



## MELTON CITY COUNCIL

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Notice is hereby given that the Ordinary Meeting of the Melton City Council will be held in the Council Chamber, Civic Centre, 232 High Street, Melton on 18 September 2017 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

## Visitors to the Gallery please note:

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

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

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

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

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

**TABLE OF CONTENTS**

<b>1.</b>	<b>OPENING PRAYER AND RECONCILIATION STATEMENT</b>	<b>5</b>
<b>2.</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>5</b>
<b>3.</b>	<b>CHANGE TO THE ORDER OF BUSINESS</b>	<b>5</b>
<b>4.</b>	<b>DEPUTATIONS</b>	<b>5</b>
<b>5.</b>	<b>DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR</b>	<b>5</b>
<b>6.</b>	<b>ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>	<b>5</b>
<b>7.</b>	<b>RECORD OF ASSEMBLY OF COUNCILLORS</b>	<b>6</b>
7.1	RECORD OF ASSEMBLY OF COUNCILLORS IN ACCORDANCE WITH SECTION 80A(1) OF THE LOCAL GOVERNMENT ACT 1989	6
<b>8.</b>	<b>CORRESPONDENCE INWARD</b>	<b>11</b>
8.1	PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR	11
<b>9.</b>	<b>PETITIONS AND JOINT LETTERS</b>	<b>18</b>
<b>10.</b>	<b>RESUMPTION OF DEBATE OR OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING</b>	<b>18</b>
<b>11.</b>	<b>PUBLIC QUESTION TIME</b>	<b>18</b>
<b>12.</b>	<b>PRESENTATION OF STAFF REPORTS</b>	<b>19</b>
12.1	AUTHORISING THE AFFIXING OF THE COMMON SEAL OF COUNCIL For Council to adopt the schedule of documents requiring the Common Seal of Council.	19

- 
- |             |   |            |
|-------------|---|------------|
| <b>12.2</b> | <b>ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES</b>  | <b>22</b>  |
|             | To present the aggregated minutes of Advisory Committee meetings yet to be considered by Council.   |            |
| <b>12.3</b> | <b>RESPONSE TO NOTICE OF MOTION 492 - REPORT ON CURRENT RESOURCING AND SUPPORT FOR WORKING WITH THE ABORIGINAL AND TORRES STRAIT ISLAND COMMUNITY IN THE MUNICIPALITY</b>   | <b>99</b>  |
|             | To provide a brief report in response to Notice of Motion 492 tabled at the Ordinary Meeting of Council held on 24 July 2017.   |            |
| <b>12.4</b> | <b>DRAFT ANNUAL FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT - 30 JUNE 2017</b>   | <b>102</b> |
|             | To present to Council for approval the draft Annual Financial Statement and Performance Statement for 30 June 2017, prior to reports being submitted to Council's auditor, in accordance with section 132(2) of the <i>Local Government Act</i> 1989. |            |
| <b>12.5</b> | <b>VICTORIAN GRANTS COMMISSION - FINANCIAL ASSISTANCE GRANTS - FINAL 2017/18 ALLOCATION FOR MELTON CITY COUNCIL</b>   | <b>151</b> |
|             | To inform Council of the final 2017-2018 grant allocation from the Victoria Grants Commission.  |            |
| <b>12.6</b> | <b>2017-2018 COUNCIL AND WELLBEING ANNUAL ACTION PLAN</b>   | <b>175</b> |
|             | To present the proposed 2017-2018 Council and Wellbeing Annual Action Plan for Council's consideration.   |            |
| <b>12.7</b> | <b>HEALTHY CHILDREN GROWING TOGETHER FINAL EVALUATION</b>   | <b>205</b> |
|             | To present the final evaluation results from the Healthy Children Growing Together project which was implemented from August 2014 to June 2017.   |            |
| <b>12.8</b> | <b>PUBLIC SAFETY INFRASTRUCTURE FUNDING SUBMISSION</b>  | <b>234</b> |
|             | For Council to consider a submission to the Department of Justice and Regulation Public Safety Infrastructure Fund for a project to provide public lighting to sections of Lake Caroline, Caroline Springs.   |            |
| <b>12.9</b> | <b>CAROLINE SPRINGS WAR MEMORIAL</b>  | <b>237</b> |
|             | To provide a further response to Notice of Motion 479 and seek Council endorsement of a proposed site at Lake Caroline for a Caroline Springs War Memorial.   |            |

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<b>12.10</b>	<b>PLANNING APPLICATION PA 2017/5584 - USE AND DEVELOPMENT OF THE LAND FOR THE PURPOSE OF A TELECOMMUNICATIONS FACILITY COMPRISING OF A 35 METRE HIGH MONOPOLE WITH ASSOCIATED ANTENNAE AND EQUIPMENT SHELTER AT 1646-1656 MELTON HIGHWAY, PLUMPTON</b>	<b>243</b>
	To consider and determine the above planning application.	
<b>12.11</b>	<b>POSITIVE CHARGE PROGRAM - FIRST YEAR REVIEW</b>	<b>259</b>
	To present the results of the first year of the Positive Charge Program.	
<b>12.12</b>	<b>CITY OF MELTON HERITAGE STRATEGY 2017-2021</b>	<b>262</b>
	To present the <i>City of Melton Heritage Strategy 2017-2021</i> .	
<b>12.13</b>	<b>APPOINTMENT OF A NEW MEMBER TO THE HERITAGE ADVISORY COMMITTEE</b>	<b>321</b>
	To consider the appointment of a committee member to the Heritage Advisory Committee.	
<b>12.14</b>	<b>AMENDMENT C166 TO THE MELTON PLANNING SCHEME - PROPOSED REZONING OF LAND IN EXFORD NORTH AREA</b>	<b>323</b>
	To consider the Minister's refusal to Authorise the proposed Planning Scheme Amendment C166 to rezone two existing estates in an area north of Murphys Road in Exford from Green Wedge Zone to Green Wedge A Zone.	
<b>12.15</b>	<b>AMENDMENT C188 TO THE MELTON PLANNING SCHEME - ADVERTISING SIGNAGE GUIDELINES</b>	<b>336</b>
	To present the Advertising Signage Design Guidelines and the preparation and exhibition of Amendment C188 to the Melton Planning Scheme to implement the Advertising Signage Design Guidelines.	
<b>13.</b>	<b>REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES</b>	<b>373</b>
<b>14.</b>	<b>COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS</b>	<b>373</b>
<b>15.</b>	<b>NOTICES OF MOTION</b>	<b>374</b>
<b>15.1</b>	<b>NOTICE OF MOTION 508 (CR MAJDLIK)</b>	<b>374</b>
<b>15.2</b>	<b>NOTICE OF MOTION 509 (CR MAJDLIK)</b>	<b>375</b>
<b>15.3</b>	<b>NOTICE OF MOTION 510 (CR ABBOUSHI)</b>	<b>376</b>

<b>15.4</b>	<b>NOTICE OF MOTION 511 (CR DE SANTIS)</b>	<b>377</b>
<b>15.5</b>	<b>NOTICE OF MOTION 512 (CR TURNER)</b>	<b>378</b>
<b>16.</b>	<b>COUNCILLOR'S QUESTIONS WITHOUT NOTICE</b>	<b>379</b>
<b>17.</b>	<b>MOTIONS WITHOUT NOTICE</b>	<b>379</b>
<b>18.</b>	<b>URGENT BUSINESS</b>	<b>379</b>
<b>19.</b>	<b>CONFIDENTIAL BUSINESS</b>	<b>380</b>
<b>19.1</b>	<b>INFRASTRUCTURE CONTRIBUTION PLANS</b>	<b>381</b>
	To consider the impact of proposed Infrastructure Contribution Plans for the Kororoit and Plumpton Precinct Structure Plans and present Melton City Council's submission to the Victorian Planning Authority.	
<b>20.</b>	<b>CLOSE OF BUSINESS</b>	<b>455</b>

**1. OPENING PRAYER AND RECONCILIATION STATEMENT**

The Chairperson will read the opening prayer and reconciliation statement.

**Prayer**

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

**Reconciliation Statement**

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

**2. APOLOGIES AND LEAVE OF ABSENCE**

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

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

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

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

That the Minutes of the Ordinary Meeting of Council held on 21 August 2017 be confirmed as a true and correct record.

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

- 21 August 2017 Record of Assembly of Councillors
- 28 August 2017 Record of Assembly of Councillors
- 4 September 2017 Record of Assembly of Councillors
- 11 September 2017 Record of Assembly of Councillors

**RECOMMENDATION:**

That the Record of Assembly of Councillors dated 21 August, 28 August, 4 September and 11 September 2017 attached to this Agenda be received and noted.

**LIST OF APPENDICES**

1. 21 August 2017 Record of Assembly of Councillors
2. 28 August 2017 Record of Assembly of Councillors
3. 4 September 2017 Record of Assembly of Councillors
4. 11 September 2017 Record of Assembly of Councillors



## **8. CORRESPONDENCE INWARD**

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

- Don Nardella MLA - Member for Melton – Alternate Waste Technologies
- The Hon Daniel Andrews MP – Premier of Victoria – Concerns regarding recent home invasions
- Marlene Kairouz MP – State Member for Kororoit – Support the Growing Suburbs Fund (enclosure letter to The Hon Natalie Hutchins MP, Minister for Local Government, Minister for Aboriginal Affairs and Minister for Industrial Relations)
- The Hon Brendan O'Connor MP – Federal Member for Gorton – Support the Growing Suburbs Fund

#### **RECOMMENDATION:**

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

#### **LIST OF APPENDICES**

1. Correspondence Inwards - Don Nardella MLA - dated 11 August 2017
2. Correspondence Inwards - The Hon Daniel Andrews MP - dated 16 August 2017
3. Correspondence Inwards - Marlene Kairouz MP - dated 16 August 2017
4. Correspondence Inwards - Hon. Brendan O'Connor MP - dated 23 August 2017

**9. PETITIONS AND JOINT LETTERS**

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

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

Nil.

**11. PUBLIC QUESTION TIME**

## 12. PRESENTATION OF STAFF REPORTS

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

Author: Dominique Roberts - 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 18 September 2017.

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

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

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

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

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

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

##### 4. Financial Considerations

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

**5. Consultation/Public Submissions**

Not applicable.

**6. Risk Analysis**

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

**7. Options**

Not applicable.

**LIST OF APPENDICES**

1. Authorising of Affixing of the Common Seal - dated 18 September 2017

## 12.2 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

**Author: Tracy Spiteri - Governance Coordinator**  
**Presenter: Kel Tori - Chief Executive Officer**

### PURPOSE OF REPORT

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

### RECOMMENDATION:

That Council:

1. note the minutes of Advisory Committee meetings at **Appendix 1, 2, 3, 4, 5 and 6**
2. adopt recommendations arising within the Minutes.

