



## 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 Burnside Community Hall, 23 Lexington Drive, Burnside on 16 September 2019 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*.

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To present to Council the in-camera minutes of the Municipal Audit Committee meeting held on Wednesday 28 August 2019.

**20. CLOSE OF BUSINESS 309**

**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, 78A, 78B, 78C, 78D, 78E 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 19 August 2019 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**

- 19 August 2019 Record of Assembly of Councillors
- 26 August 2019 Record of Assembly of Councillors
- 2 September 2019 Record of Assembly of Councillors
- 9 September 2019 Record of Assembly of Councillors

**RECOMMENDATION:**

That the Record of Assembly of Councillors dated 19 & 26 August and 2 & 9 September 2019 attached to this Agenda be received and noted.

**LIST OF APPENDICES**

1. Record of Assembly of Councillors - dated 19 August 2019
2. Record of Assembly of Councillors - dated 26 August 2019
3. Record of Assembly of Councillors - dated 2 September 2019
4. Record of Assembly of Councillors - dated 9 September 2019



**8. CORRESPONDENCE INWARD**

Nil.

**9. PETITIONS AND JOINT LETTERS**

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

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

Nil.

**11. PUBLIC QUESTION TIME**

## 12. PRESENTATION OF STAFF REPORTS

### 12.1 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Rebecca Bartlett - Acting Governance Officer

Presenter: Kel Tori - Chief Executive Officer

#### PURPOSE OF REPORT

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

#### RECOMMENDATION:

That Council:

1. adopt the minutes of the Advisory Committee meeting at **Appendix 1 - 4**
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 2019 were adopted by Council at the Ordinary Meeting held 12 November 2018.

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
30 July 2019	Youth Advisory Committee	Appendix 1
1 August 2019	Disability Advisory Committee	Appendix 2
8 August 2019	Reconciliation Advisory Committee	Appendix 3
15 August 2019	Early Years Partnership Committee	Appendix 4

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

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

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

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

### 4. Financial Considerations

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

### 5. Consultation/Public Submissions

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

### 6. Risk Analysis

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

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

### 7. Options

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

**LIST OF APPENDICES**

1. Youth Advisory Committee Meeting Minutes - dated 30 July 2019
2. Disability Advisory Committee Meeting Minutes - dated 1 August 2019
3. Reconciliation Advisory Committee Meeting Minutes - dated 8 August 2019
4. Early Years Partnership Committee Meeting Minutes - dated 15 August 2019

## 12.2 MUNICIPAL AUDIT COMMITTEE MEETING - 28 AUGUST 2019

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

### PURPOSE OF REPORT

To present to Council the minutes of the Municipal Audit Committee meeting held on Wednesday 28 August 2019.

### RECOMMENDATION:

That Council:

1. Note the minutes of the Municipal Audit Committee meeting held on Wednesday 28 August 2019 at **Appendix 1**.
  2. Adopt the recommendations arising within the minutes.
  3. Note the 2018/2019 Finance Report Year Ended 30 June 2019 at **Appendix 2**.
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### REPORT

#### 1. Executive Summary

The minutes of the Audit Committee meeting held on 28 August 2019 are appended to this report as **Appendix 1**. The Committee considered various issues in relation to financial management and governance and the minutes contain recommendations for the consideration of Council.

#### 2. Background/Issues

It is a requirement within the Terms of Reference of the Municipal Audit Committee to meet and report on decisions and recommendations to the Council for consideration.

Issues discussed and recommendations made by the Committee are noted in the minutes for action by both individuals and Council.

#### 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

A provision has been provided in this year's budget for the remuneration on a fee per meeting basis for independent members of the Committee, with an additional amount paid to the Chairperson.

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

The Municipal Audit Committee consists of Crs Turner and Hardy and three independent external members Mr Robert Tommasini, Mr Farshan Mansoor and Ms Celeste Gregory.

## **6. Risk Analysis**

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

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

## **7. Options**

The Audit Committee is an Advisory Committee of Council, and Council therefore has the discretion to accept, reject or amend its recommendations.

## **LIST OF APPENDICES**

1. Minutes of Audit Committee Meeting 28 August 2019
2. Finance Report Year End 30 June 2019

### **12.3 RESPONSE TO NOTICE OF MOTION 629 (Cr MAJDLIK) - OPTION TO PROVIDE EXTRA SYNTHETIC SOCCER PITCH IN THE CURRENT SYNTHETIC PITCH AT BROOKSIDE RECREATION RESERVE CAROLINE SPRINGS, WITH NORTH SOUTH ORIENTATION.**

**Author: Troy Scoble - Manager Recreation & Youth**  
**Presenter: Maurie Heaney - General Manager Community Services**

#### **PURPOSE OF REPORT**

The purpose of the report is to respond to Notice of Motion 629 (Cr Majdlik) carried at the 29 April 2019 Ordinary Meeting of Council.

#### **RECOMMENDATION:**

That Council note the report.

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#### **REPORT**

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

At the 29 April 2019 Ordinary Meeting of Council, Council resolved via Notice of Motion 629 raised by Cr Majdlik:

*That Council officers provide a report to Council to investigate the potential option in providing an extra synthetic soccer pitch in the current synthetic pitch located at Brookside Oval in Caroline Springs, with goals facing North—South, as opposed to its current East—West goal location; including potential costings and the scope of this occurring once the synthetic turf is due to be replaced in the near future.*

This report provides a response to Notice Motion 629 investigating the opportunity to provide an extra synthetic soccer pitch at the Brookside Recreation Reserve synthetic sportsground, orientated North South and considering timing for future plans for renewal of the sportsground.

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

The Brookside Recreation Reserve is a highly utilized recreation reserve and is the current home base of the Westside Strikers Soccer Club in winter, and an overflow facility for the cricket clubs in the Eastern corridor for the summer season. The turf oval is part of a joint use agreement with Brookside College.

Sportsground provision at the Brookside reserve includes one full size senior turf oval. The current synthetic soccer pitch, orientated East West as shown in **Attachment 1**.

##### Additional Pitch orientated North South on Synthetic Sportsfield

Officers investigated provision of an extra pitch layout North South orientated on the existing synthetic sportsground (**Attachment 2**). Whilst the space would support a 2 pitch North South alignment, the space could only accommodate two lower age junior competition pitches (under 9 and 10) which would impact existing senior usage capacity on site.

Due to site and space constraints, Officers have been unable to even locate one senior pitch orientated North South over the existing synthetic sportsground (**Attachment 3**). The image outlines in order to achieve the minimum standard for senior soccer 96m x 60m the following impacts would have to be further investigated:

- Removal / relocation of 3 light towers.
- New sportsground fencing required to replace existing on both ovals.
- Removal / relocation of existing player shelters, ball protection fencing and existing two storey scoreboard.
- Removal / relocation of storage facility.
- Reduce the existing turf oval space due to space required to accommodate pitch and the impacts of this including irrigation and fencing relocation.
- Significant service removal and adjustments required to be considered.
- Expansion project footprint of the funded facility project.

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

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

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

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

### **4. Financial Considerations**

The investigation has identified that it is possible to install 2 junior synthetic soccer pitch over the existing synthetic sportsground orientated North South. Although this would not accommodate senior pitches.

However the cost to renew the existing synthetic sportsground at the Brookside Recreation Reserve over the existing synthetic field footprint is estimated at \$900,000.

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

There has been no further public consultation undertaken as part of investigating this Notice of Motion.

Previous consultation with tenant clubs indicates a need to provide dedicated soccer facilities at the Brookside Recreation Reserve. The Sports Facility Demand Strategy and Soccer Strategy being developed will address further provision and provide recommendation regarding future development at the Brookside Recreation Reserve.

### **6. Risk Analysis**

The key risk to Council in relation to the report is the ongoing provision of soccer pitches in the Eastern corridor and specifically the provision of facilities at the Brookside Recreation Reserve and the loss of the senior pitch on the site.

The completion of the Sport Facility Demand Strategy and City of Melton Soccer Strategy will provide recommendations regarding the provision of pitches including number at the Brookside Recreation Reserve for future consideration.



## 7. Options

The options for Council include:

- a) Note the report
- b) Further investigate options on site to increase provision of soccer facilities informed by recommendations of the soon to be completed Sports Facility Demand Strategy and City of Melton Soccer Strategy.

## LIST OF APPENDICES

- 1. Current synthetic soccer pitch, orientated East West - undated
- 2. An extra pitch layout, North South orientated on the existing synthetic sportsground - undated
- 3. One senior pitch, orientated North South, over the existing synthetic sportsground - undated

## 12.4 RESPONSE TO NOTICE OF MOTION 639 (CR CARLI) - BOLLARD INSTALLATION IN TAYLORS HILL

Author: Kerry Walton - Coordinator Traffic and Transport  
Presenter: Luke Shannon - General Manager Planning & Development

### PURPOSE OF REPORT

To respond to Notice of Motion 639 (Cr Carli) that Council officers prepare a report for consideration at the August Ordinary Meeting of Council relating to options to increase safety at the corner of 91 Loddon Drive and Calder Park Drive, Taylors Hill.

### RECOMMENDATION:

That Council note the recent safety improvements at the intersection have increased the safety at the corner of London Drive and Calder Park Drive, Taylors Hill without introducing further traffic hazards to motorists.

