



City of
Whittlesea

ATTACHMENTS

OF ORDINARY COUNCIL MEETING

HELD ON

TUESDAY 5 APRIL 2016

AT 6:30PM

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**City of
Whittlesea**

ESTABLISHED AREAS PLANNING REPORT

PLANNING APPLICATION NO. 714890

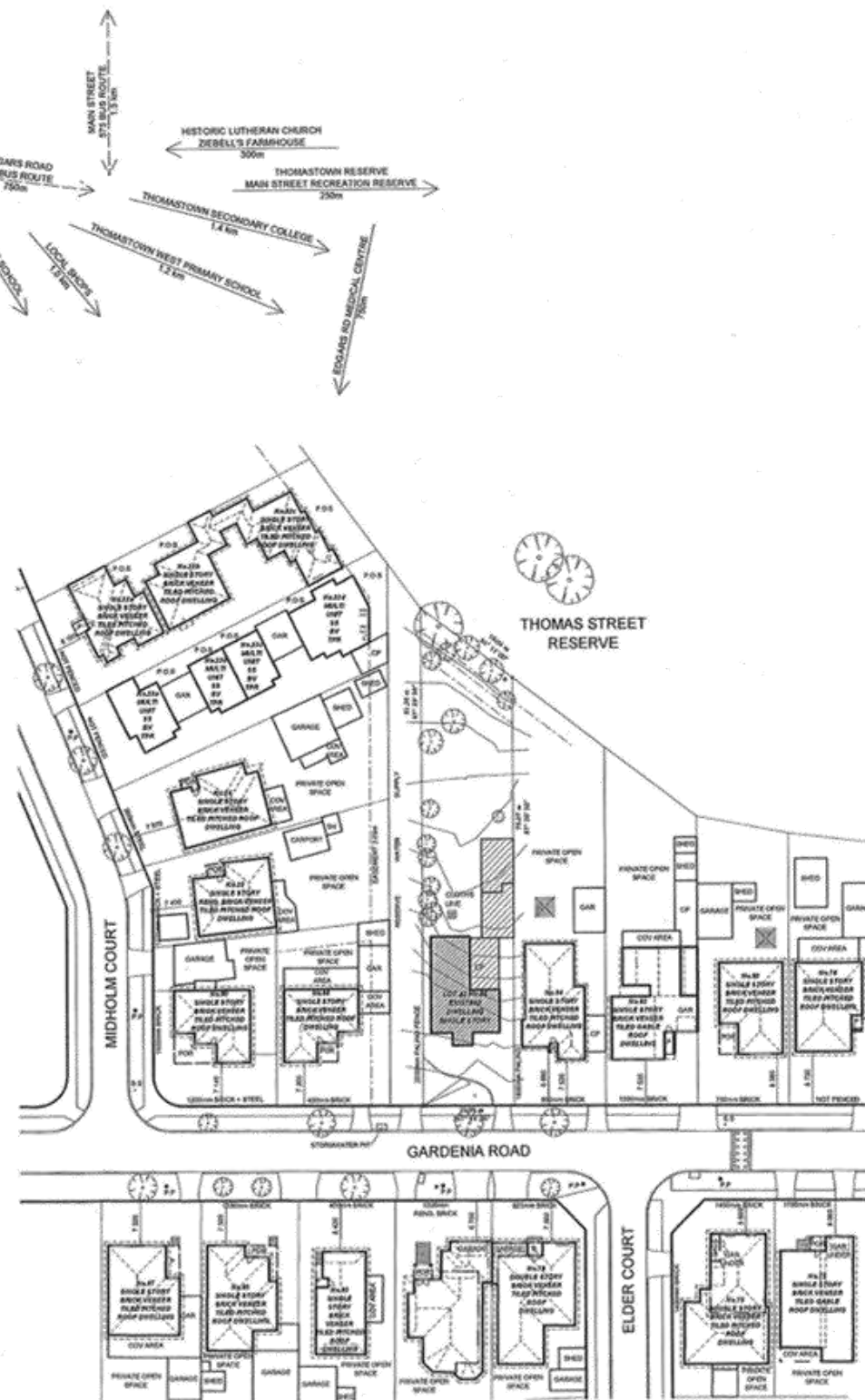
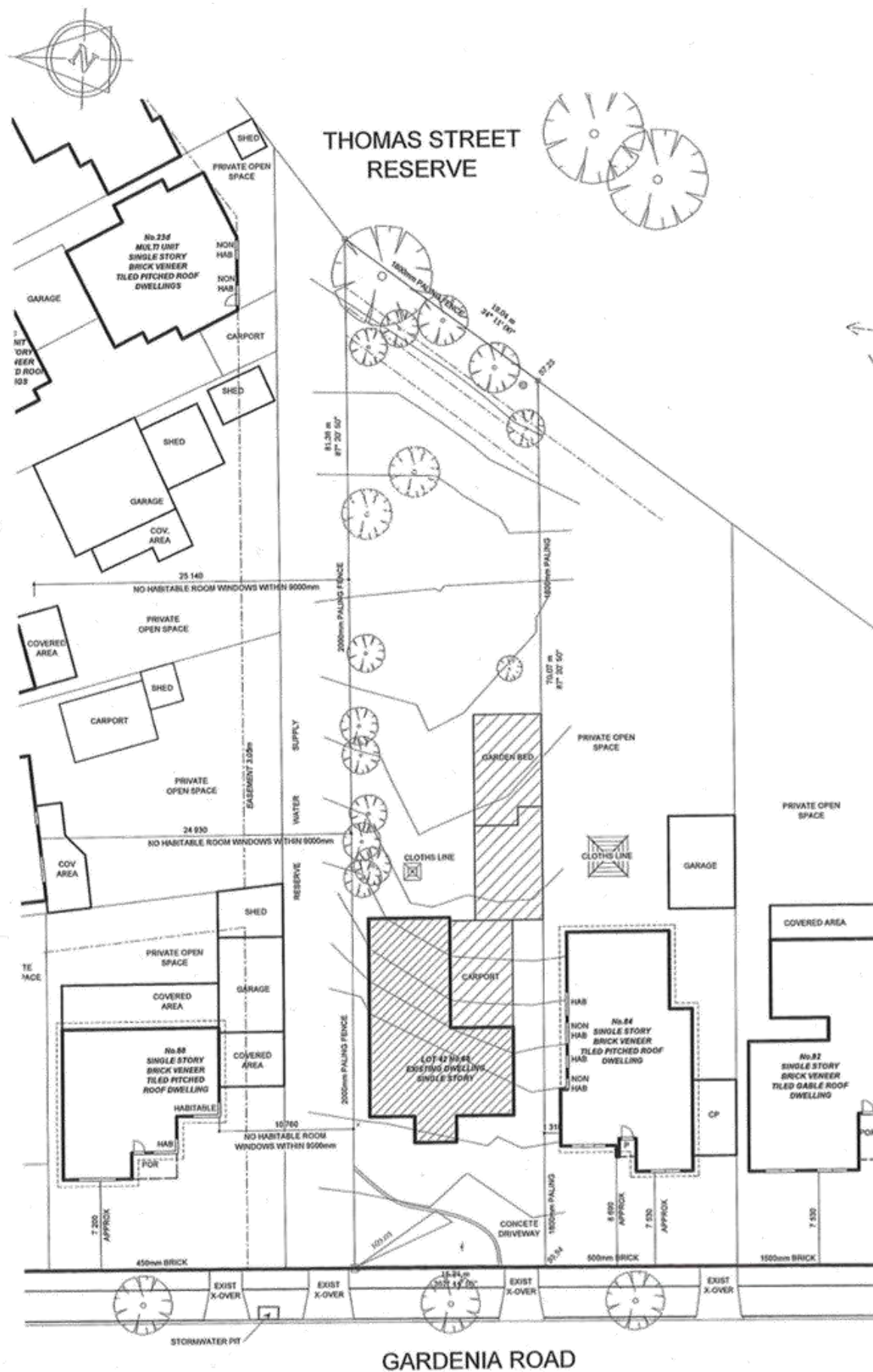


-  Subject Land
-  Objector
-  Medium Density Housing



City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT



NEIGHBORHOOD & SITE LEGEND

LANDSCAPE SYMBOLS & LINE STYLES

	Tree
	Tall tree
	Side Pit
	Fire Hydrant
	Power Pole
	Street Sign
	Electricity Box
	Sewerage Pit
	T.M. River
	Gate
	Common Fence
	Easement
	Outer Building eg. Shed/Garage ext.
	Hard Surface
	Adjoining Property/Overlapping Exterior Walls
	Habitable Room Windows With An Outlook To The Site Within 8m
	Roof Line
	Covered Area / Porch

BUILDING MATERIALS AND CONSTRUCTION

BR.	Brick Veneer Construction	V.	Verandah
WB.	Weatherboard Construction	PERG.	Pergola
RB.	Rendered Brick Construction	P.	Porch
CC.	Concrete Construction	SH.	Shed
FC.	Fibre Construction	G.	Garage
GL.	Galvanized Iron	CP.	Carport
SS.	Single Story	CS.	Car Space
DS.	Double Story	OUTB.	Outbuilding
TS.	Triple Story	BUNG.	Bungalow

ROOF SYMBOLS & ARCHITECTURAL STYLES

TFR.	Tiled Pitched Roof	FR.	Flat Roof
SK R.	Skillion Roof	CIR.	Corrugated Iron Roof

AMENDED

NEIGHBOURHOOD CHARACTER PLAN

Architectural Plans

Project: 86 Gardenia Road Thomastown

Client:

Scale: Refer Plan Date: 07/05/2015 Sheet: 9 of 10

Revised Date: 05/11/2015

Issue A

amendments

SILVERPOINT BUILDING DESIGNERS & PLANNING CONSULTANTS

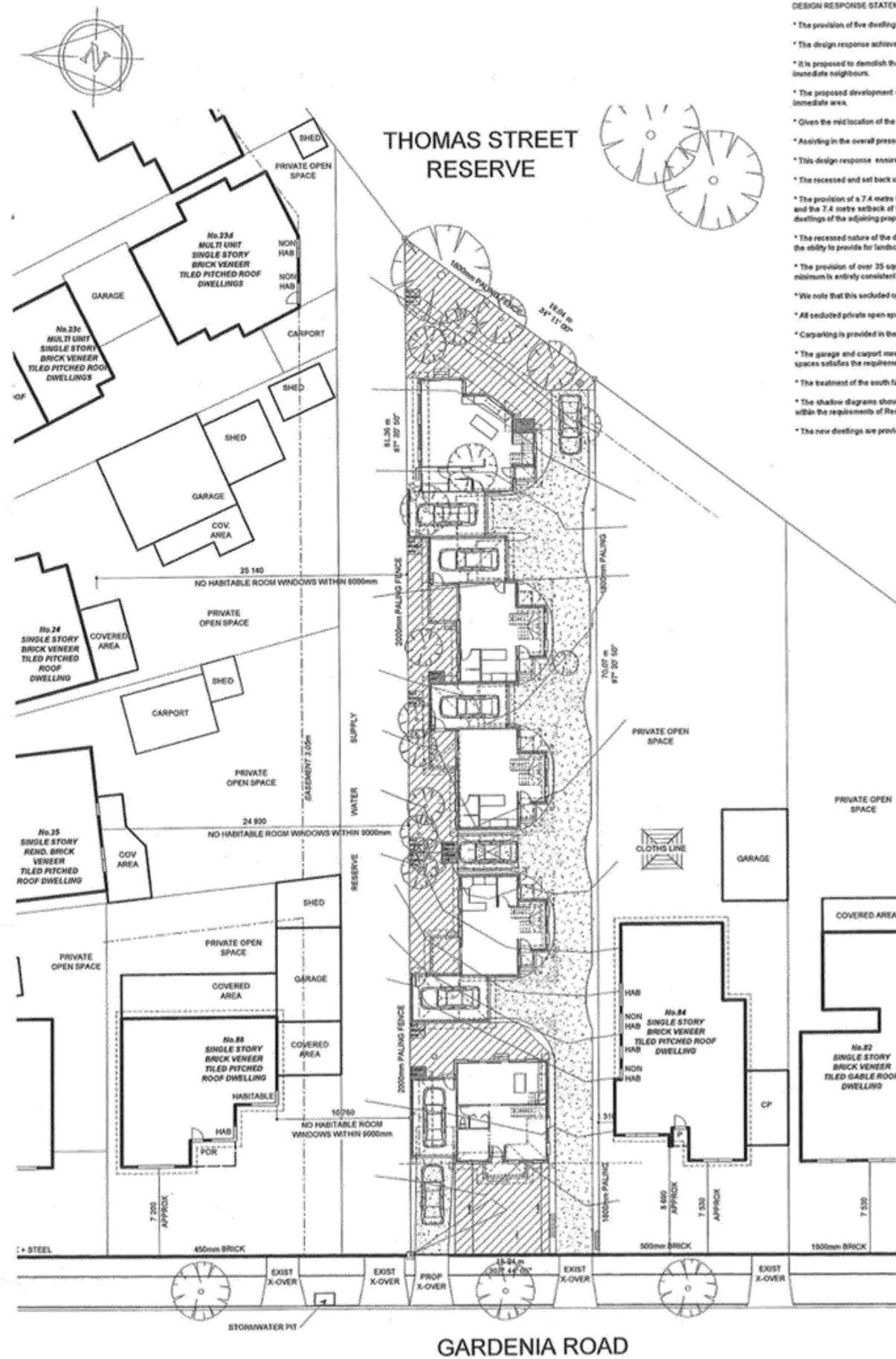
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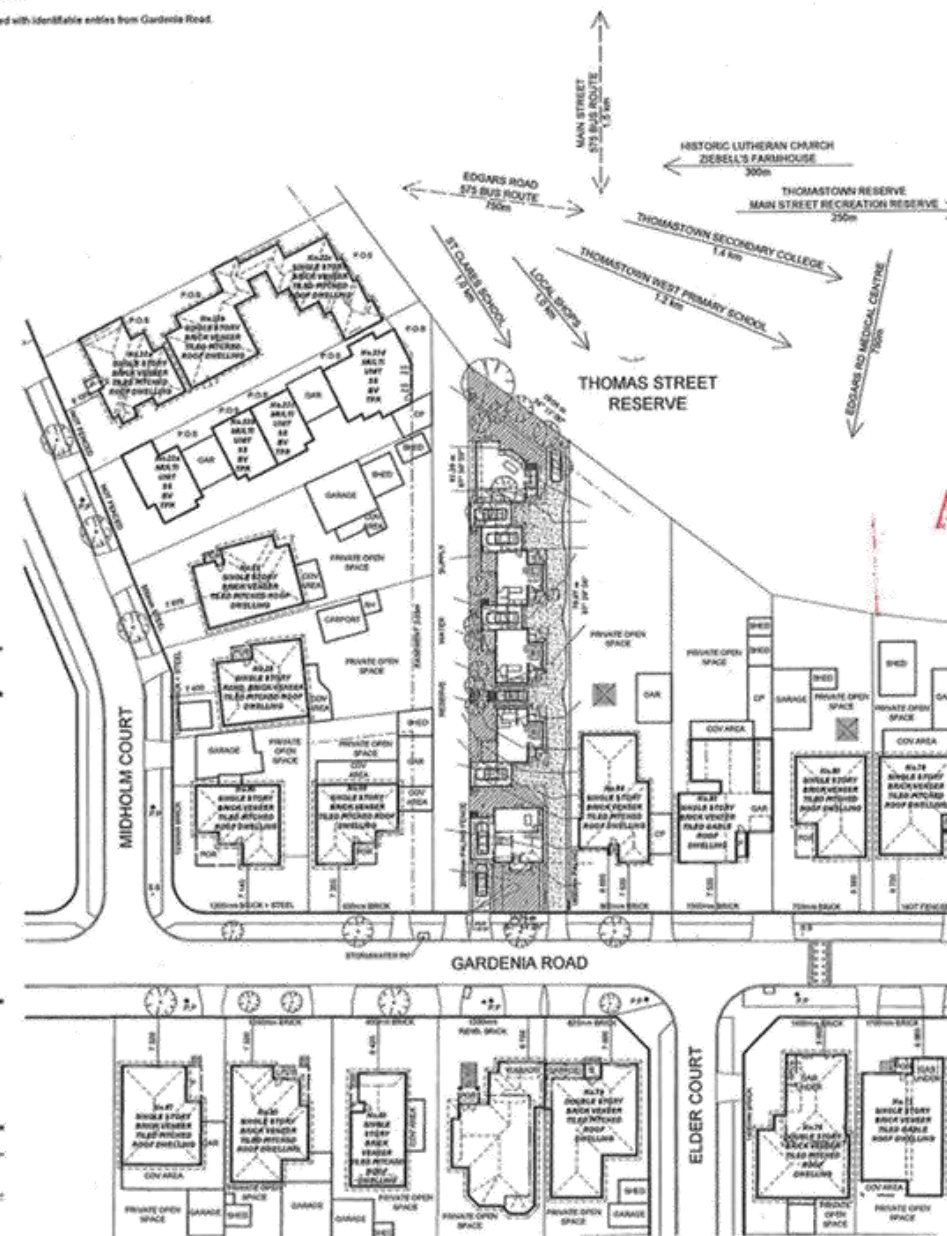


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DESIGN RESPONSE STATEMENT:

- * The provision of five dwellings on the lot is entirely consistent with State and Local Planning Policy Frameworks and the objectives of the Residential 1 Zone.
- * The design response achieves a high level of compliance with the objectives and standards of ResCode.
- * It is proposed to demolish the existing Brick Veneer single storey tiled pitched roof dwelling. This dwelling has no significant street scene value as far as Heritage is concerned but does have the value of the convenience store for the immediate neighbours.
- * The proposed development of five double storey dwellings added to the lot is entirely consistent with the active mix of single and double storey dwellings and more recent infill of renovated and used dwelling developments in the immediate area.
- * Given the mid location of the site in the street, the design response in terms of building scale to Gardenia Road provides an appropriate transition between the road reservation, and the proposed double storey dwellings on the site.
- * Asisting in the overall presentation and the 'spacing' of dwellings is the provision of space between the proposed dwellings and boundary fencing, and the articulation of the design of the new development located to the side.
- * This design response ensures appropriate breaks in the overall streetscape allowing for an appropriate level of transition between respective dwellings.
- * The recessed and set back of the design of the proposed dwelling as it presents to Gardenia Road provides for interest and articulation whilst ensuring the built form does not have an overwhelming influence to the street.
- * The provision of a 7.4 metre front setback for existing dwelling and new work to Gardenia Road satisfies the requirement of ResCode and given the minimum setback of 7.2 metres of the existing adjoining property dwelling to the North and the 7.4 metre setback of the dwelling ensures an appropriate transition between existing adjoining building forms. In addition, the setback of the proposed ground floor associated with the existing set back of existing adjoining dwellings of the adjoining properties provides further consistency and articulation. In summary, this is an appropriate response in relation to front setbacks, one that is entirely consistent with the 'front setback' objectives of ResCode.
- * The recessed nature of the design of the proposed dwelling with a setback that varies between 1.0 and 5.0 metres to the Eastern boundary mitigates issues of building bulk and mass to the adjoining residential property. Furthermore, the ability to provide for landscaping along the boundary will further assist in softening the overall building form.
- * The provision of over 35 square metres of secluded private open space associated with the proposed dwellings that enjoys a north orientation, is accessible from a main living room and features a minimum dimension of 3 metres minimum is entirely consistent with the objectives and standards of ResCode and City of Whittlesea requirements.
- * We note that this secluded open space area is supplemented by the front setbacks to street frontages for dwelling 1 only.
- * All secluded private open space areas satisfy the northern wall setback to the southern boundary requirement of ResCode ensuring appropriate solar access to these spaces.
- * Carparking is provided in the form of a covered garages and visitors space for the proposed and existing dwelling respectively.
- * The garage and carport meets the minimum dimensions of ResCode and car parking space has a length of over 6.0 metres (ensuring the tail of the car does not extend over the footpath). On this basis, the provision of carparking spaces satisfies the requirement of ResCode that each 3 bedroom dwelling is provided with 1 car parking spaces.
- * The treatment of the south facing windows with obscure glass overcomes any overlooking opportunities to adjoining properties.
- * The shadow diagrams show that additional shadow cast by the proposed dwelling onto adjoining properties is limited to that cast to the east during the late afternoon period. The degree of additional overshadowing is well within the requirements of ResCode.
- * The new dwellings are provided with identifiable entries from Gardenia Road.

