



## **MELTON CITY COUNCIL**

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**Notice is hereby given that the Meeting of the  
Melton City Council will be held in the  
Council Chamber, Civic Centre,  
232 High Street, Melton on  
25 September 2023 at 7.00pm.**

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

**Roslyn Wai  
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 Governance Rules, which includes the following aspects:

- Members of the public do not have a right to address Council and may only do so with the consent of the Chair or by prior arrangement.
- Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chair whenever called on to do so.
- A member of the public present at a Council meeting must not disrupt the meeting.
- The Chair may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 67.2.
- If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.
- The Chair may ask the Chief Executive Officer or a member of the Victoria Police to remove from the Chamber any person who acts in breach of the Governance Rules and whom the Chair has ordered to be removed from the gallery under Rule 68.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Scheduled 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 12pm on the day of the Scheduled Meeting by submitting questions into the receptacle designated for public questions at the Customer Service Desk, or via 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.



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To seek Council's approval for the award of Contract No. 23-041 - Plumpton Aquatic and Leisure Centre - Project Management, Quantity Surveyor and Superintendent Services.

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**18. CLOSE OF BUSINESS 690**

**1. OPENING PRAYER AND RECONCILIATION STATEMENT**

The Chairperson will read the opening prayer and reconciliation statement.

**Prayer**

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

**Reconciliation Statement**

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

## **2. APOLOGIES AND LEAVE OF ABSENCE**

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

**3. CHANGES TO THE ORDER OF BUSINESS**

#### **4. DEPUTATIONS**



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

Pursuant to Part 6, Division 2 of the *Local Government Act 2020* and Council's Governance Rules, Councillors must declare any General Conflict of Interest or Material Conflict of Interest they have in any of the matters being considered at this meeting.

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

**RECOMMENDATION:**

That the Minutes of the Meeting of Council held on 28 August 2023 be confirmed as a true and correct record.

## **7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS**

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

- Monday 14 August 2023 Summary of Informal Meeting of Councillors
- Monday 28 August 2023 Summary of Informal Meeting of Councillors
- Monday 4 September 2023 Summary of Informal Meeting of Councillors

#### **RECOMMENDATION:**

That the Summaries of Informal Meetings of Councillors dated 14 August 2023, 28 August 2023 and 4 September 2023 provided as **Appendices 1 - 3** respectively to this report, be received and noted.

#### **LIST OF APPENDICES**

1. Summary of Informal Meeting of Councillors dated 14 August 2023
2. Summary of Informal Meeting of Councillors dated 28 August 2023
3. Summary of Informal Meeting of Councillors dated 4 September 2023



## INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

## MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 14 August 2023	Time Opened:	6.22 pm
		Time Closed:	8.40 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr G Kesic Cr K Majdlik (online) Cr S Ramsey		
Officers present:	R Wai                      Chief Executive Officer S Romaszko            Director City Futures T Scoble                Director City Life N Whiteside           Director City Delivery P Leersen               Director Organisational Performance (CFO) L Shannon              Executive Lead Strategic Initiatives D Rudd                  Manager City Strategy (Item 1: Draft Dog Off Lead Strategy) J Simson                Coordinator Open Space Planning (Item 1: Draft Dog Off Lead Strategy)		
Guests	Nil		
Apologies	Cr J Farrugia Cr A Vandenberg Cr B Turner Cr S Abboushi		
Matters discussed:	1. Draft Dog Off-Lead Strategy 2. Briefing on Council Meeting Agenda		

## CONFLICT OF INTEREST DISCLOSURES:

<b>Were there any conflict of interest disclosures by Councillors?</b>	No
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## REPORT PRODUCED BY:

<b>Officer name:</b>	Roslyn Wai	<b>Date:</b>	Monday 14 August 2023
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## INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

## MEETING DETAILS:

<b>Meeting Name:</b>	Briefing of Councillors		
<b>Meeting Date:</b>	Monday 28 August 2023	<b>Time Opened:</b>	6.17 pm
		<b>Time Closed:</b>	6.52 pm
<b>Councillors present:</b>	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr S Abboushi Cr J Farrugia Cr G Kesic Cr K Majdlik (arrived 6.26pm) Cr S Ramsey Cr B Turner Cr A Vandenberg		
<b>Officers present:</b>	R Wai                      Chief Executive Officer P Leersen                Director Organisational Performance (CFO) S Romaszko            Director City Futures T Scoble                 Director City Life N Whiteside            Director City Delivery L Shannon               Executive Lead Strategic Initiatives M Kruger                Head of Governance R Hodgson              Governance Coordinator		
<b>Guests</b>	Nil		
<b>Apologies</b>	Nil		
<b>Matters discussed:</b>	1. Council Meeting Agenda 2. Update on Diggers Rest Recreation Pavillion		

## CONFLICT OF INTEREST DISCLOSURES:

<b>Were there any conflict of interest disclosures by Councillors</b>		Yes
<b>Matter No.</b>	<b>Councillor making disclosure</b>	<b>Councillor left meeting</b>
Item 12.2 of the Council Meeting Agenda	Cr Shannon	Yes

## REPORT PRODUCED BY:

<b>Officer name:</b>	Renee Hodgson	<b>Date:</b>	Monday 28 August 2023
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## INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

## MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 4 September 2023	Time Opened:	6.15 pm
		Time Closed:	8.48 pm
Councillors present:	Cr L Carli (Mayor) Cr J Shannon (Deputy Mayor) Cr S Abboushi Cr S Ramsey Cr B Turner Cr A Vandenberg		
Officers present:	R Wai                    Chief Executive Officer S Romaszko            Director City Futures (online) T Scoble                Director City Life N Whiteside            Director City Delivery (online) P Leersen               Director Organisational Performance (CFO) L Shannon              Executive Lead Strategic Initiatives M Kruger                Head of Governance D Rudd                  Manager City Strategy (online) J Horne                  Manager Environment and Sustainability (online) M Milbourne            Principal Strategic Planner (online) B Sell                    Manager Operations (online) E Ryder                  Manager Healthy Connected Communities (online)		
Guests	Dale Hubner	Managing Director, Metropolis Research Pty Ltd (online)	
Apologies	Cr K Majdlik, Cr G Kesic, Cr J Farrugia		
Matters discussed:	1. Amendment C231 to the Melton Planning Scheme – Planning Panel Report Update 2. Arnolds Creek Project – Coming Back to Life 3. Aintree Major Town Centre 4. Preparation for Spring and Summer 2023 5. 2023 Annual Melton City Council Community Satisfaction Survey 6. Major Events Review Overview 7. Investment Strategy with Victorian Funds Corporation 8. General Updates from Officers a) Caroline Springs George Cross Football Club Lease Variation Implementation b) Process for Review of Council Advisory Committee Terms of Reference and Current Strategies / Plans c) Atherstone Traffic Education School d) Year End Financial Result & Performance Statement Highlights 2022-23 e) Recovered Energy Laverton – Waste to Energy Facility Update f) Update on City Futures Leadership Team		

**CONFLICT OF INTEREST DISCLOSURES:****Were there any conflict of interest disclosures by Councillors**

No

**REPORT PRODUCED BY:****Officer name:**

Megan Kruger

**Date:**

4/09/2023

## **8. CORRESPONDENCE INWARD**

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

- The Hon. Gayle Tierney MP, Minister for Western Victoria
- The Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government

#### **RECOMMENDATION:**

That Council receive and note the following Parliamentary and Departmental letters, received by the Mayor, provided as **Appendices 1 and 2** to this report:

1. The Hon. Gayle Tierney MP, Minister for Western Victoria – acknowledgment of receipt of Melton City Council's budget for 2023/24;
2. The Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government – Fix Our Roads Campaign

#### **LIST OF APPENDICES**

1. The Hon. Gayle Tierney MP, Minister for Western Victoria dated 28 July 2023
2. The Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government dated 5 September 2023



# Gayle Tierney MP

STATE UPPER-HOUSE MEMBER  
FOR WESTERN VICTORIA



28 July 2023

Cr Lara Carli  
Mayor City of Melton  
PO Box 21  
Melton Vic 3337

RECEIVED  
16 AUG 2023

Dear Cr Carli,

I write to thank you for forwarding your letter outlining Melton City Council's budget for 2023/2024, endorsed at your 26 June Council Meeting.

It is certainly an exciting time for Melton Council, which the municipality confirmed as the fastest growing area in Australia, with a growth rate of 6.4%. Thank you for providing highlights of the capital works budget and the community-initiated proposals.

I look forward to receiving ongoing updates from Council, as you continue to work towards the betterment of the Melton community.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Gayle Tierney".

GAYLE TIERNEY MP  
Member for Western Victoria

Minister for Training and Skills  
Minister for Higher Education  
Minister for Agriculture

**OFFICE:** Ground Floor, 1 Yarra Street, Geelong VIC 3220

**P:** (03) 5224 2088 **F:** (03) 5224 2386 **E:** [gayle.tierney@parliament.vic.gov.au](mailto:gayle.tierney@parliament.vic.gov.au)



**The Hon Catherine King MP**

**Minister for Infrastructure, Transport, Regional Development and Local Government  
Member for Ballarat**

Ref: MC23-064877

Cr Lara Carli  
Mayor  
City of Melton  
PO Box 21  
MELTON VIC 3337

via: [lara.carli@melton.vic.gov.au](mailto:lara.carli@melton.vic.gov.au)

Dear Mayor

I refer to correspondence received from your constituents between July 2022 and December 2022 regarding the Fix our Roads campaign in the City of Melton. I note the concerns raised regarding road conditions, safety and congestion in the City of Melton and I acknowledge and thank your constituents for their advocacy in raising these issues on behalf of their community.

The Australian Government values the views and opinions of stakeholders and the community. The 2022-23 October Federal Budget honoured the Government's election commitments, and made the necessary adjustments to some existing infrastructure projects to ensure the Infrastructure Investment Program can be delivered in a sustainable way. As part of this, the Australian and Victorian Governments each committed \$10 million towards the Western Freeway Upgrade between Melton and Caroline Springs – Business Case project. This project will explore options to upgrade the Western Freeway including assessing road safety risks, congestion and delays. The business case will provide investment options for future funding considerations.

Under the Infrastructure Investment Program, the Australian Government provides funding for projects within the City of Melton, including \$500 million for the M80 Ring Road Upgrade.

As you may be aware, on 1 May 2023 I announced an Independent Strategic Review of the Infrastructure Investment Program to ensure projects funded by the Australian Government represent value for money and deliver lasting benefits for Australians. The Review will be undertaken within 90 days and the reviewers will engage with relevant government and industry stakeholders in relation to the projects being reviewed, including with states, territories and local government.

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PO Box 6022 Parliament House, Canberra ACT 2600 | Tel: (02) 6277 7520

The Australian Government is maintaining a 10-year \$120 billion infrastructure pipeline, whilst working towards ensuring land transport infrastructure projects are genuinely nation-building, economically sustainable and resilient to our changing climate. The Australian Government is not able to pre-empt the recommendations of the Independent Review, but will continue to work closely with the Victorian Government to deliver projects already under construction, such as the M80 Ring Road, and our 2022 election commitments.

You may also be aware of a number of other Australian Government land transport infrastructure funding programs, such as the Local Roads and Community Infrastructure (LRCI) program, which recognises the need to support local councils in delivering priority local roads and community infrastructure projects. The Australian Government has committed a total of \$1.99 million for Phase 4 of the LRCI program to Melton City Council which you may wish to consider putting towards critical road upgrades in Melton.

Should you wish to put forward individual projects for funding consideration, the Australian Government will only consider proposals endorsed by the Victorian Government and meet all eligibility requirements under the *National Land Transport Act 2014*. Seeking endorsement from the Victorian Government as a preliminary step strengthens the relationships with delivery partners and accelerates the process of delivering infrastructure that the community needs. I encourage you to discuss the upgrades recommended by your constituents with the Victorian Department of Transport and Planning at [www.dtp.vic.gov.au/contact-us](http://www.dtp.vic.gov.au/contact-us) or telephone 131 171.

I would also like to acknowledge the award won by the Melton City Council at the 2023 National Awards for Local Government, and extend my congratulations for this outstanding achievement in the infrastructure category.

I hope this information is of assistance and I thank you for your continued advocacy for infrastructure investment within the City of Melton.

Yours sincerely



Catherine King MP

5 / 9 / 2023

cc Sam Rae MP, Member for Hawke

**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 DRAFT ANNUAL FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT - 30 JUNE 2023

Author: Natalie Marino - Manager Finance

Presenter: Peter Leersen - Director Organisational Performance

#### PURPOSE OF REPORT

To present to Council for approval in principle of the draft Annual Financial Statements and Performance Statement for 30 June 2023, prior to reports being submitted to Council's Auditor, in accordance with section 99(2) of the *Local Government Act 2020*.

#### RECOMMENDATION:

That Council:

1. Approve, in principle, the draft Annual Financial Statements and Performance Statement for 30 June 2023 at **Appendix 1 and Appendix 2**.
2. Authorise the Mayor, Cr Lara Carli, Deputy Mayor, Cr Julie Shannon and Chief Executive Officer, Roslyn Wai to approve the Statements in their final form after any changes recommended, or agreed, by the Auditor have been made, pursuant to sections 99(2) and 99(3) of the *Local Government Act 2020*.

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#### REPORT

##### 1. Executive Summary

Each year, individual local governments across Victoria are required to present a set of audited financial statements and performance statements to their Council and community.

The financial statements contain information on the financial performance, financial position, and cash flows of Council for the financial year ended 30 June 2023. The format of the financial statements is standard across all Victorian Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and requirements as set down by Local Government Victoria.

The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2014*.

The Audit and Risk Committee meeting on 14 September 2023 discussed and reviewed the draft Annual Financial Statements and Performance Statement for the year ended 30 June 2023. The Audit and Risk Committee has recommended that Council approve the statements prior to them being submitted to the Auditor, as required under the *Local Government Act 2020* ('the Act').

There were no adverse audit findings in relation to the 2022/23 financial statements and performance statement.

Council remains in a sustainable financial position to meet the challenges and infrastructure requirements of a growth Council with a strong balance sheet and financial performance in 2022/23 that was favourable to budget and in surplus.

## **2. Background/Issues**

For the purposes of sections 99(2) and 99(3) of the Act, Council must not submit the Annual Financial Statements and Performance Statement to the auditor 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. The auditor provides audit reports which gives an opinion on whether the statements present fairly the Council's financial performance, position and other indicators.

In accordance with section 99(1) of the Act, Council must submit the Statements to the Minister as soon as practical after the end of the financial year.

The financial statements and performance statements are publicly available documents and are used by (but not limited to) Councillors, residents and ratepayers, employees, suppliers, contractors, customers, Local Government Victoria, state and federal governments, and financiers including banks and other financial institutions.

### **Council's 30 June 2023 Financial Result**

Council's adjusted operating result as at 30 June 2023 was a surplus of \$23.1 million compared to a budget of \$0.3 million which is favourable to budget. The adjusted operating result removes all asset revaluation movements, developer contributions and capital grant revenue items relating to the growth of the region which better reflects the underlying financial performance of Council.

Council's revenue remains strong and favourable to budget due largely to the continued development activity of a growth Council, and the prudent management of operating costs has enabled an underlying surplus to be achieved for the financial year.

This favourable variance is largely attributable to higher than anticipated interest income as a result of improved term deposit rates, unbudgeted operating grants along with savings in employee costs due to unfilled vacancies, partially offset by an increase in material costs from agency staff used to backfill these vacancies.

When developer transactions and asset revaluations are included, Council's overall comprehensive result is a surplus of \$798.5 million which is largely attributable to \$384.2 million in contributed monetary and non-monetary assets from developers that are restricted to future capital infrastructure in the region and a revaluation increment of Council's existing assets by \$375.9 million.

Council has a total of \$571.4 million in cash and term deposits at year end with the majority related to the restricted developer contributions collected for future capital infrastructure works. Council's adjusted operating surplus of \$23.1 million will also be used to fund the carryover of capital infrastructure works.

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

The Melton City Council 2021-2025 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**

Financial considerations are contained in the respective reports listed as appendices.

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

There is no requirement for public consultation in relation to the draft Annual Financial Statements and Performance Statement 30 June 2023. The Audit and Risk Committee has recommended that Council approve the statements prior to them being submitted to the Auditor, as required under the *Local Government Act 2020*.

#### **6. Risk Analysis**

Presentation and certification of the Annual Financial Statements and Performance Statement for 30 June 2023 will ensure Council's continued compliance with the legislative requirements and ensure transparency with regards to its financial position and performance.

#### **7. Options**

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

#### **LIST OF APPENDICES**

1. Draft Financial Statements 2022/23
2. Draft Performance Statement 2022/23

# Melton City Council

## ANNUAL FINANCIAL REPORT

for the year ended 30 June 2023

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*A vibrant, safe and liveable City accessible to all*



## Melton City Council

2022/2023 Financial Report

## Annual Financial Report

for the year ended 30 June 2023

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## Melton City Council

2022/2023 Financial Report

## Annual Financial Report

for the year ended 30 June 2023

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## Content Overview

These financial statements are General Purpose Financial Statements and cover the consolidated operations for Melton City Council.

All figures presented in these financial statements are presented in Australian Currency.

These financial statements were authorised for issue by the Council on 25 September 2023. Council has the power to amend and reissue these financial statements.

## Melton City Council

2022/2023 Financial Report

## Annual Financial Report

for the year ended 30 June 2023

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## Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

---

**Peter Leersen****Responsible Accounting Officer****Dated:** 25 September 2023

232 High Street, Melton VIC

In our opinion, the accompanying financial statements present fairly the financial transactions of Melton City Council for the year ended 30 June 2023 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

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**Lara Carli****Mayor****Dated:** 25 September 2023

232 High Street, Melton VIC

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**Julie Shannon****Deputy Mayor****Dated:** 25 September 2023

232 High Street, Melton VIC

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**Roslyn Wai****Chief Executive Officer****Dated:** 25 September 2023

232 High Street, Melton VIC

Melton City Council

2022/2023 Financial Report

Annual Financial Report

for the year ended 30 June 2023

Victorian Auditor-General's Office Report

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Insert VAGO Report here

Melton City Council

2022/2023 Financial Report

Annual Financial Report

for the year ended 30 June 2023

Victorian Auditor-General's Office Report (continued)

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## Melton City Council

2022/2023 Financial Report

## Comprehensive Income Statement

for the year ended 30 June 2023

	Notes	2023 \$ '000	2022 \$ '000
<b>Income / Revenue</b>			
Rates and charges	3.1	162,701	148,340
Statutory fees and fines	3.2	12,753	11,279
User fees	3.3	11,196	9,594
Grants - operating	3.4	46,321	38,505
Grants - capital	3.4	13,865	14,825
Contributions - monetary	3.5	79,668	74,089
Contributions - non monetary	3.5	304,619	178,308
Net gain on disposal of property, infrastructure, plant and equipment	3.6	1,274	12,635
Fair value increment on investment properties	6.4	100	1,475
Other income	3.7	21,415	6,733
<b>Total income / revenue</b>		<b>653,912</b>	<b>495,783</b>
<b>Expenses</b>			
Employee costs	4.1	66,825	63,872
Materials and services	4.2	111,428	88,169
Depreciation	4.3	49,757	44,514
Amortisation - Intangible assets		327	327
Amortisation - Right of use assets		521	674
Bad and doubtful debts - allowance for impairment losses		2,090	295
Borrowing costs		283	407
Finance Costs - Leases		20	32
Revaluation decrement of IPP&E	6.2	—	6,078
<b>Total expenses</b>		<b>231,251</b>	<b>204,368</b>
<b>Surplus/(deficit) for the year</b>		<b>422,661</b>	<b>291,415</b>
<b>Other comprehensive income:</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	6.2	375,888	133,225
<b>Total other comprehensive income</b>		<b>375,888</b>	<b>133,225</b>
<b>Total comprehensive result</b>		<b>798,549</b>	<b>424,640</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.



## Melton City Council

2022/2023 Financial Report

## Balance Sheet

as at 30 June 2023

	Notes	2023 \$ '000	2022 \$ '000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	23,401	17,204
Non-current assets classified as "held for sale"		78	11
Trade and other receivables	5.1	59,704	21,132
Prepayments	5.2	461	462
Other financial assets	5.1	309,000	288,510
Inventories	5.2	12	38
Other assets	5.2	26,388	28,181
<b>Total current assets</b>		<b>419,044</b>	<b>355,538</b>
<b>Non-current assets</b>			
Other financial assets	5.1	239,000	181,977
Inventories	5.2	16	21
Property, infrastructure, plant and equipment	6.2	3,753,385	3,075,718
Investment property		8,550	8,450
Intangible assets	5.2	2,050	2,377
Right-of-use assets		482	813
<b>Total non-current assets</b>		<b>4,003,483</b>	<b>3,269,356</b>
<b>Total assets</b>		<b>4,422,527</b>	<b>3,624,894</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3	51,187	48,607
Trust funds and deposits	5.3	14,281	24,192
Unearned income/revenue	5.3	25,664	25,975
Provisions	5.5	13,608	12,784
Interest-bearing liabilities	5.4	2,607	2,502
Lease liabilities		283	117
<b>Total current liabilities</b>		<b>107,630</b>	<b>114,177</b>
<b>Non-current liabilities</b>			
Trust funds and deposits	5.3	23,789	15,422
Provisions	5.5	1,795	1,451
Interest-bearing liabilities	5.4	3,163	5,770
Lease liabilities		237	710
<b>Total non-current liabilities</b>		<b>28,984</b>	<b>23,353</b>
<b>Total liabilities</b>		<b>136,614</b>	<b>137,530</b>
<b>Net assets</b>		<b>4,285,913</b>	<b>3,487,364</b>
<b>Equity</b>			
Accumulated surplus		2,343,662	1,989,825
Reserves	9.1	1,942,251	1,497,539
<b>Total Equity</b>		<b>4,285,913</b>	<b>3,487,364</b>

The above balance sheet should be read in conjunction with the accompanying notes.

## Melton City Council

2022/2023 Financial Report

## Statement of Changes in Equity

for the year ended 30 June 2023

	Note	Total \$ '000	Accumulated Surplus \$ '000	Revaluation Reserves \$ '000	Other Reserves \$ '000
<b>2023</b>					
Balance at beginning of the financial year		3,487,364	1,989,825	1,086,870	410,669
Surplus/(deficit) for the year		422,661	422,661	—	—
<b>Other comprehensive income</b>					
Net asset revaluation increment/(decrement)		375,888	—	375,888	—
Other comprehensive income		375,888	—	375,888	—
Total comprehensive income		798,549	422,661	375,888	—
Transfers to other reserves	9.1	—	81,126	—	(81,126)
Transfers from other reserves	9.1	—	(149,950)	—	149,950
Balance at end of the financial year		4,285,913	2,343,662	1,462,758	479,493
<b>2022</b>					
Balance at beginning of the financial year		3,062,724	1,847,702	953,645	261,377
Surplus/(deficit) for the year		291,415	291,415	—	—
<b>Other comprehensive income</b>					
Net asset revaluation increment/(decrement)		133,225	—	133,225	—
Other comprehensive income		133,225	—	133,225	—
Total comprehensive income		424,640	291,415	133,225	—
Transfers to other reserves	9.1	—	48,646	—	(48,646)
Transfers from other reserves	9.1	—	(197,938)	—	197,938
Balance at end of the financial year		3,487,364	1,989,825	1,086,870	410,669

The above statement of changes in equity should be read in conjunction with the accompanying notes.

## Melton City Council

2022/2023 Financial Report

## Statement of Cash Flows

for the year ended 30 June 2023

	Notes	2023 Inflows/ (Outflows) \$ '000	2022 Inflows/ (Outflows) \$ '000
<b>Cash flows from operating activities</b>			
Rates and charges		156,528	147,398
Statutory fees and fines		12,528	11,279
User fees		10,939	9,594
Grants - operating		46,785	31,564
Grants - capital		13,666	8,433
Contributions - monetary		79,668	74,089
Interest received		17,295	2,563
Trust funds and deposits taken		(1,544)	12,321
Other receipts		(25,589)	(84)
Net GST refund/(payment)		21,342	12,465
Employee costs		(65,657)	(63,919)
Materials and services		(108,841)	(84,908)
Other payments		(24,398)	(10,248)
<b>Net cash provided by/(used in) operating activities</b>	9.2	<b>132,722</b>	<b>150,547</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	6.2	(58,675)	(53,189)
Proceeds from sale of property, infrastructure, plant and equipment		12,865	24,192
Payments for investments		(77,413)	(176,293)
<b>Net cash provided by/(used in) investing activities</b>		<b>(123,223)</b>	<b>(205,290)</b>
<b>Cash flows from financing activities</b>			
Finance costs		(283)	(407)
Repayment of borrowings		(2,502)	(2,402)
Interest paid - lease liability		(20)	(32)
Repayment of lease liabilities		(497)	(672)
<b>Net cash flow provided by/(used in) financing activities</b>		<b>(3,302)</b>	<b>(3,513)</b>
<b>Net Increase (decrease) in cash and cash equivalents</b>		<b>6,197</b>	<b>(58,256)</b>
Cash and cash equivalents at the beginning of the financial year		17,204	75,460
<b>Cash and cash equivalents at the end of the financial year</b>		<b>23,401</b>	<b>17,204</b>

The above statement of cash flows should be read in conjunction with the accompanying notes.

## Melton City Council

2022/2023 Financial Report

## Statement of Capital Works

for the year ended 30 June 2023

	2023 \$ '000	2022 \$ '000
<b>Property</b>		
Buildings	26,898	15,208
<b>Total buildings</b>	<b>26,898</b>	<b>15,208</b>
<b>Total property</b>	<b>26,898</b>	<b>15,208</b>
<b>Plant and equipment</b>		
Fixtures, fittings and furniture	72	102
Computers and telecommunications	299	94
Library books	498	475
<b>Total plant and equipment</b>	<b>869</b>	<b>671</b>
<b>Infrastructure</b>		
Roads	17,720	15,763
Bridges	659	428
Footpaths and cycleways	2,020	1,472
Drainage	410	470
Recreational, leisure and community facilities	2,398	13,683
Off street car parks	2,845	1,422
Public Art	–	179
Kerb & Channel	146	163
Traffic Management Devices	914	576
Other infrastructure	453	1,308
<b>Total infrastructure</b>	<b>27,565</b>	<b>35,464</b>
<b>Total capital works expenditure</b>	<b>55,332</b>	<b>51,343</b>
<b>Represented by:</b>		
New asset expenditure	29,061	24,298
Asset renewal expenditure	11,621	13,613
Asset expansion expenditure	8,598	6,391
Asset upgrade expenditure	6,052	7,041
<b>Total capital works expenditure</b>	<b>55,332</b>	<b>51,343</b>

The above statement of capital works should be read in conjunction with the accompanying notes.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

Note 1. Overview

---

## Introduction

The Melton City Council was established by an Order of the Governor in Council on 15 December 1994 and is a body corporate.

The Council's main office is located at 232 High Street, Melton.

## Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

## Significant accounting policies

## 1.1 Basis of accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2.)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2.).
- the determination of employee provisions (refer to Note 5.5.).
- the determination of landfill provisions (refer to Note 5.5.)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not *AASB 1059 Service Concession Arrangements: Grantors* is applicable
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 1. Overview (continued)

**Goods and Services Tax (GST)**

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

**1.2 Impact of Covid-19**

During 2022-23 the Covid-19 pandemic continued to impact on Council's operations. Council has noted the following significant impacts on its financial operations:

- Additional revenue – Council has recognised as income several grants which have been made available to facilitate the community's response to Covid-19 which have come to an end in 2022-23. The most significant of these grants include Covid-19 Working for Victoria, CALD Communities Taskforce, and COVIDSafe Outdoor Activation. Council was able to charge the full fees post Covid-19 for renewal of registrations in relation to Food Act and Health Act to meet the budgets in 2022-23.
- Additional costs – Expenditure was incurred in meeting the service obligations of grants associated with Council's response to Covid-19, listed above. This expenditure offsets any benefit received from additional grant revenues. Further, despite an overall expenditure underspend relative to the adopted budget, some services within Council observed price growth which was above expectation, particularly in materials and goods, and this was attributable to the impact of Covid-19 on manufacturing and the supply chain.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 2. Analysis of our results

## Note 2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

	Budget 2023 \$ '000	Actual 2023 \$ '000	Variance \$ '000	Variance %	Ref
<b>2.1.1 Income / Revenue and expenditure</b>					
<b>Income / Revenue</b>					
Rates and charges	163,409	162,701	(708)	(0.43)%	1
Statutory fees and fines	13,248	12,753	(495)	(3.74)%	2
User fees	13,680	11,196	(2,484)	(18.16)%	3
Grants - operating	33,025	46,321	13,296	40.26%	4
Grants - capital	18,097	13,865	(4,232)	(23.39)%	5
Contributions - monetary	135,854	79,668	(56,186)	(41.36)%	6
Contributions - non monetary	180,183	304,619	124,436	69.06%	7
Net gain on disposal of property, infrastructure, plant and equipment	16,778	1,274	(15,504)	(92.41)%	8
Fair value increment on investment properties	—	100	100	—	
Other income	7,566	21,415	13,849	183.04%	9
<b>Total income / revenue</b>	<b>581,840</b>	<b>653,912</b>	<b>72,072</b>	<b>12.39%</b>	
<b>Expenses</b>					
Employee costs	74,345	66,825	7,520	10.12%	10
Materials and services	105,496	111,428	(5,932)	(5.62)%	11
Depreciation	48,054	49,757	(1,703)	(3.54)%	12
Amortisation - intangible assets	327	327	—	0.00%	
Amortisation - right of use assets	461	521	(60)	(13.02)%	13
Bad and doubtful debts - allowance for impairment losses	1,561	2,090	(529)	(33.89)%	14
Borrowing costs	295	283	12	4.07%	
Finance costs - leases	22	20	2	9.09%	
<b>Total expenses</b>	<b>230,561</b>	<b>231,251</b>	<b>(690)</b>	<b>(0.30)%</b>	
<b>Surplus/(deficit) for the year</b>	<b>351,279</b>	<b>422,661</b>	<b>71,382</b>	<b>20.32%</b>	

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 2.1 Performance against budget (continued)

## (i) Explanation of material variations

## Variance Explanation

## Ref

1. Rates and Charges ended the year marginally unfavourable to budget which is attributable to fewer supplementary rates than originally budgeted. This was predominately due to a backlog in occupancy permits being recorded.
2. The unfavourable variance to budget in Statutory Fees and Fines is due to unfavourable economic conditions giving rise to a slow down in the Building industry translating into lower than anticipated Permit Fees associated with new developments, building and subdivision activities across Council. These are partly offset by higher than anticipated revenues from Parking and Litter Fines.
3. User fees ended the year with an unfavourable variance to budget primarily due to subdivisional growth having slowed resulting from the economic downturn. This was partly offset by better than anticipated results against administrative town planning fees as well as Kindergarten registration fees.
4. The favourable variance to budget in Operating Grants is mainly due to 100% receipt of the Financial Assistance Grant from Victoria Grants Commission rather than the 75% that had originally been scheduled. Unbudgeted grant income also contributed to the overall favourable variance including:
 

*Community Activations and Social Isolations (CASI)*  
*Common Provisions Project*  
*Empowering Communities Project.*
5. The unfavourable variance to budget against Capital Grants is primarily due to a number of budgeted grants not being received including:
 

*Mt Atkinson East Sports Reserve, Mt Atkinson*  
*Diggers Rest Community Pavilion & Oval No2*

Conversely, these were offset by unbudgeted Capital Grant income received including:

*Thornhill Park Children's and Community Centre*  
*Plumpton Children's Centre & Neighbourhood House*  
*Weir Views Childrens and Community Centre*  
*Aintree Community Hub.*
6. Monetary contribution's ended the year unfavourable to budget because development stages budgeted to be completed during 2022-23 were not delivered on time by developers. Revised Statement's of Compliance (SOC's), now have those stages scheduled to be completed in 2023-24.
7. The non-monetary contribution is higher than expected due to the recognition of subdivision works completed which had not been budgeted. This was offset by the rolling credit recognition which was below projection and was mainly due to works in kind and land in kind not delivered during the year in the Woodlea subdivision.
8. Lower than anticipated land sales volume within the Atherstone development is the main contributor to the unfavourable variance. This was offset by a higher than anticipated amount of infrastructure assets being written off.
9. The favourable variance in Other Income is mainly attributable to interest on investments providing higher returns than budgeted due to a higher than anticipated cash rate.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 2.1 Performance against budget (continued)

10. Employee costs are favourable to budget due to unfilled vacancies across Council particularly against the City Life and City Delivery Directorate's including:

*Community Safety - predominately against School Crossing's*

*Community Care and Active Living - predominately against Client Connections*

This is partly offset by the costs of contract labour required to fill some of these vacant roles which forms part of Materials and Services.

11. The unfavourable variance to budget in Materials and Services has predominately arisen as a result of unbudgeted maintenance costs which had originally been budgeted against capital expenditure. Conversely, this is one of the contributing factors to the favourable variance to budget against Capital expenditure. Other material factors contributing to the unfavourable variance against Materials and Services include: Information Technology - Support & Operations related to Network Communications was higher than expected, the Azure Platform Migration had not been budgeted, and Cloud Hosting costs ended up being higher than originally anticipated. Contract Labour - utilised to fill staff vacancies. The unfavourable variance against Contract Labour partly offsets the favourable variance realised against Employee Benefits.
12. This unfavourable variance is mainly due to more Drainage and Road assets being capitalised sooner than originally anticipated and fewer Traffic Management and Building assets being capitalised than originally anticipated.
13. Amortisation - right of use assets ended the year with an unfavourable variance to budget mainly as a result of an increased number of leased vehicles than anticipated, partly offset by a lower than anticipated level of equipment leases.
14. This unfavourable variance is predominately due to internal reviews resulting in the withdrawal of Litter and other Local Laws fines which had been issued in error combined with legislative timeframes for internal review having lapsed.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 2.1 Performance against budget (continued)

	Budget 2023 \$ '000	Actual 2023 \$ '000	Variance \$ '000	Variance %	Ref
<b>2.1.2 Capital works</b>					
<b>Property</b>					
Land	—	—	—	—	
<b>Total land</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	
Buildings	37,047	26,898	(10,149)	(27.39)%	1
<b>Total buildings</b>	<b>37,047</b>	<b>26,898</b>	<b>(10,149)</b>	<b>(27.39)%</b>	
<b>Total property</b>	<b>37,047</b>	<b>26,898</b>	<b>(10,149)</b>	<b>(27.39)%</b>	
<b>Plant and equipment</b>					
Fixtures, fittings and furniture	155	72	(83)	(53.55)%	2
Computers and telecommunications	300	299	(1)	(0.33)%	
Library books	484	498	14	2.89%	
<b>Total plant and equipment</b>	<b>939</b>	<b>869</b>	<b>(70)</b>	<b>(7.45)%</b>	
<b>Infrastructure</b>					
Roads	26,093	17,720	(8,373)	(32.09)%	3
Bridges	1,360	659	(701)	(51.54)%	4
Footpaths and cycleways	2,560	2,020	(540)	(21.09)%	5
Drainage	1,048	410	(638)	(60.88)%	6
Recreational, leisure and community facilities	14,005	2,398	(11,607)	(82.88)%	7
Off street car parks	2,190	2,845	655	29.91%	8
Public Art	452	—	(452)	(100.00)%	9
Kerb & Channel	133	146	13	9.77%	10
Traffic Management Devices	1,520	914	(606)	(39.87)%	11
Other infrastructure	1,686	453	(1,233)	(73.13)%	12
<b>Total infrastructure</b>	<b>51,047</b>	<b>27,565</b>	<b>(23,482)</b>	<b>(46.00)%</b>	
<b>Total capital works expenditure</b>	<b>89,033</b>	<b>55,332</b>	<b>(33,701)</b>	<b>(37.85)%</b>	
<b>Represented by:</b>					
New asset expenditure	52,074	29,061	(23,013)	(44.19)%	
Asset renewal expenditure	10,288	11,621	1,333	12.96%	
Asset expansion expenditure	16,773	8,598	(8,175)	(48.74)%	
Asset upgrade expenditure	9,898	6,052	(3,846)	(38.86)%	
<b>Total capital works expenditure</b>	<b>89,033</b>	<b>55,332</b>	<b>(33,701)</b>	<b>(37.85)%</b>	

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 2.1 Performance against budget (continued)

## Variance Explanation

## Ref

1. This overall underspend against Building expenditure is predominately due to construction delays on two projects, namely:
  - (a) Mt Atkinson East Community Hub - delays in finalisation of section 173 agreement with developer.
  - (b) Macpherson Park Rugby Pavilion & Pitch - Stage 3 - Delays due to site latent condition on finalising legal point of discharge. Flood Consultant to be engaged to resolve matter.
 Other less material but contributing factors nonetheless to this underspend include:
  - (c) Renewal Program Buildings - No Project Managers were on project between July 2022 and November 2022 which delayed delivery. Carried forward projects due for November 2023 completion.
  - (d) Melton Recreation Reserve Pavilion (Construction) - Majority of work is scheduled to be completed during 2023-24.
  - (e) Diggers Rest Community Pavilion & Oval No2 - delays in completion due to supply shortages and inclement weather.
 These underspends were partly offset by overspends against:
  - (f) Taylors Hill Youth & Community Centre - Extension & Upgrade - actual costs came in slightly higher than originally anticipated.
  - (g) Thornhill Park Children's and Community Centre - actual costs came in slightly higher than originally anticipated.
2. The underspend against Fixtures, fittings and furniture is due to Expenditure being ad hoc, generally driven by the receipt of customer requests, reporting faults and the like. The determination of an asset management plan, condition audit and budget for corporate furniture renewal, is dependant on the formalised transfer of budget from Finance to Property Services.
3. Actual expenditure against Roads ended the year lower than budget mainly due to:
  - (a) Road Construction - Bridge Road, Cobblebank - Works commenced on site in June 2023. Latent adverse conditions encountered which resulted in delays.
  - (b) Caroline Springs Boulevard / Rockbank Middle Rd Signals - works to commence in 2024.
  - (c) Hume Drive Stage 2 - Calder Park Dr- Goulray Rd - works to commence in 2024.
  - (d) Roundabout - Mount Cottrell Rd & Greigs Rd, Strathtul - works to commence in 2024.
  - (e) Brooklyn / Station Rd - Signalised Intersection / Pedestrian Crossing - This project is no longer active. The new project scope was approved as 'Brooklyn / Station Rd Roundabout Upgrade' with the budget allocation of \$450K for 2023-24.
 These were offset by a number of less material overspends, particularly for the 'Sealed Roads Renewal Program'.
4. The underspend against Bridges is mainly due to the following projects:
  - (a) Sinclairs Road, Deanside - Bridge Construction - The project design is completed and 'Dept. Energy, Environment and Climate Action (DEECA)' approval obtained. Waiting for 'Cultural Heritage Management Plans (CHMP)' approval without which service relocation can not occur.
  - (b) Pedestrian Bridge - Hannah Watts Park, Melton - This is a design and build project - delays have been experienced engaging a suitable contractor and in gaining CHMP approval. Whilst sorting out CHMP requirements, Council is progressing to find a design consultant through RFQ process to undertake design work and going out to public tender for construction, only once the design is finalised.
 These were partly offset by an overspends against the 'Bridges Renewal Program'.
5. Actual expenditure against Footpaths and Cycleways ended the year lower than budget mainly due to:
  - (a) Delays in the 'Shared Path Construction Program' - design's are completed and went to tender in June.
  - (b) Delays in the 'Annual Renewal Program' - works now rescheduled for 2023-24.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

Note 2.1 Performance against budget (continued)

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6. The underspend against Drainage was mainly attributable to the 'Water Sensitive Urban Design Program'. The design work is complete and now requires CHMP approval before construction. There were also a number of prior year write offs in the 'Open Space Irrigation Systems' program.
7. Recreational, leisure and community facilities was underspent against budget at the end of the year due to the following projects:
  - (a) Mt Atkinson East Sports Reserve, Mt Atkinson - This project is being delivered by the Developer (Stockland). Council's Planning Department is working with Developer to establish the s173 Agreement.
  - (b) Eynesbury Sporting Facility - This is a prior year project which has been written down during 2022-23.
  - (c) Melton Recreation Reserve, Netball, Tennis - Project was delayed, however expected to be fully delivered within 2023-24.
  - (d) Renewal Program Open Space Tennis/Netball Courts - last years carry forward of projects were not delivered. These are now expected to be delivered in 2023-24.
  - (e) Black Knight Way Park Revitalisation - Delays encountered related supply of native vegetation. Now planned to commence in October 2023.
8. The overspend recorded at year end in 'Off Street Car Parks', is predominately due to the unbudgeted spend for 'Macpherson Park - Unsealed Car Park'. Notwithstanding the variance is based on the original budget, the revised budget was approved earlier in the year.
9. Although almost half the Public Art budget was spent during 2022-23 it was later deemed non-capital in nature and expensed into the Income Statement.
10. There was a marginal overspend in Kerb and Channel at the end of the year. This budget is predicated on historical trends as the nature of the expenditure is predominately ad-hoc.
11. The underspend reported at the end of the year against 'Traffic Management Devices' is mainly attributable to delays in the following projects which are now at procurement stage and scheduled for completion in 2023-24:
  - (a) Claret Ash Boulevard
  - (b) Royal Crescent
  - (c) Road Safety Platform Gourlay Road
  - (e) Caroline Spring ESLS
12. The 'Other Infrastructure' category ended the year with an underspend against budget primarily due to:
  - (a) Project delays associated with the 'MTC Revitalisation Grant Round 2-Active Transport' now scheduled for 2023-24.
  - (b) A number of expenses that had originally been incurred against this category were later deemed non-capital in nature and expensed into the Income Statement.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 2.2 Analysis of Council results by program

## 2.2.1 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

**Office of CEO**

The office of the CEO incorporates Customer Services & Transformation, Engagement & Advocacy, Strategic Initiatives, Legal Services, and Governance Services.

**Organisational Performance**

The Organisational Performance directorate incorporates the Finance, Information Technology, Procurement, Enterprise Project Management and Organisational Performance service units. This directorate provides internal support to Council Staff.

**City Life**

The City Life directorate incorporates the Community Care, Families & Children, Recreation, Youth, Arts & Events and Libraries service units. The Community Services directorate provides a range of services to people within our community, through provision of leisure and sporting infrastructure, libraries, care services for families, children, the elderly and those with disabilities.

**City Delivery**

The City Delivery directorate incorporates the Capital Delivery, Engineering & Assets, Operations, Contract Management, Economic Development & Advocacy and Community Safety service units. The City Delivery directorate is responsible for constructing new infrastructure and maintaining existing infrastructure across a very diverse range of assets that underpin the wellbeing of the community.

**City Futures**

The City Futures directorate incorporates the Infrastructure Planning, Growth & Development, Strategy and Environmental & Sustainability. The City Futures directorate provides planning, design & strategy and environmental health & sustainability services to the community.

## 2.2.2 Summary of income / revenue, expenses, assets and capital expenses by program

Functions/activities	Income / Revenue \$ '000	Expenses \$ '000	Surplus / (Deficit) \$ '000	Grants included in income / revenue \$ '000	Total assets \$ '000
<b>2023</b>					
Office of CEO	2,033	13,857	(11,824)	—	—
Organisational Performance	575,072	17,067	558,005	29,719	639,649
City Life	18,857	40,847	(21,990)	14,100	108,258
City Delivery	44,781	145,561	(100,780)	13,259	3,668,443
City Futures	13,169	13,919	(750)	3,108	6,177
<b>Total functions and activities</b>	<b>653,912</b>	<b>231,251</b>	<b>422,661</b>	<b>60,186</b>	<b>4,422,527</b>
<b>2022</b>					
Office of CEO	1,288	11,962	(10,674)	—	—
Organisational Performance	439,804	15,516	424,288	24,689	532,960
City Life	19,732	37,514	(17,782)	11,834	72,654
City Delivery	22,901	126,663	(103,762)	16,360	3,019,280
City Futures	12,058	12,713	(655)	447	—
<b>Total functions and activities</b>	<b>495,783</b>	<b>204,368</b>	<b>291,415</b>	<b>53,330</b>	<b>3,624,894</b>

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 3. Funding for the delivery of our services

	2023	2022
	\$ '000	\$ '000

## 3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of the land and improvements.

The valuation base used to calculate general rates for 2022/23 was \$48,087 billion (2021/22: \$40,543 billion).

General rates	100,296	90,999
Municipal charge	11,955	10,711
Supplementary rates and rate adjustments	6,390	7,864
Interest on rates and charges	1,493	138
Commercial	6,686	6,289
Industrial	9,304	8,323
Rural	4,105	4,516
Garbage charge	22,472	19,500
<b>Total rates and charges</b>	<b>162,701</b>	<b>148,340</b>

The date of the general revaluation of land for rating purposes applied for rating purposes for the year commencing 1 July 2022 was 1 January 2022.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

## 3.2 Statutory fees and fines

Infringements and costs	3,616	2,234
Court recoveries	371	74
Land information certificates	223	251
Permits	6,094	6,000
Property information requests	1,470	1,509
Other	979	1,211
<b>Total statutory fees and fines</b>	<b>12,753</b>	<b>11,279</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
<b>3.3 User fees</b>		
Aged and health services	424	367
Leisure centre and recreation	2,353	1,153
Child care/children's programs	399	474
Registration and other permits	441	581
Building services	733	861
Youth program fees	99	54
Subdivision fees	4,950	4,554
Other fees and charges	1,797	1,550
<b>Total user fees</b>	<b>11,196</b>	<b>9,594</b>
<b>User fees by timing of revenue recognition</b>		
User fees recognised over time	1,580	1,837
User fees recognised at a point in time	9,617	7,757
<b>Total user fees</b>	<b>11,197</b>	<b>9,594</b>

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.



## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 3. Funding for the delivery of our services (continued)

	2023	2022
	\$ '000	\$ '000

## 3.4 Funding from other levels of government

Grants were received in respect of the following:

## Summary of grants

Commonwealth funded grants	36,160	33,704
State funded grants	24,026	19,626
<b>Total grants received</b>	<b>60,186</b>	<b>53,330</b>

## (a) Operating Grants

## Recurrent - Commonwealth Government

Financial Assistance Grant	29,222	24,606
Family day care	1,063	1,184
Other	3,134	3,558

## Recurrent - State Government

Aged care	655	381
Libraries	1,009	994
Children's services	5,321	290
Community support and development	1,236	809
Community health	263	12
Youth services	78	99
Other community	—	75
Other	739	570
<b>Total recurrent operating grants</b>	<b>42,720</b>	<b>32,578</b>

## Non-recurrent - Commonwealth Government

Other	26	10
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## Non-recurrent - State Government

Community health	311	—
Family and children	346	61
Children's services	69	—
Community support and development	389	1,353
Community safety	20	258
Environment	321	194
Family, youth and housing	361	630
Libraries	27	—
Parks & open space streetscapes	237	—
Sports and recreation	10	—
Other	1,484	3,421

<b>Total non-recurrent operating grants</b>	<b>3,601</b>	<b>5,927</b>
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<b>Total operating grants</b>	<b>46,321</b>	<b>38,505</b>
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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
<b>(b) Capital Grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Roads to recovery	994	2,568
Roads	29	10
Car Parks	–	1,063
<b>Recurrent - State Government</b>		
Other	23	23
<b>Total recurrent capital grants</b>	<b>1,046</b>	<b>3,664</b>
<b>Non-recurrent - Commonwealth Government</b>		
Buildings	–	23
Parks & Open Space Streetscapes	141	–
Car Parks	174	–
Sports & Recreation	66	–
Other	1,311	682
<b>Non-recurrent - State Government</b>		
Buildings	6,237	3,369
Sports & Recreation	2,026	7,087
Parks & Open Space Streetscapes	2,712	–
Foot Paths	5	–
Environment	6	–
Other	141	–
<b>Total non-recurrent capital grants</b>	<b>12,819</b>	<b>11,161</b>
<b>Total capital grants</b>	<b>13,865</b>	<b>14,825</b>

**(c) Recognition of grant income**

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
<b>Income recognised under AASB 1058 Income of Not-for-Profit Entities</b>		
General purpose	29,222	32,241
Other specific purpose grants	16,160	14,825
Specific purpose grants to acquire non-financial assets	2,676	6,264
<b>Revenue recognised under AASB 15 Revenue from Contracts with Customers</b>		
Specific purpose grants	12,126	—
	<b>60,184</b>	<b>53,330</b>
 <b>(d) Unspent grants received on condition that they be spent in a specific manner:</b>		
<b>Operating</b>		
Balance at start of year	8,968	5,645
Received during the financial year and remained unspent at balance date	3,267	4,846
Received in prior years and spent during the financial year	(3,122)	(1,523)
<b>Balance at year end</b>	<b>9,113</b>	<b>8,968</b>
<b>Capital</b>		
Balance at start of year	15,170	16,811
Received during the financial year and remained unspent at balance date	5,116	5,957
Received in prior years and spent during the financial year	(5,315)	(7,598)
<b>Balance at year end</b>	<b>14,971</b>	<b>15,170</b>

Unspent grants are determined and disclosed on a cash basis.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
<b>3.5 Contributions</b>		
Monetary	79,668	74,089
<b>Non-monetary contributions</b>		
Non-monetary	304,619	178,308
<b>Total contributions</b>	<b>384,287</b>	<b>252,397</b>

Contributions of non monetary assets were received in relation to the following asset classes.

Land	56,858	54,640
Land under roads	29,459	13,211
Roads	94,031	34,909
Buildings	26	–
Footpaths	19,926	13,975
Drainage	58,859	39,925
Recreation	3,061	2,005
Kerb and channel	20,639	15,098
Traffic management	2,264	2,690
Bridges	16,551	–
Car parks	2,945	1,855
<b>Total non-monetary contributions</b>	<b>304,619</b>	<b>178,308</b>

Monetary and non monetary contributions are recognised as revenue at their fair value when Council obtains control over the contributed asset.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 3. Funding for the delivery of our services (continued)

	2023 \$ '000	2022 \$ '000
<b>3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>		
<b>Land Held for Sale</b>		
Proceeds of sale	12,826	23,781
Written down value of assets disposed	(5,390)	(7,424)
<b>Total net gain/(loss) on disposal of land held for sale</b>	<b>7,436</b>	<b>16,357</b>
<b>Plant and equipment</b>		
Proceeds of sale	39	411
Written down value of assets disposed	(401)	(228)
<b>Total net gain/(loss) on disposal of plant and equipment</b>	<b>(362)</b>	<b>183</b>
<b>Buildings and Infrastructure Assets</b>		
Written down value of assets disposed	(5,800)	(3,905)
<b>Total net gain/(loss) on disposal of Infrastructure Assets</b>	<b>(5,800)</b>	<b>(3,905)</b>
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>1,274</b>	<b>12,635</b>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

## 3.7 Other income

Interest	17,295	2,539
Investment property rental	535	691
Festival sponsorship	200	6
Program revenue	431	337
Waste facility	2,239	2,014
Other	715	1,146
<b>Total other income</b>	<b>21,415</b>	<b>6,733</b>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 4. The cost of delivering services

	2023	2022
	\$ '000	\$ '000

## 4.1 Employee costs

## (a) Employee costs

Wages and salaries	56,929	55,338
WorkCover	906	1,416
Casual staff	1,401	861
Superannuation	6,447	5,282
Fringe benefits tax	58	56
Other	1,084	919
<b>Total employee costs</b>	<b>66,825</b>	<b>63,872</b>

## (b) Superannuation

Council made contributions to the following funds:

## Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	118	120
	<b>118</b>	<b>120</b>

## Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,038	2,582
Employer contributions - other funds	3,291	2,580
	<b>6,329</b>	<b>5,162</b>

Contributions made exclude amounts accrued at balance date. Refer to note 9.3 for further information relating to Council's superannuation obligations.

## 4.2 Materials and services

Contract payments	50,174	37,100
General maintenance	13,383	9,456
Utilities	6,100	6,849
Information technology	4,181	1,294
Insurance	1,523	1,627
Consultants	529	302
Garbage collection and disposal	7,126	5,548
Contract labour	3,511	4,312
Administrative support	8,597	7,298
Program expenses	5,805	5,035
Professional fees	4,336	4,003
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	62	59
Auditors' remuneration - internal	76	87
Contributions and donations	612	506
Councillors allowances	432	411
Transport and vehicle operations	610	679
Other	4,371	3,603
<b>Total materials and services</b>	<b>111,428</b>	<b>88,169</b>

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 4. The cost of delivering services (continued)

	2023 \$ '000	2022 \$ '000
<b>4.3 Depreciation</b>		
<b>Property</b>		
Buildings - specialised	6,064	6,541
Buildings - non specialised	820	722
<b>Total depreciation - property</b>	<b>6,884</b>	<b>7,263</b>
<b>Plant and equipment</b>		
Plant machinery and equipment	84	181
Computers and telecomms	272	377
Library books	209	230
<b>Total depreciation - plant and equipment</b>	<b>565</b>	<b>788</b>
<b>Infrastructure</b>		
Roads	13,277	12,261
Bridges	1,570	1,480
Footpaths and cycleways	4,387	4,081
Drainage	8,930	5,528
Recreational, leisure and community	6,211	5,671
Off street car parks	579	537
Kerb and channel	5,009	4,691
Traffic management	2,270	2,131
Other infrastructure	75	83
<b>Total depreciation - infrastructure</b>	<b>42,308</b>	<b>36,463</b>
<b>Total depreciation</b>	<b>49,757</b>	<b>44,514</b>

Refer to note 5.2(c) and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position

	2023 \$ '000	2022 \$ '000
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
<b>Current</b>		
Cash on hand	3	7
Cash at bank	6,320	5,235
Term deposits	17,078	11,962
<b>Total current cash and cash equivalents</b>	<b>23,401</b>	<b>17,204</b>
<b>(b) Other financial assets</b>		
<b>Current</b>		
Term deposits - current	309,000	288,510
<b>Total current other financial assets</b>	<b>309,000</b>	<b>288,510</b>
<b>Non-current</b>		
Term deposits - non-current	239,000	181,977
<b>Total non-current other financial assets</b>	<b>239,000</b>	<b>181,977</b>
<b>Total current financial assets</b>	<b>332,401</b>	<b>305,714</b>
<b>Total non-current financial assets</b>	<b>239,000</b>	<b>181,977</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position (continued)

	2023 \$ '000	2022 \$ '000
<b>(c) Trade &amp; Other Receivables</b>		
<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors	18,585	12,412
Infringement debtors	6,722	5,945
<b>Non-statutory receivables</b>		
Other debtors	39,992	7,660
<i>Provisions for doubtful debts</i>		
Provision for doubtful debts - other debtors	(414)	(256)
Provision for doubtful debts - infringements	(5,181)	(4,629)
<b>Total current trade and other receivables</b>	<b>59,704</b>	<b>21,132</b>
<b>Total trade and other receivables</b>	<b>59,704</b>	<b>21,132</b>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

	2023 \$ '000	2022 \$ '000
<b>(d) Ageing of receivables</b>		
The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:		
Current (not yet due)	37,525	5,320
Past due by up to 30 days	1,354	1,588
Past due between 31 and 180 days	328	344
Past due between 181 and 365 days	785	408
<b>Total trade and other receivables</b>	<b>39,992</b>	<b>7,660</b>

**(e) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$413,000 (2022: \$256,100) were impaired. The amount of the provision raised against these debtors was \$413,000 (2022: \$256,100). They individually have been impaired as a result of their doubtful collection.

Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

Past due between 181 and 365 days	414	256
<b>Total trade and other receivables</b>	<b>414</b>	<b>256</b>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position (continued)

	2023	2022
	\$ '000	\$ '000

## 5.2 Non-financial assets

## (a) Inventories

## Current

Land for interment purposes at cost

12	38
----	----

## Total current inventories

12	38
----	----

## Non-Current

Land for interment purposes at cost

16	21
----	----

## Total non-current inventories

16	21
----	----

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

## (b) Other assets

## Current

Accrued income

26,388	28,181
--------	--------

## Total current other assets

26,388	28,181
--------	--------

## Prepayments

Prepayments

461	462
-----	-----

## Total current Prepayments

461	462
-----	-----

## (c) Intangible assets

Non-exclusive licences - Caroline Springs College Creekside Campus

68	142
----	-----

Non-exclusive licences - Springside Children's and Community Centre

742	840
-----	-----

Non-exclusive licences - Kororoit Creek Early Learning Centre

1,240	1,395
-------	-------

## Total intangible assets

2,050	2,377
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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position (continued)

	Non-exclusive licences			
	Caroline Springs College Creekside Campus	Springside Children's and Community Centre	Kororoit Creek Early Learning Centre	Total
	\$ '000	\$ '000	\$ '000	\$ '000
<b>Gross Carrying Amount</b>				
Balance at 1 July 2022	1,478	1,962	3,100	6,540
<b>Balance at 30 June 2023</b>	<b>1,478</b>	<b>1,962</b>	<b>3,100</b>	<b>6,540</b>
<b>Accumulated amortisation and impairment</b>				
Balance at 1 July 2022	1,336	1,122	1,705	4,163
Amortisation expense	74	98	155	327
<b>Balance at 30 June 2023</b>	<b>1,410</b>	<b>1,220</b>	<b>1,860</b>	<b>4,490</b>
<b>Net book value at 30 June 2022</b>	<b>142</b>	<b>840</b>	<b>1,395</b>	<b>2,377</b>
<b>Net book value at 30 June 2023</b>	<b>68</b>	<b>742</b>	<b>1,240</b>	<b>2,050</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position (continued)

	2023	2022
	\$ '000	\$ '000

## 5.3 Payables, trust funds and deposits and unearned income/revenue

## (a) Trade and other payables

## Current

## Non-statutory payables

Trade payables	26,489	28,788
Accrued expenses	23,939	19,085
Statutory - Fire services levy	759	734
<b>Total current trade and other payables</b>	<b>51,187</b>	<b>48,607</b>

## (b) Trust funds and deposits

## Current

Refundable deposits	14,165	24,078
Construction retention monies	116	114
<b>Total current trust funds and deposits</b>	<b>14,281</b>	<b>24,192</b>

## Non-current

Refundable deposits	23,658	15,282
Other refundable deposits	131	140
<b>Total non-current trust funds and deposits</b>	<b>23,789</b>	<b>15,422</b>

## (c) Unearned income/revenue

## Current

Grants received in advance - operating	9,113	8,968
Grants received in advance - capital	14,971	15,170
Income received in advance - contracts with customers	1,580	1,837
<b>Total current unearned income/revenue</b>	<b>25,664</b>	<b>25,975</b>

Unearned income/revenue represents contract liabilities and reflect consideration received in advance from customers in respect of construction of roads and other infrastructure across Council. Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

## Purpose and nature of items

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

Refundable deposits - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position (continued)

	2023 \$ '000	2022 \$ '000
<b>5.4 Interest-bearing liabilities</b>		
<b>Current</b>		
Borrowings - secured	2,607	2,502
<b>Total current interest-bearing liabilities</b>	<b>2,607</b>	<b>2,502</b>
<b>Non-current</b>		
Borrowings - secured	3,163	5,770
<b>Total non-current interest-bearing liabilities</b>	<b>3,163</b>	<b>5,770</b>
<b>Total</b>	<b>5,770</b>	<b>8,272</b>

Borrowings are secured by way of mortgages over the general rates of the Council.

## a) The maturity profile for Council's borrowings is:

Not later than one year	2,607	2,502
Later than one year and not later than five years	3,163	5,770
	<b>5,770</b>	<b>8,272</b>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method. The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

	Employee provisions \$ '000	Total \$ '000
<b>5.5 Provisions</b>		
<b>2023</b>		
Balance at the beginning of the financial year	14,235	14,235
Additional provisions	2,033	2,033
Amounts used	(865)	(865)
<b>Balance at the end of the financial year</b>	<b>15,403</b>	<b>15,403</b>
<b>Provisions</b>		
Provisions - current	13,608	13,608
Provisions - non-current	1,795	1,795
<b>Total Provisions</b>	<b>15,403</b>	<b>15,403</b>
<b>2022</b>		
Balance at the beginning of the financial year	14,588	14,588
Additional provisions	924	924
Amounts used	(1,277)	(1,277)
<b>Balance at the end of the financial year</b>	<b>14,235</b>	<b>14,235</b>
<b>Provisions</b>		
Provisions - current	12,784	12,784
Provisions - non-current	1,451	1,451
<b>Total Provisions</b>	<b>14,235</b>	<b>14,235</b>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position (continued)

	2023 \$ '000	2022 \$ '000
<b>(a) Employee provisions</b>		
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	3,970	3,705
Long service leave	957	885
	<u>4,927</u>	<u>4,590</u>
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	1,865	1,791
Long service leave	6,816	6,403
	<u>8,681</u>	<u>8,194</u>
<b>Total current employee provisions</b>	<u>13,608</u>	<u>12,784</u>
<b>Non-Current</b>		
Long service leave	1,795	1,451
<b>Total Non-Current Employee Provisions</b>	<u>1,795</u>	<u>1,451</u>
Aggregate Carrying Amount of Employee Provisions:		
Current	13,608	12,784
Non-current	1,795	1,451
<b>Total Aggregate Carrying Amount of Employee Provisions</b>	<u>15,403</u>	<u>14,235</u>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

*Annual leave*

A liability for annual leave is recognised in the provision for employee benefits as a current liability because Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if Council expects to wholly settle the liability within 12 months
- present value if Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

*Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

## Key assumptions:

- discount rate	4.06%	3.69%
- index rate	4.35%	3.85%

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position (continued)

	2023	2022
	\$ '000	\$ '000

## 5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2023.

Bank overdraft	1,800	1,800
Credit card facilities	200	200
Other facilities	5,770	8,272
<b>Total Facilities</b>	<b>7,770</b>	<b>10,272</b>
<b>Used facilities</b>	<b>5,832</b>	<b>8,338</b>
<b>Unused facilities</b>	<b>1,938</b>	<b>1,934</b>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position (continued)

## 5.7 Commitments

Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

## (a) Commitments for expenditure

	Not later than 1 year \$ '000	Later than 1 year and not later than 2 years \$ '000	Later than 2 years and not later than 5 years \$ '000	Later than 5 years \$ '000	Total \$ '000
<b>2023</b>					
<b>Operating</b>					
Recycling facility operations	4,800	4,800	—	—	9,600
Garbage and recycling collection	10,300	5,000	8,500	—	23,800
Health/cleaning services	3,600	4,100	—	—	7,700
Parks maintenance services	12,685	12,993	49,190	19,601	94,469
Road maintenance	6,585	6,642	20,417	—	33,644
IT services	4,368	1,555	1,128	595	7,646
Recreation/Leisure services	2,670	2,930	9,300	3,400	18,300
<b>Total</b>	<b>45,008</b>	<b>38,020</b>	<b>88,535</b>	<b>23,596</b>	<b>195,159</b>
<b>Capital</b>					
Buildings	10,441	800	209	—	11,450
Roads	23,035	11,098	153	—	34,286
Recreational	6,068	241	—	—	6,309
<b>Total</b>	<b>39,544</b>	<b>12,139</b>	<b>362</b>	<b>—</b>	<b>52,045</b>
<b>2022</b>					
<b>Operating</b>					
Recycling facility operations	4,800	4,800	—	—	9,600
Garbage and recycling collection	10,150	8,000	17,500	—	35,650
Health/cleaning services	2,294	2,500	2,707	—	7,501
Parks maintenance services	13,663	13,729	41,582	13,993	82,967
Road maintenance	7,803	7,985	21,656	6,903	44,347
IT services	4,958	4,666	1,996	545	12,165
Recreation/Leisure services	59	70	130	—	259
<b>Total</b>	<b>43,727</b>	<b>41,750</b>	<b>85,571</b>	<b>21,441</b>	<b>192,489</b>
<b>Capital</b>					
Buildings	16,878	3,532	32	—	20,442
Roads	5,639	—	—	—	5,639
Recreational	4,324	412	—	—	4,736
<b>Total</b>	<b>26,841</b>	<b>3,944</b>	<b>32</b>	<b>—</b>	<b>30,817</b>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 5. Our financial position (continued)

	2023	2022
	\$ '000	\$ '000

## (b) Operating lease receivables

**Operating lease receivables**

The Council has entered into commercial property leases on its investment property, consisting of surplus freehold buildings.

These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 5 years.

All leases include a CPI based revision of the rental charge annually.

Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

Not later than one year	808	932
Later than one year and not later than five years	3,570	3,892
	<u>4,378</u>	<u>4,824</u>

## Note 6. Assets we manage

	2023	2022
	\$ '000	\$ '000

## 6.1 Non-current assets classified as "held for sale"

**Current**

Fair value of land	78	11
<b>Total non current assets classified as held for sale</b>	<u>78</u>	<u>11</u>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 6. Assets we manage (continued)

## 6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment	Carrying amount 30 June 2022 \$ '000	Additions \$ '000	Contributions \$ '000	Revaluation \$ '000	Depreciation \$ '000	Disposal \$ '000	Write-off \$ '000	Transfers \$ '000	Carrying amount 30 June 2023 \$ '000
Property	982,718	—	86,343	74,645	(6,884)	(1,615)	—	16,737	1,151,944
Plant and equipment	1,905	869	—	—	(565)	(401)	—	—	1,808
Work in progress	80,385	54,463	—	—	—	—	—	(53,799)	81,049
Infrastructure	2,010,710	—	218,277	301,244	(42,308)	(4,834)	—	35,495	2,518,584
<b>Total</b>	<b>3,075,718</b>	<b>55,332</b>	<b>304,620</b>	<b>375,889</b>	<b>(49,757)</b>	<b>(6,850)</b>	<b>—</b>	<b>(1,567)</b>	<b>3,753,385</b>

Summary of Work in Progress	Opening WIP \$ '000	Additions \$ '000	Write-off \$ '000	Transfers \$ '000	Closing WIP \$ '000
Property	8,313	26,898	—	(18,154)	17,057
Infrastructure	72,072	27,565	—	(35,645)	63,992
<b>Total</b>	<b>80,385</b>	<b>54,463</b>	<b>—</b>	<b>(53,799)</b>	<b>81,049</b>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 6. Assets we manage (continued)

	Land specialised \$ '000	Land non specialised \$ '000	Land under roads \$ '000	Total land and land improvements \$ '000	Buildings specialised \$ '000	Buildings non specialised \$ '000	Total buildings \$ '000	Work in progress \$ '000	Total work in progress \$ '000	Total property \$ '000
<b>Property</b>										
At fair value 1 July 2022	557,986	90,546	130,251	778,783	293,346	30,770	324,116	8,313	8,313	1,111,212
Accumulated depreciation at 1 July 2022	—	—	—	—	(108,031)	(12,150)	(120,181)	—	—	(120,181)
	<b>557,986</b>	<b>90,546</b>	<b>130,251</b>	<b>778,783</b>	<b>185,315</b>	<b>18,620</b>	<b>203,935</b>	<b>8,313</b>	<b>8,313</b>	<b>991,031</b>
<b>Movements in fair value</b>										
Additions	—	—	—	—	—	—	—	26,898	26,898	26,898
Contributions	56,858	—	29,459	86,317	—	26	26	—	—	86,343
Revaluation	—	—	—	—	26,051	8,155	34,206	—	—	34,206
Disposal	(650)	—	—	(650)	(1,745)	—	(1,745)	—	—	(2,395)
Write-off	—	—	—	—	—	—	—	—	—	—
Transfers	(1,417)	—	—	(1,417)	18,083	71	18,154	(18,154)	(18,154)	(1,417)
	<b>54,791</b>	<b>—</b>	<b>29,459</b>	<b>84,250</b>	<b>42,389</b>	<b>8,252</b>	<b>50,641</b>	<b>8,744</b>	<b>8,744</b>	<b>143,635</b>
<b>Movements in accumulated depreciation</b>										
Depreciation and amortisation	—	—	—	—	(5,244)	(1,640)	(6,884)	—	—	(6,884)
Accumulated depreciation on revaluation	—	—	—	—	37,152	3,287	40,439	—	—	40,439
Accumulated depreciation of disposals	—	—	—	—	780	—	780	—	—	780
	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>32,688</b>	<b>1,647</b>	<b>34,335</b>	<b>—</b>	<b>—</b>	<b>34,335</b>
At fair value 30 June 2023	612,777	90,546	159,710	863,033	335,735	39,022	374,757	17,057	17,057	1,254,847
Accumulated depreciation at 30 June 2023	—	—	—	—	(76,164)	(9,683)	(85,847)	—	—	(85,847)
<b>Carrying amount</b>	<b>612,777</b>	<b>90,546</b>	<b>159,710</b>	<b>863,033</b>	<b>259,571</b>	<b>29,339</b>	<b>288,910</b>	<b>17,057</b>	<b>17,057</b>	<b>1,169,000</b>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 6. Assets we manage (continued)

	Plant machinery and equipment \$ '000	Fixtures fittings and furniture \$ '000	Computers and telecomms \$ '000	Library books \$ '000	Total plant and equipment \$ '000
<b>Plant and Equipment</b>					
At fair value 1 July 2022	1,644	800	7,185	1,922	11,551
Accumulated depreciation at 1 July 2022	(1,453)	(800)	(6,794)	(599)	(9,646)
	<u>191</u>	<u>—</u>	<u>391</u>	<u>1,323</u>	<u>1,905</u>
<b>Movements in fair value</b>					
Additions	—	76	295	498	869
Disposal	(58)	—	—	(631)	(689)
	<u>(58)</u>	<u>76</u>	<u>295</u>	<u>(133)</u>	<u>180</u>
<b>Movements in accumulated depreciation</b>					
Depreciation and amortisation	(84)	—	(272)	(209)	(565)
Accumulated depreciation of disposals	51	—	—	237	288
	<u>(33)</u>	<u>—</u>	<u>(272)</u>	<u>28</u>	<u>(277)</u>
At fair value 30 June 2023	1,586	876	7,481	1,789	11,732
Accumulated depreciation at 30 June 2023	(1,486)	(800)	(7,067)	(571)	(9,924)
<b>Carrying amount</b>	<u>100</u>	<u>76</u>	<u>414</u>	<u>1,218</u>	<u>1,808</u>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 6. Assets we manage (continued)

	Roads \$ '000	Bridges \$ '000	Foot- paths and cycle- ways \$ '000	Drainage \$ '000	Recrea- tional, leisure and commu- nity \$ '000	Off street car parks \$ '000	Kerb and channel \$ '000	Traffic manage- ment \$ '000	Other infra- structure \$ '000	Total \$ '000	Work in progress \$ '000	Total work in progress \$ '000	Total infra- structure \$ '000
<b>Infrastructure</b>													
At fair value 1 July 2022	1,033,237	95,677	242,011	550,826	106,336	38,567	289,360	101,126	2,874	2,460,014	72,072	72,072	2,532,086
Accumulated depreciation at 1 July 2022	(159,578)	(19,428)	(53,409)	(79,123)	(35,204)	(6,529)	(66,427)	(27,779)	(1,827)	(449,304)	—	—	(449,304)
	<u>873,659</u>	<u>76,249</u>	<u>188,602</u>	<u>471,703</u>	<u>71,132</u>	<u>32,038</u>	<u>222,933</u>	<u>73,347</u>	<u>1,047</u>	<u>2,010,710</u>	<u>72,072</u>	<u>72,072</u>	<u>2,082,782</u>
<b>Movements in fair value</b>													
Revaluation	—	—	27,674	322,393	8,747	—	—	10,727	—	369,541	—	—	369,541
Additions	—	—	—	—	—	—	—	—	—	—	27,565	27,565	27,565
Contributions	94,031	16,551	19,926	58,860	3,061	2,945	20,639	2,264	—	218,277	—	—	218,277
Transfers	14,482	496	2,348	1,145	6,515	6,333	897	3,279	—	35,495	(35,645)	(35,645)	(150)
Write-off	—	—	—	—	—	—	—	—	—	—	—	—	—
Disposal	(5,151)	(548)	(330)	(5)	(1,912)	(62)	(179)	(243)	—	(8,430)	—	—	(8,430)
	<u>103,362</u>	<u>16,499</u>	<u>49,618</u>	<u>382,393</u>	<u>16,411</u>	<u>9,216</u>	<u>21,357</u>	<u>16,027</u>	<u>—</u>	<u>614,883</u>	<u>(8,080)</u>	<u>(8,080)</u>	<u>606,803</u>
<b>Movements in accumulated depreciation</b>													
Depreciation and amortisation	(13,277)	(1,570)	(4,387)	(8,930)	(6,211)	(579)	(5,009)	(2,270)	(75)	(42,308)	—	—	(42,308)
Accumulated depreciation of disposals	2,437	78	69	3	899	23	48	39	—	3,596	—	—	3,596
Accumulated depreciation on revaluation	—	—	(6,090)	(58,587)	(582)	—	—	(3,038)	—	(68,297)	—	—	(68,297)
	<u>(10,840)</u>	<u>(1,492)</u>	<u>(10,408)</u>	<u>(67,514)</u>	<u>(5,894)</u>	<u>(556)</u>	<u>(4,961)</u>	<u>(5,269)</u>	<u>(75)</u>	<u>(107,009)</u>	<u>—</u>	<u>—</u>	<u>(107,009)</u>
At fair value 30 June 2023	1,136,599	112,176	291,630	933,219	122,748	47,784	310,717	117,154	2,874	3,074,901	63,992	63,992	3,138,893
Accumulated depreciation at 30 June 2023	(170,418)	(20,920)	(63,818)	(146,637)	(41,099)	(7,086)	(71,388)	(33,048)	(1,902)	(556,316)	—	—	(556,316)
<b>Carrying amount</b>	<u>966,181</u>	<u>91,256</u>	<u>227,812</u>	<u>786,582</u>	<u>81,649</u>	<u>40,698</u>	<u>239,329</u>	<u>84,106</u>	<u>972</u>	<u>2,518,585</u>	<u>63,992</u>	<u>63,992</u>	<u>2,582,577</u>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 6. Assets we manage (continued)

*Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

**Asset recognition thresholds and depreciation periods**

	<b>Depreciation Period years</b>	<b>Threshold Limit \$ '000</b>
<b>Land and land improvements</b>		
Land	N/A	—
Land under roads	N/A	—
<b>Buildings</b>		
Buildings	50	—
<b>Plant and Equipment</b>		
Plant and machinery	5	5
Furniture and equipment	3-5	5
Library assets	10	—
<b>Infrastructure</b>		
Roads	10-100	10
Bridges	25-100	25
Footpaths	10-61	10
Other	20-100	—
Car parks	10-70	10
Drainage works	80-100	25
Recreation facilities	3-30	—
Kerb and channel	10-70	10
Traffic management	10-70	10

*Land under roads*

Council recognises land under roads it controls at fair value.

*Depreciation and amortisation*

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 6. Assets we manage (continued)

*Repairs and maintenance*

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset component is expensed.

*Valuation of land and buildings*

Valuation of land was undertaken by qualified independent valuers Opteon Pty Ltd (API No. 102351). The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Valuation of buildings was undertaken by qualified independent valuers Odysseus-imc Pty Ltd/Asset Management Consultants. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

Details of Council's land and buildings and information about the fair value hierarchy as at 30 June 2023 are as follows:

	Level 1	Level 2	Level 3	Date of Valuation	Type of Valuation
Non-specialised Land	–	–	90,546	Jun-22	full
Specialised land	–	–	612,777	Jun-22	full
Land Under Roads	–	–	159,710	Jun-16	full
Buildings	–	–	288,910	Jun-23	index
<b>Total</b>	<b>–</b>	<b>–</b>	<b>1,151,943</b>		

*Valuation of Infrastructure*

Valuation of infrastructure assets has been determined in accordance with an independent valuation undertaken by Infrastructure Management Group and Ray Hutchinson & Associates.

The Park Active Areas component of Recreational Open Space Facilities class of assets were revalued as at 30 June 2022 as well as the Open Space Lighting Assets component of Transportation Open Space Facilities class of assets.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of Council's infrastructure and information about the fair value hierarchy as at 30 June 2023 are as follows:

	Level 1	Level 2	Level 3	Date of Valuation	Type of Valuation
Roads	–	–	966,181	Jun-19*	full
Bridges	–	–	91,256	Jun-19*	full
Footpaths and cycleways	–	–	227,812	Jun-23	index
Drainage	–	–	786,582	Jun-23	index
Recreational, leisure & community facilities	–	–	81,649	Jun-23	full
Off street car parks	–	–	40,698	Jun-19*	full
Traffic management	–	–	84,106	Jun-23	index
Other Infrastructure	–	–	972	Jun-23	index
Kerb and channel	–	–	239,329	Jun-19*	full
<b>Total *</b>	<b>–</b>	<b>–</b>	<b>2,518,585</b>		

(\*) An assessment was undertaken based on applicable indices to ensure that the carrying amount approximated fair value.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 6. Assets we manage (continued)

*Description of significant unobservable inputs into level 3 valuations*

Specialised land and land under roads is valued using a market based direct comparison technique.

Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$1 and \$815 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$240 to \$6,700 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 2 years to 50 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 2 years to 50 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

## Reconciliation of specialised land

	2023 \$ '000	2022 \$ '000
Specialised Land	612,777	557,986
Land Under Roads	159,710	130,251
<b>Total specialised land</b>	<b>772,487</b>	<b>688,237</b>

## 6.3 Investments in associates, joint arrangements and subsidiaries

## Community Asset Committee

All entities controlled by Council that have material income, expenses, assets or liabilities, such as community asset committees, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.



## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 7. People and relationships

## 7.1 Council and key management remuneration

## (a) Related Parties

*Parent entity*

Melton City Council is the parent entity.

*Subsidiaries and Associates*

Council has no interests in subsidiaries or associates.

## (b) Key Management Personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Melton City Council. The Councillors, Chief Executive Officer and Executive Directors are deemed KMP.

Details of KMP at any time during the year are:

**Councillors**

Councillor Lara Carli (Mayor from 2 November 2022)  
 Councillor Bob Turner  
 Councillor Steve Abboushi  
 Councillor Goran Kesic (Mayor to 1 November 2022)  
 Councillor Kathy Majdlik  
 Councillor Sophie Ramsey  
 Councillor Ashleigh Vandenberg  
 Councillor Julie Shannon  
 Councillor Moira Deeming (Councillor to 14 December 2022)  
 Councillor Justine Farrugia (Councillor from 9 February 2023)

		2023 No.	2022 No.
<b>Total Number of Councillors</b>		10	9
Chief Executive Officer	Roslyn Wai	1	3
Executive Director - Organisational Performance	Peter Leersen (from 8 August 2022)	1	—
Acting General Manager Corporate Services	Luke Shannon (from 1 July 2022 to 14 September 2022)	1	3
Executive Lead Strategic Initiatives	Luke Shannon (from 15 September 2022)	1	—
Director City Delivery	Neil Whiteside (from 23 January 2023)	1	—
Acting General Manager - Community Services	Troy Scoble (from 1 July 2022 to 27 November 2022)	1	4
Director City Life	Troy Scoble (from 28 November 2022)	1	—
Acting General Manager - Planning & Development	Sam Romazsko (from 1 July 2022 to 27 November 2022)	1	2
Director City Futures	Sam Romazsko (from 28 November 2022)	1	—
Executive Manager Corporate Strategy & Investments	Sean McManus (from 1 July 2022 to 23 March 2023)	1	3
<b>Total Number of Key Management Personnel</b>		<b>20</b>	<b>24</b>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 7. People and relationships (continued)

## (c) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

**Short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

**Other long-term employee benefits** include long service leave, other long service benefits or deferred compensation.

**Post-employment benefits** include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

**Termination benefits** include termination of employment payments, such as severance packages.

	2023 \$ '000	2022 \$ '000
Total remuneration of key management personnel was as follows:		
Short-term employee benefits	2,280	2,390
Other long-term employee benefits	129	153
Post-employment benefits	175	192
<b>Total</b>	<b>2,584</b>	<b>2,735</b>

	2023 No.	2022 No.
The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:		
\$10,000 - \$19,999	2	—
\$30,000 - \$39,999	5	6
\$40,000 - \$49,999	—	1
\$50,000 - \$59,999	1	1
\$60,000 - \$69,999	1	—
\$80,000 - \$89,999	—	1
\$100,000 - \$109,999	1	—
\$180,000 - \$189,999	—	1
\$200,000 - \$209,999	—	4
\$210,000 - \$219,999	2	1
\$290,000 - \$299,999	5	—
\$230,000 - \$239,999	—	2
\$300,000 - \$309,999	1	3
\$310,000 - \$319,999	1	2
\$390,000 - \$399,999	1	—
\$400,000 - \$409,999	—	1
\$410,000 - \$419,999	—	1
	<b>20</b>	<b>24</b>

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 7. People and relationships (continued)

## (d) Remuneration of other senior staff

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$160,000 and who report directly to a member of the KMP. \*

Total remuneration of other senior staff was as follows:

	2023 \$ '000	2022 \$ '000
Short-term employee benefits	5,275	3,470
Other long-term employee benefits	82	334
Post-employment benefits	538	225
<b>Total</b>	<b>5,895</b>	<b>4,029</b>

The number of other senior staff are shown below in their relevant income bands:

	2023 No.	2022 No.
Income Range:		
\$151,000 - \$159,999	—	1
\$160,000 - \$169,999	1	1
\$170,000 - \$179,999	1	1
\$180,000 - \$189,999	6	6
\$190,000 - \$199,999	3	—
\$200,000 - \$209,999	8	9
\$210,000 - \$219,999	2	3
\$220,000 - \$229,999	4	1
\$230,000 - \$239,999	1	1
\$250,000 - \$259,999	2	—
\$260,000 - \$269,999	1	—
	<b>29</b>	<b>23</b>

	2023 \$ '000	2022 \$ '000
Total Remuneration for the reporting year for Senior Officers included above amounted to:	5,895	4,029

\* Due to a definitional change the comparative figures in this note may not align with the previous year's annual report, which included disclosure of senior officers as defined in the Local Government Act 1989.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 7. People and relationships (continued)

	2023	2022
	\$ '000	\$ '000

## 7.2 Related party disclosure

## (a) Transactions with related parties

No transactions other than remuneration payments or the reimbursement of approved expenses were entered into by Council with Key Management Personnel, or Related Parties of such Key Management Personnel during the reporting year. All transactions are at arms-length.

Salaries paid to close family members of Key Management Personnel	—	—
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## (b) Outstanding balances with related parties

There are no outstanding balances with related parties as at 30 June 2023 (2022: Nil).

## (c) Loans to/from related parties

No loans have been made, guaranteed or secured by the Council to Key Management Personnel of the Council during the reporting period (2022: Nil).

## (d) Commitments to/from related parties

There are no commitments to or from related parties as at 30 June 2023 (2022: Nil).

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

Note 8. Managing uncertainties

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## 8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

**(a) Contingent assets**

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

Developer contributions to be received in respect of estates currently under development is expected to be in the range of \$310m to \$320m (2022: \$300m to \$320m).

**(b) Contingent liabilities**

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
  - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
  - the amount of the obligation cannot be measured with sufficient reliability.

**Superannuation**

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

**Liability Mutual Insurance**

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

**MAV Workcare**

Council was a participant of the MAV WorkCare Scheme. The MAV WorkCare Scheme provided workers compensation insurance. MAV WorkCare commenced business on 1 November 2017 and the last day the Scheme operated as a self-insurer was 30 June 2021. In accordance with the *Workplace Injury Rehabilitation and Compensation Act 2013*, there is a six year liability period following the cessation of the Scheme (to 30 June 2027). During the liability period, adjustment payments may be required (or received). The determination of any adjustment payments is dependent upon revised actuarial assessments of the Scheme's tail claims liabilities as undertaken by Work Safe Victoria. If required, adjustments will occur at the 3-year and 6-year points during the liability period, and will affect participating members.

## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 8. Managing uncertainties (continued)

## 8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2023 reporting period. Council assesses the impact of these new standards. As at 30 June 2023 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2023 that are expected to impact Council.

## 8.3 Financial instruments

## (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

## (b) Market risk

Market risk is the risk that the fair value or future cash flows of Council financial instruments will fluctuate because of changes in market prices. Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes Council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on Council's year end result.

## (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- Council has a policy for establishing credit limits for the entities Council deals with;
- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 8. Managing uncertainties (continued)

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provides a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the Balance Sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1.40% and - 2.40% in market interest rates (AUD) from year-end rates of 4.30%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

## 8.4 Fair value measurement

*Fair Value Hierarchy*

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 8. Managing uncertainties (continued)

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

*Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. (For plant and equipment carrying amount is considered to approximate fair value given short useful lives). At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 4 years. The valuation is performed either by experienced council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

<b>Asset Class</b>	<b>Revaluation frequency</b>
Land	1 to 4 years
Buildings	1 to 4 years
Roads	1 to 4 years
Bridges	1 to 4 years
Footpaths and cycleways	1 to 4 years
Drainage	1 to 4 years
Recreational, leisure and community facilities	1 to 4 years
Waste management	1 to 4 years
Parks, open space and streetscapes	1 to 4 years
Aerodromes	1 to 4 years
Other infrastructure	1 to 4 years

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

An assessment of land, roads, drainage and other infrastructure assets inclusive of kerb and channel was undertaken based on applicable indices to ensure that the carrying amounts approximated fair value. A full valuation of these assets is scheduled for 2023-24.

*Impairment of assets*

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

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Melton City Council

2022/2023 Financial Report

Notes to the Financial Statements

for the year ended 30 June 2023

Note 8. Managing uncertainties (continued)

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8.5 Events occurring after balance date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may affect the operations of Melton City Council, the results of the operations or state of affairs of Melton City Council in future years.



## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 9. Other matters

	Balance at beginning of reporting period \$ '000	Increment (decrement) \$ '000	Balance at end of reporting period \$ '000
<b>9.1 Reserves</b>			
<b>(a) Asset revaluation reserves</b>			
<b>2023</b>			
<b>Property</b>			
Land - specialised	123,218	–	123,218
Land - non specialised	234,893	–	234,893
Buildings	7,789	63,201	70,990
Buildings - non specialised	–	11,442	11,442
	<b>365,900</b>	<b>74,643</b>	<b>440,543</b>
<b>Infrastructure</b>			
Roads	518,407	–	518,407
Bridges	51,858	–	51,858
Footpaths and cycleways	–	21,584	21,584
Drainage	123,430	263,806	387,236
Recreational, leisure and community facilities	26,596	8,165	34,761
Traffic management	–	7,690	7,690
Other infrastructure	679	–	679
	<b>720,970</b>	<b>301,245</b>	<b>1,022,215</b>
<b>Total asset revaluation reserves</b>	<b>1,086,870</b>	<b>375,888</b>	<b>1,462,758</b>
<b>2022</b>			
<b>Property</b>			
Land - specialised	–	123,218	123,218
Land - non specialised	226,355	8,538	234,893
Buildings	7,789	–	7,789
	<b>234,144</b>	<b>131,756</b>	<b>365,900</b>
<b>Infrastructure</b>			
Roads	518,407	–	518,407
Bridges	51,858	–	51,858
Drainage	123,430	–	123,430
Recreational, leisure and community facilities	21,127	5,469	26,596
Traffic management	4,000	(4,000)	–
Other infrastructure	679	–	679
	<b>719,501</b>	<b>1,469</b>	<b>720,970</b>
<b>Total asset revaluation reserves</b>	<b>953,645</b>	<b>133,225</b>	<b>1,086,870</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 9. Other matters (continued)

	Balance at beginning of reporting period \$ '000	Transfer from Accumulated Surplus \$ '000	Transfer to Accumulated Surplus \$ '000	Balance at end of reporting period \$ '000
<b>(b) Other reserves</b>				
<b>2023</b>				
<b>Restricted reserves</b>				
Street trees/drainage	956	43	—	999
Community infrastructure	237,993	130,479	(54,418)	314,054
<b>Total restricted reserves</b>	<b>238,949</b>	<b>130,522</b>	<b>(54,418)</b>	<b>315,053</b>
<b>Discretionary reserves</b>				
Perpetual maintenance	133	6	—	139
Defined benefit call	378	17	—	395
Infrastructure and strategic investment	103,592	19,405	(124)	122,873
Capital reserve	67,617	—	(26,584)	41,033
<b>Total discretionary reserves</b>	<b>171,720</b>	<b>19,428</b>	<b>(26,708)</b>	<b>164,440</b>
<b>Total Other reserves</b>	<b>410,669</b>	<b>149,950</b>	<b>(81,126)</b>	<b>479,493</b>
<b>2022</b>				
<b>Restricted reserves</b>				
Street trees/drainage	949	7	—	956
Community infrastructure	166,972	118,998	(47,977)	237,993
<b>Total restricted reserves</b>	<b>167,921</b>	<b>119,005</b>	<b>(47,977)</b>	<b>238,949</b>
<b>Discretionary reserves</b>				
Perpetual maintenance	132	1	—	133
Public art	59	—	(59)	—
Defined benefit call	375	3	—	378
Infrastructure and strategic investment	92,890	11,312	(610)	103,592
Capital reserve	—	67,617	—	67,617
<b>Total discretionary reserves</b>	<b>93,456</b>	<b>78,933</b>	<b>(669)</b>	<b>171,720</b>
<b>Total Other reserves</b>	<b>261,377</b>	<b>197,938</b>	<b>(48,646)</b>	<b>410,669</b>

**Street trees/drainage**

Developer contributions for provision of drainage assets and street beautification.

**Community infrastructure**Developer contributions collected to deliver community infrastructure within PSP and non-PSP areas in accordance with the *Planning and Environment Act 1987* and section 173 agreements.**Perpetual maintenance**

Provision for perpetual maintenance of Melton Cemetery.

**Public art**

Provision for installation and maintenance of public art throughout the municipality.

**Defined benefit call**

Provision for potential future funding call under the Defined Benefits Superannuation scheme.

**Infrastructure and strategic investment**

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 9. Other matters (continued)

Income generated from Atherstone estate set aside for strategic investment and major capital works.

**Capital reserve**

Provision for capital works carried forward from previous years.

	2023 \$ '000	2022 \$ '000
<b>9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)</b>		
Surplus/(deficit) for the year	422,661	291,415
Depreciation/amortisation	50,605	45,515
Profit/(loss) on disposal of property, infrastructure, plant and equipment	(1,274)	(12,635)
Fair value adjustments for investment property	(100)	(1,475)
Contributions - Non-monetary assets	(304,619)	(178,308)
Amounts disclosed in financing activities	303	439
Revaluation decrements of IPP&E direct to P&L	–	6,078
Adjustments for unearned grants	–	(34,499)
<b>Change in assets and liabilities:</b>		
(Increase)/decrease in trade and other receivables	(38,572)	1,674
(Increase)/decrease in inventories	31	34
(Increase)/decrease in prepayments	1	(167)
Increase/(decrease) in accrued income	1,793	(11,545)
Increase/(decrease) in trade and other payables	2,580	28,963
Increase/(decrease) in provisions	1,168	(352)
(Decrease)/increase in other liabilities	(1,544)	12,321
Increase/(decrease) in Unearned income /revenue	(311)	3,089
<b>Net cash provided by/(used in) operating activities</b>	<b>132,722</b>	<b>150,547</b>

## 9.3 Superannuation

Council makes all of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

**Accumulation**

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2023, this was 10.5% as required under Superannuation Guarantee (SG) legislation (2022: 10.0%)).

**Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 9. Other matters (continued)

**Funding Arrangements**

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. A triennial actuarial investigation is currently underway for the Defined Benefit category which is expected to be completed by 31 December 2023. Council was notified of the 30 June 2023 VBI during August 2023 (2022: August 2022). The financial assumptions used to calculate the 30 June 2023 VBI were:

Net investment returns 5.7% pa  
 Salary information 3.5% pa  
 Price inflation (CPI) 2.8% pa.

As at 30 June 2022, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.2%. The financial assumptions used to calculate the VBI were:

Net investment returns 5.5% pa  
 Salary information 2.5% pa to 30 June 2023, and 3.5% pa thereafter  
 Price inflation (CPI) 3.00% pa.

Council was notified of the 30 June 2023 VBI during August 2023 (2022: August 2022). Vision Super has advised that the estimated VBI at June 2023 was 104.1%%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2022 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**Employer contributions***(a) Regular contributions*

On the basis of the results of the 2022 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2023, this rate was 10.5% of members' salaries (10.0% in 2021/22). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2022 interim valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

*(b) Funding calls*

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

**The 2022 interim actuarial investigation surplus amounts**

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for

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## Melton City Council

2022/2023 Financial Report

## Notes to the Financial Statements

for the year ended 30 June 2023

## Note 9. Other matters (continued)

each intervening year. An interim investigation was conducted as at 30 June 2022 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	2022 (Interim) \$m	2021 (Interim) \$m
- A VBI Surplus	45.7	214.7
- A total service liability surplus	105.8	270.3
- A discounted accrued benefits surplus	112.9	285.2

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2022.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2022.

The discounted accrued benefits surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2022.

**Superannuation contributions**

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2023 are detailed below:

Scheme	Type of scheme	Rate	2023 \$ '000	2022 \$ '000
Vision Super	Defined benefits	10.5% (2022:10.0%)	118	120
Vision Super	Accumulation fund	10.5% (2022:10.0%)	3,038	2,582

In addition to the above contributions, Council has paid no unfunded liability payments to Vision Super during the 2022/23 year (2021/22 nil).

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2023.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2023 is \$189,131.

## Note 10. Changes in accounting policies

There have been no changes to accounting policies in the 2022-23 year.

# Melton City Council

PERFORMANCE STATEMENT  
for the year ended 30 June 2023

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A vibrant, safe and liveable  
City accessible to all



## Performance Statement

For the year ended 30 June 2023

### Description of municipality

The Melton City Council (the council) is one of the fastest growing municipalities in Australia, offering the best in urban and rural lifestyles and affordable land within a comfortable commuting distance from Melbourne, Victoria and links to Melbourne's key freeways, airports and the Port of Melbourne.

The City of Melton embraces a series of townships and communities including Caroline Springs (19 kilometres west of Melbourne's CBD) and Melton (35 kilometres west of Melbourne's CBD).

The council is also the home of harness racing. Tabcorp Park, the harness racing and entertainment complex in Melton, along with many horse trainers, training facilities and breeders located in the City of Melton enhances the City's reputation as one of the premier equine municipalities in the country.



## Other Information

For the year ended 30 June 2023

### 1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report.

The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and Local Government (Planning and Reporting) Regulations 2020.

Where applicable the results in the performance statement have been prepared on accounting basis consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current and three preceding years and for the prescribed financial performance indicators and measures, informed mainly by Council's budget and Financial Plan. The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are mainly those adopted by Council in its Budget document adopted on 26 June 2023 and which forms part of the Council Financial Plan. The Budget document and Financial Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving financial sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The Budget Document can be obtained from Council's website ([www.melton.vic.gov.au](http://www.melton.vic.gov.au)) or by contacting Council.



## Sustainable Capacity Indicators

For the year ended 30 June 2023

		Results				
Indicator /measure		2020	2021	2022	2023	Material Variations
<b>Population</b>						
C1	Expenses per head of municipal population [Total expenses / Municipal population]	\$1,078.38	\$1,070.71	\$1,090.86	\$1,199.04	The movement in this indicator is largely due to an increase in expenditure. Council continue to manage expenditure prudently despite the high level of growth experienced within the municipality.
C2	Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$11,604.68	\$12,113.97	\$12,260.45	\$14,986.40	Infrastructure constructed within the municipality has and will continue to increase at levels higher than population growth. Increase over the last 4 years is due to the significant amount of contributed assets which is due to a high level of development activity. Recent trend is likely to continue.
C3	Population density per length of road [Municipal population / Kilometres of local roads]	138.79	136.74	135.36	132.46	Results reflect a significant investment in road infrastructure that has been consistent over the past four years. The population density is reflective of the growth in development within the municipality.
<b>Own-source revenue</b>						
C4	Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$824.47	\$955.30	\$1,014.47	\$1,085.94	Indicator is impacted by fluctuations in populations data and development within the municipality. The 2022-23 result was impacted by significant development contribution income as a result of this development growth.
<b>Recurrent grants</b>						
C5	Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$176.82	\$165.71	\$193.45	\$227.10	The variance is mainly due to 100% receipt of Financial Assistance Grant from Victorian Grants Commission rather than the 75% received in 2021-22 and originally scheduled.

		Results				Material Variations
<i>Indicator /measure</i>		2020	2021	2022	2023	
C6	<i>Relative socio-economic disadvantage</i>	5.00	5.00	5.00	5.00	Results have been consistent over the past four years. Melton ranks 347 out of 544 local government areas with SEIFA scores across Australia. A low score indicates relatively greater disadvantage in general whilst a high score indicates a relative lack of disadvantage in general.
<b>Workforce turnover</b>						
C7	<i>Staff turnover rate</i>	15.65%	14.20%	21.55%	17.12%	Staff turnover rate varies from year to year. In the financial year 2022/23 there was an improvement in the ratio as Council implemented an new organisational structure and continued to fill vacant positions.
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100						

## Service Performance Indicators

For the year ended 30 June 2022

		Results				
Service/indicator /measure		2020	2021	2022	2023	Material Variations
Aquatic facilities						
Utilisation						
AF6	Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	0.96	0.43	1.00	1.61	Improvements made to the facility and a return to pre-covid access to the facility have seen a significant increase in attendance figures compared to the previous years. Council now has a waiting list for its Learn to Swim program.
Animal management						
Health and safety						
AM7	Animal management prosecutions [Number of successful animal management prosecutions/Number of animal management prosecutions] x100	86%	100%	100%	100%	There were 24 matters sent for prosecution with all resulting in prosecutions against the owners of the offending animals.
FS4	Food safety					
	Critical and major non-compliance notifications  [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	0.00%	0.00%	100.00%	0.00%	No notifications received to the end of June 2023.

		Results				
Service/indicator /measure		2020	2021	2022	2023	Material Variations
Governance						
Satisfaction						
G5	Satisfaction with council decisions [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	67	66	65	70	The 2022/23 result is significantly improved in comparison to previous years and indicates the community is generally satisfied with the decisions that Council makes.
Libraries						
Participation						
LB4	Active library borrowers in municipality [Number of active library borrowers / Municipal population] x100	8.66%	6.74%	5.81%	5.85%	Active membership is within the threshold and is comparable to the same time last year. This demonstrates that the collections that we provide are meeting the community's needs and the community continue to engage with the library service by accessing resources.
Maternal and child health						
Participation						
MC4	Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	64.86%	62.66%	55.98%	52.80%	The decrease in participation is a direct result of increased birth rates combined with a shortage of MCH Nurses, which has resulted in a shift to a prioritised MCH service for infants from birth to 12 months, ATSI children and vulnerable families.
MC5	Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	70.63%	71.07%	64.03%	80.04%	MCH has implemented new strategies to engage with Melton City's Aboriginal and Torres Strait Islander families which has yielded an increase in participation for this group. 221 Aboriginal children attended the MCH service at least once in the year and 276 Aboriginal children enrolled in the MCH service.

		Results				
Service/indicator /measure		2020	2021	2022	2023	Material Variations
<b>Roads</b>						
<b>Satisfaction</b>						
R5	Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	67	64	60	68	The increase in community satisfaction is likely resulting from a number of road connections being completed and re-opened or sealed. The satisfaction rating has returned to pre-covid levels.
<b>Statutory Planning</b>						
<b>Decision making</b>						
SP4	Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	100.00%	53.33%	55.56%	25.00%	There was an additional six applications during the year, however they were not decided by VCAT prior to 30 June 2023 and therefore were not included in 2022/23. Of the four applications decided one was found in support of Council's original decision.
<b>Waste Collection</b>						
<b>Waste diversion</b>						
WC5	Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	43.41%	43.48%	43.44%	43.43%	The kerbside collection landfill diversion rate remains around 43%. Despite processing more due to the growth in properties this is offset by the reduction in recycling stream contamination and uptake of other waste disposal options. In 2022/23, Council conducted a number of waste education related activities with a focus on reducing contamination in the recycling and FOGO streams.

## Financial Performance Indicators

For the year ended 30 June 2023

		Results			Forecast					Material Variations
Dimension/indicator /measure		2020	2021	2022	2023	2024	2025	2026	2027	
Efficiency										
Revenue level										
E4	Average rate per property assessment [General rates and Municipal charges/ Number of property assessments]	\$1,583.94	\$1,685.11	\$1,671.45	\$1,671.52	\$1,693.23	\$1,662.08	\$1,709.28	\$1,754.04	Results for this indicator have been consistent over the past few years. Revenue from rates has remained consistent with the increase in the number of rateable properties within the municipality.
Expenditure level										
E2	Expenses per property assessment [Total expenses / Number of property assessments]	\$2,871.35	\$2,767.63	\$2,654.13	\$2,786.17	\$2,632.70	\$2,521.76	\$2,567.19	\$2,614.07	The movement in this indicator is largely due to the recruitment of vacant roles from previous year. Council continues to monitor expenditure.
Liquidity										
Working capital										
L1	Current assets compared to current liabilities [Current assets / Current liabilities] x100	524.76%	375.53%	311.41%	389.34%	632.90%	707.61%	514.87%	570.10%	Favourable movement in this ratio is largely due to inflows of significant developer monetary contributions. Council's liquidity remains strong in dollar terms and forecasted to remain so with substantial cash reserves in place over the medium term.

Dimension/indicator/measure	Results			2023	Forecast				Material Variations
	2020	2021	2022		2024	2025	2026	2027	
[Unrestricted cash / Current liabilities] x100									Movements in actual figures in years 2019-20 and 2020-21 relates to classification of term deposits greater than 90 days as Other Financial Assets. In 2022-23 there was an increase in developer contribution reserves which is reflective of the deterioration in the unrestricted cash ratio. Forecasts assume term deposits are classified as cash. Positive trend is due to projected operating surpluses in future years.
<b>Obligations</b>									
<b>Asset renewal and upgrade</b>									
O5 <i>Asset renewal and upgrade compared to depreciation</i>	86.46%	37.62%	46.40%	35.52%	87.81%	46.16%	48.31%	31.49%	Asset renewal expenditure in 2022/23 has reduced. Council assets are largely new and therefore don't require significant renewal expenditure in the short to medium term. Council will have significant growth in assets in the medium to long term and therefore higher depreciation charge.
[Asset renewal and asset upgrade expenses/ Asset depreciation] x100									
<b>Loans and borrowings</b>									
O2 <i>Loans and borrowings compared to rates</i>	10.44%	7.92%	5.58%	3.55%	1.77%	0.48%	0.00%	0.00%	Council continued to repay borrowings as they mature and has had sufficient cash inflows to achieve this.
[Interest bearing loans and borrowings / Rate revenue] x100									
O3 <i>Loans and borrowings repayments compared to rates</i>	2.89%	2.08%	1.89%	1.71%	1.56%	1.21%	0.46%	0.00%	Council continued to repay borrowings as they mature and has had sufficient cash inflows to achieve this.
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100									
<b>Obligations (cont.)</b>									

		Results			Forecast					
Dimension/indicator /measure		2020	2021	2022	2023	2024	2025	2026	2027	Material Variations
Indebtedness										
O4	Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	15.40%	11.32%	12.29%	13.84%	10.14%	9.15%	9.15%	8.49%	Council's Non Current Liabilities continue to remain stable and at manageable levels.
Operating position										
Adjusted underlying result										
OP1	Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	-7.26%	19.33%	33.28%	31.27%	42.05%	34.40%	25.70%	22.44%	The result for this indicator is consistent with the previous year where the economy was coming out of the pandemic. It is largely impacted by the sale of land through Council's Atherstone project. Over the next four years, it is expected this sales revenue will decline as the project is completed.
Stability										
Rates concentration										
S1	Rates compared to adjusted underlying revenue  [Rate revenue / Adjusted underlying revenue] x100	71.44%	56.15%	48.43%	48.35%	43.23%	49.77%	56.54%	59.18%	Council has and will continue to have a high level of growth in rate revenue. Fluctuations in land sales income will impact this indicator.
Rates effort										
S2	Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality ] x100	0.33%	0.34%	0.34%	0.32%	0.32%	0.32%	0.30%	0.29%	This measure has remained stable over recent years. Council is projected to have a high level of growth in rates revenue.



## Certification of Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

*Peter Leersen CPA*

**Principal Accounting Officer**

**Dated:** 25 September 2023

In our opinion, the accompanying performance statement of the Melton City Council for the year ended 30 June 2023 presents fairly the results of the Council's performance in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2020 to certify the performance statement in their final form.

*Cr Lara Carli*

**Mayor**

**Dated:** 25 September 2023  
232 High Street, Melton VIC

*Cr Julie Shanon*

**Deputy Mayor**

**Dated:** 25 September 2023  
232 High Street, Melton VIC

*Roslyn Wai*

**Chief Executive Officer**

**Dated:** 25 September 2023  
232 High Street, Melton VIC

## 12.2 ANNUAL COMMUNITY SATISFACTION SURVEY

**Author: Daisy Brundell - Team Leader Health Promotion and Planning**

**Presenter: Troy Scoble - Director City Life**

### PURPOSE OF REPORT

To present the City of Melton Annual Community Satisfaction Survey Results 2023.

### RECOMMENDATION:

That Council:

1. Notes the *Melton City Council – 2023 Annual Community Satisfaction Survey Findings Report* at **Appendix 1**.
2. Approves key findings report be communicated to the community and other stakeholders via media release and Council's website.

---

### REPORT

#### 1. Executive Summary

Melton City Council has managed the Annual Community Satisfaction Survey delivery through an independent research organisation and the 2023 survey is the ninth Annual Community Satisfaction Survey conducted by Metropolis Research.

The survey meets the requirements of Local Government Victoria (LGV) by providing importance and satisfaction ratings for the core measures and satisfaction with Council's overall performance. The survey is used by Council in meeting its legislative requirements, including reporting against the Local Government Performance Reporting Framework and associated requirements under the Local Government Act 2020 and Public Health and Wellbeing Act 2008.

This year's Community Satisfaction Survey was conducted in May/June 2023 as a face-to-face interview survey. Independent research company Metropolis Research Pty Ltd conducted Council's ninth survey with 806 randomly selected residents, consistent with the timing of previous years.

The aim of the research was to measure community satisfaction with the broad range of Council services and facilities, aspects of governance and leadership, planning and development, customer service, and the overall performance of Council across all areas of responsibility.

The survey also measured the importance to the community of 31 individual services and facilities, explored the top issues the community feel needs to be addressed in the municipality and measured the perception of safety in the city's public areas, local sense of community, and volunteering.

The survey sample reflects the cultural and linguistic diversity of the City of Melton community with 40 per cent of respondents coming from households that spoke a language other than English at home.

The survey outcomes have been provided in the findings report (**Appendix 1**). The survey outcomes will be used by specific service units to assist Council in gauging achievement toward the delivery of the commitments contained within the Council and Wellbeing Plan 2021-2025.

## 2. Background/Issues

The Annual Melton City Council - 2023 Annual Community Satisfaction Survey Findings Report is provided at **Appendix 1**.

### Key Findings

Detailed results and observations are provided in the attached *Melton City Council – 2023 Annual Community Satisfaction Survey Findings Report (Attachment 1)*.

Council recorded an overall satisfaction score of 6.9 out of 10, a 6 per cent increase from last year which is a statistically significant increase, as indicated in Table 1.

**Table 1: Overall satisfaction score 2022 and 2023 comparison, 2023 Annual Community Satisfaction Survey Findings Report**

Overall satisfaction scores	2022 (Out of 10)	2023 (Out of 10)	Per cent increase
City of Melton	6.5	6.9	6%
Western Region Council	6.5	7.0	8%
Metro Melbourne	6.6	7.0	6%

Areas of increase in satisfaction from 2022 to 2023 include:

- five core measures of governance
- perception of safety
- planning and development outcomes including maintaining local heritage and sites of significance
- appearance and quality of new development.

Areas of decrease in satisfaction from 2022 to 2023 include:

- customer service
- community services (services for babies, children, youths, seniors, and persons with disability).

### Areas for Council's attention or improvement

As indicated in the table below, the top five issues to address from the 2023 survey were traffic management, roads including roadworks, parks, gardens and open spaces, safety policing and crime, and health and medical services, all of which aligned with Council's advocacy priorities.

**Table 2: Melton's top five issues for consideration, 2023 Annual Community Satisfaction Survey Findings Report**

Main issues to address	Per cent of respondents nominating issue in 2023	Per cent of respondents nominating issue in 2022
Traffic management	25.0%	26.0%
Road including roadworks	13.1%	13.1%
Main issues to address	Per cent of respondents nominating issue in 2023	Per cent of respondents nominating issue in 2022
Parks, gardens, and open spaces	12.0%	9.0%
Safety, policing and crime	8.0%	9.0%
Health and medical services	6.0%	7.0%

Council thanks those community members who gave their time and shared insights to participate in the 2023 Community Satisfaction Survey. The feedback provided gives Council direction on what matters to residents and supports Council in organisational improvement for more effective service and infrastructure delivery that is responsive to community needs.

The Findings Report of this survey has been made public (in this meeting's agenda) and will be communicated to residents via a media release and Council's website.

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

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

6. A high performing organisation that demonstrates civic leadership and organisational excellence

*6.3 An organisation that demonstrates excellence in civic leadership and governance.*

### 4. Financial Considerations

The cost of the survey is budgeted for within Council's annual recurrent budget.

### 5. Consultation/Public Submissions

The survey is an important aspect of Council's community consultation program and represents Council's ongoing commitment to engaging with the community to improve performance, advocacy, and service delivery.

Metropolis Research conducted Council's ninth Annual Community Satisfaction Survey as a door-to-door, in-person interview survey of 806 respondents in May and June 2023.

### 6. Risk Analysis

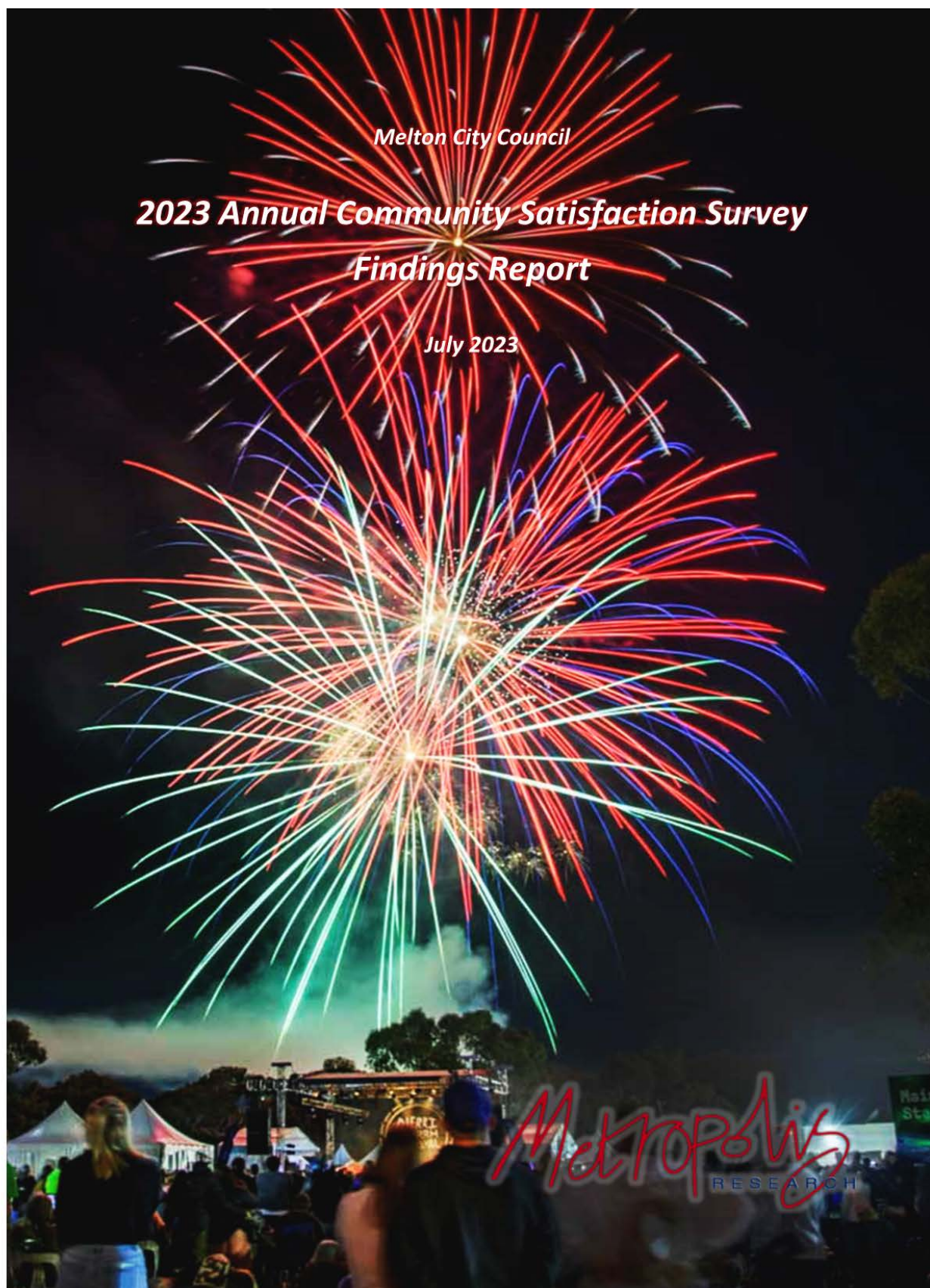
It is proposed Council continue to value the Community Satisfaction Survey as a tool to inform future strategic planning and operational objectives.

### 7. Options

That Council notes the Melton City Council – 2023 Annual Community Satisfaction Survey Findings Report in **Appendix 1** and that specific areas have been identified for further attention or improvement.

### LIST OF APPENDICES

1. Melton City Council –2023 Annual Community Satisfaction Survey Findings Report – dated July 2023.



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**Contact details**

This report was prepared by Metropolis Research Pty Ltd on behalf of the Melton City Council. For more information, please contact:

**Dale Hubner**  
Managing Director  
Metropolis Research Pty Ltd

P O Box 1357  
CARLTON VIC 3053

Melton City Council  
232 High Street  
Melton Vic 3337  
(03) 9747 7200

(03) 9272 4600  
[d.hubner@metropolis-research.com](mailto:d.hubner@metropolis-research.com)





## Melton City Council – 2023 Annual Community Satisfaction Survey

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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**Executive summary*****Survey aims and methodology:***

Metropolis Research conducted Council's ninth *Annual Community Satisfaction Survey* as a door-to-door, in-person interview survey of 806 respondents in May and June 2023.

The survey is traditionally conducted on weekends as a face-to-face interview survey at the residents' door. The survey was conducted by telephone, from 2020 to 2022, due to COVID-19 pandemic restrictions. The 2023 survey returned to the traditional in-person method, which will likely be a small contributing factor to the increase in satisfaction this year.

The aim of the research was to measure community satisfaction with the broad range of Council services and facilities, aspects of governance and leadership, planning and development, customer service, and the overall performance of Council.

The survey also measured the importance to the community of 31 individual services and facilities, explored the top issues the community feel need to be addressed in the municipality 'at the moment', as well as measuring the perception of safety in Melton's public areas, the local sense of community, physical activity, food security, commuting times, transport choices to local facilities, and volunteering.

The survey meets the needs of the Local Government Victorian annual satisfaction survey by providing ratings on importance and satisfaction for the major services and facilities provided by Council, as well as scores for satisfaction with Council.

The response rate for this survey (i.e., the proportion of residents who were invited to participate who did participate) was 53%, a significant improvement on the 24% recorded last year using the telephone methodology, but also significantly higher than the 35% recorded in 2019 when the survey was last completed door-to-door.

The 95% confidence interval around these results is plus and / or minus 3.4% at the 50% level. In other words, if a yes / no question obtains a result of 50% yes, it is 95% certain that the true value of this result is within the range of 46.6% and 53.4%.

The report provides a categorisation of satisfaction with aspects of performance, ranging from "excellent", "very good", "good", "solid", "poor", "very poor", and "extremely poor". The details of the scores within each range are outlined in the main report, but importantly scores of 7.75 or more are categorised as "excellent", and scores of less than 6.5 are categorised as "solid".

***Key findings:***

The key finding from the survey is that satisfaction with almost all areas of Council performance strongly increased this year, reversing the declines recorded in 2021 and 2022 and returning satisfaction with many aspects of performance to above average levels.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

The results are a positive statement about community satisfaction with the performance of Melton City Council, moving away from the more difficult environment experienced through the pandemic. This trend of improving satisfaction with local government has been observed in many, but not all, municipalities across metropolitan Melbourne post-pandemic.

Satisfaction with Council's overall performance remains, however, marginally below the metropolitan Melbourne average of 7.0.

There were improvements in satisfaction with most aspects of Council performance including planning for population growth (up 17%), the five core aspects of governance and leadership (up 9%), planning and development outcomes (up 7%), overall performance (up 6%), and average satisfaction with services and facilities (up 4%).

Satisfaction with customer service, however, declined by one percent, but remains "good".

The key issues highlighted by respondents remain traffic management, road maintenance and repairs, parks, gardens, and open spaces, and safety, policing, and crime.

The importance of traffic and roads was a major theme observed through the survey this year, with residents in Melton precinct, Melton West, and Cobblebank / Strathtulloh the most concerned about these issues.

These transport related issues remain among the most important negative influences on overall satisfaction with Council.

Some of the other issues that appear to negatively impact on overall satisfaction with Council include health and medical services, education, public transport, and street trees. It is noted that most of these issues are largely state rather than local government responsibilities.

Satisfaction with 26 of the 31 services and facilities increased this year, with 18 of these being statistically significant increases. There were no services or facilities to record a statistically significant decline in satisfaction this year reflecting the broad nature of the improvement in community satisfaction with the performance of Council providing services and facilities.

The following table outlines the key satisfaction results, including the Local Government Performance Reporting Framework reporting requirement scores.

<i>Satisfaction with</i>	<i>Metro. Melbourne 2023</i>	<i>City of Melton 2022</i>	<i>City of Melton 2023</i>
Customer service (average score across 6 indicators)	7.6	7.3	7.2
Council's Overall performance	7.0	6.5	6.9
Making decisions in the interests of community	6.8	6.5	7.0
Community consultation and engagement	7.2	6.4	7.0
Representation, lobbying and advocacy	6.8	6.4	7.0
Maintaining trust and confidence of the community	7.0	6.4	7.0
Responsiveness of Council to local community needs	7.0	6.3	6.9
Maintenance and repair of sealed local roads	7.1	6.0	6.8



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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***Satisfaction with the performance of Council:***

Satisfaction with the [overall performance](#) of Melton City Council increased six percent this year to 6.9 out of 10, up from 6.5. This was a statistically significant increase.

This result was marginally lower than the metropolitan Melbourne (7.0) and western region councils' (7.0) averages, as recorded in the *Governing Melbourne* research conducted independently by Metropolis Research in January 2023 using the same methodology.

Overall satisfaction with the City of Melton remains in the “good” range.

Metropolis Research notes that the return to the door-to-door from the telephone methodology will have been a small contributing factor in the increase in satisfaction this year.

Almost half (42%, up from 33%) of respondents providing a score were “very satisfied” with Council’s overall performance (rating satisfaction at eight or more out of 10), whilst eight percent (down from 12%) were dissatisfied (rating from zero to four).

There was some variation in satisfaction with Council’s overall performance observed across the municipality and by respondent profile groups this year, as follows:

- ***Notably more satisfied than average*** – includes respondents from Caroline Springs, Burnside, Melton precinct, and Cobblebank / Strathulloh, young adults, senior citizens, respondents from multilingual households, respondents from rental households, new and newer residents (less than five years in the City of Melton), and respondents from two-parent families with young children aged under 5 years.
- ***Notably less satisfied than average*** – includes middle-aged adults (aged 50 to 59 years).

The average satisfaction with the five core aspects of [governance and leadership](#) increased measurably and significantly this year, up nine percent to 7.0 out of 10 (up from 6.4), which is a “good”, up from a “solid” level of satisfaction. This result was identical to the metropolitan Melbourne average.

Metropolis Research notes that satisfaction with governance and leadership declined in most municipalities for which Metropolis Research conducted this research in 2022, reflecting a generalised fatigue with government coming out of the last lockdown and then into the federal and then state election campaigns. This decline last year appears to have been recovered in many (but not all municipalities), including notably in the City of Melton.

These results confirm that most respondents remain satisfied with Council’s performance in meeting its environmental responsibilities (7.5, up from 7.1), advocacy on behalf of the community for local educational opportunities (7.2, up from 6.7), community consultation and engagement (7.0, up from 6.4), maintaining community trust and confidence (7.0, up from 6.4), making decisions in the interests of the community (7.0, up from 6.5), representation, lobbying and advocacy (7.0, up from 6.4), and the responsiveness of Council to local community needs (6.9, up from 6.3).



*Melton City Council – 2023 Annual Community Satisfaction Survey*

Respondents were asked to rate their agreement with three [statements about Melton City](#). The average agreement with all three statements increased measurably this year, including that Council infrastructure is equitable, inclusive, and accessible (7.5, up from 6.8), that Melton is a city that encourages and enable people to work, shop, and spend time locally (7.4, up from 7.1), and that Council is efficient and well run (7.2, up from 6.6).

Approximately half of the respondents providing a score “strongly agreed” with each of these three statements, whilst less than six percent “disagreed”.

Satisfaction with Council’s [customer service](#) delivery was at a “good”, down from a “very good” level, with a decline of one percent to an average satisfaction of 7.2. This result was somewhat lower than the metropolitan Melbourne average of 7.6.

The courtesy and professionalism of staff remained the aspect of customer service with the highest satisfaction, though satisfaction declined three percent to 7.8, which remains an “excellent” level.

Satisfaction with [planning for population growth by all levels of government](#) increased measurably and significantly this year, up 17% to 6.8, which is a “good”, up from a “poor” level. This is the highest score recorded for this shared aspect, although it remains consistent with the metropolitan Melbourne average.

Satisfaction with the [planning and development outcomes](#) including maintaining local heritage and sites of significance (7.5, up from 6.9) and the appearance and quality of new developments (7.4, up from 7.0) both improved measurably. Satisfaction with these planning and development outcomes remains higher than both the metropolitan Melbourne and growth area councils’ average.

The average satisfaction with the 31 Council provided [services and facilities](#) included in the survey increased four percent this year to 7.5, which is a “very good”, up from a “good” level. This increase reversed the unusually low result of 7.2 recorded last year.

Satisfaction with 26 of the 31 services and facilities increased this year, and satisfaction with just two declined, including:

- **Measurably higher satisfaction in 2023 than in 2022** – included services for seniors (up 15%), public toilets (up 14%), maintenance and repair of sealed local roads (up 13%), parking enforcement (up 12%), *Moving Ahead* (up 11%), local traffic management (up 11%), footpath maintenance and repairs (up 10%), Council activities promoting local business growth (up 9%), the provision and maintenance of street trees (up 8%), Melton Recycling facility (up 8%), the provision of community events and festivals (up 7%), services and programs for children (up 7%), animal management (up 6%), public spaces (up 6%), provision of cultural events (up 5%), health services for babies, infants, and toddlers (up 5%), recreation and leisure centres (up 5%), and on and off road bike and / or walking paths (up 4%).
- **Marginally lower satisfaction in 2023 than in 2022** – included library services (down 2%) and Community centres / Neighborhood houses (down 1%).





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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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Metropolis Research notes that the average satisfaction with the 31 included services and facilities was nine percent higher than satisfaction with Council's overall performance.

This was a similar result to previous years and is an important point which reinforces the view that the community is generally well satisfied with the performance of Council providing services and facilities.

Further, satisfaction with all but four services and facilities recorded satisfaction scores higher than the overall satisfaction with Council this year. The four services and facilities to record a satisfaction score identical to or lower than the overall satisfaction score were services for people with disability (6.5), the maintenance and repair of sealed local roads (6.8), public toilets (6.8), and local traffic management (6.9).

The services with the highest levels of satisfaction this year again include regular garbage collection (8.7), regular recycling (8.6), green waste collection (8.5), libraries services (8.4), Melton Recycling facility (8.1), and hard rubbish collection (8.0).

Many of these services and facilities with the highest levels of satisfaction were also those with higher-than-average importance scores (i.e., received an average importance score measurably higher than the average of all services and facilities). This shows that many of the services and facilities of most importance to the community are those with which the community is most satisfied.

There were no services to report a "solid", "poor", "very poor", or "extremely poor" level of satisfaction, reflecting the strong performance of Council providing services and facilities.

***Issues to address for the City of Melton:***

The main [issues to address for the City of Melton](#) remain traffic management (25%), roads including roadworks (13%), parks, gardens, and open spaces (12%), safety, policing, and crime (8%), and health and medical services (6%).

The substantial proportion of respondents nominating traffic management and roads as the top issues to address for the City of Melton at the moment remains one of the significant results in the survey this year. This reinforces the importance of traffic and road related issues in the municipality and is in line with lower-than-average satisfaction with the services of local traffic management and the maintenance and repair of sealed local roads.

This significant result of 25% nominating traffic management as an issue has not been replicated in many other municipalities across metropolitan Melbourne this year, including some other growth area councils. This reinforces the significance of traffic management related issues to the City of Melton community, particularly those from Melton precinct (46%), Melton West (33%), and Cobblebank / Strathtulloh (28%).

The issues that are most likely to be exerting a negative influence on satisfaction with the performance of Council for the respondents raising the issues include health and medical services, education, public transport, parks and gardens, roads, street trees, and traffic management.



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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It is important to bear in mind, however, that these results reflect the views of the respondents who nominated each of these issues and does not imply that these services are a negative influence on community satisfaction with the overall performance of Council for all or most respondents.

Most attention is drawn to traffic management, parks and gardens, and road related issues, as the somewhat larger proportion of respondents nominating these issues ensures that these issues are likely to have had a larger impact on the overall satisfaction score than for many of the other issues nominated by respondents.

Metropolis Research notes that many of these issues are, at least in part, the responsibility of the state government, which may suggest that increased advocacy on behalf of the community in relation to these issues may be a positive influence on community satisfaction with the performance of Council.

***Community engagement consultation activities:***

In 2023, 14% (up from 9%) of respondents reported that they had been involved in a [community engagement activity in the past 12 months](#), with completing a Council survey the most common method.

***Satisfaction with personal wellbeing:***

A new question was included in 2023 asking respondents how satisfied they were with eight [aspects of their personal wellbeing](#), on a scale from zero (very dissatisfied) to 10 (very satisfied).

On average, respondents rated as “excellent” their satisfaction with their personal relationships (8.4 out of 10), achievements in life (8.2), mental health (8.1), housing security (8.1), standard of living (8.1), physical health (8.0), and future security (8.0).

On average, respondents rated as “very good” their satisfaction with their community connections. Just six percent of respondents were “dissatisfied” with their community connections.

***Local employment and educational opportunities:***

A new question was included in 2023 asking respondents to rate the importance of and their satisfaction with the accessibility of local [education and local job opportunities](#).

Both these aspects were considered extremely important with scores of approximately nine out of 10, whilst satisfaction with local job opportunities was “good” at 7.0, and satisfaction with the accessibility of local educational opportunities was “very good” at 7.4.



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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***Perception of safety in the public areas of the City of Melton:***

The [perception of safety in the public areas of the City of Melton](#) both during the day (up 5% to 8.0) and at night (up 20% to 6.6) increased measurably this year.

In 2023, 15% (down from 32%) of respondents felt “unsafe” in the public areas of the City of Melton at night, and female respondents felt three percent less safe than male respondents.

Despite these significant improvements in the perception of safety in the public areas of the City of Melton this year, the perception of safety in the City of Melton remains measurably lower than the metropolitan Melbourne, western region, and growth area councils’ averages.

***Physical activity:***

A new question was included in the survey in 2023, asking respondents how many days of a typical week they would do 30 minutes or more of [physical activity](#) “which was enough to raise their breathing rate”.

Whilst 19% of the respondents providing an answer reported that they were undertaking this level of physical activity each day, it is noted that 13% do not usually do this physical activity on any day in an average week.

***Sense of community:***

There were [18 statements about aspects of the local sense of community and associated issues](#).

Consistent with the general improvement in community sentiment recorded across most aspects in the survey this year, there were measurable increases in the average agreement with most of these 18 statements this year.

The average agreement with these statements were at strong to extremely strong levels of agreement, with the highest agreement in 2023 being for “the Melton community is welcoming and supportive of people from diverse cultures and backgrounds” (8.0), “Melton City Council respects, reflects, and is inclusive of our diverse community” (7.9), “I / we could turn to the neighbours for help” (7.9), and “Melton City Council respects, reflects, and is inclusive of Aboriginal and / or Torres Strait Islander persons” (7.9).

Agreement was lowest for “the health services I / we need are available locally” (7.1 up from 6.6) and “there is public transport that goes where I need to go” (7.1).

The lower-than-average agreement with the statements about the availability of health services and the availability of public transport reflect other results discussed in the report. This includes the fact that six percent of respondents nominated health and medical services as one of the top three issues to address for the City of Melton at the moment.



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**Food security:**

In 2023, 24 of the 806 respondent households (3%) reported that their household had [run out of food](#) and couldn't afford to buy more at least once in the last 12 months. This result is consistent with the three percent recorded in 2019 and 2018.

**Average commuting times:**

There was an increase this year in the proportion of respondents who reported that the [commute to and from work](#) took less than 30 minutes (30% up from 21%) and a corresponding decrease in the proportion reporting that it took between 30 minutes and less than one hour (23% down from 33%).

Overall, it remains the case that approximately half (53%) report that the daily commute takes less than one hour and approximately half (47%) report that it takes one hour or more.

**Walking or cycling to local shops and other facilities:**

A new question was included in the survey this year asking respondents if they had [walked or cycled to local shops and / or facilities](#) in the past week.

A little less than half (46%) reported that they had walked or cycled to local shops or other facilities at least once in the past week, whilst a little more than half (54%) reported that they had not walked or cycled to these facilities in the past week.

**Volunteering:**

In 2023, there was a continued decline in the proportion of respondents who reported that they volunteer, down from 28% in 2021 and 18% last year to 14% in 2023.

This includes 11% who report that they volunteer locally, and three percent who report that they volunteer elsewhere.





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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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## Introduction

Metropolis Research was commissioned by Melton City Council to undertake this, its ninth *Annual Community Satisfaction Survey*.

The survey has been designed to measure community satisfaction with a broad range of Council services and facilities as well as to measure community sentiment across a range of additional issues of concern in the municipality.

The *Community Satisfaction Survey* program comprises the following core components which are included each year:

- Satisfaction with Council’s overall performance and change in performance.
- Satisfaction with aspects of governance and leadership.
- Importance of and satisfaction with a range of Council services and facilities.
- Issues of importance to address for the City of Melton “at the moment”.
- Satisfaction with aspects of planning and housing development.
- Community perception of safety in public areas of Melton.
- Satisfaction with Council customer service.
- Respondent profile.

In addition to these core components, *Community Satisfaction Survey* program includes questions exploring current issues of importance that reflect Council’s current requirements. The 2023 survey includes questions related to the following issues:

- Sense of community
- Personal wellbeing
- Local employment and educational opportunities
- Food security
- Average commuting time
- Physical activity
- Walking or cycling to local shops and facilities
- Volunteering.

## Rationale

The *Community Satisfaction Survey* has been designed to provide Council with a wide range of information covering community satisfaction, sentiment, feel, and involvement.



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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The survey meets the requirements of Local Government Victoria (LGV) requirements by providing importance and satisfaction ratings for the core measures and satisfaction with Council's overall performance.

The survey is used by Council in meeting its legislative requirements, including reporting performance indicators against the Local Government Performance Reporting Framework and associated requirements under the Local Government Act 2020 and Public Health and Wellbeing Act 2008.

The survey also assists Council in gauging achievement toward the delivery of the commitments contained with the *Council and Wellbeing Plan 2021-2025* and achieving the aspirations of the *Community Vision 2041 – The City We Imagine*, and other strategic council plans.

Criteria considered in determining the survey questions included consistency with questions previously asked, strategic indicators from the *Council and Wellbeing Plan 2021-2025* and information that feeds into the online Know Your Council website (which provides consistent information regarding the performance of local councils across Victoria).

The *Community Satisfaction Survey* provides an in-depth coverage of Council services and facilities as well as additional community issues and expectations.

This information is critical to informing Council of the attitudes, levels of satisfaction and issues facing the community in the City of Melton.

In addition, the *Community Satisfaction Survey* includes a range of demographic and socio-economic variables against which the results can be analysed including age structure, period of residence, language, gender, and household structure.

These variables have been included to facilitate in-depth analysis of the results of the survey by demographic profile and to ensure that the sample selected represents the underlying population of the City of Melton.

### ***Methodology, response rate and statistical significance***

The survey was conducted as a door-to-door interview style survey of 806 households drawn proportionally from across all the suburbs / localities that comprise the municipality.

The survey fieldwork was conducted over five weekends in May and June 2023.

Trained Metropolis Research fieldwork staff conducted face-to-face interviews of approximately 20 minutes duration with randomly approached householders.

This methodology has produced highly consistent results in terms of the demographic profile of respondents, obtaining a sample of respondents that more closely reflects the underlying population of the municipality than can be obtained using the alternative telephone methodology.



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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The sample was pre-weighted by suburb / locality population to ensure that each of the suburbs / localities contributed proportionally to the overall municipal result.

The final sample was then weighted by respondents' age and gender to reflect the age and gender profile of the City of Melton community, as reported in the 2021 *Census*. This two-stage process ensured that the municipal results effectively reflect the geographical and demographic makeup of the Melton community.

A total of 2,762 households were approached to participate in the survey. Of these households, 1,230 were unattended when approached, were therefore not invited to participate, and played no further part in the research.

A total of 726 refused the offer to participate in the research and 806 completed the survey.

This provides a response rate of 53%, which is up significantly on the 24% recorded last year using the telephone methodology, and also up significantly on the 35% obtained in 2019 pre-pandemic, using the same door-to-door methodology.

The 95% confidence interval (margin of error) of these results is plus or minus 3.4% at the 50% level. In other words, if a yes / no question obtains a result of 50% yes, it is 95% certain that the true value of this result is within the range of 46.6% and 53.4%.

This is based on a total sample size of 806 respondents, and an underlying estimated population of the City of Melton of 192,865 in 2022.

The margin of error increases as the sample size decreases, such as for the precinct results, and the breakdown of results for individual age groups, genders, and other sub-groupings for which results are provided. Each separate result has a different margin of error based on its unique sample size and the actual result.

### ***Governing Melbourne***

*Governing Melbourne* is a service provided by Metropolis Research since 2010. *Governing Melbourne* included a sample of 800 respondents in 2023, drawn in equal numbers from all 31 metropolitan Melbourne municipalities.

*Governing Melbourne* provides an objective, consistent and reliable basis on which to compare the results of the survey. It is not intended to provide a "league table" for individual councils, rather to provide both a metropolitan and local region framework within which to understand these survey results.

This report provides some comparisons sourced from *Governing Melbourne* against the metropolitan Melbourne average, which includes all municipalities located within the Melbourne Greater Capital City Statistical Area as well as the western region (which includes Maribyrnong, Hobsons Bay, Wyndham, Brimbank, Melton, and Moonee Valley).

The report also provides some comparisons with the growth area councils of Cardinia, Casey, Hume, Knox, Melton, Whittlesea, and Wyndham.



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**Glossary of terms*****Precinct***

The results of this report are presented at both the municipal and precinct level. The term precinct is used by Metropolis Research to describe the sub-municipal areas for which results are presented, as agreed with officers of Council. The precinct boundaries are most often the sub-municipal areas as published on Council's *Community Profile*.

