



MELTON CITY COUNCIL

Notice is hereby given that the Ordinary Meeting of the Melton City Council will be held in the Caroline Springs Library and Civic Centre, 193 Caroline Springs Boulevard, Caroline Springs on 11 August 2015 at 7pm.

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

Kelvin Tori
CHIEF EXECUTIVE

Visitors to the Gallery please note:

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

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

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

- It is an offence for any person, not being a Councillor, who is guilty of any improper or disorderly conduct to not leave the meeting when requested by the Chairperson to do so.

Penalty: 20 Penalty Units

- It is an offence for any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.

Penalty: 20 Penalty Units

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

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1. OPENING PRAYER, AND RECONCILIATION STATEMENT

The Chairperson will read the opening prayer and reconciliation statement.

Prayer

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

Reconciliation Statement

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

2. APOLOGIES AND LEAVE OF ABSENCE

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

3. CHANGES TO THE ORDER OF BUSINESS**4. DEPUTATIONS****5. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR**

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

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

That the Minutes of the Ordinary Meeting of Council held on 14 July 2015 be confirmed as a true and correct record.

7. CORRESPONDENCE INWARD

7.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- The Hon Luke Donnellan MP - Minister for Roads & Road Safety and Minister for Ports – Speed limits on unsealed roads.
- The Hon Natalie Hutchins MP - State Member for Sydenham – Speed limits on unsealed roads.
- Mr Don Nardella MLA - Member for Melton and Deputy Speaker, Legislative Assembly - Speed limits on unsealed roads and Ballarat Line Duplication.
- Mr Cesar Melhem MP - Legislative Council, Western Metropolitan Region – Ballarat Line Duplication – Deer Park to Melton.
- Mr Cesar Melhem MP - Legislative Council, Western Metropolitan Region – Speed Limits on unsealed roads.
- Mr Simon Ramsay MLC - State Member for Western Victoria - Ballarat Line Duplication – Deer Park to Melton.
- The Hon Wade Noonan MP – Minister for Police – Speed limits on unsealed roads.
- Ms Marlene Kairouz MP – State Member for Kororoit– Speed Limits on unsealed roads.
- Mr Joshua Morris MP – State Member for Western Victoria - Ballarat Line Duplication.
- Mr Joshua Morris MP – State Member for Western Victoria – Letter to The Minister for Public Transport – The Hon Jacinta Allan MP – Ballarat Line Duplication.
- Ms Anita Curnow – VicRoads - Executive Director, Policy & Programs – Speed Limits on unsealed roads.
- Correspondence - State Member for Western Victoria - Mr Joshua Morris MP - Speed Limits on unsealed roads.

RECOMMENDATION:

That:

1. the Parliamentarian and Departmental letters received by the Mayor be received and noted; and
2. the letter from VicRoads in relation to Speed Limits on unsealed roads be referred to Council's Engineering Services Unit to scope and cost a project to review each unsealed road within the municipality on a road by road basis to determine the appropriate reduced speed limit, and the appropriate community consultation process to engage the community and ascertain their support for introduction of speed limits, for report back to Council to enable Council to determine on whether to proceed with such a project in order to develop a submission to VicRoads as indicated in their correspondence.

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1. Correspondence - Minister for Roads & Road Safety and Minister for Ports - The Hon Luke Donnellan MP - Speed limits on unsealed roads.
2. Correspondence - State Member for Sydenham - The Hon Natalie Hutchins MP - Speed Limits on unsealed roads.

3. Correspondence - Member for Melton and Deputy Speaker, Legislative Assembly - Mr Don Nardella MLA - Speed Limits on unsealed roads and Ballarat Line Duplication.
4. Correspondence - MP Legislative Council, Western Metropolitan Region - Mr Cesar Melhem MP - Ballarat Line Duplication.
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7. Correspondence - Minister for Police - The Hon Wade Noonan MP - Speed Limits on unsealed roads.
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11. Correspondence - VicRoads Executive Director, Policy & Programs - Ms Anita Curnow - Speed Limits on unsealed roads.
12. Correspondence - State Member for Western Victoria - Mr Joshua Morris MP - Speed Limits on unsealed roads.

8. PETITIONS AND JOINT LETTERS

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

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

9.1 2014-15 COMMUNITY GRANTS PROGRAM

**Author: Dana Praiz- Acting Community Funding Officer
Presenter: Michael Tudball- Acting General Manager Community Services**

PURPOSE OF REPORT

To present to Council the Assessment Panel recommendations for the allocation of funds within the Annual Grants Category of Council's 2014/15 Community Grants Program

RECOMMENDATION:

Procedural Motion

That Item 9.1 be deferred until Agenda Item 18.1, Confidential Business in accordance with s.89(2)(h) as it relates to any other matter which the Council or Special Committee consider would prejudice the Council or any person.

9.2 APPOINTMENT OF A COUNCILLOR TO THE MELBOURNE REGIONAL LANDFILL COMMUNITY CONSULTATION GROUP

Author: Bob Baggio - Manager Planning Services
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To advise Council of the recent formation of the Melbourne Regional Landfill Community Consultation Group and seek the appointment of a Councillor to that Group.

RECOMMENDATION:

That Council nominate a Councillor to represent Council on the Melbourne Regional Landfill Community Consultation Group.

REPORT

1. Executive Summary

On 1 March 2015, Transpacific Cleanaway (TPI) became the new owner and operator of the Melbourne Regional Landfill at Christies Road, Ravenhall.

The landfill operation is located on the Boral Quarry site and has historically been operated by Boral in conjunction with the Quarry.

Boral currently has a Community Reference Group in place. Councillor Dunn and a Council Officer are representatives on this group. In light of the new ownership of the landfill, the Reference Group now confines its considerations solely to the quarry operation.

TPI has now established a consultation group for the landfill operations. The group includes representatives from TPI, EPA, the local community along with the City of Brimbank and City of Melton. The consultation group meetings occur quarterly.

It is proposed that a Councillor from the City of Melton be a representative on the group. Council's Planning Manager is also a representative on the group.

2. Background/Issues

On 1 March 2015, Transpacific Cleanaway (TPI) became the new owner and operator of the Melbourne Regional Landfill on Christie's Road in Ravenhall. The company advises that:

The landfill provides a vital community service by safely disposing of household and business waste that cannot be recycled and produces renewable energy that powers surrounding homes and businesses.

Cleanaway understands the community's aspirations for growth and prosperity in the west. Our priority is operate a well-engineered landfill facility, with no impact on the community that will meet the community's essential waste service needs as the area continues to grow and prosper.

Cleanaway is committed to a consultation process with the community for the life-span of the Ravenhall facility and aims to be responsive, transparent and inclusive by encouraging community input into our operations and future plans.

*Community members will be able to stay informed and be consulted on our operational activities through the formation of a **Melbourne Regional Landfill Community Consultation Group (MRLCCG)**.*

The group will be independently facilitated, and all records of these meetings will be publically available through a dedicated community web page that can be accessed through our corporate website.

The landfill operation is located on the Boral Quarry site and has historically been operated by Boral in conjunction with the Quarry.

Boral currently has a Community Reference Group in place. Councillor Dunn and a Council Officer are representatives on this group. In light of the new ownership of the landfill, the Reference Group now confines its considerations solely to the quarry operation.

TPI has now established the Melbourne Regional Landfill Community Consultation Group (MRLCCG) for the landfill operations. The group includes representatives from TPI, EPA, the local community along with the City of Brimbank and City of Melton. The consultation group meetings occur quarterly.

The first meeting of the group was conducted on 4 June 2015. Currently the group does not have Councillor representation, however the issue was raised at this first meeting, and it was determined that the City of Melton could appoint a Councillor to the group. Council's Planning Manager is also a representative on the group.

A copy of draft Terms of Reference were circulated prior to the first meeting, however the final document has yet to be provided. The draft document indicates that

it is expected that all MRLCCG members will monitor and bring forward broader community and stakeholder views in respect to management of the landfill. Members are expected to (as far as possible) represent the range of opinions relating to their community, group or interest area without bias, and avoid promoting strictly individual agendas or opinions.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

4. Financial Considerations

None.

5. Consultation/Public Submissions

As previously mentioned, the Group includes community representatives.

6. Risk Analysis

Not applicable.

7. Options

Council can either appoint a Councillor representative to the Group or elect not to do so, in which case there would still be Council Officer representation.

LIST OF APPENDICES

Nil

10. PUBLIC QUESTION TIME

11. PRESENTATION OF STAFF REPORTS

11.1 AUTHORISATION OF AFFIXING THE COMMON SEAL OF COUNCIL

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

PURPOSE OF REPORT

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

RECOMMENDATION:

That the Council Seal be affixed to the documentation as detailed in the Schedule for Authorising of Affixing of the Common Seal of Melton City Council dated 11 August 2015.

REPORT

1. Executive Summary

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

2. Background/Issues

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

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

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

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

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

2.6 *Ensure timely compliance with statutory and regulatory obligations.*

4. Financial Considerations

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

5. Consultation/Public Submissions

Not applicable.

6. Risk Analysis

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

7. Options

Not applicable.

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1. Schedule for Authorising of Affizing the Common Seal

11.2 MINUTES OF THE HERITAGE ADVISORY COMMITTEE - 19 JUNE 2015

Author: Matthew Milbourne- Senior Strategic Planner
Presenter: Laura-Jo Mellan- Manager City Design Strategy & Environment

PURPOSE OF REPORT

To present the minutes of the Heritage Advisory Committee meeting held on Friday 19 June 2015.

RECOMMENDATION:

That Council note the minutes of the Heritage Advisory Committee meeting held on Friday 19 June 2015.

REPORT

1. Executive Summary

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

At the 19 June meeting, the Heritage Advisory Committee discussed the acquittal of the Round 4 heritage assistance fund projects, commenced planning for round 5 of the heritage assistance fund, was updated on the revisions to the Terms of Reference to the Heritage Advisory Committee, discussed the acquittal of Heritage Week 2015, and received a progress update on Amendment C100 to the Melton Planning Scheme (Dry Stone Walls).

2. Background/Issues

At its 19 June Meeting, the Committee:

- Received an update on Round 4 of the Heritage Assistance Fund. One of the projects has been acquitted and the landowner has been reimbursed for the works carried out (a Conservation Management Plan has been prepared). The works associated with the other project unfortunately did not proceed, and therefore the money associated with this has not been spent.
- Agreed to commence advertising for Round 5 of the Heritage Assistance Fund.
- Was updated on the changes to the Terms of Reference for the Heritage Advisory Committee which was approved by Council at its ordinary meeting 26 May 2015.
- Was provided with an acquittal report on Heritage Week 2015, and commenced planning for Heritage Week 2016.
- Received an update on Amendment C100 (Dry Stone Walls) to the Melton Planning Scheme which is currently on exhibition.
- Resolved to send a letter to the community Winton regarding the loss of the Waltzing Matilda Centre, which burnt down on 18 June 2015.

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

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

1.1 Strategically plan for a well designed and built City

4. Financial Considerations

The funding for the Heritage Assistance Fund is a recurring grant allocated in the Council budget each financial year. Applications for the fund are assessed by the Committee and approved by Council. Any money awarded must be acquitted within the same financial year.

5. Consultation/Public Submissions

Not applicable.

6. Risk Analysis

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

7. Options

Note the minutes from the Heritage Advisory Committee Meeting of the 19 June 2015.

LIST OF APPENDICES

1. Heritage Advisory Committee Meeting Minutes, 19 June 2015

11.3 2015/16 COUNCIL ANNUAL ACTION PLAN

Author: Fiona MacPherson - Corporate Policy and Planning Coordinator
Presenter: Michael Tudball- Acting General Manager Community Services

PURPOSE OF REPORT

To present the proposed 2015-16 Council Annual Action Plan for Council's consideration.

RECOMMENDATION:

That Council adopt the 2015-16 Council Annual Action Plan.

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 Plan 2013-2017.

There are 147 actions identified from across Council's service units detailed in the proposed 2015-16 Council Annual Action Plan as detailed in **Appendix 1**.

Progress against these activities 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 Plan 2013-2017 (Council Plan) 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 Proud Community Growing Together." The Council Plan identifies four (4) themes to guide the work of the organisation. These themes are:

1. Managing our growth.
2. A well governed and leading organisation.
3. Diverse, confident and inclusive communities.
4. Community health and wellbeing.

Each year Council produces an Annual Action Plan identifying key activities that Council will undertake in implementing the Council Plan. The Annual Action Plan includes projects, programs, services and service enhancements that will occur within a twelve (12) month period.

The 2015/16 Annual Action Plan includes 147 actions with twenty (20) actions being carried forward from the 2014/15 Annual Action Plan. The carried forward actions comprise a combination of initiatives that are on track to be completed by the end of December 2015, and others that are behind schedule due to unplanned circumstances. Of the twenty (20) carried forward actions, fourteen (14) are on track to be completed by 31 December 2015, and six (6) are rescheduled to be completed by 30 June 2016.