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### REPORT

#### 1. Executive Summary

In accordance with section 3(1) of the *Local Government Act* 1989 ('the Act'), Council may establish a) Advisory Committees for the purpose of providing advice, or b) Special Committees which are delegated powers, duties or functions of Council. The establishment of an Audit Committee, considered an Advisory Committee of Council, is dealt with under section 139 of the Act.

A Council appointed Advisory Committee meeting where at least one Councillor attends and which considers matters that are intended or likely to be the subject to a decision of Council, is considered an assembly of Councillors. In accordance with section 80A of the Act, a written record of an assembly of Councillors must, as soon as practicable, be reported at an ordinary meeting of the Council. The minutes of the Advisory Committees attached to this report forms the written record of the assembly detailing matters considered and any Councillor conflicts disclosed.

#### 2. Background/Issues

Advisory Committees are established by a resolution of Council. The role of an Advisory Committee, including the limits of power, are clearly defined in the Terms of Reference adopted by Council.

The membership of Committees will vary depending upon its specific role. Committee membership will generally comprise a Councillor/s, council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually at the Statutory Meeting of Council. Councillor representation on current Council Committees and to other organisations for 2017 were adopted by Council at the Ordinary Meeting held 21 November 2016.

Advisory Committees meet regularly during the year and minutes of all meetings are scheduled to be presented at the next Ordinary Meeting of Council.

Advisory Committee Meetings minutes attached to this report for Council acknowledgement and endorsement:

Meeting Date	Advisory Committee	Attached
3 August 2017	Disability Advisory Committee Meeting	Appendix 1
16 August 2017	Culturally and Linguistically Diverse Advisory Committee Meeting	Appendix 2
17 August 2017	Early Years Partnership Committee Meeting	Appendix 3
24 August 2017	Policy Review Panel Meeting	Appendix 4
25 August 2017	Family Violence Advisory Committee Meeting	Appendix 5
30 August 2017	Arts and Culture Advisory Committee Meeting	Appendix 6

### 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 3 August 2017
2. Culturally and Linguistically Diverse Advisory Committee Meeting Minutes - dated 16 August 2017
3. Early Years Partnership Committee Meeting Minutes - dated 17 August 2017
4. Policy Review Panel Meeting Minutes - dated 24 August 2017
5. Family Violence Advisory Committee Meeting Minutes - dated 25 August 2017
6. Arts and Culture Advisory Committee Meeting Minutes - dated 30 August 2017

## **12.3 RESPONSE TO NOTICE OF MOTION 492 - REPORT ON CURRENT RESOURCING AND SUPPORT FOR WORKING WITH THE ABORIGINAL AND TORRES STRAIT ISLAND COMMUNITY IN THE MUNICIPALITY**

**Author: Jessica Trijsburg - Coordinator Community Capacity**  
**Presenter: Coral Crameri - Acting General Manager Community Services**

### **PURPOSE OF REPORT**

To provide a brief report in response to Notice of Motion 492 tabled at the Ordinary Meeting of Council held on 24 July 2017.

### **RECOMMENDATION:**

That Council note the current resourcing and support levels provided to the Aboriginal and Torres Strait Island community and organisations within the municipality.

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### **REPORT**

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

At the Ordinary Meeting of Council held 24 July 2017, Notice of Motion 492 was carried stating:

*'The Council officers provide a brief report regarding Council's current resourcing and support for working with the Aboriginal and Torres Strait Island community and organisations within the municipality.'*

This report provides a response to Notice of Motion 492.

Melton City Council works closely with local Aboriginal and Torres Strait Islander community members and groups across our communities in a wide variety of ways.

As a municipality, we are proud to have one of the fastest growing Aboriginal communities in Victoria, and are committed to increasing engagement with, and service provision for, this important community in our midst.

Council's specific work with Aboriginal and Torres Strait Islander communities is broadly associated with three main activity areas: Reconciliation Portfolio; Access and Support (Home and Community Care) and Kirrip Aboriginal Corporation support. Beyond this, Council supports a number of groups, organisations, and initiatives through grants, advocacy, training, and other collaborative mechanisms.

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

Council's resourcing and support for working with the Aboriginal and Torres Strait Islander community is aligned with three broad activity areas: Reconciliation Portfolio; Access and Support (Home and Community Care) and Kirrip Aboriginal Corporation support.

##### **Reconciliation Portfolio**

Melton City Council is serious about reconciliation and has developed its Reconciliation Policy and Roadmap to Reconciliation action plan to help achieve its vision of 'a united



*Australia which respects this land of ours, values Aboriginal and Torres Strait Islander heritage and provides justice and equity for all'.*

The Reconciliation Policy Principles and examples of events and initiatives are:

**Support** the Melton City Council Reconciliation Advisory Committee as an official advisory body and working group.

**Participate** in National Reconciliation Week and NAIDOC Week each year.

**Deliver** cultural awareness training and development opportunities to Council staff.

**Recognise** Aboriginal people's ongoing connection to place through Welcome to Country ceremonies or Acknowledgement of Country statements at large meetings and public events.

**Promote** and celebrate the Aboriginal history and heritage of the City of Melton.

**Develop** strategies and programs to recruit and retain Aboriginal employees within the organisation.

**Develop** strategies and programs to support Aboriginal businesses within the municipality.

**Support** local Aboriginal community groups to develop their capacity through opportunities to participate in targeted programs, training activities and community events.

**Participate** in local and regional networks to facilitate positive outcomes for the community under closing the gap and other federal and state government initiatives.

**Advocate** for and with the local Aboriginal community to State and Federal Governments and service providers on community issues.

The work undertaken in the Reconciliation Portfolio as described above is resourced through Council budget.

### **Access and Support (Home and Community Care)**

Council's work in this area involves facilitation and support of Aboriginal and Torres Strait Islander community members through service pathways both within Council and beyond, as well as working with service providers to promote culturally safe and appropriate service delivery to meet the needs of our local communities. This position is jointly funded by both the State and Commonwealth governments.

Currently, the Access and Support work is combined with the Reconciliation Portfolio as described above, and is delivered through a full time position.

### **Kirrip Aboriginal Corporation support**

This position is a collaboration between Department of Health and Human Services (DHHS), Kirrip Aboriginal Corporation and Melton City Council to increase the capacity of Kirrip Aboriginal Corporation, and activate service delivery from Kirrip Aboriginal Hub, located at 26 Exford Rd, Melton South.

This position is mostly funded by Department of Human Services for a fixed term of an initial 12 months, with a contribution from Melton City Council toward the on costs and management support for the position. This position is a temporary role at Council and will at a point in time transition to the Kirrip Aboriginal Corporation. Council initially responded to a DHHS request to take on the position in a temporary capacity to support the establishment of the Kirrip Aboriginal Hub and associated services.

In addition, Council provides the lease of Kirrip Aboriginal Community Hub to the Kirrip Aboriginal Corporation at a peppercorn rent for a term of five (5) years. In addition, Council also provides property maintenance support to the facility. This represents a strong commitment to supporting Kirrip to establish a vibrant and effective service to the Aboriginal and Torres Strait Islander communities in the region.

The combined result of the resourcing and support to the Aboriginal and Torres Strait community as detailed above equates to two (2) full time officers, a facility at a peppercorn rent, property maintenance support, and operational funding for events and initiatives through Council's Reconciliation Policy and Roadmap to Reconciliation action plan.

### **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
  - 1.6 *Reconciliation to support healthy communities.*

### **4. Financial Considerations**

There are no additional financial considerations associated with the contents of this report.

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

Nil.

### **6. Risk Analysis**

No risk has been identified in relation to the contents of this report.

### **7. Options**

Council has the option to endorse the Officer's recommendation as presented.

### **LIST OF APPENDICES**

Nil

## 12.4 DRAFT ANNUAL FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT - 30 JUNE 2017

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

### PURPOSE OF REPORT

To present to Council for approval the draft Annual Financial Statement and Performance Statement for 30 June 2017, prior to reports being submitted to Council's auditor, in accordance with section 132(2) of the *Local Government Act 1989*.

### RECOMMENDATION:

That Council:

1. Approve, in principle, the draft Annual Financial Statement and Performance Statement for 30 June 2017 at **Appendix 1**.
2. Authorise the Mayor, Cr Sophie Ramsey and Deputy Mayor, Cr Bob Turner to approve the Statements in their final form after any changes recommended, or agreed, by the Auditor have been made, pursuant to sections 132(2) and 132(5) of the *Local Government Act 1989*.

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### REPORT

#### 1. Executive Summary

The Audit Committee meeting on 30 August 2017 discussed and reviewed the draft Financial Statements and Performance Statement for the year ended 30 June 2017. The Audit Committee has recommended that Council approve the statements prior to them being submitted to the Auditor, as required under the *Local Government Act 1989* ('the Act').

#### 2. Background/Issues

For the purpose of sections 132(2) and 132(5) of the Act, Council must not submit the Annual Financial Statements and Performance Statements to the auditor or the Minister unless it has passed a resolution giving its approval in principle to the statements. The Council must authorise two Councillors to certify the Statements in their final form after any changes are recommended, or agreed to, by the Auditor.

In accordance with section 133(1) of the Act, Council must submit the Statements to the Minister within three months of the end of the financial year.

#### 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 direct costs associated with this matter.

**5. Consultation/Public Submissions**

There is no requirement for public consultation in relation to the draft Financial Statements and Performance Statement.

**6. Risk Analysis**

Endorsing the recommendations in this report will ensure Council's continued compliance with the legislative requirements.

**7. Options**

Council has the option to reject the Officer's recommendations, however this would put Council's ability to meet statutory obligations at risk.

**LIST OF APPENDICES**

1. Draft Annual Financial Report and Performance Report - dated year ended 30 June 2017

## **12.5 VICTORIAN GRANTS COMMISSION - FINANCIAL ASSISTANCE GRANTS - FINAL 2017/18 ALLOCATION FOR MELTON CITY COUNCIL**

**Author: Peter Bean - General Manager Corporate Services**  
**Presenter: Peter Bean - General Manager Corporate Services**

### **PURPOSE OF REPORT**

To inform Council of the final 2017-2018 grant allocation from the Victoria Grants Commission.

### **RECOMMENDATION:**

That Council note the information contained in this report.

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## **REPORT**

### **1. Executive Summary**

The Victorian Grants Commission determined the allocation of financial assistance grants provided by the Commonwealth Government to Victorian Councils. All funds allocated by the Commission are distributed on a formula basis and all funds are untied, which means the Councils are able to determine how they are to be used.

Melton City Council has been allocated a total sum of \$14,854,083 in financial assistance grants from the Victoria Grants Commission in the 2017-2018 financial year. Funding of \$13,028,736 has been allocated as general purpose grants and \$1,825,347 as local road funding. Council receives funding in 4 instalments of which \$6,913,642 was received in June 2017.

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

The Victoria Grants Commission allocates financial assistance grants to support councils in delivering services to their communities. These funds are provided annually by the Australian Government. All of this funding is untied and Councils can use the grants at their discretion.