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### REPORT

#### 1. Executive Summary

At the Ordinary Meeting of Council held on 22 July 2019, the following Notice of Motion 639 (Cr Carli) was resolved:

*'That Council officers prepare a report to come to the next Ordinary Meeting of Council to be held on 19 August 2019 with the report to include:*

- 1. A map of where services are located at the corner of 91 Loddon Drive and Calder Park Drive in Taylors Hill*
- 2. Other safety options, with costs included, that can be used in this location besides OMNI stop bollards.'*

A number of underground utility services are located at the southeast corner of the intersection of Loddon Drive and Calder Park Drive which prevent other safety options being provided. A copy of the plan showing the existing utility services (Water, Gas, Electricity and Telecommunications) is provided in **Appendix 1**.

Given the onsite constraints associated with providing OMNI stop bollards (and guardrail treatment), Council officers reassessed the design of the roundabout to determine suitable alternate treatments. As a result, traffic islands were installed on the southbound traffic lane to reduce approach speeds to the roundabout, and an antiskid surface (calcined bauxite) was applied to the pavement. These two treatments combined responded to the cause of vehicles losing control.

This treatment has been in place for 12 months and there have been no reported incidents relating to vehicles losing control and causing property damage.

The intersection has been treated accordingly to reduce the likelihood of an errant vehicles and given the existing constraints of underground services no further safety improvements are deemed appropriate to be considered for this site.

## 2. Background/Issues

Council received reports in 2016 of two instances where vehicles had lost control at the Loddon Drive/Calder Park Drive roundabout with one vehicle having left the road and subsequently collided with the fence of 91 Loddon Drive and entering the backyard of the property.

Following these incidents, an investigation occurred and officers at the time considered the installation of bollards (OMNI Stop) as a treatment and referred this to the 2017/18 Capital Works program for consideration. The project was subsequently funded at a total cost of \$64,000.

Construction commenced on site and various underground services were uncovered that were not identified through the Dial Before You Dig process. Following engagement with service providers and a review of their requirements including the need to maintain a safe clearance to services, it was determined that bollards could not be installed as this area had insufficient space to construct foundations of the bollards. A copy of the plan showing the existing utility services (Water, Gas, Electricity and Telecommunications) is provided in **Appendix 1**.

Alternate options at the time considered installing guard rail, however this treatment has a similar foundation requirement to bollards and as a result could not be installed at this location.

Given the onsite constraints associated with providing a physical barrier, Council officers assessed the engineering design requirements of the roundabout to determine appropriate safety improvements that could be achieved to reduce the likelihood of a vehicle losing control. The review identified a number of improvements to reduce the speed in which vehicles were approaching the roundabout, and the provision of an alternative road surface treatment to reduce the likelihood of vehicles losing traction. As a result of this investigation, traffic islands were installed on the southbound traffic lane to reduce approach speeds to the roundabout, and an antiskid surface (calcined bauxite) was applied to the pavement.

This treatment has been in place for 12 months and there have been no reported incidents relating to vehicles losing control and causing property damage.

### **Other Safety Options – Analysis**

As noted above, options to treat the area with safety barriers are very limited given the geometry of the road and the location of a number of underground services and limited width of the verge preventing the existing services being relocated. The following treatments have been considered in lieu of OMNI stop bollards:

- **Guard Rail Treatment** – This treatment consists of steel beams attached to posts and requires a footing of 840mm in depth which is greater than the OMNI Stop bollard footing depth of 600mm. As noted services located underground prevent this treatment from being installed.
- **Wire rope treatment** – This treatment consists of 4 wire ropes attached to posts and is typically utilized on straight sections of road where an errant vehicle would strike the rope at 20 degrees. Given the approach angle of an errant vehicle would be greater than 20 degrees this would result in the treatment not performing to the design specification and does not prevent a vehicle from losing control.
- **Concrete Barriers** – This treatment uses concrete barriers placed above ground reducing the need for footings. This treatment is generally used as a median barrier on freeways and in some instances as a temporary barrier for works sites. Whilst this system does not have footings, it is susceptible to moving when struck by an errant vehicles and increases when a vehicle would strike it at an angle greater than 20 degrees. Furthermore, the concrete barriers do require further safety treatments to be attached to the ends of the structure to reduce the severity of injury in the event a car

strikes the end section of the barrier. This will result in the removal of pedestrian paths and crossing points on Calder Park Drive.

Whilst the above treatments are used to treat an area where a road side hazard exists that in the event a vehicle was to lose control and strike the object it would result in serious injury or be fatal, the use of these treatments where no hazard exists is in fact introducing a hazard to motorists. This practice would not align with the National Road Safety Strategy including the Safe System principles of the road network performance where a road environment is to provide a safe run off area in the event a vehicle was to lose control.

#### **Removal of the Roundabout**

This intersection is identified for future traffic signals as part of the Palmers Road Corridor which will be developed by the State Government in the near future. The removal of the roundabout removes any causes that may have contributed to the two errant vehicles by straightening the approach lanes however in doing so will potentially result in increased traffic speeds through this intersection.

As discussed earlier, the existing treatments implemented addressed issues relating to vehicles losing control. Given this, there are no additional treatment options proposed to prevent errant vehicles. The current intersection arrangement is satisfactory until such time the intersection is signalised by the State Government into the future.

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

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

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

*3.4 A flexible, safe and health promoting transport network that enables people to move around.*

### **4. Financial Considerations**

Option 1 – There is no financial considerations in maintaining the existing infrastructure,

Option 2 – This option is approximately \$45,000,

Option 3 – This option is approximately \$4 million

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

Following consideration of options, any consultation required will be undertaken.

### **6. Risk Analysis**

Option 1 – the risk in adopting Option 1 is minimal as the existing treatment has been in place for over 12 months with no reports of vehicles losing control resulting in damage to the property of No 91 Loddon Drive,

Option 2 – the risk in this option is that the concrete barriers are introducing further hazards to the road reserve and increases the likelihood of injuries to motorists in the event a vehicle loses control. Furthermore, this would increase pressures by residents that reside next to roundabouts to have this treatment deployed across the Municipality. There is also the ongoing maintenance costs particularly in the event they are struck by a vehicle as they need to be realigned. This option also impacts pedestrian connectivity for pedestrians crossing Calder Park Drive and Loddon Drive as the barriers will be required to be placed over these paths to be effective.

Option 3 – there is no significant risk in providing traffic signals at this location.

## **7. Options**

Option 1 – Maintain the existing infrastructure arrangement as this treatment has reduced the likelihood of vehicles leaving the road

Option 2 – Provide temporary concrete barriers above ground including end terminals,

Option 3 – Replace the roundabout intersection with traffic signals

## **LIST OF APPENDICES**

1. Utility Services Plan - location - undated

## **12.5 RESPONSE TO PETITION - COSTS AND POTENTIAL INSTALLATION OF TEMPORARY TRAFFIC LIGHTS AT WESTWOOD DRIVE AND NICOL AVENUE**

**Author: Tom Lay - Traffic Engineer**

**Presenter: Luke Shannon - General Manager Planning & Development**

### **PURPOSE OF REPORT**

To provide a further report on the issue of traffic management at the intersection of Westwood Drive and Nicol Avenue, Burnside.

### **RECOMMENDATION:**

That Council;

1. Note the outcome of the report regarding costs to install traffic lights (temporary) in this area and the impacts this would have on the road network,
2. Restrict the right turn movements out of Nicol Avenue to provide a safer intersection for motorists to exit Nicol Avenue as identified in previous Council report tabled at the Ordinary Meeting of Council held 22 July 2019.

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### **REPORT**

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

This report responds to Item 1 of the Motion carried at the Ordinary Meeting of Council held on 22 July 2019:

- 1. Provide a further report to Council outlining the costs and potential installation of temporary traffic lights in this area.*

At the Ordinary Meeting of Council held on 22 July 2019, a Council report responding to the petition was tabled which identified that the intersection would operate safely with the removal of the right turn movement from Nicol Avenue rather than installing traffic signals.

The Palmers Road Corridor Study identifies this intersection will operate with a left in/left out arrangement into the future, following the duplication of Westwood Drive. Further to this, in the ultimate arrangement, a number of key intersections will see traffic signals installed to facilitate future traffic volumes.

The cost to install traffic signals at the intersection of Westwood Drive and Nicol Avenue would be in the order of \$800,000, with an additional cost of \$40,000 to remove the temporary arrangements following duplication of Westwood Drive into the future. In the ultimate arrangement, the intersection would see the intersection of Westwood Drive and Nicol Avenue facilitate a left in/left out traffic movement only. It is noted that approvals to install traffic signals would not be granted as it is inconsistent with the future Palmers Road Corridor plans.

In the event approval for traffic signals was provided it would result in compounding effects to other surrounding intersections by increasing delays to traffic on Westwood Drive, difficulties for residents of adjacent streets to exit out onto Westwood Drive and increasing pressure on Council to resolve those issues. Furthermore, the provision of traffic signals could delay the

process of having the road declared an arterial road by the State Government as Council will be required to remove the signals prior to handing the road to the State Government.

## 2. Background/Issues

At the Ordinary Meeting of Council on Monday 29 April 2019, a petition was tabled requesting for traffic lights to be installed on Westwood Drive at the Nicol Avenue intersection.

