



# MELTON CITY COUNCIL

---

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

**22 July 2024**

---

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

---

**TABLE OF CONTENTS**

<b>1.</b>	<b>OPENING PRAYER AND RECONCILIATION STATEMENT</b>	<b>6</b>
<b>2.</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>6</b>
<b>3.</b>	<b>CHANGE TO THE ORDER OF BUSINESS</b>	<b>6</b>
<b>4.</b>	<b>DEPUTATIONS</b>	<b>6</b>
<b>5.</b>	<b>DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR</b>	<b>7</b>
<b>6.</b>	<b>ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	<b>7</b>
<b>7.</b>	<b>SUMMARY OF INFORMAL MEETING OF COUNCILLORS</b>	<b>8</b>
	<b>7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS</b>	<b>8</b>
<b>8.</b>	<b>CORRESPONDENCE INWARD</b>	<b>12</b>
	<b>8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR</b>	<b>12</b>
<b>9.</b>	<b>PETITIONS AND JOINT LETTERS</b>	<b>15</b>
<b>10.</b>	<b>RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING</b>	<b>15</b>
<b>11.</b>	<b>PUBLIC QUESTION TIME</b>	<b>15</b>
<b>12.</b>	<b>PRESENTATION OF STAFF REPORTS</b>	<b>24</b>
	<b>12.1 PLUMPTON AQUATIC AND LEISURE CENTRE - FINAL DRAFT DESIGN REPORT (MASTERPLAN)</b>	<b>24</b>
	To provide an update on the Plumpton Aquatic and Leisure Centre Project – Masterplan Phase and seek Council’s approval of the Plumpton Aquatic and Leisure Centre – Final Draft Design Report (Masterplan) and associated Cost Plan.	

---

<b>12.2</b>	<b>COBBLEBANK COMMUNITY SERVICES HUB PROJECT UPDATE - SCHEMATIC DESIGN PHASE</b>	<b>96</b>
	To provide an update on the Cobblebank Community Services Hub Project – Schematic Design Phase.	
<b>12.3</b>	<b>CITY OF MELTON TENNIS STRATEGY</b>	<b>155</b>
	To present to Council the City of Melton Tennis Strategy.	
<b>12.4</b>	<b>EVENT SPONSORSHIP PROPOSAL</b>	<b>199</b>
	To provide an overview of the Spartan Australia event proposal including Officer evaluation for Council consideration.	
<b>12.5</b>	<b>MELTON CITY COUNCIL COMMUNITY GRANT AND FUND PROGRAM UPDATE</b>	<b>203</b>
	The purpose of this report is to advise Council of the outcomes of the first round of the new Community Grants and Fund Program.	
<b>12.6</b>	<b>USE OF MAYORAL CHARITY FUND FOR SMALL COMMUNITY PROJECTS</b>	<b>207</b>
	To seek endorsement for the funding allocated in the 2024/25 Council Budget for the Mayoral Charity Fund to be used for a one-off funding stream for small community projects.	
<b>12.7</b>	<b>CHANGE TO SEPTEMBER 2024 COUNCIL MEETING AND MAYORAL ELECTION DATES</b>	<b>209</b>
	To seek Council approval to change the September 2024 Council Meeting and Mayoral Election dates to accommodate the revised Election Period and Victorian Electoral Commission (VEC) timeframes.	
<b>12.8</b>	<b>LEADWEST JOINT DELEGATED COMMITTEE MEETING MINUTES</b>	<b>211</b>
	To present the unconfirmed minutes of the LeadWest Joint Delegated Committee held on 19 June 2024.	
<b>12.9</b>	<b>ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES</b>	<b>219</b>
	To present the aggregated minutes of Advisory Committee meeting yet to be considered by Council.	
<b>13.</b>	<b>REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS</b>	<b>271</b>

---

<b>14.</b>	<b>NOTICES OF MOTION</b>	<b>272</b>
14.1	<b>NOTICE OF MOTION 925 (CR ABBOUSHI) - LIGHTING ASSESSMENT IN STEAD CIRCUIT, BURNSIDE (PARK, AND BBQ AREAS)</b>	<b>272</b>
<b>15.</b>	<b>COUNCILLOR'S QUESTIONS WITHOUT NOTICE</b>	<b>273</b>
<b>16.</b>	<b>URGENT BUSINESS</b>	<b>273</b>
<b>17.</b>	<b>CONFIDENTIAL BUSINESS</b>	<b>274</b>
17.1	<b>PROPOSED SALE OF LAND</b> To consider a proposed sale of land.	<b>277</b>
17.2	<b>PROPOSED PURCHASE OF LAND</b> To consider a proposed purchase of land.	<b>282</b>
17.3	<b>REPLACEMENT OF PERFORMANCE GUARANTEE - ATHERSTONE PROJECT</b> This report presents to Council information regarding the change in performance guarantor in relation to the Atherstone Project.	<b>289</b>
17.4	<b>MELTON COUNTRY CLUB - LEASE</b> To present all relevant information for Council to decide as to delegating the execution of the deed of renewal for the First Further Term, and any other Further Terms pursuant to the Lease between Melton City Council (Council) and the Essendon Football Club (the Tenant) in relation to the property known as the Melton Country Club.	<b>292</b>
17.5	<b>2025 COMMUNITY ACHIEVEMENT AWARDS ASSESSMENT PANEL MEETING OUTCOMES</b> To present to Council the Minutes of the 2025 Community Achievement Awards Assessment Panel Meeting held on Thursday 13 June 2024.	<b>345</b>
17.6	<b>CONTRACT NO. 24-032 FOR THE MANAGEMENT AND OPERATION OF PLUMPTON KINDERGARTEN SERVICE</b> To seek Council's approval for the award of Contract No. 24-032 for the Management and Operation of Plumpton Kindergarten Service.	<b>353</b>



- 17.7 CONTRACT NO. 24-033 PROVISION OF FLEET MANAGEMENT AND NOVATED LEASE SERVICES 358**  
To seek Council's approval for the award of Contract No. 24-033 - Provision of Fleet Management and Novated Lease Services.
- 17.8 CONTRACT NO. 24-036 - TROUPS ROAD SOUTH STAGE 2 CONSTRUCTION 364**  
To seek Council's approval for the award of Contract No. 24-036 – Troups Road South Stage 2 Construction.
- 17.9 CONTRACT NO. 24-037 - BRIDGE ROAD COMMUNITY HUB, STRATHULLOH (STAGE 2) CONSTRUCTION 370**  
To seek Council's approval for the award of Contract No. 24-037 - Bridge Road Community Hub, Strathulloh (Stage 2) Construction.
- 17.10 CONTRACT NO. 24-042 - CAROLINE SPRINGS TOWN CENTRE OVAL 2 REDEVELOPMENT CONSTRUCTION 379**  
To seek Council's approval for the award of Contract 24-042 - Caroline Springs Town Centre Oval 2 Redevelopment Construction.
- 18. CLOSE OF BUSINESS 388**

---

## MELTON CITY COUNCIL

MINUTES OF THE MEETING OF THE MELTON CITY COUNCIL  
HELD IN THE COUNCIL CHAMBERS,  
MELTON CIVIC CENTRE, 232 HIGH STREET MELTON  
ON 22 JULY 2024 AT 7.00PM

**Present:** Cr K Majdlik (Mayor)  
Cr S Abboushi (Deputy Mayor)  
Cr J Farrugia  
Cr J Shannon  
Cr B Turner  
Cr A Vandenberg

R Wai, Chief Executive Officer  
P Leersen, Director Organisational Performance  
S Romaszko, Director City Futures  
T Scoble, Director City Life  
N Whiteside, Director City Delivery  
E Keogh, Head of Governance  
R Hodgson, Senior Coordinator Governance

### 1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Mayor, Cr Majdlik opened the meeting at 7.00pm with the opening prayer and reconciliation statement.

### 2. APOLOGIES AND LEAVE OF ABSENCE

Cr Carli.

Cr Ramsey.

Cr G Kesic – Leave of Absence granted by Council at its meeting held 24 June 2024 for the period 17 June until 1 August, inclusive.

### 3. CHANGES TO THE ORDER OF BUSINESS

Nil.

### 4. DEPUTATIONS

Nil.

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

Nil.

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

**RECOMMENDATION:**

That the Minutes of the Meeting of Council held on 24 June 2024 be confirmed as a true and correct record.

**Motion**

Crs Abboushi/Shannon.

That the Minutes of the Meeting of Council held on 24 June 2024 be confirmed as a true and correct record.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

## 7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

### 7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS

- Monday 17 June 2024 Summary of Informal Meeting of Councillors
- Monday 24 June 2024 Summary of Informal Meeting of Councillors
- Monday 1 July 2024 Summary of Informal Meeting of Councillors

#### RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 17 June 2024, 24 June 2024, and 1 July 2024, provided as **Appendices 1 - 3** respectively to this report, be received and noted.

#### Motion

Crs Abboushi/Farrugia.

That the Summaries of Informal Meetings of Councillors dated 17 June 2024, 24 June 2024, and 1 July 2024, provided as **Appendices 1 - 3** respectively to this report, be received and noted.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

#### LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - dated 17 June 2024
2. Summary of Informal Meeting of Councillors - dated 24 June 2024
3. Summary of Informal Meeting of Councillors - dated 1 July 2024



## INFORMAL MEETING OF COUNCILLORS

<b>MEETING DETAILS:</b>			
<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 17 June, 2024	<b>Time Opened:</b>	6.17pm
		<b>Time Closed:</b>	10.04pm
<b>Councillors present:</b>	Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) (joined online 6.27pm – 6.56pm & 8.39pm – 9.44pm) Cr S Ramsey (joined online) Cr J Shannon Cr B Turner Cr J Farrugia (departed 9.13pm) Cr A Vandenberg (joined online 6.21pm – 9.04pm)		
<b>Officers present:</b>	R Wai                      Chief Executive Officer T Scoble                  Director City Life N Whiteside              Director City Delivery P Leersen                 Director Organisational Performance (CFO) M Merritt                 Director City Futures (Acting) E Keogh                  Head of Governance (online) R Hodgson                Senior Coordinator Governance J Farrell                  Manager Customer Experience (departed 7.24pm) (Item 1) C Ciciulla                 Head Major Project Delivery (joined 7.25pm – 8.08pm) (Item 2) A Biscan                 Manager Recreation & Facility Activation (joined online 8.08pm – 8.29pm) (Item 3)		
<b>Guests</b>	R Stenning              Customer Experience Group (joined 6.17pm – 7.24pm) (Item 1) D Ferlazzon              DesignInc Architects (joined online at 7.25pm – 7.53pm) (Item 2) S Webb                    DesignInc Architects (joined online at 7.25pm – 7.53pm) (Item 2)		
<b>Apologies</b>	Cr L Carli Cr G Kesic                (on leave) S Romaszko              Director City Futures		
<b>Matters discussed:</b>	1. CX Maturity Assessment – Councillor Workshop (6.17pm – 7.24pm) 2. Cobblebank Community Service Hub Project – Schematic Design, Cost Plan, Tenancy Principles (7.32pm – 8.08pm) 3. Draft City of Melton Tennis Strategy (8.08pm – 8.29pm) 4. Draft Reports: Councillor Questions and Clarity (8.30pm – 10.00pm) 5. General Updates from Officers (10.00pm – 10.03pm)		
<b>CONFLICT OF INTEREST DISCLOSURES:</b>			
<b>Were there any conflict of interest disclosures by Councillors?</b>			No
<b>REPORT PRODUCED BY:</b>			
<b>Officer name:</b>	Renee Hodgson, Senior Coordinator Governance	<b>Date:</b>	17 June 2024



## INFORMAL MEETING OF COUNCILLORS

<i>MEETING DETAILS:</i>			
<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 24 June 2024	<b>Time Opened:</b>	6.19pm
		<b>Time Closed:</b>	6.53pm
<b>Councillors present:</b>	Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) Cr J Farrugia Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg		
<b>Officers present:</b>	R Wai                      Chief Executive Officer T Scoble                    Director City Life P Leersen                  Director Organisational Performance (CFO) N Whiteside                Director City Delivery (6.20pm) E Keogh                    Head of Governance M Merritt                  Acting Director City Futures R Hodgson                 Senior Governance Coordinator A Badina                    Senior Strategic Planner J Simson                    Coordinator Open Space Planning		
<b>Guests</b>	Nil		
<b>Apologies</b>	Cr G Kesic (Leave) Cr L Carli		
<b>Matters discussed:</b>	1. Council Meeting Agenda		
<i>CONFLICT OF INTEREST DISCLOSURES:</i>			
<b>Were there any conflict of interest disclosures by Councillors?</b>	No		
<i>REPORT PRODUCED BY:</i>			
<b>Officer name:</b>	Renee Hodgson	<b>Date:</b>	24 June 2024



## INFORMAL MEETING OF COUNCILLORS

<b>MEETING DETAILS:</b>			
<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 1 July 2024	<b>Time Opened:</b>	6.17pm
		<b>Time Closed:</b>	9.34pm
<b>Councillors present:</b>	Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) (online arrived at 6.27pm and left at 9.14pm) Cr J Shannon Cr B Turner Cr A Vandenberg (Online – left at 9.29pm)		
<b>Officers present:</b>	R Wai Chief Executive Officer T Scoble Director City Life (left at 7.53pm) P Leersen Director Organisational Performance (CFO) (left at 7.53pm) N Whiteside Director City Delivery (left at 7.53pm) E Keogh Head of Governance M Merritt Acting Director City Futures (left at 7.53pm) R Hodgson Senior Governance Coordinator S Prestney Manager Libraries and Arts (online) (Item 3) H Taylor Coordinator Events & Culture (online) (Item 4) C Ciciulla Head Major Project Delivery (Item 1)		
<b>Guests</b>	Kate Oliver Maddocks Lawyers Tammy Beck WRA Jill Cader Senate SJG		
<b>Apologies</b>	Cr G Kesic (Leave) Cr S Ramsey Cr L Carli Cr J Farrugia		
<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Plumpton Aquatic Centre Project</li> <li>2. Response to Not of Motion 919 – Caroline Springs Dining Safety</li> <li>3. City of Melton Future Library Service Provision Plan</li> <li>4. Spartan Australia Event Proposal</li> <li>5. General Updates from Officers</li> <li>6. Councillor Session – Complying with Election Period Obligations</li> </ol>		
<b>CONFLICT OF INTEREST DISCLOSURES:</b>			
<b>Were there any conflict of interest disclosures by Councillors?</b>		Item 3: Cr Vandenberg declared a conflict in relation to the Melton Hospital which came up during discussions re Library Service Provision Plan. Left at 7.02pm and returned at 7.05pm.	
<b>REPORT PRODUCED BY:</b>			
<b>Officer name:</b>	Emily Keogh	<b>Date:</b>	1/7/24

## 8. CORRESPONDENCE INWARD

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

- The Hon. Sonya Kilkenny MP, Minister for Planning and Minister for the Suburbs – Melton Advocacy Acknowledgement Letter

#### RECOMMENDATION:

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

1. The Hon. Sonya Kilkenny MP, Minister for Planning and Minister for the Suburbs – Melton Advocacy Acknowledgement Letter.

#### Motion

Crs Turner/Abboushi.

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

1. The Hon. Sonya Kilkenny MP, Minister for Planning and Minister for the Suburbs – Melton Advocacy Acknowledgement Letter.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

#### LIST OF APPENDICES

1. The Hon. Sonya Kilkenny MP, Minister for Planning and Minister for the Suburbs - dated 3 July 2024





The Hon Sonya Kilkenny MP

Minister for Planning  
Minister for the Suburbs

1 Spring Street  
Melbourne, Victoria 3000 Australia

Ref: CMIN-1-24-3578

Cr Kathy Majdlik  
Mayor  
City of Melton  
kathym@melton.vic.gov.au

Dear Mayor,

Thank you for your letter of 22 April 2024 regarding the City of Melton advocacy priorities.

It was terrific to meet with Council and members of the Melton Suburban Revitalisation Board (SRB) during my recent visit to Melton. I know that Council has played an important role in advocating for the community through this collaborative process. While the SRB Program is winding up, I look forward to further opportunities to work with Council and community representatives to continue to improve the liveability and connectivity of Melton and surrounding suburbs.

As you have acknowledged, the Victorian Government has funded a number of initiatives to improve the community's access to infrastructure and services. This includes the Melton Hospital project, the removal of several level crossings in Melton, the building of a new modern and accessible Melton Station, and upgrades along the Western Freeway and Melton Highway. The Government has also allocated funding towards new schools in Melton.

Through my Suburbs and Planning portfolios, I am pleased that we have been able to collaborate on the following:

- 24 projects funded under the Growth Areas Infrastructure Contributions scheme with funding of \$195.3 million, including almost \$68 million towards 6 projects in the most recent round of funding.
- 44 projects through the Growing Suburbs Fund with more than \$51 million in funding towards Council led upgrades and new developments of community centres, parks, playgrounds, and trails.
- 35 locally led projects with funding of almost \$4.3 million through the



Melton Suburban Revitalisation Board.

- 10 locally led projects with funding of \$800,000 from the Living Local Fund and Neighbourhood Activity Centre Renewal Fund.

I thank the City of Melton for the strong and long-standing partnership with the Victorian Government and I look forward to our ongoing collaboration.

Yours sincerely,



**The Hon Sonya Kilkenny MP**  
Minister for Planning  
Minister for the Suburbs

Date: 3/7/2024

**9. PETITIONS AND JOINT LETTERS**

Nil.

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

Nil.

**11. PUBLIC QUESTION TIME**

<b>Submitter: Adrian Marinelli</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Can you please provide details as to what the \$8,400 listed on conferences, seminars and training for Cr Goran Kesic in the period of 1 October 2023 to 31 December 2023 was spent on and the purpose of such?	Cr Kesic attended the Australian Institute of Company Directors Course, with the cost covering the course tuition and membership fee.
<b>Submitter: Swetang Pandya</b>	
<b>Question Asked of Council</b>	<b>Response</b>
What can Council and Councillors do to get much needed basic and critical infrastructure in the Mt Atkinson area, such as a post office, medical centre, train station, shopping centre, police station and library?	Council continues to advocate to the State and Federal Governments and where appropriate developers for much needed infrastructure for our rapidly growing communities.  In relation to the provision of library services, Council continues to plan how and where it provides library services as our community continues to grow.
<b>Submitter: Swetang Pandya</b>	
<b>Question Asked of Council</b>	<b>Response</b>
What can we expect from Melton City Council in-terms of developing more environmentally friendly sustainable communities, particularly in new estates like Mt Atkinson and any plans for more Open space, Trees, High power EV charging stations, Playgrounds?	Council is working with the developer on initiatives to introduce early and long-lasting amenity within the project, including the delivery of timely open space to meet the growing needs of the community.

<b>Submitter: Joy Masaquel</b>	
<b>Question Asked of Council</b>	<b>Response</b>
As the Melton community is growing, what is the plan of having good public transport in Strathtulloh, Thornhill park and Cobblebank, as they have no bus route and flexi ride are not reliable?	Public Transport is the responsibility of the Victorian Government.  Council actively engages with the Victorian and Federal Government for identified community priorities including public transport such as new train stations and improved and new bus services.
<b>Submitter: Joy Masaquel</b>	
<b>Question Asked of Council</b>	<b>Response</b>
What is the plan on the 200 m rough road in Mt. Contrell as it has been ignored?	The sealing of this section of Mt Cottrell Road is funded through Council's Capital Works Budget. The design for the project is complete with construction expected to commence in late 2024.
<b>Submitter: Daniel Molivas</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Will the council be responsible for fixing the Ferris Road bridge and freeway entrance, potentially expanding it to a two-lane each way bridge, and if not, whose responsibility, is it?	The Ferris Road interchange including the bridge across Western Highway is the responsibility of the Victorian Government.  Council continues to advocate to the Victorian Government for major investments into road and public transport upgrades.
<b>Submitter: Pawan Kaur</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council CEO advise on the date of issue for the construction permit to commence delivery on the Highline boulevard – Kirkpatrick boulevard located in the present day Truganina suburb (proposed suburb of Mt Atkinson)?	Highline Boulevard and Kirkpatrick Boulevard are developer delivered roads as part of their overall masterplan for the estate and are subject to the developer's commercial timings and financial commitment.
<b>Submitter: Pawan Kaur</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the Council CEO confirm the delivery timelines for completion of the Kirkpatrick Boulevard – Highline Boulevard intersection, which will be referenced in the next quarterly meeting between council officers and department of transport and planning.	Delivery of local roads are subject to developer's commercial timings and financial commitment. Given this, Council cannot advise on the construction completion date.

<b>Submitter: Farhan Khan</b>	
<b>Question Asked of Council</b>	<b>Response</b>
What will be the council's oversight mechanism in place to avoid further delays in delivery of the Mt Atkinson East Sports Reserve by the developer?	Mt Atkinson East Sports Reserve has been master planned and designed by the developer in partnership with Council. Council is currently working with the developer for the delivery of the project.
<b>Submitter: Farhan Khan</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Based on learnings from the delayed delivery by 3 years of the Mt Atkinson East Sports reserve, could the council confirm fast tracking planning and delivery of the remaining 2 sports reserves in the Mt Atkinson PSP ((i.e., Mt Atkinson West & Mt Atkinson North sports reserves) ahead of schedule.	The estimated timeframes to deliver Mt Atkinson West and North Sports Reserve as referenced in the question are currently 2032 and 2035. Delivery timeframes are subject to further strategic planning. There is no current proposal to fast track these reserves.
<b>Submitter: Nitin Ahuja</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council advise on the timelines for delivery of the upgrades approved in the budget for the Caucasus Road Park (popularly known as the Grizzly Bear Park in Mt Atkinson)?	The delivery of bike hoops and fun goals are funded through Council's Capital Works Budget. Construction is anticipated to occur this financial year.
<b>Submitter: Nitin Ahuja</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council advise on the count of public questions asked in the monthly council meeting from 3 growth suburbs of Mt Atkinson, Rockbank and Aintree in the last 12 months?	This question will be taken on notice and will be responded to in writing.
<b>Submitter: Osama Usuf</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council advise on the date of issue for the planning permit to install mobile tower in Mt Atkinson area by a third party operator (WaveConn)?	The planning permit was issued on 21 June 2024.

<b>Submitter: Osama Usuf</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the Council please advise on the exemption process that residents from Mt Atkinson estate could apply for in anticipation of council's disapproval on a new mobile tower proposed to be installed in the sport precinct under planning?	When a planning permit is applied for Council will provide notice of the application to surrounding land owners and occupiers. A submission can be lodged by any person regarding the proposal.
<b>Submitter: Jaksha Shah</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council advise on the last date/instance of communication with the developers of the Mt Atkinson town centre as part of the ongoing UDF planning phase?	Officers contacted the developer earlier this month seeking an update as to when the draft Urban Design Framework will be submitted. Council understands this is likely to be submitted within the next 2 months.
<b>Submitter: Jaksha Shah</b>	
<b>Question Asked of Council</b>	<b>Response</b>
With no planning controls available for Retail OR community infrastructure, could the Mayor write a formal letter to the State minister for planning to undertake a review of the Mt Atkinson and Tarneit Plains PSP for inclusion of appropriate planning controls and ensure alignment with PSP 2.0 standards?	Precinct Structure Plans, which are the responsibility of the Victorian Government, outline the sequencing and types of development that should take place in a particular area and sets aside land accordingly. It is important to note that development, such as retail, are private commercial operations and Council has limited influence on the timing of development, which are always subject to a number of market influences such as economic viability.
<b>Submitter: Srinivasa Vembuli</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council confirm if the Major Town Centre UDF planning scope includes the proposed Indoor Recreation Facility referenced in the Mt Atkinson and Tarneit Plains PSP?	The indoor recreation facility is not included or identified within the boundary of the Town Centre Urban Design Framework (UDF).

<b>Submitter: Srin Vembuli</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council advise on the timelines for planning of the proposed Indoor Recreation Facility referenced in the Mt Atkinson and Tarneit Plains PSP and its lead delivery agency?	The estimated timeframe for the delivery of the Mt Atkinson Indoor Recreation Facility is 2035. Delivery timeframes are subject to further strategic planning. A City of Melton Indoor Sports Strategy Paper is being developed to guide the future planning and delivery of Indoor Courts within the City of Melton.
<b>Submitter: Devang Hansraj Bhatia</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council advise if it has established an engagement with Major Road Projects Victoria, the state government agency who has taken over the delivery of the traffic signalisation project on Hopkins Road – Boundary Road intersection?	Council officers have been in contact with the Victorian Government's Department of Transport & Planning about the project during the initial phases and will continue to remain involved as the project progresses.
<b>Submitter: Devang Hansraj Bhatia</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council CEO advise if they can assure residents of Melton that council teams will fast track any permits OR approval required from them to enable Major Roads Victoria to commence civil works on the Hopkins Road – Boundary Road intersection which has a temporary traffic light in place since almost 4 years (September 2020)?	Council officers will assist the Victorian Government's Department of Transport and Planning as appropriate to ensure this important project is delivered.
<b>Submitter: Joseph Debono</b>	
<b>Question Asked of Council</b>	<b>Response</b>
In addition to ongoing advocacy to state government for duplication of Hopkins Road, could the council mayor (who is also councillors from Cambridge Ward) advise if council has explored option to facilitate a Private Public partnership model involving State Government, Local businesses (incl Beneficiary Warehouses) and Federal Government?	Hopkins Road is under the care and management of the Victorian Government. Hopkins Road remains a major priority for Council's advocacy to the Victorian Government for duplication between Dohertys Road and Western Freeway including major upgrade of the Western Freeway interchange. Investment considerations for the upgrade to Hopkins Road is a matter for the Victorian Government.

<b>Submitter: Joseph Debono</b>	
<b>Question Asked of Council</b>	<b>Response</b>
With delay in delivery of critical community infrastructure like Mt Atkinson East Sports Reserve by 3 years and no recourse to fine the developer for these delays, could the council advise if the residents of Mt Atkinson delay payment of their council rates?	Council relies on rates to provide more than 100 services to the community as well as supporting the delivery of local roads, leisure and community centres, children centres, parks, footpaths and so much more.
<b>Submitter: Ace Estevez</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Is Melton City Council considering halting construction permits for future residential land stages in Mt Atkinson and Grandview, given the delays in critical local infrastructure like the Grand Blvd extension (delayed by 1 year) and Mt Atkinson East Sports Reserve (delayed by 3 years with no confirmed completion date)?	Council is continuing to work with developers for the timely delivery of critical infrastructure to support growth occurring within the City, in accordance with permit conditions specific to their respective developments.
<b>Submitter: Ace Estevez</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the Council CEO provide residents of Mt Atkinson with information on the anticipated timeline for commencing the process of creating the new suburb of Mt Atkinson in light of these developments?	Council as a naming authority, may receive proposals to name a road, place or locality. Council may form a position in relation to the proposal in line with the State Naming Rules, however it is the Victorian Government's Geographic Names Victoria who ultimately makes the decision around naming.
<b>Submitter: Soundarya Hariharan</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council CEO advise on the results from their investigation undertaken after the matter of residents from Mt Atkinson having to travel 20-25 Kms to Hoppers Crossing for collecting missed parcels was highlighted in the council meeting conducted on 27th May'24.	Matters relating to the delivery of post should be directed to Australia Post. Council will work with Australia Post to find suitable locations for parcel lockers and post related infrastructure.



<b>Submitter: Soundarya Hariharan</b>	
<b>Question Asked of Council</b>	<b>Response</b>
<p>Could the council mayor (who is also a councillor from Cambridge ward) write a formal letter to the AusPost CEO regarding the ongoing challenges of missed post been redirected to their centres in Hoppers Crossing (20Kms away) or Tarneit (15Kms away) as Mt Atkinson continues to be identified as part of Truganina suburb also located in the City of Wyndham?</p>	<p>Services provided by Australia Post are the responsibility of the Federal Government, and residents are encouraged to raise matters directly with Australia Post or their local federal member of parliament.</p>
<b>Submitter: Karthik Kunjithapatham</b>	
<b>Question Asked of Council</b>	<b>Response</b>
<p>With the majority of service providers associating Truganina with the City of Wyndham, could the council mayor advise if ALL the ratepayers of properties located in the Mt Atkinson area should pay their council rates to the City of Wyndham and not to the City of Melton ?</p>	<p>Residents are free to access services in areas that are convenient to them. There are many examples across the State of communities living close to a municipal boundary and choosing to access services in a different municipality. Rates cover the cost of a broad range of services not impacted by the location of housing, such as waste collection, roads maintenance, street sweeping and lighting – just to name a few. This is why the State Government legislates the payment of rates the way that it does, with the payment of rates being required to be paid to the Council area in which the property is located.</p>
<b>Submitter: Manish Baisoya</b>	
<b>Question Asked of Council</b>	<b>Response</b>
<p>Could the council advise on status and timelines for a detailed traffic management plan for Grand Boulevard – Greigs Road (similar to the Taylors Road Corridor Plan)</p>	<p>Grand Boulevard between Altezza Drive and Hopkins Road has been constructed and opened to the community in late June 2024, to its intended interim standard in accordance with the Mt Atkinson Infrastructure Contributions Plan.</p> <p>West of Altezza Drive, Council will continue to work with a number of developers along Greigs Road to upgrade the road in accordance with the Rockbank Developer contributions plan over the next 3-5 years.</p> <p>Collectively, the Greigs Road and Grand Boulevard corridor is intended to become a connector and lower order secondary arterial road, as compared to Taylors Road which is intended to become a primary arterial road in the future.</p>

<b>Submitter: Manish Baisoya</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the council mayor advise on what measures should the 7,000 residents in Mt Atkinson area, located in the present-day suburb of Truganina undertake to ensure service providers (including AusPost, Department of Health, Insurers) don't mistake them as located in the part of City of Wyndham?	Issues relating to incorrect deliveries should be taken up directly with Australia Post and residents should raise issues directly with service providers where they believe they are being incorrectly allocated to facilities or services. Insurance premiums are not a consideration for Council as they are market driven.
<b>Submitter: Girish Khara</b>	
<b>Question Asked of Council</b>	<b>Response</b>
What criteria must a Melton councillor meet to propose a motion asking the council to write state government & VicTrack on the investigation into the feasibility of activating Mt Atkinson train station, aiming to reduce commuter and parking stress at nearby Rockbank and Caroline Springs stations?	Section 29 of Melton City Council's Governance Rules outlines the process and requirements for Councillors to submit a Notice of Motion. The provisions outline a range of criteria that must be met for a Notice of Motion to be accepted. The Governance Rules are available on Council's website.
<b>Submitter: Girish Khara</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Could the Council CEO advise on the council planning criteria reviewed when purchasing land for the sports centre in Aintree (which already has 2 Sports precincts) which has a population of 10,000 residents while 7,000 residents in Mt Atkinson are still not provided with a completion timeline for their 1st sport precinct (presently delayed by 3 years).	Sports facility demand planning identifies the infrastructure need within the City of Melton. The acquisition of land forms part of the project planning process.
<b>Submitter: Matthew Pearse</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Did the City of Melton provide a submission for the local government amendment that is currently going through the upper house in Victoria's state parliament and can they share what that submission was?	No, Council did not provide a submission, as Council participated in the review process via our local government peak bodies and sector working groups.

<b>Submitter: Matthew Pearse</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Will the City of Melton call out candidates in the upcoming election who are promising to deliver areas that aren't under local government ie primary and secondary schools, public transport and policing levels?	The Victorian Electoral Commission is responsible for the conduct of Council elections. Any complaints relating to candidate conduct should be made to the VEC or the Local Government Inspectorate as they are the responsible authorities for these matters.
<b>Submitter: David O'Connor</b>	
<b>Question Asked of Council</b>	<b>Response</b>
Why does the current Melton City Council Advocacy Priorities publication (March 2024) overlook the potential of Diggers Rest with respect to the development of commercial and employment opportunities, especially given its access to existing road and rail infrastructure and its proximity to Melbourne Airport?	Council's Advocacy Priorities document outlines the major investment asks from the Victorian and Australian Governments to create more jobs close to home, more accessible transport, better health and wellbeing outcomes, improved education opportunities and a more sustainable city that will improve liveability for the City of Melton community. The document is not intended to be an exhaustive list of all advocacy programs currently being undertaken.
<b>Submitter: David O'Connor</b>	
<b>Question Asked of Council</b>	<b>Response</b>
What is the current status of the Melton City Council Dog Off Lead Strategy?	Officers are conducting a review of the Dog Off Lead Strategy following feedback from Councillors via a Briefing of Councillors. The revised draft strategy will be presented at a future Council meeting for Council to endorse the draft for community consultation.

## 12. PRESENTATION OF STAFF REPORTS

### 12.1 PLUMPTON AQUATIC AND LEISURE CENTRE - FINAL DRAFT DESIGN REPORT (MASTERPLAN)

**Author: Caterina Ciciulla - Head Major Project Delivery**  
**Presenter: Neil Whiteside - Director City Delivery**

#### PURPOSE OF REPORT

To provide an update on the Plumpton Aquatic and Leisure Centre Project – Masterplan Phase and seek Council’s approval of the Plumpton Aquatic and Leisure Centre – Final Draft Design Report (Masterplan) and associated Cost Plan.

#### RECOMMENDATION:

That Council:

1. Note the Plumpton Aquatic and Leisure Centre – Draft Masterplan Consultation Outcomes Report at Appendix 1.
2. Approve the Plumpton Aquatic and Leisure Centre – Final Draft Design Report (Masterplan) at Appendix 2, including approval of the following additional/revised scope:
  - a. 2<sup>nd</sup> floor meeting/function space and roof deck, and
  - b. inclusion of a 2<sup>nd</sup> learn to swim pool and adjustment to the 50M pool from 10 to 8 lanes.
3. Note the Cost Plan for the Plumpton Aquatic and Leisure Centre Project – Masterplan Phase, including the additional scope of the 2<sup>nd</sup> floor meeting/function space and roof deck, addition of a 2<sup>nd</sup> learn to swim pool and adjustment to the 50M pool from 10 lanes to 8 at Confidential Appendix 3.
4. Note the update on the prospective tenant public Expression of Interest process for the Plumpton Aquatic and Leisure Centre Project.
5. Note Council officers will progress the Plumpton Aquatic and Leisure Centre Project, including the schematic design and subsequent release of the project for Expression of Interest for a head contractor.
6. Note Council officers will update the Plumpton Aquatic and Leisure Centre Business Case based on the Plumpton Aquatic and Leisure Centre – Final Draft Design Report (Masterplan).

#### Motion

Crs Abboushi/Farrugia.

That Council:

1. Note the Plumpton Aquatic and Leisure Centre – Draft Masterplan Consultation Outcomes Report at Appendix 1.
2. Approve the Plumpton Aquatic and Leisure Centre – Final Draft Design Report (Masterplan) at Appendix 2, including approval of the following additional/revised scope:
  - a. 2<sup>nd</sup> floor meeting/function space and roof deck, and
  - b. inclusion of a 2<sup>nd</sup> learn to swim pool and adjustment to the 50M pool from 10 to 8 lanes.

3. Note the Cost Plan for the Plumpton Aquatic and Leisure Centre Project – Masterplan Phase, including the additional scope of the 2<sup>nd</sup> floor meeting/function space and roof deck, addition of a 2<sup>nd</sup> lane to swim pool and adjustment to the 50M pool from 10 lanes to 8 at Confidential Appendix 3.
4. Note the update on the prospective tenant public Expression of Interest process for the Plumpton Aquatic and Leisure Centre Project.
5. Note Council officers will progress the Plumpton Aquatic and Leisure Centre Project, including the schematic design and subsequent release of the project for Expression of Interest for a head contractor.
6. Note Council officers will update the Plumpton Aquatic and Leisure Centre Business Case based on the Plumpton Aquatic and Leisure Centre – Final Draft Design Report (Masterplan)..

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

Cr Abboushi called for a division thereby setting aside the vote.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

The Mayor declared the Motion CARRIED UNANIMOUSLY

---

## REPORT

### 1. Executive Summary

This report seeks to provide an update to Council on the Plumpton Aquatic and Leisure Centre (PALC) Project – Masterplan Phase and to seek Council's approval of the PALC Project – Final Draft Design Report (Masterplan).

At the Council Meeting on 22 April 2024, Council considered an update on the PALC Project – Masterplan Phase and resolved as follows:

*That Council:*

1. *Note the Plumpton Aquatic and Leisure Centre Project – Draft Design Report (Masterplan) at Appendix 1.*
2. *Note the Plumpton Aquatic and Leisure Centre Project – Draft Design Report (Masterplan) at Appendix 1 includes an additional opportunity with an additional floor for a Meeting/Function Space with Roof Deck for further investigation and consideration by Council for inclusion in the project scope.*
3. *Endorse the Plumpton Aquatic and Leisure Centre Project – Draft Design Report (Masterplan) at Appendix 1 for community consultation.*
4. *Receive a further report on the Plumpton Aquatic & Leisure Centre Project – Final Draft Design Report (Masterplan), including the outcomes from the community consultation and investigations on the additional floor for a Meeting/Function Space with Roof Deck, for consideration for approval.*

This report includes the outcome of the community consultation, engagement with aquatic centre operators and industry bodies on the PALC Draft Masterplan, details on the further investigations on the additional floor for a meeting/function space and roof deck and an updated PALC Final Draft Masterplan, including proposed scope changes including the addition of a 2nd learn to swim (LTS) pool and adjusted of the 50m pool from 10 to 8 lanes.

## 2. Background/Issues

### 2.1 Background

The PALC is located on 3.6 hectares on Beattys Road in Fraser Rise. It will be a destination for physical activity, participation, and community connection with a focus on accessibility and inclusion.

At the Council Meeting on 26 June 2023 Council considered and endorsed the PALC Component Schedule which has been used as the basis for the development of the PALC Masterplan.

Following that key milestone, the consultant team was appointed as follows:

- At the Council Meeting on the 25 September 2023 Council awarded a contract to RP Infrastructure for Project Management, Quantity Surveying and Superintendent Services to assist in the delivering of the PALC.
- At the Council Meeting on the 30 October 2023 Council awarded a contract to William Ross Architects to design the PALC.
- Senate SHJ have also been appointed as the communications consultant to assist Council in communications and engagement for this important project.

The appointments of the consultant team have allowed the project to progress to the master planning phase with work commencing in January 2024, including the establishment of the governance structure to ensure consultation and decision-making processes are clearly defined.

On 5 February 2024 at the Informal Briefing of Councillors a Workshop was held with Councillors to seek feedback on the key design principles that would inform the PALC Masterplan Phase.

The consultants then worked closely with Council officers across the organisation and subject matter experts through the Project governance model in the development of the PALC Masterplan.

On 18 March 2024 at the Informal Briefing of Councillors an update was provided to Councillors on the PALC Preliminary Draft Masterplan to seek feedback and comments. The presentation included the following:

- A review of the outcomes of the Design Principles Workshop held on the 5 February 2024.
- An overview of the site analysis and explanation of the short and longer term surrounding developments.
- An explanation of the progress on the PALC Draft Masterplan, including key elements and general site arrangements.
- An overview of accessibility and inclusion elements.
- Outdoor water options.

On 15 April 2024 at the Informal Briefing of Councillors a further update was provided to Councillors on the PALC Preliminary Draft Masterplan, including the opportunity of an additional floor to provide a meeting/function space with roof deck.

At the Council Meeting on 22 April 2024, Council considered an update on the PALC Project – Masterplan Phase and resolved to endorse the PALC Draft Masterplan with the additional opportunity of a meeting/function space and roof deck for community consultation.

It was also noted that a further report on the PALC Project – Final Draft Masterplan, including the outcomes from the community consultation and investigations on the additional floor for a meeting/function space with roof deck, would be presented to Council at a future Council Meeting.

Given Council's resolution at the Council Meeting on 22 April 2024, Council officers conducted the community consultation on the PALC Draft Masterplan in April and May 2024 and also undertook further investigations, including cost analysis, timing, and authority approvals into the additional floor for a meeting/function space with roof deck.

An updated PALC Final Draft Masterplan has been prepared and includes changes to the design that address the outcome of the community consultation and stakeholder engagement, engagement with aquatic centre operators and industry bodies and further development of the meeting/function space and roof deck and consideration of a 2nd LTS pool and an adjustment to the 50m pool from 10 to 8 lanes.

### **2.1.1 Council's Vision for PALC**

PALC will be focussed on wellbeing, accessibility and inclusion featuring Australia's first water sensory area. It will be a destination for physical activity, participation, community connectivity and fun. The concept for the PALC is based on our community's needs – addressing the significant allied health service gaps and providing meaningful all-abilities access to the aquatic sensory experience.

### **2.1.2 Masterplan Update**

#### *Overview of the Masterplan Phase*

The aim of the Masterplan Phase is to align design, sustainability and operational aspirations with project delivery and capital expenditure. The result will be a plan to deliver a robust, flexible and exciting solution that brings the community along on the journey, engendering pride and ownership and creating a sense of belonging.

The Masterplan and Concept Design have been developed from January to June 2024 and led by Council's appointed architects, Williams Ross Architects.

Community feedback on the PALC Draft Masterplan and Design Principles has informed the PALC Final Draft Masterplan with proposed changes detailed below (Section 2.2.1 – Final Draft Masterplan).

#### *Design Principles*

Design Principles enrich the facility brief and guide the design. Importantly, they provide an assessment framework with which to critique the design and design decisions at each stage. Design Principles are unique to each project, each site and each community.

The Design Principles below have been developed in consultation with the key stakeholders and were included in the community consultation. They help articulate the projects' narrative and aspirations.

- Inclusive and Accessible
- Building a Healthy Community
- Building a Connected Community
- Connecting to place

- Sustainable and Affordable

The primary function of the PALC Project is to provide a high-quality venue for:

- Recreational casual and social use of the aquatic and health fitness and wellness areas
- Inclusive sensory spaces for aquatic and dry activities
- Aquatic based competition/formal activities
- A range of health, fitness and recreation based activities
- Ancillary facilities including warm water pool, sauna, spa and steam rooms
- Flexible lounge / multi-purpose spaces
- Allied Health tenants
- Adjoining public realm

The Masterplan has considered short and long term development of the area in alignment with the Plumpton PSP to ensure the site continues to function well into the future.

### *Design Concept*

Council's aspirations for the design for the PALC has overwhelmingly been for a facility that welcomes its diverse community and creates a place for people of all abilities to feel comfortable and participate.

Architectural expression has the ability to add meaning to everyday experience and using a metaphor to drive design decisions can help enrich the experience. For the design team, the emphasis on diversity and inclusion for this project has evoked ideas of patterns and textures inspired by the practice of weaving.

The practice of weaving is common across many cultures and communities. It is familiar and warm and unifies varied expression. This idea will help inform design choices such as form, material and texture as the project moves into detail design.

### **2.1.3 Communications and Engagement Update**

A Communications and Engagement Plan has been developed to ensure the timely communication and engagement activities with the community and stakeholders throughout the project.

Consultation with the community and specialist stakeholders on the PALC Draft Masterplan occurred between April and June 2024. The findings from these consultations have assisted in fine-tuning the functional layouts and inform the current design.

Community consultation feedback showed a very high level of support for the PALC among the community, this was shown by:

- The high level of participation in a community survey and overwhelmingly positive sentiment in both quantitative and qualitative data
- The strong positive rating for the five design principles
- The high level of endorsement of all facilities
- The stated intention of participation in the range of services that will be available.
- The engagement in the opportunity to provide comment – there were over 1,700 comments made by the 1,002 participants which have been considered as the design is finalised.



For members of the community, the PALC will be a valued destination where they can enjoy a range of settings and activities. The PALC has been designed as a community facility where members can participate in physical activity, recreation and wellness in an accessible and inclusive place.

Refer to **Appendix 1 – PALC Draft Masterplan Consultation Outcomes Report**.

## **2.2 Issues**

### **2.2.1 Masterplan Update**

#### *Masterplan Consultation*

On the 23 April 2024 the PALC Draft Masterplan was released for consultation. During that time the project team received feedback from the community, facility operators and industry bodies. The project team also met with Christchurch City Council to obtain insight into the design of the sensory pool. Operator consultation on the masterplan design and operating functionality included the following organizations.

1. BlueFit
2. Belgravia Leisure
3. Aligned Leisure
4. YMCA
5. Clublinks
6. Brimbank Leisure Team

To ensure that there was no conflict of interest, engagement with operators was conducted by Council's Architects and Otium, the consultant appointed by Council to prepare the business case.

The outcome of this consultation has led to proposed changes to the Masterplan that will improve the customer experience, centre operations, reduce operating costs and increase revenue for Council.

#### *Meeting/Function Space and Roof Deck*

Since the Informal Briefing of Councillors on 15 April 2024 where the initial concept of the 2nd floor meeting/function space with roof deck was introduced to Councillors and following the Council Meeting on the 22 April 2024 where the PALC Draft Masterplan was endorsed by Council for community consultation, with the inclusion of the 2nd floor meeting/function space, the project team have continued to review the feasibility of this additional space.

Cost, structure and services have been reviewed and based on available building and site facilities; the meeting/function space will be able to cater for a maximum capacity of 400 people at any one time. The meeting/function space will be serviced by a kitchen that provides reheat facilities, an additional lift, stairs and toilet facilities.

#### *Gym Update*

Through the consultation process with Council's recreation team and operators it was determined that the gym would be better relocated on the ground floor and group fitness rooms located on the first floor. The group fitness rooms have been located adjacent to the commercial allied health space allowing for future expansion for either service.

*Pool Hall Update*

Following community consultation and engagement with operators and industry bodies the consistent feedback is that the demand for learn to swim (LTS) is not being met at aquatic centres that provide one LTS pool. The PALC Draft Masterplan presented to Council on 22 April 2024 includes a LTS pool that can cater for 3,105 students and is larger than the LTS pool at the Brimbank Aquatic and Wellness Centre (BAWC). During consultation with operators the team were advised that all centres that have one LTS pool have long waitlists.

Melton waves currently caters for 1,254 LTS students and has a waitlist of 440. The Melton Waves operators have indicated that the ideal capacity would be for at least 5,000 students.

BAWC's LTS program caters for 4,300 students and has a waitlist of 570, noting the LTS pool is over capacity.

To address this issue some centres have retrofitted false floors in their 50M pool to cater for the demand or considered utilising the warm water pool as overflow for swim lessons. Given the high demand, usage and popularity of the warm water pool in all centres this is not a recommended solution. During community consultation 90% of survey respondents identified that the warm water pool for therapy and rehabilitation was most important.

Operators have recommended that PALC should consider designing a LTS solution that caters for 6,000 students, this would allow for future growth. To accommodate this an alternative option has been included in the PALC Final Draft Masterplan that shows two LTS pools and a 50M pool that has been reduced from 10 lanes to 8 lanes. This reduction in size of the 50M pool will not affect the ability to hold school carnivals and is considered a regional facility.

The following data has been prepared by Otium to support decision making on the LTS options. The data assumes programming both the LTS and 50M pool for swim lessons. The figures included in Table 1 are built on the following assumptions.

- 90% of Melton Waves Learn to Swim enrolments of 1,254 (90% 1,129) students move across to PALC based on the closure of the Centre for redevelopment.
- No LTS competitors are established in the catchment when PALC opens in 2028
- Population growth rate between 2021 – 2027 for 0-14 year age groups is 33.5%
- Discounted business growth in year one of (95%) and year two of (98%) with year three being 100% of anticipated demand. The future years will then be impacted by population growth in line with the estimated growth projections.

*Table 1 - LTS Population Penetrations Assumptions*

Total Population Penetration Method	Total Catchment Population 2021	Melton Forecast Population 2027 (33.5% growth)	Benchmark Penetration Assumption	Total Adjusted Catchment	LTS Demand Potential Assumption
Age Group					
Age 0 to 4	8,764				
Age 5 to 9	9,826				
Age 10 to 14	9,817				
<b>Total</b>	<b>28,407</b>	<b>37,923</b>	<b>7.70%</b>	<b>2,920</b>	<b>2,920 (say 3,000)</b>

The financial modelling assumptions are:

- Average Price per lesson - \$22
- Average Number of kids per class – 5 students
- Average length of each class – 30 minutes
- Number of weeks per year – 48 week program
- LTS teacher hourly rate of \$38.00 + 20% oncosts

The inclusion of one LTS pool in conjunction with the 50M pool programmed for swim lessons allows the centre to cater for capacity and revenue as follows:

*Table 2 - Learn to Swim Modelling Estimates\**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	95%	98%	100%
Students per week	2,850	2,940	3,000
Price per student (adjust by 3% CPI each year)	\$22	\$22.66	\$23.34
Participants per year	136,800	141,120	144,000
<b>LTS Gross Income projections</b>	<b>\$3,009,600</b>	<b>\$3,197,779</b>	<b>\$3,360,931</b>
Direct staffing cost incl 20% oncosts (LTS Teachers)	\$623,808	\$662,812	\$696,629
LTS Net Income Projections (excluding other operational costs*)	\$2,385,792	\$2,534,967	\$2,664,302

*\*Note: this table does not include other operating costs such as management staff, power, water and equipment costs.*

#### Option 2 – Two LTS pools and 50M pool (alternative PALC Draft Masterplan option)

The inclusion of two LTS pools in conjunction with the 50M pool programmed for swim lessons allows the centre to cater for future growth. Based on the catchment data and population growth projected over the first 3 years it is estimated that PALC will reach capacity after year 3 when the estimated student numbers exceed 3,000, the maximum capacity for one LTS pool.

It should be noted this is a potential capacity analysis only, for the purposes of comparison. Updated financial modelling will occur in July/August 2024, subject to Council's approval of the PALC Final Draft Masterplan. The updated Business Case will confirm the estimated demand based on population/catchment forecasts for 2027, noting that the population and catchment when the facility first opens will not be fully realised and therefore the actual revenue until catchment size is reached will be less than indicated above.

The provision of two learn to swim pools and the 50M pool will support a LTS market of 7,000 participants which will future proof the facility for the estimated population catchment over the next 15 to 20 years.

The two pools would be designed as follows:

LTS 1 pool would be 1.0m to 1.4m deep and would cater for

- 9 lanes each 2m wide
- Caters for mid primary age learners
- This depth can also provide capacity for additional aqua-aerobics or structured activities

LTS 2 pool would be 0.9m to 1.2m deep and would cater for

- 9 lanes each 2m wide
- Caters for youngest learners
- Located next to the splashpad to create a 'play zone'
- Provides for maximum recreation use and can be used as a recreation pool during non-peak times.

Recreation water is an important form of introduction to water safety, particularly for CALD communities. Through the community consultation survey 87% of survey responses cited that the LTS facilities were the most important.

*Final Draft Masterplan*

Feedback during community consultation on the PALC Draft Masterplan was overwhelmingly positive and has informed and enriched the brief and design.

After review and consideration, the following changes have been incorporated into the PALC Final Draft Masterplan in response to community feedback for Council's consideration:

- Addition of a second Program Pool for Learn to Swim (LTS) and Aqua-aerobics
- Reduction of the 50M pool from ten lanes to eight to accommodate the second LTS pool.
- Relocation of the Gym to the ground floor and Group Fitness to the first floor
- Refinement of the Aquatic Sensory space layout
- Increased car parking
- The 2nd floor – meeting/function space and rooftop deck

Refer to **Appendix 2 – PALC Final Draft Design Report (Masterplan)**.

**2.2.2 Prospective Tenant Public Expression of Interest Process**

To identify potential tenants for the PALC a public EOI was released on 19 March 2024 and closed on 26 April 2024.

The purpose of the public EOI was to ensure that there was an opportunity to provide organisations and businesses the opportunity to express interest in co-locating in the PALC.

In 2023 when Council met with prospective tenants for the Cobblebank Community Services Hub (CCSH) Project, several tenants expressed interest in locating in both the CCSH and PALC facilities. The public EOI provided an opportunity for those who had informally expressed interest to formally submit an EOI with their requirements for PALC.

The outcome of the public EOI resulted in 3 organisations responding with the following requests:

- Total exclusive tenancy space – 1,000m<sup>2</sup>
- A social enterprise Café operator

This early market testing has resulted in potential interest for 50% of the commercial space and a Café operator.

### **2.2.3 Cost Plan Update**

An updated PALC Masterplan/Concept design Cost Plan has been developed.

The Cost Plan includes the cost of the development based on the component schedule agreed by Council on 26 June 2023 and the cost of the additional components for Council to consider. These additional components are the 2<sup>nd</sup> floor meeting/function space with roof deck and the inclusion of a 2<sup>nd</sup> LTS pool and adjustment to the 50M pool.

The Cost Plan includes allowances for 5 star green star, design and construction contingency and cost escalation during and up to the end of construction.

Refer **Appendix 3 – Confidential PALC Cost Plan – June 2024** and **Appendix 4 – Confidential PALC Financial Details – June 2024** for a breakdown of the key components and costs.

### **2.2.4 Proposed Timelines – Plumpton Aquatic and Leisure Centre**

The current milestone dates for PALC are set out in Table 4. Currently the project is on track to open in Quarter 1 2028.

*Table 4 - Project Milestones (Estimated)*

Milestone	Date (Estimated)	Status
Land acquisition	December 2023	COMPLETED
Preliminary site investigations	January 2024	COMPLETED
Masterplan and concept design	January – July 2024	IN PROGRESS
Business Case update	August 2024	
Schematic and design development	August 2024 – June 2025	
Construction	November 2025 – late 2027	
PALC opens	Early 2028	

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

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

1. A safe City that is socially and culturally connected

*1.4 A City that promotes positive public health and wellbeing outcomes to our community.*

## **4. Financial Considerations**

### **4.1 Financial Modelling**

Subject to Council's approval of the PALC Final Draft Design Report (Masterplan) and associated Cost Plan, Council officers will prepare the financial modelling.

The updated PALC Business Case is also scheduled to be completed in August 2024.

#### **4.2 Funding Source**

Council's 2024/25 Capital Works Budget has allocated funding of \$9.6M to progress the PALC Project in 2024/25, noting additional funding has been allocated in future financial years.

Subject to Council's approval of the PALC Final Draft Design Report (Masterplan) and associated Cost Plan, Council officers will develop a proposed funding source to be presented to Council at a future meeting.

#### **4.3 Addressing cost risk**

To ensure that a robust project budget has been established Council have engaged a qualified quantity surveyor who has provided cost planning at each phase of the project. The Cost Plan addresses the financial risk associated with delivering this project. The project budget includes provision of sufficient contingency to cover known risks such as rock removal and cost escalation through to the end of construction to address future cost risk and ensure that the PALC can be delivered on budget.

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

As per Council's resolution dated 22 April 2024, Council officers have completed extensive community consultation and stakeholder engagement on the PALC Draft Masterplan.

Community consultation feedback showed a very high level of support for the PALC among the community.

Refer to **Appendix 1 – PALC Draft Masterplan Consultation Outcomes Report**.

Council officers will continue to provide project updates to the community via Council's website and other media channels.

### **6. Risk Analysis**

The following measure have been put in place to reduce or eliminate the risk to Council for this project:

1. Council has engaged a superintendent that is qualified and experienced in delivering projects of this size and complexity. The role of the superintendent will be to oversee the building works, monitor the construction budget and ensure that works are carried out in a safe manner and.
2. To ensure that a robust budget has been established Council have engaged a qualified quantity surveyor who has provided cost planning at each phase of the project. Sufficient contingency for construction related issues have been included in the budget. The budget has been developed to include cost escalation up to the end of construction. This will ensure that we can deliver a project on budget and takes into account the increase in construction costs up to the end of construction.
3. To support the delivery of the project an external project manager, quantity surveyor and superintendent have been appointed to ensure that the delivery of the design and construction phase are delivered on time and within budget.
4. A public EOI process was undertaken to ensure that the building would have sufficient tenants to align with the Business Case.
5. An updated Business Case and financial model will be prepared to align with the project scope.

## 7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Not proceed with the officers' recommendation and determine an alternative course of action.