There are a number of highlight initiatives for Council included in the 2015/16 Annual Action Plan. These include the following:

- Complete construction of the Burnside Children's and Community Centre,
- Develop a Melton Municipal Street Tree Strategy (2 year project),
- Deliver Phase One of the Pride of Melton project.
- Deliver the Uni-Link program to provide early access to university level courses for secondary school students,
- Commence Abey Road Bridge construction to provide a vital link between Melton South and the Toolern Growth area.
- Commence the Redevelopment of Aged Precinct to include an extension on the east side to Smith Street.
- Deliver men's health and wellbeing activities from Melton and Taylors Hill Men's Sheds.
- Run community events including Djerriwarrh & Summersault Festival.
- Deliver the Inclusive Arts Initiative to encourage children and young people with a disability, aged 5-17 years, to participate in an arts based program.
- Deliver the Enhanced Homework Support Initiative to encourage young people to participate in 'drop in' programs at Council's Youth centres.
- Deliver the Rapid Transformation pop-up park project at the corner of Palmerston and McKenzie Streets.
- Deliver baby sleep settling sessions to new parents.
- Deliver and activate the Bridge Road Sports Precinct in Bridge Road, Melton South.

The list of actions above is not exhaustive, and the Annual Action Plan itself provides only a selection of the work being delivered by Council.

Progress against all of the actions in the Annual Action Plan is detailed in quarterly progress reports presented to the Ordinary Meeting of Council and the end of year outcomes are detailed in Council's Annual Report.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

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

4. Financial Considerations

The Council Action Plan is resourced via the adopted 2015-16 Council Budget.

5. Consultation/Public Submissions

Actions contained in the 2015-2016 Annual Action Plan are a result of Council's ongoing engagement with community and prioritisation processes through annual business planning and budget development.

6. Risk Analysis

Nil

7. Options

That Council:

1. Adopt the 2015-16 Council Annual Action Plan as detailed at **Appendix 1**;
2. Not adopt the 2015-16 Council Action Plan and refer back to officers for further work;
or
3. Provides an alternative option as considered by Council.

LIST OF APPENDICES

1. Melton City Council Annual Action Plan 2015-16

11.4 COMMUNITY SAFETY COMMITTEE MEETING MINUTES 20 JULY 2015

Author: Sarah Edwards- Acting Coordinator Social Planning and Wellbeing
Presenter: Michael Tudball- Acting General Manager Community Services

PURPOSE OF REPORT

To present the minutes of the Community Safety Committee meeting held on Monday 20 July 2015.

RECOMMENDATION:

That Council note the minutes of the Community Safety Committee meeting held on Monday 20 July 2015.

REPORT

1. Executive Summary

The Community Safety Committee has been established to provide a strategic, responsive and accountable model to promote community safety and address crime prevention efforts in the City.

Membership of the Committee is drawn from key stakeholders and subject matter experts. Committee members have an interest in developing partnership responses to local community safety priorities.

The Committee meets bi-monthly, with the minutes of the 20 July 2015 meeting provided at **Appendix 1**.

2. Background/Issues

The Community Safety Committee meets to consider matters relating to crime prevention, health and wellbeing and community safety.

The purpose of the Committee is to coordinate a multi-agency partnership response to prioritise community safety and crime prevention issues within the City.

At the meeting on 20 July 2015, the Committee addressed the following:

- Presentation of City of Wyndham's Building Blocks Community Leadership Program.
- A process to review the Terms of Reference (dated 9 April 2013) at the next Community Safety Committee meeting.
- Overview of the Community Ice Forum being held at Catholic Regional College on August 6, 2015.
- Funding potential for Council lighting improvement project through Department of Justice Public Safety Infrastructure Fund Program.
- Updates from member agencies.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

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

4. Financial Considerations

Operational expense and initiatives extending from the Community Safety Committee are accommodated within Council's current budgets.

5. Consultation/Public Submissions

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

6. Risk Analysis

The Community Safety Committee exists to provide Council with an avenue to collaborate with the community to address key community safety concerns. Failure to support the function of the committee may result in a decrease in attention to the issue of community safety. To improve community health and wellbeing, Council must ensure that ongoing attention is brought to matters of concern and that residents continue to have strong perceptions of safety within their local neighbourhoods.

7. Options

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

LIST OF APPENDICES

1. Community Safety Committee Meeting Minutes - 20 July 2015

11.5 EARLY YEARS PARTNERSHIP COMMITTEE MEETING MINUTES 18 JUNE 2015.

Author: Leigh Cruickshank- Coordinator Early Years Partnerships
Presenter: Michael Tudball- Acting General Manager Community Services

PURPOSE OF REPORT

To present the minutes of the Early Years Partnership Committee meeting held on 18 June 2015.

RECOMMENDATION:

That Council note the minutes of the Early Years Partnership Committee Meeting held on Thursday 18 June 2015.

REPORT

1. Executive Summary

The Early Years Partnership Committee (EYPC) was established in 2011. Key roles of the Committee are to work collaboratively to monitor and evaluate the Municipal Early Years Plan 2014-2017. The Committee is also responsible for implementing, monitoring and evaluating the current Best Start Action Plan for the term of 2014-2015 and developing the Action Plan for 2015/2016.

Committee membership is drawn from Community Representatives and external partners who provide services to families and children within the City. The Committee meets bimonthly, and attached to this report are the minutes of 18 June 2015 meeting.

2. Background/Issues

The EYPC is responsible for providing direction, involvement and advice to Council concerning the support, development and improvement of the health and wellbeing of children aged 0-12 years.

The EYPC meeting on the 18 June addressed the following;

- Presentation of local data for service planning purposes presented by an Informed Decisions consultant.
- Department of Education and Training update on changes to Best Start and Supported Playgroup reforms.
- Salvation Army scoping for new early intervention child and parent project in Melton.
- Best Start action Plan 15/16 update and project report.
- Municipal Early Years Plan 2014 – 2017 evaluation proposal.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

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

4. Financial Considerations

5. Consultation/Public Submissions

The Committee is comprised of 21 members representing a range of sectors including but not limited to State Government, education, disability, health, family support and representatives from the community.

The Committee receive, respond and monitor identified community, industry and/or Council initiatives and opportunities in an inclusive and consultative approach.

6. Risk Analysis

Regularly providing information on Early Years Partnership activities assists Council in identifying any possible identified risk exposure to Council or providers.

7. Options

The Early Years Partnership Committee is an Advisory Committee of Council, with Council discretion to accept or reject Committee recommendations as presented.

LIST OF APPENDICES

1. Minutes of Early Years Partnership meeting 18 June 2015

11.6 NATIONAL AWARDS FOR LOCAL GOVERNMENT: COMMUNITY PARTNERSHIP PROGRAM HIGHLY COMMENDED

**Author: Jessica Trijsburg- Coordinator Community Capacity
Presenter: Michael Tudball- Acting General Manager Community Services**

PURPOSE OF REPORT

To notify Council of the submission outcome for the Community Partnership Program in the National Awards for Local Government.

RECOMMENDATION:

That Council note the commendation from the Department for Infrastructure and Regional Development for the Community Partnership Program.

REPORT

1. Executive Summary

Melton City Council's Community Partnership Program was awarded 'Highly Commended' in the Multicultural Australia – Strength in Diversity category of the 2015 National Awards for Local Government, and included in the published 2015 Winners Book.

The Community Partnership Program seeks to foster cross-cultural connections by providing a framework for community groups from various cultural, religious and linguistic backgrounds to work in partnership on projects of mutual interest. Participants share experiences, gain knowledge and develop new skills, breaking down cultural barriers and establishing connections. Partnering organisations build understanding of each other's communities through extended contact and collaborative project/event coordination, increasing the likelihood that relationships will also be sustained after the project concludes.

The Community Partnership Program is overseen by a steering committee comprising representatives from Council, Djerriwarrh Health Service and Djerriwarrh Education and Community Services.

In 2014-15, the first iteration of this program involved nine grass-roots projects, each coordinated by two or more community groups of different backgrounds to meet a common self-identified need.

2. Background/Issues

The City of Melton is one of the fastest growing municipalities in Australia. The municipality is becoming increasingly culturally diverse, with over 120 language groups from over 140 different countries represented. Approximately 28% of residents were born overseas and many local culturally-based groups report a lack of connection with others in the community. The ability to participate in the wider community while maintaining a positive cultural identity is a protective wellbeing factor, particularly for vulnerable groups.

The Community Partnership Program aims to address these challenges in the following ways:

1. **Skills Sharing, Mentoring, Increased Capacity** – The program involves the implementation of grass-roots projects delivered by two or more community groups working together to address their identified needs and as a result, increase involvement in their community and wider society. Each group was paired together with other groups who possessed knowledge, skills or assets necessary to the success of the project. The program adopts an OECD community empowerment approach which allows participants to:
 - Realise existing or develop new skills and competencies;
 - Increased self-confidence and;
 - Promote ability to take responsibility for identifying and meeting their own and others' needs.
2. **Addressing Segregation** - The program aligns with key directions of Council's Intercultural Strategy 2010-2014 through providing opportunities for exchange, interaction, understanding and learning for all of the community to enhance continued growth and prosperity. It also aims to enhance community harmony by fostering interaction across cultural networks and communities.
3. **Sustainability** - The program was designed to provide opportunities for community groups to share skills and mentor each other, developing lasting capabilities and connections. Partnering organisations build understanding of each other's communities throughout the project period through extended contact and collaborative project/event coordination, increasing the likelihood that relationships will be sustained after the project concludes.
4. **Innovation and Leading Practice** - The program presents a new, innovative and unique initiative for community capacity building in the field of community development and health promotion. The aims of the program identified through points one (1) to three (3) above makes this program not only innovative, but in many ways exceptional.
5. **Impact** - The impacts of the program are three-fold:
 - New skills such as communication, cultural awareness and mentoring skills are shared and developed between groups and individuals.
 - New relationships are formed and sustained. Forming and sustaining these relationships increases the connection individuals have with the community, and understanding of diverse groups beyond their own. It also increases likelihood of broader participation in community and awareness of services available.
 - Meaningful projects are delivered by the community for the community.

The partnerships involved in the 2014-15 program are as follows:

Project Name	Partnership Groups
Historical Sharing Through Partnership: Creating sound-scapes of local Aboriginal women's personal histories	Marla Aboriginal Women's Group and Melton Historical Society
Adults Learn to Swim	Melton Chin Group and St George Iraqi Group
Active Multicultural Seniors: Tai Chi and Zumba	Caroline Springs Macedonian Fishing Club and Chinese Friendship Group
Aboriginal Artefacts and Craft	Aboriginal Men's Group and Melton Men's Shed
Cultural Craft: Basket weaving and life stories	Melton South Community Centre and South Sudanese Community Group

Project Name	Partnership Groups
Sensory Garden	Djerriwarrh Community House and Merrimu Services
Let's Play Chess	Kurunjang Secondary School and Coburns Gardens Retirement Village
Healthy Chefs Program	Staughton Secondary School and Kurunjang Primary School
Brookside Community Connections: Mosaics	Brookside College, Wintringham Aged Care Facility and Morton Homestead

Whilst all the projects involved significant outcomes for the participating groups, it is noted that the Historical Sharing through Partnership: Creating sound-scapes of local Aboriginal women's personal histories project has informed the practice of local agencies and service providers. An agreement has been made with Health West/Medicare Local to provide these sound recordings to medical practitioners to inform their understanding of local issues and context for local off-country Aboriginal women. This is a commendable outcome for this partnership project.

The feedback from participants is overwhelmingly positive. Evaluation survey results have shown that the majority of participants have developed more confidence in partnering with other community groups through this program. It is also noted that 100% of projects started through the program have been implemented by the participating groups.

The Community Partnership Program will be offered to the community in 2015/16 and is coordinated through Council's Community Capacity team in the Community Planning department.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

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

Melton City Council Intercultural Strategy 2010-14

Municipal Public Health and Wellbeing Plan 2013-17

Reconciliation Policy and Roadmap 2014-17

4. Financial Considerations

This program operates within existing budget allocations.

5. Consultation/Public Submissions

Nil

6. Risk Analysis

7. Options

This report is for Council's information and as such there are no alternative options identified.

LIST OF APPENDICES

Nil

11.7 HOPE STREET YOUTH AND FAMILY SERVICES UPDATE

Presenter: Michael Tudball- Acting General Manager Community Services

PURPOSE OF REPORT

To provide Council with an update of conversations that occurred with Hope Street Youth and Family Services.