***Measurable and statistically significant***

A measurable difference is one where the difference between or change in results is sufficiently large to ensure that they are in fact different results, i.e., the difference is statistically significant. This is because survey results are subject to a margin of error or an area of uncertainty.

***Significant result***

Metropolis Research uses the term *significant result* to describe a change or difference between results that Metropolis Research believes to be of sufficient magnitude that they may impact on relevant aspects of policy development, service delivery and the evaluation of performance and are therefore identified and noted as significant or important.

***Marginal / somewhat / notable***

Metropolis Research will describe some results or changes in results as being marginally, somewhat, or notably higher or lower. These are not statistical terms, rather they are interpretive. They are used to draw attention to results that may be of interest or relevant to policy development and service delivery.

In order of significance, “marginal” is the least significant, followed by “somewhat”, and with “notable” the most significant of the subjective terms used to describe variations that were not statistically significant.

These terms are often used for results that may not be statistically significant due to sample size or other factors but may nonetheless provide some insight into the variation in community sentiment across the municipality or between groups within the community, or in changes in results over time.



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**95% confidence interval**

Average satisfaction results are presented in this report with a 95% confidence interval included. These figures reflect the range of values within which it is 95% certain that the true average satisfaction falls.

The 95% confidence interval based on a one-sample t-test is used for the mean scores presented in this report. The margin of error around the other results in this report at the municipal level is plus or minus 3.4%.

**Satisfaction categories**

Metropolis Research typically categorises satisfaction results to assist in the understanding and interpretation of the results.

Metropolis Research has worked primarily with local government and developed these categories as a guide to satisfaction with the performance of local government across a wide range of service delivery and policy related areas of Council responsibility.

The scores presented in the report are designed to give a general context about satisfaction with variables in this report, and are defined as follows:

- **Excellent** - scores of 7.75 and above are categorised as excellent.
- **Very good** - scores of 7.25 to less than 7.75 are categorised as very good.
- **Good** - scores of 6.5 to less than 7.25 are categorised as good.
- **Solid** - scores of 6 to less than 6.5 are categorised as solid.
- **Poor** - scores of 5.5 to less than 6 are categorised as poor.
- **Very Poor** - scores of 5 to less than 5.5 are categorised as very poor.
- **Extremely Poor** – scores of less than 5 are categorised as extremely poor.

**Precincts**

This report provides results at both the municipal and precinct level.

The precincts are consistent with those used for the *Melton Community Profile* prepared by i.d consulting. The precincts used in this report are as follows:

- **Melton Township** – includes the precincts of Melton precinct (35 respondents), Melton West (42), Kurunjang (48), Melton South / Brookfield (102), and Harkness (54).
- **Eastern Corridor** – includes the precincts of Burnside (51), Caroline Springs (102), Hillside (68), Taylors Hill (64), Cobblebank / Strathtulloh (36), and Fraser Rise (44).
- **Rural precinct (160 respondents)** - includes the rural balance and the rural townships of Diggers Rest, Toolern Vale, Aintree, Eynesbury and Rockbank.





*Melton City Council – 2023 Annual Community Satisfaction Survey***Summary of results**

The following is a summary of the results from the *Melton City Council – 2023 Annual Community Satisfaction Survey*.

**Overall performance**

- Satisfaction with Council’s overall performance increased 6% this year from 6.5 to 6.9 out of 10, this was a statistically significant increase, although it remains a “good” level of satisfaction.
- This result was marginally lower than the 2023 metropolitan Melbourne (7.0) and western region councils’ (7.0) averages.
- Almost half (42% up from 33%) of respondents were “very satisfied” with Council’s overall performance, and there was a decrease in the proportion of “dissatisfied” respondents (8% down from 12%).
- Respondents from Caroline Springs, Burnside, Melton precinct, and Cobblebank / Strathulloh were notably more satisfied than the municipal average.
- Young adults (aged 18 to 34 years), senior citizens (aged 75 years and over), respondents from multilingual households, rental households, new and newer residents (less than five years in the City of Melton), and two-parent families with youngest child aged less than five years) were more satisfied with Council’s overall performance.
- Middle-aged adults (aged 45 to 59 years), and mortgagor households were somewhat less satisfied.

**Governance and leadership**

- The average satisfaction with the seven aspects of governance and leadership was up from 6.5 to 7.1 out of 10 this year.
- The average satisfaction with the five core measures of governance and leadership (including advocacy and representation, communication and consultation, responsiveness, maintaining community trust, and making decisions in the interests of the community), and increased measurably and significantly this year, up nine percent from 6.4 to 7.0 out of 10, which is a “good”, up from a “solid” level of satisfaction.
- Satisfaction with the seven aspects of governance and leadership were as follows:
  - Meeting environmental responsibilities (7.5 up from 7.1) “very good”
  - Advocacy on behalf of the community for local educational opportunities (7.2 up from 6.7) “good”
  - Community consultation and engagement (7.0 up from 6.4) “good”
  - Maintaining community trust and confidence (7.0 up from 6.4) “good”
  - Making decisions in the interests of the community (7.0 up from 6.5) “good”
  - Representation, lobbying, and advocacy (7.0 up from 6.4) “good”
  - Responsiveness to local community needs (6.9 up from 6.3) “good”.



*Melton City Council – 2023 Annual Community Satisfaction Survey***Statements about City of Melton**

- Respondents were asked their level of agreement with three statements about Melton City Council, on a scale from zero (strongly disagree) to 10 (strongly agree), with the average agreement as follows:
  - Council infrastructure is equitable, inclusive, and accessible (7.5 up from 6.8)
  - Melton is a city that encourages and enables people to work, shop and spend time locally (7.4 up from 7.1)
  - Council is efficient and well run (7.2 up from 6.6).

**Customer service**

- In 2023, 27% of respondents reported that they had contacted Council in the last 12 months, a decline on the 40% reported last year, and down on the long-term average since 2015 of 38%.
- The most common form of contact with Council was by telephone during office hours, with almost two-thirds (64%) of respondents using this method.
- Average satisfaction with the five aspects of customer service declined marginally, down by one percent to 7.2 (from 7.3), which is a “good”, down from a “very good” level of satisfaction. These can best be summarised as follows:
  - Courtesy and professionalism of staff (7.8 down from 8.0) “excellent”
  - Provision of information (7.2 down from 7.3) “good”
  - Access to relevant officer / area (7.2 down from 7.4) “good”
  - Satisfaction with the “final outcome” (7.0 up from 6.9) “good”
  - Speed and efficiency of service (7.0 up from 6.9) “good”.

**Planning for population growth**

- Satisfaction with planning for population growth by all levels of government increased measurably and significantly this year, up 17% from 5.8 to 6.8, which is a “good”, up from a “poor” level of satisfaction.

**Planning and housing development**

- Satisfaction with the appearance and quality of new developments improved six percent this year, and satisfaction with maintaining local heritage and sites of significance increased nine percent, and both are now at “very good” levels of satisfaction, up from “good” levels.
- These can best be summarised as follows:
  - Appearance and quality of new developments (7.5 up from 6.9) “very good”
  - Maintaining local heritage and sites of significance (7.4 up from 7.0) “very good”.



*Melton City Council – 2023 Annual Community Satisfaction Survey***Council services and facilities**

- The average satisfaction with the 31 included Council services and facilities was 7.5, up four percent on the 7.2 recorded last year. This is a “very good” level of average satisfaction.
- Satisfaction with the 31 services and facilities included in the survey were as follows:
 

○ Regular garbage collection	(8.7 up from 8.6)	“excellent”
○ Regular recycling	(8.6, stable)	“excellent”
○ Green waste collection service	(8.5, stable)	“excellent”
○ Library services	(8.4 down from 8.6)	“excellent”
○ Melton Recycling Facility	(8.1 up from 7.5)	“excellent”
○ Hard rubbish collection	(8.0 up from 7.8)	“excellent”
○ Provision of community events and festivals	(7.9 up from 7.4)	“excellent”
○ Animal management	(7.8 up from 7.4)	“excellent”
○ Sports grounds and associated facilities	(7.8 up from 7.7)	“excellent”
○ Community centres / Neighbourhood houses	(7.7, stable)	“very good”
○ Council’s website	(7.7 up from 7.4)	“very good”
○ Provision of cultural events	(7.7 up from 7.3)	“very good”
○ Public Spaces	(7.6 up from 7.2)	“very good”
○ On and off-road bike and / or walking paths	(7.6 up from 7.3)	“very good”
○ Recreation and Leisure Centres	(7.5 up from 7.2)	“very good”
○ Services and programs for children	(7.5 up from 7.0)	“very good”
○ Access services through digital or online channels	(7.5 up from 7.4)	“very good”
○ Moving Ahead (Council’s printed newsletter)	(7.5 up from 6.7)	“very good”
○ Provision and maintenance of playgrounds	(7.4, stable)	“very good”
○ Council activities promoting local business growth	(7.4 up from 6.8)	“very good”
○ Parking enforcement	(7.3 up from 6.5)	“very good”
○ Provision and maintenance of parks and gardens	(7.2, stable)	“good”
○ Services for seniors	(7.2 up from 6.2)	“good”
○ Provision and maintenance of street trees	(7.2 up from 6.6)	“good”
○ Health services for babies, infants, and toddlers	(7.1 up from 6.8)	“good”
○ Footpath maintenance and repairs	(7.0 up from 6.4)	“good”
○ Services for young people	(7.0 up from 6.8)	“good”
○ Local traffic management	(6.9 up from 6.3)	“good”
○ Public toilets	(6.8 up from 5.9)	“good”
○ Maintenance and repair of sealed local roads	(6.8 up from 6.0)	“good”
○ Services for people with disability	(6.5 up from 6.3)	“good”.

**Issues for Council to address ‘at the moment’**

- A total of 521 respondents (65% down from 70%) nominated a total of 1,042 individual issues for the City of Melton “at the moment”.
- It is important to note that these issues are not all within the remit of local government, nor are they to be read just as a list of complaints about Council performance.
- The top five issues for the City of Melton this year were as follows:
 

○ Traffic management	(25% down from 26%)
○ Roads (including roadworks)	(13%, stable)
○ Parks, gardens, and open space	(12% up from 9%)
○ Safety, policing, and crime	(8% down from 9%)
○ Health and medical services	(6% down from 7%).





*Melton City Council – 2023 Annual Community Satisfaction Survey****Community engagement consultation activities***

- In 2023, 14% (up from 9%) reported that they had been involved in a community engagement activity in the past 12 months.
- The most common consultation engagement activity undertaken by respondents in the past 12 months was completing a Council survey, with 11% (up from 6%) of respondents reporting that they did so in the past year.

***Satisfaction with personal wellbeing***

- This set of questions relating to respondents' satisfaction with eight aspects of their personal wellbeing were included for the first in the survey program this year.
- The average satisfaction with seven of the eight aspects was rated as "excellent". These can best be summarised as follows:
 

○ Persona relationships	(8.4)	"excellent"
○ Achievements in life	(8.2)	"excellent"
○ Mental health	(8.1)	"excellent"
○ Housing security	(8.1)	"excellent"
○ Standard of living	(8.1)	"excellent"
○ Physical health	(8.0)	"excellent"
○ Future security	(8.0)	"excellent"
○ Community connections	(7.5)	"very good".

***Local employment and educational opportunities***

- This set of question relating to the importance of and satisfaction with local job opportunities and the accessibility of local education was included in the survey program for the first time this year.
- On average, respondents rated the importance of both local job opportunities and local accessibility of education as extremely important, with average importance scores of approximately nine out of 10.
- Respondents, on average, rated their satisfaction with both local job opportunities and the accessibility of education measurably and significantly lower than the average importance, at 7.4 or "very good" for accessibility of local education, and 7.0 or "good" for local job opportunities.
- These can best be summarised as follows:
 

○ Importance of accessibility of local education	(9.1)	"excellent"
○ Satisfaction with accessibility of local education	(7.4)	"very good"
○ Importance of local job opportunities	(8.9)	"excellent"
○ Satisfaction with local job opportunities	(7.0)	"good".



*Melton City Council – 2023 Annual Community Satisfaction Survey***Perception of safety in the public areas of the City of Melton**

- The perception of safety in the public areas of the City of Melton both during the day and at night increased notably and measurably this year.
- The perception of safety during the day increased measurably (up five percent), whilst the perception of safety at night increased measurably and significantly (up 20%) to 6.6 out of 10.
- These can best be summarised as follows:
  - In the public areas of the municipality during the day (8.0 up from 7.6)
  - In the public areas of the municipality at night (6.6 up from 5.5).

**Physical activity**

- This question relating to physical activity was included in the survey program for the first time this year.
- These results show that 13% of respondents do not usually undertake a total of 30 minutes of physical activity (which was enough to raise their breathing rate) on any day per week.
- Almost one-fifth (19%) reported that they undertake this level of physical activity every day.
- The average number of days respondents (who provided an answer to the question) undertook 30 minutes or more of physical activity that increased their breathing rate was 3.7 days per week.

**Sense of community**

- Respondents were asked to rate their agreement with 18 statements about the local sense of community including aspects such as council engagement with the community, as well as some aspects relating to public transport.
- The average agreement with the 16 (of 18 in total) statements that were included in both 2022 and 2023 increased seven percent this year, up from an average of 7.1 out of 10, to 7.6. This was a statistically significant rise, with the average agreement with most statements increasing measurably.
- The average agreement with these statements was as follows:
  - Welcome diverse cultures' people (8.0 up from 7.7)
  - Council respects diverse community (7.9, new)
  - Could turn neighbours for help (7.9 up from 7.6)
  - Council respects ATSI peoples (7.9 up from 7.6)
  - "Child-friendly" community (7.8 up from 7.4)
  - "Age-friendly" community (7.8 up from 7.3)
  - Distinct community character (7.8 up from 6.9)
  - People locally can be trusted (7.7 up from 7.1)
  - Welcome LGBTQIA+ people (7.7 up from 7.5)
  - Accessible and inclusive for people with disability (7.7 up from 7.4)
  - Community is vibrant and engaging (7.6 up from 7.1)
  - Adequate opportunities to socialise / meet people (7.6 up from 7.0)



*Melton City Council – 2023 Annual Community Satisfaction Survey*

- |   |                    |
|---|--------------------|
| ○ Feel sense of optimism about future       | (7.6, new)         |
| ○ Feel part of local community              | (7.5 up from 6.5)  |
| ○ Active community                          | (7.4 up from 6.5)  |
| ○ Affordable and efficient public transport | (7.2 up from 6.9)  |
| ○ Public transport goes where I need to go  | (7.1 up from 7.0)  |
| ○ Local health services available           | (7.1 up from 6.6). |

**Food security**

- In 2023, 24 of the 806 respondent households (3%) reported that their household had run out of food and couldn't afford to buy more at least once in the last 12 months. This result is generally consistent with results observed in previous years.

**Average commuting time**

- Whilst there was some variation in some of these results this year compared to last year, overall, these results show that approximately half (53% down from 54%) of employed respondents take less than one hour to commute to and from work, whilst approximately half (46% up from 45%).

**Walk or cycle to local shops or facilities**

- This question was included in the survey form in this format for the first time this year.
- A little less than half (46%) of respondents who were able or willing to provide a response to this question reported that they had walked or cycled to local shops and / or other facilities at least once in the past week. A little more than one-quarter (27%) doing so more than once.

**Volunteering**

- The proportion of respondents from households with a member who volunteers regularly continued to decline this year, down from 22% in 2021 to 11% this year. This is a significant decline, particularly given the change back to the in-person methodology, which would potentially introduce a slightly higher propensity on respondents to identify as volunteering.



*Melton City Council – 2023 Annual Community Satisfaction Survey***Council's overall performance**

Respondents were asked:

*"On a scale of 0 (lowest) to 10 (highest), can you please rate your satisfaction with the performance of Council across all areas of responsibility?"*

Satisfaction with the performance of Council across all areas of responsibility (overall performance) increased measurably and significantly this year, up six percent to 6.9 out of 10.

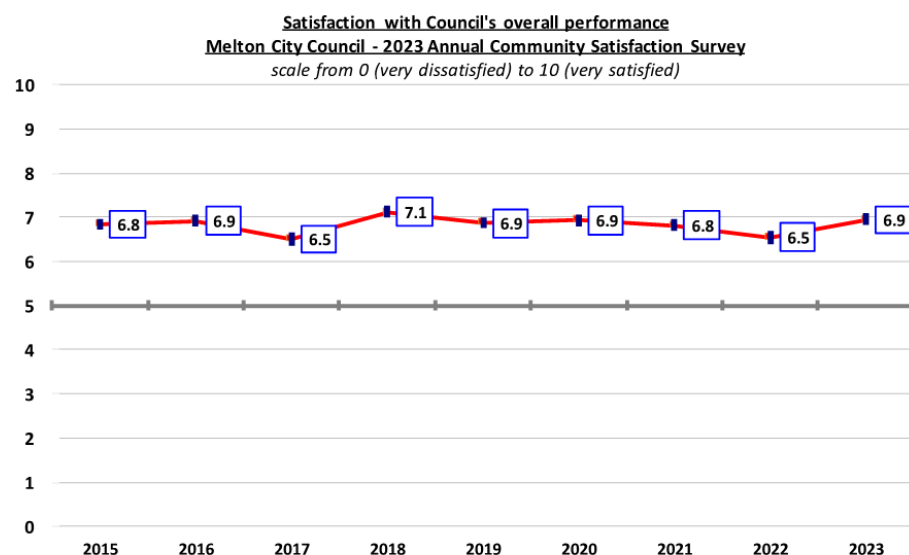
This remains a "good" level of satisfaction, and marginally above the long-term average satisfaction since 2015 of 6.8.

This result clearly reflects a return to trend for satisfaction with the overall performance of Melton City Council, and reverses all of the unusual decline recorded in 2022.

Metropolis Research notes that 2022 was an unusual year for satisfaction with local government across metropolitan Melbourne, with many municipalities, as well as the metropolitan Melbourne average recording notable declines in satisfaction.

It is likely that the lower satisfaction in 2022 reflected a range of larger factors outside of the individual performance of Council, including most notably, a generalised fatigue with government coming out of the last of the pandemic lockdowns in late 2021, and leading into the federal and then state election campaigns.

By way of comparison, this result was marginally, but not measurably lower than the metropolitan Melbourne and western region councils' average of 7.0, as recorded in the 2023 *Governing Melbourne* research. *Governing Melbourne* was conducted independently by Metropolis Research in January 2023, using the same door-to-door interview methodology.



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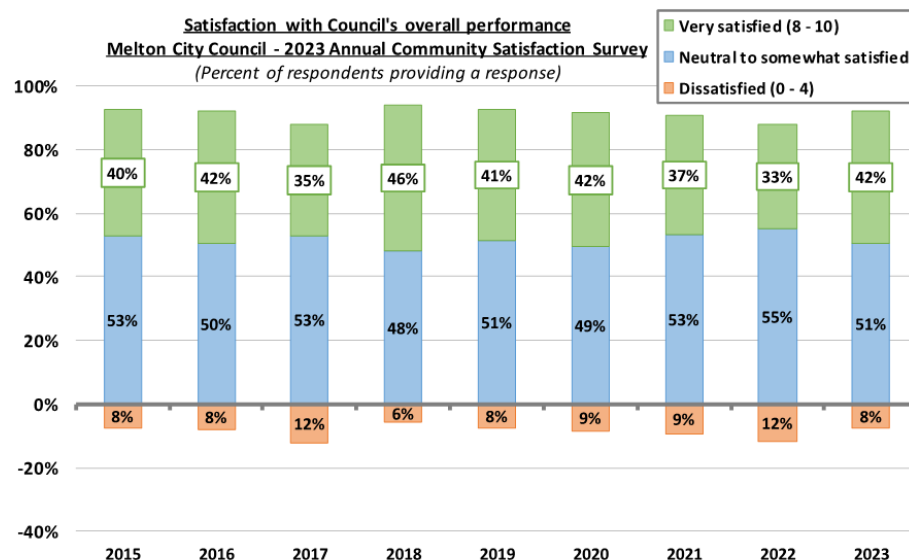
*Melton City Council – 2023 Annual Community Satisfaction Survey*

The following graph provides a breakdown of these results into the proportion of respondents (providing a score) who were “very satisfied” (i.e., rated satisfaction at eight or more out of 10), those who were “neutral to somewhat satisfied” (i.e., rated satisfaction at five to seven), and those who were “dissatisfied” (i.e., rated satisfaction at less than five out of 10).

It is noted that there was a substantial increase in the proportion of respondents who were “very satisfied” with Council’s overall performance this year, up from the unusually 33% recorded last year to 42% this year.

There was also a notable decline in the proportion of respondents dissatisfied with Council’s overall performance, down from 12% last year to eight percent this year.

By way of comparison, the metropolitan Melbourne average in 2023 was 39% “very satisfied” and seven percent “dissatisfied” respondents.



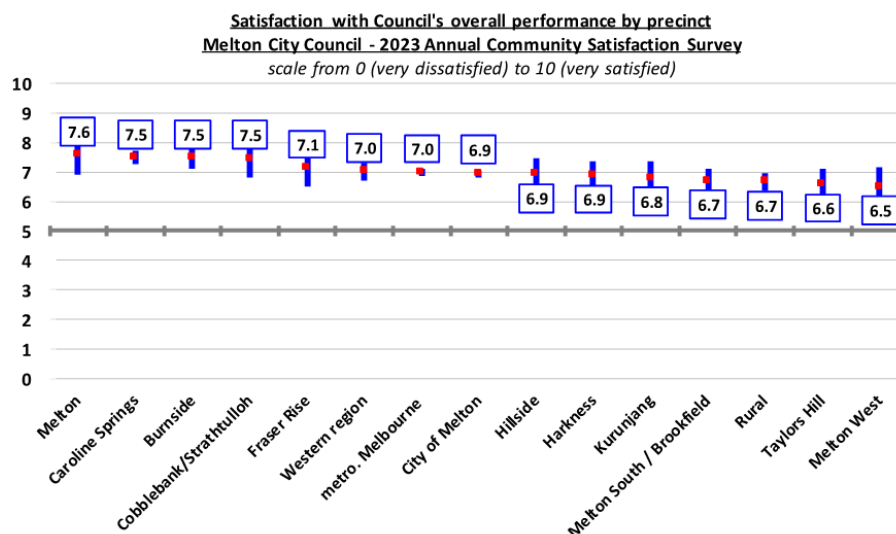
There was some notable and some measurable variation in satisfaction with Council’s overall performance observed across the City of Melton, as follows:

- **Caroline Springs and Burnside** – respondents were measurably more satisfied than average and at “very good” levels of satisfaction.
- **Melton precinct and Cobblebank / Strathulloh** – the small sample of 24 and 36 respondents respectively were notably more satisfied than average and at a “very good” level of satisfaction.

Metropolis Research draws attention to the fact that on average, respondents from none of the 12 precincts comprising the City of Melton reported “solid” or lower levels of satisfaction, with all precincts reporting “good” or “very good” levels of satisfaction.

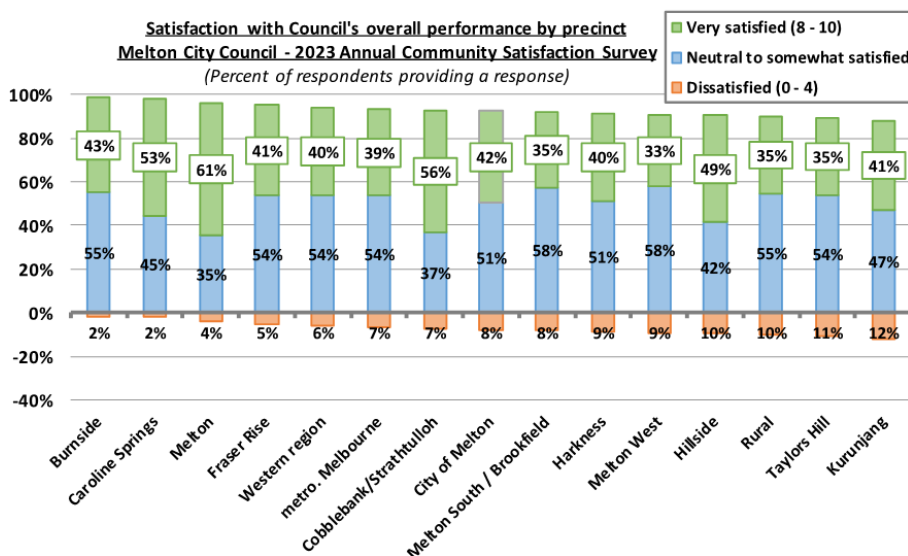


## Melton City Council – 2023 Annual Community Satisfaction Survey



Attention is drawn to the more than half of the respondents providing a score from Melton precinct (61%), Cobblebank / Strathtulloh (56%), and Caroline Springs (53%) were “very satisfied” with Council’s overall performance.

It is noted that 10% of respondents providing a score from Hillside, the rural precinct, Taylors Hill, and Kurunjang were “dissatisfied” with Council’s overall performance.





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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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***Overall performance by respondent profile***

The following section provides a comparison of satisfaction with Council's overall performance by respondent profile, including age structure, gender, language spoken at home, household disability status, housing situation, period of residence in the City of Melton, whether the respondent is a business owner or manager in the City of Melton, and household structure.

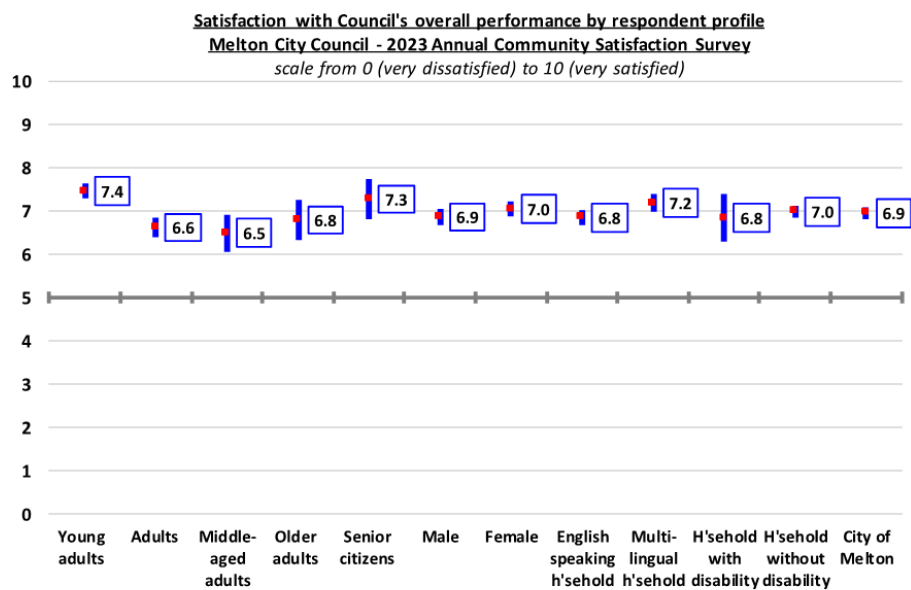
There was relatively little significant variation in satisfaction with Council's overall performance observed by respondent profile, which reflects a relatively consistent level of satisfaction with Council observed across the community.

This is a positive result as it suggests that most groups across the community were relatively satisfied with Council's overall performance, although the following variations are noted:

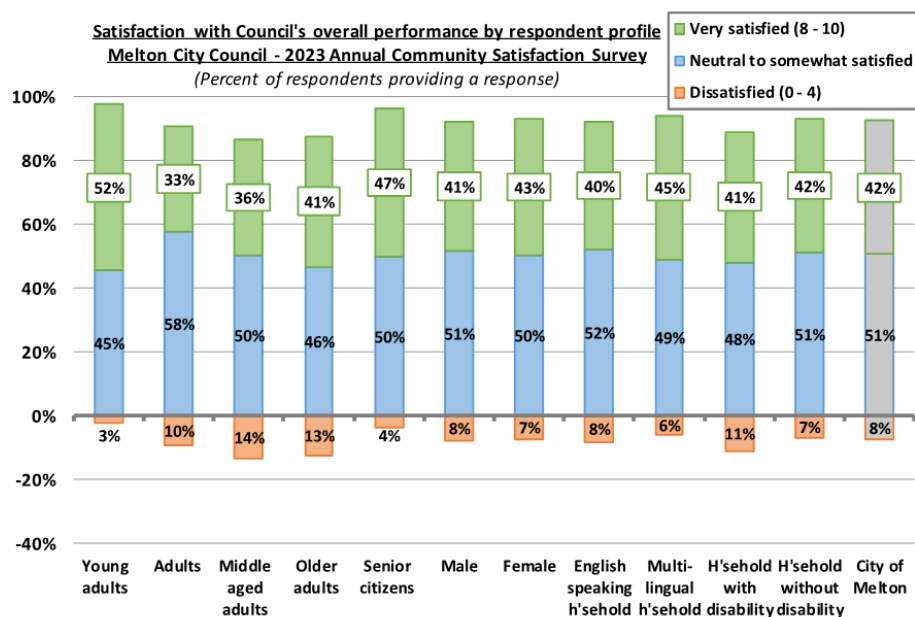
- ***Somewhat more satisfied than average*** – included young adults (aged 18 to 34 years), senior citizens (aged 75 years and over), respondents from multilingual households, rental households, new and newer residents (less than five years in the City of Melton), and two-parent families with youngest child aged less than five years).
- ***Somewhat less satisfied than average*** – included middle-aged adults (aged 45 to 59 years), and mortgage households.



## Melton City Council – 2023 Annual Community Satisfaction Survey

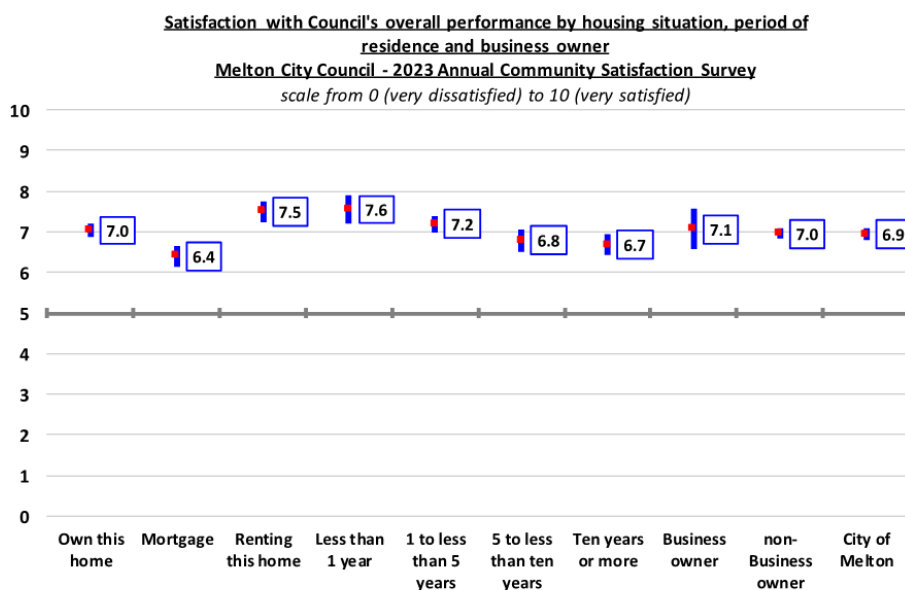


Whilst more than half of the young adults providing a score were “very satisfied” with Council’s overall performance, it is noted that 14% of middle-aged and 13% of older adults, along with 11% of respondents from households with a member with disability, were “dissatisfied” with Council’s overall performance.

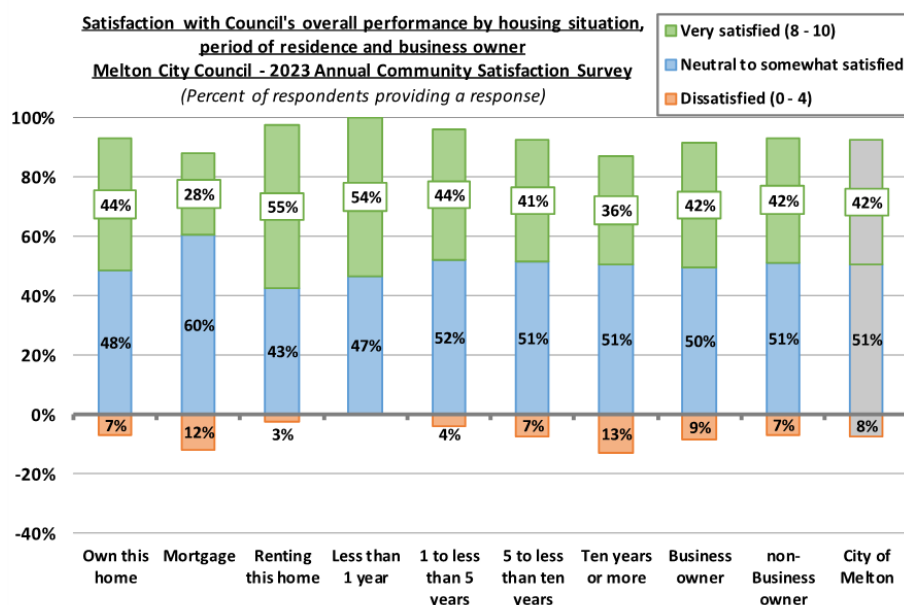


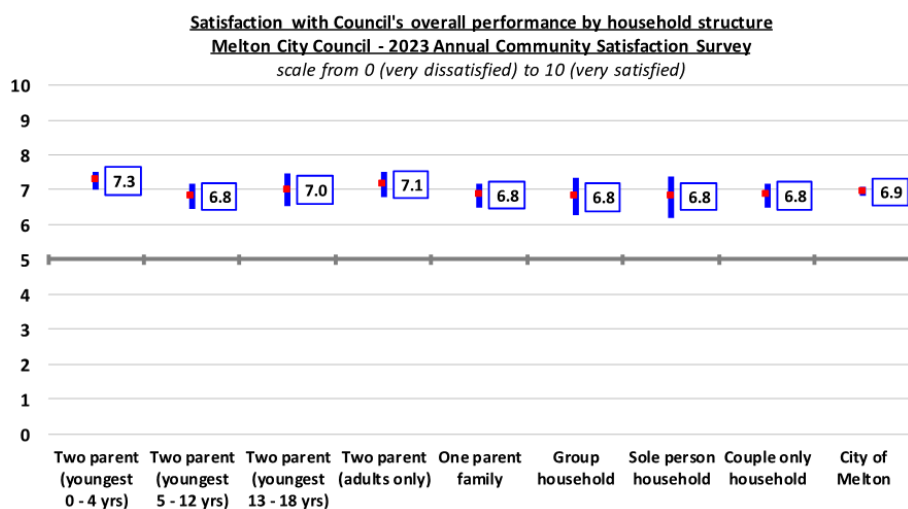


## Melton City Council – 2023 Annual Community Satisfaction Survey

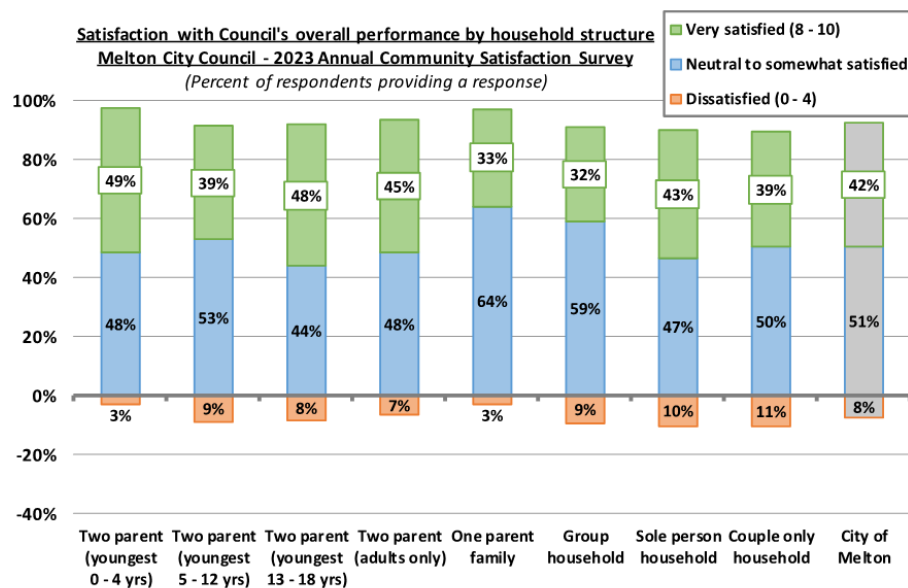


Whilst more than half of the rental households and respondents who had lived in the City of Melton for less than one year were “very satisfied” with Council’s overall performance, it is noted that 13% of long-term residents (10 years or more in the City of Melton) and 12% of mortgage households were “dissatisfied” with Council’s overall performance.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

Whilst almost half of the respondents from two-parent families with youngest child aged 0 to 4 years and two-parent families with youngest child aged 13 to 18 years were “very satisfied” with Council’s overall performance, it is noted that 10% of sole person households and 11% of couple only households were “dissatisfied” with Council’s overall performance.



## Melton City Council – 2023 Annual Community Satisfaction Survey

**Relationship between issues and satisfaction with overall performance**

The following graph displays the average overall satisfaction score for respondents nominating each of the top 13 issues to address for the City of Melton 'at the moment', with a comparison to the overall satisfaction score of all respondents (6.9), as well as to the overall satisfaction of the 276 respondents who did not nominate any issues to address (7.7)

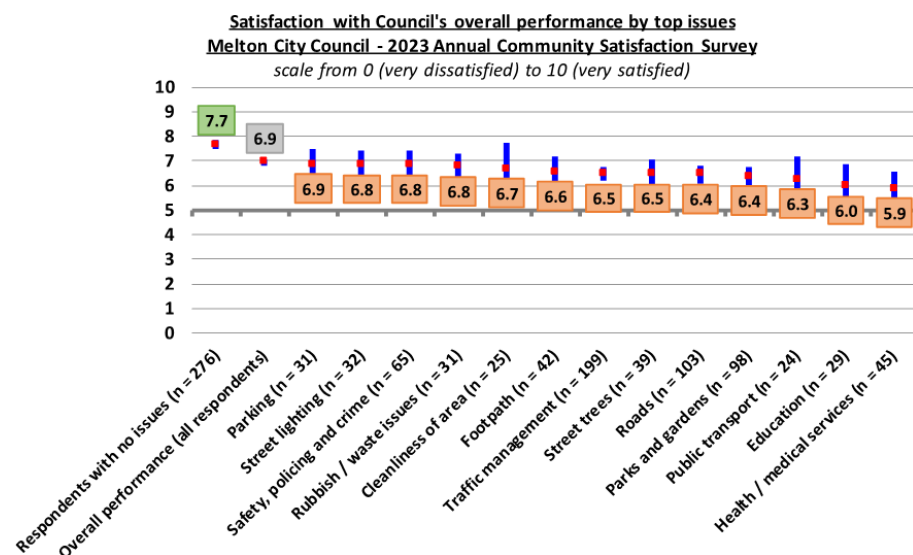
The detailed analysis of the top issues to address in the City of Melton 'at the moment' is discussed in the [Current Issues for the City of Melton](#) section of this report.

The aim of this data is to explore the relationship between the issues nominated by respondents and their satisfaction with Council's overall performance.

The data does not prove a causal relationship between the issue and satisfaction with Council's overall performance but does provide meaningful insight into whether these issues are likely to be exerting a positive or negative influence on these respondents' satisfaction with Council's overall performance.

Clearly the number of respondents nominating each of these issues varies substantially, which is reflected in the size of the blue vertical bars (the 95% confidence interval).

The 276 respondents who did not feel compelled to nominate any issues that they felt need to be addressed in the municipality, were, on average notably, but not measurably more satisfied with Council's overall performance than the average of all respondents. This reflects the fact that residents who do not feel there are issues in their local area that need addressing are going to be more satisfied with the performance of their local council than respondents who believe that there are issues to address.



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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As is evident in the above graph, there were a range of issues that the respondents who nominated the issues were notably or measurably less satisfied with Council's overall performance than the average of all respondents.

These issues include most notably, traffic management, street trees, roads, parks and gardens, public transport, education, and health and medical services and facilities, with all but street trees, public transport, and education being measurably lower than average satisfaction.

These results strongly imply that these issues exert a negative influence on satisfaction with Council's overall performance for the respondents who nominate them.

Metropolis Research notes that many of these issues that appear negatively related to overall satisfaction with Council are, at least in part, the responsibility of the state government, including traffic management, roads, public transport, education, and health and medical services including hospitals.

The following table provides an alternative method of exploring the relationship between issues to address for the City of Melton and satisfaction with Council's overall performance.

The graph shows the proportion of respondents who were dissatisfied with Council's overall performance and who nominated each of the top 15 issues, with a comparison to the proportion of all respondents who nominated each of these issues.

These results highlight the fact that respondents who were "dissatisfied" with Council's overall performance were significantly more likely than average to nominate traffic management and parks and gardens, as well as a little more likely to nominate many of the other issues.

These results reinforce the average satisfaction results discussed above, and highlight the degree to which traffic management issues, in particular, appear to influence community satisfaction with Council.

This result suggests that attention to advocacy on behalf of the City of Melton community in relation to traffic congestion and commuting related issues may well have a positive impact on community satisfaction with the performance of Council.



## Melton City Council – 2023 Annual Community Satisfaction Survey

**Top issues for Melton of respondents' dissatisfied with overall performance****Melton City Council - 2023 Annual Community Satisfaction Survey**

(Number and percent of total respondents who dissatisfied with overall performance)

Issue	Dissatisfied respondents		All respondents
	Number	Percent	
Traffic management	20	34%	25%
Parks, gardens and open spaces	13	22%	12%
Roads (including roadworks)	8	14%	13%
Safety, policing and crime	6	10%	8%
Health and medical services	6	10%	6%
Public transport	5	9%	3%
Education and schools	4	7%	4%
Communication and provision of information	4	7%	2%
Council rates	4	7%	3%
Footpath maintenance and repairs	4	7%	5%
Street lighting	3	5%	4%
Street trees	3	5%	5%
General infrastructure (e.g. internet, electricity)	3	5%	2%
Shops, restaurants and entertainment venues	3	5%	2%
Parking	2	3%	4%
All other issues (33 separately identified issues)	35	60%	33%
<b>Total responses</b>	<b>123</b>		<b>1,042</b>
Respondents identifying at least one issue (percent of total respondents)	56 (96%)		521 (65%)

**Relationship between satisfaction with services and facilities and satisfaction with overall performance**

The following graph provides the average satisfaction with Council's overall performance of respondents dissatisfied with individual services and facilities.

Services and facilities with fewer than 10 dissatisfied respondents have been excluded from these results.

It is important to bear in mind that for many of these services, there were relatively few dissatisfied respondents (an average of approximately 40 dissatisfied respondents), hence the relatively large 95% confidence interval around these results.

Attention is drawn to the fact that respondents who were dissatisfied with individual services and facilities were also, on average, measurably and significantly less satisfied with Council's overall performance than the municipal average of all respondents (6.9), with most reporting "poor" to "extremely poor" levels of satisfaction.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

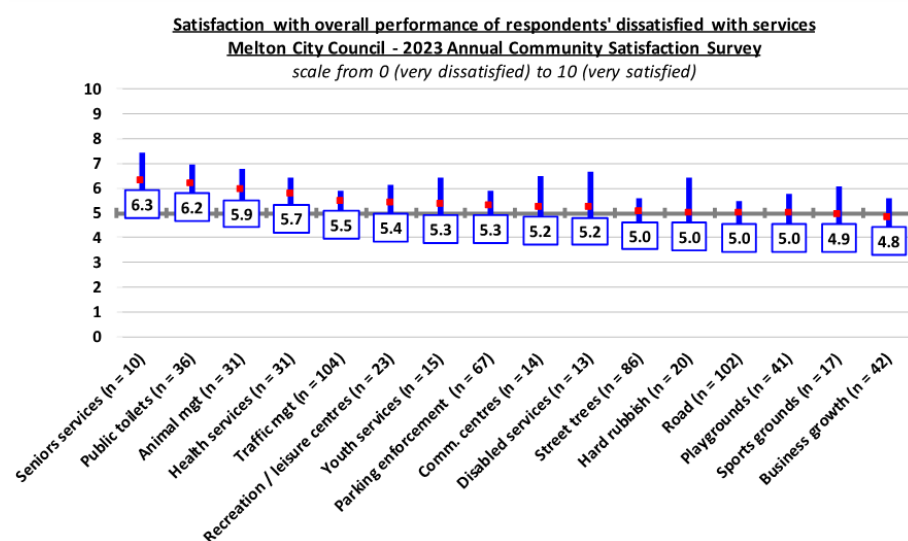
It is also acknowledged that a relatively small sample of respondents were dissatisfied with most core services and facilities, with a significant degree of overlap between services.

In other words, respondents who were dissatisfied with one service and facility were likely to be dissatisfied with several services and facilities and were also measurably less satisfied with Council's overall performance.

This reflects the fact that some (a small number) of respondents were dissatisfied with Council's performance, and this tended to influence their satisfaction ratings for many, if not all, services and facilities included in the survey.

The opposite is also true for many respondents who tended to provide the same satisfaction rating for many, if not all, services, and facilities. This again reflects the fact that these respondents tended to see Council performance as being generally consistent across the full range of services and facilities provided by Council.

The services and facilities that appear to be most strongly associated with lower overall satisfaction scores this year for the small number of respondents who were dissatisfied with these services include street trees, hard rubbish, roads, playgrounds, sports grounds, and business growth. Metropolis Research recommends caution in the over-interpretation of these results, however, given how similar these results are for most of the services.





*Melton City Council – 2023 Annual Community Satisfaction Survey***Reasons for dissatisfaction with Council's overall performance**

Respondents dissatisfied with Council's overall performance were asked:

*"If satisfaction with Council's overall performance rated less than 5, why do you say that?"*

There were 73 comments received from respondents who were "dissatisfied" with Council's overall performance this year, down notably on the 113 received last year.

This decrease clearly reflects the increase in the proportion of respondents who were satisfied with Council's overall performance this year.

The three most common reasons why respondents were dissatisfied with Council's overall performance this year related to a range of specific Council services and facilities (29 comments), comments around communication, consultation, and responsiveness (14 comments), and comments about Council performance, management, governance, and support (14 comments).

The verbatim comments underpinning these summary results are included as an appendix to this report.

**Reasons for dissatisfaction with Council's overall performance****Melton City Council - 2023 Annual Community Satisfaction Survey**

*(Number and percent of responses from respondents rating satisfaction less than 5 out of 10)*

Comment	2023		2022	2021	2020	2019
	Number	Percent				
Service and facilities	29	40%	23%	12%	11%	25%
Communication, consultation, responsiveness	14	19%	20%	27%	29%	18%
Council support, governance, performance	14	19%	16%	22%	34%	35%
Public transport, traffic and parking	10	14%	19%	10%	3%	5%
Rates and money spending	2	3%	11%	19%	14%	11%
Safety and crime	1	1%	2%	1%	0%	0%
Other	3	4%	10%	9%	9%	5%
<b>Total</b>	<b>73</b>	<b>100%</b>	<b>113</b>	<b>81</b>	<b>35</b>	<b>79</b>



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**Governance and leadership**

Respondents were asked:

*“On a scale of 0 (lowest) to 10 (highest), can you please rate your satisfaction with the following aspects of Council’s governance and leadership?”*

Respondents were again in 2023, asked to rate their satisfaction with seven aspects of governance and leadership, as outlined in the following graph.

Five of the seven aspects are considered the core aspects of governance and leadership (representation, making decisions, maintaining trust, responsiveness, and consultation / engagement).

The average satisfaction with the five core measures of governance and leadership increased measurably and significantly this year, up nine percent from 6.4 to 7.0 out of 10, which is a “good”, up from a “solid” level of satisfaction.

This result was consistent with the metropolitan Melbourne average satisfaction with the five same core aspects of governance and leadership of 7.0, as recorded in the 2023 *Governing Melbourne* research conducted independently by Metropolis Research in January 2023 using the same methodology.

This result for the five core aspects of governance and leadership was, however, marginally lower than the western region councils’ average of 7.1, also as recorded in *Governing Melbourne*.

Satisfaction with Council’s performance meeting its responsibilities towards the environment also increased measurably this year, up six percent to 7.5, which is a “very good”, up from a “good” level of satisfaction. This result was also measurably higher than the metropolitan Melbourne average of 7.1.

The City of Melton survey included a specific measure of governance and leadership not included in *Governing Melbourne*, relating to satisfaction with Council’s advocacy on behalf of the community for local educational opportunities.

Satisfaction with this aspect also increased measurably this year, up eight percent to 7.2, although it remains at a “good” level of satisfaction.

It does appear that satisfaction with governance and leadership improved across the board this year, in line with the measurable increase in satisfaction with Council’s overall performance.

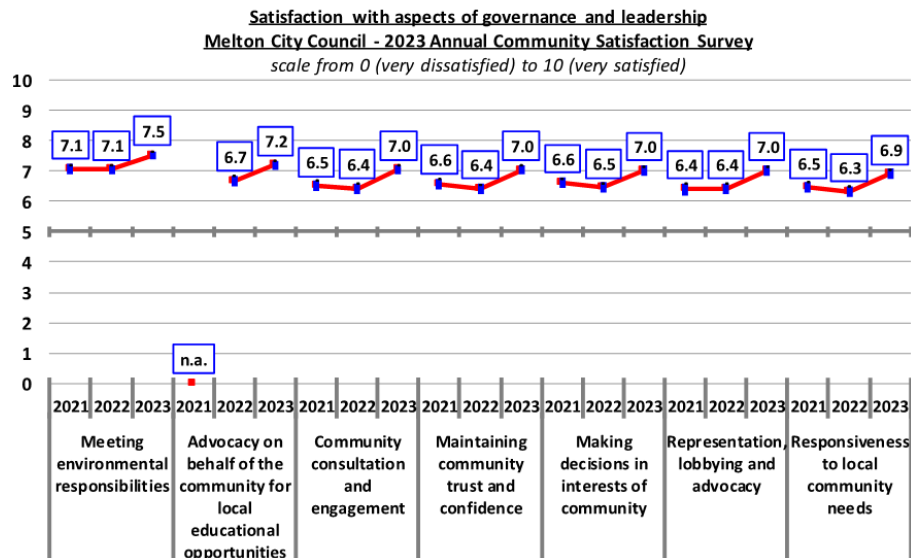
Metropolis Research notes that this improvement reverses the trend of declining satisfaction with many of these aspects recorded in recent years. This change may be the result, at least in part, to the general pattern of lower satisfaction with governance and leadership through 2022, but in the City of Melton appears to reverse a longer standing trend.



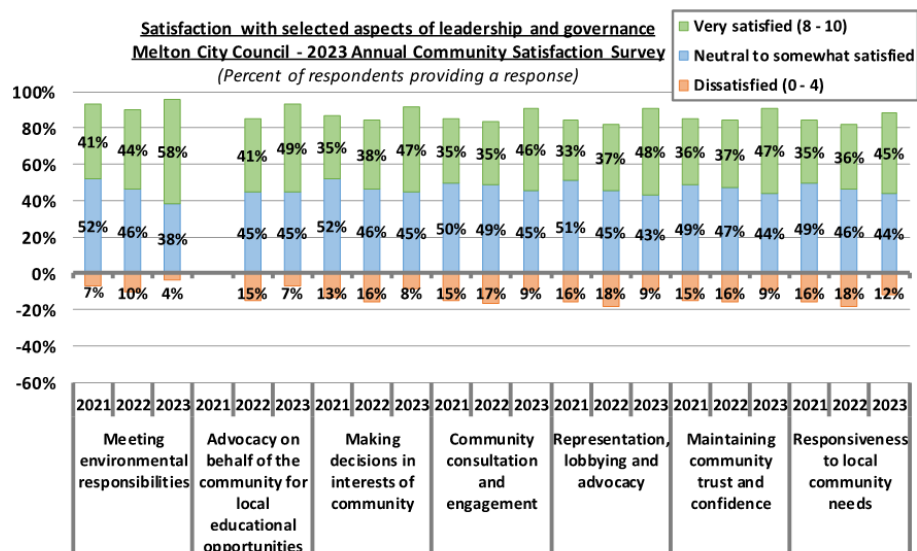


## Melton City Council – 2023 Annual Community Satisfaction Survey

Satisfaction with many of these aspects in 2023 was at or near record levels for the City of Melton, a result that reflects well on the current performance of Council, including both Council management and the organisation, as well as the elected Council.



The following graph provides a breakdown of these results into the proportion of respondents (providing a score) who were “very satisfied” (i.e., rated satisfaction at eight or more out of 10), those who were “neutral to somewhat satisfied” (i.e., rated satisfaction at five to seven), and those who were “dissatisfied” (i.e., rated satisfaction at less than five out of 10).

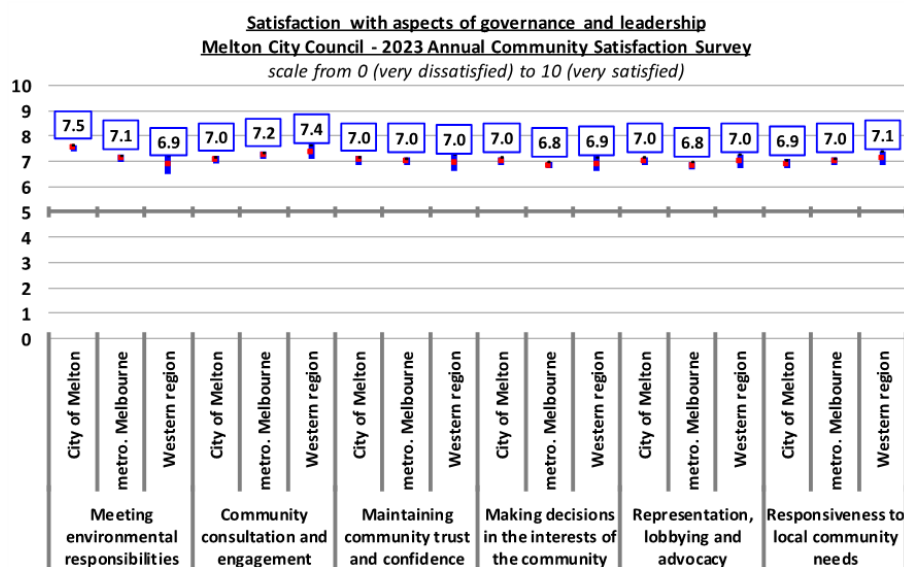


*Melton City Council – 2023 Annual Community Satisfaction Survey*

The following graph provides a comparison of satisfaction with six of these aspects of governance and leadership against the western region councils and the metropolitan Melbourne average, as recorded in the 2023 *Governing Melbourne* research conducted independently by Metropolis Research in January 2023, using the same methodology.

It is noted that satisfaction with Council meeting its environmental responsibilities was measurably higher in the City of Melton.

Satisfaction with community consultation and engagement, and responsiveness to local community needs were, however, marginally lower in the City of Melton than the metropolitan Melbourne average.



The following section provides a more detailed examination of satisfaction with each aspect of governance and leadership, including satisfaction by precinct and by respondent profile.

Whilst there was some variation in the results for individual aspects of governance and leadership, in general terms the following variations were noted:

- **Somewhat more satisfied than average** – included respondents from Burnside, Fraser Rise, Cobblebank / Strathtulloh, and Caroline Springs, young adults (aged 18 to 34 years), senior citizens (aged 75 years and over), and respondents from multilingual households.
- **Somewhat less satisfied than average** – included respondents from Taylors Hill, Melton West, Harkness, and to a lesser extent the rural precinct, adults and middle-aged adults (aged 35 to 59 years), and respondents from English speaking households.



## Melton City Council – 2023 Annual Community Satisfaction Survey

## Statements about Melton City Council

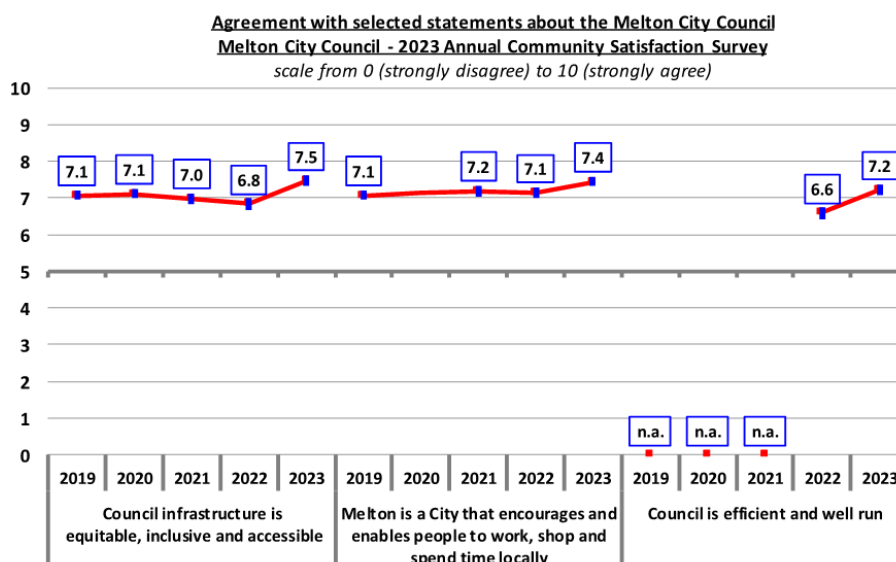
Respondents were asked:

*“On a scale of 0 (strongly disagree) to 10 (strongly agree), please rate your agreement with the following statements about the Melton City Council.”*

Respondents were again in 2023, asked to rate their agreement or disagreement with three statements about Melton City Council as an organisation.

The average agreement with all three statements increased measurably and significantly this year, up an average of seven percent from 6.9 out of 10 last year, to 7.4 this year.

The average agreement with all three statements can best be summarised as “strong” agreement with scores of more than seven out of 10, up from mostly “moderate” agreement last year.



Metropolis Research notes that the increase in agreement with these statements is consistent with the increase in satisfaction with Council’s overall performance (up 6%), as well as the broad-based increase in satisfaction with most aspects of Council performance, including the four percent increase in average satisfaction with services and facilities.

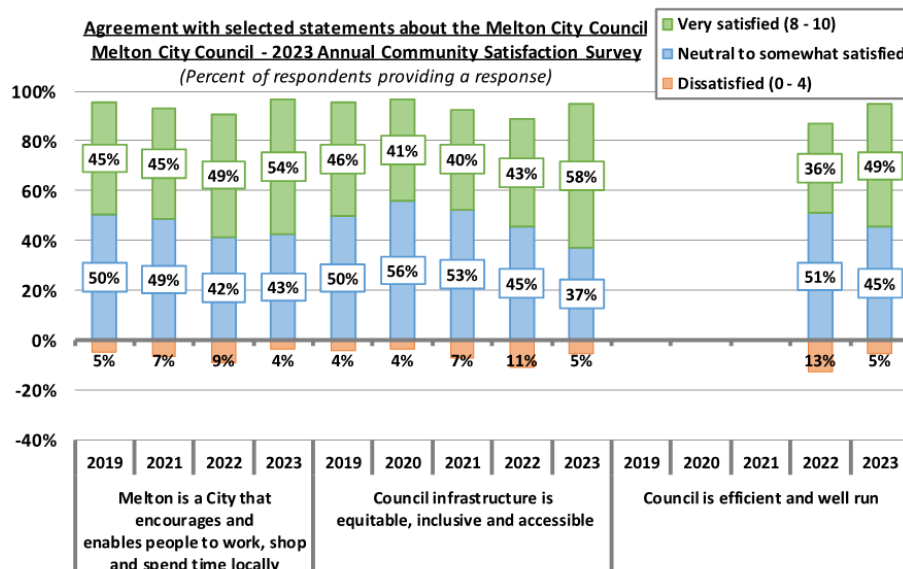
These results reinforce the key theme from the survey this year, that satisfaction with the performance of Melton City Council has recovered from the unusually low results recorded in 2022, which was a lower-than-average year for satisfaction with local government.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

The lower result in 2022 was likely resulting from the generalised fatigue with government observed as the community emerged from the pandemic lockdowns and a range of other issues, including the election campaigns.

There was an increase this year in the proportion of respondents who “strongly agreed” (i.e., rated agreement at eight or more) with each statement, and a decline in the proportion who “disagreed” (i.e., rated agreement at less than five out of 10).



The following section provide a detailed comparison of agreement with these three statements by precinct and by respondent profile, including age structure, gender, language spoken at home, and household disability status for selected household structures.

Whilst there was some variation in agreement from statement to statement, in general terms, the following was found:

- **Somewhat more in agreement than average** – included respondents from Burnside and Melton precinct, young adults, senior citizens, female respondents, and respondents from multilingual households.
- **Somewhat less in agreement than average** – included respondents from the rural precinct, Taylors Hill, and Melton West, middle-aged adults, male respondents, and respondents from English speaking households.



*Melton City Council – 2023 Annual Community Satisfaction Survey***Customer service*****Contact with Council in the last twelve months:***

Respondents were asked:

*“Have you contacted Melton City Council in the last 12 months?”*

In 2023, a total of 27% of respondents reported that they had contacted Council in the last 12 months, a decline on the 40% recorded last year, and down on the long-term average since 2015 of 38%.

This is a lower-than-average proportion of respondents contacting Council, and a little lower than the metropolitan Melbourne average since 2010 of 38%.

Metropolis Research is unsure as to any specific reasons underpinning this lower-than-average level of contact with Council, other than random fluctuation.

**Contacted Council in the last twelve months**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Response	2023		2022	2021	2020	2019	2018
	Number	Percent					
Yes	219	27%	40%	35%	43%	35%	40%
No	580	73%	60%	66%	57%	65%	60%
Not stated	7		9	0	2	11	1
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>	<b>800</b>

***Forms of contact***

Respondents who had contacted Council were asked:

*“When you last contacted Council, was it?”*

Consistent with the results recorded previously, approximately two-thirds of the 217 respondents who contacted Council did so last by telephone during office hours.

There was a substantial increase this year, in the proportion of respondents who contacted Council via the website, up from eight percent last year, and three percent the year before, to 12% this year.

A further 10% of respondents last contacted Council by email, maintaining the increase in those contacting Council via this method through the pandemic.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

Metropolis Research notes that the proportion of respondents who last contacted Council by visiting in person remained consistent with the proportion through the pandemic (an average of approximately 9%) compared to the pre-pandemic average of around one-fifth.

These results do suggest that there may have been a longer-term change in the ways in which the community interacts with Council, with an increased level of engagement by email and the website, and fewer visits in person. It will be interesting to observe if this trend continues into a more permanent pattern.

**Form of last contact with Council****Melton City Council - 2023 Annual Community Satisfaction Survey**

(Number and percent of respondents who contacting Council and providing a response)

Response	2023		2022	2021	2019	2018
	Number	Percent				
Telephone (during office hours)	139	64%	64%	73%	64%	61%
Website	27	12%	8%	3%	2%	6%
Email	21	10%	14%	14%	7%	2%
Visit in person	17	8%	10%	8%	23%	20%
Telephone (after hours service)	8	4%	1%	0%	0%	1%
Mail	2	1%	2%	1%	1%	1%
Social media	2	1%	1%	0%	1%	1%
Community Portal	1	0%	1%	n.a.	n.a.	n.a.
Not stated	2		0	2	4	1
<b>Total</b>	<b>219</b>	<b>100%</b>	<b>318</b>	<b>276</b>	<b>279</b>	<b>323</b>

**Satisfaction with Council's customer service**

Respondents who had contacted Council were asked:

*"On a scale of 0 (lowest) to 10 (highest), how satisfied were you with the following aspects of service when you last contacted the Melton City Council?"*

The 219 respondents who had contacted Council in the last 12 months, were again in 2023, asked to rate their satisfaction with five aspects of customer service, including satisfaction with the final outcome.

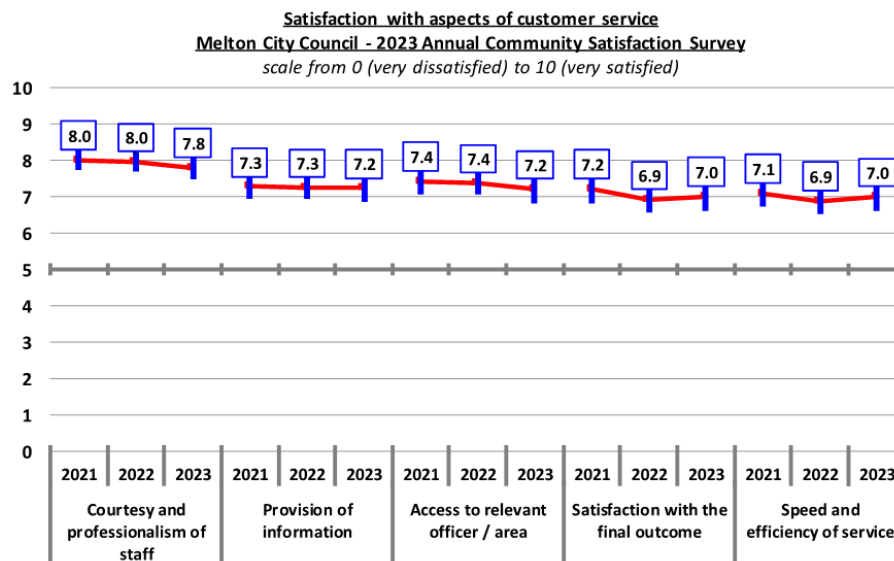
There was relatively little variation in satisfaction with aspects of customer service, with the average satisfaction with the five aspects declining marginally, down one percent to 7.2 (from 7.3), which is a "good", down from a "very good" level of satisfaction.

Satisfaction with the courtesy and professionalism of staff remained at an "excellent" level, whilst satisfaction with the provision of information, access to relevant officer / area, the final outcome, and the speed and efficiency of service all remained at "good" levels.



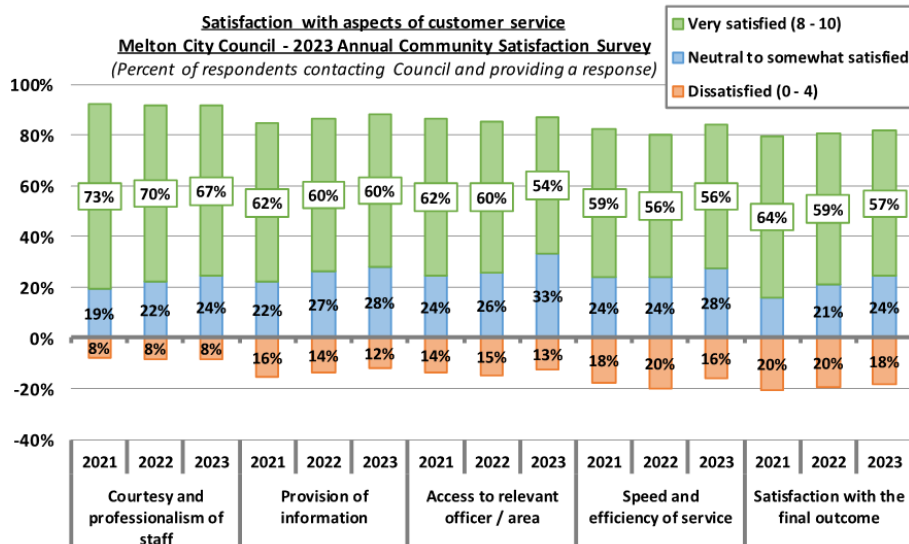


## Melton City Council – 2023 Annual Community Satisfaction Survey



It is noted that more than half of the respondents providing a score were “very satisfied” (i.e., rated satisfaction at eight or more) with each aspect of customer service, whilst approximately one-sixth were “dissatisfied” (i.e., rated satisfaction at less than five) with five aspects.

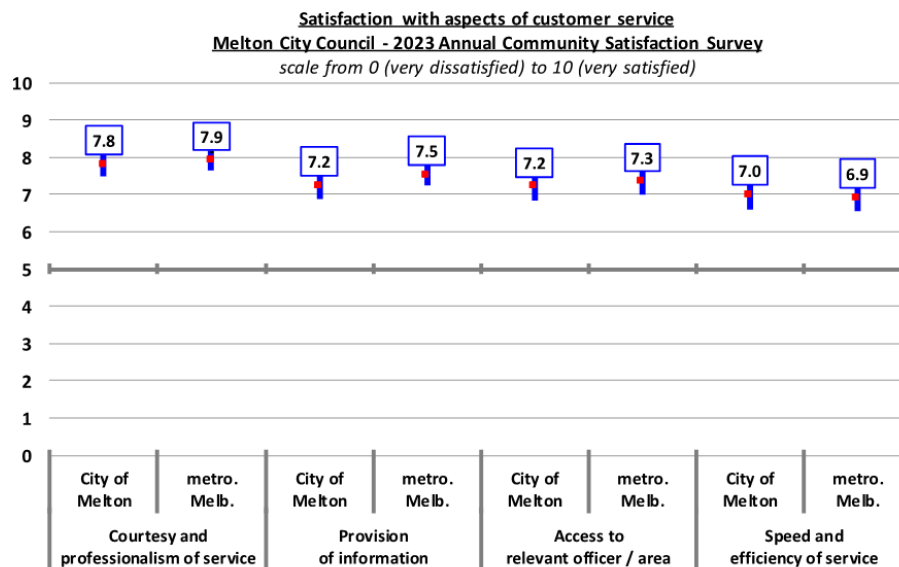
A total of eight percent of respondents were “dissatisfied” with the staff courtesy and professionalism, which is a strong result.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

The following graph provides a comparison of satisfaction with four of these aspects against the metropolitan Melbourne average, as recorded in the 2023 *Governing Melbourne* research conducted independently by Metropolis Research in January 2023, using the same methodology.

It is noted that satisfaction with all four of these aspects was very similar to the metropolitan Melbourne average, which reinforces the view that Melton City Council is providing a high-quality of customer service, in line with the metropolitan average.



The following graph provides a comparison of satisfaction with the five aspects of customer service between respondents who telephoned Council, visited the website, emailed Council, or visited in person.

Whilst cognisant of the small sample size for some of these results, it is noted that respondents who visited the Council website were somewhat more satisfied with all aspects of customer service than other respondents.

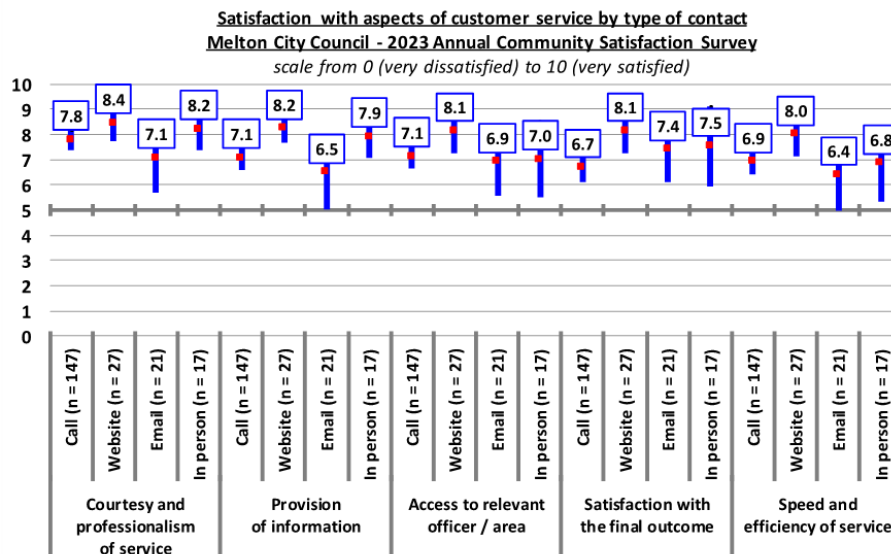
It is noted that respondents who emailed Council tended to report lower levels of satisfaction with the aspects of customer service than other respondents. Metropolis Research notes that this result has been observed elsewhere across metropolitan Melbourne, with most municipalities surveyed by Metropolis Research in 2023 reporting similar results in relation to contacting Council by email.

Given the recent increase in the use of email as means of engaging with Council, some attention to how Council can ensure a high level of customer service when engaging with the community by email maybe required to maintain service levels.





## Melton City Council – 2023 Annual Community Satisfaction Survey



## Planning for population growth by all levels of government

Respondents were informed that:

*“The State Government has planned for the population of the City of Melton to double in size to more than 300,000 over the next 20 years. The responsibility for providing services, transport infrastructure, and facilities rests with both Council and the State Government.”*

Respondents were then asked:

*“On a scale from 0 (lowest) to 10 (highest), can you please rate your satisfaction with planning for population growth?”*

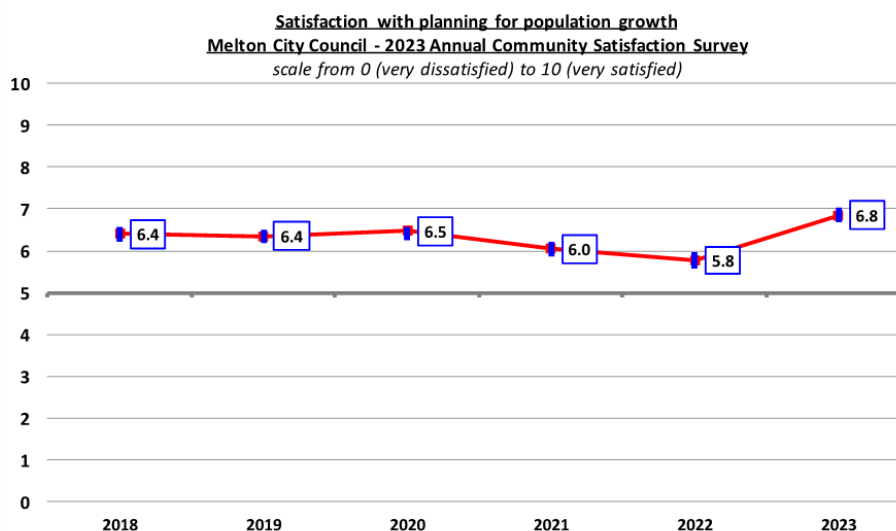
Respondents were again in 2023, asked to rate their satisfaction with planning for population growth by all levels of government.

The average satisfaction with this aspect increased measurably and significantly this year, up 17% to 6.8, which is a “good”, up from a “poor” level of satisfaction.

This is the highest satisfaction with planning for population growth recorded for the City of Melton and was higher than the long-term average satisfaction since 2018 of 6.3 or “solid”.

By way of comparison, this result was identical to the metropolitan Melbourne average of 6.8, marginally lower than the western region councils’ average of 7.1, and marginally higher than the growth area councils’ average of 6.7.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

Metropolis Research notes the decline in the proportion of respondents who had lived in the City of Melton for 10 years or more in the sample this year (35%, down from 68%), and the increase in the proportion of new residents who had lived in the City of Melton for less than one year (9%, up from 2%). These variations were clearly related to the impact of the pandemic.

This increase in new residents as the community emerges from the pandemic is likely to be a factor underpinning the increase in satisfaction with planning for population growth.

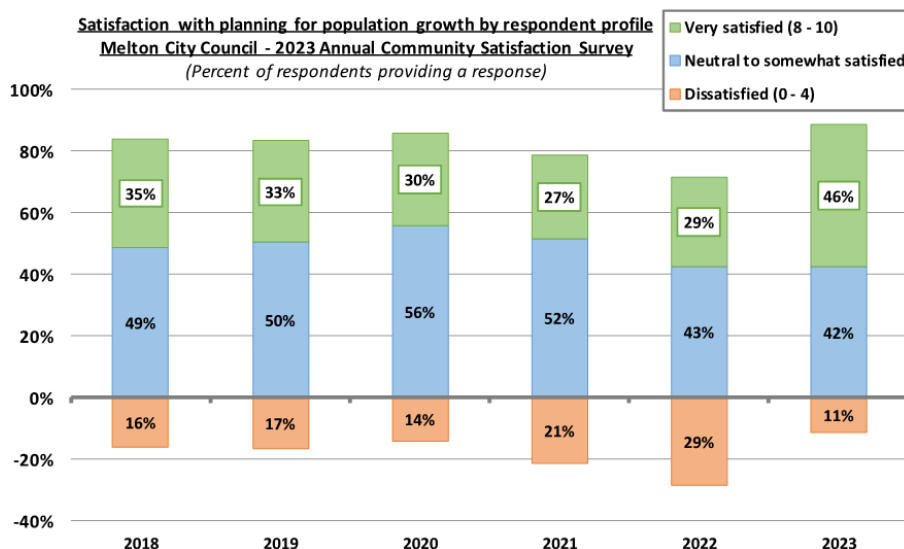
As outlined later in this section, long-term residents tended to report lower satisfaction with planning for population growth, whilst new residents report significantly higher levels of satisfaction.

This reflects that some of the concerns around planning for population growth tend to be felt most strongly by those who have lived in the community for a long time, and who can perceive negative impacts on amenity, lifestyle, and access to services and facilities due to population growth.

Consistent with the significant increase in satisfaction with planning for population growth, there was a significant increase in the proportion of “very satisfied” respondents (i.e., rated satisfaction at eight or more), and a large decline in the proportion of “dissatisfied” respondents (i.e., rated satisfaction at less than five).

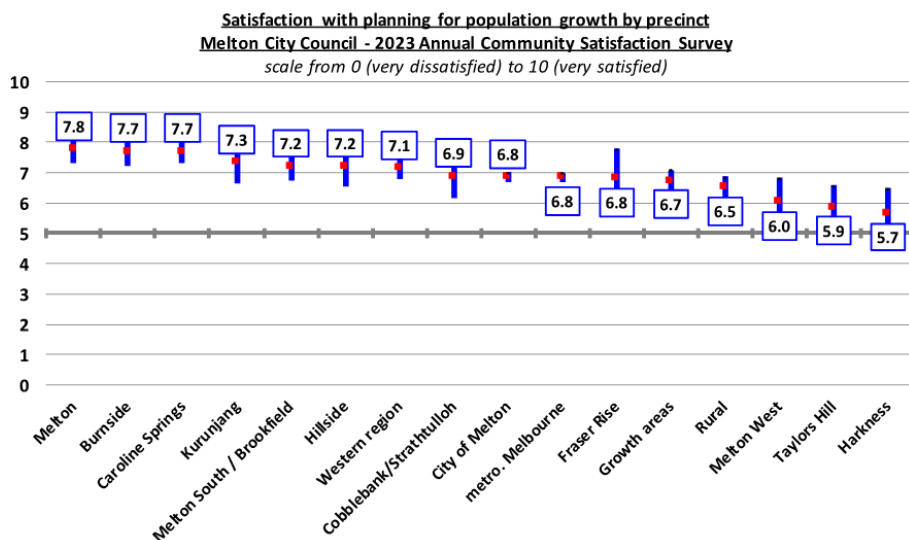


## Melton City Council – 2023 Annual Community Satisfaction Survey



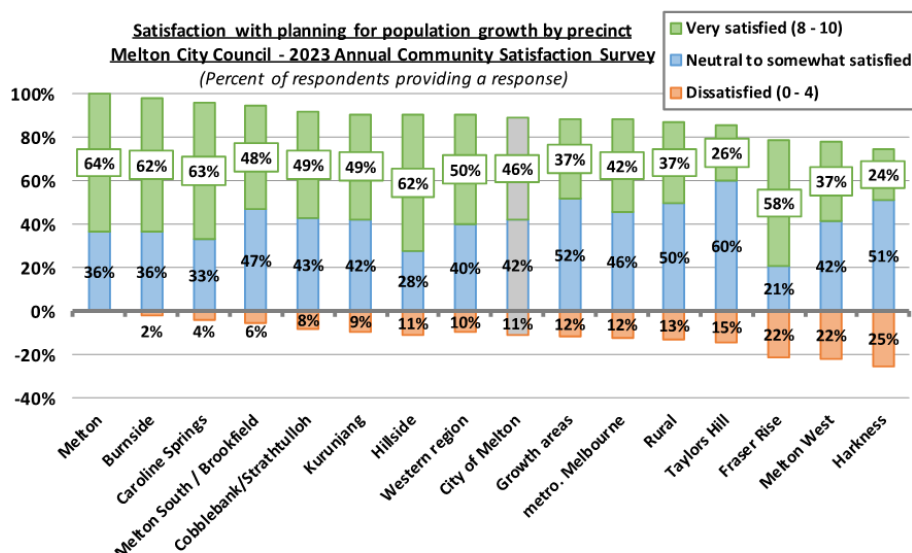
There was measurable variation in satisfaction with planning for population growth by all levels of government observed across the municipality.

Respondents from Melton precinct, Burnside, and Caroline Springs were measurably more satisfied than average, and at “excellent” and “very good” levels, whilst respondents from Taylors Hill and Harkness were measurably less satisfied, and at “poor” levels of satisfaction.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

It is noted that approximately two-thirds of respondents from Melton precinct, Burnside, Caroline Springs, and Hillside were “very satisfied” with planning for population growth, whilst approximately one-quarter of respondents from Fraser Rise, Melton West, and Harkness were “dissatisfied”.



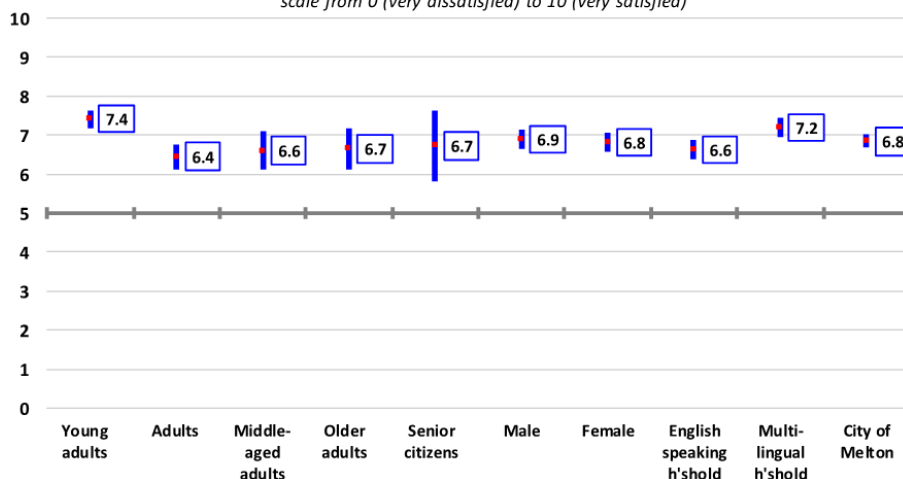
There was measurable variation in satisfaction with planning for population growth by all levels of government observed by respondent profile, including age structure, gender, language spoken at home, housing situation, period of residence in the City of Melton, household disability status, and household structure, as follows:

- **Somewhat more satisfied than average** – included young adults, respondents from multilingual households, rental households, and new and newer residents (less than five years in the City of Melton).
- **Somewhat less satisfied than average** – included adults (aged 35 to 49 years), respondents from English speaking households, mortgagor households, households with a member with disability, and one-parent families.

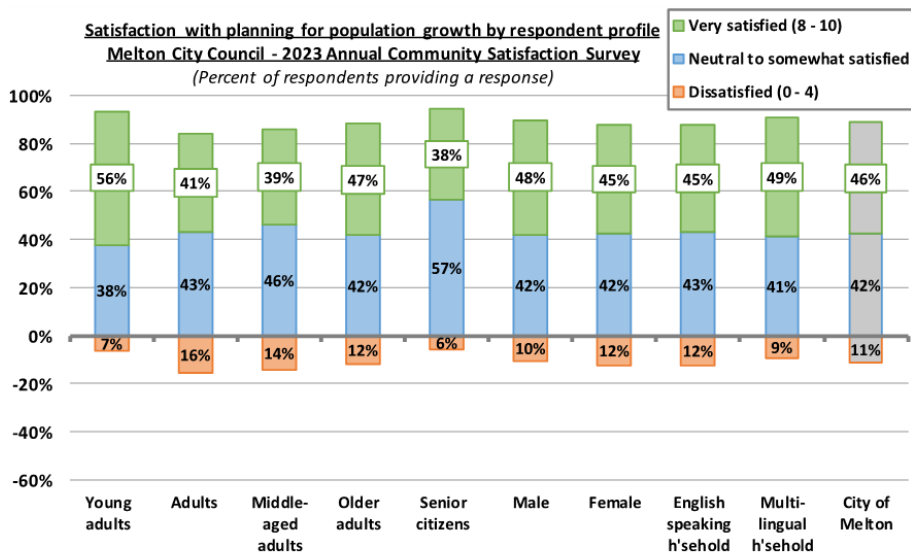


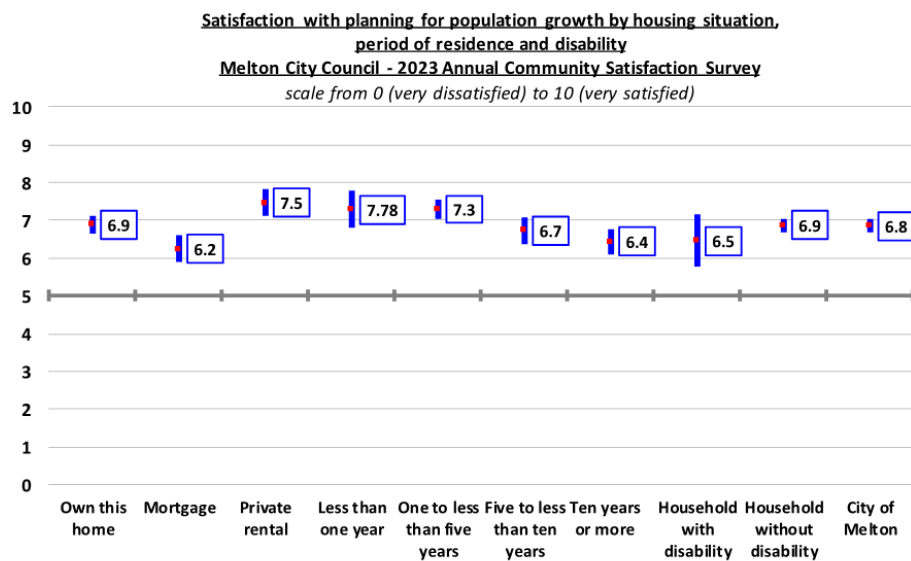
## Melton City Council – 2023 Annual Community Satisfaction Survey

**Satisfaction with planning for population growth by respondent profile**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
 scale from 0 (very dissatisfied) to 10 (very satisfied)

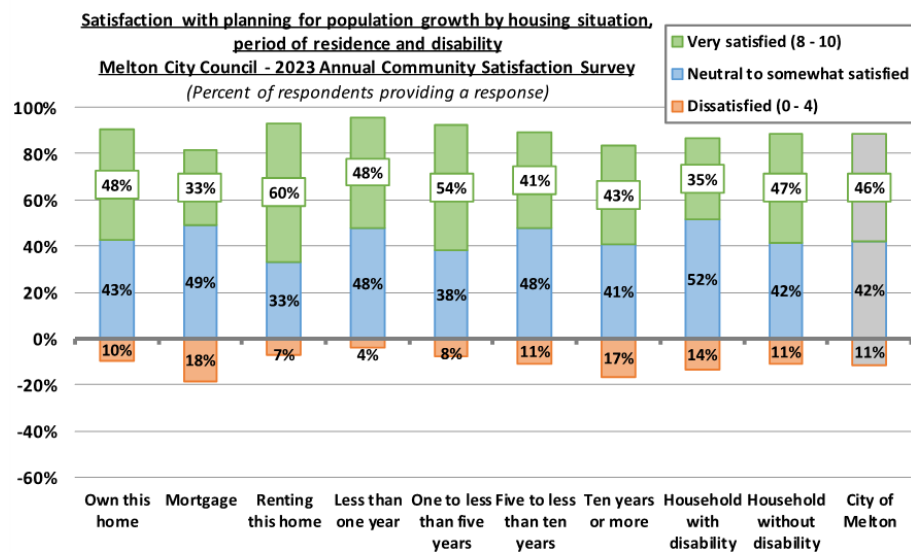


It is noted that 16% of adults and 14% of middle-aged adults were “dissatisfied” with planning for population growth by all levels of government.



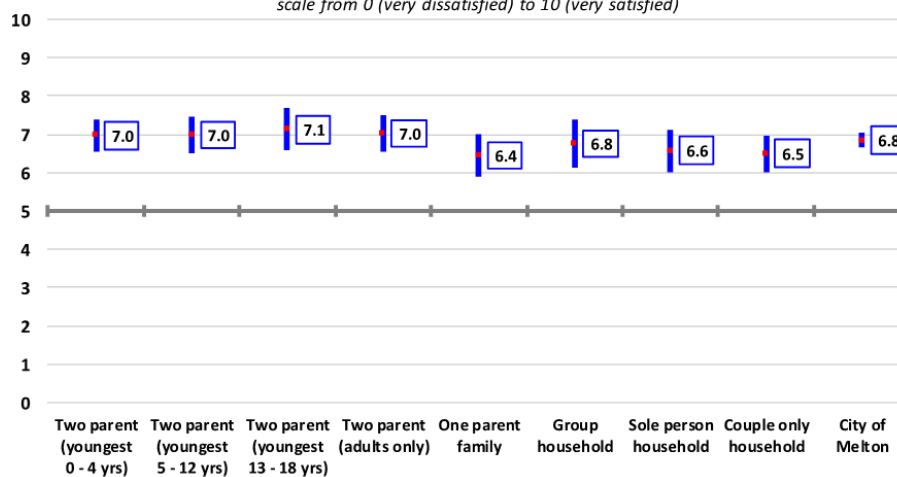
*Melton City Council – 2023 Annual Community Satisfaction Survey*

It is noted that 18% of mortgagor households and 17% of long-term residents (10 years or more in the City of Melton) were “dissatisfied” with planning for population growth, whilst almost two-thirds of rental households were “very satisfied”.

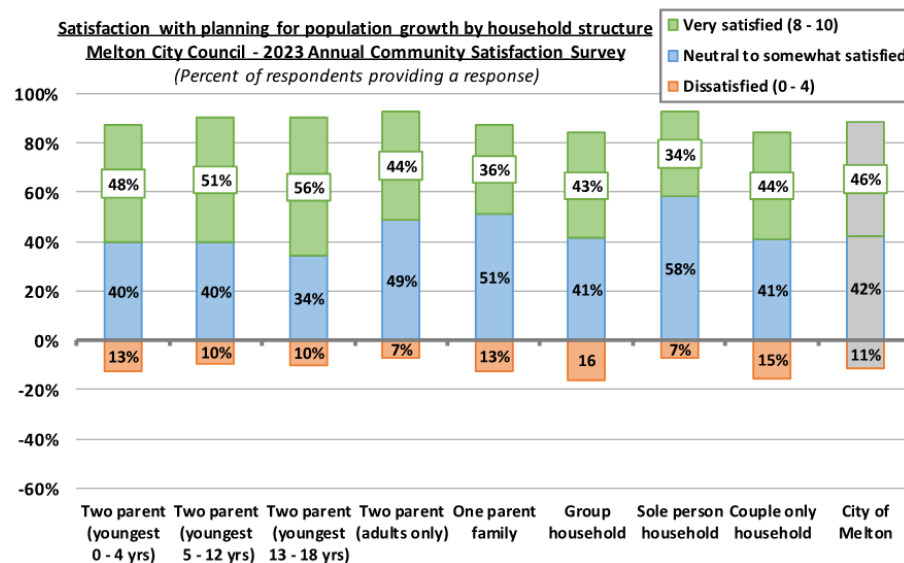


## Melton City Council – 2023 Annual Community Satisfaction Survey

**Satisfaction with planning for population growth by household structure**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
 scale from 0 (very dissatisfied) to 10 (very satisfied)



It is noted that 16% of group households and 15% of couple households without children were “dissatisfied” with planning for population growth by all levels of government.





*Melton City Council – 2023 Annual Community Satisfaction Survey***Planning and housing development*****Satisfaction with aspects of planning and housing development***

Respondents were asked:

*“On a scale of 0 (lowest) to 10 (highest), please rate your satisfaction with the following aspects of planning and development in the City of Melton.”*

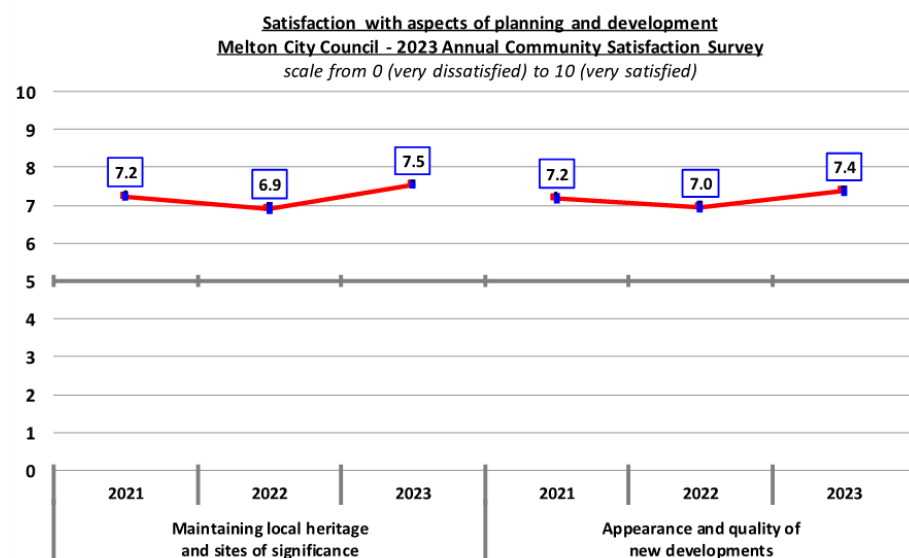
All respondents were again in 2023, asked to rate their satisfaction with two planning and development outcomes in the City of Melton

Satisfaction with the appearance and quality of new developments improved six percent this year, and satisfaction with maintaining local heritage and sites of significance increased nine percent, and both are now at “very good” levels of satisfaction, up from “good” levels.

Metropolis Research notes the increase this year in new residents and the decline in the proportion of long-term residents, a return to more typical levels of people moving in and around the municipality. This change in the period of residence structure of the sample will likely be a contributing factor in the increase in satisfaction with these two aspects.

This is due to the fact that newer residents tend to report higher satisfaction with planning and development aspects, whilst longer-term residents tend to report lower satisfaction.

Whilst the return to pre-pandemic levels of housing development and population movement is noted, satisfaction with both of these aspects was recorded at record high levels.

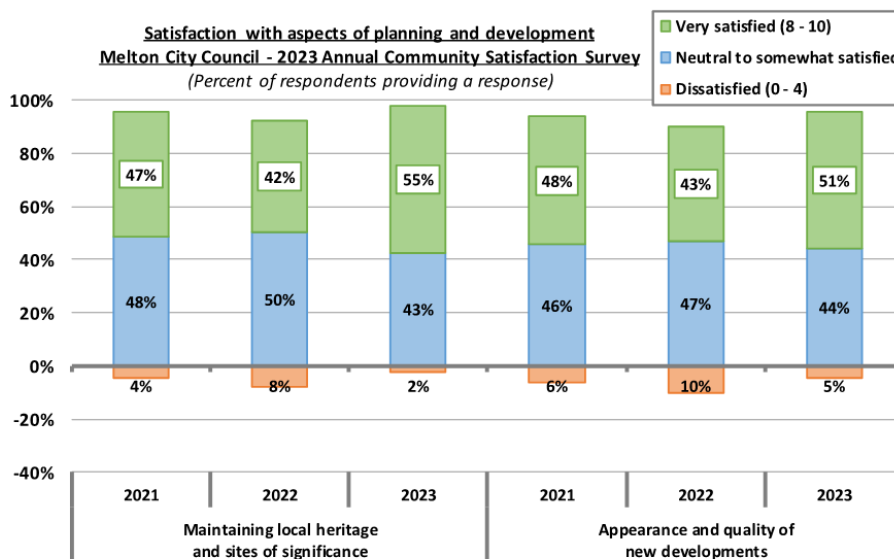


It is noted that more than half of the respondents providing a score were “very satisfied” (i.e., rated satisfaction at eight or more), whilst no more than five percent were “dissatisfied”.



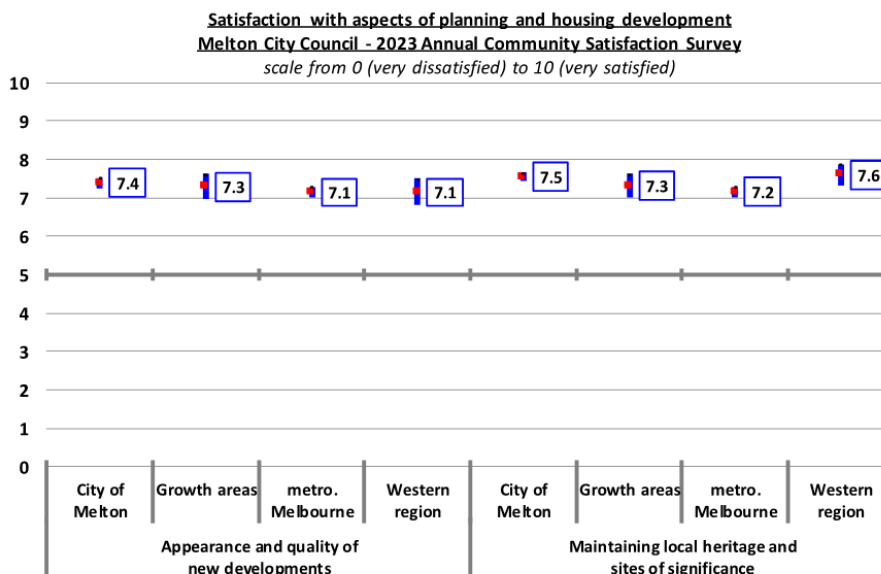


## Melton City Council – 2023 Annual Community Satisfaction Survey



The following provides a comparison to the metropolitan Melbourne, western region councils', and growth area councils' results, as recorded in the 2023 *Governing Melbourne* research conducted independently by Metropolis Research in January 2023 using the same methodology.

Satisfaction with both aspects was higher than the metropolitan Melbourne average, and similar to or a little higher than the growth area councils' average.



*Melton City Council – 2023 Annual Community Satisfaction Survey***Importance of and satisfaction with Council services**

Respondents were asked:

*“On a scale of 0 (lowest) to 10 (highest), please rate the importance to the community, and your personal level of satisfaction with each of the following Council provided services?”*

Respondents were again in 2023, asked to rate first the importance of each of 31 included Council services and facilities “to the community”, and then asked to rate their personal satisfaction with each service and facility.

Respondents were specifically asked to rate how important they considered each service and facility was “to the community”, rather than to them as individuals.

Respondents were then asked to rate satisfaction with each of the 13 core services and facilities about which all members of the community should have a view, and then their personal satisfaction with each of the 18 client-based services and facilities that they or members of their household had used in the last 12 months.

***Importance of Council services and facilities to the community***

The following table displays the average importance of each of the 31 included Council services and facilities, with the metropolitan Melbourne average as recorded in the 2023 *Governing Melbourne* research conducted independently by Metropolis Research in January 2023 using the same door-to-door, in-person interview methodology.

The table provides the average importance score, as well as the 95% confidence interval around each average score. This is the range within which it is 95% certain the true average is located.

The table also includes the last three years’ results.

At the left-hand side, the table refers to whether the individual services and facilities were of average importance (i.e., within the confidence interval of the average of all services and facilities), or whether the service or facility was of measurably higher or measurably lower importance.

The average importance of the 31 included services and facilities was 9.0 out of 10 this year, down one percent on the 2022 average importance of 8.9.

Importance varied from a high of 9.4 for the regular garbage service, to a low of 8.3 for *Moving Ahead*. It is noted that this was a similar range of average importance as recorded last year.

This result highlights the fact that the community consider all the services and facilities provided by Council to be important (8.3 or higher), although the waste and recycling services, as well as health and human services, were the most important to the community.

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## Melton City Council – 2023 Annual Community Satisfaction Survey

The arts and cultural services and facilities, some of the communication services (*Moving Ahead*), and parking enforcement were less important than other services, although important none-the-less.

**Importance of selected services and facilities**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
 (Number and index score scale 0 - 10)

	Service/facility	Number	2023			2022	2021	2020	2023 Metro.*
			Lower	Mean	Upper				
Higher than average importance	Regular garbage collection	795	9.3	<b>9.4</b>	9.4	9.3	9.4	9.5	9.3
	Regular recycling	791	9.2	<b>9.3</b>	9.4	9.3	9.4	9.5	9.3
	Green waste collection	773	9.2	<b>9.3</b>	9.4	9.2	9.3	9.2	9.0
	Services for people with disability	707	9.1	<b>9.2</b>	9.3	9.3	9.1	9.2	9.2
	Health services for babies, infants and toddlers	709	9.1	<b>9.2</b>	9.3	9.2	9.1	9.2	n.a.
	Services for seniors	697	9.1	<b>9.2</b>	9.3	9.2	9.0	9.1	9.1
	Services and programs for children	708	9.1	<b>9.2</b>	9.3	9.1	9.0	9.1	8.9
	Services for young people	706	9.1	<b>9.2</b>	9.3	9.0	9.0	9.0	8.7
Average importance	Hard rubbish collection	741	9.1	<b>9.1</b>	9.2	9.0	9.0	8.8	9.0
	Library services <sup>1</sup>	737	9.0	<b>9.1</b>	9.2	8.8	9.1	9.1	9.0
	Melton Recycling Facility	744	9.0	<b>9.1</b>	9.1	9.1	9.1	9.0	8.8
	Provision and maintenance of parks and gardens	774	8.9	<b>9.0</b>	9.1	9.0	9.1	9.2	8.9
	Provision and maintenance of playgrounds	739	8.9	<b>9.0</b>	9.1	9.1	9.0	9.0	8.9
	Public toilets	719	8.9	<b>9.0</b>	9.1	8.9	9.0	8.8	8.9
	Maintenance and repair of sealed local roads	790	8.9	<b>9.0</b>	9.1	9.0	9.1	9.2	8.9
	Recreation and Leisure Centres	729	8.9	<b>9.0</b>	9.1	8.9	9.0	8.9	8.8
	Sports grounds and associated facilities	745	8.9	<b>8.9</b>	9.0	9.0	9.0	8.9	8.9
	Local traffic management	775	8.8	<b>8.9</b>	9.0	8.9	9.1	9.1	8.8
	Provision and maintenance of street trees	780	8.8	<b>8.9</b>	9.0	8.9	8.8	8.9	8.7
	Footpath maintenance and repairs	790	8.8	<b>8.9</b>	9.0	8.9	9.0	9.1	9.0
	Animal management	691	8.7	<b>8.9</b>	9.0	8.8	8.9	8.9	8.4
	Public Spaces	732	8.7	<b>8.8</b>	8.9	8.7	n.a.	n.a.	n.a.
	Community centres / Neighbourhood houses	711	8.7	<b>8.8</b>	8.9	8.8	8.8	8.8	8.6
	Council activities promoting local business growth	657	8.7	<b>8.8</b>	8.9	8.6	8.8	8.9	8.3
	On and off road bike and / or walking paths	739	8.7	<b>8.8</b>	8.9	8.9	9.0	9.1	8.7
	Council's website	738	8.7	<b>8.8</b>	8.9	8.7	8.9	8.8	8.6
Lower than average	Access services through digital or online channels	733	8.6	<b>8.7</b>	8.8	8.7	8.8	8.8	n.a.
	Provision of cultural events	689	8.6	<b>8.7</b>	8.8	8.6	8.6	8.7	8.4
	Provision of community events and festivals	699	8.6	<b>8.7</b>	8.8	8.6	8.6	8.7	8.4
	Parking enforcement	750	8.5	<b>8.6</b>	8.8	8.2	8.4	8.7	8.2
	Moving Ahead (Council's printed newsletter)	653	8.1	<b>8.3</b>	8.5	7.7	8.4	n.a.	7.6
Average importance of selected services			8.9	<b>9.0</b>	9.1	8.9	8.9	9.0	8.8

(\*) 2023 metropolitan Melbourne average from Governing Melbourne

(1) previously named "local library"

### Change in importance between 2022 and 2023

Of the 31 included services and facilities, the average importance of 18 increased somewhat, eight remained essentially stable, whilst the average importance of five declined somewhat.

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*Melton City Council – 2023 Annual Community Satisfaction Survey*

Most of these variations were not statistically significant or notable, however, attention is drawn to the following:

- ***Somewhat more important in 2023 than in 2022*** – included *Moving Ahead* (up 8%), parking enforcement (up 5%), library services (up 3%), public spaces (up 2%), and Council activities promoting local business growth (up 2%).
- ***Somewhat less important in 2023 than in 2022*** – included on and off-road bike paths / walking paths (down 2%).

Metropolis Research notes that these results confirm a relatively stable importance for most of the services and facilities provided by Melton City Council this year, consistent with previous years.

### Comparison to metropolitan Melbourne average

Of the 31 services and facilities included in the survey this year, 28 were included in a format that allowed for comparison to the metropolitan Melbourne average importance, as recorded in the 2023 *Governing Melbourne* research.

The metropolitan Melbourne average importance of these 28 services and facilities was 8.8, marginally lower than the average importance of these 28 services and facilities in the City of Melton (9.0).

The average importance of 24 of these services and facilities was somewhat higher in the City of Melton, three were essentially the same as the metropolitan Melbourne average, and only one was somewhat less important in the City of Melton, with attention drawn to the following:

- ***Somewhat more important in the City of Melton than the metropolitan average*** – included *Moving Ahead* (8% more important in the City of Melton), Council activities promoting local business growth (6%), services for young people (5%), animal management (5%), parking enforcement (5%), provision of cultural events (4%), provision of community events and festivals (4%), green waste collection (3%), and services and programs for children (3%).
- ***Marginally less important in the City of Melton than the metropolitan average*** – included footpath maintenance and repairs (1% less important in the City of Melton).

### Satisfaction with Council services and facilities

The following table displays the average satisfaction with each of the 31 included Council services and facilities, with the metropolitan Melbourne average as recorded in the 2023 *Governing Melbourne* research conducted independently by Metropolis Research in January 2023 using the same door-to-door, in-person interview methodology.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

The table provides the average satisfaction score, as well as the 95% confidence interval around each average score. This is the range within which it is 95% certain the true average is located. The table also includes the last three years' results.

At the left-hand side, the table refers to whether the individual services and facilities received an average satisfaction score (i.e., within the confidence interval of the average of all services and facilities), or whether the service or facility received a measurably higher or measurably lower satisfaction score.

**Satisfaction with selected Council services and facilities**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
 (Number and index score scale 0 - 10)

	Service/facility	Number	2023			2022	2021	2020	2023 Metro.*
			Lower	Mean	Upper				
<b>Higher than average satisfaction</b>	Regular garbage collection	798	8.6	<b>8.7</b>	8.8	8.6	8.6	8.7	8.5
	Regular recycling	793	8.5	<b>8.6</b>	8.7	8.6	8.6	8.6	8.5
	Green waste collection	755	8.4	<b>8.5</b>	8.6	8.5	8.7	8.7	8.2
	Library services <sup>1</sup>	383	8.3	<b>8.4</b>	8.6	8.6	8.7	8.7	8.2
	Melton Recycling Facility	397	7.9	<b>8.1</b>	8.2	7.5	7.5	7.7	7.9
	Hard rubbish collection	381	7.8	<b>8.0</b>	8.2	7.8	7.8	7.5	8.1
<b>Average satisfaction</b>	Provision of community events and festivals	237	7.7	<b>7.9</b>	8.1	7.4	7.8	7.3	7.7
	Animal management	649	7.7	<b>7.8</b>	8.0	7.4	7.6	7.6	7.6
	Sports grounds and associated facilities	398	7.7	<b>7.8</b>	8.0	7.7	7.9	7.8	7.9
	Community centres / Neighbourhood houses	230	7.5	<b>7.7</b>	7.9	7.7	7.9	7.7	7.7
	Council's website	427	7.5	<b>7.7</b>	7.8	7.4	7.6	7.4	7.6
	Provision of cultural events	198	7.4	<b>7.7</b>	7.9	7.3	7.6	7.3	7.7
	Public Spaces	697	7.5	<b>7.6</b>	7.8	7.2	n.a.	n.a.	n.a.
	On and off road bike and / or walking paths	327	7.4	<b>7.6</b>	7.8	7.3	7.6	7.4	7.5
	Recreation and Leisure Centres	326	7.3	<b>7.5</b>	7.7	7.2	7.6	7.4	7.8
	Services and programs for children	178	7.3	<b>7.5</b>	7.8	7.0	8.2	7.7	8.1
	Access services through digital or online channels	359	7.3	<b>7.5</b>	7.7	7.4	7.9	7.4	n.a.
	Moving Ahead (Council's printed newsletter)	549	7.3	<b>7.5</b>	7.6	6.7	7.2	n.a.	7.1
	Provision and maintenance of playgrounds	440	7.2	<b>7.4</b>	7.6	7.4	7.7	7.5	7.7
	Council activities promoting local business growth	582	7.2	<b>7.4</b>	7.5	6.8	7.1	7.2	7.1
	Parking enforcement	735	7.1	<b>7.3</b>	7.4	6.5	6.9	6.9	7.1
	Provision and maintenance of parks and gardens	776	7.0	<b>7.2</b>	7.4	7.2	7.5	7.3	7.7
	Services for seniors	108	6.7	<b>7.2</b>	7.6	6.2	7.9	7.6	7.9
	Provision and maintenance of street trees	777	7.0	<b>7.2</b>	7.3	6.6	7.2	7.2	7.4
	Health services for babies, infants and toddlers	195	6.8	<b>7.1</b>	7.5	6.8	8.2	8.0	n.a.
<b>Lower than average</b>	Footpath maintenance and repairs	789	6.8	<b>7.0</b>	7.2	6.4	6.7	6.6	7.2
	Services for young people	126	6.6	<b>7.0</b>	7.4	6.8	7.5	7.5	7.6
	Local traffic management	777	6.8	<b>6.9</b>	7.1	6.3	6.7	7.2	7.3
	Public toilets	282	6.5	<b>6.8</b>	7.1	5.9	6.6	6.6	6.4
	Maintenance and repair of sealed local roads	797	6.6	<b>6.8</b>	6.9	6.0	6.4	6.7	7.1
	Services for people with disability	81	5.9	<b>6.5</b>	7.0	6.3	7.3	7.5	7.3
Average satisfaction with selected services			7.3	<b>7.5</b>	7.7	7.2	7.6	7.5	7.6

(\*) 2023 metropolitan Melbourne average from Governing Melbourne

(1) previously named "local library"





*Melton City Council – 2023 Annual Community Satisfaction Survey*

The average satisfaction with the 31 included services and facilities was 7.5 this year, up four percent on the 7.2 recorded last year, but similar to the result recorded in 2021 and 2020.

This is a “very good”, up from a “good” level of average satisfaction.

By way of comparison, the metropolitan Melbourne average satisfaction with services and facilities increased three percent this year, up from 7.4 to 7.6 out of 10, as recorded in *Governing Melbourne*.

It is noted that all but four of the 31 services and facilities recorded an average satisfaction score that was higher than the satisfaction with Council’s overall performance (6.9), which reflects well on the performance of Council providing most services and facilities.

The four services and facilities that recorded a satisfaction score equal to or lower than the overall satisfaction with Melton City Council included services for people with disability (81 respondents rated 6.5 out of 10), the maintenance and repair of sealed local roads (6.8), and public toilets (6.8), and local traffic management (6.9).

### Comparison to metropolitan Melbourne average

Of the 31 services and facilities included in the 2023 City of Melton survey, 28 were included in a format that allowed for comparison to the metropolitan Melbourne results as recorded in the *Governing Melbourne* research.

Of these 28 services and facilities, 13 recorded somewhat higher satisfaction in the City of Melton, one was essentially the same, and 14 recorded somewhat lower satisfaction in the City of Melton.

Most of these variations were not statistically significant, however, attention is drawn to the following variations of note:

- **Notably higher satisfaction in the City of Melton than metropolitan average** – included public toilets (6% higher in the City of Melton), *Moving Ahead* (5% higher), green waste collection (4% higher), Council activities promoting local business growth (3% higher), animal management (3% higher), and library services (3% higher).
- **Notably lower satisfaction in the City of Melton than the metropolitan average** – included services for people with disability (81 respondents rated 12% lower in the City of Melton), services for seniors (9% lower), services for young people (8% lower), the provision and maintenance of parks and gardens (7% lower), services and programs for children (7% lower), local traffic management (5% lower), maintenance and repair of sealed local roads (4% lower), recreation and leisure centres (4% lower), the provision and maintenance of playgrounds (4% lower), footpath maintenance and repairs (3% lower), and the provision and maintenance of street trees (3% lower).



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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Metropolis Research notes that whilst satisfaction with Council services and facilities increased by an average of four percent this year, 14 of the 28 services and facilities that were comparable to the metropolitan Melbourne average, recorded lower satisfaction in the City of Melton.

It is noted that many of these services related to community services (children, youth, persons with disability, and seniors), and some infrastructure such as parks and gardens, playgrounds, footpaths, and street trees, along with roads and traffic management.

Many of these services reflect the main issues nominated by respondents that they believe need to be addressed for the City of Melton, including traffic management, roads, health and medical services, and some infrastructure areas, as discussed in the [Current Issues to Address](#) section.

### **Change in satisfaction between 2022 and 2023**

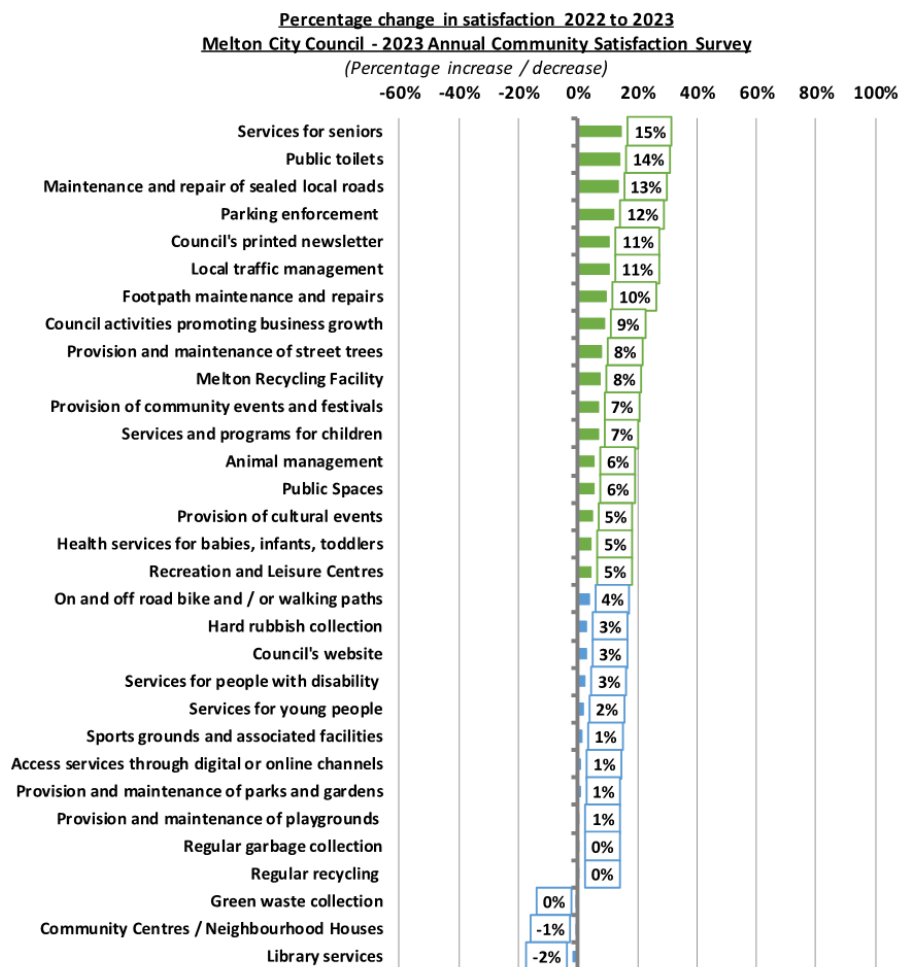
Of the 31 included services and facilities, the average satisfaction increased somewhat for 26, remained essentially the same for three, and declined somewhat for two.

These results clearly reflect a significant increase in satisfaction with a broad range of Council services and facilities this year, reversing the unusually low results recorded for many services and facilities in 2022. This is consistent with the significant increase in satisfaction with [Council's overall performance](#).

Attention is drawn to the following notable variations in satisfaction this year:

- ***Measurably higher satisfaction in 2023 than in 2022*** – included services for seniors (up 15%), public toilets (up 14%), maintenance and repair of sealed local roads (up 13%), parking enforcement (up 12%), *Moving Ahead* (up 11%), local traffic management (up 11%), footpath maintenance and repairs (up 10%), Council activities promoting local business growth (up 9%), the provision and maintenance of street trees (up 8%), Melton Recycling facility (up 8%), the provision of community events and festivals (up 7%), services and programs for children (up 7%), animal management (up 6%), public spaces (up 6%), provision of cultural events (up 5%), health services for babies, infants, and toddlers (up 5%), recreation and leisure centres (up 5%), and on and off road bike and / or walking paths (up 4%).
- ***Somewhat lower satisfaction in 2023 than in 2022*** – included library services (down 2%) and Community centres / Neighborhood houses (down 1%).



*Melton City Council – 2023 Annual Community Satisfaction Survey*

The following graph provides a longer-term view of change in satisfaction with Council services and facilities.

The graph provides the percentage change in satisfaction between the three-year average from 2015 to 2017 compared to the 2023 results.

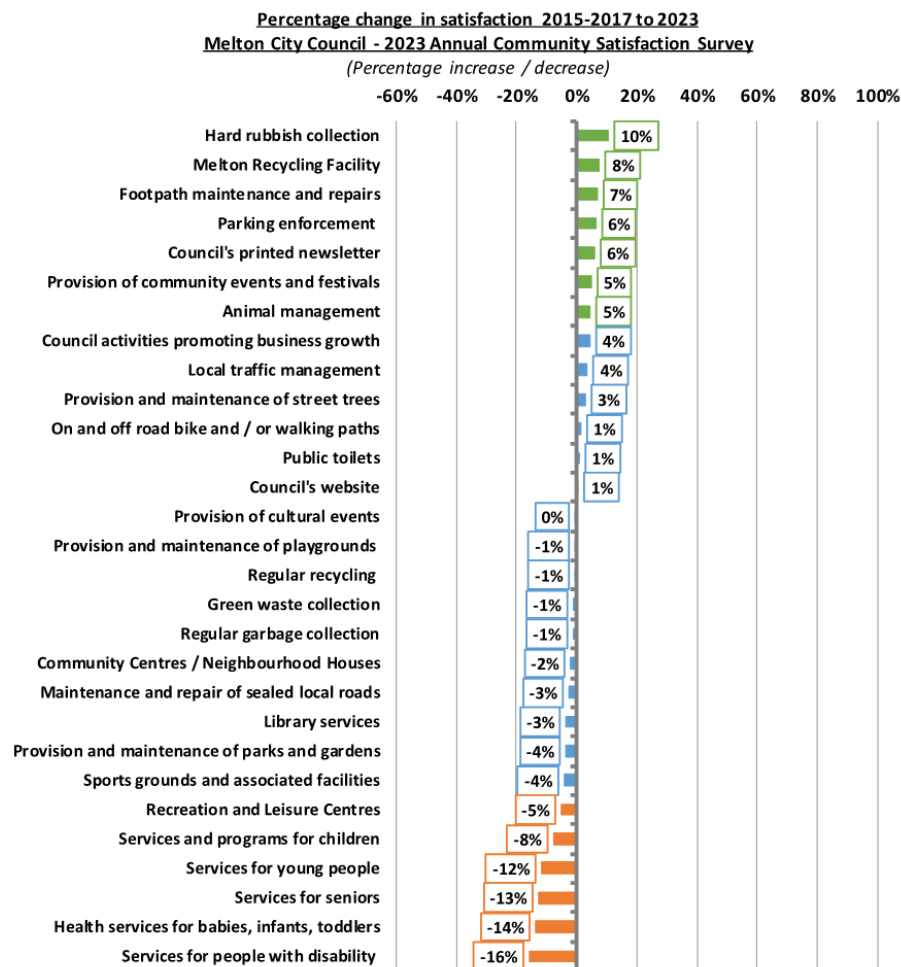
Over this longer-term, it is noted that there were significant improvements in satisfaction with hard rubbish, the recycling facility, footpaths, parking enforcement, Moving Ahead, the provision of community events and festivals, and animal management.

Despite the increases in satisfaction with many of these services recorded this year, it is noted that satisfaction with the five community services (services for babies, children, youth, seniors, and persons with disability) all remain substantially below the average recorded over the three years from 2015 to 2017.





## Melton City Council – 2023 Annual Community Satisfaction Survey

**Percentage satisfaction results**

The following table provides a breakdown of these results into the proportion of respondents (providing a score) who were “very satisfied” (i.e., rated satisfaction at eight or more out of 10), those who were “neutral to somewhat satisfied” (i.e., rated satisfaction at five to seven), and those who were “dissatisfied” (i.e., rated satisfaction at less than five).

Metropolis Research draws attention to the fact that more than half of the respondents who provided a score were “very satisfied” with all but four of the 31 services and facilities.

More than two-thirds reported being “very satisfied” with the regular garbage collection (84%), regular recycling (82%), green waste collection (81%), library services (78%), Melton

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*Melton City Council – 2023 Annual Community Satisfaction Survey*

Recycling facility (72%), hard rubbish collection (71%), sports grounds and associated facilities (68%), animal management (66%), the provision of community events and festivals (65%), and Council's website (62%).

There were 11 services and facilities with which 10% or more of those providing a score were "dissatisfied", including health services for babies, infants, and toddlers (17%), services for people with disability (16%), public toilets (14%), local traffic management (14%), maintenance and repair of sealed local roads (14%), footpath maintenance and repairs (13%), services for young people (12%), parks and gardens (12%), street trees (12%), parking enforcement (10%), and playgrounds (10%).

**Satisfaction with selected Council services and facilities**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Service/facility	Dissatisfied	Neutral to somewhat satisfied	Very satisfied	Can't say	Total
Regular garbage collection	2%	15%	84%	8	806
Regular recycling	2%	16%	82%	13	806
Green waste collection	1%	18%	81%	51	806
Library services	3%	19%	78%	6	389
Melton Recycling Facility	2%	26%	72%	6	402
Hard rubbish collection	6%	23%	71%	6	387
Sports grounds and associated facilities	5%	28%	68%	8	406
Animal management	5%	30%	66%	157	806
Provision of community events and festivals	3%	32%	65%	0	237
Council's website	5%	32%	62%	4	431
Public Spaces	5%	34%	60%	109	806
Community centres / Neighbourhood houses	6%	35%	60%	4	235
Access services through digital or online channels	6%	35%	58%	2	361
On and off road bike and / or walking paths	6%	36%	58%	3	331
Recreation and Leisure Centres	8%	35%	57%	7	333
Moving Ahead (Council's printed newsletter)	8%	35%	57%	257	806
Provision and maintenance of playgrounds	10%	34%	57%	4	445
Council activities promoting local business growth	8%	35%	57%	224	806
Services and programs for children	5%	39%	56%	4	182
Provision of cultural events	2%	43%	55%	2	200
Provision and maintenance of street trees	12%	33%	55%	29	806
Parking enforcement	10%	36%	54%	71	806
Health services for babies, infants and toddlers	17%	29%	54%	6	202
Provision and maintenance of parks and gardens	12%	34%	54%	30	806
Footpath maintenance and repairs	13%	36%	51%	17	806
Services for seniors	9%	40%	51%	1	108
Services for young people	12%	38%	50%	6	131
Local traffic management	14%	38%	48%	29	806
Maintenance and repair of sealed local roads	14%	42%	44%	9	806
Public toilets	14%	42%	44%	7	289
Services for people with disability	16%	45%	39%	4	85



## Melton City Council – 2023 Annual Community Satisfaction Survey

## Satisfaction by respondent profile

The following table provides the average satisfaction with all 31 services and facilities by respondent profile, including age structure, gender, and language spoken at home. Whilst there was significant variation in satisfaction for some services and facilities (discussed in more detail in the following sections), in general terms young adults and senior citizens as well as respondents from multilingual households tended to be a little more satisfied, whilst adults and middle-aged adults tended to be a little less satisfied.

**Average satisfaction with selected Council services and facilities**  
**Melton City Council - 2022 Annual Community Satisfaction Survey**  
 (Number and index score scale 0 - 10)

Service/facility	Young adults	Adults	Middle-aged adults	Older adults	Senior citizens	Male	Female	English speaking	Multi-lingual
Maintenance & repair of sealed local roads	7.3	6.6	6.2	6.4	6.5	6.8	6.7	6.6	7.1
Footpath maintenance and repairs	7.7	6.9	6.5	6.0	6.6	7.0	7.0	6.9	7.3
Regular garbage collection	8.8	8.6	8.2	8.7	9.1	8.6	8.7	8.5	8.8
Regular recycling	8.7	8.6	8.3	8.7	8.9	8.5	8.7	8.5	8.8
Green waste collection	8.6	8.5	8.3	8.6	8.9	8.4	8.6	8.4	8.7
Provision & maintenance of parks & gardens	7.6	6.7	6.8	7.5	8.0	7.1	7.3	7.2	7.3
Provision and maintenance of street trees	7.6	6.9	6.5	7.2	7.5	7.1	7.2	7.1	7.3
Parking enforcement	7.7	7.0	6.8	7.2	7.0	7.2	7.3	7.1	7.5
Local traffic management	7.4	6.6	6.6	6.7	6.6	6.8	7.0	6.8	7.2
Animal management	8.1	7.7	7.4	7.6	8.4	7.8	7.9	7.7	8.1
Moving Ahead (Council's printed newsletter)	7.7	7.4	6.9	7.9	7.2	7.3	7.7	7.2	7.9
Council activities promoting business growth	7.8	7.4	6.7	7.1	6.9	7.4	7.4	7.2	7.7
Public Spaces	7.9	7.4	7.1	7.6	8.2	7.6	7.6	7.5	7.8
Council's website	8.1	7.5	7.5	7.8	6.7	7.7	7.6	7.7	7.7
Access services via digital/online channels	7.7	7.4	7.2	7.5	6.8	7.6	7.4	7.4	7.8
Library services	8.6	8.3	8.1	8.4	9.1	8.4	8.4	8.2	8.8
Melton Recycling Facility	8.3	8.1	7.6	7.4	8.3	8.1	8.0	7.8	8.5
Hard rubbish collection	8.3	8.2	7.1	7.0	8.6	8.1	8.0	7.8	8.4
Public toilets	6.9	6.5	6.8	7.3	7.9	6.8	6.8	7.0	6.6
Recreation and Leisure Centres	7.8	7.3	7.5	7.6	7.6	7.6	7.4	7.4	7.6
Sports grounds and associated facilities	7.9	7.6	7.5	8.4	8.8	7.9	7.8	7.8	7.9
Provision and maintenance of playgrounds	7.8	6.9	7.4	7.4	8.2	7.5	7.4	7.3	7.6
Community centres / Neighbourhood houses	7.9	7.3	7.6	7.8	9.1	7.7	7.7	7.4	8.1
Health services for babies, infants, toddlers	7.2	7.1	7.0	7.0	6.7	7.5	6.8	6.9	7.3
Services and programs for children	7.6	7.3	7.4	7.0	8.6	7.6	7.4	7.3	7.8
Services for young people	7.5	6.3	7.0	7.2	6.0	7.2	6.8	6.5	7.8
Services for seniors	7.2	6.4	6.3	8.3	8.1	7.4	7.0	6.9	7.8
Services for people with disability	6.8	5.8	6.5	6.0	7.3	6.7	6.3	6.1	7.6
On and off road bike and / or walking paths	7.7	7.3	7.6	7.7	8.1	7.7	7.5	7.3	7.9
Provision of cultural events	7.7	7.6	7.7	7.7	7.2	7.8	7.5	7.4	8.0
Provision of community events and festivals	7.9	7.6	7.8	8.4	8.5	7.8	7.9	7.6	8.2
Average satisfaction	7.8	7.3	7.2	7.5	7.8	7.6	7.5	7.4	7.8
Total respondents	274	268	117	92	55	391	409	482	316



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*Melton City Council – 2023 Annual Community Satisfaction Survey***Importance and satisfaction cross tabulation**

The following graph provides a cross-tabulation of the average importance of each of the 31 included Council services and facilities against the average satisfaction with each service.

The grey crosshairs represent the metropolitan Melbourne average importance of and satisfaction with Council services and facilities, as recorded in the 2023 *Governing Melbourne* research conducted independently by Metropolis Research in January 2023 using the same door-to-door methodology.

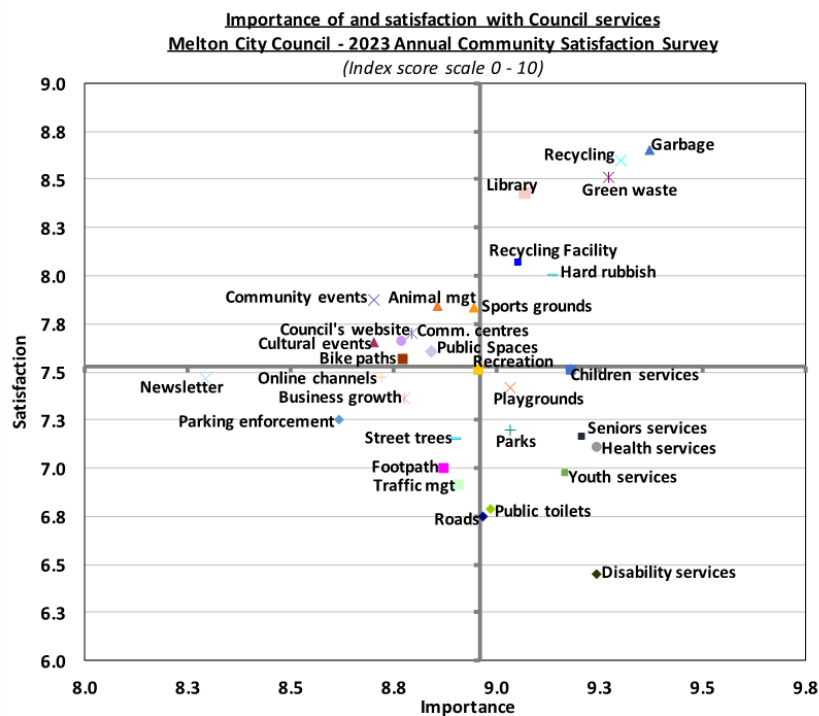
Services and facilities located in the top right-hand quadrant are therefore more important than average, and of higher-than-average satisfaction. Conversely services in the bottom right-hand quadrant are those of most concern as they are of higher-than-average importance but received lower than average satisfaction scores.

Some key points of interest in the graph include the following:

- **Kerbside collection services** – all four kerbside collection services reported significantly higher than average satisfaction scores, and all were of average or above average importance.
- **Community services** – all five of these community services (services for babies, children, youth, seniors, and persons with disability) were of higher-than-average importance and all received a lower-than-average satisfaction, with services for people with disability of most concern.
- **Library services** – consistent with results observed elsewhere over many years, satisfaction with the library services was measurably higher than the average satisfaction, although the local library services were of only marginally higher than average importance.
- **Arts, culture, recreation, and leisure** – both services and facilities were of slightly lower than average importance, but all received higher than average satisfaction scores.
- **Communication services** – the three communication services were of lower-than-average importance, which is consistent with results observed elsewhere over an extended period, but all received average or slightly higher-than-average satisfaction scores.
- **Transport related services** – both traffic management and roads were of approximately average importance, but both received lower than average satisfaction scores. Traffic management and road maintenance and repairs remain again this year the top two issues nominated by respondents to address the City of Melton ‘at the moment’.
- **Services and facilities of most concern** – the services and facilities of most concern in 2023 were services for people with disability, road maintenance and repairs, public toilets, traffic management, footpaths, and services for youth.



## Melton City Council – 2023 Annual Community Satisfaction Survey

**Satisfaction by broad service areas**

The breakdown of services and facilities into these broad service areas is as follows:

- **Infrastructure** – includes provision and maintenance of street trees, and public toilets.
- **Waste and recycling services** – includes regular garbage collection, regular recycling, green waste collection, Melton Recycling Facility, and hard rubbish collection.
- **Recreation and culture services** – includes public spaces, library services, recreation and leisure centres, sports grounds and associated facilities, provision and maintenance of playgrounds, community centres / neighbourhood houses, provision of cultural events, and provision of community events and festivals.
- **Community services** – includes health services for babies, infants and toddlers, services and programs for children, services for young people, services for seniors, and services for people with disability.
- **Enforcement** – includes parking enforcement, and animal management.
- **Communication** – includes Moving Ahead (Council's printed newsletter), Council's website, and access services through digital or online channels.

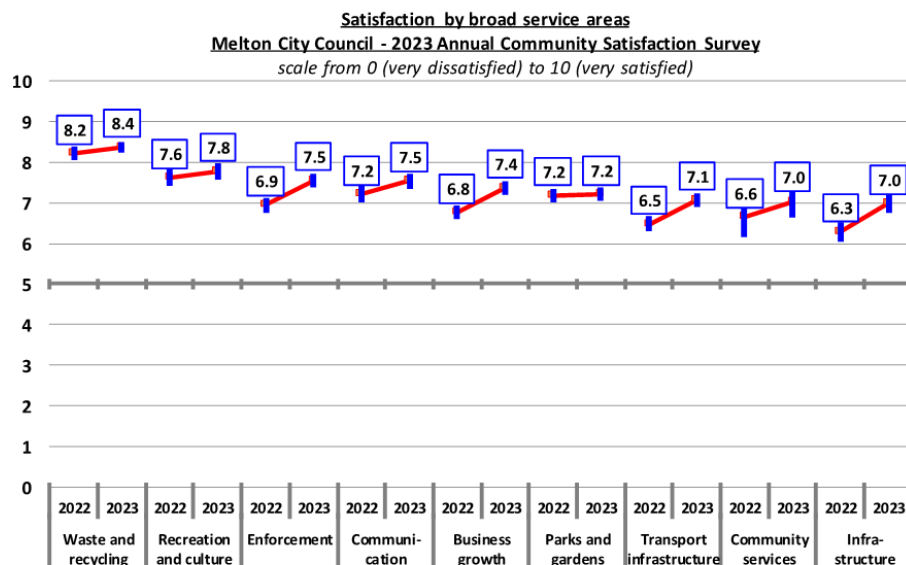




*Melton City Council – 2023 Annual Community Satisfaction Survey*

- **Transport infrastructure** – includes the maintenance and repair of sealed local roads, footpath maintenance and repairs, local traffic management, and on and off-road bike and / or walking paths.
- **Parks and gardens** – include the provision and maintenance of parks and gardens.
- **Business growth** – includes Council activities promoting local business growth.

There was a substantial increase in satisfaction with all nine broad service areas recorded this year, with the increase being statistically significant for infrastructure (up 11%), enforcement (up 9%), and business growth (up 9%).

