



## MELTON CITY COUNCIL

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Notice is hereby given that the Meeting  
of the Melton City Council  
will be held via a videoconference  
on 12 April 2021 at 7:00pm.

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

Kelvin Tori  
CHIEF EXECUTIVE

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**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>6</b>
<b>6.</b>	<b>ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	<b>6</b>
<b>7.</b>	<b>SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS</b>	<b>7</b>
7.1	<b>SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS IN ACCORDANCE WITH CHAPTER 6, RULE 1 OF THE COUNCIL'S GOVERNANCE RULES</b>	<b>7</b>
<b>8.</b>	<b>CORRESPONDENCE INWARD</b>	<b>14</b>
8.1	<b>PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR</b>	<b>14</b>
<b>9.</b>	<b>PETITIONS AND JOINT LETTERS</b>	<b>22</b>
<b>10.</b>	<b>RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING</b>	<b>22</b>
<b>11.</b>	<b>PUBLIC QUESTION TIME</b>	<b>22</b>
<b>12.</b>	<b>PRESENTATION OF STAFF REPORTS</b>	<b>23</b>
12.1	<b>AUTHORISATION OF AFFIXING THE COMMON SEAL OF COUNCIL</b> For Council to adopt the schedule of documents requiring the Common Seal of Council.	<b>23</b>

- 
- |             |  |           |
|-------------|--|-----------|
| <b>12.2</b> | <b>ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES</b>   | <b>26</b> |
|             | To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.  |           |
| <b>12.3</b> | <b>MAYORAL CHARITY FUND ADVISORY COMMITTEE</b>   | <b>43</b> |
|             | To consider the establishment of a Mayoral Charity Fund Advisory Committee in place of the Mayoral Charity Fund Delegated Committee  |           |
| <b>12.4</b> | <b>COUNCIL MEETING LOCATIONS 2021</b>  | <b>49</b> |
|             | To consider the location of Council meetings for the remainder of 2021.  |           |
| <b>12.5</b> | <b>RESPONSE TO PETITION - RECTIFICATION OF BULMANS ROAD, MELTON WEST/HARKNESS</b>  | <b>53</b> |
|             | To respond to the Petition tabled by former Cr Hardy at the Meeting of Council held 14 September 2020 requesting Council to rectify the current road condition to enable the efficient movement of people in the area at all times of the day and night. |           |
| <b>12.6</b> | <b>RESPONSE TO PETITION - UPGRADE TROUPS ROAD SOUTH, MOUNT COTTRELL</b>  | <b>56</b> |
|             | To respond to the Petition tabled by Cr Abboushi at the Meeting of Council held on 21 December 2020 requesting Council upgrade Troups Road South, Mount Cottrell due to the dangerous condition of the road.   |           |
| <b>12.7</b> | <b>RESPONSE TO NOTICE OF MOTION 684 (CR ABBOUSHI) - INVESTIGATE THE REQUIREMENTS OF TRAFFIC CALMING DEVICES ON BLAKEVILLE DRIVE, CAROLINE SPRINGS</b>  | <b>58</b> |
|             | To respond to Notice of Motion 684 (Cr Abboushi) that officers investigate the need for traffic calming devices on Blakeville Drive in Caroline Springs and prepare a report to Council with recommendations to address road safety concerns.            |           |
| <b>12.8</b> | <b>RESPONSE TO NOTICES OF MOTION 707 (CR ABBOUSHI) AND 734 (CR DEEMING) - FUTURE PROVISION OF DOG OFF-LEAD PARKS</b>   | <b>63</b> |
|             | To provide a response to;  |           |
|             | Notice of Motion 707 – Future Dog Parks in the Burnside Heights Area; and  |           |
|             | Notice of Motion 734 – Improvements to Dog Parks in Melton Area  |           |

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<b>12.9</b>	<b>RESPONSE TO NOTICE OF MOTION 713 (CR ABBOUSHI) - PROVISION OF RECREATION AND SPORTING FACILITIES TO SERVICE THORNHILL PARK</b>	<b>77</b>
	To respond to Notice of Motion 713 (Cr Abboushi) to report on the planned provision of recreation and sporting facilities to service the Thornhill Park area.	
<b>12.10</b>	<b>RESPONSE TO NOTICE OF MOTION 749 (CR CARLI) - TRAFFIC CALMING DEVICES ON ROYAL CRESCENT AND LANDSCAPE DRIVE, HILLSIDE</b>	<b>82</b>
	To respond to Notice of Motion 749 (Cr Carli) that Council officers investigate and prepare a report for the next Council Meeting, providing all options to reduce vehicles speeding on Royal Crescent and Landscape Drive, Hillside and that options include but are not limited to, traffic calming devices and that all costings be included in the report.	
<b>12.11</b>	<b>RESPONSE TO NOTICE OF MOTION 752 (CR VANDENBERG) - EARLY CHILDHOOD TRANSPORT MODEL</b>	<b>93</b>
	To respond to Notice of Motion 752 (Cr Vandenberg) relating to an early childhood transport model.	
<b>12.12</b>	<b>PREPARATION OF THE MUNICIPAL BUDGET 2021/22</b>	<b>97</b>
	To endorse the proposed Municipal Budget for the 2021/2022 financial year and commence the statutory process to exhibit this proposed budget to receive submissions.	
<b>12.13</b>	<b>DRAFT MELTON CITY COUNCIL REVENUE AND RATING PLAN 2021/22 TO 2025/26</b>	<b>236</b>
	To endorse the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 and approve commencement of community engagement process via a targeted online survey.	
<b>12.14</b>	<b>DRAFT ROAD MANAGEMENT PLAN 2021-25</b>	<b>266</b>
	To provide an overview of the review and proposed amendments to Council's current Road Management Plan.	
<b>12.15</b>	<b>PLANNING APPLICATION PA 2020/7160 - DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS AT 17 CANTERBURY CIRCUIT, MELTON SOUTH</b>	<b>367</b>
	To consider and determine the above planning application.	
<b>13.</b>	<b>REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS</b>	<b>392</b>

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<b>14.</b>	<b>NOTICES OF MOTION</b>	<b>393</b>
14.1	NOTICE OF MOTION 758 (CR RAMSEY)	393
14.2	NOTICE OF MOTION 759 (CR MAJDLIK)	394
14.3	NOTICE OF MOTION 760 (CR ABBOUSHI)	395
14.4	NOTICE OF MOTION 761 (CR ABBOUSHI)	396
<b>15.</b>	<b>COUNCILLOR'S QUESTIONS WITHOUT NOTICE</b>	<b>397</b>
<b>16.</b>	<b>URGENT BUSINESS</b>	<b>397</b>
<b>17.</b>	<b>CONFIDENTIAL BUSINESS</b>	<b>398</b>
17.1	<b>RESULTS OF 2020 ENVIRONMENTAL ENHANCEMENT PROGRAM</b> To inform Council of the results of the 2020 Environmental Enhancement Program.	<b>399</b>
17.2	<b>APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE MELTON TRANSPORT COMMUNITY REFERENCE GROUP</b> To consider the appointment of three community representatives and identify successors to the Melton Transport Community Reference Group.	<b>408</b>
17.3	<b>EXTENSION OF CONTRACT No. 18/049 - PROVISION OF BUILDING AND PUBLIC AMENITY CLEANING</b> To seek Council's approval to extend Service Packages 1 and 2 of Contract No. 18/049 for the Provision of Building and Public Amenity Cleaning for a further two (2) years commencing 1 July 2021.	<b>419</b>
17.4	<b>CONTRACT No. 21/047 - BROOKSIDE PAVILION EXTENSION &amp; REFURBISHMENT (CONSTRUCTION)</b> To seek Council's approval for the award of Contract No. 21/047 for the construction of Brookside Pavilion Extension & Refurbishment project commencing April 2021.	<b>436</b>
17.5	<b>CONTRACT No. 21/051 - PAYNES ROAD COMMUNITY CENTRE DESIGN SERVICES</b> To seek Council's approval for the award of Contract No. 21/051 – Paynes Road Community Centre Design Services	<b>442</b>

**18. CLOSE OF BUSINESS**

**450**

**1. OPENING PRAYER AND RECONCILIATION STATEMENT**

The Chairperson will read the opening prayer and reconciliation statement.

**Prayer**

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

**Reconciliation Statement**

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

**2. APOLOGIES AND LEAVE OF ABSENCE**

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

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

Pursuant to Part 6, Division 2 of the Local Government Act 2020 and Council's Governance Rules any Councillor must declare any General Conflict of Interest or Material Conflict of Interest.

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

That the Minutes of the Meeting of Council held on 15 March 2021 be confirmed as a true and correct record.

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

- 15 March 2021 Summary of Informal Meetings of Councillors
- 15 March 2021 Summary of Informal Meetings of Councillors
- 22 March 2021 Summary of Informal Meetings of Councillors
- 29 March 2021 Summary of Informal Meetings of Councillors
- 6 April 2021 Summary of Informal Meetings of Councillors

**RECOMMENDATION:**

That the Summary of Informal Meetings of Councillors dated 15, 15, 22, 29 March and 6 April 2021 attached to this Agenda be received and noted.

**LIST OF APPENDICES**

1. Summary of Informal Meeting of Councillors - dated 15 March 2021
2. Summary of Informal Meeting of Councillors - dated 15 March 2021
3. Summary of Informal Meeting of Councillors - dated 22 March 2021
4. Summary of Informal Meeting of Councillors - dated 29 March 2021
5. Summary of Informal Meeting of Councillors - dated 6 April 2021

## **8. CORRESPONDENCE INWARD**

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

- Alan Fedda, Executive Director Metropolitan North West Region, Department of Transport - M80 Connector Study
- The Hon Ben Carroll MP – Minister for Public Transport and Minister for Roads and Road Safety – New bus services within the City of Melton
- The Hon Gayle Tierney MP – Minister for Training and Skills and Minister for Higher Education - 2021–22 State Government Budget Submission
- Marlene Kairouz MP – Member for Parliament for the District of Kororoit – Noise wall on Western Highway adjacent to Rockbank Township.
- Ingrid Stitt MP - Minister for Early Childhood - 2021–22 State Government Budget Submission

#### **RECOMMENDATION:**

That the Parliamentarian and Departmental letters received by the Mayor be received and noted.

#### **LIST OF APPENDICES**

1. Alan Fedda, Executive Director Metropolitan North West Region, Department of Transport - M80 Connector Study - dated 12 March 2021
2. The Hon Ben Carroll MP – Minister for Public Transport and Minister for Roads and Road Safety – New bus services within the City of Melton - dated 23 March 2021
3. The Hon Gayle Tierney MP – Minister for Training and Skills and Minister for Higher Education - 2021–22 State Government Budget Submission - dated 26 March 2021
4. Marlene Kairouz MP – Member for Parliament for the District of Kororoit – Noise wall on Western Highway adjacent to Rockbank Township - dated 29 March 2021
5. Ingrid Stitt MP - Minister for Early Childhood - 2021–22 State Government Budget Submission - undated

**9. PETITIONS AND JOINT LETTERS**

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

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

Nil.

**11. PUBLIC QUESTION TIME**

## 12. PRESENTATION OF STAFF REPORTS

### 12.1 AUTHORISATION OF AFFIXING THE COMMON SEAL OF COUNCIL

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

#### PURPOSE OF REPORT

For Council to adopt the schedule of documents requiring the Common Seal of Council.

#### RECOMMENDATION:

That the Council Seal be affixed to the documentation as detailed in the Schedule for Authorising of Affixing of the Common Seal of Melton City Council dated 12 April 2021.

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#### REPORT

##### 1. Executive Summary

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

##### 2. Background/Issues

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

The *Local Government Act 2020* (s.14(1)(b)) prescribes that a Council must have a common seal. Section 14(2) says the common seal of a Council must—

- (a) bear the name of the Council and any other word, letter, sign or device the Council determines should be included; and
- (b) be kept at the Council office; and
- (c) be used in accordance with any applicable local law.

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

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

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

##### 4. Financial Considerations

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

**5. Consultation/Public Submissions**

Not applicable.

**6. Risk Analysis**

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

**7. Options**

Not applicable.

**LIST OF APPENDICES**

1. Authorising and Affixing of the Common Seal of Council - dated 12 April 2021

## 12.2 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Rebecca Bartlett - Acting Governance Officer

Presenter: Kel Tori - Chief Executive Officer

### PURPOSE OF REPORT

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

### RECOMMENDATION:

That Council:

1. adopt the minutes of the Advisory Committee meetings at **Appendix 1 - 4**
  2. adopt recommendations arising within the Minutes.
- 

### REPORT

#### 1. Executive Summary

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

The minutes of the Advisory Committees attached to this report form a written record of 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. Advisory Committees for the 2020/21 municipal year were considered by the Councillor Representation Nominations Advisory Committee (CRNAC) when it met on Monday 23 November 2020.

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

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

Meeting Date	Advisory Committee	Attached
25 February 2021	Disability Advisory Committee	Appendix 1
9 March 2021	Safe City Advisory Committee	Appendix 2
10 March 2021	Leisure Advisory Committee	Appendix 3
16 March 2021	Youth Advisory Committee	Appendix 4

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

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

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

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

### 4. Financial Considerations

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

### 5. Consultation/Public Submissions

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

### 6. Risk Analysis

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

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

### 7. Options

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

**LIST OF APPENDICES**

1. Disability Advisory Committee Meeting Minutes - dated 25 February 2021
2. Safe City Advisory Committee Meeting Minutes - dated 9 March 2021
3. Leisure Advisory Committee Meeting Minutes - dated 10 March 2021
4. Youth Advisory Committee Meeting Minutes - dated 16 March 2021

## 12.3 MAYORAL CHARITY FUND ADVISORY COMMITTEE

Author: John Whitfield - Governance Coordinator  
Presenter: Kel Tori - Chief Executive Officer

### PURPOSE OF REPORT

To consider the establishment of a Mayoral Charity Fund Advisory Committee in place of the Mayoral Charity Fund Delegated Committee

### RECOMMENDATION:

That Council:

1. dissolve the Mayoral Charity Fund Delegated Committee;
  2. establish a Mayoral Charity Fund Advisory Committee;
  3. adopt the Mayoral Charity Fund Advisory Committee Terms of Reference as set out in **Appendix 1**;
  3. delegate to the Chief Executive Officer the authority to approve and implement Mayoral Charity Fund Advisory Committee recommendations;
  4. appoint the Mayor, Deputy Mayor, General Manager Community Services, Coordinator Community Capacity and Governance Coordinator to the Mayoral Charity Fund Advisory Committee as set out in the Terms of Reference.
- 

## REPORT

### 1. Executive Summary

This report recommends that Council establish a Mayoral Charity Fund Advisory Committee and dissolve the Mayoral Charity Fund Delegated Committee.