In 2017-2018, Victorian councils received a total of \$565.8 million in financial assistance grants:

- \$415.7 million in general purpose grants
- \$150.0 million in local roads grants.

General purpose grants are allocated based on an assessment of Council's relative needs. This takes account a range of data for each Council including population, number of dwellings, valuations, socio-economic disadvantage, population growth, population dispersion, regional significance and tourism.

The calculation of relative expenditure needs is based on these nine different areas and for each of the nine areas of expenditure, the average actual level of expenditure by Victorian Councils is derived from data submitted annually by all Councils to the Commission. From this, the Commission calculates an average level of expenditure for each category per capita.

A number of cost adjustments were taken into account for each of the areas of expenditure assessed. Because some factors represented by cost adjusters are seen to impact more on

cost than others, different weightings are used for the cost adjusters for different areas of expenditure. These calculations also take into account amounts of recurrent grant support provided by the Commonwealth or State Governments for each area of expenditure on a statewide average basis.

The Commission also assesses relative capacity to raise revenue from rates and relative capacity to raise revenue from user fees and charges. Standardised rate revenue is an assessment of each Council's relative capacity to raise rate revenue given the size and composition of its valuation base, although this is somewhat limited with the rate capping requirements imposed on Councils. The same also applies in the assessment of standardised fees and charges revenue with Council.

In relation to local roads grants the Commission uses a network cost model to assess the relative needs of the 79 Victorian Councils for local roads grants. This takes into account:

- The length of each Councils local roads network
- The distribution of that network across roads with different types and traffic volumes
- A set of statewide average annual asset preservation costs
- A series of cost modifiers to reflect impact of local conditions in relation to freight movements on local roads, climate, access to road making materials, sub-grade conditions and strategic routes and
- The deck area of bridges on local roads.

Included as **Appendix 1** to this report is the letter received outlining the grants allocation to Council and the detailed individual Council report setting out the background to the calculation of Melton's allocation.

The Commission visits all Councils, other than those receiving a minimum grant, once every four years. The purpose of these visits is to provide Councillors and staff with a detailed overview of the Commissions role allocation methodology and how grant outcomes are determined. These meetings also help the Commission to improve its understanding of the issues facing individual Councils.

### **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

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

### **4. Financial Considerations**

Council budgeted an amount of \$14,037,250 in financial assistance grants from the Victoria Grants Commission in 2017-2018. The final grant allocation is \$816,833 higher than budgeted. The instalment received in June 2017 of \$6,913,642 is be recognised as revenue in 2016-2017 financial year as per Australian Accounting Standards.

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

There is no requirement for public consultation in relation to this report. Councils are able to have input into the way the financial assistance grants are allocated through submissions or meetings with the Commission. Further details about the 2017-2018 financial assistance grants will be provided to councils at the upcoming regional information sessions, to be held in late August and September 2017.

**6. Risk Analysis**

There are no risks associated with the recommendations contained in this report.

**7. Options**

Report is for information only.

**LIST OF APPENDICES**

1. VGC Circular 4 - Financial Assistance Grants - Final 2017-2018 Allocation - dated 10 August 2017
2. Allocation and Payment Schedule - dated 2017-2018
3. Financial Assistance Grants Melton - dated 2017-2018
4. Individual Council Reports - Melton - dated 2017-2018

## 12.6 2017-2018 COUNCIL AND WELLBEING ANNUAL ACTION PLAN

Author: Bob Baker - Corporate Planning and Performance Coordinator

Presenter: Peter Bean - General Manager Corporate Services

### PURPOSE OF REPORT

To present the proposed 2017-2018 Council and Wellbeing Annual Action Plan for Council's consideration.

### RECOMMENDATION:

That Council adopt the 2017-2018 Council and Wellbeing Annual Action Plan.

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## REPORT

### 1. Executive Summary

Each year Council produces an Annual Action Plan identifying the key activities that Council will undertake to achieve the strategic outcomes, objectives and strategies identified in the Council and Wellbeing Plan 2017-2021.

There are 153 actions identified from across Council's service units detailed in the proposed 2017-2018 Council and Wellbeing Annual Action Plan (the '2017-18 Annual Action Plan') as detailed in **Appendix 1**.

Progress against these activities is reported to Council in a quarterly progress report and at the end of the year in Council's Annual Report.

### 2. Background/Issues

The Council and Wellbeing Plan 2017-2021 details the vision for the community, and the strategic outcomes, objectives and strategies to be undertaken in the work toward that vision.

The vision for the community is that Melton is 'A Thriving Community Where Everyone Belongs.' The Council Plan identifies five (5) themes to guide the work of the organisation. These themes are:

1. A proud, inclusive and safe community
2. A thriving and resilient natural environment
3. A well planned and built City
4. A strong local economy and a lifelong learning City
5. A high performing organisation demonstrating leadership and advocacy

Each year Council produces an Annual Action Plan identifying key activities that Council will undertake in implementing the Council and Wellbeing Plan. The 2017-18 Annual Action Plan includes projects, programs, services and service enhancements that will occur within a twelve (12) month period.

The 2017-2018 Annual Action Plan includes 153 actions, with 17 actions being carried forward from the 2016-2017 Council Annual Action Plan.



Some significant initiatives included in the 2017-2018 Annual Action Plan include:

- The development of an 'All Life Stages Strategy' incorporating Ageing Well, Disability, Early Years and Youth
- Implement the Intercultural Plan 2017-2021
- Develop the Safer City Plan
- Develop a Reconciliation Roadmap 2018-2021
- Develop the Preventing Violence Against Women Through Gender Equity Strategy
- Develop an Integrated Water Management Plan
- Develop a Waste Strategy for the municipality that will guide waste and resource management into the future
- Construction of the Taylor's Hill West sports precinct
- Plan and deliver outcomes of the Female Friendly Facility Change Rooms program
- Deliver Stage 3 of the Pride of Melton project
- Implement 'Moving Melton', Council's integrated transport strategy

The list of actions above is not exhaustive, and the 2017-18 Annual Action Plan itself provides only a selection of the work being delivered by Council.

Progress against all of the actions in the 2017-18 Annual Action Plan is detailed in quarterly progress reports presented to the Ordinary Meeting of Council and the end of year outcomes are detailed in Council's Annual Report.

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

The Melton City Council 2017-2021 Council Plan references:

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

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

### **4. Financial Considerations**

The 2017-18 Annual Action Plan is resourced via the adopted 2017-2018 Council Budget.

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

Actions contained in the 2017-2018 Annual Action Plan are a result of Council's ongoing engagement with community and prioritisation processes through annual business planning and budget development.

### **6. Risk Analysis**

Nil.

### **7. Options**

That Council:

1. adopt the 2017 – 2018 Annual Action Plan as detailed at **Appendix 1**
2. not adopt the 2017 – 2018 Annual Action Plan and refer back to officers for further work
3. provides an alternative option as considered by Council.

**LIST OF APPENDICES**

1. Council and Wellbeing Annual Action Plan - dated 2017-2018

## 12.7 HEALTHY CHILDREN GROWING TOGETHER FINAL EVALUATION

**Author: Sarah Grace - Health Promotion Officer**  
**Presenter: Coral Crameri - Acting General Manager Community Services**

### PURPOSE OF REPORT

To present the final evaluation results from the Healthy Children Growing Together project which was implemented from August 2014 to June 2017.

### RECOMMENDATION:

That Council note the project outcomes as outlined in the Final Evaluation Report, as presented at **Appendix 1**.

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## REPORT

### 1. Executive Summary

The Healthy Children Growing Together project (HCGT) was funded externally through the Macedon Ranges and North Western Melbourne Medicare Local in June 2014. It aimed to improve the health and wellbeing of children and families, through a range of healthy eating and physical activity initiatives. A Project Officer was employed to implement the project from August 2014 to June 2017.

Throughout the three year project, fifteen (15) different project strategies were implemented, with 520 individual program sessions and events, reaching 12,181 children and families across the City of Melton.

The project concluded in June 2017 and resulted in positive health and wellbeing outcomes for participants as outlined in the Final Evaluation Report as presented at **Appendix 1**.

### 2. Background/Issues

#### Project overview

The City of Melton has higher rates of overweight and obesity, Type 2 diabetes, and lower rates of physical activity, and fruit and vegetable consumption compared to the Victorian average. The rise in the number of overweight children is very concerning, as overweight children are at greater risk of becoming overweight adults and developing chronic health conditions.

HCGT was funded through the Macedon Ranges and North Western Melbourne Medicare Local in June 2014 with the project concluding in June 2017. A Project Officer was employed to oversee the project from August 2014 to June 2017.

HCGT aimed to reduce childhood obesity rates within the City of Melton through implementing a range of health promotion strategies targeted at children (0-8 years) and their families.

The objectives of the project were to:

- raise awareness of the importance of physical activity and health eating in maintaining a healthy lifestyle among children and their families

- increase the physical activity levels of children and their families
- raise awareness and provide opportunities for whole of family physical activity initiatives
- encourage children to eat the recommended daily intake of fruit (2 serves) and vegetables (5 serves)
- support policy development to create healthy physical and social environments
- build the capacity of early years service providers (e.g. kindergartens, occasional care, Maternal and Child Health and schools) and other key stakeholders to develop, implement and evaluate healthy lifestyle initiatives
- improve health literacy among families
- build an evidence base that supports growth area planning that is conducive to community wellbeing.

### Key strategies and outputs

A range of strategies were developed to meet the objectives of the project, including:

- capacity building through professional development
- building health and wellbeing messages into existing programs
- broad reaching event engagement
- community education programs
- physical activity programs
- resource distribution
- council based initiatives.

Overall HCGT was extremely successful as well as providing several learnings. The project outcomes are detailed in the Final Evaluation Report, as presented at **Appendix 1**. The table below highlights key strategies and outputs:

<b>Healthy Children Growing Together Project Outputs</b>		
<b>Strategy</b>	<b>Number of Sessions</b>	<b>Total Participant Numbers</b>
Get Active in the City of Melton	216	2,393
Conversations with Parents (Feeding your Baby, Fussy Eating, Staying Healthy While Pregnant)	51	241
Healthy Kinder Kids	17	216
Early Years and School Professional Development	23	256
Festivals and Events	9	3,210
Healthy Story Time	50	2,300
Holiday Programs	4	287
Kindergarten Readiness Month	2	114
Active April Family Fun Day	3	1746
Parents and Prams Walking Groups	24	155

<b>Healthy Children Growing Together Project Outputs</b>		
<b>Strategy</b>	<b>Number of Sessions</b>	<b>Total Participant Numbers</b>
The Corner @ McKenzie: Community Activation Project	121	2,163
<b>Total</b>	<b>520</b>	<b>12,181</b>

In addition, a number of resources were developed with approximately 7,400 items distributed to support the uptake of positive healthy eating, oral health and physical activity behaviours. Resources included Cooking for Kids Cookbook, Yarning about Breastfeeding, and toothbrushes and oral health information.