## LIST OF APPENDICES

1. PALC Draft Masterplan Consultation Outcomes Report - June 2024
2. PALC Final Draft Design Report (Masterplan) - June 2024
3. PALC Cost Plan - June 2024 - **CONFIDENTIAL**
4. PALC Financial Details - June 2024 - **CONFIDENTIAL**

senate **shj** grounded in  
smart thinking



June 2024

Plumpton Aquatic and  
Leisure Centre  
consultation report

Prepared by SenateSHJ





## Table of contents

---

<b>Executive Summary</b>	<b>3</b>
<b>Project context and purpose of consultation</b>	<b>4</b>
<b>Methodology</b>	<b>5</b>
<b>Findings and data</b>	<b>9</b>
<b>Appendix 1 – Survey and pop-up promotion</b>	<b>32</b>

## Executive Summary

---

The City of Melton will construct a new aquatic and leisure centre in Plumpton, scheduled to open in Q1 2028. The consultation detailed in this report shows there is a very high level of support for the Plumpton Aquatic and Leisure Centre among the community across the City of Melton, shown by:

- The high level of participation in a community survey and overwhelmingly positive sentiment in both quantitative and qualitative data
- The strong positive rating for the five design principles
- The high level of endorsement of all facilities
- The stated intention of participation in the range of services that will be available
- The engagement in the opportunity to provide comment – there were over 1,700 comments made by the 1,002 participants.

For members of the community, the Centre will be both a valued destination where they can enjoy a range of settings and activities, as well as a place they go to complete a transactional activity such as a wellness class.

Consultation with the community and specialist stakeholders on the draft masterplan for the Centre occurred during May and June 2024. The findings from the community and specialist stakeholder consultations have helped fine-tune the functional layouts and inform current best-practice.

## Project context and purpose of consultation

---

The City of Melton will construct a new aquatic and leisure centre in Plumpton, scheduled to open in Q1 2028.

The Plumpton Aquatic and Leisure Centre (PALC or the Centre) will offer inclusive and accessible facilities which support a healthy, active, and connected community. These include a range of indoor pools of different depths and water temperatures, splash play areas, water slides, spas, a sauna, sensory aquatic space, outdoor interactive water play with beach-style access, change facilities, health and fitness areas, allied health spaces, an event space, and a café.

Consultation with the community and specialist stakeholders on the draft masterplan for the Centre occurred during May and June 2024.

In the community consultation, feedback was sought on the design themes, the importance of individual services and facilities and how the community see themselves using the Centre.

Two Operational Workshops were held on the 24th and 30th May 2024 and were attended by representatives of the City of Melton, and project consultants: RPI, Otium, Williams Ross Architects and SenateSHJ. The discussions at these workshops resulted in some changes to the project overall, as well as to aquatic and dry spaces.

Consultation with specialist stakeholders e.g. external operators and other Council facility operators, was conducted by Otium and Williams Ross Architects during June 2024.

The findings from the community and specialist stakeholder consultations have helped fine-tune the functional layouts and inform current best-practice.

## Methodology

---

The community consultation was undertaken using a survey that contained both quantitative and qualitative questions. The survey was promoted through a media release, social media posts and staffed and static information stands. Throughout the consultation period, SenateSHJ worked closely with City of Melton staff to ensure that all avenues to create awareness of the opportunity to complete the survey were maximised.

The terminology used by respondents is used verbatim in this report, noting that some phrases, such as prayer room, will be adjusted to reflect the diversity of potential users. Minor edits for spelling or clarity have been made.

Quotes included in this report are a selection of what was considered to be representative of the total of comments for each question.

### Online survey

An online survey was developed for residents in the local community to provide input on the project and feedback on the draft masterplan.

The online survey was open between 23 April 2024 and 21 May 2024.

In total, 1,002 people responded to the survey. Some questions were not answered by all participants, so the response rate varies in the charts on the following pages.

The online survey asked respondents the following questions:

1. How important are each of the five design principles to you?
2. Which of the facilities in the draft masterplan are the most important to you?
3. Please indicate how likely you are to participate in any of the following services or programs?
4. Are there other services or programs you would like to participate in?
5. When you think about visiting the Centre in the future, who would you be likely to visit with (e.g. friends, family, sporting group, other)? *Please select all that apply.*
6. How are you likely to travel to and from the Centre?
7. How you'd like the Centre to make you feel after visiting it?
8. What would encourage you to make use of the Plumpton Aquatic and Leisure Centre (e.g. fees, opening times, program variety)?
9. Is there anything else you'd like to share about the proposed design of the centre?

### Information pop-ups

Five information pop-ups about PALC were held in different locations in the City of Melton (see details in Appendix 1) to provide the community with an opportunity to discuss the draft masterplan, ask questions, provide feedback, and participate in the survey.

Visitors to the pop-ups had the opportunity to answer on a poster, "How would you like to feel after visiting the Centre?"

The pop-ups were attended by City of Melton Councillors and staffed by City of Melton and Williams Ross Architects. SenateSHJ co-ordinated the pop ups and staffed each one.

There were approximately 130 people who attended the pop-ups across the five locations.

**Static displays**

Information was provided via static information displays at the following locations:

- Caroline Springs Library and Learning Hub
- Fraser Rise Community Centre.
- Melton Civic Centre
- Melton Waves

Flyers and posters were on display at each location. A full wall display (see Figure 1) was set up in the Melton Civic Centre to showcase the overall project.



Figure 1: Wall display located at Melton Civic Centre.

**Demographics of survey participants**

The majority of people who participated in the survey completed demographic questions in addition to those listed above and the results are detailed below. Although this survey was not designed to capture the views of a representative sample of the Melton community, and it should not be interpreted in this way, it represents a good cross section of the community.

### Demographics

Gender	Total
Male	30%
Female	69%
Prefer not to say	1%
<b>Sample size</b>	<b>849</b>

Age	Total
16-24 years old	5%
25-34 years old	30%
35-44 years old	41%
45-54 years old	15%
55-64 years old	6%
65 years old and above	2%
Prefer not to say	1%
<b>Sample size</b>	<b>848</b>

Employment Status	Total
Employed full-time	62%
Employed part-time	18%
Self-employed	3%
Small business owner	3%
Not employed, but looking for work	1%
Not employed, and not looking for work	0%
Retired	3%
A student	2%
Home duties / stay at home parent	6%
Prefer not to say	2%
<b>Sample size</b>	<b>836</b>

### Background and language

Non-English-speaking background or Aboriginal / Torres Strait background	Total
Yes, non-English speaking	19%
Yes, Aboriginal and/or Torres Strait Islander	1%
No, neither	77%
Prefer not to say	3%
<b>Sample size</b>	<b>819</b>

Language other than English	Total
Yes	36%
No	62%
Prefer not to say	2%
<b>Sample size</b>	<b>842</b>

Main language other than English	Total
Filipino (Tagalog)	17%
Telugu	9%
Arabic	8%
Punjabi	8%
Hindi	7%
Macedonian	6%
Turkish	5%
Spanish	5%
Croatian	5%
Maltese	4%
Vietnamese	3%
Greek	3%
Italian	3%
Mandarin	2%
Cantonese	2%
Nepali	1%
Others	4%
Prefer not to say	2%
<b>Sample size</b>	<b>292</b>



## Findings and data

---

### Key findings

There is a very high level of support for the Centre among the community, shown by:

- The high level of participation in the survey and overwhelmingly positive sentiment in both quantitative and qualitative data
- The strong positive rating for the five design principles
- The high level of endorsement of all facilities
- The stated intention of participation in the range of services that will be available
- The engagement in the opportunity to provide comment – there were over 1,700 comments made by the 1,002 participants.

For members of the community, the Centre will be both a valued destination where they can enjoy a range of settings and activities, as well as a place they go to complete a transactional activity such as a wellness class.

“

“Just a relaxing atmosphere, a blend of mixing with the crowd and some quiet or semi-quiet space to just relax and recharge.”

“I like the upstairs area. Would be good to sit with the laptop and coffee and do some work... meeting rooms would be nice, small conference rooms maybe, tie into the large entertainment spaces.”

“24/7 gym access with a gym that isn't overly busy and provides a good gym experience.”

As part of this dual role, the Centre must present itself as an inclusive place where everyone is welcome, and people feel connected to their local community – including people with disabilities, various cultural and religious needs, and gender considerations.

“

“The Centre should make me feel relaxed, connected to others and it should feel inclusive and accessible.”

Some members of the community identified the Centre as having a key role in supporting a broader wellness and recreation precinct.

“

“It would be great to have some other sport courts such as futsal [football], basketball, tennis, other courts, and associated programs/sessions. Arts and crafts for kids. Kid library and [an] all-abilities type of play space or a sensory garden experience.”

The cost of access to the Centre is, unsurprisingly, important to the community with a number of suggestions that fees should be lower for ratepayers and/or residents, older and younger users or those who make an important contribution to the community.

“

“Discounts for volunteers within the City of Melton area, such as CFA or SES.”

The word cloud below indicates the most frequently used words that came up when describing the way survey participants wanted to feel when visiting the Centre.





## Community overview and user personas

### About the City of Melton and its residents

- The City of Melton is one of the fastest growing municipalities in Australia. The total population at the time of the last census (2021) was 178,960 and between 2021 and 2051 is expected to more than double.<sup>2</sup>
- The population of Fraser Rise, where the Centre will be located, recorded a population of 9,305 in 2021 and is forecast to grow to 36,353 by 2051. This is expected to be the second largest suburb in the City of Melton, behind Cobblebank – Strathtulloh.<sup>2</sup>
- The median age of someone living in Melton is 33 years and there are 46,567 families in the City of Melton.<sup>1</sup>
- Nearly half of the population (45%) speak a non-English language at home with the top languages spoken other than English being Punjabi (5.9%), Vietnamese (2.5%), Arabic (2%) and Hindi (2%). Households where only English is used at home is 54.3%.<sup>1</sup>
- 1.2% of the population identifies as Aboriginal and/or Torres Strait Islander. <sup>1</sup>

---

<sup>1</sup> Australian Bureau of Statistics 2021 Census data

<sup>2</sup> .IDCommunity – <https://forecast.id.com.au/melton/population-summary>

## Personas

### Family from a CALD community



"[I want to feel] proud of my community. That the time I spend in the Centre was worth it. That my children had fun with a selection of things to do... A place where our family can make memories."

#### Profile

- Family made up of a mum (35 years old), dad (36 years old), as well as 4-year-old and 9-month-old daughters.
- Practicing Muslim family committed to upholding traditions.
- Arabic is main language spoken at home.
- Dad is in full-time employment and mum undertakes full-time home duties.

#### Planned use for the Centre

Mum is regularly on the lookout for activities to share with her kids, particularly during the week when dad is at work. She has a close community of friends who also have young children and needs family-friendly spaces where they can play and have fun. Mum is also looking to get back into exercise after having a baby. Dad will primarily use the Centre outside of work hours, particularly for swimming which he enjoys. The family will attend together and with friends on weekends.

#### Vision for the Centre

Together, they are looking for a space to make family memories. They're looking for an affordable, clean and fun atmosphere that provides a range of age-friendly activities, and where they can gather with friends in an inclusive and culturally sensitive Centre that reflects their religion and traditions.

#### Amenities that will help realise that vision

- Family change rooms that accommodate adults, young children and babies, with enough space for everyone to be together.
- Prayer rooms/spaces to uphold religious requirements.
- Separate men's and women's swimming times and/or lanes, and separate fitness classes to accommodate modesty needs.
- Multi-language signage.
- Affordable café with culturally sensitive foods.
- Images and artwork that reflect different cultures.
- Indoor and outdoor pools and play spaces for children.
- Affordable rates and prices at the Centre facilities, including family membership options.
- Ample carparking for all times of the week.



"An all-female swimming session would make it more inclusive."



"I would like to see my daughter happy and excited to return."

## Family from a non-CALD community



"The Centre should make me feel relaxed, connected to others, and it should feel inclusive and accessible."

### Profile

- Mum (42) with 7-year-old son.
- English is only language spoken.
- Mum is employed part-time, and son is in grade 1 at the local primary school.
- Mum has sole care for her son, and balances part-time work, and parental duties.

### Planned use for the Centre

While balancing care for her son and part-time employment, Mum is establishing an exercise routine that fits her lifestyle, especially Pilates and yoga. She is often taking her son to after-school activities, including learn to swim and kids' parties on the weekends. She has a close group of friends and attends their events when she can.

### Vision for the Centre

A safe, fun, and inclusive Centre that provides a variety of facilities for kids and adults alike, helping mum to stay fit and connect with friends while providing her son with fulfilling activities and playtime with his classmates and friends. Mum needs to feel safe at the Centre and is looking for lighting and CCTV to make it accessible at all times of the day.

### Amenities that will help realise that vision

- Family change rooms.
- Outdoor spaces and entertaining areas.
- Kids amenities, including learn to swim, and kids' classes and programs.
- Event spaces for kids and adult events.
- Creche and kids care areas to care for children while they are at the gym.
- Women's only gym areas, and flexible gym timetables.
- Well-lit areas and CCTV to ensure safety when arriving in the morning or leaving in the evening after school hours.
- Ample carparking during busy times after school and on weekends.
- Affordable rates and prices in the Centre.
- Additional sporting and recreation facilities, such as a cricket ground, indoor stadium, arts and crafts, basketball courts, table tennis, volleyball.



"A mix of fun, lively area and another area for relaxing and rejuvenating so one can have the best of both worlds."



"I'd really like to see a creche so I can take my kid while I go to the gym."

## Community members with disability and access needs



"I want to feel that this facility has been built to include [people] with special needs in many different ways."

### Profile

Two brothers (25 and 28) with disabilities.

The 25-year-old is neurodivergent, while the 28-year-old has a physical disability and is a permanent wheelchair user.

The brothers are assisted by full-time support workers during the weekdays and by family members on weekends.

### Planned use for the Centre

The brothers have regular allied health appointments, including physiotherapy and occupational therapy, and currently attend these sessions at a Centre outside the City of Melton. They are keen to reduce travel time, and to establish a community of likeminded people to connect with closer to home. Their support workers and family carers will accompany them, however, don't always attend appointments together.

### Vision for the Centre

An inclusive Centre where people of all abilities and needs are represented, welcome and safe to access healthcare needs, improve health and fitness, and connect with their community close to home. A space where a diverse range of needs are integrated within the Centre, and not as an add-on.

### Amenities that will help realise that vision

- Accessible carparking and entranceways and easy access to public transport and/or shuttles to the Centre.
- Separate entrance for quiet reception for people with sensory needs.
- Separate sensory areas and gardens to support with overstimulation.
- Café spaces and areas for support workers and people to connect and sit during appointments and activities.
- Accessible change rooms with space for a wheelchair, i.e. Changing Places Facilities.
- Tailored programs for people with disabilities, including hydrotherapy, rehab physio and water exercise.
- Images and artwork within the Centre that reflect people of all abilities.
- Disability social skills classes and programs.
- Disability officer/s as a point of contact for people with questions and accessibility needs, and all staff trained in accessibility awareness.
- Concession and companion/carer card discounts.



"Accessibility for people with disabilities, the whole Centre. Everyone deserves to be able to use the Centre equally."

## A general gym goer



"[I am looking for] a state-of-the-art and modern gym and a large functional space where [I] can improve [my] athleticism."

### Profile

- 32-year-old woman.
- Employed full-time, in a hybrid arrangement of both in-office and working from home.
- Focused on health and fitness and has active social life.
- English is her main language. She also speaks Punjabi with her family.

### Planned use for the Centre

She regularly attends gym and a range of exercise classes to maintain health and fitness outside of work hours. She is interested in all types of fitness, particularly high intensity classes and running, and will use the Centre as a new exercise outlet and for potential allied health needs for injury support. She has regular parties and events with friends and colleagues and is always looking for areas to host personal and professional events. Sustainability is an increasing focus for her and would like to see new facilities being built with this in mind.

### Vision for the Centre

A modern, clean space with plants and natural light to exercise, meet with friends, and work. She needs to feel safe regardless of the time of day and is looking for a space that suits her lifestyle – whether it's before- and after-hours gym classes, meeting and gathering spaces, professional and personal event and function facilities, or working spaces for her work-from-home days.

### Amenities that will help realise that vision

- Lighting and CCTV to ensure safety at the Centre.
- Spaces to hold meetings, calls, and work or study from during the day.
- A wide variety of programs and fitness classes and gym amenities, including women's-only areas.
- Meeting rooms, quiet spaces to work, and event spaces.
- Event areas with capacity to hold large amounts of people.
- Extended gym hours, including early mornings and after-work classes or 24/7 access.
- Sustainability, energy efficiency and natural environment factored in.



"Plant-based and sustainable nutrition are essential for good health and the environment."



"Opening times that will accommodate people who work or study for most part of the day and can only make it... before or after work hours."

## An elderly community member



"Just a relaxing atmosphere, a blend of mixing with the crowd and some quiet or semi-quiet space to just relax and recharge."

### Profile

- 65-year-old man.
- Worked for most of his life and recently retired.
- From a non-English background and has lived in the City of Melton for 25 years with his children and now grandchildren.
- Filipino is his main language spoken.

### Planned use for the Centre

As he ages, he is conscious of retaining his fitness and physical ability. He currently attends centres further from home, including Brimbank, and is interested in having physiotherapy, allied health, and rehabilitation swimming amenities closer to home. He spends a lot of time with his children and grandchildren and is active in finding new places to meet with people and connect with others.

### Vision for the Centre

A relaxing, quiet space with natural light and clean environment to attend allied health appointments and maintain physical fitness through rehabilitation and tailored programs. Quiet time in nature and enjoying the surrounding environment in a space that enables families and friends to come together.

### Amenities that will help realise that vision

- Quiet, adult-only spaces.
- Lighting and CCTV to ensure the safe access of the Centre.
- Access to public transport and/or shuttles to and from the Centre.
- Amenities and facilities separate from families and young kids.
- Warm water pools.
- Rehabilitation and tailored fitness programs in the pool and gym.
- Multi-language signage.
- Noise reduction efforts and space away from children.
- Walk-in pools and spas.
- Outdoor spaces to meditate, walk and enjoy nature and the surrounding environment.




"I am an elderly person, so access is important. Maybe improving public transport."



"[I want to] have fun with my grandkids."



## A local university student



"[I would love an] affordable indoor and outdoor pool for lap swimming and a good squad training group."

### Profile

- 18-year-old woman.
- Full-time university student and works part-time.
- From an English-speaking background.
- Lives in the City of Melton with her immediate family.

### Planned use for the Centre

She has recently graduated from a local high school and started studying a bachelor's degree at RMIT University in Melbourne. She got her driver's licence on her 18<sup>th</sup> birthday and drives to her part-time job at a nearby supermarket where she works before and after study hours. She has an active lifestyle and spends time at the gym both by herself and with her friends. They are excited about the Centre as a new place to access weights, functional spaces, and wellness classes such as yoga and pilates. She is interested in a sauna and ice bath to complement this experience.

### Vision for the Centre

An inviting, safe and sustainable multifunctional Centre where her and her friends can maintain their physical fitness through a variety of fitness programs and connect with each other through recreational activities, including swimming and spending time outdoors. She will be arriving at the Centre in early mornings and late evenings to fit around her studies so needs safe access.

### Amenities that will help realise that vision

- Women's only gym areas and flexible gym timetables.
- Saunas, ice baths and massage services to complement her gym efforts.
- Affordable fees, including concession and/or student pricing and options to have gym-only memberships.
- Extended opening hours.
- Well-equipped weights rooms, functional gym spaces and a variety of wellness programs, including yoga and Pilates.
- Adult-only spaces away from kids, lap pools, and adult learn-to-swim.
- Lighting and CCTV to ensure the safe access of the Centre.
- Ample carparking at all times of the day.
- Outdoor recreational swim activities and spaces to connect with friends.



"24/7 saunas and ice baths for fitness and health."



"Opening times and fees being accessible and affordable."



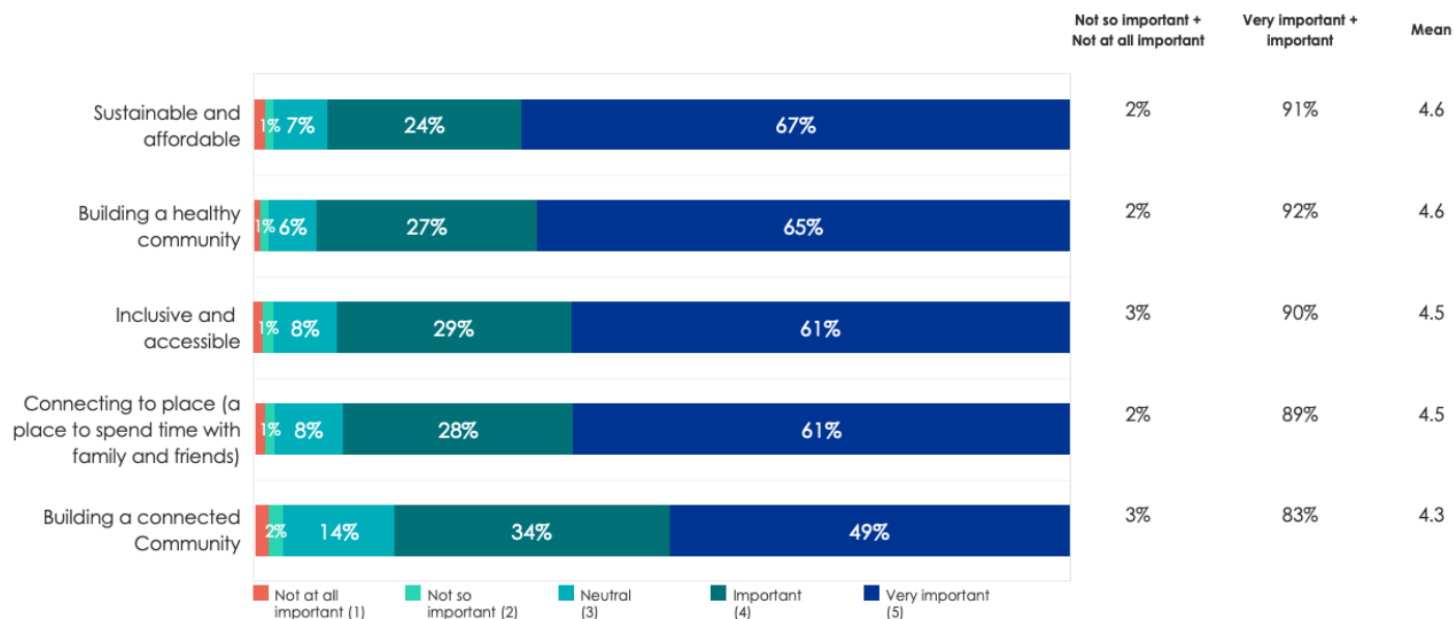
### Quantitative data

There was a total of 1,002 respondents to the survey once the data had been cleaned for any duplication or non-completions (survey opened but no questions answered).

Each question, therefore, has a maximum of 1,002 respondents; with some having fewer if the question was skipped. The total number of respondents to each question here is shown at the bottom of the chart.

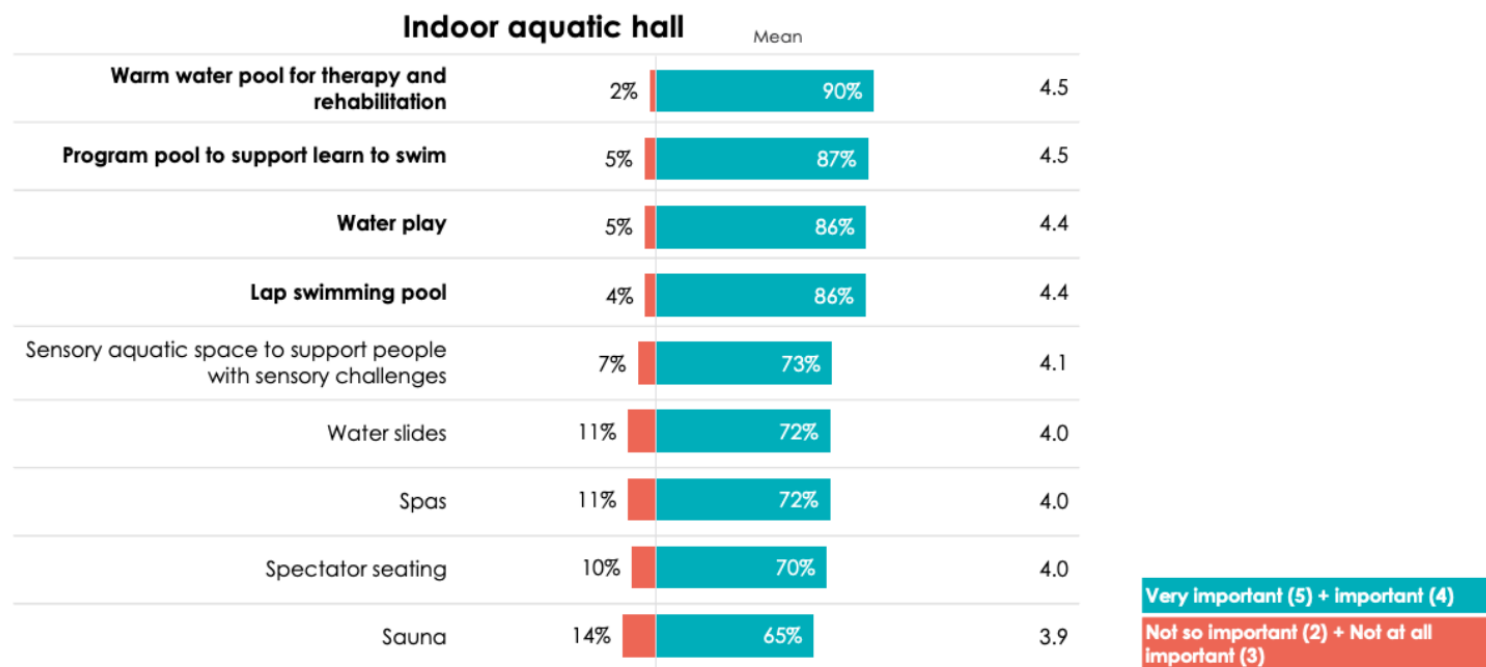
#### Q1. How important are each of the five design principles to you?

Among the five design principles, Sustainable and affordable and Building a healthy community are the two that are most important to the community.

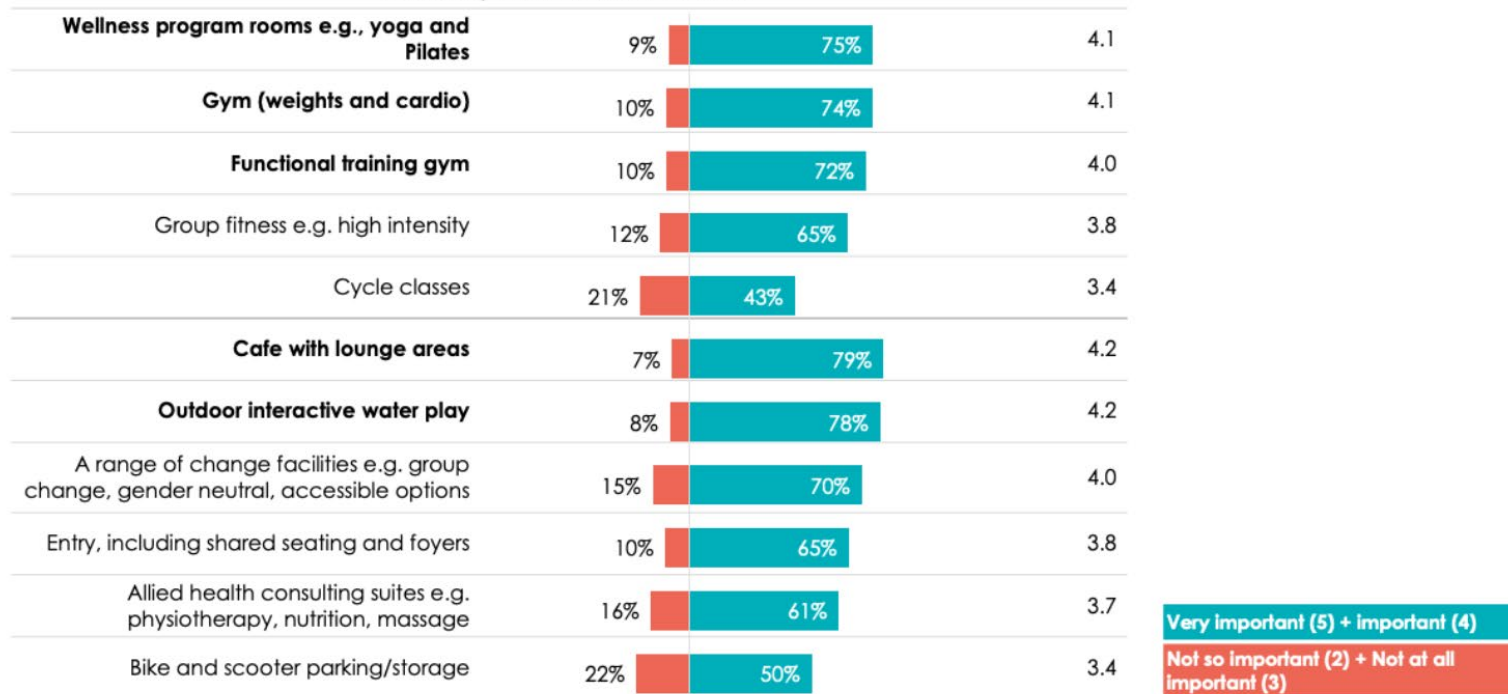


**Q2. Which of the facilities in the draft masterplan are the most important to you?**

A warm water pool is the most important facility followed by a program pool for learn to swim, water play, and lap swimming pool. Wellness rooms, cafes, and interactive water play are also of great importance.

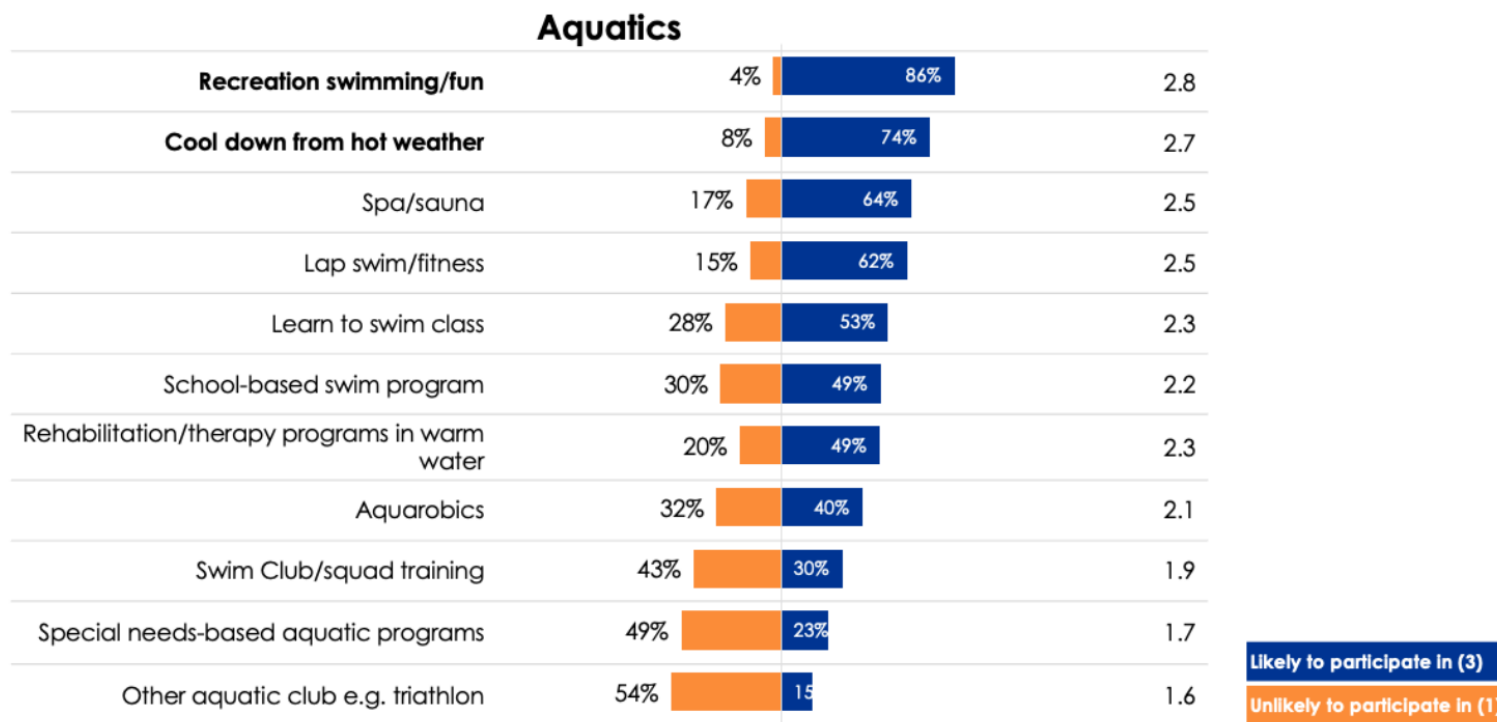


**Health, fitness and others**

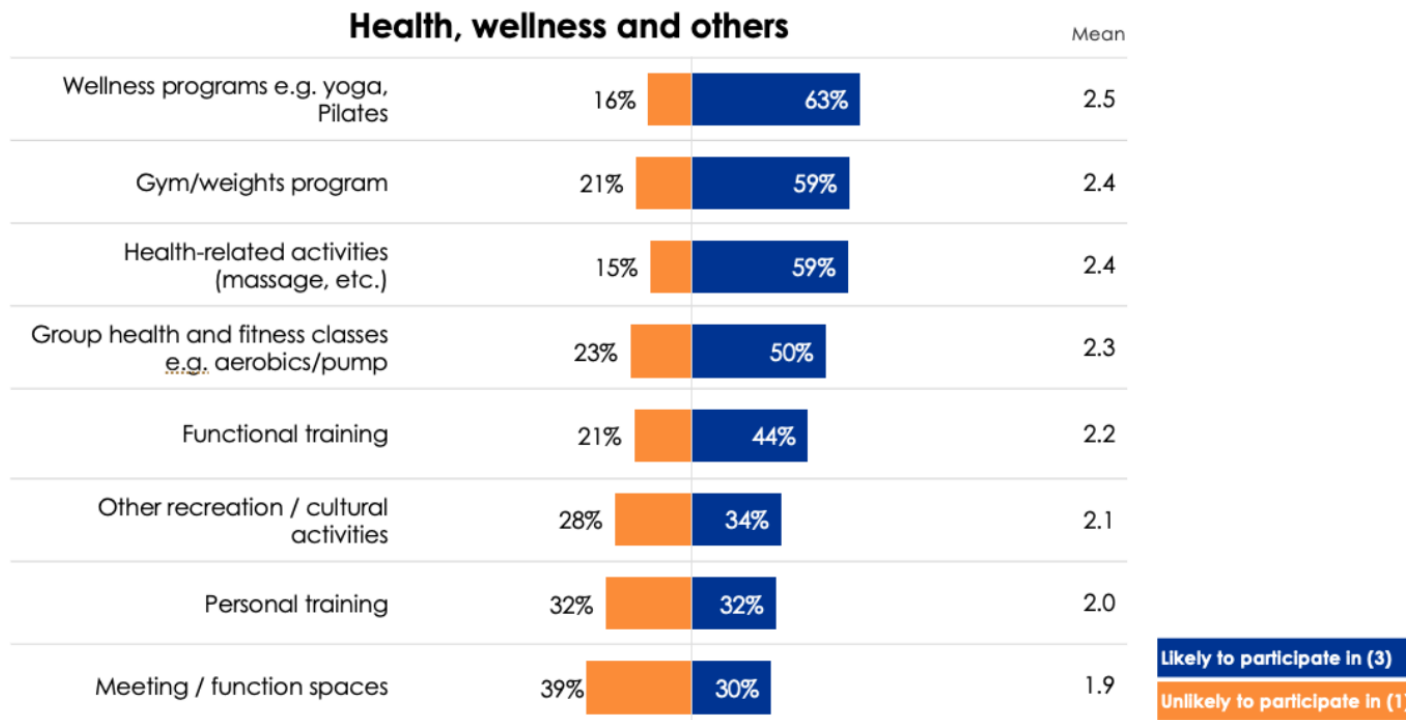


**Q3 Please indicate how likely you are to participate in any of the following services or programs?**

In aquatics, residents are looking forward to recreational swimming and cool down programs from hot weather.



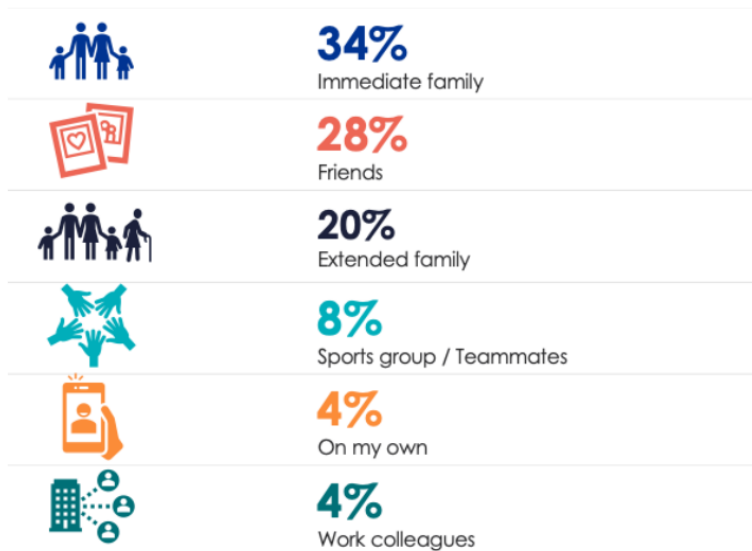
For health, wellness and other facilities, wellness programs and the gym/weights facilities are strongly supported.



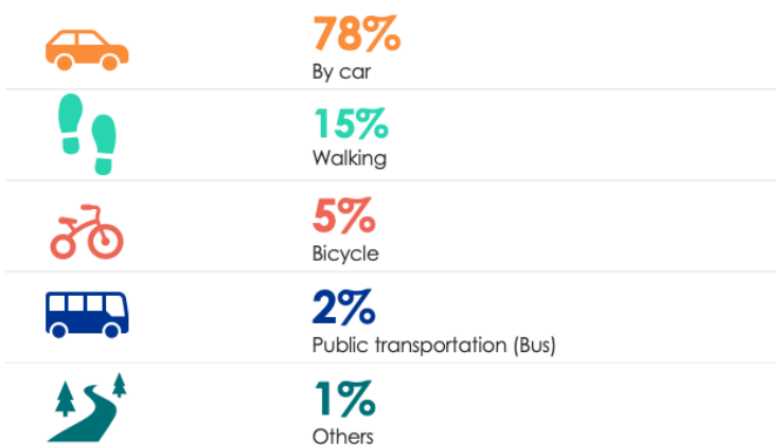
**Q4 Are there other services or programs you would like to participate in?**

Reported in qualitative section.

**Q5 When you think about visiting the Centre in the future, who would you be likely to visit with (e.g. friends, family, sporting group, other)?**



**Q6 How are you likely to travel to and from the Centre?**



**Q7 How you'd like the Centre to make you feel after visiting it?**

Reported in qualitative section.

**Q8 What would encourage you to make use of the Plumpton Aquatic and Leisure Centre (e.g. fees, opening times, program variety)?**

Reported in qualitative section.

**Q9 Is there anything else you'd like to share about the proposed design of the centre?**

Reported in qualitative section.

## Qualitative data

Participants had the opportunity to add free text – or qualitative data – to some questions. This section presents a sample of the free text responses to questions where this was possible.

### Q4 Are there other services or programs you would like to participate in?

Participants were asked to identify any other services or programs they would like to participate in, in addition to those already being planned for the Centre.

1. **Outdoor swimming and recreation facilities were seen as a priority for many respondents.**
  - a. "I prefer an outdoor heated pool. Pools need to be heated and slides."
  - b. "Outdoor swimming, no pools have it anymore. We want the sun."
  - c. "Outdoor picnic area."
  - d. "A beach like area would be amazing."
  - e. "Outdoor play must have shade."
  - f. "Outdoor spaces where you can meditate and take a stroll."
2. **Adult swimming facilities, including areas separate to families, were mentioned as important offerings for the broader community.**
  - a. "A pool and seating for adults to swim in away from kids. A separate fun area with water slides for kids and families. Lane swimmers separate from family pools."
  - b. "Adult swimming classes."
  - c. "Large warm water for adults-only rehab. Walk-ins with spa like the Sunbury pool."
3. **Baby, toddler and kids, and family areas and amenities are crucial to a high volume of young families in the area.**
  - a. "Baby and toddler play/splash/sensory sessions."
  - b. "Kids clubs, especially martial arts, gymnastics and kids minding facilities."
  - c. "Kids aquatic slides, games."
  - d. "Changing areas where families can shower together instead of just get changed."
  - e. "Hydrotherapy for children."
  - f. "A creche would be great."
  - g. "A maternity group for pregnancy exercise and baby swim classes."
4. **Many respondents noted the need for facilities and programs to be designed with cultural and religious considerations in mind.**
  - a. "Women's exercise classes."
  - b. "Male-only yoga/fitness classes, and male-only swim and gym times, due to religious reasons."
  - c. "Prayer room is very important as there will be many Muslims (and other faiths) attending and for sure prayer time will pass during the activities so Muslims will pray no matter where. It is important to have a small or very small room to accommodate this need."
  - d. "Separate times for male only and female only swimming so that people with religious requirements re: mixed gender can use the facility."
  - e. "An all-female weekly or fortnightly swimming session would make it more inclusive for different cultures and religions."

- 5. Tailored programs and accessible facilities catered for people with disabilities of all kinds were raised to encourage health and wellbeing and community connection.**
- a. "Hydrotherapy for disability needing accessible pool and change areas."
  - b. "Special needs, sensory room and party room."
  - c. "Rehab physio, water exercise."
  - d. "As a parent of an autistic child it is very hard to find appropriate swim lessons. I would like to see an extensive accessibility inclusion program where 1:1 lessons are offered at the same price as group lessons."
  - e. "Disability gym classes."
  - f. "Disability social swimming groups."
  - g. "Disability social skills classes and carers programs."
- 6. Carparking and safety elements were two amenities consistently raised as priorities for increasing the usage of the facility.**
- a. "Make sure there is plenty of safe parking with cameras and lighting for night or early morning sessions. The roads leading into the Centre and widen with extra lanes and traffic control measures."
  - b. "EV charging stations in the car parks."
- 7. A variety of health, sport, wellness, and community gathering facilities were suggested as beneficial inclusions into the facility.**
- a. "An indoor stadium like the Eagle Stadium could be more beneficial."
  - b. "Youth services hub and skatepark nearby."
  - c. "Cricket ground."
  - d. "Badminton court and tennis court."
  - e. "Ice bath or cold plunge recovery."
  - f. "Ensuring there is both 25 and 50 metre lanes available for swimming is super important."
  - g. "Massage salon."
  - h. "Lap pool, spa and sauna."
  - i. "Basketball programs."
  - j. "Squash, table tennis and volleyball."
  - k. "Basketball court."
  - l. "I like the upstairs area. Would be good to sit with the laptop and coffee and do some work... meeting rooms would be nice, small conference rooms maybe, tie into the large entertainment spaces."
  - m. "Big community centre for holding big events with a capacity of at least 1,000 people."
  - n. "Dedicated party room that doesn't take away from general public seating."
  - o. "It would be great to have some other sport courts such as futsal, basketball, tennis, other courts, and associated programs/sessions. Arts and crafts for kids. Kid library and all-abilities type of play space or a sensory garden experience."
  - p. "Plant based and sustainable nutrition are essential for good health and the environment."
  - q. "Reformer pilates and yoga."



**Q7 How would you like the Centre to make you feel after visiting it?**

This question was asked to provide ideas around the ambience, landscaping and how different cultures are represented in the design.

- 1. After visiting the Centre respondents want to feel calm, refreshed, happy and healthy**
  - a. "I'd like the Centre to make me feel happy as I leave. Like my kids have had a fun day out."
  - b. "Healthy and calm."
  - c. "I'd want to feel happy, refreshed and full of energy."
  - d. "To enjoy having fun time with family and friends."
  - e. "A mix of fun, lively area and another area for relaxing and rejuvenating so one can have the best of both worlds."
  - f. "Happy and proud."
  - g. "Refreshed, invigorated, pumped from a workout."
  - h. "Refreshed and rejuvenated."
  - i. "I would like to see my daughter happy and excited to return."
  
- 2. When thinking about the environment of the Centre, respondents would like it to be an inviting space that is calm, clean, and modern in design. They would like sustainable design with landscaping to include lots of trees and plants.**
  - a. "Just a relaxing atmosphere, a blend of mixing with the crowd and some quiet or semi-quiet space to just relax and recharge."
  - b. "Sustainable, efficient, modern, big spaces and lots of natural light."
  - c. "Peaceful and sensory peace in nature with beautiful trees and bird attracting plants and flowers."
  - d. "Native plants, recycled water and rainwater."
  - e. "Heaps of trees and grassed area with places to read and come together..."
  - f. "Feel welcoming and warm with eco-friendly and sustainable design."
  - g. "Noise reduction, adult spaces away from children... using calming colours."
  - h. "Welcoming and somewhere that has hygiene as a high priority. Would love the feeling of a clean facility but continue to maintain the cleanliness."
  - i. "I would like to feel clean... the space needs to be bright, clean, clear lines and have a general sense of openness."
  - j. "Sustainable with warm ambience and lots of native trees."
  - k. "Should be inviting, calm atmosphere with lots of trees and grass outside, and lots of shade/umbrellas for the summertime."
  - l. "Natural environment in mind with a focus on sustainability..."
  
- 3. The Centre should be a place where everyone is welcome, and people feel connected to their local community.**
  - a. "I'd like it to make me feel like I've had a strong connection to my community and for my family to feel like they belong."
  - b. "Welcoming, especially with special needs child. Neurodivergent friendly, sensory play and accessible."
  - c. "Warm, inviting, inclusive, spacious, positive environment with all the inclusions."
  - d. "The Centre should make me feel relaxed, connected to others and it should feel inclusive and accessible."
  - e. "Social connectedness with friends."
  - f. "I'd like to feel connected to my community."
  - g. "Large enough to accommodate the growing suburb and its needs, greenery and usable spaces for gatherings will be nice."

**4. Creating a space that is inclusive and easily accessible is important to respondents.**

- a. "Being accepted and included with mobility."
- b. "I want to feel that this facility has been built to include children with special needs in many different ways."
- c. "Easy to manoeuvre wheelchair around all aspects of complex, including showers/toilets... having enough all ability change rooms and toilets including changing places rooms..."
- d. "Write in different languages, I want Punjabi language welcomed."
- e. "Strong connections to the Wadawurrung nation people who occupied this area long before we did."
- f. "I am an elderly person, so access is important, maybe improving public transport."
- g. "That it invites and includes everyone... a local being made to feel like you're at home."
- h. "Inclusive to the minority community of women who are modest for religious reasons."
- i. "Accessibility for people with disabilities, the whole Centre. Everyone deserves to be able to use the Centre equally."
- j. "Disability Officer who you can contact and ask about accessibility needs. All staff having disability awareness training. Quiet area for people with disability. Adult area for people with disability, not childish. Fully accessible water slide for people with disability."

**5. Respondents indicated they want to feel safe in the Centre – this includes in the pool, changing rooms and in the carpark.**

- a. "Appropriate lines for passive surveillance and adequate lighting, CCTV coverage and security so accessing the pool in the evenings is accessible to all members of the community."
- b. "Plenty of carparks, and safe walking to carpark to and from the Centre..."
- c. "I want the Centre to be a place where you can feel comfortable and safe to be able to bring my children to."
- d. "Easy safe car park with logical crossings."
- e. "I would feel safe and relaxed."

**Q8 What would encourage you to make use of the Plumpton Aquatic and Leisure Centre (e.g. fees, opening times, program variety)?**

Participants were asked an open-ended question about what would encourage them to make use of the Centre.

**1. Value for money and low fees will be a deciding factor for most respondents when considering their use of the facility.**

- a. "Most importantly, the fees. Everyone is struggling at the moment, so affordability would be the utmost importance."
- b. "Monthly/annual memberships..."
- c. "Discounts for kids and seniors."
- d. "Fees should be affordable with a concession option for low-income households."
- e. "Fees/membership rates for City of Melton residents."
- f. "Discounts for volunteers within the City of Melton area, such as CFA or SES."
- g. "Companion card and carer card discounts."
- h. "Low-cost fees for concession holders."
- i. "Family membership options."

- j. "Lower gym fees especially for 15–18-year-olds and possibly a family membership."
- k. "Membership like the zoo."

**2. Extended facility opening hours and a wide range of programs and timetables to suit different lifestyles will be a factor for many potential visitors.**

- a. "Program variety."
- b. "Extended opening times and capacity management."
- c. "Opening times and offering of services such as pool, water aerobics, learn to swim for kids, and pilates."
- d. "Accessible inclusion programs... a Changing Places facility."
- e. "Opening times that will accommodate people who work or study for most part of the day and can only make it to scheduled programs before or after work hours."
- f. "After-hours access for the gym is very important."
- g. "Hours as I am a nurse and work shifts so extended hours are a must for me."
- h. "24/7 gym access with a gym that isn't overly busy and provides a good gym experience."

**3. Ease of access and capacity management to ensure people from across the City of Melton can visit easily, and to reduce pressure on visitors once in the Centre, was mentioned often as a consideration.**

- a. "Being able to have my own little space, i.e. decent capacity."
- b. "Caps on usage numbers that are communicated early."
- c. "Closer transport."
- d. "Good parking facilities including disabled designated spots and parking for parents with prams."
- e. "Accessible by bicycle."
- f. "Inclusion on public transport route to/from Melton 3."
- g. "Easy access from Diggers Rest through public transport."

**4. Offering a positive and inclusive environment for diverse groups of people will be a major consideration, including people with disabilities, various cultural and religious sensitivities, and gender considerations.**

- a. "An inclusive environment supporting neurodiversity."
- b. "General maintenance and cleanliness of the Centre."
- c. "Prayer rooms."
- d. "Separate swim times and religious bath."
- e. "Sensory friendly."
- f. "Women only facilities."
- g. "Make the size of the tunnels/tubes for water slides big [for claustrophobia]."
- h. "Inclusive and accessible programs and equipment that is integrated into the facility, not an add on."

**5. Providing variety and high-quality pool and gym facilities to suit a range of ages and needs is a priority from many respondents.**

- a. **Gym and fitness area**
  - i. "State of the art and modern gym, large functional space where people can improve their athleticism."
  - ii. "Gym with female section."
  - iii. "Weights area that is welcoming to all not dark or set up for only males."

- iv. "Having a mix of fitness classes at different times and flexible opening hours..."
- v. "Included as part of the Fitness Passport program."
- vi. Reformer Pilates before work (6.00am classes).
- b. **Childcare services**
  - i. "I'd really like to see a creche so a can take my kids while I go to the gym."
  - ii. "24hr gym, children's swim classes, a crèche service."
- c. **Services and facilities for young children**
  - i. "Lots of water plays for kids under 10."
  - ii. "Well thought out water play area for kids... sufficient family change rooms."
  - iii. "Toddler friendly with more than one little baby pool."
  - iv. "Well designed splash park/water slides with opportunities for interactive and imaginative play."
  - v. "1:1 swim lessons for children with special needs at group swim lesson pricing."
  - vi. "Space in a warm pool to swim with my four-year-old and where the whole pool is not taken up by lessons."
  - vii. "Kids club for all types of age levels, especially during school holidays."
- d. **Facilities for people with disabilities and sensory needs**
  - i. "Sensory pool area for disability organisation."
  - ii. "Swimming lessons for kids with disabilities, sensory quiet room for autistic/disabled kid's needs."
- e. **Indoor and outdoor pools**
  - i. "I would like to see more age appropriate/varieties of OUTDOOR heated pools... not everyone likes to go to a heated indoor pool on a 30° day!"
  - ii. "Deep end must be 2 metre or more otherwise exclusively suited to children..."
  - iii. "Sufficient lap lanes..."
  - iv. "More age appropriate/varieties of outdoor heated pools."
  - v. "An outdoor pool to enjoy during warmer months solar heated so it's not freezing."

**Q9 Finally, participants were invited to share anything else that they felt was important to planning the Centre.**

1. **The outdoor and gathering spaces are a welcome and positive attribute.**
  - a. "I like the outdoor area, it looks very relaxing, and the rooftop area."
  - b. "Hopefully there would be a big dance studio and big function rooms for parties."
  - c. "A party room if possible."
  - d. "The function area is a great idea, just ensure decently sized lifts are available to provide ease of use for functions..."
2. **Parking, transport, and nearby road infrastructure were mentioned consistently.**
  - a. "Having plenty of parking space for cycles and cars."
  - b. "Make sure traffic flow is good and parking is decent."
  - c. "Good transport connections are key (i.e. bus stops, footpaths, near a train station) and would ensure people reduce their carbon footprint."

- d. "Please have enough car parks. There will be overflow... and public transport is nowhere up to where it needs to be."
- e. "Please update the surrounding roads prior to opening e.g. double lanes etc."
- f. "The roads need to be able to cope with the amount of residents that will be attending especially during summer."
- g. "It will be nice to have an EV charger."

**3. Cultural and religious sensitivities need to be considered.**

- a. "Prayer rooms should be added."
- b. "Please respect my human rights as a straight woman. I will not share change rooms with a biological male. I would be willing to sue if this is forced upon me."
- c. "Must have male and female change rooms to keep community safe."
- d. "I think as parents our biggest concern is the safety of our children, so as much as we are in progressive times, I think having gender neutral change rooms is not ideal when most of the patrons will be families and kids and women."

**4. Energy efficiency and sustainability is a consideration.**

- a. "I would like to see a smart design including energy efficiency, including geothermal ground loops connected to ground source heat pumps, working in sync with air source heat pumps..."
- b. "Use more sustainable materials – less hard landscaping, make façade and outside vibrant."

**5. Appropriate amenities for people with different levels of ability and need is an important element.**

- a. "The Centre should most definitely have a toilet/change room including an adult sized change table with hoist. Without it the Centre would not be accessible to many disabled people who are already having a difficult time connecting with the community..."
- b. "Allow entries for neurodivergent kids so they don't have to queue."
- c. "Slides to be bigger width wise because there's something similar in Brimbank and when I took my kids, I witnessed other people be stuck... Please make them bigger, it's also more inclusive for bigger people."
- d. "The warm water area does include an accessibility ramp but does not include a hoist from what I can see in the design."
- e. "Spacious showering facilities that are family friendly."
- f. "Would be great to have family change rooms along with family toilets."

## Appendix 1 – Survey and pop-up promotion

---

### Targeted promotion of PALC consultation survey

SenateSHJ hosted the online survey on its secure Qualtrics platform and the link to the survey was promoted to the community to participate in the following ways:

- Melton City Council website – news story and dedicated conversations page
- Melton City Council organic and targeted social media posts
- Media release
- Advertisements in the local paper
- Information displayed at Council facilities (pull-up banners, posters, flyers, and postcards)
- Materials were provided to Council events which included the Health Promotion Forum and the Melton Youth Forum.
- Five information pop-ups (see details below).

### Information pop-up promotion

The information pop-up locations and times were also promoted alongside the survey in the following activities:

- Melton City Council website – news story and dedicated conversations page
- Organic and targeted social media posts on Melton City Council social channels (Facebook and Instagram).