NEIGHBORHOOD
& SITE LEGEND

LANDSCAPE SYMBOLS & LINE STYLES

	Tree
	Telstra Pit
	Side Pit
	Fire Hydrant
	Power Pole
	Street Sign
	Electricity Box
	Sewerage Pit
	T.B.M. River
	Gate
	Common Fence
	Easement
	Outer Building eg. Shed/Garage etc.
	Hard Surface
	Adjoining Property Dwelling Exterior Walls
	Habitable Room Windows With An Outlook To The Site Within 9m
	Roof Line
	Covered Area / Porch

BUILDING MATERIALS AND CONSTRUCTION

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TFR.	Tiled Pitched Roof	FR.	Flat Roof
SK R.	Skillion Roof	CR.	Corrugated Iron Roof

**AMENDED
PLANS**

DESIGN RESPONSE PLAN

Architectural Plans

Project: 86 Gardenia Road Thomastown

Client:

Scale: Refer Plan Date: 07/05/2015 Sheet: 8 of 10

Revised Date: 05/11/2015

Issue A

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SILVERPOINT
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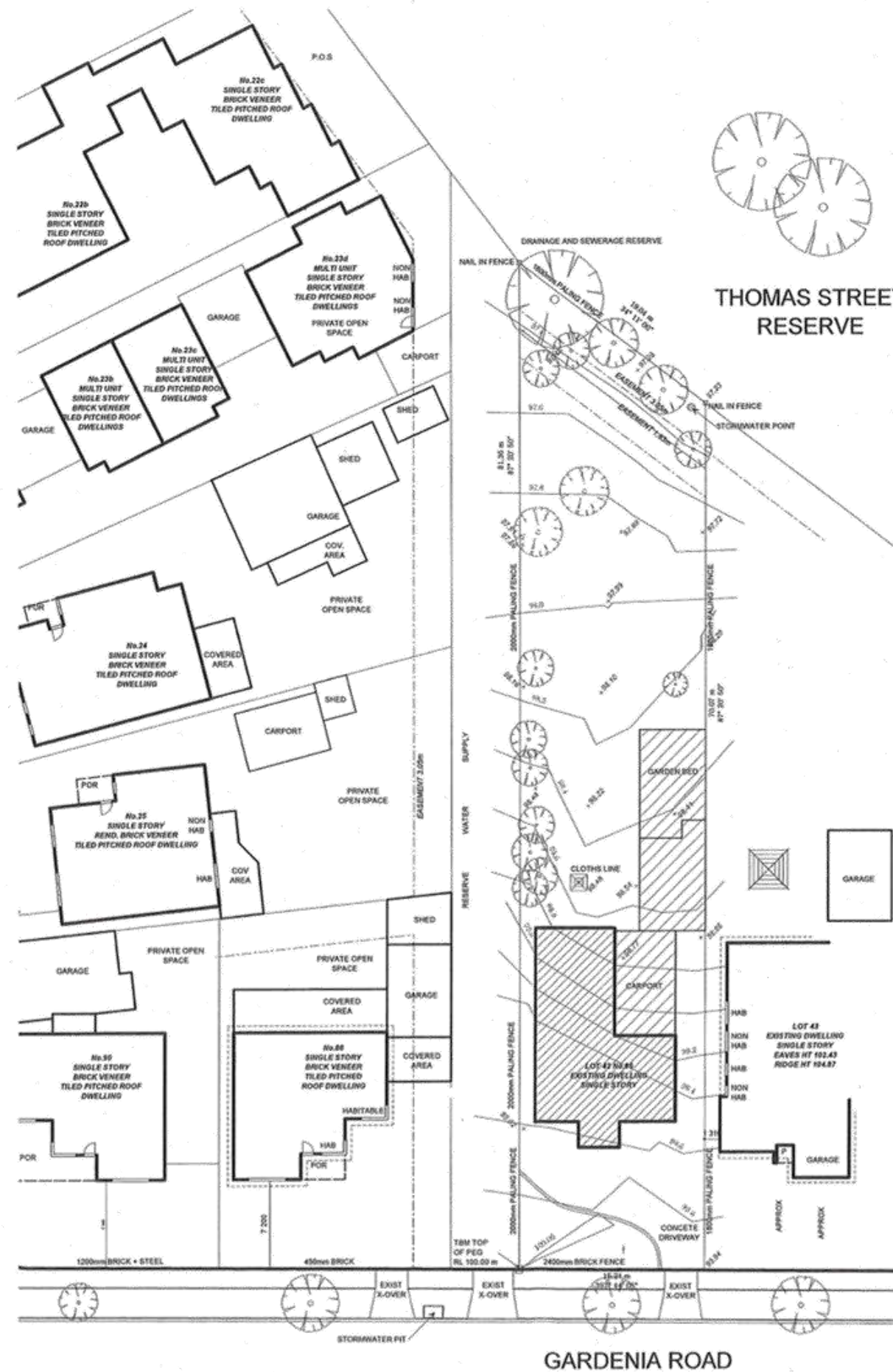
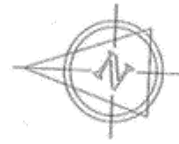
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AMENDED PLANS

EXISTING FLOOR PLAN
Scale 1:200

Architectural Plans

Project: 86 Gardenia Road Thomastown

Client:

Scale: Refer Plan Date: 07/05/2015 Sheet: 1 of 10

Revised Date: 05/11/2015

Issue A
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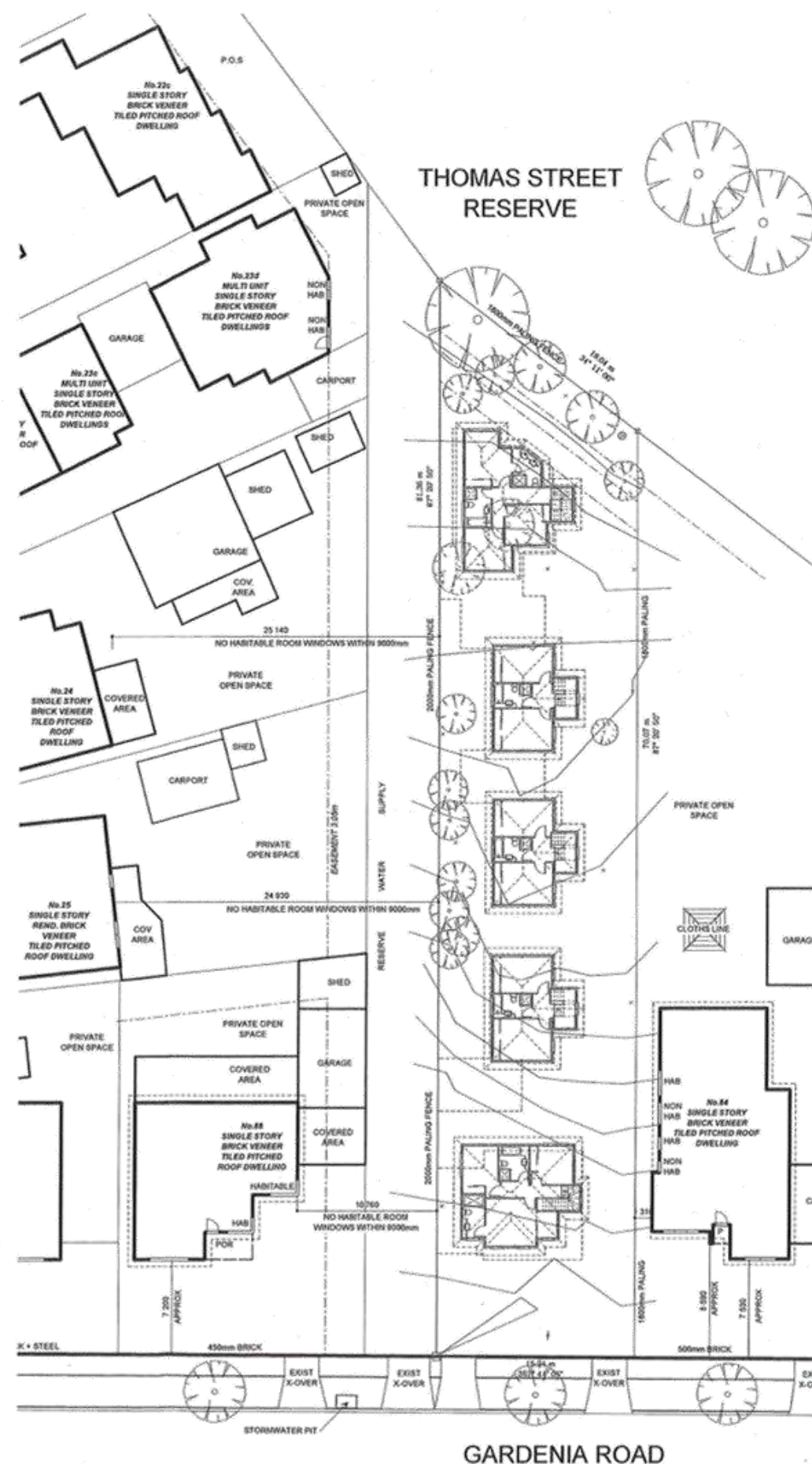
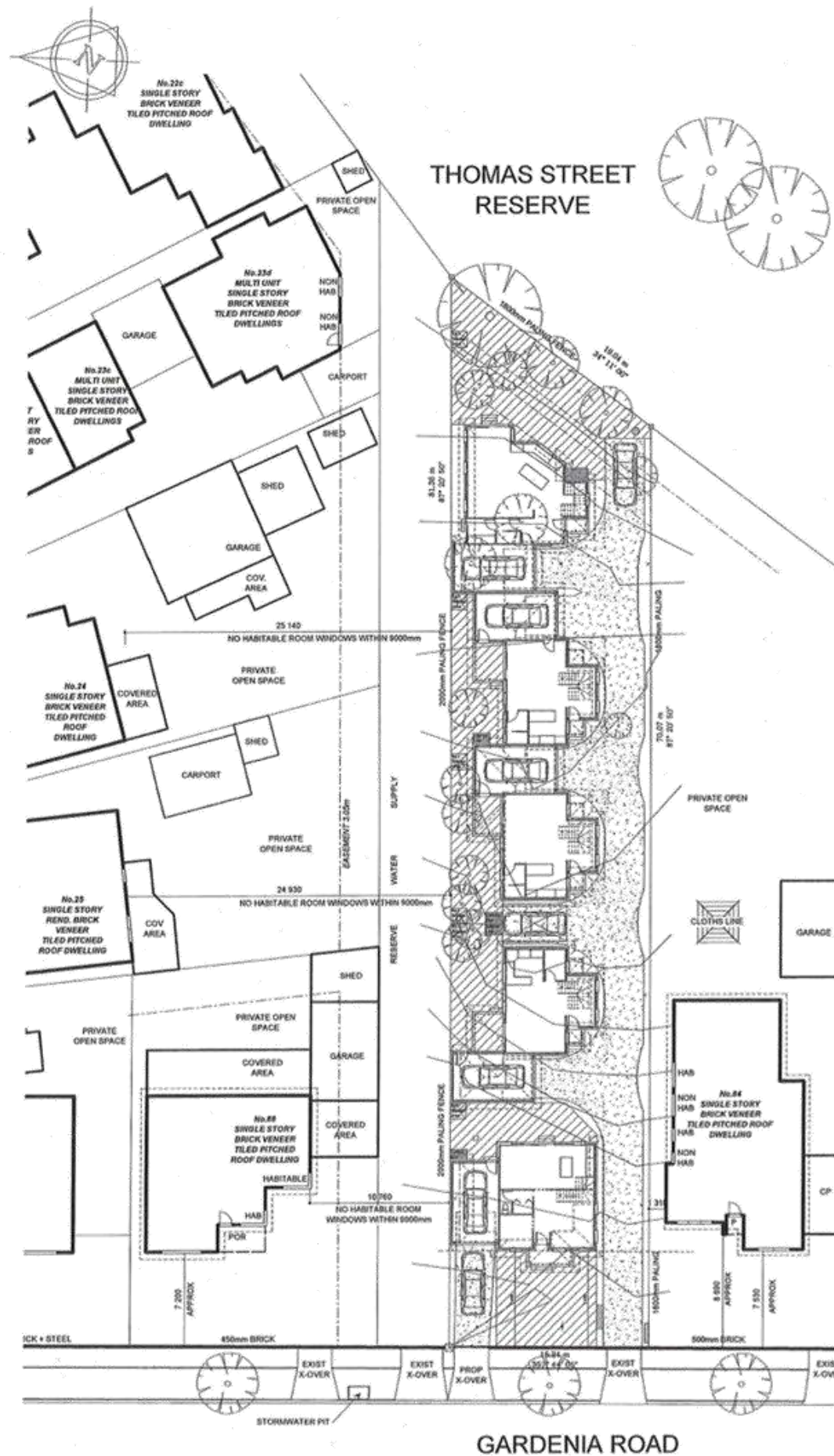
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**AMENDED
PLANS**

**PROPOSED GROUND
FLOOR PLAN**

Scale 1:200

**PROPOSED FIRST
FLOOR PLAN**

Scale 1:200

**Architectural
Plans**

Project: 86 Gardenia Road Thomastown

Client:

Scale: Refer Plan Date: 07/05/2015 Sheet: 2 of 10

Revised Date: 05/11/2015

Issue A

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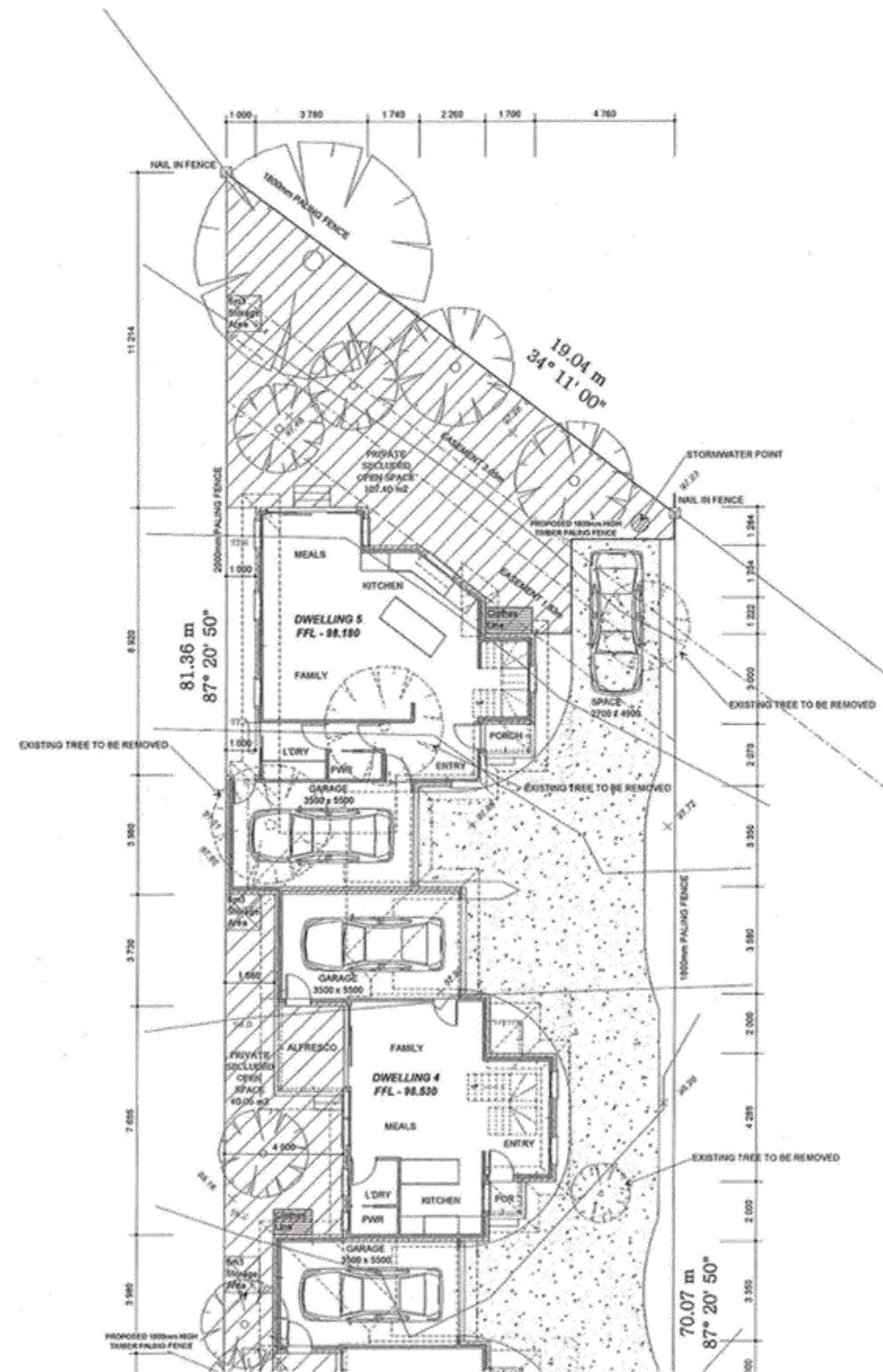
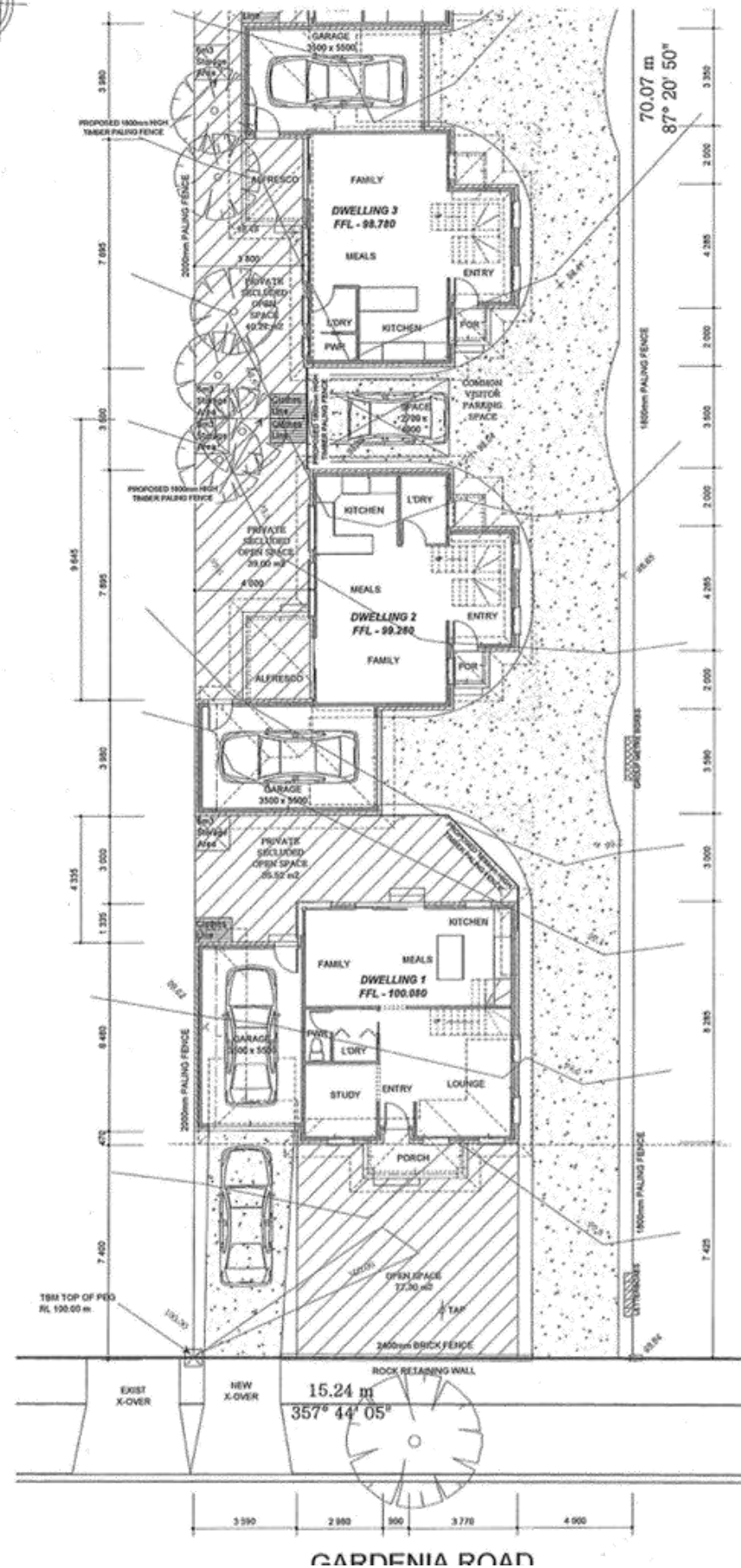
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**AMENDED
PLANS**

Architectural Plans

Project: 86 Gardenia Road Thomastown

Client:

Scale: Refer Plan Date: 07/05/2015 Sheet: 3 of 10

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Issue A
amendments

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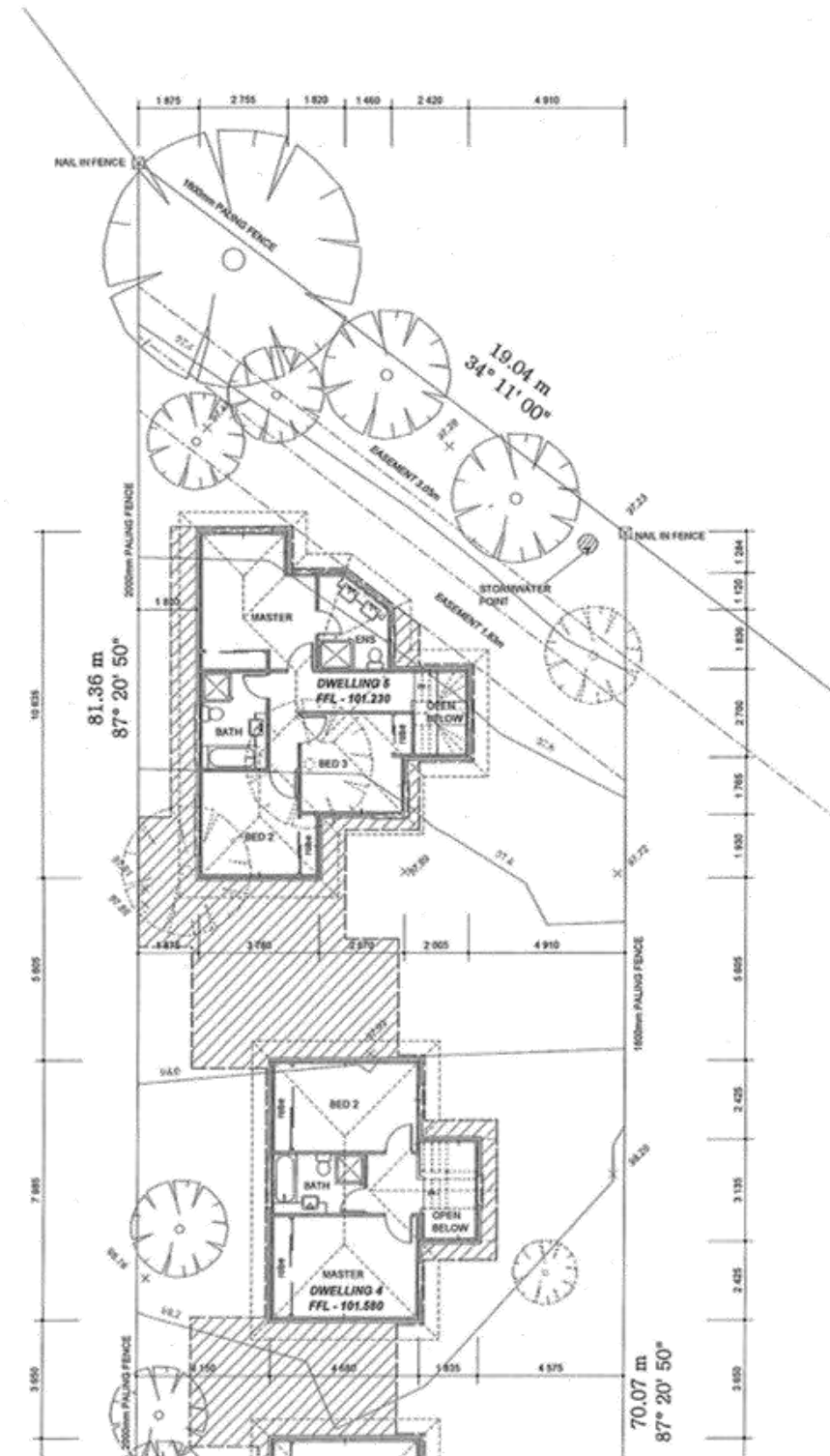
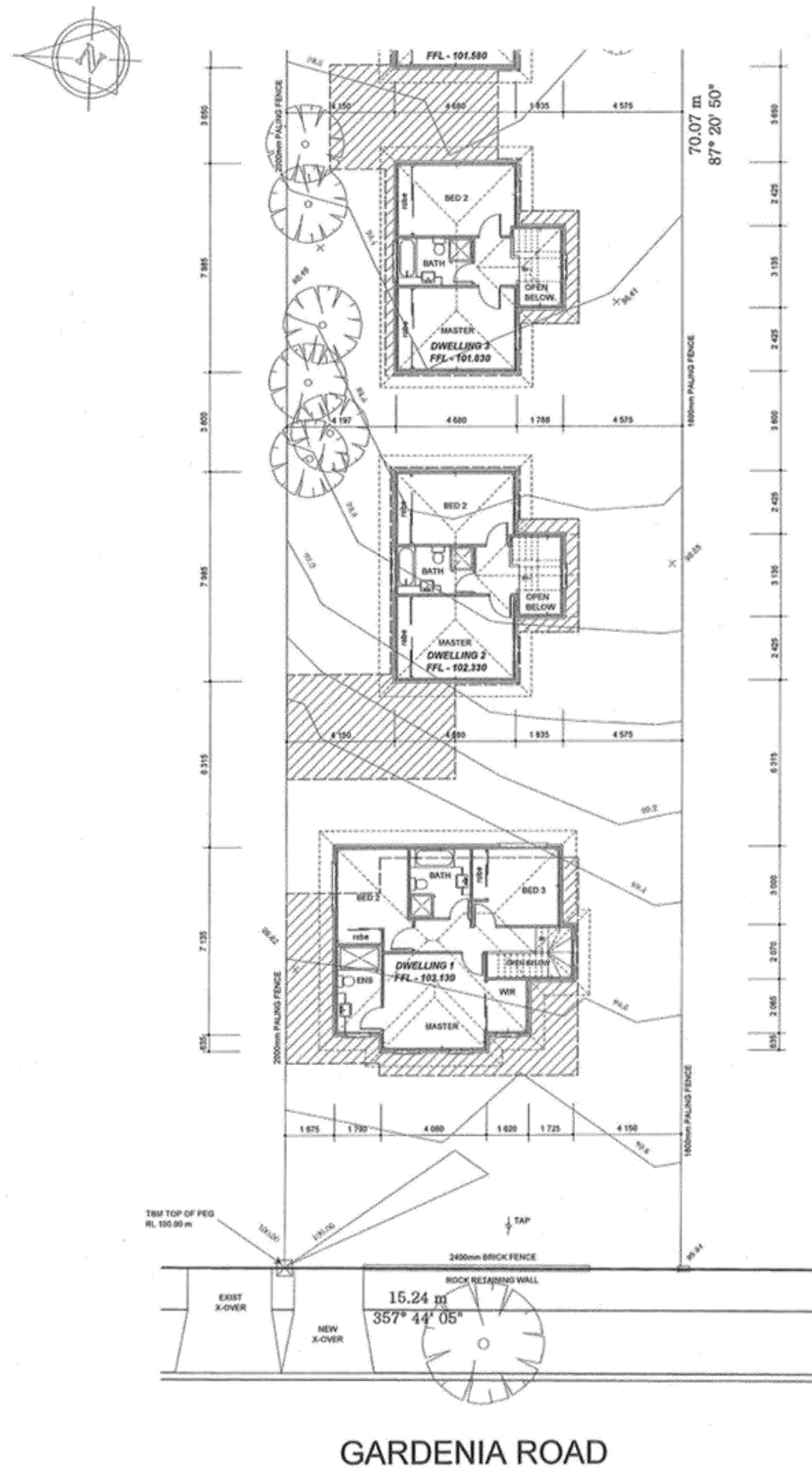
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**AMENDED
PLANS**