Several Council based initiatives were also implemented including reviewing Council's Breastfeeding Policy and Guidelines which now provide Officers with access to Council's Breastfeeding Support Service, accrediting a second Family Room at the Caroline Springs Civic Centre and providing access to accredited Baby Care Room facilities for breastfeeding at six Council facilities.

### **On-going Strategies**

A key risk of externally funded projects such as HCGT is the inability to continue successful elements of the project as well as managing community demand and expectation created as a result of the project. Sustainability was a strong focus of HCGT and as such a number of HCGT strategies have been embedded in core Council business, including:

- healthy story time sessions
- active in April events
- 'Breastfeeding Welcome Here' program in local cafes
- baby Care Room accreditation in community and Council facilities
- Transform-Us! and Stephanie Alexander Kitchen Garden Program
- parents and with Prams.

A significant outcome of HCGT was the inclusion of responsibilities related to healthy families in the existing Active Transport Officer position description. This will ensure on-going support to schools and families for a range of health and wellbeing issues. There are however, several recommendations that should be considered which will allow the health and wellbeing gains to be built on.

### **Further Opportunities for Integration of Outcomes into Services**

Based on the evaluation findings there are a number of further opportunities identified to integrate outcomes from the project into ongoing services. These opportunities include:

- Continue to deliver Get Active in the City of Melton program in some form, either for a reduced period, with 'come and try' sessions run by community groups, or subsidised programs through neighbourhood houses.
- Integrate content from the Conversations with Parents - Feeding Your Baby program into new parents groups, and offer one session per new parent group cycle, rotated between venues.
- Provide free fruit and water available at event engagements targeting children and families, and ensure no discretionary foods are offered.
- Continue to provide professional development and networking sessions for schools.
- Explore a student placement opportunity with a university to support healthy food systems within schools, including canteens and breakfast clubs.

- Support Children's Services to deliver at least one health and wellbeing related professional development session as part of the existing training calendar or networks.

The HCGT project was a great success in elevating the importance of healthy eating and physical activity for children and families within the municipality, and the integration of outcomes into ongoing work delivered by Council will ensure that the gains made by the project are sustained.

### **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
  - 1.5 *Environments that enable and encourage positive public health and wellbeing outcomes.*

### **4. Financial Considerations**

\$300,000 of external funding was received through the Macedon Ranges and North Western Melbourne Medicare Local.

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

Children and families were consulted during the planning, implementation and evaluation phases of the HCGT project. A range of internal and external stakeholders were also engaged through the development of the project, and feedback sought from stakeholders participating in relevant project strategies.

### **6. Risk Analysis**

Failure to address the poor health and wellbeing outcomes of children and families within the City of Melton may result in worse health outcomes. To improve community health and wellbeing, Council must continue to address physical activity and healthy eating behaviours and awareness through interaction with the community.

### **7. Options**

Council has the option to endorse the recommendation in the report as put.

### **LIST OF APPENDICES**

1. HCGT Final Evaluation Report - dated August 2017

## 12.8 PUBLIC SAFETY INFRASTRUCTURE FUNDING SUBMISSION

**Author: Matthew Wilson - Manager Community Planning**  
**Presenter: Coral Crameri - Acting General Manager Community Services**

### PURPOSE OF REPORT

For Council to consider a submission to the Department of Justice and Regulation Public Safety Infrastructure Fund for a project to provide public lighting to sections of Lake Caroline, Caroline Springs.

### RECOMMENDATION:

That Council endorse a submission to the Department of Justice and Regulation Public Safety Infrastructure Fund for the amount of \$250,000.

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### REPORT

#### 1. Executive Summary

Council has an opportunity to make a submission to the Department of Justice and Regulation Public Safety Infrastructure Fund (PSIF) for a project that will provide public lighting to sections of Lake Caroline, Caroline Springs. The sections proposed for lighting are identified in **Appendix 1**.

The project is identified as providing community safety, and health and wellbeing outcomes in that it will light a large section of the perimeter of Lake Caroline adjacent to shopping and restaurant strip, and inclusive of the outdoor fitness stations at the northern end of the Lake. The proposed project is consistent with previous advice to Council relating to Park Lighting through a report to the 12 December 2016 Ordinary Meeting of Council.

Up to \$250,000 is available under the PSIF with Council providing a contribution toward the project if the submission is successful.

This report seeks Council's endorsement to proceed with a submission to the PSIF for the project.

#### 2. Background/Issues

The PSIF grant program invites Councils to apply for up to \$250,000 toward public infrastructure that promotes public safety, and is usually focused on projects that install public lighting or CCTV. It is proposed that Council submit an application to the fund for a project to provide public lighting to sections of the perimeter of Lake Caroline, Caroline Springs.

Council has previously received a report at the 12 December 2016 Ordinary Meeting of Council responding to Notice of Motion 436, outlining an approach to providing public lighting in identified public open space, reserves and linear parks. This proposed project is consistent with outcomes from that report, and aims to deliver on the intent expressed by Council at the time.

A further outcome of the report to Council at the 12 December 2016 meeting was the funding of a Passive Reserves Lighting Program within the Capital Works Program. The 2017/18 budget includes \$200,000 in that Passive Reserves Lighting Program.

The PSIF requires Council's to make a contribution toward the project if successful. The estimated cost of the proposed project is \$519,600 with \$250,000 secured through the PSIF and Council contributing a total of \$269,600 over the 2017/18 and 2018/19 financial years.

In exploring the proposed project, Engineering Services engaged a lighting consultant to develop a project scope, propose options and estimate costs. The scoping document breaks the project into different sections which allows for staging of the project to be undertaken.

It is proposed to Council that the submission to the PSIF provides a mains electricity lighting treatment of along Caroline Springs Boulevard, Lake Street, around WestWaters Hotel, and through the playground and exercise area adjacent to The Esplanade. These areas are identified in the map shown at **Appendix 1**. The remaining areas around the Lake will be treated as a separate Stage 2 project and would be subject to future funding submissions where appropriate.

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

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

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

### 4. Financial Considerations

Council is seeking \$250,000 from the PSIF and will provide matching funds to a total of \$269,600 over two financial years if successful. The following outlines the proposed approach to funding the project.

Estimated total cost of the Project	\$519,600
PSIF grant (revenue)	\$250,000
Council contribution 17/18 (Passive Reserves Lighting Program)	\$69,600
Council contribution 18/19 (Entry into the Capital Works Budget as a project)	\$200,000

### 5. Consultation/Public Submissions

The 2017 Metropolis Household Satisfaction Survey identified that public safety is the number one (1) concern for the community in the municipality, with residents living in the eastern corridor significantly concerned. Lake Caroline is in the eastern corridor and such, this project is an investment toward addressing safety concerns in utilizing this public space.

### 6. Risk Analysis

There are no risks identified with endorsing the recommendation in this report. The project, if funded, will provide much needed lighting to areas of public space adjacent to high traffic areas in the commercial precinct of Lake Caroline.

### 7. Options

Council has the option to:

1. Endorse the recommendation as put in this report
2. Reject the recommendation and not submit an application to the PSIF.

### LIST OF APPENDICES

1. Public Safety Infrastructure Fund Project - Lake Caroline Public Lighting - September 2017



## 12.9 CAROLINE SPRINGS WAR MEMORIAL

**Author: Matthew Wilson - Manager Community Planning**  
**Presenter: Coral Crameri - Acting General Manager Community Services**

### PURPOSE OF REPORT

To provide a further response to Notice of Motion 479 and seek Council endorsement of a proposed site at Lake Caroline for a Caroline Springs War Memorial.

### RECOMMENDATION:

That Council:

1. endorse the proposed site for a Caroline Springs War Memorial identified at Lake Street, Caroline Springs (**Appendix 1**)
2. note the estimated costs associated with the project
3. write to the President of the Caroline Springs RSL confirming their agreement regarding the proposed site at Lake Street, Caroline Springs.

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### REPORT

#### 1. Executive Summary

Council received a report as an initial response to Notice of Motion 479 at the Ordinary Meeting of Council on 24 July 2017. As an outcome of that report Council required a further report to be presented with '*detailed costing on the relocation of the existing War Memorial inclusive of traffic implications and an enhanced model of the War Memorial to the proposed location as presented*'.

This report provides the requested costing, identifies traffic implications caused by large gatherings for events at the preferred site as shown in **Appendix 1**, and presents an enhanced model for the War Memorial.

#### 2. Background/Issues

The report to Council on 24 July 2017 identified a potential site for the relocation at the Caroline Springs Library and Civic Centre fronting Caroline Springs Boulevard. Subsequent to this initial report, Officers have had further discussion with the Caroline Springs RSL and now propose a preferred alternate site for the Caroline Springs War Memorial at Lake Street, Caroline Springs. This new proposed site is identified in agreement with the Caroline Springs RSL and is recommended to Council by officers. The proposed site is highlighted in **Appendix 1**.

Costs associated with establishing an enhanced model for a War Memorial at the proposed site have been estimated by Councils City Design team. These costs are estimates only and are detailed in the table below.

Item	Cost
Preliminaries	\$2,000
Tree protection works	\$1,500
Pavement works	\$2,000

Item	Cost
Monument works	\$15,000
Interpretive/Educational Signage	\$10,000
Furniture (including flagpoles)	\$8,000
Soft landscape	\$300
<b>Subtotal</b>	<b>\$38,800</b>
Contingency	\$7,760
Design and Project Management	\$4,656
<b>Total</b>	<b>\$51,216</b>

Whilst the total cost for the project exceeds \$51,000, it is noted that the Caroline Springs RSL will make funding submissions to government for a significant contribution toward the project. In addition, the RSL will apply to various community grants programs that are available within the municipality.

One of the major advantages of the new proposed site is that traffic management for major events or memorial days is significantly easier than the original location fronting Caroline Springs Boulevard. Traffic management at the preferred site would be achieved through a less complicated road closure of a section of Lake Street. This closure would not prevent traffic from accessing the Caroline Springs Square Shopping Centre, or cause major disruption of the main Caroline Springs Boulevard thoroughfare. One of the strengths of the proposed site is that it will facilitate gatherings of people for events and memorial days easily.

Regarding Council's request for an enhanced model of the War Memorial, the site is advantageous for a number of reasons. Firstly, Lake Caroline provides an excellent backdrop to the new memorial location creating a sense of serenity and pause for reflection. In addition, the new memorial will make use of the wall (see photos in **Appendix 1**) to place educational plaques detailing conflicts that Australia has been involved in.

Whilst there is not yet a detailed design available to present, the RSL and officers will continue to develop the concept for the enhanced model for the memorial. What is requested of Council at this point in time is endorsement of the recommended site, which will enable the project management to commence and would provide the RSL with certainty in regards to site location.

### 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
  - 1.1 *A community where all people feel welcome, valued and proud.*

### 4. Financial Considerations

As stated above, the estimated total cost for the project is \$51,216. However, the RSL is seeking external funding for the project via a number of avenues, and officers will provide assistance to the RSL where appropriate. It is hopeful that the majority, if not all, of the required funds will be secured through these grant processes.