RECOMMENDATION:

That Council:

1. In principle agree to the proposal to investigate opportunities of providing a site to Hope Street Youth and Family Services for the development of a youth accommodation centre, and;
2. Delegate the Chief Executive Officer to enter into negotiations on opportunities to access Council's space to provide services early if funding is provided from the Department of Health and Human Services prior to the facility being built.

REPORT

1. Executive Summary

Hope Street Youth and Family Services have been in consultation with Council officers about a proposal to construct a specialist support facility, potentially located in the Melton township.

The facility would provide crisis support accommodation services for young people and would be resourced 24 hours, seven (7) days per week. The proposal is to cater for young people between the ages of 16 - 24 years and focus on young people that live in the City of Melton.

This report provides an overview to Council on the proposal by Hope Street Youth and Family Services.

2. Background/Issues

Hope Street provides compassionate, respectful and comprehensive support to vulnerable young people and families experiencing or at risk of homelessness.

The organisation concentrates on the immediate and ongoing needs of considering the whole person and their situation, not just their housing needs.

The organisation also encourages young people to focus on and utilise their strengths and abilities while at the same time, develop connections within their local communities. Hope Street provides crisis accommodation for young people that are at risk of homelessness.

The proposal from Hope Street is to provide a facility in the future that would be accommodated potentially on a site within the Melton township that Council may consider to offer to initiate the program. The facility would not just be accommodating and providing a residence for a young person but also would follow up with counselling, health and wellbeing initiatives and development opportunities as part of the model.

Hope Street is a youth homelessness specialist organisation and operates the largest youth refuge in Victoria with over 30 years of experience delivering crisis support and accommodation services to young people. The organisation also provides a suite of wrap around services to respond holistically to young people in the local area.

Research Project

During late 2014 and early 2015 Hope Street conducted a research project in Melton to understand the extent of youth homelessness in the municipality of Melton.

The research titled "Responding to Youth Homelessness in Outer Growth Corridors: A research project in response to youth homelessness in the City of Melton" was undertaken by Hope Street to;

- Identify solutions and strategies to better address the housing, social, economic and developmental needs of young people and young families' with diverse experiences of homelessness or at risk of homelessness in the City of Melton.
- Develop a sound evidence base of young people's experiences and the local community's experiences and impact of youth homelessness to advocate for resources to better plan and address the crisis housing and crisis support needs of young people in the City of Melton within an early intervention and prevention framework.

Hope Street consulted with local government, local community support services, young people and families either via direct interviews or consultative forums. Hope Street also referenced local data and City of Melton data and documents including the 'Youth Strategy 2014 – 2017'.

Some of the key recommendations include:

1. In collaboration with local Council, pursue the development of a youth crisis response and crisis accommodation centre in Melton, to provide timely, safe and responsive crisis accommodation options with wrap around support in collaboration with local community services.
2. Secure government resources to establish a youth specific Access Point to the Homelessness Service System in Melton that also provides afterhours response and addresses the immediate needs of young people who are homeless.
3. Consult with the Aboriginal and/or Torres Strait Islander people regarding the further exploration of youth homelessness, the impact and solutions.

Launch of the Research

Hope Street expects to launch the research in August 2015 with the support of Woodgrove Shopping Centre. Local and state government, business, sporting identities and community service representatives will be invited to the launch. Hope Street will invite the Mayor, Councillor Sophie Ramsey to welcome the community to the event.

Melton Advisory Committee

As a part of Hope Street's collaborative drive to respond to youth homelessness in the City of Melton, Hope Street conducted a Partnership Workshop with local stakeholders on 27 May 2015. Councillor Bob Turner conducted the formal welcome to the following agencies and government members represented:

- Local State Member Don Nardella;
- Local Federal Member Brendan O'Connor;
- Djerriwarrh Employment Services;
- Department of Health and Human Services Western Division;
- City of Melton senior officers;

- Woodgrove Marketing Team;
- Hope Street Corporate Committee members;
- CEO of Hope Street;
- Service Development Manager of Hope Street; and
- Hope Street in Melton Program Co-ordinator.

The workshop explored a shared vision for a new crisis response and accommodation service for young people in Melton, potential elements of the service model, short and long term actions and partners. From this workshop an Advisory Committee was established with high level representation from the above stakeholders. The Advisory Committee has met and the focus is to develop a Business Case to submit to the Minister of Housing the Hon Martin Foley.

Meeting with Minister of Housing the Hon. Martin Foley

On Hope Street's behalf, Don Nardella MP was successful in attaining a meeting with the Hon. Martin Foley to discuss a partnership with the State Government for the provision of youth specialist crisis response and accommodation services in the City of Melton. This meeting occurred on 25 June. Hope Street Acting CEO, Mandy Baxter and Hope Street Corporate Committee member Clive Scott and the Northern Division Department of Health and Human Services Acting Area Director, Rebecca Collins also attended the meeting. The outcome was that the Minister requested that Hope Street develop a business case to be submitted to his office for recurrent operational funding for the new service.

Hope Street is currently writing the business case in collaboration with the Department of Health and Human Services, Hon Don Nardella and the Melton Advisory Committee. The business case will be submitted to the Minister's office mid August detailing the service delivery model. It is anticipated that a bid will be made to the forthcoming state budget seeking approval for recurrent operational funding enabling the delivery of services to the community of Melton from July 2016.

Sourcing the Capital

With the expertise of the Hope Street Corporate Committee, Hope Street is undertaking a major community awareness and fundraising campaign to source the construction of the building. Based on an initial concept plan of the building, Hope Street has attained an estimate for the construction of the building. Hope Street is supported by the local Corporate sector including:

- TabCorp Park Melton;
- Bunnings Melton;
- Raine and Horne Melton;
- Woodgrove Shopping Centre Melton; and
- Cyclone (Marketing Company for QIC).

Hope Street has also met with philanthropy and local service clubs seeking their support for the project. Hope Street will be asking local businesses to support the build via donations of building and fit out materials.

To engage with the wider business sector, Melton TabCorp Park has agreed to hold a Business Breakfast. It is envisaged that it will take 12 months for the capital funds to be raised. Progress towards the build will be made simultaneously to the raising of capital.

Hope Street Youth and Family Services

Hope Street provides both strategically targeted and holistic programs for young people including young families. These programs include the following:

- Hope Street in Melton Program
- Hope to Home
- Boost Program
- Residential Program
- Youth Reconciliation Program
- Youth Support Services
- Homeless Youth Dual Diagnosis Initiative

Hope Street philosophy sees resolving homelessness as the responsibility of:

- Federal, State and Local Governments;
- The community;
- Families and individuals.

Hope Street believes that young people have the right to be treated as equal citizens in our society. This means equal access to resources, decision making and life options. The overriding aim of Hope Street is to assist young people who are homeless or at risk of homelessness by providing them with resources and services to realise their potential.

Hope Street in Melton Program

Hope Street already has, and values, a strong presence in the City of Melton including enjoying established collaborative and strong relationships with key community agencies, businesses and networks in the municipality – particularly the Melton City Council. Hope Street and the City of Melton worked closely on the design, building and establishment of the purpose built Hope Street in Melton Program in Coburns Road.

The Hope Street in Melton Program takes a youth focused early intervention and prevention approach to address the needs of vulnerable young people experiencing homelessness or at risk of homelessness.

The Hope Street in Melton Program provides residential accommodation to young people and young families and intensive one-to-one assistance to engage young people in creating opportunities to strengthen their housing, employment, education, training and personal and social development. Support is provided within a foyer like model of eight (8) accommodation units for young singles and two (2) units for young families.

Individualised support to young people is offered utilising strengths-based and solutions-focused approaches, encouraging young people to be active participants in their own destiny. The program service model also has a strong focus on connections and reconnections with family and other personal relationships, building new connections with community as well as general support as the young person moves towards interdependence. Further support is provided by the Youth Reconciliation Program.

In addition, the “**Skills for Life 101**” series of participatory workshops has been designed to support young people to develop and/or enhance a range of skills to support them on their progression towards interdependence.

Topics covered include:

- How to Sustain a Successful Tenancy;
- Accessing and Sustaining Employment, Education and Training, Personal and Social Development and Citizenship.

The Hope Street in Melton Program also helps young people develop meaningful relationships with their community via joint initiatives with local groups and agencies, partnership and capacity building activities. The Program provides an intensive outreach support service offering an integrated case management to young people with links to the City of Melton. It proactively assists young people to develop resilience through effective integration and interdependence with their local communities through intensive individualised case management, Skills for Life 101 program, and integration with community programs.

Hope to Home

In partnership with real estate agents, other Melton businesses and philanthropic trusts, Hope Street is piloting the Hope to Home project. This exciting initiative supports young people aged between 18 - 25 years to transition from supported accommodation at Hope Street in Melton to renting successfully in the private rental market. Using funding from a range of sources (brokerage, Hope Street funds, business partners and philanthropy) young people will have their rent subsidised for a period of six (6) months. This subsidy will be gradually reduced until, at the end of the six (6) months, the young person has the capabilities to independently pay the rent on their own.

Youth Reconciliation Program

The Youth Reconciliation Program offers short term; one-to-one, strengths-based solution focused counselling as well as family mediation. With a strong focus on counselling, the Youth Reconciliation Worker works collaboratively with young people to find workable solutions to help solve any concerns that they have.

Residential Program

The Residential Program provides emergency accommodation and support to young people. The Residential Program can accommodate up to seven (7) young people in the refuge and a young family in the self-contained Young Family's' Unit located at the rear of the refuge. Usual stays in the youth refuge is six (6) weeks, and three (3) months in the Young Families Unit.

Boost Program

The Boost Program is part of the Enhanced Youth Refuge Response Initiative. The Boost Program responds to the immediate needs of young people and young families. It targets young people with high and complex needs, providing outreach case management support, as well as a seven (7) day stay bed in the Residential Program.

Youth Support Services

The Youth Support Service provides case management support to young people and young families linked in with the program. Working collaboratively, case managers work with the young person to identify goals and develop a case plan.

Accessing short, medium, and/or long term housing and to link in with services such as educational and employment programs, health and wellbeing, living skills, financial support, legal support, mental health supports, and parenting supports if required.

Homeless Youth Dual Diagnosis Initiative (HYDDI)

HYDDI is a Department of Health and Human Services Youth Homelessness initiative in partnership between Hope Street and Melbourne Health. HYDDI is designed to work with young people experiencing homelessness that have a dual diagnosis of mental health issues and substance use issues. HYDDI fosters helpful, ongoing partnerships between mental health, drug and alcohol and youth homelessness services.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

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

4. Financial Considerations

At this stage there are no direct financial considerations to be allocated to the project, although agreement in principle of land provision will need to occur for Hope Street to proceed with this initiative.

A further report will be presented to Council to consider any financial or in-kind support.

5. Consultation/Public Submissions

Council's General Manager Community Services, Victoria Police Melton Inspector, Woodgrove Shopping Centre, TabCorp Park, Bunnings, Raine and Horne, Department of Health and Human Services Division Area Directors, Victorian Members of Parliament: Don Nardella; Hon Fiona Richardson; Hon Jenny Macklin; Federal Member of Parliament for Melton: Hon. Brendan O'Connor; Melton New Emerging Communities Network; the Melton Youth Advisory Network; the Lions Club of Melton; the Rotary Club of Melton and local young people who have experienced homelessness have been consulted over the past 12 months.

Council's General Manager Community Services, Victoria Police Inspector, local businesses, community agencies and local Members of Parliament have formed the Melton Advisory Committee and achieved the vision of this project.

The Chief Executive of Hope Street has engaged with Council's Executive on 15 July 2015 and provided an overview of the project and the outcomes that would benefit young people and the wider community with the strengthening of local community services infrastructure and partnership with local businesses.

A Council briefing occurred on 4 August 2015 where Hope Street provided a presentation to Council on the proposal.

6. Risk Analysis

There are no direct risks associated with pursuing the potential opportunities with Hope Street. In Council not agreeing to pursue any options, there are risks for our youth in regards to homelessness and other support services not only those currently provided by Hope Street but the future expansion of their service into the City.

Hope Street is working to realise this project via collective contribution of resources from partnerships with Melton City Council and the State Government. There is a risk that if one (1) partnership is not available, then it may result in the loss of another partnership and its resources to the City of Melton to address youth homelessness and its impact on the wider community.

7. Options

Council has the following options:

1. In principle agree to the proposal and investigate opportunities of providing a site to Hope Street for the development of a youth accommodation centre and delegate the Chief Executive Officer to enter into negotiations on opportunities to access Council's space to provide services early if funding is provided from the Department of Health and Human Services prior to the facility being built, or
2. Not agree to the proposal and authorize Officers to continue discussions with Hope Street and other service potential providers to seek other opportunities within City of Melton, or
3. An alternative option as considered by Council.