Architectural Plans

Project: 86 Gardenia Road Thomastown

Client:

Scale: Refer Plan Date: 07/05/2015 Sheet: 4 of 10

Revised Date: 05/11/2015

Issue A
Amendments

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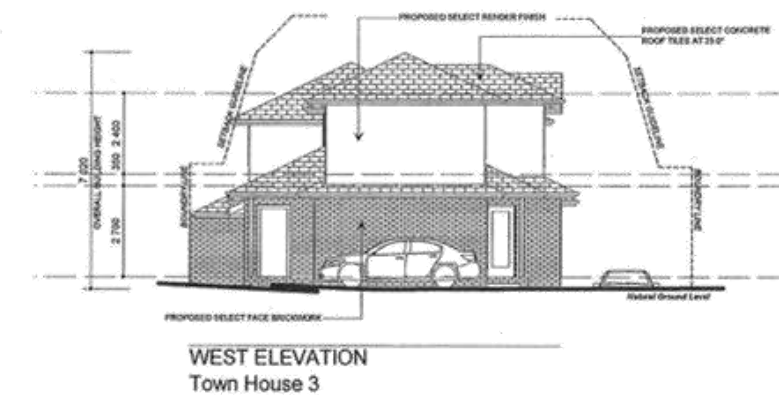
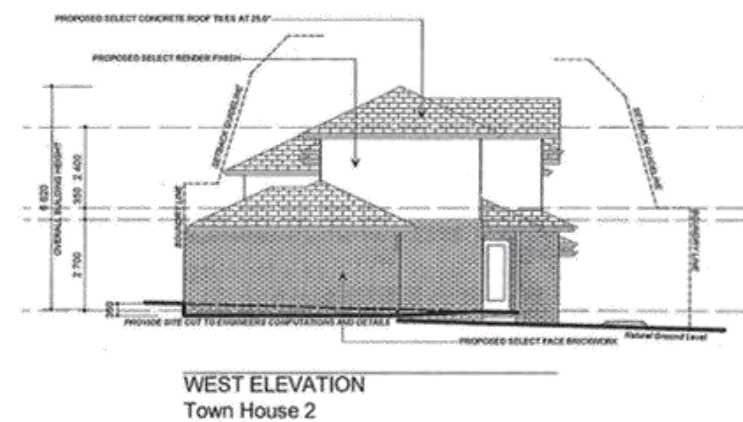
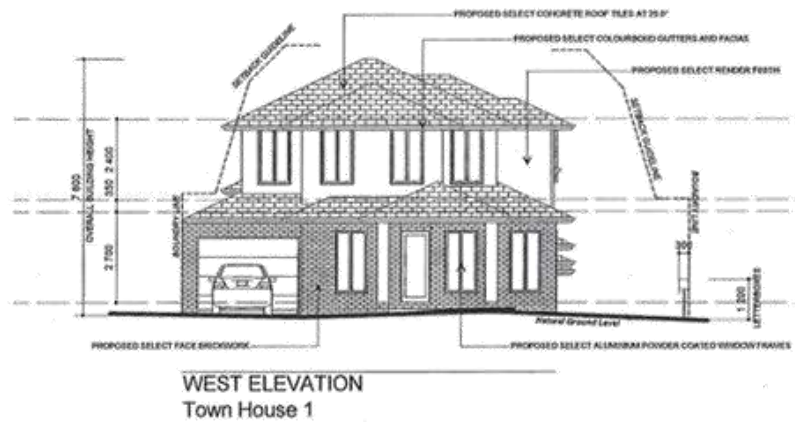
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**AMENDED
PLANS**

ELEVATIONS
Scale 1:100

Architectural Plans

Project: 86 Gardenia Road Thomastown

Client:

Scale: Refer Plan Date: 07/05/2015 Sheet: 5 of 10

Revised Date: 05/11/2015

Issue A
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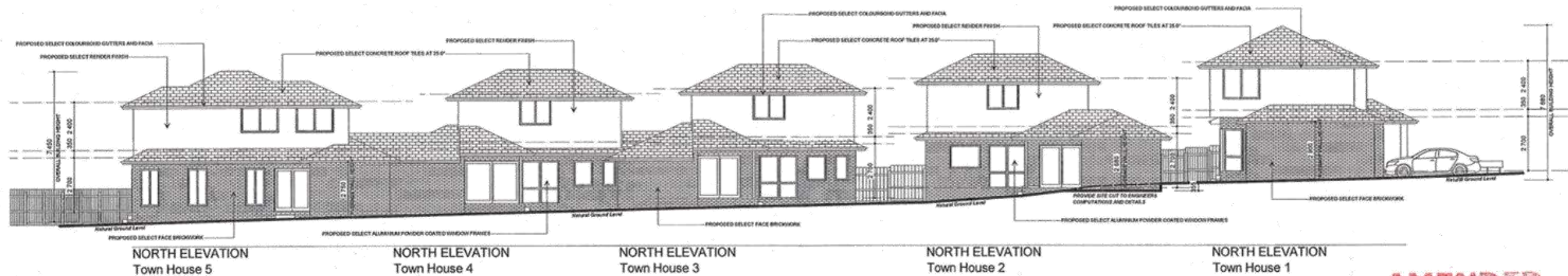
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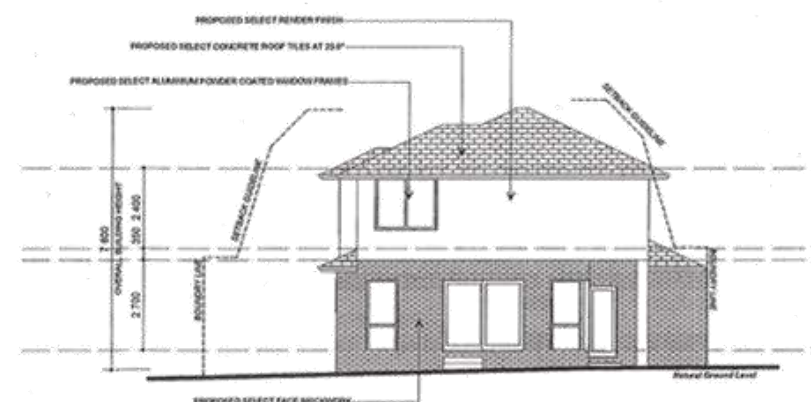
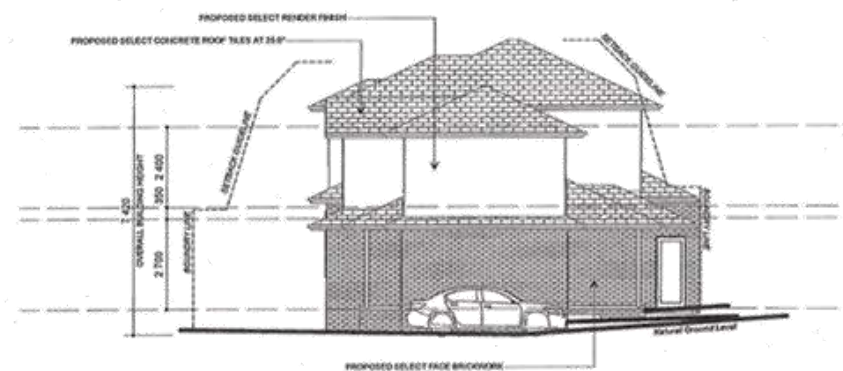
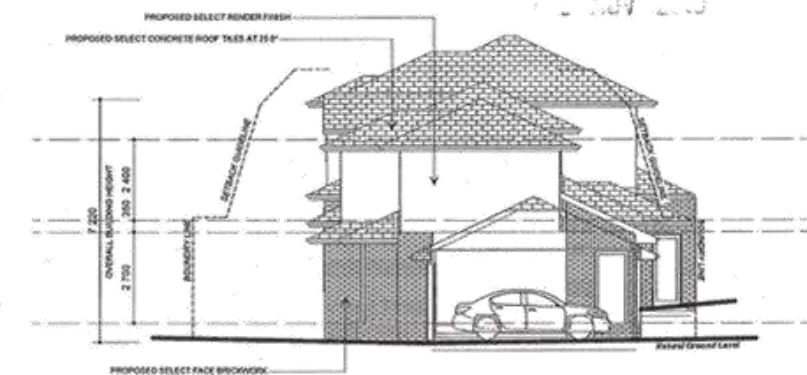
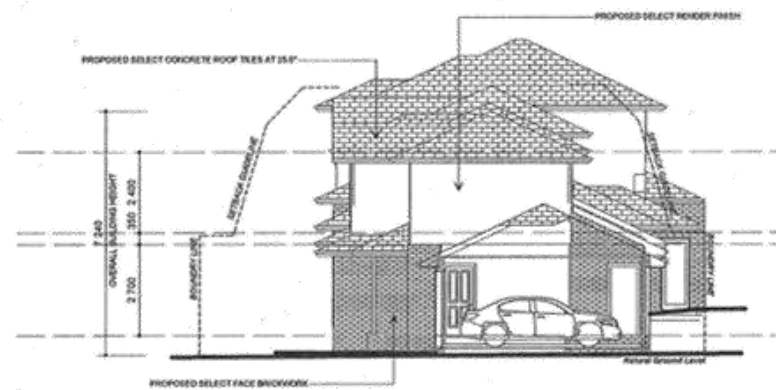
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**AMENDED
PLANS**



ELEVATIONS
Scale 1:100

Architectural Plans

Project: 86 Gardenia Road Thomastown

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SHADOW DIAGRAM -
22nd SEPTEMBER @ 9:00am
SCALE 1:200

GARDENIA ROAD
SHADOW DIAGRAM -
22nd SEPTEMBER @ 12:00pm
SCALE 1:200

GARDENIA ROAD
SHADOW DIAGRAM -
22nd SEPTEMBER @ 3:00pm
SCALE 1:200

AMENDED PLANS

SHADOW DIAGRAMS
Scale 1:200

Architectural Plans

Project: 86 Gardenia Road Thomastown

Client:

Scale: Refer Plan Date: 07/05/2015 Sheet: 7 of 10

Revised Date: 05/11/2015

Issue A
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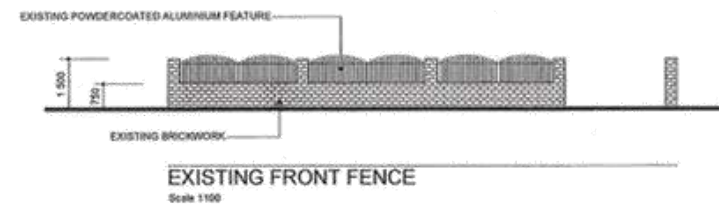
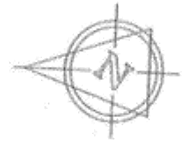
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STREETSCAPE

Scale 1:200

**AMENDED
PLANS**

Architectural Plans

Project: 86 Gardenia Road Thomastown

Client:

Scale: Refer Plan Date: 07/05/2015 Sheet: 10 of 10

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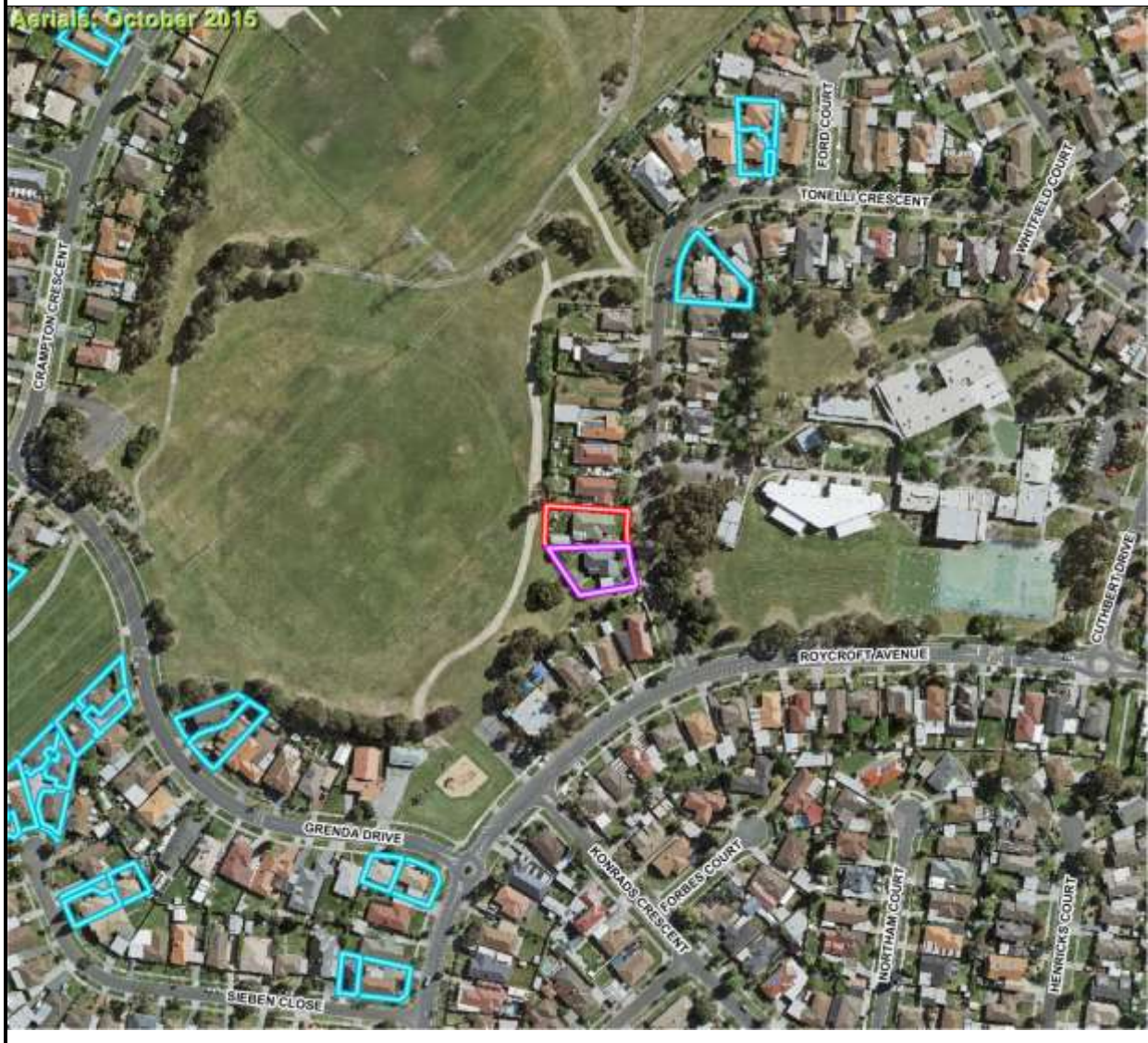
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PLANNING APPLICATION NO. 715339**Subject Land****Objector****Medium Density Housing****City of
Whittlesea****ESTABLISHED AREAS PLANNING REPORT**

PLANNING APPLICATION NO. 715339

-  Subject Land
-  Objector
-  Medium Density Housing

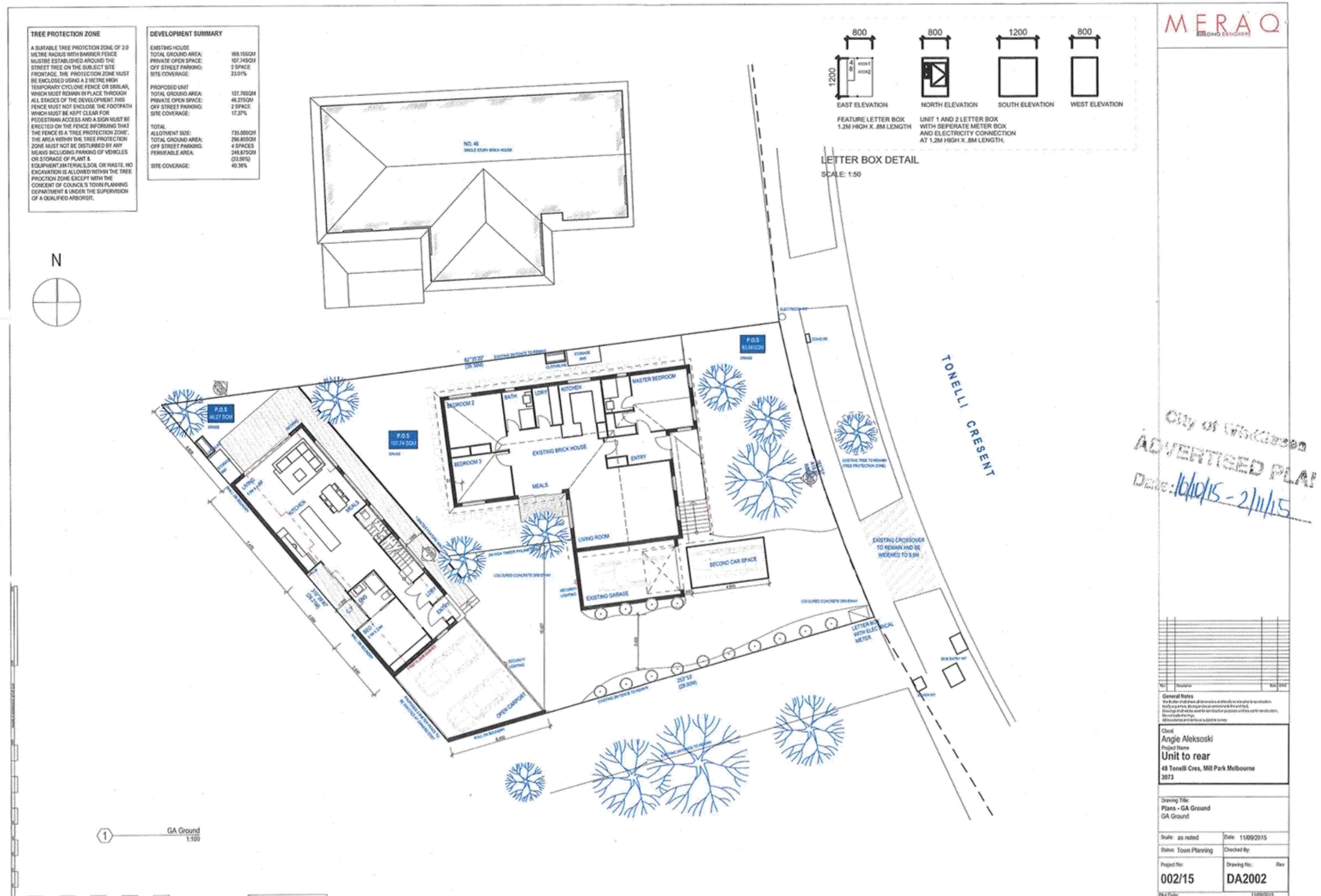


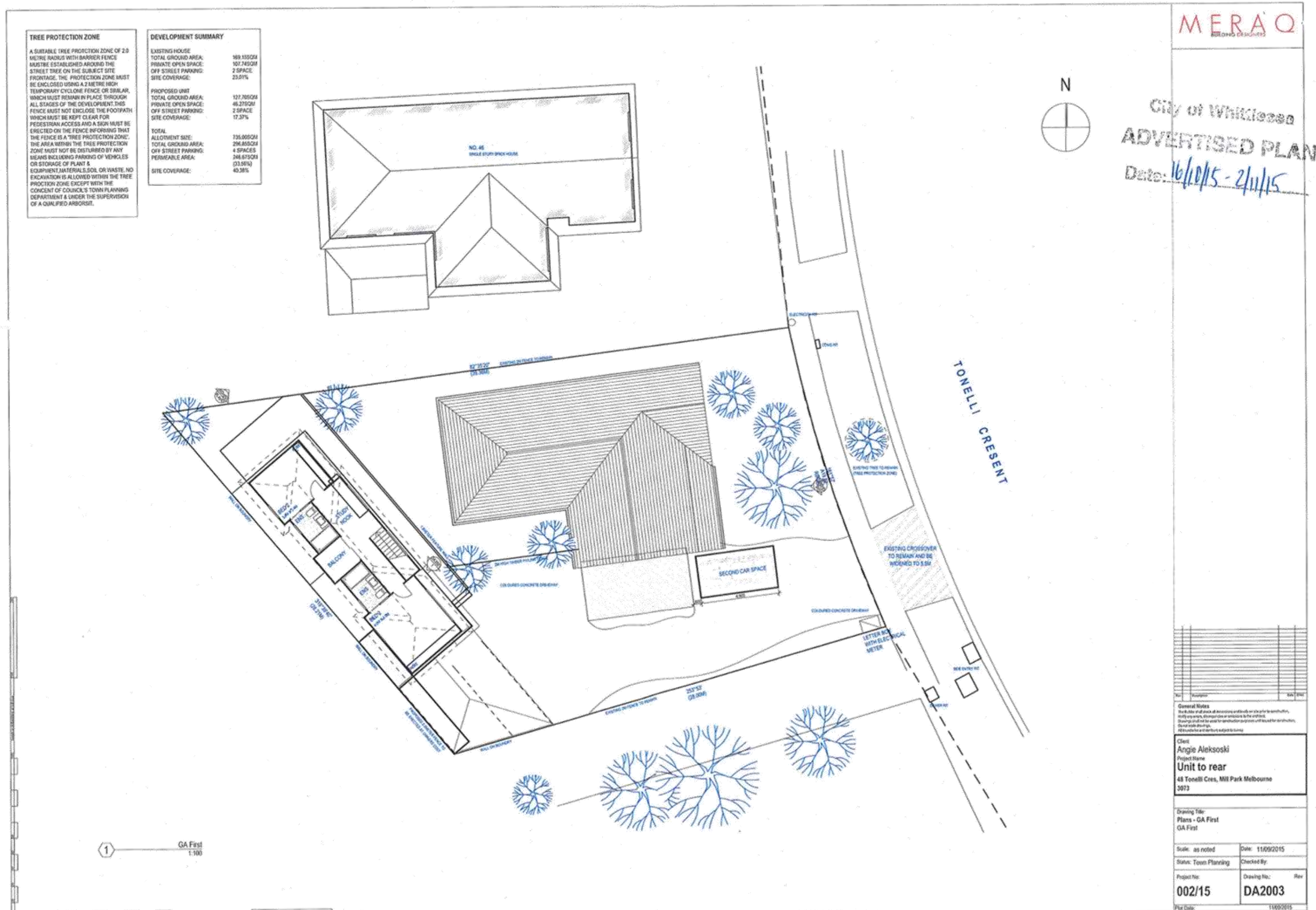
City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT









																							
City of Whittlesea ADVERTISED PLAN Date: _____																							
																							
1 No.48 Tonelli cres - TP 1:1																							
																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">General Notes</td> </tr> <tr> <td colspan="2" style="font-size: small;"> The client shall check all dimensions and details on site prior to construction. Notify any errors, discrepancies or variations to the architect. Changes and/or additions for construction to be made and issued for construction. All construction and materials subject to council approval. </td> </tr> <tr> <td colspan="2" style="text-align: center;">Client</td> </tr> <tr> <td colspan="2"> Angie Aleksoski Project Name Unit to rear 48 Tonelli Cres, Mill Park Melbourne 3073 </td> </tr> <tr> <td colspan="2" style="text-align: center;">Drawing Title</td> </tr> <tr> <td colspan="2"> Elevations - Streetscape No.48 Tonelli cres - TP </td> </tr> <tr> <td style="width: 50%; font-size: small;">Scale: as noted</td> <td style="width: 50%; font-size: small;">Date: 11/09/2015</td> </tr> <tr> <td style="font-size: small;">Status: Town Planning</td> <td style="font-size: small;">Checked By:</td> </tr> <tr> <td style="font-size: small;">Project No:</td> <td style="font-size: small;">Drawing No:</td> </tr> <tr> <td style="text-align: center;">002/15</td> <td style="text-align: center;">DA3002</td> </tr> <tr> <td style="font-size: small;">File Date:</td> <td style="font-size: small;">11/09/2015</td> </tr> </table>		General Notes		The client shall check all dimensions and details on site prior to construction. Notify any errors, discrepancies or variations to the architect. Changes and/or additions for construction to be made and issued for construction. All construction and materials subject to council approval.		Client		Angie Aleksoski Project Name Unit to rear 48 Tonelli Cres, Mill Park Melbourne 3073		Drawing Title		Elevations - Streetscape No.48 Tonelli cres - TP		Scale: as noted	Date: 11/09/2015	Status: Town Planning	Checked By:	Project No:	Drawing No:	002/15	DA3002	File Date:	11/09/2015
General Notes																							
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Drawing Title																							
Elevations - Streetscape No.48 Tonelli cres - TP																							
Scale: as noted	Date: 11/09/2015																						
Status: Town Planning	Checked By:																						
Project No:	Drawing No:																						
002/15	DA3002																						
File Date:	11/09/2015																						



City of Whitefish
ADVERTISED PLAN
Date: 11/10/15 - 2/10/16

General Notes
The fabric shall have all dimensions and loads in site prior to installation.
Notify any errors, discrepancies or omissions to the architect.
Drawings shall not be used for installation purposes without the architect's
and trade drawings.

Client
Angie Aleksoski
Project Name
Unit to rear
48 Tonelli Cres, Mill Park Melbourne
3073

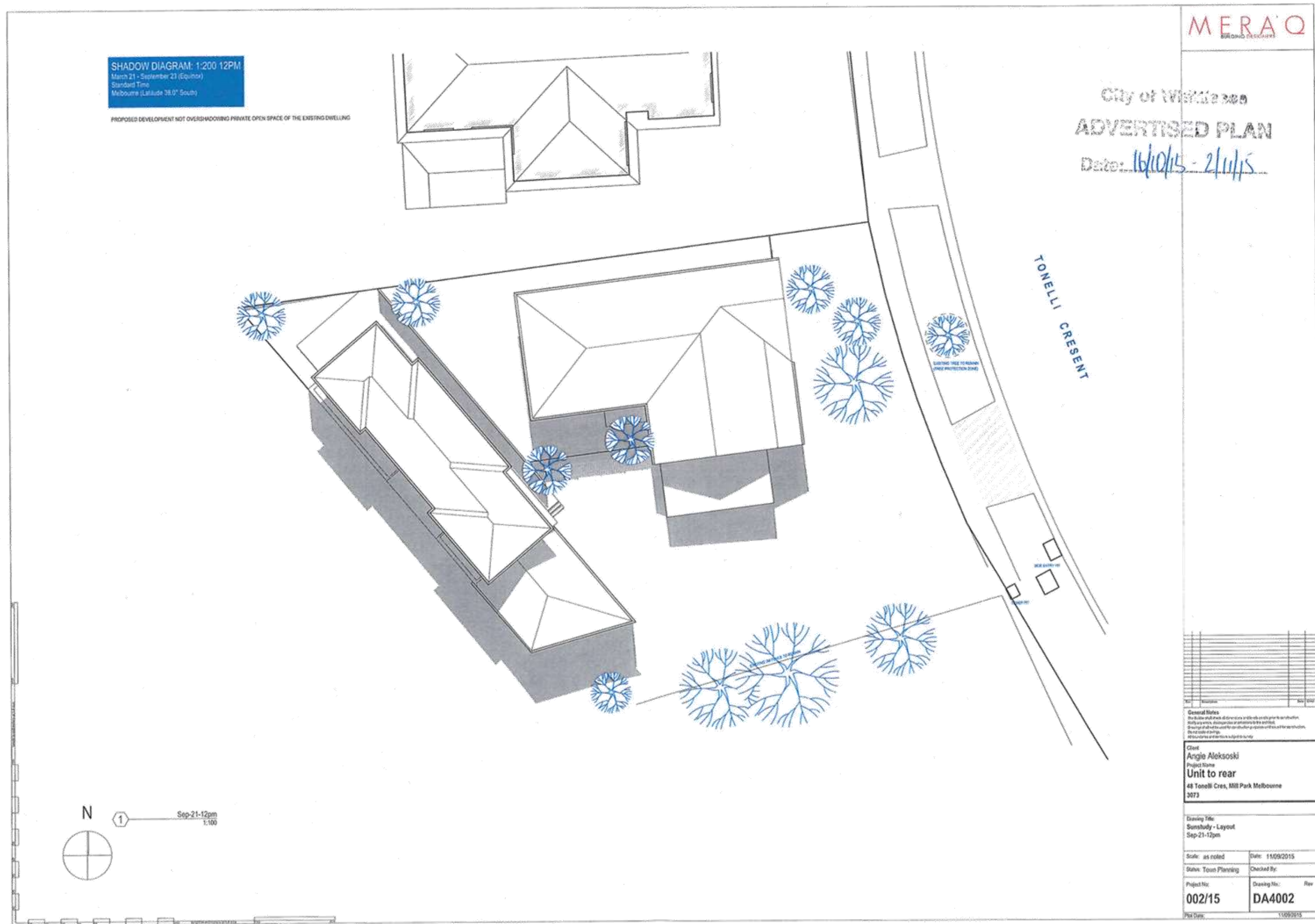
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Elevations - Elevations
North Elevation, East, South Elevation, West
Elevation, Internal East Elevation

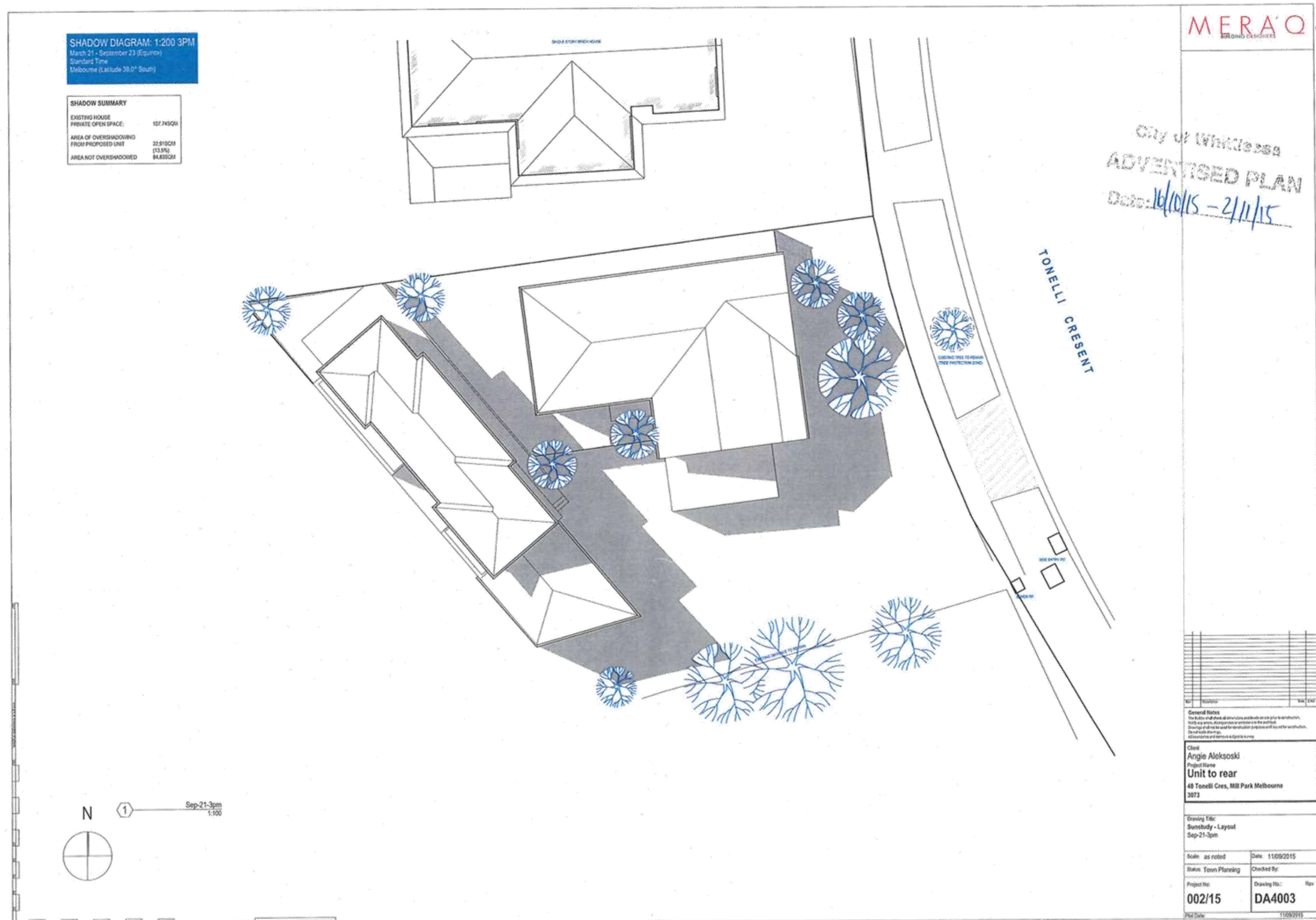
Scale: as noted	Date: 11/09/2015
Status: Town Planning	Checked by:

Project No.:	Drawing No.:	Rev.:
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002/15	DA3001
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City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT

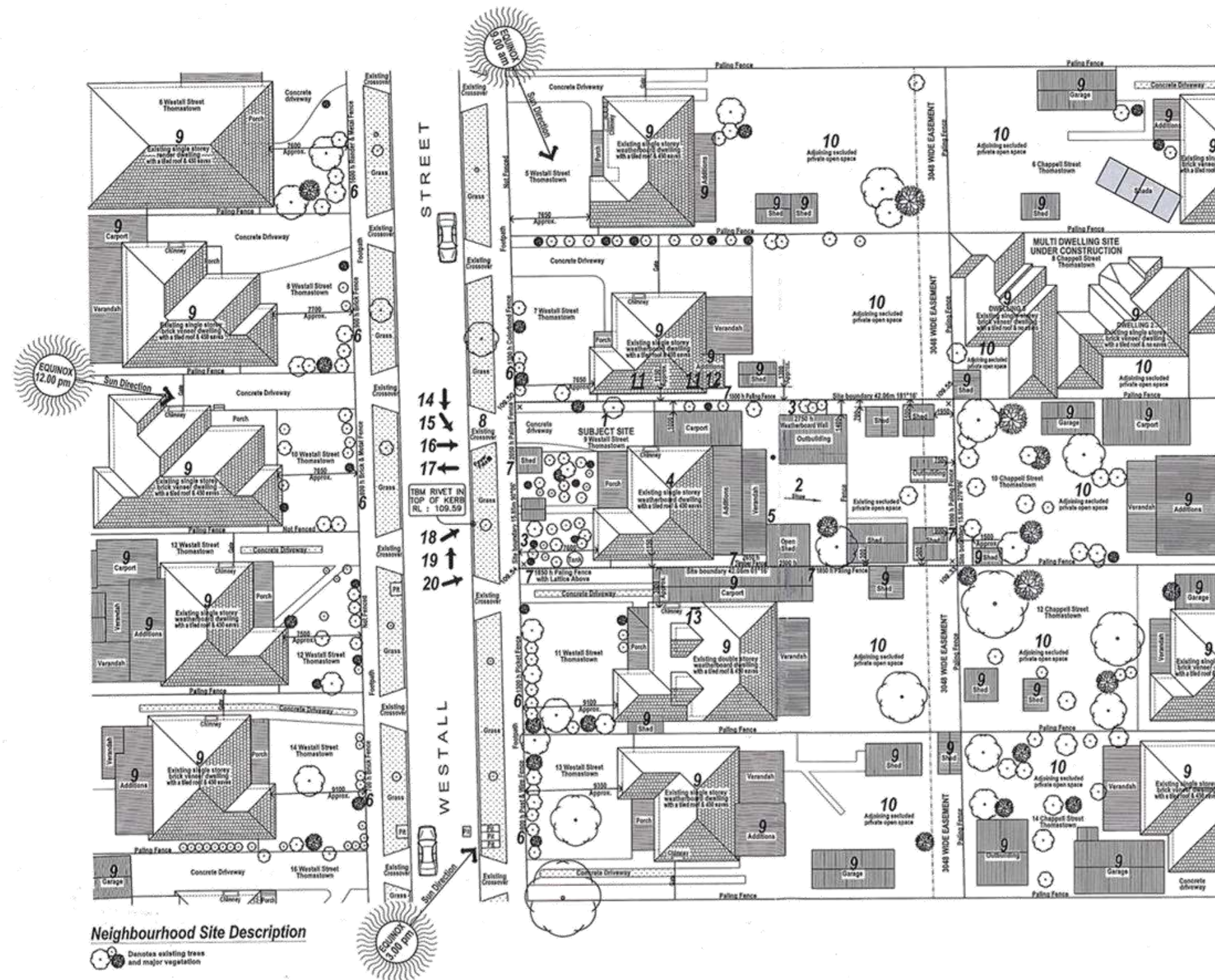
PLANNING APPLICATION NO. 715589

-  Subject Land
-  Objector
-  Medium Density Housing



City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT



Analysis

- 1 The Subject Site has a north - south orientation, from the front to the rear. Best access to direct sunlight is from the north and from the side boundaries of the property.
- 2 The Subject Site is basically flat with an insignificant fall from front to the rear of the site.
- 3 The site contains a few small trees and shrubs which have minimal significance. The proposed design will incorporate areas with the capacity for new trees with spreading crowns.
- 4 The existing dwelling on the Subject Site is in an average condition and is proposed to be removed.
- 5 The site has access to all services. (Sewer water, electricity, gas & telephone).
- 6 Surrounding properties have mixed types of front & rear fencing styles: Brick, post & wire, picket, brick & metal, render & metal, colorbond and paling fences. Heights vary from 700mm (approx.) to 2050mm (approx.).
- 7 An existing 1800mm high paling fence is located along the east boundary. On the south boundary is a 1900mm high paling fence. Along the west boundary is an 1830mm high paling fence that reduces to an 1850mm high paling fence with lattice above. In the middle of the west boundary is a 2650mm high timber fence. The north boundary (front of site) is a 2050mm high paling fence.
- 8 Access to the site is currently from an existing crossover located on the north-east corner of the site.
- 9 Dwellings surrounding the Subject Site, consist of single and double storey brick veneer, rendered and weatherboard. Adjoining secluded private open spaces contain single storey outbuildings. (Metal, fibro, brick).
- 10 Adjoining secluded private open space of surrounding properties.
- 11 Ground Floor Habitable room windows facing the subject site within 9 metres.
- 12 Ground Floor Non Habitable room windows facing the subject site within 9 metres.
- 13 First Floor Habitable room windows facing the subject site within 9 metres, at the first floor level.
- 14 Thomas Street Reserve, 400 metres.
- 15 Main Street Reserve, 550 metres.
- 16 Thomastown Primary School, 600 metres.
- 17 Peter Lalor Secondary College, 800 metres.
- 18 Shopping Strip located on High Street, 300 metres.
- 19 Bus service located on High Street, 100 metres.
- 20 Thomastown train station, 500 metres.

**City of Whittlesea
ADVERTISED PLAN**

Date: 12-19/2/16

The Neighbourhood Site Description is produced in accordance with our on site assessment & Scaled Aerial Photographs. Due to confrontations regarding invasions of privacy issues, we endeavor to respect neighbours privacy as much as is possible, to limit confrontation. Therefore all dimensioning is based on approximation, estimation & in some cases, assumption.
Beyond Design Group Pty. Ltd.

**AMENDED
PLANS
03 DEC 2015**



Project
Multi-Dwelling Development

Client
LORO HOMES Pty Ltd

Rev.	Date	Description	Initial
A	10.11.15	Council Queries	PS

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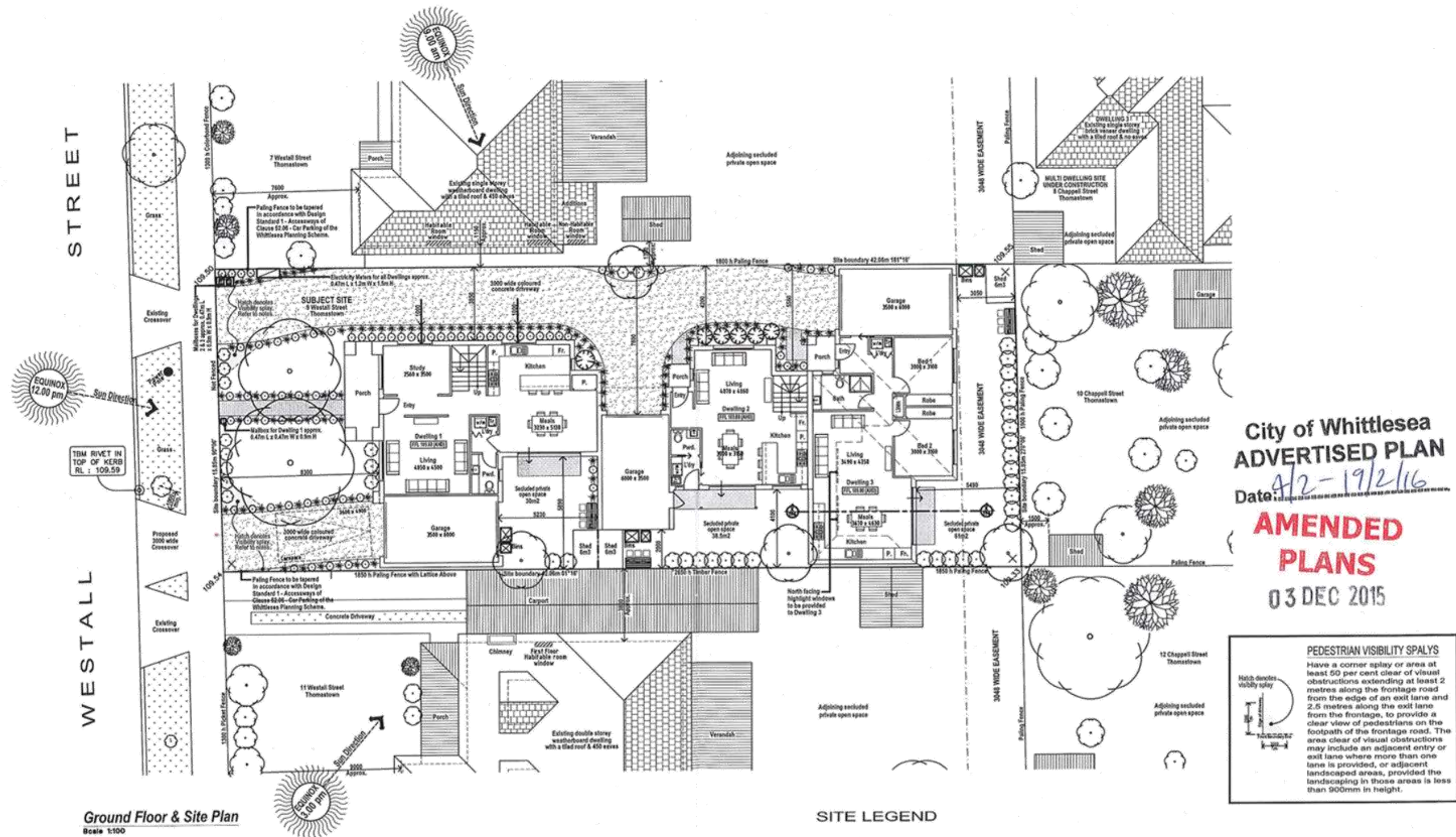


Scale: 1:200
Checked: A.W.
Date: 10.09.2015

Drawing
Neighbourhood Site Description & Analysis
Address
At 9 Westall Street, Thomastown

Designer
Beyond Design Group Pty Ltd
661 Plenty Road, Reservoir
Melbourne Victoria Australia
Ph: (03) 9470 1144
Fax: (03) 9470 3399