### 5. Consultation/Public Submissions

Officers met with representatives of the Caroline Springs RSL to discuss potential sites for the relocation/establishment of the memorial. The site recommended in **Appendix 1** is the preferred site by both the RSL and Council officers.

## **6. Risk Analysis**

Traffic management at the proposed site will be less complicated than at the current site at the Caroline Springs Leisure Centre, or other potential sites around the Caroline Springs town centre.

There is the possibility that the RSL may not be successful in securing the necessary funding through grant submissions. If that risk eventuates, then Council may elect to make provision of an amount toward the project through the 2018/19 budget process. This would be a discussion at the budget process.

## **7. Options**

Council has the option to endorse the officer's recommendation as presented.

## **LIST OF APPENDICES**

1. Proposed site for Caroline Springs War Memorial relocation, Lake Caroline, Caroline Springs - undated

## 12.10 PLANNING APPLICATION PA 2017/5584 - USE AND DEVELOPMENT OF THE LAND FOR THE PURPOSE OF A TELECOMMUNICATIONS FACILITY COMPRISING OF A 35 METRE HIGH MONOPOLE WITH ASSOCIATED ANTENNAE AND EQUIPMENT SHELTER AT 1646-1656 MELTON HIGHWAY, PLUMPTON

Author: Cam Luong - 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:	Visionstream Pty Ltd
Proposal:	Telecommunications Tower (NBN)
Existing Land Use:	Trethowan Plant Nursery. There is also an existing telecommunications facility on the land.
Number of Objections:	Nil
Key Planning Issues:	Visual amenity Compliance with the Code of Practice for Telecommunications Clustering of telecommunications facilities.
Recommendation:	Not support the application.

### The Land and Surrounding Area

The subject site has an area of 4.16 hectares and is located on the northern side of the Melton Highway, Plumpton. The Trethowan Plant Nursery operates from the subject land. Other features of the site are as follows:

- The site is currently developed with a dwelling towards the front of the site. The plant nursery located at the rear of the dwelling.
- The site is irregular in shape and has an 'L' formation.
- An existing telecommunication facility has recently been constructed on the land. The facility comprises a 25-metre high monopole with associated panel antennae and an equipment shelter. The telecommunication tower is owned and operated by Telstra.

- There is also another telecommunications facility that is located within the 500 metres of the subject land. The facility comprises of a 30-metre high monopole with associated panel antennae and an equipment shelter. This facility is located at 393 Leakes Road, Rockbank.
- The nearest residential properties to the location of the proposed tower are as follows (approximately):
  - 120 metres to the south
  - 230 metres to the west
  - 270 metres to the south east
  - 900 metres to the north west.
- The Leakes Road Tourist Precinct is located directly to the south of the subject land.
- A rock quarry is located generally to the east of the subject land.

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

### The Application

The application proposes a telecommunications facility comprising of a 35-metre high monopole with associated antennae and equipment shelter.

The proposed facility would be owned and operated by NBN co. The purpose of the facility is to provide fixed wireless network to service the low density residential areas of Plumpton and the surrounds. The applicant advises that each fixed wireless facility is connected to another to form a chain of facilities that link back to the fibre network. Furthermore, it has been outlined that the transmission network requires line of sight from facility to facility to reach the fibre network.

The proposed facility is to be located about 54m south of the recently constructed Telstra facility on the land. The application indicates that co-location opportunities were investigated on the two nearby towers, however were discounted as these towers were not high enough to achieve acceptable radio frequency coverage.

Council will recall that it has considered two previous planning applications for NBN towers in the municipality, one which has been constructed off Ferris Road in an industrial area, and the other which was refused by Council off Mt Cottrell Road, which will be the subject of a future VCAT hearing.

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

### Planning Controls

<b>State Planning Policies</b>	Clause 19.03-4 – Telecommunications
<b>Local Planning Policies</b>	Clause 22.08 – Rural Land Use Policy
<b>Zone</b>	Clause 35.04 – Green Wedge Zone
<b>Particular Provisions</b>	Clause 52.19 – Telecommunications Facility
<b>General Provisions</b>	Clause 65 Decision Guidelines

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

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

The land is not affected by a Restrictive Covenant.

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

The land is not considered to be of cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2007*.

**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 public notification. Properties generally within 500 metres of the subject land were notified, and a notification sign was placed at the front of the property. At the end of the public notification period, no objections were received.

**Referral of the application**

The application was not referred to any external authorities.

The application was referred to Council's City Strategy Unit, who has objected to the application on the basis that the possibility of co-location had not been properly investigated, and the height of the proposed facility and its bulky headframe has potential to be visually dominant from the Melton Highway and surrounding land. It should be noted that Council's City Strategy Unit is the process of preparing a Communications Infrastructure Policy.

**Planning Assessment**

The proposal would result in the construction of a second telecommunication facility on the subject land, which is within 60m of an existing telecommunication facility that has already been constructed. The construction of two telecommunication facilities (monopoles) within such close proximity to one another would adversely impact of the visual amenity of the area. In particular, the surrounding rural landscape whereby there is generally a lack of taller built structures.

The existing telecommunications facility is owned and operated by Telstra, and the proposed facility will be owned by NBN Co. The purpose of the proposed facility is to support the fixed wireless component of the network.

Council officers have previously asked the applicant about the possibility of co-locating the facility, however, the applicant has previously indicated that it was not possible because of the height of existing monopole (of the Telstra approved facility) was not at an optimal height for their purposes.

The proposed telecommunication facility will comprise of 35-metre high monopole, with the antennae being slightly above 35 metres. There would also be another parabolic antenna at approximately 27 metres. The existing Telstra telecommunication facility would be only 25 metres in height with an antenna that would have a maximum height relative height of 26.26 metres.

Based on the approximate location of the antennae of both provided, it would appear that there is an opportunity to co-locate the Telstra antennae on the monopole that is being

proposed by NBN Co., and the existing Telstra monopole could be decommissioned. Alternatively, the existing 25-metre high monopole could be replaced with a 35-metre high monopole, and the antennae for both telecommunications operators could be provided on the new 35-metre high monopole.

The applicant has also indicated that co-locating at 393 Leakes Road was not possible, due to the monopole being of insufficient height. Again, the existing 30-metre high monopole could potentially be replaced with a 35-metre high monopole, and the antennae for both telecommunications operators could be provided on the new 35-metre high monopole.

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

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

The proposal is deemed to be inconsistent with the first two principles, given, that the visual impact of locating two telecommunication facilities within such close proximity to each other would be visually intrusive, and the possibility of co-location does not appear to have been properly investigated, nor considered.

The applicant has outlined that the facility is to be operated in compliance with the mandatory standards for human exposure to EME – currently the Radio communications (Electromagnetic Radiation Human Exposure) Standard 2003. The report provided by the applicant shows the maximum predicted EME will equate to 0.14 per cent of the maximum exposure limit.

The proposed telecommunication facility is deemed to be inconsistent with the relevant state and local planning policies, the zoning provisions, and the general provisions relating to the establishment of telecommunication facilities. As such, the application should be refused.

Refer to **Appendix 4** for plans of existing telecommunication facility that has already been constructed on the land.

## 5. Options

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

## 6. 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 generally 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. Appendix 1 - Locality Plan - dated 29 August 2017
2. Appendix 2 - Plans of Proposal - dated September 2011
3. Appendix 3 - Assessment against relevant Planning Scheme controls - undated
4. Appendix 4 - Existing Telecommunications Facility - September 2015
5. Appendix 5 - Grounds of Refusal - undated



## 12.11 POSITIVE CHARGE PROGRAM - FIRST YEAR REVIEW

Author: Kellie Mills - Sustainability Officer

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

### PURPOSE OF REPORT

To present the results of the first year of the Positive Charge Program.

### RECOMMENDATION:

That Council continue the solar bulk buy program with Positive Charge.

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## REPORT

### 1. Executive Summary

In the City of Melton, the percentage of emissions from residential homes makes up over 50 per cent of the total emissions in the municipality.

In May 2016, Council adopted the recommendation to approve subscription to the Positive Charge program for the sum of \$20,750 (excluding GST) and allocate the funds in 2016-2017 budget with a review after 12 months.

The annual subscription with Positive Charge included the provision of:

**Core Service:** this service included community access to the phone and email advice publications, communications planning, advice for program promotion and a workshop with internal staff.

**Solar Bulk Buy Intensive Service:** Positive Charge conducted a procurement process to choose a supplier and negotiate a discount price that provides residents with the best quality product at the best price.

**Home Energy Assessment Services:** this service provides 25 individualised home energy assessments through analysing energy bills, inspecting their homes features and appliances. It includes an interview with the householder to talk about how they use their home and a final report with findings and recommendations.

The first year of the program has seen 35 properties have rooftop solar installed resulting in over 2,672 tonnes of Greenhouse Gas abatement. As a means of comparison, this expected annual abatement of Greenhouse Gas emissions is the equivalent to removing 500 cars from the road for a year.

### 2. Background/Issues

The Western Alliance for Greenhouse Action (WAGA), which comprises of the western sub-region of Councils (including the City of Melton) has developed a strategy for lowering the region's greenhouse gas emissions. The strategy, 'Low Carbon West' highlights residential emissions contributes to 18 per cent of the Western region's total emissions; a figure which is expected to rise 20 per cent by 2020 due to rapid growth in the Cities of Melton and Wyndham. In the City of Melton, the percentage of residential emissions make up over 50 per cent of our total emissions. Action 10 in this strategy identifies Solar Bulk Buy programs such as Positive Charge is a key way to reduce residential emissions in the region.

The annual subscription to Positive Charge includes the provision of:

**Core Service:** this service included community access to the phone and email advice hotlines, monthly e-newsletter subscriptions for residents who registered their interest, articles for Council use and publication, communications planning and advice for program promotion and a workshop with internal staff.

**Solar Bulk Buy Intensive Service:** Positive Charge conducted a procurement process to choose a supplier and negotiate a discount price that provides residents with the best quality product at the best price. Residents have the opportunity to get a quotation and further advice and support in purchasing solar power for their homes, and if they choose to go ahead with installation it is then done in conjunction with the supplier and Positive Charge.

**Home Energy Assessment Services;** this service provides 25 individualised home energy assessments through analysing energy bills, inspecting their homes features and appliances. It includes an interview with the householder to talk about how they use their home and a final report with finding sand recommendations. An addition service to this model is the follow of ten of these 25 assessments to report on how the householders have implemented the recommendation and receive their feedback. These assessments and follow ups are currently underway.

Positive Charge have created their product/service offerings in such a way to support local government in providing their communities with independent solar advice and technical support with very little staff resourcing required.

The marketing materials and branding were easily forwarded/shared and uploaded to our website without having to do this ourselves with our internal communications team.

Positive Charge provided the mail outs and facilitated two Solar Information Sessions that Council hosted to inform the community about the program and different options with solar, which were both well attended.