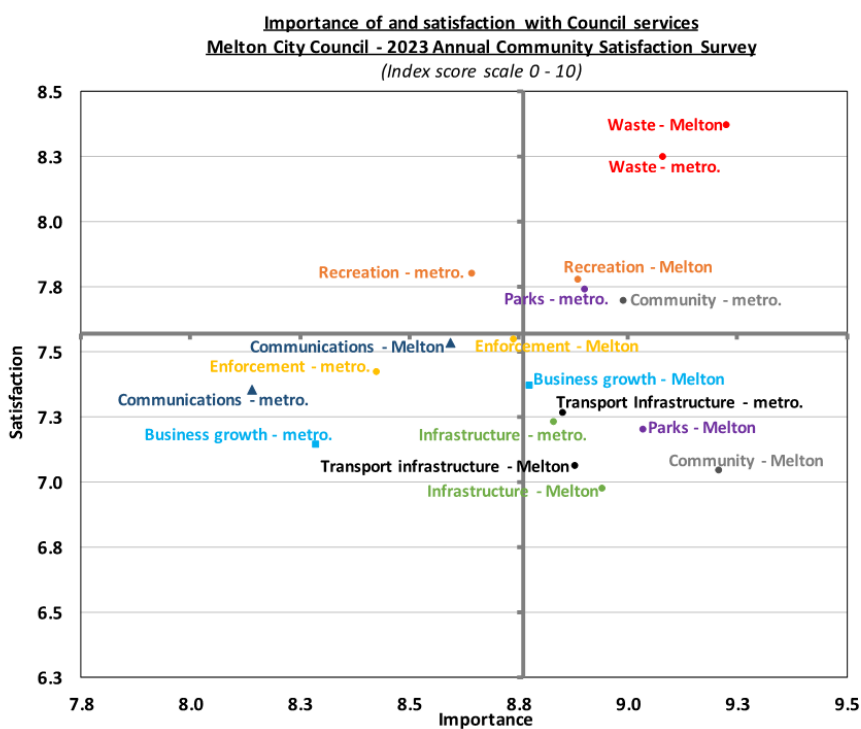
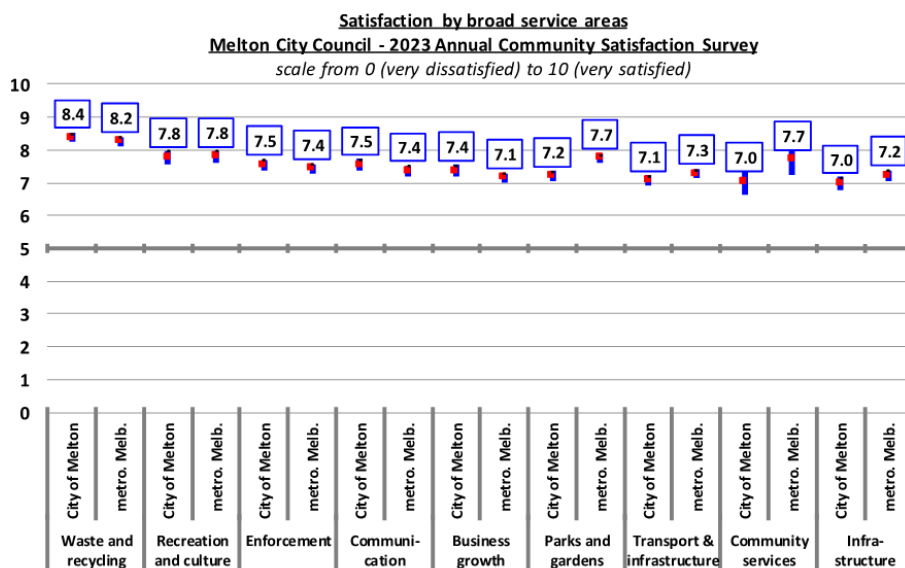


When compared to the metropolitan Melbourne average, the following was observed:

- **Somewhat higher satisfaction in the City of Melton** – included business growth (4% higher), waste management (2% higher), enforcement (1% higher), and communications (1% higher).
- **Somewhat lower satisfaction in the City of Melton** – included community services (9% lower), parks and gardens (7% lower), infrastructure (3% lower), transport infrastructure (3% lower).



## Melton City Council – 2023 Annual Community Satisfaction Survey



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**Current issues for the City of Melton**

Respondents were asked:

*“Can you please list what you consider to be the top three issues for the City of Melton at the moment?”*

Respondents were asked to nominate what they considered to be the top three issues for the City of Melton ‘at the moment’.

A little more than two-thirds (65% down from 70%) of respondents nominated an average of approximately two issues each.

It is important to bear in mind that these responses are not to be read only as a list of complaints about the performance of Council, nor do they reflect only services, facilities, and issues within the remit of Melton City Council. Many of the issues raised by respondents are suggestions for future actions rather than complaints about prior actions, and many are issues that are principally the responsibility of the state government.

Metropolis Research notes that the most common issues to address for the City of Melton this year largely remain consistent with those from previous years, including traffic management, road maintenance and repairs, parks and gardens, and safety, policing, and crime.

The following variations of note were observed:

- **Notable increase in 2022** – there were no issues that were notably more nominated in 2023 than in 2022.
- **Notable decrease in 2022** – there was a decline in the proportion of respondents nominating cleanliness and general maintenance of the area this year compared to last year.

Metropolis Research draws particular attention to the significant increase in the proportion of respondents nominating traffic management related issues in 2021 compared to the first year of the pandemic (14% in 2020). This result has remained stable since 2021 at approximately one-quarter of respondents, and it remains significantly more nominated as an issue in the City of Melton than the metropolitan Melbourne average (13% in 2023).

This is an interesting result, as it is not consistent with the results recorded by Metropolis Research for most of the eight other municipalities across metropolitan Melbourne for whom Metropolis Research has conducted this research so far in 2023, with the City of Wyndham (22%) the only other municipality recording more than one-fifth nominating traffic management.

The other municipalities for which Metropolis Research has comparable results include Nillumbik (16%), Monash (14%), Frankston (12%), Cardinia (8%), Darebin (7%), and Bayside (7%).





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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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Metropolis Research notes that with the exception of the City of Melton, the proportion of respondents nominating traffic management has not returned to pre-pandemic levels.

For example, the City of Wyndham recorded 36% of respondents nominating traffic management as a top three issue back in 2019/20 prior to the pandemic, and whilst in 2023 the City of Wyndham recorded a similar result to the City of Melton, it is only approximately two-thirds its pre-pandemic level.

It does appear at this early stage, that there has not been a significant increase in traffic management related issues across most of metropolitan Melbourne, which does put into an important context, these City of Melton results. These results do suggest that traffic management issues are of somewhat more concern to City of Melton respondents, perhaps highlighting some longer-term issues that remain unresolved in the municipality.

When compared to the results from the 2023 *Governing Melbourne* research, which was conducted independently by Metropolis Research in January 2022, the following variations of note were observed:

- **Notably more prominent in Melton** – included traffic management (25% compared to 13%), roads including roadworks (13% compared to 10%), safety, policing, and crime (8% compared to 5%), health and medical services (6% compared to 0%), and education and schools (4% compared to 1%).
- **Notably less prominent in Melton** – included no specific issues.

The issues that appear to be negatively associated with satisfaction with Council's overall performance for the respondents who raise the issues include health and medical services, education and schools, public transport, parks and gardens, and roads.

The respondents who nominated each of these issues, on average rated satisfaction with Council's overall performance at "solid" to "poor" levels, compared to the "good" level of 6.9 which was the municipal average satisfaction with Council's overall performance.

Metropolis Research notes that three of the four issues that appear most negatively associated with overall satisfaction with Council were largely state government managed issues, such as health and medical, education and schools, and public transport.

Other issues that were somewhat negatively associated with overall performance included, amongst others, roads and traffic management, which are mostly but not exclusively comprised of state government managed issues, such as traffic congestion, commuting times and the road network.

This is discussed in more detail in the [Issues and overall satisfaction](#) section of this report.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

**Top three issues for the City of Melton at the moment**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of total respondents)*

Issue	2023		2022	2021	2020	2023 Metro.*
	Number	Percent				
Traffic management	199	25%	26%	22%	14%	13%
Roads <i>(including roadworks)</i>	103	13%	13%	10%	12%	10%
Parks, gardens and open space	98	12%	9%	7%	6%	9%
Safety, policing and crime	65	8%	9%	6%	7%	5%
Health and medical services	45	6%	7%	3%	5%	0%
Footpath maintenance and repairs	42	5%	5%	4%	5%	7%
Street trees	39	5%	4%	4%	2%	3%
Street lighting	32	4%	3%	4%	3%	3%
Parking	31	4%	5%	5%	6%	6%
Rubbish and waste issues incl. garbage	31	4%	2%	4%	2%	6%
Education and schools	29	4%	3%	0%	1%	1%
Cleanliness and general maintenance of area	25	3%	6%	3%	3%	5%
Public transport	24	3%	1%	3%	2%	5%
Council rates	22	3%	2%	2%	4%	5%
Children's activities and facilities	21	3%	2%	2%	1%	2%
General infrastructure <i>(e.g. internet, electricity)</i>	17	2%	4%	1%	1%	1%
Communication and provision of information	15	2%	4%	2%	2%	3%
Shops, restaurants and entertainment venues	14	2%	1%	2%	1%	2%
Street cleaning and maintenance	13	2%	1%	1%	0%	4%
Hard rubbish collection	12	1%	2%	2%	3%	1%
Nature strip issues	10	1%	1%	1%	0%	3%
Community facilities provision and maintenance	8	1%	0%	0%	0%	0%
Noise	8	1%	0%	0%	0%	1%
Sports, recreation facilities	8	1%	3%	3%	3%	2%
Waterways maintenance and management	8	1%	0%	0%	0%	0%
Drains maintenance and repairs	7	1%	1%	1%	0%	2%
Library services	7	1%	0%	0%	0%	0%
Public toilets	7	1%	1%	1%	0%	2%
Animal management	6	1%	1%	1%	1%	2%
Building, planning, housing and development	6	1%	2%	3%	3%	3%
Housing availability and affordability	6	1%	0%	0%	0%	0%
Illegal rubbish dumping	6	1%	1%	2%	2%	2%
Council customer service / responsiveness	5	1%	1%	2%	1%	1%
Elderly services and facilities	5	1%	2%	1%	1%	2%
Youth activities, services and facilities	5	1%	1%	1%	1%	0%
All other issues <i>(29 separately identified issues)</i>	63	8%	10%	6%	8%	25%
<b>Total responses</b>	<b>1,042</b>		<b>1,158</b>	<b>905</b>	<b>879</b>	<b>1,061</b>
<i>Respondents identifying at least one issue</i>	521 (65%)		556 (70%)	482 (60%)	472 (59%)	558 (70%)

(\*) 2023 metropolitan Melbourne average from Governing Melbourne



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**Issues by precinct**

There was some notable variation in the top issues to address for the City of Melton ‘at the moment’ observed across the precincts comprising the City of Melton, as follows:

- **Melton precinct** – respondents were measurably more likely than average to nominate traffic management and somewhat more likely to nominate footpaths, rubbish and waste issues, Council rates, public toilets, youth activities, and the illegal dumping of rubbish.
- **Kurunjang** – respondents were notably more likely than average to nominate roads and safety, policing, and crime related issues.
- **Melton West** – respondents were somewhat more likely than average to nominate traffic management, parks, gardens, and open spaces, safety, policing, and crime issues, footpaths, parking, health and medical services, and education and schools.
- **Melton South / Brookfield** – respondents were somewhat more likely than average to nominate safety, policing, and crime issues, and health and medical services.
- **Caroline Springs** – respondents were somewhat more likely than average to nominate street trees, Council rates, and street cleaning and maintenance.
- **Burnside** – respondents were somewhat more likely than average to nominate rubbish and waste issues.
- **Hillside** – respondents were somewhat more likely than average to nominate parks, gardens, and open spaces.
- **Rural precinct** – respondents were somewhat more likely than average to nominate roads, parks, gardens, and open spaces, health and medical services, public transport, shops, restaurants, and entertainment venues, and lighting related issues.
- **Fraser Rise** – respondents were measurably more likely than average to nominate parks, gardens, and open spaces, and somewhat more likely to nominate footpaths.
- **Harkness** – respondents were measurably more likely than average to nominate roads and somewhat more likely to nominate health and medical services.
- **Cobblebank / Strathulloh** – respondents were somewhat more likely than average to nominate parking, street trees, and issues with nature strips.



*Melton City Council – 2023 Annual Community Satisfaction Survey***Top three issues for the City of Melton at the moment by precinct****Melton City Council - 2023 Annual Community Satisfaction Survey***(Number and percent of total respondents)*

<b>Melton</b>		<b>Kurunjang</b>	
Traffic management	46%	Traffic management	21%
Roads (including roadworks)	11%	Roads (including roadworks)	19%
Footpath maintenance and repairs	11%	Safety, policing and crime	15%
Safety, policing and crime	11%	Parks, gardens and open spaces	8%
Rubbish and waste collection issues	11%	Footpath maintenance and repairs	8%
Council rates	9%	Health and medical services	6%
Public toilets	6%	Rubbish and waste collection issues	4%
Youth activities, services and facilities	6%	Street trees	4%
Illegal rubbish dumping	6%	General infrastructure	4%
Education and schools	3%	Parking	4%
All other issues	40%	All other issues	31%
Respondents identifying an issue	24 (67%)	Respondents identifying an issue	31 (65%)

<b>Melton West</b>		<b>Melton South / Brookfield</b>	
Traffic management	33%	Traffic management	25%
Parks, gardens and open spaces	17%	Safety, policing and crime	14%
Roads (including roadworks)	14%	Parks, gardens and open spaces	10%
Safety, policing and crime	14%	Health and medical services	10%
Footpath maintenance and repairs	12%	Roads (including roadworks)	7%
Parking	12%	Children's activities and facilities	5%
Health and medical services	12%	Footpath maintenance and repairs	4%
Education and schools	10%	Education and schools	3%
Street trees	7%	Cleanliness and maintenance of area	3%
Elderly services and facilities	5%	Street trees	3%
All other issues	48%	All other issues	26%
Respondents identifying an issue	38 (89%)	Respondents identifying an issue	55 (54%)

<b>Caroline Springs</b>		<b>Burnside</b>	
Traffic management	23%	Traffic management	20%
Street trees	11%	Safety, policing and crime	12%
Parks, gardens and open spaces	9%	Rubbish and waste collection issues	10%
Council rates	8%	Parks, gardens and open spaces	8%
Street cleaning and maintenance	8%	Roads (including roadworks)	8%
Roads (including roadworks)	7%	Education and schools	4%
Lighting	7%	General infrastructure	4%
Footpath maintenance and repairs	4%	Lighting	4%
Safety, policing and crime	4%	Council rates	2%
Rubbish and waste collection issues	4%	Public transport	2%
All other issues	37%	All other issues	12%
Respondents identifying an issue	66 (64%)	Respondents identifying an issue	23 (45%)



## Melton City Council – 2023 Annual Community Satisfaction Survey

**Top three issues for the City of Melton at the moment by precinct****Melton City Council - 2023 Annual Community Satisfaction Survey**

(Number and percent of total respondents)

<b>Taylors Hill</b>		<b>Hillside</b>	
Traffic management	16%	Traffic management	24%
Safety, policing and crime	11%	Parks, gardens and open spaces	16%
Parks, gardens and open spaces	6%	Roads (including roadworks)	12%
Footpath maintenance and repairs	6%	Cleanliness and maintenance of area	6%
Street trees	6%	Council rates	6%
Roads (including roadworks)	5%	Safety, policing and crime	6%
Communication, consultation, prov of info	5%	Footpath maintenance and repairs	4%
Education and schools	3%	Street trees	4%
Council rates	3%	Hard rubbish collection	4%
General infrastructure	3%	Children's activities and facilities	4%
All other issues	31%	All other issues	35%
Respondents identifying an issue	28	Respondents identifying an issue	49
	(43%)		(71%)
<b>Rural</b>		<b>Fraser Rise</b>	
Traffic management	26%	Parks, gardens and open spaces	25%
Roads (including roadworks)	23%	Traffic management	25%
Parks, gardens and open spaces	19%	Footpath maintenance and repairs	11%
Health and medical services	9%	Roads (including roadworks)	7%
Public transport	8%	Street trees	7%
Shops, restaurants, entertainment venues	8%	Lighting	7%
Lighting	8%	General infrastructure	5%
Cleanliness and maintenance of area	6%	Nature strips	5%
Education and schools	5%	Education and schools	2%
Footpath maintenance and repairs	4%	Cleanliness and maintenance of area	2%
All other issues	51%	All other issues	21%
Respondents identifying an issue	124	Respondents identifying an issue	26
	(77%)		(60%)
<b>Harkness</b>		<b>Cobblebank / Strathtulloh</b>	
Roads (including roadworks)	26%	Traffic management	28%
Traffic management	20%	Parking	14%
Health and medical services	15%	Street trees	11%
Parks, gardens and open spaces	11%	Roads (including roadworks)	8%
Safety, policing and crime	11%	Nature strips	8%
Education and schools	7%	Parks, gardens and open spaces	6%
Footpath maintenance and repairs	7%	Rubbish and waste collection issues	6%
Public transport	6%	Health and medical services	6%
Rubbish and waste collection issues	4%	Recycling collection	6%
Graffiti & vandalism	4%	Education and schools	3%
All other issues	41%	All other issues	31%
Respondents identifying an issue	35	Respondents identifying an issue	24
	(65%)		(67%)



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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***Issues by respondent profile***

There was some notable variation in the top issues to address for the City of Melton ‘at the moment’ observed by respondent profile, including age structure, gender, and language spoken at home, as follows:

- **Adults (aged 35 to 49 years)** – respondents were measurably more likely than average to nominate traffic management and somewhat more likely to nominate parks, gardens, and open spaces.
- **Middle-aged adults (aged 50 to 59 years)** – respondents were somewhat more likely than average to nominate footpaths and street trees.
- **Older adults (aged 60 to 69 years)** – respondents were somewhat more likely than average to nominate footpaths and education and schools.
- **Senior citizens (aged 70 years and over)** – respondents were somewhat more likely than average to nominate health and medical services, and street trees.
- **Male** – respondents were somewhat more likely than females to nominate traffic management and safety, policing, and crime issues.
- **Female** - respondents were somewhat more likely than males to nominate health and medical services.
- **English speaking household** – respondents were somewhat more likely than respondents from multilingual households to nominate roads.
- **Multilingual household** – respondents were somewhat more likely than respondents from English speaking households to nominate parks, gardens, and open spaces.





## Melton City Council – 2023 Annual Community Satisfaction Survey

**Top three issues for the City of Melton at the moment by respondent profile****Melton City Council - 2023 Annual Community Satisfaction Survey**

(Number and percent of total respondents)

<b>Young adults (18 to 34 years)</b>		<b>Adults (35 to 49 years)</b>	
Traffic management	19%	Traffic management	32%
Roads (including roadworks)	12%	Parks, gardens and open spaces	18%
Parks, gardens and open spaces	10%	Roads (including roadworks)	14%
Safety, policing and crime	5%	Safety, policing and crime	11%
Public transport	4%	Lighting	7%
Lighting	4%	Rubbish and waste collection issues	6%
Rubbish and waste collection issues	4%	Health and medical services	5%
Education and schools	3%	Council rates	4%
Parking	3%	Street trees	4%
Children's activities and facilities	3%	Education and schools	4%
All other issues	31%	All other issues	53%
Respondents identifying an issue	149 (54%)	Respondents identifying an issue	195 (73%)

<b>Middle aged adults (50 to 59 years)</b>		<b>Older adults (60 to 69 years)</b>	
Traffic management	24%	Traffic management	26%
Roads (including roadworks)	17%	Footpath maintenance and repairs	15%
Footpath maintenance and repairs	9%	Parks, gardens and open spaces	11%
Street trees	9%	Safety, policing and crime	11%
Safety, policing and crime	8%	Health and medical services	10%
Parks, gardens and open spaces	7%	Education and schools	5%
Health and medical services	6%	Street trees	5%
Parking	5%	Communication, consultation, prov of info	4%
Education and schools	4%	Council rates	4%
Communication, consultation, prov of info	4%	Roads (including roadworks)	4%
All other issues	43%	All other issues	35%
Respondents identifying an issue	77 (66%)	Respondents identifying an issue	61 (67%)

<b>Senior citizens (70 years and over)</b>		<b>Metropolitan Melbourne</b>	
Roads (including roadworks)	16%	Traffic management	13%
Health and medical services	16%	Roads maintenance and repairs	10%
Traffic management	16%	Parks, gardens and open space	9%
Street trees	11%	Footpath maintenance and repairs	7%
Parks, gardens and open spaces	9%	Street trees / nature strips	7%
Parking	7%	Car parking	6%
Cleanliness and maintenance of area	7%	Rubbish and waste issues	6%
Footpath maintenance and repairs	7%	Safety, policing and crime	5%
General infrastructure	7%	Public transport	5%
Safety, policing and crime	5%	Cleanliness and maintenance of area	5%
All other issues	35%	All other issues	61%
Respondents identifying an issue	39 (71%)	Respondents identifying an issue	558 (70%)





*Melton City Council – 2023 Annual Community Satisfaction Survey***Top three issues for the City of Melton at the moment by respondent profile****Melton City Council - 2023 Annual Community Satisfaction Survey***(Number and percent of total respondents)*

<b>Male</b>		<b>Female</b>	
Traffic management	27%	Traffic management	22%
Roads (including roadworks)	13%	Parks, gardens and open spaces	13%
Parks, gardens and open spaces	11%	Roads (including roadworks)	13%
Safety, policing and crime	10%	Health and medical services	7%
Lighting	5%	Safety, policing and crime	6%
Footpath maintenance and repairs	5%	Footpath maintenance and repairs	6%
Health and medical services	4%	Street trees	6%
Street trees	4%	Rubbish and waste collection issues	5%
Parking	4%	Education and schools	4%
Education and schools	3%	Parking	4%
All other issues	44%	All other issues	45%
Respondents identifying an issue	251 (64%)	Respondents identifying an issue	266 (65%)

<b>English speaking</b>		<b>Multi-lingual</b>	
Traffic management	24%	Traffic management	25%
Roads (including roadworks)	16%	Parks, gardens and open spaces	15%
Parks, gardens and open spaces	11%	Safety, policing and crime	9%
Safety, policing and crime	7%	Roads (including roadworks)	9%
Health and medical services	6%	Footpath maintenance and repairs	6%
Street trees	5%	Street trees	5%
Footpath maintenance and repairs	5%	Health and medical services	4%
Rubbish and waste collection issues	5%	Parking	4%
Lighting	4%	Education and schools	4%
Parking	4%	Lighting	4%
All other issues	41%	All other issues	49%
Respondents identifying an issue	303 (63%)	Respondents identifying an issue	213 (68%)

<b>Western region</b>		<b>Growth area councils</b>	
Parks, gardens and open spaces	10%	Traffic management	21%
Street trees	8%	Parks, gardens and open spaces	15%
Traffic management	8%	Roads maintenance and repairs	13%
Parking	7%	Footpath maintenance and repairs	9%
Safety, policing and crime	7%	Rubbish and waste issues	7%
Public transport	6%	Parking	5%
Roads maintenance and repairs	6%	Council rates	5%
Footpath maintenance and repairs	5%	Safety, policing and crime	5%
Cleanliness and maintenance of area	5%	Street trees	5%
Dumped rubbish	5%	Public transport	4%
All other issues	59%	All other issues	49%
Respondents identifying an issue	101 (66%)	Respondents identifying an issue	130 (77%)



## Melton City Council – 2023 Annual Community Satisfaction Survey

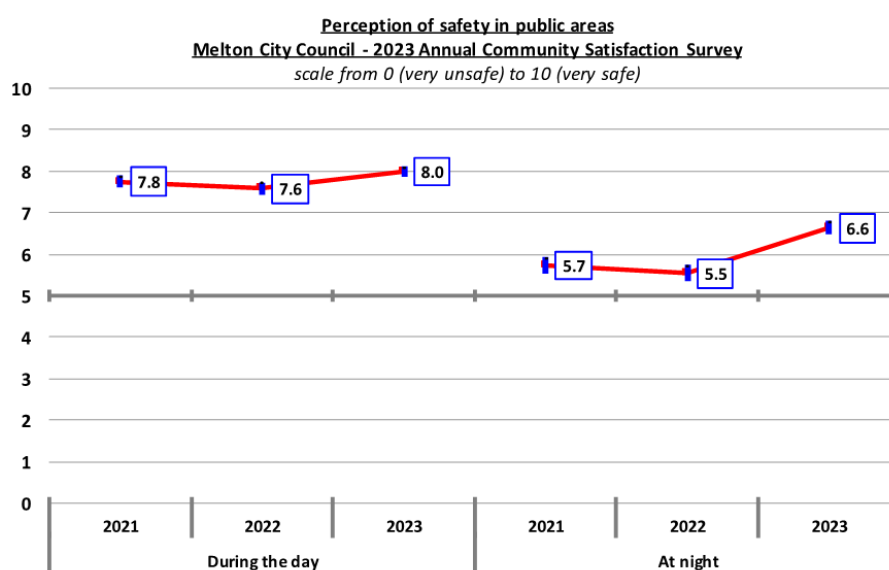
**Perception of safety in the public areas of the City of Melton**

Respondents were asked:

*“On a scale of 0 (lowest) to 10 (highest), how safe do you feel?”*

The perception of safety in the public areas of the City of Melton both during the day and at night increased measurably this year, as outlined in the following graph.

The perception of safety during the day increased measurably (up five percent), whilst the perception of safety at night increased measurably and significantly (up 20%) to 6.6 out of 10.

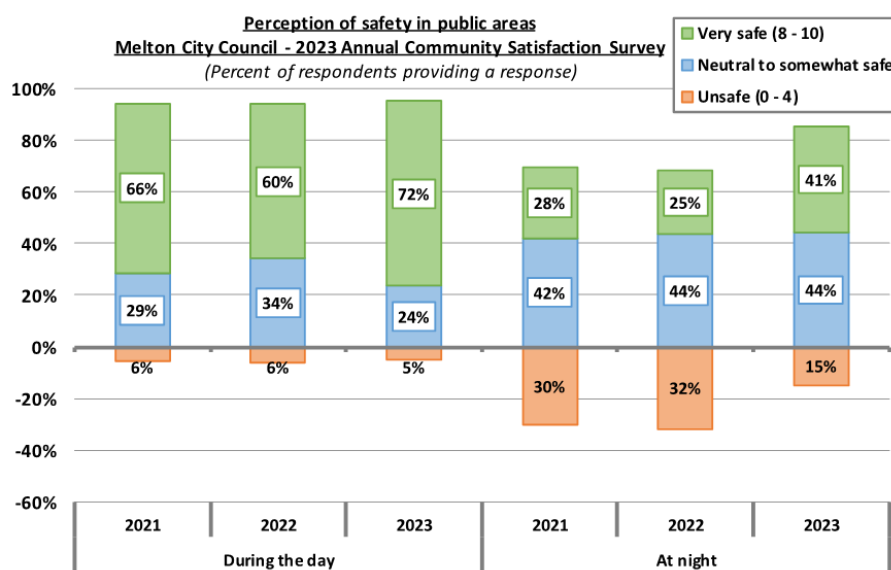


These significant increases were reflected in the raw percentage results as outlined in the following table.

In 2023, almost three-quarters (72% up from 60%) of respondents felt “very safe” (i.e., rated satisfaction at eight or more) in the public areas of the City of Melton during the day, whilst just five percent felt “unsafe” (i.e., rate safety at less than five).

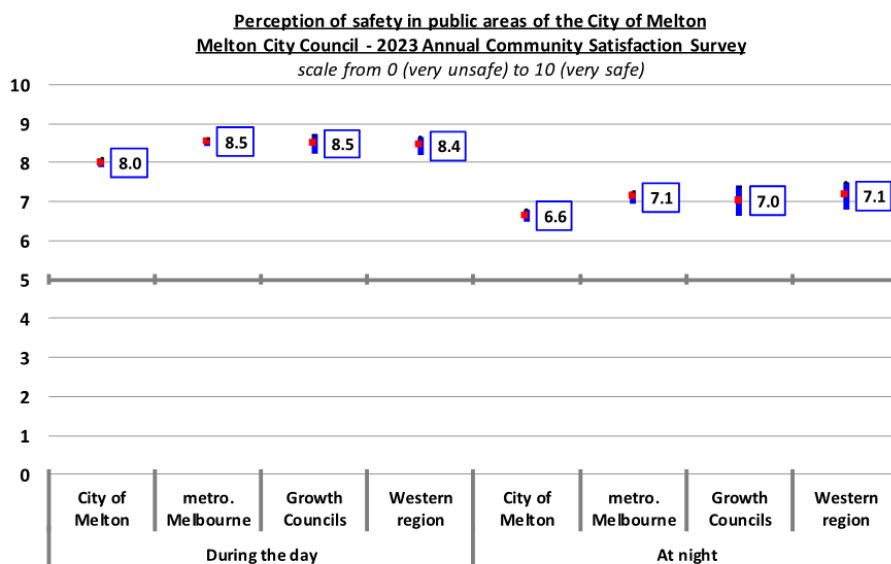
There was also a significant improvement in the percentage results for the perception of safety at night, with 41% of respondents (up from 25%) feeling “very safe” and 15% (down significantly from 32%) felt “unsafe”.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

The following graph provides a comparison of the perception of safety in the public areas of the City of Melton against the metropolitan Melbourne, growth area councils', and western region councils' results, as sourced in the 2023 *Governing Melbourne* research, conducted independently by Metropolis Research in January 2023, using the same methodology.

Despite the measurable and significant increases in the perception of safety in the public areas of the City of Melton recorded this year, respondents in the City of Melton continue to feel somewhat less safe in the public areas than all three of the comparison areas.



## Melton City Council – 2023 Annual Community Satisfaction Survey

**Reasons for feeling less safe:**

There were 125 comments received from respondents who did not feel safe in the public areas of the City of Melton.

These comments have been broadly categorised as outlined in the following summary table.

The main concerns in 2023 were concerns around crime, and incidents of crime, including crimes such as theft, robbery, violence, break-ins and others. This was the largest proportion of comments related to the perception of crime that has been observed over the last five years.

There also remain some comments around concerns about different types of people, and some concerns around lighting issues.

**Reasons for feeling unsafe in public areas of the City of Melton****Melton City Council - 2023 Annual Community Satisfaction Survey**

(Number and percent of responses from respondents rating safety less than five)

Reason	2023		2022	2021	2020	2019
	Number	Percent				
Crime (theft, robbery, violence, etc) / incidents	60	48%	18%	36%	19%	27%
Concerns about various types of people	16	13%	29%	23%	23%	24%
Lighting	12	10%	8%	9%	14%	11%
General safety	10	8%	8%	5%	10%	10%
Drug and alcohol issues	9	7%	3%	5%	13%	7%
Traffic related	6	5%	2%	2%	2%	1%
Police presence	5	4%	21%	15%	14%	8%
Public transport safety	4	3%	3%	1%	2%	2%
Image / feel of place and news reports	3	2%	6%	5%	2%	7%
Other	0	0%	2%	1%	2%	3%
<b>Total comments</b>	<b>125</b>	<b>100%</b>	<b>227</b>	<b>200</b>	<b>111</b>	<b>136</b>



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*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**Sense of community**

Respondents were asked:

*“On a scale of 0 (strongly disagree) to 10 (strongly agree) where 5 is neutral, please rate your agreement with the following statements regarding the local community.”*

Respondents were again in 2023, asked to rate their agreement or disagreement with statements about the local sense of community, Council engagement with the community, and some aspects relating to public transport.

The average and percentage agreement with the statements are summarised in the graphs on the following page, and then discussed in detail in the following sections.

There were two new statements included in the question this year, one relating to “Melton City Council respects, reflects, and is inclusive of our diverse community”, and “I feel a sense of optimism about the future”.

The average agreement with these statements varied from a low of 7.1 out of 10 for “the health services I / we need are available locally” and “there is public transport that goes where I need to go”, to a high of 8.0 for “the Melton community is welcoming and supportive of people from diverse cultures and backgrounds”.

It is noted that the average agreement with the 16 statements that were included in both 2022 and 2023 increased seven percent this year, up from an average of 7.1, to 7.6. This was a statistically significant (measurable) rise, with the average agreement with most statements also increasing measurably.

The two statements that increased least this year were the two related to public transport, which increased by four percent (for affordable and efficient public transport) and one percent (for public transport that goes where I need to go).

The increase in average agreement with many of these statements was broadly consistent with the increase in overall satisfaction with Council, suggesting that these increases reflect a general increase in community sentiment, including satisfaction with Council, but also more broadly across a range of indicators.

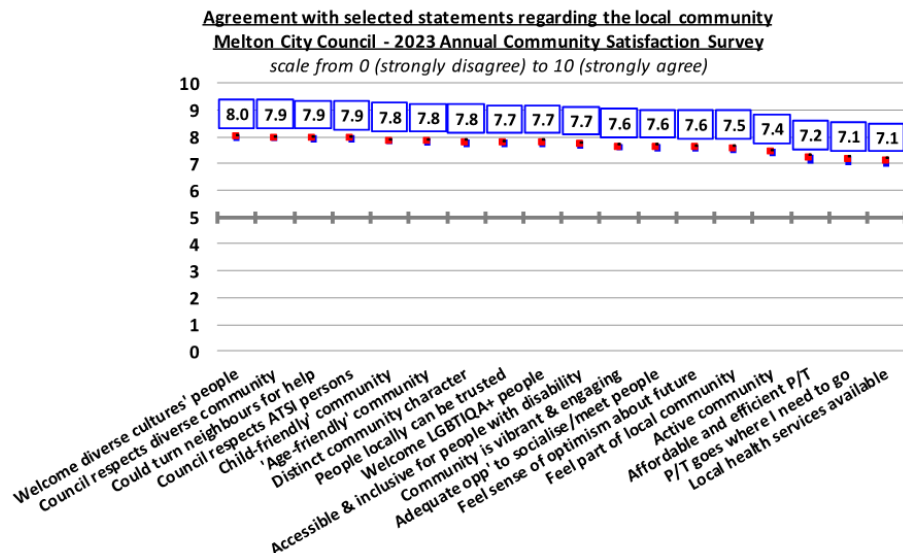
This may be, to a small degree, reflecting the change back to the in-person methodology of interviewing residents at their door on weekends, but this will only account for a small proportion of the increase recorded across the survey this year.

Metropolis Research also suggests that some of the improvement in the sense of community in the City of Melton may result from the improving community sentiment moving away from the COVID-19 pandemic, which may have resulted in increased community engagement through 2023, as well as the higher proportion of newer residents in the sample this year, reflecting new housing development across many parts of the municipality after COVID-19.

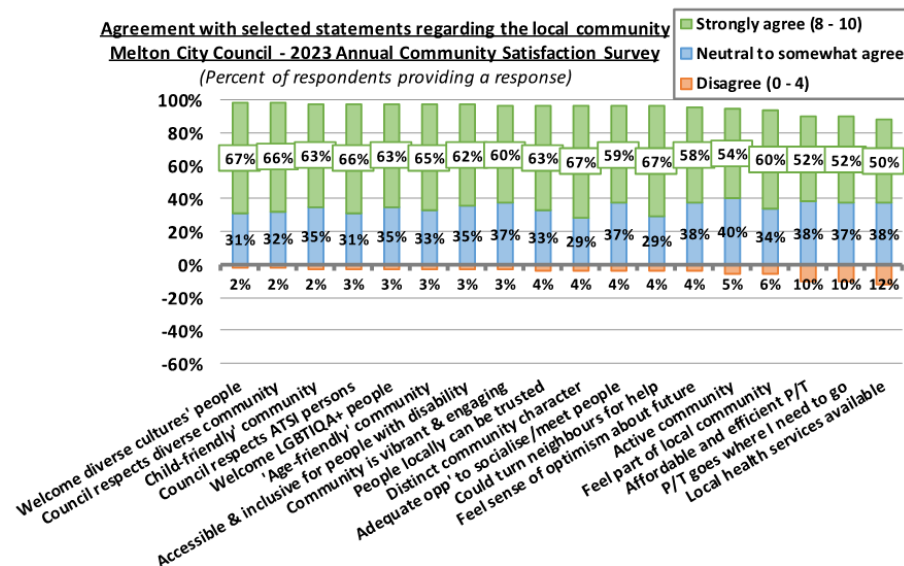


## Melton City Council – 2023 Annual Community Satisfaction Survey

Overall, these results certainly suggest a strong and improving sense of community in the City of Melton.



The following graph provides a breakdown of these results into the proportion of respondents who “strongly agreed” (i.e., rated agreement at eight or more), those who were “neutral to somewhat agreed” (i.e., rated agreement at five to seven), and those who “disagreed” (i.e., rated agreement at less than five). It is noted that at least half of the respondents providing a score “strongly agreed” with each statement, whilst no more than 12% disagreed with any.





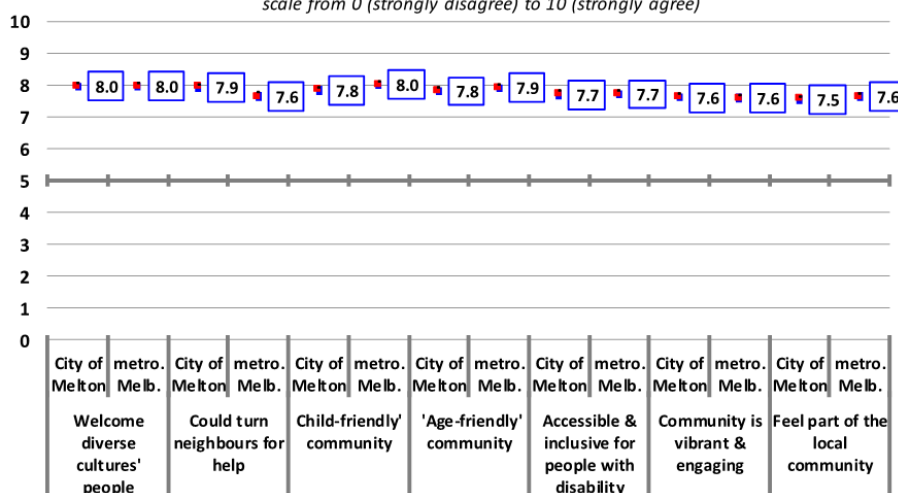
*Melton City Council – 2023 Annual Community Satisfaction Survey*

Of the 18 statements included in this City of Melton survey, seven were included in the 2023 *Governing Melbourne* research conducted independently by Metropolis Research in January 2023, using the same door-to-door, in-person interview style methodology.

It is noted that the average agreement with most of these statements was similar in the City of Melton to the metropolitan Melbourne average, although it is noted that agreement that respondents could turn to the neighbours for help was measurably (4%) higher in the City of Melton.

Respondents in the City of Melton rated agreement that Melton is a child-friendly and age-friendly community marginally lower than the metropolitan Melbourne average.

**Agreement with selected statements regarding the local community**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
 scale from 0 (strongly disagree) to 10 (strongly agree)



The following section provides time series results as well as a precinct and respondent profile breakdown of the average agreement with each of these 18 statements.

Whilst there was some variation observed for the different statements, in general terms the following was commonly observed:

- **Commonly more in agreement than average** – included respondents from Burnside, Caroline Springs, Kurunjang, and Melton South / Brookfield, younger adults (aged 18 to 34 years), senior citizens (aged 75 years and over), and respondents from multilingual households.
- **Commonly less in agreement than average** – included respondents from Melton West and Taylors Hill, and middle-aged adults (aged 45 to 59 years).





## Melton City Council – 2023 Annual Community Satisfaction Survey

**Respondent profile**

The following section of this report provides details as to the demographic profile of the respondents to the survey. These results show that the survey methodology has obtained a sample of residents that is both highly consistent over time, as well as being reflective of the underlying population of the City of Melton.

**Age structure**

The sample of respondents was weighted by age and gender to reflect the 2021 *Census* results. Metropolis Research notes that the unweighted sample obtained via the door-to-door methodology closely reflected the underlying population, reinforcing the strength of the door-to-door methodology in reflecting the views of the Melton community.

**Age group**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Age	2023 (unweighted)		2023	2022	2021	2020	2019
	Number	Percent	(weighted)				
Young adults (18 - 34 years)	276	34%	34%	34%	34%	34%	21%
Adults (35 - 49 years)	289	36%	33%	33%	24%	24%	24%
Middle-aged adults (50 - 59 years)	125	16%	15%	15%	24%	24%	31%
Older adults (60 - 69 years)	72	9%	11%	11%	14%	14%	20%
Senior citizens (70 years and over)	44	5%	7%	7%	4%	4%	4%
Not stated	0		0	0	0	0	1
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>806</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>

**Gender**

The sample of respondents was weighted by age and gender to reflect the 2021 *Census* results. The pre-weighted sample slightly over-estimated male over female respondents.

**Gender**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Gender	2023 (unweighted)		2023	2022	2021	2020	2019
	Number	Percent	(weighted)				
Man	442	55%	49%	49%	49%	49%	56%
Woman	358	44%	51%	51%	51%	51%	44%
Non-binary	5	1%	1%	0%	0%	0%	0%
Prefer to self-describe	0	0%	0%	0%	0%	0%	0%
Prefer not to say	1		1	1	0	0	2
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>806</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>

*Metropolis*  
RESEARCH



*Melton City Council – 2023 Annual Community Satisfaction Survey***Aboriginal and Torres Strait Islander**

Consistent with the results recorded in previous years, one percent of respondents identified as Aboriginal and / or Torres Strait Islander, with 12 preferring not to say.

**Household member identify as Aboriginal or Torres Strait Islander**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Response	2023		2022	2021	2020	2019	2018
	Number	Percent					
Yes	10	1%	3%	1%	2%	1%	3%
No	784	99%	97%	99%	98%	99%	97%
Not stated	12		16	14	22	17	11
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>	<b>800</b>

**Household member with disability**

There was a decline in 2023, in the proportion of respondents from households with a member with a disability, down from 16% last year to eight percent.

This result was notably lower than the long-term average result recorded since 2017.

**Household member with disability**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Response	2023		2022	2021	2020	2019	2018
	Number	Percent					
Yes	63	8%	16%	12%	17%	12%	13%
No	734	92%	84%	88%	83%	88%	87%
Not stated	9		29	15	31	14	6
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>	<b>800</b>



*Melton City Council – 2023 Annual Community Satisfaction Survey****Household member identifying as LGBTIQ+***

Consistent with the results recorded in previous years, two percent of respondent households reported that they had at least one household member identifying as LGBTIQ+.

This result is consistent with the long-term average since 2018 of three percent.

**Household member identifying as LGBTIQ+**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Response	2023		2022	2021	2020	2019	2018
	Number	Percent					
Yes	14	2%	4%	3%	1%	2%	3%
No	781	98%	96%	97%	99%	98%	97%
Not stated	11		35	21	35	22	12
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>	<b>800</b>

***Language spoken at home***

Consistent with the results recorded in previous years, approximately one-third (40% up from 36%) of respondents were from households that spoke a language other than English at home.

The diverse Melton community includes a notably, many who speak an Indian language, along with Vietnamese and Filipino.

The consistently high proportion of respondents from households who speak a language other than English at home reflects well on the door-to-door methodology and the Metropolis Research team, in ensuring participation from the diverse community.



*Melton City Council – 2023 Annual Community Satisfaction Survey*

**Language spoken at home**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Response	2023		2022	2021	2020	2019	2018
	Number	Percent					
English	482	60%	64%	66%	64%	62%	67%
Punjabi	58	7%	3%	3%	2%	3%	2%
Hindi	38	5%	3%	3%	4%	4%	5%
Vietnamese	22	3%	1%	1%	1%	2%	1%
Tagalog (Filipino)	21	3%	5%	3%	2%	2%	2%
Arabic	17	2%	2%	1%	1%	2%	1%
Urdu	15	2%	1%	1%	1%	1%	1%
Italian	10	1%	3%	4%	3%	2%	2%
Macedonian	10	1%	2%	1%	1%	2%	1%
Maltese	8	1%	3%	3%	3%	2%	3%
Spanish	8	1%	1%	1%	2%	2%	2%
Samoan	7	1%	1%	1%	0%	1%	0%
Bengali	6	1%	0%	0%	1%	1%	0%
Greek	6	1%	1%	1%	1%	2%	1%
Sinhalese	6	1%	1%	1%	1%	1%	1%
Teluga	6	1%	1%	1%	0%	0%	0%
Turkish	6	1%	1%	1%	1%	0%	1%
Serbian	5	1%	0%	0%	1%	1%	0%
Malayalam	4	0%	1%	1%	0%	0%	0%
Mandarin	4	0%	1%	1%	0%	1%	1%
Croatian	3	0%	0%	2%	1%	1%	1%
Gujarati	3	0%	0%	0%	0%	0%	0%
Nepali	3	0%	0%	0%	0%	0%	0%
Polish	3	0%	0%	1%	0%	0%	1%
Albanian	2	0%	1%	0%	0%	0%	0%
Amharic	2	0%	0%	0%	0%	0%	0%
Bosnian	2	0%	0%	0%	0%	0%	0%
Burmese	2	0%	0%	0%	0%	0%	0%
Fijian	2	0%	0%	0%	0%	0%	0%
Maori	2	0%	0%	0%	0%	0%	0%
Pashto	2	0%	0%	0%	0%	0%	0%
Persian	2	0%	0%	0%	0%	0%	0%
Swahili	2	0%	0%	0%	0%	0%	0%
Tamil	2	0%	0%	0%	1%	1%	0%
Ukranian	2	0%	0%	0%	0%	0%	0%
Multiple	0	0%	1%	0%	0%	3%	2%
All other languages (28 separately identified)	28	3%	8%	7%	12%	9%	9%
Not stated	5		13	13	23	8	11
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>	<b>800</b>



## Melton City Council – 2023 Annual Community Satisfaction Survey

**Household structure**

Consistent with the results recorded in previous years, approximately half of the respondents were from two-parent family households, including a mix of families with children of all ages. The sample also includes 19% couple households without children, 10% one-parent families, and seven percent group households.

**Household structure**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
 (Number and percent of respondents providing a response)

Structure	2023		2022	2021	2020	2019	2018
	Number	Percent					
<b>Two parent family total</b>	<b>440</b>	<b>56%</b>	<b>57%</b>	<b>56%</b>	<b>58%</b>	<b>52%</b>	<b>56%</b>
youngest child 0 - 4 years	142	18%	12%	16%	16%	15%	13%
youngest child 5 - 12 years	129	16%	19%	18%	18%	16%	18%
youngest child 13 - 18 years	79	10%	9%	12%	11%	10%	10%
adult children only	90	11%	17%	11%	13%	12%	16%
<b>One parent family total</b>	<b>76</b>	<b>10%</b>	<b>9%</b>	<b>6%</b>	<b>8%</b>	<b>9%</b>	<b>7%</b>
youngest child 0 - 4 years	14	2%	1%	2%	1%	2%	1%
youngest child 5 - 12 years	21	3%	1%	2%	2%	2%	1%
youngest child 13 - 18 years	13	2%	1%	1%	2%	2%	1%
adult children only	28	4%	5%	2%	3%	4%	3%
Couple only household	151	19%	19%	21%	20%	21%	19%
Group household	54	7%	7%	6%	4%	9%	10%
Sole person household	58	7%	6%	9%	8%	9%	8%
Other	4	1%	1%	1%	2%	0%	0%
Not stated	23		31	29	43	5	27
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>	<b>800</b>

**Business owner**

In 2023, seven percent of respondents reported that a household member owned or managed a business in the City of Melton. This was a little lower than the long-term average since 2017 of 11%.

**Household member own / manage a business in the City of Melton**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
 (Number and percent of respondents providing a response)

Response	2023		2022	2021	2020	2019	2018
	Number	Percent					
Yes	57	7%	13%	13%	14%	9%	10%
No	733	93%	87%	87%	86%	91%	90%
Not stated	16		42	30	42	8	0
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>	<b>800</b>



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*Melton City Council – 2023 Annual Community Satisfaction Survey***Housing situation**

Consistent with the long-term average since 2017, approximately half (54% up from 45%) of respondent households owned their home outright. There was a decrease this year in the proportion of mortgagor households, and there were more rental households.

The housing situation is a factor in average satisfaction with Council, with rental households measurably more satisfied with Council, and mortgagor households measurably less satisfied, which is the case this year, with this factor a positive influence on overall satisfaction.

**Housing situation**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Situation	2023		2022	2021	2020	2019	2018
	Number	Percent					
Own this home	431	54%	45%	48%	39%	52%	52%
Mortgagor (paying-off this home,	206	26%	41%	39%	42%	32%	30%
Renting this home	152	19%	14%	11%	16%	16%	16%
Insecure housing	4	1%	0%	2%	3%	1%	2%
Not stated	13		46	37	50	8	14
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>	<b>800</b>

**Period of residence**

There was a significant increase this year, in the proportion of respondents who had lived in the City of Melton for less than 10 years (65% up from 32%), and a decrease in long-term.

This is a small factor in overall satisfaction, as newer residents report higher levels of overall satisfaction with Council than long-term residents of 10 years or more. This is recorded this year, which will be factor positively impacting on overall satisfaction.

**Period of residence in the City of Melton**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
*(Number and percent of respondents providing a response)*

Period	2023		2022	2021	2020	2019	2018
	Number	Percent					
Less than 1 year	69	9%	2%	1%	2%	7%	7%
1 to less than 5 years	243	30%	7%	9%	12%	19%	18%
5 to less than ten years	211	26%	23%	21%	21%	17%	21%
Ten years or more	279	35%	68%	69%	65%	57%	54%
Not stated	4		26	24	35	1	8
<b>Total</b>	<b>806</b>	<b>100%</b>	<b>800</b>	<b>800</b>	<b>804</b>	<b>804</b>	<b>800</b>



## Melton City Council – 2023 Annual Community Satisfaction Survey

**General comments**

Respondents were asked:

*“Do you have any further comments you would like to make?”*

A total of 93 general comments were received from respondents to the survey this year, down substantially on the 126 received last year.

This decline may well reflect the increase in satisfaction with Council this year.

The general comments have been broadly categorised, as outlined in the following table, with the verbatim comments following in the main table.

Consistent with the results in previous years, the most common issues raised by respondents in the general comments related to roads and traffic (26%).

There were also comments received around safety, policing, and crime, as well as some around a variety of specific Council services and facilities.

**Summary of general comments**  
**Melton City Council - 2023 Annual Community Satisfaction Survey**  
 (Number and percent of total responses)

Comment	2023		2022	2021	2020	2019
	Number	Percent				
Traffic and roads	24	26%	14%	11%	10%	13%
Safety, policing and crime	12	13%	7%	9%	3%	6%
Council services and facilities	10	11%	11%	18%	19%	12%
Parks, gardens and open spaces	8	9%	9%	5%	6%	12%
General positive	5	5%	3%	7%	2%	8%
Waste management and cleanliness	5	5%	10%	7%	10%	6%
Communication, consultation, responsiveness	4	4%	7%	5%	2%	0%
Tree maintenance	4	4%	2%	4%	4%	3%
Cost of living	3	3%	0%	0%	0%	0%
General negative	3	3%	0%	0%	0%	0%
Planning, building and development	3	3%	6%	3%	2%	0%
Public transport	3	3%	6%	7%	6%	4%
Rates	3	3%	3%	3%	5%	8%
Comments on the survey	2	2%	2%	2%	2%	7%
Council governance and performance	1	1%	3%	3%	4%	0%
Footpaths	1	1%	3%	2%	7%	0%
Other	2	2%	2%	7%	3%	18%
<b>Total</b>	<b>93</b>	<b>100%</b>	<b>126</b>	<b>256</b>	<b>124</b>	<b>120</b>





*Melton City Council – 2023 Annual Community Satisfaction Survey*

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**Appendix One: survey form**



## 12.3 CITY OF MELTON - REVISED COMMUNITY GRANTS PROGRAM

**Author: Jarrod Byham - Grants Delivery and Attraction Lead**

**Presenter: Troy Scoble - Director City Life**

### PURPOSE OF REPORT

To seek Council endorsement of the proposed new City of Melton Community Grants Program for 2024.

### RECOMMENDATION:

That Council:

1. Endorse the revised community grants program for 2024.
2. Note that all policies and procedures relating to the delivery of the grants program will be updated and reviewed as part of Council's policy review process.

---

### REPORT

#### 1. Executive Summary

Council's Community Grants Program Policy and Community Grants Guidelines reached their review date in December 2022. Officers have been working through the review process over the past ten months. The review is timely and required given several issues experienced in implementing the existing program during 2022 and the need to ensure they reflect Council objectives for the provision of community funding in the future.

An extensive review process has been undertaken including engagement with key stakeholders. As a result, several key changes for the program are proposed to better support Council's priority areas, significantly improve processing timeframes, and provide grant applicants with greater support. It is proposed that the new Grants program be implemented effective from January 2024.

The revised grants program is proposed to offer year-round opportunities for community groups with applications assessed every two months, providing greater flexibility and responsiveness to the community. The new program would provide for five new grant categories, focused on the type of activity they support. Up to \$5,000 of grant funding will be offered for projects under the following categories:

- Environment & Nature – becoming a more sustainable community;
- Festivals & Events – celebrating diversity;
- Sports & Hobbies – encouraging participation;
- Healthy Living – promoting active and healthy lifestyles; and
- The Arts – providing community engagement and experiences through the Arts

In addition, Council will continue to support new groups and individuals via:

- New Group Fund (up to \$1,500) – establishing new groups to support our community;

- Resident Achievement Fund – supporting our high achievers with their pursuits, with maximum funding now increased to \$2,000 (was \$750); and
- FairGo 4 Youth Fund (up to \$600) – supporting youth of lower income families to participate in a range of extracurricular activities.

The status of submitted grant applications, funded project outcomes and program continuous improvement initiatives will be reported to Council every two months.

## **2. Background/Issues**

Melton City Council provides high quality and responsive services and programs to meet local needs. One way in which Council achieves this is through the provision of community funding for projects that align with Council's plans and objectives.

Council's Community Grants Program Policy and Community Grants Guidelines reached their review date in December 2022, and Officers have been working through the review process over the past ten months. The review is timely to ensure the Community Grants program continues to reflect Council objectives for the provision of community funding in the future.

### **Review method and inputs**

The review process involved extensive stakeholder engagement. Direct methods of engagement included a workshop with Councillors, interviews with Council Officers and Community members, and a survey and follow up telephone conversations with various community groups who have experiences success and challenges with our existing grants program. Feedback was also obtained through feedback comments provided in online applications by applicants and assessors.

Additionally, benchmarking of (similar and other) LGA grant programs has helped us to identify key improvement areas and opportunities. Outcomes from a May 2023 Internal Audit into Council's current community grants program has also helped to support review recommendations.

### **Review recommendations for improvement**

Community organisations, groups and local businesses make a significant contribution to the social, cultural, and environmental wellbeing of our local community. Council appreciates that at times these bodies seek partnership and or financial support from Council to enable a better response to local needs.

Opportunities for improvement on the existing program include:

- Better reflect and communicate Council's priority areas for the community;
- Engage with harder to reach community groups;
- Improve accessibility for applicants;
- Improve awareness of the grants program and recognition of positive outcomes;
- Minimise program administrative burden;
- Improve timeliness and responsiveness of the program; and
- Streamline the process for awarding and approving grants;
- Comply with audit recommendations relating to community funding processes.

The proposed guidelines will open funding opportunities to a wider range of community groups and localities with funding to be available all year round for all grant categories. Key highlights of the new program include:

- The introduction of all year-round grants with approvals on a bi-monthly basis;

- Grant categories that focus on the type of activity supported;
- The introduction of an Arts grants category, including individual artists;
- Increase in funds to support citizens achieving at a high level in their pursuits;
- Improved application forms and process, including greater focus on project outcomes and wider community benefit;
- Close monitoring of program status and outcomes by Council to inform an annual program review.

The program revisions will significantly reduce the time from application submission to communication of outcomes. There will also be a more structured method for application assessment, improving clarity to both applicants and assessors.

Council's annual World Environment Day grant program will now fall under the new Environment and Nature grant category and be offered year-round. There will also be opportunities to connect community groups with grant opportunities offered by other agencies, and greater focus on recognising the contribution of Council and community organisations delivering meaningful projects.

Next steps include:

1. New policy documents, guidelines and panel Terms of Reference developed and adopted by Council in October 2023 post review of the Council Policy Review Panel;
2. Training and awareness of new program features and processes during November and December 2023.

New grants categories open for new applications from January 2024 review process involved extensive stakeholder engagement. Direct methods of engagement included a workshop with Councillors, interviews with Council Officers and Community members, and a survey and follow up telephone conversations with various community groups who have experiences success and challenges with our existing grants program. Feedback was also obtained through feedback comments provided in online applications by applicants and assessors.

Additionally, benchmarking of (similar and other) LGA grant programs has helped us to identify key improvement areas and opportunities. Outcomes from a May 2023 Internal Audit into Council's current community grants program has also helped to support review recommendations.

### **Review recommendations for improvement**

Community organisations, groups and local businesses make a significant contribution to the social, cultural, and environmental wellbeing of our local community. Council appreciates that at times these bodies seek partnership and or financial support from Council to enable a better response to local needs.

While Council's current community grants program is governed by consistent guidelines, processes, and agreements, we have reviewed the program, identifying opportunities to:

- Better reflect and communicate Council's priority areas for the community;
- Engage with harder to reach community groups;
- Improve accessibility for applicants;
- Improve awareness of the grants program and recognition of positive outcomes;
- Minimise program administrative burden;
- Improve timeliness and responsiveness of the program;
- Streamline the process for awarding and approving grants; and
- Comply with audit recommendations relating to community funding processes.

The proposed guidelines will open funding opportunities to a wider range of community groups and localities with funding to be available all year round for all grant categories. Key highlights of the new program include:

- The introduction of all year-round grants with approvals on a bi-monthly basis;
- Grant categories that focus on the type of activity supported;
- The introduction of an Arts grants category, including individual artists;
- Increase in funds to support citizens achieving at a high level in their pursuits;
- Improved application forms and process, including greater focus on project outcomes and wider community benefit;
- Close monitoring of program status and outcomes by Council to inform an annual program review.

The program revisions will significantly reduce the time from application submission to communication of outcomes. There will also be a more structured method for application assessment, improving clarity to both applicants and assessors.

Council's annual World Environment Day grant program will now fall under the new Environment and Nature grant category and be offered year-round. There will also be opportunities to connect community groups with grant opportunities offered by other agencies, and greater focus on recognising the contribution of Council and community organisations delivering meaningful projects.

Next steps include:

3. New policy documents, guidelines and panel Terms of Reference developed and adopted by Council in October 2023;
4. Training and awareness of new program features and processes during November and December 2023;
5. New grants categories open for new applications from January 2024.

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

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

1. A safe City that is socially and culturally connected
  - 1.1 *A community that celebrates diversity and is inclusive of all.*

### **4. Financial Considerations**

Nil required as part of this report. Council's commitment to the Community grants program is reviewed and adopted as part of Council's annual budget process.

### **5. Consultation**

Direct methods of engagement included a workshop with Councillors, interviews with Council Officers and Community members, and a survey and follow up telephone conversations with various community groups who have experienced success and challenges with Council's existing grants program. Feedback was also obtained through feedback comments provided in online applications by applicants and assessors.

A detailed desktop review was conducted to assess strengths and opportunities of community funding programs for a wide range of neighbouring and like local government areas.

Draft recommendations have been discussed with Councillors at briefings in June and August 2023.

## **6. Risk Analysis**

The revised community grants program manages risks associated with the following obligations and recommendations:

- Objectives and priority areas in Melton's Council & Wellbeing Plan 2021-2025;
- Recommendations from the Victorian Auditor General's report into Fraud Control for Local Government Grants (2022);
- Recommendations from Council Internal Audit Report on Community Grant Management (Moore, 2023);
- Obligations under Victorian Local Government Act (2022); and
- Objectives of Council's Gambling Harm Prevention & Reduction Policy (2019).

## **7. Options**

Council has the option to:

1. Endorse the revised community grants program for 2024.
2. Not endorse the revised community grants program for 2024.

## **LIST OF APPENDICES**

Nil.

## 12.4 AMENDMENT C231 TO THE MELTON PLANNING SCHEME - CITY OF MELTON HERITAGE ASSESSMENT PROJECT 2020/21

Author: Tunc Ozlatif - Strategic Planner  
Presenter: Matthew Milbourne - Principal Strategic Planner

### PURPOSE OF REPORT

To consider the recommendations of the Planning Panel on Amendment C231 to the Melton Planning Scheme.

### RECOMMENDATION:

That Council:

1. Adopt Amendment C231 to the Melton Planning Scheme subject to the changes recommended in the Planning Report as contained in **Appendix 1** and detailed in **Appendix 2**.
2. Submit Amendment C231 to the Melton Planning Scheme to the Minister for Planning for approval.

---

### REPORT

#### 1. Executive Summary

Amendment C231 seeks to amend the Melton Planning Scheme to implement the recommendations of the City of Melton Heritage Assessment 2020/21 by Lovell Chen. This includes a proposal to add five places to the Schedule to the Heritage Overlay and the associated Heritage Overlay mapping.

The assessment was adopted by Council at the Ordinary Council Meeting on 18 July 2022, where Council also resolved to seek authorisation to prepare and exhibit a Planning Scheme Amendment to implement the project findings.

Amendment C231 was publicly exhibited from 10 November – 12 December 2022 and involved letters giving notice to affected landowners and occupiers of the affected properties, relevant State government bodies and agencies and prescribed Ministers.

At the Ordinary Council Meeting of 24 April 2023, submissions were considered, and Council resolved to request the Minister for Planning establish an independent Planning Panel to consider unresolved submissions received in response to Amendment C231 in accordance with the *Planning and Environment Act 1987*. Council referred two submissions to the Planning Panel.

The Planning Panel conducted a Directions Hearing on 11 May 2023, a second Directions Hearing on 8 June 2023 and considered submissions at a Panel hearing from 14-15 June 2023. The Planning Panel report was received by Council officers on 13 July 2023 (**Appendix 1**).

It is recommended that Council adopt Amendment C231 to the Melton Planning Scheme subject to the changes recommended by the Planning Panel in **Appendix 1** and detailed in **Appendix 2** then then submit Amendment C231 to the Melton Planning Scheme to the Minister for Planning for approval.



## 2. Background/Issues

Local Councils play an important role in preserving local history by carrying out heritage studies and permanently protecting heritage through the Planning Scheme. Under *the Planning & Environment Act (1987)* all Planning Schemes in Victoria must act to 'conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.'

### The City of Melton Heritage Assessment Project 20/21

'The City of Melton Heritage Assessment Project 2020/21' was prepared by Lovell-Chen Architects and Heritage Consultants (Lovell-Chen) and involved the assessment 13 places to determine whether they warrant protection and therefore inclusion in the Schedule to the Heritage Overlay (Clause 43.01) within the Melton Planning Scheme. The 13 places assessed were identified in the Shire of Melton Heritage Study 2007 as 'Conservation Desirable' places for further investigation.

The assessment was consistent with the *Planning and Environment Act 1987*, Planning Policy Framework and Municipal Strategic Statement. Of the 13 places assessed, Lovell-Chen found that five places met the threshold for local significance and should be protected via inclusion in the Schedule to the Heritage Overlay within the Melton Planning Scheme. This included one precinct listing and one serial listing amongst the citations.

The assessment was adopted by Council at its Ordinary Meeting on 18 July 2022. At this meeting, Council also resolved to seek authorisation to prepare and exhibit a Planning Scheme Amendment to implement findings of the assessment.

### Planning Scheme Amendment C231

Amendment C231 proposes to implement the findings of the 'City of Melton Heritage Assessment Project 2021/21' by adding five places to the Schedule to the Heritage Overlay and associated Heritage Overlay mapping.

The amendment applies to the following properties:

Address	Heritage Place	Proposed HO
1809-1859 Gisborne-Melton Road, Kurunjang	The Oaks Homestead	HO138
Unit 1-6, Unit 8-18, 19-115 Diggers Rest-Coimadai Road, Diggers Rest	Diggers Rest Army Housing Estate	HO139
Minns Road Bridge over Toolern Creek, Kurunjang	Minns Road Timber Bridge	HO140
115-131 Napier Street, 480-580, 726-738, 740-794 & 796-830 Mt Aitken Road, Diggers Rest	Soldier Settlement Housing	HO141
332 Benson Road, Toolern Vale	Hillview House	HO142

The amendment seeks to make the following changes to the Melton Planning Scheme:

- Amend the Schedule to Clause 43.01 to include the following heritage places on a permanent basis as follows:
  - 1809-1859 Gisborne-Melton Road, Kurunjang.
  - Unit 1-6, Unit 8-18, 19-115 Diggers Rest-Coimadai Road, Diggers Rest.
  - Minns Road Bridge over Toolern Creek, Kurunjang.
  - 115-131 Napier Street, 480-580, 726-738, 740-794, 796-830 Mt Aitken Road, Diggers Rest.
  - 332 Benson Road, Toolern Vale.

- Amend Planning Scheme Maps as follows:
  - 1HO to include HO142.
  - 2HO to include HO141 and delete part of HO60.
  - 3HO to include HO138.
  - 6HO to include HO138 and HO140.
- Amend the schedule to Clause 72.04 to incorporate the 'Diggers Rest Army Housing Estate: Heritage Design Guidelines and Permit Exemptions' and the following documents:
  - Statement of Significance: 115 -131 Napier Street, 480-580, 726-738, 740-794 and 796-830 Mt Aitken Road, Diggers Rest "Mt Aitken Soldier Settlement Housing" June 2022.
  - Statement of Significance: Unit 1-6, Unit 8-18, 19-115 Diggers Rest-Coimadai Road, Diggers Rest, "Diggers Rest Army Housing Estate" June 2022.
  - Statement of Significance: 332 Benson Road, Toolern Vale "Hillview" June 2022.
  - Statement of Significance: 1809-1859 Gisborne-Melton Road, Kurunjang", "The Oaks Homestead", June 2022.
  - Statement of Significance: Bridge over Toolern Creek, Kurunjang, "Minns Road Timber Bridge, June 2022.

There is an existing Heritage Overlay (HO60) that protects the Mt. Aitken Site and Ruin at 740-794 Mt Aitken Road, Diggers Rest. This is a heritage place that includes a semi-ruinous stone building and the archaeological remains of former structures including walls, tracks, and gardens.

The existing Heritage Overlay (HO60 – Mt Aitken Site and Ruin) currently applies to the whole property rather than the specific areas which have been identified as having archaeological potential. The Soldier Settlement Housing Serial Listing that is being proposed through this amendment includes the house at 740-794 Mt Aitken Road, Diggers Rest, and an area around the house of 10 metres, in the southern section of the property.

The amendment proposes to delete a portion of the existing Heritage Overlay (HO60) to allow for the soldier settlement house and a 10 metre curtilage to allow the house to be included in a new Heritage Overlay (HO141 – Mt Aitken Soldier Settlement Housing). The existing Heritage Overlay (HO60 – Mt Aitken Site and Ruin) will be retained across the remainder of the property and there will be two distinct statements of significance which will explain the different values of each Heritage Overlay area. The property will be subject to controls from both the existing Heritage Overlay (HO60 – Mt Aitken Site and Ruin) and a new Heritage Overlay (HO141 – Mt Aitken Soldier Settlement Housing).

### **Planning Panel**

On 2 May 2023, Planning Panels Victoria appointed a one-person Planning Panel to hear and consider submissions received for Amendment C231. Council received two submissions and referred both to the Panel.

The Planning Panel conducted two Directions Hearings on 11 May 2023 and 8 June 2023 and considered submissions at a hearing from 14-15 June 2023. Both Directions Hearings were conducted using the video conferencing platform, Microsoft Teams and the Panel was conducted online via Zoom.

In response to the submissions received and consultation with submitters, Council Officers introduced Prohibited Uses to the Panel, which is a provision that Council has applied to most heritage places in green wedge areas that allows landowners greater flexibility on the types of uses that may be permitted on the land than the Melton Planning Scheme may otherwise allow.

This is a common practice across the state to incentivise the heritage conservation of places within the Heritage Overlay. The revisions were sent to all submitters prior to the Planning Panel for information and comment.

Two submitters requested to be heard at the Panel, however one of the submitters withdrew their request to be heard prior to the Panel, noting they wanted their submission to be taken as read.

### **Planning Panel Report**

The Planning Panel issued its report to Council on 13 July 2023 (**Appendix 1**).

The Planning Panel has recommended that four of the five places identified for heritage protection should be added to the Heritage Overlay:

- HO138 – The Oaks Homestead at 1809-1859 Gisborne-Melton Road, Kurunjang.
- HO139 – Diggers Rest Army Housing Estate at 19-115 Diggers Rest- Coimada Road, Diggers Rest.
- HO140 – Minns Road Bridge over Toolern Creek, Kurunjang.
- HO142 – Hillview House at 332 Benson Road, Toolern Vale.

The Planning Panel recommended some minor changes to the heritage listing for the Diggers Rest Army Housing Estate (proposed HO139):

- The Heritage Overlay Schedule should be amended to:
  - Replace the address of the land to 19-115 Diggers Rest-Coimada Road.
  - Replace 'no' with 'yes' in the 'prohibited uses permitted' column.
- Amend the incorporated plan Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions.
- Amend the Heritage Overlay mapping for HO139 (Diggers Rest Army Housing Estate).

The Planning Panel has recommended the following heritage place should not be included in the Heritage Overlay:

- HO141 – Mt Aitken Soldier Settlement Housing at 115-131 Napier Street, 480-580, 726-738, 740-794 and 796-830 Mt Aitken Road, Diggers Rest.

The Planning Panel does not support the application of the Heritage Overlay to the Soldier Settlement houses as they have advised that 'the Soldier Settlement Scheme only played a minor role in the break-up of pastoral estates in the City of Melton and is therefore not historically important to the City of Melton'.

The Planning Panel also made the following comments about HO141 (Mt Aitken Soldier Settlement Housing):

- The most important period in the break-up of pastoral estates in Melton was early in the twentieth century.
- The Mount Aitken Estate Soldier Settlement Housing is the only example of post-World War Two Soldier Settlement Scheme development in Melton.
- The comparative analysis prepared for the Mount Aitken Estate Soldier Settlement Housing is inadequate and does not demonstrate the buildings are important examples of post-World War Two Soldier Settlement housing in Melton.
- The building at 740-794 Mount Aitken Road, Diggers Rest is not sufficiently intact or of sufficient integrity to justify the Heritage Overlay.

- While in very poor condition, demolition of the building at 796-830 Mount Aitken Road is not an inevitable outcome, and condition of building is not a determinative consideration to whether it should be included in the Heritage Overlay.
- Applying the Heritage Overlay to the Mount Aitken Estate Post-World War Two Soldier Settlement Housing is not strategically justified.

Council officers accept the findings of the Planning Panel and recommend that Council adopt Amendment C231 to the Melton Planning Scheme subject to changes recommended by the Planning Panel in **Appendix 1**.

It is recommended that Council adopt Amendment C231 to the Melton Planning Scheme subject to changes recommended by the Planning Panel in **Appendix 1** and detailed in **Appendix 2**, and then submit Amendment C231 to the Melton Planning Scheme to the Minister for Planning for approval.

#### **Proposed HO142 – Hillview House**

Following the receipt of the planning panel report the landowner of Hillview House at 332 Benson Road, Toolern Vale (proposed HO142) contacted our lawyers (Harwood Andrews) to let them know that they had not received notification of the amendment, which was exhibited in November – December 2022.

It is noted that Council sent notice of the amendment by registered post, and a receipt of delivery was provided to Council.

Council officers sought legal advice from Harwood Andrews who recommended that the landowner should be provided with an opportunity for their submission to be considered by Council before making a decision on whether Council will continue to seek to apply HO142 (Hillview House) to the property at 332 Benson Road, Toolern Vale.

The landowner was given two weeks to make a submission on why their property should be excluded from the Heritage Overlay. No submission has been received from the landowner.

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

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

2. A vibrant and healthy natural and built environment

*2.3 A City growing and developing sustainably.*

### **4. Financial Considerations**

The preparation of the City of Melton Heritage Assessment Project 2020/21 was approximately \$49,000 excluding Goods and Services Tax (GST) and included Council officer time and resources to prepare.

Council is required to pay statutory fees associated with the amendment process and Council officer time and resources were involved throughout the amendment process.

Council also incurred costs for the fee payable to Planning Panels Victoria for the independent Planning Panel of \$17,000. Other fees associated with the Planning Panel process include Council's legal representation and Council's expert witness (Lovell Chen).

The costs associated with Planning Scheme Amendments are covered by the recurrent budget of City Design and Strategy except for Council's legal representation which is covered by the recurrent budget of Legal and Governance.

## 5. Consultation/Public Submissions

### Public Exhibition

Amendment C231 was exhibited from 10 November – 12 December 2022 and involved letters giving notice to affected landowners and occupiers of the affected properties, relevant State government bodies and agencies and prescribed Ministers. The amendment ordinance and documentation were also provided.

Notices were also placed:

- In the local newspaper, the Melton and Moorabool Star Weekly and Brimbank and Northwest Star Weekly.
- In the Government Gazette.
- On the Department of Transport and Planning's website.
- On Council's website.

### Submissions and Planning Panel

A total of two submissions were received in response to the amendment, both objecting the amendment. At the Ordinary Council Meeting 24 April 2023, Council resolved to refer both submissions to an Independent Planning Panel.

Prior to the Planning Panel, Council officers contacted submitters who sought clarification on issues and the process going forward and where possible, endeavoured to resolve issues prior to a Planning Panel.

As outlined earlier, Council has received a request to make a late submission from the landowner of Hillview House at 332 Benson Road, Toolern Vale (proposed HO142 – Hillview House). Despite making a request, the landowner did not make a submission on why their property should be excluded from the Heritage Overlay.

## 6. Risk Analysis

Should Council choose to abandon the amendment, it would prevent the protection of significant heritage places from risk of demolition. Council would not meet its obligations under the *Planning and Environment Act 1987* regarding the conservation and enhancement of heritage places and the objectives and strategies of the Planning Policy Framework and Municipal Strategic Statement within the Melton Planning Scheme.

Furthermore, abandoning the amendment would undermine the Council adopted 'Shire of Melton Heritage Study 2007', 'City of Melton Heritage Strategy 2017-2021', 'City of Melton Heritage Assessment Project 2020/21', and the amendment process including the Panel Hearing undertaken to date.

## 7. Options

Council can resolve to either:

1. Adopt Amendment C231 to the Melton Planning Scheme subject to the changes recommended in the Panel Report as contained in **Appendix 1** and detailed in **Appendix 2** and submit the Amendment to the Minister for Planning for approval; or
2. Abandon Amendment C231 to the Melton Planning Scheme.

## LIST OF APPENDICES

1. Amendment C231 to the Melton Planning Scheme Panel Report, Planning Panels Victoria, 13 July 2023
2. Amendment C231 Documents to be Adopted, Melton City Council, undated

**Planning  
Panels  
Victoria**

**Melton Planning Scheme Amendment C231  
City of Melton Heritage Assessment Project 2020/21**

**Panel Report**

*Planning and Environment Act 1987*

**13 July 2023**

---

**How will this report be used?**

This is a brief description of how this report will be used for the benefit of people unfamiliar with the planning system. If you have concerns about a specific issue you should seek independent advice.

The planning authority must consider this report before deciding whether or not to adopt the Amendment.

[section 27(1) of the *Planning and Environment Act 1987* (the PE Act)]

For the Amendment to proceed, it must be adopted by the planning authority and then sent to the Minister for Planning for approval.

The planning authority is not obliged to follow the recommendations of the Panel, but it must give its reasons if it does not follow the recommendations. [section 31 (1) of the PE Act, and section 9 of the *Planning and Environment Regulations 2015*]

If approved by the Minister for Planning a formal change will be made to the planning scheme. Notice of approval of the Amendment will be published in the Government Gazette. [section 37 of the PE Act]

Planning Panels Victoria acknowledges the Wurundjeri Woi Wurrung People as the traditional custodians of the land on which our office is located. We pay our respects to their Elders past and present.

***Planning and Environment Act 1987***

Panel Report pursuant to section 25 of the PE Act

Melton Planning Scheme Amendment C231melt

City of Melton Heritage Assessment Project 2020/21

**13 July 2023**



Alison McFarlane, Chair



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## Glossary and abbreviations

2007 Heritage Study	<i>Shire of Melton Heritage Study, 2007</i>
2020/21 Heritage Assessment	<i>City of Melton Heritage Assessment Project 2020/21</i>
740 Building	740-794 Mount Aitken Road, Diggers Rest
796 Building	796-830 Mount Aitken Road, Diggers Rest
Amendment	Melton Planning Scheme Amendment C231melt
Council	Melton City Council
D	Document
Dustday Investments	<i>Dustday Investments Pty Ltd v Minister for Planning [2015] VSC 101</i>
G Adams	G Adams Enterprises Australia Pty Ltd
Planning Scheme	Melton Planning Scheme
Planning Panels Victoria	PPV
PPN01	<i>Planning Practice Note 01: Applying the Heritage Overlay, August 2018 (updated 13 June 2023)</i>
Prime Equity	Prime Equity Group Pty Ltd

## Overview

Amendment summary	
The Amendment	Melton Planning Scheme Amendment C231melt
Common name	City of Melton Heritage Assessment Project 2020/21
Brief description	Implements City of Melton Heritage Assessment Project 2020/21 by applying the Heritage Overlay to five places in Diggers Rest, Toolern Vale and Kurunjang
Subject land	<ul style="list-style-type: none"> <li>- 1809-1859 Gisborne-Melton Road, Kurunjang</li> <li>- Units 1-6 and 8-18, 117 Diggers Rest-Coimada Road, Diggers Rest</li> <li>- Bridge over Toolern Creek, Kurunjang</li> <li>- 115-131 Napier Street, 480-580, 726-738, 740-794 and 796-830 Mount Aitken Road, Diggers Rest</li> <li>- 332 Benson Road, Toolern Vale</li> </ul>
Planning Authority	Melton City Council
Authorisation	9 August 2022
Exhibition	10 November to 12 December 2022
Submissions	Prime Equity Group (opposing) G. Adams Enterprises Australia Pty Ltd (opposing)

Panel process	
The Panel	Alison McFarlane
Directions Hearing	Video, 11 May 2023 and 8 June 2023
Panel Hearing	Video, 14 and 15 June 2023
Site inspections	Accompanied, 24 May 2023
Parties to the Hearing	Melton City Council represented by Greg Tobin of Harwood Andrews Lawyers who called expert evidence on: <ul style="list-style-type: none"> <li>- heritage from Adam Mornement of Lovell Chen</li> </ul> Prime Equity Group represented by Edward Mahony of Best Hooper Lawyers G Adams Enterprises Australia Pty Ltd represented by Nick Tweedie SC and Serena Armstrong of counsel, instructed by Rhodie Anderson of Rigby Cooke Lawyers, who called evidence on: <ul style="list-style-type: none"> <li>- heritage from Bryce Raworth of Bryce Raworth Heritage and Conservation</li> <li>- structural engineering from Shane Leonard from Philip Chun Building Code Consulting</li> </ul>
Citation	Melton PSA C231melt [2023] PPV
Date of this report	13 July 2023

## Executive summary

Melton Planning Scheme Amendment C231melt (the Amendment) seeks to implement the recommendations of the *City of Melton Heritage Assessment Project 2020/21* (2020/21 Heritage Assessment), prepared by Lovell Chen Architects and Heritage Consultants, into the Melton Planning Scheme.

The 2020/21 Heritage Assessment assessed nine places identified in the *Melton Heritage Study, 2007* as 'conservation desirable' and eight places listed as 'might be considered worthy of heritage protection in a future study'. Of those, five places were recommended for the Heritage Overlay and are the subject of the Amendment. These are:

- The Oaks Homestead at 1809-1859 Gisborne-Melton Road, Kurunjang (HO138)
- Diggers Rest Army Housing Estate at Units 1-6 and 8-18, 117 Diggers Rest-Coimadai Road, Diggers Rest (HO139)
- Minns Road Bridge over Toolern Creek, Kurunjang (HO140)
- Soldier Settlement Housing at 115-131 Napier Street, 480-580, 726-738, 740-794 and 796-830 Mt Aitken Road, Diggers Rest (HO141)
- Hillview house at 332 Benson Road, Toolern Vale (HO142).

Protecting locally significant heritage places is an objective of the Planning Policy Framework. The Amendment is responsive to this objective by seeking to protect places of potential heritage significance identified in the *Melton Heritage Study, 2007* and further assessed in the 2020/21 Heritage Assessment. This underpins the strategic justification for the Amendment.

Two submissions were received following public exhibition. The submissions opposed the application of the Heritage Overlay to the Diggers Rest Army Housing Estate (HO139) and Mount Aitken Estate Soldier Settlement Housing (HO141).

Prior to the commencement of the Hearing, the owners of the Diggers Rest Army Housing Estate withdrew their opposition to the Amendment subject to modest changes to the Heritage Overlay Schedule and accompanying Incorporated Plan agreed to by Melton City Council. These changes provide scope for future use and development of the site to assist its conservation and are supported by the Panel.

The Amendment purported the Mount Aitken Estate Soldier Settlement Housing had heritage significance warranting protection because it is linked with the break-up of pastoral estates in Melton, which is a theme in Melton's thematic environmental history. The *Melton Heritage Study, 2007* confirms the most important period in the break-up of pastoral estates was early in the twentieth century. In this period, large pastoral estates were broken-up in hundreds of lots and catalysed population growth and development. In contrast, the mid-century subdivision of Mount Aitken Estate, the only one of its kind facilitated by the post-World War II Soldier Settlement Scheme, played a very minor role in the break-up of pastoral estates and is not historically important to Melton. Consequently, applying the Heritage Overlay to the Mount Aitken Estate Soldier Settlement housing is not strategically justified as is not supported by the Panel.

### Recommendations

Based on the reasons set out in this Report, the Panel recommends that Melton Planning Scheme Amendment C231melt be adopted as exhibited subject to the following:

1. Amend the Heritage Overlay Schedule for HO139 to:
  - a) replace the address of the land with '19-115 Diggers Rest-Coimadai Road'
  - b) replace 'no' with 'yes' under 'Prohibited uses permitted?'.
2. Amend the Incorporated Plan *Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions* as shown in Appendix D.
3. Amend the Heritage Overlay mapping for HO139 as shown in Figure 3.
4. Delete the HO141 listing from the Heritage Overlay Schedule and the associated Planning Scheme Map.
5. Delete '*Statement of Significance: 115-131 Napier Street, 480-580, 726-738, 740-794 and 796-830 Mt Aitken Road, Diggers Rest "Mt Aitken Soldier Settlement Housing" June 2022*' from the Schedule to Clause 72.04 (Documents Incorporated in this Planning Scheme).

## 1 Introduction

### 1.1 The Amendment

#### (i) Amendment description

The purpose of the Melton Planning Scheme Amendment C231melt (the Amendment) is to implement the recommendations of the *City of Melton Heritage Assessment Project 2020/21* (2020/21 Heritage Assessment), prepared by Lovell Chen Architects and Heritage Consultants, into the Melton Planning Scheme (Planning Scheme).

The Amendment proposes to apply the Heritage Overlay (HO) to five places as follows.

- The Oaks Homestead at 1809-1859 Gisborne-Melton Road, Kurunjang (HO138)
- Diggers Rest Army Housing Estate at Units 1-6 and 8-18, 117 Diggers Rest-Coimadai Road, Diggers Rest (HO139)
- Minns Road Bridge over Toolern Creek, Kurunjang (HO140)
- Soldier Settlement Housing at 115-131 Napier Street, 480-580, 726-738, 740-794 and 796-830 Mt Aitken Road, Diggers Rest (HO141)
- Hillview house at 332 Benson Road, Toolern Vale (HO142).

The Amendment also proposes to amend the Schedule to Clause 72.04 to incorporate the following documents into the Planning Scheme:

- *Statement of Significance: 1809-1859 Gisborne-Melton Road, Kurunjang*, "The Oaks Homestead", June 2022
- *Statement of Significance: Unit 1-6, Unit 1-18, 117 Diggers Rest-Coimadai Road, Diggers Rest*, "Diggers Rest Army Housing Estate" June 2022
- *Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions*.
- *Statement of Significance: Bridge over Toolern Creek, Kurunjang*, "Minns Road Timber Bridge", June 2022
- *Statement of Significance: 115-131 Napier Street, 480-580, 726-738, 740-794 and 796-830 Mt Aitken Road, Diggers Rest* "Mt Aitken Soldier Settlement Housing", June 2022
- *Statement of Significance: 332 Benson Road, Toolern Vale* "Hillview", June 2022.

### 1.2 Background

Melton City Council (Council) provided a summary of the background to the Amendment and chronology of events in its Part A submission. The Panel has summarised this in Appendix B.

### 1.3 Procedural issues

#### Structural engineering evidence for G Adams Enterprises Australia Pty Ltd

Seven business days before the Hearing was scheduled to commence (email correspondence dated 2 June 2023), Rigby Cooke Lawyers advised the parties that G Adams Enterprises Australia Pty Ltd (G Adams) proposed to call Mr Leonard of Philip Chun Building Compliance to give structural engineering evidence. Council advised on 5 June 2023 that it opposed this proposal.

The Panel convened a Directions Hearing on 8 June 2023 to consider two issues. Firstly, procedural fairness issues arising from the proposal to call an additional witness. Secondly, the

relevance of the evidence to the Amendment. After hearing submissions on the issues, the Panel agreed to accept the evidence on the basis it was satisfied the condition of the building may be relevant to the Amendment. Parties were informed of the Panel's decision in writing (D14).

For procedural fairness, the Panel provided Council the opportunity to call like evidence or additional time to respond to Mr Leonard's witness statement. Council decided not to call an additional expert and did not seek additional time to make its submissions.

#### **Prime Equity Group Pty Ltd**

By email correspondence dated 7 June 2023, Prime Equity Group Pty Ltd (Prime Equity) advised it no longer sought to:

- circulate or rely on any heritage evidence
- participate in the Hearing and requested its submissions be taken as read unless the Panel had further questions of it.

The Panel had no questions of clarification for Prime Equity following receipt of its submissions.

#### **Potential conflict of interest of Mr Mornement**

Mr Mornement gave heritage evidence for Council. Mr Mornement is a Principal and Director of Lovell Chen who prepared the 2020/21 Heritage Assessment. G Adams questioned whether Mr Mornement had a conflict of interest in presenting his evidence given this required him to provide an opinion of work carried out by his own company.

There are different types of expert witnesses. They include an expert who worked on a report or project on which the Amendment is founded, often referred to as the content expert. Another is an expert who had no previous role with the Amendment, often referred to as a peer expert. The Panel understands Mr Mornement had a role in preparing 2020/21 Heritage Assessment and is a content expert in this matter.

The role of content expert and peer expert should not be confused with whether an expert is independent.

Planning Panels Victoria (PPV) Practice Note 1 (Expert evidence) explains that an expert witness:

- has a paramount duty to PPV and not to the party retaining the expert
- has an overriding duty to assist PPV on matters relevant to the expert's expertise
- is not an advocate for a party to a proceeding.

An independent witness is someone who meets these criteria irrespective of whether they are a content or peer expert.

The Panel considers that Mr Mornement acted independently when appearing as an expert witness.

## **1.4 The Panel's approach**

Two submissions were received opposing the Amendment. The submissions opposed the application of the Heritage Overlay to the Diggers Rest Army Housing Estate (HO139) and Mount Aitken Estate Soldier Settlement Housing (HO141).

The Panel has assessed the Amendment against the principles of net community benefit and sustainable development, as set out in Clause 71.02-3 (Integrated decision making) of the Planning Scheme.



The Panel considered all written submissions made in response to the exhibition of the Amendment, observations from site visits, and submissions, evidence and other material presented to it during the Hearing. The Panel has selective in referring to the more relevant or determinative material in the Report. All submissions and materials have been considered by the Panel in reaching its conclusions, regardless of whether they are specifically mentioned in the Report.

This Report deals with the issues under the following headings:

- Planning context, background and strategic justification
- Diggers Rest Army Estate Housing
- Mount Aitken Estate Soldier Settlement Housing.

Any reference to Melton in this report refers to the Melton municipality.

## 1.5 Limitations

The Amendment proposes to apply the Heritage Overlay to five places, however submissions related to only two of these places. The Panel's role is to consider unresolved issues in the submissions referred to it. For this reason, the Panel has not assessed or reached conclusions on the specific merit of Heritage Overlay 138, 140 or 142. The Panel has made general conclusions on the strategic justification for the Amendment in Chapter 2.

## 2 Planning context, background and strategic justification

### 2.1 Planning context

This chapter identifies planning context relevant to the Amendment. Appendix A highlights key imperatives of relevant provisions and policies.

Table 1 Planning context

Source	Relevant references
<b>Victorian planning objectives</b>	- section 4(1)(d) of the PE Act
<b>Planning Policy Framework</b>	- 15.03-1S (Heritage conservation) - Clause 21.07-3 (Heritage)
<b>Other planning strategies and policies</b>	- Plan Melbourne Outcome 4, Direction 4.4, Policies 4.4.1 and 4.4.4 - <i>Shire of Melton Heritage Study, 2007</i> - <i>City of Melton Heritage Assessments Project 2018</i> - <i>City of Melton Heritage Strategy 2017-20218</i>
<b>Planning scheme provisions</b>	- Heritage Overlay
<b>Planning scheme amendments</b>	- Melton Planning Scheme Amendment C71 - Melton Planning Scheme Amendment C198melt
<b>Ministerial Direction</b>	- Ministerial Direction 11 (Strategic Assessment of Amendments)
<b>Planning Practice Note</b>	- <i>Planning Practice Note 1: Applying the Heritage Overlay</i> , August 2018 (updated 13 June 2023) (PPN01)

### 2.2 Overview of heritage studies

The *Shire of Melton Heritage Study, 2007* (the 2007 Heritage Study) identified and assessed places of cultural heritage significance in two stages. Stage 1 involved preparation of a thematic history of post-contact settlement and development for the whole of the municipality and identified places of potential cultural significance. Stage 2 assessed and documented 191 places of cultural heritage significance. Of these:

- 113 places were recommended for inclusion in the Heritage Overlay (as listed in Schedule 1 of the 2007 Heritage Study)
- 7 places were recommended for inclusion on the Victorian Heritage Register (Schedule 2)
- 57 places were listed identified as 'Conservation Desirable' (Schedule 3A)
- 22 places were listed as 'might be considered worthy of heritage protection in a future study' (Schedule 3B)
- 61 'Historical and Potential Archaeological Places' were identified (Schedule 4).

The 2007 Heritage Study explained:

Places listed as Conservation Desirable contribute to the character of the study area. Some have not been researched due to the constraints of the study brief and therefore there is insufficient information to assess if they demonstrate the required criteria for inclusion in the planning scheme as individual places. Others are highly altered, but there may be

opportunities for restoration and/or reconstruction that could elevate their heritage significance. It is recommended that the assessment of these places be included in a future review of this Heritage Study.

The 22 places listed in Schedule 3B as 'worthy of heritage protection in a future study' did not meet the relevant assessment criteria and significance thresholds to warrant inclusion in the Heritage Overlay. However, the study noted:

But with inevitable losses of existing heritage places, and with developments in understanding heritage and changing criteria, they might be reassessed in a future Heritage Study.<sup>1</sup>

Melton Planning Scheme Amendment C71 was gazetted in August 2010 and applied the Heritage Overlay to places listed in Schedules 1 and 2, subject to removing some properties following the recommendations of the Panel.

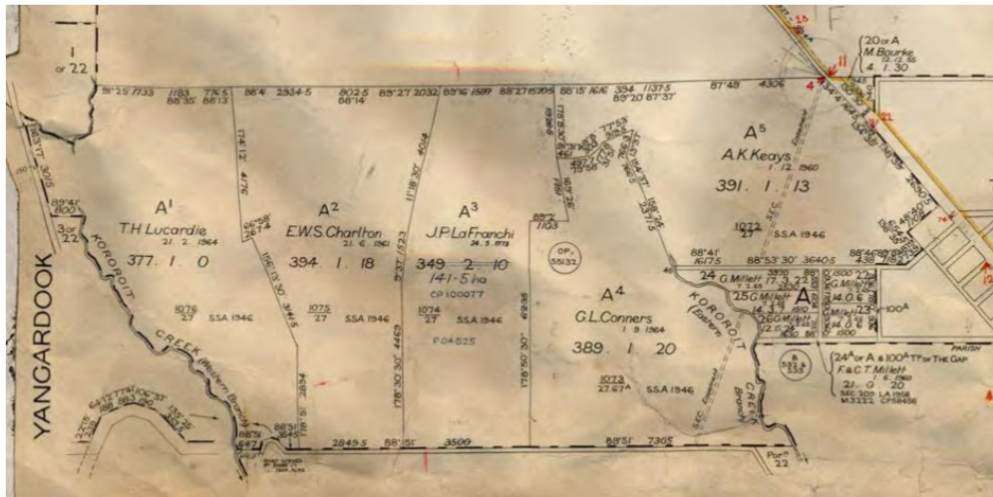
The 2007 Heritage Study informed the direction of further strategic and heritage assessment work. Relevant to the current Amendment, the following places (Table 2) were listed in Schedule 3A and Schedule 3B:

**Table 2** Amendment C231melt places identified in 2007 Heritage Study

2007 Heritage Study		Proposed Heritage Overlay	Place
Number	Schedule		
034	3A	Heritage Overlay 138	Oaks Homestead, 1809-1895 Gisborne-Melton Road, Kurunjang
080	3A	Heritage Overlay 139	Diggers Rest Army Housing Precinct, Diggers Rest-Coimada Road
222	3A	Heritage Overlay 140	Minns Road Timber Bridge
143	3A	Heritage Overlay 141	Corvette, 638 Mount Aitken Road, Diggers Rest (Connor's original post-World War II Soldier Settlement house (Figure 1))
134	3B	Heritage Overlay 141	Boomera Gate No. 1 House, Mount Aitken Road, Diggers Rest (Charlton's original post-World War II Soldier Settlement house (Figure 1))
135	3B	Heritage Overlay 141	Original Boomera House, Mount Aitken Road, Diggers Rest (Lucardie's original post-World War II Soldier Settlement house (Figure 1))
142	3B	Heritage Overlay 141	Menindee House, Mount Aitken Road, Diggers Rest (LaFranchi's original post-World War II Soldier Settlement house (Figure 1))
001	3A	Heritage Overlay 142	Hillview, 332 Benson Road, Toolern Vale

<sup>1</sup> D18b, pdf 77

Figure 1 Mount Aitken Estate Post-World War II Soldier Settlement Subdivision



Source: D16e, p4d

Council prepared and adopted the *City of Melton Heritage Strategy 2017-2018* on 18 September 2017. It provides a strategic framework for the identification, conservation and monitoring of heritage assets, sites and features in the municipality, via a series of themes, goals, objectives and actions. A key action under Theme 2 (protecting and managing) is:

Continue to implement recommendations from the Melton Heritage Study 2007, including:

- Review schedules of heritage places identified for further investigation in the Melton Heritage Study 2007.
- Undertake documentation and assessment of places listed in the Conservation Desirable Schedule in the Melton Heritage Study 2007.

The *City of Melton Heritage Assessments Project 2018* assessed 13 places identified in the 2007 Heritage Study. These sites were selected for assessment due to their location in the Urban Growth Zone and susceptibility to redevelopment. Of the 13, ten were listed in Schedule 3A and two were listed in Schedule 3B. A further property was added to the study following receipt of a development application. This assessment formed the basis of Planning Scheme Amendment C198melt which was gazetted in May 2021.

The 2020/21 Heritage Assessment assessed nine places listed in Schedule 3A and eight places listed in Schedule 3B. Of those, five places were recommended for the Heritage Overlay and are the subject of the Amendment.

## 2.3 Strategic justification

### (i) Evidence and submissions

Council explained Clause 21.07-3.1 of its Municipal Strategic Statement provides a contextual overview of heritage issues in the City of Melton. It states:

The City of Melton is the boundary between two tribes of the Kulin nation: the Wurundjeri to the east of the Werribee River and the Wathaurong on the west side of the Werribee River. The remnant grassland landscape, river and creek valleys and volcanic cones of the City provide reminders of indigenous stewardship and occupation of the land. The names of creeks and locations, such as Djerriwarrah, Toolern and Kororoit are testament to the

continuing relationship of indigenous people with this area. Evidence of pre-contact Aboriginal occupation of the landscape is concentrated around watercourses and on the high rises above the plain, and is mainly demonstrated in artefact scatters.

*The City of Melton was first settled by European pastoralists in the 1830s and 1840s, attracted to the extensive volcanic grasslands, deep creeks and easy access to ports at Melbourne and Geelong. Most of the City was taken up by three large pastoral holdings, Exford, Greenhills and Rockbank. These properties left a legacy of elegant homesteads and outbuildings, dry stone walls, dams, historic roads, fords and bridges. In the late nineteenth century smaller farmers moved into the area, as the large estates were broken up. These settlers created small dairy holdings, took up cropping and processed chaff, planted shelter belts, built wooden homesteads and constructed more dry stone walls.*

*The dry-stone wall landscape of the City is expressive of both the natural history of the volcanic creation of the area and the cultural history of its human modification.*

*Identification and planning around heritage assets in the early stages of Precinct Structure Planning is critical in ensuring cultural values are protected and enhanced.*

*Council adopted the Shire of Melton Heritage Study in May 2007 and the Melton Dry Stone Walls Study in August 2011 which identified and assessed places of cultural heritage significance.*

The key heritage issues for Melton are set out at Clause 21.07-3.2. These are:

- Recognising and retaining the City's cultural heritage which creates an important sense of local identity for existing and future residents.
- Protecting recognised sites and precincts that are of national, state and local level significance.
- Integrating heritage features into future urban development and planning for growth areas.
- Protecting dry stone walls in developing urban areas.

Council submitted Clause 21.07-3.4 (Implementation), informs the strategic justification for the Amendment. That clause relevantly provides:

**Scheme implementation**

Applying the Heritage Overlay to places of identified heritage significance, such as sites in the Shire of Melton Heritage Study, or any other relevant heritage studies.

**Further strategic work**

Reviewing and update the Shire of Melton: Environmental History 2007 to identify places which could be included in future gap studies.

Assessing Conservation Desirable sites in Shire of Melton Heritage Study Volume 1 2007 and make recommendations for protection under a Heritage Overlay.

Reviewing the environmental history from the Melton Heritage Study 2007 to ensure consistency with Victoria's Framework of Historical Themes which now forms the basis of heritage studies in Victoria.

Council submitted the Amendment would have positive environmental, economic and social benefits, noting:

- environmental sustainability benefits result from the retention of heritage places through maintenance, restoration and re-use of buildings
- conservation and enhancement of places with local heritage significance can stimulate economic growth by increasing the attractiveness of future residential communities that are planned to surround those places
- the Heritage Overlay does not prohibit development, subdivision or demolition (where allowed by the underlying zoning), but rather requires a planning permit to be obtained
- routine maintenance and repairs that do not alter the appearance of a building do not require a planning permit under the Heritage Overlay

- conservation and enhancement of places with local heritage significance plays an important role in defining local identity, provides a link to the past and creates a sense of place by adding to the character and interest of the municipality.

**(ii) Discussion and conclusion**

Protecting locally significant heritage places is an objective of the Planning Policy Framework and Council's Municipal Strategic Statement. The Amendment responds to this objective by seeking to protect places of potential heritage significance identified in the 2007 Heritage Study and further assessed in the 2020/21 Heritage Assessment for present and future generations.

For the reasons set out in this report, the Panel is not satisfied the Mount Aitken Estate Soldier Settlement housing has been demonstrated to be a place of heritage significance to Melton, having regard to the Planning Policy Framework and PPN01. It therefore follows, this part of the Amendment is not strategically justified and should not proceed.

In relation to the Diggers Rest Army Housing Estate, for the reasons set out in this report, the Panel concludes that this part of the Amendment:

- is supported by, and implements, the relevant sections of the Planning Policy Framework
- is consistent with the relevant Ministerial Directions and Practice Notes
- is well founded and strategically justified and should proceed.



### 3 Diggers Rest Army Housing Estate

#### Exhibited Statement of significance



#### What is significant?

The Diggers Rest Army Housing Estate was established by the Australian military in the post-war period within the former Diggers Rest transmitting station site. The Former Army Radio Station (included as Heritage Overlay 49 in the Schedule to the Heritage Overlay of the Melton Planning Scheme) dates from 1944 and is the only significant wartime building remaining at the Diggers Rest station. The housing estate is a group of detached single-storey residences constructed in the 1950s and 1960s on the south side of Diggers Rest-Coimadai Road and within the site to the north of the Former Army Radio Station to house married military personnel working at the station site.

#### How is it significant?

The Diggers Rest Army Housing Estate is of local historical and representative significance to the City of Melton.

#### Why is it significant?

Together with the Former Army Radio Station (HO49), the Diggers Rest Army Housing Estate is historically significant for its association with the Australian military use of the Diggers Rest transmitting station in the post war period. The Diggers Rest radio transmitting station and Rockbank receiving station were established in 1942 for the US military command and transferred to the Australian Army in 1943. The Former Army Radio Station (HO49) is the last remaining wartime building at the Diggers Rest site. In the post-war period, the Diggers Rest site was used for international communications by the Australian military as well as during the 1956 Olympic Games. The Diggers Rest Army Housing Estate was constructed to house married military personnel working within the site. Housing was also constructed in the early 1960s for military personnel associated with the Rockbank receiving station, however these buildings no longer survive. The Diggers Rest Army Housing Estate is a unique example in the municipality demonstrating the importance and development of defence housing in Australia in the immediate post war period. **(Criterion A)**

The Diggers Rest Army Housing Estate is a predominantly intact group of residences dating from the late 1950s and early 1960s which clearly demonstrate the characteristics of post-war defence housing. The housing estate is a consistent group of residences with common features and details. In connection with the Former Army Radio Station (HO49) located immediately south of the housing estate, the residences provide clear evidence of the post-war development of the Diggers Rest radio transmitting station in the context of the development of defence housing in Australia in the immediate post-war period. **(Criterion D)**



### 3.1 Background

The Amendment proposes to:

- amend the Heritage Overlay mapping and schedule to apply the Heritage Overlay (HO139) to the former Diggers Rest Army Housing Estate located at Units 1-6 and 8-18, 117 Diggers Rest-Coimadai Road, Diggers Rest
- amend the Schedule to Clause 72.04 (Documents Incorporated in this Planning Scheme) to list:
  - *Statement of Significance: Unit 1-6, Unit 8-18, 117 Diggers Rest-Coimadai Road, Diggers Rest, "Diggers Rest Army Housing Estate", June 2022*
  - *Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions, June 2022* which sets out heritage design guidelines for development to ensure that the identified heritage values of the place are conserved and exemptions from permit requirements set out at Clause 43.01-3.

The *Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions*, June 2022 sets out heritage design guidelines for development to ensure that the identified heritage values of the place are conserved. It also provides exemptions from permit requirements in the Heritage Overlay.

### 3.2 The issue

The issue is whether the Heritage Overlay should be applied to the former Diggers Rest Army Housing Estate (HO139).

### 3.3 Evidence and submissions

Prime Equity originally opposed the Amendment on the basis the dwellings do not hold any individual heritage significance or significantly contribute to the heritage value of the former Army Radio Station listed as Heritage Overlay 49.

Following discussions with Council, Prime Equity advised it supported the Heritage Overlay, subject to:

- permitting prohibited uses on the land through the Heritage Overlay Schedule
- amending the Incorporated Plan as proposed by Council (Appendix D).

Prime Equity submitted the Incorporated Plan will ensure the identified values of the heritage place are conserved but with some flexibility to enable sensible and responsible development to occur to assist in conserving the heritage place.

Mr Mornement supported Council's proposed changes to the Incorporated Plan.

With the agreement with Prime Equity in place, Council submitted there were two unresolved issues regarding HO139:

- the property address
- the curtilage of the Heritage Overlay.

In relation to the property address, Council submitted '19-115 Diggers Rest-Coimadai Road' would be consistent with Council's Geographic Information System and rate databases and is preferred over '107-207 Plumpton Road' as suggested by Prime Equity and shown on 'VicPlan'.

In relation to mapping, Mr Mornement recommended Heritage Overlay 139 exclude land that does not contribute to the cultural heritage values of the Army Housing Estate as shown in Figure 2 and Figure 3. Council did not support this recommendation because the re-alignment:

- would result in an unusual, irregular boundary to the overlay
- follows the current fence lines that do not reflect any legal or title boundary
- is inconsistent with the exhibited Amendment which itself had been reviewed by the Department of Transport and Planning prior to exhibition.

**Figure 2** Exhibited extent of Heritage Overlay 139



Source: [www.mapshare.vic.gov.au/VicPlan](http://www.mapshare.vic.gov.au/VicPlan)

**Figure 3** Recommended reduction to extent of Heritage Overlay 139



Source: D4, Figure 9

Prime Equity submitted there is no justification for reducing the extent of the Heritage Overlay as recommended by Mr Mornement and that it should remain as exhibited. Prime Equity noted any proposal for the redevelopment of the land within the extent of the overlay as exhibited can be tested as part of any planning permit application for a prohibited use or otherwise, and the impact on the cultural significance of the heritage place of that proposed use and development can be tested at that time.

### 3.4 Discussion

The Panel acknowledges Prime Equity Group no longer opposes the Heritage Overlay subject to changes to Heritage Overlay Schedule and Incorporated Plan agreed by Council. On this basis, the Panel has not undertaken detailed enquiries into the matters raised by this submitter.

The Panel is satisfied that it is appropriate for the Heritage Overlay Schedule to permit prohibited uses at the Diggers Rest Army Housing Estate to assist in its conservation. This will broaden potential future uses of the site beyond the narrow list permissible under the Green Wedge Zone. This is consistent with guidance in PPN01 which supports making a prohibited use permissible where the *“normally available range of permissible uses is insufficient to provide for the future conservation of the building”*.

Minor amendments to the Incorporated Plan Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions provide scope for future use and development of the site to assist its conservation and simplify the approvals process for development that will not impact on the heritage significance of the site.

Regarding the property address, the Panel notes there is inconsistency between Council’s records and the VicPlan database. The Panel’s recommendation reflects Council’s preferred street address

for the land. It would be ideal for Council and the Department of Transport and Planning to agree on the correct address of the land, particularly as the Planning Scheme mapping layers are based on VicPlan.

In relation to mapping extents, PPN01 states:

The Heritage Overlay applies to both the listed heritage item and its associated land. It is usually important to include land surrounding a building, structure, tree or feature of importance to ensure that any development, including subdivision, does not adversely affect the setting, context or significance of the heritage item.

The land surrounding the heritage item is known as a curtilage and will be shown as a polygon on the Heritage Overlay map. In many cases, particularly in urban areas and townships, the extent of the curtilage will be the whole of the property for example, a suburban dwelling and its allotment.

There will be occasions where the curtilage and the Heritage Overlay polygon should be reduced in size as the land is of no significance. This has the potential benefit of lessening the number of planning permits that are required with advantages to both the landowner and the responsible authority.

Examples of situations where a reduction in the curtilage and polygon may be appropriate include:

- A homestead on a large farm or pastoral property where it is only the house and/or outbuildings that is important. In most cases with large rural properties, the inclusion of large areas of surrounding farmland is unlikely to have any positive heritage benefits or outcomes.
- A significant tree on an otherwise unimportant property.
- A horse trough, fountain or monument in a road reservation.
- A grandstand or shelter in a large but otherwise unimportant public park.

The exhibited extent of Heritage Overlay 139 appears arbitrary and not matched to any site features. The retracted extent recommended by Mr Mornement follows existing fence lines, and while not based on legal or title boundaries, is a practical limit to the area of heritage significance in this instance.

### 3.5 Conclusions and recommendations

The Panel concludes:

- The Diggers Rest Army Housing Estate has sufficient heritage significance to justify the Heritage Overlay (HO139).
- It is appropriate for the Heritage Overlay Schedule to permit prohibited uses for land in the Heritage Overlay (HO139) to assist in conserving the heritage place.
- Minor amendments to the Incorporated Plan *Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions* provide scope for future use and development of the site to assist its conservation.
- The Heritage Overlay Schedule should accurately address the Diggers Rest Army Housing Estate at '19-115 Diggers Rest-Coimadai Road', consistent with Melton City Council's records.
- The extent of the Heritage Overlay (HO139) should be limited to land that contributes to the heritage values of the Diggers Rest Army Housing Estate as shown in Figure 3.

The Panel recommends:

1. **Amend the Heritage Overlay Schedule for HO139 to:**
  - a) **replace the address of the land with '19-115 Diggers Rest-Coimadai Road'**

- b) replace 'no' with 'yes' under 'Prohibited uses permitted?'.
  - 2. Amend the Incorporated Plan *Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions* as shown in Appendix D.
  - 3. Amend the Heritage Overlay mapping for HO139 as shown in Figure 3.



## 4 Mount Aitken Estate Soldier Settlement Housing

### Exhibited Statement of significance



#### What is significant?

The four soldier settlement houses on Mount Aitken Road and one on Napier Street, Diggers Rest are part of the post-World War II farm settlement scheme for ex-servicemen. The small farming allotments were formerly part of the Mount Aitken pastoral estate and were acquired by the State Government in 1947. Five men who had served in various roles during World War II successfully applied to occupy the allotments – A1, A2, A3, A4 and A5. The farmhouses of this scheme were of a standard type, typically modest single-storey weatherboard construction, stepped frontages and entry porches. The subject residences are understood to have been constructed to the standard designs by architects Buchan, Laird and Buchan, and were constructed in the early 1950s. The five soldier settlement properties were acquired as freehold by ex-servicemen during the 1960s and 1970s, indicating the requirements of the scheme had been satisfied.

#### How is it significant?

Mount Aitken Estate Soldier Settlement Housing is of local historical, rarity and representative significance at a local level to the City of Melton.

#### Why is it significant?

The Mount Aitken Estate Soldier Settlement Housing is of local historical significance demonstrating the break-up of large nineteenth century pastoral estates in the municipality, and the twentieth century shift to small farm holdings. The soldier settlement houses are also of historical significance, illustrating post-war soldier settlement schemes in Melton. **(Criterion A)**

The five soldier settlement houses constructed in the early 1950s on Mount Aitken Road and Napier Street are of local significance for their rarity as one of a small number of remaining examples of post-war soldier settlement in the municipality. **(Criterion B)**

The five soldier settlement houses on Mt Aitken Road and Napier Street are of local representative significance for their demonstration of the key characteristics of standard soldier settlement housing. This includes their modest, single-storey weatherboard construction, often double or triple fronted, and with verandahs and brick chimneys. The designs were provided by the architects Buchan, Laird and Buchan for the Soldier Settlement Commission. **(Criterion D)**

## 4.1 Background

The Amendment proposes to:

- amend the Heritage Overlay Schedule and maps to apply the Heritage Overlay (HO141) to a series of five houses at:
  - 480-580 Mount Aitken Road, Diggers Rest (Figure 4)
  - 726-738 Mount Aitken Road, Diggers Rest (Figure 5)
  - 740-794 Mount Aitken Road, Diggers Rest (the 740 Building) (Figure 6)
  - 796-830 Mount Aitken Road, Diggers Rest (the 796 Building) (Figure 7)
  - 115-131 Napier Street, Diggers Rest (Figure 8)
- amend the Schedule to Clause 72.04 (Documents Incorporated in this Planning Scheme) to list *Statement of Significance: 115-131 Napier Street, 480-580, 726-738, 740-794 and 796-830 Mt Aitken Road, Diggers Rest "Mt Aitken Soldier Settlement Housing" June 2022.*

G Adams opposed the Amendment as it relates to the 740 Building and 796 Building.

Figure 4 480-530 Mount Aiken Road



Source: D5, Figure 10

Figure 5 726-738 Mount Aiken Road



Source: D5, Figure 9

Figure 6 740-794 Mount Aiken Road



Source: D5, Figure 9

Figure 7 796-830 Mount Aiken Road



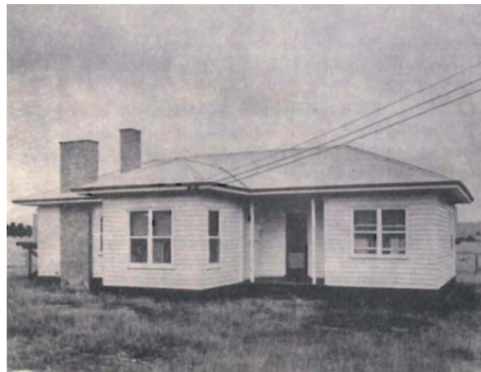
Source: D5, Figure 1

Figure 8 115-131 Napier Street



Source: D5, Figure 11

Figure 9 Settler's house Sunbury 1952



Source: D5, Figure 12

The 2020/21 Heritage Assessment states the City of Melton was subject to several subdivision schemes that aimed to break-up large pastoral estates and encourage settlement by way of small-scale farming. The first of these was the Closer Settlement Scheme. This was followed by the Soldier Settlement Acts enacted following World War I (1914-18) which enabled Victorian state governments to purchase pastoral land and subdivide it for purchase for farming purposes by veterans. The Soldier Settlement Scheme of the post-World War II (1939-45) period was refined to provide more support to new farmers, including bigger blocks of land, with housing and fences supplied.

Post-World War II Soldier Settlement Scheme housing was a standard type, typically modest single-storey weatherboard construction, with stepped frontages and entry porches (Figure 9). The Mount Aitken Estate Soldier Settlement Housing is understood to have been constructed to the standard designs by architects Buchan, Laird and Buchan, and were constructed in the early 1950s.

## 4.2 The issues

The issues are whether:

- the post-World War II Soldier Settlement housing is a recognised and important theme in the history of Melton
- the comparative analysis demonstrates the buildings are important examples of post-World War II Soldier Settlement housing
- the 740 Building and 796 Building are sufficiently intact and have sufficient integrity to warrant inclusion in the Heritage Overlay
- the condition of the 796 Building warrants application of the Heritage Overlay
- applying the Heritage Overlay to post-World War II Soldier Settlement housing will result in a net community benefit and is strategically justified.



## 4.3 Thematic association

### (i) Evidence and submissions

Council submitted:

The soldier settlement houses have a clear association with soldier settlement and more particularly post WWII soldier settlement period.

The historical importance of the soldier settlement houses is established through the Melton Heritage Study.

The Melton Heritage Study (amongst other statewide heritage materials) evidence the association of dwellings such as these to the historical period, noting that the VHR Guidelines 2022 do not require significance to be obvious from the heritage fabric.<sup>2</sup>

Council relied on the evidence of Mr Mornement who stated farming and pastoralism are themes central to an understanding of the municipality as described in 2007 Heritage Study:

The 'break-up' of the pastoral estates and the revival of farming in Australia around the turn of the twentieth century had an especially profound effect on the Shire of Melton.

Throughout the nineteenth century many locals had blamed the huge pastoral estates for holding back the development of Melton, and the demise of these estates did indeed prove a boon to local development. It saw the rise of Melton's nationally acclaimed hay and chaff industry, and the construction of new roads, bridges and schools. Most of the estate break-ups were voluntary, but the government's Closer Settlement estates were an historically important expression of a major Australian historical movement that also motivated the earlier Selection Acts and the later Soldier Settlement Acts. Two of the first, largest and most publicized of the Closer Settlement estates – the Overnewton and the Exford estates – were located in Melton Shire.

Historically the break-up of the pastoral estates was a turning point in the Shire's history. In heritage terms, it left a legacy of the single largest type of heritage place in the Shire: a set of predominantly weatherboard early twentieth-century farming dwellings. Most (but not all) of these were small, in keeping with the social origins of the movement, particularly on the Closer Settlement estates. However, many that remain around the Shire today are the larger examples, the poorer ones being more altered or deteriorated, and having been less valued for their heritage qualities.<sup>3</sup>

Mr Mornement considered the five residences proposed for inclusion in HO141 collectively represent the theme of Soldier Settlement in the municipality and demonstrate the continued importance to the municipality of the break-up of pastoral estates well into the twentieth century.

G Adams submitted the starting point for an assessment of local heritage significance is a robust identification of what things (or themes) are of significance to the relevant local area. That process enables the importance of a place to be evaluated in the context of what is, or is not, of importance to the history of the municipality.

G Adams noted the heritage themes and sub-themes in the 2007 Heritage Study relevant to Mount Aitken Estate Soldier Settlement are:<sup>4</sup>

Pastoralism (Chapter 3)

- The squatting Era
- Pastoralism in the Late Nineteenth Century
- Pastoralism in the Twentieth Century

<sup>2</sup> D16, para 93

<sup>3</sup> D18b, pdf 34

<sup>4</sup> D20, para 27

## Farming (Chapter 4)

- The 1850s
- The 1860s to 1890s
- The 1890s to World War Two

## Community

- Aitkens Gap
- Diggers Rest

G Adams said Lovell Chen's original work and Mr Mornement's subsequent assessment had mistaken the content and conclusions of the 2007 Heritage Study. It submitted:

Neither soldier settlement schemes in general, nor post-World War II soldier settlement schemes in particular, are identified as an individual theme or themes in that study. Such schemes are simply events that are referred to within the identified theme "Break-up of the Pastoral Estates".

However, the Study states expressly that the theme "Break-up of the Pastoral Estates" relates to "the 'break-up' of the pastoral estates and the revival of farming in Australia **around the turn of the twentieth century**" (our emphasis).

To the extent that the post-World War II soldier settlement schemes contributed to the break-up of the estates they did so well after the "turn of the twentieth century".<sup>5</sup>

G Adams noted the original Mount Aiken Estate had an area of around 3,800 acres. The estate was broken-up between 1912 and 1927 and parts of it were sold to a variety of different owners at different times. The 'break up' appears to have been done for private reasons and not related to either the Closer Settlement Scheme or post-World War I Soldier Settlement Scheme. By the time the government acquired an area of 1,523 acres for the post-World War II Soldier Settlement Scheme in 1947, the estate had already been well and truly broken-up and had not been part of such an estate for 20 to 30 years.

G Adams submitted the 2020/21 Heritage Study did not amend or update the heritage themes of importance to the City of Melton, nor does it provide sufficient justification or argument to support the recognition of any new themes. The study assumed that as a government settlement scheme that took place on land forming part of a pastoral estate it is important and warrants protection.

G Adams concluded:

The failure to properly identify or apply the existing themes or to adequately justify a new theme is a fundamental flaw that has consequences both for the subsequent comparative analysis and for the assessment against each of the identified Hercon criteria. Specifically, the importance of this theme to the heritage of Melton has not been established and thus the Council's expert's conclusion that it meets the threshold for local heritage significance is flawed.<sup>6</sup>

Contrary to the submissions of G Adams, Mr Raworth's evidence stated:

Postwar soldier settlement schemes are a facet of the broader array of government sponsored settlement schemes that occurred in the twentieth century, which it is acknowledged are an important theme in the history of Melton.<sup>7</sup>

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<sup>5</sup> D20, para 30-32

<sup>6</sup> D20, para 45

<sup>7</sup> D37, para 37

**(ii) Discussion**

PPN01 provides the framework for assessing heritage significance and justifying application of the Heritage Overlay to a place. The criteria relied on by Council to justify the Heritage Overlay for the Mt Aitken Soldier Settlement Housing are:

- Criterion A: importance to the course or pattern of our cultural or natural history (historical significance)
- Criterion B: possession of uncommon, rare or endangered aspects of our cultural or natural history (rarity)
- Criterion D: importance in demonstrating the principal characteristics of a class of cultural or natural places or environments (representativeness).

Implicit in each criterion is that there is 'something' of local significance to be managed.

The 'things' of importance to Melton are set out in the thematic environmental history prepared as part of the 2007 Heritage Study. Under the theme of 'farming', the break-up of pastoral estates is recognised as important to Melton. The 2007 Heritage Study states:

- the break-up of the pastoral estates and the revival of farming in Australia around the turn of the twentieth century had an especially profound effect on the Shire of Melton and was a catalyst for the local development
- the estate break-ups were mostly voluntary, but State legislators also fostered the changes through the Closer Settlement Act and later Soldier Settlement Acts
- in heritage terms, the break-ups left a legacy of predominantly weatherboard early twentieth century dwellings.

At the Hearing, parties agreed the Mount Aitken Estate subdivision was the only post-World War II Soldier Settlement Act subdivision in Melton. This is an important fact not reflected in the 2017 Heritage Study. It is also not recognised in the 2020/21 Heritage Assessment which suggested the Mount Aitken properties were a "*rare example*" of extant and intact post-World War II Soldier Settlement dwellings rather than the only example. Given the identified 'rarity' of the Mount Aitken Estate lots, it would have been prudent for Council and its consultants to carry out a more detailed assessment of post-World War II Soldier Settlement development in Melton to determine its relative importance to the break-up of pastoral estates, or an alternative theme.

Based on the information before the Panel, it has not been demonstrated that post-World War II Soldier Settlement development is an important phase or significant to the break-up of pastoral estates in Melton. It was simply something that took place on a small scale at only one location. Though post-World War II Soldier Settlement development may be significant elsewhere in Victoria, it was not a transformative event or an important phase to Melton's history. There is nothing in the thematic environmental history or 2020/21 Heritage Assessment suggesting the five lots created by this mid-century Soldier Settlement Act subdivision, as the only one of its kind, had an enduring effect on Melton's population, settlement or economy, further confirming its lack of importance to Melton.

Conversely, the 2007 Heritage Study is explicit that the most important period of the break-up of pastoral estates was early in the twentieth century when very large estates were broken into hundreds of lots. The consequences of these earlier subdivision are described and quantified in detail in the 2007 Heritage Study. For example, the Closer Settlement Board subdivided the

Overnewton Estate into 79 farms<sup>8</sup> in 1905 and within two years 129 residents were living on the estate with 3,451 stock and 1,454 acres cultivated<sup>9</sup>. Similarly, the Closer Settlement Board divided the Exford Estate into 40 farms in 1907<sup>10</sup> that were set aside for British immigrants<sup>11</sup>. The impact of the early twentieth century subdivisions is summarised in the 2007 Heritage Study as:

The Shire was transformed by the Closer Settlement and Soldier Settlement Acts of the early twentieth century. New roads were surveyed and 'macadamised', and the occasional bridge was thrown up (eg, the Bridge Road concrete bridge south of Melton). The establishment of new primary schools at places such as Sydenham West, Exford, Melton South, and Melton Park reflect the emergence of whole new communities. Some of Melton's most historically celebrated residents, such as international trap shooter Hector Fraser, were amongst the new settlers. Other sons of the new farmers are commemorated on memorials of the world wars. (Panel underline)

There is no information or context to explain why post-World War II Soldier Settlement Housing is historically important to Melton or to strategically justify Heritage Overlay 141.

Additional issues raised by G Adams are discussed in Chapters 4.4 to 4.6, but do not alter the Panel's position that Heritage Overlay 141 is not strategically justified.

## 4.4 Comparative analysis

### (i) Evidence and submissions

Mr Mornement acknowledged the comparative analysis in the exhibited citation for HO141 was limited. He noted PPN01 directs:

To apply a threshold, some comparative analysis will be required to substantiate the significance of each place. The comparative analysis should draw on other similar places within the study area, including those previously included in a heritage register or overlay.

Mr Mornement's evidence supplemented the exhibited citation with new work. Mr Mornement's additional analysis stated:

A number of nineteenth century pastoral estates in the municipality were broken up and sold in the early twentieth century. Many of these estates were administered under the Closer Settlement Acts, and the Soldier Settlement Acts, which were enacted to provide greater access to farming land in Victoria...the break-up of these pastoral properties into smaller farms resulted in a 'revival' in farming in Melton.

Parts of the Overnewton and Exford Estates were subdivided in the early twentieth century, with similar processes occurring at Melton Park from the 1920s and the Mount Aitken Estate in the 1940s. The Rockbank estate, owned by W J T Clarke, was also subdivided in this period but not through the Closer Settlement Board.

These smaller farming allotments were progressively sold through the twentieth century, resulting in population increases in the district, as farmers and ex-servicemen were encouraged to take up land.

Mr Mornement provided a list of five comparative places in the Heritage Overlay associated with the Closer Settlement Scheme. These were:

- HO55, house in Plumpton associated with the Overnewton Estate subdivision of 1905-06
- HO58, house in Hillside associated with the Overnewton Estate subdivision of 1905-06

<sup>8</sup> D18b, pdf 738

<sup>9</sup> D18b, pdf 763

<sup>10</sup> D18b, pdf 1080

<sup>11</sup> D18b, pdf 1080

- HO73, house in Melton South resulting from the sale of the Exford Estate
- HO102, house in Mount Cottrell associated with the Exford Estate
- HO123, farmhouse complex associated with the Overnewton Estate.

Given the 2007 Heritage Study states Melton was transformed by the Closer Settlement and Soldier Settlement Acts of the early twentieth century, Mr Mornement said the comparative examples “*might be regarded as an underrepresentation*”<sup>12</sup>.

Based on his additional research Mr Mornement recommended the exhibited citation be amended as follows (amendments italicised):

There are a number of examples of earlier soldier settlement schemes in Melton, but the Mount Aitken Estate Soldier Settlement Housing is a *rare example of a post-World War II soldier settlement estate in the municipality. It demonstrates the continued importance to the municipality of the break-up of pastoral estates well into the twentieth century.*<sup>13</sup>

Council submitted it is notable that Mr Mornement’s research did not identify any post-World War II Soldier Settlement houses within the Heritage Overlay in Melton, reflecting Council’s understanding that the Mount Aitken Estate Soldier Settlement dwellings would be the first. The Amendment would therefore improve representation of the break-up of the pastoral estates in the Heritage Overlay by extending coverage to a later period. Council submitted:

It is difficult to imagine a site performing more favourably on a comparative analysis than a category of buildings that are currently entirely absent from the Heritage Overlay.<sup>14</sup>

G Adams was highly critical of the comparative analysis in the 2021 study. G Adams submitted this was “*not actually a comparative analysis at all*”<sup>15</sup> because it did not assess the relative significance of proposed places with its comparators. Mr Mornement’s additional comparative analysis equally made no attempt to compare the existing Heritage Overlay places with the properties now sought to be included. This was contrary to the advice of the Melbourne C387melb Panel which said “*simply providing a list is not sufficient*”<sup>16</sup>.

G Adams submitted the comparative analysis completed by Council, Lovell Chen or Mr Mornement were all deficient when measured against PPN01 because they made no attempt to:

- identify the extent of post-World War II soldier settlement schemes in Melton, or the relative importance of those schemes to the history of Melton
- identify how many buildings there were, or are, in the municipality that are associated with post-World War II soldier settlement schemes in Melton
- undertake a proper comparative analysis that includes addressing the following questions:
  - does the subject place have a comparably significant history or historical associations?
  - is the subject place intact?
  - is the subject place architecturally or aesthetically distinguished?
  - is the subject place typical or does it stand out within the comparative group?

<sup>12</sup> D4, para 71

<sup>13</sup> D4, para 75

<sup>14</sup> D16, para 46

<sup>15</sup> D16, para 51

<sup>16</sup> D16, para 5

**(ii) Discussion**

Had the importance of post-World War II Soldier Settlement Housing been established, a robust comparative analysis would have been necessary to substantiate the significance of Heritage Overlay 141 relative to comparators. The comparative analysis in the 2020/21 Heritage Assessment and Mr Mornement's evidence statement is not sufficient in this regard because it simply provides a list and does not actively assess the Mount Aitken Estate Soldier Settlement Housing with comparator places resulting from the break-up of pastoral estates, including those from government sponsored housing schemes. The analysis should have looked outside the municipality for comparators if there was no other post-World War II Soldier Settlement Housing in the Melton municipality.

Had a proper comparative assessment been carried out as part of the 2020/21 Heritage Assessment, it would have prompted a more thorough analysis of the relative importance of post-World War II soldier settlement scheme housing to Melton's history. This is a significant deficiency of the current proposal and ultimately compromises the strategic justification for applying the Heritage Overlay to the Mount Aitken Estate Soldier Settlement housing.

**4.5 Intactness and integrity****(i) Evidence and submissions**

Council submitted the terms 'intactness' and 'integrity' are related but not interchangeable. The Victorian Heritage Register (VHR) Guidelines 2022 draw out the difference as follows:

Integrity: Refers to the degree to which the heritage values of the place or object are legible and able to be understood and appreciated. For example, does it include all the elements necessary to express its significance? If considerable change to the intactness of a place or object has occurred (through changes to the fabric or setting, physical deterioration etc) the significant values may not be readily identifiable and the place or object may have low-level integrity. It should be noted that non-original fabric can contribute to the integrity of a place/object.

Drawing from commentary in previous Panel reports, Council explained:

- intactness relates to the wholeness of (or lack of alteration to) the place<sup>17</sup>
- integrity is a descriptor of the 'veracity' of the place as a meaningful document of the heritage from which it purports to draw its significance<sup>18</sup>
- the degree to which intactness impacts on a building's integrity requires the consideration of a number of factors and can be assisted by a comparative analysis of similar places<sup>19</sup>
- intactness may influence whether the place crosses the threshold for significance whereas condition is only likely to be relevant where it has caused the place to lose the heritage values it may otherwise have possessed.

Council submitted that a heritage place does not have to reach a high level of intactness to retain sufficient integrity to be locally significant in the context of the environmental and natural history of Melton. Unlike other municipalities where heritage places reflect historical periods of great

<sup>17</sup> Northcote Bowl site (AC) [2010] PPV 39 (14 April 2010)

<sup>18</sup> Northcote Bowl site (AC) [2010] PPV 39 (14 April 2010)

<sup>19</sup> Melbourne C387melb (PSA) [2021] PPV 89 (10 November 2021)



wealth, many of Melton's building were the houses of poor farmers who worked marginal land in return for small incomes.

While Council agreed the 740 Building and 796 Building have reduced intactness, it does not follow they have lost their integrity just because certain features such as windows or chimneys have been removed or the buildings have been extended. This is especially so in the context of buildings that were *"constructed modestly and remain of modest stature, resting within largely unchanged physical environments to those when the buildings were constructed"*<sup>20</sup>.

Council concluded:

The buildings retain sufficient fabric to assist our understanding and appreciation of the original use, era and design of the soldier settlement housing. Indeed, this is implicit in the expert witnesses being able to clearly read the original built form and articulate the later alterations.<sup>21</sup>

Mr Mornement's evidence acknowledged each residence subject to Heritage Overlay 141 had, to varying degrees, been modified. He explained:

Of the group, 115-131 Napier Street, 480-580 Mount Aitken Road and 796-830 Mount Aitken Road are the most intact.

It is considered that 740-794 and 726-738 Mount Aitken Road, while altered, remain legible as standardised weatherboard residences of the mid-twentieth century with multi-fronted primary elevations and hipped roofs clad in corrugated sheet metal.<sup>22</sup>

In relation to the integrity, Mr Mornement considered it was significant that the five soldier settlement blocks survive as a cohesive group within an agricultural setting.

G Adams submitted the level of intactness and integrity of the 740 Building and 796 Building is not sufficient to justify applying the Heritage Overlay to either building. Furthermore, retention if the buildings will provide little, if any, contribution to the heritage and character of the area as they are effectively invisible from the public realm and unable to be viewed by the public

Mr Raworth documented the changes to the five buildings subject to Heritage Overlay 141 as follows:

740-794 Mt Aitken Road ... is a triple fronted residence which has undergone substantial alterations. The roof cladding has been replaced, the chimney stack to the north has been removed (though the chimney breast remains) while the chimney to the west elevation has been almost completely removed, with only the lower courses of the chimney breast remaining. All the weatherboards have been replaced, while all the original timber framed windows have been replaced with larger aluminium framed windows. The front porch has been built out and the position of the entry door changed from the south side of the central bay to the west side. A verandah has been added to the north elevation.

796-830 Mt Aitken Road ... also has a triple fronted plan. While less altered than the neighbouring 740-794 Mt Aitken Road, it has also undergone works that appreciably impact its integrity and appearance. These include replacement of a majority of the windows, including all of those to the facade, with larger aluminium framed windows, as at 740-794 Mt Aitken Road. The brick chimneys have been overpainted. The house has been unoccupied for a number of years and is in a dilapidated condition.

726-738 Mt Aitken Road appears to have originally had the same triple fronted form as the two previous properties. Although I was only able to view the property from the street, it is clear that the dwelling has been significantly altered with the construction of a large addition to its front or south-east corner, fundamentally overwriting its appearance in terms of the

<sup>20</sup> D16, para 85

<sup>21</sup> D16, para 86

<sup>22</sup> D16d, p14



original triple fronted design. The chimney to the west elevation has been truncated and some windows appear to have been replaced. The original porch entry is no longer in evidence.

480-580 Mt Aitken Road ... as viewed from the street, appears to have a relatively good level of intactness, retaining its original roof form, windows, entry porch and wide brick chimney to the facade.

115-131 Napier Street ... as viewed from the street, also appears to retain a good level of intactness. Comparison with a 1952 photograph of a soldier settlement house in Sunbury shows that the overall form, windows and front porch remain unaltered, as are the chimneys (although overpainted).

Mr Raworth considered that only the dwellings which continue to demonstrate the architect designed qualities of the post-war Soldier Settlement Scheme should be considered for any overlay. As Soldier Settlement Scheme housing is typically modest, *"intactness is an essential determining factor"*<sup>23</sup>.

#### (ii) Discussion

If post-World War II Soldier Settlement housing was historically important to Melton, it would be necessary to consider the intactness and integrity of the Mount Aitken Estate Soldier Settlement houses to determine if it warrants protection. The Panel's consideration would have been assisted by a robust comparative analysis, however as discussed in Chapter 4.4, the comparative analysis prepared for proposed Heritage Overlay 141 was little more than a list.

The 740 Building and 796 Building are not intact. The modest design and simple materiality of post-World War II Soldier Settlement housing serve to highlight how the buildings have been altered since they were first constructed. This is especially so for the 740 Buildings which has been substantially modified and no longer retains the porch entry and chimney that are typical of post-World War II Soldier Settlement housing. These changes negatively impact the integrity of the 740 Building as a record of post-World War II Soldier Settlement housing and exclude it from being a candidate for the Heritage Overlay.

Alterations to the 796 Building largely impact windows where original timber framed windows have been replaced with larger aluminium framed windows. These alterations are less impactful on the integrity of the dwelling, which retains the typical post-World War II Soldier Settlement housing design and its original materiality. If post-World War II Soldier Settlement housing was important to Melton, the 796 Building would appear to be sufficiently intact and have sufficient integrity to warrant applying the Heritage Overlay, although this would need to be confirmed through comparative analysis.

While visibility from the public realm plays an important role in the community's understanding and appreciation of heritage places, this must be considered relative to locational context. It is not uncommon for heritage places in rural areas to be less visible than those in urban areas. The low visibility of the 740 Building and 796 Building is not determinative in whether the Mount Aitken Estate Soldier Settlement Housing should be included in the Heritage Overlay.

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<sup>23</sup> D5, para 39

## 4.6 Condition

### (i) Evidence and submissions

Council and G Adams agreed condition was a relevant consideration at the listing stage consistent with the Supreme Court's determination in *Dustday Investments Pty Ltd v Minister for Planning [2015] VSC 101* (Dustday Investments) which related to the report of the Melbourne C207 Panel.

G Adams summarised the Melbourne C207 Panel's discussion on condition as follows:

The Panel...acknowledged two circumstances in which condition may be relevant, being:

- (a) *extreme cases of dilapidation where demolition is an inevitable outcome; and*
- (b) *where the renovations necessary for the building affect its heritage significance.*

Specifically with respect to the second category, the Panel stated:

*We also consider that it is possible that condition may become relevant in the circumstances where the necessary renovations of a building, which is being considered for listing/retention, are so extensive that the original fabric of the building is in large measure lost and the form and nature of the heritage place would no longer be able to be appreciated. In that way, the significance of the place would be degraded. Again we would expect that the certainty threshold would be a very high one.<sup>24</sup>*

G Adams said the Supreme Court determined there was no error in law in taking this approach.