At the Ordinary Meeting of Council held on 22 July 2019, a Council report responding to the petition was tabled which identified that the existing intersection of Westwood Drive and Nicol Avenue is acceptable to provide all turning movements in and out of Nicol Avenue, and that there are sufficient gaps between traffic streams along Westwood Drive to accommodate all turning movements. It was noted by officers that the delays for right turn movements out of Nicol Avenue are considerable.

The report identified that as part of the future Palmers Road Corridor development this particular intersection will provide for vehicles to only turn left into and left out of Nicol Avenue.

The following Motion was carried from the previous report:

- 1. Provide a further report to Council outlining the costs and potential installation of temporary traffic lights in this area.*
- 2. Provide this report (Item 12.3) and the resolution in full to the petitioner.*
- 3. Organise a briefing with management and residents of the Burnside Retirement Village with a representative from VicRoads to discuss the plans for the ultimate triplication of Westwood Drive.*
- 4. Write to the Member for Kororoit, The Hon. Marlene Kairouz MP to petition her to work with the residents of the Burnside Retirement Village as well as VicRoads to install traffic lights at this particular stretch of road for the future plans of the future triplication of this road.*

This report responds to Item 1 - *Provide a further report to Council outlining the costs and potential installation of temporary traffic lights in this area.*

### **Traffic Signals Analysis**

Traffic signals have been identified for installation at key intersections along the Westwood Drive as per the future Palmers Road Corridor to treat intersections where there are high traffic volumes on roads that intersecting with Westwood Drive. A plan indicating the location of future signalised intersections is provided in **Appendix 1**.

Furthermore, with any traffic signal implementation Council is required to obtain approvals from VicRoads (Department of Transport) to install traffic signals on the road network whether it's for temporary (mobile) traffic signals or permanent traffic signals. With respect to temporary (mobile) traffic signals these are only permitted to be used to control traffic in the vicinity of a worksite, are only able to operate on a straight section of road (not at an intersection) and to be used for no longer than 6 months and as such are not permitted to be used as impromptu signals to treat an intersection. As a result a mobile traffic light system is not an option to consider.

With respect to a more permanent installation, it is considered that given that the Palmers Road Corridor is a strategic transport corridor for the State of Victoria and that signaling this particular intersection is not consistent with the future development of the road therefore Council would be unlikely to obtain such approvals.

However, for the purposes of this report we have modelled the effects that would result in the event this intersection was signalized.

A SIDRA analysis was undertaken to assess the operation of the intersection and calculate existing delays and queues given the current and future traffic volumes experienced at the intersection of Westwood Drive and Nicol Avenue.

The SIDRA Intersection software package has been developed to provide information on the capacity of an intersection with regard to a number of parameters. Those parameters considered relevant are, Degree of Saturation (DoS), 95th Percentile Queue, and Average Delay as described in Table 1.

**Table 1: SIDRA parameters**

Parameter	Description	
Degree of Saturation (DoS)	The DoS represents the ratio of the traffic volume making a particular movement compared to the maximum capacity for that particular movement. The value of the DoS has a corresponding rating depending on the ratio as shown below.	
	Degree of Saturation	Rating
	Up to 0.60	Excellent
	0.61-0.70	Very Good
	0.71-0.80	Good
	0.81-0.90	Fair
	0.91-1.00	Poor
	Above 1.00	Very Poor
	It is noted that whilst the range of 0.91 – 1.00 is rated as ‘poor’, it is acceptable for critical movements at an intersection to be operating within this range during high peak periods, reflecting actual conditions in a significant number of suburban signalised intersections.	
Average Delays (seconds)	Average delay is the time delay that can be expected for all vehicles undertaking a particular movement in seconds.	
95 <sup>th</sup> Percentile (95 <sup>th</sup> ile) Queue (m)	95 <sup>th</sup> ile queue represents the maximum queue length in metres that can be expected in 95% of observed queue lengths in the peak hour	

The traffic data collected determined that the critical peak period was between 5:00pm - 6:00pm where the most traffic is travelling on the road network and forms the base case to consider treating the intersection. The analysis conducted three scenarios comprising the current intersection arrangement, conversion to restrict right turns out of Nicol Avenue and the signalization of the intersection. The results are provided in Table 2.



Table 2: SIDRA results

Approach	Movement	Existing			No right turn out of Nicol Avenue			Signalisation		
		D.o.S	Avg Delay (sec)	Queue (m)	D.o.S	Avg Delay (sec)	Queue (m)	D.o.S	Avg Delay (sec)	Queue (m)
Westwood Drive (south)	Left	0.012	5.6	0	0.010	5.6	0	0.010	7.3	1
	Through	0.721	0.2	0	0.720	0.2	0	0.890	11.9	356
Westwood Drive (north)	Through	0.375	0.1	0	0.370	0	0	0.470	2.7	71
	Right	0.019	17.8	0.4	0.020	17.7	0	0.050	29.5	1
Nicol Avenue (west)	Left	0.123	29	2.6	0.250	32.3	6	0.170	56.7	7
	Right	0.335	82.3	7.1	-	-	-	0.180	56.7	7

The outcome of the analysis indicates that by signalizing this intersection it would adversely affect Westwood Drive traffic flows with the northbound traffic lane operating close to “poor” conditions (D.o.S of 0.89) and producing a queue length of approximately 356m under current traffic volumes. This queue will extend back past the Burnside Shopping Centre, the intersections of Landy Court, Elliot Court and the pedestrian operated signals adjacent the Burnside Shopping Centre. A map showing the length of queuing is provided in **Appendix 1**.

This will result in repeating the issues faced at Nicol Avenue with vehicles unable to exit onto Westwood Drive. With increased traffic growth expected on the road network this queue will extend approximately 700m within 5 years and up to 1200m within 10 years based on the road remaining a single carriageway.

In summary, the signalization of this intersection will have compounding effects to other surrounding intersections culminating in longer delays to traffic on Westwood Drive, difficulties for residents of adjacent streets to exit out onto Westwood Drive and increasing pressure on Council to resolve those issues.

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

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

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

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

### 4. Financial Considerations

Option 1 is estimated to cost approximately \$6,000 to restrict right turn movements out of Nicol Avenue.

Option 2 is estimated to cost approximately \$800,000 to install traffic signals. In addition, the cost to remove the traffic lights prior to Westwood Drive being declared an arterial road is \$40,000.

### 5. Consultation/Public Submissions

The outcome of this report will be provided to the petitioner and Burnside Retirement Village Manager.

## 6. Risk Analysis

Option 1 – There is minimal risk in providing the left in and left out arrangement of Nicol Avenue as vehicles are able to detour around the surrounding network with very little increase in travel time.

Option 2 – The risk is that Council provides funding for traffic signals and not being able to obtain the required approvals from the State Government to deliver the project.

In the event approvals are obtained for a traffic light installation the risks are as follows;

1. The broader community will request traffic lights to be installed at the following intersections to Westwood Drive to respond to issues similar to Nicol Avenue:
  - Rose Street
  - Billungah Place
  - Kelly avenue (carries significantly more traffic than Nicol Avenue)
  - Roycraft Avenue (carries significantly more traffic than Nicol Avenue)
  - Tarcoola Drive (carries more traffic than Nicol Avenue)
  - Earlington Boulevard (carries more traffic than Nicol Avenue)
  - Lexington Drive (carries significantly more traffic than Nicol Avenue)
  - Fydler Avenue (carries more traffic than Nicol Avenue)
  - Landy Court,
  - Elliot Avenue
  - Tenterfield Drive (carries significantly more traffic than Nicol Avenue)
2. Traffic flows along Westwood Drive are further compromised with vehicles queuing back along Westwood Drive impacting the operation of the access to Burnside Shopping Centre, Landy Court, Elliot Court and the pedestrian signals on Westwood Drive.
3. Traffic signals could take up to 24 months to fund and install delaying the treating of the current safety concerns of the intersection. Also it is expected that the declaration on Westwood Drive to a state arterial road would occur within the not too distant future.
4. The provision of traffic signals could delay the process of having the road declared an arterial road by the State Government as Council will be required to remove the signals prior to handing the road to the State Government.

## 7. Options

Option 1 – Implement the left in / left out intersection arrangement as previously recommended.

Option 2 - Install traffic signals to the current intersection layout as a temporary measure noting they will be removed prior to the declaration of the road as an arterial road (Palmer's Road Corridor).

## LIST OF APPENDICES

1. Future Signalised intersections - dated 27 August 2019

## 12.6 DRAFT ANNUAL FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT - 30 JUNE 2019

Author: Cheryl Santoro - Senior Administration Officer

Presenter: Sam Rumoro - Manager Finance

### PURPOSE OF REPORT

To present to Council for approval the draft Annual Financial Statements and Performance Statement for 30 June 2019, 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 Statements and Performance Statement for 30 June 2019 at **Appendix 1**.
  2. Authorise the Mayor, Cr Bob Turner and Deputy Mayor, Cr Lara Carli 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*.
- 

### REPORT

#### 1. Executive Summary

The Audit Committee meeting on 28 August 2019 discussed and reviewed the draft Financial Statements and Performance Statement for the year ended 30 June 2019. 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 Statement 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 after the end of the financial year reported on.