The fee-for-service model has meant that the internal resourcing has been minimal. The sustainability officer has been the main contact, liaising with communications for Facebook campaigns, attending the workshops and answering counter and phone enquiries. All within manageable limits to the role.

### **Results from the 2016-2017 solar bulk buy campaign to date**

The on-the-ground results from the first year of the program with Positive Charge are as follows:

The first year of the program has resulted in 126 of our community having access to impartial advice, a pre-screened panel of suppliers (which includes consumer pricing) and from that number of community enquiries/quotations, 35 homes had rooftop solar installed. This represents a very high conversion rate of one in four. The table below highlights the results of the first year of the program. Over 2,672 tonnes of Greenhouse Gas will now be abated. As a means of comparison, this expected annual abatement of Greenhouse Gas emissions is the equivalent to removing 500 cars from the road for a year. The Home Sustainability Assessments are still being booked and conducted.

	<b>Result</b>	<b>Avg per household/system</b>
Number of rooftop solar installations	35	
Total kW installed	115	3.3
Tonnes of greenhouse gas emissions abated	2,672	76.3t
Community \$ invested	\$197,634	\$5,647
Community \$ saved/annual	\$27,117	\$775

### **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

*2.2 A 'low-carbon city' well-adapted to changing climate conditions.*

### **4. Financial Considerations**

Ongoing membership costs \$10,000 (inclusive of \$7,500 for the solar bulk buy campaign and \$2,500 for the quarterly reporting/data) Council will not be required in 2017/18 to pay for the additional assessment module as there are now free assessments available through Positive Charge funded from Sustainability Vic through their Residential Efficiency Scorecard program. Money for the program has already been included in the 2017/18 budget. Should the decision be to not renew the subscription, the funds would then be put back into the general reserve.

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

Positive Charge organised direct mail outs and facilitated two Solar Information Sessions that Council hosted to inform the community about the program and different options with solar, which were both well attended. The program was advertised on the Council website and a Melton City Council page was promoted on the Positive Charge website.

### **6. Risk Analysis**

There may be a risk to Council in not fulfilling the obligations under the adopted Western Alliance for Greenhouse Action (WAGA) Strategy; 'Low Carbon West', which identifies solar bulk buy programs as recommend action (action 10).

### **7. Options**

Council has the option to:

1. Continue with the program and pay an annual subscription fee to Positive Charge.
2. Not renew the membership and cease the program.

### **LIST OF APPENDICES**

Nil

## 12.12 CITY OF MELTON HERITAGE STRATEGY 2017-2021

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

### PURPOSE OF REPORT

To present to Council the City of Melton Heritage Strategy 2017-2021.

### RECOMMENDATION:

That Council:

1. adopt City of Melton Heritage Strategy 2017-2021
  2. note the City of Melton Heritage Background Report 2017-2021.
- 

### REPORT

#### 1. Executive Summary

The State Government requires all Council's across Victoria to prepare a Heritage Strategy for their municipality. Heritage Strategy's assist Council's to meet their heritage obligations as set out in the *Planning and Environment Act 1987*, the State Planning Policy Framework, and the *Aboriginal Heritage Act 2006*. Heritage Strategy's will provide actions that address the identification, protection, management and promotion of a municipality's heritage, and are required to be reviewed every four years.

In order to prepare the Strategy for 2017-2021 a review of the current City of Melton Heritage Strategy which was adopted by Council in 2013, was undertaken. The review confirmed the appropriateness of the existing themes, identified actions which were to be carried through to the next strategy and also new actions which should be included. The review also considered plans and strategies that have been developed since the adoption of The Melton Heritage Strategy 2013-2017 that have implications on the content of the new strategy.

The City of Melton Heritage Strategy 2017-2021 recognises that the retention of our heritage should be a high priority for Council which is experiencing high levels of growth and development of the Municipality. The Strategy focuses on the responsibilities of Melton City Council in identifying, assessing, documenting and protecting places of heritage and communicating the purpose of this role and the value of our heritage to the community.

#### 2. Background/Issues

The State Government requires all Council's across Victoria to prepare a Heritage Strategy for their municipality. Heritage Strategy's assist Council's to meet their heritage obligations as set out in the *Planning and Environment Act 1987*, the State Planning policy Framework, and the *Aboriginal Heritage Act 2006*. Heritage Strategy's will provide actions that address the identification, protection, management and promotion of a municipality's heritage, and are required to be reviewed every four years.

The preparation of the City of Melton Heritage Strategy 2017-2021 (**Appendix 1**), was undertaken in three stages and included engagement with internal and external stakeholders, including the community at key stages:

- **Stage One:** Review of the City of Melton Heritage Strategy 2013-2017 and preparation of the Background Report, May 2017.
- **Stage Two:** Preparation of the Draft City of Melton Heritage Strategy 2017-2021, June 2017.
- **Stage Three:** Finalisation of the Strategy – City of Melton Heritage Strategy 2017-2021, August 2017.

### **Stage One: Background**

A review of the current City of Melton Heritage Strategy 2013-2017, which was adopted by Council in 2013, was undertaken. The review confirmed the appropriateness of the existing themes, identified actions which were to be carried through to the next strategy and also new actions which should be included. The review also considered plans and strategies that have been developed since the adoption of The Melton Heritage Strategy 2013-2017 that have implications on the content of the new strategy.

The review was a part of the development of the *Background Report (Appendix 2)* which involved research and internal/external consultation that reviewed the structure, format and content of the existing Heritage Strategy and relevant Legislation, Studies, Plans and Strategies.

Key findings of Background Report:

- The structure and formatting of the current Heritage Strategy is a good foundation but requires a more concise and condensed approach.
- The Legislative and Policy frameworks require acknowledgement at a high level and each lower level Clause and Objective can be removed and referred to separately.
- The Strategy Action Plan table can be replaced with dot points as a majority of the actions listed are ongoing or complete.
- Existing Strategies, Studies and Plans reinforce the continuation of several actions.
- Development of growth areas through Precinct Structure Plans highlight opportunities and the importance of protecting Heritage amongst development and growth.
- Local History groups, Indigenous groups and traditional owners need to be further engaged.
- The practicality of retaining heritage places and features requires promotion.

### **Stage Two: Draft Strategy**

After reviewing the current Heritage Strategy, conducting consultation and completing the Background Report there was adequate information to write the Draft City of Melton Heritage Strategy 2017-2021 as feedback from consultation and responses from the exhibition period have been incorporated into the Draft.

The Draft Heritage Strategy is underpinned by a vision which provides a high-level ideal perception of heritage within the community. Identification of relevant legislative and policy frameworks provide National, State and Local legislation and policies that can be referred to. Identification of key challenges and opportunities highlight gaps and areas that can be improved through actions. Identification of heritage objectives and actions includes specific goals and tasks to be implemented over the next four years, there are 35 actions and a majority of them are ongoing.

### **Stage Three: Final Strategy**

The finalisation of the City of Melton Heritage Strategy 2017-2021 incorporating feedback received through the public consultation process.

### 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

Council officer time and resources are involved in the preparation of the Strategy.

The majority of the actions in the City of Melton Heritage Strategy 2017-2021 can be delivered within existing recurrent budgets such as the Heritage Assistance Fund, Heritage week and education programs.

Some actions may require funding in the future and would be subject to the development of new initiative budget submissions.

### 5. Consultation/Public Submissions

In order to review the existing Heritage Strategy and obtain information to be included in the revised Heritage Strategy, Council prepared an online survey link which was available to the general public and specifically sent to all landowners who are subject to the Heritage Overlay and advertised at Heritage Week events, three internal workshops were held with relevant staff at Melton City Council, a session was held with the Heritage Advisory Committee, and Council officers attended a Councillor briefing.

The comments received through these engagement activities are included in the Background Report. (**Appendix 2**).

The comments received were used to inform the development of the Draft City of Melton Heritage Strategy 2017-2021.

The Draft City of Melton Heritage Strategy 2017-2021 was put out for community and stakeholder comment from 29 June to 31 July 2017. The following consultation actions were undertaken to get community and stakeholder comments:

- All landowners subject to the Heritage Overlay were invited to review the *Background Report* and the Draft City of Melton Heritage Strategy 2017-2021.
- An advert was placed in the Star Weekly.
- Information was placed on Council's website and Council's Facebook page.
- An email was sent to Heritage Advisory Committee members.
- An email was sent to relevant Council Units.

Two submissions were received, which are summarised below.

Submitter	Submission	Comment
1	Requested information on how heritage is being protected in Diggers Rest.  No changes to the Heritage Strategy were requested.	Information was provided on how heritage is protected, managed and promoted in Diggers Rest.  No change required to the Heritage Strategy.

Submitter	Submission	Comment
2	Made a submission that if Council wants to protect heritage it should buy places subject to the Heritage Overlay, so landowners are not burdened with having to improve heritage places.	Council has a heritage assistance fund that can help owners to maintain or improve heritage places.  No change required to the Heritage Strategy.

## 6. Risk Analysis

The State Government requires all Council's across Victoria to prepare a Heritage Strategy for their Municipality so it would go against Council's legislative obligation if a Heritage Strategy wasn't prepared. The risk if a Heritage Strategy didn't exist is the lack of a plan and guidance on the responsibilities of Melton City Council in identifying, assessing, documenting, and protecting places of heritage and communicating the purpose of this role and value of our heritage to the community.

## 7. Options

Council has the option:

1. Adopt City of Melton Heritage Strategy 2017-2021 and note the Background Report.
2. Not adopt City of Melton Heritage Strategy 2017-2021 or note the Background Report.

## LIST OF APPENDICES

1. Melton Heritage Strategy 2017-2021 - dated September 2017
2. City of Melton Heritage Background Report 2017-2021 - dated June 2017

**12.13 APPOINTMENT OF A NEW MEMBER TO THE HERITAGE ADVISORY COMMITTEE**

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

**PURPOSE OF REPORT**

To consider the appointment of a committee member to the Heritage Advisory Committee.

**RECOMMENDATION:**

That Council approves the reappointment of the recommended community member to the Heritage Advisory Committee.

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**REPORT****1. Executive Summary**

The Melton Heritage Advisory Committee promotes local heritage initiatives, assess applications for the City of Melton Heritage Assistance Fund and the City of Melton Heritage Awards, and drives programs that encourage an appreciation of heritage in the City of Melton.

In May 2017 two of the six community representative positions became vacant, and Council received one application.

**2. Background/Issues**

Under the Terms of Reference, the Heritage Advisory Committee has the following responsibilities:

- Consider applications to the City of Melton Heritage Assistance Fund and make recommendations on applications to Council.
- Promote, select and advise Council on nominations to the City of Melton Heritage Awards.
- Act as a promotion and coordinating body for heritage in the community, including providing advice on marketing and promotion of the values of heritage and heritage related tourism in the City of Melton.
- Provide advice to Council on the documentation, interpretation, management and conservation of history and heritage in the City of Melton.
- Make recommendations to Council about further work required to document and protect Melton's heritage.
- Provide recommendations for nomination of places to Local, State or National heritage registers.
- Advocate in a professional manner on behalf of the community and celebrate the community history and heritage within the City of Melton.
- Assist Council in sourcing external funding or sponsorship opportunities to further heritage conservation, promotion, management and education.



