MELTON CITY COUNCIL

Minutes of the Meeting of the Melton City Council

22 April 2024

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

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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 22 APRIL 2024 AT 7.00PM

Present: Cr K Majdlik (Mayor)
Cr S Abboushi (Deputy Mayor)
Cr L Carli
Cr J Farrugia
Cr G Kesic
Cr S Ramsey
Cr J Shannon
Cr B Turner

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
E Keogh, Head of Governance
B Angus, Manager City Growth and Development
M Merritt, Manager City Strategy
R Hodgson, Senior Coordinator Governance
B Bensley, Governance Officer

1. OPENING PRAYER AND RECONCILIATION STATEMENT

The Mayor, Cr Majdlik opened the meeting at 7.02pm with the opening prayer and reconciliation statement.

2. APOLOGIES AND LEAVE OF ABSENCE

Cr Vandenberg.

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

Cr Majdlik declared a general conflict of interest for Items 12.3, 12.4 and 12.5.

Cr Shannon declared a conflct of interest for Item 12.3.

6. ADOPTION AND CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Meeting of Council held on 25 March 2024 be confirmed as a true and correct record.

Motion

Crs Carli/Ramsey.

That the Minutes of the Meeting of Council held on 25 March 2024 be confirmed as a true and correct record.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

7. SUMMARY OF INFORMAL MEETING OF COUNCILLORS

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

- Monday 25 March 2024 Summary of Informal Meeting of Councillors
- Monday 8 April 2024 Summary of Informal Meeting of Councillors

RECOMMENDATION:

That the Summaries of Informal Meetings of Councillors dated 25 March 2024 and 8 April 2024 provided as **Appendices 1 and 2** respectively to this report, be received and noted.

Motion

Crs Abboushi/Kesic.

That the Summaries of Informal Meetings of Councillors dated 25 March 2024 and 8 April 2024 provided as **Appendices 1 and 2** respectively to this report, be received and noted.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

LIST OF APPENDICES

1. Summary of Informal Meeting of Councillors - dated 25 March 2024
2. Summary of Informal Meeting of Councillors - dated 8 April 2024

INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 25 March, 2024	**Time Opened:**	6.15 pm
		Time Closed:	6.58 pm
Councillors present:	Cr K Majdlik (Mayor) Cr S Abboushi (Deputy Mayor) Cr L Carli Cr J Farrugia Cr G Kesic Cr S Ramsey Cr J Shannon Cr B Turner Cr A Vandenberg		
Officers present:	R Wai – Chief Executive Officer P Leersen – Director Organisational Performance (CFO) S Romaszko – Director City Futures T Scoble – Director City Life N Whiteside – Director City Delivery E Keogh – Head of Governance R Hodgson – Senior Coordinator Governance		
Guests	Nil		
Apologies	Nil		
Matters discussed:	1. Council Meeting Agenda 2. Community Budget Submissions		
CONFLICT OF INTEREST DISCLOSURES:			
Were there any conflict of interest disclosures by Councillors?		No	
REPORT PRODUCED BY:			
Officer name:	Renee Hodgson, Senior Coordinator Governance	**Date:**	25 March 2024

INFORMAL MEETING OF COUNCILLORS

Chapter 6, Rule 1 of the Governance Rules 2020

MEETING DETAILS:			
Meeting Name:	Briefing of Councillors		
Meeting Date:	Monday 8 April 2024	**Time Opened:**	6.15 pm
		Time Closed:	8.33 pm
Councillors present:	Cr S Abboushi (Deputy Mayor) Cr J Farrugia Cr G Kesic (Online) Cr S Ramsey Cr J Shannon Cr B Turner		
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) H Taylor – Arts and Events Coordinator (Item 1) M Hutchinson – A/Manager Engineering and Asset Services (Online -Items 2 and 3) M Merritt – Manager City Strategy (Items 1, 2, 3 and 4)		
Guests	Nil		
Apologies	Cr K Majdlik (Mayor) (leave of absence) Cr L Carli Cr A Vandenberg		
Matters discussed:	1. 2024 Event Calendar 2. Response to Notice of Motion 894 3. Response to Notice of Motion 903 4. Draft Budget Finalisation 5. General updates from Officers		

CONFLICT OF INTEREST DISCLOSURES:		
Were there any conflict of interest disclosures by Councillors		No
Matter No.	**Councillor making disclosure**	**Councillor left meeting**
-	-	-

REPORT PRODUCED BY:			
Officer name:	Roslyn Wai	**Date:**	08/04/2024

8. CORRESPONDENCE INWARD

Nil.

9. PETITIONS AND JOINT LETTERS

Cr Abboushi tabled a petition with 21 signatories regarding urgent maintenance of trees in Tucker Place, Caroline Springs.

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

Nil.

11. PUBLIC QUESTION TIME

Submitter: Paul Taylor	
Question asked of Council	**Response**
The V/line service from Melbourne to Melton on weekends is getting worse, what can Council do to put pressure on V/line to improve this service?	The Victorian State Government is investing $650M to upgrade the Melton line including upgrades to Melton Station to accommodate the introduction of nine car V/Locity trains. These nine carriage trains will increase capacity of V/Line services by 50 percent and due to be operational in 2028. Council continues to advocate to the Victorian State Government for improvements to the public transport network including electrification of the Melton Rail line.
Submitter: Osama Usuf	
Question asked of Council	**Response**
What are the steps undertaken by the council to ensure periodic clean up of the local Skeleton creek in Mt Atkinson, including the last instance of its cleanup?	The section of the Skeleton Creek in Mt Atkinson is within private property and within current developments that have not been handed over to Council. If this part of Skeleton Creek becomes part of the development and incorporated into the landscape, it is anticipated Melbourne Water will be responsible for the management and maintenance of the Creek with Council responsible for the maintenance up to the waterline. Council officers will contact the landowner to pass on feedback relating to the condition of the Creek.

Submitter: Osama Usuf	
Question asked of Council	**Response**
With no firm date for duplication of a rural grade Hopkins Rd by the state government, what steps are the council traffic management team undertaking to avoid a repeat of instances where heavy traffic is default diverted through residential streets in Mt Atkinson?	Council's Traffic and Transport Team is continuing to monitor the road network in and around Mt Atkinson and are progressing road upgrade projects in the broader road network to manage the increase in traffic. These include: • The Hopkins Road Level Crossing Removal to be delivered by the Victorian State Government, noting anticipated completion in 2026. • The sealing of Troups Road South, noting works anticipated to commence by the end of 2024. • Sealing of the unsealed section of Mt Cottrell Road, noting works scheduled to be delivered in the 2024/25 financial year.
Submitter: Burnside Resident	
Question asked of Council	**Response**
After recently being reviewed why is Councils governance rule 62.4.1 inconsistent with the Office of the Australian information commissioners' chapter 2 principle 2.1 and does not provide individual's the option of not identifying themselves when dealing with an APP entity?	Melton City Council is not an entity under the Australian Privacy Principles which means these principals do not apply to Melton City Council's Governance Rules. The intent of the Governance Rules however is to enable contact with those submitting questions and Council will therefore treat each matter on a case by case basis.
Submitter: Burnside Resident	
Question asked of Council	**Response**
Why does council repeatedly close snap send solve reports when the issue reported has not been rectified?	Council records Snap Send Solve requests within our customer action request system. Where Council receives multiple Snap Send Solve reports relating to the same issue and by the same person, those reports may be recorded against an existing customer action request. This may result in repeat reports of the same issue being closed, while the open customer action request is under investigation or being actioned.

Submitter: Simon Vamplew	
Question asked of Council	**Response**
Can we please reduce the speed limit at Melton Christian college Toolernvale campus to 60 and 40 at school times?	Council, in consultation with the Victorian State Government Department of Transport and Planning, and Melton Christian College, reduced the speed limit from 100 km/hr to 80 km/hr and 60 km/hr at school times on Coburns Road prior to the school opening in line with the Victorian State Government's Speed Zone Guidelines. It's considered that the revised speed limit of 60 km/hr is the appropriate speed zone for this section of Coburns Road during school times as there is minimal interaction of traffic with pedestrians and the school has appropriate turn lanes to enable safe entry and exit to the school.
Submitter: Kate Williams	
Question asked of Council	**Response**
Does council have a timeline from Melbourne Water or the Developer for the removal of the temporary drainage site and subsequent drainage works to enable the construction of the new school in Rockbank (which is subject to government funding)?	Melbourne Water has now formally accepted the removal of the temporary retarding basin. Council understands that the developer has organised for the construction works to remediate the site. Due to the nature of commercial arrangements, exact timing cannot be provided.
Submitter: Kate Williams	
Question asked of Council	**Response**
Does council have a timeframe for the opening of the Innovation Ave/Greigs Rd Rockbank signalised intersection?	The road network in question is being constructed by the developer of the Bridgefield Estate. Civil construction works relating to this project are now complete. The developer is waiting for final authority approvals that will then see this intersection open. The developer anticipates the intersection to be operational in six weeks' time.

Submitter: Ellie O'Brien	
Question asked of Council	**Response**
What can we do to tackle the illegal dumping of rubbish as it poses a great safety risk to both our community and our local wildlife?	Illegal dumping is a major issue across Victoria and our community. Council officers continue to work with the EPA to reduce the impacts of illegal dumping. Council allocates funding to reduce this illegal activity within our municipality including a designated Litter Prevention Team, which are provided with surveillance devices and other technology to assist them combat this issue. This has resulted in 3,710 infringement notices for littering being issued to offenders and initiated 66 prosecutions during the past 12 months. Council also allocates funds for the removal of dumped rubbish on Council land when perpetrators cannot be identified. Community members who witness illegal dumping of rubbish are requested to report it to Council as soon as possible either via Council's website, or via Council's customer contact email or telephone.
Submitter: Vandana Khanna	
Question asked of Council	**Response**
When will we get new lights at the Rockbank exit?	The interchange and bridge at this location, referred to as Leakes Road, is under the care and management of the Victorian State Government's Department of Transport and Planning. Improvements including the provision of traffic signals at this location is the responsibility of the Victorian State Government. Council will continue to advocate for investment along the Western Highway corridor including interchanges to support our growing community.

Submitter: Manish Baisoya	
Question asked of Council	**Response**
Has the council received any development application for any part of Hopkins Road Business Precinct and what authority does the council have to enforce the developer to develop this precinct without any further delays?	A Planning Application was lodged with Council on 28 March 2024 for the development of the land for restricted retail premises and the use of the land for food and drinks premises at 1-59 Greigs Road and 161 Hopkins Road. The application is under assessment by Council officers. Officers are continuing to work with developers in the precinct, however we are unable to require an applicant to act upon their permit.
Submitter: Manish Baisoya	
Question asked of Council	**Response**
What is council's plan on traffic management at Grand Bvd in Truganina once its extension to Griegs Road opens?	Hopkins Road is a declared arterial road under the care and management of the Department of Transport and Planning and the Victorian State Government. The existing intersection at Grand Boulevard and Hopkins Road has been constructed by the developer of the Mt Atkinson estate in accordance with the design plans approved by the Department of Transport and Planning. Any further improvements to this intersection including an additional left turning lane is the responsibility of the Victorian State Government as part of the duplication and urbanisation of Hopkins Road. Advocacy for Hopkins Road duplication and urbanisation remains one of the highest priorities for Melton City Council. Further information on Council's advocacy relating to Hopkins Road is available on our website.
Submitter: Pawan Kaur	
Question asked of Council	**Response**
Can the Mayor write a letter to the developer of Mt Atkinson and Grandview estates to fast track completion of Highland Boulevard and Kirkpatrick Boulevard presently proposed 3 years out, as this will unlock commercial feasibility of a public bus and also save residents time in accessing local shared amenities like Mt Atkinson community center?	Council understands the importance of this road connection between Kirkpatrick Boulevard and Highline Boulevard to improve the efficiency of the road network and provide a key link for public transport in the area. Planning permits have been issued which will connect Highline Boulevard to Kirkpatrick Boulevard. The works are being delivered by developers and are currently underway, with anticipated completion within 18 months.

Submitter: Pawan Kaur	
Question asked of Council	**Response**
Can the council provide an update on the Mt Atkinson Major Town Centre and advise if a final UDF draft has been submitted by the Developers?	Council Officers are continuing to work with the developer on the Mt Atkinson Major Town Centre to progress the Urban Design Framework. Council has not yet received a final draft from the developers for consideration and awaits this to further progress the Framework.
Submitter: Asim Butt	
Question asked of Council	**Response**
What is the council planning approach regarding the public bus route while working with developers on new estate development?	Bus routes are planned and funded by the Victorian State Government. Council Officers work with developers to identify roads within new estates that can support buses. Council is advocating to the Victorian State Government for the delivery of additional bus routes within the City of Melton's growth area suburbs. Further information is available on Council's website.
Submitter: Asim Butt	
Question asked of Council	**Response**
Could the council advise if the Council's transport planning/integrated transport strategy team (aka Moving Melton) aligns the developers on the proposed bus route?	Council works with developers to ensure delivery of necessary road infrastructure to support bus services that are identified in Precinct Structure Plans as part of the planning application process. Council liaises with the Department of Transport and Planning as they are responsible for the delivery of new bus routes to advise of recently constructed bus capable roads and any scheduled soon as identified within planning applications. The Department of Transport and Planning will then complete their review and propose new bus routes based on the available information regarding the growing communities and the available road networks.

Submitter: Aamer Kiani	
Question asked of Council	**Response**
Could someone please explain about 2024 upcoming council elections (would it be preferential voting system?	Council elections are conducted by the Victorian Electoral Commission and questions are therefore best directed to the VEC directly.
Submitter: Aamer Kiani	
Question asked of Council	**Response**
To get successful would someone have to take 50% plus votes or whoever gets most votes will win?	The elections are conducted by the VEC and so questions are therefore best directed to them.
Submitter: Rahul Purumandla	
Question asked of Council	**Response**
Most of the area earmarked as residential in Rockbank Precinct Structure Plan (PSP) is now occupied by families, why is the council not fast tracking the development of open space precinct and community center? Please kindly advice the plans and timelines.	The timing for the delivery of new active open space is influenced by land acquisition and access, planning requirements and available funding. The Rockbank East Community Centre is scheduled to be in operation by January 2027. The site is in private ownership with handover to Council anticipated for July 2024. The Rockbank East Sports Reserve is identified to commence master planning next financial year. It is planned for delivery of the sports fields in 2028/29 and the pavilion in 2031/32.

Submitter: Rahul Purumandla	
Question asked of Council	**Response**
What is the rational behind prioritising the development of a second sporting precinct in suburbs such as Aintree when the Rockbank PSP is almost fully occupied and lacks essential facilities for its residents?	Council's Sport facility demand planning informs the current and the future needs for the development of active open space reserves across Council. There are 3 new active open space reserves currently being developed in the Central Growth Corridor. They include: • Thornhill Park Active Recreation Reserve, where master planning has commenced • Rockbank North Active Recreation Reserve (construction is underway by the developer) • Rockbank East Sports Reserve, where master planning will commence in 2024/2025. The timing for the delivery of new active open space is influenced by a range of factors including land acquisition and access, delivery approach and available funding.
Submitter: Melanie Blackman	
Question asked of Council	**Response**
When was the last time the council transport team discussed and aligned with the department of transport/PTV regarding a genuine feasible route for public buses in Mt Atkinson?	Council officers meet and communicate with the bus network planning team at the Department of Transport and Planning to discuss matters relating to the bus network. Council last updated the Department of Transport and Planning in December 2023.
Submitter: Melanie Blackman	
Question asked of Council	**Response**
Are there planning permits in place for completion of the Highline Boulevard to Kirkpatrick Boulevard?	Planning permits have been issued which will connect Highline Boulevard to Kirkpatrick Boulevard. The works are being delivered by developers and currently underway, with anticipated completion within 18 months.

Submitter: David O'Connor	
Question asked of Council	**Response**
Would Council please provide some feedback regarding the recently held Western Region Youth Forum in particular the level of participation from our younger residents who reside within the smaller townships of our municipality, especially the township of Diggers Rest?	The Western Region Youth Forum is led by the Youth Advisory Committees of the six Western Region Local Government areas. This year it was hosted at the City of Melton Community Hall on Friday 12 April. Melton Council's Youth Advisory Committee consists of nine young people from across the municipality representing all Wards, help coordinate the event. There is a City of Melton Youth Forum planned for May 2024 where invitations will be provided to all secondary schools across Council.
Submitter: David O'Connor	
Question asked of Council	**Response**
In addition to the Safe City, Proud Communities Plan, would Council be prepared to give consideration to the development and delivery of a Municipal Community Safety Audit?	Council values the safety and wellbeing of all residents and actively seeks community feedback to enhance public safety across the City of Melton. Council has an established Safe City Advisory Committee *and the Safe City, Proud Communities Plan 2020-2024*. The Committee provides a mechanism for sharing information, identifying issues that may impact or influence safety and wellbeing in the community. Council in partnership with Victoria Police has recently been undertaking crime prevention audits in response to concerns from the community and continue to use Crime Prevention Through Environmental Design principles when planning and assessing all of our projects. Council also conducts an Annual Community Satisfaction Survey, to measure community perceptions of safety. The upcoming 2024 survey will reach 800 residents across various parts of the municipality.

Submitter: Victoria Ramahi	
Question asked of Council	**Response**
All levels of Government have a responsibility to represent their constituents. The motion passed by Melton city council on 24th February 2024 failed to specify Palestinian genocide specifically, or solidarity with its Australian Palestinian constituents, will our trusted councillors reconsider adjusting the motion to address both?	At its February 2024 Council Meeting, Melton City Council recognised that Council's responsibility is in providing good governance and services for the wellbeing of the Melton community and that representation regarding international matters is the responsibility of international leaders and the Federal Government. Given that this is not a matter that Council has any direct control over, this is a matter best raised with Federal representatives.
Submitter: Victoria Ramahi	
Question asked of Council	**Response**
We wish to make you aware that Melton Council business decisions may directly support companies that are supplying the IDF and Israeli police. Therefore it is a request that Melton City Council consider making informed business decisions that reflect their own principles and values. Will the council's procurement activities support BDS?	Council applies the following best practice principles to each procurement business decision that aligns to the Victorian Local Government Best Practice Procurement Guidelines, that is: • value for money; • open and fair competition; • sustainable procurement – economic (buy local), environmental and social; • accountability and transparency; • probity and ethical conduct; and • risk management.

Submitter: Joseph Fadlallah	
Question asked of Council	**Response**
Why weren't businesses impacted by the Caroline Springs Boulevard removal of dining booths consulted?	The temporary dining booths in Caroline Springs Boulevard were established through the Victorian State Government's Outdoor Dining and Entertainment COVID funding program under an Agreement between Council and the developer. The temporary dining booths were originally scheduled to be removed in December 2022, however they have remained in place whilst Council prepared for a community safety project – a signalised pedestrian crossing on Caroline Springs Boulevard. Council officers held discussions in 2023 with the developer in relation to the timing of the removal of the temporary dining booths to enable construction of the pedestrian crossing. Council officers have also recently commenced notification of businesses in Caroline Springs Boulevard on the anticipated timing of the removal of the temporary dining booths and construction of the new pedestrian crossing and outdoor dining space available for businesses to apply for a Footpath Trading Permit.
Submitter: Joseph Fadlallah	
Question asked of Council	**Response**
Why has the mayor and deputy mayor not accepted a request to meet with businesses directly affected by the removal of the dining booths in Caroline Springs Boulevard?	The Mayor and Deputy Mayor have agreed to meet with businesses in Caroline Springs Boulevard in relation to the removal of the temporary dining booths to enable the construction of the community safety project, a signalised pedestrian crossing on Caroline Springs Boulevard.

12. PRESENTATION OF STAFF REPORTS

12.1 MELTON CITY COUNCIL BUDGET 2024/2025

Author: Natalie Marino - Manager Finance
Presenter: Peter Leersen - Director Organisational Performance

PURPOSE OF REPORT

To adopt for the purpose of community feedback the proposed 2024/25 Draft Council Budget prepared in accordance with Section 94 of the *Local Government Act 2020.*

RECOMMENDATION:

That Council, in accordance with Section 94 of the *Local Government Act 2020:*

1. Adopts in principle the proposed budget for 2024/25, and seek community feedback on the details of the 2024/25 recurrent and planned capital works budget appended to this report, which includes;
    - Section 1 – Link to the Integrated Planning and Reporting Framework
    - Section 2 – Services and service performance indicators
    - Section 3 – Financial statements
    - Section 4 – Notes to the financial statements
    - Section 5 – Financial performance indicators
    - Section 6 – Schedule of fees and charges
2. Requests that, following the conclusion of the community feedback period of 14 days, the proposed 2024/25 Draft Council Budget again be tabled for Council consideration and adoption at the 24 June 2024 Council Meeting.

Motion

Crs Shannon/Farrugia.

That Council, in accordance with Section 94 of the *Local Government Act 2020:*

1. Adopts in principle the proposed budget for 2024/25, and seek community feedback on the details of the 2024/25 recurrent and planned capital works budget appended to this report, which includes;
    - Section 1 – Link to the Integrated Planning and Reporting Framework
    - Section 2 – Services and service performance indicators
    - Section 3 – Financial statements
    - Section 4 – Notes to the financial statements
    - Section 5 – Financial performance indicators
    - Section 6 – Schedule of fees and charges
2. Requests that, following the conclusion of the community feedback period of 14 days, the proposed 2024/25 Draft Council Budget again be tabled for Council consideration and adoption at the 24 June 2024 Council Meeting.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

REPORT

1. Executive Summary

Melton City Council's proposed budget for 2024/25 has been prepared with consideration of the community vision and the objectives as set out in the Council and Wellbeing Plan 2021-2025 and in accordance with Council's 10 Year Financial Plan and legislative obligations.

It seeks to add, enhance, improve and maintain infrastructure within the Melton municipality as well as deliver projects and services that are valued and needed by our community. The community has had an opportunity to make budget submissions at the commencement of the budget preparation process in November 2023. The proposed budget is presented following extensive internal review in consultation with officers and Councillors.

2. Background/Issues

Council commenced the budget preparation process for 2024/25 in November 2023. The budget has been prepared in line with the 10 Year Financial Plan and gives consideration to the growing needs of the community, service delivery demands, and initiatives put forward by the community and Councillors.

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

- Financial statements in the form and containing the information required by the regulations
- A description of the services and initiatives to be funded in the budget
- A statement as to how the services and initiatives will contribute to achieving the strategic objectives specified in the Council Plan
- Major initiatives to be undertaken during the financial year
- For services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement
- The amount which Council intends to raise by general rates, municipal charges, service rates and service charges
- Whether the general rates will be raised by uniform rate or differential rate and information required relating to differential rates; and
- Any other information required by the regulations.

Appendix 1 is a full copy of the 2024/25 Draft Council Budget document and includes the proposed schedule of fees and charges.

In preparing the budget, Council has taken into consideration the proposed rates increase, operating costs and capital works program and provides detailed information with regard to the major impacts for 2024/25. It also provides details about Council's financial management principles to ensure a financially sustainable future.

The Victorian Government established the Fair Go Rates System (FGRS), which is a framework limiting the maximum amount councils may increase rates in a year without seeking additional approval. The Minister for Local Government set a rate cap of 2.75% for all councils for the 2024/25 year. This budget has been prepared with a 2.75% rate cap to continue expanding Council's facilities while continuing to deliver high quality services to the community.

Council's proposed revenue from general rates and charges will increase to $190.8 million. This level of rate income will ensure Council is able to continue to deliver a high level of services and infrastructure to the community as well as assist in delivering a capital works program of $220.7 million which will enable Council to respond to the growth in demand across the municipality.

The adjusted underlying result, which is a measure of financial sustainability, shows steady improvement over the four financial years from 2024/25 to 2027/28 inclusive.

As Australia's fastest-growing community, it is important to note that Council receives significant income and assets from developer contributions that contribute to our operating surplus.

The budget contains operating income of $627.0 million and operating expenditure of $261.7 million in 2024/25, generating an operating surplus of $365.3 million predominantly due to the level of development activity within the region.

The continued growth in our municipality during 2024/25 will see $283.8 million in legislated contributions from developers and $24.2 million from capital grants. We know at times our community misunderstands this money in our overall financial position. These developer funds and capital grants can only be used for future capital infrastructure projects within respective development areas like childcare centres, ovals, parks, open spaces, and roads. In many instances these funds fall short of the full cost delivery of the infrastructure needed with Council funding the difference.

When you adjust the financial result for these developer contributions and capital grants received, Council's budgeted adjusted operating surplus is $33.9 million with the majority of this surplus committed to carry over capital projects.

Key elements of the 2024/25 Draft Council Budget include:

- The average general rate and municipal charge will increase for 2024/25 by 2.75%, in line with the rate cap of 2.75% set by the Victorian Government.
- This will equate to an average rate increase for Melton City Council residents of around $0.94 per week, with more than half of all households seeing an increase less than that.
- Fees and charges have generally been increased by 2-3% or based on full cost recovery. Some fees are fixed by legislation while others are determined on a user pays basis.
- Additional resources have been included to support and care for ratepayers needing financial assistance.
- The net cost of services delivered to the community in 2024/25 year is expected to be $204.8 million. Council will continue to work with the community over the coming years to align community priorities and expectations with Council's service delivery model.
- A total of 16 community submissions were received with Council proposing to fund or partially fund 10 submissions. Projects range from recreation reserve infrastructure improvements, facility upgrades for sporting clubs and community groups, park upgrades and support for community events.
- A thorough infrastructure needs analysis process has occurred which identified a number of key projects to be progressed or delivered in 2024/25. As a result of Council's strong financial position, $220.7 million has been budgeted towards our planned capital works program of which $35.9 million relates to projects that will be carried forward from the 2023/24 financial year. The carried forward component is fully funded from the 2023/24 Budget.

- The planned capital works program equates to an average of $2,521 per ratepayer to build these important community assets like childcare centres, ovals, parks, open spaces and roads.
- Key highlights of the capital works program to be delivered, or commenced in the coming year include:
  - ✓ $72.3 million in road and bridge infrastructure and renewals
  - ✓ $61.4 million in recreational, leisure & community facilities and renewals
  - ✓ $47.6 million in building improvements and renewals
  - ✓ $10.8 million in footpaths and cycleways
  - ✓ $6.6 million in parks, open space and streetscapes and renewals
  - ✓ $4.9 million in plant and equipment and $0.9 million in drainage
  - ✓ $2.8 million in traffic management devices like roundabouts and signalised intersections

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

6.3.1 Maintain a high level of transparent, accountable, unbiased and representative governance.

4. Financial Considerations

The costs associated with preparing the 2024/25 Municipal Budget, including the associated advertising and community engagement have been provided for in the current financial year budget.

With property revaluations occurring annually, the amount of the rate increase will not be consistent across all properties with some properties experiencing varying levels of capital appreciation/depreciation whilst others have remained with little change.

5. Consultation/Public Submissions

Council's annual budget engagement process for preparation of the 2024/25 Draft Council Budget commenced in November 2023 inviting community members and community groups to make a budget submission to help inform the framing of the budget and associated capital works program. This opportunity was promoted through multiple mediums including City of Melton Conversations online engagement portal and was also promoted via social media, newspaper advertisements, Council's website and through Council community email networks. The opportunity for community submissions was open from Monday 22 November 2023 to Friday 16 December 2023.

Two budget drop-in sessions were held within this time to give the community the opportunity to ask questions about the process and discuss ideas with Councillors and Council officers.

In total 16 submissions were received from individuals, community groups and sporting clubs. The opportunity for each submitter to present to Council was provided on 15 February 2024, with 12 submitters presenting. These presentations took place at the commencement of the budget process rather than historically at the end. This enabled early consideration of initiatives as part of the preparation of the budget presented with this report.

Following the adoption of the draft Council Budget, it will be open for community feedback for 14 days where the community can provide feedback prior to Council consideration and adoption at the 24 June 2024 Council meeting.

6. Risk Analysis

Council's process of preparing and endorsing the 2024/25 Budget is in accordance with Section 96 of the *Local Government Act 2020.*

7. Options

Council must adopt a budget by 30 June 2024 as it is a legislative requirement under section 94 of the *Local Government Act 2020*.

LIST OF APPENDICES

1. 2024/25 Draft Council Budget


Draft
Budget
2024/2025
CITY OF
MELTON

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Appendices

Schedule of fees and charges

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Disclaimer

The information contained in this document is for general guidance only. It is not professional advice and should not be used, relied upon or treated as a substitute for specific professional advice. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in this document.

The model budget, including financial statements, has been prepared in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*. While every effort has been made to ensure that the information contained in this document has been accurate and complies with relevant Victorian legislation, each Council remains responsible to ensure that the budget they prepare is compliant with all statutory requirements.

Mayor's Foreword



On behalf of Melton City Council, it's a pleasure to present our 2024/25 Draft Budget.

Council is committed to delivering the high-quality infrastructure, programs, services and facilities that our community deserves.

The City of Melton is Australia's fastest growing municipality. That brings with it many benefits, but it also brings challenges and cost pressures. This budget recognises that and responds to the many opportunities presented by such rapid growth.

Community is at the heart of everything we do. This is even more so during these challenging economic times when cost of living pressures affect every aspect of our residents' lives and have a major impact on the delivery of projects and services.

Our budget is a blueprint for the delivery of the essential services, programs and infrastructure that play a critical role in building a healthy, sustainable, liveable and connected community. It empowers us to build a vibrant and prosperous future for our community and make this a City where our residents want to live, work and play.

It demonstrates Council's continued commitment to responsible and responsive governance. As such, it has been framed around a rate increase of 2.75 per cent, which is in line with the State Government's rate cap amount for this financial year.

This budget has the balance right. It shows we are a sustainable Council that will deliver high-quality services, programs and facilities that meet your needs and expectations and invest in new and renewal infrastructure projects.

This is the final budget we will deliver for this Council term. We have achieved an enormous amount over the past four years, but we know there is much more to do.

In the upcoming financial year, it is proposed that our Capital Works Budget will total $220.7 million and include roads ($70.7 million); recreational, leisure and community facilities ($61.4 million); footpaths and cycleways ($10.8 million); bridges ($1.7 million); library books ($558,000); street tree planting programs ($500,000); and park upgrades, open space and streetscape improvements ($6.6 million).

These projects have been made possible by Council's grant funding success, revenue stream diversification, contributions from developers, debt reduction and forward planning.

Highlights of the 2024/25 capital works program include:

- $17.8 million for Mt Atkinson East Sports Reserve
- $11.8 million to complete the upgrade of Bulmans Road, Melton West
- $7.8 million to complete the signalised intersection at Caroline Springs Boulevard and Rockbank Middle Road, Caroline Springs

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- $9.7 million to finalise design and commence early work on the Plumpton Aquatic and Leisure Centre
- $10.6 million for construction of the Bridge Road Community Hub
- $14.6 million for Plumpton Children's Centre and Neighbourhood House
- $8.3 million for the Weir Views Children's and Community Centre
- $6.2 million for the upgrade of Troups Road South, Mount Cottrell (Stage 2)
- $4.5 million to complete the road duplication of Hume Drive, Taylors Hill, between Calder Park Drive and Gourlay Road
- $5.3 million to duplicate Taylors Road, from Gourlay Rd to Westwood Drive, Caroline Springs
- $8.3 million for Aintree Children's and Community Centre
- $5.3 million for the Cobblebank Community Services Hub
- $5.1 million for MacPherson Park rugby facility (Stage 3)
- $3.7 million for Rockbank North Sports Reserve

Council has focused on strengthening our community by maintaining and upgrading existing assets, as well as preparing our City for the future with new infrastructure to support an increase in development and population growth.

This Budget was formed after listening to our residents and incorporating your feedback. It includes funds for 10 projects highlighted by the community, including improvements to local parks and sports ground facilities, and support for community activities and events.

I'd like to extend my personal thanks to all the residents and community groups who shared their ideas and visions for the City. Your insight has been invaluable and has enabled us to prepare a budget that's not only fair and equitable, but also strives to achieve the timely delivery of infrastructure, programs and services for our community.

Together, we are continuing to build a thriving city and a community that we can all be proud of. I am thrilled to present a balanced and responsible budget that truly represents the needs and values of our residents now and in the future.

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Cr Kathy Majdlik
Mayor, City of Melton

CEO's Introduction

Executive Summary



We have another exciting year ahead in delivering on the commitments of our Melton City Council 2024/25 Budget.

Thank you to everyone involved in preparing the budget over many months including team Melton - the employees of Council, our Councillors, and our community that made submissions or provided feedback.

This budget will continue the delivery of our Long-Term Community Vision *Melton City 2041 - The City We Create*, our Council and Wellbeing Plan 2021-2025 vision and priorities, and our 10 Year Financial Plan.

We have an ambitious capital works program totalling $220.7 million. There will be a big focus on completing projects already underway, as well planning new projects for future years for our fast-growing City.

With many of our residents interested in accessing information online we have created an interactive website for our residents to search their neighbourhood areas to see what projects will be delivered.

Our workforce provides more than 100 services to our community, and this budget includes investment in our workplace to continue to provide these services to our fast-growing community at standards to support customer expectations.

We know the cost-of-living pressures are challenging for some of our residents and we are adding to our customer care programs to support people in genuine hardship.

As Australia's fastest-growing Council area, we have many developers building new housing and business areas. Developers are required to contribute money to Council which we must spend in development areas on childcare centres, ovals, parks, open spaces, and roads.

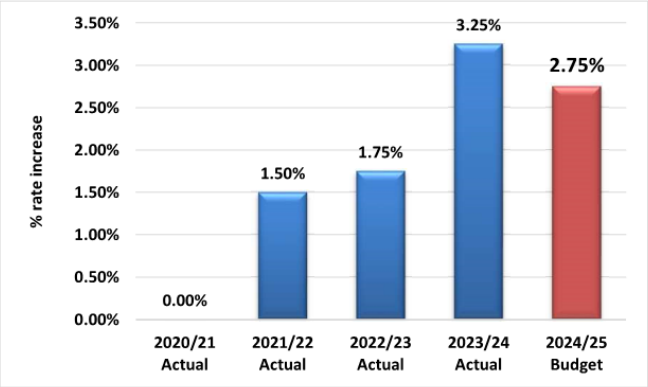
As these developer contributions are not enough to pay the full cost of these facilities our Council is committed to looking at alternative revenue streams that do not rely on customer rates. We also continue to identify operational efficiency savings.

Our team looks forward to working with the community to deliver on the commitments of this budget for our wonderful, diverse City.

Roslyn Wai
CEO

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1. Rates

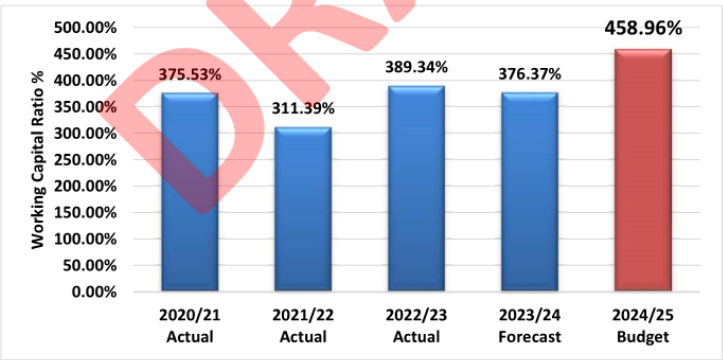


Total revenue from rates and charges is projected to be $190.80 million. The 2024/25 Council budget includes a 2.75% rate increase which is in line with the Victorian Government's Fair Go Rates System (FGRS) which caps rate increases by Victorian councils. (see sec 4.1.1 for further information on the application of the FGRS).

This rate increase will go towards maintaining service levels, meeting the cost of several internal and external influences affecting the operating Budget and towards capital works to address the asset renewal needs of the municipality. It is important to note that the actual rate increases experienced by individual ratepayers may differ from the 2.75% increase due to revaluations. Rate increases are impacted by the average rate increase (2.75%) as well as property valuation increases (or decreases) of individual properties relative to the average across the municipality.

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2. Working Capital

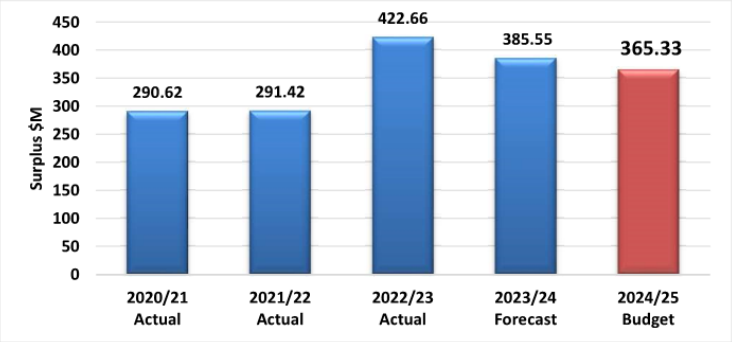


The budget working capital ratio (net current assets) is projected to be 458.96% for 2024/25 that reflects a healthy cash position.

As Australia's fastest-growing community, it is important to note that Council receives significant income and assets from developer contributions that contribute to our surplus and cash position.

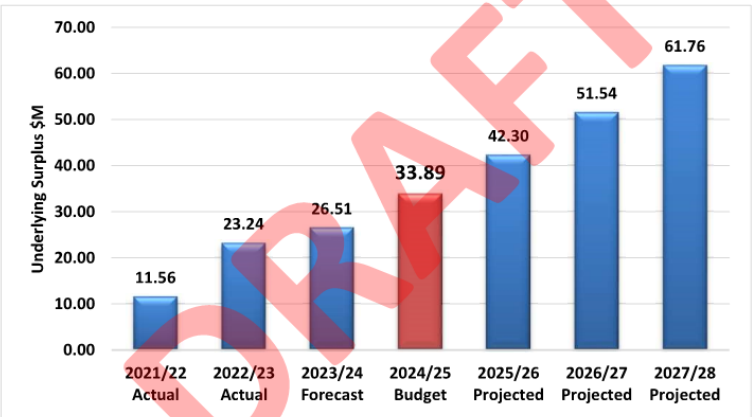
These developer funds can only be used for future capital infrastructure projects within respective development areas like child care centres, ovals, parks, open spaces and roads.

3. Operating Result



The expected operating result for the 2024/25 year is a surplus of $365.33 million, which is a small decrease of $20.22 million over the forecast result for 2023/24 predominantly due to the volatility associated with developer contributions from year to year.

4. Financial Sustainability



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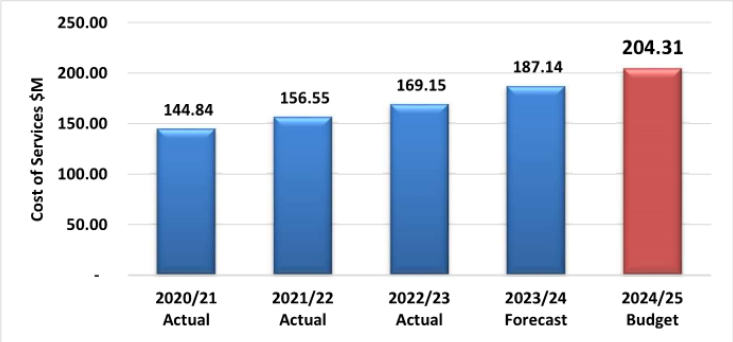
A budget has been prepared for the four-year period ending 30 June 2028. The budget is in turn set within the Financial Plan to assist Council to adopt a budget within a longer-term financial framework. The key objective of the Financial Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives.

The adjusted underlying result, which is a measure of financial sustainability, shows steady improvement over the four financial years from 2024/25 to 2027/28 inclusive.

Council will continue to work with the community to:

- Review and prioritise the services that we provide;
- Determine the level of service that can be afforded;
- Determine which assets are required to undertake the prioritised services;
- Determine any surplus assets that can be decommissioned or rationalised; and
- Determine where staffing resources may need to be realigned to deliver prioritised services.

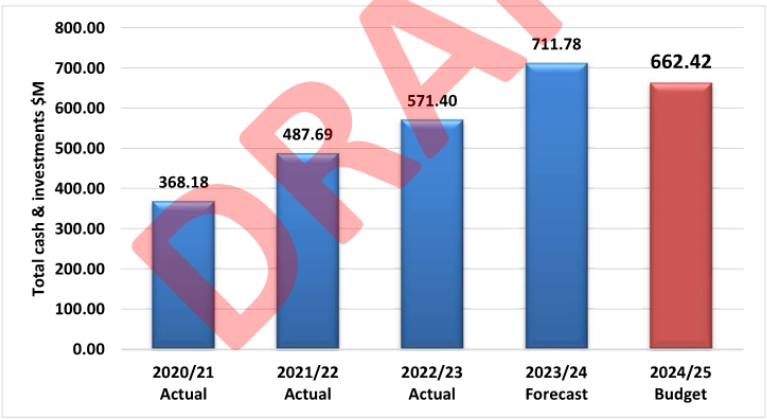
5. Services



The cost of services delivered to the community in the 2024/25 year is expected to be $204.31 million which shows an increase of $17.17 million over the forecast cost for 2023/24. Council will continue to work with the community over the coming years to align community priorities and expectations with Council's service delivery model. This needs to be set within a financially sustainable framework.

Further detail in relation to the cost of Council's services can be found in section 2 of this document.

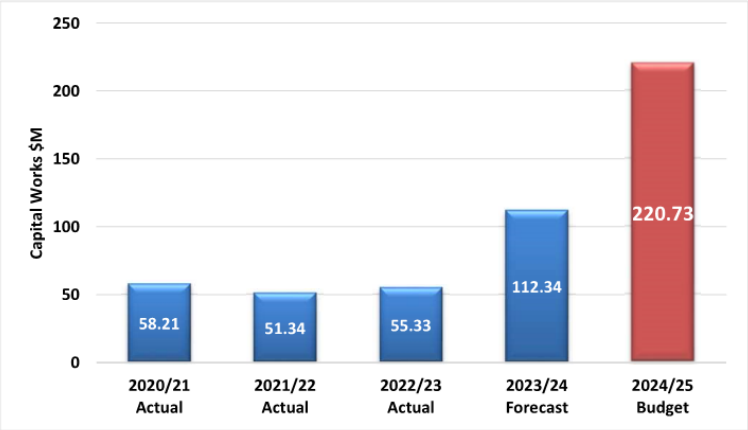
6. Cash and Investments



Cash and investments are expected to decrease by $49.36 million during the year to $662.42 million as at 30 June 2025. The decrease is a consequence of a decrease in cash relating to monetary contributions from developers. The budgeted levels of cash are in line with Council's projections and the need to fund ongoing service delivery and invest in new infrastructure particularly in the growth regions of the municipality.

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7. Capital Works



The capital works program for the 2024/25 year is expected to be $220.73 million of which $35.96 million relates to projects which will be carried forward from the prior 2023/24 year. The carried forward component is fully funded from the 2023/24 Budget. The $220.73 million capital works program is funded by:

- $24.21 million from grants;
- $52.19 million from developer contributions and other reserves; and
- $144.32 million from Council operations.

The increase in capital expenditure for 2024/25 is mainly due to $151.10 million of projects that are continuing to be delivered over multiple years. Please refer to section 4.5 for the entire listing of the 2024/25 capital works program.

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Budget Influences

This section sets out the key budget influences arising from the external environment within which Council operates.

External Influences

The four years represented within the Budget are 2024/25 to 2027/28. In preparing the 2024/25 budget, several external influences have been taken into consideration. These are outlined below:

• **Location** – The Western Highway, an important national freight route runs through the City. The City of Melton is within a comfortable driving distance north-west of the Melbourne Central Business District (CBD). The Melton Township comprises the suburbs of Melton, Melton West, Harkness, Melton South, Kurunjang and Brookfield and is centred on the Melton major activity centre, around 35 kilometres north-west of the Melbourne CBD. The City of Melton's eastern corridor is centred on the major activity centre of Caroline Springs, approximately 19 kilometres north-west of the Melbourne CBD. The eastern corridor includes the suburbs of Burnside, Burnside Heights, Caroline Springs, Diggers Rest, Hillside and Taylors Hill.

• **Population Growth** – The City of Melton is now the fastest-growing area in Australia with an annual population growth of 6.42 per cent. According to Forecast.id, the City of Melton population forecast for 2024 is 217,242, and is forecast to grow to 440,142 by 2051.

• **Defined Benefit Superannuation** – Council has an ongoing obligation to fund any investment shortfalls in the Defined Benefits Scheme. The amount and timing of any liability is dependent on the global investment market. At present the actuarial ratios are at a level that additional calls from Local Government are not expected in the next 12 months.

• **Superannuation Guarantee** – In 2020 the Federal Government implemented policy to 'progressively' increase the Superannuation Guarantee (the minimum and employee must pay an employee in Superannuation payments), from 9.5% where it had sat since 2015, to 12% in 2026 (by increments of 0.5% each year). Accordingly, our proposed 2024/25 budget incorporates a Superannuation Guarantee charge of 11.5% which will then to increase to 12% in 2025/26.

• **Financial Assistance Grants** – The largest source of government funding to Council is through the annual Victorian Local Government Grants Commission allocation. The overall state allocation is determined by the Federal Financial Assistance Grant. Core financial assistance grants provided to councils by the main tax collection agency – the Commonwealth Government – have declined over the years , while GST revenue has continued to rise.

• **Capital Grant Funding** – Capital grant opportunities arise continually and play a vital role in funding infrastructure growth required to meet our growing demographic.

• **Cost shifting** - This occurs where Local Government continues to provide the same service level to the community on behalf of the State and/or Federal Government. Over time, the funds received by Local Governments' do not increase in line with real cost increases, such as school crossing, Material Child Health or library services, resulting in a further reliance on rate revenue to fund the gap to meet these service delivery expectations. For example, in 1975, public libraries were funded 50:50 by State and local government. Victorian Government funding has since declined to just 17 per cent of public library operating costs, with councils now contributing 83 per cent of the total cost. This is equal to $73 million paid annually by councils to cover the State's funding shortfall.

• **Enterprise Agreement** – Council has entered into a new Enterprise Agreement in 2023 being a four-year Agreement from 1 July 2022 – 30 June 2026 comprising an increase of 4% on July 2022 (backdated), then 3% annually to 2025. The employee value proposition also included five weeks annual leave as an important employee attraction entitlement. These have been included in the budgeted employee

• **Rate Capping** – The Victorian State Government continues with a cap on rate increases. The cap for 2024/25 has been set at 2.75% down from 3.50% in 2023/24 even though current economic forecasts indicate CPI running at approximately 4%.

• **Supplementary Rates** – Supplementary rates are additional rates received after the budget is adopted each year, for the part of the year when a property value increases in value (eg. due to improvements made or change in land class), or new residents become assessable. Importantly, supplementary rates recognises that new residents require services on the day they move into the Council and Council is committed to providing these. Supplementary rates income is based on historical and forecast data and is set at anticipated levels.

• **Waste Disposal Costs** – The Environment Protection Authority (EPA) regulation has a sustained impact on Council with regards to compliance with existing and past landfills sites. Waste disposal costs are also impacted by industry changes such as increasing EPA landfill levies and negotiation of contracts eg. recycling, sorting and acceptance.

• **Development Contributions** – being reflective of the current and projected growth in our population referred to above, development contributions income play an intrinsic part is sustaining this growth by way of investment in infrastructure and community services. They are also dependant on land sales and the desire of developers to construct new developments within the municipality.

Internal Influences

• **Business transformation** – Council has embarked on an organisation-wide continuous improvement across four themes in our workplace Transformation Plan. The themes are People, Customer, Technology and Growth. Our People, Customer and Technology themes are something most of us understand. Our Growth theme, however, is about advancing our organisation and workplace sustainability. The business transformation is underway, and the implementation of the service planning reviews have focused on:

- Resource levels to maintain and improve services
- Resources to fill gaps in current service delivery identified through the plans
- Opportunities for operating efficiencies
- An increasing demand from the community to address ageing infrastructure, improve the appearance of town centres and enhance parks, playgrounds and sporting facilities
- Tactical upgrades of key business systems to support the organisation while the longer term enterprise systems are procured, planned and implemented.

• **Adjusted underlying result** – Council's underlying result is impacted by the rate cap and the continued growth in servicing the community. Surplus funds from operations ensures Council has the financial capacity to invest in long term Council assets.

• **Cash** – Council has cash holdings at a sustainable level and will remain conscious of holding adequate funds to cover reserves, trusts and working capital. This in turn will generate additional interest income to benefit the community.

• **Working capital** – Council requires a certain level of cash to be able to meet its daily obligations (working capital) in times of low income and high expenditure. The 2024/25 cash levels are adequate in ensuring Council covers short-term obligations.

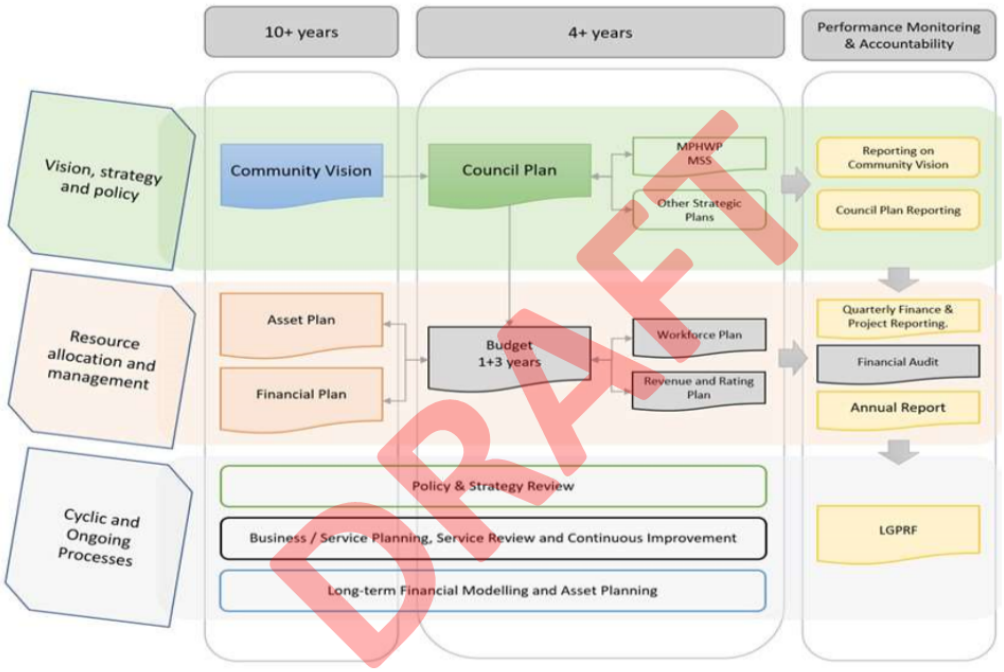
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1. Link to the Integrated Strategic Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated strategic planning and reporting framework that applies to local government in Victoria. At each stage of the integrated strategic planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated strategic planning and reporting framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services - such as animal management, local roads, food safety and statutory planning - most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.
Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

1.2 Our purpose

Our Vision

A Thriving Community Where Everyone Belongs

Our mission

Support the growth, wellbeing and aspirations of our community through leadership, excellence and inclusion.

Our values

Motivate

We are motivated by:
- Our essential responsibility to strive and to deliver the best possible outcomes for community.
- Creativity, innovation and co-design approaches, with people at the heart of everything we do.
- Our commitment to continuous improvement.
- Our ability to maximise our time and resources.
- The pride we take in our work and the quality of our outcomes.

Empower

We are empowered to:
- Involve others in solving problems, making decisions, and celebrate success.
- Encourage and recognise the contributions of others.
- Build capacity of staff and community.
- Take responsibility and be accountable for our decisions and actions.
- Be curious, think differently and try new things.

Lead

We lead by:
- Demonstrating our Vibrant MELTON Values.
- Embracing challenges and seeking to understand the drivers of future change.
- Encouraging creativity, innovation, design thinking and continuous improvement.
- Welcoming new ideas and ways of working from all levels of the organisation and community.

Trust

We build trust by:
- Demonstrating kindness, respecting all people and valuing differences.
- Learning from others experiences and perspectives.
- Dealing with others fairly and equitably by actively listening and responding appropriately.
- Taking responsibility to follow through on the commitments we make.

Open

We demonstrate openness and integrity by:
- Creating an environment that fosters honest communication.
- Collaborating with community and partners to achieve outcomes.
- Developing clear plans, policies and procedures and consistently applying them.
- Being transparent, accessible and providing relevant and timely feedback.

Nurture

We nurture by:
- Supporting growth and learning to achieve organisational and community goals.
- Being responsible for the way we treat others, and the natural environment.
- Encouraging a sense of belonging by sharing knowledge and actively supporting colleagues and community.
- Enriching the wellbeing and needs of current and future communities.
- Recognising people and projects that exceed expectations, celebrating achievements individually and together.

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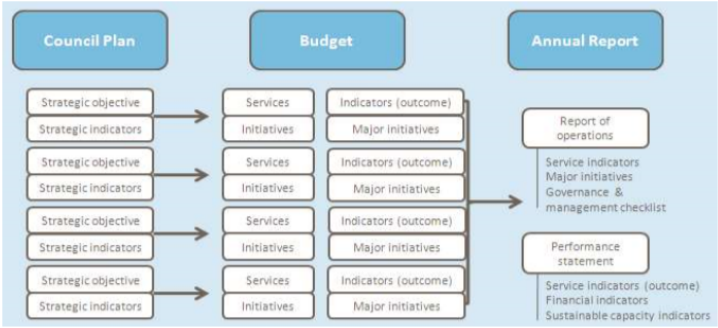
1.3 Strategic objectives

Strategic Objective	Description
Strategic Objective 1 A safe City that is socially and culturally connected - a diverse, equitable, safe and connected City that people are proud to be a part of.	Our community is at the heart of everything we do. Council is committed to supporting a diverse, equitable and connected community that people are proud to be a part of. Our community has told us they value a sense of belonging, want to feel safe in their homes and neighbourhoods, and want opportunities to come together. A safe City that is socially and culturally connected is created through local leadership, strong partnerships, accessible services, tailored programs and welcoming places that promote community health and wellbeing.
Strategic Objective 2 A vibrant and healthy natural and built environment.	Council is committed to protecting and enhancing the City's natural environment - its grasslands, forests, waterways, flora and fauna. People in our City have told us that the bushfires in early 2020 refined their focus on global warming and renewed their commitment to environmental sustainability whilst heightening their awareness of our community's vulnerability to climate change. They also recognise the health and wellbeing benefits of having close access to green open space, especially on their mental wellbeing during the COVID-19 pandemic. A whole-of-community commitment is required to combat climate change to ensure a thriving natural environment for current and future generations.
Strategic Objective 3 A fast growing, innovative and well-planned City - a City where growth and development occur in a strategic, fair and sustainable way.	Council is committed to ensuring that the growth and development of our City occurs in a strategic, fair and sustainable way. Our community has told us that they want well-planned neighbourhoods that promote walking and cycling, efficient public transport and a free-flowing road network. They want public spaces that foster connection as well as a state-of-the-art hospital, and local health and community services. Council will partner with and advocate to service providers and all tiers of government to work towards achieving this.
Strategic Objective 4 A City that promotes greater education and employment - A City rich in local employment and education opportunities.	Our community has told us that they want to be known as a learning City, for our pioneering innovation and a place with abundant employment opportunities. Council is committed to advocating for local tertiary education, ensuring that as our community grows there is equitable access to schools and training opportunities, as well as providing lifelong learning programs for all stages of life. In addition to this, Council will work closely with local businesses and invest in attracting new business ventures to enable more residents to be locally employed. We will work in partnership with the community, private sector and all tiers of government to achieve this.
Strategic Objective 5 A community that is actively engaged in the City - a community that embraces volunteering and is encouraged and able to engage with Council.	Council is committed to working in collaboration with our community to better understand and represent their diverse needs. Our community has told us that they want to contribute to the development of Council projects that affect their lives so we will encourage our community to engage with us through accessible and transparent consultation. People in our City have also shared that they want to be actively engaged in the community and want to contribute to making their City great through volunteering.
Strategic Objective 6 A high performing organisation that demonstrates civic leadership and organisational excellence - an innovative, transparent, accountable and sustainable organisation.	Council is committed to providing strategic leadership and striving for innovation, transparency, accountability and sustainability. We will manage the City in a socially responsible way and ensure our services and facilities are efficient and equitable. We will work in partnership with our community, stakeholders and all tiers of government to meet the needs and aspirations of our growing City.

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2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024/25 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Jobs, Precincts and Regions

2.1 Strategic Objective 1

A safe City that is socially and culturally connected - a diverse, equitable, safe and connected City that people are proud to be a part of.

Services

Service area	Description of services provided		2022/23 Actual $'000	2023/24 Forecast $'000	2024/25 Budget $'000
Community Safety	Community Safety is responsible for the implementation of Council's General Local Laws, including amenity protection, local laws, parking, litter prevention and management of school crossings program. Community Safety are also responsible for building services, environmental health and animal management, including ranger services and management of Council's Pound.	*Inc*	(8,148)	(10,094)	(9,591)
		Exp	8,606	11,172	10,422
		Surplus / (deficit)	**457**	**1,079**	**830**
Child, Family and Youth	Provision of services for children 0-25 years and their families. Programs include Child Care services, Kindergarten enrolment, playgroup and children's programs, family parenting programs, preschool field officer program, best start program). The service also facilitates Council's Early Years Partnership committee delivering Melton's Municipal Early Years Plan and the provision of all programs and services related to young people aged 12-25 through the Council Young Communities portfolio.	*Inc*	(3,507)	(3,222)	(3,385)
		Exp	6,114	6,547	6,479
		Surplus / (deficit)	**2,607**	**3,326**	**3,094**
Community Care and Active Living	Provision of services and programs for older people, people with a disability and their carers including delivered and centre-based meals, personal care, domestic assistance, community transport property maintenance, community and centre based respite and Men's Shed. Also, includes provision of Integrated Family Support Services and Housing Services that provide homelessness support services and manage Council's affordable housing properties. The service area also facilitates Council's Disability Advisory and Youth Advisory Committees.	*Inc*	(5,846)	(6,519)	(6,424)
		Exp	7,891	8,576	9,194
		Surplus / (deficit)	**2,045**	**2,056**	**2,770**
Recreation and Facility Activation	Plans and manages the provision of all community sport, recreation and leisure based (including aquatics) infrastructure across the municipality. The service also provides advice to Council on open space planning, sport development, leisure needs and access to recreation activities. The Business unit provides Council's cafe services and manages the activation and bookings of all community facilities and infrastructure.	*Inc*	(2,364)	(1,866)	(1,998)
		Exp	3,954	3,706	4,354
		Surplus / (deficit)	**1,590**	**1,840**	**2,356**
Healthy Connected Communities	Plans, promotes and supports a more inclusive, engaged, healthy, and safe community through a range of community capacity initiatives and programs. This is delivered through the provision of community centre and neighbourhood facilities and programs, social and health policy planning and research, health promotion, community safety, the prevention of violence against women, reconciliation and First Nations community engagement, and culturally and linguistically diverse communities engagement along with community grants and awards programs. Plans and delivers Council's major events (civic and community) program.	*Inc*	(656)	(844)	(689)
		Exp	6,851	8,869	8,953
		Surplus / (deficit)	**6,195**	**8,026**	**8,264**
Maternal & Child Health	Provision of all Maternal Child Health Services and programs including Universal and Enhanced MCH services, parental education support services and programs.	*Inc*	(4,229)	(4,125)	(4,607)
		Exp	6,966	7,950	9,901
		Surplus / (deficit)	**2,737**	**3,825**	**5,294**

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Major Initiatives

1) Melton Football Netball Club MacPherson Park Upgrade - shelter structure (Net cost $250,000)
2) Melton Phoenix Football Club - lighting conversion to LEDs at junior pitches (Net cost $260,000)

Other Initiatives

3) Frontier Reserve Aintree Oval 1 and 2 - shelter and storage feasibility (Net cost $15,000)
4) Taylors Hill Recreation Reserve - shelter and seating (Net cost $100,000)
5) Stolen Generation marker - engagement, design and preplanning (Net cost $126,500)
6) Extension of Melton Pound Sat & Sun opening hours from 9.30am-11.00am and 3.00pm -4.30pm - one year trial (Net cost $85,000)
7) Provisional sum for a feasibility study for an Aboriginal Controlled Community Hub within the city of Melton subject to a separate Council Report with decision of Council (Net cost $80,000)
8) Mountain Bike and BMX Facility Strategy (Net cost $60,000)
9) Djirra's Melton Creative Art Studio and Workshop Space - Support 50% of requested value to be issued under funding agreement (Net cost $15,000)
10) Caroline Springs Carols By Candlelight (Net cost $40,000)
11) Arnolds Creek Reserve - electronic scoreboard (Net cost $80,000)
12) Frontier Reserve Aintree Oval 1 - electronic scoreboard (Net cost $80,000)
13) Frontier Recreation Reserve Turf wickets - design only (Net cost $30,000)
14) Caroline Springs precinct feasibility (Net cost $60,000)
15) Melton South Community Centre - storage unit for centre and the food bank (Net cost $3,000)
16) Melton Weir Parkland strategy outcomes (Net cost $80,000)

Service Performance Outcome Indicators

Service	Indicator
Maternal and Child Health(MCH)*	Participation
Aquatic Facilities*	Participation
Animal Management*	Health and Safety
Food Safety*	Health and Safety

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

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2.2 Strategic Objective 2

A vibrant and healthy natural and built environment.

Services

Service area	Description of services provided		2022/23 Actual $'000	2023/24 Forecast $'000	2024/25 Budget $'000
Operations	Operations are responsible for the maintenance of the City's assets, including Council's roads, footpaths, drainage, parks, open spaces, sportsgrounds, trees and responsible for Council's waste and recycling services. Operations also coordinate Council's municipal emergency management arrangements (planning, preparedness and recovery) and organisational business continuity planning.	*Inc*	(1,250)	(850)	(1,192)
		Exp	68,989	76,944	81,249
		Surplus/ (deficit)	**67,739**	**76,094**	**80,056**
City Environment and Sustainability	Provision of environmental planning and administering Council's Environmental Enhancement Program. Creating, maintaining and implementing council's environment, climate change, sustainability and integrated water management policies and plans. Delivery of Council's environmental outreach activities to the community.	*Inc*	(168)	-	-
		Exp	1,164	1,754	1,911
		Surplus/ (deficit)	**996**	**1,754**	**1,911**

Major Initiatives

17) Increase the budget for Minor Park Improvements (Net cost $1,500,000)

Other Initiatives

18) Melton Botanic Gardens - contribution to handrail (Net cost $15,000)
19) Free Green Waste - change of dates to mid-November and mid-January (Net cost $Nil)
20) Commemorative Park Bench (Net cost $5,000)
21) Grizzly Bear Park Truganina - local park improvement (Net cost $15,000)
22) Parkwood Green Playground Improvements - pre-planning and site works (Net cost $15,000)
23) Navan Park Boardwalk Crossover - preplanning and design only (Net cost $50,000)

Service Performance Outcome Indicators

Service	Indicator
Waste Management*	Waste Diversion

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

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2.2 Strategic Objective 3

A fast growing, innovative and well-planned City - a City where growth and development occur in a strategic, fair and sustainable way.

Services

Service area	Description of services provided		2022/23 Actual $'000	2023/24 Forecast $'000	2024/25 Budget $'000
City Strategy	Provision of strategic planning and administration of the Melton Planning Scheme, urban design and landscape architecture for assessment of planning permits, community and open space planning, and heritage services.	*Inc*	(1,736)	(818)	(845)
		Exp	3,942	3,794	4,241
		Surplus / (deficit)	**2,206**	**2,976**	**3,396**
Engineering and Asset Services	Engineering and Asset Services are responsible for engineering investigations and permits, traffic and transport planning, asset services, including geographic information systems and facilities maintenance.	*Inc*	(5,079)	(3,991)	(4,510)
		Exp	9,309	10,025	12,755
		Surplus / (deficit)	**4,230**	**6,034**	**8,245**
City Infrastructure Planning	Provision of strategic infrastructure planning activities including long term capital pipeline management, land acquisition activities, transport network planning, engineering assessment of planning permit applications and monitoring of development construction activity.	*Inc*	(7,299)	(8,260)	(8,160)
		Exp	2,300	3,391	3,436
		Surplus / (deficit)	**(4,998)**	**(4,869)**	**(4,724)**
Capital Delivery	Capital Delivery is responsible for the delivery of Council's Capital Works Program, including management of design, approvals, procurement of works and co-ordination and contract management of construction.	*Inc*	(40)	(38)	-
		Exp	(2,531)	612	798
		Surplus / (deficit)	**(2,571)**	**574**	**798**
Major Project Delivery	Major Projects Delivery is responsible for the delivery of Councils high risk high value infrastructure projects. This involves the full end to end project delivery from pipeline and business case development through to completion.	*Inc*	-	-	-
		Exp	76	117	603
		Surplus / (deficit)	**76**	**117**	**603**
City Growth and Development	Provision of assessment of planning and subdivision proposals under the relevant planning and subdivision legislation and ensuring compliance with the planning controls. Services provided include the assessment of Planning and Subdivision Applications, pre-application consultation, planning advice, post permit approvals, issue of Statements of Compliance, and collection, monitoring and reporting of development contributions.	*Inc*	(1,800)	(1,974)	(1,611)
		Exp	3,328	3,778	4,329
		Surplus / (deficit)	**1,529**	**1,804**	**2,719**
Executive Lead Strategic Initiatives	Provision of services facilitating major public and private investments in the municipality, strategic acquisition and disposal of Council land, strategic development of key Council owned properties.	*Inc*	(190)	(195)	(199)
		Exp	425	467	225
		Surplus / (deficit)	**235**	**273**	**25**
Enterprise Project Management Office	Provision of leadership, support and improvement capability with setting priorities, standards and goals for Council's portfolio of programs and projects.	*Inc*	-	-	-
		Exp	612	47	151
		Surplus / (deficit)	**612**	**47**	**151**

Major Initiatives

24) Pedestrian fencing in Caroline Springs Boulevard and increased safety measures for outdoor dining on Council land (Net cost $250,000)

Other Initiatives

25) Lake Caroline master plan outcomes (Net cost $80,000)

26) Linda Place Kurunjang - footpath construction to Thrice Lane (Net cost $52,000)

Service Performance Outcome Indicators

Service	Indicator
Planning Services*	Decision making
Roads*	Satisfaction

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

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2.2 Strategic Objective 4

A City that promotes greater education and employment - A City rich in local employment and education opportunities.

Services

Service area	Description of services provided		2022/23 Actual $'000	2023/24 Forecast $'000	2024/25 Budget $'000
Libraries & Learning	Provision of public library services including collections, programs, activities and access to technology from two library locations, online and via outreach services to promote reading, learning and literacy. Provision of arts and cultural activities.	*Inc*	(1,384)	(1,352)	(1,388)
		Exp	4,092	4,570	5,126
		Surplus / (deficit)	**2,709**	**3,218**	**3,737**
Economy and Place Management	Economy and Place is responsible for supporting local businesses through business engagement, place activations and training and development programs, including the annual Business Awards. This department also has a major focus on investment attraction and place management, working at a strategic level with internal and external stakeholders to attract jobs and investment to the City's existing and growing commercial and industrial precincts. This department plays a major role in exploring, developing and leading transformative place based interventions through urban design and investment attraction projects within key activity centres.	*Inc*	(227)	(38)	-
		Exp	2,053	2,128	1,730
		Surplus / (deficit)	**1,826**	**2,090**	**1,730**

Other Initiatives

27) Melton Gold Cup television coverage contribution (Net cost $14,000)

28) "We Love Aintree" – Placemaking Program funding (Net cost $30,000)

Service Performance Outcome Indicators

Service	Indicator
Libraries*	Participation

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

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2.2 Strategic Objective 5

A community that is actively engaged in the City - a community that embraces volunteering and is encouraged and able to engage with Council.

Services

Service area	Description of services provided		2022/23 Actual $'000	2023/24 Forecast $'000	2024/25 Budget $'000
Communication and Engagement	The communications function delivers media liaison, strategic communications, communication plans, and produces publications and electronic communications for the community, Councillors and the organisation.	*Inc*	-	-	-
		Exp	1,056	1,497	1,880
		Surplus / (deficit)	**1,056**	**1,497**	**1,880**

2.2 Strategic Objective 6

A high performing organisation that demonstrates civic leadership and organisational excellence - an innovative, transparent, accountable and sustainable organisation.

Services

Service area	Description of services provided		2022/23 Actual $'000	2023/24 Forecast $'000	2024/25 Budget $'000
Finance	Provision of financial services to both internal and external customers including the management of Council's finances, raising and collection of rates and charges and property valuation.	*Inc*	(25,973)	(18,710)	(22,191)
		Exp	4,758	3,833	1,141
		Surplus / (deficit)	**(21,215)**	**(14,877)**	**(21,049)**
Technology	Provision of leadership, support and improvement capability in the area of information and technology so that the organisation can deliver effective services.	*Inc*	(410)	-	-
		Exp	14,676	14,946	12,101
		Surplus / (deficit)	**14,266**	**14,946**	**12,101**
People & Safety	Provision of human resources, learning and development payroll, industrial relations. Provides occupational health and safety programs, workers' compensation services, health and wellbeing initiatives.	*Inc*	-	-	-
		Exp	3,133	3,623	3,971
		Surplus / (deficit)	**3,133**	**3,623**	**3,971**
Executive Administration	This area of governance includes the Mayor, Councillors, Chief Executive Officer and Executive Management Team and associated support which cannot be easily attributed to the direct service provision areas. Responsible for providing strategic direction and operational leadership of Council and its results.	*Inc*	-	-	-
		Exp	3,236	5,547	3,916
		Surplus / (deficit)	**3,236**	**5,547**	**3,916**
Advocacy and Government Relations	This area coordinates government relations strategies, planning, development and facilitation of Council's advocacy functions and the management of the Melton Public Cemetery.	*Inc*	(128)	(105)	(126)
		Exp	959	1,329	1,155
		Surplus / (deficit)	**831**	**1,224**	**1,029**
Customer Experience	The customer service function delivers the provision of customer services in relation to phone, email and in person enquiries. Counter services are provided at locations including Melton Civic Centre and Melton and Caroline Springs Libraries.	*Inc*	-	-	-
		Exp	1,867	2,110	2,421
		Surplus / (deficit)	**1,867**	**2,110**	**2,421**
Transformation Program	The transformation office is responsible for delivery of the Transformation Plan to improve customer and employee experience through a focus on customers, people, technology and growth.	*Inc*	-	-	-
		Exp	-	504	536
		Surplus / (deficit)	**-**	**504**	**536**
Governance	Provision of a range of internal services to Council including governance, legal, contractual and internal audit services. Also administrative support to the Mayor and Councillors. Provides risk management services and fraud and corruption control.	*Inc*	(44)	(13)	(87)
		Exp	4,060	5,628	7,410
		Surplus / (deficit)	**4,016**	**5,615**	**7,323**
Procurement	Provision of procurement, credit cards, fleet management and insurance services to both internal and external customers including strategic sourcing, frameworks, policies and procedures, compliance and capability development.	*Inc*	-	-	-
		Exp	1,121	3,660	3,790
		Surplus / (deficit)	**1,121**	**3,660**	**3,790**
Organisational Performance	Provision of Council's Corporate Planning and Performance functions including the development and revision of the Council and Wellbeing Plan, Annual Report and Council's non-financial end-of-year reporting.	*Inc*	-	-	-
		Exp	140	476	602
		Surplus / (deficit)	**140**	**476**	**602**

Other Initiatives

29) Councillor training opportunities (Net cost $30,000)

30) Increase Pensioner rebate from $85 up to $90 (Net cost $38,200)

Service Performance Outcome Indicators

Service	Indicator
Governance*	Satisfaction

* refer to table at end of section 2.2 for information on the calculation of Service Performance Outcome Indicators

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Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Consultation and engagement	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory planning	Service standard	Planning applications decided within required timeframes (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Roads	Condition	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Libraries	Participation	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
Waste management	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
		Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

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2.3 Reconciliation with budgeted operating result

	Surplus/ (Deficit)	Expenditure	Income / Revenue
	$'000	$'000	$'000
Strategic Objective 1	(22,609)	(49,303)	26,694
Strategic Objective 2	(81,967)	(83,160)	1,192
Strategic Objective 3	(11,213)	(26,538)	15,325
Strategic Objective 4	(5,467)	(6,856)	1,388
Strategic Objective 5	(1,880)	(1,880)	-
Strategic Objective 6	(14,639)	(37,043)	22,404
Total	**(137,776)**	**(204,780)**	**67,004**
Expenses added in:			
Depreciation and Amortisation		(56,851)	
Finance costs		(72)	
Surplus/(Deficit) before funding sources	**(194,699)**	**(261,703)**	**67,004**
Funding sources added in:			
Rates and charges revenue			190,798
Interest on Investments			37,794
Developer Contributions			283,797
Net gain (loss) on disposal of property, infrastructure, plant and equipment			23,426
Capital grants			24,215
Total funding sources		-	**560,030**
Operating surplus/(deficit) for the year	**365,331**	**(261,703)**	**627,033**

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3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024/25 has been supplemented with projections to 2027/28

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Comprehensive Income Statement
Balance Sheet
Statement of Changes in Equity
Statement of Cash Flows
Statement of Capital Works
Statement of Human Resources

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Comprehensive Income Statement

For the four years ending 30 June 2028

	NOTES	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Income / Revenue						
Rates and charges	4.1.1	178,729	**190,798**	206,062	222,547	240,351
Statutory fees and fines	4.1.2	14,812	**13,841**	14,256	14,684	15,124
User fees	4.1.3	12,382	**12,951**	13,340	13,740	14,152
Grants - operating	4.1.4	35,821	**40,212**	41,016	41,837	42,673
Grants - capital	4.1.4	20,972	**24,215**	8,132	9,789	12,916
Contributions - monetary	4.1.5	113,272	**97,951**	162,654	193,745	192,120
Contributions - non-monetary	4.1.5	213,278	**185,846**	225,383	236,652	248,484
Net gain (or loss) on disposal of property, infrastructure, plant and equipment		11,519	**23,426**	10,000	10,000	10,000
Other income	4.1.6	34,192	**37,794**	38,822	39,880	40,969
Total income / revenue		634,977	**627,034**	719,664	782,873	816,790
Expenses						
Employee costs	4.1.7	77,706	**81,639**	84,905	88,301	91,833
Materials and services	4.1.8	117,155	**120,842**	124,467	128,201	132,047
Depreciation	4.1.9	52,028	**56,125**	58,931	61,878	64,972
Amortisation - intangible assets	4.1.10	327	**327**	284	247	215
Depreciation - right of use assets	4.1.11	365	**399**	399	399	399
Borrowing costs	4.1.12	190	**482**	313	211	131
Finance costs - leases		27	**72**	53	33	12
Bad and Doubtful Debts		1,633	**1,352**	1,366	1,379	1,393
Other expenses		-	**465**	479	494	509
Total expenses		249,431	**261,703**	271,198	281,143	291,510
Surplus/(deficit) for the year		385,546	**365,331**	448,467	501,730	525,280
Total comprehensive result		385,546	365,331	448,467	501,730	525,280

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Balance Sheet

For the four years ending 30 June 2028

	NOTES	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Assets						
Current assets						
Cash and cash equivalents		158,621	**92,667**	69,232	120,408	215,457
Trade and other receivables		32,259	**35,066**	39,882	43,848	45,246
Other financial assets		314,157	**323,582**	333,289	343,288	353,586
Inventories		17	**18**	18	19	19
Other assets		27,509	**27,509**	27,509	27,509	27,509
Total current assets	4.2.1	532,563	**478,841**	469,930	535,071	641,817
Non-current assets						
Other financial assets		239,000	**246,170**	253,555	261,162	268,997
Property, infrastructure, plant & equipment		4,034,750	**4,414,006**	4,863,670	5,293,613	5,705,161
Right-of-use assets	4.2.4	510	**1,197**	798	399	-
Investment property		7,170	**7,170**	7,170	7,170	7,170
Intangible assets		1,723	**1,396**	1,112	864	649
Total non-current assets	4.2.1	4,283,153	**4,669,939**	5,126,305	5,563,208	5,981,977
Total assets		4,815,716	**5,148,780**	5,596,234	6,098,280	6,623,793
Liabilities						
Current liabilities						
Trade and other payables		85,932	**46,439**	47,036	47,652	48,237
Trust funds and deposits		39,125	**40,299**	41,508	42,753	44,036
Provisions		13,881	**14,297**	14,726	15,168	15,623
Interest-bearing liabilities	4.2.3	2,241	**2,905**	1,629	1,709	1,793
Lease liabilities	4.2.4	319	**392**	412	433	-
Total current liabilities	4.2.2	141,498	**104,333**	105,310	107,715	109,689
Non-current liabilities						
Provisions		1,633	**1,682**	1,732	1,784	1,838
Interest-bearing liabilities	4.2.3	922	**5,131**	3,502	1,793	-
Lease liabilities	4.2.4	204	**844**	433	-	-
Total non-current liabilities	4.2.2	2,759	**7,657**	5,667	3,578	1,838
Total liabilities		144,257	**111,990**	110,978	111,293	111,527
Net assets		4,671,459	**5,036,790**	5,485,257	5,986,987	6,512,266
Equity						
Accumulated surplus		2,693,188	**2,969,956**	3,329,195	3,741,029	4,175,741
Reserves		1,978,271	**2,066,834**	2,156,062	2,245,958	2,336,525
Total equity		4,671,459	**5,036,790**	5,485,257	5,986,987	6,512,266

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Statement of Changes in Equity

For the four years ending 30 June 2028

	NOTES	Total $'000	Accumulated Surplus $'000	Revaluation Reserve $'000	Other Reserves $'000
2024 Forecast Actual					
Balance at beginning of the financial year		4,285,913	2,343,662	1,462,758	479,493
Surplus/(deficit) for the year		385,546	385,546	-	-
Transfers (to) / from reserves		-	(36,020)	-	36,020
Balance at end of the financial year		**4,671,459**	**2,693,188**	**1,462,758**	**515,513**
2025 Budget					
Balance at beginning of the financial year		**4,671,459**	**2,693,188**	**1,462,758**	**515,513**
Surplus/(deficit) for the year		**365,331**	**365,331**	**-**	**-**
Transfers (to) / from reserves	4.3.1	**-**	**(88,563)**	**-**	**88,563**
Balance at end of the financial year	4.3.2	**5,036,790**	**2,969,956**	**1,462,758**	**604,076**
2026					
Balance at beginning of the financial year		5,036,790	2,969,956	1,462,758	604,076
Surplus/(deficit) for the year		448,467	448,467	-	-
Transfers (to) / from reserves		(0)	(89,228)	-	89,228
Balance at end of the financial year		**5,485,257**	**3,329,195**	**1,462,758**	**693,304**
2027					
Balance at beginning of the financial year		5,485,257	3,329,195	1,462,758	693,304
Surplus/(deficit) for the year		501,730	501,730	-	-
Transfers (to) / from reserves		(0)	(89,896)	-	89,896
Balance at end of the financial year		**5,986,987**	**3,741,029**	**1,462,758**	**783,200**
2028					
Balance at beginning of the financial year		5,986,987	3,741,029	1,462,758	783,200
Surplus/(deficit) for the year		525,280	525,280	-	-
Transfers (to) / from reserves		(0)	(90,568)	-	90,568
Balance at end of the financial year		**6,512,266**	**4,175,741**	**1,462,758**	**873,767**

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Statement of Cash Flows

For the four years ending 30 June 2028

	Notes	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
		Inflows (Outflows)	**Inflows (Outflows)**	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		178,217	**189,632**	204,199	220,607	238,368
Statutory fees and fines		14,975	**15,132**	15,596	16,069	16,559
User fees		14,124	**14,159**	14,593	15,036	15,494
Grants - operating		34,809	**39,966**	40,822	41,653	42,506
Grants - capital		13,467	**24,067**	9,377	9,630	12,637
Contributions - monetary		113,272	**97,951**	162,654	193,745	192,120
Interest received		20,719	**32,515**	33,490	34,495	35,530
Trust funds and deposits taken		415	**1,174**	1,209	1,245	1,283
Other receipts		54,898	**40,519**	28,045	32,927	35,796
Net GST refund / payment		2,439	**17,245**	20,093	15,051	12,513
Employee costs		(69,225)	**(107,625)**	(84,636)	(88,022)	(91,563)
Materials and services		(105,883)	**(138,060)**	(98,294)	(101,242)	(104,312)
Other payments		(36,095)	**(37,178)**	(38,293)	(39,442)	(40,625)
Net cash provided by/(used in) operating activities	4.4.1	236,132	**189,497**	308,855	351,752	366,306
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(124,535)	**(286,263)**	(355,572)	(325,317)	(296,079)
Proceeds from sale of property, infrastructure, plant and equipment		26,784	**26,864**	26,945	27,026	27,107
Net cash provided by/ (used in) investing activities	4.4.2	(97,751)	**(259,399)**	(328,627)	(298,291)	(268,972)
Cash flows from financing activities						
Finance costs		(179)	**(482)**	(313)	(211)	(131)
Proceeds from borrowings		-	**8,300**	-	-	-
Repayment of borrowings		(2,607)	**(3,427)**	(2,905)	(1,629)	(1,709)
Interest paid - lease liability		(23)	**(72)**	(53)	(33)	(12)
Repayment of lease liabilities		(352)	**(373)**	(392)	(412)	(433)
Net cash provided by/(used in) financing activities	4.4.3	(3,161)	**3,947**	(3,663)	(2,285)	(2,285)
Net increase/(decrease) in cash & cash equivalents		135,220	**(65,954)**	(23,435)	51,176	95,049
Cash and cash equivalents at the beginning of the financial year		23,401	**158,621**	92,667	69,232	120,408
Cash and cash equivalents at the end of the financial year		158,621	**92,667**	69,232	120,408	215,457

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Statement of Capital Works

For the four years ending 30 June 2028

	NOTES	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Property						
Land		3,510	-	-	-	-
Total land		3,510	-	-	-	-
Buildings		30,703	**44,250**	92,145	38,407	31,697
Building improvements		-	**3,405**	1,882	1,763	2,708
Total buildings		30,703	**47,655**	94,027	40,170	34,405
Total property		34,213	**47,655**	94,027	40,170	34,405
Plant and equipment						
Plant, machinery and equipment		-	**4,999**	609	634	658
Fixtures, fittings and furniture		100	**423**	137	145	153
Information technology & telecommunications		2,047	**10,367**	14,211	15,870	4,824
Library books		511	**558**	586	857	859
Total plant and equipment		2,658	**16,347**	15,543	17,506	6,494
Infrastructure						
Roads		35,171	**70,666**	74,867	76,925	61,425
Bridges		521	**1,702**	5,944	9,354	15,965
Footpaths and cycleways		3,159	**10,782**	8,661	4,390	8,282
Drainage		1,095	**930**	784	671	678
Recreational, leisure and community facilities		12,879	**61,409**	71,635	96,542	92,259
Parks, open space and streetscapes		12,905	**6,611**	7,427	6,764	5,634
Off street car parks		481	**122**	760	-	-
Kerb and Channel		-	**142**	147	151	156
Traffic Management Devices		838	**2,818**	2,578	1,789	1,444
Other infrastructure		8,415	**1,547**	840	907	1,293
Total infrastructure		75,464	**156,729**	173,643	197,493	187,136
Total capital works expenditure	4.5.1	112,335	**220,731**	283,213	255,169	228,035
Represented by:						
New asset expenditure		61,510	**121,665**	188,638	204,273	196,859
Asset renewal expenditure		13,238	**11,184**	9,831	8,395	10,695
Asset expansion expenditure		5,417	**-**	-	-	-
Asset upgrade expenditure		32,170	**87,882**	84,743	42,501	20,480
Total capital works expenditure	4.5.1	112,335	**220,731**	283,213	255,169	228,035
Funding sources represented by:						
Grants		13,867	**24,215**	8,132	9,789	12,916
Developer Contribution & Other Reserves		4,665	**52,197**	104,714	99,403	78,705
Council cash		93,803	**144,319**	170,367	145,977	136,414
Total capital works expenditure	4.5.1	112,335	**220,731**	283,213	255,169	228,035

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Statement of Human Resources

For the four years ending 30 June 2028

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Staff expenditure					
Employee costs - operating	75,668	**81,474**	86,431	90,808	94,930
Employee costs - capital	12,033	**12,313**	13,070	13,738	14,356
Total staff expenditure	87,701	**93,787**	99,501	104,546	109,286
	FTE	**FTE**	FTE	FTE	FTE
Staff numbers					
Employees	780.3	**803.6**	827.7	844.3	856.9
Total staff numbers	780.3	**803.6**	827.7	844.3	856.9

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Directorate	Budget 2024/25 $'000	Comprises Permanent Full Time $'000	Permanent Part time $'000	Casual $'000	Temporary $'000
Office of CEO	**10,613**	8,913	1,328	63	309
Organisational Performance	**13,619**	12,113	187	-	1,319
City Delivery	**17,426**	14,098	2,284	409	635
City Life	**34,897**	22,018	10,992	1,268	619
City Futures	**13,941**	12,937	530	-	474
Total staff expenditure	**90,496**	**70,079**	**15,321**	**1,740**	**3,356**
Capitalised labour costs	**12,313**				
Labour Efficiencies	**(9,022)**				
Total expenditure	**93,787**				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Directorate	Budget Permanent FTE	Comprises Permanent Full Time FTE	Permanent Part time FTE	Casual FTE	Temporary FTE
Office of CEO	**82.4**	65.0	14.3	0.5	2.5
Organisational Performance	**126.8**	113.4	1.6	-	11.8
City Delivery	**182.2**	148.0	25.7	3.8	4.7
City Life	**287.2**	174.7	98.6	8.3	5.6
City Futures	**125.2**	115.0	5.0	-	5.2
Total staff	**803.6**	616.1	145.2	12.5	29.8

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Summary of Planned Human Resources Expenditure
For the four years ending 30 June 2028

	2024/25 $'000	2025/26 $'000	2026/27 $'000	2027/28 $'000
Office of CEO				
Permanent - Full time	8,913	9,453	9,939	10,396
Women	6,656	7,052	7,419	7,753
Men	2,257	2,401	2,520	2,643
Permanent - Part time	1,328	1,407	1,478	1,542
Women	1,254	1,330	1,399	1,461
Men	74	77	79	81
Total Office of CEO	10,241	10,860	11,417	11,938
Organisational Performance				
Permanent - Full time	12,113	12,849	13,505	14,115
Women	7,360	7,817	8,208	8,586
Men	4,753	5,032	5,297	5,529
Permanent - Part time	187	193	198	204
Women	187	193	198	204
Men	-	-	-	-
Total Organisational Performance	12,300	13,042	13,703	14,319
City Delivery				
Permanent - Full time	14,098	14,959	15,716	16,426
Women	6,635	7,036	7,401	7,729
Men	7,463	7,923	8,315	8,697
Permanent - Part time	2,284	2,426	2,545	2,661
Women	1,724	1,831	1,923	2,010
Men	560	595	622	651
Total City Delivery	16,382	17,385	18,261	19,087
City Life				
Permanent - Full time	22,018	23,366	24,544	25,658
Women	16,664	17,686	18,571	19,422
Men	5,354	5,680	5,973	6,236
Permanent - Part time	10,992	11,666	12,252	12,815
Women	10,212	10,839	11,389	11,914
Men	780	827	863	901
Total City Life	33,010	35,032	36,796	38,473
City Futures				
Permanent - Full time	12,937	13,727	14,425	15,078
Women	5,775	6,129	6,441	6,737
Men	7,162	7,598	7,984	8,341
Permanent - Part time	530	557	586	614
Women	368	379	402	425
Men	162	178	184	189
Total City Futures	13,467	14,284	15,011	15,692
Casuals, temporary and other expenditure	5,096	5,400	5,676	5,934
Capitalised labour costs	12,313	13,070	13,738	14,356
Labour Efficiencies	(9,022)	(9,572)	(10,056)	(10,513)
Total staff expenditure	**93,787**	**99,501**	**104,546**	**109,286**

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	2024/25 FTE	2025/26 FTE	2026/27 FTE	2027/28 FTE
Office of CEO				
Permanent - Full time	60.8	62.6	63.9	64.9
Women	45.4	46.7	47.7	48.4
Men	15.4	15.9	16.2	16.5
Permanent - Part time	14.3	14.7	15.0	15.2
Women	13.5	13.9	14.2	14.4
Men	0.8	0.8	0.8	0.8
Total Office of CEO	75.1	77.3	78.9	80.1
Organisational Performance				
Permanent - Full time	90.5	93.2	95.1	96.5
Women	55.0	56.7	57.8	58.7
Men	35.5	36.5	37.3	37.8
Permanent - Part time	1.6	1.6	1.6	1.6
Women	1.6	1.6	1.6	1.6
Men	-	-	-	-
Total Organisational Performance	92.1	94.8	96.7	98.1
City Delivery				
Permanent - Full time	116.2	119.7	122.1	123.9
Women	54.7	56.3	57.5	58.3
Men	61.5	63.4	64.6	65.6
Permanent - Part time	25.7	26.5	27.0	27.4
Women	19.4	20.0	20.4	20.7
Men	6.3	6.5	6.6	6.7
Total City Delivery	141.9	146.2	149.1	151.3
City Life				
Permanent - Full time	171.7	176.9	180.4	183.1
Women	129.9	133.9	136.5	138.6
Men	41.8	43.0	43.9	44.5
Permanent - Part time	98.6	101.6	103.6	105.2
Women	91.6	94.4	96.3	97.8
Men	7.0	7.2	7.3	7.4
Total City Life	270.3	278.5	284.0	288.3
City Futures				
Permanent - Full time	96.1	99.0	101.0	102.5
Women	42.9	44.2	45.1	45.8
Men	53.2	54.8	55.9	56.7
Permanent - Part time	4.9	5.0	5.1	5.2
Women	3.4	3.4	3.5	3.6
Men	1.5	1.6	1.6	1.6
Total City Futures	101.0	104.0	106.1	107.7
Casuals and temporary staff	38.1	39.2	40.0	40.6
Capitalised labour	85.1	87.7	89.5	90.8
Total staff numbers	**803.6**	**827.7**	**844.3**	**856.9**

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4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget. As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024/25 the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.75% in line with the rate cap.
This will raise total rates and charges for 2024/25 to $190.798m.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2023/24 Forecast Actual $'000	2024/25 Budget $'000	Change $'000	Change %
General rates*	135,113	**145,559**	10,446	7.7%
Municipal charge*	13,321	**14,359**	1,038	7.8%
Waste management charge	23,472	**24,175**	703	3.0%
Environmental enhancement rebate	(1,753)	**(1,720)**	33	-1.9%
Council pensioner rebate	(687)	**(700)**	(13)	1.9%
Supplementary rates and rate adjustments	8,092	**7,938**	(154)	-1.9%
Interest on rates and charges	1,173	**1,187**	14	1.2%
Total rates and charges	178,731	**190,798**	12,067	6.8%

*These items are subject to the rate cap established under the FGRS.

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	2023/24 cents/$CIV	2024/25 cents/$CIV	Change
General Rate	0.21789	**0.22043**	1.17%
Vacant Land	0.32684	**0.33065**	1.17%
Extractive Industry Land	0.62752	**0.63484**	1.17%
Commercial/Industrial Developed Land	0.34862	**0.35269**	1.17%
Commercial/Industrial Vacant Land	0.43578	**0.44086**	1.17%
Retirement Village Land	0.18521	**0.18737**	1.17%
Rural Living Land	0.19610	**0.19839**	1.17%
Rural Land	0.15688	**0.15871**	1.17%
Urban Growth Land	0.16342	**0.16532**	1.16%

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4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year.

Type or class of land	2023/24 $'000	2024/25 $'000	Change $'000	Change %
General Rate	95,345	**103,919**	8,574	9.0%
Vacant Land	15,670	**14,879**	(791)	-5.0%
Extractive Industry Land	306	**311**	5	1.6%
Commercial/Industrial Developed Land	15,239	**16,968**	1,729	11.3%
Commercial/Industrial Vacant Land	4,116	**4,622**	506	12.3%
Retirement Village Land	435	**453**	18	4.1%
Rural Living Land	664	**805**	141	21.2%
Rural Land	2,093	**2,183**	90	4.3%
Urban Growth Land	1,246	**1,419**	173	13.9%
Sub-Total	*135,114*	***145,559***	*10,445*	*7.7%*
Less EER Rebate	(1,753)	**(1,720)**	33	-1.9%
Less Pension Rebate	(687)	**(700)**	(13)	1.9%
Total amount to be raised by general rates	132,674	**143,139**	20,910	15.8%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2023/24 Number	2024/25 Number	Change Number	Change %
General Rate	66,054	**71,521**	5,467	8.3%
Vacant Land	11,935	**10,562**	(1,373)	-11.5%
Extractive Industry Land	8	**8**	-	0.0%
Commercial/Industrial Developed Land	3,337	**3,486**	149	4.5%
Commercial/Industrial Vacant Land	384	**439**	55	14.3%
Retirement Village Land	560	**560**	-	0.0%
Rural Living Land	227	**227**	-	0.0%
Rural Land	546	**548**	2	0.4%
Urban Growth Land	203	**203**	-	0.0%
Total number of assessments	83,254	**87,554**	4,300	5.2%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year.

Type or class of land	2023/24 $'000	2024/25 $'000	Change $'000	Change %
General Rate	43,758,158	**47,143,540**	3,385,382	7.7%
Vacant Land	4,794,250	**4,499,903**	(294,347)	-6.1%
Extractive Industry Land	48,830	**49,000**	170	0.3%
Commercial/Industrial Developed Land	4,371,225	**4,810,966**	439,741	10.1%
Commercial/Industrial Vacant Land	944,398	**1,048,395**	103,997	11.0%
Retirement Village Land	234,740	**241,945**	7,205	3.1%
Rural Living Land	338,610	**405,720**	67,110	19.8%
Rural Land	1,333,920	**1,375,725**	41,805	3.1%
Urban Growth Land	762,745	**858,465**	95,720	12.5%
Total value of land	56,586,876	**60,433,659**	3,846,783	6.8%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property 2023/24 $	Per Rateable Property 2024/25 $	Change $	Change %
Municipal	160	**164**	4	2.5%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year.

