibility/accountability****5.1 Managers, Coordinators, Team Leaders and Supervisors**

- Must ensure that all employees are made aware of the Policy.
- Must maintain a workplace culture that protects, improves and promotes health and wellbeing.
- Must oversee the implementation and review of the Policy and seek feedback from employees.
- Should promote and encourage staff involvement with the Victorian Achievement Program (Healthy Workplaces).

5.2 Employees

- Must read and understand the Policy.
- Must maintain a workplace culture that protects, improves and promotes health and wellbeing.
- Should observe the Policy while on work related duties.
- Should ensure that all contractors, caterers and suppliers are made aware of the Policy, and provide them with a copy of the Policy and guide.

5.3 Contractors, caterers and suppliers involved in food provision

- Should read and understand the Healthy Food and Drink Policy and accompanying guide.
- Should ensure food and drink provision and promotion complies with the Policy.

6. References and links to legislation and other documents

Name	Location
Australian Dietary Guidelines	www.eatforhealth.gov.au
Healthy Choices: Food and drink classification guide	www.health.vic.gov.au
Healthy Choices: Healthy eating policy and catering guide for workplaces	www.health.vic.gov.au
Healthy Choices: Policy guidelines for sport and recreation centres	www.health.vic.gov.au
Melton City Council and Wellbeing Plan 2017–2021	www.melton.vic.gov.au
Melton City Council 'Healthy Options' Workplace Health and Wellbeing Strategy 2018-2021	www.melton.vic.gov.au
Melton City Council Workplace Health and Wellbeing Policy	www.melton.vic.gov.au
Victorian Government Achievement Program	www.achievementprogram.health.vic.gov.au
Healthy Eating Advisory Service	www.heas.health.vic.gov.au

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7. Acknowledgement

The Policy is based on the template provided in the Victorian Government's '*Healthy Choices: Healthy Eating Policy and Catering Guide for Workplaces*' (2016).

8. Appendix

Appendix 1 – *Traffic Light System*

Appendix 2 – *Meal and quantity guidelines*

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The *Traffic Light System* is based on principles from the Victorian Government's '*Healthy Choices: Food and Drink Classification Guide*' (2016). These guidelines classify food and drink into three categories according to their nutritional value:

Green category food and drinks Green category food and drinks are the healthiest choices and should be actively promoted and provided at all times. Green food and drinks should make up the majority (more than 50 per cent) of all food and drinks provided.

Amber category food and drinks Amber category food and drinks are to be selected carefully and consumed in moderation. Smaller portions should be ordered where possible.

Red category food and drink Red category food and drinks are not essential in a balanced diet. Promotion of these items is to be avoided. If supplied, these food and drinks should be provided in small portions only, and include reduced fat, reduced sugar and/or reduced salt options, used alongside low fat cooking techniques where possible.

Examples of the foods within each category include:

Green Category - Best Choices

Food Type	Examples
Grain (cereal) foods	<ul style="list-style-type: none"> Whole-wheat breads, rolls, bagels, English muffins, pita, raisin or fruit breads, tortillas, Lebanese and Turkish breads. Plain corn or rice cakes and crispbreads. Plain rice, pasta, plain unflavoured noodles, barley, buckwheat, semolina, polenta, burghul, cracked wheat, couscous and quinoa. Wholegrain breakfast cereals that are high in fibre and lower in salt and added sugar. Examples include wheat biscuits, cereal flakes with a variety of grains, bran, porridge and untoasted muesli. Filo pastry.
Fruit	<ul style="list-style-type: none"> All fresh and frozen fruit. Fruit puree or canned fruit in natural juice or water with no added sugar. Stewed fruit with no added sugar.
Vegetables	<ul style="list-style-type: none"> All fresh, frozen, and canned vegetables (low-salt canned varieties are preferred).
Legumes	<ul style="list-style-type: none"> Beans (such as kidney, soy, mung, cannellini), lentils, chickpeas, split peas and baked beans.
Milk, yogurt, cheese and alternatives	<ul style="list-style-type: none"> Plain reduced-fat milk. Reduced-fat plain and flavoured yoghurt and custard.

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Green Category - Best Choices	
	<ul style="list-style-type: none"> • Cheese naturally lower in fat (such as cottage and ricotta) and reduced-fat forms of other cheeses (such as reduced-fat cheddar). • Calcium-fortified dairy alternatives (such as soy, rice and almond milks, soy or coconut yogurt). • Reduced-fat flavoured milk and calcium-fortified alternatives that are equal or less than 900kJ per serve.
Lean meat/poultry, fish, eggs and alternatives	<ul style="list-style-type: none"> • Lean meat (such as beef, pork, lamb, veal, chicken, turkey) with visible fat and skin removed. • Fresh and frozen fish. • Canned fish in spring water. • Eggs, tofu and bean curd.
Nuts and seeds	<ul style="list-style-type: none"> • Plain, unsalted, unroasted/dry nuts and seeds in serves up to 30g. • All nut and seed pastes with no added sugar, salt or fat.
Mixed meals	<ul style="list-style-type: none"> • Some commercial or freshly prepared ready to eat meals, mixed hot-food dishes or plated dinners that are lower in fat, salt and added sugar and use vegetables, legumes and beans, lean meats, wholegrains and reduced-fat cheeses.
Sauces, soups, dips and dressings	<ul style="list-style-type: none"> • Pasta and simmer sauces, soups, dips, mayonnaise and salad dressings that are low in saturated fat and salt.
Drinks	<ul style="list-style-type: none"> • Plain, unflavoured water (tap, spring, mineral, soda, sparkling) and flavoured mineral water with natural essence and no added sugar. • Reduced-fat plain milk and calcium-fortified milk alternatives (soy, rice, almond). • Reduced-fat flavoured milk and calcium-fortified flavoured milk alternatives that are equal or less than 900kJ per serve. • Tea and coffee without added sugar.

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Amber Category - Choose Carefully	
Food Type	Examples
Grain (cereal) foods	<ul style="list-style-type: none"> Some savoury breads, scrolls, focaccias and twists. Some breakfast cereals with higher fat and sugars, and lower fibre than the Green category equivalent. Reduced-fat puff pastry.
Fruit and vegetables	<ul style="list-style-type: none"> Canned or stewed fruit with added sugar (such as syrup or jelly). Dried fruit in serve sizes up to 30g. Some fruit leathers, straps and dried fruit bars with no added sugar. Ice blocks, ice crushes, gelato and sorbet based on pure fruit juice with no added sugar in serve sizes up to 250ml. Vegetables roasted in oil, marinated and pickled vegetables and olives.
Milk, yogurt, cheese and alternatives	<ul style="list-style-type: none"> Regular-fat plain milk and plain or flavoured yogurt and custard. Reduced-fat flavoured milk and flavoured milk alternatives that are between 900–1,600 kJ per serve. Regular-fat flavoured milk and flavoured milk alternatives that are equal to or less than 1,600 kJ per serve as sold. Regular-fat forms of cheese.
Meat and alternatives	<ul style="list-style-type: none"> Meat or poultry with visible skin or fat. Fish canned in brine, oil or flavoured sauce. Some meat products and lean, processed meats (such as uncrumbed/crumbed burger patties, balls or strips) and some lean, reduced-salt deli meats (roast beef/turkey breast slices, pastrami, chicken breast pieces) in small serving sizes.
Nuts and seeds	<ul style="list-style-type: none"> Salted nuts and seeds. Nut and seed pastes with added sugar, salt or oil.
Unsaturated fats and oils	<ul style="list-style-type: none"> Mono- or poly-unsaturated margarines and oils such as canola, olive, peanut, sesame, sunflower, safflower, soybean, flaxseed.
Single hot-food items, ready to eat meals and snack foods	<ul style="list-style-type: none"> Items that are lower in fat and sodium than the Red category equivalent. Specific details of items that meet these requirements can be found in <i>Healthy Choices: food and drink classification guide (2016)</i>. Savoury-topped breads and pizzas with wholemeal flour and reduced-fat cheese. Steamed dim-sims and spring rolls. Oven-baked potato products. Savoury snack foods (i.e. biscuits, crispbreads and popcorn). Wholemeal muffins or scones with added fruit and vegetables.

MINUTES OF THE POLICY REVIEW PANEL

16 AUGUST 2022

Item 6.1 Healthy Food and Drink Policy - Revised
Appendix 2 Healthy Food and Drink Policy_Original_ March 2019**Amber Category - Choose Carefully**

	<ul style="list-style-type: none"> • Uncoated, un-iced sweet biscuits. • Ice-creams, milk or soy-based ice confections and dairy desserts made with reduced-fat milk. • Ready to eat meals, mixed hot-food dishes and plated dinners.
Drinks	<ul style="list-style-type: none"> • Regular-fat plain milk, and reduced-fat flavoured milk and flavoured milk alternatives that are between 900–1,600 kJ per serve as sold. • Regular-fat flavoured milk and flavoured milk alternatives that are equal to or less than 1,600 kJ per serve as sold. • Fruit and vegetable juices of at least 99 per cent juice with no added sugar in serve sizes up to 250ml. • Ice crushes (such as Slurpees™, slushies) based on at least 99 per cent fruit juice with no added sugar in serve sizes up to 250ml. • Artificially sweetened drinks with no added sugar in serving sizes up to 250ml.

Red Category – Limit

Confectionary	<ul style="list-style-type: none"> • All types including lollies (boiled, soft), jelly, juice jellies, jelly beans, licorice, marshmallow, regular mints, bubble gum, carob, chocolate, chocolate spreads (such as chocolate and hazelnut spread), hundreds and thousands, sprinkles, syrups, chocolate coating, carob coating, yogurt-flavoured coating.
Saturated and trans fat and oils	<ul style="list-style-type: none"> • Butter, dairy-blend spreads. • Lard, tallow, copha, ghee, cooking margarine, palm oil, cottonseed oil, coconut oil. • Cream, coconut cream and regular coconut milk.
Fried foods	<ul style="list-style-type: none"> • Foods fried in large amounts of oil (such as schnitzel). • Deep-fried foods (such as hot chips, spring rolls, dim-sims, fish, tempura).
Single hot-food items, ready to eat meals and snack foods	<ul style="list-style-type: none"> • Items that are higher in fat, sodium and sugar, and in large serve sizes: <ul style="list-style-type: none"> ○ Savoury pastries such as pies, sausage rolls and pasties. ○ Crumbed and coated meat products such as schnitzels. ○ Sausages, frankfurts, saveloys and chorizo. ○ Processed meats such as Devon, Strasburg, salami, kabana and bacon. ○ Savoury snack foods, (i.e. biscuits and crisps). ○ Cakes, slices and sweet pastries. ○ Sweet snack foods, bars and biscuits.

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Appendix 2 Healthy Food and Drink Policy_Original_ March 2019

Red Category – Limit	
	<ul style="list-style-type: none"> ○ Ice-creams, milk or soy-based ice confections and dairy desserts.
Sweet spreads and toppings	<ul style="list-style-type: none"> • Jam, chocolate spreads, honey, syrups, condensed milk, sugar, and sprinkles.
Drinks	<ul style="list-style-type: none"> • Sugar-sweetened drinks such as soft drinks, flavoured waters, flavoured mineral waters, flavoured teas, fruit drinks (less than 99 per cent fruit juice), cordials, sports waters, sports drinks, energy drinks, ice crushes (Slurpees™, slushies). • Artificially sweetened energy drinks in serve sizes over 250ml. • Flavoured milk and flavoured milk alternatives that are more than 1,600 kJ per serve as sold.
Alcohol	<ul style="list-style-type: none"> • Refer to Council's Council and Community Alcohol (Liquor) Policy and Framework. These strategic documents apply a settings and cultures lens to the service and supply of alcohol, where an appropriate responsible service culture and harm minimisation approaches are determined as relevant to the context. • The Council and Community Alcohol (Liquor) Policy should be applied whenever the service and supply of alcohol is being considered across the City of Melton. The Social Planning and Wellbeing Team are available to assist your case by case assessments. • Refer to Australian Guidelines to Reduce Health Risks from Drinking Alcohol. • Where alcohol is supplied, it should be offered in accordance with the National Guidelines for Alcohol Consumption (Alcohol Guidelines). • The Alcohol Guidelines recommend: <ul style="list-style-type: none"> ○ No more than two standard drinks on any day to reduce your risk of alcohol-related disease or injury over a lifetime, and ○ No more than four standard drinks on a single occasion to reduce risk of alcohol-related injury arising from that occasion. • Non-alcoholic beverages, in line with the drinks outlined in this Policy and low alcohol beverages should be offered when alcohol is available.

Source: 'Healthy Choices: Food and Drink Classification Guide' (2016)

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Healthy Food and Drink Policy - Revised

Appendix 2 Healthy Food and Drink Policy_Original_ March 2019

Appendix 2 – Meal and quantity guidelines

Items	Serving Suggestions	Not Recommended
Sandwiches	<p>Offer a variety of breads, sandwich types and fillings; try finger or pinwheel sandwiches, open-faced, bread rolls, pita pockets or lavosh wraps. Use a wide variety of breads and rolls including:</p> <ul style="list-style-type: none"> • multigrain • wholemeal • rye • high-fibre white • lavosh or other flat breads • bagels • plain foccacias or turkish bread • small baguettes. 	<p>Large portions of high fat savoury breads such as garlic or pull-aparts topped with cheese and processed meats such as bacon or salami.</p> <p>Large portions of breads such as long hot dog rolls, ciabatta and focaccia.</p>
Sandwich spreads	<p>Use spreads or condiments sparingly. Try alternatives such as avocado, cottage cheese, ricotta, reduced-fat cream cheese, mustards, relishes, chutney, hommus, tzatziki or low-fat mayonnaise.</p>	<p>Butter, dairy blend spreads, mayonnaise, oil-, cream- and/or cheese-based dips such as aioli, sour cream, tapenades, pesto.</p>
Sandwich fillings	<p>Lean cuts of meats, meat alternatives or reduced-fat cheeses:</p> <ul style="list-style-type: none"> • roast beef • roast chicken with no skin • lean turkey, chicken breast or ham • tinned fish (canned in spring water) • eggs • ricotta or cottage cheese • reduced fat hard or soft. <p>Use plenty of raw salad and vegetables, roasted or grilled vegetables drained of oil.</p>	<p>Luncheon meats such as salami, chicken loaf, cabana, devon, bacon, Strasburg or Mortadella.</p> <p>Do not add salt to sandwiches or filling ingredients.</p>
Salads	<p>Offer a variety of salads, such as garden, bean, pasta, rice or noodle, potato, tabouleh, couscous, coleslaw, roasted vegetables or egg salad.</p> <p>Use balsamic vinegar/lemon juice dressings, or low fat mayonnaise or yoghurt dressings. Offer dressing on the side.</p> <p>If accompanied by meat, use:</p> <ul style="list-style-type: none"> • lean (visible fat-trimmed), uncrumbed meats that have been grilled, roasted or cooked in minimal amounts of poly- or mono-unsaturated oil. • lean chicken (with no skin) 	<p>Salads containing deep-fried croutons, bacon or coated meats that have been deep fried.</p> <p>Cured meats such as salami, chicken loaf, cabana, devon, bacon, Strasburg or Mortadella.</p>

MINUTES OF THE POLICY REVIEW PANEL

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Appendix 2 Healthy Food and Drink Policy_Original_March 2019

Items	Serving Suggestions	Not Recommended
	<ul style="list-style-type: none"> lean ham (no visible fat) fish canned in spring water. <p>If accompanied by cheese, choose reduced-fat varieties where possible, such as ricotta or cottage cheese.</p> <p>If accompanied by nuts, choose plain and/or dry-roasted, unsalted and unfried nuts.</p>	
Salad dressings	<p>It is preferable to leave salads undressed or serve dressing separately.</p> <p>Low oil or no oil dressings such as lemon, orange or lime juice, natural yoghurt, balsamic or wine vinegar with herbs or pepper.</p> <p>Reduced fat, low oil, no oil or low kilojoule commercial dressings. Use dressings made with poly- or mono-unsaturated oils, for example, canola, sunflower, sesame, olive and peanut oils.</p>	<p>Do not add salt to salads or dressings.</p> <p>Cream or mayonnaise-based dressings such as Caesar or sour cream.</p>
Sushi and rice paper rolls	<p>Try options that contain lean, uncoated and uncrumbed meats, egg or seafood and use a variety of vegetable fillings.</p> <p>Use low-fat, reduced-salt ingredients in dipping sauces such as:</p> <ul style="list-style-type: none"> reduced salt soy sauce or reduced salt fish sauce with fresh herbs, garlic, onion or shallots. 	<p>Sushi or rice paper rolls containing deep-fried, coated or battered ingredients.</p> <p>Cream or oil-based sauces.</p>
Finger foods, antipasto and dips	<p>Vegetable-based salsas or relishes such as tomato, bean or capsicum.</p> <p>Reduced-fat yoghurt-based dips such as beetroot, eggplant, capsicum, avocado, tzatziki or hummus.</p> <p>Roasted or grilled vegetables served drained of oil.</p> <p>Olives served drained of oil.</p> <p>Lean cold meat such as roast beef or skinless baked chicken, pastrami or shaved lean ham.</p> <p>Hot options such as lean meat and vegetable kebabs, mini frittatas or bruschetta.</p> <p>Fresh cut fruit and/or vegetable sticks.</p> <p>A variety of different breads, rice crackers, water crackers or crisp breads – wholemeal varieties where possible.</p> <p>Vegetable-based frittatas.</p>	<p>Deep-fried items including savoury pastries such as dim sims, spring rolls, samosas; coated or crumbed meat or vegetable products; and potato chips, wedges, gems, scallops or hash browns.</p> <p>Hot or cold savoury pastries such as pies, croissants or quiches.</p> <p>High fat cured meats such as salami, chicken loaf, cabana, devon, bacon, Strasburg or Mortadella.</p> <p>Oil, cream and/or cheese based dips such as aioli, sour cream, tapenades and pesto.</p>

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Items	Serving Suggestions	Not Recommended
Fruit platters	Whole, sliced or cut pieces of fresh fruit. Fresh fruit skewers with low-fat or reduced-fat dipping sauces such as: <ul style="list-style-type: none"> • fruit purees • yoghurt • whipped ricotta. 	Whipped cream or chocolate.
Cheese and cheese platters	Small serves (40g per person) of cheese (low- or reduced-fat where possible) such as cottage, ricotta, fetta or hard cheeses with a variety of accompaniments such as: <ul style="list-style-type: none"> • different bread varieties, wholemeal salt-reduced crispbread and crackers, pita bread, lavosh, rice cracker or water crackers • fresh fruit and small amounts of dried fruit • fresh cut vegetable sticks with reduced fat dips • roasted or grilled vegetables (served drained of oil) • plain and/or dry roasted unsalted nuts. 	Large portions or blocks of all cheese varieties. High fat or high salt crackers.
Drinks	Offer a variety of hot and cold options: <ul style="list-style-type: none"> • chilled plain and sparkling water • plain and decaffeinated coffee • plain and herbal teas • reduced fat milk for tea and coffee • artificial sweetener for hot beverages • 99-100 per cent fruit juice with recommended serve size of 250mL per person (not sweetened fruit drinks). Serving in small cups is recommended. 	Soft drinks, fruit drinks, cordials, energy or sports drinks. Large serves of fruit juice per person.

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Item 6.1 Healthy Food and Drink Policy - Revised
Appendix 2 Healthy Food and Drink Policy_Original_March 2019

Determining quantities

As a guide, serving size suggestions are outlined below.

Breakfast, morning or afternoon tea:

- 1 piece of vegetable-based frittata per person; and
- 1 medium piece (e.g. apple, banana or pear), 2 small pieces (apricot, plum or kiwi fruit) or 1 cup of diced or canned fruit per person.

Lunch or dinner:

- 1 sandwich or wrap per person; wholemeal bread is preferred. Offer an assortment of fillings such as reduced-fat cheese, lean meats or alternatives such as eggs, and plenty of salad.
- 1 cup of green leafy or raw salad vegetables per person, or ½ cup cooked vegetables per person; and
- 1 medium piece of fruit (e.g. apple, banana, pear) or two small pieces (apricot, plum, kiwifruit) or a cup of diced or canned fruit per person.

Drinks:

- provide water (preferably served in non-disposable jugs/bottles) as the main drink at meetings
- plain coffee, herbal teas with reduced fat or skim milk; and
- artificial sweetener for hot drinks.

Note: To minimise catering waste, discuss recommended quantities with caterer.

Source: 'Healthy choices: healthy eating policy and catering guide for workplaces' (2016)

MINUTES OF THE POLICY REVIEW PANEL**16 AUGUST 2022**

At 12.26pm, Elyse Rider and Daisy Brundell departed the meeting.

6.2 POLICY REVIEW PROJECT IMPLEMENTATION PLAN UPDATE

Responsible Officer: Bradley Dosser - Manager Legal, Governance & Risk
Document Author: Renee Hodgson - Governance Coordinator
Date Prepared: 10 August 2022

Recommendation:

The Policy Review Panel recommend Council approve the updated Policy Review Panel Implementation Plan for September to November 2022, provided as **Appendix 1**.

Motion

Crs Shannon/Deeming.

The Policy Review Panel recommend Council approve the updated Policy Review Panel Implementation Plan for September to November 2022, provided as **Appendix 1**.

CARRIED

1. Background**1.1 The Policy**

A Policy Implementation Plan was prepared in 2021 for Policy Review Panel (PRP) meetings from October 2021 to July 2022.

That Implementation Plan has now reached the end of its life cycle.

Of the 34 Council policies contained within the Plan, approximately 75 percent have been presented to the Policy Review Panel for consideration, with an additional 8 policies and terms of reference documents over and above those contained within the Plan also being considered by the Panel over this timeframe.

Regarding the 8 outstanding policies from the Implementation Plan, one is scheduled for presentation to the Panel at its August 2022 meeting, and the remaining outstanding policies have been carried forward and incorporated in a new plan, detailed below.

Notwithstanding the Policy Review Project being in existence since October 2021 and 30 Policies and 4 Terms of Reference documents being reviewed by the PRP under it to date, there remains a significant number of Council Policies due for review and an identified need to simplify the Policy Framework also, so this item cannot afford to slip off the agenda from a governance perspective.

An update to the Policy Review Project Implementation Plan is attached as **Appendix 1** for the Panel's consideration and approval, which will extend from next month's PRP meeting to the change of the composition of Council Committees in November 2022 following the next Statutory Meeting, and includes a list of policies prioritised for review thereafter.

MINUTES OF THE POLICY REVIEW PANEL16 AUGUST 2022

1.2 Sources/benchmarking

Not directly applicable to this report.

The review process for each policy will include appropriate benchmarking and review of comparable policies, as well as a consideration of applicable legislative requirements.

1.3 Consultation

A list of Council policies provisionally proposed for the extension to the Implementation Plan was presented to the Executive meeting held 9 August 2022. A subsequent in-depth analysis of Council's policy register was conducted, with resultant updates reflected in the policy listing contained in **Appendix 1**.

1.4 Communication and Implementation

The Committee's recommendations and subsequent resolution of Council will be communicated to the Executive and Managers. It is then the responsibility of Executive and Managers to review and present Council policies to the Policy Review Panel in accordance with communicated timeframes and the process set out in the Policy Review Process Policy.

The Governance team will monitor the Policy Review Project and prompt Executive and Managers as required. It will also update the Policy Register, Intranet and Internet as policies are reviewed and adopted by Council.

1.5 Compliance

The review process for Council policies includes a check for compliance with external legislation including the *Local Government Act 2020* and the *Charter of Human Rights and Responsibilities Act 2006*.

Additionally, all policies will be considered to assess whether a Gender Impact Assessment is required for compliance with the *Gender Equality Act 2020* and will be checked for compliance with Council's Instruments of Delegation.

1.6 Measures of Success

It was initially considered that the Policy Review Project would be successful if all overdue Council policies were reviewed and updated for presentation to the Policy Review Panel by 31 July 2022.

Following analysis conducted on the Council Policy Register, the revised projected estimate for this date is mid-2023. This is based on the number of policies to be reviewed, frequency of PRP meetings, and the review of 3-4 policies per meeting.

LIST OF APPENDICES

1. Policy Review Panel Implementation Plan: September - November 2022

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Policy Review Project Implementation Plan Update

Appendix 1 Policy Review Panel Implementation Plan: September - November 2022

Policy Review Panel Implementation Plan: September – November 2022

POLICY REVIEW PANEL MEETING – 8 SEPTEMBER 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date	On website	Status	Date for Executive Approval
Tree Planting and Removal Policy	Policy	Operations	Planning & Development	Council	18/11/2014	21/8/2018	Yes	Overdue	Aug-22
Public Transparency Policy	Policy	Legal, Governance and Risk	CEO Office	Council	31/8/2020	30/6/2022	Yes	Overdue	Aug-22
Youth Advisory Committee Terms of Reference	TOR	Recreation and Youth	Community Services	Council	May 2015		Yes		Aug-22
Purchase of Outgoing Mayoral Gifts Policy	Policy	Legal, Governance and Risk	CEO Office	Council	9/12/2019	30/09/2021	Yes	Overdue	Aug-22

POLICY REVIEW PANEL MEETING – 13 OCTOBER 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date	On website	Status	Date for Executive Approval
Community Group Capital Works Contribution Policy	Policy	Recreation & Youth	Community Services	Council	6/12/2012	9/11/2015	Yes	Overdue	Sep-22
Public Art Policy	Policy	Library & Arts	Community Services	Council	25/06/2018	1/06/2021	Yes	Overdue	Sep-22
Donation Fund Policy	Policy	Community Planning	Community Services	Council	23/06/2013	23/06/2015	Yes	Overdue	Sep-22
Branding Policy	Policy	Engagement & Advocacy	Corporate Services	Council	N/A	N/A	Yes	New Policy	Sep-22

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Item 6.2 Policy Review Project Implementation Plan Update

Appendix 1 Policy Review Panel Implementation Plan: September - November 2022

Policy Review Panel Implementation Plan: September – November 2022

POLICY REVIEW PANEL MEETING – 10 NOVEMBER 2022

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date	On website	Status	Date for Executive Approval
Gifts and Merchandise Policy	Policy	Communications	Corporate Services	Council	26/5/2015	30/3/2017	Yes	Overdue	Oct-22
Building Control Intervention Policy	Policy	Compliance	Planning & Development	Council	22/8/2016	1/3/2020	Yes	Overdue	Oct-22
Public Access Internet Computer Standardisation Policy	Policy	Information Technology	Corporate Services	Council	21/10/2014	21/10/2018	Yes	Overdue	Oct-22
Public Internet Policy	Policy	Information Technology	Corporate Services	Council	18/09/2017	21/10/2018	Yes	Overdue	Oct-22

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Policy Review Panel Implementation Plan: September – November 2022

To be scheduled for future Policy Review Panel meetings

Policy or Procedure Name	Document Type	Business Unit	Directorate	Approval Source	Adoption / Authorisation Date	Review Date	On website	Status	Date for Executive Approval
Online Engagement Policy (To be replaced by new website policy)	Policy	Engagement & Advocacy	Corporate Services	Council	26-05-2015	1-03-2017	Yes	Overdue	TBD
Electronic Recording of Meetings Policy	Policy	Legal, Governance and Risk	CEO Office	Council	26/05/2015	01-04-2018	Yes	Overdue	TBD
Fireworks Policy	Policy	Engagement & Advocacy	Corporate Services	Council	29-04-2019	1-07-2020	Yes	Overdue	TBD
Community Request for Council Budget Allocation Policy	Policy	Community Planning	Community Services	Council	30-04-2018	1-07-2021	Yes	Overdue	TBD
Live Streaming and Publishing of Council Meetings Policy	Policy	Legal, Governance & Risk	CEO Office	Council	14/9/2020	30-08-2021	Yes	Overdue	TBD
Councillor Speaking Opportunity Protocol	Policy	Corporate Services	CEO Office	Council	9-12-2019	30-09-2021	Yes	Overdue	TBD
Investment Policy Statement	Policy	Finance	Corporate Services	Council	14-09-2020	1-10-2021	Yes	Overdue	TBD
Council and Community Alcohol (Liquor) Policy	Policy	Community Planning	Community Services	Council	18-12-2017	1-12-2021	Yes	Overdue	TBD
Policy Approval Process Policy	Policy	Legal, Governance & Risk	CEO Office	Council	7-06-2021	30-06-2022	Yes	Overdue	TBD
Privacy Policy	Policy	Legal, Governance & Risk	CEO Office	Council	30-08-2021	31-07-2022	Yes	Overdue	TBD
Community Grants Program Policy	Policy	Community Planning	Community Services	Council	15-03-2021	1-12-2022	Yes	Overdue	TBD
Mobile Food Vehicle Policy	Policy	Engagement & Advocacy	Corporate Services	Council	28-06-2021	31-12-2022	Yes	Overdue	TBD

MINUTES OF THE POLICY REVIEW PANEL

16 AUGUST 2022

7. GENERAL BUSINESS

Terms of Reference of the Policy Review Panel to be reviewed to include the option for Council's Chief Executive Officer to attend and be presented for consideration at the Policy Review Panel's next meeting under General Business.

Child Safe policies to be presented to the Policy Review Panel at its next meeting under General Business for consideration and discussion.

8. NEXT MEETING

Thursday 8 September 2022 at 10.30am.

9. CLOSE OF BUSINESS

The meeting closed at 1.10pm.

Confirmed

Dated this

.....CHAIRPERSON

12.2 COUNCIL AND WELLBEING PLAN 2021-2025 ANNUAL ACTION PLAN END OF YEAR REPORT 2021/22

Author: Bob Baker - Corporate Planning and Performance Coordinator

Presenter: Sean McManus - Acting Executive Manager Corporate Strategy and Investment

PURPOSE OF REPORT

To present to Council the 2021-2025 Council and Wellbeing Plan Annual Action Plan End of Year Report 2021/22

RECOMMENDATION:

That Council receive and note the Council and Wellbeing Plan 2021-2025 Annual Action Plan Year-end Report (1 July 2021 – 30 June 2022) as presented at **Appendix 1**.

REPORT

1. Executive Summary

The 2021-2025 Melton City Council and Wellbeing Plan is prepared in accordance with the *Local Government Act 2020*. The Plan is reviewed on an annual basis to adapt to the evolving needs of our growing community.

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

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

Appendix 1 provides detail on activity for the fourth quarter (1 July 2021 - 30 June 2022), in the progressive achievement of the 2021/22 Council and Wellbeing Annual Action Plan.

2. Background/Issues

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

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

The 2021/22 Council and Wellbeing Annual Action Plan provides 185 actions that Council has committed to deliver. Council provides the community with quarterly progress reports that support Council's commitment in providing transparency, through public access to relevant information, decision making and strategic documents.

Appendix 1 provides a detailed summary on the status of each action in the 2021/22 Council and Wellbeing Annual Action Plan, inclusive of the period from 1 July 2021 - 30 June 2022. The areas with a stronger link to health and wellbeing are displayed with a heart icon. ♥

The following table provides summary of progress against actions.

Status	Description	Number of actions
Achieved	The Action is completed.	155
On track	The action is on track and expected to be completed by the current timeline	3
Not on Track	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	27
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column	0
Total		185

The following is a selection of actions achieved across 2021/22:

- The Council and Wellbeing Plan 2021-2025 was adopted by Council in September 2021
- 51 Citizenship Ceremonies were held with over 2,000 people becoming Australian Citizens
- The Growing and Thriving: All Abilities and All Ages Strategy was endorsed by Council in June 2022. The Strategy aligns Council's planning and service delivery for key life stages and support needs.
- A Global Learning Festival was delivered in conjunction with Wyndham City Council in November 2021. Over 2,000 people participated in events over the four days of the festival.
- A number of initiatives, including International Women's Day, were delivered as part of Council's commitment to raising community awareness of and prevention of family violence in the community.
- The Arnolds Creek Kindergarten Extension Project was completed with the Kinder now licensed and operating.
- As part of Council's Major Event program, Australia Day, Lakeside Alive and Illuminate Melton were successfully delivered in January, March and April respectively.
- Completed the Melton South and Scott Street Revitalisation program.
- Completed the construction of the Hillside Recreation Reserve Pavilion extension and refurbishment.
- Construction Environmental Management Guidelines were finalised and are now available on Council's website.
- A commemorative space, co-designed with the Melton Historical Society and the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Council, has been established in the historical section of the Melton Cemetery.