### Additional activities to drive engagement with survey

During the consultation period, further activities were identified to encourage a greater response to the survey and attendance at the pop-ups. These included:

- Colouring sheets for kids – these were created and handed out at the shopping centre pop-ups which contained a colouring activity for kids and a QR code to the survey.
- Poster update to include pop-up information – a digital version was circulated to the Council's sporting facilities for engagement with parents and carers.
- Design of a wall decal located at the Melton Civic Centre with dynamic QR code.



**Images of the pop-ups**



**Figure 2:**

Pop-up at Taylors Hill Youth and Community Centre



**Figure 3:**

Tammy Beck from Williams Ross Architects discussing the proposed designs of PALC with a community member at Taylors Hill Village Shopping Centre



**Figure 4:**

Discussions taking place at CS Square Shopping Centre



**Figure 5:**

Pop-up at Melton Library and Learning Hub

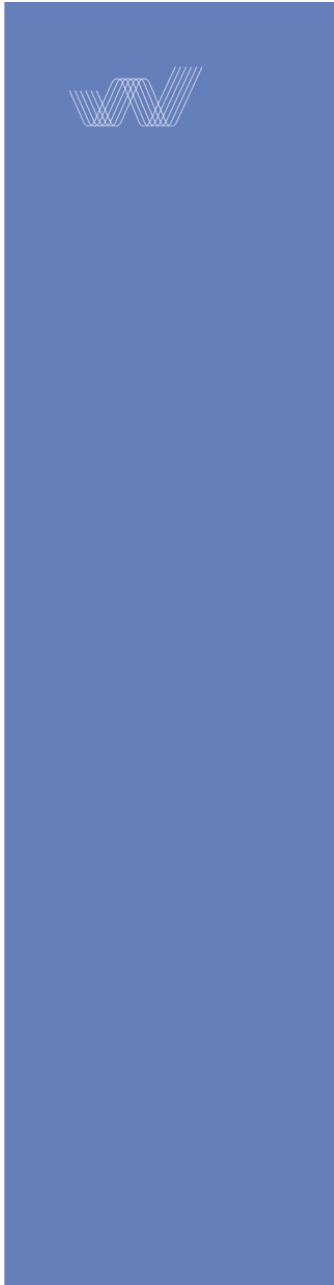


RP INFRASTRUCTURE



williamsross





CONTENTS

1	Executive Summary .....	3	5	Design Response .....	11
1.1	Key findings and next steps	3	5.1	Design Concept	11
2	Introduction .....	4	5.2	Landscape	12
2.1	Purpose of this Report	4	5.3	Aboriginal Design Principles	15
2.2	Terms of Reference	4	6	Master Plan .....	16
2.3	Abbreviations	4			
2.4	Acknowledgements	4			
2.5	Project Process	4			
3	Existing Site .....	5			
3.1	Existing Site Context	5			
3.2	Plumpton Precinct Structure Plan (PSP)	5			
3.3	Short-Term Development	7			
3.4	Long-Term Development	8			
4	Return Brief .....	9			
4.1	Vision & Design Principles	9			
4.2	Component Brief	10			
4.3	Relationship Diagrams	10			

Acknowledgment of country

WRA acknowledges the Wurundjeri people of the Kulin nations as the traditional custodians of the land on which our Melbourne office stands, and the Wadawarrung, Bunurong and Wurundjeri people as the traditional custodians of the land on which this project stands.

We acknowledge past and present injustices and seek reconciliation. We consider ourselves blessed to share this land with the oldest living human culture on this planet.

We honour Elders past, present and emerging for their wisdom and knowledge in caring for country and sustaining cultural practices. We are grateful and inspired by their leadership and guidance.

Williams Ross Architects Pty Ltd  
 Suite 1, 70 Kerr Street, Fitzroy, Victoria 3065  
 T 03 9416 3044  
 email@williamsross.com  
 williamsross.com  
 ABN 96 005 624 868  
 Directors: Tammy Beck, Christopher Hose, Stephen Maxwell  
 Ref: 2317  
 Issue: Date:  
 Final B 17/04/2024  
 Updated 24/06/2024

© Williams Ross Architects 2024



EXECUTIVE SUMMARY

1 EXECUTIVE SUMMARY

The following key findings are based on the Master Planning and Concept Design documentation for the Plumpton Aquatic and Leisure Centre (PALC) project. Master Planning and Concept Design are early design phases and the following findings provide the basis for further investigation and detail development of the project.

The content of this report summarises the design and brief after community consultation on the Master Planning and Concept Design. Some changes to the design and brief may occur in subsequent stages of design to deliver a high-quality, functional and operationally sound project within the budget and program.

1.1 Community Consultation

The draft PALC master plan process has included extensive community consultation, the results of which are included in a separate consultation summary report.

Feedback on the draft master plan was overwhelmingly supportive and has informed and enriched the brief and design.

The following changes have been incorporated into the final master plan in response to community feedback:

- Addition of a second Program Pool for Learn to Swim and Aqua-aerobics
- Reduction of the 50m pool from ten lanes to eight to accommodate the second LTS pool.
- Relocation of the Gym to the ground floor and Group Fitness to the first floor
- Refinement of the Aquatic Sensory space layout
- Increased car parking
- The Third floor – multipurpose/events space and rooftop deck

1.2 Key findings and next steps

1.2.1 Vision and Design Principles

Key to guiding the design of the project to **reflect its place and community**, is the articulation of a Project Vision and development of Design Principles.

Both the Vision and Design Principles have been workshoped with Councillors to gain their input and guidance on these important aspects of the design framework.

The draft Vision and 5 Design Principles are below:

1.2.2 Primary Function of the Centre

The primary function of the PALC project is to provide a high-quality venue for:

- Recreational casual and social use of the aquatic and health fitness and wellness areas
- Inclusive sensory spaces for aquatic and dry activities
- Aquatic based competition / formal activities
- A range of health, fitness and recreation based activities
- Ancillary facilities including sauna, spa and steam rooms
- Flexible lounge / multi-purpose spaces
- Multi-purpose event spaces
- Allied Health tenants
- Adjoining public realm

The Centre shall also provide ancillary space, without disruption to the primary function, for:

- Food and beverage outlets (wet/dry)
- Retail area
- Change rooms (wet/dry)
- Storage and plant
- Centre management offices
- Reception areas
- On-site car parking
- Additional opportunity for Meeting / Function Space with roof deck

1.2.3 Brief Development

The facility master plan and brief has developed from the Council endorsed component schedule and feasibility study in consultation with Councillors and Council officers.

Further detailed consultation will be undertaken in the next stage of design to confirm the Functional and Technical Brief.

Life Saving Victoria provide guidelines and review of aquatic projects in design phases to provide input on safety, layout and water body design. It is anticipated an LSV design assessment will occur in the next phase.

1.2.4 Site Infrastructure & Investigations

Site investigations have commenced during the masterplan phase including:

- Authority services
- Site Feature & Level Survey
- Geotechnical brief

Confirmation of future road infrastructure serving the site is required. The PALC design will need to be designed to address short-term and long-term road and vehicle access arrangements.

1.2.5 Environmentally Sustainable Design

The consultant team recommendation is for PALC to be a 5 star Green Star accredited aquatic centre, with opportunities to exceed this to achieve a lower-energy aquatic centre with lower operational costs.

The objective in the next phase of design is to confirm targets are achieved, budgeted and meet operational requirements.

Plumpton Aquatic and Leisure Centre (PALC) will be focussed on **wellbeing, accessibility and inclusion** featuring Australia's first water sensory area. It will be a destination for physical activity, participation, community connectivity and fun.

The concept for the PALC is based on our community's needs – addressing the significant allied health service gaps and providing meaningful all-abilities access to the aquatic sensory experience.





INTRODUCTION

2 INTRODUCTION

2.1 Purpose of this Report

Melton City Council (Council) is planning for the new Plumpton Aquatic & Leisure Centre (PALC). This development is to deliver a world-class inter-generational aquatic, health and well-being hub for the community.

The new facility will be designed and constructed on a greenfield in the new suburb of Plumpton. Site planning is influenced by the intent of the Plumpton Precinct Structure Plan (PSP)

This report provides a summary of the design, process, analysis and Return Brief.

Some changes to the design and brief may occur in subsequent stages of design to deliver a high-quality, functional and operationally sound project within the budget and program.

2.2 Terms of Reference

This report was prepared for the use of Melton City Council by Williams Ross Architects. No one other than Melton City Council may rely on it and Williams Ross Architects does not accept responsibility to any other user.

Analysis, brief development and design work has been undertaken to Concept Design level. Subject to these limitations Williams Ross Architects confirms that to the best of its knowledge the content and drawings provided in this report are a fair and reasonable description of proposed facility requirements and a potential development approach at the time of writing.

2.3 Abbreviations

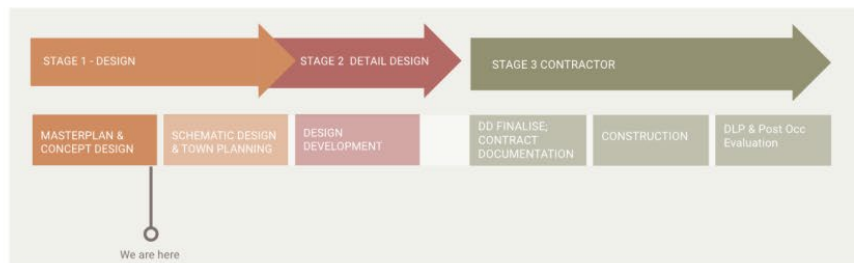
- DDA Disability Discrimination Act
- ESD Environmentally Sustainable Design
- GBCA Green Building Council Australia
- LSV Life Saving Victoria
- MCC Melton City Council
- NCC National Construction Code
- PALC Plumpton Aquatic & Leisure Centre
- PSP Precinct Structure Plan
- WSUD Water Sensitive Urban Design

2.4 Acknowledgements

We acknowledge the input of Councillors, the Project Control Group and Project Working Group in informing the project. We also acknowledge the Project Stakeholders input into the development of the project brief and design.

2.5 Project Process

The diagram below summarises the PALC project stages and progress.





EXISTING SITE

### 3 EXISTING SITE

#### 3.1 Existing Site Context

The site for the new PALC is located in Plumpton, 30km north-west of Melbourne within the Plumpton Precinct Structure Plan. It is currently a greenfield site with a gentle slope from the north-east down to the south-west.

A partially sealed road, Beatty's Road runs to the south providing access to the site. Beatty's Road sits in a 60m wide reserve with future landscape, pedestrian and cyclist pathways.

A future Government Primary and Secondary school site is located to the south, and a new community centre Kindergarten immediately to the south-east.

Residential development has occurred to the east of the site, with future residential development expected to the north, west and south in the coming years.

The Plumpton Town Centre will be developed to the west of the site, with a wetlands and open passive space between the Town Centre and PALC.

#### 3.2 Plumpton Precinct Structure Plan (PSP)

The Plumpton Precinct Structure Plan (the PSP) was prepared by the Victorian Planning Authority (VPA) in consultation with Melton City Council in 2017. The PSP nominated a site in Plumpton for a future Aquatic and Recreation facility.

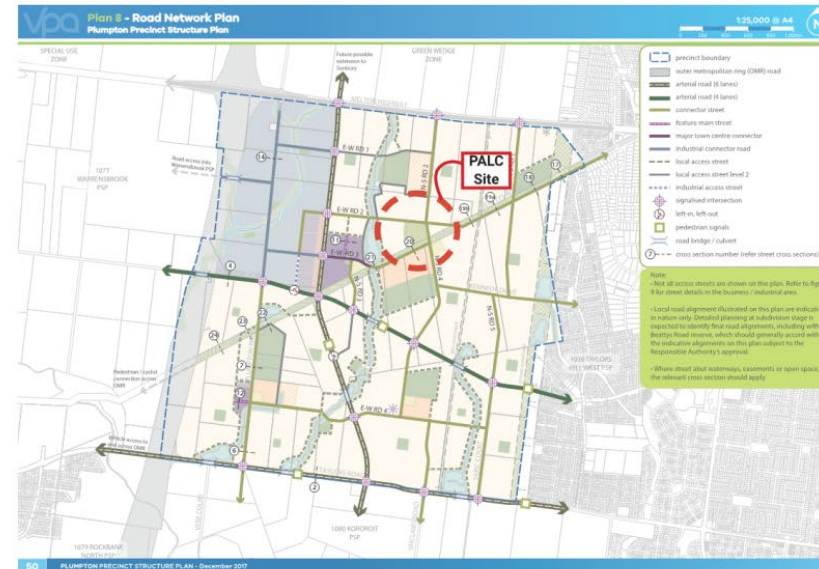
The plan opposite illustrates the future Plumpton PSP with the PALC site circled in red.

This plan shows the final road arrangement and heirarchy.

The diagrams on the following page are taken from the Plumpton PSP and illustrate the final arrangement of the Beatty's Road Reserve and frontage to PALC. The PALC site is able to consider the design for landscape and car parking 20m into the Beatty's Road Reserve.



PALC - Location within the City of Melton

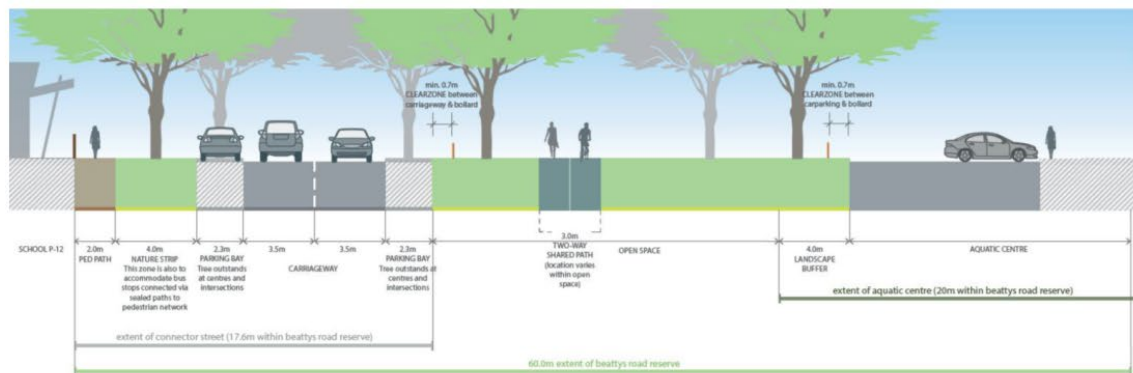


Plumpton PSP from the VPA





**Figure 3 - Beattys Road Concept Plan - Area C**  
 Plumpton Precinct Structure Plan  
 1:4,000 @ A4



### 3.3 Short-Term Development

It is anticipated that PALC will open towards the end of 2027 / early 2028. By that time, it is expected the surrounding site development will include:

- Sealed section of Beatty's Road to the south of the site
- Pedestrian and cyclist paths to the south of the site
- Government Primary School to the south
- Community Facility & Kindergarten to the south-east

All facility site development will be within the title boundary indicated opposite by the red dashed line. In accordance with the PSP, a 20m deep section of the Beatty's Road Reserve directly in front of the PALC site can be developed for the aquatic centre for landscaping and car parking.

PALC will rely on vehicle access from Beatty's Road for patrons and maintenance / loading.

Pedestrian and cyclist access will be from the Beatty's Road Reserve.

All site infrastructure and services will serve the site from the Beatty's Road Reserve.



Short Term Development, Compiled from Plumpton PSP and Council

not to scale



Legend

- Existing Road
- Future Road Reserve
- Future Local Connector St
- Site Vehicle Access
- Future Premium Bus Route
- Two Way Off Road Bicycle Path
- Off Road Shared Path
- Site Vehicle Access

### 3.4 Long-Term Development

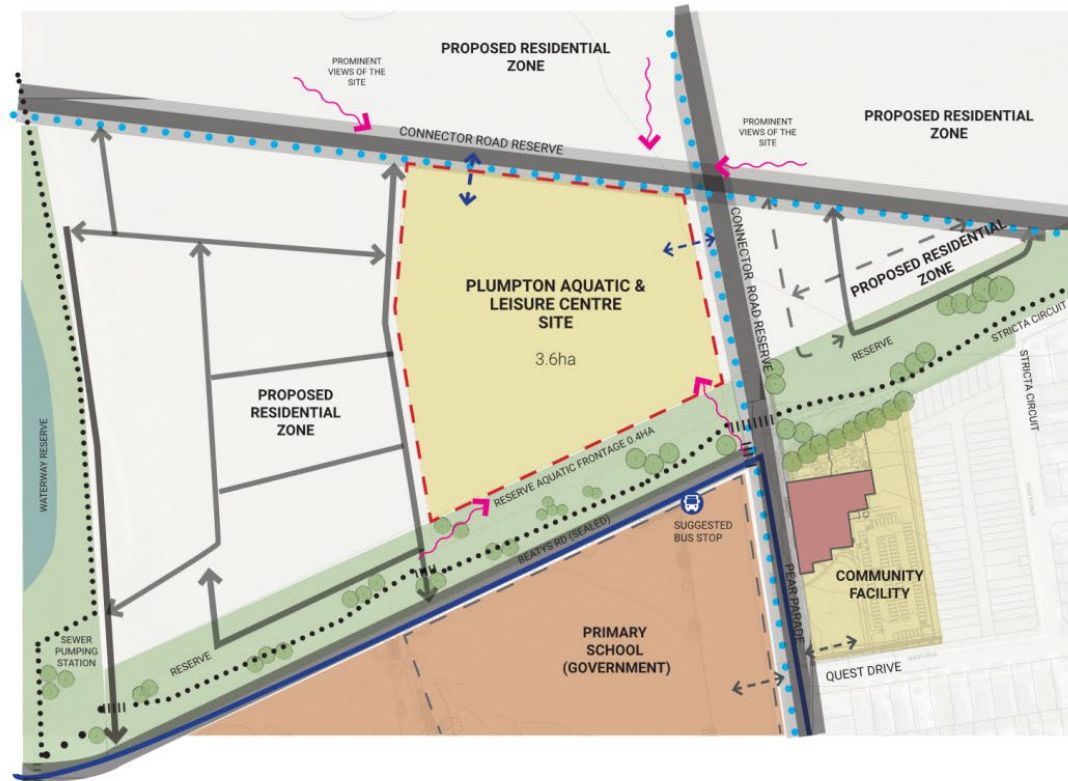
Sometime after PALC has opened the surrounding site development will reflect the final PSP arrangement as illustrated opposite.

This will require the following changes to the functions of the PALC site:

- Vehicle access from the new connector roads to the north and east
- Potential removal of the southern car park entry via Beauty's Road

The design PALC needs to respond to both the short and long term surrounding development. Some implications include:

- The long-term arrangement will provide greater street frontage and exposure of the site to the north and east
- Facility entry needs to address both the short and long terms arrangements
- The waterway reserve will function as a wetlands and detention basin for development in the long-term, but not the short-term
- The western interface of the site will provide a local street with parking. The design of PALC should allow for pedestrian access and future views / passive surveillance from the west (ie no high or obstructive fencing)
- A strong north-south pedestrian connection through the PALC site would benefit future connections of the northern residential development to PALC and the Beauty's Road reserve



Long Term Development, Compiled from Plumpton PSP and Council

not to scale

Legend

- Existing Road
- ▨ Future Road Reserve
- ▨ Future Local Connector St
- ↔ Site Vehicle Access
- Future Premium Bus Route
- Two Way Off Road Bicycle Path
- Off Road Shared Path
- ↔ PALC Site Vehicle Access



## 4 RETURN BRIEF

### 4.1 Vision & Design Principles

Key to guiding the design of the project to **reflect its place and community** is the articulation of a Project Vision and development of Design Principles.

Both the Vision and Design Principles have been workshoped with Councillors to gain their input and guidance on these important aspects of the design framework.

The PALC Project Vision will clearly articulate the aspirations for the project. A starting point for consultation with Council is:

*Plumpton Aquatic and Leisure Centre (PALC) will focus on **wellbeing, accessibility and inclusion** featuring Australia's first water sensory area. It will be a destination for physical activity, participation, community connectivity and fun.*

*The concept for the PALC is based on our community's needs – addressing the significant allied health service gaps and providing meaningful all-abilities access to the aquatic sensory experience.*

#### Design Principles

Design Principles enrich the facility brief and guide the design. Importantly, they provide an assessment framework with which to critique the design and design decisions at each stage. Design Principles are unique to each project, each site and each community.

The draft Design Principles opposite have been developed with Council. They can be used to help articulate the projects' narrative and aspirations.

#### INCLUSIVE & ACCESSIBLE



Safe space design - **inclusive, visible, activated**

Culturally and gender inclusive

Sensory space designed in **consultation with experts** and practitioners

**Maximise participation** through affordable programs and services

#### BUILDING A HEALTHY COMMUNITY



Encourage community attendance, increased use of facilities

Create **diverse pathways** for people to engage in activity for the long term

Understand '**participation**' more broadly - as a pathway where the start is just turning up!

#### CONNECTING TO PLACE



Caring for Country principles

Views and connection to **landscape**

Welcoming **forecourt with café**

Active public space - opportunities for **community to stay and enjoy** the outdoor spaces

Place-making through **story-telling opportunities** and public art

#### BUILDING A CONNECTED COMMUNITY



**Community engagement** to build on the will for the centre and develop Project Ownership

Welcoming **forecourt with café**

Entry lounge spaces for **community to stay** at the centre

Opportunities for **community events**

Colligate staff spaces that encourage **collaboration**

#### SUSTAINABLE & AFFORDABLE



Target worlds best-practice for a **low-energy aquatic centre** with an accredited pathway

Facility design and layout for **operational efficiency** to reduce overheads

Longevity and material durability



4.2 Component Brief

The Plumpton Aquatic and Leisure Centre Final Business Case and Funding Strategy (June 2023) and the Components Addendum May 2023, identified the following key components for the centre:

- Indoor Aquatic Hall, including:
  - 50 x 25m, 8 lane competition pool with accessible ramp and swim wall
  - 350-400 spectator seating adjacent the 50m pool
  - Learn-to-Swim pool 1
  - Learn-to-Swim pool 2
  - Leisure and 60m<sup>2</sup> toddler's pool with accessible beach entry
  - Water play unit and splashpad, 500m<sup>2</sup>
  - Water slides
  - 12m x 20m Warm water program pool with accessible ramp
  - Spas and sauna
  - Sensory aquatic space, 200m<sup>2</sup>
- Front of House, including shared reception and foyers
- Destination cafe serving the foyer and forecourt with wet and dry lounge
- Health and fitness spaces, including 1,400m<sup>2</sup> gym (24 hour access) and various group fitness spaces
- 2,000m<sup>2</sup> Community Allied Health areas (warm shell)
- 190m<sup>2</sup> Allied Health consulting suites with connection to the Warm water program pool
- Patron change and amenities
- Outdoor leisure water
- Onsite car spaces, drop-off and vehicle access

Through the Master Plan the additional opportunity of a Meeting / Function Space with access to the roof deck has been investigated and included in the final master plan.

Spaces include:

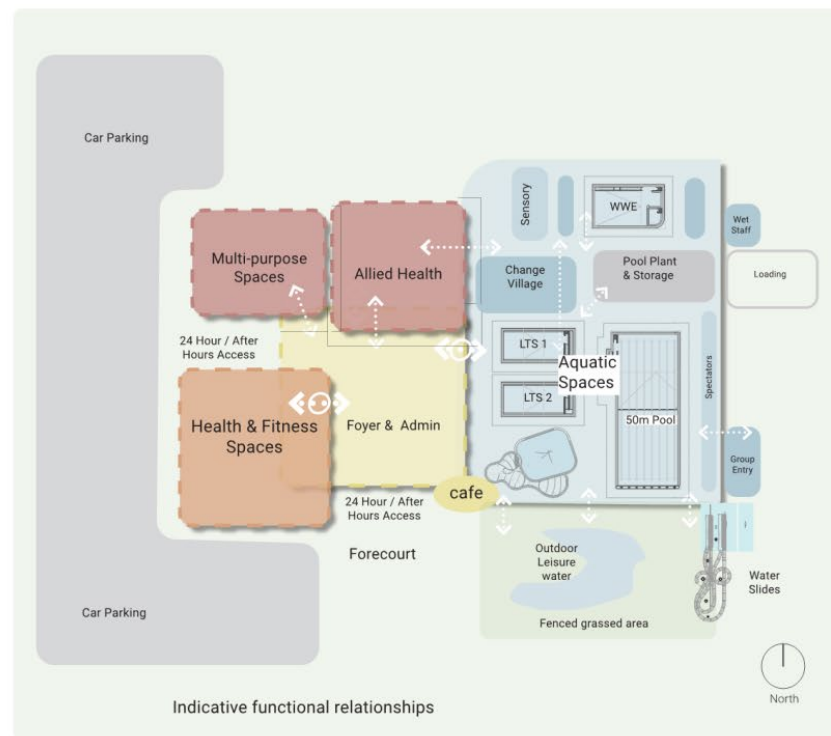
- 2 x connected Multi-purpose Spaces, say 200m<sup>2</sup> each
- 1 x large Multi-purpose Space, say 300-400m<sup>2</sup>
- Amenities, storage and a plating kitchen
- Some additional car parking

Some changes to the design and brief may occur in subsequent stages of design to deliver a high-quality, functional and operationally sound project within the budget and program.

4.3 Relationship Diagrams

The indicative relationship diagram below illustrates the ideal functional and operational relationships for PALC. This has been developed based on previous experience, the PALC operational component list and recent consultation with Council.

The relationship diagram has been tested and refined through the master planning process and will continue to inform the functional planning approach.





## 5 DESIGN RESPONSE

### 5.1 Design Concept

Council and community aspirations for the design for the new Plumpton Aquatic & Leisure Centre facility has overwhelmingly been for a facility that welcomes its diverse community and creates a place for people of all abilities to feel comfortable and participate.

Words used to describe the future centre have included:

- connected
- community
- crossing-paths
- diversity
- inclusion
- all-abilities
- respectful of all sensory experiences
- multi-cultural - somewhere all community members can see themselves
- warmth

Architectural expression has the ability to add meaning to everyday experience, and using a metaphor to drive design decisions can help enrich the experience. For the design team, the emphasis on diversity, multi-culturalism and inclusion for this project has evoked ideas of patterns and textures inspired by the practice of weaving.

The practice of weaving is common across many cultures and communities. It is familiar, warm, and unifies varied expression while representing distinct patterns and pathways. This idea will help inform design choices such as form, material and texture as the project moves into detail design.



Traditional weaving practices

Infinite woven symphony  
by Miles Russel-Cook



Translation of the concept of weaving into material and pattern choices

Bellbowrie Pool, QLD  
Bureau Proberts

Paramatta Aquatic Centre  
Grimahaw and Burgess

Metal screening

Metal screening

DESIGN RESPONSE

## 5.2 Landscape

There will be range of landscaped spaces surrounding PALC. There is an opportunity to reflect the different characters and functions of these spaces.

Two key opportunities are the Forecourt and the Outdoor Aquatic spaces as described below.

### 5.2.1 Forecourt

A strong north-south pedestrian link through the site will connect the future residential development to the centre and Beatty Road Reserve. East-west pathways will link the forecourt through the car park to the future wetlands and town centre to the west.

The forecourt is to be a welcoming place, inviting the community to meet, sit and enjoy the environment. It will connect the centre to the linear park along Beatty's Reserve, and to the school and community centre immediately to the south.

The space will be activated by the cafe spilling into the forecourt with seating and shade. Seating opportunities, drinking fountains, bins, bicycle parking and opportunity for future public art will all be considered in the design.

An element of water play is being considered for the forecourt. This would be a natural, minimal depth area of play close to the cafe. It would provide the community an element of cool water play that is complementary to the functions of the aquatic centre.

The forecourt will open up to the south to a large grassed area that can connect into Beattys Road Reserve providing a great space for community events, markets etc.



Habitable building edges



Ground plane treatments



Outdoor spaces for meeting and events



5.2.2 Outdoor Aquatic

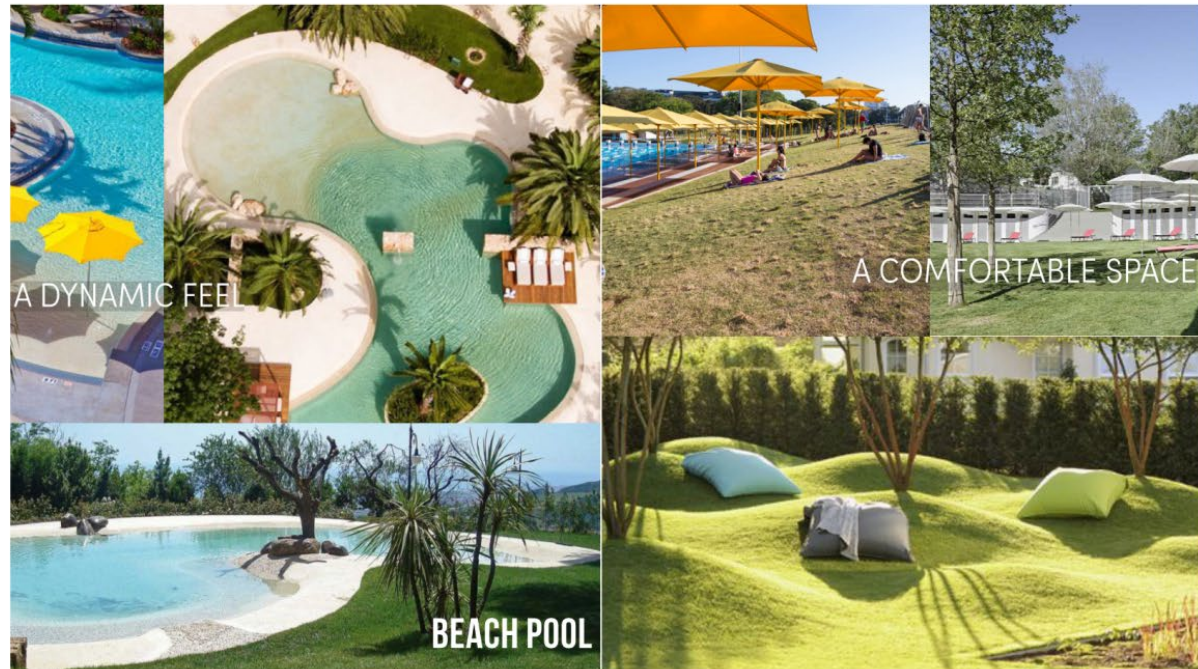
The outdoor aquatic space offers the opportunity to design a recreational space that caters for young people and families.

The concept is to provide a unique leisure experience that encourages families and young people to spend time at the centre, socialising and enjoying the activities.

A beach entry, lagoon pool with maximum depth of 1.2m could have some water play elements as well. Grassed mounds would create a sloped seating area with views across the water and a natural buffer to southerly winds.

Shade, seating and the opportunity for BBQs and picnic areas will enhance the amenity of the space.

The opportunity for an external screen can be explored on the adjacent water slide tower for movie nights and events.



WATER PLAY



BEACH POOL



GRASSED EDGES, SPACE TO RELAX





Artists impression - PALC Outdoor Leisure Pool



### 5.3 Aboriginal Design Principles

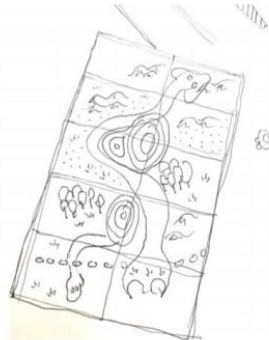
WSP Indigenous Specialist services are working with the design team to lead opportunities for design elements and place-based landscape interventions (architecture, infrastructure, art and the like), that can acknowledge Country and reveal the site's latent Aboriginal history. They have prepared a draft Aboriginal Design Principles document as a starting point to engage with Aboriginal people and Country. A few key opportunities are included below.

WSP have provided some insights and opportunities for the PALC project which can be explored in the next stage of design. Further consultation with local elders will be undertaken through the engagement process.

**Thresholds can be celebrated** with bold pavement design referencing Wurundjeri language, colour and patterns.



**A cultural Mapping of the area,** revealing cultural flows and stories of the area through high quality materials and design.



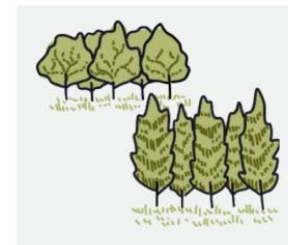
#### Educational landscape

Landscapes are resource collection points for Wurundjeri people. We can all learn from these places about how Wurundjeri people lived and thrived in this place. How can we influence the design with these values?



#### Correct planting

Use of endemic species will attract and enhance the biodiversity of this place, creating a unique sense of place that belongs to this region.





MASTER PLAN

6 DRAFT MASTER PLAN

The following pages depict the updated master plan and concept design. The PALC site needs to operate in the short and long term as future development to the north, east and west is developed.

In the short-term the main site entry will be from the south, and in the long-term from the north.

The overall site response has been structured by the following gestures:

- Strong north-south pedestrian access spine that connects the future residential development to the north to the forecourt and Beattys Road Reserve to the south.
- Secondary east-west pedestrian pathways connecting the centre back to the future town centre and wetlands area.
- The main centre forecourt is located at the junction of these two pedestrian spines with a large, paved area with bench seating and canopy trees to the perimeter.
- The centre has been located to address the future higher-order roads to the north-east of the site, while presenting strongly to the south-east as the shorter term site entry
- The forecourt landscape will connect into Beattys Road Reserve to the south maximising the green landscaped aspect of the centre
- The outdoor aquatic space and waterslides will be highly visible from the south and east
- Car parking to the west of the centre will be heavily treed to the perimeter with a site-wide WSUD and stormwater detention strategy
- The centre itself will have a main entry addressing the forecourt with cafe, and a second but prominent entry to the west



Site Master Plan

not to scale



### INDICATIVE 3D MASSING

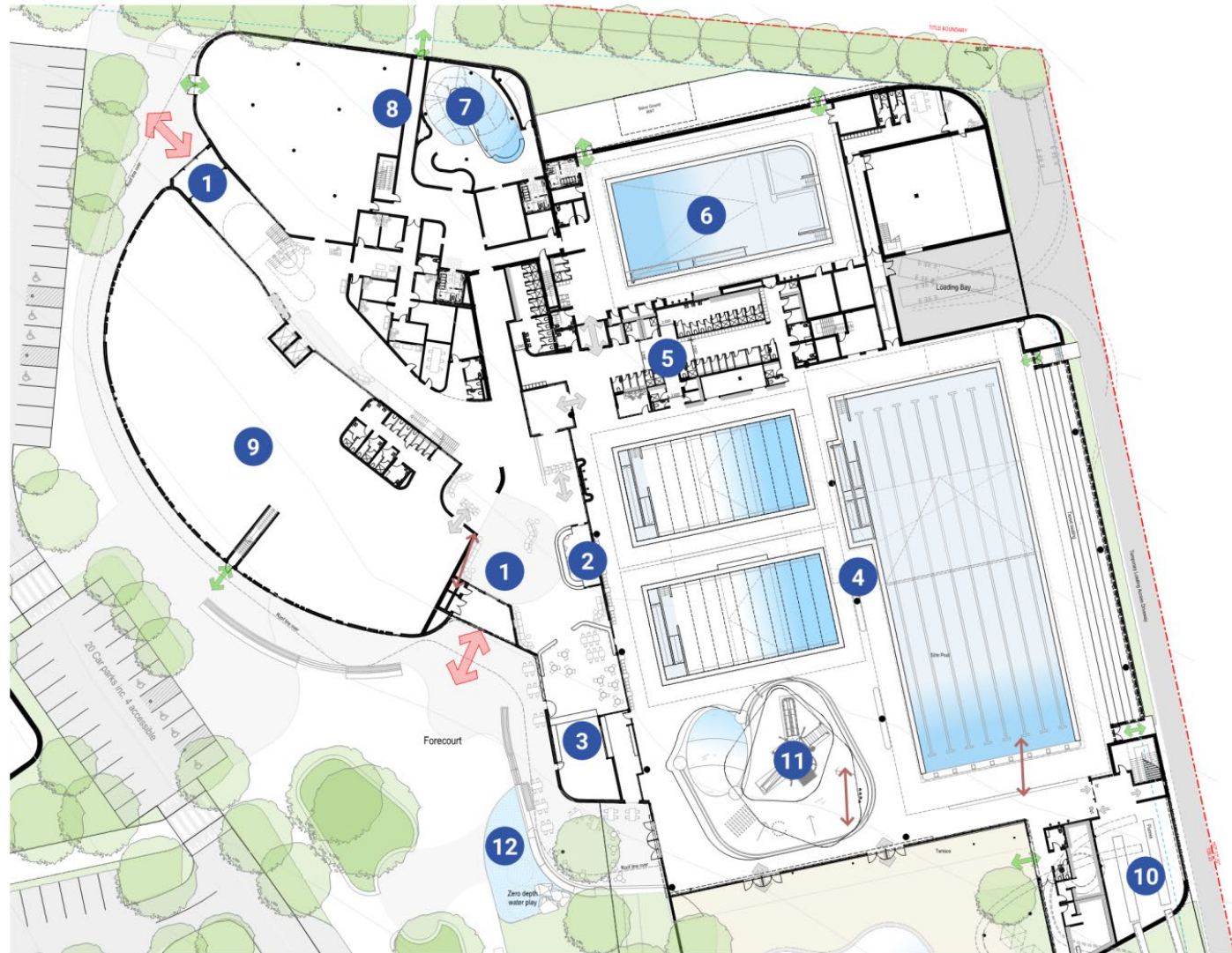




Master Plan

LEGEND

- 1 Entry
- 2 Reception
- 3 Cafe
- 4 Main Aquatic Hall  
50m pool, 2 x learn to swim and splash park
- 5 Change Village
- 6 Warm Water Pool
- 7 Sensory Aquatic
- 8 Allied Health
- 9 Gymnasium
- 10 Water Slides
- 11 Leisure Water
- 12 Water Play



Ground Floor Plan not to scale



Master Plan

LEGEND

- 1 Allied Health
- 2 Group Fitness rooms
- 3 Plant



First Floor Plan

not to scale





Master Plan

**Second Floor Plan**

The top level multi-purpose and function space has been designed to operate in various modes to accommodate different events with a maximum attendance of 400.

An operable wall could be installed in Multi-purpose 1 to divide that into 2 spaces, and an operable wall between Multi-purpose 2 and 3 would allow the rooms to operate independently or as a single space.

Some example layouts are illustrated opposite, and described below:

**Conference or Training Layout**

The upper level could facilitate a single event with Multi-purpose 1, 2 and 3 in use for Conference Mode. This would accommodate up to 400 participants.

The plan opposite illustrates:

- Multi-Purpose Room 1 set-up with tables of 10 for a sit down presentation or lunch / dinner to seat about 200
- Multi-Purpose Room 2 and 3 - could be set up in lecture or presentation mode to seat either 200 as one space; or 100 in each space
- Participants would move between rooms and use the foyer and roof deck for milling and break times

**Seated Table Events**

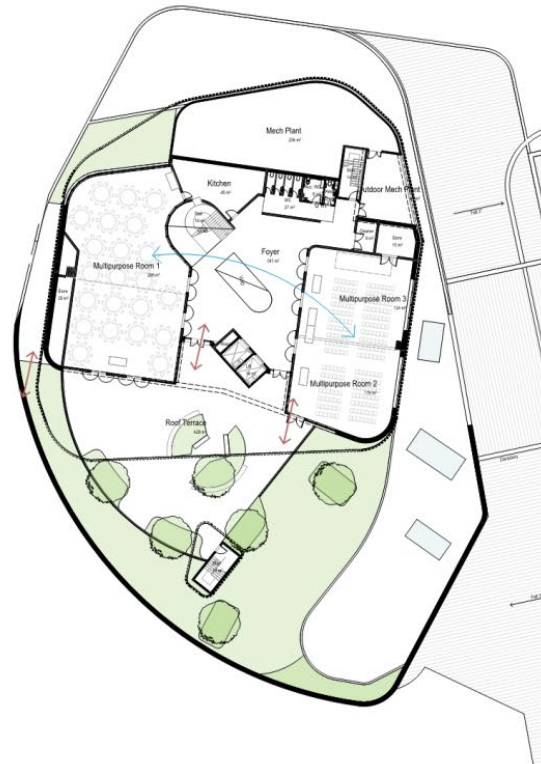
If used individually, Multi-purpose Rooms 1, 2 and 3 could each be set-up for seated table events.

As the larger space, Multi-purpose 1 could facilitate an event with small dance floor or raised stage.

**Lecture & Presentation Modes**

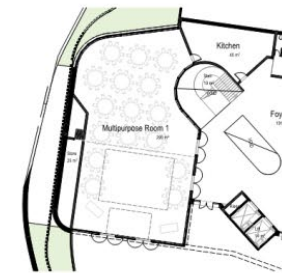
Multi-purpose Rooms 1, 2 and 3 could also each be set-up for lecture or presentation modes.

Example seating layouts are shown on this page, noting the maximum occupancy on this level is 400 people.

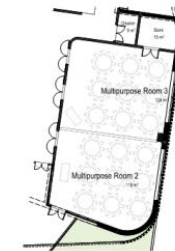


- MP 1 - 200 seat sit down event
- MP 2 & 3 - 200 seat lecture / presentation (with the operable wall open)
- \*\* single events where participants move between spaces

Conference or Training Layout not to scale



Multi-Purpose 1  
160 seat sit down event with small dance floor and raised stage

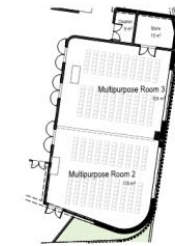


Multi-Purpose 2 & 3  
90 seat sit down event with the operable wall closed, or 180 seat with the operable wall open

Seated Table Events not to scale



Multi-Purpose 1  
300 seat lecture / presentation



Multi-Purpose 2 & 3  
140 seat lecture / presentation event in each room with the operable wall closed

Lecture & Presentation Modes not to scale



## 12.2 COBBLEBANK COMMUNITY SERVICES HUB PROJECT UPDATE - SCHEMATIC DESIGN PHASE

**Author: Caterina Ciciulla - Head Major Project Delivery**  
**Presenter: Neil Whiteside - Director City Delivery**

### PURPOSE OF REPORT

To provide an update on the Cobblebank Community Services Hub Project – Schematic Design Phase.

### RECOMMENDATION:

That Council:

1. Note the Cobblebank Community Services Hub Project – Schematic Design Phase Update.
2. Approve the Cobblebank Community Services Hub Project – Schematic Design Report at Appendix 1, including approval of the six-storey development with a minimum of 5 Star Green Star rating and the additional scope of the basement car park.
3. Note the Cost Plan for the Cobblebank Community Services Hub Project – Schematic Design Phase, including the additional scope of the basement car park, at Confidential Appendix 2.
4. Note the update on the prospective tenant public Expression of Interest process.
5. Note Council officers will progress the project with the detailed design and subsequent release of the project for expression of interest and tender for a head contractor.
6. Receive a further report on the Cobblebank Community Services Hub Project tender for consideration to award the construction contract.

### Motion

Crs Turner/Shannon.

That Council:

1. Note the Cobblebank Community Services Hub Project – Schematic Design Phase Update.
2. Approve the Cobblebank Community Services Hub Project – Schematic Design Report at Appendix 1, including approval of the six-storey development with a minimum of 5 Star Green Star rating and the additional scope of the basement car park.
3. Note the Cost Plan for the Cobblebank Community Services Hub Project – Schematic Design Phase, including the additional scope of the basement car park, at Confidential Appendix 2.
4. Note the update on the prospective tenant public Expression of Interest process.
5. Note Council officers will progress the project with the detailed design and subsequent release of the project for expression of interest and tender for a head contractor.
6. Receive a further report on the Cobblebank Community Services Hub Project tender for consideration to award the construction contract.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

**CARRIED UNANIMOUSLY**

## REPORT

### 1. Executive Summary

The purpose of the Cobblebank Community Services Hub (CCSH) Project (Project) is to:

- address the health and community service gaps within the City of Melton by attracting quality service providers to deliver critical services
- address the lack of fit-for-purpose office accommodation
- provide an accessible and co-located community service space
- deliver critical services to improve community health and wellbeing
- be financially viable and generate an income for Council.

This report seeks Council's consideration to approve the CCSH Project - Schematic Design Report (refer **Appendix 1 – CCSH Schematic Design Report**) and associated Cost Plan (refer **Confidential Appendix 2 – CCSH Cost Plan – June 2024**), noting it is recommended approval of a six storey building with a 5 star Green star rating and the inclusion of a basement car park.

External funding of \$4,000,000 from the Victorian Government's Growing Suburbs Fund (GSF) has been secured and an additional grant funding of \$624,000 of unspent funds has been allocated to this project from the GSF, in recognition of their support for this project.

Financial modelling on the project has been completed and the recommended option has demonstrated a profitable investment that supports the upfront cost (refer **Confidential Appendix 3 – CCSH Financial Details – June 2024**).

### 2. Background/Issues

#### 2.1 Background

The CCSH is proposed to be located in the Cobblebank Metropolitan Activity Centre on the corner of Hollingsworth and Stadium Drives on approximately 0.6 hectares. The site is near the Western BACE and Cobblebank Stadium.

In 2019 Council completed a desktop analysis that identified significant service gaps in the local health and community service sector. One of the identified barriers to being able to attract services to the municipality was the lack of appropriate office accommodation. To fund this facility Council made an application to the Growing Suburbs Fund (GSF) to secure a funding contribution towards the construction of the building.

In June 2022, to test the proof of concept and ensure that Council was future proofing the development for growth and addressing the best and highest use of the land, a select Expression of Interest (EOI) was undertaken for potential tenants. The original concept provided a net lettable area (NLA) of 4,090m<sup>2</sup>.

The EOI process led to a request for 5,385m<sup>2</sup> of exclusive tenancy space from 18 prospective community service providers, indicating that the building would be oversubscribed by 1,295m<sup>2</sup> the equivalent of a full additional storey; this led to the exploration of building a larger facility.

In March 2023 at a Briefing of Councillors the following details were provided:

1. Purpose of the project
2. The outcome of the application for funding through the Growing Suburbs Fund
3. The outcome of the initial EOI to test proof of concept

The next steps outlined in the briefing included:

1. Development of a financial model
2. Procurement update - advising the completion of an EOI and tender process for the appointment of design consultants.
3. Advice on the upcoming co-design workshop held with the EOI respondents.

In April 2023 the Project Team met with each of the prospective tenants. Since that time Council officers have maintained ongoing communication with prospective tenants to ensure that changes to their requirements are captured by the Project Team. Interest from additional organisations, since the initial EOI, continues to be received.

Following these key project milestones, the Project Team has progressed the project as follows:

- At the Council Meeting on 26 June 2023 Council awarded a contract to DesignInc Pty Ltd for design services.
- At a Council Meeting on 25 September 2023 Council awarded a contract to RP Infrastructure for Project Management, Quantity Surveying and Superintendent Services.
- In December 2023 Senate SHJ was appointed as the communications consultant to assist Council in communication and engagement for the project.

At the Council Meeting on 26 February 2024, Council considered a report on the CCSH Project which detailed that a 6-storey building with a 5-Star Green Star rating would provide the best outcome for Council noting this option would deliver:

- A favourable Internal Rate of Return (IRR)
- The highest gross development profit, earliest payback
- Demonstrated the highest revenue.
- Ability to meet tenancy demand.
- Ability for future development and further income generation
- Achieves the Urban Design Framework (UDF) aspirations.
- Provision for sufficient and secure car parking.

Refer to **Confidential Appendix 3 – CCSH Financial Details – June 2024** for specific details on the options assessment and financial modelling.

Council resolved as follows:

*That Council:*

1. *Note the report on the Cobblebank Community Services Hub Project – Masterplan Phase.*
2. *Approve a minimum of 5 Star Green Star rating for the Cobblebank Community Services Hub development.*

In March 2024 a public EOI was released for potential tenants on the basis that the building size had increased. The purpose of this public EOI was to ensure transparency in the process and provide any organisation or business the opportunity to express interest in co-locating in the CCSH. This public EOI provided an opportunity for those who had already expressed interest to update their requirements and to ensure that Council was providing opportunity for responses from the broader business community.

## **2.2 Addressing Service Gaps in the City of Melton**

### *2.2.1 Council's Vision Statement*

Melton City Council developed 'Melton City 2041 – The City we Create' that includes a shared vision for the City of Melton.

Five themes frame the priorities with the aim of creating a liveable and vibrant City. This project directly responds to theme 3 'Our well-built City'.

The measure of achievement of this theme is to identify and address health and community services gaps. The CCSH project directly responds to this outcome as the enabling infrastructure.

### *2.2.2 Gap and Needs Analysis*

Council has a long-term vision that aims to ensure continued economic growth in the City of Melton, generate local employment opportunities, and position the municipality as a leading vibrant and diverse place of business and visitor experiences and where residents have access to the services they need.

The growth corridors of outer Melbourne are noted for lower standards of health than the rest of Victoria. The City of Melton ranks lower than inner city areas across a range of health and wellbeing indicators.

Melton residents moving to the region need to have access to essential services and education. Melton has a growing need for a strong network of allied health and human services, but many of these services are not available locally.

In 2019 Council completed a desktop analysis that identified significant service gaps in the local health and community service sector.

- The need for the CCSH arises from recognized gaps in health and community services including family violence services, mental health services, disability and early intervention services, children's services, employment services, alcohol other drug support services, refugee support services and culturally specific services for our Aboriginal and Torres Strait Islander communities, and culturally diverse communities.
- Many health and human services programs catering to outer western Melbourne, including the City of Melton, are delivered in neighboring municipalities and are difficult to access. Service providers express difficulties in providing services in the City of Melton due to lack of fit-for-purpose, co-located accommodation in central locations.
- Council has therefore taken the initiative to develop the Hub to provide an accessible and fit-for-purpose co-located service space and looks to work in partnership with the private sector, government agencies and key stakeholders to deliver localized community health and support services for the growing community.

Several agencies have been in ongoing discussions with Council about their desire to establish services in Melton and co-locate with other complimentary services, however to date Council is not able to provide suitable long-term accommodation.

### *2.2.3 Funding Support*

Council was successful in obtaining \$4,000,000 through the Victorian Government's Growing Suburbs Fund (GSF) to build the CCSH to provide space currently lacking in the municipality to accommodate a range of community services to meet the critical needs of our growing community.

A further \$624,000 has been allocated to the project through the GSF Fund in recognition of the vital need for this infrastructure.

A recent submission to Growth Areas Infrastructure Contribution (GAIC) Program for funding for the project was not successful, however Council officers will continue to lobby and advocate for additional funding.

### *2.2.4 Alignment with Council's Strategic Plan*

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

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

##### *3.2 Health and community services are accessible locally*

To support the delivery of Council's 2021-2025 Council and Wellbeing Plan and the actions above the CCSH will be designed as a fit for purpose facility to house health and community services businesses in the Melton municipality to foster the growth of a healthy community and strong economy.

This development will be an enabler to encourage diverse businesses to locate in Melton, enabling business growth and encouraging new investment to respond to the changing nature of our growing community. The development will provide education opportunities through partnerships that support lifelong learning and will be designed as a place for health and community services providers.

This need is underpinned by the recent growth statistics that rank Melton as the 4th fastest growing municipality in Australia and the second fastest growing in Victoria. Melton recorded an annual growth of 6.61% between 2023-2024.

In 2024 the estimated resident population in the City of Melton is expected to increase by 12,785 people, 4,124 families and 3,337 babies. With this growth brings a demand for services to be located close to our population growth areas, the lack of fit for purpose space for businesses to establish themselves in Melton remains a barrier.

The CCSH development is seen as the solution to this problem. It will be a financially self-sustaining development that will generate on-going revenue for Council whilst providing urgently needed office accommodation.

### *2.2.5 Prospective Tenant Public Expression of Interest Process*

To identify potential tenants for the CCSH a public EOI was released on 19 March 2024 and closed on 26 April 2024.

The purpose of the public EOI was to ensure that there was an opportunity to provide organisations and businesses the opportunity to express interest in co-locating in the CCSH. The public EOI also provided an opportunity for those who had already expressed interest in 2022 to update their requirements.

The process ensured that Council was capturing responses from the broader business community.

The outcome of the public EOI resulted in 18 organisations responding with the following requests.

- Total exclusive tenancy space – 6,000m<sup>2</sup>
- 7 organisations requested 5-year leases with options for two further 5 years
- 49 bookable workstations equating to 700m<sup>2</sup> or half a floor.
- 75 exclusive secure parking spaces

The proposed preferred 6-storey building has 8,200m<sup>2</sup> of available Net Lettable Area (NLA). Based on the recent EOI process a total of 6,500m<sup>2</sup> NLA has been requested, leaving an available balance of 1,900m<sup>2</sup> NLA in the building or equivalent to just over one (1) floor.

The public EOI process further supports the proof of concept and the strong desire from businesses for fit for purpose office accommodation in the City of Melton.

It is proposed that the prospective tenants be assessed against a weighted evaluation criteria including:



- Financial viability
- How their service addresses service gaps
- Prior success of service delivery in other locations
- Public Liability insurance - \$20M

As part of the assessment of tenants and how their service addresses service gaps, the assessment will include their ability to provide services to the City of Melton residents and job creation for our residents.

### **2.3 Proposed Solution - Solving for the Future - Cobblebank Community Services Hub**

To address the service gaps identified in 2022, a requirement for fit for purpose office accommodation in the City of Melton and a strong desire from organisations and businesses to co-locate in the CCSH. Council officers have continued to progress the design of the CCSH and further refine the design to respond to the needs of the prospective tenants and the community.

At the Council Meeting on 26 February 2024 a report was presented to Council that highlighted 3 building options as follows:

Option 1 – 3 storey building – 5,000m<sup>2</sup> NLA

Option 2 – 6 storey building – 8,200m<sup>2</sup> NLA

Option 3 – 2 connected - 3 storey buildings – 8,400m<sup>2</sup> NLA

Council officers assessed the three options against a set of financial and non- financial criteria resulting in the recommendation that Option 2, the 6-storey building with a 5 Star rating, delivered the optimal design solution to address delivery of services gaps and was the most financially viable.

This building option will deliver 8,200m<sup>2</sup> NLA, 133 at grade car spaces and landscaping up to the edge of Hollingsworth Drive.

#### *2.3.1 Design Principles*

Four design principles were developed during the Masterplan Phase that respond to the project vision and site context. These remain relevant for the Schematic Design Phase. These high-level principles have informed the design response and are intended to encompass broader community principles as well as specific aims of the project. These principles will naturally evolve as the project develops.

They include:

- Connection and Inclusion
- Flexibility and Welcoming
- Healthy and Sustainable
- Value for Money

#### *2.3.2 Project Scope*

The building has been designed to ensure physical connection to the wider urban context and cater for accessibility of diverse tenants and users. It will include connection with nature and provide a design that prioritises value for money in both the capital investment and longer-term whole of life. The following list outlines a summary of the key features of the building:

- Target Gross floor area 10,100 m<sup>2</sup>
- Target net leasable area (NLA) 8,200 m<sup>2</sup> (including ground floor shared leasable spaces)
- Typical floor area's – 1,450 to 2,400 m<sup>2</sup>

- Approx 133 at grade car parks – Vehicle drop off and pick up points\*
- (\* Note: See details below re- alternative car parking option for consideration)
- Vehicle cross over access point from Stadium Drive
- An alternative option has been developed that replaces the at-grade car parks with a combination of a basement and some at grade car parking to allow for better utilisation of available land as the Precinct develops.
- 5-star green star

### 2.3.3 Flexibility and Planning

Both the overall site master planning and the building planning have been conceived with future flexibility in mind. At a site scale the centralised car parking and northern position of the building, allows for further building development to the south and a possible podium or sleeved car park. At a building scale, the central two-way foyer and core allow for good accessibility for multiple tenants per floor. The siting of the CCSH allows for future development to the rear of the site to address the growing needs of our municipality.