LIST OF APPENDICES

Nil

11.8 DELEGATIONS OF AUTHORITY EXERCISED TO 30 JUNE 2015

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

PURPOSE OF REPORT

To advise Council of the general Delegations of Authority exercised for the period 1 July 2014 to 30 June 2015, and the Building and Planning Delegations exercised for the period 1 January 2015 to 30 June 2015.

RECOMMENDATION:

That the report be received for information.

REPORT

1. Executive Summary

Delegations exercised for the period 1 July 2014 to 30 June 2015 as detailed in **Appendix 1** and for the period 1 January 2015 to 30 June 2015 as detailed in **Appendices 2 and 3**.

2. Background/Issues

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

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

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

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

Attached as **Appendix 1** are the general delegations exercised for the period 1 July 2014 to 30 June 2015 and **Appendices 2 and 3** are the Planning and Building delegations for the period 1 January 2015 to 30 June 2015.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

4. Financial Considerations

There are no financial considerations regarding this report.

5. Consultation/Public Submissions

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

6. Risk Analysis

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

7. Options

There are no options in consideration of this item.

LIST OF APPENDICES

1. General Delegations - 1 July 2014 to 30 June 2015
2. Planning Delegations - 1 January 2015 to 30 June 2015
3. Building Delegations - 1 January 2015 to 30 June 2015

11.9 RESPONSE TO NOTICE OF MOTION 405 (COUNCILLOR CARLI) - COUNCIL MEETINGS TO BE HELD IN CAROLINE SPRINGS

Presenter: Peter Bean- General Manager Corporate Services

PURPOSE OF REPORT

To provide a response to the request from Councillor Carli for a report outlining the full costs of holding every second Ordinary Meeting of Council at Caroline Springs Library/Civic Centre for the remainder of the Council term.

RECOMMENDATION:

That Council:

1. Receive the report for information.
2. Develop an Engagement/Consultation process with residents in the eastern corridor to determine the level of interest from residents in that area of the municipality in attending Council meetings if they were held in Caroline Springs and use the information collected to assist in setting the meeting schedule for 2016.

REPORT

1. Executive Summary

Council adopted a Notice of Motion at its Ordinary meeting held on 14 July 2015; "That at the next Ordinary Meeting of Council, a report be prepared with the full costs of holding every second Ordinary Meeting at the Caroline Springs Library/Civic Centre for the remainder of this Council term."

Coincidentally this Ordinary Meeting of Council being 11 August 2015, is being hosted at the Caroline Springs Civic Centre/Library which has assisted in gaining an understanding of the full costs and logistics involved in hosting a meeting at this location.

2. Background/Issues

Council staff have been requested to prepare a report outlining costs required in hosting every second Ordinary Meeting of Council at the Caroline Springs Civic Centre/Library for the remainder of the Council term. Council has a dedicated Council Chamber located within the Melton Civic Centre and, as such, have never chosen to host the Ordinary Meeting of Council at any location other than this in the past. Unlike other Councils that have multiple Town Halls due to the amalgamations that occurred in the mid-1990s and continue the practice of regular Council meetings at those locations to ensure that communities do not feel compromised by the changes that occurred with the amalgamation process, Melton Councils growth and development of its eastern corridor to a population that now exceeds the Melton township area, contains a community that has never had a pre-existing Council presence for direct council servicing, including participation in Council meetings located in that area, to date.

In order to host every second Ordinary Meeting of Council for the remainder of this Council term to a level that is equivalent to what is provided at the Melton Civic Centre including;

- ensuring amplification and recording capacity of the meeting,
- transporting meeting related equipment/materials,
- some catering items,
- Mayoral robes,
- Councillor information and;
- chamber specific items such as flags and Queens image,
- the staff time required to deliver this would equate to 25 hours each meeting.

Council cleaners have been engaged to ensure that the amenities are refreshed prior to the meeting as a separate clean and our facilities staff have had to undertake the task of adjusting the utilities and security services for the evening. The Civic Centre/Library is not well designed for this type of function. If it came to pass that a significant issue was being considered the room has limited capacity to adequately accommodate in excess of 40 people. There are potential security issues should there be an issue between the Council and members of the gallery in that the access/egress to the room creates limited separation between both parties in the event that the Council need to vacate the room. Consideration of confidential items may come into some question due to the room not being properly soundproofed.

Catering for the meeting can be done in the Pipes Cafe located within the Leisure Centre but does require Councillors and Council staff to then proceed across to the Civic Centre. The issue of inclement weather may create some problems to the Health and Wellbeing of Councillors and staff.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

1.1 Strategically plan for a well designed and built City

4. Financial Considerations

The cost for hosting the event is broken into two key components being equipment and resources.

- | | |
|--|-------------------|
| - Amplification and recording equipment hire (including costs associated with an operator) | \$2,200.00 |
| - Pre meeting clean | \$ 100.00 |
| - Staff resources | <u>\$1,100.00</u> |

Total	\$3,400.00
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5. Consultation/Public Submissions

No consultation has been undertaken in the preparation of this report.

6. Risk Analysis

The most practical room to host the Ordinary Council Meetings within the Caroline Springs Library and Civic Centre is Meeting Rooms 1 and 2, but it limits the capacity to host a meeting that may attract a large gallery. It also presents some security risks both to the

gallery and to Councillors in the event that unrest may break out which has been experienced from time to time in the past. With the access/egress doors located where they are, the degree of separation between the gallery and Council could be considered inadequate.

7. Options

Council may consider whether with Lakeview Secondary College could host Ordinary Council meetings in its Performing Arts Facility. This is a 240 seat facility with a staged area that may provide amplification and recording capacity as well as greater functionality for meetings such as this.

Council could also consider investigating whether there is demand from residents in the eastern corridor for meetings to be held on a regular basis. It could undertake an engagement process in the form of a random phone poll asking a short number of relevant questions which Council could then use to assist it in determining the 2016 meeting schedule which will be undertaken for the November Ordinary Meeting of Council.

This could be undertaken at a cost of approximately \$3,000.00 and may form a very sound basis for Council making a determination for hosting meetings on an in-frequent basis into the future in the eastern corridor or even any future plans for the expansion of the Civic Centre which may incorporate the capacity to host Ordinary Meetings of Council.

LIST OF APPENDICES

Nil

11.10 BURNSIDE HEIGHTS - LOCAL AREA TRAFFIC MANAGEMENT STUDY REPORT

Author: Anthony Pham- Traffic Engineer

Presenter: Luke Shannon – General Manager Planning & Development

PURPOSE OF REPORT

To present the final report for the Burnside Heights Local Area Traffic Management (LATM) study to Council for adoption.

RECOMMENDATION:

That Council;

1. Adopt the Burnside Heights Local Area Traffic Management study final report inclusive of all recommendations;
2. Advise all Burnside Heights residents of the final Traffic Management Plan adopted by Council;
3. Write to the residents involved in the Traffic Study Group, thanking them for their contribution to the process;
4. Continue to advocate to the State Government and VicRoads to fast track the processes in order for the construction of the Westwood Drive Bridge over the Kororoit Creek.

REPORT

1. Executive Summary

Ratio Consultants has been engaged by the Council to undertake a Local Area Traffic Management (LATM) study of the Burnside Heights area (refer to **Appendix 1**). The LATM study has involved extensive consultation with the local community to identify local traffic issues, a review of traffic complaints contained in Council files and engineering investigations undertaken by Ratio Consultants.

The community consultation component of the study has included questionnaire surveys and the formation of a Traffic Study Group (TSG) to assist with this study. The TSG comprised of nominated members from the local community, Kororoit Creek Primary School, Victoria Police, Councillors, Council officers and consultants from Ratio Consultants. The TSG provided input into the various stages of the study.

2. Background/Issues

The Burnside Heights LATM study was conducted as part of Council's proactive approach to traffic related issues in the community and as a result of the increasing number of customer requests and complaints being received in relation to traffic issues in the area.

A study of Burnside Heights has not been conducted before and given that majority of area has been developed for some time it was determined that a LATM study should be conducted.

A traffic engineering consultant, Ratio Consultants, was engaged in December 2014 to conduct the LATM study on Council's behalf. The consultant's brief was to investigate,

collect data, consult the community, report findings and make recommendations to Council to address issues identified throughout the process.

The LATM study process generally involves the following steps:

- Familiarisation with the study area;
- Data collection and collation;
- Consultation;
- Development of proposals; and
- Reporting.

The aim of a LATM study is to recommend modifications to the infrastructure so as to:

- Reduce the severity and likelihood of accidents involving pedestrians and vehicles in the area;
- Discourage through traffic from using local streets;
- Develop proposals that address traffic concerns raised by the community, while maintaining adequate levels of accessibility for local residents, local businesses and emergency services; and
- Adopt a proactive approach to traffic calming rather than reactive.

The key recommendations of the LATM study for Council are:

- To adopt the Recommended Traffic Management Plan (refer to **Appendix 2**);
- To consult with the abutting property owners on the locations and design of the proposed traffic calming devices at the design stage;
- To monitor the additional traffic issues raised by the local community identified;
- To continue to monitor the study area post-implementation of the recommended Traffic Management Plan;

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City
 - 1.5 Support a transport system that connects and moves our community

4. Financial Considerations

Council has allocated \$30,000 within its 2014/2015 budget to conduct this LATM study. In the past Council has conducted LATM studies on an annual basis with a view to proactively identify traffic issues across the municipality.

The implementation of the recommended Traffic Management Plan (TMP) shall require funding from Council and the current estimated total cost of the project identified in the report is approximately \$190,000. This will be funded by Council's traffic management device program within the capital works program and Council has allocated \$30,000 of this program in its 2015/2016 budget to undertake some of the works.

5. Consultation/Public Submissions

A TSG was formed comprising of the Ward Councillors, Cr Majdlik and Cr Dunn, community representatives (area residents), Kororoit Creek Primary School, Victoria Police, Council officers and traffic consultants.

Traffic Study Group Meeting

Three TSG meetings were held at various stages during the LATM study.

- Meeting 1: Presentation of the issues paper, identifying and prioritising key issues;
- Meeting 2: Development of traffic management options and formulation of a recommended TMP for community comment; and
- Meeting 3: Review of community responses to proposed TMP.

Two questionnaires were circulated to all the residents in the study area requesting their submissions. The first circular called for any traffic related issues and general comments and the second called for comments in relation to the proposed TMP.

Response Rate

Questionnaire 1 – Identification of Issues

- 145 responses were received representing 7.6% of the total questionnaires distributed.
- The key issues raised by the community were irresponsible driving 62% reporting the issues as a problem, traffic speed 51% and traffic volume 42%.

Questionnaire 2 – Proposed Traffic Management Plan

- 161 responses were received representing 8.5% of the total questionnaires distributed.
- The proposed TMP includes various treatments mostly targeted at reducing speed through the street network. Speed humps, splitter islands and linemarking are the majority of the devices proposed.

Overall Response

- 67% of respondents in full support of proposed TMP;
- 22% of respondents in partial support of proposed TMP; and
- 11% of respondents did not support the proposed TMP

Those who only partially supported the proposed TMP generally did not believe there were any issues that need addressing in some locations as opposed to others and/or had issues with the type of devices (e.g. speed hump or wombat crossing). The proposed selection of devices will be designed in accordance to relevant standards and have been used throughout the municipality previously, with the exception of speed limit pavement markings.

The respondents who did not support the proposed plan at all, generally did not believe there were any issues that need addressing. The traffic data and resident responses clearly indicated there are issues within this precinct and the proposed TMP will address these.

6. Risk Analysis

The risks associated with not accepting and planning to implement the LATM report would be:

- A crash occurring at one of the sites recommended for treatment causing an injury to vehicle occupants or pedestrians. This could expose Council to possible legal action.
- Community response to no works being adopted or completed

7. Options

- Option 1 – Adopt the final report and refer the projects identified to the capital works program for implementation; or
- Option 2 – Not adopt the report and not proceed with any works.

LIST OF APPENDICES

1. Appendix 1 - Burnside Heights Local Area Traffic Management Study Report
2. Appendix 2 - Burnside Heights Local Area Traffic Management Study Traffic Management Plan

11.11 AMENDMENT C138 TO THE MELTON PLANNING SCHEME AT 1665-1715 MOUNT COTTRELL ROAD, MOUNT COTTRELL

Author: Sophie Thompson- Strategic Planner
Presenter: Laura-Jo Mellan- Manager City Design Strategy & Environment

PURPOSE OF REPORT

To consider the adoption of Amendment C138 which proposes use and development of part of the site known as 1665-1715 Mount Cottrell Road, for the purpose of a utility installation (recycled water tanks).