The Mayoral Charity Fund Delegated Committee was established at the Council meeting held 31 August 2020 to replace the former special committee in place for this purpose.

It has been noted that this delegated committee, with a purpose of granting funds, is not in line with Council's other committees of this nature. All of Council's other committees of this nature are advisory committees with a final decision made by either Council or the CEO pursuant to Delegation. It was also noted that there are benefits in making this change as an advisory committee provides more flexibility in its meeting arrangements.

### 2. Background/Issues

For a number of years now the Council has had a committee for the operation of a Mayoral Charity Fund. This committee is automatically convened should any Mayor wish to exercise their annual discretion to provide a Mayoral Charity Fund instead of holding a Mayoral Ball. The committee has the responsibility for determining an assessment criteria, calling applications, assessing the applications received and making recommendations to award funds to successful applicants.

Under the *Local Government Act 1989* (the 1989 Act) it operated as a special committee of Council.

At its meeting on 31 August 2020 the Council resolved (in part) as follows:

*That Council.....*

*dissolve the existing Mayoral Charity Fund Special Committee and in its place create a Mayoral Charity Fund Delegated Committee based on the committee's former Terms of Reference and Instrument of Delegation, for the review of the incoming Council.*

This resolution was carried in recognition of the first deadline under the new Local Government Act 2020 (the 2020 Act). This deadline was 1 September 2020 and saw the repeal of the 1989 Act special committee provisions and the proclamation of the 2020 Act delegated committee provisions.

After the general election the Council at its meeting held 30 November 2020 appointed the Mayor and Deputy Mayor as its delegates to the Mayoral Charity Fund Delegated Committee.

Earlier this year some discussion between the Mayor and Council officers took place in preparing an Instrument of Delegation and Terms of Reference for the Mayoral Charity Fund Delegated Committee. It became apparent that a delegated committee for this purpose had some limitations and that an advisory committee structure would be a better option.

Accordingly the recommendation of this report is that the Mayoral Charity Fund Delegated Committee be dissolved and a Mayoral Charity Fund Advisory Committee be established.

A change to an advisory committee structure has the benefits of the committee being more flexible in its meeting arrangements in terms of date, time and means. While it does not have a delegated power to make decisions, the draft Terms of Reference propose that a delegation to make decisions based on the recommendations of the advisory committee be provided to the Chief Executive Officer. That would enable its recommendations to be considered and actioned in a timely fashion.

This is a similar arrangement to that in place for the Council's Community Grants Program – Responsive Grants Panel (aka Bi Monthly Grants Assessment Panel) which currently operates much like that of the proposed Mayoral Charity Fund Advisory Committee.

Committee Terms of Reference are usually considered by the Policy Review Panel prior to its minutes coming to Council. In order to put matters in place sooner rather than later, the Mayoral Charity Fund Advisory Committee draft Terms of Reference are attached as **Appendix 1** should the Council resolve to establish this advisory committee.

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

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

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

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

### **4. Financial Considerations**

Advisory Committees are not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council or in this case the CEO. Operational expenses and administrative actions arising from this advisory committee meeting are accommodated within Council's recurrent budgets.

In regard to financial matters, the draft Terms of Reference say as follows:

*Council funding is available for disbursement on the recommendation of the Committee to third parties applying through a publically advertised process up to the amount in the current budget for the Mayoral Ball Program Expenses.*

So the proposed advisory committee would operate within adopted budget limits.

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

Nil

## **6. Risk Analysis**

With a responsibility to report to Council and restricted to making recommendations for the Chief Executive Officer's consideration, risks attached to this proposed advisory committee actions are substantially mitigated.

## **7. Options**

Council has the options to:

1. Adopt the officers recommendation;
2. Adopt the officers recommendation but with amendment to the draft Terms of Reference; or
3. Continue with the Mayoral Charity Fund Delegated Committee.

## **LIST OF APPENDICES**

1. Draft Terms of Reference - Mayoral Charity Fund Advisory Committee - undated

## 12.4 COUNCIL MEETING LOCATIONS 2021

**Author: John Whitfield - Governance Coordinator**  
**Presenter: Christine Denyer - Manager Legal and Governance**

### PURPOSE OF REPORT

To consider the location of Council meetings for the remainder of 2021.

### RECOMMENDATION:

That Council:

1. adopt the following Council Meeting Schedule locations for the remainder of 2021:

Date	Location
Monday 10 May 2021	Melton Civic Centre
Monday 7 June 2021	Melton Civic Centre
Monday 28 June 2021	Melton Civic Centre
Monday 2 August 2021	Melton Civic Centre
Monday 30 August 2021	Melton Civic Centre
Monday 27 September 2021	Melton Civic Centre
Monday 25 October 2021	Melton Civic Centre
Thursday 4 November 2021*	Melton Civic Centre
Monday 22 November 2021	Melton Civic Centre
Monday 13 December 2021	Melton Civic Centre

\* Meeting for the election of the Mayor and, if determined, the Deputy Mayor

2. exclude the public from the gallery at the Council meetings listed in 1. above and live stream these meetings, due to the COVID environment still in place.
3. delegate to the Chief Executive Officer the power to change the location of Council meetings to be held in 2021 at the Melton Civic Centre to videoconference in consideration of the known COVID-19 risks, any relevant government Direction and the best information available at the time.

## REPORT

### 1. Executive Summary

The Council at its meeting on 16 November 2020 determined its meeting dates and locations for 2021. All meeting locations were set for the Melton Civic Centre however a delegation was given to the Chief Executive Officer to amend the location of meetings held on or before 26 April 2021 to videoconference in consideration of the known COVID-19 risks, any relevant government Directions and the best information available at the time.

The meeting location for Council meetings held in February, March and April were subsequently changed to a videoconference by the CEO in exercise of this delegation.

The *Local Government Act 2020* (the 2020 Act) has recently been amended such that the provisions that currently allow a Council meeting to be held via a videoconference or without members of the public present, were extended by 12 months; to 26 April 2022.

Council should now consider the location of 2021 Council meetings to be held after 26 April 2021. It is further recommended that if the Council sets any meeting locations as the Melton Civic Centre that a delegation be provided to the CEO to alter the meeting location to videoconference in consideration of the known COVID-19 risks, any relevant government Directions and the best information available at the time.

As per the current arrangement, live streaming of Council meetings is required if held via a videoconference or if held in the Council Chambers but excluding members of the public.

### 2. Background/Issues

In April 2020 *Part 12—COVID-19 temporary measures* was added to the *Local Government Act 2020*. It initially gave Council the ability to meet either via videoconference or in the Council Chambers but excluding the members of the public for meetings prior to 2 November 2020. The 2020 Act was further amended to extend this arrangement to 26 April 2021.

Noting these provisions, the Council at its meeting on 16 November 2020 resolved to set all of its meeting locations for 2021 as the Melton Civic Centre; in the Council Chambers. It further provided a delegation to the Chief Executive Officer to amend the location of meetings held on or before 26 April 2021 to videoconference in consideration of the known COVID-19 risks, any relevant government Directions and the best information available at the time.

The meeting location for Council meetings held in February, March and April were subsequently changed to a videoconference by the CEO in exercise of this delegation.

The Victorian Parliament recently passed a Bill entitled the *Justice Legislation Amendment (System Enhancements and Other Matters) Act 2021*. This Bill was given Royal Assent on 23 March 2021. The Bill, in part, amended Part 12 of the *Local Government Act 2020*.

In short, Council's ability to meet either via videoconference or in the Council Chambers but excluding the members of the public has been extended for another 12 months; to 26 April 2022.

As is currently the case, the 2020 Act continues to require live streaming of Council meetings if held via a videoconference or in the Council Chambers with members of the public excluded.

Council should now consider its meeting locations for the remainder of its 2021 Council meetings with the location options being:

1. at the Melton Civic Centre; public included in the gallery;
2. at the Melton Civic Centre; public excluded from the gallery; or

3. via a videoconference.

Option 2. above is the officer recommendation due to the COVID environment still in place.

Please note that from 26 March 2021, face masks at work (eg. the Melton Civic Centre) are not required. The state government on its [www.coronavirus.vic.gov.au](http://www.coronavirus.vic.gov.au) website does strongly recommend that face masks be worn when you cannot keep 1.5 metres distance from others, unless a lawful exception applies. Face masks must be carried at all times, unless you have a lawful reason not to.

Please also note the Council Chambers is approximately 200 square metres in size. This means a capacity of around 100 people based on a density limit of 1 person per two square metres in shared spaces and publicly accessible areas.

It is further recommended that if the Council sets any meeting locations as the Melton Civic Centre that a delegation be provided to the CEO to alter the meeting location to videoconference in consideration of the known COVID-19 risks, any relevant government Directions and the best information available.

One last consideration is that some renovation works are currently being considered for the Council Chambers and that means the Council Chambers may be unavailable for one meeting in later in 2021. If the Council grants the delegation to the CEO as outlined in the paragraph above, a change in location to videoconference can easily be made when those works are being undertaken.

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

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

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

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

### **4. Financial Considerations**

There are potential budget savings in the area of catering if the Council chooses to meet via a videoconference for some of its remaining 2021 Council meetings rather than in person. While this is mentioned it is not a key factor as catering for in person Council meetings is provided for in the Council budget.

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

Nil.

### **6. Risk Analysis**

There are no risks associated with this matter.

### **7. Options**

Council has the options to either:

1. Hold all remaining Council meetings for 2021 at the Melton Civic Centre; public included in the gallery.
2. Hold all remaining Council meetings for 2021 at the Melton Civic Centre; public excluded from the gallery.
3. Hold all remaining Council meetings for 2021 via a videoconference.

4. Choose a blend of Options 1, 2 and 3 for remaining 2021 Council meeting dates.
5. Delegate to the CEO the power to alter the meeting location to videoconference in consideration of the known COVID-19 risks, any relevant government Directions and the best information available at the time, if the Council sets any meeting locations as the Melton Civic Centre.
6. Not provide a delegation to the CEO as set out in Option 5 above.

**LIST OF APPENDICES**

Nil

## **12.5 RESPONSE TO PETITION - RECTIFICATION OF BULMANS ROAD, MELTON WEST/HARKNESS**

**Author: Kerry Walton - Coordinator Traffic and Transport**  
**Presenter: Sam Romaszko - Manager Engineering Services**

### **PURPOSE OF REPORT**

To respond to the Petition tabled by former Cr Hardy at the Meeting of Council held 14 September 2020 requesting Council to rectify the current road condition to enable the efficient movement of people in the area at all times of the day and night.

### **RECOMMENDATION:**

That Council note this report.

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### **REPORT**

#### **1. Executive Summary**

Melton City Council received a petition containing 720 signatures requesting Council to rectify the current road condition to enable the efficient movement of people in the area at all times of the day and night.

The upgrade of Bulmans Road, from Westlake Drive to Centenary Avenue, is currently listed in Council's long term Infrastructure Plan, and will see Bulmans Road transformed from a rural style road to full urban standard including underground drainage, kerb and channel, upgraded school crossings, construction of access lanes and formalised parking arrangements, bus interchange improvements, bicycle facilities, street lighting upgrades, improved pedestrian connections and landscaping improvements.

An allocation of \$500,000 was funded in the 2020/21 financial year to undertake various preplanning activities including civil design and various approvals. Construction allocations are currently identified in the 2021/22 and 2022/23 financial years, for funding consideration through the annual budget process.

#### **2. Background/Issues**

At the Meeting of Council on Monday 14 September 2021, a petition was tabled containing 720 signatures requesting Council to rectify the current road condition to enable the efficient movement of people in the area at all times of the day and night.

Bulmans Road is classified as a connector road consisting of one lane of traffic in each direction and carries approximately 14,000 vehicles per day (between High Street and Centenary Avenue), with its function in the road network to move traffic between local roads at a moderate capacity. The road operates with a speed limit of 40 km/h during school times and at 60km/h at other times. North of Centenary Avenue, Bulmans Road converts to a rural road that provides a link to Minns Road.

Two schools (St Catherines of Siena Primary School and Catholic Regional College) including the St Catherine of Siena Church are located on the west side of Bulmans Road. The frontage of the school includes a number of angled car parking spaces accessed via a service road, together with a bus interchange and two supervised school crossings. Bulmans Road, adjacent

to the school precinct, includes a sealed road and unsealed shoulders. Due to the unformalised nature, the unsealed road shoulders facilitate informal parallel car parking, with restrictions applied in key areas where parking is unsafe.

The upgrade of Bulmans Road, from Westlake Drive to Centenary Avenue, is currently listed in Council's long term Infrastructure Plan, and will see Bulmans Road transformed from a rural style road to full urban standard including underground drainage, kerb and channel, upgraded school crossings, construction of access lanes and formalised parking arrangements, bus interchange improvements, bicycle facilities, street lighting upgrades, improved pedestrian connections and landscaping improvements.

An allocation of \$500,000 was funded in the 2020/21 financial year to undertake various preplanning activities including civil design and various approvals. Construction allocations are currently identified in the 2021/22 and 2022/23 financial years, for funding consideration through the annual budget process.

Consultation has commenced with both schools and church being presented the project to seek their input into the design. Wider community consultation will commence in April 2021.

Until such time a construction allocation is funded through Council's annual budget process, Bulmans Road will continue to be maintained in accordance with Council's Road Management Plan.

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

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

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

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

### **4. Financial Considerations**

An allocation of \$500,000 was funded in the 2020/21 financial year to undertake various preplanning activities including civil design and various approvals. Construction allocations totalling \$9.2M are currently identified in the 2021/22 and 2022/23 financial years, for funding consideration through the annual budget process.

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

Council has been working proactively with various stakeholders along the Bulmans Road corridor relating to the proposed upgrade.

