



*City of*  
**Whittlesea**

# **ATTACHMENTS**

## **OF ORDINARY COUNCIL MEETING**

**HELD ON**

**TUESDAY 7 JUNE 2016**

**AT 6:30PM**

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*City of*  
**Whittlesea**

**ESTABLISHED AREAS PLANNING REPORT**

## PLANNING APPLICATION NO. 715652



Subject Land



Medium Density Housing

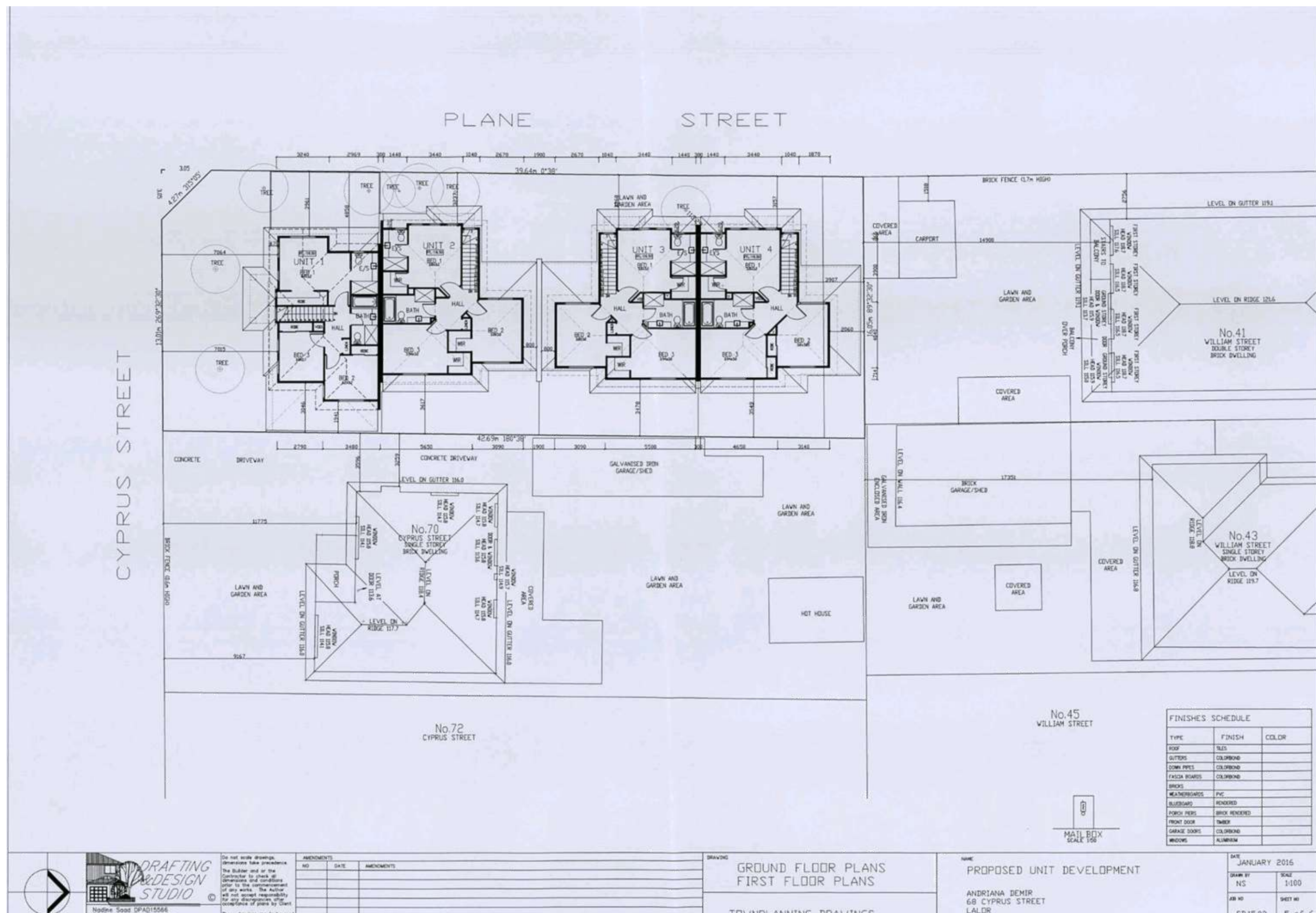
City of  
Whittlesea

ESTABLISHED AREAS PLANNING REPORT

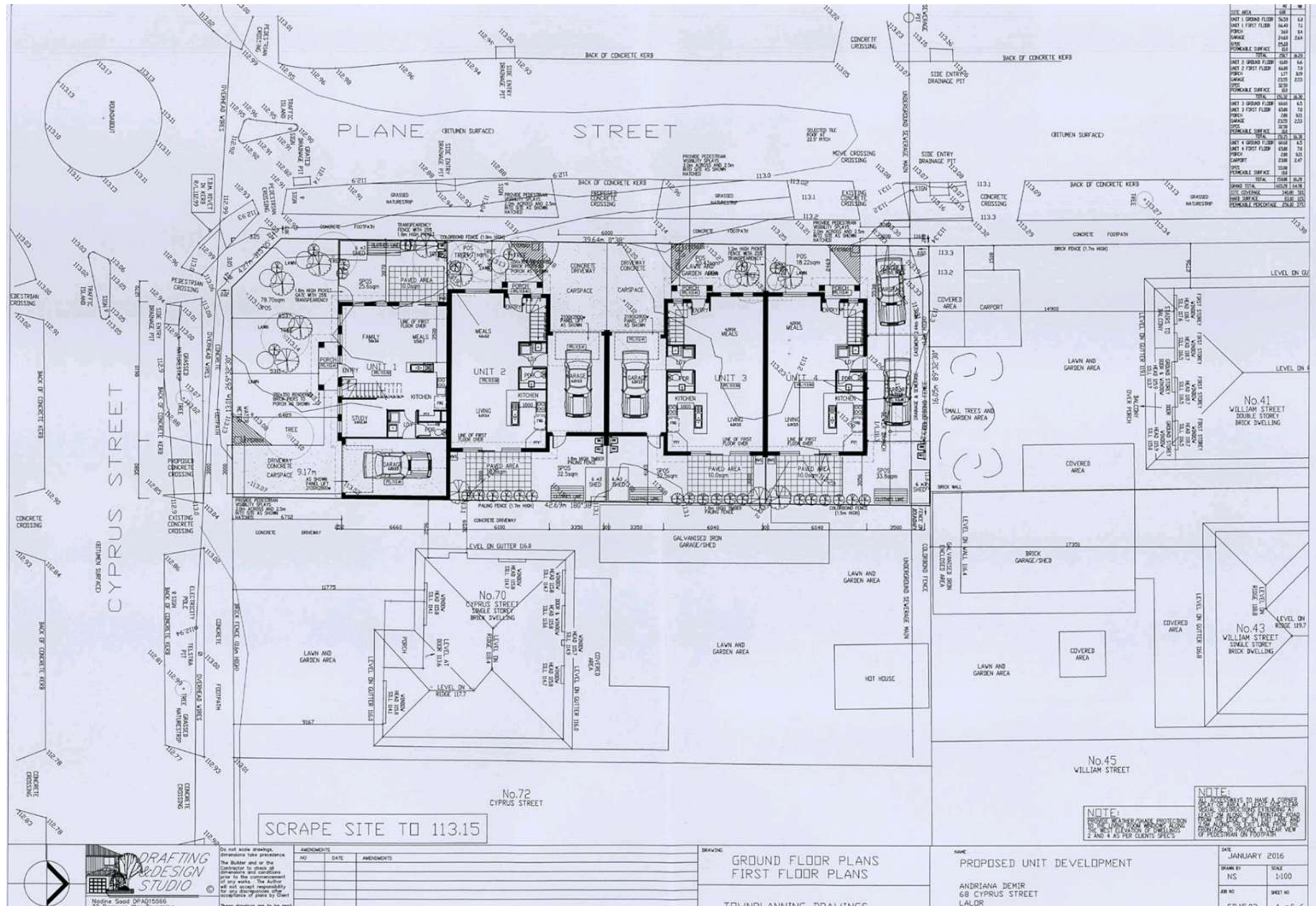





















## PLANNING APPLICATION NO. 715674



-  Subject Land  Objector
-  Medium Density Housing

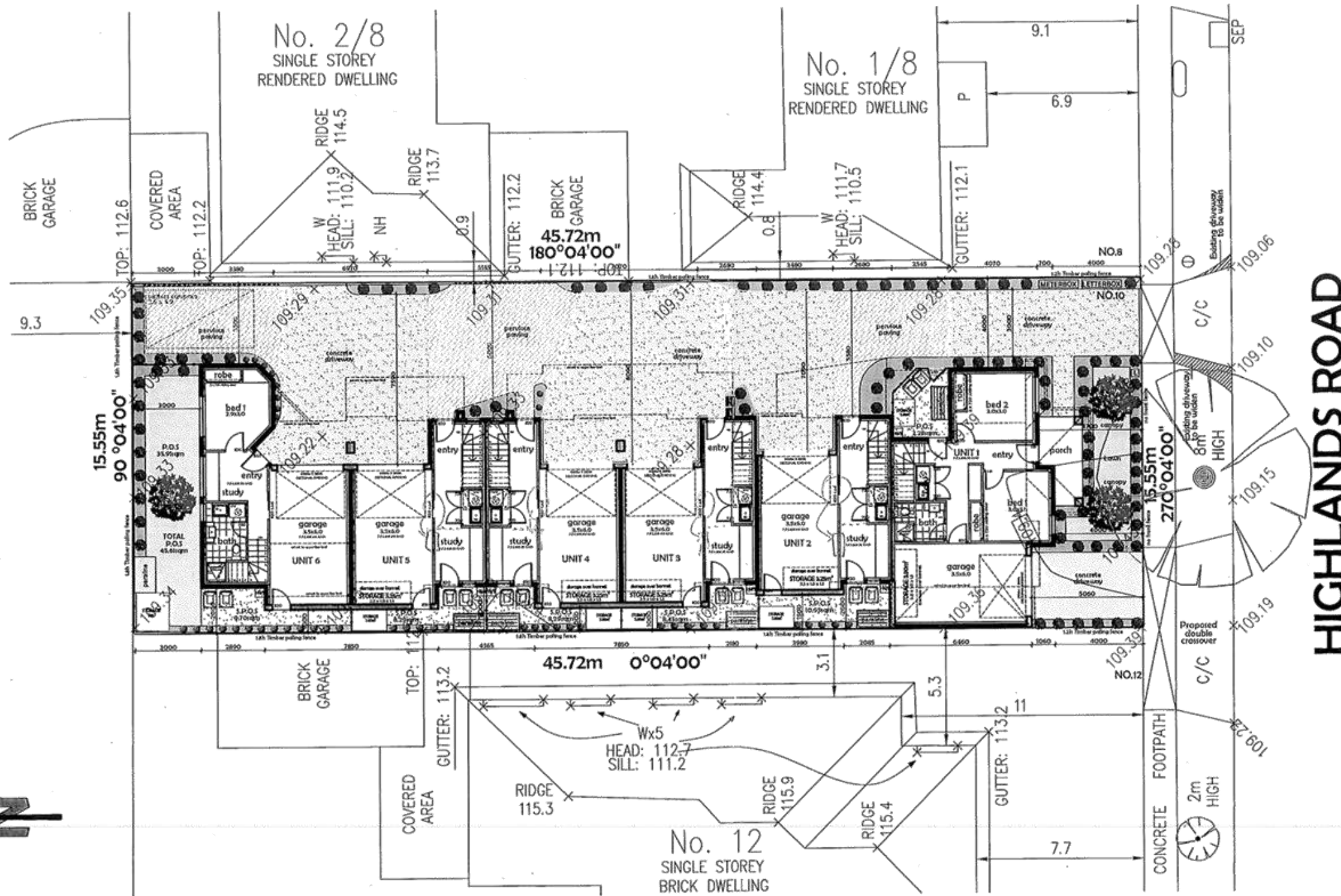


City of  
Whittlesea

## ESTABLISHED AREAS PLANNING REPORT

## DEVELOPMENT SUMMARY

UNIT 1 BUILDING AREA	UNIT 2 BUILDING AREA	UNIT 3 BUILDING AREA	UNIT 4 BUILDING AREA	UNIT 5 BUILDING AREA	UNIT 6 BUILDING AREA	TOTAL BUILDING AREA
37.36sqm	43.36sqm	43.09sqm	42.64sqm	43.64sqm	55.31sqm	305.06sqm
TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA
10.84sqm	33.07sqm	19.80sqm	16.47sqm	16.35sqm	45.64sqm	132.17sqm
OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING
2	1	1	1	1	1	7
SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE
15.88%	8.08%	6.06%	5.99%	5.99%	7.77%	10.32%



HIGHLANDS ROAD

City of Whittlesea  
ADVERTISED PLAN

Date: 30/3-15/4/16

UNIT 1 BUILDING AREA	UNIT 2 BUILDING AREA	UNIT 3 BUILDING AREA	UNIT 4 BUILDING AREA	UNIT 5 BUILDING AREA	UNIT 6 BUILDING AREA
GROUND FLOOR AREA	GROUND FLOOR AREA	GROUND FLOOR AREA	GROUND FLOOR AREA	GROUND FLOOR AREA	GROUND FLOOR AREA
16.99m²	16.43m²	16.90m²	16.43m²	16.43m²	16.43m²
FIRST FLOOR AREA	FIRST FLOOR AREA	FIRST FLOOR AREA	FIRST FLOOR AREA	FIRST FLOOR AREA	FIRST FLOOR AREA
54.07m²	46.24m²	46.64m²	46.24m²	46.24m²	46.24m²
GARAGE FLOOR AREA	GARAGE FLOOR AREA	GARAGE FLOOR AREA	GARAGE FLOOR AREA	GARAGE FLOOR AREA	GARAGE FLOOR AREA
23.72m²	21.52m²	21.86m²	21.65m²	21.65m²	21.65m²
BALCONY FLOOR AREA	BALCONY FLOOR AREA	BALCONY FLOOR AREA	BALCONY FLOOR AREA	BALCONY FLOOR AREA	BALCONY FLOOR AREA
8.56m²	33.91m²	24.01m²	24.01m²	24.01m²	24.01m²
PORCH FLOOR AREA	PORCH FLOOR AREA	PORCH FLOOR AREA	PORCH FLOOR AREA	PORCH FLOOR AREA	PORCH FLOOR AREA
6.71m²	7.13m²	7.41m²	7.41m²	7.41m²	7.41m²
TOTAL FLOOR AREA	TOTAL FLOOR AREA	TOTAL FLOOR AREA	TOTAL FLOOR AREA	TOTAL FLOOR AREA	TOTAL FLOOR AREA
140.01m²	125.25m²	122.84m²	123.74m²	123.74m²	123.74m²

GROUND FLOOR PLAN SCALE 1:100

**Mallico Group** PTY LTD  
 7/71 Strezlecki Avenue SUNSHINE WEST 3080  
 Phone: 9312-6448 E-mail: deon@mallico.com.au

TOWN PLANNING REVISION 'B' 10-03-2016

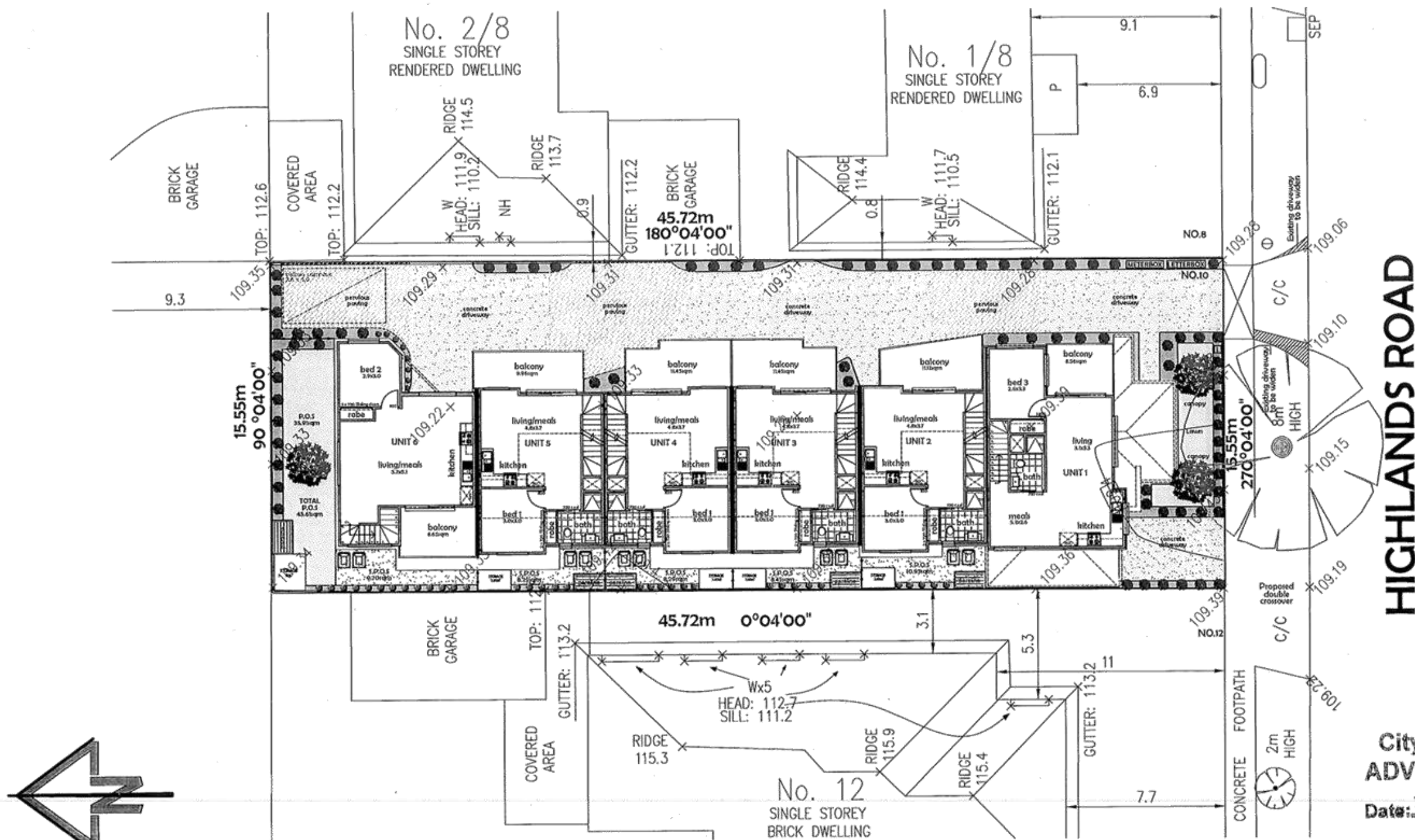
Apartment Building,  
 No. 10 Highlands Rd,  
 Thomastown, 3074.

DRAWN: M.A. CHECKED:  
 18/03/2015 SCALE: 1:100@A1  
**T3**



## DEVELOPMENT SUMMARY

UNIT 1 BUILDING AREA	UNIT 2 BUILDING AREA	UNIT 3 BUILDING AREA	UNIT 4 BUILDING AREA	UNIT 5 BUILDING AREA	UNIT 6 BUILDING AREA	TOTAL BUILDING AREA
72.84sqm	62.94sqm	43.97sqm	65.64sqm	43.84sqm	54.51sqm	343.69sqm
TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA
15.55m x 90°04'00"	15.55m x 90°04'00"	15.55m x 90°04'00"	15.55m x 90°04'00"	15.55m x 90°04'00"	15.55m x 90°04'00"	15.55m x 90°04'00"
TOTAL PRIVATE OPEN SPACE	TOTAL PRIVATE OPEN SPACE	TOTAL PRIVATE OPEN SPACE	TOTAL PRIVATE OPEN SPACE	TOTAL PRIVATE OPEN SPACE	TOTAL PRIVATE OPEN SPACE	TOTAL PRIVATE OPEN SPACE
15.55sqm	15.55sqm	15.55sqm	15.55sqm	15.55sqm	15.55sqm	15.55sqm
OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING
3	1	1	1	1	1	7
SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE
33.88%	5.90%	6.03%	5.99%	5.99%	7.77%	10.00%



City of Whittlesea  
ADVERTISED PLAN

Date: 30/3 - 15/4/16

UNIT 1 BUILDING AREA	UNIT 2 BUILDING AREA	UNIT 3 BUILDING AREA	UNIT 4 BUILDING AREA	UNIT 5 BUILDING AREA	UNIT 6 BUILDING AREA
GROUND FLOOR AREA	GROUND FLOOR AREA	GROUND FLOOR AREA	GROUND FLOOR AREA	GROUND FLOOR AREA	GROUND FLOOR AREA
56.93m²	56.93m²	56.93m²	56.93m²	56.93m²	56.93m²
FIRST FLOOR AREA	FIRST FLOOR AREA	FIRST FLOOR AREA	FIRST FLOOR AREA	FIRST FLOOR AREA	FIRST FLOOR AREA
56.07m²	56.07m²	56.07m²	56.07m²	56.07m²	56.07m²
GARAGE FLOOR AREA	GARAGE FLOOR AREA	GARAGE FLOOR AREA	GARAGE FLOOR AREA	GARAGE FLOOR AREA	GARAGE FLOOR AREA
33.72m²	33.72m²	33.72m²	33.72m²	33.72m²	33.72m²
BALCONY FLOOR AREA	BALCONY FLOOR AREA	BALCONY FLOOR AREA	BALCONY FLOOR AREA	BALCONY FLOOR AREA	BALCONY FLOOR AREA
8.56m²	8.56m²	8.56m²	8.56m²	8.56m²	8.56m²
PORCH FLOOR AREA	PORCH FLOOR AREA	PORCH FLOOR AREA	PORCH FLOOR AREA	PORCH FLOOR AREA	PORCH FLOOR AREA
6.31m²	6.31m²	6.31m²	6.31m²	6.31m²	6.31m²
TOTAL FLOOR AREA	TOTAL FLOOR AREA	TOTAL FLOOR AREA	TOTAL FLOOR AREA	TOTAL FLOOR AREA	TOTAL FLOOR AREA
140.01m²	140.01m²	140.01m²	140.01m²	140.01m²	140.01m²

FIRST FLOOR PLAN SCALE 1:100

**Mallico Group** PTY LTD  
7/71 Strezlecki Avenue SUNSHINE WEST 3020  
Phone: 9312-6448 E-mail: deen@mallico.co

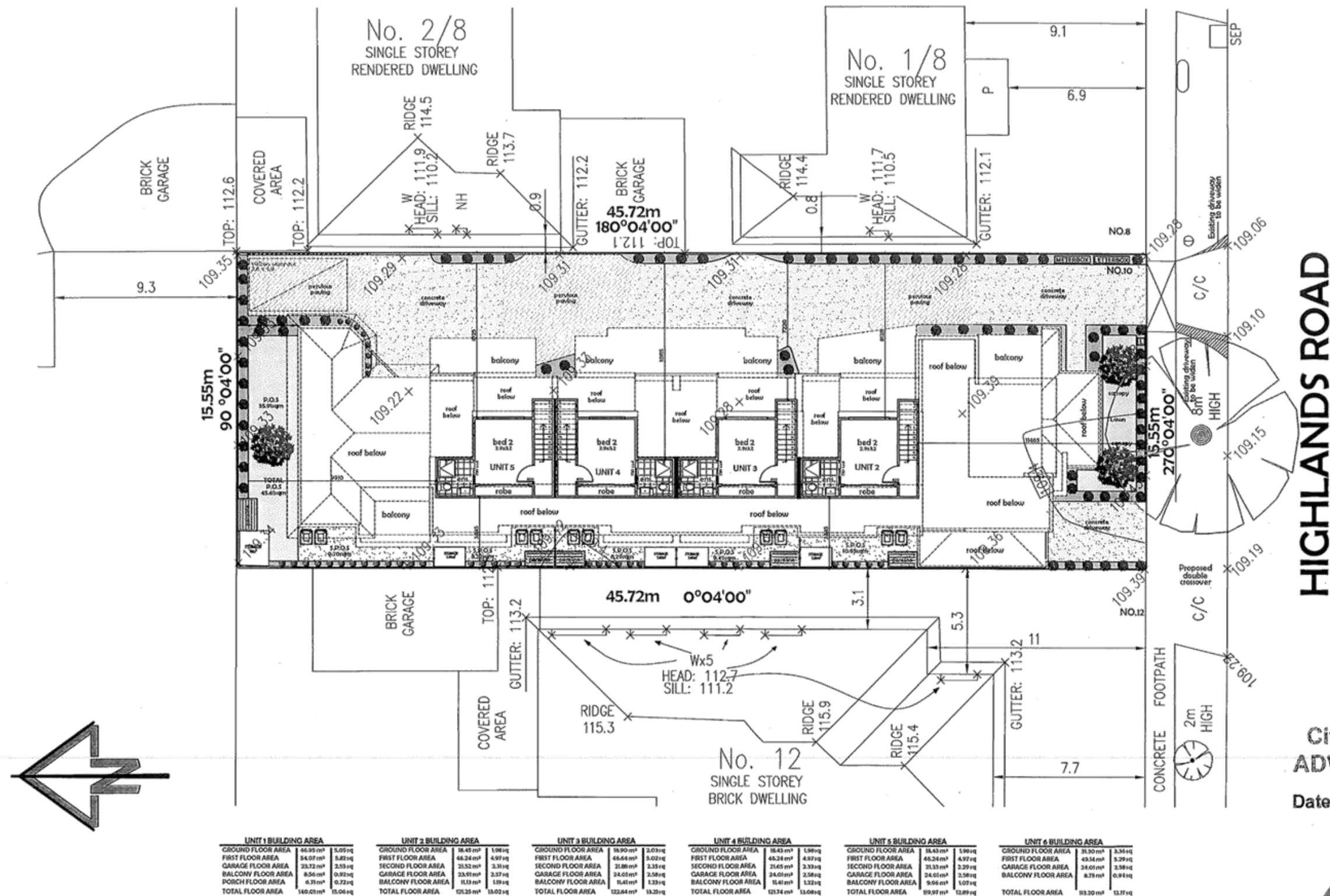
TOWN PLANNING REVISION 'B' 10-03-2016

Apartment Building,  
No. 10 Highlands Rd,  
Thomastown, 3074.

DRAWN: M.A. CHECKED:  
18/03/2015 SCALE: 1:100@ A1  
T4

## DEVELOPMENT SUMMARY

UNIT 1 BUILDING AREA	UNIT 2 BUILDING AREA	UNIT 3 BUILDING AREA	UNIT 4 BUILDING AREA	UNIT 5 BUILDING AREA	UNIT 6 BUILDING AREA	TOTAL BUILDING AREA
77.84sqm	43.34sqm	43.34sqm	43.34sqm	43.34sqm	43.34sqm	308.64sqm
TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA	TOTAL GROUND AREA
94.44sqm	50.00sqm	50.00sqm	50.00sqm	50.00sqm	50.00sqm	444.44sqm
OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING	OFF STREET CARPARKING
3	1	1	1	1	1	7
SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE	SITE COVERAGE
33.84%	8.68%	8.68%	8.68%	8.68%	8.68%	33.84%



City of Whittlesea  
ADVERTISED PLAN

Date: 30/3-15/4/16

SECOND FLOOR PLAN SCALE 1:100

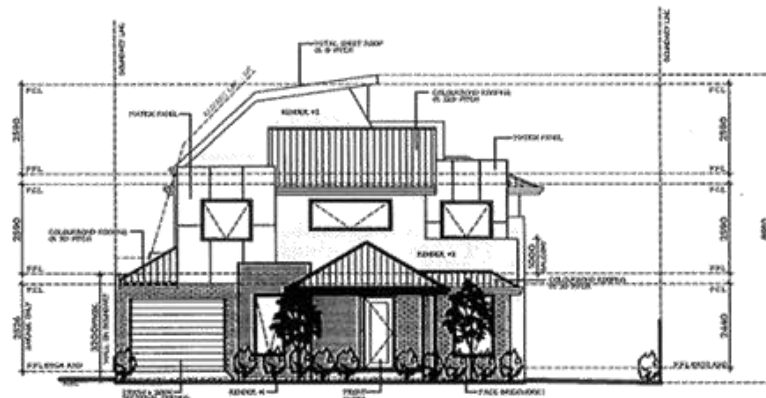
**Mallco Group Pty Ltd**  
7/71 Strezlecki Avenue SUNSHINE WEST 3020  
Phone: 9312-6448 E: mallco@mallco.com.au

**TOWN PLANNING REVISION 'B' 10-03-2016**

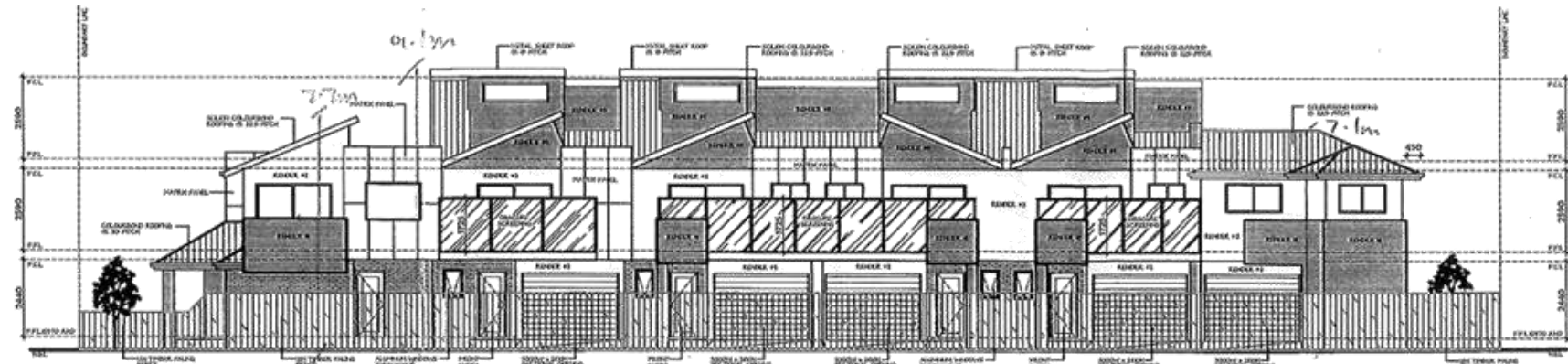
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No. 10 Highlands Rd,  
Thomastown, 3074.

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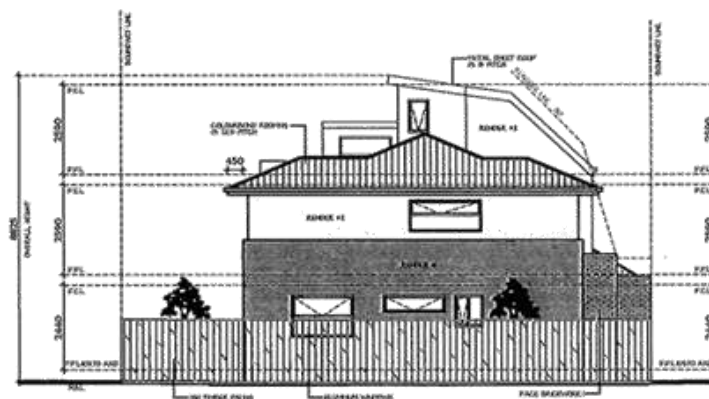
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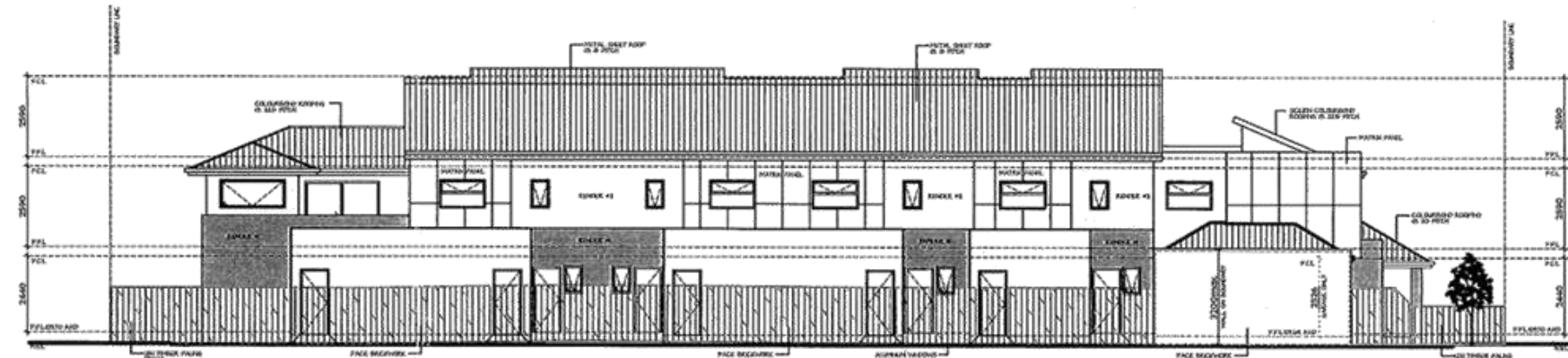
SOUTH ELEVATION SCALE 1:100



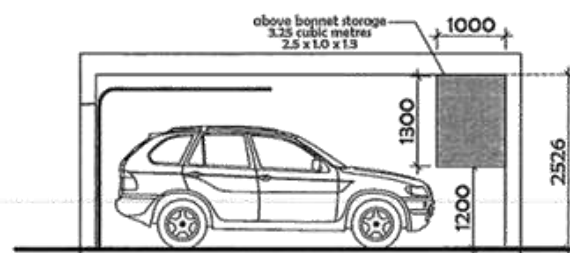
EAST ELEVATION SCALE 1:100



NORTH ELEVATION SCALE 1:100

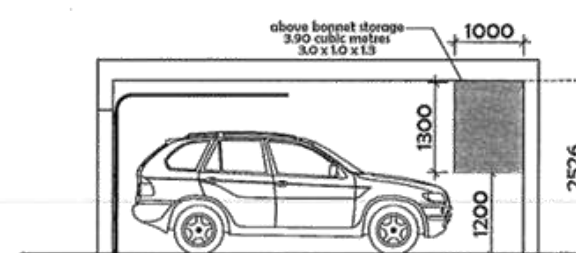


WEST ELEVATION SCALE 1:100



storage diagram 1:50

Storage above bonnet  
detail drawing to unit 1



storage diagram 1:50

Storage above bonnet  
detail drawing to unit 2,3,4 & 5

City of Whittlesea  
ADVERTISED PLAN

Date: 20/3 - 15/4/16

**Mallco Group** PTY LTD  
7/71 Strezlecki Avenue SUNSHINE WEST 3020  
Phone: 9312-6448 E-mail: deon@malla.co

TOWN PLANNING REVISION 'B' 10-03-2016

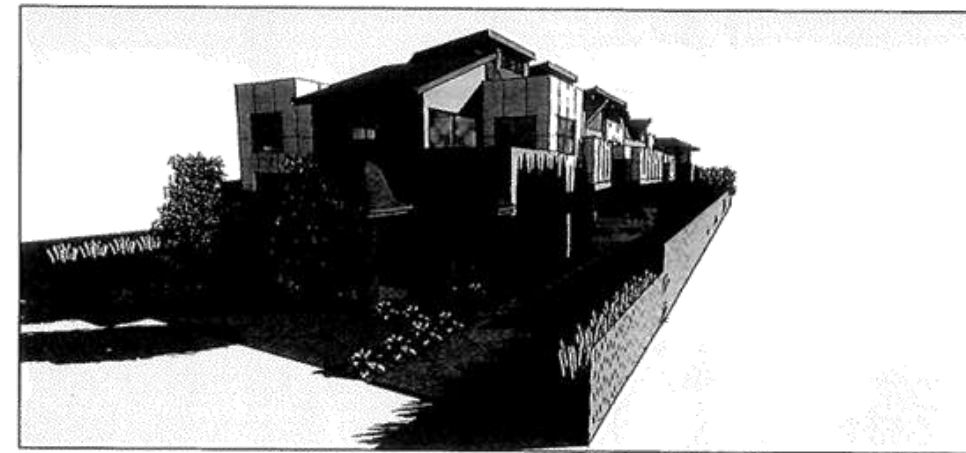
Apartment Building,  
No. 10 Highlands Rd,  
Thornhill, 3074.

DRAWN: M.A. CHECKED:  
18/03/2015 SCALE: 1:100 @ A1

**T6**



3D VIEW - REAR/SIDE ELEVATION  
N.T.S



3D VIEW - FRONT/SIDE ELEVATION  
N.T.S

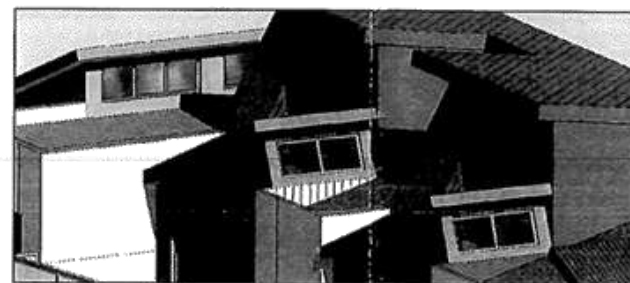


3D VIEW - FRONT ELEVATION  
N.T.S

City of Whittlesea  
ADVERTISED PLAN  
Date: 30/3-15/4/16



9AM SHADOW



12PM SHADOW



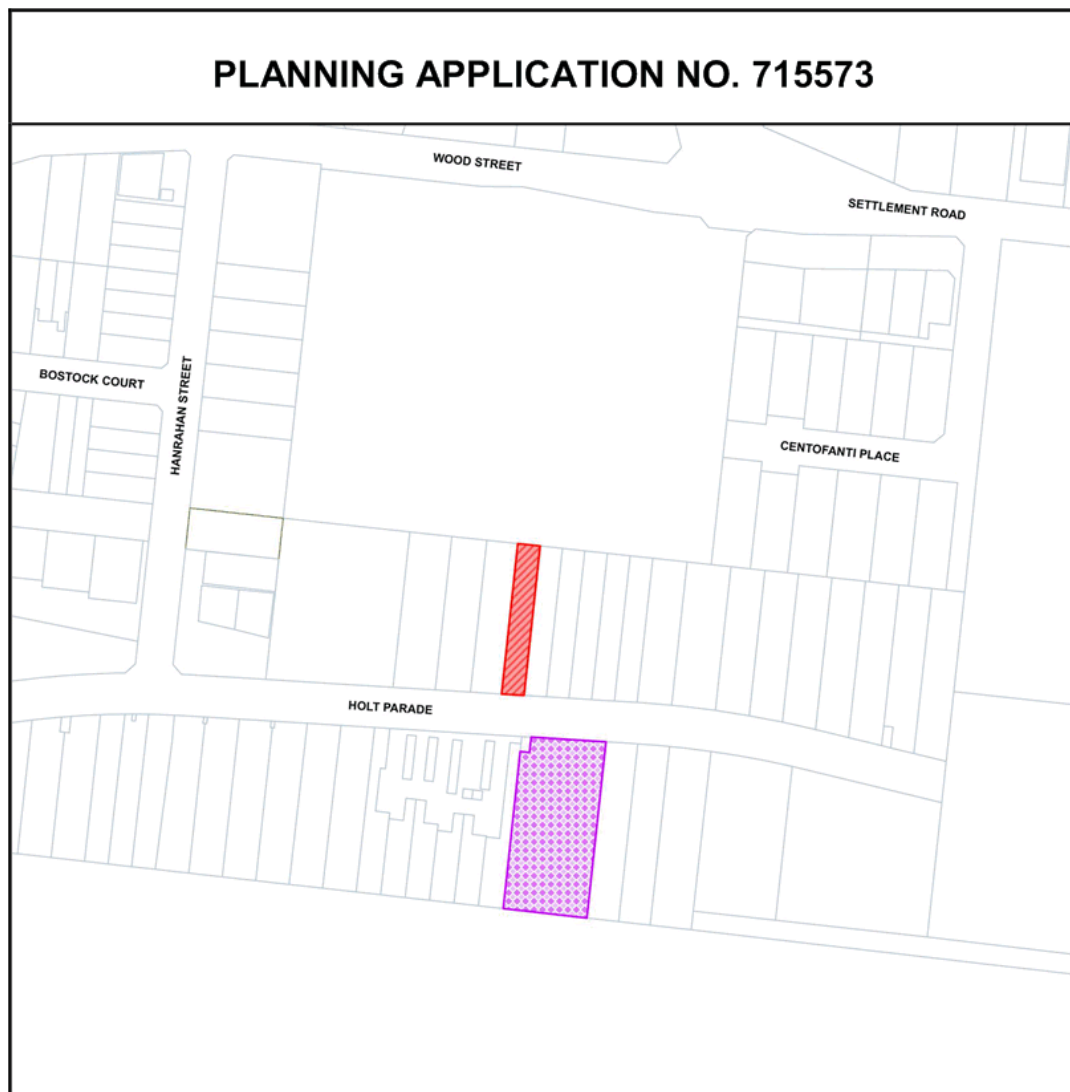
3PM SHADOW

**Mallco Group** PTY LTD  
7/71 Strezlecki Avenue SUNSHINE WEST 3086  
Phone: 9312-6448 E-mail: dean@mellia.co

TOWN PLANNING REVISION 'B' 10-03-2016  
Apartment Building,  
No. 10 Highlands Rd,  
Thornbury 3074  
DRAWN: M.A. CHECKED: T7  
18/03/2015 SCALE: 1:100@ A1







**Subject Land**



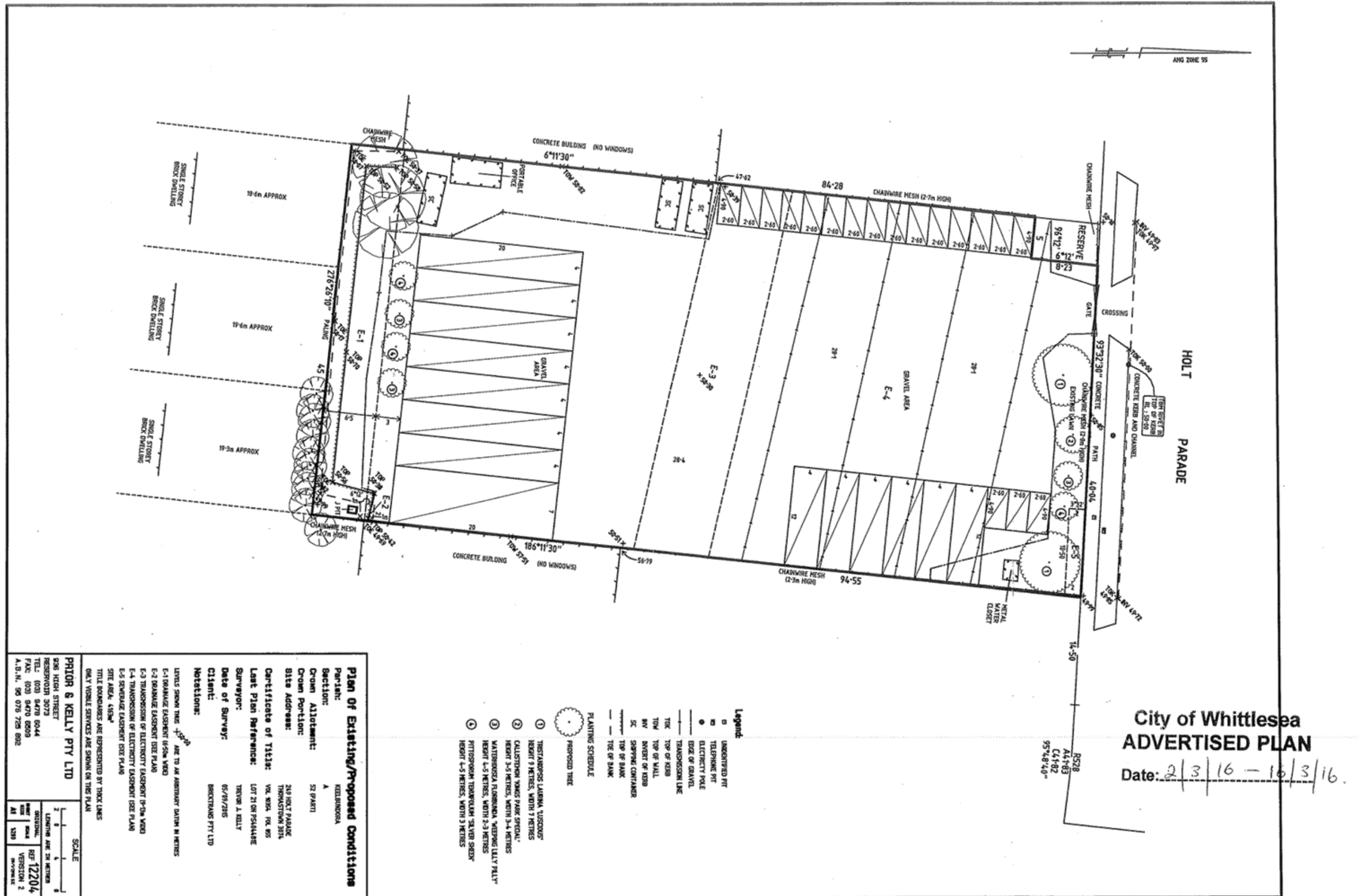
**Objector plus 3 outside the Municipality**