- Council lodged State and Federal Budget submissions and the updated Advocacy Priorities booklet was shared with local Members of Parliament to advance Council's advocacy priorities.
- Council delivered a suite of online learning programs with over 5,500 people participating in 105 community programs.

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

3. Council and Wellbeing Plan Reference and Policy Reference

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

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

Initiatives and activities delivered from the Action Plan are contained within the Council approved 2021/22 Budget.

5. Consultation/Public Submissions

The 2021-2025 Council and Wellbeing planning process was developed in response to the deliberative engagement requirements of the Local Government Act 2020. The process involved extensive consultation with stakeholders including the community, Council staff, government agencies, community organisations and private industry.

Council also initiated a Community Panel to support the development of the Plan. This process resulted in the publication of the 2021-2025 Melton City Council and Wellbeing Plan. The 2021/22 Council and Wellbeing Annual Action Plan is prepared from internal consultation of Council staff and management.

6. Risk Analysis

Nil

7. Options

That Council:

- 1) Note the report and appendix as provided; or
- 2) Request amendments be made, and report be resubmitted to a future Council meeting.

LIST OF APPENDICES

1. Council and Wellbeing Plan 2021-2025 Annual Action Plan 2021/22



2021/22 Council and Wellbeing Annual Action Plan
Year-end Report
1 July 2021 to 30 June 2022

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

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

This report provides a detailed breakdown of all actions in Council's 2021/22 Annual Action Plan. The Action Plan contains 185 actions.

Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥

Strategies highlighted in green are those determined by the Community Engagement Panel to be a priority for delivery across the four years of the Council and Wellbeing Plan

Completion dates for all actions are 30 June 2022 unless specified differently.

Status		Symbol	Number of Actions	% of Actions
Achieved	The Action or target has been achieved for the year.	✓	155	83.8%
On Track	The action is on track and expected to be completed by the current timeline or the target is expected to be met.	●	3	1.6%
Not On Track	The Action has been delayed impacting on the current timeline or the target is unlikely to be met. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'Year to Date' column	●	27	14.6%
Postponed	The Action has been deferred for the financial year or the target will not be met. An explanation is provided in the 'Year to Date' column.	●	0	
		Total	185	100.0%

Theme 1: A safe City that is socially and culturally connected**Objective 1.1: A community that celebrates diversity and is inclusive of all ♥****Strategies:**

- 1.1.1 Drive initiatives that promote gender equity ♥
- 1.1.2 Contribute to a welcoming community which embraces diversity ♥
- 1.1.3 Contribute to reducing inequalities among people living with disability, seniors, diverse faith and cultural groups, Aboriginal and/or Torres Strait Islander communities and LGBTIQ+ people ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
1	1.1.1	Implement initiatives from the Equality & Respect Action Plan 2021-2022, to support gender equity in Council's community programs, projects, and plans.	✓	All actions in the Equality and Respect Action Plan have been extended until June 2023. This action plan has been incorporated into the Gender Equality Act 2020. 43 out of 69 actions are in progress and all actions are on track to be completed.	Community Planning	
2	1.1.1	Deliver and promote gender balanced performance line-ups at Council's major community events	✓	Council's major event portfolio resumed in February (post COVID lockdowns). Amongst smaller, placemaking events, one major event was delivered - Lakeside Alive - which featured a gender balanced performance line up.	Engagement & Advocacy	
3	1.1.2	Support and provide services for young people promoting inclusiveness and diversity	✓	Services and support provided to young people promoting inclusiveness and diversity over the course of 21/22 included recognising days of importance, such as Harmony Day which was celebrated with engagement sessions in six schools with over 700 engagements and RUOK day with a social media campaign receiving 234 engagements. A range of school holiday activities, including recreational, leadership and arts activities included hybrid methods of engagement as well as a return to face to face school engagement. January and April 2022 school holiday programs saw over 500 registrations and 45 activities. April 2022 school holidays included wheelchair rugby and specialist hoops activities	Recreation & Youth	
4	1.1.2	Engage community and stakeholder organisations in the development of a strategy to support social cohesion, interculturalism and equity in the diverse Melton community.	✓	The community engagement for the future Intercultural Strategy has been completed and an engagement report compiled. 353 online surveys were completed, 81 participants in various workshops. Five place based My City, my say events were completed.	Community Planning	

5	1.1.2	Partner with Community Planning to participate in or hold workforce event during Cultural Diversity Week-March 22	✓	People & Culture held a Harmony Day morning tea on 21 March 2022 for staff to celebrate workforce diversity and inclusion - this coincides with Cultural Diversity Week (State Government).	People & Culture	
6	1.1.2	Activate facilities for programs that are inclusive and that celebrates diversity	✓	Facilities activated included Melton Youth Centre, Taylors Hill Youth and Community Centre, Cobblebank Stadium Kurunjang Community Hub, Melton Central Community Centre, Melton Library, Melton Botanic Gardens and Melton Waves.	Recreation & Youth	
7	1.1.3	Actively participate in regional collaborations and networks to support diversity and inclusion such as GOWEST, Western Regional Local Government Reconciliation Network, Victorian Local Gov Multicultural Issues Network.	✓	Two meetings of the Victorian Local Government Multicultural Issues Network were attended in the 4th quarter of the financial year. Throughout 2021/22, staff continued to strengthen our participation in regional collaborations and networks across the diversity and inclusion portfolio.	Community Planning	
8	1.1.3	Participate as a member of the Babaneek Booboop Early Years Consortium and continue to advocate for ongoing funding for the program.	✓	Council has participated in the Babaneek Booboop Early Years Consortium, with focus areas including working to support families with school transitions and children starting kindergarten, ensuring that barriers are removed for families to access to Early Start and 4 year old Kindergarten and advocating for Cultural Safety in Early Education, Care and Maternal & Child Health Services. There has also been a strong focus on impact COVID 19 has had on families. Funding has been secured for a further twelve months, 2022-2023.	Families & Children	
9	1.1.3	Review the Recruitment Policy to invite diversity in employment	✓	Completed - the new Recruitment Policy is to be integrated in manager/staff training	People & Culture	

Objective 1.2: A safe community where people feel proud to live ♥**Strategies:**

- 1.2.1 Invest in initiatives that promote road and community safety ♥
- 1.2.2 Empower the community to strengthen civic pride, social cohesion and a sense of belonging ♥
- 1.2.3 Work in partnership with emergency services ♥
- 1.2.4 Enhance the City's reputation with the broader community

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
10	1.2.1	Deliver initiatives within the Safe City Proud Communities Action Plan 2020-2022 to promote road and community safety with community and partner organisations.	✓	Eighty-eight per cent of actions considered complete in two year plan. Endorsement now received for both initiatives as part of the Empowering Communities Project. Community Road Safety Forum held. Support for Victoria Police for the Crime Prevention Information Nights. Full progress report developed for Executive endorsement and 2022-2024 Implementation Plan signed off my relevant Managers.	Community Planning	
11	1.2.2	Deliver Citizenship Ceremonies for City of Melton residents	✓	Melton Council held 43 online and 8 face to face Citizenship Ceremonies during the course of 2021/22 . Over 2,000 people have become Australian Citizens as a result of attending these Ceremonies.	Legal, Governance & Risk	
12	1.2.3	Participate on the Municipal Emergency Management Committee (MEMPC) and take action as required	✓	The Municipal Emergency Management Committee (MEMPC) meet quarterly. In February 2022, the MEMPC endorsed a new sub committee: the Municipal Fire Management Committee (MFMP); in order to coordinate fire preparation and prevention efforts across the municipality.	Operations	
13	1.2.3	Participate on the Municipal Fire Management Committee (MFMP) and take action as required	✓	The Municipal Fire Management Committee (MFMP) meet quarterly. In May 2022, the MFMP re established itself as a sub committee of the Municipal Emergency Management Committee under the 2013 Emergency Management Act.	Operations	

14	1.2.3	Mitigate the risk of grass and bushfires impacting the community in the City	✓	Fire Danger Period ended in May 2022. The Municipal Fire Prevention officer has issued in excess of 600 Notices to Comply and Fire Prevention Notices to land owners within the City of Melton. Notices to Comply will be used as an ongoing tool to manage vacant blocks during the winter and spring season.	Operations	
15	1.2.4	Deliver visitor attraction initiatives.	✓	A number of events were held in key precincts to support the visitor economy including Illuminate in Melton Town Centre, Diggers Rest Magic Series, Hillside Putt & Play and Lakeside Alive and a Taste of Springlake in Caroline Springs along with a calendar of events for Melton Town Centre. Melton City Council supports the Western Melbourne Tourism Board in regional visitor attraction initiatives.	Engagement & Advocacy	
16	1.2.4	Development of strategies for Positive Ageing and Disability	✓	A Strategy for All Abilities and All Ages has been finalised and approved by Council. Positive Ageing and Disability action plans developed for year one of this plan.	Community Care	

Objective 1.3: Local neighbourhoods are socially and culturally connected ♥**Strategies:**

- 1.3.1 Provide opportunities for arts participation and appreciation ♥
- 1.3.2 Promote opportunities for social connection ♥
- 1.3.3 Build community resilience through COVID recovery initiatives ♥
- 1.3.4 Support community programs delivered by local organisations and community groups ♥
- 1.3.5 Invest in festivals and celebrations in partnership with the community and local business ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
17	1.3.1	Develop a Public Art Plan to guide the commissioning of public artworks as the City develops	✓	A draft document has been received, and will be presented to the Arts and Culture Advisory Committee in August.	Libraries & Arts	
18	1.3.3	Support the community in COVID19 recovery through delivering partnerships, communications and support initiatives with local agencies to diverse Melton communities experiencing hardship.	✓	Community Connector Hubs Food relief delivered 954 food hampers from July 1 2021 - 30 June 2022 to those experiencing food security challenges. Council has approved a new round of grant funding for Community organisations to deliver Covid emergency relief and material aid.	Community Planning	
19	1.3.3	Support community groups and activity providers to reactivate locally through providing guidance on COVID Safe delivery and streamlining venue access and bookings at Council's community centres.	✓	New booking system was implemented and went live in September 2021. Successfully executed 289 licence agreements for external community hirers.	Community Planning	
20	1.3.3	Strengthen understanding of the social and economic impacts of COVID-19 pandemic and public health measures in the City of Melton through reporting on and monitoring impacts with service providers.	✓	A COVID Impacts Report has been finalised, adopted, published and has been circulated.	Community Planning	
21	1.3.3	Work with community health and support organisations to strengthen local community supports for COVID-19 pandemic mental health impacts experienced across the Melton community.	✓	Mental health referral guides and service bridging completed and communicated to internal community facing staff, along side mental health training. Theory of change developed in partnership with external and external Stakeholders to continue to guide work over next CAAP. A COVID Impacts Report has been finalised, adopted, published and has been circulated.	Community Planning	

22	1.3.3	Deliver Covid safe support to businesses.	✓	Council appointed a second COVIDSafe Support Officer with the additional \$60,000 funding received by State Government to support these activities. COVIDSafe engagements took place on a weekly basis with in-person business visits to inform and update business owners on COVIDSafe practices for their staff and customers.	Engagement & Advocacy	
23	1.3.3	Develop the COVID-19 Recovery Action Plan.	✓	A draft plan was developed which scoped key impacts of COVID and areas of focus where Council can direct activity to strengthen community resilience. This will inform Council's ongoing response to COVID impacts.	Corporate Strategy & Investment	
24	1.3.4	Partner with community groups and service providers to deliver learning and capacity building programming in response to community identified needs and aspirations.	✓	The Community Activation and Learning Team have partnered with Registered Training Organisations, recruitment specialists and local health organisations to deliver a suite of employment and training programs for local community including CALD community. 105 participants successfully completed the White Card training session from November 2021 - June 2022. Ongoing job readiness, mental health, stress relief, and cooking on a budget capacity building sessions were delivered online each week through Melton Learning Directory and the Melton Learning Directory YouTube Channel. Face to face community programming returned in February 2022 after being on hold due to lockdowns in 2021.	Community Planning	
25	1.3.4	Support community groups and local organisations to increase the number of and participation in community playgroups.	✓	Thirty-two groups have been supported across the year, with adjustments to delivery models in line with Victorian Government Covid restrictions. Visits to community playgroups have recommenced to provide additional support to groups. Promotion for playgroup members has been added to monthly newsletter to encourage participation.	Families & Children	
26	1.3.5	Plan and deliver the Melton Lifelong Learning Festival and innovate to improve participation and engagement.	✓	Successfully co-delivered The Global Learning Festival (GLF) from November 8 - 11 with Wyndham City Council. There were 98 events hosted over four days, with over 2000 participants attending events across the duration of the GLF. Melton City Council successfully delivered 7 events. A comprehensive evaluation report is being prepared by both councils and will be available in 2022.	Community Planning	

27	1.3.5	Deliver a community events and festival program that ensures community and business participation opportunities	✓	As part of Council's Major Event program, Australia Day, Lakeside Alive and Illuminate Melton were successfully delivered in January, March and April respectively. All three events were well attended by the community - with Lakeside Alive attracting upwards of 12,000 attendees and Illuminate Melton, 5000+. Through engagement with local businesses, Council was able to actively promote special offerings and incentives created specifically for the event, thereby creating a broader brand awareness. Smaller events were also delivered, including the Hillside Precinct Activation, Springlake and Diggers Rest . All surrounding businesses were engaged and actively promoted and were involved with the event on the day.	Engagement & Advocacy	
28	1.3.5	Deliver the annual Christmas decorations program in key retail precincts	✓	The 2021 Christmas decorations were rolled out during the last week of November 2021 and removed on 6 January 2022. They were set up in our two prominent retail centres: Melton Town Centre and Caroline Springs Boulevard where there is high visibility and community activity. The installations included 3 x wreaths, 2 x Christmas trees, centre nature strip baubles, street banners and street pole decorations, decals on Caroline Springs Gallery windows, bollards, and shop front decals.	Engagement & Advocacy	
29	1.3.5	Deliver an event and activation calendar as part of the Melton Revitalisation Project	✓	Event activations at the Melton Town Centre began in January with weekly entertainment on a Wednesday and Friday. Activations are promoted to the community via the City of Melton social media pages. The events have gradually increased in patronage as awareness of the events grows.	Engagement & Advocacy	

30	1.3.5	Deliver events and celebrations as part of the Business Place Engagement program	✓	The Melton City Much More Buskers program (supporting local businesses with entertainment and promotion activities) and the Mystery Music Makers program (supporting business/districts with music entertainment) commenced in January as part of State Government funded program - COVIDSafe Outdoor Activation Fund Part A. All activations have been promoted to the community via the Melton City Much More Facebook page and received good patronage, while engagements took place with local business owners to increase their offerings and promotional awareness and encourage visitation to their business during the rollout of these events.	Engagement & Advocacy	
31	1.3.5	Deliver events to celebrate Children's Week.	✓	This project is complete. Online event comprising of 19 activities/sessions for families and children delivered 24 to 31 October.	Families & Children	

Objective 1.4: A City that promotes positive public health and wellbeing outcomes to our community ♥**Strategies:**

- 1.4.1 Work in partnership with health and community service providers to deliver initiatives that meet the needs of the community ♥
- 1.4.2 Invest in the mental wellbeing, healthy eating and physical activity of all our community with an emphasis on children and young people ♥
- 1.4.3 Improve community health and wellbeing outcomes related to sexual and reproductive health and harm caused by tobacco, alcohol and drug use ♥
- 1.4.4 Raise community awareness and deliver programs to prevent family violence ♥
- 1.4.5 Support children and young people to learn, develop and reach their full potential ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
32	1.4.1	Participate in the delivery of the 'Strong Families, Strong Babies' partnership grant.	✓	Although the Strong Families, Strong Babies Project commencement date was delayed due to Western Health staff shortages, the program is back on track and the program will continue into next year. Flyers & communications have commenced for the Project.	Families & Children	
33	1.4.2	Promote opportunities for all of our community to lead healthy & active lifestyles	✓	As part of the Engaging Youth Through Sport program, a Strength & Conditioning coach has engaged with four sporting clubs and approximately 225 young people. Youth school holiday and term based programming included activities that promote physical activity, such as basketball, cricket, tennis and learning to surf. 2022 Youth Forum delivered in June 2022 theme was "Social Connection".	Recreation & Youth	
34	1.4.2	Engage young people to build understanding of their wellbeing needs and identify Council and local service response strategies.	✓	The final workshop was delivered with the school cohort. A high-level evaluation report for the whole of Phase 1 has been commenced. Funding to support major components of Phase 2 has been secured.	Community Planning	
35	1.4.2	Deliver the Sleep and Settling program for families with babies and toddlers.	✓	There has been 607.07 hours of outreach hours provided to a total of 169 families. There have also been 153 group sessions provided attended by 761 families	Families & Children	
36	1.4.2	Continue to plan, develop and provide opportunities for increased provision of recreation and leisure opportunities	✓	Six community representatives were appointed to the Recreation and Leisure Advisory Committee for a 2 year term. Seven sporting clubs participated in strategic planning workshops. RSA and Food Safety workshops were delivered. A Women in Sport Breakfast was held on 10th December 2021. A new community soccer club was established for the 2022 season in Aintree.	Recreation & Youth	

37	1.4.3	Deliver Sons and Daughters of the West Health Programs to support social connection, physical activity and health awareness.	✓	Sons of the West and Daughters of the West programs has been delivered with 46 and 57 graduates respectively.	Community Planning	
38	1.4.3	Conduct an "Annual sale of tobacco to minors" testing program in accordance with the Municipal Association of Victoria (MAV) funding agreement	✓	All Test Purchasing and inspections completed as per funding agreement. 3 Fines were issued and 2 Official Warnings given.	Community Safety	
39	1.4.4	Deliver initiatives to raise community awareness and prevent family violence, including the 16 days of activism campaign.	✓	Family Violence forum 2022 to be delivered under next the Council Annual Action Plan. 16 Days of activism was delivered in Nov-Dec, 2021. Flags were delivered and hoisted on 55 flagpoles across the City of Melton. A range of initiatives delivered for International Women's Day initiatives in March 2022 including a second hosting of equality banners.	Community Planning	
40	1.4.4	Advocate for localised provision of family violence services	✓	Through ongoing advocacy, a localised provision of Orange Door service will open at the Western BACE in September 2022 as a short term option. Additionally, Family Safety Victoria has submitted an EOI to be located in the Cobblebank Community Services Hub long term. An official announcement of Melton service was made by the Minister in May 2022.	Engagement & Advocacy	
41	1.4.4	Embed practices across the Maternal and Child Health Services to provide support to those at risk at risk of family violence.	✓	Maternal and Child Health Nurses have completed training on the Family Violence Multi-Agency Risk Assessment and Management Framework, conducting family violence assessments and safety planning. A family violence expert has been employed as part of the multidisciplinary Enhanced Maternal and Child Health Program to provide ongoing support, education and secondary consultation.	Families & Children	
42	1.4.5	Complete the Arnolds Creek Kindergarten Extension Project inclusive of starting date first term 2022	✓	The project has been completed. A new kindergarten room and playspace has been licenced and in operation.	Families & Children	

Objective 1.5: A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination ♥**Strategies:**

- 1.5.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture ♥
- 1.5.2 Incorporate Aboriginal culture into the built environment
- 1.5.3 Identify and protect Aboriginal places of significance
- 1.5.4 Provide leadership in reconciliation, build positive partnerships and community relationships, and support culturally appropriate activities, services and places ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
43	1.5.1	Deliver and promote local events for NAIDOC Week and Reconciliation Week.	✓	The Reconciliation Week flag raising event on 3 June was a great success with 100+ attending including representatives from peak Aboriginal Organisations. A NAIDOC Week event scheduled for 6 July is planned to be a celebration of culture.	Community Planning	
44	1.5.2	Maximise the use of appropriate Aboriginal references in the approval of new street names	✓	Council has been working with developers on maximising the use of street names that have an association with the land and area, including the use of Aboriginal references where considered appropriate	Planning Services	
45	1.5.3	Ensure that planning applications in areas of cultural sensitivity are accompanied by an approved Aboriginal Cultural Heritage Management Plan	✓	All planning applications are checked at the allocation stage, to determine whether the site is in an area of cultural sensitivity and if so whether the use/development triggers the need for a Cultural Heritage Management Plan	Planning Services	
46	1.5.4	Engage the community in the development of the City of Melton's Reconciliation Action Plan.	●	Formal engagement will commence in the 2022/23 financial year. The Reconciliation Action Plan will be developed in consultation with a working group and involve internal and external engagement. The Plan will be presented to Council for adoption in March 2023 subject to the duration of the engagement.	Community Planning	
47	1.5.4	Support programs working with children and families to be culturally safe for Aboriginal and Torres Strait Islander families	✓	The Best Start and Supported Playgroup programs continue to work in collaboration with local stakeholders in the Babaneek Booboop Early Years Cultural Safety Working Group. This year the group developed and implemented an audit tool and focused on engaging Aboriginal services on effective promotion to families.	Families & Children	

48	1.5.4	Develop training programs and deliver to staff and community that build Aboriginal Cultural Awareness and Cultural Competency	●	An information session on the impacts of the Victorian Government Treaty process was presented on 3 June 2022. A suitable training session is being developed.	Community Planning	
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Theme 2: A vibrant and healthy natural and built environment**Objective 2.1: A City with healthy waterways, biodiversity and ecosystems ♥****Strategies:**

- 2.1.1 Ensure that new waterways are developed in a way that balances biodiversity enhancement with education and leisure ♥
- 2.1.2 Ensure the maintenance and protection of waterway ecosystems
- 2.1.3 Ensure biodiversity is well managed and protected, both on Council's land and on private land
- 2.1.4 Advocate to the State Government to complete the acquisition of the Western Grassland Reserve and other biodiversity conservation reserves

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
49	2.1.1	Develop a masterplan for Lake Caroline	●	A Project Working Group has been formed to guide this project. A draft brief to engage Consultants to undertake this masterplan process has been prepared. Consultants will be invited to submit quotes in the first quarter of 2022/23 Financial Year.	City Design & Strategy	
50	2.1.1	Continue to implement key actions from Councils Integrated Water Management (IWM) Plan, including projects that are progressing through the Werribee Integrated Water Management Forums	✓	All new developments are incorporating IWM measures such as street tree passive irrigation and rainwater tanks on lots greater than 300m2.	Engineering Services	
51	2.1.2	Deliver the Water Sensitive Urban Design Construction program	✓	This year all projects are design only for the next 3 years of delivery. Designs are on track to be completed by the end of the year.	Engineering Services	
52	2.1.2	Ensure permits for new land subdivision includes requirements for submission and compliance with environmental management plans to ensure that sediment discharge to watercourses is minimised.	✓	The requirement for an Environmental Management Plan to be submitted and complied with is now a standard permit condition for new subdivisions, which is checked prior to the issue of the permit.	Planning Services	
53	2.1.3	Complete at least one new management plan for a council owned or managed conservation reserve per annum.	●	A draft Mount Cottrell Management Plan was developed, however, due to a significant increase in statutory approvals, further development of the Master Plan did not occur. This item has been carried over into the 2022/23 Council and Wellbeing Plan Annual Action Plan.	Environment & Waste	

54	2.1.3	Continue to provide land management advice to landowners through the Environment Enhancement Program.	✓	We have now concluded work on the 2021 cycle of the Environment Enhancement Program (EEP) with approximately 86% of eligible landowners successfully completing required work. Proposed work forms have been sent out for the 2022 EEP cycle, and officers have begun engagement with landowners to assist them in creating their work programs for the coming year.	Environment & Waste	
55	2.1.3	Undertake condition audits of Council environmental reserves	✓	Onsite audits have been completed. Above average rainfall has increased weed content in the network of reserves whilst, at the same time, also allowed for a good harvest of kangaroo grass.	Operations	
56	2.1.4	Participate in the Western Grasslands Reserve working group newly convened by the state government.	✓	The state government working group, on which Melton is represented, concluded the process of drawing up an interim management plan for the Western Grassland Reserve.	Environment & Waste	

Objective 2.2: A City resilient to the impacts of a changing environment ♥**Strategies:**

2.2.1 Provide an integrated approach to land management that addresses risks, such as bushfire, uncontrolled weeds, flooding and storm events

2.2.2 Employ the principles of climate change adaptation in Council infrastructure

2.2.3 Support initiatives that promote cooling of the urban environment ♥

2.2.4 Ensure assets are adequately renewed, maintained, fit for purpose and resilient to changing climate conditions

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
57	2.2.1	Establish a land and weed management working group to bring together functions from across council.	✓	A cross-department working group has continued to meet regularly, and has now expanded to include local laws	Environment & Waste	
58	2.2.2	Establish working groups to implement actions from Councils Climate Change Adaptation Plan in line with council's pledge under the Climate Change Act.	✓	Working groups have been established in a variety of forms to assist with the implementation of the Climate Change Adaption Plan.	Environment & Waste	
59	2.2.3	Review Councils Tree Planting and Removal Policy to further protect our tree Assets	●	The Policy will be adopted during 2022/23, the second year of the Council and Wellbeing Plan 2021-2025.	Operations	
60	2.2.4	Undertake condition audits of council assets to guide renewal program outcomes	✓	Condition audits are now complete for Council's building and minor structures and car parks. Data from these audits will guide future renewal planning for buildings, minor structures and car park assets.	Engineering Services	
61	2.2.4	Ensure strategic asset management activities are undertaken in accordance with best practice asset management principles.	✓	An Asset Management Steering Committee has been established and meeting quarterly.	Engineering Services	
62	2.2.4	Deliver annual renewal programs associated with Parks & Open Space, Footpaths and Building Components.	✓	Renewal programs have been completed as required across the financial year.	Operations	

Objective 2.3: A City growing and developing sustainably ♥**Strategies:**

- 2.3.1 Ensure land development practices minimise environmental harm and damage
- 2.3.2 Promote the efficient use of resources in the development of the City
- 2.3.3 Promote the use of Environmentally Sustainable Design guidelines in all aspects of the development of the City
- 2.3.4 Support the conservation and restoration of heritage places

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
63	2.3.1	Prepare and implement the Western Plains South Green Wedge Management Plan	●	The working draft plan is under internal review prior to a briefing of Councillors and then community engagement. Following the community engagement, the final plan will be presented to Council in 2023.	City Design & Strategy	
64	2.3.1	Evaluate and respond to planning referrals in line with Planning & Environment Act and Environment Protection Act obligations to protect the natural environment.	✓	The Environmental Planning team continues to meet statutory deadlines for planning referrals - with approximately 80% of referrals completed within the required timeframes.	Environment & Waste	
65	2.3.1	Provide Construction Environmental Management Plan Guidelines.	✓	The development of the Construction Environmental Management Guidelines has been completed and they are now publicly available on the Council website.	Environment & Waste	
66	2.3.2	Update standard landscape details to guide the development and handover process for new parks developed in residential estates.	✓	The asset handover process has been documented and reviewed to inform the handover process of new parks to Council.	City Design & Strategy	
67	2.3.3	Develop and publish ESD guidelines to ensure consistent delivery of ESD principles in new developments.	●	Draft internal guideline documents have been developed. Finalisation of the action has been delayed due to a General Amendment to the Planning Scheme that State Government announced in June 2022 to increase consideration of Environmentally Sustainable Design (ESD) requirements with planning permit applications.	Environment & Waste	

68	2.3.3	Participate in the trial for the Sustainable Subdivisions Framework	●	Council participation is on hold whilst a resourcing assessment is being undertaken to enable participation in the trial.	Planning Services	
69	2.3.4	Coordinate the delivery of the Heritage Assistance Fund	✓	A round of the Heritage Assistance Fund extends over two financial years, meaning the recipients of the fund have two years to expend their awarded funds. Of the three recipients in Round 12, two have expended their allocated funds with the third recipient expected to do so in the next financial year.	City Design & Strategy	
70	2.3.4	Create a commemorative space in the historical section of the Melton Cemetery that recognises and acknowledges historical and Aboriginal significance.	✓	This project has been completed in accordance with a design for the commemorative space that was developed in collaboration with the Melton Historical Society and Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Council	City Design & Strategy	

Objective 2.4: A City that mitigates and adapts to climate change, and is environmentally aware ♥**Strategies:**

- 2.4.1 Educate and engage the community in local environmental and sustainability issues and decision making ♥
- 2.4.2 Maximise the use of alternative water sources and reduce Council's reliance on potable water
- 2.4.3 Advocate and lead in moving to a low carbon economy
- 2.4.4 Reduce the amount of waste being sent to landfill
- 2.4.5 Facilitate access to and appreciation of local natural landscapes and places of cultural heritage

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
71	2.4.1	Educate and engage with residents with regards to the natural environment, sustainability and waste in line with Councils Environment Plan objectives	✓	Education and engagement programs have occurred throughout the year, due to the impacts of COVID this engagement has mostly occurred via social media and the Council website	Environment & Waste	
72	2.4.1	Continue support and presentation of education and enabling training such as the Nature Stewards program	✓	The autumn 2022 Nature Stewards program was successfully completed with a total of 19 people participating	Environment & Waste	
73	2.4.3	Continue to support service units in the implementation of key actions from Councils Environment Plan to ensure compliance with low carbon economy targets.	✓	Council has recently completed the transition to fully renewable electricity, as all sites have now come online to our new electricity supply contract. The Solar retrofit program was successfully implemented.	Environment & Waste	
74	2.4.4	Provide services and initiatives that support the community to divert waste from landfill.	✓	This financial year, Council introduced a new waste charge fee structure with a flat fee charge. This significantly increased the uptake of the green bin service and allowed improved accessibility to the service particularly for our tenants community. The uptake of the green bin service has increased from 66% to 75% this financial year. This increase uptake will continue to give residents the ability to divert Food and Garden Organics from landfill.	Environment & Waste	
75	2.4.5	Coordinate and deliver the Heritage Festival	✓	The Heritage Festival is now undertaken by the Libraries and Arts Team in conjunction with Council's Heritage Advisor. The Heritage Festival ran from 21 April - 2 May 2022.	City Design & Strategy	

76	2.4.5	Continue with the implementation and delivery of Councils Sustainable Education Program	✓	Education and engagement programs have occurred throughout the year, due to the impacts of COVID this engagement has mostly occurred via social media and the Council website	Environment & Waste	
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Theme 3: A fast growing, innovative and well planned City**Objective 3.1: A City of 20 minute neighbourhoods ♥****Strategies:**

- 3.1.1 Advocate to and work with the State Government and other stakeholders in planning for the City
- 3.1.2 Investigate opportunities to enhance the connectivity and activity of existing urban areas ♥
- 3.1.3 Appropriately plan for future development of greenfield land and ensure linkages to existing communities and assets ♥
- 3.1.4 Undertake integrated open space planning to ensure all neighbourhoods have access to reserves, parks, gardens, heritage places and natural assets ♥
- 3.1.5 Support local place making and buy local initiatives ♥
- 3.1.6 Promote the take up of smart* technology to connect people, enhance safety and improve liveability

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
77	3.1.1	Contribute to State Government processes in the identified Precinct Structure Plans and Infrastructure Contributions Plans.	✓	City Strategy have participated in the first two stages (pre-commencement and place shaping) of the Melton East Precinct Structure Plan (PSP) in accordance with the Victorian Planning Authority's (VPAs) PSP 2.0 process.	City Design & Strategy	
78	3.1.1	Actively contribute and where appropriate make submissions on the proposed Western Victoria Transmission Network Project.	✓	Council is actively contributing to the Technical Reference Group, reviewing technical reports and providing commentary. Support is also being provided to the community to reduce the impact of this project on the City of Melton.	City Design & Strategy	
79	3.1.2	Engage the community and stakeholders and prepare a revitalisation plan for the Melton Town Centre.	●	A visioning process was undertaken with traders and the community to understand their aspirations for the future of the Melton Town Centre. Technical reports in economics, community infrastructure and traffic and transport have been completed. A draft discussion paper has been prepared and consulted on internally, summarising the visioning process, technical reports and future options for the revitalisation of the Melton Town Centre. Community engagement is to occur in 2023 to inform preparation of the Plan.	City Design & Strategy	

80	3.1.3	Prepare and endorse Urban Design Frameworks for Mt Atkinson and Rockbank North Major Activity Centres.	●	Council officers are continuing to work with Scentre Group on the preparation of the Mt Atkinson Major Activity Centre Urban Design Framework (UDF). Scentre Group are finalising technical reports and are drafting the UDF document in collaboration with Council officers before community consultation of the draft document. Council Officers have undertaken a design Charette and technical assessments in the preparation of the UDF. The final draft Urban Design Framework is anticipated to be completed by early 2023.	City Design & Strategy	
81	3.1.4	Undertake a review of the 2005 Masterplan for the Melton Weir.	●	A consultants brief and request for quote process has been completed to appoint a consultant to begin work on the Masterplan in July 2022.	City Design & Strategy	
82	3.1.4	Complete a review of the Masterplan for the Melton Botanic Garden	●	The review of the Melton Botanic Gardens Masterplan is well progressed with costings being reviewed to account for recent cost escalations. A final draft will be ready for consultation late 2022.	City Design & Strategy	
83	3.1.5	Plan and deliver a children's playspace as part of revitalisation plan for the Melton Town Centre.	●	Tenders have closed for the project with works expected to commence late 2022 and be completed by June 2023.	City Design & Strategy	
84	3.1.5	Complete the Melton South and Scott Street Revitalisation program.	✓	Economic Development delivered precinct launch events to celebrate the revitalisation of Melton South and Scott Street as part of State Government's Neighbourhood Activity Centre Renewal Fund in February 2022. Fourteen businesses in Melton South, and six businesses in Scott St/Burleigh Rd participated in activities around shopfront renewals, improved lighting and roller door enhancements. Council also delivered additional lighting and an art mural. Additional park and street cleaning took place to further enhance the physical appearance of the commercial strips.	Engagement & Advocacy	
85	3.1.5	Deliver the projects under the Melton Revitalisation Program.	✓	A number of projects were delivered under the Melton Revitalisation Program this year, including Round 1 of the Shopfront Improvements, MTC marketing and Buy Local campaign, a series of event activations, the Pop up Shop incubators and the Illuminate Melton event. A number of Melton Town Centre Champions and Trader Working Group meetings were held and a series of videos featuring businesses in Melton Town Centre were completed.	Engagement & Advocacy	

86	3.1.5	Deliver targeted placemaking activities to support business precincts including completion of the Outdoor Dining and Entertainment Program.	✓	The activation of business precincts continued, with funding support through the State Government's COVIDSafe Grant funding. A number of initiatives were delivered throughout the year including the Caroline Springs Square pop up activation, and improved outdoor set ups for businesses in Melton Town Centre, Melton, Eynesbury, Diggers Rest and Ravenhall. A monthly music program supporting hospitality businesses was delivered between February and June. A number of small-scale events were also delivered in Hillside, Melton Town Centre and Diggers Rest to support business precincts.	Engagement & Advocacy	
87	3.1.5	Develop and implement seasonal Buy Local campaigns	✓	The Melton City Much More Buy Local program was implemented throughout the year. The campaign featured QR code shop decals, postcards and fridge magnets directing the community to the Melton City Much More Facebook page for daily local business promotions. Council also established a Mega Deals Thursday initiative which achieved high participation rates from local businesses, and high engagement from the community in support of the business offers. Ongoing seasonal campaigns were implemented throughout the year, including Christmas, Valentine's Day, Mother's Day and Easter.	Engagement & Advocacy	

* smart technology includes devices such as a sensor which can help make the delivery of Council services more efficient, QR codes on public art to provide information or digital models of the municipality to aid with planning decisions.

