



MELTON CITY COUNCIL

Minutes of the Meeting of the Melton City Council

24 February 2025

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

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- 12.2 PLANNING APPLICATION PA 2018/6268/2 - AMENDMENT TO PERMIT TO ALLOW FOR THE USE AND DEVELOPMENT OF A SUPERMARKET AND PLACE OF ASSEMBLY WITH ASSOCIATED CAR PARKING AND LANDSCAPING AND A REDUCTION IN CAR PARKING AT 91-93 UNITT STREET, MELTON AT 91-93 UNITT STREET, MELTON 56**
- To consider and determine a planning application to amend an existing planning permit to allow for the use and development of a Supermarket and Place of Assembly with associated car parking and landscaping and a reduction in car parking.
- 12.3 PLANNING APPLICATION PA 2024/8644 - USE AND DEVELOPMENT OF LAND FOR THE PURPOSES OF A CHILD CARE CENTRE WITH ASSOCIATED CAR PARKING AND LANDSCAPING AT 2053-2055 WESTERN HIGHWAY, ROCKBANK 95**
- To consider and determine the planning application for the Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping at 2053-2055 Western Highway, Rockbank.
- 12.4 MELTON CITY COUNCIL COMMUNITY GRANT AND FUND PROGRAM UPDATE DECEMBER 2024 140**
- The purpose of this report is to advise Council of the outcomes of the latest round of Community Grants and Funds.
- 12.5 GRANT APPLICATIONS - 2025 GROWTH AREAS INFRASTRUCTURE CONTRIBUTIONS FUND AND 2024/2025 GROWING SUBURBS FUND 144**
- To seek Council endorsement of grant applications for the 2025 Growth Areas Infrastructure Contribution Fund and 2024/2025 Growing Suburbs Fund.
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- The purpose of this report is to present to Council for consideration the options for execution of the further term lease with Country Fire Authority situated at 48-66 Plumpton Road, Diggers Rest.
- 12.7 RESPONSE TO NOTICE OF MOTION 930 (CR MAJDLIK) - MT ATKINSON ESTATE - ACCESS TO TRANSPORT AND ESSENTIAL SERVICES 167**
- To respond to Notice of Motion 930 (Cr Majdlik) - Mt Atkinson Estate - Access to Transport and Essential Services moved at Council Meeting on 26 August 2024.
- 12.8 RECONCILIATION ACTION PLAN - WORKING GROUP APPROACH 173**
- To provide Councillors with an overview of the planned approach for establishing a Reconciliation Action Plan Working Group, to contribute to the development of Melton City Council's 'Reflect' Reconciliation Action Plan.

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MELTON CITY COUNCIL

MINUTES OF THE MEETING OF THE MELTON CITY COUNCIL HELD
IN THE COUNCIL CHAMBERS, MELTON CIVIC CENTRE,
232 HIGH STREET MELTON ON 24 FEBRUARY 2025 AT 7.00PM

Present: Cr S Abboushi (Mayor)
Cr L Carli (Deputy Mayor)
Cr K Majdlik
Cr B Morris
Cr S Ramsey
Cr J Shannon
Cr B Turner
Cr A Vandenberg
Cr J Verdon
Cr Dr P Zada

R Wai, Chief Executive Officer
P Leersen, Director Organisational Performance
S Romaszko, Director City Futures
T Scoble, Director City Life
N Whiteside, Director City Delivery
A Hays, Head of People and Customer
E Keogh, Head of Governance
R Hodgson, Manager Governance
B De Alencar Angus, Manager City Growth and Development
V Zdjelar, Governance Officer

1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Mayor, Cr Abboushi opened the meeting at 7.03pm with the opening prayer and reconciliation statement.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. CHANGES TO THE ORDER OF BUSINESS

Nil.

4. DEPUTATIONS

Nil.

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

Nil.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 16 December 2024 be confirmed as a true and correct record.

Motion

Crs Carli/Ramsey.

That the Minutes of the Meeting of Council held on 16 December 2024 be confirmed as a true and correct record.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

7.1 SUMMARY OF INFORMAL MEETINGS OF COUNCILLORS

- Monday 9 December 2024 Summary of Informal Meeting of Councillors
- Monday 16 December 2024 Summary of Informal Meeting of Councillors
- Monday 3 February 2025 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 9 December 2024, 16 December 2024 and 3 February 2025 provided as **Appendices 1 – 3** respectively to this report, be received and noted.

Motion

Crs Carli/Zada.

That the Summaries of Informal Meetings of Councillors dated 9 December 2024, 16 December 2024 and 3 February 2025 provided as **Appendices 1 – 3** respectively to this report, be received and noted.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors dated 9 December 2024
2. Summary of Informal Meeting of Councillors dated 16 December 2024
3. Summary of Informal Meeting of Councillors dated 3 February 2025



INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 9 December 2024	Time Opened:	6.16 pm
		Time Closed:	10.13 pm
Councillors present:	Cr L Carli (Deputy Mayor) Cr K Majdlik Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg (left 9.39pm) Cr J Verdon Cr Dr P Zada (left 8.35pm)		
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) E Keogh Head of Governance S McManus Manager Advocacy and Government Relations		
Guests	Nil		
Apologies	Cr S Abboushi Mayor A Hays Head of People and Customer		
Matters discussed:	1. Advocacy Overview and Federal Election Campaign Strategy 2. Flavour Fest Partnership 3. Councillor Budget Submission 4. Draft Reports – Councillor Questions and Clarity 5. General Updates from Officers		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors?		Yes
Matter No.	Councillor making disclosure	Councillor left meeting
4. Item 12.2 of Draft Reports	Cr Majdlik – General Conflict	Yes

REPORT PRODUCED BY:

Officer name:	Emily Keogh – Head of Governance	Date:	Monday 9 December 2024
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INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 16 December 2024	Time Opened:	6.26pm
		Time Closed:	6.58pm
Councillors present:	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) Cr K Majdlik Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg Cr J Verdon Cr Dr P Zada		
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) E Keogh Head of Governance R Hodgson Senior Coordinator Governance		
Guests	Nil		
Apologies	Nil		
Matters discussed:	1. Council Meeting Agenda		

CONFLICT OF INTEREST DISCLOSURES:

Were there any conflict of interest disclosures by Councillors		Yes
Matter No.	Councillor making disclosure	Councillor left meeting
Agenda Item 12.1 Planning Scheme Amendment C243MELT	Cr Kathy Majdlik	Yes

REPORT PRODUCED BY:

Officer name:	Renee Hodgson Senior Coordinator Governance	Date:	16 December 2024
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INFORMAL MEETING OF COUNCILLORS

MEETING DETAILS:

Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 3 February 2025	Time Opened:	6.16 pm
		Time Closed:	9.14 pm
Councillors present:	Cr S Abboushi (Mayor) Cr L Carli (Deputy Mayor) Cr K Majdlik (Online) Cr B Morris Cr S Ramsey Cr J Shannon Cr B Turner Cr J Verdon		
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) E Keogh Head of Governance A Hays Head of People and Customer D Blandford Manager Operations C Rantall Coordinator Waste & Cleaning Operations J Farrell Manager Customer Experience S Beniston Coordinator Economic Development & Tourism (Online) S Rainford Interim Senior Lawyer & Property Advisor S McManus Manager Advocacy & Government Relations C Rantall Coordinator Waste Operations		
Guests	Nil		
Apologies	Cr A Vandenberg Cr Dr P Zada		
Matters discussed:	1. Hard Waste Dumped Rubbish and Litter Patrol Service 2. NoM 926 Dumped Rubbish and Litter Campaign 3. Implementation of Adopt a Park Program Pilot 4. Update Community Panel Recruitment 5. Proposed Sale of Land 6. NoM 930 – Mt Atkinson Estate – Access to Transport and Essential Services 7. 2025 Melton Plate Annual Sponsorship Agreement 8. Grant Update and Grant Applications 9. General Updates from Officers		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?		No	
REPORT PRODUCED BY:			
Officer name:	Emily Keogh	Date:	3/2/2025

8. CORRESPONDENCE INWARD

8.1 PARLIAMENTARIAN AND DEPARTMENTAL LETTERS RECEIVED BY THE MAYOR

- Lidia Orsini, Acting Executive Director, School Provision and Establishment Division, Department of Education – Secondary School Provision in the City of Melton
- The Hon Melissa Horne MP, Minister for Roads and Road Safety – Interchange of the Western Highway and Leakes Road Rockbank
- The Hon Melissa Horne MP, Minister for Roads and Road Safety – Vineyard Road Diggers Rest
- The Hon Melissa Horne MP, Minister for Roads and Road Safety – Traffic Lights at the Western Freeway / Leakes Road Interchange
- Gabrielle Williams MP, Minister for Transport Infrastructure – Bus Route 456

RECOMMENDATION:

That Council receive and note the following Parliamentarian and Departmental letters received by the Mayor in response to Notices of Motions, provided as **Appendix 1 - 5** to this report:

1. Lidia Orsini, Acting Executive Director, School Provision and Establishment Division, Department of Education – Secondary School Provision in the City of Melton
2. The Hon Melissa Horne MP, Minister for Roads and Road Safety – Interchange of the Western Highway and Leakes Road Rockbank.
3. The Hon Melissa Horne MP, Minister for Roads and Road Safety – Vineyard Road Diggers Rest.
4. The Hon Melissa Horne MP, Minister for Roads and Road Safety – Traffic Lights at the Western Freeway / Leakes Road Interchange
5. Gabrielle Williams MP, Minister for Transport Infrastructure – Bus Route 456

Motion

Crs Turner/Verdon.

That Council receive and note the following Parliamentarian and Departmental letters received by the Mayor in response to Notices of Motions, provided as **Appendix 1 - 5** to this report:

1. Lidia Orsini, Acting Executive Director, School Provision and Establishment Division, Department of Education – Secondary School Provision in the City of Melton
2. The Hon Melissa Horne MP, Minister for Roads and Road Safety – Interchange of the Western Highway and Leakes Road Rockbank.
3. The Hon Melissa Horne MP, Minister for Roads and Road Safety – Vineyard Road Diggers Rest.
4. The Hon Melissa Horne MP, Minister for Roads and Road Safety – Traffic Lights at the Western Freeway / Leakes Road Interchange
5. Gabrielle Williams MP, Minister for Transport Infrastructure – Bus Route 456

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY**LIST OF APPENDICES**

1. Lidia Orsini, Acting Executive Director, Department of Education dated 30 December 2024
2. The Hon Melissa Horne MP, Minister for Roads and Road Safety dated 20 January 2025
3. The Hon Melissa Horne MP, Minister for Roads and Road Safety dated 29 January 2025
4. The Hon Melissa Horne MP, Minister for Roads and Road Safety dated 4 February 2025
5. Gabrielle Williams MP, Minister for Transport Infrastructure dated 10 February 2025



Department of Education

Schools and Regional Services

200 Victoria Parade
East Melbourne VIC 3002
T: 1800 338 663

COR24153720

Cr Steve Abboushi
Mayor
Melton City Council
steve.abboushi@melton.vic.gov.au

Dear Cr Abboushi

Thank you for your correspondence to the Hon. Ben Carroll, Minister for Education, regarding secondary school provision in the City of Melton. The Minister has asked the Department of Education (the department) to respond.

The Victorian Government is committed to growing educational opportunities for all Victorians. The Government has invested \$16.9 billion over the past 10 years to build new schools and modernise existing educational facilities across Victoria.

The department has a strategic planning process to ensure current and future demand for schools is properly planned for and accommodated. As part of an annual cycle, the department reviews enrolment trends, forecast population demand, and the capacity of government schools, including secondary schools in the City of Melton.

To help the growing population in Melton get a great education close to home, the Government has opened Yarrabing Secondary College in Aintree in 2024 and will open Cobblebank Secondary School (interim name) in Cobblebank in 2026. In addition, the junior and senior campuses of Bemina Secondary College opened in Truganina in 2024.

Beyond this, sites for several proposed government secondary schools in the City of Melton have been identified in Precinct Structure Plans. This includes sites in Fraser Rise, Deanside, Rockbank and Thornhill Park. The need, timing and allocation of funding for the land acquisition and construction of these schools will be considered as part of the annual State Budget process alongside other statewide infrastructure projects.

The department will continue to work with local government, including Melton City Council, and other relevant stakeholders to monitor and plan for government schools, thereby ensuring all Victorian children have access to high-quality education as the population grows.

If you would like further information, please contact Ms Briana Mascaro, Acting Manager, Provision Planning, School Provision and Establishment Division, Department of Education by email: provision.planning@education.vic.gov.au. You may also visit the Victorian School Building Authority website at www.schoolbuildings.vic.gov.au for any further information on new school planning, including new school locations.

Yours sincerely

Lidia Orsini

Lidia Orsini

Acting Executive Director
School Provision and Establishment Division
Department of Education

30/12/2024



The Hon Melissa Horne MP

Minister for Ports and Freight
Minister for Roads and Road Safety
Minister for Health Infrastructure

PO Box 2392
Melbourne, Victoria 3001 Australia

Ref: CMIN-1-24-7836

Cr Steve Abboushi
Mayor
Melton City Council
PO Box 21
MELTON VIC 3337
councilloradmin@melton.vic.gov.au

Dear Cr Abboushi

Thank you for your letter of 17 December 2024 regarding the interchange of the Western Highway and Leakes Road in Rockbank.

I appreciate that there is significant growth occurring in Melbourne's west, which is placing increasing pressure on the transport network. Government agencies, including the Department of Transport and Planning (DTP), continue to work together to determine the infrastructure requirements needed to cater for this growth, both in the immediate and long term.

Major Road Projects Victoria (MRPV – which is now part of the Victorian Infrastructure Delivery Authority) is currently undertaking planning and development work to inform the potential upgrade of the Western Freeway between Melton and Caroline Springs. This includes freeway interchanges along the corridor (including at Leakes Road) to improve traffic capacity and safety for all road users. Further information, including details of the planning work and timelines, can be found at: bigbuild.vic.gov.au/projects/roads/western-freeway-upgrade-melton-to-caroline-springs

Thank you for raising this matter with me. The feedback is important to the Allan Labor Government as it continues to work hard to improve the road network in Victoria.

Yours sincerely

Hon Melissa Horne MP
Minister for Ports and Freight
Minister for Roads and Road Safety
Minister for Health Infrastructure
20/01/2025





The Hon Melissa Horne MP

Minister for Ports and Freight
Minister for Roads and Road Safety
Minister for Health Infrastructure

PO Box 2392
Melbourne, Victoria 3001 Australia

Ref: CMIN-1-24-5652

Cr Steve Abboushi
Mayor
City of Melton
PO Box 21
MELTON VIC 3337
Steve.Abboushi@melton.vic.gov.au

Dear Cr Abboushi

I refer to the City of Melton's former Mayor, Cr Kathy Majdlik's letter of 13 September 2024 to both Minister Kilkeny and myself, regarding Vineyard Road in Diggers Rest and Council's suggestions to modify the road and intersections.

Vineyard Road, including the section through Diggers Rest and the freeway overpass, is part of an important primary arterial corridor connecting between Sunbury and Melton. This corridor has been identified as requiring future upgrades.

The Department of Transport and Planning (DTP) regularly receives suggestions for changes across the state's transport network. These are considered based on various factors, including the extent to which a solution would improve safety or congestion, the number of road users travelling along the road, the need to cater for vulnerable road users and historical safety records. The impact that an upgrade would have on the performance of the surrounding road network and implementation costs are also considered.

Whilst DTP has advised there are currently no plans to implement changes at this location, feedback and input from Melton City Council will be considered as part of DTP's assessment and management of Victoria's road network.

In the meantime, DTP will continue to work with Council, developers, and other key stakeholders to review the Vineyard Road corridor.

Thank you again for raising this matter with me. The feedback is important to the Allan Labor Government as it continues to work hard to improve road safety in Victoria.

Yours sincerely



Hon Melissa Horne MP

Minister for Ports and Freight

Minister for Roads and Road Safety

Minister for Health Infrastructure

Date: 29/01/2025



The Hon Melissa Horne MP

Minister for Health Infrastructure
Minister for Ports and Freight
Minister for Roads and Road Safety

1 Spring Street
Melbourne, Victoria 3000 Australia

Ref: CMIN-1-24-5687

Cr Steve Abboushi
Mayor
Melton City Council
PO Box 21
MELTON VIC 3337
councilloradmin@melton.vic.gov.au

Dear Cr Steve Abboushi

I thank the Council for the letter of 17 September 2024, from former Mayor Kathy Majdlik, regarding a request to install traffic lights at the Western Freeway / Leakes Road interchange off ramp in Rockbank. I apologise for the delay in responding.

I appreciate that there is significant growth occurring in Melbourne's west, which is placing increasing pressure on the transport network. Government agencies, including the Department of Transport and Planning (DTP), continue to work together to determine the infrastructure requirements needed to cater for this growth, both in the immediate and long term.

Major Road Projects Victoria (MRPV – which is now part of the Victorian Infrastructure Delivery Authority) is currently undertaking planning and development work to inform the potential upgrade of the Western Freeway between Melton and Caroline Springs. This includes freeway interchanges along the corridor (including at Leakes Road) to improve traffic capacity and safety for all road users. You can find further information at: bigbuild.vic.gov.au/projects/roads/western-freeway-upgrade-melton-to-caroline-springs.

With regard to implementing temporary solutions, DTP has advised that temporary traffic lights have previously been suggested at this location. However, such devices are typically used on a short-term basis to help manage traffic disruptions during roadworks activities. Temporary traffic lights cannot be connected to the traffic light control system that allows for remote adjustments to signal timings and help manage changed traffic conditions, delays and demands. This could lead to driver frustration, poor compliance, safety issues, and the potential for issues to extend to the surrounding network, in this case the main carriageway of the Western Freeway.



While DTP advises there are currently no plans to implement temporary changes at this location, feedback received will be considered as part of DTP's management of Victoria's road network.

Yours sincerely



Hon Melissa Horne MP

Minister for Health Infrastructure

Minister for Ports and Freight

Minister for Roads and Road Safety

Date: 04/02/2025

**Gabrielle Williams MP**Minister for Transport Infrastructure
Minister for Public and Active TransportPO Box 2392
Melbourne, Victoria 3001 Australia

Ref: CMIN-1-24-7702

Cr Steve Abboushi
Mayor
Melton City Council
PO Box 21
MELTON VIC 3337
steve.abboushi@melton.vic.gov.au

Dear Cr Abboushi,

Thank you for your letter of regarding bus Route 456. I acknowledge Council's request for bus stop upgrades on this route.

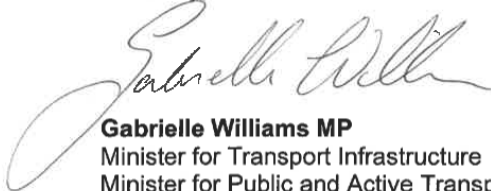
The Department of Transport and Planning (DTP) operates a unique program on behalf of participating Councils, and in cooperation with advertising partner oOh!media, to fund ongoing maintenance and cleaning, and the installation of new bus shelters via advertising revenues generated. It is not feasible to deliver a shelter at every bus stop.

Councils participating in the program are invited annually to provide a list of formal sites to consider for upgrades. This process was recently paused during retendering of the Bus Shelter program and is expected to commence again from May 2025.

The new process has yet to be formalised as several changes were necessary following the re-tendering effort. These will be communicated to all participating Councils shortly. I am informed, however, that formal requests via this process will be assessed collectively across all Councils, taking into consideration passenger and operational needs, future plans for bus routes, individual site feasibility and available funding from the advertising program.

I trust this information is of use. Thank you again for raising this matter.

Sincerely,



Gabrielle Williams MP
Minister for Transport Infrastructure
Minister for Public and Active Transport

10.2.2025



9. PETITIONS AND JOINT LETTERS

Nil.

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

Nil.

11. PUBLIC QUESTION TIME

In accordance with Governance Rule 54.12, like questions have been grouped together and a single answer provided.	
Question asked of Council	Response
<p>Submitter: Sooyoung Kim - Anglicare Victoria</p> <p>I would like to know the Melton Council's planning timeline in relation to the Rockbank Major Town Centre and Civic Centre, particularly, whether the council has legal means to implement the scheme in response to the needs of residents in a timely manner?</p> <p>Submitter: Shams Alam</p> <p>Could you please provide the status of the Rockbank Town Centre regarding when the work will start and when it will be completed?</p> <p>Submitter: Preetam Singh</p> <p>When will the development for Rockbank shopping centre commence and can you please give us some timeline and a clear picture if this will really happen?</p>	<p>A planning permit has been issued for the Rockbank Major Town Centre Development in December of 2022.</p> <p>Council has been working with the developer to satisfy conditional requirements of the permit, however is not aware of the timelines for the construction of this development.</p> <p>Council has no legislative power to require developers to undertake their private developments.</p>

Submitter: Sooyoung Kim – Anglicare Victoria	
Question asked of Council	Response
How the procurement agencies are decided for nature strip maintenance and where I can see how they were chosen and how much they got paid?	<p>Council's General Local Law requires property owners to maintain the nature strip adjacent to their property.</p> <p>Based on the above Council does not undertake nature strip maintenance unless the property owner does not comply with their obligations to maintain their nature strip.</p> <p>If Council does undertake nature strip maintenance (at the cost of the adjacent landowner), it engages contractors to complete these works, noting contractors are engaged in line with Council's Procurement Policy.</p>
Submitter: Satheesh Antony	
Question asked of Council	Response
When will a bridge be constructed over the Sinclair Road dip, and what is preventing the council from addressing this issue urgently?	<p>The Sinclairs Road Bridge is listed within Council's Capital Works Program. The project is currently in the design phase, with construction anticipated to commence in the 2027/28 financial year, subject to Council's budget process.</p> <p>This timing is dependent on approvals from relevant authorities and relocation of existing services which need to occur prior to construction activity commencing.</p> <p>Extended road closures during the construction period are likely. Council is actively progressing the Hopkins Road Corridor that will support access to the wider road network when Sinclairs Road Bridge is under construction.</p>
Submitter: Shams Alam	
Question asked of Council	Response
Could you please update us on when the rest of Paynes Road sealing will be completed?	<p>The sealing of Paynes Road is subject to the planning permit conditions associated with adjacent land development.</p> <p>Until such time the road is sealed, Council will continue to manage and maintain the road in accordance with Council's Road Management Plan.</p>

Submitter: Jack Pushparaj	
Question asked of Council	Response
<p>When will the Coles supermarket in Deanside Village and the Deanside Central Town Centre be completed, and what are the reasons for the delays?</p> <p>Have the developers obtained the necessary approvals, and can the council take any action to expedite the process?</p>	<p>A planning permit for the development of the shopping centre is currently under consideration for approval.</p> <p>Council will continue to work with Coles Property Group and ensure necessary requirements are met prior to construction commencing.</p> <p>Council is not aware of the timelines for the construction of this development.</p>
In accordance with Governance Rule 54.12, like questions have been grouped together and a single answer provided.	
Question asked of Council	Response
<p>Submitter: Sinead Bradley</p> <p>Will council install traffic lights at the Western freeway access ramps to Leakes Road and it's intersection with Westcott Parade?</p> <p>Submitter: Pauline Malloy</p> <p>Will you consider making it safe for everybody using Westcott Parade Leakes Road and exiting Western Highway at Rockbank before someone is killed?</p> <p>Submitter: Pauline Malloy</p> <p>When can we expect to see some safety measures put into place for everybody passing through Rockbank via Western Highway, Leakes Road and Westcott Parade?</p>	<p>The interchange of the Western Highway and Leakes Road is under the care and management of the Victorian Government's Department of Transport and Planning.</p> <p>Improvements including the provision of traffic signals, either permanent or temporary, at this location is the responsibility of the Victorian Government.</p> <p>Council continues to advocate for improvements to this interchange via its transport advocacy campaign, Moving Melton.</p> <p>In relation to the Leakes Road and Westcott Parade intersection Council's Traffic and Transport Team is in the process of commissioning an independent Road Safety Audit for this section of Leakes Road to assess road safety issues and determine whether any further safety improvements are required.</p>

Submitter: Sinead Bradley	
Question asked of Council	Response
What are council doing to address the inadequate parking at Rockbank Station and the dangerous overflowing of cars on adjacent streets?	<p>The Rockbank Train Station car park is also managed by the Victorian Government.</p> <p>Council continues to advocate to the Victorian Government for an increase in available car parking at all Train Stations in the City of Melton.</p> <p>Council's Community Safety Team monitors parking across the City, including in areas surrounding train stations and undertakes enforcement action when required.</p>
Submitter: Laurence Smith	
Question asked of Council	Response
Since retiring we have been traveling in our Motor home (RV) around Victoria, We have found a need for the Shire of Melton To be RV friendly. The majority of other towns are RV friendly with dump points available or travellers. My question is to the councillors in the foreseeable future if budget allows will Melton Shire become RV friendly?	Council does not currently have plans to install dump points within the City.
Submitter: Laurence Smith	
Question asked of Council	Response
The majority of Towns big and small are RV friendly. my question is why is Melton not keeping up with most other Towns and cities for families?	Council continues to engage with our residents to ensure the appropriate programs, service and activities are meeting our communities needs.

In accordance with Governance Rule 54.12, like questions have been grouped together and a single answer provided.	
Question asked of Council	Response
<p>Submitter: Craig Spicer</p> <p>Could Council please look at installing traffic lights at the exit of Western Highway and Leakes Road as it is not fair to residents?</p> <p>Submitter: Sorab Sorab</p> <p>Why there are no traffic lights on Leakes road ramps?</p> <p>If the budgeting is an issue, why cannot temporary traffic lights be placed on that intersection giving everyone a safe passage?</p> <p>Submitter: Jessie Muscat</p> <p>Can you please consider inserting traffic lights on the leakes road on/off ramps (before Rockbank station)?</p> <p>Submitter: Dheeraj Mandavilli</p> <p>Can permanent traffic lights be installed on Leakes Road near M8 entry?</p> <p>Submitter: Dheeraj Mandavilli</p> <p>When can you install temporary traffic lights on leaks road intersection?</p> <p>Submitter: Ashleigh Kitos</p> <p>The western freeway upgrade project is years away, can it be considered that traffic lights are needed desperately for safety?</p> <p>The notion that temporary lights were rejected is just ludicrous — just give it a try for a period and then assess the efficacy?</p> <p>Submitter: Cornell Coello</p> <p>What action will Melton Council take to prevent drivers from breaking the rules that endanger everyone's lives at both Leakes Road exits in the Rockbank area?</p>	<p>The interchange of the Western Highway and Leakes Road is under the care and management of the Victorian Government's Department of Transport and Planning.</p> <p>Improvements including the provision of traffic signals, either permanent or temporary, at this location is the responsibility of the Victorian Government.</p> <p>Council continues to advocate for improvements to this interchange via its transport advocacy campaign, Moving Melton.</p>

<p>Submitter: Cornell Coello</p> <p>How can Melton Council organise a temporary solution for easier flow of ALL traffic at the Leakes Road freeway exits NOW, while we await the Western Freeway Upgrade work?</p> <p>Submitter: Sandra Joy Whitham</p> <p>When will traffic lights coming off the freeway onto Leakes road be installed?</p> <p>Submitter: Melody Williams</p> <p>Why are our voices being ignored regarding the Leakes Road, Rockbank traffic lights?</p> <p>Submitter: Giridhar Reddy Penjarla</p> <p>Are we looking for any alternative solutions to improve road safety at Leakes road exit and can an option be to remove right turns and adding additional lane just before the train station entry for U-turns only?</p> <p>Submitter: Lou Mercieca</p> <p>What can be done about the exit from the Western Freeway to Leaked Rd? Do we need to wait for multiple fatalities?</p> <p>Submitter: Mounika Penmethsa</p> <p>Can you please update the community on measures for road safety, especially at Leakes Road exit, there has been significant number of accidents ongoing for a very long time?</p> <p>Submitter: Kathleen McPake</p> <p>Can traffic lights please be fitted at entry and exit ramps of the freeway at Leakes Road in Rockbank?</p>	
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In accordance with Governance Rule 54.12, like questions have been grouped together and a single answer provided.	
Question asked of Council	Response
<p>Submitter: Talinga Makira</p> <p>What is being done to address Leakes road traffic congestion and how will council mitigate accidents, decrease congestion and improve road infrastructure on Leakes Rd?</p> <p>Submitter: Craig Whytcross</p> <p>When is something going to be done about these dangerous intersections on Leakes road?</p> <p>Submitter: Kathleen McPake</p> <p>Can a roundabout or traffic lights please be installed at the intersection of Leakes Road and Westcott Parade in Rockbank?</p> <p>Submitter: Donna Southern</p> <p>At the Westcott Parade and Leakes Road intersection, will council investigate installing: a round-a-bout or traffic lights; a pedestrian crossing across Leakes road to the train station controlled by lights; speed bumps along Leakes to slow traffic at this intersection; paint "keep clear" lines on the road at the intersection to improve the chance that residents can exit the estate; reduce the speed limit on Leakes road bridge and the road near the station to 40 km; install speed camera?</p>	<p>The Rockbank Precinct Structure Plan outlines Leakes Road is to be truncated prior to the southern Western Freeway diverting traffic through the new Rockbank Road.</p> <p>The Rockbank Road interchange diversion project is to be managed by the Victorian Government's Department of Transport and Planning.</p> <p>In the interim, Council's Traffic and Transport Team is in the process of commissioning an independent Road Safety Audit for this section of Leakes Road to assess road safety issues and determine whether any further safety improvements are required.</p>
Submitter: Talinga Makira	
Question asked of Council	Response
<p>What is council doing to address the safety hazard that presents at the intersection of Westcott Pde and Leakes Rd? School hours/peak times are a mess! It's near impossible to turn right, with many people now resorting to turn left and then right into Rockbank train station to access Leakes Rd to freeway or Aintree.</p>	<p>Council's Traffic and Transport Team is in the process of commissioning an independent Road Safety Audit for this section of Leakes Road to assess road safety issues and to determine whether any further safety improvements are required.</p>

Submitter: Ralf Schumann	
Question asked of Council	Response
Concerning Planning Application PA2024/8711/1 - an application to turn a single-family home at 342 Coburns Road, Kurunjang, into an Islamic mosque and community centre. Will council kindly update interested members of the community at which stage this planning application currently is, in particular whether any objections were received, the number of objections received, and how council views the further progress of this planning application? Thank you.	<p>This application has been advertised, with Council receiving both objections and submissions of support to this proposal to date.</p> <p>Once Council officers have completed their assessment of the application, it will be presented to a future Council meeting for determination.</p>
Submitter: Con Zacharis	
Question asked of Council	Response
Why doesn't the traffic department get back to residents regarding public safety as their duty of care?	<p>Council's Traffic and Transport Team respond to hundreds of traffic related requests each week and strive to respond to enquiries as soon as possible.</p> <p>Council apologises if your individual request has not been responded to, however we will endeavour to do so as soon as possible.</p>
Submitter: Con Zacharis	
Question asked of Council	Response
Trying to get through to service centre takes up to ½ hour and does not respond. Why doesn't the complaint department respond?	<p>Thank you for your feedback. We understand how frustrating long wait times can be, and we are actively working to improve our response times.</p> <p>To provide some context, our Customer Service team typically answer around 9,500 calls per month, with an average wait time of 7mins. For the month of February so far, the longest wait time has been 27minutes, and the shortest has been 16 seconds.</p> <p>We encourage you to explore our online resources and self-service options available on our website, which may provide quicker assistance for certain inquiries.</p>

Submitter: Preetam Singh	
Question asked of Council	Response
Is there any roadmap Council is taking to do something about the funding that goes into Rockbank?	<p>Council relies on rates to provide more than 100 services to the community as well as supporting the delivery of local roads, leisure and community centres, children centres, parks, footpaths and so much more.</p> <p>The Rockbank East Sports Reserve is identified to commence master planning this financial year. It is planned for delivery in 2028/29 and the pavilion in 2031/32.</p>
Submitter: Marlene Jorgensen – St Francis Catholic College	
Question asked of Council	Response
What is the Mayor prepared to do to support the College until Bridge Road opens if the walking path along Ferris Road from Cobblebank Village does not alleviate the gridlock traffic at school dismissal time at St Francis Catholic College?	<p>Council understands that not being able to open the Bridge Road extension has caused disruption to St Francis Catholic College and the wider community and we apologise for this inconvenience.</p> <p>Council officers are following up daily until final approvals are received which are now in their final stages.</p> <p>Council officers recently installed a new temporary footpath on Ferris Road, between the Cobblebank Village Shopping Centre and Bridge Road to provide a further safe option for parents to drop their children near the school.</p> <p>Council officers will continue to explore further options to mitigate congestion and improve accessibility and ensure regular communication with the school.</p>

Submitter: Marlene Jorgensen – St Francis Catholic College	
Question asked of Council	Response
Is the Mayor confident that the walking track along Ferris Road is a safe route to school for our students at St Francis Catholic College given the nearest set of pedestrian lights is still not in operation?	<p>Given the traffic and congestion issues being experienced on the road network to access St Francis Catholic College, Council officers installed a temporary footpath on Ferris Road, between the Cobblebank Village Shopping Centre and Bridge Road, to provide an additional safe option for parents to drop their children near the school.</p> <p>The additional footpath is only temporary until final approvals have been received enabling the opening of the Bridge Road extension.</p>
Submitter: Robyn Kennedy	
Question asked of Council	Response
How can councillors spread fake news, getting residents hopes up. This is an important issue for the safety of all using the road. What accountability is there for news like this?	<p>The background to this question noted Councillors use of social media in sharing information with residents and stakeholders. It is important to note the Councillors' social media profiles are self-managed and Councillors are therefore responsible for the content posted from their accounts. Where there are concerns around content this can be taken up directly with the Councillor in the first instance and then with the Mayor if the matter isn't resolved. Allegations around misleading conduct should be directed to the Local Government Inspectorate which is the State Government agency empowered to deal with Councillor conduct issues.</p>

Submitter: Donna Southern	
Question asked of Council	Response
<p>Could you please report on any progress of Cr Zada's Notice of Motion 940, including what correspondence has been submitted to the Minister for Roads and Road Safety, and any outcomes such as meetings that have occurred between Council and the Minister, as well as what next steps are in place to achieve the outcome of traffic lights at this dangerous intersection?</p>	<p>A letter was sent to the Hon Melissa Horne, Minister for roads and Road Safety on 17 December 2024 in response to this motion. A response from the Ministers office was received on 20 January 2025 outlining that further planning and development is being undertaken by the Major Roads Projects of Victoria (MRPV) on the Western Highway to inform upgrade works including the Leakes Road Interchange. A community fact sheet is available on the Big Builds website.</p>
In accordance with Governance Rule 54.12, like questions have been grouped together and a single answer provided.	
Question asked of Council	Response
<p>Submitter: Julieanne Axford</p> <p>When will the traffic lights be turned on at Bridge rd and Ferris rd and when will the extension of Bridge rd be opened?</p> <p>Submitter: Simon Warne</p> <p>Why after almost 18 months aren't the traffic light on Ferris and Bridge Roads Cobblebank operational? I have a child that attends St Francis Catholic College and getting him to and from school each day is unsafe and a logistical nightmare. Its duty of care and safety for the community.</p>	<p>Council understands that not being able to open the Bridge Road extension has caused disruption to St Francis Catholic College and the wider community and we apologise for this inconvenience.</p> <p>On 12 February 2025, Powercor completed their component of works and the final steps which involved the connection and testing of a power metre by AGL. These works were completed and submitted to Department of Transport and Planning, as the final stage of approval.</p> <p>The Department of Transport and Planning are required to attend to test and commission the signals, which is the final phase in allowing the signals to be energised, and intersection to be opened which is anticipated in the coming weeks, noting Council officers are following up daily.</p>

Procedural Motion

Crs Ramsey/Majdlik.

That, pursuant to clause 62.3 of Council's Governance Rules, Council extend Public Question Time by up to 20 minutes.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

Submitter: David O'Connor

Question asked of Council	Response
Why has the Fix Our Roads campaign been abandoned, and will Council reinstate it or launch a new advocacy effort to deliver on promised projects like freeway sound walls for Silverdale Estate, Diggers Rest, and Rockbank?	The Fix Our Roads campaign was developed in the lead up to the State and Federal Elections in 2022 and focused on the upgrades of the road network including the Western Highway, Melton Highway, Hopkins Road, Christies Road and the corridor that included Robinsons Road, Westwood Drive and Calder Park Drive. There was a funding commitment by both levels of government for the Western Highway Business Case which has now been developed and undergoing the next phase of planning. Freeway sound walls were not part of this campaign. Council is committed to a campaign in the lead up to the 2025 Federal Election that includes the Roads and Rail needs for the City of Melton.

Submitter: David O'Connor

Question asked of Council	Response
Given the ongoing financial commitment to Councils Environmental Enhancement Rebate Program, what specific outcomes do Council achieve through this program, including the overall benefit to the wider community?	The Environmental Enhancement Program was developed to support rural landowners in improving environmental conditions through targeted control of weeds, pest animals, and soil erosion. Key outcomes include reducing invasive weeds including Serrated Tussock, controlling rabbit populations to prevent overgrazing, and stabilising soil through revegetation and pasture management.

Submitter: Ralf Schumann	
Question asked of Council	Response
Can council confirm which of the facilities highlighted in yellow on this attached list have completed a planning application as place of worship/assembly and how many have been approved?	A response confirming the status of planning applications that has been identified will be provided in writing.

12. PRESENTATION OF STAFF REPORTS

12.1 COUNCIL AND WELLBEING PLAN 2021-2025, ANNUAL ACTION PLAN, SECOND QUARTER PROGRESS REPORT

Author: Bob Baker - Corporate Planning and Performance Coordinator

Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To provide the second quarter update on the progressive achievement of the Council and Wellbeing Plan 2021-2025, Annual Action Plan 2024/25 Second Quarter Progress Report.

RECOMMENDATION:

That Council receive and note the Council and Wellbeing Plan 2021-2025, Annual Action Plan 2024/25 Second Quarter Progress Report (1 July 2024 – 31 December 2024) as presented at **Appendix 1**.

Motion

Crs Zada/Verdon.

That Council receive and note the Council and Wellbeing Plan 2021-2025, Annual Action Plan 2024/25 Second Quarter Progress Report (1 July 2024 – 31 December 2024) as presented at **Appendix 1**.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

The Melton City Council and Wellbeing Plan 2021-2025 is prepared in accordance with the *Local Government Act 2020*. The Plan is reviewed on an annual basis to adapt to the evolving needs of our growing community.

Each year, Council produces an Annual Action Plan identifying the Council Annual Action Plan (CAAP) actions that Council will work towards achieving, which respond to the strategic outcomes and strategies identified in the Council and Wellbeing Plan 2021-2025 and Annual Budget.

The progressive achievement of the Melton City Council: Annual Action Plan is reported at the conclusion of each quarter of the fiscal year, with a final summary provided at the conclusion of each fiscal year and through the production of Council's Annual Report.

Appendix 1 provides detail on activity for the second quarter (1 July - 31 December 2024), in the progressive achievement of the Melton City Council: Annual Action Plan 2024/25.

2. Background/Issues

The Council and Wellbeing Plan is Council's primary vision and strategic planning document that establishes the direction Council has committed to for its 4-year term of office. The Council and Wellbeing Plan contains objectives, strategies, and performance indicators.

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

The Melton City Council: Annual Action Plan 2024/25 provides 43 CAAP actions to support the delivery of the Council and Wellbeing Plan 2021-2025 Council has committed to deliver.

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

Appendix 1 provides a detailed summary on the progress of each CAAP action in 2024/25, inclusive of the period from 1 July - 31 December 2024. The areas with a stronger link to health and wellbeing are displayed with a heart icon ♥.

The following table provides a summary of progress against the CAAP actions.

