



*City of*  
**Whittlesea**

# **ATTACHMENTS**

## **OF ORDINARY COUNCIL MEETING**

**HELD ON**

**TUESDAY 2 FEBRUARY 2016**

**AT 6.30PM**



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City of  
Whittlesea

**ESTABLISHED AREAS PLANNING REPORT**



**PLANNING APPLICATION NO. 715553**

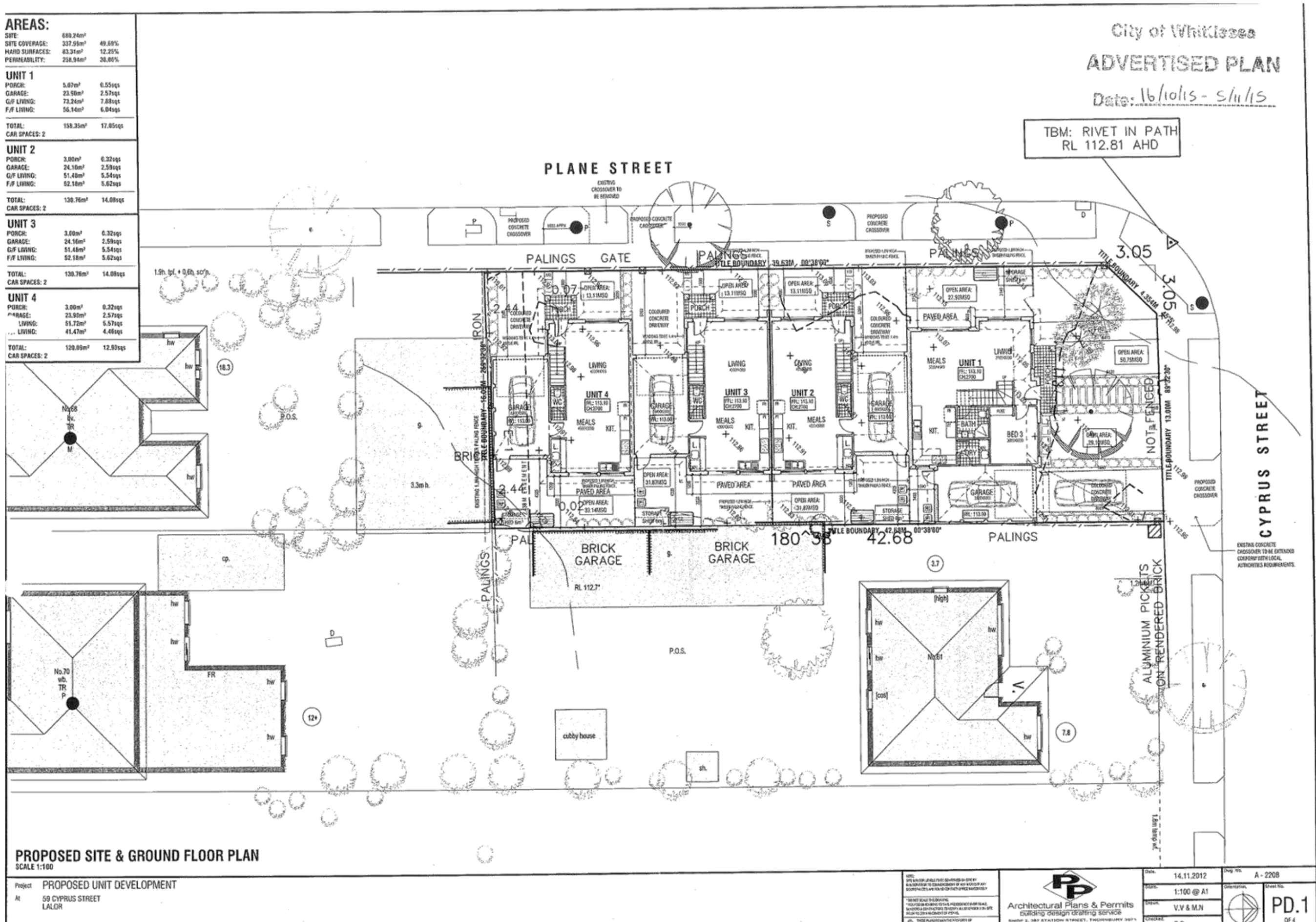
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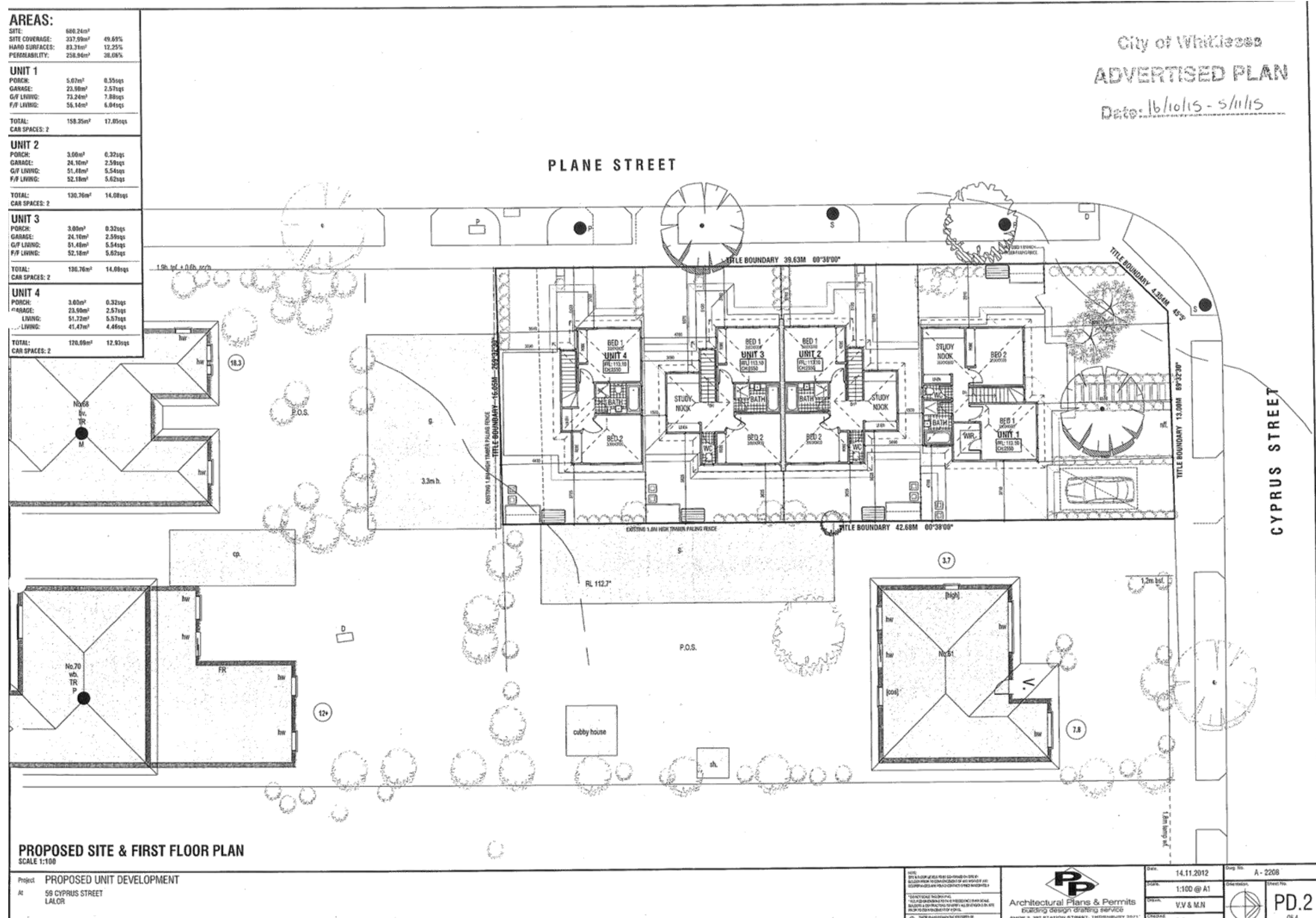
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Whittlesea

**ESTABLISHED AREAS PLANNING REPORT**

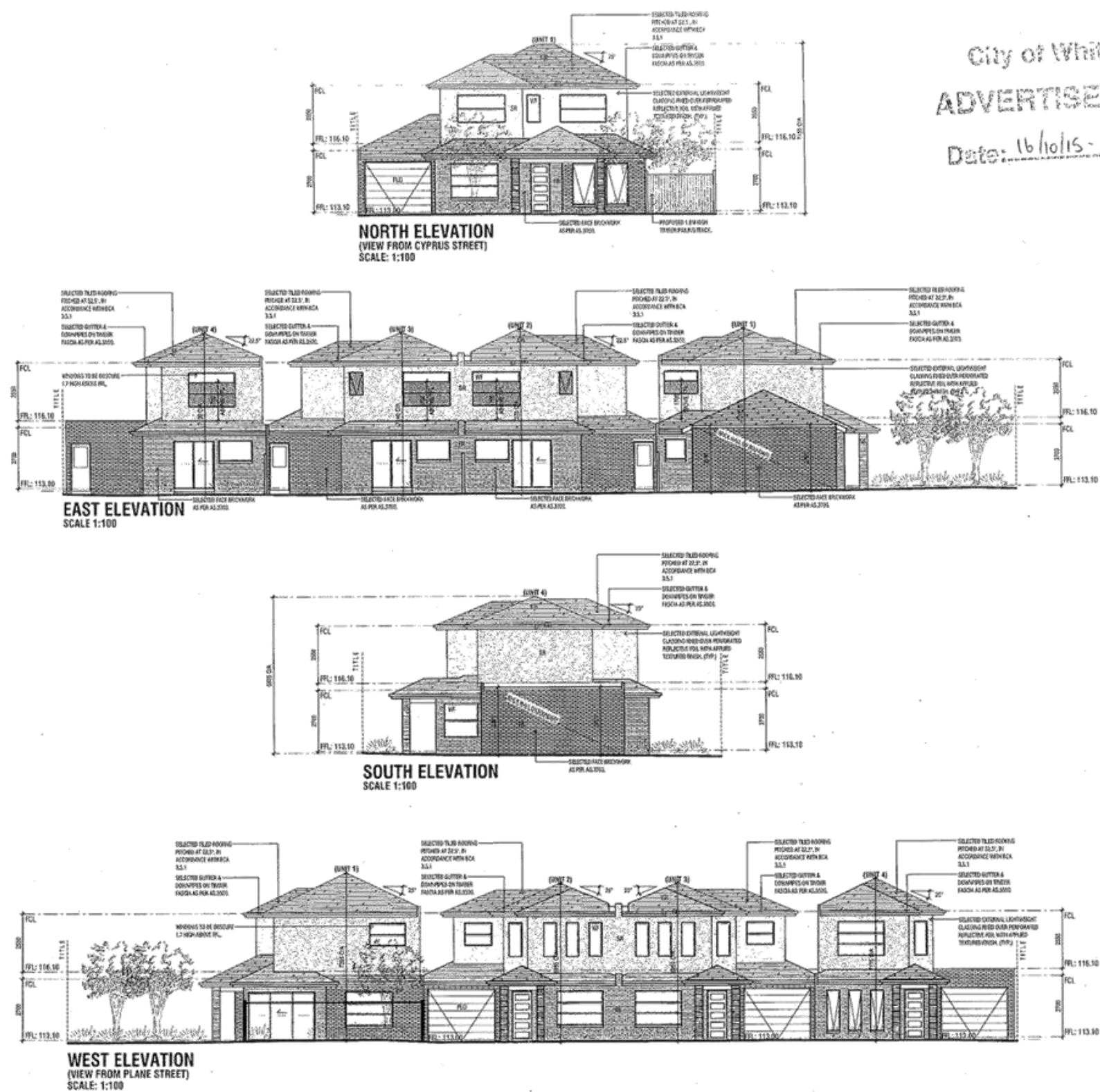












EXTERNAL COLOUR AND MATERIAL SCHEDULE	
SR	SHOWN REARER ROOF
TR	SELECTED TERRAZZO/CONCRETE
VS	SELECTED SHOCK STRIKE ROOF
VS	SELECTED TERRAZZO/CONCRETE
WT	ALL ROOFINGS ARE ALUMINIUM FINISHED
CS	ALL CONCRETE ROOFINGS
CR	ALL CONCRETE ROOFINGS
CR	CONCRETE TILED ROOF AT 25° PITCH
PD	ALL PLUMBING GARAGE DOOR
FR	FACE BRICKWORK
CRIC	CONCRETE PAVED DRIVEWAY

### PROPOSED ELEVATIONS

SCALE: 1:100

Project: PROPOSED UNIT DEVELOPMENT  
At: 59 CYPRUS STREET  
LALOR

NOTE: ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.  
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building design drafting service  
SHOP 2, 387 STATION STREET, THORNHURST 3071

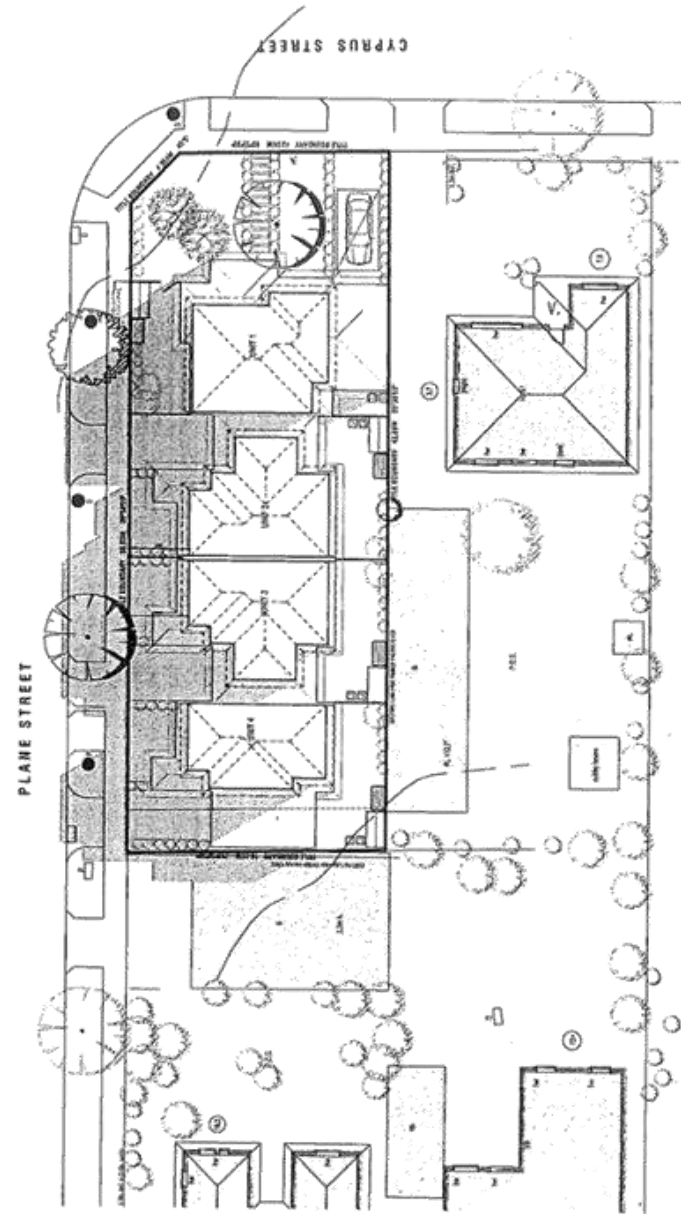
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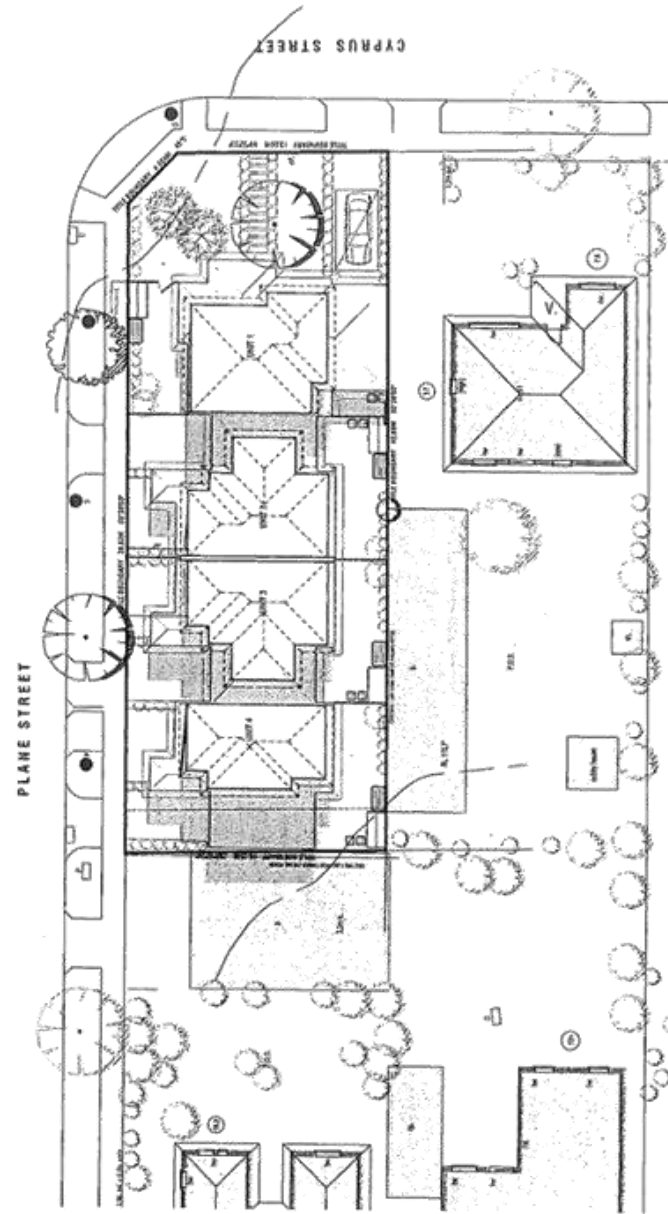


City of Whittlesea  
ADVERTISED PLAN

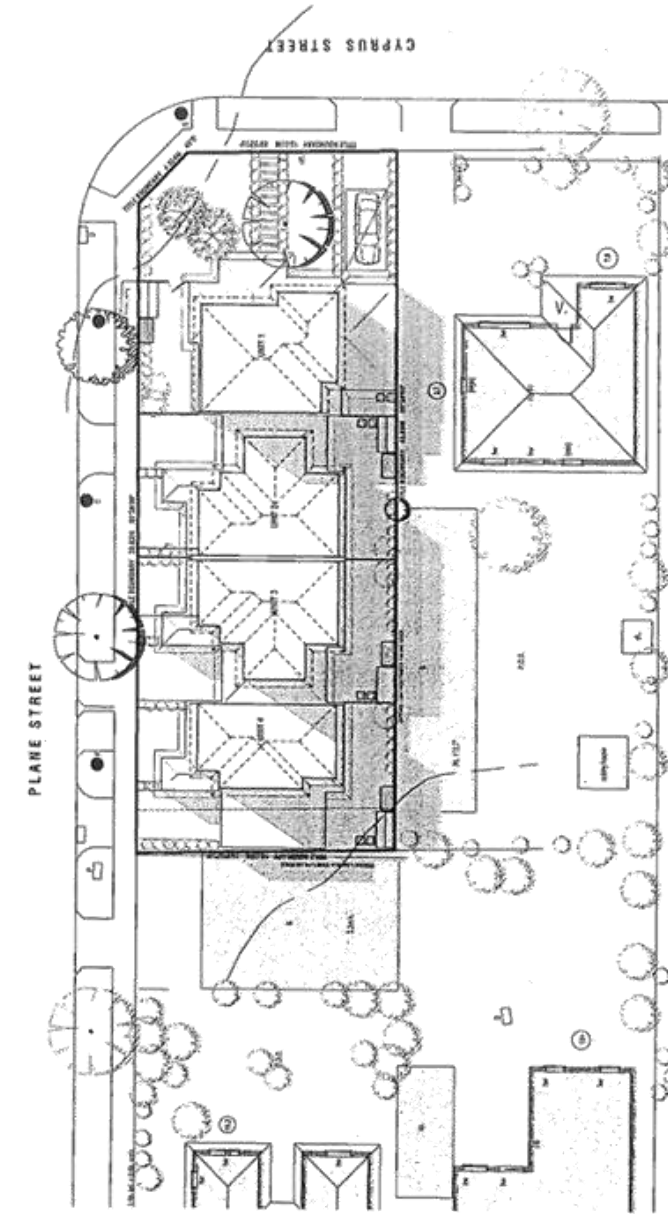
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SHADOW ANALYSIS 9AM 22 SEPTEMBER  
SCALE 1:200