#### 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. 2018-2019 Annual Financial Statements and Performance Statement - year ended 30 June 2019

## **12.7 COUNCIL AND WELLBEING ANNUAL ACTION PLAN END OF YEAR REPORT 2018/19**

**Author: Bob Baker - Corporate Planning and Performance Coordinator**

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

### **PURPOSE OF REPORT**

To present to Council the 2018/19 end of year Council and Wellbeing Annual Action Plan report.

### **RECOMMENDATION:**

That Council receive and note the 2018/19 end of year Council and Wellbeing Annual Action Plan as per **Appendix 1**.

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### **REPORT**

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

The 2017-2021 Melton City Council and Wellbeing Plan is prepared in accordance with the *Local Government Act* 1989. The Plan is reviewed on an annual basis to adapt to the evolving needs of our growing community.

Each year, Council produces an Annual Action Plan identifying the initiatives that Council will take in response to the objectives and strategies identified in the Council Plan.

Progressive achievements against actions from the Plan were reported following the conclusion of the first three quarters of the financial year, and this cumulative report is compiled following the conclusion of each financial year. Updates on select initiatives are also reproduced in Council's Annual Report.

**Appendix 1** to this report provides details of Council's activities and achievements during 2018/19.

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

The Council Plan is Council's primary vision and strategic planning document that establishes the direction Council has committed to over the course of its four year term of office. The Council Plan contains objectives, strategies and strategic indicators.

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

Council provides the community with quarterly progress reports in support of Council's commitment to transparency, through public access to relevant information, decision making and strategic documents.

**Annual Action Plan 2018/19**

The 2018/19 Annual Action Plan identified 151 actions that Council committed to deliver.

**Appendix 1** provides a detailed summary on the status of each action in the 2018/19 Annual Action Plan, inclusive of the reporting period from 1 July 2018 to 30 June 2019.

The following table provides summary of progress against actions for 2018/19:

Status	Description	Number of Actions
<b>Achieved</b>	The Action is completed.	128
<b>On Track</b>	The action is on track and expected to be completed by the current timeline	11
<b>Not On Track</b>	The Action has been delayed impacting on the current timeline.	9
<b>Postponed</b>	The Action has been deferred for the financial year.	3
Total		<b>151</b>

Major achievements from the end of year report include:

Construction of:

- A fitness circuit around Lake Caroline to encourage physical activity
- The Caroline Springs sub regional tennis facility
- Stages Four and Five of the Pride of Melton project
- The Westwood Drive road and bridge providing an alternative north-south link between the Western Highway and Taylors Road
- 96,670 metres of new footpaths in the Municipality

Finalisation of the following key strategic documents:

- Environmentally Sustainable Design Guidelines
- The Rockbank Town Centre Urban Design Framework

The implementation of new program and service initiatives, including:

- The Djerriwarrh Festival attracted a record attendance of over 30,000 throughout the day and a 96% community satisfaction rating
- A Lifelong Learning Festival was delivered in October 2018, attracting over 1,450 attendees over the three days
- A number of advocacy activities addressing key infrastructure, education, transport and health issues in the lead up to both the State and Federal elections, with a particular emphasis on the Melton Hospital
- Delivered a publication to celebrate the history of the City of Melton
- Conferred citizenship to 1,302 residents of the City of Melton

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

### **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**

Activities from the Annual Action Plan 2018/19 were funded via Council's 2018/19 budget process, and also supported by Government grants.

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

The 2017-2021 Council planning process involved extensive consultation of stakeholders including the community, Council staff, government agencies, community organisations and private industry. This process resulted in the publication of the 2017-2021 Melton City Council and Wellbeing Plan and subsequent 2018/19 Annual Action Plan.

### **6. Risk Analysis**

Nil

### **7. Options**

That Council:

1. adopt the 2018/19 end of year Annual Action Plan report as detailed at **Appendix 1**; or
2. provide an alternative option at Council's discretion.

### **LIST OF APPENDICES**

1. 2018-19 Council and Wellbeing Annual Action Plan End of Year Report - dated 1 July 2018 to 30 June 2019

## 12.8 2019-2020 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 2019 – 2020 Council and Wellbeing Annual Action Plan for Council's consideration.

### RECOMMENDATION:

That Council adopt the 2019 – 2020 Council and Wellbeing Annual Action Plan as detailed in **Appendix 1**.

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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 134 actions identified from across Council's service units detailed in the proposed 2019 - 2020 Council and Wellbeing Annual Action Plan (The 2019-20 Annual Action Plan) as detailed in **Appendix 1**.

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

#### 2. Background/Issues

The Council and Wellbeing Plan 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 2019-20 Annual Action Plan



includes projects, programs, services and service enhancements that will occur within a twelve (12) month period.

The 2019 - 2020 Annual Action Plan includes 134 actions, inclusive of 18 actions being carried over from the 2018 - 2019 Council Annual Action Plan.

Some significant initiatives included in the 2019 - 2020 Annual Action Plan include:

- Continue to deliver actions from Melton: A City for All People, year two and commence delivery of year three actions incorporating Ageing Well, Disability, Early Years and Youth
- Implement year three of the Intercultural Plan 2017-2021
- Develop the Safer City Plan
- Implement the Reconciliation Roadmap 2018-2021
- Implement the Integrated Water Management Plan
- Develop a Waste and Litter Prevention Strategy for the municipality that will guide waste and resource management into the future
- Plan and undertake upgrade works to the Melton Recycling Facility
- Commence construction of Stage 2 of the MacPherson Park Redevelopment
- Commence construction of the Eynesbury Active Open Space precinct
- Plan and development of the Cobblebank Indoor Sport Stadium
- Implement 'Moving Melton', Council's integrated transport strategy
- Develop a Libraries and Arts Strategy

The list of actions above is not exhaustive, and the 2019-20 Annual Action Plan itself provides only a selection of the work being delivered by Council.

Progress against all of the actions in the 2019-20 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 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**

The 2019-20 Annual Action Plan is resourced via the adopted 2019 - 2020 Council Budget.

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

Actions contained in the 2019 - 2020 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 2019 – 2020 Annual Action Plan as detailed at **Appendix 1**;
2. Not adopt the 2019 – 2020 Annual Action Plan and refer back to officers for further work; or
3. Provides an alternative option as considered by Council.

## **LIST OF APPENDICES**

1. 2019-20 Council and Wellbeing Annual Action Plan - undated

## 12.9 CONTRACT No.19/057 - PROVISION OF EVENT EQUIPMENT HIRE

Author: Heidi Taylor - Events Coordinator

Presenter: Peter Bean - General Manager Corporate Services

### PURPOSE OF REPORT

To seek Council's approval for the award of Contract No. 19/057 for a panel of event hire equipment providers.

### RECOMMENDATION:

That Council:

1. Award Contract No. 19/057 for the provision of event equipment hire to a panel of specialised suppliers in two categories:
  - a. Infrastructure: Premium Event Solutions and Jobs by Joe
  - b. Audio Visual: Moon Mother Productions and NextGen Pty Ltd.
2. Authorise the Chief Executive Officer to execute all relevant contract documentation.

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## REPORT

### 1. Executive Summary

Council hosts a number of festival and events that require the provision of specialist equipment hire. Council's current contract for the provision of temporary equipment hire has expired. This contract will renew a panel of preferred suppliers that will provide a fee for service on an agreed schedule of rates.

The scope of supply under Contract No. 19/057 encompasses the Provision of Temporary Infrastructure and Audio/Visual equipment for festivals and other events organised by Council (refer to heading Festivals and Events in **Appendix 1**). The successful panel of contractors for Contract No. 19/057 will variously be responsible for:

- supply of temporary infrastructure and audio visual equipment, including transport to and from the site of the festival or other event
- assembly of marquees and stages, the placement of seats and the setting up of such other event equipment as may be required at the direction of or as previously agreed with the Contract Manager
- packing up and removal of event equipment at the conclusion of the event
- provision of all labour necessary to set up and remove event equipment.

'Temporary Infrastructure' includes but is not limited to marquees, tents, portable stairs, barricades, tables, seats, furnishings, market umbrellas, staging and such other equipment as Council determines at its discretion may be included within the meaning of temporary infrastructure.

The current contracts (Contract No. 16/037a and 16/037b) expired on 1 July 2019. The incumbent contractors are Pride Events, Harts Corporation Pty Ltd (in receivership), Dann Event Hire, Moon Mother Productions, Next Gen Pty Ltd, Monaco.

This report provides details regarding the tender process, submissions received and the methods undertaken by the Tender Evaluation Panel in selecting the preferred suppliers.

## **2. Background/Issues**

The aim of this tender is to establish a supply agreement based on an agreed schedule of rates for the provision of event equipment that will deliver value and enhance the festival program and the overall event experience delivered by Melton City Council's events team and other internal units responsible for the delivery of external Council events.

Appointing a panel of specialist service providers that will quote on specific events will enable wider scope and opportunity for organisations to compete for Council work. By having more than one contractor in each component, Council will continue to receive competitive pricing at an agreed rate, committed customer service, and access to a wider range and potential availability of event equipment and services.