Status	Description	Number of actions
Completed	The Action has been completed	5
On track	At least 90% of the action target has been achieved	38
Off Track	Between 75% and 90% of the action target has been achieved	0
Monitor	Less than 75% of the action target has been achieved	0
Not Due to Start	The action is scheduled to start at a later date this year	6
Total Actions		43

Five CAAP actions have been completed to the end of the second quarter and all other actions are on track and expected to be delivered by the current timeline. CAAP highlights included:

- Delivery of the annual Christmas decorations and activations program in key retail precincts.
- Delivery of the City of Melton Short Story Competition with 170 entries from primary school students, one hundred teen entries and seventy-nine adult entries across the municipality. The Awards Night was held on 6 September at Melton Library and Learning Hub as part of the City of Melton Learning Festival, and ninety people attended.
- Delivery of the 2024 Developer Forum on 16 July at Punthill Apartments Caroline Springs with the Planning Minister, The Honourable Sonia Kilkeny, the keynote speaker.
- Research to provide a strengthened evidence base for a tertiary education offering in Cobblebank Metropolitan Activity Centre has been completed to inform a university prospectus.
- Implementation of a workplace People Leader development program.

Upon Council receipt of this update, the Progress Report will be published on 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

Initiatives and activities delivered from the Melton City Council: Annual Action Plan 2024/25 are funded within the Council approved 2024/25 Budget.

5. Consultation/Public Submissions

The Council and Wellbeing 2021-2025 planning process was undertaken in response to the deliberative engagement requirements of the Local Government Act 2020. The process involved extensive consultation with stakeholders including the community, Council staff, government agencies, community organisations and private industry.

Council also initiated a Community Panel to support the development of the Plan. This process resulted in the publication of the Melton City Council and Wellbeing Plan 2021-2025. The Melton City Council: Annual Action Plan 2024/25 was prepared with internal consultation of Council staff and management.

6. Risk Analysis

Nil.

7. Options

Nil.

LIST OF APPENDICES

1. Council & Wellbeing Plan 2021-2025, Annual Action Plan 2024/25, Second Quarter Progress Report



Council & Wellbeing Plan 2021 - 2025, Annual Action Plan 2024/25 - Second Quarter Progress Report

Melton City Council - Whole of Organisation

camms**strategy**

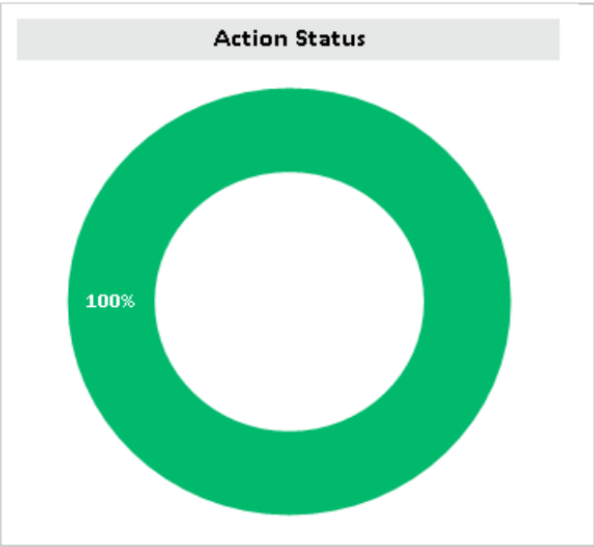
Print Date: 05-Feb-2025

OVERVIEW


ACTION SUMMARY

By Performance


43	On Track
0	Off Track
0	Monitor
0	Not Applicable




ACTION PLAN - PROGRESS REPORT




GREEN



AMBER



RED



—

At least 90% of action target achieved

Between 75% and 90% of action target achieved

Less than 75% of action target achieved


No target set

1 A safe City that is socially and culturally connected.

1.1 A community that celebrates diversity and is inclusive of all.

1.1.1 Drive initiatives that promote gender equity.

Action Title: 1.1.1.4 Deliver the Free from Violence Program and 16 Days of Activism Awareness Campaign initiatives with local organisations to support gender equality and gender diversity.


Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	70%	50.00%	 GREEN

Action Progress Comments:

Council received \$1,500 Safe and Equal funding from the Family Violence Philanthropy Collaboration Project to partner locally based organisations (already delivering services) to deliver gender prevention of violence initiatives as part of the local 16 Days of Activism initiatives. Of the 5 in the City of Melton Girl Chat and MACE developed proposals for implementation. Council also delivered another 10 additional events to support the 16 Days of Activism.

1.1.3 Contribute to reducing inequalities among people living with disability, seniors, diverse faith and cultural groups, Aboriginal and/or Torres Strait Islander communities and LGBTIQ+ people.

Action Title: 1.1.3.11 Deliver support programs and services for people of all abilities and all ages.


Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	60%	50.00%	 GREEN

Action Progress Comments:

Key actions delivered to date include an event to acknowledge 'The First Anniversary of the findings of the Disability Royal Commission Report', 'Disability Awareness' training to all Council staff, two youth employability workshops, weekly Youth Offender Management Program with Victoria Police and the Next Chapter Book Club for adults with learning disabilities.

1.2 A safe community where people feel proud to live.**1.2.1 Invest in initiatives that promote road and community safety.**


Action Title: 1.2.1.4 Deliver final actions from the Safe City, Proud Communities Plan regarding road safety and safe driving in partnership with community and government agencies.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: The Empowering Communities program was concluded, and final report submitted. Delivered actions from the Safe City, Proud Communities Plan including a Road Safety Forum in partnership with Fit 2 Drive, Community Safety Month activities at the libraries, Target Zero Action Groups and commencement of the final evaluation for the Lake Caroline CCTV trial.

1.3 Local neighbourhoods are socially and culturally connected.**1.3.1 Provide opportunities for arts participation and appreciation.**


Action Title: 1.3.1.2 Deliver art installations and workshops at Djerriwarrh Festival and Cultural Diversity Week 2025.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Arts & Events	In Progress	01-Jul-2024	30-Jun-2025	80%	50.00%	 GREEN




Action Progress Comments: Three arts installations delivered at Djerriwarrh Festival in November 2024.

1.3.5 Invest in festivals and celebrations in partnership with the community and local business.

Action Title: 1.3.5.7 Deliver the annual Christmas decorations and activations program in key retail precincts.


Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development & Tourism	Completed	01-Nov-2024	31-Jan-2025	100%	90.00%	 GREEN

Action Progress Comments: The 2024 Christmas program included a suite of decorations focussed on retail precincts where there is high visibility and community activity, along with a supporting activation and marketing program. The decorations programming includes large Christmas trees, wreaths, street banners, pole decorations and the Caroline Springs Gallery Windows. Broader retail precincts were included through a shopfront decals program. The Christmas Activation program encompassed roving Santa's in Caroline Springs, Cobblebank, Melton South, Diggers Rest, Melton Town Centre, along with a 'Twilight Christmas at Hillside activation. A Christmas map and website was created to bring together a full suite of Christmas activities for the local community to enjoy.

Action Title: 1.3.5.8 Deliver Council's major events program including Djerriwarrh Festival, Council Carols by Candlelight, Flavourfest and Lakeside Alive.						
Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Arts & Events	In Progress	01-Oct-2024	30-Jun-2025	75%	50.00%	 GREEN
Action Progress Comments: Djerriwarrh Festival and Carols by Candlelight successfully delivered in 2024. Planning underway to deliver Lakeside alive on 15 March. Flavourfest is not proceeding in 2025 and an alternate event is being considered.						
1.4 A City that promotes positive public health and wellbeing outcomes to our community .						
1.4.3 Improve community health and wellbeing outcomes related to sexual and reproductive health and harm caused by tobacco, alcohol and drug use.						
Action Title: 1.4.3.3 Deliver community initiatives to reduce harm from vaping with the VicHealth Vaping Prevention Grant.						
Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN
Action Progress Comments: The Vape-free West project is currently in the early delivery phase, with key project partners using local data to identify the four culturally and linguistically diverse communities for focus in the delivery of the youth co-design and community education program, across the west.						
1.4.4 Raise community awareness and deliver programs to prevent family violence.						
Action Title: 1.4.4.7 Deliver actions from the City of Melton Equality and Respect Implementation Plan 2023-2025 including delivery of the Baby Makes 3 new parents program.						
Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Social Planning & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN
Action Progress Comments: A range of actions have been delivered including Early Years undertaking working with dads workshops, Gender Impact Assessment training sessions delivered to staff, the establishment of a community co-design project to understand the needs of the LGBTIQA+ community when accessing family violence support, and approval of the new sport and recreation Fair Access action plan. The Baby Makes 3 program has been delivered in Thornhill Park throughout September and November, with another series planned for February.						


1.4.5 Support children and young people to learn, develop and reach their full potential.

Action Title: 1.4.5.2 Deliver the Early Years Library and Learning Program.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: Melton City Libraries deliver a regular suite of early years literacy programs: Introduction to the library for New Parents Group in partnership with the Maternal Child Health team, Baby Bounce, Toddler Time, Pre-school Storytime and Family Tales, which is held on Saturdays to cater for working parents. This quarter, 118 programs were delivered with a total of 2,808 adults with 3,170 children. Total community participation 5,978.


Action Title: 1.4.5.3 Deliver the City of Melton Short Story Competition.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	Completed	01-Jul-2024	30-Jun-2025	100%	100.00%	 GREEN

Action Progress Comments: Short Story competition delivered. The program attracted 170 entries from primary school students across the municipality, 100 teen entries, and 79 adult entries. 1,185 students were engaged in the promotion of the program. The Awards Night was held on 6 September at Melton Library and Learning Hub.

1.5 A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self-determination.**1.5.1 Provide and promote opportunities for the celebration and recognition of Aboriginal and/or Torres Strait Islander history and culture.**


Action Title: 1.5.1.3 Deliver initiatives to support community to recognise and celebrate Aboriginal and/or Torres Strait Islander history and culture including Reconciliation Week and NAIDOC Week.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Community Capacity	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: Council officers assisted Kirrip to participate in the DJ parade supporting them with the Community Event process also facilitating participation in the street parade. Officers also provided officer support to Kirrip with their Christmas event to continue to promote social inclusion amongst our First Nations Community.


2 A vibrant and healthy natural and built environment.**2.1 A City with healthy waterways, biodiversity and ecosystems.****2.1.2 Ensure the maintenance and protection of waterway ecosystems.**

Action Title: 2.1.2.3 Review of Passive Irrigation Treatment Guidelines.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Infrastructure Planning	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


Action Progress Comments: Officers are currently undertaking a review of our passive irrigation treatment guidelines.**2.1.3 Ensure biodiversity is well managed and protected, both on Council's land and on private land.**

Action Title: 2.1.3.5 Engage the community on the development of a Biodiversity Strategy.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Environment & Sustainability	In Progress	01-Jul-2024	30-Jun-2025	30%	20.00%	 GREEN

Action Progress Comments: Community engagement activities have commenced in November 2024 at the Djerriwarrh Festival. Further community consultation activities will take place between March and June 2025.**2.2 A City resilient to the impacts of a changing environment.****2.2.3 Support initiatives that promote cooling of the urban environment.**


Action Title: 2.2.3.2 Complete the research phase of the development of a Tree Planting Strategy.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	20%	20.00%	 GREEN

Action Progress Comments: The research phase of this strategy has commenced, with an initial review of our tree canopy cover and urban heat underway.


2.3 A City growing and developing sustainably.**2.3.1 Ensure land development practices minimise environmental harm and damage.**

Action Title: 2.3.1.6 Undertake an audit of open space assets to inform development of a new Open Space Plan.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN


Action Progress Comments: An audit of our open space assets within our City is currently underway.**2.4 A City that mitigates and adapts to climate change, and is environmentally aware.****2.4.2 Maximise the use of alternative water sources and reduce Council's reliance on potable water.**

Action Title: 2.4.2.1 Investigate alternative water source options to reduce Council's reliance on potable water.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Environment & Sustainability	In Progress	01-Jan-2025	30-Jun-2025	10%	0.00%	 GREEN

Action Progress Comments: Officers are liaising with water authorities including Greater Western Water and Melbourne Water to investigate alternative water sources within our City.**2.4.4 Reduce the amount of waste being sent to landfill.**


Action Title: 2.4.4.5 Engage the community on the draft Resource Recovery & Circular Economy Strategy.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Environment & Sustainability	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: Community engagement activities have occurred to inform the draft Resource Recovery and Circular Economy Strategy, with feedback incorporated into the draft report that is currently being prepared.


3 A fast growing, innovative and well planned City.**3.2 Health and community services accessible locally.****3.2.2 Plan and design Council facilities to accommodate health and community services.**

Action Title: 3.2.2.6 Finalise the detailed design documentation and complete the tender process for construction of the Cobblebank Community Services Hub.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Major Project Delivery	In Progress	01-Jul-2024	30-Jun-2025	80%	50.00%	 GREEN


Action Progress Comments: The Detailed Design documentation for the Cobblebank Community Services Hub is almost finalised, noting the Tender for the Head Contractor (Design and Construct Contract) was released in October 2024 and closed on 18 December 2024. The Tender Evaluation Panel are reviewing the tenders and preparing a Council Report for consideration by Council at a future Council Meeting.

Action Title: 3.2.2.7 Finalise the detailed design documentation for the Plumpton Aquatic and Leisure Centre.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Major Project Delivery	In Progress	01-Jul-2024	30-Jun-2025	80%	50.00%	 GREEN

Action Progress Comments: The Detailed Design documentation continues to progress well with targeted workshops happening weekly. As at December 2024 it is anticipated that Detailed Design will be completed at the end of March 2025. The Head Contractor Expression of Interest (EOI) was released in November 2024 and is currently under review.


Action Title: 3.2.2.8 Complete the design and commence construction of two seniors outdoor gyms.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	20%	20.00%	 GREEN

Action Progress Comments: Draft concept plans have been prepared. Officers will commence engagement activities in early 2025.

3.3 A City with accessible infrastructure that meets the needs of all.**3.3.1 Ensure infrastructure and open space are designed, built and maintained to accommodate safety, growth, diverse needs and adaptability.**

Action Title: 3.3.1.10 Plan and deliver infrastructure that supports increased participation in sport and active recreation.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Recreation & Community Activation	In Progress	01-Jul-2024	30-Jun-2025	64%	50.00%	 GREEN


Action Progress Comments: Commence construction on the cricket, football and netball precinct at Bridge Road Recreation Reserve September 2024. Contract awarded for the Macpherson Park Rugby Pavilion project with the new Rugby Pitch nearing completion.

Delivery of major sportsground upgrade at Caroline Springs Town Centre Recreation Reserve on track with construction commenced.

Delivery of the Melton Recreation Reserve Sports Pavilion - Project completion and occupancy achieved in August 2024.

Development of an Indoor Sports Facilities Strategy Paper is on track with Draft developed for review.

Action Title: 3.3.1.11 Deliver commitments in the Kindergarten Infrastructure Services Plan.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Child, Family & Youth	In Progress	01-Jul-2024	30-Jun-2025	35%	35.00%	 GREEN

Action Progress Comments: Plumpton Children's and Community Centre – Licensing of kindergarten underway with the aim of children commencing kindergarten from Thursday 6 Feb. Finishing of Community Spaces, MCH and external landscaping works to continue until March 2025.

Weir Views Community Centre – Construction has commenced onsite. Building Blocks funding agreement executed, and first payment instalment received.

Aintree Community Centre – project on hold until developer signs agreement and takes to tender. Building Blocks funding agreement executed, and first payment instalment received.


Deanside Community Centre – design consultant appointed and PWG meetings to commence.

Diggers Rest Community Centre – design consultant appointed and PWG meetings to commence.

Rockbank East Community Centre – Value management concept re-design completed.


3.3.3 Advocate to and work with the State Government for the timely delivery of State infrastructure to service the City.

Action Title: 3.3.3.4 Advocate to and work with State and Federal Governments for the timely delivery of infrastructure to meet the needs of our growing community.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy & Government Relations	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: With the Council in caretaker from September, proactive engagement advocacy opportunities were limited pending the election of the new Council for a four-year term. Since the election, a letter of introduction of the new Mayor and Councillors has been sent to all local members and relevant state and federal Ministers with the inclusion of Council's advocacy priorities booklet. Additionally, a number of letters have been sent to Ministers representing the community's infrastructure needs, including secondary school provision, parking at Rockbank Train station, immunisation funding, provision of local bus services, funding for the Leakes Road / Western Highway intersection, request for an update on the Western Highway Business Case and upgrades to bus stops in Deanside.


Action Title: 3.3.3.5 Engage with our community on the development of a BMX and Skate Strategy.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
City Strategy	In Progress	01-Jul-2024	30-Jun-2025	25%	25.00%	 GREEN

Action Progress Comments: Officers have commenced preparing background documentation to support community engagement activities that are scheduled to occur in 2025.

3.4 An integrated transport network that enables people to move around.**3.4.3 Ensure road networks are adequate, safe and contribute to the wellbeing of our community.**


Action Title: 3.4.3.3 Review and update Council's Road Management Plan.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Engineering & Asset Services	In Progress	01-Jul-2024	30-Jun-2025	20%	20.00%	 GREEN

Action Progress Comments: Council officers have commenced the review and update of Council's Road Management Plan for consideration by Council for adoption by October 2025. As at December 2024 the new document is being prepared, and details regarding intervention levels and maintenance scheduling being discussed with Council's Operations Team.


4 A City that promotes greater education and employment.**4.1 A strong local economy that attracts business growth and encourages new investment.****4.1.1 Invest in programs that support local business to start, grow, connect and thrive.**

Action Title: 4.1.1.5 Deliver a range of networking, support and capacity building programs through the Venture Melton Business Network.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development & Tourism	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN
Action Progress Comments: There are a range of Venture Melton Business Network that have occurred, including three Ready Set Connect Networking meetings and two workshops which focused on Digital Accessibility and the Australian Made campaign.						


4.1.2 Support initiatives that create opportunities for new business, jobs and investment in the City.

Action Title: 4.1.2.6 Deliver the 2024 Developer Forum.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	Completed	01-Jul-2024	30-Jun-2025	100%	100.00%	 GREEN
Action Progress Comments: The Developer Forum was held on Tuesday 16 July 2024 at Punthill Apartments Caroline Springs with the Planning Minister, the Honourable Sonia Kilkeny, in attendance as the keynote speaker. The event was attended by more than 50 industry stakeholders and provided networking opportunities and insights into maintaining ongoing engagement.						


4.2 A City with a variety of education facilities accessible locally.**4.2.3 Advocate for the delivery of TAFE and tertiary education facilities and opportunities in the City.**

Action Title: 4.2.3.3 Undertake research to provide a strengthened evidence base for a tertiary education offering in Cobblebank Metropolitan Activity Centre.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy & Government Relations	Completed	01-Jul-2024	30-Oct-2024	100%	100.00%	 GREEN
Action Progress Comments: The university research demonstrated a future demand for a university campus in Cobblebank. This research is being used to inform a university prospectus that will be presented to key State and Federal decision makers to build the case for capital funding for a campus. This will inform part of the 2025 Federal Election campaign.						

4.2.4 Support local pathways between education, training and employment.


Action Title: 4.2.4.4 Advocate and provide support services that strengthen employment pathways for young people.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Child, Family & Youth	In Progress	01-Jul-2024	30-Jun-2025	40%	40.00%	 GREEN

Action Progress Comments: - Officers continue to meet with a range of employers, schools and service providers to discuss ways to support education, employment.

- Planning commenced for 2025 Careers Expo
 - Delivered Employability Workshops- White Card (2 sessions), and Introduction to coffee making. Workshops attended by 63 young people.
 - Delivered introduction to Event Management workshops to 14 young people.
 - Implemented referrals to Future Connect Youthgrounds, WCIG employment (disability services), Youth Projects Transition to Work program and Disability Employment Support programs, MEGT and Genu for school leavers and Youth Employment Supports (SLES) program.
 - Delivered Barbering Workshop for 45 young people.
 - Western Bulldogs Leadership Program Graduation provided 10 graduates.
 - Freeza Events: Make your Move / DJ Festival- Strengthened pathways to music industry (80 young people).
- All employability workshops are listed on Council's Learning Directory and advertised through Council website. Local Schools also receive a copy of YC's newsletters which promote these workshops.


Action Title: 4.2.4.5 Support local organisations to advocate and promote local employment opportunities.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Economic Development & Tourism	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: Melton Jobs Hub is an online portal which promotes local job opportunities for job seekers within the community. Quarters 1 and 2 of 24/25 has seen over 2600 jobs advertised, and welcomed 252 new jobseekers and 4 new employers to the platform.


4.3 A City with a diversity of local job opportunities with an increasing number of residents locally employed.**4.3.3 Partner with community organisations and the employment and education sectors to identify skill shortages and advocate for employment pathways.**

Action Title: 4.3.3.1 Work with Victoria University through Council's Memorandum of Understanding to provide spaces and resources to support the delivery of accredited and job-ready learning programs at Council libraries.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: The Libraries and VU partnership program, Your Career Your Way, designed to provide career and training opportunities for locals was delivered at Caroline Springs this quarter. The program ran for 2 weeks with 22 participants enrolled for each session.

Action Title: 4.3.3.2 Work in partnership with local education and community service organisations to identify and respond to skills shortages leading to employment pathways.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Community Participation & Connection	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN


Action Progress Comments: Officers met with Future Connect to discuss commencing structured workplace learning opportunities for young people in Council's Cafe spaces to upskill young people with hospitality skills.

The Youth Grounds café will be operating from the Kurunjang Community Hub again in term 1 and term 2 of 2025.

A program supporting CALD community members to obtain accredited qualifications for the warehousing, logistics and the construction industry will commence by March 2025. Officers have engaged accredited training organisations and interpreting services to facilitate the program.

4.4 Lifelong learning opportunities that bring local communities together.**4.4.1 Invest in programs and activities for all ages and stages of life that promote lifelong learning.**


Action Title: 4.4.1.4 Extend library outreach services with the implementation of a Mobile Library Service with support from the Living Libraries Infrastructure Funding Program.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Libraries & Learning	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: Melton City Council received a grant from the Living Libraries Infrastructure program to help fund a Mobile Library Van. This quarter, the Procurement and Fleet teams have been engaged to source the preferred vehicle. A specialist fit-out company has been selected to undertake works to operationalise the vehicle.

5 A community that is actively engaged in the City.**5.1 Deliberative engagement and communication with the community informs planning and decision making.****5.1.1 Position the organisation to deliver robust deliberative engagement.**


Action Title: 5.1.1.4 Implement the deliberative engagement program to inform the development of the next Council Plan, Financial Plan and Asset Plan, including a review of the Community Vision.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Customer Experience	In Progress	01-Nov-2024	30-Jun-2025	40%	25.00%	 GREEN

Action Progress Comments: Deliberative engagement for the Community Vision and supporting strategic documents has commenced with the appointment of an external consultant, and commencement of recruitment of panel members. The Community Panel will be formed in February 2025. Additionally, improvements have been made to the engagement process for community Council Plan and Budget Ideas, including enhanced transparency of ideas being put forward by community members and improving ease of submitting an idea. This has resulted in a positive improvement in engagement and the number of submissions being received.

5.2 A range of platforms, including digital, that cater for accessible community engagement and consultation.**5.2.3 Provide opportunities for meaningful community engagement, especially with diverse faith and cultural groups.**


Action Title: 5.2.3.2 Utilise deliberative engagement to co-design the redevelopment of Council's Customer Service Charter.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Customer Experience	Not Started	02-Jan-2025	30-Jun-2025	0%	0.00%	 GREEN

Action Progress Comments: Not scheduled to commence until the third quarter 2024/25.


6 A high performing organisation that demonstrates civic leadership and organisational excellence.**6.1 An organisation that demonstrates excellence in customer and community service.****6.1.1 Provide high quality, consistent and responsive customer service throughout all areas of Council.**

Action Title: 6.1.1.10 Develop a Customer Experience Strategy that focuses on enhancing end-to-end customer journey expectations and fosters a customer-centric organisation.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Customer Experience	In Progress	01-Jul-2024	30-Jun-2025	15%	15.00%	 GREEN

Action Progress Comments: Foundational work for the development of the Customer Experience Strategy is currently underway, including completion of a Customer Experience Maturity Assessment and Benchmarking Survey. The results have been discussed with teams across the organisation to identify opportunities for improvement. A project and engagement plan is currently being developed for the completion of the strategy, along with recruitment of the Senior Lead Customer Experience and Service Improvement which will be responsible for leading the implementation of the strategy.


Action Title: 6.1.1.11 Implement workplace People Leader development program.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
People & Customer	Completed	01-Jul-2024	30-Jun-2025	100%	100.00%	 GREEN

Action Progress Comments: A workplace People Leader Development Program has been implemented, including three People Leader Forums held to date and regular Senior Leadership Team (Executives and Managers) Sessions. Council has also implemented the Juno Adaptive Leaders Program for up and coming leaders.


6.2 An adaptive, innovative and creative organisation.**6.2.2 Invest in new and emerging technology that supports innovation.**

Action Title: 6.2.2.3 Continue implementation of an enhanced WiFi solution across community sites, ensuring that the community can access reliable and secure internet services seamlessly.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Technology	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: An enhanced Wi-Fi solution is scheduled to be implemented at three Council sites: Melton Youth Facility, Timbertop Children's and Community Centre and Fraser Rise Children's & Community Centre. It is expected that the planned completion date of 30/06/25 will be met.

Action Title: 6.2.2.4 Enhance cyber security measures to safeguard community information and Council data from potential threats and cyber-attacks.


Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Technology	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: Council has initiated several key projects aimed at strengthening cyber security measures to better protect sensitive council data from potential threats. These initiatives include the implementation of advanced security protocols, enhanced monitoring systems, and employee training programs to ensure that all staff are equipped to recognise and respond to security risks. These projects are progressing as planned.

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.


Action Title: 6.3.1.6 Develop and implement a centralised external grants function that maximises and streamlines opportunities to secure investment for Council services, programs and infrastructure delivery.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: The scope of the centralised grants function has been developed and recruitment is under way to engage a resource to commence implementation.

6.3.4 Invest in professional development opportunities for Councillors relevant to their civic responsibilities.


Action Title: 6.3.4.3 Develop and implement new Councillor Induction Program within legislative timeframes.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Governance	In Progress	01-Jul-2024	30-Jun-2025	90%	50.00%	 GREEN

Action Progress Comments: The Councillor Induction program was rolled out from 18th - 22nd November 2024 inclusive, with attendance from 8 of the 10 Councillors. Modules requiring completion from the two remaining Councillors will be completed on 8th January 2025, and 13th January 2025, with the last session booked for 23rd January 2025. The Mayor and Deputy Mayor completed their mandatory training as part of the Municipal Association of Victoria program which was held on 12th and 13th December 2024.

6.3.5 Advocate to, and partner with all levels of government, community organisations and the private sector.

Action Title: 6.3.5.3 Implement a targeted advocacy engagement program with State and Federal Departments to strengthen strategic partnerships and investment planning.

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
Advocacy & Government Relations	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

Action Progress Comments: A federal election campaign has been developed that will focus on securing commitments for a roads package for the City of Melton, with a focus on the Western Highway, electrification of the Melton train line and a university campus for Cobblebank.

This is supported with the State and Federal Budget submissions that were developed in the second quarter 2024/25 for submission in the third quarter aligned to Council's advocacy priorities.


Council officers have had regular meetings with departmental representatives including the Department of Transport and Planning to highlight the ongoing needs of the community and how the two organisations can work together to advocate to the Australian Government for funding.

Council met with the Victorian Leader of the Opposition to highlight advocacy priorities for the City.

Council was successful in achieving \$30 million in funding through the Federal Government's Thriving Suburbs Program: \$15 million each for the Cobblebank Community Services Hub and Plumpton Aquatic and Leisure Centre.

6.4 An organisation that celebrates diversity and inclusion.**6.4.2 Strengthen the organisation's commitment to gender equity.**

Action Title: 6.4.2.3 Develop a new workplace Gender Equality Action Plan (GEAP).

Responsible Business Unit	Status	Start Date	End Date	% Complete	Target	On Target %
People & Customer	Not Started	01-Jul-2024	30-Jun-2025	0%	0.00%	 GREEN

Action Progress Comments: The development of a new plan is dependent on receiving the criteria for the new Gender Equality Action Plan (GEAP) from the Gender Equality Commissioner. At the time of reporting, the criteria have not been released, impacting the commencement of the workplace GEAP.

Further updates on progress will be provided as changes occur.

12.2 PLANNING APPLICATION PA 2018/6268/2 - AMENDMENT TO PERMIT TO ALLOW FOR THE USE AND DEVELOPMENT OF A SUPERMARKET AND PLACE OF ASSEMBLY WITH ASSOCIATED CAR PARKING AND LANDSCAPING AND A REDUCTION IN CAR PARKING AT 91-93 UNITT STREET, MELTON AT 91-93 UNITT STREET, MELTON

Author: Cam Luong - Senior Development Planner
Presenter: Blake De Alencar Angus - Manager, City Growth and Development

PURPOSE OF REPORT

To consider and determine a planning application to amend an existing planning permit to allow for the use and development of a Supermarket and Place of Assembly with associated car parking and landscaping and a reduction in car parking.

RECOMMENDATION:

That Council issue a Notice of Decision to Amend a Permit subject to the conditions outlined in **Appendix 7** of this report.

Motion

Crs Ramsey/Turner.

That Council issue a Notice of Decision to Amend a Permit subject to the conditions outlined in **Appendix 7** of this report.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

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

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

The Mayor declared the motion **CARRIED UNANIMOUSLY**

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

Applicant:	Nest Grower Pty Ltd
Proposal:	Amendment to permit to allow for the use and development of a Supermarket and Place of Assembly with associated car parking and landscaping and a reduction in car parking.
Existing Land Use:	Vacant
Zone:	Commercial 1 Zone
Overlays:	None
Permit Triggers	Commercial 1 Zone (Clause 34.01-1) – A permit is required to use the land for a Place of Assembly Commercial 1 Zone (Clause 34.01-4) – A permit is required to construct a building or carry out works. Car parking (52.06-3) – A permit is required to reduce (including reduce to zero) the number of car parking spaces required under Clause 52.06-5.
Number of Objections:	Seven
Key Planning Issues:	Appropriateness of the uses within the Melton Town Centre. Response to the Melton Town Centre Revitalisation Plan Building and design Street tree removal Traffic and car parking Compliance with Planning Scheme
Recommendation:	Issue a Notice of Decision to Grant an Amended Planning Permit subject to conditions.

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 760m² and is located on the south-eastern corner of Alexandra Street and Unitt Street, Melton. Other features of the site are as follows:

- The site is a corner allotment and is rectangular in shape.
- The site is currently vacant.
- The site was previously occupied by a single-story building (initially developed as a single-story weatherboard dwelling with tiled roofing) that has been used for a range of commercial uses.
- Access to the site is currently via a concrete crossover located off Unitt Street.

The subject land is a vacant parcel of commercial land within the Melton High Street Town Centre. The land to the north of Unitt Street is located within the Residential Growth Zone.

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

Refer to **Appendix 2** for photos of the site and the surrounding area.

Background

On 10 July 2019, Council issued Planning Permit PA2018/6268. The planning permit allows for the *“use and development of a two-storey mixed-use commercial building comprising of three shops and offices and a residential building consisting of three triple-storey dwellings, associated landscaping and reduction in car parking and loading bay requirements.”*

On 18 June 2021, Council granted an extension to the planning permit, such that the permit would expire, if the development was not commenced by 10 July 2023. A subsequent further extension of time request was granted on 7 September 2023, such that the permit will expire if the development is not commenced by 10 July 2025. The permit remains valid.

No plans are approved under the planning permit at this point because at the time of issue, the permit required minor amendments to the plans. The permit holder has now decided to request an amendment to the permit to pursue a different development from that which was initially assessed by Council.

Refer to **Appendix 3** for plans considered in the approval of the Planning Permit on 10 July 2019.

The Application

The application seeks to amend the existing planning permit and plans to be endorsed under the permit. The extent of changes being proposed is transformative and a complete departure from the original approval. The shops, offices, and residential dwellings that were previously approved will no longer form part of the proposal. The design and layout of the building is also completely different.

The application now seeks approval for the use and development of a two-storey mixed-use commercial building comprising a Supermarket and Place of Assembly with a reduction in car parking.

The proposed development is summarised as follows:

- The Supermarket will be located on the ground floor and the Place of Assembly will be located on the first floor.
- Access to the Place of Assembly will be via a staircase and lift located off Unitt Street.
- The Place of Assembly will:
 - Have a maximum of 50 patrons;
 - Operate 7 days a week, from 5:00 PM to 10:00 PM;
 - Hold most events on the weekends, with weekday events being less frequent.
- The Supermarket will:
 - Have a leasable floor area of 467.28 square metres.
 - Have a maximum of 6 staff at any one time.
 - Operate 7 days a week, from 8:00 AM to 5:00 PM.
- Seventeen (17) car parking spaces (including one disabled car parking space) will be constructed as part of the proposal. Nine of the additional car parking spaces proposed will be constructed on the Unitt Street road reserve, and eight of the car parking spaces will be constructed on the subject land.
- The applicant has indicated that they would like to retain ownership of the car parking spaces that will be constructed on the subject land.
- The proposed alterations to the road reserve to provide additional car parking would require the removal of two planted street trees.

- The provision of access to the loading and bin storage areas would require the removal of one Council street tree, located at the rear car park that is accessed off Alexandra Street.

Refer to **Appendix 4** for plans of the proposal.

Planning Controls

Zone	(Clause 34.01 – Commercial 1 Zone)	A Supermarket (included under Shop) is a Section 1 – Permit not required use. A Place of Assembly is a Section 2 – Permit required use. A permit is required to construct a building or carry out works.
Overlays	Nil	
Particular Provisions	(Clause 52.06 – Car Parking)	A Supermarket is required to provide 5 car parking spaces for each 100 sqm of leasable floor area. Based on the Melton Planning Scheme requirements, 24 car parking spaces need to be provided for the Supermarket. A Place of Assembly must provide 0.3 car parking spaces for each patron. Based on the Melton Planning Scheme provisions, 15 car parking spaces need to be provided for the Place of Assembly. A permit is required to reduce the car parking requirements. There is a shortfall of 22 car parking spaces based on the Melton Planning Scheme requirements.

A full assessment of the proposal against the relevant planning policies is included in **Appendix 5**.

Is the land affected by a Restrictive Covenant?

The land is not affected by a Restrictive Covenant.

Is the land of Cultural Heritage Sensitivity?

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

2. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application

The proposal does not qualify for any public notification exemptions either in the Commercial 1 Zone (Clause 34.01) or elsewhere in the Melton Planning Scheme. Therefore, the application has been advertised in accordance with the Planning and Environment Act 1987.

Notification consisted of the distribution of notification letters to adjoining landowners and occupiers, and through the display of a notification sign on each of the sites' frontages for 14 days.

The notification was satisfactorily completed and seven objections were received.

The grounds of objection may be summarised as follows:

- Increased traffic congestion
- Not enough car parking
- Noise pollution
- Property devaluation
- Competition and threats to existing businesses in the area
- Risk of anti-social behaviour
- Strain on local infrastructure

A response to the objections is provided in **Appendix 6**.

Referral of the application

The application has been referred to the following internal departments for comments. A summary of responses is provided in the below table:

Authority/Department	Responses
Internal	
Engineering and Assets (Traffic and Transport)	<p>Provided conditional approval on the basis that the Place of Assembly (Function Centre) only caters for 50 patrons, and recommends introducing a time buffer between the supermarket's closing time and the function centre's starting time to avoid potential conflicts.</p> <p>The inclusion of an additional buffer time is unnecessary, given, that it is likely that most people who are invited to attend functions (i.e. weddings, parties, etc.) are unlikely to arrive as soon as the venue opens, and in addition, since the use of the land for a Supermarket does not require a planning permit (only the buildings and works do) Council cannot impose conditions on a land use that is otherwise permitted without the need for a planning permit.</p>
City Infrastructure Planning (Engineering)	Conditional approval.
City Strategy (Strategic Planning)	Supportive of the proposal.
City Strategy (Urban Design)	Supportive of the proposal.
Operations (Parks)	Supportive of the proposal.

The application was not referred to any external authorities for comments.

5. Issues

Planning Assessment

The application has been assessed against the relevant considerations of the Melton Planning Scheme, and comments have been sought from internal Council Departments. The key considerations for this application relate to the suitability of the use in the proposed location, potential amenity impacts, and compliance with the relevant policies of the Melton Planning Scheme. An assessment of these key areas is provided as follows:

Are the uses appropriate for the subject site?

The subject site is located within the Melton High Street Town Centre, which is located within the Commercial 1 Zone.

The use of the land for a Supermarket does not require planning approval.

The use of the land for a Place of Assembly requires planning approval. The use needs to be assessed based on activities to be carried out, amenity impacts (traffic, noises, dust, emissions, etc.), and hours of operation to ensure that there would be no unreasonable amenity impacts resulting from the approval of the application. The Place of Assembly will operate as a function centre, which will cater for up to 50 patrons and will only operate from 5:00 pm to 10:00 pm (seven days a week).

The scale of the Place of Assembly is considered reasonable in the context of the site and surrounding area, and the hours of operation sought would not result in any unreasonable amenity impacts. General conditions will also be imposed to ensure noise does not unreasonably impact the amenity of the area.

Both uses are consistent with the purpose and intent of the Commercial 1 Zone, which seeks to create vibrant mixed-use commercial centres for retail, office, business, entertainment, and community uses.

Is the use and development consistent with adopted the Council's policies?

Council adopted the Melton Town Centre Revitalisation Plan (the Revitalisation Plan) at the Council meeting in April 2024. The core focus of the plan is to address existing issues and challenges stemming from the decline of economic activity within the Melton Town Centre and to identify and capitalise on the unique offering and opportunities available. In the current context, infill development which is proposed as part of this planning application is vital to the long-term revitalisation of the Melton Town Centre and will contribute to increased activity during the day and in the evening.

The subject site is located within Precinct 1 (Town Centre Heart) of the Revitalisation Plan and within a 400 metre walking distance of the town centre core. The proposal responds to several principles from the Melton Town Centre Revitalisation Plan, all designed to facilitate development across the town centre including on strategic sites and to attract new business, community facilities and a mix of uses to the area. The introduction of these proposed uses, and in particular the Place of Assembly (Function Centre) is consistent with the broad strategies to promote the Melton Town Centre as a night-time destination for activities such as dining and events, enhancing street life, and creating a vibrant night-time economy.

The Revitalisation Plan also includes a range of urban design guidelines to support the plan's key principles of revitalisation for the Melton Town Centre. The following guidelines relevant to this application have been addressed through the amended plans:

- Encourage high-quality, architecturally detailed, and site responsive building design.
- Encourage new development to address all street frontages and minimise back-of-house elements.
- Ensure new development adjacent to the public realm provides an active and attractive interface.

- Ensure signage compliments the built form, without detracting from the overall appearance of the surrounding area, limiting large-scale corporate signage and branded frontages.
- Ensure new development provides interest and visual permeability at street level.

Is the design and layout of the building appropriate?

The overall design of the proposal has been reviewed by Council Officers on several occasions, and the applicant has satisfactorily addressed the design and built-form issues that have been previously raised. The overall design of the proposal will contribute positively to the public realm.

The setback of the building will be generally consistent with the adjoining commercial buildings to the east, which would allow for the re-configuration of the public footpath and improve pedestrian access to those buildings. However, the plans for the proposal do not currently show that the existing public footpath to the opposite side of Alexandra Street will be re-instated as part of the development. This will need to be addressed as an amended plan requirement on any permit issued to ensure that existing pedestrian linkages are maintained.

The Supermarket (ground floor) has been designed to have active frontages along Unitt Street and Alexandra Street. The applicant has also indicated that they would be agreeable to accepting a condition that would prohibit the placement of promotional/advertising material on the window glazing. The Place of Assembly (first floor) has been designed with a wrap-around balcony on the corner to provide passive surveillance opportunities and visual interest.