In May 2017 two of the six community representative positions became vacant, and Council received one application from Deborah Slattery, who is one of the community member's whose term has just ended.

The application was assessed by a panel of Council officers, who have recommended that the nominee be reappointed to the Heritage 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**

Nil

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

An advertisement was published in the Star Weekly newspaper calling for an expression of interest on 26 June 2017 to fill two vacant community representative positions.

The vacant positions were also promoted on Council's Facebook page, and on Council's website.

### **6. Risk Analysis**

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

### **7. Options**

Council can choose to either:

1. accept the recommendation of Council Officers, and approve the re-appointment of the recommended community member to the Melton Heritage Advisory Committee
2. not appoint the recommended member to Melton Heritage Advisory Committee, which would result in their being two vacant community representative positions on the Committee.

### **LIST OF APPENDICES**

Nil

## 12.14 AMENDMENT C166 TO THE MELTON PLANNING SCHEME - PROPOSED REZONING OF LAND IN EXFORD NORTH AREA

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

### PURPOSE OF REPORT

To present the Minister's refusal to Authorise the proposed Planning Scheme Amendment C166 to rezone two existing estates in an area north of Murphys Road in Exford from Green Wedge Zone to Green Wedge A Zone.

### RECOMMENDATION:

That Council note the Minister's refusal to provide Authorisation for Amendment C166 and that no further work can be undertaken on this amendment.

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### REPORT

#### 1. Executive Summary

A Victorian Civil and Administrative Tribunal (VCAT) decision on 10 June 2015 relating to the keeping and training of racing dogs in the two areas north of Murphys Road Exford identified that the existing Green Wedge Zone may not be appropriate for these areas or uses, particularly in terms of considering amenity impacts to surrounding residents.

This was due to the Green Wedge A Zone providing the ability to recognise and protect the amenity of existing rural living areas, where the Green Wedge Zone does not provide the discretion to consider this.

Council resolved to seek authorisation and exhibit the amendment at its meeting 8 February, 2016. Council officers initiated the amendment by formally requesting the authorisation of the Minister for Planning to prepare the planning scheme amendment.

Pursuant to section 8A of the *Planning and Environment Act* 1987, the Minister refused authorisation (**Appendix 1**) for the preparation of amendment C166 on the basis that there is insufficient strategic justification to support the rezoning of land from Green Wedge to Green Wedge A.

#### 2. Background/Issues

##### Victorian Civil and Administrative Tribunal (VCAT) Decision

A VCAT decision in June 2015 relating to a planning application for a retrospective permit to keep and train greyhounds at 320 Telephone Road in Exford. In that case, VCAT set aside Council's decision to refuse the application (essentially on amenity grounds), and directed the issue of a permit including conditions relating to noise attenuation.

In the report to Council responding to the decision, officers made the following comments:

*On the basis of this VCAT decision, it is recommended Council officers liaise with the Department of Environment, Land, Water and Planning (DELWP) to determine the feasibility of initiating an amendment to the Council's Planning Scheme to rezone this estate to Green Wedge A Zone.*

*While the Green Wedge A Zone would not prohibit uses such as Animal Keeping or Animal Training, one of the purposes of the zone is 'to recognise and protect the amenity of existing rural living areas'.*

### **Amendment C166**

Amendment C166 was initiated following the Ordinary Meeting of Council of 8 February 2016 after Council resolved to seek authorisation and exhibit the amendment. The purpose of the amendment was to rezone land in Exford from Green Wedge to Green Wedge A to provide the discretion to consider amenity impacts on residential properties when determining development proposals.

Amendment C166 was prepared and submitted for to the Minister for Planning for Authorisation. The Authorisation request was refused on 27 June 2017 (**Appendix 1**). The refusal recommended that a broader strategic approach be adopted by Council to manage the conflict between existing rural-residential areas such as Exford Estate and agricultural uses which are encouraged and supported by the Green Wedge.

It should be noted that Melton City Council is currently undertaking a review of its Municipal Strategic Statement (MSS) and working with Wyndham City Council to develop the 'Western Plains South Green Wedge Management Plan'. These projects provide an opportunity for council to develop further guidance about land use and development in these areas and to address broader amenity issues.

### **New planning requirements for racing dog keeping and training August 2017**

Amendment VC139 changes the Victorian Planning Provisions (VPP) and introduces new planning requirements for racing dog keeping and training facilities. Objectives and approved measures that need to be met are visual amenity, landscaping, fencing and gates, screening, site management and noise. The purpose of these objectives and measures and the changes introduced are to contain the use and development and mitigate potential impact on amenity consistent with orderly and proper planning.

Under Clause 52.40 of all planning schemes in Victoria, an application to use and develop land for racing dog keeping and training facility in a rural zone must comply with *Planning requirements for racing dog keeping and training* (Department of Environment, Land, Water and Planning, August 2017) (**Appendix 2**).

The introduction of these provision and planning requirements now provides a level of discretion to Council officers to consider the impact of proposals for racing dog keeping or training facilities in the Green Wedge and goes somewhere to address the issues which the planning scheme amendment sought to resolve.

## **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**

Council officer time and resources were involved in the preparation of Amendment C166 for authorisation.

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

The amendment did not reach the formal exhibition stage of the amendment process as the amendment was refused by the Minister for Planning.

**6. Risk Analysis**

The potential risk could be mitigated by introduced changes to the VPP through Amendment VC139, which introduces new planning requirements to racing dog keeping and training facilities. The Western Plains South Green Wedge Management Plan may provide some further guidance and strategic justification in respect of managing conflicting land uses in the green wedge.

**7. Options**

Council can note the refusal to authorise Amendment C166 to the Melton Planning Scheme.

**LIST OF APPENDICES**

1. C166 Authorisation Refusal - dated 27 June 2017
2. Planning Requirements for racing dog keeping and training (DELWP) - dated August 2017

## 12.15 AMENDMENT C188 TO THE MELTON PLANNING SCHEME - ADVERTISING SIGNAGE GUIDELINES

Author: Kate Barclay - Senior Strategic Planner  
Presenter: Laura-Jo Mellan - Manager City Design, Strategy & Environment

### PURPOSE OF REPORT

To present the Advertising Signage Design Guidelines and the preparation and exhibition of Amendment C188 to the Melton Planning Scheme to implement the Advertising Signage Design Guidelines.

### RECOMMENDATION:

That Council:

1. Adopt the Advertising Signage Design Guidelines at **Appendix 1**.
2. Seek Authorisation to prepare Planning Scheme Amendment C188 to the Melton Planning Scheme from the Minister for Planning to implement the Advertising Signage Design Guidelines.
3. Upon receiving Authorisation, prepare and exhibit Planning Scheme Amendment C188 to the Melton Planning Scheme in accordance with Section 19 of the *Planning and Environment Act 1987*.
4. Authorise the General Manager Planning and Development and the Manager City Design, Strategy and Environment to negotiate and resolve any issues that are raised by submitters during the exhibition process prior to the amendment being reported back to Council for referral to a Planning Panel or Adoption of the amendment.

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## REPORT

### 1. Executive Summary

The Advertising Signage Design Guidelines (The Guidelines) (**Appendix 1**) update the Shire of Melton's *Outdoor Advertising Policy and Guidelines (prepared in 2005 and revised in 2010)* and incorporate the *City of Melton Highway Advertising Signage Policy for Residential Subdivisions September 2014*.

The Guidelines apply to all planning permit applications for signage in the municipality.

The draft Guidelines were on consultation for a period of 4 weeks from 10 July to 4 August 2017. The comments received has been collated and informed finalisation of the Guidelines and Application Checklist, and preparation of a Local Policy.

It is proposed to implement the Guidelines through Amendment C188 to the Melton Planning Scheme. The amendment will comprise the following:

- A new objective in the Municipal Strategic Statement at Clause 21.03 Planning Visions and Objectives for Melton;
- Introduction of a new Local Policy – Advertising Signage at Clause 22.16 of the Melton Planning Scheme; and

- Include the Advertising Signage Design Guidelines as a Reference Document in the Melton Planning Scheme.

This will give the Guidelines statutory weight through a Local Policy and as a Reference Document will ensure Council has a decision making tool to guide planning permit applications for signage. The Local Policy is consistent with State policy and Council's Municipal Strategic Statement to create a strong planning framework to guide advertising signage and improve the image of the municipality. In addition, an Application Checklist will inform and guide applicants about the information required to be submitted with a planning application for a sign.

It is recommended that Council adopt the Guidelines and seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C188 to the Melton Planning Scheme.

## 2. Background/Issues

The Advertising Signage Design Guidelines (The Guidelines) update the Shire of Melton's *Outdoor Advertising Policy and Guidelines prepared in 2005 and revised in 2010* and incorporate the *City of Melton Highway Advertising Signage Policy for Residential Subdivisions September 2014*.

Advertising signs are important to identify, communicate and market businesses, institutions and buildings across the municipality.

Advertising signs have a significant impact on the public realm and the quality of the streetscape and the building with which they are visually associated. Well integrated signage in appropriate locations can add colour, vibrancy and interest to an area. A proliferation of signs and poorly designed and located signs can significantly detract from the attractiveness and amenity of the City's urban and rural environments and gateways, and reduce the effectiveness of signs.

It is considered necessary to plan for the management (design, size and location) of advertising signage in the built environment to balance the expectations of business and economic development with that of the broader community.

The current policy was adopted in 2005 however, was not implemented in the Melton Planning Scheme. As such, it is a guideline only and bears no statutory weight in matters considered by the Victorian Civil and Administrative Tribunal (VCAT). Further, due to the rapid growth and associated evolving character and context of newly developing areas of the municipality, directions for developing urban contexts are not adequately addressed in the current Policy.

Updating the policy and implementing through an Amendment to the Melton Planning Scheme will:

- Deliver Design Guidelines and a Local Policy to guide decision making with regard to advertising signage across the municipality.
- Achieve a strategic action identified in the proposed Council Municipal Strategy Statement (Municipal Strategic Statement) Review 2017 therefore aligning the Municipal Strategic Statement with the Council and Wellbeing Plan 2017-2021.

The Guidelines also provide an Application Checklist to guide applicants about the information required to be submitted with a planning application for a sign. This will improve the standard of applications being received by Council and reduce the need to request further information from an applicant helping to streamline the process.

### **Amendment C188**

The Amendment proposes to introduce a new Local Policy – Advertising Signage Policy - at Clause 22.16 of the Melton Planning Scheme, include the *City of Melton Advertising Signage*

*Design Guidelines* as a Reference Document, and add a new objective in the Municipal Strategic Statement at Clause 21.03 Planning Visions and Objectives for Melton.