Type of Charge	2023/24 $	2024/25 $	Change $	Change %
Municipal	13,321	**14,359**	1,038	7.8%

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4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property 2023/24 $	Per Rateable Property 2024/25 $	Change $	Change %
Waste Service – Option A 120L Garbage, 240L Recycling, 240L Green	319	**300**	(19)	-6.0%
Waste Service – Option C 120L Garbage, 240L Recycling, 120L Green	319	**300**	(19)	-6.0%
Waste Service – Option E 120L Garbage, 240L Recycling	319	**300**	(19)	-6.0%
Waste Service – Additional bin	170	**160**	(10)	-5.9%
Waste Service – Option B * 80L Garbage, 240L Recycling, 240L Green	319	**300**	(19)	-6.0%
Waste Service – Option D * 80L Garbage, 240L Recycling, 120L Green	319	**300**	(19)	-6.0%
Waste Service – Option F * 80L Garbage, 240L Recycling	319	**300**	(19)	-6.0%

**** These Waste Services are no longer offered. Council has one standard Waste Service including 120L Garbage, 240L Recycling. A 120L or 240L Green bin can be provided free of charge.***

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year.

Type of Charge	2023/24 $	2024/25 $	Change $	Change %
Waste Service	23,472	**24,175**	703	3.0%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year.

	2023/24 $'000	2024/25 $'000	Change $'000	Change %
Rates and charges after rebates	132,674	**143,139**	10,465	7.9%
Municipal charge	13,321	**14,359**	1,038	7.8%
Waste service charge	23,472	**24,175**	703	3.0%
Supplementary rates (including new Waste Services)	8,092	**7,938**	(154)	-1.9%
Total Rates and charges	**177,559**	**189,611**	12,052	6.8%

4.1.1(l) Fair Go Rates System Compliance

Melton City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2023/24	2024/25
Total Rates	$ 143,766,466	$ 155,645,435
Number of rateable properties	83,254	87,554
Base Average Rate	$ 1,727	$ 1,778
Maximum Rate Increase (set by the State Government)	**3.50%**	**2.75%**
Capped Average Rate	$ 1,787	$ 1,827
Maximum General Rates and Municipal Charges Revenue	$ 148,798,292	$ 159,925,685
Budgeted General Rates and Municipal Charges Revenue	$ 148,433,524	$ 159,918,648
Budgeted Supplementary Rates	$ 8,091,780	$ 7,938,219
Budgeted Total Rates and Municipal Charges Revenue	$ 156,525,304	$ 167,856,867

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges.

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2024/25: estimated $7,938,219 and 2023/24: $8,091,780)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates.

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council believe each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate are set out below.

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General Rate

General Rate is any land which does not have the characteristics of:

1. Vacant Land;
2. Extractive Industry Land;
3. Commercial/Industrial Developed Land;
4. Commercial/Industrial Vacant Land;
5. Retirement Village Land;
6. Rural Living Land;
7. Rural Land; or
8. Urban Growth Land.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.
The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.
The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Vacant Land

Vacant Land is any land:

1. on which no building with an approved occupancy permit is erected;
2. located in a precinct structure plan, and with an approved planning permit for residential subdivision; and
3. which does not have the characteristics of:
   3.1 Commercial/Industrial Vacant Land;
   3.2 Rural Living Land;
   3.3 Rural Land; or
   3.4 Urban Growth Land.

The objective of this differential is to encourage the development of land for non-commercial and non-industrial purposes, and ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To discourage land banking, and ensure an adequate supply of residential zoned land to the market demand.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.
The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

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Extractive Industry Land

Extractive Industry Land is any land which is:

1. used primarily for the extraction or removal of stone, including the treatment of stone; and
2. located within a Special Use Zone 1 under the Melton Planning Scheme.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Commercial/Industrial Developed Land

Commercial/Industrial Developed land is any land which:

1. Is used or adapted or designed to be used primarily for commercial or industrial purposes; or
2. Does not have the characteristics of Extractive Industry Land.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the capacity of such land to be used to yield income and the demands such land make on Council's infrastructure. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services; and
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

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Commercial/Industrial Vacant Land

Commercial/Industrial Vacant Land is any land:

1. On which no building with an approved occupancy permit is erected; and
2. Which is located within:
   2.1 a Business 1 Zone
   2.2 a Comprehensive Development Zone;
   2.3 a Mixed Use Zone;
   2.4 an Industrial Zone 1;
   2.5 an Industrial Zone 3;
   2.6 Special Use Zone 4;
   2.7 Special Use Zone 3;
   2.8 Special Use Zone 6;
   2.9 Special Use Zone 7; or
   2.10 Urban Growth Zone located in a precinct structure plan, and with an approved planning permit for commercial/industrial use under the Melton Planning Scheme.

The objective of this differential is to encourage the commercial/industrial development and ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To discourage land banking, and ensure an adequate supply of commercial/industrial zoned land to the market demand.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

Retirement Village Land

Retirement Village Land is any land which is located within a retirement village land under the Retirement Villages Act 1986.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. Recognition of the services undertaken by the retirement village sector.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

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Rural Living Land

Rural Living Land is any land which is:

1. Two (2) or more hectares but less than ten (10) hectares in area; and
2. Located within:
   2.1 a Green Wedge A Zone;
   2.2 a Green Wedge Zone;
   2.3 a Rural Conservation Zone;
   2.4 a Farming Zone; or
   2.5 Special Use Zone 5.
   under the Melton Planning Scheme.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. To assist in the maintenance of rural properties.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

Rural Land

Rural Land is any land which is:

1. Ten (10) hectares or more in area; and
2. Located within:
   2.1 a Green Wedge A Zone;
   2.2 a Green Wedge Zone;
   2.3 a Rural Conservation Zone;
   2.4 a Farming Zone; or
   2.5 Special Use Zone 5.
   under the Melton Planning Scheme.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district;
6. To recognise the impact of urban land speculation on the valuation of farm land; and
7. To encourage agricultural activity.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

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Urban Growth Land

Urban Growth Land is any land which is:

1. Two (2) or more hectares in area; and
2. Located within an Urban Growth Zone under the Melton Planning Scheme in respect of which no precinct structure plan has been approved.

The objective of this differential is to ensure that such rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, having regard to the capacity of such land to be developed (or future developed) and the demands that such land make on Council's infrastructure. These include the:

1. Implementation of good governance and sound financial stewardship;
2. Construction, renewal, upgrade, expansion and maintenance of infrastructure assets;
3. Development and provision of health, environmental, conservation, leisure, recreation, youth and family community services;
4. Provision of strategic and economic management, town planning and general support services;
5. Promotion of cultural, heritage and tourism aspects of Council's municipal district; and
6. Planning & preparation of Precinct Structure Plan.

The types and classes of rateable land within this differential are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the rate for land in this category is considered to provide for an appropriate contribution to Council's budgeted expenditure, having regard to the characteristics of the land.

The geographic location of the land within this differential rate is wherever it is located within the municipal district, without reference to ward boundaries.

The use of the land within this differential rate, in the case of improvement, is any use of land.

The planning scheme zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land within this differential rate are all buildings already constructed on the land or which will be constructed prior to the expiry of the financial year.

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4.1.2 Statutory fees and fines

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Infringement and Costs	5,459	**4,493**	(965)	-17.7%
Permit Fees and other Registration Fees	6,049	**6,297**	248	4.1%
Town Planning Fees	6	**2**	(5)	-75.0%
Court Recoveries	495	**169**	(326)	-65.9%
Land Information Certificates	226	**288**	62	27.6%
Refund- Statutory Fees	(5)	**(2)**	3	-60.0%
Other Statutory Fees	1,004	**1,044**	41	4.1%
Property Information Requests	1,579	**1,550**	(29)	-1.8%
Total statutory fees and fines	14,812	**13,842**	(970)	-6.6%

4.1.2 Statutory fees and fines ($0.970 million decrease)
Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include animal registrations, Health Act registrations and parking infringement fines. Increases in statutory fees are made in accordance with legislative requirements.

Statutory fees and fines are projected to decrease by $0.970 million or 6.6% compared to the 2023/24 forecast. The decrease is predominately related to Parking Fine revenue within the 'Infringements' category and essentially returns the budget into a regular alignment after an anomalous increase in the 2023/24 Forecast.

4.1.3 User fees

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Aged and Health Services Client Fees	704	**679**	(25)	-3.5%
Child, Family and Youth Service Client Fees	149	**175**	26	17.6%
Child, Family and Youth Service Levies	342	**389**	46	13.5%
Child, Family and Youth Service Other Fees	41	**50**	9	22.6%
Funeral Services Fees	105	**126**	21	19.8%
Leisure and Recreation Client Fees	1	**1**	0	63.5%
Leisure and Recreation Registration Fees	60	**58**	(2)	-3.9%
Libraries and Learning Client Fees	3	**0**	(3)	-91.7%
Non Standard Street Lighting Fees	450	**450**	-	0.0%
Other Fees and Charges	75	**172**	97	130.1%
Planning, Application and Permit Fees	1,897	**2,046**	148	7.8%
Rental	2,311	**2,518**	206	8.9%
Subdivision Fees	6,000	**6,000**	-	0.0%
Supplementary Valuation Fees	244	**287**	43	17.9%
Total user fees	12,382	**12,950**	569	4.6%

4.1.3 User fees ($0.569 million increase)
User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. In setting the budget, the key principle for determining the level of user charges has been to ensure that increases are in line with the increases in the cost of providing the services and/or market pricing levels.

User fees and charges are projected to increase by $0.569 million or 4.6% over the 2023/24 forecast. This increase is mainly driven by increases in 'Planning, Application and Permit Fees' related to an increase in Asset Protection Permits fees (now aligning with full cost recovery); and 'Rental Income' related to Caroline Springs and Cobblebank Indoor Sports Stadium's.

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4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	27,877	**29,955**	2,078	7.5%
State funded grants	28,916	**10,257**	(18,660)	-64.5%
Total grants received	56,793	**40,211**	(16,582)	-29.2%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Community support and development	3,713	**3,781**	68	1.8%
Families and Children	1,163	**1,079**	(84)	-7.2%
Financial Assistance Grant	20,670	**24,830**	4,159	20.1%
Maternal and Child Health	8	**8**	0	1.0%
Youth services	241	**224**	(17)	-7.0%
Recurrent - State Government				
Aged care	565	**583**	18	3.2%
Children's services	611	**615**	4	0.7%
Community support and development	1,584	**1,463**	(121)	-7.6%
Environment	115	**103**	(12)	-10.3%
Families and Children	937	**1,237**	300	32.1%
Libraries	1,032	**1,068**	36	3.5%
Maternal and Child Health	3,584	**3,978**	394	11.0%
Youth services	113	**20**	(94)	-82.8%
Total recurrent grants	34,335	**38,989**	4,653	13.6%
Non-recurrent - State Government				
Community support and development	465	**310**	(155)	-33.4%
Environment	38	**39**	0	1.0%
Families and Children	282	**213**	(69)	-24.3%
Libraries	60	**40**	(20)	-33.3%
Maternal and Child Health	533	**621**	88	16.5%
Recreation & Leisure	7	**-**	(7)	-100.0%
Youth services	100	**-**	(100)	-100.0%
Total non-recurrent grants	1,486	**1,223**	(263)	-17.7%
Total operating grants	35,821	**40,211**	4,390	12.3%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	791	**-**	(791)	-100.0%
Recurrent - State Government				
Recreation & Leisure	-	**-**	-	0.0%
Total recurrent grants	791	**-**	(791)	-100.0%
Non-recurrent - Commonwealth Government				
Recreation & Leisure	661	**-**	(661)	-100.0%
Roads to recovery	630	**630**	-	0.0%
Non-recurrent - State Government				
Buildings	15,144	**17,360**	2,215	14.6%
Environment	700	**-**	(700)	-100.0%
Libraries	500	**-**	(500)	-100.0%
Others	777	**-**	(777)	-100.0%
Footpaths & Cycleways	-	**700**	700	#DIV/0!
Parks and Open Spaces	-	**606**	606	100.0%
Recreation & Leisure	1,118	**4,288**	3,170	283.5%
Roads	630	**630**	-	0.0%
Traffic Management	20	**-**	(20)	-100.0%
Total non-recurrent grants	20,181	**24,215**	4,034	20.0%
Total capital grants	20,972	**24,215**	3,243	15.5%
Total Grants	56,793	**64,427**	7,634	13.4%

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4.1.4 Operating Grants ($4.429 million increase)

Operating grants include all monies received from state and federal sources for the purposes of funding the delivery of Council's services to ratepayers. Operating grant income is budgeted to increase by $4.429 million or 12.4% over the 2023/24 forecast. This is predominately due to an increase in Financial Assistance Grant income from the Commonwealth Government.

4.1.4 Capital Grants ($3.243 million increase)

Capital grants include all monies received from State, Federal and community sources for the purpose of funding the capital works program. Capital grant income is budgeted to increase by $3.243 million or 15.5% over the 2023/24 forecast. This due to an increase in funding for Recreation and Leisure (mainly for Mt Atkinson East Sports Reserve), and Buildings (mainly Plumpton Childrens Centre and Neighbourhood House).
The 2024/25 Capital Grants of $24.081 million are for:

	$ million
Aintree Children's and Community Centre	5.360
Plumpton Children's Centre & Neighbourhood House	10.500
Weir Views Childrens and Community Centre	1.500
Alfred Road Shared Path	0.700
Barwon Street Reserve - Taylors Hill	0.012
Hillside Recreation Reserve	0.019
Navan Park Play Space Upgrade, Harkness	0.555
Sovereign Boulevard Reserve	0.020
Rockbank North Sports Reserve	0.500
Mt Atkinson East Sports Reserve	2.788
MacPherson Park Rugby Facility Stage 3	1.000
Bulmans Rd West Melton Urbanisation	0.630
Hume Drive Duplication Stage 2 between Calder Park	0.630

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4.1.5 Contributions

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Monetary	113,272	**97,951**	(15,321)	-13.5%
Non-monetary	213,278	**185,846**	(27,432)	-12.9%
Total contributions	326,550	**283,797**	(42,753)	-13.1%

4.1.5 Contributions ($42.753 million decrease)
Contributions comprise of two categories, Monetary represented by monies paid by developers in regard to Precinct Structure Plans (PSP), Developer Contribution Plans (DCP) and Infrastructure Contribution Plans (ICP); and Non-monetary which reflect the value of infrastructure assets (such as footpaths or drainage), completed by developers with control passed to Council. Non-monetary contributions include gifted assets from subdivision activity as well as in-kind assets provided by developers to offset their DCP contributions payable to Council. Given the nature of these two revenue streams being based on level's of development being undertaken at a given point in time, they can be relatively inconsistent year on year.

Funds received from Monetary Contributions are set aside in Council reserves to fund future capital works relating to public open space and the construction of infrastructure in accordance with planning permits issued for property development. These are expected to drop off in 2024/25 by $15.321 million or 13.5% in line with the level of anticipated new developments.

Non-monetary contributions are also expected to decrease in 2024/25 by $27.432 million as the level of developments reaching completion and subsequent assets being handed over to Council, is less than that forecast for 2023/24.

4.1.6 Other income

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Interest on Investments	29,209	**32,515**	3,306	11.3%
Investment Property Rental	706	**718**	12	1.8%
Waste Facility	2,765	**3,644**	878	31.8%
Program Revenue	738	**612**	(126)	-17.1%
Festivals & Events	193	**220**	27	14.0%
Insurance Recoveries	501	**1**	(500)	-99.8%
Other	80	**84**	4	4.8%
Total other income	34,192	**37,794**	3,602	10.5%

4.1.6 Other Income ($3.602 million increase)
Other income relates to a range of items such as interest revenue on investments (excluding interest on rate arrears), and other miscellaneous income items. Other income is projected to increase by $3.602 million or $10.5% compared to the prior year forecast mainly due to increased interest from Council investments generated by higher interest rates.

4.1.7 Employee costs

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Wages and Salaries (FT & PT)	57,893	**62,115**	4,221	7.3%
Casual Staff	1,704	**1,722**	17	1.0%
Annual Leave Loading	1,744	**1,928**	184	10.6%
Long Service Leave	1,936	**2,140**	205	10.6%
Workcover	1,682	**1,860**	178	10.6%
Superannuation	8,310	**10,038**	1,727	20.8%
Fringe Benefits Tax	60	**30**	(30)	-50.0%
Other	4,376	**1,808**	(2,569)	-58.7%
Total employee costs	77,706	**81,639**	3,933	5.1%

4.1.7 Employee costs ($3.933 million increase)
Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, annual leave loading, long service leave, superannuation and work cover premium. Payments to contract employees are not included in this expenditure category.

Employee costs are budgeted to increase by $3.933 million or 5.1% compared to the 2023/24 forecast result. This increase comprises:
- An expected 3% increase to salary costs in line with the Enterprise Agreement (EA) and an additional one week annual leave for staff;
- An increase in the Superannuation Guarantee to 11.5% (these increases are scheduled to end with 12% in 2025/26); and
- An increase of 23.5 FTE from 780.3 to 803.8.
- These increases are offset by a 10% efficiency factor included to counter the ongoing vacancy rate.

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4.1.8 Materials and services

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Administrative support	3,835	**6,753**	2,918	76.1%
Audit Fees	302	**313**	11	3.8%
Contract labour	2,433	**-**	(2,433)	-100.0%
Contract payments (incl. Waste Contracts)	55,772	**58,596**	2,824	5.1%
Contributions and donations	747	**823**	76	10.1%
General maintenance incl. vehicles	9,418	**10,594**	1,175	12.5%
Hire Charges	1,642	**1,470**	(172)	-10.5%
Insurance	2,099	**2,216**	117	5.6%
IT Networking, Software, Hardware & Licencing	5,663	**4,272**	(1,392)	-24.6%
Legal Fees	1,665	**1,430**	(234)	-14.1%
Minor Asset Purchases	2,798	**1,922**	(876)	-31.3%
Other	2,066	**1,954**	(112)	-5.4%
Professional fees	5,518	**5,419**	(99)	-1.8%
Program expenses	5,889	**6,058**	168	2.9%
Subscriptions & Memberships	865	**939**	74	8.5%
Training, Seminars & Conferences & Other Staff Related Costs	660	**889**	229	34.7%
Utilities	7,939	**8,324**	385	4.8%
Waste Services Levies	7,844	**8,870**	1,026	13.1%
Total materials and services	117,155	**120,842**	3,687	3.1%

4.1.8 Materials and services ($3.687 million increase)
Materials and services comprises ongoing operational costs (other than Employee costs), required for Council to maintain the provision of services to the community. This includes contractors engaged via agencies. Materials and services are projected to increase by $3.687 million or 3.1% compared to the prior year forecast due to:
- An increase in Administrative support costs relating to 'On-going Support' in IT and 'Council Election' costs scheduled in 2024/25;
- An increase in Contract Payments driven by contractual agreements;
- An increase in General maintenance costs; and
- An increase in Waste Services.

These increases are offset by reductions in:
- Contract Labour - an amount is included in the 2023/24 forecast however policy dictates we do not budget for this expense;
- Professional Fees - the 2023/24 forecast includes 'Development Costs' within IT Services which are not continuing into 2024/25;
- IT Networking, Hardware and Licencing costs where a review was undertaken and efficiencies identified.

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4.1.9 Depreciation

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Property	8,443	**8,510**	67	0.8%
Plant & equipment	769	**405**	(364)	-47.3%
Infrastructure	42,816	**47,210**	4,393	10.3%
Total depreciation	52,028	**56,125**	4,097	7.9%

4.1.9 Depreciation ($4.097 million increase)
Depreciation is projected to increase by $4.097 million or 7.9% from the 2023/24 forecast. The increase in is mainly due to the increase in the value of Council's infrastructure assets. This is due to increasing levels of capital expenditure, the impact of asset revaluations as well as ongoing acquisition of substantial levels of contributed assets from Precinct Structure Plan in-kind assets transferred over to Council each year from completed development works within the municipality.

4.1.10 Amortisation - Intangible assets

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Intangible assets	327	**327**	(0)	0.0%
Total amortisation - intangible assets	327	**327**	(0)	0.0%

4.1.10 Amortisation of Intangible Assets ($nil increase)
The Amortisation charge is applicable to non-exclusive licence granted to Melton City Council by Department of Education and the Caroline Springs College for the use of Caroline Springs College Creekside Campus and the Spring Side Children's and Childcare facility built on Department of Education land and Kororoit Creek Learning Centre.

4.1.11 Depreciation - Right of use assets

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Furniture & Equipment	151	**199**	48	31.8%
Vehicles	214	**200**	(14)	-6.4%
Total depreciation - right of use assets	365	**399**	34	9.4%

4.1.11 Depreciation – Right of Use Assets ($0.034 million increase)
The depreciation of the right of use assets under lease arrangements are reported in accordance with current legislation. The bulk of these is related to Council fleet vehicles. This expense is set to increase due to the addition of new lease agreements associated with gymnasium and IT equipment.

4.1.12 Borrowing Costs

	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Interest Expense	190	**482**	291	153.1%
Total other expenses	190	**482**	291	153.1%

4.1.12 Borrowing Costs ($0.291 million increase)
Borrowing costs are set to increase as a result of two new loans budgeted to be entered into during 2024/25. In 2024/25 Council's borrowings are projected to increase by $8.3M. Council is taking advantage of competitive offering by Treasury Corporation of Victoria and in doing so is creating a needed contingency for capital projects. Since September 2021, the Victorian Government has provided loan facility support, with Treasury Corporation of Victoria being given the capacity to lend directly to Local Government entities.

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4.2 Balance Sheet

4.2.1 Assets

4.2.1.1 Current Assets ($53.722 million decrease)
Current assets in 2024/25 are projected to decrease by $53.722 million compared to the prior year forecast. This is predominately as a result of a decrease in cash and cash equivalents relating to monetary contributions from developers. This is an inconsistent revenue stream and the 2024/25 reduction is subsequent to a spike in the 2023/24 Forecast.

4.2.1.2 Non-Current Assets ($386.786 million increase)
Non-Current Assets are budgeted to increase by $386.786M over the 2023/24 forecast. This is mainly attributable to the increase in property plant and equipment resulting from developer contributed assets and the planned capital works program. The net increase of assets is partly offset by the depreciation of non-current assets plus the written down value of assets disposed during the year through sale of assets.

4.2.2 Liabilities

4.2.2.1 Current Liabilities ($37.165 million decrease)
Current liabilities are expected to decrease by $37.165 million over the 2023/24 forecast. The decrease is primarily due to a decrease in Precinct Structure Plan (PSP) creditors relating to Works in Kind and Land in Kind. These are assets provided in kind by developers that are higher than their developer contributions liability and are budged to be delivered as per the schedules provided by developers.

4.2.2.2 Non-Current Liabilities ($4.898 million increase)
Non-current liabilities are expected to increase by $4.898 million. This is primarily due to an increase in loan borrowings in 2024/25 as referenced in 4.1.12 above and 4.2.3 below.

4.2.3 Borrowings
The table below shows information on borrowings specifically required by the Regulations.

	Forecast Actual	Budget	Projections		
	2023/24	2024/25	2025/26	2026/27	2027/28
	$	$	$	$	$
Amount borrowed as at 30 June of the prior year	5,770	**3,163**	8,036	5,131	3,502
Amount proposed to be borrowed	-	**8,300**	-	-	-
Amount projected to be redeemed	(2,607)	**(3,427)**	(2,905)	(1,629)	(1,709)
Amount of borrowings as at 30 June	3,163	**8,036**	5,131	3,502	1,793

4.2.4 Leases by category
As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual	Budget
	2023/24	2024/25
	$	$
Right-of-use assets		
Furniture & Equipment	439	**1,163**
Vehicles	71	**34**
Total right-of-use assets	**510**	**1,197**
Lease liabilities		
Current lease Liabilities		
Furniture & Equipment	263	**359**
Vehicles	56	**33**
Total current lease liabilities	**319**	**392**
Non-current lease liabilities		
Furniture & Equipment	185	**824**
Vehicles	19	**20**
Total non-current lease liabilities	**204**	**844**
Total lease liabilities	**523**	**1,236**

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4.3 Statement of changes in Equity

4.3.1 Reserves

	Opening Balance 01-Jul-24 $'000	Transfers In $'000	Transfers Out $'000	Closing Balance 30-Jun-25 $'000
Restricted Reserves				
Street Trees & Drainage	999			999
Community Infrastructure	350,074	144,032	(55,469)	438,637
Discretionary Reserves				-
Perpetual Maintenance	139			139
Defined Benefit Call	395			395
Infrastructure & Strategic Investment	122,873			122,873
Capital Program	41,033			41,033
Total Other Reserves	**515,513**	**144,032**	**(55,469)**	**604,076**

Street Trees & Drainage
Developer contributions for provision of drainage assets and street beautification.

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

Perpetual Maintenance
Provision for perpetual maintenance of Melton Cemetery.

Infrastructure & strategic investment (Previously Atherstone Investment)
Income generated from Atherstone estate set aside for major capital works and investments to diversify Council's income streams.

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

Capital Program
Provision for undelivered projects from the prior year Capital Programs which are expected to be delivered in the years commencing from 2024/25.

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4.3.2 Equity

Total equity is a representation of net assets and comprises the following three components:

Accumulated Surplus - Which is an accumulation of all the operating surpluses and deficits realised by Council since its inception offset by transfers to and from reserves. The accumulated surplus at the end of 2024/25 is budgeted to be $2.970 billion.

Asset Revaluation Reserve - Which represents the difference between the previously recorded values of assets and their current valuations. The asset revaluation reserve balance as at the end of 2024/25 is budgeted at $1.463 billion.

Other Reserves - These are mainly funds that Council wishes to separately identify as being set aside to meet a specific purpose. This includes developer contribution reserves set aside for future capital works. Other reserve balances as at the end of 2024/25 are budgeted to be $604.076 million. These reserves are detailed in table 4.3.1 above.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in Operating activities

Cashflows from operating activities refers to the cash generated or used in the normal service delivery functions of Council and more specifically, records when the cash is physically being received in, or paid out of our bank accounts. The net cash flows from operating activities does not equal the operating surplus (deficit) for the year as the operating revenues and expenses of the Council as outlined in the Income Statement, include non-cash items such as Depreciation, which have been excluded from the Cash Flow Statement.

The 2024/25 budget for net cash provided by operating activities is $46.635 million lower than 2023/24 forecast. This comprises an increase in cash receipts of $10.219 million that is offset by an increase in operating cash expenditure of $56.853 million.

Cash receipts are expected to increase for Rates and Charges $11.415 million, Capital Grants $10.600 million and Interest on Investments $11.796 million. These increases in cash receipts are offset by increases in cash payments for Employee Costs $38.400 million and Materials and Services $32.177 million.

4.4.2 Net cash flows provided by/used in Investing activities

Cashflows from Investing activities typically refers to cash outflows related to the purchase of Assets such as equipment (which is seen to be an investment for Council), or cash inflows such as the proceeds on sale of said assets.

The net cash used for investing activities is projected to be greater than current year forecast by $161.648 million. This is almost entirely related to increased cash outflows associated with Property, Plant and Equipment $161.728 million, with the balance of $0.080 million being reflective of proceeds on the sale of assets being forecast for 2023/24 but not in 2024/25.

4.4.3 Net cash flows provided by/used in Financing activities

Cashflows from Financing activities refers to cash generated or used in the financing of Council activities which include borrowings from financial institutions. These activities also include any repayments of principal of said borrowings during the year and / or Finance costs associated with the establishment and maintenance of borrowings.

Net cash inflows for this activity are budgeted to be $3.947 million (or $7.108 million greater than the 2023/24 forecast), mainly comprising new borrowings of $8.300 million dollars. These are mainly offset by cash outflows represented by loan repayments, which are budgeted to be $3.427 million.

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4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2024/25 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

Asset Category	Forecast Actual 2023/24 $'000	Budget 2024/25 $'000	Change $'000	Change %
Property	34,213	**47,655**	13,442	39%
Plant and equipment	2,658	**16,347**	13,689	515%
Infrastructure	75,464	**156,729**	81,265	108%
Total	**112,335**	**220,731**	**108,396**	**96%**

		Asset expenditure types			*Summary of Funding Sources*		
Asset Category	Project Cost $'000	New $'000	Renewal $'000	Upgrade $'000	Grants $'000	Contributions & Oth. Reserves $'000	Council cash $'000
Property	**47,655**	42,303	2,394	2,950	17,360	8,577	21,711
Plant and equipment	**16,347**	644	637	15,067	-	-	16,348
Infrastructure	**156,729**	78,719	8,153	69,867	6,856	43,620	106,262
Total	**220,731**	**121,666**	**11,184**	**87,884**	**24,215**	**52,197**	**144,321**

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4.5.2 Current Budget

2024/25	Project Cost	Asset expenditure types			Summary of Funding Sources		
		New	Renewal	Upgrade	Grants	Contributions & Oth. Reserves	Council cash
	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Property							
Buildings	**44,243**	**42,303**	**-**	**1,939**	**17,360**	**8,577**	**18,306**
Aintree Children's and Community Centre	8,257	8,257	-	-	5,360	-	2,897
Cobblebank Community Services Hub	5,275	5,275	-	-	-	1,120	4,154
Diggers Rest Community Centre	692	692	-	-	-	650	42
Mount Atkinson East Community Hub, Mount Atkinson	8	8	-	-	-	-	8
Mt Carberry Childrens and Community Centre	692	692	-	-	-	-	692
Plumpton Children's Centre & Neighbourhood House	14,644	14,644	-	-	10,500	2,224	1,920
Taylors Hill Licensed PlaySpace upgrade program	339	-	-	339	-	-	339
Thornhill Park Childrens and Community Centre	16	16	-	-	-	-	16
Weir Views Childrens and Community Centre	8,257	8,257	-	-	1,500	1,572	5,184
Children's Centre Amenity Upgrades 24/25 - Category 3	181	-	-	181	-	-	181
Children's Centre Amenity Upgrades 24/25 - Category 1 & 2	1,277	-	-	1,277	-	-	1,277
Deanside Community Centre and Neighbourhood House	692	692	-	-	-	295	397
Rockbank East Childrens and Community Centre	2,889	2,889	-	-	-	2,715	174
Bridge Road Athletics Facility	532	532	-	-	-	-	532
Melton South Community Centre - Storage Unit Installation	3	-	-	3	-	-	3
Commemorative Park Bench Installation	5	-	-	5	-	-	5
Caroline Springs Boulevard Outdoor Dinning Pedestrian Fencing	53	53	-	-	-	-	53
Stage 1 Lake Caroline Master Plan - Design Allocation	85	85	-	-	-	-	85
Installation of stolen generation marker	135	-	-	135	-	-	135
Increase Safety Measures for Outdoor Dinning on Council Land	213	213	-	-	-	-	213
Building Improvements	**3,405**	**-**	**2,394**	**1,011**	**-**	**-**	**3,405**
Blackwood Drive - Tennis Pavilion	53	-	53	-	-	-	53
Botanica Springs Childrens and Community Centre	213	-	213	-	-	-	213
Melton Waves Aquatic Centre	978	-	978	-	-	-	978
Melton Recreation Reserve - Playing court and public convenience upgrade.	1,011	-	-	1,011	-	-	1,011
Hillside Community - Sports Pavilion	160	-	160	-	-	-	160
Kingsway Childrens Service Centre - MCHC	351	-	351	-	-	-	351
Pinnacle Crescent, Brookfield	639	-	639	-	-	-	639
Total Property	**47,648**	**42,303**	**2,394**	**2,950**	**17,360**	**8,577**	**21,711**
Plant and equipment	-	-	-	-	-	-	-
Information technology & telecommunications	**10,368**	**-**	**-**	**10,368**	**-**	**-**	**10,368**
Azure Cloud Uplift	1,596	-	-	1,596	-	-	1,596
Data & Analytics Program	-	-	-	-	-	-	-
Enterprise Solutions Program	6,612	-	-	6,612	-	-	6,612
Information Management Program	798	-	-	798	-	-	798
IT Security Program	830	-	-	830	-	-	830
ITSM	213	-	-	213	-	-	213
WI-FI uplift across Council Offices & Community Centres	319	-	-	319	-	-	319
Fixtures, fittings and furniture	**423**	**85**	**338**	**-**	**-**	**-**	**423**
Arnolds Creek East Branch Linear Reserve - Fence	9	-	9	-	-	-	9
Beatty Park - Fence	96	-	96	-	-	-	96
Brookside Recreation Reserve - Public Shelter	43	-	43	-	-	-	43
Cambrian Way Reserve - Park Seat	4	-	4	-	-	-	4
Gretel Grove Reserve - Fence	9	-	9	-	-	-	9
Illawong Terrace Reserve - Drinking Fountain	12	-	12	-	-	-	12
Lake Caroline Waterfront - Park Bench	18	-	18	-	-	-	18
Lake Caroline Waterfront - Park Seat	11	-	11	-	-	-	11
Library Furniture Program	85	85	-	-	-	-	85
Little Blind Creek Reserve - Gunnawarra Rd to Centenary Ave - Park Bench	4	-	4	-	-	-	4
Navan Park Reserve - Fence	51	-	51	-	-	-	51
Ryans Creek Linear Reserve - Fence	9	-	9	-	-	-	9
Sirdar Street Reserve - Fence	9	-	9	-	-	-	9
Tamar Dr - Fence	17	-	17	-	-	-	17
Taylors Hill West Recreation Reserve - Player Shelter	19	-	19	-	-	-	19
Toolern Creek Linear Reserve - Fence	17	-	17	-	-	-	17
Watervale Boulevard Linear Reserve - Drinking Fountain	12	-	12	-	-	-	12
Library Books	**559**	**559**	**-**	**-**	**-**	**-**	**559**
Library Collections Program	559	559	-	-	-	-	559
Other Plant and equipment	**4,999**	**-**	**299**	**4,700**	**-**	**-**	**4,999**
Irrigation System Renewals	299	-	299	-	-	-	299
Melton Recycling Facility - Stage 2	4,700	-	-	4,700	-	-	4,700
Total Plant and equipment	**16,348**	**644**	**637**	**15,067**	**-**	**-**	**16,348**
Infrastructure	-	-	-	-	-	-	-
Roads	**70,666**	**15,775**	**4,669**	**50,222**	**1,261**	**20,310**	**49,095**
Alexandra St - Sealed Road	148	-	148	-	-	-	148
Argyll Cct - Sealed Road	76	-	76	-	-	-	76
Arnolds Creek Bvd - Sealed Road	53	-	53	-	-	-	53
Arnolds Creek Bvd Wbcw - Sealed Road	95	-	95	-	-	-	95
Botanica Springs Bvd - Sealed Road	21	-	21	-	-	-	21
Bridge Road, Signalised Pedestrian Crossing	540	-	-	540	-	-	540
Brooklyn Rd - Sealed Road	71	-	71	-	-	-	71
Bulmans Rd West Melton Urbanisation	11,879	-	-	11,879	630	2,640	8,609
Caroline Springs Bvd Nbcw - Sealed Road	384	-	384	-	-	-	384
Caroline Springs Bvd Rbt - Sealed Road	180	-	180	-	-	-	180
Caroline Springs Bvd Sbcw - Sealed Road	156	-	156	-	-	-	156
Centenary Av - Sealed Road	23	-	23	-	-	-	23
Coburns Rd - Sealed Road	81	-	81	-	-	-	81
Coburns Rd Nbcw - Sealed Road	366	-	366	-	-	-	366
Coburns Rd Rbt - Sealed Road	40	-	40	-	-	-	40
Dalray Cr - Sealed Road	287	-	287	-	-	-	287
Exford Road Wire Rope Safety Barriers	458	-	-	458	-	-	458
Glenbruar Dr - Sealed Road	31	-	31	-	-	-	31
Hopkins Road and Reed Court Signalised Intersection	1,367	1,367	-	-	-	1,285	82
Hopkins Road and Taylors Road Signalised Intersection	426	426	-	-	-	400	26
Hopkins Road between Normanby Boulevard and Taylors Road	435	435	-	-	-	408	26
Hopkins Road between Reed Court and Normanby Boulevard	64	64	-	-	-	60	4
Hopkins Road between Vel Street and Kororoit Creek	470	470	-	-	-	441	28
Hume Dr - Sealed Road	47	-	47	-	-	-	47
James Cook Dr - Sealed Road	231	-	231	-	-	-	231
Kirkton Dr - Sealed Road	171	-	171	-	-	-	171
Kurunjang Dr - Sealed Road	107	-	107	-	-	-	107
Lagarna Dr - Sealed Road	164	-	164	-	-	-	164
Lancefield Dr Rbt - Sealed Road	46	-	46	-	-	-	46
Langmore Dr - Sealed Road	79	-	79	-	-	-	79
Minns Road and Coburns Road Intersection Upgrade	56	56	-	-	-	53	3
Palm Springs Road Urbanisation	373	373	-	-	-	-	373
Parkwood Pl - Sealed Road	20	-	20	-	-	-	20
Rees Road Upgrade	568	-	-	568	-	-	568
Rockbank Middle Road Duplication, Caroline Springs	96	-	-	96	-	-	96
Roslyn Park Dr - Sealed Road	172	-	172	-	-	-	172
Ryans Lane Sealing	41	-	-	41	-	-	41
Scarlet Oak Av - Sealed Road	41	-	41	-	-	-	41
Scarlet Oak Av Ebcw - Sealed Road	18	-	18	-	-	-	18
Scarlet Oak Av Wbcw - Sealed Road	17	-	17	-	-	-	17
Station Rd & Richard Rd Modify Intersection	319	-	-	319	-	-	319
Staughton St - Sealed Road	377	-	377	-	-	-	377
Taylors Rd Duplication - Gourlay Rd to Westwood Drive	5,320	-	-	5,320	-	-	5,320
Tenterfield Dr - Sealed Road	139	-	139	-	-	-	139
Tenterfield Dr Sbcw - Sealed Road	29	-	29	-	-	-	29
The Crossing - Sealed Road	85	-	85	-	-	-	85
The Parks Nbcw - Sealed Road	24	-	24	-	-	-	24

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4.5.2 Current Budget

2024/25	Project Cost	Asset expenditure types			Summary of Funding Sources		
		New	Renewal	Upgrade	Grants	Contributions & Oth. Reserves	Council cash
	$'000	$'000	$'000	$'000	$'000	$'000	$'000
The Regency - Sealed Road	78	-	78	-	-	-	78
Troups Road South, Mount Cottrell Stage 2	6,171	-	-	6,171	-	-	6,171
Watervale Bvd - Sealed Road	154	-	154	-	-	-	154
West Melton Dr - Sealed Road	125	-	125	-	-	-	125
West Melton Dr Rbt - Sealed Road	23	-	23	-	-	-	23
Westcott Pde - Sealed Road	92	-	92	-	-	-	92
Westlake Dr - Sealed Road	258	-	258	-	-	-	258
Westlake Dr Ebcw - Sealed Road	32	-	32	-	-	-	32
Westlake Dr Wbcw - Sealed Road	32	-	32	-	-	-	32
Wolviston Av - Sealed Road	94	-	94	-	-	-	94
Blackdog Drive and Brookfield Ave, Brookfield spike down kerb replacement.	96	96	-	-	-	-	96
Boundary Road Upgrade	3,618	-	-	3,618	-	-	3,618
Taylors Road and Sinclairs Road Signalised Intersection	2,979	-	-	2,979	-	2,770	209
Taylors Road and Westwood Drive Signalised Intersection	532	-	-	532	-	-	532
Caroline Springs Boulevard and The Crossing Signalised Intersection	638	-	-	638	-	-	638
Middle Road, Truganina Road Upgrade	1,373	-	-	1,373	-	-	1,373
Westwood Drive Intersection Upgrades	380	-	-	380	-	-	380
Exford Road and Greigs Road Intersection Upgrade	266	-	-	266	-	-	266
Hume Drive Duplication Stage 2 between Calder Park Drive and Gourlay Road	4,527	-	-	4,527	630	-	3,897
Taylors Road and Plumpton Road Signalised Intersection	638	-	-	638	-	-	638
Caroline Springs Boulevard and Rockbank Middle Road Signalised Intersection	7,780	-	-	7,780	-	-	7,780
Intersection Upgrade Scarlett Ave and Coburns Road	53	53	-	-	-	-	53
Bridge Road Construction and Intersection Upgrade	35	35	-	-	-	-	35
Mt Cottrell Road Upgrade	556	-	-	556	-	-	556
Hopkins Road from Reed Court to Kororoit Creek Bridge	53	53	-	-	-	-	53
Brooklyn Road Upgrade - Design project	160	-	-	160	-	-	160
West Melton Drive and James Cook Drive, West Melton spike down kerb roundabout	96	96	-	-	-	-	96
Taylors Road Duplication including Upgrade of Gourlay Road intersection	532	-	-	532	-	-	532
Exford Road/Wilson Road and Exford Road/ Northcott Street; Intersection Upgrade	851	-	-	851	-	-	851
Riding Boundary Road, Mount Atkinson	864	864	-	-	-	864	-
Mount Cottrell Road Upgrade	3,000	3,000	-	-	-	3,000	-
City Vista Court and Taylors Road Signalised Intersection	1,065	1,065	-	-	-	1,065	-
Ferris Road and Wembley Avenue Signalised Intersection	393	393	-	-	-	393	-
Mount Atkinson Road north of Riding Boundary Road	255	255	-	-	-	255	-
Mt Atkinson Road and Evolution Road Signalised Intersection	1,356	1,356	-	-	-	1,356	-
Riding Boundary Road and Mount Atkinson Road Signalised Intersection	1,685	1,685	-	-	-	1,685	-
Ferris Road and East West arterial road Signalised Intersection, Strathtulloh	393	393	-	-	-	393	-
East - West Arterial road - new	2,192	2,192	-	-	-	2,192	-
Mount Atkinson Road, Truganina	1,049	1,049	-	-	-	1,049	-
Bridges	**1,702**	**746**	**423**	**532**	**-**	**702**	**1,000**
Bridge Upgrades - Exford Road and Greigs Road, Exford	532	-	-	532	-	-	532
Hopetoun Gr - Culvert	36	-	36	-	-	-	36
Lake St - Bridge	15	-	15	-	-	-	15
Nixon St - Vehicular Bridge - Major Culvert	15	-	15	-	-	-	15
Stretton Dr - Major Culvert	18	-	18	-	-	-	18
Watervale Bvd - Viewing Platform	124	-	124	-	-	-	124
Wattletree Ct - Bridge	24	-	24	-	-	-	24
Westlake Reserve - Boardwalk	190	-	190	-	-	-	190
Hopkins Road Bridge over Kororoit Creek	746	746	-	-	-	702	45
Footpaths and cycleways	**10,782**	**8,595**	**1,478**	**710**	**700**	**714**	**9,369**
Albert Court - Footpath connection.	12	12	-	-	-	-	12
Alfred Road Shared Path	1,170	1,170	-	-	700	-	470
Armadale Pl - Footpath	17	-	17	-	-	-	17
Arnolds Creek Primary School - Footpath	10	10	-	-	-	-	10
Baluk/Kurunjang Walkway - Footpath	21	-	21	-	-	-	21
Barries Rd - Footpath	37	-	37	-	-	-	37
Bellevue Bvd Ext - Footpath	13	-	13	-	-	-	13
Bimbadeen St - Footpath	30	-	30	-	-	-	30
Catani Court	12	12	-	-	-	-	12
Christopher Cr - Footpath	14	-	14	-	-	-	14
Church St - Footpath	27	-	27	-	-	-	27
Earlington Bvd - Footpath	113	-	113	-	-	-	113
Germander Court footpath	52	52	-	-	-	-	52
High St - Shared Path	47	-	47	-	-	-	47
Hilton Way - Footpath	118	-	118	-	-	-	118
James Cook Drive Reserve - Shared Path	148	148	-	-	-	-	148
John Batman Dr - Footpath	26	-	26	-	-	-	26
Kurunjang Recreation Reserve - Footpath	21	-	21	-	-	-	21
Lexcen Close Housing - Footpath	20	-	20	-	-	-	20
Long Tree Drive - footpath and pram crossing.	17	17	-	-	-	-	17
Madison Drive Pram Crossing	10	10	-	-	-	-	10
Manly Court Closure - Footpath	7	-	7	-	-	-	7
Melton Town Centre Revitalisation Project (Active Transport, Streetscapes & Capital upgrades)	527	-	-	527	-	-	527
Mitchell Rd - Footpath	106	-	106	-	-	-	106
Murray St - Footpath	51	-	51	-	-	-	51
Niewand Av - Footpath	20	-	20	-	-	-	20
Quail Cr - Footpath	103	-	103	-	-	-	103
Reserve - Footpath	3	-	3	-	-	-	3
Rockbank Middle Road - pram crossing with refuge.	42	42	-	-	-	-	42
Royal Cr - Footpath	109	-	109	-	-	-	109
Saronvale Cr - Shared Path	16	-	16	-	-	-	16
Springlake Avenue - Pram crossing	15	15	-	-	-	-	15
St James Close - Footpath connection.	12	12	-	-	-	-	12
Stirling Terrace - Pram crossing.	12	12	-	-	-	-	12
Sugarloaf Bend Shared Path	128	-	-	128	-	60	68
Swan St - Footpath	52	-	52	-	-	-	52
The Bellevue - Shared Path	21	-	21	-	-	-	21
Toolern Creek Regional Park Minor Works (Toolern Creek Linear Reserve)	213	213	-	-	-	-	213
Vine Ct - Footpath	19	-	19	-	-	-	19
Westwood Dr - Footpath	51	-	51	-	-	-	51
William Cct - Footpath	62	-	62	-	-	-	62
William Circuit - Footpath	48	48	-	-	-	-	48
Wills Rd - Footpath	27	-	27	-	-	-	27
Pedestrian Bridge - Modeina Estate, Burnside	1,727	1,727	-	-	-	181	1,546
Meadow Glen Drive - Pram crossing.	6	6	-	-	-	-	6
Vineyard Road- Shared Path	87	87	-	-	-	-	87
Taylors Rd / Meadows Dr -Pedestrian Refuge	99	99	-	-	-	-	99
Sugar Gum Estate Footpaths	1,322	1,322	-	-	-	-	1,322
Pedestrian Bridge-Toolern Creek Western Crossing	280	280	-	-	-	-	280
Pedestrian Bridge at Hannah Watts Park	958	958	-	-	-	-	958
Pedestrian Bridge over Toolern Creek	1,944	1,944	-	-	-	472	1,472
Little Blind Creek Culvert Upgrade	399	399	-	-	-	-	399
Footpath Linda Place through to Thrice Lane	55	-	-	55	-	-	55
Earlington Square - Footpath	2	-	2	-	-	-	2
Earlington Square - Footpath	2	-	2	-	-	-	2
Earlington Square - Shared Path	66	-	66	-	-	-	66
Earlington Square - Shared Path	161	-	161	-	-	-	161
High street - Footpath	22	-	22	-	-	-	22
Morton Homestead - Footpath	24	-	24	-	-	-	24
Highfield Way Dcw - Footpath	26	-	26	-	-	-	26
Todman Ct - Footpath	26	-	26	-	-	-	26
Drainage	**930**	**132**	**465**	**333**	**-**	**-**	**930**
35-43 Rowling Street, Fraser Rise	43	-	-	43	-	-	43
Barries Rd - Stormwater Drain	15	-	15	-	-	-	15

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4.5.2 Current Budget

2024/25	Project Cost	Asset expenditure types			Summary of Funding Sources		
		New	Renewal	Upgrade	Grants	Contributions & Oth. Reserves	Council cash
	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Christopher Cr - Stormwater Drain	8	-	8	-	-	-	8
Clarendon Wyn - Stormwater Drain	4	-	4	-	-	-	4
Clarke Rd, Deanside	64	-	-	64	-	-	64
Corr Gr - Stormwater Drain	31	-	31	-	-	-	31
Devon Pl - Stormwater Drain	31	-	31	-	-	-	31
Gladstone Gr - Stormwater Drain	3	-	3	-	-	-	3
Kamil St - Stormwater Drain	33	-	33	-	-	-	33
Lancaster Way - Stormwater Drain	31	-	31	-	-	-	31
Norma St - Stormwater Drain	6	-	6	-	-	-	6
Saronvale Cr - Stormwater Drain	31	-	31	-	-	-	31
Shebler Pl - Stormwater Drain	4	-	4	-	-	-	4
The Regency - Stormwater Drain	31	-	31	-	-	-	31
Unitt St - Stormwater Drain	67	-	67	-	-	-	67
Viewbank Walk - Stormwater Drain	89	-	89	-	-	-	89
Vim St - Stormwater Drain	26	-	26	-	-	-	26
Vista Dr - Stormwater Drain	33	-	33	-	-	-	33
Welcome Rd - Stormwater Drain	25	-	25	-	-	-	25
Peter Pan Crescent, Kurunjang	32	-	-	32	-	-	32
13 Parkway, Melton West	21	-	-	21	-	-	21
35 Clarendon Wynd, Caroline Springs	27	-	-	27	-	-	27
13 Buckle Road, Kurunjang	21	-	-	21	-	-	21
37 Nicholson Terrace, Taylors Hill	46	-	-	46	-	-	46
23 Jacaranda Drive, Taylors Hill	32	-	-	32	-	-	32
11 Herrington Turn, Caroline Springs	27	-	-	27	-	-	27
20 Market Terrace, Taylors Hill	21	-	-	21	-	-	21
Drainage Infrastructure Program, Outfall near Clive Court, Melton	132	132	-	-	-	-	132
Kerb & Channel	**142**	**-**	**142**	**-**	**-**	**-**	**142**
Bendigo Cct - Kerb	10	-	10	-	-	-	10
Bramshaw Cr - Kerb	11	-	11	-	-	-	11
Churchill Way - Kerb	3	-	3	-	-	-	3
Landscape Dr - Kerb	40	-	40	-	-	-	40
Lewis Av - Kerb	23	-	23	-	-	-	23
Lyme Park Cct - Kerb	56	-	56	-	-	-	56
Parks, Open Space and Streetscapes	**6,611**	**646**	**346**	**5,619**	**606**	**-**	**6,005**
Arbour Boulevard Central Reserve, Burnside Heights	33	-	-	33	-	-	33
Banchory Green Park Rejuvenation, Hillside	18	-	-	18	-	-	18
Barwon Street Reserve - Taylors Hill	26	-	-	26	12	-	14
Castlemain Drive Reserve - Medium Combination Play Unit	117	-	117	-	-	-	117
Castlemaine Drive Reserve - Spring Seesaw	11	-	11	-	-	-	11
Castlemaine Drive Reserve - Swing Set Junior	13	-	13	-	-	-	13
Centenary Park Revitalisation	17	-	-	17	-	-	17
Cheshire Avenue Reserve, Melton South - Play space Upgrade	106	-	-	106	-	-	106
Fieldstone Way Reserve	106	-	-	106	-	-	106
Hillside Recreation Reserve	41	-	-	41	19	-	22
Lucas Terrace Reserve - Swing	13	-	13	-	-	-	13
Melton Botanic Gardens Natural Playspace	13	13	-	-	-	-	13
Melton South Recreation Reserve	33	-	-	33	-	-	33
Mt Carberry Reserve, Melton South	46	-	-	46	-	-	46
Navan Park Play Space Upgrade, Harkness	1,364	-	-	1,364	-	-	-
Norm Raven Reserve, Diggers Rest	33	-	-	33	-	-	33
Open Space Furniture Items	53	-	-	53	-	-	53
Street Tree Planting Program	532	532	-	-	-	-	532
Stretton Drive Reserve - Combination Unit	98	-	98	-	-	-	98
Stretton Drive Reserve - Spring Rider - Motorbike	7	-	7	-	-	-	7
Taylors Hill Blvd Central Park	128	-	-	128	-	-	128
The Point Reserve - Medium Combination Play Unit	64	-	64	-	-	-	64
The Point Reserve - Spring Rider	11	-	11	-	-	-	11
The Point Reserve - Swing Set Junior	13	-	13	-	-	-	13
Torrance Drive Reserve	32	-	-	32	-	-	32
Turf Club Boulevard	31	-	-	31	-	-	31
Westmelton Drive Reserve, Melton West	33	-	-	33	-	-	33
The Parkway	1,112	-	-	1,112	-	-	1,112
Earlington Square	705	-	-	705	-	-	705
The Grange Reserve Upgrade	159	-	-	159	-	-	159
Blackwood Drive Recreation Reserve, Melton South	51	-	-	51	-	-	51
Seniors Exercise Park - West Side - Location TBC	43	43	-	-	-	-	43
Sovereign Boulevard Reserve	143	-	-	143	20	-	123
Seniors Exercise Park - East Side - Location TBC	43	43	-	-	-	-	43
Black Knight Way Reserve	17	-	-	17	-	-	17
Cobblestone Green	23	-	-	23	-	-	23
Melton Botanic Gardens - Installation of Handrail	16	16	-	-	-	-	16
Navan Park - Boardwalk Crossover	53	-	-	53	-	-	53
Melton Reservoir Site - Melton Weir Parkland Strategy Development	85	-	-	85	-	-	85
Grizzly Bear Park - Truganina	16	-	-	16	-	-	16
Royal Crescent Hillside	64	-	-	64	-	-	64
Inglewood Park - Burnside Heights	85	-	-	85	-	-	85
Botanica Springs Linear Reserve, Brookfield	85	-	-	85	-	-	85
Cranwell Reserve - Caroline Springs	128	-	-	128	-	-	128
Westlake Drive Reserve, Melton West	128	-	-	128	-	-	128
Burrill Court, Taylors Hill	213	-	-	213	-	-	213
Punjel Drive Reserve - Diggers Rest	213	-	-	213	-	-	213
Water play elements within Taylors Hill (Location TBC)	239	-	-	239	-	-	239
Recreational, Leisure and Community Facilities	**61,409**	**50,010**	**629**	**10,771**	**4,288**	**21,896**	**35,225**
Arnolds Creek - Cricket Facilities x2	74	-	-	74	-	-	74
Arnolds Creek - Spectator Shelter Upgrade	128	-	-	128	-	-	128
Arnolds Creek Rec Reserve - Scoreboard	85	-	-	85	-	-	85
Arnolds Creek Tennis Court Reconstruction	745	-	-	745	-	-	745
Bridge Road - Hockey Field Extension	106	106	-	-	-	-	106
Brookside Recreation Reserve - Cricket Wicket	11	-	11	-	-	-	11
City Vista Media Tower	389	389	-	-	-	-	389
Deanside Recreation Reserve	32	32	-	-	-	30	2
Frontier Rec Reserve - Scoreboard	85	-	-	85	-	-	85
Hillside Recreation Reserve	235	-	-	235	-	-	235
Kurunjang Rec Reserve - Scoreboard	85	-	-	85	-	-	85
Kurunjang Recreation Reserve - Cricket Wicket	128	-	128	-	-	-	128
Kurunjang Recreation Reserve Tennis Pavilion	32	-	-	32	-	-	32
Kurunjang Sports Reserve Soccer Pavilion	124	-	-	124	-	-	124
MacPherson Park - Netball Court	43	-	43	-	-	-	43
MacPherson Park Secondary Access Road	72	72	-	-	-	-	72
MacPherson Park Soccer Pitch Redevelopment	177	-	-	177	-	-	177
Melton South Recreation Reserve	851	851	-	-	-	-	851
Melton South Recreation Reserve - Kitchen Upgrade	64	-	-	64	-	-	64
Melton South Recreation Reserve - Pitch Upgrades	53	-	-	53	-	-	53
Melton Waves Aquatic Centre	426	-	-	426	-	-	426
Melton West Public Tennis Courts	745	-	-	745	-	-	745
Plumpton Aquatic & Leisure Centre	9,673	9,673	-	-	-	9,091	582
Plumpton North Sports Reserve	319	319	-	-	-	300	19
Rockbank North Sports Reserve	3,761	3,761	-	-	500	3,076	185
Springside Recreation Reserve - Scoreboard	85	-	-	85	-	-	85
Taylors Hill Rec Reserve - Scoreboard	85	-	-	85	-	-	85
Weir Views East Sports Reserve	319	319	-	-	-	300	19
Thornhill Park Sports Reserve, Pavilion	32	32	-	-	-	30	2
Melton Recreation Reserve CFA building	213	213	-	-	-	-	213
Mt Carberry Cricket Wicket x 1	37	-	-	37	-	-	37
Melton South cricket net fencing	69	-	-	69	-	-	69
Mt Atkinson East Sports Reserve	17,837	17,837	-	-	2,788	9,069	5,980
Arnolds Creek Recreation Reserve	213	213	-	-	-	-	213
Springside Recreation Reserve	106	106	-	-	-	-	106

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4.5.2 Current Budget

2024/25	Project Cost	Asset expenditure types			Summary of Funding Sources		
		New	Renewal	Upgrade	Grants	Contributions & Oth. Reserves	Council cash
	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Caroline Springs Town Centre Oval Redevelopment	2,873	-	-	2,873	-	-	2,873
Kurunjang Recreation Reserve	1,819	-	-	1,819	-	-	1,819
Melton Recreation Reserve Pavilion	1,871	-	-	1,871	-	-	1,871
MacPherson Park Oval 1	554	319	-	235	-	-	554
Cobblebank Stadium Airconditioning Upgrade	532	-	-	532	-	-	532
MacPherson Park Rugby Facility Stage 3	5,096	5,096	-	-	1,000	-	4,096
Bridge Road Community Hub	10,640	10,640	-	-	-	-	10,640
Frontier Recreation Reserve Turf Wickets	32	32	-	-	-	-	32
Taylors Hill Recreation Reserve, Taylors Hill - CLR2425-01-Abboushi	106	-	-	106	-	-	106
Renewal Program (Open Space); Tennis Courts	448	-	448	-	-	-	448
Car parks	**130**	**85**	**-**	**45**	**-**	**-**	**130**
Macpherson Park Unsealed Car Park	9	-	-	9	-	-	9
Unsealed Carparks Upgrade	36	-	-	36	-	-	36
Becca Way, Caroline Springs car park expansion	85	85	-	-	-	-	85
Traffic Management Devices	**2,818**	**2,258**	**-**	**561**	**-**	**-**	**2,818**
Cahill Drive Traffic Calming Treatment	128	128	-	-	-	-	128
Christ The Priest Primary School Safety Improvements	322	322	-	-	-	-	322
Diggers Rest Primary School	43	43	-	-	-	-	43
Exford Primary School Car Park	188	-	-	188	-	-	188
Hume Drive & City Vista Court traffic & pedestrian improvement project	31	31	-	-	-	-	31
Industrial Car Parking	90	90	-	-	-	-	90
James Cook Drive Raised Safety Platform	100	100	-	-	-	-	100
Lancefield Drive - Raised intersection & Crossing	495	495	-	-	-	-	495
Parwan Exford Rd & Exford Rd Intersection upgrade including Street Lighting	372	-	-	372	-	-	372
Strathtulloh Primary School	94	94	-	-	-	-	94
Wedge Park Primary School	253	253	-	-	-	-	253
Brooklyn Road, Brookfield Speed reduction	32	32	-	-	-	-	32
Bridge Road, Cobblebank speed reduction	32	32	-	-	-	-	32
Eynesbury Road , Eynesbury Traffic Island Modification	85	85	-	-	-	-	85
Caroline Springs Blvd Road Safety Platform	106	106	-	-	-	-	106
Exford Road, Melton South speed reduction	32	32	-	-	-	-	32
Gourlay Road, Hillside	64	64	-	-	-	-	64
Bridge Rd, Cobblebank	64	64	-	-	-	-	64
Hume Drive, Caroline Springs	64	64	-	-	-	-	64
Gourlay Road, Caroline Springs	64	64	-	-	-	-	64
Town Centre DDA Improvements.	160	160	-	-	-	-	160
Other Infrastructure	**1,547**	**473**	**-**	**1,075**	**-**	**-**	**1,547**
Caroline Springs leisure Centre	21	-	-	21	-	-	21
Caroline Springs Town Centre Oval 1 - LED Conversion	202	-	-	202	-	-	202
Kurunjang Recreation Reserve LED Conversion & Upgrade	170	-	-	170	-	-	170
Macpherson Park - Soccer Pitch 2 & 3 LED conversion	277	-	-	277	-	-	277
Melton Recreation Reserve - sport lighting upgrade	202	-	-	202	-	-	202
Path Lighting Improvement Program	207	207	-	-	-	-	207
Public Art Installation	266	266	-	-	-	-	266
Intersection of Boundary Road & Mount Cottrell Road, Mount Cottrell	27	-	-	27	-	-	27
Stevensons Street Community House, Caroline Springs	37	-	-	37	-	-	37
Balmer Grange, Brookfield	27	-	-	27	-	-	27
Hoddle Court, Melton West	53	-	-	53	-	-	53
38 Centenary Avenue, Melton	27	-	-	27	-	-	27
19 Plover Street, Melton	16	-	-	16	-	-	16
Rockbank Community Centre, Rockbank	16	-	-	16	-	-	16
Total Infrastructure	**156,738**	**78,719**	**8,153**	**69,867**	**6,856**	**43,620**	**106,262**
Grand Total	**220,734**	**121,666**	**11,184**	**87,884**	**24,215**	**52,197**	**144,321**

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4.5.2 Current Budget

2024/25	Project Cost	Asset expenditure types			Summary of Funding Sources		
		New	Renewal	Upgrade	Grants	Contributions & Oth. Reserves	Council cash
	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Property							
Buildings	**44,243**	42,303	-	1,939	17,360	8,577	18,306
Building Improvements	**3,405**	-	2,394	1,011	-	-	3,405
Total Property	**47,648**	**42,303**	**2,394**	**2,950**	**17,360**	**8,577**	**21,711**
Plant and equipment							
Information technology & telecommunications	**10,368**	-	-	10,368	-	-	10,368
Fixtures, fittings and furniture	**423**	85	338	-	-	-	423
Library Books	**559**	559	-	-	-	-	559
Other Plant and equipment	**4,999**	-	299	4,700	-	-	4,999
Total Plant and equipment	**16,348**	**644**	**637**	**15,067**	**-**	**-**	**16,348**
Infrastructure							
Roads	**70,666**	15,775	4,669	50,222	1,261	20,310	49,095
Bridges	**1,702**	746	423	532	-	702	1,000
Footpaths and cycleways	**10,782**	8,595	1,478	710	700	714	9,369
Drainage	**930**	132	465	333	-	-	930
Kerb & Channel	**142**	-	142	-	-	-	142
Parks, Open Space and Streetscapes	**6,611**	646	346	5,619	606	-	6,005
Recreational, Leisure and Community Facilities	**61,409**	50,010	629	10,771	4,288	21,896	35,225
Car parks	**130**	85	-	45	-	-	130
Traffic Management Devices	**2,818**	2,258	-	561	-	-	2,818
Other Infrastructure	**1,547**	473	-	1,075	-	-	1,547
Total Infrastructure	**156,738**	**78,719**	**8,153**	**69,867**	**6,856**	**43,620**	**106,262**
Grand Total	**220,734**	**121,666**	**11,184**	**87,884**	**24,215**	**52,197**	**144,321**

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4.5.3 Works carried forward from the 2023/24 year

2024/25	Project Cost $'000	Asset expenditure types: New $'000	Renewal $'000	Upgrade $'000	Summary of Funding Sources: Grants $'000	Contributions & Oth. Reserves $'000	Council cash $'000
Property							
Buildings	**11,459**	11,459	-	-	-	-	11,459
Building Improvements	**420**	-	-	420	-	-	420
Total Property	**11,879**	**11,459**	**-**	**420**	**-**	**-**	**11,879**
Plant and equipment							
Information technology & telecommunications	**-**	-	-	-	-	-	-
Fixtures, fittings and furniture	**-**	-	-	-	-	-	-
Library Books	**-**	-	-	-	-	-	-
Other Plant and equipment	**2,029**	-	-	2,029	-	-	2,029
Total Plant and equipment	**2,029**	**-**	**-**	**2,029**	**-**	**-**	**2,029**
Infrastructure							
Roads	**3,264**	83	-	3,182	-	-	3,264
Bridges	**-**	-	-	-	-	-	-
Footpaths and cycleways	**2,841**	2,841	-	-	-	-	2,841
Drainage	**-**	-	-	-	-	-	-
Kerb & Channel	**-**	-	-	-	-	-	-
Parks, Open Space and Streetscapes	**1,803**	-	-	1,803	-	-	1,803
Recreational, Leisure and Community Facilities	**14,135**	10,942	-	3,193	-	-	14,135
Car parks	**9**	-	-	9	-	-	9
Traffic Management Devices	**-**	-	-	-	-	-	-
Other Infrastructure	**-**	-	-	-	-	-	-
Total Infrastructure	**22,052**	**13,866**	**-**	**8,187**	**-**	**-**	**22,052**
Grand Total	**35,961**	**25,325**	**-**	**10,636**	**-**	**-**	**35,961**

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Summary of Planned Capital Works Expenditure
For the years ending 30 June 2026, 2027 & 2028

2025/26		*Asset Expenditure Types*			*Funding Source*		
	Total $'000	New $'000	Renewal $'000	Upgrade $'000	Grants $'000	Contributions & Oth. Reserves $'000	Council Cash $'000
Property							
Buildings	**92,145**	91,677	-	468	6,740	28,485	56,920
Building improvements	**1,882**	217	1,664	-	-	-	1,881.64
Leasehold improvements	**-**	-	-	-	-	-	-
Total Buildings	**94,027**	91,894	1,664	468	6,740	28,485	58,801
Total Property	**94,027**	**91,894**	**1,664**	**468**	**6,740**	**28,485**	**58,801**
Plant and Equipment							
Plant, machinery and equipment	**-**	-	-	-	-	-	-
Fixtures, fittings and furniture	**137**	77	60	-	-	-	137
Information technology & telecommunications	**14,211**	662	-	13,549	-	-	14,211
Other Plant and equipment	**609**	319	290	-	-	-	609
Library books	**586**	586	-	-	-	-	586
Total Plant and Equipment	**15,542**	**1,644**	**350**	**13,549**	**-**	**-**	**15,542**
Infrastructure							
Roads	**74,867**	30,267	4,707	39,892	-	33,559	41,308
Bridges	**5,944**	2,209	135	3,601	-	600	5,344
Footpaths and cycleways	**8,661**	6,171	1,360	1,130	-	788	7,873
Drainage	**784**	379	-	405	-	-	784
Recreational, leisure and community facilities	**71,635**	52,747	452	18,436	800	41,014	29,821
Parks, open space and streetscapes	**7,427**	1,620	226	5,581	941	-	6,486
Car parks	**760**	760	-	-	-	-	760
Traffic Management Devices	**2,579**	1,745	-	833	-	269	2,309
Kerb & Channel	**147**	9	138	-	-	-	147
Other infrastructure	**840**	380	-	460	-	-	840
Total Infrastructure	**173,644**	**96,288**	**7,017**	**70,339**	**1,741**	**76,229**	**95,674**
Total Capital Works Expenditure	**283,213**	**189,826**	**9,031**	**84,356**	**8,481**	**104,714**	**170,018**

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2026/27	Total $'000	Asset Expenditure Types: New $'000	Renewal $'000	Upgrade $'000	Funding Source: Grants $'000	Contributions & Oth. Reserves $'000	Council Cash $'000
Property							
Buildings	**38,407**	38,089	-	318	-	4,705	33,702
Building improvements	**1,764**	228	1,535	-	-	-	1,764
Leasehold improvements	**-**	-	-	-	-	-	-
Total Buildings	**40,171**	38,318	1,535	318	-	4,705	35,466
Total Property	**40,171**	**38,318**	**1,535**	**318**	**-**	**4,705**	**35,466**
Plant and Equipment							
Plant, machinery and equipment	**-**	-	-	-	-	-	-
Fixtures, fittings and furniture	**145**	83	62	-	-	-	145
Information technology & telecommunications	**15,870**	696	-	15,174	-	-	15,870
Other Plant and equipment	**634**	335	299	-	-	-	634
Library books	**857**	857	-	-	-	-	857
Total Plant and Equipment	**17,506**	**1,972**	**360**	**15,174**	**-**	**-**	**17,506**
Infrastructure							
Roads	**76,926**	54,060	4,657	18,209	-	49,331	27,595
Bridges	**9,354**	9,216	137	-	-	8,938	416
Footpaths and cycleways	**4,390**	2,511	1,429	450	-	249	4,141
Drainage	**671**	266	-	405	-	-	671
Recreational, leisure and community facilities	**96,542**	93,240	465	2,837	10,000	35,711	50,831
Parks, open space and streetscapes	**6,764**	2,479	233	4,052	130	-	6,634
Car parks	**-**	-	-	-	-	-	-
Traffic Management Devices	**1,789**	1,623	-	167	-	469	1,321
Kerb & Channel	**152**	10	142	-	-	-	152
Other infrastructure	**907**	447	-	460	-	-	907
Total Infrastructure	**197,495**	**163,852**	**7,064**	**26,579**	**10,130**	**94,698**	**92,667**
Total Capital Works Expenditure	**255,172**	**204,142**	**8,959**	**42,071**	**10,130**	**99,403**	**145,639**

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2027/28	Total $'000	Asset Expenditure Types: New $'000	Renewal $'000	Upgrade $'000	Funding Source: Grants $'000	Contributions & Oth. Reserves $'000	Council Cash $'000
Property							
Buildings	**31,697**	31,379	-	318	-	11,597	20,100
Building improvements	**2,709**	239	2,470	-	-	-	2,709
Leasehold improvements	**-**	-	-	-	-	-	-
Total Buildings	**34,406**	31,618	2,470	318	-	11,597	22,808
Total Property	**34,406**	**31,618**	**2,470**	**318**	**-**	**11,597**	**22,808**
Plant and Equipment							
Plant, machinery and equipment	**-**	-	-	-	-	-	-
Fixtures, fittings and furniture	**153**	90	63	-	-	-	153
Information technology & telecommunications	**4,824**	727	-	4,097	-	-	4,824
Other Plant and equipment	**658**	351	307	-	-	-	658
Library books	**859**	859	-	-	-	-	859
Total Plant and Equipment	**6,494**	**2,026**	**371**	**4,097**	**-**	**-**	**6,494**
Infrastructure							
Roads	**61,425**	53,406	4,808	3,210	-	47,619	13,806
Bridges	**15,965**	15,783	182	-	-	9,802	6,163
Footpaths and cycleways	**8,282**	6,629	1,473	180	-	723	7,559
Drainage	**678**	273	-	405	-	-	678
Recreational, leisure and community facilities	**92,259**	83,107	479	8,673	12,500	8,662	71,097
Parks, open space and streetscapes	**5,634**	1,852	240	3,542	-	-	5,634
Car parks	**-**	-	-	-	-	-	-
Traffic Management Devices	**1,444**	1,344	-	100	-	302	1,143
Kerb & Channel	**157**	10	147	-	-	-	157
Other infrastructure	**1,294**	834	-	460	-	-	1,294
Total Infrastructure	**187,137**	**163,239**	**7,329**	**16,570**	**12,500**	**67,108**	**107,530**
Total Capital Works Expenditure	**228,037**	**196,883**	**10,170**	**20,985**	**12,500**	**78,705**	**136,832**

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5a. Targeted performance indicators

The following table highlights Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives. The targeted performance indicators below are the prescribed financial performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Service

Indicator	Measure	Notes	Actual 2021/22	Actual 2022/23	Forecast Actual 2023/24	Budget Target 2024/25	Target Projections 2025/26	Target Projections 2026/27	Target Projections 2027/28	Trend +/o/-
Governance										
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	64.00	63.00	64.00	**64.96**	65.93	66.92	67.06	+
Roads										
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	96.50%	97.00%	96.50%	**96.60%**	96.64%	96.69%	96.79%	+
Statutory planning										
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	87.06%	60.00%	75.00%	**75.00%**	75.00%	75.00%	75.10%	+
Waste management										
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	43.44%	44.00%	45.62%	**46.98%**	48.16%	50.09%	50.19%	+

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Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual 2022/23	Forecast Actual 2023/24	Budget Target 2024/25	Target Projections 2025/26	2026/27	2027/28	Trend +/o/-
Liquidity									
Working Capital	Current assets / current liabilities	5	319%	376.4%	**459.0%**	446.23%	496.75%	585.12%	o
Obligations									
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	6	35.52%	87.28%	**176.51%**	160.48%	82.25%	47.98%	o
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	7	60.34%	57.9%	**42.1%**	48.18%	49.12%	50.05%	o
Efficiency									
Expenditure level	Total expenses/ no. of property assessments	8	$2,777.66	$2,996.02	**$2,989.04**	$2,949.99	$3,029.32	$3,054.58	-

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5b. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual 2022/23	Forecast Actual 2023/24	Budget Target 2024/25	Target Projections 2025/26	2026/27	2027/28	Trend +/o/-
Operating position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	9.1%	9.6%	**11.5%**	13.5%	15.5%	17.5%	+
Liquidity									
Unrestricted cash	Unrestricted cash / current liabilities	10	163.8%	225.9%	**174.2%**	81.8%	60.4%	79.9%	+
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	11	3.5%	1.8%	**4.2%**	2.5%	1.6%	0.7%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		1.7%	1.6%	**2.0%**	1.6%	0.8%	0.8%	+
Indebtedness	Non-current liabilities / own source revenue		2.5%	1.1%	**3.0%**	2.1%	1.2%	0.6%	+
Stability									
Rates effort	Rate revenue / CIV of rateable properties in the municipality	12	0.316%	0.316%	**0.316%**	0.322%	0.328%	0.334%	+
Efficiency									
Revenue level	General rates and municipal charges / no. of property assessments	13	$1,954	$2,147	**$2,179**	$2,241	$2,306	$2,371	+

Key to Target Trend:
+ increase in Council's overall targets
o maintaining Council's overall targets
- decrease in Council's overall targets

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Notes to indicators

5a

1. Satisfaction with community consultation and engagement

The period of COVID lockdowns means we have had a less visible presence in our City for face-to-face consultations or engagements, necessitating a move to the digital space only. Council will be getting back to a mix of digital and face to face engagement in the coming years.

2. Sealed local roads below the intervention level

Target for 2022-23 is based on service level targets set in adopted Transport Asset Management Plan (TAMP), and on results from the past 4 years, since the 2019 condition audit on sealed roads. Actual for 2022-23 is based on acquired data from 2023 sealed roads condition audit showing the current state of Councils sealed road assets. Targets for the following 3 years are based on a Service Level Analysis report generated in Predictor and based on renewal modelling for the next 10 years.

3. Planning applications decided within the relevant required time

Complexity of applications, including post-permit matters has evolved and increased over time, impacting timeframes.

4. Kerbside collection waste diverted from landfill

An increase of 5% applied to achieve the 2023/2024 target, with a behaviour change campaign set to commence April 2023 and run through until the end of June 2024. This campaign aims to focus on the use of the FOGO bin and includes the following waste diversion objectives:
- decrease the amount of food waste in the general waste bin
- increase the uptake of the green waste bin

5. Working Capital

High working capital ratio due to the high level of cash held in reserves mainly for completion of future capital works relating to Council's development contribution plans.

6. Asset renewal

A low investment in asset renewal is due to much of Council's infrastructure assets are in relatively new condition.

7. Rates concentration

This ratio is mainly impacted by annual movements in Council's profitability (adjusted underlying result). An increase to profitability will result in a reductio to the rates concentration ratio.

8. Expenditure level

This ratio is expected to remain relatively constant as total expenses are projected to move in line with population changes.

5b

9. Adjusted underlying result

Positive annual result indicates Council continues to demonstrate ongoing financial sustainability.

10. Unrestricted Cash

This ratio is well above 100% due to the amount of discretionary reserve funds plus working capital necessary to meet the service and infrastructure demands of a growing community.

11. Debt compared to rates

Council is expected to fully pay down existing debt by the 2024/25 financial year.

12. Rates effort

This ratio is expected to marginally increase each year as the increase in supplementary rates exceeds the increase in property values.

13. Revenue level

This ratio is expected to increase each year as the increase in supplementary rates exceeds the increase in the number of rateable properties.

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Notes to indicators

1. Adjusted underlying result

Adjusted Underlying Surplus/(Deficit)	Actual 2021/22 $'000	Actual 2022/23 $'000	Forecast 2023/24 $'000	Budget 2024/25 $'000	Variance $'000	Change %	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Total income	495,783	653,912	634,977	627,034	(7,943)	-1.3%	719,664	782,873	816,790
Less									
Grants - Capital non-recurrent	14,825	13,865	20,972	24,215	3,243	15.5%	8,132	9,789	12,916
Contributions monetary	74,089	79,668	113,272	97,951	(15,321)	-13.5%	162,654	193,745	192,120
Contributions non monetary	178,308	304,619	213,278	185,846	(27,432)	-12.9%	225,383	236,652	248,484
Net gain (loss) on disposal of assets	12,635	1,274	11,519	23,426	11,907	103.4%	10,000	10,000	10,000
Adjusted Underlying Revenue	**215,926**	**254,486**	**275,936**	**295,596**	**19,660**	**7.1%**	**313,496**	**332,687**	**353,269**
Less									
Total expenses	204,368	231,251	249,431	261,703	12,272	4.9%	271,198	281,143	291,510
Adjusted Underlying Surplus/(Deficit)	**11,558**	**23,235**	**26,505**	**33,893**	**7,388**	**27.9%**	**42,299**	**51,544**	**61,759**
Indicator: Adjusted Underlying Result	5.4%	9.1%	9.6%	11.5%	1.9%	19.4%	13.5%	15.5%	17.5%

Underlying result is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. This ratio refers to the operational outcome as assessed in the comprehensive income statement, adjusted for non-operational items such as capital income, contributed monetary and non-monetary assets and non-operational asset sales.

The projected underlying surplus for 2024/25 is 34.790 million. Outer year projections each have favourable results which demonstrates Council's ongoing financial sustainability.

2. Working Capital

Working Capital	Actual 2022/23 $'000	Forecast 2023/24 $'000	Budget 2024/25 $'000	Variance $'000	Change %	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Current Assets	419,060	532,563	478,841	(53,722)	-10.1%	469,930	535,071	641,817
Current Liabilities	131,419	141,498	104,333	(37,165)	-26.3%	105,310	107,715	109,689
Working Capital	287,641	391,065	374,509	(16,556)	-4.2%	364,619	427,356	532,128
Indicator: Working Capital	**318.9%**	**376.4%**	**459.0%**	**82.6%**	**21.9%**	**446.2%**	**496.7%**	**585.1%**
less								
- Statutory Reserves	315,053	351,073	439,636	88,563	25.2%	528,864	618,760	709,327
Working Capital (net of Statutory Reserves)	**(27,412)**	**39,992**	**(65,127)**	**(105,119)**	**-262.9%**	**(164,245)**	**(191,404)**	**(177,199)**
less								
- Discretionary Reserves	164,440	164,440	164,440	-	0.0%	164,440	164,440	164,440
Unrestricted working capital	**(191,852)**	**(124,448)**	**(229,567)**	**(105,119)**	**84.5%**	**(328,685)**	**(355,844)**	**(341,639)**

Working capital is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. A working capital ratio of above 1 (100%) indicates that Council is able to adequately meet all of its short-term expenses. Council's working capital position is strong.

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3. Unrestricted Cash

Restricted and Unrestricted Cash and Investments	Actual 2022/23 $'000	Forecast 2023/24 $'000	Budget 2024/25 $'000	Variance $'000	Change %	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Total Cash & Investments	571,401	711,778	**662,418**	(49,360)	-6.9%	656,076	724,857	838,040
Restricted Cash & Investments								
- Statutory Reserve	315,053	351,073	439,636	88,563	25.2%	528,864	618,760	709,327
- Cash to fund carry forward capital works	41,033	41,033	41,033	-	0.0%	41,033	41,033	41,033
Unrestricted Cash & Investments	**215,315**	**319,672**	**181,749**	(137,923)	-43.1%	**86,179**	**65,064**	**87,680**
Current Liabilities	131,419	141,498	104,333	(37,165)	-26.3%	105,310	107,715	109,689
Indicator: Unrestricted cash	**163.8%**	**225.9%**	**174.2%**	**-51.7%**		**81.8%**	**60.4%**	**79.9%**

Part of the cash and cash equivalents held by Council are restricted in their application and are not fully available for all Council's operations. The budgeted unrestricted cash statement above indicates Council's unrestricted cash and reserve balances, however a significant proportion of the unrestricted funds are earmarked as funding for the Infrastructure and Strategic Investment Reserve.

4. Debt compared to rates

Loans and borrowings	Actual 2022/23 $'000	Forecast 2023/24 $'000	Budget 2024/25 $'000	Variance $'000	Change %	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Rates and charges	162,701	178,729	190,798	12,069	6.8%	206,062	222,547	240,351
Interest bearing loans and borrowings	5,770	3,163	8,036	4,873	154.1%	5,131	3,502	1,793
Indicator: Loans and borrowings compared to rates	**3.5%**	**1.8%**	**4.2%**	**2.4%**	**138.0%**	**2.5%**	**1.6%**	**0.7%**
Interest and principal repayments	2,785	2,786	3,908	1,122	40.3%	3,219	1,840	1,840
Indicator: Interest and principal repayments compared to rates	**1.7%**	**1.6%**	**2.0%**	**0.5%**	**31.4%**	**1.6%**	**0.8%**	**0.8%**

These indicators measure the level of Council's total debt as a percentage of rate revenue, and the percentage of rate revenue required to service that debt respectively. The ratio is expected to increase to 4.2% during 2024/25 due to Council planning to take advantage of extremely competitive loans on offer by Treasury Corporation Victoria, and enter into new borrowings.

5. Indebtedness

Indebtedness	Actual 2022/23 $'000	Forecast 2023/24 $'000	Budget 2024/25 $'000	Variance $'000	Change %	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Non-current liabilities	**5,195**	**2,759**	**7,657**	4,898	177.5%	**5,667**	**3,578**	**1,838**
Adjusted Underlying Revenue	254,486	275,936	295,596	19,660	7.1%	313,496	332,687	353,269
less								
Grants - operating	46,321	35,821	40,212	4,391	12.3%	41,016	41,837	42,673
Own Source Revenue	**208,165**	**240,115**	**255,384**	**15,269**	**6.4%**	**272,480**	**290,851**	**310,596**
Indicator: Indebtedness	**2.5%**	**1.1%**	**3.0%**	**32.1%**	**2792.0%**	**2.1%**	**1.2%**	**0.6%**

This indicator assesses a Council's ability to pay long term financial obligations (non-current liabilities) from the funds it generates. The higher the percentage, the less able Council is to cover non-current liabilities from the revenues Council generates itself. Own-sourced revenue is used (rather than total revenue) because it does not include contributions or capital grants, which are usually tied to specific projects. The indicator for 2024/25 reflects Councils intention to increase borrowings during 2024/25. This is gradually reducing in the outer years projections, as Council repays its debts.

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6. Asset Renewal

Indebtedness	Actual 2022/23 $'000	Forecast 2023/24 $'000	Budget 2024/25 $'000	Variance $'000	Change %	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Asset Renewal and Upgrade Expenses	17,673	45,408	**99,066**	53,658	118.2%	94,575	50,896	31,176
Depreciation	49,757	52,028	**56,125**	4,097	7.9%	58,931	61,878	64,972
Indicator: Asset renewal	**35.5%**	**87.3%**	**176.5%**	**89.2%**	**102.2%**	**160.5%**	**82.3%**	**48.0%**

This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed. This would require future capital expenditure to renew assets base to their existing condition. The indicator for 2024/25 indicates Council's renewal expenditure (renewal plus upgrade) is favourable being greater than the annual depreciation charge. While this is a useful indicator it should however be noted that depreciation is an accounting measure and may not always represent asset consumption on an annual basis, hence care should be used in its interpretation.

7. Rates concentration

Rates concentration	Actual 2022/23 $'000	Forecast 2023/24 $'000	Budget 2024/25 $'000	Variance $'000	Change %	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Rates and Charges Revenue	162,701	178,729	190,798	12,069	6.8%	206,062	222,547	240,351
Adjusted Underlying Revenue	254,486	275,936	295,596	19,660	7.1%	313,496	332,687	353,269
Indicator: Rates concentration	**63.9%**	**64.8%**	**64.5%**	**-0.2%**	**-0.3%**	**65.7%**	**66.9%**	**68.0%**

Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will continue to become reliant on rate revenue compared to all other revenue sources. Council aims to reduce this reliance over the long term with investment in other income generating activities through its Infrastructure and Strategic Investment Reserve.

8. Rates effort

Rates effort	Actual 2022/23 $'000	Forecast 2023/24 $'000	Budget 2024/25 $'000	Variance $'000	Change %	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Rates and Charges Revenue	162,701	178,729	190,798	12,069	6.8%	206,062	222,547	240,351
CIV of rateable properties in municipality	51,417,000	56,586,876	60,433,659	3,846,783	6.8%	64,059,679	67,903,259	71,977,455
Indicator: Rates effort	**0.00316**	**0.00316**	**0.00316**	**(0.00000)**	**0.0%**	**0.00322**	**0.00328**	**0.00334**

Rates effort is measured as rate revenue as a percentage of the capital improved value of rateable properties in the municipality.

9. Efficiency

Efficiency	Actual 2022/23 $'000	Forecast 2023/24 $'000	Budget 2024/25 $'000	Variance $'000	Change %	Projections 2025/26 $'000	2026/27 $'000	2027/28 $'000
Number of property assessments	83,254	83,254	87,554	4,300	5.2%	91,932	96,528	101,355
Total expenses	231,251	249,431	261,703	12,272	4.9%	271,198	281,143	291,510
Indicator: Expenditure level	**$2,778**	**$2,996**	**$2,989**	**($7)**	**-0.2%**	**$2,950**	**$2,913**	**$2,876**
Rates and charges Income	162,701	178,729	190,798	12,069	6.8%	206,062	222,547	240,351
Indicator: Revenue level	**$1,954**	**$2,147**	**$2,179**	**$32**	**1.5%**	**$2,241**	**$2,306**	**$2,371**

Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will continue to be reliant on rate revenue compared to all other revenue sources. Council aims to reduce this reliance over the long term with investment in other income generating activities through its Infrastructure and Strategic Investment Reserve.