The overall design of the building is considered to be consistent with the Design Guidelines contained within the Melton Town Centre Revitalisation Plan, which outlines that *“Buildings located on corner sites must address and aim to activate both corner frontages and provide opportunities for passive surveillance from ground and upper levels.”*

The overall design and layout of the current proposal is an improvement on what was approved in 2019. The improvements to the overall design include:

- The inclusion of the wrap-around balcony on the first floor, which would improve passive surveillance and visual interest.
- The inclusion of extensive window glazing along nearly the entire extent of Unitt Street and Alexandra Street.
- The removal of the separate accessway along Alexandra Street would improve walkability.
- The provision of loading and waste storage facilities within the building.

Is the removal of street trees acceptable?

The proposal would require the removal of two planted street trees (*Eucalyptus polyanthemos*, commonly known as Red Box) along Unitt Street, and one planted street tree (*Robinia pseudoacacia*, commonly known as Locust Tree) within the rear car park.

The street trees along Unitt Street were planted in 2012. The removal of these street trees would be unavoidable, given the design constraints of the land and the need to construct dedicated car parking spaces as part of the development. The existing crossover/accessway into the property is not ideally located, being in the northeastern corner of the subject land. If this access arrangement were maintained it would severely compromise the architectural quality and design of the building (i.e. no built form at the corner of the site). The proposal provides a logical addition/expansion to the existing car parking facilities along Unitt Street.

The removal of the street tree along the rear car parking area is required to facilitate the provision of a loading and bin storage area within the building, which will be screened from public view and is consistent with the Design Guidelines contained within the Melton Town Centre Revitalisation Plan, which seeks to *“Encourage double-fronted premises to locate service functions (bins, storage areas, and loading) away from the High Street and screened appropriately.”*

A condition has been placed on the planning permit requiring appropriate costs to be paid as per Council’s Tree Planting, Inspection, and Removal Policy.

Does the proposal have an unreasonable impact on traffic and car parking?

The proposal includes the provision of 17 car parking spaces (including 1 disabled car parking space). The car parking spaces and accessway will be constructed along the Unitt Street road reserve and partially on the subject site. The applicant has indicated that they wish to retain ownership of the car parking spaces that will be constructed within their title boundary. This arrangement is consistent with how other commercial properties along Unitt Street have been developed in the past. The proposal will result in a statutory shortfall of 22 car parking spaces, however, this does not take into account the staggered hours of operation of the proposed uses on the land. The shortfall will be only seven car parking spaces at a maximum when the staggered hours of operation of the Supermarket (8:00AM - 5:00PM) and Place of Assembly (5:00PM-10:00PM) are considered.

It should be noted that the Council allowed for a reduction of five car parking spaces when the application was originally considered and approved in 2019. As such, the net additional shortfall is only two car parking spaces when compared to the previously approved plans for the land.

A Traffic Report (prepared by TTM Consulting, dated 12 July 2024) submitted by the applicant to accompany the application indicates that there are 229 public car parking spaces within 200 meters of the subject site, with car parking surveys conducted on Wednesday (12:00 PM-2:00 PM) and Friday (7:00 PM-9:00 PM). The findings of the car parking surveys indicate that there were between 123-125 car parking spaces available between 12:00PM - 2:00PM (when the Supermarket is operating), and 148-170 car parking spaces available between 7:00PM - 9:00PM (when the Place of Assembly is operating). Based on the analysis provided in the traffic report there is considered to be ample car parking within the immediately surrounding area to accommodate the proposal and the reduction in car parking proposed. It is also acknowledged that to achieve the objectives of the Melton Town Centre Revitalisation plan, reductions in statutory car parking requirements will need to be considered.

Does the use comply with relevant planning policy within the Melton Planning Scheme?

The proposal has been assessed against and deemed to be consistent with the relevant Planning Policy Framework, Zone Provisions, Car Parking Provisions, and the decision guidelines in Clause 65.

The proposal exhibits a high level of compliance with planning policies relating to the development of robust and vibrant Activity Centres that provide access to a broad range of retail, entertainment, community, and leisure facilities and promote social connectedness.

The proposal has been rigorously reviewed by Council Officers on several occasions to ensure that the architectural quality of the building contributes to enhancing the public realm. This can be shown through the extensive use of window glazing, provision of overhead canopy walkways, and a wrap-around balcony on the first floor allowing for passive surveillance of the public realm.

A full assessment of the proposal against the relevant planning policies is included in **Appendix 5**.

6. Options

Council can either support the application by issuing a Notice of Decision to Amend a Permit or not support the proposal by issuing a Notice of Decision to Refuse to Grant an Amendment to a Permit.

It must be noted that, if a Notice of Decision to Refuse to Grant an Amendment to a Permit is issued, the owner can still act on the existing Planning Permit (based on the plans previously considered by Council officers in 2019).

7. Conclusion

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

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

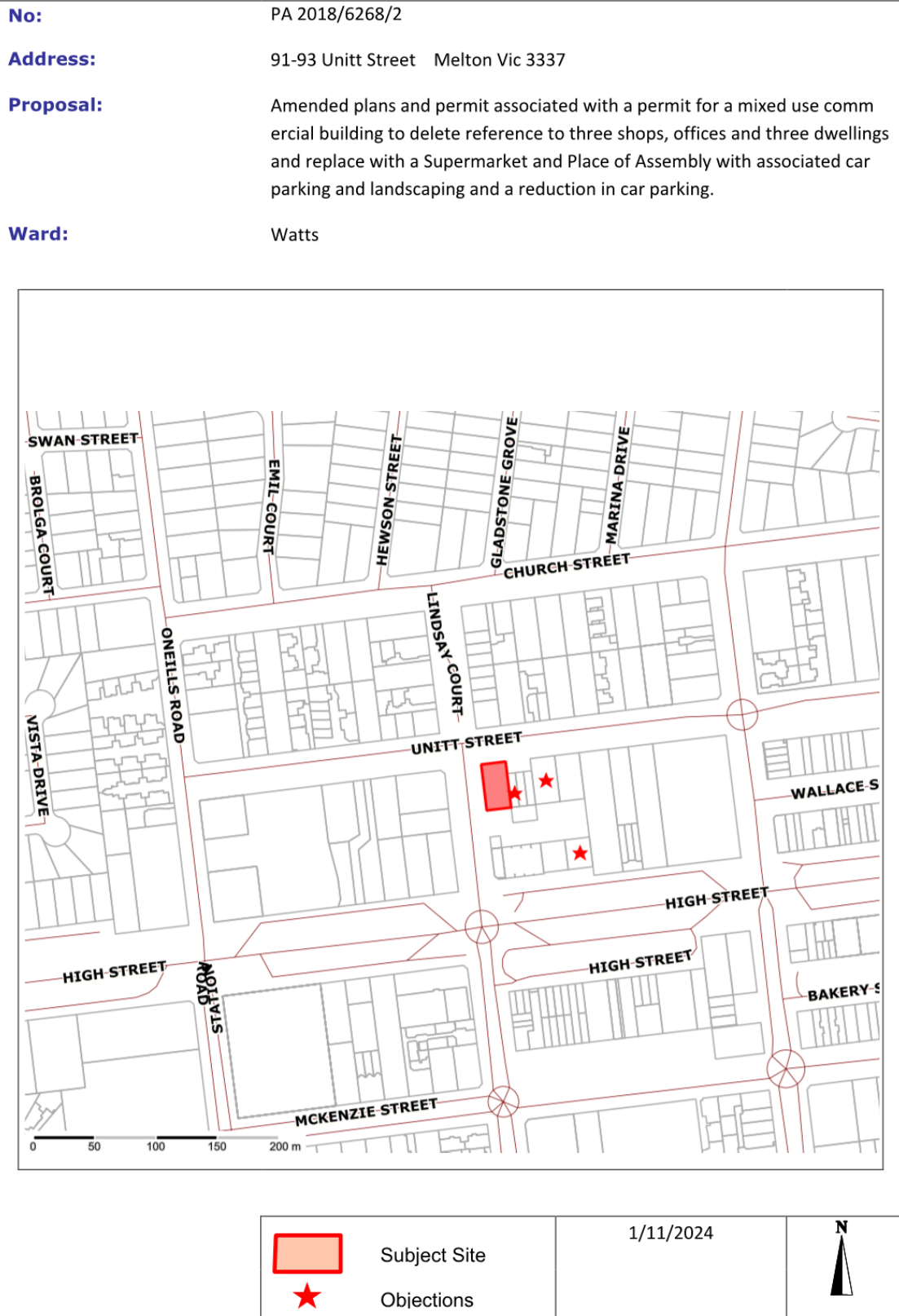
Therefore, it is recommended that the application be approved as outlined in **Appendix 7**.

LIST OF APPENDICES

1. Locality Plan
2. Photos of site and surrounding area
3. Plans considered by Council officers in 2019
4. Plans of Proposal
5. Assessment of the application against the planning scheme
6. Response to objections
7. Conditions




Item 12.2 Planning Application PA 2018/6268/2 - Amendment to permit to allow for the use and development of a supermarket and place of assembly with associated car parking and landscaping and a reduction in car parking at 91-93 Unitt Street, Melton At 91-93 Unitt Street, Melton

Appendix 1 Locality Plan



Item 12.2 Planning Application PA 2018/6268/2 - Amendment to permit to allow for the use and development of a supermarket and place of assembly with associated car parking and landscaping and a reduction in car parking at 91-93 Unitt Street, Melton At 91-93 Unitt Street, Melton

Appendix 1 Locality Plan

No:	PA 2018/6268/2		
Address:	91-93 Unitt St Melton Vic 3337		
Proposal:	Amended plans and permit associated with a permit for a mixed use commercial building to delete reference to three shops, offices and three dwellings and replace with a Supermarket and Place of Assembly with associated car parking and landscaping and a reduction in car parking.		
Ward:	Watts		
			
 Subject Site		1/11/2024	

Item 12.2 Planning Application PA 2018/6268/2 - Amendment to permit to allow for the use and development of a supermarket and place of assembly with associated car parking and landscaping and a reduction in car parking at 91-93 Unitt Street, Melton At 91-93 Unitt Street, Melton

Appendix 2 Photos of site and surrounding area

Appendix 2 – Photos of the site and surrounding area



Above: View of the public car park along Unitt Street



Above: View of subject land from public car parking egress

Item 12.2 Planning Application PA 2018/6268/2 - Amendment to permit to allow for the use and development of a supermarket and place of assembly with associated car parking and landscaping and a reduction in car parking at 91-93 Unitt Street, Melton At 91-93 Unitt Street, Melton

Appendix 2 Photos of site and surrounding area



Above: View of the subject land.



Above: Public footpath adjoining the subject land along Alexandra Street

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Appendix 2 Photos of site and surrounding area



Above: View of subject land from the opposite side of Alexandra Street



Above: View of subject land from the opposite side of Alexandra Street

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Appendix 2 Photos of site and surrounding area



Above: View of rear car park accessed off Alexandra Street



Above: View of subject land from rear car park accessed off Alexandra Street

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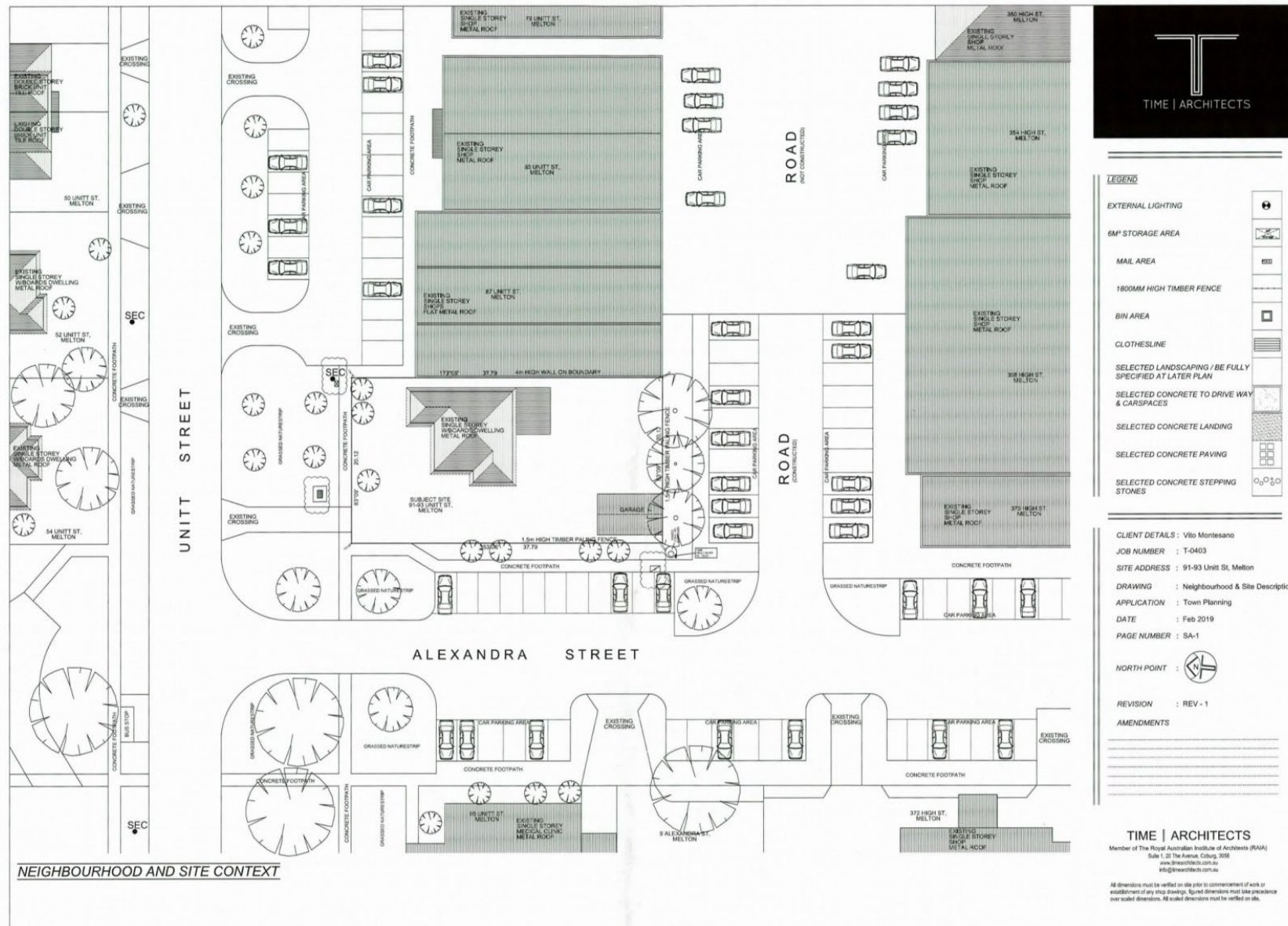
Above: Street trees along Unitt Street need to be removed.



Above: View of rear car park located off Alexandra Street facing the subject land.

Item 12.2 Planning Application PA 2018/6268/2 - Amendment to permit to allow for the use and development of a supermarket and place of assembly with associated car parking and landscaping and a reduction in car parking at 91-93 Unitt Street, Melton At 91-93 Unitt Street, Melton

Appendix 3 Plans considered by Council officers in 2019

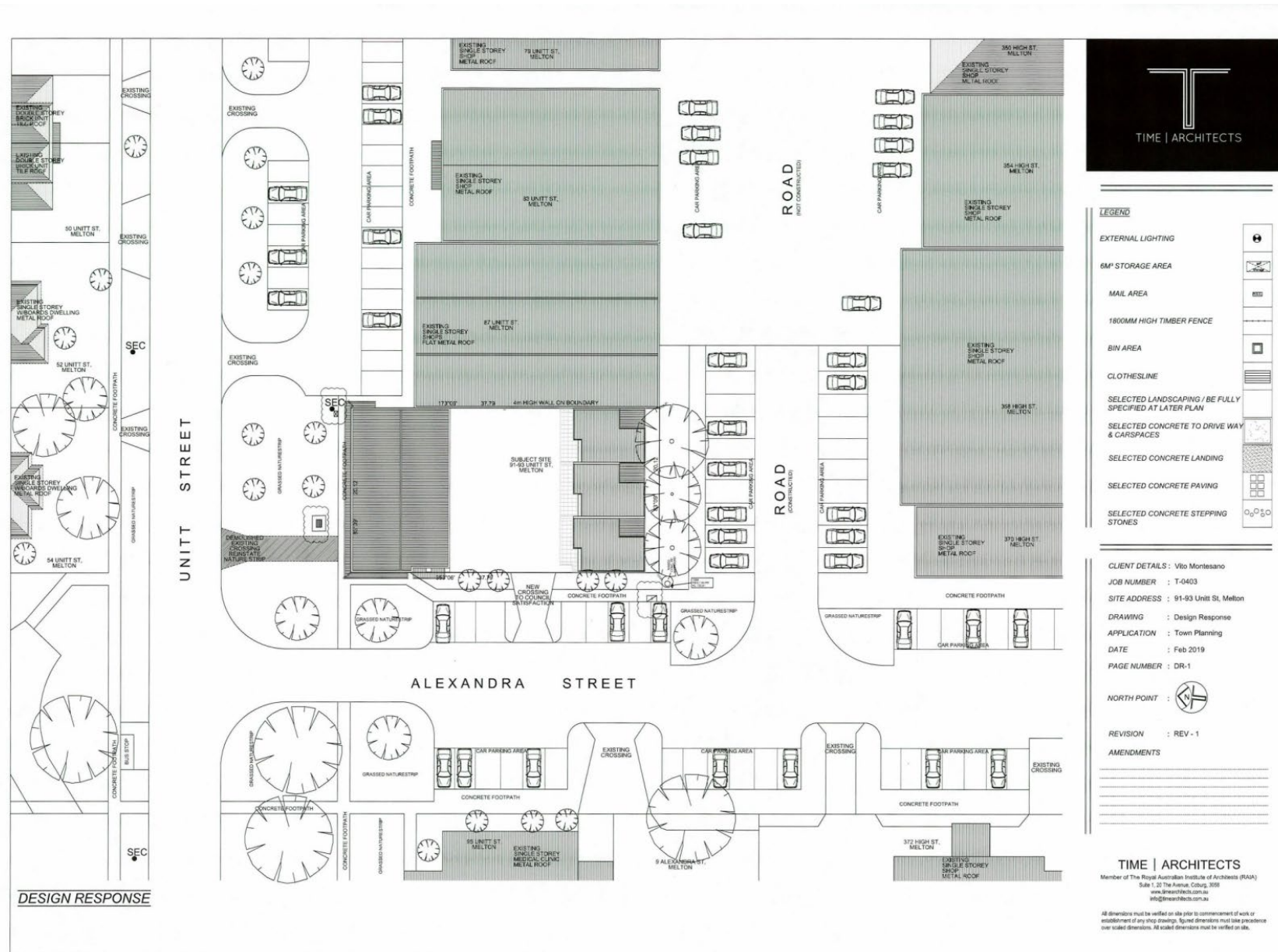


MINUTES OF THE MEETING OF COUNCIL

24 FEBRUARY 2025

Item 12.2 Planning Application PA 2018/6268/2 - Amendment to permit to allow for the use and development of a supermarket and place of assembly with associated car parking and landscaping and a reduction in car parking at 91-93 Unitt Street, Melton At 91-93 Unitt Street, Melton

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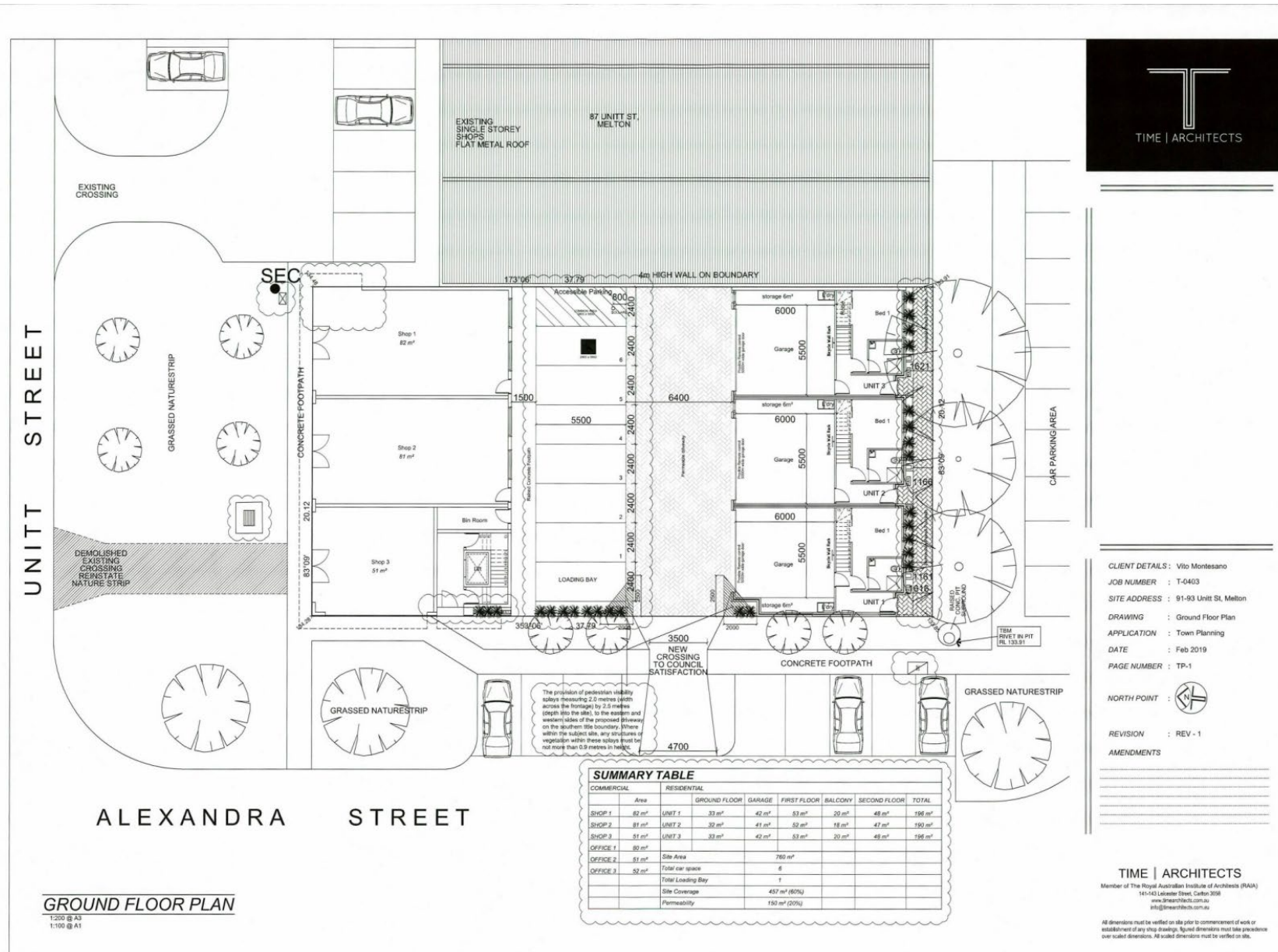


MINUTES OF THE MEETING OF COUNCIL

24 FEBRUARY 2025

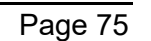
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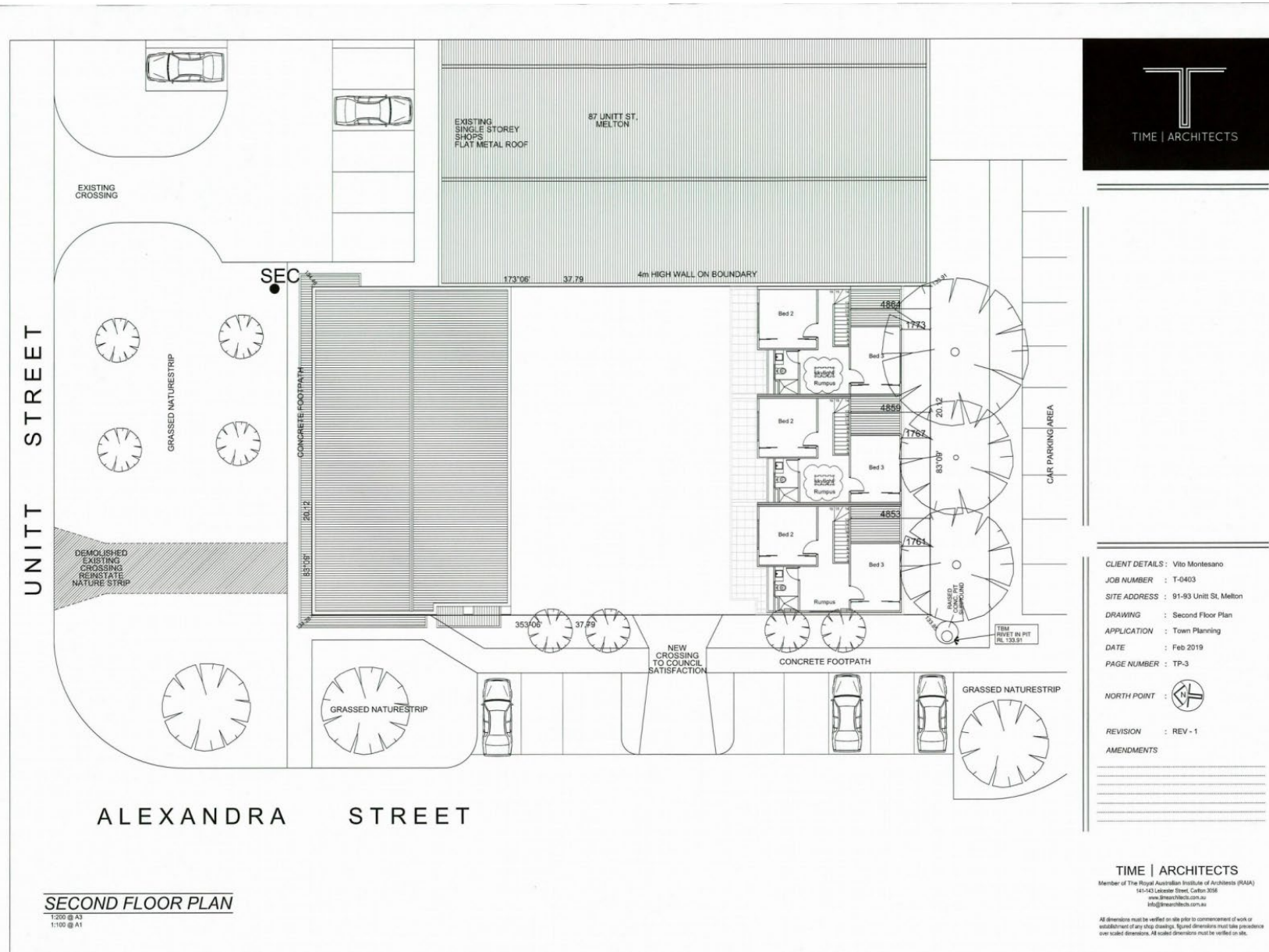


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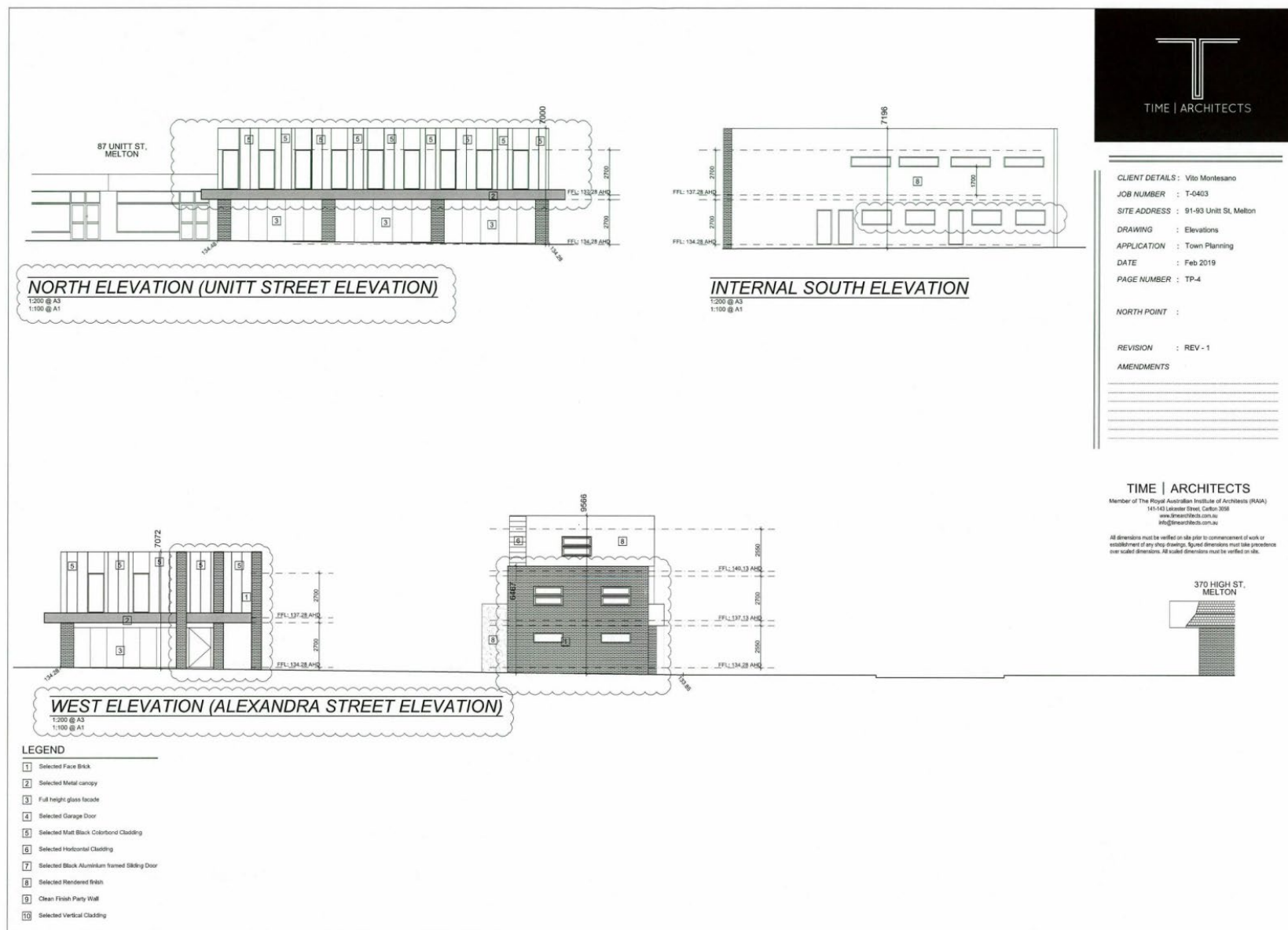


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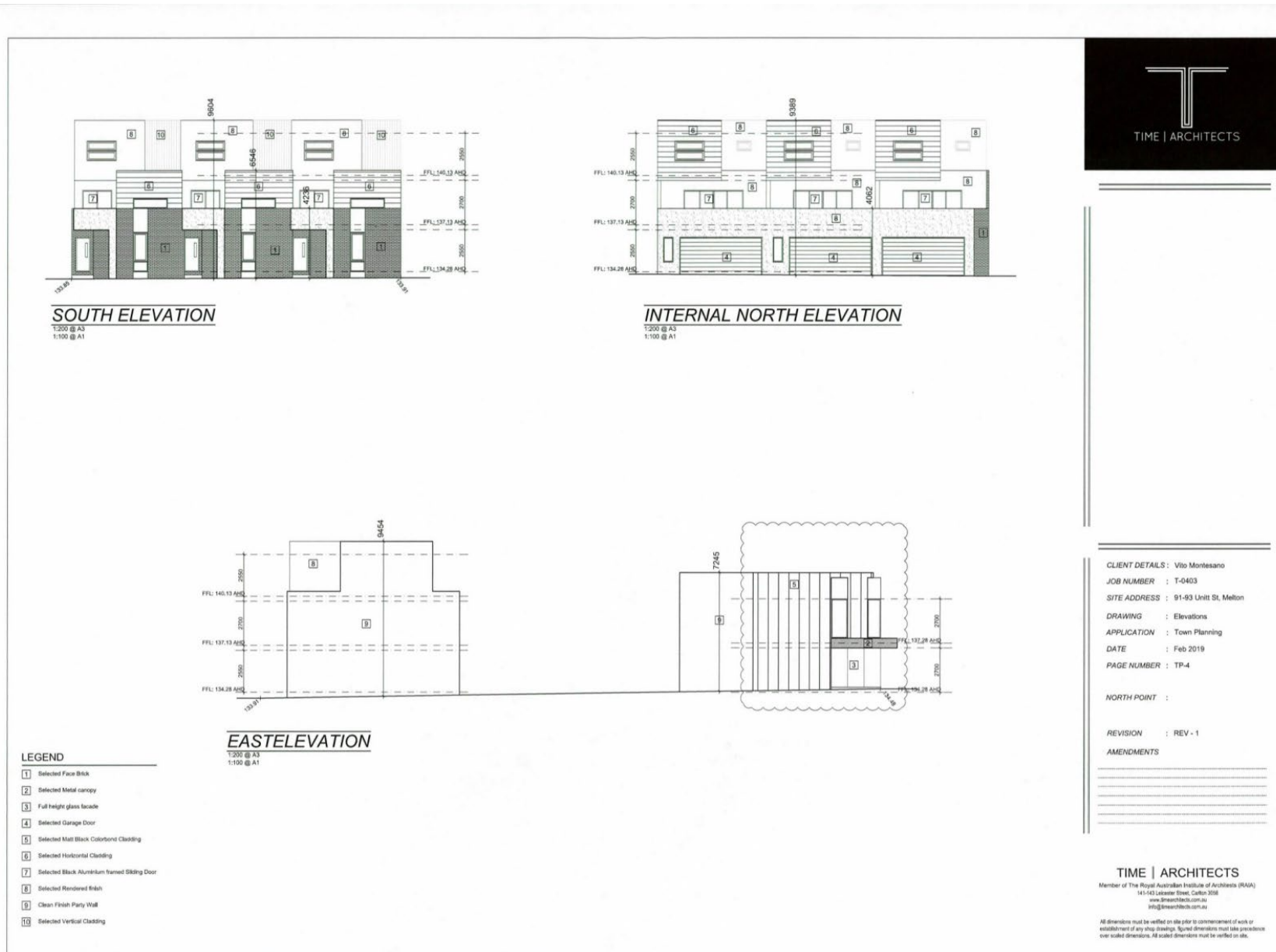


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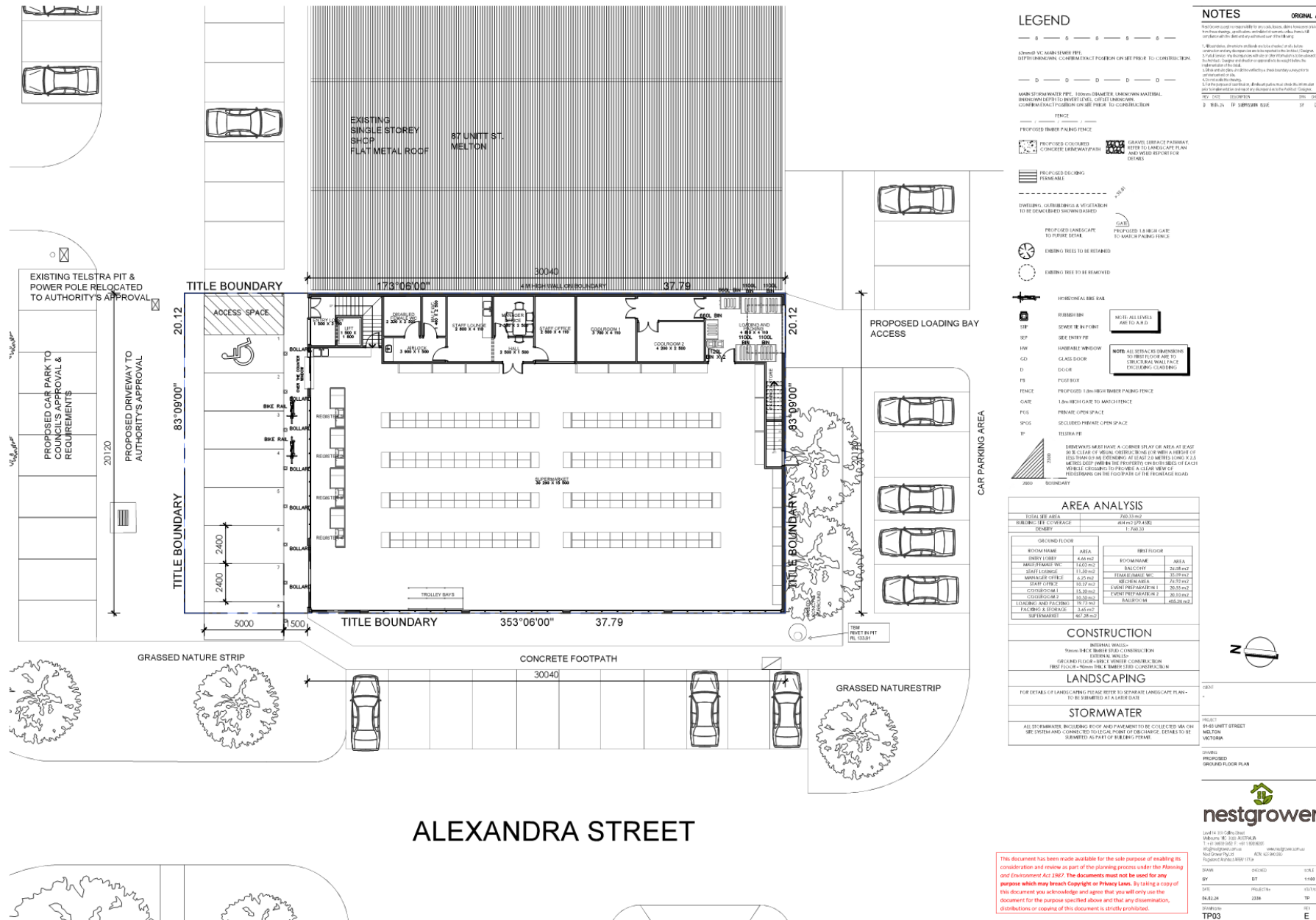
ARCHITECTURAL
DRAWINGS

TP00	TITLE PAGE
TP01	NEIGHBOURHOOD & SITE DESCRIPTION
TP02	DESIGN RESPONSE
TP03	PROPOSED GROUND FLOOR PLAN
TP04	PROPOSED FIRST FLOOR PLAN
TP05	PROPOSED ELEVATIONS
TP06	SHADOW DIAGRAMS 1 OF 2
TP07	SHADOW DIAGRAMS 2 OF 2