SHADOW ANALYSIS 12PM 22 SEPTEMBER  
SCALE 1:200



SHADOW ANALYSIS 3PM 22 SEPTEMBER  
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PROPOSED SHADOW DIAGRAMS  
SCALE 1:200

Project PROPOSED UNIT DEVELOPMENT  
At 59 CYPRUS STREET  
LALOR

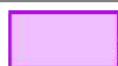
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# PLANNING APPLICATION NO. 714821



Subject Land



Objector



Medium Density Housing



City of Whittlesea

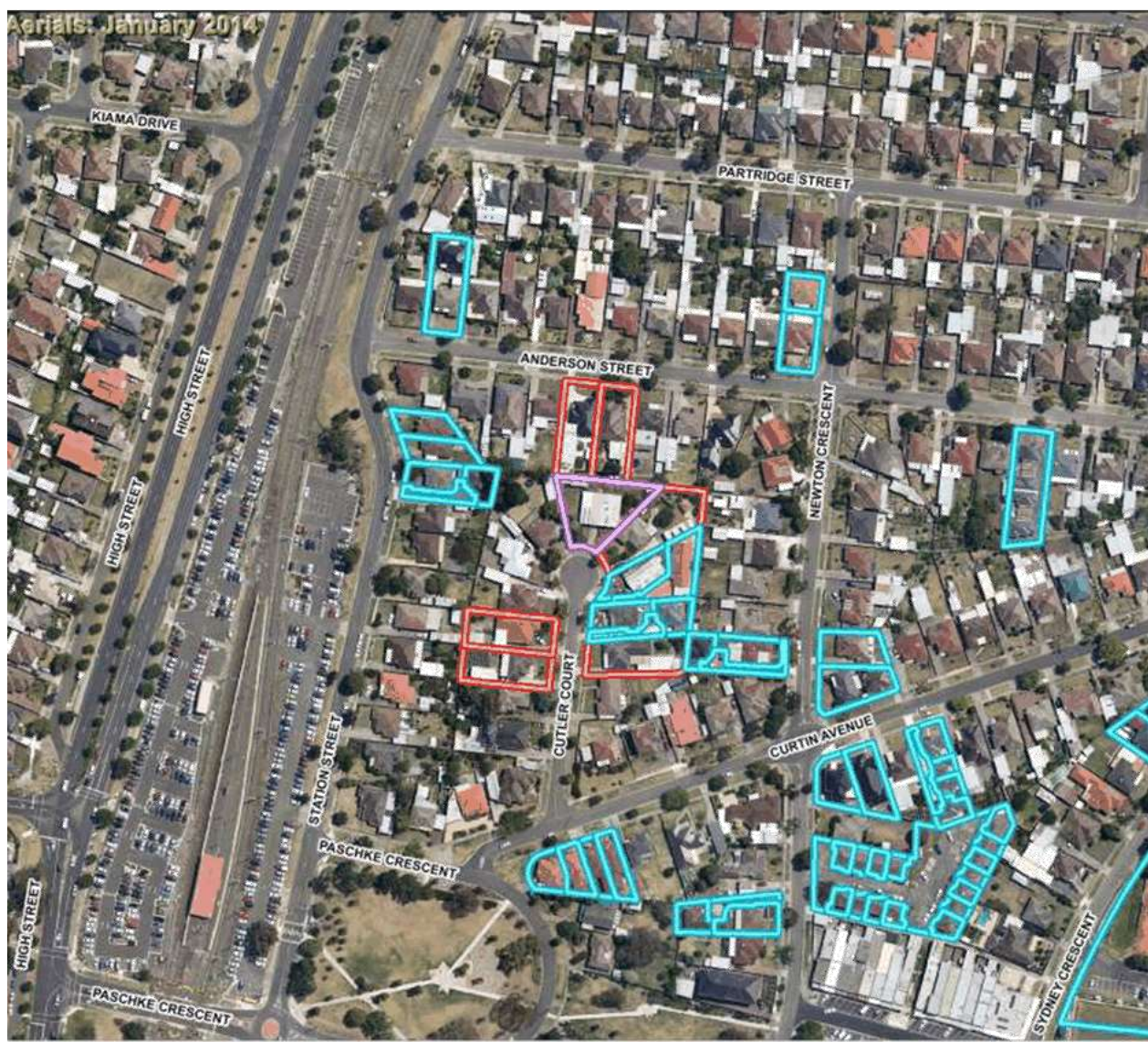
ESTABLISHED AREAS PLANNING REPORT



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## PLANNING APPLICATION NO. 714821



Subject Land



Objector



Medium Density Housing



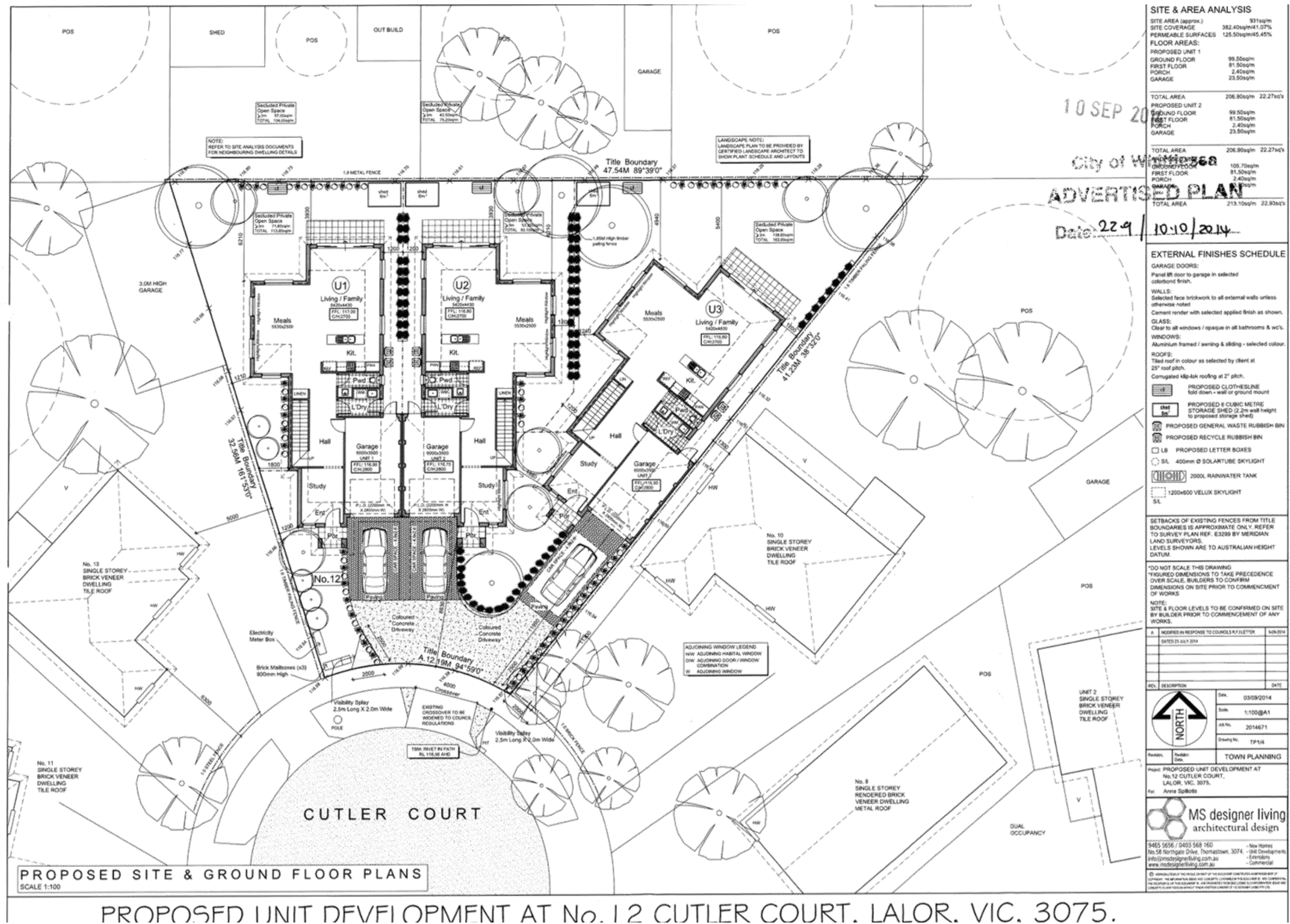
City of Whittlesea

### ESTABLISHED AREAS PLANNING REPORT

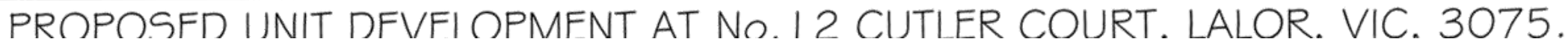


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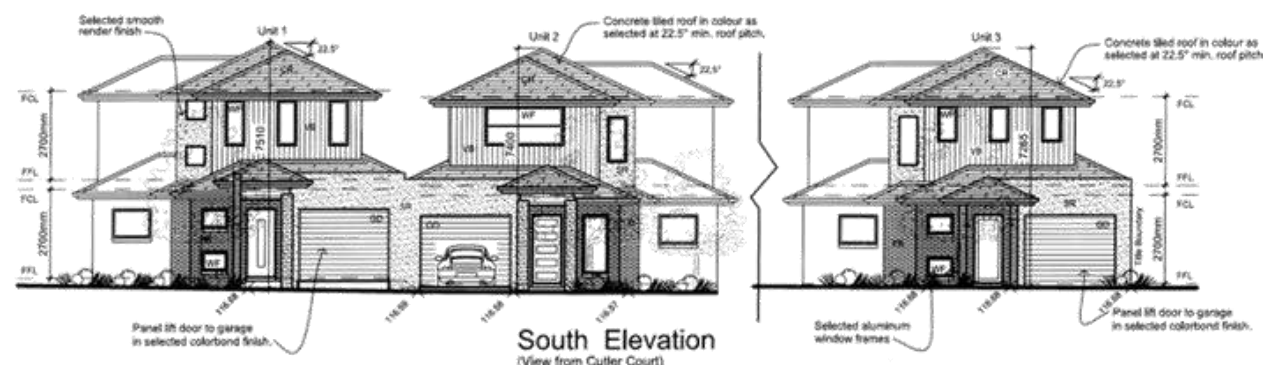




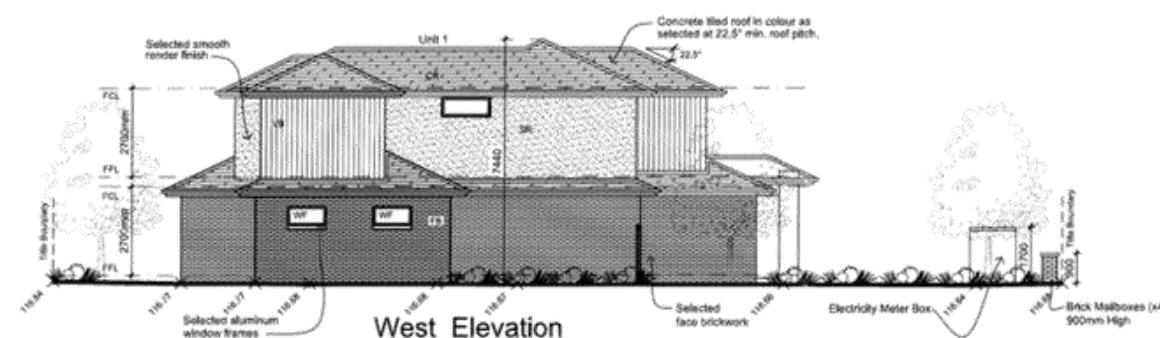




10 SEP 2014



EXTERNAL COLOUR AND MATERIAL SCHEDULE	
SR	SMOOTH RENDER FINISH:
WF	ALL ALUMINIUM FRAMED WINDOWS:
CG	ALL COLORBOND GUTTERS:
CF	ALL COLORBOND FASCIA:
VB	VERTICAL BOARDS:
MC	MATRIX CLADDING:
CR	ROOF TILES AT 22.5° PITCH:
CR1	ROOF TILES AT 22.5° PITCH:
GD	ALL GARAGE DOORS:
FB	FACE BRICKWORK:
CONC	CONCRETE PAVED DRIVEWAY:



## SITE &amp; AREA ANALYSIS

SITE AREA (approx.)	931sqm
SITE COVERAGE	382.40sqm/41.07%
PERMEABLE SURFACES	125.50sqm/13.48%
FLOOR AREAS:	
PROPOSED UNIT 1	
GROUND FLOOR	99.50sqm
FIRST FLOOR	81.50sqm
PORCH	2.40sqm
GARAGE	23.50sqm

TOTAL AREA	206.90sqm	22.27sq's
PROPOSED UNIT 2		
GROUND FLOOR	99.50sqm	
FIRST FLOOR	81.50sqm	
PORCH	2.40sqm	
GARAGE	23.50sqm	

TOTAL AREA	206.90sqm	22.27sq's
PROPOSED UNIT 3		
GROUND FLOOR	105.70sqm	
FIRST FLOOR	81.50sqm	
PORCH	2.40sqm	
GARAGE	23.50sqm	

TOTAL AREA	213.10sqm	22.93sq's
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## EXTERNAL FINISHES SCHEDULE

GARAGE DOORS:  
Panel lift door to garage in selected colorbond finish.

WALLS:  
Selected face brickwork to all external walls unless otherwise noted.

Cement render with selected applied finish as shown.

GLASS:  
Clear to all windows / opaque in all bathrooms & wc's.

WINDOWS:  
Aluminium framed / awning & sliding - selected colour.

ROOFS:  
Tiled roof in colour as selected by client at 25° roof pitch.

25° roof pitch.

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PROPOSED UNIT DEVELOPMENT AT No. 12 CUTLER COURT. LALOR. VIC. 3075.









## Subject Site - 46 Cookes Road Doreen



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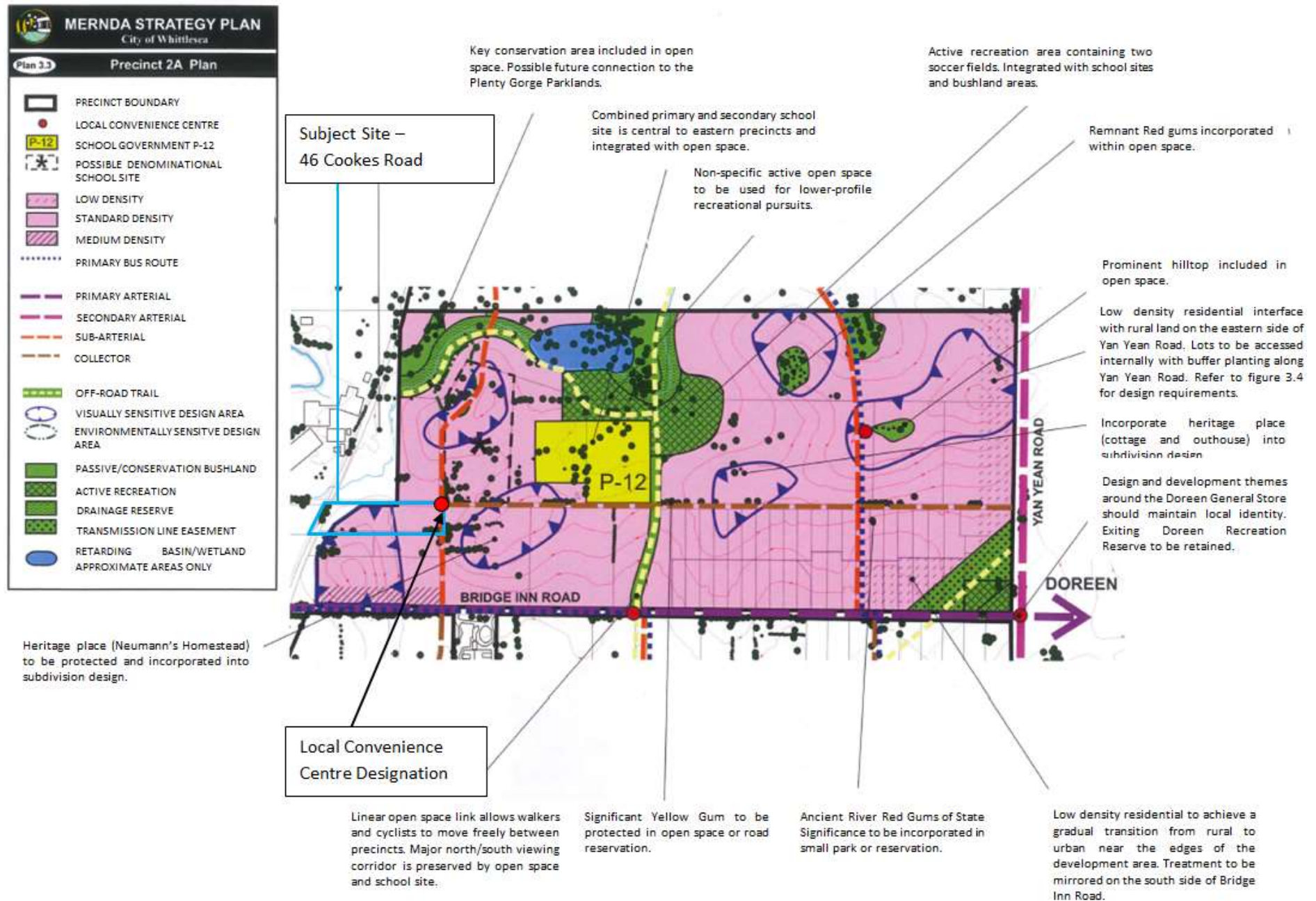
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Date: 04/01/2016

















## THE DEVELOPMENT PLAN

- |   |  |
|---|--|
| Bassetts Road Development Plan Precinct | Residential  |
| Land ownership property boundaries      | Potential Medium density Residential   |
| Primary arterial road                   | Potential Medium density Residential - west of Bassetts Road   |
| Sub-arterial road                       | School - Government P-12   |
| Collector road                          | Possible Denominational School Site  |
| Local access road                       | Neumann's Homestead  |
| Existing remnant vegetation             | Local Convenience centre as per the MSP  |
| Drainage reserve                        | Neighbourhood town centre precinct (MSP)   |
| Proposed retention basin / wetland      | Childcare centre   |
| Passive open space / drainage corridor  | Future Residential Development   |
| Active reserve                          | Specific design guidelines are required for lots which interface directly with open space for Property K. The guidelines are to address the issues regarding this interface. (Refer to condition xi) |
| Plains grassy woodland                  | Existing Nursery   |
| Bridge Inn Road reserve interface       |  |







# CONCEPT DEVELOPMENT PLAN

The map illustrates a Concept Development Plan for a residential subdivision. It features a grid of numbered lots (1-49) and a central area labeled 'Lot A'. The plan is divided into three stages: Stage 1 (32 lots), Stage 2 (17 lots), and Stage 3. A legend identifies various land uses and development stages. The map also shows surrounding roads: COOKES ROAD, BASSETTS ROAD, and a 'ROAD' intersection. A 'Convenience Centre' is located near the intersection. A 'Road' is shown running through the center of the plan. A 'Road' is also shown running through the center of the plan. A 'Road' is also shown running through the center of the plan.