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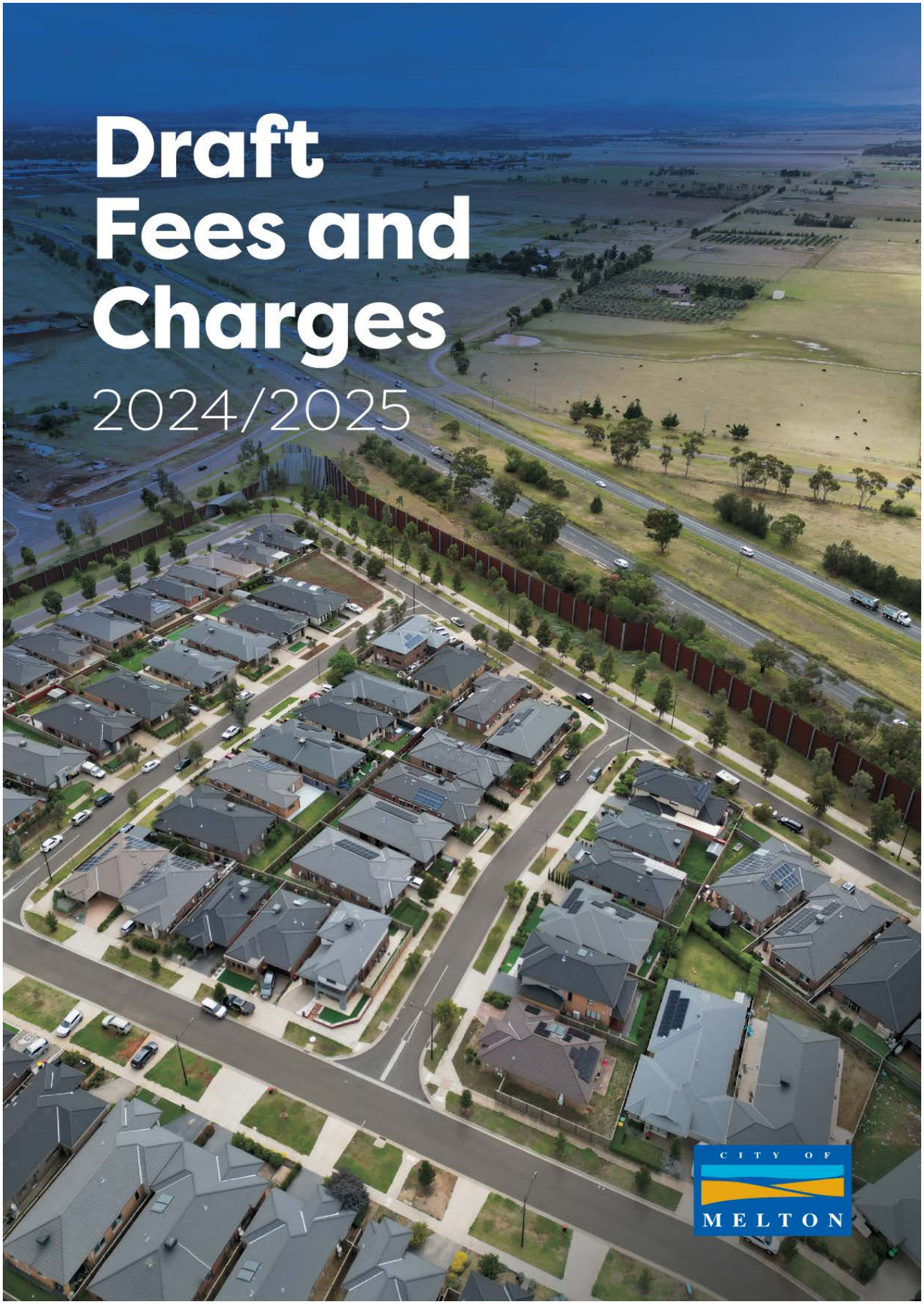

Draft
Fees and
Charges
2024/2025
CITY OF
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Office of CEO									
Engagement & Advocacy									
Cemetery Operations									
Supply of Approved Products	$195.00	$200.00	2.56%	$5.00	Per Product	Y	Y		
Right of Interment									
Agonas Standard Rose Memorial (Double)	$2,245.00	$2,330.00	3.79%	$85.00	Per Unit	N	N	Cremation - Memorials	
Agonas Tree Memorial (Multiple)	$1,740.00	$1,805.00	3.74%	$65.00	Per Unit	Y	N	Burials - Graves	
Garden Memorial (Bluestone/Beam edge)	$610.00	$635.00	4.10%	$25.00	Per Unit	Y	N	Cremation - Memorials	
Garden Memorial (Rock/ Boulder)	$680.00	$705.00	3.68%	$25.00	Per Unit	Y	N	Cremation - Memorials	
Lawn Beam (Plaque/ Headstone)	$1,680.00	$1,745.00	3.87%	$65.00		Y	N		
Lawn Beam Child (1- 5 years)	$895.00	$930.00	3.91%	$35.00	Per Unit	Y	N	Burials - Graves	
Lawn Beam Child (6-10 years)	$975.00	$1,010.00	3.59%	$35.00	Per Unit	Y	N	Burial -Graves	
Lawn Beam -Stillborn	$610.00	$635.00	4.10%	$25.00	Per Unit	Y	N	Burials - Graves	
Manchurian Pear Trees	$1,160.00	$1,205.00	3.88%	$45.00		Y	N	Cremation - Memorials	
Monumental	$1,740.00	$1,805.00	3.74%	$65.00	Per Unit	Y	N		
Niche Wall (Single)	$580.00	$600.00	3.45%	$20.00	Per Unit	Y	N	Cremation - Memorials	
Pre Need - Lawn Beam - Plaque/Headstone Section	$1,805.00	$1,875.00	3.88%	$70.00		Y	N		
Pre Need- Monumental	$1,940.00	$2,015.00	3.87%	$75.00		Y	N		
Red and White Rose Gardens	$3,145.00	$3,265.00	3.82%	$120.00		Y	N		
Rose Garden/Garden Beds (Double)	$1,160.00	$1,205.00	3.88%	$45.00	Per Unit	Y	N	Cremation - Memorials	
Rose Garden/Garden Beds (Single)	$610.00	$635.00	4.10%	$25.00	Per Unit	Y	N	Cremation - Memorials	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Interment									
Additional Inscription	$75.00	$80.00	6.67%	$5.00		Y	N		
Additional Operating Hours for Actvity	$175.00	$180.00	2.86%	$5.00		Y	N		
Cancellation of Order to Dig Grave	$295.00	$305.00	3.39%	$10.00	Per Unit	Y	Y		
Copy of Certificate of Right of Interment	$33.00	$33.00	0.00%	$0.00	Per Cerificate	Y	N		
Record Search Fee	$33.00	$33.00	0.00%	$0.00	Per Hour	Y	N	Per hour or Part There Of	
Sand or Special Material for Backfilling	$250.00	$260.00	4.00%	$10.00	Per Request	Y	Y		
Sinking Grave 1.8m deep (Single) / 2.2m (Double)	$1,495.00	$1,550.00	3.68%	$55.00	Per Unit	Y	Y		
Sinking Grave 2.2m (Double)	$1,845.00	$1,915.00	3.79%	$70.00	Per Unit	Y	Y		
Sinking Grave 1.8m (Single)	$1,675.00	$1,740.00	3.88%	$65.00	Per Unit	Y	Y		
Sinking Grave 2.7m deep (Triple)	$1,835.00	$1,905.00	3.81%	$70.00	Per Unit	Y	Y		
Stillborn	$510.00	$530.00	3.92%	$20.00	Per Unit	Y	Y		
Child (1-5yrs)	$565.00	$585.00	3.54%	$20.00	Per Unit	Y	Y		
Child (6-10yrs)	$720.00	$745.00	3.47%	$25.00	Per Unit	Y	Y		
Additional - Oversize Casket/Coffin (greater than 650mm wide or 2050mm long)	$280.00	$290.00	3.57%	$10.00	Per Unit	Y	Y		
Additional - Inaccessible grave (Full or partial hand digging required)	$720.00	$745.00	3.47%	$25.00	Per Unit	Y	Y		
Reopen (Plaque/ Headstone Section)	$1,495.00	$1,550.00	3.68%	$55.00	Per Unit	Y	Y		
Reopen (Monumental - no cover)	$1,495.00	$1,550.00	3.68%	$55.00	Per Unit	Y	Y		
Reopen (Monumental - chip top)	$1,770.00	$1,835.00	3.67%	$65.00	Per Unit	Y	Y		
Reopen (Monumental - ledger)	$2,405.00	$2,495.00	3.74%	$90.00	Per Unit	Y	Y		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Interment [continued]									
Additional - Removal of ledger/monument	$565.00	$585.00	3.54%	$20.00	Per Unit	Y	Y		
Services outside prescribed hours 10.00am to 4.00pm Monday to Friday	$390.00	$405.00	3.85%	$15.00	Per Unit	Y	Y		
Services on Saturday, Sunday & Public Holidays	$745.00	$775.00	4.03%	$30.00	Per Unit	Y	Y		
Cremated remains into a grave site	$255.00	$265.00	3.92%	$10.00	Per Unit	Y	Y		
Cremated remains into a garden memorial	$255.00	$265.00	3.92%	$10.00	Per Unit	Y	Y		
Cremated remains into a wall memorial	$150.00	$155.00	3.33%	$5.00	Per Unit	Y	Y		
Cremated Remains - Scattering of Cremated Remains	$240.00	$250.00	4.17%	$10.00	Per Unit	Y	Y		
Exhumation Fee (as authorised)	$5,385.00	$5,590.00	3.81%	$205.00	Per Unit	Y	Y		
Lift & Reposition	$3,600.00	$3,735.00	3.75%	$135.00	Per Unit	N	Y		
Removal of ashes (Niche Wall)	$90.00	$90.00	0.00%	$0.00	Per Unit	N	Y		
Attendance for Ashes Interment	$185.00	$190.00	2.70%	$5.00	Per Unit	Y	Y		
Niche Wall (ashes only) Wall Bud Vase - screwed connection	$125.00	$130.00	4.00%	$5.00	Per Unit	N	Y		
Location Probing	$290.00	$300.00	3.45%	$10.00	Per Unit	N	Y		
Memorial									
Additional Inscription - Minor Renovation Work	$135.00	$140.00	3.70%	$5.00	Per Permit	Y	N	Single Grave	
Additional Inspection for Monument	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Application for Second and for each additional inspection for Monument Completion Certificate	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Memorial [continued]									
Affixing Bronze and or Granite Panel - Above Ground Cremation	$44.00	$44.00	0.00%	$0.00		Y	N	Other Base by External Supplier Excludes $145 for concrete rest/spacing block	
Base by Cemetery	$120.00	$125.00	4.17%	$5.00	Per Permit	Y	N	Affixing Bronze Externally Supplied Plaque and or Granite Panel Supply of concrete rest, spacing block or other necessary base	
Base by Cemetery	$120.00	$125.00	4.17%	$5.00	Per Permit	Y	N	Affixing Bronze Externally Supplied Plaque and or Granite Panel Affixing or installation or placement fee	
Cemetery Trust Records - Search	$33.00	$33.00	0.00%	$0.00	Per Item	Y	N	Fee charged to cover costs associated with providing the information, copies or extracts fro, cemetery trust records	
Copy or Reissue of Certificate previously issued	$33.00	$33.00	0.00%	$0.00	Per Copy	Y	N	Cremation or Interment Deed, Right of Interment	
Crypt Shutters	$120.00	$125.00	4.17%	$5.00	Per Crypt	Y	N		
In Ground Cremation	$120.00	$125.00	4.17%	$5.00	Per Permit	Y	N	Affixing Bronze And Or Granite Panel or Other Base by External Supplier Excludes $145 for concrete rest/spacing block	
Lawn Grave or Lawn Beam	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Affixing Bronze and or Graniute Panel or Other Base by External Supplier Excludes $145 for concrete rest/spacing block	
Major Renovation Work - Additonal	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Each additional contiguous grave forming the same monument	
Major Renovation Work - Single Grave	$185.00	$190.00	2.70%	$5.00	Per Permit	Y	N		
Memorialisation - Vase	$125.00	$130.00	4.00%	$5.00	Per Unit	Y	N		
New Headstone and Base with Existing Foundation - Addtional	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Each additional contigous grave forming the same monument	
New Headstone and Base with Existing Foundation - Single Grave	$175.00	$180.00	2.86%	$5.00	Per Permit	Y	N		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Memorial [continued]									
New Headstone and Base without Existing Foundation - Additional	$44.00	$44.00	0.00%	$0.00	Per Permit	Y	N	Each addtional contigous grave forming the same monument	
New Headstone and Base without Existing Foundation - Single Grave	$185.00	$190.00	2.70%	$5.00	Per Permit	Y	N		
New Monument with Existing Foundation - Additional	$60.00	$60.00	0.00%	$0.00	Per Permit	Y	N	Each Monument with Existing Foundation	
New Monument with Existing Foundation -Single Grave	$210.00	$220.00	4.76%	$10.00	Per Permit	Y	N		
New Monument without Existing Foundation - Additional	$75.00	$80.00	6.67%	$5.00	Per Permit	Y	N	Each additional contigous grave forming the same monument	
New Monument without Existing Foundation -Single Grave	$240.00	$250.00	4.17%	$10.00	Per Permit	Y	N		
Weekend or Public Holiday Access	$135.00	$140.00	3.70%	$5.00	Per Permit	Y	N	For memorial installation with prior approval	
Weekend or Public Holiday Access +4 hours	$260.00	$270.00	3.85%	$10.00	Per Permit	Y	N	For Memorial Installation with Prior Approval	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
City Futures									
City Infrastructure Planning									
City Infrastructure Planning									
Civil									
Engineering Civil Construction Supervision		2.5% Value of Work			Per Item	Y	N	Engineering Civil Construction Supervision 10% of Cost of Lights, Supply and Installation.	
Engineering Civil Plan Checking		0.75% Value of Work				Y	N		
Non Standard Public Lighting		10% of Costs of Lights - Supply & Installation				N	N		
City Strategy									
Planning Scheme Amendments									
Planning Scheme Amendment - Stage 1	$3,275.40	$3,275.40	0.00%	$0.00	(206 fee units)	Y	N	For a) Considering a request to amend a plannng scheme and b) Taking Action required by Division 1 of Part 3 of the Act and c) Considering any submissions which do not seek a change to the amendment and d) If applicable, abandoning the amendment	
Planning Scheme Amendment- Stage 2A up to (and including) 10 Submissions	$16,233.90	$16,233.90	0.00%	$0.00	(1021 fee units) or	Y	N	For considering up to (and including) 10 submissions which seek to change an amendment and where necessary referring the submissions to a panel	
Planning Scheme Amendment - Stage 2A - Between 11 (and including) 20 Submissions	$32,436.00	$32,436.00	0.00%	$0.00	(2040 fee units)	Y	N	For considering 11 (and including) 20 submissions which seek to change an amendment and where necessary referring the submission to the panel.	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Planning Scheme Amendments [continued]									
Planning Scheme Amendment - Stage 2A Exceeding 20 Submissions	$43,359.30	$43,359.30	0.00%	$0.00	(2727 fee units)	Y	N	For considering Submissions that exceed 20 submissions which include: a) Seek to change an amendment and where necessary referring the submissions to a panel b) Providing assistance to a panel in accordance with Section 158 of Act c) Making a submission to a panel under Part 8 of the Act at a hearing referred to in Section 24 (b) of the Act d) After considering submissions and the panel's report, abandoning the amendment	
Planning Scheme Amendment - Stage 3	$516.80	$516.80	0.00%	$0.00	(32.5 fee units) if the Minister is not the planning authority or nil fee if the Minister is the planning authority	Y	N	For: a) Adopting the amendment or part of the amendment, in accordance with Section 29 of the Act b) Submitting the amendment for approval by the Minister in Accordance with Section 31 of the Act c) Giving Notice of the approval of the amendment required by section 36 (2) of the Act	
Planning Scheme Amendment - Stage 4	$516.80	$516.80	0.00%	$0.00	(32.5 fee units) if the Minister is not the planning authority or nil fee if the Minister is the planning authority - This Fee is paid to the Minister	Y	N	Paid to the Minister for: a) Consideration by the Minister of a request to approve the amendment in accordance if Section 35 of the Act b) Giving Notice of approval of the amendment in accordance with section (36)1 of the act	
Planning Scheme Amendment – Minister Request – Section 20A	$1,033.50	$1,033.50	0.00%	$0.00	(65 fee units)	Y	N	Fee for requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act	
Planning Scheme Amendment – Minister Request – Section 20(4)	$4,293.00	$4,293.00	0.00%	$0.00	(270 fee units)	Y	N	Fee for requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Landscaping									
Fee charged to check the Landscape Plan	Landscape Plan check at 0.75% value of work				Per Cost Of Works	Y	N		
Fee charged to supervise Landscape Works	Landscape Construction Supervision based on 2.5 % value of work				Per Cost of works	Y	N		
City Growth and Development									
Subdivision Fees									
Amendment Subdivision - Class 18	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Amendment to Class 18 permit	
Amendment Subdivision - Class 17	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Amendment to Class 11 permit	
Amendment Subdivision - Class 19	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Amendment to Class 19 permit- Per 100 lots created	
Amendment Subdivision - Class 20	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Amendment to Class 20 permit	
Amendment Subdivision - Class 21	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Amendment to Class 21 permit	
Amendment Subdivision - Class 22	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Amendment to Class 16 permit	
Subdivision Permit - Class 17	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	To subdivide an existing building (other than a class 9 permit)	
Subdivision Permit - Class 18	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	To subdivide land into 2 lots (other than a class 9 or class 16 permit)	
Subdivision Permit - Class 19	$1,415.10	$1,415.10	0.00%	$0.00		Y	N	To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9)	
Subdivision Permit - Class 20	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Subdivide land (other than a class 9, class 16, class 17 or class 18 permit)	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Subdivision Fees [continued]									
Subdivision Permit - Class 21	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	To complete a) Create, vary or remove a restriction within the meaning of the Subdivision Act 1988 b) Create or remove right of way c) Create, vary of remove an easement other than right of way d) Vary or remove a condition om the nature of an easement (other than right of way) in Crown grant	
Subdivision Permit - Class 22	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Subdivision Permit - Class 22	
Planning Applications									
Change of Use - Class 1	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	An Application for change of use only	
Other Development - Class 11	$1,232.30	$1,232.30	0.00%	$0.00	Per Application	Y	N	To develop land (other than class 2, class 3 or class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less $100,000	
Other Development - Class 12	$1,661.60	$1,661.60	0.00%	$0.00	Per Application	Y	N	To develop land (other than a class 4, class 5 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than $100,000 and not more than $1 million	
Other Development - Class 13	$3,665.00	$3,665.00	0.00%	$0.00	Per Application	Y	N	To develop land (other than a class 6 or class 8 or permit to subdivide or consolidate land) if the estimated cost of development is more than $1 million and not more than $5 million	
Other Development - Class 14	$9,341.30	$9,341.30	0.00%	$0.00	Per Application	Y	N		
Other Development - Class 15	$27,546.80	$27,546.80	0.00%	$0.00	Per Application	Y	N	To develop land (other than a class 8 or permit to subdivide or consolidate land) if the estimated cost of development is more than $5 million and not more than $15 million	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Planning Applications [continued]									
Other Development - Class 16	$61,914.60	$61,914.60	0.00%	$0.00	Per Application	Y	N	To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimate cost of development is more than $50 million	
Single Dwelling - Class 2	$214.70	$214.70	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $10,000 or less	
Single Dwelling - Class 3	$675.80	$675.80	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $10,000 but not more than $100,000	
Single Dwelling - Class 6	$1,605.90	$1,605.90	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $1 million and $ 2 million	
Single Dwelling -Class 4	$1,383.30	$1,383.30	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $100,000 but not more than $500,000	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Planning Applications [continued]									
Single Dwelling- Class 5	$1,494.60	$1,494.60	0.00%	$0.00	Per Application	Y	N	To develop land or use and develop land if a single dwelling per lot and undertake development ancillary to use the land for a single dwelling per lot included in the application (other than a class 7 or 8 permit or permit to subdivide or consolidate land) if the estimated cost is $500,000 but not more than $1 million	
VicSmart Application - Class 7	$214.70	$214.70	0.00%	$0.00	Per Application	Y	N	VicSmart Application where the cost of develop is $10,000 or less	
VicSmart Application - Class 8	$461.10	$461.10	0.00%	$0.00	Per Application	Y	N	VicSmart Application if te estimated cost of development is more than $10,000	
VicSmart Application - Class 9	$214.70	$214.70	0.00%	$0.00	Per Application	Y	N	VicSmart Application to subdivide or consolidate land	
VicSmart Application - Other than Class 7, 8 or 9	$214.70	$214.70	0.00%	$0.00	Per Application	Y	N	VicSmart Application Class 10	
Planning Amendments									
Amend or End a Section 173 Agreement	$707.60	$707.60	0.00%	$0.00	Per Agreement	Y	N	Fee for an agreement to a proposal to amend or end an agreement under 173 of the act.	
Amendment Change of Use- Class 1	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Amendment to a permit to change the use of land allowed by the permit or allow a new use of land	
Amendment Development other than Single Dwelling - Class 2	$1,415.10	$1,415.10	0.00%	$0.00	Per Application	Y	N	Amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit.	
Amendment Other Development - Class 11,12,13,14,15 or 16 permit if cost of development is $100.000 or less	$1,232.30	$1,232.30	0.00%	$0.00	Per Application	Y	N	Amendment to Class 10 permit	

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Planning Amendments [continued]									
Amendment Other Development - Class 11,12,13,14,15 or 16 permit if cost of development is between $100,000 and $1,000,000	$1,661.60	$1,661.60	0.00%	$0.00	Per Application	Y	N	Amendment to Class 11 permit	
Amendment Other Development - Class 11,12,13,14,15 or 16 permit if the cost of development is more than $1,000,000	$3,665.00	$3,665.00	0.00%	$0.00	Per Application	Y	N	Amendment to Class 12,13,14 or 15 permit	
Amendment Single Dwelling - Class 2,3,4,5 or 6 if cost of additional development is more than $10,000 but not more than $100,000	$675.80	$675.80	0.00%	$0.00		Y	N	Amendment to a class 3 permit	
Amendment Single Dwelling - Class 2,3,4,5 or 6 if cost of additional development is more than $100,000 but not more than $500,000	$1,383.30	$1,383.30	0.00%	$0.00	Per Application	Y	N	Amendment to Class 4 permit	
Amendment Single Dwelling - Class 2,3,4,5 or 6 permit if cost of additional development is more than $500,000	$1,494.60	$1,494.60	0.00%	$0.00	Per Application	Y	N	Amendment to a class 5 or class 6 permit	
Amendment Single Dwelling- Class 2,3,4,5 or 6 Permit if cost of additional development is $10,000 or less	$214.70	$214.70	0.00%	$0.00	Per Application	Y	N	Amendment to a Class 2 Permit	
Amendment Single Vic Smart - Class 7	$214.70	$214.70	0.00%	$0.00	Per Application	Y	N	Amendment to Class 7 permit	
Amendment VicSmart - Class 8	$461.10	$461.10	0.00%	$0.00	Per Application	Y	N	Amendment to Class 8 permit	
Amendment VicSmart - Class 9	$214.70	$214.70	0.00%	$0.00	Per Application	Y	N	Amendment to Class 9 permit	

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Planning Amendments [continued]									
Amendment VicSmart - Other than Class 7, 8 or 9	$214.70	$214.70	0.00%	$0.00	Per Application	Y	N	Amendment to a Class 10 permit (VicSmart application other than a class 7, 8 or 9 permit)	
Other Planning Fees									
Advertising of Planning - Public Notice	$23.00	$23.60	2.61%	$0.60	Per Notice	N	N	Charge for each notice	
Advertising of Planning applications - Over 10 notices	$15.00	$15.40	2.67%	$0.40	Per Letter	N	N	Per Letter after first 10 letters	
Application - Property Planning Controls	$180.00	$184.00	2.22%	$4.00	Per Application	N	N	Application for Information of Property Planning Controls	
Bond/Bank Guarantee return processing fee	$515.00	$527.88	2.50%	$12.88		N	N		
Certificate of Compliance	$349.80	$349.80	0.00%	$0.00	Per Certificate	Y	N	Issue a certificate of compliance	
Demolition Approval	$91.40	$91.40	0.00%	$0.00	Per Application	Y	N	Requst for demolition approval	
Other Fees - Combined Permits	Value of the fee is sum of the highest of the fees which would have applied if seperate applications were made and 50% of each other fees which would have applied if separate applications were made					Y	N	Fee for combined permit applications	
Planning Permit-Application Change of Use	$1,415.10	$1,415.10	0.00%	$0.00	Per Permit	Y	N	Plannig Permit - Application for Change of Use Only	
Pre Application - Prior to Application	$180.00	$184.00	2.22%	$4.00		N	Y	Pre Application - Prior to Application	
Satisfaction Matter	$349.80	$349.80	0.00%	$0.00	Each	Y	N	Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council	
Advertising of planning application - up to 10 notices	$115.00	$118.00	2.61%	$3.00	Per Application	N	N	Discretionary fees	
Copy of planning Permit (with associated plans) -Other	$175.00	$179.00	2.29%	$4.00	Per Application	N	N	Discretionary fees - Other	
Copy of planning Permit (with associated plans) -Residential	$115.00	$118.00	2.61%	$3.00	Per Application	N	N	Discretionary fees - Residential	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Other Planning Fees [continued]									
Development plan approval	$285.00	$292.00	2.46%	$7.00	Per Application	N	N	Discretionary fees	
Extension of time	$210.00	$215.00	2.38%	$5.00	Per Application	N	N	Discretionary fees	
Planning Controls	$180 or Planning Controls and Copy of Permit & Plans Discretionary fees				Per Application	N	N		
Precinct plan approval	$655.00	$670.00	2.29%	$15.00	Per Application	N	N	Discretionary fees	
Property enquiries & searches	$180.00	$184.00	2.22%	$4.00	Per Application	N	N	Discretionary fees	
Request to vary precinct plan approval	$285.00	$292.00	2.46%	$7.00	Per Application	N	N	Discretionary fees	
Researching existing use right or non-conforming use right	$260.00	$266.00	2.31%	$6.00	Per Application	N	N	Discretionary fees	
Secondary Consent Applications	$570.00	$585.00	2.63%	$15.00	Per Application	N	N	Discretionary Fees	
Subdivision Certification									
Alteration of Plan	$119.30	$119.30	0.00%	$0.00		Y	N	Alteration of plan under section 10(2) of the Act	
Amended Certified Plan	$151.10	$151.10	0.00%	$0.00		Y	N	Certificate issues to show amended certified plan under Section 11(1) of the Act	
Certification of Plan of Subdivision	$187.60	$187.60	0.00%	$0.00	Per Certificate	Y	N	Certificate of Plan of Subdivision	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
City Life									
Community and Active Living									
Wellness & Engagement									
Seniors Exercise Programs			Cost $5.00 to $15.00 Depending on the Activity		Per Program	N	N	Seniors Exercise Programs	
Community Transport									
Senior Community Transport	$1.70	$1.75	2.94%	$0.05	Per Trip	N	N		
Hire of Community Bus - Bond	$213.00	$218.00	2.35%	$5.00		N	N		
Hire of Community Bus - Daily Fee	$67.00	$68.50	2.24%	$1.50	Daily Use	N	Y		
Hire of Community Bus - Overnight Fee	$160.00	$164.00	2.50%	$4.00		N	Y		
Hire of Community Bus - Bond 5 hours	$213.00	$218.00	2.35%	$5.00		N	N		
Hire of Community Bus - Fee 5 hours	$34.00	$35.00	2.94%	$1.00		N	Y		
Excess applicable for Insurance	$585.00	$600.00	2.56%	$15.00		N	Y		
Fuel Replacement & Administration Cost	$54.00	$55.50	2.78%	$1.50	Per Litre	N	Y		
Damage - Internal or External		Charges for internal or external damage to Community Bus			Associated Cost	N	Y	Associated Cost	
Late Cancellation		Full scheduled booking fee			Full Scheduled Cost	N	Y		
Care Melton Expo									
Care Expo Site Fee	$159.00	$163.00	2.52%	$4.00	Per Stall	N	Y		
Exhibitor cancellation fee	$341.00	$350.00	2.64%	$9.00		N	Y		

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CHSP - Social Support									
Social Support Individual - High Fee Range	$54.50	$56.00	2.75%	$1.50	Per Session	N	N		Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Social Support Group (Community Based) - High Fee Range	$108.00	$111.00	2.78%	$3.00	Per Session	N	N	Outing including meal	Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Social Support Group (Community Based) - Low Fee Range	$25.25	$29.00	14.85%	$3.75	Per Session	N	N	Outing including meal	NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Social Support Group (Community Based) - Medium Fee Range	$25.45	$29.00	13.95%	$3.55	Per Session	N	N	Outing including meal	NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Social Support Individual - Low Fee Range	$5.35	$7.25	35.51%	$1.90	Per Session	N	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Social Support Individual - Medium Fee Range	$7.75	$10.35	33.55%	$2.60	Per Session	N	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
CHSP - Social Support (Centre Based)									
Social Support Group (Centre Based) - High Fee Range	$138.00	$141.00	2.17%	$3.00	Per Session	N	N		Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Social Support Group (Centre Based) - Medium Fee Range	$6.35	$10.70	68.50%	$4.35	Per Session	N	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
CHSP - Social Support (Centre Based) [continued]									
Social Support Group (Centre Based) - Low Fee Range	$6.35	$10.70	68.50%	$4.35	Per Session	N	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Domestic Assistance									
Domestic Assistance - High Fee Range	$55.00	$56.50	2.73%	$1.50	Per Hour	N	N		Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Domestic Assistance - Low Fee Range	$6.75	$8.10	20.00%	$1.35	Per Hour	N	N	Charge for Late Cancellation	NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Domestic Assistance - Medium Fee Range	$11.05	$15.70	42.08%	$4.65	Per Hour	N	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Food Services									
Food Services low fee 2 course	$0.00	$9.80	∞	$9.80		N	N	Current fees is Food Services low fee range for 3 course meal and the new charge is to provide an option of 2 course meal based on feedback through client consultation.	
Food Service - High Fee Range	$30.00	$31.00	3.33%	$1.00	Per Meal	N	N		Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Food Service - Low Fee Range	$9.30	$10.80	16.13%	$1.50	Per Meal	Y	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).

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Food Services [continued]									
Food Service - Medium Fee Range	$9.30	$12.60	35.48%	$3.30	Per Meal	N	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Personal Care									
Personal Care - High Fee Range	$55.00	$56.50	2.73%	$1.50	Per Hour	N	N		Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Personal Care - Low Fee Range	$5.45	$6.55	20.18%	$1.10	Per Hour	Y	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Personal Care - Medium Fee Range	$7.75	$14.45	86.45%	$6.70	Per Hour	N	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Respite Care									
Respite - High Fee Range -	$55.00	$58.00	5.45%	$3.00	Per Hour	N	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Respite - Low Fee Range	$3.85	$5.90	53.25%	$2.05	Per Hour	N	N		NON-STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).
Respite - Medium Fee Range	$5.45	$13.75	152.29%	$8.30	Per Hour	N	N		NON=STANDARD INCREASE - Benchmarking exercise conducted. Increase in fees is in line with client contribution framework (CHSP, HACC PYP).

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Property Maintenance									
Property Maintenance - High Fee Range	High Fee Range - 1 hour minimum charge of $68.00 and additional costs for materials				Per Hour	Y	N	Minimum charge is $49.50 per hour plus additional costs for materials	Benchmarking exercise conducted and in line with Client Contribution Framewok
Property Maintenance - Low Fee Range	Low Fee Ranges - 1 hour minimum charge of $16.00 and additional costs for materials				Per Hour	Y	N	Minmum charge is $10.10 per hour plus additional costs for materials Per Hour	Benchmarking exercise conducted and in line with Client Contribution Framework
Property Maintenance - Medium Fee Range	Medium Fee Range - 1 hour minimum charge of $24.00 and additional costs for materials				Per Hour	Y	N	Minimum charge is $18.70 per hour, plus additional cost for materials	Benchmarking exercise conducted and in line Client Contribution Framework
Healthy Connected Communities									
Community Activation and Learning									
Neighbourhood House									
Class Fee	Fee for Class - variable between $0 - $150.				Per Hour	N	Y	Dependent on Program 75% of Tutor Cost	As advised by Elyse on 20/12/2023.
Community Participation & Connection									
Men's Shed - Session	Dependent on Activity - Per Session Fee Range $3.00 to $23.00				Per Session	N	Y		As advised by Elyse on 20/12/2023.
Child Family and Youth									
Early Childhood Programs									
Change of preference Fee	$25.00	$25.00	0.00%	$0.00		N	N	Change of preference Fee	
Family Day Care Services									
Booked Core Hours - 8am to 6pm	Fee Range (Hourly Rate) $8.15 to $11.10				Per Hour	N	N	Booked Core Hours - 8:00am to 6:00pm	increase the 5% recommended (benchmarked other LGA & a wage to cover cost of living)
Booked Non Core Hours - 6pm to 8am	Fee Range (Hourly Rate) $9.05 to $11.60				Per Hour	N	N	Booked Non Core Hours 6:00pm to 8:00am	increase the 5% recommended (benchmarked other LGA & a wage to cover cost of living)
Booked Weekend Care	Fee Range (Hourly Rate) $11.00 to $22.95				Per Hour	N	N	Booked Weekend Care	increase the 5% recommended.
Casual Care - Weekdays	Fee Range (Hourly Rate) $13.00 to $17.45				Per Hour	N	N		increase the 5% recommended

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Family Day Care Services [continued]									
Casual Care - Weekends	Fee Range (Hourly Rate) $15.55 to $22.95				Per Hour	N	N		increase the 5% recommended.
Meals - Breakfast	Charge Range $3.80 to $6.50				Per Meal	N	N		5% increase in line with benchmarking data for other FDC educator fees
Meals - Dinner	Charge Range $7.50 to $9.25				Per Meal	N	N		5% increase in line with benchmarking data for other FDC educator fees
Meals - Lunch	Charge range $5.80 to $9.25				Per Meal	N	N		5% increase in line with benchmarking data for other FDC educator fees
Meals - Snack	Charge Range $3.00 to $3.80				Per Meal	N	N		5% increase in line with benchmarking data for other FDC educator fees
Public Holiday In Care	Fee Range (Hourly Rate) $15.55 to $22.95					N	N		increase the 5% recommended + low range increased to match casual care weekend rate
Transport - Local Trip	Charge Range $4.20 to $6.20				Per Trip	N	N		5% increase in line with benchmarking data for other FDC educator fees
Administration Levy	$2.50	$2.65	6.00%	$0.15	Per Hour	Y	N	Per Hour Per Child nil capping	NON-STANDARD INCREASE - Benchmarked other LGA and increase to reduce service costs (6%)
Educator Levy	$0.30	$0.35	16.67%	$0.05	Per Hour	Y	N	Per Hour Per Child nil capping	NON-STANDARD INCREASE - Benchmarked other LGA & increase to reduce service costs.
Kindergarten Enrolments									
Administration Levy for Enrolling in Kindergarten	$33.00	$34.00	3.03%	$1.00	Per child	Y	N		
Vacation Care									
Centre Days	$85.55	$89.50	4.62%	$3.95	Per child	Y	N		NON-STANDARD INCREASE - 5% Increase to reflect market cost and reduce cost of service operation.
Excursions	$38.00	$40.00	5.26%	$2.00	Per child	Y	N	Maximum	NON-STANDARD INCREASE - 5% Increase to reflect market cost and reduce cost of service operation.
Incursions	$26.00	$27.50	5.77%	$1.50	Per child	Y	N	Minimum	NON-STANDARD INCREASE - 5% Increase to reflect market cost and reduce cost of service operation.
Late Enrolment Fee	$23.05	$23.65	2.60%	$0.60	Per booking	Y	N		

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Vacation Care [continued]									
Late Pickup Fee	$5.50	$5.65	2.73%	$0.15	Per child Per minute	Y	N		
Recreation and Facility Activation									
Office/Workstation Hire - Melton Youth Services - Permanent Agency User	$1,455.00	$1,490.00	2.41%	$35.00	Per Day	N	Y	Office/Workstation Hire - Melton Youth Services - Permanent Agency User	Desk space once a week for 52 weeks.
Office/Workstation Hire - Youth Services - Permanent Agency User	$7,255.00	$7,435.00	2.48%	$180.00	Annual - 5 days per week	N	Y	Office/Workstation Hire - Youth Services - Permanent Agency User	Desk space hire for 5 days per week (annually)
Teenage Holiday Program	Fee Range $5 to $45- dependent on activity				Per Participant	N	Y	Teenage Holiday Program	Fee Range $5 to $45- dependent on activity
After Function Hire Clean	$131.00	$134.00	2.29%	$3.00	Per Hire	N	Y		
After Function Inspection	$61.50	$63.00	2.44%	$1.50	Per Hire	N	Y		
Insurance Casual User	$31.50	$32.50	3.17%	$1.00	Per Hire	N	Y		
Community Room - Casual Community Agency User	$21.15	$21.70	2.60%	$0.55	Per Hour	N	Y		
Community Room - Casual Community User	$16.70	$17.10	2.40%	$0.40	Per Hour	N	Y		
Community Room - Casual User Bond	$500.00	$500.00	0.00%	$0.00	Per Hire	N	N		
Community Room - Permanent and Casual Commercial Users OR Private function before 5pm	$31.50	$32.50	3.17%	$1.00	Per Hour	N	Y		
Community Room - Permanent Community Agency users	$15.40	$15.80	2.60%	$0.40	Per Hour	N	Y		
Community Room - Permanent Community Users	$11.50	$11.80	2.61%	$0.30	Per Hour	N	Y		
Community Room - Function Hire after 5pm	$65.50	$67.00	2.29%	$1.50	Per Hour	N	Y		

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Recreation and Facility Activation [continued]									
Meeting Room hire (<20 capacity) - Casual Community Agency Users	$16.05	$16.45	2.49%	$0.40	Per Hour	N	Y		
Meeting Room hire (<20 capacity) - Casual Community Users	$12.10	$12.40	2.48%	$0.30	Per Hour	N	Y		
Meeting room hire (<20 capacity) - Casual User Bond	$200.00	$200.00	0.00%	$0.00	Per Hire	N	N		
Meeting Room hire (<20 capacity) - Permanent and Casual Commercial Users	$27.95	$28.65	2.50%	$0.70	Per Hire	N	Y		
Meeting Room hire (<20 capacity) - Permanent Community Agency Users	$11.50	$11.80	2.61%	$0.30	Per Hour	N	Y		
Meeting Room hire (<20 capacity) - Permanent Community Users	$9.80	$10.05	2.55%	$0.25	Per Hour	N	Y		
Office Hire in Community Facilities	$59.00	$60.50	2.54%	$1.50	Per Day	N	Y		
PA System/Audio system – (no operator inc. Lecturn and Microphone and access to lighting controls) - Commercial OR Private function	$146.00	$150.00	2.74%	$4.00	Per Hire	N	Y		
PA System/Audio system – (no operator Inc. Lectern and Microphone and access to lighting controls) - Community group/ Community agency	$86.50	$88.50	2.31%	$2.00	Per Hire	N	Y		
Staff: Set Up / Service Per Officer/Per Hour	$54.50	$56.00	2.75%	$1.50	Per Hour	N	Y		
Day booking (prior to 5pm) - Commercial OR Private function	$100.00	$102.00	2.00%	$2.00	Per Hour	N	Y		

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Recreation and Facility Activation [continued]

Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Day booking (prior to 5pm) - Community group/ Community agency	$59.00	$60.50	2.54%	$1.50	Per Hour	N	Y		
Evening booking (after 5pm) - Commercial OR Private function	$114.00	$117.00	2.63%	$3.00	Per Hour	N	Y		
Evening booking (after 5pm) - Community group/ Community agency	$67.50	$69.00	2.22%	$1.50	Per Hour	N	Y		
Bond for Auditorium	$500.00	$500.00	0.00%	$0.00	Per Booking	N	N		
Bond for Auditorium - Meeting Rooms	$200.00	$200.00	0.00%	$0.00	Per Booking	N	N		
Meeting room 1 or 2/3 - Community group/ Community agency - Per Hour	$18.35	$18.80	2.45%	$0.45	Per Hour	N	Y		
Meeting room 1 or 2/3 - Community group/ Community agency - Per Day	$90.50	$93.00	2.76%	$2.50	Per Day	N	Y		
Meeting room 1, or 2 /3 - Commercial - Per Day	$124.00	$127.00	2.42%	$3.00	Per Day	N	Y		
Meeting room 1, or 2 /3 - Commercial - Per Hour	$24.65	$25.25	2.43%	$0.60	Per Hour	N	Y		
Meeting Room 4 - Commercial rate - Per Day	$187.00	$192.00	2.67%	$5.00	Per Day	N	Y		
Meeting Room 4 - Commercial rate - Per Hour	$38.00	$39.00	2.63%	$1.00	Per Hour	N	Y		
Meeting room 4 - Community group/ Community agency Per Day	$124.00	$127.00	2.42%	$3.00	Per Day	N	Y		
Meeting room 4 - Community group/ Community agency - Per Hour	$24.65	$25.25	2.43%	$0.60	Per Hour	N	Y		

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Recreation and Facility Activation [continued]

Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Casual Community - Room Hire - Community Agency	$21.15	$21.70	2.60%	$0.55	Per Hour	N	Y		
Casual Community Room Hire - Community Group	$16.70	$17.10	2.40%	$0.40	Per Hour	N	Y		
Permanent & Casual Commercial Room Hire	$31.50	$32.50	3.17%	$1.00	Per Hour	N	Y		
Permanent Community Room Hire - Community Agency	$15.40	$15.80	2.60%	$0.40	Per Hour	N	Y		
Permanent Community Room Hire - Community group	$11.50	$11.80	2.61%	$0.30	Per Hour	N	Y		
Casual User Insurance	$31.50	$32.50	3.17%	$1.00	Per Hour	N	Y		
Community Room hire - Casual Community Agency User (other than Seniors groups)	$21.15	$21.70	2.60%	$0.55	Per Hour	N	Y		
Community Room hire - Casual Community User (other than Seniors groups)	$16.70	$17.10	2.40%	$0.40	Per Hour	N	Y		
Community Room hire - Casual User Bond/Private function bond	$500.00	$500.00	0.00%	$0.00	Per Hire	N	N		
Community Room hire - Permanent and Casual Commercial Users OR Private function before 5pm (other than Seniors groups)	$31.50	$32.50	3.17%	$1.00	Per Hour	N	Y		
Community Room hire - Permanent Community Agency users (other than Seniors groups)	$15.40	$15.80	2.60%	$0.40	Per Hour	N	Y		
Community Room hire - Permanent Community Users (other than Seniors groups)	$11.50	$11.80	2.61%	$0.30	Per Hour	N	Y		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Recreation and Facility Activation [continued]									
Function hire after 5pm (other than Seniors groups)	$65.50	$67.00	2.29%	$1.50	Per Hour	N	Y		
Athletic Facilities									
Carnivals - Regional association/combined schools carnival hire fee	$482.00	$494.00	2.49%	$12.00	Per Event	N	Y	Maximum 6 hours Hire fee per carnival (max 6 hrs booking)	
Casual use/training - commercial use (including PT, coaches) and community use from outside the municipality (including schools, clubs)	$82.00	$84.00	2.44%	$2.00	Per Event	N	Y	Fee per hour for commercial hire (e.g. personal training) and communty hire from groups outside the municipality (e.g. schools, sporting clubs)	
Casual use/training (local schools and clubs)	$55.00	$56.00	1.82%	$1.00	Per hour	N	Y	Fe per hour - excludes lighting	
School Carnivals - Local Schools	$323.00	$331.00	2.48%	$8.00	Per event	N	Y	Hire fee per carnival for local schools (max 6 hrs booking)	
School Carnivals - users from outside the municipality	$436.00	$447.00	2.52%	$11.00	Per event	N	Y	Hire fee per carnival for schools outside the municipality (max 6 hrs booking)	
Standard equipment hire (Core equipment)	$220.00	$226.00	2.73%	$6.00	Per event	N	Y	Equipment hire fee for carnivals (max 6 hrs booking)	
Indoor Stadiums									
Basketball Court - Peak	$45.50	$47.00	3.30%	$1.50	per hr /court	N	Y		
Basketball Court -Off Peak	$33.00	$34.00	3.03%	$1.00	per hr /court	N	Y		
Cobblebank Meeting Room 1 (accommodates 8 people)	$12.50	$13.00	4.00%	$0.50	per hour	N	Y		
Cobblebank Meeting Room 2 (accommodates 12 people)	$15.50	$16.00	3.23%	$0.50	per hour	N	Y		
Cobblebank Multi Purpose Room	$64.00	$66.00	3.13%	$2.00	per hour	N	Y		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Indoor Stadiums [continued]									
Cobblebank Foyer/ Function space	$10.50	$11.00	4.76%	$0.50	per hour	N	Y		
Cobblebank Office (Club office)	$16,099.42	$16,502.00	2.50%	$402.58	annual fee	N	Y		
Cobblebank Desk Space (1 desk within Admin Office)	$7,257.00	$7,438.00	2.49%	$181.01	annual fee	N	Y		
Cobblebank Retractable Seating- Total 962 people (Cleaning only)	$205.00	$212.00	3.41%	$6.99	per day	N	Y		NON-STANDARD INCREASE - CPI+1%
Cobblebank Elite Change Rooms (Cleaning only)	$155.00	$160.00	3.23%	$4.99	per booking	N	Y		NON-STANDARD INCREASE - CPI+1%
Caroline Springs Café (meetings space)	$38.00	$39.00	2.63%	$1.00	per hour	N	Y		
Bond	$650.00	$650.00	0.00%	$0.00	per hour	N	N		
Council Insurance Fee	$31.00	$32.00	3.23%	$1.00	per booking	N	Y		
Caroline Springs Tennis Courts - no lights (casual rate)	$11.50	$12.00	4.35%	$0.50	per hour	N	Y		
Caroline Springs Tennis Courts - with lights (casual rate)	$22.00	$23.00	4.55%	$1.00	per hour	N	Y		
Caroline Springs Tennis Social Room & Kitchen (casual rate)	$46.50	$48.00	3.23%	$1.50	per hour	N	Y		
Recreation Reserves									
Casual Pavilion Hire	$12.50	$13.00	4.00%	$0.50		N	Y	Casual Pavilion Hire	gradual increase to community pavilion hire
Bond for hire	$500.00	$500.00	0.00%	$0.00	Per booking	N	N	Refundable	
Cleaning after Pavilion Hire	$135.00	$138.00	2.22%	$3.00	Per event/hire	N	Y	Pavilion cleaning fee following casual/ event hire	
Hard Court Hire (Tennis & Netball) - Casual users from outside the municipality	$14.00	$14.50	3.57%	$0.49	Per Court Per Hour	N	Y	Casual hire of tennis and netball courts by non-Melton groups - per court per hour	CS rates are lower. Added CPI this year.

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Recreation Reserves [continued]									
Hard Court Hire (Tennis & Netball) - Commercial Use	$361.00	$371.00	2.77%	$10.00	Per month	N	Y	Monthly fee for hire of up to 4 courts	
Hard Courts (Tennis & Netball) - Seasonal use local sporting clubs	$450.00	$460.00	2.22%	$10.00	Per unit	N	Y	Includes Pavillion & Ground Use	
Sports Lighting	$27.00	$28.00	3.70%	$1.00	Per hour	N	Y		
Sportsground Hire (Grass) - Casual users from outside the municipality	$30.00	$31.00	3.33%	$1.00	Per hour	N	Y		
Sportsground Hire (Grass) - Commercial Use, Coaching, Academies, Events	$233.00	$240.00	3.00%	$7.00	Per Week	N	Y		NON-STANDARD INCREASE- FEE ADJUSTMENT MANUAL
Sportsground Hire (Grass) - Personal Trainers	$117.00	$120.00	2.56%	$3.00	Per Month	N	Y		
Seasonal Use (Sportsgrounds) - local sporting clubs	$450.00	$460.00	2.22%	$10.00	Per unit	N	Y	Includes Pavilion and Ground (Grass and Synthetic Surfaces) Use	
Synthetic Sportsground Hire - users from outside the municipality	$85.00	$87.00	2.35%	$2.00	Per hour	N	Y	Casual hire of synthetic sportsground per hour for non-melton schools and groups - does not include lighting or pavilion access	
Synthetic Sportsground Hire - City of Melton Schools and Clubs	$27.00	$28.00	3.70%	$1.00	Per hour	N	Y	Hire of synthetic sportsground per hour - does not include lighting or pavilion access	

Libraries and Learning

Libraries Services

Consumables

Basic Ear Phones	$2.00	$2.00	0.00%	$0.00	Each	N	Y		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Consumables [continued]									
USB 8GB	$9.00	$9.00	0.00%	$0.00	Each	N	Y	Charge is for USBs sold to the public. We purchase for $4.50 each at wholsesale. This is not revenue raising - more of a community service. Charge is for USBs sold to the public. We purchase for $4.50 each at wholsesale. This is not revenue raising - more of a community service.	
Library Bags	$2.00	$2.00	0.00%	$0.00	Per bag	N	Y		
Programs									
Per Person for some events and programs	Minimum Charge $2.00. Charge varies depending on program.				Per Person	N	Y		
Membership									
Replacement of membership card	$2.50	$2.60	4.00%	$0.10	Per item	N	N	Replacement cost for lost, damaged or stolen library card.	
Charge for late library item returns	$0.20	$0.20	0.00%	$0.00	Per item Per day	N	N	. Accrues daily to maximum of $2.00 Per item	
Inter-Library Loan requests outside of Swift Consortium	$16.00	$16.40	2.50%	$0.40	Per item	N	Y	This is the standard national rate for Inter-library loans, however the library passes on to customers any further charges levied by the lending library.	
Lost Damaged & Stolen Items	Replacement cost for lost, damaged or stolen library items as recorded on the library database.					N	N		
Photocopying/Printing									
Black and white A3	$0.40	$0.40	0.00%	$0.00	Per page	N	Y		
Black and white A4	$0.20	$0.20	0.00%	$0.00	Per page	N	Y		
Colour A3	$2.00	$2.00	0.00%	$0.00	Per page	N	Y		
Colour A4	$1.00	$1.00	0.00%	$0.00	Per page	N	Y		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Venue Hire									
Meeting Room (16 maximum capacity) – Commercial – per day	$0.00	$167.50	∞	$167.50	Per Day	N	Y		NEW FEE -This is the charge for meeting rooms Shebley and Buckley, where the dividers can be collapsed to create a larger room from 2 smaller rooms. The way that the fee was created was by looking at other rooms which worked out to $1.25 per person.
Meeting Room (16 maximum capacity) – Commercial – per hour	$0.00	$33.50	∞	$33.50	Per Hour	N	Y		NEW FEE - This is the charge for meeting rooms Shebley and Buckley, where the dividers can be collapsed to create a larger room from 2 smaller rooms. The way that the fee was created was by looking at other rooms which worked out to $1.25 per person.
Meeting Room (16 maximum capacity) – Community group/ Community agency – per day	$0.00	$100.00	∞	$100.00	Per Day	N	Y		NEW FEE - This is the charge for meeting rooms Shebley and Buckley, where the dividers can be collapsed to create a larger room from 2 smaller rooms. The way that the fee was created was by looking at other rooms which worked out to $1.25 per person.
Meeting Room (16 maximum capacity) – Community group/ Community agency – per hour	$0.00	$20.00	∞	$20.00	Per Hour	N	Y		NEW FEE - This is the charge for meeting rooms Shebley and Buckley, where the dividers can be collapsed to create a larger room from 2 smaller rooms. The way that the fee was created was by looking at other rooms which worked out to $1.25 per person.
Workstation Licence - Per Calendar Year	$7,510.00	$7,700.00	2.53%	$190.00	Per Workstation	N	Y	Workstation Licence - per calendar year Annual licence fee for community service organisation use of one desk in co -working space	
Workstation Licence - Per Quarter	$1,875.00	$1,920.00	2.40%	$45.00	Per Workstation	N	Y	Workstation licence - per quarter Quarterly Licence fee for community service organisation, use of one desk in co working space.	
Bond - after hours	$237.00	$243.00	2.53%	$6.00	Per Booking	N	N		
Staff setup/Clean- Per Hour	$53.50	$55.00	2.80%	$1.50	Per Hour	N	Y	Per Staff officer	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Venue Hire [continued]									
Balam Balam Seminar room - Commercial rate - Per Day	$515.00	$530.00	2.91%	$15.00	Per Day	N	Y		
Balam Balam Seminar room - Commercial rate - Per Hour	$104.00	$107.00	2.88%	$3.00	Per Hour	N	Y		
Balam Balam Seminar room - Community group/ Community agency - Per Day	$256.00	$262.00	2.34%	$6.00	Per Day	N	Y		
Balam Balam Seminar room - Community group/ Community agency	$52.50	$54.00	2.86%	$1.50	Per Hour	N	Y		
Butler AV room - Commercial - Per Day	$221.00	$227.00	2.71%	$6.00	Per Day	N	Y		
Butler AV room - Commercial - Per Hour	$45.00	$46.00	2.22%	$1.00	Per Hour	N	Y		
Butler AV room - Community group/ Community agency - Per Day	$110.00	$113.00	2.73%	$3.00	Per Day	N	Y		
Butler AV room - Community group/ Community agency - Per Hour	$22.00	$23.00	4.55%	$1.00	Per Hour	N	Y		
Double training room - Commercial - Per Day	$354.00	$363.00	2.54%	$9.00	Per Day	N	Y		
Double training room - Commercial - Per Hour	$70.50	$72.00	2.13%	$1.50	Per Hour	N	Y		
Double training room - Community group/ Community agency - Per Day	$171.00	$175.00	2.34%	$4.00	Per Day	N	Y		
Double training room - Community group/ Community agency - Per Hour	$34.50	$35.50	2.90%	$1.00	Per Hour	N	Y		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Venue Hire [continued]									
Meeting room (8 maximum capacity) - Commercial Per Day	$121.00	$124.00	2.48%	$3.00	Per Day	N	Y		
Meeting room (8 maximum capacity) - Commercial Per Hour	$25.00	$26.00	4.00%	$1.00	Per Hour	N	Y		
Meeting room (8 maximum capacity) - Community group/Community agency - Per Hour	$88.50	$90.50	2.26%	$2.00	Per Hour	N	Y		
Meeting room (8 maximum capacity) - Community group/Community agency - Per Hour	$19.00	$19.60	3.16%	$0.60	Per Hour	N	Y		
Training/meeting room (20-25 maximum capacity) - Commercial Per Day	$183.00	$188.00	2.73%	$5.00	Per Day	N	Y		
Training/meeting room (20-25 maximum capacity) - Commercial Per Hour	$37.50	$38.50	2.67%	$1.00	Per Hour	N	Y		
Training/meeting room (20-25 maximum capacity) - Community group/ Community agency Per Day	$121.00	$124.00	2.48%	$3.00	Per Day	N	Y		
Training/meeting room (20-25 maximum capacity) - Community group/ Community agency Per Hour	$24.00	$24.60	2.50%	$0.60	Per Hour	N	Y		
Triple training room - Commercial Per Day	$377.00	$386.00	2.39%	$9.00	Per Day	N	Y		
Triple training room - Commercial Per Hour	$76.50	$78.50	2.61%	$2.00	Per Hour	N	Y		
Triple training room - Community group/ Community agency Per Day	$221.00	$227.00	2.71%	$6.00	Per Day	N	Y		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Venue Hire [continued]									
Triple training room - Community group/ Community agency Per Hour	$45.00	$46.00	2.22%	$1.00	Per Hour	N	Y		
Laptop Hire	$3.00	$3.00	0.00%	$0.00	Per Hire	N	Y		
Arts, Events and Economic Development									
Arts and Events									
Event Vendor Fees									
Coffee Vendor Fees Lakeside Alive	$169.00	$169.00	0.00%	$0.00	Per Event	N	Y	Vendor Fee	
Food Vendor Fee Flavour Fest	$225.50	$225.50	0.00%	$0.00	Per Event	N	Y	Vendor Fee	
Food Vendor Fees Lakeside Alive	$338.00	$338.00	0.00%	$0.00	Per Event	N	Y	Vendor Fee	
Event Vendor Fees Djerriwarrh Festival	$675.00	$675.00	0.00%	$0.00	Per Event	N	Y	Vendor Fee	Fees included are: Food Vendor (Main food vendor lane) - $410 plus GST Oval Vendor - $205
Event Vendor Fees Carols by Candlelight	$500.00	$500.00	0.00%	$0.00	Per Event	N	Y	Vendor Fee	Fees included are: Food vendor - $303 plus GST Coffee Vendor - $151.50 plus GST

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Freedom of Information									
Freedom Of Information - Application Fee	$30.60	$31.35	2.45%	$0.75	Per Application	Y	N		
Freedom of Information - Charge for Search	$22.90	$23.47	2.49%	$0.58	Per hour or part thereof	Y	N	This fee is charged to undertake a search for documents	
Freedom of Information - Charge for Supervision	$22.90	$23.47	2.49%	$0.58	Per quarter hour or part thereof	Y	N	This fee is charged to undertake a search for documents	
Freedom Of Information Photocopying - Colour	$1.10	$1.15	4.55%	$0.05	Per Copy	Y	N	Freedom of Information- Colour	
Freedom Of Information Photocopying - A3 Copy	$0.60	$0.60	0.00%	$0.00	Per Copy	Y	N	Freedom of Information - A3 Black	
Freedom Of Information Photocopying - A4 Copy	$0.20	$0.20	0.00%	$0.00	Per Copy	Y	N	Freedom of Information - A4 Black	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Organisational Performance									
Finance									
Rates									
Rates Information									
Copy of Previous Years Rates & Valuation Notice	$16.35	$16.75	2.45%	$0.40	Per request	N	N		
Interest on outstanding rates	Penalty interest rate approved by Minister				Per request	N	N	As set by Attorney General	
Land Information									
Land Information Certificates	Land Information Certificates - As per the Local Government (General) Regulations 2015				Per Certificate	N	N		
Land Information certificates same day service (in additional to statutory fee)	$47.00	$48.00	2.13%	$1.00	Per Certificate	N	N		
Rate History Search	$54.00	$55.50	2.78%	$1.50	Per hour	N	N		
Supplementary Valuations									
Supplementary Valuations City West Water	$26.95	$27.60	2.41%	$0.65	Per Request	N	N		
Administration									
Other									
Dishonoured Payment (Cheque, Direct debits) - Administration fee	$15.65	$16.05	2.56%	$0.40	Per Dishonour	N	N		
Water charges from stand pipe	$5.65	$5.80	2.65%	$0.15	Per Kilo Litre	N	N		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
City Delivery									
Community Safety									
Interest on Unpaid Money - Section 227 A Local Government Act	Penalty Interest Rate approved by the Attorney General in accordance witth Section 2 of the Penalty Interest Rate Act 1983				Per Application	Y	N	Penalty Interest Rate approved by the Attorney General in accordance witth Section 2 of the Penalty Interest Rate Act 1983	
Fire Prevention									
Fire Prevention Notice	Administration Fee for Fire Prevention Cost include any associated Contractor charges no increase for FY 23/24 other than the CPI; the current costs reflect officer time accurately					Y	N	Administration Fee for Fire Prevention Cost includes Contractor charges	
Accommodation									
Prescribed Accommodation Premises - Up to 5 people	$230 plus $25 Per Additional Person over 5				Per Application	Y	N		Plus $25 (Excl GST) per additional person over 5 As this fee has not increased in the last 3 years.
Prescribed Accommodation Premises - rooming houses Up to 4 people	$230 plus $25 Per Additional Person over 5				Per Application	Y	N		Plus $25 (Excl GST) per additional person over 5 As this fee has not increased in the last 2 years.
Animal Registration									
Deceased Refund	Pro Rata 50% of Reduction - Per Half				Per Half	N	N	Pro Rata 50% Reduction	
Pro Rata Registration	Pro Rata Rate 50% Reduction Per Half				Per Half	Y	N	Pro Rata Rate - 50% Reduction	
Unsterilised Dog – Full Fee	$162.00	$166.50	2.78%	$4.50	Per Animal	Y	N		Increase due to State Gov Levy and CPI 2.5%
Unsterilised Dog – Full Fee (Pensioner)	$81.00	$83.25	2.78%	$2.25	Per Animal	Y	N		Increase due to State Gov Levy and CPI 2.5%
Unsterilised Cat – Full Fee (Only Animals Register prior to Aug 2011 or exemption)	$117.00	$120.10	2.65%	$3.10	Per Animal	Y	N		Increase due to State Gov Levy and CPI 2.5%

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Animal Registration [continued]									
Unsterilised Cat – Full Fee (Only Animals Register prior to Aug 2011 or exemption) Pensioner	$58.50	$60.05	2.65%	$1.55	Per Animal	Y	N		Increase due to State Gov Levy and CPI 2.5%
Sterilised Dog – Reduced Fee	$54.00	$55.50	2.78%	$1.50	Per Animal	N	N		Increase due to CPI, State Government levy
Sterilised Dog – Reduced Fee (Pensioner)	$27.00	$27.75	2.78%	$0.75	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Sterilised Cat – Reduced Fee	$39.00	$40.20	3.08%	$1.20	Per Animal	N	N		Increase due to CPI 2.5% and State Gov Levy
Sterilised Cat – Reduced Fee (Pensioner)	$19.50	$20.10	3.08%	$0.60	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Micro chipped Dog (Registered Prior to 10th April 2013)	$54.00	$55.50	2.78%	$1.50	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Micro chipped Dog (Registered Prior to 10th April 2013) (Pensioner)	$27.00	$27.75	2.78%	$0.75	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Micro chipped Cat (Registered prior to 10th April 2013)	$39.00	$40.20	3.08%	$1.20	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Micro chipped Cat (Registered prior to 10th April 2013) (Pensioner)	$19.50	$20.10	3.08%	$0.60	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Dog kept for breeding by Domestic Animal Business	$54.00	$55.50	2.78%	$1.50	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Dog kept for breeding by Domestic Animal Business (Pensioner)	$27.00	$27.75	2.78%	$0.75	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Cat kept for breeding by Domestic Animal Business	$39.00	$40.20	3.08%	$1.20	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Cat kept for breeding by Domestic Animal Business (Pensioner)	$19.50	$20.10	3.08%	$0.60	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Approved Applicable Obedience Trained Dog	$54.00	$55.50	2.78%	$1.50	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Animal Registration [continued]									
Approved Applicable Obedience Trained Dog (Pensioner)	$27.00	$27.75	2.78%	$0.75	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Unsterilised Working Dog - Livestock	$54.00	$55.50	2.78%	$1.50	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Unsterilised Working Dog - Livestock(Pensioner)	$27.00	$27.75	2.78%	$0.75	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Sterilised Working Dog - Livestock	$54.00	$55.50	2.78%	$1.50	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Sterilised Working Dog - Livestock (Pensioner)	$27.00	$27.75	2.78%	$0.75	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Dangerous Dog - Guard Dog Non-Residential Premises	$182.00	$187.00	2.75%	$5.00	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Declared Restricted Breed Dog	$297.00	$304.00	2.36%	$7.00	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Declared Dangerous Dog	$297.00	$304.00	2.36%	$7.00	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Declared Menacing dog	$297.00	$304.00	2.36%	$7.00	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Dog > 10 years old	$54.00	$55.50	2.78%	$1.50	Per Animal	Y	N		Increase due to State Gov Levy and CPI 2.5%
Dog > 10 years old (Pensioner)	$27.00	$27.75	2.78%	$0.75	Per Animal	Y	N		Increase due to State Gov Levy and CPI 2.5%
Cat > 10 years old	$39.00	$40.20	3.08%	$1.20	Per Animal	Y	N		Increase due to State Gov Levy and CPI 2.5%
Cat > 10 years old (Pensioner)	$19.50	$20.10	3.08%	$0.60	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Feline Council Control or Approved Applicable Organisation Registered Cat	$39.00	$40.20	3.08%	$1.20	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%
Feline Council Control or Approved Applicable Organisation Registered Cat (Pensioner)	$19.50	$20.10	3.08%	$0.60	Per Animal	N	N		Increase due to State Gov Levy and CPI 2.5%

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Animal Registration [continued]									
Approved Applicable Organisation Registered Dog	$54.00	$55.50	2.78%	$1.50	Per Animal	Y	N		Increase due to State Gov Levy and CPI 2.5%
Approved Applicable Organisation Registered Dog (Pensioner)	$27.00	$27.75	2.78%	$0.75	Per Animal	Y	N		Increase due to State Gov Levy and CPI 2.5%
Microchip	$90.50	$93.00	2.76%	$2.50	Per Animal	N	Y		Increase due to CPI
Permit Application Fee - (Bi-Yearly) Multiple animals	$114.80	$117.65	2.48%	$2.85	Per Permit	Y	N		Increase due to CPI
Multiple Animal Permit Renewal	$82.00	$84.50	3.05%	$2.50	Per Permit	Y	N		Increase due to CPI
Multiple Animal Permit Amendment Fee	$55.35	$56.75	2.53%	$1.40	Per Permit	Y	N		Increase due to CPI
Animal Adoption									
Adoption Cost for Animal (Male) - Dog	$350.00	$400.00	14.29%	$50.00	Per Animal	N	Y	Does not include registration fee - Dog	NON-STANDARD INCREASE - Increase due to State Gov Levy, CPI and Adoption costs.
Adoption Cost for Animal (Female) - Dog	$414.00	$450.00	8.70%	$36.00	Per Animal	N	Y	Does not include registration fee	NON-STANDARD INCREASE - Increase due to State Gov Levy, CPI and Adoption costs.
Adoption Cost for Animal (Male) - Cat	$70.00	$100.00	42.86%	$30.00	Per Animal	N	Y	Does not include registration fee -Cat	NON-STANDARD INCREASE- Increase due to State Gov Levy, CPI and Adoption costs.
Adoption Cost for Animal (Female) - Cat	$91.00	$120.00	31.87%	$29.00	Per Animal	N	Y	Does not include Registration Fee - Cat	NON-STANDARD INCREASE - Increase due to State Gov Levy, CPI and Adoption costs.
Building Lodgement									
Request for building Permit information - Regulation 51 (1), (2), & (3)			As per Regulations		Per Information	Y	N		
Council consent/discretion - Part 5 Siting Requirements (Reg 73-97)			As per Regulations		Per Inspection	Y	N		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Building Lodgement [continued]									
Affected Owners Written Consultation Fee	$365.00	$374.00	2.47%	$9.00	Per Lodgement	N	Y		Increase by CPI as it was not included from last year's fee.
Lodgement fees - Other Classes				As per Regulations	Per Lodgement	Y	N		
Building permit lodgement fees (section 30)				As per Regulations	Per Lodgement	N	N		
Council consent/discretion Non - Siting Matters (Reg 310, 513,515,604,801,802, & 806)				As per Regulations	Per Lodgement	Y	N		
Domestic Building Plans Search Fee (non - refundable)	$200.00	$205.00	2.50%	$5.00	Per Search	N	N		
Commercial Building Plans Search Fee (non - refundable)	$200.00	$205.00	2.50%	$5.00	Per Search	N	N		
Copy of Building Permit Form	$48.00	$49.00	2.08%	$1.00	Per Item	N	N		Increase by CPI as it was not included from last year's fee.
Copies of plans (Maximum of 10 A3's) must also include search fee	$54.00	$55.50	2.78%	$1.50	Per Search	N	N		
Copies of A1 Plans (each)	$44.00	$45.00	2.27%	$1.00	Per Copy	N	N		Increase by CPI as it was not included from last year's fee.
Copies of occupancy Permits must also include search fee	$85.00	$87.00	2.35%	$2.00	Per Permit	N	N		Increase by CPI as it was not included from last year's fee.
Copies of Building Insurance certificate include search fee	$48.00	$49.00	2.08%	$1.00	Per Certificate	N	N		Increase by CPI as it was not included from last year's fee.
Copies of Soil Report must also include search fee	$48.00	$49.00	2.08%	$1.00	Per Search	N	N		Increase by CPI as it was not included from last year's fee.
Copies of Structural Computations must also include search fee	$85.00	$87.00	2.35%	$2.00	Per Search	N	N		Increase by CPI as it was not included from last year's fee.
Property Information				Prescribed	Per Item	Y	N		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Building Permit									
Private function - Seniors Rate	$243.00	$249.00	2.47%	$6.00	Per Hire	N	Y		
Seniors Community Groups - Permanent	$7.55	$7.75	2.65%	$0.20	Per Hour	N	Y		
Domestic Building Work Value of Works < $50,000	$5,197.80	$5,327.75	2.50%	$129.95	Per Item	Y	Y		
Domestic Building Work Value of Works $50,001 < $1000,000	$5,851.75	$5,998.05	2.50%	$146.30	Per Item	Y	Y		
Domestic Building Work Value of Works $100,001 < $250,000	$6,505.70	$6,668.35	2.50%	$162.65	Per Item	Y	Y		
Domestic Building Work Value of Works $250,001 < $500,000	$7,159.65	$7,338.65	2.50%	$179.00	Per Item	Y	Y		
Two storey domestic building work additional fee	$1,054.20	$1,080.55	2.50%	$26.35	Per Item	Y	Y		
Relocated Dwelling	$8,072.90	$8,274.70	2.50%	$201.80	Per Item	Y	Y		
Commercial Building Work < 500 sq. M.	$6,505.70	$6,668.35	2.50%	$162.65	Per Item	Y	Y		
Sheds, Verandas, Pergolas, Carport, or Masks, etc	$2,593.25	$2,658.10	2.50%	$64.85	Per Item	Y	Y		
Building Permit - Fence	$2,593.25	$2,658.10	2.50%	$64.85	Per Item	Y	Y		
Building Permit - Retaining Wall	$2,593.25	$2,658.10	2.50%	$64.85	Per Item	Y	Y		
Building Permit - Restump	$3,901.15	$3,998.70	2.50%	$97.55	Per Item	Y	Y		
Building Permit - Swimming Pool	$3,901.15	$3,998.70	2.50%	$97.55	Per Item	Y	Y	Include a Fence	
Building Permit - Demolition	$3,901.15	$3,998.70	2.50%	$97.55	Per Item	Y	Y		
Building Permit - Temporary Structure & Special Use Permit	$885.10	$907.25	2.50%	$22.15	Per Item	Y	Y		
Building Permit - Illegal Building Works			125 % of Permit Fee		Per Item	Y	Y		
Building Inspection	$233.00	$239.00	2.58%	$6.00	Per Inspection	N	Y		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Building Permit [continued]									
Building Notice Administration Fee	$595.00	$610.00	2.52%	$15.00	Per Inspection	N	Y		
Building Inspection Compliance Certificate	$283.00	$290.00	2.47%	$7.00	Per Inspection	N	Y		
Caravan Parks									
Fixed Statutory Fee				Fixed Statutory Fee		N	N		
Transfer - % of Registration				% of Registration		N	N		
Environmental Health									
Copy of Document -Environmental Health Record	$25.55	$26.20	2.54%	$0.65	Per Application	Y	N	% of Registration	
Food Act									
Food Act Closure – Reopening Fee	$308.00	$315.70	2.50%	$7.70		N	N	**Food Act Closure – Reopening Fee**	Increase by CPI as it was not included from last year's fee.
Food Act Registration/ Renewal - Class 2 Supermarkets and Manufacturers	$1,000.00	$1,025.00	2.50%	$25.00		N	N	**Health Food Act – Class 2 Supermarkets and Manufacturers**	Increase by CPI as it was not included from last year's fee.
Food Act Registration/ Renewal – Class 3A	$620.00	$635.50	2.50%	$15.50		N	N	**Health Food Act – Class 3A**	Increase by CPI as it was not included from last year's fee.
Food Act Registration/ Renewal - Class 1	$900.00	$922.50	2.50%	$22.50	Per Application	Y	N		Increase by CPI as it was not included from last year's fee.
Food Act Registration/ Renewal - Class 2	$820.00	$840.50	2.50%	$20.50	Per Application	Y	N		Increase by CPI as it was not included from last year's fee.
Food Act Registration/ Renewal - Class 3	$420.00	$430.50	2.50%	$10.50	Per Application	Y	N		Increase by CPI as it was not included from last year's fee.
Class 2, 3 & 3A Premises (Sporting Body)				25% of Annual Fee	Per Application	Y	N		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Food Act [continued]									
Short term Mobile / Temporary Food Premises >3 months				25% of Annual Fee	Per Application	Y	N		
Registration Fee reduced by 25% Per quarter (calendar year)				25% Per Quarter	Per Application	Y	N		
Water Transport Vehicles - Class 3 fee Per vehicle	$420.00	$430.50	2.50%	$10.50	Per Application	Y	N		CPI included.
Application fee for plan assessment Food Act	$375.00	$384.00	2.40%	$9.00	Per Application	N	N	% of Registration	
Transfer Inspection - within 5 days Food Act	$396.70	$406.60	2.50%	$9.90	Per Application	Y	N		
Transfer Inspection - within 24 hrs Food Act	$729.80	$748.05	2.50%	$18.25	Per Application	Y	N		
Health Act									
Hairdressers once off registration	$250.00	$256.25	2.50%	$6.25	Per Application	Y	N		CPI increase added.
Health Act Premises	$300.00	$307.50	2.50%	$7.50	Per Application	Y	N		CPI increase added.
Registration Fees Reduced by 25% per Quarter Health Act				Registration fees reduced by 25% per quater (calendar year)	Per Application	Y	N		
Application fee for plan assessment Health Act	$354.65	$363.50	2.50%	$8.85	Per Application	Y	N		
Transfer of Registration Health Act				Transfer of registration 50%	Per Application	Y	N		
Transfer Inspection - within 5 days	$300.00	$307.50	2.50%	$7.50	Per Application	Y	N		CPI increase added.
Transfer Inspection - within 24 hrs	$450.00	$461.25	2.50%	$11.25	Per Application	Y	N		
Impounded Animals									
Dangerous Dog - Collars	$51.00	$52.50	2.94%	$1.50	Per Collar	N	N	Dangerous Dog Collar	Increase due to CPI
Dangerous Dogs - Signs	$72.00	$74.00	2.78%	$2.00		N	N	Dangerous Dogs - Sign	Increase due to CPI

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Impounded Animals [continued]									
Impound Livestock - Labour Charge - Business Hours	$52.50	$54.00	2.86%	$1.50	Per Hour	N	N	Hourly charge Council Officer to attend to transportation of animals during normal business hours	Increase due to CPI
Impound Livestock - Labour Charge - Double Time	$105.00	$108.00	2.86%	$3.00	Per Hour	N	N	Charge to council officers to attend to impound livestock.	Increase due to CPI
Impound Livestock - Labour Charge -Time & Half	$78.50	$80.50	2.55%	$2.00	Per Hour	N	N	To attend to the transportation of stock by Council Officers outside of business hours	Increase due to CPI
Stock Transportation Fee	Fee Range from $10 to $2000- At Cost				Per Animal	Y	N	Contractor Fee - Freight Cost of Contractor	
Transport Livestock - Load	$157.00	$161.00	2.55%	$4.00	Per Load	N	N	Transportation of Animals - use of stock trailer	
Animal Trap Hire - Deposit	$55.00	$55.00	0.00%	$0.00	Per Animal	N	N		Fee to remain same to encourage deposits for cat trapping until this service is introduced by Ranger Services.
Impounded Animal - Release Fee Dog	$92.25	$95.00	2.98%	$2.75	Per Animal	Y	N		Increase due to CPI
Impounded Animal - Release Fee Cat	$46.65	$48.00	2.89%	$1.35	Per Animal	Y	N		Increase due to CPI
Impounded Animal - Daily Fee - Dog	$19.00	$19.50	2.63%	$0.50	Per Animal	Y	N		Increase due to CPI
Impounded Animal - Daily Fee - Cat	$16.50	$17.00	3.03%	$0.50	Per Animal	Y	N		Increase due to CPI
Impounded Livestock – Release Fee (each animal)	$62.55	$64.10	2.48%	$1.55	Per Animal	Y	N		Increase due to CPI
Impounded Livestock – Daily Fee (each animal)	$18.45	$18.90	2.44%	$0.45	Per Animal	Y	N		Increase due to CPI
Registration and Renewal of Premises to Conduct Domestic Animal Business	$565.00	$580.00	2.65%	$15.00	Per Animal	Y	N		Increase due to CPI and time spent auditing premises by Authorised staff
Parking									
Parking Penalty	50% of Penalty				Per Penalty	Y	N	Section 87 (4) of the Road Safety Act 1986	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Parking [continued]									
Impounded Vehicle - Small – Release Fee	$483.00	$495.00	2.48%	$12.00	Per Vehicle	N	N	Includes Station Wagons Small vehicle includes Sedans, Wagons etc.	increase due to CPI 2.5%
Impounded Vehicle - Large – Release Fee	$483.00	$495.00	2.48%	$12.00	Per Vehicle	Y	N	Includes Vans & Trucks Large vehicle includes Vans, Trucks etc.	increase due to CPI 2.5%
Impounded Vehicle Heavy - Release Fee				Release Fee	Per Vehicle	Y	N	Vehicle with GVM of 4.5 tonne or more; including cost of towing Heavy Vehicle - vehicle with a GVM of 4.5 tonnes or more	
Impounded Vehicle – Daily Fee	$23.05	$23.65	2.60%	$0.60	Per Vehicle	Y	N		increase due to CPI 2.5%
Regulatory Services									
General Inspection Fee	$308.00	$316.00	2.60%	$8.00	Per Hour	N	N		
Late fee % of Registration Fee			Late Fee % of Registration Fee		Per Fee	N	N	Applies when Registration Fees are not submitted by the due date	
Impound Release Fee – Signs, Shopping Trolleys, Local Laws - Release from Impound	$99.00	$101.48	2.51%	$2.48	Per Trolley	Y	N		increase due to CPI 2.5%
Permit Application Fee (includes charity bin, display of goods, advertising board/A-frame, caravan, unregistered vehicle, street trade etc.)	$114.80	$117.65	2.48%	$2.85	Per Permit	Y	N		increase due to CPI 2.5%
General Local Law Application Fee – Permits - Shipping container up to 7 days	$34.50	$35.50	2.90%	$1.00	Per Permit	Y	N		increase due to CPI 2.5%
General Local Law Application Fee – Permits - Shipping container longer than 7 days up to 6 months	$114.80	$117.65	2.48%	$2.85	Per Permit	Y	N		increase due to CPI 2.5%
Amendment of an existing Permit	$55.50	$57.00	2.70%	$1.50	Per Permit	Y	N		increase due to CPI 2.5%

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Regulatory Services [continued]									
Local Laws Permit - Pro Rata Rate 50% reduction Per half		Pro Rata Rate 50% reduction Per half			Per Permit	N	N		
Septic Tanks									
Amend a Permit		As per Regulations				Y	N	Permit to amend a septic tank permit	This fee is determined by State Government, under the Environmental Protection Regulations 2021.
Construct, Install or Alter Septic Tank-Onsite Water Management System		As per Regulations			Per Application	Y	N	A permit application for the difference in Council's cost base	This fee is determined by State Government, under the Environmental Protection Regulations 2021.
Exemption - Septic Tank Permit		As per Regulations			Per Application	Y	N	Application to exempt the requirement to renew permit for septic tanks	This fee is determined by State Government, under the Environmental Protection Regulations 2021.
Minor Alteration to Septic Tank-Onsite Water Management System		As per Regulations			Per Application	N	N	A flat fee for simple permit alterations - simplier and lower variablity in accordance in new government legislation 37.25 Fee units	This fee is determined by State Government, under the Environmental Protection Regulations 2021.
Renew a Permit		As per Regulations			Per Permit	Y	N	Fee to renew septic tank permit	This fee is determined by State Government, under the Environmental Protection Regulations 2021.
Transfer a Permit		As per Regulations				Y	N	Fee for transfer of a permit for septic tanks	This fee is determined by State Government, under the Environmental Protection Regulations 2021.
Council Land									
Permit Application Fee	$115.00	$118.00	2.61%	$3.00	Per Application	N	N		increase due to CPI 2.5%
Bond	$680.00	$695.00	2.21%	$15.00	Per Application	N	N		increase due to CPI 2.5%
Annual fee for Pointer Boards – Real Estate advertising signage	$570.00	$585.00	2.63%	$15.00	Per Application	N	N		increase due to CPI 2.5%
Food Van Sites - Monday to Friday session - Annual Permit Fee	$156.00	$160.00	2.56%	$4.00	Per Session	N	N		increase due to CPI 2.5%

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Council Land [continued]									
Food Van Sites - Saturday or Sunday session - Annual Permit Fee	$635.00	$650.00	2.36%	$15.00	Per Session	N	N		increase due to CPI 2.5%
Rubbish Skip / Bulk Waste Container (up to 6 months on nature strip)	$91.00	$93.50	2.75%	$2.50	Per Application	N	N		increase due to CPI increase.
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 1 day	$0.00	$55.00	∞	$55.00	Per Application	N	N		NEW FEE
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 2 days	$0.00	$83.00	∞	$83.00	Per Application	N	N		NEW FEE
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 3 days	$0.00	$111.00	∞	$111.00	Per Application	N	N		NEW FEE
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 4 days	$0.00	$139.00	∞	$139.00	Per Application	N	N		NEW FEE
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 5 days	$0.00	$167.00	∞	$167.00	Per Application	N	N		NEW FEE
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 6 days	$0.00	$195.00	∞	$195.00	Per Application	N	N		NEW FEE
Rubbish Skip / Bulk Waste Container (up to 7 days on the road) - 7 days	$0.00	$223.00	∞	$223.00	Per Application	N	N		NEW FEE
Hoarding Permit Application Fee	$300.00	$308.00	2.67%	$8.00	Per Application	N	N		CPI included
Occupation of Nature Strip / Footpath (eg Site hut)	$170.00	$174.00	2.35%	$4.00	Per Application	N	N		CPI Included
Parking Bay for Construction Activities Per Day	$85.00	$87.00	2.35%	$2.00	Per Application	N	N		
Bond - Occupation of Nature Strip / Footpath	$228.00	$234.00	2.63%	$6.00	Per Application	N	N		

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Council Land [continued]									
Per A-frame - (Street trade - Application on its own with no Outdoor eating - No additional fee if Outdoor eating application made)	$0.00	$118.00	∞	$118.00	Per Application	N	N		RE-INSTATED FEE - Fee reinstated as this was an initiative for Covid-19 impact period.
Busking, Soliciting, Pop up stalls, Sale of goods, Street selling collections and Distribution	$115.00	$118.00	2.61%	$3.00	Per Application	N	N	Exemption- Charities, Not for profit, Community group/Individual - no fee to be applied)	increase due to CPI 2.5%
Permit Application Fee - Circus	$500.00	$510.00	2.00%	$10.00	Per Application	N	N		CPI Included
Rent Per day - Circus	$235.00	$241.00	2.55%	$6.00	Per Application	N	Y		
Bond - Circus	$3,640.00	$3,730.00	2.47%	$90.00	Per Application	N	N		
Swimming Pools									
Lodgement of Compliance Certificate	As per Regualtion				Per Certificate	Y	N	Lodgement of Compliance Certificate	This fee is determined by State Government, under the Building Regulations 2018.
Lodgement of Non Compliance Certificate	As Per Regulations				Per Certificate	Y	N	Lodgement of Non Compliance Certificate	This fee is determined by State Government, under the Building Regulations 2018.
Registration of a Public Pool - Over Three Pools	Registration of Public Pools, which exceed 3 pools in per public space $406.60 plus $30 per additional pool over 3.				Per registration	Y	N	Public Swimming Pools registration - over three pools	$30 reflects the additional time spent on site conducting inspections and taking the additional pool samples.
Registration of a Public Pool (Max Three Pools)	$396.70	$406.60	2.50%	$9.90		Y	N	Public pools - registration up to a maxmium of three pools	
Registration of Swimming Pool/Spa	As Per Regulation				Per Pool/Spa	Y	N	Registration of Swimming Pool or Spa	This fee is determined by State Government, under the Building Regulations 2018.
Search for Swimming Pool	As Per Regulation				Per Application	Y	N	Search for Swimming Pool	This fee is determined by State Government, under the Building Regulations 2018.
Swimming Pool and Spa Barrier Inspection	$338.25	$346.71	2.50%	$8.46	Per Inspection	N	Y	Swimming Pool and Spa Barrier Inspection	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Operations									
Waste Management									
Bins									
Bin Retrieval, Delivery or Exchange Fee	$47.00	$49.00	4.26%	$2.00	Per Attendance	N	N	Upgrade or Downgrade of Bin	
Recycling Facility									
Bicycle Tyre - Non Resident	$10.00	$10.00	0.00%	$0.00		N	Y	Bicycle Tyre - Non Resident	Retain Same Fee
Bicycle Tyre - Resident	$6.00	$6.00	0.00%	$0.00		N	Y	Bicycle Tyre - Resident	Retain Same Fee
Car/Motorbike Tyre - Non Resident	$15.00	$18.00	20.00%	$3.00	Per Tyre	N	Y	Car/Motorbike Tyre - Non Resident	NON-STANDARD INCREASE - Increase in processing, disposal and transport costs.
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Non Resident (m3 rate, loads up to 1 tonne)	$86.00	$90.00	4.65%	$4.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Clean Inert Material - Non Resident - Up to 1 tonne (Bricks, Concrete or Tiles)	NON-STANDARD INCREASE - Handling & Transport Cost
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Non Resident (per tonne rate, loads over 3m3)	$215.00	$215.00	0.00%	$0.00		N	Y	Clean Inert Material - Non Resident - Per Tonne - (Bricks, Concrete or Tiles)	Retain Same Fee
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Resident (m3 rate, loads up to 1 tonne)	$69.00	$70.00	1.45%	$1.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Clean Inert Materials - Resident - Up to 1 Tonne This includes loads of brick, concrete or tiles	Increase in Transport and Handling Costs
Clean Inert Materials (clean loads of either brick, concrete or tiles) - Resident (per tonne rate, loads over 3m3)	$172.00	$172.00	0.00%	$0.00	Per Tonne (Over 3m3)	N	Y	Clean Inert Material - Resident - Per Tonne - (Bricks, Concrete or Tiles)	Retain Same Fee
Fridges & Air Conditioners - Non Resident	$25.00	$25.00	0.00%	$0.00	Per Item	N	Y	Fridges & Air Conditioners - Non Resident	Retain Same Fee

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Recycling Facility [continued]									
Gas Bottles - (up to 9kgs, excludes car gas bottles) - Non Resident	$10.00	$10.00	0.00%	$0.00		N	Y	Gas Bottles - (up to 9kgs, not car gas bottles - Non Resident	Retain Same Fee
Green Waste - Non Resident - Station Wagon or Equivalent	$35.00	$40.00	14.29%	$5.00		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	NON-STANDARD INCREASE -Increase in Disposal, Transport and Handling Costs.
Green Waste - Non Resident (m3 rate, loads up to 1 tonne)	$105.00	$110.00	4.76%	$5.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Green Waste - Non Resident - Up to 1 tonne	NON-STANDARD INCREASE - Increase in Processing, Transport & disposal costs.
Green Waste - Non Resident (Min Charge / Boot Load / Up to 0.25m3)	$18.00	$20.00	11.11%	$2.00	Up to .25m Metre Cubed	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	NON-STANDARD INCREASE - Adjustment to align with 1/4 of cubic metre rate.
Green Waste - Non Resident (per tonne rate, loads over 3m3)	$266.00	$280.00	5.26%	$14.00		N	Y	Green Waste - Non Resident Rate - Per Tonne	NON-STANDARD INCREASE - Alignment with cubic metre rate.
Green Waste - Resident - Station Wagon or Equivalent	$28.00	$28.00	0.00%	$0.00	Per Load	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	Retain Same Fee
Green Waste - Resident (m3 rate, loads up to 1 tonne)	$84.00	$84.00	0.00%	$0.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Green Waste - Resident - Up to 1 tonne	Retain Same Fee
Green Waste - Resident (Min Charge / Boot Load / Up to 0.25m3)	$13.00	$15.00	15.38%	$2.00	Up to 0.25 Metres Cubed	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	NON-STANDARD INCREASE - Alignment against cubic metre rate.
Green Waste - Resident (per tonne rate, loads over 3m3)	$210.00	$210.00	0.00%	$0.00		N	Y	Green Waste - Resident - Per Tonne	Retain Same Fee
Hard Waste Collection (per collection rate, loads up to 3m3)	$45.00	$45.00	0.00%	$0.00	Per Load	N	Y		Retain Same Fee
Light Truck & 4WD Tyre - Non Resident	$22.00	$25.00	13.64%	$3.00	Per Tyre	N	Y	Light Truck & 4WD Tyre - Non Resident	NON-STANDARD INCREASE - Increase in processing, disposal and transport costs.
Mattresses/ Base - Non Resident	$43.00	$45.00	4.65%	$2.00	Per Mattress	N	Y	Mattresses/ Base - Non Resident	Increase in processing and transport costs
Mixed Inert Material or Soil - Non Resident (m3 rate, loads up to 1 tonne)	$134.00	$140.00	4.48%	$6.00	Per Cubic Metre (Up to 1 tonne)	N	Y	Mixed Inert Material Or Soil - Non Resident - Up to 1 Tonne	NON-STANDARD INCREASE - Increase in processing, disposal and handling costs.

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Recycling Facility [continued]

Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Mixed Inert Material or Soil - Non Resident (per tonne rate, loads over 3m3)	$338.00	$338.00	0.00%	$0.00		N	Y	Mixed Inert Material or Soil - Non Resident - Per Tonne	Retain Same Fee
Mixed Inert Material or Soil - Resident (m3 rate, loads up to 1 tonne)	$116.00	$116.00	0.00%	$0.00	Per Cubic Metre	N	Y	Mixed Inert Material Or Soil - Resident - Up to 1 tonne	Retain Same Fee
Mixed Inert Material or Soil - Resident (per tonne rate, loads over 3m3)	$291.00	$291.00	0.00%	$0.00	Per Tonne	N	Y	Mixed Inert Material or Soil - Resident - Per Tonne	Retain Same Fee
Mixed Waste - Non Resident (m3 rate, loads up to 1 tonne)	$102.00	$116.00	13.73%	$14.00	Per Cubic Metre	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	NON-STANDARD INCREASE - Increase in CPI Landfill Levy & Transport Costs.
Mixed Waste - Non Resident (Min Charge / Boot Load / Up to 0.25m3)	$29.00	$32.00	10.34%	$3.00	Up to .25 Metres Squared	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	NON- STANDARD INCREASE - Alignment with cubic metre rate.
Mixed Waste - Non Resident (per tonne rate, loads over 3m3)	$258.00	$285.00	10.47%	$27.00		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	NON-STANDARD INCREASE - Increase in landfill levy and 'gate fees.
Mixed Waste - Resident (m3 rate, loads up to 1 tonne)	$83.00	$90.00	8.43%	$7.00	Per Cubic Metre	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	NON-STANDARD INCREASE - Increase in gate fees & landfill levy.
Mixed Waste - Resident (Min Charge / Boot Load / Up to 0.25m3)	$20.00	$22.00	10.00%	$2.00		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	NON-STANDARD INCREASE - Increase to CPI Transport and Landfill Levy.
Mixed Waste - Resident (per tonne rate, loads over 3m3)	$209.00	$230.00	10.05%	$21.00	Per Tonne (Over 3m3)	N	Y	Mixed Waste - Resident - Station Wagon or Equivalent	NON-STANDARD INCREASE - Increase in gate fees & landfill levy.
Mixed Waste - Resident (Station Wagon or Equivalent)	$29.00	$32.00	10.34%	$3.00		N	Y	Mixed Waste - Resident - Station Wagon or Equivalent This fee applies to customers who do not reside in the City of Melton	NON-STANDARD INCREASE - Alignment with Cubic Metre Rate.
Non Drum Muster Approved Drums - Non Resident	$3.00	$3.00	0.00%	$0.00		N	Y	Non Drum Muster Approved Drums - Non Resident	Retain Same Fee
Non Drum Muster Approved Drums - Resident	$3.00	$3.00	0.00%	$0.00		N	Y	Non Drum Muster Approved Drums - Resident	Retain Same Fee

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Recycling Facility [continued]									
Other Tyres - Non Resident	Other Tyres - Not Bicycle, Car, motorcycle, light truck, 4wd tyres, Truck Tyres up to 1100 mm- Price on Application				Per Tyre	N	Y	Other Tyres - Non Resident	
Other Tyres - Resident	Other Tyres - Not bicycle, car, motorbike, light truck, 4wd or Truck Tyres up to 1100 mm. price is on application				Per Tyre	N	Y	Other Tyres - Resident	
Rims - Non Resident	$5.00	$5.00	0.00%	$0.00	Per Rim	N	Y	Rims - Non Resident	Retain Same Fee
Truck Tyre up to 1100mm - Non Resident	$48.00	$54.00	12.50%	$6.00		N	Y	Truck Tyre up to 1100mm - Non Resident	NON-STANDARD INCREASE - Increase in processing, disposal and transport costs.
Truck Tyres (up to 1100mm) - Resident	$40.00	$44.00	10.00%	$4.00	Per Tyre	N	Y		NON-STANDARD INCREASE - Increase in processing, disposal and transport costs.
Car/Motorbike Tyres - Resident	$10.00	$12.00	20.00%	$2.00	Per Tyre	N	Y	$ 2.00 surcharge if tyre is still on rim.	NON-STANDARD INCREASE - Increase in processing, disposal and transport Costs.
Light truck/ 4 Wheel Drive Tyres - Resident	$16.00	$18.00	12.50%	$2.00	Per Tyre	N	Y	$ 2.00 surcharge if tyre is still on rim.	NON-STANDARD INCREASE - Increase in processing, disposal and transport Costs.
Mattresses / Base - Resident	$35.00	$35.00	0.00%	$0.00	Per Piece	N	Y		Retain Same fee
Mixed Waste - Non-Resident (Station Wagon or Equivalent)	$48.00	$52.00	8.33%	$4.00	Per Load	N	Y		NON-STANDARD INCREASE - Adjustment to align fees with the cubic metre rate.
Asset Protection									
Asset Protection Permits	$154.00	$303.00	96.75%	$149.00	Per Permit	N	N		NON-STANDARD INCREASE - A review of the Asset Protection Fee was done in 2023 that investigated the cost of providing this service, resulting in a fee increase based on cost recovery. A report to ELT was submitted for approval.
Sect 60(3) Ind. Construct or change the means of entry to or exit from a controlled access road without authority (Individual)	10 Penalty Units				No of Statutory Fee units	Y	N	Statutory Penalty Units	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Manager Engineering and Asset Services									
Property Information									
Property									
Stormwater Legal Point of Discharge	$153.10	$156.93	2.50%	$3.82	Per Item	Y	N	Stormwater Legal Point of Discharge	New fee and slight reduction in application numbers.
Build over easements	$299.85	$300.00	0.05%	$0.15	Per Item	N	N	Prescribed	
Infrastructure Planning									
Works Within Road Reserve									
Municipal Road Above 50 km/h - Nature Non Minor Works	$370.24	$379.50	2.50%	$9.26	Per Works	Y	N	Municipal Road Speed Limit above 50 km/ hr - Works Other than Minor Work. Work conducted on a nature strip or reserve (Soil/Seeded Area)	
Municipal Road Above 50km/h - Nature Minor Works	$94.38	$96.74	2.50%	$2.36	Per Works	Y	N	Municipal Road Speed Limit above 50km/ h Roadway Minor Works Works conducted on nature strip or reserve (Soil/Seeded Area)	
Municipal Road Above 50km/h - Roadway Minor Works	$146.53	$150.19	2.50%	$3.66	Per Works	Y	N	Municipal Road Speed Limit above 50km/ h - Minor Works Works conducted on roadway, shoulder or pathway (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)	
Municipal Road Above 50km/h - Roadway Non Minor Works	$676.87	$693.79	2.50%	$16.92	Per Works	Y	N	Municipal Road Speed Limit above 50km/ h - Works Other than Minor Works. Conducted on Roadway, shoulder, or pathway. (Asphalt/Gravel Road, kerb & channel, concrete vehicle crossing and footpaths) Conducted on roadway, shoulder or pathway. (Asphalt/Gravel road, kerb, & channel, concrete vehicle crossing and footpaths 43.1 fee units	

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Fee Name	Year 23/24 Fee Inc GST $	Year 24/25 Fee Inc GST $	Fee Increase / (Decrease) %	Fee Increase / (Decrease) $	Unit Measure	Statutory(Y)/ Non Statutory(N)	GST Status	Fee Description	Comment
Works Within Road Reserve [continued]									
Municipal Road Below 50km/h - Roadway Minor Works	$146.53	$150.19	2.50%	$3.66	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less- Minor Works Works conducted on roadway, shoulder or pathway. (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and foothpaths)	
Municipal Road Below 50km/h - Nature Minor Works	$94.38	$96.74	2.50%	$2.36	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less- Nature Minor Works Works conducted on nature strip or reserve. (Soil/Seeded Area)	
Municipal Road Below 50km/h - Nature Non Minor Works	$94.38	$96.74	2.50%	$2.36	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less. Works conducted on nature strip or reserve. (Soil/Seeded Area)	
Municipal Road Below 50km/h - Roadway Non Minor Works	$370.24	$379.50	2.50%	$9.26	Per Works	Y	N	Municipal Road Speed Limit 50 km/h or less. Works conducted on roadway, shoulder or pathway (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)	

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12.2 PLUMPTON AQUATIC AND LEISURE CENTRE PROJECT UPDATE - DRAFT DESIGN REPORT (MASTERPLAN)

Author: Caterina Ciciulla - Head Major Project Delivery
Presenter: Neil Whiteside - Director City Delivery

PURPOSE OF REPORT

To provide an update on the Plumpton Aquatic and Leisure Centre Project – Masterplan Phase and to seek Council's endorsement of Plumpton Aquatic and Leisure Centre Project – Design Report (Masterplan) for community consultation.

RECOMMENDATION:

That Council:

1. Note the Plumpton Aquatic and Leisure Centre Project – Draft Design Report (Masterplan) at Appendix 1.
2. Note the Plumpton Aquatic and Leisure Centre Project – Draft Design Report (Masterplan) at Appendix 1 includes an additional opportunity with an additional floor for a Meeting/Function Space with Roof Deck for further investigation and consideration by Council for inclusion in the project scope.
3. Endorse the Plumpton Aquatic and Leisure Centre Project – Draft Design Report (Masterplan) at Appendix 1 for community consultation.
4. Receive a further report on the Plumpton Aquatic & Leisure Centre Project – Final Draft Design Report (Masterplan), including the outcomes from the community consultation and investigations on the additional floor for a Meeting/Function Space with Roof Deck, for consideration for approval.

Motion

Crs Abboushi/Farrugia.

That Council:

1. Note the Plumpton Aquatic and Leisure Centre Project – Draft Design Report (Masterplan) at Appendix 1.
2. Note the Plumpton Aquatic and Leisure Centre Project – Draft Design Report (Masterplan) at Appendix 1 includes an additional opportunity with an additional floor for a Meeting/Function Space with Roof Deck for further investigation and consideration by Council for inclusion in the project scope.
3. Endorse the Plumpton Aquatic and Leisure Centre Project – Draft Design Report (Masterplan) at Appendix 1 for community consultation.
4. Receive a further report on the Plumpton Aquatic & Leisure Centre Project – Final Draft Design Report (Masterplan), including the outcomes from the community consultation and investigations on the additional floor for a Meeting/Function Space with Roof Deck, for consideration for approval.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

REPORT

1. Executive Summary

This report seeks to provide an update to Council on the Plumpton Aquatic and Leisure Centre (PALC) Project – Masterplan Phase and to seek Council's endorsement of PALC Project – Draft Design Report (Masterplan) for community consultation.

At the Council Meeting on 26 June 2023 Council considered and endorsed the PALC Component Schedule which has been used as the basis for the development of the PALC Draft Design Report (Masterplan).

Following that key milestone, the consultant team was appointed and commenced work in January 2024 on the Masterplan Phase.

On 5 February 2024 at the Informal Briefing of Councillors a Workshop was held with Councillors to seek feedback on the key design principles that would inform the PALC Masterplan Phase.

The consultants have worked closely with Council officers across the organisation and subject matter experts through the Project governance model in the development of the PALC Draft Design Report.

On 18 March 2024 at the Informal Briefing of Councillors an update was provided to Councillors on the PALC Preliminary Draft Masterplan to seek feedback and comments. The presentation included the following:

- A review of the outcomes of the Design Principles Workshop held on the 5 February 2024.
- An overview of the site analysis and explanation of the short and longer term surrounding developments.
- An explanation of the progress on the PALC Draft Design Report (Masterplan), including key elements and general site arrangements.
- An overview of accessibility and inclusion elements.
- Outdoor water options

The Masterplan was further developed based on all the stakeholder feedback and comments, including exploring an additional opportunity of an additional floor to provide a Meeting/Function Space with Roof Deck, given there are currently limited meeting/function spaces available in the City of Melton.

On 15 April 2024 at the Informal Briefing of Councillors a further update was provided to Councillors on the PALC Preliminary Draft Masterplan, including the additional opportunity of an additional floor to provide a Meeting/Function Space with Roof Deck. It was noted that further investigations, including cost analysis, timing, and authority approvals, would be required to determine whether the additional floor would be feasible. It was also noted that these investigations could be undertaken concurrently with the community consultation on the Draft Design Report (Masterplan).

Subject to Council's endorsement of the PALC Draft Design Report (Masterplan), including the additional Meeting/Function Space with Roof Deck opportunity, for community consultation, the community consultation is planned to be undertaken in April/May 2024.

On completion of the community consultation a further report will be presented to Council, providing a summary of the feedback from the community consultation and the outcomes of the investigations on the additional floor for a Meeting/Function Space with Roof Deck, and a PALC Final Draft Design Report (Masterplan) for consideration for adoption.

2. Background/Issues

2.1 Background

The PALC is located on 3.6 hectares on Beattys Road in Fraser Rise. It will be a destination for physical activity, participation, and community connection with a focus on accessibility and inclusion.

At the Council Meeting on 26 June 2023 Council considered and endorsed the PALC Component Schedule which has been used as the basis for the development of the PALC Draft Masterplan.

Following that key milestone, the consultant team was appointed as follows;

- At the Council Meeting on the 25 September 2023 Council awarded a contract to RP Infrastructure for Project Management, Quantity Surveying and Superintendent Services
- At the Council Meeting on the 30 October 2023 Council awarded a contract to William Ross Architects to assist in the delivering of the PALC.
- Senate SHJ have also been appointed as the communications consultant to assist Council in communications and engagement for this important project.

The key Council appointments of the consultant team have allowed the project to progress to the master planning phase with work commencing in January 2024, including the establishment of the governance structure to ensure consultation and decision-making processes are clearly defined.