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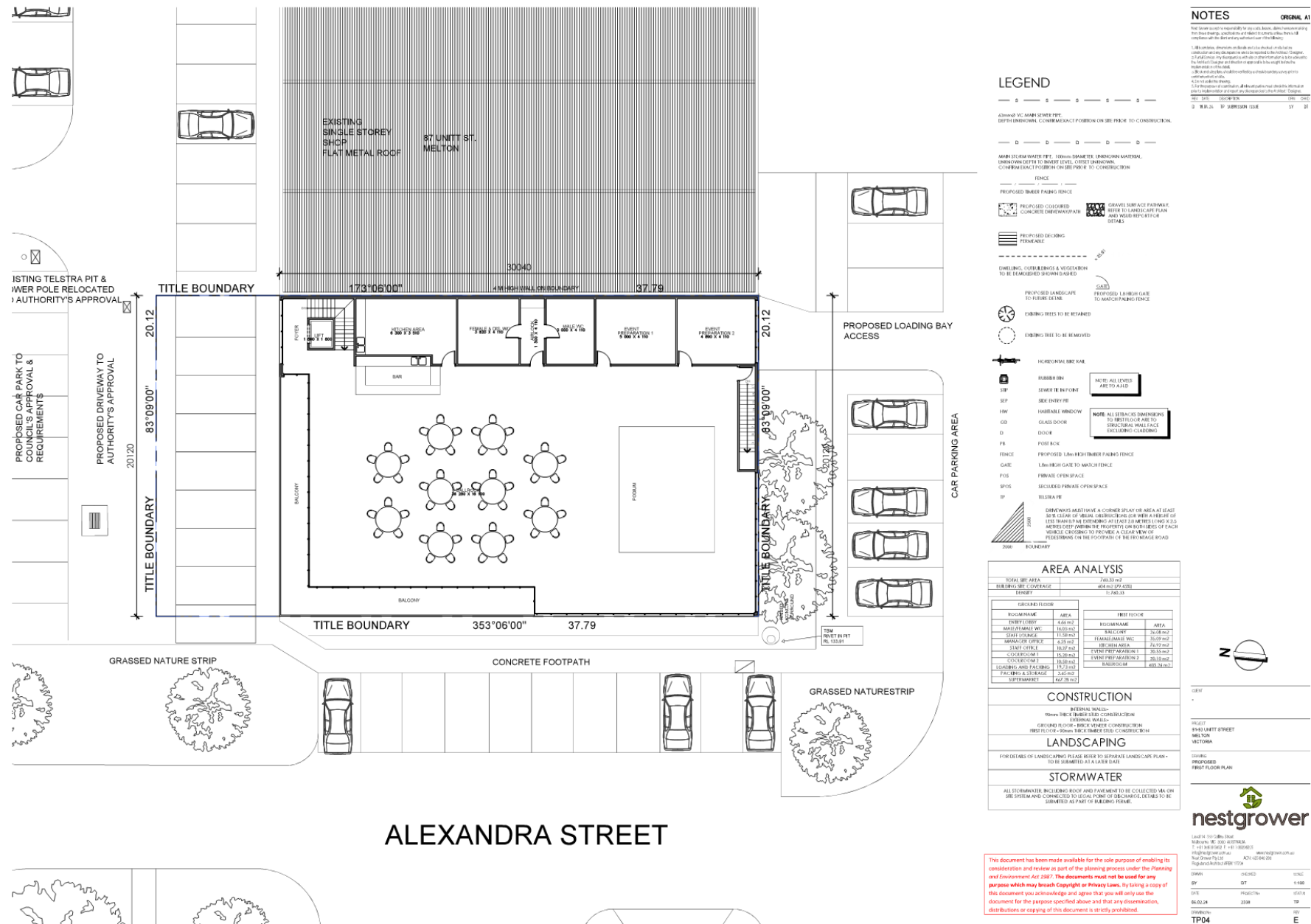
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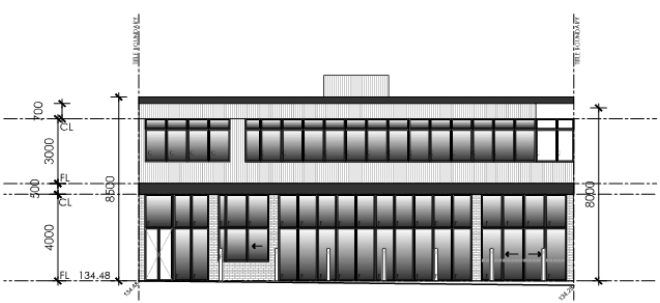


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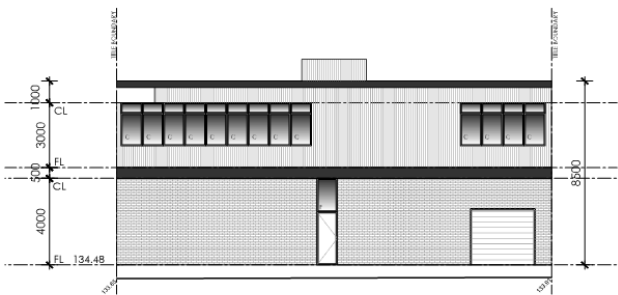
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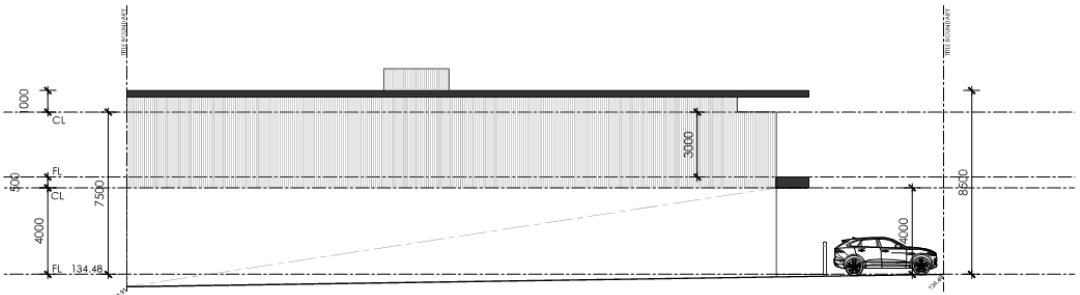
NORTH ELEVATION
SCALE 1:200



SOUTH ELEVATION
SCALE 1:100



WEST ELEVATION
SCALE 1:200



EAST ELEVATION
SCALE 1:200

- EXTERNAL FINISHES LEGEND
- SELECTED VERTICAL CONCRETE CLADDING
 - SELECTED PROPOSED CONCRETE WALL
 - OP OPAQUE GLAZING
 - F FROST GLAZING
 - C CASSETTE OPENING GLASS

* ALL FIRST FLOOR HABITABLE ROOM WINDOWS ARE TO BE CASING WITH A MINIMUM OF 10% TRANSPARENCY
* NO SIGNAGE, PROMOTION OR ADVERTISING MATERIAL WILL BE DISPLAYED ON WINDOWS
REFER TO SEPARATE SCHEDULE FOR DETAILS OF COLOURS & MATERIALS

NOTES		ORIGINAL A1
1. All drawings are to be submitted to the Council for approval. The Council reserves the right to require amendments to be made to any drawing at any time.		
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CLIENT	
PROJECT	91-93 UNITT STREET MELTON VICTORIA
CONTRACT	PROPOSED ELEVATIONS



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Item 12.2 Planning Application PA 2018/6268/2 - Amendment to permit to allow for the use and development of a supermarket and place of assembly with associated car parking and landscaping and a reduction in car parking at 91-93 Unitt Street, Melton At 91-93 Unitt Street, Melton

Appendix 5 Assessment of the application against the planning scheme

Appendix 5 – Assessment against relevant Planning Scheme controls

Planning Scheme Reference	Assessment
Purpose and Vision	
Clause 02.03-1 – Activity centres	<p>This policy recognises that Activity Centres are vital to increase the community's access to a broad range of retail, entertainment, community and leisure facilities and to promote social connectedness. Amongst the numerous objectives, it seeks to support the revitalisation of existing Activity Centres.</p> <p><u>Assessment:</u> The proposal seeks approval for the redevelopment within the Melton High Street Town Centre. The site is a key strategic site located at the corner of Unitt Street and Alexandra Street. The proposal would assist in the revitalization of the Town Centre by stimulating business and development.</p>
Clause 02.03-5 – Building and design	<p>This policy recognizes that the quality and character of the urban fabric can impact on the liveability of a place and that good planning and design outcomes can engender community pride, enhance community cohesion and create a sense of safety. Good design also means that spaces, buildings and pathways are suitable for use by people of all abilities and that private and public green spaces, including in growth areas, are landscaped and functional.</p> <p><u>Assessment:</u> The application has been reviewed by the Council's Urban Designers on several occasions to ensure that the appearance of the development is of high architectural quality and appropriately responds to the opportunities of the site. The proposal complies with the objectives of the policy.</p>
Planning Policy Framework	
Clause 11.03-1S and 11.03-1L-01 – Activity centres	<p>The objective of the policy is to encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres that are highly accessible to the community.</p> <p><u>Assessment:</u> The subject site is located within the High Street Town Centre. The proposed uses are considered to be part-and-parcel of creating dynamic and vibrant Activity Centres. The proposal is considered to be consistent with the policy.</p>
Clause - 13.05-1S - Noise management	<p>The objective of the policy is to assist in the management of noise effects on sensitive land uses.</p> <p>The policy outlines the need to consider:</p> <ul style="list-style-type: none"> The noise requirements in accordance with the Environment Protection Regulations under the Environment Protection Act 2017. <p><u>Assessment:</u> The Place of Assembly would only open</p>

Item 12.2 Planning Application PA 2018/6268/2 - Amendment to permit to allow for the use and development of a supermarket and place of assembly with associated car parking and landscaping and a reduction in car parking at 91-93 Unitt Street, Melton At 91-93 Unitt Street, Melton

Appendix 5 Assessment of the application against the planning scheme

	<p>until 10:00 PM. This is a reasonable closing time. Conditions will also be placed on the planning permit to ensure noise emissions from the site do not exceed the EPA noise requirements.</p>
Clause 15.01-1S – Urban Design	<p>The policy seeks to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.</p> <p>The strategies include:</p> <ul style="list-style-type: none"> • Require development to respond to its context in terms of character, cultural identity, natural features, surrounding landscape and climate. • Ensure development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness. • Ensure the interface between the private and public realm protects and enhances personal safety. • Ensure development supports public realm amenity and safe access to walking and cycling environments and public transport. • Ensure that the design and location of publicly accessible private spaces, including car parking areas, forecourts and walkways, is of a high standard, creates a safe environment for users and enables easy and efficient use. • Ensure that development provides landscaping that supports the amenity, attractiveness and safety of the public realm. • Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and the safety and efficiency of roads. • Promote good urban design along and abutting transport corridors. <p><u>Assessment:</u> The application has been reviewed by the Council's Urban Designers on several occasions to ensure that the appearance of the development is of high architectural quality and appropriately responds to the opportunities of the site. The proposal complies with the objectives of the policy.</p>
Clause 15.01-1L-03 – Activity centre design	<p>The relevant strategies include:</p> <ul style="list-style-type: none"> • Support the development of active street frontages to provide passive surveillance while responding to the human scale at street level. • Avoid blank walls on street frontages and civic spaces. <p><u>Assessment:</u> The design of the building is considered with the strategies. A wrap-around balcony would be included on the first floor, and window glazing would be incorporated along the entire extent of Unitt Street and Alexandra Street.</p>

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Appendix 5 Assessment of the application against the planning scheme

Clause 15.01-2S - Building design	<p>The objective of the policy is to achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.</p> <p>The relevant strategies include:</p> <ul style="list-style-type: none"> • Ensure development responds and contributes to the strategic and cultural context of its location. • Ensure the form, scale, and appearance of development enhances the function and amenity of the public realm. <p><u>Assessment:</u> The proposal positively contributes to enhancing the public realm.</p>
Clause 17.02-1S and 17.02-1L - Business	<p>The objective of the policy is to encourage development that meets the community's needs for retail, entertainment, office and other commercial services.</p> <p>The relevant strategies include:</p> <ul style="list-style-type: none"> • Provide new convenience shopping facilities to provide for the needs of the local population in new residential areas and within, or immediately adjacent to, existing commercial centres. • Provide small-scale shopping opportunities that meet the needs of local residents and workers in convenient locations. <p><u>Assessment:</u> The proposed redevelopment of the site is consistent with the business policy as the new supermarket would provide additional opportunities for convenience shopping.</p>
Zone	
Clause 34.01 – Commercial 1 Zone	<p>The purpose of the Commercial 1 Zone is:</p> <ul style="list-style-type: none"> • To implement the Municipal Planning Strategy and the Planning Policy Framework. • To create vibrant mixed-use commercial centres for retail, office, business, entertainment and community uses. • To provide for residential uses at densities complementary to the role and scale of the commercial centre. <p><u>Assessment:</u> The proposed use and development of the land for a Supermarket and Place of Assembly (Function Centre) is consistent with the purpose and intent of the Commercial 1 Zone.</p>
Particular Provisions	
Clause 52.06 – Car parking	<p>A Supermarket is required to provide 5 car parking spaces for each 100 sqm of leasable floor area. Based on the provision, 24 car parking spaces need to be provided for the Supermarket.</p> <p>A Place of Assembly must provide 0.3 car parking spaces for each patron permit. Based on the provisions,</p>

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	<p>15 car parking spaces would need to be provided for the Place of Assembly.</p> <p>A total of 17 new car parking spaces will be provided as part of the proposal.</p> <p><u>Assessment:</u> A traffic report submitted by the applicant indicates that there are 229 public car parking spaces within 200 metres of the subject site, and typically 123-170 spaces were vacant throughout the day. The proposal is only seeking a reduction of 7 car parking spaces due to the staggered hours of operations. Based on the information provided the reduction in car parking is acceptable.</p>
General Provisions	
Clause 65 - Decision Guidelines	<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"> • <i>The Municipal Planning Strategy and the Planning Policy Framework.</i> • <i>The purpose of the zone, overlay, or other provision. Any matter required to be considered in the zone, overlay, or other provision.</i> • <i>The orderly planning of the area.</i> • <i>The effect on the environment, human health, and amenity of the area.</i> <p><u>Assessment:</u> As outlined above, the proposal is consistent with the decision guidelines under this clause.</p>

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Appendix 6 Response to objections

Appendix 6 – Response to Objections

Objection	Comment
Traffic congestion.	<p>The subject land is located within the High Street Town Centre. The roads within the Town Centre are designed to cater for high volumes of traffic.</p> <p>Council's Traffic and Transport department has not raised any concerns relating to the increases in traffic along Unitt Street or surrounding roads.</p>
Not enough car parking	<p>A Supermarket is required to provide 5 car parking spaces for each 100 sqm of leasable floor area. Based on the provision, 24 car parking spaces need to be provided for the Supermarket.</p> <p>A Place of Assembly must provide 0.3 car parking spaces for each patron permit. Based on the provisions, 15 car parking spaces would need to be provided for the Place of Assembly.</p> <p>A total of 17 new car parking spaces will be provided as part of the proposal.</p> <p>The hours of operation outlined in the application indicate that two businesses will not be operating simultaneously, therefore, there is merit in granting a reduction in the car parking requirements.</p> <p>A traffic report submitted by the applicant indicates that there are 229 public car parking spaces within 200 metres of the subject site, and typically 123-170 spaces were vacant throughout the day.</p> <p>The availability of car parking is not considered to be an issue.</p>
Noise pollution	<p>The Place of Assembly (Function Centre) will only operate until 10:00 pm. The hours of operation proposed are not unreasonable.</p> <p>Any potential noise issues can be addressed through conditions to ensure the noise emissions do not exceed the relevant EPA requirements.</p>
Property devaluation	<p>It is a well-established planning principle that depreciation of land or property values as a result of a proposed development is not a relevant planning consideration.</p>
Competition and threats to existing business	<p>The issue outlined predominately focuses on increased competition and the viability of existing businesses. It is a well-established planning principle that competition is not a relevant planning consideration.</p>

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Appendix 6 Response to objections

Risk of anti-social behaviour	There is no evidence to suggest that the proposal would increase anti-social activity.
Strain on local infrastructure	Council has adopted the Melton Town Centre Revitalisation Plan (the Revitalisation Plan) at the meeting on Monday 22 April 2024. The proposal is consistent with the focus and intent of the Revitalisation Plan, which is to bring activity back to the Town Centre by attracting new development and business. The proposal will not impose a strain on local infrastructure.

Appendix 7 – Conditions on Notice of Decision to Amend a Permit

Amended Plans required

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally by the plans submitted with the application but modified to show:
 - (a) The public footpath along Alexandra Street (abutting the site) must be extended and connected to the existing pram crossing on the opposite side of Alexandra Street.

Street tree removal

2. Before the development starts, the street tree(s) earmarked for removal as shown on the endorsed plans must be removed to the satisfaction of the Responsible Authority.
3. The permit-holder must contact Councils' Operations Department to organise the removal of the tree, and must pay for the costs associated with such removal and relocation as well as the relevant 'Amenity Value Fee' as outlined in the City of Melton's Tree Planting and Removal Policy.

Layout not altered

4. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Hours of operation

5. The use of the land for a place of assembly must only operate between the hours of:
 - 5:00 PM to 10:00PM

Maximum patron numbers

6. Not more than 50 patrons may be present at the Place of Assembly at any one time without the further written consent of the Responsible Authority.

Waste Management

7. Before the use commences, an amended Waste Management Plan must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be generally submitted with the application but modified to show:
 - (a) The Waste Management Diagram in Appendix 1 updated to reflect the plans endorsed under condition 1 of this permit.
8. The Waste Management Plan must be implemented to the satisfaction of the Responsible Authority.

Noise

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Appendix 7 Conditions

9. The Environmental Protection Authority Prohibited Times relating to noise must be adhered to for both indoor and outdoor areas.
10. Noise levels emanating from the premises must not exceed those required to be met under the Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues (Publication 1826, Environment Protection Authority, May 2021).

Engineering Services (next 16 conditions)

11. Prior to the commencement of works, engineering plans and relevant design calculations for the proposed development must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must include:
 - (a) The layout plan, signage and line marking plans, pavement design plans and, where applicable, internal roads and carpark lighting plans.
 - (a) Drainage plans showing connections to nominated legal point of discharge.
 - (b) Detailed car park layout plan. Car parking dimensions and accessway must be clearly shown on the plans and must be as per the Melton Planning Scheme requirements.
 - (c) The proposed vehicle crossings must be shown to be constructed to Melton Industrial standards. The vehicle crossings must match the existing vehicle crossings in the surrounding streets and clearance to street furniture/infrastructure must be clearly shown. The existing pedestrian path connection or any realignment to the path must be clearly shown on the plans. Any redundant and proposed crossovers must be clearly shown on the plans.
 - (d) 1.0m offset must be provided at the end of both sides of the isles as per AS2890.1.
 - (e) All existing and proposed infrastructure within road reserves along the site frontage and the turning area must be clearly shown on the plans.

All works within the site shall remain the property of the lot owner, except where it is located in an easement, and be maintained by the lot owner to the satisfaction of the Responsible Authority.

12. A minimum of one car spaces must be provided for the exclusive use of disabled persons. The car spaces must be provided as close as practicable to a suitable entrance of the building and must be clearly marked with a sign to indicate that the spaces must only be utilised by disabled persons. The dimensions of the disabled car spaces must be in accordance with the current Australian standards, AS 2890.6.
13. All car parking spaces must be designed to allow all vehicles to drive forwards both when entering and leaving the property. (Note that turning templates will need to be provided to Council for verification).
14. Prior to the commencement of works with the road reserve (including proposed crossover), a Consent to Work within a Road Reserve' must be obtained from Council prior to the commencement of construction.
15. All disused or redundant vehicle crossings must be removed, and the area reinstated to kerb and channel to the satisfaction of the Responsible Authority.
16. All pedestrian access to buildings must be designed and constructed to comply with the Disability discrimination Act.

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Appendix 7 Conditions

17. The amount of hydrocarbon and other oil based contaminants discharged to Council drains must not exceed 5 parts per million.
18. Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to Council's nominated legal point of discharge.
19. Prior to the issue of certificate of occupancy for the development and commencement of use, drainage system must be constructed and completed in accordance with the plans as approved by the Responsible Authority. Construction works shall be inspected and approved by a suitably experienced Registered Professional Civil Engineer and must provide a written certification that the works have been constructed in accordance with the approved plans to the satisfaction of Responsible Authority. All costs involved must be borne by the owner/developer.
20. Before the use or occupation of the development starts, the area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
 - (a) Constructed.
 - (b) Properly formed to such levels that they can be used in accordance with the plans.
 - (c) Sealed with a concrete or asphalt surface.
 - (d) Drained.
 - (e) Linemarked to indicate each car space and all access lanes.
 - (f) Clearly marked to show the direction of traffic along access lanes and driveways.

to the satisfaction of the Responsible Authority.

Car spaces, access lanes and driveways must be kept available for these purposes at all times.

21. Protective kerbs of a minimum height of 150mm must be provided to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
22. Civil works must be fully constructed and completed to the satisfaction of the Responsible Authority prior to the commencement of use or occupancy, whichever comes first or applies.
23. All works associated with the development that is retained as the responsibility of the owner of the site to upkeep must be maintained in perpetuity to a standard that is to the satisfaction of the Responsible Authority. Otherwise, rectification works at the direction of and to the satisfaction of the Responsible Authority must be undertaken within a timeframe as directed by the Responsible Authority.
24. All existing conditions affected by the development works must be reinstated at no cost and to the satisfaction of the Responsible Authority.
25. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.

Amenity

26. The use must be managed so that the amenity of the area is not detrimentally affected, through the:

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- (a) Transport of materials, goods or commodities to or from the land.
- (b) Inappropriate storage of any works or construction materials.
- (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
- (d) Presence of vermin.
- (e) In any way as determined by the Responsible Authority.

27. Construction activities must be managed so that the amenity of the area is not detrimentally affected, through the:

- (a) Transport of materials, goods or commodities to or from the land.
- (b) Inappropriate storage of any works or construction materials.
- (c) Hours of construction activity.
- (d) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
- (e) Presence of vermin.
- (f) In any way as determined by the Responsible Authority.

Expiry

28. This permit will expire if one of the following circumstances applies:

- (a) The development is not commenced within two years of the date of this permit.
- (b) The development is not completed within four years of the date of this permit.
- (c) The use does not commence within two years of the completion of the development.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards (for a request to extend the time to commence the development) or twelve months after the permit expires (for a request to extend the time to complete the development).

ENGINEERING NOTES

- All drains contained within the allotment, except in drainage easements, must remain the property of the landowners and must not be taken over by Council for future maintenance.
- All vehicle pathways contained within the allotment, must remain the property of the landowners and must not be taken over by Council for future maintenance.
- Relevant permits, including but not limited to a 'Consent to Work within a Road Reserve' must be obtained from the Melton City Council prior to the commencement of construction.
- The proposed vehicle crossings must have clearance from other services, public light poles, street sign poles, other street furniture and any traffic management devices.
- Drainage plans and design calculations must be submitted to Council's Engineering Services Unit: infrastructureplan@melton.vic.gov.au

12.3 PLANNING APPLICATION PA 2024/8644 - USE AND DEVELOPMENT OF LAND FOR THE PURPOSES OF A CHILD CARE CENTRE WITH ASSOCIATED CAR PARKING AND LANDSCAPING AT 2053-2055 WESTERN HIGHWAY, ROCKBANK

Author: David Bond - Development Planner
Presenter: Sam Romaszko - Director City Futures

PURPOSE OF REPORT

To consider and determine the planning application for the Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping at 2053-2055 Western Highway, Rockbank.

RECOMMENDATION:

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

Motion

Crs Zada/Verdon.

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

For: Crs Abboushi, Carli, Majdlik, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Cr Morris

Abstained: Nil

CARRIED

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

Applicant:	GD Design Consultants Pty Ltd
Proposal:	Use and Development of a childcare centre
Existing Land Use:	Existing single storey brick dwelling with associated outbuilding
Zone:	General Residential Zone – Schedule 1
Overlays:	N/A
Number of Objections:	Eight
Permit Triggers	Clause 32.08-2 (General Residential Zone) for the use of the land as a childcare centre Clause 32.08-10 (General Residential Zone) to construct a building or construct or carry out works for a use in Section 2 of Clause 32.08-2.
Key Planning Issues:	Suitability of the proposed use in a residential area and in proximity to Western Freeway. Potential amenity impacts including noise, air pollution and traffic impacts. Compliance with State and Local Planning Policies. Compliance with the General Residential Zone.
Recommendation:	Issue a Notice of Decision to Grant a Permit subject to conditions.

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 consists of two adjoining lots referred to as 2053-2055 Western Highway, Rockbank. The combined lots feature an area of 1,510.26m² and are located on the south-western corner of Western Highway and Leonid Drive in Rockbank. Other features of the site are as follows:

- The site is irregular in shape and relatively flat.
- The eastern portion of the site is developed with a single storey brick dwelling with concrete tile roof and associated landscaping. The western portion of the site is generally vacant with the exception of several trees a shipping container and several vehicles.
- The site is accessible via two separate crossovers on the Western Highway frontage.
- The Leonid Drive frontage features a pedestrian path as well as an electricity kiosk, whilst the Western Highway frontage is less defined due to the lack of a footpath however does include a mature tree and two power poles.

The subject site is located within the established residential area of the Rockbank Township. There have been several examples of infill residential development in the surrounding area, however the area largely remains unchanged since development in the 1970's to 1980's. The site is located on the opposite side of the road to the main trafficable carriageway of the Western Freeway. The front of the site is approximately 35 metres from the Western Freeway roadway and is separated from the main Freeway carriageway by a large grass and treed buffer zone. There is no sound wall reducing noise or views of the freeway from the site. The site is accessed via Western Highway and Leonid Drive which are both local streets. The site is located approximately 100 metres to the north of the Rockbank Primary School which is located on the main thoroughfare through Rockbank (Westcott Parade).

The land to the west of the site is zoned Urban Growth Zone – Schedule 7. The Rockbank Precinct Structure Plan identifies this land for future residential development, however due to the fragmented nature of the land along Westcott Parade, an Urban Design Framework (Westcott Parade Urban Design Framework) will first need to be completed before development can occur. To date work has not commenced on this Urban Design Framework. The Urban Design Framework only applies to the land to the west of the site zoned as Urban Growth Zone. As such the subject site is not subject to the Westcott Parade Urban Design Framework.

The site is situated within 500 metres of land earmarked to be developed as part of the Rockbank Town Centre.

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

Refer to **Appendix 2** for Site Photos

The Application

The application proposes the “Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping” at 2053-2055 Western Highway, Rockbank. The proposed use and development can be summarised as follows:

- A maximum of 88 children and 16 staff will be permitted on site at any one time.
- The childcare centre is proposed to operate between the hours of 6:30am and 6:30pm Monday to Friday. The childcare centre will not operate on Saturday or Sunday.
- The existing building will be demolished and replaced by a new double storey purpose built facility in the north eastern corner of the site.

The building will comprise of:

Ground Floor

- Reception/waiting area
- Kitchen
- Cot room
- Amenities
- Three children's rooms
- Play areas to the south and west of the built form. The bulk of the play area will be undercover.

First Floor

- Staff room
- Planning room
- Store room
- Amenities
- Two Childrens rooms
- 310 square metre rooftop play area to the west of the building.

- The building will be orientated to face both the Western Highway (and by extension Western Freeway) as well as Leonid Drive. The built form has been designed to act as a sound wall for the outdoor play areas to the south and west. Details of the required acoustic treatments can be found in the acoustic report submitted by the applicant. These requirements will be enforced as conditions of any permit issued.
 - The building will be setback 3 metres from the Western Highway and the Leonid Drive frontages.
 - Externally, the building will be finished with a combination of rendered brickwork (in a range of colours), face brickwork (recycled brick) and timber cladding (white oak). A pitched colourbond roof is proposed over the entirety of the building with the exception of the rooftop play area.
 - The rooftop play area will be enclosed by an acoustic timber fence to ensure that it is not visible from adjoining properties and to limit the emission of noise from the site.
 - A sealed and line marked car park will be located to the west of the building and will be accessed off Western Highway. The car park is proposed to comprise of 19 spaces including one disabled car parking bay.
 - Landscaping will be provided within the 3 metre site frontages as well as within the car park area.
 - A 1.8 metre high acoustic fence will be provided to enclose the outdoor play areas (on both levels) as well as along the southern boundary adjoining the residential property at number 1 Leonid Drive in accordance with the requirements of an acoustic report submitted with the application. Elsewhere boundary fencing will consist of 1.8 metre high colourbond fencing.
 - No advertising signage is proposed at this stage.
- Refer to **Appendix 3** for plans of the proposal.

Planning Controls

Zone	(Clause 32.08-2 – General Residential Zone)	A Planning permit is required to use the land for the purpose of a childcare centre
	(Clause 32.08-10 – General Residential Zone)	A Planning permit is required to construct a building or construct or carry out works for a use in Section 2 of Clause 32.08-2 (childcare centre)

A full assessment of the proposal against the relevant State and Local planning policies is included in **Appendix 4**.

Is the land affected by a Restrictive Covenant?

The land is not affected by a Restrictive Covenant.

A caveat does apply to the land however this has no weight in terms of decision making under the Planning and Environment Act 1987.

Is the land of Cultural Heritage Sensitivity?

The land is not considered to be of 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 well planned and built City: A City with a clear vision to manage growth in a sustainable and accessible way.

3.1 A City that strategically plans for growth and development.

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application

The proposal does not qualify for any public notification exemptions either in the General Residential Zone or elsewhere in the Melton Planning Scheme. Therefore, the application has been advertised in accordance with the Planning and Environment Act 1987.

Notification consisted of the distribution of notification letters to adjoining landowners and occupiers, and through the display of a notification sign on each of the sites' frontages for 14 days.

The notification was satisfactorily completed and eight (8) objections were received.

The grounds of objection may be summarised as follows:

- Negative impact on the surrounding road network. The use will generate additional traffic on local streets particularly at pick up and drop off times for nearby school on Westcott Parade
- Congestion on Westcott Parade causing access issues.
- There is an abundance of child care centres in the area.
- The area needs retail precincts and better road facilities rather than childcare centres.
- Given the number of staff proposed, there will not be any car parking available on site for parents/guardians to park when dropping off/picking up children.
- The site is too close to the Western Freeway and "half way house". This will have negative impacts on children attending the centre.
- The child care centre will not be used by Rockbank residents as it is not needed. Rather it will be used by residents from further afield.

A response to the objections is provided in **Appendix 5**.

Referral of the application

The application has been referred to the following internal and external departments for comments. A summary of responses is provided in the below table:

Authority/Department	Response
Internal	
Infrastructure Planning	Conditional Support A condition 1 requirement (amended plans) has been recommended in Appendix 6 to extend the proposed footpath along the entirety of the Western Highway frontage to enhance pedestrian connectivity to and from the site.
Traffic and Transport	Conditional Support This application was referred to Traffic and Transport on two occasions. In both instances Traffic and Transport has advised that they have no objections.

City Design	<p>Concerns were raised about the initial design and changes have been made which has resulted in the built form shielding the play areas from the Freeway, and the re-design is now compatible with Council Officer's comments.</p> <p>The child care centre will have to comply with State Government regulations where more specific design elements will need to be addressed.</p> <p>Concerns about the location of the use and its proximity to the Western Freeway are noted however ultimately there is inadequate planning policy to suggest the proposed location is unsuitable for the use as discussed below</p>
Environmental Health	Conditional Support
Family and Children	Support
External	
Department of Transport	<p>Referred under Section 55 (Determining Authority) pursuant to Clause 66.02-11 of the Melton Planning Scheme.</p> <p>No objection</p>
EPA	<p>Referred under Section 52 (For Information Only)</p> <p>No objection</p>

Planning Assessment

The application has been assessed against the relevant considerations of the Melton Planning Scheme. The key considerations for this application relate to the suitability of the use in the proposed location, potential amenity impacts, and compliance with the relevant policies of the Melton Planning Scheme. An assessment of these key areas is provided as follows:

Is the use suitable in the General Residential Zone?

Pursuant to the Melton Planning Scheme, the subject site is situated within the General Residential Zone. The purpose of the General Residential Zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To encourage development that respects the neighbourhood character of the area.
- To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Under the General Residential Zone, the use of the land for a child care centre is a Section 2, permit required use. As such the use is neither as of right or prohibited in the zone.

The proposal is considered to generally align with the Municipal Planning Strategy and Planning Policy Framework of the Melton Planning Scheme. The built form is considered to align with the preferred and the existing character of the area. The proposed use is a non-residential type use which is of a scale which will meet a local community need. The site is appropriately located given its proximity to a Town Centre and access via Wescott parade.

The siting of a child care centre within a residential zone is considered reasonable and is anticipated by the zone. This interpretation is consistent with the ruling of the Victorian Civil and Administrative Tribunal in *Java Sands Pty Ltd v Frankston CC*. When discussing whether or not a child care centre can be located in an area identified as a residential subdivision area on a development plan, the tribunal member stated:

... In my view, child care centres are part and parcel of residential areas. They meet a community need that is directly related to residential use and development in much the same way as schools and kindergartens. As such, I consider a child care centre being located in a residential area, even a low density residential area, can be said to be generally in accordance with the development plan.

Given the General Residential Zone entertains uses other than just dwellings and other residential buildings, there are numerous examples of child care centres and other non-residential uses in a variety of residential zones throughout the municipality. Several examples in the surrounding area include:

- Aspire Childcare - Rockbank (Childcare Centre) approximately 930 metres to the south-west of the site at 135 Lightview, Boulevard, Rockbank – Planning Permit PA2022/7819.
- Rockbank Primary School approximately 100 metres to the south-west of the site on Westcott Parade.
- Word of Life Christian Church approximately 530 metres to the east of the site at 1995 Western Highway, Rockbank – Planning Permit – PA2009/2338.

In line with Council's decision, the Victorian Civil and Administrative Tribunal issued a planning permit for a child care centre at 232 Clarkes Road, Brookfield (*Holahan v Melton CC* [2020] VCAT 896). The Clarkes Road site is zoned Neighbourhood Residential Zone (a zone which puts greater emphasis on neighbourhood character than the General Residential Zone) and is in a mid-block location opposite what was at the time vacant land. The permit allows for a maximum of 90 children to be on site at any one time and for the use to operate between 6:30am and 6:30pm Monday to Friday.

As such the use is considered quite comparable to this proposal. In this case, the Tribunal considered whether the location was suitable and ultimately determined that it was despite being located mid-block and being in an area consisting of almost exclusively residential dwellings. It is considered that the Western Highway location is even more suitable for such a use given the less restricted zoning, proximity to the town centre, the corner location and proximity to public transport and Rockbank Primary School.

The location of the site in close proximity to the Western Freeway is not considered ideal however on balance, there is no planning policy within the Melton Planning Scheme which directs that such uses should not be located in close proximity to arterial roads. In fact, there are numerous examples across Melbourne of Childcare Centres fronting arterial roads.

The application was referred to the Environmental Protection Authority (EPA) to ascertain if the siting of a childcare centre adjoining the Western Freeway would pose any concerns. The Environmental Protection Authority had no objection to the proposal. Furthermore, no objections were received from the Department of Transport and Planning or Council's Environmental Health Team.

A recent VCAT Case (*Neston Epping Pty Ltd v Whittlesea CC* [2023] VCAT 582) has set a precedent in terms of the siting of childcare centres on or near to arterial roads. Whittlesea Council refused to grant a permit for child care centre at 810-816 High Street in Epping, citing inconsistencies with Clause 19.02-2L of the Whittlesea Planning Scheme which encourages child care centres on connector roads and requires the consideration of traffic noise and air impacts on play areas. Although not classified as a Freeway, similarly to the Western Freeway, High Street features 4 lanes and is heavily trafficked.

There is also no sound wall. It is also worth noting that the Epping site is located much closer to the roadway than the site in question.

Ultimately VCAT determined that in the absence of any specific data or evidence demonstrating that the siting of a child care centre on an arterial road would result in health implications, it could not determine the proposal would cause unreasonable health impacts. Therefore, the decision demonstrates that the expectation that noise and or air pollution from an arterial road would have health impacts is not enough to suggest that a site on an arterial road is inappropriate.

The Acoustic Report prepared by Octave Acoustics (6 August 2024) and submitted by the applicant has been prepared by a qualified acoustic consultant.

The report supports the siting of a child care centre at the subject site subject to the proposed layout being maintained and several acoustic treatments being provided including acoustic fencing. Based on this, Council is satisfied that the adverse noise impacts caused by the Western Freeway, as well as any noise impacts on the surrounding area generated by the proposed use, can be appropriately managed and that a child care centre can be sited in the proposed location.

Fencing both on the subject site and within the road reserve will limit the ability for any children to access the Western Freeway from the subject site.

Will the use and development result in any unreasonable amenity impacts?

The proposed development is not anticipated to result in any unreasonable amenity impacts. The proposed development provides the required number of car parking spaces given the number of children proposed. Should any visitors to the site decide to park on the street, the site features extensive frontages with ample space for on-street car parking. Of note, the northern side of Western Highway has no dwellings and as such is uninterrupted by crossovers. This will provide a considerable amount of on-street parking availability. Given the width of Leonid Drive and Western Highway and the availability of on-street car parking spots, the proposed use is not anticipated to result in any unreasonable congestion. Furthermore, given the location of the site in close vicinity to the Future Rockbank Town Centre and location within the established Rockbank Township, it is also likely that patrons/employees will either cycle or walk to the site.

Council's Officers have not raised any concerns regarding the impact of the use on the surrounding road network. The site is located on two wide local streets located a short distance off Wescott Parade which is the key east-west connector road through Rockbank. These streets are capable of facilitating the additional vehicle movements the use will generate. Furthermore, given the nature of the use, vehicle movements will rarely occur during the day outside of peak drop off and pick up times. As such any congestion the use will generate will only occur for short periods of time each day.

Given the proposed use will operate within a building, the majority of noise can be reduced through the design and in particular construction materials. Some noise will however be generated when children are utilising the outdoor play areas, and from cars when children are being picked up and dropped off. To help address this, Council has applied planning permit conditions requiring acoustic treatments as recommended in the acoustic report submitted with the application to be implemented and thereafter maintained. As established above, child care centres (including car parks) are not uncommon in residential areas. Subject to acoustic fencing and recommendations from the acoustic report being implemented, it is considered that any noise generated by the use will be acceptable. Environmental Protection Agency noise requirements will still apply to the site.

As evidenced in VCAT decision 896 outlined above, the proposed hours are within the hours of other child care centres in residential areas within the municipality. Given children are generally required to be dropped off before their guardian goes to work and after they have finished, an early opening time and later closing time are required. These hours are however still deemed reasonable.

Does the use comply with relevant planning policy within the Melton Planning Scheme

On balance it is considered that the proposal aligns with the key planning policy of the Melton Planning Scheme in terms of neighbourhood character, urban design, amenity, siting of the use, the economy and car parking. The proposal is also considered to generally align with the purpose of the zone. A full assessment against the Melton Planning Scheme is included in Appendix 4 however a general discussion of considerations is provided below:

Neighbourhood character and urban design policies at Clause 15 of the Melton Planning Scheme require use and development to respect existing and preferred neighbourhood character, respond to its site context and to contribute towards an engaging safe and accessible community. It is considered that the design of the proposed childcare centre meets the intent of these policies.

The built form has been designed and critiqued by Council to ensure it generally respects the surrounding residential area. The proposed building is considered to be sited appropriately. The existing Leonid Drive side setback has been maintained and given the site is isolated from the rest of the Western Highway setback, a 3 metre setback is considered acceptable. The setbacks are considered to generally meet minimum ResCode requirements despite there being no need to comply with Rescode in this instance. The roof form has also been requested to better align with the prevailing character of the surrounding area.

The car park has also been sited behind the built form to be better screened and to allow the front of the site to be landscaped in accordance with surrounding properties. It is noted that the built form is double-storey and features a larger footprint than a standard residential dwelling. Despite this, the height is not considered contrary to neighbourhood character given there are examples of double-storey dwellings, and large dwellings in the area.

Clause 13.05 and 13.06 of the Melton Planning Scheme address noise and air pollution. Policy encourages planning to manage noise and air pollution effects on sensitive land uses such as dwellings, and to ensure that the amenity and health of residents is not adversely affected. As discussed above, the proposed use is not anticipated to generate unreasonable noise impacts.

Clause 11.03-1R - Activity centres - Metropolitan Melbourne and Clause 13.07-1S – Land Use Compatibility provide guidance as to the siting of uses. These policies aim to protect amenity, whilst facilitating appropriate uses in appropriate locations within the municipality. In particular Clause 11.03-1R encourages uses such as child care centres in accessible locations and in or on the periphery of town centres. The subject site is located just off Westcott Parade which is a key east-west connector street through Rockbank and links the site to the Rockbank Train Station and future Town Centre to the west. There is also good access to the site from the wider area via bus routes which run along Westcott Parade. As such the proposed site is considered to be an appropriate location for a child care centre. The site is also located in close proximity to and will compliment Rockbank Primary School.

Clause 17.01-1S - Diversified economy aims to facilitate the development of a range of employment sectors and to do so in areas closer to where people live. The proposed use will serve a local community need for convenient and accessible child care, whilst also providing employment for 16 staff. Although not guaranteed, it at least gives the opportunity for employees to work near to home in nearby residential areas.