Objective 3.2: Health and community services accessible locally ♥**Strategies:**

- 3.2.1 Advocate for and facilitate for the provision of health and community services and facilities to be within close proximity and safe access to public transport ♥
- 3.2.2 Plan and design Council facilities to accommodate health and community services ♥
- 3.2.3 Advocate for and support the development of the Melton Hospital and associated services ♥
- 3.2.4 Strengthen the health and community service system by working in partnership with providers and state government to attract additional services and support the expansion of existing services ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
88	3.2.1	Advocate for localised provision of health and community services	✓	Council was successful in attracting funding towards the Cobblebank Community Services Hub through the Victorian Government's Growing Suburbs Fund. An Expression of Interest process was undertaken to determine interest in potential service providers taking up a tenancy. The EOI attracted a number of strong community services providers expressing interest to provide critical services locally. Work will continue in 2023/24 to further engage with providers and co-design the Hub.	Engagement & Advocacy	
89	3.2.2	Lead infrastructure works to support the delivery of 3 and 4 year old Kindergarten for the growing community.	✓	Building Blocks Partnerships signed with state government detailing infrastructure planned to be delivered to 2029 and the associated costs/funding to be acquired for each project.	Families & Children	
90	3.2.3	Continue to advocate for the timely delivery of the Melton Hospital to be operational by 2026	✓	Funding for the hospital was included in the 2022-2023 Victorian State Budget. Council will continue to advocate to the State Government for the timely delivery of the hospital and is working with the Victorian Health and Human Services Building Authority to support planning and delivery of the hospital.	Engagement & Advocacy	

91	3.2.4	Deliver strategic health and human services attraction planning and support partnerships to bridge service gaps in the City of Melton.	✓	An Expression of Interest was undertaken as a first step in determining the level of interest in potential providers that may take up a space within the Cobblebank Community Services Hub. The EOI was open from 7 May to 24 June 2022 and validated the proof of concept with interest from 18 prominent community service providers with work to continue in 2022/23 to further engage and secure potential tenants. Analysis of and planning to address ongoing gaps is underway.	Community Planning	
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Objective 3.3: A City with accessible infrastructure that meets the needs of all ♥**Strategies:**

3.3.1 Ensure infrastructure and open space are designed, built and maintained to accommodate safety, growth, diverse needs and adaptability

3.3.2 Advocate for and support the development of diverse and affordable housing ♥

3.3.3 Advocate to and work with the State Government for the timely delivery of State infrastructure to service the City

3.3.4 Design, build and maintain the public realm to enable the promotion of physical activity ♥

3.3.5 Embrace new technology with the potential to revolutionise how city infrastructure are planned and managed sustainably

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
92	3.3.1	Aim for the delivery of at least 80% of the 2021/22 Capital Works Program	●	Total spend for 2021/22 was \$52M against a budget of \$173M which equates to 30% delivery of the Capital Works Program. Various factors impacted the ability to achieve the 80% target including Covid 19, construction industry capacity, organisation capacity and external factors outside control of Council.	Capital Projects	
93	3.3.1	Complete a review of the Parks Development Program.	●	The Program has been reviewed with a background report now complete. This report is scheduled to be presented to a briefing of Council in the second quarter of 2022/23.	City Design & Strategy	
94	3.3.1	Continue to deliver capital upgrade works at the Melton Recycling Facility in line with the adopted master plan	●	A contract has been awarded for the design and construction of the Melton Recycling Facility. Planning objections are currently being considered before works commence.	Environment & Waste	
95	3.3.1	Plan and development of soccer facilities at Taylors Hill Recreation Reserve.	✓	Construction is underway and is scheduled for completion November 2022.	Recreation & Youth	
96	3.3.1	Commence design and construction of Diggers Rest Recreation Reserve assets	✓	Construction is underway and is schedule for completion February 2023.	Recreation & Youth	
97	3.3.1	Commence construction of the Hillside Recreation Reserve Pavilion extension and refurbishment.	✓	Construction of the pavilion extension and refurbishment was completed in March 2022.	Recreation & Youth	

98	3.3.1	Commence construction of the Melton Recreation Reserve Pavilion	●	Detailed design of the pavilion has been completed. A construction tender is to be released in July 2022 for the commencement of the construction in October 2022.	Recreation & Youth	
99	3.3.2	Implement a Design Excellence Program to improve the design quality of residential development.	●	A generic business case has been completed for the design excellence project, mapping out the staging and implementation of the program, which is progressively being rolled out, including training, preparation of design guidelines and a future bus tour with Councillors.	City Design & Strategy	
100	3.3.2	Advocate for funding through the State Government's Big Housing Build initiative	✓	Advocacy for this action was undertaken throughout the year. This is an ongoing advocacy effort which will continue into 22/23.	Corporate Strategy & Investment	
101	3.3.3	Prepare submissions and advocate for improved infrastructure planning in relation to policy and strategies being reviewed by the State Government.	✓	Council Officers prepared submissions and advocated for improved infrastructure planning via meetings with the Victorian Planning Authority and Department of Environment, Land, Water and Planning. Key submissions include the Western Region Land Use Planning Framework, review of ResCode and bushfire planning reforms.	City Design & Strategy	
102	3.3.3	Ensure ongoing engagement with local members and key Ministers and incorporate advocacy priorities into State and Federal Budget submissions.	✓	The State and Federal Budget submissions were submitted on time. The Advocacy Priorities booklet was updated and shared with local Members of Parliament and relevant Ministers. Regular meetings are held with local members and Ministers to advocate for priorities.	Engagement & Advocacy	
103	3.3.4	Deliver the City of Melton Indoor Sports Strategy	●	The project has been deferred until late 2022. Council is recruiting a for a Recreation Planner role to support delivery.	Recreation & Youth	
104	3.3.4	Deliver the City of Melton Cricket Strategy	✓	The Strategy has been delivered.	Recreation & Youth	
105	3.3.4	Commence the preparation of the City of Melton Australian Rules Football Strategy	✓	The preparation of the Strategy has commenced for completion August 2022.	Recreation & Youth	
106	3.3.5	Establishment of a Digital Twin (3D Model) for the Municipality	✓	Development of a Digital Twin for the municipality is underway, with the Cobblebank Metropolitan Activity Centre now complete and the first stage of Melton Town Centre in progress.	Engineering Services	

Objective 3.4: An integrated transport network that enables people to move around ♥**Strategies:**

3.4.1 Advocate to the State and Federal Governments to deliver new and upgraded transport infrastructure to meet the needs of our growing community

3.4.2 Improve connectivity between existing and new communities ♥

3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of our community ♥

3.4.4 Improve accessibility, comfort and connectivity of key active transport routes ♥

3.4.5 Support the creation of a connected and active community through the design and delivery of safe walking and cycling networks ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
107	3.4.1	Convene and Coordinate the Melton Transport Community Reference Group	✓	The Melton Transport Community Reference Group has been meeting every two months and has made contributions to Council's Fix our Roads campaign.	City Design & Strategy	
108	3.4.1	Engagement with State and Federal Government representatives to deliver transport infrastructure and inclusion of transport priorities in State and Federal Budget submissions.	✓	Engagement with the State and Federal representatives to deliver transport infrastructure is ongoing. A number of meetings were held with the Victorian Department of Transport, Federal Department of Infrastructure, Transport, Regional Development, Communications and the Arts and the Ministers for Transport Infrastructure, Minister for Infrastructure, Transport, Regional Development, Communications and the Arts, and the advisors for the Minister for Roads and Road Safety, and Minister for Infrastructure, Transport, Regional Development, Communications and the Arts.	Engagement & Advocacy	
109	3.4.1	Coordinate a Federal and State election campaign focussed on achieving a commitment to a roads package for Melton.	✓	The Fix our Roads campaign was launched in April with the Federal Government component securing a commitment for \$10m in funding for the business case to upgrade the Western Highway. Phase two will commence in 2022/23 in the lead up to the November 22 State election.	Engagement & Advocacy	
110	3.4.1	Implement Moving Melton, Council's integrated transport strategy	✓	An Integrated Transport Model for the City of Melton is now complete. The model will be used by Council and also the Department of Transport for the Western Freeway Corridor study. A Pedestrian and Cycling Plan (PACP) has been developed by Council including a technical assessment and subsequent community consultation. This data will be used to guide infrastructure development moving forward.	Engineering Services	

111	3.4.2	Improve connections across the City	✓	Projects delivered within the City of Melton through land development and Council's Capital Works Program see road connections and upgrades, new footpaths and shared paths, and improved public transport outcomes that ensure our new and existing communities remain connected.	Engineering Services	
112	3.4.3	Undertake safety improvements across the road network	✓	Safety Improvements Projects identified in the Capital Works Program are complete.	Engineering Services	
113	3.4.4	Develop a Pedestrian and Cycling Plan for the City to inform future improvements	●	A Pedestrian and Cycling Plan (PACP) has been developed by Council including a technical assessment and subsequent community consultation. This data will be used to guide infrastructure development moving forward. A final report is scheduled for September 2022.	Engineering Services	
114	3.4.5	Construction of walking and cycling networks	✓	Council has seen 15,092m of pathways constructed this quarter, which has seen a total of 100,471m of pathways constructed this financial year, including 6,920.67m of shared paths.	Engineering Services	

Theme 4: A City that promotes greater education and employment**Objective 4.1: A strong local economy that attracts business growth and encourages new investment****Strategies:**

- 4.1.1 Invest in programs that support local business to start, grow, connect and thrive
- 4.1.2 Support initiatives that create opportunities for new business, jobs and investment in the City
- 4.1.3 Plan for key employment precincts within Precinct Structure Plans
- 4.1.4 Advocate to state government to undertake the Precinct Structure Plans which are employment focussed to facilitate the creation of local jobs

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
115	4.1.1	Deliver a program to support business start ups and emerging entrepreneurs.	✓	Season 4 of the Hot House start up program was delivered between May and June 2022.	Engagement & Advocacy	
116	4.1.1	Develop a program that supports the next cycle of an emerging business	✓	The Hot House Pop Up Shop Program was introduced as part of the Melton Town Centre Revitalisation Project to support start-up entrepreneurs. This project supports the development of business opportunities by budding entrepreneurs through the activation of retail pop up shops. Participants have the opportunity to occupy one of two Pop Up Shops rent free. The pop-up shops were installed in March 2022 in Melton Town Centre. Participants commenced in mid-April. Mentoring and programming is overseen by the Economic Development team.	Engagement & Advocacy	
117	4.1.1	Deliver a range of networking events, support and capacity building programs through the Venture Melton Business Network.	✓	Three Venture Melton Business Network (VMBN) meetings were held throughout 2021-22, featuring a range of guest speakers. Ongoing specialist mentoring continues through the VMBN program.	Engagement & Advocacy	
118	4.1.1	Deliver the 2021 Business Excellence Awards Program.	✓	The 2021 Business Excellence Awards Program was delivered in 2021, culminating with a Gala Event in November. The event showcased 21 highly regarded finalists out of a significant pool of nominations and 10 category winners on the night. Ten businesses also sponsored the Award categories. The program also highlighted the resilience of businesses throughout the pandemic.	Engagement & Advocacy	

119	4.1.2	Implement a range of investment attraction initiatives	✓	Meetings held regarding various aspects of the Investment Attraction Strategy including the WIFT, hospital and roads. This strategy will continue to provide the evidence base for advocacy priorities.	Engagement & Advocacy	
120	4.1.2	Advocate for investment into the Western Intermodal Freight Precinct	✓	Additional funding was provided in the 2022-2023 Victorian State Budget and officers continue to work with the WIFT Alliance to secure the full financial commitment for the WIFT and OMR.	Engagement & Advocacy	
121	4.1.3	Prepare and endorse the Hopkins Road Business Precinct Urban Design Framework	●	The draft Hopkins Road Business Precinct Urban Design Framework (UDF) underwent community and stakeholder consultation seeking comments on the draft UDF. Comments on the draft UDF are currently being assessed and the UDF document will be updated and finalised and then considered by Council in late 2022.	City Design & Strategy	
122	4.1.4	Advocate to the Victorian Planning Authority to program the preparation of Precinct Structure Plan for the Western Intermodal Freight Precinct (WIFT).	●	The Federal Government announced funding earlier in the year for both the Western Intermodal Freight Precinct (WIFT) and Beveridge Interstate Freight Terminal generating further uncertainty for the timing and delivery of this project. Council continues to advocate and partner with the industry sector to progress the WIFT as a necessary project.	City Design & Strategy	

Objective 4.2: A City with a variety of education facilities accessible locally ♥**Strategies:**

- 4.2.1 Advocate for the timely delivery of primary, special and secondary schools
- 4.2.2 Maximise the use of existing Council facilities by external providers of educational programs ♥
- 4.2.3 Advocate for the delivery of TAFE and tertiary education facilities and opportunities in the City
- 4.2.4 Support local pathways between education, training and employment ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
123	4.2.1	Advocate for a continued rollout of public schools in line with growth	✓	This is ongoing and whilst there was a significant investment included in the 2022-2023 Victorian State Budget, Advocacy continues to advocate for additional schools to support growth.	Engagement & Advocacy	
124	4.2.2	Deliver on key initiatives outlined in the MOU with Victoria University to encourage the early delivery of educational programs within the municipality	✓	A number of workshops have been held to scope actions. Actions progressed to date include Victoria University (VU) representation on the Learning Advisory Committee, high level options scoped to raise aspirations and improve education attainment, preliminary scoping of cultural diversity education program for sporting clubs, and VU to deliver community building event at the Djerriwarrh Festival 2022.	Corporate Strategy & Investment	
125	4.2.3	Work with the State Government and University and TAFE providers to deliver localised tertiary and TAFE courses	✓	This is ongoing and whilst there was no financial commitment made in the 2022-2023 Victorian State Budget, Advocacy continues to work with the Department and the new Federal Minister for Skills and Training to deliver localised education.	Engagement & Advocacy	
126	4.2.4	Work with tertiary education providers on identifying needs and opportunities for enhanced local skills and training pathways.	✓	Two workshops conducted with Council staff and Victoria University in May and June to explore opportunities and identify areas of collaboration for next 6-12 months as part of progressing the Memorandum Of Understanding (MOU). Transitioned the Community Learning Board to become the Community Learning Advisory Committee in Nov 2021. Broader representation of local learning organisations now on the Community Learning Advisory Committee, including Victoria University. Second meeting of Community Learning Advisory Committee to take place on Wednesday 22 June.	Community Planning	

127	4.2.4	Work with local organisations to advocate and promote local employment opportunities including the Atherstone Exchange	✓	Economic Development supported Atherstone Exchange with promotion of the Apprenticeship & Traineeship expo/Cobblebank Stadium (8 February). Economic Development has also been working with Amazon and Electrolux and various other local businesses in the promotion of local job opportunities as they expand their operations in the City of Melton.	Engagement & Advocacy	
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Objective 4.3: A City with a diversity of local job opportunities with an increasing number of residents locally employed ♥**Strategies:**

4.3.1 Encourage access to diverse and quality local employment opportunities

4.3.2 Advocate to State and Federal government and private industry for increased and diverse local employment opportunities

4.3.3 Partner with community organisations and the employment and education sectors to identify skill shortages and advocate for employment pathways ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
128	4.3.1	Deliver and promote the Melton Jobs Hub to raise awareness of local job opportunities.	✓	The Melton Jobs Hub has undergone a number of improvements to help drive more traffic to the site. The Jobs Hub has been promoted to local businesses and prospective job seekers through regular updates in Council e-newsletters, social media, flyers and one-on-one business engagements.	Engagement & Advocacy	
129	4.3.2	Present the Investment Attraction Strategy to government and industry stakeholders to influence investment and employment outcomes.	✓	Meetings held regarding various aspects of the investment attraction strategy including the WIFT, Hospital and roads. This strategy will continue to provide the evidence base for advocacy priorities.	Engagement & Advocacy	
130	4.3.2	Work with local developers to assist with investment in employment precincts	✓	Economic Development participated in regular planning meetings with key developers and supported the connection of investment and employment where possible. New tenants in the commercial estates are highly promoted on the City of Melton and Venture Melton newsletter and social channels. Developer engagements have been with Dexus (Horizon 3023), CitiNova (Westpines), Stockland/Mt Atkinson (Melb Business Park).	Engagement & Advocacy	

Objective 4.4: Lifelong learning opportunities that bring local communities together ♥**Strategies:**

4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning ♥

4.4.2 Help close the digital-divide by improving the community's digital literacy ♥

4.4.3 Create a learning culture in the City through early engagement with and support for children, young people and families ♥

4.4.4 Partner with education providers to facilitate the delivery of education and training programs

4.4.5 Advocate for the provision of digital technologies accessible to all

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
131	4.4.1	Deliver accessible lifelong learning initiatives and programs in community facilities and neighbourhood houses.	✓	Council continue to deliver suite of online learning programs. A total of 5,523 community members participated in 105 community programs from July 1 2021 - June 30 2022. The delivery of face to face programming was interrupted from July to November in 2021 due to State enforced lockdowns. Face to face programming returned in January 2022. Special event learning programs and initiatives that occurred from July 1 2021 - June 30 2022 to support national days of significance include International Women's Day, Adult Learners Week, Neighbourhood House Week, School Holiday programming and	Community Planning	
132	4.4.2	Plan for fit-for-purpose, technology enabled community learning spaces to contemporise Melton's community facilities, and improve digital access in the Melton community.	✓	Council continues to plan for fit-for-purpose, technology enabled community learning spaces in Project Working Groups for new community facilities (Mt Atkinson, Diggers Rest and Paynes Rd). Building has commenced for Mt Atkinson and it's due to become operational in September. Working internally with Libraries and the Business Transformation team to implement Wi-Fi infrastructure across prioritised community centres. A DRAFT project plan has been created. Council continue to deliver community learning programs aimed focused on digital literacy for all ages. Participants can view and enrol in all advertised programs. Community Activation and Learning are working with Libraries to expand the Digital Mentors Program which see local community member share their knowledge with seniors across the municipality.	Community Planning	

133	4.4.2	Implement and promote digital initiatives that enhance and grow Council's online service delivery	✓	A refresh of Council's website went live in January 2022. The refresh resulted in a higher level of compliance with accessibility standards (WCAG 2.0 AA). It provides a new fresh look and feel of the website, more flexibility and control over the site via a theme builder and site management and the ability to take advantage of all latest extended functionalities and features of the Customer Management System. New online forms were also implemented, including 'upgrade your bin service' and 'request a new bin'. A new, interactive feature called 'Do I need a permit?' was introduced to assist users to determine which permits they need and where to find further information.	Engagement & Advocacy	
134	4.4.2	Through the implementation of the Communications Strategy improve the uptake of communications digital communications channels	✓	Council's City of Melton eNews subscription database has continued to see steady growth over the year. With 16,062 subscribers for the first edition in September 2021, the list has grown to 23,471 for the June 2022 edition, an average increase of 926 subscribers per month. The open rate has continued to grow over this period, averaging 50.3% in Quarter 2, and increasing to an average open rate of 57.8% in Quarter 4. Click rates generally fluctuate according to the level of interest in the material presented month to month, but over the year we have averaged a 5.4% click rate. This represents significant engagement.	Engagement & Advocacy	
135	4.4.2	Work in partnership with the Community Planning (Lifelong Learning team) to deliver digital literacy skills programs for our community as part of the Be Connected funding initiative	✓	The Digital Mentors program has now concluded. Two hundred community members have been trained as Digital Mentors, and the grant initiative has been acquitted. Further plans to provide ongoing Digital Mentor volunteer opportunities in Libraries will be actioned in 2022-23.	Libraries & Arts	

136	4.4.3	Engage the community and stakeholders in the development of the Learning City Strategy	✓	<p>Delivered:</p> <p>Three whole of community workshops in June 2022</p> <ul style="list-style-type: none"> - One in the Eastern corridor - One Melton township - One online – live webinar <p>Targeted Engagement occurred in June 2022:</p> <ul style="list-style-type: none"> - Bicultural workers network (includes refugee and asylum seeker cohorts) - New and Emerging Communities Network (service providers) - Aboriginal community and/or Torres Strait Islander communities and organisations - Disability Advisory Committee and networks - Residents a survey on Melton Conversations - Community Learning Advisory Committee workshop - Youth Advisory Committee - Targeted seniors workshops 	Community Planning	
137	4.4.3	Support vulnerable families to enrol and engage in Kindergarten programs.	✓	<p>Early Start Kindergarten (ESK) provides 15 hours of free or low-cost kindergarten for children who are from a refugee and/or asylum seeker, Aboriginal and/or Torres Strait Islander background or known to Child Protection. Council's Kindergarten Engagement Officer has supported families to increase the total number of children enrolled in ESK from 55 in 2021 to 92 for 2022</p>	Families & Children	
138	4.4.4	Complete the planning for the Mount Atkinson new Children's / Community facility and appoint a preferred provider	✓	<p>Construction remains underway. Provision of kindergarten services agreement in the process of execution. On track to be operational for the commencement of 2023 kinder year</p>	Families & Children	
139	4.4.5	Undertake accessibility audit of Community Portal on Council website.	✓	<p>An accessibility review of Council's Community Portal has been undertaken and recommended actions are being prioritised by the Digital Transformation team.</p>	Engagement & Advocacy	

Theme 5: A community that is actively engaged in the City**Objective 5.1: Deliberative engagement and communication with the community informs planning and decision making****Strategies:**

- 5.1.1 Position the organisation to deliver robust deliberative engagement
- 5.1.2 Invest in Council's capacity to design and conduct meaningful community engagement activities
- 5.1.3 Provide the community with balanced, transparent and objective information

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
140	5.1.1	Strengthen organisational readiness and capacity for legislated deliberative community engagement.	✓	A Deliberative Engagement Action Plan has been developed. The Internal Community Engagement Committee is undertaking strategic planning and improvement. These are anticipated to resume early in the 2022/23 financial year. The advanced engagement training is being planned for November 2022 and will focus on deliberative engagement .	Community Planning	
141	5.1.1	Finalise the implementation of the 2021 Integrated Planning Project in accordance with the deliberative engagement requirements of the Local Government Act 2020.	✓	The Evaluation Report was presented to Executive on 15 March 2022; the recommendations are currently being considered.	Corporate Strategy & Investment	
142	5.1.2	Deliver staff information and training sessions to build community engagement awareness and capacity.	✓	Meetings with business units have been delivered. The Engagement Planning template has been circulated. Updating the Engagement Toolkit items in preparation for the new Intranet launch is ongoing. New engagement training providers (Renton and Co) have been appointed and inception meeting completed. The Engagement Basics training is scheduled for 28 August 22 and Advanced training scheduled for 29 November 22.	Community Planning	
143	5.1.3	Implement Council's Communication Strategy.	✓	Actions which have been implemented throughout the 2021/22 year include City of Melton Enews, website refresh, a new internal communications program, and quarterly editorial planning and reporting.	Engagement & Advocacy	

Objective 5.2: A range of platforms, including digital, that cater for accessible community engagement and consultation ♥**Strategies:**

5.2.1 Streamline customer access to Council by investing in new technology while maintaining non digital channels for people with access constraints

5.2.2 Increase participation in online community engagement platforms

5.2.3 Provide opportunities for meaningful community engagement, especially with diverse faith and cultural groups ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
144	5.2.1	Implement digital improvements to Council's customer service delivery through the Business Transformation Project	✓	Throughout the year Customer Service has worked in collaboration with the Digital Citizenship Engagement team to jointly plan improvements to improve customer experience.	Engagement & Advocacy	
145	5.2.1	Deliver a high functioning Customer Service Centre and Call Centre operation	✓	Customer Service Key Performance Indicators are being monitored and reported.	Engagement & Advocacy	
146	5.2.1	Increase online service offerings through solutions delivered by the Digital Citizen Experience	✓	Delivered online service outcomes for the year include: - An improved Casual Venue Hire booking system providing a better Citizen user experience - Works within Road Reserve form improvements - Asset Protection form improvements - Self Service Kiosks at Melton Library, Caroline Springs Library The new 'Melton Digital Survey' has been completed indicating 46% of Melton households want to manage their services and requests (or conduct business) with Council online	Information Services	
147	5.2.2	Enhance and promote the City of Melton Conversations online platform and the Melton Learning - lifelong learning platform	✓	The number of registered members to the Melton Conversations online engagement platform increased by 171% in the 2021/22 financial year. The number of contributions to the platform increased by 1115% (however it should be noted that the platform was established in Nov 2020 so it was only operational for 6 months of the previous financial year)	Community Planning	
148	5.2.2	Promote online engagement opportunities through a range of digital and non-digital communication channels	✓	Over 60 community engagement opportunities have been promoted on the City of Melton conversations platform, on Council's website, social media and through print channels such as Moving Ahead page and the local newspaper throughout the year.	Engagement & Advocacy	

149	5.2.2	Promotion of digital solutions to increase service utilisation to 75% for services provided on the digital Community Portal	✓	Online utilisation for services delivered on the Community Portal this year is 82% against a target of 75%.	Information Services	
150	5.2.3	Support effective engagement with diverse faith and cultural groups in Melton.	✓	<p>Council Officers attended the monthly meetings of the Melton Interfaith Network. Council supported the Iftar Dinner event on 20 April 2022 at Melton Community Hall. More than 130 people attended their event. Speakers from different faith backgrounds spoke about fasting in their faith.</p> <p>The Network was one of the key partners of Council's Refugee Week event on 24 June 2022 at Melton Community Hall. More than 150 people attended the event. The Curious About Culture Bangladeshi Profile information session and lunch, the Annual Harmony Day event with over 500 attendees, and the Victorian Interfaith Networks Festival were all supported by Council in 2022.</p> <p>Melton New and Emerging Communities Network meetings and Intercultural Advisory Committee meeting held regularly the Financial Year.</p>	Community Planning	

Objective 5.3: Increased volunteerism in the City ♥

Strategies:

5.3.1 Invest in establishing systems and structures to enable strong volunteerism in the City ♥

5.3.2 Establish partnerships to promote volunteerism ♥

5.3.3 Promote the benefits of volunteerism ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
151	5.3.1	Develop a Volunteer Engagement Framework to re-invigorate volunteer involvement with libraries	✓	A framework to engage volunteers with library programs has been developed. This will be used to promote and recruit into volunteer opportunities moving forward.	Libraries & Arts	
152	5.3.1	Explore opportunities to increase the number of volunteers engaging within Council programs and events	✓	Covid-19 has impacted on the opportunities for volunteer engagement in programs. Volunteer programs returned in the fourth quarter of 2022. Volunteers participated in covid 19 training sessions in preparing to return to the programs.	Community Care	

Theme 6: A high performing organisation that demonstrates civic leadership and organisational excellence**Objective 6.1: An organisation that demonstrates excellence in customer and community service****Strategies:**

6.1.1 Provide high quality, consistent and responsive customer service throughout all areas of Council

6.1.2 Establish an organisational approach to strategic planning for children and young people

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
153	6.1.1	Implement the Shopping Trolley Management Program.	✓	The Shopping Trolley Management Program implementation has been completed and includes communication of the program to all relevant traders, regular patrols and collections around shopping precincts and collection of trolleys based from resident complaints. An impounding and release program has been developed which notifies traders of any impounded trolleys and provides them with an opportunity to pay an impoundment fee and have the trolleys released to them. If trolleys are not collected, infringements are issued for failing to claim impounded trolley.	Community Safety	
154	6.1.1	Embed improved Customer Service standards across the organisation	✓	Council's Customer Service Charter was endorsed by Executive and updated on Council's website. Service Level standards were reviewed and updated which can now be reported on. An Internal Customer Service Charter will be a priority for the 2022/23 year.	Engagement & Advocacy	
155	6.1.1	Undertake a customer experience evaluation to inform post-Covid service recovery for Libraries	✓	Melton City Libraries has now received a full report of the statewide survey and census. It provides rich insight into the demographics of our library users as well as data regarding how our services specifically impact our community in comparison with all other library services in Victoria. This impact analysis will shape focus areas for the coming years.	Libraries & Arts	
156	6.1.1	Review the Customer Service training program to ensure it meets business needs	✓	Customer service training reviewed - a new program has been developed for 2022/23	People & Culture	