On 5 February 2024 at the Informal Briefing of Councillors a Workshop was held with Councillors to seek feedback on the key design principles that would inform the PALC Masterplan Phase.

The consultants then worked closely with Council officers across the organisation and subject matter experts through the Project governance model in the development of the PALC Draft Design Report (Masterplan).

On 18 March 2024 at the Informal Briefing of Councillors an update was provided to Councillors on the PALC Preliminary Draft Masterplan to seek feedback and comments. The presentation included the following:

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- An overview of the site analysis and explanation of the short and longer term surrounding developments.
- An explanation of the progress on the PALC Draft Masterplan, including key elements and general site arrangements.
- An overview of accessibility and inclusion elements.
- Outdoor water options.

The Masterplan was further developed based on all the stakeholder feedback and comments, including exploring an additional opportunity of an additional floor to provide a Meeting/Function Space with Roof Deck, given there are currently limited meeting/function spaces available in the City of Melton.

On 15 April 2024 at the Informal Briefing of Councillors a further update was provided to Councillors on the PALC Preliminary Draft Masterplan, including the additional opportunity of an additional floor to provide a Meeting/Function Space with Roof Deck. It was noted that further investigations, including cost analysis, timing, and authority approvals, would be required to determine whether the additional floor would be feasible. It was also noted that these investigations could be undertaken concurrently with the community consultation on the Draft Design Report (Masterplan).

2.2 Masterplan Update

Overview of the Masterplan Phase

The aim of the Masterplan Phase is to align design, sustainability and operational aspirations with project delivery and capital expenditure. The result will be a plan to deliver a robust, flexible and exciting solution that brings the community along on the journey, engendering pride and ownership and creating a sense of belonging.

The Masterplan and Concept Design Phase is schedule to be undertaken from January to July 2024 and led by Council's appointed architects, Williams Ross Architects.

Key deliverables in this phase include a Technical Report summarising the detail investigations, internal consultation, brief development and engineering inputs to date.

This Technical Report informs the development of the PALC Draft Masterplan and Concept Design.

Overview of the PALC Draft Masterplan

Council's Vision for PALC

*Plumpton Aquatic and Leisure Centre will be focussed on **wellbeing, accessibility and inclusion** featuring Australia's first water sensory area. It will be a destination for physical activity, participation, community connectivity and fun. The concept for the PALC is based on our community's needs – addressing the significant allied health service gaps and providing meaningful all-abilities access to the aquatic sensory experience.*

Design Principles

Design Principles enrich the facility brief and guide the design. Importantly, they provide an assessment framework with which to critique the design and design decisions at each stage. Design Principles are unique to each project, each site and each community.

The draft Design Principles below have been developed in consultation with the key stakeholders and can be used to help articulate the projects' narrative and aspirations.

- Inclusive and Accessible
- Building a Healthy Community
- Building a Connected Community
- Connecting to place
- Sustainable and Affordable

The facility masterplan and brief has developed from the Council endorsed component schedule and feasibility study in consultation with the key stakeholders.

The primary function of the PALC Project is to provide a high-quality venue for:

- Recreational casual and social use of the aquatic and health fitness and wellness areas
- Inclusive sensory spaces for aquatic and dry activities
- Aquatic based competition/formal activities
- A range of health, fitness and recreation based activities
- Ancillary facilities including sauna, spa and steam rooms
- Flexible lounge / multi-purpose spaces
- Allied Health tenants
- Adjoining public realm

The Masterplan has considered short and long term development of the area in alignment with the Plumpton PSP to ensure the site continues to function well into the future.

Design Concept

Council aspirations for the design for the PALC has overwhelming been for a facility that welcomes its diverse community and creates a place for people of all abilities to feel comfortable and participate.

Words used to describe the future centre have included:

- connections
- community
- crossing-paths
- diversity
- inclusion
- all-abilities
- respectful of all sensory experiences
- multi-cultural - somewhere all community members can see themselves
- warmth

Architectural expression has the ability to add meaning to everyday experience and using a metaphor to drive design decisions can help enrich the experience. For the design team, the emphasis on diversity and inclusion for this project has evoked ideas of ***patterns and textures inspired by the practice of weaving***.

The practice of weaving is common across many cultures and communities. It is familiar and warm and unifies varied expression. This idea will help inform design choices such as form, material and texture as the project moves into detail design.

Below are some examples of how the metaphor of weaving could be applied to the architectural expression:







Infinite woven symphony
by Miles Russel-Cook



Traditional weaving practices



Bellbowrie Pool, QLD
Bureau Proberts



Paramatta Aquatic Centre
Grimahaw and Burgess



Metal screening



Metal screening

Translation of the concept of weaving into material and pattern choices

Draft Masterplan

The overall site response has been structured by the following objectives:

- Strong north-south pedestrian access spine that connects the future residential development to the north to the forecourt and Beattys Road Reserve to the south.
- Secondary east-west pedestrian pathways connecting the centre back to the future town centre and wetlands area.
- The main centre forecourt is located at the junction of these two pedestrian spines with a large, paved area with bench seating and canopy trees to the perimeter.
- The centre has been located to address the future higher-order roads to the north-east of the site, while presenting strongly to the south-east as the shorter term site entry
- The forecourt landscape will connect into Beattys Road Reserve to the south maximising the green landscaped aspect of the centre
- The outdoor aquatic space and waterslides will be highly visible from the south and east
- Car parking to the west of the centre will be heavily treed to the perimeter with a site-wide WSUD and stormwater detention strategy
- The centre itself will have a main entry addressing the forecourt with café, and a second but prominent entry to the west

Concept Design and building massing have developed alongside the masterplan.

2.3 Communications and Engagement Update

A Communications and Engagement Plan (Plan) has been developed for the PALC Project to ensure timely communication and engagement activities throughout the project duration.

The Plan has been designed across two main phases as follows:

- Phase 1 – Engagement on the Masterplan and concept design seeking community input
- Phase 2 – Information on Schematic design

Key opportunities/activities for engagement in Phase 1 include:

- Share Council's vision for the PALC through Council's media channels, including website and social media
- Community information and listening sessions to seek feedback/comments on the PALC Draft Masterplan
- Engage with key stakeholders on the PALC Draft Masterplan
- Develop comprehensive stakeholder database to ensure all contact with community and stakeholders is captured for future engagement opportunities
- Provide update on Tenant Partner Expression of Interest Process

2.4 Project Timelines (Estimated)

The PALC Project is currently progressing through the design phase.

Subject to the Council endorsement of the PALC Draft Design Report (Masterplan) for community consultation, the community consultation will be undertaken in April/May 2024 with outcomes reported back to Council, along with the PALC Final Draft Design Report (Masterplan) for consideration for approval.

Table 1 below sets out the key project milestones and estimated dates.

Table 1 – PALC Project milestones (Estimated)

Milestone	Date (Estimated)	Status
Land acquisition	December 2023	COMPLETED
Preliminary site investigations	January 2024	COMPLETED
Masterplan and concept design	January – July 2024	IN PROGRESS
Schematic and design development	August 2024 – June 2025	
Construction	November 2025 – late 2027	
PALC opens	Early 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

At the completion of the Masterplan Phase an updated cost plan will be developed to accompany the PALC Final Draft Design Report (Masterplan) for consideration for approval.

5. Consultation/Public Submissions

Subject to Council's endorsement of the PALC Draft Design Report (Masterplan), including the additional Meeting/Function Space with Roof Deck opportunity, for community consultation, the community consultation is planned to be undertaken in April/May 2024.

On completion of the community consultation a further report will be presented to Council, providing a summary of the feedback from the community consultation and the outcomes of the investigations on the additional floor for a Meeting/Function Space with Roof Deck, and a PALC Final Draft Design Report (Masterplan) for consideration for adoption.

6. Risk Analysis

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

1. Council has engaged a suitably qualified design, project management and quantity surveying team to assist Council with delivering this project.
2. A suitably qualified communications and engagement consultant has been appointed to support Council in promoting and communicating the project and engaging with key stakeholders.
3. A dedicated major projects team has been established to focus on the delivery of Council's key major projects.

7. Options

1. Adopt the Officers' recommendations as presented in this report.
2. Not proceed with Officers' recommendation and determine an alternative course of action.

LIST OF APPENDICES

1. Plumpton Aquatic and Leisure Centre - Draft Design Report (Masterplan)



RP INFRASTRUCTURE williamsross

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Williams Ross Architects Pty Ltd
Suite 1, 70 Kerr Street, Fitzroy, Victoria 3065
T 03 9416 3044
email@williamsross.com
williamsross.com
ABN 96 005 624 868
Directors: Tammy Beck, Christopher Hose, Stephen Maxwell

Ref: 2317

Issue: Date:
Draft A 03/04/2024
Final 11/04/2024
Final A 16/04/2024
Final B 17/04/2024

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Acknowledgment of country

WRA acknowledges the Wurundjeri people of the Kulin nations as the traditional custodians of the land on which our Melbourne office stands, and the Wadawarrung, Bunurong and Wurundjeri people as the traditional custodians of the land on which this project stands.

We acknowledge past and present injustices and seek reconciliation. We consider ourselves blessed to share this land with the oldest living human culture on this planet.

We honour Elders past, present and emerging for their wisdom and knowledge in caring for country and sustaining cultural practices. We are grateful and inspired by their leadership and guidance.

EXECUTIVE SUMMARY

1 EXECUTIVE SUMMARY

The following key findings are based on the Master Planning and Concept Design documentation for the Plumpton Aquatic and Leisure Centre (PALC) project. Master Planning and Concept Design are early design phases and the following findings provide the basis for further investigation and detail development of the project.

The content of this report summarises the design and brief at the end of Master Planning and Concept Design. Some changes to the design and brief may occur in subsequent stages of design to deliver a high-quality, functional and operationally sound project within the budget and program.

1.1 Key findings and next steps

1.1.1 Vision and Design Principles

Key to guiding the design of the project to **reflect its place and community**, is the articulation of a Project Vision and development of Design Principles.

Both the Vision and Design Principles have been workshopped with Councillors to gain their input and guidance on these important aspects of the design framework.

The draft Vision and 5 Design Principles are below:

1.1.2 Primary Function of the Centre

The primary function of the PALC project is to provide a high-quality venue for:

- Recreational casual and social use of the aquatic and health fitness and wellness areas
- Inclusive sensory spaces for aquatic and dry activities
- Aquatic based competition / formal activities
- A range of health, fitness and recreation based activities
- Ancillary facilities including sauna, spa and steam rooms
- Flexible lounge / multi-purpose spaces
- Multi-purpose event spaces
- Allied Health tenants
- Adjoining public realm

The Centre shall also provide ancillary space, without disruption to the primary function, for:

- Food and beverage outlets (wet/dry)
- Retail area
- Change rooms (wet/dry)
- Storage and plant
- Centre management offices
- Reception areas
- On-site car parking
- Additional opportunity for Meeting / Function Space with roof deck

1.1.3 Brief Development

The facility master plan and brief has developed from the Council endorsed component schedule and feasibility study in consultation with Councillors and Council officers.

Further detailed consultation will be undertaken in the next stage of design to confirm the Functional and Technical Brief.

Life Saving Victoria provide guidelines and review of aquatic projects in design phases to provide input on safety, layout and water body design. It is anticipated an LSV design assessment will occur in the next phase.

1.1.4 Site Infrastructure & Investigations

Site investigations have commenced during the masterplan phase including:

- Authority services
- Site Feature & Level Survey
- Geotechnical brief

Confirmation of future road infrastructure serving the site is required. The PALC design will need to be designed to address short-term and long-tem road and vehicle access arrangements.

1.1.5 Environmentally Sustainable Design

The consultant team recommendationis for PALC to be a 5 star Green Star accredited aquatic centre, with opportunties to exceed this to achieve a lower-energy aquatic centre with lower operational costs.

The objective in the next phase of design is to confirm targets are achieved, budgeted and meet operational requirements.

Plumpton Aquatic and Leisure Centre (PALC) will be focussed on **wellbeing, accessibility and inclusion** featuring Australia's first water sensory area. It will be a destination for physical activity, participation, community connectivity and fun.

The concept for the PALC is based on our community's needs – addressing the significant allied health service gaps and providing meaningful all-abilities access to the aquatic sensory experience.



INTRODUCTION

2 INTRODUCTION

2.1 Purpose of this Report

Melton City Council (Council) is planning for the new Plumpton Aquatic & Leisure Centre (PALC). This development is to deliver a world-class inter-generational aquatic, health and well-being hub for the community.

The new facility will be designed and constructed on a greenfield in the new suburb of Plumpton. Site planning is influenced by the intent of the Plumpton Precinct Structure Plan (PSP)

This report provides a summary of the design, process, analysis and Return Brief.

Some changes to the design and brief may occur in subsequent stages of design to deliver a high-quality, functional and operationally sound project within the budget and program.

2.2 Terms of Reference

This report was prepared for the use of Melton City Council by Williams Ross Architects. No one other than Melton City Council may rely on it and Williams Ross Architects does not accept responsibility to any other user.

Analysis, brief development and design work has been undertaken to Concept Design level. Subject to these limitations Williams Ross Architects confirms that to the best of its knowledge the content and drawings provided in this report are a fair and reasonable description of proposed facility requirements and a potential development approach at the time of writing.

2.3 Abbreviations

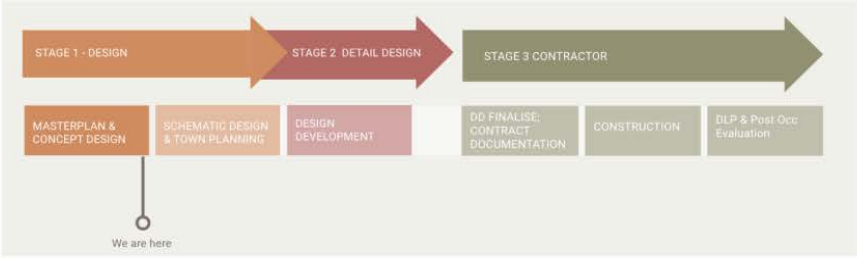
DDA	Disability Discrimination Act
ESD	Environmentally Sustainable Design
GBCA	Green Building Council Australia
LSV	Life Saving Victoria
MCC	Melton City Council
NCC	National Construction Code
PALC	Plumpton Aquatic & Leisure Centre
PSP	Precinct Structure Plan
WSUD	Water Sensitive Urban Design

2.4 Acknowledgements

We acknowledge the input of Councillors, the Project Control Group and Project Working Group in informing the project. We also acknowledge the Project Stakeholders input into the development of the project brief and design.

2.5 Project Process

The diagram below summarises the PALC project stages and progress.



EXISTING SITE

3 EXISTING SITE

3.1 Existing Site Context

The site for the new PALC is located in Plumpton, 30km north-west of Melbourne within the Plumpton Precinct Strucutre Plan. It is currently a greenfield site with a gentle slope from the north-east down to the south-west.

A partially sealed road, Beatty's Road runs to the south providing access to the site. Beatty's Road sits in a 60m wide reserve with future landscape, pedestrian and cyclist pathways.

A future Government Primary and Secondary school site is located to the south, and a new commuity centre Kindergarten immediately to the south-east.

Residential development has occurred to the east of the site, with future residential development expected to the north, west and south in the coming years.

The Plumpton Town Centre will be developed to the west of the site, with a wetlands and open passive space between the Town Centre and PALC.



PALC - Location within the City of Melton

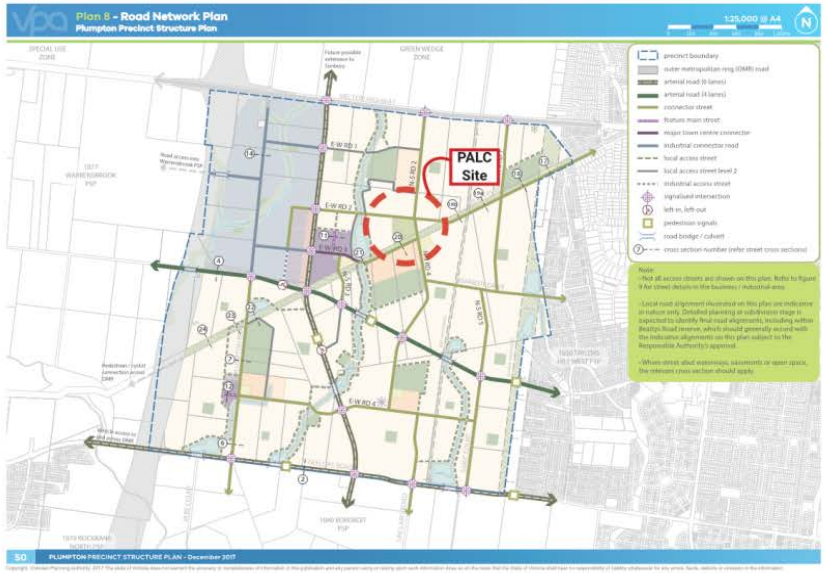
3.2 Plumpton Precinct Structure Plan (PSP)

The Plumpton Precinct Structure Plan (the PSP) was been prepared by the Victorian Planning Authority (VPA) in consultation with Melton City Council in 2017. The PSP nominated a site in Plumpton for a future Aquatic and Recreation facility.

The plan opposite illustrates the future Plumpton PSP with the PALC site circled in red.

This plan shows the final road arrangement and heirarchy.

The diagrams on the following page are taken from the Plumpton PSP and illustrate the final arrangement of the Beatty's Road Reserve and frontage to PALC. The PALC site is able to consider the design for landscape and car parking 20m into the Beatty's Road Reserve.



Plumpton PSP, from the VPA

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Aquatic Centre Beatty's Road Reserve Frontage - from the Plumpton PSP, VPA

3.3 Short-Term Development

It is anticipated that PALC will open towards the end of 2027 / early 2028. By that time, it is expected the surrounding site development will include:

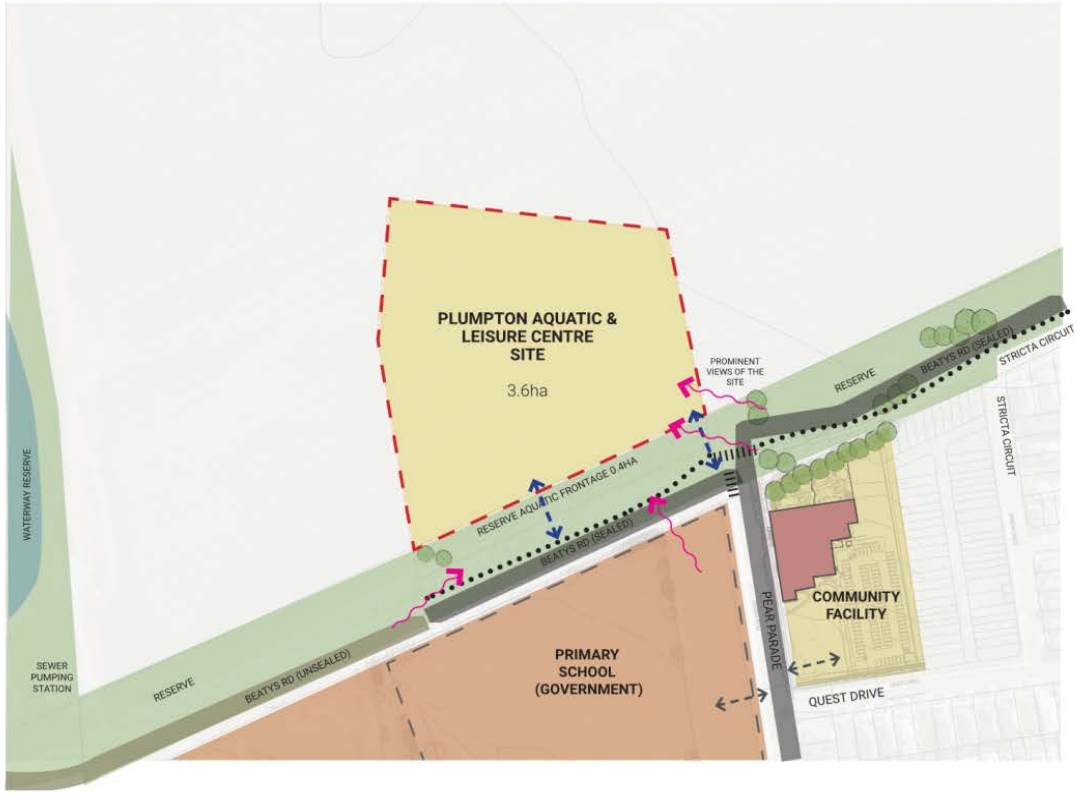
- Sealed section of Beatty's Road to the south of the site
- Pedestrian and cyclist paths to the south of the site
- Government Primary School to the south
- Community Facility & Kindergarten to the south-east

All facility site development will be within the title boundary indicated opposite by the red dashed line. In accordance with the PSP, a 20m deep section of the Beatty's Road Reserve directly infront of the PALC site can be developed for the aquatic centre for landscaping and car parking.

PALC will rely on vehicle access from Beatty's Road for patrons and maintenance / loading.

Pedestrian and cyclist access will be from the Beatty's Road Reserve.

All site infrastructure and services will serve the site from the Beatty's Road Reserve.



Short Term Development, Compiled from Plumton PSP and Council not to scale

Plumpton Aquatic & Leisure Centre
Melton City Council

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3.4 Long-Term Development

Sometime after PALC has opened the surrounding site development will reflect the final PSP arrangement as illustrated opposite.

This will require the following changes to the functions of the PALC site:

- Vehicle access from the new connector roads to the north and east
- Potential removal of the southern car park entry via Beatty's Road

The design PALC needs to respond to both the short and long term surrounding development. Some implications include:

- The long-term arrangement will provide greater street frontage and exposure of the site to the north and east
- Facility entry needs to address both the short and long terms arrangements
- The waterway reserve will function as a wetlands and detention basin for development in the long-term, but not the short-term
- The western interface of the site will provide a local street with parking. The design of PALC should allow for pedestrian access and future views / passive surveillance from the west (ie no high or obstructive fencing)
- A strong north-south pedestrian connection through the PALC site would benefit future connections of the northern residential development to PALC and the Beatty's Road reserve



Long Term Development, Compiled from Plumton PSP and Council not to scale

Plumpton Aquatic & Leisure Centre
Melton City Council

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RETURN BRIEF

4 RETURN BRIEF

4.1 Vision & Design Principles

Key to guiding the design of the project to **reflect its place and community**, is the articulation of a Project Vision and development of Design Principles.

Both the Vision and Design Principles have been workshopped with Councillors to gain their input and guidance on these important aspects of the design framework.

The PALC Project Vision will clearly articulate the aspirations for the project. A starting point for consultation with Council is:

> *Plumpton Aquatic and Leisure Centre (PALC) will focus on **wellbeing, accessibility and inclusion** featuring Australia's first water sensory area. It will be a destination for physical activity, participation, community connectivity and fun.*
>
> *The concept for the PALC is based on our community's needs – addressing the significant allied health service gaps and providing meaningful all-abilities access to the aquatic sensory experience.*

Design Principles

Design Principles enrich the facility brief and guide the design. Importantly, they provide an assessment framework with which to critique the design and design decisions at each stage. Design Principles are unique to each project, each site and each community.

The draft Design Principles opposite have been developed with Council. They can be used to help articulate the projects' narrative and aspirations.



4.2 Component Brief

The Plumpton Aquatic and Leisure Centre Final Business Case and Funding Strategy (June 2023) and the Components Addendum May 2023, identified the following key components for the centre:

- Indoor Aquatic Hall, including:
  - 50 x 25m, 10 lane regional competition pool with accessible ramp and swim wall
  - 400 -500 spectator seating adjacent the 50m pool
  - 12m x 22m Learn-to-Swim pool
  - Leisure and 60m² toddler's pool with accessible beach entry
  - Water play unit and splashpad, 500m²
  - Water slides
  - 12m x 20m Warm water program pool with accessible ramp
  - Spas and sauna
  - Sensory aquatic space, 200m²
- Front of House, including shared reception and foyers
- Destination cafe serving the foyer and forecourt with wet and dry lounge
- Health and fitness spaces, including 1,400m² gym (24 hour access) and various group fitness spaces
- 2,000m² Community Allied Health areas (warm shell)
- 190m² Allied Health consulting suites with connection to the Warm water program pool
- Patron change and amenities
- Outdoor leisure water
- Onsite car spaces, drop-off and vehicle access

Some changes to the design and brief may occur in subsequent stages of design to deliver a high-quality, functional and operationally sound project within the budget and program.

4.3 Relationship Diagrams

The indicative relationship diagram below illustrates the ideal functional and operational relationships for PALC. This has been developed based on previous experience, the PALC operational component list and recent consultation with Council.

The purpose of this relationship diagram is to inform functional planning approach to the site and will be tested and modified through the master planning process.

Future Development

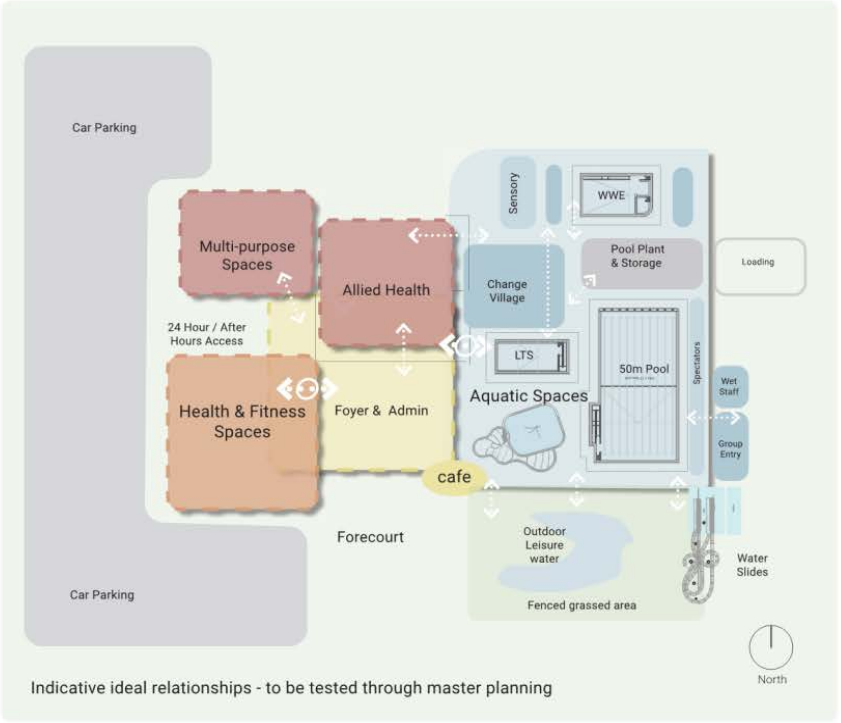
Future site development opportunities and expansion / addition of components will be explored through the master plan and business case.

4.4 Additional Opportunity

The team are investigating an additional opportunity to provide a Meeting / Function Space with access to the roof deck within the project. the feasibility of this will be reviewed in terms of planning requirements, operations and cost.

Spaces might include:

- 2 x connected Multi-purpose Spaces, say 200m² each
- 1 x large Multi-purpose Space, say 400m²
- Amenities, storage and a plating kitchen
- Some additional car parking to be confirmed



Indicative ideal relationships - to be tested through master planning

DESIGN RESPONSE

5 DESIGN RESPONSE

5.1 Design Concept

Council and community aspirations for the design for the new Plumpton Aquatic & Leisure Centre facility has overwhelmingly been for a facility that welcomes its diverse community and creates a place for people of all abilities to feel comfortable and participate.

Words used to describe the future centre have included:

- connected
- community
- crossing-paths
- diversity
- inclusion
- all-abilities
- respectful of all sensory experiences
- multi-cultural - somewhere all community members can see themselves
- warmth

Architectural expression has the ability to add meaning to everyday experience, and using a metaphor to drive design decisions can help enrich the experience. For the design team, the emphasis on diversity, multi-culturalism and inclusion for this project has evoked ideas of patterns and textures inspired by the practice of weaving.

The practice of weaving is common across many cultures and communities. It is familiar, warm, and unifies varied expression while representing distinct patterns and pathways. This idea will help inform design choices such as form, material and texture as the project moves into detail design.







Infinite woven symphony
by Miles Russel-Cook



Traditional weaving practices



Bellbowrie Pool, QLD
Bureau Proberts



Paramatta Aquatic Centre
Grimahaw and Burgess



Metal screening



Metal screening

Translation of the concept of weaving into material and pattern choices

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5.2 Landscape

There will be range of landscaped spaces surrounding PALC. There is an opportunity to reflect the different characters and functions of these spaces.

Two key opportunities are the Forecourt and the Outdoor Aquatic spaces as described below.

5.2.1 Forecourt

A strong north-south pedestrian link through the site will connect the future residential development to the centre and Beatty Road Reserve. East-west pathways will link the forecourt through the car park to the future wetlands and town centre to the west.

The forecourt is to be a welcoming place, inviting the community to meet, sit and enjoy the environment. It will connect the centre to the linear park along Beatty's Reserve, and to the school and community centre immediately to the south.

The space will be activated by the cafe spilling out into the forecourt with seating and shade. Seating opportunities, drinking fountains, bins, bicycle parking and opportunity for future public art will all be considered in the design.

An element of water play is being considered for the forecourt. This would be a natural, minimal depth area of play close to the cafe. It would provide the community an element of cool water play that is complementary to the functions of the aquatic centre.

The forecourt will open up to the south to a large grassed area that can connect into Beattys Road Reserve providing a great space for community events, markets etc.



Habitable building edges



Ground plane treatments



Outdoor spaces for meeting and events

5.2.2 Outdoor Aquatic

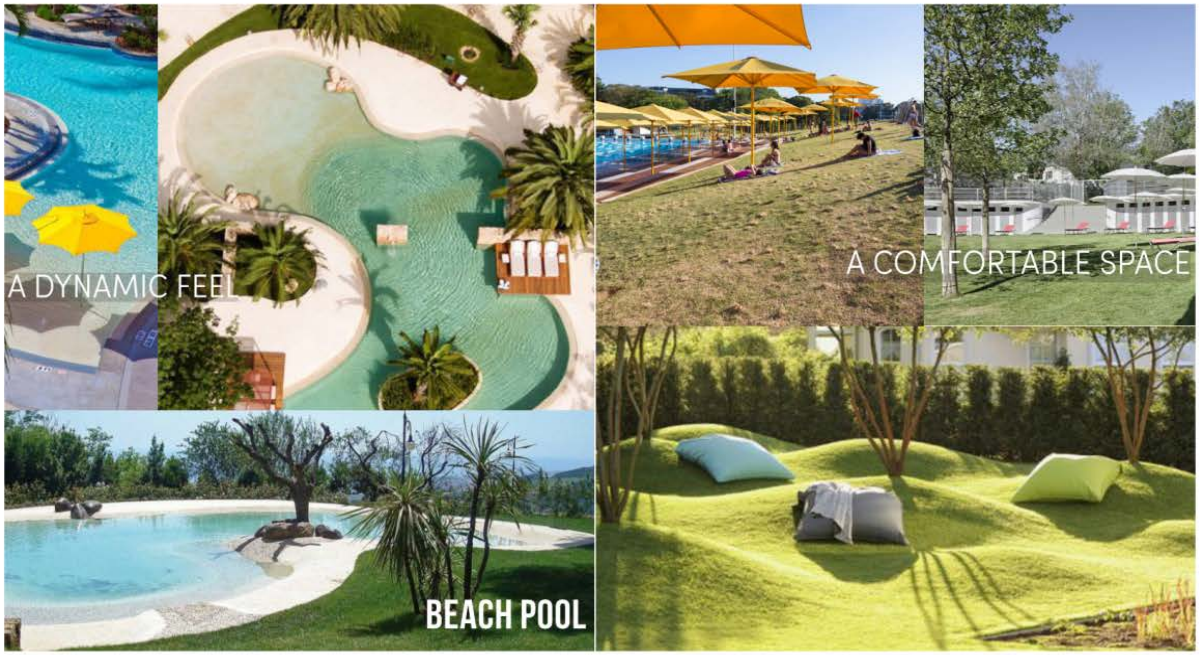
The outdoor aquatic space offers the opportunity to design a recreational space that caters for young people and families.

The concept is to provide a unqiue leisure experience that encourages families and young people to spend time at the centre, sociallising and enjoying the activities.

A beach entry, lagoon pool with maximum depth of 1.2m could have some water play elements as well. Grassed mounds would create a sloped seating area with views across the water and a natural buffer to southerly winds.

Shade, seating and the opportunity for BBQs and picnic areas will enhance the amenity of the space.

The opportunity for an external screen can be explored on the adjacent water slide tower for movie nights and events.





WATER PLAY BEACH POOL GRASSED EDGES, SPACE TO RELAX

Plumpton Aquatic & Leisure Centre
Melton City Council

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Artists impression - PALC Outdoor Leisure Pool

5.3 Aboriginal Design Principles

WSP Indigenous Specialist services are working with the design team to lead opportunities for design elements and place-based landscape interventions (architecture, infrastructure, art and the like), that can acknowledge Country and reveal the site's latent Aboriginal history. They have prepared a draft Aboriginal Design Principles document as a starting point to engage with Aboriginal people and Country. A few key opportunities are included below.

WSP have provided some insghts and opportunties for the PALC project which can be explored in the next stage of design. Further consultation with local elders will be undertaken through the engagement process.

Thresholds can be celebrated with bold pavement design referencing Wurundjeri language, colour and patterns.



A cultural Mapping of the area, revealing cultural flows and stories of the area through high quality materials and design.



Educational landscape

Landscapes are resource collection points for Wurundjeri people. We can all learn from these places about how Wurundjeri people lived and thrived in this place. How can we influence the design with these values?



Correct planting

Use of endemic species will attract and enhance the biodiversity of this place, creating a unique sense of place that belongs to this region.



DRAFT MASTER PLAN

6 DRAFT MASTER PLAN

The following pages depict the draft master plan and concept design. The PALC site needs to operate in the short and long term as future development to the north, east and west is developed.

In the short-term the main site entry will be from the south, and in the long-term from the north.

The overall site response has been structured by the following gestures:

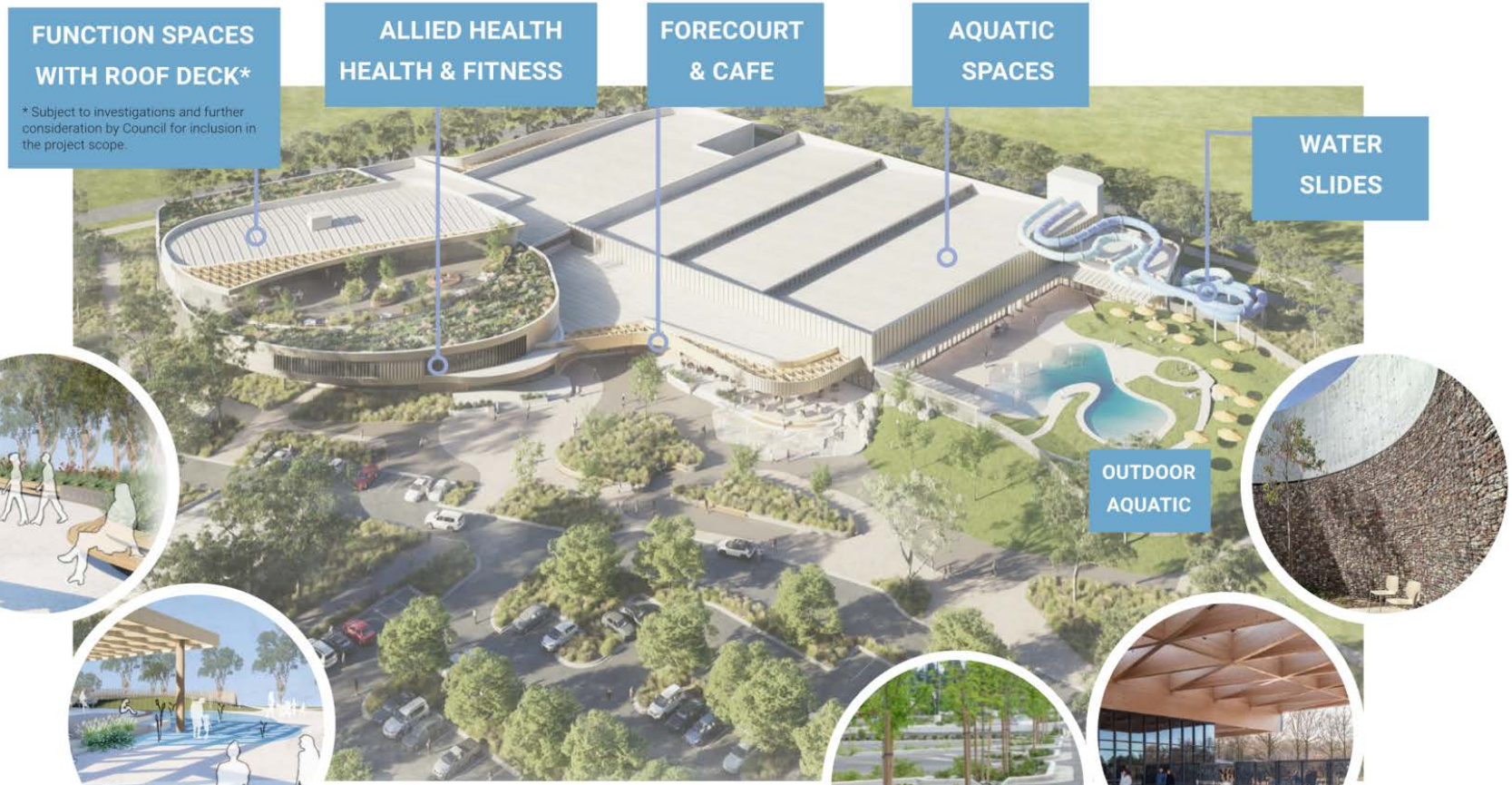
- Strong north-south pedestrian access spine that connects the future residential development to the north to the forecourt and Beattys Road Reserve to the south.
- Secondary east-west pedestrian pathways connecting the centre back to the future town centre and wetlands area.
- The main centre forecourt is located at the junction of these two pedestrian spines with a large, paved area with bench seating and canopy trees to the perimeter.
- The centre has been located to address the future higher-order roads to the north-east of the site, while presenting strongly to the south-east as the shorter term site entry
- The forecourt landscape will connect into Beattys Road Reserve to the south maximising the green landscaped aspect of the centre
- The outdoor aquatic space and waterslides will be highly visibile from the south and east
- Car parking to the west of the centre will be heavily treed to the perimeter with a site-wide WSUD and stormwater detention strategy
- The centre itself will have a main entry addressing the forecourt with cafe, and a second but prominant entry to the west



draft Site Master Plan not to scale

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INDICATIVE 3D MASSING



seating

Indicative forecourt activities

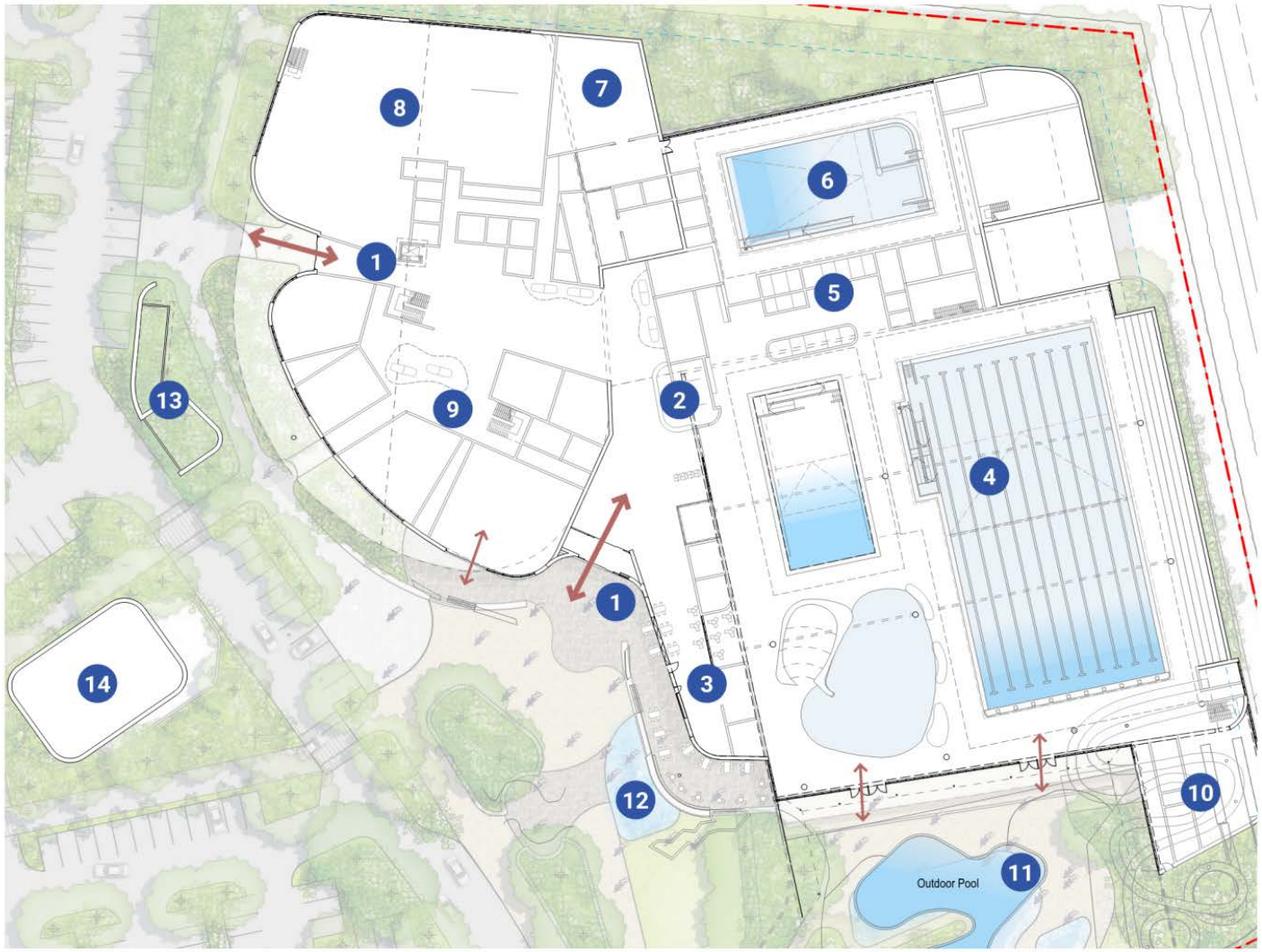
water play



Indicative materials

LEGEND

1. Entry
2. Reception
3. Cafe
4. Main Aquatic Hall 50m pool, learn to swim and splash park
5. Change Village
6. Warm Water Pool
7. Sensory Aquatic
8. Allied Health
9. Group Fitness
10. Water Slides
11. Leisure Water
12. Water Play
13. Bikes & Waste
14. CEP Yard



Draft Ground Floor Plan not to scale

Plumpton Aquatic & Leisure Centre
Melton City Council

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LEGEND

1 Allied Health

2 Gymnasium & Functional Training

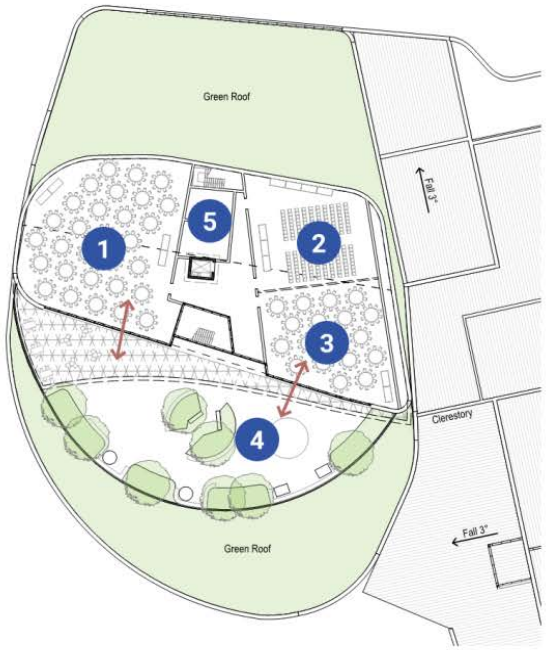
3 Plant



Draft First Floor Plan not to scale

LEGEND

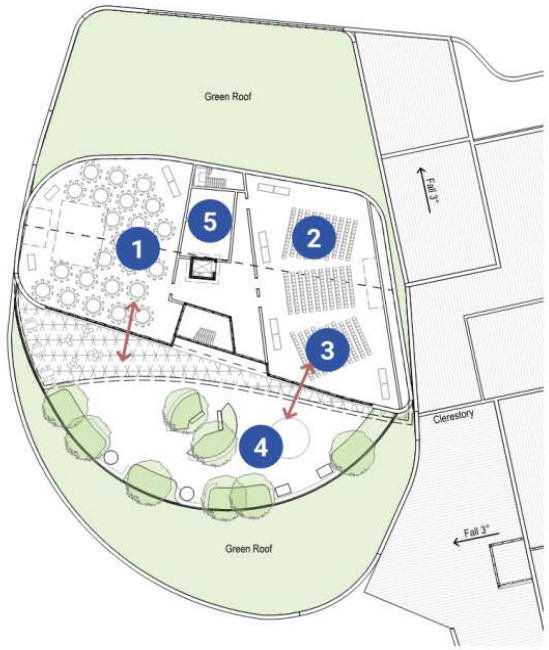
1. Multi-purpose Room 1
2. Multi-purpose Room 2
3. Multi-purpose Room 3
4. Roof Deck
5. Amenities, Storage & Kitchen



CONFERENCE LAYOUT

MP 1 - 300 seat sit down event
MP 2 - 200 seat presentation
MP 3 - 200 seat sit down event

Draft Meeting / Function space with roof deck- Layout Option 1



DINNER DANCE & PRESENTATION LAYOUTS

MP 1 - 240 seat dinner dance event
MP 2 & MP 3 - 380 presentation

Draft Meeting / Function space with roof deck- Layout Option 2

Note - Subject to investigations and further consideration by Council for inclusion in the project scope.

12.3 MELTON TOWN CENTRE REVITALISATION PLAN ADOPTION

Author: Donald Lewis - Strategic Planner
Presenter: Sam Romaszko - Director City Futures

Cr Majdlik, having declared a general conflict of interest in Item 12.3, vacated the Chair and departed the Chamber at 7:44pm.

Cr Shannon, having declared a conflict of interest in Item 12.3, departed the Chamber at 7:44pm.

Cr Abboushi assumed the Chair.

PURPOSE OF REPORT

For Council to consider the adoption of the Melton Town Centre Revitalisation Plan.

RECOMMENDATION:

That:

1. Council adopt the Melton Town Centre Revitalisation Plan at **Appendix 1**.
2. Officers seek opportunities to advocate for the revitalisation of the Melton Town Centre with the State Government and the development industry which are consistent with recommendations of the Plan.

Motion

Crs Carli/Kesic.

That:

1. Council adopt the Melton Town Centre Revitalisation Plan at **Appendix 1**.
2. Officers seek opportunities to advocate for the revitalisation of the Melton Town Centre with the State Government and the development industry which are consistent with recommendations of the Plan.

For: Crs Abboushi, Carli, Farrugia, Kesic and Ramsey

Against: Cr Turner

Abstained: Nil

CARRIED

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

For:

Crs Abboushi, Carli, Farrugia, Kesic and Ramsey

Against:

Cr Turner

The Deputy Mayor declared the Motion CARRIED

REPORT

1. Executive Summary

In 2020 Melton City Council received State Government funding as part of the Suburban Development Revitalisation Program and in 2021 The *Melton Town Centre Revitalisation Plan* **(Appendix 1)**. commenced. The project has produced economic, traffic and transport and community infrastructure assessments to inform the Revitalisation Plan and has undertaken three rounds of community consultation at key stages of the project.

The Revitalisation Plan provides a vision for the future of the Melton Town Centre (MTC) and aims to achieve this vision by the creation of a supportive policy framework for new investment, advocacy for increased State and Federal funding and direct initiatives by the City of Melton and its service partners. The Revitalisation Plan is underpinned ten key moves that will support the delivery of the vision for the town centre.

A key part of the Revitalisation Plan was to consider the extent of Council owned land within the town centre and surrounding residential catchment and the opportunity to use this land for catalyst investment that supports increased economic activity and community wellbeing.

The Revitalisation Plan comprises six precincts within the project study area with each one having a different role and function. Design Guidelines have been produced for each precinct and an Action Plan guides the implementation of the key objectives for each precinct.

Funding and resourcing for the implementation of the Action Plan would be considered as part of Councils yearly budget process. However, it should be noted that many of these actions are already part of council operations or planned as future projects and therefore are not expected to significantly impact on future Council budgets.

Consultation on the Draft Revitalisation Plan was undertaken between 6 November and 18 December 2023. Council received 39 submissions that are summarised in **Appendix 2** from landowners/occupiers, businesses and agencies during the consultation period. Overall, the majority of submitters support the vision of the Revitalisation Plan and validated a number of key moves in the document. A small group of businesses oppose the plan or at least do not support any reduction in car parking as a result of changes to the High Street cross section. In response to submissions received, there have been a number of minor changes made to the Revitalisation Plan which are also identified in **Appendix 2**.

2. Background/Issues

The Melton Town Centre (MTC) has been in decline for some time partly due to increased competition from other activity centres and changing economic conditions. In order to reverse this decline, differentiation is required to avoid direct competition by maximising opportunities for outdoor settings, walking and active transport and supporting mixed use development in the town centre.

In 2020, Council received State Government funding as part of the Office For Suburban Development Melton Revitalisation Program. This project is one of several MTC revitalisation projects and is a long-term plan to guide future development and support the viability of the town centre. The Revitalisation Plan will consider fundamental and structural changes to the study area.

Consultants were appointed in late 2021 and stakeholder visioning for the project was conducted between March and May 2022. Technical reports covering a community needs assessment, economic and transport were produced to provide the basis for the Discussion Paper which was consulted on in late 2022. The Draft Revitalisation Plan was developed during 2023 and consulted on in November and December that year.

The Revitalisation Plan project consists of four stages.

Stage 1	Project Management Plan
Stage 2	Background Research and Technical Reports
Stage 3	Discussion Paper
Stage 4	Draft and Final Revitalisation Plan

Project consultants briefed Council in November 2022 following initial consultation on the Discussion Paper and an officer briefing was held more recently in August 2023 to discuss the draft Plan and March 2024 to report on consultation. In addition, Council officers have also provided regular updates and presentations during the project to the Melton Revitalisation Board.

Melton Town Centre Revitalisation Plan

The Revitalisation Plan provides a vision for the future of the MTC. The Revitalisation Plan aims to achieve this vision by the creation of a supportive policy framework for new investment, advocacy for increased State and Federal funding for initiatives such as affordable housing and community services and direct initiatives by the City of Melton and its service partners.

The document is underpinned by 10 key Revitalisation Moves:

- Re-imagining High Street as the heart of the town centre
- Strengthen McKenzie Street's role as a community spine
- Create an active public realm along Toolern Creek
- Incentivise small business to activate the public realm
- Facilitate development of the key strategic sites
- Support diverse housing options in the town centre
- Support community health and wellbeing by providing the right facilities and supporting infrastructure
- Make it safe and inviting for people to move around the town centre
- Make it easy for people to use public transport services
- Enable the town centre to develop sustainably

The Revitalisation Plan considered the extent of Council owned land within the town centre and surrounding residential catchment and the opportunity to use this land for catalyst investment that supports increased economic activity and community wellbeing. These initiatives include:

Changes to the High Street cross section

An important and proven revitalisation initiative that will vastly improve walkability and safety along the High Street corridor by introducing increased areas for outdoor dining, designated bicycle and pedestrian paths complemented by increased tree canopy and landscaped areas.

Potential redevelopment of Police Paddock

A strategic Council owned site that provides opportunity for a range of uses including community infrastructure that will expand the Toolern Creek interface with Hannah Watts Park and improve connections into the core of the town centre.

Potential to create 'Library Lane' which provides for direct connection between High Street and the Melton Library and Learning Hub

The existing narrow link presents an opportunity to open up this area and create a prominent visual link between two active areas of the town centre. A design outcome could include modification of built form to create an active building frontage to a widened public corridor.

Potential reconfiguration and partial development of Fay Street Reserve to include improved vehicle connectivity and interface with nearby community facilities

Fay Street Reserve is approximately 1.1 hectares in total area and is easily accessible. The site has capacity to provide recreational and additional community facilities that compliment adjacent health and education services.

Potential redevelopment/rationalisation of Council land in Damian Street

The site is currently underutilised, has one entry point and is nearby to other public open space areas at Fay Street Reserve and Rosina Drive.

Potential redevelopment of Civic Centre site

While the document acknowledges Council has made no decisions about the future of the Civic Centre site, it is important this project identifies the site as a significant opportunity to drive revitalisation over the long term.

Potential function review (including consideration of rationalisation) of the three diamond parks at the end of Inze, Musk and Judy Courts

The three parks are underutilised and within a walkable distance of the town centre. A range of options could be considered to include retention of some open space with community facilities, additional medium density housing and improved connections for cyclists and local traffic.

Place Making

The Plan comprises six precincts within the project study area with each one having a different role and function. These places are key destinations for community life and are natural attractors where community come together. Design Guidelines have been produced for each precinct to ensure improvements to the public realm and future re development is consistent with revitalisation objectives and relevant planning policies. An Action Plan guides the implementation of the key objectives for each precinct.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

3.1 A City of 20-minute neighbourhoods.

4. Financial Considerations

The *Melton Town Centre Revitalisation Plan* project received $200,000 from the state government through the Office For Suburban Development and the Melton Revitalisation Board. Council has contributed approximately $76,000 to the project budget to support consultation and communication activities.

The *Melton Town Centre Revitalisation Plan* **(Appendix 1)** is intended to be a policy document that clearly defines transformative actions and investment opportunities that Council, State Government and other agencies could pursue. Funding and resourcing for the implementation of such actions would be considered as part of Councils yearly budget process. It should be noted that many of these actions are already part of council operations or planned as future projects and therefore are not expected to impact on future Council budgets. Other larger initiatives would be considered by Council on an individual basis.

5. Consultation/Public Submissions

An extensive consultation process was undertaken to develop the *Melton Town Centre Revitalisation Plan* which involved three rounds of consultation with a range of stakeholders including, businesses, residents, agencies and community groups.

Visioning

The visioning stage for the project commenced in late 2021 with initial workshops held with relevant Council departments and agencies. Community consultation was undertaken during April and May 2022 and involved a postcard mailout, vox pop in the town centre and an online survey.

Discussion Paper

Consultation on the Discussion Paper occurred between January and March 2023 and involved a mailout of the project brochure to all owner/occupiers in the study area, social media posts and notices in the local paper.

Draft Melton Town Centre Revitalisation Plan

Consultation on the Draft Revitalisation Plan was undertaken between 6 November and 18 December 2023. The consultation methodology included:

- A letter and brochure to each affected landowner and occupier in the study area.
- A letter to relevant agencies and community groups.
- Visit to all businesses in the town centre area.
- Four engagement sessions held at Melton Library.
- Attendance at Djerriwarrh Festival.
- Melton Conversations which included links to all project information and feedback section.
- A short video of the project.
- Two notices in local paper during consultation period.
- Regular social media postings during consultation period.

Submissions

Council received 39 submissions that are summarised in **Appendix 2** from landowners/occupiers, businesses and agencies during the consultation period for the draft *Melton Town Centre Revitalisation Plan*.

Of the 39 submissions received, the majority were from residents within the study area. All submissions comprised mainly short single issue comments and a small number of longer submissions addressing multiple sections of the Revitalisation Plan. Formal submissions were received from the Department of Transport and Planning (DTP) and QIC the owners of Woodgrove shopping centre.

In summary, the majority of submitters support the overall vision of the Revitalisation Plan and validated a number of key moves in the document. A small group of businesses at the eastern end of High Street oppose the plan or at least do not support any reduction in car parking as a result of changes to the High Street cross section. DTP supports Councils approach taken to traffic and transport subject to a further detailed assessment, while QIC supports the overall objective of the Revitalisation Plan, it objected to the way Woodgrove shopping centre was represented in some sections of the document.

Seven submissions raised concerns about the potential loss of car parking and suggested more car parking should be provided in the Melton town centre, while six submissions supported more opportunities for outdoor dining. There were six submissions in favour of more infrastructure for cycling and pedestrian paths and five submissions identified security and anti-social behaviour as a major concern. The remaining matters raised in submissions are summarised in **Appendix 2**.

Proposed changes

From the feedback received, a small number of changes have been made to the *Melton Town Centre Revitalisation Plan* **(Appendix 1),** these include:

- High Street Re design:
    - In figure 9 add disclaimer confirming approval will be required from the Department of Transport (DTP) as the responsible authority under the Road Management Act.
    - Include text in figure 7 that some car spaces will be removed along High Street subject to a detailed design process to confirm actual car parking numbers, location and costings and that further consultation with stakeholders will be undertaken as part of this process.
- Amend Figure 1 to include Mixed Use Zone land on eastern side of Coburns Road.
- Additional context map showing activity centres close to Melton town centre.
- Delete prescriptive elements of residential transitional maps.
- Additional text highlighting opportunities for active transport along key routes connecting the MTC.
- Minor text changes to improve description and legibility of issues and actions throughout document.

Details of all changes and response to submissions are contained in **Appendix 2.**

6. Risk Analysis

1. If Council does not proceed with the recommendation, the decision would impact on reporting deadlines required under the State Government funding agreement.
2. It would prevent or delay implementation of the actions outlined in the plan.

7. Options

Council can resolve to either:

1. Adopt the Melton Town Centre Revitalisation Plan, March 2024
2. Adopt the Melton Town Centre Revitalisation Plan, March 2024 subject to changes.
3. Not adopt the Melton Town Centre Revitalisation Plan, March 2024

LIST OF APPENDICES

1. Melton Town Centre Revitalisation Plan dated March 2024
2. Summary of Submissions


UrbanFold
échelon planning
Melton Town Centre Revitalisation Plan
14/03/2024
CITY OF MELTON
MELTON Suburban Revitalisation
VICTORIA State Government


Acknowledgment of Country
Melton City Council acknowledges Aboriginal and Torres Strait Islander peoples living and working in the City of Melton. Council recognises the people of the Kulin Nations as the original custodians of the land now known as City of Melton. On behalf of the municipality, Council pays respect to their Elders, past, present, and future.
CITY OF MELTON
MELTON Suburban Revitalisation
VICTORIA State Government
Made possible with the support of the Melton Suburban Revitalisation Board and funding from the Victorian Government

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1. Introduction

Introduction

The City of Melton is located in the outer western area of Melbourne, within 19 kilometres of the Melbourne CBD. One of the fastest growing municipalities in Australia, the City of Melton consists of a series of townships and suburbs, the larger ones being Caroline Springs and Melton. Melton Town Centre is located just north of the Western Freeway, and to the west of Toolern Creek.

The City of Melton is one of metropolitan Melbourne's major growth areas, and is estimated to have a population of 450 823 people by 2051. A large portion of the municipality is undeveloped; however, this is changing as significant greenfield development is delivered.

Melton Town Centre is at a crossroads. To prosper and flourish in the face of emerging competition, its future needs to be well-articulated and well-planned.

There is the opportunity in the Melton Town Centre to build on the natural advantages offered by its traditional high street that is easily accessible and provides a different experience which larger, more internalised activity centres cannot provide.

The City of Melton is preparing a Revitalisation Plan for the Melton Town Centre, centred on High Street, Melton. This is a critical piece of integrated economic and planning work which will set a vision for the centre, facilitate improvements and guide its future development.

The Melton Town Centre Revitalisation Plan is part of the Suburban Revitalisation Program, a Victorian Government initiative committed to strengthening the liveability of Melton by driving economic opportunities and the delivery of local projects.



What is a Revitalisation Plan?

Revitalisation is a term used to describe a suite of large and small improvements to cities and towns responding to both aging infrastructure and facilities, and to economic and societal shifts in the community. The aspiration is for cities and towns to be more dynamic, resilient and sustainable, and to consolidate their core purpose as a place for people and trade.

Revitalisation in the context of the Melton Town Centre means introducing strategies to address existing issues and challenges stemming from the decline of economic activity within the Town Centre and to identify and capitalise on the unique offering and opportunities available if presents.

This will require a combination of long term strategic improvements combined with short-term quick-wins.



How does the Revitalisation Plan implement change?

The Melton Revitalisation Board, established in 2021, provides a local voice to the Office of Suburban Development. Their vision is to create a community where residents feel proud to live and a place where people want to visit.

Melton Town Centre and specifically High Street and adjoining streets, offer the opportunity to create a truly walkable, bustling Town Centre in an outdoor setting. The creation of such a place will rely heavily on the presence of people - shopping, living, working, relaxing and socialising.

The intent of the Revitalisation Plan is to bring activity back to Melton Town Centre by:

- Attracting new development and businesses,
- Providing new community facilities, and
- Attracting new residential development including medium density housing.

To do this the Plan will need to improve the experience in the Town Centre and elevate it as a prime residential location through strategies such as:

- Identifying public realm improvements,
- Creating locations for additional local entertainment/dining spaces,
- Identifying place making projects and programmes, and
- Improving connectivity within the Town Centre.

Developing a direction for revitalisation of the Melton Town Centre requires an understanding of the current conditions and views of stakeholders, to then determine which strategies can best achieve the vision and objectives for the Town Centre. This all needs to be tied together with an implementation approach which is practical and measurable.



The Revitalisation Plan Study Area

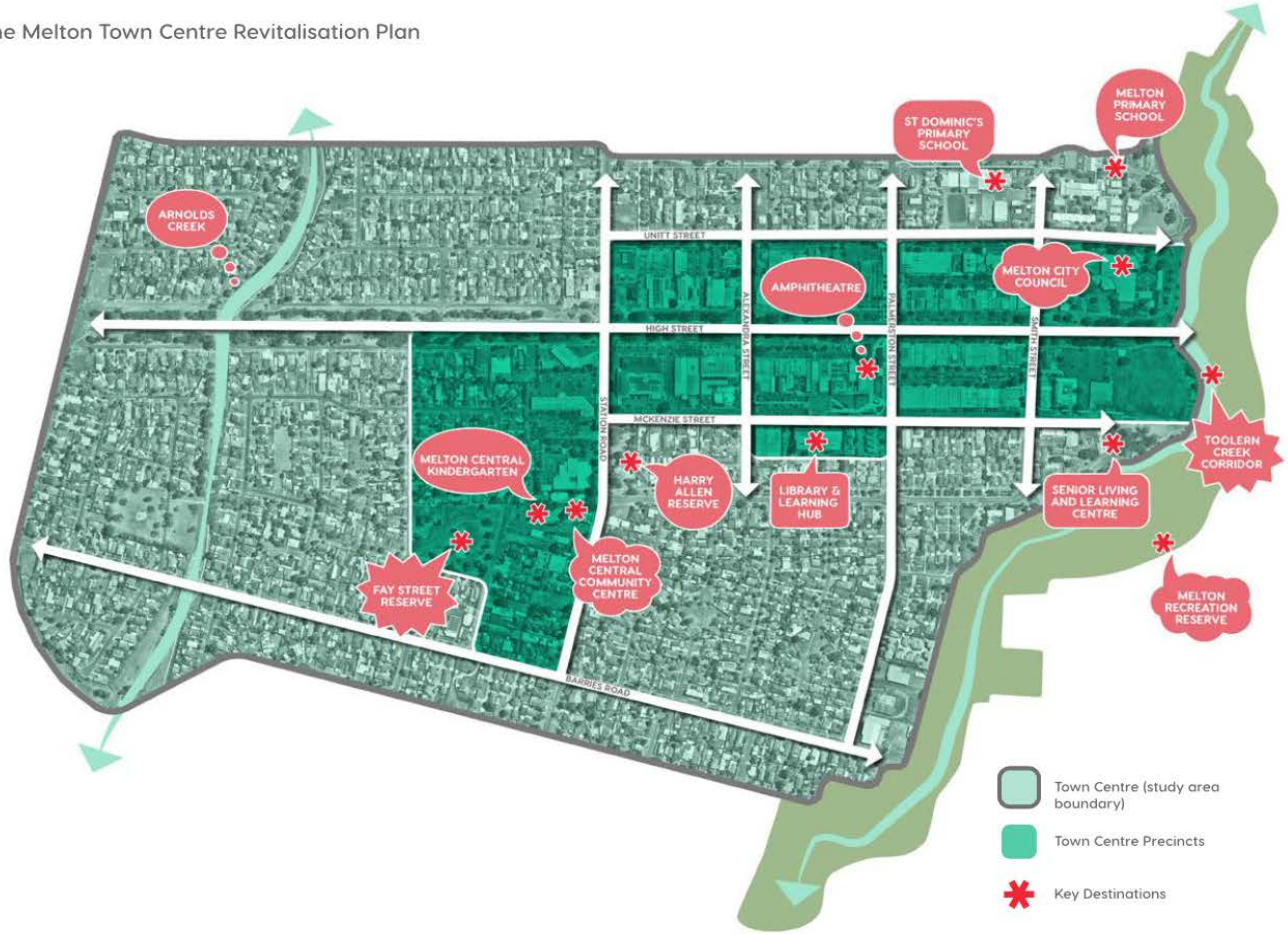
This diagram shows the study area for the Melton Town Centre Revitalisation Plan

The focus of the Revitalisation Plan is along High Street as the main activity spine. As such, the study area has been delineated based on a feasible walking catchment around the Town Centre. The study area is located between Hannah Watts Park and Toolern Creek to the east, Coburns Road to the west, Church Street to the north and Barries road to the south.

The eastern end of the study area (in the blocks immediately north and south of High Street) comprises the bulk of the retail and commercial premises in the Melton Town Centre. Beyond this, the study area largely comprises of residential neighbourhoods.

Key destinations within the Town Centre include the Library and Learning Hub, Melton City Council offices and the Melton Central Community Centre.

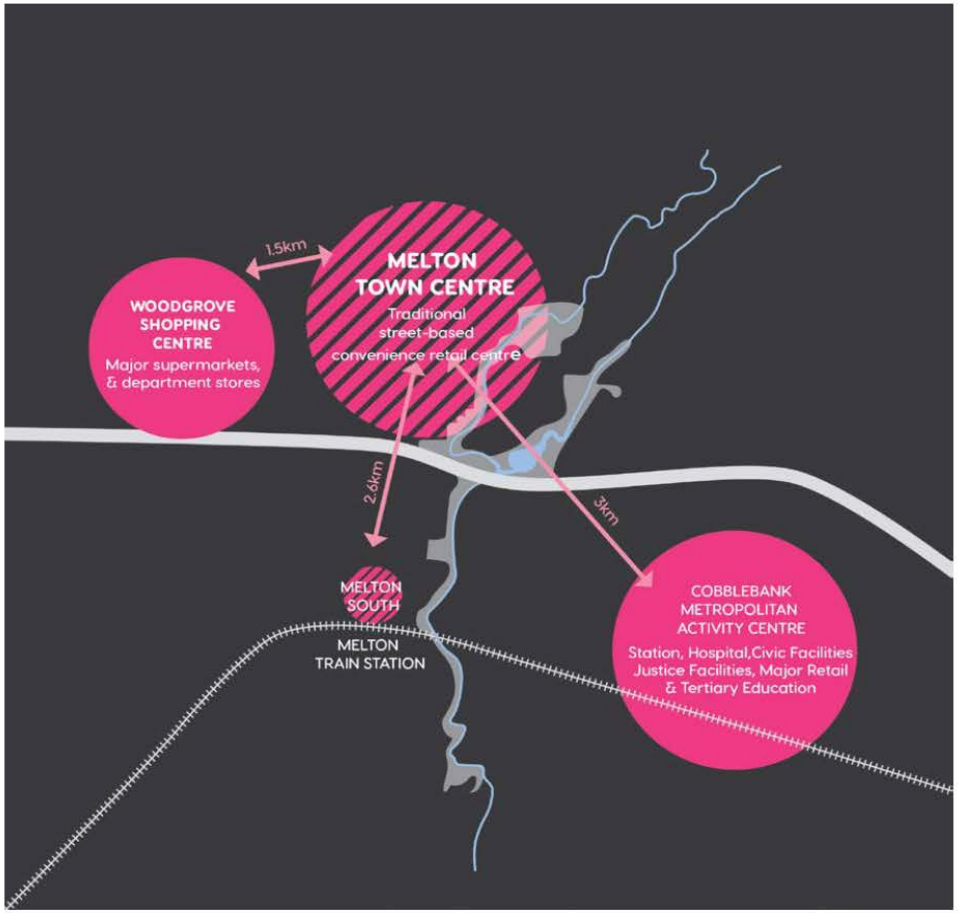
An open space network exists along Toolern Creek and Arnolds Creek East, in addition to a series of local parks including Fay Street Reserve, Harry Allen Reserve and Melton Recreation Reserve.



The Melton Town Centre is located along High Street, and has been the City's traditional, street-based retail centre offering convenience and goods.

The Woodgrove Shopping Centre is located in close proximity to the Town Centre, approximately 1.5km to the west, along High Street. Woodgrove offers full line supermarkets, department stores and variety of specialty stores.

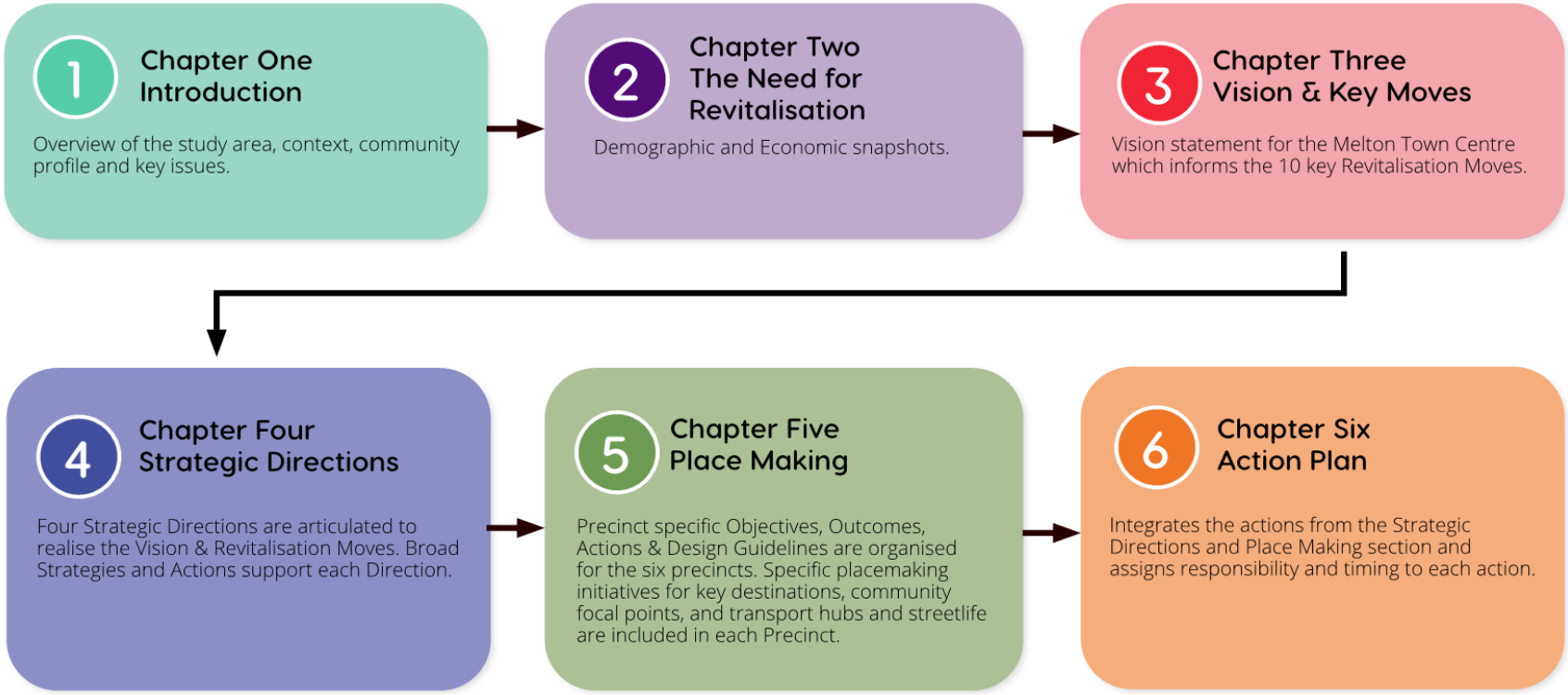
The emerging Cobblebank Metropolitan Activity Centre is located to the south-east of the Town Centre (approximately 3kms). The Cobblebank MAC will provide significant additional retail located around the Cobblebank Train Station as well as regional level community services, employment and the Melton Hospital.



This diagram shows the activity centre's that are located in close proximity to the Melton Town Centre

Revitalisation of Plan Overview

The Revitalisation Plan provides a framework to guide the revitalisation of Melton Town Centre. This document provides a hierarchy of guidance from the overall strategic directions, to precinct guidelines and specific actions. The document is organised as follows:





2. The Need for Revitalisation

The Demographic Profile of Melton Town Centre

The City of Melton is the second fastest growing municipality in Victoria, and is also a relatively 'young' community compared to Greater Melbourne, with a lower median age.

Population forecasts indicate there will likely be an additional 5,800 people living in the Town Centre by the year 2051. Different to the overall community demographics, there is an aging population living in the Town Centre itself, evident by the significant growth in the number of people aged 60 years and over living in the Town Centre. A high percentage of this age cohort are residents with a disability.

The Melton Town Centre is home to a disadvantaged community. There are particularly high indicators of social need in the Melton Town Centre, in comparison to the City of Melton. The low Index of Social Disadvantage (SEIFA) score is evidence of this. This low SEIFA score indicates relatively greater disadvantage in the Town Centre including many households with low income, many people with no qualifications, and/or many people in low skill occupations. As a result, The City of Melton both historically and currently has a need for comprehensive community services having regard to the community needs profile.

An existing strength of the Town Centre is the range of community services and facilities available for all age groups in the community to access, which includes Council owned community facilities and a significant number of privately owned community facilities. The delivery of community facilities will need to keep in step with the population growth predicted in the Town Centre.

Note: A full analysis of the Community Infrastructure Considerations can be found in Appendix 4



The Economic Performance of Melton Town Centre

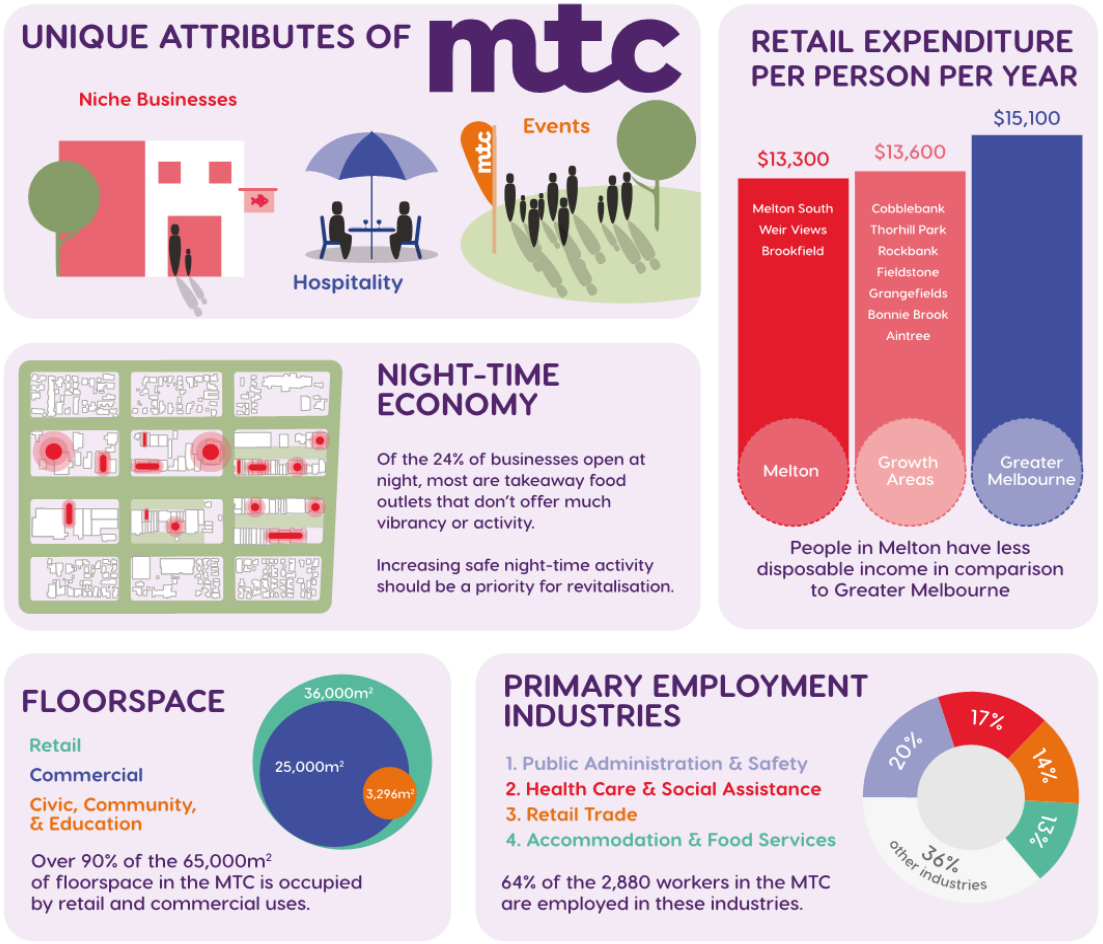
The Town Centre is located centrally within the established area of Melton. It is the only traditional main street style centre in the municipality. The Town Centre has approximately 36,000sqm of retail floorspace. From a retail perspective, it functions as an 'over-sized' neighbourhood activity centre (in regards to the amount of existing retail floorspace).

The primacy of the Melton Town Centre as a retail centre has declined over the past two decades following the expansion of Woodgrove Shopping Centre. Woodgrove is located 1.5km west, and is home to full line supermarkets, department stores, specialty stores, restaurants and cinemas within an internal mall.

This competition from Woodgrove and other emerging centres means that the Melton Town Centre is unlikely to attract large national brands and will need to amplify its point of difference as a street based town centre.

The potential relocation of the Council offices elsewhere could reduce employment and visitation to Melton Town Centre. New development and business would need to offset this loss by capturing retail expenditure from population growth in the broader municipality and also from within the Melton Town Centre itself as envisioned by the Revitalisation Plan.

Note: A full analysis of the Land Use & Economic Considerations can be found in the Melton Town Centre Revitalisation Plan Discussion Paper and Appendix 3.



A summary of the key economic attributes of the Town Centre. Source: Economic Assessment, Urban Enterprise.

The Urban Structure of Melton Town Centre

The most successful town centres are those which prioritise people and pedestrian activity - with streets being a core part of the public realm and a place of activity.

The Melton Town Centre is organised around High Street. High Street has a wide dual carriageway with service lanes on both sides reflecting its historic role as the main connection between Melbourne and Ballarat. The Western Highway now bypasses the Town Centre, however High Street remains a State-Government controlled arterial road with four lanes and a series of service lanes/ parking.

A mix of retail and commercial businesses located along either side of the street provide convenience retail and a range of local services. Buildings are generally low scale with a mix of fine grain and large format buildings. High Street is also home to many large mature street trees and wide landscaped verges. In recent years Council has made significant improvements to the public realm through the introduction of seating, shade and furnishings.

High Street is a critical piece of the public realm. However, its legacy configuration sees it prioritise vehicle movement over people. The street's width and dominance of vehicles creates a significant barrier to pedestrian movement through the Centre, which is exacerbated by the large, signalised intersections or roundabouts located at regular intervals, making pedestrian and cycling access difficult.

Improving the place function of High Street is crucial to the revitalisation of the Town Centre.



Some of the unique qualities that High Street contributes to the Melton Town Centre.



3. Vision & Key Moves

The Revitalisation Vision & How it Will be Delivered

A draft vision has been developed based on community feedback, recommendations from the technical investigations, and analysis of the Centre's attributes and opportunities. This Vision is designed to be the touchstone of the project – a constant reminder of what Melton Town Centre can and should become.

Ten Revitalisation Moves have been identified to support and assist in the delivery of the Vision. These are supported by strategies and actions. Subsequently, four Strategic Directions form the planning framework to ensure that the Revitalisation Moves can be realised.

The overarching priority for revitalisation should be to foster a rich mix of uses that offer a healthy blend of uses, improved public realm and transport options to support higher levels of business and other activities.

This Revitalisation Plan seeks to create a place for people to work, visit and live, and to attract investment to the Centre. The ongoing viability and success of the Centre is directly linked to its local population.

A Shared Vision for Revitalisation

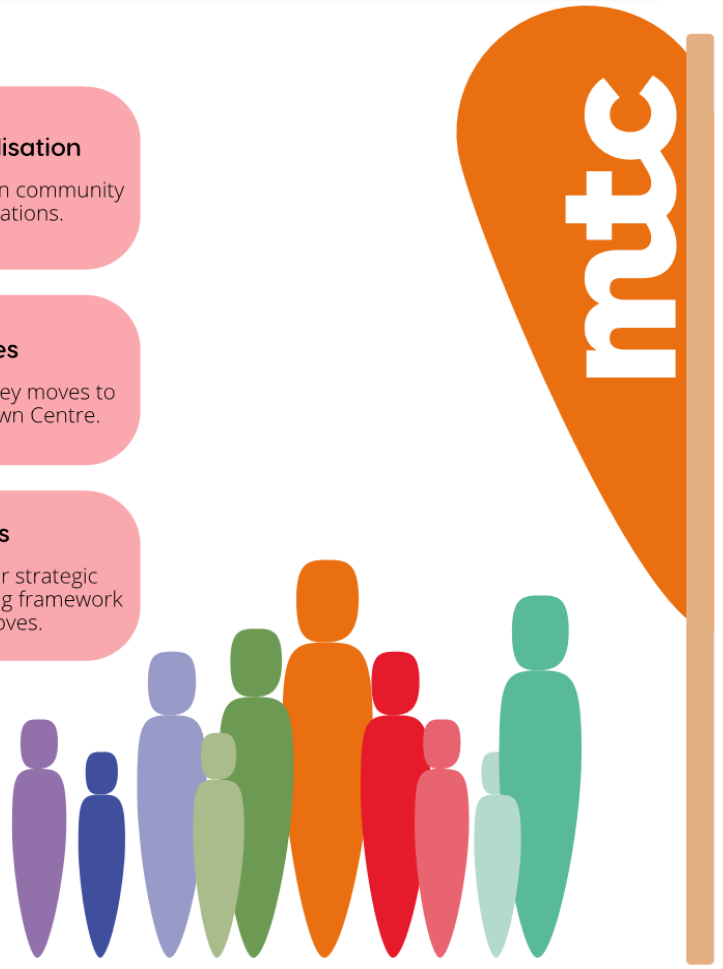
A vision has been developed based on community feedback and technical investigations.

10 Revitalisation Moves

The Revitalisation Plan outlines ten key moves to deliver the shared vision for the Town Centre.

4 Strategic Directions

The Revitalisation Plan outlines four strategic directions which will form the planning framework to begin to realise the key moves.



The Vision for Melton Town Centre

The Melton Town Centre is emerging as a distinctly local town centre, balancing the best of the past with an eye to the future. The Centre will be a place for locals to live, work and play.

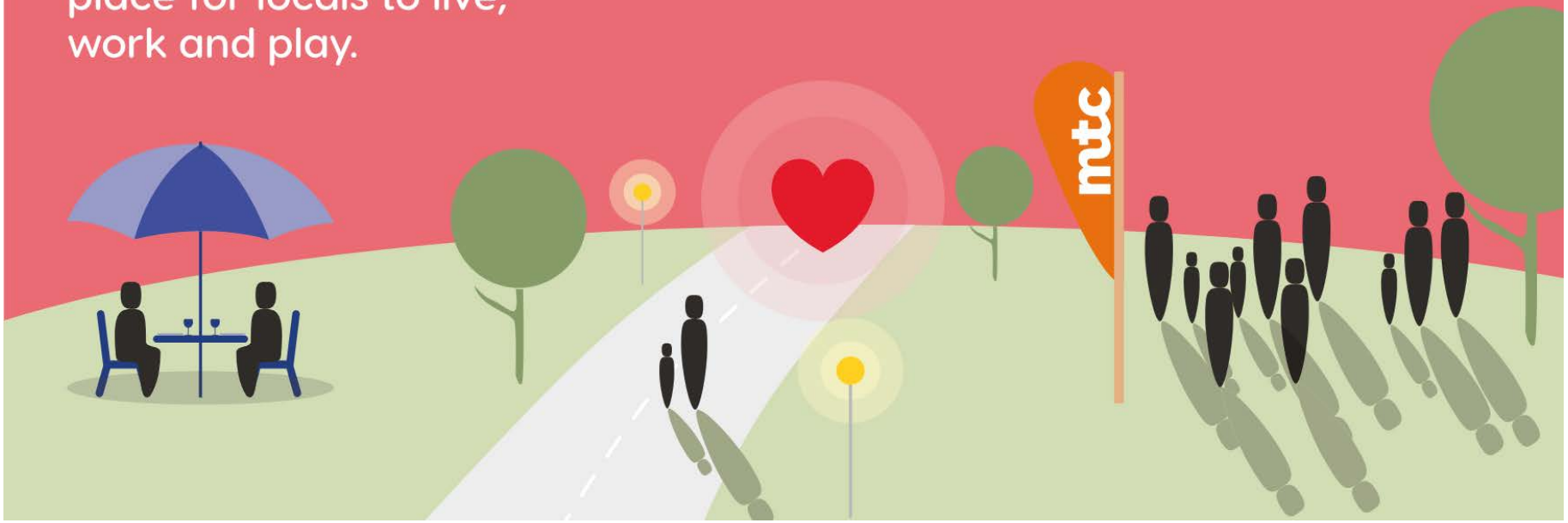
Independent businesses will thrive in a greener main street setting with an emphasis on street life and high-quality public realm. It will be active and inviting, day and night. More people will live in a range of housing types, close by the Town Centre, and walking, cycling and e-scootering to and within the Centre, will be safe, easy and accessible.

Not everyone living in the Centre will need to own a car, and improved public transport will make it easier to get to the Melton Train Station and other parts of the City. High Street will be a street designed for people, not just for cars.

Emerging businesses will be attracted to the outdoor setting and will seek the opportunities that the main street offers over traditional mall environments. New mixed use development will give the Town Centre more life, and better connection to the Toolern Creek corridor.

Parks throughout will be upgraded and programmed, and the street tree canopy will be protected and expanded.

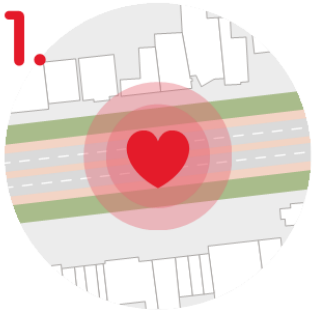
Community, health and education will continue to be important, and the diverse range of people and socio-economic groups in Melton's Town Centre will continue to be considered.



The Ten Revitalisation Moves

The ten key Revitalisation Moves that have been identified to support and assist in the delivery of the Vision are:

1.

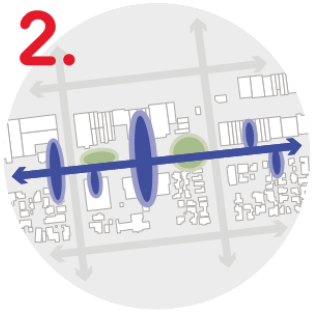


Re-imagine High Street as the heart of the Town Centre.

For the Town Centre this means:

- A rebalancing of the street to favour pedestrian and cyclist movements whilst optimising vehicle circulation and parking.
- More high quality public realm providing the community with places for trading, meeting and gathering.
- Protection of and planting of more street trees to provide shade, environmental function and increased visual appeal.

2.



Strengthen McKenzie Street's role as a community spine.

For the Town Centre this means:

- Creating a continuous high quality public realm between community facilities.
- The Library having a better visual connection to High Street.

3.



Create an active public realm along Toolern Creek.

For the Town Centre this means:

- More seating and shelter located along the creek corridor.
- Better lighting to make the creek corridor feel safer at night.
- Encouraging future development to front onto the creek corridor providing passive surveillance and activity.

4.



Incentivise small business to activate the public realm.

For the Town Centre this means:

- Increasing the amount of public realm that can facilitate street trading.
- More activation opportunities and interest that contribute to a bustling Town Centre.
- An improved retail and commercial offer attracting more customers, more often.

5.



Facilitate development of the key strategic sites.

For the Town Centre this means:

- Provision of new residential development including medium density housing.
- Attracting new business and providing new community facilities.
- Supporting a prosperous retail environment.

The Ten Revitalisation Moves (continued)

6.



Support diverse housing options in the Town Centre.

For the Town Centre this means:

- Enabling medium density housing outcomes as part of mixed use developments on Council owned strategic sites.
- Supporting private development that delivers increased housing densities within the residential intensification area.

7.



Support community health & wellbeing by providing the right facilities and supporting infrastructure.

For the Town Centre this means:

- Improving the pedestrian experience in the Town Centre.
- Upgrading community facilities and planning for new facilities.
- Improving the amenity of local parks.

8.



Make it safe and inviting for people to move around the Town Centre.

For the Town Centre this means:

- Improving the pedestrian experience in the Town Centre.
- Slowing vehicle speeds and increasing cycling infrastructure throughout the Town Centre.

9.



Make it easy for people to use public transport services.

For the Town Centre this means:

- Advocating to State Government to improve the frequency, coverage and safety of bus services.
- Improving the quality and safety of bus stops and interchanges.
- Advocating for increased services between the Town Centre and Train Station.

10.



Enable the Town Centre to develop sustainably.

For the Town Centre this means:

- Ensuring all future capital works and development contributes to improved environmental outcomes and meets the targets as outlined in Council's Environmental Plan.
- Seeking appealing opportunities to introduce more green infrastructure throughout the Town Centre, through green roofs, walls and façades.



4. Strategic Directions

Chapter 4 outlines the framework for revitalisation with four distinct themes and associated strategic directions. While the key moves in the previous chapter articulate the big ideas, the strategic directions articulate the planning and design framework required to make the ideas become a reality.

The strategic directions for revitalisation are:

1. Theme 1 - Land Use & Development:
   Strategic Direction 1: Support Growth in Melton Town Centre.
2. Theme 2 - Access & Movement:
   Strategic Direction 2: Improving Access & Movement in Melton Town Centre.
3. Theme 3 - Public Realm & Open Space:
   Strategic Direction 3: Creating Places for People.
4. Theme 4 - Community Infrastructure:
   Strategic Direction 4: Support the Health & Wellbeing of the Local Community.



1 Land Use & Development
Support Growth in Melton Town Centre

Relevant key moves:

1. Re-image High Street
2. Establish the McKenzie Community Spine
4. Activate the public realm
5. Develop strategic sites
6. Support housing diversity
10. Enable sustainable development

This strategic direction outlines Centre wide initiatives to build on Melton Town Centre's unique appeal as an experiential centre, through strategic renewal and land use initiatives.

Residential intensification in the Centre is critical to its future success. New development within the centre needs to be of a scale and intensity that will support bustling street life and a prosperous retail environment with high levels of amenity and liveability at all times of the day and night.

The vision is for significantly more people to be living, working and visiting the Centre in the next twenty years. The centre will need to accommodate a wide range of uses and activities to accommodate the daily needs of the diverse range of people that will live and work in and around the Centre.

The Town Centre's outdoor setting and main street experience is unique in the context of a growth area and recent Council public realm improvements have further solidified this as a strength. This supports a focus of the Revitalisation Plan to transition Melton Town Centre from a transactional centre to an experience centre.

All new development, both public and private, must incorporate appropriate sustainability measures in its design, construction and ongoing management to embed climate resilience.



The opportunity exists to create an experiential town centre in Melton that builds on its main street appeal.



Quality buildings, public architecture and streetscapes will add to the appeal of the Town Centre.

Land Use & Development

Strategies	
S-1	Create a vibrant mixed-use precinct by bringing people into the centre to live. Facilitating infill residential density and different housing products within the Density Intensification Areas identified in Figure 1 including shop top housing, apartments, town houses, student accommodation, hotel/serviced apartment accommodation and SOHO development.
S-2	Support housing to meet diverse needs – affordable housing, adaptable housing, and diverse tenure options on larger development sites.
S-3	Encourage a night-time economy by encouraging developments/uses that generate activity outside of standard retail operating hours.
S-4	Pro-actively attract 'anchors' and 'attractors' that promote Town Centre's identity and place brand. This should focus on supporting unique businesses or enterprises and uses that will catalyse transformation of the Precinct.
S-5	Identify suitable locations to enable further indoor/outdoor activity in appropriate locations (supported by public realm improvements).
S-6	Capitalise on Council owned land to initiate urban renewal opportunities. Council can also play an important role in providing clear design guidance to private developers to incentivise development that contributes to strengthening the retail, commercial, community and housing offer within the Town Centre.
S-7	Optimise building height on larger sites where interface and bulk issues can be better managed.
S-8	Encourage community, health and wellbeing facilities and services along McKenzie Street.
S-9	Encourage new developments, particularly on the identified Council owned strategic sites as identified in Figure 1, to contribute to achieving Council's affordable housing objectives.
S-10	Demonstrate environmental sustainability leadership in all public and private investment.



Townhouses could be easily accommodated on many sites throughout the Town Centre.



More townhouses in Melton Town Centre would increase density.



Well articulated building façades help create good streets.



Well designed medium-density apartments would provide housing diversity in the Town Centre.