### **6. Risk Analysis**

There is no identified risk in the recommendation that the Council notes this report.

### **7. Options**

The upgrade of Bulmans Road to urban standard is currently listed within Council's long term Infrastructure Plan, with construction allocations for this project included in the 2021/22 and 2022/23 financial years.

Council has the option to note this report.

**LIST OF APPENDICES**

Nil

## **12.6 RESPONSE TO PETITION - UPGRADE TROUPS ROAD SOUTH, MOUNT COTTRELL**

**Author: Matthew Hutchinson - Design and Infrastructure Coordinator**

**Presenter: Sam Romaszko - Manager Engineering Services**

### **PURPOSE OF REPORT**

To respond to the Petition tabled by Cr Abboushi at the Meeting of Council held on 21 December 2020 requesting Council upgrade Troups Road South, Mount Cottrell due to the dangerous condition of the road.

### **RECOMMENDATION:**

That Council note this report.

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## **REPORT**

### **1. Executive Summary**

Melton City Council received a petition containing 573 signatures from the change.org platform requesting Council upgrade Troups Road South, Mount Cottrell as a matter of priority due to the dangerous condition of the road and the large increase in traffic utilising this road corridor.

The upgrade of Troups Road South, Mount Cottrell (from Greigs Road to Boundary Road) is currently listed in Council's long term Infrastructure Plan and will see Troups Road South sealed to a rural standard, with intersection treatments at Boundary Road and Greigs Road. Works will include new sealed pavement, drainage, driveable endwalls, power pole relocation, new lighting at Boundary Road intersection, intersection treatments including turning lanes and ancillary works.

An allocation of \$500,000 was funded in the 2020/21 financial year to undertake various preplanning activities including civil design and various approvals. Construction allocations are currently identified in the 2021/22 and 2022/23 financial years, for funding consideration through the annual budget process.

### **2. Background/Issues**

Melton City Council received a petition containing 573 signatures from the change.org platform requesting Council upgrade Troups Road South, Mount Cottrell as a matter of priority due to the dangerous condition of the road and the large increase in traffic utilising this road corridor.

Troups Road south is classified as a rural connector road consisting of one lane of traffic in each direction and carries approximately 1,850 vehicles per day (between Boundary and Middle Road). The road provides a north – south link and runs adjacent to Hopkins Road.

Melton City Council's Unsealed Road Strategy determined Troups Road South to be the highest ranking project for sealing after Boundary Road and is proposed for construction in the 2021/22 and 2022/23 financial years, with a total construction allocation of \$5.8M included in Council's draft budget for consideration.

Council officers are currently completing the detailed design, service relocations, land acquisition and approval works to enable a tender in early 2022 with works being completed by the end of 2022, should the project be supported in the 2021/22 budget.

Until such time a construction allocation is funded through Council's annual budget process, Troups Road South will continue to be maintained in accordance with Council's Road Management Plan.

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

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

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

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

### **4. Financial Considerations**

An allocation of \$500,000 was funded in the 2020/21 financial year to undertake various preplanning activities including civil design and various approvals. Construction allocations totalling \$5.8M are currently identified in the 2021/22 and 2022/23 financial years, for funding consideration through the annual budget process.

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

Consultation with all residents and affected stakeholders will be conducted when the design and approvals are nearing completion. Close consultation with Wyndham City Council officers is continuing throughout the whole project in relation to the intersection of Troups Road South and Boundary Road as this is the municipal boundary.

### **6. Risk Analysis**

There is no identified risk in the recommendation that the Council notes this report.

### **7. Options**

The upgrade of Troups Road South, Mount Cottrell to a sealed rural standard is currently listed in Councils long term Infrastructure Plan, with construction allocations for this project included in the 2021/22 and 2022/23 financial years.

Given this, Council has the option to note this report and notify the lead petitioner that the project is currently being considered in the draft budget process.

## **LIST OF APPENDICES**

Nil

## **12.7 RESPONSE TO NOTICE OF MOTION 684 (CR ABBOUSHI) - INVESTIGATE THE REQUIREMENTS OF TRAFFIC CALMING DEVICES ON BLAKEVILLE DRIVE, CAROLINE SPRINGS**

**Author: Raja Matharu - Traffic Engineer**

**Presenter: Sam Romaszko - Manager Engineering Services**

### **PURPOSE OF REPORT**

To respond to Notice of Motion 684 (Cr Abboushi) that officers investigate the need for traffic calming devices on Blakeville Drive in Caroline Springs and prepare a report to Council with recommendations to address road safety concerns.

### **RECOMMENDATION:**

That Council;

1. Note the costs and risks provided in this report associated with the installation of traffic calming devices on Blakeville Drive, Caroline Springs.
2. Note the Speed Awareness Trailer will be deployed on site to raise awareness of the speed of vehicles in the area.

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## **REPORT**

### **1. Executive Summary**

At the Ordinary Meeting of Council on Thursday 02 April 2020, the following Notice of Motion 684 (Cr Abboushi) was carried;

*“That Council officers assess the need for traffic calming devices along Blakeville Drive, Caroline Springs and report to Council with recommendations as soon as possible.”*

Council Officers have investigated the speeding concerns on this road and assessed the requirement for traffic calming devices in accordance with Council’s Traffic Calming Policy. The traffic investigation and analysis indicates that traffic calming measures are not warranted on Blakeville Drive.

The Speed Advisory Trailer will be deployed on Blakeville Drive to educate and raise awareness among road users to drive safely below the 50km/h default urban speed limit in local streets.

### **2. Background/Issues**

At the Ordinary Meeting of Council on Thursday 02 April 2020, the following Notice of Motion 684 (Cr Abboushi) was carried;

*“That Council officers assess the need for traffic calming devices along Blakeville Drive, Caroline Springs and report to Council with recommendations as soon as possible.”*

Due to the COVID19 pandemic and the associated restrictions imposed on the community, traffic data collection was delayed until time restrictions were eased and the road network traffic represented a typical working week.

Traffic counts along Blakeville Drive were completed from 15 December - 22 December 2020 to assist with the assessment of this request in accordance with Council's Traffic Calming Policy.

Blakeville Drive is a local access street approximately 7.2 metres wide from kerb to kerb and is 400m long (from Anderson Avenue to Claretown Avenue). The cross-section of the road provides 3.5m traffic lane for each direction, on street parking in front of residential properties, 1.5m wide footpath and 2.5m wide nature strip on both sides. Land use development surrounding the road is comprised of standard residential properties along both sides and access two passive reserves.

A review of Council's database through Customer Action Requests (CAR) indicates that Council had previously undertaken a speeding investigation on Blakeville Drive in December 2017 in response to an enquiry that vehicles were speeding and driving on the wrong side of the road as vehicles navigated the bend. Following an assessment, it was found that traffic calming devices were not warranted according to the Traffic Calming Policy, however to deter vehicles from driving on the wrong side of the road, linemarking of a centreline occurred to separate the traffic lanes and provide visual guidance.

A review of the VicRoads CrashStats online database indicates that there have been no reported casualty accidents in the last 5 years.

#### *Traffic Calming Policy assessment*

Melton City Council's Traffic Calming Policy has an objective method of assessing and prioritising traffic calming requests. It establishes a balance in policy and resourcing between engineering, education and law enforcement interventions in road safety. Any need of Traffic Calming Devices is evaluated based on a range of factors including traffic volumes, speed, crashes, vulnerable road users, road design and any activity generators in the area.

Traffic data was collected over a seven-day period in December 2020 adjacent to 21 Blakeville Drive. The results indicate the 85th percentile traffic speed was 52km/h, which is within the acceptable threshold limits of a local road.

Based on the assessment and applying the principles of the Traffic Calming Policy, the analysis indicates that additional traffic calming devices along Blakeville Drive are not warranted. Whilst additional traffic calming devices are not warranted, a number of options were investigated for consideration as requested by the Notice of Motion;

#### ***Options***

##### Option 1 – Increase community awareness through the deployment of Council's Speed Awareness Trailer

The deployment of Council's Speed Awareness Trailer on Blakeville Drive would raise community awareness and remind drivers of the 50km/h urban speed limit. This would educate our drivers to slow down, drive safely and be aware of other road users including pedestrians. The Speed Awareness Trailer is generally deployed for a period of 7 days and displays the speed of oncoming vehicles and, depending on the recorded speed, shows a different message to the driver.

##### Option 2 – Installation of traffic calming devices in the form of speed humps

This option would see the installation of two asphalt speed humps on Blakeville Drive. This option requires consultation with all residents in the adjoining road network.

This option would see traffic calming devices constructed that are not warranted in this instance, and would not align with Council's Traffic Calming Policy outcomes.

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

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

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

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

## **4. Financial Considerations**

### **Option 1**

The placement of Council's Speed Awareness Trailer on site has a financial cost in the order of \$400 which can be accommodated within the existing Engineering Services operating budget.

### **Option 2**

The construction of two asphalt speed humps requires a budget allocation of approximately \$30,000. Given the estimated cost, the project would need to be included into Councils Capital works Program for future funding.

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

### **Option 1**

Consultation with residents is not proposed for the placement of Council's Speed Awareness Trailer on site.

### **Option 2**

In the event traffic calming devices were to be installed, further consultation with residents along Blakeville Drive would be required and follow the process as detailed in Council's Traffic Calming Policy.

## **6. Risk Analysis**

### **Option 1**

The risk associated with the adoption of Option 1 is minimal. An investigation has occurred in line with Council's Traffic Calming Policy that traffic calming devices are not deemed required. Further education using Councils Speed Awareness Trailer has proven successful in reminding the public of the appropriate speed to travel on the road.

### **Option 2**

This option would see traffic calming devices constructed that are not warranted in this instance, and would not align with Council's Traffic Calming Policy outcomes. Community consultation is also required in accordance with the adopted Policy, Residents should be aware of effects that may happen in areas where traffic calming has been put in place, including:

- loss of street parking
- increase in noise and fumes next to the traffic calming structures due to slowing down and then gathering speed
- increased glare at night from car lights and additional street lighting
- increased maintenance costs to council
- increase in traffic volume in neighbouring streets
- slower access for emergency vehicles.

There is a risk that some residents do not support the installation of devices in front of their property due to the above mentioned effects and could result in residents seeking compensation from Council.

## 7. Options

### Option 1

Deploy Speed Awareness Trailer on Blakeville Drive to educate and raise awareness among road users on the default 50km/h urban speed limit.

### Option 2

Install two (2) asphalt speed humps on Blakeville Drive noting that they are not warranted and would not align with Council's Traffic Calming Policy outcomes.

## LIST OF APPENDICES

1. Speed Humps Possible Locations - undated

## 12.8 RESPONSE TO NOTICES OF MOTION 707 (CR ABBOUSHI) AND 734 (CR DEEMING) - FUTURE PROVISION OF DOG OFF-LEAD PARKS

Author: Marshall Kelaher - Coordinator City Design  
Presenter: Luke Shannon - General Manager Planning & Development

### PURPOSE OF REPORT

To provide a response to;

- Notice of Motion 707 – Future Dog Parks in the Burnside Heights Area; and
- Notice of Motion 734 – Improvements to Dog Parks in Melton Area

### RECOMMENDATION:

That Council

1. Note the report
2. Refer the development of a Dog Off Lead Plan to the 2022-23 Council budget for consideration
3. Refer the design and delivery of a Dog Off Lead area for Burnside Heights for consideration following the development of a Dog Off Lead Plan.

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## REPORT

### 1. Executive Summary

This report is in response to Notice of Motion 707 (Cr Abboushi) which states *'That Council officers investigate options and associated costings for a future dog park in the Burnside Heights area and report to Council'*

While this report was being prepared a further Notice of Motion was carried by Council being Notice of Motion 734 (Cr Deeming) which states

*'That Council produce a fully costed report about the possibilities for improvement of dog parks in Melton, including but not limited to:*

- 1 *Making sure that fences reach ground level so that small dogs do not escape*
- 2 *Dog play equipment*
- 3 *Water facilities*
- 4 *Improvement of grass areas (which turn to mud very quickly)*
- 5 *Planting of trees for shade and improving cub-side visual appeal*
- 6 *Benches for dog owners to sit on.'*

It has been determined that these Notices of Motion should be considered together to ensure a strategic approach is made for decisions on where dog off lead parks are located and also for the level of amenity provided at those parks. In addition this report needs to be considered in light of Council's obligations under the Victorian *Animal Management Act 1994* and work that will be undertaken in 2021 to review Council's Domestic Animal Management Plan (DAMP).

Council currently has five (5) dog off-lead parks across the municipality at Navan Park – Harkness, Fraser Street Reserve – Melton South, Wireless Drive Reserve - Aintree, Boronia

Drive Reserve – Hillside and Diggers Rest Recreation Reserve – Diggers Rest. One is under construction at the Eynesbury Recreation Reserve, another is being proposed in the Fraser Rise transmission easement by a developer and Officers are working with the developers of the Atherstone Estate to identify a suitable location in Cobblebank.

The development of this number of dog off lead areas has progressed relatively quickly and in the absence of a municipal wide strategic approach. We expect additional demand for dog off lead parks, increasing the need for a plan that identifies the spatial need, delivery standards and level of amenity for the future development of dog off lead parks.

Whilst the Notice of Motion asks for particular details on the provision of dog parks, including costs, fixtures and amenity conditions. A response to these matters requires a niche set of skills that is beyond Council's current resources that are best considered as part of the strategy. This report suggests using a specialist consultant to assist Council in determining the best approach for locating and identifying the infrastructure required to operate an off lead dog park.

## **2. Background/Issues**

There are currently five off lead parks within the municipality, being located at; Boronia Drive Reserve - Hillside, Diggers Rest Recreation Reserve – Diggers Rest, Fraser Street Reserve – Melton South, Navan Park – Harkness and the recently constructed Wireless Reserve, Wireless Drive - Aintree. In addition an off lead dog park is being constructed at Eynesbury Recreation Reserve, Eynesbury, another is being proposed in the Fraser Rise transmission easement by a developer and Officers are working with the developers of the Atherstone estate to identify a suitable location in Cobblebank.