**Legend**

- Proposed residential lots
- Support for future subdivision
- Proposed local convenience centre
- Proposed tree reserve
- Land in Farming Zone - possible future residential development subject to rezoning
- Existing trees to be retained - subject to further assessment and detailed designs
- Existing trees to be removed
- Historic Zone 1
- Historic Zone 2 - portion within Stage 2 of the development to be removed

**Stage 1**  
32 lots

**Stage 2**  
17 lots

**Stage 3**

**COOKES ROAD**

**BASSETTS ROAD**

**ROAD**

**Convenience Centre**

**Lot A**

**Lot 1**

**Lot 2**

**Lot 3**

**Lot 4**

**Lot 5**

**Lot 6**

**Lot 7**

**Lot 8**

**Lot 9**

**Lot 10**

**Lot 11**

**Lot 12**

**Lot 13**

**Lot 14**

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**Lot 41**

**Lot 42**

**Lot 43**

**Lot 44**

**Lot 45**

**Lot 46**

**Lot 47**

**Lot 48**

**Lot 49**

**Lot A**

**Lot B**

**Lot C**

**Lot D**

**Lot E**

**Lot F**

**Lot G**

**Lot H**

**Lot I**

**Lot J**

**Lot K**

**Lot L**

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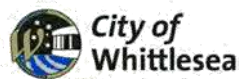
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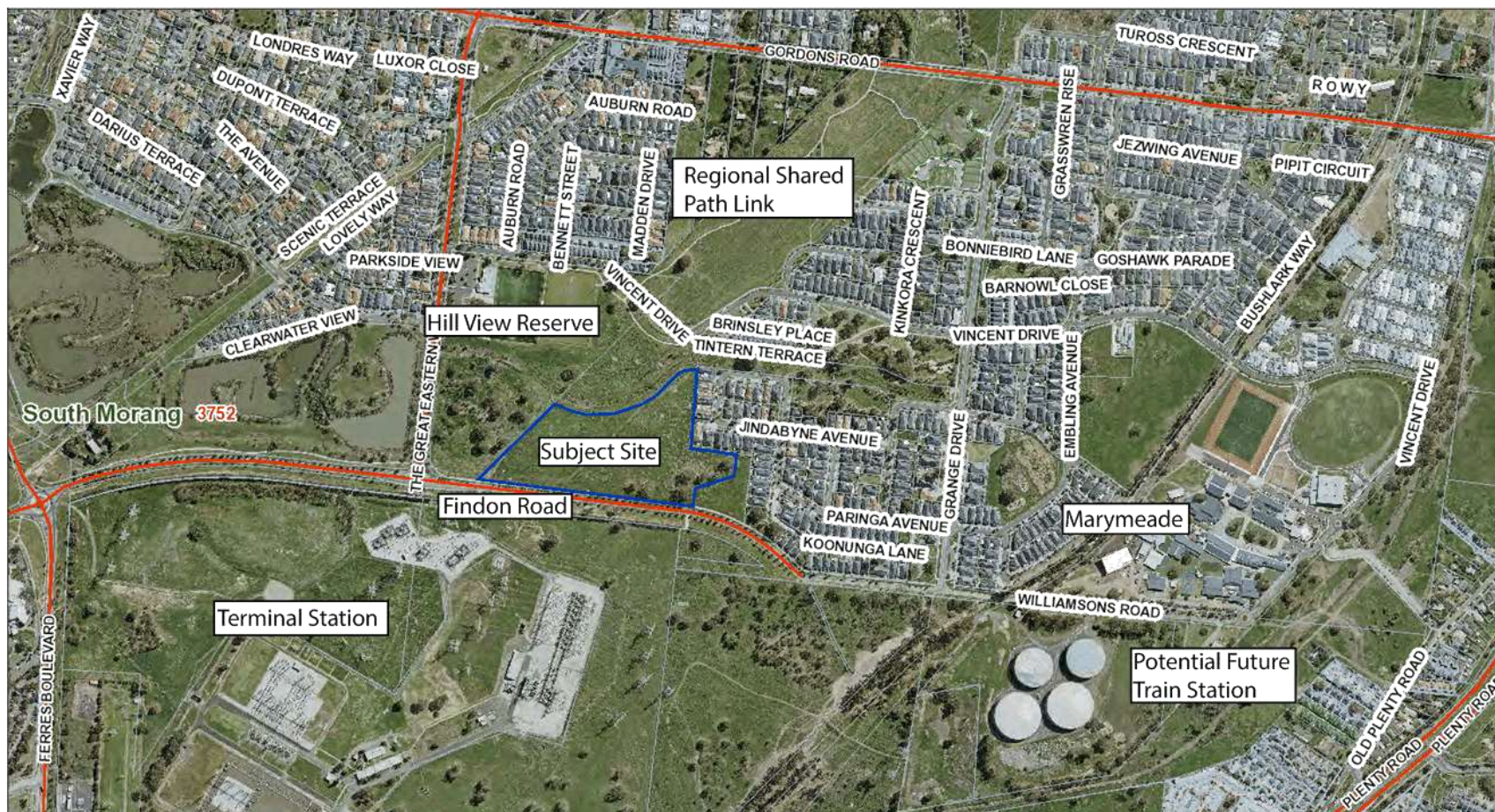








# Attachment 1



Context Map



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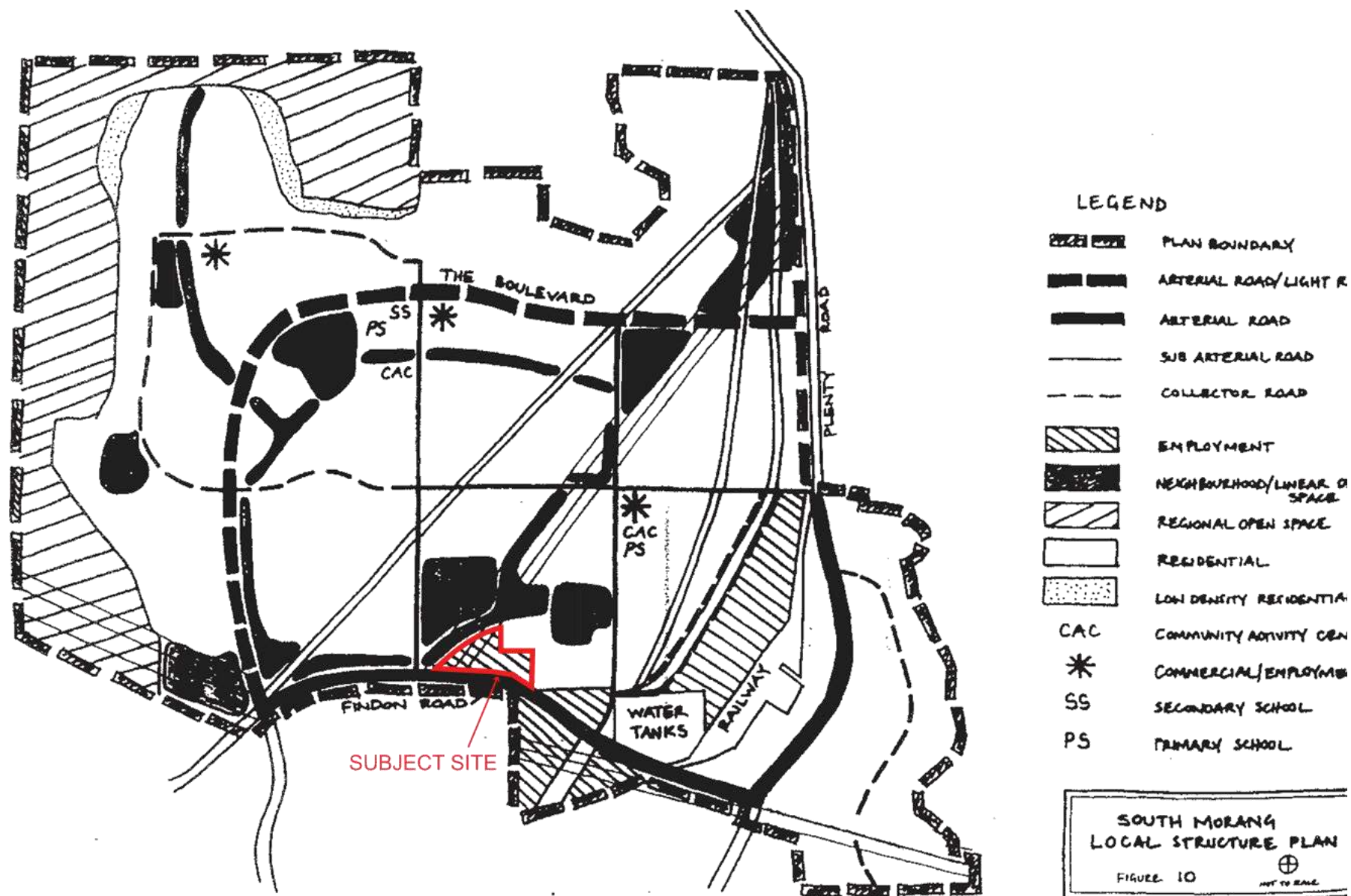


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Date: 08/01/2016  
Produced By: kxd









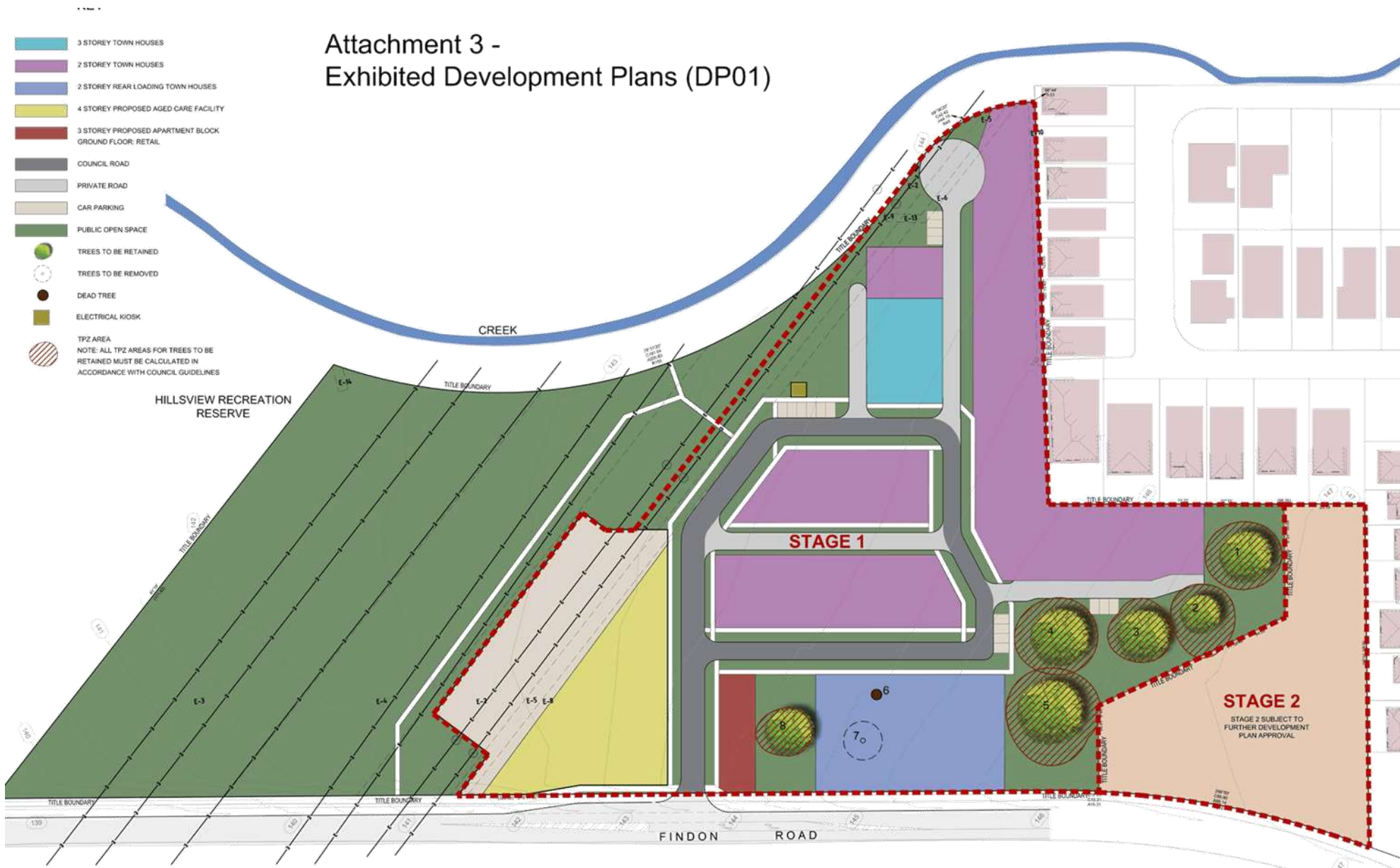
Attachment 2 - South Morang Local Structure Plan 1997





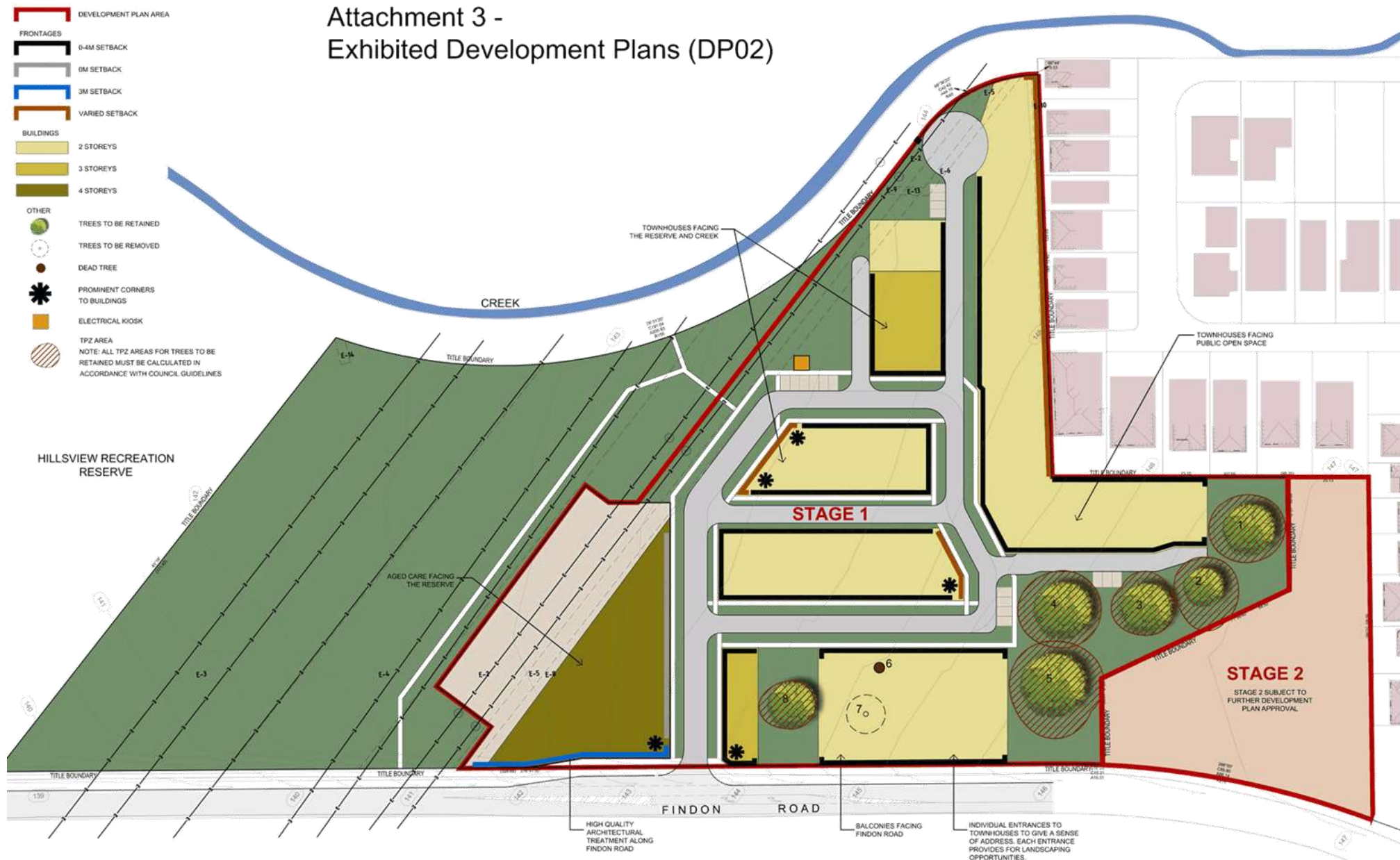


Attachment 3 -  
Exhibited Development Plans (DP01)





### Attachment 3 - Exhibited Development Plans (DP02)



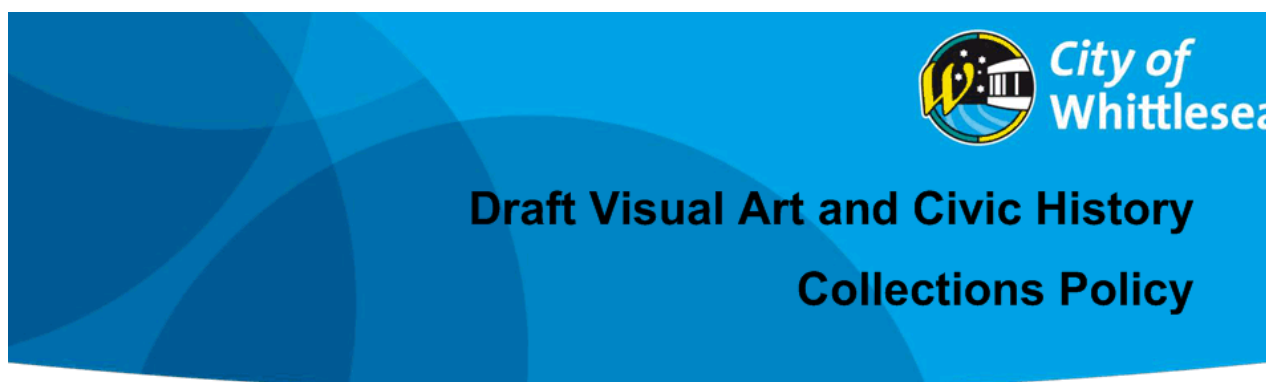












<b>Category</b>	This Policy applies to all Councillors and Council staff.
<b>Date of Adoption by ELT/Council</b>	2 February 2016
<b>Directorate Responsibility</b>	Community Services

## Policy

The City of Whittlesea will acquire, maintain and preserve, interpret and make accessible visual art and civic history items that represent and record the diverse range of social, physical, aesthetic, spiritual and cultural experiences in the past and present life of the City.