RECOMMENDATION:

That Council:

1. Adopt Planning Scheme Amendment C138 – To insert a new Incorporated Document titled 'Mount Cottrell Class A Water Storage Facility, March 2015' and apply a Public Acquisition Overlay (PAO9) into the Melton Planning Scheme, to facilitate a 5.1 hectare 'reserve' to be used for a utility installation (recycled water tanks).
2. Submit the Amendment to the Minister for Planning for approval.

REPORT

1. Executive Summary

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

The Amendment proposes to:

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

At the Ordinary Meeting of Council on 10 March 2015, Council resolved to seek authorisation for Amendment C138 from the Minister for Planning and upon receipt of authorisation, exhibit the amendment in accordance with the requirements of the *Planning and Environment Act 1987*.

Following the Council meeting, the relevant documentation was submitted to the Minister for Planning seeking authorisation to commence Amendment C138.

Authorisation was provided by the Minister for Planning subject to changes including the removal of the Development Plan Overlay (DPO) to be applied to the site. The exhibited amendment proposed the following:

4. Amend the Schedule to Clause 45.01 Public Acquisition Overlay (PAO9) to make Western Region Water Corporation the acquiring authority for PAO9 for a 5.1 hectare 'reserve', and identify 'recycled water storage facility' as the purpose for acquisition. (see **Appendix 2** for location of proposed 'reserve')
5. Amend the Schedules to Clause 52.03 and Clause 81.01 to include the new Incorporated Document titled *Mount Cottrell Class A Recycled Water Storage Facility, March 2015* to allow the land identified in the Incorporated Document to be used and developed for a recycled water storage facility (comprising three 9.67 ML water tanks, earthen bunds, vehicle access track, fencing and landscaping of this site), subject to conditions.

The revised Amendment C138, incorporating the Minister for Planning's requirements, was placed on Public Exhibition from the 4 June 2015 to 2 July 2015. Four submissions were received and are discussed in Section 5 of this report.

It is recommended that Council adopt the Planning Scheme Amendment and submit to the Minister for Planning for approval.

2. Background/Issues

Purpose of the Planning Scheme Amendment

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

The Amendment will facilitate the delivery of Class A Recycled Water to service the future communities in the growth areas of Toolern and Rockbank.

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

Removal of 16.3m of dry stone wall is required to make room for the proposed 16.3 metre wide access track. The Incorporated Document requires a Dry Stone Wall Management Plan be prepared by a 'suitably qualified professional' to ensure the remaining wall remains structurally sound. The amendment also proposes to remove a small stand of trees (three in total) for this proposed accessway, these trees have been identified as sugar gums which are not indigenous to the area.

A Flora and Fauna Assessment was prepared for the proposed amendment by *Tree Wishes*, this assessment looked at impacts on flora and fauna both on the subject site, and on land earmarked for possible future works. As this Amendment only proposes works on the subject site, the assessment prepared for the subject site was the only one considered as part of this amendment. This assessment found that the subject site is significantly disturbed and did not contain any significant flora and fauna that required protection.

An *Environmental Management Plan* and associated *Landscaping Plan* are required to be prepared for, and applied to, the site to ensure the design and development of the proposed utility installation (and localised environment) is managed appropriately on an ongoing basis.

Amendment Process

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

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

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

Following Council's resolution, Council officers held discussions with DELWP who requested changes to the amendment process, facilitating the same outcome, but removing the joint planning permit and amendment process and the request for a specific control at Clause 52.03 to be applied to the balance of the land.

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

The revised Amendment proposed to:

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

At the Council Meeting of the 10 March 2015 Council resolved to seek authorisation to prepare a Planning Scheme Amendment from the Minister for Planning and upon receipt of authorisation, exhibit the amendment in accordance with the requirements of the *Planning and Environment Act 1987*. Following the Council Meeting of 10 March 2015, Council officers submitted the relevant documentation to the Minister for Planning seeking authorisation to commence Amendment C138. Authorisation was given and Amendment C138 was placed on Public Exhibition from the 4 June 2015 – 2 July 2015. Four submissions were received and discussed in Section 5 of this report.

The Minister for Planning approved the Authorisation request subject to the requirements below being met:

- *The Incorporated Document must not alter any subdivision controls;*
- *Prior to exhibition, Clause 5 of the Incorporated Document must be corrected to require plans and schedules approved under secondary consent provisions to form part of the Incorporated Document. Clause 5.14 must also be corrected to reflect the fact that a permit application under s96A is not being lodged with this amendment;*
- *The proposed 43.04 Development Plan Overlay – Schedule 18 must be removed from the amendment, as this is considered unnecessary and a duplication of the requirement for a development plan to be included in the 'Incorporated Document Mount Cottrell Class A Recycled Water Storage Facility, March 2015'.*

Prior to exhibition the amendment documentation was updated and placed on exhibition from 4 June 2015 – 2 July 2015 and proposed to:

1. Amend the Schedule to Clause 45.01 Public Acquisition Overlay (PAO9) to make Western Region Water Corporation the acquiring authority for PAO9 for a 5.1 hectare 'reserve', and identify 'recycled water storage facility' as the purpose for acquisition.
2. Amend the Schedules to Clause 52.03 and Clause 81.01 to include the new Incorporated Document titled *Mount Cottrell Class A Recycled Water Storage Facility, March 2015* to allow the land identified in the Incorporated Document to be used and developed for a recycled water storage facility (comprising three 9.67 ML water tanks, earthen bunds, vehicle access track, fencing and landscaping of this site), subject to conditions.

Strategic Assessment of the proposed Amendment

In line with the *Strategic Assessment Guidelines for Planning Scheme Amendments* (August 2004), prepared by the State Government, every Planning Scheme Amendment should be strategically supported and maintain or develop the strategic focus of the Planning Scheme.

It is necessary to determine whether any amendment supports or implements the State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF) of the Planning Scheme. Further, Council must determine whether the outcome of the amendment will have any consequences in terms of the Planning Scheme's directions, useability and transparency.

Given the Amendment proposes a utility installation which supports future growth areas in Melton, and given the proposed installation will be required to be designed and managed to ensure minimal visual and environmental impacts it is considered that the Amendment is appropriate.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

4. Financial Considerations

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

5. Consultation/Public Submissions

Public notification of the application

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

Letters to surrounding land owners and land occupiers, Government bodies and agencies were sent out on 1 June 2015. Notices were placed in local newspapers circulating in Melton on 2 June 2015 publications included the Melton Leader and the Melton and Moorabool Star Weekly. A notice was also placed in the Government Gazette on the 4 June 2015.

The amendment was on exhibition from 4 June 2015 to 2 July 2015, generating four submissions to the amendment.

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

Submitter	Submission	Comment
Melbourne Water	No objection to the Amendment.	No further action required.
Holding Redlich (on behalf of Western Water)	<p>Strongly supports Amendment.</p> <p>Requested one change to Clause 5.11 of C138 Incorporated Document, in particular the sealing of approximately 1.2km of Mt Cottrell Road, indicating that the traffic generated from the proposed Amendment and ongoing does not warrant the upgrade which would be particularly costly. Hence considered to be 'unreasonable and unjustified'.</p> <p>Requests removal of Clause 5.11 or change to requirements for reinstatement of the road only.</p>	<p>It has come to Council officers attention that the sealing of Mt Cottrell Road is proposed by Council as part of the Roads To Recovery Grant (approved by Council on 14 July 2015). Considering this, the requirement for sealing the road will no longer be required.</p> <p>Should Western Water propose to commence works prior to this sealing occurs, a maintenance fee will be required to be paid. This will be outlined in an amended Condition 5.11 of the Incorporated Document which will state the following:</p> <ol style="list-style-type: none"> 1. <i>Prior to commencement of works a condition report for Mount Cottrell Road (from Greigs Road (west) to the northern boundary of 1717 Mount Cottrell Road) must be submitted to the satisfaction of the Responsible Authority.</i> 2. <i>If the Responsible Authority considers the use (as a result of the proposed works) has impacted Mount Cottrell Road, reinstatement works must be undertaken at Western Water's cost, to the satisfaction of the Responsible Authority.</i>
Landowner from Melton	<p>Specific concerns as follows:</p> <ul style="list-style-type: none"> • Concerned for the proposed removal of 16m of dry stone wall (DSW) • Possible impacts on flora and fauna, including the impact on native grasslands. • Concerned that Amendment C138 was not referred to the Heritage Advisory Committee (HAC). 	<ul style="list-style-type: none"> • The proponent is proposing to remove approximately 16m of DSW in order to provide access to the site. Conditions within the Incorporated Document have been included to require a <i>Dry Stone Wall Management Plan</i> to be prepared by a 'suitably qualified professional'. This will ensure the wall is assessed, documented and the remaining dry stone wall is repaired, with appropriate endings placed at the access point to the facility. These requirements accord with the interim controls on DSW (Amendment C146 to the Melton Planning Scheme) and associated Amendment C100 to the Melton Planning Scheme, which proposes to protect a number of DSW in the municipality. • The flora and fauna assessment

Submitter	Submission	Comment
		<p>prepared by <i>Tree Wishes</i>, which accompanied the Amendment, determined that the site was degraded and hence no significant flora and fauna values were identified onsite. This includes the 3 trees that are proposed to be removed to make way for the access track, these have been identified as Sugar Gums, which have been planted and are not native to the area.</p> <ul style="list-style-type: none"> • An <i>Environmental Management Plan</i> and associated <i>Landscaping Plan</i> are required to be prepared for, and applied to the site to ensure the design and development of the proposed utility installation (and localised environment) is managed appropriately on an ongoing basis. • With regards to the third concern, the submitter has been advised that the referral of the Planning Scheme Amendments and Planning Applications is not part of the Terms of Reference for Council's Heritage Advisory Committee. • On 3 August 2015 Council received written confirmation from this submitter that they will 'not be proceeding with their submissions' relating to this Amendment. The reason for this is following consultation with Council officers and a review of documents provided, they 'now have clarification on matters raised in [their] submissions'.
Country Fire Authority (CFA)	<p>No objection to the proposal, supports any initiate for the water to be used during emergency events.</p> <p>More specifically requested that both access and an ability to gain access to water (for emergency services only) be considered within the design.</p>	No further action regarding Amendment as this is a management and operational issue. Council officers will however forward this request on to Western Water.

6. Risk Analysis

There are no anticipated risks to Council regarding this amendment.

7. Options

Council can resolve to either:

- Adopt the amendment as exhibited and submit to the Minister for Planning for approval, or
- Abandon the amendment.

LIST OF APPENDICES

1. Appendix 1 - Locality Plan
2. Appendix 2 - Proposed Public Aquisition Overlay for Western Water 'reserve'

11.12 COUNCIL SUBMISSION - PAYNES ROAD PRECINCT STRUCTURE PLAN

Author: Kate Barclay- Strategic Planner

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

PURPOSE OF REPORT

To consider Planning Scheme Amendment C161 Paynes Road Precinct Structure Plan.

RECOMMENDATION:

That Council endorses and submits *C161 - 31.2 Paynes Road Precinct Structure Plan Submission by Melton City Council* to the Metropolitan Planning Authority requesting changes to Planning Scheme Amendment C161.

REPORT

1. Executive Summary

The Metropolitan Planning Authority (MPA) has recently released Amendment C161 to introduce the Paynes Road Precinct Structure Plan (PSP). The Paynes Road PSP was developed in consultation with Council officers, state agencies and other key stakeholders.

The amendment was out for public comment from 1 July 2015 to 3 August 2015, with Melton City Council given an extension to the 14 August 2015 to allow the submission to be reported to the 11 August 2015 ordinary council meeting.

The Paynes Road PSP covers an area of approximately 199 hectares. The area is bounded by the Western Freeway (Ballarat Road) to the north, Paynes Road to the east, Mount Cottrell Road to the west and the Melbourne Ballarat Rail Corridor to the south. The PSP area surrounds (refer **Appendix 1**).

The Paynes Road PSP provides a framework for the development for approximately 2,426 dwellings, with a projected population of around 6,793. The PSP sets out the vision and provides the land use planning framework for the future development of the area.

This report provides an overview of the proposed Planning Scheme Amendment, the PSP and the DCP and outlines the key issues that Council officers consider need to be resolved prior to the finalisation of the amendment documentation. These issues are detailed in Section 2 of this report and **Appendix 3**.

2. Background/Issues

The Metropolitan Planning Authority (MPA) has recently released Amendment C161 to introduce the Paynes Road Precinct Structure Plan (PSP) into the Melton Planning Scheme. The Paynes Road PSP was developed in consultation with Council officers, state agencies and other key stakeholders.

The amendment was out for public comment from 1 July 2015 to 3 August 2015, with Melton City Council given an extension to the 14 August 2015 to allow the submission to be reported to the 11 August 2015 ordinary council meeting.

The Paynes Road PSP covers an area of approximately 199 hectares. The area is bounded by the Western Freeway (Ballarat Road) to the north, Paynes Road to the east, Mount

Cottrell Road to the west and the Melbourne Ballarat Rail Corridor to the south. (Refer **Appendix 1**).