The provision of dog off-lead parks in the municipality has demonstrated that they are well used by the community and increasingly in demand. The condition of existing parks shows that the areas receive high levels of use, however these are not always meeting user requirements. Requests are also being received for improvements to established dog parks including agility equipment, provision of shelters and additional seating. Community consultation associated with recent projects has demonstrated that landscaping is of high value to the community as part of the development of these off lead parks. This is reinforced by the condition of the initial parks that were developed, which require improvement works to ensure they can be sustainably managed in the long term. The establishment of dog off lead parks therefore includes enhancements that go well beyond simply fencing off part of a reserve. These areas also carry a higher maintenance regime than other open space asset.

The provision of dog off lead parks has to be considered in light of Councils reporting requirements under the Victorian Domestic Animals Act 1994. Council is currently reviewing its Domestic Animal Management Plan (DAMP) in 2021 and within this it is proposed to consider standardising reporting around dog off lead parks to enable a more streamlined expansion of this service in the future.

The development of a dog off-lead plan is considered the logical next step after the review of the DAMP. This plan will help Council plan for future dog off-lead parks, whether they be Council or developer delivered, and ensure that there is a more consistent level of access for residents and a consistent level of amenity for dogs and dog owners.

In the absence of a specific strategic document for the provision of off lead parks in the municipality it should be noted that The Open Space Plan 2016 makes mention of the importance and benefit of Dog Off-Lead parks for the community and the Precinct Structure Plans also provide opportunity for the provision of off-lead parks within the growth areas of the municipality. It is noted that this is a specialised piece of work that Council will need to outsource, requiring a similar skill set to those Council is drawing on to support the review of its DAMP. It is estimated that this work would cost in the order of \$30,000.

With the above in mind officers have undertaken an assessment of open space within the area of Burnside Heights for the purpose of providing a dog off-lead park in the future, refer to **Appendix 1** for locations.

Burnside Heights has eight areas of open space. These are:

- Arbour Boulevard Central Reserve
- Arbour Boulevard North Reserve
- Arbour Boulevard/Westwood Drive Reserve
- Burnside Heights Recreation Reserve
- Inglewood Drive Reserve.
- Kororoit Creek Linear Reserve
- Freelands Drive Reserve
- Tenterfield Drive Linear Reserve

The assessment of these reserves included considerations such as;

- Existing masterplans
- Reserve size and available undeveloped and unused space
- Accessibility including parking
- Planning constraints including environmental overlays
- Existing infrastructure including parking, seating, public toilets among others.

Based on the preliminary assessment, the most suitable site for an off lead park is the southwest section of the Burnside Heights Recreation Reserve. The location has adequate space for the provision of an off lead park, although an assessment on the need for a Cultural Heritage Management Plan (CHMP) is required as the proposed site is within 200 metres of a waterway.

It appears that this facility is likely to service a large area of the Melton East Corridor, most likely the area bounded by Caroline Springs Boulevard to the west, Taylors Road to the north, Western Highway to the south and the eastern Municipal Boundary. This area has approximately 7,000 dwellings (21,400 residents). There are 6,439 dogs currently registered in the Melton East Corridor and it is estimated that there are 2,100 dogs in the area that this off-lead park will service, therefore demand for an off lead park is likely to be strong.

Whilst the south west section of the Burnside Park Recreation Reserve appears best suited as a potential location for a dog off-lead park, it risks being an adhoc decision in the absence of a well-considered dog off-lead plan.

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

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

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

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

### **4. Financial Considerations**

To prepare a Dog Off Lead Plan external consultants will be required to be engaged as this is a very specialist area. It is estimated that an allowance of \$30,000 should be considered for these works.

The cost of an off lead dog park at Burnside Heights would be produced as part of the development of the Dog Off Lead Plan. However as a cost guide, a report to Council in November 2019 estimated that a dog off-lead park in Atherstone may cost in the order of \$150,000. In addition to this \$275,000 was received by Council in the form a grant for the development of the dog of-lead area at the Eynesbury Recreation Reserve that is under development. This range of pricing is consistent with the need to ensure good quality sustainable ground surface treatments such as kikuyu turf, quality dog and human amenities and robust fencing and landscaping. A more definitive costing for a dog off-lead park at Burnside Heights would be available following some preliminary design work.

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

Community consultation is yet to occur with this project, although this would be undertaken as part of preparing the dog off-lead plan.

## **6. Risk Analysis**

The risks with this project are associated with community expectations, although these will be mitigated through analysis of previous projects and completion of a guiding plan to provide infrastructure (future dog parks) to meet the needs of the community.

## **7. Options**

Council has the following options:

1. Not undertake any works.
2. Not proceed with the development of a strategy document
3. Support the development of a strategic document in the form of Guidelines for Dog Off Lead Parks in the City of Melton for the purpose of identifying the standard of infrastructure and locations across the municipality.
4. Look for an alternative reserve in Council ownership that is near to Burnside Heights and has the capacity to accommodate a dog off-lead park
5. Support the completion of a preliminary design, costing and referral to the Capital Works Program for a Dog off-lead park at Burnside Heights Recreation Reserve.

## **LIST OF APPENDICES**

1. Burnside Heights Dog Off Lead Assessment Sites - dated 18 August 2020
2. Burnside Heights Recreation Reserve - Preferred Location - dated 5 October 2020
3. Burnside Heights Recreation Reserve Master Plan - undated

## 12.9 RESPONSE TO NOTICE OF MOTION 713 (CR ABBOUSHI) - PROVISION OF RECREATION AND SPORTING FACILITIES TO SERVICE THORNHILL PARK

**Author: Aaron Biscan - Recreation Development Coordinator**  
**Presenter: Maurie Heaney - General Manager Community Services**

### PURPOSE OF REPORT

To respond to Notice of Motion 713 (Cr Abboushi) to report on the planned provision of recreation and sporting facilities to service the Thornhill Park area.

### RECOMMENDATION:

That Council note the report.

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### REPORT

#### 1. Executive Summary

This report responds to Notice of Motion 713 (Cr Abboushi) tabled at the Meeting of Council dated 21 September 2020:

*“That Council officers report on the planned provision of recreation and sporting facilities to service the Thornhill Park area including the nature, location, funding and planned delivery timeline for such facilities.”*

This report provides further information on the planned provision of recreation and sporting facilities servicing the Thornhill Park area.

#### 2. Background/Issues

##### Thornhill Park

Thornhill Park is one of the eleven new suburbs of the City of Melton, which was gazetted by the State Government in 2017. The 2021 population forecast for the suburb of Thornhill Park is 3,164 residents and is forecast to grow to 26,291 by 2051.

There are a number of developing suburbs in close proximity to the suburb of Thornhill Park within the suburbs of Aintree, Cobblebank and Strathulloh. A number of Precinct Structure Plans (PSP) have been developed for surrounding areas that will provide important recreation infrastructure to service the residents of Thornhill Park. **Appendix 1.**

Whilst there are currently no recreation and sporting facilities located within the suburb of Thornhill Park, the area is and will be well serviced for recreation and sport infrastructure in the future with eight reserves currently proposed within a 3.5km radius to central Thornhill Park at ultimate build out.

In the short to medium term, residents are serviced by recreation and sport infrastructure in close proximity to the suburb including Aintree Recreation Reserve, Ian Cowie Recreation Reserve, Bridge Road Recreation Reserve and the soon to be completed Cobblebank Indoor Sport Stadium. Bridge Road Recreation Reserve Stage 2 and the Cobblebank Community Pavilion / Oval to be delivered by Lend Lease.

The table below also provides an overview of the planned provision for facilities to service the suburb of Thornhill Park including the Thornhill Park Estate.

Location	Type of Facilities	Funding	Planned Delivery Time
Paynes Road PSP (Thornhill Park between rail line and Western Freeway)	3 rectangular sporting fields with supporting infrastructure	Funded by developer contributions	Timing to be confirmed once gazetted. Expected land provided in 2022.
Toolern PSP (Thornhill Park, Cobblebank and Strathulloh)	2 ovals, 4 tennis courts with supporting infrastructure 6 rectangular sporting fields, 6 ovals, 16 tennis courts, 2 netball courts, 1 hockey pitch and 6 indoor courts with supporting infrastructure	Partly funded within the Toolern DCP	Full development over the next 20-30 years.
Rockbank South PSP (yet to be developed)	Yet to be confirmed	Yet to be confirmed	Yet to be confirmed
Rockbank North PSP Aintree Development	4 rectangular sporting fields, 3 ovals, 2 netball courts with supporting infrastructure. Aquatic and Indoor Recreation Centre with 6 indoor courts	Partly funded within the Rockbank North DCP	Full development over the next 20-30 years.

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

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

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

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

### 4. Financial Considerations

There is no financial cost associated with this report.

Financial contributions to the land and construction costs associated in the delivery of the active open space reserves outlined in this report are going to be partly provided through the Toolern DCP, Paynes Road DCP (yet to be gazetted) and the Rockbank South DCP / ICP once developed).

It should be noted that these documents provide a contribution only and the remainder of costs associated with the delivery of active open space reserves and associated infrastructure is subject to Council funding.

**5. Consultation/Public Submissions**

N/A

**6. Risk Analysis**

N/A

**7. Options**

That Council note the report.

**LIST OF APPENDICES**

1. Map of Thornhill Park suburb boundary and applicable Precinct Structure Plans - undated
2. Map of current and proposed recreation facilities servicing Thornhill Park - undated

## **12.10 RESPONSE TO NOTICE OF MOTION 749 (CR CARLI) - TRAFFIC CALMING DEVICES ON ROYAL CRESCENT AND LANDSCAPE DRIVE, HILLSIDE**

**Author: Daniel Anskaitis - Traffic and Transport Engineer**  
**Presenter: Sam Romaszko - Manager Engineering Services**

### **PURPOSE OF REPORT**

To respond to Notice of Motion 749 (Cr Carli) that Council officers investigate and prepare a report for the next Council Meeting, providing all options to reduce vehicles speeding on Royal Crescent and Landscape Drive, Hillside and that options include but are not limited to, traffic calming devices and that all costings be included in the report.

### **RECOMMENDATION:**

That Council;

1. Note the costs and risks provided in this report associated with the installation of traffic calming devices on Royal Crescent and Landscape Drive, Hillside.
2. Consider pedestrian priority connections and traffic calming measures including potential speed limit reduction on Royal Crescent following completion of the municipality wide Pedestrian and Cycling Plan that is currently underway.
3. Complete a further assessment of roundabouts along the Royal Crescent corridor following reports of vehicles mounting these devices, with identified improvements to be referred to the long term Capital Works Program for funding consideration.

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## **REPORT**

### **1. Executive Summary**

At the Meeting of Council held on 08 February 2021, the following Notice of Motion 749 (Cr Carli) was carried:

*'That Council Officers investigate and prepare a report for the next Council Meeting, providing all options to reduce vehicles speeding on Royal Crescent and Landscape Drive, Hillside and that options include but are not limited to, traffic calming devices and that all costings be included in the report.'*

Council Officers have investigated the speeding issues on Royal Crescent and Landscape Drive and assessed the requirement for traffic calming devices in accordance with Council's Traffic Calming Policy. The results indicate that traffic calming measures are not warranted Landscape Drive, with traffic calming a consideration for Royal Crescent between Wattle Valley Drive and Hillside Drive.

### **2. Background/Issues**

At the Meeting of Council held on 8 February 2021, the following Notice of Motion 749 (Cr Carli) was carried:

*'That Council Officers investigate and prepare a report for the next Council Meeting, providing all options to reduce vehicles speeding on Royal Crescent and Landscape Drive, Hillside and*

*that options include but are not limited to, traffic calming devices and that all costings be included in the report.'*

Royal Crescent is a local collector road which provides a north-south connection from the Melton Highway (via The Bellevue) through the suburb of Hillside. Royal Crescent provides a single lane in each direction with line marked on-street parking bays provided on both sides of the road. North of Wattle Valley Drive, Royal Crescent operates as a bus route for the 476 bus. A cross section of Royal Crescent is shown in Figure 1 below:

- *Figure 1 Royal Crescent looking north towards Wattle Valley Drive*



Landscape Drive is a local road which provides an east – west connection through Hillside running from Stoney Hill Creek in the west, to Royal Crescent in the east. Landscape Drive provides a single lane in each direction with parking on both sides of the road. When parking is present on both sides of the road (opposite each other), oncoming traffic may be required to negotiate through a single trafficable lane. This arrangement assists in keeping traffic speeds low.