**City of  
Whittlesea**

**ESTABLISHED AREAS PLANNING REPORT**

**PLANNING APPLICATION NO. 715573****Subject Land****Objector plus 3 outside the Municipality****City of  
Whittlesea****ESTABLISHED AREAS PLANNING REPORT**





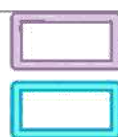


**City of  
Whittlesea**

## ESTABLISHED AREAS PLANNING REPORT



## PLANNING APPLICATION NO. 715303



Subject Land



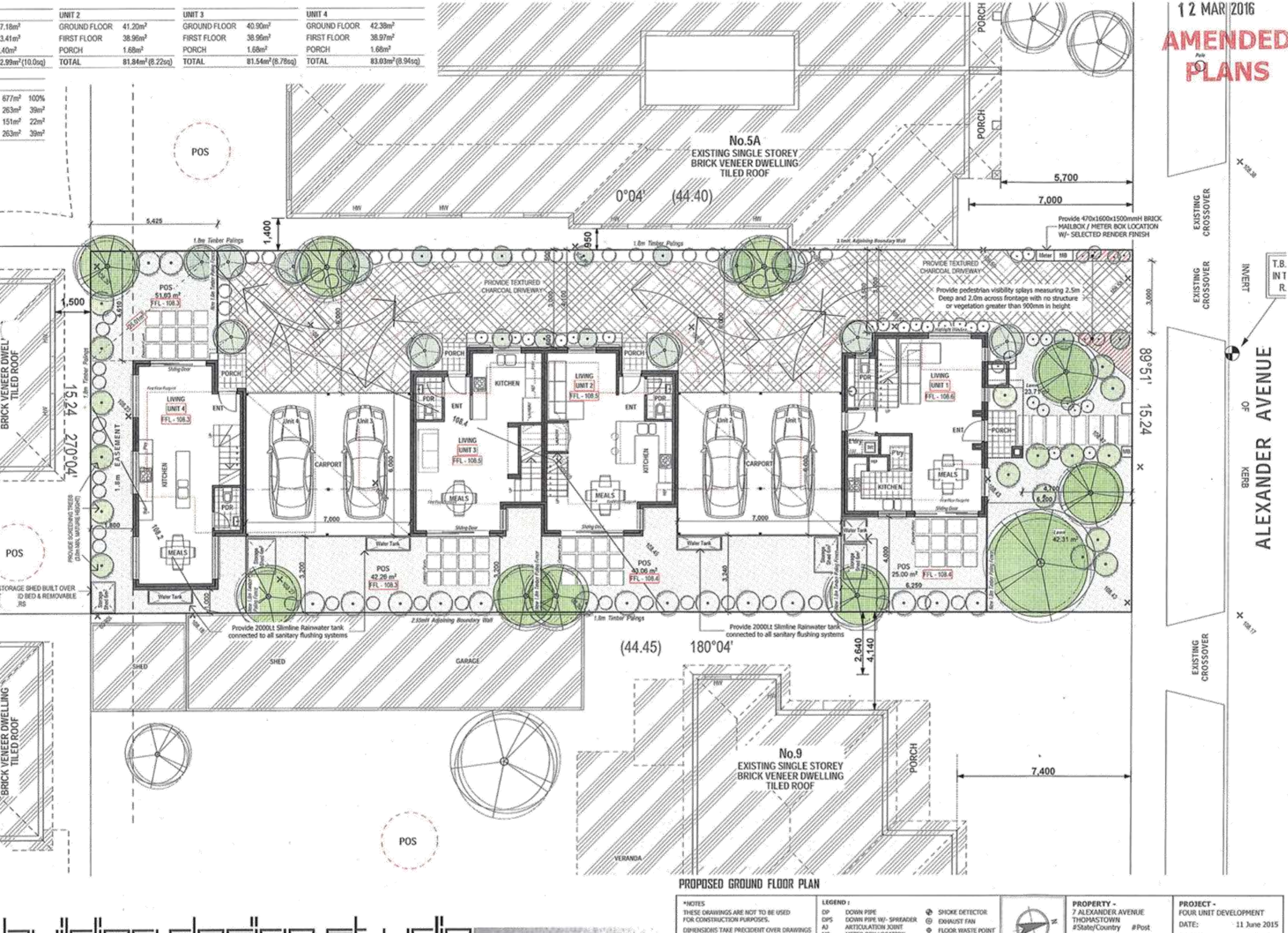
Objector

Medium Density Housing

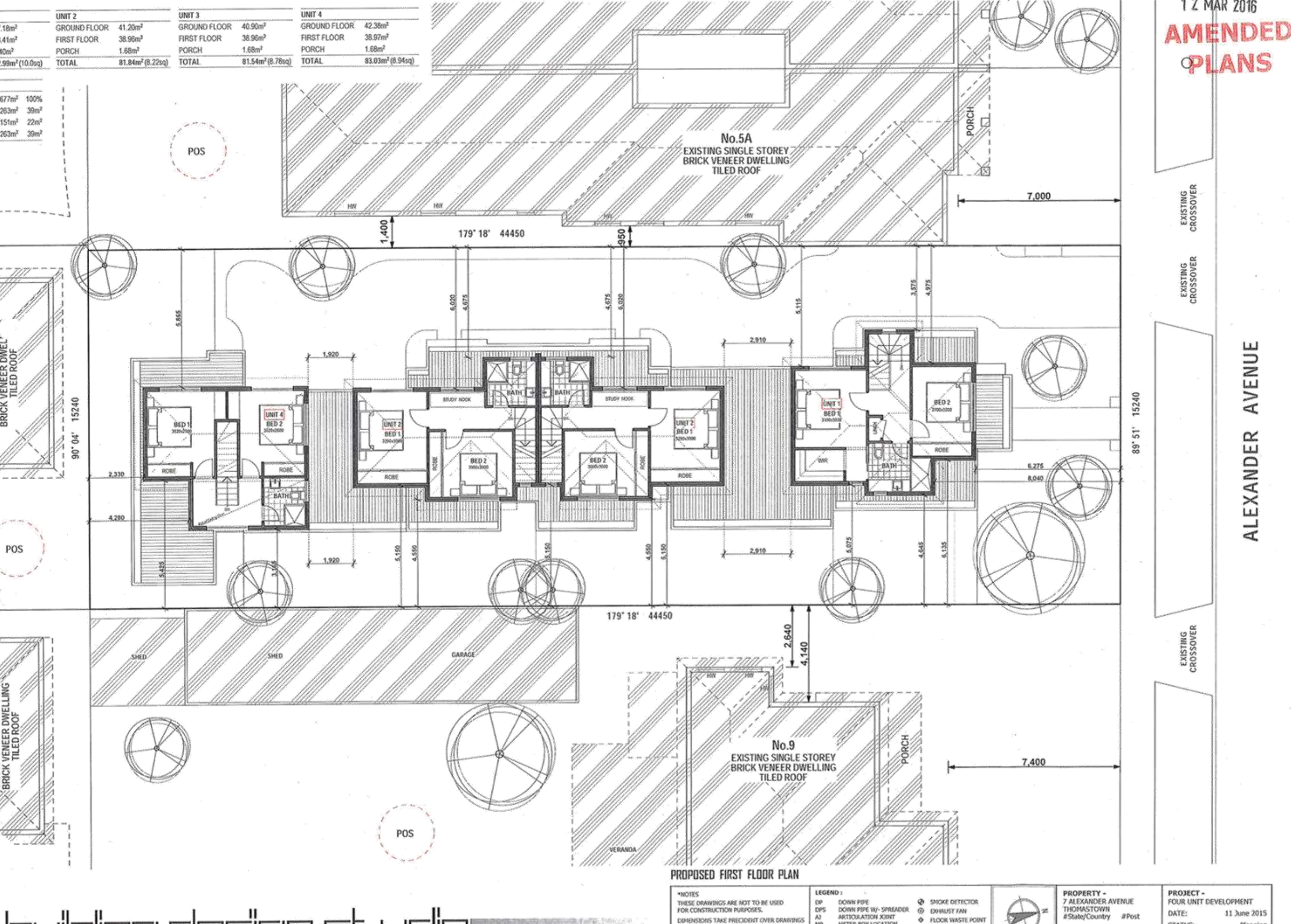
City of  
Whittlesea

ESTABLISHED AREAS PLANNING REPORT



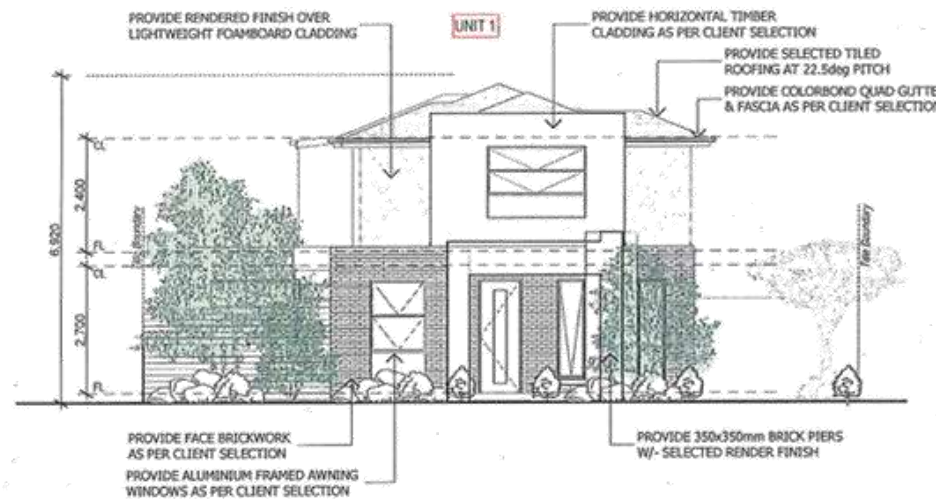
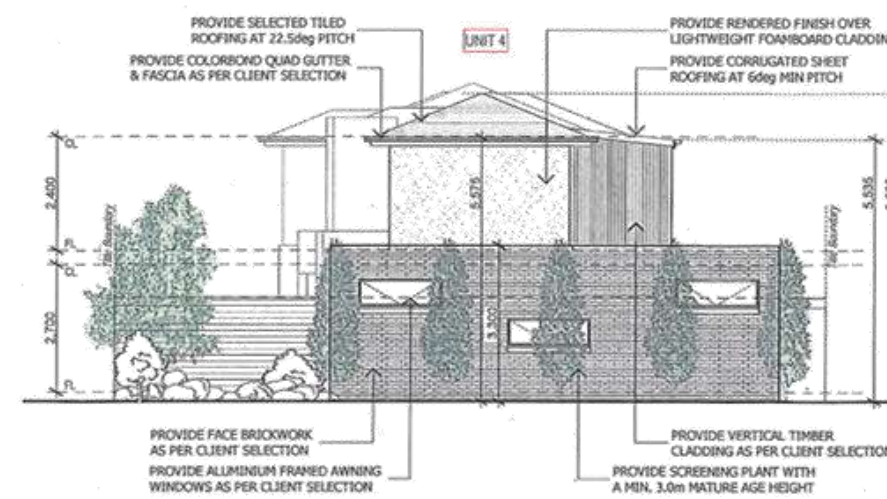
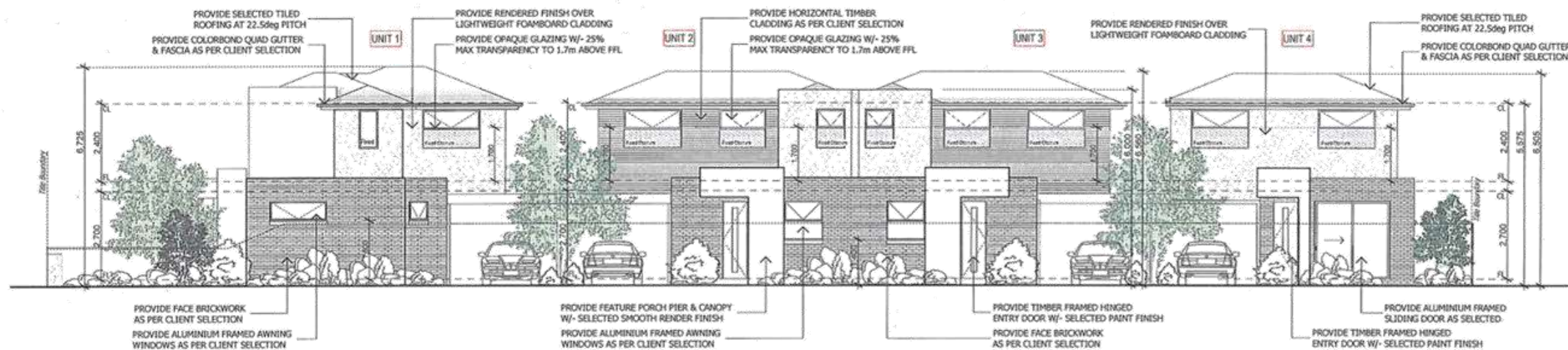
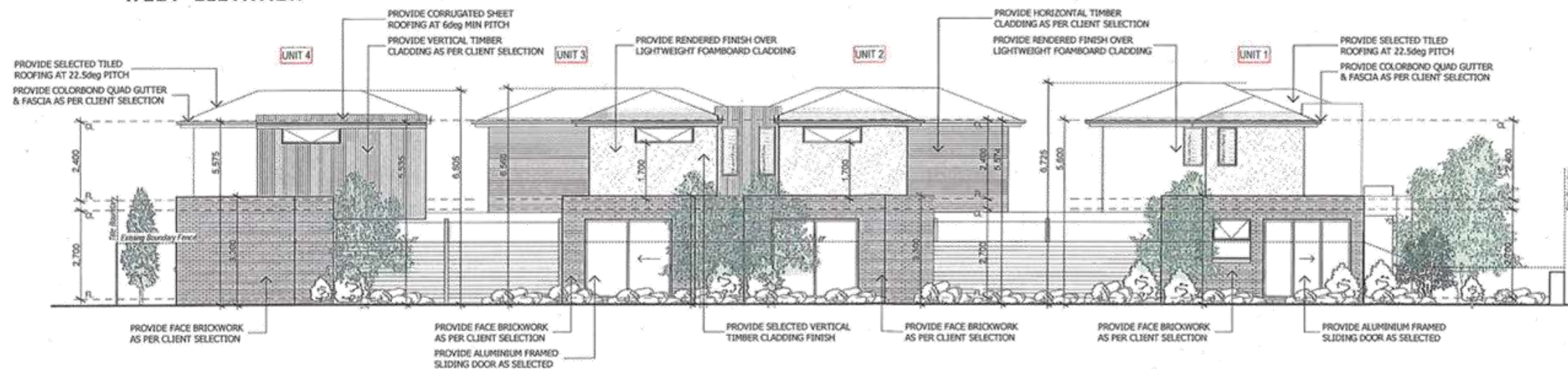








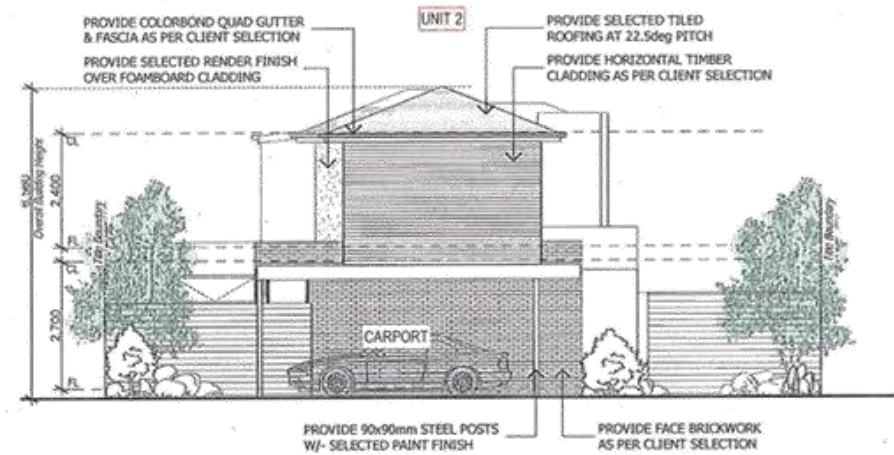
14 MAR 2016

**AMENDED  
PLANS****NORTH ELEVATION****SOUTH ELEVATION****WEST ELEVATION****EAST ELEVATION**

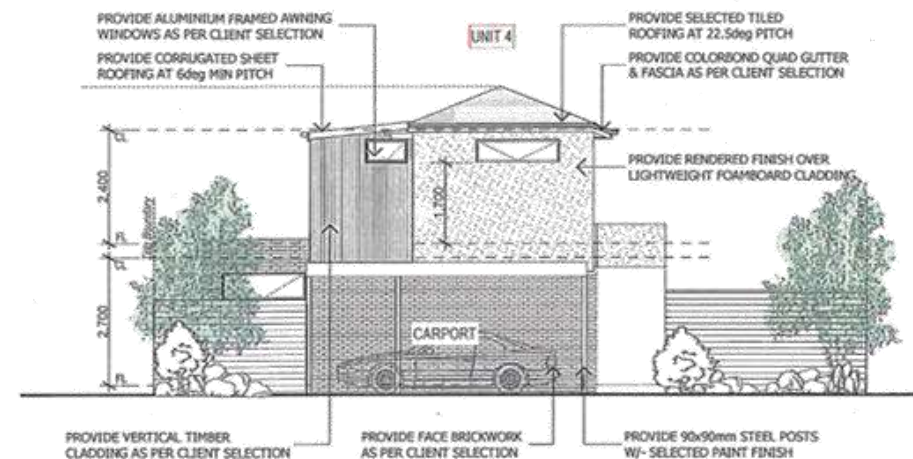
<b>*NOTES</b> THESE DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION PURPOSES. DIMENSIONS TAKE PRECEDENCE OVER DRAWINGS		<b>LEGEND:</b> DP DOWN PIPE DPS DOWN PIPE W/ SPREADER AJ ARTICULATION JOINT		SMOKE DETECTOR EXHAUST FAN FLOOR WASTE POINT
<b>PROPERTY</b> 7 ALEXANDER AVENUE THOMASTOWN #State/Country #Post		<b>PROJECT</b> FOUR UNIT DEVELOPMENT DATE: 11 June 2015		



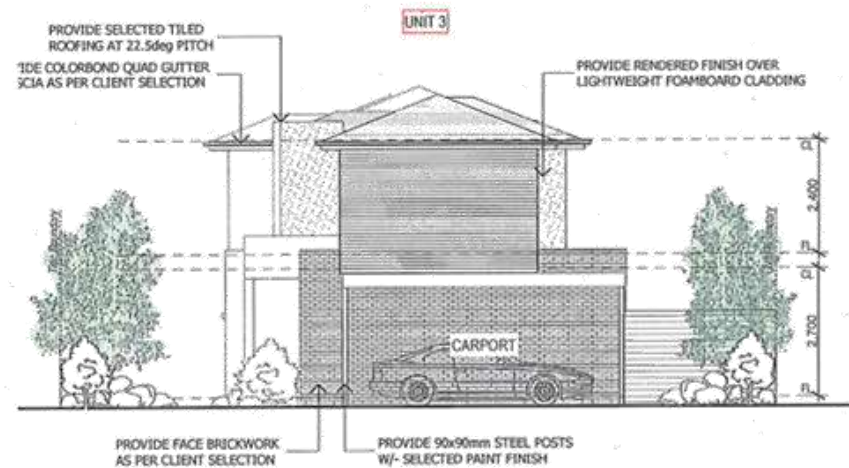
12 MAR 2015  
**AMENDED  
PLANS**



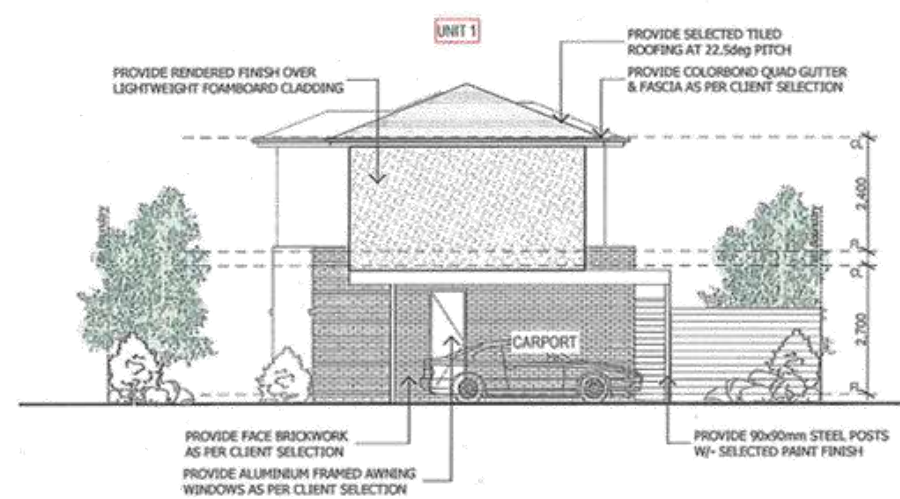
**NORTH ELEVATION - Unit 2**



**NORTH ELEVATION - Unit 4**



**SOUTH ELEVATION - Unit 3**



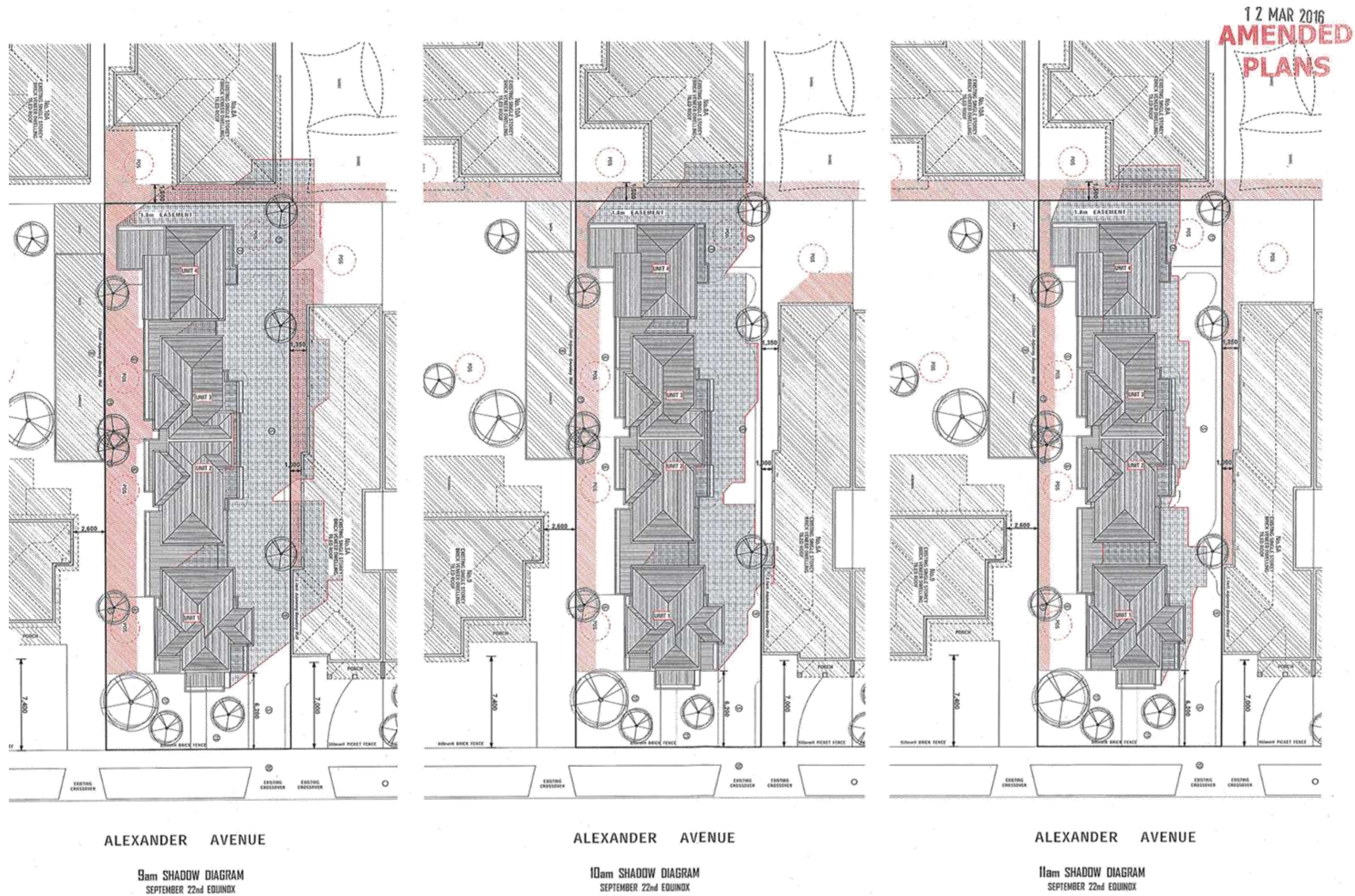
**SOUTH ELEVATION - Unit 1**



**SITE ELEVATION**

<p><b>*NOTES</b> THESE DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION PURPOSES. DIMENSIONS TAKE PRECEDENCE OVER DRAWINGS</p>	<p><b>LEGEND:</b> DP DOWN PIPE DPS DOWN PIPE W/ SPREADER AJ ARTICULATION JOINT SD SMOKE DETECTOR EF EXHAUST FAN FWP FLOOR WASTE POINT</p>	<p><b>PROPERTY -</b> 7 ALEXANDER AVENUE THOMASTOWN #State/Country #Post</p>	<p><b>PROJECT -</b> FOUR UNIT DEVELOPMENT DATE: 11 June 2015</p>
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BUILDING SHADOW  
SUNSHINE SHADOW

\*NOTES  
THESE DRAWINGS ARE NOT TO BE USED  
FOR CONSTRUCTION PURPOSES.  
DIMENSIONS TAKE PRECEDENCE OVER DRAWINGS

LEGEND:  
DP DOWN PIPE  
DPS DOWN PIPE W/ SPREADER  
AJ ARTICULATION JOINT

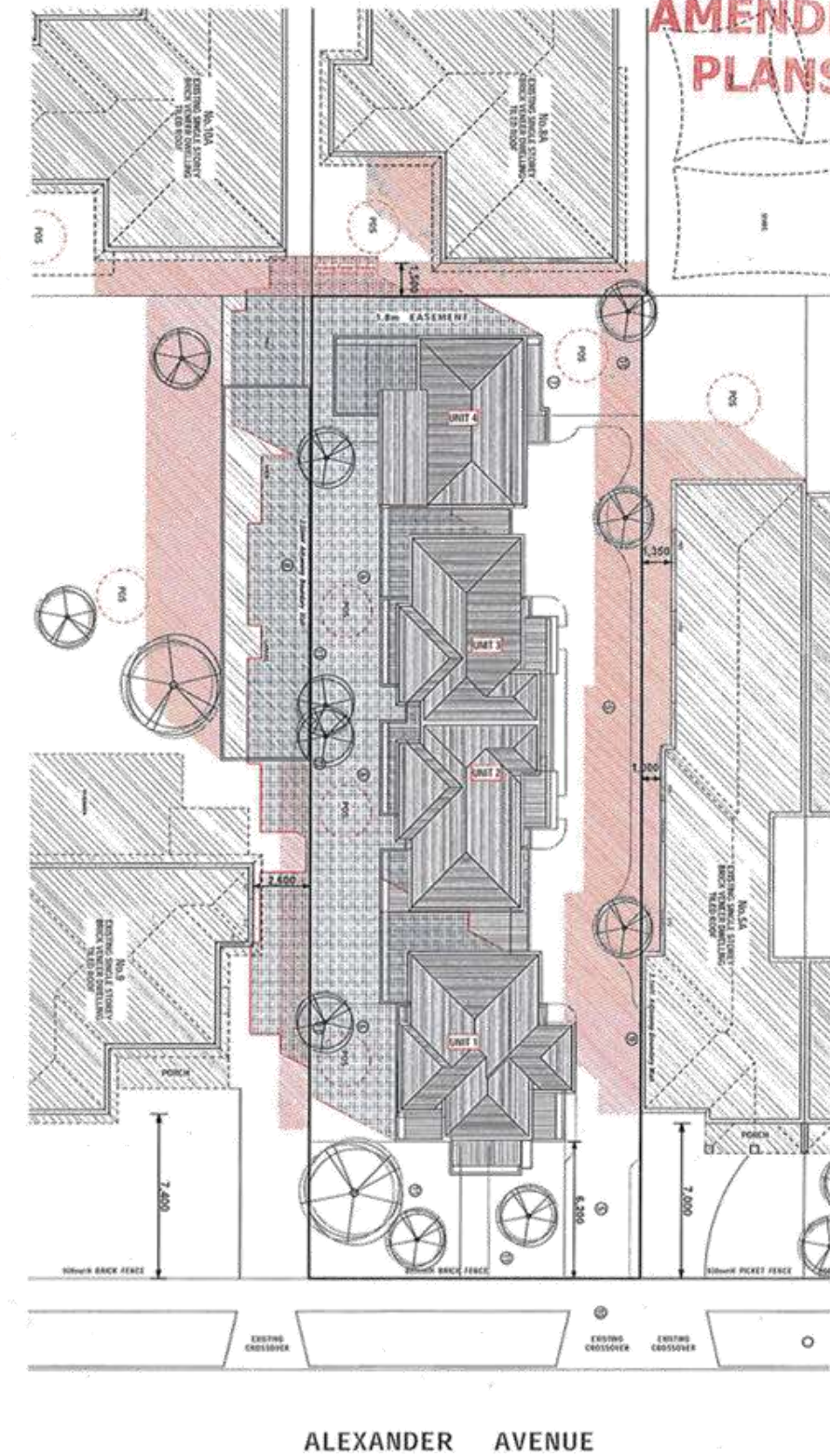
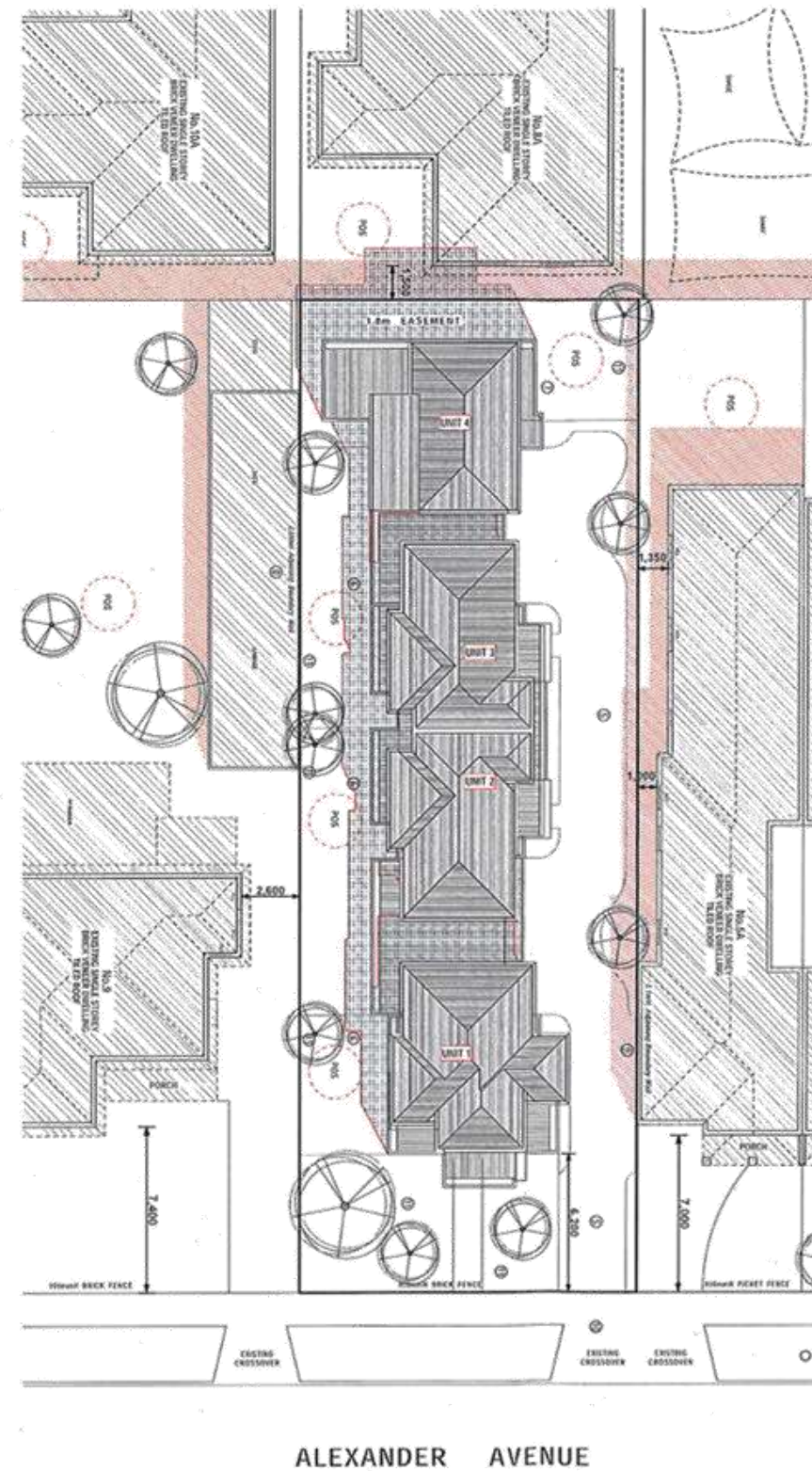
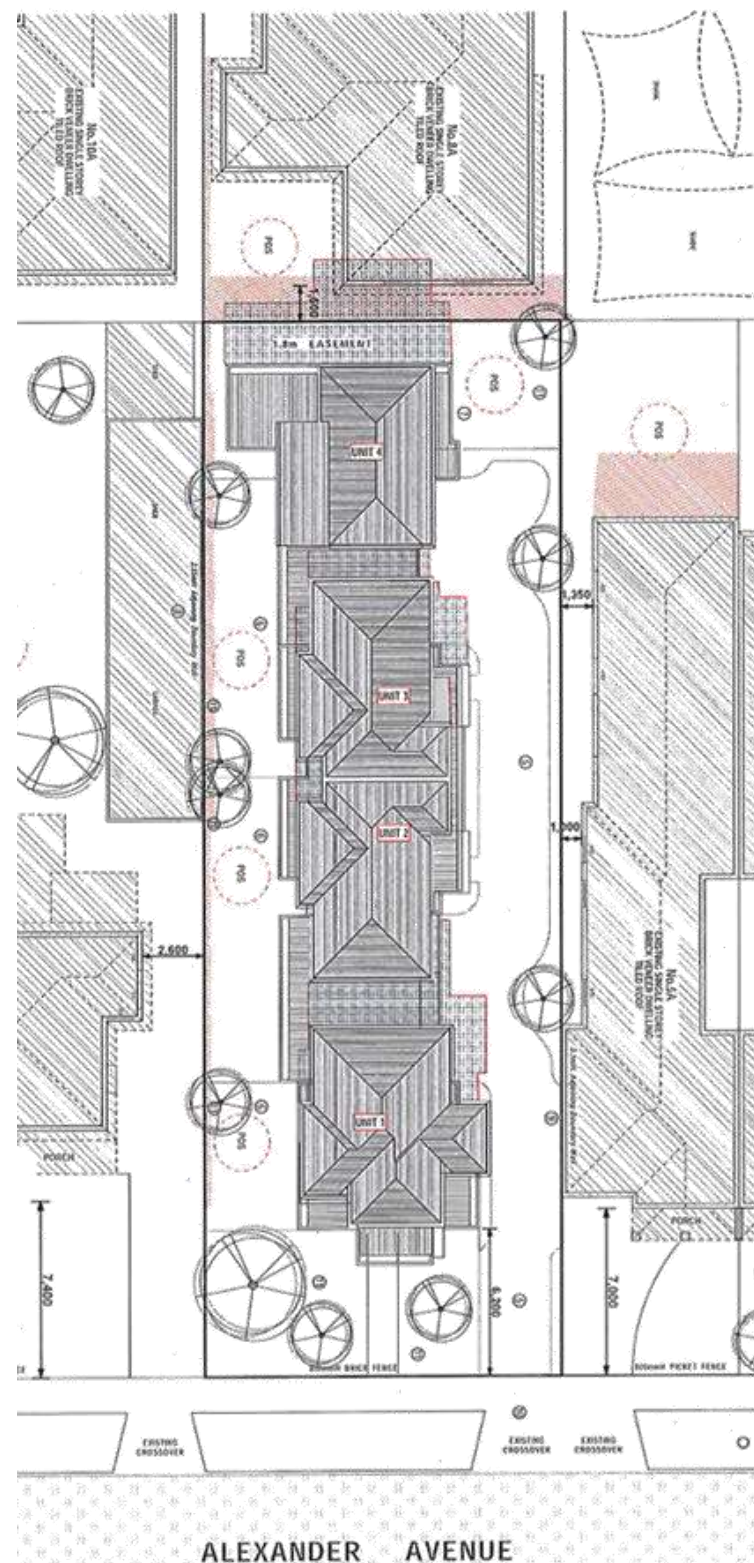
SD SMOKE DETECTOR  
EF EXHAUST FAN  
FWP FLOOR WASTE POINT



PROPERTY -  
7 ALEXANDER AVENUE  
THOMASTOWN  
#State/Country #Post

PROJECT -  
FOUR UNIT DEVELOPMENT  
DATE: 11 June 2015





AMENDED  
PLANS

BUILDING SHADOW  
STRUCTURE SHADOW

\*NOTES  
THESE DRAWINGS ARE NOT TO BE USED  
FOR CONSTRUCTION PURPOSES.  
DIMENSIONS TAKE PRECEDENT OVER DRAWINGS

LEGEND:  
DP DOWN PIPE  
DPS DOWN PIPE W/ SPREADER  
AJ ARTICULATION JOINT

SD SMOKE DETECTOR  
EF EXHAUST FAN  
FWP FLOOR WASTE POINT



PROPERTY -  
7 ALEXANDER AVENUE  
THOMASTOWN  
#State/Country #Post

PROJECT -  
FOUR UNIT DEVELOPMENT  
DATE: 11 June 2015





City of  
Whittlesea

**ESTABLISHED AREAS PLANNING REPORT**



## LEGEND

YARRA VALLEY WATER ASSET  
0322km VC SEWER PIPE - DEPTH 3.95m - OFFSET 1.1m  
NORTH FROM SOUTH BOUNDARY  
CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION

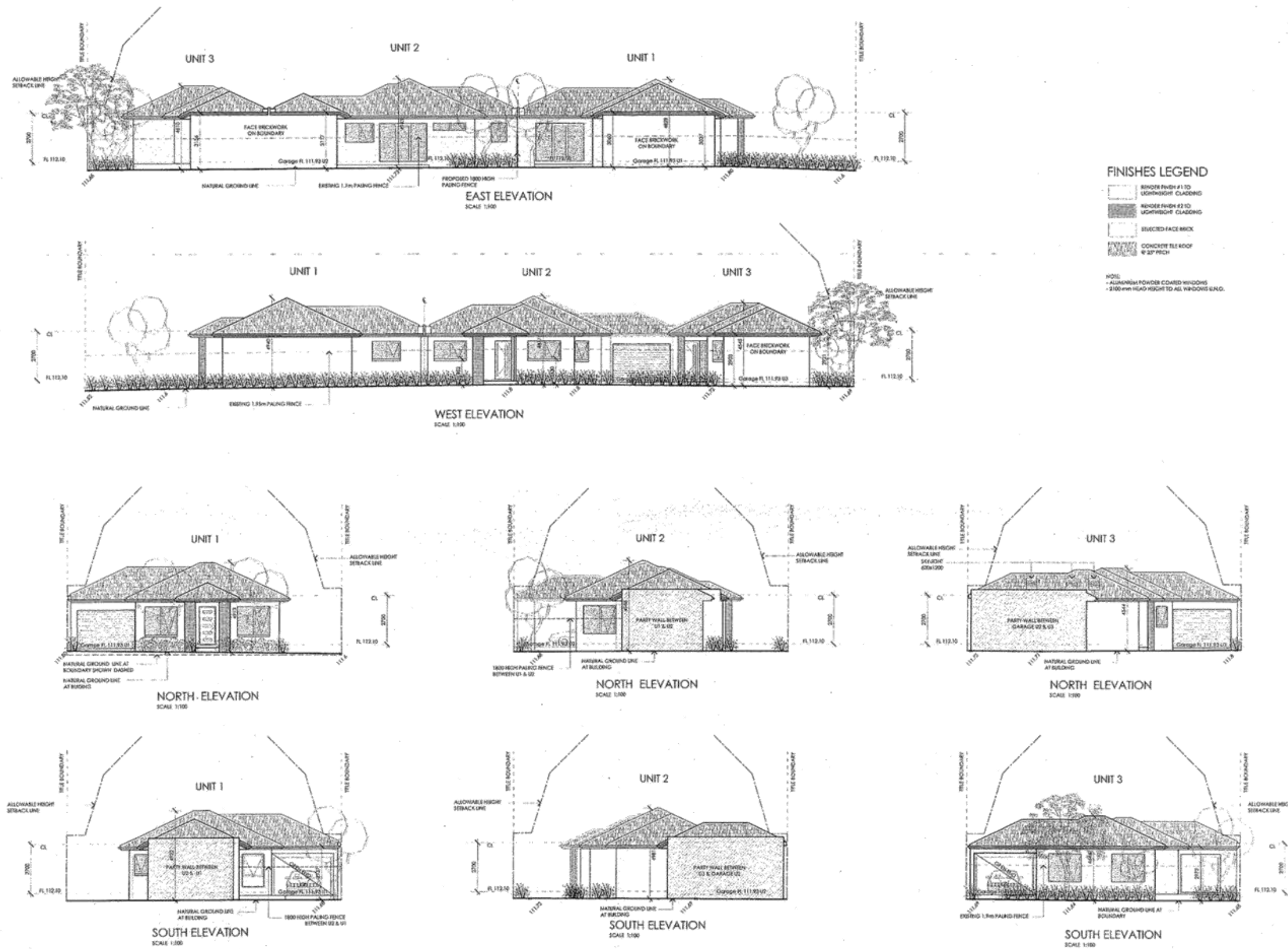
SEWERWATER DRAIN  
UNKNOWN TYPE UNKNOWN OFFSET AND DEPTH UNKNOWN  
CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION

- EXISTING TREE RETAINED
- PROPOSED TREES AS PER LANDSCAPE PLAN  
TO BE SUBMITTED AT A LATER DATE
- TREE TO BE REMOVED
- ENCLOSURE, GARAGE, OUTBUILDINGS & VEGEATION  
TO BE DEMOLISHED SHOWN DASHED
- FENCE  
1.8m HIGH FENCING FENCE
- COLOURED CONCRETE  
DRIVEWAY / PARK
- SELECTED PARKING
- SK SKULCHER ADDITION
- 1A MAILBOX - LOCATION & SEE TO BE  
CONFIRMED ON SITE - TO LOCAL  
AUTHORITY REQUIREMENTS (WITH  
MAIL, LOGO) OF 50mm
- 1B METER BOX - LOCATION & SEE TO BE  
CONFIRMED ON SITE - TO LOCAL  
AUTHORITY REQUIREMENTS
- POS PRIVATE OPEN SPACE
- W HABITABLE ROOM WINDOW
- NH NON HABITABLE ROOM WINDOW
- SEP SEWER TIE IN POINT  
- CONFIRM LOCATION ON SITE
- ANY BOUNDARY FENCE, HAWKERS OR  
VEGETATION BARS SHALL WITHIN A 2.5m  
PERIMETER VISIBLE SPILL MUST BE BELOW  
1.5m IN HEIGHT

## LEVELS TO AHD

## EXTERNAL FINISHES SCHEDULE

ROOMING WALLS	ROOFING	COLOURED ROOFING FIBRE	FACE BRICKWORK STANDARD FINISH
CURTAINS & DOWNPIPPES WINDOWS & DOORS			
CONCRETE POLISHED/GRINDED ALUMINUM			
<b>DEVELOPMENT SUMMARY</b>			
SITE AREA	400.54m <sup>2</sup>	BUILDING SITE COVERAGE	285.85m <sup>2</sup> (71.37%)
DENSITY	1/214.75	SITE FEASIBILITY	171.36m <sup>2</sup> (42.78%)
% OF DEVELOPMENTS CARRYOVERS	4 TOTAL	PRIVATE OPEN SPACE	UNIT 1 25.40m <sup>2</sup> + 11.54m <sup>2</sup>
UNIT 1	2	UNIT 2	40.43m <sup>2</sup>
UNIT 2	1	UNIT 3	22.14m <sup>2</sup>
UNIT 3	1		
<b>GROSS BUILDING AREA / UNIT:</b>			
UNIT 1	UNIT 2	UNIT 3	
71.36m <sup>2</sup>	71.36m <sup>2</sup>	67.71m <sup>2</sup>	
23.35m <sup>2</sup>	34.60m <sup>2</sup>	17.60m <sup>2</sup>	
3.66m <sup>2</sup>	1.91m <sup>2</sup>	1.30m <sup>2</sup>	
TOTAL	153.47m <sup>2</sup> (11.79%)	97.55m <sup>2</sup> (10.76%)	84.70m <sup>2</sup> (9.34%)
<b>CONSTRUCTION</b>			
INTERIOR WALLS: - Porous Thick Raster Stud Construction			
EXTERIOR WALLS: - Gypsum Board			
GROUND FLOOR - 230mm THICK BRICK STUD CONSTRUCTION - 230mm BRICKPier CONSTRUCTION - 170mm IPSO AND GLAZED BRICK CONSTRUCTION			
170mm IPSO AND GLAZED BRICK CONSTRUCTION			
<b>LANDSCAPING</b>			
FOR DETAILS OF LANDSCAPING PLEASE REFER TO SEPARATE LANDSCAPE PLAN - TO BE SUBMITTED AT A LATER DATE			
<b>STORMWATER</b>			
ALL STORMWATER, INCLUDING ROOF AND PAVEMENT TO BE COLLECTED VIA ON SITE SYSTEM AND CONVEYED TO LEGAL POINT OF DISCHARGE. DETENTS TO BE SUBMITTED AT A LATER DATE. ALL STORMWATER TO BE DISCHARGED			



**IKONOMIDIS REID**  
architecture + development solutions  
713 PLENTY ROAD RESERVE 3073 EMAIL: ADMIN@IKONREID.COM.AU  
PH. 94782836

REV DATE ISSUE

8 NOV 15 RR  
REV DATE ISSUE

A SEP 15 TOWN PLANNING APPLICATION  
REV DATE ISSUE

P1 SEP 15 PRE-LOGGING ISSUE  
REV DATE ISSUE

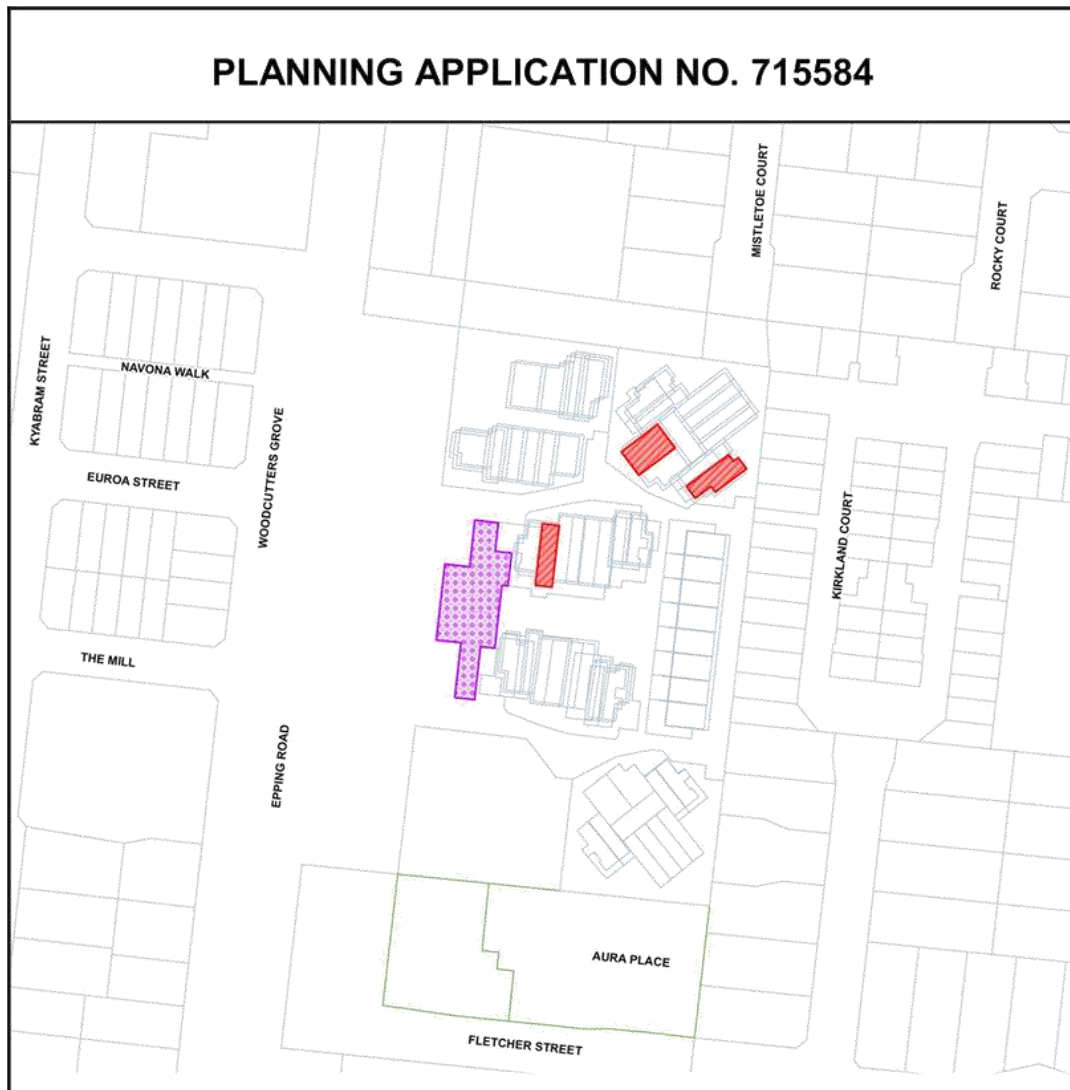
PROPOSED MULTI UNIT DEVELOPMENT  
97 CYPRUS ST, LALOR

TP-05 B  
ELEVATIONS

JOB NO. SCALE, DRAWN, DATE,  
G089771 1:1000 HQ SEP 15







**Subject Land**

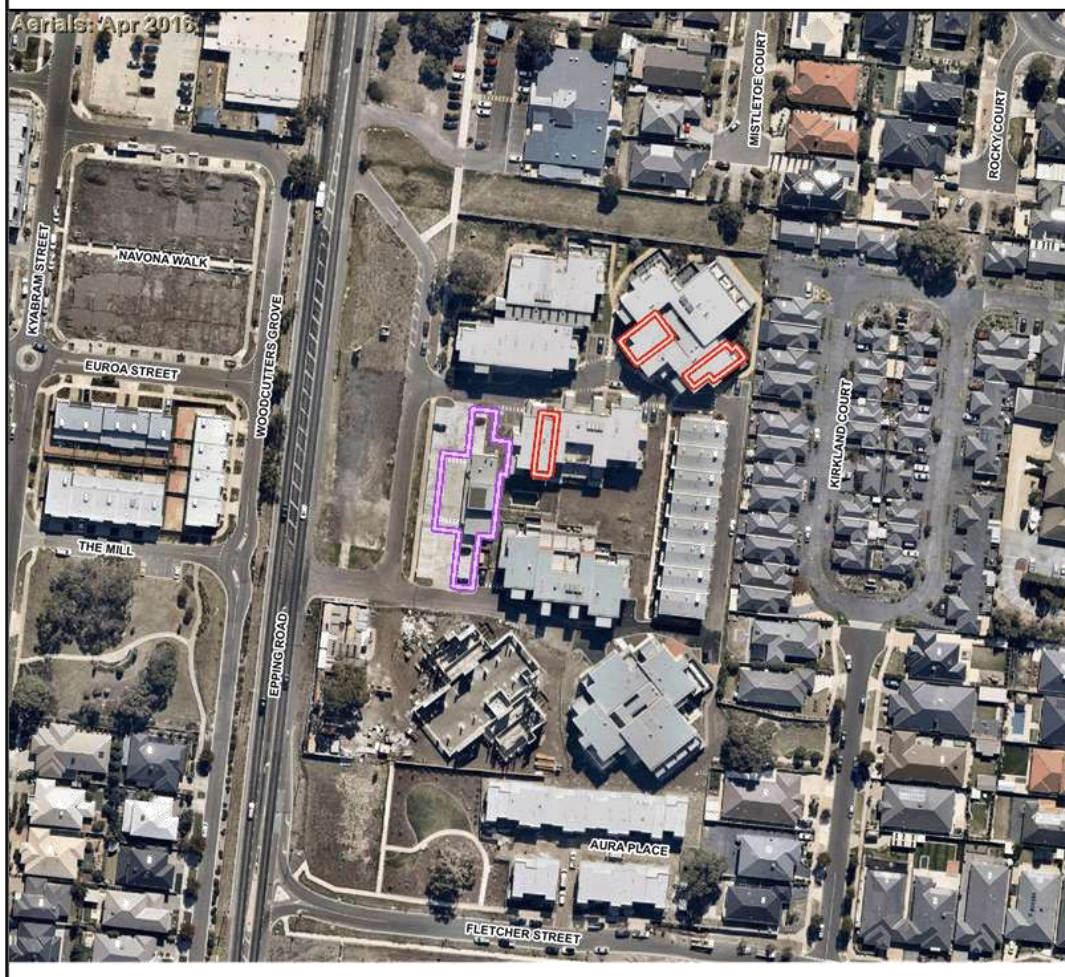


**Objector plus 3 outside locality map area  
and 3 outside Municipality**

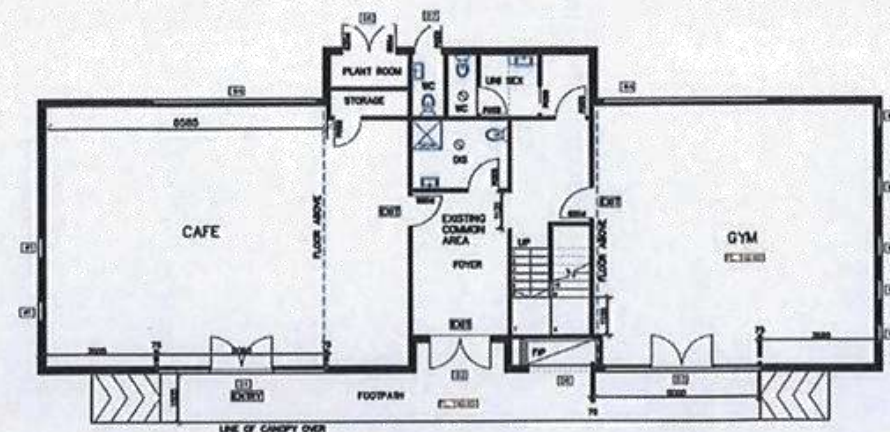


**City of  
Whittlesea**

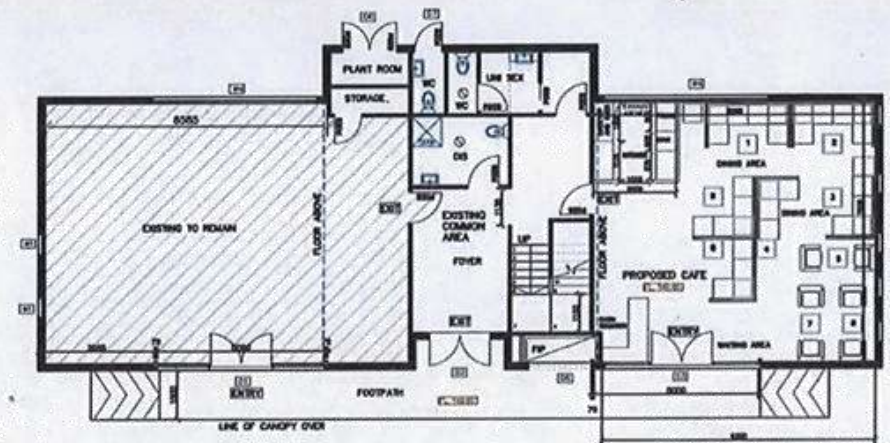
**ESTABLISHED AREAS PLANNING REPORT**

**PLANNING APPLICATION NO. 715584****Subject Land****Objector plus 3 outside locality map area  
and 3 outside Municipality****City of  
Whittlesea****ESTABLISHED AREAS PLANNING REPORT**

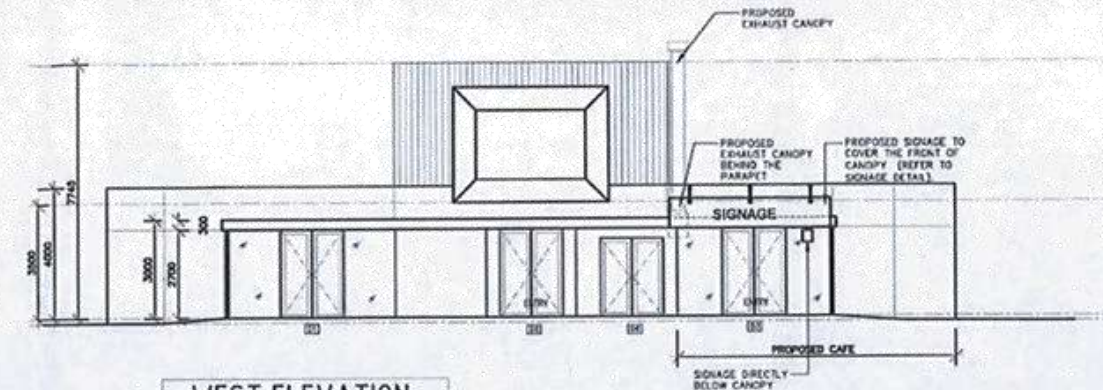




EXISTING FLOOR PLAN SCALE 1:100



PROPOSED FLOOR PLAN SCALE 1:100



WEST ELEVATION

SCALE 1:100

## DEVELOPMENT SUMMARY

NUMBER OF STAFF -	3
FULLTIME -	2
PART-TIME -	1
MAX NO OF STAFF AT A TIME -	2

INTERNAL SEATING -	9 TABLES APPROXIMATELY 32 PATRONS
--------------------	--------------------------------------

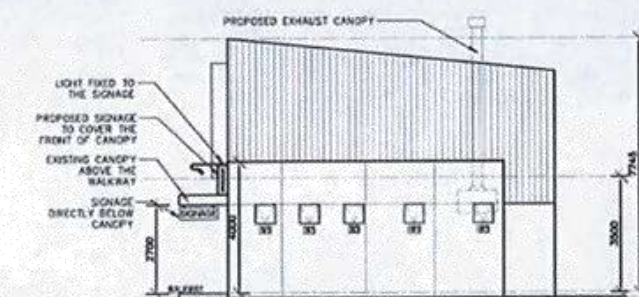
ON SITE PARKING -	31
-------------------	----

OPEN HOURS (MONDAY-WEDNESDAY) :	4.00PM TO 12AM
(THURSDAY-SUNDAY) :	4.00PM TO 1AM

LICENSED PREMISES -	CHANGE OF USE FROM GYM TO CAFE (SHISHA)
---------------------	--

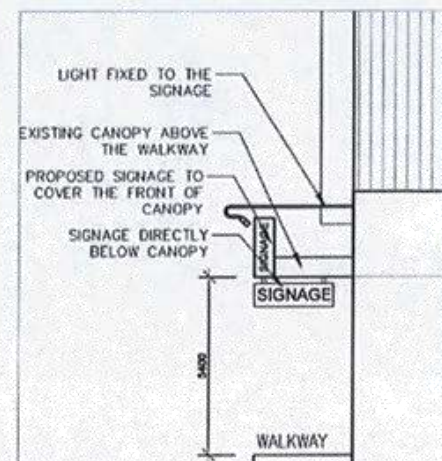
APPROXIMATE INTERNAL AREA -	68.00 SQM
-----------------------------	-----------

THE BUILDING HAS A DEDICATED WASTE COLLECTION POINT AVAILABLE FOR ALL TENANTS. THIS IS LOCATED EXTERNALLY AT THE EAST SIDE OF THE BUILDING. WEEKLY WASTE COLLECTION WILL BE ORGANISED WITH THE LOCAL WASTE REMOVAL COMPANY.



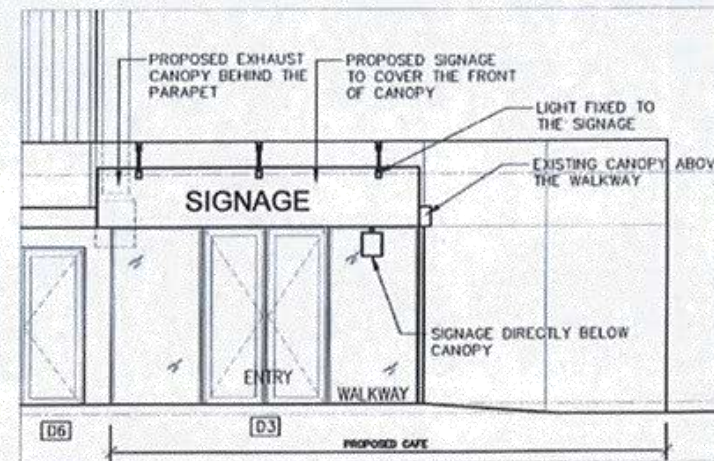
SOUTH ELEVATION

SCALE 1:100



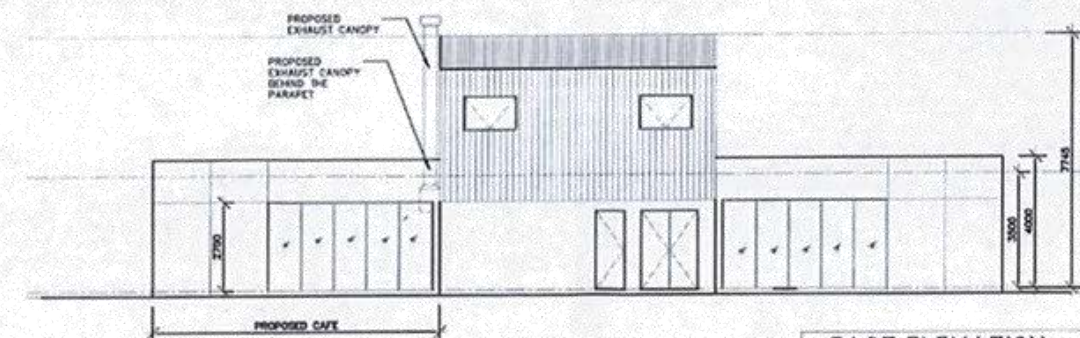
SIGNAGE DETAILS SCALE 1:50

SIGNAGE DETAIL TO BE CONFIRMED AT A LATER DATE.



SIGNAGE DETAILS SCALE 1:50

SIGNAGE DETAIL TO BE CONFIRMED AT A LATER DATE.



EAST ELEVATION

SCALE 1:100



591 PLENTY ROAD PRESTON 3072  
TEL: 613 9478 8873 FAX: 613 9478 4007

PLANNING APPLICATION  
COUNCIL: WHITTLESEA COUNCIL

PROJECT: PROPOSED CAFE  
AT 80H EPPING ROAD EPPING 3076

DRAWN BY:  
ARCHISCALE P/L

A1

SCALE  
1:100

REV 0

DATE:  
NOV 2015

TP01

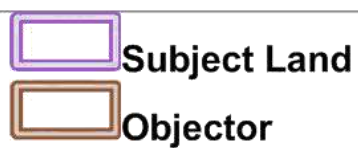






**City of  
Whittlesea**

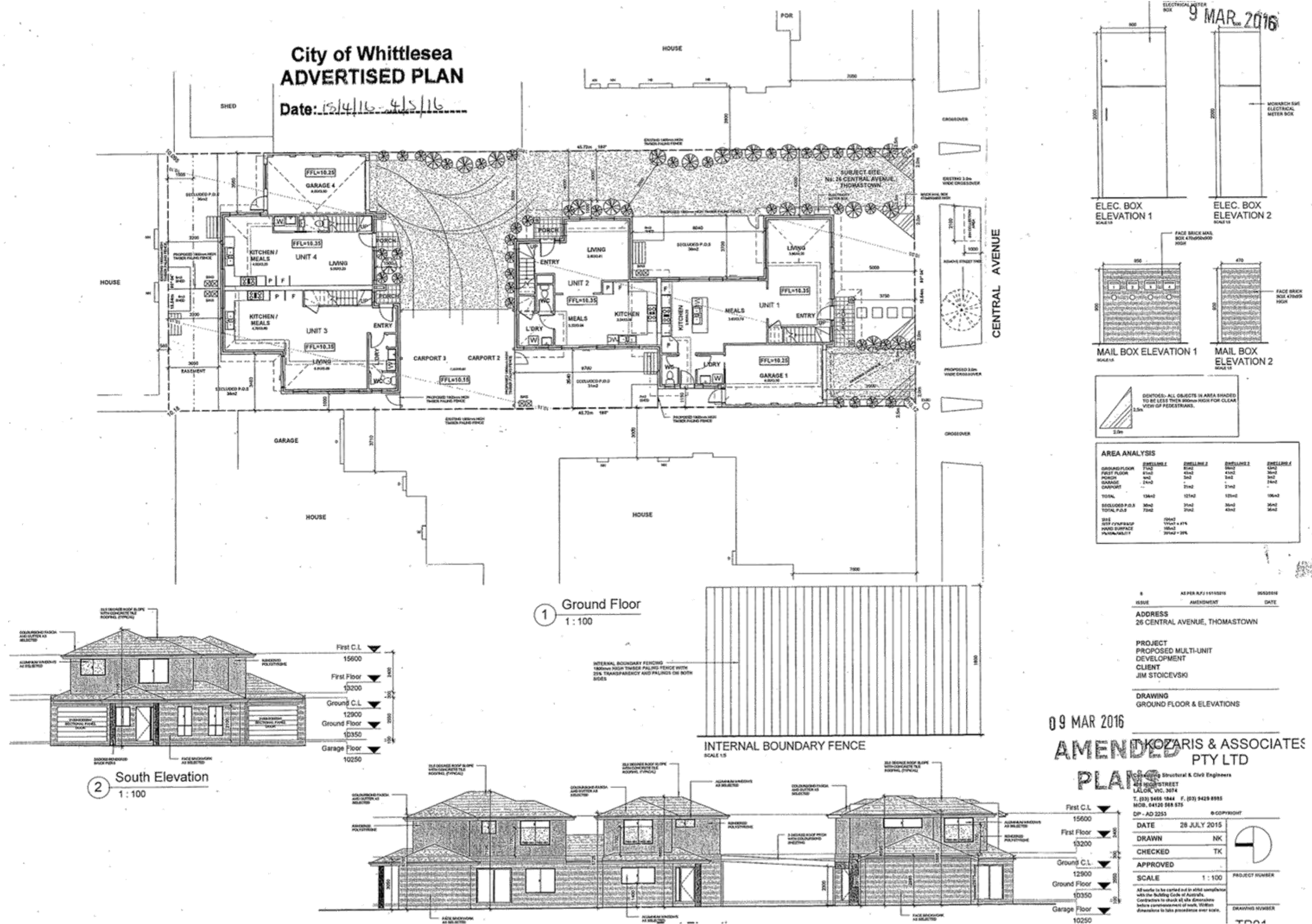
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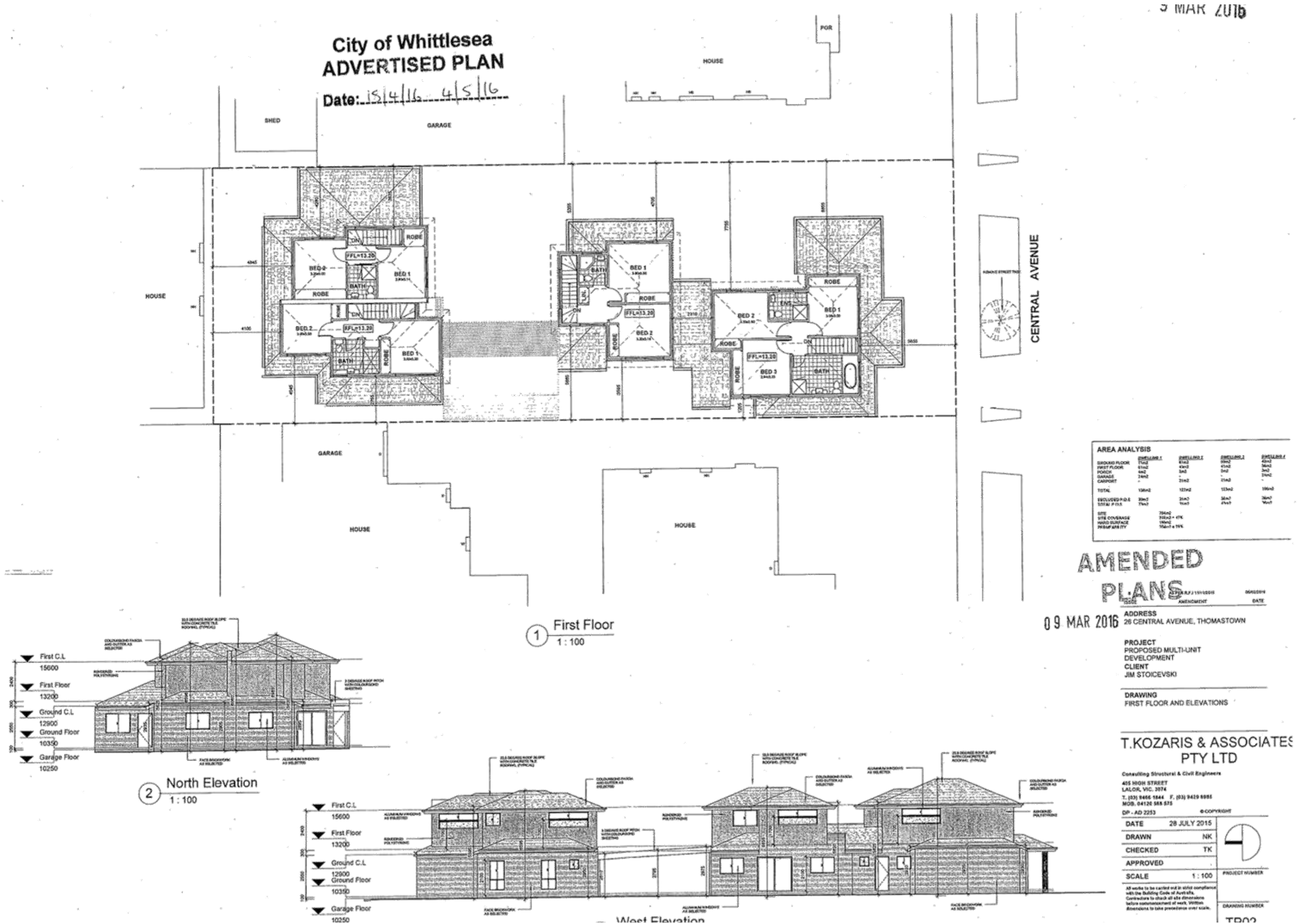


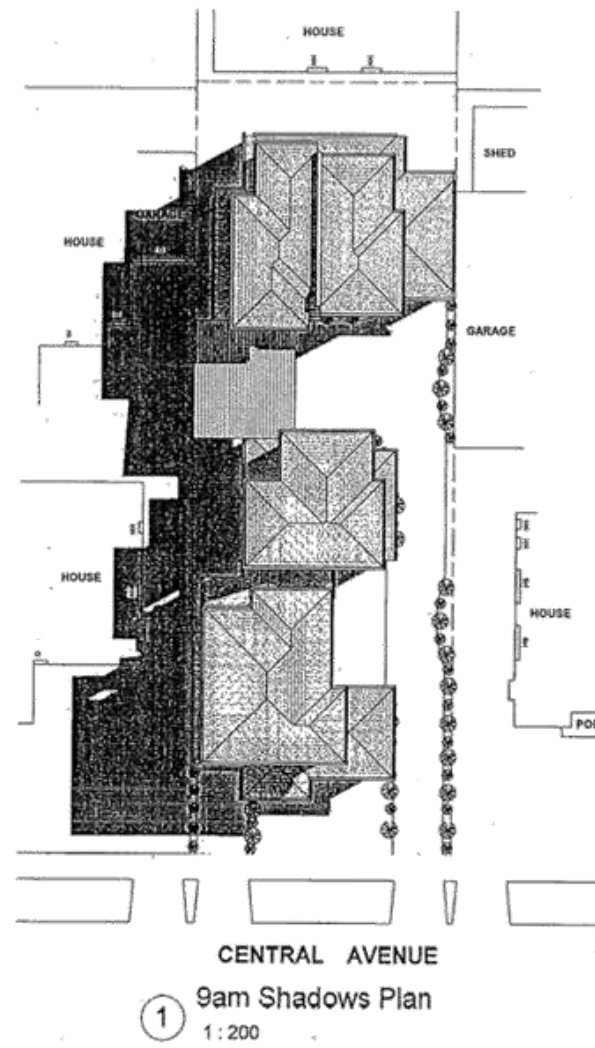
City of  
Whittlesea

**ESTABLISHED AREAS PLANNING REPORT**

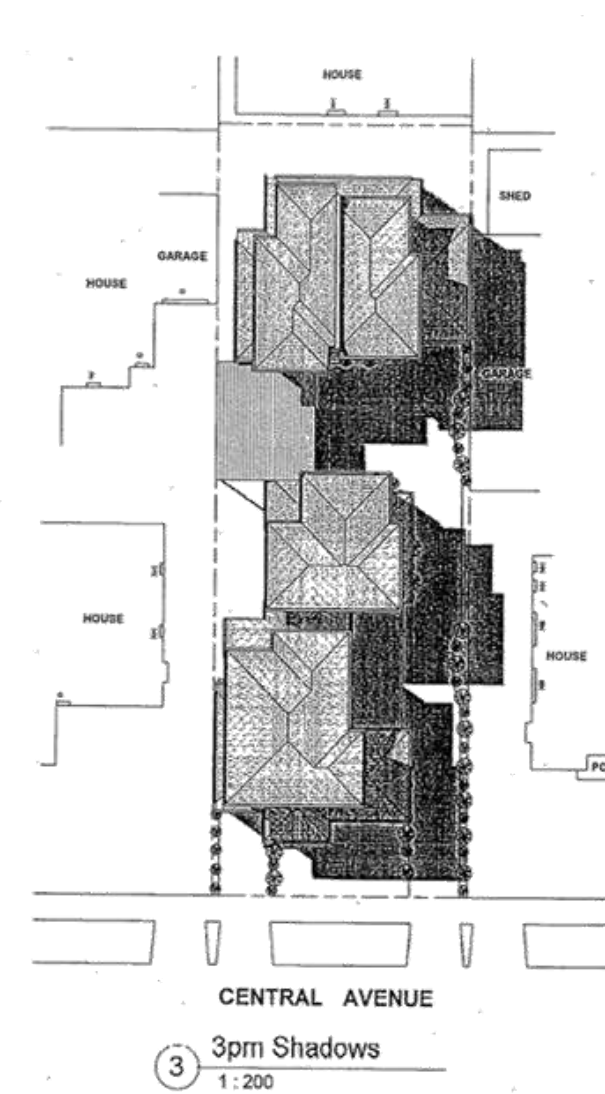
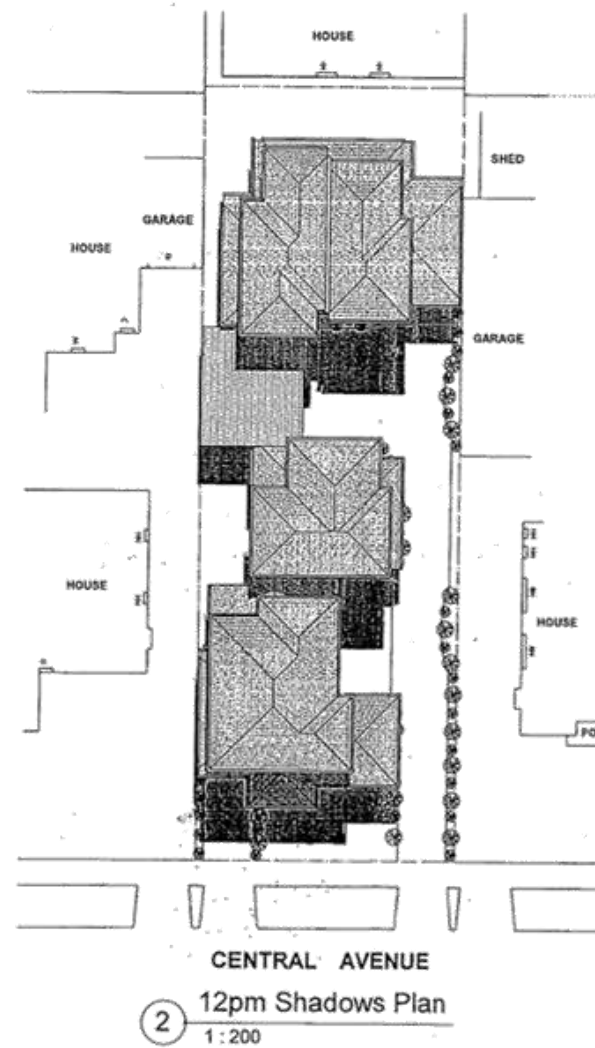








City of Whittlesea  
ADVERTISED PLAN  
Date: 18/4/16 - 4/5/16



09 MAR 2016  
AMENDED  
PLANS

ISSUE	AMENDMENT	DATE
ADDRESS		
26 CENTRAL AVENUE, THOMASTOWN		
PROJECT		
PROPOSED MULTI-UNIT DEVELOPMENT		
CLIENT		
JIM STOICEVSKI		
DRAWING		
SHADOW DIAGRAMS		

T.KOZARIS & ASSOCIATES  
PTY LTD

Consulting Structural & Civil Engineers  
405 HIGH STREET  
LALOR, VIC. 3074  
T. (03) 9466 1844 F. (03) 9429 8985  
MOB. 04120 568 575  
DP - AD 2253 © COPYRIGHT

DATE 28 JULY 2015

DRAWN NK

CHECKED TK

APPROVED

SCALE 1:200

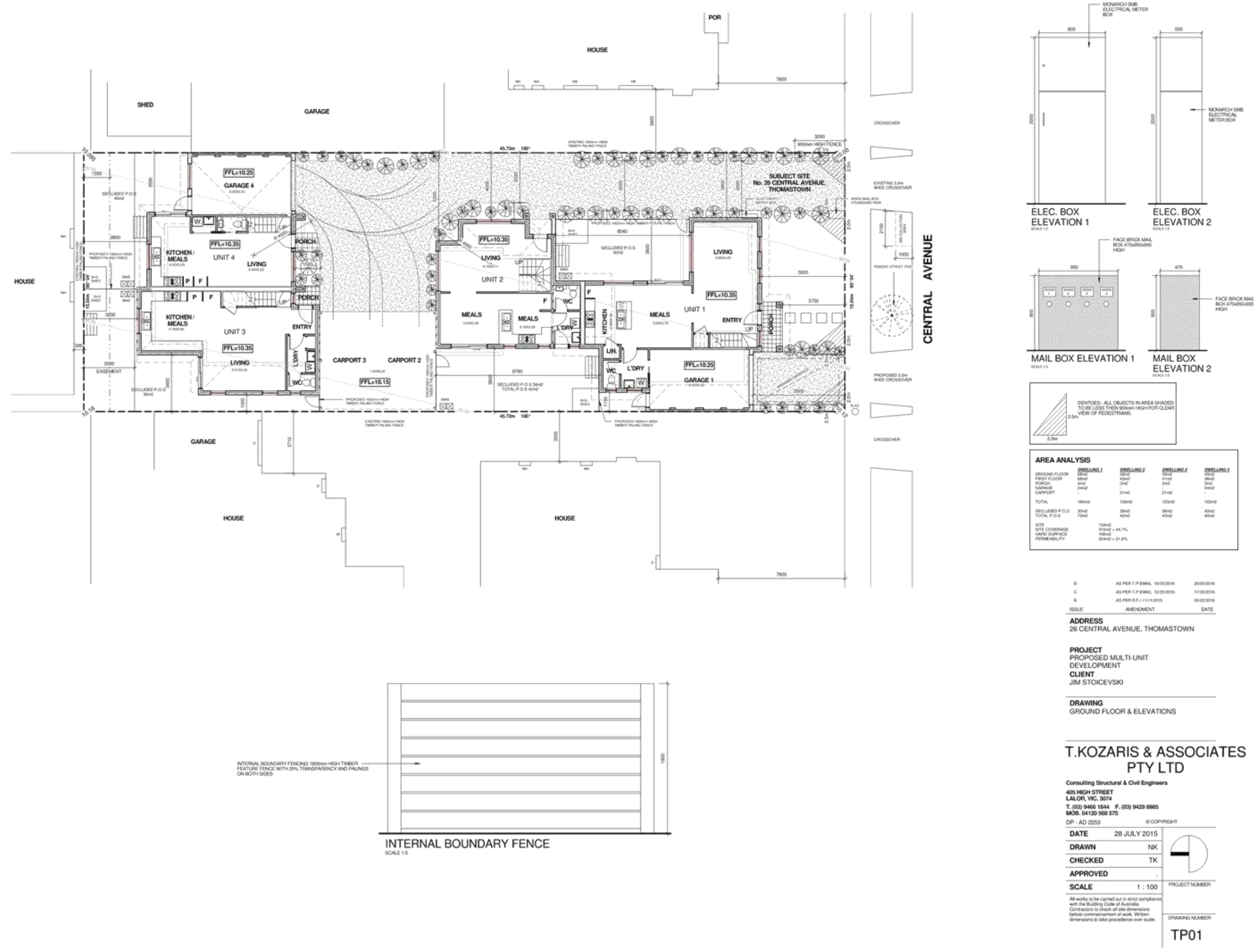
PROJECT NUMBER

DRAWING NUMBER

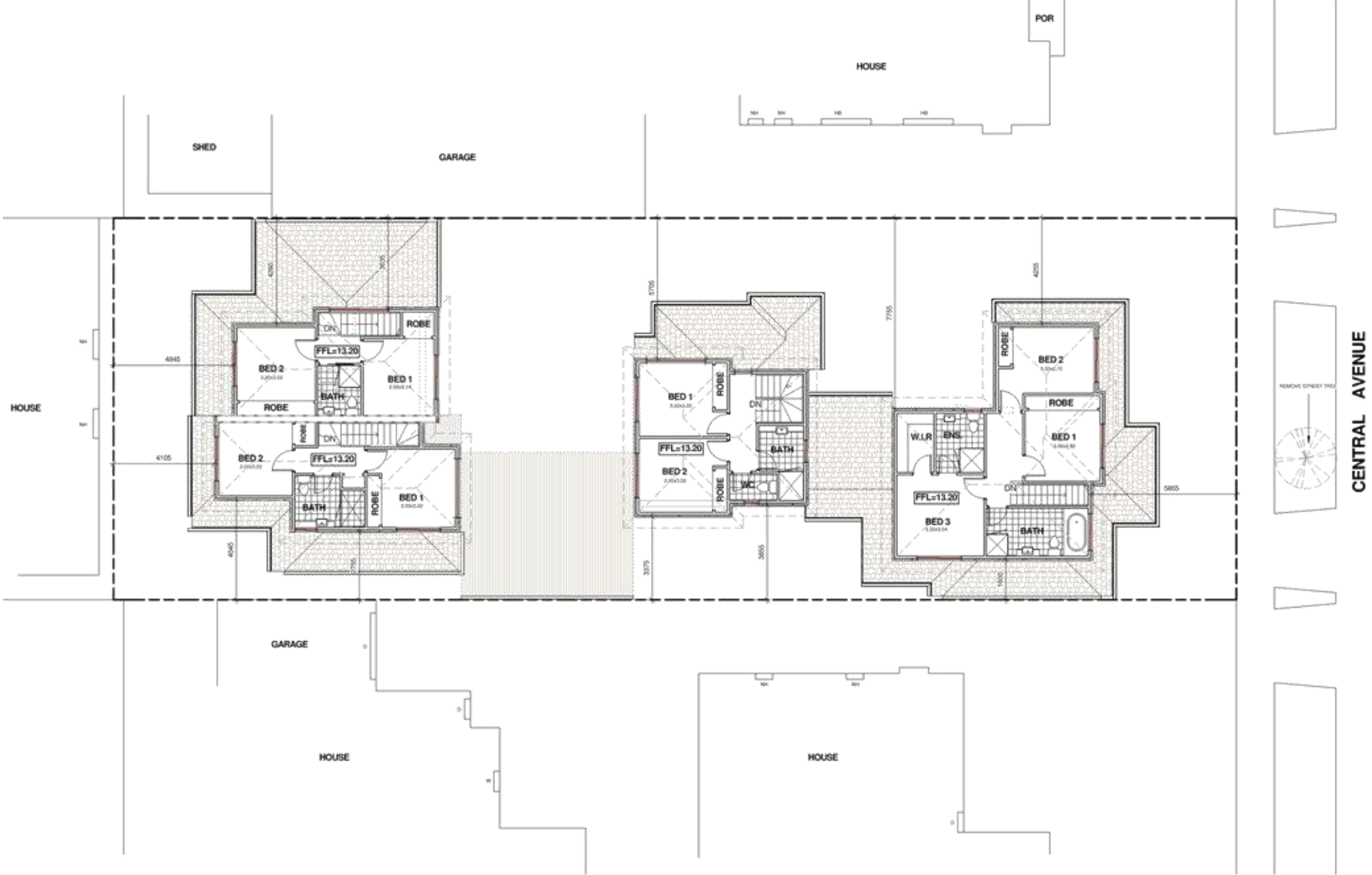
All works to be carried out in strict accordance with the Building Code of Australia. Contractors to check all site dimensions before commencement of work. Written dimensions to take precedence over scale.