The Paynes Road PSP is an amendment to the incorporated Toolern Precinct Structure Plan and formally referred to as PSP 31.2 Toolern Precinct Structure Plan, Part C. The PSP changes the future land use to residential from the employment-based zoning applied under the Toolern PSP, a revised land use outcome established by the West Growth Corridor Plan. The West Growth Corridor Plan established large areas of future employment land in Mt Atkinson and Tarneit plains PSP areas whilst designating the Paynes Road PSP area back to a residential-based area.

This report provides an overview of the proposed Planning Scheme Amendment, the PSP and outlines the key issues that Council officers consider need to be resolved prior to the finalisation of the amendment documentation.

The amendment documents were circulated to all relevant services units across Council and comments received are summarised in **Appendix 3: C161 - 31.2 Paynes Road Precinct Structure Plan Submission by Melton City Council**.

Planning Scheme Amendment

C161 proposes to:

- a. Insert Schedule 8 to Clause 37.07 Urban Growth Zone (UGZ8) into the *Melton Planning Scheme* and rezone the land from Urban Growth Zone 3 (UGZ3) to Urban Growth Zone 8;
- b. Delete the Development Contributions Plan Overlay 3 (DCPO3) from the land to remove the requirement for development contributions triggered by the *Toolern Development Contributions Plan, July 2011*;
- c. Insert Development Contributions Plan Overlay 8 (DCPO8) into the *Melton Planning Scheme* and apply it to the land. Development Contributions will be required via agreement under Section 173 of the *Planning and Environment Act 1987* until such time that a DCP applying to the land is incorporated into the Scheme;
- d. Amend Schedule 3 to Clause 37.07 (UGZ3) to amend Map 1 to remove the Paynes Road PSP area from the Toolern PSP area;
- e. Amend Schedule 3 to Clause 45.06 to amend the Map to remove the Paynes Road PSP area from the Toolern DCP area;
- f. Amend the Schedule to Clause 52.01 to include a public open space contribution for subdivision within the PSP boundary;
- g. Amend the Schedule to Clause 52.16 to include the revised *Toolern Precinct Structure Plan (including Toolern Native Vegetation Precinct Plan), July 2015*; and
- h. Amend the Schedule to Clause 81.01 to include the revised *Toolern Precinct Structure Plan (including Toolern Native Vegetation Precinct Plan), July 2015*, revised *Toolern Development Contributions Plan, 2011* and a new incorporated document titled *Paynes Road Precinct Structure Plan, July 2015*.

The proposed amendment documentation is contained in **Appendix 2**.

Precinct Structure Plan Overview

The Paynes Road PSP provides a framework for the development for approximately 2,426 dwellings, with a projected population of around 6,793. The PSP sets out the vision and provides the land use planning framework for the future development of the area.

In addition to providing a range of housing types and densities to accommodate the projected population, the plan incorporates:

- a. One local convenience centre;
- b. One government primary school and one non government primary school;
- c. One multi-purpose community centres;
- d. A network of passive and active reserves;
- e. One drainage corridors which provide linear parks through the PSP area which can accommodate pedestrian and cycle paths in addition to performing a drainage function; and
- f. A network of on-road and off-road bike paths and a strong pedestrian network connecting the future community to key services and facilities in the area.

The draft PSP is contained in **Appendix 2**.

The Paynes Road PSP is an amendment to the incorporated Toolern Precinct Structure Plan which is formally referred to as PSP 31.2 Toolern Precinct Structure Plan, Part C. The PSP changes the future land use to residential from the employment-based zoning applied under the Toolern PSP. The revised land use outcome established by the West Growth Corridor Plan. The West Growth Corridor Plan established large areas of future employment land in Mt Atkinson and Tarneit plains PSP areas whilst designating the Paynes Road PSP area back to a residential-based area.

Development Contributions Plan Overview

As previously discussed, the Paynes Road area was part of the Toolern PSP and associated DCP. Council is currently undertaking a review of the Toolern DCP and as such determined that any update to the DCP should wait until the completion of this review.

Development within the Paynes Road PSP is linked to the remaining Toolern PSP due to a shared need for the provision of transport and social infrastructure across both precincts. The Paynes Road PSP will ultimately contribute towards the Toolern Development Contributions Plan (the DCP), that sets out the requirements for infrastructure funding across the precincts, as part of the planned review of the DCP that will acknowledge the residential land use of the Paynes Road area. In the interim, the PSP area will be removed from the DCP.

The remaining Toolern PSP area will continue to provide development contributions as incorporated into the Melton Planning Scheme and implemented through a Development Contributions Plan Overlay (DCP03). Prior to the incorporation of the revised DCP, the process for securing development contributions within the Paynes Road PSP in the interim will be through entering into agreements with Melton City Council under Section 173 of the *Planning and Environment Act 1987*.

The proposed Development Contributions Plan Overlay (DCPO8) enables the requirement for a s173 Agreement to be entered into that provides for the owner to make development contributions to the satisfaction of the Responsible Authority.

Key Issues within the PSP

There are a number of key issues which Council officers request are addressed prior to Council providing support for the Amendment. These are issues that are considered to have an impact on Council's ability to implement the PSP.

The key outstanding issues relate to:

- a. The proposed Development Contributions Plan Overlay (DCPO8) and the requirements for an s173 Agreement that provides for the owner to make development contributions to the satisfaction of the Responsible Authority.

Further clarification is required around what the rate per hectare will be to collect under the s173 Agreement. In addition what would happen if a lower rate is negotiated under the Agreement than what the DCP proposes once it becomes

its own charge area in Toolern? Additional wording within the Schedule around any shortfall in the rate is required, this would assist with providing Council some comfort moving forward until the Toolern review is finalised and DCP is amended and included within the Melton Planning Scheme

- b. The requirements relating to noise attenuation along the Melbourne-Ballarat rail corridor are still unclear and don't provide enough direction on the requirements of landowners to attenuate properties adjoining the corridor.

Requiring noise attenuation on a property by property basis at the time of application for subdivision or construction of a building is not a consistent approach. This will lead to implementation issues given that acoustic reports are a requirement of an application to subdivide land or construct a building. Council officers cannot support a PSP that does not provide clear direction from the responsible State Agency, in this case PTV, on how to manage the impact of state infrastructure on future land uses, particularly when those land uses have also been determined by State policy.

- c. The Paynes Road PSP will facilitate a half diamond freeway interchange at Mount Cottrell Road and the widening of Mount Cottrell and Paynes Road to arterial road standards to provide key north-south connections through the Precinct and beyond.

Council officers request that MPA organise a meeting with MCC and VicRoads to work through design options and triggers for interim and ultimate works at these intersections. There needs to be a clear commitment and direction from state government to address these issues and the PSP is the appropriate mechanism to achieve this.

- d. The wording in the PSP relating to the requirements and guidelines being to the satisfaction of the Responsible Authority and to other authorities, is considered to be problematic in implementing the PSP. The responsibility needs to be clear to avoid over complicating the process of approval for proponents and Council.

In addition to the above wording, Council officers consider that any guidelines specifically conflicting or have potential to conflict with Council guidelines are to be removed from the PSP. These specific guidelines can be dealt with through the approval process and are considered to be an unnecessary inclusion within the document.

The remaining issues discussed in Appendix 3 are minor details to the PSP documents and are suggestions and/or clarification points that Council officer request be incorporated into the document to improve the interpretation of the requirements and guidelines at the implementation stage.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

1.1 Strategically plan for a well designed and built City

4. Financial Considerations

Contributions towards the delivery of infrastructure will be collection through a s173 Agreement between Council and developers/landowners until such time as the Toolern DCP has been reviewed and amended by Melton City Council.

As with all PSPs, Council is also required to contribute funds, through the capital works budget, to the delivery of the infrastructure identified in the PSP.

5. Consultation/Public Submissions

A drop in session was held on 16 July 2015 at the Western BACE in Toolern which provided an opportunity for landowners and interested parties to attend and seek clarification and ask questions relating to the PSP. Landowners within the PSP area and residents of the existing Toolern PSP were sent correspondence and newsletters by the MPA throughout the project to let them know about the drop-in sessions and keep them up-to-date with the progress of the plan.

The MPA exhibited the Paynes Road PSP for a month with the submission period closing on Monday, 3 August 2015. Notification letters were sent to the landowners within the PSP area, adjacent properties and residents of the existing Toolern PSP area. All affected parties have an opportunity to make their own submissions to the MPA on the amendment documentation.

The PSP and DCP documents have been developed in consultation with Council officers, including a series of meetings with the relevant service units to develop the Future Urban Structure (Refer **Appendix 1**). Following the release of the amendment documentation, the City Strategy team have circulated the PSP documentation internally to relevant service units. A summary of the comments received from internal service units can be found at **Appendix 3** and form the basis of Council's submission to the MPA.

6. Risk Analysis

If the PSP is not approved, and the land not developed, it may impact on the delivery of key road, community and open space infrastructure in the Paynes Road PSP area and would also leave an area of land within the Urban Growth Boundary undeveloped.

There will be future costs to Council associated with the delivery of infrastructure items identified in the Precinct Structure Plan and Development Contribution Plan. This is the same for all PSPs within the municipality.

An interim process for the collection of development contributions will be implemented via s173 Agreements with proponents until such time as the Toolern review is finalised and the Paynes Road PSP is included within the Toolern DCP and incorporated into the Melton Planning Scheme. This provides a level of risk to Council in determining the correct rate for contributions.

7. Options

Council has two options:

1. That Council endorses and submits **Appendix 3: C161 - 31.2 Paynes Road Precinct Structure Plan Submission by Melton City Council** as its submission to Metropolitan Planning Authority requesting changes to Planning Scheme Amendment C161.
2. Council can resolve not to provide a submission to the Metropolitan Planning Authority on Amendment C161.

LIST OF APPENDICES

1. Appendix 1 - Location Plan
2. Appendix 2 - Paynes Road Precinct Structure Plan and Planning Scheme Ordinance
3. Appendix 3 - C161 - 31.2 Paynes Road Precinct Structure Plan Submission by Melton City Council

11.13 WESTERN DISTRIBUTOR PROPOSAL

Author: Charles Cornish- Strategic Infrastructure Engineer
Presenter: Luke Shannon – General Manager Planning & Development

PURPOSE OF REPORT

To inform Council of the impact and status of the proposed Western Distributor road project.

RECOMMENDATION:

That Council:

1. Receive and note the status of the Western Distributor road project.
2. Advise the Minister for Roads, that Council supports the development of an arterial road that provides resilience and additional capacity to the West Gate Freeway, however request that such a road be delivered without tolls and potentially using the same approach to tolling as adopted for the Peninsula Link motorway.

REPORT

1. Executive Summary

The Western Distributor proposal is a Market-led Proposal submitted by Transurban to the Victorian Government in March 2015 to expand capacity on the West Gate Freeway and provide a new connection from the West Gate Freeway to CityLink.

The Transurban proposal is being assessed by the Department of Treasury and Finance and an independent panel. Following completion of the assessment process the Government will then decide whether to proceed with Transurban's proposal, modify it, or opt for another option. Potentially the Western Distributor project could start at the end of this year and be completed by 2020 if approved by Government.

Transurban propose that the Western Distributor (section between the Westgate Freeway and CityLink) will be tolled for both trucks and cars and that the widened Westgate Freeway (M80 Ring Road to Western Distributor) will be tolled for trucks only.

Whilst the function of the Western Distributor will provide resilience and additional capacity in the arterial road network and would be of benefit to businesses and residents of the City of Melton, the issue of potential tolls on this road is of concern.

2. Background/Issues

There have been two major road projects proposed to address traffic issues in the inner west since the election of the Andrew's Government, being the West Gate Distributor project and the Western Distributor proposal, which will be discussed in the following sections.

West Gate Distributor

The Victorian Government called for expressions of interest to construct the West Gate Distributor in January 2015. The West Gate Distributor being a \$500M road project in the Yarraville area which included:

- West Gate Freeway on-and-off ramps and an elevated road along Hyde Street, Yarraville

- Upgrade and duplication of Whitehall Street between Francis Street and Somerville Road
- Strengthening of Shepherd Bridge and upgrade into Footscray Road

The West Gate Distributor was a Labor election commitment in November 2014 and was fundamentally based on the earlier Brumby Governments' Truck Action Plan project. The Victorian Government initially allocated \$40M to commence the northern section of the project, in the vicinity of Moreland Road and Shepherd Bridge in Seddon.

Western Distributor

The Western Distributor proposal is a Market-led Proposal submitted by Transurban to the Victorian Government in March 2015 to expand capacity on the West Gate Freeway and provide a new connection from the West Gate Freeway to CityLink.