The Court said:

It was open to the panel to give such weight to the competing considerations of heritage, social and economic effects as they affect the building and the land in such manner as it saw fit. Given that the building had heritage significance, it was open to the panel to adopt the position that it would only give weight in its report to the dilapidation of the building 'where demolition was an inevitable outcome', or where the case for demolition was 'irrefutable' or other like findings. It was open to the panel to adopt the position that in such circumstances, the community-wide costs and benefits of the demolition versus conservation outcomes would have to be clearly identified. There is no error of law in so doing.<sup>25</sup>

Council submitted the following propositions maybe distilled from the decision in *Dustday Investments*.

The weight to be given to competing considerations such as conservation/heritage matters or social and economic effects is a matter for the Panel.

- Evidence of condition may be relevant to the Panel's task.
- It is open for a Panel to conclude that:
  - Weight should only be given the dilapidated condition of a building where demolition is inevitable or irrefutable, or some other standard.
  - There needs to be a high level of certainty that required works are so extensive that the form and nature the building is no longer able to be appreciated.
  - Issues of restoration, the conservation works that may be required in the future, the costs of restoration and adaptive reuse are better assessed at the permit application stage when the proposed scheme of development will be known.<sup>26</sup>

Council submitted similar propositions were affirmed by the Brimbank C227brim and Greater Geelong C422ggee Panels.

G Adams called Mr Leonard to give structural engineering evidence on the 796 Building. In Mr Leonard's opinion the dwelling is not suitable for occupation in its present state and requires

<sup>24</sup> D20, para 74-75

<sup>25</sup> D16, para 77

<sup>26</sup> D16, para 60

significant repair and reconstruction. These works would involve demolition and reconstruction with new materials because the existing building fabric is severely deteriorated.

G Adams submitted:

The evidence of Mr Leonard makes it clear that the 796 Building is currently uninhabitable, and in a severe state of dilapidation. To restore it to a position where it could be made habitable it would need to be, in essence, demolished and rebuilt. The original fabric would be lost. There would be no value to the community in a reconstructed version of what had been demolished.

G Adams further explained the condition of the building should be considered in the context of:

- the location of the 740 Building and 796 Building outside the urban growth boundary
- the 796 Building has not been occupied for more than two years and would require a permit to be used as dwelling
- there is no obligation under the Heritage Overlay to maintain the buildings and little prospect of the 796 Building being repaired
- the buildings are not well located for alternative uses to farming, and would require extensive modification to meet building code requirements for non-residential uses.

In response to Mr Leonard's evidence, Council submitted:

- the heritage significance of the building does not turn on its internal layout which will not be protected by applying Heritage Overlay 141
- the nature of works to make the building habitable are essentially outstanding repair and maintenance albeit required at the one-time to abate the impact of present management
- the cost estimate for repair is rudimentary
- there is no evidence before the Panel demonstrating the costs of repairing the building are incapable of yielding a viable economic outcome, or that the outcome would be any different to the ordinary expense of a homeowner maintaining their property.

In conclusion, Council submitted the Panel should follow the Greater Geelong C422ggee and Brimbank C227brim Panel findings that the condition of the building is not determinative when assessing whether the Heritage Overlay should be applied.

## **(ii) Discussion**

The Panel has previously found that 796 Building does not meet the threshold for local heritage significance. However, it comments on whether building condition would have been relevant when assessing its significance or whether the Heritage Overlay should be applied.

Consistent with the discussions and conclusions of panels referenced by Council and G Adams, the Panel considers building condition would not be relevant to the proposed listing unless there was documented evidence that demolition was inevitable, and the building would not survive by the time the Amendment is gazetted. While it is clear to the Panel the 796 Building requires extensive repair, it is not at risk of imminent collapse. Moreover, the necessary repairs are entirely consistent with those periodically required for buildings predominantly constructed with timber and iron, both of which deteriorate with age and without maintenance.

Matters regarding future use of the land in the context of zoning and condition are relevant at the planning permit stage when a development proposal can be assessed against the broad suite of relevant planning policies including heritage.

## 4.7 Conclusions and recommendations

The Panel concludes:

- The most important period in the break-up of pastoral estates in Melton was early in the twentieth century.
- The Mount Aitken Estate Soldier Settlement Housing is the only example of post-World War II Soldier Settlement Scheme development in Melton. This subdivision played a very minor role in the break-up of pastoral estates and is not historically important to Melton.
- The comparative analysis prepared for the Mount Aitken Estate Soldier Settlement Housing is inadequate and does not demonstrate the buildings are important examples of post-World War II Soldier Settlement housing in Melton.
- The building at 740-794 Mount Aitken Road, Diggers Rest is not sufficiently intact or of sufficient integrity to justify the Heritage Overlay.
- While in very poor condition, demolition of the building at 796-830 Mount Aitken Road is not an inevitable outcome, and condition of building is not a determinative consideration to whether it should be included in the Heritage Overlay.
- Applying the Heritage Overlay to the Mount Aitken Estate Post-World War II Soldier Settlement Housing is not strategically justified.

The Panel recommends:

4. **Delete the HO141 listing from the Heritage Overlay Schedule and the associated Planning Scheme Map.**
5. **Delete ‘Statement of Significance: 115-131 Napier Street, 480-580, 726-738, 740-794 and 796-830 Mt Aitken Road, Diggers Rest “Mt Aitken Soldier Settlement Housing” June 2022’ from the Schedule to Clause 72.04 (Documents Incorporated in this Planning Scheme).**

## Appendix A Document list

No.	Date	Description	Provided by
1	18/5/23	Panel Directions and Timetable Version 1	Planning Panels Victoria (Panel)
2	23/5/23	City of Melton Heritage Assessment Project 2020/21 Methodology Report, January 2022	Council
3	29/5/23	Part A Submission	Council
4	29/5/23	Witness Statement Adam Mornement	Council
5	5/6/23	Witness Statement Bryce Raworth	G Adams
6	5/6/23	Email to parties regarding structural engineering evidence	G Adams
7	5/6/23	Letter to parties regarding Shane Leonard witness statement	Council
8	6/6/23	Letter to parties regarding structural engineering evidence and second Directions Hearing	Panel
9	6/6/23	Letter to parties in reply to structural engineering evidence	G Adams
10	7/6/23	Advice to parties advising withdrawal of witness and appearance from the Hearing	Prime Equity
11	7/6/23	Email to parties in reply to structural engineering evidence with attachments - Dustday Investments Pty Ltd v Minister for Planning [2015] VSC 101 - Melbourne C387melb (PSA) [2021] PPV 89 (10 November 2021) Panel Report	G Adams
12	7/6/23	Email to parties in reply to structural engineering evidence	Council
13	8/6/23	Witness Statement Shane Leonard	G Adams
14	9/6/23	Letter to parties and Timetable Version 2	PPV
15	13/6/23	Submission	Prime Equity
16	13/6/23	Part B Submission with attachments a. Planning Practice Note PPN01 b. VHR Criteria and Threshold Guidelines 2022 c. VHD Search 6 June 2023 d. Presentation Adam Mornement	Council
17	13/6/23	Statement of evidence in reply Adam Mornement	Council
18	13/6/23	a. Shire of Melton Heritage Study Stage 1 Places of Potential Heritage Significance June 2002 b. Shire of Melton Heritage Study Stage 2	Council
19	14/6/23	Lovell Chen response to request for quotation Heritage Assessment Project 23 September 2019	Council
20	14/6/23	Outline of submissions with attachments	G Adams

No.	Date	Description	Provided by
		a. Title search 796-830 Mount Aiken Road	
		b. Title search 740-794 Mount Aiken Road	
		c. Crown Grant 23761 1847	
		d. Crown Grant 23762 1847	
		e. Crown Grant 23763 1847	
		f. Crown Grant 23821 1848	
		g. Application for Transfer to Torrens Title AP39635	
		h. Cancelled Certificate of Title Vol 3646 Fol 004	
		i. Cancelled Certificate of Title Vol 4734 Fol 689	
		j. Cancelled Certificate of Title Vol 5390 Fol 971	
		k. Cancelled Certificate of Title Vol 5842 Fol 388	
		l. Heritage Study Volume 4 extract full citation for HO60	
		m. Heritage Study Volume 6 extract Statement of Significance HO60	
		n. Maribyrnong C172mari (PSA) [2023] PPV 10 Panel Report	
		o. Melbourne C387melb (PSA) [2021] PPV 89 Panel Report	
21	15/6/23	Title bundle 480-580 Mount Aitken Road	Council

## Appendix B Background and chronology of events

Date	Event
May 2007	2007 Heritage Study finalised
September 2017	City of Melton Heritage Strategy 2017-2021 adopted by Council
2020-2022	Heritage Assessment completed by Lovell Chen
18 July 2022	Council adopted 2020/21 Heritage Assessment and resolved to seek authorisation to prepare and exhibit the Amendment
9 August 2022	Authorisation to prepare the Amendment granted by the Minister for Planning
10 November to 12 December 2022	Public exhibition of the Amendment
24 April 2023	Council considered submissions received in response to exhibition and resolved to: <ul style="list-style-type: none"> <li>- request the Minister for Planning establish an independent planning panel to consider unresolved submissions received in response to the Amendment in accordance with the <i>Planning and Environment Act 1987</i></li> <li>- authorise the Chief Executive Officer to negotiate and resolve issues that are raised during the independent planning panel process before the Amendment being reported back to Council for consideration</li> </ul>
11 May 2023	First Directions Hearing
8 June 2023	Second Directions Hearing
14 and 15 June 2023	Panel Hearings



## Appendix C Planning context

### C:1 Planning policy framework

Council submitted that the Amendment is supported by various clauses in the Planning Policy Framework, which the Panel has summarised below.

#### Victorian planning objectives

The Amendment will implement section 4(1)(d) of the *Planning and Environment Act 1987* (the Act) to:

- conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value
- balance the present and future interests of all Victorians.

#### Planning Policy Framework

The Amendment supports:

- **Clause 15.03-1S** (Heritage conservation) which seeks to ensure the conservation of places of heritage significance. Relevant strategies are:
  - Identify, assess and document places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme.
  - Provide for the protection of natural heritage sites and man-made resources and the maintenance of ecological processes and biological diversity.
  - Provide for the conservation and enhancement of those places which are of, aesthetic, archaeological, architectural, cultural, scientific, or social significance.
  - Encourage appropriate development that respects places with identified heritage values.
  - Retain those elements that contribute to the importance of the heritage place. Encourage the conservation and restoration of contributory elements.
  - Ensure an appropriate setting and context for heritage places is maintained or enhanced.

#### Clause 21 (the Municipal Strategic Statement)

Clause 21.07-3.1 provides the following contextual overview of heritage issues in the municipality:

The City of Melton is the boundary between two tribes of the Kulin nation: the Wurundjeri to the east of the Werribee River and the Wathaurong on the west side of the Werribee River. The remnant grassland landscape, river and creek valleys and volcanic cones of the City provide reminders of indigenous stewardship and occupation of the land. The names of creeks and locations, such as Djerriwarrh, Toolern and Kororoit are testament to the continuing relationship of indigenous people with this area. Evidence of pre-contact Aboriginal occupation of the landscape is concentrated around watercourses and on the high rises above the plain, and is mainly demonstrated in artefact scatters.

The City of Melton was first settled by European pastoralists in the 1830s and 1840s, attracted to the extensive volcanic grasslands, deep creeks and easy access to ports at Melbourne and Geelong. Most of the City was taken up by three large pastoral holdings, Exford, Greenhills and Rockbank. These properties left a legacy of elegant homesteads and outbuildings, dry stone walls, dams, historic roads, fords and bridges. In the late nineteenth century smaller farmers moved into the area, as the large estates were broken up. These settlers created small dairy holdings, took up cropping and processed chaff, planted shelter belts, built wooden homesteads and constructed more dry stone walls.

The dry-stone wall landscape of the City is expressive of both the natural history of the volcanic creation of the area and the cultural history of its human modification.

Identification and planning around heritage assets in the early stages of Precinct Structure Planning is critical in ensuring cultural values are protected and enhanced.

Council adopted the Shire of Melton Heritage Study in May 2007 and the Melton Dry Stone Walls Study in August 2011 which identified and assessed places of cultural heritage significance.

Clause 21.07-3.1 goes on to identify key issues, objectives and strategies at sub Clauses 21.07-3.2 and 3.3. In addition, Clause 21.07-3.4, Implementation, informs the strategic justification of the present Amendment. That clause relevantly provides:

**Scheme implementation**

Applying the Heritage Overlay to places of identified heritage significance, such as sites in the Shire of Melton Heritage Study, or any other relevant heritage studies

**Further strategic work**

Reviewing and update the Shire of Melton: Environmental History 2007 to identify places which could be included in future gap studies.

Assessing Conservation Desirable sites in Shire of Melton Heritage Study Volume 1 2007 and make recommendations for protection under a Heritage Overlay.

Reviewing the environmental history from the Melton Heritage Study 2007 to ensure consistency with Victoria's Framework of Historical Themes which now forms the basis of heritage studies in Victoria.

## C:2 Other relevant planning strategies and policies

### i) Plan Melbourne

*Plan Melbourne 2017-2050* sets out strategic directions to guide Melbourne's development to 2050 to ensure it becomes more sustainable, productive and liveable as its population approaches 8 million. It is accompanied by a separate implementation plan that is regularly updated and refreshed every five years.

Plan Melbourne is structured around seven Outcomes, which set out the aims of the plan. The Outcomes are supported by Directions and Policies, which outline how the Outcomes will be achieved. The following are relevant to the Amendment:

- **Outcome 4:** Melbourne is a distinctive and liveable city with quality design and amenity
  - **Direction 4.4:** Respect Melbourne's heritage as we build for the future
  - **Policy 4.4.1:** Recognise the value of heritage when managing growth and change
  - **Policy 4.4.4:** Protect Melbourne's heritage through telling its stories.

### ii) Shire of Melton Heritage Study

The 2007 Heritage Study identified and assessed places of cultural heritage significance in the municipality. The study was commissioned by Council in two stages as follows:

- Stage 1
  - preparation of a thematic history of post-contact settlement and development of the study area (the whole of the municipality);
  - identification of all post-contact places of potential cultural significance in the study area;
  - estimation of the resources required to fully research, document, and assess the cultural significance of all the places identified in Stage 1;
- Stage 2:
  - assessment and documentation of the identified places of post-contact cultural significance against the Australian Heritage Commission's criteria;
  - review of the Thematic Environmental History;

- provision of recommendations for statutory registers; and
- provision of recommendations for a heritage conservation program for the study area.

The study comprises six volumes and was exhibited as part of Amendment C71 to the Melton Planning Scheme. The study (Volumes 1-6) is a reference document to Clause 21.07.

### C:3 Planning scheme provisions

The Heritage Overlay purposes are:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To conserve and enhance heritage places of natural or cultural significance.
- To conserve and enhance those elements which contribute to the significance of heritage places.
- To ensure that development does not adversely affect the significance of heritage places.
- To conserve specifically identified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

The Heritage Overlay requires a planning permit to demolish, subdivide, build or carry out works. It enables its Schedule to specify additional controls for specific trees, painting previously unpainted surfaces, internal alterations and an incorporated plan (which may exempt buildings and works and other changes from requiring a planning permit). The Schedule may also identify if a place can be considered for uses that are otherwise prohibited, subject to a planning permit.

### C:4 Ministerial Directions, Planning Practice Notes and guides

#### Ministerial Directions

The Explanatory Report discusses how the Amendment meets the relevant requirements of:

- Ministerial Direction 11 (Strategic Assessment of Amendments)
- Ministerial Direction (The Form and Content of Planning Schemes pursuant to section 7(5) of The Act) – referred to as Ministerial Directions 7(5) in this Report.

That discussion is not repeated here.

#### Planning Practice Note 1:Applying the Heritage Overlay, August 2018 (updated 13 June 2023)

PPN01 provides guidance about using the Heritage Overlay. It states that the Heritage Overlay should be applied to, among other places:

Places identified in a local heritage study, provided the significance of the place can be shown to justify the application of the overlay.

PPN01 specifies that documentation for each heritage place needs to include a statement of significance that clearly establishes the importance of the place and addresses the heritage criteria. It recognises the following model criteria (the Hercon criteria) that have been adopted for assessing the value of a heritage place:

- Criterion A:** Importance to the course or pattern of our cultural or natural history (historical significance).
- Criterion B:** Possession of uncommon, rare or endangered aspects of our cultural or natural history (rarity).
- Criterion C:** Potential to yield information that will contribute to an understanding of our cultural or natural history (research potential).
- Criterion D:** Importance in demonstrating the principal characteristics of a class of cultural or natural places or environments (representativeness).

- Criterion E:** Importance in exhibiting particular aesthetic characteristics (aesthetic significance).
- Criterion F:** Importance in demonstrating a high degree of creative or technical achievement at a particular period (technical significance).
- Criterion G:** Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions (social significance).
- Criterion H:** Special association with the life or works of a person, or group of persons, of importance in our history (associative significance).

#### **Practitioner's Guide**

*A Practitioner's Guide to Victorian Planning Schemes Version 1.5*, April 2022 (Practitioner's Guide) sets out key guidance to assist practitioners when preparing planning scheme provisions. The guidance seeks to ensure:

- the intended outcome is within scope of the objectives and power of the PE Act and has a sound basis in strategic planning policy
- a provision is necessary and proportional to the intended outcome and applies the Victoria Planning Provisions in a proper manner
- a provision is clear, unambiguous and effective in achieving the intended outcome.

## Appendix D Diggers Rest Housing Estate Incorporated Plan

Council proposed [additions to exhibited Incorporated Document](#)

Council proposed ~~deletions to exhibited Incorporated Document~~

### **Diggers Rest Housing Estate Heritage Design Guidelines and Permit Exemptions Incorporated Plan, ~~June 2022~~ [\[update\]](#)**

#### **Heritage place**

These heritage design guidelines have been prepared for the Diggers Rest Army Housing Estate (Place ID. 80), identified as HO139 in the Schedule to the Heritage Overlay of the Melton Planning Scheme. The place is of local historical and representative significance to the City of Melton. The Diggers Rest Army Housing Estate, Diggers Rest-Coimadai Road, Diggers Rest, was constructed in the 1950s-60s to house married military personnel working within the Diggers Rest radio transmitting station. This precinct comprises the post-war residential subdivision comprising 17 single-storey brick residences, the open grassed quadrangle and the driveway entrance/internal roadway. The visual connection between the housing estate and the Former Army Radio Station (Heritage Overlay 49) also contributes to the significance of the place.

The heritage design guidelines have been prepared to guide development within the mapped extent of the heritage precinct to ensure that the identified heritage values of the place are conserved.

#### **Demolition**

##### *Objectives*

To encourage the retention of contributory buildings or elements that contribute to the significance of the precinct.

##### *Guidelines*

Discourage the demolition of contributory buildings or elements that contribute to the significance of the precinct.

Allow for partial demolition of contributory buildings, limited to the rear elevation only.

Allow for the demolition of non-attached outbuildings [and/or](#) carports.

#### **Alterations and additions**

##### *Objectives*

To encourage alterations and additions ~~that~~ [to](#) retain the consistent presentation of the housing estate and common architectural style, features and details of the heritage place.

To encourage alterations and additions to [contributory](#) buildings that are concealed as far as possible in views to the principal facade of the contributory buildings from either Diggers Rest-Coimadai Road or the internal roadway.



*Guidelines*

Discourage alterations that would change the features of ~~the~~ contributory buildings which clearly demonstrate the characteristics of post-war defence housing. This includes the simple form, single-storey brick veneer presentation of the dwellings, tile or corrugated steel-clad gable ended or hipped roofs and brick chimneys.

~~Allow for sensitive alterations and additions to the buildings. These should be visually recessive and located to the rear of the buildings, and preferably low scale/single-storey.~~ Encourage alterations and additions to be sensitive to the contributory buildings, visually recessive, located to the rear of the contributory buildings and low scale/single storey.

~~Where additions to the rear of the buildings are visible, these should be clearly identifiable as new works.~~ Additions to the rear of the contributory buildings should be clearly identifiable as new works.

Discourage two-storey additions to the rear of the contributory buildings where the mass and bulk would be visually dominant.

Discourage new additions that project beyond the front facade of the contributory buildings.

Discourage new built form in the front setback.

~~Discourage change to the paired residential driveways or the addition of new crossovers/driveways.~~ Discourage change to the paired residential driveways.

Discourage the addition of new crossovers/driveways.

Discourage the introduction of front fences, to maintain the open nature of the residential precinct as it presents to the primary streetscape.

**Infill development***Objectives*

To encourage sensitive new development ~~that to~~ respects the heritage place through its setting, location, bulk, form, height, materials and appearance.

*Guidelines*

Discourage the replacement of contributory buildings with infill buildings.

Encourage any infill development to be sited on the two vacant allotments between units 6 and 8, 107-207 Plumpton Road, Diggers Rest.

Discourage the development of the two vacant allotments between units 6 and 8, 107-207 Plumpton Road, Diggers Rest with attached residences.

~~Where proposed,~~ Encourage infill development to ~~the two vacant allotments on Diggers Rest-Coimadai Road to~~ respond to the scale, form, massing and materials of the contributory buildings within the precinct. This includes overall facade and building heights and roof form/pitch.

Encourage infill development ~~to vacant allotments~~ to reflect the consistent setbacks of the contributory buildings within the precinct from the front and side ~~property~~ allotment boundaries.

~~Discourage the development of the two vacant allotments on Diggers Rest-Coimadai Road with attached residences.~~

**Subdivision***Objectives*

To discourage subdivision that would adversely affect the significance of the heritage place.

To encourage the retention of the housing estate planning and features that contribute to the significance of the heritage place, including the open grassed quadrangle, driveway entrance ~~and~~ internal roadway and the visual connection between the housing estate and Former Army Radio Station (HO49).

*Guidelines*

~~Discourage subdivision within the heritage precinct that would impact on the layout of the housing estate planning, including allotment size.~~ Discourage subdivision within the heritage precinct that would impact on the layout of the housing estate planning, including the perception of the housing estate as a series of single story dwellings on separate allotments.

Discourage the introduction of new residential allotments within the heritage precinct.

Discourage the consolidation of the two vacant allotments on Diggers Rest-Coimadai Road.

~~Encourage the retention of the housing estate planning that maintains one single-storey dwelling per residential allotment.~~

Maintain the arrangement of the open grassed quadrangle, driveway entrance and internal roadway.

**Permit exemptions**

This section of the Incorporated Plan set out sets out permit exemptions from the provisions of the Heritage Overlay in accordance with Victoria Planning Provisions Clause 43.01-3. It applies only to the Diggers Rest Army Housing Estate (Place ID. 80), identified as HO139 in the Schedule to the Heritage Overlay of the Melton Planning Scheme. In accordance with Clause 43.01-3, no permit is required under the Heritage Overlay for works done in accordance with this section of the Incorporated Plan.

*Demolition*

Demolition of stand-alone outbuildings. This includes a carport, garage, shed or similar structure which is detached from the contributory buildings.

*Domestic services normal to a dwelling, utility installations and rainwater tanks*

The installation (and/or associated demolition) of the following domestic services normal to a dwelling if visible from a street ~~(other than a lane) or public park~~ (including the driveway entrance an internal roadway) are permit exempt where:

- Air conditioners, cooling or heating systems and hot water services where the ancillaries and services are attached to the rear wall of the contributory building, or within the rear setback.
- Where attached to a side wall, or within a side setback, the ancillaries and services are set back 4 metres or more from the front facade of the contributory building.
- Rain water tanks where the tanks are located to the rear of the contributory building.



*Fences*

The demolition and construction of fences where the works involves timber paling fences to rear and/or side ~~property~~allotment boundaries, with the replacement fence being of the same style, material and in the same location, and which does not exceed the height of the existing fence.

*Repairs and routine maintenance*

Repairs and routine maintenance works that change the appearance of a heritage place or are not undertaken to the same details, specifications and materials as existing are permit exempt where these works are only undertaken to the rear elevation ~~only~~ of the contributory buildings.

*Outbuildings*

Construction or extension of an outbuilding is permit exempt where the outbuilding is situated within the rear yard area of the allotment; the outbuilding does not extend beyond the line of the side elevations of the existing contributory building; the eave height of the outbuilding (from natural ground level) does not exceed the eave height of the contributory buildings; and the outbuilding is not attached to the existing building.

*Pergolas, verandas and decks*

Construction or extension of an open-sided pergola, verandah or deck, including those attached to an existing building, are permit exempt where the pergola/verandah/deck is to the rear of an existing contributory building; roofed pergolas or verandahs do not extend beyond the line of the side elevations of the existing contributory building; and where (from natural ground level) the top of the new structure does not exceed the eave height of the contributory buildings.

*Planning and Environment Act 1987*

## MELTON PLANNING SCHEME

### AMENDMENT C231MELT

#### EXPLANATORY REPORT

##### **Who is the planning authority?**

This amendment has been prepared by the Melton City Council which is the planning authority for this amendment.

The Amendment has been made at the request of Melton City Council.

##### **Land affected by the amendment**

The amendment applies to the following properties:

- 1809-1859 Gisborne-Melton Road, Kurunjang
- 19-115 Diggers Rest-Coimadai Road, Diggers Rest
- Minns Road Bridge over Toolern Creek, Kurunjang
- 332 Benson Road, Toolern Vale

A mapping reference table is attached at Attachment 1 to this Explanatory Report.

##### **What the amendment does**

The Amendment proposes to implement the findings of the *City of Melton Heritage Assessment Project 2020/21* by adding five places to the Schedule to the Heritage Overlay and the associated Heritage Overlay mapping and incorporating the statements of significance for each of these places and an incorporated plan into the Melton Planning Scheme.

The Amendment will:

1. Amend the Schedule to Clause 43.01 to include the following heritage places on a permanent basis as follows:
  - HO138 – The Oaks Homestead at 1809-1859 Gisborne-Melton Road, Kurunjang
  - HO139 – Diggers Rest Army Housing Estate at 19-115 Diggers Rest-Coimadai Road, Diggers Rest
  - HO140 – Minns Road Bridge over Toolern Creek, Kurunjang
  - HO142 – Hillview house at 332 Benson Road, Toolern Vale
2. Amend Planning Scheme Maps as follows:
  - 1HO to include HO142
  - 3HO to include HO139
  - 6HO to include HO138 and HO140
3. Amend the Schedule to Clause 72.04 to incorporate *Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions* and the following documents:
  - Statement of Significance: 19-115 Diggers Rest-Coimadai Road, Diggers Rest, "Diggers Rest Army Housing Estate" June 2022
  - Statement of Significance: 332 Benson Road, Toolern Vale "Hillview" June 2022
  - Statement of Significance: 1809-1859 Gisborne-Melton Road, Kurunjang, "The Oaks Homestead", June 2022

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- Statement of Significance: Bridge over Toolern Creek, Kurunjang, "Minns Road Timber Bridge", June 2022

**Strategic assessment of the amendment****Why is the amendment required?**

Amendment C231 will help Melton City Council to meet Objective 4(1)(d) of the *Planning and Environment Act 1987* which is 'to conserve and enhance those buildings, areas, other places which are of scientific, aesthetic, architectural or historic interest, or otherwise of special cultural value'. It is State policy to ensure the conservation of heritage significant places. To do this, places, buildings, and objects must be identified, assessed, and documented as places of natural and cultural heritage significance, as a basis for their inclusion in Victorian planning schemes.

The Amendment is required to protect four heritage places outside the urban growth boundary that meet the threshold for local significance. Including these places in the Schedule to the Heritage Overlay and incorporating the statements of significance will formally recognise the heritage value of the properties, and the impact that potential demolition or proposed development may have upon them, should Council receive any demolition requests or development proposals for the subject properties.

The Amendment will ensure that a planning permit is required for demolition and a range of buildings and works to ensure the heritage significance is protected. Any proposal will then be able to be assessed by Council having regard to the purpose and requirements of the Heritage Overlay at Schedule to Clause 43.01.

**How does the amendment implement the objectives of planning in Victoria?**

The Amendment implements the following objectives for planning in Victoria as outlined in section 4 of the *Planning and Environment Act 1987*:

- *To provide for the fair, orderly, economic, and sustainable use, and development of land.*
- *To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.*
- *To balance the present and future interests of all Victorians.*
- *To secure a pleasant, efficient, and safe working, living and recreational environment for all Victorians and visitors to Victoria*
- *To facilitate development in accordance with the objectives outlined above.*

The Amendment implements these objectives by applying the Heritage Overlay to the five places to protect the significant heritage in the City of Melton.

**How does the amendment address any environmental, social, and economic effects?**

Conservation of the heritage places is critical towards maintaining and protecting a sense of character that they provide in the mostly rural communities they are located within.

The Amendment will have a positive social impact on the municipality, as the community values local heritage and it plays an important role in defining local identity and a sense of place.

The Amendment is not expected to have any adverse environmental or economic effects. The application of the Heritage Overlay will enable landowners to apply for the Heritage Assistance Fund which will assist with offsetting costs associated with maintenance, repair, or conservation of a heritage place.

**Does the amendment address relevant bushfire risk?**

The affected land is not subject to bushfire risk.

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**Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?**Ministerial Direction No.9 – Metropolitan Strategy

The Amendment is consistent with the Metropolitan Strategy, *Plan Melbourne*, particularly Direction 4.4 to 'respect Melbourne's heritage as we build for the future' and its Policy 4.4.1 which recognises the 'value of heritage when managing growth and change.'

Ministerial Direction No.11 – Strategic Assessment of Amendments

The requirements of this direction have been followed in the preparation of this Amendment.

Ministerial Direction – The Form and Content of Planning Schemes

The Amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under Section 12(2)(a) of the *Planning and Environment Act 1987*.

**How does the amendment support or implement the Planning Policy Framework and any adopted State policy?**

The Amendment supports the Planning Policy Framework at Clause 15 (Built Environment and Heritage) and Clause 15.03-1S (Heritage Conservation).

**Objective**

- *To ensure the conservation of places of heritage significance.*

**Strategies**

- *Identify, assess, and document places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme.*
- *Provide for the conservation and enhancement of those places that are of aesthetic, archaeological, architectural, cultural, scientific, or social significance.*
- *Encourage appropriate development that respects places with identified heritage values.*
- *Retain those elements that contribute to the importance of the heritage place.*
- *Encourage the conservation and restoration of contributory elements of a heritage place. Ensure an appropriate setting and context for heritage places is maintained or enhanced*

In particular, the Amendment supports the objective 'to ensure the conservation of places of heritage significance' and responds to its strategy to 'identify, assess and document places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme.'

**How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

Clause 21.01 of the Melton Planning Scheme sets out Council's Planning Outcomes to be achieved via the Municipal Strategic Statement (MSS). The MSS outlines a number of Visions, Themes, and Outcomes for the municipality, in particular Clause 21.07.3 'Heritage' sets out Objectives and Strategies which respond to key issues. The Amendment is consistent with this Objective 1 which is 'to protect, conserve and enhance places of historic, aboriginal, and cultural significance' as it is seeking to protect structures which form an important part of the City of Melton's historical development.

The Amendment is also supported by the *City of Melton Council and Wellbeing Plan 2021-2025*, which commits Council to 'support the conservation and restoration of heritage places' (Strategy 2.3.4).

**Does the amendment make proper use of the Victoria Planning Provisions?**

The Amendment makes proper use of the Victorian Planning Provisions through the schedule to the Heritage Overlay at Clause 43.01. The Heritage Overlay is the most appropriate tool to 'conserve and enhance heritage places of natural or cultural significance' and to 'ensure that development does not adversely affect the significance of heritage places.'

The purpose of Clause 43.01 – Heritage Overlay of the Melton Planning Scheme is as follows:

- To conserve and enhance heritage places of natural or cultural significance.
- To conserve and enhance those elements which contribute to the significance of heritage places.
- To ensure that development does not adversely affect the significance of heritage places.
- To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

**How does the amendment address the views of any relevant agency?**

Views of relevant agencies will be considered through the public exhibition stage of the Amendment process.

**Does the amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment will not have a significant impact on the transport system, as defined by Part 2 of the Transport Integration Act 2010.

**Resource and administrative costs**

The Amendment will increase the number of sites subject to the provisions of the Heritage Overlay, therefore potentially resulting in more planning applications. The anticipated increase in planning applications is not expected to have a significant impact on resourcing and administrative costs.

**Where you may inspect this amendment**

The amendment can be inspected free of charge at the following place:

Melton Civic Centre  
232 High Street  
Melton

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at [www.planning.vic.gov.au/public-inspection](http://www.planning.vic.gov.au/public-inspection).

**ATTACHMENT 1 - Mapping reference table**

Address	Land /Area Affected	Mapping Reference
1809-1859 Gisborne-Melton Road, Kurunjang	None.	Melton C231 001hoMap Exhibition
19-115 Diggers Rest-Coimadai Road, Diggers Rest	None.	Melton C231 002hoMap03 Exhibition
Minns Road Bridge over Toolern Creek, Kurunjang	None.	Melton C231 001hoMap06 Exhibition
332 Benson Road, Toolern Vale	None.	Melton C231 006hoMap01 Exhibition

OFFICIAL

*Planning and Environment Act 1987***MELTON PLANNING SCHEME****AMENDMENT C231melt****INSTRUCTION SHEET**

The planning authority for this amendment is the Melton City Council.

The Melton Planning Scheme is amended as follows:

**Planning Scheme Maps**

The Planning Scheme Maps are amended by a total of 3 map sheets.

***Overlay Maps***

1. Amend Planning Scheme Map Nos. 1HO, 2HO, and 6HO in the manner shown on the 7 attached maps marked "Melton Planning Scheme, Amendment C231melt".

**Planning Scheme Ordinance**

The Planning Scheme Ordinance is amended as follows:

2. In **Overlays** – Clause 43.01, replace the Schedule with a new Schedule in the form of the attached document.
3. In **Operational Provisions** – Clause 72.04, replace the Schedule with a new Schedule in the form of the attached document.

End of document

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## MELTON PLANNING SCHEME

-/-/22-  
C231**SCHEDULE TO CLAUSE 43.01 HERITAGE OVERLAY****1.0****Application requirements**13/07/2023  
C219melt

The following application requirements apply to an application under Clause 43.01, in addition to those specified elsewhere in the planning scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- A Conservation Management Plan for heritage buildings and places where adaptation or change of use are proposed.
- A written justification as to why demolition or any proposed additions to a dry stone wall is required.
- Where any demolition of a dry stone wall is proposed (partial or full):
  - An assessment of the condition of the dry stone wall by a suitably qualified professional.
  - A plan for the proposed re-use or storage of any removed stone.
  - Photographs or other suitable records of the dry stone wall.
- Where partial demolition of a dry stone wall is proposed:
  - The extent of removal required, including the percentage of the demolished area in relation to the whole structure.
  - Details of how the section of dry stone wall will be reconstructed (where applicable).
- Where demolition of a dry stone wall section to create an opening is proposed, detail on the new wall end construction.
- Where any alterations to a dry stone wall are proposed (added to, reconstructed or conserved):
  - Sections of the dry stone wall where it is proposed to be altered.
  - Details of who will be carrying out the proposed works.
- Where conservation or reconstruction is proposed for a dry stone wall, details of how the style of works is in keeping with the structure and form of the original or adjoining lengths of wall.
- Where additions to a dry stone wall are proposed, detail on the proposed additions to demonstrate that they will not disturb its structure.
- Where subdivision or development is proposed:
  - A feature survey of any dry stone wall within the proposed development.
  - A Dry Stone Wall Management Plan that includes the following:
    - Photographs (or suitable records) of the dry stone wall.
    - Recommendations for repair and / or reconstruction.
    - Conservation works which will retain the cultural significance of the dry stone wall.
  - A plan showing the proposed location of any landscaping, footpaths, and structures which may impact the dry stone wall.

**2.0****Heritage places**-/-/22-  
C231

The requirements of this overlay apply to both the heritage place and its associated land.

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO1	<b>Eynesbury</b> Eynesbury Road and Springhill Road, Eynesbury	—	—	—	—	Yes Ref No H362	Yes	No
HO2	<b>Exford Homestead</b> Exford Road, Weir Views	—	—	—	—	Yes Ref No H316	Yes	No
HO3	<b>Strathulloh</b> 1402-1600 Greigs Road, Strathulloh	—	—	—	—	Yes Ref No H317	Yes	No
HO4	<b>Deanside Homestead Complex</b> 96-103 Reed Court, Deanside	—	—	—	—	Yes Ref No H810	Yes	No
HO5	<b>Christ (Anglican) Church</b> 2-4 Unitt Street, Melton The heritage place is the former Christ Church Sunday school hall, metal bell tower and stained glass windows of former church.	No	No	No	No	No	No	No
HO6	<b>Presbyterian Church</b> Yuille Street, Melton The heritage place is the bluestone chapel and brick church hall.	No	No	Yes	No	No	No	No
HO7	<b>'The Willows'</b> In the Willows Historical Park, 76-82 Reserve Road, Melton The heritage place is the house and the parkland setting, the memorial gates and the cypress tree by cowbail, pepper tree by memorial, avenue of gums and gum in northwest corner.	No	No	Yes	Yes	No	Yes	No
HO8	<b>Railway Viaduct over Melton Reservoir</b>	—	—	—	—	Yes Ref No	No	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Brookfield, Weir Views and Exford					H2327		
HO9	<b>Bridge over Djerriwarrh Creek</b> Disused section of the Western Highway, Melton West and Brookfield	—	—	—	—	Yes Ref No H1658	No	No
HO10	<b>Rockbank Inn</b> Beattys Road and 1992-2106 Western Highway, Aintree	—	—	—	—	Yes Ref No H1933	Yes	No
HO13	<b>'Lynuilg' Homestead</b> 477-569 Bensons Road, Toolern Vale The heritage place is the house, hipped outbuilding, draughthorse stabling, underground tank, milking / shearing shed and Canary Island Palms nearby the main house.	No	No	Yes	Yes	No	Yes	No
HO14	<b>'Glencoe'</b> 518-610 Blackhill Road, Toolern Vale The heritage place is the stone house, dry stone walls, stables, dairy, fowl house, pig pen and Norfolk Island pines at the entrance to the homestead.	Yes – homestead and stable / dairy	No	Yes	Yes	No	Yes	No
HO15	<b>House 'Angus Downs'</b> 546-570 Blackhill Road, Toolern Vale The heritage place is the house.	No	No	No	No	No	Yes	No
HO16	<b>House</b> 2-200 Porteous Road, Toolern Vale The heritage place is the house.	No	No	No	No	No	Yes	No
HO17	<b>'Melton Park'</b>	No	No	Yes	Yes	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	691-801 Bulmans Road, Toolern Vale The heritage place is the house, garden setting of cypress, peppercorn and other exotics and stables.							
HO18	<b>Paine's Cottage</b> 152-176 Chapmans Road, Toolern Vale The heritage place is the timber cottage, remnant front fence and four Italian cypresses.	No	No	Yes	Yes	No	Yes	No
HO19	<b>Cornwall Park Stud</b> 2389 Diggers Rest-Coimadai Road, Diggers Rest The heritage place is the main Federation house, former coach house / stables and the Inter-war Bungalow cottage.	No	No	No	Yes	No	Yes	No
HO20	<b>Former Condons Dairy</b> 1397 Diggers Rest-Coimadai Road, Toolern Vale The heritage place is the former dairy and rubble walls.	Yes	No	No	Yes	No	Yes	No
HO21	<b>'Toolern Park'</b> 1558-1672 Diggers Rest-Coimadai Road, Toolern Vale The heritage place is the house, dry stone walls and mature conifers.	No	No	Yes	Yes	No	Yes	No
HO22	<b>House 'Kuloomba'</b> 2203 Diggers Rest-Coimadai Road, Toolern Vale The heritage place is the house, and two outbuildings.	No	No	No	Yes	No	Yes	No
HO23	<b>War Memorial</b>	Yes	No	No	No	No	No	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	In Reserve off Diggers Rest-Coimadai Road, Toolern Vale The heritage place is the memorial and the land around the memorial for a distance of five metres.							
HO24	<b>Farm Complex</b> 1229-1279 Gisborne-Melton Road, Toolern Vale The heritage place is the house, cottage, stone ruin, underground tank, brick garage and potential archaeological remains.	Yes – brick garage (former dairy) and stone ruins	No	No	Yes	No	Yes	No
HO25	<b>House</b> 1374-1404 Gisborne-Melton Road, Toolern Vale The heritage place is the house.	No	No	No	No	No	Yes	No
HO26	<b>House 'Creighton'</b> 1618 Gisborne-Melton Road, Toolern Vale The heritage place is the house and immediate garden setting and the two Canary Island Palm trees at the front of the house.	Yes	No	Yes	No	No	Yes	No
HO27	<b>House and Outbuilding</b> 310-360 Gisborne-Melton Road, Toolern Vale The heritage place is the house and rendered brick outbuilding and the immediate setting of cypress trees.	No	No	Yes	Yes	No	Yes	No
HO28	<b>Ruin 'McIntosh Cottage'</b> 687-777 Gisborne-Melton Road, Toolern Vale The heritage place is the stone ruin and peppercorn tree.	Yes	No	Yes	No	No	No	No
HO29	<b>Former 'Yangardook' Cottage</b>	Yes	No	No	No	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	575-685 Gisborne-Melton Road, Toolern Vale The heritage place is the stone cottage.							
HO30	<b>Ruin 'The Elms'</b> 779-859 Gisborne-Melton Road, Toolern Vale The heritage place is the stone ruin.	Yes	No	Yes	No	No	No	No
HO31	<b>'Glen Elgin'</b> 766-858 Gisborne-Melton Road, Toolern Vale The heritage place is the house, stables, timber shed, underground tank, shearing shed, two stone cottages, cattle yards and the immediate setting of Monterey cypresses along the drive, conifers and palm in main house garden, the Algerian Oaks, Bunya Bunya Pine, Osage Orange and English Elms.	Yes – brick stables, stone cottages and shed	No	Yes	Yes	No	Yes	No
HO32	<b>Hjorth's Farm</b> 163 Hjorths Road, Toolern Vale The heritage place is the dry stone wall dam, terraces, remains of the irrigation system and orchard trees.	No	No	Yes	No	No	No	No
HO33	<b>'Norwood'</b> 78-132 Hoggs Road, Toolern Vale The heritage place is the house and bird-watchers cabin.	No	No	No	Yes	No	Yes	No
HO35	<b>'Wattle Grove' House and Shed</b> 117-125 McPhersons Road, Toolern Vale, Toolern Vale	No	No	No	Yes	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	The heritage place is the house, shearing shed and stable.							
HO36	<b>'Greenhills'</b> 1260-1398 Diggers Rest-Coimadai Road, Toolern Vale The heritage place is the house, outbuildings, garden setting of palm, eucalypt, and peppercorn trees in front of house, isolated oak tree near creek, and remnant conifers near house, dry stone walls and dams.	No	No	Yes	Yes	No	Yes	No
HO37	<b>'Pinewood' Homestead</b> 783-829 Blackhill Road, Toolern Vale The heritage place is the stone house, dry stone walls, the old pine garden and driveway plantings, the Aleppo pine at the front gate, the Hawthorn plantings, and the old pear and pine trees near the original homestead site.	Yes – the bluestone portions of the homestead	No	Yes	Yes	No	Yes	No
HO38	<b>Stone Cottage</b> 189-193 Blackhill Road, Toolern Vale The heritage place is the stone cottage.	Yes – random rubble walls	No	No	No	No	Yes	No
HO39	<b>House and Bullock Track</b> 847-1071 Blackhill Road, Toolern Vale The heritage place is the house and former Bullock track remains.	No	No	No	Yes	No	Yes	No
HO40	<b>Plumpton Hare Enclosure</b> 847-1071 Blackhill Road, Toolern Vale	No	No	Yes	No	No	No	No



## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	The heritage place is the remains of an enclosure made of dry stone walls and the land around the enclosure for a distance of five metres including the old eucalyptus in the enclosure.							
HO41	<b>Aitken's Gap Pine Avenue</b> Calder Freeway, Diggers Rest The heritage place is the avenue of Monterey Pine trees along the Freeway and a distance of five metres beyond their canopy.	No	No	Yes	No	No	No	No
HO42	<b>Diggers Rest Railway Station and Platforms</b> Calder Highway, Diggers Rest The heritage place is the railway station and the bluestone platform.	Yes	No	No	No	No	No	No
HO43	<b>The Diggers Rest Hotel</b> 1434-1466 Calder Highway, Diggers Rest The heritage place is the hotel, the wooden garage, remnant paving, oak tree and potential archaeological material.	No	No	Yes	Yes	No	Yes	No
HO44	<b>Former Diggers Rest School</b> 1290 Calder Highway, Diggers Rest The heritage place is the former school house.	No	No	No	No	No	Yes	No
HO45	<b>Sanger Grave</b> 1286-1292 Calder Highway, Diggers Rest The heritage place is the brick monument and the land around the grave for a distance of five metres.	Yes	No	No	No	No	No	No
HO46	<b>House</b>	No	No	No	No	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	1376-1432 Calder Highway, Diggers Rest The heritage place is the house.							
HO47	<b>House</b> 2-180 Davis Road, Diggers Rest The heritage place is the house, front timber picket fence, front and side cypress, and other exotics and outbuildings to the west of driveway.	No	No	Yes	Yes	No	No	No
HO48	<b>Former Murphy Dam</b> 209-247 Plumpton Road, Diggers Rest The heritage place is the dam, dry stone dam wall and dry stone walls around the gully.	No	No	No	Yes	No	No	No
HO49	<b>Former Army Radio Station</b> 107-207 Diggers Rest-Coimadai Road, Diggers Rest The heritage place is the bow-roofed, WW II building.	No	No	No	No	No	Yes	No
HO50	<b>Former Clarke Dam</b> 544-618 Diggers Rest-Coimadai Road, Diggers Rest The heritage place is the Dam and dry stone wall.	No	No	No	No	No	No	No
HO51	<b>Arrunga</b> 77-347 Holden Road, Plumpton The heritage place is the house and driveway trees of cypress and eucalyptus in three rows along the edge of the two driveways.	No	No	Yes	No	No	Yes	No
HO52	<b>House</b>	No	No	No	Yes	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	932-1036 Holden Road, Diggers Rest The heritage place is the house, scrolled metal gate and timber post and wire fence.							
HO53	<b>Holden Road Dam</b> 765-789 Holden Road, Plumpton The heritage place is the dry stone dam wall and dam.	No	No	No	No	No	No	No
HO54	<b>Bridge over Kororoit Creek</b> Melton Highway, Plumpton The heritage place is the early masonry bridge.	Yes	No	No	No	No	No	No
HO55	<b>House</b> 974-1048 Melton Highway, Plumpton The heritage place is the house and dry stone wall and cypresses around house.	No	No	Yes	Yes	No	Yes	No
HO56	<b>Gollars Court</b> 1366-1496 Melton Highway, Plumpton The heritage place is the house.	Yes	No	No	No	No	Yes	No
HO57	<b>Norton Ruin</b> 1912-1962 Melton Highway, Plumpton The heritage place is the stone ruin and dry stone walls to the north and west.	Yes	No	No	Yes	No	No	No
HO58	<b>House</b> 911-935 Melton Highway, Fraser Rise The heritage place is the house and boundary plantings of Monterey cypresses.	No	No	Yes	No	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO59	<b>Rocklands</b> 211 Mount Aiken Road, Diggers Rest The heritage place is the brick house and the dry stone wall in the former garden.	No	No	No	Yes	No	Yes	No
HO60	<b>Mount Aiken Site and Ruin</b> 740-794 Mount Aitken Road, Diggers Rest The heritage place is the semi-ruinous stone building and the archaeological remains of former structures, including walls, tracks and gardens and the conifer shelter plantings and any remnant garden plantings.	Yes	No	Yes	Yes	No	No	No
HO61	<b>Bluestone Cottage and Ruinous Timber dwelling</b> 2-88 Mount Cottrell Road, Plumpton The heritage place is the ruinous timber building, stone cottage, dry stone walls and Peppercorn tree and gum tree adjacent to buildings.	No	No	Yes	Yes	No	Yes	No
HO62	<b>Mount Kororoit Homestead</b> 2-88 Leakes Road, Plumpton The heritage place is the house, timber outbuildings, shearing shed, dry stone walls and peppercorn and palm trees.	No	No	Yes	Yes	No	Yes	No
HO63	<b>Plumpton Dam</b> 412-518 Plumpton Road, Diggers Rest The heritage place is the dam, dry stone dam wall and embankment.	No	No	No	No	No	No	No
HO64	<b>'Plumpton Park'</b>	No	No	Yes	No	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	412-518 Plumpton Road, Diggers Rest The heritage place is the house and setting and cypress trees.							
HO65	<b>Rocklands Dam</b> 131-199 Townsings Road, Diggers Rest The heritage place is the dam and dry stone dam wall.	No	No	No	No	No	No	No
HO66	<b>Bridge over Toolern Creek</b> Bridge Road, Melton South The heritage place is the bridge.	No	No	No	No	No	No	No
HO68	<b>Kippenross</b> 429-455 Bulmans Road, Harkness The heritage place is the house, laundry, underground tank, avenue of Sugar Gums and driveway.	Yes	No	Yes	Yes	No	Yes	No
HO69	<b>Melton Cemetery</b> Centenary Avenue, Melton The heritage place is the Melton Cemetery, the Sheoaks and Monterey pines. <b>Incorporated plan:</b> Melton Cemetery Incorporated Plan	No	No	Yes	No	No	No	No
HO70	<b>Darlingsford Barn</b> 13-15 Darlingsford Boulevard, Melton The heritage place is the former barn.	Yes	No	No	No	No	Yes	No
HO71	<b>Melton South State School No. 3717</b>	Yes	No	No	No	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	34-46 Exford Road, Melton South The heritage place is the interwar brick school building.							
HO72	<b>House</b> 2 Exford Road, Melton South The heritage place is the house.	No	No	No	No	No	Yes	No
HO73	<b>House</b> 54-56 Exford Road, Melton South The heritage place is the house.	No	No	No	No	No	Yes	No
HO74	<b>Parklea</b> 148-200 Abey Road, Cobblebank The heritage place is the house, driveway, the peppercorn trees flanking driving and cypress trees nearby the house, two farm outbuildings and the immediate setting.	No	No	Yes	Yes	No	Yes	No
HO75	<b>Former Melton Reservoir</b> In Hannah Watts Park, High Street, Melton The heritage place is the reservoir pond and a bluestone inlet on Toolern Creek.	No	No	No	No	No	No	No
HO76	<b>Former Melton Courthouse</b> 323-329 High Street, Melton The heritage place is the former court house.	Yes	No	No	No	No	Yes	No
HO77	<b>War Memorial</b> High Street, Melton	Yes	No	No	No	No	No	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	The heritage place is the two memorials and the land around the memorials for a distance of five metres.							
HO78	<b>Staughton Memorial</b> High Street, Melton The heritage place is the memorial lamppost and the land around the memorial for a distance of five metres.	Yes	No	No	No	No	No	No
HO79	<b>Former Mechanics Institute</b> 232-238 High Street, Melton The heritage place is the former Mechanics Institute.	Yes	No	No	No	No	Yes	No
HO80	<b>Walnut Tree</b> In front of Civic Centre, High Street, Melton The heritage place is the tree and the land beneath the canopy for a distance of five metres.	No	No	Yes	No	No	No	No
HO81	<b>Coronation Tree</b> In Hannah Watts Park, High Street, Melton The heritage place is the tree and the land beneath the canopy for a distance of five metres.	No	No	Yes	No	No	No	No
HO82	<b>Melton Valley Golf Course</b> Yuille Street and Melton Valley Drive, Melton The heritage place is the graves, former roadways, dairy tree and small fig tree associated with a former house and potential archaeological sites located on the golf course.	No	No	Yes	Yes	No	No	No



## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO83	<b>'Raglan's Cottage'</b> 237 High Street, Melton The heritage place is the house.	Yes	No	No	No	No	No	No
HO84	<b>Melton Weir, over Toolern Creek</b> Nixon Street, Melton The heritage place is the weir and road causeway.	No	No	No	No	No	No	No
HO85	<b>'Dunvagen'</b> In the Willows Historical Park, 68-74 Reserve Road, Melton The heritage place is the house.	Yes	No	No	No	No	Yes	No
HO86	<b>'Macs Cottage'</b> In the Willows Historical Park, 68-74 Reserve Road, Melton The heritage place is the house.	No	No	No	No	No	Yes	No
HO87	<b>House</b> 32 O'Neils Road, Melton The heritage place is the house.	No	No	No	No	No	Yes	No
HO88	<b>Former Wesleyan Methodist Church</b> 66-76 Palmerston Street, Melton The heritage place is the former church and immediate setting.	Yes	No	No	No	No	Yes	No
HO89	<b>House 'Balmoral Farm'</b> 2120-2224 Melton Highway, Melton The heritage place is the house and underground tank.	No	No	No	Yes	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO90	<b>St. Dominics Roman Catholic Church</b> Smith Street, Melton The heritage place is the former church.	Yes	No	No	No	No	Yes	No
HO91	<b>CJ Melrose Memorial Cairn</b> 398-446 Clarkes Road, Brookfield The heritage place is a stone cairn and the land around the cairn for a distance of five metres, on the east bank of Arnolds Creek, opposite CJ Melrose Memorial Reserve.	No	No	No	No	No	No	No
HO92	<b>House</b> 160 Station Road, Melton The heritage place is the house and front fence.	Yes	No	No	Yes	No	Yes	No
HO93	<b>Melton South Railway Station</b> Brooklyn Road, Melton South The heritage place is the station building, signal boxes and platforms.	No	No	No	No	No	Yes	No
HO94	<b>John Campbell Miles farmhouse</b> Shamrock Place, Melton West The heritage place is the site of the former farmhouse, the peppercorn trees and potential archaeological remains in the vicinity.	No	No	Yes	No	No	Yes	No
HO95	<b>Former Robinsons House Tank</b> 122-142 The Bullock Track, Melton West The heritage place is the underground tank and the land around the tank for a distance of five metres.	Yes	No	No	No	No	No	No
HO96	<b>Melton State School No. 430</b>	Yes	No	Yes	No	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Unitt Street, Melton The heritage place is the bluestone school house and rows of Peppercorn trees along school boundaries.							
HO97	<b>Early crossing Place associated with the Djerriwarrh Bridge</b> Disused section of the Western Highway, Melton West and Brookfield The heritage place is the disused bridge, early crossing places, ford, quarry, tracks and potential archaeological sites near bridge.	No	No	No	No	No	No	No
HO98	<b>House 'Nerowie'</b> 155 Nerowie Road, Parwan The heritage place is the house.	Yes	Yes – 'chapel'	No	No	No	Yes	No
HO99	<b>Former Exford Shearing Shed</b> 1182-1250 Exford Road, Eynesbury The heritage place includes three concrete silos.	—	—	—	—	Yes Ref No H2276	Yes	No
HO100	<b>Former Dairy</b> 1180 Exford Road, Eynesbury The heritage place is the former dairy.	Yes	No	No	No	No	Yes	No
HO101	<b>House</b> 865 Exford Road, Exford The heritage place is the house.	No	No	No	No	No	Yes	No
HO102	<b>Glengallon</b> 77-207 Greigs Road West, Mount Cottrell The heritage place is the house.	No	No	No	No	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO103	<b>Former Dairy and Trees</b> 30 and 35 Hickey Road, Exford The heritage place is the former dairy and the peppercorn trees.	No	No	Yes	Yes	No	Yes	No
HO104	<b>Moloney's Farm Site and Water Reserve</b> 1884-1908 Mount Cottrell Road and land adjacent to Werribee River, Mount Cottrell The heritage place is the underground tank remains, dry stone walls and two peppercorn trees adjacent to the tank.	No	No	Yes	Yes	No	No	No
HO105	<b>Mount Cottrell Road Stock Yard, Ruins and Dry Stone Walls</b> 1476-1570 Mount Cottrell Road, Mount Cottrell The heritage place is the complex of dry stone walls, dam and stockyards, house ruins, underground tank, mature Peppercorn and Sugar Gums.	No	No	Yes	Yes	No	No	No
HO107	<b>House</b> 285 Nerowie Road, Parwan The heritage place is the house.	No	No	No	No	No	Yes	No
HO108	<b>Former Australian Beam Wireless Receiving Station</b> 653-701 Greigs Road and 703-735 Greigs Road, Fieldstone	—	—	—	—	Yes Ref No H2278	Yes	No
HO109	<b>Old Rockbank Middle Road (Cobblestone Road)</b> In Reserve, The Bridges, Caroline Springs	No	No	No	No	No	No	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	The heritage place is a cobblestone road and the land around the road for a distance of five metres.							
HO110	<b>Kerr Farm Site</b> 1780-1882 Boundary Road, Mount Cottrell The heritage place is the remains of a stone house, cistern, internal and boundary dry stone walls, stockyards, a gatepost and a cobbled area near the house. <b>Incorporated plan:</b> Kerr Farm Site Incorporated Plan	No	No	No	Yes	No	No	No
HO111	<b>Mount Cottrell Homestead</b> 167 Faulkners Road, Mount Cottrell The heritage place is the house, stables and machinery shed.	No	No	No	Yes	No	Yes	No
HO112	<b>House and Outbuilding</b> 65-543 Greigs Road East, Truganina The heritage place is the house and gambrel roofed outbuilding in the yard and mature eucalypts and peppercorn trees flanking the long drive, and peppercorn trees with the house yard (rear of dwelling). <b>Incorporated plan:</b> 65-543 Greigs Road East Incorporated Plan	No	No	Yes	Yes	No	Yes	No
HO113	<b>Payne's Cottage</b> 638-688 Greigs Road East, Rockbank The heritage place is the stone cottage.	Yes	No	No	No	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO114	<b>'Rocklands' Homestead and Farm</b> 619-653 Hopkins Road, Truganina The heritage place is the house, dry stone walls, dam, stockyards, rear cottage farm setting, cypress tree on east side of house, Eucalypts along garden walls and saltbush to front of homestead.	Yes – main house	No	Yes	Yes	No	Yes	No
HO115	<b>Rockbank Community Hall</b> Leakes Road, Rockbank The heritage place is the hall and immediate setting of peppercorns and sugar gums.	No	No	Yes	No	No	Yes	No
HO117	<b>Bonnie Doone</b> 339-365 Tarletons Road, Bonnie Brook The heritage place is the house, underground tank, stables, and dry stone walls.	No	No	No	Yes	No	Yes	No
HO118	<b>Rockbank Headstation Dam</b> 1233-1287 Taylors Road, Deanside The heritage place is the dry stone dam wall and dam.	No	No	No	No	No	No	No
HO119	<b>House</b> 107-121 Water Reserve Road, Grangefields The heritage place is the Edwardian house and the Victorian cottage.	No	No	No	Yes	No	Yes	No
HO120	<b>House</b> 1957-1963 Western Highway, Truganina The heritage place is the house.	No	No	No	No	No	Yes	No
HO121	<b>Former Rose and Crown Hotel</b>	No	No	No	No	No	Yes	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	2057-2083 Western Highway, Rockbank The heritage place is the former hotel building.							
HO122	<b>House</b> 2341-2421 Western Highway, Rockbank The heritage place is the house.	No	No	No	No	No	Yes	No
HO123	<b>'Dalgook' Farm Complex</b> Corner Calder Park Drive and Hume Drive, Taylors Hill The heritage place is the house, dry stone walls of the house paddock and dairy to the west, and shelter planting associated with the dry stone wall of the home paddock.	No	No	Yes	Yes	No	Yes	No
HO124	<b>Grave, Ruin and Archaeological site Former 'Greenhills' Pastoral Station</b> 36-49 O'Connell Avenue, Toolern Vale The heritage place is the fenced grave, stone ruin and potential archaeological remains of the sheep yards / wash.	No	No	No	No	No	No	No
HO125	<b>Former Mowbray College Patterson Campus</b> 102-112 Centenary Avenue, Kurunjang	—	—	—	—	Yes Ref No H2319	Yes	No
HO127	<b>House</b> 161 Bulmans Road, Melton West The heritage place is the house and the peppercorn tree at the rear of the property.	No	No	Yes	No	No	Yes	No
HO128	<b>Stoneleigh</b> 196 Sinclairs Road, Deanside	No	No	Yes	Yes	No	No	No



## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	The heritage place is the homestead, palm and sugar gum trees surrounding the homestead, and the dry stone walls.							
HO129	<b>House</b> 398-428 Exford Road, Weir Views The heritage place is the Federation weatherboard house and its setting towards Exford Road. <b>Statement of significance:</b> City of Melton Heritage Assessments Project 2018: Statements of Significance	No	No	No	No	No	No	No
HO130	<b>Staughton Infant Grave</b> 430-458 Exford Road, Weir Views The heritage place is the grave and its associated setting including a copse of trees and the view to the valley of Toolern Creek to the east. <b>Statement of significance:</b> City of Melton Heritage Assessments Project 2018: Statements of Significance	No	No	Yes	No	No	No	No
HO131	<b>Behlen Shed</b> Brooklyn Road, Melton South (on the railway reserve, part of 2-98 Staughton Street) The heritage place is the mid-20th century prefabricated frameless steel shed. <b>Statement of significance:</b> City of Melton Heritage Assessments Project 2018: Statements of Significance	No	No	No	No	No	No	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO132	<b>Former Melton Stud</b> 325 Clarkes Road, Brookfield The heritage place is the Federation period Melton Stud, including the weatherboard residence, the grave of 'The Welkin' and the Sugar Gums ( <i>Eucalyptus cladocalyx</i> ) adjacent to both the house and the grave and a weatherboard stallion box and attached exercise yard with Sugar Gums. <b>Statement of significance:</b> City of Melton Heritage Assessments Project 2018: Statements of Significance	No	No	Yes, approximately 13 Sugar Gums located in overlay	Yes	No	No	No
HO133	<b>House and outbuildings (Tara Stud)</b> 2-6 Sherwin Court, 2 Killarney Drive, 2a Sherwin Court, Melton The heritage place is the weatherboard house at 2-6 Sherwin Court, Melton and the three outbuildings (stables, large gabled shed and small office building) as well as the metal horse walker at 2 Killarney Drive and the row of 11 cypress trees on the adjacent public reserve at 2A Sherwin Court, Melton. <b>Statement of significance:</b> City of Melton Heritage Assessments Project 2018: Statements of Significance	Yes	No	Yes	Yes	No	No	No
HO134	<b>Water Reserve, Beattys Road</b> 701A Beattys Road, Aintree (Crown Allotment 1 of 3; SPI: 8A~18\PP2927) The heritage place is the water reserve (land) adjoining the east side of Kororoit Creek, north of	No	No	No	Yes, dry stone wall located on the north-eastern side of the reserve	No	No	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Beattys Road and including the dry stone wall on the north-eastern boundary. <b>Statement of significance:</b> City of Melton Heritage Assessments Project 2018: Statements of Significance							
HO135	<b>Former Fulham Park</b> 1267-1289 Beattys Road, Grangefields The heritage place is the remnants of the Victorian stone cottage at the former Fulham Park and the nearby riveted vessels (movable elements). <b>Statement of significance:</b> City of Melton Heritage Assessments Project 2018: Statements of Significance	Yes	No	No	No	No	No	No
HO136	<b>Beattys Bridge</b> Beattys Road, crossing of Kororoit Creek, Aintree The heritage place is the remains of the timber bridge known as Beattys Bridge which crosses Kororoit Creek and the cobbled roadway to the west. <b>Statement of significance:</b> City of Melton Heritage Assessments Project 2018: Statements of Significance	No	No	No	No	No	No	No
HO137	<b>Tibbermore</b> 687 Hopkins Road, Truganina The heritage place is the house known as Tibbermore, outbuildings and tank. <b>Statement of significance:</b>	No	No	Yes	Yes	No	No	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	City of Melton Heritage Assessments Project 2018: Statements of Significance							
HO138	<b>The Oaks Farm Ruin</b> 1809-1895 Gisborne-Melton Road, Kurunjang The heritage place is the bluestone farm structure with remnant walls and window details. <b>Statement of significance:</b> City of Melton Heritage Assessment Project 2022	No	No	No	No	No	No	No
HO139	<b>Diggers Rest Army Housing Precinct</b> 19-115 Diggers Rest-Coimadai Road, Diggers Rest The heritage place is a precinct of 17 houses and associated landscaping established at the former Army Radio Station. <b>Incorporated Plan:</b> Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions <b>Statement of significance:</b> City of Melton Heritage Assessment Project 2022	Yes	No	No	No	No	Yes	No
HO140	<b>Minns Road Timber Bridge</b> Bridge over Toolern Creek, Kurunjang The heritage place is a four span timber bridge which crosses Toolern Creek on the original alignment of Minns Road. <b>Statement of significance:</b> City of Melton Heritage Assessment Project 2022	No	No	No	No	No	No	No
HO142	<b>Hillview</b>	No	No	Yes	Yes	No	No	No

## MELTON PLANNING SCHEME

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	<p>332 Benson Road, Toolern Vale</p> <p>The heritage place is a timber house, wooden stable and hay loft, stone dairy, cow shed, stockyards and garden.</p> <p><b>Statement of significance:</b></p> <p>City of Melton Heritage Assessment Project 2022</p>							
HO200	<b>Mount Cottrell Dry Stone Wall Precinct</b>	No	No	No	Yes	No	No	No
HO201	<b>Mount Kororoit Dry Stone Wall Precinct</b>	No	No	No	Yes	No	No	No
HO202	<b>She-Oak Hill Dry Stone Wall Precinct</b>	No	No	No	Yes	No	No	No
HO203	<b>Mount Atkinson Dry Stone Wall Precinct</b>	No	No	No	Yes	No	No	No
HO204	<b>Greigs Road Dry Stone Wall Precinct</b>	No	No	No	Yes	No	No	No
HO205	<b>Selection Wall</b>	No	No	No	Yes	No	No	No
HO206	<b>Plumpton Road Wall</b>	No	No	No	Yes	No	No	No

## MELTON PLANNING SCHEME

1/2022  
GC96 C231

## SCHEDULE TO CLAUSE 72.04 DOCUMENTS INCORPORATED IN THIS PLANNING SCHEME

### 1.0

#### Incorporated documents

11/10/2018  
GC96  
C231melt

Name of document	Introduced by:
Australian Standard AS2021-2015, Acoustics – Aircraft Noise Intrusion – Building Siting and Construction, Standards Australia Limited, 2015	VC107
Ballarat Line Upgrade Incorporated Document, August 2018	GC95
Ballarat Line Upgrade - Toolern Station Incorporated Document, January 2018	C194
Calder Park Train Stabling and Maintenance Yards Incorporated Document, September 2012	C125
Caroline Springs Town Centre Comprehensive Development Plan August 2000	C14
Chartwell Restructure Allotment Plan (August 1992)	NPS1
Conditions for use of Lots 1&2 LP30733K, Plumpton Road for rock crushing	C9
Conditions for use of south-west corner of Greigs Road and Mount Cottrell Road, Melton, Crown Portions 1 and 2, Section 11, Parish of Pywheittjorkk for Extractive Industry	C13
Design and Siting Guidelines for Rural Zones, Melton Shire Council, 1996	NPS1
Diggers Rest Army Housing Estate Heritage Design Guidelines and Permit Exemptions August 2023	C231melt
Diggers Rest Development Contributions Plan, March 2012 (Amended September 2017)	C181
Diggers Rest Native Vegetation Precinct Plan, March 2012	C121
Diggers Rest Precinct Structure Plan, March 2012 (Amended September 2017)	C181
Eynesbury Station Incorporated Plan, September 2001	C20
Eynesbury Township Stages 5, 6 and 13 Native Vegetation Removal and Offset Requirements, May 2017	C176
Guidelines for the Preparation of Environmental Management Plans in Melton's Rural Areas, Melton Shire Council, 1996	NPS1
HO110 Kerr Farm Site 1780-1882 Boundary Road, Mt Cottrell Incorporated Plan (2009)	C71
HO112 65-543 Greigs Road, Truganina Incorporated Plan (2009)	C71
HO128 Stoneleigh Homestead Complex, 196 Sinclairs Road, Rockbank – Statement of Significance, June 2016	C147
Kororoit Precinct Structure Plan, December 2017 (Amended April 2019)	C203melt
Melbourne Metro Rail Project: Upgrades to the Rail Network Incorporated Document, May 2018	GC96
Melton Cemetery Incorporated Plan (2008)	C73
Melton Dry Stone Wall Study Volume 3 – Statements of Significance, February 2016	C100
Melton North Precinct Structure Plan Development Contributions Plan, May 2010 (Amended June 2017)	GC75
Melton North Precinct Structure Plan, May 2010	C83

## MELTON PLANNING SCHEME

Name of document	Introduced by:
Melton Tourist Precinct Local Area Development Plan – February 1998	C4
Mount Cottrell Water Storage Facility, Incorporated Document, February 2020	C218melt
Mt Atkinson & Tarneit Plains Infrastructure Contributions Plan, January 2020	C218melt
Mt Atkinson & Tarneit Plains Precinct Structure Plan, June 2017 (Amended January 2020)	C217melt
Outer Suburban Arterial Roads - Western Package Incorporated Document, June 2017	GC74
Palmers Road and Robinsons Road Upgrade (Sayers Road to Western Freeway, Truganina) Incorporated Document, July 2012	C81
Palmers Road Upgrade Project (Western Freeway to Calder Freeway) Incorporated Document, June 2017	C187
Paynes Road Precinct Structure Plan, February 2016	C161
Plumpton & Kororoit Infrastructure Contributions Plan, July 2018 (Amended October 2019)	C195melt
Plumpton Precinct Structure Plan, December 2017 (Amended April 2019)	C203melt
Ravenhall Concrete Manufacturing Facility Incorporated Document, July 2022	C230melt
Ravenhall Spoli Processing Facility, October 2020	C222melt
RDAV Rockbank Facility Incorporated Document, July 2013	C151
Robinsons Road Employment Area South Native Vegetation Precinct Plan, February 2011	C65
Rockbank Development Contributions Plan, August 2016	C145
Rockbank Precinct Structure Plan, August 2016	C145
Rockbank North Development Contributions Plan, March 2012	C120
Rockbank North Native Vegetation Precinct Plan, March 2012	C120
Rockbank North Precinct Structure Plan, March 2012	C120
Shire of Melton Heritage Study Stage 2: Volume 6- Statements of Significance, March 2009	C71
Small Lot Housing Code (Victorian Planning Authority, November 2019)	GC150
Statement of Significance – 161 Bulmans Road, Melton West, May 2011	C113
Statement of Significance: 2-98 Staughton Street, Melton South, "Behlen Shed" November 2018	C198melt
Statement of Significance: 2A Sherwin Court and 2 Killarney Drive, Melton, "Tara Stud (former) Outbuildings and Trees" November 2018	C198melt
Statement of Significance: 19-115 Diggers Rest-Coimadai Road, Diggers Rest, "Diggers Rest Army Housing Estate" June 2022	C231melt
Statement of Significance: 325 Clarkes Road, Brookfield, "Former Melton Stud" November 2018	C198melt
Statement of Significance: 332 Benson Road, Toolern Vale "Hillview" June 2022	C231melt
Statement of Significance: 398-428 Exford Road, Weir Views, "House" November 2018	C198melt
Statement of Significance: 430-458 Exford Road, Weir Views, "Staughton Infant Grave" November 2018	C198melt

## MELTON PLANNING SCHEME

Name of document	Introduced by:
Statement of Significance: 660A Beattys Road, Bonnie Brook, "Beattys Bridge" November 2018	C198melt
Statement of Significance: 660A Beattys Road, Bonnie Brook, "Water Reserve Beattys Road" November 2018	C198melt
Statement of Significance: 687 Hopkins Road, Truganina, "Tibbermore" November 2018	C198melt
Statement of Significance: 1267-1289 Beattys Road, Grangefields, "Former Fulham Park" November 2018	C198melt
Statement of Significance: 1809-1859 Gisborne – Melton Road, Kurunjang, "The Oaks Homestead", June 2022	C231melt
Statement of Significance: Bridge over Toolern Creek, Kurunjang "Minns Road Timber Bridge", June 2022	C231melt
Statement of Underlying Provisions - Land reserved for the Outer Metropolitan Ring and the E6 Transport Corridor, July 2010 (updated May 2012)	C128
Sunbury Electrification Project Incorporated Document February 2010	C96
Tara Stud (former) Outbuildings, 2 Killarney Drive, Melton, Incorporated Plan October 2020	C198melt
Taylors Hill West Precinct Structure Plan (including the Taylors Hill West Native Vegetation Precinct Plan) May 2010 (Amended December 2016)	C178
Taylors Hill West Development Contributions Plan, July 2010 (Amended June 2017)	GC75
Toolern Park Precinct Structure Plan, August 2014	C122
Toolern Park Development Contributions Plan, August 2014 (Amended June 2017)	GC75
Toolern Precinct Structure Plan (including Toolern Native Vegetation Precinct Plan), July 2011 (Amended February 2019)	C172melt
Toolern Development Contributions Plan, July 2011 (Amended June 2020)	C226melt
Water for a Growing West Project Incorporated Document, July 2014	GC18



## MELTON PLANNING SCHEME

**Statement of Significance: 1809-1859 Gisborne-Melton Road, Kurunjang, "The Oaks Homestead", June 2022**

<b>Heritage Place:</b>	Bluestone ruin 1809-1859 Gisborne-Melton Road, Kurunjang	<b>PS ref no:</b>	HO138
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**What is significant?**

The farm ruin at 1809-1859 Gisborne-Melton Road, Kurunjang, is the remains of a relatively large bluestone farm structure with remnant internal walls and window details. It is evidence of a relatively substantial farming operation within the property from the 1860s or 1870s.

The corrugated iron gabled roof farm building is not of significance.

**How is it significant?**

The farm ruin at 1809-1859 Gisborne-Melton Road, Kurunjang is of local historical significance to the City of Melton.

**Why is it significant?**

The farm ruin at 1809-1859 Gisborne-Melton Road, Kurunjang is of historical significance to the City of Melton. Although it is unclear whether the now ruinous bluestone farm building was associated with Frederick Newnham's Hope Farm property, or was constructed during the ownership of the property by Henry George Minns from the early 1870s, the ruin survives as evidence and a remnant survivor of a relatively substantial farming operation in the area dating from the 1860s-70s. The property, known in the early twentieth century as The Oaks, was in the possession of the locally prominent Minns family for more than a century, from the early 1870s until the early 1980s (Criterion A).

**Primary source**

*City of Melton Heritage Assessment Project 2020/21: Findings, Lovell Chen*

This document is an incorporated document in the Melton Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*

## MELTON PLANNING SCHEME

## Statement of Significance: 19-115 Diggers Rest-Coimadai Road, Diggers Rest, "Diggers Rest Army Housing Estate", June 2022

<b>Heritage Place:</b>	Housing Diggers Rest Army Housing Estate 19-115 Diggers Rest-Coimadai Road, Diggers Rest	<b>PS ref no:</b>	HO139
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### What is significant?

The Diggers Rest Army Housing Estate was established by the Australian military in the post-war period within the former Diggers Rest transmitting station site. The Former Army Radio Station (included as HO49 in the Schedule to the Heritage Overlay of the Melton Planning Scheme) dates from 1944 and is the only significant wartime building remaining at the Diggers Rest station. The housing estate is a group of detached single-storey residences constructed in the 1950s and 1960s on the south side of Diggers Rest-Coimadai Road and within the site to the north of the Former Army Radio Station to house married military personnel working at the station site.

### How is it significant?

The Diggers Rest Army Housing Estate is of local historical and representative significance to the City of Melton.

### Why is it significant?

Together with the Former Army Radio Station (HO49), the Diggers Rest Army Housing Estate is historically significant for its association with the Australian military use of the Diggers Rest transmitting station in the post war period. The Diggers Rest radio transmitting station and Rockbank receiving station were established in 1942 for the US military command and transferred to the Australian Army in 1943. The Former Army Radio Station (HO49) is the last remaining wartime building at the Diggers Rest site. In the post-war period, the Diggers Rest site was used for international communications by the Australian military as well as during the 1956 Olympic Games. The Diggers Rest Army Housing Estate was constructed to house married military personnel working within the site. Housing was also constructed in the early 1960s for military personnel associated with the Rockbank receiving station, however these buildings no longer survive. The Diggers Rest Army Housing Estate is a unique example in the municipality demonstrating the importance and development of defence housing in Australia in the immediate post war period. (Criterion A).

The Diggers Rest Army Housing Estate is a predominantly intact group of residences dating from the late 1950s and early 1960s which clearly demonstrate the characteristics of post-war defence housing. The housing estate is a consistent group of residences with common features and details. In connection with the Former Army Radio Station (HO49) located immediately south of the housing estate, the residences provide clear evidence of the post-war development of the Diggers Rest radio transmitting station in the context of the development of defence housing in Australia in the immediate post-war period. (Criterion D).

On this basis, the following places within the Diggers Rest Army Housing Estate contribute to the significance of the precinct:

Unit 1 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 2 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 3 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 4 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 5 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 6 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 8 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 9 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 10 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 11 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 12 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 13 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 14 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 15 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 16 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 17 19-115 Diggers Rest-Coimadai Rd Contributory  
Unit 18 19-115 Diggers Rest-Coimadai Rd Contributory

The open grassed quadrangle, driveway entrance/internal roadway and visual connection between the housing estate and Former Army Radio Station (HO49) also contribute to the significance of the place. No other buildings, structures or landscape elements are contributory to the site.

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**Primary source**

*City of Melton Heritage Assessment Project 2020/21: Findings, Lovell Chen*

This document is an incorporated document in the Melton Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*

## MELTON PLANNING SCHEME

**Statement of Significance: Bridge over Toolern Creek, Kurunjang, “Minns Road Timber Bridge”, June 2022**

<b>Heritage Place:</b>	Bridge Over Toolern Creek, Kurunjang	<b>PS ref no:</b>	HO140
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**What is significant?**

Minns Road timber bridge is a four span timber bridge which crosses Toolern Creek on the original alignment of Minns Road. Constructed in 1888, Minns Road timber bridge is comprised of three piers made up of four piles with transverse cross bracing and additional angled support piles to each side. Round timber stringers and substructure support a timber deck with a low timber balustrade extending partway along the length of the deck to both sides. Capped bluestone abutments support the east and west ends of the bridge.

**How is it significant?**

Minns Road timber bridge is of local historical, rarity and representative significance to the City of Melton.

**Why is it significant?**

Minns Road timber bridge is historically significant as a timber road bridge constructed in the late 1880s on the original alignment of Minns Road. This thoroughfare, dating from the mid-1850s, was named after the locally important Minns family. The timber bridge was built to provide local access over Toolern Creek and demonstrates the growth of the community at the time and the need to provide reliable transport connections for local residences and farming communities (Criterion A). The bridge also has associations with the locally prominent Minns family, who were well known in Melton community having owned a significant amount of land from the 1860s, as well as operated the Minns Hotel in Melton and sat on Melton Shire Council across several generations. (Criterion A) Minns Road timber bridge is a relatively rare example of a late 1880s timber road bridge constructed to provide local access, unrelated to major transport routes through Melton. It is a simple utilitarian structure which is representative of the characteristics of a late nineteenth century local access road bridge. (Criteria B and D).

**Primary source**

*City of Melton Heritage Assessment Project 2020/21: Findings, Lovell Chen*

This document is an incorporated document in the Melton Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*

## MELTON PLANNING SCHEME

**Statement of Significance: 332 Benson Road, Toolern Vale  
“Hillview” June 2022**

<b>Heritage Place:</b>	Private residence 332 Benson Road, Toolern Vale	<b>PS ref no:</b>	HO142
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No site inspection undertaken; the residence and outbuildings are not visible from the public domain.

**What is significant?**

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The property at 332 Benson Road, Toolern Vale was established as a substantial farming property in the c. 1870s by David Jenkins, comprising a timber house with iron roof, large wood stable and hay loft, stone dairy, cow shed, stockyards and garden. Photographs of c. 2001 and aerial images indicate that the property is currently comprised of a weatherboard residence, with c. 1980s alterations, and a complex of outbuildings in a rural landscaped setting.

**How is it significant?**

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The property at 332 Benson Road, Toolern Vale is of local historical significance to the City of Melton.

**Why is it significant?**

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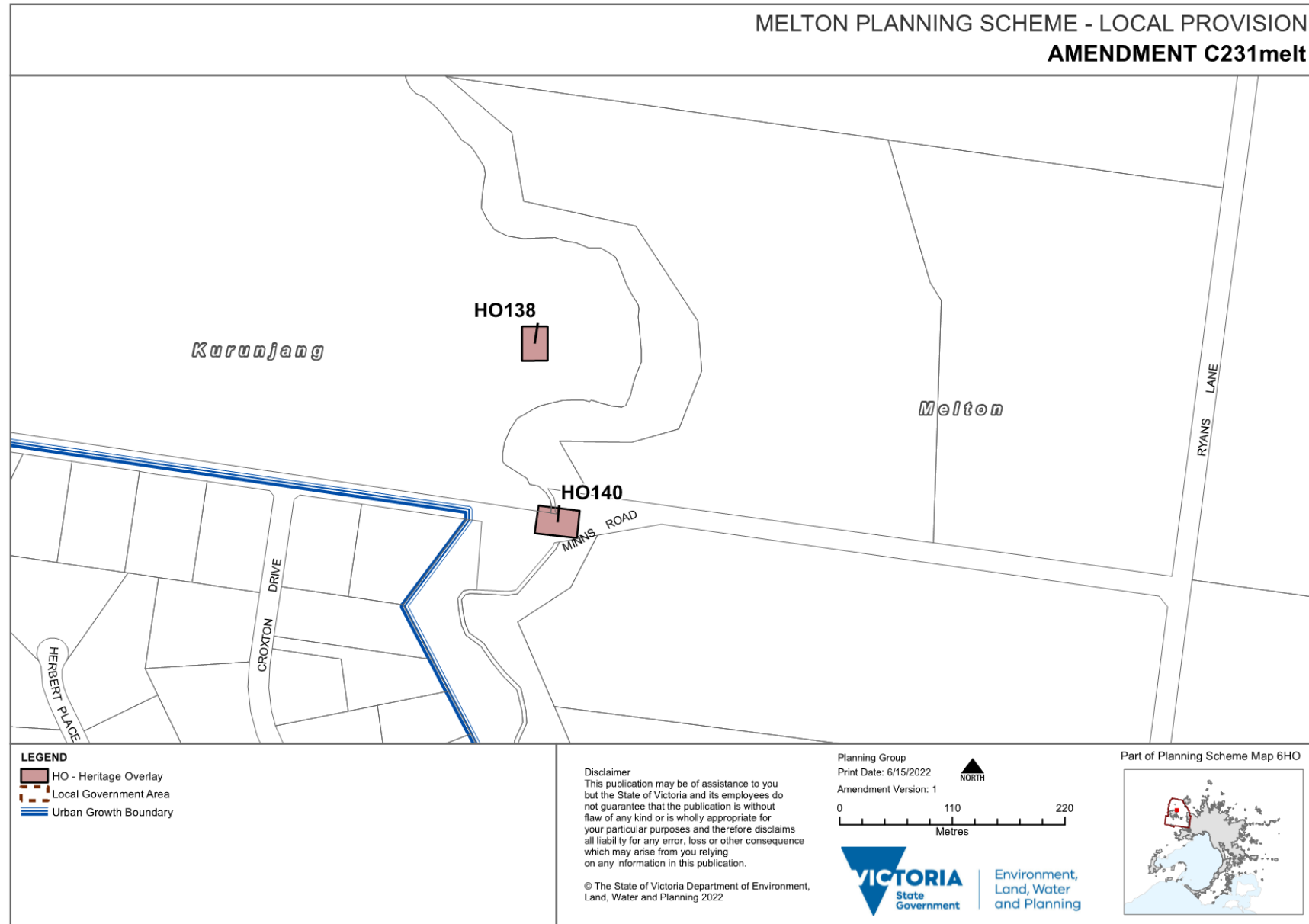
The property at 332 Benson Road, Toolern Vale, is of local historical significance as an early example of a farming complex in Toolern Vale, dating from the c. 1870s. It is of historical interest as a nineteenth century property which appears to have survived the damaging bushfires of the twentieth century. (Criterion A) Further investigation, including a visual inspection, is required to confirm whether the extant structures within the property are illustrative of the original farming operations within the place.

**Primary source**

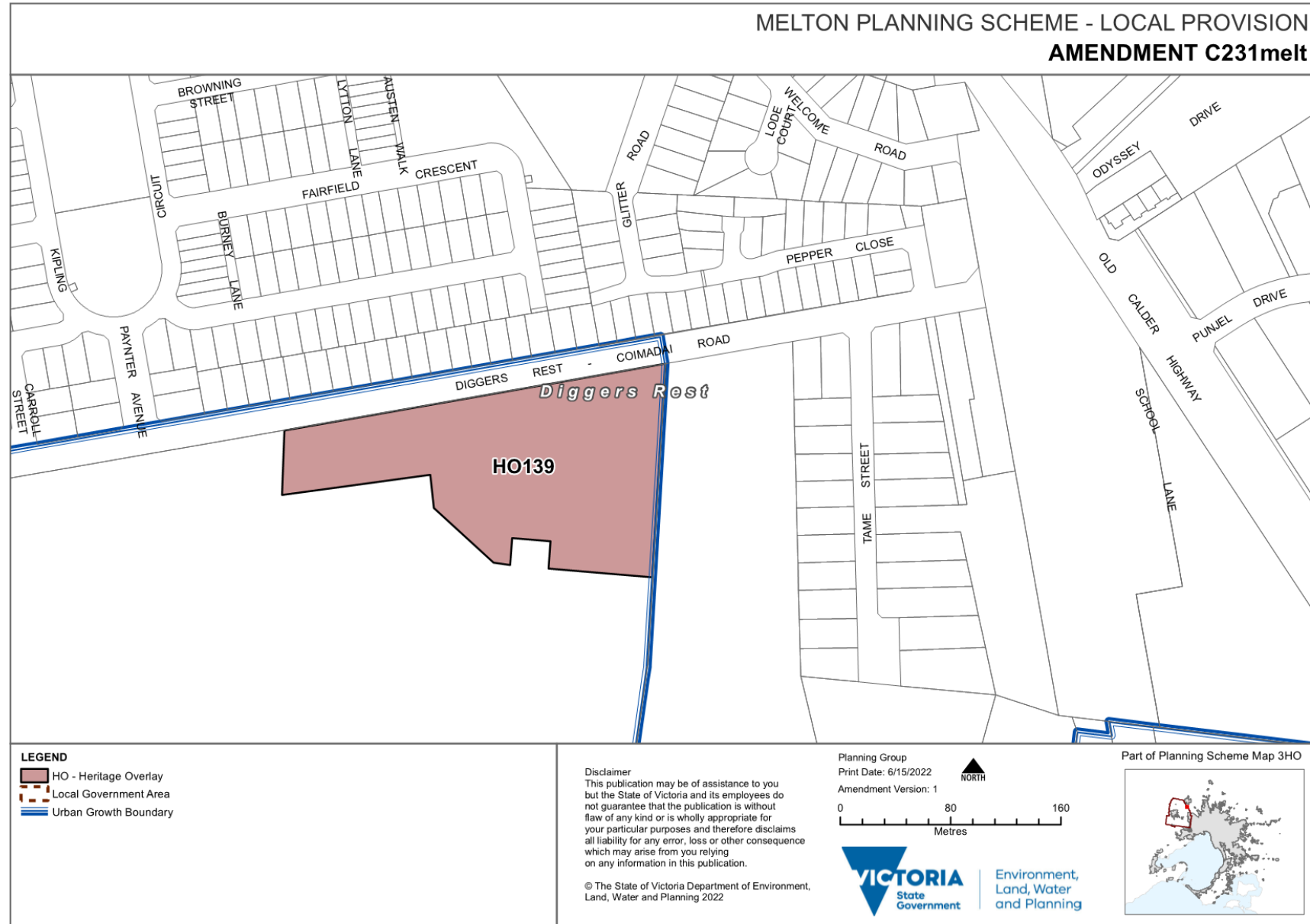
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*City of Melton Heritage Assessment Project 2020/21: Findings, Lovell Chen*

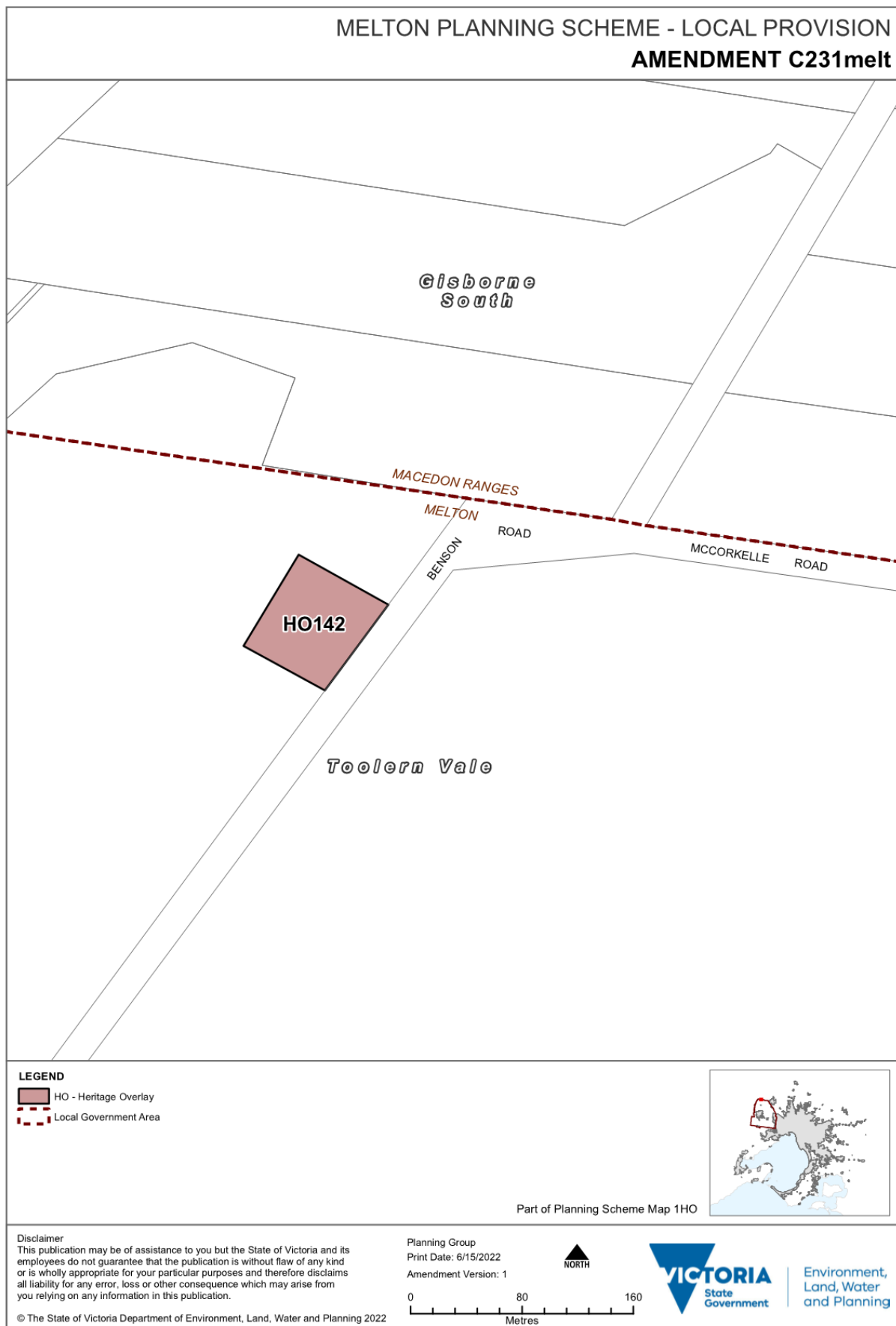
This document is an incorporated document in the Melton Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*











# DIGGERS REST ARMY HOUSING ESTATE

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## HERITAGE DESIGN GUIDELINES AND PERMIT EXEMPTIONS

City of Melton

August 2023

Prepared for

**CITY OF MELTON**

Prepared by

LOVELL CHEN



**Quality Assurance Register**

The following quality assurance register documents the development and issue of this report prepared by Lovell Chen Pty Ltd in accordance with our quality management system.

Project no.	Issue no.	Description	Issue date	Approval
8361	1	Draft Guidelines/Exemptions	21/04/2022	MK/LB
8361	2	Final Guidelines/Exemptions	10/06/2022	KW/MK
8361	3	Final Guidelines/Exemptions	14/06/2022	MK
	4	Amended Draft Guidelines/Exceptions	23/05/2023	
	5	Panel Recommendations (Amended by Council)	18/08/2023	

**Referencing**

Historical sources and reference material used in the preparation of this report are acknowledged and referenced as endnotes or footnotes and / or in figure captions. Reasonable effort has been made to identify and acknowledge material from the relevant copyright owners.

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**HERITAGE PLACE**

These heritage design guidelines have been prepared for the Diggers Rest Army Housing Estate (Place ID. 80), identified as HO139 in the Schedule to the Heritage Overlay of the Melton Planning Scheme. The place is of local historical and representative significance to the City of Melton. The Diggers Rest Army Housing Estate, Diggers Rest-Coimadai Road, Diggers Rest, was constructed in the 1950s-60s to house married military personnel working within the Diggers Rest radio transmitting station. This precinct comprises the post-war residential subdivision comprising 17 single-storey brick residences, the open grassed quadrangle and the driveway entrance / internal roadway. The visual connection between the housing estate and the Former Army Radio Station (HO49) also contributes to the significance of the place.

The heritage design guidelines have been prepared to guide development within the mapped extent of the heritage precinct to ensure that the identified heritage values of the place are conserved.

**Demolition***Objectives*

To encourage the retention of contributory buildings or elements that contribute to the significance of the precinct.

*Guidelines*

Discourage the demolition of contributory buildings or elements that contribute to the significance of the precinct.

Allow for partial demolition of contributory buildings, limited to the rear elevation only.

Allow for the demolition of non-attached outbuildings and / or carports.

**Alterations and additions***Objectives*

To encourage alterations and additions to retain the consistent presentation of the housing estate and common architectural style, features and details of the heritage place.

To encourage alterations and additions to contributory buildings that are concealed as far as possible in views to the principal façade of the contributory buildings from either Diggers Rest-Coimadai Road or the internal roadway.

*Guidelines*

Discourage alterations that would change the features of contributory buildings which clearly demonstrate the characteristics of post-war defence housing. This includes the simple form, single-storey brick veneer presentation of the dwellings, tile or corrugated steel-clad gable ended or hipped roofs and brick chimneys.

Encourage alterations and additions to be sensitive to the contributory buildings, visually recessive, located to the rear of the contributory buildings, and low scale / single-storey.

Additions to the rear of the contributory buildings should be clearly identifiable as new works.

Discourage two-storey additions to the rear of the contributory buildings where the mass and bulk would be visually dominant.

## DIGGERS REST ARMY HOUSING ESTATE

Discourage new additions that project beyond the front façade of the contributory buildings.

Discourage new built form in the front setback.

Discourage change to the paired residential driveways.

Discourage the addition of new crossovers / driveways.

Discourage the introduction of front fences, to maintain the open nature of the residential precinct as it presents to the primary streetscape.

**Infill development***Objectives*

To encourage new development to respect the heritage place through its setting, location, bulk, form, height, materials and appearance.

*Guidelines*

Discourage the replacement of contributory buildings with infill buildings.

Encourage any infill development to be sited on the two vacant allotments between units 6 and 8, 19-115 Diggers Rest Coimadai Road.

Discourage the development of the two vacant allotments between units 6 and 8, 19-115 Diggers Rest-Coimadai Road with attached residences.

Encourage infill development to respond to the scale, form, massing and materials of the contributory buildings within the precinct. This includes overall façade and building heights and roof form / pitch.

Encourage infill development to reflect the consistent setbacks of the contributory buildings within the precinct from the front and side allotment boundaries.

**Subdivision***Objectives*

To discourage subdivision that would adversely affect the significance of the heritage place.

To encourage the retention of the housing estate planning and features that contribute to the significance of the heritage place, including the open grassed quadrangle, driveway entrance and internal roadway, and the visual connection between the housing estate and Former Army Radio Station (HO49).

*Guidelines*

Discourage subdivision within the heritage precinct that would impact on the layout of the housing estate planning, including the perception of the housing estate as a series of single storey dwellings on separate allotments.

Discourage the introduction of new residential allotments within the heritage precinct.

Discourage the consolidation of the two vacant allotments on Diggers Rest-Coimadai Road.

Maintain the arrangement of the open grassed quadrangle, driveway entrance and internal roadway.

**PERMIT EXEMPTION**

This section of the incorporated plan set out sets out permit exemptions from the provisions of the Heritage Overlay in accordance with VPP Clause 43.01-3. It applies only to the Diggers Rest Army Housing Estate (Place ID. 80), identified as HO139 in the Schedule to the Heritage Overlay of the Melton Planning Scheme. In accordance with Clause 43.01-3, no permit is required under the Heritage Overlay for works done in accordance with this section of the incorporated plan.

**Demolition**

Demolition of stand-alone outbuildings. This includes a carport, garage, shed or similar structure which is detached from the contributory buildings.

Domestic services normal to a dwelling, utility installations and rainwater tanks

The installation (and / or associated demolition) of the following domestic services normal to a dwelling if visible from a street (including the driveway entrance and internal roadway) are permit exempt where:

- Air conditioners, cooling or heating systems and hot water services where the ancillaries and services are attached to the rear wall of the contributory building, or within the rear setback.
- Where attached to a side wall, or within a side setback, the ancillaries and services are set back 4 metres or more from the front façade of the contributory building.
- Rain water tanks where the tanks are located to the rear of the contributory building.

**Fences**

The demolition and construction of fences where the works involves timber paling fences to rear and / or side allotment boundaries, with the replacement fence being of the same style, material and in the same location, and which does not exceed the height of the existing fence.

**Repairs and routine maintenance**

Repairs and routine maintenance works that change the appearance of a heritage place or are not undertaken to the same details, specifications and materials as existing are permit exempt where these works are only undertaken to the rear elevation of the contributory buildings.

**Outbuildings**

Construction or extension of an outbuilding is permit exempt where the outbuilding is situated within the rear yard area of the allotment; the outbuilding does not extend beyond the line of the side elevations of the existing contributory building; the eave height of the outbuilding (from natural ground level) does not exceed the eave height of the contributory buildings; and the outbuilding is not attached to the existing building.

**Pergolas, verandahs, and decks**

Construction or extension of an open-sided pergola, verandah or deck, including those attached to an existing building, are permit exempt where the pergola / verandah / deck is to the rear of an existing contributory building; roofed pergolas or verandahs do not extend beyond the line of the side elevations of the existing contributory building; and where (from natural ground level) the top of the new structure does not exceed the eave height of the contributory buildings.

## **12.5 AINTREE (ROCKBANK NORTH) MAJOR TOWN CENTRE URBAN DESIGN FRAMEWORK**

**Author: Matthew Milbourne - Principal Strategic Planner**  
**Presenter: Matthew Milbourne - Principal Strategic Planner**

### **PURPOSE OF REPORT**

To inform Council on the progress of the draft Aintree (Rockbank North) Major Town Centre Urban Design Framework and for Council to note the planned consultation activities scheduled for October 2023.

### **RECOMMENDATION:**

That Council note the planned stakeholder consultation activities for the draft Aintree (Rockbank North) Major Town Centre Urban Design Framework which is scheduled to occur in October 2023.

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### **REPORT**

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

Council has appointed UrbanFold and Echelon Planning to prepare an Urban Design Framework for the Aintree (Rockbank North) Major Town Centre.

An Urban Design Framework (UDF) is required to be prepared for the major town centre as per the Rockbank North Precinct Structure Plan and accompanying Urban Growth Zone Schedule 4 in the Melton Planning Scheme before development can commence.

UrbanFold on behalf of Council have prepared a draft UDF for the Aintree (Rockbank North) Major Town Centre, which is proposed for stakeholder consultation in October 2023.

This report provides information on the draft UDF and the planned stakeholder consultation on the draft UDF for Council's consideration.

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

The Rockbank North Precinct Structure Plan (PSP) was gazetted into the Melton Planning Scheme in 2012. The Rockbank North PSP covers the land now identified as the suburb of Aintree, which is being developed as the Woodlea residential estate.

A major town centre is located within the Rockbank North PSP. The PSP and accompanying Urban Growth Zone Schedule 4 in the Melton Planning Scheme requires an Urban Design Framework (UDF) to be prepared before development can commence in the major town centre.

The UDF must be approved by the Responsible Authority and meet the requirements set out in the PSP.

In 2021 Council appointed UrbanFold and Echelon Planning to prepare the Aintree (Rockbank North) Major Town Centre Urban Design Framework.

The UDF is being prepared in four stages:

- Stage 1 – Project Management Plan
- Stage 2 – Background Report
- Stage 3 – Draft Urban Design Framework
- Stage 4 – Final Urban Design Framework

**What is an Urban Design Framework?**

A UDF is a planning and design document that sets out a vision for an area and guides its land use and development over time through urban design principles, objectives, and requirements and guidelines.

The UDF provides guidance for Council to oversee the development of a cohesive town centre, coordinating the activities of multiple of different landowners. UDFs provide on land use, movement and access, public realm and landscape design, built form, interfaces, and sustainability measures to ensure future development responds appropriately to the local environment.

Developers need to demonstrate to Council that they are meeting the PSP requirements and the UDF when they submit planning permit applications to use or develop land within the major town centre. UDFs ensure Council has a planning tool to guide high quality urban design and assess relevant planning applications.

**Background and Technical Reports**

A background report was prepared to inform the development of the draft UDF. The background report (**Appendix 1**) considers specific issues and constraints to the MTC and provides a summary of four technical reports that were prepared to provide guidance on the following matters:

- Drainage and flooding.
- Retail and commercial floorspace.
- Traffic modelling.
- Traffic matters.

Council has recently finished stakeholder consultation on the background report and the technical reports with targeted stakeholders. Council received two submissions from the developer Woodlea and Greater Western Water and were able to resolve the matters raised in their submissions.

The background report and technical reports will be available to view for information only when the draft UDF is on consultation.

**Aintree (Rockbank North) Major Town Centre Urban Design Framework**

The Aintree Major Town Centre covers approximately 50 hectares (Ha) of land and will include retail, commercial and community facilities that will provide residents with local employment opportunities and easy access to a range of facilities and services.

This is being planned to have a positive point of difference to other recently developed town centres and deliver a greater density and choice of housing than typically located within growth area town centres.

UrbanFold have finalised the draft UDF, which is scheduled to be released for landowner, community and stakeholder consultation in October 2023. A copy of the draft Urban Structure Plan from the draft UDF can be found at **Appendix 2**.

The draft Urban Structure Plan shows the following land uses within the major town centre:

- A retail core of up to 55,600 square metres (sqm) of floorspace, including 15,600sqm of bulky goods located to the west of the retail core on Leakes Road.
- This is larger than the 36,500 soft cap, which was put in place at time when population forecasts were lower than what is now planned. The additional retail floorspace is justified on the basis of a forecast retail catchment population of 60,000 within the Rockbank North, Melton East and Warrensbrook PSPs.
- Office and commercial uses.



- High density residential areas to the east and south of the retail core.
- Three town squares and urban plazas.
- Two civic / community precincts (one is 0.6 Ha in size next to the retail core, and one is 1.4 Ha in size next to the Kororoit Creek).
- Options for the early delivery of a library.
- Two local parks.
- An area subject to flooding that may be permitted to be developed for bulky goods retailing and residential uses subject to further investigation with Melbourne Water.

The draft UDF allows flexible development to occur on the two hectares of land identified for civic / community uses. The civic / community land is identified in the Rockbank North Development Contributions Plan and will be provided to Council when the major town centre is developed. The civic / community use land can be used by Council to deliver civic / community services as required, possible uses may include library services, early childhood services, youth services, aged and disability services, arts and cultural services, and / or community meeting space.

The draft UDF document can be found at **Appendix 3**.

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

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

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

*3.1 A City of 20-minute neighbourhoods.*

### **4. Financial Considerations**

There are no financial considerations for the consultation stage of this project. UrbanFold's participation is included in their contract and Council will prepare the consultation material in house which will be sent to landowners and stakeholders. Council's mail service will be used to distribute letters, brochure and Frequently Asked Question sheet.

Council has received funding of \$150,000 towards the development of the UDF through the Victorian Planning Authority's Streamlining for Growth program.

In addition to the above funding that has been spent on this project, Council has spent approximately \$125,000 to date and we scheduled to spend a further 25,500 to complete the project.

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

The draft UDF is scheduled to be released for stakeholder consultation in October 2023. Stakeholders will include landowners and occupiers within the major town centre, surrounding residents and landowners, relevant State government agencies, and the wider community.

Consultation on the draft UDF will include:

- Letters to the landowners and occupiers located within and directly surrounding the major town centre.
- Letters to stakeholders such as State government departments and agencies.
- A community drop-in session or similar facilitated by UrbanFold.
- Social media posts.
- Newspaper advertisements.

- Melton City Council website and Melton Conversations platform.
- Preparation of Frequently Asked Question material.

We note from past consultations on other UDFs that residents are primarily interested in the timing and specific retail offerings. Our FAQ's will be tailored to anticipate and respond to these likely questions.

Consultation is planned to occur in October 2023 for four weeks, which is considered an appropriate length of time to engage with stakeholders. Council officers will work with the Woodlea developers to advertise the consultation to existing Aintree community.

## **6. Risk Analysis**

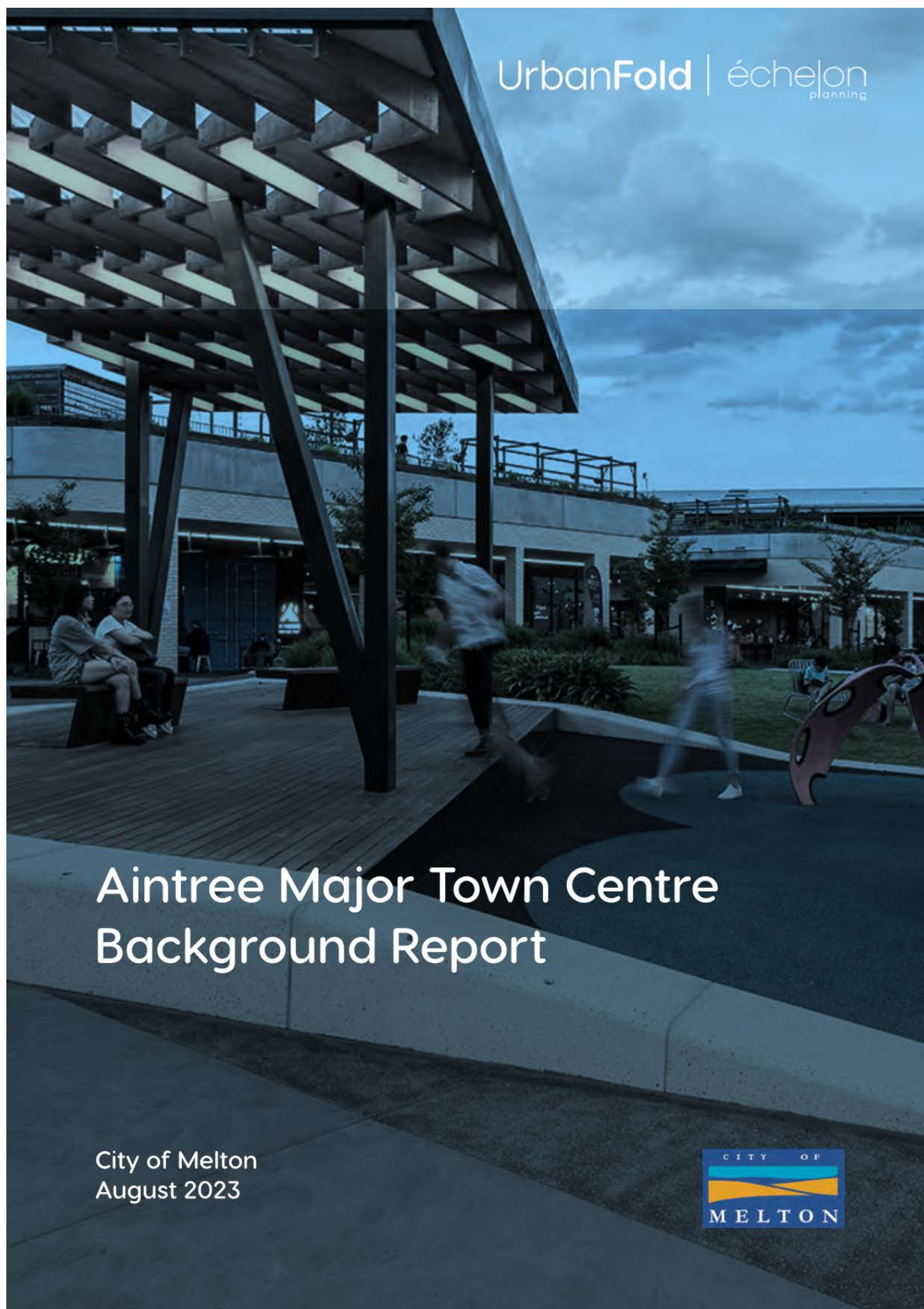
Not applicable.

## **7. Options**

Council has the option to note the planned stakeholder consultation for the draft Aintree (Rockbank North) Major Town Centre Urban Design Framework which is planned to occur in October 2023.

## **LIST OF APPENDICES**

1. Aintree Major Town Centre Background Report, City of Melton, August 2023
2. Draft Urban Structure Plan - Aintree Major Town Centre Urban Design Framework, Undated
3. Draft Aintree Major Town Centre -Urban Design Framework August 2023



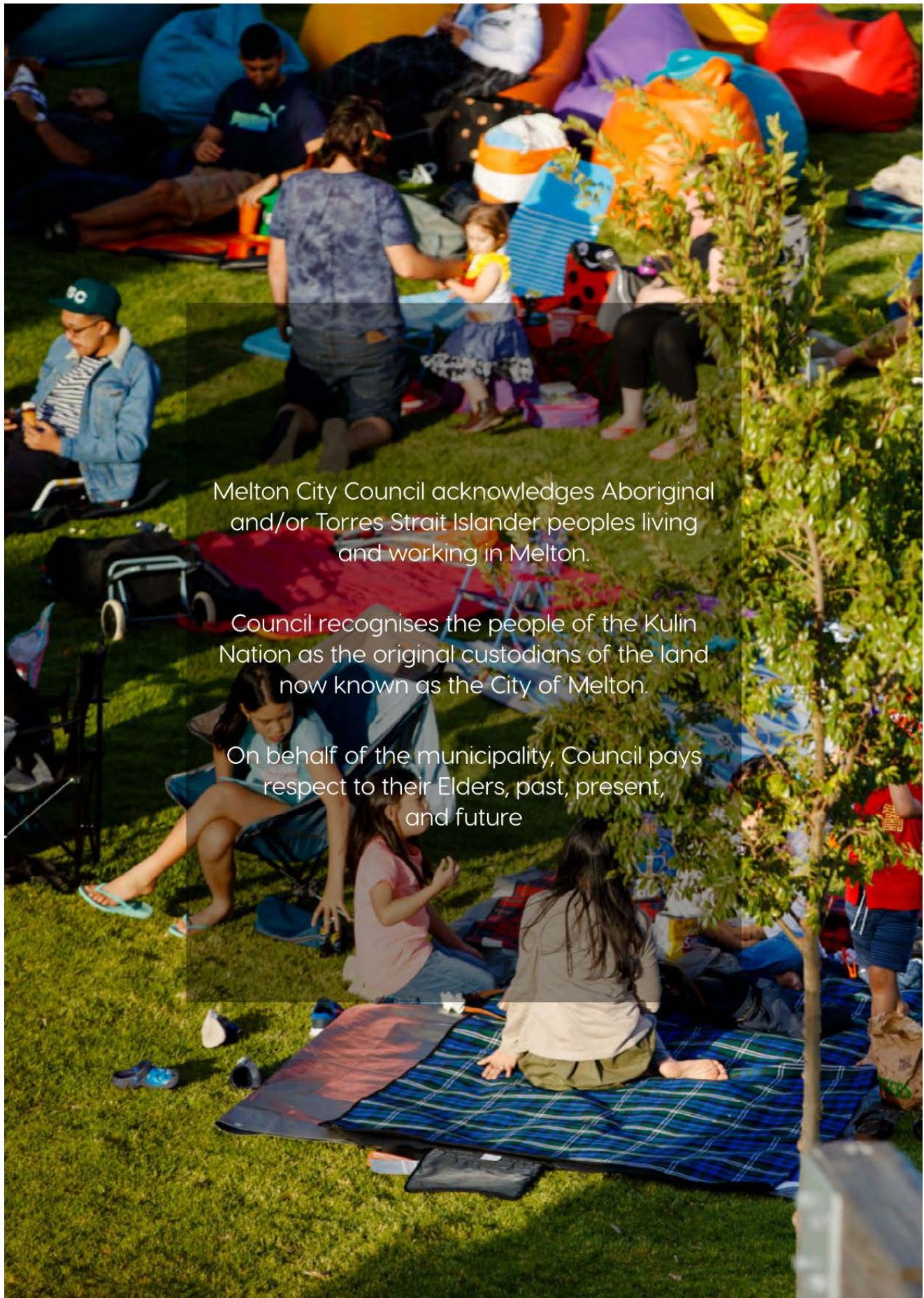
UrbanFold | échelon  
planning

# Aintree Major Town Centre Background Report

City of Melton  
August 2023







Melton City Council acknowledges Aboriginal and/or Torres Strait Islander peoples living and working in Melton.

Council recognises the people of the Kulin Nation as the original custodians of the land now known as the City of Melton.

On behalf of the municipality, Council pays respect to their Elders, past, present, and future

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What is an Urban Design Framework?  
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Purpose of the document  
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Strategic Directions  
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### A APPENDIX

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# Introduction

UrbanFold and Echelon Planning have been engaged by Melton City Council to work collaboratively with Council and landowners to prepare the Rockbank North (Aintree) Major Town Centre Urban Design Framework. As part of this process we have prepared this Background Report, which provides a summary of the existing conditions and background analysis that informs the Aintree Urban Design Framework.

### What is an Urban Design Framework?

An Urban Design Framework (UDF) is a tool used to create a set of strategic planning policies and design guidelines which inform the future development of an urban place, often a town centre.

The purpose of the UDF is to set out an integrated vision for the Centre and guide its use and development. The UDF will guide Council officers when assessing permit applications as well as providing a vision and guidance to landowners and developers. UDF's should aim to be flexible by identifying key principles, objectives and design guidelines, whilst not dictating the actual design of the built form.

The Rockbank North Precinct Structure Plan (PSP) directs the development and future land uses in the PSP area, and requires that a UDF be prepared to expand on urban design principles illustrated and outlined in the Rockbank North PSP (and its appendices) and provide greater design guidance, focusing on the outcomes desired and the vision of the Major Town Centre (MTC).

The Rockbank North PSP identifies the Rockbank North (Aintree) MTC as a regional destination for a number of activities including employment, education, recreation, entertainment, health, civic, dining and shopping.

Development cannot occur within the UDF area until a UDF has been approved by Council

### Purpose of the project.

The Rockbank North Precinct Structure Plan (PSP) and Rockbank North Development Contributions Plan (DCP) were approved by the Minister for Planning in June 2012 through Amendment C120 to the Melton Planning Scheme. The Planning Scheme Amendment also introduced the Urban Growth Zone (UGZ) – Schedule 4 which applies to the PSP area. It is a requirement of the UGZ Schedule that an Urban Design Framework for the Major Town Centre is prepared and approved by the Responsible Authority (City of Melton).

Since the approval of the PSP, permits have been issued and acted on over the majority of the land south of Taylors Road. Development has commenced on the north side of Taylors Road from the eastern side of the PSP and is travelling west towards the MTC area.

The scale and speed of development that has occurred within the PSP has led to the landowners within the MTC approaching Council to request the commencement of the UDF for the MTC.

The UDF will:

- Establish a clear and integrated vision for the MTC Land;
- Guide the use and development of the area through objectives and planning and design requirements and guidelines;
- Establish an implementation program of statutory and strategic initiatives;
- Include internal and external consultation with landowners, occupiers (businesses) relevant stakeholders, Council staff, Councillors and the wider community;
- Include a staging plan directing how the MTC can be effectively developed in a commercially feasible and community oriented manner; and,
- Establish a process for monitoring and review.

### Purpose of the document.

A background report is required to identify issues and opportunities prior to commencing preparation of the UDF.

The purpose of this report is to document the analysis undertaken in relation to site constraints, technical investigations and relevant strategic planning policies and guidelines of the Melton Planning Scheme

This Background Report includes reviews and summaries of the following policies and studies:

- State & Local policy and key influencing documents
- Rockbank North Town Centre Technical Transport Report (including recommendations)
- Rockbank North Major Activity Centre Economic Assessment (including recommendations)
- Benchmarking of Activity Centres
- Key site opportunities & constraints
- Broad UDF recommendations

The findings of the background work will inform the development of a UDF for the Aintree MTC.

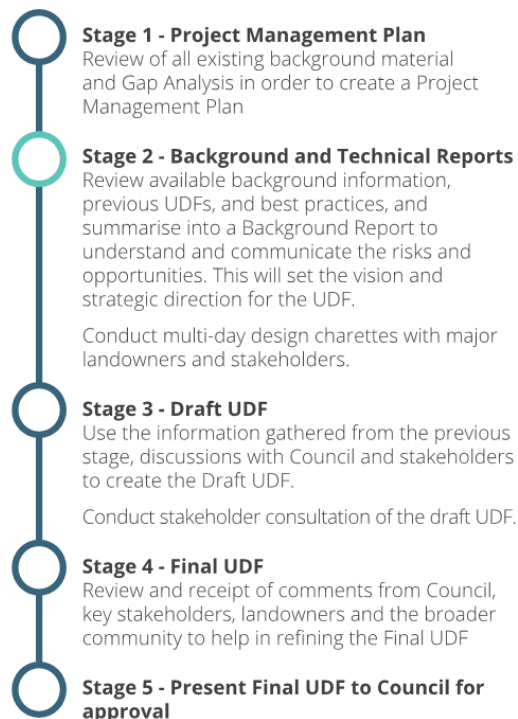
A set of technical reports will accompany this document, located in Appendix B. At the time of preparing this background report the following technical reports were available:

- Rockbank North Town Centre Technical Traffic Report prepared by The Institute for Sensible Transport
- Rockbank North Major Activity Centre Economic Assessment prepared by Urban Enterprise, and the Peer Review of that document prepared by HillPDA
- Stormwater Management Strategy (SWMS) prepared by Spiire

Melton City Council staff are undertaking a technical review of the reports and will be managing the preparation of any additional reports identified in this process.

### Methodology and process.

The development of the Aintree MTC Urban Design Framework will occur throughout 2022/2023, and will be made up of the stages below.







Aintree Major Town Centre Background Report









Figure 1 - Regional Context

## Regional Context

The Aintree MTC UDF area is located 28km west of the Melbourne CBD in the City of Melton. Located in Melbourne's west, the City of Melton is bounded by Moorabool Shire (west), Macedon Ranges Shire (north), the Cities of Hume and Brimbank in the east and Wyndham City (south).

The Western Growth Corridor Plan set the strategic direction for future urban development of land that was included within the Urban Growth Boundary (UGB) as part of its 2010 review. The Melton Growth Area extends from Caroline Springs in the east through to Melton Township in the west, following the alignment of the Western Freeway and Melbourne - Ballarat rail line. The Western Growth Corridor Plan identifies Rockbank North as a Major Town Centre. The Western metro Region Land Use Framework Plan is currently in a draft form and is proposed to replace the Growth Corridor Plans. The Land Use Framework Plan identifies the Activity Centre as a Major Activity Centre and future Regionally Significant Commercial Land.

The Aintree MTC is part of a network of Town Centres within the Western Growth Corridor. The MTC is planned to service the north-west quadrant, including the Rockbank North PSP and future Melton East PSP and Warrensbrook PSP catchment. It is located on Leakes and Beattys Roads with interface to the Kororoit Creek.

Since the approval of the Rockbank North Precinct Structure Plan in 2012, seven further Precinct Structure Plans have been prepared and approved by the Victorian Planning Authority (VPA) in the City of Melton Growth Corridor – bringing the total number of approved PSPs to eleven.

Development in all of the City of Melton's approved PSPs have progressed substantially. In Kororoit and Plumptre in particular (which adjoin Rockbank North to the east), development is progressing rapidly towards the boundary between those PSPs and Rockbank North.

Melton East PSP, which is located directly to the west of Rockbank North, is currently under preparation by the VPA.

Major investment in new transport infrastructure is planned, in the form of the Outer Metropolitan Ring Road (OMR) and the electrification of the Melton rail line. When this occurs, it will underpin the corridor's urban growth and accessibility.

Together these projects will deliver important metropolitan connections and open up strategic employment routes that link Melbourne's south west to its north. In addition to attracting increased employment to the region, the improved transport facilities will also boost access to services and liveability for residents in Melbourne's west. The UDF for Aintree MTC will need to consider how the centre will link into these networks to optimise access and movement.

## A Growing Community

### The Municipality

The City of Melton is located in the outer western area of Melbourne, within 19 kilometres of the Melbourne CBD. The City of Melton is one of Australia's fastest-growing municipalities, consisting of a series of townships and communities; the largest being Caroline Springs and Melton (Caroline Springs is located 19 kilometres west of Melbourne's CBD and Melton Township is located 35 kilometres west of Melbourne's CBD). The context map (Figure 1) provides a high level overview of the area surrounding the Aintree MTC area.

The City of Melton is one of metropolitan Melbourne's growth areas and is estimated to have a population of 264,651 people by 2031 with an ultimate build-out of over 440,000 people. At present, a large portion of the municipality is undeveloped; however, this will change in the coming years, with large areas of land now within the Urban Growth Boundary (UGB).

### Community History and Profile

The City of Melton has a rich Aboriginal heritage which goes back over 40,000 years. Two different but related language groups, each made up of a number of individual clans, lived in the areas now covered by the City of Melton Local Government Area. These two language groups are the Wurundjeri Woi-wurrung and Wada-wurrung peoples. These two Traditional Owner groups form two of the five tribes that make up the Kulin Nations. Historically and today, the inheritance of cultural practice for next generations is important, encouraging connection to people and places. City of Melton Aboriginal and/or Torres Strait Islander community members are diverse, coming from the two Traditional Owner groups, but also many Aboriginal nations and clans from across Australia.

Aboriginal stone tools and camp sites have been found along local water courses, as well as a number of scarred trees where bark had been excised out of the tree without causing harm to the ongoing health of the tree. This bark was used for making canoes, carrying containers, shields and shelters. There are a number of Aboriginal cultural heritage sites in the City of Melton; the Melton Valley Golf Course canoe scar tree, the Bullum Bullum camp site in Burnside and the site of the area's last known corroboree of 1863 in Hannah Watts Park, Melton.

The first European settlers arrived in the late 1830s. By 1862, Melton was created as a district, which would develop a rich pastoral and farming heritage. This era is still evident with numerous remaining pastoral homesteads, dry stone walls and dams. (Source: *City of Melton - Health & Wellbeing Profile 2020*)

In 1974, Melton was declared as Melbourne's first satellite city. Extensive suburban development led to a major increase in population through the 1980s, and throughout the last decade, the municipality has continued to experience unprecedented population growth. In 2020 Aintree had a population of 1841 and it is expected to increase by 77.9% to 12,586 by 2051 (Source: *Forecast ID*). As a result, Melton is the second fastest growing municipality in Victoria, and is also a relatively 'young' community compared to Greater Melbourne, with a lower median age.

The community profile of the Melton area also differs in a number of ways to that of Greater Melbourne. It is less diverse than many areas in Greater Melbourne although this is changing as the municipality grows. A larger segment of the local population were born overseas (30% compared to 28.4% across Victoria) with the major countries of origin including India, Philippines, United Kingdom and New Zealand. Melton has a higher percentage of single parent households compared to Greater Melbourne, and also features larger households compared to Greater Melbourne, with more than half of households including children.

Melton has relatively high rates of unemployment and higher levels of mortgage stress and rental stress. There area also a high percentage of households that have two or more vehicles compared to Greater Melbourne. The City has the lowest tree canopy in metropolitan Melbourne at only 4.1% compared with the metropolitan Melbourne average of 16.2%, and a high vulnerability to heat with a score of 5 on the Heat Vulnerability Index.

Overall, across the City of Melton growth will increase infrastructure and service needs across all age groups for the foreseeable future. While the age profile will stay relatively stable, there will be significant growth in the number of people in all age groups. In addition, the impact of COVID-19 on growth and diversity is not yet clear or properly understood, and will provide further change and evolution to the local community. (Source: *City of Melton - Health & Wellbeing Profile 2020*)



## Policy and Key Influencing Documents

### State Policy

#### Plan Melbourne Metropolitan Planning Strategy 2017-2050

Plan Melbourne 2017-2050 is the Victorian Government's long-term planning strategy, guiding the way the city will grow and change to 2050.

##### What this means for the UDF:

- Identifies the Rockbank North MTC area as a Major Activity Centre.
- Locates Rockbank North MTC area in close proximity to large future employment bases, such as Cobblebank, Plumpton, and Rockbank.
- Identifies the Outer Metropolitan Ring Road upgrade as a potential future project (Infrastructure Victoria's Infrastructure Strategy 2021-2051 identified that staging for the project should occur within the next 2 years and that subject to business cases the construction of the first stages should commence in the next decade)
- Plan Melbourne encourages 'Living Locally' and the 20-minute neighbourhood concept through:
  - Intensification of housing and employment within activity centres
  - Providing housing choice and diversity in locations
  - Encouraging people to walk cycle or use public transport to meet everyday needs and to make better utilisation of existing transport infrastructure.
  - Seeks to achieve a distinctive and liveable city with quality design and amenity

#### Rockbank North Precinct Structure Plan

The Rockbank North PSP was prepared by the Victorian Planning Authority in consultation with Melton City Council, and other various government stakeholders. The PSP and DCP were approved by the Minister for Planning in June 2012 through Amendment C120 to the Melton Planning Scheme. The PSP covers the suburb now known as Aintree.

This document is the long-term plan for urban development in the Aintree area, which provides direction on land use allocation, servicing and utilities, and the community infrastructure items required for a new residential community both in the MTC and the PSP more broadly.

It is important to note that the PSP is 10 years old and so the UDF needs to build on the principles of the PSP while reflecting changes in the planning framework and the development industry that have occurred over the past 10 years. These include but are not limited to the following:

- The 20 minute neighbourhood concept
- Delivery of affordable housing
- Consideration of new housing delivery models such as Build to Rent, Deliberative Development etc.
- Resurgence of the need for small employment spaces rather than just focusing on retail
- Evolution of Urban Design Principles in more recent PSPs.
- circa 36,500m<sup>2</sup> of retail floorspace, and will be supported in the centre hierarchy by a local town centre and a local convenience centre situated, respectively, in the western and south-western parts of the PSP.

##### What this means for the UDF:

The Rockbank North Future Urban Structure Plan details the broader land use configurations for the PSP area and provides information regarding to future public transport routes, and locations of open spaces and community facilities.

The supporting context provided in the PSP allows for a degree of certainty around the periphery of the UDF area, allowing for some comfort in the network of supporting streets and land uses.

The PSP also outlines a number of key social, community, and transport infrastructure pieces which also assist in providing the context required for the UDF. As outlined on the following page, the UDF provides direction on broad organising elements such as cycling and pedestrian movements. These must connect to the broader identified cycling and pedestrian connections in the PSP.

The PSP contains Requirements and Guidelines that apply across the entire PSP area as well as MTC specific Requirements including floor space controls (R39) and a break down of the items that must be addressed in the preparation of the UDF (R40).

**The Rockbank North Major Town Centre Urban Design Framework Concept Plan** provides a high level vision for the MTC, and how it may develop, with specific locations of buildings, location for parking, loading and active frontages.

Overall, the PSP proposes an average minimum density of 16 dwellings per hectare. Higher densities at 35 dwellings per hectare are proposed in the area surrounding the MTC, which will realise approximately 500+ dwellings within a walkable catchment of the Rockbank Train Station, bus interchange and the MTC.

The MTC is anticipated to be a vibrant mixed use town centre supported by a range of commercial, civic, educational, community, entertainment and recreational uses.

It is anticipated that the MTC will support both physical and economic growth as it evolves. Staging will likely facilitate the early delivery of essential services, with higher order retail developing in later stages.

Although outside of the UDF area, it will be important to consider the location and staging of the community (Community centre and indoor recreation centre) facilities as well as the Active Open Space areas and what impact this would have in relation to the planning and staged development of the MTC.

The PSP identifies an area in the north western corner of the UDF as an "Area subject to detailed flood analysis". This is largely based on the existing Land Subject to Inundation Overlay mapping and will be discussed later in this report.

#### Requirement 40 of the PSP identified the items that the UDF must address as follows:

- A response to the Major Town Centre Concept (Figure 2) and the vision and organising elements set out in this PSP;
- The role and function of the town centre as a whole;
- Appropriate land uses, their locations and relationships to the Town Centre;
- The location and integration of community facilities and services;
- The fine grain road network and how the network fosters connectivity within, to and from the Town Centre;
- The incorporation of public transport services, including a bus interchange, into the design of the Town Centre;
- The retention and enhancement of the natural environment and its integration into the Town Centre design;
- A hierarchy of public spaces including active recreation, passive recreation, conservation areas, pedestrian and cycle links, urban spaces and landscape nodes. An overall landscape concept must be included within the Urban Design Framework;

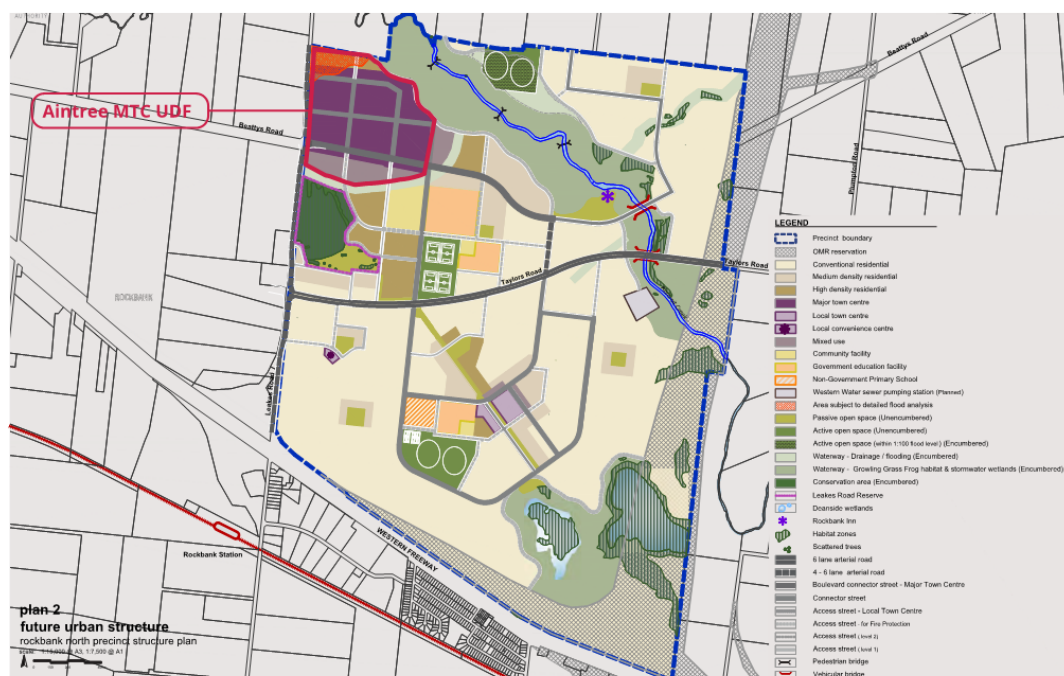


Figure 2 - Future Urban Structure concept plan from the Rockbank North PSP

- Placemaking elements, character precincts and nodal destinations within the Town Centre including a central meeting space within the urban core of the town centre (such as a town square, urban park or plaza space);
- Opportunities for medium and higher density housing and how this can be incorporated into the design of the Town Centre; and
- The staging and indicative development timing of the Town Centre.
- The interface between Kororiot Creek and the Major Town Centre to minimise detrimental impacts of the development including provision of dense planting and pollutant traps to minimise runoff into the creek.
- Demonstrate an appropriate design response that addresses the Rockbank North Major Town Centre vision, principles, objectives and organising elements and requirements outlined within this document;
- Address any relevant design guidelines prepared by the Victorian Government or by Melton City Council;
- Set out guidelines to positively address environmental sustainability including integrated water management and energy conservation;
- Explain how the Urban Design Framework responds to feedback received following consultation with infrastructure agencies including VicRoads, the Growth Areas Authority and the Department of Transport and the landowners within the Town Centre;
- Show how the Town Centre relates to the existing or approved developments in the area;
- Set out provisions for car parking including the location and design of the car parking areas and car parking rates for proposed uses within the Town Centre;
- Set out arrangements for the provision of service areas for deliveries and waste disposal including access for larger vehicles and measures to minimise the impact on the amenity of the Town Centre and adjoining neighbourhoods;
- Set out design guidelines for the provision of advertising signs; and
- Set out clear and specific strategies, actions and guidelines for the development of the Rockbank North Major Town Centre which will form the assessment tool for future development applications for the Town Centre.

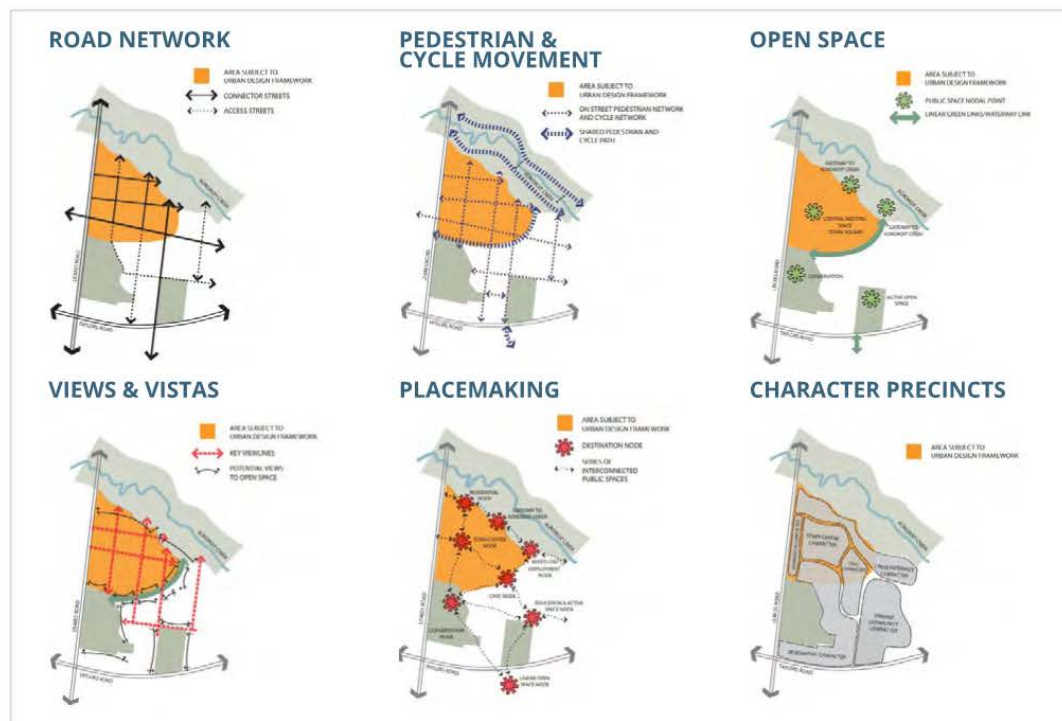


Figure 3 - Rockbank North PSP Organising Elements



### Rockbank North Development Contributions Plan

The Rockbank North Development Contributions Plan sets out the requirements for development proponents to make contributions toward infrastructure required to support the development of the precinct. The DCP is a separate document incorporated into the Melton Planning Scheme, and applies to the same land area as within the Rockbank North PSP.