157	6.1.1	Implement IT enabled business improvement initiatives that enhance service delivery capacity.	✓	<p>Initiatives that are currently on track for completion or will remain on track into 2022/2023 which will enhance service delivery capacity, include: -</p> <ul style="list-style-type: none"> - Call Centre Contact Centre system, which will increase efficiencies in tracking and monitoring calls to the customer service centre (Complete). - Contract Management system will improve the management of contracts by reducing contract-related risks and improving the efficiency in managing contracts (In progress). - Asset Maintenance Management system will ensure Council assets are well maintained and free of defects that render assets unusable (In progress). - Voice and Video Communications Platform Improvements will consolidate the telephone system and video into a single communication platform, improving the staff experience with their communication technology. (In progress). - Infrastructure upgrade - the upgrade to the Civic Centre WAN/LAN has increased the quality of the connectivity and improved the user experience in applications like Teams Video and Audio. The upgrade to hardware at a number of Community Centres and Maternal Child Health offices and the planned upgrade to the library internet. (In progress) 	Information Services	
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158	61.1	Implement information security practices and systems that enhance service delivery reliability.	✓	<p>The implementation of the (Security Operations Centre) is almost complete, which will allow Melton City Council (MCC) IT to be more proactive in its security monitoring. The platform has been implemented in the newly commissioned Microsoft Azure environment.</p> <p>The multi-factor authentication (MFA) functionality has been rolled out for IT staff as a pilot, with further analysis being completed to determine if we are able to also roll out MFA to the rest of the organisation.</p> <p>A number of projects are in flight and will carry over in FY23. Request for quotes and tenders have been initiated for the Data Classification consultation, the implementation of Security Controls identified from an audit in Q3 FY22, and the investigation into our Information Management Strategy. The IT User Access Procedure was completed, which is providing guidance to how MCC staff should be given access to council devices, network, and data, with details about password management and administrator access requirements.</p> <p>There have been a number of security audits completed, to ensure we continue to be compliant against the government information security standards, policies and procedures. We also patched the operating systems of our servers to ensure they are up to date, upgraded to the latest Windows 10 operating system for all our end user devices which will ensure that the council is compliant with the latest Microsoft software and security patches.</p>	Information Services	
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159	6.1.2	Develop a strategic framework for Council's community services for children, young people, older people and people with disability.	✓	Growing and Thriving: A Strategy for All Abilities and All Ages, endorsed by Council 21 June.	Community Planning	
160	6.1.2	Develop an early years strategic plan	✓	Council endorsed Growing and Thriving: A strategy for All Abilities and All Ages at the 20 June 2022 Ordinary meeting of Council. Families and Children have developed actions for year one of this plan	Families & Children	

Objective 6.2: An adaptive, innovative and creative organisation**Strategies:**

6.2.1 Invest in a skilled, motivated and high performing workforce through leadership and staff development programs

6.2.2 Invest in new and emerging technology that supports innovation

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
161	6.2.1	Develop and implement a talent management framework, as part of the Strategic Workforce Plan, which guides all leadership and staff development	●	The Talent Management framework has been deferred for delivery in 2022/23 by a new Organisational Development Coordinator commencing in August 2022.	People & Culture	
162	6.2.2	Develop the IT platform in a way that takes advantage of new technology developments.	✓	The migration of council information servers to a modern public cloud platform that provides greater platform scalability, security and availability, is continuing. This quarter, the foundations for the enablement of the Data Analytics platform were completed. This will allow the ingestion of data from a small number of data sources into a centralised repository. This platform will be continued to be enhanced into FY23. This quarter, we are also improving the Identity and Access Management capabilities of the council, which will provide further controls on the access of information for staff.	Information Services	

Objective 6.3: An organisation that demonstrates excellence in civic leadership and governance**Strategies:**

- 6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance
- 6.3.2 Engage with all levels of government to support Council's capacity to deliver outcomes in response to changes in legislation
- 6.3.3 Improve the transparency of organisational performance to our community
- 6.3.4 Invest in professional development opportunities for Councillors relevant to their civic responsibilities
- 6.3.5 Advocate to, and partner with all levels of government, community organisations and the private sector

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
163	6.3.1	Ensure that Council policies are developed and reviewed to remain current according to its adopted processes and are available on its website.	✓	Policies continue to be reviewed and updated by Council staff to accommodate legislative changes and changes to Council practices and procedures as necessary. This has been called the Policy Review Project by Council. The Policy Review Panel has continued to meet regularly throughout 2022 to ensure policies are approved as required by the Policy Review Project Plan and remain up to date. Policies are available on Council's intranet and internet once approved by Council.	Legal, Governance & Risk	
164	6.3.1	Finalise the development of the Council and Wellbeing Plan 2021-2025 in accordance with Statutory timelines and promote across the organisation	✓	The Council and Wellbeing Plan 2021-2025 (the Plan) has been completed in accordance with statutory timelines and was presented to Council on 27 September where it was formally adopted. The Plan is available for viewing on Council's website. The Plan was launched internally in October and roadshows were delivered to each organisational department.	Corporate Strategy & Investment	
165	6.3.2	Deliver on the last stage of implementation of the Local Government Act 2020 as per the implementation plan. (Tier 4-proclaimed 1 July 2021)	✓	All Tier 4 Implementation activities completed per Implementation Plan prior to 31 December 2021	Legal, Governance & Risk	
166	6.3.3	Implement the Domestic Animal Management Plan (DAMP 2021-25) annual actions	✓	Some year one actions have been completed across the financial year such as review and modification of staff training, attend public engagement to conduct education on Animal Ownership, Adoption Promotion, Pro-Active Park Patrols.	Community Safety	
167	6.3.3	Deliver relevant actions from the OHS Strategy 2020-2024	✓	OHS strategy implemented. A Health and Wellbeing Strategy has been rolled over to 2022/23	People & Culture	

168	6.3.3	Design and deliver face-to-face training in 'Positive and Professional' Behaviours to embed whole policy; code of conduct framework and expectations; and integrate in induction.	●	A Training program has been developed however delivery has been delayed to staff due to COVID	People & Culture	
169	6.3.3	Define organisational performance metrics for community consumption.	✓	Council has defined and published its customer service commitments on its website.	Information Services	
170	6.3.3	Implement an inspection program of new developments to ensure compliance with planning permits	●	Capacity building to be undertaken in 2022/23 to commence implementation of the program.	Planning Services	
171	6.3.4	Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept apprised of their legislative responsibilities	✓	Throughout the year Council has ensured that Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to and have been kept apprised of their civic and regulatory responsibilities via briefings and Councillor E-News updates.	Legal, Governance & Risk	

Objective 6.4: An organisation that celebrates diversity and inclusion ♥**Strategies:**

6.4.1 Build capacity of Council to ensure all programs and services are inclusive, accessible and consider intersectionality ♥

6.4.2 Strengthen the organisation's commitment to gender equity ♥

6.4.3 Build the cultural competence of Council to understand and promote Aboriginal self-determination ♥

6.4.4 Position the organisation as an employer of choice

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
172	6.4.1	Provide training opportunities to the organisation and community to raise awareness of human rights and reduce racism and discrimination	✓	The Reducing Racism and Human Rights Advocates Course was delivered by the Victorian Equal Opportunity and Human Rights Commission to nominated Council staff on 1 February 2021 to 19 staff.	Community Planning	
173	6.4.1	Disseminate results of the Diversity and Inclusion (Nov 2020) survey to raise awareness of the benefits of diversity	✓	Dissemination of the results have been completed. The data will be considered in the Strategic Workforce Planning.	People & Culture	
174	6.4.1	Include Disability & Inclusion and Gender Equality awareness into the Induction and Training programs	●	Training conducted on Unconscious Bias (all staff) and Equal Employment Opportunity and Anti-racism for targeted staff. A documented implementation program is still to be developed.	People & Culture	
175	6.4.2	Conduct Gender Impact Assessments to support equitable outcomes of Council policies, plans and projects that have a significant community impact.	✓	There have been 88 requests for gender impact assessments (GIAs) to date. 22 of these documents needing a GIA been completed. An example of a recent GIA is the Safe Cities Action Plan and COVID-19 recovery plan.	Community Planning	
176	6.4.2	Deliver effective training programs to all managers and staff	✓	A limited offering of programs was provided to staff and managers due to re-contracting of training providers. The 2022/23 program has been finalised.	People & Culture	
177	6.4.3	Offer Aboriginal cultural competency training opportunities to Councillors, executive, management and staff.	●	Training to be offered in 2022/23.	People & Culture	
178	6.4.4	Implement an ongoing Employer of Choice marketing program to promote the leadership of and employment benefits of Melton City Council	✓	Regular programming of organisational achievement was promoted through LinkedIn, which achieves significant engagement. Job opportunities were regularly promoted through Facebook and LinkedIn with a new jobs portal now included on the corporate LinkedIn page.	Engagement & Advocacy	

179	6.4.4	Create the new Workplace Health and Wellbeing Strategy 2021 - 2024 and commence delivery of programs	●	The Workplace Health and Wellbeing Strategy has been drafted and is undergoing internal review and approval processes.	People & Culture	
180	6.4.4	Develop multi-media including video(s) on Council's Employee Value Proposition for promotion on LinkedIn and external media	●	On hold. To be actioned as part of the Organisational Review changes in 2022/23.	People & Culture	
181	6.4.4	Develop a Strategic Workforce Plan and Service Unit Plans in accord with statutory timelines	●	The Strategic Workforce Plan was developed within statutory timelines. Service Unit Plans will be developed in accordance with Statutory requirements.	People & Culture	

Objective 6.5: An organisation that tackles climate change ♥**Strategies:**

6.5.1 Build Council's capacity to adapt to the impacts of climate change ♥

6.5.2 Reduce Council's carbon emissions ♥

CAP No.	CP Strategy	Action	Status Symbol	Year End Comments	Service Unit	Timeline
182	6.5.1	Provide ongoing information and support to internal service units in relation to Climate Change, the impacts, adaptation strategies and appropriate actions required to achieve Council's Climate Pledge.	✓	Advice and guidance has been provided to Capital Projects on the best practice methods for preventing environmental impacts from on-ground works, and the integration of Environmentally Sustainable Design principles in all of Council's new buildings. Sustainability Management Plans are now part of the routine planning for new council buildings.	Environment & Waste	
183	6.5.2	Adopt environmentally sustainable practices for Council's Corporate event program	✓	A sustainable approach has been adopted into all event planning as an integral component of each event and tailored to that event's needs and requirements. This includes: - recycling sorting bins and sorting stations - filtered water dispensers, recycled paper products (e.g. toilet paper) - marketing eco-friendly transport to the event - biodegradable and/recyclable food packaging - prioritising locally sourced food options championing plant based/vegetarian food choices - provision of e-tickets and washable/reusable lanyards & name badges - engaging a waste contractor to provide reusable food service items to reduce land fill at Council's larger festival.	Engagement & Advocacy	
184	6.5.2	Report on annual modelled amounts of carbon emissions from the City of Melton, and track the progress towards carbon neutrality by 2030.	✓	Using data from the latest publicly available online "Snapshot" tool, the most recent report has shown a decrease in emissions on a municipal scale from 1,328,000t in 2017/18 to 1,112,000t in 2019/20. Showing an approximate reduction of 16%. With the adoption of a completely renewable electricity supply during 2021/22, we expect a further significant down-trend when the "Snapshot" tool is next updated, and strong progress towards our 2030 goal.	Environment & Waste	

185	6.5.2	Begin transition of Councils operational fleet to more environmentally friendly options	✓	The first phase of transitioning to an environmentally friendly fleet was delivered in April 2022	Finance	
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12.3 COUNCIL AND WELLBEING PLAN 2021-2025 ANNUAL ACTION PLAN 2022/23

Author: Bob Baker - Corporate Planning and Performance Coordinator

Presenter: Sean McManus - Acting Executive Manager Corporate Strategy and Investment

PURPOSE OF REPORT

To present the proposed Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 for Council's consideration.

RECOMMENDATION:

That Council endorse the Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 as detailed in **Appendix 1**.

REPORT

1. Executive Summary

Each year Council produces an Annual Action Plan identifying the key activities that Council will undertake to achieve the strategic outcomes, objectives and strategies identified in the Council and Wellbeing Plan 2021-2025. All strategies within the plan will have a minimum of one action over the four-year term of the plan.

There are 59 actions detailed in the proposed Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 as detailed in **Appendix 1**.

The actions are based on the existing organisation structure and will be adjusted post the organisational review. Progress against these actions is reported to Council in a quarterly progress report and at the end of the year in Council's Annual Report.

2. Background/Issues

The Council and Wellbeing Plan 2021-2025 details the vision for the community, and the strategic outcomes, objectives and strategies to be undertaken in the work toward that vision.

The vision for the community is that Melton is "A vibrant, safe and liveable City accessible to all." The Council and Wellbeing Plan 2021-2025 identifies six (6) themes to guide the work of the organisation. These themes are:

1. A safe City that is socially and culturally connected
2. A vibrant and healthy natural and built environment
3. A fast growing, innovative and well-planned City
4. A City that promotes greater education and employment
5. A community that is actively engaged in the City
6. A high performing organisation that demonstrates civic leadership and organisational excellence

Each year Council produces an Annual Action Plan identifying key activity that Council will undertake in implementing the Council and Wellbeing Plan. The Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 includes projects, programs, services and service enhancements that will occur within a twelve (12) month period.

The Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 includes 59 actions. A major focus for 2022/23 was to include high level strategic actions and remove business as usual activity to ensure quarterly reporting is geared toward major milestones and achievements. This has reduced the total number of actions in the plan.

The Council and Wellbeing Plan will require an action against all strategies over the four-year term. At the end of the second year of the Council and Wellbeing Plan 2021-2025 only four strategies will not have had at least one action deployed across them. Actions to address these strategies will be included in the two annual action plans from July 2023 – June 2025.

Some significant initiatives included in the 2022/23 Council and Wellbeing Annual Action Plan include:

- Deliver on the Growing and Thriving: A Strategy for All Abilities and All Ages
- Develop the Affordable Housing Policy
- Develop a masterplan for Lake Caroline
- Finalise the Western Plains South Green Wedge Management Plan
- Complete a review of the Melton Planning Scheme
- Prepare a Dog Park Strategy including an implementation plan
- Undertake a review of the 2005 Masterplan for the Melton Weir
- Continue to deliver projects under Melton Revitalisation Project
- Execute and complete the Fix Our Roads Advocacy campaign
- Develop a Pedestrian and Cycling Plan for the City
- Prepare an Employment and Industrial Land Strategy for the municipality
- Enhance cyber security within the organisation.

The list of actions above is not exhaustive, and the Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 itself provides only a selection of the work being delivered by Council.

Progress against all of the actions in the Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 is detailed in quarterly progress reports presented to the Meeting of Council and the end of year outcomes are detailed in Council's Annual Report.

3. Council and Wellbeing Plan Reference and Policy Reference

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

6. A high performing organisation that demonstrates civic leadership and organisational excellence

6.3 An organisation that demonstrates excellence in civic leadership and governance.

4. Financial Considerations

The Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 is resourced via the adopted 2022/23 Council Budget.

5. Consultation/Public Submissions

Actions contained in the Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 are a result of Council's ongoing engagement with community and prioritisation processes in the development of the Council and Wellbeing Plan 2021-2025 and through annual business planning and budget development.

6. Risk Analysis

Nil

7. Options

That Council:

1. Adopt the Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 as detailed at **Appendix 1**;
2. Not adopt the Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23 and refer back to officers for further work; or
3. Provides an alternative option as considered by Council.

LIST OF APPENDICES

1. Council and Wellbeing Plan 2021-2025 Annual Action Plan 2022/23



Council and Wellbeing Plan 2021-2025 Annual Action Plan

1 July 2022 to 30 June 2023

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

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

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

Health and wellbeing is embedded throughout the Council and Wellbeing Plan, cutting through each theme, outcome, objective, strategy and indicator. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥

Strategies highlighted in green are those determined by the Community Engagement Panel to be a priority for delivery across the four years of the Council and Wellbeing Plan

Completion dates for all actions are 30 June 2023 unless specified differently.

Status		Symbol	Number of Actions	% of Actions
Achieved	The Action is achieved for the year.	✓	0	
On Track	The action is on track and expected to be completed by the current timeline	●	0	
Not On Track	The Action has been delayed impacting on the current timeline. An explanation and any remedial action and revised due date, where appropriate, is provided in the 'progress comments' column	●	0	
Postponed	The Action has been deferred for the financial year. An explanation is provided in the 'progress comments' column.	●	0	
		Total	0	

Theme 1: A safe City that is socially and culturally connected**Objective 1.1: A community that celebrates diversity and is inclusive of all****Strategies:**

1.1.1 Drive initiatives that promote gender equity

1.1.2 Contribute to a welcoming community which embraces diversity

1.1.3 Contribute to reducing inequalities among people living with disability, seniors, diverse faith and cultural groups, Aboriginal and/or Torres Strait Islander communities and LGBTIQ+ people

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
1	1.1.3	Deliver on the Growing and Thriving: A Strategy for All Abilities and All Ages				Community Care	Strategy & Compliance Officer
2	1.1.3	Development of the Changing Places facility Caroline Springs Leisure Centre				Community Care	Advocacy and Inclusion Officer
3	1.1.3	Develop the Affordable Housing Policy				Community Care	Housing Services Coordinator
4	1.1.3	Delivery of externally funded programs to support health and wellbeing of the community				All Community Services Departments	All Community Services Departments

Objective 1.2: A safe community where people feel proud to live**Strategies:**

1.2.1 Invest in initiatives that promote road and community safety

1.2.2 Empower the community to strengthen civic pride, social cohesion and a sense of belonging

1.2.3 Work in partnership with emergency services

1.2.4 Enhance the City's reputation with the broader community

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
5	1.2.1	Deliver initiatives under the Safe City, Proud Communities Plan				Community Planning	Manager Community Planning
6	1.2.2	Develop and improve the reach, impact and accessibility of Council's Community Grants Program to empower community action on local initiatives.				Community Planning	Manager Community Planning

Objective 1.3: Local neighbourhoods are socially and culturally connected ▼**Strategies:**

- 1.3.1 Provide opportunities for arts participation and appreciation ▼
- 1.3.2 Promote opportunities for social connection ▼
- 1.3.3 Build community resilience through COVID recovery initiatives ▼
- 1.3.4 Support community programs delivered by local organisations and community groups ▼
- 1.3.5 Invest in festivals and celebrations in partnership with the community and local business ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
7	1.3.2	Review Council's Major Event Program			31/12/2023	Engagement & Advocacy	Coordinator Events
8	1.3.3	Address social isolation challenges for those who access programs, events, services, and facilities				All Community Services Departments	All Community Services Departments
9	1.3.3	Report on community and business recovery and resilience initiatives developed in response to COVID-19				Corporate Strategy & Investment	Strategy & Planning Lead
10	1.3.4	Undertake a review of the existing Community grants programs to identify efficiencies including greater access for the community			31/03/2023	Community Planning	Grants Attraction and Delivery Lead

Objective 1.4: A City that promotes positive public health and wellbeing outcomes to our community ▼**Strategies:**

- 1.4.1 Work in partnership with health and community service providers to deliver initiatives that meet the needs of the community ▼
- 1.4.2 Invest in the mental wellbeing, healthy eating and physical activity of all our community with an emphasis on children and young people ▼
- 1.4.3 Improve community health and wellbeing outcomes related to sexual and reproductive health and harm caused by tobacco, alcohol and drug use ▼
- 1.4.4 Raise community awareness and deliver programs to prevent family violence ▼
- 1.4.5 Support children and young people to learn, develop and reach their full potential ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
11	1.4.2	Plan, develop and provide opportunities for increased provision of recreation and leisure opportunities				Recreation & Youth	Recreation Coordinator
12	1.4.4	Identify and deliver family violence intervention to support families and children at risk of family violence				Families & Children	MCH Coordinator
13	1.4.4	Deliver initiatives under the Equality and Respect Strategy				Community Planning	Manager Community Planning

Objective 1.5: A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination ▼**Strategies:**

- 1.5.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture ▼
- 1.5.2 Incorporate Aboriginal culture into the built environment
- 1.5.3 Identify and protect Aboriginal places of significance
- 1.5.4 Provide leadership in reconciliation, build positive partnerships and community relationships, and support culturally appropriate activities, services and places ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
14	1.5.4	Work with stakeholders and community to strengthen Aboriginal and Torres Strait Islander Reconciliation and Aboriginal Controlled Community organisations and services locally.				Community Planning	Manager Community Planning
15	1.5.4	Develop a scoping report for Council on the need and opportunity for a future, Aboriginal controlled, Aboriginal Community Hub in the City of Melton			31/12/2022	Community Planning	Manager Community Planning

Theme 2: A vibrant and healthy natural and built environment**Objective 2.1: A City with healthy waterways, biodiversity and ecosystems ▼****Strategies:**

- 2.1.1 Ensure that new waterways are developed in a way that balances biodiversity enhancement with education and leisure ▼
- 2.1.2 Ensure the maintenance and protection of waterway ecosystems
- 2.1.3 Ensure biodiversity is well managed and protected, both on Council's land and on private land
- 2.1.4 Advocate to the State Government to complete the acquisition of the Western Grassland Reserve and other biodiversity conservation reserves

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
16	2.1.1	Develop a masterplan for Lake Caroline				City Design & Strategy	Coordinator City Design

Objective 2.2: A City resilient to the impacts of a changing environment ▼**Strategies:**

- 2.2.1 Provide an integrated approach to land management that addresses risks, such as bushfire, uncontrolled weeds, flooding and storm events
- 2.2.2 Employ the principles of climate change adaptation in Council infrastructure
- 2.2.3 Support initiatives that promote cooling of the urban environment ▼
- 2.2.4 Ensure assets are adequately renewed, maintained, fit for purpose and resilient to changing climate conditions

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
17	2.2.1	Develop a report for Council investigating the adoption of a chemical free and environmentally friendly 'GrazeAway' managed weed control program				Environment & Waste	Coordinator Environment & Sustainability
18	2.2.2	Implement actions from Councils Climate Change Adaptation Plan in line with council's pledge under the Climate Change Act.				Environment & Waste	Coordinator Environment & Sustainability

Objective 2.3: A City growing and developing sustainably ▼

Strategies:

- 2.3.1 Ensure land development practices minimise environmental harm and damage
- 2.3.2 Promote the efficient use of resources in the development of the City
- 2.3.3 Promote the use of Environmentally Sustainable Design guidelines in all aspects of the development of the City
- 2.3.4 Support the conservation and restoration of heritage places

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
19	2.3.1	Finalise the Western Plains South Green Wedge Management Plan				City Design & Strategy	Coordinator City Strategy
20	2.3.2	Complete the review of the Toolern Precinct Structure Plan and Development Contributions Plan				City Design & Strategy	Coordinator City Strategy
21	2.3.3	Develop and publish Environmentally Sustainable Design (ESD) guidelines for Melton				Environment & Waste	Coordinator Environment & Sustainability

Objective 2.4: A City that mitigates and adapts to climate change, and is environmentally aware ▼

Strategies:

- 2.4.1 Educate and engage the community in local environmental and sustainability issues and decision making ▼
- 2.4.2 Maximise the use of alternative water sources and reduce Council's reliance on potable water
- 2.4.3 Advocate and lead in moving to a low carbon economy
- 2.4.4 Reduce the amount of waste being sent to landfill
- 2.4.5 Facilitate access to and appreciation of local natural landscapes and places of cultural heritage

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
22	2.4.4	Develop a Resource Recovery & Circular Economy Strategy				Environment & Waste	Coordinator Waste
23	2.4.4	Develop a report for Council on opportunities to help reduce the number of single use coffee cups being sent to landfill				Environment & Waste	Coordinator Waste

Theme 3: A fast growing, innovative and well planned City**Objective 3.1: A City of 20 minute neighbourhoods ▼****Strategies:**

3.1.1 Advocate to and work with the State Government and other stakeholders in planning for the City

3.1.2 Investigate opportunities to enhance the connectivity and activity of existing urban areas ▼

3.1.3 Appropriately plan for future development of greenfield land and ensure linkages to existing communities and assets ▼

3.1.4 Undertake integrated open space planning to ensure all neighbourhoods have access to reserves, parks, gardens, heritage places and natural assets ▼

3.1.5 Support local place making and buy local initiatives ▼

3.1.6 Promote the take up of smart* technology to connect people, enhance safety and improve liveability

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
24	3.1.1	Advocate for minimal adverse impact in our community and where appropriate, make submissions on the proposed Western Victoria Transmission Network Project.			30/06/2024	City Design & Strategy	Manager City Design & Strategy
25	3.1.1	Complete a review of the Melton Planning Scheme			30/06/2024	City Design & Strategy	Coordinator City Strategy
26	3.1.3	In partnership with the Victorian Planning Authority, lead and progress good planning and community outcomes through the preparation of Precinct Structure Plans and Infrastructure Contributions Plans.				City Design & Strategy	Coordinator City Strategy
27	3.1.4	Prepare a Dog Park Strategy including an implementation plan				City Design & Strategy	Coordinator City Design
28	3.1.4	Undertake a review of the 2005 Masterplan for the Melton Weir.			30/06/2024	City Design & Strategy	Coordinator City Design
29	3.1.5	Deliver projects under Melton Revitalisation Project				Engagement & Advocacy	Communications Coordinator

* smart technology includes devices such as a sensor which can help make the delivery of Council services more efficient, QR codes on public art to provide information or digital models of the municipality to aid with planning decisions.

Objective 3.2: Health and community services accessible locally ▼**Strategies:**

3.2.1 Advocate for and facilitate for the provision of health and community services and facilities to be within close proximity and safe access to public transport ▼

3.2.2 Plan and design Council facilities to accommodate health and community services ▼

3.2.3 Advocate for and support the development of the Melton Hospital and associated services ▼

3.2.4 Strengthen the health and community service system by working in partnership with providers and state government to attract additional services and support the expansion of existing services ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
30	3.2.1	Facilitate the acquisition of land for the Plumpton Aquatic Centre				Corporate Strategy & Investment	Coordinator Property & Investment
31	3.2.1	Implement Council's advocacy priorities				Corporate Strategy & Investment	Coordinator Advocacy
32	3.2.1	Advocate for support to build the capacity of the Maternal and Child Health service.				Families & Children	Coordinator Maternal and Child Health
33	3.2.3	Continue to advocate for the timely delivery of the Melton Hospital and support the Victorian Health Building Authority in planning and delivering the supporting infrastructure				Corporate Strategy & Investment	Manager Corporate Investment & Strategy
34	3.2.4	Finalise planning for the Cobblebank Community Services Hub			30-Jun-24	Corporate Strategy & Investment	Manager Corporate Investment & Strategy
35	3.2.4	Strengthen relationships with and between existing and new health, education, community and social support services				Community Planning	Manager Community Planning

Objective 3.3: A City with accessible infrastructure that meets the needs of all ▼**Strategies:**

- 3.3.1 Ensure infrastructure and open space are designed, built and maintained to accommodate safety, growth, diverse needs and adaptability
- 3.3.2 Advocate for and support the development of diverse and affordable housing ▼
- 3.3.3 Advocate to and work with the State Government for the timely delivery of State infrastructure to service the City
- 3.3.4 Design, build and maintain the public realm to enable the promotion of physical activity ▼
- 3.3.5 Embrace new technology with the potential to revolutionise how city infrastructure are planned and managed sustainably

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
36	3.3.1	Complete a review of the Parks Development Program.				City Design & Strategy	Coordinator City Design
37	3.3.2	Review Council's Housing Strategy and Character Design Guidelines			30/06/2024	City Design & Strategy	Coordinator City Strategy
38	3.3.5	Establishment of a Digital Twin (3D Model) for the Melton CBD Town Centre Revitalisation.				Engineering Services	3D Digital Twin Officer

Objective 3.4: An integrated transport network that enables people to move around ▼**Strategies:**

- 3.4.1 Advocate to the State and Federal Governments to deliver new and upgraded transport infrastructure to meet the needs of our growing community
- 3.4.2 Improve connectivity between existing and new communities ▼
- 3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of our community ▼
- 3.4.4 Improve accessibility, comfort and connectivity of key active transport routes ▼
- 3.4.5 Support the creation of a connected and active community through the design and delivery of safe walking and cycling networks ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
39	3.4.1	Execute and complete the Fix Our Roads Advocacy campaign			31/12/2022	Corporate Strategy & Investment	Coordinator Advocacy
40	3.4.3	Develop a report for Council on the feasibility and benefits of a heavy vehicle parking facility in the City of Melton				City Design & Strategy	Coordinator City Strategy
41	3.4.4	Develop a Pedestrian and Cycling Plan for the City				Engineering Services	Senior Strategic Transport Engineer

Theme 4: A City that promotes greater education and employment**Objective 4.1: A strong local economy that attracts business growth and encourages new investment****Strategies:**

- 4.1.1 Invest in programs that support local business to start, grow, connect and thrive
- 4.1.2 Support initiatives that create opportunities for new business, jobs and investment in the City
- 4.1.3 Plan for key employment precincts within Precinct Structure Plans
- 4.1.4 Advocate to state government to undertake the Precinct Structure Plans which are employment focussed to facilitate the creation of local jobs

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
42	4.1.2	Implement a range of investment attraction initiatives				Engagement & Advocacy	Coordinator Economic Development and Tourism
43	4.1.2	Prepare an Employment and Industrial Land Strategy for the municipality				City Design & Strategy	Coordinator Planning Projects
44	4.1.3	Prepare and endorse relevant Urban Design Frameworks for employment areas within approved Precinct Structure Plans.				Community Care	Coordinator City Strategy

Objective 4.2: A City with a variety of education facilities accessible locally ▼**Strategies:**

- 4.2.1 Advocate for the timely delivery of primary, special and secondary schools
- 4.2.2 Maximise the use of existing Council facilities by external providers of educational programs ▼
- 4.2.3 Advocate for the delivery of TAFE and tertiary education facilities and opportunities in the City
- 4.2.4 Support local pathways between education, training and employment ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
45	4.2.3	Work in partnership with Victoria University under the MOU to enhance learning and education opportunities for the Melton community				Corporate Strategy & Investment	Strategy & Planning Lead

Objective 4.3: A City with a diversity of local job opportunities with an increasing number of residents locally employed ▼

Strategies:

4.3.1 Encourage access to diverse and quality local employment opportunities

4.3.2 Advocate to State and Federal government and private industry for increased and diverse local employment opportunities

4.3.3 Partner with community organisations and the employment and education sectors to identify skill shortages and advocate for employment pathways ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
46	4.3.1	Develop a Council work placement program for our local community inclusive of people with a disability				People & Culture	Manager People & Culture

Objective 4.4: Lifelong learning opportunities that bring local communities together ▼

Strategies:

4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning ▼

4.4.2 Help close the digital-divide by improving the community's digital literacy ▼

4.4.3 Create a learning culture in the City through early engagement with and support for children, young people and families ▼

4.4.4 Partner with education providers to facilitate the delivery of education and training programs

4.4.5 Advocate for the provision of digital technologies accessible to all

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
47	4.4.1	Deliver community capacity building, learning, and community leadership programs				General Manager Community Services	General Manager Community Services

Theme 5: A community that is actively engaged in the City

Objective 5.1: Deliberative engagement and communication with the community informs planning and decision making

Strategies:

- 5.1.1 Position the organisation to deliver robust deliberative engagement
- 5.1.2 Invest in Council's capacity to design and conduct meaningful community engagement activities
- 5.1.3 Provide the community with balanced, transparent and objective information

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
48	5.1.1	Deliver a community education program for community sport, recreation and leisure in the City of Melton				Recreation & Youth	Recreation Coordinator

Objective 5.2: A range of platforms, including digital, that cater for accessible community engagement and consultation ▼

Strategies:

- 5.2.1 Streamline customer access to Council by investing in new technology while maintaining non digital channels for people with access constraints
- 5.2.2 Increase participation in online community engagement platforms
- 5.2.3 Provide opportunities for meaningful community engagement, especially with diverse faith and cultural groups ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
49	5.2.1	Enhance citizen engagement and experience through digitally accessible Council services				Innovation & Transformation	Digital Customer Experience (DCE) Coordinator

Objective 5.3: Increased volunteerism in the City ▼

Strategies:

5.3.1 Invest in establishing systems and structures to enable strong volunteerism in the City ▼

5.3.2 Establish partnerships to promote volunteerism ▼

5.3.3 Promote the benefits of volunteerism ▼

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
50	5.3.1	Invest in education and training opportunities for community sporting groups to enhance governance and sustainability				Recreation & Youth	Recreation Coordinator
51	5.3.2	Develop a Volunteer Promotion Plan in partnership with local agencies and groups to promote volunteerism and its benefits				All Community Services Departments	General Manager Community Services
52	5.3.3	Through the implementation of the volunteer Promotion Plan promote volunteer opportunities and benefits at Council and within the local community				All Community Services Departments	General Manager Community Services

Theme 6: A high performing organisation that demonstrates civic leadership and organisational excellence**Objective 6.1: An organisation that demonstrates excellence in customer and community service****Strategies:**

6.1.1 Provide high quality, consistent and responsive customer service throughout all areas of Council

6.1.2 Establish an organisational approach to strategic planning for children and young people

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
53	6.1.1	Enhance cyber security within the organisation				Innovation & Transformation	Architecture and Strategy Coordinator
54	6.1.2	Implement the Roadmap for new Victorian Child Safe standards across Council				People & Culture	Child Safe Lead
55	6.1.2	Implement findings of the Child Safe Audit 2021				People & Culture	Child Safe Lead

Objective 6.2: An adaptive, innovative and creative organisation**Strategies:**

6.2.1 Invest in a skilled, motivated and high performing workforce through leadership and staff development programs

6.2.2 Invest in new and emerging technology that supports innovation

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
56	6.2.1	Implement Strategic Workforce Planning across Council				People & Culture	People and Culture Manager
57	6.2.2	Implement an Automated Approvals Pilot for Skip Bin & Goods on Footpath Permits				Community Safety	Coordinator Amenity Protection

Objective 6.3: An organisation that demonstrates excellence in civic leadership and governance**Strategies:**

- 6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance
 6.3.2 Engage with all levels of government to support Council's capacity to deliver outcomes in response to changes in legislation
 6.3.3 Improve the transparency of organisational performance to our community
 6.3.4 Invest in professional development opportunities for Councillors relevant to their civic responsibilities
 6.3.5 Advocate to, and partner with all levels of government, community organisations and the private sector

CAP No.	CP Strategy	Action	Status Symbol	Year to Date Comments	Completion Date	Service Unit	Lead Officer
58	6.3.1	Ensure that Council policies are developed and reviewed as required				Legal, Governance & Risk	Manager Legal, Governance & Risk
59	6.3.4	Ensure Councillors are supported in undertaking professional development opportunities relevant to their responsibilities to Council and kept appraised of their civic and regulatory responsibilities via a series of 'Good Governance' briefings, seminars and initiatives.				Legal, Governance & Risk	Manager Legal, Governance & Risk

12.4 RESPONSE TO NOTICE OF MOTION 820 - CITY OF MELTON MATERNAL CHILD HEALTH STATUS UPDATE

Author: Brendan Ball - Manager Families and Children
Presenter: Troy Scoble - A/General Manager Community Services

PURPOSE OF REPORT

To respond to Notice of Motion 820 (Cr Abboushi/Cr Carli) providing a report which details the issues impacting the City of Melton Maternal and Child Health service and broader industry in Victoria, how the community will be kept informed of service changes and actions being undertaken to improve the capacity of the service in the future.