Land Use & Development

Actions	
Economic Development	
A-1	Actively seek external funding for initiatives, for example, through State and Federal Government agencies.
A-2	As part of Councils branding strategy, promote Melton Town Centre as a night-time destination for activities such as dining and events.
A-3	Co-ordinate ongoing learning and advice opportunities for businesses, landholders and traders by building on and further leveraging the established Melton Town Centre Trader Group.
A-4	Investigate independent business establishment potential through a satellite to the Western BACE.
A-5	Continue the 'Love Local' campaign to promote independent business owners and traders.
Partnerships & Advocacy	
A-6	Work collaboratively through early conversations with the private sector and create partnerships with landowners/developers, businesses and community services providers.
A-7	Explore opportunities for public private partnerships at key redevelopment or under utilised sites - particularly on Council owned land through the Property Portfolio Framework.
A-8	Explore opportunities for strategic acquisitions by Council of key sites/ tenancies through the Property Portfolio Framework.
A-9	Provide assistance to local business to access Council, government and community services, advice and funding opportunities.
A-10	Develop a pilot of social and affordable housing development in the Town Centre responding to the high level of housing stress.
A-11	Advocate to State Government and Housing Associations to provide social and affordable housing as part of redevelopment on government land.

Planning & Policy	
A-12	Investigate the highest and best use for large privately owned parcels currently zoned Public Use Zone and pursue a planning scheme amendment to rezone.
A-13	Investigate use of developer incentives to increase housing density and diversity within the Density Intensification Area shown on the Land Use & Development Framework.
A-14	Establish a Melton Town Centre specific Business Concierge service to facilitate planning and other approvals required ensuring a holistic Council response is provided in response to proposals. This could include a dedicated officer to provide a priority service for strategic development sites.
A-15	Adopt best practice green building standards for all new development in accordance with Council's Environment Plan.
A-16	Confirm funding sources for the implementation of the key projects and actions as outlined in this Plan. This could include general rates, development contributions, works in kind, State and Federal Government grants and payments.
Capital Works	
A-17	Strengthen the arrival experience and Town Centre's local character by encouraging buildings of exemplary architectural quality on prominent sites.
A-18	Prioritise movement, access and public realm projects that will support a vibrant centre. Refer to Sections 3.2 and Section 3.4 for more detail.



Figure 1 - Land Use & Development Framework

- Town Centre (study area boundary)
- Density intensification area
- 400m walking catchment from Town Centre Heart (refer to Chapter 5 for Town Centre heart precinct boundary)
- State Government owned site
- Council owned site
- Strategic site (Council owned)
- Important site (privately owned)
- Mixed use
- Community/civic/health/education
- Residential
- Public open space

2 Access & Movement
Improving Access & Movement in the Melton Town Centre

Relevant key moves:



Re-imagine High Street



Establish the McKenzie Community Spine



Safe movement around the MTC



Improve Public Transport services

This strategic direction aims to prioritise the movement of people in the Centre and reduce the reliance on private vehicles when moving in and around the Town Centre.

Vehicle Movement

Melton has a car dominated road network. High Street has a current estimated 18,000 vehicles per day for both directions of travel, 1,100 of which are heavy vehicles. While some of these heavy vehicle movements are necessary to support local businesses, other trips could be avoided with changes to the street design.

Improving walkability and reducing vehicle dominance will make the Centre more welcoming for all users and support its 'experiential' character.

Parking

Ongoing vehicle access and sufficient parking within the Town Centre will remain fundamental to its viability. Current data reveals there is sufficient parking within the Town Centre and new car parking areas will not be required to support the changes envisaged by the Revitalisation Plan.

Parking occupancy is high along High Street when compared to the surrounding streets in the Town Centre. The Revitalisation Plan recommends actions to increase parking turnover on High Street and encourage parking in alternative locations.

Public Transport Services

The current service does not meet the needs of the town centre. Advocating for more frequent and reliable bus services to the train station will support revitalisation efforts in the Centre.

Walking & Cycling

The Town Centre has an established footpath network which are generally provided on both sides of the street. Key recreational experiences include the Little Blind Creek/Toolern Creek shared path trail and the Arnolds Creek trail. The off-road network provides a good foundation for movement around the perimeter of the Town Centre and should be better connected to the Centre.

However, the walking experience can be improved. The Revitalisation Plan proposes a range of improvements to encourage more local trips to be undertaken on foot including:

- Prioritising the delivery of missing footpaths,
- Signposting shared paths,
- Providing mid-block pedestrian links in strategic locations,
- Delivering localised traffic calming on local streets, and
- Supporting public realm improvements and initiatives that encourage vibrancy in the Centre.

Access & Movement

Strategies	
S-11	De-emphasise High Street as a street for cars and prioritise pedestrian and cycling movement to support increased footfall and activation.
S-12	Bolster cycling and pedestrian infrastructure and connections to the wider movement network to provide a genuine alternative to driving when undertaking local trips.
S-13	Transform local streets into people friendly places by providing safe and frequent pedestrian crossings, pedestrian refuges and signage and wayfinding, delivered with more landscaped streets to provide a safe and comfortable experience.
S-14	Provide more local pedestrian links to increase permeability within the Town Centre.
S-15	Implement a consistent approach to car parking, recognising the current supply of parking and the need to balance car parking with overall public realm vibrancy.
S-16	Improve pedestrian and cycling connections to Toolern Creek and the broader open space network (refer to Figure 2 for priority locations).



Walking around Melton Town Centre should be safe and enjoyable for all members of the community.



Mid-block pedestrian links can add interest and increase pedestrian permeability through the Town Centre.



Cycling isn't just for adults! Shared use pathways and generous footpaths should encourage everyone to cycle.



Improved cycling and pedestrian connection throughout the Town Centre better provide for more people, particularly along High Street.

Access & Movement

Actions	
Partnerships & Advocacy	
A-19	Advocate to Department of Transport in relation to the reclassification of High Street, removing it from the gazetted heavy vehicle network.
A-20	Advocate to State Government for improvements to the local bus service. In particular: • Higher frequency and direct bus routes to the railway station. • Increased bus route coverage across the surrounding region. • More bus stops in the Centre. • Improved and ongoing provision of safe, affordable, well managed late-night public transport.
A-21	Identify potential funding streams for an ongoing program of public realm, walking and cycling infrastructure improvements, including end-of-trip facilities such as showers and secure bicycle storage.
A-22	Reduce speed limits across the Centre.
A-23	Deliver an educational campaign around improved parking strategies for business owners and Councillors.
Planning & Policy	
A-24	Develop a coordinated, consistent and strategic car parking management framework that includes: • Clear visitor and employee parking zones. • Real time parking availability systems. • Improved enforcement of parking regulations to promote regular turnover of parking spaces.
A-25	Incentivise redevelopment on sites where strategic mid block pedestrian links could be provided.

Capital Works	
A-26	Prioritise the delivery of missing footpaths and shared paths in and around the Centre.
A-27	Provide direct, continuous, well lit, high quality pedestrian links between key local destinations.
A-28	Prioritise upgrading the connection between the Library and Learning Centre and High Street.
A-29	Provide a pedestrian network that caters for people of all mobility levels. Intersections should be safe and comfortable for all users.
A-30	Sign existing shared paths so they can be used legally.
A-31	Undertake detailed design of High Street (refer to Chapter 5 for more information).
A-32	Maintain clear sight lines to landmarks within the Centre to assist pedestrians and cyclists to orient themselves and move around the Town Centre.
A-33	Encourage traffic diversion to the periphery of the Centre.



Figure 2 - Access & Movement Framework

- Town Centre (study area boundary)
- 400m walking catchment from Town Centre heart
- High Street reconfiguration
- Footpath
- Strategic Cycling Corridor
- Existing Cycling Lane
- Proposed Cycling Lane
- Existing Shared Path
- Proposed Shared Path
- Improved connection to Toolern Creek
- Existing Pedestrian Link (public/semi-private)
- Proposed Pedestrian Link
- Proposed Intersection Upgrade
- Proposed Pedestrian Crossing/ Improvement

3 Open Space, Public Realm
Create Places for People

Relevant key moves:



This strategic direction aims to transform the Centre into a people focused place through a range of open space, public realm and landscape initiatives.

The Town Centre is characterised by a wide main street, located within close proximity to the landscape setting of Toolern Creek. Much of the built form along High Street remains fine grain retail premises and the streets are defined by established street trees and new areas of landscaping and public realm.

The Centre benefits from a number of high quality streetscapes, plazas and outdoor dining areas;

- The amphitheatre - an attractive civic heart which hosts a range of events that attract visitors and generate activity.
- The Courthouse - transformed from a local heritage landmark, to a highly valued civic space.
- The Library and Learning Hub - significantly contributes to the surrounding public realm with its grand public verandah opening to MacKenzie Street.
- Wallace Square - an emerging dining precinct with the potential for a evening economy.

The big opportunity is to differentiate the Centre's retail and commercial activities through promotion of the local character and unique Town Centre experience.

These opportunities are:

- Continuing to invest in infrastructure and programming improvements for the identified local open space areas (identified in Figure 3).
- Widening footpaths to enable more street trading, and for temporary activation such as busking, street entertainment and pop up events.
- Creating a high quality public realm edge along the Toolern/Little Blind Creek corridor.
- Encouraging future development to front the creek corridor to increase passive surveillance.
- Committing to an ongoing program to care for and plant more street trees.
- Supporting an ongoing program of regular cultural events and entertainment activities. Events can also act as testing grounds for business owners and entrepreneurs.



Open Space, Public Realm

Strategies	
S-17	Redesign High Street to encourage pedestrian and cycling movement and place-making opportunities as set out in Chapter 5.
S-18	Prioritise public realm improvements as identified in Chapter 5.
S-19	Protect and extend the street tree canopy within the Town Centre.
S-20	Ensure there are a range of event ready public spaces located within the heart of the Town Centre that have the necessary infrastructure to support event staging.
S-21	Identify activation opportunities to enhance the street life of the Melton Township and create a night-time economy.
S-22	Better integration of the open space network to the Town Centre.



A consistent canopy of street trees should be a feature of every street in the Town Centre.



Lively footpaths add to the vibrancy of the Town Centre.



Passive recreation and pathways along creek corridors will be essentail to the open space. .network.



More public realm improvements to the Town Centre footpaths will encourage more people to spend time in the Town Centre.

Actions	
Economic Development	
A-34	Program large annual events, complemented by more regular small scale events, in the heart of the Town Centre (refer to the Town Centre Precinct), that contribute a diversity of activities and extended hours of use, throughout the year.
A-35	Support the local traders association to enable the local business owners to work together on place brand initiatives and funding advocacy.
Partnerships & Advocacy	
A-36	Work with landowners to deliver private development that positively contributes to the surrounding public realm.
A-37	Work with local stakeholders to plan and facilitate events that generate activity outside of standard retail operating hours and support an evening economy.
A-38	Advocate to independent business owners and traders to contribute to early evening activity throughout the precinct, such as late opening shops and night markets that offer a diverse appeal to all age groups.

Planning & Policy	
A-39	Ensure future development within the Town Centre provides winter sunlight to key public spaces.
A-40	Ensure that future development of the identified strategic sites provides areas of usable open space.
A-41	Develop a clear set of Outdoor Trading & Dining Guidelines to support both business owners and Council with the outdoor dining approval process.
A-42	Aim to create a streamlined process that enables business owners to easily apply for a permit to use their and/or adjacent private land (such as car parks, lane ways or open space, to serve food and drinks with the landowner's consent).
A-43	Encourage business owners to test the feasibility of outdoor trading/dining by applying for a permit to temporarily take over an adjacent car parking space for outdoor dining.
A-44	Encourage the general public to use Amphitheatre for community events and gatherings. Enable access through a publicly available bookable system.
Capital Works	
A-45	Create more people focused streets and pedestrianised zones.
A-46	Improve the amenity and programming of the local neighbourhood parks as identified in the Open Space Framework.



Figure 3 - Open Space Framework

Town Centre (study area boundary)
400m walking catchment
Opportunity for new open space
Open space improvement opportunity
Private open space
Alternative land use recommended (i.e. housing)
Shared path (existing)
Improved connection to Creek corridor

Local Open Space Network:

1. Rosina Drive Park
2. Fay Street Reserve
3. Harry Allen Reserve
4. Residential Parks
5. Civic/Historic Garden
6. Little Blind Creek Linear Reserve
7. Toolern Creek Linear Reserve
8. Hannah Watts Park
9. Willows Historic Park
10. Lindsay Court Reserve Arnold Creek Linear Reserve
11.

Regional Open Space Network:

12. Melton Recreation Reserve

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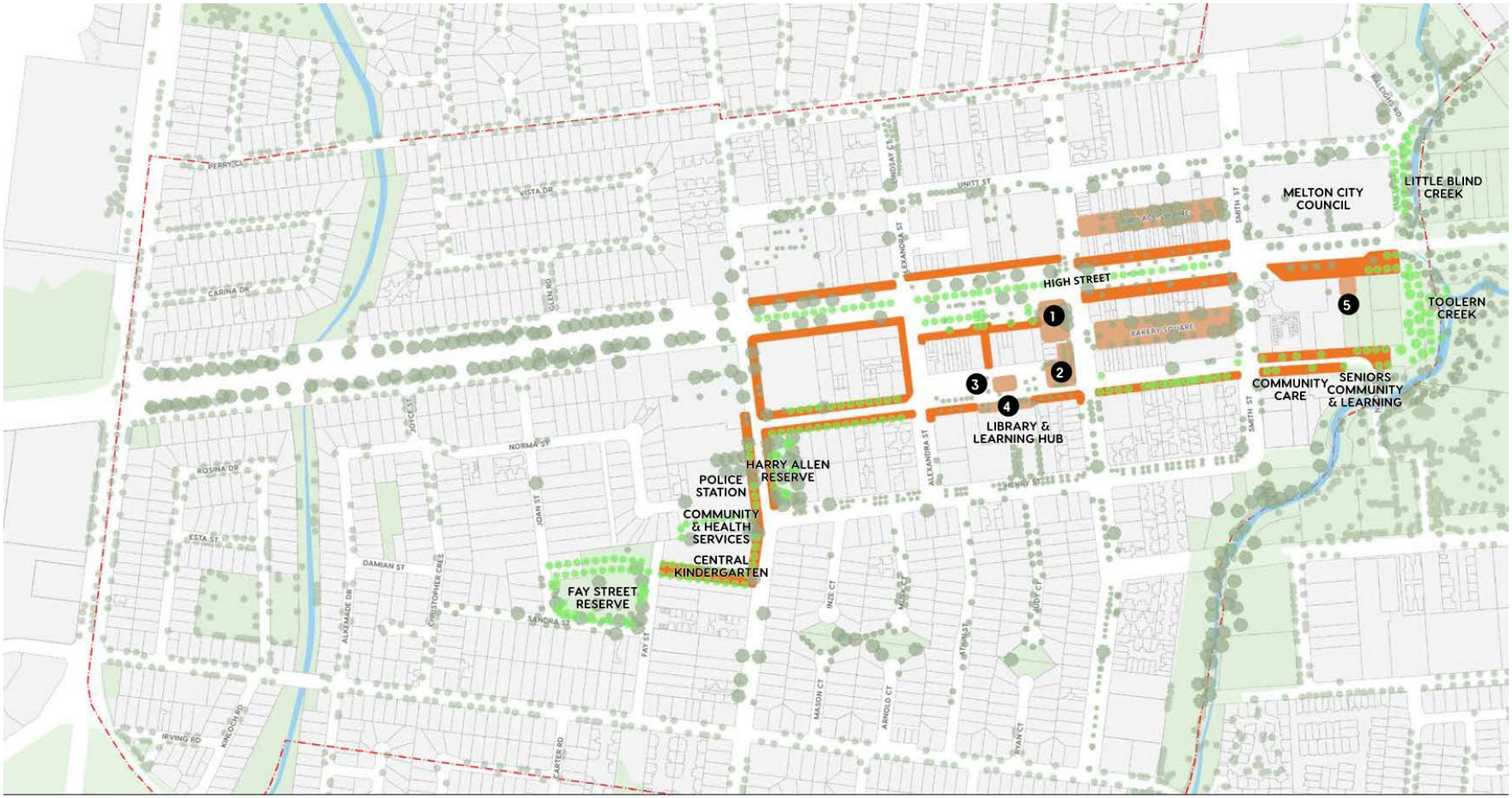


Figure 4 - Public Realm Framework

- Town Centre (study area boundary)
- Public realm (existing)
- Public realm improvement area
- Street trees (existing)
- Street trees (proposed)

1. Melton Town Centre Amphitheatre
2. Melton Town Centre Plaza
3. McKenzie Green
4. Library Forecourt
5. Raglan Cottage

4 Community Infrastructure
Support Community Health & Wellbeing

Relevant key moves:



This strategic direction aims to support the needs of existing and future communities in relation to the provision of community infrastructure.

Council is committed to providing sufficient, equitable and sustainable community infrastructure to meet growing and changing population. One of the main strengths of the Melton Town Centre is the current range of community and allied health services available for all age groups. However, the existing community facilities have limited capacity to expand to accommodate some specific needs.

The Revitalisation Plan recommends the following initiatives to support community health and wellbeing for a growing population:

- Improvements to a number of key areas in the public domain,
- Improved and expanded community facilities, and
- Strategic planning for timely and effective delivery of new community facilities.

Increasing the provision of community facilities and services will play an important role in the revitalisation of the Town Centre not only by supporting the local community, but also by attracting more people to visit the Centre.



Dedicated community facilities provide both indoor and outdoor opportunities for community life.



Well designed public spaces are essential for fostering community life

Community Infrastructure

Strategies	
S-23	Prioritise the delivery of early years facilities.
S-24	Prioritise the redevelopment of the senior community facilities.
S-25	Create the conditions to support delivery of affordable housing.
S-26	Improve public space infrastructure.
S-27	Support healthy and active lifestyle choices by improving the pedestrian and cycling experience.

Actions	
Planning & Policy	
A-47	Undertake a feasibility study to identify suitable locations for an 'Integrated Early Years and Community' Facility. Services at a new facility should respond to the identified significant levels of childhood and household disadvantage in the Town Centre.
A-48	Plan for provision of a new 'Integrated Community' facility to provide complementary services in response to the identified needs, noting that the existing Community Services Hub, located in Station Road, has some capacity to increase service delivery.
A-49	Develop a municipal wide 'Social and Affordable Housing Strategy' that allows Council to negotiate with developers (through Section 173 Agreements) to ensure adequate social and affordable housing provision. The strategy will enable Council to advocate for increased State Government investment in existing public housing stock in the Town Centre. It could potentially include support for a pilot social and affordable housing development.
A-50	Develop an 'Active Training Melton Strategy' in line with 'Melton: A Strategy for All Abilities and All Ages' to provide strategic and policy support for infrastructure and development initiatives that promote all abilities and all ages.
A-51	Provide increased opportunities for education and training opportunities. In particular, provide services to assist young people, people with disability, those who have recently left the workforce, and Aboriginal and Torres Strait Islander residents, access appropriate support programs. Programs targeting local level community arts, literacy, numeracy and digital skills training.
Capital Works	
A-52	Create the McKenzie Community Spine by improving pedestrian and cycling connections to and from the various community services/ facilities in the Town Centre.

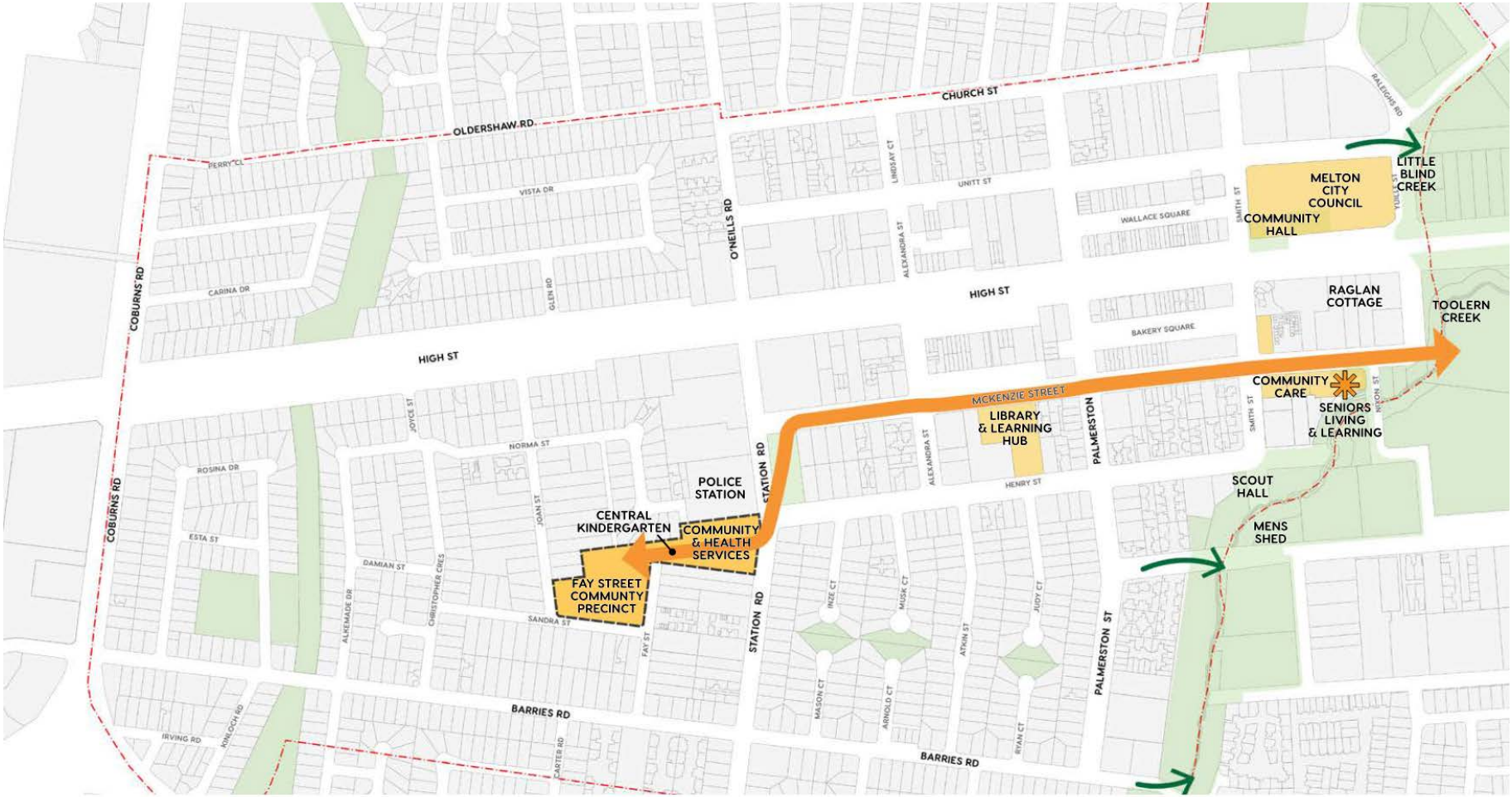


Figure 5 - Community Infrastructure Opportunities Framework

- Town Centre (study area boundary)
- Community Facilities (existing)
- Fay Street Community Precinct (improvements)
- Proposed McKenzie Community Spine
- Seniors Living & Learning Centre (improvements)



5. Placemaking

The Melton Town Centre comprises six precincts that each have a different role and function. Within these precincts there are a number of special places. These places are key destinations for community life and are the natural attractors where community come together.

Chapter Five outlines the proposed precincts and places and is organised according to:

- Town Centre Wide: Re-imagining High Street.
- Precinct 1 - Town Centre Heart.

  The Places located within Precinct 1 include Library Lane & McKenzie Community Spine.
- Precinct 2 - Civic Renewal.

  The Places located within Precinct 2 include the Police Paddock & Civic Place Mixed Use Redevelopments.
- Precinct 3 - Town Centre West.
- Precinct 4 - Town Centre East.
- Precinct 5 - Station Road Community.

  The Places located within Precinct 5 include the Fay Street Community Reserve.
- Precinct 6 - Residential Transition.



Placemaking

Precincts & Places Overview

The diagram below identifies the precinct boundaries and the locations of the places that are addressed in this chapter.



Town Centre Wide

Re-imagining High Street

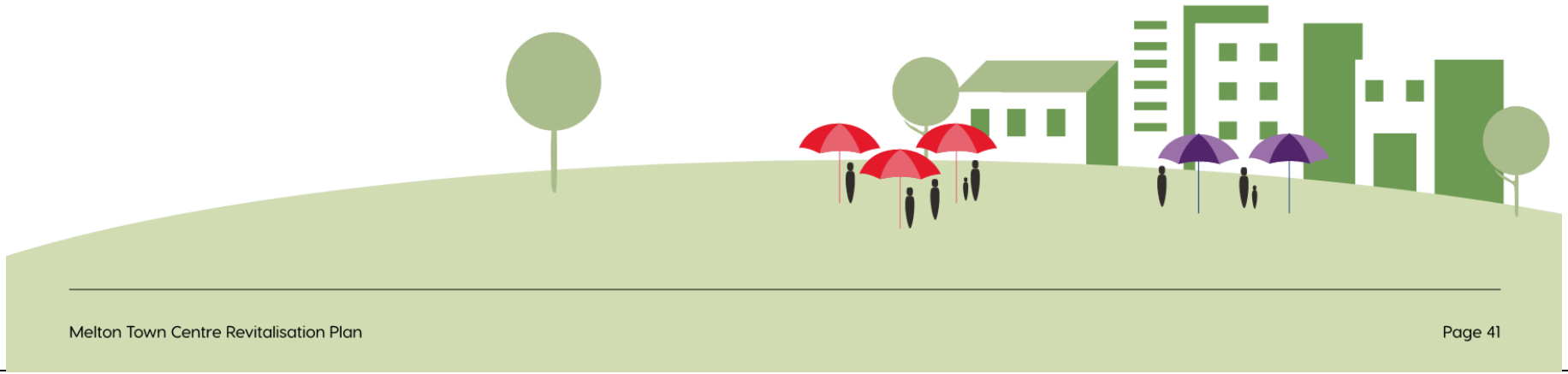
High Street is the principal commercial street in the Town Centre and focus for street life activities. The current street design reflects the priorities of previous decades, in which the needs of the motor vehicle was at the top of a road user hierarchy, to the detriment of all other modes.

Contemporary aspirations for a more people focused, vibrant public realm require a re-imagining of how space is allocated. Road reconfiguration favouring walking, cycling and public transport, in addition to place based urban realm improvements will help to make High Street the centrepiece for a Melton Town Centre for residents, visitors, workers, and businesses. The big opportunity is to redistribute space allocated to carriageway to increased areas of landscaping, public realm, cycling movement and, in some cases, car parking. This could be achieved by reducing High Street from two lanes in either direction to one lane in either direction.

Reconfiguration of the street will:

- Strengthen the role and identity as a vibrant indoor/outdoor town centre experience through the introduction of more high quality public realm for trading, meeting and gathering.
- Protect and strengthen the tree canopy to provide more shade, environmental function and visual appearance.
- Rebalance the street to favour pedestrian and cyclist movements whilst optimising vehicle circulation and parking.

Refer to Figures 6 and 7 for the details of the proposed High Street reconfiguration.



Town Centre Wide
Re-imagining High Street



Figure 6 - Indicative concept for High Street

Town Centre Wide
Re-imagining High Street

The conceptual diagram below explains the proposed street reconfiguration. Noting that High Street is currently gazetted as an arterial road, therefore requires separate approval from the Department of Transport & Planning to give effect to any of the proposed changes outlined below.

It is likely that a small number of car parks will be redistributed, and in some cases removed along High Street, however this is subject to a detailed design process. In partnership with the Department of Transport & Planning, the detail design process will determine actual car parking numbers, location and costings and will involve further consultation with stakeholders.



Figure 7 - Proposed reconfiguration of High Street

Town Centre Wide
Re-imagining High Street

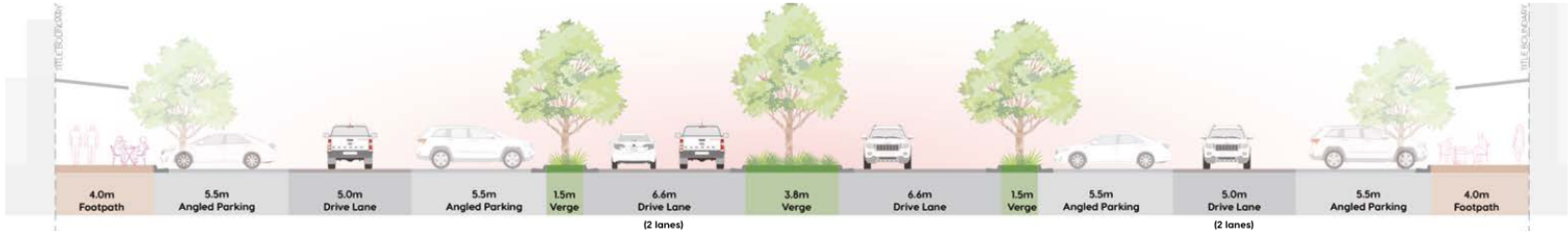


Figure 8 - High Street typical street cross section - existing conditions currently found between Smith and Palmerston Streets

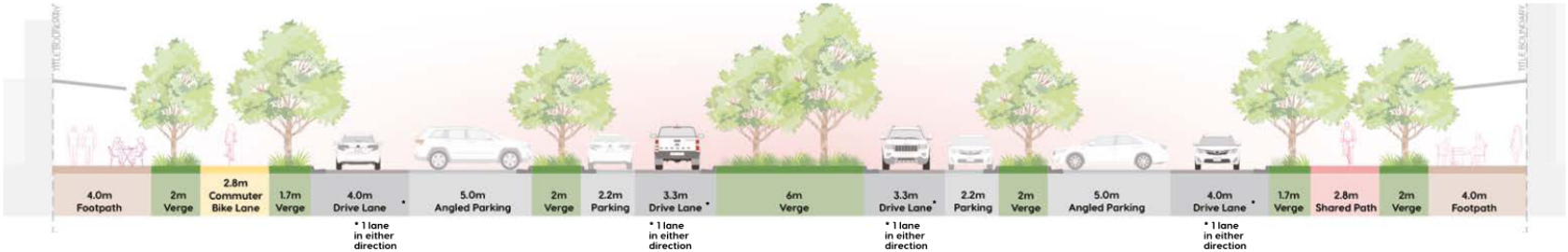


Figure 9 - High Street typical street cross section - proposed conditions between Smith and Palmerston Streets

Public Realm | Shared Path | Commuter Bike Lane | Landscape | Carriageway | Parking

By reconfiguring the High Street carriageway from two lane in ether direction, to one lane in either direction, the following objectives are sought:

- Retain established trees located in the central verge.
- Retain existing central carriageway.
- Reduce the carriageway to one lane in either direction.
- Widen the central verge and retain existing significant trees.
- Reconfigure angled parking on the north and south side of the street to parallel parking to provide space for a separated commuter cycling lane.
- No net loss of car parking spaces across the extent of the High Street redesign area.

Note:

- Each street block along High Street is different in its configuration, therefore provision of car parking numbers can not be confirmed until the concept progresses to detail design.
- It is likely that some car parking spaces could be redistributed along High Street to enable increased areas of landscaping and outdoor dining in key public realm areas.
- High Street is currently gazetted as an arterial road, therefore requires separate approval from the Department of Transport & Planning to give effect to any of the proposed changes outlined below.
- Future detailed design and implementation is subject to a formal review and assessment process.

Town Centre Wide
Design Guidelines

These guidelines apply across the Town Centre and support development that accords with existing planning controls and Council Policy, Guidelines and Standards.

Movement & Access

G-1	Maintain the current parking strategy of on-street parking. Consider subtle reconfiguration when appropriate to improve public realm.
G-2	Ensure off-street car parking is screened using one of the following methods: • Full basement parking completely submerged below ground. The ramp to the carpark will be the only visible element at street level. • Semi-basement parking is partially submerged below ground, where the face of the above ground portion of the carpark is treated with high quality architectural detailing and landscaping. • Car parking within multi-storey buildings is completely hidden from the street behind an active frontage with uses such as retail, commercial or residential. • At-grade car parking is screened behind built form and landscaping.
G-3	Design car park and site servicing access to minimise potential conflict between vehicles, building occupants, pedestrians and cyclists.
G-4	Minimise the number of vehicle crossovers (where possible).
G-5	Car parking areas to provide convenient locations for car share and electric charging locations.
G-6	Consider long term removal of at-grade parking to utilise the sites for development as demand increases within the Town Centre.

Public Realm & Streetscape

G-7	Provide visually permeable shop fronts, and outdoor seating / dining opportunities to better activate the public realm.
G-8	Embed innovative water conservation and reuse strategies in all streetscape improvement works.
G-9	Ensure there are adequate levels of street lighting along all streets in this precinct as a key way to activate and improve public areas at night. Feature lighting - such as in street trees and public art - should be considered to contribute to a distinctive sense of place.
G-10	Improve the amenity of the area through designed streetscape upgrades to gain commercial confidence and provide a comfortable and attractive public realm within the area.
G-11	Retain existing mature street trees and plant more canopy trees adjacent footpaths / shared paths / bike paths and along streetscapes - including in medians and as outstands.
G-12	Implement CPTED principles, such as natural surveillance, street lighting, controlled access, and good maintenance must be implemented in the design and construction of all public realm areas within the Town Centre.
G-13	Design the public realm to appropriately respond to specific climate conditions (including sun, shade and wind) through plant and tree species selection.

Town Centre Wide
Design Guidelines

Built Form	
G-14	Ensure signage complements the built form, without detracting from the overall appearance of surrounding area, limiting large scale corporate signage and branded frontages.
G-15	Ensure new development provides interest and visual permeability at street level
G-16	Development to include continuous weather protection over footpaths without compromising the existing or proposed street trees.
G-17	Double fronted premises must adequately address the location of service functions such as bins, storages areas and loading. The preference is to locate these functions away from High Street and employ treatments to ensure attractive solutions.
G-18	Ensure future development results in built form outcomes that create a safe and highly permeable pedestrian environment.
G-19	Facilitate built form outcomes that create visual interest and gateway landmarks on prominent corner sites, particularly the intersection of High and Station Streets.
G-20	Buildings located on corner sites must address and activate both frontages and provide opportunities for passive surveillance from ground and upper levels.
G-21	Building height must be a minimum of two storeys at the street frontage in the Centre. Upper levels above the second floor to be setback 3-5 metres from the building frontage, unless otherwise negotiated during the permit process.
G-22	Ensure new development does not result in a significant loss of sunlight on the surrounding public realm.
G-23	Ensure new development adjacent to public realm provides an active and attractive interface
G-24	Utilise fine grain architectural elements to break up the mass of new built form.
G-25	Ensure loading and servicing areas are located away from areas of high public amenity and away from High Street and public spaces.
G-26	Encourage new development to address all street frontages, and minimise back of house elements. Activated street frontages are a priority on High Street.
G-27	Encourage high quality, architecturally detailed and site responsive building design.

1 Precinct 1
Town Centre Heart



Precinct Vision

Precinct 1 is bounded by McKenzie Street (south), Alexandra Street (west) and Palmerston Street (east). Library Lane and the McKenzie Community Spine are located in this precinct, along with Melton's most loved public spaces, the town plaza and amphitheatre. This precinct will be characterised by:

- A mix of viable retail, commercial, hospitality and some residential uses, which capitalise on the unique indoor/outdoor shopping experience.
- Increased street and dining trading activity.
- Events and activities that take place in the precinct's key public spaces - Town Plaza and the Amphitheatre.
- A civic presence on High Street - specifically increased visibility of the Library from High Street achieved through urban design and built form interventions.
- High quality public realm with inviting, people focused streets with a significant street trees and vegetation.

Precinct Opportunities

The key opportunities to revitalise precinct are:

- Enabling mixed use development that creates intensity of use and activity, including residential, in the Town Centre to support a prosperous retail environment and bustling street life.
- Activating the public realm to enhance the town centre experience and strengthen the town centre's point of difference from competing centres.
- Encouraging built form outcomes that activate the public realm.
- Enhancing the precinct as the focal point of the Town Centre through ongoing public realm improvements.
- Prioritising the design and delivery of outdoor trading and landscaping areas and public realm within this precinct as the focus of activity in the Town Centre.
- Promoting indoor/outdoor trading by enabling traders to activate the public realm with street trading and evening economy.
- Encouraging people to dwell and linger and increase the length of time and number of stops people take when visiting.
- Encouraging more local movements to be undertaken on foot which likely increases the time spent in the Centre and number of stops people take when visiting.



Vibrant retail mix



Full program of events & activities



Street trading & dining

1 Town Centre Heart
Design Guidelines

The precinct specific guidelines below support development that accords with existing planning controls and Council Policy, Guidelines and Standards.

Land Use	
G-28	Encourage commercial, retail and residential uses, of upper floors to increase activity and vibrancy in the Town Centre. In particular, encourage shop-top housing options where site and scale are practical.
G-29	Encourage uses that will support an evening economy.
Movement & Access	
G-30	Enhance the physical connection between the Library & Learning Hub with High Street to encourage more pedestrian use (refer to the Library Lane concept).
G-31	Provide a separated commuter cycling path along High Street to improve east west cycling movements through the Town Centre.
G-32	Continue to provide for on street car parking and consider subtle reconfiguration in circumstances where improved public realm outcomes are sought.
Public Realm & Streetscape	
G-33	Create a people-focused High Street and Palmerston Street intersection by expanding the public realm through streetscape and intersection reconfiguration.
G-34	Create a strong visual and improved physical link between High Street and the Library & Learning Centre through interventions such as purchasing land and creating a wider pedestrian link.
G-35	Provide visually permeable shop fronts, and outdoor seating / dining opportunities.
G-36	Embed innovative water conservation and reuse strategies in all streetscape improvement works.

Built Form	
G-37	Ensure new development contributes to continuity of built form in the streetscape and a consolidated built form edge.
G-38	Provide for larger scale development on corner sites within the Town Centre to better respond to the site's prominent location.
G-39	Provide for building heights of a minimum of two storeys and maximum six storeys within the precinct.
G-40	Provide zero front and side setbacks, and upper level setbacks of 3m-5m above the ground floor.
G-41	Utilise fine grain architectural elements to break up the mass of new built form.
G-42	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.
G-43	Discourage the use of large scale corporate branding and colours at ground level which prevent active frontages and dominate the streetscape.
G-44	Encourage double fronted premises to locate service functions (bins, storages areas and loading) away from High Street and screened appropriately.
G-45	Include continuous weather protection over footpaths without compromising the existing or proposed street trees.
G-46	Ensure no significant loss of sunlight to outdoor dining areas and public spaces.

1 Town Centre Heart
Design Guidelines (continued)

G-47	Provide active frontages with ground floor visual permeability where development interfaces with public spaces.
G-48	Provide an enhanced north south mid-block pedestrian link between High and McKenzie Streets as per the location shown in Figure 1.
G-49	Ensure loading and servicing areas are located away from areas of high public amenity and away from High Street and public spaces.
G-50	Encourage new development to address all street frontages, and minimise back of house elements. Activated street frontages are a priority on High Street
G-51	Encourage high quality, architecturally detailed and site responsive building design.
G-52	Ensure building articulation and detailing contributes to activation of the public realm at street level.
G-53	Minimise blank walls throughout the Centre. When development within a block is staged, exposed blank walls should incorporate a visually interesting design in the interim, until adjacent sites develop.
G-54	Provide clear glazed windows with texture rich materials to facilitate passive surveillance and visual interest for façades adjacent to streetscapes and public realm.

1 Town Centre Heart
Actions

The following actions will support the objectives for Precinct 1.

P1-A-1	Investigate the feasibility of acquiring private land to create an improved link (Library Lane concept).
P1-A-2	Establish an ongoing program of community events and activities in the amphitheatre and plaza, including events that support the retail function of the Centre (i.e. a community grocer model night market).
P1-A-3	Undertake a review of City of Melton's Housing Diversity Strategy to ensure it implements the direction of this Plan including encourage shop-top housing.
P1-A-4	Undertake detailed design of High Street & staged implementation in conjunction with and to inform advocacy to the State Government. Refer to Reimaging High Street concept pages for details
P1-A-5	Undertake works to create adequate provision for taxi, ride share and other on-demand drop-off and pick-up services in close proximity to the Town Plaza and Library.
P1-A-6	Prioritise the delivery of improved intersection treatments at the following locations: • High and Alexandra Streets. • McKenzie and Palmerston Streets.
P1-A-7	Undertake the works to provide pedestrian refugee islands at intersection of Palmerston and McKenzie Streets, and improve the treatment at the intersection of Alexander and McKenzie Streets, to make it safe and comfortable for people of all mobility abilities to cross.
P1-A-8	Continue the established streetscape treatment in the southern section of Palmerston Street, north of High Street.

1 Town Centre Heart Plan

Key Projects:

1. Reconfigure High Street to enable safe pedestrian & cyclist movement, provide more footpath area for street trading and public community events. Refer to Figures 18 & 19 for indicative street cross sections.
2. Provide a stronger physical and visual link between High and McKenzie Streets through urban design interventions such as the creation or widening of a mid-block pedestrian walkway - refer to Figure 11 for the Library Lane indicative concept.
3. Strengthen the McKenzie Community Spine through public realm improvements to provide a safe and attractive age friendly environment.

Supporting Improvements:

- Intersection upgrade
- Pedestrian crossing
- Mid block link
- Cycling improvement
- Shared path
- New street trees
- Active building frontage
- Privately owned important site
- Public realm improvements

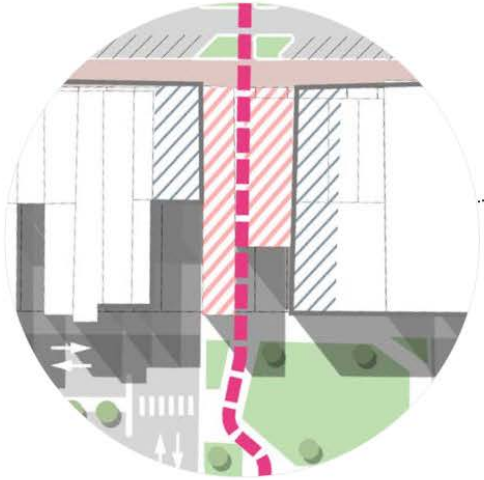


Figure 10 - Town Centre Heart Precinct Plan

1 Town Centre Heart
Place - Library Lane

The Melton Library & Learning Hub is located on McKenzie Street, setback from the heart of the Town Centre. The existing pedestrian connection between High and McKenzie Streets is a smaller, human-scale space with potential to create a stronger relationship between the two. This project will:

- Create a prominent visual link between High and McKenzie Streets.
- Strengthen pedestrian permeability between the areas north and south of High Street.
- Give civic presence on High Street.
- Add to the experiences and vitality of the McKenzie Community Spine by encouraging more activity from High Street.



The best design outcome will be achieved through modification of built form to create an active building frontage to a widened public corridor that could function as a public space.



Figure 11 - Indicative Concept for Library Lane

Desirable pedestrian connection
Active built form frontages
Potential land acquisition



Like Maitland Levee there is opportunity to create a gateway between High & McKenzie Streets by creating an aperture in the streetscape that frames the Library & Learning Hub.



Denny's Lane in Geelong was created by re-purposing an existing building structure into a publicly accessible sheltered walkway



Figure 12 - Proposed Concept for Library Lane (new intervention)

1 Town Centre Heart
Place - McKenzie Community Spine

Many of Melton's major community facilities are located along McKenzie Street. Creating an age friendly streetscape will enable people of all mobility levels to access community services and participate in community activities. The project will:

- Create a continuous, age friendly public realm along McKenzie Street, connecting Fay Street Reserve to Toolern Creek which will provide footpaths free of obstructions, even illumination along the street and around facilities, pedestrian friendly crossings and multiple places to sit.
- Investigate mid block links to High Street to increase main street activity.
- Encourage sites with redevelopment potential to positively contribute to the public realm.
- Support the redevelopment of Fay Street Reserve as a community precinct, providing, in the short term, an accessible playground, designed with and for people with disability. Longer term Fay Street Reserve is a potential site for a future integrated community hub.
- Improved pedestrian connections between existing and future community facilities and Toolern Creek to support active and healthy aging.

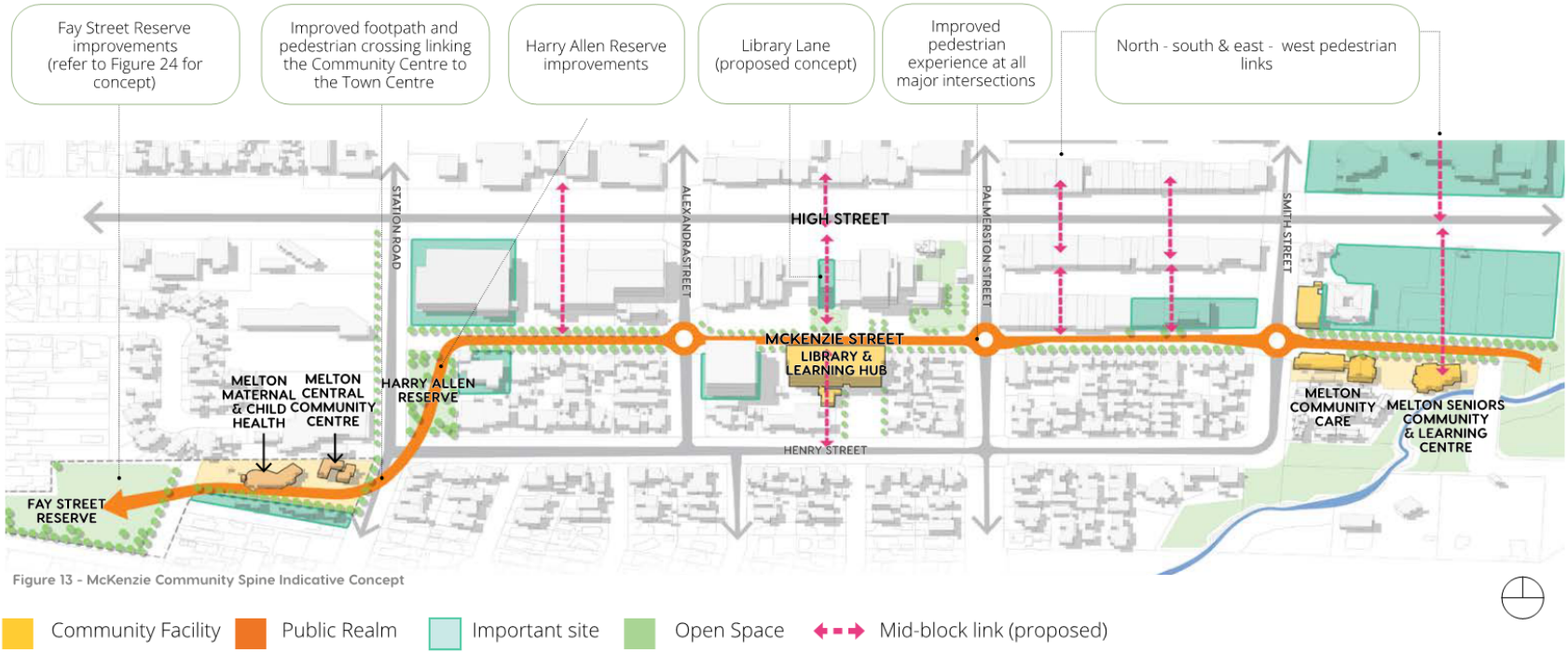


Figure 13 - McKenzie Community Spine Indicative Concept

2 Precinct 2 Civic Renewal



Precinct Vision

Precinct 2 is located at the eastern gateway to the Town Centre between Toolern Creek and Smith Street. This precinct presents the opportunity for significant urban renewal through two key redevelopment sites, the Council Civic Centre (north of High Street) and Police Paddock (south of High Street). This precinct will be characterised by:

- Views of the creek corridor and open space.
- Mixed use development that creates intensity and activity and supports a prosperous retail environment and bustling street life.
- Exemplar site responsive residential development that contributes a mix of dwelling stock, in particular, diverse and affordable housing.
- Opportunities for smaller emerging businesses in professional and other services to have work/ home type housing options.

Precinct Opportunities

Revitalisation can occur in may forms. However, a substantial increase in the local population within the Town Centre is critical. This will only be achieved by creating the conditions attractive for investment and then maximising the development potential of strategic sites for housing and mixed use outcomes.

The availability of strategically located public land in the Town Centre being the greatest opportunity for high impact revitalisation, leveraged for private investment, and as a catalyst for broader centre wide investment, noting:

- Substantial Council land holding of an underutilised site (Police Paddock).
- The likely scenario that Melton City Council could relocate creating a large site with direct interface to High Street and Toolern Creek.
- The size and setting of these sites makes them highly suitable for residential, community and other mixed uses.
- There is a distinct lack of larger strategic development sites in residential areas, therefore opportunities in the Town Centre need to be maximised.



Activated public realm with housing above



Exemplar housing development



Gateway arrival

2 Civic Renewal
Design Guidelines

The precinct specific guidelines below support development that accords with existing planning controls and Council Policy, Guidelines and Standards.

Land Use	
G-55	Encourage development that provides an appropriate mix of land uses to offset the loss of employment activity associated with the relocation of the Council Civic Centre.
G-56	Encourage expansion of commercial and hospitality uses at the western end of the Civic site to further support the activity of Wallace Square.
G-57	Support uses that encourage community participation and have synergies with the existing community facilities and services located on McKenzie Street.
G-58	Support delivery of a mix of housing typologies that provide options for people in all stages of life.
Movement & Access	
G-59	Ensure future development east of Smith Street provides: • Mid block pedestrian links connecting Unitt Street to McKenzie Street via the two strategic sites. (Refer to Figure 5 for general guidance). • East west links that connect Wallace and Bakery Squares to the creek corridor via the two strategic sites (Refer to Figure 5 for general guidance). • Pedestrian priority environment (i.e. low speed shared streets) within the strategic sites. • Loading and servicing areas located on secondary frontages and away from areas of high public amenity.
G-60	Provide links to the surrounding walking/shared paths and cycling network, specifically; • Improved cycling lane at the intersection of Unitt and Yuille Street - to enable safe access to Little Blind Creek. • Improved connection between McKenzie Street and the Toolern Creek shared path.
G-61	Provide a separated commuter cycling path along High Street to improve east west cycling movements through the Town Centre

Public Realm & Streetscape	
G-62	Design new streets and mid block links with generous areas of public realm. Continue the established streetscape character in Wallace and Bakery Squares, specifically the street tree canopy, landscaping and street build outs that provide space for street trading
G-63	Encourage business owners to activate the public realm with interesting shop fronts, outdoor seating and dining opportunities.
G-64	Create strong visual and physical links between the creek corridor and new development
G-65	Improve the shared path condition along the creek corridor. In particular, provide signage (delineating the path's function), lighting, seating and public art.
G-66	Ensure there are adequate levels of street lighting along all streets and shared paths along the creek corridor.
G-67	Retain existing mature street trees and plant more canopy trees in footpaths and medians.

2 Civic Renewal
Design Guidelines

Built Form	
G-68	Provide for larger scale development on corner sites located in the Town Centre to better respond to the site's prominent location.
G-69	Ensure new development does not result in a significant loss of sunlight on the surrounding public realm.
G-70	Ensure new development adjacent to public realm provides an active and attractive interface.
G-71	Ensure new development reinforces the human scale and provides interest at street level.
G-72	Building height must be a minimum of two storeys at the street frontage in the Centre.
G-73	Upper levels above the second floor to be setback 3-5 metres from the building frontage, unless otherwise negotiated during the permit process.
G-74	Utilise fine grain architectural elements to break up the mass of new built form.
G-75	Buildings located on corner sites must address and activate both primary and secondary frontages and provide opportunities for passive surveillance from ground and upper levels.
G-76	Discourage the use of large scale corporate branding and colours which prevent active frontages and dominate the streetscape.
G-77	Ensure loading and servicing areas are located away from areas of high public amenity and away from High Street and public spaces.
G-78	Encourage new development to address all street frontages, and minimise back of house elements. Activated street frontages are a priority on High Street.
G-79	Encourage high quality, architecturally detailed and site responsive building design.
G-80	Ground floor commercial development to include continuous weather protection over footpaths without compromising the existing or proposed street trees.

2 Civic Renewal
Actions

The following actions will support the objectives for Precinct 2.

P2-A-1	Undertake a review of the future planning controls required to implement the recommendations for the Council Owned Strategic Sites. Consideration should be given to the development model proposed i.e. private sector, public/private partnership or public sector when determining the controls.
P2-A-2	Consider the use of DDO schedules across the Precinct to encourage positive built form outcomes on Council Owned Strategic Sites and Privately Owned Important Sites. The DDO should further strengthen design guidelines in this Revitalisation Plan.
P2-A-3	Prepare an Affordable Housing Strategy which advocates for the delivery of affordable housing on Council Owned Strategic Sites.
P2-A-4	Prepare a master plan for Toolern Creek to solidify its role and function and to ensure active connections are created between the Precinct and the creek.
P2-A-5	Investigate the potential to redevelop the Melton Seniors Community and Learning Centre to ensure best practice infrastructure that supports new and emerging interests of older years residents. Given the aging building and infrastructure, this work should also consider other potential sites within the MTC.
P2-A-6	Prioritise the design and delivery of an improved pedestrian link between the Melton Seniors Community & Learning Centre and the adjacent open space along the creek corridor.

2 Civic Renewal Plan

Key Projects:

1. Encourage development on the Police Paddock site that activates the street and prioritises the delivery of housing. Development to improve east/west links and north/south links through the site. Refer to Figure 16 for indicative high level concept.
2. Encourage mixed use development that delivers commercial outcomes and housing diversity on the Council owned site should the site be redeveloped. Refer to Figure 17 for indicative high level concept.
3. Redevelop the Melton Seniors Community and Learning Centre to provide improved community facilities.
4. Provide better connections to the shared path along the creek corridor.
5. Strengthen the McKenzie Community Spine through public realm improvements to provide a safe and attractive age friendly environment.

Supporting Improvements:

- Intersection upgrade
- Pedestrian crossing
- Mid block link
- Cycling improvement
- Shared path
- New street trees
- Active building frontage
- Privately owned important site
- Public realm improvements
- Strategic site
- Green connections to the Creek corridor

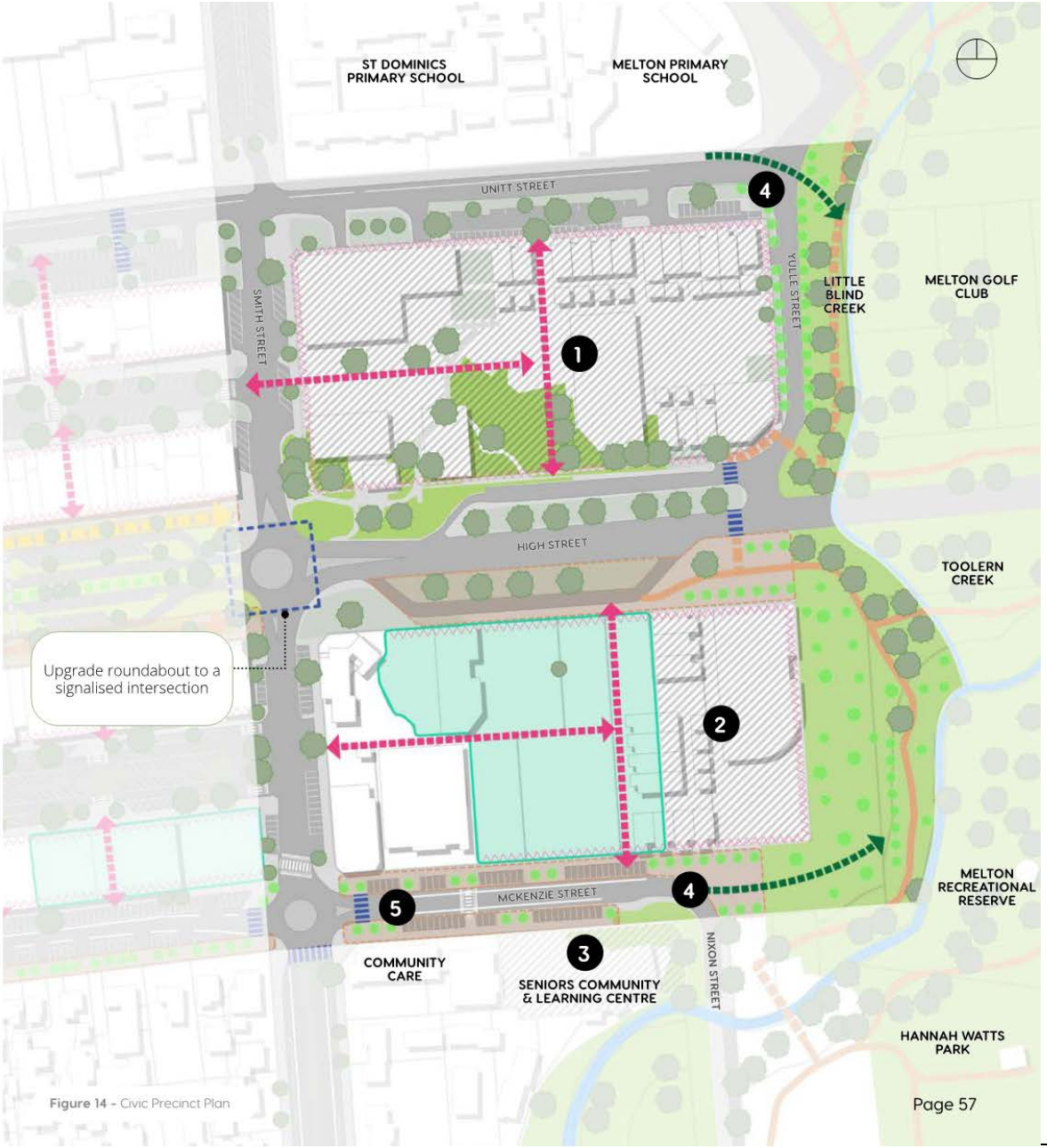


Figure 14 - Civic Precinct Plan

2 Civic Renewal
Place - Creek Mixed Use Redevelopment

Police Paddock is the Council owned site located between High Street and McKenzie Street, adjacent to the creek corridor. Its strategically located in the Town Centre, adjacent to the community precinct and amongst major recreational facilities.

This large site (1.3Ha) is currently undeveloped but is used sporadically as an events space. The site's size, location, setting and current use make it an ideal development site. Should this site be developed outcomes sought could include:

- A mix of housing types including affordable, community and retirement living options.
- Community uses, ideally located on the ground floor, in close proximity to McKenzie Street and situated to capitalise on the open space and creek corridor frontage.
- Commercial uses which could include hospitality and subsidised business space, located along the High Street frontage (at ground floor).



Figure 15 - Indicative mixed use concept demonstrating one potential mixed use scenario

2 Civic Renewal
Place - Creek Mixed Use Redevelopment

The Police Paddock site could be developed into a mixed use development that includes apartments and town houses and supporting commercial and community uses. It could include a generous creekside open space that provides a high quality park for future residents and the wider community, as well as an activated public realm for the Melton community.

Design Guidance:

- 4 - 6 storey building height.
- Zero setback to High Street service road.
- 3 - 5m upper level setback along the creek corridor.
- Ensure new development provides a sensitive response to Raglan Cottage and the surrounding landscape.
- Provide a sensitive transition with attractive and active interfaces between the public creek corridor and future private development.
- Encourage new built form to create visual interest as a gateway landmark along the northern edge/ High Street frontage of the site.
- Provide opportunities for passive surveillance from ground and upper levels over the surrounding creek corridor.
- Expand the public realm along Toolern Creek.

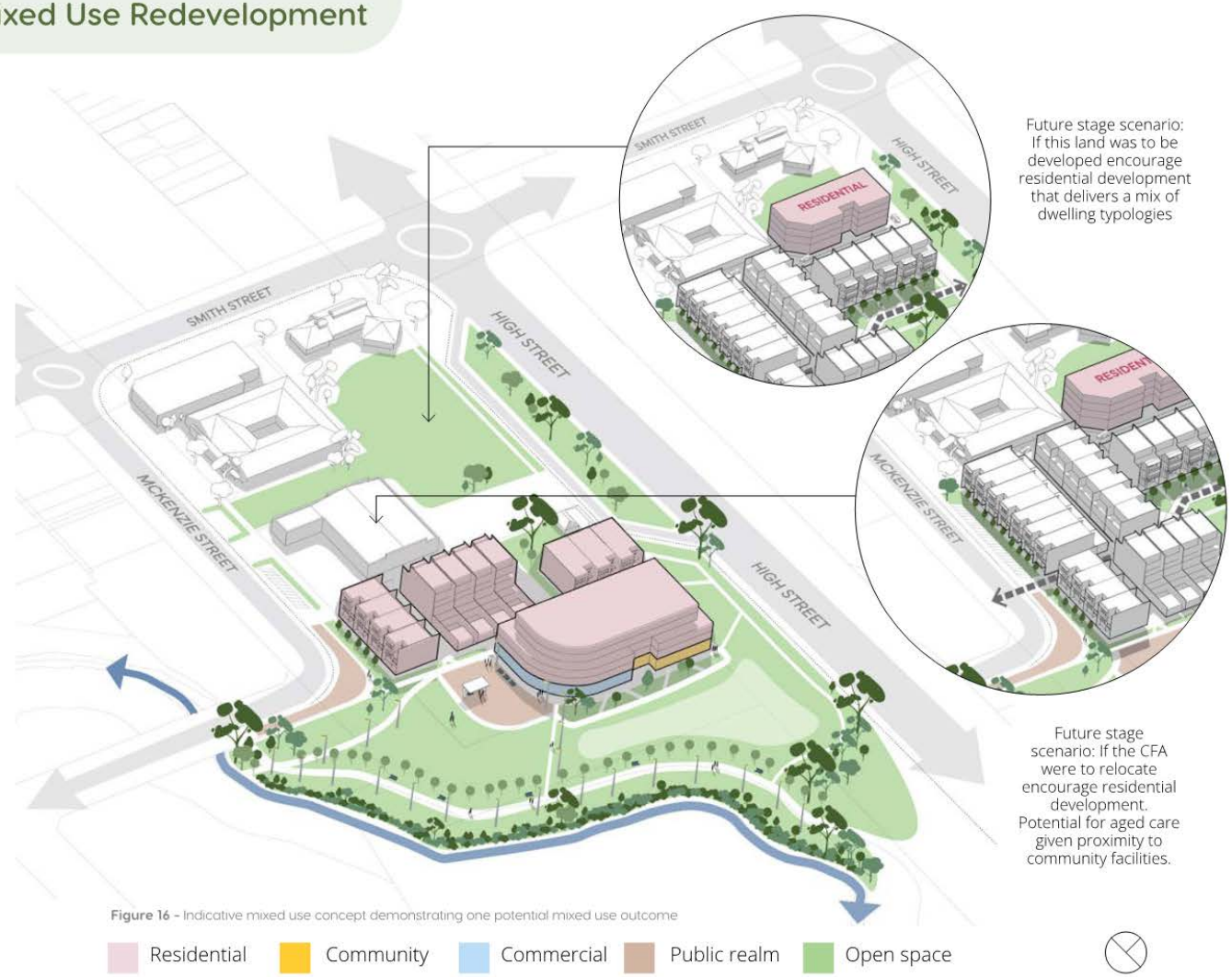


Figure 16 - Indicative mixed use concept demonstrating one potential mixed use outcome

2 Civic Renewal
Place - Civic Mixed Use Redevelopment

Relocation of the Council Civic Centre would create a redevelopment opportunity. The 2ha site is located on the gateway to the Town Centre, in close proximity to major recreational facilities, schools, open space and the creek corridor. The site sits between a more urban environment to the west and a natural one to the east. Development will need to balance and sensitively manage these differing interfaces and characteristics.

Should this site be developed, development outcomes sought could include:

- A mix of housing typologies to increase supply and diversity of housing within the Town Centre.
- Community and civic facilities - potentially integrating an adaptive re-use of the Civic Centre and enhancing the memorial garden.
- Some commercial uses - potentially for hospitality and subsidised business space. This space would ideally be located on the western side.

Design Guidance:

- 3 - 6 storey building height.
- Zero setback to High & Smith Streets.
- 3 - 5m upper level setback.
- Ensure new development provides a sensitive response to the heritage building, memorial gardens and trees.
- Shape new development in response to the scale and form of adjoining buildings. A transition in building heights between the surrounding sensitive interfaces (Toolern Creek, primary schools, Wallace Square and residential areas) should be achieved. Interfaces should be designed to be attractive and active.
- Encourage new built form to create visual interest as a gateway landmark in the south east corner of the site.
- Incorporate a central village green and a network of public streets and spaces throughout the site.



Figure 17 - Potential Mixed Use Concept for the Civic Site

3 Precinct 3 Town Centre West



Precinct Vision

Precinct 3 is located between Station Road (west) and Alexandra Street (east) and Unitt Street (north) and McKenzie Street (south). This precinct includes a substantial portion of retail along High Street, particularly larger footprint retail offerings. The pedestrian environment in this precinct is largely unimproved compared to the eastern end of the Centre. Precinct 3 will be characterised by:

- Development that creates a gateway character and a high quality public realm.
- Fine grain shop fronts and premises that present well to the street, create visual interaction between the internal and external activities and provide weather protection.
- Business owners that have a desire to participate in outdoor trading.
- Increased pedestrian permeability between the north and south of the precinct.

Precinct Opportunities

The vision for this precinct is to strengthen the mix of commercial and residential uses in the Town Centre and provide an improved public realm. The key opportunities to revitalise Town Centre West are:

- Expanding and improving the public realm including connecting footpaths to create a legible and safe pedestrian network.
- Redevelopment opportunities on under-utilised parcels and the identified important sites (refer to Figure 1). Intensification of land use through redevelopment of large parcels.
- Improvements for a safer and more connected network for pedestrians and cyclists.



Mix of vibrant uses



High quality public realm



Activated shop fronts

3 Town Centre West Design Guidelines

The precinct specific guidelines below support development that accords with existing planning controls and Council Policy, Guidelines and Standards.

Land Use	
G-81	Ensure development contributes to the mix of residential, speciality retail and commercial uses.
Movement & Access	
G-82	Provide for slow vehicle speeds along Alexandra and McKenzie Streets to create a safer and comfortable pedestrian environment.
G-83	Ensure future development (particularly on large land parcels) provides mid-block pedestrian links for increased north south pedestrian permeability.
G-84	Ensure loading and servicing areas for any new development is located away from areas of high public.
Public Realm & Streetscape	
G-85	Encourage traders to activate the public realm with interesting shop fronts and outdoor trading and dining opportunities.
G-86	Ensure the necessary lighting, seating, signage necessary to support a safe and comfortable night-time economic activity.
G-87	Prioritise the retention of established and mature trees as part of an integrated landscape design approach
G-88	Plant more canopy trees adjacent footpaths / shared paths / bike paths and along streetscapes - including in medians and as out stands.
G-89	Provide kerb side dining where practicable to facilitate on street activity.
G-90	Locate kerb side dining with appropriate access clearances from retail entrances to allow for safe movement for pedestrians.
G-91	Use subtle delineation markers between al-fresco dining areas and clearways for pedestrian access to facilitate understanding between pedestrian and dining areas.

3 Town Centre West Actions

The following actions will support the objectives for Precinct 3.

P3-A-1	Investigate the feasibility of providing a pedestrian crossing across High Street, as part of future works, to make it safe and comfortable for people to cross.
P3-A-2	Upgrade the footpath and intersections along McKenzie Street between the Station Road Precinct and Toolern Creek to provide an age-friendly environment.
P3-A-3	Provide the missing footpath links to create a continuous legible and safe pedestrian network, prioritising the delivery of the western section of McKenzie Street.
P3-A-4	Provide a cycling lane along Alexandra Street to enable safe north south bike movements and improved connection the shared path network (via High Street and Unitt Street).
P3-A-5	Provide a separated commuter cycling path along High Street to improve east west cycling movements through the Town Centre.
P3-A-6	Advocate for the delivery of mid block links in the case where private development occurs within Precinct 3. (indicative locations identified in Figure 19).

3 Town Centre West Plan

Key Projects:

1. Reconfigure High Street to enable safe pedestrian & cyclist movement, provide more footpath area for street trading and public community events. Refer to Figures 18 & 19 for indicative street cross sections.
2. Strengthen the McKenzie Community Spine through public realm improvements to provide a safe and attractive age friendly environment.
3. Incentivise more intensive development on important sites.

Supporting Improvements:

- Intersection upgrade
- Pedestrian crossing
- Mid block link
- Cycling improvement
- Shared path
- New street trees
- Active building frontage
- Privately owned important site
- Public realm improvements

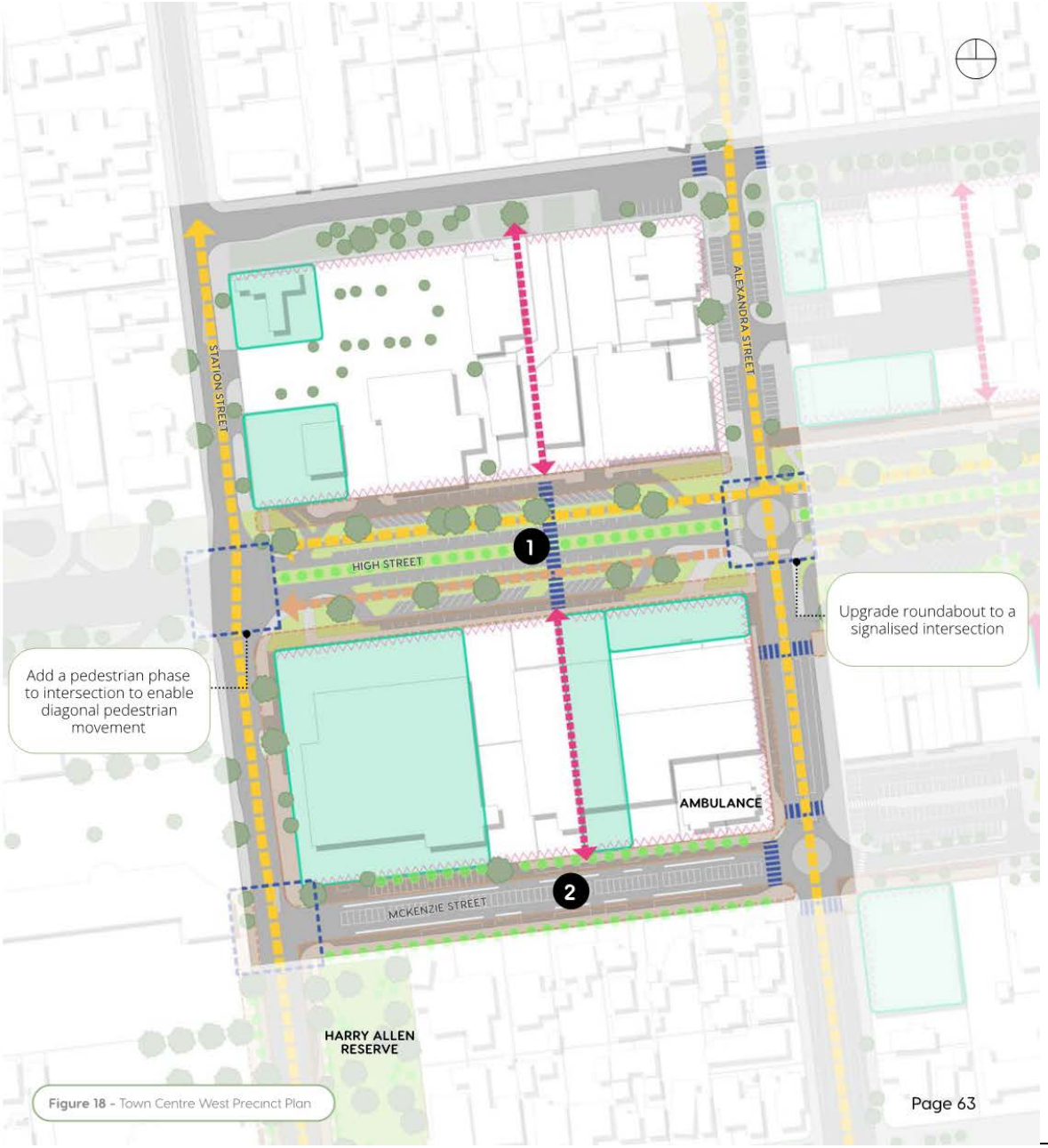


Figure 18 - Town Centre West Precinct Plan

4 Precinct 4 Town Centre East



Precinct Vision

Precinct 4 is bounded by Palmerston Street (west), Smith Street (east) Unitt Street (north) and McKenzie Street (south). Situated between the Town Centre heart and the creek corridor, this is a scenic, green local destination. This precinct will be characterised by:

- Additional high-quality food and beverage businesses. Wallace and Bakery Squares contribute to making the Town Centre a thriving place for independent business, outdoor hospitality and events.
- Greener streets and a natural landscape setting.

Precinct Opportunities

The vision for Precinct 4 is to leverage the pleasant street environment in Wallace and Bakery Square to stimulate local business. The key opportunities to revitalise precinct are:

- Investment in regular programming of events and pop-up activities throughout the precinct to activate the local economy at different times of the day and night. Temporary pop-up's are useful ways to demonstrate how spaces can be used in different ways.
- Ongoing promotion of the unique retail and hospitality offer and experiences found in Wallace and Bakery Squares.
- Support for business that have a desire to participate in outdoor trading.
- Fine grain shop fronts and premises that present well to the street, create visual interaction between the internal and external activities and provide weather protection.
- Development that responds to the fine grain character of the squares and positively contributes to street life and a high quality public realm.
- Increased pedestrian permeability between the north and south of the precinct.



High quality public realm



Ongoing program of small scale events & activations

4 Town Centre East Design Guidelines

The precinct specific guidelines below support development that accords with existing planning controls and Council Policy, Guidelines and Standards.

Land Use	
G-92	Encourage development that contributes to the mix of hospitality and specialty retail land uses.
G-93	Encourage development that supports medium density housing above ground level.
Movement & Access	
G-94	Encourage future development (particularly on large land parcels) to provide mid block pedestrian links for increased north south pedestrian permeability.
G-95	Improve pedestrian connectivity to the creek corridor and future development that may occur to the east of Smith Street
G-96	Provide links to the surrounding walking/shared paths and cycling network.
G-97	Ensure loading and servicing areas for any new development is located away from areas of high public amenity such as High Street.
Public Realm & Streetscape including Street Trading	
G-98	Encourage traders to activate the public realm with interesting shop fronts and outdoor trading and dining opportunities.
G-99	Ensure the necessary lighting, seating, signage necessary to support a safe and comfortable night-time economic activity.
G-100	Retain existing mature street trees. Plant more canopy trees in footpaths and medians.
G-101	Provide kerb side dining where practicable to facilitate on street activity.
G-102	Locate kerb side dining with appropriate access clearances from retail entrances to allow for safe movement for pedestrians.
G-103	Use subtle delineation markers between al-fresco dining areas and clearways for pedestrian access to facilitate understanding between pedestrian and dining areas.

Built Form	
G-104	Ensure future development results in built form outcomes that create a consistent street frontage (typically zero ground floor setback in Wallace and Bakery Square).
G-105	Create publicly accessible mid block pedestrian connections in the identified locations - refer to Figure 19.
G-106	Building height must be a minimum of two storeys at the street frontage in the Centre. Upper levels above the second floor to be setback 3-5 metres from the building frontage, unless otherwise negotiated during the permit process.

4 Town Centre East Actions

The following action will support the objectives for Precinct 4.

P4-A-1	Advocate for slow vehicle speeds along Alexandra and McKenzie Streets to create a safer and more comfortable pedestrian environment.
P4-A-2	Advocate for the delivery of mid block links in the case where private development occurs within Precinct 4 (indicative locations identified in the Town Centre East Precinct Plan).
P4-A-3	Continue the established streetscape treatment in Bakery Square into and around Unitt Street.

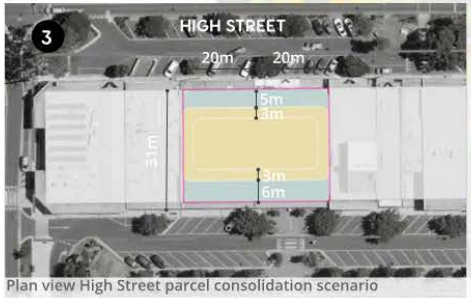
4 Town Centre East Plan

Key Projects:

1. Reconfigure High Street to enable safe pedestrian & cyclist movement, provide more footpath area for street trading and public community events. Refer to Figures 18 & 19 for indicative street cross sections.
2. Strengthen the McKenzie Community Spine through public realm improvements to provide a safe and attractive age friendly environment.
3. Incentivise more intensive development on important sites (refer to diagrams below that show a potential redevelopment scenario on High Street achieved through parcel consolidation)
4. Encourage the provision of mid block pedestrian links if development of private sites occurs.

Supporting Improvements:

- Intersection upgrade
- Pedestrian crossing
- Mid block link
- Cycling improvement
- Shared path
- New street trees
- Active building frontage
- Privately owned important site
- Public realm improvements



Plan view High Street parcel consolidation scenario



Axonometric view High Street parcel consolidation scenario

Figure 19 - Town Centre East Precinct Plan

5 Precinct 5
Station Road Community



Precinct Vision

Precinct 5 is bounded by Joan Street (west), Station Road (east), High Street (north) and Barries Road (south). There are a number of community facilities and areas of open space located within the precinct including the Fay Street Reserve. Precinct 5 will be characterised by:

- Fay Street Reserve redevelopment as a key integrated neighbourhood community recreational precinct.
- Improved community and recreational infrastructure to encourage activation of community facilities.
- Improved access to existing and future community facilities.
- Wider participation in local recreational activities, with the resulting increase in passive surveillance boosting safety and comfort.
- Intensification of residential density.

Precinct Opportunities

Located along Station Road, this Precinct is home to a number of major community facilities. The emerging cluster of community facilities includes the Melton Central Community Centre, Melton Police Station, Melton Central Kindergarten and the Fay Street Reserve.

These community facilities are suitably located because of their proximity to public transport, access to car parking, relationship to nearby facilities such (McKenzie Street community facilities) and functional adjacency to Fay Street Reserve

The newer buildings contemporary in their design, and are highly visible along Station Road. However they are currently dislocated from the Melton Town Centre core and from surrounding open space and residential areas.

The key opportunities to revitalise precinct are:

- Redeveloping Fay Street Reserve to improve existing community facilities and enable delivery of future services and facilities.
- Delivering medium density housing on large residential lots.



Improved community facilities



Affordable housing

5 Station Road Community Design Guidelines

The precinct specific guidelines below support development that accords with existing planning controls and Council Policy, Guidelines and Standards.

Land Use	
G-107	Focus on community facilities & integrated services.
G-108	Facilitate open space amenity improvements to support improved usage & activation. Includes improving access through the Harry Allen and Fay Reserve
G-109	Encourage residential intensification and utilise large sites and their proximity to the Town Centre.
G-110	Support uses that encourage community participation and have synergies with the existing community facilities and services located on McKenzie Street.
Movement & Access	
G-111	Ensure safer connections from the Town Centre and surrounding residential areas (to the west of Station Street) to the precinct.
G-112	Create a safer pedestrian link between community facilities and McKenzie Street.
G-113	Enable a safer cycling corridor along Station Street.
G-114	Provide links to the surrounding walking/shared paths and cycling network.
Public Realm & Streetscape including Street Trading	
G-115	Provide age friendly streetscape that enables more people to walk between the community facilities and McKenzie Street. Specially this includes, high quality footpath, safer pedestrian crossings, more street greening, signage & wayfinding.
G-116	Program parks to encourage use at different times of the day by a wide range of users.
G-117	Encourage new development that interfaces with Fay Street Reserve and Harry Allen Reserve. Provide active frontages (on at least three sides) of to ensure there is adequate passive surveillance and active frontages.
G-118	Prioritise the retention of established and mature trees as part of an integrated landscape design approach.
G-119	Plant more canopy trees adjacent to footpaths / shared paths / bike paths and along streetscapes - including in medians and as outstands.

Built Form	
G-120	Development in RGZ - Building heights must be a minimum of 2 storeys (8 metres) closer to General Residential areas and up to 4 storeys (13.5 metres) closer to commercial areas.

5 Station Road Community Actions

The following actions will support the objectives for Precinct 5.

P5-A-1	Upgrade footpath and intersection treatments along McKenzie and Station Road to provide age friendly pedestrian and cycling connections to and from the various community services/ facilities in the Melton Town Centre.
P5-A-2	Undertake a master plan of the Fay Street Reserve to understand the potential to connect the Melton Central Community Centre and kindergarten to the Reserve.
P5-A-3	Undertake a traffic study to investigate the impact of the change of use on the surrounding residential streets and understand future parking demand.

5 Station Road Community Plan

Key Project:

1. Redevelopment of Fay Street Reserve to better integrate with the adjacent community facilities and provide accessible recreational facilities. Improve the connection between Joan Street and Station Road. Potential location for future Integrated Community Facility/ Early Years Facility (refer to Figure 21 for indicative concept).

Supporting Improvements:

- Intersection upgrade
- Cycling improvement
- Shared path
- New street trees
- Privately owned important site
- Public realm improvements
- Accessible playground
- Potential site for future community site



Figure 20 - Station Road Community Plan

5 Station Road Community
Place - Fay Street Community Reserve

There is a significant cluster of community facilities and services located on Station Road. Fay Street Reserve is located to the east of (behind) the community facilities and is accessible to a large residential catchment. However the Reserve is underutilised, in part because it is located to the rear of the community facilities and due to its poor condition.

Given its current underutilisation and its strategic location there is significant opportunity to invest in the Reserve to improve its amenity and recreational offer. Consideration should be given to:

- Reconfiguring the perimeter of the Reserve to remove inactive corners. The concept opposite shows this area could be utilised for additional car parking.
- Co-locating future community facilities with the Reserve.
- Providing a direct connection between Joan Street and Station Road. This could include acquiring adjacent land holdings to improve pedestrian access.



Figure 21 - Fay Street Community Reserve Proposed Concept

6 Precinct 6 Residential Transition



Precinct Vision

Precinct 6 largely comprises of detached dwellings and provides the opportunity for increased housing density and diversity. There are also number of local parks. The precinct transitions from the commercial uses in the Town Centre to residential neighbourhoods (zoned Residential Growth Zone). Precinct 6 will be characterised by:

- Increased residential density within the residential intensification area (refer to Figure 22).
- Delivery of a diversity of dwelling typologies - particularly on those areas identified as priority consolidation areas.
- Streetscape and open space improvements including the expansion of the street tree canopy.

Precinct Opportunities

Residential redevelopment and population growth will be critical to sustaining the existing retail and convenience role of the Town Centre in the context of challenging economic conditions and strong competition from other centres. The most direct way to support local spending is to facilitate population growth in the immediate, walkable catchment of the centre, an outcome which is strongly encouraged by planning policy for Major Activity Centres.

The Melton Housing Diversity Strategy, 'House Smart', recognises the lack of large development sites in areas close to facilities and services. The Town Centre includes a large residential area that is almost entirely covered by the Residential Growth Zone (RGZ) and is located within the Town Centre walking catchment. There is a healthy volume of lots which exceed 600sqm that could accommodate increased residential intensification. Within this precinct increased dwelling density and diversity could be achieved through:

- Providing more dwellings on large residential lots.
- Lot consolidation of standard residential lots.
- Targeted development of Council owned land.

Refer to the table opposite for residential lot sizes and the corresponding amount of lots located within the Town Centre. The table summarises the total number of lots according to size and zoning, highlighting the total number of residential lots that exceed 600sqm.



Increased housing density & diversity



Greener streetscapes & areas of open space

Residential Lot Size Summary

Lot size (sqm)	GRZ	RGZ	TOTAL
0 - 300 (small lot)	40	387	**427**
300 - 600 (conventional lot)	120	496	**616**
600 - 1000 (large lot)	54	315	**369**
1000+ (large lot)	232	1,287	**1,519**

Source: Melton City Council Rates Database analysed by Urban Enterprise, 2022

6 Residential Transition Design Guidelines

Land Use	
G-121	Focus on community facilities & integrated services.
Movement & Access	
G-122	Ensure safer connections from the Town Centre and surrounding residential areas (to the west of Station Street) to the precinct.
Public Realm & Streetscape	
G-123	Prioritise the retention of established and mature trees as part of an integrated landscape design approach.
G-124	Plant more canopy trees adjacent to footpaths / shared paths / bike paths and along streetscapes - including in medians and as outstands.
Built Form	
G-125	Ensure new development does not result in a significant loss of sunlight on the surrounding public realm.
G-126	Provide active frontages with ground floor visual permeability where development interfaces with adjacent streets and public spaces.
G-127	Ensure new development considers how new building form relates to adjoining sites and the surrounding public realm.
G-128	Development in RGZ - Building heights should be a minimum of 2 storeys (8 metres) closer to General Residential areas and up to 4 storeys (13.5 metres) closer to commercial areas.
G-129	Minimise blank walls throughout the Centre. When development within a block is staged, exposed blank walls should incorporate a visually interesting design in the interim.

6 Residential Transition Actions

The following action will support the objectives for Precinct 6.

P6-A-1	Undertake a review of Melton's Housing Diversity Strategy to ensure it implements the directions of this precinct, including increasing densities within the walkable catchment. The review should consider the addition of clear expectations around the targeted densities and the built form and housing typologies expected to achieve the densities.



Figure 22 - Residential Intensification Opportunities Plan

6 Residential Transition
More Dwellings on Large Lots (privately owned)

Redevelopment scenario for increased housing on large residential lots (privately owned)

Analysis of lot size and zoning in this precinct reveals there is substantial opportunity for increased residential density.

In the case where large residential lots (1000sqm+) are located within the residential intensification area (refer to Figure 22) redevelopment could be considered to achieve increased housing density and diversity. The most likely residential intensification outcomes on these large lots involves replacing single dwellings with multiple townhouses.

Figure 23 shows one scenario where a large lot (1000sqm+) is subdivided into 8 lots (approx 10m x 15m) to deliver 8 townhouses. A 4m driveway provides access to the front loaded townhouses. Each has a side and rear private outdoor space.

Figure 24 shows an alternative scenario where two adjoining large lots are consolidated and redeveloped to achieve 16 townhouses on 10m x 13m (approx) lots. A central driveway (5m wide approx) provides access to the dwellings. The rear right of way could also be utilised. Each has a side and rear private outdoor space.

Development of this kind will rely on a large number of individual landowners, therefore is likely to result in slow, incremental change.

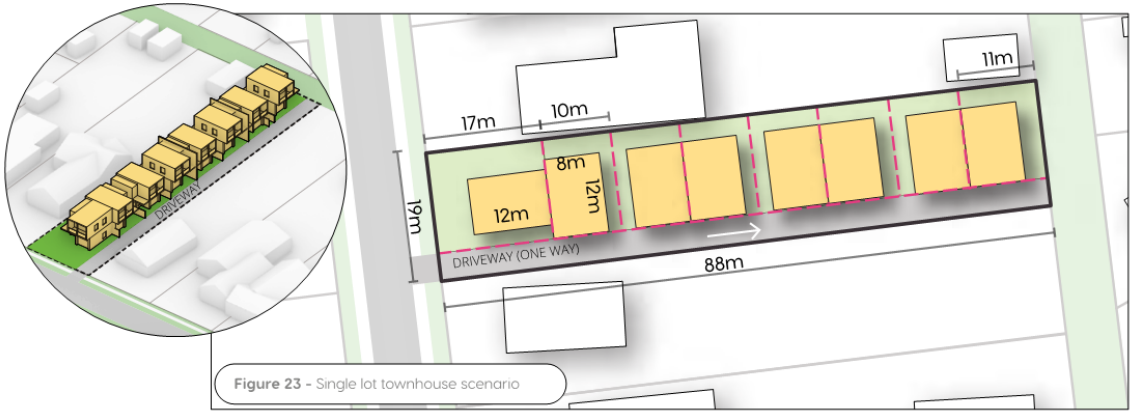


Figure 23 - Single lot townhouse scenario

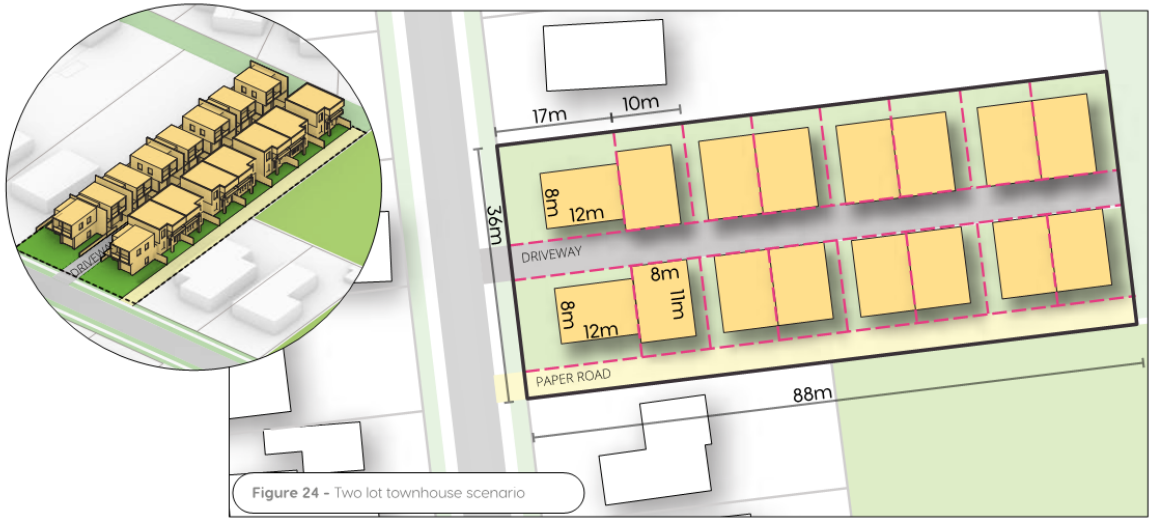


Figure 24 - Two lot townhouse scenario

6 Residential Transition
More Dwellings on Large Lots (Council owned)

Redevelopment scenario for increased housing on large lots (Council owned)

Another way to achieve more housing stock and diversity is through redevelopment of Council owned sites. A potential example would be consideration of one of the three diamond shaped local parks located to the south of the Town Centre, which are currently underutilised.

Whilst it has been demonstrated there is a need to retain open space in this precinct, a scenario where one of the three parks is developed for housing could be contemplated. In the scenario opposite (Figure 25) increased housing supply could be achieved through provision of townhouses. This concept achieves six front loaded dwellings that have access to private open space. In this scenario a mews style, low speed street is recommended to contribute to the neighbourhood character and discourage rat running through local streets.

This Plan doe not advocate for all three pocket parks to be developed. Rather, it is recommended that at least two of the three parks are upgraded to improve their role and function as local neighbourhood parks.

These parks provide 6000m2 of un-programmed space for recreational activities which could be activated through improved amenity and programming. Future improvements could consider improved storm water management, biodiversity and urban agricultural functions, adding to its role as a pedestrian and cycling link between Barries Road and the Town Centre via Henry Street. Figure 26 shows a possible concept for how to activate the underutilised parks through improved amenity and programming.



Figure 26 - Potential activation concept for the Diamond Parks

Figure 25 - Residential Development Scenario (applicable to one of the Council owned diamond parks)

6 Residential Transition
More Dwellings on Standard Lots (privately owned)

Redevelopment scenarios for increased housing on standard lots (privately owned)

In the case where there are smaller lots in the same ownership, lot consolidation could be considered to achieve a parcel size suitable for residential development.

The concepts opposite demonstrate consolidation of two standard residential lots to create a developable parcel.

Figures 27/28 show a scenario where two adjacent conventional residential lots are consolidated to enable the delivery of a small apartment building. This scenario contemplates a 4 storey apartment building (with potential for a 5th pop-up level) with undercroft or at grade parking. An building envelope of this size could provide approximately 41 apartments.

Figures 29/30 show a scenario where three consecutive conventional residential lots are consolidated to enable the delivery of a three storey apartment building. This example demonstrates consolation of three standard residential lots (50m deep x 17m wide each approx) could accommodate a building envelope that provides approximately 54 apartments.



Figure 27 - Plan view: Typical scenario for parcel consolidation of 2 residential lots

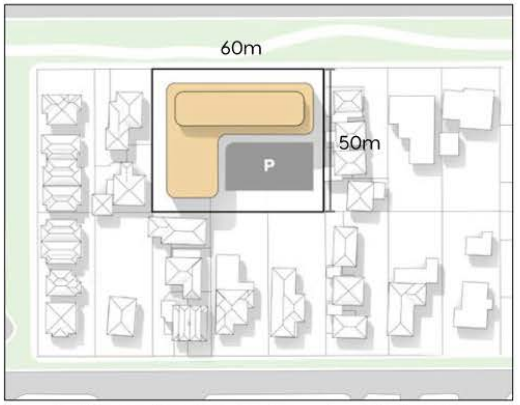


Figure 29 - Plan view: Typical scenario for parcel consolidation of 3 residential lots

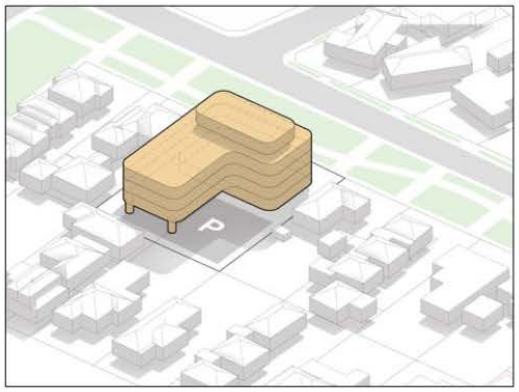


Figure 28 - Axonotmetric view: Typical scenario for parcel consolidation of 2 residential lots

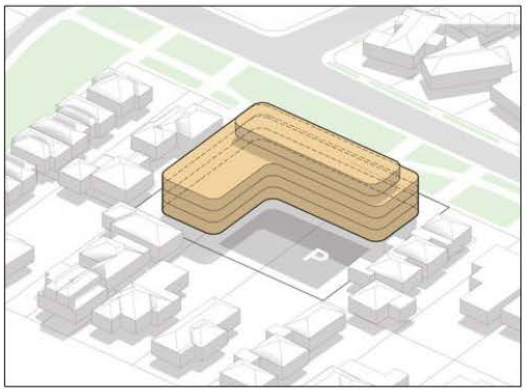


Figure 30 - Axonotmetric view of a typical scenario for parcel consolidation of 3 residential lots



5. Action Plan

Action Plan

For ease of use, this section consolidates the actions identified throughout the document into one implementation table.

Actions have been organised according to the following themes:

- Operational
- Economic Development
- Partnership & Advocacy
- Planning & Policy
- Capital Works
- Precinct Specific Actions.