The Rockbank North DCP also outlines the critical pieces of road infrastructure required to connect Rockbank to the broader community. In addition, it also outlines the required community infrastructure and social spaces which will provide a sense of place and community in the detailed phases of this project.

#### What this means for the UDF:

The key infrastructure items related to the Aintree MTC include:

- RD06: Intersection. Land acquisition for ultimate and construction of an interim signalised intersection at the intersection of the Beattys Road collector and Leakes Road.
- RD08: Intersection. Land acquisition for ultimate and construction of an interim signalised intersection of the MTC and Leakes Road.
- RD12: Pedestrians Bridge Construction of 3 pedestrian bridges over Kororoit Creek.

Some of the key community infrastructure items (to be completed in relation to the Rockbank Major Town Centre include:

- OS09: Town Square. Land for the development of a town square within the Aintree MTC.
- C05: Library and Higher Order Community Centre 3. Land acquisition of 2 hectares for Library and Higher Order Community Facility within Aintree MTC.
- C06: Indoor Sports Centre Land acquisition for Indoor sports Centre adjoining the Aintree MTC.

### Rockbank North Native Vegetation Precinct Plan 2012

The Rockbank North Native Vegetation Precinct Plan 2012 applies to all land within the PSP area, and addresses the conditions and requirements surrounding the protection, removal, destruction or lopping of native vegetation in Rockbank North. The precinct plan is listed under the Schedule to Clause 52.16 of the Melton Planning Scheme.

The Rockbank North Native Vegetation Precinct Plan, which provides guidance on the appropriate measures and objectives to protect, remove and conserve native vegetation and protected areas in the Rockbank North area, including the Urban Design Framework site.

**The NVPP identified native vegetation to be retained in the Kororoit Creek corridor adjacent to the UDF and vegetation to be removed in the Beattys Road road reserve.**

#### What this means for the UDF:

- Managing native vegetation to be retained for conservation purposes and allow for passive recreation such as walking and cycling on the edge of conservation areas, where appropriate, without damaging native vegetation.
- Maximise the ability of native vegetation to persist without human intervention.
- Protecting and manage the habitat zones and scattered trees identified 'to be protected', as they represent the genetic lineage of site-adapted local plant species and communities, provide existing habitat for indigenous fauna species, function to link habitat across the landscape, and provide a focus for re-vegetation activities.

## Current Land Use Zoning

The UDF area is zoned Urban Growth Zone Schedule 4 (UGZ4), which refers to the applied zones based on the approved Rockbank North PSP.

The Urban Growth Zone Schedule 4 sets out a table of applied zones, as follows:

Land use/ development (carried out or proposed) generally in accordance with the precinct structure plan applying to the land	Applied zone provisions
Leakes Road Reserve	Clause 36.03 – Public Conservation and Resource Zone
Local Town Centre Major Town Centre	Clause 34.01 – Commercial 1 Zone
Mixed Use	Clause 32.04 – Mixed Use Zone
All other land	Clause 32.08 – General Residential Zone

The Rural Conservation Zone applies to the Kororoit Creek corridor.

## Urban Growth Zone Schedule 4 in the Melton Planning Scheme

- UGZ Schedule 4 specifies that all land marked as 'Major Town Centre' in the Rockbank PSP will assume the applied Commercial 1 Zone. The periphery of the MTC area is identified for mixed use with an applied Mixed Use Zone.
- Residential and open spaces will assume the applied General Residential Zone 1, with the exception of Leakes Road Reserve, which will assume the Public Conservation and Resource Zone.
- A permit is required within the MTC area to use land for a shop if the combined leasable floor area of all shops exceeds 36,500 square metres
- Except with the consent of the Responsible Authority, a permit must not be granted to subdivide land or carry out works within the Aintree MTC until a UDF has been prepared to the satisfaction of the responsible authority.
- A UDF must be generally in accordance with the Rockbank North PSP.
- Any application for development within the Aintree MTC must be consistent with any UDF approved under this Schedule.

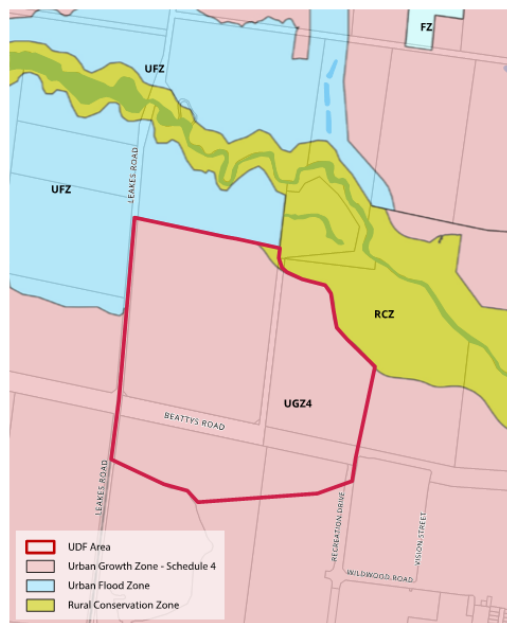


Figure 4 - Current Zoning Plan

## Planning Overlays

Planning overlays which cover the land include the Land Subject to Inundation Overlay Schedule 2 (LSIO2) and Development Contributions Plan Overlay Schedule 2 (DCPO2).

### Land Subject to Inundation Overlay - Schedule 2 (LSIO2)

The Land Subject to Inundation Overlay refers to land prone to flooding and associated with waterways and open drainage systems (also known as floodplains). The overlay aims to minimise the potential flood risk to life, health and safety associated with development as well as protect water quality and waterways as natural resources.

The LSIO2 is located in the north eastern corner of the UDF area and is identified in the PSP as an "Area subject to detailed flood analysis". This is discussed further in Technical Assessments and Recommendations in Chapter 4.

A permit is required to construct a building or to construct or carry out works in the LSIO area.



Figure 6 - LSIO Plan

### Development Contributions Plan Overlay - Schedule 2 (DCPO2)

The Development Contributions Plan Overlay directs relevant land to implement the projects set out in the Rockbank North DCP, including works, services and facilities to be funded through the plan, including the staging of the provision of those works, services and facilities.

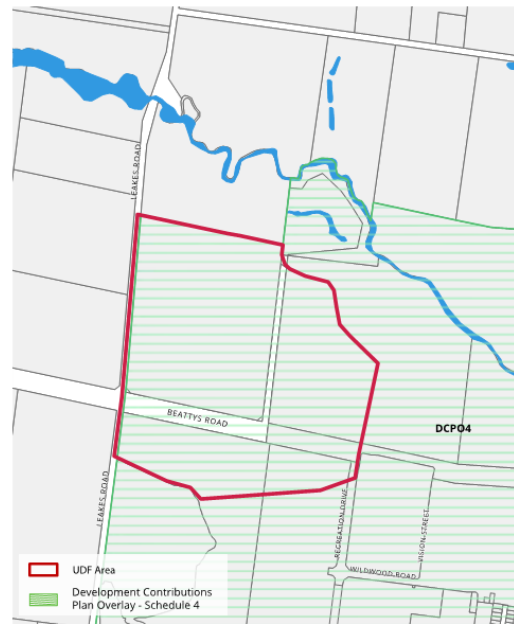


Figure 5 - DCPO Plan

### Planning Practice Note 17: Urban Design Frameworks (DELWP, 2015)

The purpose of this practice note is to provide guidance on the preparation and use of Urban Design Frameworks.

#### What this means for the UDF:

Specifically relevant to the MTC, PPN17 identifies that a UDF should:

- Involve the generation of realistic design concepts based on consultation, research and analysis.
- Stakeholder and community consultation is essential in order to obtain broad support of the strategic vision of the plan.
- Be a vehicle to help control the overall direction of a particular place.
- Provide flexibility in it's strategic vision, by identifying key principles and objectives rather than finite solutions which may be superseded.
- Contain enough detail to allow for rigorous testing regarding economic and functional viability.
- Be easy to assess a development application against, with clear controls for council officers to be able to cross check and critique a planning application.
- Set out an implementation strategy that involves short, medium and long-term time frames for objectives.

### Urban Design Guidelines for Victoria (DELWP) 2017

The Urban Design Guidelines are a reference document in all planning schemes through the State Planning Policy Framework. They provide advice on:

- Design of public spaces,
- Building design in relation to a building's interface with public spaces, and
- Layout of cities, towns and neighbourhoods. Specifically, the guidelines provide objectives around the urban structure of Activity Centres including how to locate main streets, housing and blocks. They also cover safety, amenity, interfaces and how to respond to the evolution of Activity Centres.

Additionally, the guidelines cover other objectives such as movement (pedestrians, cyclists, roads), public space (streets, plazas, local parks), public transport environs, buildings (specifically in Activity Centres and higher density residential, and objects in the public realm (furnishings, trees, planting, fences, signs).

## Local Policy

### Melton Planning Scheme – Municipal Strategic Statement and Local Planning Policy Framework

21.06 Activity Centres and Retail Provision – This policy identifies the UDF Area as a “Major Activity Centre” in the Activity Centre Hierarchy as shown in Figure 7 below.

1. The objectives and strategies specifically relevant to the MTC UDF are included below:
  - Objective 1 - To establish and support a network of viable activity centres that provide access to a wide range of goods and services appropriate to their role and function within the hierarchy.
  - Objective 2 - To ensure activity centres develop as genuine mixed use areas.
  - Strategy 2.1 - Facilitate a diverse range of land uses in centres such as retail, office, business, community (e.g. education, health and recreation), entertainment and residential uses.
  - Strategy 2.2 - Facilitate mixed use, medium and higher density housing opportunities of an appropriate scale within and adjoining centres to provide diversity in housing and increase the vitality of centres.
2. Strategy 2.4 - Support new activity centres to integrate residential land uses as part of any new activity centre development.
3. Strategy 3.1 - Require activity centres to provide residents with a broad mix of everyday goods and services.
4. Strategy 3.3 - Require that activity centres are accessible for residents via a well-connected road network, pedestrian and cycle network and public transport services.
5. Section 21.06-2.3 also includes a number of key Objectives and Strategies relevant to Activity Centre design that will be heavily considered in the preparation of the UDF.
2. 21.08 Housing – City of Melton’s Housing Policy identified capacity of the established areas to accommodate increased residential densities. The need to protect neighbourhood character must be balanced with the need to provide for a growing population. Objective 4 is specifically relevant to the UDF as it aims to support more intensive residential development close to activity centres and major public transport nodes.
3. 21.09 Economic Development – The key driver of this policy is the stimulation of economic growth in the City of Melton. It established the importance of “growing the economic role of existing, planned and proposed Activity Centres”.

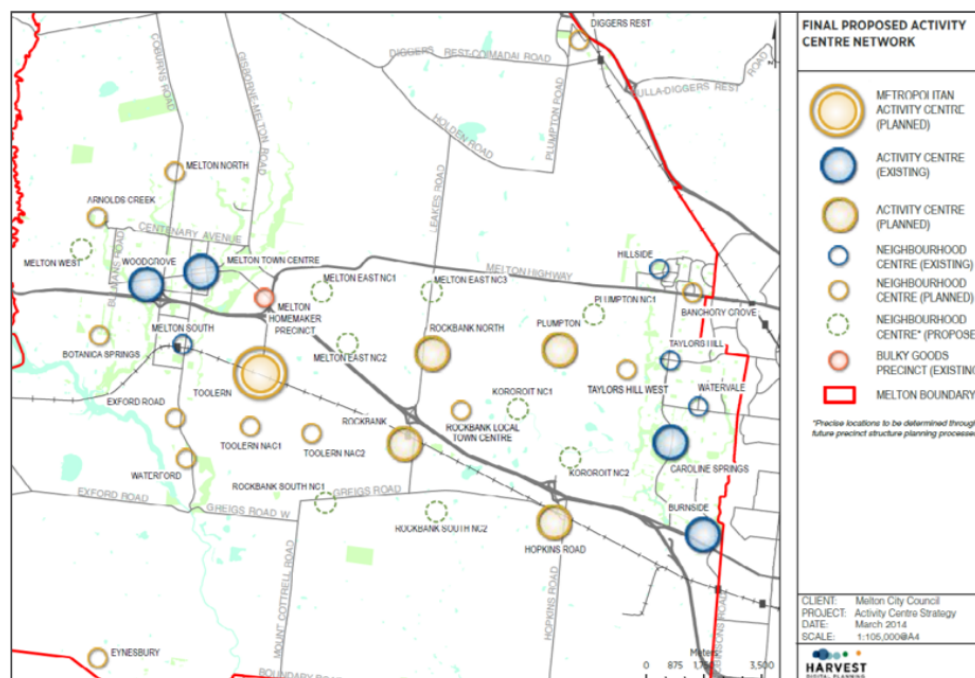


Figure 7 - Activity Centre Network



### Melbourne industrial and commercial land use plan

The Melbourne Industrial and Commercial Land Use Plan (MICLUP) provides an assessment of current and future needs for industrial and commercial land across metropolitan Melbourne, putting in place a planning framework to support state and local government to more effectively plan for future employment and industry needs. MICLUP identifies the MTC area as “Regionally Significant Commercial Areas – Future” and states that these areas should “should provide for and support access to a wide range of goods and services, including office and retail development, and provide for a wide range of employment opportunities. They are expected to deliver more intensive forms of employment uses including office and commercial activity”.

### Moving Melton: Melton Integrated Transport Strategy 2015

The Strategy provides the State Government and Council with short, medium and long term actions to improve integration for all modes of transport including walking, cycling, buses, trains, cars, and freight. The vision is for a sustainable integrated transport network to meet the needs of the city now and in the future. Melton City Council will work with the community, developers and other levels of government to make improvements to the transport system and seek to achieve this vision.

#### What this means for the UDF:

The key principles of Moving Melton are as follows:

- Improved, resilient and sustainable mode choices.
- Easy to use, safe, reliable and frequent transport network and facilities.
- Connected transport network – connecting the communities of the City of Melton to each other and beyond.
- A transport system to develop City of Melton as a centre for employment, services and recreation to provide social and economic opportunities.

### City of Melton Retail and Activity Centres Strategy 2014

The City of Melton Retail and Activity Centres Strategy identifies goals and strategies to provide new communities with effective, equitable and sustainable services and opportunities for employment. The strategy recognises the region’s rapidly growing population, setting a target of one job per household, equating to 140,000 new jobs required to satisfy this with emphasis for growth on activity centres.

#### What this means for the UDF:

The Melton Retail and Activity Centre Strategy, which encourages strategic thinking in town centres, local job creation, and advocates for greater localised community infrastructure. The Strategy identifies the UDF area as a Major Town Centre.

The key principles that should be adopted include:

- Equity of access to jobs and services
- Improving sustainability of urban development
- Improving local employment opportunities
- Providing community focal points
- Encouraging viability of services, and improving quality of service.

The Strategy identifies that an amendment to the Rockbank north UGZ schedule should occur as currently a permit trigger for office floorspace above 100sqm applies to the Commercial 1 Zone. This is needed to encourage the development of mixed use centres.





## Site Features

The Aintree MTC site is approximately 47 Ha in area, located to the north of the Aintree suburb and the Woodlea residential development.

The PSP identifies the boundaries of the "Area subject to urban design framework" (See Figure 8 below). As Woodlea have progressed development of the residential area of the PSP the drainage alignment has been revisited and the design has been realigned in a straighter north-south alignment between Beattys Road and Kororoit Creek. This new alignment creates a logical eastern boundary to that will be utilised in the UDF (See Figure 9).

The key existing features and conditions include:

- The MTC area is comprised of a number of land parcels and titles, but is limited to two landowners - Landowner 1 who owns the western portion of the TC area, and Landowner 2 who own the parcels at the eastern and southern edges of the TC adjoining the balance of the Woodlea development,
- The MTC is located strategically on the nexus of major roads - Leakes Road arterial (existing) and Beattys Road connector boulevard (future construction) as well as the Kororoit Creek corridor,
- Kororoit Creek is a riparian waterway corridor that forms part of significant biodiversity assets linked to the Deanside Wetlands (downstream). It accommodates a wide variety of native fauna and includes growing grass frog habitat,
- The significant red gum woodlands are located on the southern boundary of the MTC fronting Leakes Road (Woodlands Conservation),
- There are important views to more distant landscape features including Mt Cottrell and Mt Aitken and particularly Mt Kororoit to the north,
- Vegetation over the majority of the site has been modified by agriculture and is mostly dominated by exotic species, however there are stands of existing mature canopy trees. Mature trees contribute to a sense of place, and should be retained where possible to add character and amenity in a future town centre environment,
- The north-western corner of the MTC area is constrained by an LSIO overlay, with existing topography that is subject to the 1:100 year flooding,
- The MTC is bounded by a major green drainage corridor (part of the Woodlea development), which carries stormwater drainage from Melton East PSP, east from Leakes Road along the southern edge of the MTC and then orientates north to join into the Kororoit Creek corridor. This drainage line forms a physical and visual edge to the MTC,
- Leakes Road is an existing road reserve that will be duplicated in the future to a 4-6 lane arterial road,
- There are two identified signalised intersections connecting the MTC directly to Leakes Road, as well as connecting into the future Melton East PSP area,
- Beattys Road is an existing road reserve with significant width and incorporating stands of mature trees - current works within Woodlea have begun the upgrade and formalising of Beattys Road adjacent to the MTC.



Figure 8 - Area Subject to Urban Design Framework, as identified by the Rockbank North PSP



Figure 9 - UDF boundary



Figure 10 - Site Features

- UDF Boundary
- Landowner Property Boundary
- Kororoit Creek
- Land Subject To Inundation Overlay
- Land Subject To Inundation Overlay (Within The Site)
- ✱ High Point
- Drainage Area
- Existing Trees
- Existing Conservation Woodlands
- Biodiversity Conservation
- Designated Connector Road (Beatty's Road)\*
- Proposed Signalled Intersection (Rockbank North PSP)
- Existing Bridge
- Proposed Bridge (Rockbank North PSP)
- Proposed Future PSP Area
- Proposed Residential Area\*
- Proposed Active Open Space
- Proposed P-12 School\*
- Proposed Indoor Recreation Centre\*

\*Note that planning permit submissions have been made for land to the east of the UDF area, and alignments shown on this plan may have changed.



Leakes Road view south - this is currently the only experience of the site



Leakes Road view north



## Physical Features

### Geology and Landform

The MTC Site is reasonably flat and is characterised by a mix of open farmland with scattered rocky outcrops, wetlands, flood plain and scattered mature trees. It incorporates some minor undulations and gentle grades sloping down to Kororoit Creek, which abuts the site in the north. The creek flows in a south easterly direction, meandering through an extensive low lying flood plain that extends from the western side of Leakes Road in the Melton East PSP area, across the northern boundary of the MTC site.

The PSP identifies a ridge-line and high point with views within the MTC site, and this aligns with an existing rocky outcrop that should be retained and integrated into the MTC development. Rocky outcrops and high points are extremely beneficial to biodiversity, and important for contributing to a sense of place in an otherwise flat landscape.

It is typically characterised as high strength basalt (QVN) and an area of fluvial soil to the north. The depth to the basalt layer will be confirmed following a geotechnical investigation prior to detailed design and will inform the sewer strategy.

### Key view-lines

Whilst the MTC site is relatively flat, there are a number of important view lines from the site:

- Distant views to the north that take in the distinctive form of Mt Kororoit, that could be celebrated in the layout of the MTC. Views to the south to Mt Cottrell and Mt Atkinson are less obvious and are partially obscured currently (and will generally be obscured by future development).
- Localised views to be celebrated and captured in the MTC particularly into the Kororoit Creek corridor, and towards the Conservation area to the south of the MTC on Leakes Road.

Views should be taken into consideration and preserved through careful planning of locations of open space, future roads, and pedestrian links, to create desire lines and contribute to a sense of place.

There is potential to retain some of the mature canopy trees across the MTC site and feature them within the future development and streetscapes.



Subject site viewed from Leakes Road



Subject site viewed from Leakes Road



Subject site viewed from Leakes Road

### Drainage

The MTC falls under Melbourne Water's Drainage Scheme '4140 Kororoit Creek Upper DS' which is interim status and does not currently have a drainage scheme plan available. The drainage scheme is being prepared as part of the preparation of the Melton East PSP

The Site is situated in close proximity to Kororoit Creek, one of Melbourne's largest waterways, at approximately 52km in length. Adjacent the Site the Kororoit Creek is approximately 95-96m AHD with the MTC site ranging in surface elevation from 98m AHD (3m above creek line) at the low point in the north up to 102m AHD ( 7m above creek line) in the south west. The majority of the site is around 100-101m AHD ( 5-6m above creek line).

The area immediately north and west of the MTC site is currently zoned as 'Urban Flood Zone' (UFZ) with the north-west portion of the Site zoned as 'Land Subject to Inundation Overlay – Type 2' (LSIO2). During a 1% AEP (1 in 100 year ARI) storm event this LSIO2 is subject to flooding up to depths of approximately 1.0m. This area of the MTC is currently nominated for high density development within the PSP plan.

The LSIO2 means that development could not occur without the land being filled to above the flood level (in this case, likely 600 mm above the flood level).

Appropriate water management in this area is important for both the Kororoit Creek Corridor and the Woodland Reserve. Future water management strategies should consider landscape health and biodiversity, especially in relation to these important environmental assets.

### Leakes Road Culverts

Modelling indicates that localised flooding through the MTC site is likely caused by a constriction at Leakes Road which causes a spreading out of flows before overtopping. This likely due to the Leakes Road culverts not having adequate size to convey the 1 in 100 year ARI flows. The proposed upgrade works to Leakes Road will need to consider this culvert and its constraints in its ultimate functional layout.

Melbourne Water together with the VPA are undertaking work on the Upper Kororoit Creek DSS and the future design of Leakes Road. This work is still in progress, and as such there is little conclusive information on how this is likely to affect the LSIO2 and the MTC site.

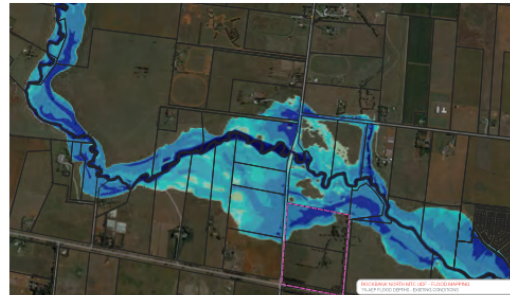


Figure 11 - 1% AEP Flood Depths - Existing Conditions (Spiire, June 2022)

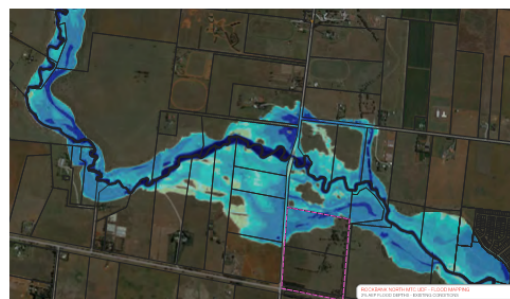


Figure 12 - 2% AEP Flood Depths - Existing Conditions (Spiire, June 2022)

## Road Network

The MTC site is located on the major existing arterial corridor of Leakes Road. There are no other established roads or streets existing within the site.

### Leakes Road

- The MTC has approximately 570m of road frontage to Leakes Road. The existing Leakes Road reserve is 21m wide with a 7.0m wide pavement.
- The PSP indicates that the initial upgrade of Leakes Road was scheduled for the short term (2012-2015). This upgrade has not yet occurred.
- The Rockbank North PSP stipulates Leakes Road to become a 4-6 lane arterial road. This will require widening of the existing Leakes Road reserve to between 34-41m. The PSP has nominated that this land will be acquired from the west, outside of the current PSP.

### Beattys Road

- The Beattys Road reserve is 64m wide with a gravel road that is closed off from public use and it borders the south of the Site for approximately 440m.
- The PSP nominates this portion of Beattys Road to become a 34m wide Boulevard Connector Street. This upgrade is not covered in the DCP and will be developer funded. Consideration should be made in the UDF to the treatment of Beattys Road and what can occur in the excess road reserve.

### Intersections

- In addition to the widening and upgrade of Leakes Road the PSP has nominated two signalised intersections adjacent the Site on Leakes Road and a left-in-left-out intersection. The Development Contributions Plan (DCP), includes funding for the construction of the first carriageway of Leakes Road and both signalised intersections on Leakes Road. The left-in-left-out will be a developer funded intersection.
- The PSP indicates that these items are all candidates for works-in-kind arrangement between the City of Melton and the developers.

## Internal Road Network

- The Site does not currently contain an internal road network. The PSP has nominated a series of connector and access streets within the development along with details of the proposed cross sections.
- In all cases the road cross-sections will be designed to cater for utility services, standard verge alignments, street trees, on-street parking areas where appropriate, and off-street and on-street cycling lanes in accordance with the overall pedestrian and cycling network.
- Consideration will be given to maintaining cycling and walking connections between the Woodland Reserve and the Kororoit Creek



Beattys Road intersection view east



Leakes Road view south



## Site Interfaces

There are a number of different existing and future interfaces to the MTC land that will inform and shape the environment of the centre.

### Leakes Road Interface

- The Leakes Road interface to the western boundary of the MTC will be the primary address and entry point for much of the centre. The existing arterial road will be upgraded in the future,
- The consideration of this interface and connections west into the Melton East PSP area will be critical to the success of the MTC over time.

### Warrensbrook PSP Interface

- The north-western boundary of the MTC abuts the future Warrensbrook PSP area, which sits on LSIO flood plain within the Kororoit Creek corridor.
- While this part of the Warrensbrook PSP is not included in the MTC concept, it will need to be considered and planned for to ensure its integration and connection into the future MTC environment.

### Kororoit Creek Interface

- The north-western corner of the MTC sits on LSIO flood plain within the Kororoit Creek corridor, and this zone will require further flood and drainage investigation.
- The Kororoit Creek corridor runs across the northern boundary of the MTC, east of the Warrensbrook PSP abutment.
- As the Kororoit Creek frames the MTC to the north, the views and amenity of the creek will significantly benefit the town centre.

### Conservation Woodlands Interface

- The southern boundary of the MTC abuts the Conservation Woodlands, a natural and ecological green space which will be an attractor for walking and passive recreation.
- The Woodlands zone is currently not accessible, but will in the future incorporate some paths and trails to explore the area, and to connect through to residential neighbourhoods to the south.

## Drainage Corridor Interface

- The south-eastern boundary of the MTC abuts a significant drainage corridor within the Woodlea development, which connects drainage from the Melton East PS area across Leakes Road and into the Kororoit Creek corridor.
- This drainage corridor will be a green linear space, with shared paths and crossings to connect residential neighbourhoods directly into the MTC.

### Melton East PSP Interface

- The western side of Leakes Road incorporates the Melton East PSP area (currently in preparation by the VPA).
- Important components of the PSP area that will affect the design and planning for the MTC include the allocated Active Open Space areas abutting Leakes Road and Kororoit Creek (on LSIO land) and the signalised intersections and key vehicle and pedestrian connects west into the future PSP area.
- Additionally, the drainage scheme for the Melton East PSP will provide more certainty for the development potential of the north west corner of the UDF area.

### Woodlea development Interface

- The eastern interface for the MTC incorporates the Woodlea residential neighbourhoods currently under construction.
- This also includes the future P-12 Government School site, the Indoor Recreation site, and the Active Open Space (soccer ovals and park) which are all within walkable catchment to the MTC.
- Permits have now been issued for residential development right up to the eastern boundary of the UDF.



The Leakes Road interface to the western boundary of the MTC will be the primary address and entry point for much of the centre



Conservation Woodlands will be an attractor for passive recreation, and will require a well-considered and well-connected interface treatment



The Kororoit Creek Corridor is an important interface, as views and amenity of the creek will provide an instant sense of place in the future development



Woodlea medium density streetscapes will form the eastern site interface for the MTC



## Opportunities & Constraints

There are a series of opportunities and constraints related to the subject land. Recognising and celebrating the area's landscape and cultural heritage in the MTC will lend authenticity and character to new development. This is likely to prove more engaging and appealing to the development's target demographics and assist in the creation of community identity.

There are opportunities for the acknowledgement and celebration of the Aboriginal cultural heritage values of the Kororoit Creek. Opportunities to create a local sense of place and identity are presented by the landscape character provided by the Kororoit Creek, existing trees along Beattys Road, and the ridge-line and rocky outcrop with views within the MTC site. Potential connections and future networks which can be created through the UDF are also significant opportunities.

The major constraint to development is the LSIO that applies to the north-western corner of the site. The LSIO area requires further corridor drainage studies to analyse development suitability. Due to the proximity to the Kororoit Creek Corridor, drainage will play an important role throughout the MTC, and will require considered design and planning.

Other constraints relate primarily to the small residential MTC catchment that currently exists, however this will be addressed through considered staging of development.

### Opportunities:

- 1 Liaise with the concurrent and adjacent Woodlea upgrade and revitalisation works in the Kororoit Creek Corridor.
- 2 Transition in function of Leakes Road from a key arterial route to a truncated connector road.
- 3 Proposed Government Secondary School – Plan for direct and efficient connections between the school and the activity and attractions of the MTC.
- 4 Provide legible walking and cycling networks within and beyond the MTC.
- 5 Facilitate a rapid bus transport service (or similar public transport service) between Rockbank North MTC and Rockbank Train Station.
- 6 Establish the 'heart' of the centre around the key movement spines.
- 7 Facilitate ease of access from neighbouring residential suburbs into the Aintree MTC through a connected road network
- 8 Road widening and intersection works to the Leakes Road/ Beattys Road intersection, as required by the PSP.
- 9 Maximise the early delivery of the Beattys Road corridor (scheduled as part of the Woodlea development works).
- 10 Planned design and locations of DCP items such as signalised intersections provide certainty regarding the road network and connections points. Prioritise new signalised intersections on Leakes Road.
- 11 Connect into the core of the MTC
- 12 Direct connections and wayfinding into the proposed regional active open space.
- 13 Retain and incorporate significant elements of the existing mature vegetation and feature the existing rocky outcrop in the open space network.
- 14 Create clear and direct view-lines and connections to the Woodland Conservation Area.
- 15 Create visual and physical links into the Kororoit Creek corridor.
- 16 Embed WSUD principles throughout the MTC, ensuring minimum impacts to the Kororoit Creek.
- 17 Create a network of public green urban spaces at the 'heart' of the centre.
- 18 Embrace the Woodlea drainage corridor as a key linear space around the edge of the MTC.
- 19 Encourage early delivery of the community facility/ library.

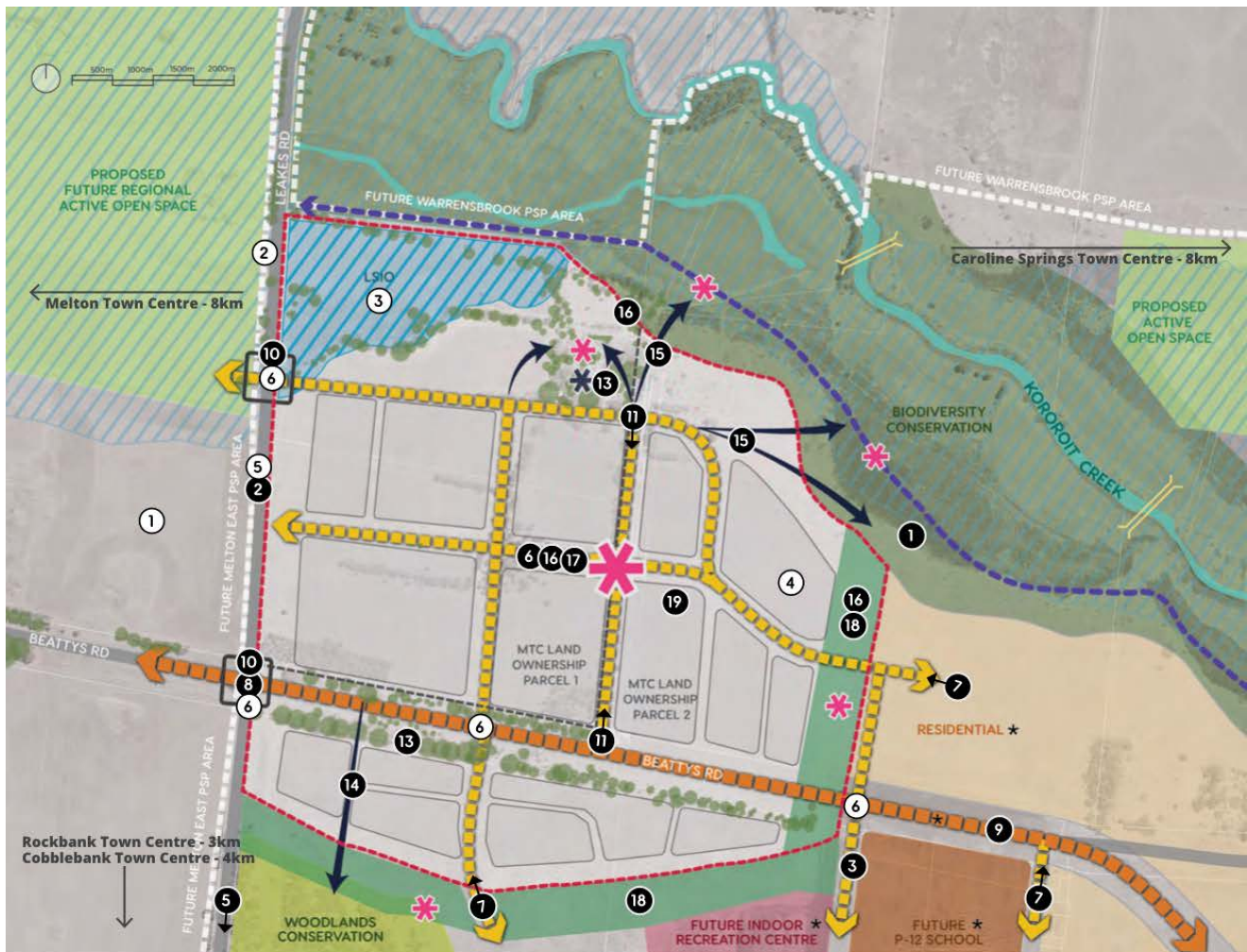


Figure 13 - Site Opportunities &amp; Constraints

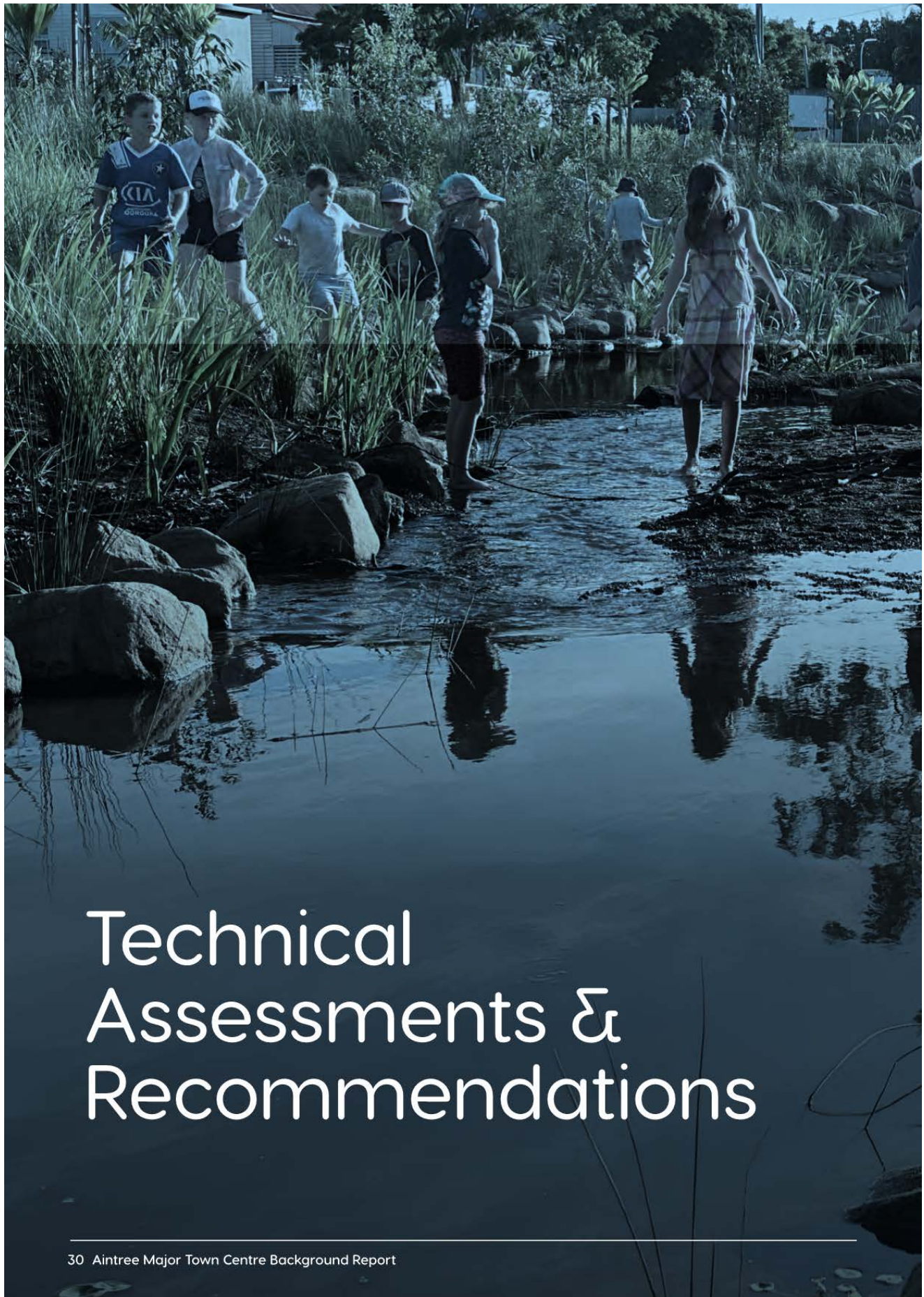
**Constraints:**

- ① Lack of current adjacent residential catchment within the Melton East PSP and within the future Warrensbrook PSP.
- ② Leakes Road culvert/ drainage crossing.
- ③ LSIO area requires further corridor drainage studies to analyse development suitability of the north western corner of the UDF area
- ④ Managing early vs long-term demand for the delivery of medium and higher density housing options within and surrounding the MTC
- ⑤ Mitigating the noise and visual amenity impacts along Leakes Road.
- ⑥ Providing logical connections into the existing road network.

\*Note that planning permit submissions have been made for land to the east of the UDF area, and alignments shown on this plan may have changed.

- UDF Boundary
- Landowner Property Boundary
- Kororoit Creek
- Land Subject To Inundation Overlay
- Land Subject To Inundation Overlay (Within The Site)
- High Point
- Drainage Area
- Existing Trees
- Existing Conservation Woodlands
- Biodiversity Conservation
- Designated Connector Road (Beatty's Road)\*
- Town Centre Street Network (Rockbank North PSP)
- Metropolitan Cycling Trail
- Visual and physical links and connections
- Destination Node
- Proposed Signalised Intersection (Rockbank North PSP)
- Existing Bridge
- Proposed Bridge (Rockbank North PSP)
- Proposed Future PSP Area
- Proposed Residential Area\*
- Proposed Active Open Space
- Proposed P-12 School\*
- Proposed Indoor Recreation Centre\*





# Technical Assessments & Recommendations

At the commencement of the project a Gap Analysis was undertaken to assess the volume and relevance of the information available in relation to the MTC as identified in the Rockbank North PSP.

The Gap Analysis concluded that it was also necessary to commission flood modelling to assess the level of development (if any) in the area of the site subject to an LSI02.

A Stormwater Management Strategy, Economic Assessment, and Traffic Technical Report were commissioned by Council as part of the Background Report process to understand the various constraints in the development of a MTC.

## Economic Assessment

An economic assessment was undertaken by Urban Enterprise and peer-reviewed by Hill PDA. The main conclusions are summarised as follows:

### Planning

The policy basis (Local Planning Policy 21.06) for the Rockbank North MTC states that the centre is to perform a Major Town Centre function, providing a range of retail, entertainment, commercial and civic functions in a fine grained urban environment that is integrated with higher density housing and development for a subregional catchment.

The PSP nominates a shop floorspace cap of 36,500 sqm, beyond which justification is required to obtain approval. The PSP identifies a nominal land budget allocation for centres but this is being refined in the Urban Design Framework preparation process.

### Economic Assessment

The economic assessment has reasonably identified demographic, economic and policy context issues and directions for the Rockbank North MTC. Seeking to deliver a large number and diverse range of jobs is appropriately identified.

The report recommends an ambitious target for non-retail employment uses (58,500 sqm to 72,500 sqm), which the peer-review considered appropriate for long term planning purposes.

### Retail Floorspace

The review of retail floorspace potential for the Rockbank North MTC at full development indicates a total retail floorspace in the range of 55,500 to 61,500 sqm to be reasonable.

The results can be refined over time as more information becomes available and more detailed analysis is undertaken.

The analysis provides an indicative guide to store numbers, which suggests that the centre would, in approximate terms, support around 236 shops anchored by a discount department store and three supermarkets.

### Land Area Needs

The planned allocation of approximately 16.5 Ha of land for core employment uses by the proponent is appropriate if density of development is around or more than 0.68 floor space ratio. A larger land area would be needed if density is significantly lower.

An additional allocation of land for non-employment uses of roughly the same area (say 15 to 16 ha as proposed) appears appropriate for higher density residential uses, mixed use activities (including home offices) and open space.



## Traffic & Movement Assessment

A traffic assessment was conducted by The Institute for Sensible Transport. The following is a summary of the advice and guiding principles contained in the report:

### Public Transport

Aintree should be connected to its surrounding neighbourhood and broader region by public transport. Given the context and proximity to the Rockbank Train Station, and buses are likely to be the public transport mode for the foreseeable future.

Both a neighbourhood bus network and a broader regional network would be required. Services have been identified along four alignments, that would create a connected and legible public transport network and enable a high frequency service between the Aintree MTC and Rockbank Train Station.

### Bus Interchange

The potential bus interchange location would be in the centre of the town, on the western proposed main street running north-south. This would mean it is most attractive to a larger number of users, as most of the town centre would be within 400m.

The location is also on a street which is unlikely to have high amounts of motor vehicle traffic. Given this location, and the role of the street, a kerbside bus interchange would be an appropriate design response. Bus bays could be located on either sides of the street, allowing to flexibility in bus operations. Determining the final number of bays requires a more in-depth analysis. Any space not immediately required for buses could be used for loading zones, taxi ranks, or parking, ensuring the space is available in the future.

### Walking Cycling, and Micro-mobility

In Victoria, more people walk than catch public transport, and it is a popular form of recreation.

One of the most important determinants of walking is having somewhere to walk. Studies have shown that the most important predictor of how much walking occurs in a suburb is how many places people can walk to within a 10 – 15 minutes. From a practical perspective, what this means for Rockbank North is that a diversity of destinations (shops, schools, parks, medical services, cafés) will need to be planned, all within a 10 minute walk of people's homes in order to create an environment that enables walkability.

The emergence of e-bikes, and e-scooters has resulted in a jump in the number of people interested in two wheeled mobility (the term 'micro-mobility' is now frequently used). It is therefore important that a much wider spectrum of users be considered when designing bike infrastructure. In addition to bikes, mobility scooters, e-bikes, e-scooters, and bicycle delivery are different forms of micro-mobility that Aintree should be catering for to maximise the diversity, sustainability and safety of the transport system.

### Intersections

The level of protection desired by pedestrians increases with traffic speeds and volumes. Careful consideration of the type of crossing and the associated treatments is essential when designing pedestrian crossings.

The distance required to cross is a significant barrier to many pedestrians. This is particularly important for Rockbank North, where large arterial road intersections into the MTC will create barriers for pedestrians.

### Roads and Parking

The following design principles accommodate motor vehicles while also ensuring a 'people first' approach is maintained:

- Turning radius should be minimised to slow vehicles and increase pedestrian safety at intersections.
- Slip lanes should be avoided as they create unsafe environments for pedestrians and cyclists.
- Locate off-street parking lots behind the main street frontages, and provide pedestrian access paths through to the main street
- Accessibility parking should be more highly prioritised than general access parking, especially in high value locations. Freight and deliveries are also critical to the economic performance of an area, and loading zones should be located to ensure they are convenient and plentiful enough to avoid delay.

### Freight

Freight and heavy vehicle access will be important for the MTC to facilitate deliveries. While access may be required from time-to-time, the MTC is unlikely to regularly require access for B-Double trucks or heavier. The most common are likely to be garbage and supermarket delivery trucks.

Summary of the key opportunities identified by The Institute of Sensible Transport for the Aintree MTC:

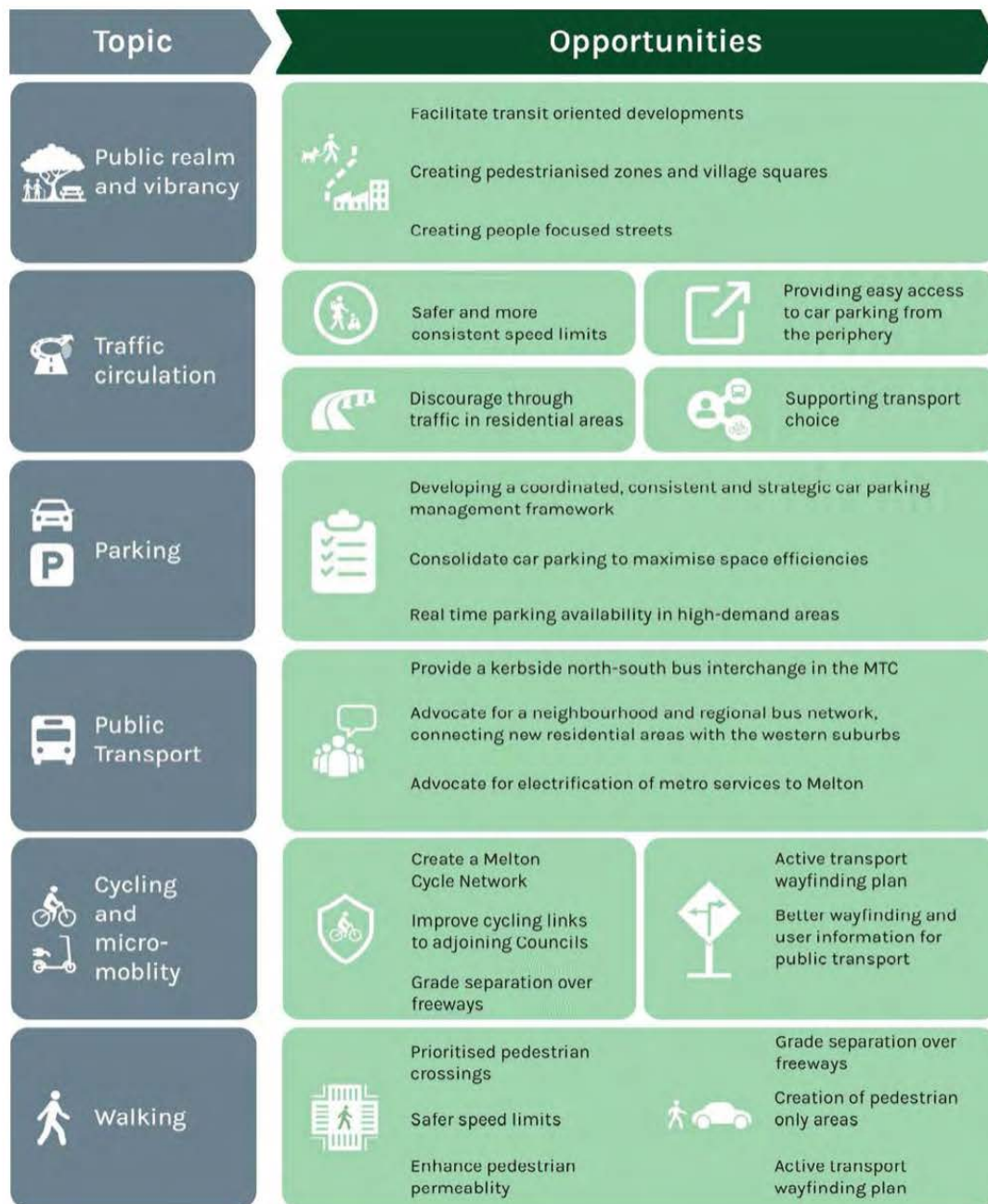


Figure 14 - Aintree MTC Transport Opportunities

## Stormwater Management Strategy

The Stormwater Management Strategy (SWMS) prepared by Spiire contained a summary of the following finding and recommendations:

This SWMS has investigated the management of catchment runoff and water quality to ensure the subject site is in accordance with best practice and Melbourne Water guidelines.

This involved investigating:

- Flood protection treatments to protect surrounding environments; and
- Implementation of stormwater quality elements to treat post-developed pollutant laden run-off to back practice guidelines.

Both RORB and TUFLOW modelling has been undertaken to assess the proposed conditions. Results have shown that the following elements will need to be incorporated into the MTC development, to ensure sufficient flood mitigation is achieved and no negative afflux to surrounding areas occurs:

- Implementing an inlet collection channel/ depression on the western side of Leakes Rd;
- Lifting the road to provide 2% AEP (50 year) flood immunity;
  - Noting that Melbourne Water may require the road to be lifted to above the 1% AEP plus climate change level

- 20no 900mm (h) x 1500mm (w) culverts to convey an expected 2% AEP flow entering the site;
  - Where it is expected that flows in excess of the 2% AEP event, will overtop Leakes Rd
  - If Melbourne Water require 1%AEP plus climate change immunity, culverts will have to be upsized accordingly
- Shaping of a waterway corridor downstream of Leakes Rd and through the north-west corner of the MTC site, to sufficiently convey the 1% AEP event; and
- Raising the proposed developable land adjacent to the major flow path, to allow for 600mm freeboard to the 1% AEP flood levels.

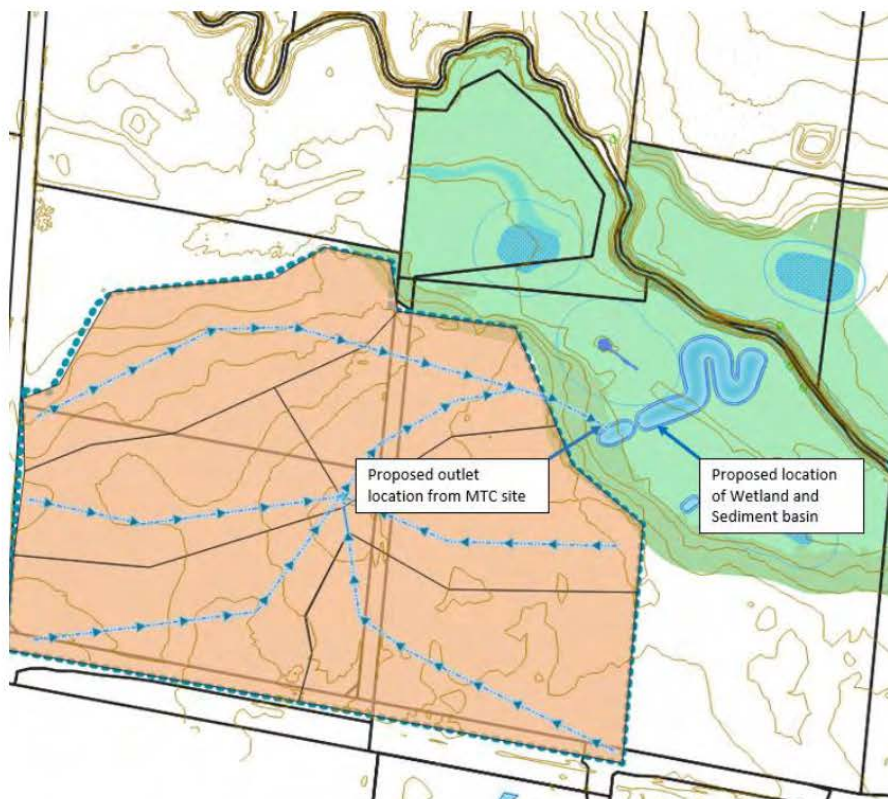
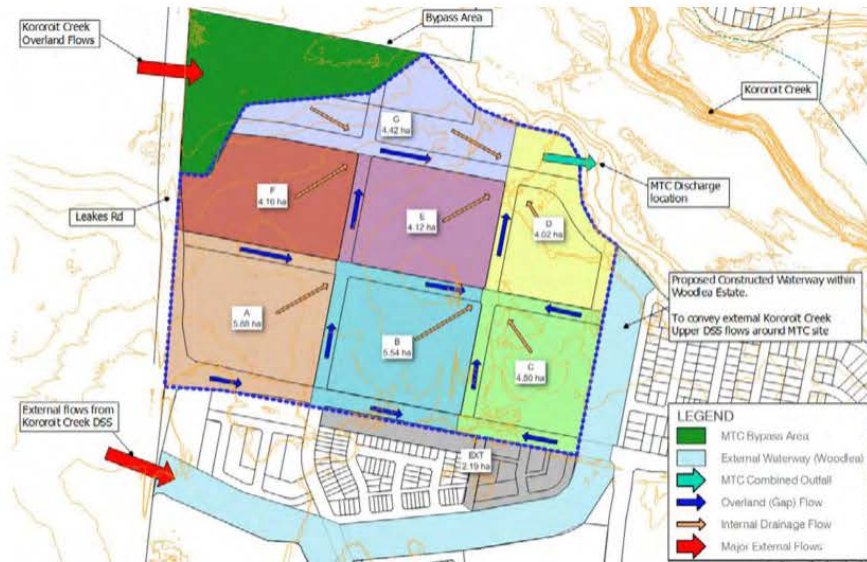
In addition, IWM opportunities have been considered. These may include:

- Rainwater tanks to capture roof water;
- Passive irrigation of street trees using kerb inlets;
- Utilising water and power efficient appliances and infrastructure;
- Stormwater harvesting in wetlands or retention ponds; and
- Opportunities to improve the liveability and amenity should be maximised through the site, creating connections and habitat to the downstream constructed waterways and wetlands in neighbouring properties.



Figure 15 - Proposed Conditions Layout (Spiire, Feb 2023)









# Vision & Strategic Directions



## Consultation Summary

Engagement with stakeholders, authorities and the key landowners is a critical component of the successful UDF.

A consultation program has been undertaken centred around an initial intensive 3 day 'Charrette' program - designed to bring key decision makers, planners and designers together to workshop the key opportunities for the Town Centre.

A design charrette was chosen for the project, to maximise the collaboration and rapid generation of site constraints, and ideas for development. It is typically a multi-disciplinary collaborative event consisting of consultants clients/ staff working together to produce 'a plan'. Stakeholders—anyone who can approve, provide valuable information, promote or block the project, as well as anyone directly affected by the outcomes—were involved in the design process through a series of short feedback loops, discussions and rapid presentations.

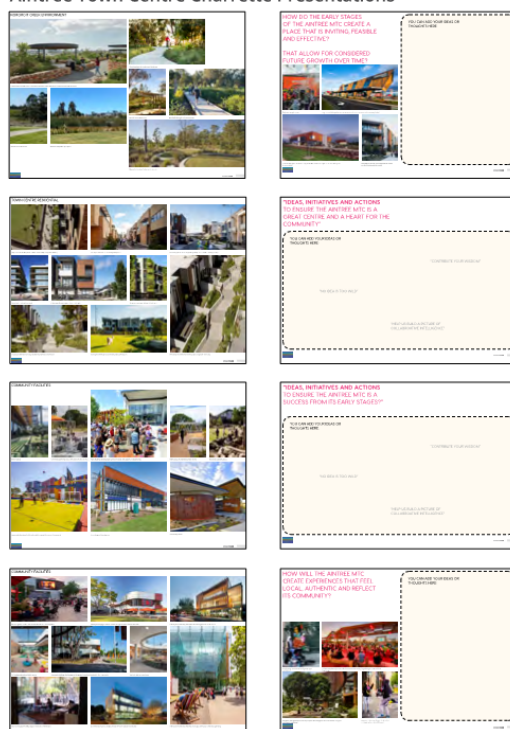
The charrette generated a creative burst of energy across project stakeholders to build momentum for the balance of the project. It also set up the UDF with a feasible plan that has 'buy-in' from key decision makers, has unearthed the important decisions and challenges for the project, and can inform the preparation of a successful UDF.

Stakeholder sessions and land-owner presentations were held subsequent to the charrette and the preparation on initial UDF ideas and directions - in order to maintain the collaborative inputs to the project.

A further round of consultation specifically planned for City of Melton Council departments will capture the engagement from technical specialists across Council. Similarly a public consultation period will present the draft UDF to the wider community and seek input and feedback to improve and refine the final UDF.

The collaborative nature of the engagement process for the project has been critical to generating an authentic Town Centre Vision for the UDF. In addition it created a series of Strategic Directions for the Town Centre, generated from land-owners, stakeholders and decision makers, that have been collaboratively and creatively tested, reviewed and refined for the project.

Aintree Town Centre Charrette Presentations



Aintree Town Centre Charrette Collaboration



## Vision

**A new major Town Centre is emerging with a distinctly local feel, paving the way for a greener, more climate-responsive future. Aintree Town Centre will be a place for locals to live, work, and play, and a destination for visitors to experience the best of the West.**

Aintree MTC will offer exceptional amenity, leveraging its location on the Kororoit Creek to create a character and identity that is local and authentic. Community, health and education facilities will be important, and a diverse range of people and socio-economic groups will be considered.

It will include a major new central town square, and will be flanked by a network of sporting fields to the west and passive open space networks to the north and south. Within this natural landscaped setting, the Aintree Town Centre will be truly urban, with a medium-high density mix of retail, commercial, housing, health, education and community facilities embedded in a sustainable and walkable environment.

With a focus on quality public and mixed use spaces, it will set a new benchmark for the design and delivery of Town Centres. It will be well integrated with public transport and new transit modes, and it will provide a diversity of medium and high density housing options catering for the widest possible range of residents.

With an emphasis on street life and **high quality public realm**, it will be active and inviting day and night, fostering an environment that maximises opportunities for independent businesses to thrive. More people will live in **a range of housing types** close to the Town Centre, and the **streets will be designed to encourage active transport** so that walking, cycling and e-scootering will be safe, easy and accessible.

An integrated bus network and micro-mobility options will connect residents to employment and education beyond Aintree, while the Main Street will provide a destination retail component and also cater for local residents' every day convenience. There will also be a logical connection via Leakes Road to the Rockbank Train Station, connecting the Town Centre further to Greater Melbourne.

## Strategic Directions

The Aintree MTC will comprise an intensive mix of uses, creating a walkable, well-connected, sustainable, compact Town Centre that fosters human activity and well-being and maximises housing choices and liveability for the local community.











The following strategic directions will guide the development of a context responsive Urban Design Framework for the future Aintree Town Centre community:

- Deliver a place-based activity centre that creates **'places for people'** within a 20 minute neighbourhood.
- Create a Major Town Centre that is **connected and accessible** via multiple modes of transport and integrates with the surrounding residential neighbourhoods.
- Plan for a **deliverable and economically viable** Major Town Centre, particularly in the early stages of development, whereby the role of design is to enable delivery of short term projects, while recognising the long term goals.
- Provide opportunities for small and medium local businesses and enterprise.
- Plan for the early delivery of **accessible, high quality public spaces and destinations** of interest.
- Ensure the Major Town Centre has **inbuilt capacity for growth and change** to enable adaptation and the intensification of uses as the needs of the community evolve.
- Provide capacity for a minimum of 36,500 sqm of shop floor space and the capacity for 58,500 sqm to 72,500 sqm of commercial development.
- Incorporate flood mitigation measures and WSUD to minimise impacts to the Kororoit Creek Corridor, and to **create climate positive, resilient spaces** within the MTC



## Principles

The following guiding principles outline the integrated aspirations for the MTC into the future. The Emerging Vision describes the experience of the MTC, that would result from these aspirations. The Strategic Directions capture the key ways in which these aspirations will be realised through the UDF.

<p><b>A truly Liveable Town Centre</b></p> <p>A true mixed-use precinct that supports local business, employment, community and residential uses.</p>		<p><b>A Smart and Connected Town Centre</b></p> <p>A Town Centre that is connected to the broader transport network, whilst also providing local transport options.</p>	
<p><b>A Retail Heart</b></p> <p>A destinational retail environment that supports a diverse local convenience offering.</p>		<p><b>A Food and Hospitality Hub</b></p> <p>An urban destination that connects people with great places to work, shop, eat, drink relax and socialise.</p>	
<p><b>A Commercial Destination</b></p> <p>A Town Centre that supports a wide-range of commercial businesses, work and employment options.</p>		<p><b>A responsive urban environment focused on health and wellbeing</b></p> <p>A heart for the local community that supports healthy lifestyles, and great liveability choices.</p>	
<p><b>Climate and Culturally Responsive</b></p> <p>An environment that facilitates more resilient, and adaptable, and responds to the diverse culture of it's residents and visitors in different ways.</p>		<p><b>An ecologically supportive Town Centre</b></p> <p>It will embed sustainable living and ecological practices through relationships to nature, space, technology and design.</p>	
<p><b>A place for local recreation events and festivities</b></p> <p>A thriving day and night economy with local entertainment and community activities.</p>		<p><b>People-Friendly Streets and Open Spaces</b></p> <p>A network of streets, links and outdoor spaces that are safe and accessible for all ages and abilities, and support a local 'street life'.</p>	



## Delivering Successful Town Centre's

**Town centres play a key role in the life of any community. They are the public spaces and places where people can meet, purchase goods and access services, socialise and feel at home. They provide employment and economic opportunity and are particularly important in greenfield suburbs where established areas with retail or community services are not often nearby or easily accessed.**

The increasing understanding of the benefits of resilient and sustainable communities, and the introduction of the concept of the 20-minute neighbourhood in Plan Melbourne 2017-2050 place even greater emphasis on the role that town centres inhabit at the heart of suburban life.

The emergence of 'shopping centre' style retail forms in the post-war period has often been criticised for a number of reasons - generally for the poor integration with surrounding areas and unattractive inward-facing retail focus. Economically they are perceived to limit local retail business opportunities and adopt standard formats that favour franchises.

The design of town centres has often encouraged car usage and made access by walking and cycling more difficult creating significant social and health impacts.

There is also concern that the privatised nature of the shopping mall reduces community interaction to commercial transactions in a controlled environment. Without equitable, inviting, 'free' public spaces, those less able or willing to purchase goods, such as youth, elderly and the disadvantaged, may be unwelcome or unable to utilise the spaces for gathering and socialising.

Additionally, the uniformity of the standard retail model fails to reflect the identity of the local community as it favours chain stores over individual local businesses. While there is some diversification and innovation in the design of new centres in Melbourne, most remain stubbornly car based and monotonous in their retail offerings.

Consideration will also need to be given to the timing of retail provision in new neighbourhoods. Long delays cause significant dissatisfaction amongst new residents, reducing community cohesion and entrenching patterns of car dependency.



Springfield Orion Town Centre



### The Challenges

A number of planning, design and development shortcomings have been identified that commonly constrain the successful delivery of a new town centre:

- **Short-term involvement** — Developers build and leave, without maintaining and improving the community as it grows over time, resulting in unsuitable infrastructure and amenity. The developer is not incentivised to be innovative, sustainable, or community-responsive given they will not 'hold the asset' in the long term.
- **Standardised over customised** — The approach to design is often standardised and relatively constrained, resulting in retail and community spaces that all look the same.
- **Restricted creative license** — Developers are heavily influenced by the needs of conventional retail, particularly big retail players that tend to convey a degree of conservatism. This tends to drive town centre environments that can easily 'look like the last one'.
- **Packaged for the big retail players** - The risk averse development approach tends to 'package' the retail offering for the bigger, national retail franchises and groups. This makes it difficult or impossible for small local business, or 'mums and dads' retail, to get a foothold tenancy within their own community.
- **Environmental disconnect** — Limited consideration for open, green space and the need to connect with nature to create a happier, healthier community. This is often a key criticism of local retail centres from the community living nearby.
- **Lacklustre journeys** — Communities designed around the traditional street 'grid' to maximise traffic and servicing efficiencies, rather than focusing on walkability and the user 'journey' or experience.
- **Sense of separation** — Creating spaces that fail to connect shoppers, visitors and workers to their community and environment, and that focus solely on retail footfall and not the sense of the town centre as the 'heart' of the community.



Edmonson Park Town Centre



Alkimos Town Centre



Oran Park Town Centre



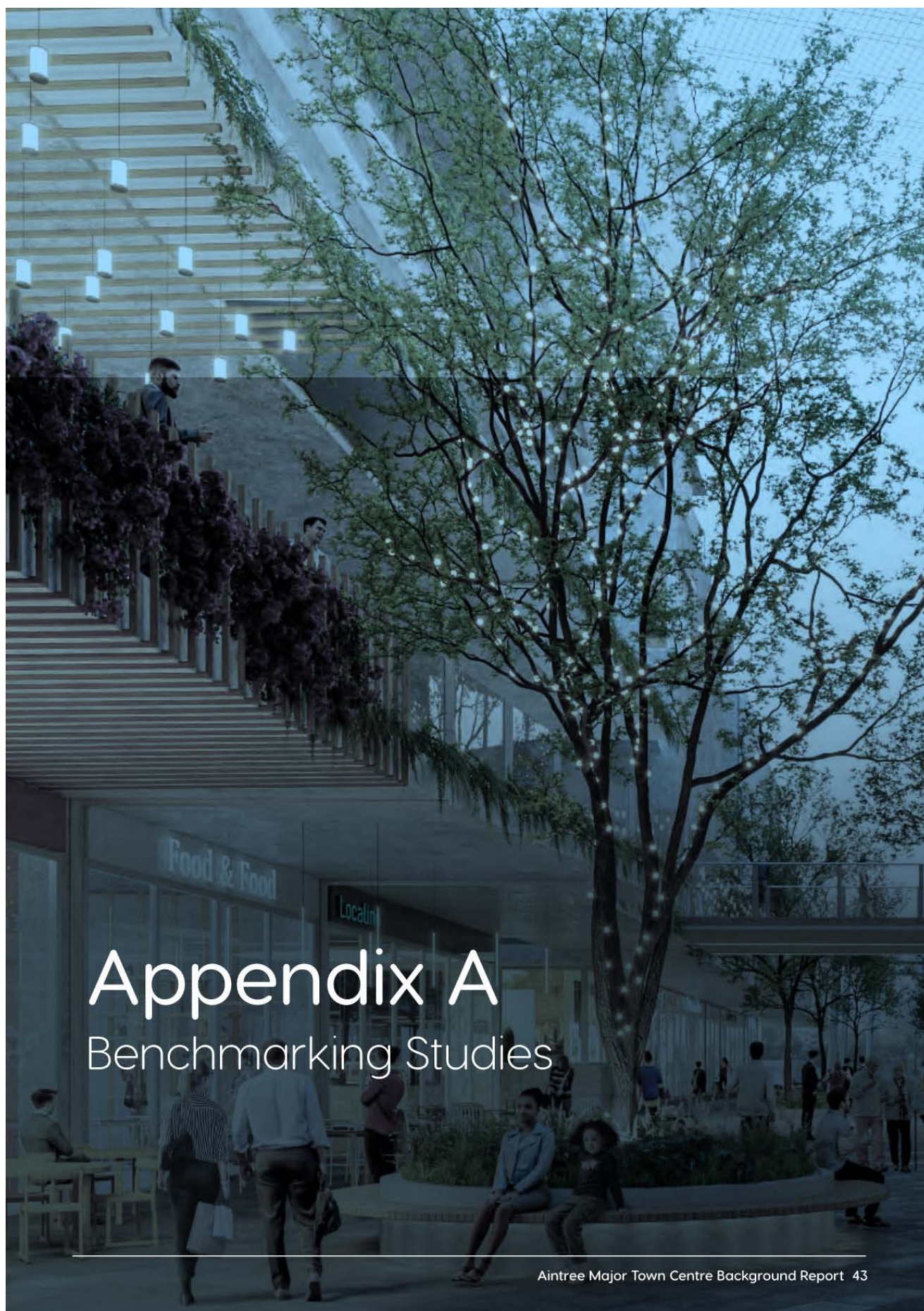
Ripley Town Centre

## Benchmarking Key Findings

**A range of key elements were identified that are significant in terms of their positive contribution to creating a successful town centre. In summary the Aintree MTC should look to incorporate the successful characteristics of town centres including:**

- Early delivery retail ( Stage 1) that manages to create a 'sense of place' and something more than just a convenience destination for supermarket shopping,
- Better accessibility by active and public transport,
- Decreased focus on vehicle accessibility and car parking,
- An open urban form,
- Be located centrally to be a community anchor
- A 'main street' that encourages people to linger, gather and experience those incidental social and communal moments,
- Public places and spaces that are shady in summer, weatherproof in winter, and generally comfortable and equitable places that all ages want to actually visit,
- An urban environment that balances retail and commercial business with a connection to nature, water and landscape - through canopy trees, urban water management and generous green spaces,
- Character precincts that allow people to experience different journeys in different spaces, far removed from the traditional street 'grid,'
- Have increased density of housing around retail centres to provide a larger catchment of people within walking distance, increasing viability for a range of businesses,
- Include office accommodation for small business start-ups, community services and activities should be available,
- Unique and playful 'moments' within a town centre that encourage walkability and excitement for young families,
- A considered 'skyline' (even in early stages) that provides a visual landmark for the core of the centre, and establishes some building height to provide visual cues for public spaces and a sense of enclosure,
- Shared infrastructure initiatives that foster a sense of community sustainability and resilience, and can replicate/ complement the sustainable aims of residents,
- More opportunities for smaller businesses and start-ups which reflect the local community, and therefore add to social inclusion.





# Appendix A

## Benchmarking Studies

Aintree Major Town Centre Background Report 43



## Benchmarking Key Findings

A benchmarking process has been undertaken to review and analyse case studies of town centres from around Australia. The objectives are to learn from the planning, design and development delivery of similar centres and assess the good and bad components of current greenfield town centre creation.

A selection of town centres were examined, including:

- Springfield Orion Town Centre, Brisbane
- Ripley Town Centre, Brisbane
- Edmonson Park Town Centre (Ed Square), Sydney
- Oran Park Town Centre, Sydney
- Alkimos Town Centre, Perth
- Armstrong Creek Town Centre, Geelong

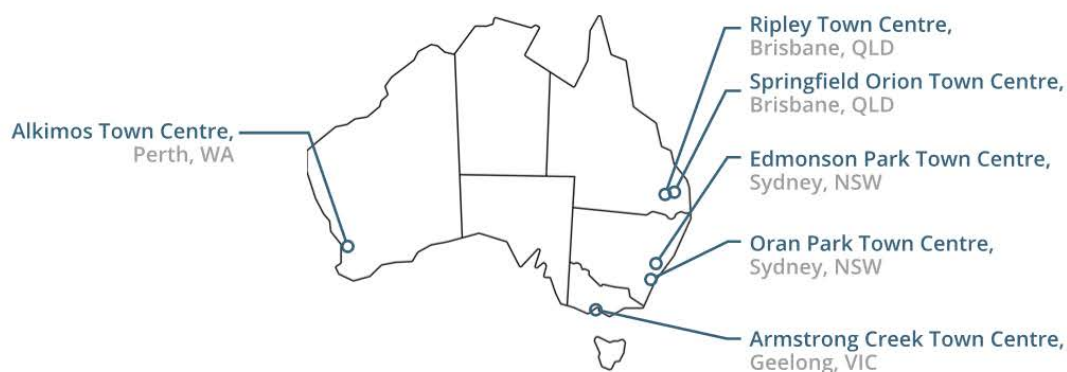
A number of other centres were included in the analysis for specific elements of their delivery and development, including Mawson Lakes (Adelaide), Gungahlin Town Centre (Canberra) and Point Cook Town Centre (Melbourne).



Edmonson Park Town Centre



Oran Park Town Centre



**A range of key elements were identified that are significant in terms of their positive contribution to creating a successful town centre. In summary the Aintree MTC should look to incorporate the successful characteristics of town centres including:**

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- Shared infrastructure initiatives that foster a sense of community sustainability and resilience, and can replicate/ complement the sustainable aims of residents,
- More opportunities for smaller businesses and start-ups which reflect the local community, and therefore add to social inclusion.

## Ripley Town Centre

### Location and Summary

- Located in Ipswich in south-east Queensland,
- The Ripley Valley Priority Development Areas covers a total area of 4,680 hectares — one of the largest PDAs in Australia.
- The broader Ripley region will see approximately 133,800 new residents by 2036.
- Sekisui House Australia, as master community developer is challenging traditional conventions of masterplanned communities
- Creating a \$1.5 billion masterplan vision of a low-carbon, connected community.



### Key Metrics

- Growth Area - 4,680 Ha
- Town Centre Site - 31 Ha
- Surrounded by 40 hectares of parkland and open space (including Ecco Ripley)
- 2 hectares of public and cultural outdoor space within Ripley Town Centre
- Stage 1 (2018/2019) - a Coles Supermarket, BWS, Anytime Fitness, Medical Centre, and approximately 20 specialty stores across café and casual dining, health, beauty, services and business.
- A community facility 'Minka Place' opened, reinforcing Ripley Town Centre as a mixed-use environment catering to the needs of a thriving local community.

### Why is this interesting?

- **Liveability** - 20-minute neighbourhood philosophy
- **Ecological connection** - Satoyama focuses on the mutual benefits of integrating natural habitats with built environments, connecting people through 'ribbons of green'.
- **Future-proofing low carbon** - Private community energy network
- **EV Ready** - Private electric car share scheme
- **Lifestyle housing models** - Body corporate shared guest apartment scheme

### Project Focus for this Case Study

- **Landscape and Ecological Approach**
- **Low-Carbon Framework**





### Planning and Design Highlights

- The masterplan vision draws on the 20-minute neighbourhood philosophy to create a low-carbon, connected community, with major facilities and amenities within a 20-minute walk.
- Underpinning the TC is the Japanese concept of Satoyama. At its core, Satoyama focuses on the mutual benefits of integrating natural habitats with built environments, connecting people through 'ribbons of green'.
- Guided by Satoyama, significant value has been placed on generous green spaces, creating community and resident engagement, and to embed healthy, fulfilling lifestyles that fosters continued growth and prosperity of the community,
- The 'Gohon no ki' ('five trees') landscaping concept, which incorporates Satoyama design, also aims to promote biodiversity protection by creating gardens with indigenous tree species suited to the local climate and to increase green coverage in the community.
- The community 'circular model', develops community and commercial operators to realise considerable savings and benefits, while also reducing their carbon footprint and adding long-term asset value
- A private community embedded energy network enables electricity to be purchased in bulk and provided to existing tenants at a competitive rate.
- Ripley Town Centre's car park currently incorporates solar panels generating ~75% of the electricity for the existing shopping environment.
- Early infrastructure delivery during the planning and development phase to allow for smart technology that is agile for change
- Incorporation of the 'guest apartment' concept allowing residents to utilise living space better while having access to shared guest accommodation



## Edmonson Park Town Centre

### Location and Summary

- Located within the Liverpool LGA, and developed by Frasers Property in conjunction with Landcom.
- The masterplanned community covers more than 25 hectares and will incorporate 1,884 dwellings on completion.
- Ed.Square Town Centre will be home to approximately 90 retailers across 25,000m<sup>2</sup> of retail space, including additional amenities and a kids' play zone
- The second stage is anticipated to include an additional 15,000m<sup>2</sup> of retail space.



### Key Metrics

- Growth Area - 423 ha
- Town Centre Site -26.1 ha
- Retail GFA - up to 45,000 sqm of retail, business and commercial floorspace along with associated uses
- Inclusion of 912 dwellings within the town centre

### Project Focus for this Case Study

- **Residential density around Retail core**
- **Highway interfaces**

### Planning and Design Features



### Why is this interesting?

- **A community landmark** - Utilises a landmark 68-metre high residential tower atop the shopping centre as the visual totem for the TC,
- **Early character** - Huge landmark public digital screen by artist James Dive - an interchangeable outdoor artwork that sends greetings to patrons and is "unapologetically cheerful".
- **Wellbeing focused** - embeds planning that can tackle obesity, loneliness and growing depression issues,
- **Urban Liveability** - includes significant medium and higher density housing right in the core of the TC, and has delivered it early





- Inclusion of a single 'landmark development' building of up to 30m in height (within 300m of the train station)
- The next stage will include Eat Street and more than 40 specialty retailers.
- Promoting family play, outdoor dining and community events, Town Square at the spine's centre, becomes the 'living room' for the community.
- Unlike many mixed-use town centre developments where homes are set back from the retail and commercial components, HDR's design has embedded homes into the overall town centre experience.
- The precinct has achieved a 6 Star Green Star Communities rating from the Green Building Council of Australia, representing world leadership. It has also achieved 5 Star Green Star Design & As Built for the apartments, and 6 Star Green Star Design & As Built for the retail component



## Oran Park Town Centre

### Location and Summary

- Located in the Oran Park Precinct, approximately 10km from the Campbelltown-Macarthur centre, and forms part of the South West Priority Growth Area
- Since rezoning, Oran Park Town has grown to form a thriving new community of around 6,500 people, and over 3,100 approved residential dwellings / allotments
- Completion of Stage 1 of the Podium Shopping Centre;



### Key Metrics

- Town Centre Site -26.1 Ha
- Retail GFA - a maximum of 50,000m2 GLAR of retail premises,
- Existing facilities include Stage 1 of the Oran Park Podium retail complex (comprising over 9,000m2 of retail floor space and 3,900m2 of commercial floor space) and main street, Camden Council Administration building, Oran Park Town Library and the Town Park.
- In total, there is currently over 20,000m2 of retail and commercial floor space in the Town Centre.

### Why is this interesting?

- **Local landmark** - Early delivery of 12 storey residential tower as a landmark within the Town Centre that visually anchors the Main Street and the Civic Node.
- **Flexible work** - SmartWork hub concept
- **Indoor/ Outdoor** - Bringing the outside in through naturally ventilated winter garden connecting a proposed "Market Place" to the Town Park.
- **Early stage anchors** - New Camden Council offices ( early delivery)

### Project Focus for this Case Study

- **Town Centre Staging ( early delivery)**
- **Built form approach**

### Planning and Design Highlights





- Beyond Stage 1 - additional ground floor retail floor space to accommodate improved retail and leisure (restaurants/bars and the like) activities;
- A commercial building, comprising five levels above the ground floor retail; and
- A residential apartment component that will provide additional and more affordable housing product
- Housing diversity with exceptional access to a great variety of retail, leisure, civic activities.
- A 12 storey residential tower will become a focal point of the Town Centre above the ground floor retail at the corner of the proposed Main Street and Central Avenue - marking the confluence of leisure, civic, employment and residential activities.
- A Smart Work Hub has also been delivered as part of the Oran Park Town Centre Stage 1 development and provides office space for up to 100 people, for hire on a temporary or permanent basis. The Smart Work Hub is an innovative approach to providing a better work-life balance for people who typically travel long distances to and from the South West.



## Orion Springfield Town Centre

### Location and Summary

- Located in Springfield, the rapidly growing masterplanned city, Orion Springfield Central was developed by Mirvac in March 2007
- Underwent a major expansion that was completed in March 2016
- The Greater Springfield project is Australia's largest master planned City and community development project in single private ownership City and community development project in single private ownership (ultimate planned population 105,000 by 2030).



### Key Metrics

Growth Area - 320 Ha

Town Centre Site - 40 Ha

Retail GFA - Approx. 71,000 sqm (full build out)

Current Retail GFA - 32,000 sqm

### Project Focus for this Case Study

- **Main Street pedestrian environment**
- **Built form scale and controls**

### Why is this interesting?

- **Pet Friendly** - Sirius Off Leash Dog Park on Main Street! Complete with canine public art.
- **Community anchor** - Locate the Ipswich Library on an important entry corner
- **Solar responsive** - Orientation and solar aspect considerations of the built form and street façades
- **Issues with backs and fronts!** - successful frontages and activation falls away dramatically beyond the main Street environment as blank façades face out on to empty future development parcels.
- **Local work options** - Incorporates a new mobile worker hub, The Third Space (co-working hub)

### Planning and Design Highlights





- Main Street is a really comfortable human scale - with enough enclosure and active shop fronts to feel vibrant and inviting.
- Two storey built form has been located on the northern-side of the street, providing some shading and verandah/ awning elements to the footpaths, while the southern side is typically a (high and articulated) single storey, with façades often setback for sunny outdoor seating. In this way it provides really clear options in poor, good, or hot weather.
- On-street carparks on Main Street are very limited, and constrained to 30min parking - essentially either 'hero' carparks or some limited service deliveries. The focus is on pedestrianisation and a slow speed environment.
- Generous pedestrian crossings connect the north-south laneways and mall spaces, typically either enclosed or shaded and semi-enclosed. These are delineated with overhead roofing and shelter across the street which adds as a visual cue to the entries but also provides a seamless weatherproof pedestrian environment.
- Street trees and streetscape greenery is a little limited particularly in the western end of Main Street, but there are mature street trees in outstands to the eastern end.
- Landscaping and catenary lighting is more prevalent in the town square space, central to main street - a successful community space (if a little commercialised with the surrounding retail and cafe tenancies).
- The Town Square is small by most typical centres - approx. 30m x 30m - but has a good sense of enclosure and upper level.



The Town Square anchors the main north-south pedestrian axis known as the North Star Crossing. There are major public spaces to the northern, and southern end of the North Star Crossing alignment, beyond the Main Street environment, and these are more challenging in their success as public spaces and activated places.

- Incorporates an Off Leash Dog Park on Main Street, which is located to utilise a dead corner with little activation (on a blank wall of the Target store). The Sirius dog park has public art and sculpture to embed it into the character of the Main Street.
- This is predominately as the activity of the centre drops off dramatically as you walk beyond the core and the Main Street - and the centre suffers that typical problem of staged Town Centres in that the blank, inactive service frontages face out to the wider street network and are the dominant visual cure as you approach on foot from the north or south.



## Armstrong Creek Town Centre

### Location and Summary

- Located 7 kilometres south of the Geelong Central Activities Area and is centrally located within the wider Armstrong Creek Growth Area
- Will accommodate around 22,000 dwellings and 54,000 - 65,000 people in a wide range of housing and densities

### Key Metrics

- Growth Area - an area of 2,350 hectares
- Town Centre Site - 40ha masterplanned retail, commercial and residential community
- Retail GFA - Total of 75,000 sqm of retail, 50,000 sqm of non-retail including commercial, childcare and medical facilities and over 1200 residential dwellings
- Stage 1 - 9755 sqm retail complex on a 2.07ha site

### Project Focus for this Case Study

- **Residential density around Retail core**
- **Highway interfaces**

### Planning and Design Highlights



### Why is this interesting?

- **Main highway frontage** - Surf Coast Boulevard and its access arrangements into the TC are similar in their challenges to Leakes Road environment
- **The missing 'doughnut'** - major challenges in the short-medium term development of the key parcels around the TC core
- **Short-term uses** - currently large format hardware stores are being developed between the Stage 1 retail and the Highway
- **Planning detail** - the Structure Plan also took a highly prescriptive approach to the layout and design of the retail floorspace within the retail core. This has received some criticism for unduly limiting the retail build out and progress.





- The site adjoins a future home of the Armstrong Creek train station. The State Government has committed to start planning for the transit corridor to consider future land use, environmental issues and development and population plans.
- The Surf Coast Boulevard Central Precinct objective is to provide a gateway entrance to the ACTC from Surf Coast Boulevard. This will be achieved by encouraging key iconic buildings to frame and enhance the primary vehicle and pedestrian entrance into the TC
- The Surf Coast Boulevard Edge Precinct objective is to provide employment opportunities close to the core of the town centre. It will provide for a mix of small to medium format restricted retail, commercial and higher density residential uses fronting the Surf Coast Boulevard, Boundary Road and Burvilles Road.



## Alkimos Town Centre

### Location and Summary

- Located 17 kilometres north of the Joondalup Strategic Metropolitan Centre and approximately 8 kilometres south of the Yanchep Strategic Metropolitan Centre.
- DevelopmentWA is working together with the State Government, City of Wanneroo, partner developers and builders, community groups, landowners
- Future 100,000 population within the Alkimos broader catchment area, and the TC is planned to accommodate around 13,500 jobs
- The 198ha Alkimos Central site is located within the central portion of the Alkimos region. Built around the new Alkimos train station, Alkimos Central will be a transit focused pedestrian hub



### Why is this interesting?

- **Leading sustainability** - Awarded Australia's first 6 Star Green Star – Communities rating for a residential master-planned project from the Green Building Council of Australia (GBCA).
- **Zero-carbon energy** - Australian-first community energy storage trial now underway is certainly among the most exciting - more than 50 homes across the community are now connected virtually to an innovative 1.1MWh solar energy storage system.
- **Place activation** - Incorporates an Activation Plan for the Town Centre to focus the State Government's commitment for activation from 'Day One'
- **Participatory education** - Community education strategy around the environment, water and energy.
- **Local business incubator** - The Sprout Hub is also fostering a sense of community and helping micro businesses get off the ground. The Hub has been established for three years to host community events, support local groups, businesses and not-for-profits

### Key Metrics

- Growth Area - an area of 2,626 ha
- Town Centre Site - 198 ha
- Retail GFA - 75,000m<sup>2</sup> of retail floorspace
- Commercial GFA - 67,000m<sup>2</sup> (retail NLA) and 60,000m<sup>2</sup> (bulky goods NLA)
- Total of 1895 dwellings (2040) and longer term 3335 dwellings (2060) within the TC

### Project Focus for this Case Study

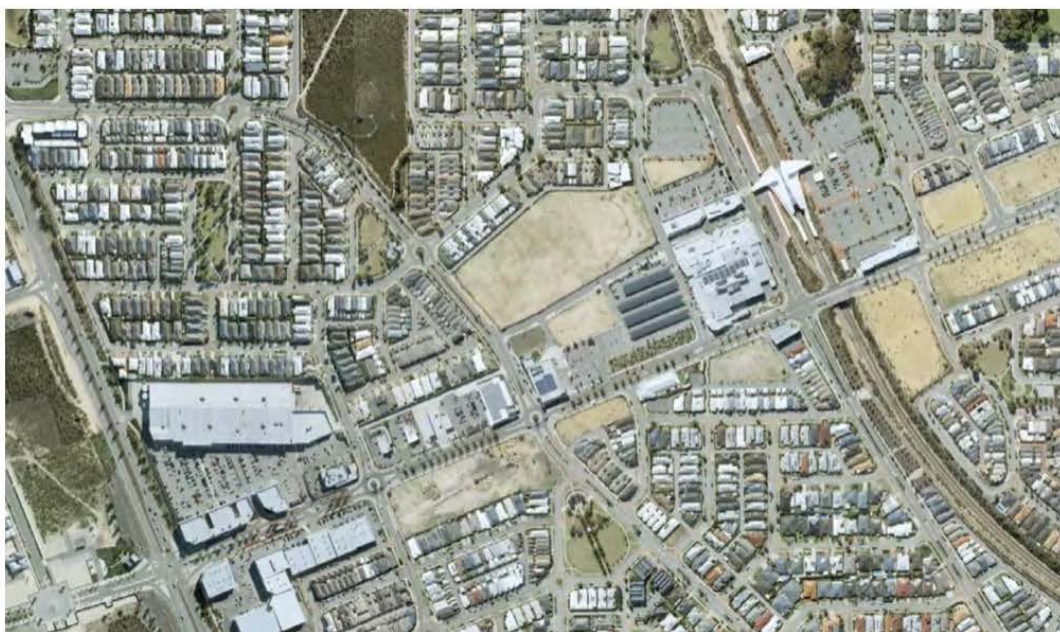
- **Sustainability Framework**
- **Early delivery of Community Activation**





### Planning and Design Features:

- Fibre-to-the-premises internet to every home has been installed to encourage teleworking, while WiFi will be provided in major public spaces to foster economic and social opportunities.
- Mandatory solar panels on all new buildings
- "There is usually quite a lag between when residents move in and when community infrastructure is built. The Sprout Hub bridges that gap."
- Australian-first community energy storage trial now underway - more than 50 homes across the community are now connected virtually to an innovative 1.1MWh solar energy storage system.
- Incorporates 'Interim Uses' clauses, defined as:
  - 'A land use that is permissible within the prescribed zone, but because of its nature, scale, form or intensity, is not an appropriate long-term use of the land within the Activity Centre Plan area.'
  - This includes restrictions on interim uses that must contribute to the public realm, incorporates built form structurally capable of vertical intensification over time; and forms part of a large staged built form strategy; or be easily removed from the site or be appropriately adapted to suit a permanent use that is to the satisfaction of the Council





## Urban Structure Plan







# Aintree Major Town Centre

## Urban Design Framework

August 2023





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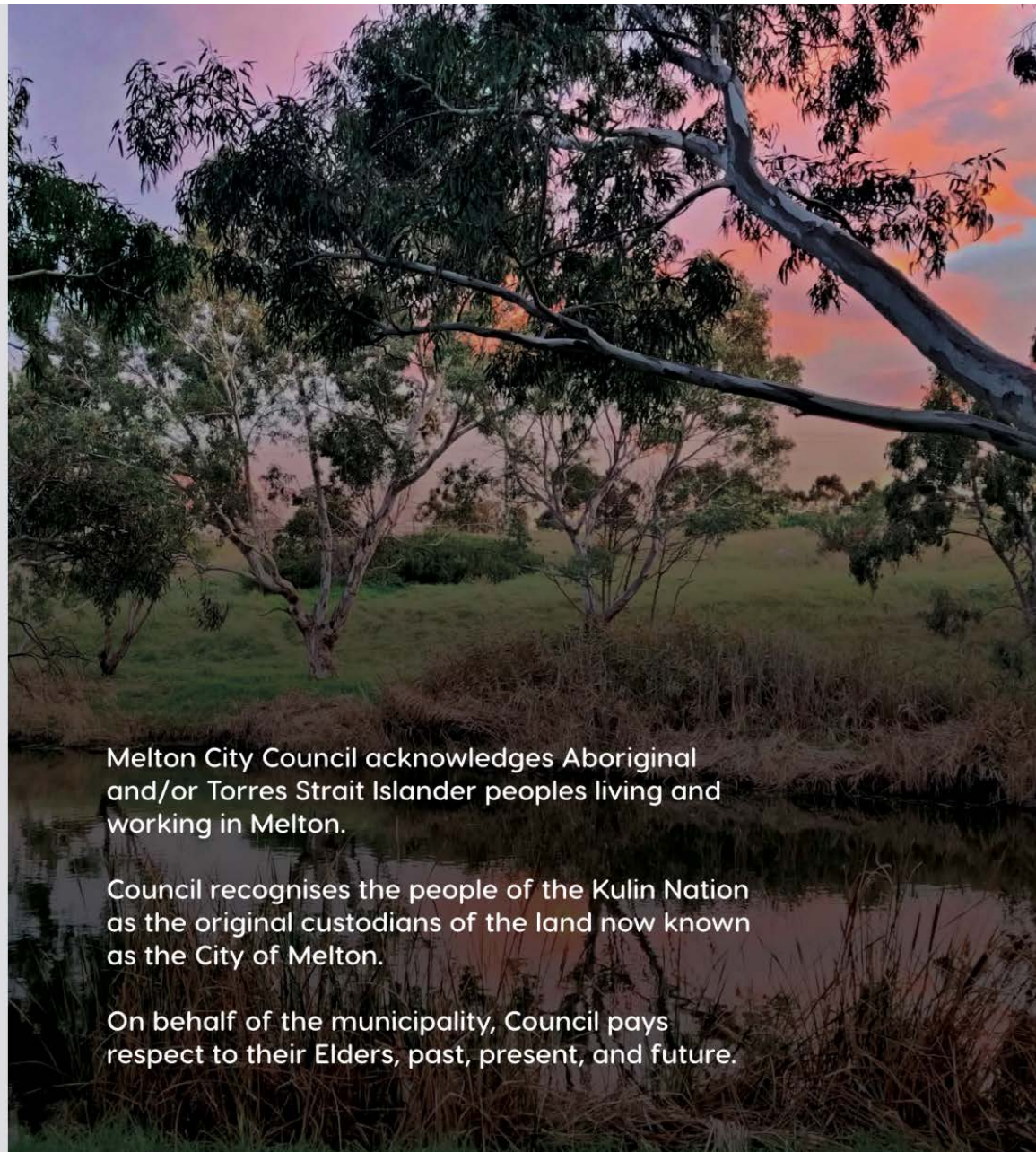
#### 4. Implementation & Staging

- 4.1 Staging
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### Appendices

- Appendix 1 – Statutory Assessment



Melton City Council acknowledges Aboriginal and/or Torres Strait Islander peoples living and working in Melton.

Council recognises the people of the Kulin Nation as the original custodians of the land now known as the City of Melton.

On behalf of the municipality, Council pays respect to their Elders, past, present, and future.



# 1. Introduction

Aintree Major Town Centre Urban Design Framework

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### 1.1 Purpose of this Document

This is the Urban Design Framework (UDF) for the Aintree Major Town Centre (MTC) as identified in the Rockbank North Precinct Structure Plan (PSP). The Aintree MTC was formerly known as the Rockbank North Major Town Centre.

The purpose of the UDF is to set out an integrated vision for the Aintree MTC and guide its use and development over time. The aim of the UDF is to provide guidance for the future development, including land use, built form and public realm outcomes, within the UDF area.

The goals of the UDF are to:

- Establish a clear and integrated vision for the Aintree MTC.
- Guide the use and development of the area through objectives, planning and design requirements and guidelines.
- Establish an implementation program of statutory and strategic initiatives.
- Provide certainty in preferred development outcomes to Council, private sector and the community.

### 1.2 Background to the UDF

The UDF builds on the work undertaken as part of the Rockbank North PSP and the Aintree MTC Background Report, which looked at the specific issues and constraints relevant to the site. Given some ten years have passed since the completion of the Rockbank North PSP, specialist reports including a Traffic Report; Flood Modelling report and Economic Assessment Peer Review have been prepared as input into the preparation of the Aintree MTC Background Report and the UDF itself.

Council Stakeholder and landowner consultation occurred throughout the UDF process through community consultation sessions, landowner and Council stakeholder Design Charette Sessions and receipt of submissions. The charettes occurred early in the process with an intention of agreeing on the key objectives of the UDF and working through the major design decisions.

### 1.3 How to use this Document

The Aintree MTC UDF is arranged into five sections, as outlined below:

#### INTRODUCTION

Section 1 includes the background and overall purpose of the UDF. It also outlines the organising elements that have been referenced in the design of the MTC. These elements have been implemented through the vision and the UDF plan (Section 2), and the design requirements and guidelines.

#### CONTEXT

Section 2 will outline the site and regional context, and summarise the key site considerations outlined in the background report.

#### URBAN DESIGN FRAMEWORK

Section 3 will address the vision and urban design principles. To further explain the vision for the MTC, this section is organised into the following broad themes:

- Urban Structure,
- Land Use,
- Movement and Access,
- Public Realm and Landscape,
- Built Form, Massing, Density and Interface
- Sustainability and Environment.

Under each theme, Guidelines and Requirements provide additional detail regarding expectations throughout the MTC.

#### IMPLEMENTATION & STAGING

Section 3 outlines an indicative staging strategy, the key development drivers and an outline of development land contributions.

#### REVIEW

Section 4 provides a summary of the process of review recommended for the UDF, and some of the potential key changes which may trigger a review to the document.

This UDF adopts a considered structure which is underpinned by the contextual and site analysis, which informs the Vision, Key Principles and the Framework plans. It then details the Objectives, Strategies and Guidelines to be met through future planning applications in order to achieve the overarching vision of the MTC.

**Principles** – Guide the creation of a great town centre.

**Requirements** – Must be achieved by the development of the MTC.

**Guidelines** – The Guidelines provide a series of requirements that must or should be complied with in order to deliver on the objectives and activate the strategies.



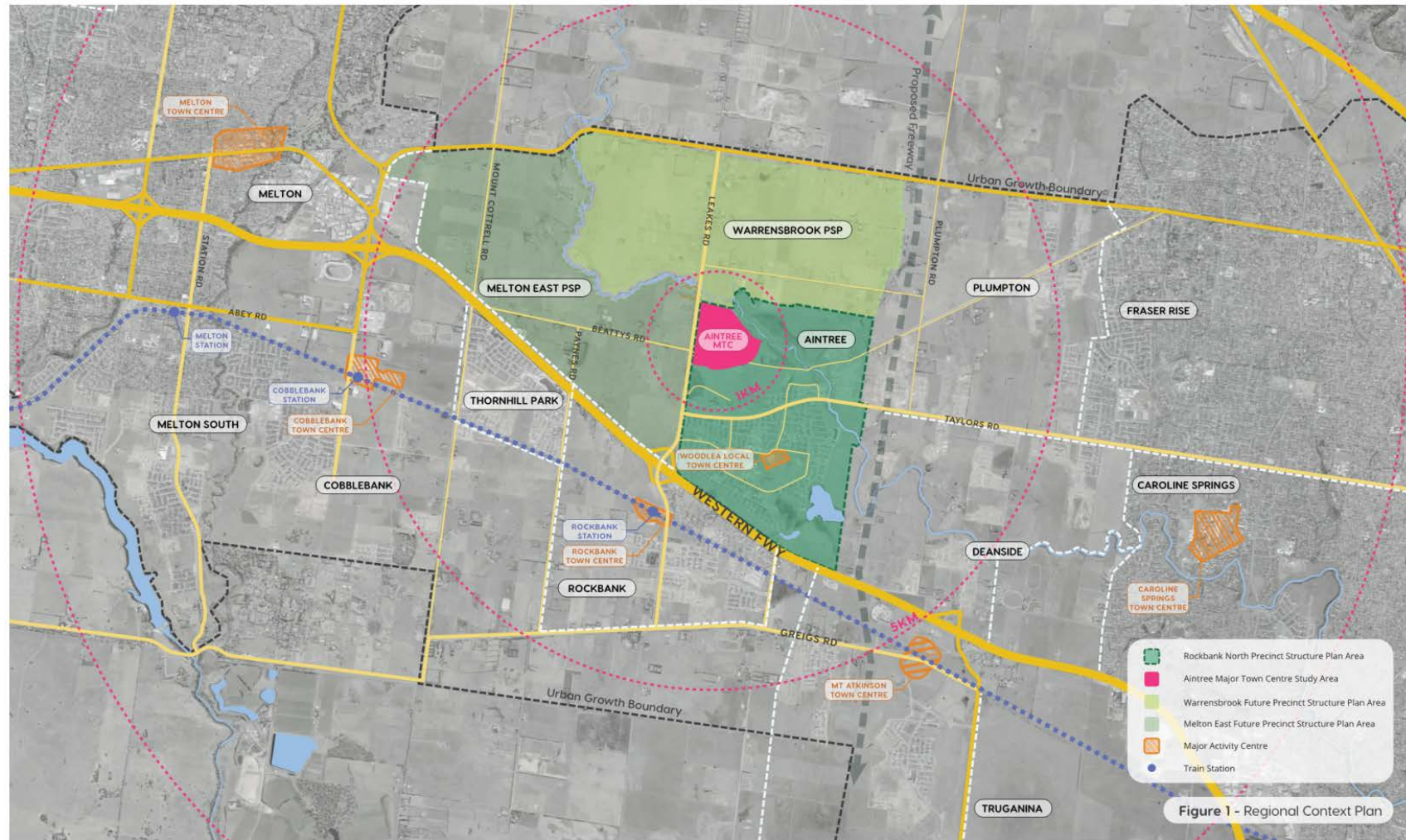
## 2. Context

Aintree Major Town Centre Urban Design Framework

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## Regional Context Plan





## 2.1 Site Context

The Aintree MTC site is approximately 47 Ha in area, located to the north of the Aintree suburb and the Woodlea residential development.

The key existing features and conditions include:

- The MTC area is comprised of a number of land parcels and titles, but is limited to two landowners - Landowner 1 who own the majority of the TC area, and Landowner 2 who own the parcels at the eastern edge of the TC adjoining the balance of the Woodlea development,
- The MTC is located strategically on the nexus of major roads - Leakes Road arterial (existing) and Beattys Road connector boulevard (future construction) as well as the Kororoit Creek corridor,
- Kororoit Creek is a riparian waterway corridor that forms part of significant biodiversity assets linked to the Deanside Wetlands (downstream). It accommodates a wide variety of native fauna and includes growing grass frog habitat,
- The significant red gum woodlands are located on the southern boundary of the MTC fronting Leakes Road (Woodlands Conservation),
- There are important views to more distant landscape features including Mt Cottrell and Mt Aitken and particularly Mt Kororoit to the north,



The Kororoit Creek Corridor interface



Conservation Woodlands interface

- Vegetation over the majority of the site has been modified by agriculture and is mostly dominated by exotic species, however there are significant stands of existing mature canopy trees that could be retained and celebrated in a future town centre environment,
- The north-western corner of the MTC area is constrained by a Land Subject to Inundation Overlay (LSIO), with existing topography that is subject to the 1:100 year flooding,
- The MTC is bounded by a major green drainage corridor (part of the Woodlea development), which carries stormwater drainage from Melton East PSP, east from Leakes Road along the southern edge of the MTC and then orientates north to join into the Kororoit Creek corridor. This drainage line forms a physical and visual edge to the MTC,
- Leakes Road is an existing road reserve that will be duplicated in the future to a 4-6 lane arterial road,
- There are two identified signalised intersections connecting the MTC directly to Leakes Road, as well as connecting into the future Melton East PSP area,
- Beattys Road is an existing road reserve with significant width and incorporating stands of mature trees - current works within Woodlea have begun the upgrade and formalising of Beattys Road adjacent to the MTC.

### 2.1.1 Interfaces

There are a number of different existing and future interfaces to the MTC land that will inform and shape the environment of the centre.

- **Kororoit Creek Interface** - The Kororoit Creek corridor runs across the northern boundary of the MTC, east of the Warrensbrook PSP abuttal. As the Kororoit Creek frames the Aintree Major Town Centre to the north, the views and amenity of the creek will significantly benefit the town centre.
- **Conservation Woodlands Interface** - The southern boundary of the MTC abuts the Conservation Woodlands, a natural and ecological green space which will be an attractor for walking and passive recreation. The Woodlands zone is currently not accessible, but will in the future incorporate some paths and trails to explore the area, and to connect through to residential neighbourhoods to the south.
- **Drainage Corridor Interface** - The south-eastern boundary of the MTC abuts a significant drainage corridor within the Woodlea development, which connects drainage from the Melton East PSP area across Leakes Road and into the Kororoit Creek corridor. This drainage corridor will be a green linear space, with shared paths and crossings to connect residential neighbourhoods directly into the MTC.
- **Melton East PSP Interface** - The western side of Leakes Road incorporates the Melton East PSP area (currently in the planning phase with VPA). Important components of the PSP area that will affect the design and planning for the MTC include the allocated Active Open Space areas abutting Leakes Road and Kororoit Creek (on LSIO land) and the signalised intersections and key vehicle and pedestrian connects west into the future PSP area. Additionally, the drainage scheme for the Melton East PSP will provide more certainty for the development potential of the north west corner of the UDF area.
- **Warrensbrook PSP Interface** - The north-western boundary of the MTC abuts the future Warrensbrook PSP area, which sits on LSIO flood plain within the Kororoit Creek corridor. While this area of the Warrensbrook PSP is not included in the MTC concept, it will need to be considered and planned for to ensure its integration and connection into the future MTC environment.
- **Woodlea development Interface** - The eastern interface for the MTC incorporates the Woodlea residential neighbourhoods currently under construction. This also includes the future P-12 Government School site, the Indoor Recreation site, and the Active Open Space (soccer ovals and park) which are all within a walkable catchment to the MTC

## Site Features Plan





## 2.2 Rockbank North Precinct Structure Plan (PSP)

The Rockbank North PSP is the guiding document for the preparation of the Aintree UDF as set out the urban structure for the greater Rockbank North area and defines the role and purpose of the MTC within the Melton Growth Corridor.

A Concept Plan (Figure 4) was included in the Rockbank North PSP which illustrates the overall vision for the Major Town Centre and is underpinned by a series of 'Organising Elements' diagrams which help to further explain the preferred vision for the MTC.

The Concept Plan and the relevant Requirement and Guidelines set out in the Rockbank North PSP were considered when preparing the UDF to ensure that the UDF document responds to the Concept Plan in the PSP. Refer to Appendix 1 to see an assessment of the UDF against the relevant Requirements and Guidelines.

The PSP identifies the boundaries of the "Area subject to urban design framework" (See Figure 3). As Woodlea have progressed development of the residential area of the PSP the drainage alignment has been revisited and the design has been realigned in a straighter north-south alignment between Beattys Road and Kororoit Creek. This new alignment creates a logical eastern boundary that will be utilised in the UDF and is referenced throughout this document.

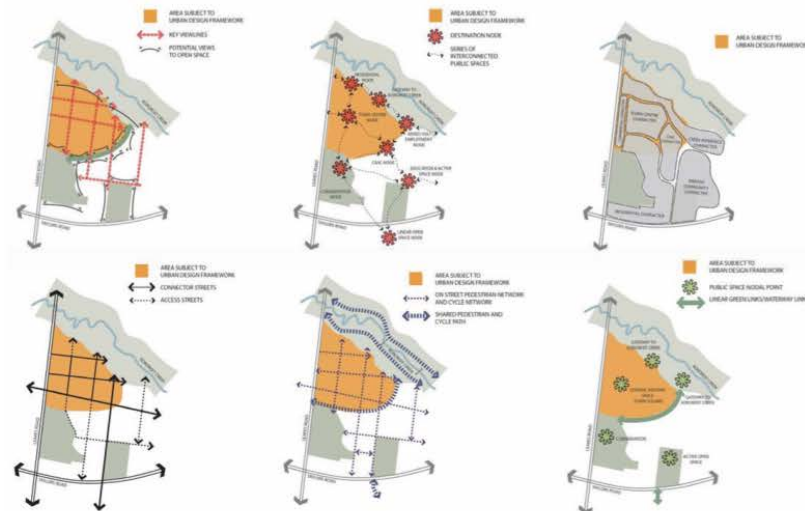


Figure 3 - Organising Elements from Rockbank North Precinct Structure Plan (2012)

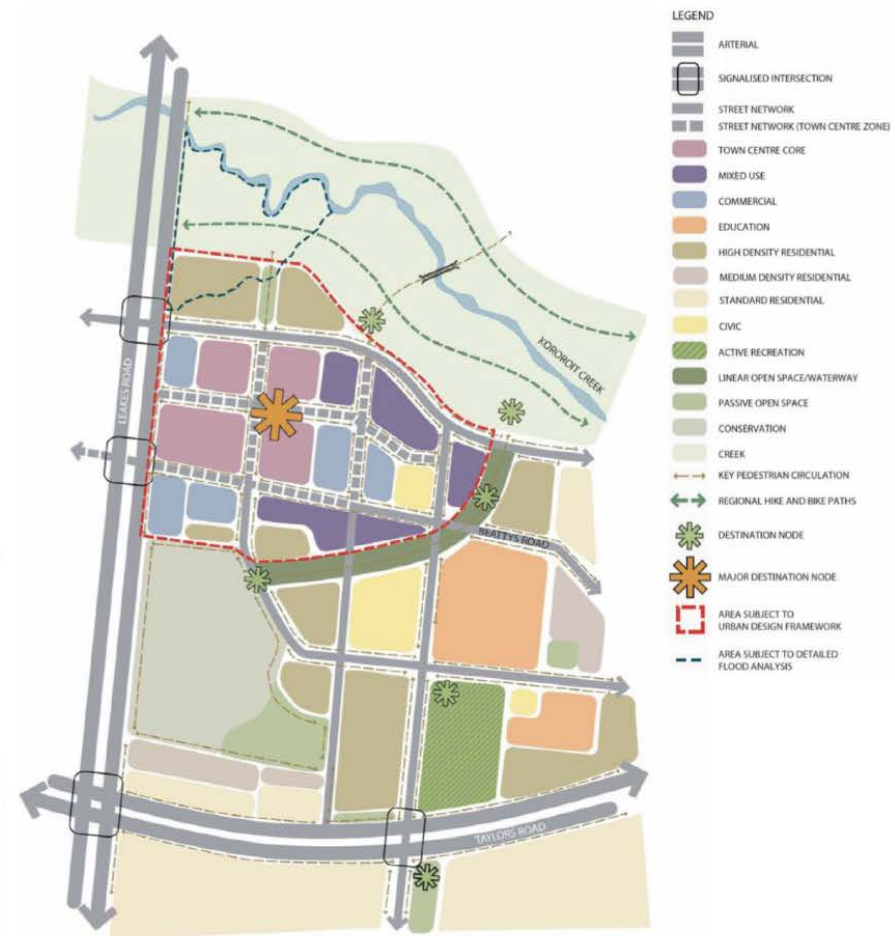


Figure 4 - Major Town Centre Concept Plan from Rockbank North Precinct Structure Plan (2012)

# 3.

## Urban Design Framework



### 3.1 Summary

The Urban Design Framework responds to a number of key influences, including the:

- The Kororoit Creek Corridor and floodplain,
- The limited existing vegetation or topographical elements,
- The nature, scale and progress of the Woodlea development of a new community that incorporates the balance of the Rockbank North PSP area,
- The unplanned nature of the Melton East PSP, and the Warrensbrook PSP that form major interfaces to the Aintree MTC,
- The existing alignment and profile of Leakes Road, its nature as an arterial road abutting the Aintree MTC, and the future plans for its duplication,
- Local demand for expanded retail services and offering in the area, particularly from the Woodlea development,
- Community facilities requirements in the area,
- Higher density housing requirements in the area,
- Public realm requirements in the area,
- Staging and funding of major infrastructure in the area.
- Impacts of the existing LSIO land in the north east corner of the UDF.

The UDF has been prepared in response to a number of significant project inputs, including the:

- Planning context including the PSP Objectives, Strategies and Guidelines,
- Site Analysis and Opportunities and Constraints identification,
- Case Study Benchmarks of other Town Centres, including key learnings,
- A Design Charrette process (held over 3 days) which captured developer, landowner, Council and Authorities key aspirations and ideas,
- Economic viability and timing of development,
- Review of best practice,
- Feedback from Government agencies, service authorities and landowners.

As a result of the project process with the above inputs, an urban layout for the Aintree MTC has been achieved that delivers all elements as outlined in the PSP concept plan in a contemporary, site-responsive and compact urban form. The design is considered to be generally in accordance with the PSP.

The Plans in the UDF refer to a range of land uses including office/ commercial, mixed use and medium/ high density residential. The MTC has an underlying zoning of Commercial 1 Zone and all uses within the UDF area will be required to be consistent with the Commercial 1 Zone provisions. The periphery of the MTC has an applied Mixed Use Zone to facilitate a mixed use environment with a focus on higher density residential.



The Aintree MTC will be a place for people, activated day and night.

### 3.2 Vision

**A new Major Town Centre is emerging with a distinctly local feel, paving the way for a greener, more climate-responsive future. Aintree MTC will be a place for locals to live, work, and play, and a destination for visitors to experience the best of the West.**

With a focus on quality public and mixed use spaces, it will set a new benchmark for the design and delivery of urban centres, integrating public and active transport with a range of medium and high density housing options catering for the diverse new community.

With an emphasis on street life and high quality public realm, it will be active and inviting day and night. More people will live in a range of housing types close to the centre, and the streets will be designed to encourage active transport so that walking, cycling and e-scootering will be safe, easy and accessible. There will also be a logical connection via Leakes Road to the Rockbank Train Station, connecting the Town Centre further to Greater Melbourne.

Main Street will include a major new central Town Square, surrounded by destination retail offerings balanced with local residents' every day convenience shopping. It will also incorporate a variety of opportunities for small local businesses to thrive.

Within its natural landscape setting, the Aintree MTC will be truly urban with a medium-high density mix of retail, commercial, housing, health, education and community facilities. It will be a community 'heart' that offers exceptional amenity, leveraging its location on the Kororoit Creek to create a character and identity that is local and authentic for Aintree.



### 3.3 Urban Design Principles

#### A truly Liveable Town Centre

A true mixed-use precinct that supports local business, employment, community and residential uses.

The Town Centre will be a natural destination for employment and business uses, linking high-quality housing, community facilities and transport connectivity. Housing options to live within, and around the Town Centre will be diverse, with affordable and accessible housing choices.



#### A Retail Heart

A destination retail environment that supports a diverse local convenience offering.

The Town Centre will create local convenience retail in the early stages of development allied with the secondary civic facilities and public space. It will also allow the retail to grow, mature, and evolve over time to focus on the core of the Town Centre. The retail will complement the Woodlea Local Town Centre and will service and support a much wider retail catchment as PSP areas to the North and West are developed.



#### A Food and Hospitality Hub

An urban destination that connects people with great places to work, shop, eat, drink relax and socialise.

Aintree MTC will provide a food and hospitality offering not yet seen in the growth corridor. It will focus eating and socialising within the Town Centre and Main Street as key focal activities for the local community. It will also serve the local population living and working in the Town Centre, and draw visitation from a wider catchment.



#### A Commercial Destination

A Town Centre that supports a wide-range of commercial businesses, work and employment options.

Aintree MTC include scaleable business tenancies and footprints to support local businesses as they grow, and business incubator and accelerators. Co-working spaces will support more flexible work options for the local community, and longer term larger corporate business will make their home in the Aintree Town Centre.



#### A Smart and Connected Town Centre

A Town Centre that is connected to the broader transport network, whilst also providing local transport options.

The Town Centre will provide good local transport options throughout the Town Centre and broader Aintree by providing a local bus network, bike access and amenities, micro-mobility options and an extensive pedestrian network, as well as a logical connection via Leakes Road to the Rockbank Train Station.



### A Green and Ecologically supportive Town Centre

It will embed sustainable living and ecological practices through the relationships to nature, space, technology and design.

Aintree will incorporate a diverse network of connected open spaces, supporting a variety of passive and active recreation activities, and social gatherings. Living will be green, helping it to nurture a connection to nature and inspire a greater sense of local identity and pride.



### A Place for Local Recreation Events and Festivities

A thriving day and night economy with local entertainment and community activities.

Aintree will feature a significant retail and entertainment precinct at its core. A network of interesting urban spaces will provide a platform for activities for all ages, at all times of the day. The Town Centre will incorporate a night-time economy supporting local dining and socialising with the Town Square at its heart.



### Climate and Culturally Responsive

An environment that facilitates more resilient, adaptable and future-ready places and also responds to the diverse culture of its residents and visitors in a variety of different ways.

Aintree will take an integrated approach to sustainable living that is resilient and future-ready for changes in climate, sustainability, workforce and mobility. First Nations cultural frameworks will be embedded into the place, and tell the local stories of Melton.



### People-Friendly Streets and Open Spaces

A network of streets, links and outdoor spaces that are safe and accessible for all ages and abilities, and support a local 'street life'.

The Town Centre streetscapes will have a network of comfortable and inviting places to meet and socialise, that support community life at all hours in safe and inclusive ways. Cycle and vehicle networks will prioritise a 'people friendly' Town Centre that hosts a vibrant daily and seasonal street life.



### An Urban Environment focused on Health and Wellbeing

A heart for the local community that supports healthy lifestyles, and great liveability choices.

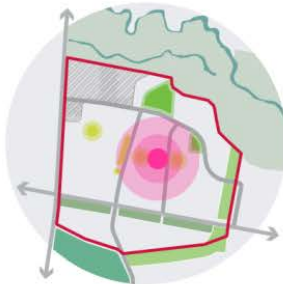
Aintree MTC is an urban environment that maximises health and wellbeing strategies through its design and planning. It supports healthy local communities by encouraging a range of physical activity and community interactions. It will provide safe places for people to walk and cycle, destinations within walking distance and easy access to public transport.





### 3.4 Urban Design Framework Organising Elements

The design and structure of the Aintree MTC is guided by the Organising Elements outlined below. These Elements reference the 'Organising Elements' outlined in the Rockbank PSP, expanding on those in order to achieve the outcomes identified in the Vision.



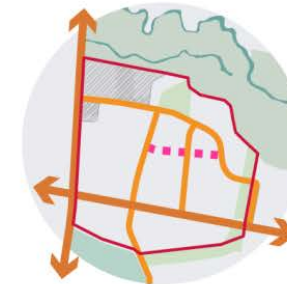
**Urban Structure**

A smart and logical structure, with identifiable precincts creating a clear understanding of place and location. You know where you are, where you want to go, and how to get there.



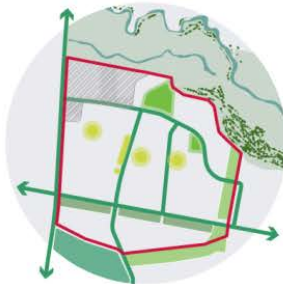
**Land Use**

An active centre with a range of uses and activities that caters to a diverse community. Activity throughout the day and into the evening supports local employment, with opportunities to eat, sleep, work, and live in the location.



**Movement & Access**

A centre that is connected through a range of modes that facilitate movement to and from the MTC. The centre design prioritises train, bus, cycle and pedestrian journeys to create slower, friendlier, safer, and more seamless connections.



**Public Realm & Landscape**

A dynamic and entertaining focal point where people catch up, relax and enjoy the vibrant and inclusive spaces within the centre, connected to a network of parks and open green spaces that ultimately lead to the Creek Corridor



**Built Form, Massing, Density & Interface**

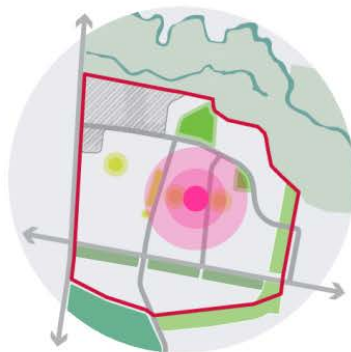
Residential and commercial density will be provided within walking distance to planned community facilities, retail and employment opportunities, and public transport interchanges.



**Sustainability & Environment**

A sustainable centre will enhance liveability for the community and minimise negative impacts on the environment. Creative and resourceful strategies to address urban sustainability will be undertaken in all areas of the MTC, from streets, to car parks, and to buildings.

### 3.5 Urban Structure



#### Organising Element:

**"A smart and logical structure, with identifiable precincts creating a clear understanding of place and location. You know where you are, where you want to go, and how to get there."**

The Aintree MTC will be an active and inviting, contemporary urban environment - one that is 'people-centric' and prioritises 'places for people'.

The urban core of the MTC will be centred around two north-south main streets north of Beattys Road and east of Leakes Road, and an east-west shared zone. It will be a pedestrian-priority zone providing a mixture of retail, commercial and civic or community uses. The main streets will connect Beattys Road, through the heart of the Centre to Aintree Park and the Kororoit Creek corridor to the north.

The retail and commercial component of the centre will be consolidated along Leakes Road and the new Main Street, providing a central space for destination retail experiences, and commercial employment spaces. Peripheral businesses will support a mix of uses within the surrounding medium density residential development.

Anchoring the MTC heart will be the Aintree Town Square - a vibrant and welcoming place for all members of the community to gather and socialise, bringing activity to the town centre. Community, civic and retail uses will surround the Aintree Town Square, spilling activity out into the public spaces.

A network of complimenting urban plazas, open spaces and public realm will support the 'street-life' of Aintree MTC, as places for people to gather and socialise.

Upper levels of buildings throughout the MTC will support a mixture of uses including office and commercial, entertainment, and residential uses that provide passive surveillance of urban streets, a local population living and working within the centre, and new live/work choices for the wider community.

The eastern edge of the MTC will include higher density residential dwellings, connected into the surrounding residential neighbourhoods as well as the Kororoit Creek corridor, the school and the active open space facilities.

The western edge of the MTC will support gateway retail and commercial premises, fronting Leakes Road and providing a high quality interface into the Centre. These restricted retail or showroom uses will provide car parking away from view of streets, and architectural landmarks to important corners of the Centre.

Vehicle access to the MTC will be managed via Leakes Road and Beattys Road, particularly connecting the community south to the Western Highway, and the Rockbank Train Station. Vehicle access will be efficient and effective within the MTC environment while ensuring the centre is a safe and welcoming place for pedestrians and prioritises active travel and non-vehicle modes of getting around.

Public transport connections will be centred around on-street interchange hubs located on Main Street, with easy and direct access and view lines from Aintree Town Square and the Greenway. Micro-mobility hubs and bicycle hubs will connect users across multiple transport modes across the MTC.



Creating a vibrant Town Centre for all ages



High levels of pedestrian amenity will be present throughout the Town Centre



The Town Centre will be activated day and night



## Urban Structure

**Area Subject to Investigation**

The north-western corner of the UDF area is subject to an LSIO. Preliminary investigation suggests that at this point the land has significant challenges to its development, however that is contingent on a number of variables that will impact future investigations, including:

- Future upgrade of Leakes Road.
- Future management and requirements of Melbourne Water assets.
- The decisions upstream in the Melton east PSP on basins sizes and locations.

Comprehensive drainage investigations would need to be conducted to determine the future development potential of that area. It is anticipated that these investigations will be resolved through the preparation of the Melton East PSP and DSS.

In order to progress with the UDF and allow development to occur, this area has been identified as being subject to future investigations, pending resolution by the responsible authorities. The majority of the UDF area will be unaffected by this, however the intersection on Leakes Road is within this area, and therefore the Area Subject to Investigation which needs to be factored into the development of the MTC.

If further investigations find that the land is developable, a concept is provided in Figure 5 to demonstrate a potential layout for this area which will ultimately be subject to the approval of Melbourne Water and the Responsible Authority.

If the investigations find that this land is undevelopable, consideration should be given to the incorporation of this land into the Kororoit Creek corridor, subject to negotiations with Council and Department of Energy, Environment and Climate Action.



Figure 5 - Potential layout for Area Subject to Investigation



## Urban Structure Plan



### 3.5.1 Precincts

The Aintree MTC comprises four precincts which are based on their intended land use, character, interfaces and the role of the MTC. The Precincts guide how land use, character and built form reflect the mixed use outcomes wanting to be achieved. Whilst the applied Commercial 1 zone allows for a range of uses to occur without a permit the location of these uses should be generally consistent with the land use precincts outlined below and shown on Figure 7. The precinct plan should be read in conjunction with the Vertical Mixed Use Plan (Figure 12) and the Preferred Land Uses table (section 3.6.5)

#### Gateway:

This Precinct will form the western entrance into the Centre and incorporates commercial/office, showroom, and large-format retail uses. This precinct is expected to have a larger street grain, accommodating some large format retail (restricted retail) built to front Leakes Road.

Land uses and buildings located close to on the intersection of Leakes and Beattys Road require careful consideration to ensure that they provide the 'front door' to the Centre from the west and the major transport route connection to the Rockbank Train Station.

The northern proportion of this precinct is covered by the Land Subject to Inundation Overlay (LSIO) and further investigation is required prior to approval of any development in the LSIO.

#### Town Centre Heart:

It is envisaged that the Town Centre Heart Precinct will be a dense mixed use urban environment incorporating retail, eateries, entertainment and civic uses creating a diverse and rich pedestrian experience. As the core of the centre it will have a fine grain structure and land uses which are strongly connected to the public spaces. Future development must create attractive and active frontages (glazed and accessible directly from the street) to the main streets. The focus of the upper levels in this Precinct is for uses such as Entertainment uses as well as commercial/office spaces (as identified on Figures 12 and 8 – Vertical Mixed Use Plan and Vertical Mixed Use cross section A.

Vehicular through-traffic is discouraged in key locations within this precinct to create a pedestrian priority environment and streets which can easily be closed off for public events and programs.

#### Town Centre (east and west of the Town Centre Heart):

This Precinct (located east and west of the Town Centre Heart) will incorporate a mix of retail, commercial, and residential uses (above ground floor). The focus of the upper levels in this Precinct will be on functions such as Entertainment uses to the west of the Heart and Residential to the east (as identified on Figure 12– Vertical Mixed Use Plan.

A widened green street is proposed on the main street adjacent to the western side of the precinct which will allow for opportunities for outdoor dining and outward flow from the retail uses onto the street with connections across to the Principal Plaza in the MTC "Heart".

Two smaller plazas provide amenity for these mixed use areas along with, Aintree Park and the Council Community Centre sites. There is potential that the interim Council community facility could also be located in this Precinct subject to agreements being put in place with the landowner

The western side of the precinct provides an important transport function, accommodating the bus interchange integrated with the road network (rather than a separate dedicated area) so that it is accessible and remains a safe and pleasant part of the Centre.

Due to the location of the eastern area of this precinct in proximity to the existing adjacent residential, this precinct is likely to be one of the first stages of the MTC developed and as such will need to set the tone in relation to the creation of a mixed use Centre with activated streets.

#### Residential:

The Residential Edge is located to the north, west and south of the MTC and is identified purely for residential uses.

The area to the north has views and proximity to Kororoit Creek and Aintree Park and is suitable for smaller product and dense residential outcomes. The Land Subject to Inundation Overlay applies (LSIO) and further investigation is required in this precinct prior to approval of any development in the LSIO. The applied zoning in the north east of this land, restricts buildings to 3 storeys (11m). A concept is provided in Figure 5 to demonstrate a potential layout for this area which will be subject to the approval of Melbourne Water and the Responsible Authority.

The western edge of this precinct will form the higher density residential component of the centre which will support residential at all levels with greater building heights. There is potential to utilise the block closest to the MTC core for a mixed use apartment to focus height and activity within the Precinct.

The southern section of this precinct is separated from the MTC core by Beattys Road. The Precinct is bounded on all sides by green spaces which include the proposed Beattys Road Tree Reserve (north), future drainage corridor (east and southeast) and Woodland Conservation area (southwest). This creates a unique residential pocket that can provide a range of housing typologies denser than the surrounding homes (outside of the MTC) but likely less compact and dense than the housing product within the Town Centre Residential Fringe Precinct. There is opportunity for a mixed use building/s to be located on the Leakes Road edge at the entrance to the MTC to include additional height and articulation as part of the western entry into the Centre.



## Precincts Plan



### 3.6 Land Use



#### Organising Element:

**"An active centre with a range of uses and activities that caters to a diverse community. Activity throughout the day and into the evening supports local employment, with opportunities to eat, sleep, work, and live in the location."**

#### 3.6.1 Retail

The retail offering will be the core economic driver for activity within the centre, with supermarket, specialty retail shops and eventually a discount department store providing for the needs of the growing Aintree community. Retail is consolidated in and adjoining the core of the centre, which will work to reduce vehicle traffic and promote pedestrian activation along the street by concentrating activity in one main location.

The Aintree MTC provides for retail up to 55,600m<sup>2</sup> for the use of 'retail', whilst allowing for other uses to permeate throughout the centre. The provision for up to 55,600m<sup>2</sup> retail floorspace is derived from recent technical work prepared for the UDF. The 55,600m<sup>2</sup> comprises 40,000m<sup>2</sup> of shop floorspace and 15,000m<sup>2</sup> of restricted retail floorspace. This Report supports shop land use above the shop cap of 36,500m<sup>2</sup> set out in the Rockbank North PSP and associated Urban Growth Zone Schedule 4. As such, whilst the UDF contemplates and is designed to enable shop up to 40,000m<sup>2</sup>, a permit will be required for any shop above 36,500m<sup>2</sup>. The 'shop' floorspace has been increased in recognition that the anticipated population located within the Aintree MTC catchment (including the Rockbank North, Melton East and Warrensbrook PSP areas) has increased from what was originally envisaged.

#### 3.6.2 Residential

The Aintree UDF promotes the inclusion of higher density residential development as a key component within the Centre. Although the UDF identifies distinct residential precincts on the periphery of the MTC, upper level residential development is encouraged in all areas of the Centre.

Residential uses on the upper levels are critical in supporting street activity and providing a stable customer base for dining and hospitality uses during the evenings. Providing higher density residential throughout the Centre both in the core and mixed use precincts in addition to the dedicated residential precincts will capitalize on the lifestyle and amenity opportunities which the Centre will provide.

The land identified for residential sits within the applied Commercial 1 and Mixed Use zone and as such there are no height limitations or specific design requirements which apply. Part of a residential precinct within the Town Centre Residential Creek Edge has an applied General Residential Zone which restricts heights to 3 storeys (11m).

#### 3.6.3 Office/Commercial

The Rockbank North Major Activity Centre Economic Assessment prepared by Urban Enterprise, dated February 2021 notes that there is a need for approximately 58,500 sqm to 72,500 sqm of non-retail employment space (such as commercial office floorspace and medical and entertainment space) to complement the core retail and hospitality role of the Centre.

Office and commercial uses could include shopfront uses such as banks, real-estate agents or medical consulting suites. In addition, the UDF seeks to provide for larger commercial spaces to enable professional service offices to locate within the Centre.

The UDF locates these uses within the Town Centre North Precinct as well as a smaller provision within the Town Centre Heart. Although the Centre will likely have a larger focus on retail than commercial given its location (i.e not located on a train line), there is ample land within the centre which is not highly constrained and therefore it may be an attractive location for larger office buildings or professional services over time.



Quality retail & hospitality environment



Commercial buildings



### 3.6.4 Community Facilities and Open Space

The Rockbank North PSP and DCP include provision for the delivery of community and open space infrastructure within the Centre. The following table compares the PSP/DCP allocation versus the UDF proposal

Rockbank North PSP/DCP	UDF Proposal	Implementation Mechanism
<b>Community Infrastructure:</b> Multi-purpose community centre (C05 - DCP funded construction and 2ha land allocation)	<p>In the context of the size of MTC 2ha of land is a significant area of land. Setting aside 2ha of land for a community facility in the middle of the MTC would result in a poor design outcome. As such the UDF proposes to create two smaller community facility sites (1.4ha and 0.6ha), one on each of the key landholdings. This outcome removes the risk of the poor design outcome and creates a strong Council presence throughout the centre.</p> <p>Acquiring the land for large community facilities such as this can take time as does designing and delivering the facility itself. Given the unknown, the UDF identifies the opportunity for Council to draw on other mechanisms to deliver early/and or interim facilities within the MTC such as short-term lease arrangements in private buildings during early stages of development of the Centre to meet the needs of the existing catchment.</p> <p>The UDF does not provide specific direction on the location of interim facilities but does direct the permanent facility to ultimately be built in the Town Centre Heart. The location of interim facilities can be established through negotiations between Council and the landowner.</p> <p>The UDF contemplates other private civic facilities (such as medical, childcare, education) to also occur within the Centre and potential locations for these are identified on the UDF Framework Plan.</p>	Combination of: <ul style="list-style-type: none"> <li>• DCP funding</li> <li>• Planning permit applications</li> <li>• S173 agreements</li> <li>• Private Leasing arrangements</li> </ul>
<b>Open Spaces (plazas, town square, parks):</b> Town Square (OS-09 – DCP land allocation 0.5ha)	<p>The PSP identifies a land allocation for a single plaza within the MTC. Due to the size of the MTC area, and the likely development fronts, the UDF identifies a principal urban plaza on the Town Centre Heart (approx. 0.25 hectares) and two smaller plazas in the east and west Town Centre precinct (combined 0.25 hectares). The UDF locates the town square, plazas and parks to maximise in line with their role to benefit either retail and non-retail uses, deliver a high level of amenity, create community focal areas and key destination points.</p> <p>The UDF nominates a small park adjacent to the eastern residential precinct which is anticipated to be delivered as developer works as it provides amenity to the surrounding residential uses and supports the higher density outcomes.</p> <p>Aintree Park is proposed in the north of the MTC, adjacent to Kororoit Creek. The purpose of the provision of this park is to be a key public space interface and entry into the Kororoit Creek environment while protecting existing trees and rocky outcrop in this location</p>	• Combination of: <ul style="list-style-type: none"> <li>• DCP funding</li> <li>• Planning permit applications</li> <li>• S173 agreements</li> </ul>
<b>Public realm (streetscapes, tree reserves):</b> The PSP anticipates that streetscape delivery and landscaping will be delivered as developer works.	<p>The UDF will provide further guidance on the expectation for the delivery of attractive and vibrant streetscapes and public realm.</p> <p>The UDF incorporates the wide Beattys Road Reserve which has the opportunity to protect existing established vegetation which will create a strong impression along the entry to Centre. The ultimate arrangement of Beattys Road will be negotiated between Council and landowners during the permit process.</p>	Combination of: <ul style="list-style-type: none"> <li>• Planning permit applications</li> <li>• S173 agreements</li> </ul>



## 3.6.5 Preferred Land Uses

	Gateway	Town Centre Heart	Town Centre	Residential Precincts
Retail	<ul style="list-style-type: none"> <li>• Large format retail premises</li> <li>• Showrooms (including the sale of automotive, marine, trade supplies and building supplies)</li> <li>• Indoor recreation</li> <li>• Manufacturing sales</li> <li>• Landscape garden supplies</li> <li>• Food and Drink Premises</li> </ul>	<ul style="list-style-type: none"> <li>• Supermarkets</li> <li>• Department stores</li> <li>• Shops</li> <li>• Cafes</li> <li>• Restaurants</li> <li>• Specialty retail stores</li> <li>• Health and beauty</li> <li>• Bars/clubs</li> </ul>	<ul style="list-style-type: none"> <li>• Supermarkets</li> <li>• Department store</li> <li>• Shops</li> <li>• Cafes</li> <li>• Restaurants</li> <li>• Specialty retail stores</li> <li>• Health and beauty</li> <li>• Bars/clubs</li> </ul>	<ul style="list-style-type: none"> <li>• Complimentary retail in the form of mixed use developments with residential</li> </ul>
Commercial / Office	<ul style="list-style-type: none"> <li>• Offices</li> <li>• Local service industry</li> </ul>	<ul style="list-style-type: none"> <li>• Offices</li> <li>• Child care</li> <li>• Medical services</li> <li>• Entertainment (including cinemas, gyms, bowling alley, yoga studios)</li> <li>• Home-based business</li> </ul>	<ul style="list-style-type: none"> <li>• Offices</li> <li>• Child care</li> <li>• Medical services</li> <li>• Entertainment (including cinemas, gyms, bowling alley, yoga studios)</li> <li>• Home-based business</li> </ul>	<ul style="list-style-type: none"> <li>• SOHO (Small office home office) products</li> </ul>
Residential	N/A	<ul style="list-style-type: none"> <li>• Apartments (above street level)</li> <li>• Hotel</li> </ul>	<ul style="list-style-type: none"> <li>• Apartments (above street level)</li> <li>• Hotel</li> </ul>	<ul style="list-style-type: none"> <li>• Townhouses</li> <li>• Apartments</li> <li>• Hotel</li> <li>• Aged Care</li> <li>• Retirement Village</li> </ul>
Civic and Community Facilities	<ul style="list-style-type: none"> <li>• Emergency services</li> </ul>	<ul style="list-style-type: none"> <li>• Council facilities (library, community centre etc.)</li> <li>• Health facilities</li> <li>• Place of assembly</li> <li>• Community Services</li> <li>• Private education institutions - Tafe etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency services</li> <li>• Health facilities</li> <li>• Place of assembly</li> <li>• Community Services</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Public Space	N/A	<ul style="list-style-type: none"> <li>• Public squares / urban plaza</li> </ul>	<ul style="list-style-type: none"> <li>• Local park</li> <li>• Public squares / urban plaza</li> </ul>	<ul style="list-style-type: none"> <li>• Local park</li> <li>• Beattys Road Tree Reserve</li> </ul>

### Preferred Vertical Mixed Use

To achieve the desired land use mix a dense urban form within the MTC is needed. The core of the MTC is focused between Main Street and High Street and is where the highest concentration of built form will be located.