AREA ANALYSIS				
	DWELLING 1	DWELLING 2	DWELLING 3	DWELLING 4
GROUND FLOOR	68m2	68m2	68m2	68m2
FIRST FLOOR	68m2	68m2	68m2	68m2
PORCH	4m2	4m2	4m2	4m2
GARAGE	24m2	24m2	24m2	24m2
CARPORT	-	21m2	21m2	21m2
TOTAL	164m2	159m2	159m2	159m2
SECLUDED P.O.S	39m2	39m2	39m2	39m2
TOTAL P.O.S	73m2	43m2	43m2	43m2
SITE	704m2			
SITE COVERAGE	219m2 = 44.7%			
HAVED SURFACE	186m2			
PERMEABILITY	224m2 = 31.8%			

D	AS PER T.P. EMAIL, 10/05/2016	20/05/2016
C	AS PER T.P. EMAIL, 10/05/2016	17/05/2016
B	AS PER R.F. J 11/11/2015	05/02/2016
ISSUE	AMENDMENT	DATE

ADDRESS  
26 CENTRAL AVENUE, THOMASTOWN

PROJECT  
PROPOSED MULTI-UNIT  
DEVELOPMENT  
CLIENT  
JIM STOICEVSKI

DRAWING  
FIRST FLOOR AND ELEVATIONS

T.KOZARIS & ASSOCIATES  
PTY LTD

Consulting Structural & Civil Engineers  
405 HIGH STREET  
LALOR, VIC. 3074  
T. (03) 9466 1844 F. (03) 9429 8965  
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DATE	28 JULY 2015
DRAWN	NK
CHECKED	TK
APPROVED	-
SCALE	1 : 100

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Contractors to check all site dimensions  
before commencement of work. Written  
dimensions to take precedence over scale.



PROJECT NUMBER

DRAWING NUMBER

TP02



C	AS PER T.P. EMAIL	19/05/2016	20/05/2016
B	AS PER T.P. EMAIL	12/05/2016	17/05/2016

ISSUE AMENDMENT DATE  
ADDRESS  
26 CENTRAL AVENUE, THOMASTOWN

PROJECT  
PROPOSED MULTI-UNIT  
DEVELOPMENT  
CLIENT  
JIM STOICEVSKI

DRAWING  
ELEVATIONS

T.KOZARIS & ASSOCIATES  
PTY LTD

Consulting Structural & Civil Engineers  
405 HIGH STREET  
LALOR, VIC. 3074  
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MOB. 04120 568 575  
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DATE 28 JULY 2015  
DRAWN NK  
CHECKED TK  
APPROVED

SCALE 1 : 100

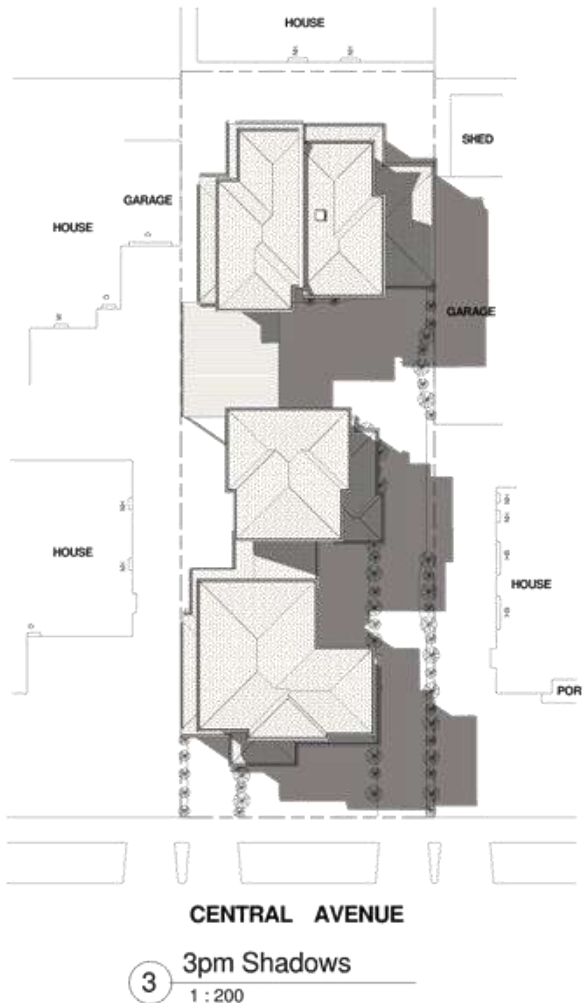
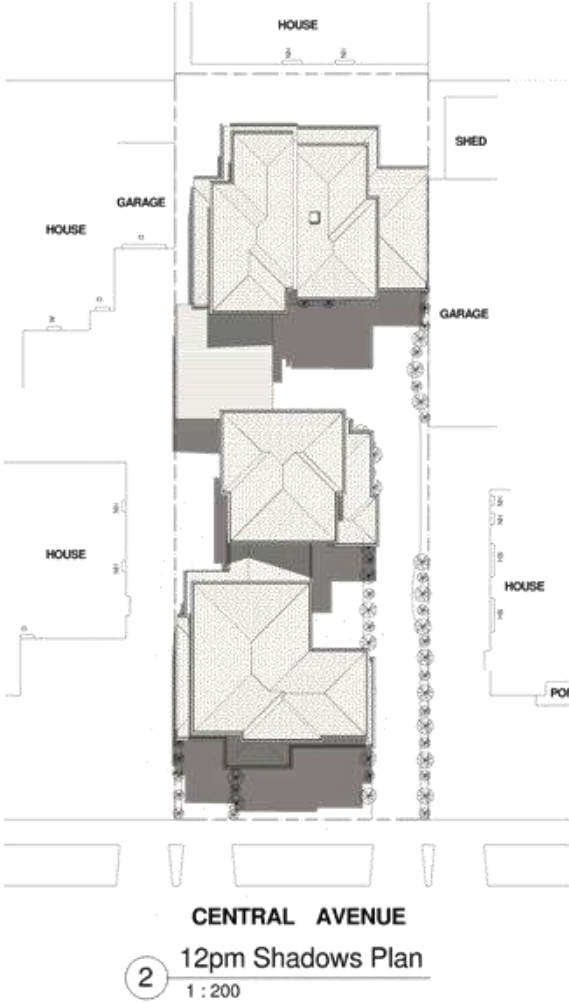
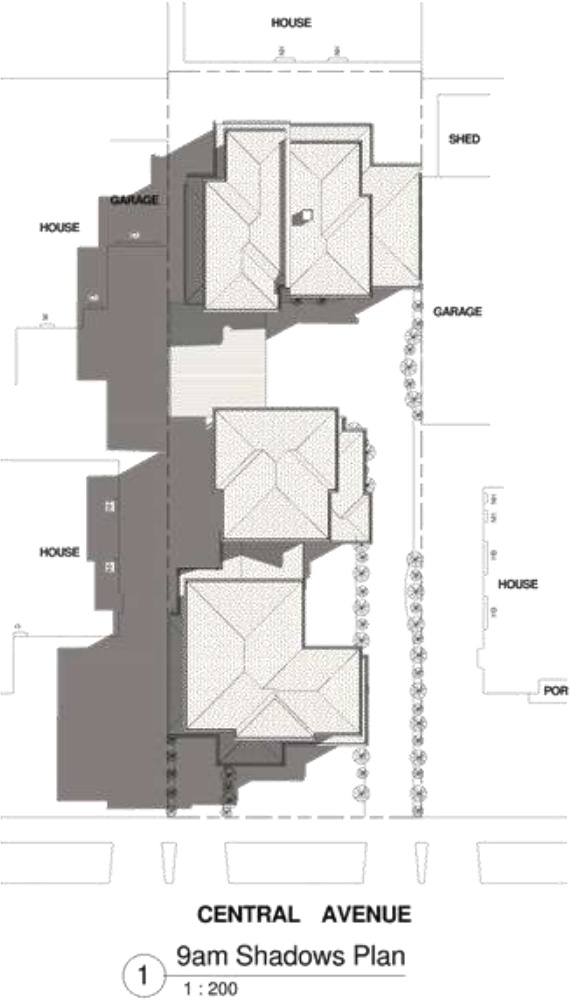
All works to be carried out in strict compliance with the Building Code of Australia. Contractors to check all site dimensions before commencement of work. Written dimensions to take precedence over scale.

PROJECT NUMBER

DRAWING NUMBER

TP03





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C	AS PER T.P. EMAIL, 10/05/2016	17/05/2016
B	AS PER R.F. J. 11/11/2015	05/02/2016
ISSUE	AMENDMENT	DATE

ADDRESS  
26 CENTRAL AVENUE, THOMASTOWN

PROJECT  
PROPOSED MULTI-UNIT  
DEVELOPMENT  
CLIENT  
JIM STOICEVSKI

DRAWING  
SHADOW DIAGRAMS

T.KOZARIS & ASSOCIATES  
PTY LTD

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405 HIGH STREET  
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DATE 28 JULY 2015  
DRAWN NK  
CHECKED TK  
APPROVED  
SCALE 1:200

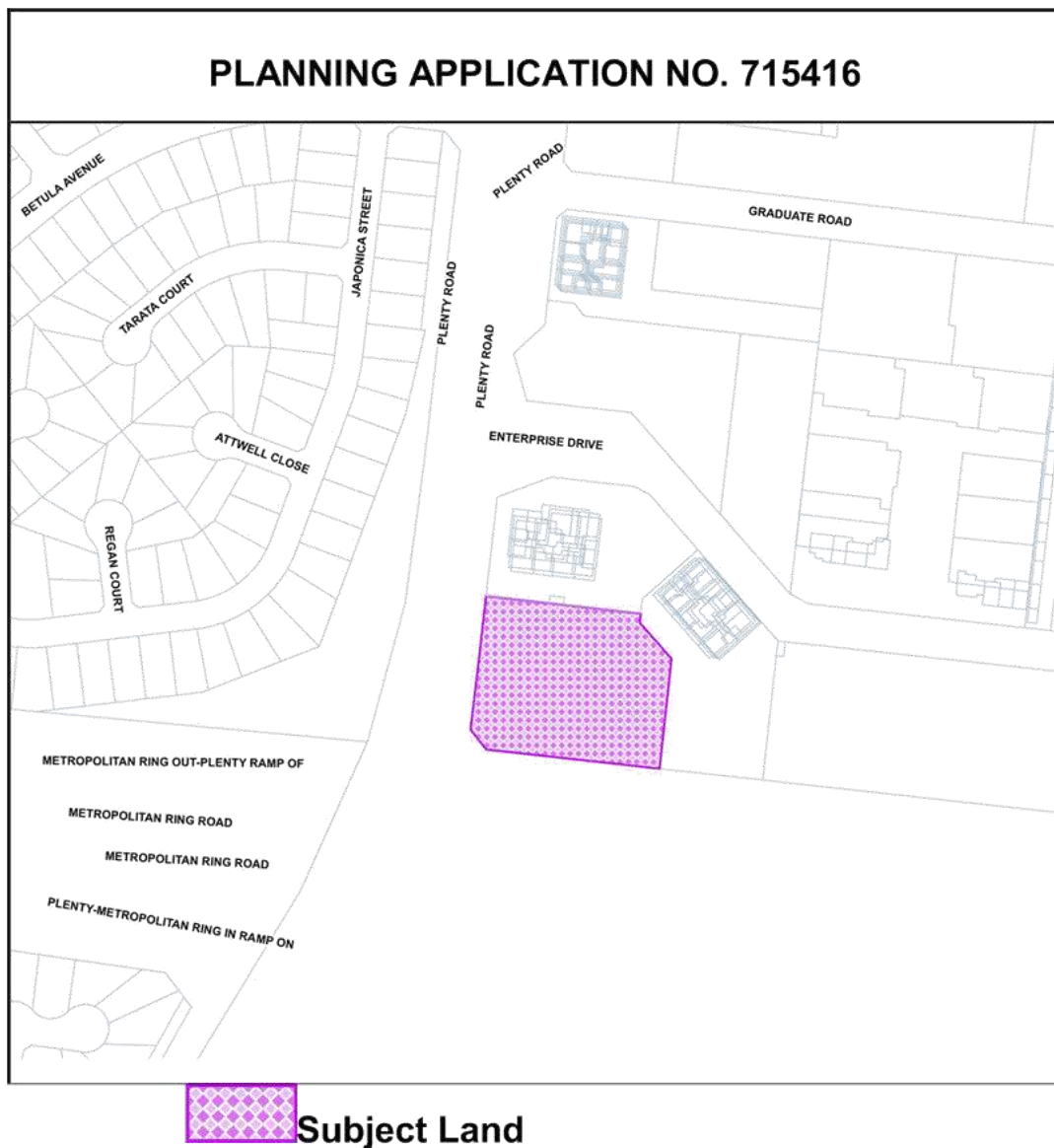
All works to be carried out in strict compliance  
with the Building Code of Australia.  
Contractors to check all site dimensions  
before commencement of work. Written  
dimensions to take precedence over scale.



PROJECT NUMBER

DRAWING NUMBER

TP04




**City of  
Whittlesea**

**ESTABLISHED AREAS PLANNING REPORT**



## PLANNING APPLICATION NO. 715416

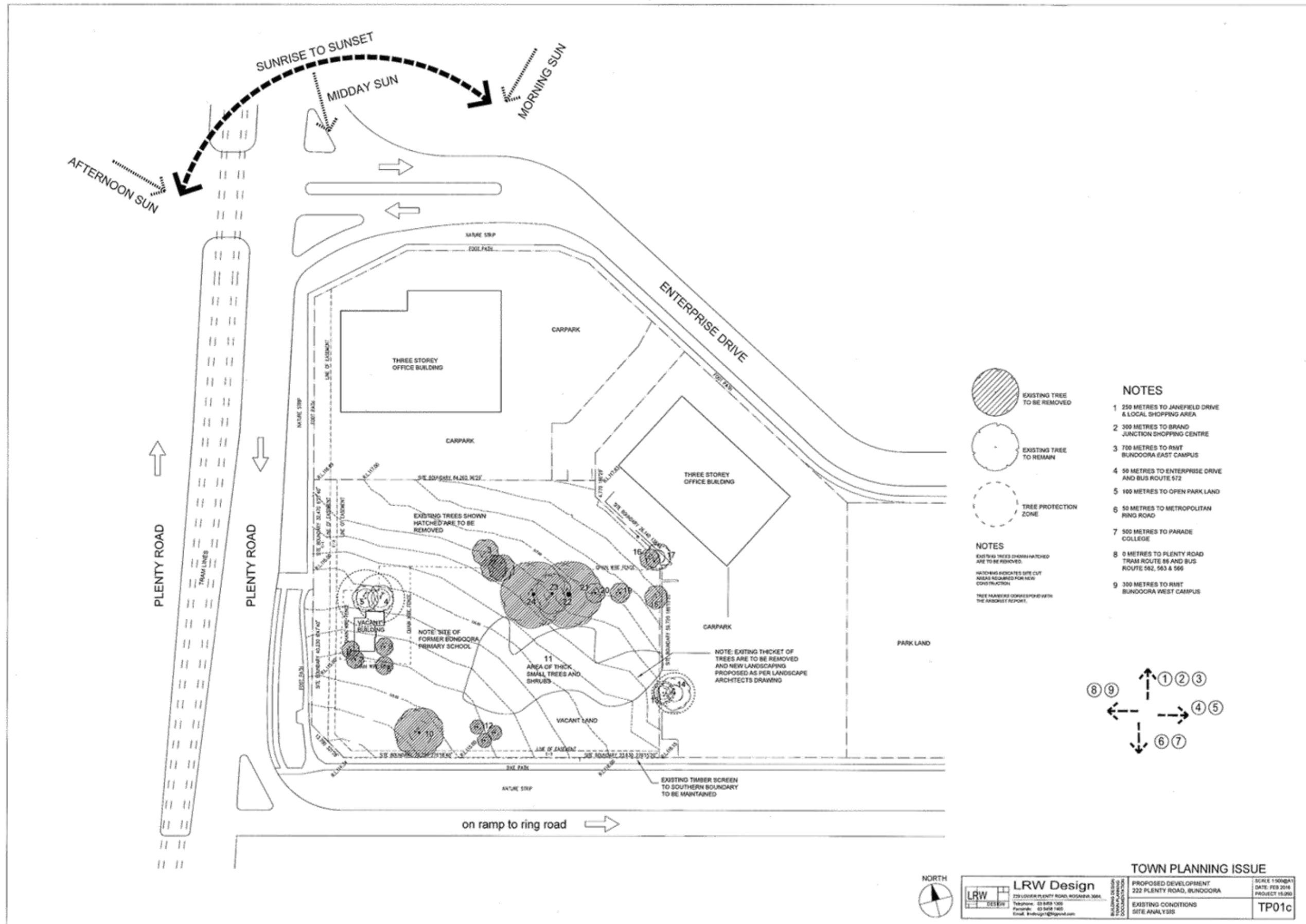


 Subject Land



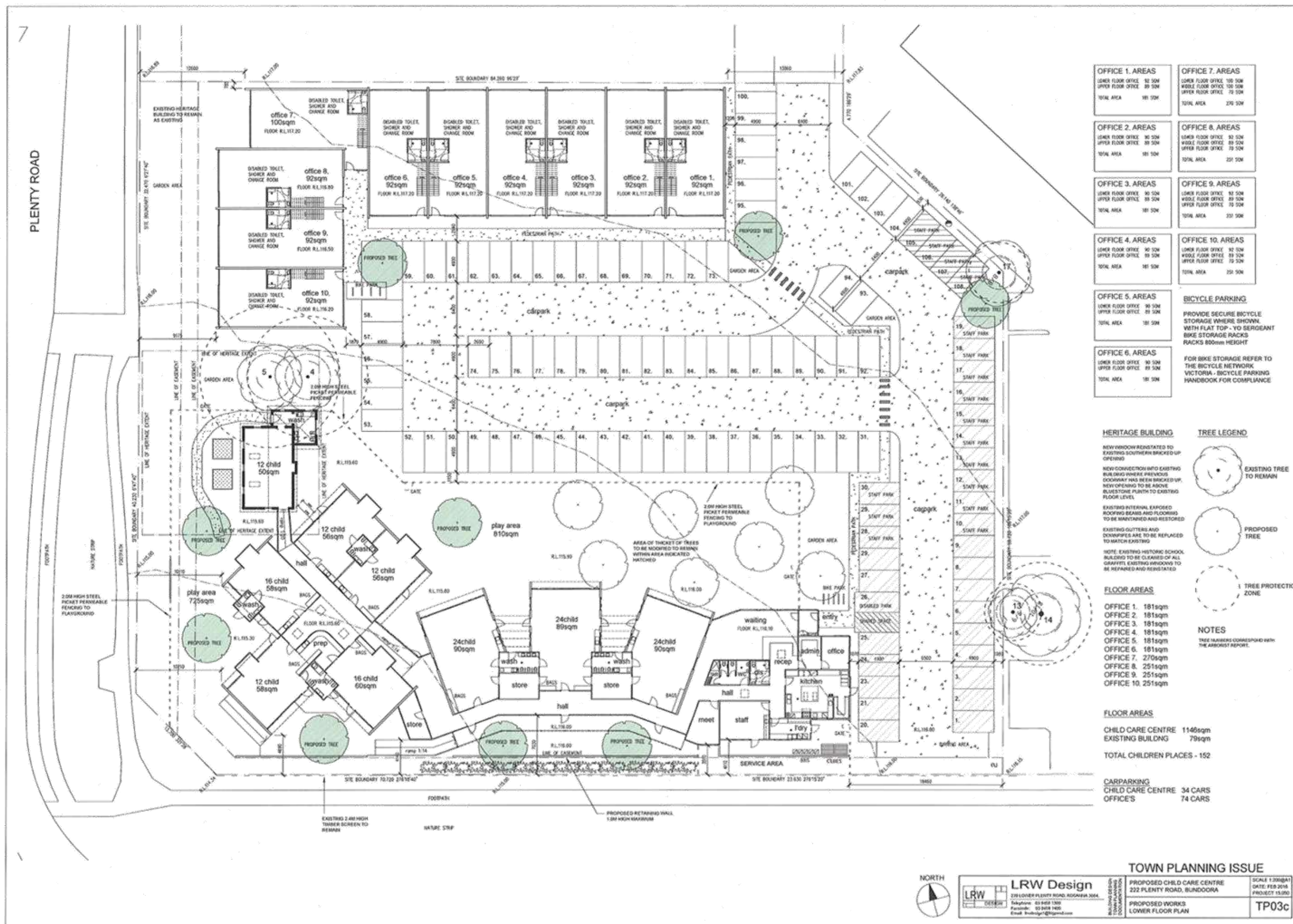
City of  
Whittlesea

ESTABLISHED AREAS PLANNING REPORT

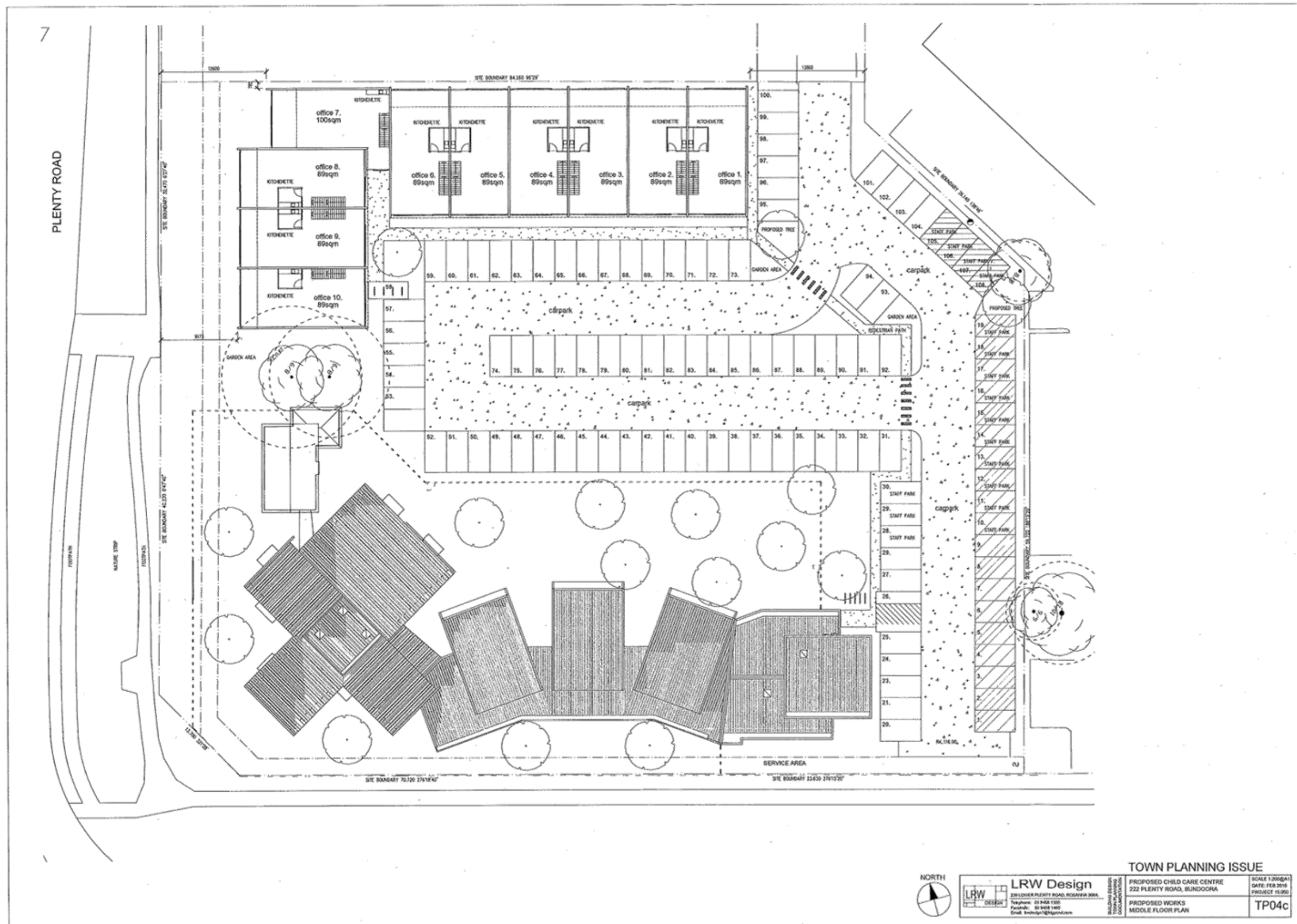


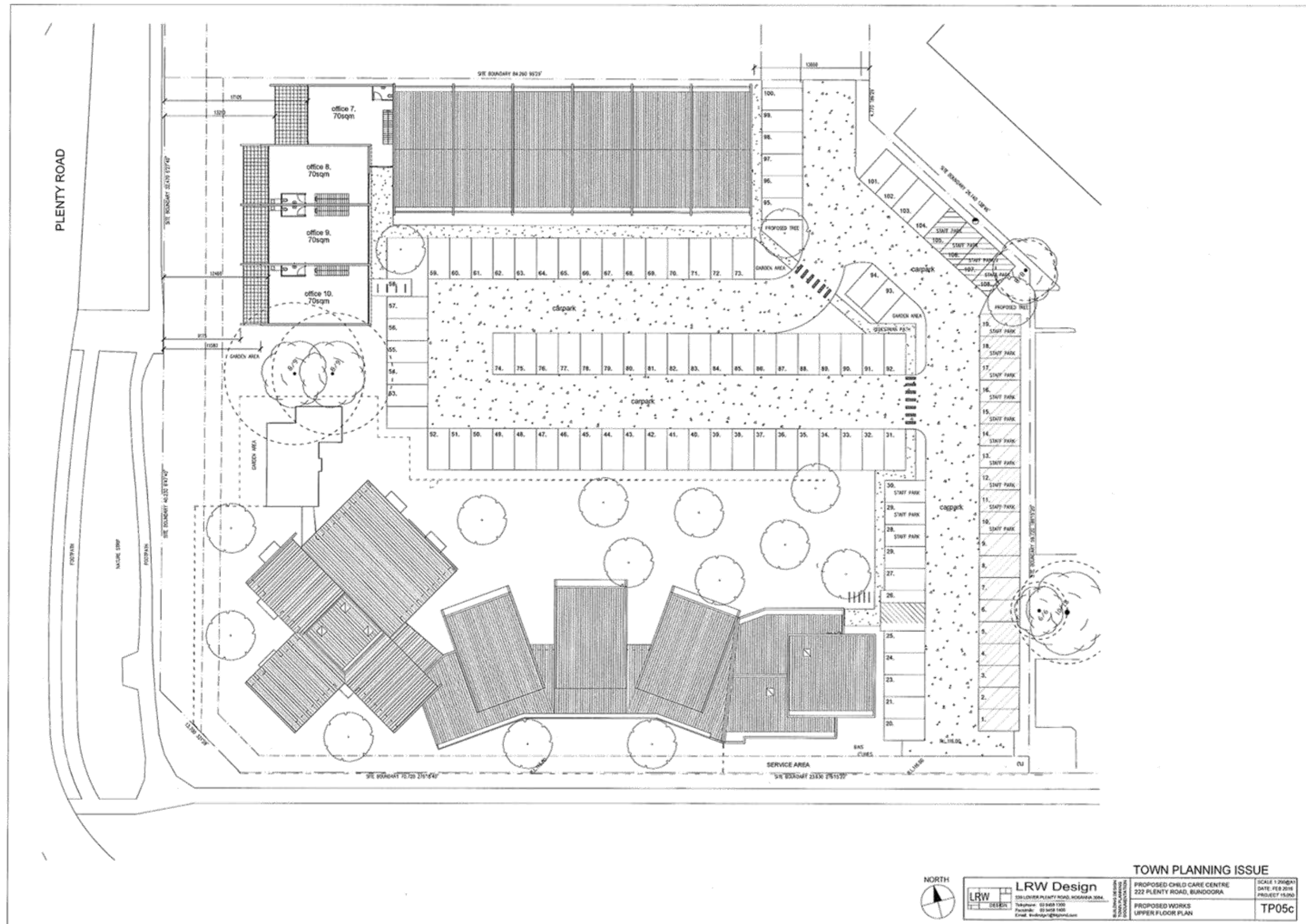




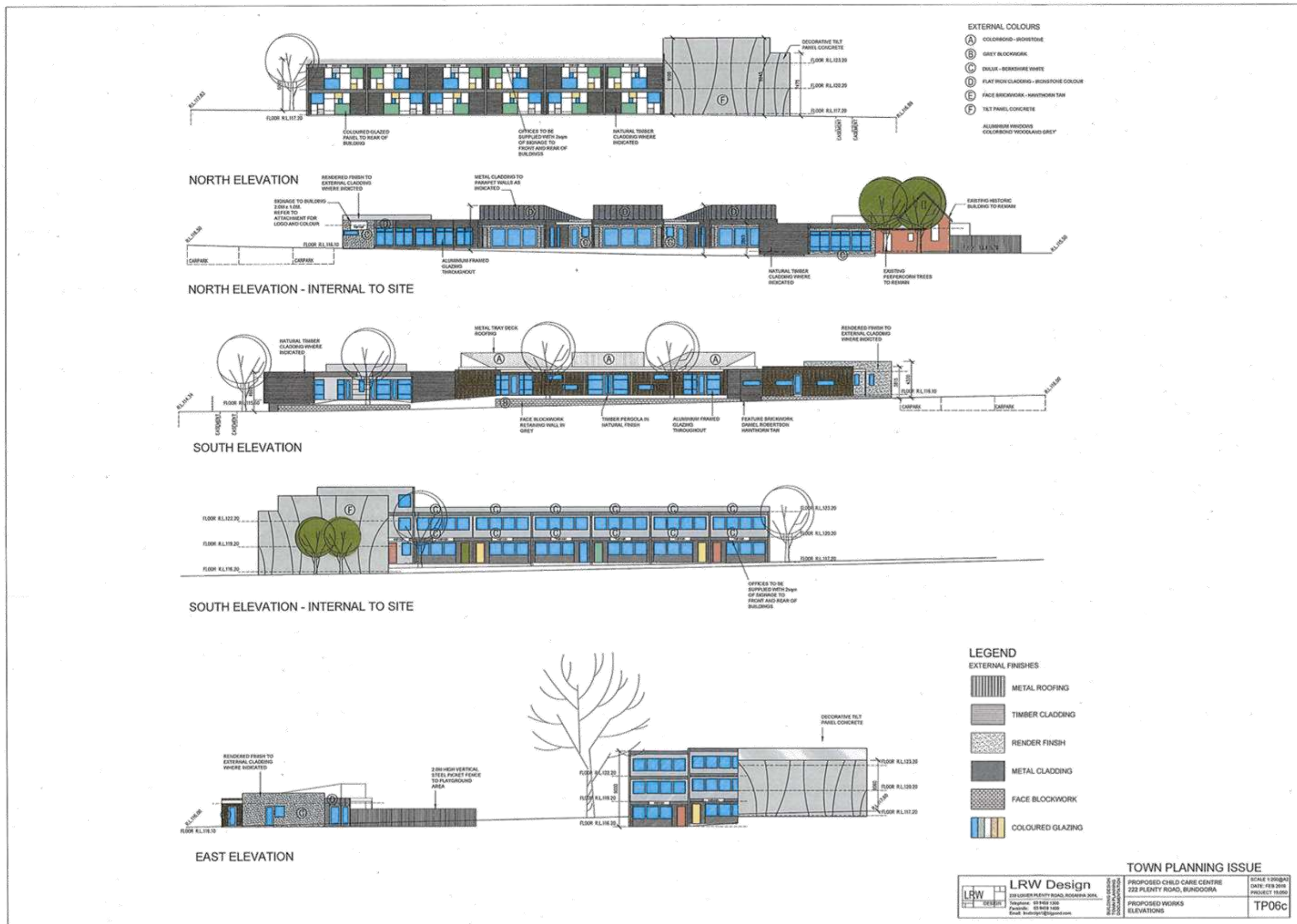


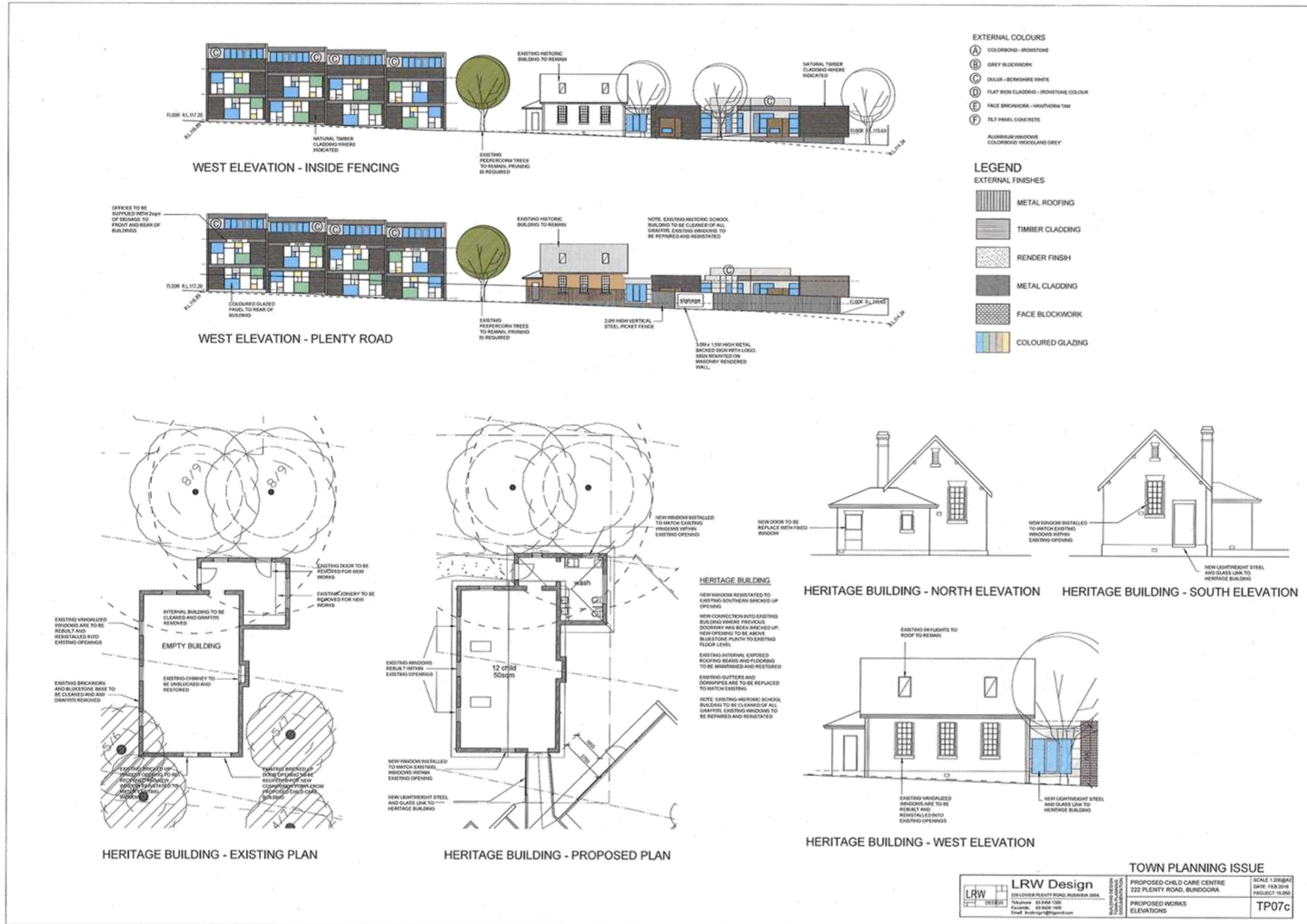




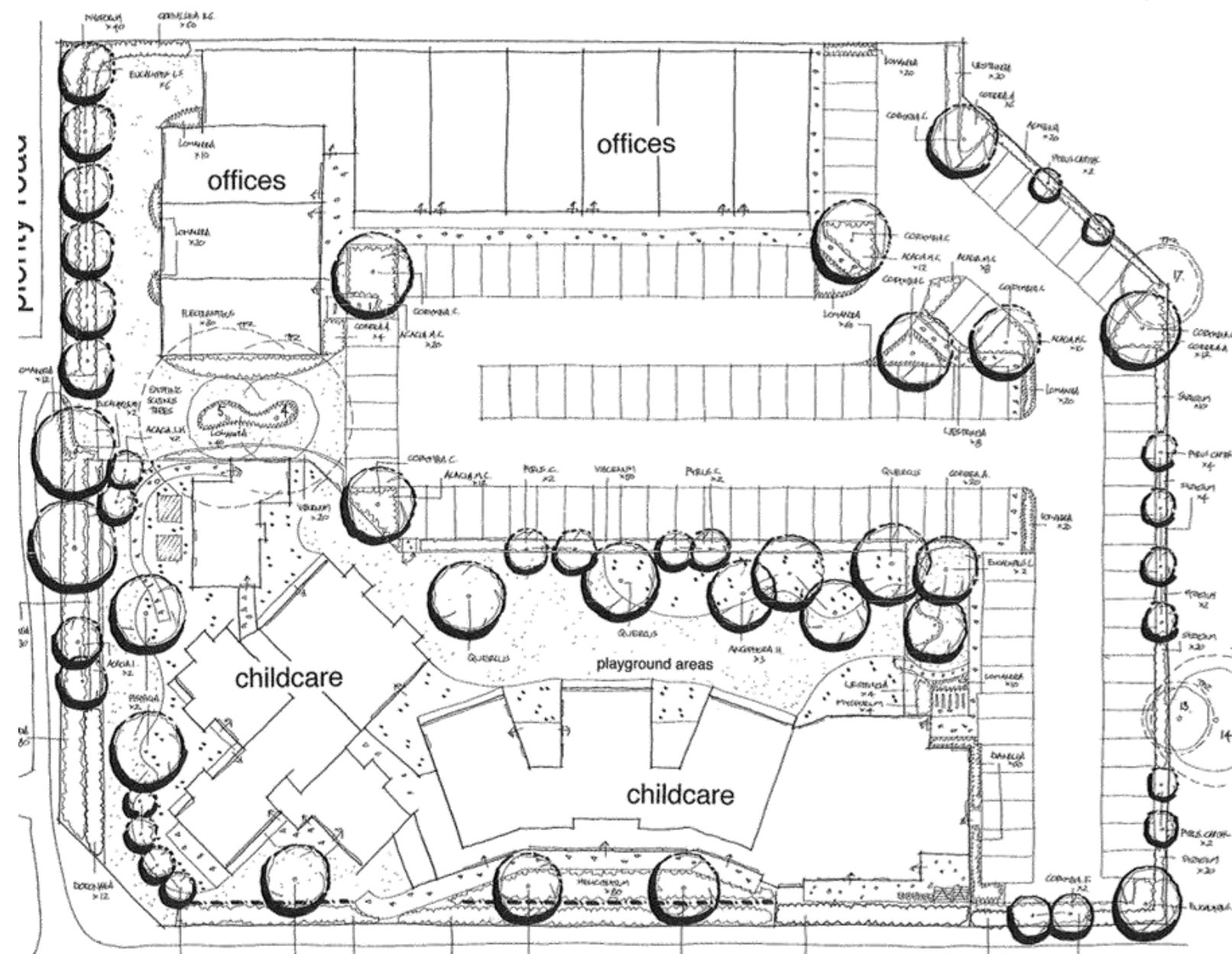












notes

**Existing vegetation**  
Existing trees and shrubs indicated for retention are to be protected in accordance with Australian standards. Refer to arborists report and/or council permit conditions for tree protection and management. Trees should be protected with physical barriers to prevent access within nominated tree protection zones which are to be mulched and irrigated during construction. No trees to be removed without clarification from owner or local council. All tree protection to be in accordance with relevant Australian Standards.

**Garden Beds**  
Cultivate existing soil to 200mm. Re-use site topsoil if suitable or imported garden mix topsoil to provide minimum 100mm of topsoil to garden beds. Spread 75mm layer of 10mm pine bark mulch.

**Irrigation**  
Low water use drip system with programmable timers connected to rainwater storage tanks or water mains. Irrigation must be used in compliance with current water restrictions.

**Drainage**  
Refer to architectural or engineering plans for stormwater and drainage pit locations. All paved areas in rear gardens are to have a grade of 2.5% minimum, away from buildings. All grades, levels and drainage to comply with relevant building codes and council of planning requirements.

**Services**  
Contractors are to determine the location of all underground and overhead services prior to construction. Any services, pits, etc. illustrated on this plan are indicative only and are to be checked with architectural and engineering plans.

**Building Structures**  
The use of this plan and planting of trees, shrubs, etc. as specified may require the provision of root control barriers or specifically engineered foundations or similar method of controlling root growth to avoid intrusion into adjacent areas or building foundations. A qualified consultant should advise on foundation design and/or barriers (physical or chemical) as appropriate.