The City of Whittlesea Visual Art and Civic History Collections Policy will guide the development and management of each of these collections.

## Vision

The Visual Art and Civic History Collections will contribute to creating vibrant and self-sustaining communities by reflecting and documenting: growth and change; the diversity of people, land and environment; and the social and cultural life of the municipality.

## Principles

The following principles provide a foundation for the City of Whittlesea Visual Art and Civic History Collections Policy. The collections will:

- Reflect and express our diverse community and contribute to developing the City's cultural identity and engender a sense of belonging
- Acknowledge and reflect the municipality's rich and long-standing Aboriginal culture and history, both pre and post contact
- Acknowledge and reflect the municipality's diverse post settlement history, including agriculture, industry and urban development
- Reflect and document the built, environmental, cultural and social history of the municipality

### City Of Whittlesea – Community Cultural Development Department

Document Name:	Draft Visual Art and Civic History Collections Policy	Date:	23 December 2015
Document Owner:	Team Leader Arts, Heritage and Events	Version:	1
Approved By:	Manager Community Cultural Development	Page Number:	Page 1 of 7



## Objectives

Council will:

- Acquire artworks within the broad parameters of Australian art with priority given to works by artists from the City of Whittlesea and works about the municipality
- Acquire artworks in a variety of media, including contemporary and innovative forms that reflect changing aesthetic styles
- Acquire artworks by Aboriginal artists and artists from diverse cultural backgrounds
- Acquire artworks and heritage items that have educational, social, cultural and economic value
- Acquire heritage material of significance and relevance to the City of Whittlesea and its people
- Manage the collections according to best practice curatorial principles and practices
- Make the collections accessible to the community and researchers where practical.

## Governance

An Acquisitions Advisory Group (AAG) will be established to make key decisions regarding significant acquisitions and deaccessions over \$2,000 in value for the Visual Art and the Civic History collections. The AAG will comprise of (as required): a Councillor, Council's Team Leader Arts, Heritage and Events, Cultural Collection Co-ordinator and/or Team Leader Information Management, professional arts practitioners and/or local history representatives, and other Council staff with relevant specific expertise.

Artwork and heritage items valued at \$2,000 or less can be accepted into or deaccessed from the collections by the CEO or delegated officer.

This policy will be reviewed as required.

## Acquisitions

Acquisition is the process through which Council accepts artworks and heritage items into its collections. Methods of acquisitions include:

- Donation / gift
- Bequest
- Purchase
- Commission by the City of Whittlesea
- Items relating to Council business

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## Acquisition Criteria

Criteria for the acquisition of artworks and heritage items into the Visual Arts or Civic History Collections fall into two categories, compulsory acquisition criteria and priority acquisition criteria, based on the principles and objectives stated in the Visual Art and Civic History Collections Policy.

To be eligible for acquisition into the Visual Arts or Civic History Collections, artworks and heritage items must meet **all** of the compulsory acquisition criteria and **one or more** of the priority acquisition criteria. Acquisition must also take into account a number of additional requirements as outlined in the following.

### a) Compulsory Criteria

Artworks and heritage items must meet all of the compulsory acquisition criteria as follows:

- The quality and significance of artworks and heritage items must be high.
- Artworks and heritage items must be in good condition and unlikely in the future to result in major expense to Council, for example to conserve, store or display, unless such a likelihood is identified and considered in the acquisition process. An artwork or heritage item in poor condition will be considered if it is of particular high quality and significance, and funds for conservation or restoration (if appropriate) are available.
- Artworks and heritage items must be able to be managed appropriately under conditions that Council can feasibly provide, including: display and interpretation, storage, maintenance and conservation, and availability for research.
- Artworks and heritage items must be safe to handle and unlikely to cause Occupational Health and Safety incidents.
- There must not be a duplicate artwork or heritage item in the collection, or, the artwork or heritage item being considered for acquisition must be of particular cultural value, better condition, rare, or more representative than the artwork(s) or heritage item(s) already in the collection or able to be utilised for future programs.
- Artworks and heritage items must have clearly established and verifiable provenance, in circumstances where this is not available the artwork or heritage item will be considered for acquisition if it is of particular high quality and significance.
- Artworks and heritage items must be purchased or donated without condition. The artwork or heritage item must come with a clear legal title (proof of ownership or 'provenance') and allow full transfer of title to Council. However in cases where the donor/vendor retains the legal title to the artwork or heritage item, consideration will be given to Council accepting the artwork or heritage item on a permanent or long term loan basis, depending on verification of ownership and the conditions attached to the loan.

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### b) Priority Criteria

In addition to meeting the compulsory acquisition criteria, priority will be given to artworks and heritage items that fulfil **one or more** of the following criteria:

- a) A clear connection to the City of Whittlesea and its people, such as:
  - artwork by an artist who has lived, worked, exhibited or contributed to the culture of the City
  - artworks about the municipality
  - artworks and heritage items that are relevant to the municipality.
- b) Reflect the following themes:
  - Past, present and future of the City of Whittlesea
  - Community identity and sense of belonging
  - Growth and development
  - Icons of the City of Whittlesea: places and people, including notable individuals, families, businesses/companies and organisations
  - Environment, changing landscapes and place
  - The work of the Council.
- c) Engage with important cultural, social and environmental issues, and significant events.
- d) Reflect the changing cultural diversity of the municipality.
- e) Enhance the quality and diversity of the collections.
- f) Artworks that are innovative or representative of current or emerging trends within a broader context of contemporary Australian art, including artworks that are original, experimental and authentic.
- g) Artworks that build upon and strengthen the Aboriginal art component of the collection.
- h) Artworks by artists from different cultural backgrounds that reflect the cultural diversity of the municipality.
- i) Heritage items that:
  - are significant for their historic, aesthetic, scientific/research or social/spiritual value
  - can tell a story to aid interpretation of exhibition or program themes
  - are unique and/or a rare example of a particular kind
  - are an excellent representative example of a particular kind.

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### c) Additional requirements

In addition to the compulsory and the priority acquisition criteria a number of other requirements need to be taken into account, as follows:

- a) Consider artworks by artists at all stages of their careers for acquisition, including established, mid-career and emerging artists.
- b) Comply with Museums Australia's **Code of Ethics for Art, History and Science Museums (1999)** and the **UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property (1970)**, which aim to prevent the import and export of any cultural property illegally removed from another State, or from a property in another State.
- c) Comply with all religious and/or cultural sanctions attached to objects and artworks, especially objects and artworks from Australian Aboriginal culture, and not acquire or exhibit an object in breach of the **Aboriginal Heritage Act (2006)**.

### De-accessioning

De-accessioning is the process by which the City of Whittlesea may officially and legally remove artworks or heritage items from its collections.

De-accessioning must occur with the best interests of the community in mind, as well as to ensure the development and effective management of the collections, and according to the criteria provided in this document.

### De-accessioning criteria

To be considered for de-accessioning an artwork or heritage item must meet one or more of the following criteria:

- The artwork or heritage item does not comply with the City of Whittlesea's current collection policy objectives.
- The conservation and/or storage costs are beyond the capacity of the Council.
- The condition of the artwork or heritage item is poor and it does not have sufficient significance to warrant the allocation of resources for conservation.
- The artwork or heritage item is irreparably damaged or destroyed or missing or stolen without hope of return.
- The attributes of the artwork or heritage item mean it cannot be displayed and it does not possess research potential.
- The artwork or heritage item is a duplicate, copy or reproduction and has no specific function.
- Council receives a substantiated request for the return of the artwork or heritage item to its owner/donor.
- The artwork or heritage item has insufficient provenance information to enable identification or verification of its relevance to the collection.

Artworks or heritage items cannot be de-accessioned if any legal encumbrance exists, which prohibits them from being de-accessioned, or if their provenance is contested. Artworks or heritage items are not eligible for de-accessioning on purely aesthetic grounds.

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## Context/Rationale

The Visual Art and Civic History Collections are part of the City of Whittlesea Cultural Collection, which is managed according to the Cultural Collection Strategy 2008-2012.

The City of Whittlesea Visual Art and Civic History Collections are wholly maintained and managed by the City of Whittlesea and acquisitions are made periodically by the Council. Significant donations have seen the collections develop into an important cultural, social and heritage asset.

### Visual Art Collection

The Visual Art Collection comprises over 320 artworks dating from colonial times to the present and includes: paintings, drawings, prints, textiles, ceramics, photographs and small sculptures. The collection reflects Australia's diverse cultural makeup with artworks by artists from a wide range of backgrounds, including: Aboriginal artists, European settlers, modern and contemporary artists and also works by artists who have recently made Australia their home.

For the most part the Visual Art Collection consists of paintings and works on paper. Painting and drawing are ideal mediums for depicting traditional and familiar scenes and this is a feature of the collection. It is a record of local life, as well as through important inclusions and donations, a more expansive vision of Australia is reflected in these works.

Most of the artworks in the Visual Art Collection have been purchased at local art and craft exhibitions. However, some notable bequests have also been made. Particular highlights include the John and Gillian Borraack Federation Bequest of 40 watercolours by John Borraack and also the Thomas de Kessler gift of 41 works on paper.

### Civic History Collection

The Civic History Collection comprises over 2,000 heritage items relating to the history and activities of the City of Whittlesea. It includes a range of objects and memorabilia, such as: awards, plaques, badges, medals, clothing, photographs, documents, maps and plans, posters, signs, cultural and commemorative gifts, crockery and instruments used by Council staff in the course of their work.

The collection contributes to the history and corporate memory of the City of Whittlesea by providing a record of many of its activities and events. It also highlights the relationship between the Council and the community.

The majority of the heritage items in the collection have been acquired internally. Most were created, received or used by Councillors or staff in the course of their work or through community activities and events. A small number of heritage items have been donated, usually these relate to the City of Whittlesea or were donated by someone with a direct relationship with the City of Whittlesea.

The Collection is important for its value both as a corporate record as well as its local history significance.

## Key linkages

- City of Whittlesea Shaping Our Future: Whittlesea 2030 Strategic Community Plan
- City of Whittlesea Cultural Collection Strategy 2008-2012
- City of Whittlesea Cultural Heritage Policy and Strategy 2015-2018
- City of Whittlesea Arts Development Policy and Strategy 2016-2020
- City of Whittlesea Procurement Policy, adopted 27 May 2014
- Public Records Act (1973)
- Copyright Act (1968) and Copyright Amendment Act (2006)
- Museums Australia Code of Ethics for Art, History and Science Museums (1999)
- UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970).
- Aboriginal Heritage Act 2006

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## Glossary of terms

### Contemporary art

The definition of contemporary art varies widely; according to some art experts it refers to artwork made two to ten years ago, while others view it as beginning after World War II. In general, contemporary art demonstrates innovation and originality, reflects aspects of contemporary culture and society and/or may include the use of new technologies and materials.<sup>1</sup>

### Contemporary media

Contemporary media refers to artworks created using a range of techniques and media, including digital and information and communication technologies, installations, performances and events.<sup>2</sup>

### Due diligence

Due diligence refers to the taking of reasonable steps to carry out the acquisition of collection artworks and heritage items according to the criteria provided in this document.

### New media

New media refers to digital and information and communication technologies such as the internet and computers. New media art involves creating artworks that use these technologies to explore new modes of artistic expression. Formats include the web-based works, multimedia, gaming, virtual and immersive environments and sound engineering.<sup>3</sup>

### Statement of significance

A statement of significance is a summary of how or why an artwork or heritage item or collection is significant. The summary must identify the values, meaning and importance of the item or collection.<sup>4</sup>

<sup>1</sup> Art Gallery of New South Wales, 'Contemporary art', Art Gallery of New South Wales, Sydney, accessed 4 August 2015, <<http://www.artgallery.nsw.gov.au/discover-art/learn-more/contemporary-art/>>; Art21, 'Contemporary art in context', Art21, New York, 2015, accessed 2 July 2015, <<http://www.art21.org/teach/on-contemporary-art/contemporary-art-in-context>>.

<sup>2</sup> Art21, 'Contemporary art in context', Art21, New York, 2015, accessed 2 July 2015, <<http://www.art21.org/teach/on-contemporary-art/contemporary-art-in-context>>.

<sup>3</sup> Australian Government, 'New media art', Australian Government, Canberra, 2008, accessed 2 July 2015, <<http://www.australia.gov.au/about-australia/australian-story/new-media-art>>.

<sup>4</sup> Roslyn Russell and Kylie Winkworth, *Significance 2.0: a guide to assessing the significance of collections*, Collections Council of Australia, Rundle Mall, 2009, p. 10, accessed 2 July 2015, <<http://arts.gov.au/sites/default/files/resources-publications/significance-2.0/pdfs/significance-2.0.pdf>>.

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Date / /2016

## Supplemental Agreement

Banyule City Council  
and

Nillumbik Shire Council  
and

Whittlesea City Council

IR13RR40-1608R362 41

Interstate office  
Sydney  
Affiliated offices around the world through the  
Advoc Asia network - www.advocasias.com





Maddocks

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## Supplemental Agreement

Dated        /        /2016

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### Parties

Name	<b>Banyule City Council</b>
Address	Municipal Office located at 275 Upper Heidelberg Road, Ivanhoe, Victoria 3079
Facsimile	03 9499 9475
Short name	<b>Banyule</b>

Name	<b>Nilumbik Shire Council</b>
Address	Municipal Office located in Civic Drive, Greensborough, Victoria 3088
Facsimile	03 9433 3777
Short name	<b>Nilumbik</b>

Name	<b>Whittlesea City Council</b>
Address	Municipal Office located at 25 Ferres Boulevard, South Morang, Victoria 3752
Facsimile	03 9217 2111
Short name	<b>Whittlesea</b>

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### Background

- A. Banyule, Nilumbik and Whittlesea are parties to an Agreement To Form Yarra Plenty Regional Library Service, made on **14 December 1995** and subsequently amended by a Supplemental Agreement made in 2010 (**the Primary Agreement**).
- B. The Primary Agreement was approved by the Minister administering the *Local Government Act 1989*, by a notice published in the *Victoria Government Gazette* on **21 December 1995**.
- C. Clause 14.1 of the Primary Agreement requires that the parties and the Board of the Yarra Plenty Regional Library Corporation review the operation of the Primary Agreement at least once in every five years.
- D. Banyule, Nilumbik and Whittlesea have, together with the Board of the Yarra Plenty Regional Library Corporation, reviewed the Primary Agreement in 2015 and have determined to amend the Primary Agreement in the manner set out in this Supplemental Agreement.



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## Operative Provisions

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### 1. Definitions and Interpretation

#### 1.1 Definitions

In this Supplemental Agreement, unless the context or subject-matter indicates otherwise:

**"the Minister"** means the Minister Administering the *Local Government Act 1989*; and

**"the Primary Agreement"** means the Agreement defined in Recital A of this Supplementary Agreement.

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### 2. Amendments

2.1 The text of Schedule 2 to the Primary Agreement is deleted and replaced by the text of Annexure A to this Supplemental Agreement.

2.2 The text of Schedule 3 to the Primary Agreement is deleted and replaced by the text of Annexure B to this Supplemental Agreement.

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### 3. Condition Precedent

This Supplemental Agreement has no effect until it is approved by the Minister in accordance with section 196(8) of the *Local Government Act 1989*.



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## Signing Page

Executed by the parties as a deed on the date earlier specified.

THE COMMON SEAL of BANYULE CITY )  
COUNCIL was hereunto affixed in the )  
presence of: )

Councillor: .....

Chief Executive Officer: .....

THE COMMON SEAL of NILLUMBIK SHIRE )  
COUNCIL was hereunto affixed in the )  
presence of: )

Councillor: .....

Chief Executive Officer: .....

THE COMMON SEAL of WHITTLESEA CITY )  
COUNCIL was hereunto affixed in the )  
presence of: )

Councillor: .....

Chief Executive Officer: .....

.....



## Annexure A

### SCHEDULE 2

#### A Expenditures

Each Council's annual financial contribution will be established

First by forecasting the expenditures to be made in respect of each Branch Library on the basis defined below, and

Second by allocating to Councils the forecast expenditures of each Branch Library on the basis defined below:

- (1) The following expenditures will be attributed to each Branch Library
  - (a) Direct expenditures made in respect of each Branch Library
  - (b) Indirect expenditures will be apportioned to Branch Libraries on the following basis:
    - (i) Collection costs (including salaries of relevant Library Support Staff ("LSS staff")) are allocated in the proportion which the Collection Size of each Branch Library bears to the total Collection size of all Branch Libraries in the region collectively comprising the municipal districts of Banyule, Nillumbik and Whittlesea ("the region").
    - (ii) Computer expenditure (including all capital and operational expense related to the provision of IT services and salaries of relevant LSS staff) is allocated by the number of pcs per location
    - (iii) Organisational Development expenditure (including all training, WorkCover and OH&S and salaries of relevant LSS staff) is allocated by the number of Equivalent Full Time positions per location
    - (iv) Community Engagement expenditure (including costs of programs, activities and promotions at each branch and delivery of items across the region and salaries of relevant LSS staff) is allocated by total attendance at library programs conducted at each branch
    - (v) Branch-run courier costs are allocated by the number of branches in each municipality
    - (vi) Mobile Library expenditure is allocated by the number of hours of service in each municipality
    - (vii) Capital expenditure is allocated back to the relevant department and allocated accordingly
    - (viii) Administrative costs (including advertising, legal, stationery, phones and the like and salaries of relevant LSS staff) which are regional expenses are allocated by the number of branches in the municipality



- (ix) Salaries expenditure (including all oncosts) of Executive Management staff is allocated according to usage
- (2) Forecast expenditures of each Branch Library will then be allocated to Councils in accordance with the following principles:
  - (a) allocation will depend upon usage, so that forecast expenditures will be allocated to Councils in the proportion which usage of each Branch Library in their municipalities bears to the total usage of all Branch Libraries in the region based on:
    - (i) 50% being referable to loans of physical collection items;
    - (ii) 25% being referable to attendance at library programs; and
    - (iii) 25% being referable to the number of computer and wifi sessions; and
  - (b) the usage of each Branch Library will be the average annual amount over the immediately preceding three calendar years (so that, for example, usage for the 2016/2017 Financial Year will be determined in January 2016 based on the average of annualised usage data from January 2013 to December 2015 inclusive).

#### **B. Income**

Each Council's annual financial contribution will be reduced by the amount of income it receives by way of State Government library subsidies and grants, and by the amount of income forecast to be earned by Branch Libraries and the Regional Library.

All income received from State Government library subsidies and grants and referable to a particular Council will be deducted from that Council's cost of using the library service.

Each Council's share of other income will reflect the extent to which the Council contributes to the cost of earning that income, and:

- (1) If the cost of earning the income is a Direct Expenditure, then the income earned from that expenditure will be apportioned to the Branch Library in accordance with (A)(1)(a) above and will reduce the forecast expenditures of the Branch Library (income in this category includes photocopy charges, public telephone charges and merchandise sales).
- (2) If the cost of earning the income is an Indirect Expenditure, then the income earned from that expenditure will be apportioned to Councils in the proportion which each Council contributes to that expenditure (income in this category includes overdue charges and damaged book charges).
- (3) Interest income earned by the Regional Library will be apportioned to Councils in proportion to the forecast cash contribution to be made by each Council to the Regional Library.