Tenders for this contract were advertised on 24 June 2019 and closed on 17 July 2019. Four tenders were received, two for each category:

- Infrastructure:
  - Premium Event Solutions
  - Jobs by Joe
- Audio Visual Hire
  - Moon Mother Productions (Existing supplier)
  - Next Generation (Existing supplier)

The Contractors appointed by Council will be responsible for providing all of the services detailed within the contract which includes, but is not limited to:

### Temporary Infrastructure:

- Small to large marquees (clear spans and pagodas and variety) for various stalls, activities and backstage
- Furniture including chairs, tables, furnishings, display boards, trestles, catering equipment, Lounge/occasional furniture
- Staging
- Shade structures
- Picket fencing options
- Flooring
- Specialty furniture (i.e. palate and other)

### Audio Visual & Technology Equipment:

- Suitable AV equipment and technical support for the main stage set up and event duration.
- Stage lighting

- Production requirements and backline for main stage program
- Production requirements for Community Showcase Ring
- PA Systems

The tender evaluation panel consisted of the following officers:

- Sean McManus, Manager Engagement and Advocacy
- Heidi Taylor, Events Coordinator
- Charles Obwana, Procurement Coordinator

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

Tenders were evaluated based on the following criteria:

- **Price:** Consideration of the Schedule of Rates and any additional costs proposed to be charged to Melton City Council for the specified services.
- **Capability:** Demonstrated capacity to undertake the works and previous experience in providing Event Equipment Hire for festivals and events similar in size and character to those organised by the Events and Culture unit of Melton City Council.
- **Methodology:** The overall organisational, administrative and financial capability to deliver specified services, including consideration of the client service arrangements which the tenderer proposes to adopt for the purposes of developing a strong working relationship with Council's Event and Culture unit.
- **Quality:** History of quality service provision and client relations as determined by the references provided by customers and other forms of enquiry.
- **Local** content and social procurement was also considered.

Table 1 details the outcomes from the panel's assessment of all submitted tenders. For the complete tender evaluation scoring, please see **Appendix 2**.

Table 1

TENDERER	AVERAGE SCORE*
<b>19/057a – Hire of Temporary Infrastructure</b>	
Premium Event Solutions	<b>11.15</b>
Jobs by Joe	<b>11.00</b>

TENDERER	AVERAGE SCORE*
<b>19/057B – Hire of Audio Visual</b>	
Moon Mother Productions	<b>12.10</b>
Next Gen Pty Ltd	<b>9.50</b>

*Note: Average score between 1-15*

All tenderers were assessed as having the capability, methodology, expertise and pricing structure to be appointed to the panel of preferred suppliers. Moon Mother and Next Gen are both current suppliers to Council and have a track record in delivering high quality services.

**Term of Contract**

The contract for the Provision of Event Equipment will commence on 1 October 2019. The term of the contract is two years (to 30 September 2021) with a three (3) twelve month contract extension provision available.

**Form of Contract**

All tendered prices remain fixed for the period from 1 October 2019 to 30 September 2021. Thereafter, annual rise and fall adjustments shall apply to the tendered prices with the CPI at 30 September 2021 being the base datum for measurement of subsequent CPI movements.

**Current Servicing Arrangements**

The current contracts (Contract No. 16/037a and 16/037b) expired on 1 July 2019. The incumbent contractors are Pride Events, Harts Corporation Pty Ltd (in receivership), Dann Event Hire, Moon Mother Productions, NextGen Pty Ltd, Monaco.

**Basis for Recommending a Tenderer**

The evaluation panel felt that a panel of suppliers was the best outcome for this tender, given the broad scope of requirements (both technical and financial).

### **3. Council 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**

The current cost of service provisions for Event Equipment for festivals and events charged to the Events unit is approximately \$110,000 per annum (excluding GST).

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

No public consultation was required in awarding of this contract.

### **6. Risk Analysis**

Maintaining a panel of certified suppliers/contractors assists Council in controlling risk at public festivals and events. All contractors undergo rigorous checking to ensure they have appropriate certification for their equipment, and insurances.

Event hire equipment is critical to the success of Council events and having preferred suppliers ensures access to quality provision of equipment without the need for Council to own, maintain, manage and renew expensive assets.

### **7. Options**

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Re-advertise the tender seeking further submissions.

## LIST OF APPENDICES

1. Festivals and Events - undated
2. Tender Evaluation Score Sheet - undated - **CONFIDENTIAL**

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

## **12.10 CONTRACT NO. 20/001 - PROVISION OF INVESTMENT MANAGEMENT SERVICES**

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

### **PURPOSE OF REPORT**

To seek Council's approval for the award of Contract No. 20/001 for the Provision of Investment Management Services commencing Tuesday 1 October 2019 for the period of four years.

### **RECOMMENDATION:**

That Council:

1. Awards Contract No. 20/001 for the Provision of Investment Management Services to JB Were Pty Ltd for the period of four years.
2. Authorise the Chief Executive Officer to execute all relevant contract documentation.

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### **REPORT**

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

This report seeks Council resolution for the award of Contract No. 20/001 for Provision of Investment Management Services. The main aim of the service is to set up a framework, develop policies and guidelines that provide governance for the framework and manage investments for the recently created Infrastructure and Investment Reserve.

This report provides details regarding the tender process, submissions received and the methods undertaken by the Tender Evaluation Panel in selecting the preferred supplier.

Following the advertisement of the tender, eight submissions were received. After completing the tender evaluation process, the panel are recommending contractor JB Were Pty Ltd. The panel interviewed 3 providers and JB Were Pty Ltd was assessed have having the best proposal which matched Council's needs.

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

The aims of this tender process as outlined in the tender specification was to establish a professional services agreement for the provision of investment management services.

Melton City Council sought to appoint an investment manager capable of managing an investment portfolio to the value of between \$100 and \$250 million approximately. This range is dependent on Council cash flow and projected revenue. The breakdown of funds are to be placed in investment reserves that can be separately identified and managed for the below purposes;

- Strategic Land Purchases (approximately \$40 million)
- Income Generating Investments (approximately \$60 million)
- Major Capital Projects (approximately \$100 million)



- Existing Operating Reserves – Long Service Leave, General Reserves (approximately \$50 million)

The Investment Manager is required to provide investment advisory and management services to Melton City Council with the main goal of maximising the return from investments that are allowed within the parameters of the Local Government Act 1989, in particular sections 143 and 193.

They will work with Council to develop an Investment Policy, so as to establish a clear direction for future investments of reserves and provide clear direction of the below;

- Investment Philosophy
- Investment Objectives
- Investment Governance
- Investment Allocation
- Investment Selection

There will also be a requirement to provide comprehensive reporting on the performance of the investment portfolio relative to objectives, portfolio valuation, threshold risk management and ensuring compliance to Investment Policy.

In addressing the local content component contained within the tender specifications JB Were presented a proposal to assist local businesses by running seminars, workshops, etc, on various topics relevant to operating small and micro businesses along with other potential partnership opportunities with Council, all drawn from their global knowledge and access to a broad client base.

The tender for Provision of Investment Management Services Contract No. 20/001 was advertised in The Age, on Tenderlink and Council's website from Monday, 15 July 2019 and closed at 5pm Wednesday 7 August 2019.

Council received 8 tenders of which three tenders were shortlisted for interviews.

Table 1 details the outcomes from the panel's assessment of all submitted tenders.

Table 1

TENDERER	MEAN SCORE
<b>20/001 for Provision of Investment Management Services</b>	
Morgans Financial Limited Camberwell	<b>9.15/15</b>
CPG Research and Advisory Pty Ltd	<b>6.50/15</b>
Russell Investments	<b>9.75/15</b>
JB Were Pty Ltd	<b>11.73/15</b>
Crestone Wealth Management	<b>11.28/15</b>
Aberdeen Standard Investments Australia Ltd	<b>7.85/15</b>
Morgan Stanley	<b>9.25/15</b>
Mutual Limited	<b>6.75/15</b>

**Term of Contract**

The provision of investment management services commences on Tuesday 1 October 2019 for the period of four years.

**Form of Contract**

All tendered prices as a percentage of funds invested are to remain fixed for the tender period of 1 October 2019 to 30 September 2023.

**Current Servicing Arrangements**

There are no current servicing arrangements. Existing investments are managed in-house. Council will continue to manage cash and investments required for working capital in-house. With the establishment of the Infrastructure and Investment Reserve and the substantial amount of funds held in other Reserves, Council is looking to update its investment management framework and policy, to maximise returns within the parameters of the Local Government Act and the cashflow requirements of these reserves.

**Basis for Recommending a Tenderer**

All three tenderers that were interviewed provided quality submissions with the necessary experience and expertise to undertake the service. The panel felt that JB Were Pty Ltd demonstrated better bench strength across the various areas of expertise required to develop the framework and manage investments for Melton City Council. The pricing structure of services provided by JB Were would deliver Council a better outcome than those of other tenders with the appropriate level of expertise and experience.

**3. Council 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**

A comparison of submitted pricing models was undertaken. JB Were pricing structure offered best value for money with no fee charged for investments in cash and term deposits and a flat percentage fee for other investments under management.

**5. Consultation/Public Submissions**

No consultation was required as part of this tender process or in the preparation of this report.

**6. Risk Analysis**

If Council choose to take no action, all funds can continue to be managed in-house under existing investment policy using instruments such as term deposits.