- *Figure 2 Landscape Drive looking east towards Wellington Drive*



Existing Local Area Traffic Management Study

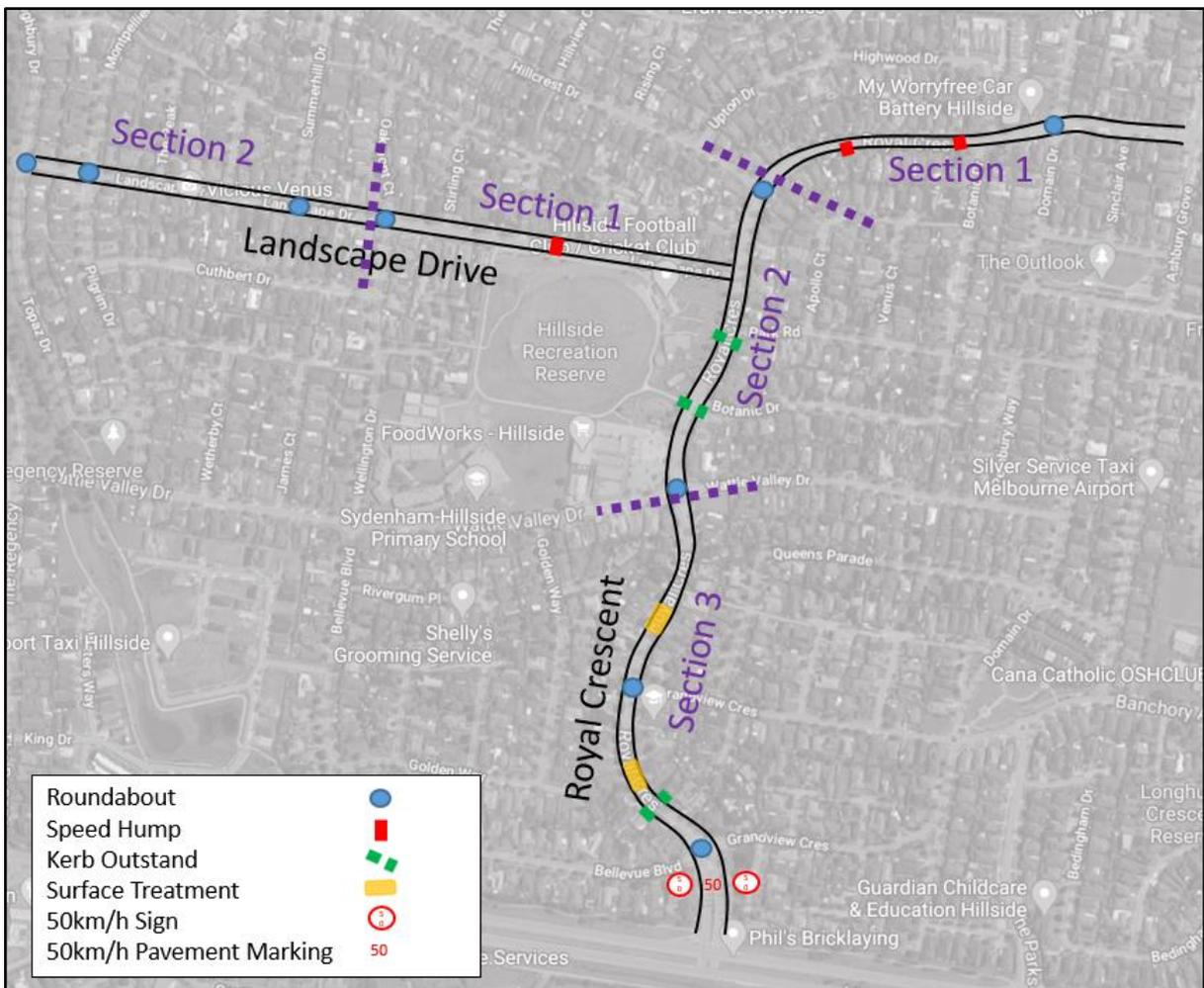
A Local Area Traffic Management (LATM) Study for Hillside was conducted in 2009 which recommended a number of LATM devices be adopted. The study area included Royal Crescent and Landscape Drive and provided a number of LATM devices since implemented in alignment with the LATM study. The study pre-dated Council’s Traffic Calming Policy, however broadly aligns with the current iteration of the policy.

Assessment against Council’s Traffic Calming Policy

A review of existing local area traffic management has been conducted on Royal Crescent, broken down into three sections:

- Section 1: Viridian Street to Hillcrest Drive
- Section 2: Hillcrest Drive to Wattle Valley Drive
- Section 3: Wattle Valley Drive to Melton Highway

• *Figure 3 Locations of LATM on Landscape Drive and Royal Crescent*



*Royal Crescent Section 1 - Viridian Drive to Hillside Crest*

This section of Royal Crescent is approximately 360 metres in length with roundabouts at both Viridian Drive and Hillside Crest. The area is residential in nature, with medium density housing on both sides of the road. This section of road is bound by two roundabouts with midblock speed humps spaced approximately 120 metres from LATM devices.

The existing LATM aligns with best practice outlined within Council’s Traffic Calming Policy. Given this, further traffic calming devices along this section of Royal Crescent are not warranted.

### Royal Crescent Section 2 - Hillside Crescent to Wattle Valley Drive

This section of Royal Crescent falls between roundabouts located on Wattle Valley Drive and Hillside Crescent. It stretches approximately 375 metres in length, with kerb outstands at two crossing locations forming LATM devices between the two roundabouts.

A majority of the western side of Royal Crescent in this section is fronted by Hillside Recreation Reserve and Hillside Shopping Centre, and includes the following attractors;

- Hillside Shopping Strip
  - Hillside Foodworks
  - Hillside Pharmacy
  - Hillside Medical Centre
  - Childcare Centre
- Hillside Recreation Centre
  - Playground
  - Skateboard Park
  - Hillside Neighbourhood House
  - Cricket/Football Oval and club rooms

In addition to the above, Sydenham-Hillside Primary School is located on the eastern side of Hillside Shopping Centre, approximately 250 metres from Royal Crescent. Given the pedestrian links provided, a significant number of pedestrians can be expected to use the path network through Hillside Recreation Reserve.

This section of Royal Crescent, including the pedestrian path network is shown in Figure 4 below.

- *Figure 4 Section 2 of Royal Crescent & Landscape Drive*



Figure 4 shows distances of less than 200 metres between LATM devices. This falls below the threshold for consideration of further traffic calming measures outlined in Council's Traffic Calming Policy.

This section of Royal Crescent has a number of attractors and forms an important pedestrian link within Hillside's path network. Given this is the case, it is appropriate to take a more holistic view when evaluating traffic calming measures in this area.

Melton City Council is currently undertaking a Pedestrian and Cycling Plan which evaluates the existing infrastructure across the entire municipality, catalogues gaps in this infrastructure, and prioritises projects for delivery. This project is currently underway and expected to have reviewed the entire municipality within the next 6 months.

Royal Crescent will be considered within this strategy, that will inform key pedestrian links through this corridor and provide infrastructure that will see pedestrian priority provided, whilst also acting as traffic calming devices.

#### *Royal Crescent Section 3 - Wattle Valley Drive to Melton Highway*

This section of Royal Crescent is approximately 570 metres in length and is predominantly residential in nature. Within this section of Royal Crescent, there are three roundabouts with sections between roundabouts winding in nature. The provision of coloured surface treatments where sections between roundabout exceed 200m has been implemented. Traffic calming measures already provided are appropriate given the higher order nature and road environment.

#### *Landscape Drive Section 1: Royal Crescent to Wellington Drive*

This section of road is residential in nature on both sides of the road and stretches a length of 410 metres, with a single speed hump centrally located approximately 205 metres from the intersection of Royal Crescent. On the east side of Landscape Drive (near Royal Crescent) is Hillside Recreation Reserve.

With a length of 205 metres between traffic calming measures, this section only just qualifies for further consideration under Council's Traffic Calming Policy. Given the lower order nature of the road, absence of crash history in the area, and expected low danger to vulnerable users, further consideration for traffic calming measures is not proposed.

#### *Landscape Drive Section 2: Wellington Drive to Topaz Drive*

This section stretches a length of road of approximately 400 metres with four roundabouts including Wellington Drive in the east, and Topaz Drive in the west. Given the very short distance between roundabouts, further traffic calming measures are not warranted and do not align with Council's Traffic Calming Policy.

#### Previous investigation history

Council has conducted a number of speed investigations along Royal Crescent. In 2018 an investigation was undertaken on Royal Crescent (Section 1 - Hillcrest Drive to Viridian Drive), which found that further traffic calming devices were not warranted in this location given the presence of speed humps spaced less than 200 metres apart. This is in accordance with Council's Traffic Calming Policy.

In 2019, an investigation was undertaken on Royal Crescent (Section 3 - Wattle Valley Drive to Melton Highway), which found speeds marginally above the posted 50km/h speed limit with the following works undertaken in August 2019;

- The installation of 50km/h Speed sign 50m North of Melton Highway
- The installation of 50km/h pavement marking 50m North of Melton Highway
- Deployment of Council's speed trailer near the shopping centre

### Options

#### *Option 1; Maintain existing road environment*

As noted within the report above, Melton City Council is currently undertaking a Pedestrian and Cycling Plan which evaluates existing pedestrian and cycling infrastructure across the municipality, identifies gaps in this infrastructure, and prioritises projects for delivery. This project is currently underway, with the entire municipality considered and reviewed in the next 6 months.

Royal Crescent will be considered within this strategy, that will inform key pedestrian links through this corridor and provide infrastructure that will see pedestrian priority provided. These measures, including raised pedestrian crossings as an example, also act as traffic calming devices.

Given the various land uses along Royal Crescent, it is likely that this corridor will be identified and encourage pedestrian and cycling movements to occur that will see infrastructure upgrades warranted. A holistic approach to road safety will be undertaken, including pedestrian and cycling infrastructure, associated traffic calming measures and consideration of a speed limit reduction to 40km/hr. It is therefore recommended to await the outcome of this plan before implementing any traffic calming measures.

#### *Option 2; Construction of raised pedestrian crossing*

This includes the construction of a raised pedestrian crossing adjacent to Hillside Neighbourhood House. Given the Pedestrian and Cycling Plan is in progress, a raised crossing may direct pedestrians to a location which does not align with the outcomes identified through this Plan.

#### *Option 3; Construction of asphalt speed hump*

This includes the installation of an asphalt speed hump south of Landscape Drive. A speed hump may increase noise levels for residents living immediately adjacent to the speed hump. This treatment does not align with the principles of our Traffic Calming policy as the traffic investigation does not warrant further traffic calming devices on Royal Crescent.

#### *Option 4; Speed limit reduction and continued monitoring of speeds*

This option would see the construction of a raised pedestrian crossing adjacent to Hillside Neighbourhood House, the construction of an asphalt speed hump north of Landscape Drive, and a speed limit reduction to 40km/hr (subject to approval by the Department of Transport). A reduced speed zone may not be supported by the Department of Transport. Additionally, the road environment needs to support the reduced speed, requiring additional traffic calming measures that do not align with Council's Traffic Calming Policy, and potential outcomes identified through the Pedestrian and Cycling Plan.

As mentioned above, it is likely that this corridor will be identified and encourage pedestrian and cycling movements to occur that will see infrastructure upgrades warranted. A holistic approach to road safety will be undertaken, including pedestrian and cycling infrastructure, associated traffic calming measures and consideration of a speed limit reduction to 40km/hr. Option 1 is therefore recommended, to await the outcome of Pedestrian and Cycling Plan before implementing any improvements.

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

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

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

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

#### 4. Financial Considerations

There are no financial considerations associated with the report recommendation.

The cost associated with Option 2 for the construction of a raised pedestrian crossing is \$35,000.

The cost associated with Option 3 for the construction of an asphalt speed hump is \$20,000.

The cost associated with Option 4 for the construction of a raised pedestrian crossing, asphalt speed hump, linemarking and signage installation is \$70,000.

It is noted that these works are not in the current budget and would require a budget allocation.

#### 5. Consultation/Public Submissions

There is no direct consultation required resulting from Option 1. It is noted, however, that through the Pedestrian and Cycling Plan community engagement process, all residents, traders and stakeholders (school, neighbourhood house, recreation reserve user groups) will have an opportunity to provide input into the draft Plan, for consideration by Council prior to adopting the Pedestrian and Cycling Plan.

Options 2, 3 and 4 would require community consultation in accordance with Council's Traffic Calming Policy. This would see engagement undertaken with residents and stakeholders along the corridor, to obtain their feedback regarding the proposed traffic calming devices. Option 4 would also require consultation with the Department of Transport and their subsequent approval to lower the speed limit in this vicinity.

#### 6. Risk Analysis

Option	Risk
Option 1 – Maintain Existing Road Environment	The risk of adopting Option 1 is minimal. The traffic calming assessment shows adequate traffic calming measures within the road corridor. There are no issues with crash history, sight distances, or road alignment, and majority of the vehicles are travelling at a safe speed. This option also allows reassessment to occur once context of the broader pedestrian and cycling network is provided from the Pedestrian and Cycling Plan project.
Option 2 – Raised pedestrian crossing	A raised crossing may increase noise levels for residents living immediately adjacent to the crossing. Further to this, the raised crossing may direct pedestrians to a location which does not align with the outcomes of the Pedestrian and Cycling Plan.
Option 3 – Asphalt speed hump	A speed hump may increase noise levels for residents living immediately adjacent to the speed hump. Residents may not like a speed hump in front of their property as it could aesthetically displeasing. This treatment does not align with the principles of our Traffic Calming policy as the traffic investigation does not warrant further traffic calming devices on Royal Crescent.
Option 4 – Various traffic calming measures and reduced speed zone	A reduced speed zone may not be supported by the Department of Transport. Additionally, the road environment needs to support the reduced speed, requiring additional traffic calming measures that do not align with Council's Traffic Calming Policy, and potential outcomes identified through the Pedestrian and Cycling Plan.

## 7. Options

The options presented within this report include;

**Option 1; Maintain existing road environment.**

This is the recommended option, and will see Royal Crescent and Landscape Drive considered through the Pedestrian and Cycling Plan currently being developed. This project is currently underway and expected to have reviewed the entire municipality within the next 6 months. This plan will inform key pedestrian links through this corridor and provide infrastructure that will see pedestrian priority provided, whilst also acting as traffic calming devices.

**Option 2; Construction of raised pedestrian crossing.**

This includes the construction of a raised pedestrian crossing adjacent to Hillside Neighbourhood House.

**Option 3; Installation of asphalt speed hump.**

This includes the installation of an asphalt speed hump south of Landscape Drive.

**Option 4; Package of works including speed limit reduction.**

This option would see the construction of a raised pedestrian crossing adjacent to Hillside Neighbourhood House, the construction of an asphalt speed hump north of Landscape Drive, and a speed limit reduction to 40km/hr (subject to approval by the Department of Transport).

## LIST OF APPENDICES

1. Options 2, 3 and 4 - undated

## 12.11 RESPONSE TO NOTICE OF MOTION 752 (CR VANDENBERG) - EARLY CHILDHOOD TRANSPORT MODEL

**Author: Brendan Ball - Manager Families and Children**  
**Presenter: Maurie Heaney - General Manager Community Services**

### PURPOSE OF REPORT

To respond to Notice of Motion 752 (Cr Vandenberg) relating to an early childhood transport model.

### RECOMMENDATION:

That Council:

1. Note the report.
2. Provide an allocation of \$90,000 available for a 12 month trial of taxi vouchers for Council's kindergarten providers to support vulnerable families experiencing transport barriers. The criteria to disburse the vouchers is to be developed after further consultation and advice from providers.
3. Receive a report after the 12 month trial period on the outcome and take up of the model.

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### REPORT

#### 1. Executive Summary

At the Ordinary Meeting of Council dated 15 March 2021, Council endorsed via a Notice of Motion 752 (Cr Vandenberg)

*'That Council undertake a review, including a detailed study and costings, on an early childhood transport model that supports disadvantaged families to attend Council's childhood centres, including maternal and child health services, and that officers report back to Council by the April 2021 meeting of Council.'*

This report provides information on services and estimated costings related to Notice of Motion 752.