Refer to **Appendix 1 – CCSH Schematic Design Report.**

### 2.3.4 Basement Car Park Option

To address feedback received from the public EOI process, consultation with prospective tenants and Council's internal governance groups the viability of a basement car park option has been tested. This alternative option will meet the needs of service providers who require exclusive secure car parking and future expansion on the site.

Based on favourable geotechnical results the basement option has been developed to provide one level of basement car parking. This will remove the need for extensive at-grade car parking and will deliver 60 basement car spaces and 30 at-grade car spaces.

The basement car spaces can be leased and will generate further revenue for Council. The benefits of the basement car parking are as follows:

- Responds to the prospective tenant's request for secure car parking.
- Provides Council with an additional revenue stream.
- Provides tenants with secure parking for staff and fleet vehicles.
- Allows for future development on the site without loss of parking for this current stage.
- Demonstrates best and highest use of the land for future building stages.

## 2.4 Cost Plan Update

An updated CCSH Schematic Design Cost Plan has been developed for both the at grade and basement car park options (refer **Confidential Appendix 2 – CCSH Cost Plan – June 2024**).

The changes in the cost plan between the Masterplan Phase and Schematic Design Phase are due to:

- Adjustment in construction rates.
- Changes to the foundation system following the completion of the geotechnical investigations.
- Improved flexibility to the mechanical system to allow in future changes to tenancy areas.
- A move to a Tier 2 contractor, due to the value of the project.
- Addition of landscaping between the title boundary and Hollingsworth Drive

#### 2.4.1 Option A – At-grade Car Park

This option includes the current building scope of 8,200m<sup>2</sup> NLA, landscaping and all car parking located at-grade, consistent with the Masterplan Report presented to the Council Meeting on 26 February 2024.

#### 2.4.2 Option B – Basement Car Park

This option includes the current building scope of 8,200m<sup>2</sup> NLA and an alternative car parking layout that includes 60 basement car spaces and 30 at-grade car spaces.

#### 2.4.3 Summary of Car Park Options

A summary of the car park options and associated costs is provided in **Confidential Appendix 3 – CCSH Financial Details – June 2024**.

### 2.5 Proposed Timelines - Cobblebank Community Services Hub

The CCSH Project is on track to be open in the second half of 2026 with the key milestone dates outlined in Table 2 below. These dates align with the GSF Grant Timelines.

Table 2 - Project Milestones (Estimated)

Milestone	Date (Estimated)	Status
Masterplan Phase	February 2024	COMPLETED
Schematic Design	January – March 2024	COMPLETED
Detailed Design	April – July 2024	IN PROGRESS
Cultural Heritage Management Plan	June 2024	IN PROGRESS
Planning Permit	July/August 2024	
Tender for Construction Contractor and Council award	Aug 2024 – February 2025	
Construction	March 2025 – July 2026	
CCSH opens	September 2026	

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

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

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

3.2 Health and community services are accessible locally.

## 4. Financial Considerations

### 4.1 Financial Modelling

Financial modelling has been completed on both a 6 storey building with at grade carparking (Option A) and 6 storey building – basement carparking (Option B). Both options have shown positive Net Present Value (NPV). The growing suburbs funding of \$4,624,000 has been applied to both financial models. The benefit of the basement option is that it utilizes half of the land allocation and provides the opportunity for Council to build future stages and generate additional income. Both Option A and Option B demonstrate a profitable investment that supports the upfront cost.

Refer to **Confidential Appendix 3 – CCSH Financial Details – June 2024** for specific details.

### 4.2 Rental Valuation

Council officers engaged a commercial real estate and property consultant, Colliers to provide a valuation for the purposes of establishing a rental amount that can be used for the financial modelling and to provide to prospective tenants.

Refer to **Confidential Appendix 3 – CCSH Financial Details – June 2024** for specific details in relation to rental valuation.

#### **4.3 Funding Source**

The funding of the CCSH Project will include a combination of Victorian Government funding, Council funds and Strategic Reserve.

Refer to **Confidential Appendix 3 – CCSH Financial Details – June 2024** for specific details in relation to funding sources.

Council will continue to seek additional government grant funding as grants become available to reduce Council funds contribution.

#### **4.4 Addressing Cost Risk**

To ensure that a robust budget has been established Council have engaged a qualified quantity surveyor who has provided cost planning at each phase of the project. The cost plan addresses the financial risk associated with delivering this project.

Refer to **Confidential Appendix 3 – CCSH Financial Details – June 2024** for specific details in relation to addressing cost risk.

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

Council officers have continued to engage with prospective tenant partners in relation to the project.

### **6. Risk Analysis**

The following measure have been put in place to reduce or eliminate the risk to Council for this project.

1. Council has engaged a superintendent that is qualified and experienced in delivering projects of this size and complexity. The role of the superintendent will be to oversee the building works on site and ensure that works are carried out in a safe manner and monitor the construction budget.
2. To ensure that a robust budget has been established Council have engaged a qualified quantity surveyor who has provided cost planning at each phase of the project. Sufficient contingency for construction related issues have been included in the budget. The budget has been developed to include cost escalation up to the end of construction. This will ensure that we can deliver a project on budget and takes into account the increase in construction costs up to contract award.
3. To support the delivery of the project a project manager, quantity surveyor and superintendent have been appointed to ensure that the delivery of the design and construction phase are delivered on time and within budget.
4. A public EOI process was undertaken to ensure that the building would have sufficient tenants to align with the Business Case and revenue targets. The public EOI resulted space requests for up to 80% of the building.
5. A commercial agent has provided a rental valuation that has been used in the financial modelling.
6. A financial model has been prepared for the option provided in this report and both options have resulted in favourable net present value and the ability to generate ongoing revenue for Council.

## 7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Not proceed with the officers' recommendation and determine an alternative course of action.

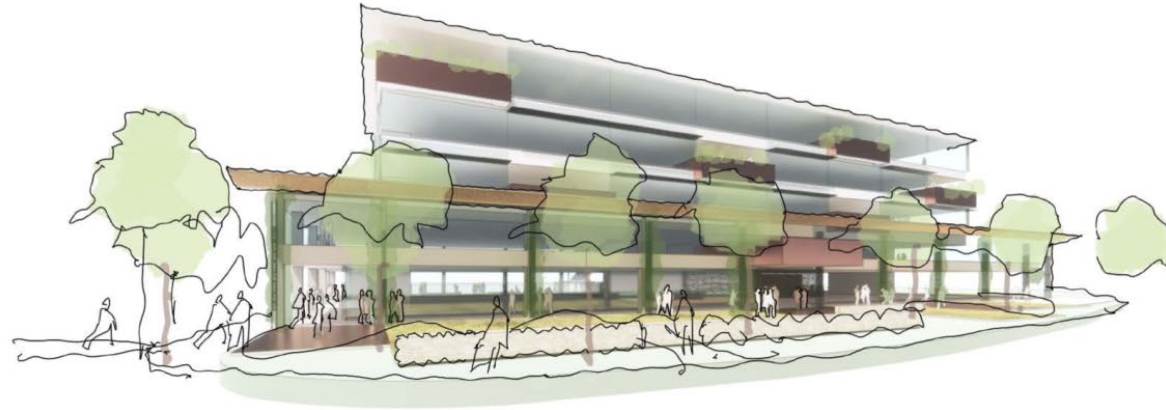
## LIST OF APPENDICES

1. CCSH Schematic Design Report
2. CCSH Cost Plan - June 2024 - **CONFIDENTIAL**
3. CCSH Financial Details - June 2024 - **CONFIDENTIAL**

**DesignInc**

**DRAFT**

Architecture  
Urban Design  
Interiors  
designinc.com.au



**Melton City Council**  
**Cobblebank Community Services Hub**



Schematic Design Response  
updated version  
22065  
07.06.2024

DRAFT

## Information

### Contents

<b>1.0 Introduction</b>	<b>3</b>
1.1 Project background	
1.2 Project objectives and vision	
1.3 Project scope summary	
1.4 Stakeholders and consultation	
<b>2.0 Context and Analysis</b>	<b>7</b>
2.1 Regional and cultural context	
2.2 Cobblebank context	
2.3 Site context and analysis	
<b>3.0 Design Response</b>	<b>11</b>
3.1 Learning from country and community	
3.2 Conceptual design framework	
3.3 Design narrative	
3.4 Flexibility and planning	
3.5 Healthy building response	
3.6 Materials and expression	
3.7 Alternative site and parking response	

### DesignInc

DesignInc Melbourne Pty Ltd

ACN 005 644 146  
ABN 57 448 891 837

Level 2, GPO Building  
350 Bourke Street  
Melbourne VIC 3000

+61 3 9654 9654

melbourne@designinc.com.au  
designinc.com.au

 DesignInc Melbourne

 designinc\_melb

We are an association of independent practices with national offices in Adelaide, Brisbane, Melbourne, Perth and Sydney.

© Copyright DesignInc. Copyright in this document and the concepts it represents are reserved to DesignInc. No authorised use or copying permitted. All rights reserved. Some of the incorporated images and concepts maybe subject to third party copyright and/or moral rights.

2 | 07.06.2024 | 22065

#### Contact

Stephen Webb Director  
Damien Ferlazzo Associate

+61 3 9654 9654  
email@melb.designinc.com.au

#### Acknowledgment of country

##### Project

We acknowledge the Wurundjeri Woi-wurrung People as the Traditional Owner of the site for the Cobblebank community services hub.

##### Practice

We acknowledge the Traditional Custodians of the land we work on in *Naarm*.

We pay respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

designinc.com.au





01

Introduction



DRAFT

# 1.0 Introduction

## 1.1 Project background

### Introduction

This report provides a schematic design response for the Cobblebank Community Services Hub.

This report documents a summary design response. For additional project brief and background please refer to the separate design brief, original Request For Tender document and masterplan phase reports.

The development aims to address the recognised gaps in health and community services including family violence services, mental health services, disability and early intervention services, children's services, employment services, alcohol and other drug support services, refugee support services and culturally specific services for our Aboriginal and Torres Strait Islander communities, and culturally diverse communities.

The proposed development will be built at the corner of Hollingsworth Drive & Stadium Drive and will house community services as well as a mix of commercial tenants. The Hub will deliver localised community health and support services for the growing Melton community.

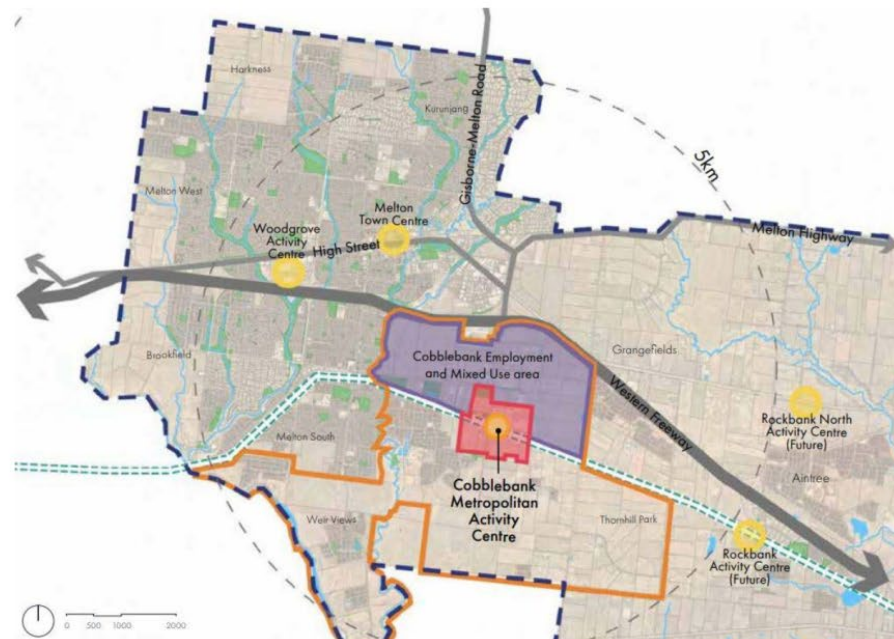
The project is funded by Council with support from the State Government through the Growing Suburbs Fund.

### Broader master plan

The proposed Hub sits within Cobblebank Metropolitan Activity Centre and its Urban

Design Framework. The Cobblebank Metropolitan Activity Centre aims to be a thriving new urban precinct in Melbourne's West with the new Cobblebank Train Station, Cobblebank Stadium, the new Melton Hospital and a significant retail and entertainment precinct at its heart.

**The purpose-built state of the art community service hub will be located in the heart of the Cobblebank Metropolitan Activity Centre. The built form outcomes will set a precedent for the emerging Cobblebank area.**



DRAFT

**1.0 Introduction**

**1.2 Project objectives and principles**

**Project objectives**

- Address the health and community service gaps within the City of Melton by attracting quality service providers to deliver critical services
- Address the lack of fit-for-purpose office accommodation
- Provide an accessible and co-located community service space
- Deliver critical services to improve community health and wellbeing
- Be financially viable and generate an income for Council.

**Design principles**

Four design principles were developed during the masterplan phase that respond to the project vision and site context. These remain relevant for the schematic design phase.

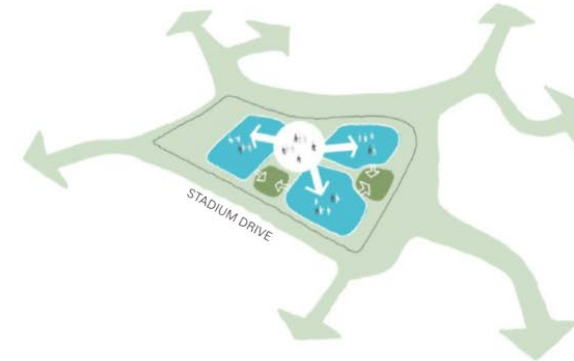
These high level principles have informed the design response and are intended to encompass broader community principles as well as specific aims of the project. These principles will naturally evolve as the project develops. They include:

- 01 Connection and Inclusion
- 02 Flexibility and Welcoming
- 03 Healthy and Sustainable
- 04 Value for Money



**01 Connection + Inclusion**

\_ Ensure physical connection with the wider urban context and community inclusivity with the diverse population



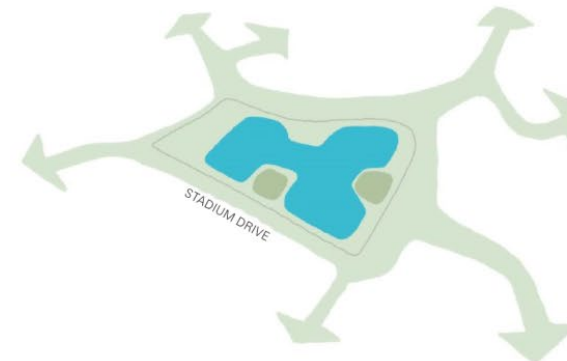
**02 Flexible + Welcoming**

\_ Embed natural flexibility and high levels of accessibility in the built form to cater for diverse tenants and users



**03 Healthy + Sustainable**

\_ Design for high levels of connection with nature and sustainability leadership



**04 Value for Money**

\_ Prioritise value for money design decisions for both capital costs and longer term whole of life

DRAFT

## 1.0 Introduction

### 1.3 Project scope

#### Key project data and assumptions

- Target Gross floor area (FECA) 10,100 m<sup>2</sup>
- Target net leasable area (NLA) 8,200 m<sup>2</sup> (including shared leasable spaces)
- Typical floor area – 1450 to 2400 m<sup>2</sup>
- Height 5-6 stories
- Approx 100 at grade carparks
- Vehicle drop off and pick up point
- Vehicle cross over access point from Stadium drive
- At-grade carparks will ultimately be superseded by multi-level carparks or basement or semi-basement carparks to better utilise available land as the Precinct develops.

#### Sustainability targets

Sustainability themes include healthy building design, high performance building facade, reduced upfront carbon impact & other key initiatives contributing to a commitment to achieve a 5 star Green Star certified rating. Alignment with Melton City Council's project objectives and design requirements.

### 1.4 Stakeholders and consultation

#### Tenant and community consultation

A strategic stakeholder session was undertaken with Prospective Interested tenants on September 14, 2023.

Key factors and considerations that came out of this session with the prospective community service tenants included:

- Trained Concierge to provide a welcoming and support face to the building tenants and the various clientele groups
- Security and Safe space
- Sense of Community and belonging
- Consideration for the large diverse groups that will potentially use the facility.
- High demand of access to shared or common facilities
- Opportunities to use courtyard or external spaces

Subsequent consultation has been occurring between Melton City Council and prospective tenants. The primary outcomes for this phase of the project include:

- the need for the building to be highly flexible to cater for a range of tenancy sizes
- the inclusion of shared, leasable meeting spaces on the ground floor only

#### Design Process

The design process for this phase included a number of collaborative client and consultant workshops followed by a series of more detailed consultations focussed on town planning, services, structure, sustainability, costings, site planning, landscape and infrastructure.

In parallel, interim designs were presented and discussed at regular client project working group meetings and project control group meetings.

Following design review and Council feedback on the schematic design proposal an alternative site and carparking option was developed. A summary of this option is included in section 3.7.

#### Local community and First Nations and codesign process

An inclusive, codesign process also started during this phase. This process has included consultation with First Nations elders and a strong emphasis on the diverse multicultural community of Melton. The process will continue through the design development phase.



'My Dream! Portraits & Stories' campaign 2024, courtesy of Melton City Council







DRAFT

## 2.0 Context and Analysis

### 2.1 Regional and cultural context

At a regional scale the masterplan acknowledges and aims to learn from the Wurundjeri Woi-wurrung people as Traditional owners.



DRAFT

## 2.0 Context and Analysis

### 2.2 Cobblebank context

The Urban Development Framework divides into four precincts for mixed use development. The Cobblebank Community Service Hub is located in the South West Precinct - expected to be integrated with the residential and active recreation area.

Key elements of the UDF that relate to the proposed development include:

#### Activate Street Frontages & Street Connections

- Built form framework outlines active frontages to the Urban Core at ground level, as well as key site interfaces at intersections.
- Buildings on corner sites should address and activate both primary and secondary frontages
- 0m setbacks first two stories. Three storey buildings or higher will have a 5 meter setback on the third floor from the street-wall to the upper levels to create visual separation and a transition in height
- Pedestrian connections opening out to public spaces providing visually permeable and active street level interfaces
- Passive surveillance at street level encouraged for all pedestrian connections

#### Vehicular Wayfinding

- Key urban connector roads adjacent to the subject site are Hollingsworth Drive to the north and Bridge Road to the south connecting with nearby arterial road, Ferris Road.
- Stadium Drive to the east of the site designated as local access street
- Hollingsworth Drive is noted as key pedestrian route
- Explore visual wayfinding markers at key street corners
- As well as on site car parking, nearby parking facilities to the east & south-east of the subject site will be investigated in future phases for shared use with the proposed development

#### Sustainability & Environment

The City of Melton is committed to creating a low carbon city well-adapted to climate change. Council recognises the future impact of climate change and has adopted the City of Melton Environment Plan 2017-2027 to meet targets for reducing greenhouse gas emissions.

- The Council's key target for the built environment is net zero emissions by 2040
- Energy responsible site and building design with initiatives such as Green Star accredited buildings
- Site and building design maximising solar access, minimising impervious surfaces, water and energy efficiency & reduction of waste and emissions.
- Use of low carbon building materials
- Embracing water sensitive urban design interventions



Diagram from Cobblebank Urban Development Framework (2019)

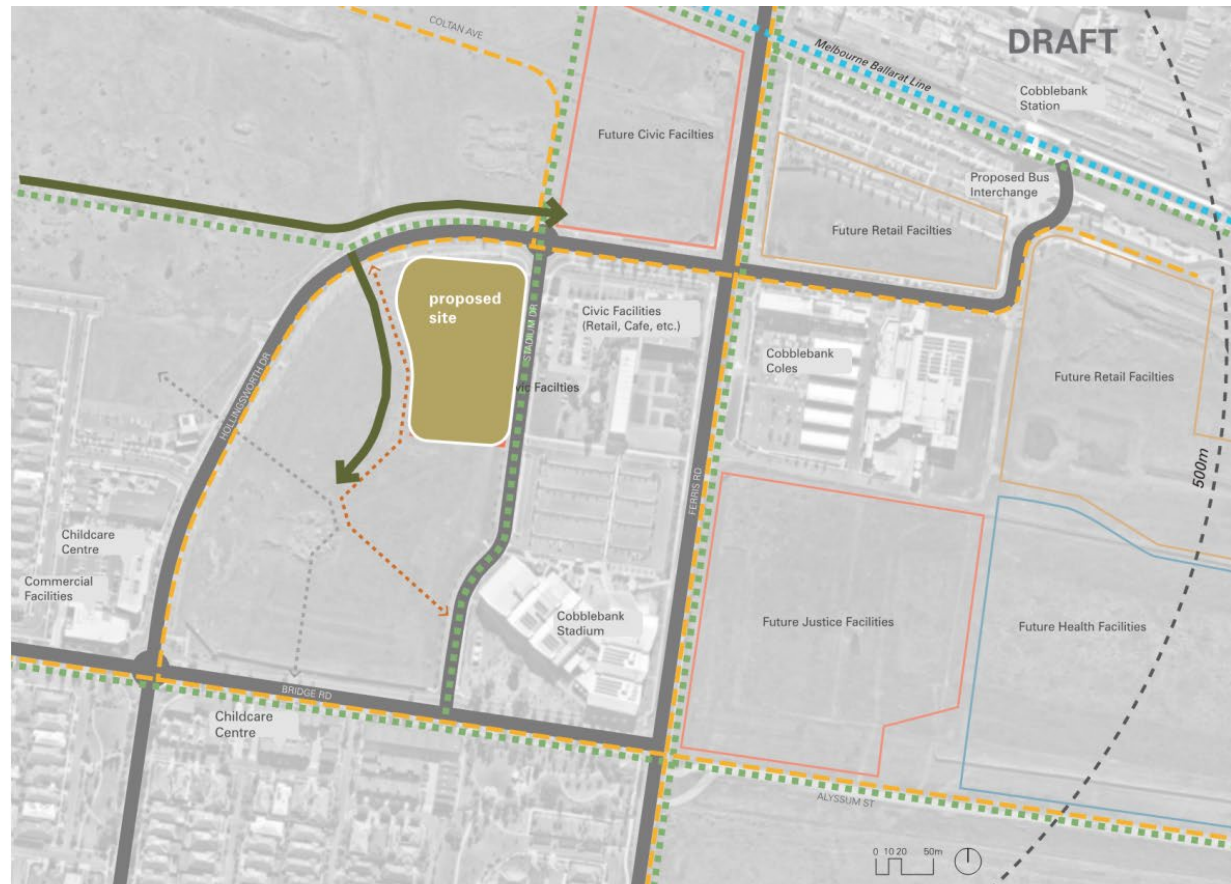


## 2.0 Context and Analysis

### 2.3 Site context

- Close to Cobblebank Train Station (Melbourne-Ballarat Line)
- Located across from Cobblebank Stadium
- Major roads include Bridge Road and Hollingsworth Drive connected to residential area for access
- Melton is part of the growth corridor
- Aspire Childcare Centre - Atherstone Estate to the South of site
- Surrounded and sits within Aboriginal Heritage Cultural Areas
- Though subject site is within a bushfire designated area, the proposed CASH will not require a bushfire preventative plan due to being classified as building class 5 and 6 as per relevant building surveyor's report.
- Stadium Drive proposed to remain as local access street

- Future Bus Route
- Future Bike Routes
- Future major landscape connection
- Roads
- Future Pedestrian Connection
- Future Road Connection
- Melbourne-Ballarat Rail Line









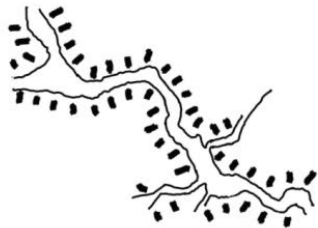
### 3.0 Design Response

#### 3.1 Learning from Country and community

The design response starts with Learning from Country and community

This is a holistic and integrated approach to both sustainability and first nations design.

It is a design approach that aims to create a healthy built environment by nurturing the natural affinity all people have with Country and the natural environment



Portraits by Tamirat Gebremariam care of Melton City Council

designinc.com.au



DRAFT

### 3.0 Design Response

#### 3.1 Learning from Country and community

Learning from Country includes listening and learning from local Elders, from the diverse multicultural community of Melton and from the natural elements and ways of Country.

Themes so far explored in the design include:

- natural wayfinding
- orientations + locating
- safe passage
- waterway routes
- sky country .. 3-dimensional landscape
- healing and calming
- memories and grounding
- seasonal renewal
- Country perfectly imperfect
- ochres of country
- rich volcanic soil
- senses...see hear feel smell

The surrounding Country is defined by a particular pattern of viewing and experience, offering a glimpse of the landscape that existed in Melton prior to European settlement.

Natural features are referenced that were shaped and influenced by ancient volcanic activity which formed the expansive basaltic and alluvial plains that make up the municipality. These include:

Volcanic cones and hills - topographic variation (hills) contrasting with the flat landscape

Forrested Hills - expanses of dense vegetation, sense of enclosure within with distinct edges and dark silhouettes providing contrast with open plains

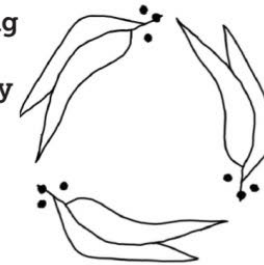
Waterways - shallow depressions and well defined valleys and gorges often well vegetated with gentle undulations and steep escarpments

Learning throughout the design phases is three fold:

It includes Learning from Country, learning from the diverse multicultural community and learning from you the expert stakeholders.

Note: all landscape photos images used in this report are from surrounding Country

Learning from Country



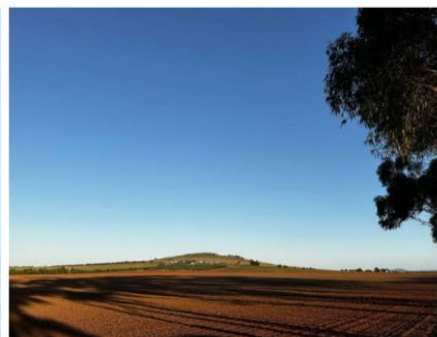
Learning from community

Learning from you

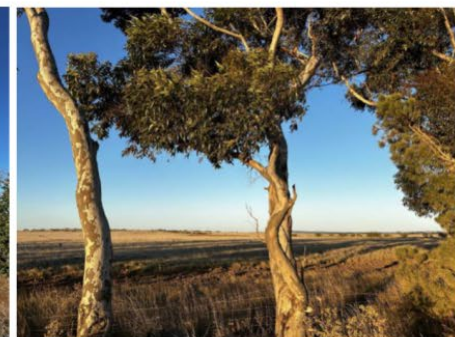
**a design approach that aims to create a healthy built environment by nurturing the natural affinity all people have with Country and the natural environment**



designinc.com.au



All photo images are from surrounding Country



22065 | 07.06.2024 | 13



DRAFT

### 3.0 Design Response

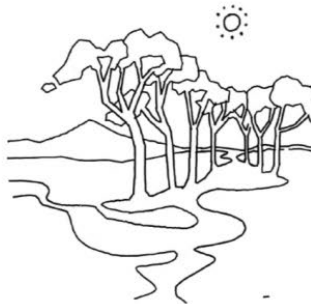
#### 3.2 Conceptual design framework

##### The Living Canopy

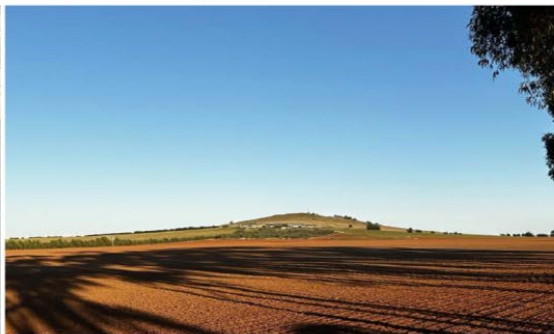
The overall conceptual framework for the design imagines the building as a continuous Living Canopy analogous to traditional local Country and landscapes. Like the local natural ecosystems, the design aims to be interconnected, life sustaining and healing at all scales. As a place for all people, it aspires to embody the flow of life; to connect and be nourishing like the natural water courses of local Country.

Like a treed watercourse, The Living Canopy creates:

- shelter - wayfinding - community - identity - safe passage - gathering - transition - calming - memories
- grounding - sensory landscape - protection - respite



Like the local natural ecosystems, the design aims to be interconnected, life sustaining and healing at all scales. As a place for all people, it aspires to embody the flow of life; to connect and be nourishing like the natural water courses of local Country.



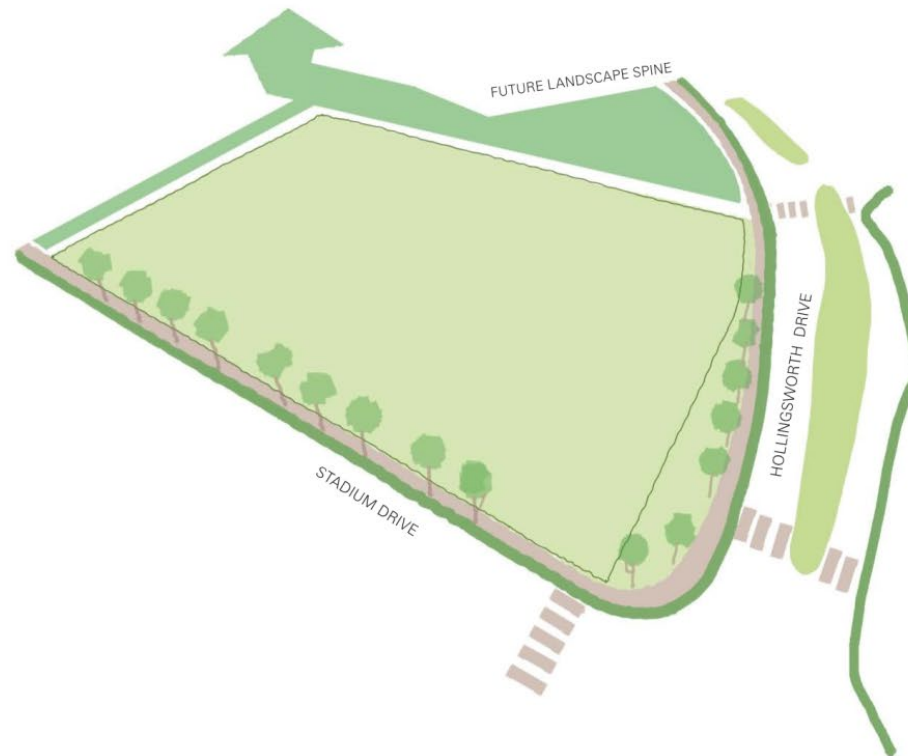
DRAFT

### 3.0 Design Response

#### 3.3 Design narrative

## 1 start with Country

- \_consider broader natural setting
- \_learning from nature



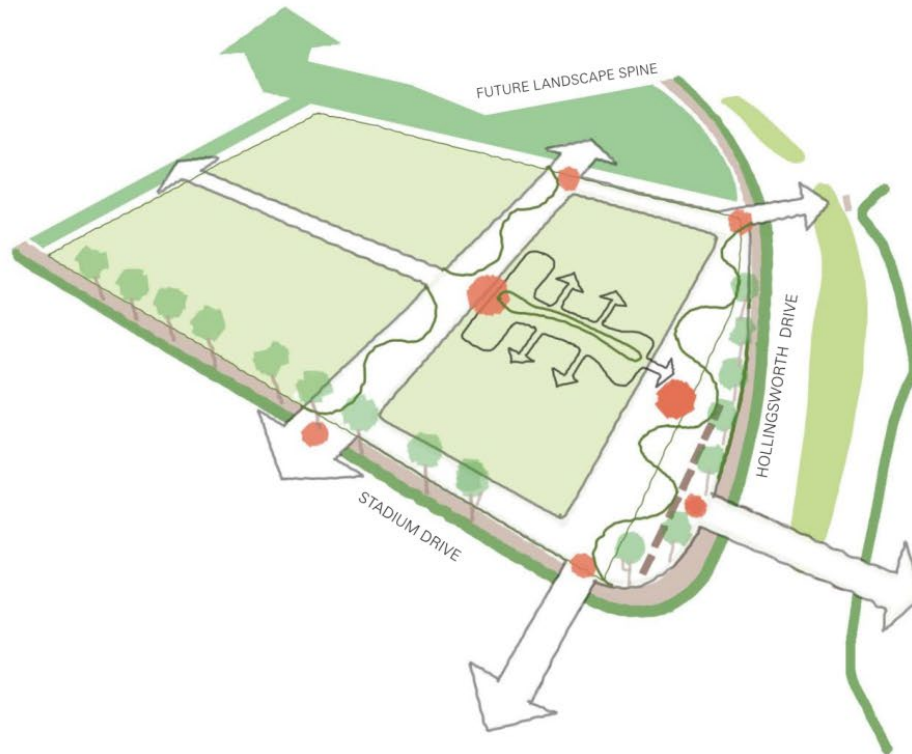
DRAFT

### 3.0 Design Response

#### 3.3 Design narrative

## 2 connect to Country and community

- \_guided through the landscape
- \_natural wayfinding from all directions
- \_safe passage
- \_embed meeting spaces in landscape
- \_establish key east west midblock



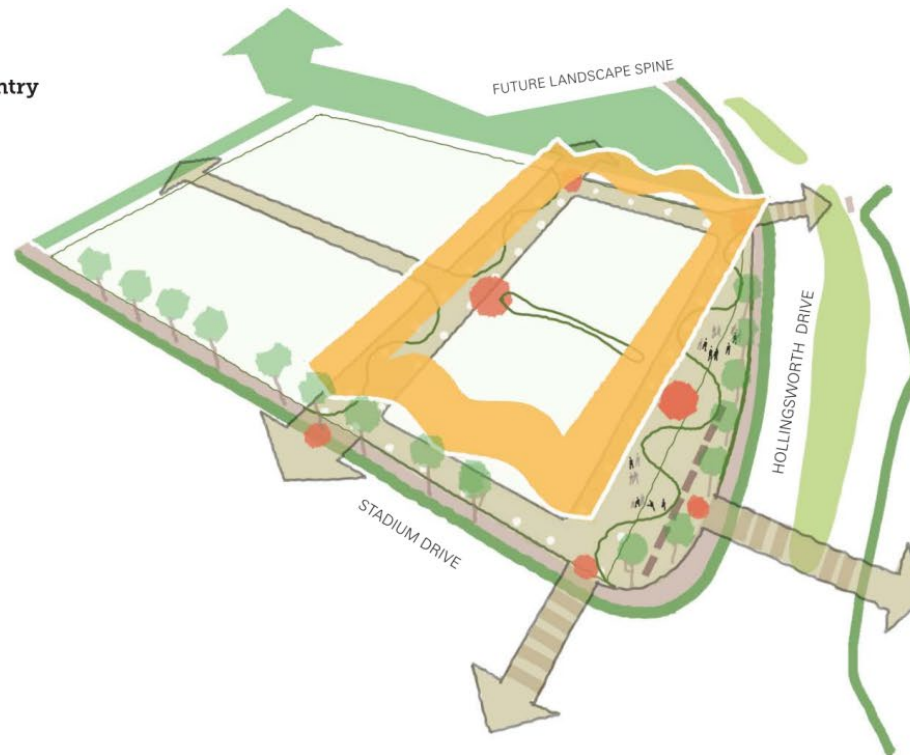
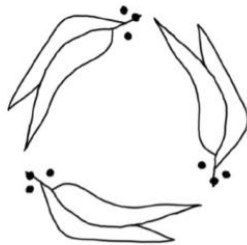
DRAFT

### 3.0 Design Response

#### 3.3 Design narrative

## 3 create a welcoming canopy

- \_sheltered, welcoming roof and ochres
- \_soft transition – transparent welcome
- \_tell a circular story of diversity and Country





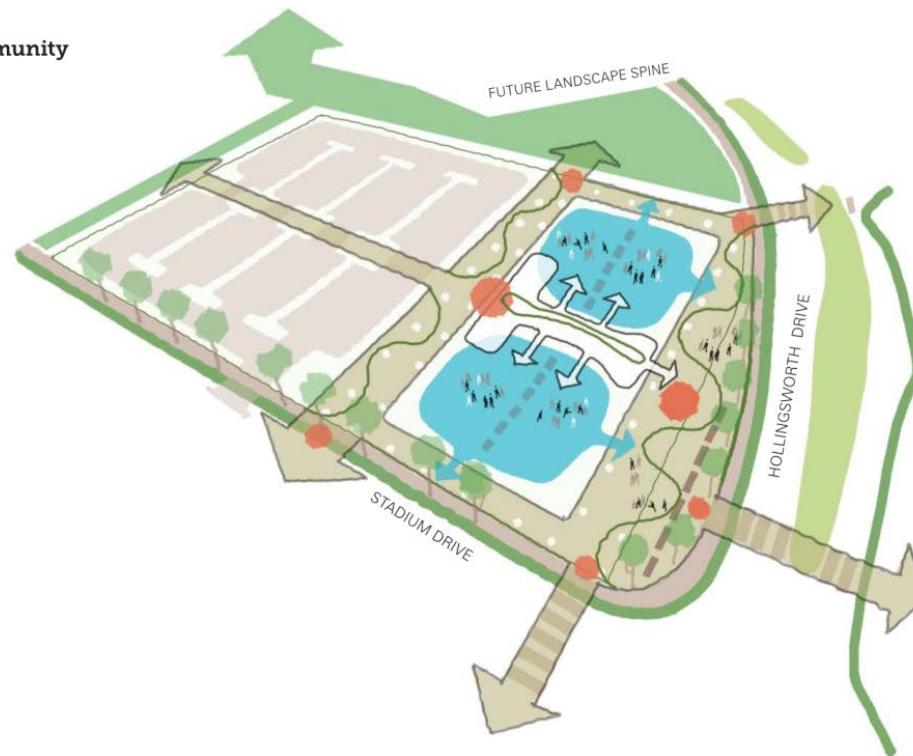
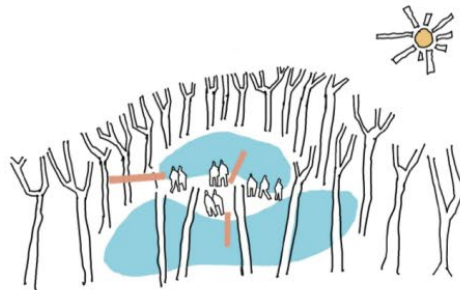
DRAFT

### 3.0 Design Response

#### 3.3 Design narrative

## 4 embed community flexibility

- \_tenant "waterholes" / gathering camps
- \_create common ground for diverse community
- \_individual identity with connectivity
- \_shared meeting rooms and spaces



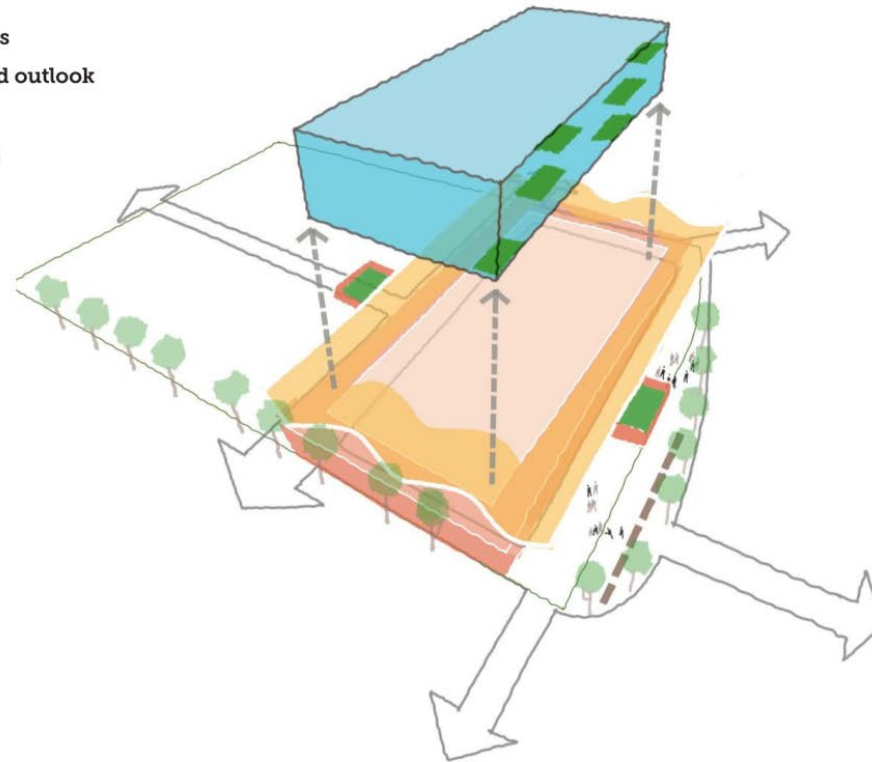
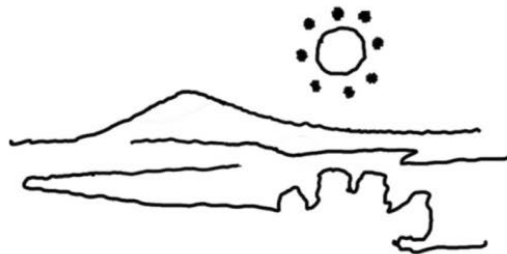
DRAFT

### 3.0 Design Response

#### 3.3 Design narrative

## 5 design a nature rich architecture

- \_maximise accessibility of the lower two floors
- \_shape upper levels for efficiency, daylight and outlook
- \_integrate nature spaces into all levels
- \_create a horizontal silhouette and expression



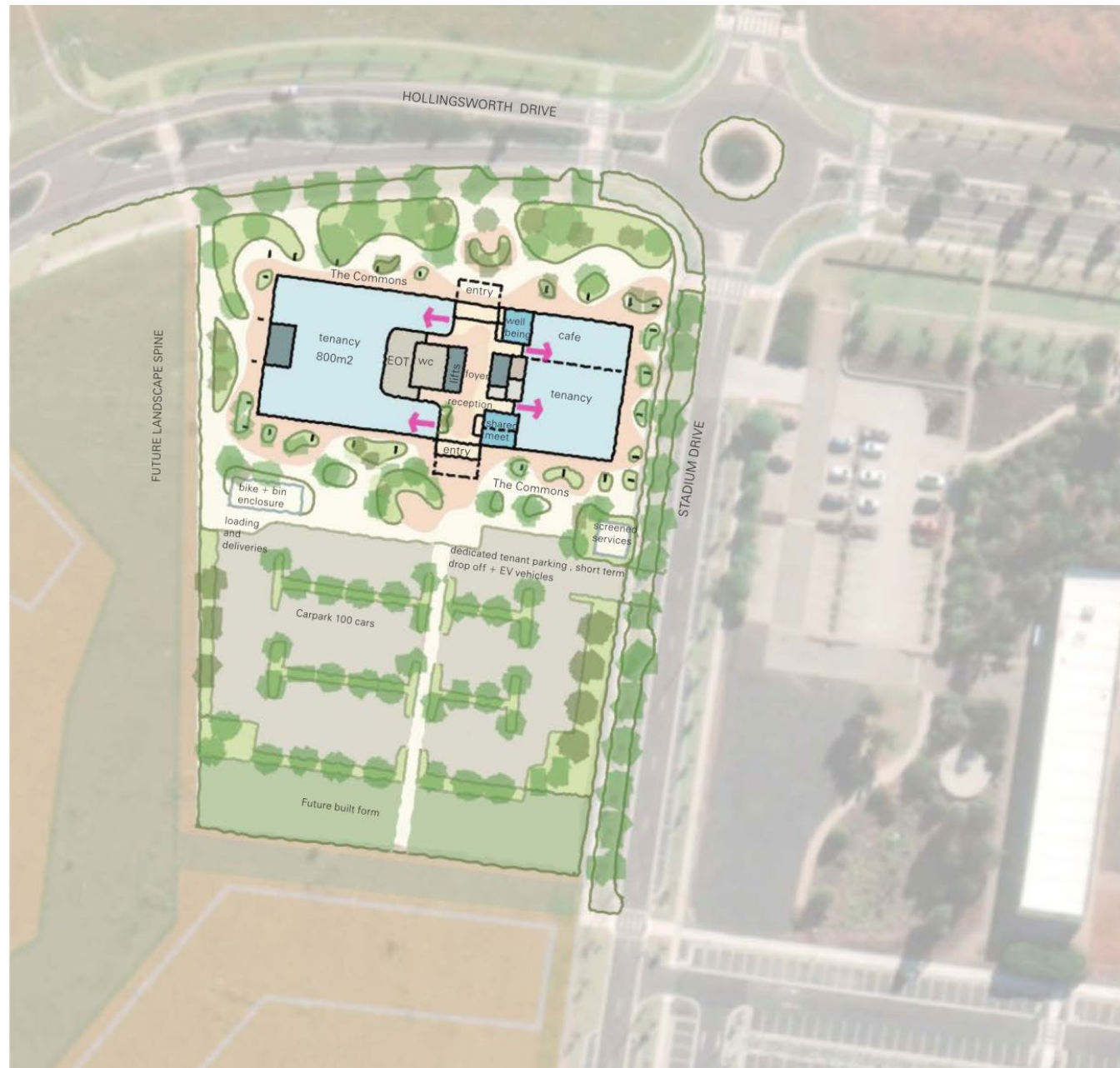
### 3.0 Design Response

### 3.4 Flexibility and Planning

Both the overall site masterplanning and the building planning have been conceived with future flexibility in mind.

At a site scale the centralised carparking and northern position of the building, allows for further building development to the south and a possible podium or sleeved carpark.

At a building scale, the central two way foyer and core allow for good accessibility for multiple tenants per floor.

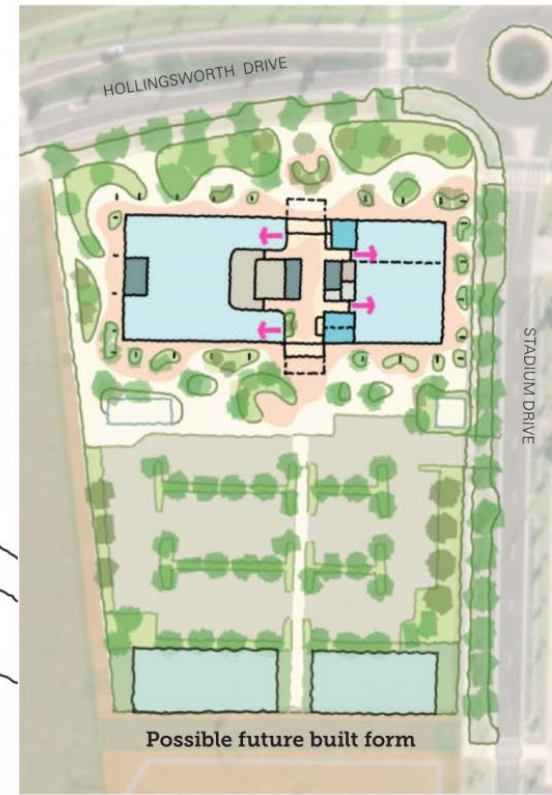


Initial development site plan

DRAFT

### 3.0 Design Response

#### 3.4 Flexibility and Planning

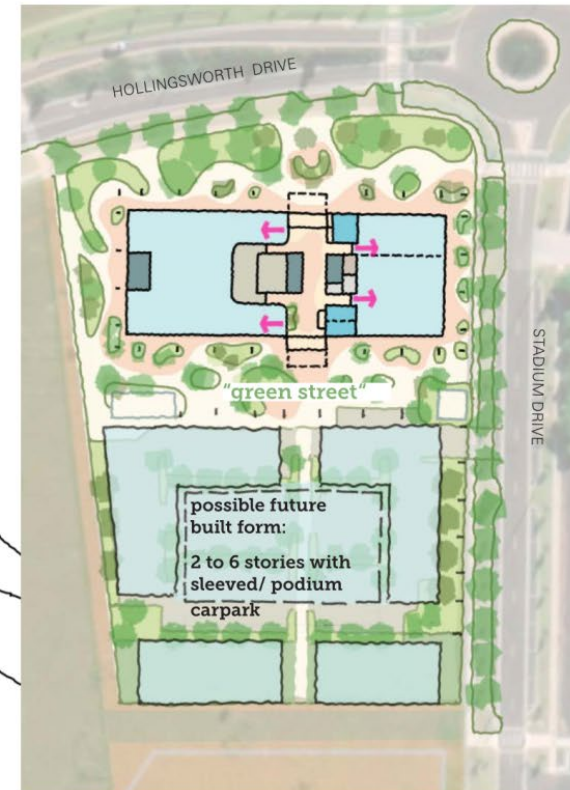




DRAFT

### 3.0 Design Response

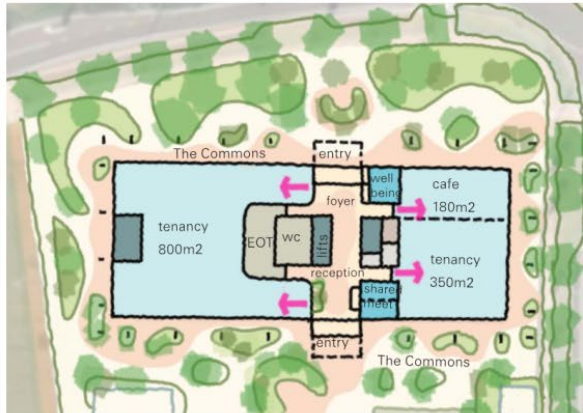
#### 3.4 Flexibility and Planning



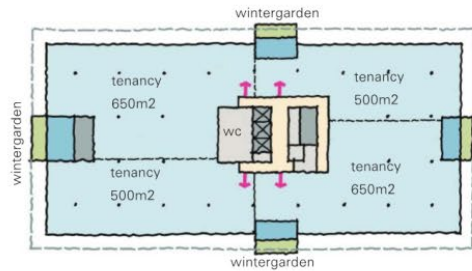
DRAFT

### 3.0 Design Response

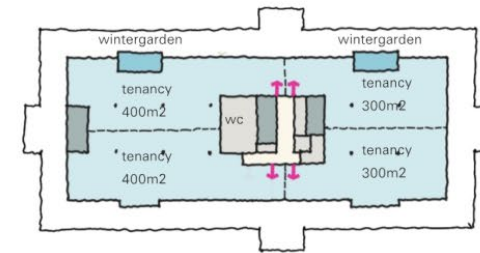
#### 3.4 Flexibility and Planning



**Ground Floor - total lettable area approx. 1425m<sup>2</sup>**  
(includes 90m<sup>2</sup> shared meeting/wellbeing)



**1st Floor - total lettable area approx. 2400m<sup>2</sup>**  
(includes 100m<sup>2</sup> wintergardens)



**2nd-4th Floors - total lettable area approx. 1450m<sup>2</sup> per floor**  
(includes 50m<sup>2</sup> wintergardens)

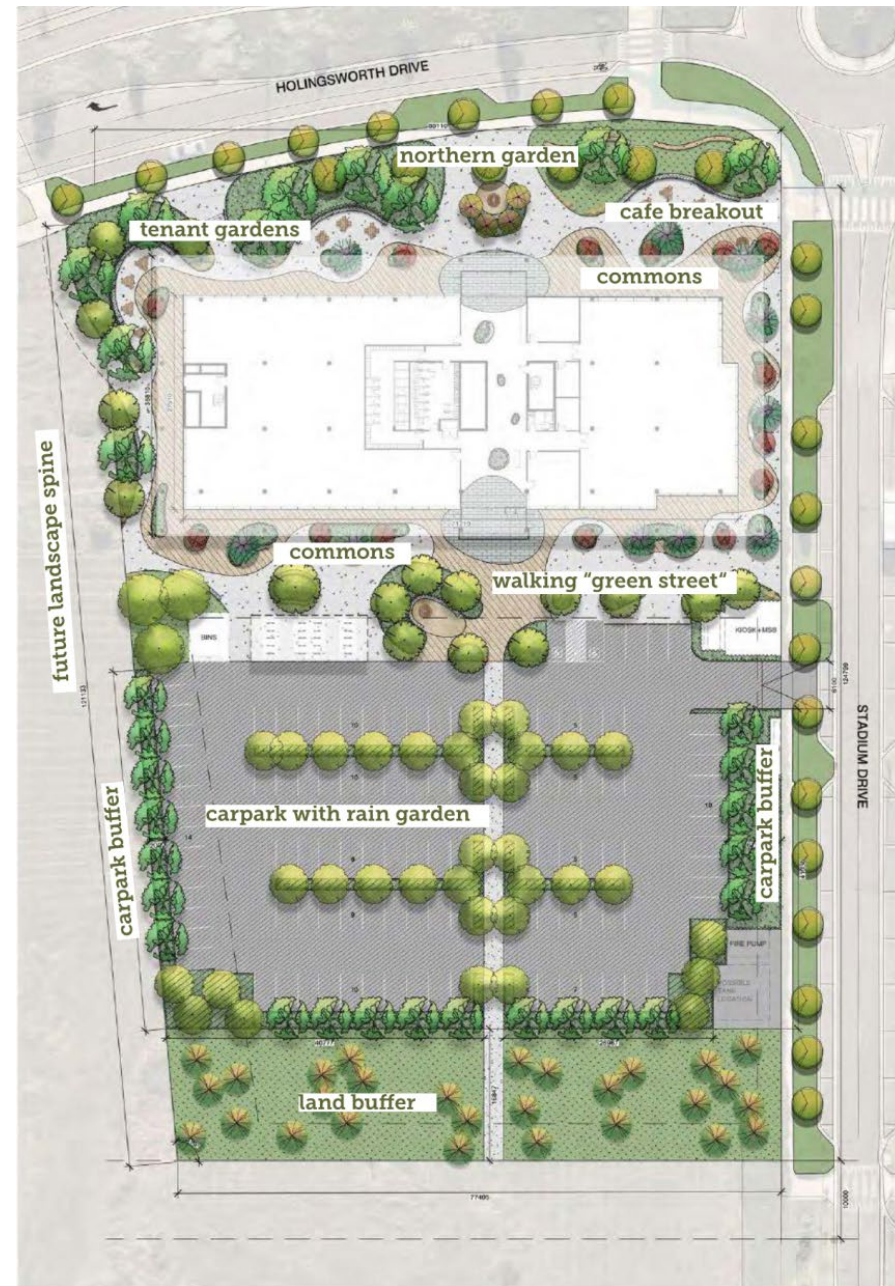
**note: all tenancy sizes and breakup are indicative and are subject to future tenant requirements**

### 3.0 Design Response

#### 3.5 Healthy building response

A holistic and integrated approach to sustainability and first nations design is embedded into the design.

This is a design approach that aims to create a healthy built environment by nurturing the natural affinity all people have with nature.