The assessment data is shown on the following table

Table 1: Test assessment data

Tree No	Species	Character	Health	Architecture	Condition	Life Stage	Significance	Effective Diameter (mm)	Height (m)	Climax Spread
1	<i>Eucalyptus diadocalyx</i>	A	F	P	P	G	N	360	15	9
2	<i>Eucalyptus diadocalyx</i>	A	F	P	P	G	N	340	15	7
3	<i>Eucalyptus diadocalyx</i>	A	F	P	P	G	N	250	15	8
4	<i>Schinus molle "Aneka"</i>	X	F	F	F	M	N	600	5	5
5	<i>Schinus molle "Aneka"</i>	X	F	F	F	M	N	700	5	9
6	<i>Melaleuca stypheloides</i>	A	F	P	P	M	N	300	6	5
7	<i>Fraxinus raywoodii?</i>	X	F	F	F	M	N	250	6	8
8	<i>Eucalyptus diadocalyx</i>	A	F	F	F	G	N	150	7	5
9	<i>Eucalyptus diadocalyx</i>	A	F	F	F	G	N	150	7	4
10	<i>Eucalyptus camaldulensis</i>	I	P	F	P	S	P	840	20	17
11	<i>Eucalyptus diadocalyx</i> x 40	A	F	F	F	G	N	150	7	4
12	<i>Acacia measmii</i> x3	I	P	P	VP	S	N	100	6	3
13	<i>Melaleuca amillaris</i>	A	F	VP	VP	M	N	290	6	6
14	<i>Eucalyptus diadocalyx</i>	A	F	F	F	M	N	510	20	18
15	<i>Eucalyptus spatulata</i>	A	F	P	P	M	N	200	8	8
16	<i>Eucalyptus diadocalyx</i>	A	F	F	F	G	N	370	15	7
17	<i>Eucalyptus diadocalyx</i>	A	F	F	F	G	N	300	14	5
18	<i>Eucalyptus scoparia</i> x15	A	F	F	F	G	N	100	8	2
19	<i>Cupressus macrocarpa</i>	X	P	P	VP	S	N	530	15	5
20	<i>Cupressus macrocarpa</i>	X	P	F	P	S	N	580	15	8
21	<i>Eucalyptus diadocalyx</i>	A	F	P	P	M	N	1,490	25	20
22	<i>Eucalyptus diadocalyx</i>	A	F	P	P	M	N	900	22	20
23	<i>Eucalyptus diadocalyx</i>	A	F	VP	VP	M	N	530	12	6
24	<i>Eucalyptus diadocalyx</i>	A	F	P	P	M	N	1,110	25	20
25	<i>Quercus robur</i>	X	F	F	F	G	N	100	5	3
26	<i>Quercus robur</i>	X	F	F	F	G	N	100	5	3

### Planting Schedule

Botanical Name	Common Name	Quantity	Size
----------------	-------------	----------	------

Groundcovers, tussocks, small to medium shrubs  
(Supply in 150mm pots)

[illegible]

Feature trees, shade trees, large shrubs

(supply in 150mm x 200mm pots or as advanced plants in 40 litre containers minimum 1.5m or 2m (deciduous)  
 high indicated with asterisk\*)

<i>Acacia nigra</i> 'Natural Cut'	White	2	343
<i>Acacia nigra</i>	Lignified	2	744
<i>Angaphora hispida</i>	Light Green Angiosperm	3	663
<i>Banksia marginata</i>	Barkless	1	543
<i>Cymbopetalos</i>	Yellow, Scabrid Gum	1	144
<i>Corymbia laevis</i> 'Calypso'	Flowering Gum	3	614
<i>Eucalyptus resinifera</i>	Yellow Gum	3	604
<i>Eucalyptus maculata</i> 'Little Spiky'	Yellow	3	645
<i>Eucalyptus maculata</i>	Yellow Gum	3	614
<i>Fraxinus 'Urbiana'</i>	Asa Tree	3	1048
<i>Fraxinus ulmifolia</i>	Chamae-Pachira	3	1048
<i>Glycyphyma melleodora</i>	Yellow Gum	3	1048
<i>Pinus 'Capitol'</i>	Upright Pine	4	844
<i>Pinus s. 'Auriferus'</i>	Ornamental Pine	4	844
<i>Quercus maculata</i>	Red Gum	4	844

<sup>a</sup>height x width average at maturity estimated for this location or maintained by trimmer

## Site Preparation and Maintenance notes

- [illegible]

## landscape plan

**project:** 222 plenty road, bundoora

client: rosago

scale: 1:200 A1 date: february 2016 sheet: 1 of 1  
issue A

**habitat**

landscape and environmental design consultants 9836 1272

this plan is intended as a layout and planning guide only all dimensions, locations, etc are to be checked and verified on site. Refer to architectural and engineering plans and permit conditions.  
habitat accepts no responsibility or liability as a result of errors or omissions on this plan

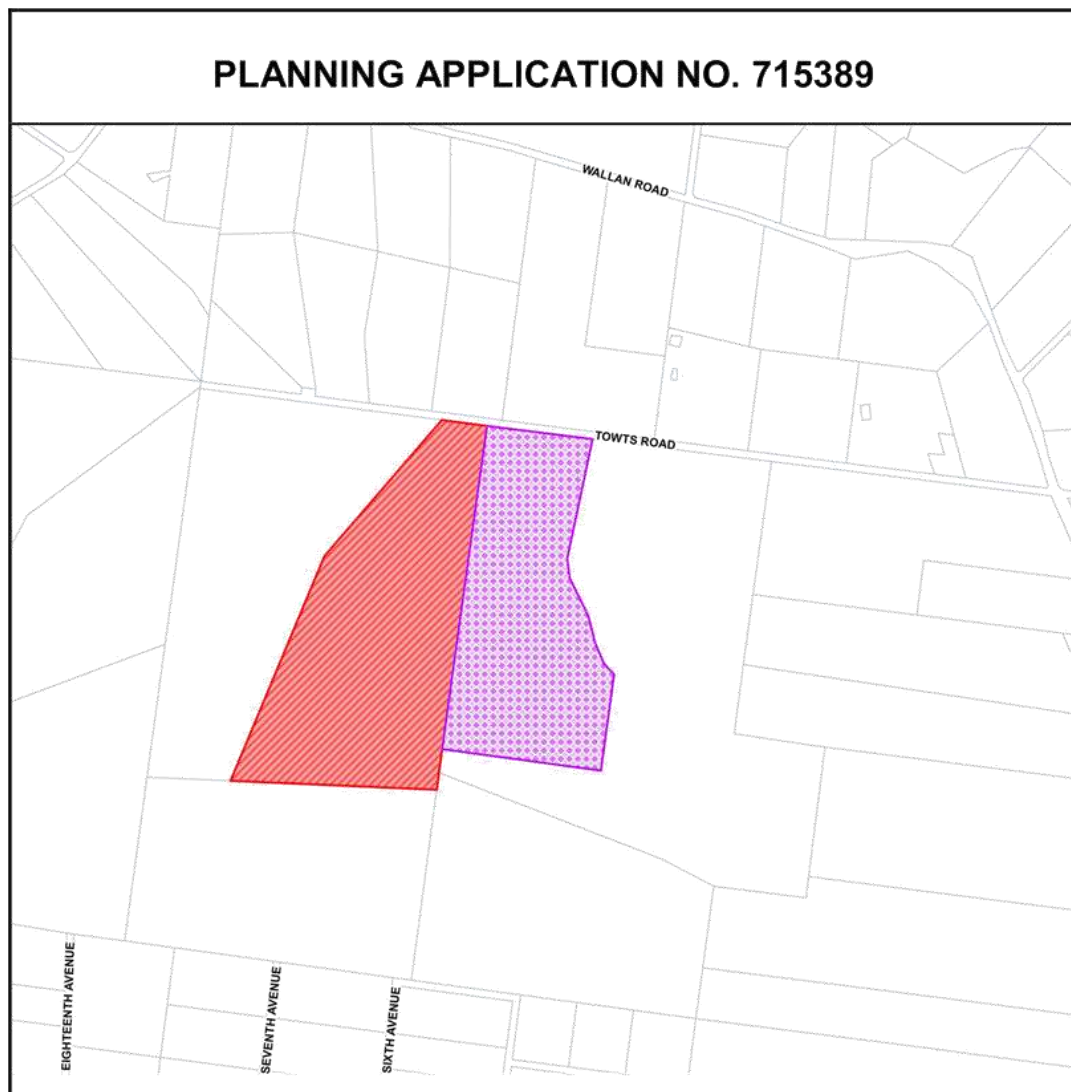


Tree No. 10 – River Red Gum





Tree No. 12 (Group of three) – Black Wattle



**City of  
Whittlesea**

**ESTABLISHED AREAS PLANNING REPORT**



**PLANNING APPLICATION NO. 715389****Subject Land****Objector****City of  
Whittlesea****ESTABLISHED AREAS PLANNING REPORT**









Above: East elevation of earth mound (small child on top, not adult).

Below: West elevation of earth mound, demonstrating distance from property boundary.



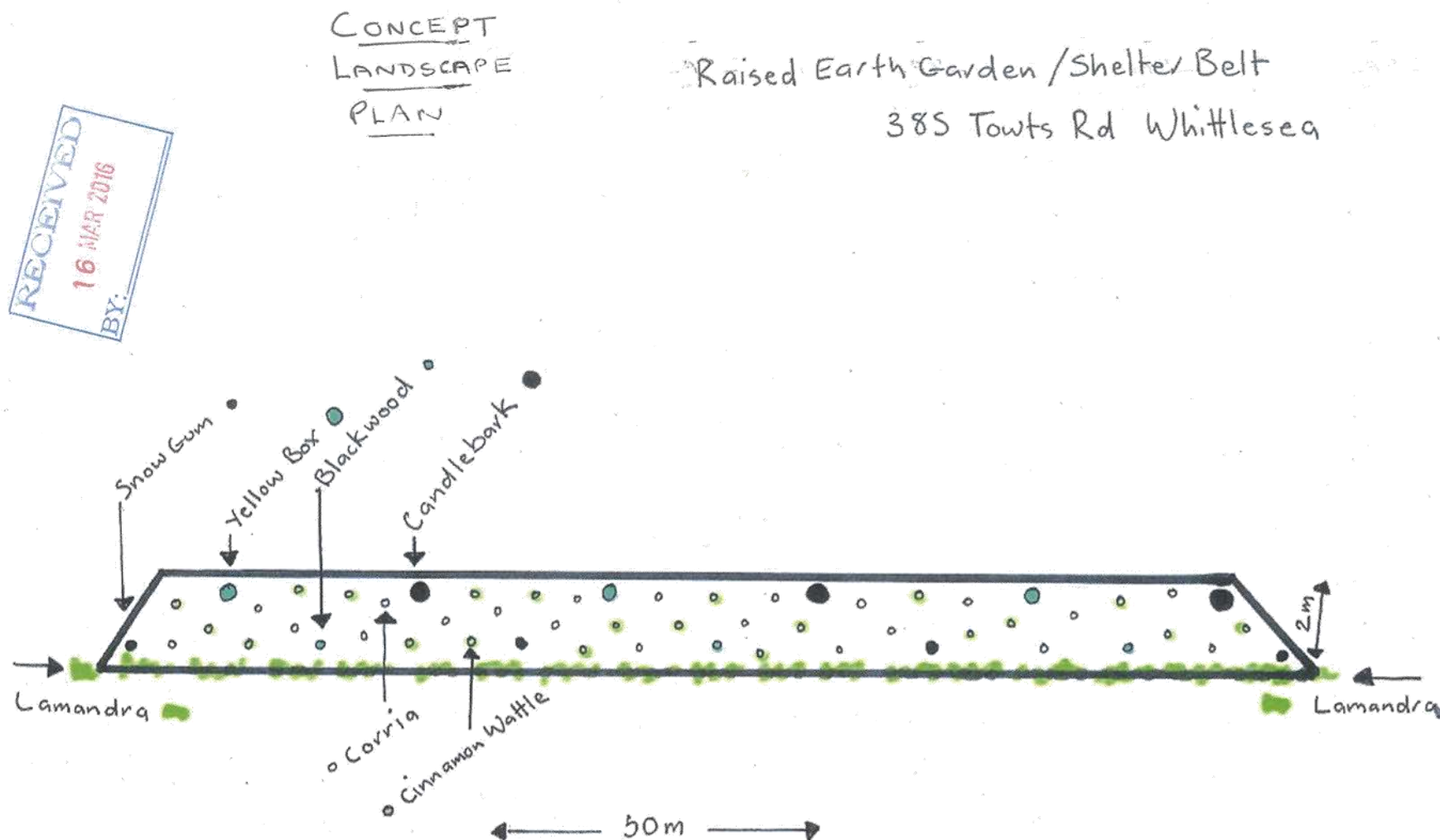




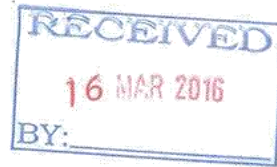
Above: East elevation of photo of earth mound (The house visible in the distance is the objectors' house).

Below: West elevation of earth mound (maximum height).







**Raised Earth Garden/Shelter Belt**

Species to be used:

Lamandra Longifolia

Grasses. Planted around the base of the mound.

Eucalyptus Melliodora (Yellow Box)  
Eucalyptus Rubida (Candlebark)

Large trees. Planted towards the top of the mound, approximately 8 m apart.

Eucalyptus Pausaflora (Snowgum)  
Acacia Melanoxylon (Black Wood)

Smaller trees. Planted towards the bottom of the mound, approximately 8m apart, intermittently spaced between the larger trees.

Acacia Leprosa (Cinnamon Wattle)  
Corria (Corria Reflexa)

Shrubs. Planted in between all other trees at 1-2m intervals.

The garden will be the same on both sides of the mound.



## Landscape Guidelines for Residential Developments

The City of Whittlesea is a large and diverse municipality containing new urban areas of metropolitan significance, established residential suburbs, township areas and low density/rural living areas. These areas have existing environmental and cultural heritage values, diverse open spaces and Established streetscapes.

The vision for the city is to encourage future growth, which will promote sustainability and quality development and protect and enhance the municipality's amenity and assets.

Given the municipality's location on the fringe of Melbourne, the challenge for future planning in the City of Whittlesea is to achieve a unique *sense of place* that carefully integrates development and environment.

These Landscape Guidelines have been prepared to assist applicants in the preparation of the Site Analysis and Landscape Plan that are required as part of the planning application process for Medium Density Housing Developments.

By preparing and implementing a quality Site Analysis and responsive Landscape Plan, applicants will enhance the amenity value of the property development and enrich the environmental and cultural character of the municipality.





## Step 1: Planning Application & Site Analysis

Planning a development should take account of site location, existing physical conditions, landscape character and the planning and regulatory requirements that affect the site.

Medium density housing developments require the mandatory preparation of a Site Analysis which should be submitted for endorsement by Council as part of the planning application.

The Site Analysis must be prepared in advance of the design. The purpose is to identify and assess information regarding the site and its surroundings, and then to utilise this information in the Design Response.

The requirements for the Site Analysis are contained in Clause 55 of the Whittlesea Planning Scheme. This document may be obtained from [planningschemes.dpcd.vic.gov.au/schemes/whittlesea](http://planningschemes.dpcd.vic.gov.au/schemes/whittlesea). Council may, however, determine what Site Analysis details are required on an individual merit basis.

As a guide, the Site Analysis provides the necessary information for initial planning approval. Information on existing features should be submitted as a Site Context Plan at the time of your initial application.

### Checklist – Site Analysis

**Clause 55** specifies a list of features that must be shown on the site context plan. In addition, the City of Whittlesea requires the following information for the purposes of the preparation of an adequate Landscape Plan:

#### In relation to the site:

- ☐ Details of existing trees and other significant vegetation, including the accurate location, height, species, tree protection zone and a condition report for all canopy trees including the canopies of trees that overhang the land. The provision of this information is important as the removal of any trees may require a planning permit
- ☐ Existing boundary fencing, including height and style
- ☐ Location of any overhead or underground services
- ☐ Soil type
- ☐ Site microclimate including aspect (sunny and shady areas) or areas overshadowed by large trees or neighbouring buildings, any damp areas, direction of prevailing winds and breezes
- ☐ Desirable views to and from the site that should be retained and undesirable views that should be screened

#### In relation to the surrounding area:

- ☐ All streetscape features such as street trees, nature strip, power poles, bus shelters, or service pits
- ☐ Details of existing trees on adjoining sites including location, height and species

**Submit: 3 copies of the Site Context Plan drawn at a legible scale.**



## Step 2: Planning Application & Landscape Plan

Council may require that a Landscape Plan accompany the planning application or request the preparation of a detailed Landscape Plan as a condition of permit.

The aim of the Landscape Plan is to integrate the development with the surrounding environment or neighbourhood, and to provide attractive and liveable open spaces for residents. It is well known that a quality landscape will improve site amenity and enhance property values.

### Checklist – Landscape Plan

The following checklist will help ensure that the submitted Landscape Plan provides all the information required to assess the landscape treatment aspects of the planning application. The Landscape Plan should address each of the Landscape Design Principles contained in this brochure.

#### In relation to the site:

- ☐ Street name and title boundaries
- ☐ North point, scale and scale bar
- ☐ Legend
- ☐ Car spaces and vehicular access points clearly marked
- ☐ Location of rubbish bin enclosures
- ☐ Proposed buildings/garages, roof and verandah overhang
- ☐ Fencing layout, height and style and the location of all gates and letter boxes
- ☐ Services-underground and overhead
- ☐ Proposed watering system (taps/sprinkler/automated drip irrigation)
- ☐ Extent of any cut/fill, embankments and retaining walls

- ☐ Direction of flood flow and site levels. Site levels to include finished floor levels, top and bottom of embankments, retaining walls and outdoor structures
- ☐ Pedestrian access points and pedestrian pathways within the site
- ☐ Existing vegetation to be removed and retained
- ☐ Garden edges and lawn areas
- ☐ Clear graphics and call outs indicating locations of proposed plants that relates to the Plant Schedule. Identify plants with call outs comprising the initials of their botanical name and quantity (i.e. x4 *Acacia implexa* = Ai [4])
- ☐ Plant Schedule listing proposed plants by their botanical names and common names. Also include: plant quantities, pot sizes, and size of plants at maturity (height x width)
- ☐ Paved areas and paving material proposed. (These will include driveways, parking bays, paths, and courtyards)
- ☐ Proposed shade provision (by appropriate selection and siting of broad canopy trees)
- ☐ Landscape construction details for tree and shrubs planting, paving, edging treatments, lawns etc.
- ☐ Site preparation specifications (i.e. weed control, soil amelioration etc.)
- ☐ Maintenance schedule for 24 months establishment maintenance

#### In relation to the surrounding area:

- ☐ Treatment of nature strip
- ☐ Planting for visual privacy to and from the development

**Submit: 3 copies of the Landscape Plan drawn at a scale of 1:100.**







These design principles will guide you towards developing a landscape for the residential development that is:

- Visually appealing and comfortable to prospective buyers/renters
- In keeping with the design of the proposed buildings
- Complementary to the streetscape and neighbourhood character
- Respectful of environmental values. This includes conservation of indigenous landscape character and retention of trees as habitat for wildlife
- Self-sustaining and low maintenance

### Retain Existing Trees

Retention of existing trees is one of the most significant landscape issues facing the planning of a development. Existing trees will contribute instant visual impact to a new development.

Existing trees nominated for retention should be incorporated into the design of the development at the early planning stages, including trees on neighbouring land and within nature strips. This requires siting the buildings and other built components such as car parks and fences around existing trees to minimise disturbance to tree roots.

Council has a River Red Gum Protection Policy to protect and integrate existing River Red Gums into proposed developments. This policy must be consulted if River Red Gums are present either on or in close vicinity to the property. For trees not covered by Council's River Red Gum Policy, AS 4970-2009 *Protection of Trees on Development Sites* should be referenced and used.

#### Techniques:

- Mature River Red Gums require retention in public open space or extended road reserves. In exceptional circumstances Council may permit their retention in a private/ body corporate context where Council can be satisfied of its security over the longer term and exclusion of activity within the tree protection zone
- During construction, protect trunk, branches, and tree protection zone by erecting temporary fencing around the edge of the tree protection zone, and avoid storing materials and equipment over the tree protection zone. Street trees affected by the design should be similarly protected
- Incorporate existing trees in lawn or garden beds. Retain existing soil level within the tree protection zone and avoid filling or excavating the soil levels. Also avoid trenching in the vicinity of tree roots
- Where paving is placed within a tree protection zone, place paving above natural surface level (i.e. not dig construction) so as not to disturb roots. Use a free draining porous paving material to allow oxygen and water to permeate through to tree roots
- Consider canopy growth and spread requirements for younger trees to be retained

## Landscape Design Principles (continued)



### Select Plant Species & Garden Styles appropriate to both the Building Design and Landscape Character of the Area

Good development proposals incorporate landscape design as an integral component of the overall development and at the early planning stage particularly where existing trees are to be integrated into the design. The result will be a visual cohesion between the building and landscape that makes the development attractive and functional.

Plants that are appropriately selected for the site should also help integrate the development with the surrounding area. Building setbacks should complement either the existing or Council's proposed landscape character for the area. In the established areas, this is guided by the relevant Housing Change Area in Council's Housing Diversity Strategy.

#### Techniques:

- Accommodate canopy trees with spreading crowns that contribute to the streetscape and soften the appearance of the development. Consideration should be given to locating trees such that their potential to damage nearby buildings and other structures is minimised
- Space should be made for trees in both the front and rear garden areas
- Select semi-advanced canopy trees with a minimum 300mm pot diameter. The selection of quality tree stock may be guided by Australian Standard AS 2303:2015 *Tree stock for landscape use*
- Select plant species suited to the soil conditions and microclimate of the site
- Use plants that typify and perform well in the area to reinforce local landscape character
- In areas of environmental significance, the planting scheme should include species indigenous to the area (refer to the back page 'Information and Contacts' for assistance)



### Use Sympathetic Front Boundary Treatment

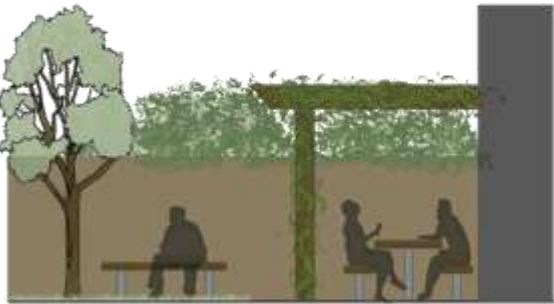
The appearance of front boundaries contributes significantly to the streetscape character of an area. A landscape that meets all the stated design principles may still detract from neighbourhood character if its front boundary treatment is not in keeping with the surrounding area. The following techniques are a guide and Council will ultimately advise on suitability of fence types in relation to individual sites.

#### Techniques:

- Developments on corner sites should address both street frontages with a landscape treatment to integrate the site within the neighbourhood
- Use transparent fence types or low solid fence types to provide opportunity for casual surveillance from the street. Use fences of a construction type such as steel/timber pickets or brick piers with steel/timber picket infills, to a maximum height of 1.5 m. Use solid fences such as dry stone walls, brick or timber fences, to a maximum height of 1.2m
- Utilise 'green' alternatives to fences such as clipped hedges or climber covered fences



## Landscape Design Principles (continued)



### Create Private Open Spaces as Liveable Outdoor Rooms

Private open space should be designed to service a range of resident needs. If suitably designed, these outdoor living areas will provide value-added benefits to the development.

#### Techniques:

- Provide each dwelling with sufficient space for residents' utility storage and screen lawn areas and paving for outdoor living
- Select and locate plant species to provide comfortable microenvironments for each private courtyard.

For example:

*Provide shade in summer and allow light in winter by locating deciduous trees and shrubs on the north side of the courtyard*

*Buffer the effects of prevailing winds by locating trees and shrubs on the north and west sides of the courtyard*

*Provide seasonal variety and colour*

- Provide sufficient building setbacks on all boundaries to allow planting for visual privacy to and from the development
- For privacy and security reasons avoid designing private open space in the front setback of the development
- Allow for outdoor clothes drying where practical
- Select colours for hard landscape elements such as paving and fencing that complement the building

### Minimise External Paved Area

Minimising paved areas will visually soften the appearance of the site and increase on-site infiltration of stormwater.

#### Techniques:

- Maximise garden beds and lawn surfaces. For low access areas use stepping stones through garden beds or grass as an alternative to a path
- Use porous materials for paving pedestrian areas.  
For example:  
*Gravel or granitic sand on crushed rock base*  
*Unit pavers laid on a sand and crushed rock base*
- Use impervious paving such as *in situ* concrete only for vehicular access areas



## Landscape Design Principles (continued)



### Achieve Dense Plant Coverage that is Low Maintenance

#### Techniques:

- Control weeds in proposed garden beds and lawn areas before planting
- Deep ripping and treating clay soils with gypsum to enhance drainage and root penetration. Deep ripping should be undertaken with caution in proximity to underground services
- Place all shrub and groundcover plants in garden beds with a containing edge treatment such as a timber, brick or concrete edge
- Trees can be placed in garden or lawn areas. Apply mulch to all garden beds to reduce weed growth and conserve soil moisture. *Examples of mulch include wood chips, pine bark and jute mat. To effectively control weed growth, a loose mulch such as wood chips should be spread to 75mm depth*
- Install an automated drip irrigation system
- Control weeds during the plant establishment period
- Plant shrubs and groundcover at the appropriate density to ensure complete coverage of the area when planting is mature. Use the guide below

#### Spacing Guide for Shrubs and Groundcovers

##### Tall shrubs

2-5m height

Space 1 plant every 2 metres

##### Medium Shrubs

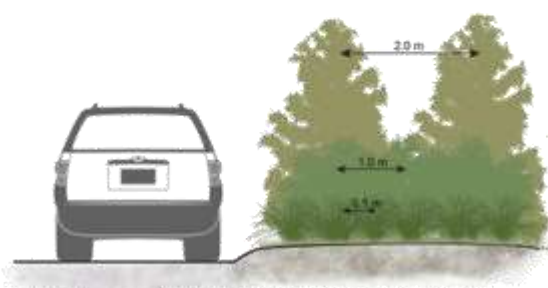
1-2m height

Space 1 plant every 1 metre

##### Small Shrubs and Groundcover

Under 1 m height

Space 1 plant every ½ metres



### Create Communal Open Spaces as Attractive, Functional and Safe Environments

Communal open space areas such as driveways are the first point of user contact with the site, therefore providing the 'first impression'. Communal open spaces should be designed for function, visual amenity, efficient management, and, where possible, social interaction.

#### Techniques:

- Provide sufficient open space for the planting of semi advanced canopy trees. In the established areas, this is guided by the relevant Housing Change Area in Council's Housing Diversity Strategy
- Select tree species that integrate the development with the surrounding neighbourhood
- Locate plants to soften the visual impact of hard surfaces such as paved car parking spaces
- Maintain sight lines in access areas by using canopy trees that will grow to have with 2.5m minimum clearance from ground to canopy, and low groundcover plants species under 1m
- Encourage social interaction by providing shaded outdoor seats in communal areas within landscape surrounds
- Ensure large outbuildings are screened (this is a problem in low density residential areas)





## Landscape Guidelines for Non Residential Uses in Residential Areas

The City of Whittlesea is a major growth area on the fringe of Melbourne's northern suburbs. Its residential areas are diverse comprising older established areas, new estates and township areas.

Given the municipality's location, a challenge for current planning is to achieve integrated development that achieves a unique *sense of place* in relation to both lifestyle and the environment.

These Landscape Guidelines have been prepared to assist applicants in the preparation of Landscape Plans that are required as part of the planning application process for Non-Residential Uses, such as medical centres and child care centres, proposed for development in residential areas.

The aim is to integrate these developments into existing residential neighbourhoods in a manner that complements the area's local character.

The landscape should be designed as an integral part of a new development, and should be considered at the initial siting and design stage of the building.

By preparing and implementing a quality Landscape Plan, applicants will enhance the amenity value of the property making it more attractive and appealing for people to use. A well landscaped development will also assist in creating a unified development that makes a positive contribution to the character of the neighbourhood.





## Step 1: Planning Application & Site Analysis

Planning a development should be guided by familiarity with site location, existing physical conditions and landscape character, and the planning and regulatory requirements that affect the site.

Landscape factors that should be considered at the time of siting and designing the buildings are listed below:

- Existing trees and other significant vegetation on the subject site. Note the location, height, species and tree protection zone of all canopy trees. The provision of this information is important, as the removal of any trees may require a planning permit
- Soil type
- Site microclimate, including aspect (sunny and shady areas) or areas overshadowed by large trees or neighbouring buildings, any damp areas, direction of prevailing winds and breezes
- Desirable views to and from the site that should be retained and undesirable views that should be screened
- Treat the landscape as an integral part of the development by relating location and size of outdoor spaces to intended use. For example, if courtyards and screening are required, ensure that sufficient space is allowed for at the early planning stages. This approach will maximise productive use of the site and avoid narrow bands of unusable space



## Step 2: Planning Application & Landscape Plan

Council may require that a Landscape Plan accompany the planning application or request the preparation of a detailed Landscape Plan as a condition of permit.

The aim of the Landscape Plan is to achieve a high quality landscape that:

- Retains and protects existing canopy trees, particularly trees of environmental significance and/or having high amenity
- Improves the amenity and function of the development
- Where appropriate presents a densely landscaped appearance to main roads and adjoining land uses (eg. residential edges)
- Considers mass planting of a few well selected plant species for a bold visual effect
- Requires minimal water and is affordable to maintain in the long term
- Provides shade in the middle of the day in frequently used outdoor areas

### Checklist - Landscape Plan

The following checklist will help ensure that the submitted Landscape Plan provides all the information required to assess the landscape treatment aspects of the planning application. The Landscape Plan should address each of the Landscape Design Principles contained in this brochure.

- ☐ Existing vegetation to be removed and retained
- ☐ Plant schedule listing proposed plants by their botanical names and common names. Also include: plant quantities, pot sizes, and size of plants at maturity (height x width)
- ☐ Clear graphics and call outs indicating locations of proposed plants that relate to the Plant Schedule. Identify plants with call outs comprising the initials of their botanical name and quantity (i.e. x4 *Acacia implexa* = Ai [4])

- ☐ Proposed grassed areas/mounds/ mulched garden beds and garden edges
- ☐ Proposed paved areas and paving material. (This will include driveways, parking bays, and pedestrian paths)
- ☐ Height, style and location of proposed fences and gates
- ☐ Street name and title boundaries
- ☐ North point, scale and scale bar
- ☐ Legend
- ☐ Direction of flood flow and site levels. Site levels to include finished floor levels, top and bottom of embankments, retaining walls and outdoor structures
- ☐ Car park and road layout
- ☐ Location of rubbish bins
- ☐ Proposed buildings/garages, roof areas and awnings
- ☐ Location and style of letter boxes
- ☐ Services (underground and overhead)
- ☐ Proposed watering system (taps/ sprinkler/automated drip irrigation)
- ☐ Extent of any cut/fill, embankments and retaining walls
- ☐ Site levels
- ☐ Sign location
- ☐ Proposed shade provision (by appropriate selection and siting of broad canopy trees)
- ☐ Landscape construction details for tree and shrubs planting, paving, edging treatments, lawns etc.
- ☐ Site preparation specifications (i.e. weed control, soil amelioration etc.)
- ☐ Maintenance schedule for 24 months establishment maintenance
- ☐ Surrounding area (i.e. treatment of nature strip and planting for visual privacy to and from development)

**Submit: 3 copies of the Landscape Plan drawn at a scale of 1:100.**







## Landscape Design Principles

These design principles will guide you towards developing a landscape for the facility that is:

- Visually appealing and functional for users
- In keeping with the design of the proposed buildings
- Complementary to the streetscape and neighbourhood character
- Respectful of environmental values. This includes conservation of indigenous landscape character and retention of trees as habitat for wildlife.
- Self-sustaining and low maintenance

### Retain Existing Trees

Retention of existing trees is one of the most significant landscape issues to be considered when planning a new development. Existing trees will contribute instant visual impact to a new development.

Existing trees to be retained should be incorporated into the design of the development at the early planning and design stages, including trees on neighbouring land and within nature strips. This requires siting the buildings and other built components such as car parks and fences around existing trees to minimise disturbance to tree roots.

Retention of River Red Gums in a private context is often problematic. Council has a River Red Gum Protection Policy to protect and integrate existing River Red Gums into proposed developments. This policy must be consulted if River Red Gums are present either on or in close vicinity to the property. For trees not covered by Council's River Red Gum Policy, AS 4970-2009 *Protection of Trees on Development Sites* should be referenced and used.

#### Techniques:

- Mature River Red Gums require retention in public open space or extended road reserves. In exceptional circumstances Council may permit their retention in a private/ body corporate context where Council can be satisfied of its security over the longer term and exclusion of activity within the tree protection zone
- During construction, protect trunk, branches, and tree protection zone of existing trees by erecting temporary fencing around the edge of the tree protection zone, and avoid storing materials and equipment over the tree protection zone. Street trees affected by the design should be similarly protected
- Incorporate existing trees in grassed areas or mulched garden beds. Retain existing soil level within the tree protection zone and avoid filling or excavating the soil levels. Also avoid trenching in the vicinity of tree roots
- Where paving is placed within a tree protection zone, place paving above natural surface level (i.e. not dig construction) so as not to disturb roots. Use a free draining porous paving material to allow oxygen and water to permeate through to tree roots
- Consider canopy growth/ spread requirements for younger trees to be retained

## Landscape Design Principles (continued)



### Select Plant Species & Garden Styles appropriate to the Landscape Character of the Area

Good development proposals incorporate landscape design as an integral component of the overall development. This means that Landscape Design should be included at the early planning stage of the building, particularly where existing trees are to be integrated into the design. The result will be a visual cohesion between the building and landscape that makes the development attractive and functional.

Plants that are appropriately selected for and located on the site will help integrate the development with the surrounding area. Building setbacks should be generous enough to allow a complementary response to either the existing or Council's proposed landscape character for the area.

#### Techniques:

- Accommodate canopy trees with spreading crowns that contribute to the streetscape and soften the appearance of the development. Space should be made for at least one substantial tree in both the front and rear garden areas. Consideration should be given to locating trees such that their potential to damage nearby buildings and other structures is minimised
- Select semi-advanced canopy trees with a minimum 300mm pot diameter. The selection of quality tree stock may be guided by Australian Standard AS 2303:2015 *Tree stock for landscape use*
- Select plant species suited to the soil conditions and microclimate of the site

- Use plants that typify and perform well in the area to reinforce the character of the local landscape and built form. For example, if Australian native plants are predominant in the area, select native and/or local indigenous plants to enhance the existing theme
- In areas of environmental significance, the planting scheme should include species indigenous to the area. (refer to the back page "Information and Contacts" for assistance)
- Provide sufficient setback from the front boundary to allow for planting that blends the development with neighbouring dwellings
- Locate trees to maximise summer shade between 11 am and 3pm
- Provide a logical pedestrian connection between the streetscape and building entrance

### Minimise the Visual Impact of Fencing

Fencing is often an integral part of development in delineating areas and boundaries, and for security purposes. Fencing location, style and height should be integrated with the building form, be unobtrusive, and should relate to the character of the streetscape.

#### Techniques:

- High fencing should be located at or behind the line of the building, and the building should be designed to become part of the security solution
- Fencing along front boundaries is generally discouraged, however any solid fencing should be a maximum 1.2m in height
- Where front boundary security fencing is unavoidable, the fencing style should utilise high quality materials, be transparent and unobtrusive

## Landscape Design Principles (continued)



### Design Open Spaces as a Series of Attractive and Functional Outdoor 'Rooms' to Meet Facility User Needs

The site's open space should be designed to accommodate a range of user needs. Design outdoor 'rooms' as an extension of the building. This will enhance the development's use and therefore add to its value.

Uses to design for include: informal staff gathering areas, children's play areas, and approaches to the building that will influence the 'first impression' of the facility.

#### Techniques:

- Design open space as a series of courtyards that address a range of needs from play and social interaction to quiet contemplation. Provide seating and shelter. Select and locate plant species to provide comfortable micro-environments. For example:

*Provide shade in summer and allow light in winter by locating deciduous trees and shrubs on the north side of a courtyard*

*Buffer the effects of prevailing winds by locating trees and shrubs on the north and west sides of the courtyard*

*Plant for seasonal colour and interest*

- Locate informal outdoor areas for staff close to indoor dining areas. This will encourage greater use of the outdoors during lunch breaks. Consider an outdoor BBQ area with overhead weather protection within landscaped surrounds
- Use paving materials suited to the scale of the space. For example: granitic sand, lilydale toppings, or unit pavers laid on a sand and crushed rock base

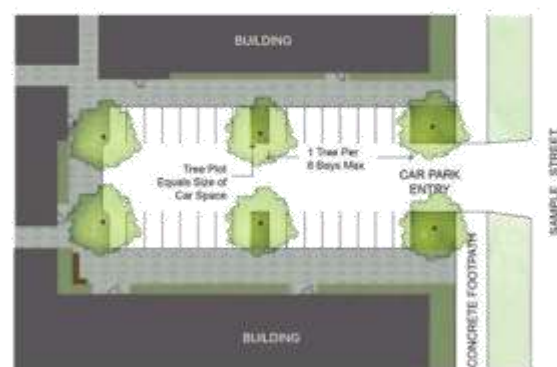
- Outdoor play spaces should cater to the range of age groups using the facility, providing a stimulating safe and diverse range of play opportunities. Locate and design play spaces to allow for adequate adult supervision.
- Use of safe plants that are non-toxic, have no thorns or prickles, non-allergenic etc.
- Provision of shade should be considered in the design of an outdoor play area

### Landscape Car Parking Areas

All car parking areas should be landscaped with suitable species selected to provide both shade to parked vehicles and subtle screening of vehicles from adjacent roads.

#### Techniques:

- Select canopy trees, low shrubs and ground covers for 'garden bays' within car parks. Garden bays should be placed at regular intervals of every 8 continuous car parking spaces. Each 'garden bay' should be the size of 1 car parking bay
- All 'garden bays' within car parks should have an edge treatment to protect plants from vehicle overhang. Suitable edge treatments include concrete kerb that is 150 mm x 150mm above finished pavement level, or 600mm high vehicle barriers, or 900mm high bollards
- Screening with evergreen shrubs up to 3m high may be necessary along the perimeter of the car park where the car park is visible from the front boundary





## Landscape Design Principles (continued)



City of  
Whittlesea

### Minimise External Paved Area

Minimising paved areas will visually soften the appearance of the site and increase on-site infiltration of stormwater.

#### Techniques:

- Maximise garden beds and lawn surfaces. For low access areas use stepping stones through garden beds or grass as an alternative to a path
- Use porous materials for paving pedestrian areas. For example:  
*Gravel or granitic sand on crushed rock base*  
*Unit pavers laid on a sand and crushed rock base*
- Use impervious paving such as *in situ* concrete only for vehicular access areas
- Use grass pavers as an alternative to concrete in low use vehicle areas

### Achieve Effective Planting that is Low Maintenance

The following techniques will encourage effective plant establishment and minimise maintenance demands in the long term.

#### Techniques:

Prepare the soil in areas to be planted by:

- Removing all weeds in proposed garden beds and lawn areas*
- Deep ripping and treating clay soils with gypsum to enhance drainage and root penetration. Deep ripping should be undertaken with caution in proximity to underground services*
- Plant long lived, drought tolerant plants that are low maintenance. High maintenance planting such as annual borders should be placed in high exposure and communal gathering areas for maximum appreciation

- Place all shrub and groundcover plants in garden beds with a containing edge treatment such as a timber, brick or concrete edge
- Apply mulch to all garden beds to reduce weed growth and conserve soil moisture. Examples of mulch include wood chips, pine bark and jute mat. To effectively control weed growth, a loose mulch such as wood chips should be spread to 75mm depth
- Install an automated drip irrigation system to canopy trees and mulched garden beds
- Control weed growth during the plant establishment period
- Provide a maintenance period of 2 years to establish the landscape
- Plant shrubs and groundcover at the appropriate density to ensure complete coverage of the area when planting is mature. Use the guide below:

#### Spacing Guide for Shrubs & Groundcovers

##### Tall shrubs

2-5m height

Space 1 plant every 2 metres

##### Medium Shrubs

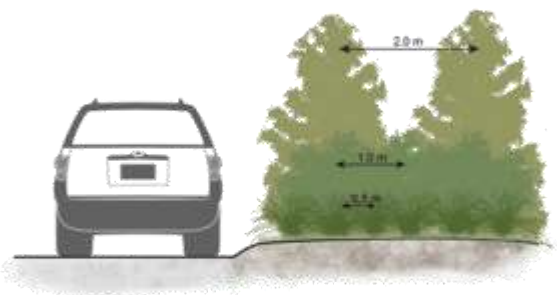
1-2m height

Space 1 plant every 1 metre

##### Small Shrubs and Groundcover

Under 1 m height

Space 1 plant every ¼ metres





## Landscape Guidelines for Industrial Developments

The City of Whittlesea is a growth area for industrial development in Metropolitan Melbourne. The city contains older established industrial area and new industrial estates.

Given the significant impact of industrial development on the appearance and landscape character of the city, Council is committed to achieving well designed, quality industrial developments. The municipality's location on the northern fringe of Melbourne inspires a vision for a unique *sense of place* that carefully integrates development and the environment. Well landscaped employment areas benefit workers and create better investment opportunities.

These Landscape Guidelines have been prepared to assist applicants in the preparation of Landscape Plans that are required as part of the planning application process for Industrial Developments.

By preparing and implementing a quality Landscape Plan, applicants will enhance the amenity value of the development and maintain and enhance the landscape character of the municipality.



## Step 1: Planning Application – Initial Information

Council has a number of requirements for planning permit applications relating to industrial developments. A list of requirements is provided in the City of Whittlesea Industrial Development Policy available from Council's Planning Department.

Planning for a development should take account of site location, existing physical conditions and landscape character, and the planning and regulatory requirements that affect the site. Landscape factors that should be considered at the time of siting and designing the buildings are listed below:

- Existing trees and other significant vegetation on the subject site. Note the location, height, species and tree protection zone of all canopy trees. The provision of this information is important, as the removal of any trees may require a planning permit
- Soil type
- Site microclimate, including aspect (sunny and shady areas) or areas overshadowed by large trees or neighbouring buildings, any damp areas, direction of prevailing winds and breezes
- Desirable views to and from the site that should be retained and undesirable views that should be screened
- Street trees and their location





## Step 2: Planning Application & Landscape Plan

Council may require that a Landscape Plan accompany the planning application or request the preparation of a detailed Landscape Plan as a condition of permit.

The aim of the Landscape Plan is to achieve a high quality landscape that:

- Retains and protects existing canopy trees, particularly trees of environmental significance
- Improves the amenity and function of the development
- Presents a densely landscaped appearance to main roads and adjoining land uses (eg. residential edges)
- Considers mass planting of a few well selected plant species for a bold visual effect
- Requires minimal water and is affordable to maintain in the long term
- Provides shade in the middle of the day in frequently used outdoor areas

### Checklist - Landscape Plan

The following checklist will help ensure that the submitted Landscape Plan provides all the information required to assess the landscape treatment aspects of the planning application. The Landscape Plan should address each of the Landscape Design Principles contained in this brochure.

- ☐ Street name and title boundaries
- ☐ North point, scale and scale bar
- ☐ Legend
- ☐ Car park and road layout
- ☐ Location of rubbish bins and loading docks
- ☐ Proposed buildings/garages, roof areas and awnings

- ☐ Fencing layout, height and style and the location of all gates and letter boxes
- ☐ Services-underground and overhead
- ☐ Proposed watering system (taps/sprinkler/automated drip irrigation)
- ☐ Extent of any cut/fill, embankments and retaining walls
- ☐ Direction of flood flow and site levels. Site levels to include finished floor levels, top and bottom of embankments, retaining walls and outdoor structures
- ☐ Pedestrian access points and pedestrian pathways within the site
- ☐ Sign location
- ☐ Existing vegetation to be removed and retained
- ☐ Plant Schedule listing proposed plants by their botanical names and common names. Also include: plant quantities, pot sizes, and size of plants at maturity (height x width)
- ☐ Clear graphics and call outs indicating locations of proposed plants that relate to the Plant Schedule. Identify plants with call outs comprising the initials of their botanical name and quantity (i.e. *x4 Acacia implexa* = Ai [4])
- ☐ Proposed grassed areas/mounds/ mulched garden beds and garden edges
- ☐ Proposed paved areas and paving material proposed. (These will include driveways, parking bays and paths)
- ☐ Proposed shade provision (by appropriate selection and siting of broad canopy trees)
- ☐ Landscape construction details for tree and shrubs planting, paving, edging treatments, lawns etc.
- ☐ Site preparation specifications (i.e. weed control, soil amelioration etc.)
- ☐ Maintenance specifications for 24 months establishment maintenance
- ☐ Surrounding area (i.e. treatment of nature strip)

**Submit: 3 copies of the Landscape Plan drawn at a scale of 1:100.**



## Landscape Design Principles



The achievement of a high quality industrial environment requires appropriate landscape treatment. Industrial developments are required to incorporate the following design principles in the Landscape Plan. These landscape design principles should be read together with The City of Whittlesea's Industrial Development Policy requirements for landscaping and will guide you towards developing a landscape that is:

- Visually appealing to prospective buyers/tenants
- In keeping with the design of the proposed buildings
- Complementary to the streetscape and industrial area character
- Respectful of environmental values. This includes conservation of indigenous landscape character and retention of trees as habitat for wildlife
- Self-sustaining and low maintenance
- Screening of plant and equipment and rear service areas
- Screening of buildings from visually significant road corridors/ arterial roads and freeways

### Retain Existing Trees

The retention of existing trees is one of the most significant landscape issues in planning a development. Existing trees will contribute instant visual impact to a new development.

Existing trees nominated for retention should be incorporated into the design of the development at the early planning and design stages including trees on neighbouring land and within nature strips. This requires siting the buildings and other built components such as car parks and fences around existing trees to minimise disturbance to tree roots.

Council has a River Red Gum Protection Policy to protect and integrate existing River Red Gums into proposed developments. This policy must be consulted if River Red Gums are present either on or in close vicinity to the property. For trees not covered by Council's River Red Gum Policy, AS 4970-2009 *Protection of Trees on Development Sites* should be referenced and used.

#### Techniques:

- Mature River Red Gums require retention in public open space or extended road reserves. In exceptional circumstances Council may permit their retention in a private/ body corporate context where Council can be satisfied of its security over the longer term and exclusion of activity within the tree protection zone
- During construction, protect trunk, branches, and tree protection zone of existing trees by erecting temporary fencing around the edge of the tree protection zone, and avoid storing materials and equipment over the tree protection zone. Street trees affected by the design should be similarly protected
- Incorporate existing trees in grassed areas or mulched garden beds. Retain existing soil level within the tree protection zone and avoid filling or excavating the soil levels. Also avoid trenching in the vicinity of tree roots
- Where paving is placed within a tree protection zone, place paving above natural surface level (i.e. not dig construction) so as not to disturb roots. Use a free draining porous paving material to allow oxygen and water to permeate through to tree roots
- Consider canopy growth and spread requirements for younger trees to be retained



## Landscape Design Principles (continued)



### Landscape Front Setbacks to Soften the Visual Impact of Buildings and to Enhance the Streetscape

The landscape treatment of the front setback will impact upon the appearance of the overall development and the street. The first impression of the business will be formed at the property's entrance. A suitably landscaped frontage will tone down the visual mass of the building while retaining clear views to signs and access points. It will also help to integrate the development with the existing streetscape.