Pursuant to Table 1 at Clause 52.06-5, the use of the land for a child care centre generates a need for 0.22 spaces to proposed child. The proposal seeks approval for a child care centre with a maximum of 88 children on site at any one time. Based on 88 children, 19 car parking spaces will be required. The proposal features a car park with 19 car parking spaces (including 1 disabled space). The proposal is therefore considered to meet the requirements of Clause 52.06 of the Melton Planning Scheme.

5. 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.

6. Conclusion

The application has been assessed against the State Planning Policy Framework, the General Residential Zone, Clause 52.06 – Car Parking and Clause 65 of the Melton Planning Scheme.

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

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

LIST OF APPENDICES

1. Locality Plan
2. Site Photos
3. Decision Plans
4. Assessment Against Scheme
5. Response to Objections
6. Conditions

No:	PA 2024/8644/1
Address:	2053-2055 Western Highway, Rockbank Vic 3335
Proposal:	Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping.
Ward:	Mount Atkinson

<div><div></div><div>Subject Site</div></div> <div><div>★</div><div>Objections</div></div>	<div>15/01/2025</div> <div>One objector located outside of map.</div>	<div>N</div>
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No:	PA 2024/8644/1		
Address:	2053-2055 Western Highway, Rockbank Vic 3335		
Proposal:	Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping.		
Ward:	Mount Atkinson		
			
 Subject Site		15/01/2025	

Appendix 2 – Site Photos



Leonid Drive Frontage of Subject Site – 20 December 2024



Western Highway Frontage of Subject Site – 20 December 2024



Western Highway looking East from Subject Site - 20 December 2024



Leonid Drive looking South from Subject Site - 20 December 2024



**Westcott Parade looking East from Roundabout at Intersection with Leonid Drive -
20 December 2024**



Leonid Drive Looking North towards Subject site from Westcott Parade - 20 December 2024



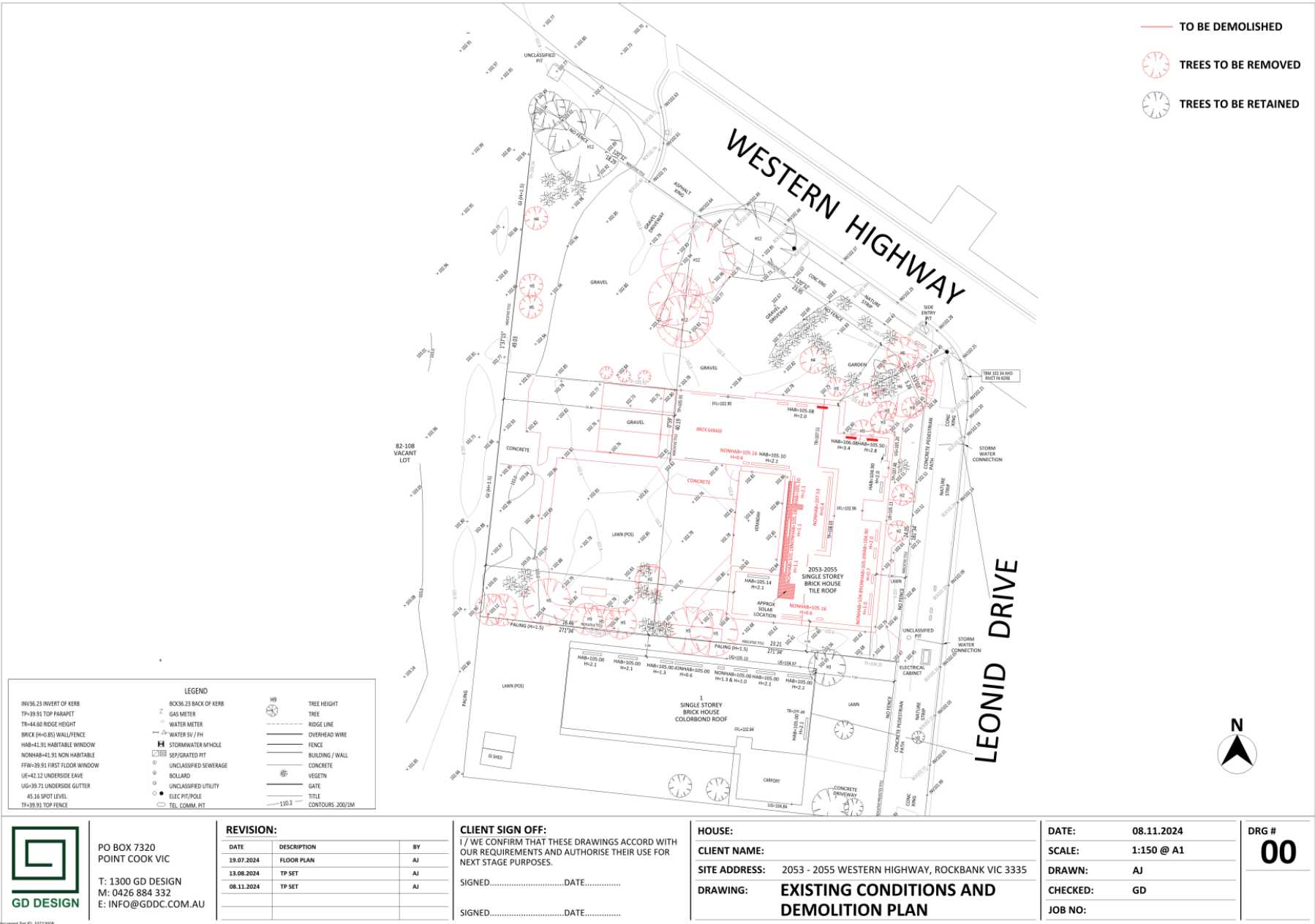
**Westcott Parade looking West from Roundabout at Intersection with Leonid Drive
20 December 2024**

MINUTES OF THE MEETING OF COUNCIL

24 FEBRUARY 2025

Item 12.3 Planning Application PA 2024/8644 - Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping At 2053-2055 Western Highway, Rockbank

Appendix 3 Decision Plans



MINUTES OF THE MEETING OF COUNCIL

24 FEBRUARY 2025

Item 12.3 Planning Application PA 2024/8644 - Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping At 2053-2055 Western Highway, Rockbank

Appendix 3 Decision Plans



MINUTES OF THE MEETING OF COUNCIL

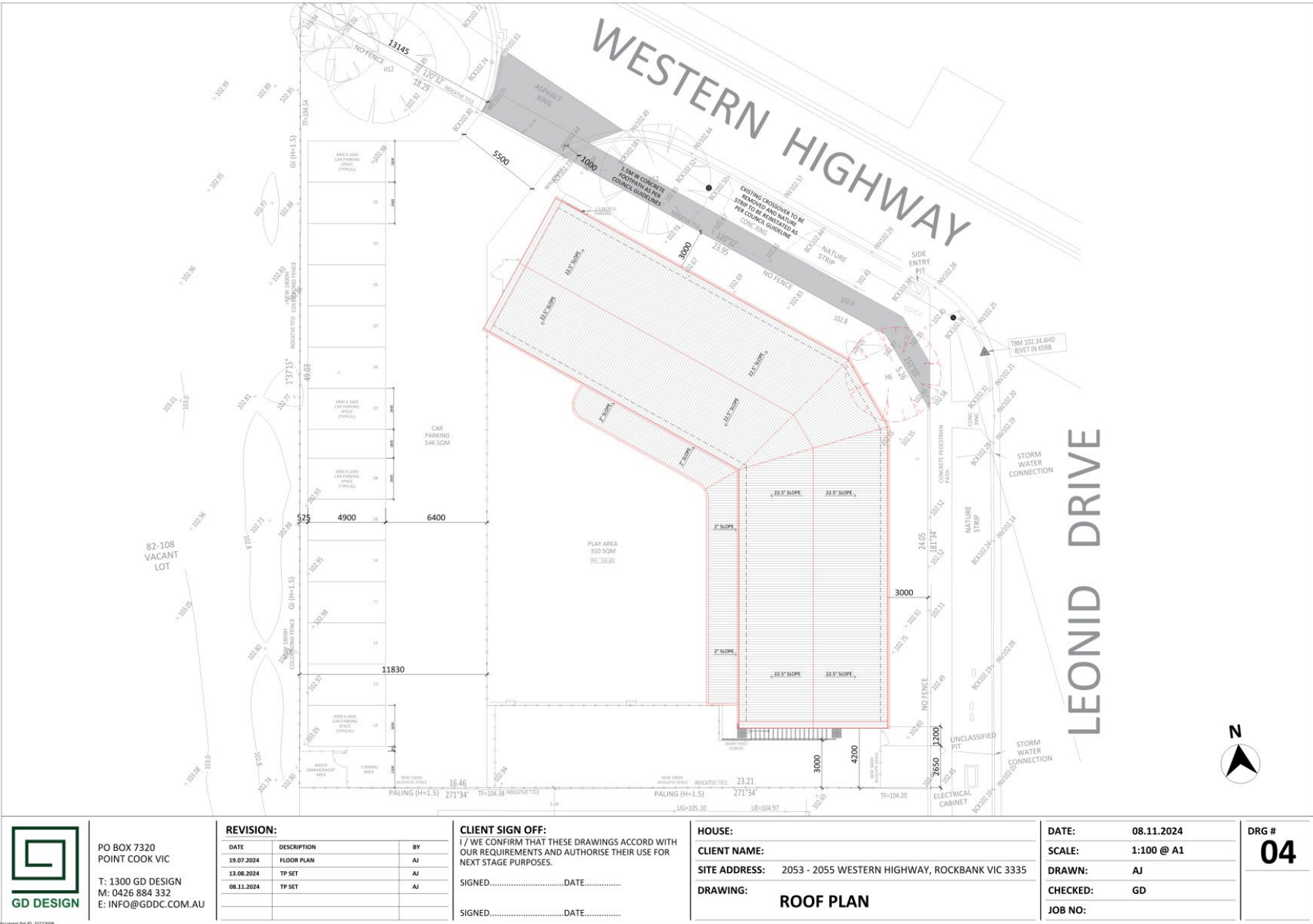
24 FEBRUARY 2025

Item 12.3 Planning Application PA 2024/8644 - Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping At 2053-2055 Western Highway, Rockbank

Appendix 3 Decision Plans







MINUTES OF THE MEETING OF COUNCIL

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Item 12.3 Planning Application PA 2024/8644 - Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping At 2053-2055 Western Highway, Rockbank

Appendix 3 Decision Plans



PO BOX 7320
POINT COOK VIC
T: 1300 GD DESIGN
M: 0426 884 332
E: INFO@GDDC.COM.AU

REVISION:

DATE	DESCRIPTION	BY
19.07.2024	FLOOR PLAN	AJ
13.08.2024	TP SET	AJ
08.11.2024	TP SET	AJ

CLIENT SIGN OFF:

I / WE CONFIRM THAT THESE DRAWINGS ACCORD WITH OUR REQUIREMENTS AND AUTHORISE THEIR USE FOR NEXT STAGE PURPOSES.

SIGNED.....DATE.....

SIGNED.....DATE.....

HOUSE:

CLIENT NAME:

SITE ADDRESS: 2053 - 2055 WESTERN HIGHWAY, ROCKBANK VIC 3335

DRAWING:

RENDER IMAGES

DATE: 08.11.2024

SCALE: 1:100 @ A1

DRAWN: AJ

CHECKED: GD


JOB NO:

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Document Ref ID: 10273008
Version: 1, Version Date: 12/11/2024



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MINUTES OF THE MEETING OF COUNCIL

24 FEBRUARY 2025

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Appendix 4 – Assessment against relevant Planning Scheme controls

Planning Scheme Reference	Assessment
Purpose and Vision	
Clause 02.03-1 – Settlement – Established Areas	<p>This policy seeks to:</p> <p>Manage the impacts of significant population growth on established areas, including pressures on existing transport and community infrastructure.</p> <p>Support development that is innovative, accessible and site responsive.</p> <p><u>Assessment:</u></p> <p>The proposal seeks to provide community infrastructure in the form of a child care centre which is a direct result of the population growth in and around the Rockbank Township. The scale of the centre is considerate of the site context and the built form has been designed to be sympathetic to the character of the area (noting that the proposed use is not a residential development and as such there is a level of flexibility in terms of neighbourhood character – See Clause 19.02-2S).</p>
Clause 02.03-5 – Built Environment and Heritage – Building and Urban Design	<p>This policy seeks to:</p> <ul style="list-style-type: none"> • Improve urban design outcomes to enhance the safety and liveability of neighbourhoods, activity centres and public spaces so that they are engaging for all. • Improve landscaping in both the public and private realm to enhance the quality and functionality of green spaces. <p><u>Assessment:</u></p> <p>The proposed built form is considered generally sympathetic to the neighborhood character. The building has been sited to align with the prevailing setbacks of the area and features a pitched roof to align with nearby dwellings. It is noted that the building will be double storey however this is not unusual for a residential area. Given the use is not a dwelling, a level of flexibility should be applied to the design in terms of neighborhood character. The built form is not dissimilar to other existing childcare centres in the municipality.</p> <p>The design has provided for extensive landscaping in the front setback, to reflect adjoining properties, and the car park has also been designed to incorporate canopy tree planting to help retain the green and leafy character of the area.</p>

<p>Clause 02.03-5 – Built Environment and Heritage – Neighborhood Character</p>	<p>This policy seeks to:</p> <ul style="list-style-type: none"> • Create places that enhance a sense of place. • Support developments in established areas that respond and positively contribute to the preferred neighbourhood character. <p><u>Assessment:</u></p> <p>The building has generally been sited to align with existing dwellings in the surrounding area. The Leonid Drive setback is 3 metres which is slightly deeper than the current dwelling setback to this frontage. Given the site is separated by Leonid drive to the remaining dwellings on the Western Highway, Rescode would allow a 4 metre setback for a dwelling fronting this street. The proposal will be setback 3 metres which given its isolated nature, is deemed acceptable.</p> <p>As stated above, the development is not for a residential dwelling and as such it is not reasonable for the building to appear as a dwelling. That being said, the design is sympathetic to the prevailing character through the use of a pitched roof and its siting on the property.</p>
<p>State Planning Policy Framework</p>	
<p>Clause 11 - Settlement</p>	<p>This policy aims to as far as practicable contribute to:</p> <ul style="list-style-type: none"> • Health, wellbeing and safety. • Diversity of choice. • Economic viability. • A high standard of environmental sustainability, urban design and amenity. • Prevention of land, water, air and noise pollution. • Accessibility. • Land use and transport integration. <p>The policy also aims to prevent human health and amenity problems created by siting incompatible land uses close together, and to facilitate development that takes full advantage of existing settlement patterns.</p> <p><u>Assessment:</u></p> <p>On balance it is considered that the proposal complies with this policy subject to conditions. Conditions will ensure that the proposal does not adversely impact on the amenity of the through noise and air pollution. An acoustic report has been provided and all recommendations including acoustic fencing will be enforced. The proposed use will ensure that childcare services are accessible to the immediate community and also the wider community via nearby public transport. The proposed use is considered compatible</p>

	<p>with the surrounding area given it will serve the local community and is not anticipated to result in any unreasonable amenity impacts.</p> <p>Although the siting of such a use in close proximity to a freeway is not considered ideal, the applicant has addressed councils concerns regarding noise impacts and both the EPA and DTP have no objections. In the absence of any policy requiring such uses to be located away from certain infrastructure, and as there are examples of childcare centres on main roads across Melbourne, the location is deemed acceptable.</p>
11.03-1R - Activity centres - Metropolitan Melbourne	<p>This policy seeks to locate education, health and community facilities that meet local needs in or around Activity Centres.</p> <p><u>Assessment</u></p> <p>The subject site is located in close proximity (within 500 meters of the future Rockbank Town centre. The site is therefore considered to be on the fringe of the activity centre and as such appropriately located.</p>
Clause 13.05-1S – Noise Abatement	<p>This policy requires planning to assist the management of noise effects on sensitive land uses and to ensure that community amenity and human health is not adversely impacted by noise emissions.</p> <p>Additionally, the policy seeks to minimise the impact on human health from noise exposure to occupants of sensitive land uses (residential use, child care centre, school, education centre, residential aged care centre or hospital) near the transport system and other noise emission sources through suitable building siting and design (including orientation and internal layout), urban design and land use separation techniques as appropriate to the land use functions and character of the area.</p> <p><u>Assessment</u></p> <p>Conditions will be applied requiring acoustic fencing and prior to the commencement of works. This will ensure that all possible measures are undertaken to limit any impact on amenity. It is not envisaged that an unreasonable amount of noise will be generated by the use given the use will operate within a building and within appropriate hours. EPA requirements will still apply.</p>
13.06 – 1S – Air Quality Management	<p>This policy seeks to protect air quality and amenity of sensitive uses including dwellings wherever possible.</p> <p><u>Assessment:</u></p> <p>The proposed use is not anticipated to generate any unreasonable emissions. Any emissions will be generally consistent with emissions usually generated on roadways within residential areas, The use itself will</p>

	not generate any emissions with the exception of the car park. Car parks are not uncommon in residential areas associated with similar uses.
Clause 13.07-1S – Land Use Compatibility	<p>This policy aims to protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.</p> <p><u>Assessment:</u></p> <p>The proposed use is considered compatible with its context. The proposal will not result in any unreasonable amenity impacts subject to conditions. The car parking provided aligns with Clause 52.06, and Church Street is considered capable of facilitating any increased traffic generated by the proposal.</p> <p>As detailed above, acoustic treatments will protect the use from noise from the Western Freeway, whilst the EPA has advised they do not object to the use in the subject location indicating that they do not foresee any issues in terms of air pollution associated with a childcare centre in the proposed location.</p>
Clause 15 – Built Environment and Heritage	<p>This policy aims to ensure that use and development responds to its context and that planning contributes to the creation of communities which are engaging, support community wellbeing, accommodate people of all abilities and enhance safety.</p> <p><u>Assessment</u></p> <p>The proposal is considered to adequately respond to its site context. The building is appropriately sited on the lot and has been designed in a manner which is both generally sympathetic to the prevailing character of the area. The proposal will provide a service which will support the local community.</p>
Clause 15.01-1S – Urban Design	<p>This policy requires development to respond to its context in terms of character, cultural identity, natural features, surrounding landscape and climate and ensure development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness.</p> <p><u>Assessment</u></p> <p>The proposed development is considered to have been designed in a manner which respects the surrounding character of the area. Landscaping has been incorporated into the design to ensure the green and leafy character of the area is retained and to improve the amenity of surrounding residents, employees and patrons.</p>

Clause 15.01-5S - Neighbourhood character	<p>This policy seeks to support development that respects the existing neighbourhood character or contributes to a preferred neighbourhood character.</p> <p><u>Assessment.</u></p> <p>As detailed above, the use is not a residential dwelling and as such it is not reasonable to expect that the development appears as a dwelling. This is reinforced in Clause 19.02-2s of the planning scheme. The proposal is however considered to be sympathetic of the character of the area. The building is sited to align with prevailing setbacks, landscaping has been provided in the front setback, and a pitched roof form has been implemented. This is considered appropriate for a commercial building in a residential zone.</p>
Clause 17.01-1S - Diversified economy	<p>This policy aims to facilitate the development of a range of employment sectors and to do so in areas closer to where people live.</p> <p><u>Assessment</u></p> <p>The proposal will facilitate local employment for 16 people in an area with extensive accommodation and transport links to the wider area via bus routes and train.</p>
Clause 17.02-2S – Out of centre Development	<p>Give preference to locations in or on the border of an activity centre for expansion of single use retail, commercial and recreational facilities.</p> <p><u>Assessment</u></p> <p>The site is considered to be on the border of the future Rockbank Town Centre. As such although the site is in a predominantly residential area, it is located in close proximity to a future town centre which will ensure that the use is both accessible to nearby residents and the wider area through public transport links.</p>
Clause 19.02-2S – Education Facilities	<p>This clause seeks to “<i>assist the integration of education and early childhood facilities with local and regional communities.</i>”</p> <p>Relevant strategies of this clause include:</p> <ol style="list-style-type: none"> 1. Locate childcare, kindergarten and primary school facilities to maximise access by public transport and safe walking and cycling routes. 2. Ensure childcare, kindergarten and primary school and secondary school facilities provide safe vehicular drop-off zones. 3. Recognise that primary and secondary education facilities are different to dwellings in their purpose and function and can have different built form (including height, scale and mass).

Item 12.3 Planning Application PA 2024/8644 - Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping At 2053-2055 Western Highway, Rockbank

Appendix 4 Assessment Against Scheme

	<p>4. Ensure streets and accessways adjoining education and early childhood facilities are designed to encourage safe bicycle and pedestrian access.</p> <p><u>Assessment</u></p> <p>The proposal will increase the supply and accessibility of childcare centres in the community. The site is well located in terms of public transport which allows the site to be accessed from the wider community rather than just locally. Although preferably children would be dropped off within the car park, should some children be dropped off on the street, there is adequate space on each frontage for this to occur. Given pick up and drop off is generally occurring in the morning and in the evening, any amenity impacts generated by this will be limited to small periods of the day.</p> <p>The proposed development is generally sympathetic to the neighborhood character of the area however given it is a non-residential use, some flexibility has been applied in terms of its design. Leonid Drive and Western Highway both feature footpaths with the only exception being outside the subject site on Western Highway. A condition of any permit issued would require a footpath to be constructed along the site frontage on Western Highway to link with the wider network. As such the site is well connected to cycling and pedestrian infrastructure.</p>
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Zone	
32.08 – General Residential Zone	<p>The purpose of this zone is:</p> <ul style="list-style-type: none"> • <i>To implement the Municipal Planning Strategy and the Planning Policy Framework.</i> • <i>To encourage development that respects the neighbourhood character of the area.</i> • <i>To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.</i> • <i>To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.</i> <p><u>Assessment</u></p> <p>The proposal is considered to generally align with the MPS and PPF of the Melton Planning Scheme. The built form is considered to generally align with the preferred and the existing character of the area given the use is a non-residential use. The proposed use is a non-residential type use which is of a scale which will meet a local community need. The site is appropriately located given its proximity to a Town Centre which features extensive transport, and on a key east-west road.</p>

Particular Provisions	
Clause 52.06 – Car parking	<p>Pursuant to Table 1 at Clause 52.06-5, the use of the land for a childcare centre generates a need for 0.22 spaces per child.</p> <p>The proposal is seeking approval for 88 children.</p> <p><u>Assessment:</u></p> <p>Based on 88 children, 19 car parking spaces will be required. The car park will feature 19 spaces including 1 disabled space. As such the proposal satisfies the required number of car parking spaces under this Clause. The dimensions of all spaces are also compliant subject to conditions.</p>

General Provisions	
Clause 65 - Decision Guidelines	<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">• <i>The Municipal Planning Strategy and the Planning Policy Framework.</i>• <i>The purpose of the zone, overlay, or other provision. Any matter required to be considered in the zone, overlay, or other provision.</i>• <i>The orderly planning of the area.</i>• <i>The effect on the environment, human health, and amenity of the area.</i> <p><u>Assessment:</u></p> <p>As outlined above, the proposal is consistent with the decision guidelines under this clause.</p>

Appendix 5 – Response to Objections

<i>Objection</i>	<i>Comment</i>
Negative impact on the surrounding road network. The use will generate additional traffic on local streets particularly at pick up and drop off times for nearby school on Westcott Parade.	<p>The use of the land for a child care centre is a discretionary use within the General Residential Zone, and there is no requirement that the use be located on a main road. The site is however located just one street to the north of Westcott Parade which is the key east-west road through Rockbank connecting Leakes Road to Troups Road North. Childcare Centres are not uncommon in the General Residential Zone.</p> <p>No concerns have been raised by Council's Traffic Team about the location of the proposed use. The management of traffic and congestion associated with the school is a separate matter. There is no evidence to suggest that pick up and drop offs will align with the school. Furthermore traffic caused by the child care centre will be limited to weekdays and generally early in the morning and later in the afternoon. The use will not cause any traffic on the weekends, and only limited traffic outside key drop off and pick up times during the week.</p> <p>Concerns regarding traffic on Westcott Parade caused by school traffic in particular has been passed on to Council's Traffic team. Although existing traffic can be considered as part of this application, if residents are experiencing amenity impacts caused by the school, it is best addressed separately. This will be at the discretion of Council's Traffic and Transport team.</p>
Congestion on Westcott Parade causing access issues.	As detailed above, Traffic and Transport have not raised any concerns regarding this proposal and its impact on the surrounding road network. Concerns regarding existing congestion and access issues has been passed on to Traffic and Transport to consider.

<p>There is an abundance of child care centres in the area.</p>	<p>Whether or not there is a demand for an additional child care centre or not is not a planning consideration. Council is required to assess the proposal against the relevant considerations of the Melton Planning Scheme. Whether or not there is a demand for such a use is to be considered by the landowner when they lodge a planning application or act on a planning permit.</p>
<p>The area needs retail precincts and better road facilities rather than childcare centres.</p>	<p>This is not relevant to the assessment of this planning application. As detailed above, what is proposed is at the discretion of the applicant/owner of the land.</p> <p>Improved transport infrastructure and retail options will be provided in due course as the Rockbank PSP develops. The timing of this is largely reliant on the appetite of landowners to develop their land.</p>
<p>Given the number of staff proposed, there will not be any car parking available on site for parents/guardians to park when dropping off/picking up children</p>	<p>The proposed childcare centre will provide the required number of spaces under Clause 52.06 – Car Parking of the Melton Planning Scheme (0.22 spaces per child). This rate has been set by the State Government and is applied to all child care centres.</p> <p>The Department of Education has requirements for staffing based on children numbers and ages. As such it is difficult for a potential operator to reduce staff numbers without a significant reduction in child numbers. Ultimately the proposal is compliant with the car parking requirements of the scheme and it is understood to comply with DTP requirements as well.</p> <p>Should customers choose to park on the street, the site features extensive frontages where vehicles can park without the need to park outside neighbouring properties. This includes the north side of the Western Highway which has no dwellings fronting it.</p> <p>Council can consider the application of “No Parking” or “No Standing” restrictions in the vicinity of the site should any accessibility issues arise. Given the availability of on-street car parking and the width of the adjoining roadways, it is considered unlikely such an occurrence would occur.</p>

<p>The site is too close to the Western Freeway and “half way house”. This will have negative impacts on children attending the centre.</p>	<p>The Melton Planning Scheme does not include any policies which requires child care centres to be located a certain distance away from arterial roads including Freeways or any other land use.</p> <p>It is acknowledged that a Freeway could have some negative impacts on the site through noise and potentially air pollution. Concerns were initially raised, however these concerns have been addressed through the submission of an acoustic report prepared by a suitably qualified acoustic consultant, and through the response from the Department of Transport and the Environmental Protection Authority advising they have no objections to the proposal.</p> <p>Fencing is provided between the Western Freeway and Western Highway, as well as fencing internal to the site which will reduce the likelihood of children being able to access the freeway.</p> <p>The proposal will have to comply with all State Government requirements in order to be able to operate as a child care centre. These concerns are not planning matters.</p>
<p>The child care centre will not be used by Rockbank residents as it is not needed. Rather it will be used by residents from further afield.</p>	<p>There is no evidence to suggest that the child care centre will not be used by local residents. It is unlikely that customers of the child care centre would travel a significant distance to use the facility. Ultimately the catchment area of the centre is not a planning consideration.</p>

Appendix 6 – Proposed Conditions

Permit Preamble:	Use and development of land for the purposes of a Child Care Centre with associated car parking and landscaping in accordance with the endorsed plans
Permit Address:	2053-2055 Western Highway, Rockbank
Recommendation	Issue a Notice of Decision to Grant a Permit subject to conditions

Amended Plans

1. Prior to the commencement of works, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - (a) The footpath to be constructed along the Western Highway frontage extended along the entirety of the frontage.
2. Before the development starts, a landscape plan prepared by a person suitably qualified or experienced in landscape design must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided. The plan must show:
 - (a) Location and identification of all proposed plants.
 - (b) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - (c) Details of surface finishes of pathways and driveways.
 - (d) A minimum of 4 canopy trees in total provided in the car park outstand and in the front landscaping area.
3. Measures outlined in the acoustic report (Project 2053-2055 Western Highway, Rockbank, Client GD Design, Document Number AC605ME-01E02 Noise Impact Assessment (r0)) must be implemented and maintained to the satisfaction of Council. All required works must be completed prior to the commencement of the use.
4. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
5. The use may operate between the hours of:
 - 6.30am and 6.30pm Monday to Friday.

The hours must not be varied, changed or extended without the written consent of the Responsible Authority.
6. No more than 88 children may be present on the premises at any one time without the further written consent of the Responsible Authority.
7. No more than 16 staff may be present on the premises at any one time without the further written consent of the Responsible Authority.

8. Prior to the commencement of works, a Waste Management Plan demonstrating a private collection arrangement must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit
9. Prior to the commencement of the use hereby approved, CP: 109412 V/F: 9357/096 and LOT: 1 TP: 814802L V/F: 8485/427 must be consolidated under the Subdivision Act 1988, and a copy of the new Title (Plan of Consolidation) submitted to the satisfaction of the Responsible Authority.

Engineering – Condition 10-25

10. Prior to the commencement of the use hereby approved, a concrete pedestrian path must be constructed along the entire Western Highway frontage, connecting the reception of the childcare centre to the broader pedestrian path network in accordance with the Responsible Authority's current standard drawings and to the satisfaction of the Responsible Authority. Consent to Work within a Road Reserve must be obtained from the Responsible Authority.
11. Prior to the commencement of works, engineering/drainage plans and relevant design calculations for the proposed development must be submitted to the Responsible Authority. The engineering plans shall, as a minimum, comprise of the layout plan, the drainage (OSD) plans, signage and line marking plans, pavement design plans and, where applicable, internal roads and carpark lighting plans. All works within the site shall remain the property of the lot owner, except where it is located in an easement, and be maintained by the lot owner to the satisfaction of the Responsible Authority.
12. A minimum of one car space must be provided for the exclusive use of disabled persons. The car spaces must be provided as close as practicable to a suitable entrance of the building and must be clearly marked with a sign to indicate that the spaces must only be utilised by disabled persons. The dimensions of the disabled car spaces must be in accordance with the current Australian standards, AS 2890.6.
13. All car parking spaces must be designed to allow all vehicles to drive forwards both when entering and leaving the property. (Note that turning templates will need to be provided to Council for verification).
14. Prior to the commencement of works, any proposed vehicle crossing must be constructed to an industrial standard in accordance with Council's Standard Drawings.

A 'Consent to Work within a Road Reserve' must be obtained from Council prior to the commencement of construction.
15. All disused or redundant vehicle crossings must be removed and the area reinstated to kerb and channel to the satisfaction of the Responsible Authority.
16. All pedestrian access to buildings must be designed and constructed to comply with the Disability discrimination Act
17. The amount of hydrocarbon and other oil based contaminants discharged to Council drains must not exceed 5 parts per million.
18. Stormwater must not be discharged from the site other than by means of an underground pipe drain discharged to Council's nominated legal point of discharge.
19. The maximum storm water discharge rate from the proposed development is 10.7 litres per second. An on-site stormwater detention system will need to be installed in accordance with plans and specifications to be submitted to Council's Engineering Services Unit Att:

Infrastructure Planning Coordinator for approval The following design parameters for the on-site detention system must be used:

- Time of Concentration for the catchment: $T_c = 6.61$ min
- Travel time from the discharge point to the catchment outlet: $T_{so} = 15.84$ min
- Weighted coefficient of runoff at the initial subdivision: $C_w = 0.45$

All on-site stormwater must be collected from the hard surface areas and must not be allowed to flow uncontrolled into adjoining properties. The on-site drainage system must prevent discharge from (the/each) driveway onto the (footpath/verge).

20. Prior to the commencement of use, photos and plumbers certificate for the construction compliance for the on-site detention system/Stormwater quality treatment must be submitted to infrastructureplan@melton.vic.gov.au.
21. Before the use or occupation of the development starts, the area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
 - (a) Constructed.
 - (b) Properly formed to such levels that they can be used in accordance with the plans.
 - (c) Sealed with a concrete or asphalt surface.
 - (d) Drained.
 - (e) Linemarked to indicate each car space and all access lanes.
 - (f) Clearly marked to show the direction of traffic along access lanes and driveways
 - (g) Signage to the satisfaction of the Responsible Authority.Car spaces, access lanes and driveways must be kept available for these purposes at all times.
22. Protective kerbs of a minimum height of 150mm must be provided to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
23. Civil works must be fully constructed and completed to the satisfaction of the Responsible Authority prior to the commencement of use or occupancy, whichever comes first or applies.
24. All works associated with the development that is retained as the responsibility of the owner of the site to upkeep must be maintained in perpetuity to a standard that is to the satisfaction of the Responsible Authority. Otherwise rectification works at the direction of and to the satisfaction of the Responsible Authority must be undertaken within a timeframe as directed by the Responsible Authority.
25. All existing conditions affected by the development works must be reinstated at no cost and to the satisfaction of the Responsible Authority.
26. The Environmental Protection Authority Prohibited Times relating to noise must be adhered to for both indoor and outdoor areas.
27. Noise levels emanating from the premises must not exceed those required to be met under the Noise Limit and Assessment Protocol for the Control of Noise from

Commercial, Industrial and Trade Premises and Entertainment Venues (Publication 1826, Environment Protection Authority, May 2021)

28. The use and development (including during construction) which is approved as part of this permit must be managed so that the amenity of the area is not detrimentally affected:
- (a) By the transport of materials, goods or commodities to or from the land.
 - (b) By the inappropriate storage of any works or construction materials.
 - (c) By the hours of construction activity.
 - (d) By the emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil.
 - (e) By the presence of vermin.
 - (f) In any way as determined by the Responsible Authority.
29. Prior to the commencement of the use, civil and landscape works must be fully constructed and completed to the satisfaction of the Responsible Authority.
30. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority and used for no other purpose, including that any dead, diseased or damaged plants are to be replaced.
31. Where external lighting is provided it must be fitted with suitable baffles and located so as to prevent the emission of direct light onto adjoining properties or roadways to the satisfaction of the Responsible Authority.
32. No permanent structure is to be located above an easement unless approval is granted by the Responsible and /or Relevant Authorities and relevant permits are obtained.
33. The childcare centre must be registered under the Food Act 1984 by Council. The childcare centre must adhere to the Food Act 1984 and Australian New Zealand Food Standards Code. Appropriate application forms are available by the Environmental Health Unit.
34. The premises must take all practical measures to prevent any nuisance from occurring from the property. Appropriate measures must be taken to prevent noise from the proposed business having an adverse effect on neighbouring properties. The premises must not cause a nuisance, as defined under the Public Health and Wellbeing Act 2008.
35. The childcare centre must abide by the Tobacco Act 1987 for both indoor and outdoor areas.

Permit Expiry

36. This permit will expire if one of the following circumstances applies:
- (a) The development is not commenced within two years of the date of this permit.
 - (b) The development is not completed and the use commenced within four years of the date of this permit.
 - (c) The use is discontinued for a period of two years.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards (for a request to extend the time to commence the development) or twelve months after the permit expires (for a

request to extend the time to complete).

Notes

- All drains contained within the allotment, except in drainage easements, must remain the property of the landowners and must not be taken over by Council for future maintenance.
- All vehicle pathways contained within the allotment, must remain the property of the landowners and must not be taken over by Council for future maintenance.
- Relevant permits, including but not limited to a 'Consent to Work within a Road Reserve' must be obtained from the Melton City Council prior to the commencement of construction.
- The proposed vehicle crossing must have clearance from other services, public light poles, street sign poles, other street furniture and any traffic management devices.

12.4 MELTON CITY COUNCIL COMMUNITY GRANT AND FUND PROGRAM UPDATE DECEMBER 2024

Author: Jodie Turner - Coordinator Community Capacity
Presenter: Troy Scoble - Director City Life

Cr Vandenberg departed the Chamber at 7:52pm and returned to the Chamber at 7:54pm.

Cr Ramsey departed the Chamber at 7:55pm and returned to the Chamber at 7:57pm.

PURPOSE OF REPORT

The purpose of this report is to advise Council of the outcomes of the latest round of Community Grants and Funds.

RECOMMENDATION:

That Council note the Community Grant and Fund Program Update.

Motion

Crs Morris/Majdlik.

That Council note the Community Grant and Fund Program Update.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

Council's Community Grant and Fund Program commenced in March 2024 with the first three rounds of funding already approved. Applications for the fourth community grants and fund program round were accepted from 1 September to 31 October 2024.

A total of fourteen (14) applications were submitted by the closing date. Thirteen (13) applications met the criteria for assessment and twelve (12) of those applications were recommended for funding totalling \$47,086.49. This is another strong round of funding, evidence that the new program and user-friendly processes implemented are having an impact for the community.

The two (2) ineligible/unsuccessful applicants will be provided feedback to assist them in considering a resubmission for a future round of funding.

In addition to this round of the Community Grants Program, Council officers continued to receive and process eligible Community Fund applications including Resident Achievement and New Group Fund applications. Since 1 March 2024 a total of fifty-four (54) Resident Achievement Fund applications have been approved to a total value of \$49,971.84 as well as seventeen (17) New Group establishment applications to a value of \$25,416.26.

2. Background/Issues

The Melton City Council Community Grant and Fund Program was adopted on 25 September 2023 and post development of policies and guidelines commenced in March 2024 for applications to be received by community.

The new grants program transitions semi-annual grants to bi-monthly grant rounds. This change responds to user and Council feedback for more frequent access to grants and faster decision-making, reducing the need for extensive planning ahead of grant outcomes. The updated program now provides year-round access through bi-monthly assessments, recognising the importance of supporting, assisting, and partnering with community groups to initiatives that benefit the broader community, enhance community wellbeing, and contribute to Council's strategic objectives.

Applicants can apply for grants of up to \$5,000 in one of the following five categories:

- **The Arts:** Building community connections, expressing creativity and local culture through the arts.
- **Sports & Hobbies:** Increasing participation and accessibility of sports and hobbies.
- **Healthy & Safe Living:** Promoting a safer, healthier, and more connected municipality.
- **Festivals & Events:** Celebrating diversity and unity, bringing people together to strengthen social connections.
- **Environment & Nature:** Reducing our environmental footprint and protecting and enhancing the City of Melton's natural environment.

The objective is to ensure equitable distribution of funding across the five categories, although actual allocations are influenced by received applications. To promote all elements of the program, officers are actively encouraging applications in all categories.

The September/October 2024 Community Grants round opened on 1 September 2024 and closed on 31 October 2024. Applications were assessed against the Council adopted Community Grants and Fund Policy to ensure consistency with adopted policy and procedures.

Grant Assessment

The Assessment Panel operates under the adopted Terms of Reference and adheres to strict confidentiality and disclosure requirements as an Advisory Committee of Council. Applicants must disclose any conflicts of interest involving Panel members or Council Officers. The Governance team advises on managing conflicts during the assessment and authorisation process.

The Assessment Panel deliberates on funding allocations during their meetings, and recommendations require formal approval from Melton City Council's Chief Executive Officer (CEO). The table attached (**Appendix 1**) lists the grants awarded funding in the September/October round. When applications are ineligible and there is sufficient time before the grant round deadline to address issues with the application, Officers assist applicants by supporting them to correct and resubmit their applications. If applications remain ineligible by the grant round deadline, the updated Grants program allows applicants to promptly resubmit for the following round.

3. Council and Wellbeing Plan Reference and Policy Reference

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

1. A safe City that is socially and culturally connected

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

4. Financial Considerations

A total of \$95,058.33 has been awarded this financial year through the Community grants program of Council. Additionally, \$78,107.17 has been provided this financial year through Council's community funding streams.