DRAFT

### 3.0 Design Response

#### 3.5 Healthy building response



- 01 welcoming canopy provides shelter, shading, vertical landscape and natural wayfinding
- 02 northern entry garden
- 03 tenant gardens
- 04 rebuilt rock wall flowing back into Country
- 05 first floor terrace and wintergarden marks entry
- 06 wintergardens provide protected outdoor meeting and access to nature
- 07 north south orientation to building + PV rooftop solar panels
- 08 carpark rain gardens
- 09 walking "green street"



**embedding nature starts with a passive design approach...  
working with nature to inform the architecture**

DRAFT

### 3.6 Materiality and expression

The overall material and expression of the building and landscape starts with community and Country. Nature inspired, the architectural expression aims to be develop the following themes:

**Community**

- Welcoming, warm, inviting.
- 'Learning from Country'

**Nature Inspired**

- Texture, pattern, material selection to evoke natural environment
- Country inspired, reference locality
- Grounding

**Identity + Culture**

- Belonging
- Grounding, 'meeting you where you are'
- Journey

**Collaboration**

- Promoting collaboration through transparency / visibility / openness

**Safe + Secure**

- Use of detail to create feeling of care and consideration

**Growth + Adaptability**

**Transparent + Open**

- To promote collaboration
- Welcoming + inviting to community

## ...a soft, nature inspired expression and material palette wraps the Living Canopy



Portraits by Tamirat Gebremariam care of Melton City Council





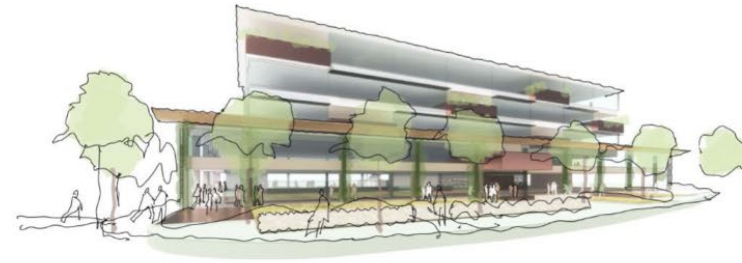
DRAFT

### 3.0 Design Response

#### 3.6 Materiality and expression



profiled metal cladding colour palette

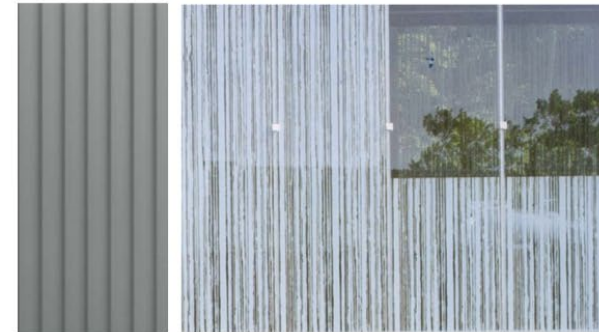


perforated metal to sunshades, balustrades and main canopy

designinc.com.au

perforated metal to main canopy

steel and timber framed landscape trellis columns



profiled metal cladding

screen print pattern glass to selected spandrel panels



exposed aggregate concrete ground plane

corten steel cladding to feature elements

22065 | 07.06.2024 | 27

DRAFT

### 3.0 Design Response

#### 3.6 Materiality and expression



northern interface



...the continuous ground plain forms a welcoming reference point for all people - expressing community differences and varied experiences



DRAFT

### 3.0 Design Response

#### 3.6 Materiality and expression

...a place for the senses, with natural elements offering safe passage, memories and grounding



designinc.com.au



northern entry approach

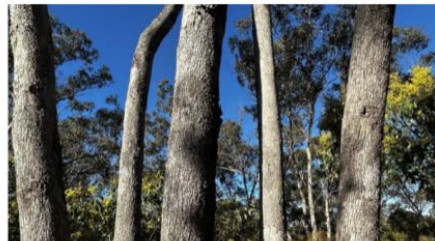
22065 | 07.06.2024 | 29



DRAFT

### 3.0 Design Response

#### 3.6 Materiality and expression



southern entry

... welcoming canopy provides shelter, shading, vertical landscape and natural wayfinding

DRAFT

### 3.0 Design Response

#### 3.6 Materiality and expression



eastern interface

...the overall material and expression of the building and landscape starts with Learning from Country.





DRAFT

### 3.0 Design Response

#### 3.6 Materiality and expression



western interface

...varied in colour and pattern, the continuous expression, together with the varied silhouette, offers links to the Melton context and a strong identity to Living Canopy



DRAFT

### 3.0 Design Response

#### 3.7 Alternative site and parking response

Following design review and Council feedback on the schematic design proposal, an alternative site and carparking option was developed. The option includes reducing on grade carparking to approximately 30 cars and the inclusion of a basement carpark for approximately 60 cars. On site drop off, waste and site servicing remains as per the original option. The following pages summarise the option.



DRAFT

### 3.0 Design Response

#### 3.7 Alternative site and parking response

The alternative site response retains site flexibility for future expansion and the east west "green street" network.



des

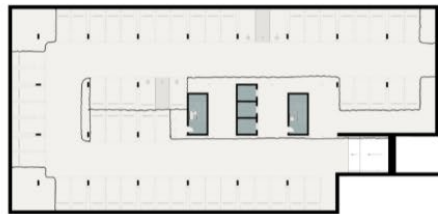
22065 | 07.06.2024 | 34



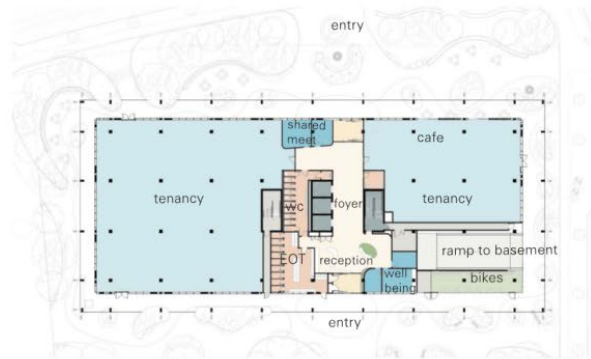
DRAFT

### 3.0 Design Response

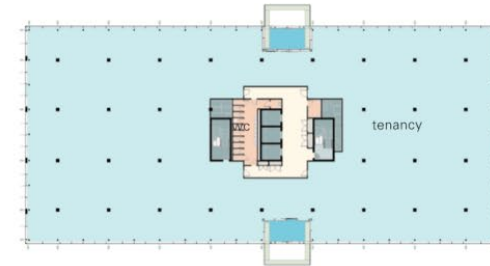
#### 3.7 Alternative site and parking response



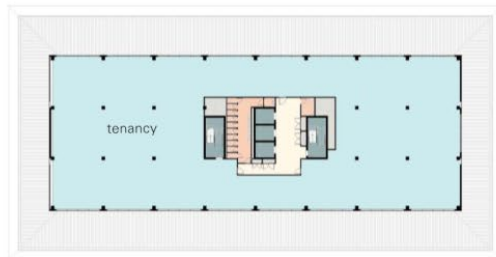
Basement - approx 60 cars



Ground Floor



1st Floor



2nd Floor



3rd Floor



4th Floor

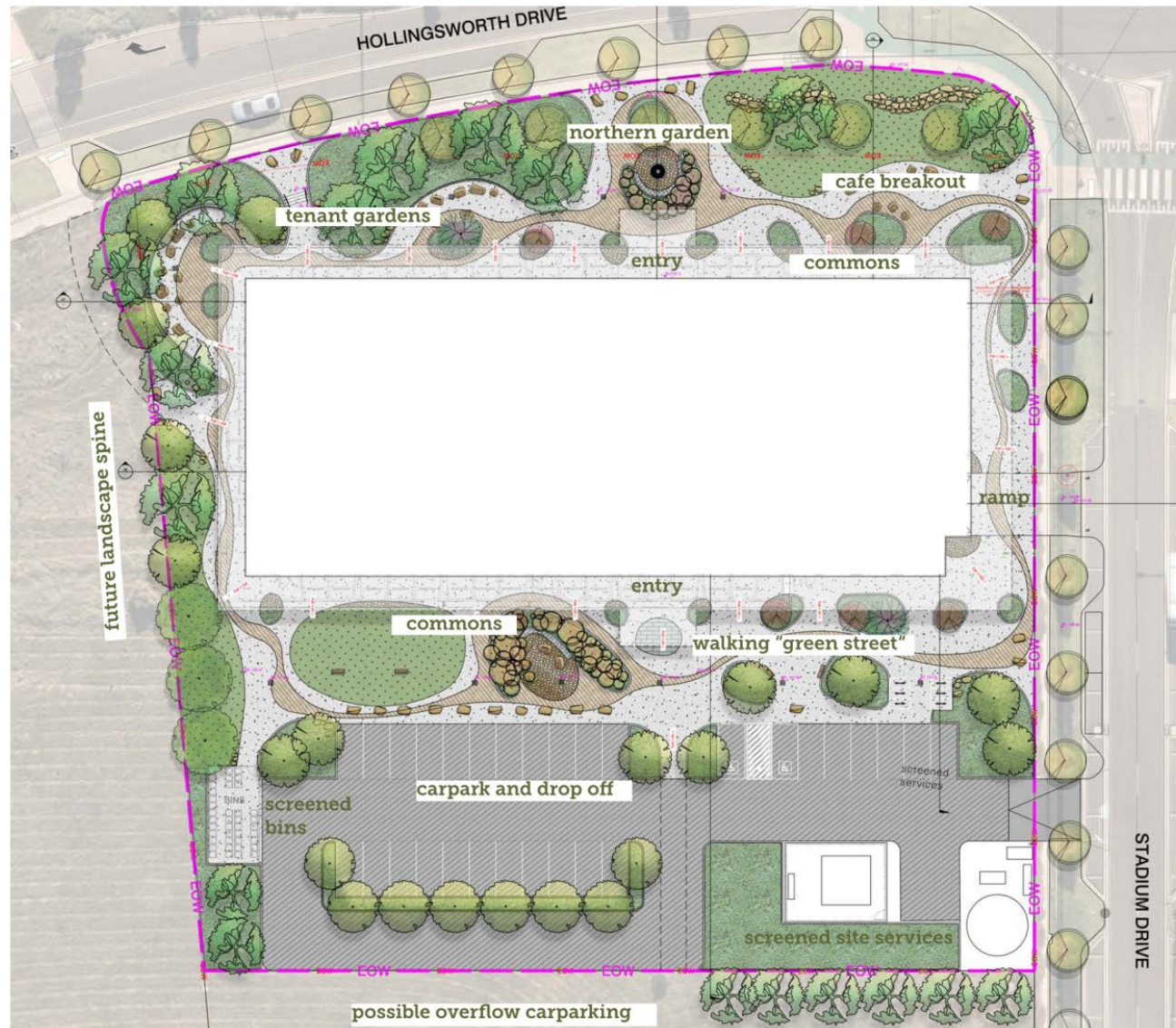
Indicative floorplans for alternative site response

**note: all tenancy sizes and breakup are indicative and are subject to future tenant requirements**

DRAFT

### 3.0 Design Response

#### 3.7 Alternative site and parking response



Indicative landscape extent for alternative site response

## 12.3 CITY OF MELTON TENNIS STRATEGY

**Author: Aaron Biscan - Manager Recreation and Facility Activation**  
**Presenter: Troy Scoble - Director City Life**

### PURPOSE OF REPORT

To present to Council the City of Melton Tennis Strategy.

### RECOMMENDATION:

That Council:

1. Note the City of Melton Tennis Strategy report.
2. Refer proposed future capital development recommendations for consideration as part of Council's Annual Budget Process.

### Motion

Crs Shannon/Vandenberg.

That Council:

1. Note the City of Melton Tennis Strategy report.
2. Refer proposed future capital development recommendations for consideration as part of Council's Annual Budget Process.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

**CARRIED UNANIMOUSLY**

---

## REPORT

### 1. Executive Summary

The City of Melton Tennis Strategy 2024 is an important strategy for Council that provides a comprehensive guide for the future planning, development, governance, and growth of tennis across the municipality for the next 10 years.

Developing the City of Melton Tennis Strategy was a key recommendation of the City of Melton Sport Facility Demand Strategy 2020.

The forecast population growth and change of demographic likely to be experienced across the municipality by 2034 will be significant. The Strategy has been developed to plan for change, providing Council with a plan that is supported by evidence, developed in partnership with key stakeholders and flexible over time. The Strategy will assist Council in:

- Ensuring that new communities have the appropriate number and type of facilities to support the growth of tennis.

- Prioritising investment in facilities that support the creation of sustainable clubs and improves access to courts for recreational tennis.
- Collaborating with clubs, associations, coaches and other stakeholders to provide diverse participation opportunities.
- Working in partnership with government, developers, Tennis Victoria and Tennis Australia to fund and deliver priority projects.
- Addressing legacy issues with existing facilities, clubs and coaches, ensuring equitable opportunities to participate locally.

This report presents the City of Melton Tennis Strategy for Council consideration (**Appendix 1**).

## **2. Background/Issues**

### **The Strategy**

In 2020, Council developed the City of Melton Sports Facility Demand Strategy. This Strategy profiled 13 key sports that were considered a high priority for participation and infrastructure development across the City of Melton. A key outcome of the strategy was for sport specific strategies to be further developed to support the community sporting groups to work in partnership with Council on future infrastructure planning and development and on club development / governance to continue to increase participation in the City of Melton. These strategies would support Councillors and Officers with their ongoing engagement with the local community.

Strategies for soccer, football (AFL), cricket, rugby league and rugby union have been completed and the City of Melton Tennis Strategy has now been drafted.

The City of Melton Tennis Strategy 2024 (the Strategy) provides Council with a detailed guide for the future planning, development, governance, and growth of tennis across the municipality for the next 10 years.

Tennis is currently the 6th most participated sport in the City of Melton with 1,099 registered club tennis participants. Based on current population growth and participation rates, it is expected that an additional 620 players will join local tennis clubs by 2034. In addition to club tennis there are thousands of recreational tennis participants across the municipality.

The Strategy is vital to support the continued growth of tennis as a recreation pursuit within the City of Melton. The Strategy will assist the Council by providing a guide in the planning of new tennis facilities and redevelopment of existing facilities. The Strategy will also guide the activation of these facilities providing guidance on the establishment of new clubs and support required to ensure the sustainable development of existing clubs and recreational tennis.

### **Methodology**

The following methodology was undertaken to develop the Strategy:

1. Stakeholder Engagement – Engagement with local tennis clubs, the Melton Twilight Tennis Association and Tennis Victoria.
2. Site Analysis –An audit of existing facilities with Tennis Victoria compliance guidelines for facility provision and development.
3. Background Research – Analysis of existing strategies, demographic review, participation analysis and benchmarking analysis.
4. Strategic Development – Issues and options analysis, develop the vision, strategic directions and framework for tennis in the municipality.
5. Draft Strategy – Development of a Draft Strategy and Implementation Plan.



6. Stakeholder Engagement – Engage with the tennis community (8 tennis clubs, 7 tennis associations, Tennis Victoria), all other local clubs and the Recreation and Leisure Advisory Committee.
7. Final Strategy – Development of the Final Strategy and presentation to the Executive and Council.

The Strategy outlines the vision for tennis in the City of Melton and strategic priorities for implementation.

### **Key Challenges**

The Strategy identifies the following key challenges facing tennis in the City of Melton.

New Facilities: The level of population growth in the City of Melton will require the delivery of an additional 18 courts by 2033. Most new courts (17) will be required in the western and eastern corridors.

New Clubs: The activation of new and existing facilities may require the development of up to four new tennis clubs by 2034. New clubs should be located at district level facilities (minimum of 4-6 courts) to support participation growth, sustainable club management and alignment with optimal club sizes. The Western and Eastern Corridors are priority areas for new club establishment over the next 10 years. A sustainable club development model has been prepared to help guide on and off-court club planning and new club establishment.

Recreational Tennis: Membership of a tennis club is not required to participate in recreational tennis. The growth of recreational tennis mirrors trends identified by the Australian Sports Commission toward unstructured, non-competitive sport. It is important that Council continue to support the introduction of Tennis Victoria's online booking and lock systems at all club facilities to 'open up' courts to recreational tennis. In 2023, a total of 819 casual tennis bookings were received at the facilities with this technology.

Club Sustainability: Tennis Health Indicators in Tennis Checks are crucial to the development and sustainability of clubs. The Health Check provides clubs with informative data which allows them to identify strengths and weaknesses and plan strategically for the benefit of their club, focusing on operations, membership, expenditure and planning.

Lighting Requirements: Council provides LED lighting for all new club facilities to the minimum 350lux standard required for community competition. Many existing lighting systems require upgrades to meet this standard. With night tennis increasing in popularity, it is important that all club courts are floodlit to support participation.

Coaching: Coaches play an important role at club venues, assisting with growing participation, player development and club management. It is important that clubs and coaches enter into agreements to ensure there is clarity around roles and responsibilities, in particular court access, conflicts of interest and financial arrangements. Tennis Victoria provide support to clubs in entering into agreements with coaches that are mutually beneficial.

### **Implementation**

The Strategy provides a series of resources to support its delivery, including:

- Strategic Framework: Outlining the vision for tennis in the City of Melton and four strategic priorities for implementation.
- Tennis Governance Framework: Outlining the roles Council, government, tennis, and community stakeholders play in the implementation of the Strategy.
- Sustainable Planning Framework: Outlining the stages of planning, delivery and activation of new facilities.
- Sustainable Club Development Model: Providing guidance for on and off-court club planning and new club establishment.

- Implementation Plan: Outlining short, medium and long-term recommendations for all strategic priorities.
- Facility Development Standards: Providing guidance during the planning and development of tennis facilities that will inform Council's Community Infrastructure Plan.

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

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

1. A safe City that is socially and culturally connected

*1.4 A City that promotes positive public health and wellbeing outcomes to our community.*

### **4. Financial Considerations**

The Strategy includes a proposed Infrastructure Plan for Tennis in Melton over the next 10 years. The Implementation Plan has been developed based on Council's draft 10 Year Infrastructure Plan, facility inspections and audits undertaken and engagement with the tennis community. The Infrastructure Plan for Tennis will be used to help identify projects for consideration in Council's annual and long-term capital works programs.

The Infrastructure Plan for Tennis provides a prioritised plan for up to \$18 million of investment into multipurpose greenfield sites that will host tennis, along with other seasonal sports, and approximately \$16.61 million of investment into the upgrade of existing facilities over the next 10 years.

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

The City of Melton Tennis Strategy has been influenced by the outcomes of consultation with tennis stakeholders to understand their expectations, challenges and opportunities for growth.

In the development process of the Draft Strategy, all community tennis clubs, and the Melton Twilight Tennis Association were engaged to inform the Strategy. Tennis Victoria and the Recreation and Leisure Advisory Committee were also engaged to support the development of this Strategy.

Once drafted, feedback on the Strategy was sought during a two-week public exhibition period from 6 May to 19 May 2024. Details of the public engagement period and an invitation to make a submission were sent via email to:

- All eight tennis clubs based in the City of Melton.
- All 88 sport and recreation clubs and community groups which use a Council recreation or leisure facility on a regular basis;
- Seven tennis associations and Tennis Victoria; and
- The Recreation and Leisure Advisory Committee.

Feedback was captured via the 'City of Melton Conversations' page. A full copy of the Draft Strategy was also made available to download.

Twenty-five submissions were received during the exhibition period and considered as part of the development of the Draft Strategy. The breakdown of the submissions received is provided below.

- Eighteen submissions were received from residents.
- Three submissions were received from local tennis clubs.

- Two submissions were received from members of the RLAC.
- One submission was received from another local sports club.
- One submission was received from Tennis Victoria. This submission primarily focused on amendments to the report to better align with Tennis Australia and Tennis Victoria planning and guidelines.

The key themes of these submissions are detailed below:

- Nine submissions related to requests for facility upgrades including lighting, shade, seating and additional courts at specific venues. The Strategy supports the delivery of compliant LED lighting upgrades, provision of shade and seating at regional and district level facilities and renewal of existing courts. Priorities for works will be determined during the implementation stage of the Strategy. Proposed future capital development recommendations will be referred for consideration as part of Council's Annual Budget Process.
- Eight submissions requested an additional two courts be provided at Melton South Recreation Reserve. The Strategy supports the provision of two additional courts at Melton South Recreation Reserve in the short term. A concept plan for 2 additional courts has been included in the Strategy.
- Five submissions provided positive feedback on the Strategy, its presentation and content.
- Four submissions requested clarification on the method for collecting participation data. The Strategy explains that all participation data was sourced from Tennis Victoria. This ensured a consistent approach to reporting data across all City of Melton based clubs. The Strategy recognises that there are thousands of recreational tennis participants. There is an opportunity to work with Tennis Victoria and local clubs to develop a framework to collect additional participation data in a consistent manner during the implementation of the Strategy.
- Four submissions noted minor errors in the report which have been addressed.
- Two submissions queried why no additional tennis courts are planned in the next ten years in the central growth corridor. These submissions requested that consideration be given to two public access courts at Rockbank East Sports Reserve. The population demand analysis completed as part of this Strategy does not support the provision of additional courts in the central growth corridor over the next 10 years. This population is serviced by 10 courts at Frontier Recreation Reserve. The development of a master plan for Rockbank East Sports Reserve is scheduled to commence in 2024/25. The master plan will guide the future development and use of the reserve. Consultation will be undertaken with the local community in developing the master plan.

Following the presentation of the City of Melton Tennis Strategy at the 22 July Ordinary Meeting of Council, Officers will:

- Close out engagement with the City of Melton tennis community, associations, Tennis Victoria, the Recreation and Leisure Advisory Committee and those that made a submission that the Strategy has been finalised. All stakeholders will be acknowledged for their valuable contribution into that Strategy and informed that access to the Strategy is available via Council's website. A copy will be provided to all City based tennis clubs.
- All those that made a submission will be provided with a response to their feedback and invited to meet with Officers to discuss their submission and the Strategy.
- Meet with Tennis Victoria and key funding bodies to drive collaboration in the implementation of the Strategy.

**6. Risk Analysis**

Not applicable.

**7. Options**

Council may note the report as per the Officers recommendation.

**LIST OF APPENDICES**

1. City of Melton Tennis Strategy 2024





# CITY OF MELTON TENNIS STRATEGY 2024

JUNE 2024



# CONTENTS

<b>EXECUTIVE SUMMARY</b>	<b>3</b>
<b>PROJECT BACKGROUND</b>	<b>4</b>
<b>ABOUT THE CITY OF MELTON</b>	<b>5</b>
Community Profile	5
Planning for Growth	6
Planning for Future Tennis Facility Provision	7
Planned Tennis Facility Provision 2023-2034	8
<b>TENNIS IN THE CITY OF MELTON</b>	<b>9</b>
Stakeholder Consultation	9
Participation Projections	10
Tennis Facility Hierarchy	11
Tennis Facilities in the City of Melton	12
Tennis Facilities Distribution	13
<b>KEY ISSUES AND OPPORTUNITIES</b>	<b>14</b>
<b>STRATEGIC FRAMEWORK</b>	<b>18</b>
Vision and Strategic Priorities	18
<b>IMPLEMENTATION PLAN</b>	<b>19</b>
Tennis Governance Framework	24
Sustainable Planning Framework	25
Sustainable Club Development Model	26
<b>APPENDICES</b>	<b>27</b>





## EXECUTIVE SUMMARY

**The City of Melton Tennis Strategy 2024 aims to grow tennis participation across the municipality through the provision of quality facilities and participation opportunities for all.**

The Strategy provides Council with a comprehensive guide for the future planning, development, governance, and growth of tennis over the next 10 years.

The City of Melton is one of Australia's fastest growing municipalities, with the development of new communities creating opportunities to grow tennis.

With the rate of population growth within the City of Melton driving participation, Council must focus on delivering the facilities required to cater for demand and support the sustainable development of new and existing clubs. Furthermore, it is essential that Council ensure facilities are accessible for recreational tennis. This multi-faceted approach is crucial for sustaining and broadening participation opportunities within the communities they serve.

The Strategy will address important aspects and potential areas for improvement in tennis, including facility provision and distribution, facility management, club governance and fostering inclusive participation.

Based on current forecasting and City of Melton sports facility demand planning, Council is aiming to deliver **18 additional tennis courts across 7 sites** between 2024 and 2034. This level of new tennis infrastructure provision will be required to support the **620 additional registered club tennis players** and the thousands of recreational tennis

participants projected in the City of Melton over the next ten years.

The activation of new facilities may require the development of up to **4 new tennis clubs** in the municipality by 2034 in the western and eastern growth corridors of the City. The Strategy recommends developing new tennis clubs at district-level facilities with a minimum of 4-6 courts to start, with the preference for local clubs to be developed in new communities rather than relocating existing clubs.

The scale of planning and investment outlined in the Strategy to support projected tennis growth over the next decade is substantial. This strategy provides a prioritised implementation plan for **\$18 million of investment in new tennis facilities** within multi-use sporting precincts that also accommodate a range of other sports and community recreation activities.

Additionally, the **\$16.61 million earmarked for upgrading existing tennis facilities** demonstrates a recognition of the importance of maintaining and enhancing infrastructure to meet evolving needs and standards. Upgrades will improve capacity, accessibility, safety, and overall user experience, ensuring that existing facilities remain viable and attractive options for residents.

Overall, this level of investment reflects a proactive approach to fostering a vibrant and inclusive tennis culture within the community, providing opportunities for physical activity, social interaction, and skill development across different age groups and interests.

The Strategy provides a series of resources to support its delivery, including:

- **Strategic Framework:** Outlining the strategic priorities for implementation.
- **Tennis Governance Framework:** Outlining the roles of Council, government, tennis and community stakeholders.
- **Sustainable Planning Framework:** Outlining the stages of planning and delivery for new facilities.
- **Sustainable Club Model:** Outlining the ideal club structures for new and sustainable clubs.
- **Implementation Plan:** Outlining the short, medium and long-term recommendations.

The collaborative implementation of this Strategy by all partners will help to deliver the long-term vision for tennis of:

***“Tennis in the City of Melton is a growing sport that provides a diverse range of inclusive, accessible and sustainable opportunities to participate.”***

To ensure that all identified opportunities are realised, the City of Melton, Tennis Victoria, Associations, Clubs and the broader tennis community must work together to deliver outcomes that will support the City of Melton's next generation of players, volunteers, officials and administrators

## PROJECT BACKGROUND

Project Background

**The City of Melton Tennis Strategy 2024 (the Strategy) has been developed to outline the strategic priorities and actions that will support the sustainable growth of tennis across the municipality for the next 10 years.**

The Strategy is underpinned by Council’s vision – A vibrant, safe and liveable City accessible to all, and the Council and Wellbeing Plan 2021-2025. Further to Council’s core corporate plans, the Strategy draws direction from Council Infrastructure Plans, Precinct Structure Plans, Facility Guidelines and Sports Demand Planning.

The Strategy is supported by stakeholder consultation with the City of Melton tennis community and key stakeholders. The Strategy is supported by a range of , data and evidence gathered from facility audits, Council plans and strategies, participation data and demographic profiling.

Council engaged specialist sport and recreation consultants to analyse all relevant information and establish strategic directions and actions for Tennis within the municipality for the next ten years.

The anticipated growth and transformation within the municipality by 2034 is substantial. The Strategy has been devised to anticipate these changes, equipping Council with an evidence based and adaptable plan.

The development of The City of Melton Tennis Strategy 2024 supports the tennis community by:

- Ensuring that new communities have the appropriate number and type of facilities to support the growth of tennis.
- Prioritising investment in facilities that support the creation of sustainable clubs and improves access to courts for recreational tennis.
- Working in partnership with government, developers, Tennis Victoria and Tennis Australia to fund and deliver priority projects.
- Collaborating with clubs, associations, coaches and other stakeholders to provide diverse participation opportunities.
- Addressing legacy issues with existing facilities, clubs and coaches, ensuring equitable opportunities to participate locally.



Image: Caroline Springs Regional Tennis Complex

## CITY OF MELTON COMMUNITY PROFILE

About the City of Melton

The City of Melton is one of Australia's fastest growing municipalities, located in Greater Melbourne's western metropolitan growth corridor approximately 40 kilometres from Melbourne's CBD.

The City's population is split between two primary residential areas in the east and west, with a central growth corridor generating population growth in the medium to long term.

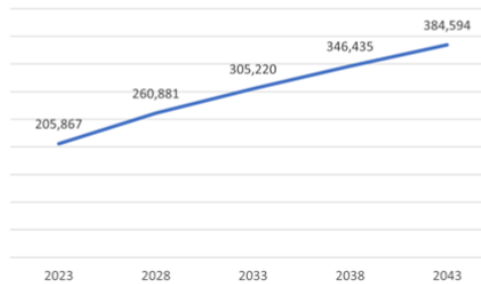
The total population of the City of Melton is anticipated to grow from 205,866 in 2023 to 305,191 in 2033, representing 32.5% growth over the ten-year life of this strategy. The City is forecast to grow to 440,142 residents in 2051, representing 113% growth.

The City of Melton is a culturally diverse community, with 35.7% of residents born overseas and 39% of residents speaking a language other than English at home. India represents the largest cohort of residents born overseas (8%), followed by the Philippines (3.3%) and New Zealand (2.2%).

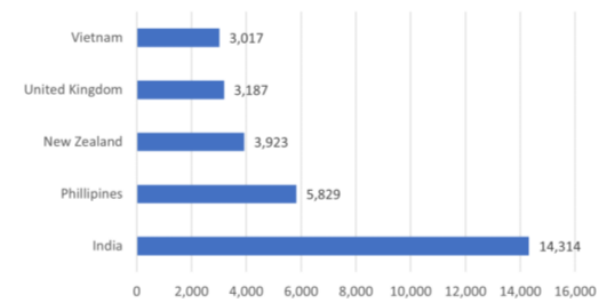
The age profile of the City is younger than the average for Greater Melbourne, with higher proportions of 0–4-year-olds, 5–11-year-olds, 12–17-year-olds and 35–49-year-olds. This age profile is consistent with a community that consists of a high proportion of young families.

City of Melton Tennis Strategy 2024

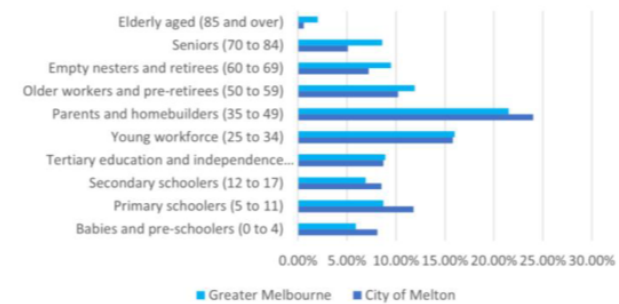
Population Forecast 2023 - 2043



Residents Born Overseas



Age Structure - Service Age Groups



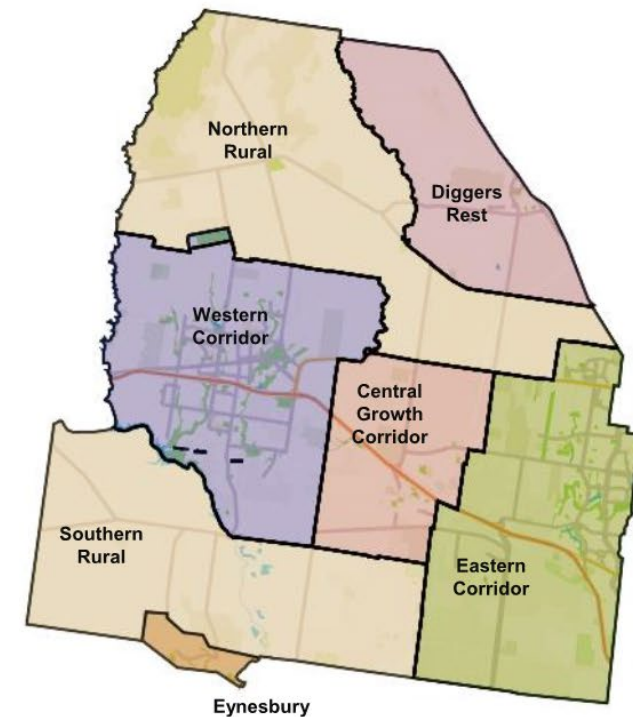


## PLANNING FOR GROWTH

The City of Melton will grow primarily through the Eastern, Western and Central Growth Corridors between 2024 and 2034, providing opportunities to establish new tennis facilities and clubs.

About the City of Melton

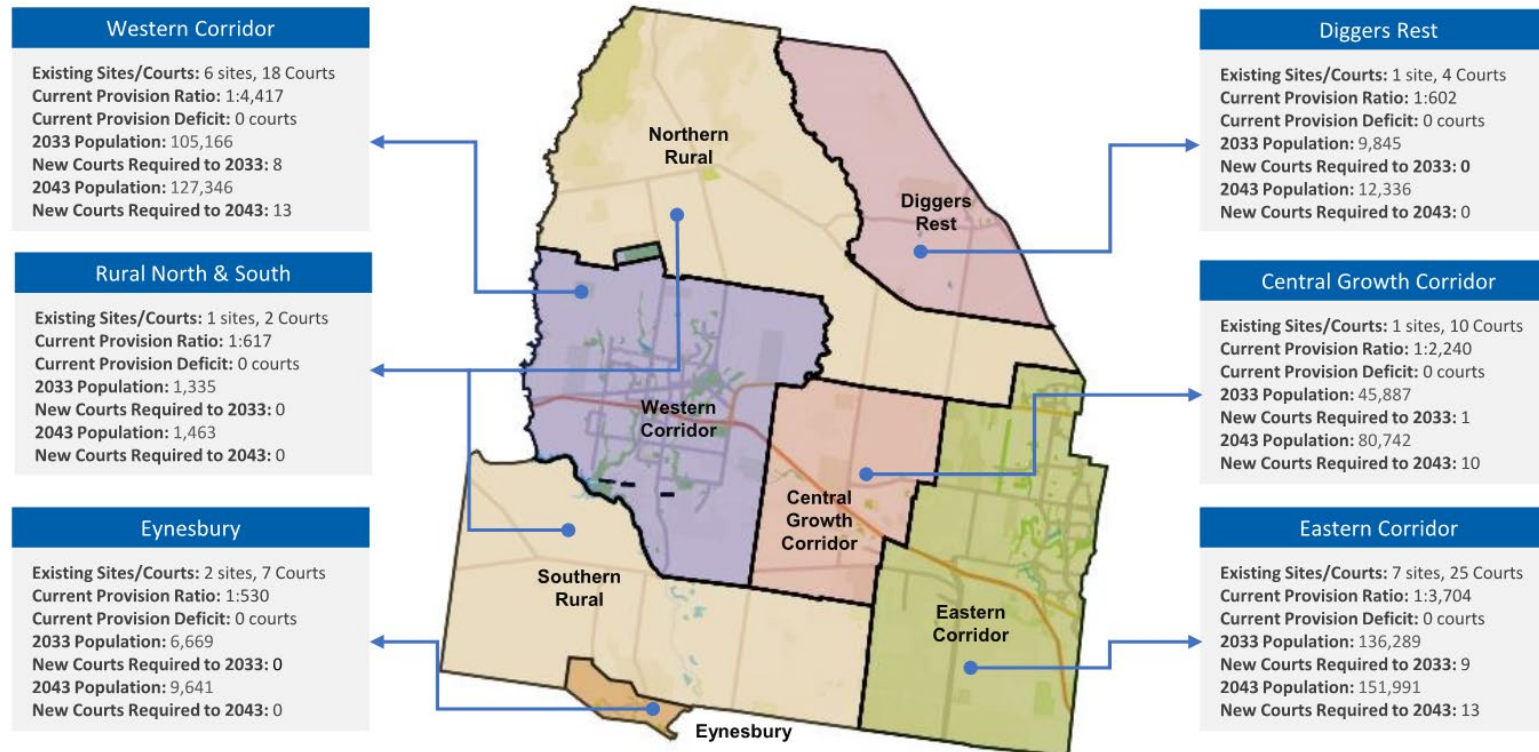
PRECINCT	SUBURBS	2023 POPULATION	2033 POPULATION	2022-2033 % GROWTH	2043 POPULATION	2022-2043 % GROWTH
Eastern Corridor	Burnside, Burnside Heights, Caroline Springs, Deanside, Fraser Rise, Hillside, Taylors Hill, Truganina-Ravenhall	92,605	136,289	47.2%	151,991	64.1%
Western Corridor	Brookfield, Cobblebank-Strathulloh, Harkness, Kurunjang, Melton, Melton South, Melton West, Weir Views	79,515	105,166	32.3%	127,346	60.2%
Central Growth Corridor	Aintree, Bonnie Brook, Fieldstone, Grangefields, Rockbank, Thornhill Park	22,396	45,887	104.8%	80,742	260.5%
Diggers Rest	Diggers Rest	6,408	9,845	53.6%	12,336	92.5%
Eynesbury	Eynesbury	3,709	6,669	79.8%	9,641	159.9%
Southern & Northern Rural	Parwan, Exford, Mount Cottrell, Toolern Vale, Plumpton	1,233	1,335	8.3%	1,463	18.7%
<b>TOTAL</b>		<b>205,866</b>	<b>305,191</b>	<b>48.2%</b>	<b>384,594</b>	<b>86.8%</b>



## PLANNING FOR FUTURE TENNIS FACILITY PROVISION

Sports facility demand planning undertaken by the City of Melton aims to establish a standard benchmark of one tennis court for every 4,000 residents, ensuring equitable access to local tennis participation opportunities for all residents. The infographic below demonstrates existing provision, current provision ratios and deficits, and the number of new tennis courts required in each precinct by 2033.

About the City of Melton

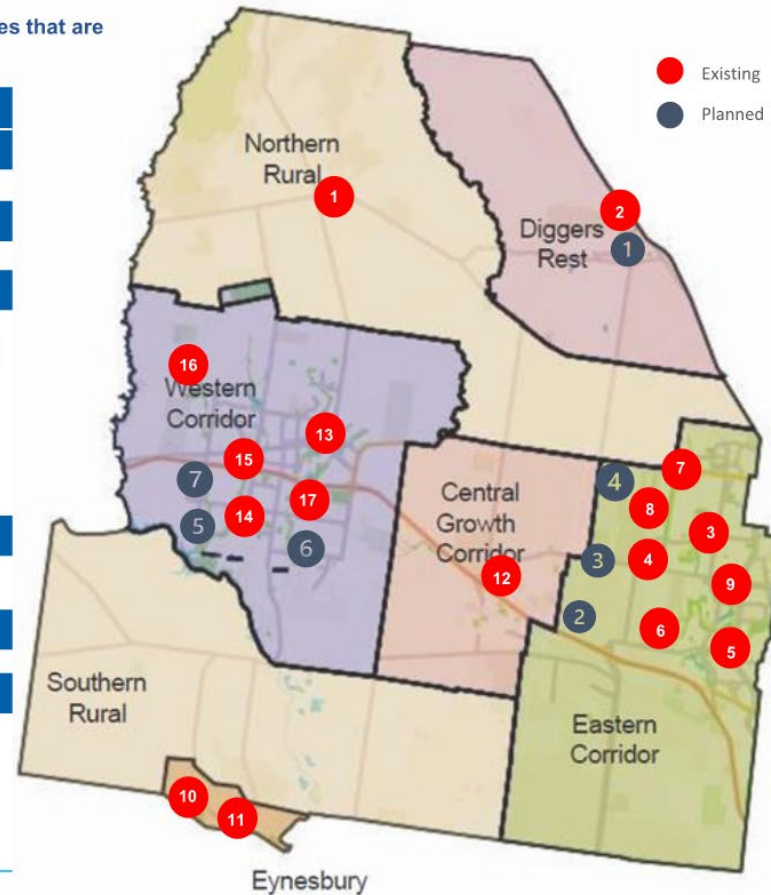


## PLANNED TENNIS FACILITY PROVISION 2024-2034

The infographic identifies existing tennis facilities in the City of Melton and new facilities that are proposed to be delivered by 2034 in Council's Infrastructure Plans.

About the City of Melton

EXISTING FACILITIES	PLANNED FACILITIES 2024-2034
<b>Southern &amp; Northern Rural</b>	<b>0 new courts planned</b>
1.Toolern Vale Recreation Reserve (2 courts)	Nil
<b>Diggers Rest</b>	<b>2 new courts planned</b>
2.Diggers Rest Recreation Reserve (4 courts)	1.Diggers Rest Recreation Reserve (2 courts)
<b>Eastern Corridor</b>	<b>9 new courts planned</b>
3.Parkwood Green Reserve (6 courts)	2.Kororoit Sports Reserve (4 courts)
4.Caroline Springs Regional Tennis Complex (11 courts)	3.Caroline Springs Regional Tennis Complex (1 court)
5.Brookside Recreation Reserve (4 courts)	4.Plumpton North Sports Reserve (4 courts)
6.Springlake Village Park (1 court)	
7.Banchory Green (1 court)	
8.Sugar Gum Reserve (1 court)	
9.North Terrace Reserve (1 court)	
<b>Eynesbury</b>	<b>0 new courts planned</b>
10.Eynesbury Recreation Reserve (6 courts)	Nil
11.Eynesbury Discovery Centre (1 court)	
<b>Central Growth Corridor</b>	<b>0 new courts planned</b>
12.Fronteir Recreation Reserve (10 courts)	
<b>Western Corridor</b>	<b>7 new courts planned</b>
13.Kurunjang Recreation Reserve (6 courts)	5.Melton South Recreation Reserve (2 courts)
14.Melton South Recreation Reserve (4 courts)	6.Bridge Road Recreation Reserve (4 courts)
15.West Melton Recreation Reserve (3 courts)	7.Blackwood Drive Recreation Reserve (1 court)
16.Arnolds Creek Recreation Reserve (4 courts)	
17.Melton Recreation Reserve (1 court)	





# STAKEHOLDER CONSULTATION

The City of Melton Tennis Strategy has been informed by the outcomes of consultation with tennis stakeholders to understand their expectations, challenges, and opportunities for growth.

Council consulted with:

**Eight tennis clubs:**

- Aintree Tennis Club
- Caroline Springs Tennis Club
- Diggers Rest Tennis Club
- Eynesbury Tennis Club
- Hillside Tennis Club
- Kurunjang Tennis Club
- Melton South Tennis Club
- Toolern Vale Tennis Club

**Tennis Victoria staff:**

- Regional Tennis Manager (Metro Inner & North-West)

**Seven Tennis Associations:**

- Mountain District Ladies Tennis Association
- Macedon Ranges Tennis Association
- Melton Twilight Tennis Association
- Northern Suburban Night Tennis Association
- Northern Suburban Junior Tennis Association
- Tennis Victoria Pennant
- Western Region Tennis Association (WRTA)

The adjacent table summarises the key themes raised by tennis stakeholders.

City of Melton Tennis Strategy 2024

Tennis in the City of Melton

KEY CONSULTATION THEMES			
	FACILITIES	PARTICIPATION	OPPORTUNITIES
TENNIS VICTORIA	<ul style="list-style-type: none"> <li>• LED lights should be considered when completing any lighting upgrades or replacement.</li> <li>• Facility renewal planning alignment between Council and clubs is important for volunteer engagement and venue sustainability.</li> </ul>	<ul style="list-style-type: none"> <li>• Community access to club courts is limited in the region, and coaching and member activity makes up majority of participation.</li> <li>• Growth options exist through schools' engagement, increased venue accessibility and online presence of clubs / venues.</li> <li>• Focus to grow female, junior, all abilities, LGBTIQ+, indigenous, disadvantaged, and multicultural participation.</li> </ul>	<ul style="list-style-type: none"> <li>• Many clubs lack management, financial and/or strategic plans.</li> <li>• Support required for clubs to action and implement planning for growth and sustainability (i.e., operational health checks).</li> <li>• Alternate management models should be considered at some facilities in the future (e.g., Hybrid - commercial operator and club).</li> </ul>
TENNIS ASSOCIATIONS	<ul style="list-style-type: none"> <li>• Would like to see all affiliated venues brought to an equal standard.</li> <li>• Use of West Melton is no longer viable due to the state of the facilities and issues with anti-social behavior.</li> <li>• General issues with facilities including lighting and surfaces (e.g., dead spots on the courts).</li> </ul>	<ul style="list-style-type: none"> <li>• Issues within clubs trying to retain and transition junior members into playing competitive tennis.</li> <li>• Issues relating to the decrease in participants during the winter, due to weather and competing with other sports such as netball and football.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved communication between clubs to assist in the improvement of the running of clubs/programs within the municipality.</li> <li>• Grow the current club-based competition format for female tennis.</li> <li>• Opportunity to grow the Melton Twilight Tennis Association with further affiliation of local clubs.</li> </ul>
TENNIS CLUBS	<ul style="list-style-type: none"> <li>• Lack of suitable social spaces at some venues throughout the municipality (e.g., size or sharing arrangements).</li> <li>• Current concerns regarding the provision of compliant lighting e.g., LED lights and required Lux levels.</li> <li>• Multiple venues require additional seating and shaded areas for spectators.</li> <li>• Desire for synthetic grass courts by some clubs particularly those with older membership bases.</li> </ul>	<ul style="list-style-type: none"> <li>• Issues with the retention of junior members.</li> <li>• The successful implementation of Tennis Victoria programs e.g., Hot Shots, Cardio Tennis, Tennis4Teens.</li> <li>• Difficulty converting recreational players to registered members.</li> <li>• Some clubs are limited due to the number of courts they have and their availability, due to courts being reserved through agreements between coaches and clubs.</li> <li>• Volunteer recruitment and retention a concern.</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity for club growth due to the projected population growth within the municipality.</li> <li>• Increase female participation rates.</li> <li>• Collaboration with local schools to increase membership and participation.</li> </ul>



## PARTICIPATION PROJECTIONS

The current rate of participation in tennis throughout the City of Melton (0.53%) is significantly lower than the average rate in Victoria (2.29%).

Tennis is the 6th highest participation sport in the City behind Australian rules football, basketball, cricket, soccer and netball.

The participation data utilised within the Strategy is based on information made available from Tennis Victoria. The data analysed does not include recreational tennis, school participation, tennis coaching or other tennis programs that may not be registered with Tennis Victoria. Not all clubs collect data on recreational tennis participation. Utilising Tennis Victoria participation data ensures consistency in reporting for all City of Melton based clubs.

**Recreational tennis, often referred to as casual/social tennis, is any participation outside of a formal club, coaching or program environment. Membership of a tennis club is not required to participate in recreational tennis.**

In 2023, Tennis Victoria estimated there were 1,099 registered tennis club members in the City of Melton. This participation shows that there was a large increase (451 players, or 69.5%) in the number of players in the five years from 2018 to 2023.

Participation in club tennis is predicted to grow by an estimated 620 additional players by 2033. In projecting club tennis participation, it is assumed that club tennis participation will remain at 0.53% of population.

The Eastern, Central and Western Growth Corridors are projected to provide most of the growth in the game of tennis to 2033.

PRECINCT	POPULATION				CLUB PLAYERS (2023)			POTENTIAL ESTIMATED GROWTH (2033)	
	2023	2033	10 YEAR GROWTH	10 YEAR % GROWTH	CLUB PLAYERS 2023 <sup>(1)</sup>	# CLUBS	CLUB PARTIC. RATE <sup>(3)</sup>	PLAYER GROWTH	TOTAL PLAYERS BY 2033
Eastern Corridor	92,605	136,289	43,684	47.2%	481	2	0.54%	232	713
Western Corridor	79,515	105,166	25,651	32.3%	255	2	0.29%	75	330
Central Growth Corridor	22,396	45,887	23,491	104.8%	265	1	1.15%	263	528
Diggers Rest	6,408	9,845	3,437	53.6%	39	1	0.61%	21	60
Eynesbury	3,709	6,669	2,960	79.8%	48	1	1.30%	29	77
Southern & Northern Rural	1,233	1,335	102	8.3%	11	1	0.89%	0	11
<b>TOTAL</b>	<b>205,865</b>	<b>305,220</b>	<b>99,325</b>	<b>48.2%</b>	<b>1,099</b>	<b>8</b>	<b>0.53%</b>	<b>620</b>	<b>1,719</b>

- 1) Registered club player numbers for 2023 have been provided by Tennis Victoria.
- 2) The Club participation rate is calculated by dividing the number of registered club players by the corresponding precinct population. It considers all players as being based at a club location and does not consider the residential location of players.
- 3) Registered club player numbers for Toolern Vale were not included in the data provided by Tennis Victoria. The numbers were instead provided by the club.

Tennis in the City of Melton

## TENNIS FACILITY HIERARCHY

Tennis in the City of Melton

**Tennis facilities in the City of Melton should align with the facility hierarchy and standards to ensure suitability for the level of use at each site.**

The research and engagement undertaken in preparing the City of Melton Tennis Strategy has established a three-tiered hierarchy and associated standards for use during the planning and development of tennis facilities across the City. The facility development standards are outlined in further detail in Appendix 3.

To enable clubs to grow sustainably and provide local tennis participation opportunities, new tennis club home venues should be located at district level sites with access to a minimum of 4 to 6 courts in the initial facility development stage. District level facilities should be planned with provision to expand to 8 courts as participation grows.

A list of existing tennis venues is provided on page 12, outlining the hierarchy level, facility provision and use by clubs as home venues.

HIERARCHY	DEFINITION
Regional	Regional level tennis facilities are designed to cater for participation, events and programming that services a municipal size catchment. Facilities are capable of hosting Regional and State level events and tournaments.
	Regional facilities may act as a home venue for a local tennis club and have the capacity to be hired for recreational tennis, coaching and other programs.
District	District level tennis facilities are designed and maintained to cater primarily for club programming and competition. They are typically the 'headquarters' (or 'home') facility for clubs.
	Facilities allow clubs to grow sustainably and host training, competition, programs, administration and social activities at a central venue. District facilities also provide opportunities to support recreational tennis.  New facilities that provide opportunities for new club formation should align to the district level hierarchy provision. The majority of facilities (current and proposed) in the City of Melton will be district level tennis facilities.
Public Access	Public access courts are designed and maintained to cater primarily for recreational tennis outside of club competition, programming and coaching.
	Public access courts generally comprise little or no supporting infrastructure such as a pavilion, public toilets or lighting. These facilities are not generally available for hire and bookings are not required.  Public access courts may be multipurpose such as line marking and infrastructure for other sports such as pickleball, netball, basketball or futsal.

## TENNIS FACILITIES IN THE CITY OF MELTON

Tennis in the City of Melton

**Tennis in the City of Melton consists of 17 facilities, providing 66 courts, 56 (or 85%) of which are floodlit.**

Tennis facilities in the City are utilised by 8 tennis clubs competing in a range of associations and competitions (see Appendix 1).

Facilities provision includes 1 regional level venue (11 courts), 7 district level venues (40 courts) and 9 public access venues (15 courts). All club courts at district and regional level facilities are floodlit.

Caroline Springs is the designated regional venue, having undergone an \$11.2M development in 2019. Access to the facility is managed by Council’s Recreation and Facility Activation team with the facility also home to the Caroline Springs Tennis Club. All courts at this facility are available for hire for recreational purposes.

Most clubs operate from district level facilities with 4 to 6 courts available. These venues generally align with district level facility provision other than the number of courts. The provision of additional courts at these venues should be considered on a case-by-case basis having consideration for demand (i.e. participation) and site constraints.

Toolern Vale Recreation Reserve is classified as a public access facility with only two courts available. The venue is home to a small club that services a rural community.

Arnolds Creek Recreation Reserve is classified as a district level facility. There is no club currently based at the venue with all courts available for recreational tennis.

SITE	HIERARCHY	CLUB HOME VENUE	NO. OF COURTS	NO. LIT COURTS
Caroline Springs Regional Tennis Complex	Regional	Caroline Springs Tennis Club	11	11
Arnolds Creek Recreation Reserve	District	-	4	2
Diggers Rest Recreation Reserve	District	Diggers Rest Tennis Club	4	4
Eynesbury Recreation Reserve	District	Eynesbury Tennis Club	6	6
Frontier Recreation Reserve	District	Aintree Tennis Club	10	10
Kurunjang Recreation Reserve	District	Kurunjang Tennis Club	6	6
Melton South Recreation Reserve	District	Melton South Tennis Club	4	4
Parkwood Green Reserve	District	Hillside Tennis Club	6	6
Toolern Vale Recreation Reserve	Public Access	Toolern Vale Tennis Club	2	-
West Melton Recreation Reserve	Public Access	-	3	3
Springlake Village Park	Public Access	-	1	-
Banchory Green	Public Access	-	1	-
Sugar Gum Reserve	Public Access	-	1	-
Melton Recreation Reserve	Public Access	-	1	-
North Terrace Reserve	Public Access	-	1	-
Brookside Recreation Reserve	Public Access	-	4	4
Eynesbury Discovery Centre	Public Access	-	1	-

## TENNIS FACILITIES DISTRIBUTION 2024

The following provides a high-level summary of facility distribution across the City of Melton:

- 49 of 66 courts (75%) in the City of Melton are available for recreational tennis.
- Courts at Diggers Rest, Parkwood Green and Kurunjang Recreation Reserves are not available for recreational tennis.
- The Central Growth Corridor is well provided for by 10 courts at Frontier Recreation Reserve.
- Only the Kurunjang Tennis Club and Melton South Tennis Club are servicing the population in the Western Corridor.
- Only the Hillside Tennis Club and Caroline Springs Tennis Club are servicing the population in the Eastern Corridor.
- The Eynesbury, Toolern Vale (Northern Rural) and Diggers Rest communities all have excellent access club tennis facilities.
- The reconstruction of the public access courts at West Melton Recreation Reserve in 2024/25 will reduce the number from 3 to 2.

### SOUTHERN & NORTHERN RURAL

1. Toolern Vale Recreation Reserve (2 courts)

### DIGGERS REST

2. Diggers Rest Recreation Reserve (4 courts)

### EASTERN CORRIDOR

3. Parkwood Green Reserve (6 courts)
4. Caroline Springs Recreation Reserve (11 courts)
5. Brookside Recreation Reserve (4 courts)
6. Springlake Village Park (1 court)
7. Banchory Green (1 court)
8. Sugar Gum Reserve (1 court)
9. North Terrace Reserve (1 court)

### EYNESBURY

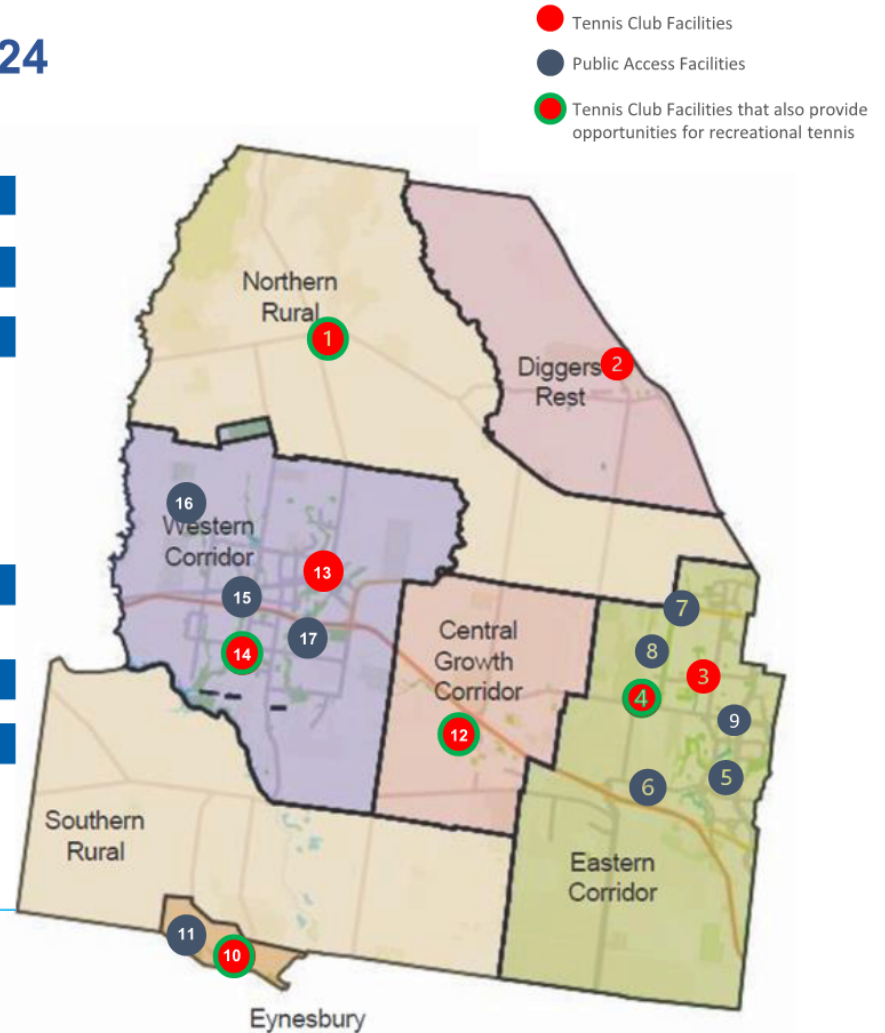
10. Eynesbury Recreation Reserve (6 courts)
11. Eynesbury Discovery Centre (1 court)

### CENTRAL GROWTH CORRIDOR

12. Frontier Recreation Reserve (10 courts)

### WESTERN CORRIDOR

13. Kurunjang Recreation Reserve (6 courts)
14. Melton South Recreation Reserve (4 courts)
15. West Melton Recreation Reserve (3 courts)
16. Arnolds Creek Recreation Reserve (4 courts)
17. Melton Recreation Reserve (1 court)





## KEY ISSUES AND OPPORTUNITIES



### Population and Demographics

- **Population Growth:** The City of Melton is one of Australia’s fastest growing local government areas, creating opportunities to grow participation and establish new clubs and facilities.
- **Growth Corridors:** Over the 10-year period to 2033, the City’s Eastern and Western Corridors will account for 70% of the municipality’s projected growth and in-turn demand for additional tennis courts in this period. These two Corridors currently accommodate 67% of Melton’s tennis participation. The 10 courts at Frontier Recreation Reserve will be sufficient to meet the needs of the Central Growth Corridor over the next 10 years. The 10-year period between 2033 to 2043 will see the demand for additional courts during this period shift towards the Central Growth Corridor.
- **Demographic Profile:** The City’s age profile consists of a high proportion of young families. This age profile favours tennis participation, particularly through junior and hot shots programs.
- **Migration:** New residents migrating from overseas are coming from tennis-playing nations with India (8%), the Philippines (3.3%), and New Zealand (2.2%) representing the top 3 countries of origin. India has the third highest tennis participation rate per capita in the world of 9.2%



### Club Development

- **New Communities, New Clubs:** The development of new clubs as facilities are delivered in new communities should be prioritised as Council’s preferred model. New clubs should be located at district level facilities (minimum of 4-6 courts) to support participation growth, sustainable club management and alignment with optimal club sizes (refer Sustainable Club Development Model). The Western and Eastern Corridors are all priority areas for new club establishment over the next 10 years.
- **Arnolds Creek Recreation Reserve:** Arnolds Creek Recreation Reserve is classified as a district level facility with no club established at the facility. The courts have been heavily used for recreational tennis and coaching programs. The facility is well located to support the establishment of a new tennis club in the Western Corridor.
- **Roles in New Clubs:** Roles for tennis stakeholders in the development of clubs and activation of facilities need to be clearly defined and agreed. Roles should be established via the adoption of a governance framework and include engagement with Tennis Victoria (Refer Tennis Governance Framework - page 24).
- **Participation Diversity:** Participation diversity should be prioritised to grow clubs and provide broad participation opportunities to male/female, senior/junior, entry-level programs, all-abilities, LGBTIQA+, multicultural and disadvantaged community members.
- **Volunteer Support:** Promoting and implementing support for club volunteers through various channels, including Council, State Government, associations, and resources from Tennis Victoria, is essential for fostering club growth and development.