RECOMMENDATION:

That Council:

1. Note the report.
2. Support Officers where appropriate in the advocacy campaign combined with the Maternal and Child Health community communication strategy to increase the capacity of the service in the future.

REPORT

1. Executive Summary

Maternal report is provided to Council in response to Notice of Motion 820 (Cr Abboushi) resolved at the Ordinary Meeting of Council on Monday 20 June 2022:

That Council request officers provide a report to Council outlining the current status of Council's Maternal and Child Health Service in being able to provide required services to the community, including the following:

- 1) issues impacting the City of Melton Maternal and Child Health Service and the broader industry in Victoria;
- 2) how the community will be kept informed on service impacts; and
- 3) what advocacy is being undertaken to improve the capacity of the service in the future.

The Maternal Child Health (MCH) sector is experiencing workforce shortages, high birth rates and ongoing impacts of the Covid-19 pandemic across many areas of the state.

In the City of Melton, the demand for MCH services continues to increase, with 3,070 birth notices for 2021-22 (up from 2,765 in the previous year) and 17,212 infant records (up from 16,809 from previous year). For context, the MCH service provided 1,457 (364 per week) Key Age and Stage (KAS) consults in May 2022. Unfortunately, the availability of nurses across the sector is limiting supporting Council's ability to attract and retain nurses to provide the service level required.

Councillors and clients were advised throughout June that the MCH service is prioritising babies 0-8-weeks-of-age KAS consultations, plus vulnerable clients.

Officers are trying to stabilise the existing MCH team, support, nurture and build capacity of the service to meet part of the community demand whilst also work with the industry to attract, retain and increase MCH nurses in the future.

Council has delivered a number of initiatives in response to the issues affecting the MCH service and is currently developing an advocacy campaign tied to a communications strategy to build the capacity of the service in the short, medium and long term.

2. Background/Issues

Universal Maternal and Child Health Services

The Universal MCH service provides a critical service that promotes health, wellbeing, safety, learning and developmental outcomes for children and their families. The service provides a holistic approach to the physical, emotional, and social factors affecting families which are delivered through 10 KAS consultations. MCH consultations screen all children and refer children, parents or other family members to other agencies and organisations as required.

Additional Maternal and Child Health Services

The City of Melton MCH service offers families an enhanced service for vulnerable families, a breastfeeding support service, a sleep & settling service, as well as parent and toddler groups, and the immunisation service.

Issues Affecting the Broader Maternal and Child Health Sector

Workforce Shortages Across Victoria

As at 30 June 2022, there were 1,351 fully qualified MCH nurses employed throughout Local Government across Victoria which amounts to 858.0 Effective Full Time (EFT). This does not include casual MCH nurses or MCH nurses employed by other services such as the MCH Line. There were 78.83EFT vacant nurse positions across Victoria as at 30 June 2022.

Data also provided by the Department of Health states that there are expected to be 64 graduates eligible to apply to enter the MCH service in 2022, 70 graduates in 2023 and 73 graduates in 2024. It is also unclear how many nurses leave the MCH sector across Victoria each year, nor how many MCH nurses are reducing working hours each year.

It is important to note that in order to practice as a MCH nurse in Victoria, a MCH nurse is required to hold current registration with Australian Health Practitioner Regulation Agency as a Registered Nurse (Division 1), a Registered Midwife, and hold an accredited postgraduate degree/diploma (or equivalent) in Maternal and Child Health Nursing, effectively a 7 year process if undertaken full time.

There are three Councils delivering prioritised MCH service delivery (including City of Melton) while there are several Councils advertising MCH nurse vacancies.

While the State Government does not have a MCH workforce strategy, the Department of Health implements annually MCH Workforce Grants and MCH scholarships to support career pathways and student clinical supports whilst on placement in MCH services.

The State Government also provide guidance for MCH services to use when reviewing, developing, and designing models of care for use during periods of workforce shortfall and activity surge throughout the COVID-19 pandemic. The guidance has been prepared in consultation with the Department of Health (Department), MAV, Safer Care Victoria (SCV), Executive MCH Coordinators Group and the Australian Nursing and Midwifery Federation (ANMF). The Department is also introducing the time-limited Student Employment Model to increase workforce capacity and MCH service delivery for those with extreme workforce shortages. The State Government also advised of other broader workforce initiatives including the International Health Workforce Recruitment Campaign as well as the Nursing and Midwifery Workforce Development Fund.

The Interface Councils Group (ICG 2021) and Eastern Metropolitan Region (EMR) Councils have been working together to address the broader MCH issues being experienced. A number of reports have been completed outlining the common issues facing the MCH sector are:

- Workforce supply shortages
- Increased scope of the Key Age and Stage model
- IT functionality issues
- Funding model gaps
- Covid-19 impacts

In response to these issues, both the ICG and the EMR groups are advocating for:

- A workforce review and strategy
- A review of the Key Age and Stage framework
- IT software replacement
- Development of a new funding model
- Funding and planning for Covid-19 recovery

The Northern Region Councils are currently advocating for a pilot project that includes:

- A Maternal and Child Health Nurse Educator
- Multidisciplinary MCH Workforce
- Funding to extend the current KAS visits

Issues Specifically Affecting the City of Melton Maternal and Child Health Service

Increased Demand for MCH Services

The City of Melton received 3,070 birth notices in 2021-22, compared to 2,765 in the previous year. The total number of infant records increased to 17,212 at the end of June, compared to 16,809 the previous year placing increased demand on existing services.

City of Melton MCH Workforce Issues

Immediately prior to the Covid-19 pandemic, the City of Melton Universal MCH service was almost fully staffed. Since then, some nurses have retired, some nurses have resigned for a variety of lifestyle reasons and some nurses have reduced their working hours also for a variety of lifestyle reasons.

Other issues affecting the City of Melton MCH Service

The City of Melton MCH service is experiencing an increase in complexity client presentations that requires more time for the nurse to address with each client. Between 2017 – 2019 there were 3,021 children who had at least one identified risk factor. This number has increased to 5,488 children in 2022, all of whom have more than one risk factor.

The Covid-19 pandemic continues to impact the City of Melton MCH service in terms of the additional time required to meet health and hygiene standards, (including an additional 10 minutes that is required to sanitise all touch points between clients.) along with staff availability which impacts the delivery of services to clients.

City of Melton Service Prioritisation

The City of Melton MCH families are consistently engaged to ensure their understanding that support services continue to be offered whilst low availability of Maternal and Child Health nurses continues, as in other areas across Victoria.

Communication with City of Melton Families

MCH families have been engaged with letters (September 2021, January 2022, March 2022 and June 2022) advising ongoing service changes as a result of insufficient nurse availability, increase in local birth rate and the impact of Covid-19 pandemic. The service changes relate to prioritisation of age groups, plus Aboriginal and Torres Strait Islander children and families, vulnerable children and families, as well as children and families with additional needs or concerns including families enrolled in the Enhanced Maternal and Child Health program and those with COVID-19. The letters also advised that appointments outside of the service prioritisation will unfortunately need to be cancelled. In addition, Council communicates directly with families through the Client Information Data System and the MCH Central Booking Office as well as Council's website and the broader communication mechanisms detailed in Section 5 below.

City of Melton MCH Actions to Date

Council continues to work closely with the Municipal Association of Victoria, Safer Care Victoria and the Department of Health on a number of actions to mitigate the impacts on the MCH service and build service capacity. These includes:

- Temporarily introducing 45-minute Key Age and Stage consultation lengths.
- An ongoing recruitment strategy.
- Calling for MCH nurses assistance from other Councils.
- State-wide requests for assistance through the MAV and in major MCH forums.
- Strengthening the City of Melton MCH Leadership Team.
- Introducing the temporary MCH Practice Lead role to identify, support and mitigate client risks.
- Introducing and then increasing the length and number of Saturday sessions.
- Continuing high quality supervision, practice reviews and general support to the MCH team, including clinical supervision.
- Strengthening the MCH Central Booking Office to improve service efficiencies and improve the team's ability to respond to client enquiries.
- Introduce the Parents' Evaluation of Developmental Status (PEDS) screening process to assess any client concerns and risks.
- Engaging with universities to attract new MCH graduates.
- Continuing the MCH student and graduate program.
- Implementing the Strong Families, Strong Babies Project which is a collaboration between VICSEG, Western Health and Council and has a specific focus on families who have migrated from India and are residing in the Melton South area. This community has been identified by the North Western Melbourne Primary Health Network (funding body), as an area of particular need due to an increased rate of Infants born preterm, small for gestational age and/or with a low birthweight. The project will help understand how early childhood health services can play a role in addressing social factors known to influence health outcomes for women, babies, and families.
- Age-specific groups where parents are provided with the educational component of the key ages and stages visit within a group setting. An MCH nurse attends, when available, to conduct a weight check and development assessment.

Council is in the process of expanding the Parent Education Program that will provide information sessions for parents relating to those matters most significant to parents.

Officers have also been working with the State Government to enter into an agreed action plan to guide decision making relating to workforce strategies, time-limited alternative service models and communications to staff and the community. Key aspects of this plan include:

- Prioritised service delivery.
- Recruitment strategies.
- Student and graduate program.
- Client screening program.
- Following up clients identified as being at risk.
- Communications with the MCH team and clients.
- Engaging other Councils and stakeholders to assist with service delivery.
- Group sessions.

Maternal and Child Health Advocacy Strategy

In December 2021, the Mayor Cr Kesic wrote to both the MAV and the Minister for Health seeking assistance to attract new Maternal Child Health nurses at the school level with career promotion, incentives for existing nurses to move to the Maternal Child Health profession, incentives for Maternal Child Health nurses to work in outer growth areas to meet the existing skills shortages, funding for tertiary places to train local residents to become Maternal Child Health Nurses and advocacy for full scholarships to upskill nurses to Maternal Child Health nurses.

The letter to the MAV also offered Council's support for the MAV's unit cost increase advocacy campaign.

Future Maternal and Child Health Advocacy Strategy

The short-term outcome priorities listed in the City of Melton MCH Advocacy Strategy centre around engagement with local members and Ministers, advocating for:

- Incentives for existing nurses to reskill to Maternal Child Health.
- Funding for tertiary places to train local residents to become Maternal Child Health Nurses.
- Full scholarships to deliver a zero cost for eligible nurses to become qualified Maternal Child Health nurses.
- Government replace or improve the CDIS software system to enable a user-friendly system and yield greater efficiencies such as online client booking system.
- Extend the one-off \$3,000 payment for the health workforce to MCH nurses and support staff.
- Government fund an MCH nurse educator position to provide a comprehensive student, clinical placement and job readiness program to support the transition of midwives into the sector.

The medium-term advocacy outcome priorities are:

- Engage local representatives to become a champion of MCH nurses.
- Support the MAV's campaign for a restoration of 50:50 MCH funding between State and Local Government.
- Support Interface Councils and Northern Council's campaign for 45 minutes KAS consultations.

- Advocate for a broader strategy for skills shortages advocating to both the State and Federal Government for TAFE and University places locally and peri-urban residents to deliver a skilled workforce ready for the new hospital, new schools, new kinder places, and MCH Nurses.

Supporting the advocacy strategy will be a communications strategy to help promote MCH nursing and the City of Melton as an employer of choice.

3. Council and Wellbeing Plan Reference and Policy Reference

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

3. A fast growing, innovative and well-planned City

3.2 Health and community services are accessible locally.

4. Financial Considerations

There are no financial considerations associated with this report. There will be financial commitments to be made to develop a City of Melton Maternal Child Health communications strategy and support initiatives to enhance the service capacity in the future

5. Consultation/Public Submissions

Maternal and Child Health Communications Strategy

MCH families have remained engaged throughout the process with written correspondence, advising service changes as a result of insufficient nurse availability, increase in local birth rate and the impact of Covid-19 pandemic.

In the eighteen months to June this year, Council published approximately 79 articles across social media platforms including Facebook, LinkedIn, Instagram and YouTube referencing the MCH service. These include job postings, breastfeeding support service, parent and toddler groups, and the retirement of a long-standing MCH nurse.

The Child Development Information System has been used to email and SMS message all clients enrolled in the Melton MCH service.

The Melton MCH service also communicates frequently with clients and the community by:

- Family and Children's eNewsletter: Promote parent and toddler groups; provide information on resources available to parents of young children; provide updates on MCH changes as required.
- Website: Update the website as service change to keep the community informed; provide information on resources available to parents of young children.
- Parent Resources and Support A4 flyer was sent via newsletter and on the Council website and sent to stakeholders to distribute.
- Community events: Engage with families via community events/programs (e.g. supported playgroups, shopping centre pop ups, children's week etc).

Officers are also working on developing a new communications strategy for the next 12 months that will include key messaging, the recruitment campaign, and the advocacy campaign. This work has commenced, and Council will be engaged in this process.

The Department of Health Communications

More broadly at state level, the Department of Health communicates directly with the community through its website. Key messages relating to MCH service capacity include:

- The continued impact of the Covid-19 pandemic on MCH services.

- At times, MCH services do not have capacity to deliver full range of MCH services. In line with DoH guidance, and due to workforce shortages, some MCH services may need to temporarily prioritise support to children and families or provide support in different ways.
- At times due to COVID-19 impacts, some MCH services may need to temporarily prioritise essential services to the most vulnerable children and families. This may mean that services are temporarily prioritised. All vulnerable children and families are still eligible for MCH appointments across Victoria.
- Parents or caregivers with significant concerns about missed or delayed MCH appointments should contact their regular MCH service to arrange for their MCH appointment to proceed.

6. Risk Analysis

Officers acknowledge that a reduced capacity in the MCH workforce risks failing to meet the needs of the community and the health and wellbeing of vulnerable clients. The steps being taken as detailed in this report are driven to support increasing the capacity of the MCH workforce and mitigate this risk.

Officers are also undertaking an internal audit to consider effective, efficient and compliant control and service design in the delivery of the programs and services.

7. Options

N/A

LIST OF APPENDICES

Nil

12.5 REVIEW OF INTERNAL AUDIT PLAN PROJECTS FOR 2022-2023

Author: Cheryl Santoro - Senior Administration Officer
Presenter: Bradley Dosser - Manager Legal, Governance & Risk

PURPOSE OF REPORT

To present the reprioritisation of the internal audit plan projects for 2022-2023 for approval.

RECOMMENDATION:

That Council:

1. note the Audit and Risk Committee received and endorsed the reprioritisation of the internal audit plan projects for 2022-2023; and
2. approve the reprioritisation of the internal audit plan projects for 2022-2023.

REPORT

1. Executive Summary

At the August 2022 Audit and Risk Committee meeting, Council's Internal Auditor, Kylie Maher, provided an overview of the Internal Audit Plan projects for 2022-2023 after meeting with Executive, which resulted in a reprioritisation of timing to some projects.

The updated Internal Audit Plan for 2022-2023 projects are attached at **Appendix 1**.

2. Background/Issues

Internal Audit met with the Executive members to review the internal audit plan projects for 2022-2023 and input into the priority projects to deliver, alignment to key risks and outcome priorities in June 2022.

A further workshop was requested to consider the organisational review and additional review of the proposed projects. The following were endorsed by Executive:

- Narrow the scope of the ICT security and system controls to consider cyber controls to be conducted in August 2022;
- Include the conduct of efficiency and effectiveness within the Maternal and Child Health review to assist with the current state of crisis to be conducted in August/September 2022;
- Define a scope for quarterly Continuous Compliance approach that brings independent assurance, timely review and alerting to key financial, integrity and compliance processes;
- Reconvene with Executive to consider fully the sector benchmarking, budget, organisation review and other proposed projects areas.

The Audit and Risk Committee 'Discussion Points' relating to this Agenda Item is attached at **Appendix 2**.

The action emanating from this discussion with the Audit and Risk Committee is as follows:

'The reprioritisation of the internal audit plan projects for 2022-2023 be recommended to Council for adoption.'

3. Audit and Risk Committee Annual Plan Reference

The Melton City Council Audit and Risk Committee Annual Plan references:

18. Review and approve 3 year and annual internal audit plans

4. Financial Considerations

A provision has been provided in this year's budget for Council's Internal Audit contract fees.

5. Consultation/Public Submissions

Consultation occurred with all Executive members and Council's Internal Auditor on the prioritisation of the internal audit plan projects for 2022-2023.

6. Risk Analysis

It is imperative that an Internal Audit Plan is reviewed and approved to ensure the Internal Auditors meet the Service Levels described within the contract.

7. Options

The Council has the option to accept, amend or reject the reviewed Internal Audit Plan projects for 2022-2023.

LIST OF APPENDICES

1. Internal Audit Status Report as at July 2022
2. Audit & Risk Committee August Meeting Minutes Regarding Internal Audit Status Report

QUARTERLY INTERNAL AUDIT STATUS REPORT – JULY 2022

This report provides Melton City Council's (MCC) Audit and Risk Committee (ARC) with a status of the internal audit activities for the period to July 2022.

INTERNAL AUDIT ACTIVITIES	PLANNED INTERNAL ACTIVITIES	OTHER INTERNAL AUDIT WORK
<ul style="list-style-type: none"> Procurement internal audit - We have continued to progress the procurement project. Delays have been experienced due to resourcing in the Melton team, document provision delays and a number of higher risk findings to be negotiated and discussed. This will include review with the CEO on the immediate and strategic recommendations being proposed. Initial workshop was held on 7th July and a number of key documents remain outstanding as at the 7th July. Internal audit plan review - Internal audit met with the CEO and Executive to review the internal audit plan projects for 2023 and input into the priority projects to deliver, alignment to key risks and outcome priorities in June 2022. We have attached the benchmarking presented and recommendations made for initial priority projects. A further workshop was requested to consider the organisational review and additional review of the proposed projects. 	<ul style="list-style-type: none"> Procurement internal audit – finalisation of the draft report and agreement of management actions. To circulate out of session. Cyber controls review – narrow and focus the scope of the ICT security and system controls to consider cyber controls and conduct this project in August. Tabled at this meeting. Maternal child health – conduct a efficiency and effectiveness review to assist with the current state of crisis and inform planning, review and opportunities to mitigate the risks and conduct this project in August / September. Tabled at this meeting. Continuous compliance – define a scope for quarterly continuous compliance approach that brings independent assurance, timely review and alerting to key financial, integrity and compliance processes. Internal audit to define a scope and approach. Reconvene to consider fully the sector benchmarking, budget, organisation review and other proposed project areas tabled by internal audit. Define and agree a close out process and protocol for past internal audit findings providing independent assurance. Scope for approach tabled at this meeting. 	<ul style="list-style-type: none"> Internal audit have not been requested to delivery additional internal audits.

Internal Audit Status Report – July 2022

This report provides Melton City Council (MCC) with a status of the internal audit activities for the period July 2022 - July 2023

The following projects have been completed since our appointment in 2021:

- Capital Projects
- Integrity Framework
- COVID Lessons Learned
- Child Safe Readiness
- Council Expenses
- Development and Infrastructure Contributions

The following projects are in progress:

- Procurement exit meeting scheduled 7th July
- Cyber Controls, Follow up validation close out and Maternal Child Health currently being scoped

Internal Audit Projects	2022									2023					
	Quarter 2			Quarter 3			Quarter 4			Quarter 1			Quarter 2		
	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Internal Audit Plan															
DCP and ICP Programs			Final												
Procurement					Draft Report										
Cyber Controls					Scope										
Maternal Child Health					Scope										
Continuous compliance project								Scope							
Follow up and close out internal audit past findings								Scope							



Legend			
	Review completed		Future Reviews planned
	Review in progress		Final report presented to ARC

Executive Review of Internal Audit Plan June / July 2022

Objective

The objective of this review was to challenge and refresh the internal audit plan with executive engagement and input. To confirm the priority projects, where internal audit can assist and bring value and respond and align to the changing priorities and environment. This was endorsed at the May 2022 audit and risk committee as an important action with change in leadership and landscape.

Approach

To review the Internal Audit Plan, the following key discussion points were considered in the CEO and executive workshop:

- Where can internal audit bring value to Melton priorities and outcomes?
- Types of engagement – readiness for change or regulator review, continuous improvement, compliance check, acquittal, post implementation, control design, effective and efficiency,
- Outputs – assurance, improvement opportunities, roadmap to improve and mature, learnings to leverage, efficiency and effectiveness to inform decision-making and investment
- What are the risks and issues keeping me awake at night that I could seek assurance?
- What are the focus areas I would like to improve and obtain assistance to support improvement?
- What are the major changes that I need to check the controls are still operating?
- What are the major projects or deliverables that a check in would provide opportunity to assure or timely mitigation?
- What are the areas I need productivity, efficiency and effectiveness improvements from?
- What am I seeing at other councils that I want to make sure is not happening here?
- Is the size of our audit plan right for the risk profile and organisation?
- A detailed sector scan, benchmarking to other councils (below) and a review of past coverage was also considered

Manager Legal, Governance and Risk confirmed the priority and projects with the Executive team and provided internal audit with their feedback.

Benchmarking of Council internal audit plans 2023

Council	Number of Projects	Total Hours
Melton	4	580
Yarra	14	1540
Wyndham	9	1100
Port Phillip	9	900



Agreed Outcomes

We have realigned the projects for 2022 and 2023 and their priority. This has resulted in the change of timing to ensure the projects are aligned to inform and benefit key activities planned by MCC. We have agreed to reconvene with the CEO and Executive in September 2022 to perform further review of the future plans to provide for consideration of the proposed projects and the organisational review.

In the interim the CEO and Executive endorsed the following changes to priority:

Cyber controls review – narrow and focus the scope of the ICT security and system controls to consider cyber controls and conduct this project in August.

Maternal child health – conduct a efficiency and effectiveness review to assist with the current state of crisis and inform planning, review and opportunities to mitigate the risks and conduct this project in August / September.

Continuous compliance – define a scope for quarterly continuous compliance approach that brings independent assurance, timely review and alerting to key financial, integrity and compliance processes. Internal audit to define a scope and approach.

Reconvene to consider fully the sector benchmarking, budget, organisation review and other proposed project areas tabled by internal audit.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING3 AUGUST 2022

6.5 INTERNAL AUDIT STATUS REPORT AS AT JULY 2022**Author: Cheryl Santoro - Senior Administration Officer****Presenter: Kylie Maher – Internal Auditor****PURPOSE OF REPORT**

To present the Internal Audit Status Report as at July 2022 (the Report).

RECOMMENDATION:

That Council adopt the Audit and Risk Committee endorsement on the reprioritisation of the internal audit plan projects for 2022-2023.

AUDIT & RISK COMMITTEE DISCUSSION POINTS

The Internal Auditor, Kylie Maher informed the Committee that Auditors met with Executive to review the internal audit plan projects for 2022 and 2023, which resulted in the proposed change of timing to ensure some projects are aligned to inform and benefit key activities planned by Council. The following were endorsed by Executive:

- Narrow the scope of the ICT security and system controls to consider cyber controls to be conducted in August 2022;
- Include the conduct of efficiency and effectiveness within the Maternal and Child Health review to assist with the current state of crisis to be conducted in August/September 2022;
- Define a scope for quarterly Continuous Compliance approach that brings independent assurance, timely review and alerting to key financial, integrity and compliance processes;
- Reconvene with Executive to consider fully the sector benchmarking, budget, organisation review and other proposed projects areas.

The Committee Received and Endorsed the Report**Action:**

The reprioritisation of the internal audit plan projects for 2022-2023 be recommended to Council for adoption.

REPORT**1. Executive Summary**

Attached at **Appendix 1** is the *Internal Audit Status report as at July 2022*.

The *Internal Audit Plan 2021 to 2023* is approved by the Audit and Risk Committee and reviewed on an annual basis in February. In addition, a progress report is presented to each meeting.

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING**3 AUGUST 2022**

2. Background/Issues

The *Annual Plan 2022* requires that the *Internal Audit Plan 2021 to 2023* is approved by the Audit and Risk Committee and reviewed on an annual basis in February and a progress report provided to each meeting.

Attached at **Appendix 1** is the Internal Audit Status report as at July 2022.

The internal auditors will be in attendance at the meeting to answer any questions in relation to this Report.

3. Audit Committee Annual Plan Reference

The Melton City Council Audit and Risk Committee Annual Work Plan references:

19. Review status of delivery of annual Internal Audit Plan

4. Financial Considerations

A provision has been provided in this year's budget for Council's Internal Audit contract fees.

5. Consultation/Public Submissions

No consultation was required in the preparation of this report.

6. Risk Analysis

The *Internal Audit Plan 2021 to 2023* identifies the top strategic and corporate risks on page 2 of the Report.

7. Options

The Committee has the option to accept or seek further information from the internal auditors in relation to this Report.

LIST OF APPENDICES

1. Internal Audit Status Report

12.6 RECOMMENDATIONS FROM THE SEMI-ANNUAL GRANT ASSESSMENT PANEL MEETING JUNE 2022

Author: Jarrod Byham - Community Grants and Awards Officer
Presenter: Troy Scoble - A/General Manager Community Services

PURPOSE OF REPORT

To present the recommendations for the allocation of funds within the City of Melton Semi-Annual Grants Program's June 2022 round.

RECOMMENDATION:

That Council:

1. Endorse the minutes of the Semi-Annual Grants Assessment Panel Meeting held on Tuesday 19 July 2022, as presented in **Appendix 1**.
2. Adopt the recommendations of the Semi-Annual Grants Assessment Panel awarding \$59,922.55 of the allocated funds from the Semi-Annual Grants budget, as presented in **Appendix 1**.

REPORT

1. Executive Summary

Melton City Council acknowledges its role in supporting, assisting and partnering with community groups in providing services that benefit the wider community, enhance community wellbeing and contribute to Council's strategic objectives.

Council achieves this through the provision of a range of grants available to the City of Melton community, including the Semi-Annual Grants Program.

In its capacity as an Advisory Committee of Council, this report provides the Semi-Annual Grants Assessment Panel's funding recommendations in relation to not-for-profit community groups and organisations who made an eligible application to the June 2022 Semi-Annual Grants round.

2. Background/Issues

Community grants strengthen relationships which unite the community through positive activities and create sustainable partnerships that encourage learning and self-sufficiency.

The Semi-Annual Grants Program provides opportunities for groups to submit competitive applications to one of two grants streams:

1. Community Project – this stream provides financial support up to \$10,000 for community projects that increase community participation and access to information, services and facilitate a strengthening in social wellbeing across the city.
2. Entry-Level – this stream provides financial support up to \$2,000 and is designed for groups that have little experience applying for grants or little experience implementing grant-funded projects.

Grants Assessment Panel

Semi Annual Grants Assessment Panel members must adhere to a number of important confidentiality and disclosure requirements. This includes not releasing information that they know, or should reasonably know, is confidential information (such as applicant names, contact details, funding requested, project scopes, Council Officer feedback, individual assessments and funding outcomes).

Eligibility Requirements

Semi Annual Grant applicants must satisfy a number of important eligibility requirements including:

- Being an incorporated for-profit group providing support, services or programs within the City of Melton, or receive auspice support from a non-profit organisation
- Having no outstanding debts owing to Council
- Having met all acquittal conditions of previous Council funding
- Having 80% of project participant's living in the City of Melton, and
- Having discussed the project application with a relevant Council Officer

All applications are reviewed in detail against all Council eligibility criteria prior to panel assessment. Only those applications meeting all eligibility criteria are assessed by the panel.

Applications for the June 2022 Semi-Annual Grants round opened on 1 June 2022 and closed 30 June 2022. A total of two eligible applications were received for the Entry-Level Projects Stream, and both proceeded to assessment. In the Community Project Stream, 15 applications were received and three later withdrawn, leaving 12 eligible applications proceeding to assessment. Of these 12 applications, one application scored less than 50% by the Assessment Panel and therefore was also deemed ineligible for funding.

The Assessment Panel is governed by a Terms of Reference, which Council endorsed at the 15 March 2021 Ordinary Council Meeting. The Assessment Panel meeting was held on Tuesday 19 July 2022.

Panel recommendations

The panel's recommendations in relation to funding against the selection criteria are detailed at **Appendix 1**, which includes the panel meeting minutes, assessment rationales and funding recommendations.

Note that the minutes of the June 2022 panel meeting contain an amendment to include additional information, and these minutes have been re-circulated to the panel for information.

3. Council and Wellbeing Plan Reference and Policy Reference

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

6. A high performing organisation that demonstrates civic leadership and organisational excellence
 - 6.3 *An organisation that demonstrates excellence in civic leadership and governance.*

4. Financial Considerations

Funding for this Semi-Annual Grants round is as per the table below in the 2022/2023 Council budget:

Available Budget 2022/23	Recommended funding	Remaining Budget
\$105,000	\$59,922.55	\$45,077.45

The next Semi-Annual Grants round will be undertaken in February 2023.

5. Consultation/Public Submissions

All funding available through Council's Community Grants Program is promoted across our community through a range of available media and other opportunities.

Following Council approval, successful grant recipients in this round will be published on Council's website.

Successful applicants will be invited to a formal recognition event. The event will enable Council to acknowledge and show appreciation to our community on the participation and leadership they displayed through the funded initiatives.

6. Risk Analysis

Community grant opportunities provided and administered by Council are promoted and provided in accordance with Council objectives, guidelines and procedures.

Council officers are implementing administrative changes to grants processes in line with audit recommendations and continuous improvement measures.

Assessment panel members must declare if they have, or could be perceived to have, a conflict of interest. If such a conflict exists, those assessment scores have not been included.