If Council adopts the recommendation it could generate additional returns on funds to be invested in other asset categories, potentially longer term, at a level of risk acceptable to Council. Council could manage this risk through a transparent well formulated investment framework, administered by subject matter expert within the Local Government Act legislation. Regular reporting and direct visibility of investments undertaken will be provided to Council.

## 7. Options

Council has the options to:

1. Adopt the Officers' recommendations as presented in this report.
2. Continue to manage funds in-house.
3. Re-advertise the tender seeking further submissions.

## LIST OF APPENDICES

1. Tender Evaluation Panel Summary - Contract No. 20/001 for the Provision for Investment Management Services - undated - **CONFIDENTIAL**

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

## **12.11 CONTRACT NO. 20/006 - MELTON WAVES AND LEISURE CENTRE REFURBISHMENT WORKS**

**Author: Jane Johnson - Capital Projects Officer**  
**Presenter: Maurie Heaney - General Manager Community Services**

### **PURPOSE OF REPORT**

To seek Council's approval for the award of Contract No. 20-006 for the Melton Waves Leisure Centre Refurbishments project.

### **RECOMMENDATION:**

That Council:

1. Award Contract No. 20/006 for the Melton Waves Leisure Centre Refurbishments submitted by Q Construction Pty Ltd for the sum of \$690,078.42 (excl. GST).
2. Authorise the Chief Executive Officer to execute all relevant contract documentation.

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### **REPORT**

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

This report seeks Council endorsement the award of Contract No. 20-006 for the Melton Waves Leisure Centre Refurbishments.

These works (Contracts) were previously endorsed by Council 25 June Ordinary meeting of Council. Post that time, the builder requested to exit the contract.

The project involves a refurbishment of the external façade of the building including removal and replacement of most of the cladding, some glazing, doors and walls and associated building works as part of the proactive maintenance program.

The tender evaluation summary is provided in the **Confidential Appendix** attached to this report.

Q Construction scored the highest in the tender evaluation and therefore are recommended for award for the lump sum of \$690,078.42 (excl. GST).

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

Detailed design and tender documentation was originally issued on 21 April 2018, where a contract was awarded to Bayside Commercial Builders Pty Ltd at the 25 June 2018 Council meeting.

In the following weeks, Bayside Commercial Builders informed Council that they were unable to meet the requirements of the project and requested to be released from the contract. A Letter of Termination was subsequently issued on 9 October 2018, which formally terminated the contract between Council and Bayside Commercial Builders.

The external fabrics have reached the end of their effective life and are beyond repair, and the recently upgraded signage is highlighting the poor condition of the building fabric. In

addition, the building is Council's only Aquatic centre and so it has some iconic status. Hence the need to maintain it to a high standard.

On 26 September 2017, Council engaged the design services of Brand Architects Pty Ltd via a closed tender, to provide consultancy services for the project.

The contract for this project provides for:

- Replacing the existing cladding
- Replacing the existing pool hall door structure
- Replacing glazing
- Supply and install new shade structure
- New painting works.

Detailed design and tender documentation for the above contract was again issued via TenderSearch and advertised in "The Age" on 27 July 2019, closing on 22 August 2019.

A total of eight tenders were received and assessed on the basis of the evaluation criteria described in the tender documents. All tenders were evaluated and two tenders were considered non-conforming and not included in the final tender evaluation.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

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

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

3. A well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way
  - 3.2 *Community facilities, infrastructure and services that are equitably planned for, provided and maintained*

### **4. Financial Considerations**

Melton Waves Leisure Centre Refurbishments project has been allocated an overall budget of \$940,000.

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

A colour concept for the new cladding was selected in consultation with the Melton Waves Reference Group comprising representatives of Council and Belgravia Leisure, Council's leisure contractor that manage and operate the facility. Brand Architects proposed three options for selection and it provided an opportunity for the group to select their preferred colour scheme that complements the new Melton Waves Leisure Centre branding and signage.

Meetings have been conducted with the Leisure Centre operators (Belgravia Leisure) to confirm the timing of works is suitable and co-ordinate how the works will be protected throughout construction.

The Centre will remain operational at all times during the construction works.

### **6. Risk Analysis**

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

## a. Engagement of a suitably qualified construction company:

- Advertised an open expression of interest to construction companies via “The Age” and on the Tendersearch website
- Required companies tendering for the construction phase to have previous project experience with refurbishment works
- Required companies tendering for the construction phase to have a good understanding of public and staff safety
- Required companies tendering for the construction phase to have a good understanding of installation methodology especially in a public building.

## b. Engagement of a financially capable construction company:

- Council required the tenderers to provide evidence of public liability insurance, work cover and approved OHS, Environment and Quality Management systems.

## 7. Options

Council has the options to:

1. Adopt the Officers’ recommendations as presented in this report.

## LIST OF APPENDICES

1. Tender Evaluation Panel Report - Contract No. 20/006 Melton Waves Leisure Centre External Refurbishment - undated - **CONFIDENTIAL**  
Designated as confidential by the Chief Executive Officer pursuant to Section 77(2)(c) and Section 89(2)(d) of the *Local Government Act 1989*.
2. Rendered Images - undated

**12.12 PLANNING APPLICATION PA 2019/6489/1 - USE AND DEVELOPMENT OF A  
CHILDCARE CENTRE WITH ASSOCIATED LANDSCAPING, DISPLAY OF BUSINESS  
OF BUSINESS IDENTIFICATION SIGNS, REDUCTION IN CAR PARKING,  
ALTERATION OF ACCESS TO A ROAD IN A ROAD ZONE (CATEGORY 1),  
REMOVAL AND VARIATION OF A SEWER AND DRAINAGE EASEMENT AT 512 -  
514 HIGH STREET AND 160 COBURNS ROAD, MELTON**

**Author: Valentine Sedze - 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 Grant a Permit subject to the conditions outlined in **Appendix 6** of this report.

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## **REPORT**

### **1. Background**

Council considered this planning application at its previous Ordinary Meeting on 19 August 2019, and resolved:

“That the Council defer consideration of this matter so that the applicant can attend a Councillor briefing session to further outline their application.”

The applicants subsequently met with Councillors and officers on 2 September 2019. The main issues discussed was adequacy of on-site and on-street car parking to cater for the development in the context of the site.

On 6 September, the applicants lodged amended plans and a Parking Management Plan. In summary, it is proposed to:

- Increase the number of on-site parking spaces from 25 to 28 (including two tandem spaces).
- Reserve nine spaces for drop-off and pick-up of children, 10 spaces for staff, and the remaining eight spaces for use by parents, visitors or staff.

**Executive Summary**

Applicant:	Melton Corner Pty Ltd
Proposal:	Use and development of a childcare centre with associated development
Existing Land Use:	Three single storey dwellings
Zone:	General Residential
Overlays:	Nil
Number of Objections:	8
Key Planning Issues:	Zoning and policy context Built form Off-site amenity impacts Car parking and traffic Access arrangements Objectors concerns
Recommendation:	Approve application

**The Land and Surrounding Area**

The subject site has an area of 2,344m<sup>2</sup> and is located on the corner of Coburns Street and High Street. Other features of the site are as follows:

- The site comprises three adjoining lots and is irregular in shape.
- It contains three existing single storey dwellings.
- An existing drainage and sewerage easement adjoins part of the eastern boundary and also traverses the centre of the site.

The surrounding area can be characterised as predominantly residential. To the west is Melton Secondary College and immediately south west of the site is the Woodgrove Shopping Centre.

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

**The Application**

The application proposes the use and development of a childcare centre with associated landscaping, display of business of business identification signs, reduction in car parking, alteration of access to a road in a road zone (Category 1), removal and variation of a sewer and drainage easement.

The proposed development is summarised as follows:

- Demolition of the three dwellings on the site.
- Construction of a two-storey building with a floor area of 1,184.75m<sup>2</sup> for use as a child care centre.
- The building has a maximum building height of 8.3m from the natural ground level.
- The building comprises a reception area and foyer, nine child care rooms, shared bathroom facilities and sleep rooms for the children, areas for staff and storage areas.
- Two large outdoor play areas at ground level, one located on the west side of the building and comprising an area of 234.41m<sup>2</sup> (outdoor play area 2) and the other located on the south side of the building with an area of 252.56m<sup>2</sup> (outdoor play area 1).
- A third larger outdoor play area (outdoor play area 3) in the form of a roof deck located at first floor level on the north, west and south sides of the building and comprises an area of 600.73m<sup>2</sup>.



- A first floor roof deck proposed to overhang slightly the ground floor level on the west and south sides of the building with a more substantial overhang (up to 18m in length) proposed on the north side of the building in order to provide a comfortable environment for children and staff of the centre and provide a balance of sunlight and shade to the outdoor play areas.
- The building will be constructed of brick, timber cladding, powder coated steel columns, frosted or transparent glazing, rendered walls, with colorbond roofing.
- Shade sails proposed over parts of the outdoor play areas at ground and first floor level to provide further shade to these outdoor play areas.
- A pedestrian path along the north side of the building is proposed to provide pedestrian access from the car park and Coburns Road to the building entry.
- A car park to the north of the building comprising 25 spaces including one disabled space with access from Coburns Road (entry only) and Carina Drive (exit only).
- A reduction in car parking by 7 car spaces.
- Four bicycle spaces are proposed and are accessible from the main pedestrian path to the building and car park.
- Three crossovers will be removed and one crossover will be modified and the kerb, channel and verge will be reinstated.
- The display of four advertising signs (business identification signs), two on the west façade of the building facing Coburns Road, one on the south façade facing High Street and one on the north façade facing Carina Drive.
- The display of one advertising sign (business identification sign) on an entry feature wall located between the car park access points and near the corner of Coburns Road and Carina Drive.
- Illuminated 3mm powder coated aluminium lettering is proposed on the signage.
- The centre will accommodate 146 child care places and 26 full time staff.
- The child care centre will operate between the hours of 6:30am to 6:30pm Monday to Friday and will be closed on weekends.