Project

Multi-Dwelling Development

Client

LORO HOMES Pty Ltd

Rev.	Date	Description	Initial
A	10.11.15	Council Queries	PS

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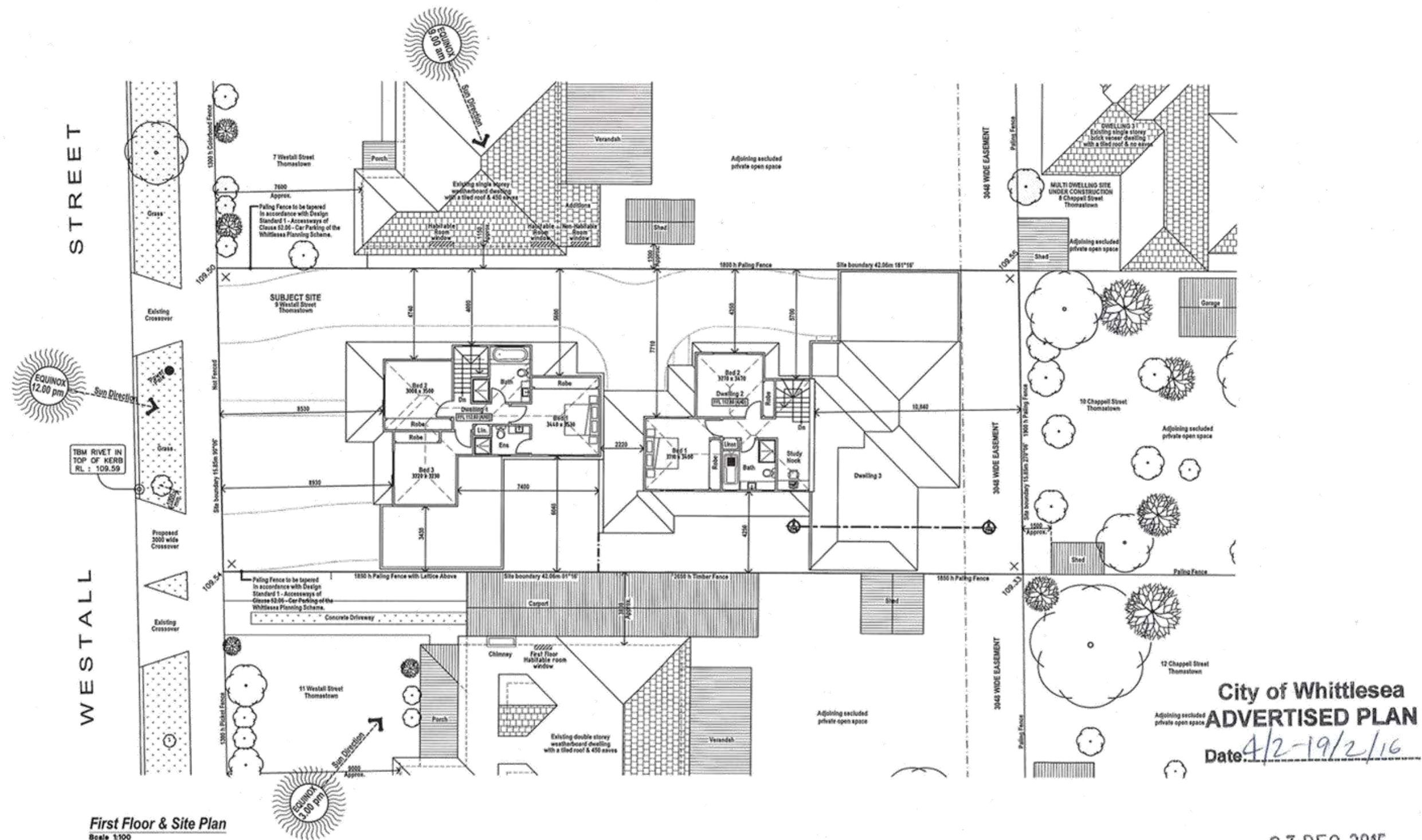


Scale 1:100
Checked S.A.
Date 10.09.2015

Drawing
Ground Floor & Site Plan
Address
At 9 Westall Street, Thomastown

Designer
Beyond Design Group Pty Ltd
687 Plenty Road, Reservoir
Melbourne Victoria Australia
Ph: (03) 9470 1144
Fax: (03) 9470 3399





Project
Multi-Dwelling Development

Client
LORO HOMES Pty Ltd

Rev.	Date	Description	Initial
A	10.11.15	Council Queries	PS

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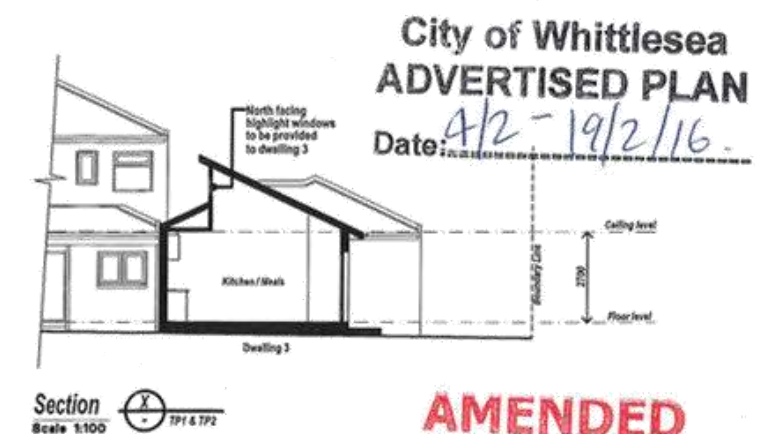
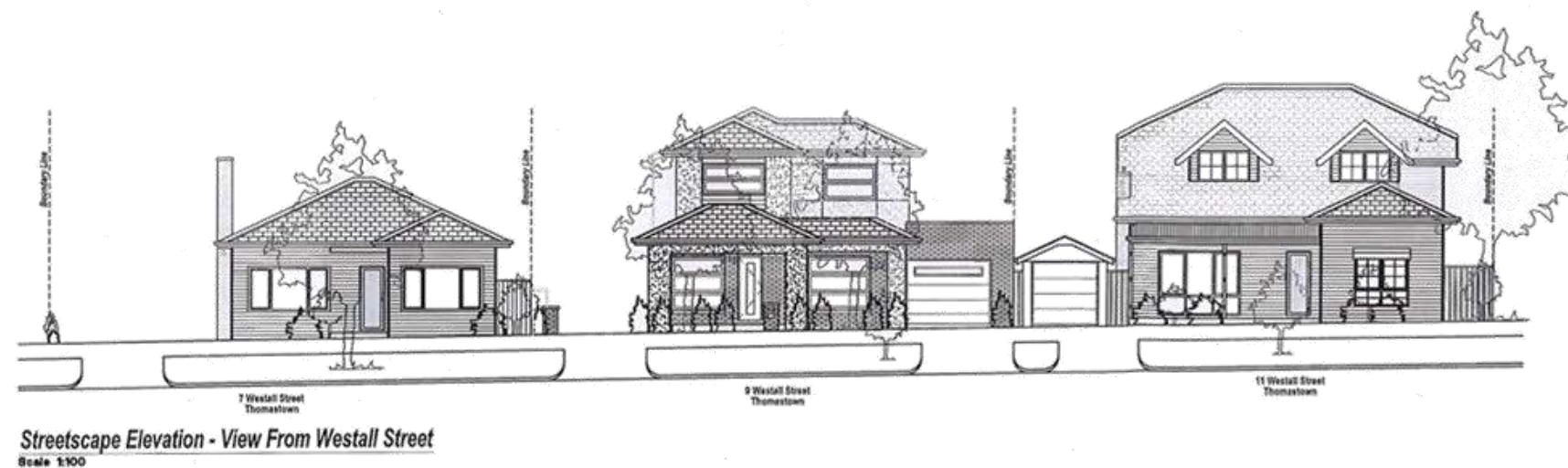
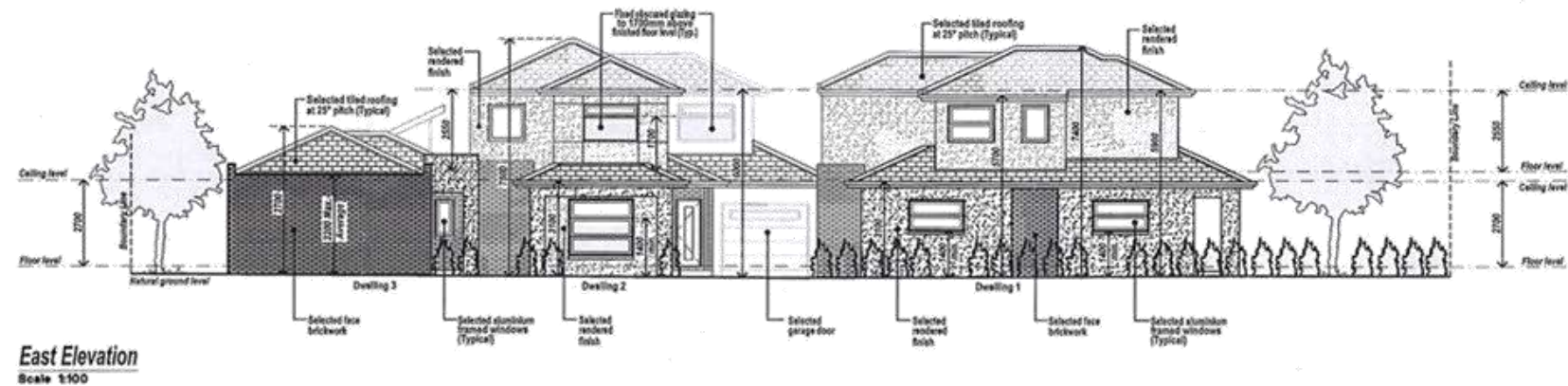
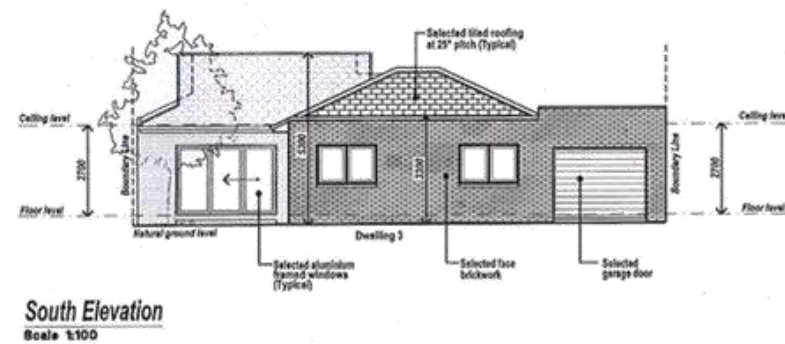
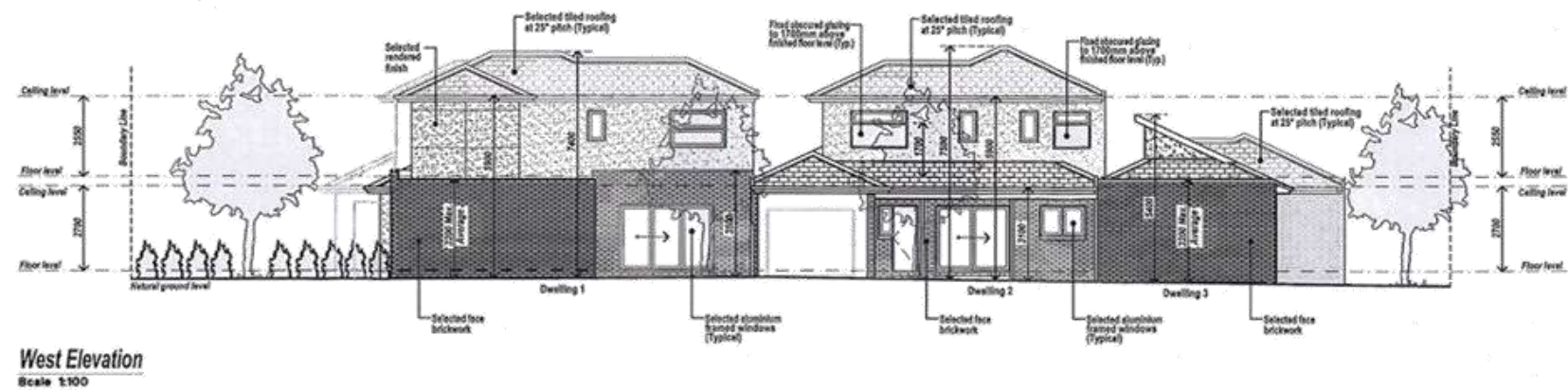
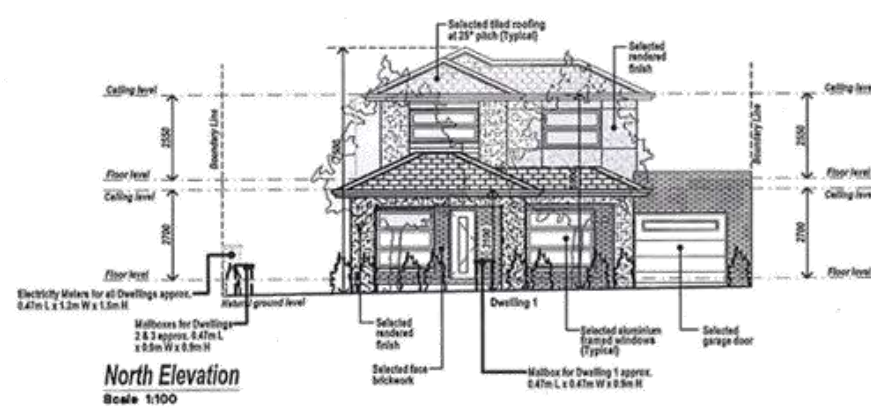


Scale 1:100
Checked S.A.
Date 10.05.2015

Drawing
First Floor & Site Plan
Address
At A Market Street, Whittlesea

Designer
Beyond Design Group Pty Ltd
667 Plenty Road, Reservoir
Melbourne Victoria Australia
Ph: (03) 9470 1144





City of Whittlesea
ADVERTISED PLAN
Date: 4/2-19/2/16

**AMENDED
PLANS**
03 DEC 2015



Project
Multi-Dwelling Development

Client
LORO HOMES Pty Ltd

Rev.	Date	Description	Initial
A	10.11.15	Council Queries	PS

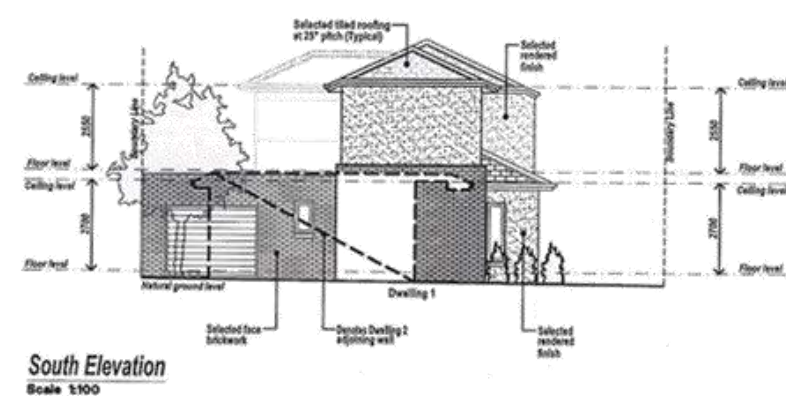
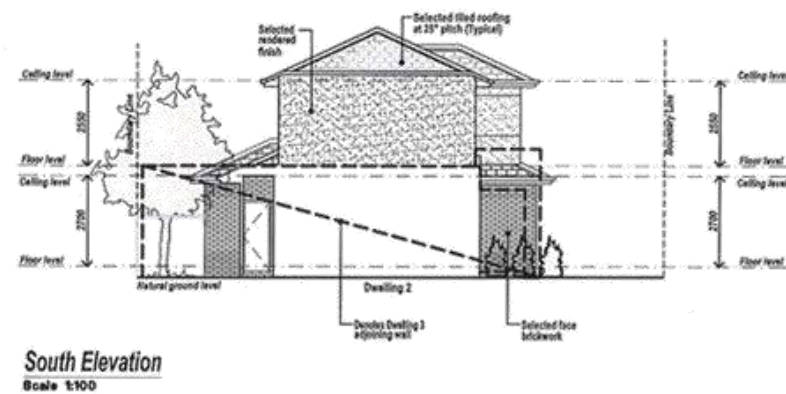
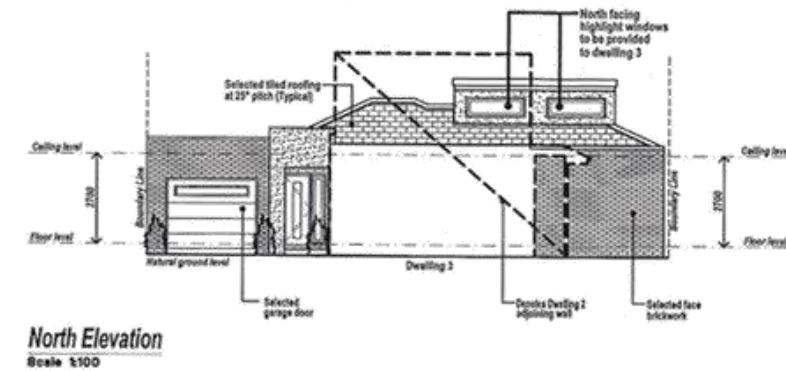
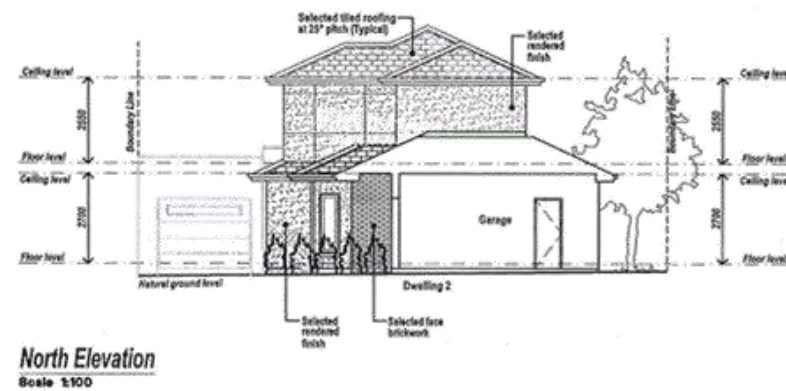
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Scale 1:100
Checked S.A.
Date 10.09.2015

Drawing
Elevations
Address
At 9 Westall Street Thomastown

Designer
Beyond Design Group Pty Ltd
667 Plenty Road, Reservoir
Melbourne Victoria Australia
Ph: (03) 9470 1144
Fax: (03) 9470 1200





City of Whittlesea
ADVERTISED PLAN

Date: 4/2-19/2/16

**AMENDED
PLANS**
03 DEC 2015



Project
Multi-Dwelling Development

Client
LORO HOMES Pty Ltd

Rev.	Date	Description	Initial
A	10.11.15	Council Queries	PS

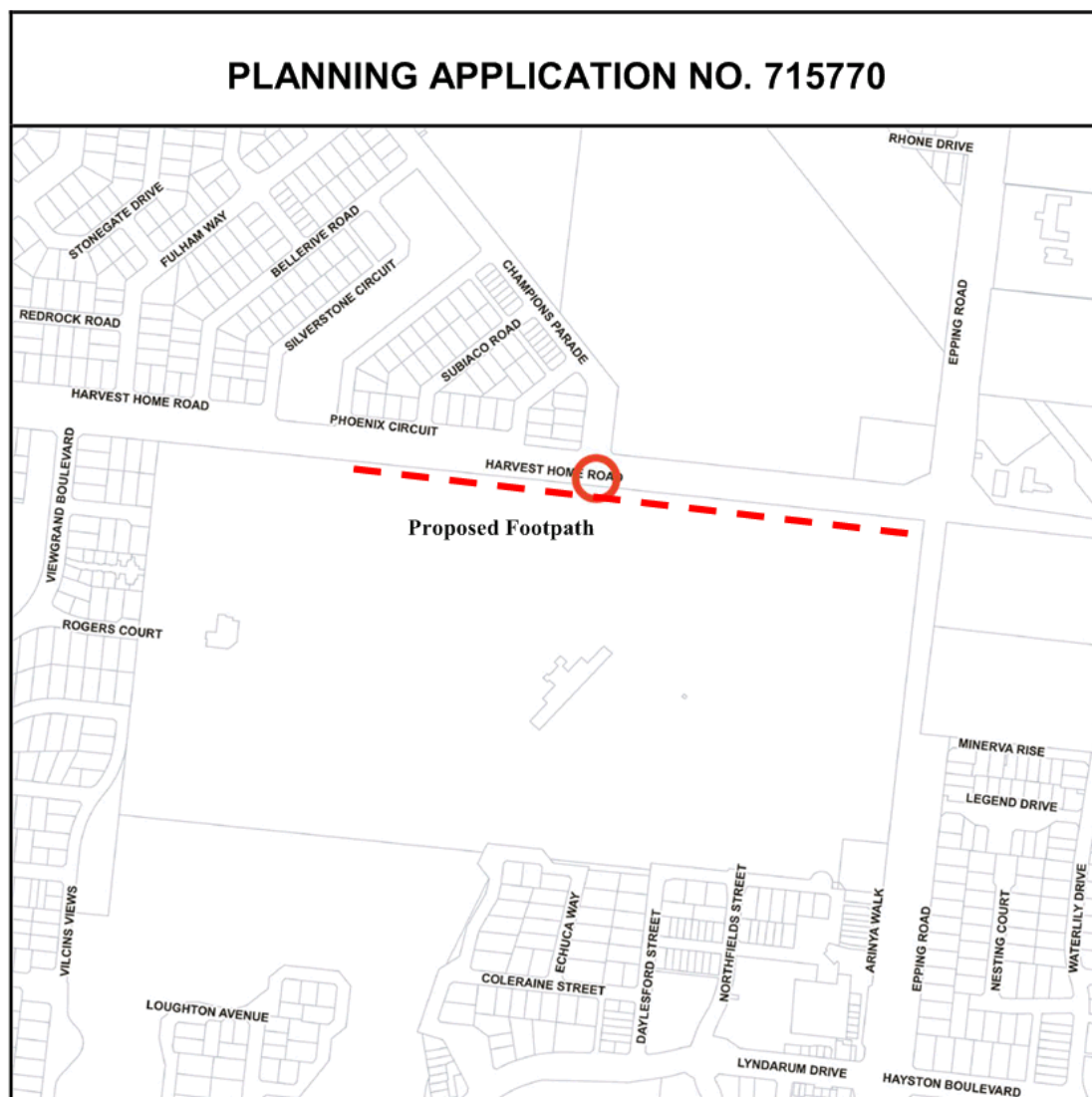
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Scale 1:100
Checked S.A.
Date 08.06.2016

Drawing
Elevations
Address

Designer
Beyond Design Group Pty Ltd
487 Plenty Road, Reservoir
Melbourne Victoria Australia
Ph: (03) 9470 1144