#### **Non-Resident Usage**

The Councils recognise that use of the expenditure sharing principles defined in this Schedule may financially disadvantage a Council which makes a large number of loans to residents of municipalities which are not parties to this Agreement. If non-resident usage becomes significant the Councils agree:

-----

-



- A. actively to seek appropriate financial contributions from those municipalities whose residents use the Branch Library, and if this is unsuccessful,
- B. to renegotiate the expenditure sharing principles of this Agreement

#### **Decisions Relating to Direct Expenditures**

Each Council which, during the preceding financial year, contributed to more than 20% of the Direct Expenditures of a Branch Library must be consulted before Direct Expenditure commitments are made in respect of that Branch Library.

Any Council which, during the preceding financial year, contributed to more than 20% of the Direct Expenditures of a Branch Library has the right to veto direct Expenditure proposals in respect of that Branch Library.

If Direct Expenditures are made contrary to the provisions of this Agreement the affected Council is under no obligation to contribute to the particular Direct Expenditure.

#### **Appendix**

The form and layout of the information necessary to establish the financial contributions payable by each Council will, unless the parties otherwise agree, be in or to the effect of Tables 1 to 10 (both inclusive) set out in the Appendix.



---

**Annexure B****SCHEDULE 3****ROTATION OF CHAIR**

For the twelve month period commencing:

**2016**

Chair: Shire of Nillumbik  
Deputy Chair: City of Banyule

**2017**

Chair: City of Banyule  
Deputy Chair: City of Whittlesea

**2018**

Chair: City of Whittlesea  
Deputy Chair: Shire of Nillumbik

**2019**

Chair: Shire of Nillumbik  
Deputy Chair: City of Banyule

**2020**

Chair: City of Banyule  
Deputy Chair: City of Whittlesea



## AUDIT & RISK COMMITTEE

### UNCONFIRMED MINUTES OF MEETING

5.00pm Thursday, 26 November 2015

In Conference Room 1, Civic Centre

#### 1. Opening of Meeting

Meeting opened at 5.07 pm.

#### 2. Present

##### Members:

##### **Independents**

Michael Said (Chairperson)

Homi Burjorjee

Michael Ulbrick

##### **Councillors**

Cr Stevan Kozmevski (Mayor)

##### Officers:

David Turnbull, Chief Executive Officer

Gino Mitrione, Acting Director Finance & Organisation Improvement

Darryl Nelson, Manager Financial Services

David Gauci, Internal Compliance Officer

Amy Montalti, Team Leader Financial Accounting

Geoff Gallagher, Team Leader Risk Management (Item 9.3.1)

Michael Tonta, Acting Director Governance & Economic Development (Item 9.4.2)

##### Internal Auditors

Pat Farrell, Partner, PwC

Brett Wong, Manager, PwC

#### 3. Apologies

Cr Ricky Kirkham

Rod Wilkinson, Director Finance & Organisation Improvement

The Chairperson commenced the meeting by welcoming the Acting Director Finance and Organisation Improvement to the meeting.

The Chairperson also congratulated Cr Kozmevski on his recent appointment as Mayor, Cr Kirkham on his appointment to the Committee for the next 12 months and thanked Cr Stow for her contribution to the Committee over the past 12 months.

##### Resolution:

**That** the Committee congratulate Cr Kozmevski on his appointment as Mayor.

Moved by: Mr Ulbrick

Seconded by: Mr Burjorjee

CARRIED

Minutes of Audit & Risk Committee Meeting held on 26 November 2015

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**4. Disclosure of any Conflicts of Interest**

No disclosures were made.

**5. Confirmation of Minutes of Previous Meetings**Resolution:

**That** the minutes of the Audit & Risk Committee meeting held on 27 August 2015 be noted and confirmed.

Moved by: Mr Ulbrick  
Seconded by: Cr Kozmevski

CARRIED

**6. Matters Arising from Previous Meeting(s)**

The Outstanding Items Report from Previous Meetings was presented for discussion.

Resolution:

**That** the report of Outstanding Action Items from Previous Meetings be received and noted.

Moved by: Mr Ulbrick  
Seconded by: Cr Kozmevski

CARRIED

**7. Audit & Risk Committee Work Plan**

The Annual Work Plan Matrix was presented for general discussion. The Committee requested that the name of each paper be included against the agenda item number in the Work Plan. The Committee also requested that if it is not required to address a Work Plan item during the Committee year, a paper be presented at the end of the year noting this.

Resolution:

**That** the Annual Work Plan Matrix be noted.

Moved by: Mr Burjorjee  
Seconded by: Mr Ulbrick

CARRIED

**8. CEO's Report on Compliance/Non-Compliance with Laws/Legislation and Policies including Tendering and Procurement**

The CEO advised that there were no new significant issues of non-compliance to report. The CEO also noted that the issue discussed by the Committee at their meeting on 28 May 2015 in relation to procurement and tendering matters has been raised with the Ombudsman by the concerned party.



Resolution:

**That** the CEO's verbal report on Compliance/Non-Compliance with Laws/Legislation and Policies be noted.

Moved by: Cr Kozmevski

Seconded by: Mr Burjorjee

CARRIED

## **9. Audit & Risk Committee Work Plan Responsibilities**

### **9.1 Financial Report**

#### **9.1.1 Corporate Business Report to 30 September 2015**

The Corporate Business Report to 30 September 2015 was presented for discussion with officers responding to questions from the Committee. Management noted that as we are only through one quarter of the current financial year, results are inconclusive at this stage with no issues of concern identified.

The CEO advised the Committee that Council had been successful in receiving a number of grants through the Interface Growth Fund and that these grants will be paid in advance. The Committee Chairperson advised that a new Accounting Standard will come into effect at some point in the near future and that this will impact on the treatment of grants.

Resolution:

**That** the Corporate Business Report to 30 September 2015 be received and noted.

Moved by: Mr Ulbrick

Seconded by: Cr Kozmevski

CARRIED

### **9.2 Internal Control**

Refer Item 9.6.1

### **9.3 Risk Management**

#### **9.3.1 Risk Management Report**

The Team Leader Risk Management presented the Risk Management report and responded to questions from the Committee. Management advised that a Risk Management Working Group has been established to address Corporate Risks. The CEO also advised that the organisation is about to commence a restructure which will include the establishment of a new department that will allow for a greater emphasis to be placed on risk.

The Committee noted its role in reviewing risk and requested it be provided with a copy of minutes from the Risk Management Working Group's meetings when strategic risks are a Committee agenda item.

Resolution:**That:**

1. The Risk Management Report be received and noted.



2. The Committee be provided with a copy of minutes from the Risk Management Working Group's meetings when strategic risks are a Committee agenda item.

Moved by: Mr Burjorjee  
Seconded by: Mr Ulbrick

CARRIED

#### **9.4 Internal Audit**

##### **9.4.1 Presentation from PwC on Internal Audit Status Report**

PwC presented the Internal Audit Status Report and responded to questions from the Committee. PwC advised that there had been a change to the timing of reporting on the Risk Management Framework review, as the Executive Leadership Team (ELT) requested further work be undertaken in relation to the agreed management actions. This report will now be presented at the 25 February 2016 Committee meeting.

##### Resolution:

**That** the Internal Audit Status report be received and noted.

Moved by: Mr Ulbrick  
Seconded by: Cr Kozmevski

CARRIED

##### **9.4.2 Presentation from PwC on Internal Audit Review: Local Laws Infringements**

PwC presented the Local Laws Infringements report and gave an overview of the findings. Officers responded to the report and questions from the Committee. Management noted the implementation dates for a number of the agreed actions had been extended out longer than usual due to changes of staff within the Local Laws Department.

The Committee highlighted a number of issues identified within the report and suggested there was a need for a governance review / overlay. Management advised that as part of the proposed organisation restructure, a Disputes Commissioner position would be established. This role will in part be responsible for resolving disputes that arise from local laws infringements.

##### Resolution:

##### **That:**

1. The Local Laws Infringements internal audit report be received and noted.
2. The Committee notes management's intention to establish the role of Disputes Commissioner

Moved by: Mr Burjorjee  
Seconded by: Mr Ulbrick

CARRIED

##### **9.4.3 Outstanding Action Items from Previous Internal Audit Reports**

The Outstanding Action Items Report from Previous Internal Audits was presented for discussion. The Committee sought clarification of progress regarding the action in relation to Development Contribution Payments. Management advised this action was on target for completion by 31 March 2016.

An update from actions arising in relation to the Probity Review Procurement and Installation of Lighting at the Mill Park Reserve Softball Field (CT10114) – PwC Report:

Minutes of Audit & Risk Committee Meeting held on 26 November 2015

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Tender and Evaluation Contract Review was also provided. Management clarified PwC's role in monitoring progress against these actions.

Resolution:

**That** the report of Outstanding Action Items from Previous Internal Audit Reports be received and noted.

Moved by: Cr Kozmevski

Seconded by: Mr Burjorjee

CARRIED

#### 9.4.4 Review of Internal Auditor Performance

Discussion of this item was deferred to agenda item 13 – Private Discussion with the Internal Auditors.

### 9.5 External Audit

#### 9.5.1 Final Closing Report and Management Letter 2014-15

The Final Closing Report and Management Letter 2014-15 were presented. The Committee noted VAGO had recently released their report: Local Government 2014-15 Audit Snapshot and requested management undertake a gap analysis against this report and provide it to the Committee at the 25 February 2016 meeting.

The Committee also noted that a significant amount of work during the year end audit in relation to the completion of the Performance Statement was undertaken by the Financial Services Department rather than the responsible department and hoped this would not reoccur in the future.

The Committee also requested representatives from RSD be invited to the 25 February 2016 meeting to present their engagement letter and confirm timeframes and deliverables for the 2015-16 annual financial audit.

Resolution

**That** the Final Closing Report and Management Letter 2014-15 be received and noted.

Moved by: Mr Burjorjee

Seconded by: Mr Ulbrick

CARRIED

#### 9.5.2 Asset Valuations

In response to VAGO's intention to focus on asset valuations as part of their 2015-16 financial audit, management provided the Committee with an update on its asset valuations practices and approach. A work plan was also presented outlining how management intends to prepare for the asset valuation focus of the 2015-16 financial audit.

Resolution:

**That** the Committee note management's work plan to prepare for the asset valuation focus of the 2015-16 financial audit.

Moved by: Cr Kozmevski

Seconded by: Mr Burjorjee

CARRIED



## 9.6 Compliance

### 9.6.1 Internal Compliance Reviews

An update on the status of internal compliance reviews undertaken since the last Committee meeting was provided with officers responding to questions from the Committee.

An overview of the updated Internal Compliance Review Program covering the period September 2015 – September 2017 was also provided.

#### Resolution:

##### **That:**

1. The report on the status of Internal Compliance Reviews be received and noted.
2. The Committee note the proposed Internal Compliance Review Program covering the period September 2015 – September 2017.

Moved by: Mr Ulbrick  
Seconded by: Cr Kozmevski

CARRIED

## 9.7 Other Responsibilities

### 9.7.1 Update on Significant Legal Matters

The Acting Director Finance & Organisation Improvement advised the Committee that there were no significant legal matters to report.

#### Resolution:

**That** the update of significant legal matters by the Acting Director Finance and Organisation Improvement be noted.

Moved by: Mr Burjorjee  
Seconded by: Mr Ulbrick

CARRIED

### 9.7.2 Fraud and Corruption Control Policy and Plan

An overview of the Fraud and Corruption Control Policy and plan was provided.

#### Resolution:

**That** the Committee note the Fraud and Corruption Control Policy and Plan.

Moved by: Cr Kozmevski  
Seconded by: Mr Burjorjee

CARRIED

### 9.7.3 Response to IBAC Report – Local Government: Review of Council Work Depots

Management's response to the IBAC report Local Government: Review of Council Work Depots was provided.

#### Resolution:

**That** the report on management's response to the IBAC report – Local Government: Review of Council Work Depots be noted.

Minutes of Audit & Risk Committee Meeting held on 26 November 2015

Page 6/6



Moved by: Mr Ulbrick  
Seconded by: Cr Kozmevski

CARRIED

#### 9.7.4 Review of Audit & Risk Committee Charter

The updated Audit & Risk Committee Charter was presented for discussion. The Committee requested a number of minor changes be made to the Charter to improve flow and consistency of wording.

Resolution:

**That:**

1. The updated Audit and Risk Committee Charter be received and noted.
2. The Committee recommends the amended Audit & Risk Committee Charter be provided to Council for approval.

Moved by: Mr Burjorjee  
Seconded by: Mr Ulbrick

CARRIED

#### 9.7.5 Review of Audit & Risk Committee's Performance

A summary of results from the Committee members' responses to the Self-Assessment questionnaire were presented for discussion.

Resolution:

**That** the Committee note the summary of the Audit & Risk Committee's Self-Assessment Performance results including comments provided by members.

Moved by: Cr Kozmevski  
Seconded by: Mr Burjorjee

CARRIED

#### 9.7.6 Other Audits

An update on the status of recent audits undertaken by external parties was provided. Audit opinions were provided for the:

- Roads to Recovery.

Resolution:

**That** the Committee note the Audited Financial Acquittal Report for the Roads to Recovery Project be noted.

Moved by: Mr Ulbrick  
Seconded by: Cr Kozmevski

CARRIED

#### 9.7.7 Minutes from ICS Committee Meetings

Minutes from ICS Committee meetings held on 12 June 2015, 24 July 2015 and 21 October 2015 were presented for the Committee's information.



Resolution:

**That** the minutes from the ICS Committee meetings held on 12 June 2015, 24 July 2015 and 21 October 2015 be noted.

Moved by: Mr Burjorjee

Seconded by: Mr Ulbrick

CARRIED

**10. Correspondence**

Nil

**11. General Business**

The Committee queried if management had received the security alert issued by the MAV earlier this year. Management recalled the alert and took action as appropriate.

**12. Confirmation of Dates of Meetings**

Committee dates for 2016:

- 25 February 2016
- 26 May 2016
- 25 August 2016 (tentative date for Financial Statements Review)
- 1 September 2016
- 24 November 2016

**13. Private Discussion with Internal Auditors**

Members of the Committee met in private with the Internal Auditors.

**Meeting concluded at 7.45 pm**





## ATTACHMENT 2

**AUDIT & RISK COMMITTEE CHARTER**

**Last Approved by Council:** 3 February 2015

**Reviewed by Audit & Risk Committee:** 26 November 2015

**Directorate responsible:** Finance & Organisation Improvement

This Charter establishes the purpose, authority and responsibilities conferred by the City of Whittlesea on the Audit & Risk Committee, with regard to the carrying out of governance and oversight activities.

It has been prepared in order to support an effective oversight service, consistent with section 139 of the *Local Government Act 1989* and *Audit Act 1994*.

**Purpose**

Its purpose is to advise Council in fulfilling its oversight responsibilities for the financial and non-financial reporting process, internal controls, the audit process, risk management and Council's process for monitoring compliance with legislation and regulations and the code of conduct.

**Authority**

The Audit & Risk Committee is an independent advisory committee of Council and its role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter. It acts in this capacity by monitoring, reviewing and advising on issues within its scope of responsibility and assisting in Council's governance obligation to its community.

The Audit & Risk Committee has authority to conduct or authorise investigations into any matters within its scope of responsibility. It is empowered to:

- Resolve any disagreements between management and the auditor on financial reporting.
- Retain independent counsel, accountants, or others to advise the Audit & Risk Committee or assist in the conduct of an investigation.
- Seek any information it requires from Council members, Council staff (including senior management, all of whom are directed to co-operate with the Audit & Risk Committee's requests) and external parties.
- Meet with Council staff, internal and external auditors, or outside counsel, as necessary.





## ATTACHMENT 2

**Composition**

- The Audit & Risk Committee will consist of five members of whom three must be independent.
- A quorum shall comprise one Councillor and two independent members.
- The chair of the Audit & Risk Committee must be independent.
- Council will appoint Audit & Risk Committee members.
- Council will appoint the Audit & Risk Committee Chair from the independent members of the committee.
- Councillor members are appointed by Council on an annual basis.
- The Mayor or Deputy Mayor of the day can act as a replacement in the event a Councillor representative is unavailable to attend a Committee meeting.
- The expiry of independent member terms shall be staggered so that no more than two members' terms conclude at the same time, ensuring as far as possible continuity of knowledge residing in the Committee.
- ~~• To introduce staggered membership, one external member will be initially appointed for a 12 month term.~~
- External representatives can be appointed for a two year term and, subject to Council approval, a maximum of two consecutive terms. At the completion of the second term the position will be advertised and the current member may re-apply.
- Each Audit & Risk Committee member will be financially literate with external independent members having experience in any of the three streams of committee responsibilities, namely business management, financial management/accounting and/or risk management/compliance, and be conversant with governance and financial reporting requirements.
- In accordance with section 139 (4A) of the *Local Government Act* 1989, all members of the Audit & Risk Committee are required to complete Primary and Ordinary returns pursuant to section 81 of the Act.

**Meetings**

- The Audit & Risk Committee will meet at least five times a year, with authority to convene additional meetings, as circumstances require.
- A schedule of meetings will be developed and agreed by members.
- All Audit & Risk Committee members are expected to attend each meeting, in person.
- The Audit & Risk Committee will invite members of management, representatives of internal and external auditors or others to attend meetings and provide pertinent information, as necessary. The CEO, Director Finance and Organisation Improvement and Manager Financial Services are to attend all meetings, except for in camera items. The Manager Financial Services or one of his/her staff will attend in the role of secretariat.



**ATTACHMENT 2**

- It may hold private meetings with auditors as required.
- Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.
- Minutes will be prepared.
- Remuneration will be paid to each independent member of the Committee and is set by Council annually (payable from October).

***Responsibilities***

The Audit & Risk Committee will carry out the following responsibilities:

- *Financial Report*
  - Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas and recent accounting, professional and regulatory pronouncements and legislative changes and understand their effect on the financial report.
  - Review with management and the external auditors the results of the audit, including any difficulties encountered.
  - Review the annual financial report and any significant variances and consider whether it is complete, consistent with information known to Audit & Risk Committee members, and reflects appropriate accounting principles.
  - Review with management and the external auditors all matters required to be communicated to the Audit & Risk Committee under the Australian Auditing Standards.
  - Understand how management develops interim financial information, and the nature and extent of internal and external auditor involvement.
  - Review corporate financial reports with management and consider whether they are complete and consistent with the information known to Audit & Risk Committee members.
- *Internal control*
  - Consider the effectiveness of Council's internal control system, including information technology security and control.
  - Understand the scope of internal and external auditors' review of internal control over financial reporting and obtain reports on significant findings and recommendations, together with management's responses.
- *Risk management*
  - Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.
  - Ensure that there is regular review and update of Council's risk profile.
  - Ensure that the material business risks have been dealt with in a timely manner to mitigate exposures to Council.