#### 2. Background/Issues

The early years services that relate to Notice of Motion 752 that are provided out of Council's childhood centres are:

- Four year old Kindergarten provision: 2,038 children attending 68 sessions at 22 centres as at 24 Feb 2021
- Three year old Kindergarten provision: 644 children attending 29 sessions at 22 centres as at 24 Feb 2021
- Occasional Care: 107 children have accessed occasional care services at six centres since January 2021 as at 30 March 2021
- Long Day Care: 163 children in care at two centres as at 30 March 2021

- Maternal and Child Health: 6,483 active clients attending 19 MCH office locations as at 30 March 2021

For the purpose of this report officers have investigated and provided data on the high volume regulated services provision that are currently being provided out of Council's centres.

In collating information officers have had conversations with Council's kindergarten and long day care providers as they are the regulated, licenced and approved provider of the service. Maternal and Child Health is a service that is managed and provided by Council.

### **Maternal and Child Health**

The Maternal and Child Health (MCH) service have established practices to assist clients experiencing transport barriers, which include:

If the family circumstances meet the vulnerability threshold, a home visit or outreach visit is made available.

The MCH booking team work through public transport options with the client, which includes referencing the public transport schedule.

A transport service would be applicable for those Maternal and Child Health clients whose transport barriers are unable to be overcome and attend the MCH service after the practices above have been exhausted.

It should be noted that the demands for the MCH service are such that coordinating a suitable time for the client, a transport service and the MCH service would require an amount of administration time and could be otherwise supported by providing a taxi voucher.

### **Kindergarten**

There are approximately 2,680 children currently accessing kindergarten in 22 Council's centres equating to 49 regulated rooms in facilities located around the municipality. These services are highly regulated and monitored by the state Government.

The session times for kindergarten services commence in the morning and afternoon with the session times varying times throughout the day depending on the provider's time tables and hours of learning for the child. There are 68 four year old kindergarten sessions and 29 three year old kindergarten sessions delivered each week during school term in Council's centres.

Due to the number of kindergarten sessions and the location of the facilities, a municipal-wide early childhood transport service would involve a large fleet of vehicles and drivers. Each vehicle may require the necessary child restraints and each child must be accompanied by parent or guardian during all travel to attend the service and / or sign the child in and out of the service. The number of vehicles and distance travelled is further increased given that the parent or guardian would need to be taken home again and return to pick up their child. The parent or approved guardian must attend the service and / or sign the child in and out of the service.

There are currently in excess of 600 families who fall into the Priority 1 category for Council's Kindergarten Central Registration Priority of Access system, which relate to children and families who have additional needs, or are from Aboriginal and Torres Strait Islander background, or are eligible for the Early Start kindergarten program, or are children known to child protection or are health care card holders. Council Officers have been unable to quantify the number of families who currently experience transport barriers. The early childhood services such as kindergartens would be required to identify eligible families and refer them into the transport service.

### **State Government School Readiness Funding**

The State Government's School Readiness Funding (SRF) provides for kindergarten providers to deliver transport services. However, information provided to officers have indicated that Council's contracted kindergarten providers in the City of Melton have

identified the need to focus their SRF funding on additional support for children in the kinder room.

### **12 Month Taxi Voucher Trial**

A system could be established to make taxi vouchers available through the kindergarten provider at each Council centre for 12 months for clients experiencing transport barriers. The system would include a criteria for the disbursement of vouchers and processes for tracking and reporting the use of vouchers.

This trial initiative would be subject to the kindergarten providers supporting the project as they are the face to families and is best placed to understand their needs and priority of needs, rather than Council.

It should be noted that the extent to which taxi services are readily available in all areas of the City of Melton could impact the effectiveness of a taxi voucher to assist a client experiencing a transport barriers.

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

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

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

*1.3 Equitable, inclusive and accessible community and health infrastructure and services.*

## **4. Financial Considerations**

### **Option One: 12 Month Taxi Voucher Trial**

A trial taxi voucher service would be in the vicinity of up to \$90,000 for one year.

### **Option Two: Early Childhood Transport Service (Council)**

The following costings based on best information provided by Council's lease company:

<b>Requirement</b>	<b>Cost</b>
Lease of two buses as a minimum	\$134,840
Driver x 2	\$141,411
Administration Support x 1	\$75,248
<b>Total</b>	<b>\$351,499</b>
<b>Notes</b>	
Should the transport project end in less than 24 months, Council will be required to pay a vehicle early termination fee or redeploy the fleet.	
Costs do not include vehicle insurance nor fuel costs.	

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

A workshop focussing on Notice of Motion 752 was conducted with the City of Melton Kindergarten Providers Network on 17 March 2021 as they are the regulated provider of the service.

Other engagement discussions occurred with Cab Charge, Bacchus Marsh Coaches, Lease Plan, information gathered from each of these discussions sources has informed this report.

## 6. Risk Analysis

There are a number of high level risks associated with the Notice of Motion, therefore a risk management plan would need to be implemented which would need to include:

- The Australian Children's Education and Care Quality Authority 'Safe Transportation of Children'
- The DET transport of children (centre based services)
- Obligation around VicRoads child restraints / regulations
- Compliance with relevant Victorian Government legislation

## 7. Options

Council has the following options:

1. Endorse the officers recommendation as presented
2. Not to proceed any further with the transport model.

## LIST OF APPENDICES

Nil

## 12.12 PREPARATION OF THE MUNICIPAL BUDGET 2021/22

Author: Sam Rumoro - Manager Finance  
Presenter: Sam Rumoro - Manager Finance

### PURPOSE OF REPORT

To endorse the proposed Municipal Budget for the 2021/2022 financial year and commence the statutory process to exhibit this proposed budget to receive submissions.

### RECOMMENDATION:

That:

1. The draft Municipal Budget 2021/2022 annexed (**Appendix 1**) be the 'proposed budget' for 2021/2022, prepared in accordance with Section 94 of the *Local Government Act 2020* ('the Act').
  2. The Chief Executive Officer be authorised to:
    - a. Give 'public notice' of the preparation of such proposed budget, in accordance with Section 96 of the Act.
    - b. Make available for public inspection a copy of the proposed budget as set out in the public notice.
  3. The Section 223 Submissions Advisory Committee of Council hear from any person who wishes to be heard in support of his/her submission pursuant to the public notice and Section 223 of the *Local Government Act 1989* and report to Council accordingly.
  4. The Chief Executive Officer be authorised to undertake the necessary administrative procedures to enable the Committee to meet, consider such submissions and prepare a report to Council.
  5. Council consider:
    - a. Any report of the Committee described in Recommendation 3.
    - b. Adoption of the Municipal Budget 2021/2022, at the Meeting of Council to be held on 28 June 2021.
- 

### REPORT

#### 1. Executive Summary

Section 94 of the *Local Government Act 2020* ('the Act') requires that Council prepare a budget for each financial year, and that the budget contain the following information:

- financial statements in the form and containing the information required by the regulations;
- a general description of the services and initiatives to be funded in the budget;
- major initiatives identified by the Council as priorities in the Council Plan, to be undertaken during each financial year;
- for services to be funded in the budget, the prescribed indicators and measures of service performance that are required to be reported against by this Act;

- the total amount that the Council intends to raise by rates and charges;
- statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- a description of any fixed component of the rates, if applicable;
- if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*;
- if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*; and
- any other information prescribed by the regulations.

The proposed budget in this report has been prepared for public display and to receive public comment. It is proposed that public submissions close on 13 May 2021 and be heard by Council's Section 223 Submissions Advisory Committee on 27 May 2021.

It is further proposed that the budget will be adopted by the Council at its Meeting to be held on 28 June 2021.

## 2. Background/Issues

Council commenced its budget process for 2021/2022 in October 2020. The proposed budget has been prepared giving consideration to the growing needs of the community, service delivery demands, 'high priority' requests received from the public via various forums, surveys and requests from Councillors. The proposed budget reflects the priority of Council in delivering high quality and best value services and infrastructure to the community. After much review and discussion, the proposed budget has been finalised and is presented for consideration.

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

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

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

*2.1 A resource efficient City.*

## 4. Financial Considerations

The table below lists some of the more significant new projects and initiatives.

Project Description	Budgeted for 2021/22 \$'000
<b>Building, Building Improvements &amp; Recreation</b>	
Mt Atkinson East Community Centre (Mt Atkinson East Community Hub)	8,460
Central Pavilion (Diggers Rest Community Hub)	6,193
Melton Recycling Facility (MRF) expansion - stage 2	6,048
Cobblebank Indoor Stadium, Community Pavilion and Grandstand	6,000
Bridge Road Community Hub	4,966
Macpherson Park Redevelopment - Stage 2	4,882

<b>Project Description</b>	<b>Budgeted for 2021/22 \$'000</b>
Melton Recreation Reserve Pavilion	3,300
Renewal Program (Buildings) building components	2,095
Taylors Hill Youth & Community Centre - extension	1,600
Arnolds Creek Children's & Community Centre	1,375
<b>Roads, Drainage, Footpath &amp; Bridge Works</b>	
Bridge Road Construction	8,300
Taylors Rd/Westwood Dr - Signalised Intersection	4,800
Road Urbanisation; Bulmans Road- Melton West	4,650
Signalised intersection: Greigs Road / Mt Atkinson Road	4,582
Boundary Road (Mt. Cottrell Rd to Mall-Road Construction)	4,412
Renewal Program Sealed Roads	3,939
Greigs Road: North-south connector road	3,693
Signalised Intersection; Taylors Road and Sinclairs Road- Deanside	3,380
Signalised Intersection; Taylors Road and Plumpton Road- Deanside	3,150
Caroline Springs Blvd/Rockbank Middle Rd Signals	2,970
Rural Road Construction - Troups Road South- Truganina (from Greigs Road to Boundary Road)	2,500
Intersection: Hopkins Road and Neale Road	2,338
Road Duplication; Hume Drive- Taylors Hill	2,000
Signalised Intersection; Caroline Springs Boulevard and The Crossing	2,000
Bridge construction - Sinclairs Road Deanside	2,000
Duplication & Intersection Upgrade of Gourlay Rd	1,966
Brooklyn/Station Rd-Signalised Intersection/Ped Cr	1,600
Burnside Heights Recreation Reserve	1,531
Renewal Program Footpaths	1,348
Road sealing - Creamery Road	1,200
Pedestrian Bridge; Isabella Memorial Reserve to Illawong Terrace- Burnside	1,200
Intersection: North-South Local Access Street and Neale Road	1,136
Silverdale Estate; Construction of acoustic sound wall	1,000
<b>Land</b>	
Plumpton Aquatic & Leisure Centre	4,000

Council continues to make significant investment in infrastructure assets in the order of \$137.66 million in capital works in 2021/22, which includes an estimated amount of \$29.11 million of carry forward works from 2020/21.

The proposed budget includes total income of \$482.4 million, inclusive of developer contributed infrastructure assets valued at \$163.60 million. The following table provides a breakdown of this income with comparative amounts for the 2nd quarter forecast 2020/21.

	2020/21 \$ millions	2021/22 \$ millions	Per cent Change
Rates & Charges Income <i>see note below</i>	\$134.28	\$146.48	9.09%
Grants	\$56.98	\$38.06	-33.20%
Fees & Charges	\$18.99	\$20.71	9.06%
Developer Contributions- Cash	\$82.57	\$96.94	17.40%
Developer Contributions- Assets	\$184.41	\$163.60	-11.28%
Net Gain (loss) on Asset Sales	\$8.15	\$9.44	15.83%
Other Income	\$8.09	\$7.13	-11.87%
<b>Total Income and Receipts</b>	<b>\$493.47</b>	<b>\$482.36</b>	<b>-2.25%</b>

The total increase in Rates and Charges income, includes rates income received from supplementary valuations during the year due to growth, 1.50 per cent rate on the 2020/2021 level after allowing for Council rebates for Pensioners and Environmental Enhancement works. The 1.50 per cent increase is in line with the Fair Go Rates System rate cap.

The total budgeted operating expenditure is \$207.75 million as detailed below.

	2020/21 \$ millions	2021/22 \$ millions	Per cent Change
Staff costs	\$60.86	\$69.30	13.87%
Material and services	\$93.29	\$91.92	-1.47%
Depreciation / Amortisation	\$42.05	\$45.43	8.04%
Other Expenditure	\$1.01	\$1.10	9.90%
<b>Total Expenditure</b>	<b>\$197.22</b>	<b>\$207.75</b>	<b>5.34%</b>

The proposed budget has been prepared taking into consideration Council's long term financial plan.

### Differential Rating Categories

The proposed budget includes differential rating categories as detailed below:

- General Rate
- Vacant Land Rate
- Retirement Village Rate
- Extractive Industry Land Rate
- Commercial and Industrial Developed Land Rate
- Commercial and Industrial Vacant Land Rate
- Rural Living Land Rate
- Rural Land Rate
- Urban Growth Land Rate.

Full definitions of the differential rating categories are included of the attached proposed budget. This section also provides a detailed analysis of the number of properties, valuation and the rates raised by each differential rating category proposed.

### Waste Management Charges

The Waste Management Charges included in the proposed budget is detailed in the following table.

Service Option	Bin Garbage	Green	Recycle	Full year charge
A	120 litre bin	240 litre bin	240 litre bin	\$332
B*	80 litre bin	240 litre bin	240 litre bin	\$332
C	120 litre bin	120 litre bin	240 litre bin	\$332
D*	80 litre bin	120 litre bin	240 litre bin	\$332
E	120 litre bin	No Bin	240 litre bin	\$332
F*	80 litre bin	No Bin	240 litre bin	\$332
Additional Bin				\$177

\*These waste services will not be offered from 01/07/2021. Council will have one standard waste service including 120L Garbage, 240L Recycling. A 120L or 240L Green bin can be provided free of charge.

### Municipal Charge

The proposed budget proposes a levy of \$152 per property as the Municipal Charge for 2021/2022 year.

### Fees and Charges

The Fees & Charges for various services provided by Council were reviewed and increased where appropriate. The recommended Fees & Charges schedule is included in the proposed budget.