Assessment panel members have also agreed to preserve the confidentiality of all application information supplied.

Council Officers must also maintain robust documentation across all steps of the assessment process to create a thorough audit trail.

7. Options

The Semi-Annual Grants Program Assessment Panel is an Advisory Committee of Council, and Council has the authority to approve or not approve the panel's funding recommendations.

Consistent with Council's Grants Policy/Guidelines, the assessment panel has considered all the applications against the key selection criteria, met as a panel to determine the panel's agreed recommendations and now presents these findings to Council for approval.

LIST OF APPENDICES

1. Semi-Annual - Minutes Grants Panel Assessment Meeting - June 2022 updated v2 –

CONFIDENTIAL

Designated as confidential by the Chief Executive Officer pursuant to Section 77(2)(c) and Section 89(2)(l) of the *Local Government Act 1989*.

12.7 PLANNING APPLICATION PA 2021/7769/1 - USE AND DEVELOPMENT OF THE LAND FOR THE PURPOSES OF TRIPLE STOREY MEDICAL CENTRE WITH ASSOCIATED CAR PARKING AND LANDSCAPING, REDUCTION OF ASSOCIATED CAR PARKING REQUIREMENTS, CONSTRUCTION AND DISPLAY OF AN INTERNALLY ILLUMINATED PYLON SIGN AND CREATION OF ACCESS TO A ROAD IN A TRANSPORT 2 ZONE AT 150-152, 154 AND 156 COBURNS ROAD MELTON

**Author: Simon Temple - Principal Planner
Presenter: Bob Baggio - Manager Planning Services**

PURPOSE OF REPORT

To consider and determine the above planning application.

RECOMMENDATION:

That Council issue a Notice of Decision to Grant a Permit subject to the conditions outlined in **Appendix 6** of this report.

REPORT

1. Background

Executive Summary

Applicant:	Western Region Health Pty Ltd (C- KLM Spatial Pty Ltd)
Proposal:	Medical Centre
Existing Land Use:	Single Storey building (Medical Centre) and Vacant land
Zone:	Mixed Use Zone
Overlays:	Nil
Number of Objections:	Six
Key Planning Considerations:	Building height/scale and design (energy efficiency) Neighbourhood character Amenity Adequacy of on-site car parking
Recommendation:	Approve application subject to conditions

The Land and Surrounding Area

The subject site consists of three adjacent parcels of land known as 150-152 Coburns Road, 154 Coburns Road and 156 Coburns Road in Melton. The subject land is located on the eastern side of Coburns Road directly south of High Street.

Other features of the site are as follows:

- The land at 150-152 Coburns Road is rectangular in shape, relatively flat and has a total area of 1,801m². The land contains a single storey building with associated car parking currently used for the purposes of a Medical Centre (Osteopath Clinic) with associated car parking occupied by Western Region Health Pty Ltd.
- The land at 154 Coburns Road is rectangular in shape, relatively flat and has a total area of 534.4m². The land contains a single storey dwelling with concrete tiled roofing and a single carport.
- The land at 156 Coburns Road is irregular in shape, relatively flat and has a total area of 872.2m². The land contains a single storey dwelling with concrete tiled roofing and a double carport.
- A 1.8-metre-wide sewerage easement is located along the eastern boundary of the subject land and part (north-east corner) of the northern boundary of 156 Coburns Road.

The surrounding area can be characterised as a mix of existing residential and commercial land use and development. The adjoining land to the north is currently vacant. Land further north-east contains single storey detached dwellings directly fronting High Street (service road). The adjoining land to the east contains an established residential area comprising single and double storey detached dwellings with garages/carports and associated outbuildings directly fronting Rosina Drive. The land to the west (opposite side of Coburns Road) contains an established commercial area including the Coburns Central Shopping Centre, a Service Station, several convenience restaurants and the Woodgrove Shopping Centre (Major Activity Centre).

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

The Application

The application proposes the use and development of a three storey Medical Centre.

The proposed development is summarised as follows:

- The existing building and car parking at 150-152 Coburns Road Melton will be retained. The existing building will continue to operate as a medical centre in accordance with Planning Permit PA2012/3078/1 while construction of the proposed building takes place. Once the new building is completed, the existing building will be used as offices and storage space as well as by 1-2 medical practitioners in association with the medical centre that will operate from the new building.
- Construction of a new three storey building at 156 Coburns Road with a total floor area of 1,162.6 square metres.
- The building will be setback 1.3 metres (minimum) and 5.6 metres (maximum) from the northern boundary, 3 metres (minimum) and 13.6 metres (maximum) from the eastern boundary and 2.5 metres (minimum) and 6.8 metres (maximum) from the western boundary (Coburns Road frontage).
- The maximum height of the building will be 10.6 metres.
- External materials, colours and finishes for the proposed building include brick (white), brick with rendered finish (ironstone), vertical metal cladding, timber battens, aluminium framed doors and windows and colourbond clad (monument) roofing.
- A total of 20 medical practitioners are to be employed across the existing and new building. The proposed Medical Centre is designed to create a centralised allied health services (medical) hub for the area offering a range of medical services to meet the needs of the community including osteopathy, physiotherapy, podiatry, exercise physiology, psychology, occupational therapy, speech pathology, counselling, remedial massage, personal training, pilates, medial aesthetics, specialist consultation, rehabilitation, NDIS services, sports medicine, chronic pain management, recovery, mental health, women's & men's health, wellness, nutrition, and dietetics.

- A total of 38 car spaces (including one car space for people with a disability) will be provided on site for the proposed use and development and existing building comprising the existing car park (150-152 Coburns Road) and a new car park (154 and 156 Coburns Road).
- Vehicle access for the proposed development will be provided by the existing vehicle crossover onto Coburns Road (adjacent to 150-152 Coburns Road) and a new 6.1-metre-wide vehicle crossover on Coburns Road (adjacent to 154 Coburns Road).
- Construct and display an internally illuminated business identification pylon sign. The dimensions of the sign structure are 3.3 metres high by 4.6 metres wide. The sign will contain six sign panels (1.8 metres wide by 0.5 metres high) resulting in a total advertisement (display) area of 54 square metres. The signage panels will display the name of the future tenants/occupants of the medical centre (unknown at this stage). The sign will be located within the front landscape setback.
- A 2.4 - 2.9-metre-wide landscape area along the western boundary (Coburns Road frontage) of the subject site. Additional landscaping is proposed within the site including around the proposed car parking areas.

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

Planning Controls

Zone	(Clause 32.04 – Mixed Use Zone)	A permit is required to use the land for a Medical Centre (floor area greater than 250 square metres). A permit is also required to construct any buildings or works associated with a Medical Centre (Section 2 use).
Overlays	Nil.	Nil.
Particular Provisions	(Clause 52.06 – Car Parking)	5 car spaces are required for the first person (medical practitioner) providing health services plus 3 car spaces to every other person (medical practitioner) providing health services. The application makes provision for 38 spaces. A total of 62 car spaces are required resulting in a reduction of 24 car spaces. A permit is required to reduce the number of car parking spaces required under Clause 52.06-5.
	(Clause 52.05 – Signs)	A permit is required to construct and display an internally illuminated business identification pylon sign.
	(Clause 52.29 – Land adjacent to the Principal Transport Network)	A permit is required to create or alter access to a road (Coburns Road) in a Transport Zone 2.

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

Is the land affected by a Restrictive Covenant?

The land is not affected by a Restrictive Covenant.

Is the land of Cultural Heritage Sensitivity?

The land is not considered to be of cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2018*.

2. Council and Wellbeing Plan Reference and Policy Reference

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

3. A fast growing, innovative and well-planned City: A City where growth and development occur in a strategic, fair and sustainable way.

3.1 A City that strategically plans for growth and development.

3.2 Health and community services are accessible locally.

3.2.1 Advocate for and facilitate for the provision of health and community facilities to be within proximity and safe access to public transport.

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. A total of six objections were received.

The grounds of objection may be summarised as follows:

- The height and scale of the proposal is imposing and is an inadequate response to the character of the area and amenity of the neighbourhood.
- Visual bulk and energy efficiency (dark materials)
- Overlooking.
- Overshadowing
- Insufficient landscaping around the proposed building.

A response to the objections is provided in **Appendix 4**.

Referral of the application

The application was referred to a number of Council Departments for comment. The application was also required to be referred to Department of Transport (formerly VicRoads) which is a determining referral authority in this case as the application proposes the creation of access to a road (Coburns Road) in a Transport 2 Zone.

Of particular note are the comments from Council's Urban Designers who had no objections to the architectural design of the building, however, felt that the siting of the building could be improved by rotating the built form to face Coburns Road to strengthen activation on the pedestrian level and provide for a positive street interface along Coburns Road.

Councils' Engineering (Traffic and Transport) Department did not support the provision of 32 car spaces (reduction of 30 car spaces) for the proposed development and requested that either the number of car spaces be increased or the number of practitioners be reduced to 14. Following a meeting between the applicant and Council Officers (including Engineering), agreement was reached to increase the number of car spaces from 32 to 38 and allow the number of medical practitioners to remain at 20.

A complete list of responses is included in **Appendix 5**.

5. Issues

Planning Assessment

The proposed development is consistent with the relevant policies outlined under the Planning Policy Framework (PPF) and the Local Planning Policy Framework (LPPF) including all relevant policies relating to commercial land uses and health services as well as the purpose and decision guidelines of the Mixed Use Zone.

The proposal will facilitate the appropriate use and development of land for a medical centre on land zoned for mixed use purposes and located between the edge of an established residential area to the east (zoned Residential Growth) and an established commercial area to the immediate west (opposite side of Coburns Road) containing a Major Activity Centre (Woodgrove Shopping Centre). The subject site has direct frontage to Coburns Road which is a declared main road located in a Transport 2 Zone and is also located in proximity to High Street. The proposal is also consistent with the existing building at 150-152 Coburns Road Melton which is currently being used for the purposes of a medical centre (Osteopath Clinic) by Western Region Health Pty Ltd who will be moving from this building to the proposed building should a permit issue. The existing building will be retained and used for the purposes of offices, storage and by up to 1-2 medical practitioners (on an as need basis) associated with the medical centre that will be operating from the new building.

The proposal will provide an opportunity to increase the provision of and access to a range of allied health services through the creation of a centrally located allied health (medical) services hub to meet the current, future and changing needs of the community. This is actively encouraged under the Melton Planning Scheme and the Melton City Council 2021-2025 Council and Wellbeing Plan.

The siting, layout, setbacks, height/scale, built form and appearance of the proposed development will respect and complement the established neighbourhood character of the area, make a positive contribution to the streetscape and is unlikely to cause any adverse amenity impacts to adjoining or surrounding areas.

The application is not required to be assessed against Council's Housing Diversity Strategy, Housing Diversity Policy (Clause 22.12) or Housing and Character Assessment Guidelines as the proposal does not involve the use and development of the land for residential purposes.

However, under the Mixed Use Zone provisions (Clause 32.04-10) of the scheme, any buildings or works on land directly adjoining any residential zone must comply with the following requirements of Res Code under Clause 55 of the scheme - 55.03-5 (Energy Efficiency), 55.04-1 (Side and Rear Setbacks), 55.04-2 (Walls on Boundaries), 55.04-3 (Daylight to existing windows), 55.04-5 (Overshadowing) and 55.04-6 (Overlooking).

The proposal generally satisfies these requirements, with the exception of overlooking. However, it is considered that this can be addressed as a permit condition.

The grounds of objection are acknowledged, however, cannot be substantiated. It is noted that the objectors do not oppose the proposed use and development of the land for a medical centre and their concerns relate primarily to the scale, height and design (energy efficiency) of the building.

The proposed internally illuminated business identification signage satisfies the requirements under Clause 52.05 of the Melton Planning Scheme and the objectives and standards of Council's Advertising Sign Guidelines Policy and Advertising Sign Guidelines (2017).

While the proposed building is three storeys (10.6 metres high), the height and setbacks of building are graduated at all levels to reduce any potential visual impacts to the street and or the amenity of the adjoining residential properties to the east. The third storey is modest in size and located towards the western boundary (Coburns Road frontage) resulting in a large setback from the northern and eastern boundaries to minimise any visual or amenity impacts to the existing residential area to the north and east. It should be noted that the Mixed-Use Zone (including the Schedule to the Zone) does not specify a maximum building height while the maximum building height allowed under the Residential Growth Zone is 13 metres. Therefore, the height and setbacks of the proposed building are considered appropriate.

The application has been referred to several Council departments along with relevant external authorities. The initial concerns raised by the relevant Council departments have generally been addressed through the submission of amended plans. There are generally no objections to the proposal subject to conditions.

Initial concerns were raised by Council's (Engineering) Traffic and Transport area in relation to the number of car parking spaces (32) provided on site for the existing building and proposed development.

Based on the standard car parking ratio (5 car spaces for the first person providing health services and three car spaces to each additional person providing health services) for a Medical Centre and the provision of 20 practitioners, a total of 62 car spaces are required to be provided on site. Therefore, the proposal requires a reduction of 30 car spaces in accordance with Clause 52.06 of the Melton Planning Scheme.

The applicant has advised that the existing building will continue to be used as a medical centre with five practitioners in accordance with Planning Permit PA2012/3708 issued on 11 December 2012 while the new building is being constructed. Once the new building has been constructed, the existing building will be used as offices and storage as well as up to 1-2 medical practitioners (on an as needed basis). However, the applicant has advised that these practitioners will be included as part of the 20 practitioners that are proposed to operate across both the new building and the existing building.

The applicant has submitted a Traffic Assessment Report prepared by a suitably qualified expert to justify the reduction in car parking proposed for the existing use and proposed use and development. The applicant has advised that the proposed use will provide allied health services such as Osteopathy, Physiotherapy, Podiatry, Exercise Physiology, Psychology, Occupational Therapy and Speech Pathology etc. rather than general medical practitioners with appointments ranging from 30 minutes (minimum) to 60 minutes (and longer). The use will operate 'by appointment only', therefore, a maximum of 12 patients are expected to be on site at any one time.

An Empirical Car Parking Demand Assessment has been undertaken as part of the Traffic Report which states that the proposal is likely to generate a peak parking demand for 37 car spaces based on a total of 20 practitioners, 4 support staff and 20 patients at a rate of 0.8-0.9 car spaces per person.

The Traffic Report also states that existing (unrestricted) on-street car parking is located along the eastern side Coburns Road adjacent to the subject land. Car parking is also available directly opposite the site at the Coburns Central Shopping Centre. It is considered that this car parking may be utilised as part of a multi-purpose trip to the proposed medical centre and the existing shopping centre in accordance with the decision guidelines under Clause 52.06 of the Melton Planning Scheme.

The subject land is also very well located and has very good access to public transport. The site is located adjacent to a major public transport route (Coburns Road) and is within walking distance of an existing major bus interchange (High Street) directly adjacent to Woodgrove Shopping Centre.

Following discussions between the applicant and Council Officers (including Council's Traffic and Transport Engineers), amended plans were submitted showing a revised car parking layout involving an increase in the total number of on site car parking spaces to 38 and including the provision of parking exclusively for staff (in a tandem arrangement) at the south-west corner of the subject land. As a result, the proposal is now seeking a reduction of 24 car spaces.

Council's Engineering (Traffic and Transport) Department has advised that it supports the revised car parking layout and the revised reduction in car parking for the proposed use and development along with the justification provided in the Traffic Assessment Report for the reduction in parking.

The current medical centre use (based on 7 medical practitioners) is operating at a car parking rate of 5 car spaces for the first person providing health services plus 2.16 car spaces for every other person providing health services. Applying this slightly reduced car parking ratio (compared with the standard ratio under Clause 52.06 of the Melton Planning Scheme), the proposal would require a total of 46 car spaces to be provided on site. This results in a reduction of eight car spaces. Councils' Engineering (Traffic and Transport) Department are satisfied that these spaces can be accommodated along the Coburns Road frontage directly adjacent to the subject land without adversely impacting on adjoining or surrounding uses.

6. Options

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

7. Conclusion

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

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

Therefore, it is recommended that the application be approved as outlined in **Appendix 6**.

LIST OF APPENDICES

1. Appendix 1 - Locality Map - PA2021-7769-1 - Triple Storey Medical Centre - 150-152, 154 and 156 Coburns Road Melton
2. Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton
3. Appendix 3 - Assessment against Planning Scheme - PA2021-7769-1 (150-156 Coburns Road Melton)
4. Appendix 4 - Response to Objections - PA2021-7769-1 (150-156 Coburns Road Melton)
5. Appendix 5 - Referral Comments - Planning Application PA2021-7769-1 (150-156 Coburns Road Melton)
6. Appendix 6 - Notice of Decision to Grant a Permit Conditions - Planning Application PA2021-7769-1 (150-156 Coburns Road Melton)

Item 12.7 Planning Application PA 2021/7769/1 - Use and development of the land for the purposes of Triple Storey Medical Centre with associated car parking and landscaping, reduction of associated car parking requirements, construction and display of an internally illuminated pylon sign and creation of access to a Road in a Transport 2 Zone At 150-152, 154 and 156 Coburns Road Melton

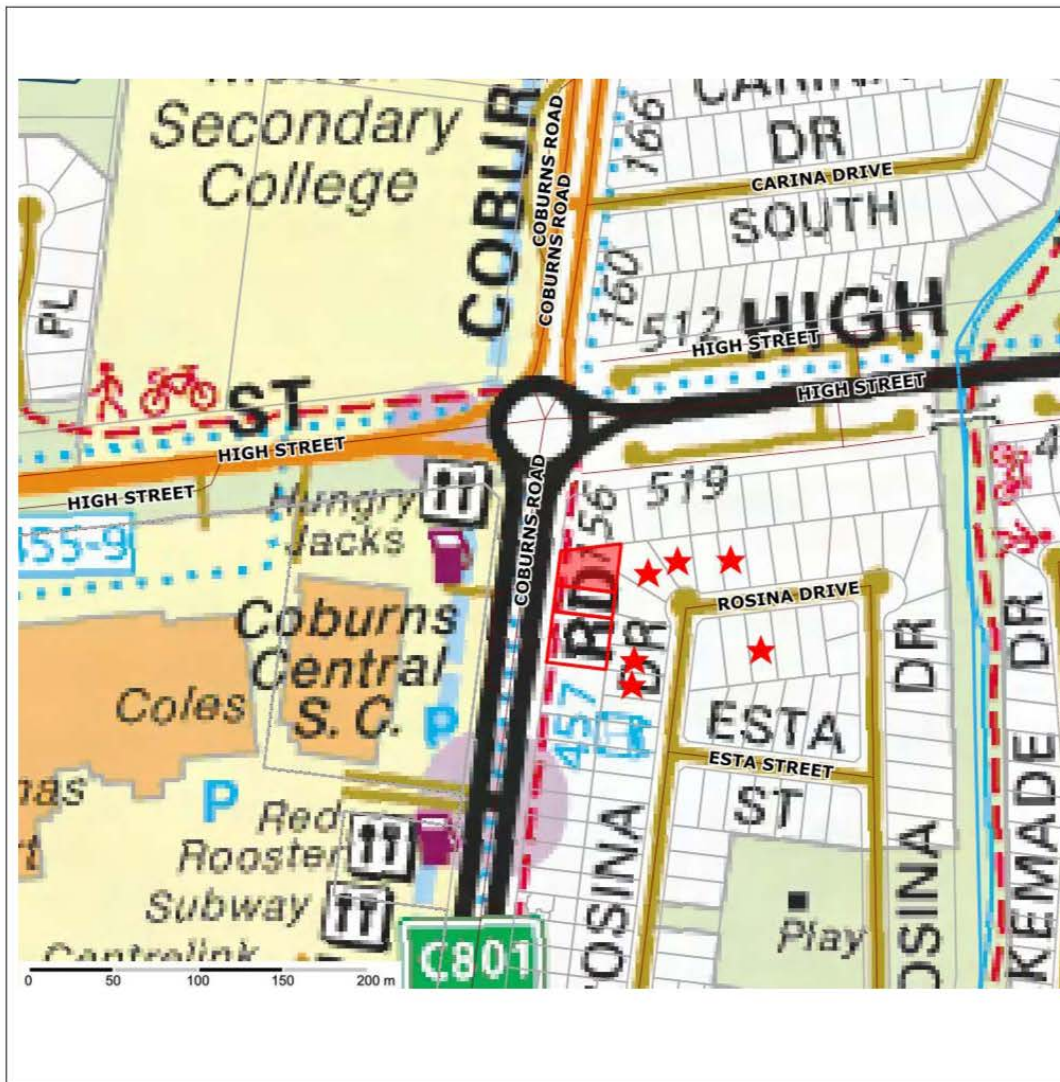
Appendix 1 Appendix 1 - Locality Map - PA2021-7769-1 - Triple Storey Medical Centre - 150-152, 154 and 156 Coburns Road Melton


No: PA 2021/7769/1


Address: 156 Coburns Road, Melton Vic 3337

Proposal: Use and development of the land for the purposes of Triple Storey Medical Centre with associated car parking and landscaping, reduction of associated car parking requirements, construction and display of an internally illuminated pylon sign and creation of access to a Road in a Transport 2 Zone.

Ward: Coburns



 Subject Site

 Objections

10/08/2022



Item 12.7 Planning Application PA 2021/7769/1 - Use and development of the land for the purposes of Triple Storey Medical Centre with associated car parking and landscaping, reduction of associated car parking requirements, construction and display of an internally illuminated pylon sign and creation of access to a Road in a Transport 2 Zone At 150-152, 154 and 156 Coburns Road Melton

Appendix 1 Appendix 1 - Locality Map - PA2021-7769-1 - Triple Storey Medical Centre - 150-152, 154 and 156 Coburns Road Melton

No: PA 2021/7769/1
Address: 156 Coburns Road, Melton Vic 3337
Proposal: Use and development of the land for the purposes of Triple Storey Medical Centre with associated car parking and landscaping, reduction of associated car parking requirements, construction and display of an internally illuminated pylon sign and creation of access to a Road in a Transport 2 Zone.
Ward: Coburn



	Subject Site	10/08/2022	
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Item 12.7 Planning Application PA 2021/7769/1 - Use and development of the land for the purposes of Triple Storey Medical Centre with associated car parking and landscaping, reduction of associated car parking requirements, construction and display of an internally illuminated pylon sign and creation of access to a Road in a Transport 2 Zone At 150-152, 154 and 156 Coburns Road Melton

Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton



(A) PERSPECTIVE VIEW A



(B) PERSPECTIVE VIEW B



(C) PERSPECTIVE VIEW C



(D) PERSPECTIVE VIEW D

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CHECKED	Ted Lord
Building Practitioners Board Reg No DP - AD1195	

PROPOSED: Medical/ Office Building
ISSUE DATE: 19 November 2021
ISSUE STATUS: Town Planning Issue - Not for Construction

FOR: Western Region Osteopathy
AT: No. 150 - 156 Coburns Road, Melton 3337

SHEET SIZE: A2	SHEET NO: TP00.1
JOB NO: 19387	REVISION: A

4. Reasons for address letter (see clause)		ISSUE/ISSUE
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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton



E FACADE PERSPECTIVE VIEW



F PERSPECTIVE VIEW - SIGNAGE PYLON

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Building Practitioners Board Reg No DP - AD1195	

PROPOSED: Medical/ Office Building
ISSUE DATE: 19 November 2021
ISSUE STATUS: Town Planning Issue - Not for Construction

FOR: Western Region Osteopathy
AT: No. 150 - 156 Coburns Road, Melton 3337

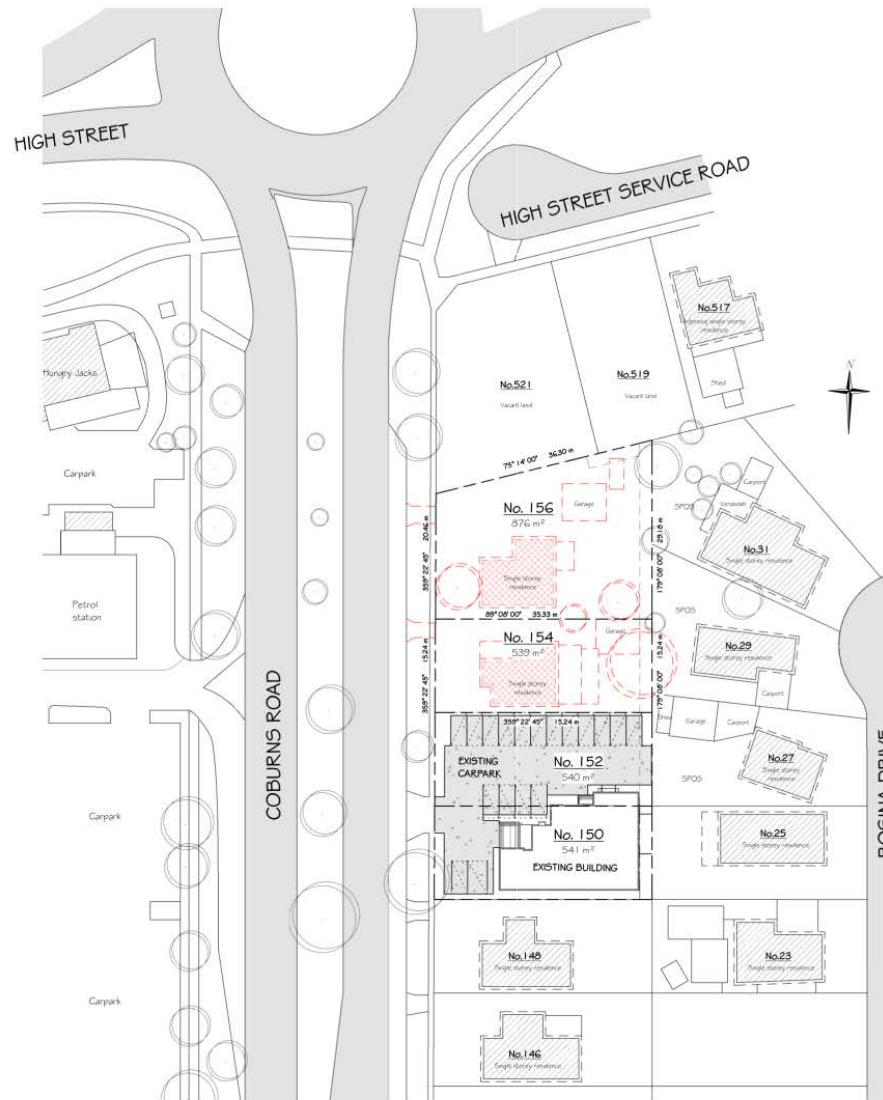
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JOB NO: 19387	REVISION: A

4. Reasons for address letter from council		ISSUE/REV	DATE
REV.	REVISION DESCRIPTION		

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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton



1 SITE CONTEXT PLAN
1:500

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ISSUE DATE:	19 November 2021
ISSUE STATUS:	Town Planning Issue - Not for Construction

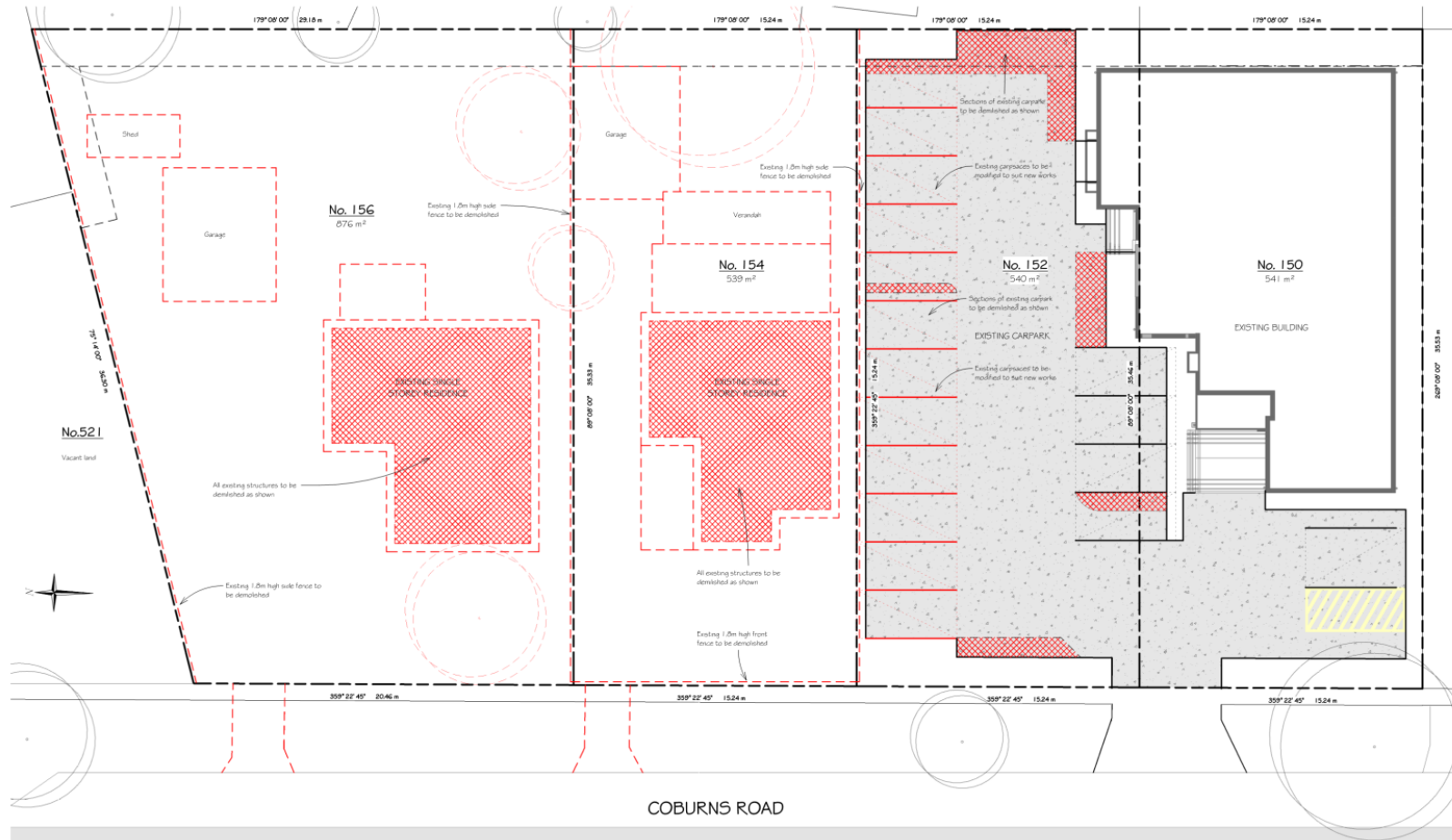
FOR:	Western Region Osteopathy
AT:	No. 150 - 156 Coburns Road, Melton 3337

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JOB NO.:	19387	REVISION:	

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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton



2 EXISTING/ DEMOLITION SITE PLAN
1:150

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PROPOSED:	Medical/ Office Building
ISSUE DATE:	19 November 2021
ISSUE STATUS:	Town Planning Issue - Not for Construction