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

### Planning Controls

Zone	(Clause 32.08 – General Residential Zone)	Permit required for use and development
Particular Provisions	(Clause 52.02 – Easements, restrictions and reserves)	Permit required to create, vary or remove an easement.
	(Clause 52.05 – Advertising Signs)	Permit required to erect business identification signage and internally illuminated signs.
	(Clause 52.06 – Car Parking)	Permit is required to reduce (including reduce to zero) the number of car parking spaces required. 0.22 car spaces are required per child. 146 children are proposed equating to 32 car spaces The application makes provision for 25 spaces.

	(Clause 52.29 – Land Adjacent to a Road Zone Category 1)	Permit is required to create or alter access.
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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 notification. The notification was satisfactorily completed and eight objections were received.

The grounds of objection may be summarised as follows:

- Unsuitable location for a child care centre.
- Traffic congestion and off-street impacts during school drop-off and pick-up times.
- Traffic safety concerns for children, elderly people and pedestrians.
- Safety issues with north bound vehicles along Coburns Road completing a u-turn.
- Safety issues with vehicle entry point located near the intersection of Carina Drive and Coburns Road.
- Coburns Road and High Street is an unsafe and busy intersection.
- Over reliance of on-street car parking as patrons are more likely to park on the street as it is more convenient.
- Concern with colorbond fence being removed for 69 Carina Drive.
- Air pollution from additional traffic generated by the use.
- Existing road network cannot accommodate additional traffic.
- Waste collection.
- Loss of privacy, natural daylight and views in particular 69 Carina Drive and 510 High Street.
- Noise impacts to surrounding residents.
- Property devaluation.

- Building height and visual bulk.
- An additional childcare centre is not required considering the number of childcare centres in Melton.

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

#### **Referral of the application**

The application was referred to a number of Council's Infrastructure Planning Unit, Traffic and Transport Unit, City Design Environmental Health Unit, Waste Services and Children Services for comment and advice. The application was also required to be referred to VicRoads and Western Water. A complete list of responses is included in **Appendix 5**. Of particular note are the comments from Council's Traffic Engineer who suggest that the number of children be reduced from 146 to 113, as the proposed 25 car space equates to 113 children.

## **5. Issues**

### **Planning Assessment**

The proposal has strong policy support under the Planning Policy Framework (PPF) and the Local Planning Policy Framework (LPPF). The use is anticipated by the purpose of the General Residential Zone (GRZ) *"to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations"*. The use services the local community needs and is compatible to its location that has other non-residential uses. Residents based on their experiences on Coburns Road and the surrounding road network express safety, access and traffic concerns and that the proposal will exacerbate the existing traffic problems in the area. These concerns are acknowledged, however it is considered that the location limits impacts and congestion in local residential streets where these types of uses are discouraged. It is further considered by VicRoads and Council's Traffic and Transport Unit that the nearby intersections will continue to operate under satisfactory conditions, with the site's only entry and only exit access point being Carina Drive and Coburns Road respectively.

The overall height of the proposed building is 8.3m, considerably lower than the maximum permissible building height of 11m and 3 storeys under the zone. The height is not dissimilar to that of double storey dwelling. As such, it is reasonable to allow a building for a non-residential use the same built form opportunity. Concern has also been raised regarding loss of views due to the height of the proposed development. The planning system does not protect views.

The proposed façade treatments provide an appropriate degree of visual interest through use of varied materials and finishes, along with vertical and horizontal articulation elements to minimize the perception of visual bulk and enhance the building's appearance. The design response of the proposal is generally considered an appropriate fit and in terms of the preferred neighbourhood character as it will sit comfortably in its context. The indicative landscape concept plan provides ample opportunities for landscaping that will assist in softening the development.

The proposal provides 25 on site car parking spaces and seeks a reduction of 7 car spaces. The site is located within an established residential setting, opposite a secondary school, and it is expected people who live within the immediate area will use the childcare centre and will not all drive to the site. The site is well serviced by public transport, including multiple bus routes and pedestrian and bicycle networks. It is expected that any overflow could be accommodated, particularly along the Coburns Road frontage where 8 kerbside spaces are available adjoining the site. Further the permit will require the submission and approval of a Car parking Management Plan which will designate on-site car spaces for the drop off and pick up of children. For these reasons reduction of car parking is supported.

It is considered that the proposed use and development will not result in unreasonable offsite amenity impacts to adjoining properties given the location of secluded private open spaces of

adjoining properties, size of rear and side setbacks of the development (with the exception of the south eastern staircase that is required to be setback an additional 2m from the southern boundary as condition of approval) and the upper floors windows on the east elevation have window sill heights of 1.7m above the finished floor level to restrict the visual impact. Overlooking from windows on the ground floor will be restricted by boundary fencing.

The proposed signage is modest in size and is considered acceptable.

The removal and variation of the drainage and sewer easement is acceptable subject to conditions.

## **6. Options**

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

## **7. Conclusion**

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

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

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

## **LIST OF APPENDICES**

1. Locality Plan - dated 2 July 2019
2. Plans for the Proposal - dated 22 May 2019 and 6 June 2019
3. Assessment against Planning Scheme - undated
4. Response to Objections - undated
5. Referral Comments - undated
6. Notice of Decision to Grant a Permit conditions - undated

## **12.13 TRANSITIONING THE OCCASIONAL CARE PROGRAM TO THE CHILD CARE SUBSIDY SCHEME**

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

### **PURPOSE OF REPORT**

To seek Council's endorsement to transition the Occasional Care program to the Child Care Subsidy Scheme and to operate the program from six locations from 1 January 2020.

### **RECOMMENDATION:**

That:

1. The Occasional Care program be transitioned to the Child Care Subsidy Scheme effective 1 January 2020 commencing with a \$15 hourly rate.
2. The Occasional Care program operate from Botanica Springs, Bridge Road, Melton Central, Burnside and Springside effective 1 January 2020, allowing for the establishment of a new program at Fraser Rise also in 2020.
3. A further report be presented to Council on the Occasional Care program in 2022.

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### **REPORT**

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

It is proposed that the Occasional Care program be transitioned to the Child Care Subsidy Scheme from 1 January 2020, commencing with a \$15 hourly rate. The introduction of the Child Care Subsidy Scheme may lower the operating cost of the program to Council and will impact on family's fees.

It is also proposed that the Occasional Care program operate from five locations by combining the Creekside and Parkwood Green programs at Springside, as well as establishing a new program at Fraser Rise in 2020. The Occasional Care program will be the subject of ongoing review as Council undertakes an impact analysis of the Government's funded 3 year old kindergarten reforms.

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

Occasional Care offers short periods of care for children aged six weeks to six years across the municipality, allowing carers to leave children in high quality care while they attend business, appointments, recreation or simply take some time out. Each program is staffed by qualified Early Childhood educators. Currently over 300 families access the Occasional Care services that are provided at different session times between Monday and Friday.

The Commonwealth Government ceased the National Occasional Care Program Funding but has included Occasional Care in the Child Care Subsidy scheme.

It is anticipated that by transitioning Council's Occasional Care program to the Child Care Subsidy scheme, the operating cost of the program to Council will reduce.

Transitioning the Occasional Care program to the Child Care Subsidy scheme involves a change to the fee schedule. It is anticipated that while many families will likely pay the same or lower fees under the Child Care subsidy Scheme, it may result in higher fees for those families eligible for lower Child Care Subsidy rates.

The Victorian Government recently announced a major reform, which will take effect in the City of Melton in 2022 with 5 hours of funded 3 year old kindergarten. The funded 3 year old kindergarten program will then scale up to 15 hours by 2029. Council is currently undertaking an analysis to articulate the impact of this reform on the use of all of Council's children's centres.

In order to optimize participation rates in Occasional Care, improve efficiency of the program, and free up licensed children's rooms for kindergarten services, it is proposed that the Creekside and Parkwood Green Occasional Care programs be combined at Springside centre. The Springside program will be complemented by the Burnside and Fraser Rise programs in the eastern corridor and the Melton Township programs will comprise of Botanica Springs, Melton Central and Bridge Road.

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

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

1. A proud, inclusive and safe community: A City of people leading happy and healthy lives
  - 1.3 *Equitable, inclusive and accessible community and health infrastructure and services.*

### 4. Financial Considerations

The National Occasional Care Program previously was funded at approximately \$15,300 per program, across the 6 locations. This funding has since ceased in July 2018.

Families may be eligible for a subsidy towards the cost of education and care services through the Commonwealth Child Care Subsidy Scheme. The scheme allows for a sliding scale of subsidy based on combined family income. An example of the subsidy rates are listed below.