 **River Red Gum to Be Removed**

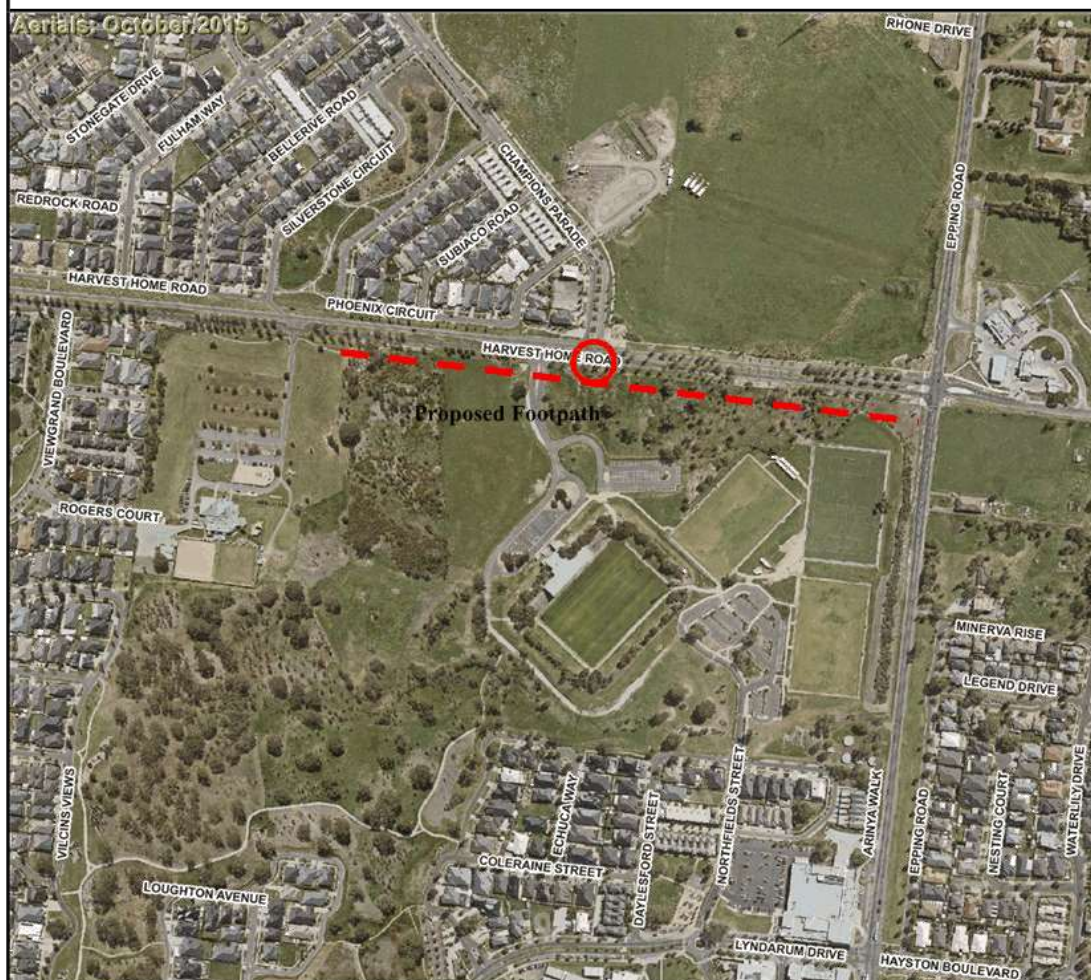
 **Proposed Footpath**



**City of
Whittlesea**

ESTABLISHED AREAS PLANNING REPORT

PLANNING APPLICATION NO. 715770



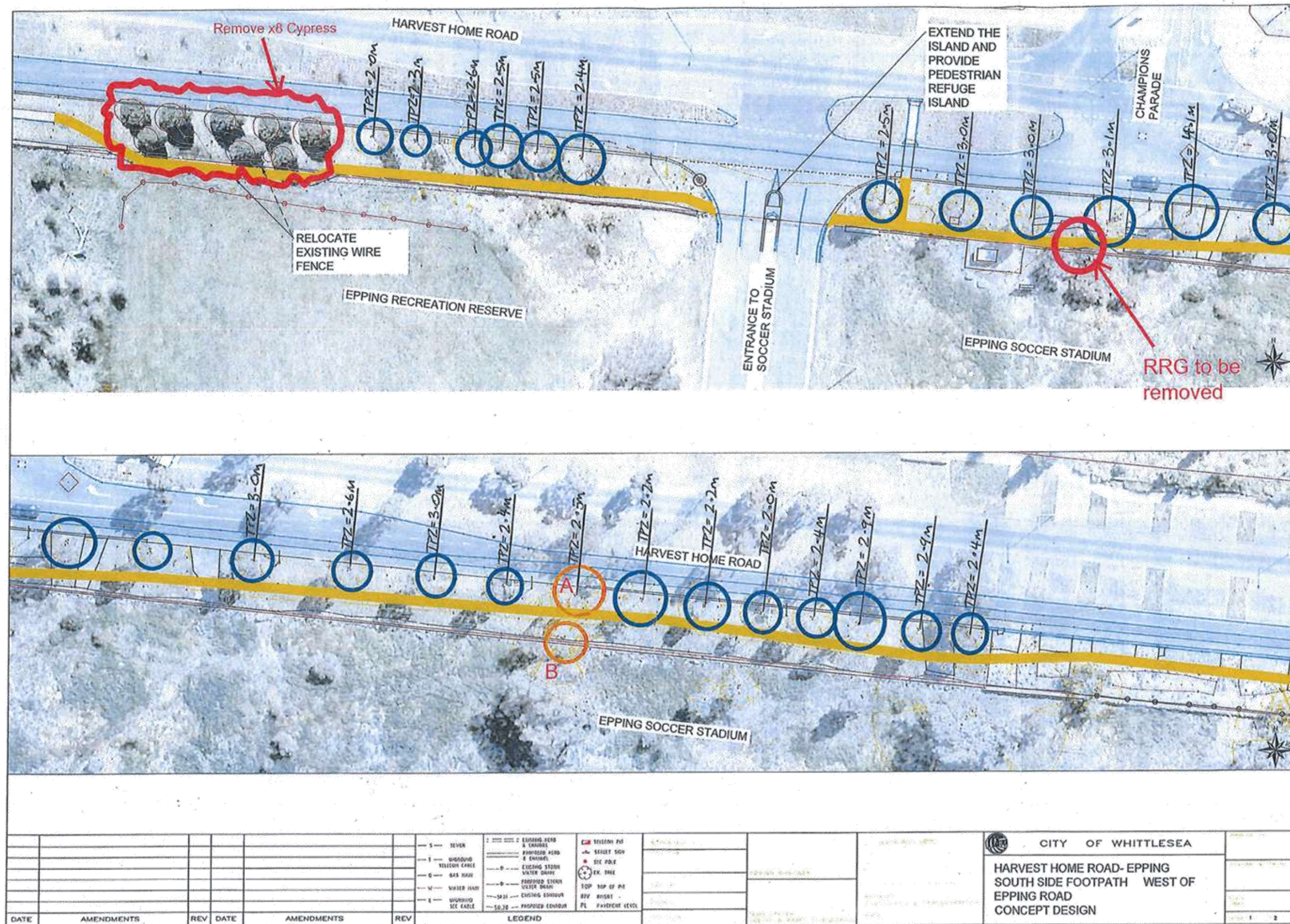
○ River Red Gum to Be Removed

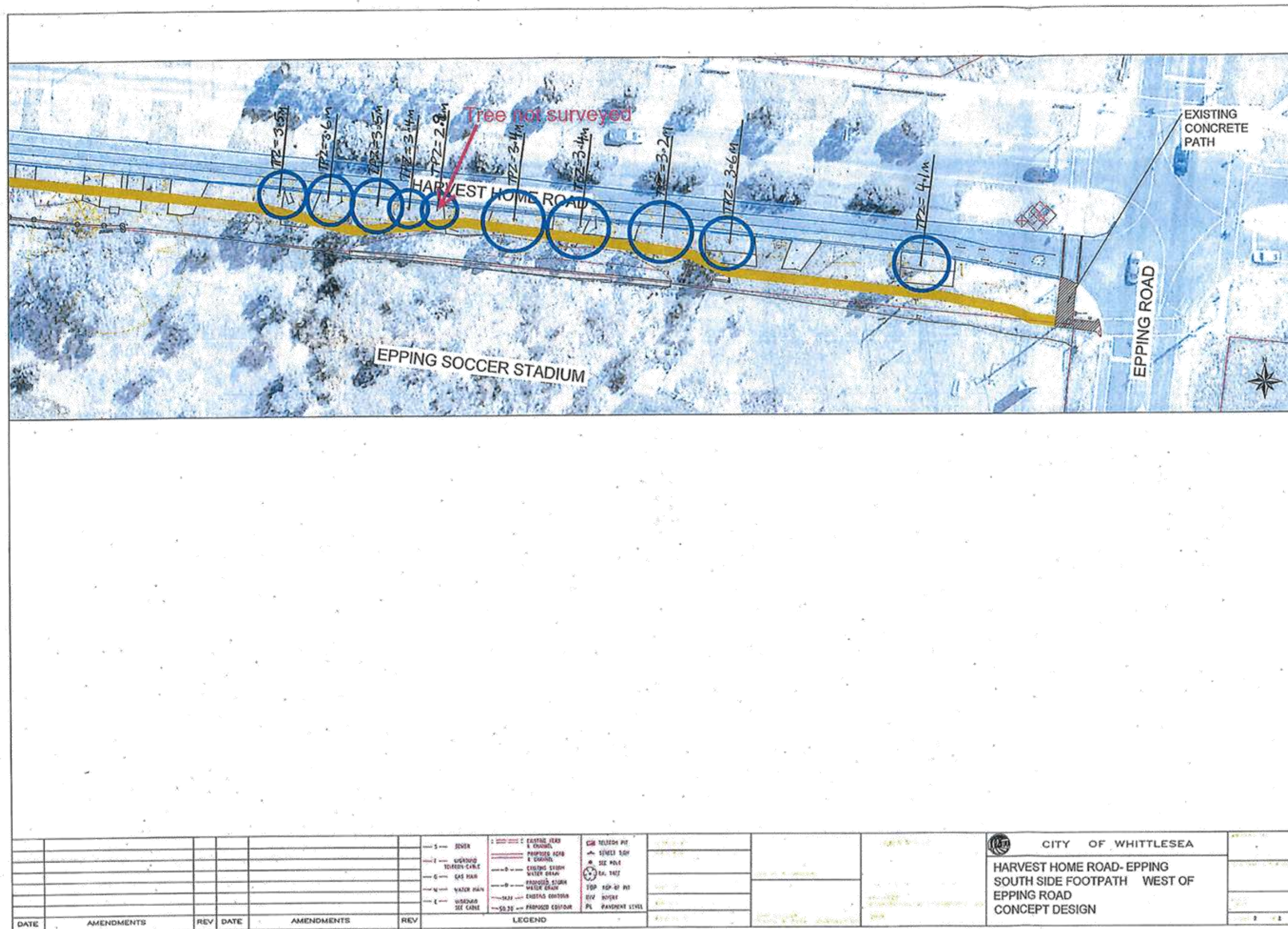
-- Proposed Footpath



City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT










City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT

PLANNING APPLICATION NO. 715549

-  Subject Land
-  Objector
-  Medium Density Housing



City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT

ITE:	1487.38 SQ/M
ITE COVERAGE:	689.2MSQ 46%
VRD SURFACE AREAS:	910.18MSQ 60%
TE PERMEABILITY:	40%

4-DWELLING 1	
F LIVING:	81.01m ²
F LIVING:	73.31m ²
DRCH:	4.91m ²
ARAGE:	223.83m ²
DTAL:	1182.86m ² 19.68sq

4-DWELLING 2	
F LIVING:	51.29m ²
F LIVING:	43.55m ²
DRCH:	1.50m ²
ARAGE:	23.35m ²
DTAL:	119.67m ² 12.88sq

4-DWELLING 3	
F LIVING:	447.03m ²
F LIVING:	43.55m ²
DRCH:	2.33m ²
ARAGE:	24.22m ²
DTAL:	117.13m ² 12.60sq

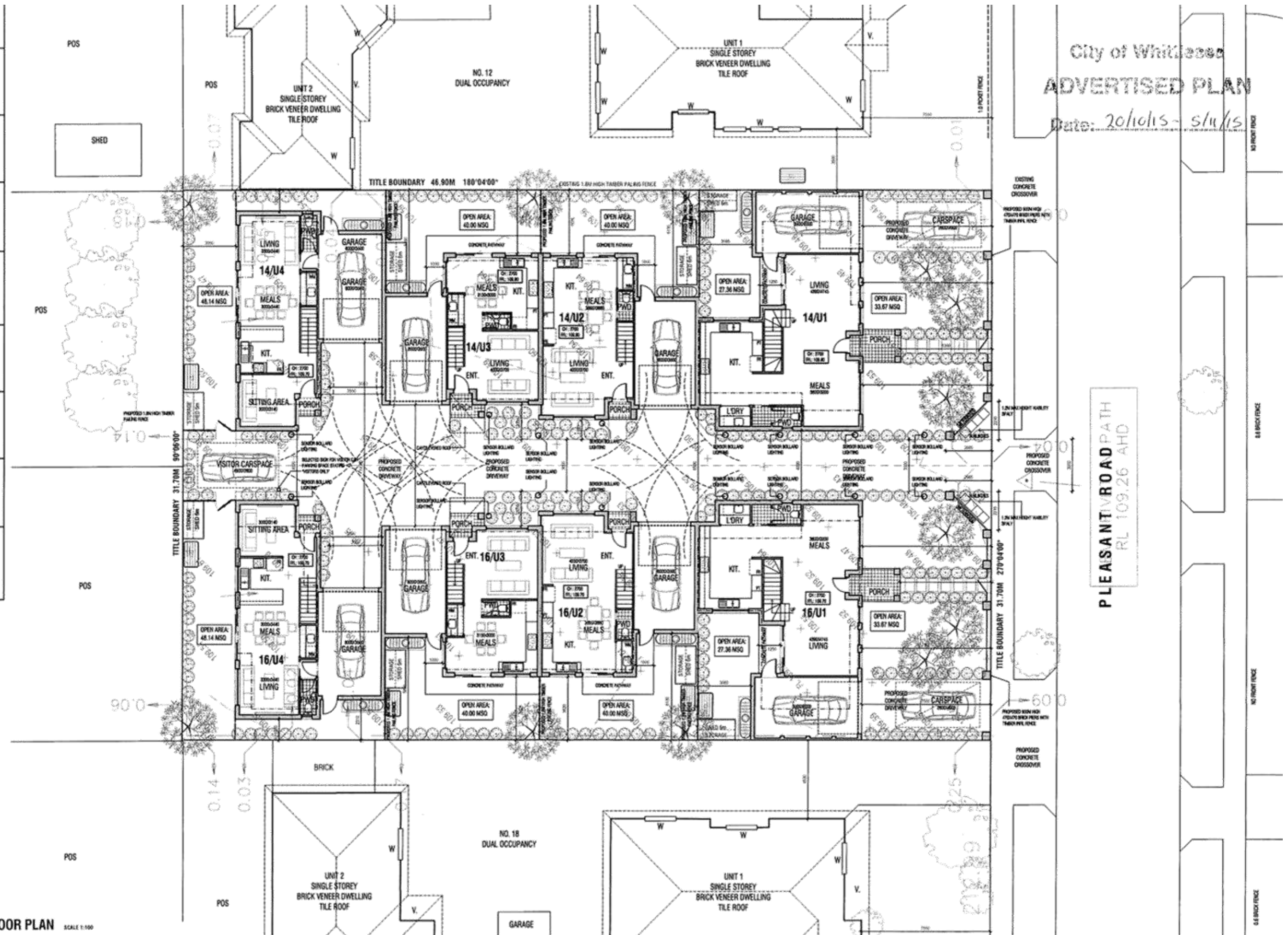
4-DWELLING 4	
F LIVING:	59.03m ²
F LIVING:	43.30m ²
DRCH:	1.35m ²
ARAGE:	24.71m ²
DTAL:	128.39m ² 13.82sq

6-DWELLING 1	
F LIVING:	51.29m ²
F LIVING:	43.55m ²
DRCH:	1.50m ²
ARAGE:	23.35m ²
DTAL:	119.67m ² 12.88sq

6-DWELLING 2	
F LIVING:	51.29m ²
F LIVING:	43.55m ²
DRCH:	1.50m ²
ARAGE:	23.35m ²
DTAL:	119.67m ² 12.88sq

6-DWELLING 3	
F LIVING:	447.03m ²
F LIVING:	43.55m ²
DRCH:	2.33m ²
ARAGE:	24.22m ²
DTAL:	117.13m ² 12.60sq

6-DWELLING 4	
F LIVING:	59.03m ²
F LIVING:	43.30m ²
DRCH:	1.35m ²
ARAGE:	24.71m ²
DTAL:	128.39m ² 13.82sq



PROPOSED GROUND FLOOR PLAN

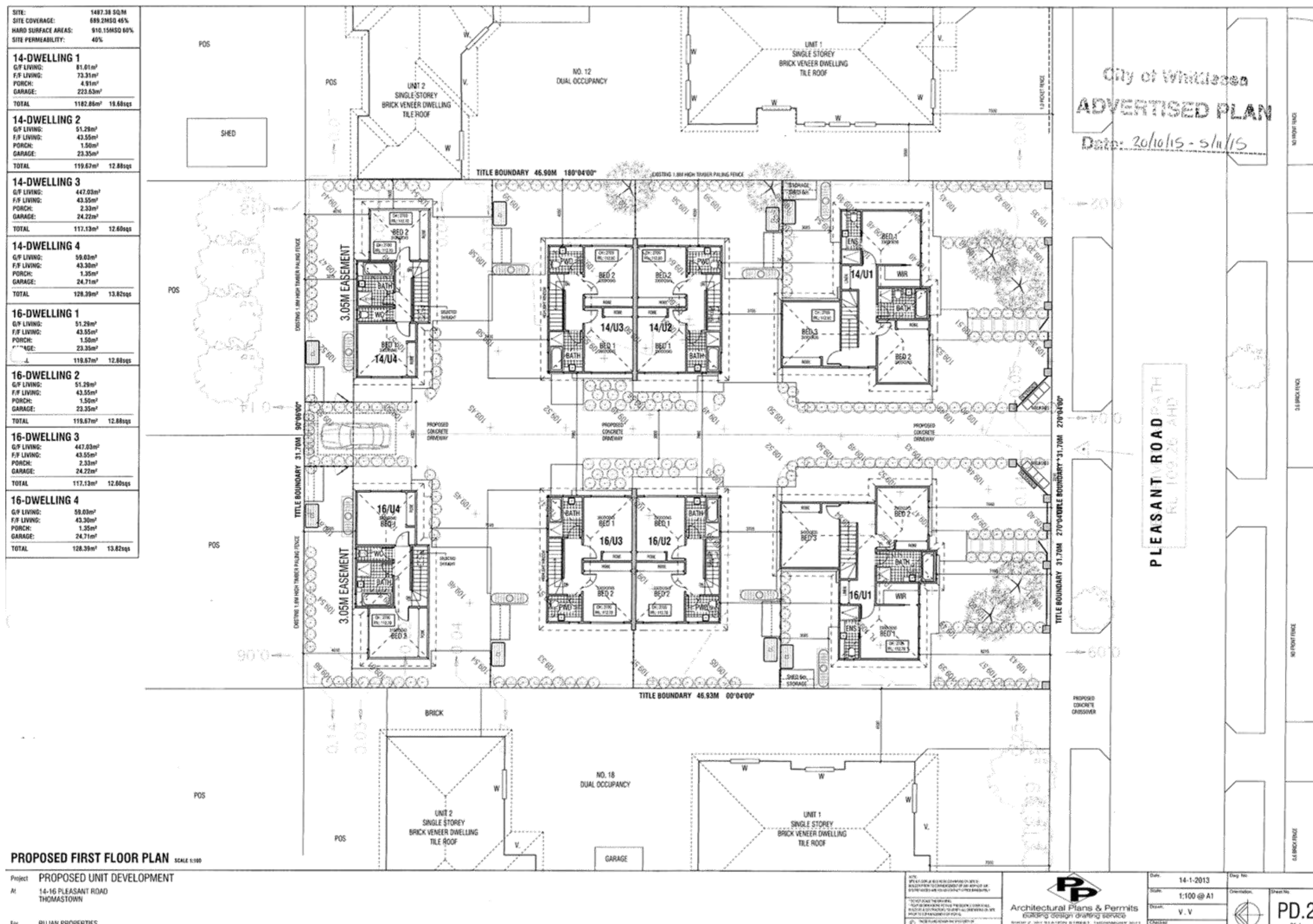
SCALE 1:100

Project: PROPOSED UNIT DEVELOPMENT
14-16 PLEASANT ROAD
THOMASTOWN

NOTE:
THIS PLAN IS TO BE CONSIDERED AS A PRELIMINARY DESIGN ONLY.
IT IS NOT TO BE USED FOR CONSTRUCTION OR FOR ANY OTHER PURPOSE.
ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.

Architectural Plans & Permits
14-16 PLEASANT ROAD
THOMASTOWN

Date: 14-1-2013
Scale: 1:100 @ A1
Drawn: V. V.
Sheet No: PD.1





City of Whitlessa
ADVERTISED PLAN
 Date: 20/10/15 - 5/11/15



ROPOSED SHADOW DIAGRAMS

Project: PROPOSED UNIT DEVELOPMENT
 14-16 PLEASANT ROAD
 THOMASTOWN

SHADOW ANALYSIS 3PM SCALE 1:200
 22 SEPTEMBER

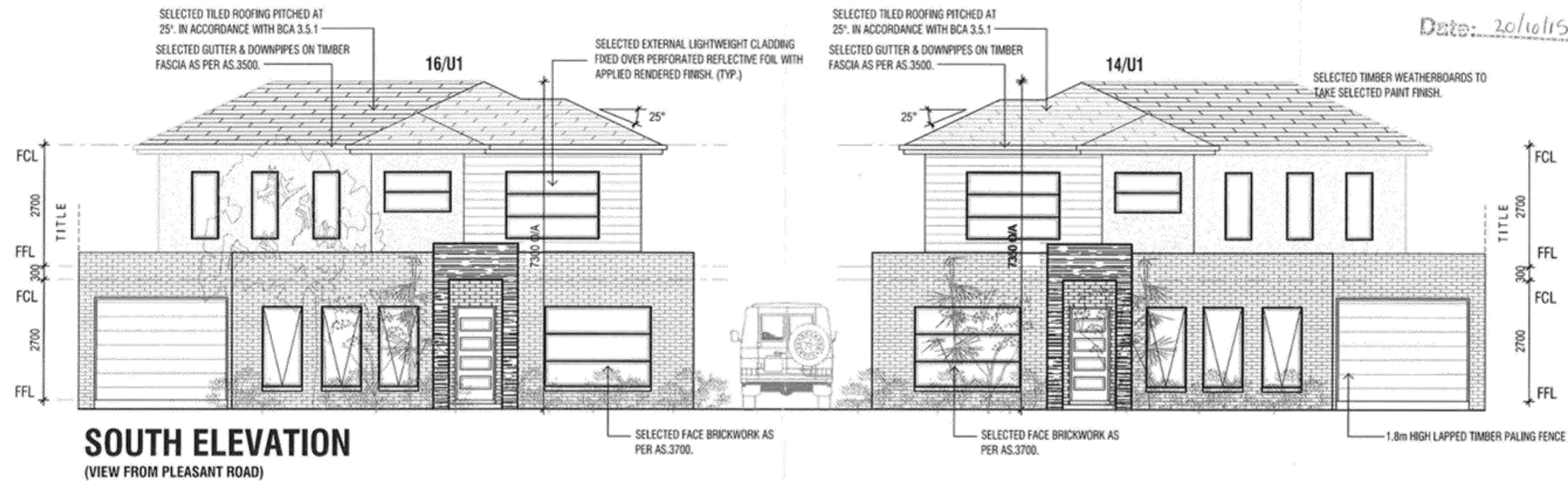
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 1. ALL SHADOWS ARE CAST FROM THE NORTH
 2. ALL SHADOWS ARE CAST FROM THE NORTH
 3. ALL SHADOWS ARE CAST FROM THE NORTH
 4. ALL SHADOWS ARE CAST FROM THE NORTH
 5. ALL SHADOWS ARE CAST FROM THE NORTH
 6. ALL SHADOWS ARE CAST FROM THE NORTH
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 9. ALL SHADOWS ARE CAST FROM THE NORTH
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AP
 Architectural Plans & Permits
 14-16 PLEASANT ROAD THOMASTOWN

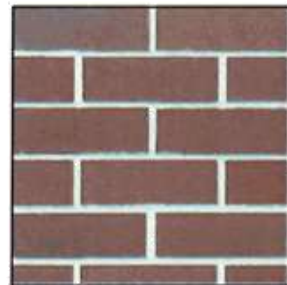
Date:	14-1-2013	Drawn:	V.V
Scale:	1:200 @ A1	Orientation:	
Sheet No.:		Sheet No.:	PD.4

City of Whittlesea
ADVERTISED PLAN

Date: 20/10/15 - 5/11/15



SELECTED WINDOW
FRAMES
- ALLOY BRUSHED



SELECTED FACE
BRICKWORK
- BROWN



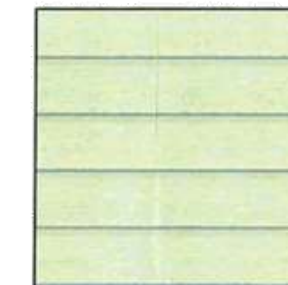
SELECTED PANEL LIFT DOOR
- BROWN



SELECTED ROOFING
- CHARCOAL



SELECTED DRIVEWAYS
- CHARCOAL COLOUR



SELECTED
WEATHERBOARDS
- CREAM



SELECTED FASCIA &
GUTTER/RENDER
- CREAM COLOUR

PROPOSED COLOR SCHEDULE

Project **PROPOSED UNIT DEVELOPMENT**
At **14-16 PLEASANT ROAD
THOMASTOWN**
For **RUJAN PROPERTIES**

NOTE:
SITE & FLOOR LEVELS TO BE CONFIRMED ON SITE BY
BUILDER PRIOR TO COMMENCEMENT OF ANY WORKS IF ANY
DISCREPANCIES ARE FOUND CONTACT OFFICE IMMEDIATELY

* DO NOT SCALE THIS DRAWING.
* FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALE.
BUILDERS & CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE
PRIOR TO COMMENCEMENT OF WORKS.