Community Grant/Fund	FY24/25 Budget	YTD Spend	Budget Spent (%)
Community Grants	\$275,000	\$95,058.33	35%
New Groups Fund	\$20,000	\$20,916.66	105%
Resident Achievement Fund	\$40,000	\$16,116.00	40%
FairGo 4 Youth Fund	\$100,000	\$41,074.51	41%
Total Spend (Grants/Funds)	\$435,000	\$173,165.50	40%

5. Consultation/Public Submissions

The following promotional and training activities were undertaken to support potential applications for the September/October Grant round:

- Community grants presentation at "Daughters of the West" event at Cobblebank Stadium (3 Sept)
- Community grants presentations during Melton Learning Festival events at Stevenson House (4 Sept), Fraser Rise (4 Sept) and Mount Atkinson (5 Sept)
- "How to get a Council Community Grant" training session at Melton Library (16 Sept & 9 October)
- Attendance at Woodlea Islamic Network Event (7 September)
- Attendance at "Know Your City" program at Diggers Rest Recreation Pavilion (17 September)
- Directly supported more than 10 community organisations to develop and/or improve grant applications.

6. Risk Analysis

Council's Community Grant and Fund Programs strictly adhere to the relevant Policies, Guidelines and Terms of Reference to reduce and mitigate risks associated with the administration of this program. Risks related to conflict of interest are managed through declarations of interests and conflicts of interests from all relevant parties.

Council's revised Community Grant and Fund Programs also implements the recommendations of the internal audit conducted on the program in 2023 as adopted by Council.

7. Options

Council has the option to:

1. Note the report as per the officer's recommendation; or
2. Request further clarification in relation to the report.

LIST OF APPENDICES

1. Awarded Community Grant Applications - September/October 2024 - **CONFIDENTIAL**

12.5 GRANT APPLICATIONS - 2025 GROWTH AREAS INFRASTRUCTURE CONTRIBUTIONS FUND AND 2024/2025 GROWING SUBURBS FUND

Author: Sean McManus - Manager, Engagement & Government Relations
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To seek Council endorsement of grant applications for the 2025 Growth Areas Infrastructure Contribution Fund and 2024/2025 Growing Suburbs Fund.

RECOMMENDATION:

That Council endorse the following grant applications in priority order to be submitted to the Victorian Government by 12 noon 28 February 2025.

1. 2025 Growth Areas Infrastructure Contribution Fund:
 - Application for \$15 million for the Plumpton Aquatic and Leisure Centre to match the Federal Government's \$15 million through the Thriving Suburbs program with funding request to focus on specific water features including learn to swim pools.
 - Application of up to \$5 million for the Shogaki Drive Road construction and Mount Cottrell Road Signalised intersection.
2. 2024/2025 Growing Suburbs Fund:
 - Application for \$1 million for the Deanside Children's and Community Centre.
 - Application for \$1 million for the Thornhill Park Active Open Space Precinct.

Motion

Crs Majdlik/Verdon.

That Council endorse the following grant applications in priority order to be submitted to the Victorian Government by 12 noon 28 February 2025.

1. 2025 Growth Areas Infrastructure Contribution Fund:
 - Application for \$15 million for the Plumpton Aquatic and Leisure Centre to match the Federal Government's \$15 million through the Thriving Suburbs program with funding request to focus on specific water features including learn to swim pools.
 - Application of up to \$5 million for the Shogaki Drive Road construction and Mount Cottrell Road Signalised intersection.
2. 2024/2025 Growing Suburbs Fund:
 - Application for \$1 million for the Deanside Children's and Community Centre.
 - Application for \$1 million for the Thornhill Park Active Open Space Precinct.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

The Victorian Government's 2025 Growth Areas Infrastructure (GAIC) Fund and 2024-25 Growing Suburbs Fund (GSF) are now open for applications. Applications are required to be submitted by 12 noon Friday 28 February 2025.

The 2025 GAIC funding round will provide \$150 million primarily for transport focussed initiatives. The 2024-25 GSF program will provide \$5 million for seven eligible Councils with a priority focus on multipurpose / integrated community facilities.

Officers have considered projects aligned to advocacy priorities that represent the most viable option to pursue funding for in accordance with funding guidelines, mandatory project delivery timeframes and the potential to maximise financial return.

It is recommended to submit the following applications in project priority order.

2025 Growth Areas Infrastructure Contribution Fund:

- Apply for \$15 million for the Plumpton Aquatic and Leisure Centre to match the Federal Government's \$15 million through the Thriving Suburbs program with funding request to focus on specific water features including learn to swim pools.
- Apply for up to \$5 million for the Shogaki Drive Road construction and Mount Cottrell Road Signalised intersection.

2024/2025 Growing Suburbs Fund:

- Apply for \$1 million for the Deanside Children's and Community Centre.
- Apply for \$1 million for the Thornhill Park Active Open Space Precinct.

A Council resolution endorsing each application and priority order of projects is mandatory.

2. Background/Issues

Growth Area Infrastructure Contribution Fund

GAIC is a fee collected in Melbourne's expanding suburbs to fund infrastructure development. It is paid when developers buy or develop a large piece of land. The funds are managed by a designated GAIC program team within the Department of Transport and Planning. Developers in the City of Melton have contributed \$362 million since 2010 with \$195.53 million committed to local projects.

In 2024 there were two funding streams: Building New Communities Fund with a \$200 million funding pool; Public Transport Fund with a \$200 million funding pool. Council was only eligible to apply for funding under the Building New Communities fund and was successful in attracting \$2,291,832 for two Active Transport Projects: one in Deanside and one along Vineyard Road Diggers Rest.

For 2025 a total funding pool of \$150 million is allocated primarily for transport related projects and delivered in coordination with other government infrastructure investments. The program is open to applicants from State Government Departments and delivery agencies and the seven designated growth councils. Councils are limited to up to three applications for council projects on a 1:1 funding ratio. While primarily transport focussed, applications for community infrastructure can be submitted which supports the delivery of known State priorities.

Projects must commence construction within 18 months of the funding announcement and construction must be complete within 24 months of construction commencement. Project funding must not exceed 20% of available funds (\$30 million). Applications close 12 noon Friday 28 February.

It is recommended to apply for the following two projects in priority order:

- **Plumpton Aquatic and Leisure Centre:** Apply for \$15 million to match the Federal Government's Thriving Suburbs funding with the funding to focus on specific water features including learn to swim pools.
- **Shogaki Drive Road Construction and Mount Cottrell Road Signalised Intersection** - Apply for up to \$5 million.

A mandatory meeting with the GAIC project team was held to discuss the projects. Both projects are eligible. Advice from the GAIC team is that 2025 funds will be highly competitive. Council applied for \$50 million in GAIC funding for PALC in the 2024 round and was unsuccessful. Advice from the GAIC management team on the 2024 application was that the masterplan and the budget for the project were not formally endorsed and the requested budget represented a significant percentage of the total funding pool. With the masterplan now endorsed by Council and the project progressing, the 2025 GAIC application for PALC will be for a reduced funding amount of \$15 million and will focus on specific components of the facility, allowing for funding flexibility in the consideration of the application.

Details on both projects are provided below.

Priority 1: Plumpton Aquatic and Leisure Centre

The Plumpton Aquatic and Leisure Centre (PALC) will be a district level multi-use facility. Located in Fraser Rise the PALC will be destination for physical activity, social participation, community connectivity and events.

PALC will include:

- 50 metre indoor competition pool
- Warm water pool for programmed rehabilitation
- Two learn to swim pools
- Toddlers pool with accessibility ramp
- Sensory aquatic space
- Large gymnasium
- Group fitness studio
- Community and allied health areas
- Meeting and function venue spaces.

The project is expected to commence construction in 2025 and be completed in 2027. The project represents the biggest capital project ever undertaken by Council.

Council has endorsed the masterplan and the project is committed and progressing. In December 2024, the project was successful in receiving \$15 million from the Federal Government through the Thriving Suburbs program, demonstrating strong alignment to State and Federal policy.

It is recommended to apply for \$15 million under the GAIC program to match Federal Government funding to make this a truly three level of government approach to deliver aquatic, leisure and allied health facilities.

It is recommended to focus the application on seeking funds for a specific component of the facility – with a package of works to the value of \$15 million focussing on water features including learn to swim pools, warm water pool and sensory aquatic space. PALC will provide critical skills required for water safety and health and wellbeing. There are significant gaps in the availability of learn to swim classes. With two learn to swim pools PALC will provide capacity for an additional 7000 students per week. The facility will also include Australia's first water sensory space.

The project aligns to the Victorian Government's Public Health and Wellbeing Plan, Victoria's Infrastructure Strategy and the Department of Families, Fairness and Housing's Strategic Plan.

Cost

The project is estimated to cost more than \$100 million. The Federal Government has contributed \$15 million toward the project. It is recommended to seek GAIC funding of up to \$15 million to offset Council's overall contribution with specific components costed to provide funding flexibility.

Priority 2: Shogaki Drive Road Construction and Mount Cottrell Road Signalised Intersection

This project is in Council's infrastructure pipeline, with preliminary planning and concept plan completed. Works are programmed from 2025/26 to 2027/28. This project will deliver significant benefit to the local community and support broader State based transport objectives. The project has strong endorsement from the Department of Transport and Planning.

Scope of works

- Construction of approximately 1.2 km of 2-lane connector road from the existing extents of Shogaki Drive to Mount Cottrell Road.
- Construction of approximately 1.65 km of shared path from the existing Abey Road shared path at Ferris Road to the existing shared path on Wiltshire Boulevard at Mount Cottrell Road.
- Construction of a signalised intersection at Mount Cottrell Road and new Shogaki Drive connection at Wiltshire Boulevard.
- Construction of approximately 0.6 km of new road on Mount Cottrell Road to facilitate the new signalised intersection.

Strategic Intent:

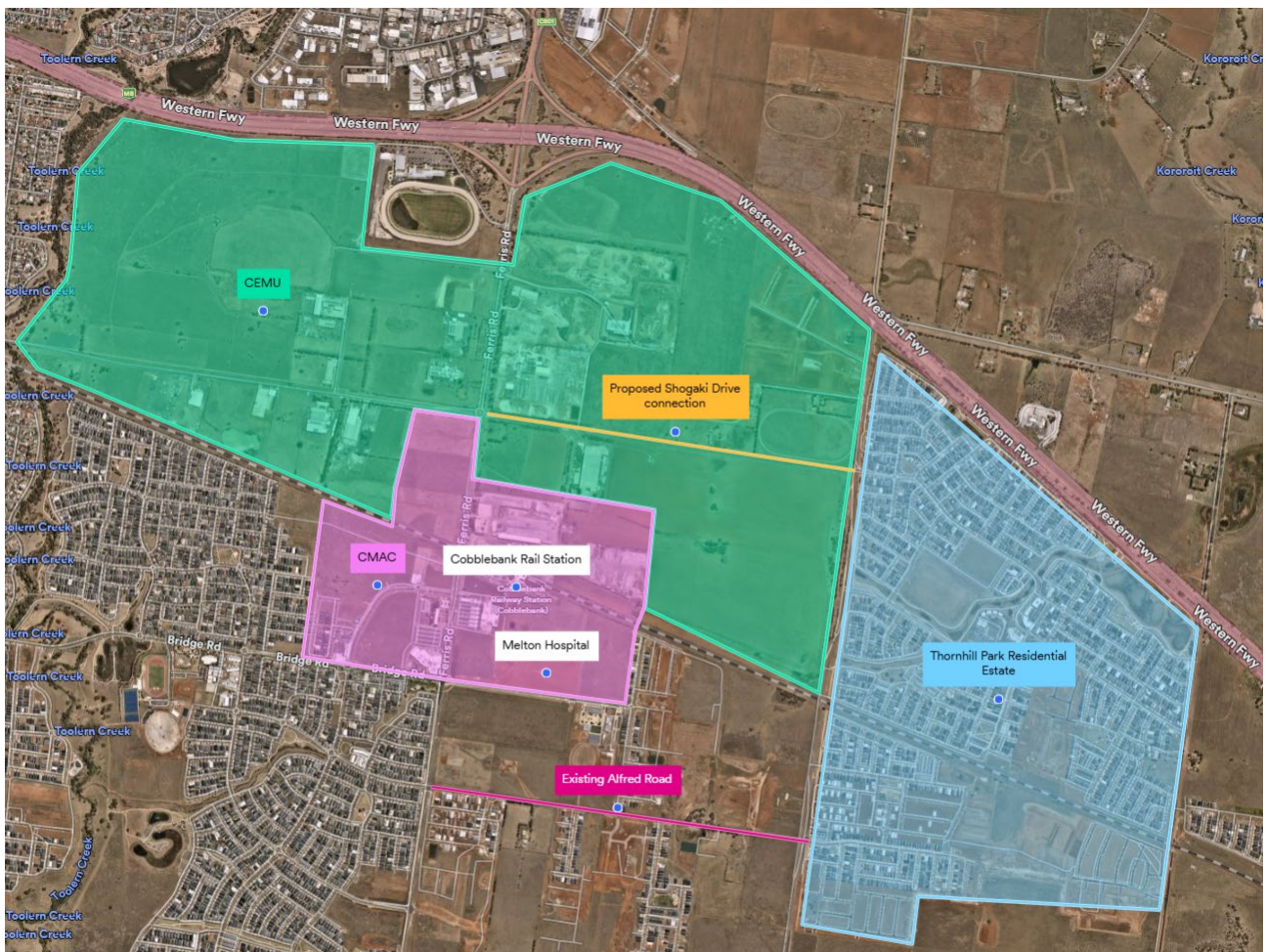
- The Department of Transport and Planning (DTP) has completed the Western Freeway Upgrade Business Case. A pipeline of investment is required to fully upgrade the Western Highway from Caroline Springs with no timelines of funding yet committed.
- This project delivers the Shogaki Drive connection to tie into Ferris Road.
- This road provides a critical connection for Thornhill Park residents to use Ferris Road to access the Western Highway, Cobblebank Train Station, the future Melton Hospital and other community, recreation, employment, tertiary education, and retail facilities in and around the Cobblebank Metropolitan Activity Centre and Cobblebank Employment and Mixed Use areas as development continues to rapidly grow.
- This road connection can improve our road network resiliency by providing alternative access if there are any incidents that force the closure of Ferris Road or the Western Freeway to link to land uses in the area, especially considering emergency vehicles such as fire trucks or ambulances that need to navigate our network quickly and safely.

- Alfred Road is currently the only road connection between Ferris Road and Mount Cottrell Road. This road is a local connector road with inconsistent path connections and is not considered appropriate to provide the capacity needed for residents to rely on this road. It is also a significant detour for residents who want to access the Western Highway.

Cost

The project is estimated to cost \$17,769,216 with developer contributions funding \$7,853,556. Council's funding obligation is \$9,915,660.

It is recommended that this project be put forward to seek GAIC funding of \$4,957,830 on a 1:1 Council funding basis.



Growing Suburbs Fund

The 2024-25 GSF funding round will provide \$5 million for seven eligible growth councils. Unlimited applications can be submitted, for planning and infrastructure projects. Up to \$1 million in funding is available for infrastructure projects and up to \$150,000 for planning projects. Priority will be given to applications for multi-purpose or integrated facilities. There is no limit on the number of applications and no limit on the amount of funding that can be awarded per Council.

GSF contributes to meeting critical local infrastructure needs for communities in fast growing outer suburbs. Since 2015, Melton City Council has received \$49 million in funding from the Growing Suburbs Fund, for 43 projects with a total project cost value of \$167 million. The Growing Suburbs Fund was originally \$50 million. This is now reduced to \$5 million in the 2024/25 budget, which dropped from \$10 million in the 2023/2024 Victorian budget.

Projects must commence construction within 18 months of the funding announcement and construction must be complete within 24 months of construction commencement. Applications close 12 noon Friday 28 February.

While there is no limit on the amount of funding that can be awarded to each Council, GSF is now a significantly reduced funding pool. It is therefore recommended to apply for the following projects which are in the capital plan, can confidently be delivered against project milestone requirements and align to the objective of projects with are for multipurpose / integrated facilities:

1. Deanside Children's & Community Centre: \$1 million
2. Thornhill Park Sports Reserve, Community Pavilion: \$1 million.

Priority 1: Deanside Children's and Community Centre - 28 Conservatory Drive Deanside

Project Status

In Forward Capital Plan. Lead consultant engaged to commence design and planning phase.

Project Scope

The project scope involves the provision of the following services:

- Kindergarten Area
 - The kindergarten area will be based on licensed rooms (4), Children amenities (2 with built in nappy change table), external & internal storage and outdoor licenced play space (4)
- Maternal & Child Health
 - The maternal and child health will provide consulting offices (2), waiting room and storeroom.
- Community Space
 - The community space will include meeting space, kitchen, and storage.
- Staff area
 - The staff space will include administrative rooms, family consulting room, kitchen, and amenities.
- Public Space
 - The public space will include commercial and community cleaner room, plant /services storage public amenities, parents room and airlocks

Community Benefit

Construction of the Deanside Children's and Community Centre will provide the infrastructure required to accommodate 15 hours of funded 3 year-old kindergarten and between 16-20 hours of funded 4 year old kindergarten for families residing in the area. In addition, the facility will provide Maternal and Child Health, family and early childhood services, breastfeeding support, parenting support/programs, playgroups, immunisations and a wide range of wider community programs and activities to meet the growing demand and needs of the fast-growing community.

Project Cost	\$18,242,600	
	Building Blocks:	\$9,000,000
	Developer Contributions:	\$7,100,000
	MCC	\$2,142,600

Construction commence: Late 2025

Construction complete October 2026

Operational January 2027

Priority 2: Thornhill Park Active Open Space Precinct

Project Status

In forward Capital Plan. New site master plan to be presented to Council for noting in Feb 2025.

Project Scope

Delivery of new Active Open Space Reserve. In scope items include:

- community pavilion
- 3 soccer pitches
- 2 cricket wicket
- cricket nets
- play space w/ BBQ/picnic shelter
- carpark
- walking paths

Community Benefit

The upgrade of this precinct will develop a 6.45-hectare greenfield site as a district level soccer facility and a secondary venue for cricket. The new open space will also provide passive recreation elements and play spaces. This development will service an established community that currently has a significant shortage of sporting facilities and quality open space. The community pavilion will also include bookable community spaces for the local community.

The upgrade of this reserve will:

- Encourage increased physical activity
- Provide increased opportunities for community engagement
- Extend the lifespan of existing equipment
- Improve accessibility and provide equipment/furniture for people with disability
- Increase community satisfaction

Project Cost	\$18,457,218.	
	\$11,471,151	Developer Contributions
	\$6,986,067	Council

Construction commence: 2026/2027

Construction complete: 2027/2028

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

3.3 A City with accessible infrastructure that meets the needs of all.

4. Financial Considerations

All projects are committed in the forward capital delivery pipeline with funding allocated. The GAIC and GSF applications present the opportunity to reduce Council's financial contribution for each project. If successful funding allocated for these projects can be redirected to other projects in the capital delivery pipeline.

The below table outlines a funding breakdown of each project. If grant applications are successful Council's contribution will be reduced by the successful grant income received.

Project	Estimated Project Value	Estimated Funds Sought	Total Estimated Funding
Plumpton Aquatic and Leisure Centre	\$100 million plus	\$15 million (GAIC)	<u>Council</u> \$100 million+ <u>Federal Government</u> \$15 million
Shogaki Drive	\$17,769,216	\$4,957,830 (GAIC)	<u>Council</u> - \$7,853,556 Developer Contributions - \$9,915,660 Council
Deanside Children's and Community Centre	\$18,242,600	\$1 million (GSF)	<u>Victorian Government</u> - \$9 million (Building Blocks) <u>Council</u> - \$7.1 million Developer Contributions - \$2,142,600 Council
Thornhill Park Active Open Space Precinct	\$18,457,218	\$1 million (GSF)	<u>Council</u> - \$11,471,151 Developer Contributions - \$6,986,067 Council

5. Consultation/Public Submissions

No community consultation was undertaken regarding this report. All projects respond to the needs and demand of the local community and are part of Council's capital program, which is subject to community consultation as part of the annual budget process.

6. Risk Analysis

The recommended projects align with the forward capital pipeline of projects, are committed with allocated funding by Council, and have delivery timelines in accordance with funding guidelines. Projects have been selected based on their strong alignment with funding guidelines and mandatory project delivery timeframes.

7. Options

That Council:

1. Endorse the recommend submissions for the 2025 GAIC and 2024-25 GSF programs.
2. Not endorse the submissions for the 2025 GAIC and 2024-25 GSF programs.

LIST OF APPENDICES

Nil

12.6 COUNTRY FIRE AUTHORITY - DEED OF RENEWAL

Author: Sian Rainford - Interim Senior Lawyer and Property Advisor

Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

The purpose of this report is to present to Council for consideration the options for execution of the further term lease with Country Fire Authority situated at 48-66 Plumpton Road, Diggers Rest.

RECOMMENDATION:

That Council authorise the Chief Executive Officer (CEO) to execute the Further Term in substantially the same form as to the attached at **Appendix 1**.

Motion

Crs Verdon/Turner.

That Council authorise the Chief Executive Officer (CEO) to execute the Further Term in substantially the same form as to the attached at **Appendix 1**.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

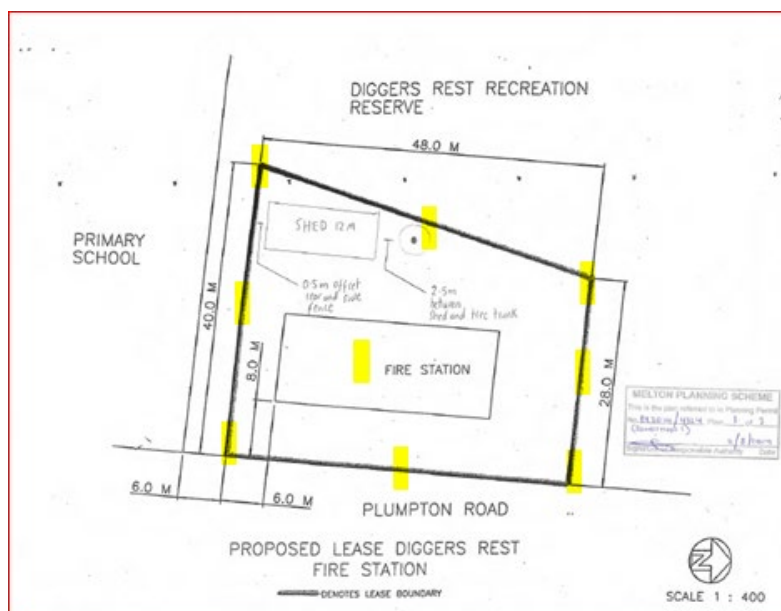
Council as the landowner leases to the Country Fire Authority (CFA) (ABN 39 255 319 010) 48-66 Plumpton Road, Diggers Rest being part of the land described in Certificate of Title volume 9019 Folio 012 Parish of Holden. The lease commenced on 1 September 1995, for an initial term of twenty-five (25) years, and one (1) option to extend for a period of twenty-five (25) years (**Further Term**). The permitted use pursuant to the lease is to conduct activities as permitted under the Country Fire Authority Act 1958 and to use the premises for the benefit of the community.

The Lease and Licence Policy limits a Term to 20 years, however the Deed of Renewal is simply giving effect to a formal lease agreement with a 25-year Further Term which was previously approved by Council.

This report seeks explicit delegation to the Chief Executive Officer to execute the Deed of Renewal formalising the Further Term option with Country Fire Authority, in circumstances where Council initially resolved to enter the Lease and the Lease was executed under Common Seal, and the resolution was silent on preferred execution of the Deed of Renewal.

2. Background/Issues

Melton City Council as the landowner of the land situated at 48-66 Plumpton Road, Diggers Rest being part of the land described in Certificate of Title volume 9019 Folio 012 Parish of Holden, leases the land to Country Fire Authority (ABN 39 255 319 010). The subject land is located at the South- East Corner of the Diggers Rest Recreation Reserve, Plumpton Road and the subject land is identified on the below map.



The lease commenced on 1 September 1995, for an initial term of twenty-five (25) years, and one (1) option to extend for a period of twenty-five (25) years (**Further Term**). Council accepted the CFA's exercise of the further term option, and this report seeks to formalise that acceptance. The CFA currently occupies the site subject to an overholding provision.

The CFA provides a voluntary and community-based fire and emergency services organisation. Helping protects 3.3 Million Victorians and more than one million homes and properties across the state.

The permitted use pursuant to the lease is to conduct activities as permitted under the *Country Fire Authority Act 1958* and to use the premises for the benefit of the community.

This report seeks explicit delegation to the CEO to execute the Deed of Renewal formalising the Further Term option with CFA, in circumstances where Council initially resolved to enter the Lease and the Lease was executed under Common Seal, and the resolution was silent on preferred execution of the Deed of Renewal.

The permitted purpose under the subject lease with CFA is for Country Fire Authority depot and ancillary firefighting fire-fighting activities.

The commencing rent, pursuant to the lease dated September 1995 was \$100 exclusive of GST. Pursuant to the Lease, a market rent review was required at the third year of the commencement date being 13 September 1998. The Lease further provides a rental review point at the commencement of the Further Term being 13 September 2020.

Officers have determined that the CFA fall within Group Three of the Lease and Licence Policy and accordingly, a peppercorn rental amount of \$1000 is appropriate. The CFA will be responsible for all outgoing and maintenance requirements.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

3.2 Health and community services are accessible locally.

4. Financial Considerations

Pursuant to the term of the Lease and in accordance with Council's policy, the rental amount will increase from \$100 per annum exclusive of GST to \$1000 per annum, exclusive of GST. The CFA will be responsible for all outgoings and maintenance responsibilities. with a CPI adjustment to occur on each anniversary from 1 January 2025, until the end of the Further Term.

5. Consultation

There are no consultation requirements in relation to this report. Compliance with any consultation requirements under *the Local Government Act 1989* (Vic) would have occurred prior to Council resolving to enter the initial term of the lease with the Country Fire Authority.

6. Risk Analysis

If Council resolves to delegate signing of required documentation to the CEO, there is minimal risk to Council. The arrangement will continue to operate in line with the terms of the lease, which has been the status quo for duration of the lease.

If Council resolved not to delegate to the CEO to execute the Further Term, Council would be acting contradictory to the terms of the lease, which provide the Tenant with the option to exercise the Further Term. Council would also become responsible for the Subject Land.

Council has received no interest in use of the site and the Tenant has maintained a cooperative and productive relationship with Council throughout the duration of the lease, providing a vital service to the residents of the Melton Community.

7. Options

1. Resolve to delegate to the Chief Executive Officer the power to execute the Deed of Renewal in the substantially the same form as Attachment 1.

LIST OF APPENDICES

1. CFA - Draft Deed of Renewal.

Deed of Renewal of Lease

Premises: (Part) 48-66 Plumpton Rd, Digger Rest.

Melton City Council
and

Country Fire Authority
ABN 39 255 319 010

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Schedule

- | | | |
|----|---------------------------|---|
| 1. | Date of this Deed: | |
| 2. | Landlord: | Melton City Council of 232 High Street, Melton
3337 |
| 3. | Tenant: | Country Fire Authority ABN 39 255 319 010 of 8
Lakeside Drive, Burwood East |
| 4. | Guarantor: | Not applicable |
| 5. | Premises: | The premises described in the Lease and known
as (Part) 48-66 Plumpton Rd, Diggers Rest
Certificate of Title Volume 9019 Folio 012, Parish
of Holden |
| 6. | Term: | 25 years |
| 7. | Further Term: | Nil |
| 8. | Commencement Date: | 1 September 2020 |
| 9. | Rent: | \$1,000 per annum plus GST |

Deed of Renewal of Lease

Dated

This Deed is made on the date specified in Item 1.

Parties

The Landlord

The Tenant

Background

- A. The Landlord, as owner of the land on which the Premises are located, leased the Premises to the Tenant pursuant to the terms of the (**Lease**) dated 3 July 1995.
- B. The Tenant has exercised its option contained in the Lease to renew the Lease for a further term of 25 years commencing on 1 September 2020.
- C. The parties have agreed to enter into this Deed to record the terms of the New Lease for the Term.

The Parties Agree

1. Definitions

In this Deed, unless expressed or implied to the contrary:

Act means *Retail Leases Act 2003* (Vic

Commencement Date means the date specified in Item 8.

Deed means this deed executed by the parties.

Guarantor means the party (if any) named in Item 4.

Item means an item in the Schedule.

Landlord means the party named in Item 2 and includes the Landlord's successors and assigns and where it is consistent with the context includes the Landlord's employees and agents.

Lease means the lease for the Premises between the Landlord and the Tenant, a copy of which is attached to this Deed as Attachment 2.

New Lease means the lease granted by the Landlord to the Tenant pursuant to this Deed at the rent specified in Item 9.

Premises means the premises described in the Lease and specified in Item 5.

Schedule means the schedule at the front of this Deed.

Tenant means the party named in Item 3 and includes the Tenant's successors and assigns and where it is consistent with the context includes the Tenant's employees, agents, invitees and persons the Tenant allows on the Premises.

Term means the term specified in Item 6 and includes any extension or period of overholding.

Variations means the variations to the Lease set out in Attachment 1.

2. New Lease

The Landlord leases the Premises to the Tenant for the Term starting on the Commencement Date on the same terms and conditions as the Lease subject to the Variations.

3. Rent

For the purposes of the New Lease, the Rent as at the Commencement Date is as specified in Item 9 and is subject to adjustment in accordance with the terms of the Lease.

4. Observe and comply with New Lease

The Landlord and the Tenant agree that they will each observe and perform the terms of the Lease as if those terms had been specified in this Deed subject to the Variations.

5. GST

5.1 Definitions

In this clause:

5.1.1 words and expressions that are not defined in this Deed but which have a defined meaning in the GST Law have the same meaning as in the GST Law;

5.1.2 **GST** means GST within the meaning of the GST Law and includes penalties and interest and includes voluntary or notional payments made by a supplier under or in

relation to the *National Taxation Reform (Consequential Provisions) Act 2000* (Vic) or a direction given under s 6 of that Act; and

5.1.3 **GST Law** has the meaning given to that term in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

5.2 GST exclusive

Except as otherwise provided by this clause, all consideration payable under this Deed in relation to any supply is exclusive of GST.

5.3 Increase in consideration

If GST is payable in respect of any supply made by a supplier under this Deed (**GST Amount**), the recipient must pay to the supplier an amount equal to the GST payable on the supply. Subject to clause 5.4, the recipient must pay the GST Amount at the same time and in the same manner as the consideration for the supply is to be provided under this Deed in full and without deduction, set off, withholding or counterclaim (unless otherwise provided in this Deed).

5.4 Tax invoice

The supplier must provide a tax invoice to the recipient before the supplier will be entitled to payment of the GST payable under clause 5.3.

6. General

6.1 Entire understanding

This Deed contains the entire understanding between the parties as to the subject matter contained in it. All previous agreements, representations, warranties, explanations and commitments, expressed or implied, affecting this subject matter are superseded by this Deed and have no effect.

6.2 Legal costs and expenses

Each party will pay its own legal costs and expenses in relation to the negotiation, preparation and execution of this Deed.

6.3 Stamp duty

The Tenant must pay all stamp duty (including all fines and penalties) on the Deed.

7. Interpretation

7.1 Governing law and jurisdiction

This Deed is governed by and is to be construed in accordance with the laws of Victoria. Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Victoria and waives any right to object to proceedings being brought in those courts.

7.2 Persons

In this Deed, a reference to:

- 7.2.1 a person includes a firm, partnership, joint venture, association, corporation or other corporate body;
- 7.2.2 a person includes the legal personal representatives, successors and permitted assigns of that person; and
- 7.2.3 any body which no longer exists or has been reconstituted, renamed, replaced or whose powers or functions have been removed or transferred to another body or agency, is a reference to the body which most closely serves the purposes or objects of the first-mentioned body.

7.3 Joint and several

If a party consists of more than one person, this Deed binds them jointly and each of them severally.

7.4 Legislation

In this Deed, a reference to a statute includes regulations under it and consolidations, amendments, re-enactments or replacements of any of them.

7.5 Clauses and headings

In this Deed:

- 7.5.1 a reference to this or any other deed includes the deed as varied or replaced regardless of any change in the identity of the parties;
- 7.5.2 a reference to a clause, schedule, appendix or attachment is a reference to a clause, schedule, appendix or attachment in or to this Deed all of which are deemed part of this Deed; and
- 7.5.3 headings and sub-headings are inserted for ease of reference only and do not affect the interpretation of this Deed.

7.6 Number and gender

In this Deed, a reference to:

- 7.6.1 the singular includes the plural and vice versa; and
- 7.6.2 a gender includes the other genders.

8. Electronic Signing & Digital Receipt of Documents

Each party:

- 16.1.1 consents to the use of the electronic signing of this agreement and receiving this agreement in electronic or digital form;
- 16.1.2 warrants that, where it signs this document electronically, they have applied (or their duly authorised signatories have applied) the

electronic signature to this document;

- 16.1.3 agrees that such signature is legally effective execution and conclusive as to their intention to be bound by this agreement as if signed by that Party's (or any of its duly authorised signatory's) manuscript signature; and
- 16.1.4 where relevant, confirms that the agreement has been duly witnessed by audio-visual link in accordance with Section 12 of the *Electronic Transactions Act 2000* (Vic).

Signing Page

Executed by the parties as a deed on the date specified in Item 1.

SIGNED FOR AND ON BEHALF OF THE)
COUNCIL by the authorised person, ROSLYN WAI,)
Chief Executive Officer in the presence of:)
)

..... Witness

..... Witness Print Name

Signed sealed and delivered by Paul Santamaria,)
General Manager Infrastructure Services under)
delegated authority in the presence of:)
Signature of Paul Santamaria

.....
Signature of witness

Attachment 1

Variations to Lease

The Lease is varied on and from the Commencement Date as follows:

N/A

Attachment 2

Lease

12.7 RESPONSE TO NOTICE OF MOTION 930 (CR MAJDLIK) - MT ATKINSON ESTATE - ACCESS TO TRANSPORT AND ESSENTIAL SERVICES

Author: Sian Rainford - Interim Senior Lawyer and Property Advisor
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To respond to Notice of Motion 930 (Cr Majdlik) - Mt Atkinson Estate - Access to Transport and Essential Services moved at Council Meeting on 26 August 2024.

RECOMMENDATION:

That Council:

1. Note the report.
2. Note the feedback provided by Ambulance Victoria that patients are transported to the most appropriate and available hospital based on patient condition, hospital capacity and hospital availability and that a postcode or name change, will have no impact on the processes of Ambulance Victoria.
3. Continue to engage with and advocate to Australia Post to promote additional postage facilities to service the Mt Atkinson residents.

Motion

Crs Zada/Majdlik.

That Council:

1. Note the report.
2. Note the feedback provided by Ambulance Victoria that patients are transported to the most appropriate and available hospital based on patient condition, hospital capacity and hospital availability and that a postcode or name change, will have no impact on the processes of Ambulance Victoria.
3. Continue to engage with and advocate to Australia Post to promote additional postage facilities to service the Mt Atkinson residents.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

Council is a naming authority pursuant to the *Geographic Place Names Act 1998*. Council's authority to name places is derived from the section 10 of the *Local Government Act 2020* and Schedule 10 part 5 of the *Local Government Act 1989*.

Council has, over the course of the last several years, received a number of enquiries and requests from residents within the Mt Atkinson Estate, to investigate the creation of a standalone suburb with a view to promote improved access to essential services such as postage, transport and health. The enquiries received have proposed creating a locality using the existing boundaries of the Mt Atkinson estate, isolating Mt Atkinson from Truganina. The community interest in this matter has been consistent, including ten public questions in 2024 and regular meetings between residents of Mt Atkinson and Council Officers.

Council have met with essential service providers, such as Ambulance Victoria and Australia Post to understand the options available to address resident concerns. Feedback from Ambulance Victoria and Australia Post indicates that Mt Atkinson being designated a standalone suburb will have no impact on service delivery in the area and will therefore not address resident concerns.

2. Background/Issues

On 26 August 2024, Councillor Majdlik moved Notice of Motion 930 which resolved:

That Council:

1. Write to:
 - The relevant Minister and local State Member of Parliament to outline the need for residents of the Mt Atkinson estate to access essential services such as hospitals and schools based on the proximity of where the essential service is located rather than based on postcode.
 - The relevant Minister and local State Members of Parliament requesting a review of the City of Melton bus network to create more frequent and direct routes and new bus routes for our emerging communities including Mt Atkinson.
 - Australia Post to request residents living in Mt Atkinson have postal services available locally which address current challenges and, if Australia Post is presently unable to provide these services, to advise the timeline as to when the services can be expected.
2. Request officers provide a report to Councillors outlining:
 - The process for suburb creation within the City of Melton, including options associated with boundary realignment, suburb naming and associated post codes.
 - New and developing suburbs which may share boundaries with other Local Government Areas and may experience adverse suburb or postcode impacts, with options to address these matters.
 - Any costs associated with the options presented.

On 17 September 2024, Council wrote to:

- the Chief Executive Officer of Australia Post, Mr Paul Graham, to advocate for access to Australia Post services, including a new collection point in Mt Atkinson.
- The Hon. Gabrielle Williams MP, Minister for Public and Active Transport, to advocate for increased bus services within the City of Melton including a reconfiguration of the network.
- The Hon. Ben Carroll, Minister for Education, to advocate for a review of school boundaries to minimise the risk of communities being divided by postcode areas.
- The Hon. Mary-Anne Thomas, Minister for Health, to seek a review by the Department of Health to ensure that access to health services is based on proximity and sought information as to the future plans for betterment of health services in the City of Melton.

Council as a naming authority

Council is a naming authority pursuant to the *Geographic Place Names Act 1998*. Council's authority to name places is derived from the section 10 of the *Local Government Act 2020* and Schedule 10 part 5 of the *Local Government Act 1989*.

Naming authorities are responsible for administering the named location or feature and as part of that role, provides the Registrar of Geographic Names with any naming proposals. Notwithstanding this, pursuant to section 1.5.1 of the Naming Rules for places in Victoria 2022 – statutory requirements for naming roads, features and localities (**the Naming Rules**), anyone (individuals, community groups, organisations, government departments or authorities) can propose a new name, change to an existing name or boundary change. Whilst Council is responsible for the administration of locality naming and boundary definition, the Minister responsible for the Geographic Places Names Act 1998 is ultimately responsible for all matters under the Act. The Minister has the power under the Act to overturn any decision made by a naming authority, the Registrar, or committee.

The Naming rules define a locality as a “*geographical area that has identifiable community and/or landscape characteristics*” commonly referred to as a suburb. Each locality should have a unique name, which has registered and recognised boundaries which do not overlap with another locality.

Mt Atkinson Estate

In the latest release by the Australian Bureau of Statistics (**ABS**) in 2021, Truganina had an approximate population of 36,305. Truganina shares a municipal boundary with Wyndham City Council. Whilst there are some challenges in obtaining a definitive figure of the population of Mt Atkinson, Officers expect that the population of the estate may be in the range of 10,000 residents with an expected more than 12,000 new residents by 2046. The estate of Mt Atkinson, which sits wholly within Truganina, is located wholly within the City of Melton.

Geographic Names Victoria (**GNV**) notes that as the Victorian population increases, naming authorities play an important role in ensuring that localities are properly defined and named, including regularly reviews and assessments. This report forms part of Councils review of the area.

Council has, over the course of the last several years, received a number of enquiries and requests from residents within the Mt Atkinson Estate, to investigate the creation of a standalone suburb with a view to promote improved access to essential services such as postage, transport and health. The enquiries received have proposed creating a locality using the existing boundaries of the Mt Atkinson estate, isolating Mt Atkinson from Truganina. The community interest in this matter has been consistent, including ten public questions in 2024 and regular meetings between residents of Mt Atkinson and Council Officers.

In response to the concerns raised, Council Officers have met with GNV and Australia Post to understand any options to Council which may alleviate resident concerns. Following Officers meeting with GNV, GNV contacted relevant external stakeholders to better inform an understanding of whether creating a standalone suburb encompassing the estate of Mt Atkinson, was likely to address resident concerns. The details of the responses from both Australia Post and Ambulance Victoria, are outlined below.

i. Ambulance Victoria – Hospital Access

Residents have expressed concern surrounding the transportation to Werribee Hospital, which is approximately 18 kilometres from Mt Atkinson, as opposed to Sunshine Hospital which is approximately 21 kilometres from Mt Atkinson but may present a shorter travel time.