The organisation responsible for leading the action, as well as potential partnerships and advocacy that should be pursued has been identified, in addition to the estimated delivery time frames.

Many of these actions will need to be undertaken in consultation with a range of stakeholders including the local community, State Government, landowners, business owners and other institutions and organisations.

Action	Responsibility	Time Frame			
Operational		**Short** 0-5 years	**Medium** 5-10 years	**Long** 10+ years	**Ongoing**
Prepare a rolling implementation program that identifies all actions required to be undertaken by the Revitalisation Plan. **(Priority Action)**	Council	✓			
Allocate a permanent Council resource to focus on the implementation of the Revitalisation Plan.	Council	✓			
Establish effective partnerships between Council and all relevant participants, to effectively implement the Revitalisation Plan in a timely and efficient manner.	Council				✓
Economic Development		**Short** 0-5 years	**Medium** 5-10 years	**Long** 10+ years	**Ongoing**
Actively seek external funding for initiatives, for example, through State and Federal Government agencies.	Council				✓
As part of Councils branding strategy, promote Melton Town Centre as a night-time destination for activities such as dining and events.	Council in collaboration with landowners and business owners.	✓			
Co-ordinate ongoing learning and advice opportunities for businesses, landholders and traders by building on and further leveraging the established Melton Town Centre Trader Group.	Council in collaboration with landowners and business owners.	✓			✓
Empower the community to lead activation initiatives such as shop front improvements, street festivals, community events.	Council in collaboration with landowners and business owners.	✓			✓
Investigate independent business establishment potential through a satellite to the Western BACE.	Council	✓	✓		
Continue the 'Love Local' campaign to promote independent business owners and traders.	Council	✓			
Program large annual events, complemented by more regular small scale events, in the heart of the Town Centre (refer to the Town Centre Precinct), that contribute a diversity of activities and extended hours of use, throughout the year. **(Priority Action)**	Council in collaboration with landowners, business owners and community groups.	✓			✓
Support the local traders association to enable the local business owners to work together on place brand initiatives and funding advocacy.	Council in collaboration with landowners and business owners.	✓			✓

Partnerships & Advocacy		Short 0-5 years	Medium 5-10 years	Long 10+ years	Ongoing
Work collaboratively through early conversations with the private sector and create partnerships with landowners/developers, businesses and community services providers.	Council in collaboration with developers and landowners.	✓			✓
Explore opportunities for public private partnerships at key redevelopment or under utilised sites - particularly on Council owned land through the Property Portfolio Framework.	Council in collaboration with developers and landowners.	✓			✓
Explore opportunities for strategic acquisitions by Council of key sites/tenancies through the Property Portfolio Framework.	Council in collaboration with developers and landowners.	✓			
Provide assistance to local business to access Council, government and community services, advice and funding opportunities.	Council in collaboration with relevant Government agencies and service providers.	✓			
Develop a pilot of social and affordable housing development in the Town Centre responding to the high level of housing stress.	Council in collaboration with relevant Government agencies and service providers.	✓	✓		
Advocate to State Government and Housing Associations to provide social and affordable housing as part of redevelopment on government land.	Council in collaboration with relevant Governement agencies and service providers.				✓
Advocate to Department of Transport in relation to the reclassification of High Street, removing it from the gazetted heavy vehicle network. **(Priority Action)**	Council in collaboration with DTP and VicRoads.	✓			
Reduce speed limits across the Centre. **(Priority Action)**	Council in collaboration with DTP and VicRoads.	✓			
Advocate to State Government for improvements to the local bus service. In particular: • Higher frequency and direct bus routes to the railway station. • Increased bus route coverage across the surrounding region. • More bus stops in the Centre. • Improved and ongoing provision of safe, affordable, well managed late-night public transport. **(Priority Action)**	Council in collaboration with DTP.	✓			✓
Identify potential funding streams for an ongoing program of public realm, walking and cycling infrastructure improvements, including end-of-trip facilities such as showers and secure bicycle storage. **(Priority Action)**	Council in collaboration with various agencies and landowners.	✓			
Deliver an educational campaign around improved parking strategies for business owners and Councillors. **(Priority Action)**	Council	✓			

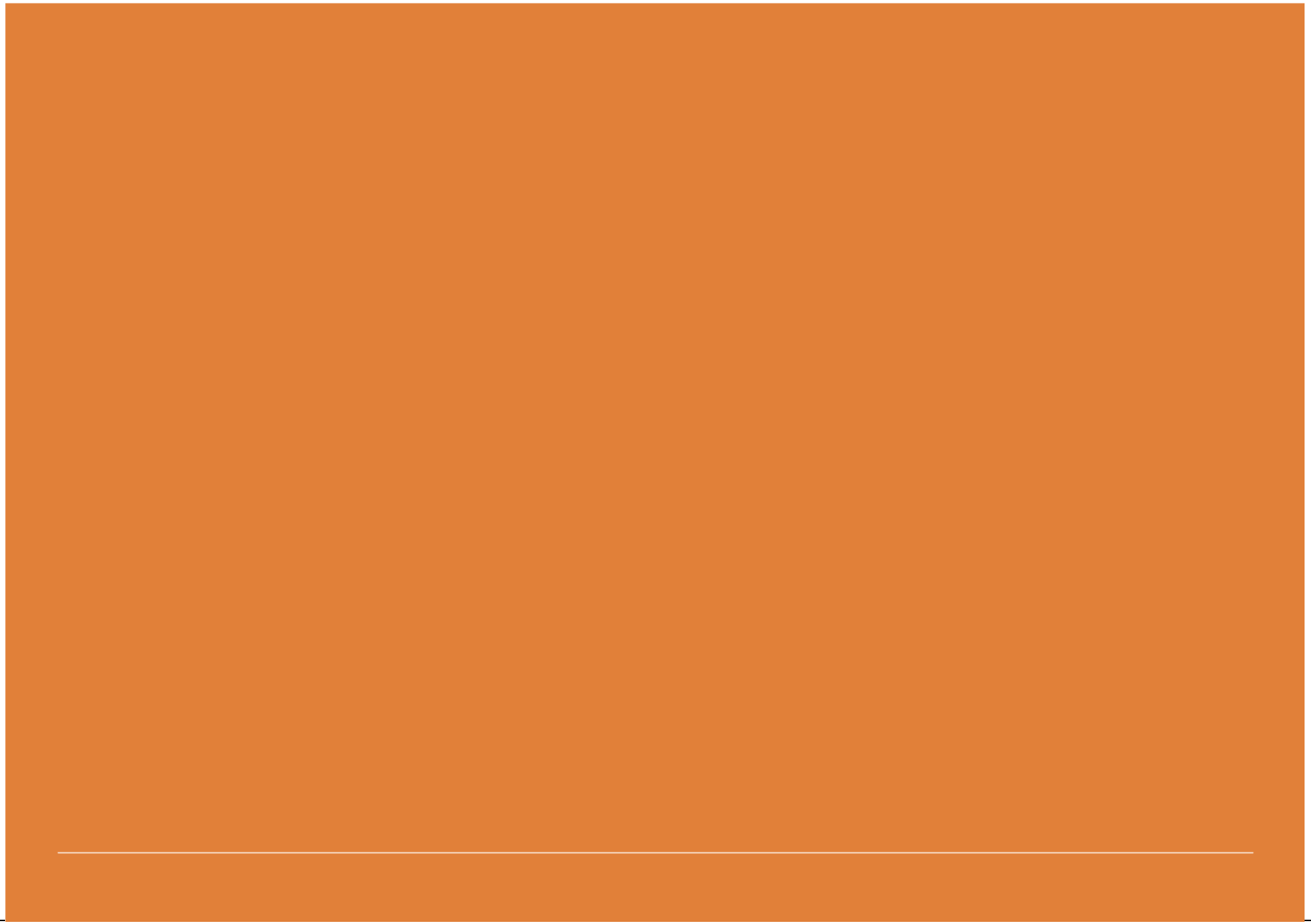
Work with landowners to deliver private development that positively contributes to the surrounding public realm.	Council in collaboration with landowners and business owners.				✓
Work with local stakeholders to plan and facilitate events that generate activity outside of standard retail operating hours and support an evening economy. **(Priority Action)**	Council in collaboration with landowners and business owners.	✓			✓
Advocate to independent business owners and traders to contribute to early evening activity throughout the precinct, such as late opening shops and night markets that offer a diverse appeal to all age groups.	Council in collaboration with landowners and business owners.	✓			✓
Provide increased opportunities for education and training opportunities. Provide services to assist young people, people with disability, those who have recently left the workforce, and Aboriginal and Torres Strait Islander residents, access appropriate support programs. Programs should target local level community arts, literacy, numeracy and digital skills training.	Council in collaboration with relevant service providers	✓			✓
Planning & Policy		**Short** 0-5 years	**Medium** 5-10 years	**Long** 10+ years	**Ongoing**
Investigate the highest and best use for large privately owned parcels currently zoned Public Use Zone and pursue a planning scheme amendment to rezone.	Council	✓			
Investigate use of developer incentives to increase housing density and diversity within the Density Intensification Area shown on the Land Use & Development Framework.	Council	✓			
Establish a Melton Town Centre specific Business Concierge service to facilitate planning and other approvals required ensuring a holistic Council response is provided in response to proposals. This could include a dedicated officer to provide a priority service for strategic development sites.	Council	✓			
Adopt best practice green building standards for all new development in accordance with Council's Environment Plan.	Council	✓			
Confirm funding sources for the implementation of the key projects and actions as outlined in this Plan. This could include general rates, development contributions, works in kind, State and Federal Government grants and payments	Council	✓			
Develop a coordinated, consistent and strategic car parking management framework that includes: • Clear visitor and employee parking zones. • Real time parking availability systems.	Council	✓			
Incentivise redevelopment on sites where strategic mid block pedestrian links could be provided.	Council in collaboration with landowners and business owners	✓			
Ensure future development within the Town Centre provides winter sunlight to key public spaces.	Council	✓			
Ensure that future development of the identified strategic sites provides areas of usable open space.	Council in collaboration with landowners and business owners				✓

Develop a clear set of Outdoor Trading & Dining Guidelines to support both business owners and Council with the outdoor dining approval process.	Council	✓			
Aim to create a streamlined process that enables business owners to easily apply for a permit to use their and/or adjacent private land (such as car parks, lane ways or open space, to serve food and drinks with the landowner's consent).	Council	✓			
Encourage business owners to test the feasibility of outdoor trading/dining by applying for a permit to temporarily take over an adjacent car parking space for outdoor dining.	Council	✓			
Encourage the general public to use Amphitheatre for community events and gatherings. Enable access through a publicly available bookable system.	Council	✓			
Undertake a feasibility study to identify suitable locations for an 'Integrated Early Years and Community' Facility. Services at a new facility should respond to the identified significant levels of childhood and household disadvantage in the Town Centre.	Council	✓			
Plan for provision of a new 'Integrated Community' facility to provide complementary services in response to the identified needs, noting that the existing Community Services Hub, located in Station Road, has some capacity to increase service delivery. **(Priority Action)**	Council	✓			
Develop a municipal wide 'Social and Affordable Housing Strategy' that allows Council to negotiate with developers (through Section 173 Agreements) to ensure adequate social and affordable housing provision. The strategy will enable Council to advocate for increased State Government investment in existing public housing stock in the Town Centre. It could potentially include support for a pilot social and affordable housing development.	Council	✓	✓		
Develop an 'Active Training Melton Strategy' in line with 'Melton: A Strategy for All Abilities and All Ages' to provide strategic and policy support for infrastructure and development initiatives that promote all abilities and all ages	Council	✓			
Provide increased opportunities for education and training opportunities. In particular, provide services to assist young people, people with disability, those who have recently left the workforce, and Aboriginal and Torres Strait Islander residents, access appropriate support programs. Programs targeting local level community arts, literacy, numeracy and digital skills training	Council	✓			
Capital Works		**Short** 0-5 years	**Medium** 5-10 years	**Long** 10+ years	**Ongoing**
Strengthen the arrival experience and Town Centre's local character by encouraging buildings of exemplary architectural quality on prominent sites.	Council	✓			
Prioritise movement, access and public realm projects that will support a vibrant centre. Refer to Sections 3.2 and Section 3.4 for more detail.		✓	✓		
Prioritise the delivery of missing footpaths and shared paths in and around the Centre. **(Priority Action)**	Council in collaboration with developers and landowners	✓			
Provide direct, continuous, well lit, high quality pedestrian links between key local destinations. **(Priority Action)**	Council in collaboration with developers and landowners.	✓			

Prioritise upgrading the connection between the Library and Learning Centre and High Street.	Council in collaboration with landowners.	✓			
Provide a pedestrian network that caters for people of all mobility levels. Intersections should be safe and comfortable for all users.	Council in collaboration with developers and landowners.	✓			
Sign existing shared paths so they can be used legally. **(Priority Action)**	Council	✓			
Undertake detailed design of High Street (refer to Chapter 5 for more information). **(Priority Action)**	Council in colloboration with DTP.	✓			
Maintain clear sight lines to landmarks within the Centre to assist pedestrians and cyclists to orient themselves and move around the Town Centre.	Council				✓
Create more people focused streets and pedestrianised zones.	Council	✓			
Encourage traffic diversion to the periphery of the Centre.	Council	✓	✓		
Improve the amenity and programming of the local neighbourhood parks as identified in the Open Space Framework. **(Priority Action)**	Council				✓
Create the McKenzie Community Spine by improving pedestrian and cycling connections to and from the various community services/ facilities in the Town Centre.	Council in collaboration with developers and landowners.	✓			
Precinct 1 Town Centre Heart Specific Actions		**Short** 0-5 years	**Medium** 5-10 years	**Long** 10+ years	**Ongoing**
Investigate the feasibility of acquiring private land to create an improved link. Refer to the Library Lane concept for details.	Council	✓	✓		
Establish a program of regular program of community events and activities in the amphitheatre and plaza, including events that support the retail function of the Centre (i.e. a community grocer model night market). **(Priority Action)**	Council	✓			✓
Undertake a review of City of Melton Housing Diversity Strategy to ensure it implements the direction of this plan including encourage shop-top housing.	Council	✓			
Undertake detailed design of High Street & staged implementation in conjunction with and to inform advocacy to the State Government. Refer to Re-imagining High Street concept pages for details. **(Priority Action)**	Council & DTP	✓			
Undertake works to create adequate provision for taxi, ride share and other on-demand drop-off and pick-up services in close proximity to the Town Plaza and Library	Council & DTP	✓			
Prioritise the delivery of improved intersection treatments as identified in the Access & Movement Framework Plan.	Council in collaboration with developers and landowners.	✓	✓		
Continue the established streetscape treatment in along Palmerston Street (north of High Street).	Council in collaboration with developers and landowners.	✓			

Precinct 2 Civic Renewal Actions		Short 0-5 years	Medium 5-10 years	Long 10+ years	Ongoing
Undertake a review of the future planning controls required to implement the recommendations for the Council Owned Strategic Sites. Consideration should be given to the development model proposed i.e. private sector, public/private partnership or public sector when determining the controls.	Council	✓			
Consider the use of a DDO across the Precinct to encourage positive built form outcomes on Council Owned Strategic Sites and Privately Owned Important Sites. The DDO should further strengthen design guidelines in this Revitalisation Plan.	Council	✓			
Prepare on Affordable Housing Strategy which advocates for the delivery of affordable housing on Council Owned Strategic Sites.	Council	✓			
Prepare a master plan for Toolern Creek to solidify its role and function and to ensure active connects are created between the Precinct and the creek.	Council	✓	✓		
Investigate the potential to redevelop the Melton Seniors Community and Learning Centre to ensure best practice infrastructure that supports new and emerging interests of older years residents. Given the aging building and infrastructure, this work should also consider other potential sites within the MTC.	Council	✓	✓		
Prioritise the design and delivery of an improved pedestrian link between the Melton Seniors Community & Learning Centre and the adjacent open space along the creek corridor.	Council in collaboration with developers and landowners.	✓	✓		
Precinct 3 Town Centre West Actions		**Short 0-5 years**	**Medium 5-10 years**	**Long 10+ years**	**Ongoing**
Investigate the feasibility of providing additional pedestrian crossings across High Street, as part of future works, to make it safe and comfortable for people to cross.	Council in collaboration with landowners.	✓			
Upgrade the footpath and intersections along McKenzie Street between the Station Road Precinct and Toolern Creek to provide an age-friendly environment.	Council in collaboration with developers and landowners.	✓			
Provide the missing footpath links to create a continuous legible and safe pedestrian network, prioritising the delivery of the western section of McKenzie Street.	Council in collaboration with developers and landowners.	✓	✓		
Provide a cycling lane along Alexandra Street to enable safe north south bike movements and improved connection the shared path network (via High Street and Unitt Street).	Council	✓			
Provide a separated commuter cycling path along High Street to improve east west cycling movements through the Town Centre.	Council in collaboration with DTP.	✓			
Advocate for the delivery of mid-block links in the case where private development occurs within Precinct 3 (indicative locations identified in the Town Centre West Precinct Plan).	Council in collaboration with developers and landowners.	✓			

Precinct 4 Town Centre East Actions		**Short** 0-5 years	**Medium** 5-10 years	**Long** 10+ years	**Ongoing**
Advocate for slow vehicle speeds along Alexandra and McKenzie Streets to create a safer and more comfortable pedestrian environment.		✓			
Advocate for the delivery of mid block links in the case where private development occurs within Precinct 4 (indicative locations identified in the Town Centre East Precinct Plan).	Council in collaboration with landowners.	✓			
Continue the established streetscape treatment in Bakery Square into and around Unitt Street.	Council in collaboration with developers and landowners.	✓			
Precinct 5 Station Street Community Actions		**Short** 0-5 years	**Medium** 5-10 years	**Long** 10+ years	**Ongoing**
Upgrade footpath and intersection treatments along McKenzie and Station Road to provide age friendly pedestrian and cycling connections to and from the various community services/ facilities in the Melton Town Centre.	Council in collaboration with developers and landowners.	✓	✓		
Undertake a master plan of the Fay Street Reserve to understand the potential to connect the Melton Central Community Centre and kindergarten to the Reserve.	Council in collaboration with developers and landowners.	✓			
Undertake a traffic study to investigate the impact of the change of use on the surrounding residential streets and understand future parking demand.	Council	✓			
Precinct 6 Residential Transition Actions		**Short** 0-5 years	**Medium** 5-10 years	**Long** 10+ years	**Ongoing**
Undertake a review of Melton's Housing Diversity Strategy to ensure it implements the directions of this precinct, including increasing densities within the walkable catchment. The review should consider the addition of clear expectations around the targeted densities and the built form and housing typologies expected to achieve the densities	Council	✓			



5.1 Appendix

Summary of Technical Reports

As part of the preparation of the Revitalisation Plan the following technical reports were prepared:

- Melton Town Centre – Community Infrastructure Needs Assessment prepared by K2 Planning;
- Melton Town Centre Revitalisation Plan – Land Use and Economic Assessment prepared by Urban Enterprise; and
- Melton Town Centre Revitalisation Plan – Traffic, Transport and Car Parking Assessment prepared by Institute for Sensible Transport

These reports have been summarised in the Revitalisation Plan Discussion Paper. Below is an extract of the key recommendations from each report.

Community Infrastructure Assessment

The Melton Town Centre Community Infrastructure Needs Assessment wash prepared with a specific focus on the current and future needs of the Melton Town Centre population in relation to community facilities and services.

The report makes a number of recommendations in relation to the provision of community facilities in the Melton Town Centre which have been considered in the preparation of the Revitalisation Plan.

These recommendations are summarised as follows:

- Improved pedestrian and cycling connections to and from the various community services/facilities in the Melton Town Centre,
- Improved public space infrastructure adjacent to the Melton Court House including: seating, all weather coverage, initiative that support social connection – 'A civic space' – and activate the areas adjacent to the rear of retail outlets facing the Melton Library and Learning Centre,
- Improved connections from the Melton Council Civic Offices to the adjacent open space, and to open space south of the Civic Centre site adjacent to Melton Seniors Community and Learning Centre, to support active and healthy aging, proposed future integrated community facility on site etc.,
- Redevelopment of Faye Street Reserve, at the rear of the Melton Central Community Centre and kindergarten, with upgraded playground equipment that is accessible to, and designed for people with disability,
- Increased opportunities for young people to access services,
- Education and Training Opportunities – particularly for people with disability, young people, people who have recently left the workforce, and Aboriginal and Torres Strait Islander residents,
- Mental health and family violence support services,
- Provision of education and training programs; local level community arts; literacy, numeracy and digits skills training; and allied health services,
- Provision of a new Integrated Early Years Facility responding to the significant levels of childhood and household disadvantage in the Melton Town Centre,
- Provision of a new Integrated Community Facility providing a new community service hub capable of accommodating a range of new community services required in the Melton Town Centre,
- Redevelopment of the Melton Seniors Community and Learning Centre to ensure best practice infrastructure that supports new and emerging interests of older years residents,
- Development of a pilot for social and affordable housing development in the Melton Town Centre responding to the high level of housing stress in the area.
- Plan for timely and effective housing options that support the needs of residents of the Melton Town Centre and surrounding catchment, including.
- Plan for timely and effective community facilities that support the needs of residents of the Melton Town Centre and surrounding catchment.

Land Use and Economic Assessment

The Land Use and Economic Assessment prepared analyses the existing economic conditions and outlines the challenges and opportunities for the Melton Town Centre. The report makes it clear that there are opportunities available for the revitalisation of the Melton Town Centre. These opportunities and the areas identified for focus are:

- Increase the local residential catchment by facilitating greater residential development within the study area,
- Increase the duration of stay within the centre through continued public realm works. This will assist in the aim to change the focus of the centre back to people rather than vehicles,
- The strong community, health, education and services role can be capitalised on to drive ongoing visitation, however, focus on social assistance should be balanced with overall health, allied health, recreation, and family services to support ongoing visitation to the centre from a diverse range of age groups and socio-economic cohorts,
- Post-pandemic changes to working locations could support growth in demand for local working space, such as co-working and incubator which would align with the 'independent' business mix,
- Capitalise on Council owned land (including the Civic Centre) to initiate urban renewal, increase in local residential population and new commercial and hospitality space over the medium term,
- The outdoor "place" presents the opportunity to differentiate the centre from competing centres and promote blending of indoor / outdoor activity and private / public realm, especially for hospitality businesses,
- Establish a clear point of difference and place brand based on the themes of independent business, diverse communities and events, outdoor hospitality, and natural setting,
- Directly address public and active transport gaps, especially connections to the Melton train station,
- Lower rents in the Melton Town Centre compared with shopping centres enables independent businesses to establish within the catchment,
- Facilitation of new and growing independent businesses should be further encouraged, potentially through a satellite of Western BACE, and
- Significant population growth planned within the municipality presents an opportunity for the Melton Town Centre to capture retail expenditure from these new residents by creating a unique 'destination', primarily for independent/niche grocers, hospitality, and cultural events.

Traffic, Transportation & Car Parking Assessment

An in-depth assessment of the traffic, transportation and car parking context in the Melton Town Centre was prepared. The assessment determined the key opportunities to improve access and movement within the Town Centre are:

Public realm and vibrancy

- Improve the public realm through development in the Melton Town Centre,
- Create more pedestrianised zones and village squares, and,
- Create more people focused streets.

Traffic circulation

- Reduce speed limits across Melton Town Centre,
- Redesign intersections to be safe for all users,
- Encourage traffic diversion to the periphery of the Melton Town Centre, and,
- Reimagining High Street.

Parking

- Developing a coordinated, consistent and strategic car parking management framework,
- Create clear visitor and employee parking zones that best meet peoples needs, and,
- Real time parking availability.

Public transport

- Advocate for consistent and direct bus routes to railway station,
- Advocate for an increase in bus route coverage in surrounding region,
- Advocate for higher frequency for buses, and,
- Advocate for more bus stops in the Melton Town Centre.

Cycling and micro-mobility

- Protected micro-mobility lanes into and within Melton Town Centre, and,
- Sign existing shared paths so they can be used legally.

Walking

- Prioritised pedestrian crossings,
- Safer speed limits,
- Redesign High Street into a high-quality public space, and,
- Enhance pedestrian permeability.

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
Landowner / resident **Date Submitted:** 20 Nov 2023	1	Submitter suggested too much consultation was undertaken for this project.	The Revitalisation Plan project includes a range of issues and has been developed through multiple stages to ensure the community has been informed along the way and had sufficient opportunities to provide feedback.
		Submitter has concerns about the lack of maintenance, litter control of all public areas across the Melton Town Centre (MTC), including weeds, cleaning of footpaths and gutters.	Noted. Council uses a combination of in house and contractors to maintain various public realm assets across the MTC. These arrangements are reviewed regularly.
		Submitter is critical of the outcome of council tender at Court House	Noted. While the use of the Court House is important to revitalisation, Councils contract with the current tenant is not being considered in this project.
		Submitter is critical of location of the new kids play space and suggests that it should have been located in front of the library.	The decision to locate the kids play space was based on activating the Court House area and retaining the open space at the front of the library as passive open space to allow for library related and other events to be held.
		Submitter supports extensive development taken on by council for 4-5 storey apartment blocks on all vacant land-in the central business area.	Noted.
		Submitter suggests the Melton Much More slogan is misleading and should be changed to Let's Beautify Our Melton.	Noted. This was developed through councils Economic Development and Tourism unit.
		Submitter supports outdoor dining precincts but with a comprehensive approach to maximise their attraction and business participation.	Noted.

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
		Lack of enforcement of local laws Reliance on contractors has not resulted in improved presentation of public areas across the MTC	Noted. Noted. **No change required.**
Business owner **Date Submitted:** 17 Dec 2023	2	Submitter objects to any loss of car parking as a result of the re design of High Street as this will impact on businesses. Submitter wants to know if councils' previous commitment to review parking following the pandemic has been undertaken?	Noted. Detailed work is required to confirm final design and car parking numbers. Additional consultation with businesses will also be undertaken as part of this process. While there are no recommendations to be implemented from the 2020 parking review, this is something that is continually reviewed and set to occur in 2024/25. **No change required.**
Landowner / resident **Date Submitted:** 23 Nov 2023	3	Submitter raised concerns about the extent of anti-social behaviour in the town centre.	These issues relate to security which is a Victoria Police responsibility. Through the Safe City Advisory Committee, council continues to advocate to local police for increased patrols in the MTC and to explore ways of reducing anti-social behaviour. **No change required.**
Landowner / resident **Date Submitted:** 23 Nov 2023	4	Submitter has concerns for homelessness and drug use in the MTC.	Noted. This issue is beyond the scope of this project. These issues are referred to appropriate agencies and support services. **No change required.**

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
Landowner / resident **Date Submitted:** 14 Dec 2023	5	Submitter supports the overall plan but raised the following concerns: • Submitter suggests the Civic Centre site should retain a future council building and not relocate to Cobblebank as this will reduce activity in the MTC. • Submitter does not support development on any of the diamond parks as this would compromise future open space in the area.	Whilst Cobblebank does identify a future site for Council offices, Council has made no decision on when this may occur. The three diamond shaped parks are close together and underutilised. The plan recognises the importance of the three parks by recommending one be considered for developed and two of the parks be retained for open space. **No change required.**
Landowner / resident **Date Submitted:** 27 Nov 2023	6	Submitter does not support development on any of the diamond parks as this would compromise future open space in the area. Submitter suggests more money is needed to improve the upkeep of public assets in the MTC.	The three diamond shaped parks are close together and underutilised. The plan acknowledges the importance of retaining two of the three parks by recommending one be considered for developed and two of the parks be retained for open space. Noted. **No change required.**
Landowner / resident **Date Submitted:**	7	Submitter does not support development of housing on Police Paddock but suggests a water play area and increased car parking instead.	While some water play areas can be incorporated into public open space, Police Paddock is not considered an appropriate use of the land. The plan supports a passive recreation approach adjacent to the Toolern Creek and potential for

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
24 Nov 2023			mixed uses including community uses on the balance of the site. A detailed Masterplan for the area will be required before any use and development decisions are made. The car parking assessment undertaken for the project confirmed that the MTC has sufficient overall supply of parking but some changes should be considered to better manage peak periods in certain locations. The site is a gateway to the MTC and is not considered appropriate for the location of a car parking facility. **No change required.**
Landowner / resident **Date Submitted:** 29 Nov 2023	8	Submitter raised concerns about the volume of traffic around the Melton area and how this will be managed in the future including the Ferris Road bridge.	Improvements to our road network are an ongoing process however, all improvements are based on strategic transport modelling which has confirmed that the surrounding road network, including Centenary Avenue as an alternative east west route could support any additional traffic volumes. **No change required.**
Business owner **Date Submitted:** 23 Nov 2023	9	Submitter does not support the plan for the following reasons: • More parking is needed in the area for staff and customers.	Evidence from The Traffic, Transport and Car parking Assessment prepared for this project concluded that overall parking supply is greater than demand, although, opportunities exist to better manage high occupancy areas. Review and monitoring of parking in the town centre is an ongoing annual process. Councils Traffic team will continue to examine ways to improve conditions and ensure parking is appropriate.

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
		• Support for small businesses is required.	A key move in the Revitalisation Plan is to support small independent business by activating the public realm. In addition, support for housing options in and around the town centre are aimed at generating increase demand for hospitality, retail and other services.
		• Medium density housing in the town centre will impact on service businesses!	Not supported. Medium density housing is a proven method in successful town centre revitalisation. The Commercial 1 zone which applies to the core of the town centre supports medium density housing as well as office, retail and hospitality uses. Council and state government policies encourage well located residential development within town centres that support local economies by increasing demand for goods and services.
		• Safety concerns	These issues relate to security which is a Victoria Police responsibility. Through the Safe City Advisory Committee, council continues to advocate to local police for increased patrols in the MTC and to explore ways of reducing anti-social behaviour. A direct outcome from successful revitalisation is an increase in passive surveillance from more activity and a reduction in anti-social behaviour.
		• Project money should be invested into infrastructure and services elsewhere in the municipality.	Funds for the project were received from state government through the Office For Suburban Development and the Melton Revitalisation Board. These funds are to be used specifically for revitalisation of the Melton town centre. **No change required.**
Landowner /	10	Submitter supports plan including, improvements to cycling	Noted.

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
resident **Date Submitted:** 20 Nov 2023		infrastructure. Submitter requests speed humps be installed between Arnolds Creek on High Street or construction of a bridge or underpass? Submitter requests speed humps along Coburns Road and signalising roundabouts in the area. Submitter supports additional bus stops in the MTC.	This issue is identified in Figure 2 of the Transport and Movement Framework Plan. While Coburns Road forms the western edge of the study area, improvements along the road are not in scope for this project. Council does have planned improvements for this area but these are subject to other connecting roads being completed. Noted. **No change required.**
Landowner / resident **Date Submitted:** 17 Nov 2023	11	Submitter supports outdoor dining options at the expense of less service/office use on High Street.	The existing Commercial 1 Zone in the town centre supports both office, housing and traditional shop/retail uses. **No change required.**
Landowner / resident **Date Submitted:** 13 Nov 2023	12	Submitter asks will the dwelling in Vista Drive be demolished for development of medium density housing?	No property address provided. There have been no recent requests for demolitions in Vista Drive. **No change required.**
Landowner / resident **Date Submitted:** 11 Nov 2023	13	Submitter is a full time wheelchair user and says many shops in High Street are inaccessible. Bakery Sq is an example of being wheelchair friendly. What improvements to access will be incorporated into the Hight St shopping precent?	Improving disability access to privately owned shops requires cooperation from landlords and tenants. When major works in and around footpaths are planned, this allows for footpath levels to be raised for improved access to shopfronts which has occurred in Bakery and Wallace Squares. The proposed High Street re design would also

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
			improve access and crossing points for wheelchairs and pedestrians by reducing the distance required to cross High Street. The Revitalisation Plan acknowledges this issue through Action A29 on page 28. **No change required.**
Landowner / resident **Date Submitted:** 10 Nov 2023	14	Submitter requested that the Melton pool should be improved.	Melton Waves is located outside of the study area and therefore is not considered in the project. **No change required.**
Landowner / resident **Date Submitted:** 10 Nov 2023	15	Submitter proposes an all abilities playground, not just a playground that meets DDA requirements, but a truly assessable playground for everyone.	All new council playgrounds in the City of Melton are designed for all abilities including, age and gender which often exceed DDA requirements. Some older playgrounds can present challenges in meeting all abilities standards. **No change required.**
Landowner / resident **Date Submitted:** 12 May 2023	16	Submitter wants more emphasis on crime prevention and safety and believes revitalisation alone cannot resolve this.	While Victoria Police are responsible for public safety, Council through the Safe City Advisory Committee continues to advocate to local police for greater presence in the MTC. Passive surveillance through increased activity day and night and well designed public spaces is a proven method in making public spaces safer which this plan supports. **No change required.**
Business owner **Date Submitted:**	17	Submitter believes the Revitalisation Plan is similar to the 2007 MTC Structure Plan and is just a repeat and waste of money!	While the 2007 High Street Town Centre Structure Plan has some similarities, the Revitalisation Plan is responding to a

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
10 Nov 2023			significant decline in activity in recent years due to changing economic conditions and increased competition from other activity centres. The Revitalisation Plan has an economic focus and responds to areas of the town centre that have significantly changed since 2007 including, the development of the Library and community services on Station Road. Funding for the project is from the state government through the Office For Suburban Development and the Melton Revitalisation Board. **No change required.**
Landowner / resident **Date Submitted:** 10 Nov 2023	18	Submitter believes priorities for the Revitalisation Plan should be increasing and enhancing public spaces particularly green spaces, with an emphasis on native trees, plants as well as community gardens. Submitter supports improvements to public and active transport infrastructure.	The plan identifies green spaces as a key part of revitalisation centre including along High Street corridor. Council will continue to advocate to PTV for improved bus services connecting the MTC and the Revitalisation Plan will support this process. **No change required.**
Landowner / resident **Date Submitted:** 9 Nov 2023	19	Submitter supports upgrade to the shopping strip on the south side of High Street between Palmerston Street and Alexandra Streets.	Noted. This area has been identified as part of the High Street re design. **No change required.**
Landowner /	20	Submitter suggests a water park should have been considered	Noted. Depending on the size of a water park, these facilities

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
resident **Date Submitted:** 9 Nov 2023		and would be more affordable than local pools and beneficial for people with disorders such as autism.	are not normally located in activity centres but in association with other recreational uses. Water parks require significant maintenance and are not necessarily less costly than swimming pools to operate. Councils current position is guided by the location of existing aquatic facilities and the future Plumpton Aquatic Centre which will consider some water play elements within the facility. **No change required.**
Business owner **Date Submitted:** 9 Nov 2023	21	Submitter would like to see: • Safe pedestrian crossings at the roundabout intersections of Unitt street/High St and Alexander/High St • Improved parking rules and signage and a consistent approach to enforcement especially for short term parking. • Areas that are designated for all day parking and promoted. • Ensuring areas that are designed to attract people and not anti-social behaviour.	Unitt Street and High Street do not intersect. Alexander and High Street has been identified for upgrading including the option to signalise the intersection. This is shown in figure 2. Noted. Review and monitoring of parking in the town centre is an ongoing annual process. Councils Traffic team will continue to examine ways to improve conditions and ensure parking is appropriate. Noted. Design can help to minimise anti-social behaviour, but increased activity and passive surveillance can which is a fundamental objective of the Revitalisation Plan. **No changes to plan required.**
Landowner /	22	Submitter supports the concept of outdoor dining and to	Noted.

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
resident **Date Submitted:** 9 Nov 2023		concentrate this along High Street.	**No change required.**
Landowner / resident **Date Submitted:** 9 Nov 2023	23	Submitter supports the plan but believes the horse clock sculpture has been detracted over time and is now obscured further by the construction of the kids zone.	Noted. The clock tower horse sculpture remains an important feature of the MTC. The clock tower Horse Sculpture is included on Councils programmed maintenance schedule and receives quarterly services. **No change required.**
Landowner / resident **Date Submitted:** 9 Nov 2023	24	Submitter prefers Woodgrove Shopping Centre and doesn't support the redesign of High Street but would like to see other roads improved and a general clean up of the MTC.	Noted. **No change required.**
Landowner / resident **Date Submitted:** 9 Nov 2023	25	Submitter supports the plan including more greenery, outdoor dining, opportunities for businesses, additional lighting and a kids playground somewhere in the study area.	Noted. **No change required.**
Landowner / resident **Date Submitted:** 9 Nov 2023	26	Submitter supports plan including upgrade of footpaths, new trails for cycling and walking.	Noted. **No change required.**
Landowner / resident **Date Submitted:**	27	Submitter supports the project including outdoor dining and a greater range of uses for people to experience.	Noted. **No change required.**

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
8 Nov 2023			
Landowner / resident **Date Submitted:** 8 Nov 2023	28	Submitter wants to know if council will use a qualified landscape architect?	Yes, qualified council landscape architects and urban designers have already contributed to relevant parts of the plan and will continue to be involved as required. **No change required.**
Landowner / resident **Date Submitted:** 8 Nov 2023	29	Submitter requests that council deliver infrastructure and services for Diggers Rest before focussing on the MTC.	Diggers Rest is not part of this project. **No change required.**
Landowner / resident **Date Submitted:** 8 Nov 2023	30	Submitter agrees the MTC needs an upgrade but believes parking is a big problem.	The Traffic, Transport and Car parking Assessment prepared for this project concluded that overall parking supply is sufficient into the future. While there are some sites across the town centre which parking occupancy is high, considerable opportunity exists for council to take actions to better manage these areas. Review and monitoring of parking in the town centre is an ongoing annual process. Melton's Traffic team will continue to seek opportunities to improve conditions and ensure parking is appropriate.
QIC (Woodgrove Shopping Centre) **Date Submitted:** 14 Dec 2023	31	Submitter requested: • MUZ land on Coburns Road be represented in figure 2 land use map. • That Woodgrove Shopping Centre be included in the study area.	Agreed – Change land use map figure 1 to include subject land. Not supported – the study area was decided on at the beginning of the project for several reasons, including the

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
		• That the High Street corridor between the two centres be represented in the plan as a key element.	extent of RGZ land within the walkable catchment surrounding the MTC, location of existing facilities and services and the geographical separation between the two centres, such as major roads and natural features. The High Street corridor is acknowledged in the Revitalisation Plan as an important link between Woodgrove and Melton East and should be strengthened to improve visitation. Notwithstanding, the primary focus concerning High Street for the Revitalisation Plan is to redesign the cross section that impacts directly on the MTC.
		• That wording in the Revitalisation Plan describing the decline in activity of the MTC being attributed to the expansion of Woodgrove Shopping Centre is un true and should be deleted.	Not supported. While the steady decline of the MTC over recent years involves a range of factors, the expansion of Woodgrove Shopping Centre is significant and should not be understated. The economic assessment produced for this project identified proximity to Woodgrove, reducing escape expenditure and attracting larger retailers as key issues for the MTC.
		• Woodgrove Shopping Centre is not properly represented in the broader context for its role and function.	Agreed. Identify Woodgrove Shopping Centre in a new regional map with other surrounding activities centres describing their role and function. **Change to plan required.**
Landowner / resident **Date Submitted:**	32	Submitter requests that council bring back the information centre to promote business and tourist attractions around town. Submitter requests bringing back the Melton map (excerpt from	Council decided to close the information centre as a result of declining demand for the service and greater online access.

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
8 Nov 2023		directory) with new residential developments.	Noted. **No change required.**
Landowner / resident **Date Submitted:** 8 Nov 2023	33	Submitter would like to see Palmerston St between High St and McKenzie St closed to traffic, and the green space extended to the edge of Bakery Square. There is simply not enough green space in the area to encourage visitors to stay and enjoy the space.	The area has been identified as a opportunity to improve connectivity. At this stage a design/decision on how that will be configured is still under review. **No change required.**
Landowner / resident **Date Submitted:** 8 Nov 2023	34	Submitter is critical of the decision to locate the kids play space in front of the courthouse rather than closer to the library and the use should have been a café.	Noted. The decision to locate the play space was based on activating the court house area and retaining the open space at the front of the library as passive open space to allow for library related and other events to be held. **No change required.**
Landowner / resident **Date Submitted:** 5 Dec 2023	35	Submitter supports more opportunities for outdoor dining and beautification with flowers in the town centre including at roundabouts. Submitter suggests any redevelopment of the Mac's Hotel should relocate drive through and car parking at rear to allow for outdoor dining at the front.	The removal of two lanes from High Street would allow for an extended footpath/outdoor dining area and landscaping which is a key part of the Revitalisation Plan. Any future proposal to redevelop the Mac's Hotel will consider traffic and parking and how a proposal would support revitalisation. **No change required.**
Landowner / resident **Date Submitted:**	36	Submitter supports the project but is concerned about the following: • anti-social behaviour, personal safety.	These issues relate to security which is a Victoria Police

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
10 Dec 2023			responsibility. However, through the Safe City Advisory Committee, council continues to advocate to local Police for increased patrols in the MTC and to explore ways of reducing anti-social behaviour.
		• Lack of retail diversity and healthy food options.	Revitalisation is designed to create the right conditions for investment and attract more visitors to the town centre which will result in greater variety in hospitality, retail and services.
		• Gaps in footpath network and un safe roundabouts along High Street when crossing.	The redesign of High Street includes safer crossing points and signalisation of main roundabouts which is designed to slow through traffic and improve pedestrian safety.
		• Greater recognition of different cultures and social groups is required to support revitalisation.	The Revitalisation Plan recognises the role Cultural diversity can make to support revitalisation whether it be from hospitality or community events. The Melton community is well placed to build on this opportunity. **No change required.**
Landowner / resident **Date Submitted:** 8 Nov 2023	37	Submitter says parking is limited especially near library and Golden Fleece Hotel.	These two areas have been identified as areas with a higher demand for parking at certain times and will be considered where the opportunity exists to improve conditions. **No change required.**
Landowner /	38	Submitter requests the development of more trails/footpaths	Council has proposed funding for a study and infrastructure

MTC Revitalisation Plan – Summary of consultation feedback

Submission	No.	Issues/comments	Response to Submission
resident **Date Submitted:** 22 Nov 2023		which are safe and considers vision impaired and disabled people.	improvements to improve accessibility of the Melton town centre in the 2024/25 Capital Works Budget. Action A29 in the Revitalisation Plan responds to this issue. **No change required.**
Department of Transport and Planning (DTP) **Date Submitted:** 22 Dec 2023	39	Overall support for the plan subject to the following: • Changes to the classification of parts of High Street will require formal review and assessment process to be undertaken by DTP. • That council outlines any initiatives that it is planning on implementing on municipal roads to give buses priority to assist in the punctuality and speed of bus services. • That any roads catering for buses require 3.5m wide traffic lanes. • High Street is classified as a Strategic Cycling Corridor 'main route' (C2) as a state-significant connection; however, this is not shown on the Access and Movement Framework figure. It is noted that the cycling infrastructure proposed within High Street is reflective of this C2 classification. • A full Movement and Place assessment for the town centre is recommended. This will outline the ultimate modal aspiration for each road within the town centre and will enable a comparison with the existing	Noted Noted Noted Noted Noted

MTC Revitalisation Plan – Summary of consultation feedback

Submission No.	Issues/comments	Response to Submission
	conditions. This will provide an evidence base showing the impact of proposed changes and can be used to further consider proposed network changes.	
	• In changing the capacity and function of High Street and encouraging alternative routes for traffic, further changes and upgrades to the surrounding network may be required. High Street currently caters for around 18,000 vehicles per day. The displacement of these movements associated with the proposed changes will need to be understood as there may be flow on impacts to other parts of the network.	Noted.
	• Proposed speed limit changes for High Street must be aligned to the speed zone guidelines.	Noted.
	• A disclaimer to be included in the legend of the Access and Movement Framework figure 2 that arterial road proposals are subject to review and approval of the Head, Transport for Victoria.	Agreed – Apply to relevant Figures 7 and 9. **Change to plan required.**

12.4 PLANNING APPLICATION PA 2023/8234 - USE AND DEVELOPMENT OF THE LAND FOR THE PURPOSE OF A CHILDCARE CENTRE WITH ASSOCIATED LANDSCAPING AND CAR PARK AT 48-50 CHURCH STREET, MELTON

Author: David Bond - Development Planner
Presenter: Blake Angus – Manager City Growth and Development

Cr Shannon returned to the Chamber at 7:54pm.

PURPOSE OF REPORT

To consider and determine the planning application for the Use and development of the land for the purpose of a Childcare Centre with associated landscaping and car park at 48-50 Church Street, Melton.

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 Turner/Carli.

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, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

REPORT

1. Background

Executive Summary

Applicant:	G.D 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. 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 (lot 165 and 266) referred to as 48-50 Church Street, Melton. The combined lots feature an area of 1,835.7m² and are located on the north western corner of Church Street and Gladstone Grove in Melton . Other features of the site are as follows:

- The site is irregular in shape and relatively flat.
- The western portion of the site is developed with a single storey brick dwelling with concrete tile roof and associated landscaping. The eastern portion of the site features a large shed however is otherwise generally vacant.
- The site is accessible via two separate crossovers on the Church Street frontage.
- Two street trees are located on either frontage. There is also a power pole situated on the Gladstone Grove frontage.
- A 6 foot (1.83m) wide drainage and sewerage easement runs along the northern (rear) boundary of each lot, and along the western boundary of Lot 265 (Western lot).

The surrounding area can generally be characterised as an established residential area consisting of predominantly single storey brick dwellings with associated outbuildings. The land to the south of Church Street is zoned Residential Growth Zone and as such is undergoing change through the development of additional dwellings to the rear of existing dwellings, and townhouse developments. The Melton Town Centre is located one street to the south of the site.

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 the land for the purpose of a Childcare Centre with associated landscaping and car park” at 48-50 Church Street, Melton. The proposed use and development is summarised as follows:

- A maximum of 105 children will be permitted on site at any one time. The application initially proposed 116 children however the applicant has agreed in writing to reduce this number to 105. This will be applied as a condition of any permit issued.
- A maximum of 20 staff will be permitted on site at any one time. The application initially proposed 24 staff however the applicant has also agreed in writing to reduce this number to 20. This will be applied as a condition of any permit issued.
- 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 which will comprise of:

  Ground Floor

  - Reception/waiting area
  - Kitchen
  - Staff/planning room
  - Cot room
  - Amenities
  - 4 childrens rooms
  - Play areas to the north and south of the built form

  First Floor

  - Store room
  - Amenities
  - Children room
  - 242 square metre rooftop play area

- The building will be orientated to face Church Street and will align with the setbacks found throughout the surrounding area. The front setback of 9 metres will be reduced to 8.5 metres to allow for the disabled space in the car park to be increased to the required length, however an 8.5 metre front setback will still align with the surrounding area. The side setback of 2 metres aligns with Rescode requirements for side boundaries adjoining a street.

- Externally, the building will be finished with a combination of rendered brickwork (in a range of colours) and timber cladding (with a range of timber varieties). 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 timber cladding to ensure that it is not visible from adjoining properties.

- A sealed and line marked car park will be located to the rear of the building and will be accessed off Gladstone Grove. The car park is currently proposed to comprise of 25 spaces including two disabled car parking bays. In order to achieve greater canopy coverage within the car park, it will be requested that two of these spaces be removed to allow for landscape outstands with canopy trees. The Applicant has agreed to this change and the patron and staff numbers have been amended to reflect this. As such the proposal will ultimately feature 23 spaces including two disabled spaces.

- A 1 metre landscape buffer is provided between the car park and the northern property boundary. A 1.6 metre buffer is provided between the car park and the western boundary with the exception of the turning area at the end of the aisle.

  Refer to **Appendix 3** for plans of the proposal.

Planning Controls

Zone	(Clause 32.08 – General Residential Zone)	A Planning permit is required for both the use and the development of the land for a childcare centre
Particular Provisions	(Clause 52.06 – Car Parking)	The provision requires 0.22 car parking spaces per child. Based on the provision a total of 23 car parking spaces would be required. The proposal complies with the requirement.

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.

Is the land of Cultural Heritage Sensitivity?

The land is not considered to be of aboriginal cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2018*.

2. Council and Wellbeing Plan Reference and Policy Reference

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

3. A 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.*2 Health and Community Services are accessible locally.*

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application

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

The grounds of objection may be summarised as follows:

- The ungated car park will allow for loitering and dumping of rubbish at night which will have adverse impacts on the amenity of the area.
- Noise from the use early in the morning (including staff arriving, bins being collected etc.) is unsuitable for a residential area.
- Negative impact on the surrounding road network. The use will generate additional traffic on local streets.
- 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.

- Adverse impacts from the car park including noise, pollution (air and runoff), urban heat island effect and safety (vehicles driving through fences etc.).
- Impact of the car park on the neighbourhood character of the area.
- Impact of the built form in terms of height, materials and colours on the neighbourhood character of the area.
- The development of a commercial use (child care centre) in a residential area (General Residential Zone)
- The owners of the property outlined on the application form have since changed.
- There is an abundance of child care centres in the area.
- The number of children proposed is excessive.
- Car park access causing conflict with driveway on opposite side of the road.
- Sleep disruption during the day for those who work at night.
- Security lighting impacting adjoining properties.
- Smell from bins impacting on the amenity of the area.
- Other uses occurring on weekends when child care centre is not operating.
- Impact on the amenity of the area whilst construction works are taking place.
- Impact on property values.
- Easement missing on the plans.

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

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:

Department/Authority	Response
Infrastructure Planning (Including Traffic and Transport)	Comments raised on initial referral addressed. Updated response detailed no objections subject to conditions.
City Design	Several internal discussions were had with Urban Designers within the City Design team and a meeting was held with the applicant, Councils Urban Designer and the Council Planner. Urban Design issues were addressed as part of the applicants response to Council Officers Request for Further Information.
Waste Services	No objections subject to conditions.
Department of Transport and Planning	No objection.

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 and the Department of Transport and Planning (DTP). 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 polices of the Melton Planning Scheme. An assessment of these key areas is provided as follows:

Is the use suitable in a residential area?

It is considered that a child care centre meets a residential need and that the siting of a child care centre in a residential area is not unreasonable. As stated by the 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:

... 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.

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:

- Story House Early Learning (Childcare Centre) approximately 200 metres to the west of the site at the end of Church Street (25 O'Neills Road - corner of O'Neills and Oldershaws Road). – Planning Permit PA2018/6106/2.
- The Look Orthodontics Melton (Medical centre) approximately 170 metres to the south west on the corner of O'Neills Road and Unitt Street (6 O'Neills Road). – Planning Permit PA2020/7168/1
- St Dominic's Primary School approximately 320 metres to the east of the site on Church Street
- Robin Street Medical Centre approximately 500 metres to the north west of the site at 4 Robin Street, Melton. Planning Permit - PA 2015/4776/1.

In addition, and in line with a previous decision of Council, 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 Church Street 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 St Dominic's Primary School.

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

The proposed development in 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. Given the width of Church Street and Gladstone Grove and the availability of on street car parking spots, the proposed use is not anticipated to result in any unreasonable congestion. Although unlikely, if any issues should arise, Council has the option to enforce permit only parking or "No parking"/"No standing" restrictions on nearby streets. Furthermore, given the location of the site in close vicinity to the Melton Town Centre, public transport and shared paths it is also likely that patrons/employees will either cycle or walk to the site.

Council's Traffic Engineers have not raised any concerns regarding the impact of the use on the surrounding road network. Church Street is a wide east-west connector road which is capable of facilitating the additional vehicle movements the use will generate. Any vehicles accessing the site via Gladstone Grove will likely be local residents due to the layout of the streets to the north having limited or less convenient links to main roads. 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, planning permit conditions have been applied which will require acoustic fencing on property boundaries and the submission of an acoustic report prepared by a suitably qualified acoustic engineer. The condition will also require all recommendations of the acoustic report to be implemented to the satisfaction of Council. As outlined 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.

In addition and as outlined above in previous VCAT decisions, 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 5 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 child care centre meets the intent of these policies. The built form has been designed and critiqued by Council Officers to ensure it generally respects the surrounding residential area. The proposed building is sited to meet the prevailing front street setback along Church Street, and to meet minimum ResCode requirements for a side setback (setback to Gladstone Grove). The pitched roof form has also been requested to better align with the prevailing character of the surrounding area.

The car park has also been sited at the rear of the site to allow for the front setback to be landscaped in accordance with surrounding properties. The backyard of the existing dwelling is currently fenced and provides no activation or interaction with the street. The proposed design locates the car park in this rear area however provides extensive landscaping both on the interface with Gladstone Grove and within the car park to provide screening and to maintain the green and leafy character of the area. 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.

It is acknowledged that the design currently poses some concerns to objectors in terms of safety, in particular loitering and dumping of rubbish in the car park at night. To address this concern a condition will be applied to the permit requiring the car park to be enclosed with a permeable 1.8-metre-high picket fence with lockable gate to ensure the car park can be secured after hours. This will also ensure that the design contributes to community safety as outlined throughout Clause 15 of the Melton Planning Scheme.

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. The use will operate during an appropriate timeframe and conditions on the permit and in particular recommendations from the required acoustic report will ensure that the use does not result in any unreasonable outcomes.

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 on Church Street which is a key east-west connector street linking Palmerston Street and O'Neills Road which both run through the heart of the Melton Town Centre. The site is located just one street to the north of Unitt Street which is situated within the Melton Town Centre. The site can easily be accessed from the town centre via O'Neills Road and Palmerston Street, as well as on foot via the Lindsay Court footpath. There is also good access to the site from the wider Melton area via bus routes which run along O'Neills Road and Palmerston Street linking the wider Melton Township to the Town centre. 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 St Dominic's Primary School and Melton 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 20 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 of the Melton Planning Scheme, 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 105 children on site at any one time. Based on 105 children, 23 car parking spaces will be required. The proposal features a car park with 23 car parking spaces (including 2 disabled spaces). The proposal is therefore considered to meet the requirements of Clause 52.06 of the Melton Planning Scheme.

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.

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 close proximity to a Major Town Centre which features extensive transport, and as it is on a key east-west connector road.

6. Options

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

7. Conclusion

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

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

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

LIST OF APPENDICES

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

No:	PA 2023/8234/1
Address:	48-50 Church Street Melton Vic 3337
Proposal:	Use and development of the land for the purpose of a Childcare Centre with associated landscaping and car park.
Ward:	Coburn



Subject Site

Objections

14/03/2024

N

No:	PA 2023/8234/1
Address:	48-50 Church Street Melton Vic 3337
Proposal:	Use and development of the land for the purpose of a Childcare Centre with associated landscaping and car park.
Ward:	Coburn



Subject Site	14/03/2024	N

Appendix 2 – Site Photos



View of Subject Site from Church Street (South) – 14 March 2024



View of Opposite Side of Church Street to Subject Site – 14 March 2024



Gladstone Grove Frontage of Subject Site (Car Park Location) – 14 March 2024



Opposite Side of Gladstone Grove from Subject Site - 14 March 2024



Church Street Looking West Towards Existing Childcare Centre on O'Neills Road – 14 March 2024



Church Street Looking East Towards Palmerston Street – 14 March 2024



Lindsay Court and Footpath Directly opposite Site Linking Church Street to Unitt Street in Town Centre – 14 March 2024



Adjoining Property (52-54 Church Street) – 14 March 2024



Front Corner of Subject Site Viewed from Eastern Corner of Gladsome Grove and Church Street Intersection – 14 March 2024



View of Subject Site and property to the North on Gladstone Grove – 14 March 2024



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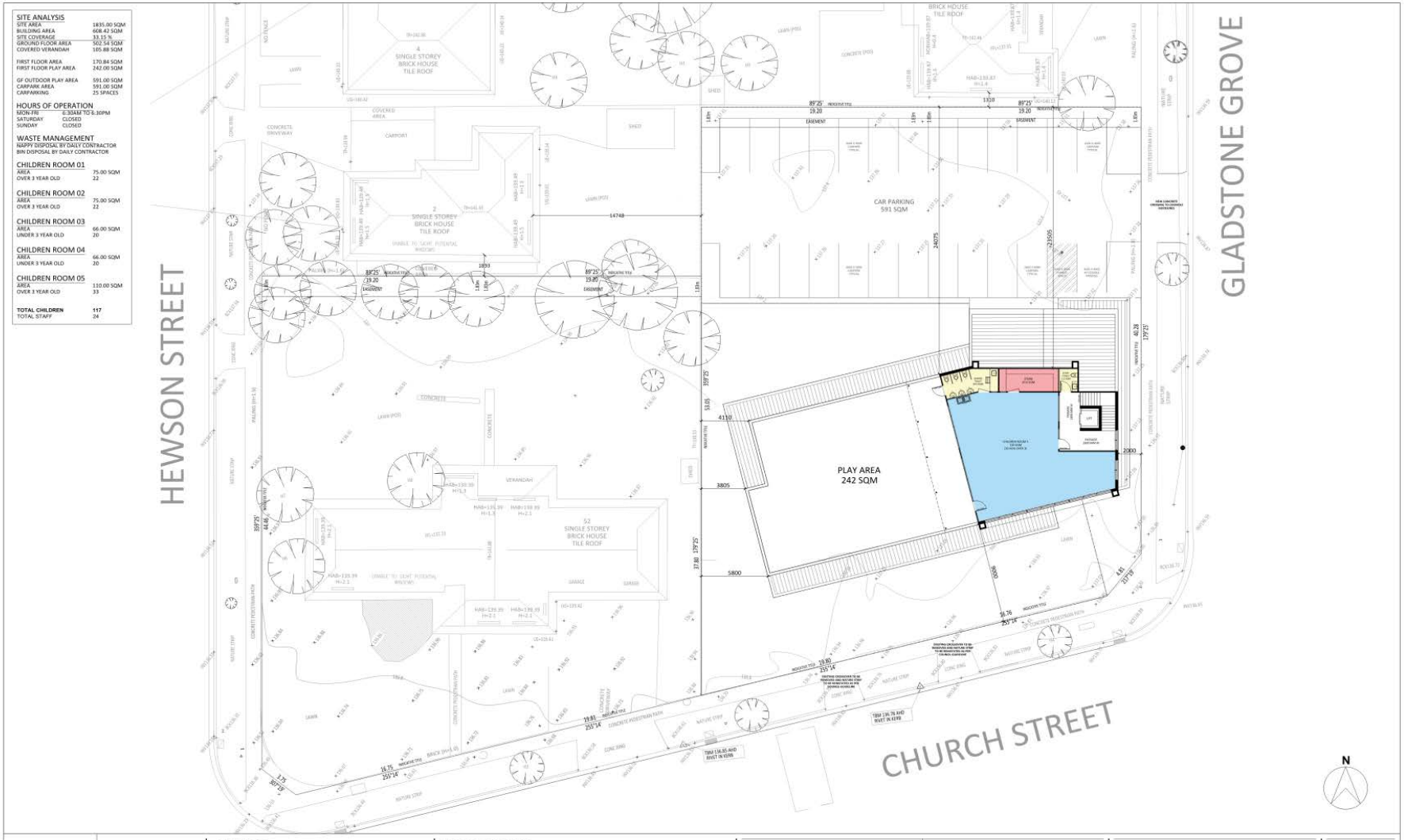
HOUSE:		**FACADE:**	
CLIENT NAME:			
SITE ADDRESS:	48 CHURCH ST MELTON VIC 3337		
DRAWING:	**NEIGHBORHOOD PLAN**		

DATE:	**10.10.2023**
SCALE:	**1:200 @ A1**
DRAWN:	**AJ**
CHECKED:	**GD**
JOB NO:	

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Version: 1, Version Date: 02/11/2023


SITE ANALYSIS
SITE AREA 1835.00 SQM
BUILDING AREA 608.42 SQM
SITE COVERAGE 33.15 %
GROUND FLOOR AREA 502.54 SQM
COVERED VERANDAH 105.88 SQM
FIRST FLOOR AREA 170.84 SQM
FIRST FLOOR PLAY AREA 242.00 SQM
GF OUTDOOR PLAY AREA 591.00 SQM
CARPARK AREA 591.00 SQM
CARPARKING 25 SPACES
HOURS OF OPERATION
MON-FRI 6:30AM TO 6:30PM
SATURDAY CLOSED
SUNDAY CLOSED
WASTE MANAGEMENT
NAPPY DISPOSAL BY DAILY CONTRACTOR
BIN DISPOSAL BY DAILY CONTRACTOR
CHILDREN ROOM 01
AREA 75.00 SQM
OVER 3 YEAR OLD 22
CHILDREN ROOM 02
AREA 75.00 SQM
OVER 3 YEAR OLD 22
CHILDREN ROOM 03
AREA 66.00 SQM
UNDER 3 YEAR OLD 20
CHILDREN ROOM 04
AREA 66.00 SQM
UNDER 3 YEAR OLD 20
CHILDREN ROOM 05
AREA 110.00 SQM
OVER 3 YEAR OLD 33
TOTAL CHILDREN 117
TOTAL STAFF 24
HEWSON STREET
GLADSTONE GROVE
CHURCH STREET
CAR PARKING 591 SQM
PLAY AREA 591 SQM
N
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CLIENT NAME:
SITE ADDRESS: 48 CHURCH ST MELTON VIC 3337
DRAWING: PROPOSED SITE LAYOUT PLAN
DATE: 10.10.2023
SCALE: 1:150 @ A1
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SITE ANALYSIS
SITE AREA 1835.00 SQM
BUILDING AREA 608.42 SQM
SITE COVERAGE 33.15 %
GROUND FLOOR AREA 502.54 SQM
COVERED VERANDAH 105.88 SQM
FIRST FLOOR AREA 170.84 SQM
FIRST FLOOR PLAY AREA 242.00 SQM
GF OUTDOOR PLAY AREA 591.00 SQM
CARPARK AREA 591.00 SQM
CARPARKING 25 SPACES
HOURS OF OPERATION
MON-FRI 6:30AM TO 6:30PM
SATURDAY CLOSED
SUNDAY CLOSED
WASTE MANAGEMENT
NAPPY DISPOSAL BY DAILY CONTRACTOR
BIN DISPOSAL BY DAILY CONTRACTOR
CHILDREN ROOM 01
AREA 75.00 SQM
OVER 3 YEAR OLD 22
CHILDREN ROOM 02
AREA 75.00 SQM
OVER 3 YEAR OLD 22
CHILDREN ROOM 03
AREA 66.00 SQM
UNDER 3 YEAR OLD 20
CHILDREN ROOM 04
AREA 66.00 SQM
UNDER 3 YEAR OLD 20
CHILDREN ROOM 05
AREA 110.00 SQM
OVER 3 YEAR OLD 33
TOTAL CHILDREN 117
TOTAL STAFF 24
HEWSON STREET
GLADSTONE GROVE
CHURCH STREET
CAR PARKING 591 SQM
PLAY AREA 242 SQM
SINGLE STOREY BRICK HOUSE TILE ROOF
N
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CLIENT NAME:
SITE ADDRESS: 48 CHURCH ST MELTON VIC 3337
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SITE ADDRESS:	48 CHURCH ST MELTON VIC 3337		
DRAWING:	**ROOF PLAN**		

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Exterior Finishes
Brand/ Manufacturer
Colour
Swatch
Roof
Colorbond
woodland grey
Gutter
Colorbond
woodland grey
Fascia
Colorbond
woodland grey
Window and Door Frames
Colorbond
monument
Render Finish 1
Colorbond
monument
Render Finish 2
Colorbond
Shale Grey
Render Finish 3
Dulux colour
dandelion yellow
Timber look cladding
Merbau
Timber look cladding 2
Classic Cedar
Timber look cladding 3
Powdercoated Fence & Gate
Colorbond
woodland grey
CHILDCARE NAME
EAST ELEVATION (GLADSTONE GROVE)
NORTH ELEVATION
WEST ELEVATION
SOUTH ELEVATION (CHURCH ST)
STREETSCAPE ELEVATION (HEWSON STREET)
STREETSCAPE ELEVATION(CHURCH STREET)
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CLIENT NAME:
SITE ADDRESS: 48 CHURCH ST MELTON VIC 3337
DRAWING: CHILDCARE ELEVATIONS
DATE: 10.10.2023
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HOUSE:		FACADE:	
CLIENT NAME:			
SITE ADDRESS:	48 CHURCH ST MELTON VIC 3337		
DRAWING:	**RENDER VIEW**		

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HOUSE:		FACADE:	
CLIENT NAME:			
SITE ADDRESS:	48 CHURCH ST MELTON VIC 3337		
DRAWING:	**RENDER VIEW**		

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DRG # **06**

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SIGNED.....DATE.....
SIGNED.....DATE.....
HOUSE:
FACADE:
CLIENT NAME:
SITE ADDRESS: 48 CHURCH ST MELTON VIC 3337
DRAWING: RENDER VIEW
DATE: 10.10.2023
SCALE: 1:100 @ A1
DRAWN: AJ
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HOUSE:	FACADE:	DATE:	10.10.2023
CLIENT NAME:		SCALE:	1:100 @ A1
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SIGNED.....DATE.....

HOUSE:	FACADE:
CLIENT NAME:	
SITE ADDRESS:	48 CHURCH ST MELTON VIC 3337
DRAWING:	**RENDER VIEW**

DATE:	10.10.2023
SCALE:	1:100 @ A1
DRAWN:	AJ
CHECKED:	GD
JOB NO:	

DRG # **09**

Document Set ID: 9849251
Version: 1, Version Date: 02/11/2023

Appendix 4 – Assessment against relevant Planning Scheme controls

Planning Scheme Reference	***Assessment***
Purpose and Vision	
Clause 02.03-1 – Settlement – Established Areas	This policy seeks to: Manage the impacts of significant population growth on established areas, including pressures on existing transport and community infrastructure. Support development that is innovative, accessible and site responsive. Assessment: 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 Melton 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).
Clause 02.03-5 – Built Environment and Heritage – Building and Urban Design	This policy seeks to: • 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. Assessment: The proposed built form is considered 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. 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.

Clause 02.03-5 – Built Environment and Heritage – Neighborhood Character	This policy seeks to: • Create places that enhance a sense of place. • Support developments in established areas that respond and positively contribute to the preferred neighbourhood character. Assessment: The building has been sited to align with existing dwellings in the surrounding area. 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.
State Planning Policy Framework	
Clause 11 - Settlement	This policy aims to as far as practicable contribute to: • 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. 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. Assessment: 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 will be required, and acoustic fencing on all boundaries 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 with the surrounding area given it will serve the local community and is not anticipated to result in any unreasonable amenity impacts.
11.03-1R - Activity centres - Metropolitan Melbourne	This policy seeks to locate education, health and community facilities that meet local needs in or around Activity Centres. Assessment The subject site is located one street to the north of the

	Melton Activity Centre. The site is therefore considered to be on the fringe of the activity centre and as such appropriately located. The site is easily accessible from the center of the activity Centre via Palmerston Street and O'Neills Road, and by foot via Lindsay Court. The site is also accessible from the wider area via bus routes on O'Neills Road and Palmerston Street.
Clause 13.05-1S – Noise Abatement	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. Assessment Conditions will be applied requiring acoustic fencing and an acoustic report 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.
13.06 – 1S – Air Quality Management	This policy seeks to protect air quality and amenity of sensitive uses including dwellings wherever possible. Assessment: 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 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	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. Assessment: 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.

Clause 15 – Built Environment and Heritage	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. Assessment 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 contemporary and sympathetic to the prevailing character of the area. The proposal will provide a service which will support the local community.
Clause 15.01-1S – Urban Design	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. Assessment 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.
Clause 15.01-5S - Neighbourhood character	This policy seeks to support development that respects the existing neighbourhood character or contributes to a preferred neighbourhood character. Assessment. 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.

Clause 17.01-1S - Diversified economy	This policy aims to facilitate the development of a range of employment sectors and to do so in areas closer to where people live. Assessment The proposal will facilitate local employment for 20 people in an area with extensive accommodation and strong transport links to the wider area.
Clause 17.02-2S – Out of centre Development	Give preference to locations in or on the border of an activity centre for expansion of single use retail, commercial and recreational facilities. Assessment The site is considered to be on the border of the Melton Town Centre. A such although the site is in a predominantly residential area, it is located in close proximity to a town centre which will ensure that the use is both accessible to nearby residents and the wider area through public transport links to the Melton Town Centre.
Clause 19.02-2S – Education Facilities	This clause seeks to *"assist the integration of education and early childhood facilities with local and regional communities."* Relevant strategies of this clause include: 1. Locate child care, 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). 4. Ensure streets and accessways adjoining education and early childhood facilities are designed to encourage safe bicycle and pedestrian access. Assessment 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. 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. Church Street and Gladstone Grove both feature footpaths and there is a shared path on the opposite side of Church Street. As such the site is well connected to cycling and pedestrian infrastructure.
Zone	
32.08 – General Residential Zone	The purpose of this 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.* <u>Assessment</u> 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 Major Town Centre which features extensive transport, and on a key east-west road.

Particular Provisions	
Clause 52.06 – Car parking	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. The proposal has been revised and will now only be seeking approval for 105 children (this will be a condition of the permit). <u>Assessment:</u> Based on 105 children, 23 car parking spaces will be required. Once additional landscaping is provided, the car park will feature 23 spaces including 2 disabled spaces. 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.
General Provisions	
Clause 65 - Decision Guidelines	The provision outlines that *"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."* The provision outlines that before deciding on an application the responsible authority must consider amongst other things: • *The Municipal Planning Strategy and the Planning Policy Framework.* • *The purpose of the zone, overlay, or other provision. Any matter required to be considered in the zone, overlay, or other provision.* • *The orderly planning of the area.* • *The effect on the environment, human health, and amenity of the area.* <u>Assessment:</u> As outlined above, the proposal is consistent with the decision guidelines under this clause.

Appendix 5 – Response to Objections

Objection	***Comment***
The ungated car park will allow for loitering and dumping of rubbish at night which will have adverse impacts on the amenity of the area.	The car park currently is not shown to be gated. Although there is no specific requirement in the Melton Planning Scheme that car parks need to be gated or inaccessible outside of operating hours, the concerns raised by objectors are reasonable and as such it is considered acceptable that a condition be applied requiring the car park to be gated and secured outside of operating hours. This will limit the possibility of anti-social behaviour occurring in the car park which would negatively impact on the amenity of neighbours.
Noise from the use early in the morning (including staff arriving, bins being collected etc.) is unsuitable for a residential area	The proposal seeks to operate between the hours of 6:30am to 6:30pm Monday to Friday Child care centres opening at 6:30am is not unusual given parents/guardians need to drop children off before or on their way to work. It is acknowledged that some noise will be generated at pick up and drop off times in terms of vehicle noise, people taking etc. This however can be reduced through acoustic fencing and other recommendations of an acoustic report. Regardless of any planning permit conditions, the use will still have to abide by EPA requirements in terms of noise. In terms of staff arriving prior to 6:30am and bin collection, this is not anticipated to generate unreasonable noise in a residential area. Bins are already collected early in the morning throughout the municipality and as such should this occur, it will not be anything new for the area. Furthermore, staff arriving will only create noise in terms of engine noise. This is not uncommon in a residential area where people starting cars and leaving early in the morning is common place during a work week.

Negative impact on the surrounding road network. The use will generate additional traffic on local streets	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 the Melton Town Centre and on Church Street which is a key east-west road connecting O'Neills Road and Palmerston Street which are two of the main roads in the Melton Town Centre. Medical Centres are not uncommon in the General Residential Zone were on key through roads. No concerns have been raised by Council' Traffic Team about the location of the site on Church Street.
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 proposed childcare centre will provide the required number of spaces under Clause 52.06 – Car Parking of the Melton Planning Scheme (0.22spaces per child). This rate has been set by the state government and is applied to all child care centres. Council did however question why so many staff were required for the use. The applicant has referred back to the Department of Education requirements for staffing based on children numbers and ages. After the required changes are made to the car park, 23 spaces will be provided. The applicant has also agreed to a cap of 20 staff. Assuming each staff member drives, three spaces will be available on-site. In reality however, given the proximity of the site to public transport, cycling and walking infrastructure, and the likelihood of car pooling or staff being dropped off, it is not guaranteed that 20 staff will parkin the car park each day. 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. 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 a occurrence would occur.
Adverse impacts from the car park including noise, pollution (air and runoff), urban heat island effect and safety (vehicles driving through fences etc.)	<u>Noise</u> It is acknowledged that some noise will be generated from the car park in terms of vehicle engines, car doors and people speaking. Furthermore, children will make some noise in particular when in the outside play areas. To help address this concern, acoustic fencing will be required to limit noise impacting adjoining properties. An acoustic report will also be required which will outline in more detail the type of treatments required to the built form to reduce noise being emitted. Furthermore, the report can outline methods to keep noise levels from children playing to a minimum including limiting the number of children outside at any given time. Ultimately the noise of children playing in a residential area is not unreasonable provided noise can be managed so that it does not become excessive as per EPA guidelines. <u>Pollution</u> As outlined above, vehicle engines are not anticipated to be running for considerable amount of times during operating hours. Fencing landscaping including canopy tree planting will help reduce emissions spilling onto adjoining properties. Pollution such as oil in runoff from the car park will be treated as part of the car park drainage system. The car park will be sealed which will ensure oil etc. from vehicles will infiltrate the soil. <u>Urban Heat Island Effect</u> Permit conditions will require the applicant to update plans to provide landscape outstands with canopy tree planting to provide shade to the car park but also combat the urban heat island effect. Council officers are satisfied that an appropriate level of canopy tree planting will be provided. The specifics of the trees will be detailed on landscape plans

	which will be a condition of any permit issued. <u>Safety</u> As discussed above, gates will be required to limit access to the car park outside hours. 150mm high kerbs will be required within the car park to minimise the possibility of vehicles crashing through landscaping and boundary fencing. A 1 metre landscape trip has also been created to provide a buffer between the car park and fencing. It is not possible to completely eliminate the possibility of accidents in the car park, however given the above and as it is a low speed environment, the likelihood of any major accident is low.
Impact of the car park on the neighbourhood character of the area	It is acknowledged that car parks can have a negative impact on the amenity of an area, and this is why it was requested that the applicant provide the car park at the rear of the site as proposed rather than at the front of the site. The car park has been designed to incorporate landscaping and in particular a 3 metre landscape buffer along the Gladstone Grove frontage to soften the car park and screen it from view. Considering this frontage previously consisted of a paling fence, a suitable outcome is considered to have been reached.
Impact of the built form in terms of height, materials and colours on the neighbourhood character of the area.	The proposed built form is considered to be appropriate noting it is not a residential development. Double storey built form and buildings of the proposed height are permitted in residential areas and are commonplace throughout the municipality. The proposal has been sited to ensure prevailing setbacks are respected and ample landscaping is provided. A pitched roof has also been proposed to help the design fit in with the prevailing neighbourhood character. The use is commercial and as such it is not reasonable to expect the built form to reflect a dwelling. It is noted that some of the colours proposed are quite bright and inconsistent with prevailing colour, it will be requested that some of the colours including dandelion yellow be replaced with a more muted tone.

The development of a commercial use (child care centre) in a residential area (General Residential Zone)	Although a child care centre is a commercial type use, it is not prohibited in the General Residential Zone. As such a permit can be issued if a suitable proposal is made. The General Residential Zone allows for educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations. Childcare centres are not uncommon in Residential areas and in this case the location is deemed appropriate. The site is on a key east-west road and is located just one street to the north of the Melton Town Centre. The childcare centre will serve a local community need and it is considered that any adverse impacts can adequately be addressed through conditions of a planning permit.
The owners of the property outlined on the application form have since changed.	This is not considered relevant given planning permits apply to land rather than individuals. In any case the application form only requires the consent of the landowner to lodge the application. This has been obtained.
There is an abundance of child care centres in the area.	Whether or not there is a demand for an additional child care centre 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.
The number of children proposed is excessive	The applicant has agreed to a reduction in the number of children to 105. This number is considered to generally align with other child care centres in residential areas throughout Melton. Ultimately the suitability of the number will be determined based on the ability of the proposal to accommodate car parking, minimise any traffic related impacts and appropriately contain noise emissions. It is considered that this has been achieved and as such the number is suitable.
Car park access causing conflict with driveway on opposite side of the road.	The proposed accessway for the car park will be situated opposite an existing crossover on Gladstone Grove. The siting of crossovers opposite each other is not unusual. There are numerous example of this occurring along Gladstone Grove and Church Street. It is acknowledged that the

	child care centre will generate more traffic movements than the standard residential dwelling. That being said this will only occur at the start and end of the day as employees come and for and guardians pick up and drop off their children. As such for the majority of the day, only limited traffic movements will occur from the prosed crossover. Overall, the siting of the crossover in the proposed location is deemed acceptable.
Sleep disruption during the day for those who work at night.	Although it is acknowledged that the child care centre will result in some noise emissions whilst in operation, it will still need to comply with all relevant EPA requirements. More relaxed noise restrictions already apply to residential areas during the day and as such it is not reasonable to expect the same level of noise emissions in a residential area during the days you would during the night.
Security lighting impacting adjoining properties.	The specifics of lighting are not generally considered as part of a planning application. Regardless of this, a standard condition is applied requiring lighting to be baffled to ensure it does not impact on the amenity of surrounding properties.
Smell from bins impacting on the amenity of the area.	A Waste Management Plan will be required as part of the application. The applicant has advised as part of their report that they are committed to having bins collected regularly to address any concerns about smells.
Other uses occurring on weekends when child care centre is not operating	The application is for a child care centre. No other uses are proposed on weekends. There are certain uses which would not require a planning permit in a residential zone, however anything which would require a planning permit would involve notification to adjoining neighbours.
Impact on the amenity of the area whilst construction works are taking place	A standard condition will be applied to this permit requiring amenity impacts during construction to be managed to the satisfaction of Council. This will include noise, dust, smell vibration etc.
Impact on property values	This is not a relevant planning consideration. Property values are impacted by a wide range of factors.
Easement missing on the plans	This has been noted and will be required to be addressed as part of amended plans. The easement was shown on earlier iterations on plan however was omitted on the most recent version. The easement will have no

	impact on the development given the setbacks proposed.

Appendix 6 – Proposed Conditions

Permit Preamble:	Use and development of the land for the purpose of a Childcare Centre with associated landscaping and car park in accordance with the endorsed plans
Permit Address:	48-50 Church Street, Melton.
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 easement running along the western boundary of the property.

   (b) The street trees on all boundaries must be accurately presented on the plans with clearances to crossovers provided.

   (c) Car Parking Space 6 and 18 converted to landscape outstands featuring canopy trees.

   (d) Notations on the plans updated to reflect the revised number of car parking spaces, maximum number of children on site at any one time and staff numbers.

   (e) The on-site detention system/drainage plans.

   (f) The two disabled bays and shared area increased to 5.4m to meet the standard drawing for a disabled space.

   (g) The building moved a maximum of half a metre to the south to allow for the extension of the disabled car parking bays.

   (h) The height of the walls enclosing the rooftop play area shown to be a minimum of 1.7 metres in height above the finished floor level of the first floor.

   (i) Plans updated to reflect revised children and staff numbers Any noise mitigation measures required by Condition 3.

   (j) Acoustic fencing applied to the entirety of the northern and western Title boundaries.

   (k) The rear of the site including the car park enclosed by a 1.8 meter high black picket fence on the western and southern boundaries with a lockable gate at the entrance.

   (l) The materials and colours schedule updated to replace dandelion yellow with a more muted tone.

   (m) Any recommendations/changes required by the acoustic report detailed in condition 3.

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.

3. Before the development commences, a report prepared by a suitably qualified acoustic consultant must be submitted to the satisfaction of the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The report must detail recommendations with respect to the provision of glazing of windows and acoustic fences around the property boundary to mitigate the emission of noise from the site. The report should also feature recommendations to minimise noise form outdoor play areas. The measures to be taken must be documented on the plans to be endorsed, to the satisfaction of the Responsible Authority.

4. Measures outlined in the endorsed acoustic report must be implemented and maintained to the satisfaction of Council. All required works must be completed prior to the commencement of the use.

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

6. 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.

7. No more than 105 children may be present on the premises at any one time without the further written consent of the Responsible Authority.

8. No more than 20 staff may be present on the premises at any one time without the further written consent of the Responsible Authority.

9. 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

10. The car park must be secured and locked when the use is not in operation to ensure it is not accessible.

11. Prior to the commencement of the use hereby approved, Lot 265 and Lot 266 on LP: 57834 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 12-23

12. Prior to the commencement of works, engineering 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 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.

13. 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.

14. 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).

15. 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.

16. All disused or redundant vehicle crossings must be removed and the area reinstated to kerb and channel to the satisfaction of the Responsible Authority.

17. All pedestrian access to buildings must be designed and constructed to comply with the Disability discrimination Act

18. The amount of hydrocarbon and other oil based contaminants discharged to Council drains must not exceed 5 parts per million.

19. 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.

20. 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 driveway onto the footpath.

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.

12.5 PLANNING APPLICATION PA 2023/8235 - USE AND DEVELOPMENT OF LAND FOR THE PURPOSE OF A MEDICAL CENTRE WITH ASSOCIATED LANDSCAPING AND CAR PARKING AT 52-54 CHURCH STREET, MELTON

Author: David Bond - Development Planner
Presenter: Blake Angus – Manager City Growth and Development

Cr Ramsey departed the Chamber at 7.59pm.

Cr Ramsey returned to the Chamber at 8:01pm.

PURPOSE OF REPORT

To consider and determine the planning application for the Use and development of land for the purpose of a Medical Centre with associated landscaping and car parking at 52-54 Church Street, Melton.

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 Turner/Shannon.

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, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

REPORT

1. Background

Executive Summary

Applicant:	G.D Design Consultants Pty.Ltd.
Proposal:	Use and Development of a Medical Centre
Existing Land Use:	Existing Single Storey dwelling
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 medical 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. 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 has an area of 1631.82m² and is located on the north eastern corner of Church and Hewson Streets in Melton. Other features of the site are as follows:

- The site is irregular in shape, relatively flat and developed with a large single storey brick dwelling with concrete tile roof and associated landscaping.
- The site is predominantly accessed via a double crossover on the Church Street frontage, however there is also a second single crossover onto Hewson Street.
- A fire hydrant is located in the southern portion of the Hewson Street frontage, whilst two street trees are located on the Church Street frontage.
- A 6 foot (1.83m) wide drainage and sewerage easement runs along the northern (rear) boundary of the lot.

The surrounding area can generally be characterised as an established residential area consisting of predominantly single storey brick dwellings with associated outbuildings. The land to the south of Church Street is zoned Residential Growth Zone and as such is undergoing change through the development of additional dwellings to the rear of existing dwellings, and townhouse developments. The Melton Town Centre is located one street to the south of the site.

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 purpose of a Medical Centre with associated landscaping and car parking at 52-54 Church Street, Melton.

The proposed development is summarised as follows:

- A maximum of 6 practitioners will operate out of the site at any one time. Upwards of 6 practitioners may however be employed by the use. These practitioners will include general practitioners a dentist, physiotherapist and a nurse.
- The medical centre is proposed to operate between the hours of 8.00am and 7.00pm Monday to Friday and 8.00am to 12.00pm on Saturday and Sunday.
- The existing building will be demolished and replaced by a new single storey purpose built facility which will comprise of:
    - A waiting area/reception
    - A treatment room
    - 8 consulting rooms (only six will be occupied at one time)
    - Toilets
- The building will be orientated to face Church Street and will retain setbacks generally consistent with the previous building and in line with the character of the area.

- Externally, the building will be finished in a combination of brickwork, render weatherboard cladding and will feature a colorbond roof on a 22.5' pitch. Windows and doors will feature aluminium frames.
- A sealed and line marked car park will be located to the rear of the building and will be accessed off Hewson Street. The car park will comprise of 22 spaces including one disabled car parking bay.

Refer to **Appendix 3** for plans of the proposal

Planning Controls

Zone	(Clause 32.08 – General Residential Zone)	A Planning permit is required for both the use and the development of the land for a medical centre
Particular Provisions	(Clause 52.06 – Car Parking)	The provision requires 5 car parking spaces to the first practitioner and three to each additional practitioner. Based on the provision a total of 22 car parking spaces would be required. The proposal complies with the requirement.

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.

Is the land of Cultural Heritage Sensitivity?

The land is not considered to be of aboriginal cultural heritage sensitivity under the *Aboriginal Heritage Regulations 2018*.

2. Council and Wellbeing Plan Reference and Policy Reference

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

3. A 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.*2 Health and Community Services are accessible locally.*

3. Financial Considerations

No Council related financial considerations are involved with the application.

4. Consultation/Public Submissions

Public notification of the application

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

The Grounds of Objection can be summarised as follows:

- The ungated car park will allow for loitering and dumping of rubbish at night which will have adverse impacts on the amenity of the area.
- The proposed hours of operation are excessive given the site is located in a residential area. In particular the closing times for the use are too late.
- Negative impact on the surrounding road network. The use will generate additional traffic on local streets, will increase on-street car parking and may block emergency vehicles accessing properties.
- Adverse impacts from the car park including noise, pollution (air and runoff), headlight glare, urban heat island effect and safety (vehicles driving through fences etc.)
- Impact of the car park on the neighbourhood character of the area.
- The development of a commercial use (medical centre) in a residential area (General Residential Zone).
- The owners of the property outlined on the application form have since changed.
- There is an abundance of Medical Centres in the area.

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

Referral of the application
The application was referred to a number of Council Departments for comment and advice as detailed in the below Table.

The application has been referred internally to the following departments for comment:

Department	Response
Infrastructure Planning (Inc Traffic and Transport	Comments raised on initial referral addressed. Updated response detailed no objections subject to conditions.
City Design	Several internal discussions were had with Urban Designers within the City Design team and a meeting was held with the applicant, Councils Urban Designer and the Council Planner. Urban Design issues were addressed as part of the applicants response to Council Officers Request for Further Information.

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 polices of the Melton Planning Scheme. An assessment of these three key areas is provided as follows:

Is the use suitable in a residential area?

A medical centre is a commercial type use which serves a residential/community need. As such it is not uncommon to find appropriately sited and designed medical centres amongst residential areas of the municipality. In the General Residential Zone, a planning permit is not required for a medical centre subject to the following conditions:

- The gross floor area of all buildings must not exceed 250 square metres.
- Must not require a permit under Clause 52.06-3.

- The site must adjoin, or have access to, a road in a Transport Zone 2 or a Transport Zone 3.

In this case, a permit is not required under Clause 52.06-3 of the Melton Planning Scheme however the floor area exceeds 250sqms and neither Church or Hewson Streets are zoned Transport 2 or 3. As such the use requires a planning permit in this instance. Therefore, in general it is not considered that medical centres are incompatible with residential areas. There are numerous examples of medical centres and other non-residential uses nearby in residential zones.

These include but are not limited to:

- Story House Early Learning (Childcare Centre) approximately 200 metres to the west of the site at the end of Church Street (25 O'Neills Road - corner of O'Neills and Oldershaws Road). – Planning Permit PA2018/6106/2.
- The Look Orthodontics Melton (Medical centre) approximately 170 metres to the south west on the corner of O'Neills Road and Unitt Street (6 O'Neills Road). – Planning Permit PA2020/7168/1
- St Dominics Primary School approximately 320 metres to the east of the site on Church Street
- Robin Street Medical Centre approximately 500 metres to the north west of the site at 4 Robin Street, Melton. Planning Permit - PA 2015/4776/1

Council initially raised concerns regarding the scale of the proposal which was originally for 12 practitioners and a double storey building. The applicant has since amended the proposal to cap the number of practitioners on site at any one time to 6 and the built form to a single storey building. This is generally consistent with the medical centre approved by the Victorian Civil and Administrative Tribunal (VCAT) at 129 Brooklyn Road, Brookfield (SRMKD Inv Plus Group Pty Ltd v Melton CC [2022] VCAT 93). The Brooklyn Road site is zoned Neighbourhood Residential Zone which is a more restrictive and protective zone when compared to the General Residential Zone. VCAT issued the permit for a single storey medical centre with a maximum of 6 practitioners on site at any one time and operating hours of Monday to Friday 8:00am to 8:00pm and Saturday and Sunday 8:00am to 12:00pm. The proposal is considered to generally align with this approved use and development. As such the use and development is considered entirely appropriate in the proposed location.

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

The proposed development in not anticipated to result in any unreasonable amenity impacts. The proposed development provides a surplus of car parking given the number of practitioners 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. Given the width of Church and Hewson Streets and the availability of on street car parking spots, the proposed use is not anticipated to result in any unreasonable congestion. Although unlikely, if any issues should arise, Council has the option to enforce permit only parking or "No parking"/"No standing" restrictions on nearby streets. Furthermore, given the location of the site in close vicinity to the Melton Town Centre, public transport and shared paths it is also likely that patrons/employees will either cycle or walk to the site.

Council's Traffic Engineers have not raised any concerns regarding the impact of the use on the surrounding road network. Church Street is a wide east-west connector road which is capable of facilitating the additional vehicle movements the use will generate. Any vehicles accessing the site via Hewson Street will likely be local residents due to the layout of the streets to the north having limited or less convenient links to main roads.

Given the proposed use will operate within a building, the use itself is unlikely to generate any noise greater than what is commonly generated by a residential dwelling. It is however acknowledged that some noise will be generated by the car park through engine noise, car doors opening and closing etc.

To help address this, planning permit conditions have been applied which will require acoustic fencing on property boundaries and the submission of an acoustic report prepared by a suitably qualified acoustic engineer. The condition will also require all recommendations of the acoustic report to be implemented to the satisfaction of Council.

As established above, medical 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 detailed in the response to objections (See Appendix 4), the proposed hours are within the hours of other medical centres in residential areas within the municipality. The use will not operate after midday on weekends and will close by 7pm on weekdays. The use will commence at 7am each day. These hours are deemed acceptable for a residential area. The hours will ensure that the use does not cause sleep disturbance. As detailed above, there are examples of medical centres which operate in residential areas where a planning permit is not required.

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 5 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 medical centre meets the intent of these policies. The built form has been designed and critiqued by Council to ensure it fits in and complements the surrounding residential area. The proposed building is single storey, is sited in the general location of the existing dwelling (which in turn generally aligns with the prevailing setbacks and siting of the area) and features materials and a roof form consistent with the surrounding area. The car park has also been sited at the rear of the site to allow for the front setback to be landscaped in accordance with the prevailing character of the area. The backyard of the existing dwelling is currently fenced and provides no activation or interaction with the street. The proposed design locates the car park in this rear area however provides extensive landscaping both on the interface with Hewson Street and within the car park to provide screening and to maintain the green and leafy character of the area.

It is acknowledged that the design currently poses some concerns to objectors in terms of safety, in particular loitering and dumping of rubbish in the car park at night. To address this concern a condition will be applied to the permit requiring the car park to be enclosed with a permeable 1.8 metre high picket fence with lockable gate to ensure the car park can be secured after hours. This will also ensure that the design contributes to community safety as outlined throughout Clause 15 of the Scheme.

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 adverse noise impacts. Some noise and emissions will be generated by the vehicles in the car park, however this is not considered unreasonable and can be managed by permit conditions.

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 medical centres in accessible locations and in or on the periphery of town centres. The subject site is located on Church Street which is a key east-west connector street linking Palmerston Street and O'Neills Road which both run through the heart of the Melton Town Centre. The site is located just one street to the north of Unitt Street which is situated within the Melton Town Centre. The site can easily be accessed from the town centre via O'Neills Road and Palmerston Street, as well as on foot via the Lindsay Court footpath. There is also good access to the site from the wider Melton area via bus routes which run along O'Neills Road and Palmerston Street linking the wider Melton Township to the Town centre. As such the proposed site is considered to be an appropriate location for a moderate sized medical centre. Patients and employees will able to access the site with relative ease via a variety of modes of transport.

Clause 17.01-1S - Diversified economy aims to facilitate the development of a range of employment sectors including health and to do so in areas closer to where people live. The proposed use will serve a local community need for convenient and accessible health care, whilst also providing employment for upwards of 6 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 of the Melton Planning Scheme, the use of the land for a Medical Centre generates a need for 5 spaces to the first health practitioner and an additional three spaces to each additional practitioner. The proposal seeks approval for a Medical Centre with a maximum of 6 practitioners on site at any one time. Based on 6 practitioners, 20 car parking spaces will be required. The proposal features a car park with 22 car parking spaces (including 1 disabled space). The proposal is therefore considered to meet the requirements of Clause 52.06.

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.

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 approximately located given its close proximity to a Major Town Centre which features extensive transport, and as it is on a key east-west connector road.