FOR:	Western Region Osteopathy
AT:	No. 150 - 156 Coburns Road, Melton 3337

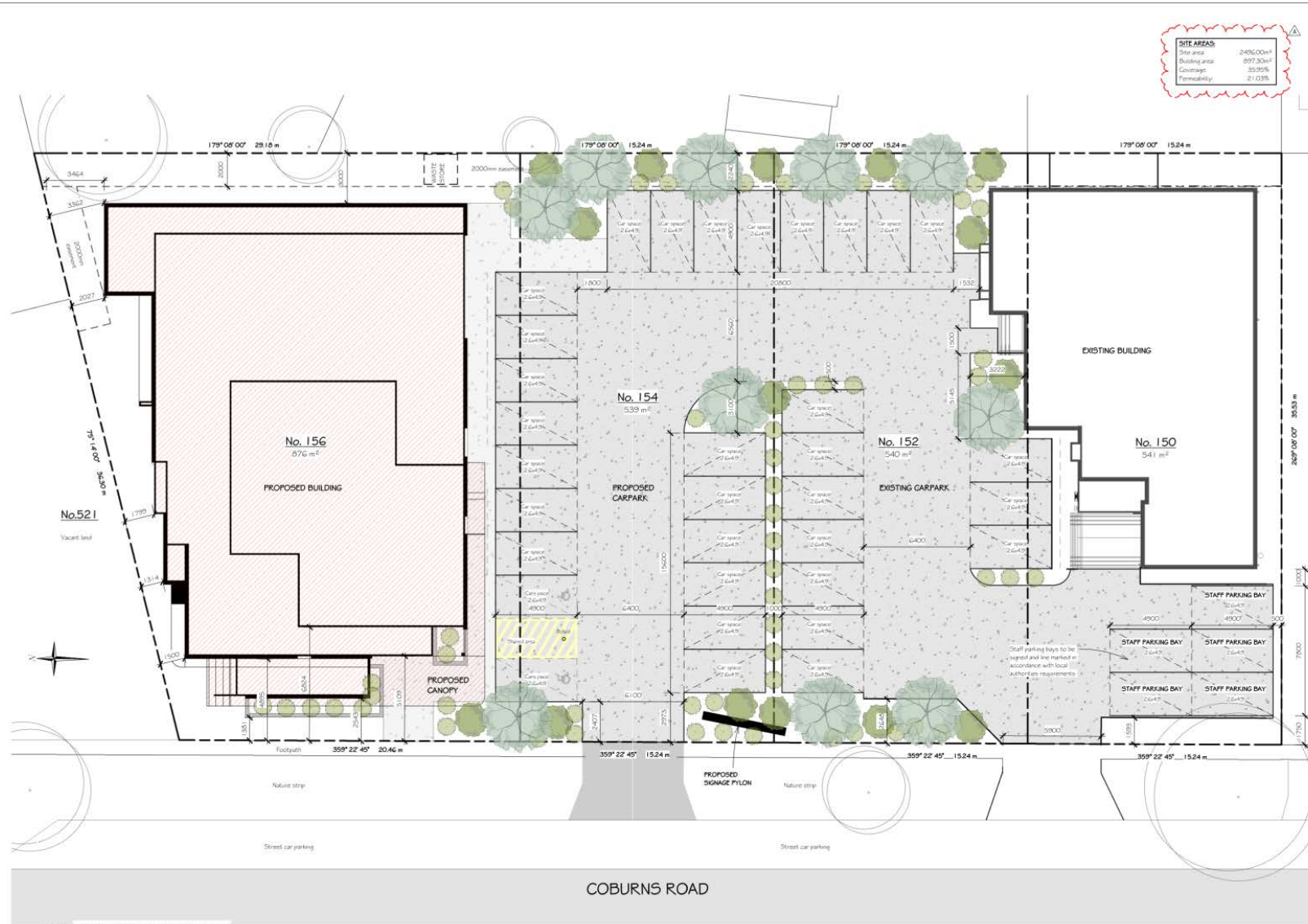
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JOB NO.:	19387	REVISION:	A

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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton



3 PROPOSED SITE PLAN
1:150



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PROPOSED: Medical/ Office Building
ISSUE DATE: 19 November 2021
ISSUE STATUS: Town Planning Issue - Not for Construction

FOR: Western Region Osteopathy
AT: No. 150 - 156 Coburns Road, Melton 3337

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JOB NO: 19387	REVISION: A

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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton

AREA SCHEDULE		
Name	Area	Sq.meters
GROUND FLOOR	3341 m ²	3723
FIRST FLOOR	4581 m ²	4933
SECOND FLOOR	1704 m ²	1853
LANDSCAPE	467 m ²	513
Grand total	10092 m ²	13027



1 GROUND FLOOR PLAN
1 : 100



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Building Practitioners Board Reg No DP - AD1195	

PROPOSED:	Medical/ Office Building
ISSUE DATE:	19 November 2021
ISSUE STATUS:	Town Planning Issue - Not for Construction

FOR:	Western Region Osteopathy
AT:	No. 150 - 156 Coburns Road, Melton 3337

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JOB NO.:	19387	REVISION:	A

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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton

AREA SCHEDULE		
Name	Area	Sqarem
GROUND FLOOR	334.1 m ²	37.3
FIRST FLOOR	458.1 m ²	49.3
SECOND FLOOR	170.4 m ²	18.3
LANDSCAPE	48.7 m ²	5.3
Grand total	1092.2 m ²	130.2



1 FIRST FLOOR PLAN
1 : 100

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PROPOSED: Medical/ Office Building
ISSUE DATE: 19 November 2021
ISSUE STATUS: Town Planning Issue - Not for Construction

FOR: Western Region Osteopathy
AT: No. 150 - 156 Coburns Road, Melton 3337

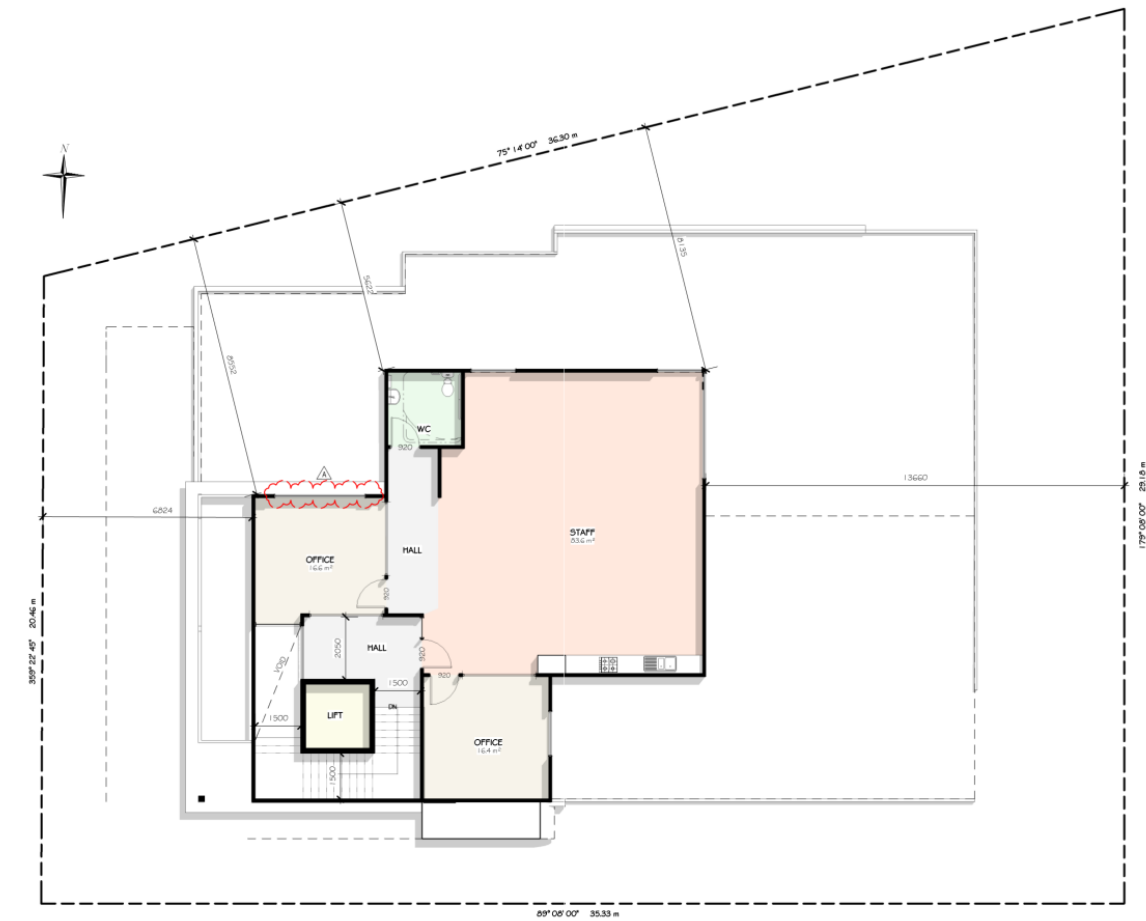
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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton

AREA SCHEDULE		
Name	Area	Squares
GROUND FLOOR	334.1 m ²	37.3
FIRST FLOOR	454.1 m ²	49.3
SECOND FLOOR	170.4 m ²	18.3
CANOPY	43.7 m ²	4.9
Grand total	1002.2 m ²	130.2



1 TP - SECOND FLOOR
1 : 100

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PROPOSED: Medical/ Office Building
ISSUE DATE: 19 November 2021
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FOR: Western Region Osteopathy
AT: No. 150 - 156 Coburns Road, Melton 3337

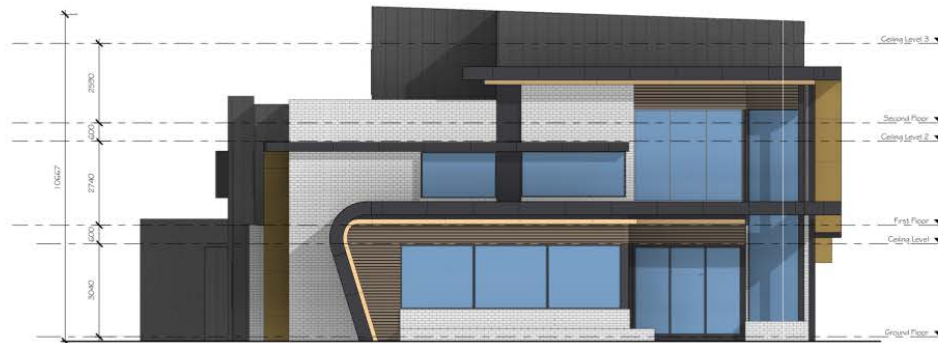
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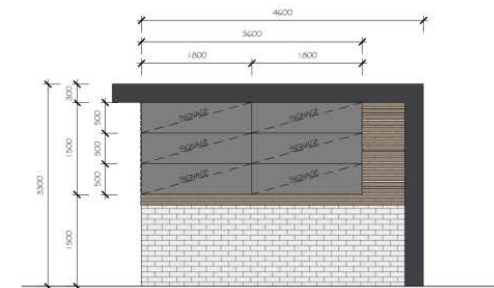
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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton

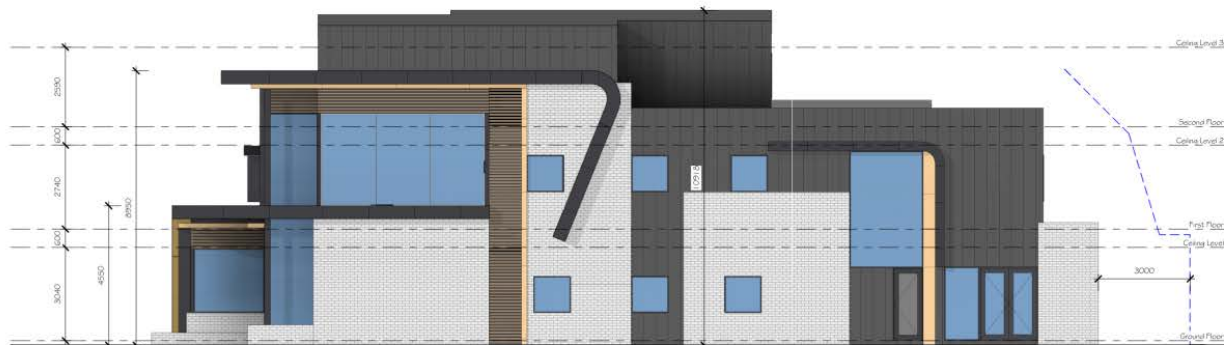


2 TP - WEST ELEVATION
1 : 100



1 SIGNAGE PYLON
1 : 50

COLOURS AND MATERIALS SCHEDULE		
Roof	- Colorbond	- Monument
Facade	- Brick	- Monument
Cladding	- Brick	- White
	- Render	- Sandstone
	- Vertical metal	- Sandstone
	- Exposed joint panel	- Alucobond - Anodized prime
	- Exposed joint panel	- Ezi Tek - Monument
	- Timber battens	- Capiflute - Spectrol gum
Windows	- Aluminum	- Monument
Doors	- Aluminum	- Monument



3 TP - SOUTH ELEVATION
1 : 100

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CHECKED: Ted Lord
Building Practitioners Board
Reg No DP - AD1195

PROPOSED: Medical/ Office Building
ISSUE DATE: 19 November 2021
ISSUE STATUS: Town Planning Issue - Not for Construction

FOR: Western Region Osteopathy
AT: No. 150 - 156 Coburns Road, Melton 3337

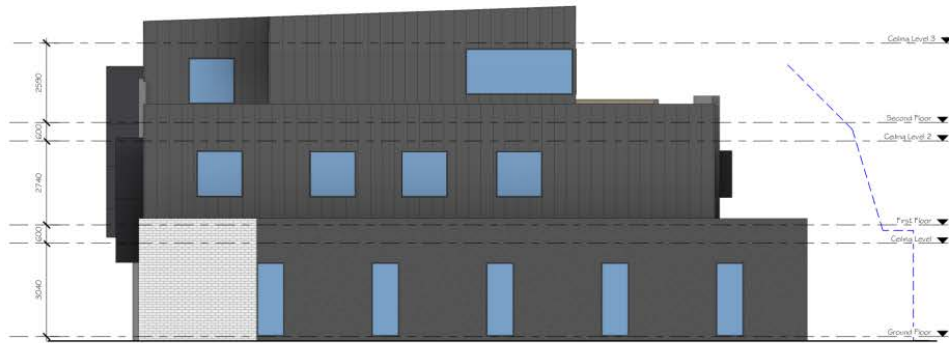
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JOB NO: 19387	REVISION: A

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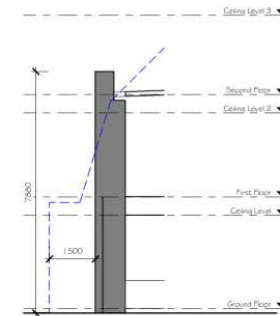
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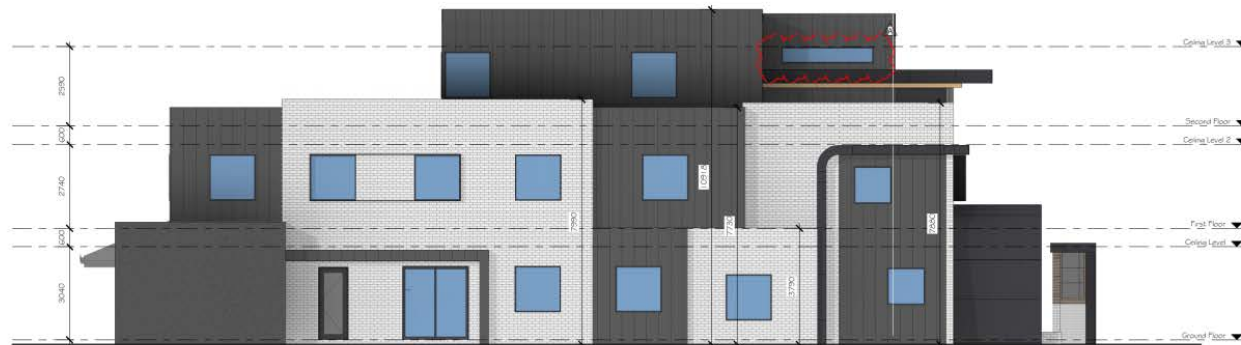
Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton



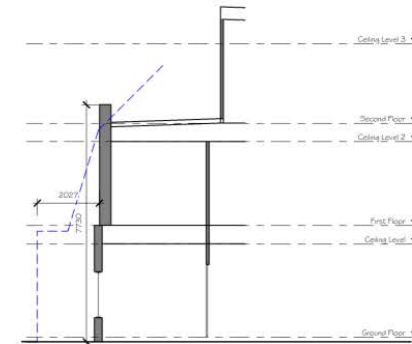
4 TP - EAST ELEVATION
1 : 100



A SECTION A
1 : 100



5 TP - NORTH ELEVATION
1 : 100



B SECTION B
1 : 100

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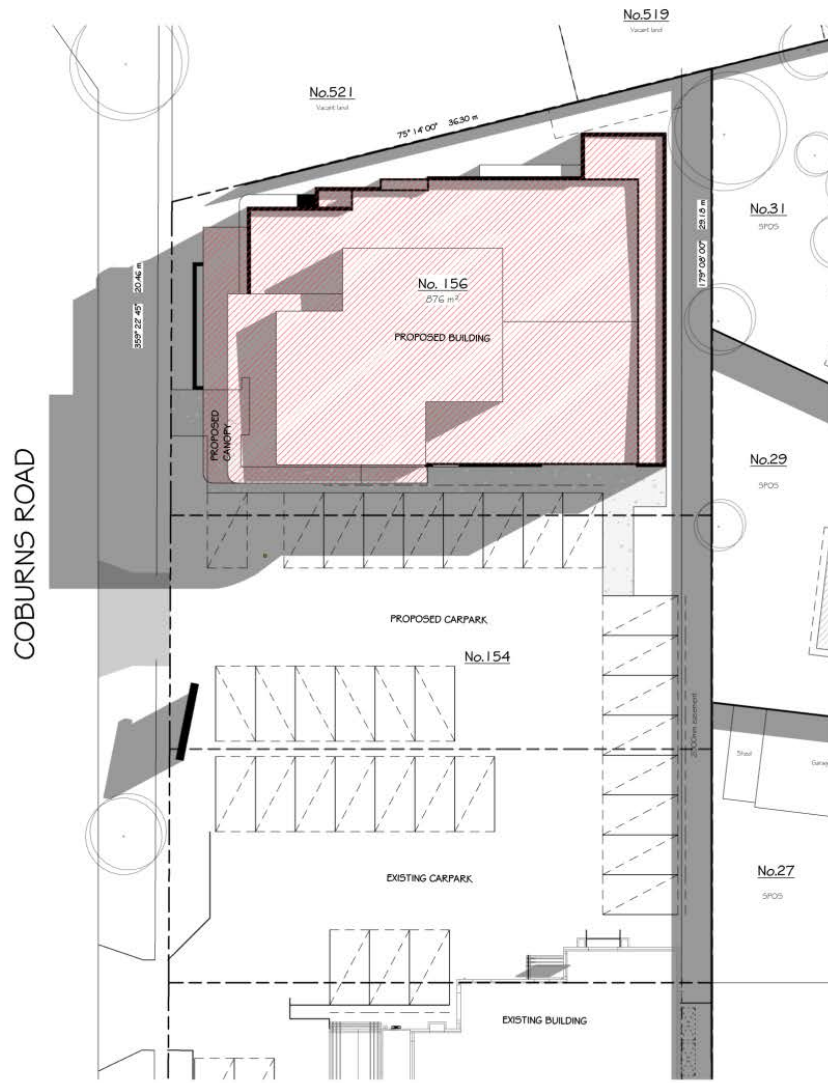
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ISSUE DATE: 19 November 2021
ISSUE STATUS: Town Planning Issue - Not for Construction

FOR: Western Region Osteopathy	SHEET SIZE: A2	SHEET NO: TP6
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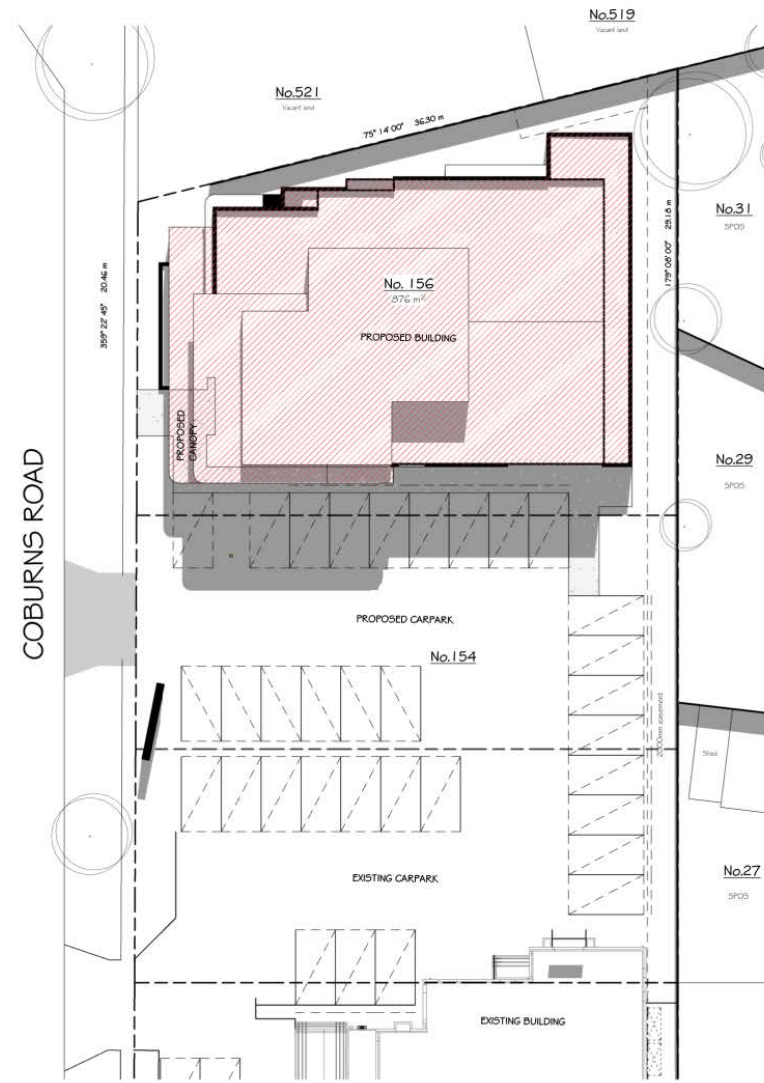
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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton



1 SHADOW DIAGRAM - 22nd Sep @ 9am
1 : 200



2 SHADOW DIAGRAM - 22nd Sep @ 12pm
1 : 200



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Building Practitioners Board Reg No DP - AD1195	

PROPOSED:	Medical/ Office Building
ISSUE DATE:	19 November 2021
ISSUE STATUS:	Town Planning Issue - Not for Construction

FOR:	Western Region Osteopathy
AT:	No. 150 - 156 Coburns Road, Melton 3337

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Appendix 2 Appendix 2 - Development Plans - Planning Application PA2021-7769-1 - 150-156 Coburns Road Melton



3 SHADOW DIAGRAM - 22nd Sep @ 3pm
1:200

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Building Practitioners Board
Reg No DP - AD1195

PROPOSED: Medical/ Office Building
ISSUE DATE: 19 November 2021
ISSUE STATUS: Town Planning Issue - Not for Construction

FOR: Western Region Osteopathy
AT: No. 150 - 156 Coburns Road, Melton 3337

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Appendix 3 Appendix 3 - Assessment against Planning Scheme - PA2021-7769-1 (150-156 Coburns Road Melton)

Appendix 3 – Assessment against relevant Planning Scheme controls

<i>Planning Scheme Reference</i>	<i>Assessment</i>
Planning Policy Framework	
Clause 11- Settlement	<p>The proposal is consistent with this policy as it seeks to facilitate the use and development of the land for a Medical Centre, on land zoned for mixed use purposes and will respond appropriately to the needs of existing and future communities for commercial and community facilities including allied health services.</p> <p>The proposal will take full advantage of existing settlement patterns and existing investment in transport, utility, social, community and commercial infrastructure and services.</p>
Clause 11.02-1S – Supply of Urban land	<p>The proposal is consistent with the objectives of this policy as it provides an opportunity for the redevelopment and intensification of land in an existing urban area that has very good access to existing services and infrastructure including public transport, shops and other community facilities.</p> <p>The proposed use and development will also respect and complement the existing and preferred neighbourhood character of the area in terms of layout, setbacks, height/scale, built form and external materials and finishes of the proposed building.</p>
Clause 11.03-1S – Activity Centres	<p>The proposal is consistent with the objectives of this policy as it will facilitate the development of an allied health services development in proximity (directly opposite) an existing Major Activity Centre (Woodgrove Shopping Centre) that will encourage and generate economic activity.</p>
Clause 11.03-1R – Activity Centres (Metropolitan Melbourne)	<p>The proposal is consistent with the objectives and requirements of this policy which seek to locate significant new education, justice, community, administrative and health facilities that attract users from large geographic areas in or on the edge of Metropolitan Activity Centres or Major Activity Centres with good public transport.</p> <p>The subject land is located directly opposite Coburns Central Shopping Centre and</p>

Item 12.7 Planning Application PA 2021/7769/1 - Use and development of the land for the purposes of Triple Storey Medical Centre with associated car parking and landscaping, reduction of associated car parking requirements, construction and display of an internally illuminated pylon sign and creation of access to a Road in a Transport 2 Zone At 150-152, 154 and 156 Coburns Road Melton

Appendix 3 Appendix 3 - Assessment against Planning Scheme - PA2021-7769-1 (150-156 Coburns Road Melton)

	Woodgrove Shopping Centre (Major Activity Centre) and within walking distance of High Street and the Bus Interchange (Public Transport) on High Street.
Clause 15.01-S – Urban Design	<p>The proposal is consistent with the objectives of this policy. The proposal responds positively to the subject site and its surrounding context in terms of its layout, height/scale and built form. The application was assessed by Councils' Urban Designers who commented that they were supportive of the height/scale, built form and architectural design of the building.</p> <p>The proposal also promotes good urban design along an existing transport corridor. This section of Coburns Road is located within a Transport 2 Zone and is identified as a main road under the Melton Planning Scheme.</p>
Clause 15.02-S – Building Design	<p>The proposal is consistent with the objectives of this policy. The siting, setbacks, height and built form, landscaping and appearance of the proposed use and development responds appropriately to the characteristics of the site and will not cause any adverse amenity impacts to adjoining or surrounding areas.</p> <p>While the proposed building is three storeys, the height and setbacks of building are graduated at all levels to reduce the visual impact of the building on the street and adjoining residential properties to the north and east.</p> <p>The third storey is modest in size and located closer to the western boundary (Coburns Road frontage) resulting in a large setback from the northern and eastern boundaries to minimise any visual or amenity impacts to the existing residential area to the north and east.</p>
Clause 15.05-1S – Neighbourhood Character	The proposal is consistent with the objectives of this policy as the proposed development will respect and complement the existing and preferred neighbourhood character of the area.
Clause 17.01-1S – Diversified Economy	The proposal is consistent with the objectives of this policy. The proposed use and development of the land for a medical centre will assist in facilitating the growth of employment in the health sector by providing a range of preventative and

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	<p>diagnostic health services to meet the needs of the local community and contributing to a diversified economy.</p>
<p>Clause 17.02-1S – Business</p>	<p>The proposal is consistent with the purpose and objectives of this policy which seek to ensure commercial facilities provide a net community benefit in relation to their viability, accessibility, and efficient use of infrastructure.</p> <p>The policy also supports the location of commercial facilities in existing or planned activity centres.</p> <p>The subject land is located directly opposite a Major Activity Centre (Woodgrove Shopping Centre) and within walking distance of the High Street Activity Centre.</p>
<p>Clause 18.04-2S – Car parking</p>	<p>The proposal is consistent with this policy. Adequately designed and located car parking will be provided on site for the proposed use and development. The design and location of the car parking will enable easy and efficient use through the provision of two separate vehicle access points onto Coburns Road.</p> <p>The subject land is located along a major public transport route (Coburns Road) and is within walking distance of an existing bus interchange (High Street) located directly west of the subject site adjacent to the northern boundary of the Woodgrove Shopping Centre.</p>
<p>Clause 19.01-2S – Health Facilities</p>	<p>The proposal is consistent with the objective of this policy as it will facilitate the development of land for allied health services to meet the current and future needs of the community and integrate with the existing infrastructure and community services.</p>
<p>Clause 19.01-2R – Health Precincts (Metropolitan Melbourne)</p>	<p>The proposal is consistent with the objective of this policy as it will facilitate a health (medical) precinct involving the co-location of a number of allied health services and not for profit health providers at a neighbourhood level and potentially a regional level depending on demand.</p> <p>The proposal will also facilitate the creation of a health precinct in proximity to the existing Woodgrove Activity Centre and the High Street Activity Centre.</p>
<p>Local Planning Policy Framework</p>	

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Clause 21.01-2 – Established areas	The proposal is consistent with objectives and strategies of this policy as it will meet the needs of the local community as well as respect and complement the existing and preferred neighbourhood character of the area.
Clause 21.06-1 – Activity Centre Network	The proposal is consistent with the objectives and strategies of this policy. Objective 2 encourages Activity Centres to be developed as mixed-use areas accommodating a diverse range of land uses including retail, office, business, community (e.g. education, health, and recreation), entertainment and retail.
Clause 21.07-1 – Built Environment and Heritage	<p>The proposal is consistent with the objectives of this policy. The siting, setbacks, height and built form, landscaping and appearance of the proposed use and development responds appropriately to the characteristics of the site and will not cause any adverse amenity impacts to adjoining or surrounding areas.</p> <p>While the proposed building is three storeys, the height and setbacks of building are graduated at all levels to reduce the visual impact of the building on the street and adjoining residential properties to the north and east.</p> <p>The third storey is modest in size and located closer to the western boundary (Coburns Road frontage) resulting in a large setback from the northern and eastern boundary to minimise any visual or amenity impacts to the existing residential area to the north and east.</p>
Clause 21.09-1 – Economic Growth	The proposal is consistent with the objectives of this policy. The proposed use and development of the land for a medical centre will assist in facilitating the growth of employment in the health sector by providing a range of preventative and diagnostic health services to meet the needs of the local community and contributing to a diversified economy.
Clause 21.11 – Infrastructure	The proposal is consistent with the objectives and strategies of this policy. The proposed use and development of the land for a medical centre will address the lack of health facilities and improve access to services through provision of integrated community services hubs.