Figures 8 - 11 explain the vertical land use intentions outlined in Figure 12. These diagrams give an indicative understanding of the potential configuration and most appropriate land use distribution over multiple storeys. Higher density development will predominantly be concentrated in the Town Centre and Town Centre Heart precincts and land use will be distributed as:

- **Commercial** - Commercial or offices at ground level with residential above, and
- **Mixed Use** - Retail at ground level with commercial and residential above.



Figure 8 - Vertical Mixed Use A - Ground floor retail will sleeve the first level. Commercial and Office uses will be located on upper levels.



Figure 10 - Vertical Mixed Use B - Ground floor retail and upper level commercial or retail uses.



Figure 9 - Vertical Mixed Use C - Ground floor commercial with upper level residential and commercial uses



Figure 11 - Vertical Mixed Use D - Ground floor retail with upper level residential uses

## Ground and Upper Level Use Plan



**Figure 12 - Ground and Upper Level Uses**



3.6.6 Land Use Requirements	
R-1	A mix of core retail, specialty retail, mixed use, restaurants, medical uses, and medium-high density housing must be provided within the MTC generally in accordance with Figure 6.
R-2	Land uses/buildings fronting the urban plazas must facilitate an engaging street frontage either by locating shop front entries or outdoor dining or through architectural treatments
R-3	Uses fronting the Town Square must provide ground level opportunities for outdoor trading (i.e. street trading/dining etc.) or visual interaction to facilitate an engaging street frontage
R-4	Anchor retail tenants (larger than 1,000 square metres) must appear as secondary components in the streetscape through their location behind specialty retail/restaurants, entertainment venues, or appropriate landscape treatment
R-5	Land uses must be compatible at all times and not detrimental to surrounding uses
R-6	Land uses must provide a high level of activation within the MTC during the day and night and utilise the opportunity for seasonal/temporary uses where appropriate
R-7	Retail and commercial buildings must be strategically located to assist in forming gateways, landmarks and a sense of arrival to the MTC
R-8	Future development must create a vibrant centre by supporting residential development at medium to high densities that is integrated into the MTC (not solely on the periphery) as shown on Figure 12.
R-9	Community/Civic facilities must provide a high-quality street presentation with primary entrances located along primary street(s) or from civic plazas with secondary entrances only from car parking areas.

3.6.7 Land Use Guidelines	
G-1	Future development should strategically locate retail and commercial buildings within the MTC core to minimise the dominance of car parking on the public realm.
G-2	Anchor tenants should be located with a positive relationship to specialty shops, car parking and Main Street.
G-3	Specific civic uses will be encouraged as part of the retail core. They should be embedded in the retail development and could be located on upper levels.

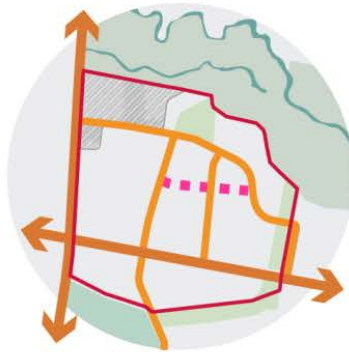


High quality built form creating a gateway to a retail and entertainment precinct



High quality built form addressing a key corner

### 3.7 Movement & Access Framework



#### Organising Element:

**“A centre that is connected through a range of modes that facilitate movement to and from the MTC. The centre design prioritises train, bus, cycle and pedestrian journeys to create slower, friendlier, safer, and more seamless connections.”**

The Aintree MTC UDF emphasises a sharing of space between vehicles, cyclists and pedestrians. A clear and logical movement network allowing access to the centre has been developed. Some of the key design measures supporting the “movement and place” framework within the Aintree UDF area include:

- Slow traffic through the Shared Street
- Pedestrian crossings that prioritise pedestrians over vehicles
- In-lane bus stops
- Minimising the number of vehicle access points in the Shared Street
- Traffic calming measures such as speed tables, narrow traffic lanes and the mixing of pedestrians, cyclists, and vehicles in the Shared Street

The Aintree MTC is complex due to:

- Changing road hierarchies over time
- The staged construction of Leakes Road
- Changed access configuration to Beattys Road and Leakes Road

As such, balancing the need for vehicle access and the walkability and accessibility for pedestrians and micro-mobility users key to the creation of “place” and the long-term success of this centre.

#### 3.7.1 Beattys Road

The existing Beattys Road road reserve is approximately 64m wide. The PSP nominates this portion of Beattys Road to become a 34m wide Boulevard Connector Street. Therefore, development adjacent to Beattys Road will need to consider the location of the road within the reserve and what occurs with the residual road reserve. The ultimate design should consider the potential for retention of existing vegetation coupled with the option for the deviation of the road to facilitate additional public realm or developable area.

#### 3.7.2 Leakes Road Intersection

The northern intersection between Creek Street and Leakes Road is located within the area subject to investigation. Therefore, construction of this intersection is dependent on the further drainage analysis being complete. The implications of this on the staging of the UDF area are discussed further in Section 4. Implementation & Staging.



Example of shared street with surface changes to slow traffic



Urban streets supporting multiple uses, activities and happenings



Example of an intersection with adequate modal separation



### 3.7.3 Pedestrian Movement

Pedestrian access will be a priority of the Aintree MTC, with strong connectivity to and between open space, retail areas, community facilities, and into the surrounding residential streets, including the adjacent Kororoit Creek Corridor.

The pedestrian network will be developed by providing efficient and safe connections through and between the key areas of the centre. Activated street edges will provide for passive surveillance and create safe streets. Adequate lighting connecting key uses to public transport routes will ensure pedestrian movements at night time are also safe.

A 'streets for people' approach to the design and delivery of the streets within the MTC will bring all of these elements together in an integrated network. Footpaths will be designed to support adjacent land uses and allow for landscaping and kerb-side activity.

The UDF outlines a number of important pedestrian connections that aid mid-block desire lines at a finer grain than the street network, encouraging local trips to be undertaken on foot. These connections will take a number of different forms as the Centre develops and evolves, from open air pedestrian laneways to shared-zones and retail spaces.

Crossing Leakes and Beattys Road will be challenging - signalised intersections with pedestrian refuge islands and appropriate light phasing will be important to balance pedestrian and vehicle use.



Example of a multi-level car parking building screened by greenery

### 3.7.4 Cycling

The UDF promotes active transport modes, and emphasises the importance of cyclists within the Aintree MTC.

Located along the eastern side of Leakes Road, the planned Strategic Cycling Corridor (SCC) interfaces with the UDF area and connects into the proposed cycling network. The SCC will provide cyclists with a connected and continuous pathway between the Town Centre and the Rockbank Railway Station, promoting cycling to and from the Aintree MTC.

All connector level streets will include an off-road bike path or on-road cycle lane, which will allow cyclists to travel in a safe environment. In addition, the Shared Street within the core will allow for safe and slow interaction between cyclists, pedestrians, and vehicles. This will be achieved through different pavement textures, traffic signals, pedestrian refuges and central medians assisting in slowing down traffic.

### 3.7.5 Public Transport

Public transport is a critical piece of infrastructure for the success of a town centre. The bus network will provide connectivity to the retail core of the centre, the Rockbank Railway Station (located approximately 3km from the Aintree MTC), and the surrounding residential catchment.

#### Bus Interchange

An on-street bus interchange is proposed, ensuring ease of access for the greatest number of visitors and residents. The bus network connects into the key community facilities and retail opportunities within the centre, as well as providing an efficient, frequent connection to the Rockbank Railway Station.

Supporting the bus services will be high quality amenities such as sheltered seating, bicycle storage facilities, clear and easy-to-read timetable information, signage and wayfinding, and digital bus service information.

### 3.7.6 Private Vehicles

Access into the Aintree MTC is via either Leakes Road or Beattys Road. Leakes Road connects most of the north-south moving traffic onto or over the Western Freeway, as well as over the Melbourne - Ballarat Train line.

As the Aintree MTC is adjacent to this major arterial route, convenient access into the centre is available. Roads within the Aintree MTC have different levels of vehicle priority and access, and different interactions with pedestrians and cyclists. The central east-west street is designed as a pedestrian-prioritised Shared Street, where all transport modes will share the road. This, in conjunction with the signalised intersections at Main Street and Beattys Road is designed to slow traffic, reduce the appeal of vehicles using Main Street as a thoroughfare, and increase pedestrian and cyclist connectivity.

Leakes Road will bring pedestrians, vehicles and cyclists into the Major Town Centre from the southern residential catchment. The road network circulating the centre will provide opportunities for cars to park away from the busy main street, where pedestrian and cyclist movements will be prioritised.

### 3.7.7 Car Parking

A town centre should facilitate easy and convenient movement to key destinations such as shopping centres, community facilities and public transport hubs. Within the Aintree MTC this will be achieved without compromising the pedestrian experience and opportunity for street based retail and street-life.

Locating car parking away from the public realm reduces the chance of conflict between vehicles and pedestrians, whilst providing convenient access to key destinations.

Car parking demand changes throughout the day as different uses activate and deactivate. As such, there may be synergies in sharing car parking access between nearby uses, such as community facilities with mostly day time uses, and hospitality and entertainment which are more frequented after hours.

Multi-level car parking is encouraged where appropriate in order to reduce the land-take associated with car parking. Where multi-level car parking interacts with the street it will be predominantly screened from view through sleeved retail and office offerings, and dense landscaping where interface issues with other uses occur.

## Movement &amp; Access - Street Hierarchy Plan

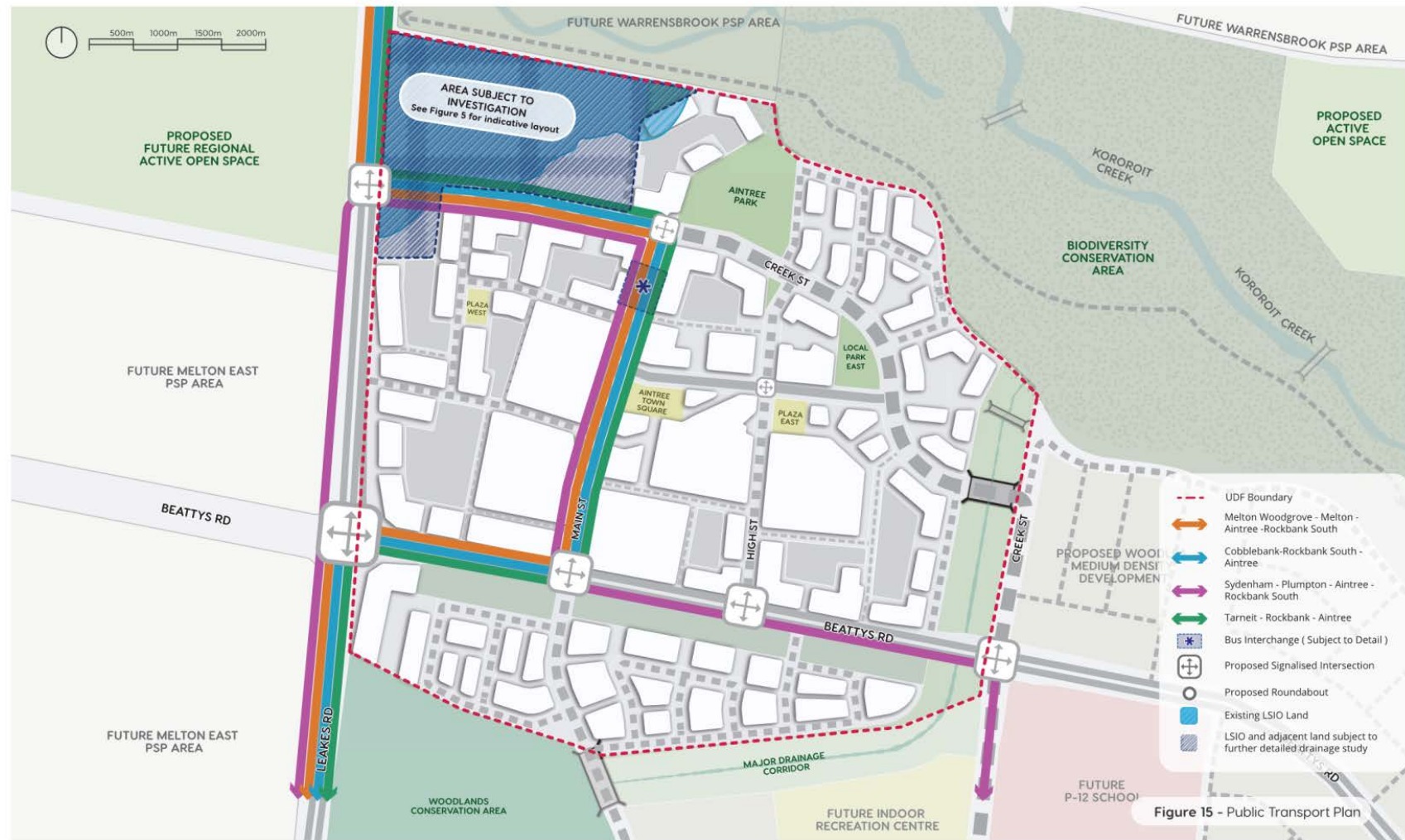




## Movement &amp; Access - Pedestrian &amp; Active Transport Plan



## Movement &amp; Access - Public Transport Network Plan





3.7.8 Pedestrian & Cycle Requirements	
R-10	The active transport network must be designed generally in accordance with Figure 14.
R-11	Key pedestrian crossings, as identified in Figure 14, must prioritize pedestrian movements
R-12	Pedestrian and cyclist access to the MTC must be safe, convenient, and easily accessible.
R-13	Publicly accessible bike storage facilities and self-maintenance bike hubs must be provided near community facilities.
R-14	Street blocks must be permeable to allow for comfortable and safe pedestrian movement through the MTC.
R-15	Shared paths must be constructed along the drainage corridor and Kororoit Creek.
R-16	CPTED principles, such as natural surveillance, controlled access, and good maintenance must be implemented in the design and construction of all streets, including pedestrian connections within the MTC.
R-17	Design of all subdivisions, streets and arterial roads must give priority to the requirements of pedestrians and cyclists by providing the following to the satisfaction of the coordinating road authority and the Responsible Authority: <ul style="list-style-type: none"> <li>• Footpaths of at least 1.5 metres in width on both sides of all streets, roads and bridges, unless otherwise specified in relevant cross sections,</li> <li>• Shared paths or bicycle paths of 3.0 metres in width where shown on the relevant cross sections,</li> <li>• On road bicycle lanes where shown on the relevant cross sections</li> <li>• Safe and convenient crossing points of connector and local streets at all intersections and at key desire lines,</li> <li>• Pedestrian and cyclist priority crossings on all slip lanes, and</li> <li>• Safe and convenient transition between on and off-road bicycle networks.</li> </ul>

3.7.9 Pedestrian & Cycle Guidelines	
G-4	Bicycle parking should be co-located and integrated with other street furniture.
G-5	Early delivery of pedestrian focused streets should be prioritised to promote pedestrian movement and active participation with the streetscape.
G-6	Bicycle storage, change room and locker facilities should be located in new businesses where practical, in order to improve end of trip facilities for cyclists.
G-7	Where pedestrian priority is required, all footpaths traversing non-signalised intersections should utilise alternative road construction treatments such as raised pavements or alternative materials to visually highlight pedestrian priority.
G-8	Vehicle intersections and cross-overs should be minimised in locations adjacent to off road cycle paths and shared paths to ensure pedestrian and cycling priority and safety.



Laneways and mews as secondary public places

3.7.10 Public Transport Requirements	
R-18	Drop off/pick up zones must not impede bus movements within the bus interchange.
R-19	All bus stops must include amenities such as seats, shelter and bus route information.

3.7.11 Public Transport Guidelines	
G-9	Delivery of bus-capable roads to facilitate early adoption of sustainable travel options should be prioritised.



Bi-directional cycling path, separated from both the pedestrian walkway and the road carriageway



3.7.12 Vehicle Requirements	
R-20	The road network must be designed generally in accordance with Figure 13 and applicable street cross sections.
R-21	Service and loading areas must be located to the rear and side of the property, away from street and significant public realm frontages and, where possible, consolidated with adjoining land uses.
R-22	Development must provide for landscaping of roads and streets to create key public spaces, landscape corridors and contribute to an attractive and green urban environment.
R-23	Appropriate street lighting must be provided on all streets to reinforce the preferred movement network hierarchy.
R-24	In the MTC and on all local access streets, development must provide a slow-speed environment that is self-enforcing.
R-25	All streets, including pedestrian connections where vehicle access is provided, must accommodate deliveries and waste disposal services.
R-26	All access for uses along Leakes Road and southern frontage of Beattys Road must be from side streets to ensure there are no vehicle crossovers.
R-27	The construction of roads within the MTC must consider the interim and ultimate staging of the road network, as discussed in Section 4.

3.7.13 Vehicle Guidelines	
G-10	On street loading bays should be time restricted and located at the end of street blocks.
G-11	Car share spaces should be provided within the street network, convenient to users of key facilities and land uses.
G-12	Electric car charge points should be provided within the street network at convenient locations.
G-13	The ultimate design of Beattys Road within the MTC should consider the relevant cross sections and be designed to the satisfaction of the Responsible Authority

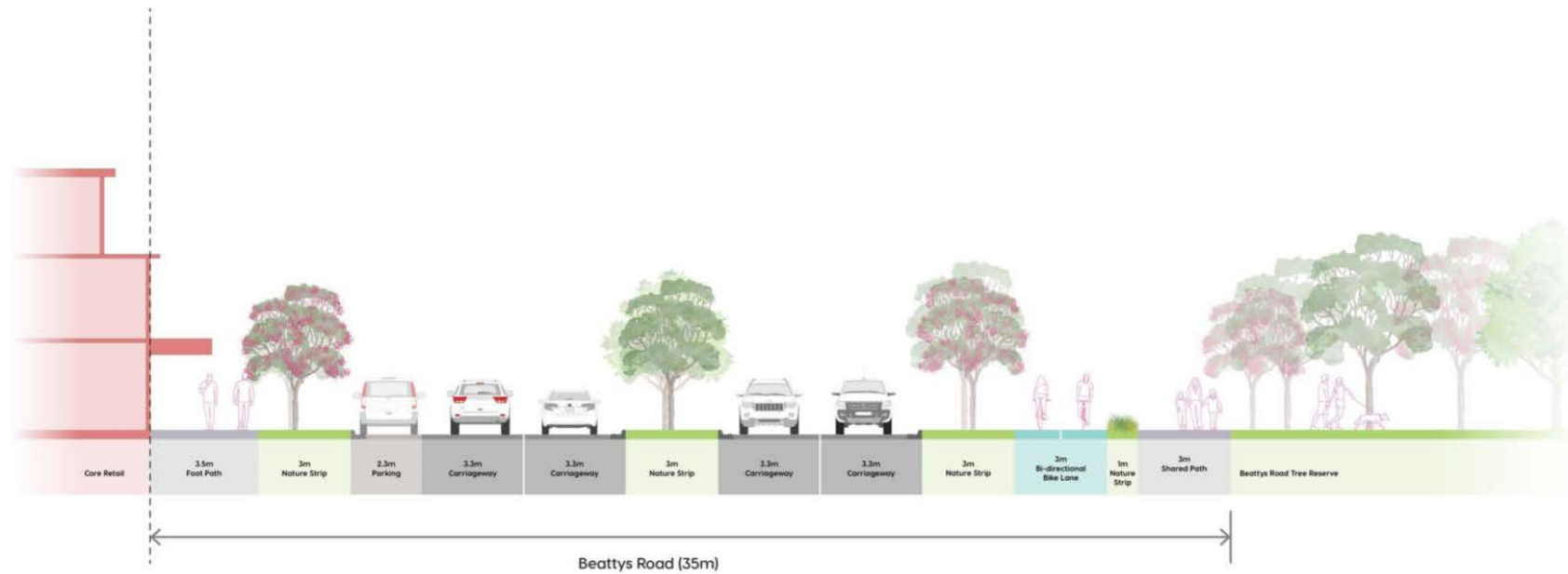
3.7.14 Car Parking Requirements	
R-28	Car park and site servicing access must be designed to minimise potential conflict between vehicles, building occupants, pedestrians and cyclists.
R-29	Off-street car parking must be screened from view, and may be achieved through one of the following methods: <ul style="list-style-type: none"> <li>• Full basement parking completely submerged below ground. The ramp to the carpark will be the only visible element at street level, or</li> <li>• Car parking within multi-storey buildings completely hidden from the street or significant public realm frontage behind an active frontage with uses such as retail, commercial or residential, or this is to ensure active interfaces to all street, park and plaza interfaces, or</li> <li>• At-grade car parking screened from view via built form and landscaping.</li> </ul>
R-30	Podium car parking must use suitable contemporary materials and screening techniques to create visual interest.
R-31	Car parks must include water sensitive urban design elements to the satisfaction of the Responsible Authority.
R-32	Car parking areas must be appropriately landscaped to the satisfaction of the Responsible Authority in accordance with Council's Off-Street Car Parking Guidelines.
R-33	Cars parked on the roof of multi-level car parks must be screened from view from the surrounding streets and public realm.
R-34	Vehicle access points to buildings must be located away from key pedestrian streets to minimise streetscape disruption.
R-35	Access to car parking areas must be provided by service streets and lanes to reduce congestion on Town Centre Main Streets.
R-36	Direct pedestrian access to public streets must be provided from car parking areas to generate foot traffic for retail uses and slow down traffic along the main thoroughfares.

3.7.15 Car Parking Guidelines	
G-14	Appropriate car park signage and smart parking technology should be provided.
G-15	Car parking reduction may be considered where appropriate to encourage alternative modes of transportation. Where car parking is required, sharing of car parks is encouraged to reduce the overall number of spaces across the MTC.
G-16	Uses above ground floor should have access to appropriate secure car parking locations.
G-17	Car parking areas should provide convenient locations for car share spaces.
G-18	Car parking areas should provide convenient electric car charge locations.
G-19	Opportunities to share car parking at different times of the day should be considered, noting that the peaks different uses will differ.
G-20	Long term removal of at-grade parking should be considered in order to utilise the sites for development as demand increases in the MTC.
G-21	At-grade car parking should only be utilised as an interim development scenario.

### Typical Cross Sections

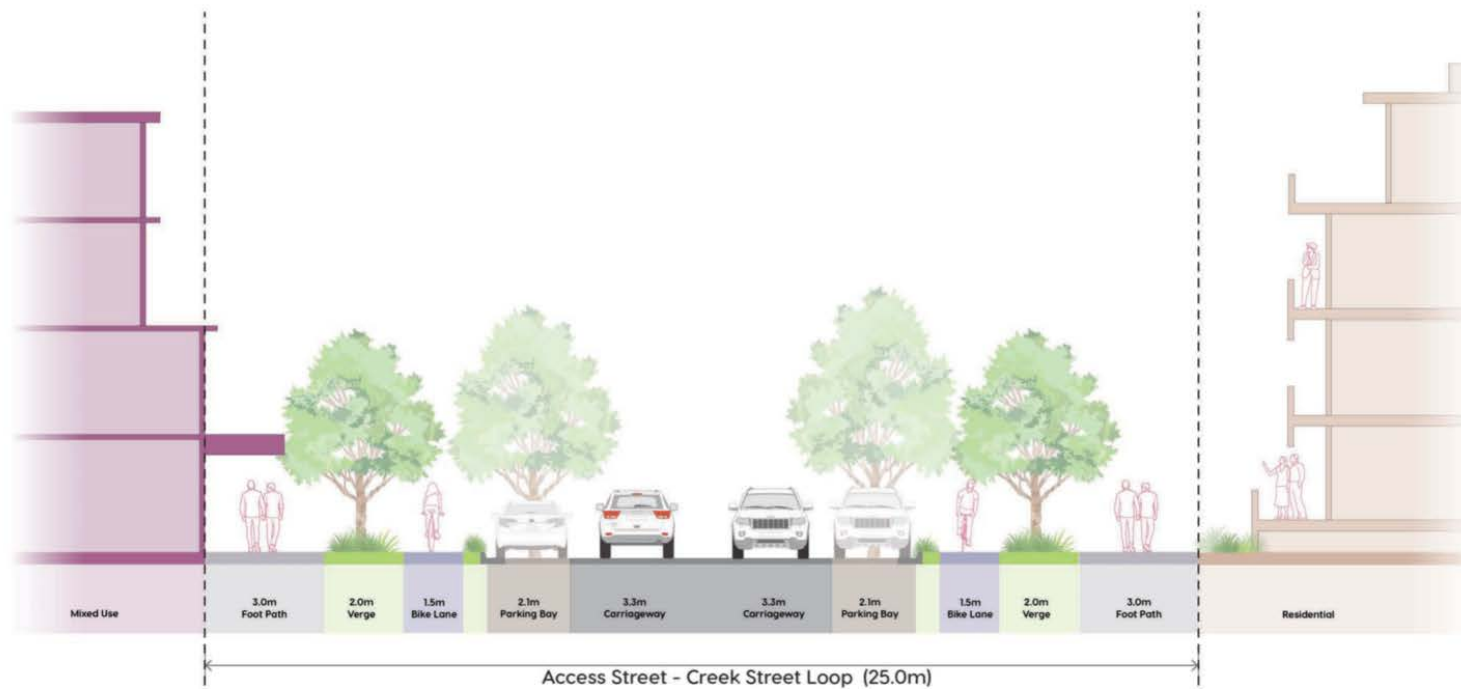
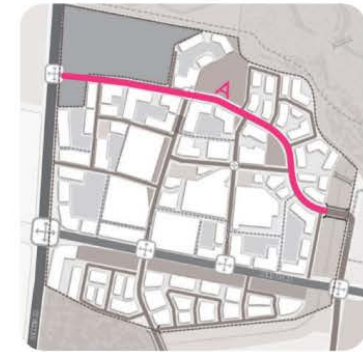


Section A  
Beattys Road

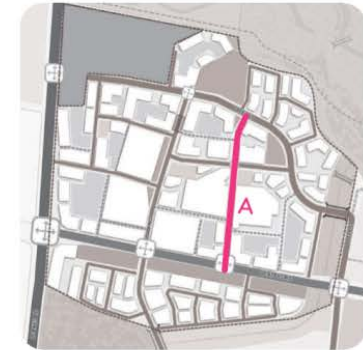


## Cross Sections

25m  
Access Street - Creek Street Loop

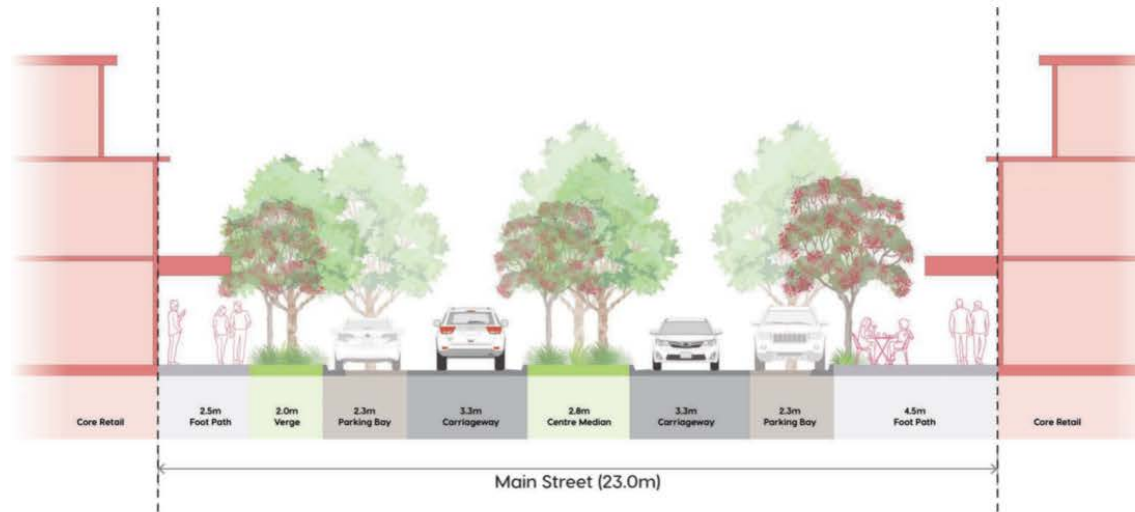
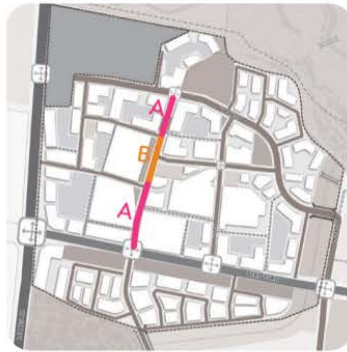


20m  
High Street

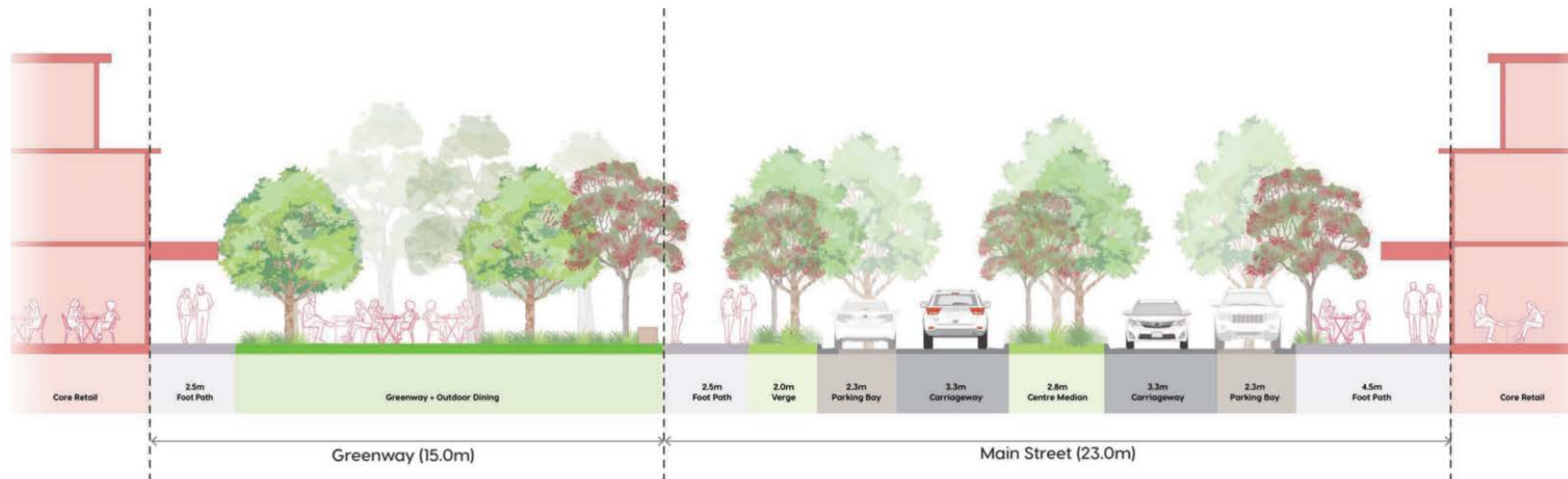




23m  
Main Street -A



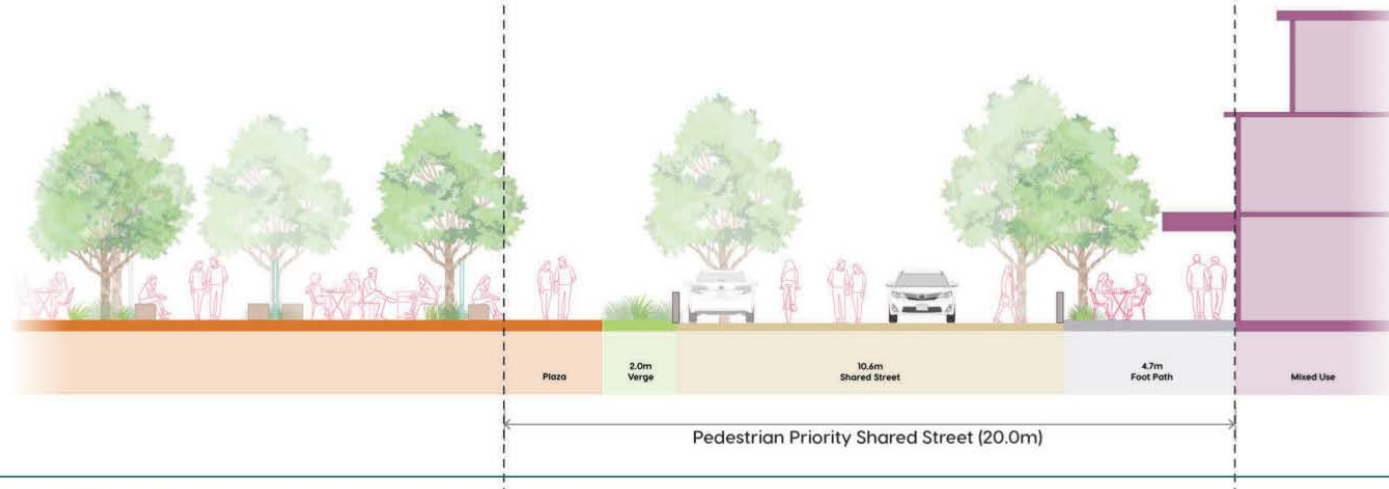
23m  
Main Street + Greenway -B



20m  
Pedestrian Priority Shared Street - A



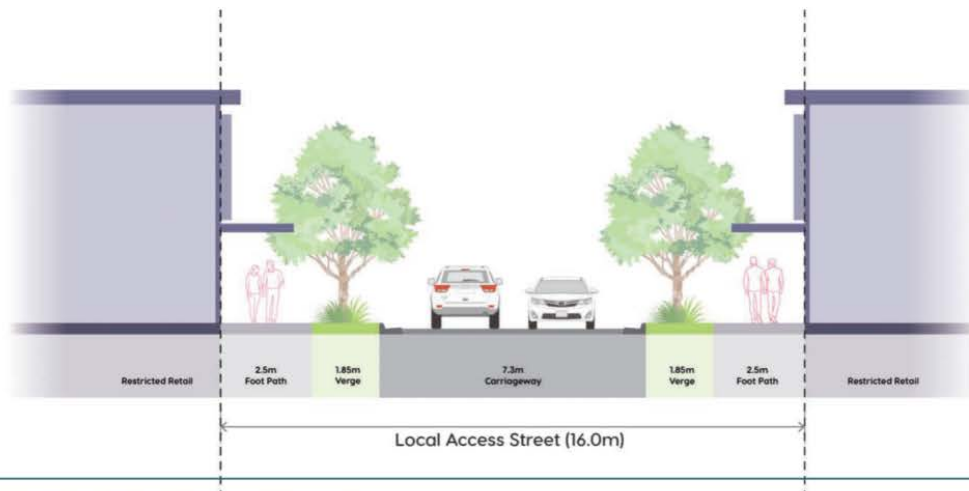
20m  
Pedestrian Priority Shared Street - B



16m  
Local Access Street - A



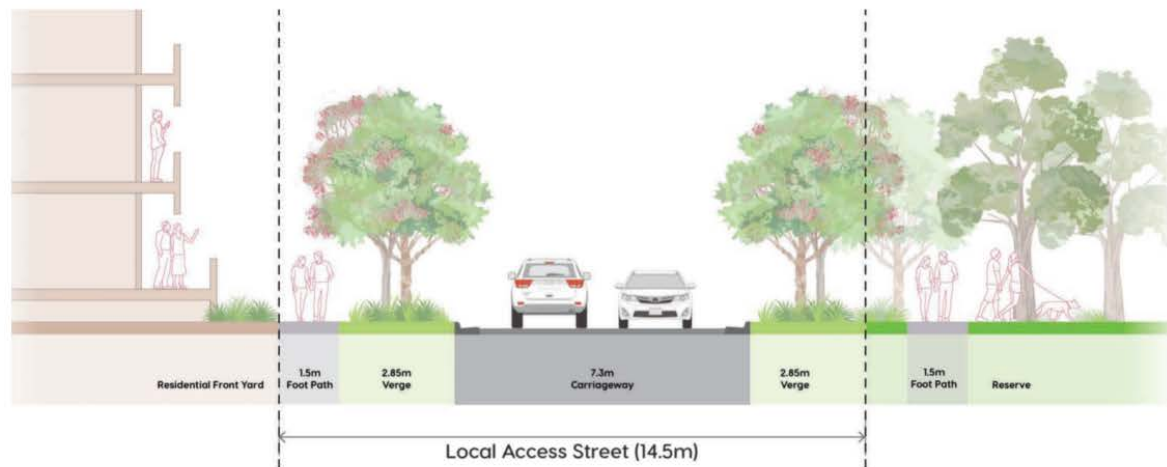
16m  
Local Access Street - B



16m  
Local Access Street - C

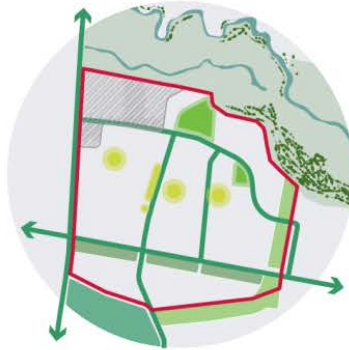


14.5m  
Local Access Street - D





### 3.8 Public Realm & Landscape Framework



#### Organising Element:

**“A dynamic and entertaining focal point where people catch up, relax and enjoy the vibrant and inclusive spaces within the centre, connected to a network of parks and open green spaces that ultimately lead to the Creek Corridor.”**

There will be a number of key public open spaces that contribute to the overall amenity and function of the centre and cater for high volumes of pedestrian traffic and activity, that will be integral to the design of the Aintree MTC UDF. The three categories of spaces in the MTC are:

- Pedestrian-Focussed Streets
- Urban Plazas, and
- Parks and Reserves.

These spaces will be designed for a range of users. They will be available at all times of the day, and able to facilitate public art, events, experiences and celebrations, contributing to a local sense of community.

The design of these spaces must comply with the relevant Crime Prevention Through Environmental Design (CPTED) standards. These standards include measures such as reducing places where people can hide, maintaining visibility to all spaces (where possible), and incorporating appropriate lighting. These key public realm areas will be utilised by the community during the day and night.

These spaces will also form a part of the broader open space network within the Rockbank North PSP area, linking users to the Kororoit Creek Corridor and other parks and established pathways further afield.

#### 3.8.1 Pedestrian-Focussed Streets

The MTC incorporates a strong prioritisation of people over vehicles in order to create a pedestrian and cycle friendly urban environment. This means that as well as designing streets to service and provide for vehicles, the framework also needs to provide streets for people and consider them a key part of the open space network.

While all streets will have pedestrian elements such as footpaths, pedestrian-focused streets will provide an additional element to the non-vehicle user. This can include generous landscape treatments, wider footpaths, appropriate street furniture, lighting, shade, shelter, wayfinding, and pedestrian priority crossings in key locations, as well as providing suitable interfaces to adjacent buildings. These people-focused streets will be comfortable, safe, inviting and easy places for people to walk, gather, linger and socialise.

The Main Street will include a 15m Greenway (See Figure 16) opposite the main plaza to encourage street trading and outdoor dining, which will in turn support greater pedestrian movement and activity. The intent of the Shared Street is for a low speed area prioritising pedestrians, and shared between vehicles and micro-mobility uses including cycling.

It is important that these streets are included as part of the early stages of development in order to promote pedestrian movement and active participation within the centre.



Expanded footpath reserve offers opportunities for outdoor retail and dining, and creates a buffer to the road



Streetscape with green buffer and seating separating footpath and carriageway



Shared streets contribute significantly to the public realm

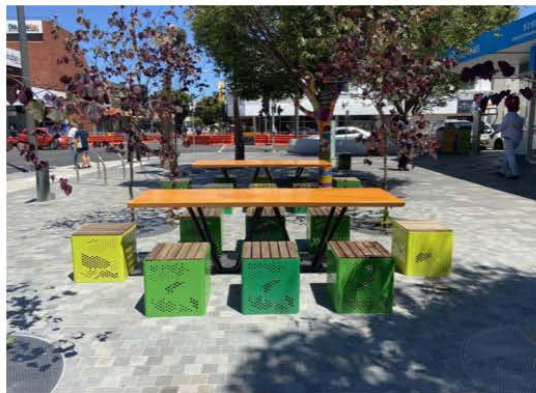


**Greenway**

- Approx 0.2ha
- Located on the Main Street, this expanded road reserve encourages street trading and outdoor dining,
- Operating as a transit plaza to cater to the nearby bus interchange,
- Incorporating high-quality seating, shade and shelter, signage and wayfinding,
- Mixture of hard paved areas softened by landscape features and green/grassed areas, with significant tree canopy,
- Lighting supporting all-hours uses and activity.

**Shared Street**

- The Shared Street will significantly contribute to the public space network, adding vibrancy and activity with outdoor dining, public seating, artwork, and landscaping,
- Prioritise pedestrians, while creating a space that supports businesses and residents and provides opportunities for a variety of activities.
- Distinctive public space in its own right, while also connecting the Town Centre Plaza and Park
- Provide a high-quality, attractive, and durable street that contributes to a sustainable and maintainable city centre.



Welcoming street furniture adds vibrancy to streetscapes and public plazas

**3.8.2 Urban Plazas**

Public squares and urban plazas are located on key sites that cater for, and encourage high volumes of pedestrian traffic. They will be designed in a way that facilitates maximum social interaction.

These public spaces will be able to facilitate public art, events, experiences and celebrations, contributing to a sense of community all linked together by the street and pedestrian connection network to ensure they are easily accessed and well utilised.

All public squares and plazas will be designed to be comfortable in all seasons, with various types of weather protection provided. They will be surrounded by active building frontages which will ensure good levels of passive surveillance and will make the spaces feel safe throughout the day and evening.

A level of flexibility in the design of the public squares and plazas will ensure that the spaces evolve to suit the needs of the community as the surrounding development occurs.

The following offers an indication of the role and character of the various Urban Plazas:



A community presence at night and after-hours for activation and safety

**Urban Plaza East**

- Approx 0.15ha,
- Character and role of a 'town square' where people meet, linger, gather and connect,
- Located adjacent to the Shared Street in the Town Centre Precinct, interfacing with community facilities and the retail core,
- Hard paved areas with potential for smaller green/grassed areas,
- Lighting supporting all-hours uses and activity, and
- Incorporating high-quality seating, shade and shelter, signage and wayfinding.

This will be the only plaza space until the Western land is developed. As such, flexibility for future uses needs to be embedded into the design of the space.

**Aintree Town Square**

- Approx 0.25ha,
- Character and role of a 'town square' where people meet, linger, gather and connect,
- Located on the Main Street, interfacing with the retail and hospitality core,
- Hard paved areas with potential for smaller green/grassed areas,
- Lighting supporting all-hours uses and activity, and
- Incorporating high-quality seating, shade and shelter, signage and wayfinding.

**Urban Plaza West**

- Approx 0.1ha,
- Character and role of a minor public square servicing the mixed-use and commercial precinct north and west of the Town Centre Precinct,
- Hard paved areas with potential for smaller green/grassed areas,
- Incorporating high-quality seating, shade and shelter, signage and wayfinding.

### 3.8.3 Parks and Reserves

The Aintree MTC UDF encourages high density residential uses within the centre and locates important open space amenity proximate to these uses, as shown in Figure 16.

Local parks provide essential green landscape spaces within the MTC as a place to enjoy a softer, shady green environment as a contrast to the busier urban spaces and the activities nearby.

Local parks are safe neighbourhood places for local children to play, and for friends to meet, relax and spend time together. Typically local parks located within residential areas provide seating and shelter, BBQ facilities and play equipment to encourage these types of activities.

The following offers an indication of the role and character of the important green spaces within the MTC, including major and minor parks, tree and drainage reserves:

#### Aintree Park (Major Local Park)

- Approx 1.2ha
- Character and role of a major park, where people meet, linger, gather and connect, and engage in different forms of passive recreation,
- Incorporating existing mature trees and significant rocky outcrop,
- Entry point to the Kororoit Creek Corridor,
- Located at the northern end of both Main Streets, the park offers a direct view-line and connection to the Town Centre Heart,
- Soft landscape areas, mature trees, shade, shelter and seating, with community facilities like BBQs, and play equipment
- Potential water-play and water sensitive urban design elements.

#### Local Park East

- Approx 0.3ha
- Character and role of an urban park, where people meet, linger, gather and connect,
- Located adjacent to the Shared Street in the Town Centre Precinct, the local park will complement the nearby Urban Plaza, flanking different sides of the community use building.
- Soft landscape areas, mature trees, shade, shelter and seating, with some potential hard-paved gathering spaces, sculpture and public art initiatives.

#### Option for Beattys Road Tree Reserve

- Leveraging amenity created by existing mature trees,
- Active recreation corridor incorporating a bi-directional off-street bike lane, and an expanded pedestrian path,
- Opportunity for outdoor fitness stations,
- It has the potential for storm water treatment areas and providing a visual and acoustic buffer to residential development south of Beattys Road.

#### Major Drainage Corridor

- Opportunity for shared paths along the length of the drainage corridor, linking the Woodlands and Kororoit Creek Reserves
- Offers a significant green buffer between areas of development, with increased amenity through water sensitive design and landscaping
- Opportunity to consider landscape design features that encourage fauna movement through the corridor.



A mixture of hard and soft landscaping elements is appropriate for an urban park, as it enables year-round use



Park utilising a mixture of natural landscaping, mature trees, and hard and soft landscaping to create outdoor 'rooms'



Existing mature trees on Beattys Road offer opportunities for a shared path and recreation facilities within an established tree reserve



#### Kororoit Creek Corridor

The interface between the Town Centre and the Kororoit Creek corridor is one of the key defining character features of the Aintree MTC. While not in the subject area, the adjacent Kororoit Creek Corridor has a major impact on the site, and offers both drainage challenges to overcome, as well as significant opportunities for connection and amenity:

- Ensure direct, clear connections and view lines between the Town Centre core and the edge of the creek corridor;
- Celebrate the Kororoit Creek ecology and history through the landscape interface at the northern edge of the Town Centre;
- Create clear, accessible and inviting pedestrian and cycling connections into and across the creek corridor.

#### Woodlands Conservation Area

The Woodland Conservation Area, while not inside the boundary of this UDF, is nevertheless important for its contribution to both habitat and amenity. The location of the Woodlands Conservation Area in relation to the Town Centre will provide the MTC with a unique identity and genuine destination where urban amenity blends with the natural environment.

#### Active Recreation

While there are no specific provisions for Active Recreation within the UDF area, the Aintree MTC area will be well serviced by active recreation facilities. Directly south of the Major Drainage Corridor an Indoor Recreation Centre is planned as part of the Woodlea development, and there are two significant areas of public open space planned in the future Melton East and Warrensbrook PSP areas.

#### Future PSP Areas

These have not been planned, however we are assuming that there will be a network of passive and active open spaces that connect further west and north to service the future residential catchment



The Kororoit Creek Corridor is one of the key defining character features of the MTC, offering significant opportunities for connection and amenity.



The Conservation Woodlands is an approximately 12Ha area of protected native bush, that will contribute to the amenity and sense of place in the MTC



The Aintree MTC area will be well serviced by active recreation facilities, with two significant areas of active open space planned in neighbouring PSP areas

## Public Realm &amp; Landscape Plan





3.8.4 Public Realm & Landscape Requirements	
R-37	Public spaces must be provided generally in accordance with Figure 16.
R-38	Public spaces must be designed for a range of users that support a variety of experiences, including where appropriate public art, events and celebrations.
R-39	The public realm must be designed to appropriately respond to specific climate conditions (including sun, shade and wind) through appropriate plant and tree species selection.
R-40	Shade structures and appropriate tree species must be considered in order to provide shade/sun control in key public locations. Tree selection must be in accordance with relevant Council landscaping policies.
R-41	CPTED principles, such as natural surveillance, controlled access, and good maintenance must be implemented in the design and construction of all public realm areas within the MTC.
R-42	Passive irrigation of all trees and landscape elements must be included unless otherwise agreed with the Responsible Authority.
R-43	Hard and soft landscaping must be incorporated throughout high amenity streetscape areas.
R-44	Public spaces must be framed by a variety of uses operating throughout the day.
R-45	All plazas must be accessible for people of all abilities.
R-46	The design and construction of public realm areas must be in accordance with Council Policy, Guidelines and Standards.
R-47	Streetscapes and pathway networks must incorporate lighting that illuminates footpaths and pathways to ensure amenity and safety for users at night.
R-48	All streets and open space areas must include canopy trees and other forms of landscaping.
R-49	The placement of street trees must take into account sight lines to ensure pedestrian, cyclists and motorist safety is not compromised.
R-50	Public Art must accord with Council's Public Art Policy.
R-51	To encourage high quality, semi-mature street trees, a minimum of 100L nursery stock (or equivalent to the satisfaction of the responsible authority) must be specified on all streets within the MTC.

3.8.5 Public Realm & Landscape Guidelines	
G-22	Existing large canopy trees should be retained where possible, and incorporated into public space areas.
G-23	Vehicular entrances to buildings should be minimised or consolidated to reduce the disruption to ground level street frontage.
G-24	Landscaping should reinforce a sense of arrival at key gateways.
G-25	Rooftops should be utilised to provide more public and private open space



Public spaces should cater to a wide range of activity levels and abilities



Residential housing provision with easy access to public spaces



Utilising rooftop spaces to increase the availability of both public and private open space



### 3.9 Built Form & Interface Framework



#### Organising Element:

**“Residential and commercial density will be provided within walking distance to planned community facilities, retail and employment opportunities, and public transport interchanges.”**

#### 3.9.1 Built Form

Built form and massing in the Aintree MTC will contribute to a higher density urban environment reflective of a Major Town Centre, allowing for landmarks, visual breaks and landscape elements throughout the urban environment. The intensity and quality of development and its relationship to the surrounding public space will contribute to the vitality and sense of place of the MTC.

The built form approach provides a highly activated, convenient and functional responsive to local micro-climate and sensitive to creating inviting and comfortable indoor and outdoor spaces.

The massing, form and design of buildings within the MTC will help to frame the street and create a diversity of urban experiences.

Key sites in prominent locations such as on important corners and at terminating view lines of key roads and pedestrian routes will have a strategic justification for a taller built form response. They will also be required to provide a genuine mix of uses, well considered form and articulation, and positive activation at street level.

#### 3.9.2 Key Built Form Sites

Key built form sites have been identified due to their strategic location, either situated on a prominent intersection, or situated on an important view line.

The form and design of buildings located on key sites plays an important role in establishing local landmarks, and signifying gateway arrival routes to the MTC. Their design response considers:

- The use of appropriate building scale, with an emphasis on verticality of built form,
- Capitalising on their prominent location through the use of high quality architectural articulation and detailing, and
- Responding to key views lines, particularly terminating view lines on key roads, streets and to open space.

#### 3.9.3 Residential Densities

Dwellings within the MTC area will be located largely within the Residential Precinct.

Medium to high density is encouraged, with a mixture of housing typologies within all precincts, including apartments, apartments above retail or office ground-floor uses, townhouses, SOHO or live/work opportunities and integrated medium density areas. See Section 3.5.1 - Residential for more detail around location of proposed density.



Example of a mixed use building fronting a public plaza, with ground floor retail and upper level residential.



Example of high-quality medium density residential to encourage increased density in the town centre



Example of high-quality medium density residential to encourage increased density in the town centre

### 3.9.4 Interfaces

Building frontages will contribute to the use, activity, safety and interest of the public realm. As such, building design must consider the interface between the internal functions and the external surrounding public realm. Managing high quality interfaces between uses is critical to ensure that any negative amenity outcomes are avoided, and that the UDF facilitates safe and accessible environments for the community to enjoy.

Some key interfaces which typically need to be managed in a Town Centre environment include:

- Arterial Road frontages ( such as the Leakes Road frontage)
- Loading bays and service interfaces,
- Interfaces with transport hubs and bus stops
- Large at-grade car parks

These interfaces are typically difficult to manage due to their limited visibility and use during the day, and may provide potential locations for areas of poor amenity and pedestrian experience. Managing these interfaces will be important to mitigate any adverse amenity impacts on surrounding sensitive uses.

Figure 17 shows the different interface outcomes sought.



A library and community hub that holds a strong presence on the street

### Core Interfaces (Highly Active)

These are the frontages within the Town Centre Heart and Town Centre Precincts, especially in locations adjacent to key sites, where buildings address the most active and vibrant ground level areas.

A Core Interface will:

- Ensure buildings contribute positively to the appearance and function of the area,
- Maximise activity along streets and laneways by positioning active uses to address street, public space and laneway frontages,
- Maximise the number of pedestrian building entries along main street, street and laneway frontages, to provide for public interaction and long term flexibility of tenancies,
- Feature at least 80% of the length of a frontage as an entry or display window to a shop or other uses, which provide pedestrian interest and interaction,
- Provide opportunities to open out onto the street, and incorporate on-street tables or dining (where appropriate),
- Provide continuous weather protection at street level that reflects the form and grain of street level façades, allows for choice of exposure to winter sun and shelter from summer sun, and allows for growth of street trees
- Preclude any vehicle access to the building at street level,
- Minimise building services and back-of-house to the street frontage.



Example of housing models that encourage mid-block pedestrian connections

### Secondary Interfaces (Semi-Active)

These are the frontages at street level that will not necessarily address the most active areas of the centre, but still need to contribute positively to the address and character of the streetscape.

A Secondary Interface will:

- Ensure buildings contribute to the appearance and function of the area,
- Maximise activity along streets and laneways by positioning active uses to address street, public space and laneway frontages,
- Maximise the number of pedestrian building entries along main street, street and laneway frontages, to provide for public interaction and long term flexibility of tenancies,
- Avoid wide tenancy frontages with limited entries, and sleeve large floor-plate tenancies with fine grain uses at ground level,
- Feature at least 60% of the length of a frontage as an entry or display window to a shop or other uses, which provide pedestrian interest and interaction,
- Provide opportunities for the lower levels of larger buildings to accommodate a range of tenancy sizes, including smaller tenancies,
- Provide opportunities to open out onto the street, and incorporate on-street tables or dining (where appropriate)
- Feature signage or product displays that maintain views to and from the tenancy interior to the public realm,
- Minimise the visual impact of any vehicle access to the building at street level, and locate crossovers and car parking away from the primary frontage,
- Minimise the impacts on the pedestrian network through the location and width of vehicle entries.
- Co-locate building services internal to loading, waste or parking areas where possible to avoid impact on the public realm.
- Provide for pedestrian comfort and protection from rain, wind and summer sun in the public realm.



**Open Space Frontages - interfacing with open spaces, particularly the main public spaces (parks and plazas)**

Within the MTC, the focus of public activity will be in and around the key public spaces. Typically these places are the urban plazas, squares and parks, as well as the key pedestrian routes. Built form in these locations will be encouraged to provide active interfaces to the public open space and support people-focused activities. Buildings interfacing with public spaces will;

- Be designed to address the surrounding open space. Windows, particularly on the ground floor, will provide the opportunity for occupants to overlook and watch activities occurring,
- Consider pedestrian connectivity between the building and adjoining open space, particularly buildings of significant scale and prominence,
- Ensure that overshadowing from buildings does not result in a significant loss of sunlight, particularly throughout the middle of the day,
- Consider the appropriate location, design and logical integration of car parking areas, to ensure the visual impact of the parking areas as seen from surrounding open space, is minimised, and
- Avoid the use of solid fencing that prevents views from the building to the surrounding open space.

**Other Interfaces**

**Residential Interfaces** should be designed to address the street. Design Guidelines will specify that corner lot dwelling address both the main and side street frontages.

**Arterial Interfaces** should visually address the arterial street, while taking into account that this is likely not the main entrance.



Example of medium density residential located and oriented according to the significant landscape



Example of medium density residential located and oriented towards a significant landscape



Example of quality higher density residential to encourage increased density in the town centre



Example of active ground floor interfaces with residential above

## Built Form &amp; Interface Plan





## Built Form &amp; Interface - Preferred Building Heights Plan





3.9.5 Building, Interface & Setback Requirements	
R-52	All new buildings must incorporate CPTED principles (reference to Safer Design Guidelines for Victoria).
R-53	Apartment building development must be generally in accordance with the Better Apartment Guidelines.
R-54	All future built form located on an identified core interface (Figure 17) must set a benchmark for design quality. Built form must provide active building frontages using transparent and permeable building facade treatments such as windows and operable building openings positioned to allow occupants to overlook and provide passive surveillance.
R-55	Built form must deliver a site responsive design outcome.
R-56	Built form must have consideration of the sensitive use of the building envelope, and the relationship to adjoining sites.
R-57	Built form must encourage high quality, architecturally detailed and visually distinct building design.
R-58	Built form must provide direct access to the primary street frontage.
R-59	Built form at ground level of main streets (i.e Main Street, High Street and Shared Streets) must: <ul style="list-style-type: none"> <li>• provide highly active frontages with windows and entrances as the predominant elements of the ground floor façade;</li> <li>• maximise opportunities to enhance passive surveillance of the public realm;</li> <li>• have a zero setback to create a defined edge and provide adequate all weather protection above pedestrian pavements; and</li> <li>• limit blank walls.</li> </ul>
R-60	Built form must respond to the active interfaces as identified in Figure 17.
R-61	Service and loading docks, driveways and car park access must be located at the rear of a building or where least impact will occur on the public realm and be suitably screened from view.
R-62	Long, inactive street frontages must be avoided.

R-63	Car parks must be screened. At grade parking must use low level perimeter planting to provide a visual buffer, and where possible, canopy trees to provide shade and delineate a clear pedestrian path through the car park.
R-64	All built form identified as a Secondary Interface in Figure 17 must provide semi-active building frontages using semi-transparent and permeable building facade treatments.
R-65	All built form identified as a Secondary Interface in Figure 17 must use high quality architectural detailing.
R-66	Buildings on corner sites must address and activate both primary and secondary frontages and provide a gateway experience.
R-67	Inactive frontages must not be located within streets designated as requiring Core Interface or Secondary Interface conditions.
R-68	Buildings must be sited and oriented to maximise opportunities for solar access to both indoor and outdoor amenity areas.
R-69	Buildings must be sited to front the street and provide appropriate passive surveillance of the surrounding public realm.
R-70	Building height must be a minimum of two storeys at the street frontage in the Centre. Upper levels above the second floor must be setback 5 metres from the building frontage unless otherwise negotiated during the permit process.
R-71	Building height must consider adjacent development and create a cohesive visual transition between lower and higher scale buildings.
R-72	Key sites must respond to key view lines, particularly avoiding termination of important views.
R-73	Service areas for deliveries and waste disposal should be located away from the primary frontage of buildings or internalised. Where internalised service areas cannot be provided, they must be screened from public view through landscaping or articulated built form measures to minimise impact on amenity and adjoining neighbourhoods.
R-74	Loading and back of house facilities for commercial and retail uses must be located away from screened from view from public realm and streetscapes.
R-75	Residential uses must be orientated towards town parks and key streets



Active street level frontages with a local community living above



Example of key built form that attracts visitation

3.9.6 Building, Interface & Setback Guidelines	
G-26	Built form should be of high quality and deliver contemporary buildings that provide positive amenity and character to the Centre.
G-27	Ground floor frontages should adopt a fine grain tenancy.
G-28	Building entrances must be legible and pronounced with appropriate architectural treatments that provide a clear sense of address to the built form.
G-29	A consistent built form approach should be provided with a mix of materials and finishes within an appropriate colour palette.
G-30	Rooftops should be utilised, including rooftop gardens where appropriate.
G-31	Blank walls should be minimised throughout the Centre. When development within a block is staged, exposed blank walls should incorporate a visually interesting design in the interim, until adjacent sites develop.
G-32	Development should consider the provision of solar access to public spaces, parks and key pedestrian streets.
G-33	Vehicle access points to residential development should be located away from primary street frontages, shared vehicle and cycle environments and open space areas to minimise disruption to the streetscape.
G-34	A high level of visual permeability, particularly on the ground floor, should provide the opportunity for visual connection between building occupants and pedestrians especially when interfacing public space.
G-35	Landmark buildings (on key built form sites) should be of an appropriate scale and use architectural elements to act as a visual wayfinding device.
G-36	Building heights should be generally in accordance with the indicative heights identified in Figure 18. If a proposed development exceeds the preferred height this may be considered and will be assessed using a performance based approach.
G-37	Built form in the Town Centre and Town Centre Heart Precincts should demonstrate its ability to adapt and evolve over time including the use of high ceilings and should be built to 3.6 meters at the ground level and a minimum of 3.0 metres at floors above, where appropriate.
G-38	Built form must ensure that ground floors are designed to be highly activated including the use of windows which are predominately permeable through the use of 80% clear glazing.
G-39	Encourage rear loaded residential development in key locations to minimise crossovers and garages dominating the streetscape.

G-40	Residential uses must be oriented towards open space and key streets to ensure a high level of passive surveillance, and assist in activating the Centre
G-41	Residential development must be designed to assist in protecting the MTC from prevailing winds which will generally require two storey built form as a minimum.
G-42	Fine-grain retail tenancies should sleeve in front of the anchor tenants within the Centre.
G-43	All built-form should apply strong passive design principles and strive for industry-recognised best practice ESD.

3.9.7 Density Guidelines	
G-44	A mixture of housing typologies and densities is encouraged as outlined in 3.9.3.

3.9.8 Building Articulation, Materials & Detailing Requirements	
R-76	Buildings located on key intersections, adjacent to community facilities/open space and along key pedestrian areas must adopt a building form, colour palette and architectural expression that reflects their location. All future built form located on an identified core interface (Figure 17) must use articulation in the building facade to provide visual interest at both the scale of the whole of building and at smaller street scale.
R-77	All future built form located on an identified interface (Figure 17) must demonstrate the use of contemporary, high quality materiality and finishes.
R-78	All façades along Leakes Road must provide texture rich materials and/or clear glazed windows to facilitate visual interest and passive surveillance.
R-79	Built form located on a corner must address and provide visual interest to both frontages using architectural treatments and articulation.
R-80	Buildings must be constructed of durable, robust materials that require minimal maintenance.
R-81	New buildings must be designed with regard to the design of upper levels and their integration with the streetscape.
R-82	Signage in the form of branding and colours must not cover the entire facade, refer to City of Melton 'Advertising Signage Design Guidelines', 2017.
R-83	Prevention of graffiti must be considered when detailing materials for sides and rears of buildings, car park and servicing areas.

R-84	Commercial, retail, civic, health, and educational buildings must provide canopies to the street and over pedestrian walkways to ensure continuous weather protection.
R-85	All shop fronts must have direct street access as their primary frontage with any secondary entry access from adjoining car parks.
R-86	Development must use a colour palette that complements the surrounds.

3.9.9 Building Articulation, Materials & Detailing Guidelines	
G-45	Building articulation and detailing should contribute to activation of the public realm at street level.
G-46	Building detailing should consider opportunities for informal seating and weather protection.
G-47	Solid fencing that prevents views from a building to the surrounding open space should be avoided.



High quality built form on a prominent corner location



## 3.10 Sustainability &amp; Environment Framework

**Organising Element:**

**“A sustainable centre will enhance liveability for the community and minimise negative impacts on the environment. Creative and resourceful strategies to address urban sustainability will be undertaken in all areas of the MTC, from streets, to car parks, and to buildings.”**

The Aintree MTC will be a resilient and sustainable urban environment that supports a new local community towards a lower carbon future over time. To this end, appropriate and site specific landscape solutions will be implemented to meet the vision for the centre, increasing the level of comfort and usability of the centre for extended periods of time.

Water quality and availability is a critical issue across the MTC area, as the City of Melton is located in an area of low rainfall, with increasing water demands from competing uses such as irrigation for agriculture and increasingly from urban areas. These pressures are likely to be exacerbated in coming years as the centre develops.

Better management can make use of this valuable resource and reduce the harm it can do to our waterways when it is poorly managed. Embracing water sensitive urban design (WSUD) interventions is key to any successful water management strategy.

These should be considered to passively irrigate any vegetation, to lower maintenance requirements for Council. Nearby buildings can capture and recycle water, re-distribute grey water, increase rooftop thermal mass and insulation by including vegetated rooftops and other similar initiatives.

An overarching goal of the UDF is to create an environment that is a green, comfortable and suitable urban habitat for plants and animals. To this end, the retention of existing vegetation and planting of appropriate new vegetation should be prioritised.

A consistent tree canopy is imperative, while the open space network will provide the much needed green respite and ‘lungs’ of the Centre area. An emphasis on a consistent street tree canopy to assist in reducing the urban heat island effect is essential.

Components such as walkable and bikeable streets, an efficient local bus network and access to the station, are all key parts of a sustainability strategy.

While this document does not aim to give detailed building design guidelines it does set out built form guidelines to consider when building in the MTC, including maximising solar access, minimising impervious surfaces and consideration of micro-climate, aspect, water and energy efficiency, reduction of waste and emissions, and the use of eco-friendly and local building materials.



Onsite waste management reduce the amount of waste going to landfill and contribute to sustainability, soil health, and wellbeing



Example of vertical vegetation facade system which will lower the ambient temperature of the centre



Town Centre will incorporate significant electric vehicle charging infrastructure, targeting net zero emissions

### 3.10.1 Site Drainage

Stormwater management for the Aintree MTC will be crucial to the successful delivery of a great urban environment, and must be a critical component of early design for stages and sites within the centre. In addition to the broader flood modelling undertaken for the site (see Background Report for details), consideration must be given to the local drainage within the MTC site itself. Given the commercial nature of the MTC, piped drainage will allow for conveyance of 10% AEP flows, and the road reserves will, in addition, provide adequate conveyance of the 1% AEP gap flows.

The site generally grades to a central low point, and subsequently discharges towards the north-east. Filling will occur across the site within development works, to alter the natural flow paths to ultimately drain towards the north-eastern corner. A future wetland and sediment basin is to be located external to the MTC boundary within the Kororoit Creek corridor. It is expected that there will be no retardation requirements for the 1% AEP storm event (i.e. the downstream wetland will not have a retardation function), with these flows able to discharge directly into Kororoit Creek. In addition, it is also expected that no temporary retardation will be required for the development.

Road design and location throughout the MTC will consider stormwater management and drainage, particularly where streets interact with low points in the landscape where vegetation will be compromised. Stormwater management areas also need to be defined as separate from areas of biodiversity conservation so that stormwater plans do not damage retained areas.



Example of solar carport which will get free energy from the sun, but also incorporate shade protection for the carpark as a bonus

### 3.10.2 Integrated Water Management (IWM)

Adopting IWM opportunities at both a lot scale and a precinct scale will result in significant IWM outcomes due to larger catchments and associated water volumes. Combined with improved amenity opportunities such as constructed wetlands feeding a stormwater harvesting system, this presents a significant opportunity for a resilient and climate-ready community.

#### Rainwater Tanks

Rainwater tanks are proposed to capture roof water, with the roof catchment area maximised through a siphonic roof drainage system. The rainwater tank size depends on the roof area. Water from the rainwater tanks is proposed to be used for non-potable purposes, such as toilet flushing, irrigation and wash down areas.

Due to the size of the roof catchments, the rainwater tanks capture a significant amount of water that could be used for other demands across the site. Current modelling shows that supplying water for toilet flushing uses only a portion of the rainwater captured with a large portion spilling from the rainwater tanks as overflow. This additional water could be made available for other end uses within the development, or beyond through a regional stormwater harvesting scheme.



Example of an on-street rain garden which assists with stormwater attenuation and adds amenity to the streetscape

#### Passive Irrigation

Implement kerb inlets (as per council standard) to allow road runoff to passively irrigate street trees. This enables higher soil moisture content for street trees throughout the year, which attributes to better tree health, larger canopy, and improved amenity.

The kerb inlets and trees should be protected during the construction and building phases of the project to ensure construction sediment does not impact on the filter material within the proposed passive irrigation.

#### Recycled Water

Class A recycled water could be considered for use for the proposed lots and for any nearby public open spaces, as 'third pipe' system if the pipe infrastructure is built into the development.

By using recycled water, occupants could reduce their potable water demand by up to 50% by connecting recycled water to things such as toilets, laundry and irrigation. By utilising recycled water, Council could fully offset their irrigation demands. Furthermore, as permanent water saving rules do not apply to recycled water, irrigation of gardens can continue under water restrictions, resulting in healthier and greener environments.

Class B recycled water could also be an option for the site, and could be supplied for public open space irrigation, or to suitable industries. Class B recycled water supply is significantly cheaper than potable or Class A recycled water, however there are management practices that must be employed for its safe use, typically outlined through an Environmental Improvement Plan developed between the user and the responsible water authority.

#### Amenity & Liveability

While wetlands provide an important function for treating stormwater, they can also provide significant amenity and recreation for the local community. Within the precinct, wetlands and the surrounding Kororoit Creek corridor can include elements such as sporting facilities, pedestrian bridges, viewing platforms, seating, playgrounds, outdoor gyms, BBQ areas and water features. All these elements contribute to creating a hub that the community can enjoy that is centred around water.



## Sustainability &amp; Environment Plan





3.10.3 Sustainability Design Requirements	
R-87	Buildings must be designed in accordance with any relevant Council sustainability design policies and guidelines.
R-88	Buildings must be sited and oriented to ensure future dwellings are provided with appropriate solar access, access to daylight, shading, prevailing breezes and minimise energy use for heating in winter and cooling in summer.
R-89	Use of reflective building materials (other than roofs) must be limited.
R-90	Public lighting design must meet the required lighting category with minimum overall wattage required.
R-91	All development proposals must be accompanied by an Environmentally Sustainable Design report to demonstrate best practice performance.
R-92	Irrigation infrastructure and turf species selection must minimise water usage on open spaces and sports grounds.
R-93	Infrastructure design must consider the use of materials with recycled content, or materials that are recyclable.
R-94	Built form design must consider the appropriate location of waste bin storage and Waste management systems.

3.10.4 Sustainability Design Guidelines	
G-48	Future development should utilise innovative and contemporary design and achieve leading edge environmental standards to support a progressive and environmentally sustainable Centre.
G-49	Site earthwork strategies such as limiting cut and fill and disturbance to natural drainage paths must be included.
G-50	Installation of renewable energy systems should be considered as part of all new buildings.
G-51	Infrastructure should be designed with consideration of climate change risks and adaptation methods.
G-52	The reuse of materials and utilisation of local materials should be incorporated to all buildings, where possible.
G-53	Fixed or flexible external shading should be considered to protect building windows from unwanted heat gain in summer and allow for desired heat gain in winter.
G-54	Green roofs, walls or façades are encouraged to cool a building, help reduce stormwater runoff, increase biodiversity and provide more greenery in the UDF area.

3.10.5 Drainage & Water Management Requirements	
R-95	Water sensitive urban design principles must be included to passively irrigate trees and other vegetation within the UDF area.
R-96	Rainwater run-off from buildings and sites must be harvested for re-use or recycling within the UDF area.
R-97	Stormwater runoff from development must meet or exceed the performance objectives of the CSIRO Best Practice Environmental Management Guidelines for Urban Stormwater prior to discharge to the receiving waterways.

3.10.6 Drainage & Water Management Guidelines	
G-55	Integrated Water Management options should align with the objectives outlined in the City of Melton's Integrated Water Management Plan (2018).
G-56	Overland flow paths should be considered as part of public realm design to optimise efficient water use and long-term viability of vegetation.
G-57	Infrastructure and built form should be designed to enable stormwater capture and use for flushing toilets, garden watering, or other recycled uses.
G-58	The inclusion of recycled water infrastructure should be included where practicable.
G-59	Any planting must consider the minimisation of potable water use through appropriate species selection and the inclusion of passive irrigation designs.
G-60	Reduction of impervious surfaces and inclusion of permeable pavement should be considered as part of any water management strategy.
G-61	Efforts should be made to facilitate alternative water (stormwater harvesting or recycled water) over potable water for irrigation of open space and sports grounds.
G-62	Implement kerb inlets (as per council standard) to allow road runoff to passively irrigate street trees.



Example of stormwater storage and filtration adding to the amenity of the public realm



Example of a central stormwater bioswale allowing for water to be filtered prior to entering the stormwater system



# 4.

## Implementation & Staging

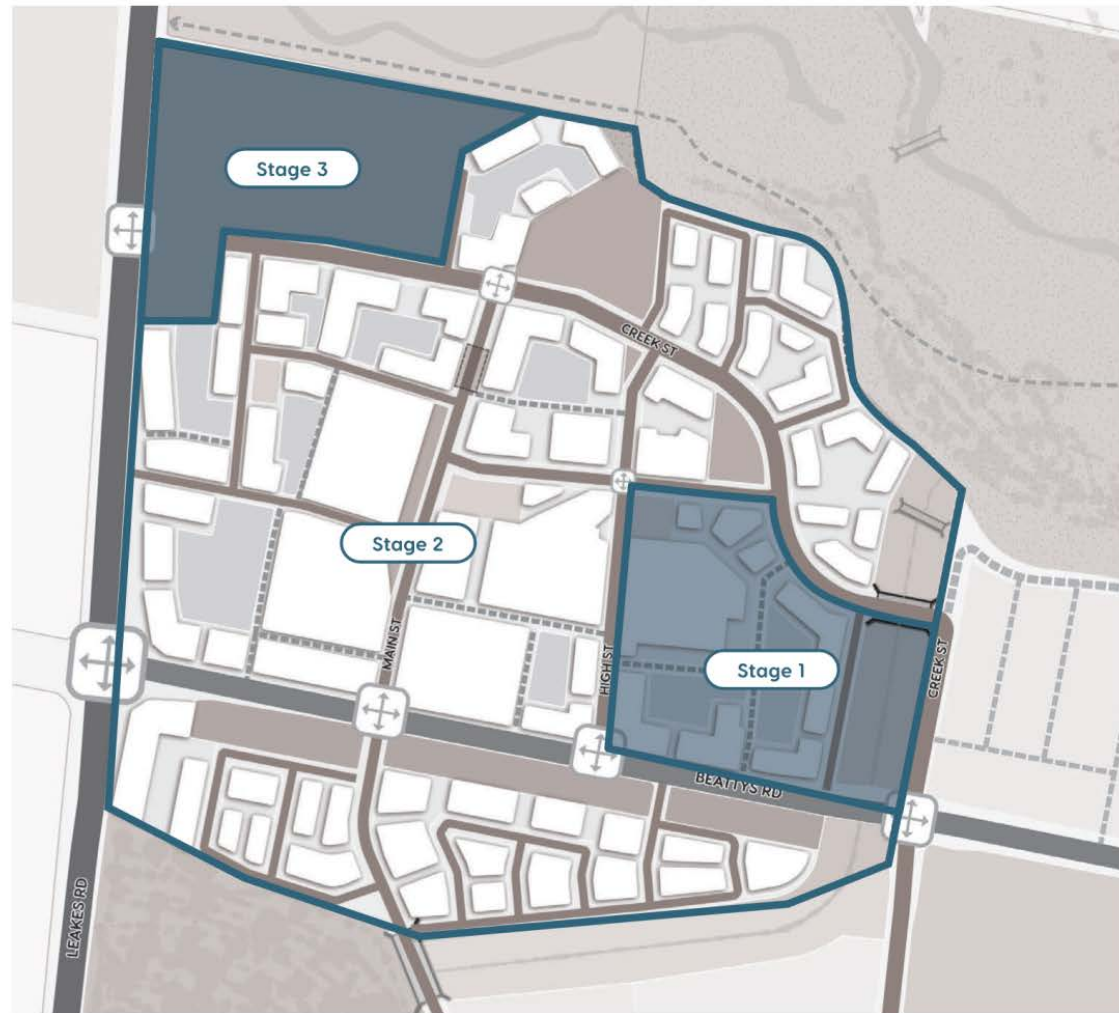
#### 4.1 Staging

Staging is critical in the strategic development and planning of a town centre. The staging of the Aintree MTC will be driven by the development of the surrounding residential catchment (including the future Melton East PSP, and the remainder of the Woodlea development), along with the retail and commercial components that comprise the centre. It is anticipated that development would commence in the south and east of the MTC area in the remainder of the Woodlea development, and subsequently spread towards the north west.

When considering the staging of the MTC it is important to support the establishment of interim/and or temporary land uses to assist with activation where they:

- Are consistent with and do not detract from the vision of the MTC;
- Do not cause fragmentation of existing lots; and
- Do not jeopardise the transfer of nominated land for any public purposes.

Initial stages of the development should provide strong connectivity to the residential developments to the east of the MTC. Staging zones are indicative only and subject to future development planning and other factors.





## 4.2 Implementation

### 4.2.1 Rockbank North Development Contributions Plan

The infrastructure items included within the Rockbank North Development Contributions Plan (DCP) related to the Aintree MTC are listed below:

- RD06 - Intersection. Land acquisition for ultimate and construction of an interim signalised intersection at the intersection of the Beattys Road collector and Leakes Road.
- RD08 - Intersection. Land acquisition for ultimate and construction of an interim signalised intersection of the MTC and Leakes Road.
- RD12 - Pedestrians Bridge Construction of 3 pedestrian bridges over Kororoit Creek (one of the indicative locations is in close proximity to the UDF area).
- C05 - Library and Higher Order Community Centre 3. Land acquisition of 2 hectares for Library and Higher Order Community Facility within the MTC.
- OS09 - Town Square. 0.5ha of land for the development of a town square within the MTC.

As shown above, the Rockbank North DCP identifies land allocations for open space and community facilities uses within the MTC (C05 and OS09). During the preparation of the Rockbank North PSP the need for these facilities and the land allocated was based on the assessed need at the time, and Councils standard model for the delivery of facilities of that nature. At the time of preparing this UDF, the land requirements have been split into two smaller community facility buildings which will create a better design outcome and a stronger Council presence across the MTC. An amendment to the Rockbank North PSP and DCP is required to reflect this.

These items can be delivered by Council, or by a developer as part of a Works in Kind agreement.

### 4.2.2 Government Funding (Federal, State, Local)

The Rockbank North DCP provides detail about key road projects, however there are a number of projects which do not provide detail around future funding arrangements.

- The delivery of the MTC Bus Interchange and a bus service to and from the centre, including to the Rockbank Railway Station will require government strategy and funding in order for the projects to be completed.
- Leakes Road fronts the western boundary of the MTC area. Leakes Road is an existing arterial road and the PSP and UDF proposes two major intersections to it within the MTC area. The DCP will fund the land acquisition within the Rockbank North PSP area, and the interim construction of the intersections. However, to deliver the ultimate intersections/Leakes Road design, land acquisition and additional construction will be required by future developers within the Melton East PSP (currently under preparation).

The delivery of these services will not necessarily be staged in line with demand and catchment of the surrounding population this may also influence the staging of the MTC.

Although outside of the UDF area it will be important to consider the location and staging of the other community uses such as the adjacent government education facilities. The lots for the two Schools have already been created (with a process underway for those to be transferred to Department of Education and Training). Having these facilities delivered early in close proximity to the MTC will assist with providing demand and justification for the early stages of development within the MTC.

### 4.2.3 Developer works

It is anticipated that public realm components of the MTC are developed at a pace that responds to nearby commercial and residential development. These works are subject to further discussions with Council and detailed design.

### 4.2.4 Land Subject to Inundation Overlay - Further Investigation Area

The land in the north western corner of the MTC is covered by the Land Subject to Inundation Overlay. During the preparation of the Rockbank North PSP, the area was identified as requiring detailed drainage studies to confirm the ability to develop the land prior to permits being issued. As part of preparing this UDF, Council engaged Spiire to undertake a Stormwater Management Strategy for the MTC which assessed this area and its development potential. This report concluded that further work was required during the detailed design phase (and when the drainage requirements of the adjoining land outside of the MTC are known) to facilitate an opportunity to develop this land. Therefore, Council made the decision to identify the land as undevelopable in the UDF, subject to further investigations.

Intersection RD-08 is located within this area and its design will need to consider the drainage requirements of Leakes Road (i.e. potential culvert requirement). Therefore this intersection also cannot be delivered until these works are complete. Applicants for the remaining land in the UDF will need to undertake traffic analysis to demonstrate that the traffic movements associated with their development can be catered for by the Beattys Road connection to Leakes Road (RD-12). If modelling indicates that a permit areas traffic movements cannot be catered for in RD-12 prior to the construction of RD-08, development cannot progress.

# 5. Review

Aintree Major Town Centre Urban Design Framework

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## 5.1 Review

The Aintree MTC Urban Design Framework has been prepared with regard to the latest and most up-to-date information available. However, the content of this document is subject to change as new and additional information is made available.

As such, a document like this should be reviewed every five years in order to ensure that the information provided is up to date and still relevant. This document is being prepared with the intent that it will be utilised in a short time frame to guide development, and is reflective of current retail, commercial and residential development outcomes.

Some key changes which may impact the Aintree UDF in the future, and may trigger the need for a formal review include:

- Future changes in retail centre hierarchy
- Future retail and commercial demand
- Changes in vehicular technology – i.e., car share, autonomous vehicles, electric scooters etc.
- Provision of community facilities, including any reduction or addition to what is currently proposed for the Library and Higher Order Community Centre.
- Timing for the approval of the Melton East PSP (currently under preparation) and subsequent development to complete the residential catchment for the MTC.

A possible alternative is that little development has occurred on the ground in that five year period. This is also an outcome that should trigger a review of the UDF, as the retail/commercial/residential markets may have shifted substantially in that period of time.



## Appendix 1

### Statutory Assessment

The Rockbank North PSP includes a list of requirements that are to be met in order for a UDF to be approved by the responsible authority. This list of requirements has been met and detailed throughout Sections 2 and 3 of this UDF. However, the specific requirements have been itemised and a comment provided for each in the following table.

Items included in Requirement 40 of the Rockbank North PSP	Compliance	Comment
A response to the Major Town Centre Concept (Figure 4) and the vision and organising elements set out in this PSP.	Yes	This has been considered, and a response is provided in Section 2 and 3 of this UDF.
The role and function of the town centre as a whole.	Yes	This has been considered, and a response is provided in Section 2 and 3 of this UDF. The Framework prepared for this centre has been prepared to facilitate the development of a Major Town Centre in accordance with the City of Melton Retail and Activity Centres Strategy.
Appropriate land uses, their locations and relationships to the Town Centre.	Yes	This has been considered, and a response is provided in Section 3 of this report. Both the Land Use plan and the table in Section 3.7.6 identify preferred land uses across the Centre.
The location and integration of community facilities and services.	Yes	This has been considered, and a response is provided in Section 3 of this report. Provision has been made for both interim and alternative ultimate arrangement for Council community facilities as set out in Section 3.6.4.
The fine grain road network and how the network fosters connectivity within, to and from the Town Centre.	Yes	This has been considered, and a response is provided in the Movement and Access section.
The incorporation of public transport services, including a bus interchange, into the design of the Town Centre.	Yes	This has been considered, and a response is provided in the Movement and Access section. A proposal for an on-street bus interchange has been proposed (subject to the approval of Department of Transport).
The retention and enhancement of the natural environment and its integration into the Town Centre design.	Yes	This has been considered, and a response is provided in Section 3 of this report. The location of the proposed Aintree Park maintains existing vegetation and the rocky outcrop. The widened Beattys Road tree reserve leverages the amenity of the existing trees and integrates them into the design of the Centre.
A hierarchy of public spaces including active recreation, passive recreation, conservation areas, pedestrian and cycle links, urban spaces and landscape nodes. An overall landscape concept must be included within the Urban Design Framework.	Yes	This has been considered, and a response is provided in Section 3.8 – Public Realm and Landscape Framework.
Placemaking elements, character precincts and nodal destinations within the Town Centre including a central meeting space within the urban core of the town centre (such as a town square, urban park or plaza space).	Yes	A number of key placemaking/destination nodes are proposed through the UDF including: <ul style="list-style-type: none"> <li>• Aintree Park</li> <li>• Local Park East</li> <li>• Aintree Town Square</li> <li>• East and West Plazas</li> <li>• The Greenway</li> <li>• Beattys Road Tree Reserves</li> </ul>
The retention and enhancement of the natural environment and its integration into the Town Centre design.	Yes	The UDF mirrors to PSPs ambition of achieving high and medium density residential with the Centre. The Framework plan and Vertical Mixed Use Plan identifies areas for medium and high density housing within the Metropolitan Activity Centre in the form of apartments above retail. This is further enforced through the table in section 3.7.6 of the UDF where apartments and townhouses are encouraged within all Precincts (except for the Gateway Precinct).



A hierarchy of public spaces including active recreation, passive recreation, conservation areas, pedestrian and cycle links, urban spaces and landscape nodes. An overall landscape concept must be included within the Urban Design Framework.	Yes	Section 4 of this document addresses staging to the development of the Centre and outlines factors that would likely influence the staging.
Placemaking elements, character precincts and nodal destinations within the Town Centre including a central meeting space within the urban core of the town centre (such as a town square, urban park or plaza space).	Yes	The UDF has considered the interaction of the Centre with Kororoit Creek. In Particular Aintree Park has been proposed adjacent to the Creek. The park creates both an entry to Kororoit Creek and a direct view line between the Creek and the Core of the Centre.
Demonstrate an appropriate design response that addresses the Rockbank North Major Town Centre vision, principles, objectives and organising elements and requirements outlined within this document.	Yes	This has been considered, and a response is provided in Section 2 and 3 of this UDF.
Address any relevant design guidelines prepared by the Victorian Government or by Melton Shire Council.	Yes	The UDF has had regard to all relevant design guidelines and is in accordance with all applicable guidelines such as the Rockbank North Precinct Structure Plan, City of Melton Retail and Activity Centres Strategy, City of Melton Advertising Signage Design Guidelines City of Melton's Integrated Water Management Plan and City of Melton OffStreet Car Parking Guidelines.
Explain how the Urban Design Framework responds to feedback received following consultation with infrastructure agencies including VicRoads, the Growth Areas Authority and the Department of Transport and the landowners within the Town Centre.	Yes	The UDF has been guided by the Rockbank North Precinct Structure Plan which has undergone extensive consultation with all relevant stakeholders. Design Charettes with affected landholders have been held through the preparation of this UDF. The UDF will undergo further consultation as it progresses.
Show how the Town Centre relates to the existing or approved developments in the area.	Yes	Consideration has been given in the preparation of the UDF in relation to the existing adjoining roads and approved development within the Woodlea Estate.
Set out guidelines to positively address environmental sustainability including integrated water management and energy conservation.	Yes	Section 3.10 of the UDF provides mandatory and encouraged controls to promote sustainable development within the Centre.
Set out provisions for car parking including the location and design of the car parking areas and car parking rates for proposed uses within the Town Centre.	Yes	The UDF provides various controls to limit the impact of car parking areas on the streetscape and pedestrian and cyclist movement. The Car Parking and Vehicle Access Requirements and Guidelines within Section 3.8 of the UDF provides the controls to ensure all car parking is appropriate.
Set out arrangements for the provision of service areas for deliveries and waste disposal including access for larger vehicles and measures to minimise the impact on the amenity of the Town Centre and adjoining neighbourhoods.	Yes	The UDF provides various controls to limit the impact of service vehicles on the amenity of the Centre and adjoining neighbourhoods. <ul style="list-style-type: none"> <li>• Requirement R21 ensures service and loading areas are located to the rear of the building and consolidated with adjoining land uses where possible, and are located away from the primary street frontage, and</li> <li>• The street network (as shown in Figure 13) has been designed to discourage large vehicles from traveling proximate to adjoining neighbourhoods or within the precincts themselves by locating the main vehicle based roads away from key areas.</li> </ul>
Set out design guidelines for the provision of advertising signs.	Yes	Requirement R82 includes provisions for signage, to ensure signage in the form of branding and colours does not cover the entire façade and to have reference to City of Melton's 'Advertising Signage Design Guidelines' 2017
Set out clear and specific strategies, actions and guidelines for the development of the Rockbank North Major Town Centre which will form the assessment tool for future development applications for the Town Centre.	Yes	These have been considered, and Section 2 and 3 of this UDF responds to these matters.

## 12.6 PLANNING APPLICATION PA 2022/8164 - USE AND DEVELOPMENT OF THE LAND FOR THE PURPOSE OF A PLACE OF WORSHIP, AND THE REMOVAL OF NATIVE VEGETATION AT 743-747 FERRIS ROAD, STRATHTULLOH

Author: Cam Luong - Senior Development Planner  
Presenter: Blake Angus – Acting Director City Futures

### PURPOSE OF REPORT

To consider and determine the above planning application.

### RECOMMENDATION:

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

## REPORT

### 1. Background

#### Executive Summary

Applicant:	Mr Guacho Gasha
Proposal:	Use and development of the land for a Place of Worship, and the removal of native vegetation
Existing Land Use:	Existing dwelling and outbuildings.
Zone:	Green Wedge Zone (Schedule 1)
Overlays:	None
Permit triggers:	Green Wedge Zone (Clause 35.04–1) - A permit is required for the use of the land for a Place of Worship. Green Wedge Zone (Clause 35.04–5) - A permit is required to undertake building or works associated with a Place of Worship. Native Vegetation (Clause 52.17–1) - A permit is required to remove native vegetation.
Number of Objections:	79
Number of Submissions:	194 Submissions in support
Key Planning Issues:	Suitability of the use in rural residential areas. Consistency with the purposes of the Green Wedge Zone Consistency with State and local planning policies Rural road network, traffic concerns, and amenity impacts
Recommendation:	Refusal of application



This report has been prepared for Council consideration, given, that more than five objections were received during the public notification process.

### **The Land and Surrounding Area**

The subject site has an area of 2 hectares and is located on the eastern side of Ferris Road, Strathtulloh. Other features of the site are as follows:

- The site is regular in shape
- The site is currently occupied by a single storey, brick veneer dwelling with a hipped roof profile.
- The site features a large colourbond shed located to the south-east of the dwelling with the remainder of the site featuring small sheds and pasture/grasses (including native grasses).
- The site is accessed from a rural crossover that is generally constructed of crush rock.

The surrounding area can be characterised as a rural residential area with lots that are generally around 2 hectares in area. Boundary fencing within the Strathtulloh Estate is generally constructed of post and wire. Windrow planting along boundary lines is common throughout the Estate. The land surrounding the subject site is used for rural purposes including farming/hobby farming.

Refer to **Appendix 1** for a Locality Plan.

Refer to **Appendix 2** for Site Photos.

### **The Application**

The application seeks approval for the use and development of the land for the purpose of a Place of Worship, and the removal of native vegetation. The proposed development is summarised as follows:

- Use and extension of the existing shed as a Place of Worship. The shed will be extended from 295sqm to 607sqm to accommodate the use.
- The building would be setback 10.2 metres from the southern property, and 71.3 metres from the Ferris Road frontage.
- Extensive modification of the existing shed; including:
  - Extension to provide a new foyer.
  - Two shoe storerooms.
  - Erection of 3 new domes on top of the building.
  - The overall height of the building is 4.9 metres, however, the larger dome will be above the building line and measures 6.6 metres in height.
  - Metal cladding replaced with render and brick veneer finishes.
  - Inclusion of a change room and communion preparation room.
- The hours of operation:
  - Sunday Services (6.00AM to 2.00PM). The applicant has indicated that Congregants begin to arrive from 8 am onwards. The service concludes around 10:30 am, with congregants leaving the premises by 12 pm at the latest.
  - Saturday Services:
    - Second week of October (1:00AM to 1:00PM).
    - First week of January (1:00AM to 1:00PM).
    - Fourth week of August (1:00AM to 1:00PM).

- Once a month service on the 13th day and 31st day (6:00AM to 2:30PM).
- Holy Week (8:00AM to 4:00PM, Monday to Thursday). It should be noted that Holy Week changes year-to-year depending on the Coptic Calendar, however, it is generally between late March to early April.
- Good Friday (6:00AM to 6:00PM).
- Easter Saturday (6:00AM to 3:00AM). The mass service begins at 12:00AM and ends at 2:00AM.
- Orthodox Christmas Eve (6:00PM to 3:00AM). The mass service begins at 12:00AM and ends at 2:00AM.
- The applicant has further outlined that late services or overnight gatherings typically involve five to ten congregants, priests, and two deacons, considering the preparation hours.
- The applicant has indicated that there would be a maximum of 50 patrons at any given time. The applicant has indicated the average number of patrons to be 25 during prayer services.
- An all-weather car parking area for up to 30 vehicles would be constructed to the north of the church building.
- A new dedicated toilet block/building measuring 8 metres x 4.4 metres would be constructed to the west of the main building. The toilet block would have colourbond roof and rendered finishes. The applicant has reached out to Greater Western Water to explore options for connecting to the adjoining sewerage system which is 100 metres away.
- The applicant has outlined that funerals or weddings services are attended solely by immediate family members, totalling about five to ten people, accompanied by the priest. These ceremonies are conducted quietly and swiftly, serving as a blessing for the deceased or to bless the union.
- The applicant has indicated that the church will not have any exterior lighting fixtures, and any internal lighting will be contained within the building. The applicant has also advised that curtains or roller shutters will be installed on the windows of the building, ensuring they are closed during night time services to prevent light from escaping the building.
- The applicant has also outlined that fluorescent reflective road parking cones will be placed during the evening and at night so that they can safely exit the car park.
- The applicant has indicated that no external sound amplification equipment or loudspeakers used for purpose of announcement, broadcast, playing of music or similar purpose.
- Approval is also required for the removal of native vegetation (grasses) on the land. However, there are no 'patches' of native vegetation or 'scattered trees' as defined by the Guidelines (DELWP 2017). Therefore, native vegetation offsets are not required.

Refer to **Appendix 3** for plans of the proposal.

**Planning Controls**

Zone	(Clause 35.04 – Green Wedge Zone (Schedule 1))	A permit is required for the use and development of the land for a place of worship.
Particular Provisions	(Clause 52.06 – Car Parking)	The provision requires 0.3 car parking spaces per patron. Based on the provision a total of 15 car parking spaces would be required. The proposal complies with the requirement.
	(Clause 52.17 – Native Vegetation)	A permit is required to remove native vegetation.

A full assessment of the proposal against the relevant planning policies is included in **Appendix 4**.

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

The land is affected by a Restrictive Covenant.

The covenant requires dwellings to be greater than 160 square metres in area, that pre-existing dwellings cannot be moved to the land, and that dwellings need to have non-reflective roofs, and have external finishes that are at least 75% masonry materials.

It should be noted that the restrictions are only applicable to dwellings. Therefore, the proposal does not breach any conditions of the Covenant.

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

The land is not considered to be of aboriginal cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2018*.

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

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

3. A fast growing, innovative and well-planned City: A City where growth and development occur in a strategic, fair and sustainable way.

- 3.2 *Health and Community Services are accessible locally.*

- 3.2.1 *Advocate for and facilitate for the provision of health and community facilities to be within close proximity and safe access to public transport.*

**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 79 objections were received. Council also received 194 submissions in support of the proposal.

The grounds of objection may be summarised as follows:

- Increased noise, traffic and safety concerns.
- The building is not sympathetic to the surrounding area.
- The proposal is detrimental to the rural residential amenity of the area (lifestyle, peace and quiet, livestock, etc.).
- The local streets are not suitable for the proposal (60km speed limit, no line marking, no kerb and channel, no footpaths, limited lighting).
- The late hours of operation on special days will have an impact on surrounding residents.
- The number of people attending will be more than 50 persons and likely to expand in the future.
- The proposal would decrease property values.

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

### **Referral of the application**

The application was referred to several Council Departments for comment and advice.

Council's Strategic Planners are opposed to the proposal. They have outlined that Council's previous submission to DELWP in relation to Green Wedge planning reforms identified the need to discourage discretionary uses such as schools and places of worship in non-urban areas. In addition, they have outlined that from experience, these types of uses gradually expand over time, and this should be taken into consideration.

Council's Urban Designers are opposed to the proposal. They have outlined the need to consider the visual impact of the proposal on the immediate area, and the need to consider potential views of the building from adjoining streets and properties.

Council's Health Services Department has not raised issues in relation proposal and have provided conditions. Importantly, they have outlined that the proposal must be connected to reticulated sewerage.

Council's Engineers Department have not raised any concerns with the proposal and have provided conditions.

Council's Environmental Services Department have not raised any concerns with the proposal and has provided conditions.

The referral responses from Council's Strategic Planning and Urban Design Officers highlight that the proposal is inconsistent with the area from a land use and development perspective. These are fundamental planning concerns which cannot be simply addressed through conditional requirements on permit.

## **5. Issues**

### **Planning Assessment**

The subject site is located outside the Urban Growth Boundary and a significant distance from any existing community services/facilities, activity centres, and infrastructure (including public transport). The closest arterial roads are Mount Cottrell Road and Griegs Road, which are approximately 1.5km to the east and south (respectively) of the subject land. There are no public transport services within walking distance (1km) of the subject site. The subject site is not seen as a suitable location for non-residential uses that are more suitable within urban areas (including industrial areas).

The proposed use of the land for the purposes of a Place of Worship is inconsistent with the relevant provisions of the Melton Planning Scheme in terms of the purpose of the Green Wedge Zone, and the relevant Planning Policies, which are designed to encourage and support agriculture and sustainable farming activities and rural residential land use.

Fundamentally, the site is considered poorly located to accommodate the proposed use which has the potential to regularly accommodate a significant number of people and resultant traffic and car parking. The subject site is accessed from a rural street (road pavement width of 6 metres, no kerb and channel, no footpaths, and lighting only at road intersections), and it is located at the very end of an existing low density rural residential estate (Strathtulloh Estate).

The Strathtulloh Estate is a rural residential area, whereby lots are generally around 2 hectares in area. The lots within the estate are generally used for residential purposes, with some lots also being used to graze livestock. A quite significant number of the lots also have very large agricultural-sized sheds. In some cases, these sheds have been used by the occupants of the dwellings to run their home occupations (i.e., storing their work vehicles, etc.).

The main planning issue in relation to the proposal is the site context. Council refused an application for a Place of Worship at 3 Buckle Road, Kurunjang due to similar issues relating to the site context. The proposal was for the "Use and development of the land for the purpose of a Place of Worship with associated car parking and landscaping". The application was refused by Council, and an appeal was lodged by the applicant at VCAT. VCAT ultimately affirmed Council's decision and decided that no permit be issued. As part of the VCAT decision in *McKenzie v Melton SC & Ors* [2013] VCAT 1188 (9 July 2013), Senior Member Tonia Komesaroff outlined the following shortcomings with the site:

*"The level of infrastructure is a rudimentary: absence of reticulated sewer, absence of kerb and channel, absence of footpaths, no through roads, no convenient access to public transport, no 'main road' frontage, no street lighting all of which would otherwise be conducive to more intensive activities such as place of assembly."*

Furthermore, she highlighted that more intensive activities such as a place of assembly should not be in:

*"...tucked away residential community a level of activity not otherwise experienced or anticipated and often during hours when they currently experience the opposite."*

The subject land exhibits many of the poor locational factors outlined above by the Tribunal Member.

### **Off-site amenity impacts**

Most of the surrounding residents have expressed concern regarding the adequacy of the surrounding local roads to handle the increased traffic likely to be generated by the proposal. Concerns have also been expressed about the associated noise and safety issues by the increased amount of traffic associated with the proposed use.

The concerns raised by residents in the Strathtulloh Estate are valid, given, the substantial increases in non-local traffic that the current residents do not currently experience. Furthermore, the increase in non-local traffic also presents safety concerns to pedestrians and cyclists, given, that there are no footpaths and street lighting is limited along this section of Ferris Road.

It should be noted that all adjoining owners and occupiers have objected to the proposal. Collectively they have also expressed concerns in relation to the appearance of the building, proximity of the building to their residences, and noise from congregants. The concerns raised are valid, given, that the existing building would be completely re-developed, substantially increased in size, highly visible from Ferris Road and will no longer resemble the type of agricultural shed common throughout the Strathtulloh Estate. This would have an adverse impact on the visual amenity and rural character of the immediate surrounding area. In addition, the adjoining landowners will experience noises when congregants are outside of the main church building and may experience noise coming from the main church building (even after the building is acoustically treated as per the applicant's suggestion). No details of acoustic treatments have been provided with the application.



**Green Wedge Zone**

The purpose of the Green Wedge Zone includes:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for the use of land for agriculture.
- To recognise, protect and conserve green wedge land for its agricultural, environmental, historic, landscape, recreational and tourism opportunities, and mineral and stone resources.
- To encourage use and development that is consistent with sustainable land management practices.
- To encourage sustainable farming activities and provide opportunity for a variety of productive agricultural uses.
- To protect, conserve and enhance the cultural heritage significance and the character of open rural and scenic non-urban landscapes.
- To protect and enhance the biodiversity of the area.

The proposal does not complement the intended purposes of the Green Wedge Zone outlined above, and does not appropriately respond to the Decision Guidelines under Clause 65 of the Melton Planning Scheme which outline the need to consider whether the site is suitable for the use or development and the compatibility of the proposal with adjoining land uses. The surrounding area can be generally characterised as a rural lifestyle area. As part of the VCAT decision in *Menheere v Casey CC* [2020] VCAT 787, Member Tracey Bilston-McGillen outlined that residents within rural lifestyle areas have higher expectations of residential amenity. She outlined that *“...Whilst I agree with the permit applicant that the same level of residential amenity may not be reasonable, in some ways, there is a higher expectation of ‘quiet’ other than farming equipment due to the large lots and limited urban uses.”*

While the planning scheme does enable some non-residential type uses to be located within green wedge areas, this must be balanced against the proposed use and potential amenity effects on surrounding residents. Further, based on the principles outlined in the above VCAT case, the proposal is not considered to be appropriate due to the lack of direct access to a higher-order road, the rudimentary nature of local road infrastructure, the absence of public transport within walking distance, and its potential impact on the residential amenity of neighbouring residents. In addition, whilst the applicant has indicated that the land can potentially be connected to reticulated sewerage (as per the requirement of Council’s Health Services Department) no additional information has been supplied in terms of the feasibility nor costs.

**Planning policies**

The relevant planning policies include:

- Clause 02.03-1 – Non-urban land
- Clause 11.01-1R – Green wedges - Metropolitan Melbourne
- Clause 11.01-1L-01 - Non-urban land
- Clause 12.05-2L – Rural landscape character

In summary, the policies collectively seek to protect the green wedges from inappropriate development; support development that provides for environmental, economic and social benefits; to reduce land use conflict between the Green Wedge Areas and urban and rural communities; to ensure consideration is given to the rural landscape character when assessing applications to develop land, and to discourage land uses that would be better located within the Urban Growth Boundary.

The proposal is considered to be inconsistent with the intent of these policies, which views the encroachment on urban uses as a planning challenge in Green Wedge areas, and seeks to discourage these types of uses that would be better located within the Urban Growth Boundary. The proposed use is also viewed as a conflicting land use, given, that it is likely to produce a significant amount of non-local traffic that the local residential (rural) community would not normally experience. The proposed church building is also deemed to be inconsistent with rural character of the surrounding area in terms of its size, built form and appearance as it will be highly visible from Ferris Road and adjoining properties.

#### **Native Vegetation Removal**

The purpose of the provision is to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three-step approach (avoid, minimise, and offset) in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines).

The proposal technically requires planning permit approval for the removal of native vegetation, however, the quality and extent of native vegetation to be removed is insignificant. The extent of native vegetation (grasses) to be removed does not trigger offset requirements based on the Flora and Fauna Assessment (prepared by Wildlife & Ecology, 19 March 2023).

## **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 Planning Policy Framework, Zone provisions, Particular provisions, and Clause 65 of the Melton Planning Scheme.

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

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

## **LIST OF APPENDICES**

1. Locality plan
2. Site Photos
3. Plans of proposal
4. Assessment against planning policies
5. Response to objections
6. Grounds of Refusal

**No:** PA 2022/8164/1

**Address:** 743-747 Ferris Road Strathtulloh Vic 3338

**Proposal:** Use and development of the land for the purpose of a Place of Worship and the removal of native vegetation.

**Ward:** Coburn



Subject Site



Objections

21/06/2023

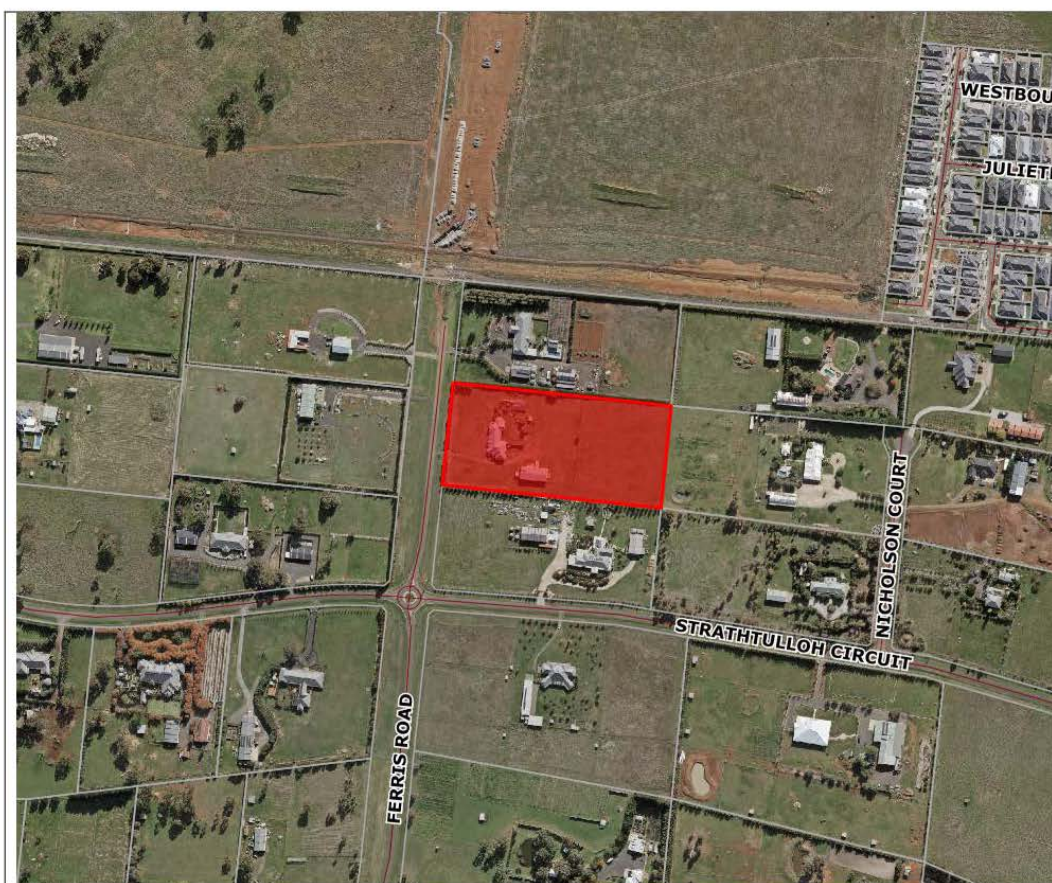


**No:** PA 2022/8164/1

**Address:** 743-747 Ferris Road Strathtulloh Vic 3338

**Proposal:** Use and development of the land for the purpose of a Place of Worship and the removal of native vegetation.

**Ward:** Coburn



Subject Site

21/06/2023





**Appendix 2 – Site Photos**



Above: 743 Ferris Road, Strathtulloh



Above: 606 Ferris Road, Strathtulloh





Above: 600 Ferris Road, Strathtulloh



Above: 737 Ferris Road, Strathtulloh



Above: View along Ferris Road facing north, Atherstone Estate at a distance



Above: View along Ferris Road facing south, Strathtulloh Circuit/ Ferris Road round-about can be seen.





Above: View of existing shed from the Strathtulloh Circuit/Ferris Road round-about



Above: View of existing shed along Ferris Road approximately 10m from round-about



Above: View of existing shed along Ferris Road approximately 25m from round-about



Above: 54 Strathtulloh Circuit, Strathtulloh





Above: 67 Strathtulloh Circuit, Strathtulloh



Above: View of shed about 1 metre from fenceline at 67 Strathtulloh Circuit, Strathtulloh





Above: View facing west about 1 metre from fenceline at 67 Strathtulloh Circuit, Strathtulloh



Above: Existing shed can be seen from 2 Nicholson Court, Strathtulloh

**DRAWING INDEX:**

TP01 - COVER SHEET  
TP02 - EXISTING SITE CONDITIONS PLAN  
TP02a - EXISTING PART SITE CONDITIONS PLAN  
TP03 - PROPOSED SITE CONDITIONS PLAN  
TP03a - PROPOSED PART SITE CONDITIONS PLAN  
TP04 - EXISTING / DEMOLITION FLOOR PLANS  
TP05 - PROPOSED FLOOR PLANS  
TP06 - EXISTING AND PROPOSED ELEVATIONS  
TP07 - NEIGHBOURHOOD AND SITE DESCRIPTION PLAN  
TP08 -  
TP09 -  
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TP13 -  
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TP15 -  
TP16 -  
TP17 -  
TP18 -  
TP19 -  
TP20 -

# PROPOSED PLACE OF WORSHIP

## AT: 743 - 747 FERRIS ROAD

## STRATHTULLOH

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DATE	REV	COMMENTS
16/06/22	A	ISSUED FOR PLANNING APPROVAL
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ARCHITECTURAL

## PROJECT TYPE

PLACE OF WORSHIP

## CLIENT

[REDACTED]

## PROJECT ADDRESS

743 - 747 FERRIS ROAD  
STRATHTULLOH

## PLAN NAME

COVER SHEET

SCALE	1:100 On A1 Sheet	REVISED DATE	-
NEIGHBY REFER	-	DWG PLUT DATE	16/06/2022
SHEET No.	1 OF 9	AUTHORISED BY	VC
PLAN FILE No.	202206	CHECKED BY	VC
DRAWING No.	TP01	DESIGNED BY	VC

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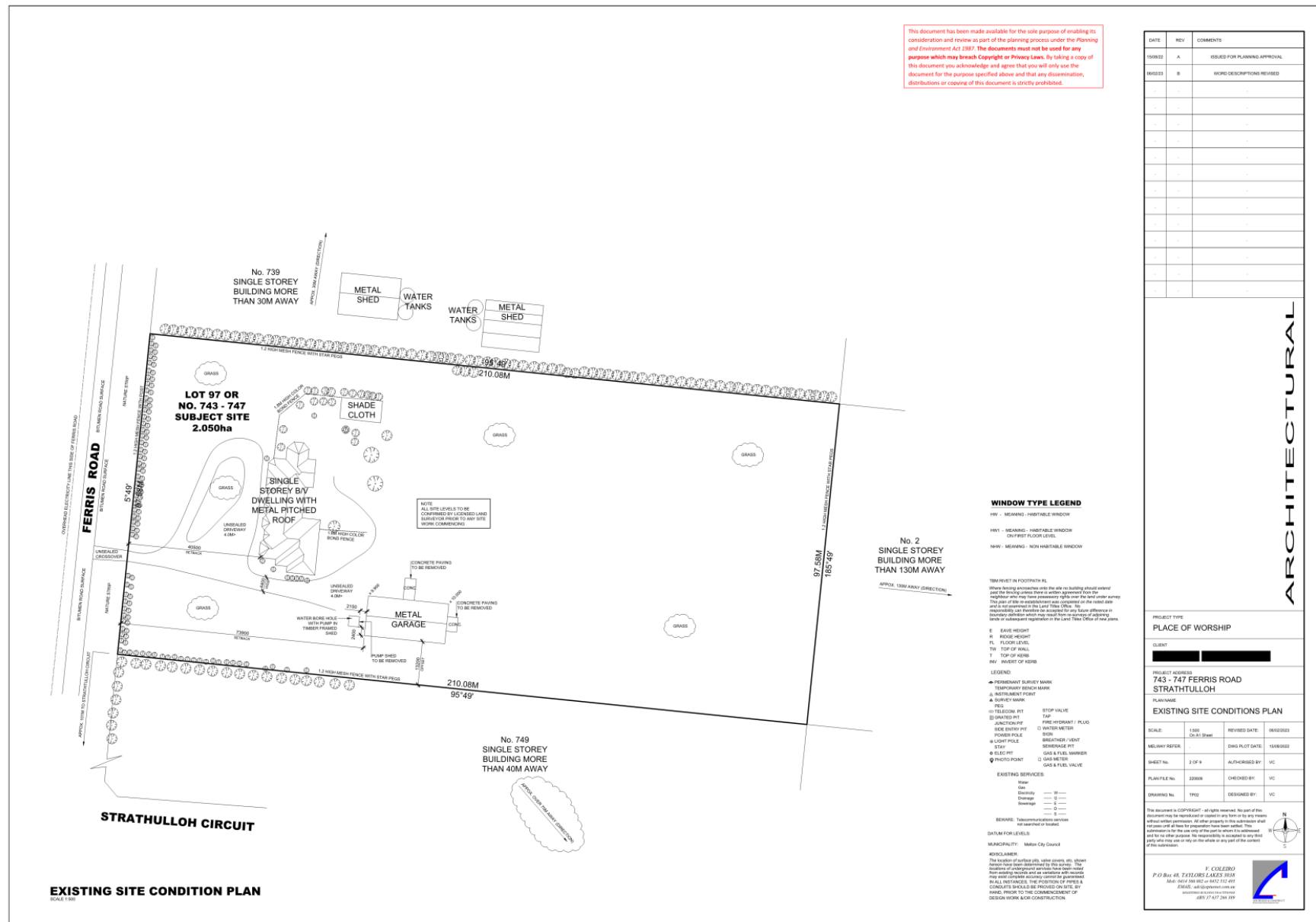
F. COLEIRO  
P.O. Box 48, YATEBERRY LAKES 5014  
Mob: 0813 144 002 or 0813 152 002  
EMAIL: info@fcoleiro.com.au  
ARCHITECTURAL AND CIVIL ENGINEERING  
ABN 17 617 296 500

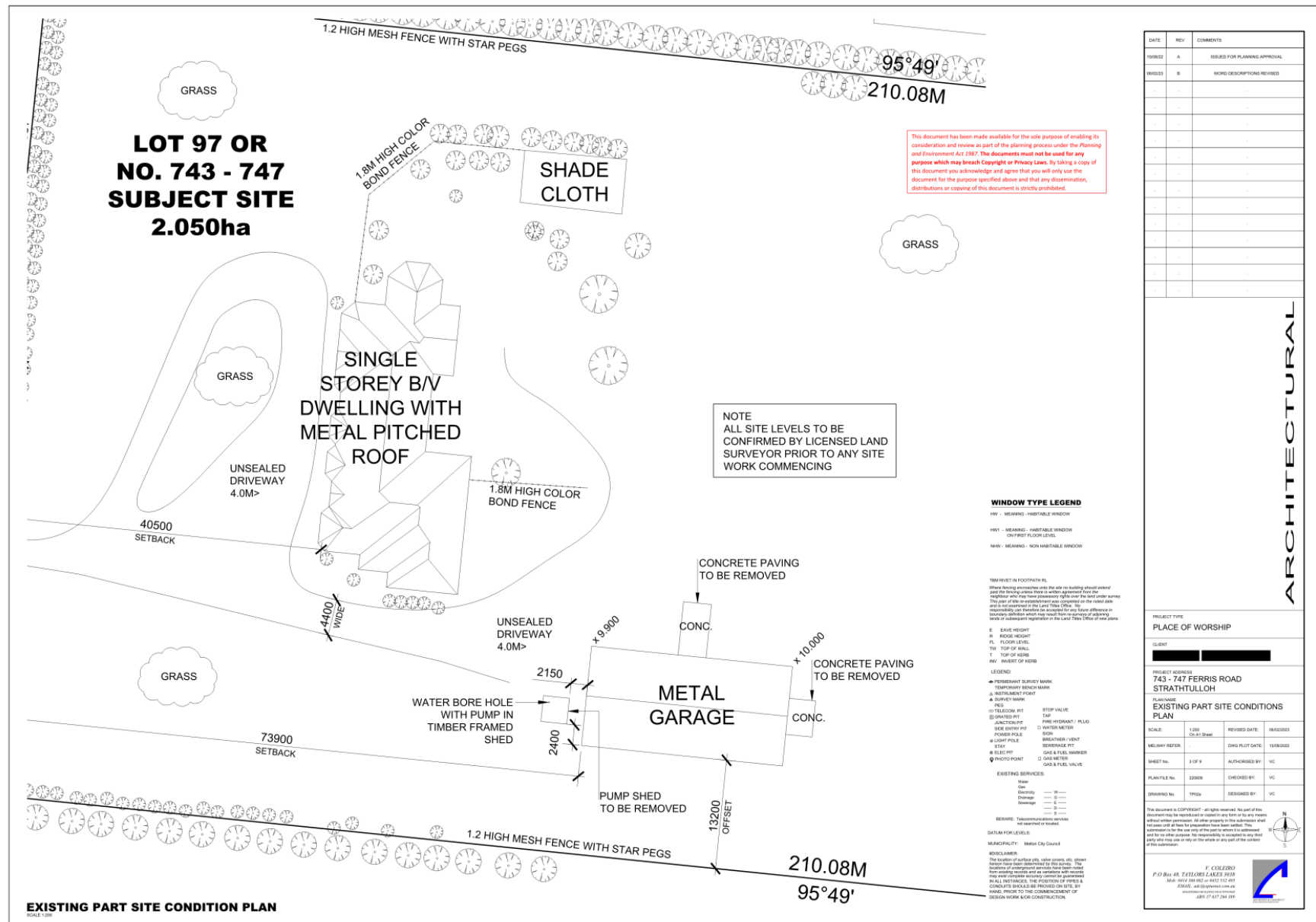


Item 12.6 Planning Application PA 2022/8164 - Use and development of the land for the purpose of a Place of Worship, and the removal of native vegetation At 743-747 Ferris Road, Strathtulloh

Appendix 3 Plans of proposal

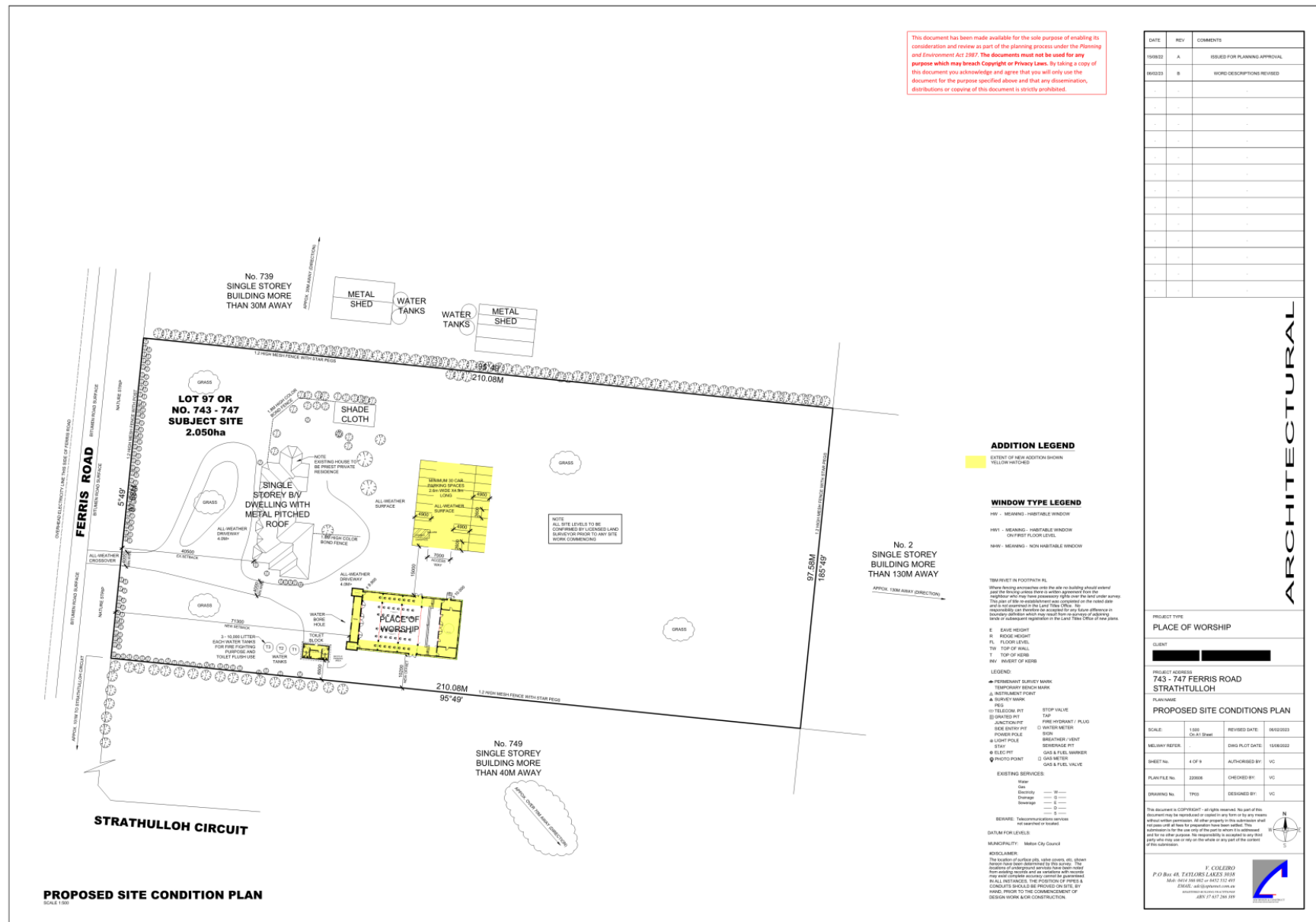
25 SEPTEMBER 2023



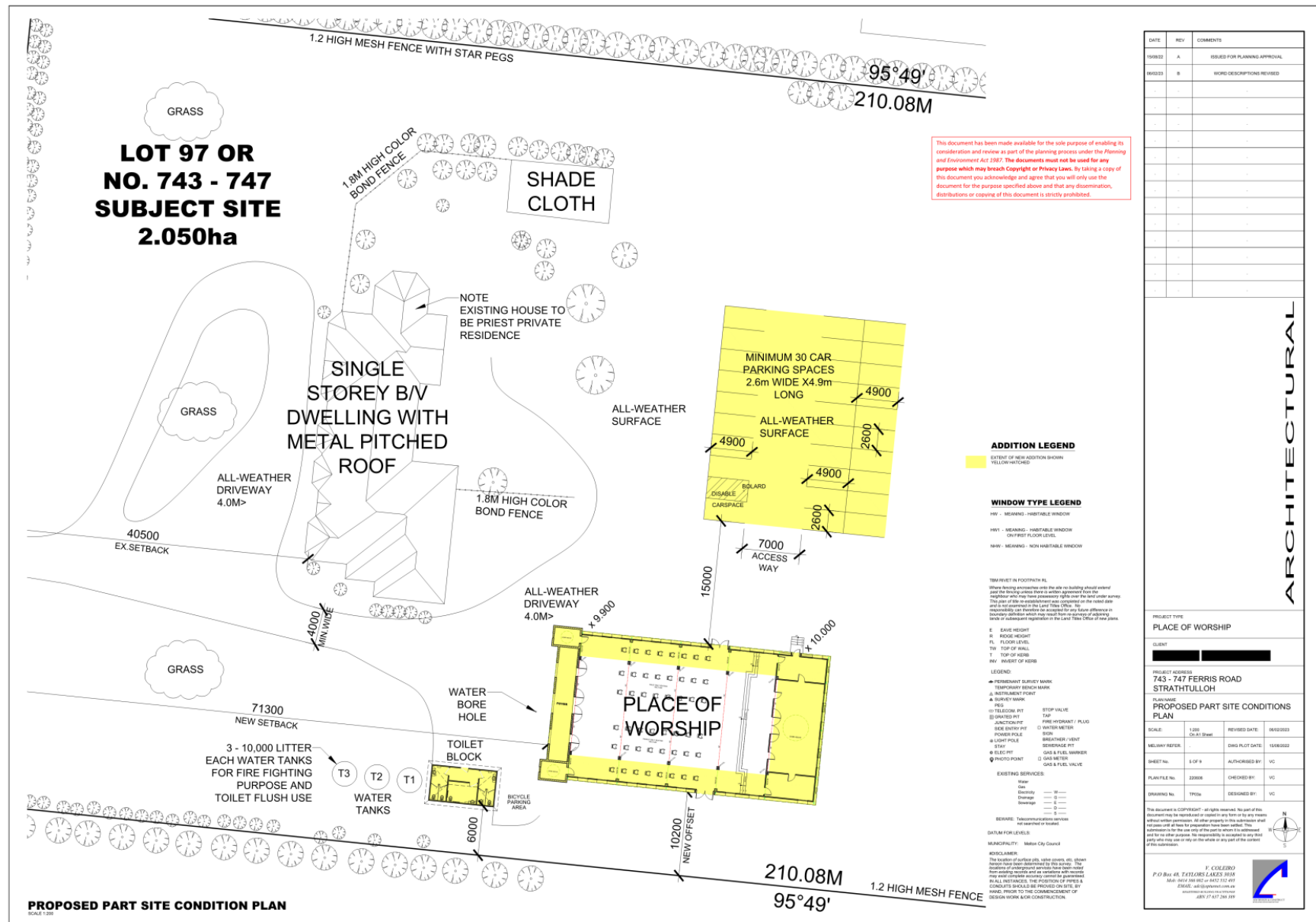


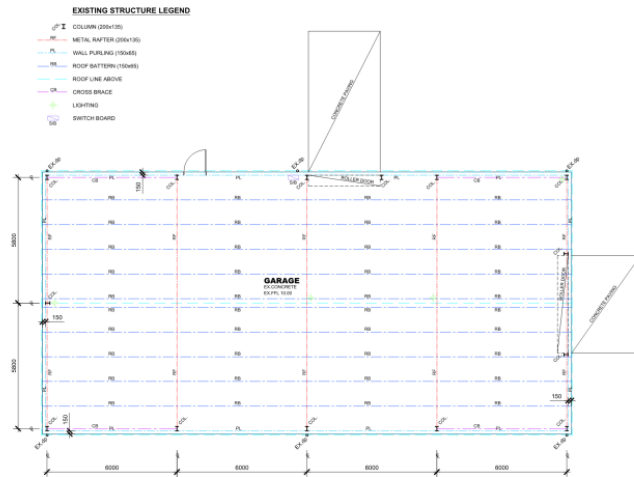
Item 12.6	Planning Application PA 2022/8164 - Use and development of the land for the purpose of a Place of Worship, and the removal of native vegetation At 743-747 Ferris Road, Strathtulloh
Appendix 3	Plans of proposal

25 SEPTEMBER 2023

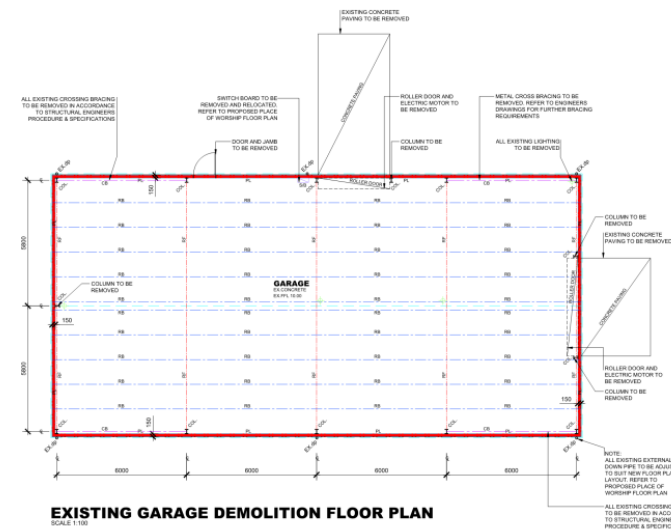








**EXISTING GARAGE FLOOR PLAN**  
SCALE 1/100



**EXISTING GARAGE DEMOLITION FLOOR PLAN**  
SCALE 1/100

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ARCHITECTURAL

PROJECT TYPE  
PLACE OF WORSHIP

CLIENT	
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[illegible][illegible]

PROJECT ADDRESS  
743 - 747 FERRIS ROAD

STRATHTULLOH

PLAN NAME  
EXISTING / DEMOLITION FLOOR

EXISTING / DEMOLITION FLOOR PLANS

SCALES:	1-100	REMOVED DATE:
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On A-1 Street		
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MELWAY REFER.	.	DWG PLOT DATE:
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SHEET No.	6 OF 9	AUTHORISED BY:
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RE-ANALYSIS BY:	XXXXXX	CHECKED BY:	
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FORM-FEE NO.	220006	OWNED BY	

DRAWING No.	TYPE	DESIGNED BY:
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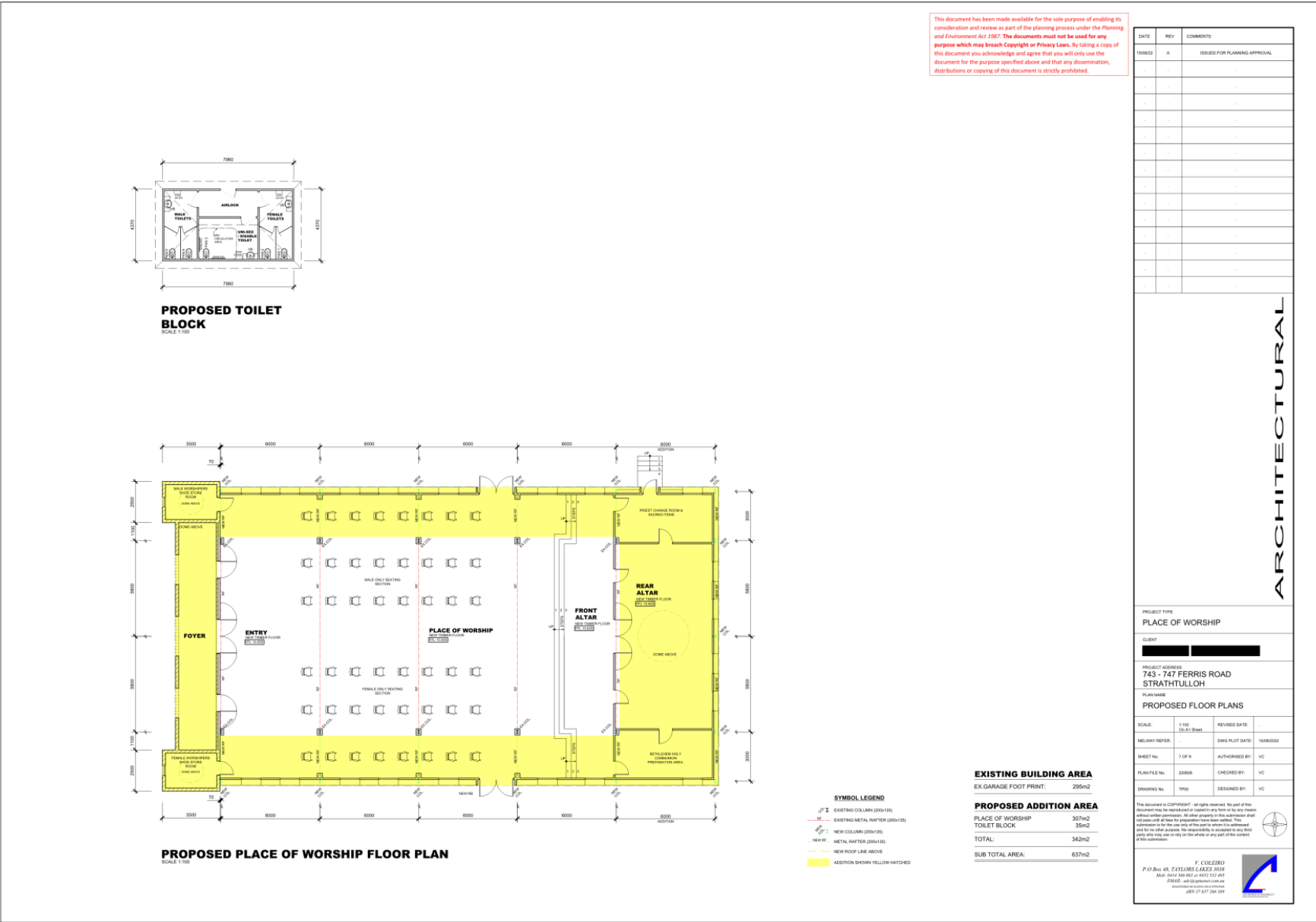
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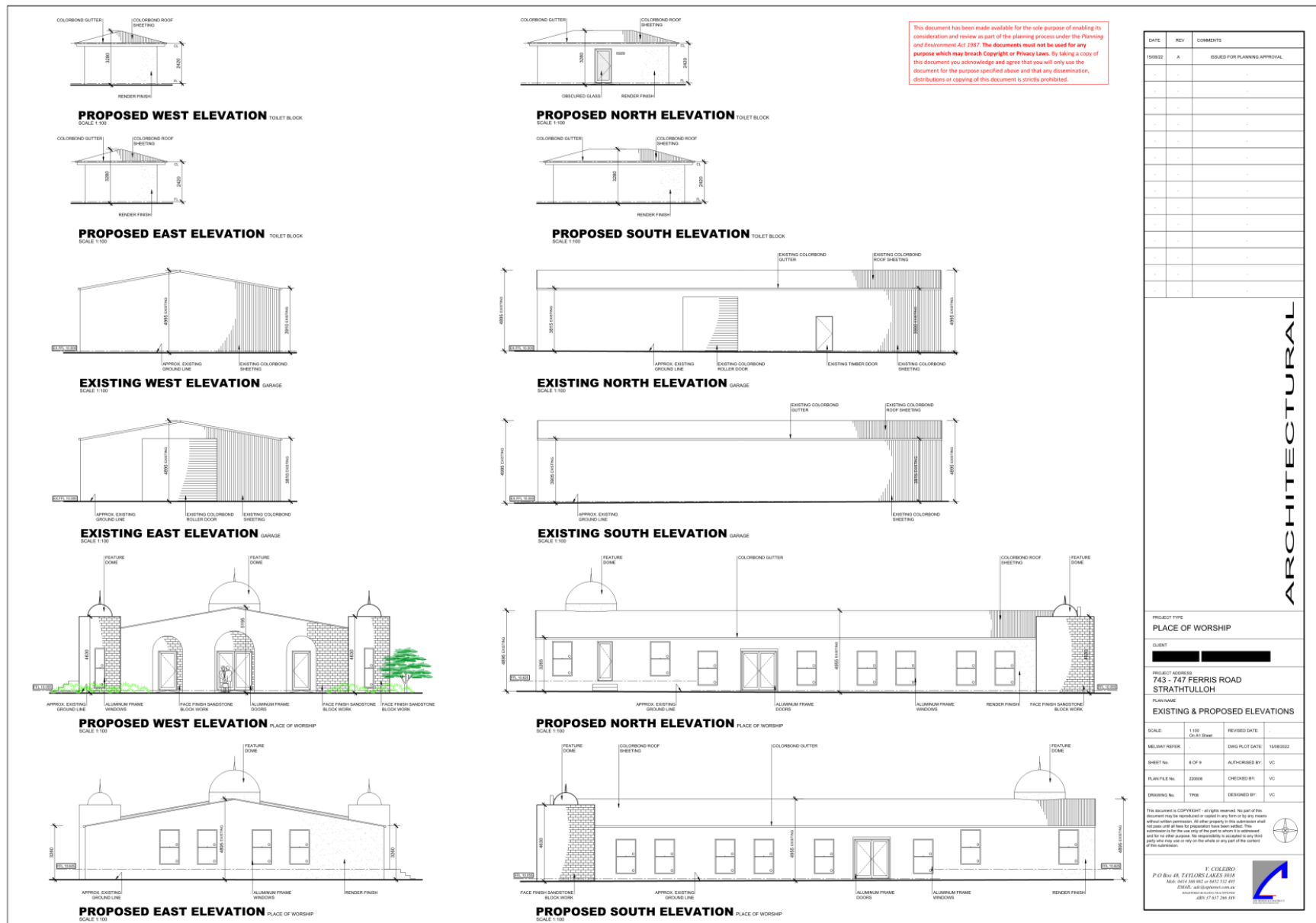
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V. COLEIRO  
P.O. Box 48, TAYLORS LAKES 3018

*Mobile: 0414 368 082 or 0432 332 493*  
*Email: [ad@lionheart.com.au](mailto:ad@lionheart.com.au)*

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**Appendix 4 – Assessment against relevant Planning Scheme controls**

<b>Planning Scheme Reference</b>	<b>Assessment</b>
<b>Purpose and Vision</b>	
Clause - 02.03-1 - Non-urban land	<p>This policy recognises that these areas play an important role in protecting habitat and preserving the natural landscape character, and the proximity of non-urban land to the urban interface raises challenges including rural residential type living, increased land prices, and land use conflict. In addition, the pressure to establish urban uses in these areas and to provide infrastructure presents additional planning challenges.</p> <p><u>Assessment:</u> The proposal is considered to be inconsistent with the intent of the above vision, which highlights that the encroachment of urban uses on non urban land is a significant planning challenge and seeks to discourage those types of uses that would be better located within the urban areas. The proposed use is also viewed as a conflicting land use, given, that it does not complement the existing rural land uses in the immediate and surrounding area and is likely to produce a significant amount of non-local traffic that the local residential (rural) community would not normally experience and that the existing local road network would not be able to adequately accommodate.</p>
<b>State Planning Policy Framework</b>	
Clause 11.01-1R – Green wedges - Metropolitan Melbourne	<p>The objective of this policy is to:</p> <ul style="list-style-type: none"> <li>To protect the green wedges of Metropolitan Melbourne from inappropriate development.</li> </ul> <p>The strategies include (but are not limited to):</p> <ul style="list-style-type: none"> <li>Promote and encourage the key features and related values of each green wedge area.</li> <li>Support development in the green wedge that provides for environmental, economic, and social benefits.</li> <li>Support existing and potential agribusiness activities, forestry, food production, and tourism. Protect areas of environmental, landscape, and scenic value such as biodiversity assets, national and state parks, Ramsar wetlands, and coastal areas.</li> </ul> <p><u>Assessment:</u> The proposal is considered to be an inappropriate use and development of the land, given, the site and its context. Council has in the past, approved planning applications for Places of worship within Green Wedge Areas. However, in those situations, the subject sites had direct access to major arterial roads and did not have an impact on the amenity of residents. The subject land does not have any direct access to a major arterial road and is not located in proximity to any existing community</p>

	facilities or services and is not located in proximity to public transport.
Clause 11.01-1L-01 - Non-Urban Land	<p>The strategies include:</p> <ul style="list-style-type: none"> <li>• Design the subdivision of land adjoining green wedge areas to provide a transition in subdivision sizes to reduce the hard-urban edge interface.</li> <li>• Plan the interfaces between urban and rural areas to minimise land use conflict.</li> <li>• Protect non-urban areas from urban development incursion to reinforce the need for urban development to be contained within the Urban Growth Boundary.</li> <li>• Support the planting and maintenance of windbreaks and tree lines</li> </ul> <p><u>Assessment:</u> The proposal is considered to be inconsistent with the intent of the policy, which views the encroachment on urban uses as a planning challenge in Green Wedge areas and seeks to discourage these types of uses that would be better located within the Urban Growth Boundary.</p>
Clause 12.05-2L – Rural Landscape Character	<p>To ensure that development in rural areas and viewing corridors is sympathetic to the rural landscape character and significant landscape features of the area.</p> <p>In relation to siting and design the strategies include:</p> <ul style="list-style-type: none"> <li>• Minimise the number and floor area of storage areas, outbuildings, and ancillary structures, wherever possible.</li> <li>• Colours and finishes that integrate the building with the landscape (such as muted colours and matte finishes, or corrugated iron or timber that will weather over time).</li> <li>• A mix of contemporary and traditional rural materials, textures, and finishes including timber, stone, brick, and corrugated iron.</li> <li>• Materials and finishes that reduce distant visibility (such as darker colours on hill slopes and lighter colours on skylines).</li> <li>• Designing development at a scale that does not dominate the surrounding area (such as low building heights).</li> <li>• Using building forms and heights that sit beneath the tree canopy.</li> </ul> <p><u>Assessment:</u> The proposal is inconsistent with the above policy, given, that the proposed Place of Worship would be inconsistent with the rural residential character of the immediate locality. In particular, the existing shed would significantly increase in size and will be re-designed so that it would no longer resemble a rural building. This would have an adverse visual impact on the adjoining properties and surrounding rural landscape.</p>

<b>Zone</b>	
Clause 35.05 – Green Wedge Zone	<p>The purpose of the Green Wedge Zone is:</p> <ul style="list-style-type: none"> <li>• To implement the Municipal Planning Strategy and the Planning Policy Framework.</li> <li>• To provide for the use of land for agriculture.</li> <li>• To recognise, protect and conserve green wedge land for its agricultural, environmental, historic, landscape, recreational, and tourism opportunities, and mineral and stone resources.</li> <li>• To encourage use and development that is consistent with sustainable land management practices.</li> <li>• To encourage sustainable farming activities and provide opportunity for a variety of productive agricultural uses.</li> <li>• To protect, conserve and enhance the cultural heritage significance and the character of open rural and scenic non-urban landscapes.</li> <li>• To protect and enhance the biodiversity of the area.</li> </ul> <p><u>Assessment:</u> The proposal is inconsistent with the purposes of the Green Wedge Zone outlined above. The proposal would result in a loss of productive agricultural land and would not enable the land to be used for sustainable farming activities or productive agricultural uses as encouraged under the Green Wedge Zone. The site is also located outside of the Urban Growth Boundary and not located in close proximity to any existing community facilities, designated activity centres, and public transport infrastructure.</p>
<b>Particular Provisions</b>	
Clause 52.06 – Car parking	<p>The provision requires 0.3 car parking spaces per patron. Based on the provision a total of 15 car parking spaces would be required.</p> <p><u>Assessment:</u> The plans indicate that the car parking area can cater for up to 30 vehicles. The proposal complies with the provision.</p>

<p>Clause 52.17 – Native Vegetation</p>	<p>The purpose of this provision is to ensure that there is no net loss to biodiversity as a result of the removal, destruction, or lopping of native vegetation. This is achieved by applying the following three-step approach in accordance with the Guidelines for the removal, destruction, or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):</p> <ol style="list-style-type: none"> <li>1. Avoid the removal, destruction, or lopping of native vegetation.</li> <li>2. Minimise impacts from the removal, destruction, or lopping of native vegetation that cannot be avoided.</li> <li>3. Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.</li> </ol> <p><u>Assessment:</u> The proposal technically requires planning permit approval for the removal of native vegetation, however, the quality and extent of native vegetation to be removed is insignificant. The extent of native vegetation (grasses) to be removed does not trigger offset requirements under the Guidelines.</p>
<p><b>General Provisions</b></p>	
<p>Clause 65 - Decision Guidelines</p>	<p>The provision outlines that <i>“Because a permit can be granted does not imply that a permit should or will be granted. The responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the decision guidelines of this clause.”</i></p> <p>The provision outlines that before deciding on an application the responsible authority must consider amongst other things:</p> <ul style="list-style-type: none"> <li>• <i>The Municipal Planning Strategy and the Planning Policy Framework.</i></li> <li>• <i>The purpose of the zone, overlay, or other provision. Any matter required to be considered in the zone, overlay, or other provision.</i></li> <li>• <i>The orderly planning of the area.</i></li> <li>• <i>The effect on the environment, human health, and amenity of the area.</i></li> </ul> <p><u>Assessment:</u> As outlined above, the proposal is inconsistent with the decision guidelines under this clause.</p>

**Appendix 5 – Response to Objections**

<b><i>Objection</i></b>	<b><i>Comment</i></b>
Increased noise, traffic, and safety concerns.	<p>The concern raised by the objectors are valid.</p> <p>The prayer sessions will occur in the main church building. The applicant has indicated that they are willing to accept a condition that requires the main church building to be acoustically treated to comply with the EPA requirements and provide acoustic testing, if deemed to be necessary.</p> <p>The other potential sources may include congregants socialising outside of the main church building, before and after prayer sessions. This is likely to have a direct amenity impact on the adjoining landowners.</p> <p>The proposal is likely to significantly increase traffic movements and associated noise from vehicles within the Strathtulloh Estate, given, that the roads are generally frequented by local traffic (people residing in the Estate and their visitors) and service vehicles (i.e. delivery vehicles).</p> <p>The safety concerns raised by the local residents are also valid, given, that the increase in traffic may impact of the safety of cyclists (including children) who may be using the local streets, given, that there are no footpaths.</p>
The building is not sympathetic to the surrounding area.	<p>The concerns raised by adjoining landowners is valid, given, that the existing shed would significantly increase in size and will be re-designed so that it would no longer resemble a rural building. This would have an adverse visual impact on the adjoining properties and surrounding rural landscape.</p>
The proposal is detrimental to the rural residential amenity of the area (lifestyle, peace and quiet, livestock, etc.).	<p>The concern raised by the objectors is valid. The surrounding area is generally characterised as a rural residential area. The area is typically characterised by large, detached dwellings, which are well setback from the road and adjoining property boundaries. Other improvements also include large farm sheds and swimming pools.</p>



	<p>The proposal is likely to have a significant impact on the residential amenity of the immediate surrounding rural area, given, the nature of the proposed use in terms of the proposed hours of operation, noise and number of people attending services/special events which is likely to significantly increase the amount of traffic along Ferris Road and surrounding local streets.</p>
<p>The local streets are not suitable for the proposal (60km speed limit, no line marking, no kerb and channel, no footpaths, limited lighting).</p>	<p>The concern raised by the objectors is valid.</p> <p>This section of Ferris Road is unmade and not designed to cater for a substantial increase in traffic, particularly at night. Street lighting is quite sparse, with lighting available at key intersections.</p> <p>There is also a lack of footpaths, which may create safety issues for local residents (i.e. if they are riding bicycles, walking along the street, etc.), if there is a significant increase in non-local traffic as a result of the proposed use.</p>
<p>The late hours of operation on special days will have an impact on surrounding residents.</p>	<p>The concern raised by the objectors is valid.</p> <p>The hours of operation proposed are also quite varied with some prayer sessions either starting or ending early in the morning. The hours of operation are likely to have an adverse impact on the peace and tranquillity of the existing rural residential area.</p>
<p>The number of people attending will be more than 50 people and likely to expand in the future.</p>	<p>The concern raised by the objectors is valid.</p> <p>If a planning permit was to be issued, a condition would be placed on the planning permit to restrict the number of congregants to 50 persons. The permit-holder would be required to comply with the conditions, otherwise planning enforcement action will be undertaken.</p> <p>The applicant has not outlined that they wish to expand beyond the maximum of 50 congregants. However, based on previous experience of other Places of Worship in the municipality, it is reasonable to expect that further expansion of the site and use could be sought once a permit is issued, which needs to be taken into consideration.</p>
<p>The proposal would decrease property values.</p>	<p>The decrease in property values is not a relevant planning consideration.</p>



**Appendix 6 – Grounds of Refusal**

1. The proposal is inconsistent with the following Planning Policies under the Melton Planning Scheme:
  - a. Clause 02.03-1 – Non-urban land
  - b. Clause 11.01-1R – Green wedges - Metropolitan Melbourne
  - c. Clause 11.01-1L-01 - Non-urban land
  - d. Clause 12.05-2L - Rural Landscape Character
2. The use and development of land for a Place of Worship is contrary to the purpose and decision guidelines of the Green Wedge Zone and Clause 65.01 of the Melton Planning Scheme. In particular, the proposed use and development:
  - a. Is inconsistent with the existing rural character of the area,
  - b. Is incompatible with the adjoining land uses, which are predominately used for rural living purposes.
  - c. Does not protect or conserve existing green wedge areas for agricultural or farming purposes.
  - d. Does not take into consideration any potential future expansions and its amenity impacts on the surrounding area. The subject site is not conducive to any future expansions, given the rudimentary nature of the transport infrastructure and the amenity expectations of surrounding residents.
3. The proposal is not consistent with the orderly planning of rural residential areas. In particular:
  - a. The subject site is not located close to or has direct access to a higher order road.
  - b. The subject site is not located close to existing community services or infrastructure including public transport.
  - c. The subject site is located in a rural residential area, which is not conducive to the establishment of non-residential uses on non-urban land.
4. The proposal would have a detrimental impact on the residential amenity of neighboring and surrounding properties in relation to noise, traffic, hours of operation, the size and appearance of the proposed building in the context of the existing rural surroundings, and the number of people congregating on the land.