## ATTACHMENT 2

- *Fraud Prevention/Awareness*
  - ~~Fraud prevention and awareness programs are key elements of risk management.~~
  - The Audit & Risk Committee will receive annual reports on **Review** Council's Fraud Prevention policies and procedures **as required** (Fraud Control **Policy** & Plan), including fraud awareness programs.
  - **Receive reports on** Instances of fraud **or potential fraud that occur** will formally be reported to the Committee.
  - ~~Matters of potential fraud will be verbally reported to the Audit & Risk Committee Chair.~~
- *Internal audit*
  - Review with management and the internal audit contractor (or Council staff member charged with this responsibility) the Charter, activities, staffing, and organisational structure of the internal audit function.
  - Have authority to review the Strategic Internal Audit Plan and approve the annual audit plan and all major changes to the plan.
  - Review the status of recommendations/management actions arising from internal audit reports.
  - Review the effectiveness of the internal audit function, including compliance with The Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.
  - Ensure that the internal audit annual plan is linked with and covers the material business risks.
  - Ensure there are no unjustified restrictions or limitations, and review the appointment, replacement, or dismissal of the internal audit contractor.
  - At least once per year, review the performance of the internal audit contractor.
  - Meet with the internal audit contractor separately, to discuss any matters that the Audit & Risk Committee or internal audit contractor believes should be discussed privately.
- *External audit*
  - Review the external auditor's proposed audit scope and approach, including coordination of audit effort with internal audit activity.
  - Review the performance of the external auditors.
  - Meet as necessary with the external auditors, separately, to discuss any matters that the Audit & Risk Committee or the external auditors believe should be discussed privately.
- *Compliance*





## ATTACHMENT 2

- Review the effectiveness of the system for monitoring compliance with legislation, regulations, policies, best practice guidelines, contractual arrangements and the results of management's investigation and follow-up of any instances of non-compliance.
- Review the findings of any examinations by regulatory agencies, and any auditor (internal or external) observations.
- Review the process for communicating the Councillor Code of Conduct to the Council and the Staff Code of Conduct to Council staff; and for monitoring compliance with these Codes.
- Obtain regular updates from management about compliance matters.
- Obtain as required updates from Council's legal counsel about compliance matters.
- *Reporting responsibilities*
  - Report regularly to Council about Audit & Risk Committee activities, issues, and related recommendations:
    - Minutes of Committee meetings will be provided to Council at the first available Council meeting following a Committee meeting.
  - The Committee Chair person will prepare a biannual report on significant Committee activities for Council. Report annually to stakeholders, describing the Audit & Risk Committee's composition, responsibilities and how they were discharged and any other information required by regulation.
  - Review any other reports relating to the Audit & Risk Committee responsibilities (including Local Government Inspectorate, the Ombudsman and IBAC reports).
- *Other responsibilities*
  - Provide open communication between internal audit activity, the external auditors and Council.
  - Consider the findings and recommendations of relevant Performance Audits undertaken by the Victorian Auditor-General and ensure Council implements relevant recommendations.
  - Perform other activities related to this Charter as requested by Council.
  - Institute and oversee special investigations as needed.
  - Review and assess the adequacy of the Audit & Risk Committee Charter **biennially**, requesting Council approval for proposed changes and raise awareness of the requirement for appropriate disclosure as might be required by legislation or regulation.
  - Confirm annually that all responsibilities outlined in this Charter have been carried out.
  - Evaluate the Audit & Risk Committee's performance regularly.









City of Whittlesea  
municipal boundary



Nillumbik Shire Council  
Neighbourhood Park

## Chancellor Estate - Areas of public open space



Map Scale: NTS







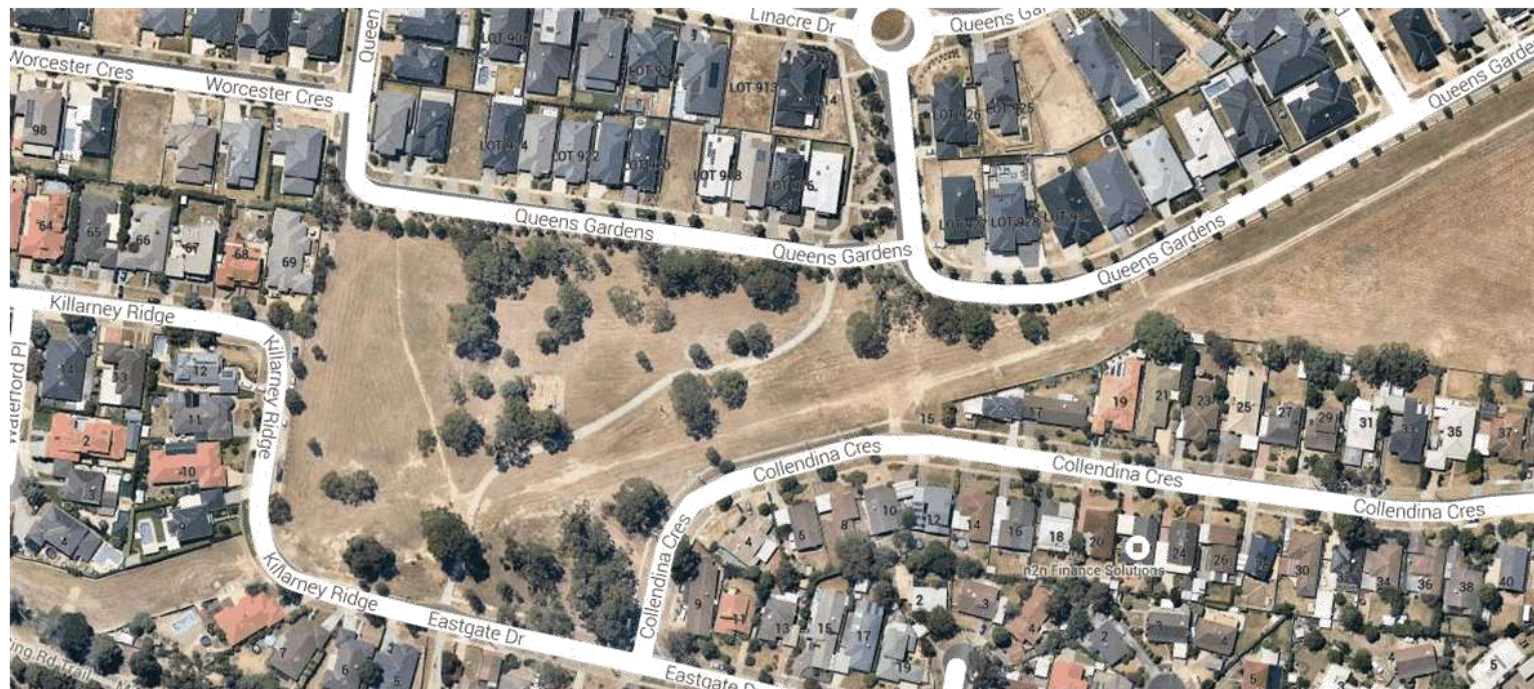


Chancellor Estate - Areas of public open space

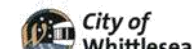








Chancellor Estate - Nillumbik Shire Council Neighbourhood Park











Chancellor Estate - Possible location for half-court Basketball facility

(plan issued to residents as part of the community consultation)



Map Scale: NTS







## BOTANICA BOULEVARD SIGNATORIES

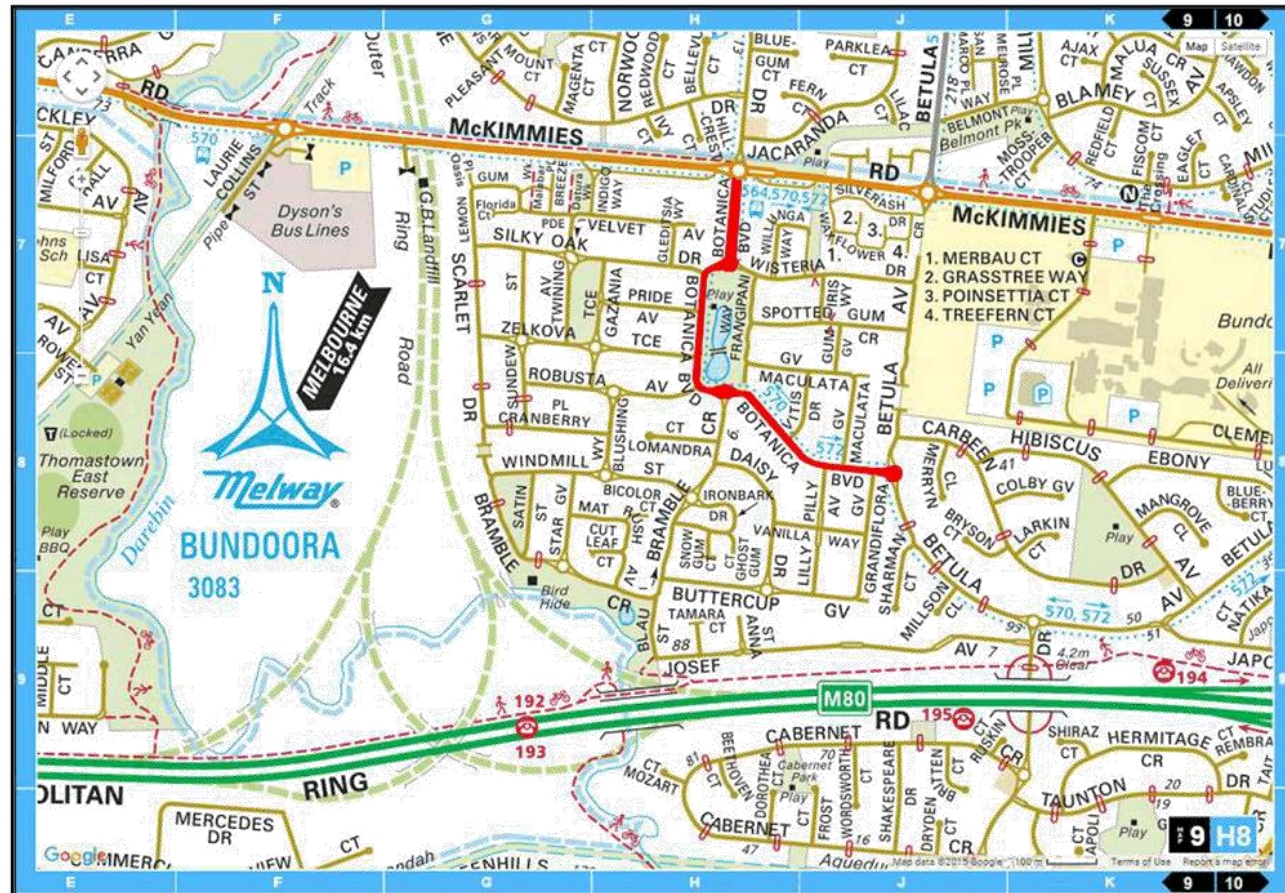








## BOTANICA BOULEVARD, BUNDOORA



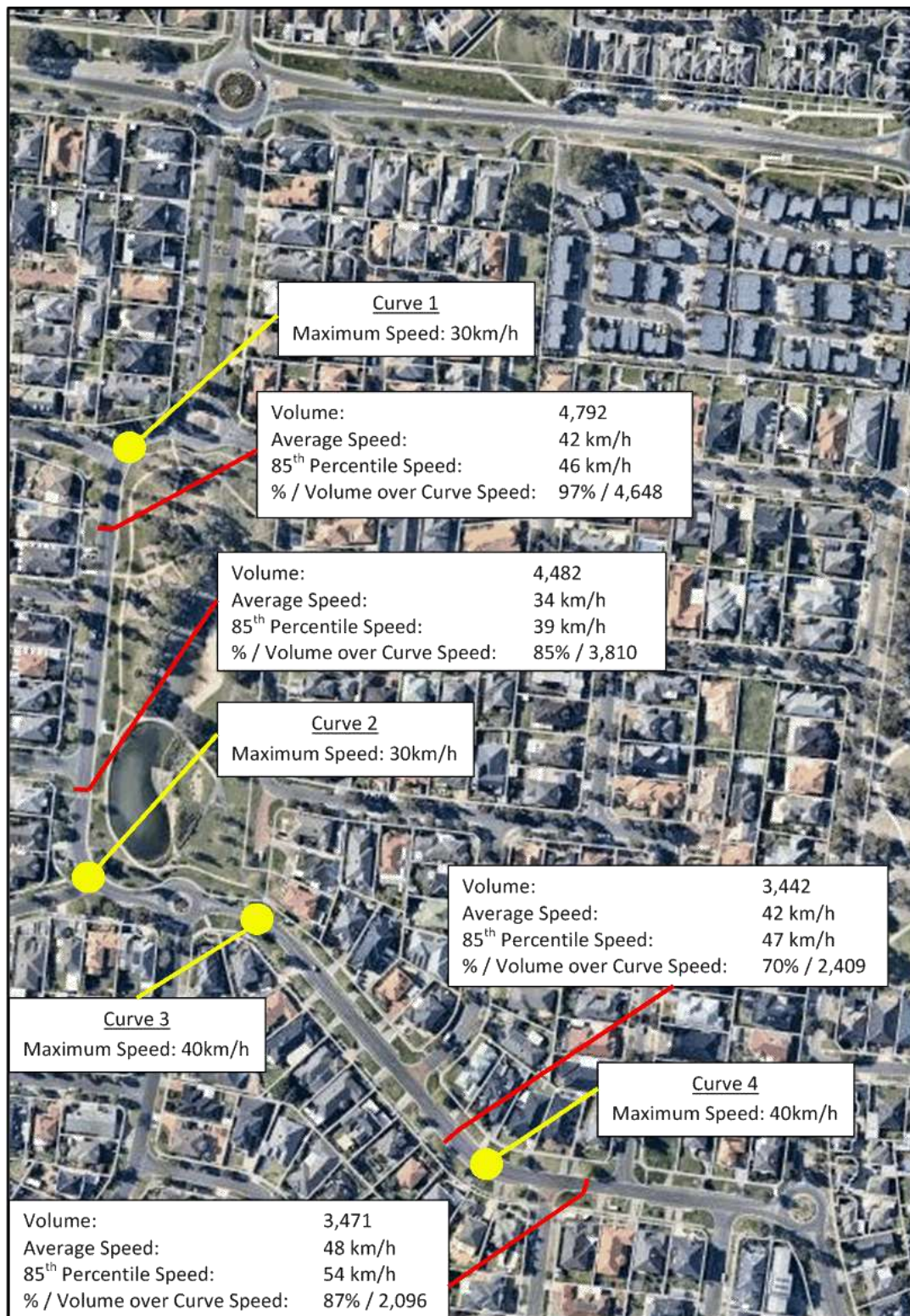






## BOTANICA BOULEVARD, BUNDOORA

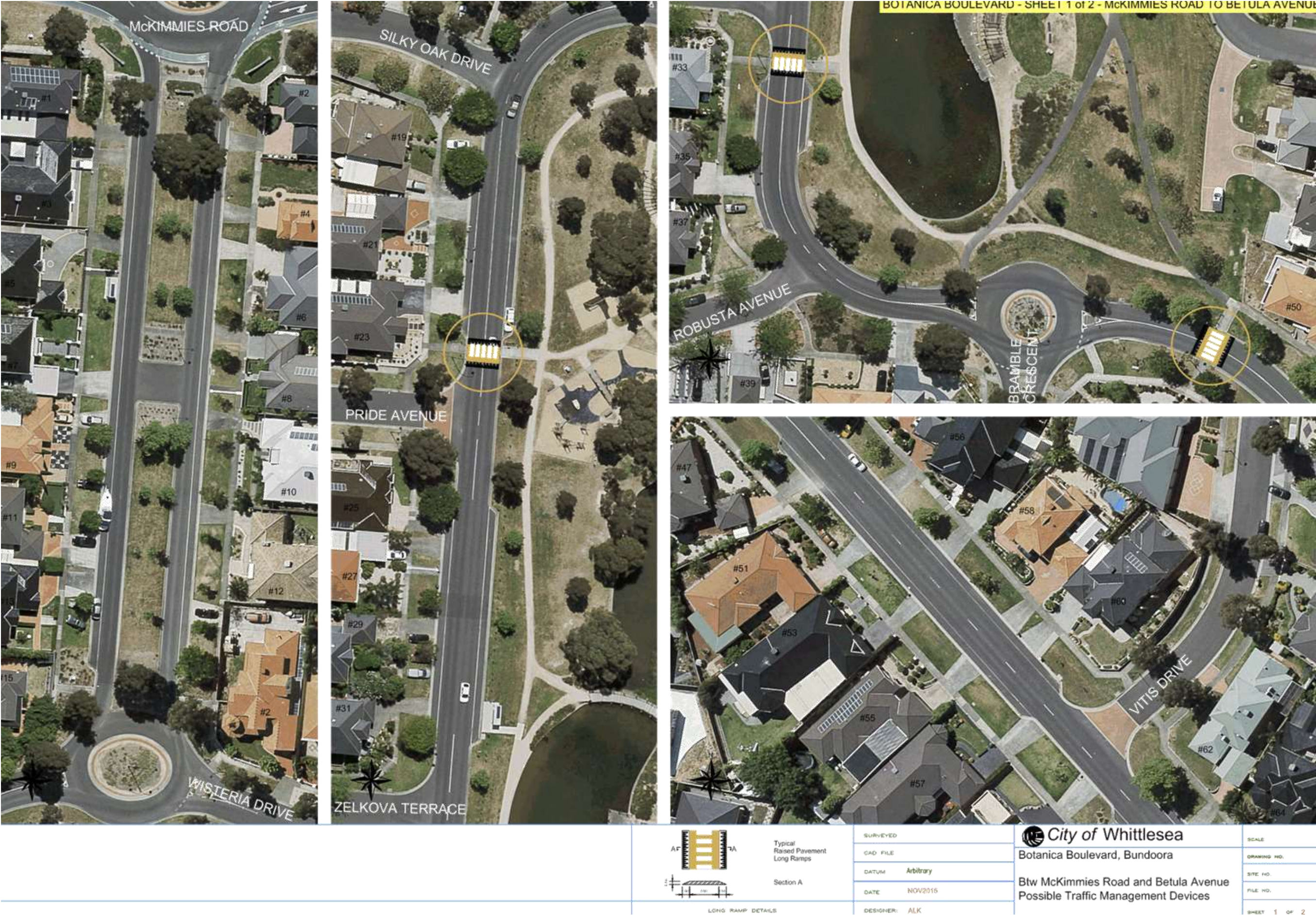
## VEHICLE SPEED &amp; VOLUME DATA

















## Executive Summary

Melbourne's north is a region undergoing significant transition, with a forecasted growth in population from one million to 1.6 million by 2050, coupled with an overall ageing of the population and an economic shift from a traditional manufacturing based economy. There is a critical need to identify and implement effective and appropriate infrastructure, which not only supports an expanding, increasingly dense urban footprint and population, but provides accessible recreation opportunities and promotes and supports a diverse range of employment and economic opportunities for the residents of Melbourne's north and Victoria more generally.

In recognition, the seven municipalities of Melbourne's north have come together to develop the Northern Regional Trails Strategy. The Strategy defines a vision and plan for the future of off-road recreational trails in Melbourne's north.

### Northern Regional Trails Vision

*Melbourne's North is renowned for its integrated regional trail network that showcases the region's diverse natural and cultural heritage, provides for a range of recreation interests, connects people to places and contributes to community wellbeing.*

The intent of the Strategy is to leverage the existing assets in the northern region to realise the true benefits of an integrated regional network. The potential trails have been assessed using spatial, multi-criteria and a cost-benefit analysis, with the Strategy identifying 120 existing off-road regional trails and 96 proposed trails (consisting of 121 individual projects), spanning 780 kilometres of accessible trails across the northern region.