Ambulance Victoria has confirmed that they do not respond or transport patients, based on postcode regions. Ambulance Victoria has confirmed that patients are transported to the most appropriate and available hospital based on patient condition, hospital capacity and hospital availability. This position confirms that a change in postcode or locality, will not result in any change to the transport of patients to the most appropriate health facility.

ii. Australia Post

Australia Post is responsible for the allocation of post codes. Services provided by Australia Post are the responsibility of the Federal Government. Council has no influence or impact over these allocations or services.

In response to correspondence on behalf of Council, Australia Post has confirmed that the proposal to create a suburb and rename the Mt Atkinson estate, would have no impact on post code allocation and that irrespective of a renaming, Mt Atkinson would be assigned the same postcode as Truganina.

Australia Post has also confirmed that the delivery office for Mt Atkinson residents, similarly regardless of whether the suburb remains as part of Truganina or is given a standalone locality name, will be Hoppers Crossing.

Based on the above position, Officers understand that the creation of a new suburb or renaming, would not work to alleviate postage services concerns of residents.

As noted above, Council's Chief Executive Officer and Manager Engagement and Advocacy met with Australia Post in November 2024 where Australia Post Officers indicated positive support for working cooperatively with Council to consider accessibility options including parcel lockers. Council is awaiting detailed specifications from Australia Post to assist Officers in determining suitable locations.

Council has no influence or role to play, in the allocation of postcodes or zoning of postage facilities.

The process for suburb creation within the City of Melton, including options associated with boundary realignment, suburb naming and associated post codes

Boundary realignment and suburb renaming processes in Victoria are governed by the State Naming Rules. The Office of Geographic Names Victoria is the ultimate decision maker in relation to place naming in Victoria and the administration of the naming rules.

Local government bodies as naming authorities in Victoria, are permitted to generate a naming proposal internally, including choosing the appropriate name.

Compliance with Naming Rules

Council must ensure compliance with the Naming Rules, including the principles in Section 2 of the rules and statutory requirements in Section 3, 4 and 5 of the Naming Rules. Once Officers are satisfied that the proposal complies with the Naming Rules, Council may then choose to seek in principle support from GNV. This should occur prior to any public consultation.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

3.2 Health and community services are accessible locally.

4. Financial Considerations

Should the process be undertaken, Officers expect that a dedicated resource and budget allocation would be required to carry out the extensive community engagement processes and undertake the statutory process. This resource would likely be required for a period of 4-6 months at a cost of approximately \$60k.

Council must also carry the cost of community consultation, such as production of material, postage and additional officer time – which would be a minimum of \$20k-\$25k, noting that the OGN may require additional rounds of consultation.

5. Consultation/Public Submissions

Council Decision

A decision to consult with the community, must be by resolution of Council.

Consultation is a fundamental element of naming any road, feature or locality, and is required pursuant to section 7 of the naming rules. Depending on the type of proposal, consultation should be to either the immediate or extended community.

Inform and Lodgement

Once Council has made a decision, it must then inform the community and lodge the proposal with Geographic Names Victoria for formal consideration.

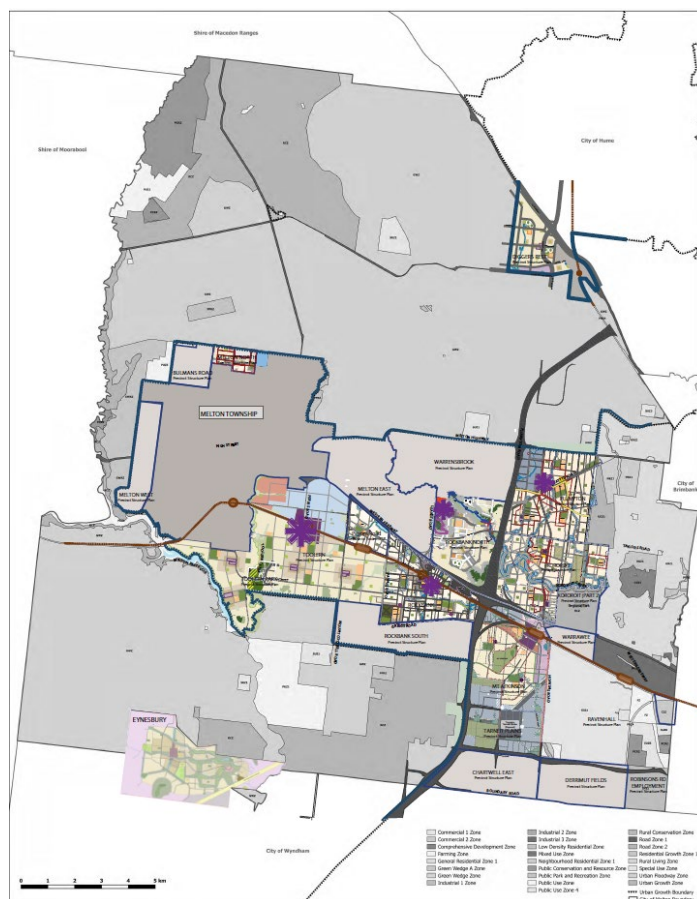
The naming rules provide the below indicative timelines for a boundary realignment process. Officers expect given the number of residents who have expressed interest and may be more likely to make a submission on the matter, the process may extend beyond the below indicative timeframes.

GNV reserves the right to require additional rounds of community consultation.

New and developing suburbs which may share boundaries with other Local Government Areas and may experience adverse suburb or postcode impacts, with options to address these matters

Council Officers have confirmed that there are no other areas within the City of Melton which Officers foresee will share a boundary with another Local Government Area, which may experience adverse impacts, save and except for Eynesbury. As a high-level update on the Eynesbury boundary realignment process, in line with Council's resolution at its meeting on 29 May 2023 Officers have prepared a draft joint letter with Wyndham City Council. The letter is presently being reviewed by Wyndham City Council, and once agreed, will be sent to the Minister for Local Government for consideration. A further update will be provided to Councillors in due course.

The below map provides an overview of the City of Melton and provides support that existing localities are not expected to share a boundary with any other municipal Council.



6. Risk Analysis

Should Council determine to make an application to Geographic Names Victoria to designate Mt Atkinson as its own locality, there is a significant risk that may mislead residents of the Mt Atkinson community, that the process will address concerns raised when service providers have clearly advised this is not the case.

Officers recommendations are that Council continue to engage and advocate to Australia Post, for additional postage services in Mt Atkinson. The risk associated with choosing not to advocate, is a potential impact on the timeliness of future service delivery.

7. Options

To accept Officer recommendations as set out in this report.

LIST OF APPENDICES

Nil

12.8 RECONCILIATION ACTION PLAN - WORKING GROUP APPROACH

Author: Ange Hays - Head of People and Customer
Presenter: Ange Hays – Head of People and Customer

PURPOSE OF REPORT

To provide Councillors with an overview of the planned approach for establishing a Reconciliation Action Plan Working Group, to contribute to the development of Melton City Council's 'Reflect' Reconciliation Action Plan.

RECOMMENDATION:

That Council note the approach for the establishment of a Reconciliation Action Plan Working Group to develop a Council approved and Reconciliation Australia endorsed Reconciliation Action Plan.

Motion

Crs Verdon/Ramsey.

That Council note the approach for the establishment of a Reconciliation Action Plan Working Group to develop a Council approved and Reconciliation Australia endorsed Reconciliation Action Plan.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

On the 16 December 2024 Council resolved to retire the Reconciliation Advisory Committee subject to a report Council in February 2024 for the establishment of Reconciliation Action Plan Working Group to develop a Reconciliation Action Plan (RAP) for endorsement by Reconciliation Australia.

This will be Melton City Council's first RAP endorsed by Reconciliation Australia. Council has previously demonstrated an ongoing commitment to reconciliation through a Council endorsed RAP.

Council has registered with Reconciliation Australia to develop a RAP in alignment with its framework. The Reconciliation Action Plan Working Group will support the development, implementation, and monitoring of the RAP. Council will be engaged in the progress of the development of the RAP prior to its review and approval by Council for submission to Reconciliation Australia for endorsement.

This report outlines the proposed composition of the Working Group, and the recruitment practices being undertaken.

2. Background/Issues

The Council for Aboriginal Reconciliation includes in its definition of reconciliation that it is about building better relationships between Aboriginal and Torres Strait Islander people and the wider community.

RAPs enable organisations to sustainably and strategically take meaningful action to advance reconciliation.

There are four types of RAPs under the Reconciliation Australia framework: Reflect, Innovate, Stretch and Elevate. Each RAP supports organisations to continuously develop their reconciliation commitments. Council has registered to develop a Reflect RAP. A Reflect RAP typically spans 12-18 months for implementation.

The scope of the Reflect RAP includes areas such as relationship building, respect for Aboriginal and Torres Strait Islander cultures, and creating opportunities for Indigenous communities. This aligns with the RAP pillars of relationships, respect, and opportunities.

Forming a Reconciliation Action Plan Working Group

To support Council with the development, implementation and monitoring of the RAP, a Reconciliation Action Plan Working Group is an important and mandatory requirement under the Reconciliation Australia RAP framework requirements.

The Reconciliation Action Plan Working Group membership will have diverse representation, including:

- City of Melton Aboriginal and Torres Strait Islander community members
- Representatives from the three registered Aboriginal Corporations across the City of Melton:
 - Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation
 - Wadawurrung Traditional Owners Aboriginal Corporation
 - Bunurong Land Council Aboriginal Corporation
- Representatives from local Aboriginal Community Controlled Organisations
- Officers of Council who identify as Aboriginal or Torres Strait Islander
- Officers of Council who have a role in supporting First Nations employees, and/or Aboriginal and Torres Strait Islander communities in the City of Melton.

Reconciliation Australia's framework includes an expectation of leadership by senior leaders. The Reconciliation Action Plan Working Group will be chaired by a member of Melton City Council's Executive Leadership Team supported by a First Nations consultancy in the secretariat role.

The Reconciliation Action Plan Working Group is not a Committee of Council. As with other strategies of Council, Councillors will be engaged and regularly briefed on the development of the Reflect RAP prior to a report to consider approval of the RAP for endorsement of Reconciliation Australia.

Recruitment Processes for Reconciliation Action Plan Working Group Membership

The process for recruiting members to the working group is provided below for each proposed membership group.

Membership Group	Approach
First Nations Consultancy	Request for Quote to market, per procurement guidelines.
City of Melton Aboriginal and Torres Strait Islander community members	Open 'Expression of Interest' process put to the community, with members selected by a panel of Officers and the First Nations consultancy.
Representatives from the registered Aboriginal Corporations across the City of Melton	Direct approach to the Aboriginal Corporations, offering the opportunity to appoint a member of their choosing to the Working Group.
Representatives from local Aboriginal Community Controlled Organisations	Direct approach to the organisations, offering the opportunity to appoint a member of their choosing to the Working Group.
Officers of Council who identify as Aboriginal and/or Torres Strait Islander	Open 'Expression of Interest' process put to all staff, with members selected by a panel of Officers and the First Nations consultancy.
Officers of Council who have a role in supporting First Nations employees or communities in the City of Melton	Direct approach to Business Unit Managers, to identify relevant Officers for inclusion in the Working Group.

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

1.5 A City that celebrates Aboriginal and/or Torres Strait Islander cultures, knowledge and right to self determination.

4. Financial Considerations

There are no financial considerations related to this report. Costs associated with the establishment and operation of the Reconciliation Action Plan Working Group will be within approved Council budget.

5. Consultation/Public Submissions

Once formed, the early activities for the Reconciliation Action Plan Working Group will include:

- Re-engage with Reconciliation Australia identifying that we are in the process of developing a RAP for Melton City Council.
- Develop and agree Terms of Reference to guide the Reconciliation Action Plan Working Group.
- Create a high-level project plan to guide the development of the RAP. Reconciliation Australia provide templates and resources to assist.
- Develop an engagement plan to ensure widespread and appropriate consultation activities are undertaken to support the development of the RAP actions and deliverables. This will include consultation with Councillors.

Reconciliation Australia have a role to play in supporting the development of our RAP actions and deliverables and will assist with several rounds of review and feedback to ensure the draft RAP meets requirements.

6. Risk Analysis

When forming a Reconciliation Action Plan Working Group to develop a RAP, there are factors to consider, that each create risk. These below, along with the proposed method of addressing each.

- Representation and inclusion – to be effective, the Reconciliation Action Plan Working Group must have a diverse range of voices to guide the RAP. Recruitment of Reconciliation Action Plan Working Group membership will be an important activity and will be supported by a First Nations consultancy to add further rigour to the process.
- Commitment and engagement – without active participation and support from the Reconciliation Action Plan Working Group members, the RAP may struggle to gain traction and achieve its goals. This will be discussed with all potential members during the recruitment process, with expectations set and commitments made regarding ongoing participation.
- Cultural sensitivity – navigating cultural sensitivities and ensuring that the RAP is culturally appropriate requires careful consideration and respect for Aboriginal and Torres Strait Islander knowledge and perspectives. Reconciliation Action Plan Working Group members will support this, along with the First Nations consultancy.
- Clear objectives and accountability – defining clear objectives and establishing accountability mechanisms will be vital to measure progress and ensure that the RAP is making a meaningful impact.
- Communication and coordination – miscommunication or lack of coordination can lead to misunderstandings and hinder progress. Clear protocols, commitments, and 'ways of working' regarding communication will be established at the outset of the Reconciliation Working Group.
- Monitoring and reporting – We will regularly monitor and report on the RAP progress to ensure transparency and continuous improvement.

7. Options

Nil

LIST OF APPENDICES

Nil

12.9 LEADWEST JOINT DELEGATED COMMITTEE MEETING MINUTES

Author: Vanja Zdjelar - Governance Officer
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

To present the unconfirmed minutes of the LeadWest Joint Delegated Committee held on 11 December 2024.

RECOMMENDATION:

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 11 December 2024, provided as **Appendix 1** to this report.

Motion

Crs Ramsey/Zada.

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 11 December 2024, provided as **Appendix 1** to this report.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT

1. Executive Summary

The purpose of the LeadWest Committee is to oversee the preparation and implementation of the LeadWest Strategic Plan and identified sub projects as adopted and agreed by member Councils.

The minutes attached to this report are the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 11 December 2024.

2. Background/Issues

The LeadWest Committee was established as a Joint Delegated Committee pursuant to s64 of the *Local Government Act 2020* (the Act), with the Cities of Brimbank, Hobsons Bay, Maribyrnong, Melton, and Wyndham, on and from 1 August 2021.

It has delegated powers and functions in an Instrument of Delegation and Schedule and has Terms of Reference that govern its operations, meeting, and reporting arrangements. These were both approved and adopted by Council on 28 June 2021.

Attached to this report are the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 11 December 2024.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

The ongoing budget for the LeadWest Committee will include two components. Firstly, to deliver the projects in the four-year implementation plan, recommendations will be made to member Councils for consideration in each Council's annual budgeting process. Secondly, a payment of a base contribution to apply equally to all Councils.

5. Consultation/Public Submissions

The LeadWest Committee provides a mechanism for a regional approach to advocacy and the delivery of a ten-year Strategic Plan. The Strategic Plan is underpinned by a rolling four-year implementation plan which will be delivered by teams from across the five Councils implementing specific projects. This Plan was prepared following extensive consultation including a focus on engaging Councillors from the member Councils.

6. Risk Analysis

Nil.

7. Options

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee as per the recommendation to this report.

LIST OF APPENDICES

1. Leadwest Unconfirmed Minutes dated 11 December 2024

Minutes

LeadWest Joint Delegated Committee Meeting

11 December 2024

Attendees	<p>Chair - Cr Dr Phillip Zada</p> <p>Committee Members Fiona Blair, Brimbank City Council Cr Katharine Nikolic, Brimbank City Council Cr Diana Grima, Hobsons Bay City Council Aaron Van Egmond, Hobsons Bay City Council Ms Celia Haddock, Maribyrnong City Council Cr Susan Yengi, Maribyrnong City Council Roslyn Wai, Melton City Council Cr Dr Phillip Zada, Melton City Council Cr Peter Maynard, Wyndham City Council Mr Adem Saben, Proxy for Stephen Wall, Wyndham City Council Hillary Hastings, Executive Officer LeadWest</p> <p>Guests Elie Khalil, Brimbank City Council</p> <p>Apologies Stephen Wall, Wyndham City Council</p> <p>Minutes Hillary Hastings, Executive Officer LeadWest</p>
<p>1. Welcome and Acknowledgement Introductions</p> <p>Apologies</p>	<p>Item 1 Welcome, Acknowledgement and Apologies</p> <p>The Acting Chair, Executive Officer Hillary Hastings opened the meeting at 3:05pm.</p> <p>The Acting Chair explained her role in facilitating a special meeting to elect the new Lead West Chair and Deputy Chair and that the newly elected Chair will chair the Lead West general business meeting from Item 5 on the agenda.</p> <p>The Acting Chair acknowledged and recognised Aboriginal and Torres Strait Islander people as the first peoples and Traditional Owners and custodians of the land and waterways on which we live and paid respects to Elders past, present and future.</p> <p>The Acting Chair welcomed LeadWest committee members and guests to the meeting. She welcomed new committee members: Brimbank Cr Katharine Nikolic, Maribyrnong Cr Susan Yengi and Melton Cr Dr Phillip Zada. The Acting chair also welcomed returning committee members from Hobsons Bay Cr Diana Grima and Wyndham Cr Peter Maynard.</p> <p>The Chair noted an apology received from: Mr Stephen Wall, Wyndham City Council. His proxy was Adem Saben, Manager Office of the CEO Wyndham City Council</p> <p>The Acting Chair invited all members to introduce themselves.</p>
<p>2. Election of Chair</p>	<p>Item 2. Election of Chair</p> <p>The Acting Chair outlined the voting process which was held in accordance with the Terms of Reference and Governance Guidelines. The purpose of this part of the</p>



	<p>meeting is for the Joint Delegated Committee to elect a Chair and Deputy Chair for 2025.</p> <p>The Motion That, on the declaration of the result of the Election of the LeadWest Chairperson, and the LeadWest Deputy Chairperson, the successful candidates are elected into these positions until the date of the next election to be held in accordance with the Terms of Reference. (carried)</p> <p>Cr Susan Yengi (Maribyrnong) suggested that as Melton and Wyndham have held the position of Chair in recent years the Chair should be appointed from one of the other three member councils (Brimbank, Hobsons Bay or Maribyrnong). Her comments were noted.</p> <p>Cr Dr Phillip Zada (Melton City Council) was elected Chair until the date of the next election to be held in accordance with the Terms of Reference.</p>
3. Election of Deputy Chair	<p>Item 3. Election of Deputy Chair</p> <p>Cr Katharine Nikolic (Brimbank City Council) was elected Deputy Chair until the date of the next election to be held in accordance with the Terms of Reference.</p>
4. Close of Special Meeting Section and Handover to newly elected Chair	<p>Item 4. Congratulations and Handover Congratulations were offered to the newly elected Chair and Deputy. The Acting Chair closed the special meeting and called a short 5 minute break to allow Cr Zada to prepare to take over chairing of the remainder of the meeting.</p>
5. Conflicts of interest	<p>Cr Dr Phillip Zada chaired the meeting from Item 5</p> <p>Item 5 Conflict of Interest (To be declared in accordance with the 'Local Government Act 2020)</p> <p>No conflicts of interest were declared.</p>
6. Minutes from the meeting held 11 September 2024	<p>Item 6 Previous Minutes The minutes from the meeting held 11 September 2024 were adopted without amendment.</p> <p>Moved: Cr Peter Maynard Seconded: Roslyn Wai Carried: Yes</p>
7. Actions	<p>Item 7 Actions from previous meeting The action items from the previous meeting were listed. All have been successfully actioned. There were no follow up questions.</p>
8. LeadWest Advocacy	<p>Item 8 LeadWest Advocacy</p>



	<p>8.1 Federal Election Advocacy and Brochure</p> <p>The Federal election brochure was prepared with the input of the Advocacy Officers Group and was previously circulated to the CEOs</p> <p>Cr Yengi would like to remove the <i>Greening</i> section, but as this was previously strongly advocated for inclusion by Hobsons Bay it was agreed to remain as an advocacy priority in the brochure.</p> <p>There will be opportunity to develop tailored advocacy priorities for the State Election.</p> <p>It was agreed that the Chair write to all Federal election candidates, attach the brochure and advise that LW will be in touch to seek a meeting. State local MPs will receive a separate letter with the brochure as an FYI.</p> <p>A delegation to visit Parliament House Canberra was discussed. Cr Maynard and Cr Grima strongly supported the idea. The Chair suggested that each delegate meets with their respective MPs</p> <p>The committee agreed with this advocacy action. The EO should work with the Chair and circulate information as we don't meet again as a group until March.</p> <p>Action: EO to circulate brochure for any additional changes with immediate return</p> <p>8.2 MP Roundtables</p> <p>The Committee agreed with recommendation from the Advocacy Advisors group: LW to host three separate roundtables with Federal Election candidates from the ALP, Liberal Party, Australian Greens and any others. Details to be determined by Chair, CEOs and Advocacy Officers Group. We will aim to include Ministers / Shadows based in Victoria, i.e. Minister King.</p> <p>8.3 Using the CPR research data</p> <p>LeadWest commissioned research on government investments in Melbourne's west versus other parts of Melbourne. The committee agreed with the recommendation from CPR:</p> <ul style="list-style-type: none"> - Report not to be disseminated outside of LW and to remain confidential. - Data to only be used for State level advocacy given the limitations of the Federal level data. - The data on transport investment can be made public as this is where under-investment is clearly demonstrated <p>The Chair found the report to be of great interest and a worthwhile project.</p> <p>8.4 Active Transport: Cycle Connectivity Regional working group update</p> <p>The EO has spoken with the working group lead, and there are no new updates to report.</p>
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9. Position Statements	<p>Item 9 Suite of Position Statements for Review</p> <p>The review of position statements is a standing agenda item. They are updated in collaboration with the Advocacy Advisers and CEOs from each of the member councils.</p> <p>Refreshed statements were included in the agenda papers.</p> <ol style="list-style-type: none"> 1. Overarching (About LeadWest) 2. A Regional Youth Mental Health Program 3. Active and Public Transport Networks 4. Funding the Outer Metropolitan Ring (OMR Road and Rail) 5. Sunshine Precinct (and Airport Rail) 6. East Werribee Precinct 7. Funding a Wetlands Centre in Hobsons Bay 8. Creative West 9. WIFT 10. Housing / Targets (new) 11. Homelessness (new draft) <p>For consideration – Cost of Living</p> <p>A draft background on the position statement for Housing Targets was included in the agenda papers. The Executive Officer advised the committee that a Homelessness statement will be provided which will further worked on with the AOG for approval before inclusion in the suite of LeadWest Position Statements.</p> <p>Action: EO to circulate suite of position statements master document to Councillor delegates.</p>
10 Finance	<p>Item 10 Operations & Finance Report</p> <p>The Executive Officer provided an update for the purpose of performance and financial position. This included:</p> <ul style="list-style-type: none"> ▪ Operational Account details YTD ▪ Tracking to Budget ▪ Trust Account transactions and balance. <p>The Executive Officer advised that at the end of the each financial year there is a rollover of unspent funds from the Operational Account to the Trust Account.</p> <p>The Trust Account balance remains the same as last quarter.</p> <p>Invoices for membership were sent and have been paid.</p> <p>Motion: That the committee accepts the Finance report as included in agenda papers.</p> <p>Mover: Cr Susan Yengi</p> <p>Seconded: Cr Katharine Nikolic</p> <p>Carried: Yes</p>
Item 11 Media Update	<p>Item 11 Media Update</p> <p>The EO reported that there was a significant increase in LW related advocacy media hits compared to last year with 46 articles or releases. A media log with copies of all articles relating to LW is kept. The response to Better Buses for Melbourne's</p>



	<p>West Advocacy is still strong. This week there was an announcement of additional school buses in Melton and Point Cook.</p> <p>The EO noted that she has provided background from our position statements to The Age for a 2000-word piece on the Challenges and Positives of Living in the West. The article is due for publication in mid-December.</p> <p>Action: Chair to release a media statement welcoming the State Government announcement for new and improved school bus routes in Melton and Wyndham</p>
Item 12 Other business	<p>Item 12 Other Business</p> <p>The Chair will be forwarding a letter of thanks to all outgoing members. The Chair acknowledged the work and commitment of the previous Chair Cr Sophie Ramsey (Melton) and Deputy Chair Cr Peter Maynard (Wyndham).</p> <p>LeadWest provided Letters of Support to Council members in their applications to the Thriving Suburbs Fund. The Chair congratulated Melton City Council for their success in receiving \$15m in funding towards the Plumpton Aquatic and Leisure Centre and an additional \$15m for the Cobblebank Community Hub.</p> <p>Cr Nikolic requested the Chair and Deputy have an informal catch up with Councillor delegates as soon as possible.</p> <p>The Chair outlined the set meeting dates for 2025 and asked if the group wanted to meet virtually or in person. It was agreed for a combination of both.</p> <p>The next meeting on 5 March 2025 will be held in person at Maribyrnong City Council Offices.</p> <p>Action: Chair to send letters of thanks to previous LeadWest Councillor delegates and LeadWest Chair Cr Sophie Ramsey</p>
Item 13	<p>Item 13 Meeting Dates</p> <p>The 2025 meeting dates are 5 March, 4 June, 3 September and 3 December. The dates should be in committee members calendar diaries as they were sent out recently.</p> <p>The group agreed to alternate between in person and online meetings.</p> <p>The March 5 meeting will be in person held at Maribyrnong.</p> <p>Action: EO to resend the meeting dates</p>
Close	<p>The Chair again thanked all the members of LeadWest for their contribution and commitment.</p> <p>The Chair closed the Meeting at 4:21pm</p> <p>Next meeting: 5 March 2025 Maribyrnong Civic Precinct and Community Hub. Corner Hyde and Napier Streets, Footscray.</p>



Actions Summary from meeting 11 December 2024

Item 8.1 Action: EO Circulate Federal Election Brochure for any additional changes and return

Item 9 Action: EO to circulate suite of position statements to Councillor delegates.

Item 11 Action: Chair to release a media statement welcoming the State Government announcement for new and improved school bus routes in Melton and Wyndham

Item 12 Action: Chair to send letters of thanks to previous LeadWest Councillor delegates and LeadWest Chair Cr Sophie Ramsey

Item 13 Action: EO to resend the 2025 meeting dates

12.10 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Vanja Zdjelar - Governance Officer
Presenter: Emily Keogh - Head of Governance

PURPOSE OF REPORT

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

RECOMMENDATION:

That Council receive the minutes of the following Advisory Committee meeting, provided as **Appendix 1** to this report, and adopt the recommendations arising within the Minutes:

1. Policy Review Panel – 6 February 2025

Motion

Crs Ramsey/Carli.

That Council receive the minutes of the following Advisory Committee meeting, provided as **Appendix 1** to this report, and adopt the recommendations arising within the Minutes:

1. Policy Review Panel – 6 February 2025

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

REPORT**1. Executive Summary**

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

The minutes of the Advisory Committee attached to this report form the written record of the committee meeting, including any matters considered and any conflicts of interest disclosed.

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

2. Background/Issues

An Advisory Committee is a committee established by Council to provide advice to it or its delegate. Whilst not mentioned in the 2020 Act, Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

All Advisory Committees are subject to their individual Terms of Reference. The membership varies depending upon the committee's specific role. Committee membership will generally comprise a Councillor(s), council staff and community representatives and may include key stakeholders, subject matter experts and/or community service providers and organisations.

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The Councillor representation on Advisory Committees for the 2024/25 municipal year was approved by Council at its Scheduled Meetings on 25 November and 16 December 2024.

The minutes of the following Advisory Committee, attached to this report, form the written record of the committee meeting detailing matters considered and any conflicts of interest disclosed.

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

Appendix	Advisory Committee	Meeting Date
1.	Policy Review Panel	6 February 2025

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. Policy Review Panel Minutes dated 6 February 2025



MELTON CITY COUNCIL

Minutes of the Policy Review Panel Meeting of the Melton City Council

6 February 2025

MINUTES OF THE POLICY REVIEW PANEL6 FEBRUARY 2025

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MINUTES OF THE POLICY REVIEW PANEL6 FEBRUARY 2025

MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE
MELTON CITY COUNCIL
HELD VIA MICROSOFT TEAMS ON
6 FEBRUARY 2025 AT 11:00 AM

Present: Cr Carli (Chair)
Cr Abboushi (Mayor) (joined at 11:10am)
Cr Majdlik
Cr Shannon
Cr Ramsey

In Attendance: R Wai Chief Executive Officer
E Keogh Head of Governance
R Hodgson Senior Coordinator Governance
A Hays Head of People and Customer
S Rainford Interim Senior Lawyer and Property Advisor (joined at 11.04am)

1. WELCOME

The Chair, Cr Carli, opened the meeting at 11:02am and welcomed the Panel Members.

1. APOLOGIES

Nil.

2. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

3. MINUTES OF PREVIOUS MEETINGS**RECOMMENDATION:**

The Policy Review Panel noted the Minutes of the Policy Review Panel meeting held on 1 August 2024 and adopted by Council at its Scheduled Meeting held on 26 August 2024.

Council's Head of People and Customer, A. Hays, departed the meeting.

4. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

MINUTES OF THE POLICY REVIEW PANEL

6 FEBRUARY 2025

5. PRESENTATION OF STAFF REPORTS

Item 6.2 will be considered prior to Item 6.1

6.2 SALE AND ACQUISITION OF LAND POLICY

Council's Interim Senior Lawyer and Property Advisor, S. Rainford, joined the meeting at 11:04am.

Mayor Abboushi joined the meeting at 11:10am.

Responsible Officer: Emily Keogh - Head of Governance

Document Author: Sian Rainford - Interim Senior Lawyer and Property Advisor

Date Prepared: 29 January 2025

Motion

Crs Majdlik/Ramsey.

That the Policy Review Panel recommend Council approve the Sale and Acquisition of Land Policy, provided as **Appendix 1** to this report.

CARRIED

1. Background

1.1 The Policy

Under the *Local Government Act 2020*, Council is able to acquire, hold, deal with or dispose of land for the purposes of performing its function and exercising its powers.

Council acquires and disposes of land within the City of Melton as part of its usual functions and duties. The Policy is required to provide a clear, consistent and transparent framework for how Council will manage sales and acquisitions to ensure compliance with legislation and relevant guidelines. No policy to govern land transactions, exposes Council to risk of non-compliance and presents risk that Council will not benefit from strategic land opportunities.

1.2 Sources/benchmarking

The proposed policy is heavily governed by legislation, and the proposed Policy is compliant with all relevant legislation. Many local government areas in Victoria do not have an endorsed policy to date. The proposed policy is substantially similar to that of Melbourne City Council.

1.3 Consultation

The Policy has been prepared by the Legal and Property Team and reviewed by City Growth and Development and City Infrastructure Planning, as the business units who play the most prominent roles in land transactions at Council. The Policy has been reviewed and endorsed by the Executive Leadership Team.

1.4 Communication and Implementation

Following and conditionally upon endorsement by the Policy Review Panel and Council, Officers will update the relevant Policy Register, publish the policy on Council's website, and communicate the policy to relevant stakeholders.

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This policy will be fundamental in the ongoing and future negotiation of land transactions for Council. There are no current arrangements which will be governed by this Policy that will be impacted by the endorsement of the new policy.

Implementation of the amended policy will be the responsibility of the Legal and Property Team. Information and updates will be provided to relevant business units, to ensure Council is applying consistent practices across the organisation for the overall benefit of the community. An internal procedure document will also be prepared in the weeks following endorsement of the Policy.

1.5 Compliance

The Policy is compliant with the *Local Government Act 2020*, the *Local Government Act 1989*, the *Valuation of Land Act 1960*, the *Planning and Environment Act 1987*, the *Land Acquisition and Compensation Act 1986*, relevant guidelines and other relevant Council policy.

1.6 Measures of Success

Officers will provide regular updates to the Executive Leadership Team on the progression of all land transactions across Council.

The update will provide a financial report on the funds received by and expended by Council in the process of land sales and acquisitions.

Officers endeavour to have given consideration in line with the Policy to all outstanding proposed sales of land, by July 2025. Acquisitions of land are an ongoing and regular process undertaken by various business units and will continue to be progressed as part of Council's usual duties and functions.

LIST OF APPENDICES

1. Sale and Acquisition of Land Policy - Draft

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Item 6.2 Sale and Acquisition of Land Policy

Appendix 1 Sale and Acquisition of Land Policy - Draft

Sale and Acquisition of Land Policy

Date adopted	tba
Adopted by	tba
Review due	tba
Responsible officer	Senior Lawyer & Property Advisor
Records reference	tba

1. Purpose

The purpose of the Sale and Acquisition of Land Policy (**the Policy**) is to ensure that Council has a clear, consistent and transparent framework for the Sale of land owned by Melton City Council and land which Council may seek to acquire. The Policy will ensure compliance with best practise and legislative requirements which promote the best outcomes for the Melton community.

2. Application And Scope

The Policy considers the way Council acquires and disposes of land within the City of Melton. The Policy applies to all Council Land held in freehold title or, as it relates to acquisition, land which is to be vested in Council. The Policy must be read in conjunction with relevant legislation, including the *Local Government Act 2020*, the *Valuation of Land Act 1960*, the *Planning and Environment Act 1987*, the *Land Acquisition and Compensation Act 1986*, relevant guidelines and other relevant Council policy.

The Policy does not apply to:

- a. The creation, alteration, and extinguishment of easements.
- b. Land sold by Council for the non-payment of rates or other debts.
- c. Land managed but not owned by Council such as where Council is the appointed Committee of Management for Crown land.
- d. Land sold, transferred, or exchanged pursuant to section 116 of the *Local Government Act 2020*.
- e. Any acquisition of Land in accordance with the *Planning and Environment Act 1987*.
- f. Land being disposed of or acquired pursuant to a Developer Contribution Plan or Infrastructure Contribution Legislation.

3. General Provisions

Council can hold, acquire, deal with, or dispose of property and land, for the purposes of performing its function and exercising its powers.

MINUTES OF THE POLICY REVIEW PANEL

6 FEBRUARY 2025

Item 6.2 Sale and Acquisition of Land Policy

Appendix 1 Sale and Acquisition of Land Policy - Draft

3.1. Retention of Land Principles

All Council Land should be retained, except:

- a. Where holding the land does not or will not support, facilitate or contribute to current or future outcomes identified in the Council and Wellbeing Plan.
- b. Where the net realisable value for another purpose, is significantly greater than the cost of re-establishing the service on an alternate site.
- c. Where disposal will promote positive development outcomes.
- d. Where holding the land does not benefit the community including economically and environmentally to justify the retention.
- e. Where there is no long-term strategic benefit to Council.
- f. Where the land is surplus to Council's requirements as identified in a Council strategy, plan, budget, policy or planning scheme.

3.1.1. Property Land Assessment

Prior to any formal decision to sell Council Land, a property land assessment must be carried out. The assessment must, at a minimum, consider:

- a. the retention principles outlined above.
- b. service, economic and strategic needs and uses.
- c. Any net loss of public open space.
- d. potential legal issues including title details, verifying ownership and how the land was purchased by Council.
- e. survey issues including land boundaries.
- f. planning and zoning requirements
- g. environmental considerations including any possible contamination.
- h. conservation values including historical, cultural, heritage and Native Title considerations.
- i. site constraints and opportunities.
- j. building asset condition and maintenance considerations.
- k. risk considerations.
- l. financial considerations.
- m. preferred method of sale.
- n. long term lease options.
- o. Community impact.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Sale and Acquisition of Land Policy

Appendix 1 Sale and Acquisition of Land Policy - Draft



3.2. Sale of Land Principles

Council will always ensure that the sale of Council Land is in the best interests of the community, providing the best result for Council and the community, considering both financial and non-financial benefits.

Council will not sell Council Land at a price which is less than current market value as determined by a Valuer, unless there is a derived community benefit that justifies unique circumstances to sell the land at less than market value. This may include but is not limited to, where the market value by a Council engaged Valuer, is more than a valuation obtained by the Valuer General in a transaction with the Victorian Government or where a land transaction is governed by other government policy or rules.

Council must, when selling Council Land:

- a. Ensure the Council Land is appropriately zoned prior to sale.
- b. Sell Council Land for the highest and best use, except where there is a derived community benefit to sell the Council Land for another use that justifies unique circumstances as determined by the Chief Executive Officer and/or Chief Financial Officer.

3.3. Process for Sale

3.3.1. Council Resolution

The sale of Council Land will require a decision of Council. A Council resolution is required for approval to commence the statutory process to affect the sale, and a further Council decision is required on the proposed sale after completion of the statutory process.

The sale of Council Land may occur by several methods. The method of each sale is to be determined by Council resolution.

3.3.2. Auction

A licensed real estate agent must conduct the sale of Council Land by public auction or tender. The reserve price for the sale of Council Land by public auction or tender must be set prior to the day of auction or close of tender and must not be less than the current market value of the Council Land as determined by a Valuer.

If the reserve price is not met at auction or close of tender, the real estate agent may negotiate with the highest bidder to meet the reserve price. If negotiation with the highest bidder fails to meet the reserve price, the Council Land may remain on the market and sold by private treaty.

In the case of sale by auction / tender, the public notice of the proposed sale must be given prior to the auction / tender.

3.3.3. Expression of Interest

An Expression of Interest (EOI) method of sale may be appropriate in the following circumstances:


- (a) For the sale of large or strategically located Council Land which has significant development potential or barriers.

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Item 6.2 Sale and Acquisition of Land Policy

Appendix 1 Sale and Acquisition of Land Policy - Draft

- 
- (b) Where Council wishes to control the future use or development of the land, notwithstanding the sale.
 - (c) Where Council seeks to understand potential development opportunities.
 - (d) Where Council is seeking to achieve a specific development outcome or policy objective in relation to the sale of the land.

Where Council elects to undertake an EOI process, a valuation must first be obtained. For large or complex transactions, or where a Council resolution requires it, Council should engage a real estate agent and a probity auditor to provide independent assurance of a satisfactory EOI process.

Council will publish a public notice once a preferred purchaser is identified through the EOI process.

3.3.4. Private Treaty

Council may determine that private treaty is the most appropriate or preferred mechanism for the sale of land. The decision to sell by private treaty may consider:

- a. Previous unsuccessful attempts to sell via public methods.
- b. The nature of the land that is proposed for sale.

Where the decision is made to sell by private treaty, Council should inform the community by publishing a notice on its website outlining why private treaty is the preferred method, how the sale was initiated and any known future use or development of the land.

3.4. Statutory Requirements

Council will sell land in accordance with the requirements set out in section 114 of *the Act* with consideration given to the overarching governance principles set out in section 7 of *the Act*.

3.4.1. Community Engagement

Council will conduct community consultation and engagement in line with its Community Engagement Policy and Guidelines. Council will always, at a minimum, comply with legislative obligations as they relate to consultation. Results of community consultation, including all submissions received, will be reported to Council for a decision on whether the Council Land will be sold, retained or considered for another use.

The community will be publicly informed of the decision by Council website. Any objectors to the proposal will be individually informed.

3.4.2. Valuation of Land

Council must obtain a market valuation not more than six months prior to the signing of a Contract of Sale. The valuation will be used to set the sale/reserve price and must consider the highest and best use and any other relevant conditions of sale.

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Item 6.2 Sale and Acquisition of Land Policy

Appendix 1 Sale and Acquisition of Land Policy - Draft



Where land is being sold to an adjoining owner, for example, to tidy an anomaly or to alleviate maintenance or boundary issues, the valuation will be assessed on an added-value basis.

3.4.3. Proceeds of Sale

Proceeds from the sale of Council Land should be dispersed in line with Council's annual budget or other Council resolution, except where land is sold pursuant to section 24A of the *Subdivisions Act 1988*, where proceeds of sale will be applied to Council's Open Space Fund.

3.5. Acquisition of Land

The acquisition of land will require a decision of Council. Council must ensure that any proposed acquisition of land supports or facilitates the delivery of a current or future service to the community.