## 12.7 PROPOSED DATE CHANGE JANUARY CITIZENSHIP CEREMONY

Author: Megan Kruger - Head of Governance  
Presenter: Megan Kruger - Head of Governance

### PURPOSE OF REPORT

For Council to consider changing the date it hosts its Citizenship Ceremony in January.

### RECOMMENDATION:

That Council changes the date it hosts its January Citizenship Ceremony from 26 January, and instead holds a Citizenship Ceremony within 3 days either side of 26 January as required by the Australian Citizenship Ceremonies Code.

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## REPORT

### 1. Executive Summary

The purpose of this Report is to seek Council approval to change the date it hosts its Citizenship Ceremony in January from 26 January to a day within 3 days either side of 26 January as required by the Australian Citizenship Ceremonies Code.

### 2. Background/Issues

On Australia Day each year Council holds an Australia Day Event, including a Citizenship Ceremony, at the Willows in Melton.

The Australian Citizenship Ceremonies Code (the "Code") follows the *Australian Citizenship Act 2007* (the "Citizenship Act") and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies. On 16 December 2022 a change to the Code was announced allowing councils to hold citizenship ceremonies on 26 January, or within 3 days before or after the 26 January.

On the 16 December 2022 there was a change announced to the Code as follows:

The Australian Government has announced an update to the Australian Citizenship Ceremonies Code, removing red tape to allow councils to hold Australia Day citizenship ceremonies on or around Australia's national day.

The Australian Citizenship Ceremonies Code sets out the requirements for conducting citizenship ceremonies in accordance with the *Australian Citizenship Act 2007* (Cth). Prior to this update, councils were required to hold a citizenship ceremony on Australia Day; they will now be able to hold it on 26 January, or on the three days before and after.

No changes were suggested to the 2023 Australia Day Citizenship Ceremony in the City of Melton given the late notice of the Federal Government's decision, and the commencement of detailed planning for the 2023 Ceremony.

The Major Events Service Review was undertaken as a key action in Council's Council Annual Action Plan 2022/2023. The objective was to evaluate the effectiveness and impact of major events organised by Council, with a focus on optimising resources, enhancing community engagement, and ensuring successful event execution. This Review was completed in June 2023.

This Review found that Council's Australia Day event is 313% more expensive per attendee than the average of all other events, and that the format of this event should be reviewed to ensure value for money for the community in providing major events for the community in the future.

A significant amount of the costs for Council's Australia Day event relates to hosting a Citizenship Ceremony on that day:

	Event Cost	Number of Conferees	Cost Per Head	Facility Capacity for seated guest
Citizenship Ceremony Australia Day at Willows	\$59,000	200	\$118	200 per ceremony (in shaded areas)
Citizenship Ceremony at Cobblebank on a non-Public Holiday	\$11,400	400 per ceremony	\$14	400 per ceremony

In comparison the cost to provide the Djerriwarrh Festival per attendee is \$9.80.

The approximate cost for hosting an Australia Day Event on 26 January without the Citizenship Ceremony Component is approximately \$7,500. Officers will continue to explore the opportunity to facilitate community event/s and activities as part of Australia Day 2024. This will involve collaboration with various community groups / organisations to coordinate activities that offer the community an enjoyable experience.

Changing the date of the January Citizenship Ceremony from 26 January would lead to an approximate cost saving of \$40,100 and provide the opportunity to have more conferees in attendance, which allows Council to keep its waitlist as low as possible.

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

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

6. A high performing organisation that demonstrates civic leadership and organisational excellence

*6.3 An organisation that demonstrates excellence in civic leadership and governance.*

### 4. Financial Considerations

The financial considerations in relation to this Report are discussed in detail in section 2 above.

### 5. Consultation/Public Submissions

The recommendation in this Report has arisen due to the completion of the Major Events Service Review.

### 6. Risk Analysis

Whilst for many Australians January 26 is a day of celebration and national pride, it is widely recognised that this date is considered by many Aboriginal and Torres Strait Islander peoples, and many non-Aboriginal people, as a day of mourning. This is a barrier to some people participating in citizenship and award ceremonies, which, by nature, are planned as inclusive community events.



It is also the case that for some people receiving their citizenship on Australia's national day, January 26, is highly valued.

Moving the January Citizenship Ceremony from 26 January to a day within 3 days either side of 26 January also removes any issues that may arise due to staff costs and unavailability on a Public Holiday. While Council may request staff to work on a Public Holiday, officers cannot mandate that they do so.

## **7. Options**

That Council:

1. Holds an Australia Day Event at the Willows on 26 January and a Citizenship Ceremony at Cobblebank Stadium between 23 and 29 January;
2. Continues to hold a combined Australia Day Event and Citizenship Ceremony at the Willows on 26 January.

## **LIST OF APPENDICES**

Nil

## 12.8 AUDIT AND RISK COMMITTEE MATTERS

Author: Renee Hodgson - Governance Coordinator

Presenter: Megan Kruger - Head of Governance

### PURPOSE OF REPORT

To report to Council on the activities of the Audit and Risk Committee as required by the *Local Government Act 2020*.

### RECOMMENDATION:

That Council:

1. Note the unconfirmed minutes, issued with the Chair's approval, of the Audit and Risk Committee meeting held 14 September 2023, provided as **Appendix 1** to this report.
  2. Adopt the recommendations endorsed or approved by the Audit and Risk Committee, arising within the minutes.
  3. Note the report from the Chairperson of the Audit and Risk Committee, for the period June – September 2023, provided as **Appendix 2** to this report.
- 

### REPORT

#### 1. Executive Summary

The minutes of the Audit and Risk Committee meeting held 14 September 2023 are appended to this report as **Appendix 1**.

The minutes contain recommendations for the consideration of Council.

The Chairperson of the Audit and Risk Committee, Mr Jeff Rigby, has provided a biannual report on the activities of the Committee to cover the period June – September 2023, provided as **Appendix 2**.

#### 2. Background/Issues

The Audit and Risk Committee is established by Council pursuant to Section 53 of the *Local Government Act 2020* ('the Act').

The primary function and responsibility of the Audit and Risk Committee is to monitor the compliance of Council policies and procedures with the Act including any regulations, and chiefly, the overarching governance principles, Council's financial and performance reporting, Council's risk management and fraud prevention systems and controls and oversee the internal and external audit function.

The Audit and Risk Committee makes recommendations to Council for its consideration. These recommendations are set out in the minutes attached at **Appendix 1** for matters that the Audit and Risk Committee considered.

Additionally, section 54 (4) of the *Local Government Act 2020* requires a biannual report that describes the activities of the Audit and Risk Committee, including its findings and recommendations to be presented to Council.

The attached report (**Appendix 2**) provided by the Chairperson of the Audit and Risk Committee, satisfies the requirements for the presentation of biannual reports to Council.

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

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

6.3 An organisation that demonstrates excellence in civic leadership and governance.

6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance.

### **4. Financial Considerations**

Costs associated with the operation of Council's Audit and Risk Committee are provided for within Council's operating budget.

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

Not required.

### **6. Risk Analysis**

A risk analysis is contained within each report to the Audit and Risk Committee.

Risks identified by the Audit and Risk Committee and recommendations in relation to same should be carefully considered by Council as these represent an independent and forensic appraisal of the issues.

### **7. Options**

Council has the option to provide any feedback or direction to the Audit and Risk Committee it feels is appropriate on the discharge of the Committee's responsibilities under the Audit and Risk Committee Charter.

The Audit and Risk Committee is not a delegated committee and operates in an advisory capacity to Council, therefore Council has the discretion to accept, reject or amend the Committee's recommendations.

## **LIST OF APPENDICES**

1. Unconfirmed Audit and Risk Committee Minutes - 14 September 2023
2. Audit and Risk Committee Chairperson's Biannual Report to Council - June to September 2023



## **MELTON CITY COUNCIL**

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### **Minutes of the Audit and Risk Committee Meeting of the Melton City Council**

**14 September 2023**

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**MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING****14 SEPTEMBER 2023**

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Prior to the formal commencement of the meeting, the committee members met in camera in the absence of management to discuss relevant matters. The members then held an in camera conversation with Council's Chief Executive Officer.

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<b>3. DECLARATION OF INTEREST AND/OR CONFLICT OF INTEREST</b>	<b>4</b>
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<b>6. PRESENTATION OF STAFF REPORTS</b>	<b>5</b>
<b>6.1 EXTERNAL AUDITOR PERFORMANCE 2022/2023</b> To report to the Audit and Risk Committee on the performance of the external auditor.	<b>5</b>
<b>6.2 DRAFT EXTERNAL AUDIT MANAGEMENT LETTER 2022/2023</b> To report to the Audit and Risk Committee the draft external audit management letter findings from the 2023 audit.	<b>5</b>
<b>6.3 DRAFT ANNUAL FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT - 30 JUNE 2023</b> To present to Audit and Risk Committee for approval the draft Annual Financial Statements and Performance Statement for 30 June 2023, prior to reports being submitted to Council's Auditor, in accordance with section 99(2) of the <i>Local Government Act 2020</i> .	<b>6</b>
<b>6.4 FINANCE REPORT - PERIOD ENDED 30 JUNE 2023</b> To present the 2022/2023 Finance report for the twelve months ended 30 June 2023 (the Report).	<b>6</b>
<b>7. MEET WITH AUDITORS IN THE ABSENCE OF MANAGEMENT</b>	<b>7</b>
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MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING14 SEPTEMBER 2023

- |            |                          |          |
|------------|--------------------------|----------|
| <b>9.</b>  | <b>NEXT MEETING</b>      | <b>7</b> |
| <b>10.</b> | <b>CLOSE OF BUSINESS</b> | <b>7</b> |

## AUDIT AND RISK COMMITTEE MEETING

14 SEPTEMBER 2023

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**MELTON CITY COUNCIL**

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE  
MELTON CITY COUNCIL HELD IN THE GREY BOX FOREST ROOM,  
CIVIC CENTRE, 232 HIGH STREET, MELTON ON  
14 SEPTEMBER 2023 AT 12.00PM

**Present:** Jeff Rigby, Chairperson, Independent External Member  
Farshan Mansoor, Independent External Member  
John Watson, Independent External Member  
Lara Carli, Mayor  
Goran Kesic, Councillor

**Attendees:** Roslyn Wai, Chief Executive Officer  
Peter Leersen, Chief Financial Officer  
Megan Kruger, Head of Governance  
Ajay Ravindran, Head of Technology  
Natalie Marino, Manager Finance  
Renee Hodgson, Senior Coordinator Governance  
Rindayi Matienga, Coordinator Accounting Services

**Guests:** Nick Walker, External Auditor, HLB Mann Judd  
Pranav Shah, External Auditor, HLB Mann Judd

**1. WELCOME / ELECTION OF CHAIR (IF REQUIRED) /  
ACKNOWLEDGEMENT OF COUNTRY**

The Chairperson formally opened the meeting at 12.40pm with an Acknowledgement of Country and welcomed the committee members.

**2. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

**3. DECLARATION OF INTEREST AND / OR CONFLICT OF INTEREST**

There were no declarations made from committee members.

## AUDIT AND RISK COMMITTEE MEETING

14 SEPTEMBER 2023

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**4. INTEGRITY DECLARATIONS**

The Chief Executive Officer briefed the committee, in camera, on a matter prior to the commencement of the meeting

No further declarations were made from the Chief Executive Officer or Head of Governance.

**5. MINUTES OF PREVIOUS MEETINGS**

The Committee ratified the Minutes of the Audit and Risk Committee Meeting held on 10 August 2023 and adopted by Council at its Meeting held on Monday 28 August 2023, and noted that a minor administrative amendment made prior to presentation to Council at Item 6.3, whereby management is to consider reassessing the title for the Strategic Risk 'Steering Committee' rather than 'register', be noted.

**6. PRESENTATION OF STAFF REPORTS****6.1 EXTERNAL AUDITOR PERFORMANCE 2022/2023**

**Author: Natalie Marino - Manager Finance**  
**Presenter: Natalie Marino - Manager Finance**

The Audit and Risk Committee noted the report and verbal presentation provided on the External Auditor Performance 2022/2023.

***Action: Audit and Risk Committee Chair, Jeff Rigby, and Council's Chief Financial Officer, Peter Leersen, to discuss the provision of feedback to the sector lead at the Victorian Auditor General's Office.***

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**6.2 DRAFT EXTERNAL AUDIT MANAGEMENT LETTER 2022/2023**

**Author: Natalie Marino - Manager Finance**  
**Presenter: Nick Walker – External Auditor**

The Audit and Risk Committee noted the contents of the Final Management Letter 2022/2023 and the external auditors assurance that the Victorian Auditor General's Office will issue an unmodified audit opinion.

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## AUDIT AND RISK COMMITTEE MEETING

14 SEPTEMBER 2023

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**6.3 DRAFT ANNUAL FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT - 30 JUNE 2023****Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

J Watson/Cr. Kesic

That, subject to completion of all audit procedures and any adjustments arising from matters identified by members of the Audit and Risk Committee (the Committee) prior to or during the meeting:

1. The Committee note the report by the Chief Financial Officer and the Draft Annual Financial Report and Performance Statement 2022/23.
2. The Committee receive and note the external auditors advice regarding the Victorian Auditor General's Office (VAGO) Closing Report, VAGO Final Management Letter, and Management Representation Letter, with those documents to be issued to the committee when finalised.
3. The Committee recommends that Council record its approval 'in principle' to the Annual Financial Report and Performance Statement for the year ended 30 June 2023 and that Council:
  - 3.1. Authorises the Chief Executive Officer, the Mayor and another Councillor to certify the final version of the Annual Financial Report and Performance Statement for 2022/23;
  - 3.2. Authorises the Chief Executive Officer to send the Annual Financial Report and Performance Statement 2022/23 to the Victorian Auditor-General;
  - 3.3. Authorises the Chief Financial Officer to make any non-material changes to the Annual Financial Report 2022/23 arising from completion of the audit; and
  - 3.4. Authorises the Chief Financial Officer to make any material changes to the Annual Financial Report 2022/23 arising from the completion of audit procedures after discussion with the Chair of the Committee and reporting the changes to Council and also the Committee at its next meeting.
4. The Committee record its acknowledgement of the work by all officers involved and the auditors in bringing the 22/23 year accounts and statements to this very satisfactory conclusion.

CARRIED

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**6.4 FINANCE REPORT - PERIOD ENDED 30 JUNE 2023****Author: Natalie Marino - Manager Finance****Presenter: Peter Leersen - Director Organisational Performance**

The Audit and Risk Committee reviewed and noted the Finance Report for the period ended 30 June 2023.

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AUDIT AND RISK COMMITTEE MEETING14 SEPTEMBER 2023

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**7. MEET WITH AUDITORS IN THE ABSENCE OF MANAGEMENT** The

Audit and Risk Committee members met with Council's External Auditors in the absence of management following the close of business.

**8. OTHER MATTERS RAISED BY THE COMMITTEE**

Nil.

**9. NEXT MEETING**

Thursday 9 November 2023 at 12.00pm.

The Chair acknowledged the valuable contribution of the current councillor representatives and wished them well, noting that Council's consideration of councillor representatives on committees may occur prior to the next Audit and Risk Committee meeting in November.

**10. CLOSE OF BUSINESS**

The meeting closed at 1.31pm and the Chair thanked management for their attendance.

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As noted, above, The Audit and Risk Committee members met with Council's External Auditors in the absence of management following the close of business. There were no matters or actions arising from the discussions that occurred.

Confirmed

Dated this

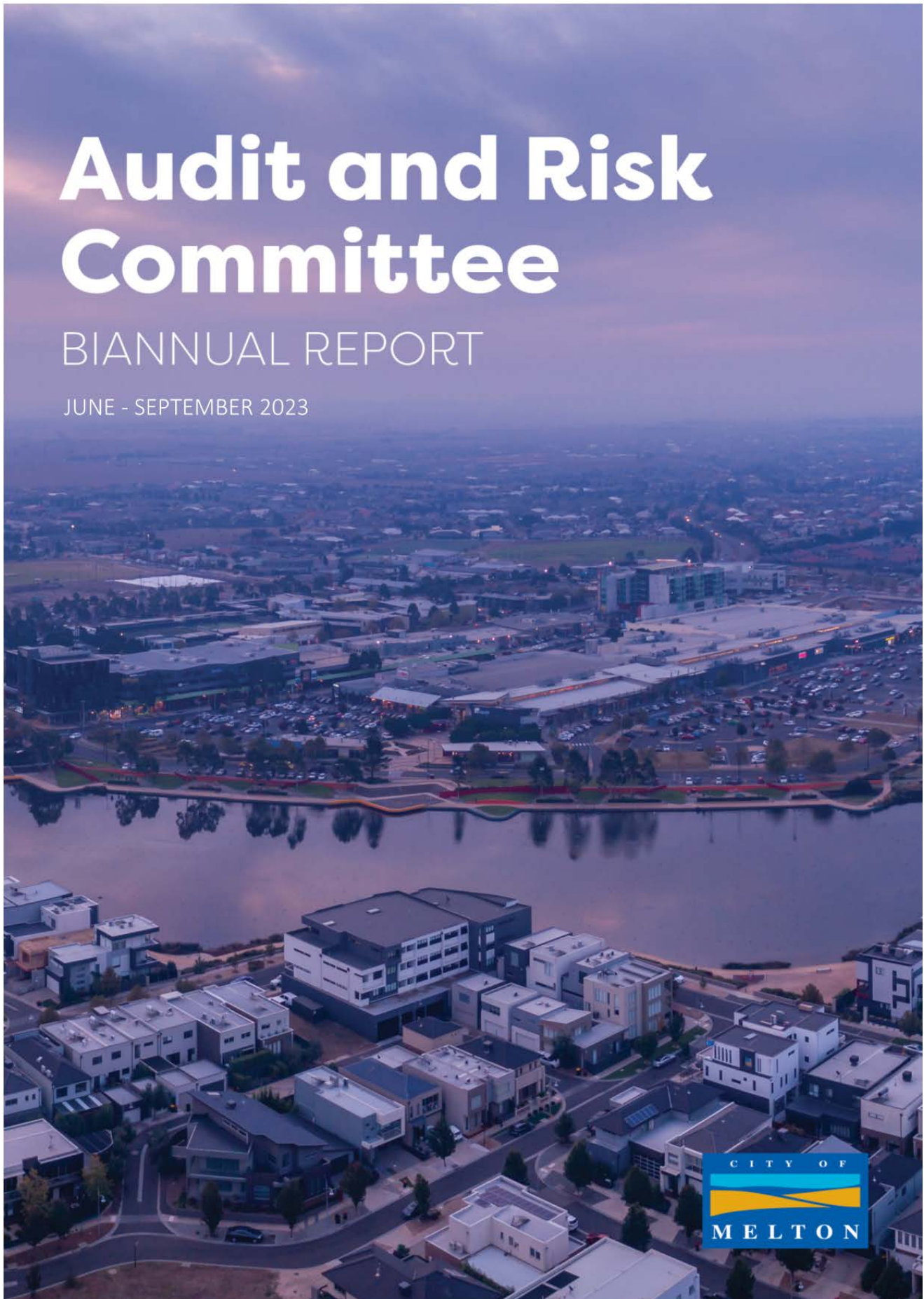
.....CHAIRPERSON



# Audit and Risk Committee

## BIANNUAL REPORT

JUNE - SEPTEMBER 2023



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## 1. Background and Context

Melton City Council has established an Audit and Risk Committee (Committee) pursuant to Section 53 of the *Local Government Act 2020* (the Act) to support the Council in performing its functions and discharging its oversight responsibilities in ensuring good government of Council's municipal district.

The Committee achieves this by monitoring, reviewing, endorsing and advising on the matters set out in its Charter prepared and approved by Council under Section 54 of the Act. The Committee's Charter was adopted by Council on 12 September 2022, and the Charter requires the Committee to review it at least biennially and recommend changes to Council.

The Committee is an advisory committee to Council, and it has no delegated authority from Council. It does have authority and the ability to perform activities prescribed in its Charter, and in particular the Committee can:

1. require the attendance of senior Council Officers at its meetings, as appropriate;
2. have unrestricted access to members of the management team and relevant information;
3. review the process for reporting pursuant to the *Public Interest Disclosures Act 2012*;
4. oversee the performance of the external auditor and the appointment and performance of the internal auditor;
5. meet in private without the attendance of management, including meeting in camera with auditors; and
6. request necessary financial resources to be provided to enable the Committee to receive any necessary legal, accounting or other professional advice.

The duties and responsibilities of the Committee are set down in the Charter and cover:

1. external audit;
2. internal audit;
3. financial and performance reporting;
4. internal control environment;
5. risk management;
6. fraud prevention systems and controls; and
7. compliance management.

The Act requires the appointment of a majority of external members who are not Councillors to the Committee. This provides a measure of independence and enables the Committee to provide advice to Council on matters related to its responsibilities utilising broader skills and experience than might otherwise be the case.

The Committee reports twice per annum to Council on the Committee's activities and how the Committee has discharged its responsibilities under the Charter for the reporting period. One such report is required following the meeting when the Annual Financial Report and the Annual Performance Statement have been considered and endorsed to Council for adoption.

## 2. Committee Meetings Held During the Reporting Period

Since the last biannual report to Council, the Committee has met on two occasions in person at Council's office in Melton, with the meetings held on:

1. 10 August 2023; and
2. 14 September 2023.

The Internal Auditor attended the meeting held on 10 August 2023 in person, and the External Auditor attended the meeting held on 14 September 2023 via video conference.

All Committee resolutions were recorded in the minutes of each meeting, with the minutes then presented to Council for consideration at a subsequent scheduled meeting of the Council. To ensure the timely presentation of Committee meeting minutes to Council, the Committee received post-meeting the unconfirmed meeting minutes, as approved by the Chairperson for circulation to Committee members, with members confirming the minutes via circular resolution out-of-session. Any out-of-session resolution is then ratified at the next Committee meeting.

## 3. Committee Membership for the Reporting Period

The Committee membership is detailed in the following table:

Committee Member	Position Held	Meeting Attendance Attended/Eligible
Jeff Rigby	Chairperson	2/2
Farshan Mansoor	Independent external member	2/2
John Watson	Independent external member	2/2
Cr Lara Carli	Mayor	2/2
Cr Goran Kesic	Councillor member	2/2

The members of the Committee provide Council with a diverse and complementary set of skills that include financial, risk management, local government and public sector management expertise.

## 4. Committee Work Plan for 2023

The Committee confirmed a work plan for the 2023 year at the February 2023 meeting. The plan sets out the Charter requirements that the Committee must meet and by when during the 2023 year, and all work plan requirements have been met for the year to date.

During the reporting period, the Committee reviewed its Charter and recommended a number of minor changes to the instrument for Council's consideration and approval.



## 5. Committee Duties and Responsibilities – Report on Committee Activities

### 5.1. External Audit – Financial and Performance Reporting

The Act designates the Victorian Auditor-General's Office (VAGO) as responsible for the external audit functions of local government in Victoria. VAGO has contracted the undertaking of Council's external audit to HLB Mann Judd for a four-year period concluding on 30 June 2023.

On 3 July 2023, the Chairperson received advice from VAGO that HLB Mann Judd has been re-appointed and will continue as VAGO's external audit services provider firm to the Melton City Council for a period of up to four years, comprising a fixed term of three years with an option to extend the appointment for a further one year, and commencing with the external audit for the 2023/24 reporting period. VAGO confirmed the nomination of Mr Michael Gummery, Partner of the Audit & Assurance Division at HLB Mann Judd, as the new engagement lead for external audit services, replacing Mr Nick Walker, Partner from the same firm.

As previously reported, the External Auditor presented an audit strategy memo for the 2022/23 reporting year to the Committee for noting at the February 2023 meeting that details the key risks and areas of audit focus, along with the schedule for audit activities. The Committee received a briefing from Council's Chief Financial Officer on the progress of external audit activities at the meeting held on 10 August 2023.

Audited Financial Statements and an audited Performance Statement for the 2022/23 reporting year were presented for the Committee's consideration at the meeting held on 14 September 2023, with the Committee resolving, subject to completion of all audit procedures and any arising adjustments, to:

1. note the audited Financial Statements and Performance Statement;
2. recommend that Council record its approval 'in principle' to those statements and that Council authorise:
  - a. the Chief Executive Officer, the Mayor and another Councillor to certify the final version of those statements;
  - b. send those statements to the Victorian Auditor-General;
  - c. the Chief Financial Officer to make any non-material changes to the Financial Statements arising from completion of the audit; and
  - d. the Chief Financial Officer to make any material changes to the Financial Statements arising from completion of the audit procedures after discussion with Committee's Chairperson and reporting the changes to Council.

The Committee acknowledged the work by officers of Council and the External Auditor in preparing and auditing the 2022/23 financial accounts and providing the audited statements to the Committee.

The Committee will receive the Final Management Letter and Closing Report prepared by the External Auditor and the Management Representation Letter provided by management to the External Auditor with upon completion of the external audit.

### 5.2. Internal Audit

Council's internal audit service provider, Moore Australia, has been appointed as Internal Auditor for a three-year period that commenced on 1 January 2021, with a comprehensive Internal Audit Plan covering the period 2021 to 2023 adopted by the Committee in February 2021. Progress against the adopted plan is monitored at each Committee meeting, and the plan is reviewed annually when the Committee confirms the internal audits to be conducted in the immediate year and nominates the future internal audits in outward years to be considered and confirmed at future reviews of the plan.



*a) Internal Audit Scopes*

As detailed in the Internal Audit Plan approved February 2023, during the reporting period the following internal audit scopes were received and discussed by the Committee, and all scopes were endorsed for internal audits to proceed with the internal audits scheduled for completion during 2023 and 2024.

1. Facilities Management.
2. Road Management.
3. Budget and Forecasting.

*b) Internal Audit Reports*

During the reporting period, the Internal Auditor conducted the following internal audit and the report was presented to the Committee detailing the key findings and risk considerations, recommended actions, and management responses with timeframes for implementation.

Internal Audit Report	Overall Control Environment Rating	Key Findings (No.)	Recommendations (No.)
Payroll Accuracy	Fair	8	15

The Committee received and accepted the report presented by the Internal Auditor, and recommended Council adopt the recommendations contained in the report.

*c) Progress on Implementation of Internal Audit Recommendations*

The implementation of recommendations and agreed actions arising from internal audit reports presented to the Committee in this reporting period, along with recommendations still in progress and carried forward from the previous reporting period, are monitored by the Committee at each meeting. The following table tracks the overall progress made with implementation of audit recommendations during the reporting period.

Meeting Date of Report	Reported Item	Recommendations (No.)
May 2023	Recommendations Open at Meeting	129
August 2023	Recommendations Added Since Last Meeting	+21
	Recommendations Completed Since Last Meeting	-50
	Recommendations Closed Since Last Meeting	-20
	Recommendations Open at Meeting	80

The following table summarises the number of open internal audit recommendations at the start and the end of the reporting period, with the Committee noting exceptional achievement over the reporting period.

	High	Medium	Low	Not Rated	Total
Recommendations Open at May 2023	77	35	2	15	129
Recommendations Open at August 2023	38	17	2	23	80
Change	-39	-18	0	+8	-49

There are four internal audits in the approved Internal Audit Plan that are scheduled for completion in 2023 and a further eight internal audits are planned for completion in 2024.

### 5.3. Financial Reporting

In conjunction with the presentation of the audited Financial Statements for the 2022/23 reporting year, the Committee received and reviewed the Financial Report for the quarter ending 30 June 2023 at the meeting held on 14 September 2023. The Committee also received and noted the Quarterly Investment Holding Report for the quarter ending 30 June 2023 at the meeting held on 10 August 2023, with the Committee endorsing revised investment objectives for inclusion in Council's Investment Policy Statement as part of a review of that policy.

At the meeting held on 10 August 2023, the Committee received and noted a report on Council's 10-Year Financial Plan covering the period 2023-2033, with the report outlining how Council will utilise forecasts of available funds over that period to deliver services, programs and infrastructure, while assessing Council's financial sustainability over the long term based on a number of key financial sustainability measures.

### 5.4. Internal Controls

In addition to receiving internal audit reports, the Committee has oversight in relation to internal control measures. During the reporting period the Committee received and considered a management report detailing progress on the review of the adequacy and effectiveness of key Finance and Accounting policies, systems and controls and their consistency with Local Government principles.

At the meeting held on 10 August 2023, the Committee received and noted the findings of a report by an independent auditor engaged by the Department of Health to assess the adequacy of the Melton Cemetery Trust's governance systems, process and practices and identify potential areas to strengthen existing practices, as the Trust is an entity governed and controlled by Council.

### 5.5. Risk Management

Risk management was a key focus of the Committee meeting held on 10 August 2023, with the Committee receiving and considering a report outlining the progress by Council in implementing its Enterprise Risk Management (ERM) Plan and noting the following key risk management achievements.

1. Implementation of *CAMMS.Risk*, a new online risk register tool that serves as a centralised platform for recording, assessing, managing, tracking and reporting on strategic, operational and project risks, which will contribute to the overall enhancement of managing risk across the organisation.
2. Integrating and successfully incorporating risks assessments into the organisational culture, with assessments being conducted across multiple business units.
3. Planned updates to operational risk registers in *CAMMS.Risk* by the end of 2023.
4. Leadership engagement in two risk management workshops held during 2022/23.

The Committee also received an update from Council's Head of Technology on Information Technology key risks particular to the Information Communication Technology and Digital Strategy and the Security Roadmap for digital systems and services.

In addition, the Committee received and noted a report detailing the results of self-assessments undertaken by management in relation to the findings contained in the following integrity agency reports, with actions identified by management to be implemented as opportunities for improvement.

1. The Independent Broad-based Anti-corruption Commission Special Report on Operation Sandon.
2. The VAGO performance report on Regulating Food Safety.
3. The Commission of Inquiry Report into Moira Shire Council.

### 5.6. Fraud Prevention Systems and Controls

The report presented to the Committee at the meeting held on 10 August 2023 on progress with the implementation of Council's ERM Plan provided an update on the strengthening of fraud and corruption control measures, where the Committee noted that 85% of Council staff have completed fraud and corruption on-line training.

### 5.7. Compliance Management

During the reporting period, the Committee received and considered a CEO Procurement Delegations report (presented quarterly) for the quarter ending June 2023.

The CEO has proactively reported to the Audit and Risk Committee on integrity and risk matters with timeliness, transparency and an evidence-based commitment to the good governance of the organisation, and to support the Committee in fulfilling its responsibilities to Council.

## 6. Committee Performance

The Committee is required under its Charter to assess its performance against the obligations as detailed in its Charter. During the reporting period, the Committee recommended to the Council for endorsement a set of self-assessment questions to be completed by all Committee members and senior officers who regularly interact with the Committee. The survey was issued and is to be completed during September 2023, with results to be report to and considered by the Committee when in meets in November 2023.

## 7. Conclusion

Over the reporting period, the Committee has performed the duties and discharged the responsibilities prescribed in the Committee's Charter, met the requirements of the Act for Audit and Risk Committees and provided appropriate advice and guidance to Council on the matters presented to the Committee.

Prepared for and on behalf of  
the Audit and Risk Committee by

Jeff Rigby  
Chairperson  
Audit and Risk Committee  
18 September 2023

## 12.9 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

**Author: Renee Hodgson - Governance Coordinator**

**Presenter: Megan Kruger - Head of Governance**

### PURPOSE OF REPORT

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

### RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendix 1** to this report, and adopt the recommendations arising within the Minutes:

1. Arts and Culture Advisory Committee Meeting – 16 August 2023
2. Policy Review Panel – 24 August 2023

---

### REPORT

#### 1. Executive Summary

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

The minutes of the Advisory Committees attached to this report form the written record of the committee meetings, including any matters considered and any conflicts of interest disclosed.

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

#### 2. Background/Issues

An Advisory Committee is a committee established by Council to provide advice to it or its delegate. Whilst not mentioned in the 2020 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

All Advisory Committees are subject to their individual Terms of Reference. The membership varies depending upon the committee's specific role. Committee membership will generally comprise a Councillor(s), council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The composition of Advisory Committees for the 2022/23 municipal year was approved by Council at its Scheduled Meeting on 12 December 2022.

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

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

Appendix	Advisory Committee	Meeting Date
1.	Arts and Culture Advisory Committee	16 August 2023
2.	Policy Review Panel	24 August 2023

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

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

6. A high performing organisation that demonstrates civic leadership and organisational excellence

*6.3 An organisation that demonstrates excellence in civic leadership and governance.*

### 4. Financial Considerations

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

### 5. Consultation/Public Submissions

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

### 6. Risk Analysis

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

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

### 7. Options

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

### LIST OF APPENDICES

1. Arts and Culture Advisory Committee minutes dated 16 August 2023
2. Policy Review Panel Minutes - 24 August 2023





## MINUTES

### ARTS AND CULTURE ADVISORY COMMITTEE

held on Wednesday 16 August 2023 at 5.30pm in Meeting Room 2, Caroline Springs Library and Learning Hub

**Present:**

Cr Ashleigh Vandenberg	Councillor
Cr Kathy Majdlik	Councillor
John Bentley	Community Member
Bec Carey-Grieve	Community Member
Heidi Taylor	Manager Arts, Events and Economic Development
Jason Sanderson	Coordinator Arts and Events
Laura Kolaric	Team Leader Arts and Events

**Guests:**

Rebecca Hickey	Events Officer
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**Quorum:** *A minimum attendance of seven committee members is required for a meeting to proceed.*

**Chairperson:** Cr Ashleigh Vandenberg

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**1. Welcome**

The Chairperson welcomed all attendees to the meeting and proceeded with the Acknowledgment of Country. *'Melton City Council acknowledges the Traditional Owners of this land, the people of the Kulin Nations, and pays respects to their Elders, past, present and emerging.'*

**2. Apologies**

Cr Bob Turner	Councillor
Autumn Tansey	Arts Activation Officer
Jacinta Sciusco	Community Member
Lucy Webster	Community Member
Michael Naismith	Community Member
Melissa Spencer	Community Member

**3. Declaration of interests and/or conflict of interests**

NA

## MINUTES

**4. Confirmation of minutes of previous meeting****Motion/Noted**

Moved by Cr Kathy Majdlik, seconded by Heidi Taylor

**5. Business Arising**

L Kolaric reported Geoff Hogg's resignation from the committee. The committee collectively decided to postpone filling the vacant position until the end of the current term when all positions will be advertised.

**6. General Business****6.1 Reimagine Melton Update**

H Taylor provided an update on Reimagine Melton, an arts placemaking event.

Cr Majdlik sought clarity on whether Reimagine Melton is akin to the successful Illuminate Melton (2022) event. H Taylor clarified that although distinct, both events share the common goal of revitalising the Melton Town Centre.

J Bentley inquired about the event's sustainability and carbon neutrality. H Taylor confirmed the Arts Team would furnish this information at a later date.

**Action/Recommendation**

**Action:** The marketing poster to be sent to the committee when complete.

**Action:** The Arts Team to report back with information on how the event is sustainable and carbon neutral.

**6.2 Creative Victoria's Creative Neighbourhoods Infrastructure Support Program**

L Kolaric informed the attendees that Council had applied and were successful for funding under Creative Victoria's Creative Neighbourhoods Infrastructure Support Program.

The application was for the acquisition of UV blocking film and an environmental monitoring system. These measures are aimed at safeguarding the artwork from potential damage.

The project is planned for completion by the end of the 2023 year.

**6.3 CS Gallery Christmas Windows**

L Kolaric reported on the progress to plan for the CS Gallery Christmas Windows. An Expression of Interest (EOI) process to solicit designs from artists has now been undertaken.

The thematic focus of the EOI centred on "Christmas in the City of Melton," encouraging artists to capture the city's diversity and the festive spirit of the Christmas season. Notably, four EOIs have been duly submitted for consideration.

The essence of each proposal was outlined and input received from the Committee members. The Committee members provided their preference for specific proposals.

L Kolaric will integrate this valuable feedback into the selection process for the artist's design.

**6.4 2024 Exhibition Program**

Discussion with Committee regarding their preferences for the content of CS Gallery's exhibitions in the upcoming year, 2024. The committee engaged in a discussion regarding the



## MINUTES

hosting an end-of-year school show. Expressions of Interest (EOIs) have been distributed to schools within the municipality to explore this idea further.

Item 6.5 moved to be discussed in conjunction with 6.4

### Action/Recommendation

**Recommendation:** Cr Majdlik proposed the inclusion of artwork from a local artist living with a disability as well as from a First Nations artist. This addition aims to enhance diversity and representation within the gallery's exhibits.

**Recommendation:** B Carey-Grieve suggested that the Arts Team take the initiative to develop a preliminary concept for the upcoming year's exhibitions. This draft concept should be presented to the committee for review and feedback, fostering collaborative input into the planning process.

### 6.5 Groundwork & CS Gallery Window EOIs

L Kolaric outlined the proposed curatorial theme, which initially centred around "Contemporary Communities." However, a discussion ensued to refine and enhance the theme's inclusivity and resonance.

The consensus emerged that the theme should be revised to "Celebrate Community." This adjustment is intended to foster a wider range of creative interpretations and responses, encouraging greater diversity in artistic contributions.

### 6.6 Activity Centre within the municipality

*B Carey-Grieve departed at 6.34pm*

H Taylor presented on Public Art, urging committee members to identify potential activity centres like shopping precincts or high-traffic locations for public art installations.

J Bentley proposed art trails for both walking and driving.

Cr Majdlik highlighted the potential for artwork on soundwalls like the Ravenhall Mural near the Sri Durga temple and suggested incorporating art onto electricity boxes.

Cr Vandenberg raised the idea of engaging local graffiti artists for more productive creative initiatives.

### 6.7 VICSES Aintree Art Mural Commission

L Kolaric reported on the VICSES mural commission situated on the VICSES building, funded by VICSES. The project aligns with our Public Art Policy due to its public-facing nature. VICSES has completed artist selection, presenting the chosen artist to the committee. Committee feedback indicates duplicity in the municipality and suggests integrating SES elements. Cr Majdlik questioned whether Council's involvement could influence the artwork.

### Action/Recommendation

**Action:** Verify Council's support or funding for the VICSES building.

**Action:** If no Council funding, consider revisiting artist/concept with the SES due to local similarities. Evaluate if the chosen representation aligns with VIC SES; suggest incorporating icons reflecting their work.

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*MINUTES***7. Other Business**

- a) The Committee deliberated on the preferred format for future meetings – in-person or online. Consensus was reached to adopt a hybrid approach, incorporating both in-person and online meeting formats.

**8. Next Meeting**

The next meeting is to be held on Wednesday 18 October commencing at 5.30pm in the Pyke Room at Melton Library & Learning Hub.

**9. Close of Business**

The meeting closed at 7:00pm.



## **MELTON CITY COUNCIL**

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**Minutes of the Policy Review Panel  
Meeting of the Melton City Council**

**24 August 2023**

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MINUTES OF THE POLICY REVIEW PANEL24 AUGUST 2023

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MINUTES OF THE POLICY REVIEW PANEL24 AUGUST 2023**MELTON CITY COUNCIL****MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL HELD VIA VIDEOCONFERENCE ON  
24 AUGUST 2023 AT 9.30AM****1. WELCOME**

The Chair, Cr Carli, opened the meeting at 9.35am and welcomed the Panel Members.

**2. APOLOGIES**

Nil.

**3. DECLARATION OF INTERESTS AND / OR CONFLICT OF  
INTEREST**

Nil.

**4. MINUTES OF PREVIOUS MEETINGS****RECOMMENDATION:**

That the Minutes of the Policy Review Panel held on 29 June 2023 and adopted by Council at the Scheduled Meeting held on 31 July 2023 be noted.

**Motion**

Crs Shannon/Vandenberg.

That the Minutes of the Policy Review Panel held on 29 June 2023 and adopted by Council at the Scheduled Meeting held on 31 July 2023 be noted.

CARRIED

**5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**

Nil.

MINUTES OF THE POLICY REVIEW PANEL24 AUGUST 2023**6. PRESENTATION OF STAFF REPORTS****6.1 REVISED PROCUREMENT POLICY****Responsible Officer:** Peter Leersen - Director Organisational Performance**Document Author:** Peter Leersen - Director Organisational Performance**Date Prepared:** 14 August 2023**Recommendation:**

That the Policy Review Panel recommend Council adopt the Procurement Policy, provided as **Appendix 1** to this report.

**Motion**

Crs Shannon/Vandenberg.

That the Policy Review Panel recommend Council adopt the Procurement Policy, with changes made by the Panel highlighted in yellow, provided as **Appendix 1** to this report.

CARRIED

**1. Background****1.1 The Policy**

The existing Procurement Policy was reviewed to ensure it was fit for purpose, clear, concise and provided a consistent approach to procurement in relation to decisions; the implementation of a policy; or the quality or timeliness of action taken, decision made, or service provided by Council.

This has resulted in formatting of the Policy being completely updated, and therefore a tracked changes version has been unable to be supplied. A copy of the current Procurement Policy has been attached for reference.

To ensure clarity the Policy has been separated into 9 parts:

1. PURPOSE
2. SCOPE
3. DEFINITIONS
4. POLICY PRINCIPLES
5. PROCUREMENT THRESHOLDS AND METHODOLOGY
6. PROBITY REQUIREMENTS
7. RISK MANAGEMENT
8. RESPONSIBILITY AND ACCOUNTABILITY
9. REFERENCES AND LINKS TO POLICY AND LEGISLATION

**MINUTES OF THE POLICY REVIEW PANEL****24 AUGUST 2023**

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The key changes to the Policy are as follows:

- Definitions – Included reference to Independent Broad-based Anti-corruption Commission.
- Policy Principles – Enhanced reference to probity and ethical conduct and risk management.
- Procurement Thresholds and Methodology – Clarified this section by:
  - Adding in the Pre-Qualified Panel and number of quotes required that helps operationalise current practices.
  - Changed the need to have an exemption form completed in most instances as only need the invoice attached which will improve efficiency.
  - Clarified financial delegations and included relevant tables as an Appendix.
  - Defined and added a table of variation types with the appropriate approval, conditions, and limitations based on non-material and material changes that relates to a workflow diagram that will go into the procedure.
- Probity Requirement – Included reference to organisational structure, internal controls, conduct of Councillors & Council staff, accountability & transparency, and use of probity auditor and advisor.
- Risk Management – Enhanced the risk management section.
- Responsibility and Accountability – Enhanced this section by including reference to procurement breaches.
- Appendices – included reference to the financial delegations as an Appendix until s7 Delegation – CEO to Council Staff for Executive and below is updated.

**1.2 Sources/benchmarking**

Several Procurement Policies from other Councils were reviewed to inform the update of the Policy including but not limited to Hume, Whittlesea, Brimbank and City of Bendigo.

**1.3 Consultation**

This is an update to the existing Procurement Policy and was developed collaboratively by Procurement, Finance, Legal, Governance, Capital Delivery, Operations and Information Technology. The updated Policy has also been reviewed by the Executive Leadership Team.

**1.4 Communication and Implementation**

If adopted, the Policy will be socialised with all staff to ensure that they understand the processes contained within. It will also be placed on the intranet site and Council's website.

**1.5 Compliance**

The updated Policy has been developed in accordance with the requirements of the *Local Government Act 2020* and *Gender Equality Act 2020*.

**1.6 Measures of Success**

Procurement activities will be managed consistently in a timely and respectful manner.

**LIST OF APPENDICES**

1. Updated Procurement Policy
2. Current Procurement Policy

## MINUTES OF THE POLICY REVIEW PANEL

24 AUGUST 2023

Item 6.1 Revised Procurement Policy

Appendix 1 Updated Procurement Policy

**Procurement Policy**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	December 2024
<b>Responsible officer</b>	Procurement Coordinator
<b>Records reference</b>	<insert reference>

**1. PURPOSE**

The purpose of this Policy is to establish a framework for all Council procurement activity and to demonstrate public monies have been spent in line with legislative requirements, community objectives and expectations.

Council currently adopts a centre-led approach to procurement where the Procurement Team is an enabler business function that is responsible for creating, implementing and monitoring procurement governance, systems and processes; and providing templates, tools, training and guidance for Council Officers to undertake their own procurement activities.

This Policy further aims to:

- provide a procurement framework that seeks to achieve best value in price, quality and timeliness through consistent, competitive and transparent processes;
- provide guidance to achieve ethical behaviour in all procurement;
- demonstrate the application of elements of best practice in procurement;
- minimise and manage risks in procurement;
- prioritise, where practical, the procurement of environmentally, locally sourced, and socially responsible goods and services; and
- demonstrate accountability to rate payers.

**2. APPLICATION AND SCOPE**

This Policy is made under Section 108 of the *Local Government Act 2020* (the Act). The Act requires Council to:

- prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services, and the carrying out of works; and
- review its Procurement Policy at least once during each four-year term of Council.

This Policy applies to all procurement activities relating to goods, services and works by Council and is binding upon Councillors, employees and all contractors, agents and consultants engaged by Council.



## MINUTES OF THE POLICY REVIEW PANEL

24 AUGUST 2023

Item 6.1 Revised Procurement Policy

Appendix 1 Updated Procurement Policy

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### 3. GENERAL PROVISIONS

#### 3.1. Best Practice Principles

Council will apply the following fundamental best practice principles to each procurement activity irrespective of the value or complexity of that procurement:

- value for money;
- open and fair competition;
- sustainable procurement – economic (buy local), environmental and social;
- accountability and transparency;
- probity and ethical conduct; and
- risk management.

#### 3.2. Value for Money

Council will undertake efficient and effective procurement activities to ensure that value for money is obtained. The value for money principle will take into account all relevant costs, non-cost factors and benefits of each proposal throughout the procurement cycle.

Cost factors include whole-of-life costs and transactional costs associated with acquiring, using, holding, maintaining and disposal of the goods, services or works. Non-cost factors include fit for purpose, quality, service, support, environmental impacts and social benefit.

Lowest price is not the sole determinant of value for money. Value for money purchasing decisions made by Council are made on the whole-of-life cost and non-cost factors including contributing to Council's strategic directions as set out in the Council and Wellbeing Plan 2025.

The strategic directions align with the triple bottom line principles including economic, environmental and social sustainability. Council is committed to reducing any negative social and environmental impacts and preferential purchasing of products and services that have been produced to ethical standards which have minimal negative impacts on the environment and human health.

#### 3.3. Open and Fair Competition

All prospective contractors and suppliers must be treated (and be seen to be treated) fairly and in an open and transparent manner, with the same access to information about the procurement activity to enable them to submit prices, quotations and tenders on the same basis.

Council must adequately test the market in a consistent manner without any bias, or perception of bias, so that potential suppliers and the public have confidence in the outcome.

Where applicable, the provisions of the *Competition and Consumer Act 2010* (Cth), must be complied with in the procurement activity.

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### 3.4. Sustainable Procurement – Economic (Buy Local)

Council recognises that it is a major purchaser of goods, services and works and that its procurement activities have the potential to impact the local economy.

Council will endeavour to support businesses and industries within the municipality and maximise these opportunities by means that are consistent with this Policy so as to help generate local employment and promote social inclusion.

Council commits to having local content as a weighted criteria in all its tenders, weighted at a minimum of 10%.

### 3.5. Sustainable Procurement – Environmental

Council is committed to safeguarding environmental quality and wellbeing for its present and future communities.

Council recognises the potential impact procurement activities have on the environment and where possible will reduce its impact on the natural environment by attempting to:

- decrease waste
- increase recycling
- decrease greenhouse gas emissions
- decrease water consumption
- minimise the degradation and destruction of natural resources; and
- limit Council's impact on climate change.

### 3.6. Sustainable Procurement - Social

Council recognises that its decisions have the ability to redress social disadvantage and improve social diversity in relation to ethnicity, gender and disability. Council will consider the effect of its decisions on diversity and equal opportunity in all procurement activity decision making.

Council's procurement activities will support the generation of positive social outcomes where it can be justified on a value for money basis including, but not limited to:

- giving preference to businesses that employ local or socially disadvantaged residents or residents living with a disability in the City of Melton municipality;
- giving preference to Aboriginal and/or Torres Strait Islander Businesses; and/or
- giving preference to businesses that provide evidence of gender equality in leadership (organisational structure) or prescriptive measures to address gender imbalance (e.g. copy gender equality policy or policies).

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**3.7. Procurement Thresholds and Methodology****3.7.1. Procurement Thresholds**

Council will undertake procurement of goods, services and works based on the following methodology thresholds:

<b>Total Contract Value (including GST):</b>	<b>Procurement Methodology Standard</b> In accordance with Procurement Procedures	<b>Procurement Methodology Pre-Qualified Panel</b> In accordance with panel engagement guidelines.
Up to \$2,500	Obtain one (1) written quote.	Obtain one (1) written quote.
\$2,501 to \$10,000	Obtain a minimum of one (1) written quote.	Obtain a minimum of one (1) written quote.
\$10,001 to \$149,999 (goods & services) or \$10,001 to \$199,999 (building & construction works)	Obtain a minimum of three (3) written quotes.  Where possible a <b>local business</b> supplier should be invited to participate.	Obtain a minimum of two (2) written quotes.
\$150,000 plus (goods & services) or \$200,000 plus (building & construction works)	A public tender process is required.	Obtain a minimum of three (3) written quotes, with one (1) being a <b>local business</b> or a <b>new supplier engagement</b> where possible.

If a Council Officer is unable to achieve the required number of quotes above, the Officer must contact the Procurement Team to determine the best way forward and potential exemption document to be completed.

If the estimated total contract value of a procurement activity is expected to be close to an upper band threshold in section 3.7.1, then the Officer should consider running this procurement activity at the next threshold to ensure no accidental breach of Policy can occur.

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**3.7.2. Exemptions from Thresholds**

In exceptional circumstances, Council may choose to exempt a particular procurement activity from the thresholds above based on the circumstances described in the table below. Where an exemption form is required to be completed Council Officers must seek authority from their Business Unit Manager and inform the Manager, Procurement Team prior to proceeding with the procurement activity:

Exemption Description	Explanation	Exempt Requisition Type
A contract made because of genuine emergency or hardship	Allows a contract to be entered into where the CEO or Municipal Emergency Management Officer, as a delegate, considers it necessary because of an emergency (e.g., to provide immediate response to a natural disaster, declared emergency, etc.)	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Extension of contracts while Council is at market to ensure continuation of supply of goods, services and works	Allows the extension of an existing contract where the procurement activity to replace the contract has commenced (or is imminent) and where the establishment of an interim short-term arrangement with an alternative supplier would lead to Council achieving lesser value for money or an adverse effect on public interest	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Must complete and attach exemption form when raising requisition under Exempt Purchases type</li> </ul>
Professional Services unsuitable for tendering	Allows the procuring of the following procurement activity: <ul style="list-style-type: none"> <li>Legal services coordinated through Governance or People and Culture teams</li> <li>Insurance</li> <li>Loans</li> <li>Purchase of land</li> <li>Electoral or valuation services</li> <li>Payroll expenses and deductions</li> <li>Refunds</li> <li>Professional membership payments and subscriptions</li> </ul>	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Novated Services	Allows a contract to be novated to a new third party where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party.	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party	Allows engagements: <ul style="list-style-type: none"> <li>with another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or</li> <li>in reliance on contracts, panels and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV), Procurement Australia (PA) or State Purchase</li> </ul>	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Must be in accordance with panel engagement guidelines</li> <li>Attach evidence of the sourcing activity i.e. number of quotes (as per panel guidelines 7.1) when raising requisition under Exempt Purchase type</li> </ul>



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Exemption Description	Explanation	Exempt Requisition Type
	Contracts (SPC), E-Services Register or Construction Supply Register (CSR).	
Information technology licensing, maintenance, and support renewals	Allows the renewal of software licenses and maintenance and support or an upgrade to existing systems who holds the intellectual property rights to the software over a defined contract period. Software application licenses should be reviewed at least every 5 years for sustained value and continued fit for purpose.	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Operating Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Monopoly market or sole supplier	<p>Allows engagements for monopoly markets:</p> <ul style="list-style-type: none"> <li>statutory compulsory insurance schemes (Workcover and motor vehicle insurance)</li> <li>supply of utilities or other services by statutory bodies (electricity, gas, water, essential services, relocation services without competition (non-contestable works)</li> </ul> <p>Sole source suppliers:</p> <ul style="list-style-type: none"> <li>insufficient known suppliers to meet quotes</li> <li>where the marketplace is restricted by license conditions or third-party ownership of an asset (excluding public utility plant)</li> <li>Council is party to a joint arrangement where Council jointly owns the Intellectual Property with a third-party provider</li> <li>library services and book purchases</li> <li>specific intellectual property (Facebook, Google and the like)</li> <li>advertising (newspapers, magazines, TV and radio)</li> </ul>	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Adverse effect on value for money or public interest	Where Council or the CEO considers the nature of the procurement activity or the characteristics of the market are such that a public tender process would lead to Council achieving lesser value for money or an adverse effect on public interest	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>
Other specific Council exemptions	<ul style="list-style-type: none"> <li>Engagement of Traditional Owners where the primary purpose is to gather information relating to Aboriginal culturally sensitive issues, including land management considerations pursuant to the Aboriginal Heritage Act 2006</li> <li>Regional Waste and Recovery Group</li> <li>Additional delivery of goods, services and works that are intended either as replacement parts, extensions</li> </ul>	<ul style="list-style-type: none"> <li>Exempt Purchase</li> <li>Does not require exemption form to be completed</li> <li>Attach invoice when raising requisition under Exempt Purchases type</li> </ul>



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Exemption Description	Explanation	Exempt Requisition Type
	or continuing services for existing equipment <ul style="list-style-type: none"> <li>Insurance claim due to damages or thefts requiring immediate action</li> <li>Repair works by a contractor under defects liability period who must carry out the works</li> </ul>	

**3.7.3. Financial Delegations**

Delegations define the limitations within which Council Officers are permitted to commit Council to the procurement of goods, services or works. Delegations also identify specified Council Officers that may undertake certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Council is responsible for setting the financial delegations of the Chief Executive Officer (CEO).

The CEO then sets the financial delegations for staff.

Council staff must only approve expenditure relating to contracts, quotations or purchasing cards in accordance with their financial delegations.

**3.7.4. Requirements for Proposals and Quotations**

Section 108 of the Act details that each Council will set the public tender threshold above which tenders or expressions of interest for contracts must be publicly invited. A public tender process must be used for all procurements valued at \$150,000 and above for goods and services or \$200,000 for building and construction works with the exception where procurement activities are undertaken through a pre-qualified panel as per section 3.7.1.

For all procurement activity below the public tender threshold, Council requires a written quotation to be obtained using the standard procurement methodology or the pre-qualified panel methodology.

A written quotation is a formal statement or proposal by a supplier setting out the offered price for the goods, services or works. A quotation should contain the supplier's business details, goods, services or works proposed, total and breakdown of price, and if applicable, the terms and conditions and quotation expiry date.

**3.7.5. Requirements for Pre-Qualified Panels**

A panel arrangement can be a panel established by Council or an existing collaborative agreement such as State Government bodies (defined in section 4).

Where possible, Council is encouraged to tender for a panel supplier arrangement. This means more than one supplier can be awarded the successful contract. When considering establishing a new panel, please reach out to the Procurement Team for guidance.

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Council should approach more than one supplier on a panel for a quote. Even though value for money has been demonstrated for the supplier to be on a panel, Council still needs to demonstrate value for money when engaging from a panel, and competition is one of the easier ways to demonstrate this.

Once a panel has been established the value of the engagement must follow the current procurement thresholds methodology as per section 3.7.1.

All panels have specific panel engagement guidelines that need to be followed which the Procurement Team can provide information on the process. Selecting who to approach on the panel, and how many suppliers, Council Officers should consider:

- a. competition
- b. size and scope of the procurement
- c. supplier performance; and
- d. providing an opportunity to new suppliers
- e. where possible a **local business** supplier should be invited to participate.

### 3.7.6. Collaborative Procurement

In accordance with Section 108(c) of the Act, Council will first give consideration to Collaborative Procurement Arrangements.

Council Officers must consider any opportunities for Collaborative Procurement Arrangements in relation to a Procurement activity undertaken by Council.

Any Council report that recommends entering into a procurement arrangement must set out information relating to opportunities for Collaborative Procurement Arrangements, only if available, including:

- the nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement activity.

Procurement activities where the specifications of the goods, services or works required are unique to a specific Council site and are not applicable to other Councils will not be considered for collaboration. Any Federal or State Government grant funded projects may be excluded from collaborative procurement activities.

### 3.7.7. Public Tender Requirements

#### 3.7.7.1. Expressions of Interest

Prior to a public tender, Council may seek Expressions of Interest or engage a State Government Body / panel when:

- the requirement is complex, difficult to define or unknown;


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- the requirement is capable of several technical solutions;
  - it reasonably believes that a high number of tenders will be received;
  - the costs to tender will make the process of tendering uncommercial for tenderers;
  - uncertainty exists as to whether the vendor will offer the required Procurement; or
  - Council requires external input before addressing the particular issue.

**3.7.7.2. Tender Evaluation**

A tender evaluation panel will be established to evaluate each tender submission against the tender's evaluation criteria.

An internal or external probity advisor may be assigned to any tender evaluation panel and may be assigned to oversee the evaluation process, if deemed necessary based on criteria in section 3.7.9.

Tender evaluation panels:

- will be made up of representatives that reflect Council and the community, including representatives of different genders, cultural backgrounds, abilities and age;
- can include external personnel in order to ensure the best outcome for a procurement activity;
- must comprise of at least 3 persons; and
- must have an appointed chairperson, expert and independent (an officer who does not have an interest in the outcome of the project and cannot be part of the Project Working Group or Project Steering Group but can be within the same business unit).

A Tender Evaluation Plan shall be developed, approved and strictly adhered to by that panel. Amongst other things, this involves the establishment of more detailed evaluation criteria and the application of a pre-approved and robust weighted scoring system. The Tender Evaluation Plan should be completed and signed off by both the Procurement Team and the Evaluation Panel members prior to the tender or quotation being issued.

**3.7.7.3. Evaluation Criteria**

The Council should consider evaluation criteria categories to determine whether a proposed contract provides value for money and can be assessed consistently, including:

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- mandatory compliance criteria, including ABN registration, OH&S, quality systems, environmental management, compliance to specification and contract;
- methodology;
- capacity of a tenderer to provide the goods and/or services and/or works;
- capability of a tenderer to provide the goods and/or services and/or works;
- past experience and personnel;
- demonstration of local content (minimum 10% - mandatory); and
- tendered price; (set price ratio of (lowest price / tendered price)\*5).

**3.7.7.4. Shortlisting and Negotiations**

Council may conduct a shortlisting process during Expression of Interest, tender and quotation processes. Shortlisting will occur only in pursuit of value for money by Council. Shortlisted tenderers may be invited by Council to submit a best and final offer in relation to all or certain aspects of their respective tenders or quotations. This would not include the Expression of Interest process as no financial offers are submitted.

Once a preferred tenderer(s) is/are selected, negotiations can be conducted in order to obtain the optimal solution and commercial arrangements, providing the scope remains within the intent of the tender. Probity requirements apply to all negotiations.

Following the outcome of the shortlisting, the preferred tenderer is subject to a Detailed Financial Assessment via Council's approved credit reporting agency based on the level of risk. Generally, the detailed financial assessment is satisfactory unless the project is high risk and high value. Depending on the financial risk assessment, it may be necessary to manage these risks through financial instruments like bank guarantees, retentions, issuing work packages etc. to ensure the procurement activity outcomes can be realised.

**3.7.8. Contract Variations**

A contract variation is a change to a contract which includes, but not limited to, a change to the service level or type, product, delivery, timeframe or price. The conditions of contract will generally prescribe the circumstances in which a variation might arise. The method of calculating the value of a variation should also be contained within the conditions of contract.

A Budget Variation is a variation of the project budget allocation.




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If a Budget Variation is required before a Contract is entered into or whilst the Contract is ongoing the Budget Variation must be approved before the Contract is entered into or a Contract Variation is approved.

All contract variations will be assessed to determine whether they are properly characterised as variations, or whether they are in effect a new contract. For the purposes of this policy, a contract variation will not constitute a new contract unless it has been assessed as being a new contract based on factors like:

- the monetary value of the proposed variation, i.e. the value of the variation in the context of the thresholds fixed by this policy;
- the subject matter of the proposed variation, and whether it is consistent with the subject matter scope of the initial contract or some different and additional service or product scope.

The total of the original contract and all variations must be considered when determining if the change is within financial delegation limits.

To accept a contract variation, approval must be obtained from the relevant Delegated Officer based on whether the variation is:

- within the approved contract contingency;
- not within approved contract contingency but within the approved project budget; or
- the monetary value of a material variation

### 3.7.9. Probity Auditor and Advisor

In certain circumstances a probity auditor or advisor may be considered as part of the procurement activity.

A formal probity plan should be developed, and internal or external probity auditor or advisor appointed in the following circumstances:

- the integrity of the procurement activity may be called into question;
- where a project is technically complex or departs from standard contractual and legal obligations;
- where the activity is politically sensitive and/or potentially controversial, which may include protecting the reputation of Council;
- to avoid a perception of bias or favouritism;
- where there is substantial government funding involved; or
- where the proposed total contract value exceeds \$10 million (or any lesser value set by Council).

A probity risk matrix template has been developed to help evaluate the risks and determine if a probity advisor should be appointed and is available on the procurement intranet page.



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### 3.8. PROBITY REQUIREMENTS

In all procurement activities, the highest standards of probity, honesty and transparency must be observed. Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny.

#### 3.8.1. Organisational procurement structure

Council operates a centre-led procurement structure wherein all strategy, policy, processes, technology, best practice, document control, processes and networking in procurement matters will be the responsibility of the Procurement Team.

Council shall:

- establish a procurement management structure and appropriate delegations ensuring accountability, transparency and auditability of all procurement decisions made over the lifecycle of all goods, services and works purchased by Council;
- ensure that Council's procurement structure is flexible enough to purchase in a timely manner, the diverse range of material, goods, works and services required by Council;
- ensure that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
- encourage competition between tenderers; and
- ensures all policies that relate to purchasing practices are communicated and implemented.

#### 3.8.2. Internal Controls

The CEO will install and maintain a framework of internal controls over procurement activities that will ensure:

- more than one person is involved in and responsible for the authorisation of a transaction from end to end;
- transparency in the procurement activity;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented;
- systems are in place for appropriate monitoring and performance measurement;
- a process is in place for escalation, where appropriate, of procurement matters (including procedural non-compliance) to the Senior Integrity Officer, the Executive Leadership Team, the Audit and Risk Committee and/or Council.


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- procurement will report quarterly compliance updates to the Executive Leadership Team.

Annual reviews and/or audits will be conducted to test the operation of procurement internal controls.

**3.8.3. Conduct of Councillors and Council Staff**

Councillors and Council staff must at all times conduct themselves in a manner that is, and is seen to be ethical, of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain the confidentiality of commercial-in-confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- provide all suppliers and tenderers with the same information and equal opportunity;
- be able to account for all decisions and provide feedback on them; and
- not perform any works under the contract they are supervising.

Councillors and Council staff belonging to professional organisations must, in addition to the obligations detailed in this Policy, ensure that they adhere to any code of ethics or professional standards required by that body.

**3.8.4. Accountability and Transparency**

Accountability in procurement means being able to explain and provide documented evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore, the processes by which all procurement activities are conducted will be in accordance with the Council's procurement policies and procedures as set out in this Policy and related and relevant Council policies and procedures.

Additionally, all Council staff must be accountable for all procurement decisions made over the lifecycle of all goods, services and works purchased by the Council and record and document all performance and other relevant matters to ensure a transparent audit trail for monitoring and reporting purposes. Records must be saved in Council's Electronic Records Management System as appropriate.

**3.8.5. Conflict of Interest, Gifts & Hospitality**

Councillors and Council staff must comply with the Act and Council's policies in relation to Conflict of Interest. Councillors and Council staff must at all times avoid situations in which private interests conflict, might be perceived to conflict, or have the potential to conflict, with their Council duties.


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Councillors and Council staff must not participate in any action or matter associated with the arrangement of a contract (i.e., evaluation, negotiation, recommendation, or approval), where that person has a conflict of interest, whether direct, indirect or perceived, in the matter.

The onus is on the Councillor or the member of Council staff involved being alert to, and promptly declaring a conflict of interest.

Councillors and Council staff are to comply with the Act and Council's policies in relation to  dealing with offers of hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings. Councillors and Council staff should also avoid the ambiguous situation created by visiting the premises of a contractor, organisation, firm or individual uninvited and/or not on official business.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how minute the evidence available), must be promptly brought to the attention of the Senior Integrity Officer or CEO.

**3.8.6. Disclosure of Information**

Commercial-in-confidence information received by the Council must not be disclosed, unless compelled to do so by law, and is to be stored in a secure location.

Councillors and Council staff are to protect, by refusing to release or discuss the following:

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is commercial-in-confidence information; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Councillors and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised other than authorised pre-contract negotiations.

Following the awarding of the Contract the successful tenderers name and tender price will be disclosed to the unsuccessful tenderers and can be used in media releases about the project.

**3.8.7. Performance Measurement and Continuous Improvement**

Council will ensure that appropriate performance measures are established, and reporting systems are used to monitor performance and compliance with this Policy to support continuous improvement.



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Councillors and Council staff are able to provide a reference for a contractor who has worked with Council for tender applications at other organisations. Councillors and Council staff cannot provide a reference for a tenderer applying for contracts at Council.

**3.8.9. Endorsement of Products or Services**

Councillors and Council staff must not endorse any external products or services. Individual requests received for endorsement must be referred to the Executive Leadership Team.

**3.8.10. Other Council Policies**

Further to complying with this Policy, Council and Council Officers must not engage in any activity during a procurement activity that would breach any law or any other Council Policy. To the extent that the law and this Policy are inconsistent, the law will prevail. Any such breaches may result in disciplinary action and where relevant, referred to the appropriate external agency such as IBAC or Victoria Police.

**3.9. RISK MANAGEMENT****3.9.1. General**

Risk management is to be appropriately applied at all stages of procurement activities. Risk management will be properly documented and carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

Council will manage all aspects of its procurement processes in such a way that all risks, including Occupational Health and Safety, are identified, analysed, evaluated, treated, monitored and communicated to the standard required by the law, in accordance with legislative, standards and Council Policies.

**3.9.2. Supply by Contract**

The provision of goods, services and works by contract potentially exposes the Council to risk.

The Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits where appropriate;
- referring specifications to relevant experts for advice;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

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**3.9.3. Responsible Financial Management**

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council staff must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

**3.9.4. Fraud and Complaints**

Council takes allegations of fraudulent activity and complaints about procurement activities seriously and is committed to handling such disclosures sensitively and confidentially. Members of the public, suppliers, Councillors and Council employees are encouraged to report fraud allegations or complaints about procurement processes and/or staff taking part in procurement activity to Council's CEO or Council's Public Interest Disclosures Coordinator in accordance with Council's Public Interest Disclosure Procedures.

**3.10. RESPONSIBILITY AND ACCOUNTABILITY****3.10.1. Executive and Managers**

It is the responsibility of all managers and the executives of Council to ensure this Policy is strictly adhered to.

**3.10.2. All Staff**

It is the responsibility of all employees of Council to ensure that they comply with this Policy.

**3.10.3. Policy Review process**

In accordance with the Act, Council will review its Procurement Policy at least once during each 4-year term of the Council.

**3.10.4. Procurement Breaches**

Where the Procurement Policy has been breached, appropriate corrective action will be taken immediately in accordance with the Employee Code of Conduct and the Fraud and Corruption Control Plan.



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Council regards all allegations of improper conduct and complaints about the procurement activity as serious and is committed to handling such disclosures in a sensitive and confidential manner. Members of the public, suppliers, Councillors and Council Staff are encouraged to report allegations of improper or corrupt conduct by a public officer involved in any Council procurement activity to the Senior Integrity Officer. The Senior Integrity Officer will be responsible for reporting such matters to the Manager Procurement and/or Executive as necessary and allowed by law. Procurement will identify, monitor and report on procurement and fraud risks in the Procurement risk register.

## 4. DEFINITIONS

Term	Definition
The Act	means the Local Government Act 2020
Business Unit Manager	is a senior member of staff who directly reports to an Executive Member or Chief Executive Officer
Collaborative Procurement	is the arrangements established by the Council, government or a nominated agent, such as Procurement Australia, Municipal Association of Victoria (MAV), State government bodies (such as Construction Supply Register (CSR), E-Services Register or State Purchasing Contracts (SPC), which aims to achieve better value by leveraging the combined purchasing power and economies of scale provided by multiple participants.
Council	means the entire Melton City Council including Councillors, employees, all contractors, agents and consultants engaged by Council.
Council Officer and/or Officer	has the same meaning as 'member of Council staff' section 3(1) of the <i>Local Government Act 2020</i> . Officer does not include independent contractors or volunteers.
Contractor	means a person engaged to undertake a function by Melton City Council and does not include external vendors or suppliers.
Councillors	means Council's elected representatives (the Mayor or Councillors) or an Administrator(s) appointed to act in this capacity.
Local Content	means suppliers based within the City of Melton municipality. Local Content can be expanded to include neighboring municipalities, Metropolitan Victoria, Regional Victoria or all of Australia where applicable.
IBAC	means the Independent Broad-based Anti-corruption Commission.

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Term	Definition
Procurement	means the whole process of acquisition of external goods, services and works. The process spans the whole life cycle of an asset (including disposal) or the end of a service contract.
Procurement Procedures	are Council's Procedures that support this Policy contained or referred to in the Procurement Procedures.
Social Procurement	means a strategic approach to meeting social and economic objectives throughout a procurement activity using processes and purchasing power to generate positive social and economic outcomes in addition to the delivery of efficient goods, services and works.
Total Contract Value	means the sum of once-off or ongoing cumulative spend over the life of the contract, including: <ul style="list-style-type: none"> <li>costs applicable to any options for either party to extend the contract;</li> <li>applicable goods and services (GST);</li> <li>anticipated contingency allowances or variations; and</li> <li>all other known, anticipatory and reasonably foreseeable costs.</li> </ul>
Value for money	is the achievement of a desired procurement outcome at the best possible price - not necessarily the lowest price - based on a balanced judgement of financial and non financial factors relevant to the procurement.

## 5. RELATED DOCUMENTS

The Council's Procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with the Act and applicable policies and procedures. This Policy has clear linkages to a range of legislation and Council documents including:

Name	Location
Local Government Act 2020 (Vic)	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Competition & Consumer Act 2010 (Cth)	<a href="http://www.comlaw.gov.au">http://www.comlaw.gov.au</a>
Privacy and Data Protection Act 2014 (Vic)	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Working with Children Act 2005 (Vic)	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>

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Name	Location
<i>Gender Equality Act 2020 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Social Procurement: A Guide for Victorian Local Government</i>	<a href="http://www.dpcd.vic.gov.au">http://www.dpcd.vic.gov.au</a>
<i>Code of Conduct (Employee)</i>	<a href="#">Policies and Procedures Forms</a>
<i>Council Officer Conflicts of Interest Procedure</i>	<a href="#">Policies and Procedures Forms</a>
<i>Credit Card Policy</i>	<a href="#">Policies and Procedures Forms</a>
<i>Disciplinary Policy</i>	<a href="#">Policies and Procedures Forms</a>
<i>Fraud and Corruption Control Policy</i>	<a href="#">Policies and Procedures Forms</a>
<i>Gifts (including Benefits and Hospitality) Procedure</i>	<a href="#">Policies and Procedures Forms</a>
<i>Procurement Procedure Manual</i>	<a href="#">Policies and Procedures Forms</a>
<i>Public Interest Disclosure Procedure</i>	<a href="#">Policies and Procedures Forms</a>

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**APPENDIX 1 – FINANCIAL DELEGATIONS & VARIATIONS**

The financial delegations in relation to awarding contracts, approve invoices and payments and approving variations will be included in the next update of the s7 Delegation – CEO to Council Staff for Executive and below.

Once these Delegations have been updated, this Appendix will be removed from this Policy.

To the extent that this Policy and the Delegations are inconsistent, the Delegations will prevail.

**1. DELEGATIONS TO AWARD CONTRACT**

The Delegations define the limitations within which Council Officers are permitted to commit Council to the procurement of goods, services or works.

Position	Awarding of Contracts (including GST)	Conditions and Limitations
Council	Above \$500,000	Council decision to award contract and delegate to Chief Executive Officer to execute contract documents.
Chief Executive Officer	Up to \$500,000	Based on S5. Instrument of Delegation to the Chief Executive Officer
Executive	Up to \$250,000	
Manager	Up to \$50,000	
Coordinator	Up to \$10,000	
Team Leader / Officer	Up to \$5,000	

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## 2. DELEGATIONS TO APPROVE INVOICES, PAYMENTS AND VARIATIONS

Once a contract has been awarded from a procurement activity, Council Officers are permitted to approve invoices, payments and variations towards such contracts.

Position	Approved Contract Invoices and Payments (include GST)	Approve Contract Variations (include GST)
Council		Above \$500,000 or Service level changes (unless it is under legislation or Council is required to make payment i.e., non-contestable works, agreed material cost pass-throughs)
Chief Executive Officer	In line with Council decision to execute a contract based on Council decision.	Up to \$500,000 (unless it is under legislation or Council is required to make payment i.e., non-contestable works, agreed material cost pass-throughs)
Executive	Up to \$750,000	Up to \$250,000
Manager Capital Delivery	Up to \$500,000	Up to \$50,000
Head Major Project Delivery	Up to \$500,000	Up to \$50,000
Manager Operations	Up to \$500,000	Up to \$50,000
Head of Technology	Up to \$500,000	Up to \$50,000
Capital Projects Coordinator	Up to \$100,000	
Manager (all other Managers)	Up to \$50,000	
Coordinator (all other Coordinators)	Up to \$10,000	
Team Leader / Officer (only if requested)	Up to \$5,000	



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**3. CONTRACT VARIATIONS**

A contract variation is a change to a contract which includes, but not limited to, a change to the service level or type, product, delivery, timeframe or price. Contract variations must be made in accordance with Council's delegations.

Type of Variation	Approve Contract Variations (include GST)	Conditions and Limitations
<b>Non-Material Change:</b>		
Within contract contingency	Cumulative variation total approved up to Contract Manager's or Superintendent's delegations of authority then Executive or CEO	<ol style="list-style-type: none"> <li>1. In accordance with the table above Approve Contract Variations (include GST)</li> <li>2. Up to approved Contingency Sum</li> <li>3. Variation approval form completed</li> </ol>
Not within contract contingency but within project budget	Cumulative variation total approved up to Contract Manager's or Superintendent's delegations of authority then Executive or CEO	<ol style="list-style-type: none"> <li>1. In accordance with the table above Approve Contract Variations (include GST)</li> <li>2. Up to approved Project Funding Approval</li> <li>3. Variation approval form completed</li> </ol>
<b>Material Change:</b>		
Project Steering Group or Executive Leadership Team (Opex) endorse variation less than \$500k Or Non contestable works (any value) Agreed material cost pass-throughs (any value)	Cumulative variation total approved up to Contract Manager's or Superintendent's delegations of authority then Executive or CEO	<ol style="list-style-type: none"> <li>1. In accordance with the table above Approve Contract Variations (include GST)</li> <li>2. Report to Council through the Capital Works Report</li> <li>3. Variation approval form completed</li> </ol>
Project Steering Group or Executive Leadership Team (Opex) endorse variation greater than \$500k Or Service level changes	Council decision to approve contract variation, contingency and project funding.	<ol style="list-style-type: none"> <li>1. In accordance with the table above Approve Contract Variations (include GST)</li> <li>2. Report to Council through the Capital Works Report</li> </ol>

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	<b>Procurement Policy</b>
<b>Version No.</b>	V7.0, 4 October 2021
<b>Endorsement</b>	Executive - 7 October 2021 Policy Review Panel - 13 October 2021
<b>Authorisation</b>	Council - 25 October 2021
<b>Review date</b>	October 2025
<b>Responsible officer</b>	Procurement Coordinator
<b>Policy owner</b>	Manager Finance

**1. Scope & Application**

- 1.1. The *Local Government Act 2020* (Vic) (**LG Act**) requires each council to prepare and adopt a Procurement policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.
- 1.2. This Procurement Policy (**Policy**) is made under Section 108 of the LG Act. The LG Act is the key legislative framework that regulates the process of all local government Procurement in Victoria.
- 1.3. This Policy applies to all contracting and Procurement activities and is binding upon all Councillors and Council Staff.

**2. Definitions**

- 2.1. In this Policy, the following words have the following meaning:
  - 2.1.1. **Collaborative Procurement Arrangements** are arrangements established by the Council, government or a nominated agent, such as Procurement Australasia, Municipal Association of Victoria (MAV), which aims to achieve better value by leveraging the combined economies of scale provided by multiple participants.
  - 2.1.2. **Council** means the entire Melton City Council organisation, including Councillors and Council Staff.
  - 2.1.3. **Councillors** means Council's elected representatives (the Mayor or Councillors) or an administrator(s) appointed to act in this capacity.
  - 2.1.4. **Council Staff** includes all Council officers, temporary employees, contractors, volunteers and consultants while engaged by Council.
  - 2.1.5. **Indigenous Business** is per the Australian Indigenous Minority Supplier Office Limited (Supply Nation) definition.
  - 2.1.6. **Procurement** means the whole process of acquisition of external goods, services and works. The process spans the whole life cycle of an asset (including disposal) or the end of a service contract.

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- 2.1.7. **Procurement Procedures** are Council's procedures that support this Policy contained or referred to in the endorsed Procurement Procedures Manual.
- 2.1.8. **Sustainable Procurement** is defined in clauses 4.8 to 4.10.
- 2.1.9. **Total Contract Value** means the sum of once-off or ongoing cumulative spend over the life of the Contract, including:
- 2.1.9.1. costs applicable to any options for either party to extend the contract;
  - 2.1.9.2. applicable goods and services (GST);
  - 2.1.9.3. anticipated contingency allowances or variations;
  - 2.1.9.4. all other known, anticipatory and reasonably foreseeable costs.
- 2.1.10. **Value for Money** is defined in clause 4.2.

**3. Purpose**

- 3.1. The purpose of this Policy is to establish a Procurement framework for Council to ensure that the Procurement of all goods, services and works promotes open and fair competition and provide Value for Money.
- 3.2. This Policy further aims to:
- 3.2.1. provide guidance to Council to allow consistency and control over Procurement activities;
  - 3.2.2. demonstrate accountability to rate payers;
  - 3.2.3. provide guidance on ethical behaviour in public sector purchasing;
  - 3.2.4. demonstrate the application of elements of best practice in purchasing;
  - 3.2.5. demonstrate the consideration of sustainability in Procurement with respect to social, economic and environmental factors; and
  - 3.2.6. seek to undertake Collaborative Procurement Arrangements.

**4. Procurement Governance****4.1. Principles**

- 4.1.1. Irrespective of the value or complexity of Procurement, Council will apply the following principles that have been developed taking into account industry and best practice standards:
- 4.1.2. Value for Money;
  - 4.1.3. open and fair competition;
  - 4.1.4. accountability;
  - 4.1.5. risk management;
  - 4.1.6. probity and transparency;
  - 4.1.7. Sustainable Procurement – economic (Buy Local), environmental and social (including ethnicity and gender).

**4.2. Value for Money**

- 4.2.1. Obtaining Value for Money does not mean Council is obliged to accept the lowest price.

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4.2.2. The concept of 'Value for Money' involves taking into account both financial and non-financial factors including:

4.2.2.1. advancing Council's priorities;

4.2.2.2. fitness for purpose;

4.2.2.3. quality;

4.2.2.4. service and support; and

4.2.2.5. whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of goods, services or works.

4.2.3. Value for money involves a balanced judgement of financial and non-financial factors.

**4.3. Open and Fair Competition**

4.3.1. All prospective suppliers must be treated (and be seen to be treated) fairly and in an open and transparent manner, with the same access to information about the Procurement to enable them to submit prices, quotations and tenders on the same basis.

4.3.2. Council must adequately test the market in a consistent manner without any bias, or perception of bias, so that potential suppliers and the public have confidence in the outcome.

4.3.3. Where applicable, the provisions of the *Competition & Consumer Act 2010* (Cth), must be complied with in the Procurement process.

**4.4. Accountability**

4.4.1. Council Officers are responsible for the actions and decisions they take in relation to Procurement and for the resulting outcomes. Council Officers are answerable for such activities through established lines of accountability and delegation, and ultimately to the Chief Executive Officer.

4.4.2. Council Officers must ensure they comply with Council delegations and provide appropriate and reliable advice to Council to allow it to make sound decisions on Procurement matters.

**4.5. Risk Management**

4.5.1. Strategies for managing risks associated with all Procurement processes are in place and consistent.

4.5.2. The risk management policies adopted by Council comply with all legislative requirements, including Occupational Health and Safety laws.

4.5.3. Risk management strategies and policies must be applied at all stages of Procurement activities to ensure that such activities are planned and carried out in a manner that will:

4.5.3.1. protect Council from legal liability; and

4.5.3.2. enhance Council's capability to prevent, withstand and recover from, the interruption to the supply of goods, services and works.

**4.6. Probity and Transparency**

4.6.1. In all commercial dealings, the highest standards of probity, honesty and transparency must be observed.

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4.6.2. Council and Council Officers must conduct their business in a fair, honest and open manner, demonstrating the highest levels of integrity, consistent with the LG Act and the public interest.

4.6.3. All Council activities must be conducted with integrity and in a manner able to withstand the closest possible scrutiny.

**4.7. Conflict of Interest and Gifts**

4.7.1. Councillors and Council staff shall at all times avoid situations which may give rise to an actual or perceived conflict of interest. A conflict of interest may be a 'general' or a 'material' conflict of interest.

4.7.2. A member of Council Staff has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

4.7.3. A member of Council Staff has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be direct or indirect and pecuniary or non-pecuniary. Affected persons include, among others, the member of Council Staff and their family members.

4.7.4. Council officers involved in Procurement and contract management activities must:

4.7.4.1. **avoid** conflicts of interests, whether material, general or actual or perceived;

4.7.4.2. **declare** that they do not have a conflict of interest in respect of the Procurement by completing a conflict of interest declaration and ensure it is updated where necessary

4.7.4.3. **declare** to their direct supervisor any items delivered to Council which were not part of the requirements of the contract and which could be construed as gifts or new assets to Council. Such items must also be referenced on supplier invoices;

4.7.4.4. **observe** prevailing Council and Government guidelines on how to prevent or deal with conflict of interest situations, and not take advantage of any tender related information whether or not for personal gain,

**4.8. Sustainable Procurement – Economic (Buy Local)**

4.8.1. Council recognises that it is a major purchaser of goods, services and works and that its Procurement practices have the potential to impact the local economy.

4.8.2. Council will endeavour to support businesses and industries within the municipality and maximise these opportunities by means that are consistent with this Policy so as to help generate local employment and promote social inclusion.

4.8.3. Council commits to having local content as a weighted criteria in all its tenders, weighted at a minimum of 10%.

**4.9. Sustainable Procurement – Environmental**

4.9.1. Council is committed to safeguarding environmental quality and wellbeing for its present and future communities.

4.9.2. Council recognises the potential impact Procurement has on the environment and where possible will reduce its impact on the natural environment by attempting to:

4.9.2.1. decrease waste;



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- 4.9.2.2. increase recycling;
- 4.9.2.3. decrease greenhouse gas emissions;
- 4.9.2.4. decrease water consumption;
- 4.9.2.5. minimise the degradation and destruction of natural resources; and
- 4.9.2.6. limit Council's impact on climate change.
- 4.9.3. Accordingly, in the Procurement process, steps must be taken to:
  - 4.9.3.1. encourage and prefer the production and use of eco-friendly products which are more power efficient;
  - 4.9.3.2. select energy, fuel and water efficient products (ideally Energy and Water Star Ratings of 4 Star and above, and low Co<sub>2</sub> emission vehicles including electric and hybrid vehicles;
  - 4.9.3.3. where practicable, purchase from a source which is less polluting or uses clean technology;
  - 4.9.3.4. consider the provision of re-usable products and recycling as part of the project planning process, including the consideration of whole-life costs and disposal considerations;
  - 4.9.3.5. where practicable, buy recycled/part recycled products to optimise consumption and stimulate demand for recycled products, promoting the collection and reprocessing of waste and working towards zero discharge to landfill.

**4.10. Sustainable Procurement – Social**

- 4.10.1. Council recognises that its decisions have the ability to redress social disadvantage and improve social diversity including in relation to ethnicity, gender and disability.
- 4.10.2. Council will take into account the effect of its decisions on diversity and equal opportunity in all Procurement decision making.
- 4.10.3. Council's Procurement processes will support the generation of positive social outcomes where it can be justified on a Value for Money basis including but not limited to:
  - 4.10.3.1. giving preference to businesses that employ local or socially disadvantaged residents or residents living with a disability in the City of Melton; and/or
  - 4.10.3.2. giving preference to Aboriginal and/or Torres Strait Islander Businesses;
  - 4.10.3.3. giving preference to businesses that provide evidence of gender equality in leadership (organisational structure) or prescriptive measures to address gender imbalance (e.g. copy gender equality policy or policies).

**5. Procurement Methods**

- 5.1. Council's standard methods for purchasing goods, services and works are:
  - 5.1.1. purchase order following a quotation or tender process from suppliers for goods, services or works that represent Value for Money under the thresholds adopted by Council;
  - 5.1.2. under contract following a quotation or tender process;
  - 5.1.3. using collaborative Procurement arrangements as described in section 8;

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5.1.4. using Ministerial approved arrangements;

5.1.5. corporate business card; and

5.1.6. petty cash.

**6. Procurement Thresholds****6.1. General**

Section 108 of the LG Act requires Council to set the Total Contract Value above which the Council must invite a tender or seek an expression of interest.

**6.2. Tender thresholds**

Council will invite tenders from the supply market in the following circumstances:

Where Total Contract Value (including GST) will exceed:	Procurement Methodology
Up to \$2,500	In accordance with the Procurement Procedures to achieve Value for Money
\$2,501 to \$10,000	At least 1 written quote and In accordance with the Procurement Procedures to achieve Value for Money
\$10,001 to \$149,999 (goods and services) or \$10,001 to \$199,999 (building and construction works)	At least 3 written quotes and In accordance with the Procurement Procedures to achieve Value for Money
\$150,000 (goods and services) or \$200,000 (building and construction works)	A public tender process is required and In accordance with the Procurement Procedures to achieve Value for Money

**6.3. Expressions of Interest**

Council will seek Expressions of Interest when:

- 6.3.1. the requirement is complex, difficult to define or unknown;
- 6.3.2. the requirement is capable of several technical solutions;
- 6.3.3. it reasonably believes that a high number of tenders will be received;
- 6.3.4. the costs to tender will make the process of tendering uncommercial for tenderers;
- 6.3.5. uncertainty exists as to whether the vendor will offer the required Procurement; or
- 6.3.6. Council requires external input before addressing the particular issue.

**6.4. Contract Variations**

All contract variations will be assessed to determine whether they are properly characterised as variations, or whether they are in effect a new contract. For the purposes of this Policy, a contract variation will not constitute a new contract unless it has been assessed as being a new contract based on factors like:

- 6.4.1. the monetary value of the proposed variation, i.e. the value of the variation in the context of the thresholds fixed by this Policy;

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- 6.4.2. the subject matter of the proposed variation, and whether it is consistent with the subject matter scope of the initial contract or some different and additional service or product scope.

Approval and execution of variations must follow Council delegations based on the Total Contract Value of the variation.

#### 6.5. Exemptions from thresholds and procedures

Council may choose to exempt a particular Procurement from the thresholds above and associated tender and expression of interest procedures in the following circumstances.

The exemption process, including requirements for endorsement of the alternative Procurement strategy must be performed in accordance with the Procurement Procedures.

Exemption description	Explanation
A contract made because of genuine emergency or hardship	<ul style="list-style-type: none"> <li>Allows a contract to be entered into where the CEO considers <u>it to be</u> necessary because of an emergency (e.g. to provide immediate response to a natural disaster, declared emergency, etc.)</li> <li><u>In the event that any Contracts are entered as a result of genuine emergency or hardship the CEO will notify the Mayor of same within a reasonable period of time of entering that Contract</u></li> </ul>
Extension of contracts while Council is at market	<ul style="list-style-type: none"> <li>Allows the extension of an existing contract where the Procurement process to replace the contract has commenced (or is imminent) and where the establishment of an interim short-term arrangement with an alternative supplier would lead to Council achieving lesser Value for Money or an adverse effect on public interest</li> </ul>
Professional Services unsuitable for tendering	<ul style="list-style-type: none"> <li>Only allows the acquisition of legal services and insurance (other than broking services)</li> </ul>
Novated Services	<ul style="list-style-type: none"> <li>Allows a contract to be novated to a new third party where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party</li> </ul>
A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party	<ul style="list-style-type: none"> <li>Allows contracts with another government entity or government owned entity.</li> <li>Allows engagements pursuant to panels established by another government entity, local authority or approved group purchasing scheme (including Collaborate Procurement Arrangements). The Procurement Procedures will set out approved group purchasing schemes.</li> </ul>
Information technology licensing, maintenance and support renewals	<ul style="list-style-type: none"> <li>Allows the renewal of software licenses and maintenance and support, or upgrade to existing systems, where there is only one supplier of the software who holds the intellectual property rights to the software.</li> </ul>
Collaborative Procurement Arrangements and processes	<ul style="list-style-type: none"> <li>Where a competitive tender process has been conducted under a Collaborative Procurement Arrangement. Also allows Council to continue or use outputs of a competitive tender process performed during an unfinished Collaborative Procurement Process or one in which Council has ceased to participate in circumstances where</li> </ul>

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	an additional tender process would lead to Council achieving lesser Value for Money
Operating Leases	<ul style="list-style-type: none"> <li>Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.</li> </ul>
Monopoly market or sole supplier	<ul style="list-style-type: none"> <li>Statutory compulsory monopoly insurance schemes (WorkCover, motor vehicle insurance)</li> <li>Supply of utilities or other services by statutory bodies with a monopoly (electricity, water)</li> <li>Where a Procurement requires access to the sole source of, or access to, the required services, particular facilities or intellectual property, including where the marketplace is restricted by license conditions or third-party ownership of an asset (excluding public utility plant);</li> <li>Council is party to a joint arrangement where Council jointly owns the Intellectual Property with a third party provider;</li> </ul>
Adverse effect on Value for Money or public interest	<ul style="list-style-type: none"> <li>Where the Council or the CEO considers the nature of the Procurement or the characteristics of the market are such that a public tender process would lead to Council achieving lesser Value for Money or an adverse effect on public interest.</li> </ul>

**6.6. Treatment of GST**

All monetary values stated in this Policy include GST unless specifically stated otherwise.

**7. Public Tender requirements****7.1. Advertisements**

All public tenders invited by the Council, may be published via Council's eTendering Portal and may be advertised in the media.

**7.2. Tender Evaluation**

7.2.1. A tender evaluation panel will be established to evaluate each tender submission against the tender's selection criteria.

7.2.2. Tender evaluation panels:

7.2.2.1. will be made up of representatives that reflect Council and the community, including representatives of different genders, cultural backgrounds, abilities and age; and

7.2.2.2. can include external personnel in order to ensure the best outcome for a Procurement activity;

7.2.2.3. must comprise of at least 3 persons; and

7.2.2.4. must have an appointed chairperson.

7.2.3. A Tender Evaluation Plan shall be developed, approved and strictly adhered to by that panel. Amongst other things, this involves the establishment of more detailed evaluation criteria and the application of a pre-approved and robust weighted scoring system.

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- 7.2.4. The Tender Evaluation Plan should be completed and signed off by the evaluation panel prior to the tender or quotation being issued.

**7.3. Evaluation Criteria**

- 7.3.1. The Council may include evaluation criteria categories to determine whether a proposed contract provides Value for Money, including:
- 7.3.1.1. mandatory compliance criteria;
  - 7.3.1.2. tendered price;
  - 7.3.1.3. capacity of a tenderer to provide the goods and/or services and/or works; and
  - 7.3.1.4. Sustainable Procurement.

**7.4. Probity Advisor**

- 7.4.1. A formal probity plan should be developed, and a probity advisor appointed where:
- 7.4.1.1. the proposed Total Contract Value exceeds \$10 million (or any lesser value set by Council);
  - 7.4.1.2. the proposed contract is considered particularly complex, of a high risk or controversial nature, and requiring a high level of public confidence.
- 7.4.2. A probity advisor may be appointed to any tender evaluation panel and may be appointed to oversee the evaluation process.

**7.5. Shortlisting and Negotiations**

- 7.5.1. Council may conduct a shortlisting process during Expression of Interest, tender and quotation processes. Shortlisting will occur only in pursuit of Value for Money by Council.
- 7.5.2. Shortlisted tenderers may be invited by the Council to submit a best and final offer in relation to all or certain aspects of their respective tenders.
- 7.5.3. Once a preferred tenderer(s) is/are selected, negotiations can be conducted in order to obtain the optimal solution and commercial arrangements, providing the scope remains within the intent of the tender. Probity requirements apply to all negotiations.

**8. Collaborative Procurement**

- 8.1.1. In accordance with Section 108(c) of the LG Act, Council will first give consideration to Collaborative Procurement Arrangements.
- 8.1.2. Council Staff must consider any opportunities for Collaborative Procurement Arrangements in relation to a Procurement process undertaken by Council.
- 8.1.3. Any Council report that recommends entering into a Procurement arrangement must set out information relating to opportunities for Collaborative Procurement Arrangements, only if available, including:
- 8.1.3.1. the nature of those opportunities, if any, and the councils or public bodies with which they are available; and
  - 8.1.3.2. why Council did, or did not, pursue the identified opportunities for collaboration in relation to that Procurement process.
- 8.1.4. Procurements where the specifications of the goods, services or works required are unique to a specific Council site and are not applicable to other Councils will not be



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considered for collaboration. Any Federal or State Government grant funded projects may be excluded from collaborative Procurement.

**9. Management of Procurement****9.1. Delegations**

- 9.1.1. Delegations define the limitations within which Council Staff are permitted to commit Council to the Procurement of goods, services or works.
- 9.1.2. An endorsed instrument of delegation will identify specified Council Staff that may undertake certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct Procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

**9.2. Internal Controls**

- 9.2.1. The CEO will install and maintain a framework of internal controls over Procurement processes that will ensure:
  - 9.2.1.1. More than one person is involved in and responsible for the authorisation of a transaction from end to end;
  - 9.2.1.2. Transparency in the Procurement process;
  - 9.2.1.3. A clearly documented audit trail exists for Procurement activities;
  - 9.2.1.4. Appropriate authorisations are obtained and documented;
  - 9.2.1.5. Systems are in place for appropriate monitoring and performance measurement;
  - 9.2.1.6. A process is in place for escalation, where appropriate, of Procurement matters (including procedural non-compliance) to the executive leadership team, the audit and risk committees and Council.

**9.3. Disclosure of Information**

- 9.3.1. As part of the process of Procurement, Council and Council Officers may receive information that is confidential, sensitive in nature or that may prejudice the business of a tenderer if publicly released.
- 9.3.2. Council and Council Officers will act with discretion to ensure that, unless required by law, confidential and commercially sensitive information is not revealed to any person other than Council or any Council Officers involved in the Procurement process and then only for the purpose of the Procurement process.
- 9.3.3. If required to release confidential or sensitive information, Council or Council Officers will do so in a commercially sensitive manner and in accordance with applicable privacy laws.
- 9.3.4. Council and Council Officers shall, at all times, comply with the *Privacy and Data Protection Act 2014* (Vic), the *Health Records Act 2001* (Vic), the Information Privacy Principles, the Health Privacy Principles and Council's Privacy Policy.

**9.4. Tender Evaluation**

Council and Council Officers must ensure that all tender processes comply and adhere to Council's Tender Process Guide and Tender Evaluation Plan.

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**9.5. Performance Measurement and Continuous Improvement**

Council will ensure that appropriate performance measures are established and reporting systems are used to monitor performance and compliance with this Policy to support continuous improvement to improve this Policy.

**9.6. Processes and Procedures**

9.6.1. Council will have and implement processes, templates and guidelines for all stages of the end-to-end Procurement and contract management lifecycle.

9.6.2. When purchasing goods, services and works, Council will adhere to the terms of the Purchasing Procedures Manual.

**9.7. Other Council Policies**

Further to complying with this Policy, Council and Council Officers must not engage in any activity during a Procurement process that would breach any law or any other policy of Council. To the extent that the law and this Policy are inconsistent, the law will prevail.

**10. Responsibility/Accountability****10.1. Executive and Managers**

It is the responsibility of all managers and the executives of Council to ensure this Policy is strictly adhered to.

**10.2. All Staff**

It is the responsibility of all employees of Council to ensure that they comply with this Policy.

**11. Policy Review process**

In accordance with the LG Act, Council will review its Procurement Policy at least once during each 4-year term of the Council.

**12. References and links to policy and legislation**

The Council's Procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with the Act and applicable policies and procedures including Codes of Conduct for Councillors, Council Staff and suppliers

This policy has clear linkages to a range of codes, charters, legislation and Council documents, including:

Name	Location
<i>Local Government Act 2020 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Competition &amp; Consumer Act 2010 (Cth)</i>	<a href="http://www.comlaw.gov.au">http://www.comlaw.gov.au</a>
<i>Privacy and Data Protection Act 2014 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Health Records Act 2001 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Working with Children Act 2005 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Gender Equality Act 2020 (Vic)</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>

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Procurement Procedure Manual	Council Intranet
Contract Management Guidelines	<a href="http://www.mav.asn.au">http://www.mav.asn.au</a>
Australian Government Sustainable Procurement Guide	<a href="http://www.environment.gov.au/">http://www.environment.gov.au/</a>
Social Procurement: A Guide for Victorian Local Government	<a href="http://www.dpcd.vic.gov.au">http://www.dpcd.vic.gov.au</a>
Best Practice Guide for Gender equity in Local Government	<a href="https://www.localgovernment.vic.gov.au/_data/assets/pdf_file/0030/329277/Gender-Equity-in-Local-Government-Best-Practice-Guide.pdf">https://www.localgovernment.vic.gov.au/_data/assets/pdf_file/0030/329277/Gender-Equity-in-Local-Government-Best-Practice-Guide.pdf</a>

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**6.2 REVISED CREDIT CARD POLICY****Responsible Officer:** Peter Leersen - Director Organisational Performance**Document Author:** Peter Leersen - Director Organisational Performance**Date Prepared:** 14 August 2023**Recommendation:**

That the Policy Review Panel recommend Council adopt the Credit Card Policy, provided as **Appendix 1** to this report.

**Motion**

Crs Majdlik/Shannon.

That the Policy Review Panel recommend Council adopt the Credit Card Policy, with changes made by the Panel highlighted in yellow, provided as **Appendix 1** to this report.

CARRIED**1. Background****1.1 The Policy**

The existing Credit Card Policy ceased in December 2021 and has been reviewed to ensure it was fit for purpose, clear, concise and provided a consistent approach to credit card use in relation to decisions; the implementation of a policy; or the quality or timeliness of action taken, decision made, or service provided by Council.

This has resulted in formatting of the Policy being completely updated, and therefore a tracked changes version has been unable to be supplied. A copy of the current Credit Card Policy has been attached for reference.

To ensure clarity the Policy has been separated into 5 parts:

1. PURPOSE
2. SCOPE
3. DEFINITIONS
4. POLICY PRINCIPLES
5. RESPONSIBILITY AND ACCOUNTABILITY

The key changes to the Policy are as follows:

- Formatting – removed all boxes.
- Purpose – clarified the objectives and removed the one about reduction in suppliers which was more of a consequence of the Policy.
- Scope – included a reference to the Procurement Policy.
- Definitions – removed definitions no longer required and included clarity on IBAC and improper use and unauthorised use.

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- Policy Principles – clarified and amended parts of the principles including:
  - removed appendices that included forms and pointed to the intranet site.
  - removed reference to facsimile transactions
  - removed reference to ExpenseMe and Promaster as these systems may change in the future and referred to the approved mobile application.
  - made it clear that a credit card may be used by another officer provided permission has been granted from the cardholder who is still responsible for all transactions as endorsed by the Audit and Risk Committee.
  - clarified unauthorised or improper use to expand to personal use and made it clear improper use is a breach of employment.
  - included investigations and manage notifications by the Senior Integrity Officer
- Responsibilities and Accountability – enhanced this section by adding responsibilities for the following:
  - cardholder
  - manager, Executives and CEO
  - procurement team

**1.2 Sources/benchmarking**

Several Credit Card Policies from other Councils were reviewed to inform the update of the Policy including but not limited to Hume, Whittlesea and Brimbank.

**1.3 Consultation**

This is an update to the existing Credit Card Policy and was developed collaboratively by Procurement, Finance and Governance. The updated Policy has also been reviewed by the Executive Leadership Team.

**1.4 Communication and Implementation**

If adopted, the Policy will be socialised with all staff to ensure that they understand the processes contained within. It will also be placed on the intranet site and Council's website.

**1.5 Compliance**

The updated Policy has been developed in accordance with the requirements of the *Local Government Act 2020* and *Gender Equality Act 2020*.

**1.6 Measures of Success**

Credit Card purchases will be managed consistently in a timely and respectful manner.

**LIST OF APPENDICES**

1. Updated Credit Card Policy
2. Current Credit Card Policy



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### Credit Card Policy

<b>Date adopted</b>	<insert reference>
<b>Adopted by</b>	Council
<b>Review due</b>	December 2024
<b>Responsible officer</b>	Procurement Coordinator
<b>Records reference</b>	<insert reference>

#### 1. Purpose

The purpose of providing corporate credit cards is to provide a convenient and efficient means of conducting minor purchasing transactions whilst adhering to acceptable internal control requirements.

The main objectives of providing corporate credit cards are:

- to streamline the payments process for low value transactions;
- to reduce internal costs of internal purchasing, receipting and payment systems; and
- to improve reporting quality of low dollar value transactions.

#### 2. Application And Scope

This Policy applies to all Council employees and Councillors issued with a Corporate Credit Card ("Card").

This Policy should be considered part of and should be read in conjunction with the Council Procurement Policy, Procurement Procedures and the Fraud and Corruption Control Policy.

#### 3. General Provisions

The Cards have been introduced with the aim of improving Council's purchasing and payment processes in terms of cost, control, reporting, efficiency and effectiveness.

##### 3.1. Card Administration

The Procurement Team administer the Card program.

The Card billing period runs to the 29th of each month with Card credit balances refreshed the next day.

All queries on transactions in monthly statements must be referred, in the first instance, by the Cardholder to the approved bank provider in a timely manner.

##### 3.2. Card Issuance & Cancellation

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The Card is issued and cancelled by the Procurement Team and at the discretion of the Chief Financial Officer (or the Chief Executive Officer if the relevant Cardholder is the Chief Financial Officer).

Applications for the issue of a Card are to be submitted to the Chief Financial Officer (or the Chief Executive Officer if the relevant Cardholder is the Chief Financial Officer) using the Corporate Credit Card Request Form.

The Business Unit Manager may nominate officers within each program area whose duties include elements of a purchasing nature and of a volume such that use of the Card will provide significant benefits to Council in line with the purpose outlined in the procedure.

The Procurement Team will arrange for Council's approved bank provider to provide a Card in the name of the nominated officer, subject to the provision of documents to satisfy the issuing bank's 100 points ID requirement.

The requesting officer must complete the Corporate Credit Card Declaration Form after undertaking Cardholder training and before being provided with or using the Card.

### 3.3. Card Limits

A monthly Card total transaction value limit is set according to the purchasing requirements of each Cardholder.

The default Card limit is **\$1000**.

A single Card transaction value limit is set according to the purchasing requirements of each Cardholder - the default limit is the Card limit.

The monthly Card total transaction value limits and single Card transaction value limit on the Card can be reviewed and approved from time to time by the Chief Financial Officer (or the Chief Executive Officer if the relevant Cardholder is the Chief Financial Officer) on the recommendation of the Business Unit Manager. The Request for Credit Limit Increase Form needs to be completed and provided to the Procurement Team.

### 3.4. Using the Card

Cardholders are in a position of trust with regards to the use of public funds. Expenditure for each Card will be reviewed on a regular basis for compliance with this Policy.

The holder of the Card can purchase goods or services via:

- mail transactions.
- telephone transactions.
- internet transactions.
- point of sale.

The Cardholder is solely responsible for their card, purchase transactions and completion of the monthly reconciliation document.


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A Card may be used by Officers other than the Cardholder provided permission is granted by the Cardholder and the relevant purchase documentation is returned to the Cardholder. Officers given permission to use a Cardholder's card must only be given permission for specific purchases and not general use. Further, the terms of this Policy governing use of the Card apply to Officers granted permission by a Cardholder to use the Card, the same as if they were the Cardholder.

Officers are not permitted to use Cards for purchases that are not expressly permitted by the Cardholder. It is the Cardholders responsibility to ensure these instructions are provided to Officers they grant permission to use the Card.

Cards must not be used for any purchasing purpose other than detailed in this Policy, including purchases for personal reasons.

The Card Administrator will report any breach on the use of the Card to the Senior Integrity Officer and may suspend the Card whilst the breach is investigated. The Senior Integrity Officer will manage notifications to the relevant Business Unit Manager, and Executive as necessary.

### 3.5. Unauthorised or Improper Use

Unauthorised or improper use of a Card by any Cardholder, or Officer, will be regarded by Council as a breach of employment responsibilities, will result in withdrawal of usage of the Card and may result in disciplinary action.

Improper use of the Card may support a reasonable suspicion of corrupt conduct and referred to IBAC.

### 3.6. External Fraud & Security Concerns

To mitigate credit card fraud, it is important that steps are taken to minimise the risk.

When transacting via the Internet, the Cardholder must ensure that payment is only finalised via a secure web page, one that has a valid digital certificate. Look for the https at the beginning of the address bar and a locked padlock symbol in the browser.

The Cardholder must regularly check transactions online via the ECMS and if there are any purchases which cannot be accounted for report them to the approved bank provider immediately.

If the Card is lost, misplaced or stolen it is the responsibility of the Cardholder to immediately report the loss to the approved bank provider in the first instance and then notify the Card Administrator.

Damaged Cards should be returned to the Card Administrator for re-ordering and replacement.

Any Council Officer or Councillor who believes a Cardholder is using a Card to make unauthorised, excessive or unreasonable transactions must report the matter to the Senior Integrity Officer.

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### 3.7. Limitations and Controls

The following limitations and controls apply to the use of the Card:

- must be used for official Council business only;
- must not be used to withdraw cash;
- must only be used for fuel purchases for Council vehicles where the fleet card provided is not available or accepted at the service station;
- must not be used to pay for any car cleaning services for Council vehicles. If exterior or interior cleaning is required, Council staff are to use the authorised Fleet Card issued to Council vehicles in accordance with the Motor Vehicle Policy;
- where the Card is to be used to register for training courses/conferences, appropriate authority from the relevant Business Unit Manager or Executive must be obtained prior to the use of the Card. The authority must be recorded in writing and the relevant training approval form must be attached in ECMS with the tax invoice;
- in relation to food, beverages or entertainment for Council purposes, all Cardholders must adhere to Council's Hospitality and Entertainment Policy (Staff), including but not limited to seeking the appropriate approvals prior to purchasing;
- alcohol is not permitted to be charged to a Card in relation to Cardholder travel, meals or **hosting business associates**; and when staff are **hosting business associates** or team members approval must be obtained from their Business Unit Manager or Executive prior to any such **expenditure** being undertaken using a Card;
- must not be used to pay tips and/or gratuities;
- must not be used to pay for purchases of stationery and/or uniforms for which special prices are negotiated through Council's purchasing arrangements;
- where appropriate, the Card Administrator may suspend all transactions from a specific supplier and or supplier types, for example, all restaurant transactions may be barred;
- under no circumstance shall the Card be used for personal gain; this includes but is not limited to:
  - cardholders must not use their own reward card (for example, but not limited to, Flybuys, Everyday Rewards cards) to earn points whilst using a Council Card; and
  - cardholders must not use any "Promotional Offers" that provide a personal financial advantage resulting from the Council's Card use, for example, but not limited to, discount fuel vouchers, two for the price of one liquor offer;
- all Cardholder transactions and supporting documentation will be open to regular review by the Procurement Team to ensure accurate expenditure to enable the preparation of Council's annual accounts, Fringe Benefits Tax (FBT) reporting and



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to ensure compliance with relevant policies and procedures; and

- all Cardholder transactions and supporting documentation will be open to annual review by the Senior Integrity Officer or their nominated representative.

### 3.8. Tax Invoices and Transaction Receipts

Critical to the effective management of the Cards is that all claims are accompanied by adequate supporting documentation. A tax invoice relating to each transaction for the particular period must be uploaded as part of the transaction reconciliation process.

Council's nominated credit card mobile application can be used to upload tax invoices by taking a photo of the tax invoice or using an existing photo of the tax invoice or applicable document on your mobile device. Alternatively, tax invoices are to be scanned and uploaded to the ECMS.

A Statutory Declaration must be completed and submitted using the Missing Tax Invoice Declaration Form where a tax invoice has been misplaced.

Tax invoices that appear to be falsified, amended or manipulated in any way will be referred to the Senior Integrity Officer for further investigation.

Submission of a falsified and/or amended tax invoice purporting to support the legitimacy of a Card transaction may support a reasonable suspicion of corrupt conduct and be referred to IBAC. Disciplinary action may also be taken.

### 3.9. Monthly Transaction Reconciliation & Reporting Requirements

All transactions must be reconciled within 5 working days after month end.

Late submission of expenses is not acceptable unless prior notice has been provided.

Where transactions are overdue:

- transactions over 30 days old will be reported to the Cardholder and their Manager.
- where transactions are over 45 days old, the card will be suspended (Executives will be advised of the suspension). If these overdue transactions are not reconciled within 7 days of the Card being suspended, the Card will be cancelled.

Card transactions must be reconciled using the appropriate General Ledger number either via ECMS or the nominated credit card mobile application.

All transaction entries must detail the items purchased and include reasons for the purchase.

### 3.10. Card Transaction Authorisation

All **monthly statements of reconciled** transactions **by the Cardholder** are to be approved online via the ECMS by the Cardholder's relevant Authorising Officer.

Where the Chief Executive Officer holds a Card, each **reconciled statement of** transactions must be authorised by the Mayor.



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Where the Mayor or Councillors hold a Card, each reconciled statement of transactions must be authorised by the Chief Executive Officer.

**3.11. Responsibilities****3.11.1. Cardholders**

The individual Cardholder is responsible for:

- the security and use of their Card in line with this Policy, any written instructions and training provided upon issue;
- use of the Card in accordance with the conditions of use issued by the approved bank provider and this Policy;
- safe keeping of the Card;
- reporting a lost or stolen Card to their respective manager and the Procurement Team as soon as possible after the loss or theft is detected;
- ensuring the Card is only used within the approved limits attributed to it and within the approved budget;
- purchasing and obtaining quotes in line with the Procurement Policy;
- ensuring the Card is not used for personal expenses, which are not acceptable under any circumstance;
- ensuring meals and accommodation expenditure are in accordance with the Hospitality and Entertainment Policy (Staff);
- conducting a degree of due diligence in purchasing decisions and making purchases from legitimate suppliers;
- returning the Card to the Cardholder's manager should the Cardholder leave employment of Council or if the Cardholder is on leave for an extended period (greater than 3 months). In the latter case, the Card may be temporarily suspended from use;
- ensuring that in the event of resignation or extended leave a Cardholder surrenders their Card to their manager and reconciles all transactions prior to ceasing employment or commencing the extended leave period;
- providing a statutory declaration if a tax invoice is lost or unavailable; and
- reporting any disputed transactions to the approved bank provider immediately to allow for the prompt resolution of any errors or misuse and notifying their manager and the Procurement Team.

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**3.11.2. Managers, Executives and Chief Executive Officer**

Managers, Executive Members and Chief Executive Officer are responsible for:

- the initial approval of applications for purchase cards by employees within their area of responsibility;
- ensuring that each employee is made aware of and understands their individual responsibility associated with holding a Card;
- the prompt receipt, costing and authorisation of transactions for each Cardholder within their area of responsibility;
- ensuring all issues pertaining to disputed transactions are brought to the attention of the Procurement Team;
- raising any suspected unauthorised and/or improper use with the Senior Integrity Officer;

**3.11.3. Procurement Team**

The Procurement Team is responsible for:

- ensuring the credit card register within the approved bank provider is maintained and accurate at all times;
- safe custody of cards surrendered by employees during extended periods of leave;
- all reporting as required by the business;
- annual review of all credit cards and limits to ensure appropriate business need;
- maintaining a register of credit cards which includes the following details:
  - card with the issued name;
  - date of issue;
  - card expiry;
  - delegation limit;
  - card limit; and
  - transaction limit;
- raising any suspected unauthorised and/or improper Card use with the Senior Integrity Officer; and
- raising any concerns of excessive expenditure with the Senior Integrity Officer and the relevant Business Unit Manager.

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**3.11.4. Audit Committee**

The Audit Committee is responsible for:

- review of the Corporate Credit Card Policy as required; and
- review of CEO and Mayor credit card usage.

**4. Definitions**

In this Policy, the following words have the following meaning:

Term	Definition
The Act	means the <i>Local Government Act 2020</i>
Authorising Officer	means an Officer who has been given a financial delegation to authorise the purchase of goods and services.
Business Unit Manager	is a senior member of staff who directly reports to an Executive.
Card	refers to the Corporate Credit Card issued to a Council Officer for the payment of suppliers.
Card Administrator	is the Procurement Team responsible for the administration of the Card program and supporting the electronic card management system.
Cardholder	is the Council Officer issued with a Card.
Council Officer and/or Officer	has the same meaning as 'member of Council staff' section 3(1) of the <i>Local Government Act 2020</i> . Officer does not include independent contractors or volunteers.
Councillor	means an elected representative of Council.
Documentation	means document/s, which provide all relevant details to enable a payment to be made. For example, a tax invoice where GST applies, a conference registration, or proof of payment in the case of a refund.
Electronic Card Management System	(ECMS) means Council's nominated web-based application used for viewing, transaction reconciliation and reporting on all Card transactions.
Entertainment	means the cost of meals and other like expenditure, which is considered to be more than providing sustenance to an Officer during the course of business. Such expenditure may be where a meal of greater than one course is provided, and or wherever alcohol is provided.
Executive	means the Chief Executive Officer or Executive Member.

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Term	Definition
Financial Delegation	means the authority to approve the purchase of goods and services on behalf of Council.
IBAC	means the Independent Broadbased Anti-corruption Commission.
Improper use	means use of the Card for reasons that do not comply with the expected conduct of Council employees, including but not limited to use of the Card for personal purchases and/or purchases for items and/or services that are not for Council business reasons, and/or unauthorised use and/or use of the Card that is a breach of the requirements Code of Conduct and/or any other Council policy.
Nominated Staff Member	means a Council Officer nominated by a Business Unit Manager to be issued with a Card.
Requesting Officer	means the Business Unit Manager requesting a staff member to be issued with a Card.
Unauthorised use	means use that is not in compliance with this policy.

## 5. Related Documents

Name	Location
<i>Code of Conduct (Employee)</i>	Council Policy Intranet
<i>Conference and External Training Expenses Policy (Staff)</i>	Council Policy Intranet
<i>Disciplinary Policy</i>	Council Policy Intranet
<i>Fraud and Corruption Policy</i>	Council Policy Intranet
<i>Hospitality and Entertainment Policy (Staff)</i>	Council Policy Intranet
<i>Motor Vehicle Policy</i>	Council Policy Intranet
<i>Procurement Policy</i>	Council Policy Intranet
<i>Public Interest Disclosure Procedure</i>	Council Policy Intranet
<b>Relevant Forms:</b> Corporate Credit Card Declaration Form Corporate Credit Card Request Form Missing Tax Invoice Declaration Form Request for Credit Limit Increase Form Service Unit Specific Training Registration Form	Home>Organisation>Workplaces>Procurement, Contract Management & Insurance

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	<b>Credit Card Policy &amp; Procedure (Staff)</b>
<b>Version No.</b>	V 7.0, 4 January 2021
<b>Endorsement</b>	Executive, 4th Feb 2021
<b>Authorisation</b>	Chief Executive Officer, 4th Feb 2021
<b>Review date:</b>	31 December 2021
<b>Responsible officer:</b>	Manager Finance
<b>Policy owner</b>	Procurement & Purchasing Coordinator

**1. Purpose**

To provide a convenient, efficient recordable means of conducting minor purchasing transactions whilst adhering to acceptable internal control requirements. The main objectives of the Card program are:

- to streamline the payments process for low value transactions;
- to reduce internal costs by streamlining internal purchasing, receipting and payment systems, and reducing the number of suppliers Council deals with;
- to improve reporting quality of low dollar value transactions.

**2. Scope**

These procedures apply to all Council employees issued with a Corporate Credit Card ("Card").

**3. Definitions**

Word/Term	Definition
<b>Authorising Officer</b>	An Officer who has been given a financial delegation to authorise the purchase of goods and services.
<b>Business Unit Manager</b>	A senior member of staff who directly reports to a General Manager or the Chief Executive Officer (CEO).
<b>Card</b>	Refers to the Corporate Credit Card issued to a Council officer for the payment of creditors.
<b>Card Administrator</b>	Council Officer responsible for the administration of the Card program and supporting the electronic card management system (ECMS). Currently this is the Procurement Coordinator.
<b>Cardholder</b>	Council staff member issued with a Card.
<b>CBA</b>	Refers to the Commonwealth Bank of Australia Limited.

Credit Card Policy and Procedure (Staff)

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<b>Council Staff</b>	Includes Council officers, temporary employees, Contractors, Volunteers and Consultants while engaged by the Council.
<b>Documentation</b>	Refers to document/s, which provide all relevant details to enable a payment to be made. For example, a Tax Invoice where GST applies, a conference registration, or proof of payment in the case of a refund.
<b>Electronic Card Management System (ECMS)</b>	ProMaster web based application used for viewing, transaction reconciliation and reporting on all Council Corporate Purchasing Card transactions.
<b>Entertainment</b>	The cost of meals and other like expenditure, which is considered to be <b>more than</b> providing sustenance to an Officer during the course of business. Such expenditure may be where a meal of greater than one course is provided, and or wherever alcohol is provided.
<b>Executive</b>	Consists of the Chief Executive Officer, Executive Manager Property and Projects and all General Managers.
<b>ExpenseMe</b>	Mobile Application used for reconciling transactions.
<b>Financial Delegation</b>	The authority to approve the purchase of goods and services on behalf of Council.
<b>Nominated Staff Member</b>	A Council officer nominated by a Business Unit Manager be issued with a Card.
<b>PIN</b>	Personal Identification Number used by the Cardholder to authorise card transactions.
<b>ProMaster</b>	Electronic Card Management System (ECMS).
<b>Requesting Officer</b>	Business Unit Manager requesting a staff member be issued with a Card.

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**4. Procedure**

The Cards have been introduced with the aim of improving Melton City Council's purchasing and payment processes in terms of cost, control, reporting, efficiency and effectiveness.

<b>4.1</b>	<b>Card Administration</b>
4.1.1	The Card Program is administered by the Procurement & Purchasing Coordinator.
4.1.2	The Card billing period runs to the 29th of each month with Card credit balances refreshed the next day.
4.1.3	All queries on transactions in monthly statements must be referred, in the first instance, by the Cardholder to the Supplier/Merchant in a timely manner.
<b>4.2</b>	<b>Card Limits</b>
4.2.1	A monthly Card total transaction value limit is set according to the purchasing requirements of each Cardholder. The default card limit is <b>\$1000</b> .
4.2.2	A single Card transaction value limit is set according to the purchasing requirements of each Cardholder - the default limit is the card limit.
4.2.3	The monthly Card total transaction value limits and single Card transaction value limit on the Card can be reviewed and approved from time to time by the relevant General Manager or Chief Executive Officer on the recommendation of the Business Unit Manager. (Refer Appendix E – Request for Credit Limit Increase Form).
<b>4.3</b>	<b>Card Issuance &amp; Cancellation</b>
4.3.1	The Card is issued and cancelled by the Procurement & Purchasing Coordinator and at the discretion of the relevant General Manager or Chief Executive Officer.
4.3.2	Applications for the issue of a Card are to be submitted to the relevant General Manager or Chief Executive Officer in a standard format (Refer Appendix A - Corporate Credit Card Request Form).
4.3.3	The Business Unit Manager may nominate staff within each program area whose duties include elements of a purchasing nature and of a volume such that use of the Card will provide significant benefits to Council in line with the purpose outlined in the procedure.
4.3.4	The Procurement & Purchasing Coordinator will arrange for Council's Bankers to provide a Card in the name of the Nominated staff member, subject to the provision of documents to satisfy the issuing bank's 100 points ID requirement.
4.3.5	The Requesting officer must complete the Council Corporate Credit Card Declaration form after undertaking Cardholder training and before the use of the card (Refer Appendix B - Corporate Credit Card Declaration Form).