- The Advertising Signage Design Guidelines are included at **Appendix 1** to this report.
- The revised draft Municipal Strategic Statement Clause 21.03 is included at **Appendix 2** to this report.
- The draft Advertising Signage Local Policy is included at **Appendix 3** to this report.

These policy documents are subject to change during the planning scheme amendment process but will still implement the intent and requirements of the Guidelines.

### **Strategic Assessment**

Ministerial Direction No 11 requires amendments to be assessed against a number of criteria. This strategic assessment has been undertaken and it is considered that the amendment adequately addresses the guidelines for the reasons outlined below.

The Amendment will provide the Melton City Council and the community with an up to date Local Policy and Design Guidelines so they are consistent with the State Planning Policy Framework. The amendment implements the following objectives as set out in Section 4(1) of the *Planning and Environment Act 1987* and the *Transport Integration Act 2010* by introducing an up to date planning scheme that is consistent with state policy and provides clear strategic directions for development ('signage') within the municipality.

The Amendment will deliver positive environmental, social and economic outcomes by addressing a gap in the current Melton Planning Scheme relating to advertising signage and integrating the key objectives and design guidelines developed as part of on-going strategic work undertaken by Council.

The project is one of numerous recent strategic planning projects, including the Municipal Strategic Statement Review and Industrial Design Guidelines that Council has undertaken to improve the quality of built form outcomes and overall image of the municipality by strengthening Council's planning policy framework.

The proposed revised Melton Municipal Strategic Statement has identified and includes direction and key actions relating to the Outdoor Advertising Signage Policy, including:

*Clause 21.06-1 Local Character and Sense of Place / Further Strategic Work:*

*Update the Shire of Melton Outdoor Advertising Policy and Guidelines prepared in 2005 and revised in 2010 and undertake a planning scheme amendment to introduce an Advertising Signage Policy in to the Melton Planning Scheme.*

Overall, the Amendment will ensure that the Melton Planning Scheme provides the framework to achieve positive environmental social and economic development outcomes within the municipality. The Amendment strengthens local planning policy in respect to advertising signage by ensuring signage is appropriately designed, sited and of a scale that complements and enhances the differing environment and land use contexts across the municipality.

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

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

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

### **4. Financial Considerations**

Council officer time and resources will be involved in the preparation, exhibition, and adoption of the amendment which may include a Panel Hearing and statutory costs associated with the planning scheme amendment will be funded within Councils recurrent

budget. The Advertising Signage Design Guidelines were prepared in-house and only involved officer time.

## 5. Consultation/Public Submissions

The draft Advertising Signage Design Guidelines were on public consultation for a period of 4 weeks from Monday 10 July 2017 to Friday, 4 August 2017. A total of six (6) submissions were received by way of an online survey. No further written submissions were received by Council.

A summary of feedback is provided below:

- There needs to be guidance on 'pad' sites that generally seek approval for a suite of signage on a site not just for one sign. Pad sites include such things as freestanding service station, retail premises and medical centres that are located on prominent corner sites and/or main roads.
- Of the six survey respondents, five were female and one male. All were between the ages of 19 and 49. Only one survey respondent had used the *Shire of Melton Outdoor Advertising Policy and Guidelines 2005 (revised in 2010)* and none had used *Council's Highway Advertising Signage Policy for Residential Subdivisions 2014*.
- There was general agreement (5 of 6 survey respondents) that business signage should be limited for each site and that advertising signage guidelines are required to avoid a proliferation of signage throughout the municipality.
- Signage listed as a good example (location, size, design) in the municipality includes Woodgrove, IGA and some Display Homes.
- Signage considered as a poor example (location, size, design) include:
  - High Street, Melton (too cluttered);
  - Lack of signage at key entry points to Melton;
  - Coburns Road and a lack of signage to identify shopping centre name;
  - Entrance to Kurunjang off Melton/Gisborne Road.
  - Van parked at Leakes and Beattys Roads.
  - More signs needed to identify residential areas including Melton West, Kurunjang, Brookfield, Westlake, Melton South & Melton Central District Needs New & Attractive Ones (with the words: 'Melton City Council') in brackets
  - None.
- Other comments included:
  - The guidelines need to incorporate the *Council's Highway Advertising Signage Policy for Residential Subdivisions 2014* as currently there is no statutory weight to the existing policy.
  - Melton City Council needs to update signage.
  - The Guidelines represent needlessly restrictive regulations that encourage NIMBY behaviour in a region that needs to promote economic development.

As part of the project, consultation with the Department of Environment, Land, Water and Planning (DELWP) occurred prior to consultation and will continue to occur prior to the amendment being formally exhibited and to internal Melton City Council Officers for review and comment. Responses were received from DELWP and Council's Planning Services team.



Amendment C188 will be exhibited as part of the formal planning scheme amendment process. This includes a statutory exhibition period under *the Planning & Environment Act 1987*, which allows any person to make a submission. The amendment will be exhibited for a four week period.

Other forms of notification in addition to the statutory required methods will be undertaken during the exhibition period and will include; website updates and social media posts.

## 6. Risk Analysis

Should Council continue to operate with an outdated Policy that has adopted status but has not been given statutory weight in the Melton Planning Scheme, applications for advertising signage will be ad hoc and arbitrary and if challenged, dependent on VCAT determination.

In addition, if the amendment to introduce a Local Policy does not proceed, it will result in Council failing to achieve the recommendations of the existing Municipal Strategic Statement. The proposed 2017 Municipal Strategic Statement recently endorsed by Council at ordinary meeting 27 July 2017 that identified/s further strategic work to undertake the Outdoor Advertising Guidelines and Policy review and to implement a local policy.

## 7. Options

Council can resolve to either:

- a. Adopt the Advertising Signage Guidelines and seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C188 to the Melton Planning Scheme in accordance with the *Planning and Environment Act 1987* and authorise the General Manager of Planning & Development or Manager City Design, Strategy & Environment to negotiate and resolve any objections prior to the amendment being reported back to Council.
- b. Not adopt the Advertising Signage Guidelines or proceed with the amendment.

## LIST OF APPENDICES

1. Advertising Signage Design Guidelines - September 2017
2. Draft MSS Clause 21.03 - undated
3. Draft Advertising Signage Local Policy - undated

**13. REPORTS FROM DELEGATES APPOINTED TO OTHER BODIES**

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

**14. COUNCILLOR REPRESENTATIONS AND ACKNOWLEDGEMENTS**

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

**15. NOTICES OF MOTION****15.1 NOTICE OF MOTION 508 (CR MAJDLIK)****Councillor: Kathy Majdlik - Councillor**

Notice was given at the Ordinary Meeting of Council held on 21 August 2017 of my intention to move the following motion at the Ordinary Meeting of Council to be held on 18 September 2017.

**MOTION:**

That Council officers prepare a brief report to Council outlining the costs of installing a safety net barrier to be installed on the north east side of the football goal posts at Burnside Recreation Reserve.

**OFFICER'S COMMENTS:**

Council currently supports a Ball Protection Fencing Program with \$40,000 allocated in the 2017/18 Budget. The priority for works is reviewed annually.

Council officers will prepare a report to Council outlining the costs of installing Ball Protection Fencing on the north east side of the football goal posts at the Burnside Recreation Reserve, along with existing priorities identified in the 2017/18 and 2018/19 Budgets.

**15.2 NOTICE OF MOTION 509 (CR MAJDLIK)****Councillor: Kathy Majdlik - Councillor**

Notice was given at the Ordinary Meeting of Council held on 21 August 2017 of my intention to move the following motion at the Ordinary Meeting of Council to be held on 18 September 2017.

**MOTION:**

That Council Officers provide a report to Council regarding the Caroline Springs Fountain at the front lake near Ballarat Road (Western Highway), and options to recommission its operation, including costs.

**OFFICER'S COMMENTS:**

The lake in the above mentioned reserve is an asset managed by Melbourne Water. As the fountain served no purpose to water quality, Melbourne Water ceased its operation. The fountain has not operated for more than 24 months. Discussions with Melbourne water indicate that there is no intention to recommission the fountain or a similar device in the foreseeable future, and have therefore left the option with Council to consider its ongoing operation.

Investigations by Council contractors have determined that the current pump is no longer serviceable and replacement would be required. The costs associated with its recommission would include supply and installation, regular maintenance and power costs. The operating costs of the fountain would be in the vicinity of \$20,000 per annum. The supply and installation of a new pump would range from \$18,000 - \$40,000, depending on the model selected.

To date Council Officers have formed a view that the operation of the fountain would be a costly exercise and there has been limited feedback from the community to suggest it is desired. It is Council Officer's view that better value could be achieved by investing in renewal of infrastructure surrounding the lake which Council is the responsible authority. Work has already commenced on this and is scheduled to continue over the coming months.

Should Council wish to consider this proposal a more detailed assessment of costs and benefits can be provided in a Council report.

**15.3 NOTICE OF MOTION 510 (CR ABBOUSHI)****Councillor: Steve Abboushi - Councillor**

Notice was given at the Ordinary Meeting of Council held on 21 August 2017 of my intention to move the following motion at the Ordinary Meeting of Council to be held on 18 September 2017.

**MOTION:**

That Council write to the Minister for Education the Hon James Merlino and the Secretary of the Department of Education and Training Victoria, requesting the urgent review into the catchment zone for the new secondary school in City Vista Court, Plumpton. The review should assess the urgent need to expand the existing catchment zone to include all local families from Taylors Hill, Caroline Springs and Burnside Heights.

**OFFICER'S COMMENTS:**

Council continues to advocate for improved educational outcomes for residents, a position consistent with this Notice of Motion.

**15.4 NOTICE OF MOTION 511 (CR DE SANTIS)****Councillor: Melissa De Santis - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 18 September 2017.

**MOTION:**

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

**OFFICER'S COMMENTS:**

Officers are currently developing a new Gender Equity to Prevent Violence Against Women Plan which is in alignment with the current work in the sector and will take into account some of the findings in the Royal Commission into Family Violence. This work is proposed to be presented to Council early 2018.

**15.5 NOTICE OF MOTION 512 (CR TURNER)****Councillor: Bob Turner - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 18 September 2017.

**MOTION:**

That Council write to the Victorian State Government Minister of Health, The Hon Jill Hennessy MP, requesting to be advised of the timeline for the release of the State and/or Metropolitan Health Plans, specifically those sections which identify the State's strategic direction regarding a hospital site in Melton.

**OFFICER'S COMMENTS:**

The Notice of Motion is consistent with Council's advocacy position in regards to a public hospital in Melton.

If the motion is endorsed Council officers will write to the Victorian State Government Minister of Health, the Hon. Jill Hennessy, and advise Council of the outcome.

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



## **19. CONFIDENTIAL BUSINESS**

### **Recommended Procedural Motion**

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

#### **19.1 Infrastructure Contribution Plans**

This report is confidential in accordance with s89(2)(e) as it relates to proposed developments.

**Recommended Procedural Motion**

That the meeting be opened to the public.

**20. CLOSE OF BUSINESS**