To inform the design of the network, Northern Regional Trail Design Guidelines have been established to represent the minimum standards for developing a high quality trail network for the northern region:

- An aspirational (preferred) shared path width of **4 metres**; and
- A minimum shared path width of **3 metres**.

Once developed, the Northern Regional Trail Network will constitute a highly connected, functional off-road network with regional-scale economic, social and environmental value.

### Benefits of a northern trails network

The benefits of off-road recreational trails in enhancing connectivity and access to open space, promoting recreation, health and wellbeing outcomes and supporting employment opportunities and a diversification of the economy are well documented. The opportunity for the northern region, is to capitalise on these inherent benefits and build on them further through the linking of existing tourism destinations.

#### *Melbourne's North as a destination of choice*

The northern region is already host to a number of key Victorian and national recreational trails, such as the Merri Creek Trail, Darebin Creek Trail, Upfield Rail Trail and Main Yarra Trail. However, there is significant potential to further improve the connectivity, attractiveness and local, regional and national visitor numbers to the area. There are a



range of key tourist attractions in the region that the proposed trail network will serve and act as destinations to attract visitors including:

- Montsalvat;
- Organ Pipes National Park;
- Bear's Castle;
- Fairfield Boathouse;
- Ceres Community Environment Farm;
- La Trobe Wildlife Sanctuary; and
- Heidelberg Artist Trail.

The opportunity for the northern region is, in providing linkages to these existing key destinations, to make the Northern Regional Trail network a destination in its own right.

#### *Economic benefits*

Compared to other infrastructure projects, off-road trails constitute a relatively low-cost investment with strong economic return and when delivered at network scale, these benefits increase significantly. Ultimately, a comprehensive, connected regional network of trails will enhance community access, increasing the magnitude of social, transport, economic and environmental benefits that any individual trail alone can provide. Specifically, the Heart Foundation (Heart Foundation, 2004) recommend as a design objective in relation to walking and cycling the provision of:

*'an accessible integrated network of walking and cycling routes for safe and convenient travel to local destinations and points of interest.'*

In terms of economic benefits, the trails represent a tourist attraction, employment opportunity (associated with the required construction and maintenance) and can improve the liveability of communities. A cost-benefit analysis to quantify these benefits has been undertaken, considering the capital and operational costs and benefits associated with increased, commuting on recreational trails, recreation opportunities and tourism. The assessment also considered the benefits of constructing the trails in terms of additional job creation, measured as full time equivalent (FTE) employees.

As illustrated in Table 1, it has been estimated that the implementation of the entire trail network will cost between \$169 million - \$217.5 million and will deliver combined benefits valued at between \$159 million - \$250 million over the first 12 months and \$2.9 billion - \$4.6 billion over a 30 year period.

Table 1 Entire network benefits and costs

	Period	Cost (\$)	Benefits (\$)	Benefit-Cost Ratio	FTE creation (construction phase)
<b>Trail width:</b> 3 metres	1 year	169,227,000	159,103,000	<b>0.9</b>	650
	30 years	294,658,000	2,926,224,000	<b>9.9</b>	
<b>Trail width:</b> 4 metres	1 year	217,488,000	250,019,000	<b>1.1</b>	870
	30 years	384,729,000	4,598,353,000	<b>12.0</b>	



*The results of the cost-benefit analysis therefore demonstrate that over the long-term, every dollar invested in the trail network will yield \$12 in value<sup>2</sup>.*

#### *Societal and environmental benefits*

Trails can bring about health benefits by increasing opportunities for active recreation which has been linked to improved physical and mental health and wellbeing for users. The trails can also facilitate modal shift away from motor vehicles and towards active transport in a spatially efficient manner as the trails require less land relative to other transport modes. Environmental value of the region is also enhanced by the trails through increasing opportunities for users to experience natural and cultural features of interest along the trails and a reduction in environmental impacts associated with motor vehicles.

#### **Priority trails**

Based on comprehensive multi-criteria analysis, 29 of the 96 proposed trails have been identified as 'priority trails', as they have the greatest alignment to regional priorities and strongest potential for immediate implementation. The criteria, individual scores and overall evaluation of the multi-criteria analysis was reviewed by each council to ensure accuracy, transparency, and alignment with council's nominated priorities. Cost-benefit analysis was also undertaken to estimate potential costs, monetised benefits and an indicative cost-benefit ratio for each of the 29 priority trails identified in the Strategy.

#### **Strategic alignment**

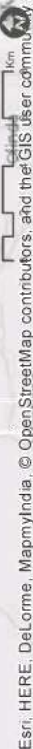
The importance and potential benefits associated with an integrated trail network across the region have been recognised in a range of local policy and recent government strategies. Specific relevant objectives include supporting the strategic objective in *Plan Melbourne* to create healthy and active neighbourhoods to maintain Melbourne's identity as one of the world's most liveable cities and the need for an integrated trail network has been identified as a priority project in *Northern Horizons – 50 Year Infrastructure Strategy for Melbourne's North*.

With consideration to long term success and whole-of-network implementation, this Strategy also provides recommendations to support northern municipalities and agency landowners in implementing regional trail projects and addressing the challenges of governance, funding, ownership and long-term management. A set of agreed government principles, as recommended by the Department of Transport, Planning and Local Infrastructure, would provide assurance that the trail network would be supported and maintained to an appropriate standard in accordance with the Northern Regional Trail Design Guidelines. This would facilitate the delivery of the social, economic and environmental benefits across the northern region.

Development of the Strategy was funded and delivered by Banyule City Council, Darebin City Council, Hume City Council, Moreland City Council, Nillumbik Shire Council, Whittlesea City Council and Yarra City Council in partnership with the Victorian Government, with support from Sport and Recreation Victoria.

<sup>2</sup> Based on a network trail width of 4 metres over 30 years

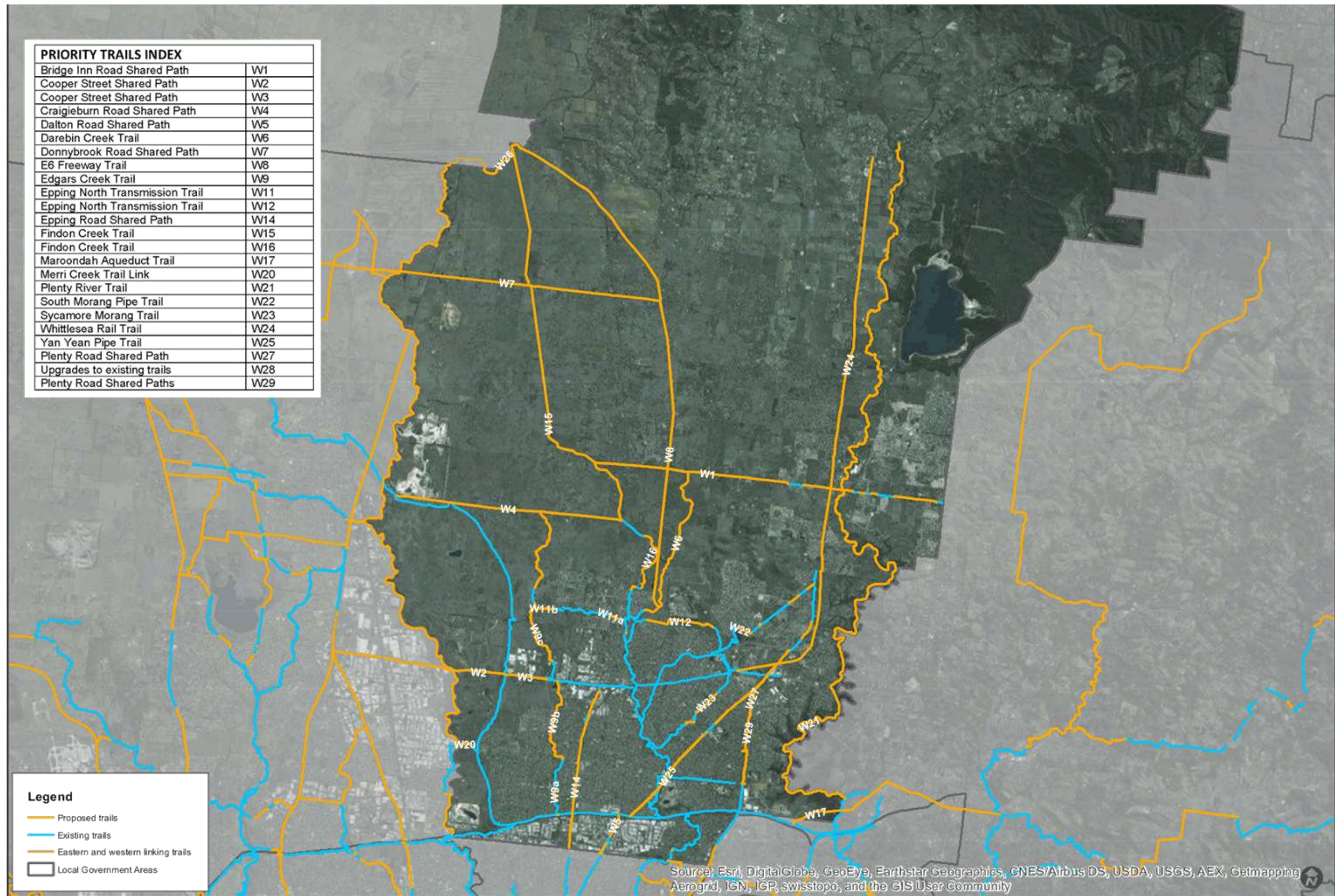




ARUP

Figure 1 - Northern Regional Trails Strategy





Northern Regional Trails - Whittlesea City Council

0 1 2 3 4 Km **ARUP**







Councils of Banyule, Darebin,  
Hume, Moreland, Nillumbik,  
Whittlesea and Yarra

**Northern Regional Trails  
Strategy**

Whittlesea Priority Trails

Final | 23 November 2015

This report takes into account the particular  
instructions and requirements of our client.

It is not intended for and should not be relied  
upon by any third party and no responsibility  
is undertaken to any third party.

Job number 237101

Arup  
Arup Pty Ltd ABN 18 000 966 165



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**ARUP**



Councils of Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea  
and Yarra

Northern Regional Trails Strategy  
Whittlesea Priority Trails

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Yan Yean Pipe Trail (W25)	12
Plenty Road Shared Path (W27)	14
Upgrades of existing trails	16

| Final | 23 November 2015 | Arup

\\GLOBAL\ARUP.COM\AUSTRALASIA\MELB\PROJECTS\237000\237101-00 NORTHERN TRAILS\WORK\INTERNAL\9. FINAL REPORT\PRIORITY TRAILS WHITTLESEA.DOCX



## Introduction

This Northern Regional Trails Strategy identifies 96 proposed trails which comprise a comprehensive, integrated regional trail network across the northern region, the Northern Regional Trail Network.

It is acknowledged that, while whole-of-network implementation will be crucial to its long term success and functionality, this is likely to take place in the long-term over a number of stages.

With this long-term view in mind, the entire proposed trail network has been carefully assessed using multi-criteria analysis to understand the short-term priority projects. As a result **29 of the 96 proposed trails have been identified as 'priority trails'**, as they have the greatest alignment to regional priorities and strongest potential for immediate implementation.

Trails assessed as priority projects are presented by municipality in Table 1, with further detail in relation priority projects in **Whittlesea** contained in the following sections.

Table 1 Priority projects by municipality

Council	Trail
<b>Banyule</b>	Banyule Shared Trail
	Unnamed East-West Power Easement
	Main Yarra Trail bridge
	Main Yarra Trail realignment
	Banyule Shared Trail
<b>Darebin</b>	Darebin Creek Trail bridge
	La Trobe University Shared Path
	Plenty Road Shared Path
<b>Hume</b>	Aitken Boulevard Shared Path
	Aitken Creek Shared Path
	Blind Creek Trail Link
	Greenvale Reservoir Park Trail
	Meadowlink shared pathway
	Melbourne Water Pipe Track
	Merri Creek Shared Trail
<b>Moreland</b>	Upfield Rail Trail - South
	Upfield Rail Trail - North
	Edgars Creek Trail
<b>Nillumbik</b>	Diamond Creek Trail
	Aqueduct Trail
	Green Wedge Trail
<b>Whittlesea</b>	Edgars Creek Trail
	Merri Creek Trail Link
	Whittlesea Rail Trail
	Yan Yean Pipe Trail



Councils of Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea  
and Yarra

Northern Regional Trails Strategy  
Whittlesea Priority Trails

Council	Trail
	Plenty Road Shared Path
Yarra	Main Yarra Trail – Gipps St Steps
	Yarra River Northern Trail
	Rushall Underpass



## Whittlesea priority trails

### Council context

The City of Whittlesea spans a total of 489 square kilometres of land across Melbourne's northern, with a population of around 194,000 residents. Whittlesea is one of Australia's fastest growing municipalities in Australia, with almost 8,000 new residents in 2014. The municipality is home to a number of recreational, environmental and tourism features including the Plenty Gorge Park, the Yan Yean Reservoir Park, the Quarry Hills Park and the Plenty Ranges Arts Centre and Theatre.

Whittlesea hosts a number of major off-road trails including the South Morang Rail Trail; the Plenty River Trail; the Merri Creek Trail; the Edgars Creek Trail; and the Darebin Creek Trail.

The City of Whittlesea has developed its *Integrated Transport Strategy 2014* to identify the transport priorities for the municipality and actions necessary to ensure that the transport needs of the community are met. One of the key policy areas in the Strategy is cycling and Council has outlined the following objective:

*'Council will enable the community to adopt cycling as a viable alternative to the car for a wide variety of trips within the municipality and our neighbouring municipalities, through provision of infrastructure, encouragement programs and supporting infrastructure.'*

Within the strategy, the 'Existing and Proposed Bicycle Network' identifies key off-road trail projects in the municipality. The Whittlesea Bicycle Plan 2015-2019 has also been developed.

### Overview of priority trails

The following five priority trails have been identified in the City of Whittlesea;

- Edgars Creek Trail (W9)
- Merri Creek Trail (W20)
- Whittlesea Rail Trail (W24)
- Yan Yean Pipe Trail (W25)
- Plenty Road Shared Path (W27)



Councils of Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea and Yarra

Northern Regional Trails Strategy  
Whittlesea Priority Trails

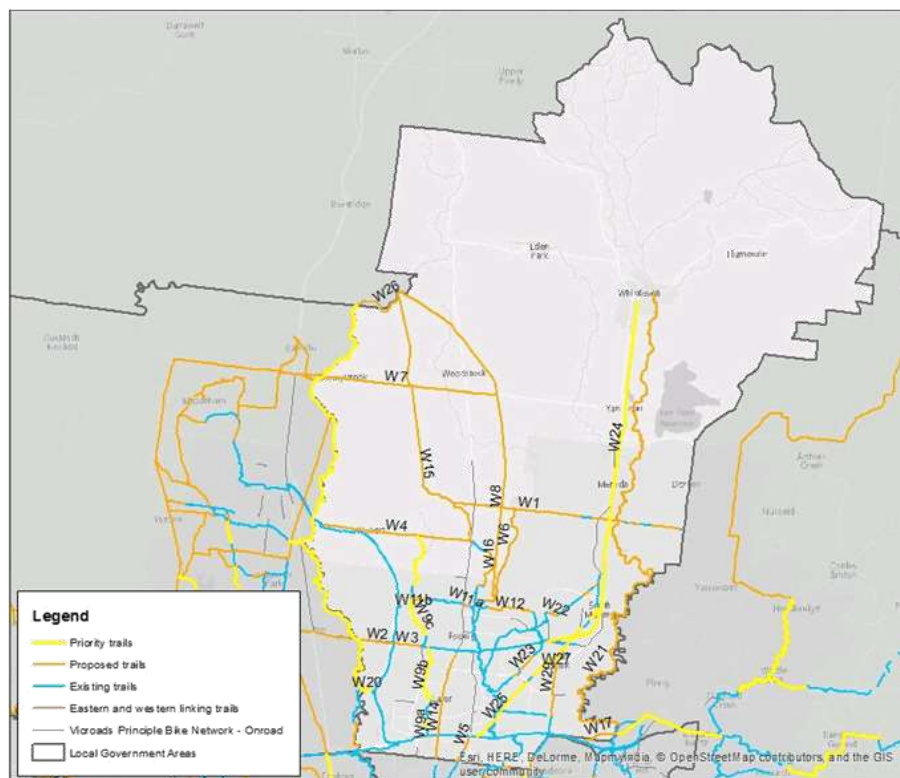


Figure 1 Northern Regional Trails Network priority trails – City of Whittlesea



## Edgars Creek Trail (W9)

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This proposed trail links the existing Edgars Creek Trail between Craigieburn Road and the Northern Ring Road. It has been subdivided into three sections:

- W9a: north of the Northern Ring Road
- W9b: provides a link between Cooper Street and Tramoo Street
- W9c: to the north of Cooper Street on either side of the Aurora development

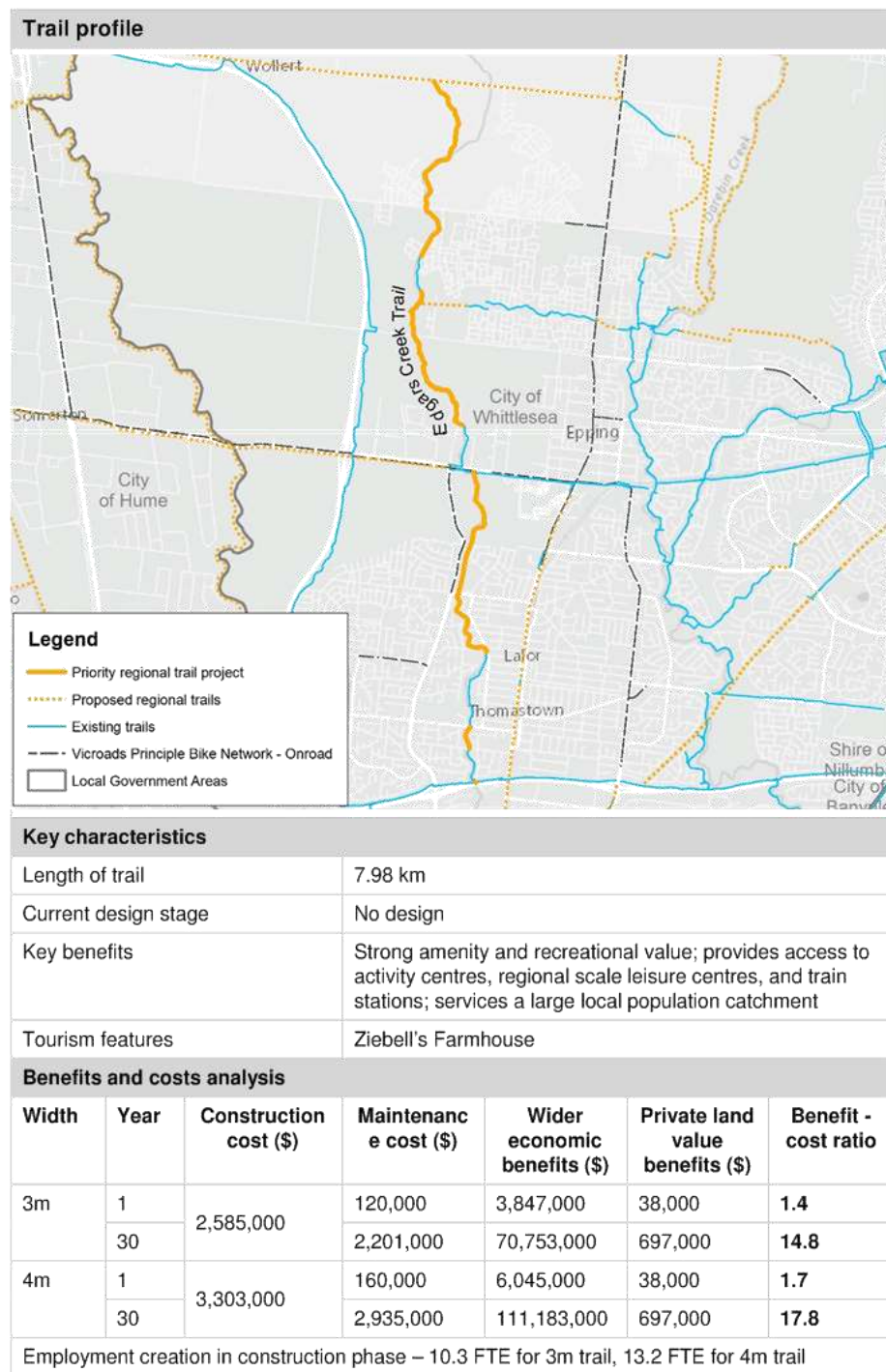
The trail provides access to Thomastown Aquatic Recreation Centre, the nearby Lalor and Thomastown train stations and key employment areas. The trail also has strong amenity and recreation value. The size of the population serviced within one kilometre is relatively high.