6. Options

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

7. Conclusion

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

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

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

LIST OF APPENDICES

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

No:	PA 2023/8235/1
Address:	52-54 Church Street Melton Vic 3337
Proposal:	Use and development of land for the purpose of a Medical Centre with associated landscaping and car parking
Ward:	Coburn



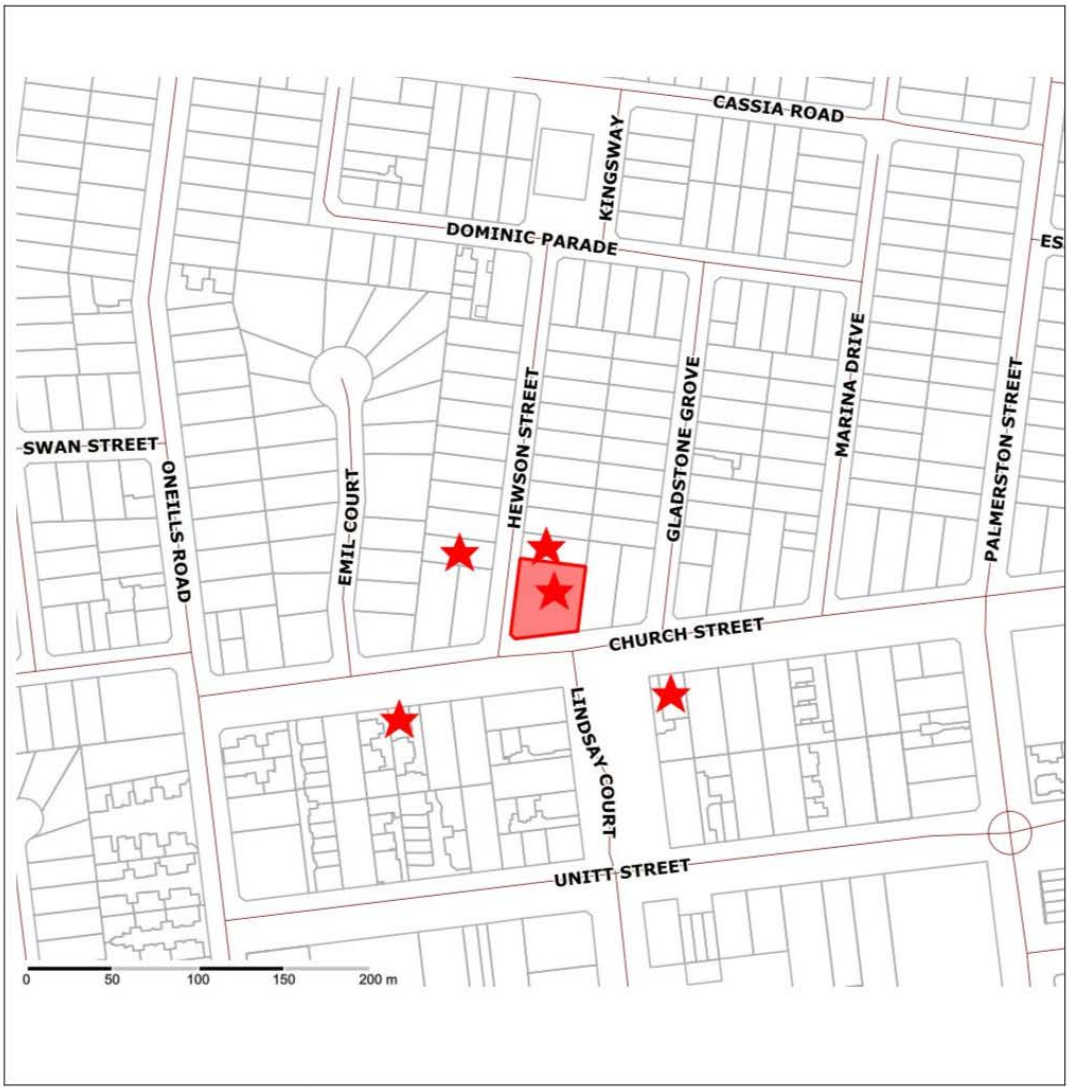
Subject Site	14/03/2024	N

No: PA 2023/8235/1

Address: 52-54 Church Street Melton Vic 3337

Proposal: Use and development of land for the purpose of a Medical Centre with associated landscaping and car parking

Ward: Coburn



Subject Site

Objections

14/03/2024

N

Appendix 2 – Site Photos



View of Subject Site from Church Street (South) – 14 March 2024



View of Opposite Side of Church Street to Subject Site – 14 March 2024



Hewson Drive Frontage of Subject Site (Car Park Location) – 14 March 2024



Opposite Side of Hewson Drive from Subject Site - 14 March 2024



Church Street Looking West Towards Childcare Centre on O'Neills Road – 14 March 2024



Church Street Looking East Towards Palmerston Street – 14 March 2024



Lindsay Court and Footpath Directly opposite Site Linking Church Street to Unitt Street in Town Centre – 14 March 2024



Adjoining Property (48-50 Church Street) – 14 March 2024



Document Set ID: 9392536
Version: 1, Version Date: 01/08/2023


SITE ANALYSIS
SITE AREA 1640.00 SQM
GROUND FLOOR AREA 392.00 SQM
SITE COVERAGE 23.90 %
CARPARK AREA 634.00 SQM
CARPARKING 25 SPACES
TOTAL BUILDING AREA 392.00 SQM
HOURS OF OPERATION
MON-SUN 8:00AM TO 8:00PM
WASTE MANAGEMENT
BY DAILY CONTRACTOR
BIN DISPOSAL BY DAILY CONTRACTOR
TOTAL PRACTITIONERS 6 NOS
TOTAL STAFF 8 NOS.
HEWSON STREET
CARARK 634 SQM
48 SINGLE STOREY BRICK HOUSE TILE ROOF
CARPORT
GARAGE
VERANDAH
CHURCH STREET
TBM 136.78 AHD RIVET IN KERB
TBM 136.85 AHD RIVET IN KERB
SITE LAYOUT PLAN
DRAWING NO: TP 02
ADDRESS: 52 CHURCH ST MELTON VIC 3337
DATE: 28.07.23
SCALE: 1 : 100
DRAWN: MD
CHECKED: GD
REV DATE: C - 21.06.23
GD DESIGN CONSULTANTS
PO Box 7320 Point Cook VIC 3030
T: 1300 GDDESIGN
E: INFO@GDDC.COM.AU
www.gddc.com.au


MATERIAL SCHEDULE
NORTH ELEVATION
SCALE - 1:100
SOUTH ELEVATION (CHURCH ST)
SCALE - 1:100
WEST ELEVATION (HEWSON ST)
SCALE - 1:100
EAST ELEVATION
SCALE - 1:100
STREETSCAPE ELEVATION (HEWSON STREET)
STREETSCAPE ELEVATION(CHURCH STREET)
ELEVATIONS
GD DESIGN CONSULTANTS
CLIENT:
DRAWING NO:
TP 03
ADDRESS:
52 CHURCH ST MELTON
VIC 3337
DATE: 28.07.23
SCALE: 1 : 100
DRAWN: MD
CHECKED: GD
REV DATE: C - 21.06.23

Appendix 4 – Assessment against relevant Planning Scheme controls

Planning Scheme Reference	***Assessment***
Purpose and Vision	
Clause 02.03-1 – Settlement – Established Areas	This policy seeks to: Manage the impacts of significant population growth on established areas, including pressures on existing transport and community infrastructure. Support development that is innovative, accessible and site responsive. Assessment: The proposal seeks to provide community infrastructure in the form of the medical centre which is a direct result of the population growth in and around the Melton Township. The scale of the centre is considerate of the site context and the built form has been designed to fit in with the established character of the area.
Clause 02.03-5 – Built Environment and Heritage – Building and Urban Design	This policy seeks to: • 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. Assessment: The proposed built form seeks to replicate the prevailing character of the neighborhood. The building is single storey and features a pitched roof consistent with surrounding dwellings. The materials proposed and siting of the building is also consistent with neighborhood character. 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.
Clause 02.03-5 – Built Environment and Heritage – Neighborhood Character	This policy seeks to: • Create places that enhance a sense of place. • Support developments in established areas that respond and positively contribute to the preferred neighbourhood character. Assessment: The built form has been designed to reflect the existing dwellings in the surrounding area in terms of materials, scale and roof form. The footprint of the

	new building is also generally consistent with the existing dwelling on the land. As such the proposal is considered to align with the neighbourhood character of the area.
State Planning Policy Framework	
Clause 11 - Settlement	This policy aims to as far as practicable contribute to: • 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. 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. <u>Assessment:</u> 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 will be required, and acoustic fencing on all boundaries will be enforced. The proposed use will ensure that medical services are accessible to the immediate community and also the wider community via nearby public transport. The proposed use is considered compatible with the surrounding area given it will serve the local community and is not anticipated to result in any unreasonable amenity impacts.
11.03-1R - Activity centres - Metropolitan Melbourne	This policy seeks to locate education, health and community facilities that meet local needs in or around Activity Centres. <u>Assessment</u> The subject site is located one street to the north of the Melton Activity Centre. The site is therefore considered to be on the fringe of the activity Centre and as such appropriately located. The site is easily accessible from the center of the activity Centre via Palmerston Street and O'Neills Road, and by foot via Lindsay Court. The site is also accessible from the wider area via bus routes on O'Neills Road and Palmerston Street.

Clause 13.05-1S – Noise Abatement	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. Assessment Conditions will be applied requiring acoustic fencing and an acoustic report 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.
13.06 – 1S – Air Quality Management	This policy seeks to protect air quality and amenity of sensitive uses including dwellings wherever possible. Assessment: 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 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	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. Assessment: The proposed use is considered compatible with its context. The proposal will not result in any unreasonable amenity impacts subject to conditions.
Clause 15 – Built Environment and Heritage	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. Assessment The proposal is considered to adequately respond to its site context. The character of the built form aligns with surrounding development, and will provide for a use which will support the local community and accommodate people of limited mobility in the area,

Clause 15.01-1S – Urban Design	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. Assessment 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.
Clause 15.01-5S - Neighbourhood character	This policy seeks to support development that respects the existing neighbourhood character or contributes to a preferred neighbourhood character. Assessment. The design has been carefully designed to align with the existing and preferred character of the area. The proposed setbacks, materials and built form aligns with surrounding development. Landscaping has been incorporated within the design in similar locations to nearby dwellings, and a landscape strip has been provided to screen the car park. As such the design will have a minimal impact on the character of the area
Clause 17.01-1S - Diversified economy	This policy aims to facilitate the development of a range of employment sectors including health and to do so in areas closer to where people live. Assessment The proposal will facilitate local employment for upward of 6 health practitioners and associated staff in an area with extensive accommodation and strong transport links to the wider area.
Clause 17.02-2S – Out of centre Development	Give preference to locations in or on the border of an activity centre for expansion of single use retail, commercial and recreational facilities. Assessment The site is considered to be on the border of the Melton Town Centre.

Clause 19.02-2S – Health Facilities	This policy seeks to assist the integration of health facilities with local and regional communities and to provide adequate car parking for staff and visitors of health facilities. Assessment The proposal facilitates the integration of health facilities at the local level. The Centre will serve the immediate area and ensure a greater number of residents have readily accessible health facilities. Clause 52.06 requirements have been met.
Zone	
32.08 – General Residential Zone	The purpose of this 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. Assessment The proposal is considered to generally align with the MPS and PPF 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 not residential type use which is of a scale which will meet a local community need. The site is appropriately located given its close proximity to a Major Town Centre which features extensive transport, and on a key east-west road.

Particular Provisions	
Clause 52.06 – Car parking	Pursuant to Table 1 at Clause 52.06-5, the use of the land for a Medical Centre generates a need for 5 spaces to the first health practitioner and an additional three spaces to each additional practitioner. The proposal seeks approval for a Medical Centre with a maximum of 6 practitioners on site at any one time. Assessment: Based on 6 practitioners, 20 car parking spaces will be required. The proposal features a car park with 22 car parking spaces (including 1 disabled space). The

	proposal is therefore considered to meet the requirements of Clause 52.06.
Clause 52.34 – Bicycle Facilities	As per Table 1 at Clause 52.34-5 of the Melton Planning Scheme, a Medical Centre requires 1 employee bicycle space to every 8 practitioners, and 1 visitor space to each 4 practitioners. Assessment Given six practitioners are proposed 1 visitor space will be required. It will be conditioned that at least one bicycle storage space be provided.
General Provisions	
Clause 65 - Decision Guidelines	The provision outlines that *"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."* • The provision outlines that before deciding on an application the responsible authority must consider amongst other things: • *The Municipal Planning Strategy and the Planning Policy Framework.* • *The purpose of the zone, overlay, or other provision. Any matter required to be considered in the zone, overlay, or other provision.* • *The orderly planning of the area.* • *The effect on the environment, human health, and amenity of the area.* Assessment: As outlined above, the proposal is consistent with the decision guidelines under this clause.

Appendix 5 – Response to Objections

Objection	***Comment***
The ungated car park will allow for loitering and dumping of rubbish at night which will have adverse impacts on the amenity of the area.	The concern raised by the objectors are valid. The car park currently is not shown to be gated. Although there is no specific requirement in the Melton Planning Scheme that car parks need to be gated or inaccessible outside of operating hours, the concerns raised by objectors are reasonable and as such it is considered acceptable that a condition be applied requiring the car park to be gated and secured outside of operating hours. This will limit the possibility of anti-social behaviour occurring in the car park which would negatively impact on the amenity of neighbours.
The proposed hours of operation are excessive given the site is located in a residential area. In particular the closing times for the use are too late.	The concern raised by the objectors is valid. The proposal seeks to operate between the hours of 8.00 am to 7.00 pm Monday to Friday and 8.00 am to 12.00 pm Saturday and Sunday. A review of operating hours for medical centres in the surrounding area identified varying hours of operation, however the hours proposed are considered to be within the hours of nearby centres. There are examples of medical centres operating from as early as 7am and as late as 10pm on weekdays, and as early as 7am and late as 8pm on weekends. Some centres are closed on weekends however many operate on both Saturdays and Sundays. The closing time is not considered to be excessive. The hours will allow for patients to attend the centre after work however not so late that the use will disrupt quiet evening hours. It is also likely that the intensity of the use after 6pm will be less than throughout the rest of the day. The weekend hours do not extend into the afternoon, ensuring that

	the premises will be quiet for the majority of the weekend.
Negative impact on the surrounding road network. The use will generate additional traffic on local streets, will increase on-street car parking and may block emergency vehicles accessing properties.	The concern raised by the objectors is valid. The use of the land for a medical 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 the Melton Town Centre and on Church Street which is a key east-west road connecting O'Neills Road and Palmerston Street which are two of the main roads in the Melton Town Centre. Medical Centres are not uncommon in the General Residential Zone where they are on key through roads. No concerns have been raised by Council's Traffic Team about the location of the site on Church Street. The proposed medical centre provides for more than the required number of spaces under Clause 52.06 – Car Parking of the Melton Planning Scheme. As such it is not envisaged that the proposal will require on-street car parking spaces. 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. 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 a occurrence would occur.
Adverse impacts from the car park including noise, pollution (air and runoff), headlight glare, urban heat island effect and safety (vehicles driving through fences etc.)	The Concern raised by the objectors is valid. <u>Noise</u> It is acknowledged that some noise will be generated from the car park in terms of vehicle engines, car doors and people speaking. To help address this concern, acoustic fencing will be required to limit noise impacting adjoining properties. It is not anticipated that engines will be running

	for considerable periods and any patrons speaking in the car are unlikely to impact on the amenity of the area. Pollution As outlined above, vehicle engines are not anticipated to be running for considerable amounts of time during operating hours. Fencing landscaping including canopy tree planting will help reduce emissions spilling onto adjoining properties. Pollution such as oil in runoff from the car park will be treated as part of the car park drainage system. The car park will be sealed which will ensure oil etc. from vehicles will infiltrate the soil. Headlights The medical centre accessway will face the properties at 1 Hewson Street and 56 Church Street. It is understood that a habitable room at 1 Hewson Street will be in proximity to the accessway. A garage is located adjacent to the accessway at the 56 Church Street property. Given the accessway will be two way, vehicles entering the site will be on the left hand side of the accessway (northern side) and the reverse when exiting. As such exiting vehicles will likely shine headlights to the south of 1 Hewson Street. As such headlights are likely to be directed at the garage at 56 Church street rather than the habitable room windows of 1 Hewson Street. Nonetheless, headlights will only be required in the evenings during the winter months. Given the use will only operate until 7pm, headlights will only be in use for 2 hours a day at most. This is not unreasonable in a residential context given many dwellings face crossovers of adjoining properties or are located at the end of a street. Urban Heat Island Effect Council Officers required the applicant to update plans to provide landscape outstands with canopy tree planting to provide shade to the car park but also combat the urban heat island effect. Council Officers are satisfied that an appropriate level of canopy tree

	planting has been provided. The specifics of the trees will be detailed on landscape plans which will be a condition of any permit issued. Safety As discussed above, gates will be required to limit access to the car park outside hours. 150mm high kerbs will be required within the car park to minimise the possibility of vehicles crashing through landscaping and boundary fencing. A 1 metre landscape trip has also been created to provide a buffer between the car park and fencing. It is not possible to completely eliminate the possibility of accidents in the car park, however given the above and as it is a low speed environment, the likelihood of any major accident is low.
Impact of the car park on the neighbourhood character of the area	The Concern raised by the objectors is valid. It is acknowledged that car parks can have a negative impact on the amenity of an area and this is why it was requested that the applicant provide the car park at the rear of the site as proposed rather than at the front of the site. The car park has been designed to incorporate landscaping and in particular a 3 metre landscape buffer along the Hewson Drive frontage to soften the car park and screen it from view. Considering this frontage previously consisted of a paling fence, a suitable outcome is considered to have been reached.
The development of a commercial use (medical centre) in a residential area (General Residential Zone)	Although a medical centre is a commercial type use, it is not prohibited in the General Residential Zone. As such a permit can be issued if a suitable proposal is made. The General Residential Zone allows for educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations. Medical Centres are not uncommon in Residential areas and in this case the location is deemed appropriate. The site is on a key east-west road and is located just one street to the north of the Melton Town Centre. The Medical Centre will serve a local community need and it is considered that any adverse impacts can adequately be addressed through conditions of a planning permit.

The owners of the property outlined on the application form have since changed.	This is not considered relevant given planning permits apply to land rather than individuals. In any case the application form only requires the consent of the landowner to lodge the application. This has been obtained.
There is an abundance of Medical Centres in the area.	Whether or not there is a demand for an additional medical 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.

Appendix 6 – Proposed Conditions

Permit Preamble:	Use and development of the land for the purpose of a Childcare Centre with associated landscaping and car park in accordance with the endorsed plans
Permit Address:	48-50 Church Street, Melton.
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 on-site detention system/drainage plans.

   (b) Any noise mitigation measures required by Condition 3.

   (c) Acoustic fencing applied to the entirety of the northern and eastern Title boundaries.

   (d) The rear of the site including the car park enclosed by a 1.8 meter high black picket fence on the western and southern boundaries with a lockable gate at the entrance.

   (e) The picket fence on the southern boundary and on the western boundary to the rear of the site a maximum height of 1.2 metres.

   (f) The provision of a minimum of 1 bicycle storage space in accordance with Clause 52.34.

   (g) Any recommendations/changes required by the acoustic report detailed in condition 3.

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.

3. Before the development commences, a report prepared by a suitably qualified acoustic consultant must be submitted to the satisfaction of the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The report must detail recommendations with respect to the provision of glazing of windows and acoustic fences around the property boundary to mitigate the emission of noise from the site. The measures to be taken must be documented on the plans to be endorsed, to the satisfaction of the Responsible Authority.

4. Measures outlined in the endorsed acoustic report must be implemented and maintained to the satisfaction of Council. All required works must be completed prior to the commencement of the use.

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

6. The use may operate between the hours of:

   - 8.00am and 7.00pm Monday to Friday and
   - 8.00am to 12.00pm on Saturday and Sunday

   The hours must not be varied, changed or extended without the written consent of the Responsible Authority.

7. No more than 6 health service practitioners 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 development, a waste management plan must be submitted to and approved by the Responsible Authority. Adequate space must be set aside for any vehicle maneuvering within the site.

9. The car park must be secured and locked when the use is not in operation to ensure it is not accessible.

Engineering – Condition 10-22

10. Prior to the commencement of works, engineering 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 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.

11. 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.

12. 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).

13. 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.

14. All disused or redundant vehicle crossings must be removed and the area reinstated to kerb and channel to the satisfaction of the Responsible Authority.

15. All pedestrian access to buildings must be designed and constructed to comply with the Disability discrimination Act

16. The amount of hydrocarbon and other oil based contaminants discharged to Council drains must not exceed 5 parts per million.

17. 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.

18. 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 driveway onto the footpath.

19. 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.

20. 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.

21. 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.

22. 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.

23. All existing conditions affected by the development works must be reinstated at no cost and to the satisfaction of the Responsible Authority.

24. The Environmental Protection Authority Prohibited Times relating to noise must be adhered to for both indoor and outdoor areas.

25. 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)

26. 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.

27. Prior to the commencement of the use, civil and landscape works must be fully constructed and completed to the satisfaction of the Responsible Authority.

28. 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.

29. 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.

30. 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.

Permit Expiry

31. 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.

12.6 LEADWEST JOINT DELEGATED COMMITTEE MEETING MINUTES

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

Cr Majdlik returned to the Chamber at 8:04pm.

Cr Abboushi vacated the Chair and Cr Majdlik resumed the Chair

Cr Kesic departed the Chamber at 8.04pm.

Manager City Strategy and Manager City Growth and Development departed the meeting at 8.04pm.

PURPOSE OF REPORT

To present the unconfirmed minutes of the LeadWest Joint Delegated Committee held on 13 March 2024.

RECOMMENDATION:

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 13 March 2024, provided as **Appendix 1** to this report.

Motion

Crs Abboushi/Ramsey.

That Council note the unconfirmed minutes of the LeadWest Joint Delegated Committee meeting held on 13 March 2024, provided as **Appendix 1** to this report.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

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 13 March 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 13 March 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 13 March 2024

LeadWest Joint Delegated Committee Meeting
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Title:	**LeadWest Joint Delegated Committee Meeting**		
Date:	13 March 2024	Time:	3:08pm – 4:27pm
Location:	Wyndham City Council & Video Conference via Teams		
Chairperson:	Cr Sophie Ramsey		
Attendees:	Brimbank City Council	Cr Jae Papalia (online) CEO Fiona Blair (online)	
	Hobsons Bay City Council	Cr Diana Grima (online) Jake Trevaskis (proxy)	
	Maribyrnong City Council	CEO Celia Haddock	
	Melton City Council	Cr Sophie Ramsey	
	Wyndham City Council	CEO Stephen Wall Cr Peter Maynard	
	LeadWest Executive Officer	Hillary Hastings	
	Pauline Hobbs Elie Khalil	Advocacy Advisor, Melton (online) Advocacy Advisor, Brimbank (online)	
Apologies:	Aaron van Egmond, Hobsons Bay Roslyn Wai, Melton Cr Bernadette Thomas, Maribyrnong		
Minute taker: File ref 24/119563	Hillary Hastings	Executive Officer, LeadWest	

LeadWest Joint Delegated Committee Meeting
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Agenda Item	Topic	Key discussion points
1.	Welcome Acknowledgement Apologies	**Item 1 Welcome** The Chair opened the meeting at 3:08pm. The 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. The Chair thanked Stephen Ward and his team for hosting the meeting. The Chair welcomed LeadWest committee members and guests to the meeting. The Chair advised that Cr Diana Grima has replaced Cr Mat Tyler representing Hobsons Bay City Council. Cr Grima was the Proxy for Cr Tyler in 2023. The Chair welcomed Cr Jae Papalia as the newly appointed Councillor delegate from Brimbank, replacing Cr Bruce Lancashire. The Chair acknowledged Cr Lancashire's valued contribution as a LeadWest delegate. The Chair also acknowledged outgoing members Cr Mat Tyler and Cr Cuc Lam and requested letters of thanks be sent. The Chair noted apologies were received from: ▪ Aaron Van Egmond (CEO, Hobsons Bay) and welcomed Aaron's proxy Jake Trevaskis, Acting Director Infrastructure and City Services ▪ Roslyn Wai (CEO, Melton) was detained but expected to join the meeting later online ▪ Cr Bernadette Thomas (Maribyrnong) **Action:** EO to organise letters of thanks for outgoing LW members
2.	Conflicts of interest to be declared in accordance with the 'Local Government Act 2020'	**Item 2 Conflict of Interest** No conflicts of interest were declared.

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3. Minutes from the meeting held 6 December 2023	**Item 3 Previous Minutes** The minutes from the meeting held 6 December 2023 were adopted without amendment. **Moved:** Cr Peter Maynard **Seconded:** Celia Haddock **Carried:** Yes
4. Actions	**Item 4 Actions** The action items from the previous meeting were listed. All have been successfully actioned. There were no follow up questions
5. LeadWest Advocacy **1. Bus Network Review** **2. MP Meetings** **Mentions in Parliament** **3. Cycle Connectivity**	**Item 5.1 Bus Network Advocacy** The focus of recent advocacy has been meeting with MPs seeking their support for a review for better bus networks and services in Melbourne's west. The Chair, Deputy and EO have attended meetings with 7 MPs with 4 more are booked in over the next month including the Deputy Premier Minister Ben Carroll, Minister Natalie Hutchins, and Minister Colin Brooks. Minister Melissa Horne cancelled her meeting at the last minute but rang the EO personally to apologise, discuss LW's advocacy on buses and other 6 key priorities and promised to reschedule. Deputy Chair Cr Peter Maynard tabled (and spoke to) a report giving an overview of the MP meetings and responses from MPs which he said were very positive. He highlighted the meeting with Liberal MP David Southwick who believes we should be advocating for implementation and not a review and Moira Deeming who said she was more than happy to support us in any way we ask. Luba Grigorovitch asked if LW should be prioritising *The Ask* rather than calling for changes for the whole inner west. Cr Maynard has been invited to speak at a community forum to be held in Williams Landing on 14 March organised by Friends of the Earth Sustainable Cities *Better Buses for Melbourne's West.* 60-100 community members are expected to attend. Brimbank CEO Fiona Blair shared information that she had received during a meeting with a senior official at the Department of

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	Transport and Planning. Fiona advised that the State Government is currently running a tender process for the new bus contracts which may offer a further opportunity for advocacy. The members discussed holding a roundtable with MPs, consider whether to invite a representative of the Department and looked at dates around the next meeting in June or closer to the September scheduled meeting before we move into election period. **Item 5.2 Better Buses Parliamentary Mentions** Western Metro MP Trung Luu raised the buses issue in Parliament on 7 February – his focus was predominantly on bus services for workers to the Airport district. On 6 March he again mentioned bus issues in the west in parliament. This followed LW's meeting with him on 19 February. It was pleasing to note that he focussed on many of the issues we raised with him. **Action:** Circulate Trung Luu MP's Hansard excerpts related to better to LW members. **Action:** EO to investigate potential dates and format for an MP roundtable **Action:** Cr Maynard requested his speech notes for the Friends of the Earth Sustainable Cities Community Forum on 14 March be circulated. **Item 5.3 Cycle Connectivity Update** The EO updated the group on work around the cycle connectivity project. This project is being led by Maribyrnong. All member councils are involved in the working group. The EO commended their expertise and willingness to engage with LW on this project. The scope is not yet defined beyond a need to collaborate and advocate for regional value cycling infrastructure with regard to the many positive outcomes from cycling be it sport, recreation, tourism, transport or health. There is no overarching body re bike paths (each Council is responsible for its own planning) and no mandate to connect. Agreement "fixing the Gaps" is an advocacy priority. There is a strong connection and fit with Bus Review advocacy – as they "need to share the same road"- and both could reduce road congestion. The working group meets again next month.

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6. LeadWest Position Statements	**Item 6 – Position Statements** The Chair reminded members that at our last meeting we discussed preparing a suite of position statements. Once approved, these statements form a toolkit and the basis for media enquiries and other communications. Each can be quickly tweaked according to specific need. The prepared suite of statements will create efficiencies and consistent messaging. The EO advised the suite of LeadWest position statements were drafted in by the Advocacy Advisers from each of the member councils and were circulated to the CEOs for further comment before being attached to the agenda papers. A communications process and the draft statements were included in the agenda papers. The group endorsed the position statements. Cr Ramsey requested they be reviewed every 2 months to ensure they are current and relevant. The chair remains spokesperson on all our advocacy matters and the issue expert CEO can sign off on any changes. **Action:** Include review of position statements as a standing agenda item.

7.Strategic Plan 2021-2025 (Review)	**Item 7 Strategic Plan Review** LW Advocacy Officers have spent considerable time reviewing and updating the 2021-2025 Strategic Plan, which was then circulated for feedback. The revised plan reflects external changes that have occurred in our fast moving environment. For example North West City Deal is no longer active. At the last meeting it was proposed to endorse the revised

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	LeadWest Strategic Plan at this meeting. However, we are looking at a different, easier to follow format which includes a summary brochure (which would be a public document) and an accompanying action plan. The provided copy is in word format and not presented in what would eventually be a graphic design layout. This document is not yet being provided for endorsement and is just a work-in-progress doc to give the committee a look and feel of what is proposed. There will be a workshop with the advocacy advisor officers in April to work more on the document and then finalise it for circulation and approval ahead of the next LeadWest meeting in June. LW Advocacy Officers have spent considerable time reviewing and updating the 2021-2025 Strategic Plan, which was then circulated for feedback. The revised plan reflects external changes that have occurred in our fast moving environment. For example North West City Deal is no longer active. At the last meeting it was proposed to endorse the revised LeadWest Strategic Plan at this meeting. However, we are looking at a different, easier to follow format which includes a summary brochure (which would be a public document) and an accompanying action plan. The provided copy is in word format and not presented in what would eventually be a graphic design layout. This document is not yet being provided for endorsement and is just a work-in-progress doc to give the committee a look and feel of what is proposed. There will be a workshop with the advocacy advisor officers in April to work more on the document and then finalise it for circulation and approval ahead of the next LeadWest meeting in June.

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8. Finance and Operations Update	**Item 8 Operations & Finance** The Executive Officer provided an update for the purpose of performance and financial position. This included: • Operational Account details YTD (31 October 2023) • Trust Account transactions and balance • Advised that membership contributions were invoiced in December and all have been paid Cr Maynard requested that in future a note on variances be included. **Motion: That the committee accepts the Finance report as included in agenda papers.** **Mover**: Cr Maynard **Seconded:** Stephen Wall **Carried:** Yes **Action:** Include Variance notes in future financial reports
9. Other Business	**Item 9 ALGA** Should LW attend Australian Local Government Association's National General Assembly of Local Government (NGA) to be held in Canberra 2-4 July 2024? LW has attended this in the past, but the members agreed this is not an ideal advocacy opportunity as each Council (from across Australia) is heavily engaged with its own activities and advocacy. Stephen Wall suggested if meeting MPs in Canberra was considered necessary a targeted delegation, perhaps towards the end of the year would be a better option. **Decision:** LeadWest will not attend ALGA in 2024.
CLOSE	**Close of Meeting** The Chair thanked all in attendance and closed the meeting for general business at **4:27pm**.

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Special Meeting - Election	**Special Meeting: Election** The Executive Officer officiated as Temporary Chair of LeadWest for a special meeting for the purpose of electing the 2024 Chair and Deputy Chair. The meeting was declared opened at **4:28pm**. The Temporary Chair reminded members that the LeadWest Terms of Reference state: 8.1 The Chairperson (and deputy) of the Committee will be appointed: 8.1.1 annually at the first Committee meeting after all Member Councils appoint their Councillor delegate (typically at the committee meeting held in December); 8.1.2 from the Councillor members appointed under clause 7.2; and 8.1.3 by resolution of the Committee. **The Motion Tabled:** That, on the declaration of the result of the Election of the LeadWest Chairperson, and the LeadWest Deputy Chair Person, 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. **The Motion Was Amended To:** That, on the declaration of the result of the Election of the LeadWest Chairperson, and the LeadWest Deputy Chair Person, the successful candidates are elected into these positions until 6am on Saturday 26 October 2024, being the date of the next general election to be held in Victoria under the *Local Government Act 2020.* **Amended Motion Moved by**: Stephen Wall **Seconded:** Celia Haddock **Carried:** Yes **Nominations for the position of Chair** **Cr Sophie Ramsey** **Nominated** by: Stephen Wall **Seconded** By: Cr Peter Maynard The Temporary Chair stated: "as there is only one candidate, I declare Cr Sophie Ramsey to be duly elected Chairperson of LeadWest Joint Delegated Committee."

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	Congratulations were offered to Cr Ramsey **Nominations for the position of Deputy Chair** **Cr Peter Maynard** **Nominated** by: Stephen Wall **Seconded** by: Cr Sophie Ramsey The Temporary Chair stated: "as there is only one candidate, I declare Cr Peter Maynard to be duly elected Deputy Chairperson of LeadWest Joint Delegated Committee." Congratulations were offered to Cr Maynard. Cr Ramsey also wanted her appreciation noted of Cr Maynard's work, commitment and support to her in his role as Deputy during the previous term. Committee members also thanked Cr Ramsey for her dedication and work as chair in the previous term. Cr Sophie Ramsey (Melton) was re-elected as Chair of LeadWest and Cr Peter Maynard (Wyndham) was re-elected Deputy Chair. **The special meeting was declared closed at 4:38pm**

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Actions Summary

Item 5

Action: Circulate Trung Luu MP's Hansard excerpts related to better to LW members.
Action: EO to investigate potential dates and format for an MP roundtable
Action: Cr Maynard requested his speech notes for the Friends of the Earth Sustainable Cities Community Forum on 14 March be circulated

Item 6

Action: Include review of position statements as a standing agenda item

Item 8

Action: Include Variance notes in future financial reports

12.7 ADVISORY COMMITTEES OF COUNCIL - AGGREGATED MEETING MINUTES

Author: Bernadette Bensley - 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 meetings, provided as **Appendices 1 - 3** to this report, and adopt the recommendations arising within the Minutes:

1. Recreation and Leisure Advisory Committee – 6 March 2024
2. Safe City Advisory Committee – 21 March 2024
3. Policy Review Panel – 4 April 2024

Motion

Crs Carli/Farrugia.

That Council receive the minutes of the following Advisory Committee meetings, provided as **Appendices 1 - 3** to this report, and adopt the recommendations arising within the Minutes:

1. Recreation and Leisure Advisory Committee – 6 March 2024
2. Safe City Advisory Committee – 21 March 2024
3. Policy Review Panel – 4 April 2024, with the following amendments:
   a. Cr Carli chaired the meeting.
   b. The meeting opened at 9.06am.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

REPORT

1. Executive Summary

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

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

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

2. Background/Issues

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

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

Councillor representation on Advisory Committees is generally for one year and is reviewed annually. The Councillor representation on Advisory Committees for the 2023/24 municipal year was approved by Council at its Scheduled Meetings on 2 and 27 November 2023.

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

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

Appendix	Advisory Committee	Meeting Date
1.	Recreation and Leisure Advisory Committee	6 March 2024
2.	Safe City Advisory Committee	21 March 2024
3.	Policy Review Panel	4 April 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

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. Recreation and Leisure Advisory Committee dated 6 March 2024
2. Safe City Advisory Committee Minutes dated 21 March 2024
3. Policy Review Panel Minutes dated 4 April 2024

MINUTES

Recreation Leisure Advisory Committee

held on Wednesday 6 March 2024 at 6pm, in Taylors Hill Recreation Reserve Pavilion

Present: Anthony Dyke, Committee Member
Jack Harris, Committee Member
Jack Dugonjic, Committee Member
Sebastian, Buccheri, Committee Member
Terry Azzopardi, Committee Member
Cr Bob Turner, Councillor, City of Melton
Cr Lara Carli, Councillor, City of Melton
Cr Justine Farrugia, Councillor, City of Melton
Tam Watkins, Recreation Officer, City of Melton
Nic Willis, Acting Recreation Development Coordinator, City of Melton

Chairperson: Cr Lara Carli, Councillor, City of Melton

Minute Taker: Nic Willis, Acting Recreation Development Coordinator, Melton City Council

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1. Welcome

The Chairperson Cr Carli opened the meeting and welcomed Cr Justine Farrugia to her first meeting.

2. Apologies

Emily Attard, Committee Member

Aaron Biscan, Manager Recreation and Facility Activation, City of Melton

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Minutes from the 13 September 2023 meeting were noted at the Ordinary meeting of Council dated 27 November 2023.

5. Business Arising

N/A

6. General Business

6.1 DRAFT City of Melton Tennis Strategy

The committee were informed that the development of the City of Melton Tennis Strategy is progressing. The strategy will guide the future planning, development, governance, and growth of tennis across the municipality for the next 10 years. A copy of the DRAFT Strategy will be provided to the committee in April 2024.

6.2 Plumpton Aquatic and Leisure Centre Update.

The committee were informed that the land for the development of the Plumpton Aquatic and Leisure Centre has been acquired. Project management and architectural services have been procured. Work has commenced on the master plan and community engagement on the plan will take place late April / early May.

Question raised when is the likelihood of it being built?
Discussed there is a lot of work to be completed and it would be at least 4 – years before the centre is operational. Councillors at the meeting confirmed that it was high on Councils list of priorities.

6.3 Terms of Reference Review.

Committee informed the Terms of Reference (ToRs) are due for review. Offices are conducting a wider review across all advisory committee ToR's. This will ensure consistency across all advisory committees.

Committee informed that the current term of committee members is due to end after the May RLAC meeting. The ToR's specify the method of appointment and the review may change how committee members are appointed. The timing for reporting may also be impacted by caretaker period also from August to November 2023. Officers to keep the committee updated with any impacts and recommend retaining existing ToR's until further notice.

Questions raised regarding time frame on the review?
N. Willis replied that an update will be provided once clarified.

J.Harris wanted to know after May, what happens with the current committee?
Committee will continue until advised on existing Terms of Reference supported by Councillors at the meeting.

6.4 Sport and Recreation Facility Development Policy

Discussion regarding the new adopted Sport and Recreation Facility Development Policy. Noting the policy was adopted at December 2023 Council meeting. The Sport and Recreation Facility Development Policy will be promoted via placing on Councils website, engagement with RLAC and sports clubs enews. The policy will be reviewed every 3 years with the standards reviewed annually in line to meet State Sporting Association standards.

The committee were advised that Council is not committed to making changes because the sporting body changes their standard, this doesn't mean Council standards alter.

J. Dugonjic commented when we are building new centers and have community engagement, Council should take these into account or explain why they don't ?

S. Buccheri expressed that more consultation with some community members, who live and breathe the projects should be Councils focus on the practicalities.

T. Azzopardi mentioned that Caroline Springs extension consultation was good. Requesting feedback on why somethings were not considered to close the loop would be good.

7. Other Business

Discussion had regrading grants available for families wanting help with playing sports fees. N.Willis mentioned Council Fair Go For Youth Grants are available for community.

Discussion had on Defib machines should be Council responsibility to install and maintain.

S. Buccheri would like to see better updated access to amenities like RFID from Bunnings or code access to elevate the need for keys.

J.Harris congratulated the Caroline Springs Football Club for 2nd Place award for Responsibility to Members Getting Home Safely – TAC Campaign (Australia Wide) Worthwhile for local community achievement.

S. Buccheri expressed that we need to raise awareness Concussion Management – 21 days. Can we include a Club Workshop for managing Concussion?

Officers confirm for members that new signage at Boronia Drive is installed and completed.

8. Next Meeting

The next meeting is to be held on May 22, 2024. Eynesbury recreation Reserve Pavilion

9. Close of Business

The meeting closed at 7.07pm

MINUTES

SAFE CITY ADVISORY COMMITTEE

held on 21 March 2024 at 10am on Microsoft Teams

Present:

Cr Sophie Ramsey	Melton City Council
Stephen Hiley	Melton City Council
Nicole Martin	Melton City Council
Stephanie Wan	Department of Justice and Community Safety
Lisa Prentice-Evans	Victoria Police
Jessica Law	Western Health
Tanya Padgett	Djerriwarrh Community & Education Services
Mark Monahan	Edmund Rice Community Services
David O'Connor	Community Representative – Watts Ward
Tara Schofield	Community Representative – Coburn Ward
Osama Usuf	Community Representative – Cambridge Ward

Guests:

Elizabeth Johnston	Melton City Council
Jeanette Simson	Melton City Council
Ruth Liston	Victoria University
Mim Hamel-Green	WestJustice
Boudine Hauraki	Centre for Multicultural Youth

Quorum: *A quorum for the Committee will require attendance of one (1) Councillor, and at least four (4) persons from the community representatives and external stakeholder members.*

Chairperson: Councillor Sophie Ramsey

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1. Welcome

Cr Ramsey opened the meeting at 10:03am, welcoming all attendees to the meeting and proceeded with the Acknowledgment of Country. All members were invited to introduce themselves and share what they liked about the City of Melton and what they'd like to see change.

2. Apologies

Cr Steven Abboushi	Melton City Council
Cr Julie Shannon	Melton City Council
Executive Member Representative	Melton City Council
Daniel Anskaitis	Melton City Council
Jodie Turner	Melton City Council
Katrina Ellis	Melton City Council
Zoe Stewart	Fit 2 Drive Foundation
Trinity Gathercole	Western Health
Joanne Mutsaerts	Victoria Police

3. Declaration of interests and/or conflict of interests

Nil.

4. Confirmation of minutes of previous meeting

Minutes of the Safe City Advisory Committee meeting held on 30 November 2023 were circulated to the Committee. The minutes were not received by Council as the meeting did not reach quorum.

5. Business arising

5.1 Committee establishment and update – E Johnston

As per the actions of the previous meeting, E Johnston advised that the Safe City Proud Communities Plan would be evaluated at the end of the 2023-2024 financial year and that recommendations would be made for the future strategic direction of Council in this area.

E Johnston also advised that the Terms of Reference for this Committee was reviewed in late 2023, followed by an expression of interest process and the acceptance of the new committee membership at Council.

6. General business

6.1 Target Zero – M Hamel-Green & B Hauraki

M Hamel-Green and B Hauraki presented to members on Target Zero, a collective impact initiative taking place in the western suburbs to address the criminalization of young people and over-representation in the justice system of First Nations, African, Pasifika children and youth and those living in residential care. Members discussed the benefits of Council supporting the initiative, potential challenges and how these could be addressed.

Recommendation: Committee members recommended that based on the presentation and subsequent discussion, Council support Target Zero.

Action: Target Zero achievement video and slides will be circulated to the Committee.

6.2 Crime Prevention 101 – R Liston

R Liston presented on crime data and misconceptions for the City of Melton, as well as some crime prevention principles and evidence-based approaches to reduce crime and anti-social behaviour in the City of Melton. Members discussed some of these approaches, particularly community-building and social cohesion.

Action: Slides will be circulated to the Committee.

6.3 Reporting, NHP framework and the local safety plan – L Prentice-Evans

L Prentice-Evans spoke about the principles of the Victoria Police Neighbourhood Policing Framework and development of the local safety plan and community issues register to address local issues. The community is encouraged to report any incidents to the police, particularly calling 000 if immediate police attendance or attention is required.

6.4 Member updates

Upcoming community safety initiatives – E Johnston

E Johnston shared some upcoming initiatives taking place for Neighbour Day, including Colour Fest and a Community Morning Tea. E Johnston and M Monahan also mentioned activities taking place as part of the Connecting Our Communities Outdoors (COCO) initiative within the Empowering Communities project.

Community representative role – D O'Connor

D O'Connor sought advice on their role and scope as a community representative and the role of the Committee as an advisory body for Council was discussed, and opportunities to raise community safety issues relevant to the local community.

Action: Council officers to arrange a further meeting with community representatives further to the induction material provided to community representatives on 15 March 2024.

7. Next Meeting

The next meeting is to be held on Thursday 13 June 2024 commencing at 10am.

Action: Council officers to explore opportunities to meet in person (with hybrid options) over 2024.

8. Close of Business

Cr Ramsey closed the meeting closed at 12:10pm.

MELTON CITY COUNCIL

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

4 April 2024

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MELTON CITY COUNCIL

MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE MELTON CITY COUNCIL HELD IN THE VIA VIDEOCONFERENCE ON 4 APRIL 2024 AT 9.00AM

Present:	Cr Carli (Chair)	
	Cr Ramsey	
	Cr Shannon	
In Attendance:	R Wai	Chief Executive Officer
	E Keogh	Head of Governance
	T Scoble	Director City Life
	R Hodgson	Senior Coordinator Governance

1. WELCOME

The Chair, Cr Carli, opened the meeting at 9.06 am and welcomed the Panel Members.

2. APOLOGIES

Cr Majdlik (Mayor) (Leave of absence).

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the Policy Review Panel held on 14 March 2024 and adopted by Council at the Scheduled Meeting held on 25 March 2024 be noted.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

Nil.

6. PRESENTATION OF STAFF REPORTS

6.1 RECONCILIATION ADVISORY COMMITTEE TERMS OF REFERENCE - AMENDMENT

Responsible Officer: **Elyse Rider - Manager Community Planning**

Document Author: **Vanja Zdjelar - Governance Officer**

Date Prepared: **27 March 2024**

Recommendation:

That the Policy Review Panel recommend Council update the Terms of Reference for the Reconciliation Advisory Committee to include a minimum of two First Nations representatives to be present (within existing four ACCO or community members that are currently required) to make a quorum.

Motion

Crs Ramsey/Shannon.

That the Policy Review Panel recommend Council update the Terms of Reference for the Reconciliation Advisory Committee to include a minimum of two First Nations representatives to be present (within existing four ACCO or community members that are currently required) to make a quorum, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

This document establishes the Terms of Reference (TOR), composition and operating arrangements of the Melton City Council's Reconciliation Advisory Committee (RAC).

Following a review process, the TOR was adopted at the 26 February 2024 Council Meeting.

At their meeting on 26 March 2024, the RAC were presented with the new TOR.

The RAC were supportive of the new TOR and gave positive feedback to officers, however, they requested a small amendment to the meeting quorum procedure to ensure that at least two First Nations members are present at each meeting.

This amendment is highlighted in the proposed amended TOR (appendix 1) and states:

5.1 Quorum

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, one (1) Council officer and a minimum of four (4) ACCO or community members, *of which a minimum of two must be First Nations representatives.*

1.2 Sources/benchmarking

Current policy trends regarding reconciliation were reviewed as a part of the TOR update in February 2024.

1.3 Consultation

Council officers consulted with all members of the current RAC including Councillors that represent the Council on the Committee while reviewing the Terms of Reference through an online survey which was open to members for a period of two weeks in September 2023.

Councillors were advised of the process being undertaken to review the RAC TORs at their September Briefing meeting.

RAC members requested the quorum amendment at the RAC meeting on 26 March 2024.

Council's Governance Officers and Senior Leaders were consulted on this amendment and recommend it be implemented.

1.4 Communication and Implementation

If the amendment is made, a copy of the endorsed Terms of Reference will be provided to all prospective members of the Committee. It will be implemented through Council's management of the Committee through the scheduling of meeting dates and agendas.

1.5 Compliance

The Terms of Reference are compliant with the Local Government Act 2020. According to the eligibility criteria set out in the Gender Equality Act 2020, a gender impact assessment was not required.

1.6 Measures of Success

The RAC TOR will be reviewed in February 2025.

LIST OF APPENDICES

1. Proposed Amended Terms of Reference Reconciliation Advisory Committee 2024

Terms of Reference

Name: Reconciliation Advisory Committee

Endorsed by: Policy Review Panel - 4 April 2024

Approved by: Council – (insert date)

Next review: 26 February 2025

1. PURPOSE

This document establishes the Terms of Reference, composition and operating arrangements of the Melton City Council's Reconciliation Advisory Committee (RAC).

Council has an ongoing and important role in advancing Reconciliation and building sustained relationships with Traditional Owners and First Nation community. This is reflected in the commitments in the Council and Wellbeing Plan 2021-25 and adopted policies and strategies that support Reconciliation and Aboriginal and Torres Strait Islander community participation and engagement.

2. DEFINITIONS

Word/Term	Definition
Aboriginal Community Controlled Organisation (ACCO)	A service organisation that exists to provide culturally safe services and programs for First Nations people. The ACCO representatives on the RAC must have a local presence and be delivering services locally.
First Nations	Australian First Nations are people with familial heritage from, and membership in, the ethnic groups that lived in Australia before British colonisation. First Nations Australians are often called Aboriginal and/or Torres Strait Islander peoples. Using the term First Nations acknowledges the significant diversity within these groups. There is a wide range of nations, cultures and languages across mainland Australia and throughout the Torres Strait.
Local community member/ stakeholder	Local community member/stakeholder representatives on the RAC are non-First Nations peoples that have an investment in Reconciliation matters through local community work they

	participate in. These representatives must demonstrate relevant experience and capacity to contribute meaningfully to the RAC.
RAC	Reconciliation Advisory Committee
Traditional Owners (TO)	Traditional Owners/Custodians - a local descent group of Aboriginals who: (a) have common spiritual affiliations to a site on the land, being affiliations that place the group under a primary spiritual responsibility for that site and for the land; and (b) are entitled by Aboriginal tradition to forage as of right over that land. Traditional Owners also refers to the Registered Aboriginal Parties recognised as leaders for the distinct language groups or clans that are the original inhabitants of the land.

3. RESPONSIBILITY

The City of Melton is home to a growing Aboriginal and/or Torres Strait Islander population (currently 1.2% of the total population, ABS 2021) that enriches the community by sharing an intricate knowledge of Australia's history through the lens of Australia's First People. The Aboriginal and/or Torres Strait Islander population has a strong connection with Country and a unique culture that is internationally recognised and attributed to Australia.

The Reconciliation Advisory Committee (RAC) has been established to advise Council on the Reconciliation process between Aboriginal and/or Torres Strait Islander and non-Aboriginal and/or Torres Strait Islander Australians in the City of Melton for the benefit of all.

The Committee will:

3.1 Provide guidance and support to Council on issues and barriers to the Reconciliation process and identify opportunities for positive progress.

3.2 Provide advice to Council on the development and implementation of Council strategies and activities that will deliver positive outcomes.

3.3 Provide advice to Council on the application of Victorian and Australian policy and strategy implementation in Melton City that will deliver positive outcomes.

3.4 Share information, identify potential local opportunities and issues and contribute to the planning and delivery of local Reconciliation initiatives.

3.5 Raise advocacy issues for Council to consider on behalf of Traditional Owners and the Aboriginal and/or Torres Strait Islander community.

3.6 Receive reports on the progress of Council's Reconciliation Action Plan.

4. COMPOSITION

4.1 Membership

Membership of the Committee will, where possible, be balanced regarding age, gender and people living with disability.

The committee will comprise of elected Councillors (assigned by Council annually), one of whom shall be the Chairperson, up to three (3) representatives from Traditional Owner Land Councils, up to six (6) Aboriginal and/or Torres Strait Islander community, up to three (3) representatives from local ACCOs providing culturally safe services to the Melton community and up to four (4) other stakeholders. In addition, three (3) officers of Council with an ex officio status, who have a significant role in supporting the Aboriginal and/or Torres Strait Islander community in the City of Melton, and one (1) Melton City Executive Member with an ex officio status.

All participants will have:

4.1.1 An interest in developing culturally safe collaborative partnership responses to Reconciliation that emphasise self-determination.

4.1.2 The positional authority within their organisation (for Traditional Owner and ACCO representatives) to represent their organisation at Committee meetings to advise on Council services, programs and strategies.

4.1.3 A commitment to integrated collaborative planning and community participation in strategies and projects that advance Reconciliation at the individual, environmental and societal levels.

4.1.4 A commitment to adhere to the cultural safety protocols developed by the RAC.

The number and roles of nominated Councillors will be determined by Council annually. Other representatives may be invited to attend meetings to present agenda items. These representatives will be present on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

	Name	Type of Appointment	Term of Office
-	Councillors, Melton City Council	Chair, Elected Representatives	1 year
1	Wadawurrung Traditional Owners Aboriginal Corporation	Appointed	Ongoing
2	Wurundjeri Land and Compensation Aboriginal Cultural Heritage Corporation	Appointed	Ongoing
3	Bunurong Land Council Aboriginal Corporation	Appointed	Ongoing
4	Local ACCO representative	Appointed	Ongoing
5	Local ACCO representative	Appointed	Ongoing
6	Local ACCO representative	Appointed	Ongoing
7	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	1 year
8	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	1 year
9	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	1 year

10	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	1 year
11	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	1 year
12	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	1 year
13	Local Community member/stakeholder	Appointed	1 year
14	Local Community member/stakeholder	Appointed	1 year
15	Local Community member/stakeholder	Appointed	1 year
16	Local Community member/stakeholder	Appointed	1 year
17	Manager Healthy Connected Communities, Melton City Council officer	Ex Officio	Ongoing
18	Coordinator Community Capacity, Melton City Council officer	Ex Officio	Ongoing
19	Aboriginal and Torres Strait Islander Community Engagement Officer, Melton City Council officer	Ex Officio	Ongoing
20	Melton City Executive member	Ex Officio	Ongoing

4.2 Terms and method of nomination

4.2.1 Councillors will be appointed each year based on decisions from the relevant meeting of Council.

4.2.2 Council officers will be appointed by the CEO due to the nature of their role and how it relates to Reconciliation.

4.2.3 Nominations for community member and stakeholder representatives shall be called through an expression of interest process circulated to relevant groups, agencies, and networks. Member recommendations will be presented to Council for adoption.

4.2.4 Community and stakeholder representatives will be appointed for a period of one year. At the end of the one-year term, and after a review of Advisory Committees is undertaken by Council, expressions of interest will be sought through the process identified in 4.2.3. Existing members will be eligible to reapply.

4.2.5 Nominations for Agency and ACCO representatives shall be invited by letter from Council to appoint a member of their group to represent their body.

4.2.6 A position will be deemed vacant if a member fails to attend without proxy for three consecutive meetings.

4.2.7 Leave may be negotiated and granted. A proxy can be nominated to maintain an individual or group's representation if required.

4.2.8 If a vacancy occurs, a nomination process will be undertaken through the process identified in 4.2.3 and 4.2.5. Appointments will be made by Council resolution for the remainder of the respective term.

4.3 Chair

The Chairperson will be appointed each year based on decisions made at the relevant meeting of Council.

4.3.1 **Duties**

The Chairperson is responsible for:

4.3.1.1 conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings, and confirming a quorum

4.3.1.2 enacting the cultural safety protocols developed by the committee when conducting the business of the meeting

4.3.1.3 utilising the knowledge and experience of members to enhance discussions and produce the best outcomes for the Committee

4.3.1.4 promoting the work of the Committee to the community.

4.3.2 **Term of Office**

The Chairperson will be appointed annually.

4.4 Secretariat support

4.4.1 **Duties**

The Aboriginal and Torres Strait Islander Community Engagement Officer will provide secretariat support and is responsible for:

4.4.1.1 setting meeting dates

4.4.1.2 setting the agenda

4.4.1.3 taking and circulating minutes

4.4.1.4 updating the committee on relevant projects outside of scheduled meetings where relevant.

5. OPERATING PROCEDURES

5.1 Quorum

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, one (1) Council officer and a minimum of four (4) ACCO or community members, of which a minimum of two must be First Nations representatives.

The Committee will operate on a consensus basis. Where issues remain unresolved, the Chair will defer the issue to the next meeting. If issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Committee can appoint an independent mediator to assist to resolve the issues or assist the parties/ group to reach an agreement. This may involve seeking advice from Traditional Owner representatives.

5.2 Meetings

5.2.1 The Committee will meet quarterly for a maximum of two (2) hours

5.2.2 Meeting dates and times will be determined by members' availability where possible

5.2.3 Meeting venues are determined at the discretion of the Chairperson

5.2.4 Where practicable, the agenda and supporting documents will be forwarded to members at least five (5) working days prior to meetings to enable adequate consideration

5.2.5 Accurate and summarised minutes will be kept of each meeting of the committee

5.2.6 The minutes of each meeting will be sent to Committee members for ratification for a period of one week, following the meeting

5.2.7 Minutes will be endorsed at the next subsequent Council meeting

5.2.8 Standing agenda items for Committee meetings will be prescribed by Council

5.2.9 Council shall provide meeting facilities and administration support to the Committee as required

5.2.10 Meetings may be hosted by participating organisations.

5.2.11 Additional sub-committee meetings, as agreed by members, may be formed to advise the committee.

5.3 Reports

Committee meeting minutes will be reported quarterly to Council. Members representing Traditional Owners and ACCOs or other stakeholder organisations will have the opportunity to deliver updates to the Committee at each meeting if relevant.

5.4 Expectations/Requirements of Members

Members are expected to:

5.4.1 Declare any conflict of interest.

5.4.2 Abide by the cultural safety protocols developed by the Committee.

5.4.3 Keep informed of current developments, issues and concerns in the local Aboriginal and/or Torres Strait Islander community.

5.4.4 Have an awareness of and/or experience in the principles of community development and be willing to further develop their understanding.

5.4.5 Prepare for and actively participate in meetings.

5.4.6 Act in a courteous manner, respecting other's views and opinions and the decision of the consensus view as settled by the Chair.

5.4.7 Treat information with sensitivity.

6. Evaluation and Review

6.1 The Terms of Reference will be reviewed and evaluated after one year, and then every four (4) years.

6.2 Committee priorities and annual action plans will be determined by members and developed on an annual basis (if required).

6.3 Council Officers may review the role, function, and membership composition of the Committee annually.

6.2 COMMUNITY GRANTS AND AWARD PROGRAMS - RESCINDED DOCUMENTS

Responsible Officer: **Elyse Rider - Manager Community Planning**

Document Author: **Vanja Zdjelar - Governance Officer**

Date Prepared: **27 March 2024**

Recommendation:

That the Policy Review Panel recommend Council rescind the following documents:

1. Community Grants Panel – HRV Grants Assessment Panel Terms of Reference
2. Community Grants Panel – The Club Caroline Springs Grants Terms of Reference
3. Community Grants Panel - Bi-Monthly Grants Assessment Panel Terms of Reference
4. Community Grants Panel - Semi-Annual Grants Assessment Panel Terms of Reference
5. Community Achievement Awards Procedure

Motion

Crs Ramsey/Shannon.

That the Policy Review Panel recommend Council rescind the following documents:

1. Community Grants Panel – HRV Grants Assessment Panel Terms of Reference
2. Community Grants Panel – The Club Caroline Springs Grants Terms of Reference
3. Community Grants Panel - Bi-Monthly Grants Assessment Panel Terms of Reference
4. Community Grants Panel - Semi-Annual Grants Assessment Panel Terms of Reference
5. Community Achievement Awards Procedure

CARRIED

1. Background

1.1 The Policy

The Revised Terms of Reference (TOR) for the Community Grants Program – Grants Assessment Panel and the revised Community Achievement Awards Policy were approved by Council on 26 February 2024.

These new TOR aim to streamline the grant assessment process, foster community representation within decision-making, and enhance the efficiency of fund allocation to a broader spectrum of community groups.

The outcome of the implementation of these revised TOR is that it renders four separate TORs redundant, as they refer to grant streams now integrated into the overarching Community Grants Program established in 2024. The four TOR proposed to be made redundant are:

- Community Grants Panel – HRV Grants Assessment Panel
- Community Grants Panel – The Club Caroline Springs Grants
- Community Grants Panel - Bi-Monthly Grants Assessment Panel
- Community Grants Panel - Semi-Annual Grants Assessment Panel

Additionally, the revised Community Achievement Award Policy includes necessary operational information for the program, and the Community Achievement Awards Procedure is now redundant.

1.2 Sources/benchmarking

n/a

1.3 Consultation

n/a

1.4 Communication and Implementation

The rescinded TOR and procedure will be removed from the Intranet page and any website links.

1.5 Compliance

The revised TORs support program alignment with the findings of:

- The Melton City Community Grant Program Review 2022-23 which included the completion of a gender impact assessment as per the Gender Equality Act 2020.
- The VAGO's May 2022 "Fraud Control over Local Government Grants" report, including:
  - Documenting how the Council manages declared conflicts of interest; and
  - Excluding Councillors from assessing and making recommendations on grant applications
  - Internal Audit of Community Grant Management Melton City Council 2023 (Moore).

1.6 Measures of Success

The revised TORs will be reviewed and updated annually and part of the Community Grants Program review process.

The Community Achievement Award Policy and program will be reviewed in 2025.

LIST OF APPENDICES

1. Community Grants Program - Grants Assessment Panel TOR - February 2024
2. Proposed to Rescind - Community Grants Panel - HRV Grants Panel TOR
3. Proposed to Rescind - Community Grants Panel - The Club Caroline Grants TOR
4. Proposed to Rescind - Community Grants Panel - Bi-Monthly Grants Assessment Panel - TOR
5. Proposed to Rescind - Community Grants Panel - Semi-Annual Grants Assessment Panel TOR
6. Proposed to Rescind - Community Achievement Awards Procedure 2018

Terms of Reference

Name	Community Grants Program, Grants Assessment Panel
Endorsed by	Policy Review Panel 8 February 2024
Approved by	Council 26 February 2024
Next review	31 August 2024

1. PURPOSE

The Grants Assessment Panel will assess Community Grants applications and recommend Grants for approval by the Chief Executive Officer (CEO). The Melton City Council CEO has delegated authority to approve Assessment Panel recommendations.

2. RESPONSIBILITY

The Community Grants Program (CGP) is designed to provide our community with financial support to meet identified community needs across the municipality. It is the responsibility of the Grants Assessment panel to:

- Review and assess applications and provide funding recommendations to the CEO for approval of funding.
- Ensure adherence to the Community Grants Program Policy and Community Grants Program Guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

3.1.1 Assessment Pool

A pool of assessors will be formed comprising of up to three community members per ward (up to nine in total).

3.1.2 Panel Rotation

Panel members will be rotated to ensure regular panel participation of all members of the assessor pool.

3.1.3 Voting Representatives

Each assessment panel will comprise a total of three voting representatives. Staff in the Melton Healthy, Connected Communities team will be in attendance in a non-voting capacity for program administration.

#	Name	Type	Voting	Term
1	Community Representative Watts Ward	Appointed	Yes	2 years
2	Community Representative Cambridge Ward	Appointed	Yes	2 years
3	Community Representative Coburn Ward	Appointed	Yes	2 years
4	Melton City Council, Manager Healthy Connected Communities (Chair) (non-voting)	Ex Officio	No	Ongoing
5	Melton City Council, Community Grants & Awards Officer (non-voting)	Ex Officio	No	Ongoing

3.2 Terms and Method of Nomination

3.2.1 Panel Appointments

All Ward-based community representatives in the assessment panel pool will be considered and appointed by Council at an Ordinary Council Meeting. All Community panel members will be appointed for two years. New panel members are to be appointed at least three months prior to the next two-year cycle.

3.2.2 Panel member replacement

At the end of the term, nominations will be called for new panel members. Previous participants can reapply. If a panel member withdraws from the assessor pool during the term, previous unsuccessful applicants (who still were considered viable options) will be offered a place in the assessor pool and failing that, nominations will be called for.

3.2.4 Community Panel member eligibility

Community Representatives must be City of Melton residents and the Ward they are assigned to their regular place of residence.

3.3 Chair

3.3.1 Meeting Chair

The Manager, Healthy Connected Communities is the Chair of the Panel, or in their absence, chairing will be allocated to another member of the Healthy Connected Communities team as designated by the Chair.

4. OPERATING PROCEDURES

4.1 Quorum

4.1.1 Meeting Quorum

Quorum will be reached with at least three voting members present.

4.2 Meetings

4.2.1 Panel Meeting Frequency

The Panel will meet every 2 months.

4.2.2 Panel meeting notice period

Notice of Assessment Panel meetings shall be provided to members at least two weeks prior to each meeting.

4.2.3 Panel member preparation

Prior to the meeting, panel members are to:

- Notify the Community Grants team as soon as practicable for meeting absences.
- Understand and adhere to the principles of the Community Grants Program Policy and Community Grants Guidelines.
- Set aside at least 2-4 hours for the review of applications (varies depending on total number of applications).
- Determine if there is a potential conflict of interest with any application being assessed and if so, disclose this prior to assessing the application (see Appendix 1). Confirmed conflicts are to be recorded in the panel meeting minutes.

4.2.4 Panel member assessments

Panel members must complete and submit their assessments via the online SmartyGrants portal prior to the panel meeting. Once submitted, individual assessments cannot be changed. Further detail on assessment criteria and scoring matrix is documented in the corresponding Guidelines.

Members of the assessment panel are prohibited from being canvassed and must uphold strict confidentiality throughout the selection process. Any attempt by applicant groups to influence panel members will result in the automatic disqualification of their applications.

4.2.5 Panel member absence from panel meetings

In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their comments and scores for consideration by the panel. Any assessment comments received from absent panel members will be communicated by non-voting panellists to other members of the panel for consideration at the panel meeting.

If a panel member does not attend two of their scheduled meetings in a row, their position will be deemed to be vacant. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

4.2.6 Confirmation of panel meeting minutes

Panel members will confirm the minutes from Assessment Panel meetings after each meeting.

4.2.7 Feedback to applicants following panel meetings

The panel's rationale for recommended and not recommended applications will be documented and detailed feedback will be provided to unsuccessful or partially successful applicants.

4.3 Reports

4.3.1 Reporting of recommended grants to CEO

A list of the approved Community Grants is reported to the Chief Executive Officer (CEO) bi-monthly. The CEO will report to Councillors accordingly.

4.3.2

4.4 Expectations and Requirements of Members

4.4.1 Member conduct in panel meetings

Panel members must:

- Not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information. For clarity, 'confidential information' includes matters relating to Panel Meeting information, including discussions held, individual's assessments and funding outcomes.
- Act in a courteous manner, respecting others' views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Adhere to the Community Grants Assessment Panel Confidentiality and Disclosure Agreement (refer Appendix 1).

4.4.2 Communication of panel decisions

All funding outcomes will be communicated to the applicant via the Community Grants Team and not by any other Panel member.

4.5 Support provided to Assessment Panel Members

4.5.1 Panel member training

All Assessment Panel Members are trained on their assessment role, the use of assessment tools such as the Scoring Matrix and the context of grant applications they will be assessing.

4.5.2 Panel member support

The Community Grants Team will provide the Scoring Matrix, advice, support, and background information on each of the applications to be reviewed by the Assessment Panel Members.

4.6 Evaluation and Review

The Terms of Reference will be reviewed by August 31, 2024, and thereafter every two years. Endorsement of the Terms of Reference will be provided by Council.

Appendix 1

Community Grants Assessment Panel Confidentiality & Disclosure of Interests Agreement

Confidential Information

A member of the Community Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Community Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Grants Team, feedback on applications provided by Council Officers;
- The Community Grants Assessment Panel including; names and contact details of panel members; or
- The Community Grants Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Grants Team or Chairperson.

Conflict of Interest

Under the Local Government Act 2020 (the 'Act') a member of the Community Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances:

- a **general conflict of interest**, because an impartial, fair-minded person would consider that my private interests could result in me acting in a manner that is contrary to my public duty [s127 LGA 2020]

OR

- a **material conflict of interest,** because one or more of the following affected people would gain a benefit or suffer a loss (either directly or indirectly and in a pecuniary or non-pecuniary form) depending on the outcome of the matter:
- Me or a member of my family (broadly defined)
- A body corporate, company, or business of which me or my spouse or domestic partner is a director or member of the governing body.
- My employer (other than Council)
- My business partner.
- Someone for who I am a consultant, contractor, or agent.
- A beneficiary of a trust of which I am trustee.

- Someone from whom I have received a disclosable gift (>$500) in the five years preceding any decision of the matter.

* Noting the exemptions in the Local Government Act 2020 and the Local Government (Governance & Integrity) Regulations 2020

Disclosure of Interest

If a member of the Community Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest via the SmartyGrants Portal before assessing applications.
- When a member discloses a conflict of interest:
  - SmartyGrants will not allow scoring for the associated application;
  - The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
  - The nature of the conflict of interest is to be recorded in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson prior to the panel meeting. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify a general or material conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act 2020.

Declaration

As a member of the Community Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name: _____

Signature: _____

Date: _____

Terms of Reference

Name	Community Grants Program Grants Assessment Panel (Harness Racing Victoria/Tabcorp Park Grants)
Endorsed by	Policy Review Panel – 2 March 2021
Approved by	Council – 15 March 2021
Next review	31 January 2023

1. PURPOSE

The Harness Racing Victoria/Tabcorp Park Grants is an agreement between Council, Harness Racing Victoria and Tabcorp Park. Council provides an administration and support role for the distribution of annual community grants as funded by Harness Racing Victoria and Tabcorp Park.

The Harness Racing Victoria/Tabcorp Park Grants Assessment Panel will review applications and determine distribution of funding against assessment criteria.

2. RESPONSIBILITY

The Harness Racing Victoria/Tabcorp Park Grants is designed to provide the community with financial support to meet identified needs.

It is the responsibility of the Harness Racing Victoria /Tabcorp Park Grants Assessment panel to:

- Review and assess applications and make funding recommendations to Council.
- Ensure adherence to the Community Grants Program Policy and Community Grants Guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of eight representatives, consisting of an appointed representative of Harness Racing Victoria/Tabcorp Park, four officers of Council and three community representatives who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Harness Racing Victoria/Tabcorp Park Representative	Appointed	Yes	Ongoing
2	Melton City Council, Council Officer	Appointed	Yes	2 years
3	Melton City Council, Council Officer	Appointed	Yes	2 years
4	Community Representative (Coburns Ward)	Appointed	Yes	2 years
5	Community Representative (Watts Ward)	Appointed	Yes	2 years
6	Community Representative (Cambridge)	Appointed	Yes	2 years
7	Manager Community Planning (Chair)	Appointed	No	Ongoing
8	Community Grants and Awards Officer	Appointed	No	Ongoing

The total number of voting members will be six.

3.2 Terms and Method of Nomination

3.2.1 Council Officer Positions will be considered and appointed on recommendation by line management and approval by General Manager Community Services, based on roles within the organisation that would best support the assessment process.

3.2.2 Council Officers will be appointed for two years. At the end of the two year period, or if a vacancy occurs during that period, appointments will be determined based on the process identified in 3.2.1.

3.2.3 Nominations for Community Representatives will be called by advertisement in local media.

3.2.4 Nominees for Community Representatives must be a City of Melton resident.

3.2.5 Community Representative nominees must submit a completed Harness Racing Victoria/Tabcorp Park Grants Assessment Panel Expression of Interest form to be considered.

3.2.6 Community Representative appointments will be made based on the recommendation of a sub-committee made up of the Chairperson, the Harness Racing Victoria/Tabcorp Park Representative or their nominated representative, and Melton City Council's Community Grants and Awards Officer.

3.2.7 Community representatives will be appointed for a period of two years. At the end of the two year term expressions of interest will be sought through the process identified in 3.2.3. Existing members will be eligible to renominate.

3.2.8 Diversity in panel representation must be considered when appointing panel members.

3.2.9 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

3.2.10 In the event that the number of community representatives nominating for the panel exceed the number of positions available, community representatives may be added to a reserve list that may be drawn upon by any of the Community Grants Assessment Panels for rotation of participation, if required.

3.3 Chair

3.3.1 The Council's Manager Community Planning is the Chair of the Panel.

3.3.2 In the absence of the Chair, the Panel is to select an Acting Chair from its Voting Members.

4. OPERATING PROCEDURES

4.1 Quorum

4.1.1 Quorum will be reached when at least three voting members are present. Of the three, at least one representative from Harness Racing Victoria/Tabcorp Park, and one Community Representative must be present.

4.2 Meetings

4.2.1 The Panel will meet annually.

4.2.2 Notice of Harness Racing Victoria/Tabcorp Park Grants Assessment Panel meetings shall be provided to members at least four weeks prior to each meeting.

4.2.3 The Community Grants and Awards Officer must receive apologies for meeting absences as soon as practicable.

4.2.4 Meetings will commence and conclude on time.

4.2.5 In addition to receiving assessment packs electronically, panel members can nominate to receive printed hardcopies of the assessment packs.

4.2.6 Panel members are encouraged to complete and submit their assessments and scoring to the Community Grants and Awards Officer prior to the panel meeting. Once submitted, individual assessments cannot be changed. Panel members who do not complete their assessment prior to the meeting, will be noted and permitted in the meeting to complete their assessment following initial panel discussions on each application.

4.2.7 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their comments and scores taken into account. Any recommendations received by the Community Grants and Awards Officer from absent panel members regarding funding will be communicated by the officer to other members of the panel for consideration at the panel meeting.

4.2.8 Applicants are funded based on scoring and panel deliberations. Only those who score over 50% are eligible to receive funding.

4.2.9 The rationale for recommended and not recommended applications will be documented and detailed feedback will be provided to unsuccessful or partially successful applicants.

4.2.10 Panel members will receive minutes from the Harness Racing Victoria/Tabcorp Park Grants Assessment Panel meetings after each meeting.

4.3 Reports

4.3.1 Harness Racing Victoria/Tabcorp Park Grants Assessment Panel outcomes are reported to Council for endorsement.

4.3.2 In order to avoid canvassing, membership of the panel is to remain anonymous, with only the structure, (number of Community members and Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

4.4.1 Read applications prior to each meeting, which involves approximately 2-4 hours of reading (depending on number of applications). Completing individual assessments and scoring prior to each meeting is highly recommended, but not mandatory.

4.4.2 Understand and adhere to the principles of the Community Grants Program policy and Community Grants Guidelines and make written assessment with evaluation comments based on set assessment criteria.

4.4.3 Adhere to the Harness Racing Victoria/Tabcorp Park Confidentiality and Disclosure Agreement, refer **Appendix 1.**

4.4.4 Not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information. For clarity, information is 'confidential information' and includes matters relating to Panel Meeting information, including discussions held, individual's assessments and funding outcomes. All funding outcomes will be communicated to the applicant via the Community Grants and Awards Officer or the Chairperson only and not by any other Panel member.

4.4.5 Keep informed of current developments, issues and concerns in the local community.

4.4.6 Prepare for and actively participate in meetings.

4.4.7 Comply with legislative and Council requirements in relation to conflict of interest. This includes declaring in advance any conflict of interest in relation to an application and refraining from assessing it; and exiting the panel meeting before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Harness Racing Victoria/Tabcorp Park Grants Assessment Panel Meeting.

4.4.8 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

4.5 Support Provided to Harness Racing Victoria/Tabcorp Park Grants Assessment Panel Members

4.5.1 All panel members will be briefed on the context of respective grant applications they will be assessing.

4.5.2 The Community Grants and Awards Officer will provide advice support and background information on each of the applications to be reviewed by panel members.

4.6 Evaluation and Review

The Harness Racing Victoria/Tabcorp Park Grants Assessment Panel Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final terms of reference will be provided by Council.

Appendix 1

Harness Racing Victoria/Tabcorp Grants Assessment Panel Confidentiality & Disclosure of Interests Agreement

Confidential Information

A member of the Harness Racing Victoria/Tabcorp Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Harness Racing Victoria/Tabcorp Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Grants & Awards Officer, feedback on applications provided by Council Officers;
- The Harness Racing Victoria/Tabcorp Grants Assessment Panel including; names and contact details of panel members; or
- The Harness Racing Victoria/Tabcorp Grants Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Grants & Awards Officer or Chairperson.

Conflict of Interest

Under the Local Government Act 2020 (the 'Act') a member of the Harness Racing Victoria/Tabcorp Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances:

- a **general conflict of interest**, because an impartial, fair-minded person would consider that my private interests could result in me acting in a manner that is contrary to my public duty [s127 LGA 2020]

  OR

- a **material conflict of interest,** because one or more of the following affected people would gain a benefit or suffer a loss (either directly or indirectly and in a pecuniary or non-pecuniary form) depending on the outcome of the matter:
  - Me or a member of my family (broadly defined)
  - A body corporate, company or business of which me or my spouse or domestic partner is a director or member of the governing body
  - My employer (other than Council)
  - My business partner
  - Someone for who I am a consultant, contractor or agent
  - A beneficiary of a trust of which I am trustee
  - Someone from whom I have received a disclosable gift (>$500) in the five years preceding any decision of the matter. (

* Noting the exemptions in the Local Government Act 2020 and the Local Government (Governance & Integrity) Regulations 2020

Disclosure of Interest

If a member of the Harness Racing Victoria/Tabcorp Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest and complete a Conflict of Interest Disclosure Form;
  - Before the meeting, if he or she does not intend to be present at the meeting, or
  - At the onset of the meeting as requested by the Chairperson.
- The member must exit the room in which the meeting is being held before any consideration or discussion of the application;
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
- If a panel member discloses a conflict of interest, the Community Grants & Awards Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify an general or material conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act 2020.

Declaration

As a member of the Harness Racing Victoria/Tabcorp Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name: _____

Signature: _____

Date: _____

Terms of Reference

Name	Community Grants Program Grants Assessment Panel (The Club Caroline Springs)
Endorsed by	Policy Review Panel – 2 March 2021
Approved by	Council - 15 March 2021
Next review	31 January 2023

1. PURPOSE

The Club Caroline Springs Grants is an arrangement between Council, The Club Caroline Springs and Melbourne Racing Club. Council provides an administration and support role for the distribution of the annual The Club Caroline Springs Grants as funded by The Club Caroline Springs and Melbourne Racing Club.

The Club Caroline Springs Grants Assessment Panel will review applications and determine distribution of funding against assessment criteria.

2. RESPONSIBILITY

The Club Caroline Springs Grants are designed to provide the community with financial support to meet identified community needs across the municipality.

It is the responsibility of The Club Caroline Springs Grants Assessment Panel to:

- Review and assess applications and make funding recommendations to Council.
- Ensure adherence to the Community Grants Program Policy and Community Grants Guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of eight representatives, consisting of an appointed representative of the Melbourne Racing Club, four officers of Council and three community representatives who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Melbourne Racing Club Representative	Appointed	Yes	Ongoing
2	Melton City Council, Council Officer	Appointed	Yes	2 years
3	Melton City Council, Council Officer	Appointed	Yes	2 years
4	Community Representative (Coburns)	Appointed	Yes	2 years
5	Community Representative (Watts)	Appointed	Yes	2 years
6	Community Representative (Cambridge)	Appointed	Yes	2 years
7	Melton City Council, Manager of Community Planning (Chair)	Appointed	No	Ongoing
8	Melton City Council, Community Grants and Awards Officer	Appointed	No	Ongoing

The total number of voting members will be six.

3.2 Terms and Method of Nomination

3.2.1 Council Officer positions will be considered and appointed on recommendation by line management and approved by General Manager Community Services, based on roles within the organisation that would best support the assessment process.

3.2.2 Council Officers will be appointed for two years. At the end of the two year period, or if a vacancy occurs during that period, appointments will be determined based on the process identified in 3.2.1.

3.2.3 Nominations for Community Representatives will be called by advertisement in local media.

3.2.4 Nominees for Community Representatives must be a City of Melton resident.

3.2.5 Community Representative nominees must submit a completed The Club Caroline Springs Grants Assessment Panel Expression of Interest form to be considered.

3.2.6 Community Representative appointments will be made based on the recommendation of a sub-committee made up of the Chairperson, a Melbourne Racing Club Representative or their nominated representative, and Melton City Council's Community Grants and Awards Officer.

3.2.7 Community representatives will be appointed for a period of two years. At the end of the two year term expressions of interest will be sought through the process identified in 3.2.3. Existing members will be eligible to renominate.

3.2.8 Diversity in panel representation must be considered when appointing panel members.

3.2.9 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

3.2.10 In the event that the number of community representatives nominating for the panel exceed the number of positions available, community representatives may be added to a reserve list that may be drawn upon by any of the Community Grants Assessment Panels for rotation of participation, if required.

3.3 Chair

3.3.1 The Council's Manager Community Planning will act as the Panel Chairperson.

3.3.2 In the absence of the Chair, the Panel is to select an Acting Chair from its Voting Members.

4. OPERATING PROCEDURES

4.1 Quorum

4.1.1 Quorum will be reached when at least three voting members are present. Of the three, at least one representative from Melbourne Racing Club, and one Community Representative must be present.

4.2 Meetings

4.2.1 The Panel will meet annually

4.2.2 Notice of The Club Caroline Springs Grants Assessment Panel meetings shall be provided to members at least four weeks prior to each meeting.

4.2.3 The Community Grants and Awards Officer must receive apologies for meeting absences as soon as practicable.

4.2.4 Meetings will commence and conclude on time.

4.2.5 In addition to receiving assessment packs electronically, panel members can nominate to receive printed hardcopies of the assessment packs.

4.2.6 Panel members are encouraged to complete and submit their assessments and scoring to the Community Grants and Awards Officer prior to the panel meeting. Once submitted, individual assessments cannot be changed. Panel members who do not complete their assessment prior to the meeting, will be noted and permitted in the meeting to complete their assessment following initial panel discussions on each application.

4.2.7 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their comments and scores taken into account. Any recommendations received by the Community Grants and Awards Officer from absent panel members regarding funding will be communicated by the officer to other members of the panel for consideration at the panel meeting.

4.2.8 Applicants are funded based on scoring and panel deliberations. Only those who score over 50% are eligible to receive funding.

4.2.9 The panel's rationale for recommended and not recommended applications will be documented and detailed feedback will be provided to unsuccessful or partially successful applicants.

4.2.10 Panel members will receive minutes from The Club Caroline Springs Grants Assessment Panel meetings after each meeting.

4.3 Reports

4.3.1 The Club Caroline Springs Grants Assessment Panel funding outcomes are reported to Council for endorsement.

4.3.2 In order to avoid canvassing, membership of the Panel is to remain anonymous, with only the structure, (number of Community members and Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

4.4.1 Read applications prior to each meeting, which involves approximately 2-4 hours of reading (depending on number of applications). Completing individual assessments and scoring prior to each meeting is highly recommended, but not mandatory.

4.4.2 Understand and adhere to the principles of the Community Grants Program Policy and Community Grants Guidelines and make written assessment with evaluation comments based on set assessment criteria.

4.4.3 Adhere to The Club Caroline Springs Grants Assessment Panel Confidentiality and Disclosure Agreement, refer **Appendix 1**.

4.4.4 Not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.

For clarity, information is 'confidential information' and includes matters relating to Panel Meeting information, including discussions held, individual's assessments and funding outcomes.

All funding outcomes will be communicated to the applicant via the Community Grants and Awards Officer or the Chairperson only and not by any other Panel member.

4.4.5 Keep informed of current developments, issues and concerns in the local community.

4.4.6 Prepare for and actively participate in meetings.

4.4.7 Comply with legislative and Council requirements in relation to conflict of interest. This includes declaring in advance any conflict of interest and refraining from assessing it; and exiting the panel meeting before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of The Club Caroline Springs Grants Assessment Panel Meeting.

4.4.8 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chairperson.

4.5 Support provided to Assessment Panel Members

4.5.1 All Panel members will be briefed on their assessment role, and the context of respective grant applications they will be assessing.

4.5.2 The Community Grants and Awards Officer will provide advice, support and background information on each of the applications to be reviewed by Panel members.

4.6 Evaluation and Review

The Club Caroline Springs Grants Assessment Panel Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final Terms of Reference will be provided by Council.

Appendix 1

The Club Caroline Springs Grants Assessment Panel Confidentiality & Disclosure of Interests Agreement

Confidential Information

A member of The Club Caroline Springs Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Club Caroline Springs Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Grants & Awards Officer, feedback on applications provided by Council Officers;
- The Club Caroline Springs Grants Assessment Panel including; names and contact details of panel members; or
- The Club Caroline Springs Grants Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Grants & Awards Officer or Chairperson.

Conflict of Interest

Under the Local Government Act 2020 (the 'Act') a member of The Club Caroline Springs Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances:

- a **general conflict of interest**, because an impartial, fair-minded person would consider that my private interests could result in me acting in a manner that is contrary to my public duty [s127 LGA 2020]

  OR

- a **material conflict of interest,** because one or more of the following affected people would gain a benefit or suffer a loss (either directly or indirectly and in a pecuniary or non-pecuniary form) depending on the outcome of the matter:
  - Me or a member of my family (broadly defined)
  - A body corporate, company or business of which me or my spouse or domestic partner is a director or member of the governing body
  - My employer (other than Council)
  - My business partner
  - Someone for who I am a consultant, contractor or agent
  - A beneficiary of a trust of which I am trustee
  - Someone from whom I have received a disclosable gift (>$500) in the five years preceding any decision of the matter. (

* Noting the exemptions in the Local Government Act 2020 and the Local Government (Governance & Integrity) Regulations 2020

Disclosure of Interest

If a member of The Club Caroline Springs Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest and complete a Conflict of Interest Disclosure Form;
  - Before the meeting, if he or she does not intend to be present at the meeting, or
  - At the onset of the meeting as requested by the Chairperson.
- The member must exit the room in which the meeting is being held before any consideration or discussion of the application;
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
- If a panel member discloses a conflict of interest, the Community Grants & Awards Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify an general or material conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act 2020.

Declaration

As a member of The Club Caroline Springs Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name: _____

Signature: _____

Date: _____

Terms of Reference

Name	Community Grants Program Bi-Monthly Grants Assessment Panel
Endorsed by	Policy Review Panel – 2 March 2021
Approved by	Council - 15 March 2021
Next review	31 January 2023

1. PURPOSE

The Bi-Monthly Grants Assessment Panel will assess applications from the Bi-Monthly Responsive Grants, New Group Establishment Grants, and Resident Achievement Donations, and recommend Grants for approval by the Chief Executive Officer.

The Melton City Council Chief Executive Officer has delegated authority to approve Assessment Panel recommendations to be implemented through provision of Funding Agreements.

2 RESPONSIBILITY

The Community Grants Program Bi-Monthly Grants are designed to provide our community with financial support to meet identified community needs across the municipality.

It is the responsibility of the Bi-Monthly Grants Assessment panel to:

- Review and assess applications and provide funding recommendations to the Chief Executive Officer for approval of funding and authorisation of Funding Agreements.
- Ensure adherence to the Community Grants Program Policy and Community Grants Program Guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of five representatives, consisting of five officers of Council who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Melton City Council, Council Officer	Appointed	Yes	2 years
2	Melton City Council, Council Officer	Appointed	Yes	2 years
3	Melton City Council, Council Officer	Appointed	Yes	2 years
4	Melton City Council, Coordinator Community Capacity (Chair)	Appointed	No	Ongoing
5	Melton City Council, Community Grants and Awards Officer	Appointed	No	Ongoing

The total number of voting members will be three.

3.2 Terms and Method of Nomination

3.2.1 Council Officer Positions will be considered and appointed by the General Manager Community Services, based on roles within the organisation that would best support the assessment process.

3.2.2 Council Officers will be appointed for two years. At the end of the two year period, or if a vacancy occurs during that period, appointments will be determined based on the process identified in 3.2.1.

3.2.3 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

3.3 Chair

3.3.1 The Council's Coordinator Community Capacity is the Chair of the Panel.

3.3.2 In the absence of the Chair, the Panel is to select an Acting Chair from its Voting Members.

4. OPERATING PROCEDURES

4.1 Quorum

4.1.1 Quorum will be reached when at least two voting members are present.

4.2 Meetings

4.2.1 The Panel will meet each 2 months.

4.2.2 Notice of Assessment Panel meetings shall be provided to members at least four weeks prior to each meeting.

4.2.3 The Community Grants and Awards Officer must receive apologies for meeting absences as soon as is practicable.

4.2.4 In addition to receiving assessment packs electronically, panel members can nominate to receive printed hardcopies of the assessment packs.

4.2.5 Panel members are encouraged to complete and submit their assessments and scoring to the Community Grants and Awards Officer prior to the panel meeting. Once submitted, individual assessments cannot be changed. Panel members who do not complete their assessment prior to the meeting, will be noted and permitted in the meeting to complete their assessment following initial panel discussions on each application.

4.2.6 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their comments and scores taken into account. Any recommendations received by the Community Grants and Awards Officer from absent panel members regarding funding will be communicated by the officer to other members of the panel for consideration at the panel meeting.

4.2.7 Meetings will commence and conclude on time.

4.2.8 The panel's rationale for recommended and not recommended applications will be documented and detailed feedback will be provided to unsuccessful or partially successful applicants.

4.2.9 Applicants are funded based on scoring and panel deliberations. Only those who score over 50% are eligible to receive funding.

4.2.10 Panel members will receive minutes from Assessment Panel meetings after each meeting.

4.3 Reports

4.3.1 Bi-Monthly Grants are reported to Council bi-monthly via the Mayor and Chief Executive Officer Weekly Meeting minutes.

4.3.2 In order to avoid canvassing, membership of the panel is to remain anonymous, with only the structure, (number of Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

4.4.1 Read applications prior to each meeting, which involves approximately 2-4 hours of reading (depending on number of applications). Completing individual assessments and scoring prior to each meeting is highly recommended, but not mandatory.

4.4.2 Understand and adhere to the principles of the Community Grants Program Policy and Bi-Monthly Grants Guidelines and make written assessments with evaluation comments based on set assessment criteria.

4.4.3 Adhere to the Bi-Monthly Grants Assessment Panel Confidentiality and Disclosure Agreement, refer **Appendix 1**.

4.4.4 Not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.

For clarity, information is 'confidential information' and includes matters relating to Panel Meeting information, including discussions held, individual's assessments and funding outcomes.

All funding outcomes will be communicated to the applicant via the Community Grants and Awards Officer or the Chairperson only and not by any other Panel member.

4.4.5 Keep informed of current developments, issues and concerns in the local community.

4.4.6 Prepare for and actively participate in meetings.

4.4.7 Comply with legislative and Council requirements in relation to conflict of interest. This includes declaring in advance any conflict of interest in relation to an application and refraining from assessing it; exiting the panel meeting before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Bi-Monthly Grants Assessment Panel meeting.

4.4.8 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

4.5 Support provided to Assessment Panel Members

4.5.1 All assessment panel members are briefed on their assessment role, and the context of respective grant applications they will be assessing.

4.5.2 The Community Grants and Awards Officer will provide advice, support and background information on each of the applications to be reviewed by the Assessment Panel members.

4.6 Evaluation and Review

The Community Grants Program Bi-Monthly Grants Assessment Panel Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final terms of reference will be provided by Council.

Appendix 1

Bi Monthly Grants Assessment Panel Confidentiality & Disclosure of Interests Agreement

Confidential Information

A member of the Bi Monthly Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Bi-Monthly Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Grants & Awards Officer, feedback on applications provided by Council Officers;
- The Bi-Monthly Grants Assessment Panel including; names and contact details of panel members; or
- The Bi-Monthly Grants Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Grants & Awards Officer or Chairperson.

Conflict of Interest

Under the Local Government Act 2020 (the 'Act') a member of the Bi-Monthly Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances:

- a **general conflict of interest**, because an impartial, fair-minded person would consider that my private interests could result in me acting in a manner that is contrary to my public duty [s127 LGA 2020]

  OR

- a **material conflict of interest,** because one or more of the following affected people would gain a benefit or suffer a loss (either directly or indirectly and in a pecuniary or non-pecuniary form) depending on the outcome of the matter:
  - Me or a member of my family (broadly defined)
  - A body corporate, company or business of which me or my spouse or domestic partner is a director or member of the governing body
  - My employer (other than Council)
  - My business partner
  - Someone for who I am a consultant, contractor or agent

- A beneficiary of a trust of which I am trustee
- Someone from whom I have received a disclosable gift (>$500) in the five years preceding any decision of the matter. (

* Noting the exemptions in the Local Government Act 2020 and the Local Government (Governance & Integrity) Regulations 2020

Disclosure of Interest

If a member of the Bi-Monthly Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest and complete a Conflict of Interest Disclosure Form;
  - Before the meeting, if he or she does not intend to be present at the meeting, or
  - At the onset of the meeting as requested by the Chairperson.
- The member must exit the room in which the meeting is being held before any consideration or discussion of the application;
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
- If a panel member discloses a conflict of interest, the Community Grants & Awards Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify an general or material conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act 2020.

Declaration

As a member of the Bi-Monthly Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name: _____

Signature: _____

Date: _____

Terms of Reference

Name	Community Grants Program Semi-Annual Grants Assessment Panel
Endorsed by	Policy Review Panel – 2 March 2021
Approved by	Council –15 March 2021
Next review	31 January 2023

1. PURPOSE

The Semi-Annual Grants Assessment Panel will review applications and make recommendations to Council in relation to the distribution of funding provided from the Semi-Annual Grants budget.

2. RESPONSIBILITY

The Community Grants Program Semi-Annual Grants are designed to provide our community with financial support to meet identified community needs across the municipality.

It is the responsibility of the Semi-Annual Grants Assessment panel to:

- Review and assess applications and make funding recommendations to Council.
- Ensure adherence to the Community Grants Program Policy and Community Grants Guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of seven representatives, consisting of four officers of Council and three community representatives who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Melton City Council, Council Officer	Appointed	Yes	2 years
2	Melton City Council, Council Officer	Appointed	Yes	2 years
3	Community Representative (Coburns Ward)	Appointed	Yes	2 years
4	Community Representative (Watts Ward)	Appointed	Yes	2 years
5	Community Representative (Cambridge Ward)	Appointed	Yes	2 years
6	Manager Community Planning (Chair) or nominee	Appointed	No	Ongoing
7	Community Grants and Awards Officer	Appointed	No	Ongoing

The total number of voting members will be five.

3.2 Terms and Method of Nomination

3.2.1 Council Officer Positions will be considered and appointed by the General Manager Community Services, based on roles within the organisation that would best support the assessment process.

3.2.2 Council Officers will be appointed for two years. At the end of the two year period, or if a vacancy occurs during that period, appointments will be determined based on the process identified in 3.2.1.

3.2.3 Nominations for Community Representatives will be called by advertisement in local media.

3.2.4 Nominees for Community Representatives must be a City of Melton resident.

3.2.5 Community Representative nominees must submit a completed Semi-Annual Grants Assessment Panel Expression of Interest form to be considered.

3.2.6 Community Representative appointments will be made based on the recommendation of a sub-committee made up of the Chairperson and Melton City Council's Community Grants and Awards Officer.

3.2.7 Community representatives will be appointed for a period of two years. At the end of the two year term expressions of interest will be sought through the process identified in 3.2.3. Existing members will be eligible to renominate.

3.2.8 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

3.2.9 In the event that the number of community representatives nominating for the panel exceed the number of positions available, community representatives may be added to a reserve list that may be drawn upon by any of the Community Grants Assessment Panels for rotation of participation, if required.

3.3 Chair

3.3.1 The Council's Manager Community Planning is the Chair of the Panel.

3.3.2 In the absence of the Chair, the Panel is to select an Acting Chair from its Voting Members.

4. OPERATING PROCEDURES

4.1 Quorum

4.1.1 Quorum will be reached when at least three voting members are present.

4.2 Meetings

4.2.1 The Panel will meet each 6 months.

4.2.2 Notice of Semi-Annual Grants Assessment Panel meetings shall be provided to members at least four weeks prior to each meeting.

4.2.3 The Community Grants and Awards Officer must receive apologies for meeting absences as soon as is practicable.

4.2.4 Meetings will commence and conclude on time.

4.2.5 In addition to receiving assessment packs electronically, panel members can nominate to receive printed hardcopies of the assessment packs.

4.2.6 Panel members are encouraged to complete and submit their assessments and scoring to the Community Grants and Awards Officer prior to the panel meeting. Once submitted, individual assessments cannot be changed. Panel members who do not wish to do this, will be noted, and permitted in the meeting to complete their assessment following initial panel discussion on an application.

4.2.7 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their comments and scores taken into account. Any recommendations from absent panel members regarding funding will be communicated via the Community Grants and Awards Officer to other members of the panel for consideration at the panel meeting.

4.2.8 Applicants are funded based on scoring and panel deliberations. Only those who score over 50% are eligible to receive funding.

4.2.9 The panel's rationale for recommended and not recommended applications will be documented and detailed feedback will be provided to unsuccessful or partially successful applicants.

4.2.10 Panel members will receive minutes from the Semi-Annual Grants Assessment Panel meetings after each meeting.

4.3 Reports

4.3.1 Semi-Annual Grants Assessment Panel recommendations are reported to Council for endorsement.

4.3.2 In order to avoid canvassing, membership of the panel is to remain anonymous, with only the structure, (number of Community members and Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

4.4.1 Read applications prior to each meeting, which involves approximately 2-4 hours of reading (depending on number of applications). Completing individual assessments and scoring prior to each meeting is highly recommended, but not mandatory.