#### Techniques:

- Use the front setback to plant evergreen canopy trees. Select trees that are fast growing, will reach over 5m height, and develop large open crowns when mature
- Place canopy trees on mounded grass areas or in mulched low shrub beds. This will achieve partial screening of the building while retaining sight lines
- Incorporate mounds to add visual interest to a flat site and to screen car parks/service areas
- Mass plant a few well selected species for a striking visual effect
- Select semi-advanced canopy trees with a minimum 300mm pot diameter. The selection of quality tree stock may be guided by Australian Standard AS 2303:2015 *Tree stock for landscape use*
- Select plant species suited to the soil conditions and microclimate of the site

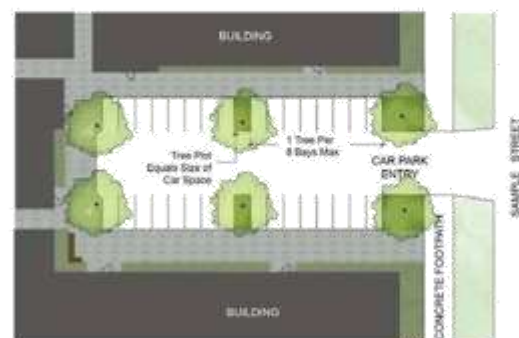
- Use plants that typify and perform well in the area to reinforce local landscape character. In areas of environmental significance, the planting scheme should include species indigenous to the area. (refer to the back page 'Information and Contacts' for assistance)
- Avoid dense masses of large shrubs along the entire frontage that screen all views to the property. Visual connection between the street and the development is desirable
- Provide a logical pedestrian connection between the streetscape and building entrance

### Landscape Car Parking Areas

All car parking areas should be landscaped with suitable species selected to provide both shade to parked vehicles and subtle screening of vehicles from adjacent roads.

#### Techniques:

- Select canopy trees, low shrubs and ground covers for 'garden bays' within car parks. Garden bays should be placed at regular intervals of every 8 continuous car parking spaces. Each 'garden bay' shall be the size of 1 car parking bay
- All 'garden bays' within car parks should have an edge treatment to protect plants from vehicle overhang. Suitable edge treatments include concrete kerb that is 150mm x 150mm above finished pavement level, or 600mm high vehicle barriers, or 900mm high bollards
- Screening with evergreen shrubs up to 3m high may be necessary along the perimeter of the car park where the car park is visible from the front boundary



## Landscape Design Principles (continued)



### Minimise the Visual Impact of Fencing

Fencing is often an integral part of industrial development in delineating areas and boundaries, and for security purposes. Fencing location, style and height should be integrated with the building form, be unobtrusive, and should relate to the character of the streetscape.

#### Techniques:

- High fencing should be located at or behind the line of the building, and the building should be designed to become part of the security solution
- Fencing along front boundaries is generally discouraged, however any solid fence should be a maximum 1.2m in height
- Where front boundary security fencing is unavoidable, the fencing style should be transparent and unobtrusive. In this case, black steel picket fencing is acceptable

### Minimise External Paved Area

Minimising paved areas will visually soften the appearance of the site and increase on-site infiltration of stormwater.

#### Techniques:

- Maximise garden beds and lawn surfaces. For low access areas use stepping stones through garden beds
- Use porous materials for paving pedestrian areas.  
For example:  
*Gravel or granitic sand on crushed rock base*  
*Unit pavers laid on a sand and crushed rock base*
- Use impervious paving such as *in situ* concrete only for vehicular access areas

### Screen Service Areas

Service areas can detract from the visual amenity and corporate image of an industrial development. Service areas should be sited away from the front boundary where possible and should be screened from view.

#### Techniques:

- Locate service areas to the rear or side sections of the property
- Screen service areas with fences and evergreen shrubs/vigorous climbers

### Create Communal Open Spaces for Staff Recreation and Amenity

Communal open space should be designed to cater for staff recreation and informal social interaction. If suitably designed, these outdoor recreation areas will be gathering points for staff providing a source of pride and subsequent value-added benefits to the organisation.

#### Techniques:

- Locate communal open space close to indoor dining areas. This will encourage greater use of the outdoors during lunch breaks
- Communal open space can be designed as a series of courtyards that address a range of needs from social interaction to quiet contemplation. Select and locate plant species to provide comfortable micro-environments for these spaces

#### For example:

*Provide shade in summer and allow light in winter by locating deciduous trees and shrubs on the north side of a courtyard*

*Buffer the effects of prevailing winds by locating trees and shrubs on the north and west sides of a courtyard*

*Plant for seasonal colour and interest*

- Provide outdoor seating and an outdoor BBQ area with overhead weather protection within landscaped surrounds
- Outdoor areas for staff should have shade provision
- Use paving materials suited to the scale of courtyard spaces. For example:  
*Granitic sand, lilydale toppings, or unit pavers laid on a sand and crushed rock base*



## Landscape Design Principles (continued)



### Achieve Effective Planting that is Low Maintenance

The following techniques will encourage effective plant establishment and minimise maintenance demands in the long term.

#### Techniques:

- Prepare the soil in areas to be planted by:
  - Removing all weeds in proposed garden beds and lawn areas*
  - Deep ripping and treating clay soils with gypsum to enhance drainage and root penetration. Deep ripping should be undertaken with caution in proximity to underground services*
- Plant long lived, drought tolerant plants that are low maintenance. High maintenance planting such as annual borders can be placed in high exposure and communal staff areas for maximum appreciation
- Place all shrub and groundcover plants in garden beds with a containing edge treatment such as a timber, brick or concrete edge
- Apply mulch to all garden beds to reduce weed growth and conserve soil moisture. Examples of mulch include wood chips, pine bark and jute mat. To effectively control weed growth, a loose mulch such as wood chips should be spread to 75mm depth
- Install an automated drip irrigation system to canopy trees and mulched garden beds

- Control weed growth during the plant establishment period
- Provide a maintenance period of 2 years to establish the landscape
- Plant shrubs and groundcover at the appropriate density to ensure complete coverage of the area when planting is mature. Use the guide below:

#### Spacing Guide for Shrubs & Groundcovers

##### Tall shrubs

2-5m height

Space 1 plant every 2 metres

##### Medium Shrubs

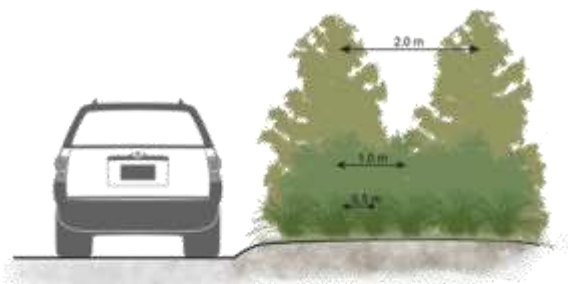
1-2m height

Space 1 plant every 1 metre

##### Small shrubs and Groundcover

Under 1m height

Space 1 plant every ½ metres





## Visual Art and Civic History Collections Acquisitions Advisory Group



City of  
Whittlesea

### Terms of Reference

#### 1. Purpose

The Acquisitions Advisory Group (AAG) is established to make recommendations to the Manager Community Cultural Development and Director Community Services regarding acquisitions and deaccessions over \$2,000 in value for the City of Whittlesea's Visual Art and Civic History Collections, as guided by the Visual Art and Civic History Collections Policy.

#### 2. Membership

Membership is comprised of seven members, including:

- One City of Whittlesea Councillor representative.
- Three Council officers:
  - Team Leader Arts, Heritage and Events
  - Cultural Collection Coordinator
  - Team Leader Information Management.
- Three (3) community members who collectively represent the diversity of the municipality:
  - two (2) professional arts practitioners
  - one (1) local history representative.
- Community representatives will be invited to submit an expression of interest.
- Community members will have a diverse range of expertise and experience relevant to the purpose of the AAG.
- Community members' term of office will be two-years.
- Community members must be residents, work within and/or have a direct and relevant connection to the City of Whittlesea.
- Community member positions are voluntary.
- When vacancies arise, new members will be sought through an expression of interest process.

Membership of the Acquisitions Advisory Group is co-ordinated by Council's Team Leader Arts, Heritage and Events.

#### **Co-opted Members**

The Group may invite suitably skilled persons to a meeting of the AAG in an advisory capacity, for a specified purpose and for a specified period of time. Co-opted members are not entitled to vote.

Other Council staff may attend meetings at the discretion of the Team Leaders Arts, Heritage and Events or at the request of AAG.

## Visual Art and Civic History Collections Acquisitions Advisory Group



### 3. Roles and Responsibilities

The role of the AAG is to:

- Make recommendations to the Manager Community Cultural Development and Director Community Services for acquisitions and deaccessions over \$2,000 in value and within their delegated authority for the Visual Art and Civic History collections
- Provide a forum for any matters or issues arising in relation to the Visual Art and Civic History components of the Cultural Collection
- Keep informed of current developments, issues and concerns in relation to cultural collection management
- Be conversant with relevant Council plans and policies, particularly those related to the arts and the Cultural Collection
- Be aware of the activities, interests and concerns of the arts and cultural organisations and groups in the municipality, and the broader community in general
- Act as a champion and advocate for the arts in the City of Whittlesea.

Decisions for recommendations for will be made by consensus.

In instances where decisions cannot be reached by the AAG, a simple vote will take place, in the instance of a tied vote the matter will be referred to the Manager Community Cultural Development and Director Community Services for consideration.

The Team Leader Arts, Heritage and Events, or nominated staff member, will prepare documentation including meeting agendas, required readings and all other documents.

The AAG terms of reference and function will be reviewed on a biennial basis following the EOI for community members.

### 4. Chairperson

The meetings will be chaired by the City of Whittlesea Councillor representative.

### 5. Code of Conduct

All members are expected to:

- Operate with integrity, objectivity, accountability, honesty and openness
- Declare any potential conflict of interest
- Dedicate appropriate time and effort to the functions of the AAG
- Prepare for and actively participate in meetings
- Exercise independent judgment
- Maintain effective working relationships with each other.

All members are also bound by Council's Code of Conduct.

## Visual Art and Civic History Collections Acquisitions Advisory Group



City of  
Whittlesea

### ***Conflict of Interest***

A group member is considered to have a conflict of interest if the member:

- has a direct or indirect pecuniary interest in the matter or
- is of the opinion that their interest in the matter may conflict with their proper performance of duties in respect to the matter.

### ***Disclosure***

If a member has a conflict of interest with a matter that is to be, or is likely to be, discussed at a Group meeting, the member must:

- disclose the nature of the conflict of interest immediately before the discussion or
- if not intending to be present at the meeting, disclose the nature of the conflict of interest to the Team Leader Arts, Heritage and Events before the meeting is held.

While any discussion or vote is taken relating to the matter, the member must:

- leave the room and notify the Chairperson that they are doing so and
- remain outside the room or other area in view or hearing of the room.

After the discussion, the Chairperson must notify the member that they may return to the room.

The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

## **6. Meetings**

- The AAG will meet two times per annum, with meetings being convened at other times if required
- Meetings will be 1 to 1.5 hours in duration
- Other representatives will attend meetings as appropriate or requested.

### ***Attendance***

- Within reason members are expected to attend all meetings
- If a community member fails to attend two consecutive meetings a new member will be sought through an expression of interest process.

### ***Quorum***

- A quorum of members must be present before a meeting can proceed. When a quorum is not achieved the members of the AAG may, at the discretion of the Chairperson, continue the meeting, but any decisions made at the meeting must be ratified at the next AAG meeting.



## Visual Art and Civic History Collections Acquisitions Advisory Group



City of  
Whittlesea

- A quorum for the Group comprises a minimum of five people and includes:
  - Councillor Representative
  - Two Council Officers
  - Two community members.

### ***Group Papers and Minutes***

The agenda and supporting documentation will be delivered to Group members one week in advance of each meeting. Minutes of Group meetings will be prepared and disseminated within one week of the meeting.

### ***Reimbursement of Expenses***

In accordance with Council's Volunteer Policy, individual members of the AAG attending as volunteers, may be reimbursed for out of pocket expenses that have arisen whilst undertaking duties on behalf of Council. Prior authorisation by the Team Leader Arts, Heritage and Events, or nominated staff member, must be given, otherwise claims for out of pocket expenses may not be met.

## **7. Public Statements**

Members of the AAG cannot make public statements on behalf of Council as an independent group without the prior approval of the Team Leader Arts, Heritage and Events.



City of Whittlesea

Library Strategy for  
Mernda and Epping North  
2015-16

FINAL REPORT

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May 2016

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## Executive Summary

The City of Whittlesea is large, diverse and one of the fastest growing municipalities in Victoria. Considerable population growth and development is expected to occur in the northern precincts of the municipality and the City of Whittlesea has made provision in its strategic planning for future library services in the growth corridors of Mernda-Doreen and Epping North. The recent expansion of the urban growth corridor and the imminent development of Town Centres at Mernda and Epping North provides the context for a strategy for the provision of library services to meet the needs of these fast growing communities.

### *Existing library services in the City of Whittlesea*

Libraries and associated learning activities are recognised by the City of Whittlesea as playing a significant role in improving social outcomes and building community capacity. Public libraries are highly valued and well used educational, cultural and social facilities in the community attracting a broad range of users from all ages and backgrounds. Library services in the City of Whittlesea are provided by the Yarra Plenty Regional Library (YPRL) that also provides services to Banyule City Council and the Shire of Nillumbik. There are currently four libraries located in the City of Whittlesea at Mill Park, Lalor, Thomastown and Whittlesea with mobile library stops currently at Mernda, Doreen and Epping North. In 2015, library membership in Whittlesea was 49,057 members representing 26% of the population.

### *Contemporary trends for library services*

The role and nature of public libraries is changing rapidly. In the past, libraries have been largely passive, transaction based facilities focused on lending of resources to users. Currently and in future, libraries are becoming more active spaces with a stronger focus on services and programming to meet community needs. The library role is moving towards one of enabler and facilitator of access/access point to a whole world of information and resources through both physical and digital media. Libraries need to invest in the physical and technological infrastructure required to facilitate community access to world-wide content. They need to offer easy access to a quality range of e-books and other digital resources whilst continuing the traditional role of being a 'resource lender' as the data indicates that this is still a highly used and highly valued service. At the same time, libraries need to plan for a changing role and changing community expectations from both a programming and physical viewpoint. Contemporary libraries need to provide avenues for creative expression and conduct engaging and interactive programs. They need to make sure their program and content/resource offering is attractive and relevant to all age and demographic groups within the community and they need to ensure the physical places they offer are inviting, welcoming and attract people both physically and virtually.

### *Service delivery models and planning priorities*

Local governments are looking more to integrated and co-located service delivery models in community 'hub' style developments including libraries, particularly in rapid growth areas. The development of new libraries at Mernda and Epping North provides opportunities for the integration or co-location of other community based services with potential for economies of scale, partnership and funding opportunities. This has implications for both service planning and governance arrangements, especially where collaborative models with third parties are involved. Research indicates that developing an integrated or co-located service system model requires early planning and a process based on cooperation and collaboration.

Consultation with a range of key stakeholders to the strategy development process has identified clear priorities around the development of new library facilities at both Mernda and Epping North. Priority features for the new libraries are: focal points for the community; anchors for Town Centres; functional, flexible, multi-purpose spaces with adequate storage; inviting, welcoming and inspiring; safe, accessible, and inclusive; integrated with the streetscape and external space; and future proofed.

### *Library Strategy for Mernda-Doreen*

The Mernda-Doreen growth area is located in the centre of the eastern growth corridor of the City of Whittlesea. Council's strategic planning process provides for a new library facility located within the Mernda Town Centre planned for development on Bridge Inn Road. A Council review of the planned outcomes for the core of the Mernda Town Centre is underway following the State Government's commitment to the Mernda Rail Extension Project, with planning for the new station at Mernda to be operational by mid-2019.

Ultimately the Mernda-Doreen area is to be supported by seven community activity centres and a number of local and regional recreational facilities. Currently there are five Community Activity Centres located throughout the Mernda and Doreen precincts providing a range of meeting and community rooms, maternal and child health facilities, and kindergarten rooms.

### *Community Profile*

The Mernda and Doreen precincts are amongst the fastest growing in the City of Whittlesea. The total estimated population of the two precincts in 2015 of 36,669 is expected to increase to 55,405 by 2025 and remain at a similar level by 2035. The age profile for both precincts is amongst the youngest in the municipality and is forecast to remain skewed to the younger age groups through to 2025. In the longer term, by 2035, the median age in both precincts is expected to increase as the population ages. Families with children are the prominent household group in both Mernda and Doreen and it is expected that this will continue into the future. There is a substantially lower level of cultural and linguistic diversity in both Mernda and Doreen in comparison to other areas in the municipality. From an education perspective, in 2015 Doreen had the second highest proportion of people with post-secondary qualifications in the municipality and just over one quarter of people in both precincts hold a Bachelor Degree or higher qualification. The most common occupations for residents in Mernda and Doreen are professionals and technician and trades workers. There is a lower level of socio-economic disadvantage for residents of Mernda and Doreen than for the broader City of Whittlesea, Greater Melbourne and Victoria as measured by the *Socio-Economic Indexes for Areas* (SEIFA). However, in Mernda there is a higher proportion of young people who are disengaged from education and employment than for the City of Whittlesea municipality and gambling issues are also more prominent in Mernda.

### *The nature and service mix of a new library*

The new library in the heart of Mernda will promote opportunities for dynamic and lifelong learning, creativity and social connection; provide access to information technology resources and world-wide digital content; and a venue for community activities and as a community meeting place. The opportunity to integrate or co-locate with a community arts space will broaden opportunities for active participation and creativity through arts activities in a prominent civic facility. The potential integration or co-location of other Council services and community service organisations will extend the community service context as a central and holistic learning, arts, health and wellbeing community hub. A diversity of spaces will be required within the library to support both passive and active uses. This project has identified a range of core library services and spaces to meet the needs of the Mernda-Doreen community. A new library facility incorporating these core services is estimated to require a gross floor area of 2,100 square metres.

### *Opportunities for shared, integrated or co-located arrangements*

The development of a new library facility in the Mernda Town Centre offers opportunities for shared, integrated, co-located or collaborative service delivery arrangements with other Council services and community based external services to establish a central community hub providing integrated service delivery for residents. Council services for potential integration or co-location with the library include a planned Community Arts Space for the Town Centre; an enhanced district Maternal and Child Health Service with local and regional components; a youth activity active space and space to accommodate Council staff delivering outreach services to young people; and business support services offered as an extension to those provided at Council's Corporate Centre at South Morang.

Opportunities for integrated, co-located or collaborative service delivery arrangements with community based external organisations include integration or co-location of a Toy Library to meet the needs of a relatively high population of children and families; collaborative arrangements with Whittlesea U3A for access to and delivery of programs and activities for older people; integration or co-location of neighbourhood house services to expand the educational and community support offering for the local community; and integration or co-location of a suitable space for NGO community support agencies providing outreach services to the community. There may also be an opportunity for a synergistic relationship with Melbourne Polytechnic who have indicated interest in extending their service offering into the growth areas of the City of Whittlesea. The proposal for the library facility as a civic anchor for a multi-level structure suggests the opportunity for the co-location of mixed housing infrastructure to create a holistic central hub incorporating residential, lifelong learning, community arts, health and wellbeing services and facilities.

### *Library strategy for Epping North*

The Epping North precinct located in the northern growth corridor of the City of Whittlesea is one of the key areas designated as a growth zone within metropolitan Melbourne's planned growth along the northern rail corridor. The Epping North population in 2015 of 20,217 is expected to reach 48,469 by 2025. The neighbouring area of Wollert is also expected to experience substantial population growth in the future. The need for branch library services for the Epping North community was established as part of the early planning for the area and Council has made provision in its strategic planning for future library services in the Aurora precinct. Under current provisions a new library facility is proposed for location within the Aurora Southern Town Centre. Council is currently considering a development planning amendment which if approved will see the library relocated to the Northern Town Centre in close proximity to a planned future train station.

Current facilities in Epping North include the new Galada Community Centre located at the southern end of the Aurora Northern Town Centre and in close proximity to the proposed library site; Creeds Farm Living and Learning Centre at a short distance from the planned Northern Town Centre; and Epping Views Family and Community Centre located further East on Epping Road. Ultimately the Epping North area will include four community activity centres and a number of local and regional recreational facilities.

#### *Community Profile*

Epping North is amongst the youngest precincts in the municipality and in 2015 more than half of all households were couples with children. It is expected that this population profile will continue into the future however in the longer term, by 2035, the median age is expected to increase and the population aged 50 years and over will double. There is a high level of cultural and linguistic diversity in Epping North with more than half of the population speaking a language other than English and more than one third of residents coming from non English speaking countries. In relative terms, Epping North residents are educated to a higher level than other areas. Almost two thirds of residents have completed year 12 or equivalent and almost half of the population have a tertiary or vocational qualification. The most common occupations for Epping North residents are professionals and clerical/administrative workers. There is a comparatively lower level of socio-economic disadvantage for residents of Epping North as measured by the *Socio-Economic Index for Areas (SEIFA)* than for the City of Whittlesea.

#### *The nature and service mix of a new library*

The new library planned for Epping North will provide a central hub for community learning, creativity and social connection, and will be a complementary civic presence to the Galada Community Centre located in close proximity to the library site. The library will feature spaces and services for children and their parents and spaces and services to engage young people will be prominent. There will be a strong multi-cultural context to the library catering to the diversity of the local population, celebrating and embracing different cultures in a range of contexts. The integration or co-location of other Council services and external community service organisations will extend the service profile as a learning, living, and cultural community hub. A diversity of spaces will be required within the library to support both passive and active uses. A new library facility incorporating a range of core library services and spaces to meet the needs of the Epping North community is estimated to require a gross floor area of 2,100 square metres.

#### *Opportunities for shared, integrated or co-located arrangements*

The proposed new library facility together with Galada Community Centre will provide a range of community facilities and services anchored at opposite ends of the Aurora Northern Town Centre. Opportunities for the new library to establish shared, integrated, or co-located arrangements with other Council services include additional spaces to engage young people and to accommodate youth services staff delivering outreach services for young people. There is also an opportunity to incorporate business support services as an extension of those provided at Council's Corporate Centre at South Morang, with potential for a collaborative approach with nearby Creeds Farm Living and Learning Centre.

The development of a public library as a central facility in the new Aurora Northern Town Centre also offers opportunities for integrated, co-located or collaborative service delivery arrangements with community based external organisations to establish a central community hub providing a range of services to Epping North residents. Opportunities include the integration of a Toy Library to meet the needs of the relatively high population of children and families in Epping North; collaborative arrangements with Whittlesea U3A; and partnership or collaborative arrangements with Creeds Farm Living and Learning Centre for the delivery of educational, recreational and support activities for the local community. Complimentary to facilities and services provided by Galada Community Centre there is an opportunity to include in the library facility a suitable space for NGO community support agencies seeking to provide outreach services to the Epping North community. As for the Mernda-Doreen library development, there may also be an opportunity in Epping North for a synergistic relationship between the City of Whittlesea and Melbourne Polytechnic as they seek to extend their service offering in the northern growth corridor.

#### *Financial Analysis – Mernda and Epping North Libraries*

As part of the strategy development process, indicative capital and operating costs for establishing community hub/libraries at Mernda and Epping North have been estimated. Estimates for a new library facility at Mernda are based on an estimated gross floor area of 2,100 square metres with development assumed for 2020. The Total Capital Establishment Cost for a new library at Mernda is \$12,423,760 with a Net Annual Operating Cost (including depreciation) of \$2,095,635. A new library facility for Epping North is estimated to require a gross floor area of 2,000 square metres. With the development year assumed to be 2022 the Total Capital Establishment Cost for a new library at Epping North is \$12,643,043 with a Net Annual Operating Cost (including depreciation) of \$2,184,439.



It should be noted that the project scale and service scope is a key variable in estimating the likely project capital and operating costs for future library/community hub development. The ultimate project scale/scope may be increased with the integration or co-location of other Council services or external community based organisations/services that would enhance the built form presence and the overall project scale, scope and costs.

#### *Capital Funding – Potential Sources*

The potential to attract funding to establish library facilities at Mernda and Epping North is dependent on the scope of the project and whether it includes services beyond core library services in a 'hub' style development. As a general principal, it is reasonable to assume (for the purposes of planning), that the scoping of a project as a community hub-style development (i.e. wider than a library alone) would have the impact of opening up more/wider external funding options. Indicative funding sources that should be investigated include Living Libraries (Victorian Government); Interface Growth Fund (Victorian Government); National Stronger Regions Fund; commercial partnerships and other sources including NGOs and philanthropic funds.

#### *The way forward - recommendations*

It is the Consultant's recommendation that Council plans for the development of new library facilities at the proposed locations in Mernda and Epping North Town Centres at a sooner rather than later date. It is recommended that a new library facility for Mernda-Doreen is developed in or around 2020 at the latest and that a new library facility in Epping North is developed in or around 2022 at the latest. It is also recommended that Council considers the development of library facilities incorporating at a minimum the core service mix and floor areas outlined in this report for each location, with consideration of opportunities for shared, integrated or co-located arrangements with other Council services or community based external organisations to create central community hub facilities. It is the Consultant's view that the way forward is that Council considers providing in its capital and operating budgets for the development of the new library facilities in accordance with the recommended timeline; progressing the planning for the new library facilities with a detailed feasibility study and concept development for both sites; establishing a project working group to identify and progress the opportunities for shared, integrated or co-located services and partnership arrangements with other Council services and external community based organisations; and, further examining the funding opportunities identified in this report as potential funding sources for the development of the new facilities.

## 1. Introduction

Library services in the City of Whittlesea are currently provided by Yarra Plenty Regional Library (YRPL), which also provides services to Banyule City Council and the Shire of Nillumbik.

There are currently four libraries in the City of Whittlesea located at Mill Park, Lalor, Thomastown and Whittlesea. The libraries are well used and appreciated by their communities.

The City of Whittlesea has made provision in its strategic planning for future library services in the growth corridors of Mernda-Doreen and Epping North. The recent expansion of the urban growth corridor and the imminent development of Town Centres at Mernda and Epping North provides the context for developing a strategy for the provision of library services and facilities to meet the needs of these fast growing communities.

Mach 2 Consulting has been engaged to investigate and develop a strategy for the most appropriate models of library service delivery for Mernda and Epping North, in particular to inform the nature, size, scope, indicative cost and timing of the provision of library facilities; and the relationship with any existing or proposed community facilities.

The strategy development process has included:

- Literature review of relevant Council reports, strategies and other documents.
- Research and analysis around current library trends, benchmark library services, community context and potential funding sources.
- One-on-one consultation with a range of internal and external stakeholders.
- Indicative financial modelling for both sites.
- Workshop discussions with the strategy development project group to inform and test the strategy development process.

## 2. The City of Whittlesea – large, diverse and growing fast

Located 20 kilometres north of the Melbourne city centre on the northern metropolitan fringe the City of Whittlesea (CoW) is one of the largest municipalities in metropolitan Melbourne, covering an area of 490 square kilometres including established urban, growth and rural areas.

The City includes the established and growing urban suburbs of Bundoora, Doreen, Epping, Lalor, Mernda, Mill Park, South Morang and Thomastown. The major rural centre is Whittlesea with other rural localities including Beveridge, Donnybrook, Eden Park, Humevale, Kinglake West, Wollert, Woodstock and Yan Yean. The City of Whittlesea is bounded by the Shires of Mitchell and Murrindindi to the North, the Shire of Nillumbik to the east, the City of Hume to the west and the Cities of Banyule and Darebin to the south.

The City of Whittlesea is one of the fastest growing municipalities in Victoria – it ranks as the third largest and third fastest growing LGA in Victoria behind Melbourne City and Wyndham. The estimated population is currently over 200,000 and is expected to increase to 269,133 by 2025 and further to 328,393 by 2035. Considerable population growth and development is expected to occur in the northern precincts of the municipality including the study areas of Epping North, Mernda-Doreen and further north in Wollert and Donnybrook.

The population of the City of Whittlesea is culturally and linguistically diverse with more than one third of the population born overseas and almost half of the population speaking a language other than English at home. The City is home to migrants from more than 140 countries and has the fourth largest population of Aboriginal and Torres Strait Islanders in Metropolitan Melbourne.

The City of Whittlesea community is relatively young with a lower median age and fewer residents aged 50 and over in comparison to the Greater Melbourne area. There are also a larger proportion of households of couples with children than in Greater Melbourne. Population forecasts predict that between 2015 and 2035 the population of the City of Whittlesea aged 50 years and over will almost double with the number of families with children increasing at a lower rate than households without children.

From an education perspective, CoW has fewer residents who completed year 12 or equivalent and considerably fewer people with a bachelor degree or higher degree compared with Greater Melbourne. The most common occupations for residents are clerical/administrative and technician/trade workers; however the occupation with the largest increase between 2006 and 2011 was professionals. The three highest industry sector employers are manufacturing, retail trade, and health care and social assistance with more than half of local residents working outside of the municipality.

There is considerable socio-economic disadvantage within CoW. There is some diversity of disadvantage with some areas showing particularly high levels of disadvantage and others relatively low disadvantage. The *Socio-Economic Indexes for Areas (SEIFA)* identifies the municipality as the sixth most disadvantaged LGA in metropolitan Melbourne and the 38<sup>th</sup> most disadvantaged LGA in Victoria. The median weekly household income in CoW is lower than for Greater Melbourne and the unemployment rate at June 2015 (7.9%) was higher than for Victoria (6.4%). Other issues for the City of Whittlesea include a marginally higher proportion of children aged five years old who are vulnerable on one or more domains of the AEDC than for Victoria; and a higher level of young people (aged 15-24 years) disengaged from both education and employment compared with Greater Melbourne. Family violence and gambling are emerging issues for the City of Whittlesea. Over the past five years, there has been an increase in the rate of family violence in the municipality compared to Victoria and in 2014/15 the City of Whittlesea experienced the sixth highest gambling losses in Metropolitan Melbourne. The development of Whittlesea as a substantial growth corridor of metropolitan significance presents a number of challenges including service and infrastructure delivery to a diverse population. The City's Strategic Community Plan 'Shaping our Future - Whittlesea 2030' lists amongst the top ten clear community priorities that 'services and infrastructure keep pace with population growth'.

Libraries and associated learning activities are recognised by the City of Whittlesea as playing a significant role in terms of improving social outcomes and building community capacity. Public libraries are highly valued and well used educational, cultural and social facilities in the community attracting a broad range of users from all ages and backgrounds. Council's *Municipal Lifelong Learning Strategy* recognises that lifelong learning is a community priority articulated across many future directions within the Community Plan and that 'libraries are important to participation and learning outcomes in all communities'.

Source: Informed by PlaceProfiles, Version 2, City of Whittlesea Research Unit, January 2016

### 3. Existing library services in the City of Whittlesea

Library services in the City of Whittlesea are provided by the Yarra Plenty Regional Library (YPRL) that provides services to the City of Whittlesea, Banyule City Council and the Shire of Nillumbik across nine locations and twelve mobile library stops. The current *YPRL Strategic Plan 2013-2017* focuses on a vision of 'creating informed, connected, inclusive communities' and identifies the core activities of the library as 'reading, learning and meeting'.

There are currently four libraries located in the City of Whittlesea at Mill Park, Lalor, Thomastown and Whittlesea with mobile library stops currently at Mernda, Doreen and Epping North. In 2015, library membership in Whittlesea was 49,057 members representing 26% of the population. Overall, visitation to libraries in the YPRL region increased by 4% in 2014-15 when compared to 2013-2014.

The City of Whittlesea *2015 Annual Household Survey* reports that more than one-quarter (28.5%) of respondent households reported visiting a local library at least once a month with the reasons for visiting including:

- the most common reason was to borrow books or other library resources - almost three-quarters (73%) of respondent households visited libraries for this reason;
- almost one-fifth (19%) of households visiting local libraries did so to access computers or the internet;
- approximately one-sixth of respondent households visited local libraries for children's programs (17%);
- some 13% of respondents visited to spend time relaxing;
- just over 10% visited to seek information about local services and community.



**Existing libraries in the City of Whittlesea:**

- **Mill Park Library**

Opened in 2002 this was the first library in Victoria to be designed on the concept of a hybrid/digital/print library. With a floor area of 2,055 sq/m, the library is well utilised and provides a range of programs and activities as well as the largest collection in the region. Facilities include makerspace, digital hub, local history/genealogy room, study facilities, meeting rooms, free wifi. The library is open 7 days (60 hours) per week. Visits in 2014-15 of 218,674 exceeded 2013-14 by 2.6%.

- **Lalor Library**

Located in the May Road shopping precinct the library has a floor area of 1,520 sq/m and was refurbished in 2014. The library is well used and houses the majority of the regional LOTE collection, a community meeting room, and includes the Lalor Toy Library.

The library is open 7 days (60hours) per week. Visits in 2014-15 at 211,219 were 9.1% below 2013-14 as the library was closed for a period for refurbishment.

- **Thomastown Library**

The library is co-located with the Thomastown recreation and aquatic building and indigenous early learning centre to create a significant community hub. With a floor area of 1,634 sq/m the library was extensively refurbished in 2005 and incorporates maternal and child health facilities, neighbourhood house, community meeting spaces and a garden. A special feature of the library is the public art that was commissioned as part of the refurbishment.

The library is open 6 days (52hours) per week. In 2014-15 visits of 151,981 exceeded 2013-14 by 8.8%.

- **Whittlesea Library**

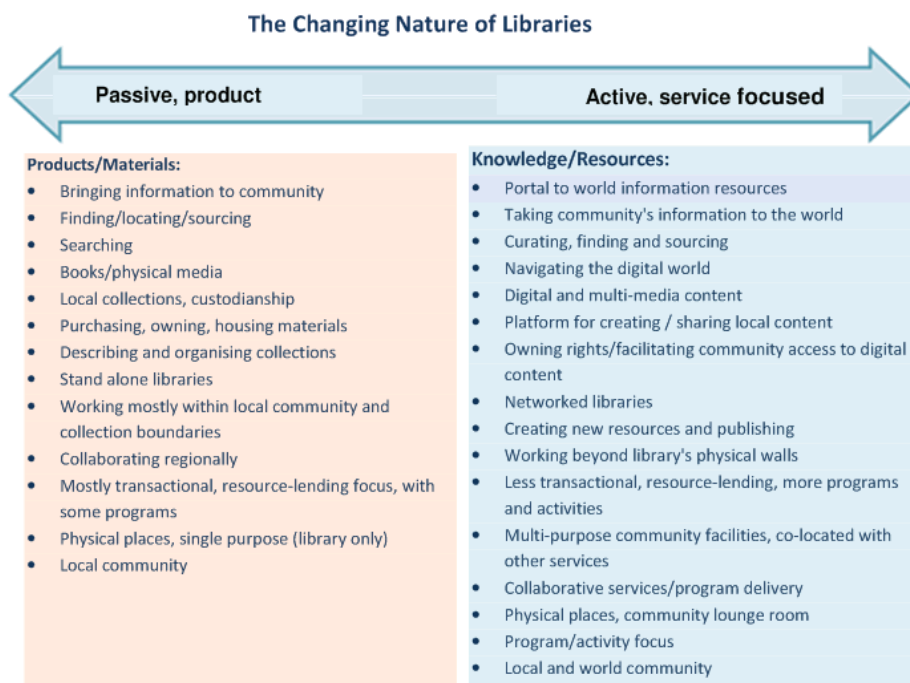
Opened in 2014 in the Community Activity Centre, this local library branch is 250 sq/m and has a collection of 19,000 items.

Special features of the building include a children's outdoor reading space, a reading lounge with a gas log fire and a media area designed for teenagers.

The library is open six days (45hours) per week. Following the opening the library recorded 35,887 visits in 2015.

#### 4. Contemporary trends for library services

The role and nature of public libraries is changing rapidly. In the past, libraries have been largely passive, transaction based facilities focused on lending of resources to users. Currently and in future, the library role is moving towards one of enabler and facilitator of access/access point to a whole world of information and resources through both physical and digital media. Increasingly, libraries have also become more active spaces with a stronger focus on services and programming to meet community needs. The changing nature of libraries is captured in the following chart:



(Adapted from Public Libraries New Zealand: strategic framework)

In this context, the role of a library is to assist the community in navigating their way through an increasingly complex and crowded digital world. Libraries need to invest in the physical and technological infrastructure required to facilitate community access to world-wide content. They need to offer easy access to a quality range of e-books and other digital resources. Whilst this happens, the traditional role of being a 'resource lender' continues but is reduced in relative terms. At least for the time being, libraries need to continue to play that 'lender' role as the data indicates that this is still a highly used and highly valued service. Growth in the use and take-up rate for e-books was meteoric a few years ago but this has stabilised now. Whilst early predictions that the end of the physical book (pbook) era now seem a little premature, e-books and accessing information through various forms of digital media is still growing and here to stay.

At the same time, libraries need to plan for and gear up for a changing role and changing community expectations from both a programming and physical viewpoint. Contemporary libraries need to provide avenues for creative expression and conduct engaging and interactive programs. They need to make sure their program and content/resource offering is attractive and relevant to all age and demographic groups within the community and they need to ensure the physical places they offer are inviting, welcoming and attract people both physically and virtually.

#### *Emerging social trends and the evolution of libraries*

The *Victorian Public Libraries 2030: Strategic Framework (SLV 2013)* identifies the emergence of five prominent social trends that are significant for the evolution of Victorian public libraries. The following model outlines these social trends and the development of both creative and community scenarios to cater for community attitudes, behaviours, wants and needs in 2030.

Prominent future social trends				
Creative Scenario		Community Scenario		
<b>Creativity</b> The desire to unlock, express, develop and record creative interests	<b>Collaboration</b> The willingness to partner, cooperate and share with others	<b>Brain health</b> The need for lifelong mental engagement, stimulation and care	<b>Dynamic learning</b> The need to continually learn new knowledge and skills to participate fully in a rapidly changing environment	<b>Community connection</b> The desire for stable and trusted relationships with people and places of common interest

Source: *Victorian Public Libraries 2030: Strategic Framework (SLV/PLVN 2013)*

With the emergence of a more creative culture in the future, people will be looking to develop and express their creativity. The creative library will be a central hub for learning and creativity offering large, open and flexible spaces in an environment of colour, sound, ideas and creativity. The creative library will offer programs and services focused on individual and collaborative creativity, including music, writing, community publishing, and artistic expression. The creative library will provide a range of spaces for creative and collaborative activities including composing music, recording and editing studios; 'maker spaces' offering craft and hands-on workshops and projects; 3D printing services; celebrating cultural diversity through song, dance, events; generating multimedia works using the library's original collections; and exhibitions of artworks and creative works.

#### **Case Study Snapshots**

- **Community Publishing – Los Gatos Library (California)**

*Los Gatos Library (California) began a partnership with e-book self-publishing company Smashwords to offer a three-part series of e-book self-publishing seminars. This partnership has grown to include a co-branded publishing portal managed by Smashwords. Linked from the library website, the portal enables local authors to publish and distribute e-books at no cost and allows them to "Publish to the Library" if the library chooses to purchase their work.*

- **Recording Studio – The Library at the Dock, Docklands (Melbourne)**

*In addition to the traditional library collection, the Library at the Dock offers a recording studio, creative editing suites and a performance venue to hold up to 120 people. A Recording Studio induction program is mandatory for anyone wanting to book the recording studio.*

- **YouMedia Centre – The Chicago Public Library (USA)**

*The YouMedia Centre at the Chicago Public Library is a place where young adults can 'hang out', experiment with new technologies and teach each other about ways they have learned to use music and video editing equipment, etc. YouMedia labs are now being established in other cities in the United States.*

- **Live at the Library – Moreland City Library (Melbourne)**

*Live at the Library music sessions bring music to the libraries, showcase Moreland's talent and promote local music. The sessions are presented once a month giving fledgling bands the opportunity to gain performance experience.*

A community public library in 2030 will promote dynamic and lifelong learning and community connection and may be co-located with other services to create a community hub. It will offer a range of resources, programs and services with a learning, literacy and community focus including physical and digital collections, business centres and co-working spaces, community literacy and learning programs, and opportunities for social connections and outreach services. The community library will include flexible learning and social spaces, including cafes, community meeting spaces and quiet spaces for relaxation and reading.

#### Case Study Snapshots

- **Melton Library and Learning Hub (Victoria)**

*Melton Library and Learning Hub has 11 meeting spaces, including a 90-seat auditorium and various intimate spaces for arts, crafts and business groups; a children's area with outdoor sensory garden, chill-out gaming spaces for youth; a recording and editing studio; family history dens; and a café. The hub also hosts Maternal and Child Health Services and a Customer Service Centre.*

- **Hume Global Learning Centres (Victoria)**

*Centres at Broadmeadows and Craigieburn offer meeting and training rooms; seminar and conference facilities; executive chamber and meeting room; professional event support and promotion; public library; free wireless and internet access; onsite café and catering; art gallery and exhibition spaces; outdoor event space, and contemporary audio-visual fit out.*

- **Ringwood Realm (Melbourne, Victoria)**

*The centre includes the library; Council customer service; art space; and 1000 sq/m Centre for Regional Knowledge and Innovation including a BizHub resource centre. Library spaces and services include flexible, training, meeting and presentation spaces; community and heritage history; children's area with games and family seating; digital lab; creative content studio with film and audio recording suites; café and two passenger lifts.*

#### Libraries and information technology

The emergence of the digital information era is changing the way people choose to access information and resources for business, learning and leisure. The advent of sophisticated internet engines has fundamentally changed the nature of research and the way people access information. Added to this is the vastly increased efficiency, availability and mobility of a range of devices that are capable of tapping into the digital world anywhere (almost) anytime, together with the rapid pace of change in information technology, including the broadband system rollout. But the accessibility of this new digital information revolution is by no means equal; accessibility is compromised by a range of factors including data speeds/band width availability, device access/affordability and so-called 'digital literacy'. These challenges are not evenly distributed - they vary for location to location and demographic cohort to cohort.

Public libraries world-wide are increasingly playing an important role in bridging the digital divide - that is, the gap between those who are confident IT users and those without digital literacy skills, access to computers and the internet at home, or the skills to fully utilise new and expanding technology resources. Public libraries provide free access to workstations and Internet services and are also providing training and assistance to those who lack technology skills or who have difficulty using Internet services for any reason. Clearly, there is an overlap between this 'learning/training' role of libraries and similar training/educational programs that are offered through adult education channels and community organisations such as neighbourhood houses. A key strategic question for libraries is the extent to which they invest in technological infrastructure and services, the boundaries that ought to be applied to that role and the opportunities for partnerships and collaborative arrangements with other learning providers.

#### Information technology initiatives in the City of Whittlesea:

- **The City of Whittlesea's Intelligent Community Strategy (May 2012)** aims to strengthen local businesses and local communities by using broadband to lower costs, increase business competitiveness, reduce travel time for residents and provide greater access to online services.

- **Digital Hub, Mill Park Library**

*In 2013, the Yarra Plenty Regional Library partnered with the City of Whittlesea, and the Whittlesea University of the Third Age (U3A), for funding through the Australian Government's Digital Hub program for a Digital Hub at the Mill Park Library. The Hub is designed to serve the residents, community organisations and small businesses of South Morang providing group and one-on-one digital technology training sessions focused on education, home use, business and health.*



## 5. Service delivery models and planning priorities

### 5.1 Integrated, co-located and collaborative service delivery models

Local governments are looking more to co-location and service integration models in community 'hub' style developments including libraries, particularly in rapid growth areas.

The development of new libraries in Mernda-Doreen and Epping North provide opportunities for the integration or co-location of other community services with potential for economies of scale, partnership and funding opportunities. This has implications for both service planning and governance arrangements, especially where collaborative models with third parties are involved.