## KEY ISSUES AND OPPORTUNITIES



### Facilities and Infrastructure

#### Key Issues & Opportunities

- **New Facilities:** The level of population growth in the City of Melton will require the delivery of an additional 18 courts by 2033. Most new courts (17) will be required in the western and eastern corridors.
- **Lighting Requirements:** Council provides LED lighting for all new club facilities to the minimum 350lux standard required for community competition. Many existing lighting systems require upgrades to meet this standard. With night tennis increasing in popularity, consideration should also be given to incorporating lighting with timers into public access courts to improve access to recreational tennis.
- **Court Surfaces:** The majority of court surfaces in the City of Melton are Acrylic Hard Court or Sand Filled Artificial Grass (SFAG). These surfaces are considered the most appropriate for the City of Melton. Surface selection should consider club preference, intended use and level of play, coaching and tournament requirements and site conditions. Most court surfaces are rated as being in good-to-moderate condition as a result of recent and planned works via Council's tennis court renewal program.
- **Facility Standards:** Various concerns were expressed by clubs as to the size, capacity and accessibility of pavilions. Concerns were also raised regarding limited provision of shade and seating at tennis venues. It is essential that existing and new tennis facilities are developed to meet Council's facility standards to support club sustainability.
- **Diggers Rest Recreation Reserve:** Whilst the Diggers Rest Precinct Structure Plan (PSP) supports the provision of 2 additional courts in the short term, the population demand analysis completed as part of this Strategy does not support future expansion of this facility.
- **Eynesbury Recreation Reserve:** There is an excellent provision of club and recreational tennis within the Eynesbury township. This could be further enhanced by centralising all tennis courts at the Reserve and repurposing the existing courts at the discovery centre for other sport and recreation activities.
- **Caroline Springs Regional Tennis Complex:** Tennis Victoria standards require venues to provide a minimum of 12-courts to be eligible to host regional and State level tournaments. An additional tennis court is required at the Caroline Springs Regional Tennis Complex to meet this requirement. A Preliminary Concept Plan has been prepared to support this development (Appendix 6).
- **Melton South Recreation Reserve:** Council standards support the provision of 6-8 courts at district level tennis facilities to support sustainable club development. Club participation data and projected population growth in the Western Corridor support the provision of 2 additional courts at the reserve. A Preliminary Concept Plan has been prepared to support this development (Appendix 7).
- **Brookside Recreation Reserve:** The reserve historically operated as a home club venue for the Caroline Springs Tennis Club. With the club relocating in 2020 to the Caroline Springs Regional Tennis Complex 2 of 4 tennis courts at the facility have been used primarily for futsal. Council standards support the provision of 2 public access courts at this reserve.
- **Toolern Vale Recreation Reserve:** This facility is classified as a public access facility with only 2 courts available. The facility services a small rural community and a club with 11 members. The demand analysis completed as part of this Strategy does not support future expansion of this facility.
- **West Melton Recreation Reserve:** Originally established as a club home venue with 6 courts and a pavilion, there is no club based at West Melton Recreation Reserve. Only 3-courts remain in use for recreational tennis. With 2 tennis clubs located nearby, and 2-courts scheduled for reconstruction in 2024/25, the Strategy supports redeveloping the reserve into a public access venue. It is recommended that a reserve master plan also be developed to inform the re-purposing of spaces previously used for club tennis.

## KEY ISSUES AND OPPORTUNITIES



### Participation

- State of Play:** There are 8 clubs with an estimated 1,099 registered tennis club members in the City of Melton. The current rate of participation in tennis throughout the City (0.53%) is significantly lower than the average rate in Victoria (2.29%). Since 2018, there has been a large increase (451 players, or 69.5%) in the number of players. This recent growth in participation coincides with the delivery of new tennis facilities at Frontier Recreation Reserve, Caroline Springs Regional Tennis Complex and Eynesbury Recreation Reserve and the formation of the Aintree Tennis Club and Eynesbury Tennis Club.
- Female Participation:** In 2023, a total of 320 women and girls played club tennis with City of Melton clubs (29% of total). There is opportunity to increase female participation, considering factors influencing participation, equity, policies, programs and supporting structures, including female friendly facilities and perception of safety.
- Youth Participation:** AusPlay data shows children aged 15-17 have the lowest participation rate in tennis of all cohorts within Victoria. Participation has declined from 13.1% (the highest of all cohorts) to 3.1% in the five years between 2017 to 2022. A decrease in youth participation has been raised as a concern by local tennis clubs. This reflects a wider trend of a decline in youth sport participation throughout Victoria. Tennis Victoria are trying to address this decline, with the delivery of programs such as Tennis4Teens and Cardio Tennis.
- Senior Participation:** Senior members aged 40 and over account for 52.1% of the recorded member participation within the City of Melton
- Recreational Tennis:** The growth of recreational tennis mirrors trends identified by the Australian Sports Commission toward unstructured, non-competitive sport. It is important that Council continue to support the introduction of Tennis Victoria's online booking and lock systems at all club facilities to 'open up' courts recreational tennis. In 2023, a total of 819 casual tennis bookings within the city at facilities equipped with such technology.
- Night Tennis:** There has been an increase in mid-week tennis with most of this participation occurring at night. Most clubs have seen an increase in demand for twilight competitions and this has led to the formation of the Melton Twilight Tennis Association. It is important that all club courts are floodlit, and opportunities explored nighttime recreational tennis.
- Access and Inclusion:** Tennis provides a diverse range of inclusive and accessible programs, such as wheelchair and All-Abilities tennis, that support participation for people with a disability. It is important that tennis facilities are planned and delivered to be inclusive and accessible to support the delivery of these programs. Partnering with Tennis Victoria, local clubs and associations will further enhance inclusiveness and opportunities to participate for all residents.

## KEY ISSUES AND OPPORTUNITIES



### Governance & Partnerships

#### Key Issues & Opportunities

- **Partnerships:** Stronger partnerships can be formed between the Council, Schools, Clubs and Tennis Victoria to drive planning, programs and investment advocacy.
- **Data collection:** Improved data collection of membership and participation statistics from tennis clubs and Tennis Victoria is crucial for informing strategic decision-making regarding facility provision and club support.
- **Governance framework:** The development of a club governance framework with clear roles will assist in addressing operational issues, including:
  - Governance structure
  - Facility development and activation
  - Participation
  - New and Existing Club development
  - Policy development requirements
  - Staff/volunteer requirements
  - Systems and processes
- **Policy Development:** Policies should be developed in conjunction with stakeholders to support sustainable growth, club operations and facility access (and priorities).
- **Funding:** Federal, State and Local Government grants and other funding programs can be utilised to support both facility development and renewal projects and club sustainability (equipment, inclusive programs) needs.
- **Club Sustainability:** Tennis Victoria Health Indicators in Tennis (HIT) as a part of Thriving Tennis Communities Program are crucial to the development and sustainability of clubs. The Health Indicators provides clubs with informative data which allows them to identify strengths and weaknesses and plan strategically for the benefit of their club, focusing on operations, membership, expenditure and planning. Proactive steps should be taken to encourage new and existing clubs to undertake these surveys and align with the Sustainable Club Development Model (page 26).
- **Management models:** All City of Melton Tennis clubs are currently operated by volunteer committees. Declining rates in volunteerism poses a significant threat to community clubs. Other management models should be explored to support existing and new clubs e.g. Not for profit club – part-time administrator and Hybrid – professional operator and not for profit club.
- **Occupancy Agreements:** There is some inconsistency in the occupancy agreements for club venues. Standard occupancy agreements are required to ensure that roles, responsibilities, financial obligations and venue requirements are clearly articulated and monitored annually.
- **Coaching:** Coaches play an important role at club venues, assisting with growing participation, player development and club management. It is important that clubs and coaches enter into agreements to ensure there is clarity around roles and responsibilities, in particular court access, conflicts of interest and financial arrangements. Tennis Victoria provide support to clubs in entering into agreements with coaches that are mutually beneficial.



# STRATEGIC FRAMEWORK

## CITY OF MELTON VISION:

A vibrant, safe and liveable City accessible to all

## CITY OF MELTON TENNIS STRATEGY 2024 VISION:

Tennis in the City of Melton is a growing sport that provides a diverse range of inclusive, accessible and sustainable opportunities to participate

Strategic Framework

STRATEGIC PRIORITIES				
PILLARS	1. Growing a diverse tennis community	2. Planning and delivering safe, inclusive and accessible tennis facilities	3. Vibrant and sustainable tennis clubs and communities	4. Partnering with our tennis and community
PRIORITIES	1.1 Prioritise growth in junior and female tennis across all clubs. 1.2 Support the tennis community to become more accessible and inclusive to achieve growth. 1.3 Proactively plan for the development of new clubs in new communities via implementation of the Sustainable Planning Framework.	2.1 Upgrade and renew existing tennis facilities to align with Council's facility development standards. 2.2 Develop and deliver a tennis court lighting upgrade program to improve access for night tennis. 2.3 Develop new facilities in new communities and areas of population growth. 2.4 Promote Caroline Springs Recreation Reserve as the City's regional tennis facility.	3.1 Promote diversity of participation including access to facilities for both club and recreational tennis. 3.2 Work with existing clubs and local competitions to identify and support their individual development needs. 3.3 Implement the Sustainable Club Development Model to support ongoing investment in tennis facilities.	4.1 Implement the Tennis Governance Framework 4.2 Ensure club development is appropriately resourced to support the establishment of new and sustainability of existing clubs 4.3 Work with Tennis Victoria, local clubs, and coaches to review occupancy agreements. 4.4 Work with the tennis community to measure facility usage and participation.

## IMPLEMENTATION PLAN

Implementation Plan

The Implementation Plan includes recommendations for all strategic priorities. The recommendations have been prioritised and indicative costs provided for the delivery of recommended infrastructure projects and initiatives within the plan.

### Estimated Costs

Estimated costs provided within the implementation plan are indicative only based on current planning and comparative projects, acknowledging the following limitations:

- Each new site will require master planning and detailed design to determine the actual scope of facilities to be delivered and associated costs.
- Site conditions, planning requirements and overlays may influence the cost for planning and construction at each site.
- Availability of land in new residential developments may impact the ability to deliver priorities.
- Cost escalations will increase costs for project delivery over time.

### Priority Rating

Each action within the implementation plan is assigned a short (1 to 3 years), medium (4 to 6 years) or long-term (7 to 10 years) rating dependent on relative priority and expected timeframe for delivery.

It should be acknowledged that the timeframe for the delivery of recommendations within this Strategy are dependent on market forces, population growth and funding, and the actual timeframe for delivery may change over time.

Council should proactively review the priority ratings of recommended projects over time as circumstances change and opportunities emerge.



Image: Brookside Recreation Reserve

## IMPLEMENTATION PLAN

Implementation Plan

	STRATEGIC PRIORITY	RECOMMENDATION	PRIORITY	ESTIMATED COST	WHO
<b>PILLAR 1: GROWING A DIVERSE TENNIS COMMUNITY</b>					
1.1	Prioritise growth in junior and female tennis across all clubs.	<ul style="list-style-type: none"> <li>Support clubs to provide female tennis participation opportunities such as the 'This Girl Can' initiative.</li> <li>Promote funding initiatives such as Councils 'Fair Go 4 Youth' and the State Government 'Get Active Kids Voucher' programs.</li> <li>Promote Hot Shots and Tennis4Teens at all clubs and facilities.</li> </ul>	Ongoing	-	Clubs, TV, Council, Program Providers
1.2	Support the tennis community to become more accessible and inclusive to achieve growth.	<ul style="list-style-type: none"> <li>Partner with local schools and CALD communities to engage more people in tennis.</li> <li>Support delivery partners to provide all ability opportunities and programs such as wheelchair tennis across the municipality.</li> </ul>	Ongoing	-	Council, TV, Clubs, Schools, Program Providers
1.3	Proactively plan for the development of new clubs in new communities via implementation of the Sustainable Planning Framework.	<ul style="list-style-type: none"> <li>Implement the Sustainable Planning Framework (refer page 25).</li> <li>Partner with TV, Associations and new communities in their selection of a preferred competition</li> <li>Partner with the Tennis Victoria to ensure clubs are actively engaged in Tennis Victoria programs and resources.</li> <li>Support establishment of new clubs at the following venues:                             <ul style="list-style-type: none"> <li><b>Western Corridor:</b> Arnolds Creek Recreation Reserve</li> <li><b>Western Corridor:</b> Bridge Road Recreation Reserve</li> <li><b>Eastern Corridor:</b> Plumpton North Sports Reserve</li> <li><b>Eastern Corridor:</b> Kororoit Sports Reserve</li> </ul> </li> </ul>	Ongoing	-	Council, Clubs, TV, Associations, Local Communities

## IMPLEMENTATION PLAN

Implementation Plan

	STRATEGIC PRIORITY	RECOMMENDATION	PRIORITY	ESTIMATED COST	WHO
<b>PILLAR 2: PLANNING AND DELIVERING SAFE, INCLUSIVE ACCESSIBLE TENNIS FACILITIES</b>					
2.1	Upgrade and renew existing facilities to align with Council's facility development standards.	<ul style="list-style-type: none"> <li>Support the planning and delivery of the facility upgrades proposed in the Infrastructure Plan for Tennis (Appendix 4)</li> <li>Establish a prioritised 10-year tennis court renewal program and review this annually based on asset condition assessments and demand.</li> <li>Establish a prioritised 10-year shelter and seating program for existing tennis facilities.</li> </ul>	Ongoing Ongoing Ongoing	Up to \$14.35M Up to \$60k per court Up to \$100k per annum	Council, Clubs TV, Funding Partners
2.2	Develop and deliver a tennis court lighting upgrade program to improve access for night tennis.	<ul style="list-style-type: none"> <li>Conduct ongoing lighting lux tests (as required) to understand capacity levels.</li> <li>Upgrade tennis court lighting to a minimum 350 lux and to LED systems at the end of their functional life.</li> <li>Incorporate lighting systems at selected public access facilities with control gear (e.g., timers) to support activation for recreational tennis.</li> </ul>	Ongoing Medium	\$5k per site Up to \$150k per court Up to \$50k per site	Council, Funding Partners
2.3	Develop new facilities in new communities and areas of population growth.	<ul style="list-style-type: none"> <li>Plan for future tennis growth and demand via precinct structure planning.</li> <li>Master plan new tennis facilities to align with Councils Long Term Infrastructure Planning.</li> <li>Partner with clubs and new communities in the design and delivery of new facilities.</li> <li>Support the planning and delivery of new facilities and new courts proposed in the Infrastructure Plan for Tennis (Appendix 4)</li> </ul>	Ongoing Ongoing Ongoing Ongoing	- - - Up to \$19.4M	Council, VPA, Funding partners, TV
2.4	Promote Caroline Springs Recreation Reserve as the City's regional tennis facility.	<ul style="list-style-type: none"> <li>Promote the regional capabilities of the venue to Clubs, Associations and Tennis Victoria.</li> <li>Support the hosting of marquee events, tournaments and showcase matches.</li> <li>Upgrade the Caroline Springs Regional Tennis Facility to a 12-court facility to meet regional standards (Appendix 6).</li> </ul>	Ongoing Ongoing Ongoing	- - Up to \$350k	Council, Clubs TV, Funding Partners



## IMPLEMENTATION PLAN

Implementation Plan

	STRATEGIC PRIORITY	RECOMMENDATION	PRIORITY	ESTIMATED COST	WHO	
<b>PILLAR 3: VIBRANT AND SUSTAINABLE TENNIS CLUBS AND COMMUNITIES</b>						
3.1	Promote diversity of participation including access to facilities for both club and recreational tennis.	• Develop a prioritised program to support the introduction of Tennis Victoria’s online booking and lock system at all club facilities to ‘open up’ courts recreational tennis.	Ongoing	Up to \$30k per site	Council, TV, Local Communities, Funding Partners	
		• Support digital promotion of club and recreational tennis activity through platforms such as websites, social media, signage and Council communication channels.	Ongoing	-		
		• Plan and deliver public access courts to support recreational tennis (Appendix 4).	Ongoing	Up to \$350k per court		
	3.2	Work with existing clubs and local competitions to identify and support their individual development needs.	• Partner with Tennis Victoria, Associations and Clubs to investigate the specific participation, volunteer, and developmental needs of all existing tennis clubs.	Ongoing	-	Council, TV, Clubs, Associations
			• Partner with relevant industry development and education partners to deliver specific programs to clubs	Ongoing	-	
	3.3	Implement the Sustainable Club Development Model to support ongoing investment in tennis facilities.	• Implement the Sustainable Club Development Model (refer page 25) during the initial establishment phase of new club development	Ongoing	-	Council, TV, Clubs
			• Support TV and clubs to implement Health Indicators in Tennis (HIT) as a part of Thriving Tennis Communities Program as a minimum requirement for club governance and operation.	Ongoing	-	
			• Identify any actions required to support or help adjust club operating models.	Ongoing	-	
			• Use findings from existing club operations to guide planning of new clubs in new facilities in surrounding areas.	Ongoing	-	

## IMPLEMENTATION PLAN

Implementation Plan

	STRATEGIC PRIORITY	RECOMMENDATION	PRIORITY	ESTIMATED COST	WHO
<b>PILLAR 4: PARTNERING WITH OUR TENNIS COMMUNITY</b>					
4.1	Implement the Tennis Governance Framework	<ul style="list-style-type: none"> <li>Refine and adopt the roles and responsibilities of each stakeholder group listed within the Tennis Governance Framework (refer page 23).</li> </ul>	Short	-	All stakeholders
4.2	Ensure club development is appropriately resourced to support the establishment of new and sustainability of existing clubs	<ul style="list-style-type: none"> <li>Ensure club development is appropriately resourced to support the delivery of club establishment and development initiatives</li> </ul>	Short	-	All stakeholders
		<ul style="list-style-type: none"> <li>Partner with Tennis Victoria and new communities in the establishment of new clubs.</li> </ul>	Short	-	
		<ul style="list-style-type: none"> <li>Work with existing clubs to improve governance, volunteer support and access to participation opportunities</li> </ul>	Short	-	
4.3	Work with Tennis Victoria, local clubs, and coaches to review occupancy and access agreements.	<ul style="list-style-type: none"> <li>Establish standard occupancy agreements for tennis facilities to ensure that roles, responsibilities, financial obligations and venue requirements are clearly articulated and monitored annually.</li> </ul>	Medium	-	Council, Leagues, AFLV
		<ul style="list-style-type: none"> <li>Encourage clubs to only partner with coaches that are qualified Tennis Australia Coach Affiliates.</li> </ul>	Ongoing	-	
4.4	Work with the tennis community to measure facility usage and participation.	<ul style="list-style-type: none"> <li>Encourage clubs to utilise Tennis Victoria’s online club management system to collect participation and facility usage data.</li> </ul>	Ongoing	-	TV, Clubs, Council
		<ul style="list-style-type: none"> <li>Request reports annually from Tennis Victoria and clubs on participation and facility usage.</li> </ul>	Ongoing	-	

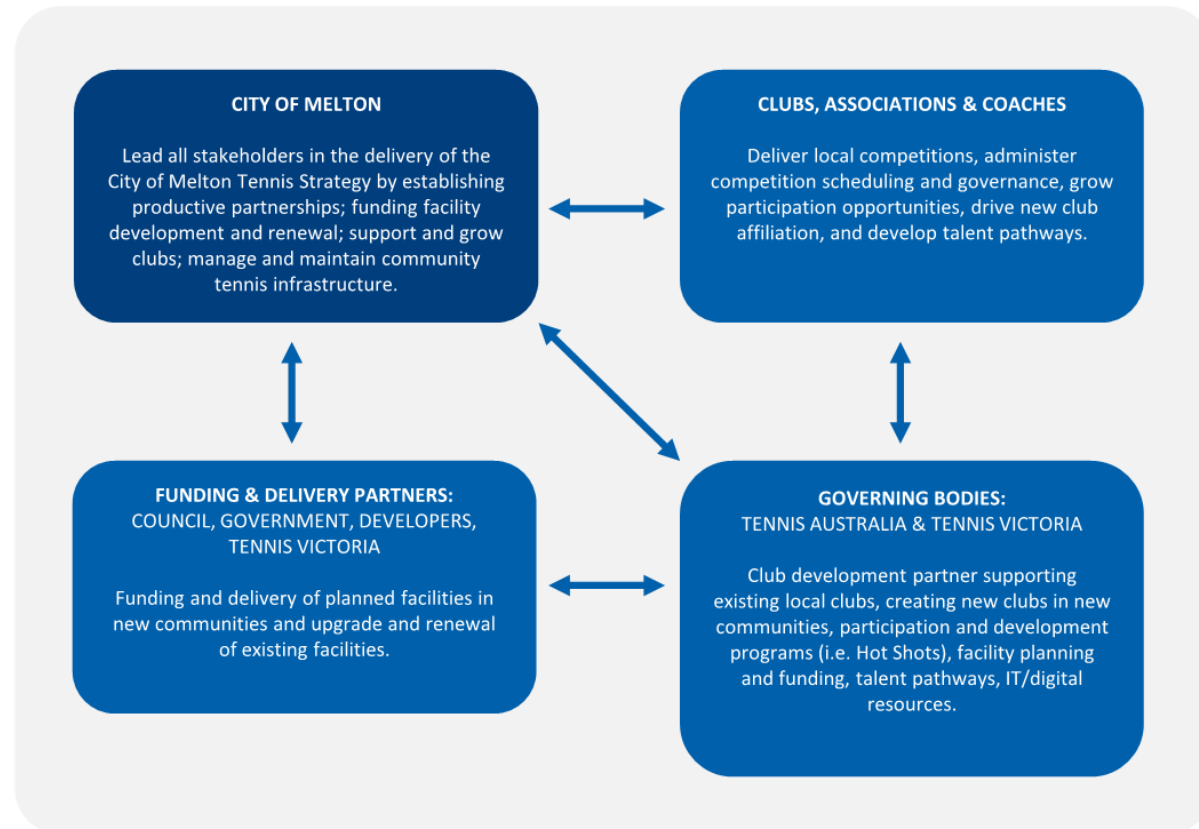
# TENNIS GOVERNANCE FRAMEWORK

Strategic Framework

The Tennis Governance Framework aims to enhance collaboration by clarifying the role each key stakeholder group plays and their relationships with other stakeholders.

The Stakeholder Framework includes:

- The City of Melton as the lead in delivery of the Strategy, and primary facility developer and manager.
- The Victorian Government and developers as the key funding partners in new facility development and existing facility upgrades.
- Tennis Australia and Tennis Victoria as representative peak bodies, leading work in club formation, development, support and facility planning.
- Associations as the providers and administrators of competitions, leading work in new club affiliation.
- Clubs as the core deliverers of community tennis participation and programming.



## SUSTAINABLE PLANNING FRAMEWORK

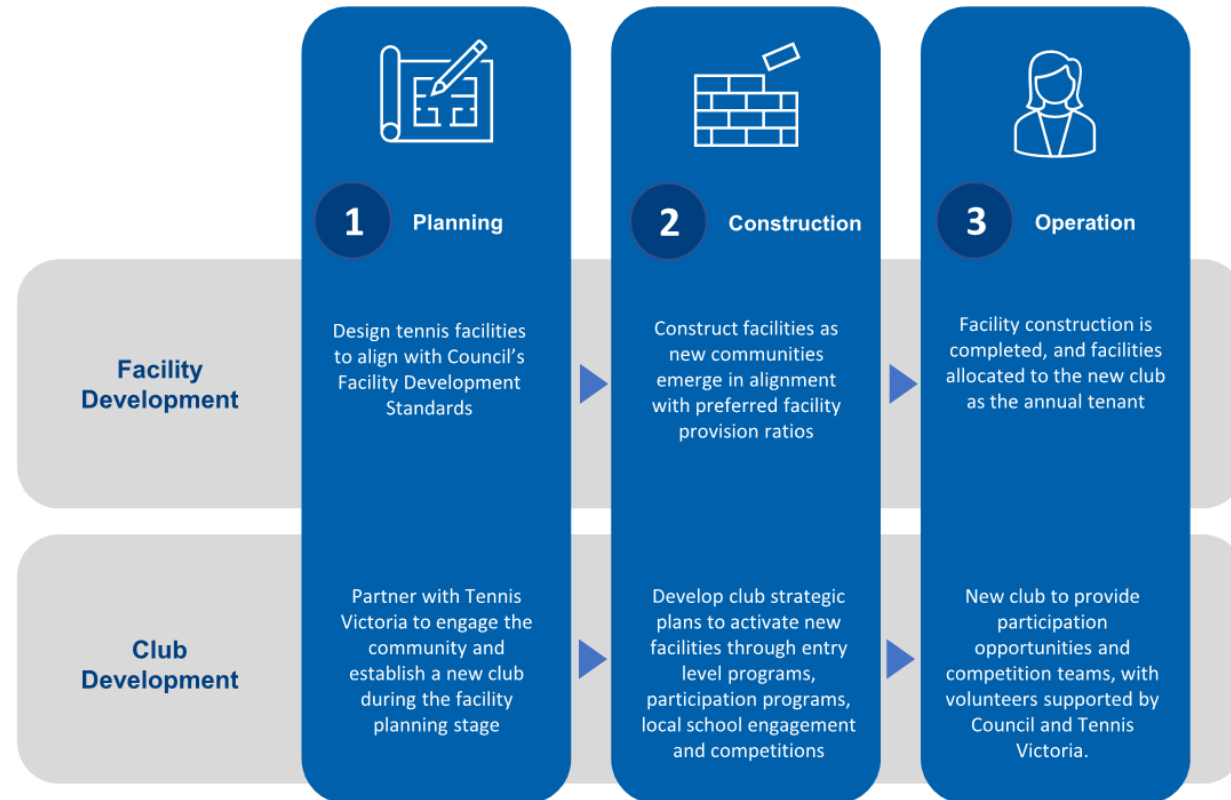
Strategic Framework

To ensure development of new tennis clubs and facilities requires careful planning and management to ensure that participation in tennis is supported by safe, inclusive, and functional tennis facilities.

The adjacent process identifies the key actions to ensure that facility planning and development, and the creation of clubs and activation of facilities are aligned.

Council and Tennis Victoria will play key roles in ensuring that facilities are designed to ensure participation opportunities are accessible to local communities and can accommodate and sustain growth over time.

The activation of new facilities will be dependent on the establishment and support of new clubs. Council, Tennis Victoria and Associations will support clubs through the establishment, planning and initial operation phases.





## SUSTAINABLE CLUB DEVELOPMENT MODEL

Strategic Framework

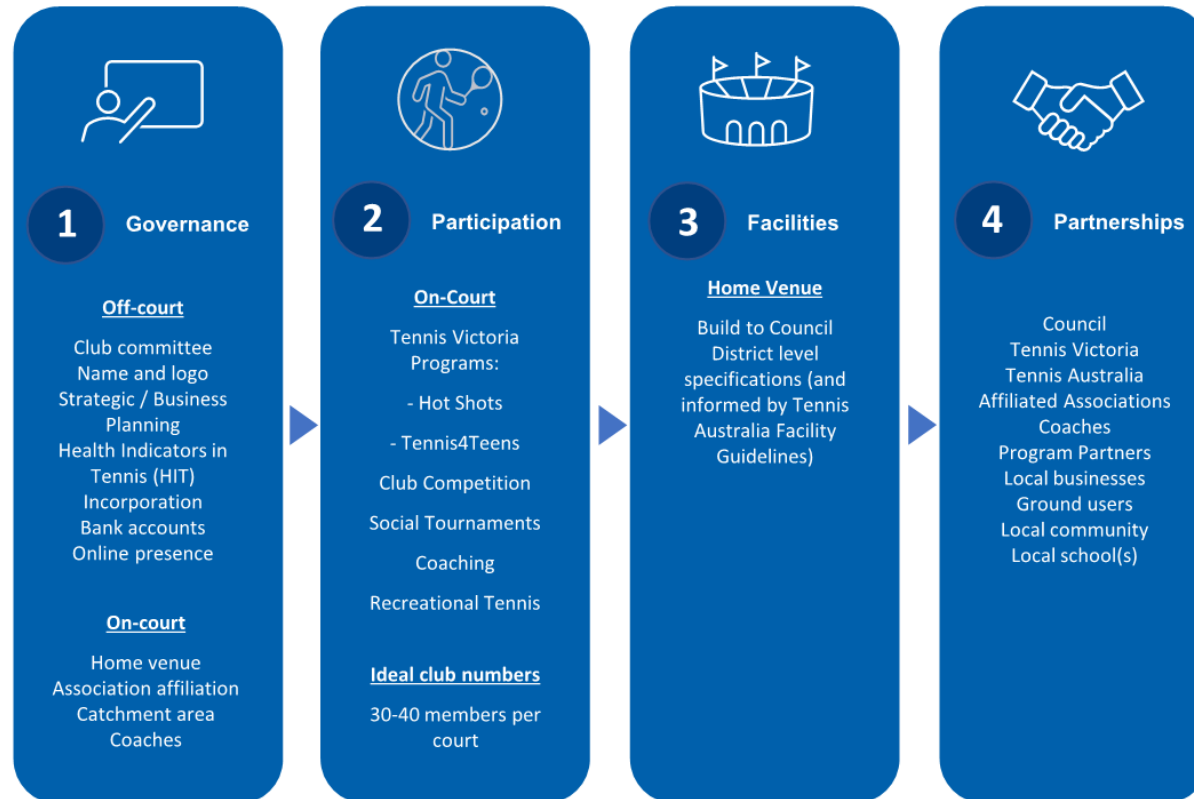
The development of new tennis clubs and support for the evolution of existing clubs should follow a sustainable model that allows all clubs to succeed and to ensure that tennis remains accessible to all across the City of Melton.

A framework for sustainable clubs is provided in the adjacent diagram to help guide on and off-court club planning and new club establishment.

The model should be read and implemented in-line with Strategic Pillar 3: Vibrant and sustainable tennis clubs, competitions, and communities (refer page 21).

The model and trigger points have been developed from analysis conducted in the formulation of this Strategy, from Council's policy and planning work and from guidelines adopted by Tennis Victoria.

Working within the model proposed will ensure all clubs can operate sustainably, adequately cater for future demand, efficiently manage facility use, provide choice across the community and manage volunteer capacity.



## APPENDICES

1. Competition Structure
2. Participation Summary 2023 – Club Tennis
3. Tennis Facility Development Standards
4. Infrastructure Plan for Tennis in Melton
5. New Tennis Courts 2024 - 2034
6. Caroline Springs Regional Tennis Complex – Preliminary Concept Plan
7. Melton South Recreation Reserve – Preliminary Concept Plan



Image: Frontier Recreation Reserve

## APPENDIX 1: COMPETITION STRUCTURE

Appendices

Tennis has a strong presence and history in the City of Melton, with opportunities provided for senior men and women, junior boys and girls and Hot Shots programs.

Clubs and their associated members play across seven different associations. This structure and division of clubs is considered unique for a single municipality and does create some governance and communication challenges for Council, in addition to geographical and logistical challenges for participants.

Newly developed clubs will need to navigate the strategic decision-making process of which association to affiliate with as they establish, grow and develop over time. This process should involve the club, community, Council, Tennis Victoria and relevant associations.

Associations operating within the City of Melton include:

- Mountain District Ladies Tennis Association (MDLTA)
- Macedon Ranges Tennis Association (MRTA)
- Melton Twilight Tennis Association (MTTA)
- Northern Suburban Night Tennis Association (NSNTA)
- Northern Suburban Junior Tennis Association (NSJTA)
- Tennis Victoria Pennant
- Western Region Tennis Association (WRTA)

CLUBS	PLANNING DISTRICT	VIC PENNANT	WRTA	MTTA	MRTA	NSNTA	NSJTA	MDLTA
Aintree Tennis Club	Central Growth Corridor							
Caroline Springs Tennis Club	Eastern Corridor							
Diggers Rest Tennis Club	Diggers Rest							
Eynesbury Tennis Club	Eynesbury							
Kurunjang Tennis Club	Western Corridor							
Melton South Tennis Club	Western Corridor							
Hillside Tennis Club	Eastern Corridor							
Toolern Vale Tennis Club	Northern Rural							

## APPENDIX 2: PARTICIPATION SUMMARY 2023 - CLUB TENNIS

The following table provides a summary of 2023 Tennis Victoria registered club members from City of Melton based tennis clubs. The table excludes recreational tennis participants, school participation, tennis coaching, and other tennis programs that may not be registered with Tennis Victoria.

Appendices

Clubs	FEMALE – CLUB TENNIS MEMBERS BY AGRE GROUP						TOTAL	MALE – CLUB TENNIS MEMBERS BY AGRE GROUP						TOTAL	GENDER NOT DEFINED	TOTAL CLUB 2023
	0-4	5-9	10-14	15-19	20-39	40+		0-4	5-9	10-14	15-19	20-39	40+			
Aintree Tennis Club		23	9	12	12	6	62	2	34	4	78	62	9	189	14	265
Caroline Springs Tennis Club		29	25	13	23	8	98	3	52	42	59	55	10	221	2	321
Diggers Rest Tennis Club		2		6	9		17		1	2	12	6	1	22		39
Eynesbury Tennis Club		3	1	2	8	1	15	1	3	2	8	12	7	33		48
Kurunjang Tennis Club		14	8	9	15	3	49		30	20	44	41	1	136		185
Melton South Tennis Club		4	1	5	8	1	19		13	3	18	17		51		70
Hillside Tennis Club	2	12	4	11	26	5	60		21	11	25	35	8	100		160
Toolern Vale Tennis Club							8							3		11
<b>TOTAL</b>	<b>2</b>	<b>87</b>	<b>48</b>	<b>58</b>	<b>101</b>	<b>24</b>	<b>328</b>	<b>6</b>	<b>154</b>	<b>84</b>	<b>244</b>	<b>228</b>	<b>36</b>	<b>755</b>	<b>16</b>	<b>1099</b>

## APPENDIX 3: TENNIS FACILITY DEVELOPMENT STANDARDS

Appendices

HIERARCHY	DEFINITION	TENNIS FACILITY DEVELOPMENT STANDARDS
<p><b>Regional</b></p>	<p>Regional level tennis facilities are designed to cater for participation, events and programming that services a municipal size catchment. Facilities are capable of hosting Regional and State level events and tournaments.</p> <p>Regional facilities may act as a home venue for a local tennis club and have the capacity to be hired for recreational tennis, coaching and other programs.</p> <p><i>Regional level tennis facilities align with Tennis Australia's facility hierarchy for Large Community Tennis Centres (Sub Regional 12 Courts+).</i></p>	<p><b>Area:</b> 2.2-3 hectares</p> <p><b>Playing surface:</b></p> <ul style="list-style-type: none"> <li>• 12 courts minimum. Up to 16 courts.</li> <li>• 4 dedicated hot shot courts.</li> <li>• North-South court orientation.</li> <li>• Playing Surface: All courts same surface type. Acrylic, Sand-Filled Artificial Grass or Clay/Red Pourus.</li> <li>• Court dimensions: Refer to Tennis Infrastructure Planning Resource (Tennis Australia).</li> <li>• Minimum Dimensions: International (Minimum) - Refer to Tennis Infrastructure Planning Resource (Tennis Australia).</li> <li>• Court fencing: 3.6m black chain wire mesh fencing - Refer to Tennis Infrastructure Planning Resource (Tennis Australia). It is preferable that courts are fenced in pairs.</li> <li>• 350lux LED lighting on all courts.</li> <li>• Main court: Seating (either fixed or mobile) for local and regional level tournaments and events.</li> <li>• Courts and related infrastructure provision to meet Australian Standards for Tennis.</li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Publicly accessible toilets.</li> <li>• Permanent bench seating 1-2 per court.</li> <li>• Spectator shelter viewing for main courts (up to 50m2).</li> <li>• Parking assessment required for the site - Off-street minimum of 25 cars for every 4 courts.</li> <li>• Drinking fountains x 1 per facility. Rubbish bins - minimum 240 litres for every 4 courts.</li> <li>• Scoreboards: Power to support use of portable electronic scoreboard.</li> <li>• Access to tennis hit up wall.</li> </ul>



## APPENDIX 3: TENNIS FACILITY DEVELOPMENT STANDARDS

Appendices

HIERARCHY	DEFINITION	TENNIS FACILITY DEVELOPMENT STANDARDS
District	<p>District level tennis facilities are designed and maintained to cater primarily for club programming and competition. They are typically the 'headquarters' (or 'home') facility for clubs.</p> <p>Facilities allow clubs to grow sustainably and host training, competition, programs, administration and social activities at a central venue. District facilities also provide opportunities to support recreational tennis.</p> <p>New facilities that provide opportunities for new club formation should align to the district level hierarchy provision. The majority of facilities (current and proposed) in the City of Melton will be district level tennis facilities.</p> <p><i>District level tennis facilities align with Tennis Australia's facility hierarchy for District Tennis Centres (8 Courts+) and Local Tennis Centres (4 Courts+).</i></p>	<p><b>Area:</b> 1.2-1.5 hectares</p> <p><b>Courts:</b></p> <ul style="list-style-type: none"> <li>• 4 courts minimum, 6 to 8 courts preferred.</li> <li>• North-South court orientation.</li> <li>• Acrylic or Sand-Filled Artificial Grass playing surface preferred.</li> <li>• Court dimensions: Refer to Tennis Infrastructure Planning Resource (Tennis Australia).</li> <li>• Minimum Dimensions: Club/Recreation. International (Minimum) preferred for 8 court venues.</li> <li>• Court fencing: 3.6m black chain wire mesh fencing. Refer to Tennis Infrastructure Planning Resource (Tennis Australia). It is preferable that courts are fenced in pairs or fours.</li> <li>• 350lux LED lighting on all courts.</li> <li>• Courts and related infrastructure provision to meet Australian Standards for Tennis.</li> </ul> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Permanent bench seating 1-2 per court.</li> <li>• Consideration for spectator shelter viewing for main courts (up to 50m2).</li> <li>• Parking assessment required for the site - Off-street minimum of 25 cars for every 4 courts.</li> <li>• Drinking fountains x 1 per facility. Rubbish bins - minimum 240 litres per facility.</li> <li>• Scoreboards: Consideration for access to power to support use of portable electronic scoreboard.</li> <li>• Consideration for access to tennis hit up wall.</li> </ul> <p><b>Pavilion:</b></p> <ul style="list-style-type: none"> <li>• Amenities – 2 x 15m2. 1 x shower, 2 x toilets per amenity.</li> <li>• Change Rooms – 2 x 10m2 up to 15m2. Up to two change rooms per venue.</li> <li>• External Covered Viewing – 50m2 to 100m2. To provide a view of the courts.</li> <li>• Kitchen/Kiosk – 25m2 (includes 5m2 to 10m2 of storage).</li> <li>• Pavilion Toilets - Internal Access – Accessible, Male and Female toilets to meet Building Code of Australia requirements.</li> <li>• External storage – 10m2</li> <li>• Community (Social) Room – 100m2</li> <li>• Internal storage – 10m2</li> <li>• Cleaners – 5m2</li> <li>• Utilities/ Plant / Circulation – to be determined during planning stage.</li> </ul>

## APPENDIX 3: TENNIS FACILITY DEVELOPMENT STANDARDS

Appendices

HIERARCHY	DEFINITION	TENNIS FACILITY DEVELOPMENT STANDARDS
Public Access	<p>Public access courts are designed and maintained to cater primarily for recreational tennis outside of club competition, programming and coaching.</p> <p>Public access courts generally comprise little or no supporting infrastructure such as a pavilion, public toilets or lighting. These facilities are not generally available for hire and bookings are not required.</p> <p>Public access courts may be multipurpose such as line marking and infrastructure for other sports such as pickleball, netball, basketball or futsal.</p> <p><i>Public access tennis facilities align with Tennis Australia’s facility hierarchy for Public Access Centres (1 Court+).</i></p>	<p><b>Courts:</b></p> <ul style="list-style-type: none"> <li>• 1 to 3 courts. 2 courts preferred.</li> <li>• North-South court orientation.</li> <li>• Acrylic or Asphalt playing surface.</li> <li>• Court dimensions: Refer to Tennis Infrastructure Planning Resource (Tennis Australia).</li> <li>• Minimum Dimensions: Club/Recreation.</li> <li>• Court fencing: 3.0m black chain wire mesh fencing.</li> <li>• Consider 250lux LED lighting on courts with timers to support recreational night tennis.</li> <li>• Consider multipurpose line marking and infrastructure for other sports such as pickleball, netball, basketball or futsal.</li> </ul>

## APPENDIX 4: INFRASTRUCTURE PLAN FOR TENNIS IN MELTON

Appendices

NEW TENNIS FACILITIES & NEW COURTS AT EXISTING FACILITIES						
Site	Short Term (1 to 3 years)		Medium Term (4 to 6 years)		Long Term (7 to 10 years)	
	Site	Estimated Cost	Site	Estimated Cost	Site	Estimated Cost
Western Corridor	Blackwood Drive Recreation Reserve - Public Access (1 Court)	\$350,000	Bridge Road Recreation Reserve (4 courts), pavilion and associated infrastructure.^	\$6M	Nil	-
	Melton South Recreation Reserve (2 Courts)	\$700,000				
Eastern Corridor	Plumpton North Sports Reserve (4 courts), pavilion and associated infrastructure.^	\$6M	Caroline Springs Regional Tennis Complex (1 Court)	\$350,000	Kororoit Sports Reserve (4 courts), pavilion and associated infrastructure.^	\$6M
Central Growth Corridor	Nil	-	Nil	-	Nil	-
Diggers Rest	Nil	-	Diggers Rest Recreation Reserve (2 Courts)	\$700,000		-
<b>TOTAL</b>	<b>Three sites, seven courts</b>	<b>\$7.05M</b>	<b>Three sites, seven courts</b>	<b>\$7.05M</b>	<b>One sites, four courts</b>	<b>\$6M</b>

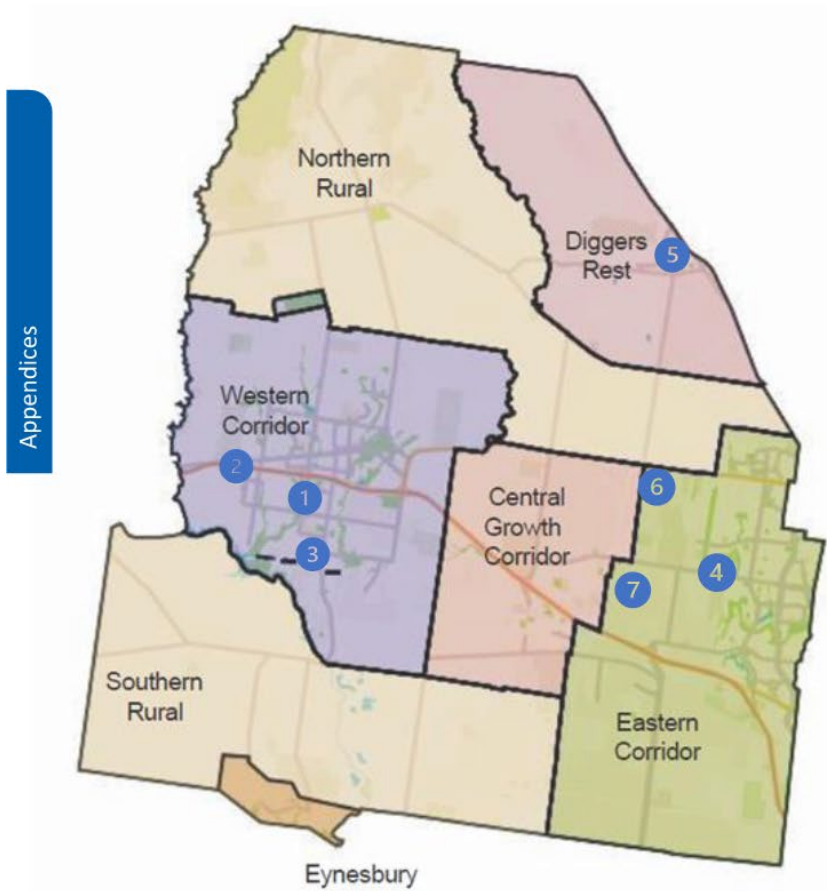
^ Estimated costs for tennis courts and pavilion only. Does not include services and associated infrastructure such as car parking.

## APPENDIX 4: INFRASTRUCTURE PLAN FOR TENNIS IN MELTON

Appendices

IMPROVEMENTS TO EXISTING TENNIS FACILITIES						
Site	Short Term		Medium Term		Long Term	
	Component	Estimated Cost	Component	Estimated Cost	Component	Estimated Cost
Aintree Recreation Reserve (Tennis)	• Feasibility study to upgrade the tennis pavilion.	\$30,000	• Pavilion upgrade and extension	\$1.5M	• Tennis court renewal including supporting infrastructure (x 10).	\$500,000
Arnolds Creek Recreation Reserve (Tennis)	• Reconstruct 4 tennis courts and supporting infrastructure. <i>Committed project 2024/25</i>	\$1.4M	• Feasibility study to upgrade the tennis pavilion (subject to new club establishment).	\$30,000	• Pavilion upgrade & extension (subject to new club establishment).	\$2M
Diggers Rest Recreation Reserve (Tennis)	• Introduce public access online booking technology and lock systems.	\$30,000	• Tennis court renewal including supporting infrastructure (x 4).	\$200,000		
Eynesbury Recreation Reserve (Tennis)			• Feasibility study to extend the pavilion to include dedicated tennis facilities (subject to club growth).	\$30,000	• Pavilion extension (subject to club growth).	\$2M
Kurunjang Recreation Reserve (Tennis)	• Feasibility study to upgrade the tennis pavilion. • Introduce public access online booking technology and lock systems.	\$30,000 \$30,000	• Pavilion upgrade and extension	\$3M		
Melton South Recreation Reserve (Tennis)					• Tennis court renewal including supporting infrastructure (x 4).	\$200,000
Parkwood Green Reserve (Tennis)	• Introduce public access online booking technology and lock systems.	\$30,000			• Tennis court renewal including supporting infrastructure (x 6).	\$300,000
West Melton Recreation Reserve	• Reconstruct 2 public access tennis courts and supporting infrastructure. <i>Committed project 2024/25</i>	\$700,000				
Various	• LED Lighting Upgrade Program. • Shelter and Seating Program • Public Access Court Renewal Program (x6)	\$600,000 \$300,000 \$250,000	• LED Lighting Upgrade Program. • Shelter and Seating Program • Public Access Court Renewal Program (x6)	\$600,000 \$300,000 \$250,000	• Public Access Court Renewal Program (x4)	\$200,000
<b>TOTAL</b>		<b>\$3.4M</b>		<b>\$5.91M</b>		<b>\$5.2M</b>

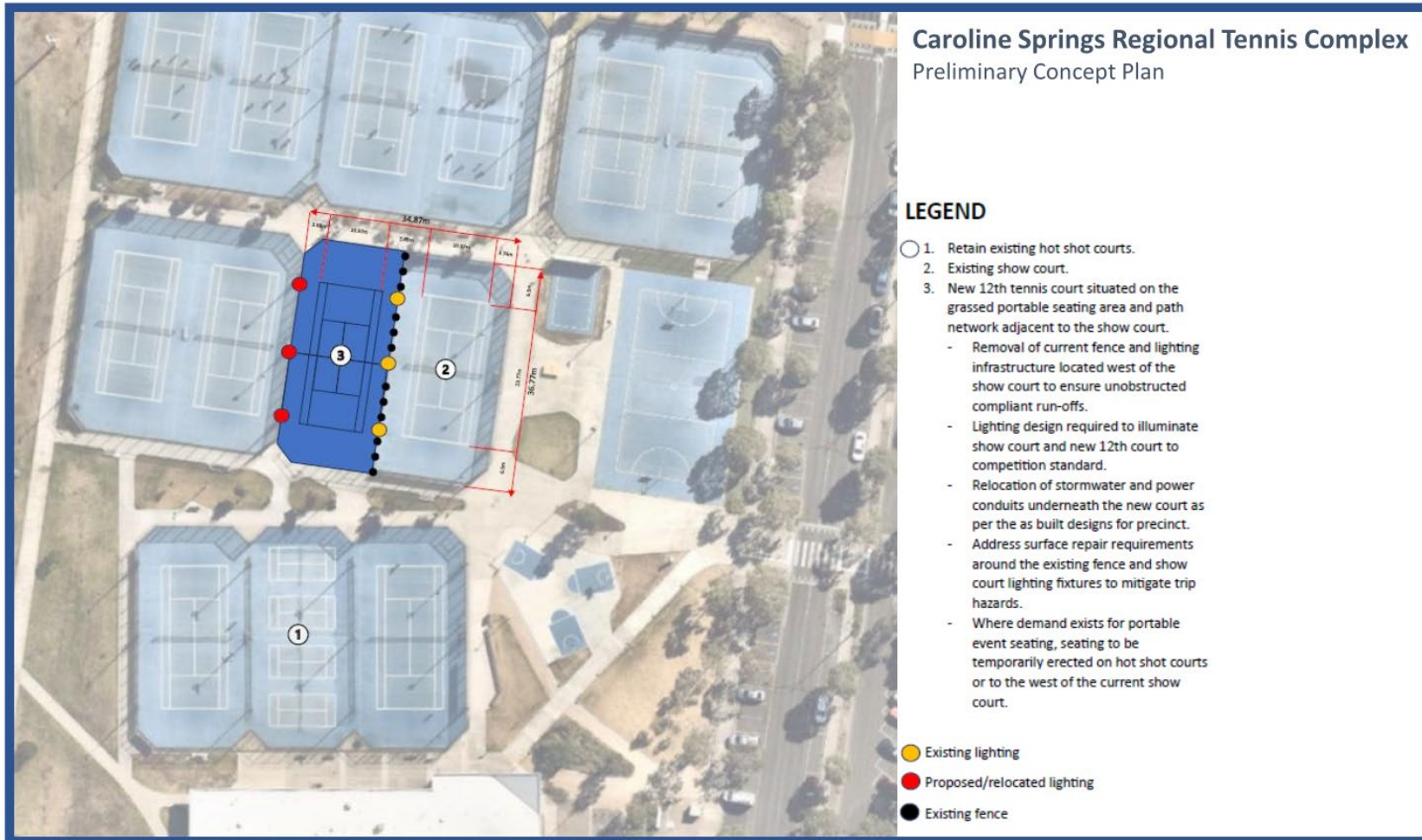
## APPENDIX 5: NEW TENNIS COURTS 2024 - 2034



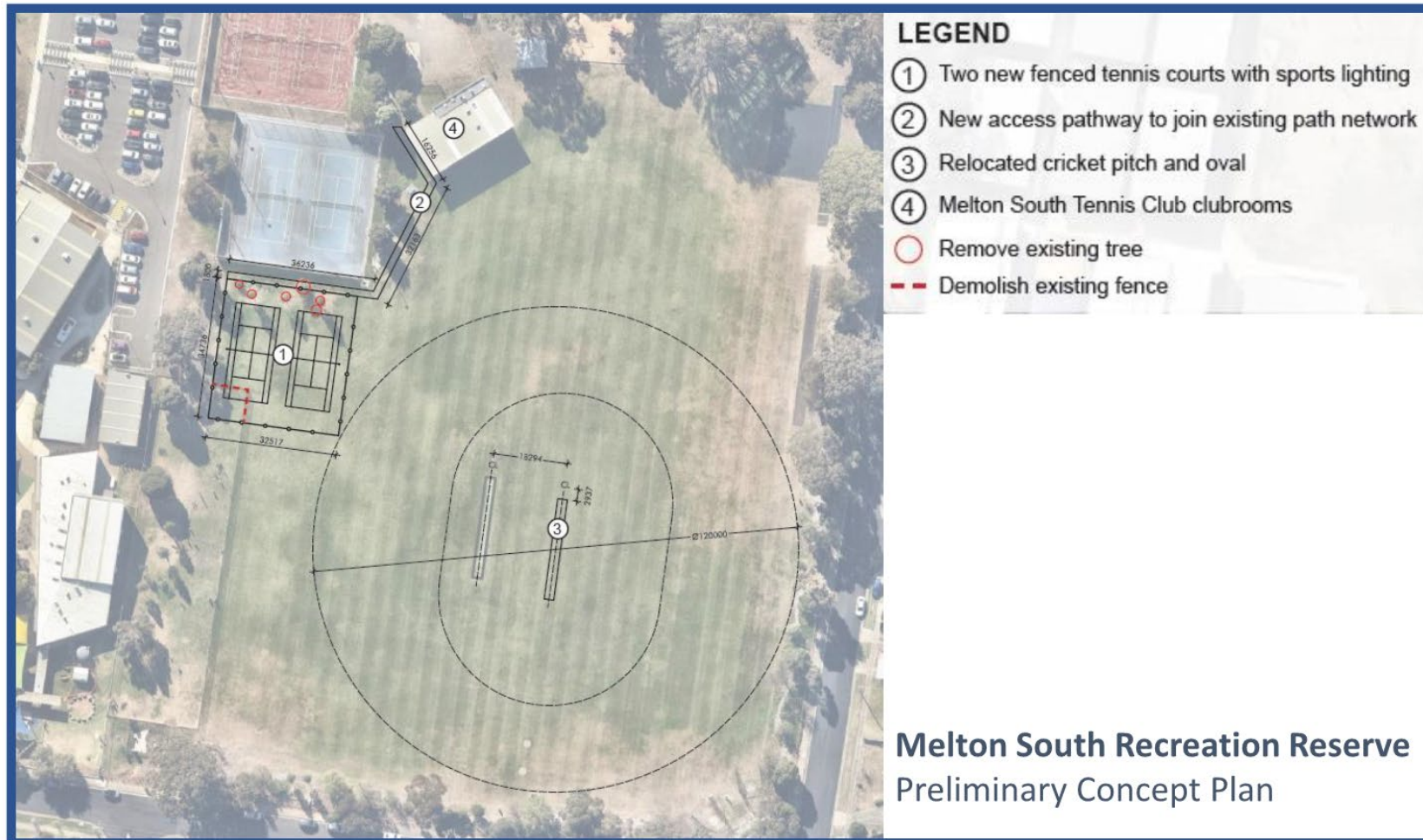
NEW TENNIS FACILITIES & COURTS	COURTS	HIERARCHY
1. Melton South Recreation Reserve	2 courts	District
2. Blackwood Drive Recreation Reserve	1 court	Public Access
3. Bridge Road Recreation Reserve	4 courts	District
4. Caroline Springs Recreation Reserve	1 court	Regional
5. Diggers Rest Recreation Reserve	2 courts	District
6. Plumpton North Sports Reserve	4 courts	District
7. Kororoit Sports Reserve	4 courts	District
<b>TOTAL</b>	<b>18 courts</b>	



## APPENDIX 6: CAROLINE SPRINGS REGIONAL TENNIS COMPLEX



## APPENDIX 7: MELTON SOUTH RECREATION RESERVE





## 12.4 EVENT SPONSORSHIP PROPOSAL

**Author: Heidi Taylor - Coordinator Events & Culture**  
**Presenter: Troy Scoble - Director City Life**

### PURPOSE OF REPORT

To provide an overview of the Spartan Australia event proposal including Officer evaluation for Council consideration.