4.4.2 Understand and adhere to the principles of the Community Grants Program policy and Semi-Annual Grants guidelines and make written assessments with evaluation comments based on set assessment criteria.

4.4.3 Adhere to the Semi Annual Grants Assessment Panel Confidentiality and Disclosure Agreement, refer **Appendix 1**.

4.4.4 Not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.

For clarity, information is 'confidential information' and includes matters relating to Panel Meeting information, including discussions held, individual's assessments and funding outcomes.

All funding outcomes will be communicated to the applicant via the Community Grants and Awards Officer or the Chairperson only and not by any other Panel member.

4.4.5 Keep informed of current developments, issues and concerns in the local community.

4.4.6 Prepare for and actively participate in meetings.

4.4.7 Comply with legislative and Council requirements in relation to conflict of interest. This includes declaring in advance any conflict of interest in relation to an application and refraining from assessing it; and exiting the panel meeting before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Semi-Annual Grants Assessment Panel meeting.

4.4.8 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

4.5 Support Provided to Semi-Annual Grants Assessment Panel Members

4.5.1 All panel members will be briefed on their assessment role, and the context of respective grant applications they will be assessing.

4.5.2 The Community Grants and Awards Officer will provide advice, support and background information on each of the applications to be reviewed by panel members.

4.6 Evaluation and Review

The Community Grants Program Semi-Annual Grants Assessment Panel Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final terms of reference will be provided by Council.

Appendix 1

Semi Annual Grants Assessment Panel Confidentiality & Disclosure of Interests Agreement

Confidential Information

A member of the Semi Annual Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Semi Annual Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Grants & Awards Officer, feedback on applications provided by Council Officers;
- The Semi Annual Grants Assessment Panel including; names and contact details of panel members; or
- The Semi Annual Grants Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Grants & Awards Officer or Chairperson.

Conflict of Interest

Under the Local Government Act 2020 (the 'Act') a member of the Semi Annual Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances:

- a **general conflict of interest**, because an impartial, fair-minded person would consider that my private interests could result in me acting in a manner that is contrary to my public duty [s127 LGA 2020]

  OR

- a **material conflict of interest,** because one or more of the following affected people would gain a benefit or suffer a loss (either directly or indirectly and in a pecuniary or non-pecuniary form) depending on the outcome of the matter:
  - Me or a member of my family (broadly defined)
  - A body corporate, company or business of which me or my spouse or domestic partner is a director or member of the governing body
  - My employer (other than Council)
  - My business partner
  - Someone for who I am a consultant, contractor or agent

- A beneficiary of a trust of which I am trustee
- Someone from whom I have received a disclosable gift (>$500) in the five years preceding any decision of the matter. (

* Noting the exemptions in the Local Government Act 2020 and the Local Government (Governance & Integrity) Regulations 2020

Disclosure of Interest

If a member of the Semi Annual Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest and complete a Conflict of Interest Disclosure Form;
  - Before the meeting, if he or she does not intend to be present at the meeting, or
  - At the onset of the meeting as requested by the Chairperson.
- The member must exit the room in which the meeting is being held before any consideration or discussion of the application;
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
- If a panel member discloses a conflict of interest, the Community Grants & Awards Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify an general or material conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act 2020.

Declaration

As a member of the Semi Annual Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name: _____

Signature: _____

Date: _____

CITY OF MELTON	**Community Achievement Awards Procedure**
Linked policy document:	This procedure details actions and processes pursuant to the Community Achievement Awards Policy.
Version No.	Version Number 1 - 20 March 2018
Endorsement	Policy Review Panel – 13 June 2018
Authorisation	Council – 25 June 2018
Review date	20 March 2020
Responsible officer	Manager Community Planning
Procedure owner	Coordinator Community Capacity

1. Purpose

The Community Achievement Awards Program (CAA) recognises the work of individual volunteers, and their contribution to community projects and the community. The CAA program inspires individual and community pride and strengthens community life in Melton.

2. Scope

This procedure applies to the nomination and awarding of the CAA program in the categories listed below. Annually, Council invites the community to nominate Melton City residents for the Melton Community Achievement Awards (CAA). This can be extended to people who live outside the city who play a major role in the life of the Melton community.

- Citizen of the Year – for recognition of ongoing community leadership and involvement
- Gender Equity Leader of the Year Award – for community leadership, promotion of gender equality and commitment to advancing the status of women
- Young Citizen of the Year – for community leadership under 25 years old
- Access and Inclusion Leader of the Year – for commitment to improving the life of people with a disability
- Intercultural Engagement Leader of the Year – for leadership that celebrate our diverse community.

3. Definitions

Word/Term	Definition
CAA	Community Achievement Awards

4. Procedure

1. Nominations for Community Achievement Awards to be advertised for the following Award categories:
    - Citizen of the Year – for community leadership,
    - Gender Equity Leader of the Year Award – for community leadership, promotion of gender equality and commitment to advancing the status of women,
    - Young Citizen of the Year – for community leadership under 25 years old,
    - Access and Inclusion Leader of the Year – for commitment to improving the life of people with a disability,

- Intercultural Engagement Leader of the Year – for leadership that celebrate our diverse community.

2. Nominations to be received by closing date.
3. Nominations to be presented to the CAA assessment committee of Council, which consists of all Councillors.
4. Nominees to be invited to a nominations night, where they receive a certificate of nomination.
5. The winners to be formally recognised as part of Australia Day ceremony.
6. The Council webpage link to CAA to include the details of the current recipients.

4.1. Assessment Panel

The assessment panel shall be a Committee of Council comprising all Councillors.

5. Responsibility /Accountability

5.1	Coordinator Community Capacity
5.2	Community Leadership and Partnerships Officer

6. References and links to legislation and other documents

The CAA aligns with the Council and Wellbeing Plan;

1. A proud, inclusive and safe community

1.1 A community where all people feel welcome, valued and proud

1.1.1 Create opportunities for people of all backgrounds to share and express cultural and religious experiences, knowledge, stories and traditions

1.1.2 Provide opportunities for meaningful community engagement and community capacity building initiatives

1.1.3 Contribute to a welcoming environment which embraces diversity

1.1.4 Provide opportunities and support initiatives that promote empowerment, development and participation for all

1.4 A resilient community promoting social cohesion

1.4.5 Facilitate relationship development between groups and individuals in the community

1.4.6 Provide opportunities for all people, including new and emerging communities to participate in all aspects of community life

1.4.7 Provide opportunities for arts participation and appreciation

6.3 COUNCILLORS AS CANDIDATES IN STATE OR FEDERAL ELECTIONS POLICY

Troy Scoble left the meeting at 9:22am.

Responsible Officer: **Emily Keogh - Head of Governance**
Document Author: **Vanja Zdjelar - Governance Officer**
Date Prepared: **27 March 2024**

Recommendation:

That the Policy Review Panel recommend Council approve the amended Councillors as Candidates in State or Federal Elections Policy, provided as **Appendix 2** to this report.

Motion

Crs Ramsey/Shannon.

The Policy Review Panel recommended the amended Councillors as Candidates in State or Federal Elections Policy be deferred for consideration at the next meeting on 2 May 2024.

CARRIED

6.4 PURCHASE OF OUTGOING MAYORAL GIFTS POLICY

Responsible Officer:	**Emily Keogh - Head of Governance**
Document Author:	**Vanja Zdjelar - Governance Officer**
Date Prepared:	**27 March 2024**

Recommendation:

That the Policy Review Panel recommend Council adopt the revised Outgoing Mayoral Gift Policy, provided as **Appendix 2** to this report.

Motion

Crs Ramsey/Shannon.

That the Policy Review Panel recommend Council adopt the revised Purchase of Outgoing Mayoral Gift Policy, provided as **Appendix 2** to this report, with changes made by the Panel highlighted in yellow.

CARRIED

1. Background

1.1 The Policy

This document offers guidance to the Council regarding the presentation of gifts to an outgoing Mayor and Deputy Mayor. The policy was last assessed in 2019 and has undergone a scheduled review to ensure alignment with current practice. The document has had a review throughout with minor changes including that:

- The departing Mayor will be honoured with a commemorative pin and sealed letter acknowledging their contributions to the Council and Melton community. These will be presented along with other gifts at the Statutory Meeting after the new Mayor is elected.
- The departing Deputy Mayor will also be honoured with a commemorative pin and sealed letter acknowledging their support to the Mayor and contributions to the Council and Melton community. These will be presented at the Statutory Meeting after the new Deputy Mayor is elected, or in an Election Year, at the last Council Meeting before Election Day.

1.2 Sources/benchmarking

The policy underwent a review against the *Local Government Act* 2020.

1.3 Consultation

The policy has been reviewed by members of the Executive Leadership team.

1.4 Communication and Implementation

Following approval by Council of the new policy, Council's website will be updated to ensure awareness of the policy. Further, the policy will be published via Council Intranet site and all applicable Councillor platforms.

1.5 Compliance

This policy complies with the *Local Government Act 2020* (Vic)

1.6 Measures of Success

This policy will be reviewed according to the Policy Register cycle, which for this policy is a two-yearly review. However, should any issues arise from the policy, the policy will be updated accordingly.

LIST OF APPENDICES

1. Purchase of Outgoing Mayoral Gifts Policy - Current
2. Purchase of Outgoing Mayoral Gifts Policy - Track Changes

Purchase of Outgoing Mayoral Gifts

Version No.	V 2.1 - 10 September 2019
Endorsement	Policy Review Panel – 27 November 2019
Authorisation	Council - 9 December 2019
Review date:	30 September 2021
Responsible officer:	Chief Executive Officer
Policy owner	Manager Legal & Governance

1. Purpose

To provide guidance to Council and the administration in respect of gifts to be presented to the outgoing Mayor and Deputy Mayor.

2. Scope

This policy applies to the outgoing Mayor and Deputy Mayor.

3. Policy

3.1 Mayor

Council will provide a gift to the outgoing Mayor at the end of their term of office in recognition of their significant contribution to the Council and the Melton community during their Mayoralty.

The outgoing Mayor has the option to retain the Mayoral Robe as a gift for that year. It is at the Mayor's discretion whether the robe be embroidered with the year of service to Council.

The outgoing Mayor will also receive a gift to the maximum value of $300, and may take the form of an "album" being a pictorial representation of the Mayor's year of office.

3.2 Deputy Mayor

Council will provide a gift to the outgoing Deputy Mayor at the end of their term of office in recognition of the support provided by them to the Mayor, and their service to the Council and Melton community.

The gift will be to a value of $250, and will be organised and selected by the Chief Executive Officer.

4. Responsibility/Accountability

4.1	**Chief Executive Officer**
	• The Chief Executive Officer is responsible for providing professional advice and guidance to Councillors regarding this policy.
4.2	**Manager Legal & Governance**
	• The Manager Legal & Governance policy is responsible for the maintenance, currency and promotion of this policy
4.3	**Councillors**
	• Councillors are responsible for operating in accordance with this policy, and providing feedback to the policy owner.

Purchase of Outgoing Mayoral Gifts Policy	
Date adopted	<insert date>
Adopted by	Council
Review due	March 2026
Responsible officer	Head of Governance
Records reference	<insert reference>

1. Purpose

To provide guidance in respect of gifts to be presented to the outgoing Mayor and Deputy Mayor.

2. Application and Scope

This Policy applies to the outgoing Mayor and Deputy Mayor.

3. General Provisions

3.1. Mayor

Council will provide a gift to the outgoing Mayor at the end of their term of office in recognition of their significant contribution to the Council and the Melton community. The arrangement of the gift will be coordinated by the Office of the CEO.

The gift will take the form of:

- The Mayoral robes worn throughout their Mayoral term;
- A Letter Under Seal of Council;
- A commemorative enamel pin recognising their service to the community as Melton City Council Mayor; and
- A pictorial representation of the Mayoral term through the coordination of an album.

These gifts are to be presented to the outgoing Mayor at the Statutory Meeting following the election of a new Mayor, or in the case of an Election Year, the last Council Meeting before the Election Day.

~~The outgoing Mayor has the option to retain the Mayoral Robe as a gift for that year. It is at the Mayor's Discretion whether the robe be embroidered with the year of service to Council.~~

~~The outgoing Mayor will also receive a gift to the maximum value of $300, and may~~

~~take the form of an "album" being a pictorial representation of the Mayor's year of office.~~

3.2. Deputy Mayor

Council will provide a gift to the outgoing Deputy Mayor at the end of their term of office in recognition of the support provided by them to the Mayor, and their service to the Council and Melton community.

The gift will be to a value of $200 (inc. GST), and will be coordinated by the Office of the CEO, in consultation with the Mayor of the day.

The outgoing Deputy Mayor will also receive a commemorative enamel pin and a letter under seal in recognition of the support provided by them to the Mayor, and their significant contribution to the Council and the City of Melton community.

The gift, pin and letter are to be presented to the outgoing Deputy Mayor at the Statutory Meeting following the election of a new Deputy Mayor, or in the case of an Election Year, the last Council Meeting before the Election Day.

4. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020

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7. GENERAL BUSINESS

Nil.

8. NEXT MEETING

Thursday 2 May 2024 at 9am.

9. CLOSE OF BUSINESS

The meeting closed at 10.23am.

Confirmed
Dated this

.....CHAIRPERSON

12.8 DETERMINATION AND STATEMENT OF REASONS FOR DECISION OF INTERNAL ARBITRATION - SHANNON AND OTHERS & VANDENBERG (IAP 2023-11)

Author: Emily Keogh - Head of Governance
Presenter: Emily Keogh - Head of Governance

Cr Kesic returned to the Chamber at 8:11pm.

PURPOSE OF REPORT

For Council to receive and note the Determination and Statement of Reasons for Decision of the Internal Arbitration of Councillor Shannon and Others & Vandenberg (IAP 2023-11) in accordance with s147 (4) of the *Local Government Act* 2020 (The Act).

RECOMMENDATION:

That Council, in *accorda*nce with 147(4) of the *Local Government Act* 2020, receive and note the Determination and Statement of Reasons for Decision of the Internal Arbitration of Councillor Shannon and Others & Vandenberg (IAP 2023-11).

Motion

Crs Shannon/Turner.

That Council, in *accorda*nce with 147(4) of the *Local Government Act* 2020, receive and note the Determination and Statement of Reasons for Decision of the Internal Arbitration of Councillor Shannon and Others & Vandenberg (IAP 2023-11).

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

REPORT

1. Executive Summary

The Determination and Statement of Reasons for Decision of the Internal Arbitration of Councillor Shannon and Others & Vandenberg (IAP 2023-11) has been received by Melton City Council's Councillor Conduct Officer. It is a requirement of the Act for the Determination and Statement for Reasons of Decision to be tabled at the next Council meeting after the decision is received.

2. Background/Issues

Cr Shannon and Others lodged an application for Internal Arbitration against Cr Vandenberg on 27 June 2023 in accordance with s143 of the Act. The State Government's Principal Councillor Conduct Registrar (PCCR) accepted the application and appointed an independent Arbiter to consider the matter.

Melton City Council's Councillor Conduct Officer received the Determination and Statement of Reasons for Decision of the Internal Arbitration of Councillor Shannon and Others & Vandenberg (IAP 2023-11) from the PCCR on Wednesday 17 April 2024.

According to s147 (4) of The Act:

"Subject to subsection (5), a copy of the arbiter's decision and statement of reasons must be tabled at the next Council meeting after the Council received the copy of the arbiter's decision and statement of reasons and recorded in the minutes of the meeting."

Subsection (5) requires that: "*If the arbiter's decision and statement of reasons contains any confidential information, the confidential information must be redacted from the copy tabled under subsection (4)."*

The Determination and Statement of Reasons for Decision of the Internal Arbitration of Councillor Shannon and Others & Vandenberg (IAP 2023-11) has been reviewed by the PCCR and Melton City Council's Head of Governance to ensure compliance with subsection (5) as it relates to the treatment if confidential information.

This matter is being tabled at the 22 April 2024 Council Meeting to meet the requirements of s147 (2) of the Act.

3. Council and Wellbeing Plan Reference and Policy Reference

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

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

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

4. Financial Considerations

The cost of Internal Arbitration processes are met by operational budgets.

5. Consultation/Public Submissions

N/A

6. Risk Analysis

Failure to table the Determination and Statement of Reasons for Decision at the next Council Meeting after receiving the decision would result in a breach of the Act.

7. Options

N/A

LIST OF APPENDICES

1. Determination and Statement of Reasons for Decision of the Internal Arbitration of Councillor Shannon and Others & Vandenberg

INTERNAL ARBITRATION PROCESS – MELTON CITY COUNCIL

In the matter of an Application by Councillors Julie Shannon, Kathy Majdlik, Goran Kesic, Sophie Ramsey, Bob Turner, Steve Abboushi and Justine Farrugia concerning Councillor Ashleigh Vandenberg

INTERNAL ARBITRATION PROCESS PURSUANT TO PART 6 OF THE *LOCAL GOVERNMENT ACT (2020)*

Application Number:	IAP 2023-11
Applicants:	Crs Julie Shannon, Kathy Majdlik, Goran Kesic, Sophie Ramsey, Bob Turner, Steve Abboushi and Justine Farrugia
Respondent:	Cr Ashleigh Vandenberg
Hearing Date:	19 December 2023
Before:	Louise Martin
Date of Decision & Reasons:	17 April 2024

DETERMINATION

The Arbiter makes a finding of misconduct against Cr Vandenberg that she is in breach of:

- sub-clause 4(1) of the Standards of Conduct by bringing discredit upon the Council in her Facebook posts of 29 March 2023 and 24 May 2023; and

- clause 1 of the Standards of Conduct by failing to treat her fellow councillors with dignity, fairness, courtesy and respect in her Facebook post of 24 May 2023.

STATEMENT OF REASONS FOR DECISION

The Application

1. In this application for internal arbitration, a number of councillors of the Melton City Council (the **Council**) allege that Councillor Ashleigh Vandenberg has breached clauses 1, 3 and 4 of the Standards of Conduct (the **Standards**).

2. The Councillors bringing the application are Julie Shannon, Kathy Majdlik, Goran Kesic, Sophie Ramsey, Bob Turner, Steve Abboushi and Justine Farrugia. Their appointed representative is Cr Shannon.

3. They contend that Cr Vandenberg breached the Standards through Facebook posts that she made on 29 March 2023, 22 May 2023 and 24 May 2023.

Jurisdiction of the Arbiter in relation to this application

4. On 20 July 2023, I was appointed by the Principal Councillor Conduct Registrar under sections 144 and 149 of the *Local Government Act 2020* (the **Act**) to hear the application for internal arbitration.

5. Section 143 of the Act provides that an Arbiter may hear an application that alleges misconduct by a Councillor. Pursuant to section 147, an Arbiter may determine whether or not a Councillor has engaged in misconduct.

6. "Misconduct" is defined in section 3 of the Act as "any breach by a Councillor of the standards of conduct". The Standards are set out in Schedule 1 to the *Local Government (Governance and Integrity) Regulations 2020* (the **Regulations**), a copy of which is included below at Appendix A.

7. At paragraph 5 of her submissions, the Respondent contends that it is "uncontroversial" that the Standards include the Council's Councillor Code of Conduct (**Councillor Code of Conduct**), which was adopted on 8 February 2021.

8. By virtue of section 143 of the Act, my jurisdiction is confined to determining whether or not Cr Vandenberg's conduct is in breach of the Standards. To the extent that the Councillor Code of Conduct goes beyond what is provided for in the Standards, I do not consider that I am permitted to look at it. I note that a similar approach has been adopted by other arbiters.[1]

[1] See, for example, *La Trobe City Council, Clancey and Others & Gibson* (IAP 2021-25).

9. As such, I do not wholly accept the Respondent's submission with respect to the Standards inclusion of the Councillor Code of Conduct. The sole issue for my determination in this internal arbitration is whether Cr Vandenberg's three Facebook posts are in breach of the relevant parts of clauses of the Standards.

Hearings in this matter

10. The arbitration included two directions hearings, which were held at the Melton Library & Learning Hub on 31 August 2023 and 2 October 2023. The substantive hearing took place at the Melton Library & Learning Hub on 19 December 2023. All these hearings were conducted privately between the parties and myself but with the attendance of the Council's Councillor Conduct Officer and Cr Vandenberg's partner at the substantive hearing.

11. I was informed at the first directions hearing that the Facebook post of 24 May 2023 was the subject of pre-litigation defamation proceedings. Due to this fact, I gave permission for Cr Vandenberg to have legal representation at the first and second directions hearings and when she gave evidence in the substantive hearing on 19 December 2023.

12. As mentioned above, Cr Vandenberg was also permitted the assistance of a support person, her partner, who sat with her for the duration of the substantive hearing. The Applicants were allowed a legal representative at the second directions hearings. Both parties were permitted legal assistance, should they wish it, in preparing their written materials for the arbitration.

13. During the substantive hearing, Cr Shannon gave oral evidence and relied on the witness statements of Cr Abboushi, Cr Ramsey, Cr Kesic, Cr Majdlik, Cr Turner and Cr Farrugia, who are also Applicants in the proceeding. In response, Cr Vandenberg also gave evidence and relied on a single witness statement of Kelvin Tori, the long-serving former CEO of the Council, dated 28 November 2023.

14. At the hearing, Cr Shannon was also given leave to rely on the following further material:
    - an email of Kelvin Tori, CEO of Melton City Council, of Friday 16 July 2021;
    - a response from Cr Majdlik to Mr Tori's statement dated 11 December 2023;
    - a further undated statement from Cr Abboushi;
    - an email from Cr Turner of 29 November 2023;
    - an email from Cr Julie Shannon of 17 December 2023 (**Further Material**).

15. The directions for the hearing did not provide for the filing of reply material by the Applicants. However, several days before the substantive hearing, Cr Shannon sent an email indicating that the Applicants wished to rely on the Further Material in response to what had been filed by the Respondent. While the Councillor Conduct Officer

followed her up on the length of this material, Cr Shannon did not take steps to provide it to either myself or the Respondent prior to the hearing.

16. At the hearing when Cr Shannon sought to rely on this Further Material, I initially refused her permission to do so due to its late production. However, as Cr Shannon was self-represented, and continued to make references to this material as if it were part of the proceeding, I allowed her to rely on it but told Ms Vandenberg that she had the opportunity to have a further hearing, if she wished, in a format of her choice, to respond.

17. In addition, I told the parties that, due to the late provision of the Applicants' material, I would not hear closing submissions on the day of the hearing. On 22 December 2023, Ms Vandenberg's legal representative informed myself and the Applicants that Ms Vandenberg did not wish to have a further hearing.

18. On 29 January 2024, the Applicants provided their written closing submissions. While Ms Vandenberg's closing submissions were due on 5 February 2024, that deadline was missed without explanation. When her legal representative was followed up by the Councillor Conduct Officer, she sought a one-week extension. This extension was granted.

19. On 13 February 2024, a further extension was sought by the Respondent and was granted. The Respondent ultimately filed her closing submissions on 14 February 2024.

Subject matter of the proceeding

20. The original application attached multiple pages of screen shots of Facebook posts. However, the screen shots of the posts were somewhat large and disjointed. As such, it was not clear from them what the full content of the Facebook posts were.

21. At the first directions hearing, I asked Cr Shannon to highlight for me the "most relevant" parts of the application that the Applicants proposed to rely on at the hearing. However, Cr Shannon did not consider that she was able to do so without first speaking to the other Applicants.

22. I therefore asked Cr Shannon to provide a highlighted copy of her application before the next directions hearing. Following the first directions hearing, on 1 September 2023, I sent an email to both parties, though the Councillor Conduct Officer, confirming my direction:

> "As discussed this morning, I would be assisted if the Applicants could highlight the most relevant parts of the application that they intend to rely on. This would include a highlighting of the parts of the social media posts that they consider are in breach of the Councillor Code of Conduct."

23. On 28 September 2023, I was forwarded an email from Cr Shannon that attached the Facebook posts. In contrast to the original application, the Facebook posts, and the responses to them, were, for the most part, set out in full. The attachments included highlighted passages of small portions of the Facebook posts.

24. At paragraph 2 of her closing submissions, Cr Vandenberg submits that:

> "the highlighted version of the application on 28 September 2023 is the subject of consideration and determination by the Arbiter and the Arbiter ought not make any findings in respect of matters that were contained in the original application but were not subsequently highlighted and relied upon by the Applicants."

25. I have doubts as to whether my powers as an arbiter extend to confining the Applicants' application in the way sought by the Respondent. Internal arbitrations of councillor misconduct are not conducted like court proceedings with detailed rules about what is to be permitted in the pleadings. Unlike in court, an applicant's case in an arbitration is not strictly limited to the way in which the matter has been set out in the application.

26. However, had I sought to confine the Applicant's case in the way now contended for by the Respondent, given the significant implications of such a course, I would have clearly communicated my intention to do so to the parties and would have made a direction to that effect. As this was not my intention, I took neither of these actions.

27. By highlighting passages of the Facebook posts as I had directed, the Applicants helpfully drew my attention to what they consider to be the nub of the dispute. However, I do not intend to limit my analysis and findings to just a small, highlighted portion of the original application.

28. To the contrary, I consider it necessary to look at the full Facebook posts and the responses to them, where provided, in deciding whether the Facebook posts are in breach of the Standards. I note that both parties made submissions and referenced matters that went far beyond the highlighted parts of the application, particularly at the substantive hearing, but also in their closing submissions.

29. As such, I do not accept the Respondent's submission that I am required to exclude all but the passages that were highlighted by the Applicants when making my findings with respect to the breaches of the Respondent of the Standards. Although, as the highlighted parts represent the nub of the dispute between the parties, my findings will naturally focus most closely on those parts of the application.

Standards of Conduct

30. Relevantly, clause 1 of the Standards provides as follows:

> "Treatment of others
>
> A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor—
>
> (a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the *Equal Opportunity Act 2010*; and
>
> …
>
> (c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and
>
> (d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities."

31. Clause 3 relevantly provides:

> "Compliance with good governance measures
>
> A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with the following—
>
> (a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors;
>
> …
>
> (c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act."

32. Clause 4 relevantly provides:

> "Councillor must not discredit or mislead Council or public
>
> (1) In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon the Council.
>
> (2) In performing the role of a Councillor, a Councillor must not deliberately mislead the Council or the public about any matter related to the performance of their public duties."

33. Clause 5 states:

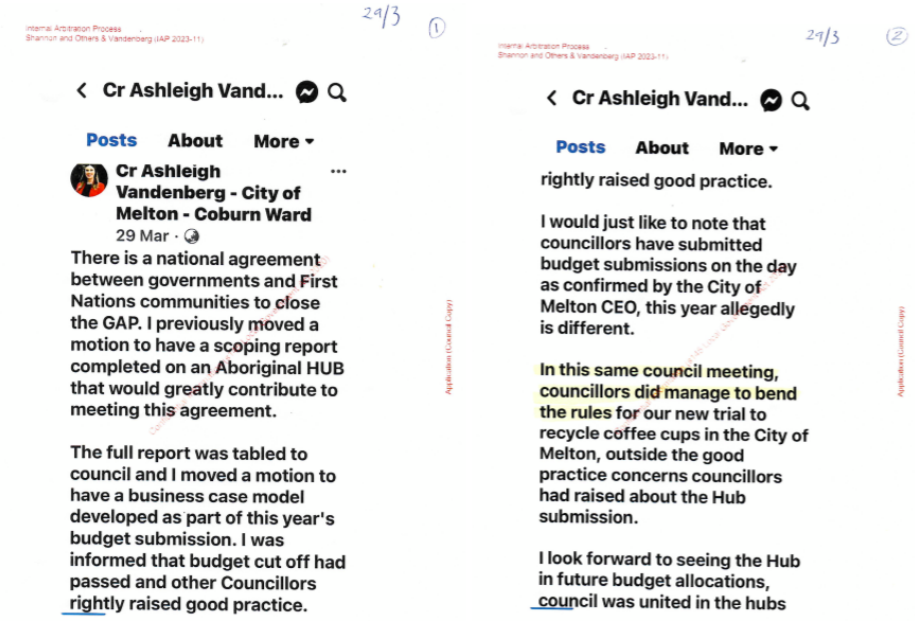
> "Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy."

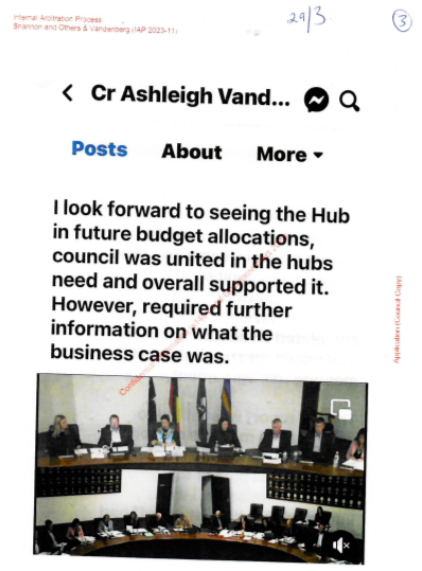
34. I will now turn to look at each of the Facebook posts. I propose to consider the posts in chronological order, even though this is not how they appear in the application. Before doing so, I note that both sides filed material, and gave evidence, with respect to matters that went beyond what was discussed in the posts. In particular, Cr Vandenberg made reference to five incidents she had experienced as a councillor, which she considered to have informed her posts. While I have, of course, read all of the material provided by the parties, in these reasons I have only given consideration to the material that has relevance to the issue of whether or not Cr Vandenberg is in breach of the Standards.

Facebook Post 1 - 29 March 2023

35. As stated in the application, and confirmed in Cr Shannon's opening address at the substantive hearing, the Applicants allege that the Facebook post of 29 March 2023 is in breach of sub-clause 3(a) and sub-clauses 4(1) and 4(2) of the Standards.

36. This Facebook Post was provided to me as follows:





37. The highlighted passage is: "In this same council meeting, councillors did manage to bend the rules." The Applicants place reliance on an email dated 6 November 2023, from the Council's current CEO, Roslyn Wai, which was addressed to Cr Shannon. In that email, Ms Wai outlined the timetable for the tabling of the Coffee Cup recycling budget submission.

38. Ms Wai stated that:

- on 18 July 2022, a notice of motion in respect of the coffee cup recycling initiative was tabled by Cr Abboushi and seconded by Cr Vandenberg;
- on 6 March 2023, Council officers provided an update on the initiative at a briefing of Councillors;
- on 27 March 2023, the proposal went to a Council meeting, with a recommendation that a trial be referred to the 2023/24 budget process for consideration.

39. Ms Wai said that the Council considers three types of budget submissions: community budget submissions, Councillor budget submissions and other budget submissions. She said that the coffee cup recycling initiative was considered to be an "other budget submission" as it had been approved by Council to be considered in the 2023-24 budget process. Ms Wai said that Councillor budget submissions for 2023-24 opened on 30 November 2023 and were due on 28 February 2023.

40. In her oral submissions to the substantive hearing, Cr Shannon stated that the coffee cup recycling initiative was not a councillor budget submission but had already been put forward as being part of an earlier budget allocation.

41. The Applicants contend that Ms Wai's email shows that there was no "bending of rules" in respect of the coffee cup recycling initiative. In contrast, they submit that Cr Vandenberg's submission seeking budget allocation for a scoping report for an Aboriginal Hub failed because it had not been submitted by the relevant deadline for Councillor submissions, which had closed on 28 February 2023.

42. The Applicants say that it follows that Cr Vandenberg's statement in her Facebook post dated 29 March 2023 "was not based on correct facts". They contend that it contained unfair inferences against her fellow councillors and Council staff responsible for the cup recycling trial in breach of the Standards.

43. At the hearing, Cr Vandenberg gave evidence that, prior to the council meeting on 27 March 2023, council officers had been required to prepare an initial scoping report on the need, benefit and opportunity for a future Aboriginal-controlled community hub in the City of Melton.

44. Cr Vandenberg said that, at the meeting on 27 March 2023, she had moved a motion that a business case feasibility study should be obtained. The study would determine the capital development cost of a hub facility. This could include an assessment of land availability and acquisition, governance models and annual operational funding requirements in council's 2023-2024 budget.

45. She said the motion was not carried because council effectively determined that it did not want to incur the cost of obtaining a business case feasibility study for the hub. Instead, it was resolved to hold further discussions about the hub at subsequent councillor briefings. Cr Vandenberg said:

> "I voted in favour of the alternative motion because my motion for a business feasibility study had been lost and again, I considered that something was better than nothing. I again felt that I and my culture had been dismissed and not recognised and that Indigenous issues had been put at the bottom of the list."

46. Cr Vandenberg said that it was yet another example of Indigenous issues being overlooked or dismissed in favour of other things, such as the recycling scheme for the coffee cups. She said that was what she meant when she stated that the rules had been bent. She said: "I feel that there is one rule for non-Indigenous issues and there is another rule for Indigenous issues, like the hub, and the council meeting on 27 March 2023 made this clear to me."

47. Cr Vandenberg took up this issue in her questioning of Cr Shannon at the hearing, asking her: "Why did my motion in respect of a business feasibility study for the hub fail on 27th of March 2023."

48. Cr Shannon replied:

> "Why did it fail? Because the councillor budget submissions had … closed and it was explained that there was no way within a few days that officers could actually even try and provide … everything that needed to be done because it deserved to have a lot of work put into it and it would have been rushed."

49. In response to questioning from Cr Shannon, Cr Vandenberg disagreed with the suggestion that the Facebook post of 29 March 2023 was unfair to her fellow councillors. Cr Vandenberg said that she considered that what had happened to her (at the Council meeting on 27 March 2023) was unfair.

50. Cr Vandenberg made the further submission in her closing submissions that the only evidence with respect to the scoping closing on 28 February 2023 came from Cr Shannon under cross-examination, in the passage that is extracted above at paragraph 48.

51. She contended that, because Cr Shannon did not put the existence of the 28 February 2023 date to her in cross-examination, the Applicants cannot now seek to place any weight upon it. Cr Vandenberg maintained that the contents of the 29 March 2023 post are a fair reflection of her understanding of what happened at the Council meeting two days earlier. She said that the post reflects her personal experiences, views and opinions as an Indigenous woman.

Consideration: Performing the role of a Councillor

52. The first issue for my consideration is whether, when Cr Vandenberg wrote the Facebook post on 29 March 2023, she was performing the role of a councillor as is required by the Standards. As this issue was not addressed by either party at the substantive hearing, I asked them to make arguments with respect to it in their closing submissions.

53. The Applicants highlight in their closing submissions how the Respondent made the posts using the Facebook account with the name "Cr Ashleigh Vandenberg – City of Melton – Coburn Ward". They identify a number of other decisions of arbiters, which they describe as being "recent case authorities", which they say support a finding that where an account name identifies the author as a councillor, and the council they are a part of, they were made by the individual in the performance of their role as a councillor.[2]

54. Cr Vandenberg's submission also refer to the decisions of other arbiters as being "authorities". While this term may have been employed in a broad sense by the parties,

[2] *Lund & Ferguson* (IAP 2023-8), 28 August 2023, [41] to [51] and *Gannawarra Shire Council & Smith* (IAP 2022-29) 31 March 2023, [15] to [17].

I note that the decisions of other arbiters are not to be treated as binding "authorities". However, I agree that the approach taken by other arbiters is instructive and that it is preferable that arbiters adopt a consistent approach to the Standards in their adjudications.

55. The Applicants submit that Cr Vandenberg regularly uses her Facebook account to post content about Council business and activities. They contend that the 29 March 2023 post (as well as the other posts that are the subject of the arbitration) are about Council business and the alleged activities of her fellow Councillors and of Council generally. They state that the posts are relevant to Cr Vandenberg's role and were made in the performance of her role as a Councillor.

56. The Applicants made reference to section 28 of the Act, which describes the role of a Councillor. This provision provides:

> Role of a Councillor
>
> (1) The role of every Councillor is—
>
> (a) to participate in the decision making of the Council; and
>
> (b) to represent the interests of the municipal community in that decision making; and
>
> (c) to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.
>
> (2) In performing the role of a Councillor, a Councillor must—
>
> (a) consider the diversity of interests and needs of the municipal community; and
>
> (b) support the role of the Council; and
>
> (c) acknowledge and support the role of the Mayor; and
>
> (d) act lawfully and in accordance with the oath or affirmation of office; and
>
> (e) act in accordance with the standards of conduct; and
>
> (f) comply with Council procedures required for good governance.
>
> …

57. The Applicants contend that activities by councillors, where they have self-identified as councillors, and which involve the discussion of, commentary on, opinions about, and criticism of, the activities of council, and their fellow councillors, via traditional or social media, fall within their roles as councillors.

58. They submit that Cr Vandenberg's general disclaimer on her Facebook site, which they say goes only so far as to state that any views or opinions expressed via the account are her own, does not alter the nature or content of the Posts. The disclaimer may clarify (if needed) that the opinions and views posted via the account are not the official position

of Council, the CEO or other Councillors. But the use of it does not diminish Cr Vandenberg's obligations to abide by Council's policies, the Code of Conduct and the Standards when publishing content on social media.

59. In reply, Cr Vandenberg submits that section 28 of the Act sets out an "exhaustive" definition of the role of a Councillor. As a result, it follows that internal arbitration processes initiated by Councillors against other Councillors are intended for only a narrow class of alleged behaviours occurring in the course of the formal decision-making processes of Council and not in the course of all of their community engagement.

60. Cr Vandenberg contends:

> "If the class of alleged behaviours to which internal arbitration processes extend more broadly beyond the exhaustive definition of the role of a Councillor in section 28 of the Act, then there is a significant risk that applications may be brought for ancillary considerations and purposes, such as political motivations."

61. Cr Vandenberg continues that she did not make any of the Facebook posts in performing the role of a councillor because:

- of the disclaimer in her Facebook profile, which stated that the "views and opinions expressed are my own";
- while she states that she is a councillor of the City of Melton (Coburn Ward), she does not have any other Facebook page. The profile also refers to her occupation as a nurse, mother and her heritage as a Wiradjuri woman. She used her Facebook page both to engage with the community and to express her personal views and opinions;
- none of the Facebook posts concern communication with members of the public about matters for decision before Council in the future;
- none of the posts concern the participation of the Respondent in the decision-making of Council for the purposes of sub-section 28(1) because the Respondent has not participated in any Council decision-making in connection with the posts;
- none of the Posts contribute to the strategic direction of the Council through the development and review of key strategic documents of Council for the purposes of sub-section 28(1)(c) of the Act;
- the posts are descriptions of her personal experiences and views as a woman.

62. While both parties place reliance on section 28 of the Act, only the Respondent submits that it provides an exhaustive definition of the role of a councillor. The submission was not made by reference to an analysis of the text, context and structure of the Act or the principles of statutory interpretation. It also failed to reference the Supreme Court

decision of *Lew v Blacher*[3] and three internal arbitration decisions, which have expressly considered the issue and found that councillor's roles are not exhaustively defined by only the three activities set out in sub-sections 28(1)(a), (b) and (c) of the Act.[4]

63. In *Lew v Blacher,* Justice Gray said that he agreed with an arbiter's conclusion that the terms of sub-section 28(1) do not make it clear that sub-section 28(1) is intended to be exhaustive. His Honour concluded that the correct interpretation of "in performing the role of a Councillor" appearing in clause 1 of the Standards (because that was the clause with which his Honour was concerned) was sufficiently broad to encompass community engagement, including via social media.[5]

64. His Honour considered the meaning of phrase "the role of a Councillor" in the standards of conduct to be the same as the meaning of "the role of a Councillor" in the Act. He said:

> "However, that role is not exhaustively defined by only the three activities set out in ss 28(1)(a), (b) and (c) of the Act. Those activities are the mandatory and irreducible suite of activities that every Councillor must perform and must be permitted to perform. Outside those activities, there is considerable scope for Councillors to be empowered to perform other functions …
>
> The question of whether a particular Councillor engaged in conduct 'in performing the role of a Councillor' for the purposes of applying the standards of conduct involves considering the scope of the functions of the Councillor in the context of the relevant Council, and the circumstances as a whole. Provided the arbiter does not make a material error in understanding this, it is a matter for the arbiter to determine whether that test is met on the facts of the relevant case.
>
> In addition, the meanings of each of the activities described in ss 28(1)(a), (b) and (c) themselves allow some scope to consider conduct outside the meeting room." [6]

65. In *Smith & Martin*, Arbiter Silver said that, for a Councillor to be performing their role, the relevant conduct should be sufficiently connected with the decision-making functions or other associated duties, as informed by section 28:

> "To illustrate with hypothetical examples, a Councillor is not performing 'the role of a Councillor' when watching their child's Auskick game in a Council park, or attending Council premises to pay property rates.

[3] *Lew v Blacher* [2023] VSC 604 (13 October 2022).
[4] *Morgan v Lew* [IAP 2021-19; 2021-23]; *Newton & Laurence* [IAP 2022-5; 2022-6] and *Smith v Martin* [IAP 2023-3].
[5] *Lew v Blacher* [2023] VSC 604, [130].
[6] Ibid, [130] to [132].

> While connected to Council more generally, there is no specific connection in those examples with the performance of the Councillor's role, in contrast, for example, to commenting on matters that Council may make decisions upon (which is why social media posts can come under the standards of conduct)."[7]

66. I have come to the conclusion that, when Ms Vandenberg made the Facebook post of 29 March 2023, she was performing the role of a councillor. I am of this view for the following reasons. Firstly, Cr Vandenberg identifies herself as being a Councillor with the City of Melton in her Facebook profile. This is not, of course, determinative of the issue. However, her labelling of herself in this way indicates to the readers of her posts that they have been made by an elected representative of Council. As I will discuss below, the relevance of this statement depends on the content of material that she publishes.

67. I accept that, contrary to what was the situation in the cases of *Gannawarra Shire Council & Smith* (IAP 2022-29) and *Lund & Ferguson* (IAP 2023-8), Cr Vandenberg's disclaimer was always displayed on her Facebook page. It clearly stated that her Facebook posts were her own and not made on behalf of the Council. However, I accept the Applicants' submissions that such a general disclaimer does not alter the nature or content of the posts or whether the post represented Cr Vandenberg's performance of her role as a councillor.

68. Finally, I reject Cr Vandenberg's submission that none of the Facebook posts concern her participation in the decision-making of Council for the purposes of sub-section 28(1)(a) because she did not participate in any Council decision-making in connection with the posts. While the gravamen of this submission is not wholly clear, if Cr Vandenberg is contending that she did not vote for the coffee cup recycling initiative, and so therefore her Facebook post about it does not relate to the performance of her role as a councillor, I do not accept it.

69. Contrary to this submission, Cr Vandenberg was involved in the coffee cup recycling initiative by seconding the notice of motion in respect of the coffee cup recycling budget submission on 18 July 2022. She also clearly had involvement in the Aboriginal hub proposal by moving a motion at the Council meeting on 27 March 2023 that a business case feasibility study should be obtained to determine the capital develop cost of a hub facility and then voting in favour of the alternative motion to hold further discussions about the hub at councillor briefings.

[7] *Smith v Martin* [IAP 2023-3], [40] to [42].

70. In any event, I do not consider the extent of Cr Vandenberg's involvement in the Council's decision-making that she discusses in her post to be relevant to the determination of the issue.

71. Rather, given

- a councillor's performance of their role can be said to encompass the making of social media posts;[8] and
- Cr Vandenberg's post of 29 March 2023 discusses the decision-making that she and her fellow councillors took at the Council meeting on 27 March 2023, with such an activity being expressly identified by sub-section 28(1)(a) as representing the role of a Councillor

I consider Cr Vandenberg to be performing the role of a Councillor when she wrote and published her Facebook post of 29 March 2023.

72. As such, the issue then becomes whether Cr Vandenberg is in breach of the Standards in respect of the post.

Is the Facebook post of 29 March 2023 in breach of the Standards?

73. As discussed above, the Applicants allege that the Facebook post of 29 March 2023 was in breach of sub-clause 3(a) and sub-clauses 4(1) and 4(2) of the Standards.

Standard 3: Good governance measures

74. Clause 3, which is set out above, is concerned with good governance measures. While there are many definitions as to what good governance involves, in terms of clause 3 of the Standards, good governance measures involve policies, developed and implemented by the Council's CEO in accordance with section 46 of the Act, which manage the interactions between members of Council staff and Councillors.

75. Section 46 of the Act sets out the functions of the CEO. Relevantly, sub-s 46(3)(c) provides that the CEO is responsible for:

> "managing interactions between members of Council staff and Councillors and ensuring that policies, practices and protocols that support arrangements for interaction between members of Council staff and Councillors are developed and implemented."

76. The Applicants contend that the Respondent's Facebook post of 29 March 2023 (and the other Facebook posts) are in breach of sub-clause 3(a) because they do not comply with the Council's Councillors Social Media Policy (**Councillors Social Media Policy**). As an arbiter, I do not have a general jurisdiction to arbitrate with respect to any alleged breaches by councillors of the Council's policies. My jurisdiction is confined, in the

[8] While Justice Gray made this comment in respect of clause 1, I consider that it applies with equal force to cl 4.

manner described by clause 3 of the Standards, to the polices that the relevant CEO has implemented to manage the interactions between members of Council staff and councillors.

77. The Councillors Social Media Policy states that its purpose is to set out protocols for the use of social media by the elected councillors of the Council. It says that it is intended to assist Councillors to use social media in a way that encourages two-way engagement with the community and minimises the exposure of Council and Councillors to legal and reputational risk.

78. In terms of its scope, the Councillors Social Media Policy says that it applies to the use of social media by Melton City Councillors when used in their:

- professional capacity, in the course of fulfilling their functions and duties to Council; and
- personal capacity, where that use is connected with, or might otherwise impact on, Council and its reputation and/or its effectiveness.

79. At the hearing, I raised as an issue the wording of clause 3 and asked the parties whether the Councillors Social Media Policy could be said to be one that managed the interactions between members of Council staff and Councillors. However, this issue was not addressed by the parties in their closing submissions. The Applicants submit, without exposition, that the Councillors Social Media Policy is directly relevant to sub-clause 3(a) of the Standards while the Respondent does not address the issue in her submissions.

80. On my analysis of the whole of the Councillors Social Media Policy, but particularly its scope and purpose, I do not consider that it is a policy of the kind identified in clause sub-clause 3(a) of the Standards. In contrast, it is a policy that is designed to regulate the way in which councillors communicate with their constituents and the broader public in both their professional and personal capacities on social media.

81. As such, as the Applicants' submissions with respect to sub-clause 3(a) are wholly focussed on Cr Vandenberg's alleged breach of the Social Media Policy, I am not satisfied that I have the jurisdiction to consider them. The practical effect of this is that I do not find that the Facebook post of 29 March 2023 is in breach of clause 3 of the Standards as the relevant policy she is said to have breached does not fall within its terms.

82. This finding applies with respect to the three Facebook posts that are the subject of this arbitration. As such, I will not give any further consideration to clause 3 in this decision.

Standard 4

Clause 4(1): Bringing discredit upon Council

83. The Facebook post concerned Cr Vandenberg's assertion that the Council bent the rules when it agreed to fund a coffee cup recycling initiative while, at the same meeting, declining to fund a scoping report for an Aboriginal Hub. At the hearing, Cr Vandenberg stated that she considered that the Council had bent the rules. Given the different outcomes in respect of the two proposals at the same council meeting, Cr Vandenberg said that she felt that the Council was adopting one rule for non-Indigenous issues and another for Indigenous ones.

84. At the hearing, and in her closing submissions, Cr Vandenberg did not challenge the evidence from Ms Wai as to proper processes being followed in respect of the coffee cup recycling scheme. However, in her closing submissions, Cr Vandenberg asked me to ignore the 28 February 2023 as being the date that the budget submission was due. She said that this is because the only evidence with respect to it came from Cr Shannon under cross-examination and the point was not put to Cr Vandenberg in cross-examination.

85. Cr Vandenberg contends: "In the absence of the issue being put to the Respondent and/or the Respondent having an opportunity to provide evidence in respect of it, no weight should be afforded to Cr Shannon's evidence."

86. This appears to be a procedural fairness argument that is being raised by the Respondent. I accept, of course, that the rules of natural justice apply to an internal arbitration process.[9] However, I am doubtful as to whether those rules extend to requiring a self-represented party in an informal hearing having to put all contradictory evidence to a witness in cross-examination that they later seek to rely on. It does not appear to me to be reasonable or appropriate to place such a burden on a party that is not legally trained.

87. In any event, I am not required to reach a concluded view on this issue as I do not consider the submission to go anywhere for the following reasons. Firstly, it is not correct to state that the 28 February 2023 deadline was only raised by Cr Shannon under cross-examination. In fact, the 28 February 2023 date was never mentioned by Cr Shannon under cross-examination.

88. As set out above at [48], Cr Shannon simply stated that councillor budget submissions had already closed. The 28 February 2023 date comes from the email of Ms Wai, which was provided by the Applicants to Cr Vandenberg on 9 November 2023 with the other material that the Applicants wished to rely on at the hearing.

89. As such, it is not correct to state that Cr Vandenberg was not afforded an opportunity to put evidence in response to it. Cr Vandenberg had the assistance of legal representatives for parts of the hearing and in respect of her written material. She could

[9] *Local Government Act 2020*, sub-s 141(2)(e).

have, and should have, addressed the issue in her reply material, which she filed on 28 November 2023.

90. Secondly, I provided Cr Vandenberg the opportunity to have a further hearing given the late service of the Further Material by the Applicants, which she elected not to take up. While the email from Ms Wai was not served late, if Cr Vandenberg wished to respond to it, or to what Cr Shannon had said in cross-examination, at a further hearing, she could have requested the opportunity to do so. She did not do so.

91. Thirdly, Cr Vandenberg stated in her Facebook post on 29 March 2023 that she had been informed at the Council meeting on 27 March 2023 "that the budget cut off had been passed" when she moved her motion in respect of the Aboriginal Hub. The evidence from Ms Wai and Cr Shannon merely confirms what Cr Vandenberg acknowledges herself in the Facebook post.

92. As such, were I to ignore the date, I would also need to ignore the concession made by Cr Vandenberg in her own Facebook post. While this part of the Facebook post was not highlighted, for the reasons set out above, I do not intend to confine my analysis and findings to the highlighted parts of the application.

93. Finally, Cr Vandenberg had the opportunity to respond to the issue of the 28 February 2023 deadline in her submissions. Aside from raising the technical legal point that it should be ignored, or that she should be given the opportunity to provide additional, unspecified evidence in response to it, she did not make any further submissions.

94. Cr Vandenberg maintains that the post is a fair reflection of her understanding as to what happened at the Council meeting on 27 March 2023. She says that the inference is that Indigenous issues are not given consideration by the Council in the same manner as non-Indigenous issues. However, on the material before me, primarily the email from Ms Wai but also the oral evidence from Cr Shannon in cross-examination, I am satisfied that:

- proper processes were followed with respect to the coffee cup recycling scheme; and
- the motion for a business case feasibility study in respect of the Aboriginal Hub did not pass because it had missed the 28 February 2023 deadline for Councillor budget submissions.

95. As such, I agree with the Applicant's submission that the Facebook post is not based on "correct facts" and contains unfair inferences against Cr Vandenberg's fellow councillors. Contrary to what Cr Vandenberg asserts in the post, the councillors did not have a preferred project for which they managed to bend the rules.

96. Cr Vandenberg submitted that all her Facebook posts were covered by clause 5 of the Standards. Citing *Newton & Lawrence,*[10] she states that it is:

> "accepted that 'robust debate' provides that a Councillor does not breach the relevant standards merely because criticism of a Council decision might be said to bring discredit upon Council or to have discredited Council."

97. She says that it is uncontroversial that Indigenous heritage, rights and constitutional acknowledge are matters that have been the subject of public interest and robust debate in Australian society (including Council's constituency) for years. Robust debate (in relation to various matters) including racial issues is the very thing that was the subject of, and generated, by the Posts.

98. In *Holland & Others v Bissinger*, Arbiter Silver made the following remarks at paragraphs 53 to 55:

> "Although the Standards of Conduct comprise five sections, there are technically only four Standards: the fifth, titled 'Standards do not limit robust political debate', states: Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy. I considered the scope of 'robust debate' (a term I use in place of either 'political debate' or 'public debate in a democracy') and its interaction with the other Standards in *Newton & Laurence* (IAP 2022-5 and IAP 2022-6) (Darebin, tabled 14 November 2022), at paragraphs 21 to 32, with reference to the reasons of the Councillor Conduct Panel in *Application 2021-3 (Hely & Lew)* (15 July 2022).

This included the following observations:

> 28. The allowance for 'robust debate' means that a Councillor does not breach the standards merely because, by criticising a Council decision (based on a policy decision which they consider wrong or contrary to the bests of their municipality), that criticism might be said to bring discredit upon Council, or to have discredited Council.
>
> 29. But there are limits…
>
> 31. The Panel['s] view [in *Hely & Lew*] ensures that standard 1 has some work to do: if any disrespectful or uncivil behaviour by Councillors were considered robust debate, there would be little space in which standard 1 would have operation.

[10] *Newton & Lawrence* IAP 2022-5 and IAP 2022-6, [26].

> I made those observations in the context of numerous allegations against the then respondent, some robust debate, some not. I need not repeat those observations here, other than to say that the notion of 'robust debate' should not be construed in a manner that starves the other Standards of Conduct of utility."

99. Arbiter O'Neill observed in *Briffer v Kellander* IAP 2023-20 at paragraph 13:

> "A debate about what is appropriate behaviour around election time very clearly falls within 'robust political debate' as outlined in section 5 of the Standards. Cr Kellander's argument is that such matters should occur with the public present. Cr Kellander is entitled to hold the view that it was inappropriate to hold a Councillor only meeting to discuss the upcoming mayoral elections. She is also entitled to broadcast that view. However, engaging in 'robust political debate' does not give free rein to breach the other Standards."

100. I adopt the observations of Arbiters Silver and O'Neill that the right of a councillor to engage in "robust political debate" should not be interpreted so as to deprive the other Standards of utility or provide a respondent with a free rein to breach the first four Standards, while accepting that some criticism of Council will be protected by Standard 5 even though it might discredit the Council.

101. I accept that robust debate gives leeway to Councillors in a "minority grouping" to complain about the "majority grouping" as long as they remain civil. That includes suggesting that the "majority" are making political decisions or excluding the minority.[11] While this observation was made with respect to minority grouping of Councillors, I consider it applies with equal force to a First Nations Councillor with feelings of exclusion, which they express, as is the case here.

102. While accepting Cr Vandenberg's right to engage in robust discussion, the allegations in her post were serious and factually inaccurate. Her suggestion is that a proposal for coffee cup recycling was taken more seriously than a proposal for the establishment of an Aboriginal Hub.

103. As a result of her Facebook post, I am satisfied that a member of the public would be left wondering why this had occurred. That is, why members of Council were making decisions that give leeway to some projects but not to projects directed to Indigenous issues. It raises questions as to whether the members of Council are, either consciously or unconsciously, taking decisions that are motivated by racism. As such, I accept that it did bring discredit upon the Council and Cr Vandenberg's fellow Councillors.

[11] *Newton & Laurence* [IAP 2022-5; 2022-6], [62].

104. The *Oxford English Dictionary* defines "discredit" as the loss or lack of reputation or respect. Sub-clause 4(1) of the Standards requires a Councillor to ensure that their behaviour does not bring discredit upon the Council. I consider that the reputation of Council is harmed when the relevant conduct harms the reputation of its Councillors. It is clear from the wording of the post itself that it brought discredit upon the Council. However, I note the following evidence from Cr Shannon at the hearing as to the effect of the Facebook post:

> "I was also a supportive councillor at the council's Sorry Day event on the morning of 22 May 2023, the first official Sorry Day event put on by the City of Melton, in which I had the honour as deputy mayor of raising the Torres Strait Islander flag, along with Peter Webster, CEO of Kirrip Aboriginal Corporation. Our CEO was the MC for the event and acknowledged Councillor Vandenberg as a proud Wiradjuri woman after the welcome to country. To mine and other attending councillors and City of Melton staff's surprise, shock and huge disappointment, when Skye Gooch, a well-known Indigenous woman that is a member of council's Reconciliation Action Committee, made a speech.
>
> The bulk of her speech was aimed at council not allowing the Aboriginal Hub to be in the budget, and implied we were not treating Councillor Vandenberg with respect and we were choosing what we choosing what we wanted to do, for example, allowing the coffee cups to be included but not the hub. She said, 'I challenge council to do better'. Her comments were extremely hurtful and embarrassing to councillors and staff that were in attendance. She was obviously misinformed about the Aboriginal Community Hub's discussion, which made it obvious that she had either read Councillor Vandenberg's Facebook post on 29 March or had directly spoken to her.
>
> She implied that council was not supportive of the Aboriginal community. Her manner of speech was confronting and accusatory. I was horrified. Recently, I have been asked why council doesn't spend money on important infrastructure and [that] are we all corrupt. The recent – the recent questions arose from people reading Facebook posts from Councillor Vandenberg. These questions came from well-known and respected leaders of the community. My reputation is important, and to even be asked these things due to accusations made by a fellow councillor is really upsetting."

105. On the basis of the above, I consider Cr Vandenberg to be in breach of sub-clause 4(1) of the Standards in respect of the Facebook post of 29 March 2023.

Clause 4(2) – deliberately misleading the Council or the public

106. At the hearing, Cr Shannon maintained in her submissions that Cr Vandenberg was being deliberately misleading in her Facebook post as it had been explained to Cr Vandenberg, at the council meeting on 27 March 2023, why her proposal for the Aboriginal Hub had not gone through.

107. While Cr Vandenberg acknowledges in her Facebook post that the deadline was missed in respect of the Aboriginal Hub, she then goes on to state that the rules were, in some way bent, in respect of the coffee cup recycling initiative. For the reasons that I have set out above, I consider this part of the post to be misleading.

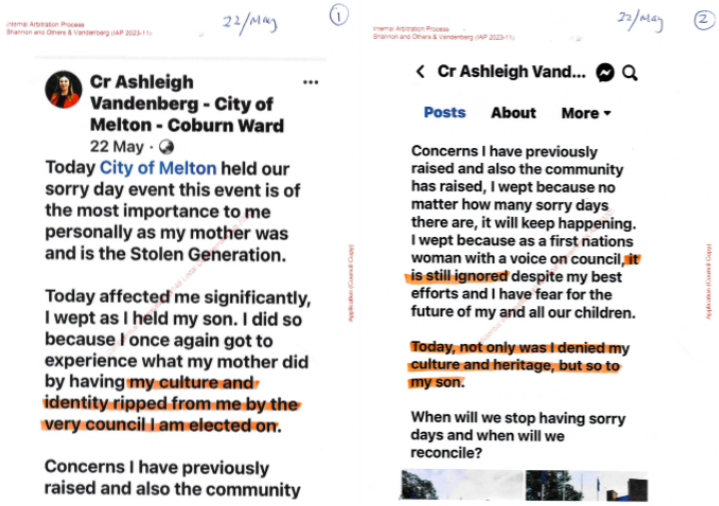
108. However, Cr Shannon did not put to Cr Vandenberg in cross-examination the suggestion that Cr Vandenberg was being deliberately misleading when she wrote her Facebook post. In her evidence and materials, Cr Vandenberg has not made any admissions to having deliberately sought to mislead the readers of her post. Indeed, she continue to assert that what she wrote is a fair representation of her feelings from that day.

109. As such, I am not satisfied that it has been established by the Applicants that Cr Vandenberg was being deliberately misleading, and so in breach of sub-clause 4(2) of the Standards, when she wrote the 29 March 2023 Facebook post.

Facebook post 2 – 22 May 2023

110. The Applicants allege that the Facebook post of 22 May 2023 is in breach of clause 4 of the Standards.

111. The Facebook post is as follows:



112. The highlighted passages are as follows:

- "*my culture and identity ripped from me by the very council I am elected on";*
- *"it [her voice on council] is still ignored";*
- *"today not only was I denied my culture and heritage, but so to [sic] my son."*

113. In this post, Cr Vandenberg is describing attending the Council's Sorry Day Event on 22 May 2023 and being deeply affected by it. She said that she wept because she once again got to experience what her mother had experienced by having her culture and identity ripped from her. Cr Vandenberg said that this was done by the very council that she had been elected on. She also stated that, as a First Nations woman, with a voice on council, it is still ignored, despite her best efforts. She said that she was denied her culture and heritage at the Sorry Day Event as was her son.

114. Cr Vandenberg's evidence at the hearing was that she attended the Sorry Day event with her son and partner, but that they had arrived a few minutes late. She said that she did not hear the beginning of the speech made by Ms Wai. After the Sorry Day event there was a councillor briefing that evening and she had a discussion with the Mayor Lara Carli and Ms Wai. Cr Vandenberg said that she recalled stating that she had previously raised the fact that she would like to be acknowledged as an Aboriginal woman at events such as NAIDOC week and she didn't feel that she had been acknowledged that day at the Sorry Day event. Cr Vandenberg said that Ms Wai told her that she had acknowledged her as an Aboriginal woman in her speech.

115. Cr Vandenberg said that must have been at the very beginning of Ms Wai's speech because she had missed it and then was not acknowledged at any other point during the speech. She continued:

> "The Mayor then said words to the effect, 'I don't do that', which I took to mean that she does not acknowledge me as an Aboriginal woman at these types of events. The Mayor said words to the effect, 'We don't give people titles other than "Councillor".' I took this to mean that she did not wish to or was refusing to acknowledge my heritage on Sorry Day. The National Sorry Day event for me personally is one of the most important days of my family's lives.
>
> For years I have had to care for my mother and other family members who have suffered and still suffer today. Sorry Day acknowledges the government's failures and the 2008 Apology delivered by Kevin Rudd has helped heal some of the trauma, especially for my mum. The ramifications of the Stolen Generation mean that I have lost just about all of my culture, heritage, ties, land rights, language and it is a daily struggle to re-engage what is lost. It marks a point in time where Indigenous and non-Indigenous Australians come together to acknowledge that pain and trauma caused by successive governments,

> accepting responsibility and apologising for what is a big thing for anyone to do.
>
> When a government does it, it has weight and it means something. It's life changing and it makes me feel like I am a person and I mean something in our country. My experience at council's Sorry Day was in stark contrast."

116. Cr Vandenberg said that she went home after the Sorry Day event and the councillor briefing feeling incredibly upset, deflated and shocked. She said that she was very emotional when she made her Facebook post later that day. Cr Vandenberg said that what she expressed in the Facebook post is a true statement of how she felt and her experiences on council.

117. The Applicants submit that Cr Vandenberg was made aware at the post-briefing meeting, and so before she made the Facebook post, that she had been acknowledged by Ms Wai at the Sorry Day event but had just not been present to hear it due to her late arrival. They deny the allegations in Cr Vandenberg's evidence regarding the statements made by Mayor Carli during her discussion with Cr Vandenberg and Ms Wai at the post-event meeting on the evening of 22 May 2023.

118. The Applicants stress that Mayor Carli was unable to give evidence in this matter setting out her version of the event due to her involvement in another proceeding involving Cr Vandenberg. They submit that no conclusions of fact about the statements made or not made by persons involved in the meeting on 22 May 2023 should be drawn. In any event, the Applicants submit that Cr Vandenberg's explanation of her discussion with Mayor Carli and Ms Wai, which is denied, does not excuse the statements that Cr Vandenberg made in the 22 May 2023 post.

Consideration: Performing the role of a Councillor

119. As discussed earlier, I consider that Cr Vandenberg's identification as a councillor with the City of Melton on her Facebook page points to her performing the role of a councillor when she made a Facebook post. The presence of the disclaimer does not alter the nature or content of the post or whether it represents the performance of her role as a councillor.

120. However, as noted above, another key consideration is the content of the Facebook post. I consider that the parts of the Facebook post that discuss Cr Vandenberg's feelings from having attended the Sorry Day were not made in the performance of her duties as a Councillor. That is, the passages where Cr Vandenberg states that:
    - her culture and identity were ripped from her by the very council that she was elected on; and
    - on 22 May 2023 she and her son were denied their culture and heritage.

121. Cr Vandenberg's explanation at the hearing is that those feelings arose out of what she perceived to be her lack of acknowledgement as a First Nations councillor at the Council's Sorry Day ceremony. However, on the material before me, Cr Vandenberg appears to have attended the Sorry Day event with her family as a private citizen.

122. In fact, her lack of an official role at the Sorry Day ceremony is something that Cr Vandenberg later takes up with Ms Wai and Mayor Carli in discussions after the event. In *Smith and Others & Martin*, allegations were made in respect of a Mayor's conduct at a Council-organised film screening. As the Mayor had attended the screening with his family in a private capacity, his behaviour at the event was not considered to be the performance of his role as a councillor.[12]

123. The situation is analogous to that discussed in *Smith & Others v Martin* given Cr Vandenberg is discussing her feelings having attended a Council event as a private citizen. As such, I do not consider the parts of the post where she discusses those feelings to represent the performance of her role as a Councillor.

124. However, I am satisfied that the subsequent passage of the post, where Cr Vandenberg discusses her voice being ignored on council, was made in the performance of her duties as a councillor. This is because I take this part of the post to be a reference to Cr Vandenberg's voice being ignored in respect of Council's decision-making functions.

125. This was confirmed by Cr Vandenberg in her evidence where she stated that the reference to her voice being ignored was a reference to her "failed motions about [Aboriginal cultural competency] training and the hub at the council meeting on 27 March 2023 and my concerns not being addressed when I raised them".

Is the Facebook post of 22 May 2023 in breach of the Standards?

126. For the reasons set out directly above, I am only required to examine whether the passage of the post where Cr Vandenberg states that her voice on council is still ignored is in breach of clause 4 of the Standards. The full passage in which the passage is found is as follows:

> "I wept because as a First Nations woman with a voice on council, it is still ignored despite my best efforts and I have fear for the future of my and all our children."

127. Cr Vandenberg explains her comment by reference to what occurred with respect to the Aboriginal hub at the council meeting on 27 March 2023 and what she describes as her "failed motion" about Aboriginal cultural competency training for the councillors. At the hearing, Cr Vandenberg described how, at (presumably the same) council meeting on 27 March 2023, she moved a motion for councillors to undertake

[12] *Smith & Others v Martin* [IAP 2023-3], [38] to [39].

Aboriginal cultural competency and safety training to support effective decision making and understanding.

128. Cr Vandenberg said that this was a different type of training to the cultural sensitivity training that she had referred to earlier in the hearing. She continued:

> "I recall that no councillors wanted to do the additional training. The response was, 'it's already been done', however it had not already been done because it is a different type of training and the cultural sensitivity training did not take place until June 2023. My motion was lost and I felt that I and my culture had been dismissed and not recognised. An alternative motion was passed that further consultation occur with the RAC about what constitutes Aboriginal cultural competence and safety training. This motion was passed unanimously and I did vote in favour of it because I considered that something was better than nothing as my motion had been lost."

129. Cr Vandenberg brought up the issue of Aboriginal cultural competency training with Cr Shannon when she asked her following questions:

> CR VANDENBERG: Next question. Do you recall that councillors did not want to undertake Aboriginal cultural competency and safety training when I moved a motion on the 27th of March 2023?
>
> CR SHANNON: Okay. Say it again.
>
> CR VANDENBERG: Do you recall that councillors did not want to undertake Aboriginal cultural competency and safety training when I moved the motion on the 27th of March 2023?
>
> CR SHANNON: Okay. From memory there was confusion around what competency and safety and possibly other things were and from memory we referred it to the Reconciliation – Reconciliation Action Committee so they could then give us some better information.
>
> ARBITER: So is your answer then yes or no? So is it no?
>
> CR SHANNON: Is the question do I recall?
>
> ARBITER: Yes.
>
> CR SHANNON: I do recall. Yes.
>
> ARBITER: So do you recall that councillors that did not want to undertake Aboriginal cultural - - -

> CR SHANNON: No, no, no, no. We did want to undertake training, but I can't speak for every councillor either. You know, it's very difficult to speak for every - - - councillor.
>
> ARBITER: Yes.
>
> CR SHANNON: That's a hard thing. I mean, I did the training when it came along. I was very happy to do it. But it's hard to speak for every councillor. I remember that it was brought up that we'd already done training as an induction training, so some of – I think some may have believed that that's all they needed. Others were happy to wait to hear from the Reconciliation Action Committee.

130. Cr Vandenberg did not address the issue of Aboriginal cultural competency in her closing submission. In their closing submissions, the Applicants submitted that the Council responded positively to Cr Vandenberg's request in July 2023 for further training for Councillors and the training was delivered to Councillors and the Executive Team in June 2023. However, these submissions appeared directed to the cultural sensitivity training, which Cr Vandenberg had stated in her evidence at the hearing was of a different nature.

131. Given that the issue was discussed at some length in the hearing, and Cr Vandenberg's justification as to the passage in the post, I considered it appropriate to set out the evidence with respect to the issue. However, as in the Facebook post Cr Vandenberg does not make express reference to her voice being ignored with respect to the Aboriginal Hub and the Aboriginal cultural competency training, I do not consider that I am required to determine whether these examples establish that her voice was ignored.

132. While I note that, for the reasons set out above, it does not appear to me that her voice was ignored with respect to the Aboriginal Hub, I consider the wording of Cr Vandenberg's post to be broader than the justification she subsequently offered for it. That is, were I to determine that her voice was not ignored with respect to these two motions, I am sure that she would state that there are other instances of it being ignored. While I accept that she has not done so, I do not consider this to be of significance as I am of the view that this part of the post is protected by Cr Vandenberg's right to engage in robust public debate in a democracy as provided for in clause 5.

133. As discussed earlier, I consider that the allowance for robust debate gives some leeway to a First Nations councillor discussing her feeling of exclusion. Cr Vandenberg's discussion about her voice being ignored on Council was in broad terms. I accept the frustration and upset that Cr Vandenberg felt when she made the post. While she was acknowledged by Ms Wai at the Sorry Day event, the acknowledgment was sufficiently brief for Cr Vandenberg to miss hearing it due to her late arrival. Despite being the first

and only First Nations councillor on Council, on the material that is before me, Cr Vandenberg appears to have been a spectator at the event with no official role.

134. To some extent, Cr Vandenberg seems to have made her comments about her voice being ignored on Council as an explanation as to why she had wept on that day. Its purpose does not wholly appear to be to criticise the Council, and bring discredit upon the Council, although I accept that, due to what had happened at the Sorry Day event, she was unhappy with the Council when she wrote it. I am of the view that it is protected by clause 5. Accordingly, I do not consider the Facebook post of 22 May 2023 to be in breach of the Standards.

Facebook post 3 – 24 May 2023

135. The Applicants allege that the Facebook post of 24 May 2023 is in breach of clauses 1, 3 and 4 of the Standards.

136. I do not propose to reproduce this Facebook post as it was taken down by the Respondent on 22 August 2023 and is the subject of pre-litigation proceedings. Given the legal sensitivities surrounding this post, I propose to be more confined in my analysis. Where possible, I will also largely restrict my analysis to the highlighted passages of the post and the paragraphs which have yellow ticks next to them. However, I note that both parties provided evidence, and made submissions, in respect of parts of the post that were not highlighted or yellow ticked. In several instances, the highlighted parts do not make sense without regard to the surrounding context.

137. In addition, in Cr Shannon's opening submissions at the hearing, she placed reliance on a passage from the post that she had not previously highlighted. As this was not objected to by Cr Vandenberg, and there was subsequently a great deal of discussion about the contents of this paragraph, I propose to consider it and make findings with respect to it. As part of this approach, I will examine small, chronological portions of the post and consider whether they are in breach of the Standards.

138. At the outset, I note that I consider that the post was made in performance of Cr Vandenberg's role as a councillor. Given, as discussed above, her identification as a Councillor and my already discussed views about the limits of the disclaimer, I am satisfied that the post is sufficiently linked to the matters set out in sub-section 28(1) as most of it is directed towards Cr Vandenberg's interactions with her fellow councillors in the context of Council decision-making. This context becomes clearer in the consideration that I give to the post below.

First highlighted passage

139. Towards the beginning of her Facebook post, Cr Vandenberg states that she ran for local government to be a voice for the community. She says that she was a naïve nurse

who thought that she could make a difference. The next two sentences are then highlighted:

> "*But there is something seriously wrong and dangerous about what is occurring on council. Every time I advocate, I am attacked by councillors where it hurts the most, my culture and my identity, my very self.*"

140. At the hearing, Cr Shannon alleged that this part of the post brings discredit upon the Council and misleads the Council or the public. Because of Cr Shannon's submission in respect of this part of the post, I do not propose to look at whether it is also in breach of clause 1.

141. In her evidence in chief, Cr Vandenberg spoke broadly about the 24 May 2023 post. She described it as being her breaking point. Cr Vandenberg said that she decided to take the post down on or around 21 August 2023 but she continued to stand by its contents. She said that the post had been the subject of a disciplinary complaint made to the Australian Labor Party about her.

142. Cr Vandenberg then continued:

> "Given that the post remains the subject of a defamation claim against me, I cannot comment specifically on the particular identified aspects of the post; however, I can say that the post is a truthful statement. It is a reflection on my feelings, beliefs and experiences at council. I feel that I have been ridiculed and discriminated against because of my race and cultural heritage. I do consider that there is something wrong with the way that council deals with Indigenous issues and the way it has dealt with concerns that I have raised regarding racial issues as I have outlined today."

143. While I note Cr Vandenberg's comments that the post is a truthful reflection of her feelings, beliefs and experiences at council, I do not consider the language she employs to be appropriate given it was a post on social media about her fellow councillors. Her use of the words "seriously wrong" and "dangerous" with respect to what Cr Vandenberg alleges is occurring on council are problematic, particularly given she then talks about how she is subject to "attack" by her fellow councillors when she advocates. The contextual suggestion is that the advocacy in question is on behalf of Indigenous issues and Cr Vandenberg appears to confirm that in her evidence in chief set out directly above.

144. I consider that the reader of this passage is being invited to conclude that:

- Cr Vandenberg is under attack by the Council's councillors because of her advocacy on Indigenous issues; and
- what is occurring on council (including these attacks on her advocacy) are seriously wrong and dangerous.

145. Cr Vandenberg did not provide a justification in respect of this passage of the post at the hearing or in her closing submissions. While I accept that Cr Vandenberg was having issues with other councillors and the Council leadership, she did not take me to any specific incidents that may have substantiated this passage.

146. I note Cr Vandenberg's submissions with respect to her right to engage in robust debate and that Indigenous rights have been the subject of public interest and robust debate in Australia society and I accept that clause 5 gives Cr Vandenberg some leeway to criticise her colleagues. However, I am satisfied that this part of the post crosses the line. Due to the strong and emotive language that Cr Vandenberg chose to employ, she brought discredit upon Council and so is in breach of sub-clause 4(1).

147. As it was not put to Cr Vandenberg by Cr Shannon in her questioning of her that Cr Vandenberg had sought to deliberately mislead through the post, and Cr Vandenberg's evidence is contrary to this, I have no basis to find that she was in breach of sub-clause 4(2).

Further passage relied upon by Cr Shannon

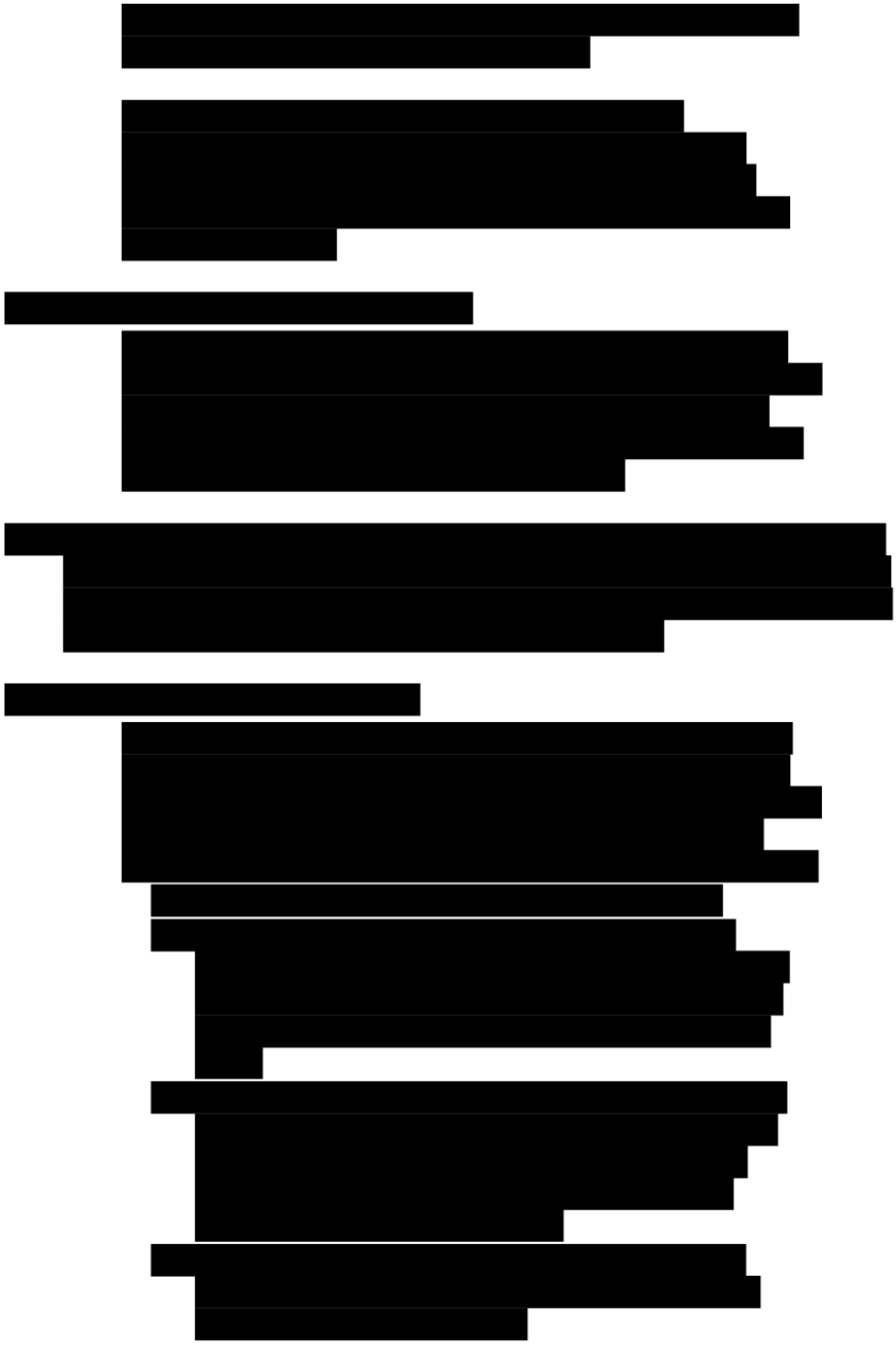
148. Cr Shannon stated in her opening submissions that she relied on the following passage as being in breach of the Standards:

> *"It started off by being told that I and First Nations peoples want our own country, this is not true.*
> *It then went onto not believing into [sic] Aboriginal Self-Determination, which is everyone's human right.*
> *I was then backed into a corner by fellow councillors, told to not make trouble, ridiculed, and asked if I wanted to leave."*

149. This passage follows immediately on from the one that I have just examined. As discussed above, while this passage was not highlighted in the copy of the materials provided to me on 28 September 2023 by the Applicants, Cr Vandenberg did not object to Cr Shannon's reliance on the passage at the hearing. In addition, Cr Vandenberg gave a great deal of evidence herself with respect to the issues raised in this part of the post and her only written evidence was in respect of it.

150. In her evidence in chief, Cr Vandenberg said that, in or around March 2021, she attended a councillor briefing at the Caroline Springs Library. She said that all councillors, except for Cr Abboushi and Cr Ramsey, were present. She said that it was a workshop to discuss the council plans for upcoming years.

[redacted]



[redacted]



169. While she does then talk about being backed into a corner by fellow councillors, told not to make trouble, and asked if she wanted to leave, again I consider there to be a deliberate imprecision to her expression. As such, I am prepared to find that her criticisms of her colleagues fall (but only just) within the realm of robust political debate.

Second highlighted passage

170. Immediately after the above passage is the following:

> *"Then the blackmailing started followed by more standover tactics and more racist hate toward me and Melton's first nations community. Internal comments that First Nation's people can go to "St Alban's" for services."*

171. For context, I note that the next sentence states:

> *"A comment which speaks to me, some councillors do not welcome us here."*

172. Given that the four preceding paragraphs refer to Ms Vandenberg's treatment by other councillors, and the subsequent reference to councillors contained in the next sentence about councillors not welcoming First Nations people, I consider that the context makes clear that Cr Vandenberg is discussing the actions of her fellow Councillors in this passage.

173. That is, Cr Vandenberg is stating that:
    - she was subjected to blackmailing, standover tactics and racist hate from her fellow Councillors (and the racist hate was also directed towards Melton's First Nations community); and
    - internal comments were made by Councillors that First Nation's people can go to St Alban's (which is in the neighbouring City of Brimbank) for services.

174. Cr Vandenberg provided no explanation for this passage at the hearing or in her closing submissions. As some of the actions she accuses her fellow Councillors of taking (such as the blackmailing and racial vilification) are unlawful, I consider the passage to be a clear breach of sub-clause 4(1). The comments bring discredit upon Council, and due to their unjustified and serious nature, cannot be protected by clause 5. Again, there is no evidence before me that the passage is in breach of sub-clause 4(2).

175. The Applicants also allege that this post is in breach of sub-clauses 1(a), (c) and (d) of the Standards. However, their closing submissions do not address specifically address this issue in respect of this passage. That said, I accept that, by making these statements, Cr Vandenberg is not treating her fellow Councillors with dignity, fairness, courtesy, and respect and so, for those reasons, she is in also breach of clause 1.

First Passage with yellow ticks

176. Cr Shannon confirmed at the hearing that the Applicants relied on the following sentence of the post:

> *"Derogatory comments and statements directed at culturally specific sites."*

177. As it is unclear from the specific passage, and its context, what it is a reference to, I do not intend to make any findings in respect of it.

Second passage with yellow ticks

178. The Applicants further rely on the following two paragraphs of the post:

> "*I was ambushed in a meeting with Goran the Mayor at the time and Lara Carli, the deputy major, and presented with a document created by a third councillor where I was denied [a] right of reply, stood over and intimidated. I have raised this complaint and met with the current Mayor Lara and she has blocked and denied my request for action and support. I have made it known that I feel unsafe.*
> *I have been instructed what to say, what to do, have information withheld from me and at time pressured into deleting resident comments and editing messaging, otherwise my work is not supported. I am held hostage as an elected representative."*

179. Again, Cr Vandenberg did not offer a justification for this passage at the hearing or in her written submissions, presumably due to sensitivities with respect to the post being the subject of pre-litigation proceedings.

180. During the hearing, Cr Vandenberg referred to a third incident, which involved a meeting that was held on 19 July 2022, with the mayor, the deputy mayor and a council officer. However, it is not clear to me whether it is the same meeting that Cr Vandenberg is describing in the above passage from the Facebook post as, aside from those details, Cr Vandenberg goes onto discuss matters that are different to those set out above concerning a legal dispute with her builder.

181. As such, in the absence of Cr Vandenberg having identified in either her evidence, or closing submissions, that the third incident that she referred to at the hearing is a reference to this passage in the Facebook post, I do not propose to speculate that it is.

182. I consider that this post is in breach of sub-clause 4(1). Cr Vandenberg's allegations that:

- she was ambushed at a meeting with the mayor and deputy mayor by being presented with a document created by a third councillor;
- she was denied a right of reply, stood over and intimidated at the meeting;
- when she raised complaints to the current mayor, she was "blocked" and her requests for action and support were denied;
- information is withheld from her;
- her work is not supported;
- she is held hostage as an elected representive

bring discredit upon Council.

183. Due to the serious nature of these allegations, the large number of them, and the lack of any justification offered for them, I do not consider them to be protected by clause 5. While I have also looked at whether the passage is also in breach of clause 1, I consider

that the key defect is that it brings discredit upon the Council rather than it showing a lack of courtesy and respect to the Councillors involved.

Third passage with ticks

184. There is then a further passage with yellow ticks, which I understand that the Applicant relies on:

> *"I met with the Mayor, Lara Carli, the evening of the event however she purposely, wilfully and knowingly chose to erase my culture, my identity and continue the perpetration of the stolen generation. She did so because she believes she is like me. I am a proud Wiradjuri/Nari Nari woman who has been impacted by the stolen generation. No Lara, you are not me.*
> *To add insult to injury, in this meeting she ridiculed my culture and that of all first nations and made derogatory statements in the presence of our CEO, that her and other Councillors would like "titles". No Lara, these are not titles, these are our identity, our culture, our heritage, much like you use names and surnames.*
> *It is what you and people like you stole from us, barred us from doing, continue to steal from us and it is what you did to … us and it is what you did to me. It is the most serious crime you could ever commit against a first nation's person.*
> *To add further insult to injury, cultural competency training is a must, for reasons mentioned above. The Mayor, Lara Carli, has continued to complain to our CEO that she wants [to] erase it and create a[n] "ALL" cultures training."*

185. Again, Cr Vandenberg did not offer a justification for this passage at the hearing or in her written submissions. Due to the insulting language used, and the serious nature of the allegations contained in it, I am not satisfied that the passage can be protected by clause 5. I find that it is in breach of sub-clause 4(1) as her comments with respect to Mayor Carli would have the effect of lowering Mayor Carli's reputation and bringing the Council into disrepute.

186. I further find Cr Vandenberg to be in breach of clause 1 as the post does not treat Mayor Carli with dignity, fairness, courtesy and respect due to the strong and, at times, insulting nature of the language used.

Third highlighted passage

187. The final passage of the post is highlighted:

> *"I have requested that our CEO refer the matter to Victoria Police for action, because racial vilification is a crime and every time I speak up my complaints are blocked, deleted, lost or simply ignored and I am racially targeted and attacked. Action needs to be taken."*

188. As this part of the post follows on from what was set out above, and talks about the consequences that flow from the earlier passage, for similar reasons to those discussed directly above, I consider it also to be in breach of sub-clause 4(1).

Finding and Sanction

189. As an elected councillor, Cr Vandenberg is bound by the Standards. If she had engaged in a more meaningful way with the private arbitration process, and shown some insight and contrition with respect to at least some of her conduct, I would have been minded to have imposed a lesser sanction.

190. Both sides suggested that training may be an appropriate penalty. But, as I do not accept that my jurisdiction extends to taking into account the Councillors Social Media Policy, I do not consider that I am able to direct Cr Vandenberg to undertake training with respect to it. Furthermore, at the hearing, Cr Vandenberg displayed a good understanding of the Standards. As such, I am not satisfied that she requires training in relation to them.

191. In respect of the Facebook post of 29 March 2023, pursuant to sub-section 147(2)(a) of the Act, I direct Cr Vandenberg to provide:
    - a verbal apology to her fellow councillors at the next Council meeting at which she is in attendance following the tabling of these reasons; and
    - a written apology to her fellow Councillors on her Facebook account within 21 days of these reasons being tabled.

192. Both apologies are to be to the satisfaction of the Applicants. If the parties are unable to agree on an appropriate form of words in respect of the apologies within 14 days of these reasons being provided to them, they may contact the Councillor Conduct Officer. I will then provide a direction as to the wording, taking into account any submissions from the parties with respect to it.

193. In respect of the Facebook post of 24 May 2023, I do not consider that it is appropriate to direct Cr Vandenberg to make an apology as it is the subject of pre-litigation proceedings. Given that Cr Vandenberg accused her colleagues of unlawful conduct and racial vilification in the Facebook post, it is a particularly serious breach of sub-clause 4(1) and clause 1 of the Standards. As such, pursuant to sub-section 147(2)(b), I direct her to be suspended from Council for a period of 14 days following the tabling of these reasons.

17 April 2024
Louise Martin
Arbiter

APPENDIX A

Standards of conduct

1 Treatment of others

A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor—

(a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the *Equal Opportunity Act 2010*; and

(b) supports the Council in fulfilling its obligation to achieve and promote gender equality; and

(c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and

(d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities.

2 Performing the role of Councillor

A Councillor must, in performing the role of a Councillor, do everything reasonably necessary to ensure that the Councillor performs the role of a Councillor effectively and responsibly, including by ensuring that the Councillor—

(a) undertakes any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor; and

(b) diligently uses Council processes to become informed about matters which are subject to Council decisions; and

(c) is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and

(d) represents the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.

3 Compliance with good governance measures

A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with the following—

(a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors;

(b) the Council expenses policy adopted and maintained by the Council under section 41 of the Act;

(c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act;

(d) any directions of the Minister issued under section 175 of the Act.

4 Councillor must not discredit or mislead Council or public

(1) In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon the Council.

(2) In performing the role of a Councillor, a Councillor must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.

5 Standards do not limit robust political debate

Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.

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

Reports received from Cr Abboushi, Cr Carli, Cr Farrugia, Cr Kesic, Cr Ramsey, Cr Turner, Cr Shannon and Mayor Majdlik.

Cr Farrugia departed the Chamber at 8:23pm.

Cr Farrugia returned to the Chamber at 8:28pm.

14. NOTICES OF MOTION

14.1 NOTICE OF MOTION 915 (CR ABBOUSHI) - BRAIN HEALTH AWARENESS CAMPAIGN

Councillor: Steven Abboushi

NOTICE:

Neurological disorders affect billions globally, resulting in significant disability-adjusted life years (DALYs) and mortality rates. Stroke and migraine stand out as primary contributors to Disability adjusted life years (DALYs) and deaths, with migraine alone costing Australia $40 billion annually and posing access challenges to care.

Preventative measures such as promoting brain health through lifestyle modifications have shown promise in mitigating the impact of neurological disorders; and initiatives led by Prof. Tissa Wijeratne and the Migraine Foundation, including World Migraine Day and the "Steps 4 Migraine" campaign, serve as vital platforms for raising awareness and mobilizing support for neurological disorder prevention.

This motion acknowledges the urgent need to address the growing burden of neurological disorders and affirms our commitment to promoting brain health initiatives for the well-being of our community.

MOTION:

That Council:

1. Supports preventative brain health awareness campaigns that raise awareness and facilitate access to brain health resources for residents;
2. Promotes via Council communication channels (social media and website), the Steps 4 Migraine National Migraine Walk on 16 June, 2024, at Flagstaff Garden, Melbourne, to show support for preventative brain health initiatives.

Motion

Crs Abboushi/Kesic.

That Council:

1. Supports preventative brain health awareness campaigns that raise awareness and facilitate access to brain health resources for residents;
2. Promotes via Council communication channels (social media and website), the Steps 4 Migraine National Migraine Walk on 16 June, 2024, at Flagstaff Garden, Melbourne, to show support for preventative brain health initiatives.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

14.2 NOTICE OF MOTION 916 (CR CARLI) - NAMING OF OVAL OR CLUB ROOMS AT DIGGERS REST RECREATION RESERVE

Councillor: Lara Carli

NOTICE:

That Council:

1. Support consideration of naming a component of the Diggers Rest Recreation Reserve Sporting Facilities (such as an oval or club rooms) after former Shire President and Councillor Charlie Watson once the Memorial and Recognition Policy is approved by Council;
2. Engage in discussions with the Watson family, sporting clubs and user groups about this proposal; and
3. Brief Councillors on the outcomes and suggestions after consultation.

Motion

Crs Carli/Farrugia.

That Council:

1. Support consideration of naming a component of the Diggers Rest Recreation Reserve Sporting Facilities (such as an oval or club rooms) after former Shire President and Councillor Charlie Watson once the Memorial and Recognition Policy is approved by Council;
2. Engage in discussions with the Watson family, sporting clubs and user groups about this proposal; and
3. Brief Councillors on the outcomes and suggestions after consultation.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

15. COUNCILLOR'S QUESTIONS WITHOUT NOTICE

15.1 **COUNCILLORS' QUESTIONS WITHOUT NOTICE**

Cr Carli

Could I please have an update on the works that are occurring at Banchory Grove Community Centre and when can we expect to have these works completed?

15.2 **COUNCILLORS' QUESTIONS WITHOUT NOTICE**

Cr Ramsey

Can you provide some information on whether the Melton Railway Station building can be incorporated into the current design, if not failing this, could it be relocated to a suitable location, if not, could we salvage part of it for exhibition somewhere within the City of Melton?

15.3 Councillors' Questions Without Notice

Cr Ramsey

Can we have an update on the Diggers Rest Hotel?

15.4 Councillors' Questions Without Notice

Cr Abboushi

Do we plan emergency service access when planning our facilities?

15.5 **COUNCILLORS' QUESTIONS WITHOUT NOTICE**

Cr Turner

Can officers please advise what power Council has to regulate the price of fuel in our City?

15.6 **COUNCILLORS' QUESTIONS WITHOUT NOTICE**

Cr Turner

Is there any action that can be taken to attempt to regulate our petrol prices?

15.7 **COUNCILLORS' QUESTIONS WITHOUT NOTICE**

Cr Turner

What advocacy has Council taken in the past?

15.8 COUNCILLORS' QUESTIONS WITHOUT NOTICE

Cr Turner

Is there any further action we can take?

16. URGENT BUSINESS

Motion

Crs Abboushi/Kesic

That Council admit an Urgent Business Item in relation to the passing of Les Twentyman.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

Motion

Crs Abboushi/Carli.

That Council send a letter of condolence to the Les Twentyman Foundation on the passing of Les Twentyman and acknowledge his incredible contribution to the community.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

17. CONFIDENTIAL BUSINESS

Recommended Procedural Motion

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

17.1 Contract No. 23-034 - Caroline Springs Boulevard Pedestrian Signals
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

17.2 Contract No. 23-037 - Provision of Routine Servicing of Fire Protection Systems and Equipment
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

17.3 Contract No. 24-015 - Parks Development Program 2023-2024
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

17.4 Contract No. 24-018 - Recycling Processing
(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

17.5 Contract No. 24-023 - Project Management and Superintendent Services Consultancy Panel
(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.

Procedural Motion

Crs Abboushi/Kesic.

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:

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(g) as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—
(i) relates to trade secrets; or
(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

17.5 Contract No. 24-023 - Project Management and Superintendent Services Consultancy Panel
(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.

For: Crs Majdlik, Abboushi, Carli, Farrugia, Kesic, Ramsey, Shannon, Turner.

Against: Nil

Abstained: Nil

CARRIED

18. CLOSE OF BUSINESS

The meeting closed at 8.59pm.

Confirmed

Dated this

.....CHAIRPERSON