Research indicates that developing an integrated or co-located service system model requires early planning and a process based on cooperation and collaboration. Collaborative models in particular call for clearly established governance arrangements, agreement on shared outcomes and evaluation measures. A fully integrated approach to service delivery may not be appropriate in all situations and should be based on careful consideration of the potential benefits and barriers for integration. In some instances co-location or cooperative models may be more appropriate.<sup>1</sup>

The development of integrated, co-located or collaborative service delivery models requires leadership and a commitment from program partners. The City of Whittlesea has a strong commitment to the partnership model. The *Council Plan 2013-2017* includes collaboration and partnerships amongst the key opportunities for the life of the plan. The collaboration and partnership ethos is iterated across a number of Council strategies – a key recommendation of the *Human Service Needs Analysis (March 2014)* is that *the City of Whittlesea work with partners to develop innovative and collaborative service delivery models*. The Whittlesea Community Futures (WCF) partnership is an example of a partnership approach to catering to the growing demand for services and infrastructure. Since its inception in 2006, the WCF partnership of multi-disciplinary agencies, including the City of Whittlesea, has evolved into a strong partnership of multidisciplinary agencies as a cross sectoral and united planning and advocacy body for the Whittlesea community.

#### Case Study Snapshots:

- **Melton Library and Learning Hub (Victoria)**

*The Hub is an integrated facility incorporating access to Council's customer service team whenever the Library is open, maternal and child health services offered from consultation rooms within the facility, 11 meeting spaces available for community group meetings, art and craft groups or business meetings, and a café with access to the library collection.*

- **Ringwood Realm (Melbourne, Victoria)**

*The REALM community hub incorporates a Council Customer Service Centre, Library, ArtSpace, Centre for Regional Knowledge and Innovation including the BizHub Business Resource Centre, Creative Content Studio, and Café incorporating reading spaces and a magazine and newspaper collection. Maroondah City Council worked in partnership with QIC, owners of Eastland, to develop the Centre as part of an expansion of Eastland.*

- **Caroline Springs (Victoria)**

*A case study on the model of planning for the range of services that would be required for the new suburb of Caroline Springs identified a partnership model focused on developing new systems for the integrated planning and delivery of services and infrastructure. As an example of a place-based initiative it represented a significantly different way of planning and delivering government services. The model involved two major activities – the first emphasised building and mediating relationships between partners and other organisations and acting as a conduit of information between partners. The second activity was to set up and run planning working groups to focus on the development of community, education and health infrastructure. A key feature of the planning undertaken in the working groups was that every attempt was made to maximise joint funding and joint use of services and facilities.<sup>2</sup>*

<sup>1</sup> *People, Services and Places Strategy: Literature review, City of Whittlesea, June 2014*

<sup>2</sup> *There's something about...Community, Kevin Breen, December 2011*

## 5.2 Planning priorities

The City of Whittlesea's *People, Services and Places Strategy* recognises the potential for physical infrastructure to support integrated service delivery, the development of social capital and community building programs. Libraries as public spaces are well recognised for supporting communities and providing opportunities for people to engage with the diversity of their community. The *Project for Public Spaces (PPS)* argues that successful public spaces have four key qualities; accessibility, people engaging in activities within them, the space is comfortable and has a pleasing image, and is sociable. Similar design principles are outlined within urban and social planning and design policy.<sup>3</sup>

Consultation with a range of key stakeholders to the strategy development process, both internally and externally, has identified the following clear priorities around the development of new library facilities at both Mernda and Epping North. These priorities are consistent with the direction of contemporary libraries now and into the future and are evident in several new public libraries in Victoria, nationally and internationally.

### ***Focal point for the community:***

The library as a community hub and focal point for cultural and community interaction.

### ***Anchor for the Town Centre:***

A civic presence publicly accessible to everyone, drawing visitors and activating surrounding spaces and the broader Town Centre.

### ***Functional, flexible, multi-purpose spaces with adequate storage:***

Functional and multi-purpose spaces accommodating a range of activities and uses and incorporating flexible furniture and fittings. Integrating complementary activities and services to promote synergies between them.

### ***Inviting, welcoming and inspiring:***

Comfortable, welcoming in design and presentation, engaging, inspiring and vibrant. Active spaces for social connections, art and cultural works throughout.

### ***Safe, accessible, inclusive for all members of the community:***

A place where all people feel safe and are safe – safe to access, safe and comfortable to be in. Accessible to people of all ages, cultures, abilities and socio-economic circumstances.

### ***Integrated with the streetscape and external space***

Transparent facades that connect the library with the street. Open and spacious with natural light throughout and connected to greenery and the outdoors.

### ***Future proofed***

Provides for future expansion of facilities and services.

There is also an opportunity for the new libraries to incorporate and showcase sustainable development principles in a prominent public building.

### ***Case study snapshots:***

- ***Mount Gambier Library (South Australia)***

*Opened in 2009, the Mount Gambier Library is a multi-purpose community space and a focal point in the centre of the Mount Gambier Township. The library includes themed children's activity area – 'The Cave', multipurpose and activity rooms, learning lounge, young adult's area and a café. The library is 'zoned' with 'living rooms' in each zone that group together related materials and encourage people to connect with each other in different ways.*

- ***Ringwood Realm (Melbourne, Victoria)***

*Across three storeys Ringwood Realm is the centrepiece of the new Ringwood town square precinct and interacts with open air gathering spaces, cafes and shops.*

- ***Melton Library and Learning Hub (Victoria)***

*The Hub features sustainable design and energy efficiency throughout with a 5 Star Green Star accreditation from the Green Building Council of Australia. Council received \$85,000 in funding from Western Water towards development of the library under the Grant for Water Sustainable Urban Design program.*

<sup>3</sup> *People, Services and Places (PSaP) Strategy: Literature review, City of Whittlesea, June 2014*

## 6. Library Strategy for Mernda

The Mernda-Doreen growth areas are located in the centre of the eastern growth corridor of the City of Whittlesea. Historically, the City of Whittlesea has referred to the Mernda and Doreen precincts as Mernda, aggregating data across the two precincts that share the same postcode. As Mernda and Doreen have experienced substantial population growth and demographic change in recent years, there is now a tendency to refer to and collect data separately for the two areas.

Mernda is an existing rapidly developing residential area of around 17 square kilometres. It's neighbouring precinct of Doreen is one of the fastest growing areas in Australia – it is divided by Yan Yean Road with the western part of mainly residential housing (97%) located within the City of Whittlesea and 3% residing in the Shire of Nillumbik. The Mernda-Doreen area is one of the key areas designated as a growth zone within metropolitan Melbourne's planned growth along the northern rail corridor.

Library services are currently available to Mernda-Doreen residents via the mobile library service provided by YPRL with mobile stops in both Mernda and Doreen. The City of Whittlesea's *Mernda Strategy Plan* provides the planning and design framework for the future development of the Mernda and Doreen growth area, including the infrastructure and services needed to support the area. As part of the strategy planning process the need for a branch library was identified based on an assumed population for the strategy plan area of 42,000 and Council has made provision in the *Mernda Strategy Plan* for a branch library facility.

### 6.1 Location and site for the new library

The *Mernda Strategy Plan* includes the development of the Mernda Town Centre on Bridge Inn Road, north of Berry Lane. A new library facility for Mernda is planned for the Mernda Town Centre as part of the *Mernda Town Centre Development Plan*. The site is owned by a wholly owned subsidiary of Woolworths and includes the extension of the South Morang rail line. The Town Centre is proposed for the social and economic heart of the *Mernda Strategy Plan* area, whilst supporting public transport services and generating a source of local activity and employment. There has been no development within the Mernda Town Centre at this stage. A Council review of the planned outcomes for the core of the Mernda Town Centre is underway following the State Government's commitment to the Mernda Rail Extension Project, with planning for the new station at Mernda to be operational by mid-2019.

### 6.2 Other community facilities in the local area

Ultimately the *Mernda Strategy Plan* area is to be supported by four (4) primary and two (2) P-12 government schools, seven (7) community activity centres and a number of local and regional recreational facilities.

Community activity centres are currently located at:

- *Mernda Village Community Activity Centre (Mernda)*  
Community hall seating up to 150 people, meeting room seating up to 10 people, Maternal and Child Health Centre, Kindergarten
- *Jindi Family and Community Centre (Mernda)*  
Community hall seating up to 75, Maternal Child and Health service, kindergarten and extended care rooms
- *Hazel Glen Child and Family Centre (Doreen)*  
(1) program room, maternal and child health service, family services consulting room (1), kindergarten, extended care room
- *Laurimar Community Activity Centre (Doreen)*  
Community room seating up to 30, outdoor area, Maternal and Child Health serve, Laurimar Kindergarten
- *Laurimar Community Centre (Doreen)*  
(2) community rooms seating up to 50 each, (1) meeting room seating up to 10



### 6.3 Community profile

The Mernda and Doreen precincts are *amongst the fastest growing in the CoW* with substantial growth forecast in the next ten years. The total estimated population of the two precincts in 2015 of 36,669 is expected to increase to 55,405 by 2025 (an increase of 51%) and remain at a similar level (55,109) by 2035.

Mernda's population in 2015 was smaller than Doreen, but is expected to grow at a faster rate over the next ten years. By 2025 the Mernda population is expected to increase by 65% to 27,601 and then to 28,224 by 2035. In Doreen, the 2015 population is forecast to increase by 40% to 27,804 by 2025 and subsequently level out to 26,885 by 2035.

Current and forecast *high birth rates in both precincts* place maternal and child health services in demand. In 2015, Doreen recorded the second highest birth rate in the City of Whittlesea (9 per week) with the birth rate expected to decrease marginally by 2035 (8.5 per week). In Mernda, the 2015 birth rate was the third highest in the municipality (7.7 per week) and is expected to peak around 2020 (10.8 p/week) and then decrease by 2035 (9.1 p/week).

The age profile for both precincts is *amongst the youngest in the municipality*. In 2015, the median age of residents was 29 years for Mernda and 30 years for Doreen. In both precincts the most prominent age groups are 25-34 year olds and 35-49 year olds and children under the age of 11 represent around one quarter of the population. In 2015, Mernda had the second largest proportion of 0-4 year olds in the municipality (12.0%) with a similar proportion in Doreen (11.7%).

Looking ahead, the 25-34 and 35-49 age groups are forecast to continue as the most populous through to 2025 in both precincts, with the highest growth in numbers of people in the 35-49 age groups. The proportion of the population under the age of 11 is expected to remain steady from 2015 to 2025 in both precincts, with a slight decrease by 2035. The proportion of young people aged 12-17 years will increase in both precincts between 2015 and 2035 – particularly in Mernda where there will be a 101% increase in the population in this group.

In the longer term, by 2035, the median age in both precincts is expected to increase as the population ages with the 35-49 year old group still the most prominent in both precincts. Between 2015 and 2035 there will be a significant increase in the proportion of the population aged 50 years and over, a decline in the population aged over 25-34 years, and a slight decrease in the population aged under 11 years. The age group forecast to experience the greatest change between 2015 and 2035 is the 70-84 year olds, although this group will remain a relatively small proportion of the total population.

*Families with children are prominent* in both Mernda and Doreen. In Doreen, half of all households in 2015 were couples with children with the proportion marginally lower in Mernda (44% of the population). It is expected that this household group will remain the most prominent into the future in both precincts, although at a lower level by 2035 – particularly in Doreen where the number of one person households and households of couples without children will increase substantially between 2015 and 2035.

There is a *lower level of cultural and linguistic diversity* in both Mernda and Doreen in comparison to other areas in the municipality. In Mernda less than one quarter of the population (24%) were born overseas or speak a language other than English at home (CoW municipality - 43%). In Doreen a notably smaller number of residents were born overseas (12%) or speak a language other than English at home (11%). Mernda has the third largest Aboriginal and Torres Strait Islander population by precinct in the municipality (0.94%).

From an education perspective, *in 2015 Doreen had the second highest proportion of people with post-secondary qualifications amongst precincts in the municipality*. Some 41% of the Doreen population hold a Trade or Other Certificate (Mernda 30%), and *just over one quarter of people in both precincts hold a Bachelor Degree or higher qualification*.<sup>4</sup>

*The most common occupations for residents in Mernda and Doreen are professionals and technician and trades workers*. In both precincts there are more residents working in the construction industry compared with any other industry. Other common industries of employment are health care and social assistance and retail trade.

*(See Attachment A for details of age and household structures)*

Source: Unless otherwise stated informed by PlaceProfiles, Version 2, City of Whittlesea Research Unit, January 2016

<sup>4</sup> 2015 Annual Household Survey, City of Whittlesea

*There is a lower level of socio-economic disadvantage for residents of Mernda and Doreen than for the broader City of Whittlesea, Greater Melbourne and Victoria. Based on the Socio-Economic Indexes for Areas (SEIFA), Doreen is one of the least socio-economically disadvantaged suburbs in Victoria with a SEIFA index score of 1,098; Mernda has a SEIFA index score of 1,059 (CoW score 989)<sup>5</sup>. The median weekly household income in both precincts is higher than that for CoW and Greater Melbourne - residents of Doreen have the highest median total household weekly income in the municipality. In both precincts around three quarters of dwellings have access to two or more motor vehicles. However, according to the City of Whittlesea's 2015 Annual Household Survey (AHS 2015), more than half of rental or mortgagee households in both precincts (Mernda 52.8%, Doreen 51%) are experiencing moderate or heavy housing related financial stress. This is higher than the average for City of Whittlesea (48.9% AHS 2015).*

*The Australian Early Development Census (AEDC) 2015 identifies that the proportion of children aged five years old reported as vulnerable on one or more domains of the AEDC is substantially lower in Doreen and Mernda than for Victoria. However, in Mernda the proportion of young people aged 15-24 years who are disengaged from education and employment (11.5%) is higher than for the CoW municipality (9%) and substantially higher than in Doreen (5%). The City of Whittlesea's 2015 Annual Household Survey outlines that gambling issues are also more prominent in Mernda with a higher than average proportion of respondents reporting playing the pokies at both local venues and those outside the City of Whittlesea.*

*There is a high level of internet connection in both precincts and in February 2016, some 15% (5,469) residents of Mernda-Doreen were active members of YPRL libraries, representing 11% of the active membership of libraries in Whittlesea.*

*Source: Unless otherwise stated informed by: PlaceProfiles, Version 2, City of Whittlesea Research Unit, January 2016*

#### 6.4 The nature of a new library

The new library in the heart of Mernda will provide a central hub for community learning, creativity and social connection. It will promote opportunities for dynamic and lifelong learning and social connection; provide access to information technology resources and world-wide digital content, and a venue for community activities and as a community meeting place. It will be a welcoming and inspiring place with open and flexible learning and social spaces that will accommodate a range of community needs, programs and activities. The library will feature services and spaces for children and their parents to cater for the needs of a higher than average population of families with children. Spaces and services to engage young people will be prominent. Activity spaces and programs for older people will be incorporated in the library and in the longer term, as the population ages, will become a higher priority. Relationships with other educators and adult learning organisations will enhance the learning focus and opportunities for lifelong learning. The opportunity to integrate or co-locate with a community arts space will broaden opportunities for active participation and creativity through arts activities in a prominent civic facility. The potential integration or co-location of other Council services and community service organisations will extend the community service context as a holistic learning, arts, health and wellbeing community hub.

The new library will be a focal point for the community, with a local sense of place and fostering a feeling of ownership for residents. The library will provide an opportunity to increase the active engagement and connections among members of the community, community groups and community organisations to support community strengthening and build social capital. Opportunities to interact with other community services and facilities will broaden the context for the library as a central community hub.

<sup>5</sup> SEIFA Index of Relative Disadvantage - A higher score on the index means the population experiences a lower level of disadvantage. A lower score on the index means the population experience relatively more disadvantage.

### 6.5 Service mix for a new library

As outlined above, a diversity of spaces will be required within the library to support both passive and active uses. There will need to be spaces for creative expression as well as quiet, peaceful spaces for reading, study and reflection. Information technology spaces, program and activity spaces, and meeting spaces for individuals, community groups and local businesses will also be required.

The Consultant's research and consultation with a range of internal and external stakeholders has identified the following as core services and spaces for a library facility to meet the needs of the Mernda-Doreen community. A new library facility incorporating these core services and based on the scale and scope parameters outlined in Section 8 of this report is estimated to require a gross floor area of 2,100 square metres.

#### *Core library services and spaces:*

Library customer service	Service desks, returns, browsing, display, information, newspaper and magazine areas
Collection area	An initial collection of 40,000 items is proposed
Technology and computer spaces	Wi-Fi and public access computers integrated throughout the library
Reading and lounge spaces	informal reading and lounge spaces - a mix of quiet and social spaces
Quiet open study spaces	Individual study spaces in an open area understood as a quiet area
Group study space	Spaces/booths for group study
Children's area	Children's story telling, activities and programs for 0 to 6-9 years
Tweens area	Activity space for middle years children
Young adult area	Activity space for young adults
Digital hub/lab – IT training room	Providing user friendly access and training in digital literacy skills and participation in a broadband digital economy
Family history area	Specialist space for local/family history – storage for archival/conservation
Makerspace	Spaces where people can gather to create, invent, and learn, including wet areas. These often include 3D printers, software, electronics, craft and hardware supplies and tools.
Co-working space	Shared working spaces for individuals, micro-businesses, social entrepreneurs and providing access to meeting rooms and other resources
Multi-purpose, training/multi-media space	Flexible, multi-purpose large space for programs and activities for young people, older adults and seniors
Meeting space	Flexible, small and medium, multi-purpose meeting spaces for meetings, events and functions for community groups and local businesses. Complementary to/integrated with any meeting spaces incorporated in a community arts space.
Café	A consistent feature of contemporary libraries as an integrated or co-located facility. Indoor/outdoor spaces with access to library collection. A potential social enterprise opportunity.
Community kitchen	Increasingly incorporated in contemporary community facilities
Staff/ancillary areas	Staff work areas/storage, , central and regional work areas
Outdoor area	Multi-purpose space/s for children and young people, informal activities, programs, functions

*(See Section 8 for Financial Analysis – Project Scale and Scope)*



## 6.6 Opportunities for shared, integrated, or co-located arrangements with other Council services

The development of a new library facility in the Mernda Town Centre offers opportunities for shared, integrated, or co-located arrangements with other Council services and spaces to provide a central civic presence and integrated service delivery to Mernda-Doreen residents. Services for potential integrated service delivery include:

### *Community arts space*

Planning for the Mernda Town Centre includes provision of a Community Arts Space incorporating a performance space (black box or more flexible space, audio/visual recording facilities), spaces for artists to meet, work, exhibit, and spaces for residents to participate in arts related activities. Integration or co-location of these facilities with the library complex offers the opportunity to broaden the multi-purpose component of both facilities and deliver economies of scale in development and operation (particularly in regard to meeting and event spaces).

### *Maternal and child health service*

High birth rates in both Mernda and Doreen place maternal and child health services in demand. An enhanced district Maternal and Child Health Service with local and regional components is included in strategic planning for the Mernda Town Centre, with a clear opportunity for integration or co-location of this service with the library facility.

Examples of this approach include the existing Thomastown Library that is co-located with a maternal and child health service within the facility. The integration of maternal and child health services with libraries is a common approach in new library facilities in other locations, including the Julia Gillard Library at Tarneit, the new Ringwood Realm, and the Melton Library and Living Hub.

### *Youth activity space and services*

With a relatively young population and indicators of a higher than average level of disengagement of young people in Mernda, services and activity spaces for young people will be amongst priorities for the new library. Council proposes to allocate a space within the Mernda Town Centre as a youth activity space and to accommodate Council youth services staff delivering outreach services to young people in Mernda-Doreen. Council's youth services staff have indicated a preference for a multi-purpose, flexible space to accommodate programs and activities and 'hot-desk' office space for youth workers delivering outreach programs and activities. Such an activity space and service offers potential for integration or co-location with the library service (and community arts space) and for integrating relevant library services with the activity space i.e. teenage and young adult collections, gaming and multi-media facilities.

Examples of this approach include the new Reservoir Community and Learning Centre where youth services are connected to the youth section of the library on the first floor with access to video/audio recording facilities. The Erina Gosford City Library and Youth Centre is another example. The Gosford City Council initiative includes 'The Hub Erina' that provides a variety of structured programmes, entertainment, activities, information and referral services for local young people.

### *Business services*

There is an opportunity to extend the provision of a co-working space and a digital hub at the new library to include business support services as an extension of those provided at Council's Corporate Centre at South Morang. The City of Whittlesea has a priority on generating local employment with a Council Plan strategic objective to 'support local businesses and assist the development of training and networking opportunities for small businesses'. A business service that assists small, new and start-up businesses is an opportunity as an integrated or co-located service with the library.

An example of this approach is the integrated 'BizHub' service at the new Ringwood Realm providing a one-stop-shop business resource centre, activated co-working space, training and skills development, and assistance and advice from Council's BizHub business support team.

### 6.7 Opportunities for integrated, co-located or collaborative arrangements with external organisations

The development of a public library as a central facility in the new Mernda Town Centre also offers opportunities for integrated, co-located or collaborative service delivery arrangements with community based external organisations to develop a central community hub delivering a range of services to the Mernda-Doreen community. Opportunities for relationships with external organisations include:

#### *Toy Library*

Toy libraries lend or hire out toys, puzzles, and games. They offer play sessions for families and a wide range of toys appropriate for children at different stages in their development. In the City of Whittlesea a Toy Library is located in the Lalor Library. In 2014 a survey by the City of Whittlesea of parents from new growth areas on the education and care needs of their children indicated that the toy library was needed but could not be accessed by up to 14.5% of respondents.<sup>6</sup> The development of library facilities in Mernda offers the opportunity for integration of a toy library to meet the needs of a relatively high population of children and families in the Mernda-Doreen area.

#### *Whittlesea U3A*

U3A provide a range of short educational, recreational and social programmes for seniors who are not working full time across a number of venues in the City of Whittlesea. The Whittlesea U3A has worked in partnership with Council and YPRL for the development of the digital hub at Mill Park. The development of a new library at Mernda-Doreen presents an opportunity for collaborative arrangements with U3A for access to and delivery of programs and activities for older people.

#### *Neighbourhood/community house learning centre*

Neighbourhood houses provide social, educational, and recreational and support activities for local communities and are alternatively viewed as complementary to, or competitive with, public library services. Most can provide pre-accredited adult education courses and some are Registered Training Organisations that offer certificate and diploma courses. More recently, there are examples of neighbourhood houses developing collaborative service delivery arrangements or being co-located with public libraries.

There are six neighbourhood/community houses in the City of Whittlesea at Mill Park, Thomastown, Lalor, Epping, Epping North and Whittlesea. At Thomastown the neighbourhood house is co-located with the public library. The nearest access to neighbourhood/community house services for Mernda-Doreen residents is at Mill Park. The development of a new library in the Mernda Town Centre offers the opportunity to integrate or co-locate neighbourhood house services to expand the educational and community support offering for the local community. The Northeast Neighbourhood House Network (NENH) with member neighbourhood houses across five local government areas including the City of Whittlesea, advises a lack of current funding for the development of new neighbourhood houses. On this basis, the opportunity in Mernda-Doreen might focus on a potential partnership/collaborative arrangement with an existing neighbourhood house in the NENH Network for integrated service delivery in a new library.

#### *NGO community outreach services*

A lack of community support services in the rapidly growing Mernda-Doreen communities has driven the inclusion in the Mernda Town Centre plan of a suitable space to provide office accommodation and meeting facilities for NGO community support agencies seeking to provide outreach services to the Mernda-Doreen community. The opportunity to integrate or co locate these services with the public library could provide opportunities for mutually beneficial partnership/funding arrangements and for the community service organisations to embed themselves as integral parts of the community.

An example of this approach is the Wyndham Youth Resource Centre in the City of Wyndham - a multi-purpose youth facility for young people aged between 10-25 and their families. The Centre offers a range of youth services, information and activities for young people in the Wyndham community including information, referral/advice about matters such as employment and career advice, income, entertainment/leisure, health matters and family issues. Various support services such as a youth counsellor and young parents' counsellor provide counselling and support to young people and young parents under the age of 25. Resources include computers/internet, photocopier and printing, and a music rehearsal studio together with sound and recording facilities. A range of programs offer activities for young people.

<sup>6</sup> *Growing Pains: Living in new growth areas, Summary Report, City of Whittlesea,*

**Melbourne Polytechnic**

Melbourne Polytechnic is a vocational education provider with a strong presence in the northern suburbs of Melbourne offering a range of services to students including learning services, libraries, bookshops, meeting and conference facilities. The Melbourne Polytechnic facility at Epping offers a wide variety of vocational training, including a purpose built student centre housing a bookshop and library proposed for community access. Melbourne Polytechnic has indicated interest in extending their service offering further north in the growth areas of the City of Whittlesea, particularly with the imminent extension of the South Morang rail line. There may be opportunities for a synergistic relationship between the City of Whittlesea and Melbourne Polytechnic in relation to a public library service at Mernda. In the short term, this may be around an introductory presence for Melbourne Polytechnic (information centre, shop-front) with potential in the longer term for partnership or collaborative arrangements for shared, integrated or co-located vocational educational facilities and services.

**Mixed use housing**

The *Mernda Strategy Plan* identifies the Town Centre for uses including retail, commercial, community, mixed use and residential with provision for higher density residential accommodation. The *Mernda Town Centre Comprehensive Development Plan* notes that multi-level buildings that can accommodate a vertical mix of uses, including a residential component, will be encouraged in the Town Centre core. The proposal for the library facility as a civic anchor for a multi-level structure suggests the opportunity for the co-location of mixed housing, incorporating private sector and social and affordable housing, to create a holistic central hub incorporating residential, lifelong learning, community arts, health and wellbeing services and facilities.

**7. Library strategy for Epping North**

The Epping North area located in the northern growth corridor of the City of Whittlesea is one of the key areas designated as a growth zone within metropolitan Melbourne's planned growth along the northern rail corridor. The Epping North precinct incorporates approximately 20% of the suburb of Epping and a portion of the Wollert suburb. With an area of 15.5 square kilometres significant development did not occur in Epping North until 2004 with rapid growth taking place between 2006 and 2011 as large numbers of homes were built. With a population in 2015 of 20,217 future growth is expected to continue, largely from the Aurora precinct and the Lyndarum development, with the population expected to reach 48,469 by 2025. The neighbouring area of Wollert is also expected to experience substantial population growth in the future. In 2015, there were an estimated 146 people living in the Wollert sub-precinct; by 2035 the population is forecast to be 30,887.

Mobile library services are currently available to Epping North residents (and Wollert residents) via a mobile library stop at Galada Community Centre. The nearest branch library is Thomastown in the south of the municipality. The need for a branch library to service the Epping North Area was established as part of the early planning for Epping North and Council has made provision in its strategic planning for future library services in the Aurora precinct. Whilst there is a longer term vision for a library service in Wollert, a library facility in Epping North will provide closer access to branch library services than currently exists for residents in the broader Wollert area.

**7.1 Location and site for a new library**

Council has planned for the new library to be situated in the Aurora precinct of Epping North. Council's *Aurora Development Plan Part 2 (Development Plan)* is the key planning document for the precinct outlining development and land use within Aurora. The Development Plan is underpinned by infrastructure agreements with developers – the most significant being an agreement with Places Victoria, the State Government developer. Under the terms of the infrastructure agreement Places Victoria are required to provide land (4,000 sq/m) for a library in the Development Plan area.



Under the existing Development Plan there are two Town Centres proposed for Aurora; the Northern Town Centre that includes the recently constructed Galada Community Centre, and the Southern Town Centre that under current provisions is proposed as the larger town centre. Under current provisions the land for a new library facility is located within the Southern Town Centre. Council is currently considering an amendment to the Development Plan which if approved will see the size and the status of the two towns switched, with the Northern Town Centre becoming the larger centre of the area with provision for a future rail station. It is proposed that the library will be relocated here within easy reach of the future train station and in close proximity to Galada Community Centre. Within the general masterplan for the Northern Town Centre the library is proposed to become the northern anchor to the Town Centre, with Galada Community Centre the southern anchor.

The Aurora Development Plan area has been developing at a slow rate since the approval of the plan in 2007 and the State Government has no firm plans at present for delivery of the train station. Development of each of the Town Centre's will be dependent on the timelines of the developers and landowners of each area.

## 7.2 Other community facilities in the local area

Ultimately the Epping North area will include four (4) community activity centres and a number of local and regional recreational facilities.

Current facilities include the new Galada Community Centre located at the southern end of the Northern Town Centre in Aurora and in close proximity to the proposed library site at the northern end of the Northern Town Centre. Creeds Farm Living and Learning Centre is a short distance from the planned Northern Town Centre and Epping Views Family and Community Centre is located further East on Lyndarum Drive.

- *Galada Community Centre*  
A new facility offering a range of services for the local community. Key features include:
  - Large community hall and commercial kitchen – seating up to 150 or 200 standing
  - 2 multi-purpose rooms seating up to 15 or 20 standing
  - 2 maternal and child health (MCH) consulting rooms and program rooms
  - Galada Kindergarten – three kindergarten rooms
  - Mobile library and book lounge
  - Planned activity groups for adults
- *Creeds Farm Living and Learning Centre*  
Provides meeting, social and recreational opportunities and course and workshop programs. Activities and facilities include programs for children, teens and families, computer and business classes, small business workshop courses, public access computer program, a variety of health and wellbeing classes and workshops. The Centre also includes meeting and activity rooms for hire including:
  - Small activity room (5m x 7m)
  - Medium activity room (10m x 7m)
  - Large activity room (15m x 7m)
  - Small meeting room (3m x 5m)
- *Epping Views Family and Community Centre*  
A multi-purpose community hub delivering family and community services including:
  - maternal and child health services
  - youth programs
  - 3 and 4 year old kindergarten programs
  - Programs and meeting rooms for casual or regular hire

### 7.3 Community Profile

The Epping North precinct is a *rapidly growing area* with considerable population growth forecast between 2015 and 2035. The estimated population in 2015 of 20,217 is expected to increase to 48,469 in 2025 (an increase of 142%) and 51,807 by 2035 (an overall increase of 156% to 2015). Immediately north of Epping North the Wollert sub-precinct is also expected to experience substantial population growth in the future.

In 2015, Epping North recorded the *highest number of births by precinct in the municipality* (9.3 births p/week). The number of births is expected to peak around 2025 (20 births p/week) and by 2035 is expected to settle at 17 births per week.

Epping North is *amongst the youngest precincts in the municipality*, along with Doreen and Mernda, with a median age of 29 years in 2015. Consistent with other growth areas including Mernda-Doreen, the most populous age groups in 2015 in Epping North were 25-34 and 35-39 year olds. The precinct has the largest proportion of 0-4 year olds in the municipality and almost one quarter of the population (23%) is under the age of 11 years.

Looking ahead, by 2025 the 35-49 year old group will be the most prominent representing just over one quarter of the population. By 2025 there will be a slight drop in the proportion of 0-4 year olds but a consistent proportion of children under the age of 11 (23%).

In the longer term, by 2035 the 35-49 year age group will remain the most prominent with the median age expected to increase to 34 years. Between 2015 and 2035 the population aged 50 years and over will double (from 13% in 2015 to 26% in 2035) with 50-59 year olds as the second most populous group. As in Mernda-Doreen the age group forecast to experience the greatest change between 2015 and 2035 is 70-84 year olds with an increase of 672%.

*Households of families with children are particularly prominent* in Epping North. In 2015, more than half (52%) of all households were couples with children (CoW municipality-43%). Between 2015 and 2035 there is expected to be a slight decline in the share of households consisting of couples with children (-3%) and a slight increase in the proportion of one person households (1.8%).

There is a *high level of cultural and linguistic diversity* in Epping North with more than half (57%) of the population speaking a language other than English (CoW municipality - 43%). More than one third of residents (38%) come from non English speaking countries. The most common countries of birth other than Australia for residents of Epping North are India, the Former Yugoslav Republic of Macedonia and Sri Lanka. More recently there has been a large increase in residents who were born in India with an increase of 659 people between 2006 and 2011.

In relative terms, Epping North residents are *educated to a higher level than other areas*. Almost two thirds of residents (63%) aged over 15 years have completed year 12 or equivalent (CoW municipality – 55%), and *almost half of the population have a tertiary or vocational qualification* (48%) – this compares to 13.5% for the City of Whittlesea and 47% for Greater Melbourne.

*The most common occupations for Epping North residents are professionals and clerical/administrative workers* and the most common industries for employment are manufacturing and health care and social assistance. More than half (58%) of all working residents travel outside the municipality to work.

The *Socio-Economic Index for Areas*<sup>7</sup> indicates a *comparatively lower level of socio-economic disadvantage* for residents of Epping North with a SEIFA score of 1,059 for the precinct at a higher level than for the CoW municipality (989). The median weekly household income is relatively high in Epping North at a similar level to Mernda (\$1,591) and higher than for CoW and Greater Melbourne. Two-thirds of households in Epping North have access to two or more motor vehicles. However, according to the City of Whittlesea 2015 Annual Household Survey (AHS 2015), more than half of rental or mortgagee households (52.5%) are experiencing moderate or heavy housing related financial stress. This is slightly higher than the average for CoW (48.9% - AHS 2015). The proportion of young people aged 15-24 years in Epping North who are disengaged from education and employment is less than for the CoW municipality and slightly higher than for Greater Melbourne.

In Epping North, the *level of internet connection is high* with almost three-quarters of dwellings (74%) with broadband internet connection.

(See Attachment B for details of age and household structures)

Source: Unless otherwise informed by: PlaceProfiles, Version 2, City of Whittlesea Research Unit, January 2016

<sup>7</sup> SEIFA Index of Relative Disadvantage - A higher score on the index means the population experiences a lower level of disadvantage. A lower score on the index means the population experience relatively more disadvantage.

#### 7.4 The nature of a new library

The new library in Aurora Northern Town Centre will provide a central hub for community learning, creativity and social connection for the residents of Epping North. Located at the northern end of the Northern Town Centre the library will be a complementary civic presence to the Galada Community Centre located at the southern end of the Town Centre precinct. The library will promote opportunities for dynamic and lifelong learning and social connection; provide access to information technology resources and world-wide digital content and a venue for community activities and as a community meeting place. It will be a welcoming and inspiring place with open and flexible learning and social spaces that will accommodate a range of community needs, programs and activities. The library will feature spaces for children and their parents to cater to a higher than average population of families with children and spaces and services to engage young people will be prominent. Activity spaces and programs for older people will be incorporated in the library and become a higher priority as the population ages in the longer term. There will be a strong multi-cultural context to the library catering to the diversity of the local population, celebrating and embracing different cultures in a range of contexts (song, dance, art, events). Potential relationships with other educators and adult learning organisations will enhance the learning focus and broaden the opportunities for lifelong learning for a relatively highly educated community. The integration or collocation of other Council services and community service organisations will extend the service profile as a learning, living, and cultural community hub.

The new library will be a focal point for the community, with a local sense of place and fostering a feeling of ownership for residents. The library will provide an opportunity to increase the active engagement and connections among members of the community, community groups and community organisations to support community strengthening and build social capital. Opportunities to interact with other community services and facilities will broaden the context for the library as a central community hub.

#### 7.5 Service mix for a new library

As outlined above, a diversity of spaces will be required within the library to support both passive and active uses. There will need to be spaces for creative expression as well as quiet, peaceful spaces for reading, study and reflection. Information technology spaces, program and activity spaces, and meeting spaces for individuals, community groups and local businesses will also be required.

The Consultant's research and consultation with a range of internal and external stakeholders has identified the following as core services and spaces for a library facility to meet the needs of the Epping North community. A new library facility incorporating these core services and based on the scale and scope parameters outlined in Section 8 of this report is estimated to require a gross floor area of 2,000 square metres.



*Core library services and spaces:*

Library customer service	Service desks, returns, browsing, display, information, newspaper and magazine areas
Collection area	An initial collection of 40,000 items is proposed
Technology and computer spaces	Wi-Fi and public access computers integrated throughout the library
Reading and lounge spaces	Informal reading and lounge spaces - a mix of quiet and social spaces
Quiet open study spaces	Individual study spaces in an open area understood as a quiet area
Group study space	Spaces/booths for group study
Children's area	Children's story telling, activities and programs for 0 to 6-9 years
Tweens area	Activity space for middle years children
Young adult area	Activity space for young adults
Digital hub/lab – IT training room	Providing user friendly access and training in digital literacy skills and participation in a broadband digital economy
Family history area	Specialist space for local/family history – storage for archival/conservation
Makerspace	Spaces where people can gather to create, invent, and learn, including wet areas. These often include 3D printers, software, electronics, craft and hardware supplies and tools.
Co-working space	Shared working spaces for individuals, micro-businesses, social entrepreneurs, teleworking and providing access to meeting rooms and other resources
Multi-purpose, training/multi-media space	Flexible ,multi-purpose large space for programs and activities for young people, older adults and seniors
Meeting space	Flexible, small and medium, multi-purpose meeting spaces for meetings, events and functions for community groups and local businesses. Complementary to meeting spaces provided at Galada Community Centre.
Café	A consistent feature of contemporary libraries as an integrated or co-located facility. Indoor/outdoor spaces with access to library collection. A potential social enterprise opportunity.
Staff areas	Staff work areas/storage, , central and regional work areas
Recording studio	Video and sound recording facilities to engage young people and the broader population.
Outdoor area	Multi-purpose space/s for children and young people, informal activities, programs, functions

*(See Section 8 for Financial Analysis – Project Scale and Scope)*

### 7.6 Opportunities for shared, integrated, co-located arrangements with other Council services

The development of a new library facility in the Epping North Town Centre offers opportunities for shared, integrated, or co-located arrangements with other Council services and spaces to provide a central civic presence and integrated service delivery to Epping North residents. Services for potential integrated service delivery include:

#### *Maternal and child health services*

Maternal and child health services are provided at Galada Community Centre located at the southern end of the Aurora Northern Town Centre and are not proposed for incorporation in a new library facility at the northern end of the Northern Town Centre.

#### *Youth activity space and services*

A relatively young population calls for services and activity spaces for young people. A core young adult library space offers the opportunity for integration or co-location of additional spaces and activities to engage young people. Council's youth services staff have indicated a preference for a multi-purpose, flexible space to accommodate programs and activities and 'hot-desk' office space for youth workers delivering outreach programs and activities. The incorporation of video and sound recording facilities to engage young people is a feature of contemporary libraries and may be an opportunity for the Epping North facility.

An example of this approach is the new Reservoir Community and Learning Centre where youth services are connected to the youth section of the library on the first floor of the centre with access to video/audio recording facilities.

#### *Business services*

There is an opportunity to extend the provision of a co-working space and a digital hub at the new library to include business support services as an extension of those provided at Council's Corporate Centre at South Morang. The City of Whittlesea has a priority on generating local employment with a Council Plan strategic objective to support local businesses and assist the development of training and networking opportunities for small businesses. A business service that assists small, home-based and start-up businesses is an opportunity as an integrated or co-located service with the library. There may be an opportunity for a collaborative approach with nearby Creeds Farm Living and Learning Centre that is active in offering small business workshops/courses.

An example of this approach is the integrated 'BizHub' service at the new Ringwood Realm; providing a one-stop-shop business resource centre, an activated co-working space, training and skills development, and assistance and advice from Council's BizHub business support team.

### 7.7 Opportunities for integrated, co-located or collaborative arrangements with external organisations

The development of a public library as a central facility in the new Aurora Northern Town Centre also offers opportunities for integrated, co-located or collaborative service delivery arrangements with community based external organisations to develop a central community hub delivering a range of services to the Epping North community. Opportunities for relationships with external organisations include:

#### *Toy Library*

Toy libraries lend or hire out toys, puzzles, and games. They offer play sessions for families and a wide range of toys appropriate for children at different stages in their development. In the City of Whittlesea a Toy Library is located in the Lalor Library. In 2014 a survey by the City of Whittlesea of parents from new growth areas on the education and care needs of their children indicated that the Toy Library was needed but could not be accessed by up to 14.5% of respondents.<sup>8</sup> The development of library facilities in Epping North offers the opportunity for integration of a Toy Library to meet the needs of the relatively high population of children and families in the Epping North area.

#### *Whittlesea U3A*

U3A provide a range of short educational, recreational and social programmes for seniors who are not working full time across a number of venues in the Whittlesea. The Whittlesea U3A has worked in partnership with Council and YPRL for the development of the digital hub at Mill Park and with the development of a new library at Epping North there may be an opportunity for collaborative arrangements for access to and delivery of programs and activities for older people.

#### *Neighbourhood/community house learning centre*

With the close proximity of Creeds Farm Learning and Living Centre, there is an opportunity for partnership or collaborative arrangements between the new library and the Centre for the delivery of educational, recreational and support activities for the local community.

#### *NGO community outreach services*

A lack of community support services in the growing Epping North community suggests the opportunity to include in the library facility planning for a suitable space for office accommodation/meeting facilities for NGO community support agencies seeking to provide outreach services to the Epping North community. The opportunity to integrate or co-locate these services with the public library could provide opportunities for a mutually beneficial partnership/funding arrangements, and for the community service organisations to embed themselves as integral parts of the community.

#### *Melbourne Polytechnic*

As for the Mernda-Doreen area, there may be opportunities for a synergistic relationship between the City of Whittlesea and Melbourne Polytechnic in relation to a public library service at Epping North. In the short term, this may be around an introductory presence for Melbourne Polytechnic (information centre, shop-front) with the potential in the longer term for partnership or collaborative arrangements for shared, integrated or co-located vocational educational facilities and services.

<sup>8</sup> *Growing Pains: Living in new growth areas, Summary Report, City of Whittlesea,*



## 8. Financial Analysis – Mernda and Epping North Libraries

### 8.1 Basis of cost estimates

The capital and operating costs for establishing community hub/libraries at Mernda and Epping North have been estimated for the purposes of this strategy. The operating assumptions for the libraries have been developed in consultation with YPRL. These cost estimates are indicative only and suitable only for the purposes of long-term budgets and forecasts. The estimates are not based on any technical advice or architectural advice. As no concept plans have been developed, quantity surveyors estimates have not been prepared.

### 8.2 Reference sites

As guidance in respect to capital costs, the following projects have been used as the prime reference sites:

- Julia Gillard Library (Tarneit, City of Wyndham) - opened 2016
- Melton Library and Learning Hub (City of Melton) - opened 2013
- Mill Park Library (Yarra Plenty Regional Library Service) - opened 2002
- Ringwood Realm (City of Maroondah)- opened 2015

*(See Attachment C for further details of reference sites)*

### 8.3 Project scale and scope

A key variable in estimating the likely project capital and operating costs for future library/community hub development is the scale and service scope for each project. There are a number of reference points to determine indicative parameters for project scope/scale and cost estimate purposes, including:

- The service benchmarking tool 'People Places: a guide for public library buildings in New South Wales' (3rd edition, Sydney: State Library NSW, 2012). This tool applies a library floor area requirement of 35 sq. metres for every 1,000 head of 10 year projected population (35,000 to 60,000) plus a 190 sq. metre allowance for non-resident users.
- Previous Council research and reports on potential project scope and services to be included.
- Actual project costs for recent comparable projects and commercial construction benchmarks.
- The previous project scope estimates (AEC Group, 2012).

Floor area requirements were estimated for the provision of core library services at both library services with an estimated floor area requirement of 2100 sq. metres for Mernda and 2,000 sq. metres for Epping North (*Note: the mix of core library services for Mernda is outlined in section 6.5 and for Epping North in section 7.4*). Capital costs estimates ranged from \$4,341 PSM to \$4,552 PSM (indexed @ 2.5% p.a. from 2012 levels to 2016).

The above are used as reference points only to develop the indicative project cost estimates outlined below.

It should be noted that the ultimate project scale/scope may be increased with the integration or co-location of other Council services or external community based organisations/services that would enhance the built form presence and the overall project scale, scope and costs.

### 8.4 Capital and Operating Costs

In developing the capital and operating cost estimates, it has been necessary to make various assumptions. These include the year of construction of any library projects, cost per square metre (2016 as base), the size of the project (gross floor area), the functional life of the building and the indexation factors that would apply in relation to various costs and the assumed construction date.