It is anticipated that, if participation rates remain consistent, the transition to the Child Care Subsidy may result in a reduction in the operating cost of the Occasional Care programs to Council. Based on preliminary assessment, it is also anticipated that the transition to Child Care Subsidy will result in a reduction in out of pocket costs for a number of families (those eligible for a high rate of subsidy), while it may remain nearly the same for others (those eligible for an approximately 50% subsidy) and an increase for others (those ineligible for Child Care Subsidy or who are eligible for a low subsidy rate).

#### Estimated Proposed Occasional Care Budget Implications

2019-20 Budget	Forecast Budget July 2020 – June 2021	Proposed Cost to Council July 2020 – June 2021	Proposed Variance
\$293,828	\$311,541	\$128,553	-\$182,988

Proposed Child Care Subsidy Occasional Care Fee Changes (estimates)

Proposed Out of Pocket Costs to Families for Child Care Subsidy Occasional Care					
July 2020 – June 2021	Current Fee	Proposed Full Fee	20% CCS	50% CCS	85% CCS
3 Hour session	\$27	\$45 \$15 per hour	\$38.17	\$27.93	\$15.98

These rates are based on the families combined income:

Combined Family Income	Subsidy Rate
Up to \$68,163	85%
\$68,954 to \$173,163	Gradually reducing to 50%
\$173,163 to \$252,453	50%
\$252,453 to \$352,453	Gradually reducing to 20%
Above \$352,453	0%

The proposed Child Care Subsidy Occasional Care fee schedule is in line with other Councils that were reviewed as part of the development of this proposal.

## 5. Consultation/Public Submissions

Engaging the Occasional Care families has informed this proposal process. Council Officers undertook a survey of Occasional Care families that yielded 42 responses out of 302 families. All families then received a letter advising of the proposed changes, together with an invitation to two family forums (**Appendix 1**).

These family forums were conducted across two dates and locations:

- Monday 19 August, Melton Library and Learning Hub, one family in attendance.
- Wednesday 21 August, Caroline Springs Library and Learning Hub, one family in attendance.

Many families took up the invitation to discuss the proposed changes with the Occasional Care Program Leaders.

Families were also provided details of how to contact the Commonwealth Government in relation to the Child Care Subsidy, and were also invited to contact the Early Childhood team via phone or email.

The key issues raised by families have related to the process for applying a Child Care Subsidy, the eligibility for the Child Care Subsidy and the number of sessions at each of the Occasional Care locations.

## 6. Risk Analysis

While it is anticipated that many families may already be registered in the Child Care Subsidy Scheme, there is a possibility that any who are not could experience some difficulties in navigating the online system. In order to minimise the risks in the registration process, the Government has online help facilities and Council Officers are available to provide support and advice to families if requested.

There is a risk that participation rates in the Occasional Care program could be negatively impacted by the transition to the Child Care Subsidy scheme. In order to mitigate this risk, Council Officers will support families in the transition to the scheme, as well as deliver an engagement plan to promote the program.

## **7. Options**

Council has the option of continuing the Occasional Care program without the National Occasional Care Funding program, or the Child Care Subsidy scheme.

Council has the option of significantly increasing the Occasional Care program fees to offset the cost of the program, but this is likely to negatively impact on the participation rates of the program and therefore continue to escalate the cost of the program to Council.

## **LIST OF APPENDICES**

1. Letter and Flyer - dated 8 August 2019



**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 651 (CR ABBOUSHI)****Councillor: Steven Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 16 September 2019

**MOTION:**

That Council formally rescind the resolution of Council adopted at the Ordinary Meeting of Council held 19 August 2019 in Staff Report 12.23 - Planning Application PA 2019/6553/1 - Use and development of the land for the purpose of a place of worship with associated car parking at 527-561 Holden Road, Plumpton, recorded in the minutes of that meeting as:

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

and as carried by a Division of the Council with Crs Carli, Sebire, Abboushi, Hardy and Mendes voting for the Motion and Crs Kesic and Turner voting against the Motion.

**OFFICER’S COMMENTS:**

A meeting occurred between Councillors, Officers and the Applicant on Monday 2 September 2019.

**15.2 NOTICE OF MOTION 652 (CR CARLI)****Councillor: Lara Carli - Councillor**

Notice was given at the Ordinary Meeting of Council held on 19 August 2019 of my intention to move the following motion at the Ordinary Meeting of Council to be held on 16 September 2019.

**MOTION:**

That:

1. Council Officers in consultation with existing users which are the Hillside Sharks Football Club and Sydenham Hillside Cricket Club explore options to extend the Hillside Recreation Reserve Pavilion to provide additional space in the club rooms to cater for a current high volume of users.
2. A report with recommendations, costings and options come back to Council no later than Council's Ordinary Meeting held on 9 December 2019.

**OFFICER'S COMMENTS:**

If this motion is endorsed, officers will proceed to engage with the club and provide a report to Council.

**15.3 NOTICE OF MOTION 653 (CR CARLI)****Councillor: Lara Carli - Councillor**

Notice was given at the Ordinary Meeting of Council held on 19 August 2019 of my intention to move the following motion at the Ordinary Meeting of Council to be held on 16 September 2019.

**MOTION:**

That Council immediately undertake beautification works such as streetscaping and rubbish removal in Zammit Lane, Eklund Street and Ohaire Street in Hillside.

**OFFICER'S COMMENTS:**

In response to the above Notice of Motion, Officers inspected Zammit Lane, Eklund Street and Ohaire Street on Monday 2<sup>nd</sup> September 2019.

At the time of inspection Officers observed;

- Illegally dumped rubbish near the residence of 29 David Court.
- Unsightly property due to overgrown vegetation at 13 Sharpe Street (vacant block)
- Damage to the nature strip due to overflow of parked vehicles on Zammit Lane
- Weeds and overgrown vegetation to parking bays on Zammit Lane
- Unsightly vegetation, loose litter and rubble along the nature strips, and footpaths along the fence lines (to the rear of properties) to Zammit Lane.

The issues of illegally dumped rubbish and unsightly property have been escalated to Councils Local Laws department who will investigate and proceed with enforcement where appropriate. Following an investigation of the dumped rubbish Council will remove the items near 29 David Court where an offender is unable to be identified, or where the items are not removed by the offender in a timely manner.

The damage to the nature strips on Zammit Lane is due to an overflow of cars parking in this location and the absence of street trees due to allocated car parking bays.

Zammit Lane is dissimilar to other streets in this location as there is only residential frontage on one side of the road. The western side of the road presents with the rear fencing of Sharpe Street properties and detracts the overall appearance of the street.

In order to beautify the area Council will re-instate the damage to the nature strip and remove overgrown vegetation from car parking bays on Zammit Lane. Under Councils General Local Law it is the responsibility of the resident to maintain any parcel of land between their property and the carriageway. In this scenario property owners in Sharpe St are obligated to maintain the nature strips. Property owners are also required to attend to vegetation and debris that impedes on Council footpath and is one of the contributing factors for the current deterring appearance.

It is therefore Officer's recommendation that Council write to the residents of Zammit Lane to request appropriate clean up. Officers also recommend that trees be planted to the rear of 2, 4 and 12 Sharpe Street to improve the visual amenity and act as a deterrent to unlawful overflow parking.

Residents should also be reminded to immediately contact Customer Service where they identify either unsightly property or illegally dumped rubbish as this will enable officers to appropriately respond.

**15.4 NOTICE OF MOTION 654 (CR CARLI)****Councillor: Lara Carli - Councillor**

Notice was given at the Ordinary Meeting of Council held on 19 August 2019 of my intention to move the following motion at the Ordinary Meeting of Council to be held on 16 September 2019.

**MOTION:**

That Council Officers prepare a report with costings and options for additional parking opportunities in front of and around the Diggers Rest Supermarket on Glitter Road.

**OFFICER'S COMMENTS:**

Council officers investigated additional parking in Glitter Road in response to a Public Question submitted tabled at the 16 October 2017 Ordinary Meeting of Council seeking the following:

"What future strategies are Council likely to implement to address this issue, especially safe pedestrian access, right of way access for delivery vehicles and additional parking facilities for staff and patrons?"

Council engaged an independent traffic survey consultant to survey the car parking demand for the shop. It concluded that the current parking supply was more than sufficient to cater for parking for the supermarket patrons. Recent inspections undertaken 28 August 2019 indicated that not all car spaces were occupied.

It is considered that more than sufficient car spaces are located within proximity of the supermarket to cater for current and future demand.

Should Council wish for a detailed officer report on the issue, this can be prepared.

**15.5 NOTICE OF MOTION 655 (CR ABBOUSHI)**

**Councillor: Steven Abboushi - Councillor**

I hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council to be held on 16 September 2019

**MOTION:**

That Council install temporary street lights over the new Westwood Drive bridge until such time as the permanent street lights are activated.

**OFFICER'S COMMENTS:**

Temporary lighting can be provided until such time as the permanent street lighting is energised.

- 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 Municipal Audit Committee Meeting Minutes 28 August 2019 - Confidential Report**  
(f) as it relates to legal advice.



**Recommended Procedural Motion**

That the meeting be opened to the public.

**20. CLOSE OF BUSINESS**