### RECOMMENDATION:

That Council:

1. Note the information provided evaluating the sponsorship proposal received from Spartan Aus 3.0 Pty Ltd (ABN 97 669 034 735) to sponsor the DEKA event at City Vista Sport Precinct in September 2024.
2. Note the sponsorship will be utilised to enhance the event with additional stations and opportunities for participation.
3. Subject to a Council Event Permit being granted and a Heads of Agreement being executed by Spartan Australia as the Event Organiser, and George Cross Football Club as the Lessee of the premises, support a sponsorship of \$20,000 for the 2024 Spartan Event.
4. Authorise the Chief Executive Officer to sign on behalf of Council all necessary documents, including the Heads of Agreement, Sponsorship Agreement and an Agreement or Deed with George Cross Football Club.

### Motion

Crs Abboushi/Farrugia.

That Council:

1. Note the information provided evaluating the sponsorship proposal received from Spartan Aus 3.0 Pty Ltd (ABN 97 669 034 735) to sponsor the DEKA event at City Vista Sport Precinct in September 2024.
2. Note the sponsorship will be utilised to enhance the event with additional stations and opportunities for participation.
3. Subject to a Council Event Permit being granted and a Heads of Agreement being executed by Spartan Australia as the Event Organiser, and George Cross Football Club as the Lessee of the premises, support a sponsorship of \$20,000 for the 2024 Spartan Event.
4. Authorise the Chief Executive Officer to sign on behalf of Council all necessary documents, including the Heads of Agreement, Sponsorship Agreement and an Agreement or Deed with George Cross Football Club.

**For:** Crs Abboushi, Farrugia, Majdlik, and Shannon

**Against:** Cr Turner

**Abstained:** Cr Vandenberg

CARRIED

Cr Turner called for a division, thereby setting aside the vote.

**For:** Crs Abboushi, Farrugia, Majdlik, and Shannon

**Against:** Cr Turner

**Abstained:** Cr Vandenberg

The Mayor declared the Motion CARRIED

## REPORT

### 1. Executive Summary

Spartan Australia has proposed hosting their DEKA brand event at City Vista Sports Precinct in September 2024 and beyond. The event is expected to attract up to 2,100 participants and generate economic benefit into the City of Melton.

Spartan Australia provided a proposal for Council consideration seeking a Council sponsorship to enhance the event scale. Officers have evaluated all elements of the proposal provided in partnership with Spartan Australia.

Key considerations of the proposal that were assessed include site suitability, economic impact and return on Council's potential sponsorship, event timing and ability for officers to evaluate an event permit, potential damage and impacts to the facility during the event.

Officers propose Council consider a \$20,000 sponsorship for 2024, contingent upon obtaining an event permit, finalising a sponsorship agreement with Spartan Australia, and establishing an agreement with the George Cross Football Club regarding facility access and indemnification of Council against event-related damages. Any further financial support will be contingent upon a comprehensive post-event review and subsequent budget deliberations by Council.

### 2. Background/Issues

Spartan Australia, NZ & Fiji, contacted the Council in partnership with the George Cross Football Club, expressing interest in holding their DEKA brand events (a decathlon of hybrid fitness racing, featuring standardised and gamified fitness tests, events, training, and competition designed to allow all levels the opportunity to celebrate the power of fitness) in the City of Melton in 2024 and beyond. This event has potential to boost local economic activity and promote Melton as a prime destination for large-scale endurance events.

#### Summary of the Proposal

- **Event:** DEKA brand event by Spartan Australia, featuring hybrid fitness racing.
- **Location:** City Vista Sports Precinct.
- **Date:** 14-15 September 2024.
- **Participants:** Expected up to 2,100.
- **Request:** Financial contribution of \$20,000-\$40,000.
- **Economic Benefit:** Estimated \$5 million economic impact.

Organisers also advised Officers:

- The event will proceed regardless of sponsorship, but its scale will depend on the financial support it is able to attract and access to the venue. Additional sponsorship will enhance the event, adding more activations and providing increased opportunities for participation.
- Funds will primarily cover operational costs. Each additional \$20,000 in support can add 10-15 more stations, allowing up to 600 extra participants per day.
- As a supporting partner, the Council will be featured in all media posts, promoting local attractions and the municipality's tourism aspects.
- Event organisers will plan within the facility footprint and capability to schedule the key elements of the event.

Officers have now completed a preliminary review of the proposal based on the information provided and further discussion held with the event organiser. A summary of the assessment is outlined below.



**Economic Impact**

- Estimated direct economic impact of \$233,000 with a flow-on effect of \$141,000.
- The estimated economic impact based on the assumptions provided by the organisers is potential to be domestic day visitor expenditure of \$113 per person per day and overnight visitor expenditure of \$123 per person per night.
- These projections are contingent on various factors, including event scale and accommodation availability within the municipality.

**Site Suitability**

- Officers have some initial concerns with the synthetic fields' condition and capacity for such an event. Council currently manages turf maintenance at the facility. While the event aligns with the club's activities, a detailed ground assessment by Council Officers is pending. Mitigation strategy includes the tenant club assuming liability for any damage caused.
- Traffic management and parking capacity at City Vista Sports Precinct are critical. The site's infrastructure, including approximately 300 parking spaces in the adjacent car park and up to 700 spaces in the general area, including residential parking, raises concerns. Community engagement by the event organiser is recommended as part of the event permit process to notify residents of a major event to be held. This will be addressed through the event permit process.

**Event Logistics**

- The proposed event must comply with the City of Melton's community event permit process due to its size, scale, and potential impacts on surrounding residents.
- Collaboration with local businesses for broader economic impact would be beneficial and form part of Council's sponsorship package.

Sponsoring the Spartan DEKA event presents a significant opportunity for Melton City Council to showcase the City Vista Sports Precinct and stimulate local economic growth. The event aligns with Council's strategic objectives of promoting community engagement and supporting recreational activities.

Given the event's imminent timeframe, Officers recommend executing a Heads of Agreement with the organisers. This agreement would encompass detailed sponsorship terms, contingent upon Council's endorsement of sponsoring the event. Additionally, a separate agreement with the George Cross Football Club would secure site access and outline their responsibility for any event-related damages incurred. It is important to clarify that the \$20,000 sponsorship is conditional upon George Cross indemnifying Council against damages, ensuring alignment with risk management protocols and regulatory requirements for obtaining an event permit.

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

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

1. A safe City that is socially and culturally connected

*4.1 A strong local economy that supports business growth and attracts new investment.*

**4. Financial Considerations**

The Spartan DEKA event organisers have requested a sponsorship contribution between \$20,000 and \$40,000.

This is not budgeted in the 2024/25 Council Budget. Officers will be required to identify opportunities for funding this event through the adopted budget as part of ongoing financial management throughout 2024/25.

The event has the potential to inject an estimated \$233,000 directly into the local economy, with a flow-on effect of approximately \$141,000.

## 5. Consultation/Public Submissions

Officers have engaged with the event organisers regarding the proposed event. Key points discussed include event timings, location suitability, sponsorship benefits, and community engagement strategies. Spartan Australia will assume responsibility for event management and compliance with Council requirements, including obtaining necessary permits and conducting community consultations.

Additionally, Officers have engaged with George Cross Football Club, who have agreed, subject to the event permit being provided, that they would enter into an agreement with the Council that would indemnify the Council against any damages to the sportsground surfaces or other facilities on-site resulting from the event.

## 6. Risk Analysis

Key risks associated with sponsoring the Spartan DEKA event include:

- **Site Suitability:** Concerns about parking capacity and potential damage to the synthetic fields at City Vista Sports Precinct.

Mitigation: Require the George Cross Football Club to enter into an agreement with Council outlining their liability for any event-related damages and restoration costs. Ensure compliance with all Council requirements.

- **Financial Benefit:** Differing projections of economic impact from the event.

Mitigation: Conduct a thorough post-event review to accurately assess the economic impact and inform future support decisions.

- **Sponsorship Policy:** Currently no adopted Council policy for sponsorship decisions.

Mitigation: Seek governance input to ensure that sponsorship agreement meets the need of Council consistent with other sponsorship agreements in place for events.

Begin work on developing a sponsorship policy to provide clear guidelines for future events and decisions.

By considering these mitigation strategies, the Council can better manage the potential risks and maximise the benefits of sponsoring future Spartan DEKA events.

## 7. Options

Council has the option to:

1. Approve the Sponsorship amount of \$20,000; or
2. Decline the Sponsorship.

## LIST OF APPENDICES

Nil

## 12.5 MELTON CITY COUNCIL COMMUNITY GRANT AND FUND PROGRAM UPDATE

**Author: Jodie Turner - Coordinator Community Capacity**  
**Presenter: Troy Scoble - Director City Life**

### PURPOSE OF REPORT

The purpose of this report is to advise Council of the outcomes of the first round of the new Community Grants and Fund Program.

### RECOMMENDATION:

That Council note the Community Grant and Fund Program Update.

#### Motion

Crs Farrugia/Abboushi.

That Council note the Community Grant and Fund Program Update.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

---

## REPORT

### 1. Executive Summary

Council's new Community Grant and Fund Program commenced in March 2024 with the first round of the new program opening on 1 March 2024 and closing on 30 April 2024. A total of twenty (20) applications were submitted by the closing date. Ten (10) of the applications met the criteria for assessment and as a result nine (9) of those applications were recommended for funding totalling \$30,272.

The ineligible / unsuccessful applications are being provided feedback to assist them in considering a resubmission for a future round of funding.

In addition to this first round of the Community Grants Program, Council officers continued to receive and process eligible Community Fund applications including Resident Achievement and New Group Fund applications. Since 1 March 2024 a total of thirty-six (36) Resident Achievement Fund applications have been approved to a total value of \$33,856 as well as three (3) New Group establishment applications to a value of \$4,500.

### 2. Background/Issues

The Melton City Council Community Grant and Fund Program was adopted on 25 September 2023 and post development of policies and guidelines commenced in March 2024 for applications to be received by Community.

The new grants program transitions semi-annual grants to bi-monthly grant rounds. This change responds to user and Council feedback for more frequent access to grants and faster decision-making, reducing the need for extensive planning ahead of grant outcomes. The updated program now provides year-round access through bi-monthly assessments, recognising the importance of supporting, assisting, and partnering with community groups to initiatives that benefit the broader community, enhance community wellbeing, and contribute to Council's strategic objectives.

Applicants can apply for grants of up to \$5,000 in one of the following five categories:

- The Arts: Building community connections, expressing creativity and local culture through the arts.
- Sports & Hobbies: Increasing participation and accessibility of sports and hobbies.
- Healthy & Safe Living: Promoting a safer, healthier, and more connected municipality.
- Festivals & Events: Celebrating diversity and unity, bringing people together to strengthen social connections.
- Environment & Nature: Reducing our environmental footprint and protecting and enhancing the City of Melton's natural environment.

The objective is to ensure equitable distribution of funding across the five categories, although actual allocations are influenced by received applications. To promote all elements of the program, officers are actively encouraging applications in all categories.

The March/April 2024 Community Grants round opened on 1 March 2024 and closed on 30 April 2024. Applications were assessed against the Council adopted Community Grants and Fund Policy to ensure consistency with adopted policy and procedures.

### **Grant Assessment**

The Assessment Panel operates under the adopted Terms of Reference and adheres to strict confidentiality and disclosure requirements as an Advisory Committee of Council. Applicants must disclose any conflicts of interest involving Panel members or Council Officers. The Governance team advises on managing conflicts during the assessment and authorisation process.

The Assessment Panel deliberates on funding allocations during their meetings, and recommendations require formal approval from Melton City Council's Chief Executive Officer (CEO). The table below lists the grants awarded funding in the March/April round. When applications are ineligible and there is sufficient time before the grant round deadline to address issues with the application, Officers assist applicants by supporting them to correct and resubmit their applications. If applications remain ineligible by the grant round deadline, the updated Grants program allows applicants to promptly resubmit for the following round.

Refer to Table 1: Approved May/June grant applications in **Appendix 1**.

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

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

1. A safe City that is socially and culturally connected

*1.4 A City that promotes positive public health and wellbeing outcomes to our community.*

## **4. Financial Considerations**

In the March/April 2024 grant round, a total of \$30,272 has been allocated as per Table 1 in **Appendix 1**.

## 5. Consultation/Public Submissions

The following promotional and training activities were undertaken to support potential applications for the March/April Grant round:

- Program launch communications via Councillor E-News, Staff News, Melton Resident News (April), Council Facebook Page (15 & 26 March), Melton City Learning Directory (26 & 28 May) & Council's Community Involvement Newsletter (March & April, 950+ email recipients)
- Stories in Star Weekly – 2 April and Council's "Moving Ahead" page (22 April)
- New Grants Program "Get to know" training sessions at Fraser Rise, Aintree & Kurunjang Community Centres
- Face to face meetings with 27 community groups (groups outlined in the bi-monthly program status report)
- Internal presentations to Young Communities, Social Planning & Wellbeing team, and Community Capacity Team.
- Information and support on the new program provided at multiple community events, such as the Young Communities Youth Forum, Diggers Rest Community Activation Day, and Volunteers Week celebrations.

## 6. Risk Analysis

Council's Community Grant and Fund Programs strictly adhere to the relevant Policies, Guidelines and Terms of Reference to reduce and mitigate risks associated with the administration of this program. Risks related to conflict of interest are managed through declarations of interests and conflicts of interests from all relevant parties.

Council's revised Community Grant and Fund Programs also implements the recommendations of the internal audit conducted on the program in 2023 as adopted by Council.

## 7. Options

Council has the option to:

1. Note the report as per the officer's recommendation; or
2. Request further clarification in relation to the report.

## LIST OF APPENDICES

1. Approved May/June 2024 Grant Applications - **CONFIDENTIAL**



## 12.6 USE OF MAYORAL CHARITY FUND FOR SMALL COMMUNITY PROJECTS

**Author: Emily Keogh - Head of Governance**  
**Presenter: Emily Keogh - Head of Governance**

### PURPOSE OF REPORT

To seek endorsement for the funding allocated in the 2024/25 Council Budget for the Mayoral Charity Fund to be used for a one-off funding stream for small community projects.

### RECOMMENDATION:

That Council:

1. Supports the use of the \$40,000 allocated in the 2024/25 Council Budget for the Mayoral Charity Fund to be used to support a one-off community project funding stream.
2. Approves Council's Community Grants Team to review funding applications and report back to a future Council Meeting for endorsement of fund recipients.

### Motion

Crs Abboushi/Turner.

That Council:

1. Supports the use of the \$40,000 allocated in the 2024/25 Council Budget for the Mayoral Charity Fund to be used to support a one-off community project funding stream.
2. Approves Council's Community Grants Team to review funding applications and report back to a future Council Meeting for endorsement of fund recipients.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

**CARRIED UNANIMOUSLY**

---

## REPORT

### 1. Executive Summary

Each year Melton Council budgets for the Mayoral Charity Fund, with a view to providing support to a local charity or community organisation. This has taken place through a variety of formats, including a Mayoral Charity Ball or through a direct contribution to a community organisation. For the 23/24 Mayoral term, it is proposed that the \$40,000 allocated to the Mayoral Charity Fund be used to fund small community projects that benefit City of Melton residents.

### 2. Background/Issues

The Mayoral Charity Fund was traditionally used to raise money for community and charitable benefit in the City of Melton and recognise community members through the coordination of a Charity Ball that generated further funds. The Ball has not been held since approximately 2018/19 however since that time the funding has been endorsed by Council to be used as one-off funding for community organisations.

Following Officer consultation with 2023/24 Mayor, Cr Kathy Majdlik, it is proposed that the funding allocated for the 2024 Mayoral Charity Fund be used for small community projects that groups can apply to access. Nominations will open in late July 2024 and be awarded in late August 2024, pending Council endorsement.

The Mayoral Charity Fund is currently administered by the Mayoral Charity Fund Advisory Committee, however Council approval is required for how the funds are utilised.

It is proposed that in 2024/25, community groups, sporting clubs, not -for-profit organisations and charities servicing the City of Melton will be able to apply for a funding of up to \$2,000 to help fund a small project. The administration of the Mayoral Charity Fund will mirror the application and approval processes of similar funding programs offered at Melton City Council, including the New Groups Fund and Resident Achievement Fund.

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

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

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

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

### **4. Financial Considerations**

This initiative is funded as part of the 2024/25 Council Budget.

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

Applications will be open to all community groups and organisations who meet the funding eligibility requirements.

### **6. Risk Analysis**

The Mayoral Charity Fund will be administered by the Community Grants Team, with endorsement at a future Council Meeting to ensure appropriate governance and risk mitigation measures are in place.

### **7. Options**

Council has the option to not support use of the Mayoral Charity Fund for small community projects which would result in the funds being unused for 2024/25 year.

### **LIST OF APPENDICES**

Nil

## 12.7 CHANGE TO SEPTEMBER 2024 COUNCIL MEETING AND MAYORAL ELECTION DATES

**Author: Emily Keogh - Head of Governance**  
**Presenter: Emily Keogh - Head of Governance**

### PURPOSE OF REPORT

To seek Council approval to change the September 2024 Council Meeting and Mayoral Election dates to accommodate the revised Election Period and Victorian Electoral Commission (VEC) timeframes.

### RECOMMENDATION:

That Council:

1. Approves the change of the September 2024 Council Meeting from Monday 23 September 2024 to Monday 16 September 2024; and
2. Approves the change of the 2024 Mayoral Election from Tuesday 19 November 2024 to Thursday 21 November 2024.

### Motion

Crs Vandenberg/Shannon.

That Council:

1. Approves the change of the September 2024 Council Meeting from Monday 23 September 2024 to Monday 16 September 2024; and
2. Approves the change of the 2024 Mayoral Election from Tuesday 19 November 2024 to Thursday 21 November 2024.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

---

## REPORT

### 1. Executive Summary

On Wednesday 19 June 2024, the *Local Government Amendment (Governance and Integrity) Bill 2024* was passed by Parliament. The Bill includes a number of conduct related reforms as well as changes to the previously declared Election Period. This report recommends a change to two Council Meeting dates to accommodate this legislative change as well as the timing of the election outcome, as managed by the VEC.

## 2. Background/Issues

### September Council Meeting

Melton Council adopted its 2024 Council Meeting schedule on 2 November 2023, with dates adopted to accommodate the legislated Election Period. On Wednesday 19 June 2024, the *Local Government Amendment (Governance and Integrity) Bill 2024* was passed by Parliament and includes a number of conduct related reforms as well as changes to the previously declared Election Period. Instead of commencing on 24 September 2024, the Election Period now commences at noon on 17 September 2024. As a result of this change, Melton will have two Council meetings fall within the Election Period which could impact Council's capacity to make decisions required for the effective operation of the organisation.

It is therefore proposed that the September Council Meeting be changed from 23 September to 16 September 2024 so that the only Council Meeting that falls within the Election period is the 21 October 2024 Meeting.

### 2024 Mayoral Election

Since the adoption of the Council Meeting dates in November 2023, advice from the VEC has indicated that the result of the Melton Council municipal election will be several weeks after the Election Day of 26 October 2024. It is therefore proposed to change the Mayoral Election from 19 November 2024 to 21 November 2024 to ensure sufficient time to induct a new Council and elect a Mayor.

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

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

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

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

## 4. Financial Considerations

There are no financial impacts as a result of the proposed changes.

## 5. Consultation/Public Submissions

N/A

## 6. Risk Analysis

The proposed Council Meeting changes ensure that Council has the capacity to make decisions unrestricted by the Election Period requirements. The change to the date of the Election of the Mayor provides more time for the Council to be inducted post election before electing a Mayor. The risk of not making these changes relates to the effective operation of the organisation as well as the governance around electing a Mayor.

## 7. Options

Council can make the proposed changes as recommended in this report or maintain the previously scheduled meetings, noting the impacts of the changed Election Period and advice from the VEC relating to the timing of the election outcome.

## LIST OF APPENDICES

Nil

## 12.8 LEADWEST JOINT DELEGATED COMMITTEE MEETING MINUTES

Author: Vanja Zdjelar - Governance Officer  
Presenter: Emily Keogh - Head of Governance

### PURPOSE OF REPORT

To present the unconfirmed minutes of the LeadWest Joint Delegated Committee held on 19 June 2024.

### RECOMMENDATION:

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held 19 June 2024, provided as **Appendix 1** to this report.

#### Motion

Crs Turner/Vandenberg.

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held 19 June 2024, provided as **Appendix 1** to this report.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

---

## REPORT

### 1. Executive Summary

The purpose of the LeadWest Committee is to oversee the preparation and implementation of the LeadWest Strategic Plan and identified sub projects as adopted and agreed by member Councils.

The minutes attached to this report are the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held 19 June 2024.

### 2. Background/Issues

The LeadWest Committee was established as a Joint Delegated Committee pursuant to s.64 of the *Local Government Act 2020* (the Act), with the Cities of Brimbank, Hobsons Bay, Maribyrnong, Melton, and Wyndham, on and from 1 August 2021.

It has delegated powers and functions in an Instrument of Delegation and Schedule and has Terms of Reference that govern its operations, meeting, and reporting arrangements. These were both approved and adopted by Council on 28 June 2021.



Attached to this report are the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held 19 June 2024.

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

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

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

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

### **4. Financial Considerations**

The ongoing budget for the LeadWest Committee includes two components. Firstly, to deliver the projects in the four-year implementation plan, recommendations will be made to member Councils for consideration in each Council's annual budgeting process. Secondly, a payment of a base contribution applies equally to all member Councils.

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

The LeadWest Committee provides a mechanism for a regional approach to advocacy and the delivery of a ten-year Strategic Plan. The Strategic Plan is underpinned by a rolling four-year implementation plan which is delivered by teams from across the five Councils implementing specific projects. This Plan was prepared following extensive consultation including a focus on engaging Councillors from the member Councils.

### **6. Risk Analysis**

Nil.

### **7. Options**

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee as per the recommendation to this report.

## **LIST OF APPENDICES**

1. LeadWest Joint Delegated Committee Minutes dated 19 June 2024



**LeadWest Joint Delegated Committee Meeting  
MINUTES 19 June 2024**

<p><b>Attendees</b> <b>Chair – Cr Sophie Ramsey</b></p>	<p><b>Committee Members</b> Fiona Blair Brimbank City Council Mr Aaron van Egmond, Hobsons Bay City Council Cr Diana Grima, Hobsons Bay City Council Ms Celia Haddock, Maribyrnong City Council Cr Bernadette Thomas, Maribyrnong City Council Ros Wai, Melton City Council Cr Sophie Ramsey, Melton City Council Mr Stephen Wall, Wyndham City Council Cr Peter Maynard, Wyndham City Council Hillary Hastings, executive Officer LeadWest</p> <p><b>Guests</b> Josh Chivers, Maribyrnong City Council Pauline Hobbs, Melton City Council Elie Khalil, Brimbank</p> <p><b>Minutes</b> Hillary Hastings, Executive Officer LeadWest</p>
<p><b>1. Welcome and Acknowledgement</b></p>	<p><b>Item 1 Welcome, Acknowledgement and Apologies</b> The Chair opened the meeting at 3:04pm.</p> <p>The Chair acknowledged and recognised Aboriginal and Torres Strait Islander people as the first peoples and Traditional Owners and custodians of the land and waterways on which we live and paid respects to Elders past, present and future.</p> <p>The Chair welcomed LeadWest committee members and guests to the meeting.</p>
<p><b>Apologies</b></p>	<p>The Chair noted apologies were received from:</p> <ul style="list-style-type: none"> <li>▪ Cr Jae Papalia, Brimbank City Council</li> <li>▪ Cr Virginia Tachos (Proxy) Brimbank City Council</li> </ul>
<p><b>2. Conflicts of interest</b></p>	<p><b>Item 2 Conflict of Interest</b> (to be declared in accordance with the 'Local Government Act 2020) No conflicts of interest were declared.</p>
<p><b>3. Minutes from the meeting held 13 March 2024</b></p>	<p><b>Item 3 Previous Minutes</b> The minutes from the meeting held 13 March 2024 were adopted without amendment. <b>Moved:</b> Celia Haddock <b>Seconded:</b> Fiona Blair <b>Carried:</b> Yes</p>



**LeadWest Joint Delegated Committee Meeting  
MINUTES 19 June 2024**

<p><b>4. Actions</b></p>	<p><b>Item 4 Actions</b> The action items from the previous meeting were listed. All have been successfully actioned. There were no follow up questions.</p>
<p><b>5. LW Advocacy</b></p>	<p><b>Item 5.1 Better Bus Network Advocacy</b></p> <p>The focus of recent advocacy has been meeting with MPs seeking their support for a review for better bus networks and services in Melbourne’s west. The Chair and Deputy have so far met with 12 MPs with the recent highlights being the Deputy Premier Ben Carroll and Minister Natalie Hutchins.</p> <p>The Chair mentioned that the LW Better Buses for Melbourne’s West Advocacy has seen some strong wins.</p> <p>She said last month the state government announced suburbs in Melbourne’s west, north and south-east would receive \$150 million for new and improved bus services from its Growth Area Infrastructure Contribution fund. \$61m was allocated to Wyndham. Although this was a great win for the people of Wyndham LeadWest will continue to advocate for better outcomes for the entire region, especially noting over 40,000 people in Melton have no bus access.</p> <p>Cr Maynard said that the new routes in Wyndham were a great win, but some very large housing estates situated in close proximity to the new routes were not included leaving many disadvantaged by no bus services.</p> <p><b>Item 5.2 MP Meetings</b></p> <p>Cr Maynard gave an update on the meeting with the Deputy Premier, which was positive, and an overview of 6 June Truganina Roundtable Buses and Transport community event hosted by Minister Williams and Sarah Connelly MP. Cr Maynard reported he had an opportunity to have some private conversations with Minister Williams and Ms Connolly around bus network issues in the wider west Metro region.</p> <p>The proposed advocacy roundtable event will be held at Wyndham City Council on 19 August 2-5pm. The committee discussed the guest list, format and purpose.</p> <p><b>Action:</b> EO to circulate event format and order of proceedings for review and comment.</p> <p><b>Item 5.3 Roundtable event</b></p> <p>The proposed advocacy roundtable event will be held at Wyndham City Council on 19 August 2-5pm. The committee discussed the guest list, format and purpose.</p> <p><b>Action:</b> EO to circulate event format and order of proceedings for review and comment.</p> <p><b>Item 5.4 Regional Integrated Transport Strategy</b></p> <p>By forming a working group of the transport and planning experts from our Western Councils, we can bring the collective knowledge of the area together to identify challenges and opportunities in our public transport network.</p> <p>The work will identify a network across the west that connects our key population, education, commercial and employment sites.</p>



**LeadWest Joint Delegated Committee Meeting  
MINUTES 19 June 2024**

	<p>The output is aimed to facilitate a further discussion on the need for bus reform in the west, as well as identify “quick wins” we can table with the Department and local MPs to improve the current system, prior to widespread bus reform.</p> <p>This work could prepare LeadWest with further evidence-based research for advocacy on the need for public transport investment in the west in 2025.</p> <p>The CEOs will take this on for further discussion at an operational level.</p> <p><b>Item 5.5 Media</b></p> <p>23 Media articles/releases were noted. This is a significant improvement from recent years. The Chair highlighted some of the articles in the Age and Herald-Sun which supported our advocacy.</p> <p><b>Item 5.6 Commissioning Research Data</b></p> <p>LeadWest to commission research on government investments in Melbourne’s west versus other parts of Melbourne. This will provide the evidence to advocate that the west receives its fair share. The data can be used ahead of the next Federal election as well as in our conversations with political decision makers.</p> <p>The committee agreed to spend up to \$50,000. If the research costs are more, it needs to be brought back to the committee through a circular resolution.</p> <p><b>Motion</b></p> <p><b>That the committee agrees to commission comparative research into State Government Project spending in Melbourne’s west vs east metro regions</b></p> <p><b>Moved:</b> Stephen Ward  <b>Seconded:</b> Cr Peter Maynard  <b>Carried:</b> Yes</p> <p><b>Action:</b> Prepare a brief and seek costings and delivery timelines from consultants</p> <p><b>Item 5.7 Active Transport/Regional Cycle Connectivity working group.</b></p> <p>This project is being led by Maribyrnong. All member councils are involved in the working group. The scope includes the need to collaborate and advocate for regional value cycling infrastructure regarding the many positive outcomes from cycling be it sport, recreation, tourism, transport or health.</p> <p>The EO updated the group on work around the cycle connectivity project. A mapping exercise has been undertaken and an action plan listing all sites in the region (including Moonee Valley) and the project scale of work was circulated in the agenda papers.</p>
--	---



**LeadWest Joint Delegated Committee Meeting**  
**MINUTES 19 June 2024**

<p><b>6. Budget</b></p>	<p><b>Item 6 Budget report</b></p> <p>The Committee discussed the recent state and federal budgets and the wins and losses for each council and the west metro region. There was agreement that the west and individual councils received little from recent budgets and members were not surprised at the very few wins. Melton reported they were successful with some new schools and pleased that previous pledges were not rescinded</p>
<p><b>7. Strategic Plan</b></p>	<p><b>Item 7 Strategic Plan revision</b></p> <p>LW Advocacy Officers and CEOs have spent considerable time reviewing and updating the document, with each revision circulated for feedback. The revised document was included in agenda papers. The committee discussed some changes to wording including:</p> <ul style="list-style-type: none"> <li>▪ Stephen Ward asked for an update to the East Werribee Precinct section to reflect recent positive outcomes for this project. Change wording to “continue to monitor the progress”.</li> <li>▪ Aaron van Egmond asked to push for stronger results through the Greening the West Program and include reference to the economic benefits of utilisation and conversion of industrial land in the inner west. Focus on the protection of industries that support local jobs and economic growth but also, the transition of surplus or underperforming industrial land to residential or commercial use to meet future demand for retail floorspace and housing.</li> <li>▪ Cr Maynard asked for a small number of word changes and fact checks.</li> </ul> <p><b>Action:</b> Pauline Hobbs to check the current nomenclature for the OMR</p>
<p><b>8. WIFT</b></p>	<p><b>WIFT</b></p> <p>The Chair provided an update from Minister Horne’s office regarding Victoria’s interstate freight Terminals. This information was previously circulated to council members.</p> <p>The Chair reminded members that in 021 the Victorian and Australian governments completed a joint investment case that recommended development of a new interstate freight terminal in Truganina (known as the WIFT). The investment case also recommended protecting land at Beveridge for a future terminal (BIFT).</p> <p>The Commonwealth through NIC has prioritised delivery of BIFT in the short term. On that basis Victorian government has decided to defer the development of WIFT in the short term, at least until additional capacity is required.</p> <p>The Minister’s office advised that WIFT is still a priority and they will move to protect land at Truganina for when WIFT is needed.</p> <p>Cr Ramsey and Maynard expressed their concerns at the decision to defer the development of the WIFT.</p>





**LeadWest Joint Delegated Committee Meeting  
MINUTES 19 June 2024**

<p><b>9. Position Statements</b></p>	<p><b>Item 9 Position Statement Review</b></p> <p>The review of position statements is now a standing agenda item. They were updated in collaboration with the Advocacy Advisers and CEOs from each of the member councils.</p> <p>Refreshed statements were included in the agenda papers.</p> <ol style="list-style-type: none"> <li>1. Overarching (About LeadWest)</li> <li>2. A Regional Youth Mental Health Program</li> <li>3. Active and Public Transport Networks</li> <li>4. Funding the Outer Metropolitan Ring</li> <li>5. Sunshine Precinct (and Airport Rail)</li> <li>6. East Werribee Precinct (new)</li> <li>7. Funding a Wetlands Centre in Hobsons Bay</li> <li>8. Creative West</li> <li>9. WIFT (new) – change the wording to “monitor the progress”.</li> </ol> <p>Celia Haddock referred to the Victorian Government proposed new housing targets for local councils. The group discussed that this required the need for supporting infrastructure and the consequential impact on local councils. According to the government, the targets had been set Wyndham will meet the target anyway with existing planning.</p> <p>Cr Maynard will forward small changes to wording of some of the statements.</p> <p><b>Action:</b> Include Housing in the suite of position statements.</p> <p><b>Action:</b> That the committee endorses and adopts the updated LeadWest suite of position statements at the next meeting subject to changes</p>
<p><b>Item 10 Finance</b></p>	<p><b>Item 10 Operations &amp; Finance</b></p> <p>The Executive Officer provided an update for the purpose of performance and financial position. This included:</p> <p>Operational Account details YTD (31 May 2024)</p> <p>Projected Budget 2024/25</p> <p>Trust Account transactions and balance</p> <p><b>Motion:</b> That the committee accepts the Finance report as included in agenda papers.</p> <p>Mover: Cr Maynard                  Seconded: Stephen Wall                  Carried: Yes</p>



**LeadWest Joint Delegated Committee Meeting  
MINUTES 19 June 2024**

<p><b>Item 11</b></p>	<p><b>Item 11 Other Business</b></p> <p>The EO asked the committee if they were interested in a presentation from Melbourne Water talking about projects and partnerships. The committee agreed for this to happen at the September meeting.</p> <p>The Metro Alliances Executive Officers will meet bi-monthly with the first meeting scheduled for 14 July.</p> <p>Cr Maynard requested further updates to be made to the website.</p> <p>Next meeting changed from 15 September to 11 September due to election period (caretaker period) being brought forward.</p>
<p><b>Close</b></p>	<p>The Chair closed the Meeting at 4:58pm</p>

**Summary of actions arising from meeting 19 June 2024**

1. **Item 4 Action: Roundtable event 19 August**  
EO to circulate event format and order of proceedings for review and comment.
2. **Item 5.6 Action: Commissioning research data**  
EO to prepare a brief and seek costings and delivery timelines from consultants.
- Item 6 Position statements**
3. **Action:** Include Housing in the suite of position Statement  
The Committee will endorse the update Position Statements at the next meeting.
- Item 7 Actions Strategic Plan Revision**
4. **Action:** Update the Strategic Plan to address the feedback noted.
5. **Action:** Update revised LeadWest Strategic Plan 2024-2026 and circulate to CEOs.

## 12.9 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Vanja Zdjelar - Governance Officer  
Presenter: Emily Keogh - Head of Governance

### PURPOSE OF REPORT

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

### RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meeting, provided as **Appendices 1- 5** to this report, and adopt the recommendations arising within the Minutes:

1. Reconciliation Advisory Committee - 4 June 2024
2. Recreation Leisure Advisory Committee – 5 June 2024
3. Disability Advisory Committee Minutes – 6 June 2024
4. Preventing Family Violence Advisory Committee Minutes – 12 June 2024
5. Policy Review Panel Minutes – 26 June 2024

### Motion

Crs Shannon/Turner.

That Council receive the minutes of the following Advisory Committee meeting, provided as **Appendices 1- 5** to this report, and adopt the recommendations arising within the Minutes:

1. Reconciliation Advisory Committee - 4 June 2024
2. Recreation Leisure Advisory Committee – 5 June 2024
3. Disability Advisory Committee Minutes – 6 June 2024
4. Preventing Family Violence Advisory Committee Minutes – 12 June 2024
5. Policy Review Panel Minutes – 26 June 2024.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

**CARRIED UNANIMOUSLY**

---

## REPORT

### 1. Executive Summary

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

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

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

## 2. Background/Issues

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

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

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The Councillor representation on Advisory Committees for the 2023/24 municipal year was approved by Council at its Scheduled Meetings on 2 and 27 November 2023.

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

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

Appendix	Advisory Committee	Meeting Date
1.	Reconciliation Advisory Committee	04 June 2024
2.	Recreation Leisure Advisory Committee	05 June 2024
3.	Disability Advisory Committee Minutes	06 June 2024
4.	Preventing Family Violence Advisory Committee Minutes	12 June 2024
5.	Policy Review Panel Minutes	26 June 2024

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

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

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

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

## 4. Financial Considerations

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

## 5. Consultation/Public Submissions

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

## 6. Risk Analysis

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

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

## 7. Options

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

### LIST OF APPENDICES

1. Reconciliation Advisory Committee Minutes dated 4 June 2024
2. Recreation Leisure Advisory Committee Minutes dated 5 June 2024
3. Disability Advisory Committee Minutes dated 6 June 2024
4. Preventing Family Violence Advisory Committee Minutes dated 12 June 2024
5. Policy Review Panel Minutes dated 26 June 2024





# MINUTES

## RECONCILIATION ADVISORY COMMITTEE

To be held on 4 June 2024 at 6.35pm – 8:52pm at Melton Library (Corr-Richards-Cameron rooms) and on Microsoft Teams

### Members Present:

Aunty Julieanne Axford	Member, Wurundjeri Woi-Wurrung Aboriginal Cultural Heritage Corporation
Aunty Karen Jones	Local Aboriginal Community Member
Joanne Layton	Local Aboriginal Community Member
Alex Osborne Briggs	Local Aboriginal Community Member
Amiella Wall	Local Aboriginal Community Member
John Bentley	Local Community Member
Troy Scoble	Executive representative, Melton City Council (via Teams)
Elyse Rider	Manager, Healthy Connected Communities, Melton City Council
Jodie Turner	Community Capacity Coordinator, Melton City Council

### In attendance:

Cr Sophie Ramsey (Stand in Chair)	Councillor, Melton City Council
Roslyn Wai	CEO, Melton City Council (via Teams)

**Quorum:** *Quorum will consist of one (1) Councillor, one (1) Council Officer and four (4) Aboriginal organisation or community members (of which two must be First Nations).*

**Chairperson:** Cr Sophie Ramsey

**Minutes:** Elyse Rider

### 1. Welcome, Introductions and Cultural Safety Commitments

- Chair welcomed all Committee members.
- Chair invited a Committee Member to do the Acknowledgement of Country, this was delivered by Aunty Julieanne Axford.
- Chair noted that members are aware of the Cultural Safety Commitments of the RAC.

### 2. Minute of Silence

Chair invited attendees to participate in one minute of silence.

*This minute of silence at each Reconciliation Advisory Committee Meeting honours Aboriginal lives lost in massacres and through the dispossession and violence of colonisation.*

**3. Apologies**

The Chair noted the following apologies:

Cr Ashleigh Vandenberg (Chair)	Councillor, Melton City Council
Shane Evans	Aboriginal and Torres Strait Islander Community Engagement Officer, Melton City Council
Peter Webster	Local Aboriginal Community member
Trevor Boyd King	Local Community Member
Skye Gooch	Local Aboriginal Community Member

**4. Declaration of interests and/or conflict of interests**

Chair asked for members to declare any conflict of interests on the agenda items, none were declared.

**5. Confirmation of previous meeting minutes**

Minutes from the 26 March 2024 meeting were circulated to the committee on 15 April 2024 for confirmation. The minutes were received at the Ordinary Meeting of Council on 27 May 2024.

- Troy Scoble, Director City Life provided information regarding two public questions asked and a question for clarification from Cr Vandenberg. These related to item 7.1 of the minutes of the March 26 2024 RAC meeting.

**6. Business Arising**

- **Stolen Generations marker project**

Officers provided an update on the Stolen Generation Marker project. The Committee discussed:

- The importance of the engagement process with the First Nations Community and Traditional owners and the relationship between Forgotten Australians and Stolen Generations.
- Officers provided an update on the timeline of Council's budget process and planning for the Stolen Generation Marker Project in 2024/25, including research into other relevant projects in Greater Melbourne, and a thorough consultation process including the First Nations RAC members.
- **Lake Darlingsford renaming**
  - Officers updated the Committee that they have initiated the next steps in the process to rename Darlingsford Lake. The next step will be updating Wurundjeri-Woi-Wurrung language unit of our preferred name to get endorsement. **Ongoing**
- **Amendment to Terms of Reference**
  - The Committee's request to adjust Quorum requirements in the Terms of Reference was referred to Council's Policy Review Panel for consideration: That there be an amendment to the TORs to include a minimum of two First Nations representatives to be present (within existing four Aboriginal Controlled Community Organisations (ACCO) or community members that are currently required) to make a quorum.
  - The updated TORs were endorsed at the 22 April 2024 Council Meeting - **Closed**



## MINUTES

- **RAC membership Expressions of Interest**
  - Officers updated the Committee that Committees of Council will be determined by the new Council following their election in October 2024, and current membership of the Committee will continue under the updated Terms of Reference until the renewal of membership process occurs. **Closed**
  - The Committee discussed that Council should reconsider its current position on sitting fees for First Nations community and Traditional Owners on Committees of Council and gave examples of other organisations where this occurs.
    - It was agreed this be referred to the new Council to consider committee sitting fees and paid consultation mechanisms for advice given by First Nations community and Traditional Owners.
- **Programming**
  - Share information about Sorry Day and Reconciliation Week events to members. Trevor to use this information for community radio show. **Closed**
- **Mt Cottrell massacre site memorial**
  - Officers updated the Committee that Council's City Design and Strategy team are continuing to work on this item through engagement with developers as scoped in the original Council budget commitment. Officers will update the RAC when further information is available. **Ongoing**

The Committee discussed:

- The history of the site from the perspective of the Traditional Owner groups impacted by the Massacre.
- The importance of understanding the full history and the role of a specialist historical anthropologist in advising Council on this process of Truth Telling, engagement and education.
- The need to undertake a process of understanding the history of the site for Council and community.

**Action:** Officers to share with Councillors the advice of the RAC Committee on the importance of research into the history of the Mt Cottrell Massacre through the engagement of Traditional Owner groups and specialist services, to provide a foundation of truth and understanding to any future project and memorial.

### 7. Agenda items

#### 7.1 Reconciliation Action Plan Project update

Officers updated the Committee on the process of the Reconciliation Action Plan development:

- Council has registered with Reconciliation Australia to develop a Reflect Reconciliation Action Plan.
- A Reflect RAP is used to lay the foundations and prepare the workplace for future RAPs and reconciliation initiatives. A Reflect RAP has a lifespan of approximately 12–18-month duration.
- The organisation is in the process of understanding the requirements in relation to the three core pillars: Relationships, Respect and Opportunities

- The timeframe to develop the Reflect RAP will be a minimum of six months. Reconciliation Victoria provides feedback on drafts and expects organisations to follow their template for actions in the Reflect RAP.
- We are aiming for our new Council early in their four-year term to endorse our draft Reflect RAP for submission to Reconciliation Australia for approval.

The Committee discussed:

- The consultation process with Traditional Owners, ACCOs and First Nations Community conducted in 2022.
- The scope of the Reflect RAP as engaging staff and leaders in understanding the importance of reconciliation. It includes developing relationships with Aboriginal and Torres Strait Islander stakeholders, and scoping where the organisation can best have impact in your sphere of influence.
- Future consultation recommendations, including engagement of the Three Traditional Owner groups, and local ACCOs providing support services to the community.

### 7.3 Plumpton Aquatic Centre – Project and engagement overview

Officers presented an overview of plans to build a Plumpton Aquatic Centre. This overview of the project is being presented to a number of Council's Advisory Committees to ensure they are aware of the project planning, timelines, and engagement.

The presentation included the Draft Master Plan, community engagement process to date, project timeline.

The Committee discussed:

- Engagement with Traditional Owners for the design and planning from early in the project.
- Elements of the proposed project and benefits to the community, including the water sensory area.

**Action: Officers will update the RAC Committee on the future engagement framework including Aboriginal Design Principles for the project.**

### 7.4 NAIDOC Week (7 – 14 July) planning

Officers updated the committee on Council's plans to commemorate NAIDOC Week in July 2024. Officers shared images and an update of the programming for Sorry Day and Reconciliation Week in May 2024.

The Committee discussed:

- The success of the Flag Raising event and Melton Community Hall, including appreciation for Aunty Karen Jones for sharing her story.
- The newly arrived community member sessions held to engage and educate community from overseas about reconciliation and Australian First Nations history and culture.
- The installation at the Melton Library and Learning Hub for National Sorry Day.



## MINUTES

- The ongoing opportunity for community to have their say on why Reconciliation is important to them, through the online Melton Conversations platform, open until NAIDOC week.
- The Committee thanked officers for their work in the planning and delivery of a successful Reconciliation Week program.

### 8. General Business - updates from members

- Officers updated the Committee that the successful 'Welcome Baby to Country' event led by Western Health through a working group with local ACCOs and Wurundjeri Elders held in 2023, is now being planned for 2024.
- The committee discussed an opportunity for First Nations RAC members be provided with a platform to share their stories with other members and with Council.

**Action: Officers to identify an opportunity for RAC members to share their stories with other members and with Council as part of 2024/25 programming.**

### 9. Close of meeting 8.52pm

- The Committee thanked Cr Ramsey for Chairing the meeting.
- Officers advised that the next RAC meeting will be scheduled in early September 2024 at the Melton Library and Learning Hub.





# MINUTES

## Recreation Leisure Advisory Committee

held on Wednesday 5 June 2024 at 6pm, at Eynesbury Recreational Reserve

**Present:** Anthony Dyke, Committee Member  
Emily Attard, Committee Member  
Jack Dugonjic, Committee Member  
Seb Buccheri, Committee Member  
Cr Bob Turner, Councillor, City of Melton  
Cr Justine Farrugia, Councillor, City of Melton  
Tam Watkins, Recreation Officer, City of Melton  
Nic Willis, Acting Recreation Development Coordinator, City of Melton

**Chairperson:** Cr Justine Farrugia, Councillor, City of Melton

**Minute Taker:** Nic Willis, Acting Recreation Development Coordinator, Melton City Council

---

**1. Welcome**

The Chairperson Cr Justine Farrugia opened the meeting and welcomed all members.

**2. Apologies**

Cr Lara Carli, Councillor, City of Melton,

Jack Harris, Committee Member

Terry Azzopardi, Committee Member

Aaron Biscan, Manager Recreation and Facility Activation, City of Melton

**3. Declaration of interests and/or conflict of interests**

Nil

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

Minutes from the 6 March 2024 meeting were noted at the Ordinary meeting of Council dated April 2024.

**5. Business Arising**

**5.1 Actions from previous meeting:**

Council to consider running a workshop on concussion in sport.

To be considered in the 2024/2025 financial year club development program.

## 6. General Business

### 6.1 DRAFT City of Melton Tennis Strategy Feedback

The committee were informed that feedback on the DRAFT City of Melton Tennis Strategy was sought during a two-week public exhibition period from 6 May to 20 May 2024. Details of the public exhibition period were sent direct to – the committee, all sport and recreation clubs that use a Council recreation or leisure facility on a regular basis including 8 local tennis Clubs, Tennis Victoria and 7 tennis associations. Feedback was captured via an electronic submission form hosted on 'City of Melton Conversations', Council's online community engagement website. The feedback is being reviewed prior to finalising the strategy for presentation at the July or August Ordinary Meeting of Council.

### 6.2 Draft City of Melton Allocation and Sport and Recreation Facilities Policy.

The committee were provided with a DRAFT copy of the City of Melton Allocation of Sport and Recreation Facilities Policy. The policy will guide Councils decision making and provides a framework in relation to the access and use of sport and recreation facilities in the City of Melton. N. Willis explained in the appendix is The Fair Access in Sport and Recreation Action Plan for 2014. This supports the implementation of the Victorian Government Fair Access Policy required by Local Governments. Committee were asked to provide feedback by 17 June.

The committee were advised that the policy is favourable and supportive to the City of Melton community.

S. Buccheri mentioned there is a 70% representation of females on the committee at Hillside Sharks.

### 6.3 Plumpton Aquatic Leisure Centre Update

The community survey seeking feedback on design and themes has closed. The project team are compiling results which will be presented to Council with the date to be confirmed.

### 6.4 Terms of Reference Review

Committee were informed no changes since the last meeting. Internal review of all TOR's across Council Departments to occur. The timing of caretaker period impacts method of appointment of new committee. Officers to keep committee updated.

### 6.5 Preliminary Master Plans – Deanside Sports Reserve and Thornhill Park Sports Reserve

Discussion regarding Preliminary Master Plan designs are underway for Deanside Sports Reserve and Thornhill Park Recreation Reserve. The preplanning ensures all necessary elements for a functional active open space precinct are identified. Provides readiness for progression to schematic design stage.

## 7. Other Business

Discussions had:

Ongoing works at Springhills Soccer Club effecting user groups.

N. Willis explained the recent LED lighting upgrade project and training was accommodated at Brookside to assist.

Suggestion of a dedicated BMX track in the municipality like Sunbury.

N. Willis will pass on this feedback to the open space planning team.

S. Buccheri commented on how impressed he was with the Plumpton Aquatic Centre Design.

A.Dyke asked for an update of the Melton Recreational Reserve Project.

N.Willis explained the power constraints encountered on site; however practical completion should be obtained by the end of the month with final power upgrade pending.

E.Attard stated how the traffic school is getting a lot of traction and very successful as it's a safe space for everyone and it encourages the teaching of road safety.

**8. Next Meeting**

To be confirmed – after caretaker period

**9. Close of Business**

The meeting closed at 7.10pm





# MINUTES

## DISABILITY ADVISORY COMMITTEE

Held on 6 June 2024 at 12:00 pm at the Melton Library and Learning Hub

### Present:

Name	Title	In	Out
Cr K Majdlik	Mayor	12:00 p.m.	2:00 p.m.
Cr L Carli	Councillor	12:20 p.m.	2:00 p.m.
Cr S Ramsey	Councillor	12:00 p.m.	2:00 p.m.
R Wai	Chief Executive Officer	12:00 p.m.	2:00 p.m.
T Scoble	Director, City Life	12:00 p.m.	2:00 p.m.
C Crameri	Manager of Community Care and Active Living	12:00 p.m.	2:00 p.m.
A Tan	Coordinator of Community Wellbeing and Inclusion	12:00 p.m.	2:00 p.m.
M Hutchinson	Acting Manager Engineering and Asset Services	12:00 p.m.	2:00 p.m.
N Migani-Roberts	Council Officer – Advocacy and Inclusion	12:00 p.m.	2:00 p.m.
S Hiley	Coordinator Social Planning & Wellbeing	12:00 p.m.	12:40 p.m.
L Johnson	Social Planning Lead	12:00 p.m.	12:40 p.m.
S Beniston	Acting Coordinator Economic Development & Tourism	1:15 p.m.	1:30 p.m.
R Altair	Business & Industry Development Officer	1:15 p.m.	1:30 p.m.
A Alfonzo	Community Representative	12:00 p.m.	2:00 p.m.
L Campbell	Community Representative	12:00 p.m.	2:00 p.m.
H Sayers	Community Representative	12:26 p.m.	2:00 p.m.
A Power	Community Representative	12:00 p.m.	2:00 p.m.

**Chairperson:** Cr K. Majdlik

**Minutes:** N Migani-Roberts

### 1. Welcome

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

### 2. Apologies

Nil





## MINUTES

### 3. Welcome: New Community Representative

Cr Majdlik officially welcomed, newly appointed, Community Representative A. Power to the Disability Advisory Committee (DAC).

### 4. Declaration of interests and/or conflict of interests

Nil

### 5. Confirmation of minutes of previous meeting

N Migani-Roberts confirmed the minutes of the April 2024 DAC meeting were endorsed at the Council meeting, held May 29, 2024.

### 6. Actions from previous minutes

Nil

### 7. Plumpton Aquatic and Leisure Centre (PALC) update

T. Scoble presented an update on the PALC to the Committee.

T. Scoble highlighted to the Committee the priorities of wellbeing, accessibility and inclusion, he also informed the Committee that during recent community engagement, Council received 1167 surveys responses which was a record for community engagement on a major project.

#### Action:

N. Migani-Roberts to email the PALC presentation to the Committee.

### 8. Disability Hub Analysis Report

S. Hiley, Coordinator Social Planning and Wellbeing and L. Johnson, Social Planning Lead presented to the Committee the completed Disability Hub Analysis Report.

N. Migani-Roberts reminded the Committee that this report was initiated from an outstanding action arising from the DAC June 2023 meeting, Action: "Council Officers to explore future



## MINUTES

opportunities for a disability hub within the City of Melton vs exploring the possibility of the identified services be integrated into existing Council Facilities.”

L. Johnson informed the Committee on the outcomes of their findings based on research and recommendations of The Royal Commission into violence, abuse, neglect, and exploitation of people with disability and similar feasibility studies.

### Action:

N. Migani-Roberts to email the Disability Hub Analysis Report findings to the Committee.

N. Migani- Roberts continue to provide updates to the Committee if identified.

## 9. Advocacy and Inclusion Officer Update

### Disability Awareness Training

N. Migani-Roberts confirmed that mandatory Disability Awareness Training is scheduled to roll-out in August 2023 for in person training for one hundred and seventy staff members, held via six training session. The first session will be held on Tuesday 27<sup>th</sup> August.

Following the conclusion of the in-person training, all remaining staff will complete four e-learning modules. Training to be delivered by Let’s Talk Disability, all facilitators are with lived experience.

### Community Achievement Awards

N. Migani-Roberts provided an update on the Community Achievement Awards, applications have now closed. The awards ceremony to take place in early September.

### Youth Forum

N. Migani-Roberts was invited to attend the Melton City Council Youth Forum, which was held Tuesday 7 May at the Diggers Rest Recreation Reserve and Pavilion.

N. Migani-Roberts stated that the issue of ‘accessibility’ for young people with disability’ was identified by the forum as a priority and regarded as a high concern for the Melton community.

### Marveloo

N. Migani-Roberts provided an update on the Marveloo, the vinyl wrap has now been completed on the exterior and delivery is expected late June 2024.

### Disability Implementation Plan



## MINUTES

N. Migani-Roberts informed the Committee that she is currently working across Council to develop the Year 3 Disability Implementation Plan (DIP) actions. Outcomes for the Year 2 DIP are due June 30.