### Environmental Enhancement Rebate

The properties in Rural Zone, Green Wedge Zone, Green Wedge A Zone, Rural Conservation Zone, Farming Zone, Special Use Zone 5 and Urban Growth Zone may be entitled to an Environment Enhancement Rebate subject to certain conditions being met as per the approved Environmental Enhancement Guidelines.

The amount of rebate applicable for Rural Living, Rural and Urban Growth properties are based on the Differential Rating applied to the property.

The proposed budget proposes the following rebates be allowed for eligible properties within the referred rating categories.

Differential Rating Category	EER Rebate Available
Rural Land	50% of the rate up to a maximum of \$10,000
Rural Living Land	25% of the rate up to a maximum of \$10,000
Urban Growth Land	25% of the rate up to a maximum of \$10,000
General Rate (with approved Precinct Structure Plan)	25% of the rate up to a maximum of \$10,000

Costs for exhibiting the budget will be approximately \$2,750 for advertisements in newspapers and this has been incorporated into the current budget.

## 5. Consultation/Public Submissions

Council undertook Community Engagement session on 28 January 2021. Proposals received from the community were considered in developing the proposed budget.

Council, in accordance with Section 96 of the Local Government Act 2020 and Section 223 of the Local Government Act 1989, will be inviting submissions on the proposed budget from the community, to be considered by Council before finalising the budget.

It is proposed the Section 223 Submissions Committee consider all the submissions received on 27 May 2021 and make recommendations to the Council, which will consider the recommendations before it formally adopts the 2021/2022 Municipal Budget. Council will not undertake section 223 process following this budget cycle as it is no longer a requirement of the Local Government Act 2020.

## 6. Risk Analysis

The process of endorsing the proposed budget and seeking public submissions is prescribed in the Act. The process set out in this report complies with the Act and, as such, there is no risk associated with placing the proposed budget on public exhibition and seeking feedback/submissions.

## 7. Options

Council is scheduled to have the budget adopted by 28 June 2021. Council could defer endorsing the proposed budget at this time which would delay the public consultation process. However, there is no reason to defer commencing the public consultation process as it will allow the maximum amount of time to consider submissions received and make any adjustments to the proposed budget and have it adopted by Council before 30 June 2021.

## LIST OF APPENDICES

1. Draft Municipal Budget 2021/2022

## 12.13 DRAFT MELTON CITY COUNCIL REVENUE AND RATING PLAN 2021/22 TO 2025/26

Author: Sam Rumoro - Manager Finance  
Presenter: Sam Rumoro - Manager Finance

### PURPOSE OF REPORT

To endorse the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 and approve commencement of community engagement process via a targeted online survey.

### RECOMMENDATION:

That:

1. The Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26, be prepared in accordance with Section 93 of the *Local Government Act 2020* ('the Act').
2. The Chief Executive Officer be authorised to:
  - a. Give 'public notice' of the preparation Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26; and
  - b. Make available for public inspection a copy of the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 as set out in the public notice.
3. Council approve commencement of community engagement process via a targeted online survey.

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## REPORT

### 1. Executive Summary

Section 93 of the *Local Government Act 2020* ('the Act') requires that Council prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years.

As per Council's Community Engagement Policy, it is proposed that Council undertakes a participatory engagement process with respect to the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 which entails for this process;

- 'Public notice' of the preparation Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26;
- Inform the community via website and online platform; and
- Seek feedback via a targeted online survey in relation to Councils differential rates.

Council Officers will collate community feedback and recommend any changes to the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 based on that feedback.

As per the requirements of Section 93 of the Act, Council's Revenue and Rating Plan 2021/22 to 2025/26 is to be adopted at the Council meeting on 28 June 2021.

## 2. Background/Issues

The Local Government Act 2020 requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Melton City Council which in conjunction with other income sources will adequately finance the objectives in the council plan.

This plan is an important part of Council's integrated planning framework.

The engagement focus will be on obtaining feedback on the draft plan, specifically in relation to whether the rating categories are appropriate, and levels have been appropriately apportioned.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at this time the recommended changes have not yet been implemented, and timelines to make these changes have not been announced. Once changes are announced, officers will review changes and propose changes to the Revenue and Rating Plan if necessary. It is proposed that Council will undertake another participatory engagement process if the Victorian Government implements any changes to the rating system, which requires Council to amend the Revenue and Rating Plan.

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

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

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

2.1 *A resource efficient City.*

## 4. Financial Considerations

There are no direct financial considerations in relation to this report. The total quantum of funds raised from Council Rates and Fees and Charges is not in scope with respect to engagement on the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26.

## 5. Consultation/Public Submissions

As per Council's Community Engagement Policy, it is proposed that Council undertakes a participatory engagement process with respect to the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 which entails for this process;

- 'Public notice' of the preparation Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26;
- Inform the community via website and online platform; and
- Seek feedback via a targeted online survey in relation to Councils differential rates.

Council Officers will collate community feedback and recommend any changes to the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 based on that feedback.

## **6. Risk Analysis**

The process of developing the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 and seeking feedback through a participatory engagement process is prescribed in the Act and Council's Community Engagement Policy. The process set out in this report complies with the Act and, as such, there is no risk associated with placing the Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 on public exhibition and seeking feedback/submissions.

## **7. Options**

Council is scheduled to have the Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 adopted on 28 June 2021. Council could defer endorsing the Draft Melton City Council Revenue and Rating Plan at this time which would delay the engagement process. However, there is no reason to defer commencing the engagement process as it will allow the maximum amount of time to consider feedback received and make any adjustments to the Melton City Council Revenue and Rating Plan 2021/22 to 2025/26 and have it adopted by Council before 30 June 2021.

## **LIST OF APPENDICES**

1. Draft Melton City Council Revenue and Rating Plan 2021/22 to 2025/26

## 12.14 DRAFT ROAD MANAGEMENT PLAN 2021-25

Author: Mike Johnston - Coordinator Asset Management & GIS  
Presenter: Sam Romaszko - Manager Engineering Services

### PURPOSE OF REPORT

To provide an overview of the review and proposed amendments to Council's current Road Management Plan.

### RECOMMENDATION:

That Council;

1. In accordance with the provision of the *Road Management (General) Regulations 2016*, authorises the Chief Executive Officer to give public notice that the draft Road Management Plan 2021-25 has been prepared and available for public inspection.
2. Resolves to allow a 28 day public exhibition period for submissions to the draft Plan.
3. Requests that a further report be presented to Council at the conclusion of the public exhibition period, considering all submissions received, prior to formally adopting the Road Management Plan.

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## REPORT

### 1. Executive Summary

Council's Road Management Plan (RMP) is an operational document that provides an overview of Council's road management and maintenance practices. Under the *Road Management (General) Regulations 2016*, Council is required to undertake a review of its RMP every four years, with the next version required to be updated by Council by 30 June 2021.

Council's current RMP has been reviewed by staff from various departments across the organisation. The changes recommended are based on professional experience and key learnings from the current plan, a benchmarking exercise against other growth area Council's and VicRoads RMPs, and utilising various guidance documentation including the Code of Practice.

This report seeks Council's endorsement to proceed to public exhibition of the draft updated document, providing the community the opportunity to comment on the plan prior to being presented to Council for final adoption.

### 2. Background/Issues

Melton City Council is a Road Authority as defined in Section 37 of the *Road Management Act 2004* and under this legislation, Road Authorities are required to develop and publish a Road Management Plan (RMP).

Melton City Council's first RMP was adopted in 2004 and subsequent reviews have been undertaken. Under the Regulations, where Councils elect to develop a plan it is mandatory to undertake a review of the document every four years in line with Council elections and the Council Plan, required to be adopted by 30 June the year following Council elections.

Council's RMP is an operational document that provides an overview of Melton's road management and maintenance practices, of which we manage 1248km (sealed and unsealed roads). Specifically, the RMP and its attachments define:

- The road network and supporting infrastructure which Council manages and maintains on behalf of its community;
- The responsibilities of Council in relation to the management of road assets;
- Levels of service in relation to the maintenance of road assets;
- Policies and procedures in relation to the ongoing risk inspection of Council's road assets;
- Intervention levels and associated maximum response times for Council to address road defects.

Council's current RMP has been reviewed by staff from various departments across the organisation. The changes recommended are based on professional experience and key learnings from the current plan, a benchmarking exercise against other growth area Council's and VicRoads RMPs, and utilising various guidance documentation including the Code of Practice. This draft Plan can be found in **Appendix 1**.

The document has undergone general formatting improvements, and minor amendments to wording. Further to this, the proposed updates to the document are summarised below;

#### Updates to Processes & Responsibilities

The review of the current RMP highlighted a number of processes and responsibilities that had changed to reflect current practices. These items were either updated or noted where the responsibility has been amended within the document. Resheeting of gravel roads and roadside slashing information have been moved to an alternate document. Process improvements have occurred to Works with the Road Reserve and the Gifted Asset Handover Process, which are also reflected in the draft document.

#### Asset Hierarchy

Road assets (sealed & unsealed) are classified according to a hierarchy that is now primarily driven by the function of the asset. Asset class and traffic volumes are also considered when determining the asset hierarchy. Service standards (inspection frequencies, intervention levels and maintenance timeframes) are largely based on the respective hierarchies.

Class	Hierarchy	Sealed Road	Unsealed Road
1	Trunk Collector	<ul style="list-style-type: none"> <li>• Major Council roads with high volumes of traffic</li> </ul>	High traffic volumes, High rate of deterioration. Graded every 4 weeks, inspected once between grades
2	Collector Road	<ul style="list-style-type: none"> <li>• Roads that disperse traffic from Trunk Collectors</li> <li>• Residential streets that are Strategic Routes</li> </ul>	Medium traffic volumes >200, Medium rate of deterioration. Graded every 8 weeks, inspected once between grades
3	Access Street	<ul style="list-style-type: none"> <li>• Residential streets that are not Strategic Routes</li> <li>• Service roads</li> <li>• Roads servicing industrial areas</li> </ul>	Low traffic volumes, low rate of deterioration. Graded every 13 weeks, inspected once between grades
4	Access Place	<ul style="list-style-type: none"> <li>• No through roads</li> <li>• Roads that service small lots</li> <li>• Concrete roads</li> </ul>	Fire tracks/unformed un-sheeted tracks. Graded annually before fire season (November)

**Table: Council's Road Hierarchy definitions- Sealed & Unsealed**

#### Register of Public Roads

Section 19 of the *Road Management Act 2004* requires Councils to keep a register of public roads, of which Council is the 'Coordinating Road Authority'.

Roads that are not contained within in the register include private roads, paper roads (a road in which a reservation is in place, however the road has not been formally constructed), and roads for which Council is not the responsible road authority (Department of Transport, Department of Environment, Land, Water and Planning etc).

Council's formal Register of Public Roads is an Appendices to the Road Management Plan and is current to 01 January 2021 (**refer Appendix 3**). This register is updated on a quarterly basis to include newly acquired assets which are typically constructed through either capital works or land development.

#### External Contract Review

It is noted that Council's road inspection and maintenance contract is due for renewal next financial year. A review of the proactive and reactive inspection frequencies, intervention levels and response timeframes has been undertaken and considered through this update. A further review of the levels of service within this contract may see the intervention levels identified in **Appendix 2** updated into the future.

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

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

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

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

### **4. Financial Considerations**

There are no financial implications associated with this report.

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

Workshops have occurred from September 2020 – February 2021 with various internal stakeholders consulted and having input into the draft Plan.

### **6. Risk Analysis**

The primary purpose of Council's Road Management Plan is risk mitigation and management of civil liability associated with Council's road infrastructure assets. The RMP documents the management and maintenance practices associated with Council's road infrastructure, including inspection frequencies, intervention levels, and response timeframes that is ultimately achievable within available resources.

Officers are confident that the standards and timeframes as set out within the RMP are reasonable and achievable.

### **7. Options**

The option presented within this report is to proceed to public exhibition of the draft updated document, providing the community the opportunity to comment on the plan prior to being presented to Council for final adoption.

**LIST OF APPENDICES**

1. Road Management Plan - dated March 2021
2. Intervention levels Response Times - undated
3. Register of Public Roads - dated 30 December 2020

## 12.15 PLANNING APPLICATION PA 2020/7160 - DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS AT 17 CANTERBURY CIRCUIT, MELTON SOUTH

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

### PURPOSE OF REPORT

To consider and determine the above planning application.

### RECOMMENDATION:

That Council issue a Notice of Decision to Refuse to Grant a Permit subject to the grounds outlined in **Appendix 5** of this report.

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## REPORT

### 1. Background

#### Executive Summary

Applicant:	Custovic Design
Proposal:	Three double storey dwellings
Existing Land Use:	Vacant Land
Zone:	General Residential Zone – Schedule 1
Overlays:	No
Number of Objections:	12
Key Planning Issues:	Strategic justification Respect for Neighbourhood character Intensification of development Amenity impacts, such as overshadowing, overlooking, solar access and noise Traffic and parking Increase in noise
Recommendation:	Refuse application

#### The Land and Surrounding Area

The subject land has an area of 833m<sup>2</sup> and is located on the northern side of Canterbury Circuit in Melton South. The land is within a residential estate known as the Hartland Estate. Other features of the land are as follows:

- The land is irregular in shape and vacant.
- An existing single width crossover is located near the south-western corner of the land.
- There is one street tree directly opposite the subject land.

The surrounding area can be characterised as a developing residential area comprising of single and double storey dwellings.

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

### The Application

The application proposes the development of the land with three double-storey dwellings.

The proposed development is summarised as follows:

- The dwellings are staggered down the land.
- Dwelling 1 contains four bedrooms and provided with a single car garage with a tandem space in front of the garage.
- Dwelling 2 and 3 contains three bedrooms each and provided with a double car garage and a single car garage with an open car space in tandem respectively.
- The proposed dwellings will have a contemporary design with a range of external wall materials including brick-veneer and render, tiled roofs and aluminium framed windows and doors.
- All dwellings will make use of the existing crossover.