The proposal broadly comprises three components:

- Upgrade and widening of the West Gate Freeway from the M80 Western Ring Road to the West Gate Bridge at Williamstown Road;
- New connection from West Gate Freeway to CityLink and north of the CBD via a tunnel under Yarraville, and an elevated structure along Footscray Road, including a bridge over the Maribyrnong; and
- Improved access to Webb Dock at the Port of Melbourne.

The proposal would provide an alternative route to the West Gate Bridge and a second river crossing for Melbourne. Transurban estimates the Western Distributor to cost between \$5 billion and \$5.5 billion and proposes to fund it through tolls and a federal government contribution. Refer to Appendix 1 for a plan showing the scope of the Western Distributor project. Transurban propose that the Western Distributor (section between the Westgate Freeway and CityLink) will be tolled for both trucks and cars and that the widened Westgate Freeway (M80 Ring Road to Western Distributor) will be tolled for trucks only.

The Western Distributor proposal is being assessed by the Department of Treasury and Finance and an independent panel, with this proposal to be assessed against other Government plans, including the West Gate Distributor. At the completion of the assessment process the Government will then decide whether to proceed with Transurban's proposal, modify it, or opt for another option. If agreed to by the Government, the Western Distributor project would start at the end of this year and be completed by 2020.

It should be noted that the corridor proposed for the Western Distributor from Footscray Road to the M80 Western Ring Road is aligned with one of the two preferred options detailed in the 'Eddington Report' (Investing in Transport - East West Link Needs Assessment, March 2008) for the Western Section of a new east-west road connection. The two corridor options identified in the Eddington Report are shown in Appendix 2.

Western Melbourne Transport Strategy 2012 – 2030

The City of Melton participated in the development of the Western Melbourne Transport Strategy 2012 – 2030, the development of the strategy being lead by Western Transport Alliance and LeadWest.

Key transport challenges of the western region were identified, along with priority projects which responded to the vision and strategic objectives. The projects all contribute to the development of an integrated transport and land use system within the Western Region. The East West Link - Western Section was identified in the Western Melbourne Transport Strategy as being a priority project.

Strategic Assessment of the Transurban Western Distributor Proposal

The Western Melbourne Transport Strategy 2012-2030 analysed initiatives considering six strategic objectives being;

- Economic Development
- Competitive Positioning
- Access to Employment
- Impact Reduction
- Resilient Alternatives
- Freight Network Integration

The East West Link - Western Section was analysed by the Western Melbourne Transport Strategy as addressing five of the six strategic objectives. When reviewing the proposed Transurban Western Distributor project against these strategic objectives, it is considered that the Western Distributor also meets the requirements of the same five strategic objectives.

The potential benefits of the Western Distributor proposal for the City of Melton are:

- This link provides network resilience by offering a high capacity alternative to the West Gate Bridge.
- Provide drivers with a choice in accessing the CBD and the road network
- Transurban claim:
 - Travel time heading into the city from the Western Ring Road interchange will nearly halve in the morning peak; and
 - Travel time savings of up to 40% for west bound traffic in the afternoon peak.
- Provide enhanced access to the Port of Melbourne (Swanson Dock and Webb Dock) for freight related businesses.
- Improved connectivity to Melbourne's centre and east.
- Facilitate major employment and investment opportunities as better transport access makes the west a more attractive location for businesses.
- Creation of up to 3500 construction jobs and 4500 indirect jobs.

The potential disbenefits of the Western Distributor proposal for the City of Melton are:

- The road link will be tolled adding additional cost to businesses and commuters in the west when accessing the CBD and travelling to the east.
- Traffic is still reliant on the West Gate Freeway corridor between the M80 Western Ring Road and the West Gate Bridge.

Whilst the function of the Western Distributor will provide resilience and additional capacity in the arterial road network and would be of benefit to businesses and residents of the City of Melton, the issue of potential tolls on this road is of concern. In particular it is noted that if the Western Distributor proposal proceeds and is tolled, the two radial motorways that link Melton traffic to the central Melbourne area, Westgate Freeway and Calder/Tullamarine/CityLink will both be toll roads for trucks, potentially impacting existing and new businesses. Cars will not be tolled on the Westgate Freeway and will be tolled on the Western Distributor.

It is interesting to note that the last privately developed motorway in Victoria was the Peninsula Link, which links the Mornington Peninsula with the greater Melbourne motorway network and was delivered without tolls. The Peninsula Link receives regular payments from the Government based on performance indicators as opposed to tolls from individual vehicle owners.

It would therefore be appropriate for Council to write to the Minister for Roads and express support for projects, such as the Transurban Western Distributor, which deliver network resilience and additional capacity for the Western Corridor. However the Government should be requested to adopt an equitable approach in the way important motorway links are provided for the metropolitan area and deliver this important link for the western area using a

similar model as adopted for the motorway serving the Mornington Peninsula (Peninsula Link), being a toll free motorway.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City
 - 1.5 *Support a transport system that connects and moves our community*

4. Financial Considerations

There are no financial considerations from this issue for Council.

5. Consultation/Public Submissions

Public consultation within the municipality is not required on this issue.

6. Risk Analysis

As the Western Distributor proposal is not located within the municipality there are no risk issues associated with this project for Council.

7. Options

Option consideration is not required.

LIST OF APPENDICES

1. Plan of Western Distributor (Transurban 2015)
2. Plan of Western Corridor Options (Eddington Report 2008)

11.14 ELECTORAL REPRESENTATION REVIEW

Presenter: Kel Tori- Chief Executive Officer

PURPOSE OF REPORT

To advise Council in relation to the process for submissions to the Electoral Representation Review being undertaken by the Victorian Electoral Commission.

RECOMMENDATION:

That a Special Council Meeting be held on Tuesday 1 September 2015 commencing at 5.30pm for the purpose of considering and endorsing Council's submission to the Victorian Electoral Commission with respect to the City of Melton Electoral Representation Review, and public notice of the meeting be given on Council's website and in the local press.

REPORT

1. Executive Summary

Notice appeared in the local press of 4 August 2015, advising of the commencement of the Electoral Representation Review for Melton City Council being undertaken by the Victorian Electoral Commission. Preliminary submissions must reach the Victorian Electoral Commission by 5pm on Wednesday 2 September 2015 and in order to meet with this timeline, officers recommend to Council that a Special Meeting of Council be scheduled for Tuesday 1 September 2015 in order to consider and endorse Council's formal submission to the Electoral Representation Review.

2. Background/Issues

The Local Government Act requires the Victorian Electoral Commission to conduct Electoral Representation Reviews before every third Council Election, approximately every twelve years. Melton City Council is now due for a review and notice was given by the Victorian Electoral Commission in local papers of the 4th August 2015 advising of the commencement of this review.

Representation Reviews are a key mechanism to ensure that all voters within a particular municipality have their concerns and interests fairly and equitably represented. The review aims to ensure the principle of one vote one value applies across a municipality. The Representation Review examines;

- The appropriate number of Councillors
- Whether the structure of the municipality should be subdivided into wards or un subdivided and;
- If subdivided, the number of wards, ward boundaries, the number of Councillors per ward and the possible ward names.

Input from members of the public and other stakeholders is sought by the Victorian Electoral Commission who provide three principle opportunities for involvement, these being;

A preliminary Public Submission, a response submission to the Preliminary Report, and the opportunity to present at a Public Hearing.

Key timelines for the City of Melton Electoral Representation Review are;

4 August 2015 – Public Notices appear in local newspapers

13 August 2015 – Public Information Sessions, 5pm Melton Library and Learning Hub and 6.30pm Caroline Springs Library and Civic Centre

Wednesday 2 September 2015 – Preliminary Submissions close at 5pm

Wednesday 30 September 2015 – Preliminary Report released by the Victorian Electoral Commission

Wednesday 28 October 2015 - Public Response Submissions close at 5pm

Wednesday 4 November 2015 – Public Hearing held at Melton Library and Learning Hub 3.30pm

Wednesday 25 November 2015 – Release of Final Report

A guide for submissions has been produced by the Victorian Electoral Commission which has been circulated to all Councillors. A workshop session has been scheduled for officers to fully brief Councillors in relation to the issues particularly relating to impact of growth, relevant to this Electoral Representation Review. It is anticipated that at this workshop, Councillors will give staff direction to enable a draft submission to be prepared to be presented to Council for consideration at the Special Council Meeting proposed for Tuesday 1st September 2015.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

2.6 Ensure timely compliance with statutory and regulatory obligations

4. Financial Considerations

The only costs associated with this report are costs related to advertising of the proposed Special Meeting which will be accommodated from Council's existing recurrent budget.

5. Consultation/Public Submissions

As this process is being conducted by the Victorian Electoral Commission, they are responsible for public consultation.

6. Risk Analysis

Nil.

7. Options

Council can choose to not make a preliminary submission on the Electoral Representation Review, however officers strongly recommend that Council do make such a submission.

LIST OF APPENDICES

Nil

11.15 LOCAL GOVERNMENT RATES CAPPING AND VARIATION FRAMEWORK REVIEW

Presenter: Kel Tori- Chief Executive Officer

PURPOSE OF REPORT

To advise Council in relation to the Draft Report released by the Essential Services Commission on the development of a Local Government Rates Capping and Variation Framework Review.

RECOMMENDATION:

That Council not make an individual submission in response to the Draft Report on Local Government Rates Capping and Variation Framework Review but rather contribute to submissions being developed by peak Local Government organisations such as the Municipal Association of Victoria (MAV), Victorian Local Governance Association (VLGA) and Interface Councils' Group.

REPORT

1. Executive Summary

The Essential Services Commission, acting under Terms of Reference from the Minister for Finance in consultation with the Minister for Local Government, have conducted a review on a Local Government Rates Capping and Variation Framework with their Draft Report Volume 1 titled 'A Blueprint for Change' being released at the end of July. The report is now open for consultation and submissions have been invited in writing closing 28 August 2015.

Council did make an individual submission to the initial round of consultation and attached as Appendix 1 is an assessment of the draft recommendations contained within the Essential Services Commission Report compared to what was contained within that submission by Council. Council also contributed to submissions made by peak Local Government bodies such as the MAV, VLGA and Interface Councils' Group.

There are a number of areas where the recommendations have varied from what Council proposed in its submission, and there are also a number of areas of specific concern that Council should note which have been detailed in this report. It is recommended by officers that rather than prepare an individual submission in response to the draft report, that Council officer's work through the peak Local Government bodies' and contribute to the response submissions being prepared by those organisations.

2. Background/Issues

The Andrews Government went to the Victorian State Election with a policy of capping Local Government rates to the CPI. Following their election to Government, the Minister for Local Government, The Honourable Natalie Hutchins, announced that the Essential Services Commission would be tasked with the role of developing a framework for Local Government Rates Capping and any variations that individual Councils may seek to such a cap.

The Essential Services Commission formally received the Terms of Reference for this review from the Minister for Finance in consultation with the Minister for Local Government in January 2015, following which they produced an Issues Paper and sought public submissions to the review. Council submitted an individual submission into that process and also contributed to submissions developed by peak Local Government bodies such as the MAV, VLGA and the Interface Group of Councils.

Late in July the Essential Services Commission released their Draft Report titled 'The Blueprint for Change'. This report contained 11 recommendations and identified three matters for further consideration. Attached to this report as Appendix 1 is a summary of the draft recommendations from the Commission and a comparison of those recommendations to what was contained in Council's submission to the process.

While the draft recommendations in some respects vary considerably from what Council proposed in its submission, officers are of the view that from this point, individual submissions into the process will have little impact and that Council efforts would be better directed at contributing to and influencing the content of submissions to be made by peak Local Government bodies such as MAV, VLGA and the Interface Group of Councils.

It is noted that the draft recommendations have proposed a shift away from a straight CPI based cap to a cap that is based 60% on forecast CPI and 40% on forecast wage price index. It is acknowledged that this goes some way towards meeting Council's preference of having a cap based on the Local Government Index recognising the impact of wage movements which are a significant element of Council's expenditure. It does not however fully recognise that the balance of Council costs are primarily related to contract and construction expenditure, and as such, contract price movements rather than the movement in CPI, which is essentially a basket of household goods.