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Clause 22.17 Advertising Signs Policy	<p>The proposal is generally consistent with objectives and strategies of this policy. The proposed signage will provide appropriate business identification for the proposed medical care centre and provide for the co-location of business identification signage on the same sign to minimise visual clutter and repetitiveness.</p> <p>The proposed sign in terms of its height and size will be consistent with the design, built form and scale of the proposed building and the existing theme and pattern of advertising signage in the immediate area.</p> <p>The proposal is consistent with Councils Advertising Sign Guidelines in terms of the number of signs (no more than one) to be displayed, advertisement (display) area, height (less than 7 metres) and location within the proposed front landscape area.</p>
Zone	
Mixed Use Zone	<p>The proposal is consistent with the purpose of the zone which encourages the provision of a range of residential, commercial, industrial, and other uses which complement the mixed-use function of the locality.</p> <p>The proposal will also respect and complement the existing and preferred neighbourhood character of the area.</p>
Other	
Clause 52.05 – Signs	<p>The proposal complies with the objectives and requirements of this clause.</p> <p>The proposed signage will provide business identification for the proposed medical centre that is consistent with the design, built form, height and scale of the proposed building and the existing theme and pattern of advertising signage in the immediate area including the commercial area directly opposite the subject land on the western side of Coburns Road. The sign will not cause visual clutter or any safety/traffic issues for vehicles and pedestrians travelling along Coburns Road.</p>
Clause 52.06 – Car Parking	<p>The proposal generally complies with the objectives and requirements of this clause. The standard car parking ratio for a medical centre is 5 car spaces for the first-person providing health services and 3 car spaces for every other person providing health</p>

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	<p>services. The proposal will have 20 medical practitioners operating across the subject site (existing and new building inclusive) with the existing building primarily being used as offices and storage in conjunction with the medical centre that will operate from the new building.</p> <p>Based on this, a total of 62 car spaces are required. A total of 38 car space have been provided.</p> <p>The proposal has a shortfall of 24 car spaces.</p> <p>The applicant has submitted a Traffic Assessment Report (including an empirical car parking demand assessment) to provide justification for a reduction of 24 car spaces on the basis that the proposed use will generate a peak demand for 37 car spaces and the number of spaces to be provided is adequate to meet this demand.</p> <p>The applicant has advised that the proposed use will provide allied health services such as Osteopathy, Physiotherapy, Podiatry, Exercise Physiology, Psychology, Occupational Therapy and Speech Pathology etc. rather than general medical practitioners with appointments ranging from 30 minutes (minimum) to 60 minutes (and longer). The use will operate 'by appointment only', therefore, a maximum of 12 patients are expected to be on site at any one time.</p> <p>The subject site also has a high level of access to public transport with bus services operating along Coburns Road and a bus interchange located approximately 200 metres west of the site on High Street adjacent to Woodgrove Shopping Centre.</p> <p>The dimensions of the car spaces and aisle widths satisfies the requirements of this clause.</p> <p>Councils Engineering (Traffic and Transport) Department has assessed the proposal and is satisfied with the number of car spaces provided, reduction in car parking being sought and has raised no other issues or concerns with the proposal.</p>
<p>Clause 52.29 – Land adjacent to the Principal Road Network</p>	<p>The proposal is consistent with the requirements of this clause. The existing vehicle crossover (adjacent to 150-152 Coburns Road) will be retained and a new 6.1-metre-wide vehicle crossover will be</p>

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	<p>provided further north (adjacent to 154 Coburns Road) to enable appropriate vehicle access to and from the subject land.</p> <p>The application was referred to the Department of Transport (formerly Vic Roads) as this section of Coburns Road is a declared main road and located in a Transport 2 Zone under the Melton Planning Scheme.</p> <p>No response has been received from Department of Transport (DOT) in relation to this application. Therefore, it is assumed that DOT does not have any objections to the proposal.</p>
<p>Clause 52.34 – Bicycle Parking</p>	<p>The proposal has a requirement of 1 space/bay for every 8 practitioners (employees) and 1 visitor space/bay for every 4 practitioners rounded to nearest whole number. Based on this requirement, a total of 8 bicycle parking spaces/bays are required to be provided on site for the proposal. This can be addressed as a condition of the permit.</p>

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Appendix 4 Appendix 4 - Response to Objections - PA2021-7769-1 (150-156 Coburns Road Melton)

Appendix 4 – Response to Objections

<i>Objection</i>	<i>Comment</i>
The height and scale of the proposal is imposing and is an inadequate response to the character of the area and amenity of the neighbourhood.	<p>This ground of objection is acknowledged. However, it is considered that the height and scale of the proposed development is appropriate in the context of the subject site and the surrounding area.</p> <p>While the proposed building is three storeys, the height and setbacks of the building are graduated at all levels to minimise any visual impacts to the street (Coburns Road) and the adjoining residential properties to the east.</p> <p>The third storey level is modest in size and located closer to the western boundary (Coburns Road frontage) resulting in a large setbacks from the northern and eastern boundaries to minimise any visual or amenity impacts to the existing residential area to the north and east.</p> <p>The proposal is considered to complement the existing character of the area and amenity of the neighbourhood. The subject land is located on land zoned for mixed use purposes between an established residential area to the east and established commercial area to west.</p>
Visual bulk and energy efficiency (dark materials)	<p>The proposal in terms of its layout, built form and design is unlikely to create any adverse impacts in terms of visual bulk. As mentioned above, the height and setbacks of the building are graduated at all levels to create an appropriate level of visual separation from adjoining and surrounding properties to ensure that any visual impacts are minimised. The third storey of the building will be minimal in size (compared with ground and first floor levels) and located closer to the Coburns Road frontage to further reduce the visual bulk and scale of the building.</p> <p>The proposal is unlikely to result in any adverse impacts in relation to energy efficiency. North facing windows have been maximised on all levels (including a large window on the north-east corner of the third storey) to maximise solar access and energy efficiency to the proposed building.</p>
Overlooking	<p>This ground of objection is acknowledged. The proposal does not fully comply with the requirements relating to overlooking as</p>

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	<p>outlined under Clause 55.04-6 (Standard B22) of the Melton Planning Scheme.</p> <p>The only exception is the second floor north facing office window which is a highlight window with a sill height of 1.7 metres above floor level. The second floor east facing staff room window is unlikely to cause any overlooking to the habitable room windows and private open space areas on the adjoining residential properties to the east as this window will be setback more than 9 metres from the boundaries of these properties.</p> <p>However, the first floor north and east facing windows are likely to cause overlooking to the adjoining residential properties to the north, north-east and east. Therefore, these windows will either need to be modified (sill heights of 1.7 metres above floor level) or the windows appropriately screened in accordance with the requirements under Standard B22. This can be addressed as a condition should Council resolve to approve the proposed development.</p>
Overshadowing	<p>This ground of objection is acknowledged. However, the proposal does fully comply with the requirements relating to overshadowing as outlined under Clause 55.04-5 (Standard B21) of the Melton Planning Scheme.</p> <p>The amount of shadow to be cast by the proposal will be minimal and still enable the secluded private open spaces of the adjoining residential properties to the north, north-east and east of the subject site to receive adequate daylight for 5 hours between 9am and 3pm in accordance with Standard B22.</p>
Insufficient landscaping around the proposed building.	<p>Landscaping will be provided along the eastern and western (Coburns Road frontage) boundaries of the site, within the proposed car parking areas and across the front of the proposed building. A detailed landscape plan will be requested as a condition of the permit. Therefore, the amount of landscaping provided for the proposed development is considered adequate.</p>

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Appendix 5 Appendix 5 - Referral Comments - Planning Application PA2021-7769-1 (150-156 Coburns Road Melton)

Appendix 5 – Referral Comments

<i>Type of Referral</i>	<i>Responses</i>
Internal	
Engineering (Infrastructure Planning)	There are no objections to the proposal subject to conditions.
Engineering (Traffic and Transport)	<p>A traffic impact assessment report prepared by a traffic consultant has been submitted as part of the application to justify the provision of 32 car spaces and an initial reduction of 30 car spaces.</p> <p>However, Councils' Engineering (Traffic and Transport) Department did not support the provision of 32 car spaces (reduction of 30 car spaces) for the proposed development and requested that either the number of car spaces be increased or the number of practitioners be reduced to 14.</p> <p>Following a further meeting between the applicant and Council Officers (including Engineering), agreement was reached to increase the number of car spaces from 32 to 38 and allow the number of medical practitioners to remain at 20.</p> <p>The applicant has now submitted amended plans showing the provision of 38 car spaces for the proposed development. There are no objections to the proposal.</p> <p>Furthermore, the current medical centre use (based on 7 medical practitioners) is operating at a car parking rate of 5 car spaces for the first person providing health services plus 2.16 car spaces for every other person providing health services.</p> <p>Applying this slightly reduced car parking ratio (compared with the standard ratio under Clause 52.06 of the Melton Planning Scheme), the proposal would require a total of 46 car spaces to be provided on site. This results in a reduction of eight car spaces.</p> <p>Councils' Engineering (Traffic and Transport) Department are satisfied that these spaces can be accommodated along the Coburns Road frontage directly adjacent to the subject land without adversely impacting on adjoining or surrounding uses.</p>
City Design	City Design advised that it had no objections to the proposal in relation to the architectural design of the proposed building. However, City Design recommended that the layout/siting of the building could be

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	<p>improved by rotating the built form towards the Coburns Road frontage to strengthen the activation of the building to the street on the pedestrian level and provide for a positive street interface along Coburns Road.</p> <p>By rotating the building and locating the car parking area largely behind the built form, this would also assist to minimise car dominance and the amount of hard stand along the streetscape.</p> <p>This issue was previously discussed with the applicant and Councils' Urban Designer at pre-application meeting held in relation to the proposed development.</p> <p>The applicant advised that rotating the entire built form to the Coburns Road frontage is not possible without compromising the ground floor layout of the building, amount of car parking that can be provided on site for the proposed development and the visibility of this car parking to staff and visitors from Coburns Road.</p> <p>The applicant has further advised that the building has been designed to incorporate a number of design elements and mix of materials, colours and finishes to create an active frontage and provides for passive surveillance onto Coburns Road and the car park for the proposed development. Landscaping is provided along the front boundary, eastern boundary between the car parking spaces to soften any visual impacts of the car park on Coburns Road.</p> <p>Therefore, it is considered that the layout and presentation of the building to Coburns Road as proposed is considered appropriate.</p>
Waste Services	<p>A Waste management plan detailing the generation of all waste streams, the collection bins and storage of the waste and how the waste will be presented and collected for disposal. Some medical and hazardous wastes will need to be managed separately. This can be addressed as a condition of the permit.</p>
External	
Department of Transport (formerly Vic Roads)	No response received.

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Appendix 6 Appendix 6 - Notice of Decision to Grant a Permit Conditions - Planning Application PA2021-7769-1 (150-156 Coburns Road Melton)

Appendix 6 – Notice of Decision to Grant a Permit conditions

A Notice of Decision to Grant a Planning Permit is recommended to be issued subject to the following conditions:

- 1 Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - (a) A 6.1-metre-wide passing area at the entrance adjacent to the existing vehicle crossover at 152 Coburns Road.
 - (b) The provision of eight bicycle parking bays in accordance with the requirements under Clause 52.34 of the Melton Planning Scheme.
 - (c) The dimensions of the disabled car parking spaces to be 5.4 metres long by 2.4 metres wide in accordance with AS2890.6 – 2009 (disabled).
 - (d) A notation on the plans that the existing vehicle crossovers are to be removed and the nature strip reinstated to the satisfaction of the Responsible Authority.
 - (e) A notation on the plans that the proposed vehicle crossing on Coburns Road must be constructed in accordance with Councils' Engineering (Industrial) standards.
 - (f) Pedestrian sight triangles for the existing and proposed vehicle crossovers extending at least 2 metres along the frontage road from the edge of an exit lane and 2.5 metres along the exit lane from the frontage, to provide a clear view of pedestrians on the footpath of the road frontage.
 - (g) The on-site detention system.
- 2 Prior to the endorsement of the plans under Condition 1, a Waste Management Plan (WMP) must be submitted to the Responsible Authority for approval and must address the following:
 - (a) Details the generation of all waste streams, the collection bins and storage of the waste and how the waste will be presented and collected for disposal including how medical and hazardous wastes will be managed.
 - (b) Details of the collection arrangements by a private contractor including the hours of collection.
 - (c) Arrangements to maintain all bins and receptacles in a clean and tidy condition and free from offensive odour.

All to the satisfaction of the Responsible Authority.

The use must operate in accordance with the approved Waste Management Plan except with the written consent of the responsible authority.

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- 3 Before the development starts, a landscape plan prepared by a person suitably qualified or experienced in landscape design must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
- (a) Location and identification of all proposed plants.
 - (b) A planting schedule of all proposed trees, shrubs, and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - (c) Details of surface finishes of pathways and driveways.
- All species selected must be to the satisfaction of the Responsible Authority.
- 4 Prior to the commencement of works, engineering plans and relevant design calculations for the proposed development must be submitted to the Responsible Authority. The engineering plans shall, as a minimum, comprise of the layout plan, the drainage plans, signage, and line marking plans, pavement design plans and, where applicable, internal roads and carpark lighting plans. All works within the site shall remain the property of the lot owner, except where it is located in an easement, and be maintained by the lot owner to the satisfaction of the Responsible Authority.
- 5 The use and development as shown on the endorsed plans must not be altered or modified without the further written consent of the Responsible Authority.
- 6 Unless with the prior written consent of the Responsible Authority, not more than 20 medical practitioners are permitted to operate across the subject site (existing and new building) at any one time.
- 7 Except with the prior written consent of the Responsible Authority, the use hereby permitted must operate only between the following hours:
- Monday to Friday: 7.00 am to 9.00pm
 - Saturday: 9.00am to 5.00pm
- 8 Before the use or occupation of the development starts, the area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
- (a) Constructed.
 - (b) Properly formed to such levels that they can be used in accordance with the plans.
 - (c) Sealed with a concrete or asphalt surface.
 - (d) Drained.
 - (e) Line marked to indicate each car space and all access lanes.
 - (f) Clearly marked to show the direction of traffic along access lanes and driveways
 - (g) Signage

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to the satisfaction of the Responsible Authority.

Car spaces, access lanes and driveways must be kept available for these purposes at all times.

- 9 A minimum of 2 car spaces must be provided for the exclusive use of disabled persons. The car spaces must be provided as close as practicable to a suitable entrance of the building and must be clearly marked with a sign to indicate that the spaces must only be utilised by disabled persons. The dimensions of the disabled car spaces must be in accordance with the current Australian standards, AS 2890.6 – 2009 (disabled).
- 10 All car parking spaces must be designed to allow all vehicles to drive forwards both when entering and leaving the property.
- 11 Prior to the commencement of works, any proposed vehicle crossing must be constructed to an industrial standard in accordance with Council's Standard Drawings.
- A 'Consent to Work within a Road Reserve' must be obtained from Council prior to the commencement of construction.
- 12 All disused or redundant vehicle crossings must be removed, and the area reinstated to kerb and channel to the satisfaction of the Responsible Authority.
- 13 All pedestrian access to buildings must be designed and constructed to comply with the Disability Discrimination Act 1992.
- 14 All drainage works must be designed and constructed to meet the following current best practice performance objectives for stormwater quality as contained in the Urban Stormwater – Best Practice Environment Management Guidelines (1999):
- 80% retention of the typical annual load of total suspended solids
 - 45% retention of the typical annual load of total phosphorus; and
 - 45% retention of the typical annual load of total nitrogen
 - 70% retention of the typical annual load of gross pollutants
- The amount of hydrocarbon and other oil-based contaminants discharged to Council drains must not exceed 5 parts per million.
- 15 Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to a legal point of discharge to the satisfaction of the Responsible Authority. Measures must be taken to ensure that no polluted water and/or sediment laden runoff is to be discharged directly or indirectly into stormwater drains or watercourses during the construction works.
- 16 The maximum storm water discharge rate from the proposed development is 20.51 litres per second. An on-site stormwater detention system will need to be installed in accordance with plans and specifications to be submitted to Council's Engineering Services Unit Att: Infrastructure Planning Coordinator for approval
- The following design parameters for the on-site detention system must be used:
- Time of Concentration for the catchment: $T_c = 10.8$ min

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- Travel time from the discharge point to the catchment outlet: $T_{so} = 4.1$ min
- Weighted coefficient of runoff at the initial subdivision: $C_w = 0.45$

All on-site stormwater must be collected from the hard surface areas and must not be allowed to flow uncontrolled into adjoining properties. The on-site drainage system must prevent discharge from each driveway onto the footpath.

- 17 Prior to the commencement of use, photos and plumbers certificate for the construction compliance for the on-site detention system/Stormwater quality treatment must be submitted to infrastructureplan@melton.vic.gov.au.
- 18 Protective kerbs of a minimum height of 150mm must be provided to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
- 19 Civil works must be fully constructed and completed to the satisfaction of the Responsible Authority prior to the commencement of use or occupancy, whichever comes first or applies.
- 20 All works associated with the development that is retained as the responsibility of the owner of the site to upkeep must be maintained in perpetuity to a standard that is to the satisfaction of the Responsible Authority. Otherwise rectification works at the direction of and to the satisfaction of the Responsible Authority must be undertaken within a timeframe as directed by the Responsible Authority.
- 21 All existing conditions affected by the development works must be reinstated at no cost and to the satisfaction of the Responsible Authority.
- 22 The development must make provision of bicycle parking spaces, in accordance with AS2890.3.
- 23 The replacement of any fencing along the eastern boundary of the subject land must be undertaken by and at the full cost of the owner of the subject land to the satisfaction of the Responsible Authority.
- 24 No permanent structure is to be located above an easement unless approval is granted by the Responsible and /or Relevant Authorities and relevant permits are obtained.
- 24 Construction activities must be managed so that the amenity of the area is not detrimentally affected, through the:
 - (a) Transport of materials, goods or commodities to or from the land.
 - (b) Inappropriate storage of any works or construction materials.
 - (c) Hours of construction activity.
 - (d) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
 - (e) Presence of vermin.
 - (f) or in any other way as deemed by the Responsible Authority.

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- 25 The amenity of the area shall not be detrimentally affected by the use or development, through:
- (a) Transportation of materials, goods or commodities to or from the land;
 - (a) Appearance of any building, works or materials;
 - (b) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot ash, dust, waste water, waste products, grit or oil;
 - (c) Presence of vermin;
 - (d) or in any other way as deemed by the Responsible Authority.
- 26 All security alarms or similar devices installed on the land must be of a silent type approved by the Standards Association of Australia and be connected to a registered security service.
- 27 All outdoor lighting must be baffled and/or located to the satisfaction of the responsible authority to prevent light from the site causing detriment to the locality.
- 28 The landscaping as shown on the endorsed Landscape Plan must be carried out and completed to the satisfaction of the responsible authority before the occupation of the development and/or the commencement of the use or at such later date as is approved by the responsible authority in writing.
- 29 The landscaping as shown the endorsed Landscape Plan must be maintained, and any dead, diseased or damaged plant replaced in accordance with the landscaping plan to the satisfaction of the responsible authority.
- 30 The location of the signs (including the size, nature, panels, position and construction) shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.
- 31 The signs must be constructed and maintained to the satisfaction of the Responsible Authority.
- 32 The signs must not contain any flashing light.
- 33 This permit will expire if one of the following circumstances applies:
- (a) The development is not started within two (2) years of the issue date of this permit.
 - (b) The development is not completed within four (4) years of the issue date of this permit.
 - (c) The use is not commenced within four years of the issue date or this permit or the use ceases to operate for a period of 2 consecutive years.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

Notes:

Item 12.7 Planning Application PA 2021/7769/1 - Use and development of the land for the purposes of Triple Storey Medical Centre with associated car parking and landscaping, reduction of associated car parking requirements, construction and display of an internally illuminated pylon sign and creation of access to a Road in a Transport 2 Zone At 150-152, 154 and 156 Coburns Road Melton

Appendix 6 Appendix 6 - Notice of Decision to Grant a Permit Conditions - Planning Application PA2021-7769-1 (150-156 Coburns Road Melton)

- All drains contained within the allotment, except in drainage easements, must remain the property of the landowners and must not be taken over by Council for future maintenance.
- All vehicle pathways contained within the allotment, must remain the property of the landowners and must not be taken over by Council for future maintenance.
- Relevant permits, including but not limited to a 'Consent to Work within a Road Reserve' must be obtained from the Melton City Council prior to the commencement of construction.
- The proposed vehicle crossing(s) must have clearance from other services, public light poles, street sign poles, other street furniture and any traffic management devices.

12.8 UPDATE ON VCAT DECISIONS IN THE LAST 12 MONTHS

Author: Bob Baggio - Manager Planning Services
Presenter: Bob Baggio - Manager Planning Services

PURPOSE OF REPORT

To provide Council with a summary of Victorian Civil and Administrative Tribunal (VCAT) decisions relating to planning permit applications in the last 12 months.

RECOMMENDATION:

That Council note the report.

REPORT

1. Executive Summary

Council is the responsible authority for assessing and determining the majority of planning permit applications received within the municipality. Most of these planning applications are determined at council officer level, however some planning applications particularly where objections have been received, are reported to and determined by council.

The Victorian Civil and Administrative Tribunal (VCAT) is the body responsible for the review of decisions made by councils on planning permit applications. VCAT's decision is generally final, however in a small number of cases its decision can be appealed to the Supreme Court where it is considered that there has been an error in law.

Most of the planning applications which are subject to VCAT review in this municipality relate to applications which have been refused by Council. It is important for council to periodically review these VCAT decisions to determine whether they warrant further strategic planning work to better align local planning policies with broader strategic objectives.

2. Background/Issues

The previous report to Council on VCAT decisions was reported to its August 2021 meeting. Since that time there have been a relatively small number of Council decisions which have been reviewed by VCAT. In that period, the majority of these VCAT cases largely related to planning proposals for redevelopment of sites within our established residential areas.

A summary of decisions has been outlined below, including commentary relating to any synergies or obvious patterns emerging which council needs to be aware of.

Following is a summary of VCAT decisions in the last 12 months:

Address of site: 15 Cromwell Street, Melton South

Proposal: Construction of three double storey dwellings

Council decision: Council resolved at its meeting on 8 February 2022 to refuse the application (in accordance with the officer recommendation).

The grounds of refusal were based on the failure of the proposal to adequately address the neighbourhood character elements outlined in Council's adopted Housing Character and Assessment Guidelines (House Rules), with the scale and massing of the proposal considered to be inconsistent with the neighbourhood character of the area. The proposal also failed to satisfactorily address the relevant objectives and standards of ResCode (Clause 55) of the Melton Planning Scheme.

VCAT decision: The matter was heard by VCAT on 3 August 2022.

The Tribunal in an oral determination supported Council's decision and directed that no planning permit be issued for the proposed development. The Tribunal determined that the proposal failed to respect the existing and preferred neighbourhood character of the area and did not provide appropriate on-site amenity and liveability for the future residents of the proposed dwellings.

Address of site: 227 Riding Boundary Road, Ravenhall (Melbourne Regional Landfill)

Proposal: Construction of two Leachate Ponds for the existing landfill facility

Council decision: Council resolved at its meeting on 10 May 2021 to refuse this application (against the officer recommendation).

The grounds of refusal were based on the location of the leachate ponds being inappropriate and not part of the existing landfill area and the failure of the applicant to demonstrate that the ponds could not be sited within the landfill area or will not further exacerbate current amenity issues in relation to the existing landfill.

It is noted that prior to the VCAT hearing, Council considered advice from its solicitors, that it's case for rejecting the proposal was not strong and was unlikely to be supported by VCAT. Based on that advice, it was decided by Council that it seek to settle the matter by consent with the applicants.

VCAT decision: The matter was heard by VCAT on 25 and 26 July 2022. The Tribunal with the consent of all parties directed that a planning permit be issued for the proposal with appropriate conditions to address possible odour and amenity concerns.

Address of site: 2389-2485 Diggers Rest-Coimadai Road, Toolern Vale

Proposal: 13 Lot Subdivision – Extension of Cornwall Park Court

Council decision: Council Officers refused the application under delegation on the grounds that:

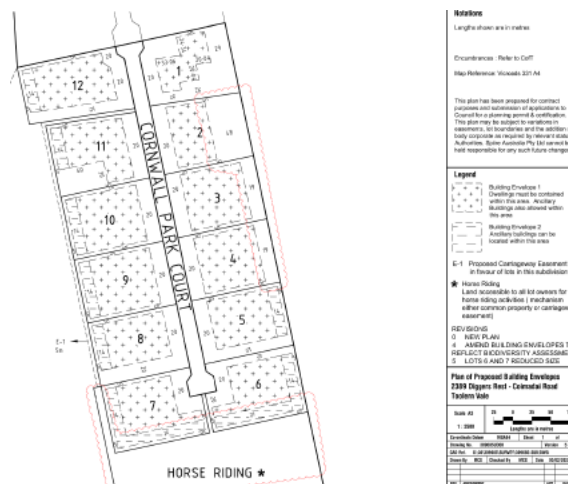
- the proposal was inconsistent with state and local planning policy policies in relation to green wedge areas and protection of agricultural land.
- the subdivision will result in the fragmentation of the existing rural areas and will reduce the amount of rural land available for productive and sustainable agricultural uses.
- the proposal is only possible due to non-compliance with an earlier permit for subdivision and extends an existing poorly located rural-residential estate off Cornwall Park Court.

VCAT decision:

The matter was heard by VCAT on 21 and 22 February 2022. The Tribunal set aside Council's decision and directed that a planning permit be issued for the proposed subdivision.

In summary, the Tribunal:

- Found that there was no Planning Scheme restriction preventing the subdivision of the land.
- Agreed with the applicant that the removal of 19ha would not adversely impact agricultural viability of the site or adjoining land.
- Did not impose requirements that owners keep a horse and, for reasons related to the CHMP, deleted the horse riding area and carriageway easement.
- Imposed a condition requiring a section 173 agreement to implement the building envelopes and design guidelines (see below).

**Address of site:**

10 Kinloch Road, Melton

Proposal:

Development of three dwellings on one lot

Council decision:

On 8 July 2021, Council Officers refused the application under delegation on the following grounds:

- The proposal was an over development of the site in terms of walls on boundary and reduced private open space areas.
- The proposal was considered to be inconsistent with surrounding neighbourhood character of the area as outlined in Council's adopted Housing Character and Assessment Guidelines (House Rules) and Clause 55 (ResCode) of the Melton Planning Scheme.
- It failed to meet a significant number of objectives and standards of Clause 55 ResCode and was inconsistent with state and local planning policies relating to housing and car parking.
- It failed to provide for the number of car parking spaces required under Clause 52.06 – Car Parking.

VCAT decision: The matter was heard by VCAT on 7 April 2022. The Tribunal set aside Council's decision and directed that a planning permit be issued for the proposed development.

The Tribunal advised that it was satisfied that the proposal incorporates design elements that respond to the existing neighbourhood character, including the part pitched roof format, the open front garden, and the presentation of a single dwelling to the street. It was also satisfied that from a streetscape perspective, the extent of building from boundary to boundary will not be evident from the street.

Address of site: 17 Canterbury Crescent, Melton South

Proposal: Development of Three Double Storey Dwellings

Council decision: Council resolved at its meeting on 10 May 2021 to refuse this application (in accordance with the officer recommendation).

The grounds of refusal are based on the failure of the proposal to respect and complement the existing and preferred neighbourhood character of the area in terms of its scale, visual bulk and lack of adequate separation between dwellings as outlined in Council's adopted Housing Character and Assessment Guidelines (House Rules) as referenced in Clause 21.02-5 and ResCode (Clause 55) of the Melton Planning Scheme.

VCAT decision: The matter was heard by VCAT on 11 March 2022. The Tribunal in its oral determination affirmed Council's decision and directed that no planning permit be issued for the proposed development.

While the Tribunal was satisfied the site was suitable for some form of medium density development and that the proposal did not interrupt the rhythm of the streetscape within Albert Drive, it was concerned that the design of the proposal was unacceptable from a neighbourhood character perspective.

Address of site: 15 Empress Way, Melton West

Proposal: Development of Three Double Storey Dwellings

Council decision: Council resolved at its meeting on 7 June 2021 to refuse this application (against the officer recommendation).

The grounds of refusal are based on the failure of the proposal to respect and complement the existing and preferred neighbourhood character of the area in terms of its scale, visual bulk and lack of separation between dwellings as outlined in Council's adopted Housing Character and Assessment Guidelines (House Rules) and Clause 55 (ResCode) of the Melton Planning Scheme.

VCAT decision: The matter was heard by VCAT on 9 February 2022. The Tribunal set aside Council's decision and directed that a planning permit be issued for the proposed development.

The Tribunal identified that the site was suitable for medium density housing and the proposal was respectful of the existing neighbourhood character of the area by making changes to the proposal (such as changing the garage of Townhouse 1 from a double garage to a single garage).

- Address of site:** 129 Brooklyn Road, Brookfield
- Proposal:** Use and development of the land for a Medical Centre with ancillary dispensary and associated car parking and landscaping; and the construction of a dwelling.
- Council decision:** Council resolved at its Ordinary Meeting on 20 July 2020 to refuse the proposed use and development (against the officer recommendation).
The grounds of refusal were based on the proposal being contrary to Clause 17.02-2S (out-of-centre development) of the Melton Planning Scheme, which discourages the expansion of single use retail, commercial and recreational facilities outside activity centres, contrary to the purpose of the Neighbourhood Residential Zone, as the applicant has not appropriately demonstrated that the proposed use predominantly serves a local community need and the proposal has potential to exacerbate traffic congestion and safety issues in this section of Brooklyn Road.
- VCAT decision:** The matter was heard by the Tribunal on 21 May 2021. The Tribunal set aside Council's decision and directed that a planning permit be issued.
The Tribunal determined that the subject site was an appropriate location for a Medical Centre of this type and provides a use beneficial to the local community. The built form would fit in with the streetscape and complement the neighbourhood character of the area. The proposal also provides sufficient car parking and landscaping to screen the car parking and would not cause any adverse amenity impacts in relation to noise and traffic.
-

- Address of site:** 110 Hawking Rise Fraser Rise
- Proposal:** Construction of ten double storey dwellings
- Council decision:** Council resolved at its Ordinary Meeting on 30 November 2020 to refuse the proposal (against the officer recommendation).
The grounds of refusal are based on the height, scale and built form of the proposed dwellings being inappropriate and out of character with development in the surrounding area. The proposal did not satisfactorily address the objectives and standards of ResCode pursuant to Clause 55 of the Melton Planning Scheme, with respect to neighbourhood character, parking location objectives and solar access to open space and the proposal represented an overdevelopment of the site.
- VCAT Decision:** The matter was heard before VCAT on 11 August 2021. The Tribunal set aside Council's decision and directed that a planning permit be issued for the proposed development
The Tribunal commented that the intensity of the proposal was not unreasonable in the context of the existing and preferred neighbourhood character of the area. The proposal also satisfied the objectives and standards of ResCode and all other relevant policies and was an acceptable outcome for the subject land.
-

- Address of site:** 57 Campaspe Crescent,
- Proposal:** Construction of two double storey dwellings behind an existing dwelling
- Council decision:** Council refused the proposed development at its meeting on 8 February 2021 (in accordance with the officer recommendation).
The grounds of refusal were based on failure to respect neighbourhood character, the intensity and scale is out of character with the neighbourhood, detrimental impact on the adjoining neighbours including visual bulk shadowing of north facing habitable room windows and rooftop solar energy system and failure to satisfactorily address the objectives and standards of clause 55 ResCode.
- VCAT Decision:** The VCAT hearing was conducted on 20 September 2021. The Tribunal affirmed council's decision and directed that no permit be issued.
The Tribunal agreed with council that the site can be redeveloped but it is the form and scale of this development that was of concern. It found that while the zoning and planning policy encourage development that provides diversity it also needs to respect neighbourhood character, which this proposal failed to do. It also advised that in any future proposal, further details are required to address the issue of the solar rooftop panels and the overshadowing impact of north facing windows.
-

General comments and observations

- VCAT will generally support council's decision on a proposal, where it is aligned with the council officer's report and recommendation.
- The majority of planning applications which end up at VCAT are for medium density housing proposals in the established areas of the municipality.
- VCAT has generally been giving more consideration to Council's adopted Housing Character and Assessment Guidelines (House Rules) now that it is referenced in the Planning Scheme.
- Council needs to continue to base its decisions on planning applications on the relevant policies and provisions in the Planning Scheme, rather the number of objections which have been received.
- There were also several VCAT decisions which went against the officer recommendation which demonstrates that planning decisions are often not clear cut, and require a subjective assessment based on balancing competing planning policies.
- The number of proposals which are reviewed by VCAT are relatively low, compared to many other metropolitan municipalities which can have hundreds of VCAT hearings over the course of a year.
- Future scheduled strategic planning projects should make it easier for Council to make more informed decisions on planning, which g applications, and maximise its chances of a successful outcome at VCAT.

3. Council and Wellbeing Plan Reference and Policy Reference

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

3. A fast growing, innovative and well-planned City

3.1 A City of 20-minute neighbourhoods.

4. Financial Considerations

Where council overturns an officer recommendation relating to a planning proposal that ultimately ends up in VCAT, representation is usually sought from an external solicitor or barrister. In some cases, the solicitor will seek to also engage expert witnesses, such as an engineering or urban design consultant.

The cumulative cost of employing external representation is significant and does not include Council Officer time in engaging the solicitor, briefing and providing instructions, and assisting in the preparation of Council's case. In broad terms, the costs to Council on engaging legal representation is around \$10,000 for a single day hearing, increasing to over \$20,000 for multi day hearings.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

The main risks for Council are as follows:

- Reputation – it is considered important that Council is viewed as supporting planning strategies and policies in its Planning Scheme, rather than being predominantly influenced by resident objections. This is particularly relevant where those planning strategies and policies have been developed by Council following significant consultation with the community. It also needs to be noted, that a VCAT hearing can take up to six months to be scheduled for hearing, which places an unfair burden on applicants where a proposal essentially complies with the requirements of the planning scheme.
- Resources – as previously outlined Council's involvement in each VCAT hearing can be time consuming for officers, and an added cost for Council is engaging external representation.

7. Options

N/A

LIST OF APPENDICES

Nil

13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS

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

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

14. NOTICES OF MOTION

Nil.

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE

16. URGENT BUSINESS

17. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

17.1 Audit and Risk Committee Minutes - 3 August 2022

(e) as it relates to legal privileged information, being information to which legal professional privilege or client legal privilege applies.

17.2 Chief Executive Officer Review Advisory Committee Meeting Minutes - Monday 29 August 2022

(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

18. CLOSE OF BUSINESS