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<b>4.4</b>	<b>Using the Card</b>
4.4.1	Cardholders are in a position of trust with regards to the use of public funds. Expenditure for each Card will be reviewed on a regular basis for compliance with this policy.
4.4.2	The holder of the Card can purchase goods or services via <ul style="list-style-type: none"> <li>▪ Mail transactions.</li> <li>▪ Telephone transactions.</li> <li>▪ Facsimile transactions.</li> <li>▪ Internet transactions.</li> <li>▪ Point of Sale.</li> </ul>
4.4.3	The Cardholder is solely responsible for their card, purchase transactions and completion of monthly reconciliation document.
4.4.4	The Card Administrator will report any breach on the use of the Card to the Procurement & Purchasing Coordinator and the Finance Manager.
<b>4.5</b>	<b>Personal Expenses</b>
4.5.1	Personal expenses are not acceptable under any circumstance.
4.5.2	A Statutory Declaration ( <i>Appendix D</i> ) will need to be completed and attached with the receipt(s) where a Cardholder inadvertently uses the Card to pay for personal expenses. The card may then be cancelled.
<b>4.6</b>	<b>Fraud &amp; Security Concerns</b>
	To mitigate escalation of credit card fraud, it is important that steps are taken to minimise the risk.
4.6.1	The Cardholder <u>must not</u> : <ul style="list-style-type: none"> <li>a. give out the PIN to anyone and choose passwords that would be easy for others to work out</li> <li>b. lose sight of the Card when making a transaction in store</li> <li>c. lend or give the Card to any other person to use.</li> </ul>
4.6.2	When transacting via the Internet, the Cardholder must ensure that payment is only finalised via a secure web page, one that has a valid digital certificate. Look for the <u>https</u> at the beginning of the address bar and a locked padlock symbol in the browser.
4.6.3	The Cardholder must <b>regularly</b> check transactions online via the ECMS and if there are any purchases which cannot be accounted for report them to the CBA immediately.
4.6.4	If the Card is lost, misplaced or stolen it is the responsibility of the Cardholder to immediately report the loss to the CBA, Lost/Stolen Cards Centre by calling <b>13 22 21</b> in the first instance and the Card Administrator.

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4.6.5	Damaged Cards should be returned to the Card Administrator for re-ordering and replacement.
4.6.6	Any employee who believes a Cardholder is using a Card to make unauthorised, excessive or unreasonable transactions must report the matter to the Procurement & Purchasing Coordinator for investigation and appropriate action.
<b>4.7</b>	<b>Limitations and Controls</b>
	The following limitations and controls apply to the use of the Card:
4.7.1	The Card is to be used for official Council business <u>only</u> .
4.7.2	The Card <u>cannot</u> be used to withdraw cash from ATM or over the Counter.
4.7.3	The Card shall <u>only</u> be used for fuel purchases for Council vehicles where the fleet card provided is not available or accepted at the service station.
4.7.4	The Card cannot be used to pay for car wash for Council vehicles. The Fleet Card issued to Council vehicles may be used to pay for exterior car wash of the vehicle.
4.7.5	Where the Card is to be used to register for training courses/conferences, appropriate authority from the relevant Business Unit Manager or General Manager <u>must</u> be obtained prior to the use of the Card. A Service Unit Specific Training Registration <u>Form</u> must be completed and attached in Promaster with the tax invoice.
4.7.6	In relation to food, beverages or recreation, all Cardholders must adhere to Council's Hospitality & Entertainment Policy.
4.7.7	The Card shall <u>not</u> be used to pay tips and gratuities
4.7.8	The Card shall <u>not</u> be used to pay invoices for which Council purchase orders are already raised or for purchases of stationery for which special prices are negotiated through Council's purchasing arrangements.
4.7.9	Where appropriate, the Card Administrator may bar, all transactions from a specific supplier and or supplier types according to the purchasing requirements of each Cardholder e.g. all restaurant transactions may be barred.  The use of restricted merchant category codes will be used to assist in the control over credit card expenditure with exception reports used to report on non-allowed purchases.
4.7.10	Under no circumstance shall the Card be used for personal gain.  <ul style="list-style-type: none"> <li>Cardholders are not to use their own reward card (e.g. Flybuys, Everyday Rewards cards) to earn points whilst using Councils Corporate purchasing card.</li> <li>Cardholders are not allowed to use any "Promotional Offers" like discount fuel vouchers, 2 for the price of 1 liquor offer etc, resulting from the Council's Corporate credit card use, for their personal advantage.</li> </ul> <p>If the Card Administrator has concerns that a Card has been abused it will be cancelled on the authority of the Finance Manager and the staff member may face disciplinary action in accordance with Council's Disciplinary Policy.</p>
4.7.11	All Cardholder transactions and supporting documentation will be open to regular review by the Procurement & Purchasing Coordinator to ensure accurate

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reconciliation of  
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	expenditure to enable the preparation of Council's annual accounts and for Fringe Benefits Tax (FBT) reporting; and to ensure compliance with relevant Policies.
<b>4.8</b>	<b>Tax Invoices and Transaction Receipts</b>
4.8.1	Critical to the effective management of the Cards is that ALL claims are accompanied by adequate supporting documentation.
4.8.2	A relevant Tax Invoice relating to each transaction for the particular period must be uploaded as part of the transaction reconciliation process.
4.8.3	The <i>ExpenseMe</i> mobile application can be used to upload tax invoices by taking a photo, or using an existing photo or document on your mobile device. Alternatively, invoices are to be scanned and uploaded to the ECMS.
4.8.4	A Statutory Declaration must be completed and submitted where a tax invoice for amounts greater than <b>\$80.00</b> has been misplaced ( <i>Refer to Appendix C- Missing Tax Invoice Declaration Form</i> ) This form must be appropriately witnessed by the Card Holder's Manager. It should not be witnessed by the approver of the transaction.
<b>4.9</b>	<b>Monthly Transaction Reconciliation &amp; Reporting Requirements</b>
4.9.1	All transactions must be reconciled within <b>5 working days</b> after month end. Where transactions are overdue: Transactions over 30 days old will be reported to credit card holder. Transactions over 60 days old will be reported to the credit card holder and their manager .
4.9.2	Late submission of expenses is not acceptable, unless prior notice has been provided. Where transactions are over 90 days old, the card will be suspended (GMs will be advised of the suspension)  Where transactions are over 120 days old, Finance will request card cancellation approval from CEO/GM.
4.9.3	Card transactions must be reconciled using the appropriate General Ledger number either via the "ProMaster" ECMS or via the "ExpenseMe" Mobile Application.
4.9.4	For audit purposes, all transaction entries must detail the items purchased and include reasons for the purchase.
<b>4.10</b>	<b>Card Transaction Authorisation</b>
4.10.1	All transactions are to be approved online via the "ProMaster" ECMS by the Cardholder's relevant Authorising Officer.
4.10.2	Where a Manager holds a Card, each transaction must be authorised by the relevant General Manager or Chief Executive Officer.
4.10.3	Where a General Manager holds a Card, each transaction must be authorised by the Chief Executive Officer.
4.10.4	Where the Chief Executive holds a Card, each transaction must be authorised by the Mayor.



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<b>4.11</b>	<b>Cardholder Responsibilities</b>
4.11.1	All Cardholders are individually responsible for the security and use of their Card in line with the written instructions (and training) provided upon issue. The card is to be used in accordance with the conditions of use issued by the bank, and this procedure.
4.11.2	Unauthorised or improper use of the Card by any Cardholder will be regarded by Council as a breach of employment responsibilities and will result in withdrawal of usage of the Card as well as disciplinary action. In cases of wilful misuse, formal charges may be considered.
4.11.3	The Card must be returned to the Cardholder's manager should they leave the employment of Council or if they are on leave for an extended period of time (greater than 3 months). In the later case, the Card may be temporarily suspended from use.
4.11.4	The Cardholder must ensure that on resignation (or extended leave), they surrender their credit card to their manager on this date and then <b>reconcile all transactions</b> .
<b>4.12</b>	<b>Lost, Stolen and Damaged Cards</b>
	The loss or theft of a Credit card must be immediately reported by the Cardholder to the Bank regardless of the time or day discovered. The Cardholder must also formally advise the Card Administrator of the loss or theft on the next working day.  Advice of a damaged card is to be provided to the Card Administrator who will organise a replacement card.

**5. Responsibility /Accountability**

<b>5.1</b>	<b>Procurement &amp; Purchasing Coordinator</b>
	<ul style="list-style-type: none"> <li>is responsible for administering this Policy and Procedure.</li> </ul>
<b>5.2</b>	<b>General Managers &amp; Service Unit Managers</b>
	<ul style="list-style-type: none"> <li>are responsible for ensuring that this Policy and Procedure is complied with.</li> </ul>
<b>5.3</b>	<b>Card Administrator</b>
	<ul style="list-style-type: none"> <li>is responsible for administration of the credit card program</li> </ul>
<b>5.4</b>	<b>Cardholders and their Managers</b>
	<ul style="list-style-type: none"> <li>are responsible for ensuring that this Policy and Procedure is adhered to.</li> </ul>

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**6. References and links to legislation and other documents**

Name	Location
Code of Conduct (Staff)	Council Intranet
Disciplinary Policy	Council Intranet
Hospitality and Entertainment Policy (Staff)	Council Intranet
Purchasing Manual	Council Intranet
Conference and External Training Expense Policy (Staff)	Council Intranet

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## APPENDIX A – Corporate Credit Card Nomination Form

	<b>REQUEST FOR CORPORATE CREDIT CARD</b>
	<a href="#">[Return completed form to Card Administrator]</a>

Nominated Cardholder: \_\_\_\_\_

Full Name (please print) \_\_\_\_\_

Position: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Program Area: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email:- \_\_\_\_\_

Predominate Purpose for Requesting the Card (please note minimum criteria of of 1 transaction per month or an annual projected spend >\$2,000 (Managers/GMs exempt from this):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Nominated Officer \_\_\_\_\_ Signature of Witness (Manager) \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Approval/Chief Executive Officer:

Name: \_\_\_\_\_

Date:- \_\_\_\_\_

Card Limit Requested: ☐ \$500 ☐ \$1000 ☐ \$2000 ☐ Other.

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## APPENDIX B – Corporate Credit Card Declaration Form

CORPORATE CREDIT CARD DECLARATION  
FORM

[Acknowledgement and Undertaking]

Cardholder: \_\_\_\_\_ Full

Name (please print)

Position: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Program Area: \_\_\_\_\_

I acknowledge receipt of "Council Corporate Credit Card" (Card) number \_\_\_\_\_ in my name and accept all responsibility for the use of the card under the policies, which have been explained to me. I understand that any deliberate abuse will be investigated in conjunction with People and Culture to which termination of employment may be an outcome.

I understand and agree that: [Please acknowledge by placing a cross (x) in the appropriate box]

- ☐ I will only use the Card for authorised business related expenses
- ☐ I acknowledge that I will abide by the total monthly credit limit as authorised by Executive.
- ☐ If I misuse the Card (i.e. use it otherwise than in accordance with the instructions given to me) I understand that proceedings may be instituted against me
- ☐ If the Card is lost or stolen I am to report it **IMMEDIATELY** to the CBA, Lost/Stolen Cards Centre by calling 13 22 21 and advise the Card Administrator
- ☐ The Card shall only be used for transactions within the program area to which the card holder belongs
- ☐ I will return the Card to my Manager on being transferred to another Business unit, Program Area or leave the employment of Council **and have all transactions reconciled.**
- ☐ Under no circumstance shall Council's corporate credit card be used for personal gain.
- Council employees are not to use their own reward cards (eg: Flybuys, Everyday Rewards cards) to earn points whilst using Councils Corporate purchasing card
  - Council employees are not allowed to use any "Promotional Offers" like discount fuel vouchers, 2 for the price of 1 liquor offer etc, resulting from the Council's Corporate purchasing card use, for their personal advantage.

If the Card Administrator has concerns that a Corporate purchasing card has been abused the Corporate purchasing card will be cancelled and the staff member may face disciplinary action in accordance with Council's Discipline Policy

- ☐ I must retain transactional evidence to support all charges and submit this together with the invoice at the end of the statement period to the Card Administrator
- ☐ Cash Advances are not permitted on the Card
- ☐ The Card is to be used in accordance with the "Conditions of use" issued to the Cardholder by the bank.

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I have understood the conditions set out above which governs the issue of the Card in my name and acknowledge that I have read the Corporate Credit Card Procedures and agree to abide by the procedures and guidelines.

\_\_\_\_\_  
Signature of Card Holder\_\_\_\_\_  
Signature of Witness (Manager)

Name:

Name:

Date:

Date:



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## APPENDIX C – Missing Tax Invoice - Statutory Declaration Form



**CORPORATE CREDIT CARD MISSING TAX  
INVOICE  
STATUTORY DECLARATION**

(For completion where Cardholder has misplaced or is unable to obtain a tax invoice for purchases greater than \$80.00)

I \_\_\_\_\_  
[Full Name]

Of \_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Occupation]

do solemnly and sincerely declare that the transaction(s) charged to my Corporate Credit Card as detailed below were for legitimate Council business.

Date of transaction(s)	Supplier	Description of Goods & Purpose	Ledger Code	Amount (\$)

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury

Declared at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

.....  
**Signature of Cardholder**

Before me,

.....  
Name

.....  
**Signature of Authorised Witness (Manager)**

Date

(Council Executive and Business Unit Managers are authorised to witness the statutory declaration). Please see the link below for a list of Victorian state authorised witnesses.

Attach signed Declaration to relevant Credit Card Statement.

[http://assets.justice.vic.gov.au/justice/resources/5096dc0c-bf78-4307-998b-0268a3480965/list\\_of\\_victorian\\_authorised\\_witnesses.pdf](http://assets.justice.vic.gov.au/justice/resources/5096dc0c-bf78-4307-998b-0268a3480965/list_of_victorian_authorised_witnesses.pdf)

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## APPENDIX D – Incorrect Card Use - Statutory Declaration Form



# INCORRECT CORPORATE CREDIT CARD USE STATUTORY DECLARATION

I \_\_\_\_\_  
[Full Name]Of \_\_\_\_\_  
[Address]

[Occupation]

do solemnly and sincerely declare that the transaction(s) charged to my Corporate Purchase Card as detailed below are accurate and were charged in error.

Date of transaction(s)	Supplier	Description of Goods & Purpose	Ledger Code	Amount (\$)

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury

Declared at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Cardholder

Before me,

Signature of Authorised Witness (Manager)

Date

(Council Executive and Business Unit Managers are authorised to witness the statutory declaration). Please see the link below for a list of Victorian state authorised witnesses.

Attach signed Declaration to relevant Credit Card Statement.

[http://assets.justice.vic.gov.au/justice/resources/5096dc0c-bf78-4307-998b-0268a3480965/list\\_of\\_victorian\\_authorised\\_witnesses.pdf](http://assets.justice.vic.gov.au/justice/resources/5096dc0c-bf78-4307-998b-0268a3480965/list_of_victorian_authorised_witnesses.pdf)

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Revised Credit Card Policy

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## APPENDIX E – Request for Credit Limit Increase Form

	<b>CORPORATE CREDIT CARD</b> <b>REQUEST FOR CREDIT LIMIT INCREASE</b>
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[Return completed form to Card Administrator]

Nominated Card Holder: \_\_\_\_\_

Full Name (please print) \_\_\_\_\_

Position: \_\_\_\_\_

Business Unit: \_\_\_\_\_

Program Area: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email:- \_\_\_\_\_

Predominate Purpose for Requesting Credit Limit Increase:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p>Signature of Nominated Officer _____</p> <p>Name: _____</p> <p>Date: _____</p>	<p>Signature of Witness (Manager) _____</p> <p>Name: _____</p> <p>Date: _____</p>
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General Manager Signature

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Card Limit Requested: ☐ \$500    ☐ \$1000    ☐ \$2000    ☐ Other.

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**6.3 REVISED ALCOHOL HARM MINIMISATION POLICY****Responsible Officer:** Elyse Rider – Manager Healthy Connected Communities**Document Author:** Elizabeth Johnston - Social Planning Officer**Date Prepared:** 19 July 2023**Recommendation:**

That the Policy Review Panel recommend Council adopt the revised Alcohol Harm Minimisation Policy, provided as **Appendix 2** to this report.

**Motion**

Crs Shannon/Vandenberg.

That the Policy Review Panel recommend Council adopt the revised Alcohol Harm Minimisation Policy, provided as **Appendix 2** to this report.

CARRIED**1. Background****1.1 The Policy**

The Council and Community Alcohol (Liquor) Policy was adopted on 18 December 2017, with the aim of guiding Council's decision-making in relation to the supply and consumption of alcohol in the City of Melton. The Policy supports Council's commitment to improving community health and wellbeing outcomes related to harm caused by alcohol use. The existing Policy has now expired and has now been reviewed based on updated legislation and best practice including research regarding alcohol harm minimisation. The review process highlighted identified opportunities to improve the policy, including:

- changing the name of the policy from 'Council and Community Alcohol (Liquor) Policy' to 'Alcohol Harm Minimisation Policy' to simplify the language and emphasise the harm minimisation approach
- alignment with updated legislation and strategies, including the *National Alcohol Strategy 2019-2028*, the *VicHealth Alcohol Cultures Framework* and recent amendments to the *Liquor Control Reform Act 1998*
- emphasis on harm minimisation as the main objective for Council decision-making (including modification of the Policy title)
- provision of clear guidance to liquor licence and permit holders
- outline of Council's commitment to harm minimisation through modelling
- emphasis on support for evidence-based community initiatives and advocacy for harm minimisation.

The new Policy aims to provide Council with a stronger and clearer framework for decision-making, along with transparency to those wishing to supply or consume alcohol in the City of Melton. It also establishes the need for initiative and advocacy to reduce alcohol-related harm.

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**1.2 Sources/benchmarking**

While developing this Policy benchmarking was undertaken with similar policies owned by other local councils within Victoria. Strategies at National and State Government levels were also reviewed along with amendments to relevant legislation. Council's Policy template was utilised in the development of the revised Policy.

The Policy takes into account recent amendments to the *Liquor Control Reform Act 1998*, which were passed through the *Liquor Control Reform Amendment Act 2021*. There are expected to be further changes to the *Liquor Control Reform Act 1998* as the industry goes through an ongoing review. However, it is not anticipated that these changes will have a significant impact on this Policy.

**1.3 Consultation**

The following departments from across Council were consulted in the review process:

- Healthy Connected Communities
- City Design & Strategy
- Community Care & Inclusion
- Compliance
- Engagement & Advocacy.
- Planning Services
- Recreation & Youth

External organisations which were consulted in the review process included:

- Western Health
- The Western Public Health Unit
- VicHealth
- Victoria Police

Feedback provided during this process with some suggestions provided on the development of procedures to support the implementation of the Policy (particularly for situations where no planning permit is required, and Council's statutory responsibility is limited).

**1.4 Communication and Implementation**

The Alcohol Harm Minimisation Policy will be made available on Council's website for community reference, and internal departments across Council will be briefed on the revised Policy.

**1.5 Compliance**

The Policy is compliant with external legislation and the *Local Government Act 1989* (Vic) and the Corporate Policy Management Framework. According to the eligibility criteria set out in the *Gender Equality Act 2020*, a gender impact assessment was not required.

**1.6 Measures of Success**

The policy will be reviewed in June 2027 to identify further opportunities for improvement.



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**LIST OF APPENDICES**

1. Council and Community Alcohol (Liquor) Policy - Endorsed December 2017
2. Alcohol Harm Minimisation Policy - July 2023

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Item 6.3 Revised Alcohol Harm Minimisation Policy

Appendix 1 Council and Community Alcohol (Liquor) Policy - Endorsed December 2017

	<b>COUNCIL AND COMMUNITY ALCOHOL (LIQUOR) POLICY</b>
<b>Version No.</b>	Version 1.0 December 2017
<b>Endorsement</b>	General Manager, Community Services
<b>Authorisation</b>	Adopted 18 December 2017
<b>Expiry Date</b>	1 December 2021
<b>Responsible Officer</b>	Manager, Community Planning
<b>Policy Owner</b>	Coordinator, Social Planning and Wellbeing and Coordinator, Statutory Planning

**Introduction**

This *Council and Community Alcohol (Liquor) Policy* forms an integral part of the *City of Melton Council and Community Alcohol (Liquor) Policy Framework*. This Policy outlines Council's key policy positions which underpin alcohol service and supply arrangements for the municipality. The Policy's relationships with the other documents within the Framework are shown in Figure 1 below.

### Council and Community Alcohol (Liquor) Policy Framework



Figure 1. The City of Melton Council and Community Alcohol (Liquor) Policy Framework

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Item 6.3 Revised Alcohol Harm Minimisation Policy

Appendix 1 Council and Community Alcohol (Liquor) Policy - Endorsed December 2017

At the Guidance Notes level, tailored and more detail will support each of the relevant commercial, social and community settings and aim to enhance design, planning and decision making where alcohol is made available, supplied or consumed.

### Purpose

Melton City Council is committed to supporting improved health and wellbeing in our community and reducing the harms that can come from excessive alcohol consumption. Council is also committed to fulfilling its statutory role liquor licensing in a transparent, equitable and predictable manner.

This Policy recognises that Council's key role in creating environments that support positive lifestyle choices is best achieved by establishing clear expectations, providing reliable information and enabling transparent decision making. While Council can provide leadership and direction aimed at improving health and wellbeing, the role we all have to play is of equal significance.

By establishing a shared regime for decision making on all alcohol and liquor licensing matters, this Policy incorporates the recommendations of the Competition Policy Commission Review and VicHealth *Alcohol Cultures Framework* (ACF), it does so by embedding this Policy within the 'Settings' and 'Subcultures' frames<sup>1</sup>, highlighting that evidence-based decisions will be made in 'the best interest of the community' and on a 'merits based, case-by-case basis'.<sup>2</sup>

### Council Roles

Council is charged with various leadership and decision making roles in relation to the responsible service of alcohol. These are, in part, explained against the three integrated responsible service dimensions, which are explained more fully below, and align with the public health and wellbeing principles.



Figure 2. Policy Dimensions of the Policy Evidence Base

<sup>1</sup> VicHealth Alcohol Cultures Framework,

<sup>2</sup> See in particular, Recommendation 8, *The Australian Government Competition Policy Review, Final report March 2015*.

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Evidence of responsible service of alcohol in the City of Melton is to be explained under the three integrated dimensions which are:

- i. **Design**
- ii. **Prevention**
- iii. **Harm minimisation**

### Policy Dimensions

**i) Design**—Council assesses applications for planning permits under the *Planning and Environment Act 1987* and community amenity considerations under the *Liquor Control Reform Act 2003*.

Council also plans and manages public areas, parks and city assets in accordance with *Local Government Act 1989* and the relevant *Municipal Local Laws*.

Important roles in **ii) Prevention** and **iii) Harm Minimisation** are explained (in part) in reference to the *Public Health and Wellbeing Act 2008* and “improv(ing) the overall quality of life” as outlined by the local Government Charter under the *Local Government Act 1989*.

This Policy also aims to describe Council’s commitments in advancing responsible service of alcohol within the City of Melton to align with the six founding principles of the *Public Health and Wellbeing Act 2008*, shown below.

**Table 1—The Six *Public Health and Wellbeing Act 2008* (VIC) Principles are:**

Principle	Section of the Act
I. Principle of evidence based decision- making	Section 5
II. Precautionary principle	Section 6
III. Principle of primacy of prevention	Section 7
IV. Principle of accountability	Section 8
V. Principle of proportionality and	Section 9
VI. Principle of collaboration	Section 10

### Scope

This Policy applies across all of Council.

The Policy applies to all **liquor licence** applications for planning permits and **referrals** from the *Victorian Commission for Liquor and Gambling Regulation* (VCGLR), and considerations associated with community events or associated activities on Council owned/operated land.

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**Definitions**

Word/Term	Definition
Alcohol (Liquor)	The terms alcohol and liquor are used interchangeably. As defined by the <i>Liquor Control Reform Act 2003</i>
Supportive land use activities	Supportive land use activities include community places and spaces that involve family and children-focussed activities or other welfare, community health services, treatment, reporting or associated community support outreach or services.

**Policy**

It is Melton City Council policy to ensure that:

- relevant decisions in relation to the supply and availability of alcohol are based on an assessment against this Policy and supporting Guidelines
- liquor licence and planning permit matters, as well as the management of Council facilities, community events, programs and services and all other situations where alcohol is being considered to be made available, as far as practicable, meet the objectives of the three Policy Dimensions (Design, Prevention and Harm Minimisation)
- It is incumbent on the applicant/ proponent/ event planner to ensure that due consideration of the three policy dimensions can be demonstrated
- assessment of all applications pertaining to alcohol will require evidence that the proponent intending to supply or make alcohol available is aware of their respective obligations under this policy and related guidelines. Evidence of intended service standards and arrangements that achieve alignment with the three Policy Dimensions will be required.
- the intended sale or supply of alcohol is treated in accordance with the standards required of a regulated product. As a minimum, adequate staff and product supervision arrangements, clearly delineated and a separate points of sale must be provided.
- all new applications for retail alcohol outlets provide information about the location of other retail or packaged liquor outlets within a 5km radius and whether or not a transfer of licence is being proposed.

**The three Policy dimensions****Dimension one - Design**

Well planned built form and function outcomes will be assessed for their potential to achieve all three Policy Dimensions. The planning, design and layout of the proposed licensed premises or community event will be assessed for its overall 'fitness-for-purpose' on a case-by-case and individual merits approach.

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Appropriate siting, high quality design and layout can all substantially enhance the operational efficiency of a proposed licensed premises. Conversely, evidence suggests that poorly planned venue design reduces patron experience, has a detrimental impact on the local amenity and may negatively affect perceptions of personal safety.

The design principles associated with a packaged liquor outlet (bottle shop), are different to an on-premises restaurant or bar. Likewise, the effective planning of a large scale community event requires consideration of different elements to a workable restaurant floor plan. For such reasons, the guidelines arising from this Policy will be updated in collaboration with industry partners. It is intended that the guidance notes will become a useful resource to support good design and best practice, support potential licensees to benefit from the experience of others, to maximise efficiencies and avoid costly planning permit amendments and venue redesign.

**On premises, events and packaged liquor (including take-away and bottle shops)**

While meeting the minimum requirements of the relevant Australian Standards, the Building Code, Planning Scheme and other regulations, it is expected that other good design principles such as Crime Prevention through Environmental Design (CPTED) and effective amenity management will continue to enhance design and practice outcomes.

It is reasonable to expect that a 'social and amenity assessment' will consider a full range of good design practices and applicants and proponents are encouraged to consider such elements early in their planning and design to avoid delays in decision making.

**Social and amenity factors to be scrutinised include:**

Seating layout and design, access and manoeuvrability, internal and external lighting, fire safety standards, footpath and pedestrian access arrangements, vehicular traffic management, transport accessibility, onsite deliveries, refuse and storage arrangements, as well as the location and design of toilets and amenity facilities can all impact on the performance of a licensed premises.

**Clustering**

Clustering of similar types of licensed venues can produce poor outcomes for community amenity and is required to be considered by Clause 52.27 Melton Planning Scheme.

**Land use compatibility and supportive land uses**

Any premises in close proximity or within plain view of 'sensitive land uses' should incorporate screening modifications which seek to restrict the line of sight between alcohol products or consumption from the sensitive land use.

Evidence of RSA must be demonstrated in the design of the venue. Minimum inclusions are set out in the design guidance notes and procedures accompanying this Policy.

**Dimension two - Prevention**

Alcohol is a closely regulated legal drug. Although alcohol has a prominent place in Australian culture, it should not be treated like other everyday consumer products such as food. A focus on promoting health and wellbeing requires that alcohol is treated independently, as an ancillary item or one that is in addition to the core activity or function. Clearly, alcohol should not be treated as 'just another every day' part of an activity, or

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business function. It is not. The regulation of alcohol mandates opportunities to maximise population health by promoting health and wellbeing messaging.

Balanced choices should be both available and encouraged through socially and physically supportive environments, and a full range of appropriate product alternatives made available. Consumers should be invited to engage in a conscious choice where external pressures to consume alcohol are minimised, such as pressure from peers and advertising. The role and prominence that alcohol plays within each setting is to be considered against the question of the health promotion message it sends.

**Primary Prevention**

Primary prevention is inclusive of the facilitation of population-wide awareness raising and responsible attitudes towards alcohol consumption to reduce over-consumption and alcohol-related harms. Some examples of prevention which are encouraged or discouraged include:

- clear point of sale and service distinctions are essential (e.g. clearly separate bottle shops from main supermarket floor areas)
- the visibility and display of alcohol in fridges, shelves or counters within open view to the general public is discouraged (fast food, bistro and sports clubs for example), and
- signage and promotional materials which are in plain view to the general public are discouraged. Those include signs that are visible externally from buildings or outside designated licensed premises or licensed areas within a premises.

Where alcohol is to be available, served, sold or supplied, a full range of non-alcoholic alternatives should be offered. Free water should be available at licensed premises at all times.

The supply and availability of alcohol will not occur at or within the direct view of family and children settings. This includes Council buildings such as community centres, where principal activities involve participation of families and children, or other supportive community land use activities (treatment, counselling and justice reporting for example).

Any proposed licensed premises in close proximity or within plain view of 'supportive land uses' may anticipate the incorporation of design and layout or screening modifications which seek to restrict the view of alcohol products or alcohol being consumed.

Evidence of primary prevention must be demonstrated in the RSA materials associated with the application materials associated with the venue or event plan. Minimum inclusions are set out in the prevention guidance notes and procedures accompanying this Policy.

**Dimension three - Harm Minimisation**

Reducing harms from alcohol is a whole of community concern. Harm minimisation practices align most closely with the subcultures frame of the VicHealth *Alcohol Cultures Framework*, acknowledging that certain behaviours and attitudes towards alcohol are more harmful than others. While some borderline activities are also questionable, it is our collective community and individual responsibility to say 'no' and to hold ourselves and others to account with the aim of reinforcing our collective responsible alcohol service and consumption culture.

At no time will alcohol supply to minors be tolerated (this includes secondary supply, which is illegal).

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Thefts from bottle shops and other licensed premises are to be reported to the Police.

Venue design, lighting, patron management, crowd control and congregation points all impact on the potential for increased harm. These considerations are expected to be appropriately identified, included in the responsible service evidence base and are to be planned for and addressed accordingly.

At no time will behaviours or practices that encourage binge drinking, pre-loading, cheap shots, bulk or overproof alcohol, or other forms of irresponsible or excessive alcohol consumption be tolerated.

The role of the community is important in creating supportive environments in which to reduce harm, and create the responsible subcultures for healthy relationships with alcohol that this Policy aims to achieve. Liquor Accords are an example of partnerships between sporting clubs, Victoria Police, the Victorian Government and community members to collaborate to reduce alcohol-related harm.

Other initiatives including Good Sports, Party Safe, Designated Driver, Feb-Fast, Dry-July and Oct-Sober are all examples of effective harm minimisation and responsible service practice, which are also highly encouraged by this Policy.

Alcohol free zones indicate community expectations of behaviour in public spaces. Within these zones, public drinking will not be tolerated due to the risk of this leading to disturbance or community harm.

Any form of limited liquor licence which seeks to authorise the sale or supply of alcohol to any other new or existing food or beverage retail, take-away or home delivery activity is not supported by this Policy.

**Policy Dimensions - Evidence of Harm Minimisation culture and practice**

Evidence of how Harm Minimisation has been incorporated to support the appropriate responsible service culture must be demonstrated in the RSA materials associated with the application materials with the venue or event plan. Minimum inclusions are set out in the Harm Minimisation guidance notes and procedures accompanying this Policy.

**Licensed Premises****Melton City Council encourages**

1. a balanced *mix of licensed premises* across the municipality
2. venue design that contributes to local character, enhances vitality, promotes social and economic benefits and increase consumer choice
3. suitably located venues within existing, or future activity areas designated as compatible in approved plans
4. the incorporation of good design to create safer environments for patrons and the community, and limit opportunities for anti-social behaviour. Incorporate lighting, sightlines and good access and egress arrangements that connect with car parking and public transportation
5. the establishment of maximum numbers of patrons, as appropriate to the licensed premises setting and surrounding land use and activities mix

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6. establishment of appropriate delivery and storage arrangements, as well as traffic management, to deliver pedestrian safety and accessibility and adequate lighting to all publicly accessible areas
7. evidence that the premises is managed to minimise any unreasonable impacts on the amenity of the surrounding land uses and local area
8. evidence that noise emissions from existing and proposed licensed premises:
  - a) will not have an unreasonable impact on the amenity of adjoining properties and the surrounding area;
  - b) comply with relevant State Environment Planning Policies (SEPP) under the Environmental Protection Authority (EPA) noise guidelines;
  - c) incorporate noise attenuation measures where required and ensure that these measures are installed by a suitably qualified person;
  - d) minimise waste impacts through on site waste storage and limiting collection of waste before 7am and after 9pm or earlier when a licensed premises is closed; and
  - e) are not increased or intensified, over time due to subtle changes in venue operations.
9. the introduction of new licensing arrangements that do not unduly achieve clustering to the point of impacting negatively impact on the surrounding area, and
10. mechanisms that seek to reduce cumulative amenity impacts resulting from new and existing applications (location, concentration/clustering, accessibility, noise, patron capacity and hours, which may contribute to alcohol-related harms including anti-social behaviour, violence, abuse, property damage and injury).

**Melton City Council discourages**

11. Incompatible or unsuitable location selection where the proposed venue or locations –
  - a) is situated outside existing or future activity areas
  - b) is in close proximity (within 30 metres) of supportive land uses, residential zones or accommodation related land uses
  - c) fails to provide access to adequate patron amenities (toilets and associated facilities)
  - d) proposes to operate from buildings or land not designed to accommodate hospitality, or entertainment related activities, or otherwise designed or planned to effectively accommodate patron movement, deliveries, storage, noise from operations or associated car parking, for the event of land use (activities) being proposed
12. Any proposal that raises an untenable risks to community harm, is otherwise deemed to be contrary to principles established under the three policy domains, presents potential to compromise Harm Minimisation measures or responsible service practice, as outlined by this policy and supporting Guidance Notes.
13. Limited licences in relation to the (home) delivery of alcohol as an ancillary or predominant product line.



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14. Trading beyond *ordinary trading hours* unless it can be demonstrated that a variation of hours will not unreasonably impact on the amenity of the surrounding area as per the requirements of clause 52.27 of the Melton Planning Scheme.
15. Subtle changes within the operations of a licensed venue that results in a change of service setting or the intensification or predominance of alcohol as a product line (cafe or restaurant being converted to a bar, footpath trading incorporated for use of a bar, take-away (off premises) used as a mechanism to extend hours of service)
16. Making of applications for limited licence in the absence of thorough event planning and risk management assessment, or in lieu of appropriate planning assessment and approval.

**Community Facilities and Events**

Council generally prohibits the use of alcohol at Council run community events.

Alcohol may be served at Council run private events (i.e. events that are ticketed or by invitation only) and events that are either Council sponsored or supported, subject to a thorough risk assessment and event plan being completed.

If alcohol is served, the organisers are required to demonstrate responsible serving and management of alcohol including completion of Council's Alcohol Management Checklist and must have registered with the Victoria Police 'Party Safe' program.

Melton City Council **encourages:**

- open and equitable access to quality community facilities, reserves, programs and events and require thorough planning and risk management approaches in all situations where alcohol is being considered to be served or supplied.
- the application of standard Council procedures for managing the provision and use of alcohol in Council owned and managed facilities, reserves and events.
- hirers and users of properties and facilities to be aware of their responsibilities regarding the use and consumption of alcohol.
- community safety and reduced harms by evaluating the settings where alcohol is to be supplied in or related to Council managed assets, community events and programs.

**Sponsorship**

In settings where sponsorship arrangements are being considered by way of offsetting the cost of running an event, consideration must be given to the following:

- the role, nature and value of the sponsorship package. The supply and service of alcohol as a main element of a sponsorship package is generally inconsistent with this policy. An assessment of the role and purpose for supply of alcohol will need to demonstrate alignment with the event setting, not compromise the equitable access intent of the event.



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- the values of the sponsor must align with the values and policies of Council and demonstrate support for community health and wellbeing and environmental sustainability, and.
- the sponsorship packages must be approved by the Communications department and the relevant Department Manager prior to any agreement being finalised.

**Application requirements and data**

All applications for a liquor licence or planning permit that are associated with the service and supply of alcohol will be required to demonstrate thorough planning and considered policy application within the relevant setting.

**Further information**

For further information or assistance in applying this Policy, please contact the Social Planning Team on 9747 7200.

**Responsibility /Accountability**

<b>10.1</b>	<b>Job title</b> Coordinator, Statutory Planning
<b>10.2</b>	<b>Job title</b> Coordinator, Social Planning and Wellbeing

**References and links to legislation and other documents**

<b>Name</b>	<b>Location</b>
<i>Public Health and Wellbeing Act 2008 (VIC)</i>	<a href="http://www.austlii.edu.au/au/legis/vic/consol_act/phawa2008222/">http://www.austlii.edu.au/au/legis/vic/consol_act/phawa2008222/</a>
<i>Local Government Act 1989 (VIC)</i>	<a href="http://www.austlii.edu.au/au/legis/vic/consol_act/lga1989182/">http://www.austlii.edu.au/au/legis/vic/consol_act/lga1989182/</a>
<i>Planning and Environment Act 1987 (VIC)</i>	<a href="http://www.austlii.edu.au/au/legis/vic/consol_act/paea1987254/">http://www.austlii.edu.au/au/legis/vic/consol_act/paea1987254/</a>
<i>Liquor Control Reform Act 1998 (VIC)</i>	<a href="http://www.austlii.edu.au/au/legis/vic/consol_act/lcra1998266/">http://www.austlii.edu.au/au/legis/vic/consol_act/lcra1998266/</a>
<i>VicHealth Alcohol Cultures Framework</i>	<a href="https://www.VicHealth.vic.gov.au/media-and-resources/publications/alcohol-cultures-framework">https://www.VicHealth.vic.gov.au/media-and-resources/publications/alcohol-cultures-framework</a>

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Events Policy	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Community Facility Access Policy	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Liquor Licence Assessment Guideline	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a> (To Be Developed)
Alcohol and Council Assets, Programs Services and Public Places Guideline	<a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a> (To Be Developed)

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## Alcohol Harm Minimisation Policy

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date> 2027
<b>Responsible officer</b>	Manager Healthy Connected Communities
<b>Records reference</b>	<insert reference>

### 1. Purpose

The purpose of the Alcohol Harm Minimisation Policy (the Policy) is to guide Council's decision-making in relation to the supply and consumption of alcohol in the City of Melton. It supports Council's commitment to improving community health and wellbeing outcomes related to harm caused by alcohol use.

### 2. Application And Scope

The Policy applies to:

- the review of planning permit applications or enforcement of planning permit conditions involving the use of land to supply or consume alcohol
- invitations from the Victorian Liquor Commission or relevant government body for Council to provide comment on an application for a liquor licence or permit
- matters pertaining to local laws prohibiting the consumption of alcohol in public spaces
- the promotion, supply and consumption of alcohol at Council facilities
- the promotion, supply and consumption of alcohol at Council managed events and programs
- initiatives and advocacy which aim to improve the health and wellbeing of the City of Melton community by reducing or preventing alcohol-related harms.

While Council may be invited to make a submission or choose to advocate in relation to a decision made outside of its jurisdiction (by the Victorian Liquor Commission, for example), these decisions are not within the scope of the Policy.

### 3. General Provisions

Improving the health and wellbeing of City of Melton community is a key priority area for Council as defined in the Council and Wellbeing Plan 2021-2025.

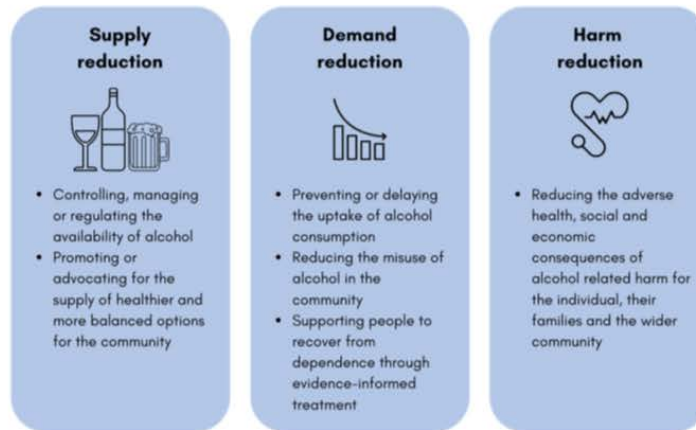
Council is committed to acting within its delegated authority to embed alcohol harm minimisation principles through its decision-making around the supply and consumption of alcohol in the municipality. These principles, adapted from the National Alcohol Strategy 2019-2028, are:

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Further context for this position or the statements in this policy, can be found in the associated Alcohol Harm Minimisation Policy Review Report.

### 3.1. Planning and Liquor Licences

Council will:

- support a balanced mix of licensed premises located across the municipality (particularly in existing or future activity centres) that contribute to local character, enhance safety and vitality, promote socio-economic benefits and increase consumer choice
- encourage the incorporation of good design principles which create safer environments for patrons and the community (for example, sufficient lighting, sightlines, venue capacity and inclusive access)
- consider a broad range of factors in decision-making through planning and liquor licences, including:

#### **Location**


- suitability of the area
- whether it compliments or competes with nearby venues
- proximity to residential areas
- proximity to 'sensitive' land uses such as schools, childcare centres, sport and recreation facilities or health services
- having suitable access to deliveries and space for storage.

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- Operating hours**
- appropriateness for the local area
  - noise levels and disruption after hours
  - impact on local residents in relation to traffic and pedestrian movement.
- Capacity**
- number of patrons and their anticipated experience in the venue
  - adequate levels of staff with appropriate training
  - size of the premises and surrounding area
  - suitable bathrooms
  - parking availability or public transport options
  - pedestrian access
  - management of patrons entering and exiting the premises
  - crowd control where needed.
- Safety**
- potential for anti-social or criminal behaviour
  - having appropriate safety measures in place, including adequate lighting, crowd management and crime prevention strategies
  - impact on local perceptions of safety.
- Compliance**
- compliance history of the proposed licensee
  - adherence to relevant permit conditions, legislation or policy
  - compliance with the Environmental Protection Authority (EPA) noise guidelines
  - evidence of responsible service of alcohol (RSA) practices.
- Community**
- level of public interest
  - views or concerns from the local community
  - appropriateness of the venue design and layout for the licence type (for example, seating layout or pedestrian access or grocery stores that sell alcohol)
  - evidence that the premises will be designed and managed to remove or minimise unreasonable impacts on the amenity of the local area
  - potential impact on and measures implemented to protect vulnerable communities
  - having measures in place to reduce the normalisation of alcohol (for example, promoting balanced choices).




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Proposals will not be supported if in review against the above considerations are deemed to contradict the harm minimisation principles, have a negative impact on the community or are at risk of non-compliance (for example, RSA practices).

**3.2. Regulation and Enforcement**

Council will:

- investigate and enforce breaches of planning permit conditions, or the Melton Planning Scheme and the Planning and Environment Act 1987
- where appropriate, develop and implement local laws which help to minimise and prevent alcohol-related harm
- support other law enforcement (for example, Victoria Police) and statutory authorities in the regulation of operating hours, venue capacity and community safety.

**3.3. Public Spaces, Events, and Programs**

Council will:

- plan, develop and maintain public spaces that are inclusive and promote harm-minimisation principles
- model and promote alcohol harm minimisation practices by managing the supply and consumption of alcohol at:
  - Council-delivered programs and events
  - Council-funded programs and events
  - Council-owned or managed facilities and open space (for example, community centres and parks)
- manage the promotion of alcohol (particularly deals or specials involving alcohol) at any of the above settings, or in any Council media and publications
- conduct a thorough risk assessment and develop mitigation strategies to minimise harm when alcohol will be supplied and consider registering any event where alcohol will be served with the Victoria Police 'Party Safe' program where applicable
- ensure hirers and users of Council facilities are aware of their responsibilities regarding the supply and consumption of alcohol
- discourage sponsorship arrangements where the supply, consumption and promotion of alcohol is an element of the sponsorship package or arrangements that are contrary to harm minimisation principles generally. Examples of this include sponsorship arrangements for events, sporting clubs, educational initiatives or infrastructure projects.

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**3.4. Education and Advocacy**

Council will:

- investigate and stay up to date with research on alcohol-related harms
- encourage local businesses or groups supplying or serving alcohol to incorporate harm minimisation practices (for example, signage, promotions and visibility of alcohol) beyond the minimum required through liquor licensing requirements
- deliver evidence-based initiatives which help to build awareness in the community about the recognition of alcohol-related harms, promote healthier alcohol consumption and empower those seeking to reduce or abstain from alcohol intake through the use of the VicHealth Alcohol Cultures Framework
- build capacity in the community around safe alcohol practices including preventing the normalisation of alcohol and reducing alcohol-related harms through the delivery of health promotion initiatives and fostering relationships with local schools, sporting clubs and community groups
- collaborate with neighbouring Council's and organisations to develop a consistent approach to harm minimisation practices in regard to alcohol supply and consumption
- advocate for improved regulation of alcohol through legislation, policy and processes outside Council's jurisdiction
- advocate for and attract community services that provide support and counselling to people who are experiencing alcohol-related harm
- support the work of health organisations and statutory bodies investigating alcohol-related harms (for example, VicHealth).

**4. Definitions**

Term	Definition
Alcohol	See the definition of 'liquor', used interchangeably.
Alcohol-related harm	Physical and emotional health issues that are caused or contributed to by the excessive and/or frequent consumption of alcohol.
Consumption	The act of ingesting an alcoholic substance (typically orally).
Council	Melton City Council, including the Mayor, Councillors, Chief Executive and staff. As defined by the Local Government Act 2020.
Council facility	Any building provided by Council for the purpose of community activities or programs including aquatic centres, community centres, neighbourhood houses, libraries, and leisure centres.
Council events	Any community event directly managed by Council.

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Term	Definition
Council program	Any program directly managed by Council for the community and/or employees, contractors, and volunteers.
Harm minimisation	Practices or strategies designed to lessen the negative social and/or physical consequences associated with various human behaviours, both legal and illegal.
Licensed premises	The premises in respect of which a licence (other than a pre-retail licence) or BYO permit is granted or otherwise as defined by the Liquor Control Reform Act 1998.
Liquor	A beverage, or other prescribed substance, intended for human consumption with an alcoholic content greater than 0.5% by volume at a temperature of 20° Celsius, or otherwise as defined by the Liquor Control Reform Act 1998. Used interchangeably with 'alcohol'.
Promotion	Any information, term, expression, symbol or other things that give publicity to, or otherwise advertises or encourages the supply and consumption of liquor.
RSA	Responsible service of alcohol.
Sensitive land use	Land uses which are more sensitive to emissions from other industries through impact on amenities, health and safety.
Supply	Includes selling, offering or exposing for sale, exchanging, disposing of and giving away of alcohol products.
VLC	Victorian Liquor Commission.
Vulnerable communities	People and groups who are more susceptible to alcohol-related harms due to specific characteristics (for example, age).

## 5. Related Documents


Name	Location
The <i>Liquor Control Reform Act 1998</i> (Vic)	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
The <i>Planning and Environment Act 1987</i> (Vic)	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Melton Planning Scheme, Victorian Planning Provisions	Council's website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
The <i>Local Government Act 2020</i> (Vic)	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
The <i>Public Health and Wellbeing Act 2008</i> (Vic)	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Melton City Council Local Law No. 32	Council's website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>

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Name	Location
Melton City Council and Wellbeing Plan 2021-2025	Council's website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
VicHealth Alcohol Cultures Framework	<a href="https://www.vichealth.vic.gov.au/news-publications/research-publications/alcohol-cultures-framework">https://www.vichealth.vic.gov.au/news-publications/research-publications/alcohol-cultures-framework</a>
Victorian Government Public Health and Wellbeing Plan 2019-2023	<a href="https://www.health.vic.gov.au/publications/victorian-public-health-and-wellbeing-plan-2019-2023">https://www.health.vic.gov.au/publications/victorian-public-health-and-wellbeing-plan-2019-2023</a>
National Alcohol Strategy 2019-2028	<a href="https://www.health.gov.au/sites/default/files/documents/2020/11/national-alcohol-strategy-2019-2028.pdf">https://www.health.gov.au/sites/default/files/documents/2020/11/national-alcohol-strategy-2019-2028.pdf</a>
Alcohol Harm Minimisation Policy Review Report	<LINK TBC>

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## MINUTES OF THE POLICY REVIEW PANEL

24 AUGUST 2023

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**6.4 ADMINISTRATIVE UPDATES TO POLICIES AND OTHER MATTERS**

**Responsible Officer:** Megan Kruger - Head of Governance  
**Document Author:** Renee Hodgson - Governance Coordinator  
**Date Prepared:** 16 August 2023

**Recommendation:**

That the Policy Review Panel recommend Council note the:

1. Minor amendments to the following policies, provided as **Appendices 2, 4, 6, 8, and 10** to this report:
  - a. Dog Attack Policy
  - b. Political & Electoral Signage Policy
  - c. Community Events Signage Policy
  - d. Building Control Intervention Policy
  - e. Citizenship Ceremony Dress Code
2. Child Safe Policy and Procedure, previously adopted by Council, is now a Policy approved by Executive and that Executive approved the Policy on 10 October 2022.

**Motion**

Crs Shannon/Vandenberg.

That the Policy Review Panel recommend Council note the:

1. Minor amendments to the following policies, provided as **Appendices 2, 4, 6, 8, and 10** to this report:
  - a. Dog Attack Policy
  - b. Political & Electoral Signage Policy
  - c. Community Events Signage Policy
  - d. Building Control Intervention Policy
  - e. Citizenship Ceremony Dress Codewith changes to the Dog Attack Policy and Citizenship Ceremony Dress Code Policy made by the Panel highlighted in yellow.
2. Child Safe Policy and Procedure, previously adopted by Council, is now a Policy approved by Executive and that Executive approved the Policy on 10 October 2022.

CARRIED



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MINUTES OF THE POLICY REVIEW PANEL24 AUGUST 2023

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**1. Background****1.1 Policies**

The following policies have been reviewed with only minor amendments required as outlined, below. Appendices include track changes on Council's current policy template and updated versions on Council's new policy template:

**Dog Attack Policy**

This policy provides some context around the processes undertaken by Council Officers when dealing with dog attacks and related offences such as dogs wandering at large.

This Policy was due for its periodic review and the Policy has been reviewed with only minor administrative changes required to the dates of approval and review.

**Political & Electoral Signage Policy**

The purpose of this policy is to ensure that political candidates and campaign organisers are aware of the time limits, size requirements and construction standards regarding the erection or display of electoral signage on private land. This policy will also clarify the enforcement options available to Council in the event that a regulatory breach occurs. These enforcement options include impoundment of the sign and the issuing of infringement notices.

This Policy was due for its periodic review and the Policy has been reviewed with only minor administrative changes required to the dates of approval and review.

**Community Events Signage Policy**

This policy informs event organisers of Council's requirements for the temporary placement of community event notice boards on roads and Council land.

This Policy was due for its periodic review and the Policy has been reviewed with only minor administrative changes required to the dates of approval and review.

**Building Control Intervention Policy**

The purpose of this policy is to state the responsibilities of the private building surveyor and determine when Council will take action where there is a real risk of danger to persons or property when a private building surveyor has been appointed for building work to be carried out.

This Policy was due for its periodic review and the Policy has been reviewed with only minor administrative changes required, such as to dates, titles, and legislative references.

**Citizenship Ceremony Dress Code**

This Code is a requirement under the Australian Citizenship Ceremonies Code.

The Code has been reviewed with amendments made to dates, titles, definitions, legislative references, and an additional clause stipulating items of clothing that are inappropriate to be worn to citizenship ceremonies and the consequences of violation of the Code. .

The updated policies will be uploaded to Council's intranet and internet sites.

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**Child Safe Policy and Procedure**

The Child Safe Policy and Procedure was previously presented to the Policy Review Panel and approved by Council on 7 June 2021. As this policy and procedure are operational in nature, in accordance with the Policy Approval Process Policy they are to be approved by Executive, which occurred on 10 October 2022.

**1.2 Sources/benchmarking**

Council's adopted Policy Approval Process Policy was utilised to inform the approval process required for the policies outlined in this report.

Additionally, the Australian Citizenship Ceremonies Code and the following Council's Citizenship Ceremony Dress Codes were considered in the review of Council's Citizenship Ceremony Dress Code

- Whitehorse City Council
- Hobson's Bay City Council
- Hume City Council

**1.3 Consultation**

Consultation was undertaken with Managers of the relevant departments within Council and the relevant Executive Leadership Team members.

**1.4 Communication and Implementation**

Governance will communicate the committee's recommendations and subsequent resolution of Council to the Executive Leadership Team and will update Council's Policy Register, Intranet, and Internet sites accordingly.

**1.5 Compliance**

As Council policies that are reviewed are checked for compliance with external legislation including the *Local Government Act 2020* (Vic) and the *Charter of Human Rights and Responsibilities Act 2006*.

**1.6 Measures of Success**

All measures of success remain as outlined at previous point of adoption.

**LIST OF APPENDICES**

1. Updated Dog Attack Policy
2. New Policy Template - Updated Dog Attack Policy - August 2023
3. Updated Political and Electoral Signage Policy
4. New Policy Template - Updated Political and Electoral Signage Policy - August 2023
5. Updated Community Events Signage Policy
6. New Policy Template - Updated Community Events Signage Policy - August 2023
7. Updated Building Control Intervention Policy
8. New Policy Template - Updated Building Control Intervention Policy - August 2023
9. Updated Citizenship Ceremony Dress Code
10. New Policy Template - Updated Citizenship Ceremony Dress Code - August 2023

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.4 Administrative Updates to Policies and Other Matters

Appendix 1 Updated Dog Attack Policy

	<h2>Dog Attack Policy</h2>
<b>Version No.</b>	0.14, 27-August-2024 V1.0, 28 June 2023
<b>Endorsement</b>	Policy Review Panel – 13-October-2024 TBC
<b>Authorisation</b>	Council – 25-October-2024 TBC
<b>Review date</b>	1-September-2023 1 September 2027
<b>Responsible officer</b>	Manager Community Safety
<b>Policy owner</b>	Animal Management Coordinator

**1 Purpose**

Dog attacks include dogs biting, rushing at or chasing a person or animal. The number of dog attacks occurring in suburban areas of Melbourne have been growing in recent years, as people and animals come into closer proximity due to a rapid population growth and higher density housing. The physical and psychological impacts of dog attacks can be severe, and Melton City Council takes its role in the enforcement of dog attack regulations very seriously.

This policy has been created to provide some context around the processes undertaken by Council when dealing with dog attacks and related offences such as dogs wandering at large. When read in conjunction with Council's *Dog Attack Work Instruction* it will also ensure openness, transparency and consistency regarding the way Council investigate and deal with dog attacks. The owner (or the person in apparent control of the dog at the time of the attack) will be held responsible for a dog attack. Penalties for dog attacks can include significant fines, criminal convictions, payment of council and victim costs, imprisonment and in some cases the dog being ordered to be destroyed.

**2 Scope**

This policy applies to the following groups:

- Council employees involved in the administration, investigation, and prosecution of dog attacks
- Council employees involved in Melton Animal Pound duties
- All dog owners or persons responsible for a dog within the City of Melton. This includes visitors to the municipality as well as residents
- Members of the public who have been rushed, chased, or have felt threatened by the actions of a dog or dog owner
- Members of the public who own animals that have been attacked or bitten by a dog

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.4 Administrative Updates to Policies and Other Matters

Appendix 1 Updated Dog Attack Policy

**3 Definitions**

Word/Term	Definition
Dog Attack	A dog attack is defined as an action of a dog that involves the dog rushing at, chasing or biting a person or another animal (other than vermin), whether or not any injury or damage occurs to the person or animal.
Dog Owner	The owner of the dog or the person in apparent control of the dog at the time of the attack
Dog Rush	When a dog approaches a person to a distance of less than 3 metres in a menacing manner, displaying aggressive tendencies that may include snarling, growling and raised hackles.
Melton City Council General Local Law 2015	Melton City Council Local Law currently in place within the Melton municipality and is authorised under Section 71(1) of the <i>Local Government Act 2020</i>
Restricted Breed	Means a dog that is any one of the following breeds: Japanese Tosa, Fila Brasileiro, Dogo Argentino, Perro de Presa Canario (or Presa Canario), American Pit Bull Terrier (or Pit Bull Terrier)
The Act	<i>Domestic Animals Act 1994</i>

**4 Policy**

Council encourages the reporting of all dog attacks and commits to investigating all reported attacks to a conclusion. Dog attack investigations are initiated with the mindset that they may all result in a court case. This policy provides some important definitions relating to dog attacks and outlines some of the consequences facing owners of dogs responsible for attacks within the City of Melton. The legislation which underpins this policy is the *Domestic Animals Act 1994*. *The Act* should be referred to whenever additional details or information regarding penalties is required.

**4.1 Domestic Animals Act 1994**

*The Act* gives Melton City Council and other Local Governments various discretions in respect of dogs that are found to have attacked persons and animals, or otherwise require specific controls. This includes (but is not limited to) the power to investigate and prosecute following dog attacks, and various discretions in respect of dogs that have been involved in attacks, or otherwise present a risk to public safety as follows:

- The discretion to *refuse to register* (or to refuse to renew registration) of dangerous dogs, or to impose conditions on the registration of dangerous dogs, in accordance with Section 17 of the Act.
- The discretion to declare a dog to be a *Menacing Dog* in prescribed circumstances in accordance with Section 41A of the Act.
- The discretion to declare a dog to be a *Dangerous Dog* in prescribed circumstances in accordance with Section 34 of the Act.
- The discretion to *search* for a dog in prescribed circumstances in accordance with Section 84E of the Act.
- The discretion to *seize* a dog in prescribed circumstances in accordance with Part 7A of the Act.
- The discretion to *destroy* a dog that has been involved in an attack or rush, or other non-compliance with the Act in accordance with Section 84P of the Act.

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.4 Administrative Updates to Policies and Other Matters

Appendix 1 Updated Dog Attack Policy

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**4.2 Wandering dogs**

Dog attacks are often caused by dogs wandering in the street, rushing out from poorly fenced properties, or exercised off-leash by their owner. It is an offence under Section 24 of *the Act* to let a dog wander on its own outside a property and when this occurs Council may issue orders pursuant to Section 26(2) requiring that dogs must be under effective control in any public place.

Allowing a dog to wander can place it at risk of being lost, attacked or involved in an accident. It can also create problems for neighbors. They are entitled to enjoy their property without a dog entering it and possibly causing damage, creating a nuisance or chasing their animals.

Furthermore, the owner of any animals or birds kept for farming purposes is legally entitled to destroy any dog found at large near their livestock.

There are designated areas within the City of Melton where dogs may be exercised off-lead. These areas are identified by signs and have conditions of use which must be observed and obeyed by dog owners. Any dog attack which occurs in these off-leash areas will be subject to the same investigation and prosecution process as dog attacks which occur elsewhere. For further details and locations of Council's off-leash areas, please refer to the City of Melton website.

**4.3 Serious injury resulting from dog attack**

Section 3(1) of *the Act* specifies a serious injury as '*an injury requiring medical or veterinary attention in the nature of a broken bone, a laceration, the total or partial loss of sensation or function in a part of the body, or an injury requiring cosmetic surgery*'. If serious injury occurs as the result of a dog attack, Council may destroy the dog pursuant to Section 84TA of *the Act*, or declare the dog dangerous and the owner will subsequently be bound by the requirements outlined by the state government. Serious injury sustained as the result of an attack will also increase the likelihood of a prosecution and the severity of the consequences for the owner.

**4.4 Consequences of a dog attack**

When a dog attack occurs, the City of Melton will take all steps necessary to enforce the discretions available to Council appropriate to the incident. For an investigation to commence, Council must receive a notification stating the nature of the incident or event. A City of Melton authorised officer will then contact the complainant to obtain further information and establish if an offence under *the Act* seems to have occurred, the severity of the offence and the appropriate course of action. The officer will explain the investigation process and other information relevant to the alleged offence. Enforcement options are limited if the complainant is not willing to provide an undertaking to give evidence in court.

If proven, the consequences of a dog attack will usually include a combination of the following penalties:

- a. The dog owner may be issued with an infringement notice.
- b. The dog involved in the attack may be declared menacing or dangerous by Council.
- c. The dog involved in the attack may be seized and held by Council pending the outcome of any legal action against the owner. Daily costs and release fees will be applicable as outlined in Section 4.7 of this document.
- d. If a dog attack is proven in a court this may result in a criminal conviction for the dog owner or person in charge of the dog at time of the offence or both.
- e. Council may pursue all costs associated with the case, and the victim of a proven attack can also claim costs. In some cases, the victim may pursue civil action against the accused for additional damages.
- f. The owner of the dog may be subject to a banning order preventing dog ownership for up to ten years.



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Appendix 1 Updated Dog Attack Policy

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- g. A dog involved in an attack may be ordered by Council or a court to be destroyed.
- h. Serious dog attacks may result in imprisonment of the dog owner if the dog has previously been declared dangerous or is a restricted breed dog.
- i. There are also offences under the *Crimes Act 1958*, Division 9AA, Subdivision 1 with regard to dogs that have been declared dangerous, menacing or restricted and where the owner has failed to control a dog which has killed a person or had reckless control of a dog putting another person in danger of death.

**4.5 Menacing dogs**

Some offences are treated more seriously if a council has previously declared a dog as dangerous or menacing, or if the dog is a restricted breed. Under Section 41A of *the Act*, Council may declare a dog to be a menacing dog if:

- a. the dog has rushed at or chased a person; or
- b. the dog bites any person or animal causing injury to that person or animal that is not in the nature of a serious injury; or
- c. the dog has been declared a menacing dog under a law of another State or Territory.

Owners of dogs that have been declared menacing have several obligations. These include notifying the council within 24 hours in certain circumstances, such as if the dog has rushed at or chased someone, or if it goes missing.

**4.6 Dangerous dogs**

Under Section 34 of *the Act*, Council may declare a dog dangerous if it:

- a. has caused death or serious injury to a person or animal; or
- b. is a menacing dog and the owner has been fined twice before for failing to muzzle the dog and keep it on a leash; or
- c. has been declared a dangerous dog by another State or Territory; or
- d. has been served with two infringement notices for rushing, chasing or non-serious bites.

Any person who acquires a dog which has previously been declared dangerous by any State or Territory is required to notify Council immediately. This requirement also applies to owners of dangerous dogs which have been relocated between States or Territories.

**4.7 Impoundment of a dog**

If Council are legally instructed or make the decision to seize a dog as per section 4.1 (e) above, the dog will be impounded and daily impound, and release fees will be applicable. In addition, Section 10C of the *Domestic Animals Act 1994* requires cats and dogs to be micro chipped as a condition of registration (which is compulsory once the animal is 3 months of age). On impoundment, if a dog is found to be unregistered the owner will be instructed to register the animal. In cases where dogs are not micro chipped, micro chipping will be carried out at the owner's expense. In cases where dogs are to be declared dangerous any associated fees such as de-sexing will be carried out at the owner's expense. All fees are subject to annual revision and the latest fees are available for viewing on the City of Melton website.

Impounded dogs may only be visited during normal animal pound opening hours. Visitation rights for dogs impounded due to an attack are evaluated on a case-by-case basis and awarded at Council's discretion.

Any dog seized will remain in custody until the alleged incident has been fully investigated. Where an order for destruction has been made by the court or pursuant to Section 84TA as per section

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4.3 above, the dog will be euthanised, and where a dog is to be declared dangerous or menacing, the owner of the dog must comply with relevant state government regulations before the dog is released.

#### 4.8 Domestic Animals Act: Related offences

Whenever a dog attack occurs, City of Melton authorised officers will conduct a variety of background checks in relation to the animals and owners involved. As a result of these checks, a dog owner can often be charged with a variety of other domestic animal offences in addition to charges relating to the actual attack. The following table references the *Domestic Animals Act 1994* to provide details of some of the more common additional offences which may arise if a dog is involved in an attack:

Section	Domestic Animals Act Offence Description
10	Failure to apply to register a dog or cat
10(2)	Failure to renew the registration of a dog or cat
20(1)	Registered dog or cat not wearing Council identification marker outside premises
21	Unregistered dog or cat wearing Council identification marker
22	Person other than owner removing, altering or defacing identification marker
23(4)	Dog or cat on private property after notice served
24(1)	Dog at large or not securely confined to owners' premises during daytime
24(2)	Dog at large or not securely confined to owners' premises during nighttime
26(1)	Contravening Council order relating to presence of dogs and cats in public places
29(7)	Allow dog to rush or chase a person
37(2)(b)	Failure to notify Council of missing dangerous dog
38(1)	Dangerous dog not confined to residential premises
38(2)	Dangerous dog not confined to non-residential premises
41E	Not muzzling or controlling menacing dog
41EA	Keeping a restricted breed dog
41G	Fail to confine restricted breed dog

#### 4.9 Costs to victims of dog attacks

If a prosecution is successful, Council can ask the court for costs from the owner or the person in apparent control of the dog at the time of the attack. Typically, these costs will be comprised of Council expenses and costs that may have been incurred by the victim of the dog attack such as veterinary or medical expenses. Complainants may also take civil action for damages, regardless of Council initiating a prosecution. However, it is *not the role of Council* to recover costs for damages alleged to have occurred in a dog attack and it is not a consideration when authorised officers decide on the appropriate enforcement option. Under no circumstances will City of Melton authorised officers' act as intermediaries in recovering costs, and prosecutions will not be initiated for the purposes of recovering costs. The decision to prosecute rests with Council, based primarily on the evidence and seriousness of the case.

#### 4.10 Offences relating to authorised officers

Council is committed to ensuring the health, safety, and wellbeing of its employees. Authorised officers responsible for enforcing animal management legislation have a right to do so without being subjected to harassment, obstructive behavior or abuse.

As outlined in Section 4.1 of this policy, the *Domestic Animals Act 1994* gives authorised officers of Council the power to investigate and prosecute following dog attacks. Part 7 of the Act provides detailed information regarding the role of authorised officers and the enforcement options available

## MINUTES OF THE POLICY REVIEW PANEL

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Appendix 1 Updated Dog Attack Policy

to the officers whilst carrying out their lawful duty. This policy highlights the following sections of the Act:

Section 76: Offence to refuse to give information or documents

*A person must not refuse to or fail, without reasonable excuse, to comply with a lawful direction, order or a requirement of an authorised officer; or*

- *refuse or fail without reasonable excuse, to give that person's name and place of residence; or*
- *a person must not, without reasonable excuse, obstruct or hinder or attempt to obstruct or hinder an authorised officer in the discharge of his or her powers, duties, or functions under this Act; or*
- *a person must not, without reasonable excuse, refuse admission to an authorised officer exercising a power of entry under this Act or a person assisting an authorised officer in exercising a power of entry under this Act.*

Section 74(2): Powers of authorised officers

*An authorised officer who is exercising a power under subsection (1), (1A) or (1B) may at any reasonable time and by any reasonable means enter any building not occupied as a place of residence or any land or vehicle; or*

- *search the whole or any part of any building, land or vehicle; or*
- *inspect animals, enclosures, or other goods; or*
- *ask questions; or*
- *seize, examine, or take copies of, or extracts from documents; or*
- *seize and remove any animal in accordance with Division 2 of Part 7A (of the Act).*

## 5 Responsibility /Accountability

Responsible Individual / Group	Responsibility
Manager Community Safety	Overall responsibility for ownership and implementation of the policy
Animal Management Coordinator	Responsible for actioning and enforcing the policy
Community Safety Officers	Responsible for actioning and enforcing the policy
Melton City Council Policy Review Panel	Responsible for review and approval of policy

## 6 References and links to legislation and other documents

Name	Location
Domestic Animals Act 1994	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Domestic Animal Regulations 2005	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Local Government Act 2020	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Melton City Council General Local Law 2015	<a href="http://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law">http://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law</a>

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Item 6.4 Administrative Updates to Policies and Other Matters

Appendix 2 New Policy Template - Updated Dog Attack Policy - August 2023

**Dog Attack Policy**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date> 2027
<b>Responsible officer</b>	Manager Community Safety
<b>Records reference</b>	<insert reference>

**1. Purpose**

Dog attacks include dogs biting, rushing at or chasing a person or animal. The number of dog attacks occurring in suburban areas of Melbourne have been growing in recent years, as people and animals come into closer proximity due to a rapid population growth and higher density housing. The physical and psychological impacts of dog attacks can be severe, and Melton City Council takes its role in the enforcement of dog attack regulations very seriously.

This policy has been created to provide some context around the processes undertaken by Council when dealing with dog attacks and related offences such as dogs wandering at large. When read in conjunction with Council's Dog Attack Work Instruction it will also ensure openness, transparency and consistency regarding the way Council investigate and deal with dog attacks. The owner (or the person in apparent control of the dog at the time of the attack) will be held responsible for a dog attack. Penalties for dog attacks can include significant fines, criminal convictions, payment of council and victim costs, imprisonment and in some cases the dog being ordered to be destroyed.

**2. Application And Scope**

This policy applies to the following groups:

- Council employees involved in the administration, investigation, and prosecution of dog attacks
- Council employees involved in Melton Animal Pound duties
- All dog owners or persons responsible for a dog within the City of Melton. This includes visitors to the municipality as well as residents
- Members of the public who have been rushed, chased, or have felt threatened by the actions of a dog or dog owner
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Appendix 2 New Policy Template - Updated Dog Attack Policy - August 2023

### 3. General Provisions

Council encourages the reporting of all dog attacks and commits to investigating all reported attacks to a conclusion. Dog attack investigations are initiated with the mindset that they may all result in a court case. This policy provides some important definitions relating to dog attacks and outlines some of the consequences facing owners of dogs responsible for attacks within the City of Melton. The legislation which underpins this policy is the Domestic Animals Act 1994. The Act should be referred to whenever additional details or information regarding penalties is required.

#### 3.1. Domestic Animals Act 1994

*The Act* gives Melton City Council and other Local Governments various discretions in respect of dogs that are found to have attacked persons and animals, or otherwise require specific controls. This includes (but is not limited to) the power to investigate and prosecute following dog attacks, and various discretions in respect of dogs that have been involved in attacks, or otherwise present a risk to public safety as follows:

- a. The discretion to *refuse to register* (or to refuse to renew registration) of dangerous dogs, or to impose conditions on the registration of dangerous dogs, in accordance with Section 17 of the Act.
- b. The discretion to declare a dog to be a *Menacing Dog* in prescribed circumstances in accordance with Section 41A of the Act.
- c. The discretion to declare a dog to be a *Dangerous Dog* in prescribed circumstances in accordance with Section 34 of the Act.
- d. The discretion to *search* for a dog in prescribed circumstances in accordance with Section 84E of the Act.
- e. The discretion to *seize* a dog in prescribed circumstances in accordance with Part 7A of the Act.
- f. The discretion to *destroy* a dog that has been involved in an attack or rush, or other non-compliance with the Act in accordance with Section 84P of the Act.

#### 3.2. Wandering Dogs

Dog attacks are often caused by dogs wandering in the street, rushing out from poorly fenced properties, or exercised off-leash by their owner. It is an offence under Section 24 of *the Act* to let a dog wander on its own outside a property and when this occurs Council may issue orders pursuant to Section 26(2) requiring that dogs must be under effective control in any public place.

Allowing a dog to wander can place it at risk of being lost, attacked or involved in an accident. It can also create problems for neighbors. They are entitled to enjoy their property without a dog entering it and possibly causing damage, creating a nuisance or chasing their animals. Furthermore, the owner of any animals or birds kept for farming purposes is legally entitled to destroy any dog found at large near their livestock.




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Appendix 2 New Policy Template - Updated Dog Attack Policy - August 2023

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There are designated areas within the City of Melton where dogs may be exercised off-lead. These areas are identified by signs and have conditions of use which must be observed and obeyed by dog owners. Any dog attack which occurs in these off-leash areas will be subject to the same investigation and prosecution process as dog attacks which occur elsewhere. For further details and locations of Council's off-leash areas, please refer to the City of Melton website.

### 3.3. Serious injury resulting from dog attack

Section 3(1) of *the Act* specifies a serious injury as '*an injury requiring medical or veterinary attention in the nature of a broken bone, a laceration, the total or partial loss of sensation or function in a part of the body, or an injury requiring cosmetic surgery*'. If serious injury occurs as the result of a dog attack, Council may destroy the dog pursuant to Section 84TA of *the Act* or declare the dog dangerous and the owner will subsequently be bound by the requirements outlined by the state government. Serious injury sustained as the result of an attack will also increase the likelihood of a prosecution and the severity of the consequences for the owner.

### 3.4. Consequences of a dog attack

When a dog attack occurs, the City of Melton will take all steps necessary to enforce the discretions available to Council appropriate to the incident. For an investigation to commence, Council must receive a notification stating the nature of the incident or event. A City of Melton authorised officer will then contact the complainant to obtain further information and establish if an offence under *the Act* seems to have occurred, the severity of the offence and the appropriate course of action. The officer will explain the investigation process and other information relevant to the alleged offence. Enforcement options are limited if the complainant is not willing to provide an undertaking to give evidence in court.

If proven, the consequences of a dog attack will usually include a combination of the following penalties:


- a. The dog owner may be issued with an infringement notice.
- b. The dog involved in the attack may be declared menacing or dangerous by Council.
- c. The dog involved in the attack may be seized and held by Council pending the outcome of any legal action against the owner. Daily costs and release fees will be applicable as outlined in Section 4.7 of this document.
- d. If a dog attack is proven in a court this may result in a criminal conviction for the dog owner or person in charge of the dog at time of the offence or both.
- e. Council may pursue all costs associated with the case, and the victim of a proven attack can also claim costs. In some cases, the victim may pursue civil action against the accused for additional damages.
- f. The owner of the dog may be subject to a banning order preventing dog ownership for up to ten years.
- g. A dog involved in an attack may be ordered by Council or a court to be destroyed.

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Appendix 2 New Policy Template - Updated Dog Attack Policy - August 2023

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- h. Serious dog attacks may result in imprisonment of the dog owner if the dog has previously been declared dangerous or is a restricted breed dog.
  - i. There are also offences under the *Crimes Act 1958*, Division 9AA, Subdivision 1 with regard to dogs that have been declared dangerous, menacing or restricted and where the owner has failed to control a dog which has killed a person or had reckless control of a dog putting another person in danger of death.

### 3.5. Menacing Dogs

Some offences are treated more seriously if a council has previously declared a dog as dangerous or menacing, or if the dog is a restricted breed. Under Section 41A of the Act, Council may declare a dog to be a menacing dog if:

- a. the dog has rushed at or chased a person; or
- b. the dog bites any person or animal causing injury to that person or animal that is not in the nature of a serious injury; or
- c. the dog has been declared a menacing dog under a law of another State or Territory.

Owners of dogs that have been declared menacing have several obligations. These include notifying the council within 24 hours in certain circumstances, such as if the dog has rushed at or chased someone, or if it goes missing.

### 3.6. Dangerous Dogs

Under Section 34 of the Act, Council may declare a dog dangerous if it:

- a. has caused death or serious injury to a person or animal; or
- b. is a menacing dog and the owner has been fined twice before for failing to muzzle the dog and keep it on a leash; or
- c. has been declared a dangerous dog by another State or Territory; or
- d. has been served with two infringement notices for rushing, chasing or non-serious bites.

Any person who acquires a dog which has previously been declared dangerous by any State or Territory is required to notify Council immediately. This requirement also applies to owners of dangerous dogs which have been relocated between States or Territories.

### 3.7. Impoundment of a dog

If Council are legally instructed or make the decision to seize a dog as per section 4.1 (e) above, the dog will be impounded and daily impound, and release fees will be applicable. In addition, Section 10C of the Domestic Animals Act 1994 requires cats and dogs to be micro chipped as a condition of registration (which is compulsory once the animal is 3 months of age). On impoundment, if a dog is found to be unregistered the owner will be instructed to register the animal. In cases where dogs are not micro chipped, micro chipping will be carried out at the owner's expense. In cases where dogs are to be declared dangerous any associated fees such as de-sexing will be carried out at the owner's expense. All fees are subject to annual revision and the latest fees are available for viewing on the City of Melton website.

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Appendix 2 New Policy Template - Updated Dog Attack Policy - August 2023

Impounded dogs may only be visited during normal animal pound opening hours. Visitation rights for dogs impounded due to an attack are evaluated on a case-by-case basis and awarded at Council's discretion.

Any dog seized will remain in custody until the alleged incident has been fully investigated. Where an order for destruction has been made by the court or pursuant to Section 84TA as per section 4.3 above, the dog will be euthanised, and where a dog is to be declared dangerous or menacing, the owner of the dog must comply with relevant state government regulations before the dog is released.

### 3.8. Domestic Animals Act: Related offences

Whenever a dog attack occurs, City of Melton authorised officers will conduct a variety of background checks in relation to the animals and owners involved. As a result of these checks, a dog owner can often be charged with a variety of other domestic animal offences in addition to charges relating to the actual attack. The following table references the Domestic Animals Act 1994 to provide details of some of the more common additional offences which may arise if a dog is involved in an attack:

Section	Domestic Animals Act Offence Description
10	Failure to apply to register a dog or cat
10(2)	Failure to renew the registration of a dog or cat
20(1)	Registered dog or cat not wearing Council identification marker outside premises
21	Unregistered dog or cat wearing Council identification marker
22	Person other than owner removing, altering or defacing identification marker
23(4)	Dog or cat on private property after notice served
24(1)	Dog at large or not securely confined to owners' premises during daytime
24(2)	Dog at large or not securely confined to owners' premises during night time
26(1)	Contravening Council order relating to presence of dogs and cats in public places
29(7)	Allow dog to rush or chase a person
37(2)(b)	Failure to notify Council of missing dangerous dog
38(1)	Dangerous dog not confined to residential premises
38(2)	Dangerous dog not confined to non-residential premises
41E	Not muzzling or controlling menacing dog
41EA	Keeping a restricted breed dog
41G	Fail to confine restricted breed dog



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### 3.9. Costs to victims of dog attacks

If a prosecution is successful, Council can ask the court for costs from the owner or the person in apparent control of the dog at the time of the attack. Typically, these costs will be comprised of Council expenses and costs that may have been incurred by the victim of the dog attack such as veterinary or medical expenses. Complainants may also take civil action for damages, regardless of Council initiating a prosecution. However, it is not the role of Council to recover costs for damages alleged to have occurred in a dog attack and it is not a consideration when authorised officers decide on the appropriate enforcement option. Under no circumstances will City of Melton authorised officers' act as intermediaries in recovering costs, and prosecutions will not be initiated for the purposes of recovering costs. The decision to prosecute rests with Council, based primarily on the evidence and seriousness of the case.

### 3.10. Offences relating to authorised officers

Council is committed to ensuring the health, safety, and wellbeing of its employees. Authorised officers responsible for enforcing animal management legislation have a right to do so without being subjected to harassment, obstructive behavior or abuse.

As outlined in Section 4.1 of this policy, the Domestic Animals Act 1994 gives authorised officers of Council the power to investigate and prosecute following dog attacks. Part 7 of the Act provides detailed information regarding the role of authorised officers and the enforcement options available to the officers whilst carrying out their lawful duty. This policy highlights the following sections of the Act:

**Section 76: Offence to refuse to give information or documents**

A person must not refuse to or fail, without reasonable excuse, to comply with a lawful direction, order or a requirement of an authorised officer; or

- refuse or fail without reasonable excuse, to give that person's name and place of residence; or
- a person must not, without reasonable excuse, obstruct or hinder or attempt to obstruct or hinder an authorised officer in the discharge of his or her powers, duties, or functions under this Act; or
- a person must not, without reasonable excuse, refuse admission to an authorised officer exercising a power of entry under this Act or a person assisting an authorised officer in exercising a power of entry under this Act.

**Section 74(2): Powers of authorised officers**

An authorised officer who is exercising a power under subsection (1), (1A) or (1B) may at any reasonable time and by any reasonable means enter any building not occupied as a place of residence or any land or vehicle; or

- search the whole or any part of any building, land or vehicle; or
- inspect animals, enclosures, or other goods; or
- ask questions; or

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- seize, examine, or take copies of, or extracts from documents; or
- seize and remove any animal in accordance with Division 2 of Part 7A (of the Act).

## 4. Definitions

Term	Definition
Dog Attack	A dog attack is defined as an action of a dog that involves the dog rushing at, chasing or biting a person or another animal (other than vermin), whether or not any injury or damage occurs to the person or animal.
Dog Owner	The owner of the dog or the person in apparent control of the dog at the time of the attack.
Dog Rush	When a dog approaches a person to a distance of less than 3 metres in a menacing manner, displaying aggressive tendencies that may include snarling, growling and raised hackles.
Melton City Council General Local Law 2015	Melton City Council Local Law currently in place within the Melton municipality and is authorised under Section 71(1) of the <i>Local Government Act 2020</i>
Effective Control	Means under the effective control of a person by means of a chain, cord or leash.
Restricted Breed	Means a dog that is any one of the following breeds: Japanese Tosa, Fila Brasileiro, Dogo Argentino, Perro de Presa Canario (or Presa Canario), American Pit Bull Terrier (or Pit Bull Terrier)
The Act	<i>Domestic Animals Act 1994</i>

## 5. Related Documents

Name	Location
<i>Domestic Animals Act 1994</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Domestic Animal Regulations 2005	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Local Government Act 2020</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Melton City Council General Local Law 2015	Council's website <a href="http://www.melton.vic.gov.au">http://www.melton.vic.gov.au</a>

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Appendix 3 Updated Political and Electoral Signage Policy

	<b>Political &amp; Electoral Signage Policy</b>
<b>Version No.</b>	<u>0.2, 27-August-2024 V1.0, 28 June 2023</u>
<b>Endorsement</b>	Policy Review Panel – <u>13-October-2024TBC</u>
<b>Authorisation</b>	Council – <u>25-October-2024TBC</u>
<b>Review date</b>	<u>1-Sept-20231 September 2027</u>
<b>Responsible officer</b>	Manager Community Safety
<b>Policy owner</b>	Coordinator Amenity Protection

**1 Purpose**

During campaigns for State, Federal and Local elections, political candidates and their supporters may choose to publicize their campaigns by the construction or display of electoral signage on privately-owned land. The temporary placement of signage is permitted on private land, provided the sign conforms to the requirements of the Melton Planning Scheme and the Department of Environment, Land, Water and Planning regulations (DELWP). The placement of electoral signage on roads and Council-owned or managed land is not permitted under any circumstances.

The purpose of this policy is to ensure that political candidates and campaign organisers are aware of the time limits, size requirements and construction standards regarding the erection or display of electoral signage on private land. This policy will also clarify the enforcement options available to Council in the event that a regulatory breach occurs. These enforcement options include impoundment of the sign and the issuing of infringement notices.

**2 Scope**

This policy applies to the following groups:

- Candidates and organisers of political campaigns who are considering the use of electoral signage to publicize and promote candidates or political parties
- Authorised Council staff responsible for enforcing this policy, Council's General Local Law 2015 and Council's Planning Scheme
- Council staff or contractors responsible for the removal, impoundment and storage of political signs as a result of non-compliance

**3 Definitions**

Word/Term	Definition
DELWP	Department of Environment, Land, Water and Planning
Electoral Signage	A sign which contains information relating to a political candidate or political party, which is being displayed as part of a State, Federal or Local election campaign
Melton City Council General Local Law 2015	Melton City Council Local Law currently in place within the Melton municipality and is authorised under Section 71(1) of the <i>Local Government Act 2020</i>

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**4 Policy**

This policy is created in alignment with Melton City Council's General Local Law 2015 and the Melton Planning Scheme. Additional information can be obtained from the DELWP website.

**4.1 Electoral signage on private land**

Under Clause 52.05-10 (31/07/2018 VC148) a permit is not required to construct or put up for display-

- A sign with a display area not exceeding 5 square metres publicising a local educational, cultural, political, religious, social or recreational event not held for commercial purposes.
- Only one sign may be displayed on the land,
- it must not be an animated or internally illuminated sign,
- it must not be displayed longer than 14 days after the event is held or 3 months, whichever is sooner.
- A sign publicising a local political event may include information about a candidate for an election.

Providing the sign conforms to the above requirements, there is no application process, fee, or permit required. In the event of non-compliance, details of the potential penalties and the impoundment process can be found in Section 4.3 of this policy.

**4.2 Recommended construction standards**

Large signs are particularly susceptible to wind-damage and poorly-constructed signs represent a hazard to the public and road-users. Panels or entire signs can be dislodged and thrown considerable distances during storms and high winds. It is recommended that a suitably-qualified tradesperson is commissioned to install the sign according to the following guidelines:

- a. The sign should be of a solid and sound construction, erected in a secure and stable manner so that it can withstand the elements.
- b. It is the responsibility of the private land-owner to ensure that any electoral sign on their property is constructed in a way such that all fixtures and fittings are flush with the surface of the sign and that no sharp or jagged edges are exposed.

Council is not legally responsible for any material damage or personal injury caused by electoral signage which is poorly-constructed or has become dislodged. Any sign which is deemed to be a potential risk to the wellbeing or property of others may be impounded without notice.

**4.3 Penalties and impoundment****a. Penalties**

Where breaches are identified or suspected, an authorised officer of Council is empowered to carry out the course of action appropriate to each situation by administering a combination of the following penalties and actions:

- i. Issue a formal notice to comply in accordance with Section 102 of the General Local Law 2015
- ii. Carry out an impoundment of the sign by an authorised officer or representative of Council in accordance with Section 109 of the General Local Law 2015 (see impoundment section below)
- iii. Issue an infringement notice and fine of \$500 in accordance with Section 28 of the

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General Local Law 2015. A person served with an infringement notice is required to pay the penalty specified in the infringement notice to Council within 28 days of service, failing which legal proceedings can be instituted against that Person.

- iv. In cases where a fine has not been paid in full by the specified date Council may commence legal proceedings to obtain the balance of the fine along with any other applicable costs. These costs may include (but are not limited to) sign release fees, legal fees, sign disposal fees and costs associated with the impoundment of the sign.
- v. In some cases council's planning enforcement unit may also issue infringements for unlawful signage displayed on both private and public land including Freeways, high ways and roads. The penalty for the purposes of this section for an offence against section 126 of the Planning and Environment Act 1987 is—
  - in the case of a natural person, 5 penalty units;
  - in the case of a body corporate, 10 penalty units.

Any expense incurred by Council in consequence of a breach of the Melton Planning Scheme or as a result of enforcing a Local Law must be paid by the person deemed by Council to have committed the breach. Such costs will be recoverable as a debt due and payable.

**b. Impoundment**

In cases where the requirements specified in sections 4.1 and 4.2 are deemed not to have been met, Council will usually arrange an impoundment of the sign within 24-48 hours of the breach being identified. This impoundment may be carried out in addition to any infringements, warnings, notices or other penalties. Once the sign has been impounded the following conditions will apply as per Clause 109 of the General Local Law 2015:

- i. As soon as it is reasonably practical to do so, an authorised officer will serve a notice of impoundment on the organiser of the electoral campaign. This notice will set out the release fee payable, methods of payment and the date by which the sign must be retrieved. The retrieval date will be specified as 6 weeks from the impoundment date.
- ii. Council may refuse to release the sign until the applicable release fee has been paid. Therelease fee can be paid to customer service staff either in person or over the telephone.
- iii. Once the release fee has been paid, the customer service unit will process the payment, schedule the collection and provide a receipt number to be quoted when collecting the sign from the impoundment facility at 90 High Street Melton.
- iv. Collection will be scheduled from Monday to Friday during the hours of 9:00 to 17:00 and is subject to the availability of an authorised officer to release the sign.
- v. If the sign is not retrieved within the timeframe specified in the notice of impoundment, an authorised officer will take steps to dispose of the sign in the most economical way.
- vi. In cases when the identity or whereabouts of the campaign organiser is unknown, Council will hold the sign for a period of 6 weeks and then dispose of the sign in the most economical way.

**4.4 Electoral signage on roads, or Council owned and managed land**

Council does not permit any type of electoral signage being erected or displayed on Council land, including on:

- Public open space reserves or parks, or;
- Road reserves, including nature or median strips, traffic islands, roundabouts, or attached to trees.

Any electoral signs placed on roads or Council land may be impounded without notice, prior warnings given or infringement/s being issued. Refer to section 4.3b.

Political and Electoral Signage Policy

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**5 Responsibility /Accountability**

Responsible Individual / Group	Responsibility
Manager Community Safety	Overall responsibility for ownership and implementation of the policy
Coordinator Amenity Protection	Responsible for actioning and enforcing the policy
Melton City Council Policy Review Panel	Responsible for review and approval of policy

**6 References and links to legislation and other documents**

Name	Location
Melton City Council General Local Law 2015	<a href="https://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law">https://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law</a>
Melton Planning Scheme	<a href="https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Strategic-planning/Melton-Planning-Scheme">https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Strategic-planning/Melton-Planning-Scheme</a>

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**Political and Electoral Signage Policy**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date> 2027
<b>Responsible officer</b>	Manager Community Safety
<b>Records reference</b>	<insert reference>

**1. Purpose**

During campaigns for State, Federal and Local elections, political candidates and their supporters may choose to publicize their campaigns by the construction or display of electoral signage on privately-owned land. The temporary placement of signage is permitted on private land, provided the sign conforms to the requirements of the Melton Planning Scheme and the Department of Environment, Land, Water and Planning regulations (DELWP). The placement of electoral signage on roads and Council-owned or managed land is not permitted under any circumstances.

The purpose of this policy is to ensure that political candidates and campaign organisers are aware of the time limits, size requirements and construction standards regarding the erection or display of electoral signage on private land. This policy will also clarify the enforcement options available to Council in the event that a regulatory breach occurs. These enforcement options include impoundment of the sign and the issuing of infringement notices.

**2. Application And Scope**

This policy applies to the following groups:

- a. Candidates and organisers of political campaigns who are considering the use of electoral signage to publicize and promote candidates or political parties
- b. Authorised Council staff responsible for enforcing this policy, Council's General Local Law 2015 and Council's Planning Scheme
- c. Council staff or contractors responsible for the removal, impoundment and storage of political signs as a result of non-compliance.

**3. General Provisions**

This policy is created in alignment with Melton City Council's General Local Law 2015 and the Melton Planning Scheme. Additional information can be obtained from the DELWP website.

**3.1. Electoral signage on private land**

Under Clause 52.05-10 (31/07/2018 VC148) a permit is not required to construct or put up for display-



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- A sign with a display area not exceeding 5 square metres publicising a local educational, cultural, political, religious, social or recreational event not held for commercial purposes.
- Only one sign may be displayed on the land,
- it must not be an animated or internally illuminated sign,
- it must not be displayed longer than 14 days after the event is held or 3 months, whichever is sooner.
- A sign publicising a local political event may include information about a candidate for an election.

Providing the sign conforms to the above requirements, there is no application process, fee, or permit required. In the event of non-compliance, details of the potential penalties and the impoundment process can be found in Section 4.3 of this policy.

### 3.2. Recommended construction standards

Large signs are particularly susceptible to wind-damage and poorly-constructed signs represent a hazard to the public and road-users. Panels or entire signs can be dislodged and thrown considerable distances during storms and high winds. It is recommended that a suitably-qualified tradesperson is commissioned to install the sign according to the following guidelines:

- a. The sign should be of a solid and sound construction, erected in a secure and stable manner so that it can withstand the elements.
- b. It is the responsibility of the private land-owner to ensure that any electoral sign on their property is constructed in a way such that all fixtures and fittings are flush with the surface of the sign and that no sharp or jagged edges are exposed.

Council is not legally responsible for any material damage or personal injury caused by electoral signage which is poorly-constructed or has become dislodged. Any sign which is deemed to be a potential risk to the wellbeing or property of others may be impounded without notice.

### 3.3. Penalties and impoundment

#### 3.3.1. Penalties

Where breaches are identified or suspected, an authorised officer of Council is empowered to carry out the course of action appropriate to each situation by administering a combination of the following penalties and actions:


- I. Issue a formal notice to comply in accordance with Section 102 of the General Local Law 2015
- II. Carry out an impoundment of the sign by an authorised officer or representative of Council in accordance with Section 109 of the General Local Law 2015 (see impoundment section below)

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- III. Issue an infringement notice and fine of \$500 in accordance with Section 28 of the General Local Law 2015. A person served with an infringement notice is required to pay the penalty specified in the infringement notice to Council within 28 days of service, failing which legal proceedings can be instituted against that Person.
  - IV. In cases where a fine has not been paid in full by the specified date Council may commence legal proceedings to obtain the balance of the fine along with any other applicable costs. These costs may include (but are not limited to) sign release fees, legal fees, sign disposal fees and costs associated with the impoundment of the sign.
  - V. In some cases council's planning enforcement unit may also issue infringements for unlawful signage displayed on both private and public land including Freeways, high ways and roads. The penalty for the purposes of this section for an offence against section 126 of the *Planning and Environment Act 1987* is—
    - in the case of a natural person, 5 penalty units;
    - in the case of a body corporate, 10 penalty units.

Any expense incurred by Council in consequence of a breach of the Melton Planning Scheme or as a result of enforcing a Local Law must be paid by the person deemed by Council to have committed the breach. Such costs will be recoverable as a debt due and payable.

### 3.3.2. Impoundment

In cases where the requirements specified in sections 4.1 and 4.2 are deemed not to have been met, Council will usually arrange an impoundment of the sign within 24-48 hours of the breach being identified. This impoundment may be carried out in addition to any infringements, warnings, notices or other penalties. Once the sign has been impounded the following conditions will apply as per Clause 109 of the General Local Law 2015:

- I. As soon as it is reasonably practical to do so, an authorised officer will serve a notice of impoundment on the organiser of the electoral campaign. This notice will set out the release fee payable, methods of payment and the date by which the sign must be retrieved. The retrieval date will be specified as 6 weeks from the impoundment date.
- II. Council may refuse to release the sign until the applicable release fee has been paid. The release fee can be paid to customer service staff either in person or over the telephone.
- III. Once the release fee has been paid, the customer service unit will process the payment, schedule the collection and provide a receipt number to be quoted when collecting the sign from the impoundment facility at 90 High Street Melton.
- IV. Collection will be scheduled from Monday to Friday during the hours of 9:00 to 17:00 and is subject to the availability of an authorised officer to release the sign.
- V. If the sign is not retrieved within the timeframe specified in the notice of impoundment, an authorised officer will take steps to dispose of the sign in the most economical way.

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- VI. In cases when the identity or whereabouts of the campaign organiser is unknown, Council will hold the sign for a period of 6 weeks and then dispose of the sign in the most economical way.

### 3.4. Electoral signage on roads, or Council owned and managed land

Council does not permit any type of electoral signage being erected or displayed on Council land, including on:

- Public open space reserves or parks, or;
- Road reserves, including nature or median strips, traffic islands, roundabouts, or attached to trees.

Any electoral signs placed on roads or Council land may be impounded without notice, prior warnings given or infringement/s being issued. Refer to section 3.3.2.

## 4. Definitions

Term	Definition
DELWP	Department of Environment, Land, Water and Planning
Electoral Signage	A sign which contains information relating to a political candidate or political party, which is being displayed as part of a State, Federal or Local election campaign
Melton City Council General Local Law 2015	Melton City Council Local Law currently in place within the Melton municipality and is authorised under Section 71(1) of the <i>Local Government Act 2020</i>

## 5. Related Documents

Name	Location
Melton City Council General Local Law 2015	Council's website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton Planning Scheme	Council's website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>

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Item 6.4 Administrative Updates to Policies and Other Matters

Appendix 5 Updated Community Events Signage Policy

	<b>Community Events Signage Policy</b>
<b>Version No.</b>	0.2, 27-Aug-2024 V1.0 28 June 2023
<b>Endorsement</b>	Policy Review Panel – 13-October-2024TBC
<b>Authorisation</b>	Council – 25-October-2024TBC
<b>Review date</b>	1-September-2023 1 September 2027
<b>Responsible officer</b>	Manager Community Safety
<b>Policy owner</b>	Coordinator Amenity Protection

**1 Purpose**

This policy has been created to inform event organisers of Council's requirements for the temporary placement of community event notice boards on roads and Council land. All community event signage should conform to size, safety and content standards and should not create a hazard, annoyance or distraction for road users and the wider community.

The community event to be advertised may be educational, cultural, religious, social or recreational but is not to be held for commercial purposes. This policy will ensure that event organisers are aware of time limits for sign placement, the application process, permitted locations and penalties that may be incurred for non-compliance.

**2 Scope**

This policy applies to the following groups:

- Council employees involved in the sponsorship, support or organising of community events
- Council employees responsible for assessing applications to erect advertising signs for community events
- Organisers of community events who are considering the use of advertising signs to publicise the event
- Authorised Council staff responsible for enforcing Council's advertising sign policy and General Local Law 2015
- Council staff or contractors responsible for the removal and storage of advertising signs which do not conform to the terms of the application and approval process.

*Out of scope:*

- This policy does not apply to the erection of advertising signs on private property. Council's Planning Enforcement team are able to provide information regarding the placement of signs on private property.
- Banners, flags and sandwich board signs (sometimes referred to as "A frames / boards") are not included in this policy as they are prohibited under General Local Law 2015.
- All signage on Council-owned or managed sporting reserves and centres is to comply with the provisions of *Melton Planning Scheme* and is not within scope of this policy.
- All forms of political and electoral advertising signs are not within scope of this policy.

**3 Definitions**

Word/Term	Definition
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Community Events Signage Policy

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Appendix 5 Updated Community Events Signage Policy

Commercial Event	Is defined as an event run by a for-profit business or for private financial gain.
Community Event	Means an event run by an organisation that is not for profit and is a legal entity, and where entry is free and the event proceeds are returned directly to the community.
Event	An activity or function that is open to the public and run once or at infrequent occurrences of limited duration that provides the general public with leisure and social opportunities beyond everyday experiences. Events are distinct and organised programs usually of sporting, cultural, community or special interest group significance.
Melton City Council General Local Law 2015	Melton City Council Local Law currently in place within the Melton municipality and is authorised under Section 71(1) of the Local Government Act 2020
Sign	A sign which contains information relating to a community event, charitable function or other charitable community activity from Melton City Council or within Melton.
Sponsor Panel	Area of the sign set aside for sponsorship information, corporate images or logo of sponsor.

**4 Policy**

This policy is created in conjunction with Melton City Council General Local Law 2015. Council permits the temporary placement of advertising signs for community events to be erected up to 28 days prior to the event, provided approval has been obtained in writing from the Amenity Protection Unit. Signs may only be erected upon Council-approved sites. Any signs placed at unapproved locations may be removed and impounded without notice.

**4.1 The Application Procedure**

To proceed with an application Council must be satisfied that the community event is of a cultural, social or recreational nature and should encourage a high level of community participation, with strong benefits to the community. Amenity Protection officers will assess the nature of the event along with the sign design and location before making a decision. The assessment will be conducted in accordance with the criteria detailed in sections 4.1, 4.2, 4.3 and elsewhere in this policy. Subsequently the applicant will be notified by a representative of the Amenity Protection Unit whether approval is granted or denied.

Council may limit the duration of the sign placement and the number of signs permitted, giving consideration to roadside clutter, driver distraction and competition for attention with other signs. No new sign shall obscure existing signage, traffic devices, or signs relating to road works and other temporary road or traffic conditions.

*Submitting an application:*

- a. Applications shall be made using the form provided on the Melton City Council web site.
- b. Artwork must be supplied for appraisal with the application.
- c. The application shall be made at least two weeks prior to the intended date for erection of the sign.
- d. Permits may not be granted for any period longer than four weeks.
- e. No application fee is applicable.



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- f. A maximum of three signs of the same design may be granted for each event.
- g. Council may refer any application to VicRoads for comment or approval.

*Penalty and Removal of Signs*

- a. A contravention of any condition of the permission granted could result in an infringement notice being issued.
- b. Any applicant who breaches the conditions of this policy may not be considered for any subsequent permission.
- c. Failure to remove any sign by the permit expiry date may result in an infringement notice and impoundment of the sign by an authorised officer of Melton City Council. A fee will be charged for the release of each impounded sign.
- d. An authorised Council officer may impound any community event sign placed on roads and Council land contrary to the requirements of this policy and issue an infringement notice in accordance with Melton City Council General Local Law 2015 or the Environment Protection Act 2017.

**4.2 Physical Aspects of the Sign***Size:*

- a. The sign shall be no more than 2.4 metres high x 1.2 metres wide.
- b. The maximum height of the top of the sign above ground level is 2.7 metres.
- c. Alternative sizing for boards which are to be used repeatedly and which meet the spirit of this policy may be allowed if specifically approved by the Amenity Protection Unit prior to its initial use.

*Content:*

- a. The sign must include the name of the community group organising the event located in the middle section of the sign.
- b. Lettering should be large enough to be clearly legible for passing motorists. As a general guide, principle lettering should be at least 100mm high in a 60 km per hour zone and 120mm high in a 80 km zone.
- c. To avoid driver distraction the messaging on any sign must be simple and concise.
- d. The recommended fonts for signs are those set down in Australian Standards AS1744 (Series E and Dare preferred). Arial Bold is reasonably close to the Australian standard fonts.
- e. Sponsorship information, corporate images or logo of sponsor may only be located within the sponsor panel. The sponsor panel should be located at the foot of the sign's advertising area and occupy a space no greater than 20% of the total height of the sign.
- f. All signs must display the permit number supplied by Council along with the permit expiry date on the bottom right-hand corner of the board.
- g. No sign will be approved if the message conveyed is deemed to be offensive or discriminatory or political in nature.

*Structural:*

- a. The sign shall be of a solid and sound construction, erected in a secure and stable manner so that it is capable of withstanding the elements.
- b. Side panels are not permitted.

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- c. Star pickets are not to be used in the installation process
- d. Signs shall not be animated or illuminated in any way.
- e. It is the responsibility of the organiser to ensure that all signs are constructed in a way such that all fixtures and fittings are flush with the surface of the sign and that no sharp or jagged edges are exposed. Signs which do not conform to this safety standard represent a hazard to the public and may be impounded immediately.

**4.3 Approved Sites**

Currently there are sixteen approved sites for placement of community event signs within the Municipality. Each site can accommodate either one, two or three or three signs as per the following table and signs are to be placed at the spots indicated by permanent markings:

Suburb	Location	Maximum Signs
Burnside	Western Highway/Westwood Drive, North West	2
Caroline Springs	Caroline Springs Boulevard (corner Rockbank Middle Road)	2
Diggers Rest	Old Calder Highway	2
Exford	Exford Road island/naturestrip	1
Eynesbury	Eynesbury Road	1
Hillside	Melton Highway next to 9A Leslie Circuit	1
Hillside	Melton Highway entry to Hillside	2
Melton	Melton-Gisborne Road corner of Nuspan Court	1
Melton	Melton Highway adjacent to Ryans Lane	2
Melton	High Street opposite Melton Valley Drive	2
Melton	Melton Highway opposite Ryans Lane	2
Melton	Coburns Road, corner of access road to Woodgrove in front of 7/11	1
Melton South	Exford Road, corner of Brooklynn Road	1
Mount Cottrell	Mount Cottrell Road	1
Rockbank	Leakes Road before Ian Cowie Way	2
Toolern Vale	Diggers Rest - Coimadai Road	1

**5 Responsibility /Accountability**

Responsible Individual / Group	Responsibility
Manager Community Safety	Overall responsibility for ownership and implementation of the policy
Coordinator Amenity Protection	Responsible for actioning and enforcing the policy
Melton City Council Policy Review Panel	Responsible for review and approval of policy

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**6 References and links to legislation and other documents**

Name	Location
Environment Protection Act 2017	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Local Government Act 2020	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Melton City Council Events Policy	<a href="file:///mel:/ps/public/Policies%20and%20Procedures%20Intranet/Intranet%20Pages/Policies%20and%20Procedures/Policies_files/Events%20Policy.pdf">file:///mel:/ps/public/Policies%20and%20Procedures%20Intranet/Intranet%20Pages/Policies%20and%20Procedures/Policies_files/Events%20Policy.pdf</a>
Melton City Council General Local Law 2015	<a href="https://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law">https://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law</a> <a href="http://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law">http://www.melton.vic.gov.au/Regulations/Local-Laws/General-local-law</a>
Melton Planning Scheme	<a href="https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Strategic-planning/Melton-Planning-Scheme">https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Strategic-planning/Melton-Planning-Scheme</a>
Planning and Environment Act 1987	<a href="http://www.legislation.vic.gov.au/">http://www.legislation.vic.gov.au/</a>

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**Community Events Signage Policy**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date> 2027
<b>Responsible officer</b>	Manager Community Safety
<b>Records reference</b>	<insert reference>

**1. Purpose**

This policy has been created to inform event organisers of Council's requirements for the temporary placement of community event notice boards on roads and Council land. All community event signage should conform to size, safety and content standards and should not create a hazard, annoyance or distraction for road users and the wider community.

The community event to be advertised may be educational, cultural, religious, social or recreational but is not to be held for commercial purposes. This policy will ensure that event organisers are aware of time limits for sign placement, the application process, permitted locations and penalties that may be incurred for non-compliance.

**2. Application And Scope**

This policy applies to the following groups:

- Council employees involved in the sponsorship, support or organising of community events
- Council employees responsible for assessing applications to erect advertising signs for community events
- Organisers of community events who are considering the use of advertising signs to publicise the event
- Authorised Council staff responsible for enforcing Council's advertising sign policy and General Local Law 2015
- Council staff or contractors responsible for the removal and storage of advertising signs which do not conform to the terms of the application and approval process.

*Out of scope:*

- This policy does not apply to the erection of advertising signs on private property. Council's Planning Enforcement team are able to provide information regarding the placement of signs on private property.
- Banners, flags and sandwich board signs (sometimes referred to as "A frames / boards") are not included in this policy as they are prohibited under General Local Law 2015.

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- All signage on Council-owned or managed sporting reserves and centres is to comply with the provisions of *Melton Planning Scheme* and is not within scope of this policy.
- All forms of political and electoral advertising signs are not within scope of this policy.

### 3. General Provisions

This policy is created in conjunction with Melton City Council General Local Law 2015. Council permits the temporary placement of advertising signs for community events to be erected up to 28 days prior to the event, provided approval has been obtained in writing from the Amenity Protection Unit. Signs may only be erected upon Council-approved sites. Any signs placed at unapproved locations may be removed and impounded without notice.

#### 3.1. The Application Procedure

To proceed with an application Council must be satisfied that the community event is of a cultural, social or recreational nature and should encourage a high level of community participation, with strong benefits to the community. Amenity Protection officers will assess the nature of the event along with the sign design and location before making a decision. The assessment will be conducted in accordance with the criteria detailed in sections 4.1, 4.2, 4.3 and elsewhere in this policy. Subsequently the applicant will be notified by a representative of the Amenity Protection Unit whether approval is granted or denied.

Council may limit the duration of the sign placement and the number of signs permitted, giving consideration to roadside clutter, driver distraction and competition for attention with other signs. No new sign shall obscure existing signage, traffic devices, or signs relating to road works and other temporary road or traffic conditions.

##### *Submitting an application:*

- Applications shall be made using the form provided on the Melton City Council web site.
- Artwork must be supplied for appraisal with the application.
- The application shall be made at least two weeks prior to the intended date for erection of the sign.
- Permits may not be granted for any period longer than four weeks.
- No application fee is applicable.
- A maximum of three signs of the same design may be granted for each event.
- Council may refer any application to VicRoads for comment or approval.

##### *Penalty and Removal of Signs*

- A contravention of any condition of the permission granted could result in an infringement notice being issued.
- Any applicant who breaches the conditions of this policy may not be considered for any subsequent permission.




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- c. Failure to remove any sign by the permit expiry date may result in an infringement notice and impoundment of the sign by an authorised officer of Melton City Council. A fee will be charged for the release of each impounded sign.
  - d. An authorised Council officer may impound any community event sign placed on roads and Council land contrary to the requirements of this policy and issue an infringement notice in accordance with Melton City Council General Local Law 2015 or the Environment Protection Act 2017.

**3.2. Physical Aspects of the Sign***Size:*

- a. The sign shall be no more than 2.4 metres high x 1.2 metres wide.
- b. The maximum height of the top of the sign above ground level is 2.7 metres.
- c. Alternative sizing for boards which are to be used repeatedly and which meet the spirit of this policy may be allowed if specifically approved by the Amenity Protection Unit prior to its initial use.

*Content:*

- a. The sign must include the name of the community group organising the event located in the middle section of the sign.
- b. Lettering should be large enough to be clearly legible for passing motorists. As a general guide, principle lettering should be at least 100mm high in a 60 km per hour zone and 120mm high in a 80 km zone.
- c. To avoid driver distraction the messaging on any sign must be simple and concise.
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- e. Sponsorship information, corporate images or logo of sponsor may only be located within the sponsor panel. The sponsor panel should be located at the foot of the sign's advertising area and occupy a space no greater than 20% of the total height of the sign.
- f. All signs must display the permit number supplied by Council along with the permit expiry date on the bottom right-hand corner of the board.
- g. No sign will be approved if the message conveyed is deemed to be offensive or discriminatory or political in nature.

*Structural:*

- a. The sign shall be of a solid and sound construction, erected in a secure and stable manner so that it is capable of withstanding the elements.
- b. Side panels are not permitted.
- c. Star pickets are not to be used in the installation process.

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- d. Signs shall not be animated or illuminated in any way.
- e. It is the responsibility of the organiser to ensure that all signs are constructed in a way such that all fixtures and fittings are flush with the surface of the sign and that no sharp or jagged edges are exposed. Signs which do not conform to this safety standard represent a hazard to the public and may be impounded immediately.

### 3.3. Approved Sites

Currently there are sixteen approved sites for placement of community event signs within the Municipality. Each site can accommodate either one, two or three or three signs as per the following table and signs are to be placed at the spots indicated by permanent markings:

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## 4. Definitions

Term	Definition
Commercial Event	Is defined as an event run by a for-profit business or for private financial gain.
Community Event	Means an event run by an organisation that is not for profit and is a legal entity, and where entry is free and the event proceeds are returned directly to the community.
Event	An activity or function that is open to the public and run once or at infrequent occurrences of limited duration that provides the general public with leisure and social opportunities beyond everyday experiences. Events are distinct and organised programs usually of sporting, cultural, community or special interest group significance.
Melton City Council General Local Law 2015	Melton City Council Local Law currently in place within the Melton municipality and is authorised under Section 71(1) of the <i>Local Government Act 2020</i>
Sign	A sign which contains information relating to a community event, charitable function or other charitable community activity from Melton City Council or within Melton.
Sponsor Panel	Area of the sign set aside for sponsorship information, corporate images or logo of sponsor.

## 5. Related Documents

Name	Location
<i>Environment Protection Act 2017</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
<i>Local Government Act 2020</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>
Melton City Council Events Policy	Council's website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton City Council General Local Law 2015	Council's website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Melton Planning Scheme	Council's website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
<i>Planning and Environment Act 1987</i>	<a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a>

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Appendix 7 Updated Building Control Intervention Policy

	<b>Building Control Intervention Policy</b>
<b>Version No.</b>	V4.0, 7 April 2016-V1.0 30 June 2023
<b>Endorsement</b>	General Manager Corporate Services, 31 March 2016 Director City Delivery 3 July 2023 Executive, 7 April 2016 TBC Policy Review Panel, 30 June 2016 TBC
<b>Authorisation</b>	Council, 22 August 2016 TBC
<b>Review date</b>	1 March 2020 1 June 2027
<b>Responsible officer</b>	Manager Compliance – Community Safety
<b>Policy owner</b>	Building Services Coordinator Health and Building Services

**1. Purpose**

To state the responsibilities of the **private building surveyor** and determine when Melton **Shire City** Council (Council) will take action where there is a real risk of danger to persons or property when a private building surveyor has been appointed for building work to be carried out.

**2. Scope**

This policy applies to discharge of Council responsibilities under **the Act** in circumstances where a **private building surveyor** has been appointed to carryout functions in respect to building work. **3. Definitions**

Word/Term	Definition
The Act	Building Act 1993
The Filter Criteria	Building Control Intervention Filter Criteria
Private Building Surveyor	Private Building Surveyor as per section 3 of the Building Act 1993

**4. Policy**

Melton **Shire City** Council is committed to providing the community with safe built environments at home, work and in all public areas.

**4.1 Policy Objectives**

- Direction of matters/complaints to appropriate bodies.
- Risk management and accountability in building control.
- Mitigating unnecessary Council liability.
- Consistency and transparency of Council's approach to the administration and enforcement of the Building Act.
- Deterrence of improper actions by building practitioners through referral to the Building Commission.



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## 4.2 Policy Principles

- a) When an investigation request is received, the Municipal Building Surveyor will have regard to **the Filter Criteria** to determine when to intervene when a **Private Building Surveyor** is appointed for building work using the powers under the building act. The filter criterion uses a risk assessment matrix to classify the method of response based on the level of risk to life and property.
- b) The filter criteria provide a range of actions – from immediate action by the Municipal Building Surveyor to referring the matter to the relevant building surveyor in the case of low risk.
- c) Serious misconduct by any building practitioner will be referred to the Building Commission for supervision, direction and/or discipline.

## 5. Responsibility /Accountability

## 5.1 Building Surveyors

- Responsible for the provision of professional advice to public, employees and authorised delegates regarding this policy.

## 6. References and links to legislation and other documents

Name	Location
Building Act 1993 <a href="#">Building Regulations 2006</a>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
<a href="#">Building Regulations 2006-2018</a>	<a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>
Procedure for building complaints where a Private Building Surveyor has been appointed	Council Website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Building Control Intervention Filter Criteria Matrix	
Procedure for investigating illegal building work	
Standard letters amended from time to time used by Building Services Unit	

## BUILDING CONTROL INTERVENTION FILTER CRITERIA

**STEP 1 – Determine the possible consequences of the matter being complained of:** Table E1 Qualitative measures of consequence or impact

Level	Descriptor	Example detail description
1	Insignificant	No injuries, low financial loss, no detriment to health, no damage to property, siting
2	Minor	Injury (self-treatable e.g. minor cuts or abrasions), medium financial loss, minimal detriment to health, minor damage to property.
3	Moderate	Injury (medical treatment required by other), high financial loss, moderate detriment to health, moderate damage to property.
4	Major	Serious non-permanent injury, major financial loss, major detriment to health, major damage to property.
5	Catastrophic	Permanent injury or death, huge financial loss, irreparable damage to property.



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## Appendix 1

## STEP 2 – Determine the likelihood of the event in Step 1 occurring

Table E2 Qualitative measures of likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

## STEP 3 – Locate the issue on the risk matrix by comparing the likelihood to the consequence

Table E3 Qualitative risk analysis matrix – level of risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	M	M	E	E	E
B (likely)	M	M	H	E	E
C (Possible)	L	M	H	H	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

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## Appendix 1

## STEP 4 – Identify action to be taken #

Table E4 Legend for Risk Analysis Matrix and Treatment

<b>E</b>	<b>Extreme risk: immediate action required</b>	Refer to PBS without delay*	Council/MBS takes immediate action to suitably reduce risk**	<p>If there is evidence of conduct by any building practitioner such that a finding under section 179(1) of the Building Act 1993 could be made by the Building Practitioners Board the matter, with supporting evidence, may be referred to that Board for Inquiry.</p> <p>If there is a suspicion that any practitioner has engaged in conduct that may amount to illegal conduct or conduct as set out in section 179(1) of the Act the matter may be referred to the Victorian Building Authority for investigation;</p> <p><b>AND</b></p> <p>if it is necessary to do so for the proper administration of the Act, may refer the matter of RBS to the Victorian Building Authority for the exercise of its directive powers under s205M of the Building Act 1993.</p>
<b>H</b>	<b>High risk, attention needed in reasonable time</b>	Refer to PBS without delay*	Council/MBS takes action if PBS is not taking action to suitably reduce the risk within reasonable time	
<b>M</b>	<b>Moderate risk, treatment by PBS</b>	Refer to PBS without delay*	No other action by Council/MBS	
<b>L</b>	<b>Low risk, manage by referral</b>	Refer to PBS without delay*; or, Refer complainant to PBS without delay	No other action by Council/MBS	

# When the MBS forms an opinion that an emergency order is required then these matters are automatically 'Extreme Risk' (see notes on emergency orders on next page)

\* Consider the privacy of the complainant when referring the matter to the PBS.

\*\* s89(1) The Victorian Building Authority, on the application of an owner or adjoining owner may declare that emergency protection work is required in respect of a particular adjoining property.

## STEP 5 – Take the action as required by the matrix

## Emergency Orders

An emergency order may be issued pursuant to section 102, Division 1, Part 8 of the Building Act. Section 102 provides an MBS with the power to deal with urgent safety matters in a timely and efficient manner.

Surprisingly, an emergency is not an essential condition for the issuing of an emergency order. However, the heading of Division 1, Part 8, "Emergencies", does give some guidance as to the context in which the words in that Division are to be interpreted.

The important feature of an emergency is that there is a need for urgency in taking action to avoid a danger.

An emergency order should be used where, in the circumstances described in section 102, the MBS forms the view that there is a danger to life or property.

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## Appendix 1

Typically, an emergency order should be issued where there is a sense of urgency in the situation and immediate action is warranted. It should be noted that a building notice under section 106 cannot compel the owner or occupier to take immediate action.

## RELEVANT LEGISLATION REGARDING REFERRALS

***Building Act 1993 s179:****Inquiry into conduct*

- (1) On an inquiry into the conduct of a registered building practitioner, the Building Practitioners Board may make any one or more of the decisions mentioned in subsection (2) if it finds that the registered building practitioner—
- (a) is guilty of unprofessional conduct; or
  - (b) has failed to comply with this Act or the regulations; or
  - (c) has failed to comply with a determination of the Building Appeals Board or a direction of the Authority; or
  - (d) has been guilty of conduct in relation to his or her practice as a building practitioner which—
    - (i) is constituted by a pattern of conduct or by gross negligence or gross incompetence in a particular matter; and
    - (ii) shows that he or she is not a fit and proper person to practise as a building practitioner; or
  - (da) has shown in the information provided to the Board under section 172A that he or she is not a fit and proper person to practise as a building practitioner; or
  - (e) has employed or engaged to do, on his or her behalf, work of a kind that can only be done by a person registered under this Part in a particular category or class, a person who is not so registered; or
  - (f) has obtained his or her registration under this Part or any required insurance by fraud or misrepresentation; or
  - (fa) has failed to comply with a reasonable direction of an insurer in respect of the completion or rectification of defective building work or any payment to be made to the insurer in respect of the completion or rectification of defective building work in accordance with required insurance or in accordance with a guarantee under the House Contracts Guarantee Act 1987 or has failed to comply with a direction under section 44 of the House Contracts Guarantee Act 1987; or
  - (fb) has failed to carry out a recommendation contained in an inspector's report under section 48 of the Domestic Building Contracts Act 1995; or
  - (fc) has failed to comply with the Domestic Building Contracts Act 1995; or
  - (g) has had his or her authority to practise as a building practitioner in a place outside Victoria cancelled or suspended otherwise than for failure to renew that authority; or
  - (h) has failed to comply with an undertaking given to the Board under this Division.

***Building Regulations 2006****Regulation 1502 Professional standards**A registered building practitioner must—*

- (a) perform his or her work as a building practitioner in a competent manner and to a professional standard; and
- (b) immediately inform the client in writing if a conflict of interest arises or appears likely to arise between his or her interest as a building practitioner and that of his or her client; and

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- (c) receive remuneration for his or her services as a building practitioner solely by the professional fee or other benefits specified in the contract of engagement or by the salary and other benefits payable by the building practitioner's employer.

Note: A building practitioner who contravenes the requirements of regulation 1502 may be the subject of an inquiry under section 179 of the Act.

**Building Act 1993** s205M Directions and recommendations in relation to building surveyors

- (1) If it considers it necessary for the purposes of this Act or the regulations, the Authority may direct a municipal building surveyor or private building surveyor to carry out his or her functions under this Act or the regulations—
- (a) in accordance with this Act or the regulations; or (b) within a period specified in the direction.
- (2) The Authority, in giving a direction under subsection (1)(b), must not vary a time limit prescribed by this Act or the regulations.
- (3) If it considers it necessary for the purposes of this Act or the regulations, the Authority may recommend to the person who appointed a municipal building surveyor or private building surveyor that the person take action specified by the Authority.
- (4) Before giving a direction or making a recommendation under this section, the Authority must give the municipal building surveyor or private building surveyor concerned—
- (a) written notice of the Authority's intention; and
- (b) a reasonable opportunity to make a submission about the matter to the Authority.
- (5) The Authority must give a copy of any direction or recommendation under this section to the municipal building surveyor or private building surveyor concerned.



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**Building Control Intervention Policy**

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date> 2027
<b>Responsible officer</b>	Manager Community Safety
<b>Records reference</b>	<insert reference>

**1. Purpose**

To state the responsibilities of the **private building surveyor** and determine when Melton City Council (Council) will take action where there is a real risk of danger to persons or property when a private building surveyor has been appointed for building work to be carried out.

**2. Application And Scope**

This policy applies to discharge of Council responsibilities under **the Act** in circumstances where a **private building surveyor** has been appointed to carryout functions in respect to building work.

**3. General Provisions**

Melton City Council is committed to providing the community with safe built environments at home, work and in all public areas.

**3.1. Policy Objectives**

- Direction of matters/complaints to appropriate bodies.
- Risk management and accountability in building control.
- Mitigating unnecessary Council liability.
- Consistency and transparency of Council's approach to the administration and enforcement of the Building Act.
- Deterrence of improper actions by building practitioners through referral to the Building Commission.

**3.2. Policy Principles**

- When an investigation request is received, the Municipal Building Surveyor will have regard to **the Filter Criteria** to determine when to intervene when a **Private Building Surveyor** is appointed for building work using the powers under the building act. The filter criterion uses a risk assessment matrix to classify the method of response based on the level of risk to life and property.



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- b) The filter criteria provide a range of actions – from immediate action by the Municipal Building Surveyor to referring the matter to the relevant building surveyor in the case of low risk.
- c) Serious misconduct by any building practitioner will be referred to the Building Commission for supervision, direction and/or discipline.

**4. Definitions**

Term	Definition
The Act	means the <i>Building Act 1993</i>
The Filter Criteria	Building Control Intervention Filter Criteria ( <b>Appendix 1</b> )
Private Building Surveyor	Private Building Surveyor as per section 3 of the <i>Building Act 1993</i>

**5. Related Documents**

Name	Location
<i>Local Government Act 2020</i>	<a href="https://www.legislation.vic.gov.au">https://www.legislation.vic.gov.au</a>
<i>Building Act 1993</i>	<a href="https://www.legislation.vic.gov.au/">https://www.legislation.vic.gov.au/</a>
Building Regulations 2018	<a href="https://www.legislation.vic.gov.au/">https://www.legislation.vic.gov.au/</a>
Procedure for building complaints where a Private Building Surveyor has been appointed	Council's website <a href="http://www.melton.vic.gov.au">www.melton.vic.gov.au</a>
Building Control Intervention Filter Criteria Matrix	Appendix 1 of this Policy
Procedure for investigating illegal building work	
Standard letters amended from time to time used by Building Services Unit	

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## Appendix 1

## Building Control Intervention Filter Criteria

## STEP 1 – Determine the possible consequences of the matter being complained of:

Table E1 Qualitative measures of consequence or impact

Level	Descriptor	Example detail description
1	Insignificant	No injuries, low financial loss, no detriment to health, no damage to property, siting
2	Minor	Injury (self-treatable e.g. minor cuts or abrasions), medium financial loss, minimal detriment to health, minor damage to property.
3	Moderate	Injury (medical treatment required by other), high financial loss, moderate detriment to health, moderate damage to property.
4	Major	Serious non-permanent injury, major financial loss, major detriment to health, major damage to property.
5	Catastrophic	Permanent injury or death, huge financial loss, irreparable damage to property.

## STEP 2 – Determine the likelihood of the event in Step 1 occurring

Table E2 Qualitative measures of likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

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STEP 3 – Locate the issue on the risk matrix by comparing the likelihood to the consequence

Table E3 Qualitative risk analysis matrix – level of risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	M	M	E	E	E
B (likely)	M	M	H	E	E
C (Possible)	L	M	H	H	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

STEP 4 – Identify action to be taken<sup>#</sup>

Table E4 Legend for Risk Analysis Matrix and Treatment

<b>E</b>	<b>Extreme risk: immediate action required</b>	Refer to PBS without delay*	Council/MBS takes immediate action to suitably reduce risk**	If there is evidence of conduct by any building practitioner such that a finding under section 179(1) of the <i>Building Act 1993</i> could be made by the Building Practitioners Board the matter, with supporting evidence, may be referred to that Board for Inquiry.
<b>H</b>	<b>High risk, attention needed in reasonable time</b>	Refer to PBS without delay*	Council/MBS takes action if PBS is not taking action to suitably reduce the risk within reasonable time	If there is a suspicion that any practitioner has engaged in conduct that may amount to illegal conduct or conduct as set out in section 179(1) of the Act the matter may be referred to the Victorian Building Authority for investigation;
<b>M</b>	<b>Moderate risk, treatment by PBS</b>	Refer to PBS without delay*	No other action by Council/MBS	<b>AND</b>
<b>L</b>	<b>Low risk, manage by referral</b>	Refer to PBS without delay*; or, Refer complainant to PBS without delay	No other action by Council/MBS	if it is necessary to do so for the proper administration of the Act, may refer the matter of RBS to the Victorian Building Authority for the exercise of its directive powers under s205M of the <i>Building Act 1993</i> .

<sup>#</sup> When the MBS forms an opinion that an emergency order is required then these matters are automatically 'Extreme Risk' (see notes on emergency orders on next page)

\* Consider the privacy of the complainant when referring the matter to the PBS.

\*\* s89(1) The Victorian Building Authority, on the application of an owner or adjoining owner may declare that emergency protection work is required in respect of a particular adjoining property.

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**STEP 5 – Take the action as required by the matrix****Emergency Orders**

An emergency order may be issued pursuant to section 102, Division 1, Part 8 of the Building Act. Section 102 provides an MBS with the power to deal with urgent safety matters in a timely and efficient manner.

An emergency is not an essential condition for the issuing of an emergency order. However, the heading of Division 1, Part 8, "Emergencies", does give some guidance as to the context in which the words in that Division are to be interpreted.

The important feature of an emergency is that there is a need for urgency in taking action to avoid a danger.

An emergency order should be used where, in the circumstances described in section 102, the MBS forms the view that there is a danger to life or property.

Typically, an emergency order should be issued where there is a sense of urgency in the situation and immediate action is warranted. It should be noted that a building notice under section 106 cannot compel the owner or occupier to take immediate action.

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Appendix 9 Updated Citizenship Ceremony Dress Code

	<b>Citizenship Ceremony Dress Code</b>
<b>Version No.</b>	V.2.0—13-October-2021
<b>Endorsement</b>	Policy Review Panel—13-October-2021
<b>Authorisation</b>	Council – 25-October-2021<insert date>
<b>Review date:</b>	30-September-2025<insert date>2027
<b>Responsible officer:</b>	Manager Legal, Governance and RiskHead of Governance
<b>Policy owner</b>	Governance Coordinator
<b>ECM Reference</b>	<insert reference>

**1. Purpose**

To meet the requirement of the Australian Citizenship Ceremonies Code which states that **every local/individual** councils should **have-set** a Dress Code for its citizenship ceremonies.

To make a formal statement that Council encourages attendees to wear traditional, cultural and/or national dress.

**2. Scope**

This Dress Code applies to all attendees of a citizenship ceremony conducted by the City of Melton.

**3. Definitions**

Word/Term	Definition
Citizenship ceremony	<del>A formal event that marks is</del> the final legal step in the acquisition of Australian citizenship <del>where, -F</del> for most people, <del>this means making the pledge of commitment will be made to an authorised presiding officer, at an Australian citizenship ceremony.</del> <del>At the citizenship ceremony, conferees pledge that they share Australia's democratic beliefs and respect the rights and liberties of the people of Australia.</del>
Australian Citizenship Ceremonies Code (the 'Code')	follows the <i>Australian Citizenship Act 2007</i> and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies. The Code provides guidance to organisations to help plan and conduct citizenship ceremonies.

**4. Procedure**

In order to reflect the significance of becoming an Australian citizen at a City of Melton citizenship ceremony, attendees should wear either formal or business attire or smart casual attire.

Attendees are encouraged to wear traditional, national, or cultural dress.

Council respectfully asks that items of clothing that contain profanity, nudity, racism, remarks.

Citizenship Ceremony Dress Code

V2.0

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slogans, offensive images and insignia, or anything that may be deemed offensive by another are not worn to any Citizenship Ceremony, or that these items of clothing remain covered up during the entirety of the event.

Any person in attendance who violates this dress code may not be permitted entry to the event.

Council authorises the Senior Officer of Council present at Citizenship Ceremonies to enforce this code.

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Appendix 9 Updated Citizenship Ceremony Dress Code

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**5. Responsibility /Accountability****5.1 Manager Legal & Governance**

Responsible for:

- overseeing the administration of this Code
- providing professional advice and guidance regarding this Code.
- ensuring the Code is complied with.

**5.2 Governance Coordinator**

Responsible for:

- developing and/or reviewing the Code
- keeping documents up to date with any legislative or operational changes.
- ensuring the Code is complied with.

**6.5. References and links to legislation and other documents**

Name	Location
<u><a href="#">Australian Citizenship Act 2007</a></u>	<a href="https://www.legislation.gov.au/Details/C2020C00309">https://www.legislation.gov.au/Details/C2020C00309</a>
Australian Citizenship Ceremonies Code – August 2019	<a href="https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf">https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf</a>

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Appendix 10 New Policy Template - Updated Citizenship Ceremony Dress Code - August 2023

## Citizenship Ceremony Dress Code

<b>Date adopted</b>	<insert date>
<b>Adopted by</b>	Council
<b>Review due</b>	<insert date> 2027
<b>Responsible officer</b>	Head of Governance
<b>Records reference</b>	<insert reference>

### 1. Purpose

To meet the requirement of the Australian Citizenship Ceremonies Code which states that individual councils should set a Dress Code for its citizenship ceremonies.

To make a formal statement that Council encourages attendees to wear traditional, cultural and/or national dress.

### 2. Application And Scope

This Dress Code applies to all attendees of a citizenship ceremony conducted by the City of Melton.

### 3. General Provisions

In order to reflect the significance of becoming an Australian citizen at a City of Melton citizenship ceremony, attendees should wear either formal or business attire or smart casual attire.

Attendees are encouraged to wear traditional, national, or cultural dress.

Council respectfully asks that items, including of clothing, tattoos, accessories such as shoes, bags, masks, hats, etc., signs or body paint, that contain profanity, nudity, racism, remarks, slogans, offensive images and insignia, or anything that may be deemed offensive by another person are not worn to any Citizenship Ceremony, or that these items of clothing remain covered up during the entirety of the event.

Any person in attendance who violates this dress code may not be permitted entry to the event.

Council authorises the Senior Officer of Council present at Citizenship Ceremonies to enforce this code.

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Appendix 10 New Policy Template - Updated Citizenship Ceremony Dress Code - August 2023

## 4. Definitions

Term	Definition
Citizenship ceremony	A formal event that marks the final legal step in the acquisition of Australian citizenship where, for most people, the pledge of commitment is made to an authorised presiding officer.
Australian Citizenship Ceremonies Code (the 'Code')	follows the <i>Australian Citizenship Act 2007</i> and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies.  The Code provides guidance to organisations to help plan and conduct citizenship ceremonies.
Offensive	Any item that may cause someone to feel resentful, upset, or annoyed.

## 5. Related Documents

Name	Location
<i>Australian Citizenship Act 2007</i>	<a href="https://www.legislation.gov.au/Details/C2020C00309">https://www.legislation.gov.au/Details/C2020C00309</a>
<i>Australian Citizenship Ceremonies Code – August 2019</i>	<a href="https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf">https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf</a>

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**7. GENERAL BUSINESS**

Nil.

**8. NEXT MEETING**

Thursday 5 October 2023 at 9.30am.

**9. CLOSE OF BUSINESS**

The meeting closed at 10.49am.

Confirmed

Dated this

.....CHAIRPERSON



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

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

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

**14. NOTICES OF MOTION**

**14.1 NOTICE OF MOTION 889 (CR SHANNON) - OPTIONS FOR INSTALLING ALL ABILITIES ACCESS AREA AT NAVAN PARK**

**Councillor: Julie Shannon**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 25 September 2023.

**MOTION:**

That Council officers provide a briefing to Councillors outlining options for installing an all-abilities access area at Navan Park for residents to use for fishing purposes.

**OFFICER'S COMMENTS:**

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

**14.2 NOTICE OF MOTION 890 (CR FARRUGIA) - DIGGERS REST LEVEL CROSSING REMOVAL****Councillor: Justine Farrugia**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 25 September 2023.

**MOTION:**

That Council write to The Hon. Jacinta Allan, Minister for Transport and Infrastructure and Mr Josh Bull, Member for Sunbury and Parliamentary Secretary for Level Crossing Removals, requesting detailed information on the options considered for the Diggers Rest Level Crossing Removal, including impacts on the community and what consideration was given to the 2014 Diggers Rest Local Area Traffic Management Plan.

**OFFICER'S COMMENTS:**

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

**14.3 NOTICE OF MOTION 891 (CR CARLI) - SHOWER BUS FOR THE HOMELESS****Councillor: Lara Carli**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 25 September 2023.

**MOTION:**

That Council officers brief Council on options to engage or attract a shower bus provider for people experiencing homelessness in the Community.

**OFFICER'S COMMENTS:**

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

**14.4 NOTICE OF MOTION 892 (CR RAMSEY) - CCTV IN HIGH TRAFFIC AREAS****Councillor: Sophie Ramsey**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 25 September 2023.

**MOTION:**

That Council:

1. Receive a report from officers on the cost of implementing CCTV Cameras in high pedestrian and vehicle traffic areas of the municipality where surveillance could be compromised in parks, gardens, sporting grounds and council buildings; and
2. Consider the cost to implement this program in the 2024/25 budget.

**PREAMBLE**

Considering the successful trial of CCTV cameras at Lake Caroline in high pedestrian and vehicle traffic areas, where surveillance could be compromised, Council should consider extending this program to other areas of the municipality including parks and gardens, Council buildings and sporting grounds, for example Botanic Gardens, Hannah Watts Park, Navan Park, and Melton Waves.

**OFFICER'S COMMENTS:**

Council officers will provide a high-level report in accordance with the Notice of Motion, subject to Council decision. In addition, officers propose to update Council's CCTV (Assessment and Implementation) Policy to ensure the purpose of installation of CCTV cameras is still fit for purpose in the Melton municipality.



**14.5 NOTICE OF MOTION 893 (CR CARLI) - MAYORAL CHARITY BALL FUNDS****Councillor: Lara Carli**

I hereby give notice of my intention to move the following motion at the Scheduled Meeting of Council to be held on 25 September 2023.

**MOTION:**

That Council distribute the funds allocated for the Mayoral Ball for the year 2023, equally to the following two not for profit community service agencies that operate within the municipality providing disability support and youth homelessness services, respectively, to City of Melton residents, to assist with costs directly related to those services:

1. Pinarc
2. Hope Street Youth and Family Services Ltd

**OFFICER'S COMMENTS:**

Council officers will action in accordance with the Notice of Motion, subject to Council decision.

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

**16. URGENT BUSINESS**

## 17. CONFIDENTIAL BUSINESS

### Recommended Procedural Motion

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

**17.1 2024 Community Achievement Awards Assessment Panel Meeting Outcomes**

(f) as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

**17.2 Recovered Energy Laverton - Waste to Energy Contract Update**

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**17.3 Caroline Springs Tennis Club - Defects Rectification Update**

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**17.4 Contract No. 18-012 - Street Sweeping Services - Extension of Contract**

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

**17.5 Contract No. 23-001 - Bulmans Road Urbanisation Stage 1 Construction**

(a) and (g) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; AND private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**17.6 Contract No. 23-041 - Plumpton Aquatic and Leisure Centre - Project Management, Quantity Surveyor and Superintendent Services**

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**17.7 Contract No. 23-042 - Cobblebank Community Services Hub -Project Management, Quantity Surveyor and Superintendent Services**

(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

**18. CLOSE OF BUSINESS**