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SUBJECT TO COPYRIGHT REGULATIONS

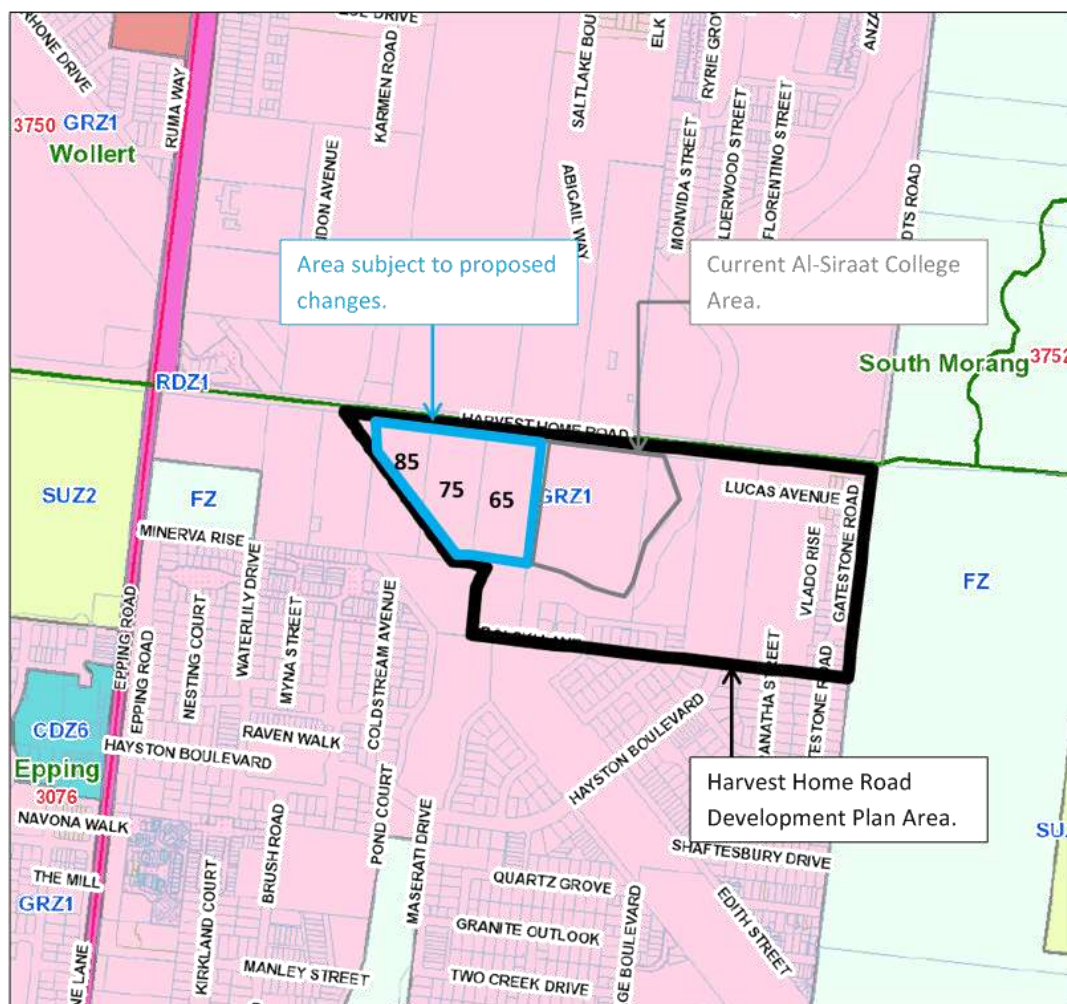


Architectural Plans & Permits
building design drafting service

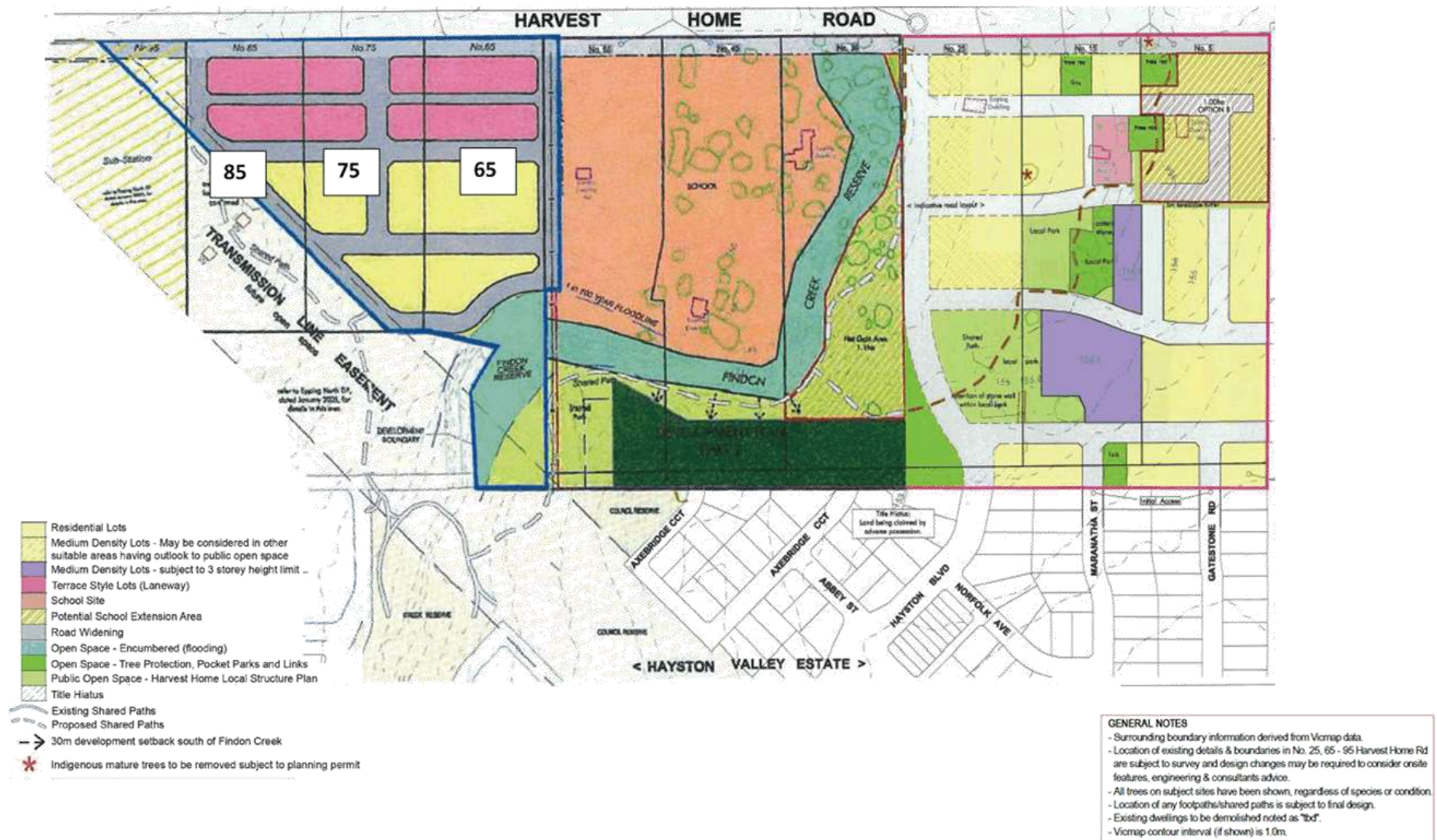
SHOP 2, 387 STATION STREET, THORNBURY 3071
PH (03) 9416 9822 F (03) 9416 8622
email: archpp@optusnet.com.au

Date.	22-03-2012	Dwg. No.	
Scale.	1:100 @ A3	Orientation.	
Drawn.	V.V	Sheet No.	PD.1
Checked.	P.R		OF 1

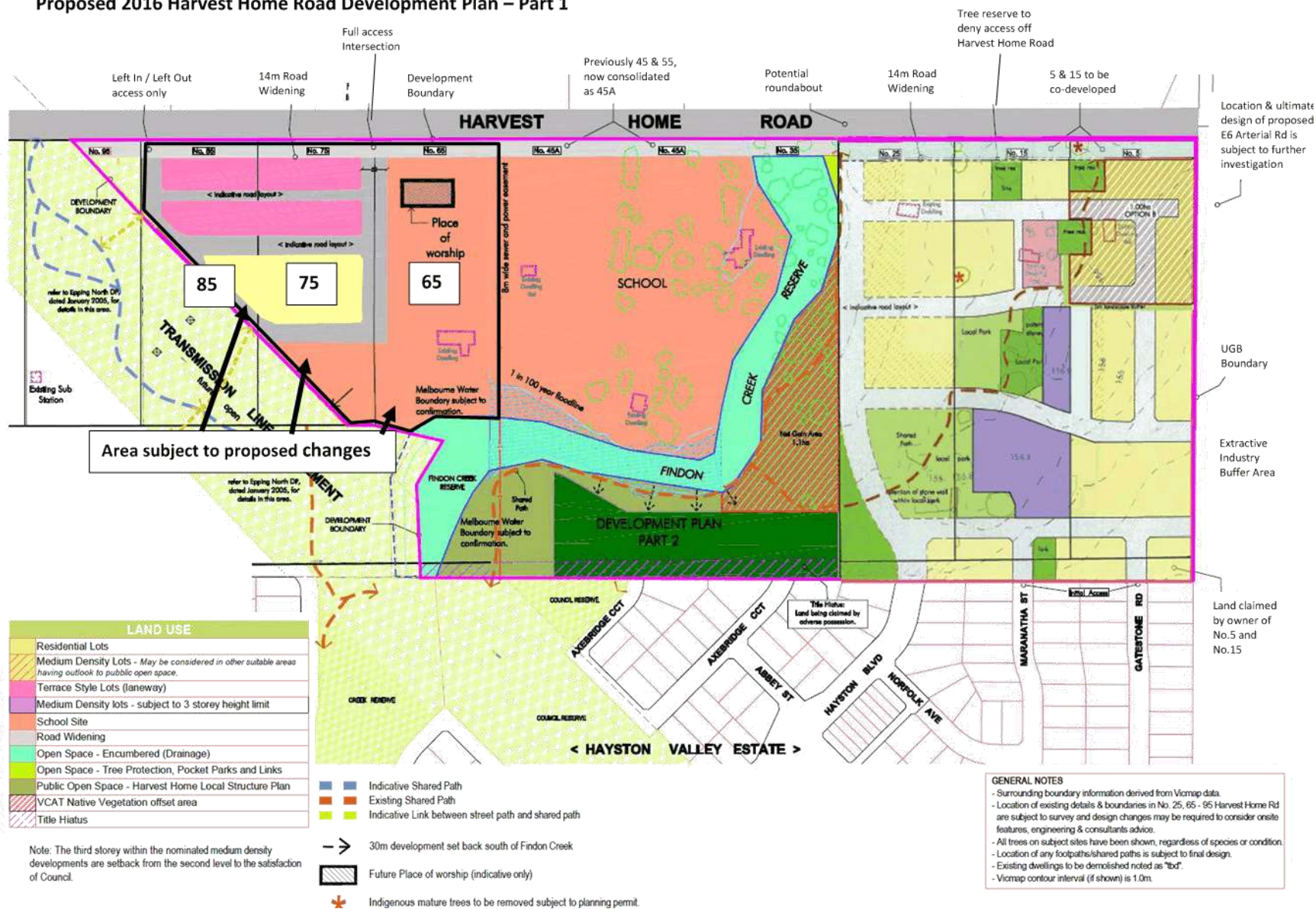
Harvest Home Road Development Plan (Part 1) – Locality and Zoning Plan



Current 2014 Harvest Home Road Development Plan – Part 1



Proposed 2016 Harvest Home Road Development Plan – Part 1



City of
Whittlesea

Event Approvals Policy (draft)

Category	This policy applies to community groups, organisations, businesses, individuals and staff of the City of Whittlesea, who apply to present events in the municipality.
Date of Adoption by Council	5 April 2016
Directorate Responsibility	Community Services

Policy Statement

The City of Whittlesea will support and regulate outdoor events occurring within the municipality and reserves the right to approve or deny an application to conduct an event in the City.

Vision

Festivals and events in the City of Whittlesea celebrate and strengthen our diverse, vibrant communities and create opportunities for connections and belonging.

Objectives

The Event Approvals Policy provides a framework through which the City of Whittlesea regulates outdoor events held in public places in the municipality. The objectives of this Policy are to:

- Facilitate and guide event organisers to deliver events that are safe, successful and accessible
- Inform a fair and transparent assessment of event applications
- Establish the City of Whittlesea's authority to approve or deny an application to conduct an event in the City
- Protect and assist the sustainable management of City of Whittlesea parks, open space and public amenity
- Ensure event organisers identify, meet and comply with all the required safety and risk management standards.

City Of Whittlesea – Community Cultural Development Department

Document Name: Event Approvals Policy
 Document Owner: Event Approvals Project Coordinator
 Approved By: Manager Community Cultural Development

Date: 05/04/16
 Version: 1
 Page Number: Page 1 of 7

These objectives will be achieved by:

- The provision of a single point of contact for event organisers
- Working in collaboration with event organisers to encourage the presentation of events and to ensure these events meet all necessary safety and compliance standards
- The provision of supporting documents to assist and guide event organisers in their planning and enable awareness of and adherence to safety compliance, emergency management and risk assessment
- Assessment of all event applications to ensure that events do not pose significant risk to public order, public health or the rights and freedoms of others
- Assessment undertaken in a timely manner with every effort made to assist event organisers' to address the required criteria.

Context/Rationale

Festivals and events facilitate community cultural development through participation, cultural exchange and celebration. They are an opportunity to showcase and celebrate the community and for the development and expression of culture and identity. Events are effective at bringing people together and building a community's relationship and connection to place.

Council receives a high volume of requests each year from individuals and groups seeking to conduct festivals and events within the municipality. These events require complex planning and compliance with regulation and safety standards. The Event Approvals Policy outlines the information and guidance that Council will provide to event organisers and in particular community based organisations to assist them to effectively plan events, comply with regulations and standards and to deliver events that are successful, safe and accessible.

The Event Approvals Policy establishes Council's role in regulating outdoor festivals and events and the criteria used for assessing applications. The Policy establishes a transparent and equitable application and assessment process and will guide the City of Whittlesea in its decisions regarding approval to conduct events within the municipality.

Scope

The Event Approvals Policy applies to all outdoor events proposed for the municipality, conducted on Council owned or managed land or that requires an Occupancy Permit for a Place of Public Entertainment (POPE) or that requires a road closure or alters traffic or parking conditions.

An event, for the purpose of this Policy refers to an organised gathering of people in an outdoor venue within the City of Whittlesea. The activity can include but is not limited to a cultural, social, recreational, sporting or commercial gathering and may include program elements such as fundraising, food sales, market stalls, live entertainment, rides, activities or product promotion.

The Event Approvals Policy does not apply to:

- Private or invitation only functions (weddings, birthday parties, family gathering) for under 100 people which:
 - a) Don't require access to drive on to Council land, and/or
 - b) Don't include the installation of any rides, attractions or commercial marquees.
- Indoor events

City Of Whittlesea – Community Cultural Development Department

Document Name:	Draft Event Approvals Policy	Date:	05/04/16
Document Owner:	Event Approvals Project Coordinator	Version:	1
Approved By:	Manager Community Cultural Development	Page Number:	Page 2 of 7

- Seasonal hire or casual use of sporting grounds
- Filming
- Footpath trading.

Application Process and Assessment Criteria

The following section outlines the criteria and the additional requirements that determine the need for event organisers to receive an approval to conduct an event in the City of Whittlesea and specifies the application timeframes.

Level One and Level Two events require an approval from the City of Whittlesea to proceed. Event organisers are required to submit an application form and provide the necessary documentation before assessment commences. Level Three events do not require an approval. Event organisers must contact Council's Event Approvals Officer to discuss their event.

Applications received outside the specified timeframes may not be accepted or assessed.

Table 1: Timelines and assessment criteria

Application Timeline	Assessment Criteria	Approval Required
Twelve (12) weeks prior to the event date	<p>Level One event</p> <p>Written approval to proceed must be sought and obtained if an event is:</p> <ul style="list-style-type: none"> • Open to the public, or • A private or invitation only event for over 100 people; • Outdoors, or utilises open space owned or managed by the City of Whittlesea; or • Requiring a road closure or alters traffic and/or parking conditions; or • Charging participants an entry fee; or • Erecting temporary structures exceeding 100m², staging or platforms exceeding 150m², or seating stand for more than 20 people; or • Installing commercial marquees, attractions or amusements ; or • Being fenced in; or • Requiring access to drive on to City of Whittlesea land; or • Requiring an Occupancy Permit for a Place of Public Entertainment (POPE). 	<p>Yes</p> <p>Event application form to be submitted for assessment</p>

City Of Whittlesea – Community Cultural Development Department

Document Name: Draft Event Approvals Policy

Date: 05/04/16

Document Owner: Event Approvals Project Coordinator

Version: 1

Approved By: Manager Community Cultural Development

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Application Timeline	Assessment Criteria	Approval Required
Three (3) weeks prior to the event date.	Level Two event Prior approval must be sought and obtained if an event is a private or invitation only event for under 100 people, which: <ul style="list-style-type: none"> Requires access to drive into a park, or Requires access to power, or Includes the installation of commercial marquees, attractions or amusements. 	Yes Event application form to be submitted for assessment
N/A	Level Three Event If the event is a private or invitation only event for under 100 people, which: <ul style="list-style-type: none"> Does not require access to drive into a park, or Does not require access to power, or Will not include installation of commercial marquees, attractions, or amusements (e.g. jumping castle). 	No Approval from the City of Whittlesea is not required. Organisers may notify Council of their plans.

Additional Requirements

Level one and level two events must have public liability insurance. A valid Certificate of Currency must accompany the event application form demonstrating that the events, and/or its contractors are fully covered for a minimum of \$20 million dollars.

Events must meet all legal and regulatory requirements, including (but not limited to) obtaining approvals related to building occupancy, health and liquor licencing.

Road closures and changed traffic conditions require a Traffic Management Plan (TMP) and are subject to approval from the City of Whittlesea.

Applicants must develop and implement other relevant event plans including (but not limited to) risk management, emergency management, site plans showing access and egress points and waste management.

Event organisers must discuss their proposal with Council's Events Approvals Officer.

Assessment

Applications to conduct events in the City of Whittlesea will be assessed against the criteria and additional requirements.

The authority to approve or deny an event application, or revoke approval, sits with the Event Approval Officer under delegation by the CEO or the Director Community Services. This will be done with the support of the Events Team and the direct line Manager based on the recommendations made by an internal Event Approvals Reference Group, as required.

Council officers may consult other agencies, including Victoria Police and VicRoads, in considering applications and applying conditions.

City Of Whittlesea – Community Cultural Development Department

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Approval

Successful applicants will be issued with a written approval to proceed and enter into a signed agreement with the City of Whittlesea which outlines the terms and conditions that must be adhered to by event organisers.

Level One and Level Two events may only be conducted in the City of Whittlesea if:

- A written approval has been issued from the City of Whittlesea, and
- The applicant has entered into an agreement with the City of Whittlesea.

The City of Whittlesea reserves the right to modify events, deny or revoke an approval to proceed at any stage due to concerns for public safety, extreme weather, identified risks or concerns relating to site conditions or general safety.

The City of Whittlesea reserves the right to deny approval for an event which is not in line with Council Policy.

Decisions are final.

Fees and charges

Application fees: There is no application fee.

Permit fees: Additional permits may be required and may carry a fee. These include (but are not limited to) a Place of Public Entertainment (POPE) Occupancy Permit; Fireworks Permit; Temporary Food Premises Permit and Planning Permits. These fees are non-refundable.

Refundable Bonds: All events are subject to paying a refundable bond which will be used to reimburse Council for the cost of any restoration or repairs required as a result of the event and/or its associated activities.

- All fees and charges are set through Council's annual budget process, or as varied by Council resolution.
- If cost remediation exceeds the amount of the bond paid, additional costs may be passed onto the event organisers.
- Fees and charges are payable to the Council before an approval to proceed can be given.

Refunds

Permit fees: Permit fees will not be refunded if an event does not go ahead.

Bonds: Bonds are refundable unless damage to the event site has occurred. In this instance, part or all of the bond will be retained to cover such costs as site reparations, waste removal or infrastructure repair.

Termination

The City of Whittlesea reserves the right to terminate an approval if:

- Approval conditions are breached
- Any laws are broken or compromised
- A misrepresentation is identified in an application.

City Of Whittlesea – Community Cultural Development Department

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Limitations and Restrictions

This Policy upholds the values of Sustainability, Excellence, Open Communication, Respect, Valuing Diversity and Wellbeing and our commitment to the Municipal Public Health and Wellbeing Plan 2013-2017, as articulated in the City of Whittlesea Council Plan 2013-2017 *Shaping Our Future*. As such the following will not be permitted under this Policy:

- Events promoting tobacco or gambling
- Events for which the main purpose is alcohol promotion
- Events that are discriminatory or violate Human Rights
- Event involving endangered animals or cruelty to animals
- Activities which are directly opposed to the objectives of the Council Plan.

Supporting Documents

The implementation of this Policy is supported by the following documents, which are available on the Council website:

- Event Application Form
- City of Whittlesea Events Guide
- Event Checklist
- Emergency Management Plan template
- Risk Assessment template.