### 10. Business Excellence Awards

S. Beniston, Acting Coordinator Economic Development and Tourism and R. Altair, Business and Development Officer provided the Committee with an update on the 2024 Business Excellence Awards.

R. Altair confirmed that the DAC are the sponsors for the Award of Disability and Inclusion Initiative. The award category remains unchanged.

R. Altair confirmed that N. Migani-Roberts will again be involved with reviewing the venue for accessibility and will be invited to assist with the judging.

The awards night will take place September 4 at Windmill Gardens Reception.

N. Migani-Roberts confirmed that all DAC Community Representatives will be invited to attend.

### 11. Acting Manager Engineering and Asset Services Update

M. Hutchinson provided an update to the Committee on new and existing projects within the municipality, including level crossings removals and the redevelopment of the Melton Trian Station.

### 12. Chief Executive Officer (CEO) update

R. Wai updated the Committee on the Council Customer Experience (CX) Maturity Assessment. The assessment is well underway, and its findings will inform customer experience maturity improvement roadmap as part of a Customer Experience Strategy which



## MINUTES

will be finalised by the end of 2024. R. Wai highlighted that this work considers all abilities inclusion and experiences.

### 13. Business Arising

A Tan informed the Committee that we had received notice that the second appointed Community Representative had unfortunately resigned from the position.

A Tan advised the Committee that we would seek guidance from Governance regarding the process around recruitment for this vacant position.

### 14. General Business

NIL

### 15. Next Meeting

### 16.

Date: Thursday 1 August 2024

Time: 12.00 p.m. – 2.00 p.m.

Dharra School, 42 Recreation Drive, Aintree

### 17. Close of business

The meeting concluded at 2:00 p.m.



# MINUTES

## PREVENTING FAMILY VIOLENCE ADVISORY COMMITTEE

held on 12 June 2024 at 10:00am at Kurunjang Community Hub and on Microsoft Teams

### Present:

Cr Sophie Ramsey	Councillor
Cr Julie Shannon	Councillor
Daisy Brundell	Melton City Council
Rayna Berg	Melton City Council
Aaron Tan	Melton City Council
Stephen Hiley	Melton City Council
Alex Smith	Brimbank-Melton Orange Door
Skye Gooch	Djirra
Kate McKernin	CatholicCare
Josie Mitchell	Department of Education (Respectful Relationships Brimbank-Melton)
Amina Liban	MiCare
Lisa Prentice-Evans	Victoria Police
Nisha Gull-e-Nishat	GenWest
Elise Awudu	Jesuit Social Services
Bailey Webb	Monash University
Renee Heckman	Monash University

**Quorum:** *Quorum for the committee will require attendance of a minimum of one (1) Councillor and four (4) external agency committee members.*

**Chairperson:** Cr Sophie Ramsey

**Minute Taker:** Rayna Berg, Health Promotion Officer

### 1. Welcome

Cr Ramsey opened the meeting at 10.07am, welcoming all attendees to the meeting and proceeded with Acknowledgement of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

### 2. Apologies

Dylan Aldous	Western Health
Acting CEO	Kirrip Aboriginal Corporation

### 3. Declaration of interests and/or conflict of interests

Nil

### 4. Confirmation of minutes of previous meeting

Minutes of the Preventing Family Violence Advisory Committee meeting held on 16 April 2024 were circulated to the committee for confirmation and received at the 27 May Ordinary Meeting of Council.





# MINUTES

## 5. Business Arising

### 5.1 Update on actions from previous meeting

Officers provided an update on actions and engagement outcomes from the previous meeting.

## 6. General Business

### 6.1 Member updates

No stakeholder updates were provided.

### 6.2 The Man Box 2024 – Elise Awudu, Prevention Coordinator, Jesuit Social Services

The guest speaker presented on the finding from the latest Man Box study that focuses on the attitudes and manhood and behaviours of Australian men aged 18 to 45.

The Committee expressed interest in learning more about the study and strategies for engaging men and boys.

Members discussed the alignment of the work to relevant Victorian and National plans, and the gendered drivers of men's violence against women.

### 6.3 The Masculinities Project – Bailey Webb, Project Officer Strategy and Governance and Renee Heckman, Community Engagement Coordinator, Monash University

The guest speakers presented on The Masculinity Project, a program delivered to university students and staff that works to transform dominant notions of masculinities to promote gender equality and prevent gender-based violence.

The Committee discussed benefits of the program's application within the socio-ecological model of health, the unique approach toward influencing men to become mobilisers for change, promoting non-conforming masculinities and the importance of rolling out programs within settings.

*Lisa Prentice-Evans, Skye Gooch and Kate McKernin left the meeting at 12.30*

*Several members left the meeting at 1pm, however the Chair, guest speakers and other members remained for further discussion beyond the allocated time.*

### Action

Officers to attain resources discussed in the presentations and circulate to the Committee.

## 7. Next Meeting

The next meeting is to be held on Wednesday 11 September 2024, commencing at 11:00am, online via Microsoft Teams.

## 8. Close of Business

The meeting closed at 1.14pm.



## **MELTON CITY COUNCIL**

---

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

**26 June 2024**

---

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

---

**TABLE OF CONTENTS**

<b>1.</b>	<b>WELCOME</b>	<b>3</b>
<b>2.</b>	<b>APOLOGIES</b>	<b>3</b>
<b>3.</b>	<b>DECLARATION OF INTEREST AND/OR CONFLICT OF INTEREST</b>	<b>3</b>
<b>4.</b>	<b>MINUTES OF PREVIOUS MEETING</b>	<b>3</b>
<b>5.</b>	<b>OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING</b>	<b>4</b>
	<b>5.1 COUNCIL EXPENSES POLICY</b>	<b>4</b>
<b>6.</b>	<b>PRESENTATION OF STAFF REPORTS</b>	<b>33</b>
<b>7.</b>	<b>GENERAL BUSINESS</b>	<b>33</b>
<b>8.</b>	<b>NEXT MEETING</b>	<b>33</b>
<b>9.</b>	<b>CLOSE OF BUSINESS</b>	<b>33</b>

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

---

**MELTON CITY COUNCIL**

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL  
HELD VIA MICROSOFT TEAMS ON  
26 JUNE 2024 AT 9.30AM

**1. WELCOME**

The Chair, Cr Majdlik, opened the meeting at 9.36am and welcomed the Panel Members.

**2. APOLOGIES**

Cr Carli.

**3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST**

Nil.

**4. MINUTES OF PREVIOUS MEETINGS**

The Policy Review Panel noted the Minutes of the Policy Review Panel meeting held on 6 June 2024 and adopted by Council at the Scheduled Meeting held on 24 June 2024.

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

---

**5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING****5.1 COUNCIL EXPENSES POLICY****Responsible Officer:** Emily Keogh - Head of Governance**Document Author:** Vanja Zdjelar - Governance Officer**Date Prepared:** 18 June 2024

The Policy Review Panel recommended Council approve the revised and updated Council Expenses Policy, with changes made by the Panel highlighted in yellow, provided as **Appendix 2** to this report.:

**1. Background****1.1 The Policy**

The sections of the *Local Government Act 2020* (the *Act*) which relate to this policy commenced on 1 May 2020 and provide for Council to have adopted its first expenses policy under the Act on or before 1 September 2020. Council adopted its Councillors and Delegated Committee Members Resources and Expenses Policy on 31 August 2020. This Policy was last reviewed and updated on 15 March 2021 and is now titled '*Councillors and Delegated Committee Members Resources, Facilities and Expenses Policy*'.

With a review date scheduled for two years following its adoption, and in accordance with Council's focus on the currency of its policy suite, a review of the policy was undertaken, with a number of required updates identified to ensure it is fit for purpose, clear, and concise. This updated policy titled '*Council Expenses Policy*' was presented to the Policy Review Panel (Panel) for consideration at its 6 June 2024 meeting. Upon further recommendations made by the Panel, it was requested to re-present the Policy with recommended changes to a special meeting of the Policy Review Panel.

A copy of Council's current '*Councillors and Delegated Committee Members Resources, Facilities and Expenses Policy*' is provided as **Appendix 1** for reference, and a copy of the updated policy with any changes recommended by the Policy Review Panel highlighted in yellow, is provided as **Appendix 2**.

As per the provisions outlined in the *Act*, the Council is obligated to reimburse Councillors or Delegated Committee members for legitimate out-of-pocket expenses. However, such reimbursement is contingent upon satisfying specific criteria, including the bona fide nature of the expenses, their relevance to the official role, and their reasonable necessity.

The policy has been re-written in line with the following key takeouts:

**Overarching Principles:**

- Priority is provided for Council to book and pay for expenses upfront, with Councillor reimbursement only when necessary and compliant with policy.



---

**MINUTES OF THE POLICY REVIEW PANEL****26 JUNE 2024**

---

- Expense claims must be reasonable, proportionate, and directly related to the role of a Councillor or Delegated Committee member.
- Unreasonable expenses, like mini-bar alcohol purchases, will not be reimbursed.
- Council only reimburses expenses directly incurred by Councillors, not expenses for partners or others.
- Relevant clauses from this Policy will be integrated into the Terms of Reference for Delegated Committees, ensuring consistency.
- Training on expense protocols is provided to all Councillors during induction and periodically thereafter.

**Claiming Expenses:**

- All expense claims must be submitted via the Electronic Expenses Claim form with supporting documents.

**Insurance:**

- Council maintains insurance policies to provide protection to Councillors and Delegated Committee members.

**Legal Costs:**

- Councillors are responsible for legal expenses unless specifically authorised by Council resolution or in specific circumstances only, this decision may be made by the Chief Executive Officer (CEO).

**Child Care/Carer Expenses:**

- Council reimburses necessary child care or carer services required for Councillors to perform their roles.
- Reimbursement criteria include documentation of care provided and details of Council business undertaken necessitating care.

**Access and Inclusion:**

- Council supports individuals requiring assistance to fulfill their roles as Councillor or Delegated Committee member and provides reasonable modifications for access.

**Councillor Welfare:**

- Councillors can seek guidance, counselling, or coaching from the CEO to enhance their performance.
- Confidential counselling services are available through Council's Employee Assistance Program.

**Councillor Allowances:**

- Council pays allowances to the Mayor, Deputy Mayor, and Councillors as required under the Act.
- Allowances are paid monthly, with adjustments upon cessation of office.

**Administrative Support:**

---

**MINUTES OF THE POLICY REVIEW PANEL****26 JUNE 2024**

---

- Council provides meeting rooms, professional memberships, communication technology, and administrative support to Councillors.

**Travel and Vehicle Expenses:**

- Council reimburses Councillors and members of Delegated Committees reasonable transport costs for Council-related travel.
- Where approved, travel expenses, including interstate and overseas travel, are covered within the limits of the budget approved by Council.

**Professional Development, Training, and Conferences:**

- Council allocates funds for Councillors to attend professional development, training, and conferences.
- Approval is based on relevance to Council operations and potential benefits to the community.

**Events and Functions:**

- Council supports Councillors' attendance at events that benefit Council or the community, with expenses reimbursed accordingly.
- Political parties are not supported by Council, financially or otherwise. No reimbursement is provided to Councillors attending political party events in their personal capacity.

**Reporting:**

- The CEO ensures reporting requirements are met, with reimbursement details provided quarterly to the Audit and Risk Committee.
- Reimbursements are published in Council's Annual Report and quarterly on its website for transparency.

**2.2 Sources/benchmarking**

Benchmarking was undertaken with like policies from other Victorian growth Councils, such as Wyndham and Hume, to inform a comprehensive update and to ensure consistency with best practice.

**1.3 Consultation**

Internal consultation was undertaken across Governance, the CEO's Office, and members of the Executive Leadership Team.

**1.4 Communication and Implementation**

The policy will be communicated to all Councillors who are not present at the Council meeting at which it is resolved to be adopted.

The policy will be available on Council's website.

**1.5 Compliance**

The Policy complies with the *Local Government Act 2020* and the *Charter of Human Rights and Responsibilities Act 2006*.

---

**MINUTES OF THE POLICY REVIEW PANEL****26 JUNE 2024**

---

**1.6 Measures of Success**

If Councillors comply with the Policy then it is considered successful. Compliance with the Policy can only truly be measured by an Audit. Governance Review/Audits are conducted from time to time by the Inspectorate.

All out of pocket expense claims will be reported to the Audit and Risk Committee as provided for in its annual work plan and as required by the Act.

**LIST OF APPENDICES**

1. Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy
2. Proposed - Council Expenses Policy

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

	<b>Councillors and Delegated Committee Members Resources, Facilities and Expenses Policy</b>
<b>Version No.</b>	V 7.0, March 2021
<b>Endorsement</b>	Councillor briefing - 1 March 2021 Policy Review Panel – 2 March 2021
<b>Authorisation</b>	Council - 15 March 2021
<b>Review date</b>	January 2023
<b>Responsible officer</b>	Chief Executive Officer
<b>Policy owner</b>	Manager Legal and Governance

**1. Purpose**

To outline the policy and procedures in relation to the provision of resources and facilities reasonably necessary to support to Mayor and Councillors, and reimbursement of out of pocket expenses of Councillors and members of Delegated Committees of Council provided such expenses meet the provisions of the Act as described in this Policy.

To satisfy section 41(1) of the *Local Government Act 2020* and taking into account the Overarching Governance Principles and those relevant supporting principles, specifically, public transparency and financial management.

**2. Scope**

This policy applies to the Mayor, Councillors and appointed members of Delegated Committees of Council.

**3. Definitions**

Word/Term	Definition
Act	means the <i>Local Government Act 2020</i> .
Carer	A carer is defined in section 4 of the <i>Carers Recognition Act 2012</i> and is set out further at 5.2
Delegated Committee	is defined in section 3 of the Act and includes a Joint Delegated Committee but does not include a Community Asset Committee.
Hospitality	Provision of tea/coffee, drinks and/or a light meal.
Sitting Fee	A fixed amount paid to a member of a Delegated Committee Member for attending a meeting of the Committee. If a sitting fee is determined, it must be determined by a resolution of the Council.
Three Limb Test	Refers to the three limb test set out in section 40 of the Act. This section provides that Councillors or members of Delegated Committees must be reimbursed for out of pocket expenses provided the three limb test in section 40 is met: <ol style="list-style-type: none"> <li>1. bona fide expenses; and</li> <li>2. have been reasonably incurred in the performance of the role of Councillor; and</li> </ol>

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

---

	3. are reasonably necessary for the Councillor and member of a Delegated Committee to perform this role.
--	--

**4. Policy**

**4.1 Resources**

Council will provide the following resources and facilities as a minimum tool kit.

Council provided equipment is to be used for Council related business activities, however it is acknowledged that, on occasion, reasonable personal use may be made of communications equipment and other equipment.

**4.1.1 Mayor**

- Full private use of a fully maintained motor vehicle the cost of which is less than the amount which attracts the luxury vehicle tax, changed over on or after a two year period per vehicle (regardless of the Council or Mayoral term) provided that the Mayor is able to request that the vehicle be changed within the two year period if it is deemed not fit for purpose, and the CEO, acting reasonably may either agree to such request or seek a resolution of Council.
- An office at each of Melton Civic Centre and Caroline Springs Library appropriately fitted with to perform the role of Mayor including any resource or facility reasonably necessary to perform the role
- Council corporate purchase card for use in accordance with adopted policy and procedures
- An Executive Assistant and an Administrative Assistant to provide administrative and secretarial support to Mayor and Councillors
- Laptop or tablet computer with wireless internet service, or ability to connect to wireless internet, as required
- Printer at place of residence, if required
- Mobile Phone
- Business Cards, if required
- Letterhead for Mayoral correspondence
- Home office chair and/or workstation, if required.
- Any piece of equipment reasonably required in relation to a disability or injury or to avoid a workplace injury (letter from treating professional to accompany such request or as recommended after assessment by Council's Occupational Health and Safety Officer).

**4.1.2 Councillors**

- Administrative support through the Executive Assistant to the Mayor and Councillors, and Administrative Assistant
- Access to Council "Pool" vehicle for Council related business
- Shared office for Councillors fitted with at least one 'spare' computer (PC or laptop) and additional docking stations to dock individual laptops and printer/copier/scanner
- Reasonable refreshments to be provided
- Laptop or tablet computer or appropriate and reasonable IT equipment and connection to ensure that Councillors are able to undertake their duties, as required
- Printer at place of residence, if required



## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

- Mobile Phone
- Business cards, if required
- Personalised letterhead for Councillor correspondence
- Office chair and/or workstation, if required.
- Any piece of equipment reasonably required in relation to a disability or injury or to avoid a workplace injury (letter from treating professional to accompany such request or as recommended after assessment by Council's occupational health and safety officer).

**Note:**

Mayor and Councillors must reimburse Council for personal call costs made on council provided mobile phone should the phone bill exceed the phone plan charges.

**4.1.3 Councillor Uniform**

- i) Each Councillor may be provided with the following as required, in any available colour:
  - one jacket
  - one winter jacket
  - one pair of pants or skirt
  - 2 shirts
 or reimbursed for these items up to the same value with Council's logo sewn on in any colour.
- ii) At the mid-point of each Council term, each Councillor is to be provided with or reimbursed for, a replacement jacket and pants or skirt, as required.
- iii) A further budget allocation of \$1,000 per Council term per Councillor is made for the purchase of additional or replacement items of Councillor uniform.

**4.1.4 Postage**

Postage requirements shall be processed by the Records Department via the Executive Assistant. Postage is restricted to responding to correspondence from the community, and Council will not reimburse the cost incurred in "bulk" mail outs.

**5. Expenses**

Councillors and members of Delegated Committees must be reimbursed for out-of-pocket expenses provided those expenses meet the Three Limb Test as set out in section 40 of the Act and as described in the definitions section of this policy.

**5.1 Child care expenses**

Child care expenses are deemed to meet limbs 1 and 2 and will therefore only require proof of the Third Limb, that is, their being reasonably required/necessary for a Councillor or member of a Delegated Committee to perform their role (s 41(2)(c)). This may include hourly fees, booking fees and may include cancellation fees, if an event/meeting/function/briefing etc is cancelled at short notice.

Council must reimburse child care expenses where sufficient evidence of the third limb is provided. Proof will include evidence of a meeting/event/function/briefing and, where relevant, evidence of its late cancellation such that fees could not be avoided.

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

**5.2 Carer related expenses**

Council will reimburse Carer or care relationship related expenses where a Councillor can show evidence of a care relationship and evidence that the Three Limb Test is met.

A person is in a care relationship if he or she provides another person, or receives from another person, care because one of the persons in the relationship—

- (a) has a disability; or
- (b) is older; or
- (c) has a mental illness; or
- (d) has an ongoing medical condition (including a terminal or chronic illness or dementia).

A care relationship also includes a person caring for a child under a permanent care order, child care agreement or protection order, pursuant to the *Children, Youth and Families Act 2005*.

A person is not in a care relationship with another person merely because he or she—

- (a) is the spouse, or the domestic partner within the meaning of the *Children, Youth and Families Act 2005*, of the other person; or
- (b) is the parent, child or other relative of the other person; or
- (c) lives with the other person.

Further, a person is not in a care relationship if he or she provides care to another person—

- (a) under a contract of service or a contract for the provision of services; or
- (b) under an employment contract; or
- (c) in the course of doing voluntary work for a community organisation; or
- (d) as part of the requirements of an education course or training.

but can be in a care relationship even if the person receives funding from either the Commonwealth or State Government in relation to carrying out the role of a carer.

Evidence of a care relationship may include a letter confirming diagnosis and may include details of caring required, a statutory declaration as to the diagnosis and care required, a letter from the DHHS in relation to a child in care pursuant to the *Children, Youth and Families Act 2005*.

Carer expenses may include the travel expenses and accommodation of an accompanying person (to be cared for by the Councillor or member of Delegated Committee or to provide care to the Councillor or member of a Delegated Committee), the expenses of a professional carer to perform the caring responsibilities usually undertaken by the Councillor or member of a Delegated Committee or to provide care to that Councillor or Member of a Delegated Committee (eg sign language interpreter, attendant carer).

**5.3 Travel Expenses**

Councillors are entitled to be reimbursed for all travel expenses (including public transport costs) which meet the Three Limb Test, including but not limited to travel to:

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

---

- a. A formal Council meeting
- b. Meetings and Civic or ceremonial functions held by the Council that a Councillor is reasonably required to attend
- c. Meetings of external agencies to which the Councillor has been appointed on behalf of Council
- d. Diarised meeting with a constituent or local community group
- e. Diarised meetings with Mayor/other Councillors/Council Officers held at Council offices

Private vehicle travel claims will be reimbursed at the rate applying to Council staff in accordance with Council's Enterprise Agreement (EA) as varied from time to time.

Public transport and carpooling should be utilised where possible, in line with Council's commitment to the mitigation of climate change and as described in the Overarching Governance Principles set out in the Act.

**5.4 Conferences and Seminars**

Where Council has approved attendance by the Mayor or a Councillor at an event (as distinct from Councillor Development opportunities defined in 5.4(a), all reasonable expenses incurred in attending the event and which meet the three limb test will be met including:

- Travel costs including flights\*
- Registration Fee
- Meals and refreshments not provided within registration fee
- Accommodation
- Reasonable Mini-bar expenses
- In-house movies of a G, PG or M rating

\* Where flights are required, the best value fare, flying economy should be booked. Council has no preference for any airline or type of flight (fully flexible, semi flexible), and flights should generally be booked well in advance to take advantage of discount fares in consultation with the Councillor and his/her needs. For flights of 5 hours or more, premium economy can be booked.

**5.5 Councillor Development**

Where Councillors wish to voluntarily register, enrol, participate or attend in activities, education, training or the like designed to improve the knowledge, skills, function and/or capacity of the Councillor in the discharge of their responsibilities to Council and service to the community more broadly, the following applies:

- i) Enrolment or attendance in a Councillor Development activity is subject to application and approval of the CEO.
- ii) Application by a Councillor to the CEO must be in the form of the defined application form attached (Form 2) supported by appropriate evidence to validate the proposal.
- iii) The CEO may only approve any application if satisfied that there is a genuine benefit in the development of skills, knowledge, expertise et cetera applicable to the role, duties and/or function of a Councillor.
- iv) Upon determination of any application by a Councillor to the CEO, the application must be reported to all Councillors via email or Council briefing as soon as practicable, inclusive of the outcome.
- v) The CEO may refer any application to a Council Meeting for consideration and determination at their sole discretion.

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

- vi) Attendance at international/overseas development opportunities must come before a Council Meeting for consideration.
- vii) Development activity must be completed within the elected term of the Councillor, or where it extends beyond the elected term, the Councillor must give a written undertaking to the CEO that they will reimburse Council for any uncompleted component at the time of their ceasing to be a Councillor.
- viii) Expenses incurred in the participation or attendance of a Councillor Development activity will be recorded and reimbursed as per standard expense procedures and obligations.

**5.6 Hospitality**

Council will reimburse the Mayor and Councillors for reasonable costs incurred in extending hospitality to visiting dignitaries, Members of Parliament, and business leaders.

**6. Professional Memberships and Subscriptions**

Professional memberships that are reasonable bona fide out of pocket expenses which meet the three limb test include:

- Australian Institute of Company Directors
- Victorian Local Governance Association
- Australian Local Government Women's Association

Other individual memberships, professional associations or subscriptions which meet the three limb test may be approved by the CEO.

In circumstances where a membership extends beyond the current term of the Council, membership fees will only be funded in proportion to the remainder of the term.

**7. Members of Delegated Committees**

Where members of Delegated Committees are paid a "sitting fee", no travel reimbursement will be made for attendance at such meetings for which the sitting fee is paid.

In all other instances, members of Delegated Committees are entitled to reimbursement of out of pocket expenses as if they were a Councillor with reference to the Three Limb Test.

**8. Procedure for Reimbursement of Out of Pocket Expenses**

To claim reimbursement a written request (pro-forma attached as Form 1) detailing the nature of the expense, the amount claimed, and stating that the expenses claimed meet the Three Limb Test. Requests for reimbursement must be lodged within a 3 month period from when the expense has been incurred and must be signed by the Councillor, and approved by the Chief Executive Officer as complying with this policy.

In the event that a Councillor ceases to hold the office of Councillor including outgoing Councillors after an election, any eligible outstanding expense reimbursement should be submitted for consideration within 3 months from the date of them ceasing to hold the office of Councillor and must be signed by the individual and approved by the Chief Executive Officer or his nominee as complying with this policy.

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy  
 Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

**9. Responsibility/Accountability**

<b>9.1</b>	<b>Manager Legal and Governance</b>
	<ul style="list-style-type: none"> <li>• Policy owner and is responsible for updating and amending this policy and related documents.</li> <li>• Responsible for providing professional advice and guidance to Councillors regarding this policy.</li> <li>• Responsible for providing details of all reimbursements under section 40(2) of the Act to the Audit and Risk Committee.</li> </ul>
<b>9.2</b>	<b>Councillors and Members of Delegated Committees</b>
	<ul style="list-style-type: none"> <li>• Familiarise themselves with the policy and understand their obligations.</li> </ul>

**10. References and links to legislation and other documents**

Name	Location
<i>Carers Recognition Act 2012</i>	<a href="http://www.legislation.vic.gov.au/">http://www.legislation.vic.gov.au/</a>
<i>Local Government Act 2020</i>	<a href="http://www.legislation.vic.gov.au/">http://www.legislation.vic.gov.au/</a>
Melton City Council Enterprise Agreement No. 9 2019	Council intranet

**11. Attachments**

**Form 1** – Councillor Expense Reimbursement Requests:

- 1A Childcare and Carer Expense
- 1B Miscellaneous Expense
- 1C Car Parking Expense
- 1D Travel Expense

**Form 2** – Councillor Development Application Form



MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

**FORM 1A – Childcare and Carer**

**CHILDCARE AND CARER EXPENSE  
REIMBURSEMENT REQUEST**

I, Cr ..... hereby request reimbursement of the following caring expenses which meet the Three Limb Test namely:

1. bona fide expenses; and
2. have been reasonably incurred in the performance of the role of councillor; and
3. are reasonably necessary for the Councillor and member of a Delegated Committee to perform this role

Date	Description of Council work undertaken and details of childcare/caring required	Amount

\*Receipts, tax invoices and Statement of Supplier form (if applicable) to be attached

\_\_\_\_\_  
Councillor Signature

Approved as complying with Council Policy

\_\_\_\_\_  
CEO

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

FORM 1B – Miscellaneous

MISCELLANEOUS EXPENSE  
REIMBURSEMENT REQUEST

I, Cr ..... hereby request reimbursement of the following caring expenses which meet the Three Limb Test namely:

- 1. bona fide expenses; and
- 2. have been reasonably incurred in the performance of the role of councillor; and
- 3. are reasonably necessary for the Councillor and member of a Delegated Committee to perform this role.

Date	Type of Expense and Details (provide as much detail as possible)	Amount

\*Receipts and tax invoices to be attached

\_\_\_\_\_  
Councillor Signature

Approved as complying with Council Policy

\_\_\_\_\_  
CEO

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

**FORM 1C – Car Parking**

**CAR PARKING EXPENSE  
REIMBURSEMENT REQUEST**

I, Cr ..... hereby request reimbursement of the following caring expenses which meet the Three Limb Test namely:

1. bona fide expenses; and
2. have been reasonably incurred in the performance of the role of councillor; and
3. are reasonably necessary for the Councillor and member of a Delegated Committee to perform this role

Date	Details of meeting that was attended and topic of meeting (provide as much detail as possible)	Amount

\*Receipts and tax invoices to be attached

\_\_\_\_\_  
Councillor Signature

Approved as complying with Council Policy

\_\_\_\_\_  
CEO

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

**FORM 1D – Travelling**

**TRAVELLING EXPENSE  
REIMBURSEMENT REQUEST**

I, Cr ..... hereby request reimbursement of the following caring expenses which meet the Three Limb Test namely:

1. bona fide expenses; and
2. have been reasonably incurred in the performance of the role of councillor; and
3. are reasonably necessary for the Councillor and member of a Delegated Committee to perform this role

Date	Description of Council work undertaken / meeting attended and odometer readings	Amount

\*Receipts and tax invoices to be attached

\_\_\_\_\_  
Councillor Signature

Approved as complying with Council Policy

\_\_\_\_\_  
CEO

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 1 Current - Councillor Delegated Committee Members Resources Facilities and Expenses Policy

FORM 2 – Councillor Development

Councillor Development Application Form

**1. Your details**

Name \_\_\_\_\_ Cr. \_\_\_\_\_

**2. Development opportunity details**

Event/Course name \_\_\_\_\_

Provider/Host etc. \_\_\_\_\_

Topic or theme \_\_\_\_\_

Date of training \_\_\_\_\_

Cost of training \$ \_\_\_\_\_

Additional estimated costs \$ \_\_\_\_\_

**3. Links to professional development**

How does the training link to your role and responsibilities as a Councillor? Attach any supporting evidence.

**4. Travel details**

Is interstate or overnight travel required?  No  Yes → If yes, complete details below

Destination \_\_\_\_\_

Travel cost \$ \_\_\_\_\_

Accommodation cost \$ \_\_\_\_\_

Estimated meal cost \$ \_\_\_\_\_

Estimated total cost \$ \_\_\_\_\_

**5. Approval**

CEO \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Received by \_\_\_\_\_

Date received \_\_\_\_\_

Please return completed form to the CEO:

**Mail:**  
PO Box 21,  
Melton VIC 3337

**Email:**  
kelvint@melton.vic.gov.au  
(max. file size: 10MB)

**In person:**  
232 High Street  
Melton VIC 3337







<b>Council Expenses Policy</b>	
<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date>
<b>Responsible officer</b>	Head of Governance
<b>Records reference</b>	<insert reference>

**1. Purpose**

This Policy supports the requirements of the *Local Government Act 2020* (the Act) in relation to payment of allowances and reimbursement of expenses for Councillors and Delegated Committee members. It also provides an overview of how Council provides resources and training to its Councillors and Delegated Committee members to support them to carry out their functions and duties.

This Policy is not intended to prescribe for every possible situation that may arise. Any matter not provided for in this Policy will be considered by the Mayor and / or the Chief Executive Officer (CEO), or the Deputy Mayor if the matter pertains to the Mayor.

Under the Act, Council must reimburse a Councillor or Delegated Committee member for out-of-pocket expenses where the Council is satisfied that the expenses:

- Are bona fide expenses;
- Have been reasonably incurred in the performance of the role of Councillor or Delegated Committee member; and
- Are reasonably necessary for the Councillor or Delegated Committee member to perform that role.

**2. Application and Scope**

This Policy applies to all Councillors elected to the Melton City Council.

This Policy also applies to Delegated Committee members where specified under this Policy.

Expenditure must always be in the interests of the City of Melton community and is allocated from Council’s annual budget.

Claims for any expenditure not included in this Policy will be subject to a Council resolution.



## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy

### 3. General Provisions

#### 3.1. Overarching Principles

- Where possible, Council will book and pay for any expenses up front. Where this is not appropriate or practicable, Council will reimburse the Councillor for the out-of-pocket expense/s incurred, where those expenses comply with this Policy.
- Expense claims must be reasonable and proportionate. They must also include an explanation if the connection between the expense incurred, and the role of Councillor or member of a Delegated Committee is unclear.
- Unreasonable expenses will not be reimbursed. For example, Council will not reimburse mini-bar expenses for the purchase of alcohol. The Head of Governance will determine whether expenses claimed are considered to be unreasonable or disproportionate in accordance with this Policy.
- Council will only reimburse expenses incurred by Councillors. Council will not pay for, or reimburse expenses for, partners or anyone else accompanying the Councillor on external Council-related business.
- Where a Delegated Committee is appointed by Council, relevant clauses from this Policy will be incorporated into the Terms of Reference and reimbursement of bona fide out-of-pocket expenses incurred by Delegated Committee members while performing their duties in those roles will be made in line with this Policy.
- Training in relation to this Policy will be provided to all Councillors during the initial Councillor Induction training and periodically to ensure they are aware of the protocols in relation to Councillor expenses.

#### 3.2. Claiming Expenses

All claims for reimbursement of expenses must be submitted via the electronic Expenses Claim Form. Documentation, such as tax invoices, receipts etc, must be uploaded with the claim form to verify the expenditure.

Receipts/tax invoices must be provided for any expenses which are being claimed, unless otherwise specified in this Policy. Failure to produce a receipt/tax invoice may result in the expense not being reimbursed.

Receipts/tax invoices must be itemised and contain sufficient, relevant information about the expense incurred. EFTPOS receipts/invoices with only a total price, without any explanation of what the expenditure relates to, will not be accepted.

The Head of Governance will review and authorise the claims in accordance with this Policy.

Reimbursement will occur within 21 days of an accurately completed Expense Claim Form, and all required documentation, being received and authorised. Reimbursement will be paid via electronic funds transfer into the Councillor/Delegated Committee member's nominated bank account.

All reimbursements will be paid in arrears.

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy

Requests for reimbursement should be received within 30 days of the cost being incurred. Claims for expenses submitted three months or more since the expenses were incurred will not be reimbursed. All claims for the previous financial year must be made by 7 July each year to ensure that they appear in the correct financial year.

Claims for reimbursement of expenses incurred in a previous financial year cannot be accepted once the accounts for that year have been closed.

**3.3. Insurance**

Council will ensure that policies of insurance are maintained in accordance with the provisions of the Act to provide the relevant protections to Councillors and Delegated Committee members while performing their duties as a Councillor or Delegated Committee member. These insurance policies include:

- Public liability
- Professional indemnity
- Councillor and Officers liability

**3.4. Legal Costs**

Other than by specific Council resolution any legal expenses incurred by a Councillor shall be the responsibility of that Councillor. A Councillor shall not engage legal representation or seek legal advice where they will be seeking reimbursement from Council unless specifically authorised by Council before incurring the costs. Where the CEO believes that there would be a risk to health and safety for a Councillor, and supporting legal advice from a qualified legal practitioner recommends the provision of Council funded legal advice, the CEO may authorise expenditure for Councillor legal costs under delegation.

**3.5. Child Care/Carer (Care) Expenses**

Council will reimburse the cost of necessary child care or carer services where the provision of care is reasonably required for a Councillor or Delegated Committee member to perform their role. Carer services will be eligible to be reimbursed when a Councillor is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

Care expenses will not be reimbursed if paid to a family member or a person who normally or regularly lives with the Councillor or Delegated Committee member, except where a live-in (professional) helper such as a nanny is required to work extra time at extra expense because of the Councillor or Delegated Committee member's duties.

Care expenses will be claimed via a completed Expenses Claim Form and shall be substantiated by documentation showing the dates and times care was provided. The Councillor or Delegated Committee member shall also provide the description of Council work undertaken and details of child care / caring required for each occasion.

Care Expenses will be reimbursed for attendance at:

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy

- Council Meetings, Briefing Sessions, and Submission Hearings of the Council;
- Delegated Committee Meetings;
- Official Council functions;
- Meetings arising as a result of a Councillor being appointed by the Council to an external body or an Advisory Committee;
- Training or conferences the Councillor is attending which Council has paid for; and
- Other meetings, events, or occasions as agreed from time to time by the Mayor or CEO or by resolution of the Council, prior to the expense being incurred.

Care Expenses that may be reimbursed include:

- payment to an accredited child care/attendant care provider, or
- a person providing care who does not:
  - have a familial or like relationship with the Councillor; or
  - reside either permanently or temporarily with the Councillor; or
  - have a relationship with the Councillor or the Councillor's partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

Fees are generally payable per hour or part thereof, subject to any minimum period which is part of the care provider's usual terms.

Rates for non-accredited child care/attendant care provider must be reasonable and agreed in advance where possible.

### 3.6. Access and Inclusion

Council commits to supporting any individual who requires particular assistance to be able to fulfil their role as a Councillor or Delegated Committee member. Councillors or Delegated Committee members requiring particular workplace assistance or reasonable modifications to access Council's facilities or utilise Council's resources should contact the Head of Governance.

### 3.7. Councillor Welfare

Councillors and Delegated Committee members may approach the CEO with regard to any specific guidance, counselling or coaching they may require to enhance their performance as a Councillor or Delegated Committee member.

Councillors or Delegated Committee members experiencing personal difficulties may seek counselling on a confidential basis through Council's Employee Assistance Program.



## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy

---

#### 4. Councillor Allowances

Council will pay an allowance to the Mayor, Deputy Mayor and Councillors as required under the Act.

Allowances shall be paid approximately monthly provided that upon a Councillor ceasing to hold office or pending an election, payment shall be withheld until such time as the Councillor is declared elected. If a Councillor retires or has their position as a Councillor terminated, they will be required to reimburse Council any Allowance paid in advance.

Allowances will be withheld in the event that a Councillor is suspended or ordered to stand down in accordance with the Act.

Payment will be made by electronic funds transfer into the Councillor's nominated bank account.

#### 5. Administrative Support

##### 5.1. Meeting Rooms and Mayoral Office

The Mayor is provided with office accommodation at the Melton Civic Centre and Caroline Springs Library which may be used for Council business.

Council also provides a Councillor Lounge at the Melton Civic Centre which includes an office/lounge area and a meeting room which is available for all Councillors to use. Refreshments will be provided for Councillors in the Councillor Lounge.

Councillors may request to use other meeting rooms owned and controlled by Council for meetings where the primary purpose is to allow the Councillor to discharge their Council duties. The Councillor must be in attendance and bookings must be made in advance through the Mayor and Councillor Support Team. Costs associated with booking the meeting room will be included in Council's operational budget. Councillors will be required to reimburse any costs incurred outside this Policy.

##### 5.2. Professional Memberships

Council will pay a Councillor's membership of a professional association where the qualification for the membership was gained via the "Professional Development, Training and Conferences" provisions of this Policy.

##### 5.3. Communication Technology

Due to the environmental impact, Council's preference is that all Council and Committee papers, Councillor communications and correspondence are distributed electronically.

Councillors will be provided with a mobile phone, laptop computer and a multi-functional printer/scanner/photocopier to assist with the conduct of Council business. **Where special accommodations are required, this can be approved by the CEO in consultation with the Mayor.** Councillors will also be provided with a Council email address and mobile phone number. **These devices are Any equipment and service provided is** to be used for official Council business only. Council will pay all costs associated with the provision of this equipment and services including paper for printing, printer cartridges,



## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy

connection fees, rental charges and all Council business call and data charges.

It is acknowledged that there will be some incidental private use of mobile communications equipment, such as occasional standard phone calls and text messages within Australia. Use of council equipment overseas must be pre-approved in writing by the CEO.

Councillors must adhere to Council's Privacy Policy and the Councillor Code of Conduct in using any IT resources provided by Council. Council equipment and electronic communications system must be used within the boundaries of normal appropriate practice.

This includes, but is not limited to:

- Storage, transmission, downloading or display of material must not contravene any state or federal law such as equal opportunity, occupational health and safety, and sexual harassment legislation.
- Communication activities must not defame an individual, organisation, association, company, or business.
- The use must not contravene a Council policy, procedure, statute, or regulation.
- The equipment or electronic communications system must not be used to run a private business, whether for profit or not-for-profit.

~~Personal views transmitted or published using Council's systems must be clearly identified as personal views and not those of Council.~~

Any faults or issues with the equipment should be reported to the Mayor and Councillor Support Team at the earliest possible opportunity and they will liaise with Council's Technology department to have the fault or issue rectified.

Council-provided technology such as mobile phones and laptops will be replaced for each new Council term and in accordance with Council's policies.

#### 5.4. Administrative Support

The Mayor and Councillor Support Team will provide administrative support to Councillors to assist them, such as with responding to correspondence, enquiries, requests for service, registrations for attendance at approved conferences, reservations for accommodation and meeting rooms as part of their official duties as a Councillor.

The Mayor and Councillor Support Team will provide diary management support for Councillors relating to their official delegate appointments, official invites and events that are included in the Council Calendar.

#### 5.5. Mail Inward & Invitations

All hardcopy mail received by Council is deemed to be Council business and will be opened by Central Records staff. Private mail should not be sent via or to the Council address.

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy  
Appendix 2 Proposed - Council Expenses Policy

The following provides the basis for how external invitations are received and managed:

- Upon receiving invitations, the Mayor and Councillor Support Team will distribute invitations and the relevant particulars as specified in the invitation.
- If Councillors advise the Mayor and Councillor Support Team that they will be attending an event, the Mayor and Councillor Support Team will record the event into the Council electronic calendar.
- Invitations addressed to the Mayor will be referred to the Mayor for acceptance. If the Mayor is unable to attend, the Mayor may nominate another Councillor to represent the Mayor or open the invitation to other Councillors to attend.

#### 5.6. Apparel and Stationery

Council's official letterhead is only to be used for official Council correspondence signed by either the Mayor or an authorised member of Council staff. Councillors are to provide their own letterhead for electoral or ward representation purposes and make it clear they are communicating in their personal capacity, not as a representative of Council.

Each Councillor, on request, may be provided with the following Melton City Council corporate apparel which is to be returned when the Councillor ceases to hold office:

- one suit jacket
- one winter jacket
- one pair of pants or skirt/dress
- 2 shirts/tops

At the mid-point of each Council term, each Councillor, on request, is to be provided with a replacement jacket and pants or skirt/dress, as required.

A further budget allocation of \$1,000 per Council term per Councillor is made for the purchase of additional or replacement items of Melton City Council corporate apparel.

The Council shall, upon request, loan Councillors At the commencement of each Council term, Councillors will be provided with personal protective equipment (PPE) required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity for which the clothing was required.

#### 5.7. Return of Resources

All resources provided to Councillors are provided for use by the Councillor in the conduct of their duties of office. All equipment provided and items purchased, including representational corporate apparel bearing the Melton City Council logo, shall be returned to the Mayor and Councillor Support Team within seven days of the Councillor's retirement or termination of office, unless specified elsewhere in this Policy.

### 6. Travel and Vehicle Expenses

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy

Council encourages a range of travel options conducive to the environment. A Council 'pool' vehicle will be provided for use by Councillors for Council related business. Reasonable transport expenses incurred by Councillors or Members of Delegated Committees in the course of their official duties in their role will be reimbursed.

Expenses will be reimbursed to Councillors following receipt of a completed Expense Claim Form which includes all required information and supporting documentation. Some discretion will be allowed in limited instances where expenses claimed cannot be supported by documentation such as receipts.

#### 6.1. Private vehicle use

Council will reimburse travel costs associated with the use of a private vehicle, including car parking fees, reasonably incurred when attending meetings and functions (within Victoria) which are related to their duties as a Councillor or Member of a Delegated Committee.

Travel expenses claimed in relation to events must be supported by documentation which demonstrates the event was related to their duties as a Councillor or member of a Delegated Committee.

The allowance payable for reimbursement of private vehicle use will be in accordance with the rates determined by the Australian Taxation Office (ATO) 'cents per kilometre' method calculation.

Councillors can also seek reimbursement for use of a taxi, uber or like service provider for the cost of travel directly related to their duties, noting that the use of public transport or private transport is the preferred method of transport where practical.

#### 6.2. Interstate travel

Council will cover costs associated with Councillors travelling interstate on Council business that is approved by the CEO and is within the limits of the budget approved by Council. This comprises airfares, car hire, taxis, and ride-sharing fares.

All Councillor travel will be booked by the Mayor and Councillor Support Team and will utilise the most direct route and the most practical and economic mode of transport. Air travel up to and including 5 hours duration will be in economy class. Air travel expected to be greater than 5 hours duration will be premium economy class. To ensure value for money, all requests for airline bookings and accommodation must be advised as soon possible.

Travel claims will be to and from the Councillor's notified place of normal residence.

#### 6.3. Overseas travel

Council will cover costs associated with Councillors travelling overseas on Council business as approved by Council resolution within the limits of the budget approved by Council. This comprises airfares, visas, passports, car hire, taxis, ride-sharing fares, and any other genuine expenses.

All Councillor travel will be booked by the Mayor and Councillor Support Team and will utilise the most direct route and the most practical and economic mode of transport. All



## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy

air travel will be in economy class. To ensure value for money, all requests for airline bookings and accommodation must be advised as soon as the travel is approved by Council.

Travel claims will be to and from the Councillor's notified place of normal residence.

#### 6.4. Vehicles

A fully maintained Council vehicle, commensurate with the role and duties, and in consultation with the Mayor, will be provided to assist the Mayor to perform their duties and for private use during the Mayoral term in accordance with Council's **Motor Vehicle Policies**.

##### 6.4.1. Fines and Infringements

Any costs arising from a breach of road, traffic parking or other regulations or laws or for damage or loss of a vehicle is the responsibility of the person travelling and will not be reimbursed or funded by Council.

### 7. Professional Development, Training and Conferences

Council will allocate a set amount **at the start of each financial term, which will be reviewed at budget time**, to each Councillor for them to attend professional development, training and conferences.

The set amount for each Councillor will cover the registration fees, reasonable travel, meal, and accommodation expenses associated with attendance by Councillors at professional development, training, and conferences.

Training that is provided directly by Council will not be deducted from the annual allocation.

Councillors wanting to attend professional development, training or conferences are required to complete an Application to Attend Training or Conference Details ("Application") form which will then be submitted to the Mayor and CEO for approval

Factors to be considered in the review include:

- Relevance of the program to the efficient and effective operations of Melton City Council;
- Whether the event provides an opportunity to receive or upgrade relevant training and skills related to the role of a Councillor;
- Whether the event provides the opportunity to learn key information about an issue of public policy related to the City of Melton community;
- Whether the event has the potential to foster broad economic development opportunities with the municipality.
- Cost/benefit of being represented;
- Expertise, interest, and experience of Councillors in areas of conference business.

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy

Reports of professional development, training and conferences attended by Councillors will be provided to all Councillors at the next available Briefing of Councillors meeting. The Report should describe the learning, knowledge or information obtained as a result of attending the professional development, training or conference.

Approval of Councillors' attendance at professional development, training, and conferences where the cost exceeds their budget allocation, or their budget allocation has been exhausted will be via Council resolution.

Consistent with the approval process for travel, all interstate and overseas conferences must be pre-approved by resolution of Council.

All approved attendances at training and conferences shall be booked through the Mayor and Councillor Support Team.

In instances where the course or qualification will not be completed prior to the next election, Council will only reimburse costs associated with units that were completed during the elected term. Specifically, expenses claimed for subjects that will be undertaken during a period that includes the caretaker period or after the elected term has expired will not be paid/reimbursed. If the Councillor is re-elected, they can apply to have relevant expenses reimbursed for subjects undertaken during this period.

In the event the Councillor does not successfully complete a subject or withdraws from the course they will be required to repay any fees or costs paid by Council in relation to that unit/qualification.

## 8. Events and Functions

Provision of resources or reimbursement of expenses to a Councillor to attend a function or event will only be provided:

- Where the Mayor has been invited to represent Council at an event;
- Where a benefit to Melton City Council can be demonstrated e.g., attendance will contribute towards a commitment under the Council Plan;
- Where, if an invitation has been received by the individual, they have been invited in their capacity as a Councillor;
- Following all supporting documentation, such as invitations / emails etc., being presented with any claims resulting from the attendance.

Invitations to events that are unrelated to their role as Councillor may give rise to conflict of interest concerns and Councillors should consider Council's Gift Policy when considering these invitations. Where acceptance of the invitation could be perceived as a conflict of interest or create an impression of compromised impartiality, the invitation should be politely declined.

Council does not support political parties, financially or by any other means. Where a Councillor attends a political party event in a personal capacity the cost is to be borne by the individual Councillor and no reimbursement will be provided. This does not apply to official functions the Councillor is attending in their role of Councillor which are also attended by members of political parties.

## MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy

**8.1. Charity fundraising events**

Council may meet the cost of the Mayor or, if the Mayor is unable to attend, their representative, to attend charity fundraising events within the City of Melton where the work of the charity benefits the Melton community. If the Mayor or their representative wishes to make a financial contribution to the charity (e.g., a donation or purchase of an auction item) they will be required to make this contribution personally.

Council is sometimes asked to support a charity or fund-raising event by purchasing tickets or groups of tickets (such as "tables"). Requests of this nature will be approved by the CEO. The CEO, **in consultation with the Mayor, or where possible advise the Mayor**, will also determine how the tickets will be allocated and whether the recipients will be required to purchase the tickets or contribute towards their cost.

**9. Accompanying Partners/Guests**

Any additional attendance fees, airfares accommodation costs, meal costs or any other costs incurred as a result of the attendance of partners and/or children shall be borne by the Councillor. Council will not provide administration assistance to undertake travel arrangements for any person other than the Councillor(s) attending.

**10. Accommodation & Meals**

Where overnight accommodation is required, accommodation will be selected based on what is reasonable given the location and event being attended.

Accommodation will be arranged to achieve the best value for Council, with breakfast and parking being included wherever possible. Accommodation is to be based at the training/conference venue, or at close proximity. The Mayor and Councillor Support Team will book the accommodation upon receipt of an approved Councillor Application to Attend Training or Conference Form, which will be approved by the Head of Governance.

Should Councillors elect to stay at accommodation that is more expensive than the above rates the Councillor will be responsible for paying the difference.

Council will not cover or reimburse the purchase of alcohol.

**10.1. Refreshments (mini bar)**

Council will reimburse a Councillor for reasonable mini-bar expenses, such as bottled water and small snacks etc. Alcohol purchased via the mini-bar will not be reimbursed. An itemised account will be required for reimbursement.

**10.2. Other accommodation costs**

In-room movie charges and dry-cleaning/laundry costs will not be reimbursed to a Councillor or paid for by Council.

**10.3. Meals**



MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy  
 Appendix 2 Proposed - Council Expenses Policy



When a Councillor is attending training and conferences in person, Council will pay for meals that are not included in the training or conference package or included with the accommodation arrangements. Meal allowances will also be paid when a Councillor is attending official Council meetings or functions in person and where a meal is not provided at the meeting or function.

Daily allowances for meals will be paid to a maximum amount as follows and adjusted in accordance with the consumer price index (CPI):

- Breakfast - \$33.00
- Lunch - \$46.00
- Dinner - \$65.00

Should Councillors elect to purchase a meal that is more expensive than the allowances above, the Councillor will be responsible for paying the difference.

Incidental costs such as snacks, coffee or alcohol will not be covered by Council unless included as part of a meal as stipulated above. These rates are based on the rates determined by the ATO and will be updated annually in accordance with ATO published rates or 3%, whichever is greater.

**11. Reporting**

The CEO shall ensure that any reporting in relation to Councillor expenses and travel required by the Act or the relevant regulations is completed.

Full details of all reimbursements made in accordance with this Policy will be provided quarterly to the Audit and Risk Committee.

In the interests of transparency and good governance, details of reimbursements to Councillors and Delegated Committee members will also be published in Council's Annual Report and quarterly on Council's website.

**12. Definitions**

Term	Definition
The Act	means the <i>Local Government Act 2020</i>
Consumer Price Index (CPI)	Means the food and non-alcoholic beverage Consumer Price Index in Melbourne, Australia or if this index is discontinued or suspended, such other index that represents the change in the cost of living in Melbourne
Official Council Functions	means functions arranged by Council where Councillors have been invited to attend in their capacity as Councillor
Official Council Business	means business undertaken in the performance of the role of Councillor



MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

Item 5.1 Council Expenses Policy

Appendix 2 Proposed - Council Expenses Policy



**13. Related Documents**

Name	Location
Local Government Act 2020	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
Councillor Code of Conduct	<a href="#">Documents   Reports   Strategies Melton City Council</a>
Public Transparency Policy	<a href="#">DocumCents   Reports   Strategies Melton City Council</a>
<b>Motor Vehicle Policy</b>	<b>Melton City Council Intranet</b>
<b>Credit Card Policy</b>	<b><a href="#">Documents   Reports   Strategies Melton City Council</a></b>

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

MINUTES OF THE POLICY REVIEW PANEL

26 JUNE 2024

**6. PRESENTATION OF STAFF REPORTS**

Nil.

**7. GENERAL BUSINESS**

Nil.

**8. NEXT MEETING**

The Panel requested the next meeting, currently scheduled for 4 July 2024, be rescheduled if possible.

**9. CLOSE OF BUSINESS**

The meeting closed at 11.01am.

Confirmed

Dated this

.....CHAIRPERSON

**13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES  
AND COUNCILLOR REPRESENTATIONS AND  
ACKNOWLEDGEMENTS**

Reports received from Crs Abboushi, Farrugia, Turner, Vandenberg, Shannon, and Mayor Majdlik.

Cr Farrugia departed the Chamber at 8:11pm and returned to the Chamber at 8:15pm.

**14. NOTICES OF MOTION****14.1 NOTICE OF MOTION 925 (CR ABBOUSHI) - LIGHTING ASSESSMENT IN STEAD CIRCUIT, BURNSIDE (PARK, AND BBQ AREAS)****Councillor: Steven Abboushi - Councillor****NOTICE:**

That Council Officers provide a briefing to Councillors on lighting protocols and standards within Council's local, district and regional parks and undertake a lighting assessment in Stead Circuit Burnside in the current Council term.

**Motion**

Crs Abboushi/Farrugia.

That Council Officers provide a briefing to Councillors on lighting protocols and standards within Council's local, district and regional parks and undertake a lighting assessment in Stead Circuit Burnside in the current Council term.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY



**15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

**15.1 COUNCILLORS' QUESTIONS WITHOUT NOTICE**

Cr Vandenberg

As Council provides health and human services, with now the Statement of Recognition live as of 1 July, what is Council doing to ensure it meets these requirements?

**16. URGENT BUSINESS**

Nil.

## 17. CONFIDENTIAL BUSINESS

### Recommended Procedural Motion

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

#### 17.1 Proposed Sale of Land

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

#### 17.2 Proposed Purchase of Land

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

#### 17.3 Replacement of Performance Guarantee - Atherstone Project

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

#### 17.4 Melton Country Club - Lease

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

#### 17.5 2025 Community Achievement Awards Assessment Panel Meeting Outcomes

(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

#### 17.6 Contract No. 24-032 for the Management and Operation of Plumpton Kindergarten Service

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

#### 17.7 Contract No. 24-033 Provision of Fleet Management and Novated Lease Services

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

#### 17.8 Contract No. 24-036 - Troups Road South Stage 2 Construction

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

#### 17.9 Contract No. 24-037 - Bridge Road Community Hub, Strathtulloh (Stage 2) Construction

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**17.10 Contract No. 24-042 - Caroline Springs Town Centre Oval 2 Redevelopment Construction**

- (g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
- (i) relates to trade secrets; or
  - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**Procedural Motion**

Crs Abboushi/Farrugia.

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

**17.1 Proposed Sale of Land**

- (a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**17.2 Proposed Purchase of Land**

- (a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**17.3 Replacement of Performance Guarantee - Atherstone Project**

- (g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
- (i) relates to trade secrets; or
  - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**17.4 Melton Country Club - Lease**

- (g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
- (i) relates to trade secrets; or
  - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**17.5 2025 Community Achievement Awards Assessment Panel Meeting Outcomes**

- (f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

**17.6 Contract No. 24-032 for the Management and Operation of Plumpton Kindergarten Service**

- (g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
- (i) relates to trade secrets; or
  - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**17.7 Contract No. 24-033 Provision of Fleet Management and Novated Lease Services**

- (a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**17.8 Contract No. 24-036 - Troups Road South Stage 2 Construction**

- (g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
- (i) relates to trade secrets; or
  - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**17.9 Contract No. 24-037 - Bridge Road Community Hub, Strathtulloh (Stage 2) Construction**

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**17.10 Contract No. 24-042 - Caroline Springs Town Centre Oval 2 Redevelopment Construction**

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**For:** Crs Abboushi, Farrugia, Majdlik, Shannon, Turner and Vandenberg

**Against:** Nil

**Abstained:** Nil

CARRIED UNANIMOUSLY

**18. CLOSE OF BUSINESS**

The meeting closed at 8.45pm.

Confirmed

Dated this

.....CHAIRPERSON