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

### Planning Controls

Planning Policies	Clause 11 – Settlement Clause 15 – Built Environment and Heritage Clause 16 – Housing	The proposal is inconsistent with the relevant Planning Policies with respect to neighbourhood character.
Local Planning Policies	Clause 21 – Municipal Strategic Statement Clause 21.02 – Settlement Clause 21.07 – Built Environment and Heritage Clause 21.08 – Housing Clause 22.12 – Housing Diversity Policy	The proposal is inconsistent with the relevant Local Planning Policies with respect to neighbourhood character.
Zone	Clause 32.08 – General Residential Zone	A permit is required to construct two or more dwellings on a lot.
Overlays	Not applicable	Not applicable.
Particular Provisions	Clause 52.06 – Car Parking Clause 55 – Two or more Dwellings on a lot and Residential Buildings	The proposal is inconsistent with the objectives and standards of Clause 55 with respect to neighbourhood character.

A full list of the relevant Planning Policies within the Melton Planning Scheme is included in **Appendix 3**.

**Clause 55 – ResCode**

Under the requirements of the zone, the development of two or more dwellings on a lot must meet the requirements of Clause 55 of the Planning Scheme. Clause 55 requires that a development:

- must meet all of the objectives
- should meet all the standards.

If the Council however is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

**The City of Melton Housing Diversity Strategy**

In May 2014 Council adopted The City of Melton Housing Diversity Strategy. The Strategy provides a 20-year plan that establishes the types of housing needed and the suitability of different residential locations to accommodate different rates of housing change. According to the Council's Housing Diversity Strategy detached housing is expected to remain the predominant housing type and main source of additional housing supply in General Residential Zoned areas.

The Melton Housing Diversity Strategy locates the site within the existing character area 1: Melton. Area 1 constitutes the dominant residential character of the residential estates positioned to the northern, western and southern urban fringes of Melton. The various precincts which make up Area 1 range in size from smaller pockets (located to the south) and larger more expansive estates (located to the north and west), but all consist of newly established residential development, which represents recent expansion of the existing township. This area broadly typifies a 'standard suburbia' format consisting of single and double storey detached dwellings with dominant garage frontages. While there are a range of styles, brick and render is a consistent material palette.

**House Rules - Housing Character Assessment & Design Guidelines**

The Housing Character Assessment & Design Guidelines was adopted at the Ordinary Meeting of Council on 13 October 2015. The site is located within the Compact Suburban 1 (CS1) character area. The essential components of the CS1 which need to be maintained into the future are:

- Majority of the front setback used as permeable garden landscape
- Absence of front fencing
- Limited visual separation between dwellings.

The preferred Character Statement requires that as change occurs, space will be provided for more tree planting, so these areas can become greener and leafier, by:

- Retaining sufficient space to grow a canopy tree in the front setback
- Minimising interruption of nature strips by driveways, so that regularly-spaced street tree avenues can be planted or retained.

Redevelopment of dwellings will occur in ways that maintain some characteristics of typical Garden Suburban style dwellings in the area, such as:

- Garages and carports occupy a minor proportion of the dwelling frontage
- The visual dominance of the roof structure.

**Is the land affected by a Restrictive Covenant?**

The land is affected by two Restrictive Covenants; however the proposal does not breach any conditions of the Covenants.

**Is the land of Cultural Heritage Sensitivity?**

The land is considered to be of cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2007*; however exempt from requiring the preparation of a Cultural Heritage Management Plan as the development of three or more dwellings is an exempt activity provided the subject land is less than 0.11 hectares (1100sqms) and is not within 200 metres of the coast or the Murray River.

**2. Council and Wellbeing Plan Reference and Policy Reference**

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

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

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

**3. Financial Considerations**

No Council related financial considerations are involved with the application.

**4. Consultation/Public Submissions****Public notification of the application**

The application was subject to notification. The notification was satisfactorily completed and 12 objections were received.

The grounds of objection may be summarised as follows:

- The proposed development is not respectful of neighbourhood character;
- The proposal is an overdevelopment;
- Scale and visual bulk of the double storey dwellings;
- Overlooking;
- Overshadowing;
- Increase in noise; and
- Increase in traffic.

A response to the objections is provided in **Section 5** below.

**Referral of the application**

The application was referred to a number of Council Departments for comment and advice. A complete list of responses is included in **Appendix 4**.

**5. Issues****Planning Assessment**

The proposal has been assessed against and deemed to be inconsistent with the relevant State and Local Planning Policies, Zoning provisions, Particular provisions and fails to satisfy the decision guidelines at Clause 65 of the Melton Planning Scheme.

**Strategic Justification**

The proposal meets the overarching objectives of the housing policies within the Planning Policy Framework as it would provide for urban consolidation in an area that has good access to local services and facilities. The Housing Diversity Policy seeks to encourage a range of affordable housing options within the municipality, but also to identify increased residential densities in strategic locations.

The site is reasonably located to established services and facilities including open space,

schools and community facilities. A bus stop is located along Rees Road, within a short walking distance from the subject land. The bus stop provides future residents with full access to public transport. The development of the land for three dwellings would add housing diversity at the same time making good use of existing infrastructure and services.

The Housing Diversity Strategy (HDS) identifies that the GRZ is an area where some change, including change of the nature that is proposed, is to be expected. The expected housing type in the GRZ is a mixture of single dwellings, dual occupancies with some villa units and in limited circumstances, townhouses, where appropriate. The type of housing proposed in this case is consistent with the expected housing type.

Although the proposal would meet the objectives of urban consolidation and maximising use of existing services and infrastructure, the proposal fails to respect the neighbourhood character of the area. A balance has not been struck with respect to neighbourhood character and housing growth as part of this proposal.

### ***Neighbourhood character and intensification of development***

It is recognised that the immediate surrounding area is characterised by low scale buildings and of a detached nature, with backyards, and only carports or garages constructed on one side boundary. It is worth noting however that there are examples of approved multi-unit development in the surrounding area as follows:

- 13 Canterbury Circuit – PA2019/6865 - Development of the land with two single storey dwellings;
- 31 Albert Drive – PA2019/6454 - Development of the land with two single storey dwellings;
- 32 Albert Drive – PA2019/6274 - Development of the land with two single storey dwellings;
- 8 Cardigan Close – PA2018/6427 - Development of the land with two double storey dwellings;
- 10 Cardigan Close – PA2018/6428 - Development of the land with two double storey dwellings; and
- 12 Cardigan Close – PA2019/6809 - Development of the land with two dwellings (one single storey and one double storey dwelling).

The original proposal for the application consisted of four double storey dwellings and two vehicle accessways. The applicant was informed that a proposal for four double storey dwellings would be considered too intense in the General Residential Zone and would likely result in neighbourhood character issues. The applicant revised the design several times and the final proposal is for the development of three double storey dwellings and the use of one vehicle crossover instead of two.

The objectors contend that the scale and visual bulk of three double-storey dwellings is not in keeping with the existing neighbourhood character of the area. The proposed development must respond in a meaningful way to the site and its surrounds. For a design to respond appropriately to the existing neighbourhood character, it needs to be more than having all separate houses: it is also about setbacks, building massing, and the way the buildings are separated. Council Officers consider that two singles or a double and a single would be more appropriate for this site.

The use of the existing crossover and accessway means the majority of the front setback will continue to be used as permeable garden landscape in accordance with the Compact Suburban 1 (CS1) character area. However, the proposed side setbacks is not consistent with the neighbourhood character as it does not maintain a continuous rhythm of building spacing in the streetscape.

The building massing of the proposed development is considered to be inappropriate for the

surrounding area. Although there is limited change to the Canterbury Circuit streetscape however, significant change will be seen from the adjoining properties to the north and east of the site. The scale and visual bulk of the proposed dwellings is not adequately addressed through the setbacks or articulation of walls.

The General Residential Zone anticipates housing growth which facilitates a diversity of housing types in locations offering good access to services and transport which is achieved on this site. Though the proposed dwellings make better use of the land by providing increased housing in an area that can take advantage of existing infrastructure, services and transport links, it is considered that the proposed development is not respectful of the prevailing neighbourhood character and a suitable response has not been provided.

***Overshadowing existing secluded private open space***

The submitted overshadowing diagrams shows that more than 40 square metres of the secluded private open space of the property to the north and east of the subject land will receive more than five hours of sunlight between 9am and 3pm on 22 September. Noting that only a small portion of the secluded private open space of these dwellings are overshadowed between these hours. Hence, the proposal complies with Standard B21.

***Overlooking and internal views***

Objectors are concerned about overlooking into their backyards. The habitable room windows of Dwelling 1, 2 and 3 complies with Standard B22. All windows have a fixed, obscure glazing in any part of the window below 1.7 metres above floor level in accordance with Standard B22.

It has been deemed that the all proposed windows are designed to comply with Standard B23 (internal views into the secluded private open space and habitable windows of dwellings within the development).

***Noise***

Objectors are concerned about the increase in noise from future residents of the proposed development. Whilst noise issues can arise as result of the development, the noise generated will be residential in nature and not unreasonable in a residential area.

***Detailed Design***

Clause 55.06-1 encourages design detail that respects the existing neighbourhood character, and site services. As mentioned above the proposal does not comply with the relevant standards in relation to design that respects the existing neighborhood character.

***Traffic and Parking***

Residents have expressed concern regarding insufficient car parking and increased traffic volumes as a result of the development. The proposed development is considered unlikely to impose vehicle movements that will exceed that which is common to residential traffic volumes. Council's Traffic Officers have not raised any concerns regarding increased vehicle traffic.

The amount of car parking to be provided for residents as on-site car parking is adequate. Clause 52.05 of the Melton Planning Scheme requires that the proposal provides one on-site car parking space for every one or two bedroom dwelling and two on-site car parking spaces for every three or more bedroom dwellings. The proposed development makes provision for six on-site car parking spaces. Hence, there will be no need for on-street parking.

## **6. Options**

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

## 7. Conclusion

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

It is considered that the proposal does not comply with the relevant requirements of the Planning Scheme.

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

## LIST OF APPENDICES

1. Locality Plan - dated 15 January 2021
2. Plans for the proposal - dated 4 February 2021
3. Relevant Planning Policy Provisions - dated 15 January 2021
4. Referral Responses - dated 15 January 2021
5. Notice of Refusal to Grant a Permit - dated 3 March 2021

**13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES AND COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS**

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

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

## **14. NOTICES OF MOTION**

### **14.1 NOTICE OF MOTION 758 (CR RAMSEY)**

**Councillor: Sophie Ramsey - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 12 April 2021

#### **MOTION:**

That Council advocate for the Western Victoria Transmission Network Project EES process to properly consider and apply emerging technologies and construction methods that are making underground methods of power transmission a viable option. That Council write to AusNet and appropriate decision making authorities such as DELWP and the Australian Energy Market Operator advising its position and request.

#### **OFFICER'S COMMENTS:**

The WVTNP arises from a competitive tender process undertaken and awarded by the Australian Energy Market Operator (AEMO). This tender process was premised and sought bids from energy infrastructure providers for major overhead transmission lines to connect wind turbine generation assets in Western Victoria into the national grid connecting at Sydenham.

AusNet was the successful bidder and responded to a process which responded to the assumed option of overhead transmission lines. The request for tender from AEMO arguably has limited options and arguably did not allow the market to fully consider and respond with other transmission solutions.

The proposed motion puts forward an advocacy position which is consistent with a submission that Council has jointly submitted with other Councils to the Renewal Energy Zones review. This submission argues that the WVTNP process has limited consideration of other transmission methods, despite other private sponsored projects promoting the use of underground transmission infrastructure through sensitive landscapes. There is also the cumulative visual and environmental impact of major infrastructure passing through the City of Melton.

The motion is appropriate in requesting that Council broaden its advocacy to the multiple agencies that would be responsible for the decision

**14.2 NOTICE OF MOTION 759 (CR MAJDLIK)****Councillor: Kathy Majdlik - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 12 April 2021

**MOTION:**

That in recognition and acknowledgement of the contributions that Carers make in our community, Council officer's provide a report outlining the requirements, costs and benefits for Council to become a participant in the Carer Card Program, recognising and offering the appropriate discounts for Carer Card Holders.

**OFFICER'S COMMENTS:**

If this motion is endorsed, Officers will commence investigations and table a report back to a future meeting.

**14.3 NOTICE OF MOTION 760 (CR ABBOUSHI)****Councillor: Steven Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 12 April 2021

**MOTION:**

That Council officers report back to Council regarding the opportunities to increase the extent of street tree planting in the municipality, including the use of a greater diversity of tree types including exotic species. The report should address all relevant factors including:

- Adoption by Council of a strategy or policy position on the issue
- Evaluation of the species of trees which are likely to thrive in the western region of Melbourne
- The outcomes achieved through Council's current street tree planting program
- The need to improve the amenity of streets and reduce heat island effect resulting from lack of shade
- The extent and method of public consultation proposed to ensure that there is comprehensive and effective community input and engagement on the issue.

**OFFICER'S COMMENTS:**

Council officers are currently preparing a Street Tree Strategy. A report can be provided to Council addressing issues in the Notice of Motion and providing further particulars of the Draft Strategy.

**14.4 NOTICE OF MOTION 761 (CR ABBOUSHI)**

**Councillor: Steven Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Meeting of Council to be held on 12 April 2021

**MOTION:**

That Council investigate the option of introducing a live chat function via its website, to enhance customer experience and provide residents with an additional avenue to connect with Council.

**OFFICER'S COMMENTS:**

Live Chat functionality provides an alternative, digital customer service channel for residents. Officers can explore options including products, cost and benefits and report back to Council.

**15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE**

**16. URGENT BUSINESS**

## 17. CONFIDENTIAL BUSINESS

### Recommended Procedural Motion

That pursuant to section 66(1) and (2)(a) of the *Local Government Act 2020* the meeting be closed to the public to consider the following reports that are considered to contain **confidential information** on the grounds provided in section 3(1) of the *Local Government Act 2020* as indicated:

#### 17.1 Results of 2020 Environmental Enhancement Program

- (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

#### 17.2 Appointment of Community Representatives to the Melton Transport Community Reference Group

- (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

#### 17.3 Extension of Contract No. 18/049 - Provision of Building and Public Amenity Cleaning

- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

#### 17.4 Contract No. 21/047 - Brookside Pavilion Extension & Refurbishment (Construction)

- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

#### 17.5 Contract No. 21/051 - Paynes Road Community Centre Design Services

- (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;

**Recommended Procedural Motion**

That the meeting be opened to the public.

**18. CLOSE OF BUSINESS**