Key linkages

This Policy is linked to the following:

- City of Whittlesea policy and strategic documents:
 - 2030 Community Plan – Shaping Our Future
 - Council Plan 2013-2017
 - Festival and Events Policy
 - Festival and Events Plan 2014-2017
 - Community Building Strategy 2015
 - Risk Management Policy
 - Disability Action Plan 2013 -2016
 - Open Space Strategy 2015 (Draft)
 - City of Whittlesea Municipal General Law (No 1 of 2014)
 - Whittlesea Planning Scheme
- Legislation and Standards:
 - Local Government Act (1989), Occupational Health & Safety Act (2004), Emergency Management Act (2013), Food Act (1984), Building Act (1993), Road Safety Act (1986), Road Management Act (2004), Environmental Protection Act (1970), Planning & Environment Act (1987), Crown Land (Reserves) Act (1978).

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- Australian & New Zealand Standard AS/NZS ISO 31000:2009 (Risk Management: Principals and Guidelines)), Australian Standard AS 1742.3 2009 (Traffic Control Device for Works on Roads), Australian Standard AS 4674-2004 (Construction and fit out of food premises), British Standard BS EN 13782: 2015 (Temporary Structures).
- WorkSafe Codes of Practice, Energy Safe Victoria Code of Practice for the safe use of LPG Gas at Public Events in Victoria, Safe Food Australia – A guide to food safety standards.

Review

This Policy will be reviewed in 2018, and/or as required.

DRAFT

City Of Whittlesea – Community Cultural Development Department

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Attachment 2.

REFUNDABLE BOND AMOUNTS - CITY OF WHITTLESEA EVENTS (DRAFT)

Events are subject to paying a refundable bond which will be used to reimburse Council for the costs of any restoration or repairs required as a result of the event and/or its associated activities.

Bonds are scaled according to the size of the event, identified risk associated with the event, potential damage to the site and the sites rating within the *Hierarchy of Open Space*.

KEY: Hierarchy of Open Space	
	Neighbourhood Open Space (1-3 hectares)
	Municipal Open Space (3 – 8 hectares)
	State / Regional Open Space (unlimited space)

The Hierarchy of Open Space guides the type of use that is suitable for each space and considers size, infrastructure, sensitivity and catchment in relation to its intended use.

Event Size	Scale / Risk level	Private event		Community event		Commercial event	
Under 1,000 people	<ul style="list-style-type: none"> Low risk No infrastructure No access required to drive on site 	No Bond required		No Bond required		No Bond required	
	<ul style="list-style-type: none"> Moderate risk Up to ten pieces of infrastructure installed Sale of food (up to 5 vendors) Drive on site access required 	\$300	\$500	\$500	\$800	\$1,000	\$1,200
	<ul style="list-style-type: none"> Major risk Over ten pieces of infrastructure installed Sale of food (over 5 vendors) Drive on site access required 	\$1,000	\$1,200	\$1,000	\$1,200	\$1,500	\$1,800
Over 1,000 people	<ul style="list-style-type: none"> Low risk Under five pieces of infrastructure installed Sale of food (up to 5 vendors) No access required to drive on site 	\$500	\$800	\$500	\$800	\$2,000	\$2,500
	<ul style="list-style-type: none"> Moderate risk Up to ten pieces of infrastructure Sale of food (over 5 vendors) Drive on site access required 	\$800	\$1,000	\$800	\$1,000	\$2,500	\$3,000
	<ul style="list-style-type: none"> Major risk Over ten pieces of infrastructure installed Sale of food (over 5 vendors) Drive on site access required 	\$1,200	\$1,500	\$1,200	\$1,500	\$3,000	\$4,000
	<ul style="list-style-type: none"> Moderate risk Up to ten pieces of infrastructure Sale of food (over 5 vendors) Drive on site access required 	\$1,500	\$1,800	\$1,500	\$1,800	\$4,000	\$5,000
Over 5,000 people	<ul style="list-style-type: none"> Major risk Over ten pieces of infrastructure installed Sale of food (over 5 vendors) Drive on site access required 	\$1,800	\$3,000	\$1,800	\$3,000	\$5,000	\$8,000

Last updated 11/03/2016

Refundable bonds are set through Council's annual budget process, or as varied by Council resolution.

Bonds are refundable unless damage has occurred. In this instance, part or all of the bond will be retained to cover the cost of site reparations, waste removal or infrastructure repair.

If cost remediation exceeds the amount of the bond paid, additional costs may be passed onto the event organisers.

Definitions:

Private event	Invitation only event, such as a birthday party, wedding or family gathering.
Community event	An event open to members of the public and presented by a community based organisation, Not For Profit entity or registered charity.
Commercial event	Public event presented by a commercial or business entity, OR an event presented for commercial gain irrespective of being public or private.

Last updated 11/03/2016



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Map Scale: 1 : 678
Date: 29/03/2016
Produced By: sqc

Joint Letter – Request of Gum Tree at 85 Manning Clark Road, Mill Park

Attachment 2



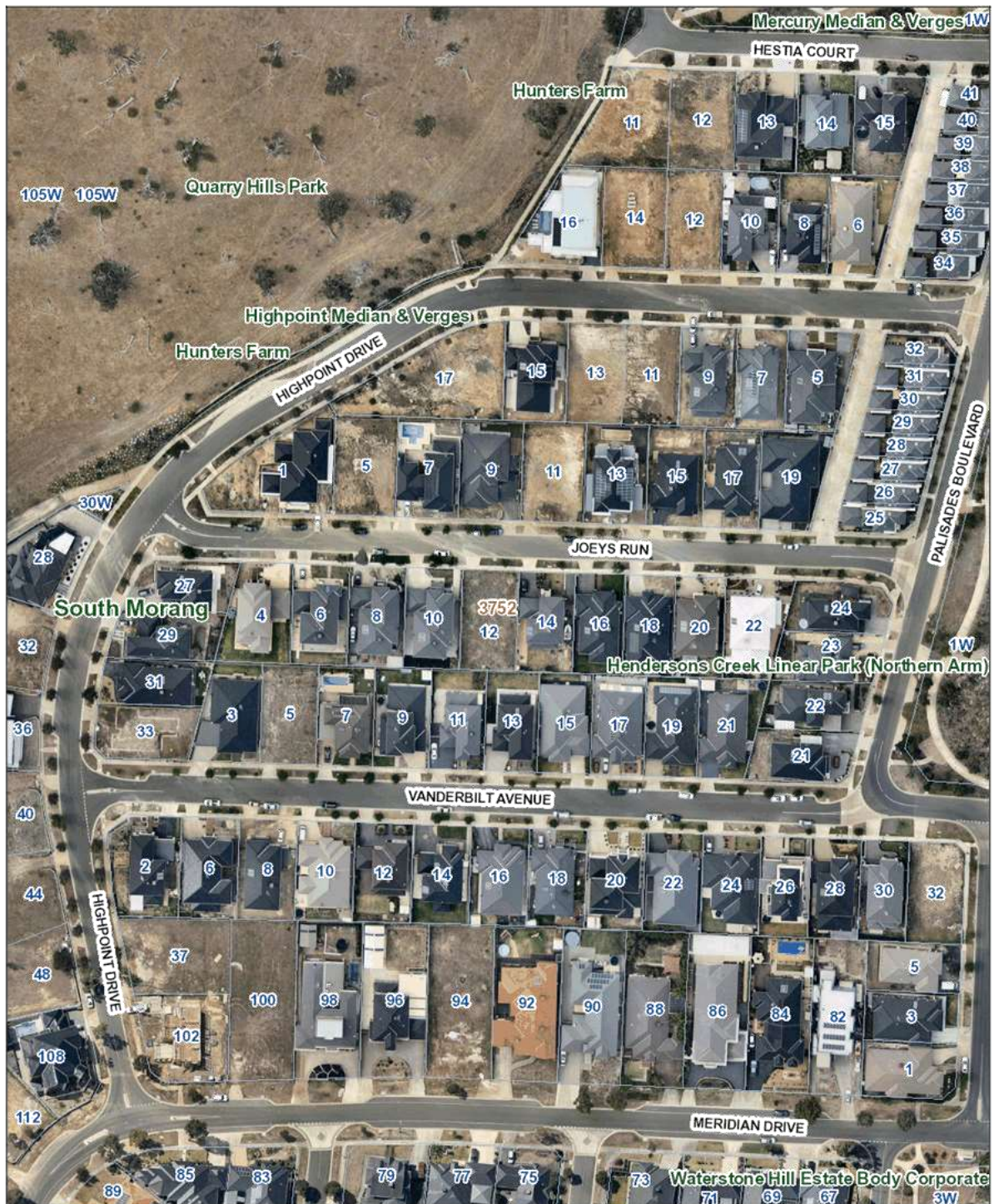
Figure 1 – Street tree, *Corymbia maculata* at 85 Manning Clark Rd, Mill Park



Figure 2 – View of *Corymbia maculata* avenue along Manning Clark Rd, Mill Park, looking west (85 Manning Clark Rd is the closest tree on the left hand side of the photograph).



Attachment 1 - Site Plan



Highpoint Drive Street Trees



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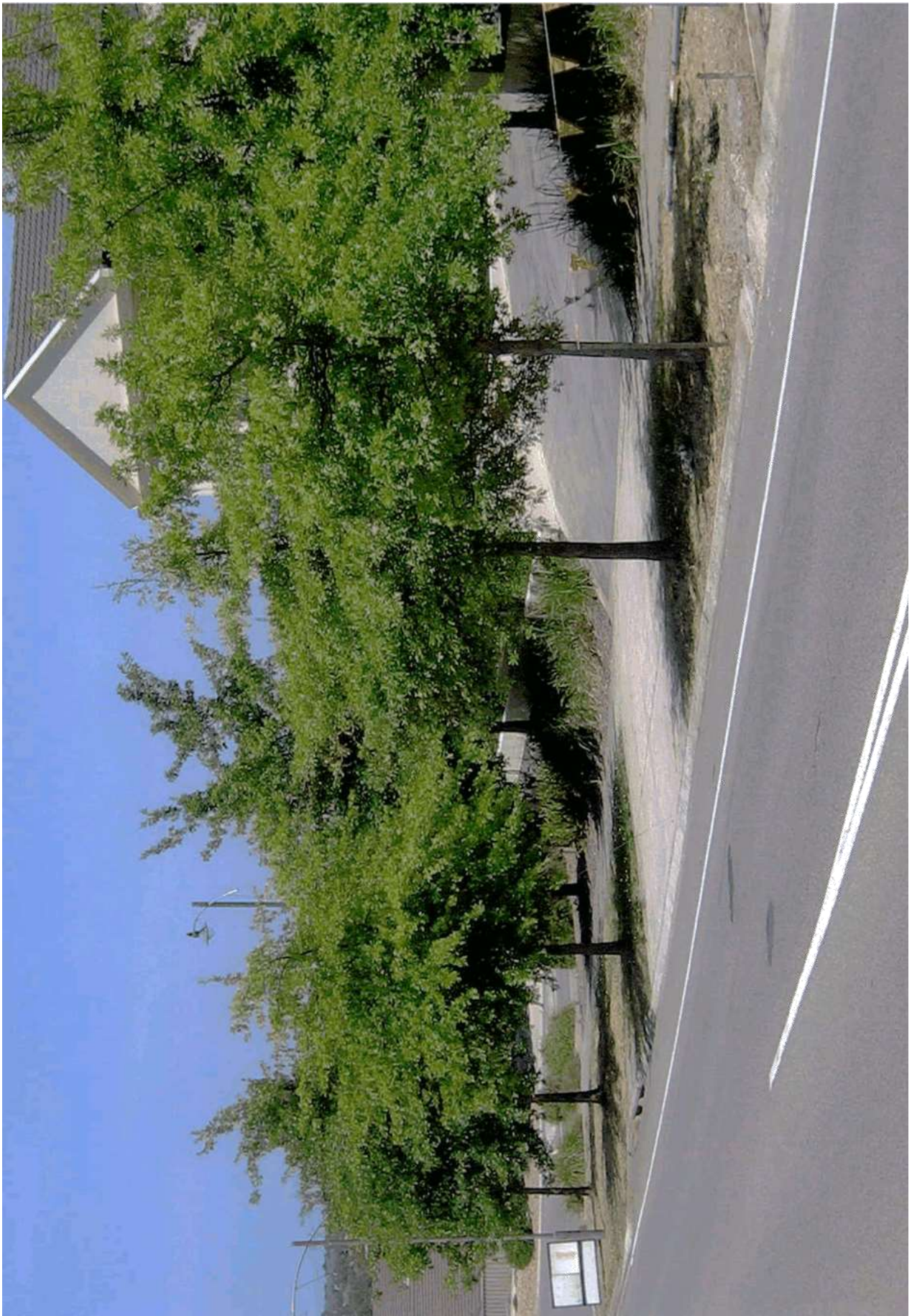
Map Scale: 1 : 1740
Date: 29/03/2016
Produced By: aom

Attachment 2 - Street tree assets to be retained

Photograph 1 – View of Highpoint Drive looking south west. Picture taken opposite No.17



Photograph 2 – View of Highpoint Drive looking east. Picture taken opposite No.17







AUDIT & RISK COMMITTEE UNCONFIRMED MINUTES OF MEETING

5.00pm Thursday, 25 February 2016

In Conference Room, PRACC North

1. Opening of Meeting

Meeting opened at 5.00 pm.

2. Present

Members:

Independents

Michael Said (Chairperson)
Homi Burjorjee
Michael Ulbrick

Councillors

Cr Stevan Kozmevski (Mayor)

Officers:

David Turnbull, Chief Executive Officer
Michael Tonta, Acting Director Corporate Services
Darryl Nelson, Manager Finance & Assets
David Gauci, Internal Compliance Officer
Amy Montalti, Team Leader Financial Accounting
Geoff Gallagher, Team Leader Risk Management (Item 9.3.1 & 9.4.2)
Nick Mann, Director City Transport and Presentation (Item 9.6.1)
Peter Ali, Manager Infrastructure (Item 9.6.1)
Griff Davis, Director Advocacy & Communication (Item 9.4.2)

Internal Auditors

Pat Farrell, Partner, PwC
Brett Wong, Manager, PwC
Natalie Mu, Manager, PwC

3. Apologies

Cr Ricky Kirkham

The meeting commenced without a quorum as no Councillor representatives were present at the beginning of the meeting. The Mayor Cr Kozmevski arrived at 6 pm. Discussions were held prior to this in relation to items 9.3.1, 9.4.1, 9.4.2, 9.4.3 & 9.6.1, however no resolutions were passed. Once a quorum was present all items were considered and discussed as below

4. Disclosure of any Conflicts of Interest

No disclosures were made.

5. Confirmation of Minutes of Previous MeetingsResolution:

That the minutes of the Audit & Risk Committee meeting held on 26 November 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.

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 the Committee that there were two issues he wished to bring to their attention. The first involved a potential Section 186 breach of the *Local Government Act*. A potential issue was identified and rectified by the Procurement Department before it became a breach.

The second issue involves a complaint received by the Ombudsman via a protected disclosure complaint, where Council was requested to provide documents in relation to a tendering and contract matter.

Resolution:

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

Moved by: Mr Burjorjee
Seconded by: Cr Kozmevski

CARRIED

9. Audit & Risk Committee Work Plan Responsibilities**9.1 Financial Report****9.1.1 Corporate Business Report to 31 December 2015**

The Corporate Business Report to 31 December 2015 was presented for discussion with officers responding to questions from the Committee.

The Committee Chairperson noted that Council had received a positive mention in relation to its Development Contribution Payments processes and practices in VAGO's report *Local Government: 2014-15 Audit Snapshot*.

Discussion concluded with the CEO providing the Committee with a brief overview of progress regarding the organisation restructure.

Resolution:

That the Corporate Business Report to 31 December 2015 be received and noted.

Moved by: Cr Kozmevski

Seconded by: Mr Ulbrick

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.

The Committee noted that the People & Culture Department are developing key performance indicators in relation to Risk Management for Directors and Managers and requested that once these are developed, they be provided to the Committee.

The Committee also requested that a review of the Terms of Reference for the Risk Management Working Group be included on the Committee's 2016/17 annual work plan.

Resolution:

That the Risk Management Report be received and noted.

Moved by: Mr Burjorjee

Seconded by: Cr Kozmevski

CARRIED

9.4 Internal Audit**9.4.1 Presentation from PwC on Internal Audit Status Report and Project Scopes**

PwC presented the Internal Audit Status Report and responded to questions from the Committee. It was noted that the scope for the Tendering and Contract Management –

Minutes of Audit & Risk Committee Meeting held on 25 February 2016

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Parks and Open Space review was currently being drafted and would be issued to Committee members out of session.

The scopes for the Digital Content Management review and FY17 Internal Audit Planning were also presented. The Committee briefly discussed the internal audit planning process and requested PwC consider the following when developing the plan:

- It's relationship to the Council Plan;
- The impact of the results from the Local Government Performance Reporting Framework;
- The impact of major changes (i.e. rate capping and the Commonwealth Government's takeover of HACC services) are having on Council; and
- The impact of the restructure.

Resolution:

That:

- 1. The Internal Audit Status report be received and noted.**
- 2. The scopes for the Digital Content Management review and FY17 Internal Audit Planning be noted.**
- 3. PwC consider the Committee's comments when developing the Internal Audit Plan for 2016/17.**

Moved by: Mr Ulbrick
Seconded by: Mr Burjorjee

CARRIED

9.4.2 Presentation from PwC on Internal Audit Reviews: Risk Management Framework and Business Continuity Management Framework

- Risk Management Framework

PwC presented the Risk Management Framework report and gave an overview of the findings. PwC noted that the purpose of this report was to aim for better practice rather than best practice. Officers responded to the report and questions from the Committee.

The Committee noted the quality of the report, however, were a little concerned that the findings indicated Council was not as well placed as it thought in relation to Risk Management. The Committee was however comfortable that the report provided a roadmap to guide the improvement process.

The Committee also noted there were a lot of actions to undertake and queried the implementation dates. Management advised that ELT had seriously considered this report and were satisfied that sufficient resources were in place to address the recommendations. Management also advised that ELT will consider the frequency for monitoring the management actions from this report.

- Business Continuity Management Framework

PwC presented the Business Continuity Management Framework report and gave an overview of the findings. Officers responded to the report and questions from the Committee.

The Committee queried what monitoring processes were in place regarding Business Continuity Management. Management advised that no formal processes had been established, however, it would look to include monitoring as part of Risk Management reporting.

Resolution:

That the Risk Management Framework and Business Continuity Management Framework internal audit reports be received and noted.

Moved by: Cr Kozmevski
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 noted its pleasure with Management's commitment to complete actions by their agreed dates.

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: Tender and Evaluation Contract Review was also provided.

Resolution:

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

Moved by: Mr Burjorjee
Seconded by: Cr Kozmevski

CARRIED

9.4.4 Internal Audit Charter Review

The updated Internal Audit Charter was presented for discussion. The Committee requested that the Charter be updated to include a clause requiring the Internal Audit service provider comply with relevant Internal Audit standards.

Resolution:**That:**

- 1. The updated Internal Audit Charter be received and noted.**
- 2. The Charter be updated to include a clause requiring the Internal Audit service provider comply with relevant Internal Audit standards**

Moved by: Mr Ulbrick
Seconded by: Mr Burjorjee

CARRIED

9.5 External Audit

9.5.1 Status of External Audit Strategy

Management gave an update regarding the progress of the External Audit Strategy. The Committee expressed its disappointment that the External Audit service provider was not required by VAGO to have their strategy prepared in time for this meeting. The Committee Chairperson advised that he had spoken with the Sector Director from VAGO, whom agreed that this situation was unsatisfactory and advised that from next year, the strategy will be available for review at the February Committee meeting.

The Committee Chairperson also noted that the Committee felt that it was unsatisfactory for the Team Leader Financial Accounting to be responsible for chasing up final data in relation to the Performance Statement at year-end. Management advised that the Officers responsible for gathering data and preparing the Performance

Statement had been reminded that they must be available at year-end and at the time of the final external audit. The Committee requested that this Officer(s) be present at the Committee meeting to be held on 26 May 2016, when the External Audit Strategy is to be presented.

Resolution

That the update on the External Audit Strategy be noted.

Moved by: Cr Kozmevski

Seconded by: Mr Ulbrick

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.

The Committee queried Management's approach to addressing conflicts of interest for Officers involved with reviewing and approving planning applications. Management provided a brief overview of processes it believed were currently in place and advised a further update will be provided to the Committee at its meeting to be held on 26 May 2016.

The Committee also noted that given the results from Payroll reviews are not uncovering any major issues, these reviews are no longer required to be undertaken at the current frequency.

Hanson Invoicing and Charges Review

At the request of Council, the Committee reviewed the report provided in relation to Hanson Invoicing and Charges. Management provided an overview of the report and its findings. The Committee noted that it didn't understand why the audit was required or what Council's rationale was for requesting the review be undertaken. The Committee advised it was satisfied with the contents of the report, including the recommendations and management actions.

Resolution:

That:

- 1. The report on the status of Internal Compliance Reviews be received and noted.**
- 2. The Committee be provided with an update at its meeting on 26 May 2016 regarding the processes in place to address conflicts of interest for Officers involved in reviewing and approving planning applications.**
- 3. The Committee note the contents of the Internal Compliance Officer's report - *Hanson Invoicing and Charges* and are satisfied with the recommendations and management actions. The management actions are to be followed-up in the same manner as outstanding internal audit management actions.**

Moved by: Mr Burjorjee

Seconded by: Cr Kozmevski

CARRIED

9.7 Other Responsibilities

9.7.1 Update on Significant Legal Matters

The Acting Director Corporate Services advised the Committee of one matter involving Council and the Growling Frog Golf Course tenant. This matter has been resolved.

Resolution:

That the update of significant legal matters by the Acting Director Corporate Services be noted.

Moved by: Mr Ulbrick
Seconded by: Mr Burjorjee

CARRIED

9.7.2 VAGO Performance Audit/Reports

The report on VAGO Performance Audits/Reports was presented for discussion.

Resolution:

That the report on the VAGO Performance Audits be received and noted.

Moved by: Cr Kozmevski
Seconded by: Mr Ulbrick

CARRIED

9.7.3 Other Audits

An update on the status of recent audits undertaken by external parties was provided.

Resolution:

That the Committee note the update on other audits undertaken.

Moved by: Mr Burjorjee
Seconded by: Cr Kozmevski

CARRIED

9.7.4 Minutes from ICS Committee Meetings

Minutes from ICS Committee meetings held on 23 November 2015, and 22 December 2015 were presented for the Committee's information. The Committee noted that it no longer required minutes from ICS Committee meetings be presented to it.

Resolution:

That the minutes from the ICS Committee meetings held on 23 November 2015 and 22 December 2015 be noted.

Moved by: Mr Ulbrick
Seconded by: Mr Burjorjee

CARRIED

10. Correspondence

Correspondence received from the Ombudsman in relation to a complaint made against the City of Whittlesea was presented.

Resolution:

That the Committee note the correspondence received.

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Moved by: Mr Ulbrick
Seconded by: Cr Kozmevski

CARRIED

11. General Business

The Committee asked if the Local Government Inspectorate had undertaken any recent reviews at Council. Management advised an audit was undertaken approximately three years ago.

12. Confirmation of Dates of Next Meeting

The next meeting of the Committee will be held on 26 May 2016.

13. In-Camera Session

The Committee met in-camera with the CEO, Acting Director Corporate Services and Internal Compliance Officer to discuss a confidential review undertaken by the Internal Compliance Officer in relation to an allegation made against a Council employee. The Committee noted and approved the process undertaken to complete the review and requested it be provided with the final outcome from the review at its meeting on 26 May 2016.

Meeting concluded at 7.10 pm