Other significant concerns in relation to the content of the report are:

- Proposed introduction of an efficiency measure which from year 2 of the rate capping regime would discount the calculated cap figure by 0.05% each year, with the Essential Services Commission to conduct further work on what the medium to long term appropriate efficiency measure might be. Council officers believe that the cap itself will impose significant efficiency requirements on Council operations and the proposition for an added efficiency discount is ill founded and ill directed. It will, in the medium to long term, impair significantly Local Government's ability to maintain the significant asset base that it has stewardship of.
- The draft report proposes that the Commission will only have authority to approve or reject an application for variation by a Council. Council officers suggest that this is an unsatisfactory situation and that the Commission or whoever the adjudicating body is, should also have the authority to modify a variation application in circumstances that such action is identified as being appropriate.
- The timetable for announcement of the cap and the production of the detailed information required to seek a variation is extremely tight and is of some concern. Legislation requires Council to have an adopted budget by 30 June and the proposed timetable as acknowledged by the Commission may in fact make this unachievable for Councils seeking a variation.
- Whilst there is commentary within the report in relation to the cost of administering the rate capping and variation system, there is no recommendation as to how costs are to be accommodated. Council did submit that as the rate capping regime is being imposed by the State Government, all costs should fall to the State Government, however from the report it is unclear as to what the situation is to be.
- Also in the report it is clearly spelt out that the Essential Services Commission believes that supplementary rates in the year in which they are raised will be excluded from the cap, however this is not reflected in the draft recommendations contained within the draft report.
- The report has recommended at recommendation 1 that there should be one rate cap applying equally to all Councils in Victoria, and this single measure controlling Local Government revenue raising from rates has no regard for the extremely variable capacity of Local Governments in differing categories to generate revenue from other sources. This will impact particularly severely on small rural Councils, but also on other groups

such as Interface Councils. It is clearly recognised that inner urban Councils, through parking revenue, have a significantly greater capacity to generate revenue, and as such, the rate capping structure is seen as being somewhat discriminatory.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

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

2.6 Ensure timely compliance with statutory and regulatory obligations

4. Financial Considerations

There are no costs related to contributing to submissions into this process, however the rate capping regime that is finally adopted will have a significant impact in respect of Council's capacity going forward, to deliver on the contents of its long term financial plan and the infrastructure requirements contained within the various Precinct Structure Plans that have already been adopted and those that will be put in place over the coming years.

5. Consultation/Public Submissions

The draft report by the Essential Services Commission is now out for consultation with submissions closing on 28 August 2015.

6. Risk Analysis

The fact of rate capping presents risk to Council in terms of its long term sustainability, and as such, Council once the final determination on the Rate Capping and Variation Framework is released, will need to reconsider and restructure its long term financial plan to take account of the new environment for Local Government.

7. Options

While it is recommended that Council not submit an individual submission to the draft report, and rather that it participate in the development of submissions by peak Local Government organisations, Council does retain the option should it so determine, to submit an individual submission. Should Council so determine, it is suggested that an individual submission would be prepared addressing the issues identified in Section 2 of this officer's report in addition to raising again those items as detailed in Appendix 1 where the recommendations of the Essential Services Commission have significantly varied from what was contained in Council's initial submission.

LIST OF APPENDICES

1. Draft Recommendations Local Government Rates Capping & Variation Framework Review

12. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES

13. COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS

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

- 21 July 2015
- 28 July 2015
- 4 August 2015

RECOMMENDATION:

That the Record of Assembly of Councillors attached to this Agenda for 21 July, 28 July and 4 August 2015 be received and noted.

LIST OF APPENDICES

1. 21 July 2015 Record of Assembly of Councillors
2. 28 July 2015 Record of Assembly of Councillors
3. 4 August 2015 Record of Assembly of Councillors



RECORD OF ASSEMBLY OF COUNCILLORS

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

ASSEMBLY DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	21 July 2015	Time:	6.15pm
Councillors present: (delete as appropriate)	Cr S.Ramsey (Mayor) Cr M Bentley Cr L Carli Cr R Cugliari Cr B Turner		
Officers present: (name & title)	Mr K Tori, Chief Executive Mr P Bean, General Manager Corporate Services Mr M Heaney, General Manager Community Services Mr L Shannon, General Manager Planning & Development Services Mr M Tudball, Manager Economic Development and Advocacy Mr A Burns, Manager Recreation and Youth		
Apologies: (name & title)	Cr N Dunn (Deputy Mayor) Cr K Majdlik		
Matters discussed:	1. Meet with Youth Council Participants 2. George Cross Proposal Briefing 3. Councillor Discussion		

CONFLICT OF INTEREST DISCLOSURES:

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

REPORT PRODUCED BY:

Officer name:	Peter Bean – General Manager Corporate	Date:	23/7/15
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RECORD OF ASSEMBLY OF COUNCILLORS

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

Meeting Name:	Briefing of Councillors		
Meeting Date:	28 July 2015	Time:	6.15pm
Councillors present: (delete as appropriate)	Cr S.Ramsey (Mayor) Cr M Bentley Cr L Carli Cr K Majdlik Cr B Turner		
Officers present: (name & title)	Mr K Tori, Chief Executive Mr P Bean, General Manager Corporate Services Mr M Heaney, General Manager Community Services Mr L Shannon, General Manager Planning & Development Services Ms T Bradley Coordinator Economic Development Mr M Tudball, Manager Economic Development & Advocacy Ms L Mellan, Manager City Design Strategy & Environment Mr M Milbourne, Senior Strategic Planner		
Apologies: (name & title)	Cr R Cugliari Cr N Dunn (Deputy Mayor)		
Matters discussed:	1. Ravenhall Prison Update Briefing 2. Draft Integrated Transport Strategy Briefing 3. Discussion on proposal to change meeting night for 2016 4. Electoral Review Process 5. Councillor Discussion		

CONFLICT OF INTEREST DISCLOSURES:

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

REPORT PRODUCED BY:

Officer name:	Peter Bean – General Manager Corporate	Date:	30/7/15
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RECORD OF ASSEMBLY OF COUNCILLORS

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

ASSEMBLY DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	4 August 2015	Time:	6.15pm
Councillors present: (delete as appropriate)	Cr S.Ramsey (Mayor) Cr N Dunn (Deputy Mayor) Cr M Bentley Cr L Carli Cr K Majdlik Cr B Turner		
Officers present: (name & title)	Mr K Tori, Chief Executive Mr P Bean, General Manager Corporate Services Mr M Tudball, Acting General Manager Community Services Mr L Shannon, General Manager Planning & Development Services Mr G Wood, Manager Operations Ms L Mellan, Manager City Design Strategy & Environment Mr M Hutchinson, Coordinator Design & Traffic		
Apologies: (name & title)	Cr R Cugliari		
Matters discussed:	1. Hope Street Proposal 2. Burnside Heights LATM Study Report 3. Draft Agenda for Ordinary Meeting 4. Councillor Discussion 5. Council Meeting nights		

CONFLICT OF INTEREST DISCLOSURES:

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

REPORT PRODUCED BY:

Officer name:	Peter Bean – General Manager Corporate	Date:	6/8/15
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13.2 PUBLIC ADDRESS BY EACH COUNCILLOR

14. NOTICES OF MOTION

14.1 NOTICE OF MOTION 407 (CR TURNER)

Councillor: Bob Turner

Notice was given at the Ordinary Meeting of Council held on 14 July 2015 of my intention to move the following motion at the Ordinary Meeting of Council to be held on 11 August 2015.

MOTION:

That Council write to VLine requesting a review of morning timetable frequencies from Melton to Melbourne.

1. Officer's Comments

In June 2015, PTV introduced a new timetable for the Ballarat Line. This coincided with the opening the Regional Rail Link project. The table below summaries the changes to the Melton-Melbourne (Southern Cross) services.

Old timetable				Current Timetable			
Dep	Arr	Gap since last train	Travel time	Dep	Arr	Gap since last train	Travel time
6:13	6:48		0:35	6:18	6:55		0:37
6:23	7:09	0:10	0:46	6:34	7:16	0:16	0:42
7:01	7:49	0:38	0:48	6:47	7:28	0:13	0:41
7:14	8:02	0:13	0:48	7:15	7:55	0:28	0:40
7:39	8:25	0:25	0:46	7:34	8:15	0:19	0:41
7:51	8:37	0:12	0:46	7:51	8:35	0:17	0:44
8:28	9:07	0:37	0:39	8:15	8:55	0:24	0:40
8:50	9:34	0:22	0:44	9:03	9:40	0:48	0:37

Whilst the departure and arrival times have changed, there is the same number of services from Melton to Melbourne in the morning peak (i.e. leaving Melton after 6am and arriving in Melbourne around 9:30am).

Generally trains have reduced travel times by 4-7 minutes and they are more evenly distributed with the exception of the 9:03am service which is 48 minutes after the previous service.

Council has also received complaints that the number of carriages has also decreased, however this has not been verified at this time.

It would be appropriate to express Council's concern at the extended delay between last two morning peak services and pass on residents concerns regarding the reduced level of service caused by a reduction in carriages.

14.2 NOTICE OF MOTION 408 (CR CARLI)**Councillor: Lara Carli**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 11 August 2015.

MOTION:

That I move effective immediately, all Councillor(s) attending Local, Interstate or International conferences/seminars/forums or training, where costs are associated be democratically selected in an open Ordinary Meeting of Council. On return from these conferences/seminars/forums or training a report outlining the total costs of their participation and outlining to the rate payers the benefit of their attendance to such event.

The report should also include the following:

- Any active role they played in the conferences/seminars/forums or training that they attended.
- Attach a Statutory Declaration that they in fact wrote the report and the contents of the report are true and factual.
- Attach any speeches delivered by the councillor(s) that they made on behalf of the residents of Melton.
- Outline the purpose of the conferences/seminars/forums or training, and what was learnt by attending.

That this report be made public and that it is included in the council agenda.

1. Officer's Comments

Councillor attendance of conferences/seminars/forums or training may be motivated by several appropriate and reasonable objectives;

- 1) To develop individual or collective knowledge and skill, in which participants will be better equipped to perform their statutory obligations and civic responsibilities.
- 2) To showcase and promote Council and municipality excellence, in which the reputation and image of Council, the municipality and the community is enhanced. A range of benefits may be derived from such efforts, including but not limited to attraction of grant funding, business investment, tourism, population growth etc.
- 3) To contribute as a productive member of the broader local government sector to State and National advocacy efforts, in which Council services may be protected or expanded for the betterment of the community, additional funding may be secured, or statutory change be effected.
- 4) To collaborate in aggregated service opportunities to achieve economies of scale to improve performance and reduce costs of Council services provided to the public.
- 5) To engage in networking opportunities in which advantageous relationships and productive connections are made with other Councils, Government agencies or third parties involved in the public or private sector provision of services to the community.

The opportunities listed provide significant benefits to the community, meeting community expectations for the appropriate investment of public monies in Councillor expenses.

The efficient use of public funds may not be best served through the application of additional bureaucratic or procedural requirements to take advantage of the aforementioned

opportunities, particularly where standard industry events such as Municipal Association of Victoria (MAV) Mayoral Forums and the like are considered mandatory obligations.

It may also be the case that certain opportunities be foregone if the timing of certain events not coincide with the schedule of monthly Ordinary Council Meetings.

Selection of Council representation to forums, events and programs depends on the opportunity itself. Councillor appointment or attendance may reasonably be dictated by;

- 1) Committee membership
- 2) Mayoral or Deputy Mayoral status as the figurehead of Council
- 3) Individual motivation for professional development
- 4) Open invitation or direct invitation

As a consequence, it may not be necessary, efficient or appropriate for selection of attendees to be determined through a process of Ordinary Council Meeting motion.

Currently, Councillor requests to attend conferences, training, forums and the like are decided by the Mayor and the Chief Executive Officer, reported to an assembly of Councillors and consequently listed within the publically reported expenses of Councillors. This provides a system of checks and balances in which the principles of transparency and accountability are ensured.

The matter of reporting back to Council could be facilitated by Ordinary Council Meeting Agenda Standing Item 13, Councillor Representations and Acknowledgements. In some instances, reporting back to Council and the wider community will strengthen transparency and accountability, and further improve community confidence in the appropriate use of public funds, and illustrate community return on investment.

However, the substance or content of any report back to Council would need to be specifically developed to appropriately reflect the import, expense, purpose, confidentiality and objectives of Council attendance to the respective event.

In some instances, a report may not be appropriate in a public forum, or repetitive public reporting of an administrative, regular or scheduled forum may not provide any advantage. Indeed, attendance of any forum in which car parking expenses may apply would require reporting under the terms of the proposed motion.

Administratively, the provision of a Statutory Declaration may be considered an unreasonable and unnecessary burden, the Councillor Code of Conduct providing that Councillors must conduct themselves with integrity and honesty, not abuse the responsibility granted by the community and will not misuse or derive undue benefit from their positions.

The recording of any reports may be best included within the Council minutes, as opposed to the Agenda itself.

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

18. CONFIDENTIAL BUSINESS**Procedural Motion**

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

18.1 2014-15 Community Grants Program

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

18.2 Minutes of the Property Development Advisory Committee

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

18.3 Parks Services Review Road and Drainage Maintenance Service Review

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

Procedural Motion

That the meeting be opened to the public.

19. CLOSE OF BUSINESS