To support this, a property land assessment containing the details set out in clause 3.1.1. of this Policy must be obtained.

3.5.1. Method of Acquisition

Council may acquire land by:

- a. A public process such as EOI, auction, or submission on the Victorian Government first right of refusal;
- b. By private negotiation or treaty;
- c. By compulsorily acquiring land pursuant to the *Land Acquisition and Compensation Act 1986*.

When acquiring land, Council must obtain a Valuation to determine the market value. Council will not acquire land at a price greater than the current market value, unless there exists a significant community benefit to doing so, for example, where compulsory acquisition process is not available but the acquisition is of high strategic importance. In these circumstances, the purchase price must be supported by the Chief Financial Officer and/or Chief Executive Officer.

3.5.2. Aspects of consideration for Acquisition

- a. environmental considerations including any possible contamination.
- b. conservation values including historical, cultural, heritage and Native Title considerations.
- c. site constraints and opportunities.
- d. soil testing
- e. time factor
- f. compliance with Strategic Land Acquisition Program (future work)
- g. Valuations must be based on DCP/ICP land valuation process
- h. Policy or an exception for splays(very low value) under delegation.

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Item 6.2 Sale and Acquisition of Land Policy

Appendix 1 Sale and Acquisition of Land Policy - Draft

4. Definitions

Term	Definition
Acquisition/Acquire	means the process of gaining ownership or control of land, or an interest in land through purchase, vesting, transfer or exchange
Best Practice Guidelines	means Local Government Best Practice Guideline for Sale / Exchange of Land June 2009, as amended, prepared jointly by Local Government Victoria and the Government Land Monitor and the Department of Planning and Community Development. The Guidelines provide guidance to Council on the sale, exchange or transfer of Council Land and should be followed.
Council	means Melton City Council
Council Land	means Council owned or vested land, excluding where Council is the Committee of Management of Crown land.
Delegate	means a member of the Council staff occupying a position to which the powers, duties and functions of the Council to negotiate and execute the necessary documents to implement resolutions of Council to acquire or sell land have been delegated or sub-delegated.
Expression of Interest (EOI)	means an expression of interest. It is the method of sale to identify parties who may be interested in, and capable of, delivering an outcome on a parcel of land. The purpose of an expression of interest method of sale is to determine whether the market has an interest in developing or purchasing a particular parcel of land. Expressions of interest are usually not binding on either party.
The Act	means the <i>Local Government Act 2020</i>
Valuer	means a person with suitable qualifications and experience as specified in the Valuation of Land Act 1960.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.2 Sale and Acquisition of Land Policy

Appendix 1 Sale and Acquisition of Land Policy - Draft

**5. Related Documents**

Name	Location
<i>Local Government Act 2020</i>	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
<i>Valuation of Land Act 1960</i>	Valuation of Land Act 1960 legislation.vic.gov.au
<i>Subdivision Act 1988</i>	https://www.legislation.vic.gov.au/in-force/acts/subdivision-act-1988
<i>Planning and Environment Act 1987</i>	Planning and Environment Act 1987 legislation.vic.gov.au
<i>Transfer of Land Act 1958</i>	Transfer of Land Act 1958 legislation.vic.gov.au
<i>Land Acquisition and Compensation Act 1986</i>	Land Acquisition and Compensation Act 1986 legislation.vic.gov.au

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Council's Interim Senior Lawyer and Property Advisor, S. Rainford, departed the meeting at 11:30am

6.1 MAYORAL COMMUNITY INITIATIVE POLICY

Responsible Officer: Emily Keogh - Head of Governance

Document Author: Vanja Zdjelar - Governance Officer

Date Prepared: 23 January 2025

Motion

Crs Majdlik/Shannon.

That the Policy Review Panel recommend Council adopt the new Mayoral Community Initiative Policy, provided as **Appendix 1** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background**1.1 The Policy**

At the Council Meeting held 16 December 2024, a resolution was made to retire the Mayoral Charity Fund Advisory Committee (Committee). This committee served the purpose of administering the Mayoral Charity Fund in the case that the Mayor exercised their annual discretion not to hold a Mayoral Ball. In accordance with the Committee's terms of reference, the Mayoral Charity Fund Advisory Committee assessed applications and made recommendations for funding approval by the Chief Executive Officer.

In addition to the retirement of the Committee, the resolution required a draft Mayoral Community Initiative Policy to be presented to the Policy Review Panel in February 2025. This new policy aims to provide a clear framework to guide the Mayor in developing a community initiative during their term, if desired. The policy is designed to articulate the purpose of such initiative, consider budget implications, and establish decision-making mechanisms to ensure alignment with overarching objectives.

1.2 Sources/benchmarking

The development of the Mayoral Initiative Policy was informed by the *Local Government Act 2020*, which provides a legislative foundation. Additionally, the policy drew insights from the existing Community Grants Policy, which outlines principles and processes for distributing resources to benefit the community. The policy also considered Melton City Council's Community Vision, Council and Wellbeing Plan, and Governance Rules. During the benchmarking process, a review of similar policies across other Victorian councils was to be conducted, however, no comparable policies were identified.

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1.3 Consultation

The policy was developed in consultation with the Head of Governance, ensuring alignment with organisational priorities and governance principles. Feedback on the draft policy has been sought from the Mayor.

1.4 Communication and Implementation

Once implemented, the policy will be published on the staff intranet (SPOT) and Council's website. It will also be circulated to the Mayor, Councillors, and the Executive Leadership Team for their reference and awareness.

1.5 Compliance

This Policy is compliant with the *Local Government Act 2020*.

1.6 Measures of Success

The measure of success for the new policy will be its effective implementation, compliance across the organisation, and its ability to achieve the intended outcomes.

Regular feedback, monitoring, and review will ensure the policy remains relevant and impactful with feedback sought as the policy is utilised.

A review will be conducted one year after policy implementation, followed by a four yearly review thereafter.

LIST OF APPENDICES

1. Draft Mayoral Community Initiative Policy

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Item 6.1 Mayoral Community Initiative Policy

Appendix 1 Draft Mayoral Community Initiative Policy

Mayoral Community Initiative Policy

Date adopted	TBA
Adopted by	Council
Review due	TBA
Responsible officer	Senior Coordinator Governance
Records reference	TBA

1. Purpose

The Mayoral Community Initiative Policy (the Policy) outlines the governance framework for initiating, implementing, and evaluating a community initiative led by the Mayor of Melton City Council. The Mayor may, at their annual discretion, propose a community initiative. The policy ensures that the initiative aligns with the City of Melton's strategic goals and addresses needs of the community.

2. Application And Scope

The policy applies to the community initiative chosen by the Mayor during their term in office. It provides a framework to ensure the process is transparent and meets governance requirements.

3. General Provisions

To ensure alignment with the City of Melton Community Vision any community initiative proposed by the Mayor must meet certain criteria and guidelines.

3.1. Requirements for any Proposed Community Initiative by the Mayor

A Council Report must be prepared and presented to Council for any Mayoral community initiative to be considered. The report should include:

- The intended outcomes and benefits of the initiative.
- Evidence of how the initiative aligns with Council's strategic objectives.
- A detailed breakdown of any funding requirements, including proposed sources and anticipated costs.
- Identification of potential risks and mitigation strategies.
- Metrics for measuring the outcome of the community initiative.

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Item 6.1 Mayoral Community Initiative Policy

Appendix 1 Draft Mayoral Community Initiative Policy



The proposed community initiative must directly benefit City of Melton residents.

Where the proposed community initiative calls for a monetary donation to be made, provisions applicable to Council's Community Grants Program Policy apply.

Noting the term of the Mayor, it is advisable for the Mayor to propose a community initiative as soon as possible following the Mayoral election. Officers will prepare a report to Council in a timely manner and provide regular updates to Briefings of Councillors.

3.2. Transparency and Governance Requirements

Transparency measures for developing, proposing, and implementing the initiative must be adhered to and include:

- a. Providing relevant supporting documentation with the Council report to support the initiative.
- b. Making all relevant resolutions, budgets, and outcomes publicly accessible via the Council Meeting Minutes and any other relevant communication avenues appropriate for the specific community initiative.
- c. Declaring and managing any conflicts of interest in accordance with Division 2 of the *Local Government Act 2020* and Chapter 5 of Melton City Council's Governance Rules.

3.3. Funding and Resources

Pursuant to section 70 the *Local Government Act 2020* (the Act), Council cannot establish or apply any policy that allocates a fixed or specified amount of funds to individual Councillors for the purpose of allowing them to:

- (a) Choose a specific person, group, or organization to receive the funds; or
- (b) Designate a specific fund or purpose for which the funds are to be used.

Any costs associated with the Mayoral Community Initiative will be funded from Council's operational budget pursuant to a resolution of Council.

3.4. Review and Approval

Council will review the proposed initiative in the form of a Council Report at a scheduled Council Meeting, ensuring that there is a clear and direct benefit to the Melton City Council community, and that the initiative's alignment with Council policies and strategic priorities is assessed. Approval will require a resolution of Council in accordance with Council's Governance Rules.

3.5. Implementation

The implementation of an approved initiative will be managed by the relevant Council Directorate in collaboration with the Office of the CEO.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Mayoral Community Initiative Policy

Appendix 1 Draft Mayoral Community Initiative Policy

4. Definitions

Term	Definition
Community Initiative	A coordinated action led by the Mayor of Melton City Council, that responds to a particular community need, challenge or opportunity.
The Act	<i>Local Government Act 2020 (Vic)</i>

5. Related Documents

Name	Location
<i>Local Government Act 2020</i>	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Melton City Council Community Vision	https://www.melton.vic.gov.au/Council/About-the-City/Community-vision
Community Grants Program Policy	https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies
Melton City Council and Wellbeing Plan	https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget
Melton City Council Governance Rules	https://www.melton.vic.gov.au/Council/About-Council/Council-meetings

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MINUTES OF THE POLICY REVIEW PANEL

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6.3 ROAD DISCONTINUANCE POLICY

Council's Interim Senior Lawyer and Property Advisor, S. Rainford, joined the meeting at 12:03pm.

Responsible Officer: Emily Keogh - Head of Governance

Document Author: Sian Rainford - Interim Senior Lawyer and Property Advisor

Date Prepared: 29 January 2025

Motion

Crs Ramsey/Shannon.

That the Policy Review Panel recommend Council approve the Road Discontinuance Policy, provided as **Appendix 1** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background**1.1 The Policy**

Council has powers to discontinue roads pursuant to:

- Clause 3, Schedule 10 of the Local Government Act 1989
- Section 12 of the Road Management Act 2004 and
- Sections 43 and 44 of the Planning and Environment Act 1987 via amendment to the Melton Planning Scheme.

Council does not have an existing road discontinuance policy which outlines the process for how Council will exercise its powers. The Policy provides a clear and structured framework, for how Council will manage discontinuance proposals.

This policy does not apply to road discontinuances via a planning scheme amendment pursuant to the *Planning and Environment Act 1987*. The sale component of this Policy does not apply where a Road is located on Crown land.

1.2 Council Discretion

Council has sole discretion to retain any land and choose not to proceed with a road discontinuance. Council will consider the discontinuance of a road having considered the past, present and future extent, type, and use. This will require input from various business units, including but not limited to operations, assets and engineering, legal, property and city growth and development.

Consideration must be given to the below:

- requirements of emergency services and statutory service authorities for effects on abutting properties and buildings and their owners and occupiers with respect to access to their premises
- impacts on infrastructure and services
- future strategic purpose or opportunity for activation
- the historical significance of a road
- any other factor Council deems relevant.

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The Policy outlines where and when Council will support a discontinuance and sale of a road.

1.3 Sources/benchmarking

The Policy has been prepared to ensure compliance with relevant legislation, and other Council policy including the proposed sale and acquisition of land policy. Many local government areas do not have existing road discontinuance policies. The proposed policy is substantially similar to that of Melbourne City Council.

1.4 Consultation**a. Internal Consultation on Policy**

The Policy has been prepared by the Legal and Property Team and circulated to the Engineering, Subdivisions, City Infrastructure Planning and City Growth and Development teams, as the business units who play the most prominent roles in road discontinuances within Council. The Policy has been reviewed and endorsed by the Executive Leadership Team.

Due to the specific area of application of this Policy, it has not been more widely circulated or advertised on Council's intranet.

b. External Consultation within Policy

Pursuant to Council's Community Engagement Policy and the *Local Government Act*, Council must engage with the community at various stages of a proposed discontinuance. This Policy ensures compliance with both internal and legislative requirements.

When consulting with the community, in the first instance, a notice containing the particulars and a survey drawing of the proposal must be published on Council's website and in the newspaper, inviting submissions by a date which is no less than 28 days after the date on which the public notice is published.

- i. If no submissions are received, the proposal will be submitted to ELT for approval.
- ii. If submissions are received, the proposal will be presented to Council for decision. If a submitter seeks to be heard on their submission, Council will convene a hearing in line with section 223 of the Act.

In accordance with s223 and Council's Community Engagement Policy, persons who made submissions or objections must be notified of the decision and the reasons for the decision in writing.

Provided appropriate approvals have been provided, Officers will enact the discontinuance via a notice published in the Victorian Government Gazette.

1.5 Communication and Implementation

Officers will update the relevant Policy Register, publish the policy on Council's website, and communicate the policy to relevant stakeholders.

This Policy is being presented for consideration following the finalisation of the two current road discontinuance matters at Council. There will be no active processes impacted by the policy.

Implementation of the amended policy will be the responsibility of the Legal and Property Team. Information and updates will be provided to relevant business units, to ensure Council is applying consistent practices across the organisation for the overall benefit of the community. An internal procedure document will also be prepared in the weeks following endorsement of the Policy.

1.6 Compliance

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The Policy is compliant with the *Local Government Act 2020*, the *Local Government Act 1989*, the *Planning and Environment Act 1987*, the *Road Management Act 2004* and all relevant guidelines and relevant Council policy.

1.7 Financial Considerations

There can be significant costs associated with a discontinuance and sale of land. Council will seek to recover all reasonable costs associated with the sale of a land from a discontinuance. The costs are most often confined to:

- a. **Property Land Assessment** – depending on the size, complexity and proposal, a property land assessment typically costs between \$5,000 and \$20,000.
- b. **Operational Costs** - There are significant internal operational processes involved which are a resource consideration – these costs will be absorbed through the existing resources noting this may have timing implications.
- c. **Legal/Conveyancing Advice** - Council will often require legal advice on a proposed sale, and property/conveyancing advice or support to finalise the terms. At times, this will be an outgoing to Council. The Legal Team endeavours to centralise these processes as much as practicable in the near future.
- d. **Community Engagement** - There are community engagement costs, including notices in public newspapers and gazettal.

In accordance with the provisions of the *A New Tax System (Goods and Services Tax) Act 1999*, the sale of discontinued roads and reserves will generally attract GST as from 1 July 2000. This obligates Council to ensure that the sale price of such land is GST inclusive. All gross revenue received from the discontinuance and sale of roads and reserves, is to be allocated to Council's Sale of Land ledger.

The process of discontinuing road may have associated costs which vary significantly depending on the type of road, the sale of the land, and/or retention of the land, particularly where this may involve realignments of boundaries.

1.8 Delegations

The s7 instrument of delegation presently delegates the power to discontinue roads pursuant to section 12 of the *Road Management Act 2004*, to four Governance team members but may include additional Officers upon update to the s7. There is no proposal to delegate this power to any Officer outside of the Governance business unit.

The s6 instrument of sub delegations presently delegates the power to carry out the administrative functions necessary to give effect to power to discontinue roads pursuant to schedule 10 clause 3 of the *Local Government Act*, to the same four Governance team members.

Where a delegation does not exist, the decision must be a decision of Council. A report will be presented to the Executive Leadership Team in advance, and at the earliest opportunity.

1.9 Measures of Success

Officers will provide regular updates to the Executive Leadership Team on the progression of all proposals related to road discontinuances and/or sales. Officers maintain a register of current and active discontinuance matters at any given time.

LIST OF APPENDICES

1. PRP Review - Road Discontinuance Policy

MINUTES OF THE POLICY REVIEW PANEL

6 FEBRUARY 2025

Item 6.3 Road Discontinuance Policy

Appendix 1 PRP Review - Road Discontinuance Policy

Road Discontinuance Policy

Date adopted	<insert date>
Adopted by	Council <insert date>
Review due	<insert date>
Responsible officer	<insert responsible position title>
Records reference	<insert reference>

1. Purpose

The purpose of this Policy is to ensure that Council has a consistent, equitable and transparent approach which complies with best practice and legislative requirements as it relates to discontinuance and/or sale of roads and road reserves within the City of Melton. The Policy promotes best outcomes for the Melton Community.

2. Application And Scope

This policy applies to 'roads' and 'road reserves' within the City of Melton where Council is the coordinating road authority.

Council may self-initiate a discontinuance or may receive a request or application from an interested party. A road will only be discontinued, where Council determines the road to be no longer reasonably required for public use.

Council has powers to discontinue roads pursuant to:

- Clause 3, Schedule 10 of the *Local Government Act 1989*
- Section 12 of the *Road Management Act 2004* and
- Sections 43 and 44 of the *Planning and Environment Act 1987* via amendment to the Melton Planning Scheme.

This policy applies to the exercise of powers under the *Local Government Act 1989* and the *Road Management Act 2004*.

This policy does not apply to road discontinuances via planning scheme amendment pursuant to the *Planning and Environment Act 1987*.

3. General Provisions

Council may at its absolute discretion, discontinue any road within the municipal district of which it is the road authority and considers is no longer reasonably required for public use. Council may elect to retain surplus land for municipal purposes or sell the land (provided it is not Crown land) pursuant to Council's Sale and Acquisition of Land Policy which may change from time to time. Council may at its discretion, retain any land and choose not to proceed with a road discontinuance.


Unless an explicit delegation empowers an Officer to make the decision, the decision to discontinue a road must be a decision of Council.

MINUTES OF THE POLICY REVIEW PANEL

6 FEBRUARY 2025

Item 6.3 Road Discontinuance Policy

Appendix 1 PRP Review - Road Discontinuance Policy



Council will consider the discontinuance of a road having considered the past, present and future extent, type and use. Council will particularly consider alternate means of access or other impacts which may be seen as a result of a road discontinuance.

A decision to dispose of a road following or concurrently with a discontinuance will have regard to a range of circumstances including, any right, power or interest held by any public authority (including Council) in the road in connection with any sewers, drains, pipes, wires or cables under the control of the authority in or near the road.

3.1. Assessment Criteria

In deciding whether or not to discontinue a road, Council will consider:

- requirements of emergency services and statutory service authorities for effects on abutting properties and buildings and their owners and occupiers with respect to access to their premises
- impacts on infrastructure and services
- future strategic purpose or opportunity for activation
- the historical significance of a road
- any other factor Council deems relevant.

Council may support discontinuance to enable the land to be sold where:

- it is determined that a road is 'not reasonably required for general public use' and has no strategic or heritage value to Council
- the proposed discontinuance does not significantly impact upon access to other abutting properties and buildings
- the discontinuance and sale will promote amenity improvements, for example, a reduction in anti-social behaviour or dumping of rubbish
- the discontinuance rectifies an anomaly which will result in greater certainty of property ownership and associated rights including documented maintenance issues.
- Council will recover all reasonable costs associated with the sale of land.

3.2. Vesting of Surplus Land

Except for Government Roads, land resulting from a discontinued road becomes unencumbered freehold land vested in the authority who discontinued it.

3.2.1. Government Roads

Surplus land resulting from the discontinuance of a Government Road will remain vested to the Crown. Requests to discontinue unused Government Roads will be referred to the relevant Victorian Government Department, in the first instance. Where Council is the appointed Committee of Management over a Government Road, Council may complete the administrative process of a discontinuance with the approval of the relevant Delegate.

MINUTES OF THE POLICY REVIEW PANEL

6 FEBRUARY 2025

Item 6.3 Road Discontinuance Policy

Appendix 1 PRP Review - Road Discontinuance Policy

3.2.2. Municipal Roads

Council has authority to discontinue any Municipal Road in the City of Melton of which it is the road authority, if it considers the road is not reasonably required for public use. Surplus land resulting from the discontinuance of a Municipal Road will vest to Council.

3.3. Statutory Requirements

3.3.1. Notice of Intention to Discontinue

A person may make a submission under section 223 of the Act on the proposed exercise of any power under clauses 1(b), 2, 3, 7 and 8(1)(a) of Schedule 10.

Section 223 - Right to make submission

- 1) The following provisions apply if a person is given a right to make a submission to the Council under this section (whether under this or any other Act)—
 - a) the Council must publish a public notice—
 - i) specifying the matter in respect of which the right to make a submission applies;
 - ii) containing the prescribed details in respect of that matter;
 - iii) specifying the date by which submissions are to be submitted, being a date which is not less than 28 days after the date on which the public notice is published;

Pursuant to section 12(2) of the Road Management Act 2004 and where Council is the coordinating road authority, Officers may, under delegation, proceed to discontinue a road, by publishing a notice in the local newspaper and any other means of communication deemed necessary in accordance with Council's Community Engagement Policy.

The notice must contain all the particulars and a survey drawing of the proposal and include the date by which submissions are to be submitted, which must not be less than 28 days after the date on which the public notice is published.

3.3.2. Submissions

The proposal concerning the discontinuance and any submissions, will be considered by Council in accordance with section 223 of the Act and a final report to be prepared to a meeting of Council for consideration and a decision.

3.3.3. Gazettal

Where the road is determined to not be required for public use by the Executive Leadership Team, and has the endorsement of Council where necessary, Officers may under delegation, enact the discontinuance via a notice published in the Victoria Government Gazette.

MINUTES OF THE POLICY REVIEW PANEL

6 FEBRUARY 2025

Item 6.3 Road Discontinuance Policy

Appendix 1 PRP Review - Road Discontinuance Policy



The discontinuance is effective from the gazettal date.

3.3.4. Public Notice of Decision

In accordance with s223 and Council's Community Engagement Policy, persons who made submissions or objections must be notified of the decision and the reasons for the decision in writing.

3.3.5. Sale of land

Surplus land vested to Council resulting from a road discontinuance and proposed for disposal will be managed in accordance with Council's Sale and Acquisition of Land Policy which is subject to change from time to time.

In addition to the Sale and Acquisition of Land Policy and where land is to be sold following a discontinuance, the following will be considered:

- (a) Where an adjoining owner can demonstrate continuous and exclusive occupation of the land for in excess of 10 years, that owner will be given first option to purchase the land.
- (b) If an abutting owner does not wish to purchase Council's proposed allocation of land, then that portion **may be provided as an option** for purchase to the other abutting property owner for purchase.
- (c) In respect of land that is unoccupied, or has been occupied for a period less than 10 years, it is to be allocated or divided as near as is practical equally amongst abutting land owners. Variation to this may be made by mutual agreement of the abutting owners where approved by Council.

The allocation or division of the land is at Council's discretion, subject to the requirements of any service authorities (e.g. location of drains). Where there is dispute as to the allocation, the decision will be made by Council resolution at the sole discretion of Council.

Purchasers are required to consolidate the land with their abutting land in accordance with the *Subdivision Act 1988*. Council will ensure this is a requirement under formal agreement with the purchaser at the cost of the purchaser.

In accordance with the provisions of the *A New Tax System (Goods and Services Tax) Act 1999*, the sale of discontinued roads and reserves will generally attract GST as from 1 July 2000. This obligates Council to ensure that the sale price of such land is GST inclusive. All gross revenue received from the discontinuance and sale of roads and reserves, is to be allocated to Council's Sale of Land ledger.

3.3.6. Retention of Land

If the land is to be retained by Council, an amended plan is to be certified and lodged with the Registrar of Titles to remove the road status from the land and subdivide or consolidate the land where necessary in accordance with the *Subdivision Act 1988*.

MINUTES OF THE POLICY REVIEW PANEL

6 FEBRUARY 2025

Item 6.3 Road Discontinuance Policy

Appendix 1 PRP Review - Road Discontinuance Policy

4. Definitions

Term	Definition
Coordinating road authority	in relation to a road, means the road authority which has coordination functions as determined in accordance with section 36 of the <i>Road Management Act 2004</i>
Council	means Melton City Council
Delegated Officer	means authority by Instrument of Delegation given under section 47(1) of the <i>Local Government Act 2020</i> or by a resolution of Council
Discontinue	means the removal of the 'road' status from a road or road reserve and extinguishment of carriageway rights through the exercise of power under either: <ul style="list-style-type: none"> • Clause 3 Schedule 10 <i>Local Government Act 1989</i> • s12 of the <i>Road Management Act 2004</i> or • s43 and 44 of the <i>Planning and Environment Act 1987</i>
Government Road	means a road established on a parish plan and held in the ownership of the Crown
Road	As defined in Section 3 of the <i>Local Government Act 1989</i> .
The Act	means the <i>Local Government Act 1989</i>

5. Related Documents

Name	Location
Community Engagement Guidelines	Community Engagement Guidelines Melton City Council
Community Engagement Policy	Community Engagement Policy Melton City Council
Crown Land (Reserves) Act 1978	Crown Land (Reserves) Act 1978 legislation.vic.gov.au
Local Government Act 1989	Local Government Act 1989 legislation.vic.gov.au
Local Government Act 2020	Local Government Act 2020 legislation.vic.gov.au
Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land	Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land Local Government Victoria

MINUTES OF THE POLICY REVIEW PANEL

6 FEBRUARY 2025

Item 6.3 Road Discontinuance Policy

Appendix 1 PRP Review - Road Discontinuance Policy



Name	Location
Planning and Environment Act 1987	Planning and Environment Act 1987 legislation.vic.gov.au
Road Management Act 2004	Road Management Act 2004 legislation.vic.gov.au
Sale and Acquisition of Land Policy	
Subdivision Act 1988	Subdivision Act 1988 legislation.vic.gov.au

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use. If printing, please think about whether you need to print in colour.

Council's Interim Senior Lawyer and Property Advisor, S. Rainford, departed the meeting at 12.08pm.

MINUTES OF THE POLICY REVIEW PANEL6 FEBRUARY 2025

6. GENERAL BUSINESS

Cr Majdlik queried whether Council's Election Period Policy aligns with the Local Government Inspectorate's Election Period Policy audit, to which, Council's Head of Governance, E. Keogh, advised that it does.

Cr Ramsey requested an update on the overall status of Council policy reviews.

Action: A report to be provided to the next Policy Review Panel meeting providing an overall status update of Council policy reviews.

7. NEXT MEETING

The next meeting of the Policy Review Panel is scheduled for Thursday 6 March at 9.30am.

8. CLOSE OF BUSINESS

The meeting closed at 12:17pm.

Confirmed

Dated this

.....CHAIRPERSON

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

Reports were received from Crs Carli, Ramsey, Morris, Shannon, Zada, Verdon, Majdlik, Vandenberg, Turner and Mayor Abboushi.

Cr Ramsey departed the Chamber at 8:56pm and returned to the Chamber at 8:58pm.

14. NOTICES OF MOTION

14.1 NOTICE OF MOTION 942 (CR DR ZADA) - COMMUNITY AND FAITH-BASED FESTIVALS FRAMEWORK

Councillor: Dr Phillip Zada

NOTICE:

That Council receive a Briefing outlining:

1. Development of a scalable support framework for community and faith-based festivals, including:
 - Financial assistance by way of grants,
 - Traffic management plans,
 - Security provisions, and
 - Access to appropriate spaces and infrastructure.
2. Application of fair play principles to ensure no group is prioritised over another, with a budget cap set for annual festival support and a "first-come, first-served" approach managed through multiple funding rounds each calendar year.
3. A Requirement for each application to be assessed on its own merits, considering factors such as patronage (e.g., a minimum of 500 patrons), historical attendance data, community impact, and alignment with Melton's values of inclusion and diversity.
4. An annual review of the framework to ensure it remains equitable, responsive to community needs, and aligned with Council's goals of fostering safety, harmony, and larger, well-managed events.

Motion

Crs Zada/Verdon.

That Council receive a Briefing outlining:

1. Development of a scalable support framework for community and faith-based festivals, including:
 - Financial assistance by way of grants,
 - Traffic management plans,
 - Security provisions, and
 - Access to appropriate spaces and infrastructure.
2. Application of fair play principles to ensure no group is prioritised over another, with a budget cap set for annual festival support and a "first-come, first-served" approach managed through multiple funding rounds each calendar year.
3. A Requirement for each application to be assessed on its own merits, considering factors such as patronage (e.g., a minimum of 500 patrons), historical attendance data, community impact, and alignment with Melton's values of inclusion and diversity.
4. An annual review of the framework to ensure it remains equitable, responsive to community needs, and aligned with Council's goals of fostering safety, harmony, and larger, well-managed events.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

14.2 NOTICE OF MOTION 951 (CR DR ZADA) - ILLEGAL RUBBISH DUMPING**Councillor: Dr Phillip Zada****NOTICE:**

That Council:

1. Write to the Victorian Minister for Environment, the Hon. Steve Dimopoulos MP to:
 - Highlight the significant financial and amenity impact of illegal rubbish dumping on Council and private land in the City of Melton and other Victorian municipalities.
 - Request the Victorian Government release funding from the Sustainability Fund that is collected from the Waste Levy, for increased financial support of local councils to manage illegal rubbish dumping.
 - Request the Victorian Government develop an 'Illegal Rubbish Dumping Strategic Plan' to implement state based preventative and education campaign to combat illegal rubbish dumping.
 - Request provision of additional funding to the Environment Protection Authority (EPA) to increase resources for the enforcement of illegal rubbish dumping.
2. Note the next Municipal Association of Victoria (MAV) State Council meeting is scheduled for 16 May 2025, and that Motions must be submitted by Monday 17 March 2025 which is prior to the Council Meeting on 24 March 2025.
3. Approve the following Motion to be submitted for the MAV State Council on 16 May 2025:

That the MAV advocate to the Victorian Government to highlight the significant financial and amenity impact of illegally dumped rubbish on council and private land in Victorian municipalities and request the following to combat illegal rubbish dumping and support the improvement of the State's circular economy:

 - Develop an 'Illegal Rubbish Dumping Strategic Plan' and implement a state based preventative and education campaign.
 - Release funding from the Sustainability Fund that is collected from the Waste Levy, for increased financial support of local councils to manage illegal rubbish dumping.
 - Request additional funding to the EPA to increase resources for the enforcement of illegal rubbish dumping.
4. Authorise the Chief Executive Officer to make minor changes to the Motion to the MAV as detailed in Part 3 above, in consultation with the Mayor, in the event of any updates to this issue between the Council Meeting on 24 February 2025 and the lodgement of the Motion with the MAV.

Motion

Crs Zada/Majdlik.

That Council:

1. Write to the Victorian Minister for Environment, the Hon. Steve Dimopoulos MP to:
 - Highlight the significant financial and amenity impact of illegal rubbish dumping on Council and private land in the City of Melton and other Victorian municipalities.
 - Request the Victorian Government release funding from the Sustainability Fund that is collected from the Waste Levy, for increased financial support of local councils to manage illegal rubbish dumping.
 - Request the Victorian Government develop an 'Illegal Rubbish Dumping Strategic Plan' to implement state based preventative and education campaign to combat illegal rubbish dumping.
 - Request provision of additional funding to the Environment Protection Authority (EPA) to increase resources for the enforcement of illegal rubbish dumping.
2. Note the next Municipal Association of Victoria (MAV) State Council meeting is scheduled for 16 May 2025, and that Motions must be submitted by Monday 17 March 2025 which is prior to the Council Meeting on 24 March 2025.
3. Approve the following Motion to be submitted for the MAV State Council on 16 May 2025:

That the MAV advocate to the Victorian Government to highlight the significant financial and amenity impact of illegally dumped rubbish on council and private land in Victorian municipalities and request the following to combat illegal rubbish dumping and support the improvement of the State's circular economy:

 - Develop an 'Illegal Rubbish Dumping Strategic Plan' and implement a state based preventative and education campaign.
 - Release funding from the Sustainability Fund that is collected from the Waste Levy, for increased financial support of local councils to manage illegal rubbish dumping.
 - Request additional funding to the EPA to increase resources for the enforcement of illegal rubbish dumping.
4. Authorise the Chief Executive Officer to make minor changes to the Motion to the MAV as detailed in Part 3 above, in consultation with the Mayor, in the event of any updates to this issue between the Council Meeting on 24 February 2025 and the lodgement of the Motion with the MAV.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

14.3 NOTICE OF MOTION 952 (CR DR ZADA) - BOUNDARY ROAD**Councillor: Dr Phillip Zada**

Cr Verdon departed the Chamber at 9.11pm and returned to the Chamber at 9.12pm.

NOTICE:

That Council:

1. Write to the Victorian Minister for Roads and Road Safety, the Hon. Melissa Horne MP to seek an update on the timing of the installation of traffic lights at the intersection at Hopkins Road and Boundary Road
2. Request Council Officers provide a briefing to Councillors on current management and maintenance of Boundary Road (particularly the section between Hopkins Road and the Mt Atkinson Road through to Downing Street) and provide details of any planned or upcoming capital works for this section of Boundary Road.

Motion

Crs Zada/Majdlik.

That Council:

1. Write to the Victorian Minister for Roads and Road Safety, the Hon. Melissa Horne MP to seek an update on the timing of the installation of traffic lights at the intersection at Hopkins Road and Boundary Road
2. Request Council Officers provide a briefing to Councillors on current management and maintenance of Boundary Road (particularly the section between Hopkins Road and the Mt Atkinson Road through to Downing Street) and provide details of any planned or upcoming capital works for this section of Boundary Road.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

14.4 NOTICE OF MOTION 953 (CR SHANNON) - SNAKE SIGNAGE**Councillor: Julie Shannon****NOTICE:**

That Council request officers provide a report to Council outlining options, costings, and timing in relation to:

1. An audit on whether the City of Melton's creeks, reserves and other areas known to frequently have snakes, provide adequate signage to the public on what to do if a snake is sighted.
2. Placing signs at areas that are lacking appropriate signage, including a QR code that gives relevant information on what to do if a snake is sighted, or if a person or pet is bitten by a snake.
3. Updating all existing signage with the information QR code to include other languages.

Motion

Crs Shannon/Carli.

That Council request officers provide a report to Council outlining options, costings, and timing in relation to:

1. An audit on whether the City of Melton's creeks, reserves and other areas known to frequently have snakes, provide adequate signage to the public on what to do if a snake is sighted.
2. Placing signs at areas that are lacking appropriate signage, including a QR code that gives relevant information on what to do if a snake is sighted, or if a person or pet is bitten by a snake.
3. Updating all existing signage with the information QR code to include other languages.

F or: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

14.5 NOTICE OF MOTION 954 (CR VERDON) - DISTRICT LEVEL PARK**Councillor: John Verdon****NOTICE:**

That Council requests officers provide a report to a briefing of councillors that:

1. Identifies suitable locations within the Suburb of Diggers Rest that could be used for a District level park as per its open space plan, that is as accessible as possible and not co-located in areas already designated regional parks.
2. Summarises the benefits of a District level park to communities and why they are planned.
3. Identifies options to provide for the shortfall and undersupply overall of open space to the Suburb of Diggers Rest.
4. Provides benchmarking for the establishment costs of the creation of a District level park.

Motion

Crs Verdon/Vandenberg.

That Council requests officers provide a report to a briefing of councillors that:

1. Identifies suitable locations within the Suburb of Diggers Rest that could be used for a District passive level park as per its open space plan, that is as accessible as possible and not co-located in areas already designated as district active parks.
2. Summarises the benefits of a District level passive park to communities and why they are planned.
3. Identifies options to provide for the shortfall and undersupply overall of open space to the Suburb of Diggers Rest.
4. Provides benchmarking for the establishment costs of the creation of a District level passive park.

For: Crs Vandenberg & Verdon

Against: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner & Zada

Abstained: Nil

LOST

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

For: Crs Vandenberg & Verdon

Against: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner & Zada

Abstained: Nil

The Mayor declared the motion LOST

Foreshadowed Motion

Crs Carli/Majdlik.

That Council requests officers provide a report to a Briefing of Councillors that:

1. Identifies suitable locations within the City that could be used for a District level park as per its open space plan, that is as accessible as possible and not co-located in areas already designated regional parks.
2. Summarises the benefits of a District level park to communities and why they are planned.
3. Identifies options to provide for the shortfall and undersupply overall of open space within the City.
4. Provides benchmarking for the establishment costs of the creation of a District Level park.
5. That Officers report back to Council in a briefing whether or not it is worthwhile reviewing Council's Open Space Plan 2016-2026 due to the enormous growth that we have experienced and continue to experience.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

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

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

The Mayor declared the Motion CARRIED UNANIMOUSLY

14.6 NOTICE OF MOTION 958 (CR VANDENBERG) - YOUTH BUS**Councillor: Ashleigh Vandenberg****NOTICE:**

That Council develop a report including costings on the establishment of a Youth Bus similar to Wyndham City Council, to be used as a mobile youth service.

Motion

Crs Vandenberg/Verdon.

That Council develop a report including costings on the establishment of a Youth Bus similar to Wyndham City Council, to be used as a mobile youth service.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

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

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

The Mayor declared the motion CARRIED UNANIMOUSLY

14.7 NOTICE OF MOTION 961 (CR VANDENBERG) - INCLUSION OF BUS STOPS IN JACKWOOD WARD**Councillor: Ashleigh Vandenberg****NOTICE:**

That council write to the Hon. Natalie Hutchins MP, Member for Sydenham and Luba Grigorovitch MP, Member for Kororoit to request the inclusion of bus stops in their state budget submissions (allocations) to enable Transport Victoria to close the bus transport gap in Jackwood Ward.

Motion

Crs Vandenberg/Ramsey.

That council write to the Hon. Natalie Hutchins MP, Member for Sydenham and Luba Grigorovitch MP, Member for Kororoit to request the inclusion of bus stops in their state budget submissions (allocations) to enable Transport Victoria to close the bus transport gap in Jackwood Ward.

For: Crs Turner, Vandenberg & Verdon

Against: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon & Zada

LOST

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

For: Crs Turner, Vandenberg & Verdon

Against: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon & Zada

The Mayor declared the Motion LOST

Foreshadowed Motion

Crs Majdlik/Carli.

That Melton City Council continue advocating for better bus services to all our Local MPs (both Upper and Lower house and relevant Ministers), noting that this council has been doing for so many years for all of our municipality; including more buses, bus stops, efficient bus routes highlighted in the 'Moving Melton Transport Prospectus' where it clearly shows the shortfall within our whole City.

That the Council supports this with a letter to all local MPs (Upper and Lower house) and relevant Ministers advocating for the shortfall of buses within the City of Melton and to include it in the upcoming State Budget.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

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

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

The Mayor declared the motion CARRIED UNANIMOUSLY

15. URGENT BUSINESS

Nil.

16. 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:

16.1 Land Acquisition - Cobblebank

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

16.2 Power of Attorney

(a) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

16.3 Melton Waves Leisure Centre - Management and Operation Contract Further Term

(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.

16.4 Contract No. 25-41 - Hard Waste, Dumped Rubbish and Proactive Litter Patrols

(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.

16.5 Contract No. 25-071 - Bridge Road Community Hub Stage 3 - Head Consultant 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.

16.6 Proposed Sale of Land

(a) (e) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; AND legal privileged information, being information to which legal professional privilege or client legal privilege applies.

16.7 CEO Employment and Remuneration Committee Meeting Minutes - 15 January 2025 and 10 February 2025

(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.

Procedural Motion

Crs Ramsey/Carli.

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:

16.1 Land Acquisition - Cobblebank

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16.6 Proposed Sale of Land

(a) (e) as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; AND legal privileged information, being information to which legal professional privilege or client legal privilege applies.

16.7 CEO Employment and Remuneration Committee Meeting Minutes - 15 January 2025 and 10 February 2025

(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.

For: Crs Abboushi, Carli, Majdlik, Morris, Ramsey, Shannon, Turner, Vandenberg, Verdon & Zada

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY

17. CLOSE OF BUSINESS

The meeting closed at 10:23pm.

Confirmed

Dated this

.....CHAIRPERSON