It is also worth noting that there may be potential to fund the trail north of Childs Road through developer contributions.



Councils of Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea and Yarra

Northern Regional Trails Strategy  
Whittlesea Priority Trails





## Merri Creek Trail Link (W20)

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This proposed project will provide an additional link within the existing Merri Creek Trail, comprising a section between the City of Hume and City of Whittlesea portions via the City of Whittlesea Public Gardens.

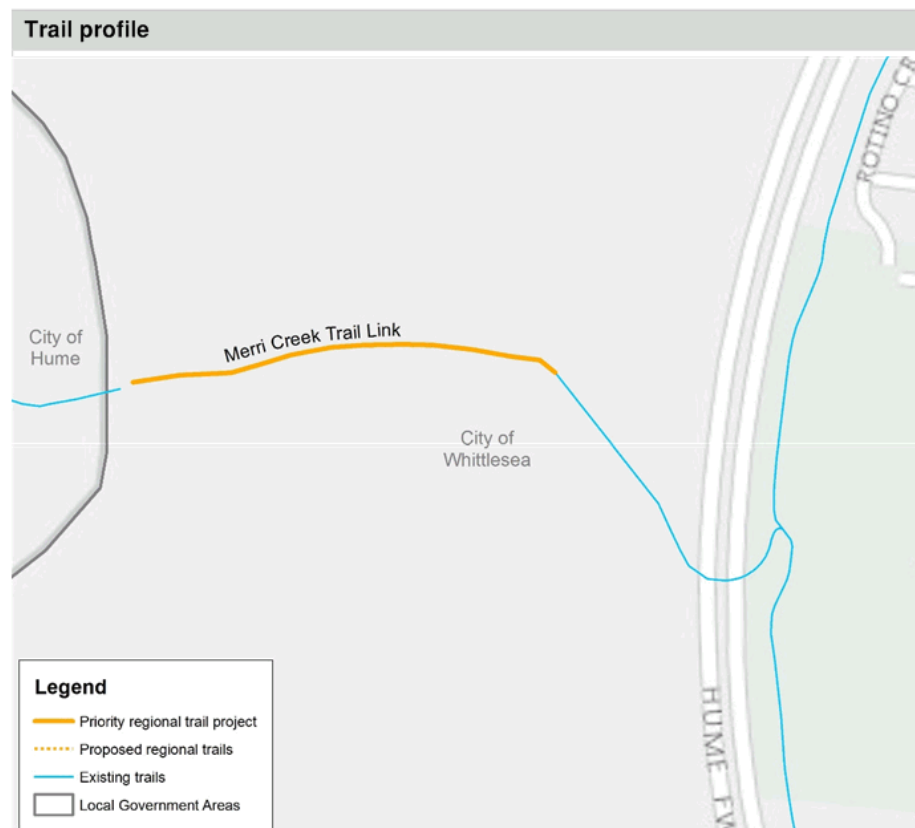
The trail has strong amenity and recreational value; providing access to the gardens and Merri Creek Park which are both of regional importance. The trail will also improve east-west linkage between Campbellfield and Thomastown.

The policy context for this development is favourable, as the land is entirely owned by the City of Whittlesea, however funding has not yet been secured for the trail.



Councils of Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea and Yarra

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#### Key characteristics

Length of trail	0.34
Current design stage	No design
Key benefits	Strong amenity and recreational value; provides access to regional parks and conservation areas, activity centres, and recreational water bodies; services a large local population catchment
Tourism features	Merri Creek Parklands City of Whittlesea Public Gardens

#### Benefits and costs analysis

Width	Year	Construction cost (\$)	Maintenance cost (\$)	Wider economic benefits (\$)	Private land value benefits (\$)	Benefit - cost ratio
3m	1	110,000	5,000	1,014,000	400	8.8
	30		94,000	18,645,000	8,000	91.4
4m	1	141,000	7,000	1,593,000	400	10.8
	30		125,000	29,299,000	8,000	110.1
Employment creation in construction phase – 0.4 FTE for 3m trail, 0.6 FTE for 4m trail						



## Whittlesea Rail Trail (W24)

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The Whittlesea Rail Trail project extends from McDonalds Road in South Morang to Laurel Street in Whittlesea.

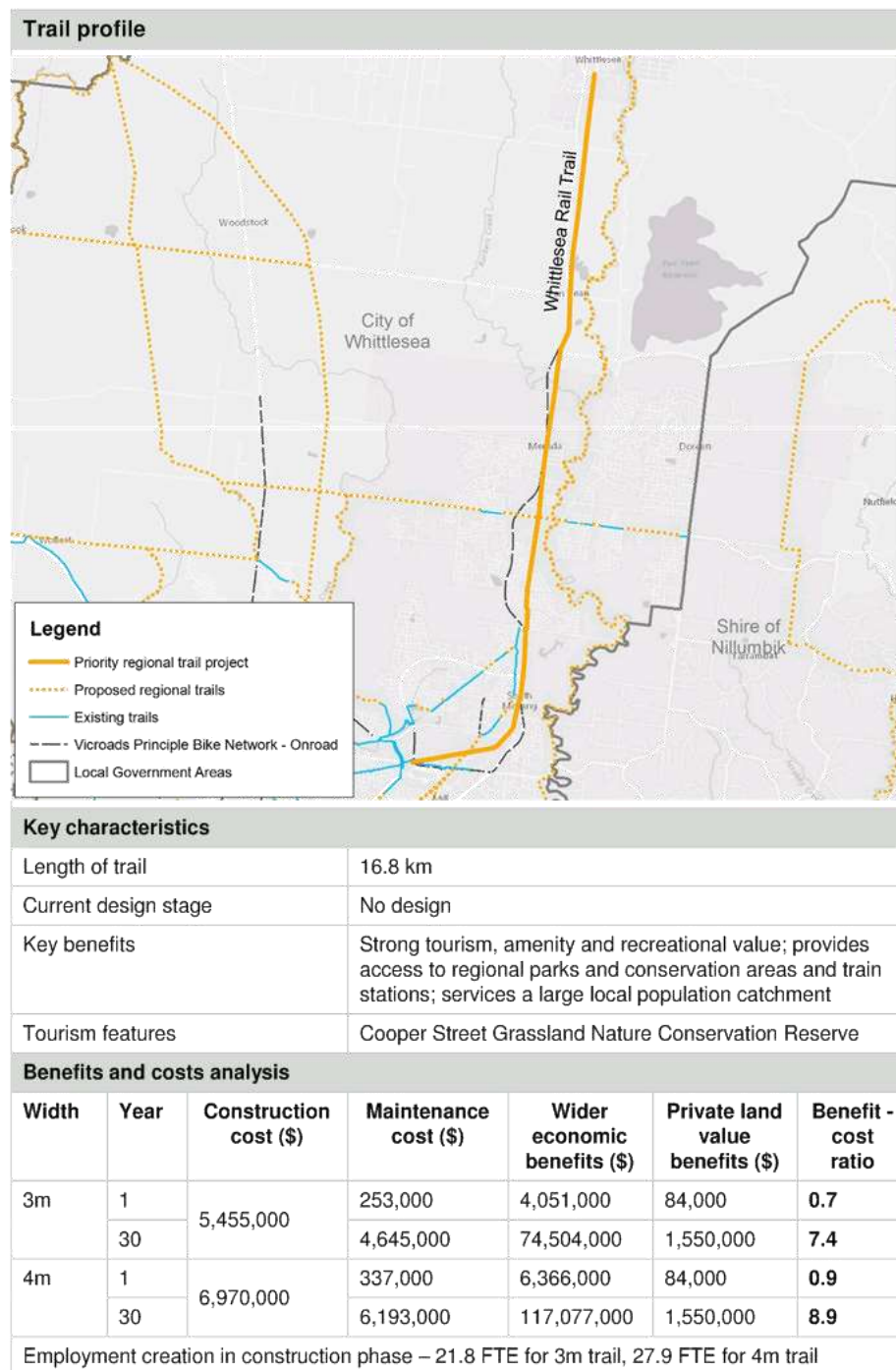
The proposed trail project is 16.8 kilometres in length and provides access to South Morang station and a number of Regional Parks and Conservation areas including Plenty Gorge Parklands, Mernda Streamside Reserve and Yan Yean Conservation Park. The trail therefore has strong amenity and recreational value and it has the potential to support local tourism. The size of the population catchment within one kilometre is relatively high.

The land on which the project is located is predominantly owned by VicTrack. The potential for State Government funding for project design and delivery is under consideration. Further, there is also the potential to get funding via the Mernda Rail Extension Project.



Councils of Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea and Yarra

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## Yan Yean Pipe Trail (W25)

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The Yan Yean Pipe Trail project would bridge a current gap in the trail from the Metropolitan Ring Road northwards to the existing northern section above Gordons Road.

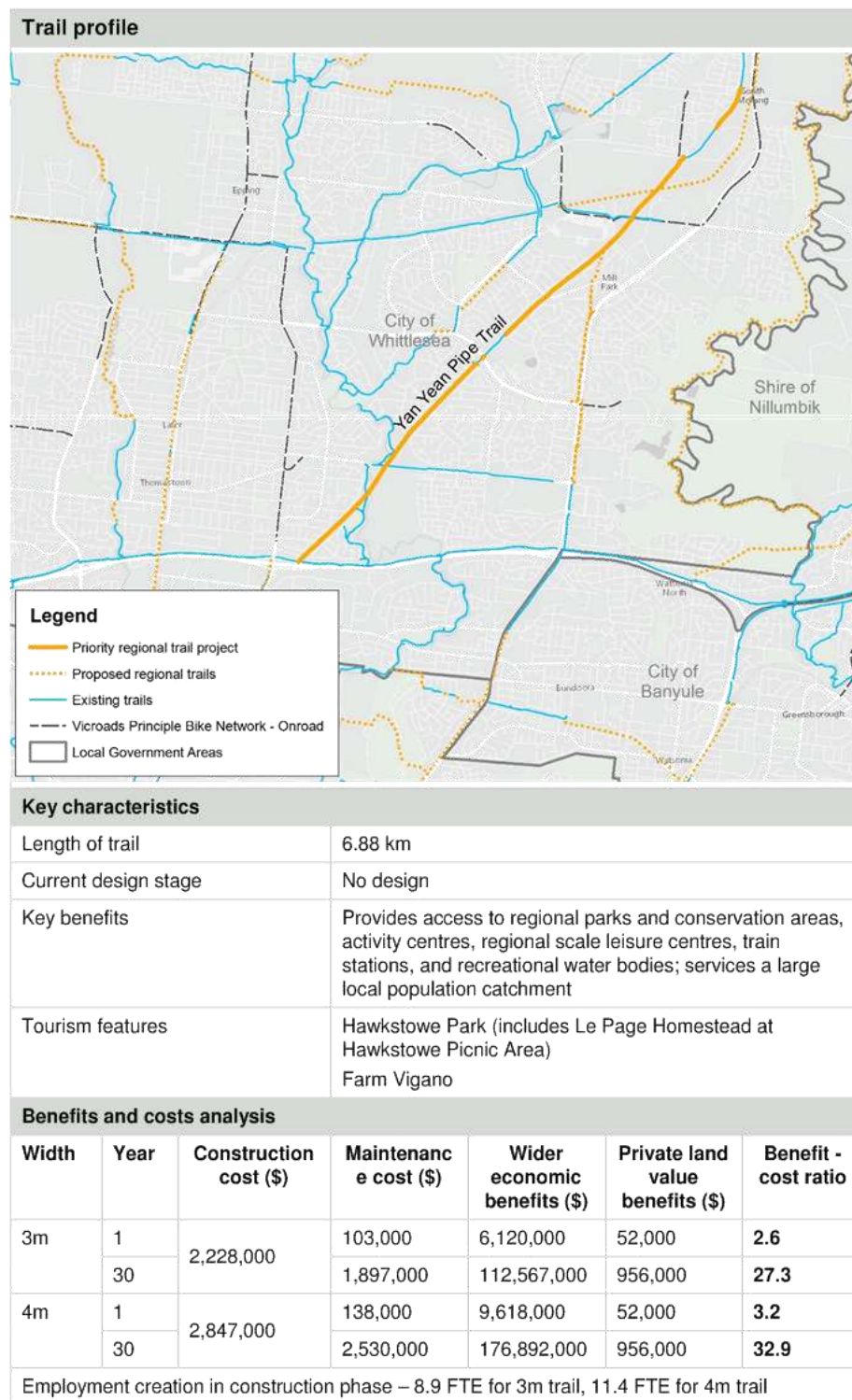
The trail extension will provide a link to Plenty Gorge Parklands, and access to Mill Park Leisure Centre, South Morang station and nearby activity centres. The size of the population catchment directly serviced by this trail would be relatively high.

The trail would strongly enhance regional connectivity of the existing network by completing the Yan Yean pipe trail. The land is predominantly owned by City of Whittlesea, which will improve the ease of implementation. However, funding has not been secured for the trail.



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## Plenty Road Shared Path (W27)

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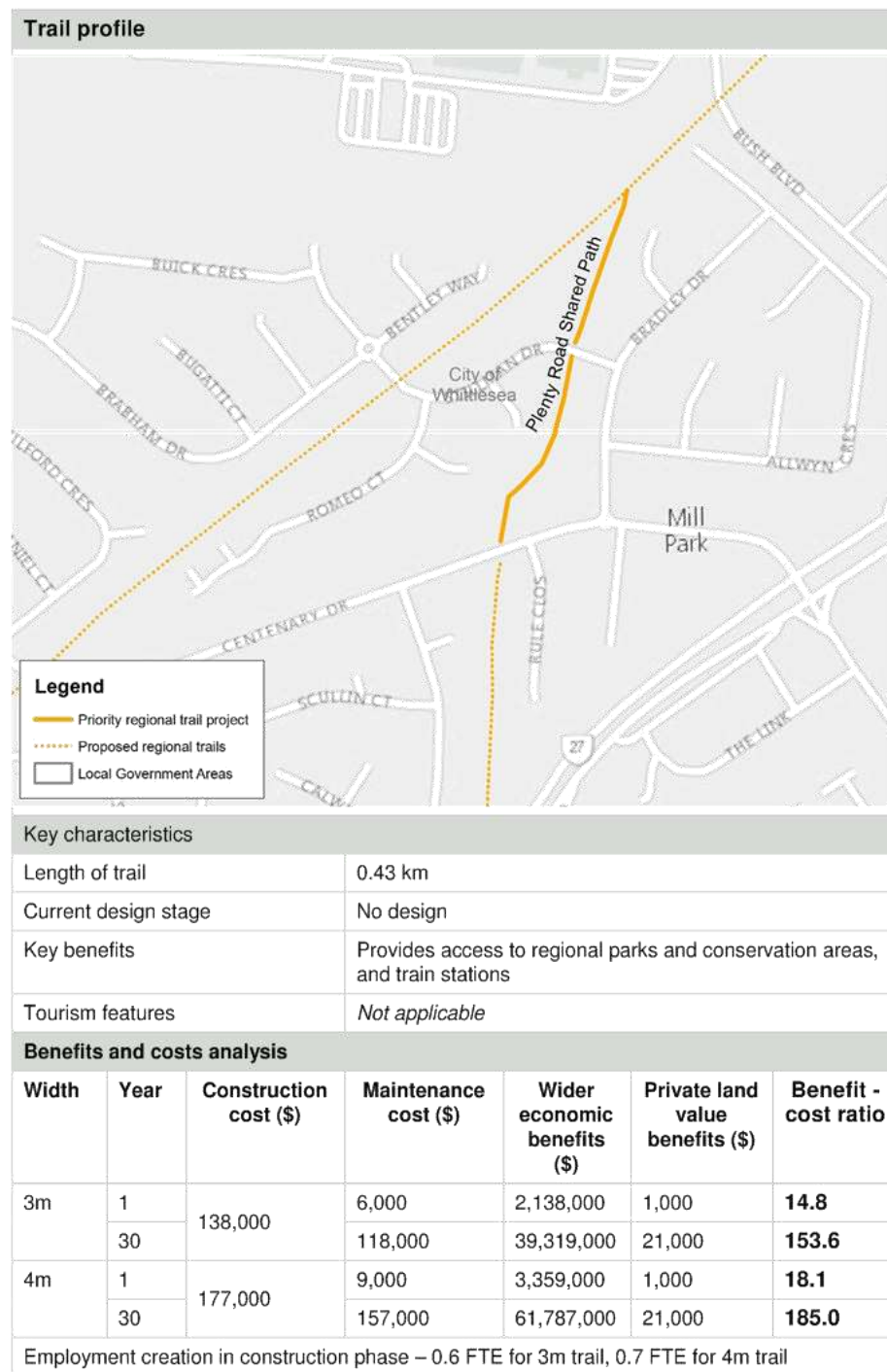
The Plenty Road Shared Path comprises a link between the existing trail and the Yan Yean Pipe Trail. The trail would improve connectivity to the Plenty Gorge Parklands and would provide access to nearby South Morang train station. Few constraints exist in relation to planning and terrain. Land ownership status is also favourable, as the entire tract is owned by City of Whittlesea.

Funding has not been secured for the trail.



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## Upgrades of existing trails

The AustRoads publication *Guide to Road Design, Part 6A – Pedestrian and Cyclist Paths* (AustRoads, 2013) and the VicRoads supplementary publication *Widths of Off-Road Share Use Paths* (VicRoads, 2013) provides guidance on design standards for recreational trails. Both emphasise that trails that the smoothness of the journey is an important consideration for cyclists and recommend either asphalt or concrete surfaces. The VicRoads guidance notes that trails that are made of granitic sand can pose a problem for those in wheel chairs or other aids, such as walking frames.

The City of Whittlesea has identified a number of its existing trails that form part of the Northern Regional Trails network as requiring upgrade to concrete from current granitic sand. These trails are:

- Darebin Creek Trail (M80 to Childs Road)
- Darebin Creek Trail (Childs Road to Findon Road)
- Merri Creek Trail
- Hendersons Road Drain Trail
- South Morang Pipe Trail