The table below shows the estimated capital and operating costs for establishing community hub/libraries at both Mernda and Epping North (*detailed cost estimates are provided at Attachment D*).

SUMMARY				
1. SITE ASSUMPTIONS:		MERENDA	EPPING NORTH	NOTES:
Gross Floor Area (sq.m.):		2,100	2,000	1
Assumed Year:		2020	2022	
<b>CAPITAL:</b>				
Capital Costs (planning):		\$ 662,193	\$ 702,520	
Capital Costs (land acquisition):		\$ -	\$ -	
Capital Costs (construction)		\$ 10,636,058	\$ 10,746,471	1
Capital Costs (initial collection)		\$ 1,125,509	\$ 1,194,052	
<b>TOTAL ESTABLISHMENT COST:</b>		<b>\$ 12,423,760</b>	<b>\$ 12,643,043</b>	
<b>OPERATING (Annual):</b>				
Revenue		\$ 41,345	\$ 45,637	
Expenditure- cash		\$ 1,609,187	\$ 1,688,275	
Net Operating Cash:		<b>-\$1,567,842</b>	<b>-\$1,642,637</b>	
Depreciation		\$ 527,793	\$ 541,801	
Net Operating Result:		<b>-\$2,095,635</b>	<b>-\$2,184,439</b>	
Renewals cost (p.a.)		\$ 238,636	\$ 245,378	
Assumed functional life: (years)		40	40	
<b>ASSET LIFE CYCLE COST:</b>		<b>\$ 125,361,198</b>	<b>\$ 130,654,397</b>	

**NOTES:**

1. Includes core library facilities only. Additional spaces Council service spaces and co-locations spaces subject to final scoping and feasibility.

NB: All figures are indexed (per assumptions)

## 9. Capital Funding - Potential Sources

The potential to attract funding to establish these library facilities at Mernda and Epping North is dependent on the scope of the project and whether it includes services beyond core library services in a 'hub' style development. As a general principal, it is reasonable to assume (for the purposes of planning), that the scoping of a project as a community hub-style development (ie; wider than a library alone) would have the impact of opening up more/wider external funding options.

The following funding sources are indicative and should be investigated.

### *Living Libraries- Victorian Government*

The Living Libraries Infrastructure Program is a \$4.3 million State Government funded program designed to improve Victorian public libraries and make them more accessible. The program provides capital funding to local governments (and regional library corporations) to provide quality and accessible public library infrastructure to meet changing community needs. Councils (and regional library corporations) are eligible to apply for up to \$750,000 to go towards renovated, new or refurbished public library building.

The Living Libraries Program will **not** fund:

- projects or components of a project that have already received substantial funding assistance from the Victorian Government;
- land acquisition;
- equipment and freestanding furniture;
- resources and materials;
- shared ancillary facilities (e.g. toilets, meeting rooms, kitchens, where the library is part of a larger complex) unless these are proven to be essential components of the library;
- non-public use areas (e.g. staff work areas, offices) unless they are part of a larger project focused on public use/access areas.

Further, these extensions may not be considered as part of the Council's matching funds.

Under the current funding guidelines, the City of Whittlesea is one of nine interface LGA's that are eligible for funding at a ratio of up to \$1.5 million (State) : \$1 million (Council (RLC)).

### *Interface Growth Fund - Victorian Government*

The State Government's Interface Growth Fund is aimed at meeting critical local infrastructure needs for communities in Melbourne's diverse and fast-growing interface areas. The fund is to support the development of infrastructure that will contribute to local employment and economic development. It also needs to show that it can deliver social benefits, address social disadvantage, and improve environmental outcomes. The focus of the program is on liveability of suburbs.

The fund aims to contribute to a prosperous and liveable Melbourne by improving quality of life for those living in the outer suburbs.

The funding guidelines state that it will **not** fund:

- commercial projects that can be on-sold or granted to a commercial or business organisation;
- Land acquisition as an isolated activity (e.g. purchasing land for future use);
- Infrastructure that is fully scoped / funded through a development contributions plan (unless it can be shown that it will bring forward delivery, or that actual costs of delivering the infrastructure materially exceed total development contributions); and
- maintenance activities, cosmetic works, or repair of facilities damaged by vandalism, fire or other natural disasters (i.e.; where damage should be covered by insurance).



***National Stronger Regions Fund***

The National Stronger Regions Fund (formerly the Regional Development Australia Fund) is a \$1 billion fund over five years. It is designed to support investment in priority economic and infrastructure areas (i.e.; freight and transport projects to convention centres and major multi-purpose sports facilities). Stronger Regions projects have a major focus on strengthening economies in Australia's regions by improving the productivity, employment, and workforce skills of Australians.

Round 2 of the National Stronger Regions Fund (2015/16) saw \$293 million invested in projects worth a total of \$842 million nationally.

The guidelines state that projects must deliver economic benefits to the region beyond the period of construction. Projects should support disadvantaged regions or areas of disadvantage within a region. Projects funded recently under this program include:

- Refurbish Culcairn Early Childhood Centre;
- Construct stage 1 of Moruya Library, Arts and Cultural Hub;
- Forster Civic Precinct;
- Romsey Health and Wellbeing Space;
- Mansfield Youth Hub;
- Chirnside Park Community Hub

As this sample of round 2 funded projects shows, community hub-style projects (including library components) are funded within this program. However, this appears to be dependent on the 'broadening' of the project scope (beyond the more traditional definition of a library) and an integrated community space/service model. Stronger Regions funding is provided for capital projects that involve construction of new infrastructure or the upgrade/extension of existing infrastructure.

***Commercial Partnerships***

It is technically possible for Council to develop collaborative projects with commercial partners. There are many ways and structures through which this may be achieved. It may for example, involve Council agreeing with a commercial property developer to a capital contribution to a civic precinct construction project whereby, as part of the agreement, Council agrees to lease back from the owner a component on mutually agreeable terms.

Whilst this model is conceptually possible, it is highly dependent on the local market conditions and 'drivers', plus the specific needs of Council for service delivery. This approach, of course, also has implications for the potential to attract external capital funds from government and other sources which is a primary consideration. The attractiveness (or otherwise) of commercial partnerships such as this is also substantially dependent on the Council's liquidity position and its future ability to fund a major capital investment versus funding of commercial rents under a lease arrangement.

It is beyond the scope of this strategy to explore all potential capital funding and joint venture/lease structures that may be considered.

***Other Sources (including NGOs and Philanthropic Funds)***

There is potential to attract funding from philanthropic and NGO sources for capital projects. However, most major philanthropic funds have highly targeted project goals set around a defined need (i.e.; indigenous communities, disadvantaged young people, employment creation etc.). NGO funding would be dependent on a specific partnership-based service model.

It is also more likely that funds from these sources would be provided for targeted programming and operations rather than for capital funds for facility establishment (though it is possible).

Philanthropic funds would be a more likely proposition if a project scope is broadened beyond what is seen as traditional local government services (i.e.; library) to include a collaborative service delivery model with contributing community based organisations and/or NGOs.

The attraction of philanthropic funds for community facility development tends to have long lead times and relies heavily on relationship development between Council, community partners and the fund itself.

## 10. Recommendations

On the basis of the findings of the strategy development process and the discussion around the future development of library facilities in Mernda and Epping North it is the Consultant's recommendation that:

1. Council plans for the development of new library facilities at the proposed locations in Mernda and Epping North Town Centres at a sooner rather than later date.
  - With the population in Mernda-Doreen in 2015 of 36,669 growing beyond the initial base population requirement of 42,000
  - and the imminent development of a rail station in the Mernda Town Centre it is recommended that a new library facility is developed in or around 2020 at the latest.
  - With forecast rapid growth in Epping North with the population expected to reach 48,469 in 2025 it is recommended that a new library facility is developed in or around 2022 at the latest.
2. Council considers the development of library facilities incorporating at a minimum the core service mix and floor areas outlined in this report for each location, with consideration of opportunities for shared, integrated or co-located arrangements with other Council services or community based external organisations to create a central community hub facility.
3. Council provides in its capital and operating budgets for the development of the new library facilities in accordance with the recommended timeline.
4. Council progresses the planning for the new library facilities with a detailed feasibility study and concept development for both sites.
5. As part of this process, Council establish a project working group to identify and progress the opportunities for shared, integrated or co-located services and partnership arrangements with other Council services and external community based organisations.
6. Council further examines the funding opportunities identified in this report as potential funding sources for the development of the new facilities.

## Attachment A: Age group and household structures – Mernda-Doreen

## Age group structure

Age group	Precinct	2015	Prop'n of Total Pop'n	2025	Prop'n of Total Pop'n	Change 2015 to 2025	%Change 2015 to 2025	2035	Prop'n of Total Pop'n	%Change 2015 to 2035	%Change 2015 to 2035
0-4 years	Mernda	2,013	12.0%	2,889	10.5%	876	43.6%	2,481	8.9%	468	23.2%
	Doreen	2,334	11.7%	2,757	9.9%	423	18.1%	2,299	8.6%	-35	-1.5%
5 to 11 years	Mernda	1,927	11.5%	3,547	12.9%	1,620	84.1%	3,276	11.6%	1,349	70.0%
	Doreen	2,580	13.0%	3,549	12.8%	969	37.6%	3,047	11.3%	467	18.1%
12 to 17 years	Mernda	1,108	6.6%	2,232	8.1%	1,124	101.4%	2,449	8.7%	1,341	121.0%
	Doreen	1,491	7.5%	2,389	8.6%	898	60.2%	2,315	8.6%	824	55.3%
18 to 24 years	Mernda	1,462	8.7%	2,090	7.6%	628	43.0%	2,393	8.5%	931	63.7%
	Doreen	1,551	7.8%	2,176	7.8%	625	40.3%	2,253	8.4%	702	45.3%
25-34 years	Mernda	3,797	22.7%	4,221	15.3%	424	11.2%	3,598	12.7%	-199	-5.2%
	Doreen	3,940	19.8%	3,738	13.4%	-202	-5.1%	3,189	11.9%	-751	-19.1%
35-49 years	Mernda	4,095	24.4%	7,199	26.1%	3,104	75.8%	6,536	23.2%	2,441	59.6%
	Doreen	4,954	24.9%	6,888	24.8%	1,934	39.0%	5,654	21.0%	700	14.1%
50 - 59 years	Mernda	1,355	8.1%	2,948	10.7%	1,593	117.6%	3,789	13.4%	2,434	179.6%
	Doreen	1,485	7.5%	3,131	11.3%	1,646	110.8%	3,637	13.5%	2,152	144.9%
60 - 69 years	Mernda	728	4.3%	1,685	6.1%	957	131.5%	2,411	8.5%	1,683	231.2%
	Doreen	1,103	5.5%	1,913	6.9%	810	73.4%	2,687	10.0%	1,584	143.6%
70 - 84 years	Mernda	268	1.6%	775	2.8%	507	189.2%	1,267	4.5%	999	372.8%
	Doreen	444	2.2%	1,228	4.4%	784	176.6%	1,734	6.4%	1,290	290.5%
85 years and over	Mernda	9	0.1%	15	0.1%	6	66.7%	24	0.1%	15	166.7%
	Doreen	25	0.1%	35	0.1%	10	40.0%	70	0.3%	45	180.0%
Total population	Mernda	16,762		27,601		10,839	64.7%	28,224		11,462	68.4%
	Doreen	19,907		27,804		7,897	39.7%	26,885		6,978	35.1%
Total population Mernda/Doreen		36,669		55,405		18,736	51.1%	55,109		18,440	50.3%

Source: PlaceProfiles, Version 2, City of Whittlesea Research Unit, January 2016

## Household structures

Household Group	Precinct	2015	Prop'n of Total H'holds	2025	Prop'n of H'holds	Change 2015 to 2025	%Change 2015 to 2025	2,035	Prop'n of H'holds	Change 2015 to 2035	%Change 2015 to 2035
Couples families with children	Mernda	2,528	43.8%	4,101	43.1%	1,573	62.2%	4,005	39.8%	1,477	58.4%
	Doreen	3,261	50.0%	4,406	47.0%	1,145	35.1%	3,991	42.2%	730	22.4%
Couples without children	Mernda	1,497	25.9%	2,438	25.6%	941	62.9%	2,750	27.3%	1,252	83.6%
	Doreen	1,777	27.3%	2,673	28.5%	896	50.4%	3,051	32.2%	1,275	71.8%
Group households	Mernda	110	1.9%	141	1.5%	31	28.2%	137	1.4%	27	24.5%
	Doreen	107	1.6%	154	1.6%	47	43.9%	160	1.7%	53	49.5%
One person households	Mernda	844	14.6%	1,437	15.1%	593	70.3%	1,647	16.4%	804	95.3%
	Doreen	708	10.9%	1,128	12.0%	420	59.3%	1,266	13.4%	558	78.8%
One parent families	Mernda	646	11.2%	1,155	12.1%	509	78.8%	1,242	12.3%	597	92.4%
	Doreen	560	8.6%	853	9.1%	293	52.3%	835	8.8%	275	49.1%
Other families	Mernda	146	2.5%	251	2.6%	105	71.9%	289	2.9%	143	97.9%
	Doreen	104	1.6%	155	1.7%	51	49.0%	159	1.7%	54	51.9%
Total Households	Mernda	5,770		9,523		3,753	65.0%	10,070		4,300	74.5%
	Doreen	6,517		9,369		2,852	43.8%	9,464		2,947	45.2%
Total Households Mernda/Doreen		12,287		18,892		6,605	53.8%	19,534		7,247	59.0%

Source: PlaceProfiles, Version 2, City of Whittlesea Research Unit, January 2016



## Attachment B: Age group and household structures –Epping North

## Age group structure

Age group	2015	Prop'n of Total Pop'n	2025	Prop'n of Total Pop'n	Change 2015 to 2025	%Change 2015 to 2025	2035	Prop'n of Total Pop'n	Change 2015 to 2035	%Change 2015 to 2035
0 to 4 years	2,437	12.1%	5,340	10.9%	2,903	119.1%	4,529	8.7%	2,092	85.8%
5 to 11 years	2,248	11.1%	6,063	12.4%	3,815	169.7%	5,854	11.3%	3,606	160.4%
12 to 17 years	1,390	6.9%	3,841	7.8%	2,451	176.3%	4,347	8.4%	2,957	212.7%
18 to 24 years	1,891	9.4%	3,955	8.1%	2,064	109.1%	4,318	8.3%	2,427	128.3%
35-49 years	4,770	23.6%	12,639	25.8%	7,869	165.0%	12,485	24.1%	7,715	161.7%
50 - 59 years	1,562	7.7%	4,646	9.5%	3,084	197.4%	6,909	13.3%	5,347	342.3%
60 - 69 years	728	3.6%	2,493	5.1%	1,765	242.4%	4,120	8.0%	3,392	465.9%
70 - 84 years	313	1.5%	1,255	2.6%	942	301.0%	2,419	4.7%	2,106	672.8%
85 years and over	43	0.2%	145	0.3%	102	237.2%	230	0.4%	187	434.9%
<b>Total population</b>	<b>20,217</b>		<b>48,969</b>		<b>28,752</b>	<b>142.2%</b>	<b>51,807</b>		<b>31,590</b>	<b>156.3%</b>

Source: PlaceProfiles, Version 2, City of Whittlesea Research Unit, January 2016

## Household structures

Age group	2015	Prop'n of Total H'holds	2025	Prop'n of Total H'holds	Change 2015 to 2025	%Change 2015 to 2025	2035	Prop'n of Total H'holds	Change 2015 to 2035	%Change 2015 to 2035
Couples families with children	3,203	50.5%	7,848	50.5%	4,645	145.0%	8,162	47.5%	4,959	154.9%
Couples without children	1,387	21.9%	3,275	21.1%	1,888	136.1%	3,813	22.2%	2,426	174.8%
Group households	129	2.0%	229	1.5%	100	77.5%	216	1.3%	86	66.9%
One person households	671	10.6%	1,712	11.0%	1,041	155.1%	2,072	12.1%	1,401	208.8%
One parent families	612	9.7%	1,696	10.9%	1,084	177.1%	2,014	11.7%	1,402	229.0%
Other families	338	5.3%	781	5.0%	443	131.1%	889	5.2%	551	162.9%
<b>Total Households</b>	<b>6,341</b>		<b>15,541</b>		<b>9,200</b>	<b>145.1%</b>	<b>17,166</b>		<b>10,825</b>	<b>170.7%</b>

Source: PlaceProfiles, Version 2, City of Whittlesea Research Unit, January 2016

**Attachment C: Library services as reference sites****Melton Library and Learning Hub**

*A fully integrated facility including:*

Council Customer Service – in attendance whenever the MLLH is open;  
Integrated Maternal and Child Health Service (two consultation rooms);  
Integrated café with extended magazine area;  
Auditorium – 90 seats; Shared use community meeting and program spaces; 10 more intimate community meeting space; Integrated training and business incubator; Outdoor garden and seating area; Children's area with outdoor sensory garden; Youth chill-out and games area

Population	Melton township – approximately 60,000
Established:	June 2013
Floor area:	3,300 sq/m over 2 levels (Footprint = 2500 sq/m) – includes 700 sq/m of community meeting facilities, consulting spaces and tenant workspaces
Project value:	\$22million
Funding:	\$4million - Federal Government's Regional Development Australia Fund (second round) \$1.25million - State Government Living Libraries Infrastructure Fund and Community Support Fund \$85,000 – Western Water under the Grant for Water Sustainable Urban Design Program
Collection:	75,000
EFT staff:	11.5FTE dedicated to servicing MLLH – 2.5FTE Customer Service
Opening hours:	66.5hours/7days

**Ringwood Realm**

*Located in Ringwood Town Square incorporates:*

Library; Council Customer Service; Art space; Centre for Regional Knowledge and Innovation; BizHub resource centre; Flexible, training, meeting and presentation spaces; Community and heritage history; Children's area with games and family seating; Digital lab; Creative content studio with film and audio recording suites; Café; Two passenger lifts.

Population	Maroondah 103,839 (Two libraries in the municipality – Ringwood Realm and Croydon)
Established:	2015
Floor area:	3,400sq/m across three levels
Project value:	\$21m
Funding:	\$3m - Federal Government's National Stronger Regions Fund \$900,000 – State Government Living Library and Community Support programs
Collection:	45,000
EFT staff:	Library staff 7.3 EFT
Opening hours:	69 hours/7days per week

**Mill Park Library**

*Designed on the concept of a hybrid digital/print library incorporates:* Computers/Internet access, Free WiFi, Digital Hub, Makerspace, Co-worker space; Group study and quiet study spaces; Local history/genealogy room; Meeting room/s

Population	2015 – 24,723 people 2035 forecast – 25,674 (established area)
Established:	Opened 2002
Floor area:	2,055 sq/m
Project value:	\$8m
Collection:	2015 – 67,000
Opening hours:	60 hours/7 days per week

**Tarneit Library**

*Co-located with the Tarneit Community Learning Centre incorporates:*

Kindergarten; Maternal and child health centre; Children's area; Lounge area; Separate areas for adults, youth, tweens and children; 13 seat quiet study room; Small group study room; Co-working space

Population	Tarneit 2016-31,159 (2036-65,711) – also serves Williams Landing
Established:	Opened 2016
Floor area:	1450 sq/m
Project value:	\$6.9m
Funding:	\$750,000 State Government Living Libraries
Collection:	Opening collection =40,000 - \$1.1m
EFT staff:	11.9 EFT
Opening hours:	62.5hours /7days per week

City of Whittlesea

Library Strategy for Mernda and Epping North – Final Report

## Attachment D: Financial Analysis - Site and General Assumptions - Mernda and Epping North

Assumptions: Epping North Mernda

SITE ASSUMPTIONS:

Library - core services *			* Core Library Inclusions: (per People Places Planning tool)		
Customer service	Young adult area	Community kitchen			
Collection	Digital hub/lab/IT area	Staff areas/ancillary			
PC area	Family & local history	Storage			
Reading/lounge	Makers space				
Quiet study space	Co-working space				
Group study space	Multi-purpose, training etc.				
Childrens area	Meeting space				
Twens area	Cafe				

Floor area- Indicative (m2 Gross building): 2,000 2,100

Assumed construction Year 2022 2020 (FY ending)

Initial collection - items 40,000 40,000

Opening hours p.w: (indic.) 60.0 60.0

EFT staff (total branch): 10.5 10.5 (indic. - per YPRLC estimates)

GENERAL ASSUMPTIONS:

Capital cost (indic. PSM incl. fit-out): \$ 4,500 (indic. 2015/16 costs- per City of Whittlesea)

Capex indexation: 3.0% (% cost indexation p.a.)

FFE component % (included above): 15%

Initial collection - \$/item: \$ 25.00 (2016 costs - indicative)

\$/EFT staff (p.a. Incl. oncosts) \$ 89,390 (2014/15 YPRLC data, cash)

Sal costs- % of total (YPRLC): 68.0% (2014/15 YPRLC data, cash)

Salary index: 2.5%

Non-sal. Expense and Revenue Index: 2.5%

Buildings FFE: Collection:

Depreciation -ave. Buildings: 2.5% 8.3% 15.0%

Renewals: 1.0% 4.0% 7.5%

Functional asset life (insert years): 40 (May differ from assumed depreciation life- min 11, max 51)

Building maintenance expenses \$ 20.00 PSM (ref. benchmarks and Mill Park experience)

YPRLC- fees & fines - % of YPRLC cash expense 2.34% YPRLC

Mach 2 Consulting

35





## **Attachment D: Financial Analysis - Mernda and Epping North**

City of Whittlesea

Library Strategy for Mernda and Epping North – Final Report

City of Whittlesea	
Mernda Library (proposed)	
<b>1. SITE ASSUMPTIONS:</b>	
Floor area assumed	2,100
Assumed construction Year	2020
Construct cost (\$ PSM) - med(\$201)	\$ 4,500
Initial collection - items	40,000
Opening hours p.w: (indic.)	60.0
EFT staff (total branch);	10.5
<b>2. ESTABLISHMENT/CAPEX:</b>	
Note t:	
463709.6297	
Planning/design/concept	\$ 437,091 \$ 225,102
Land acquisition	\$ -
Construction (incl. fit-out)	\$ 10,636,058
Collection - acquisitions	\$ 1,125,509
Collection - renewals	
Buildings - renewals	
FFE - renewals	
Total Capital:	\$ 437,091 \$ 11,986,669
<b>3. OPERATING:</b>	
Revenue:	
Branch revenue (indic.)	
Operating Revenue - Cash:	
Expenses	
Salaries and oncosts	
Other operating costs (YPRLC cash)	
Building operations/maintenance	
Total Operating - Cash:	
Depreciation -buildings	
Depreciation -FFE	
Depreciation -collection	
Total Operating:	
OPERATING RESULT:	
<b>LIFECYCLE COST:</b>	
Functional life (insert):	40 (May differ from assumed depreciation life- min 11, max 51)
Capex- Establishment	\$ 12,423,760 (Incl. planning and construction)
Capex- Renewals	\$ 9,545,440 (Incl. Building, FFE and collection)
Capex- TOTAL	\$ 21,969,200
Operating - Net Cash	\$ 103,391,998
TOTAL - Capex & Oper	\$ 125,361,198 (Excl. End-of-life replacement)
Note 1: Project planning includes concept development (pre-design, feasibility assessment, community consultation etc.) These costs may be incurred occur over 1or 2 years pre-project construction.	



City of Whittlesea

Library Strategy for Mernda and Epping North – Final Report

City of Whittlesea												
Epping North Library (prop)												
1. SITE ASSUMPTIONS:												
Floor area assumed	2,000											
Assumed construction Year	2022											
Construct cost (\$ PSM) - med (\$2 \$	4,500											
Initial collection - items	40,000											
Opening hours p.w: (indic.)	60.0											
EFT staff (total branch);	10.5											
2. ESTABLISHMENT/CAPEX:												
Planning/design/concept	\$ 463,710	\$ 238,810										
Land acquisition		\$ -										
Construction (incl. fit-out)		\$ 10,746,471										
Collection - acquisitions		\$ 1,94,052										
Collection - renewals			\$ 89,554	\$ 89,554	\$ 89,554	\$ 89,554	\$ 89,554	\$ 89,554	\$ 89,554	\$ 89,554	\$ 89,554	\$ 89,554
Buildings - renewals			\$ 91,345	\$ 91,345	\$ 91,345	\$ 91,345	\$ 91,345	\$ 91,345	\$ 91,345	\$ 91,345	\$ 91,345	\$ 91,345
FFE - renewals			\$ 64,479	\$ 64,479	\$ 64,479	\$ 64,479	\$ 64,479	\$ 64,479	\$ 64,479	\$ 64,479	\$ 64,479	\$ 64,479
Total Capital:	\$ 463,710	\$ 12,179,333	\$ 245,378	\$ 245,378	\$ 245,378	\$ 245,378	\$ 245,378	\$ 245,378	\$ 245,378	\$ 245,378	\$ 245,378	\$ 245,378
3. OPERATING:												
Revenue:												
Branch revenue (indic.)			\$ 45,637	\$ 47,948	\$ 50,375	\$ 52,925	\$ 55,605	\$ 58,420	\$ 61,377	\$ 64,484	\$ 67,749	\$ 71,179
Operating Revenue - Cash:			\$ 45,637	\$ 47,948	\$ 50,375	\$ 52,925	\$ 55,605	\$ 58,420	\$ 61,377	\$ 64,484	\$ 67,749	\$ 71,179
Expenses												
Salaries and oncosts			\$ 1,115,695	\$ 1,143,587	\$ 1,172,177	\$ 1,201,481	\$ 1,231,518	\$ 1,262,306	\$ 1,293,864	\$ 1,326,210	\$ 1,359,365	\$ 1,393,350
Other operating costs (YPRLC cash)			\$ 525,033	\$ 538,159	\$ 551,612	\$ 565,403	\$ 579,538	\$ 594,026	\$ 608,877	\$ 624,099	\$ 639,701	\$ 655,694
Building operations/maintenance			\$ 47,547	\$ 48,736	\$ 49,955	\$ 51,203	\$ 52,483	\$ 53,796	\$ 55,140	\$ 56,519	\$ 57,932	\$ 59,380
Total Operating - Cash:			\$ 1,688,275	\$ 1,730,482	\$ 1,773,744	\$ 1,818,087	\$ 1,863,539	\$ 1,910,128	\$ 1,957,881	\$ 2,006,828	\$ 2,056,999	\$ 2,108,424
Depreciation - buildings			\$ 228,363	\$ 224,937	\$ 221,597	\$ 218,341	\$ 215,166	\$ 212,071	\$ 209,052	\$ 206,110	\$ 203,241	\$ 200,443
Depreciation - FFE			\$ 134,331	\$ 128,510	\$ 123,174	\$ 118,283	\$ 113,799	\$ 109,689	\$ 105,922	\$ 102,468	\$ 99,302	\$ 96,400
Depreciation - collection			\$ 179,108	\$ 165,675	\$ 154,257	\$ 144,551	\$ 136,302	\$ 129,289	\$ 123,329	\$ 118,263	\$ 113,957	\$ 110,296
			Total Operating:	\$ 2,230,076	\$ 2,249,603	\$ 2,272,771	\$ 2,299,262	\$ 2,328,806	\$ 2,361,177	\$ 2,396,184	\$ 2,433,669	\$ 2,473,498
			OPERATING RESULT:	-\$2,184,439	-\$2,201,656	-\$2,222,396	-\$2,246,337	-\$2,273,202	-\$2,302,757	-\$2,334,807	-\$2,369,184	-\$2,405,749
LIFECYCLE COST:			Note 1:									
Functional life (per assumptions):	40		Project planning includes concept development (pre-design, feasibility assessment, community consultation etc.)									
Capex- Establishment	\$ 12,643,043	(Incl. planning and construction)	These costs may be incurred occur over 1 or 2 years pre-project construction.									
Capex- Renewals	\$ 9,815,110	(Incl. Building, FFE and collection)										
Capex- TOTAL	\$ 22,458,153											
Operating - Net Cash	\$ 108,196,244											
TOTAL - Capex & Oper	\$ 130,654,397	(Excl. End-of-life replacement)										





## Reconciliation Action Plan 2012 – 2015 Outcomes Report

April 2016





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## Acknowledgement

*The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clan as the traditional owners of this place.*

## Introduction

On 25 September 2012, the City of Whittlesea adopted its first Reconciliation Action Plan (RAP). While Council had adopted a Statement of Commitment to Reconciliation a decade earlier, and had undertaken a number of significant initiatives over the intervening years, the RAP was a significant milestone for Council and the local Aboriginal community.

Council's Reconciliation Action Plan 2012-15 was based on extensive internal consultation with its staff and wide-ranging consultation with the local Aboriginal community, which we recognised as a significant and growing population, being the fourth largest Aboriginal population in the metropolitan region of Melbourne.

Indeed, the 2011 Australian Census indicates that the Aboriginal community in Whittlesea increased by 33 per cent between 2006 and 2011 representing 0.73 per cent of the population, compared with 0.4 per cent for metropolitan Melbourne. The Aboriginal population is a young population, with 47.4 per cent under the age of 17 years; substantially younger than non-Aboriginal residents where 25 per cent are under 17 years of age. It is currently estimated that the Aboriginal and Torres Strait Islander population of Whittlesea could be more than 1,400 residents.

Research continues to show that outcomes nationally, regionally and locally for Aboriginal people are poorer across all social and economic indicators including employment, education, health and housing. This fundamentally impacts on Aboriginal people's ability to live fulfilling, healthy and productive lives. Indeed, colonisation has, and continues to have, a devastating impact on Victorian Aboriginal communities, including those living, working, playing and growing within the City of Whittlesea. Council's Reconciliation Action Plan 2012-15 aimed to enhance the prospects of Aboriginal people living in the City of Whittlesea to enjoy the same privileges and opportunities as all residents in the municipality.

As the Council moves to develop its RAP for the 2016-19 period, this report provides an assessment against the first RAP and an overview of Council's achievements throughout this period. It considers how the actions that have been realised over the life of the first RAP have contributed to the City achieving its vision for reconciliation. The document reflects on the degree to which the guiding principles have been adhered to and how specific actions have contributed to the objectives for each of the three pillars of reconciliation: Relationships, Respect and Opportunities.

## Council's Vision and Guiding Principles

In November 2001, Council established the Whittlesea Reconciliation Group (WRG) - a community-based committee that progresses the reconciliation process and fosters understanding of historical, cultural and contemporary Aboriginal culture. As a key reference group for Council on continuing the reconciliation process, the WRG has the following vision for reconciliation:

*A connected community respecting Aboriginal people as the first peoples of Australia, their history and culture through actions supporting reconciliation.*

The WRG vision for reconciliation provides the context for Council's vision for reconciliation:

*The City of Whittlesea will be a Council with increasing capacity and ability to partner with Aboriginal communities to achieve the best possible opportunities and outcomes.*

This vision is underpinned by five key principles that were developed in consultation with the Aboriginal community:

**RESPECT:** We will be respectful of Aboriginal communities, acknowledging and embracing their history, culture and heritage and the talents Aboriginal people bring to our community and our business.

**SELF-DETERMINATION:** We understand the right of Aboriginal communities to determine their future and we will play our part.

**EQUITY:** We want to ensure the Aboriginal community participates and achieves to an equal level as all residents within the City of Whittlesea.

**JUSTICE:** We acknowledge the wrongs of the past as a means of ensuring a better future for the Aboriginal community.

**PARTNERSHIPS:** We will partner with Aboriginal communities in ways that are meaningful and deliver mutually beneficial outcomes.

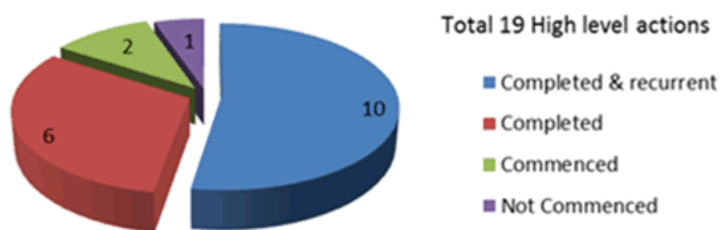
In developing and implementing the actions within the 2012-15 RAP, Council has sought to adhere to these principles. This document provides evidence to give both our staff and the Aboriginal community confidence that these are principles that matter and are practiced in all that Council has worked to achieve through its RAP(s).



## Summary of Achievement

The City of Whittlesea's Reconciliation Action Plan 2012-15 contained 19 high-level actions. Council is proud to report that 16 actions were completed; 10 of these completed actions will reoccur in our next RAP, two were commenced but not completed and one was not commenced.

### City of Whittlesea's Reconciliation Action Plan 2012-15



The two outstanding actions will be carried over to the new RAP and some of the completed actions will continue their development and enhancement over the life of the second RAP.

Some of the key highlights and achievements include:

- Sustained support for the Whittlesea Reconciliation Group, which continues to provide guidance to Council on matters of reconciliation and through an annual program of activities (including a number of community events) to foster reconciliation within the municipality
- In partnership with the community, the establishment and ongoing commitment to the Bubup Wilam for Early Learning Aboriginal Child and Family Centre. The Centre provides Aboriginal children, families and the community with access to an integrated range of services and programs, including early intervention and prevention programs, 'early years' education, and health and wellbeing services
- Further reinforcing Council's commitment to reconciliation with the formal adoption of Council's updated Reconciliation Policy
- A continued commitment to addressing the systemic causes of racism through the development of *Building Respect: Council's Anti-Racism Strategy 2015-19*
- The development of Council's first Aboriginal Inclusion Charter containing 13 Clauses that affirm the individual rights of all Aboriginal people living in the City of Whittlesea
- An Aboriginal Employment Pathway Strategy that has seen the City of Whittlesea go from two Aboriginal employees in 2012 to 11 in late 2015.

Significantly, on National Sorry Day 2014, Council and the WRG unveiled the City of Whittlesea Sorry Day Space - a community 'reflection space' dedicated to members of the Stolen Generations and the Traditional Owners of this land; the Wurundjeri Willam people. The Sorry Space displays a plaque that was presented to Council by Connecting Home and features a stone plinth that will enable smoking ceremonies and fire rituals. Located at the front of the Civic Centre, the Space was been designed by Aboriginal artist Glenn Romanis with many community members taking time to share their experiences, which then contributed to the design of the Sorry Day Space.

While Council is proud of these achievements, there was much more committed. The following sections consider the actions proposed under the three pillars of reconciliation; Relationships, Respect and Opportunities. For each action outcomes and status are reported. At the end of each section consideration is given to the degree to which actions matched the objective and focus areas for each pillar. The difference each action made to the reconciliation process is also assessed.

**Note:** completing many of the actions stipulated in Council's RAP involves a high level of complexity and community input. Readers are encouraged to contact Council's Aboriginal Unit for further information on any of the RAP actions or to access specific documents mentioned throughout this report.



Picture 1: Council's Sorry Space

## Relationships

In developing the actions for this pillar the goal was *“to partner with Aboriginal communities in ways that are meaningful to develop strong, sustainable and respectful relationships that build the best possible outcomes and opportunities”*.<sup>1</sup>

The specific focus was to increase Council’s capacity to better engage with the Aboriginal community as well as the ability to better respond to the needs of the Aboriginal community. It is hoped to increase the opportunity for the Aboriginal community to engage with Council.

The following seven actions demonstrate how this has been achieved.

### 1.1 City of Whittlesea Aboriginal Inclusion Charter<sup>2</sup>

Council committed to developing a Charter that sets out the rights that Aboriginal people living in the City can expect to have recognised by Council.

The Charter confirms the rights-based approach taken to the development of the RAP which emerged from more than 12 months of consultations with the Aboriginal community including specialist consultations with Koori Youth, Elders, Traditional Owners and others. As previously noted, the Charter outlines 13 key rights that build on the principle that Aboriginal people should have the protection of a Charter as a supplement to, rather than a substitute for, their collective rights to self-determination and cultural identity.

At its meeting on 25 August 2015, Council formally adopted the City of Whittlesea Aboriginal Inclusion Charter which was launched by the Mayor, community leaders and Wurundjeri Elder Georgina Nicholson during the annual Koori BBQ on 4 December 2015.

**Status: Completed.**

### 1.2 Strengthen local Aboriginal groups and organisations through building connections and networks.

Through information dissemination and networking Council increases local knowledge about Aboriginal groups and organisations. This information was predominately disseminated via local groups, organisations and Council’s Aboriginal Liaison Coordinator and made available through the Council’s website.

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<sup>1</sup> Text that appears in italics is a direct quote from the City of Whittlesea’s Reconciliation Action Plan 2012-15.

<sup>2</sup> The numbering reference against each action in this document corresponds to the action number in the City of Whittlesea’s Reconciliation Action Plan 2012-15.



During 2015 Council developed an Aboriginal Information and Service Guide which is available to all residents in a hard copy or via Council's website. The guide provides information on local Aboriginal-specific services available to the community and generic reconciliation information to help educate the general community.

Councillors and Council officers have regularly attended network meetings and disseminated relevant information through networks including the Local Indigenous Network, Aboriginal peak bodies, local service providers, Bubup Wilam for Early Learning, Victorian Aboriginal Health Service and Northern Health. Council has received positive feedback from organisations and communities about this initiative.

**Status: Completed and recurrent.**

### **1.3 Aboriginal Community Consultation**

Council worked to develop the means to have open and meaningful conversations with the Aboriginal community particularly in ways that support Aboriginal ways of doing business. Council wanted to develop a formal approach to consultation and engagement including how consultation should take place, who or what organisation(s) should be consulted and on what occasions. The aim was to have a more coordinated approach and ensure there is no overburden placed on Aboriginal people and communities who can move quickly from under-consultation to over-consultation.

Council continues to work with the community and key organisations to determine the best means for engaging with the community on Council matters and Aboriginal Community Engagement Protocols have been developed that guide all consultation processes with the Aboriginal community. The Protocols have been disseminated to staff through Council's formal Consultation and Engagement training.

Throughout the RAP, Council has maintained open, respectful and meaningful conversations with the Aboriginal community, primarily through the work of the Council Aboriginal Liaison officer and the Whittlesea Reconciliation Group.

**Status: Completed and recurrent.**

### **1.4 Conversation with the Mayor and CEO**

At the community's request, Council committed to the City of Whittlesea Mayor and Chief Executive Officer meeting regularly with the Aboriginal community. The aim was to have a conversation to discuss with the community their current concerns and communicate with the community current and future Council initiatives.

An inaugural meeting was held 22 October 2014, facilitated by Karen Milward – an Aboriginal consultant. The meeting was open to the community and subsequently two more ‘conversations’ were held: on 30 April and 15 October 2015 respectively. These meetings have been welcomed and valued by both the City of Whittlesea’s leadership team and the community and some of the focus areas for discussion have been the needs of young Aboriginal people, older Aboriginal residents, a Gathering Place and the Aboriginal Inclusion Charter.

These meetings have been successful and in the words of the City of Whittlesea CEO.... *“They provide me with a cumulative and deeper understanding not so much of the issues but what sits behind the issues for local Aboriginal communities. They provide an invaluable opportunity for me to take my own shoes off and attempt to put the shoes on of the Aboriginal community. We have been able to solve some pragmatic issues that nevertheless were of real concern and to spend some dedicated time with the leadership of our Aboriginal community”.*

**Status: Completed and recurrent.**

### 1.5 Whittlesea Reconciliation Group

Council committed to, and continues to support, the WRG as a community-based committee with Council representation. Over the life of the RAP, the WRG has continued to provide a strong Aboriginal voice to Council across a total of 22 regular meetings and three ‘planning days’. The ‘planning days’ have been a time where the vision, Terms of Reference, governance and the annual program of events/activities has been reviewed. The outcome of the ‘planning days’ has been a range of WRG Strategic Plans.

As a community-based group with Council representation, the WRG is a critical group that both supports and facilitates reconciliation. Council’s is proud of the longevity, stability and accountability associated with the group and it will continue to be an important part of the RAP 2016-19.

**Status: Completed and recurrent.**

### 1.6 Gathering Place

Establishing a Gathering Place as a place of healing and home for the Elders and other community members continues to be an important conversation with community. In the first RAP Council committed to undertaking a feasibility study to consider the type of facility and services required as well as the feasibility of establishing such a place in the City of Whittlesea.

A Discussion Paper was developed which considered the wider policy context and how, where and with what success Gathering Places had been established in other places and with other

communities. The Discussion Paper included a Terms of Reference for a Feasibility study which was the first sub-action (task) in completing action 1.6.

To-date the feasibility study has not been able to be resourced but it is understood that the desire for a dedicated Gathering Place will progress over the life of the next RAP.

**Status: Not complete.**

### **1.7 Our Whole Community**

Council staff and the community were clear and consistent in the view that reconciliation is a two-way process and there was a need to provide opportunities for non-Aboriginal residents to develop an increased understanding and knowledge of Aboriginal history and culture.

Cultural information pertaining to the Wurundjeri Willum Clan is available on Council's website with content reviewed and endorsed by the Wurundjeri Tribal Land Council and Ian Hunter, Local Wurundjeri Traditional Owner and Elder. In addition, protocols for how residents can conduct an Acknowledgement of Country or engage the services of a Traditional Owner to conduct a Welcome to Country, has been made available via the Council website.

**Status: Completed and recurrent.**



## RELATIONSHIPS - OUTCOMES SUMMARY

Across the *Relationships* pillar six of the seven planned actions have been completed. In doing this, the City of Whittlesea has partnered with local Aboriginal people and communities. This has been a long journey and Council recognises the dynamic and organic processes that underpin relationship-building and inclusive decision-making.

Council confidently engaged with local communities therefore generating more meaningful and culturally sensitive conversations. Specifically, the RAP has seen Council not only formalise our engagement with Elders and Traditional Owners, but strengthen the coordination aspects; both of which have been positively acknowledged by the Aboriginal community.

The Protocols, successive conversations with the Mayor and CEO and the WRG continue to increase the capacity to better engage with the Aboriginal community, respond to the needs of Aboriginal residents and increase the opportunities for the Aboriginal community to engage with Council. Each of these projects has been challenging in process but successful in outcome. Council will continue to enhance these actions and its ongoing commitment to the WRG will be fully articulated in the next RAP.

Council will continue to seek ways to enhance its engagement and recognise that in the second RAP strategies need to be developed to formally quantify how and for whom capacity to engage is being built and/or how the strength of relationships can be measured at the individual, community and organisational levels.



Picture 2: WRG member Barry Firebrace during the 2015 Reconciliation Dinner

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## Respect

Council's commitment in the *Respect* pillar was to "*acknowledge Aboriginal people as the first people of Australia and acknowledge the history, culture and heritage of Aboriginal communities*". Actions aimed to "*value and promote Aboriginal peoples' talents to build the best possible outcomes and opportunities with them*".

The focus was on ensuring the history of the region is documented and promoted in ways that acknowledge the Wurundjeri Wilam people, their culture and their place and acknowledge Wurundjeri Wilam people and other Aboriginal people living in the city. This was to be more than a policy or set of commitments. The aim was to embed practice into the organisation ensuring that decisions affecting Aboriginal people are inclusive of Aboriginal people.

The following actions and outcomes were achieved.

### 2.1 Statement of Commitment and Indigenous Reconciliation Policy

Over the life of the RAP and in partnership with the community and the WRG, Council reviewed its Statement of Commitment to Reconciliation and the Indigenous Reconciliation Policy. This process was undertaken over 18 months to ensure the WRG and other community members had numerous opportunities to review draft documentation and be truly heard throughout the process. At its meeting on 25 August 2015 Council formally adopted the (updated) City of Whittlesea Aboriginal Reconciliation Policy. This policy and its associated objectives are promoted through Council's intranet, staff newsletters and staff networks.

**Status: Complete.**

### 2.2 Oral History and Local Aboriginal culture

The City of Whittlesea has worked with local Traditional Owners, the Elders Making a Difference Network and the Wurundjeri Land Council and local Aboriginal community members to document local histories. In addition, Council work with local Traditional Owners and other organisations to provide opportunities to preserve promote and teach local Aboriginal language(s).

The stories were intended to document and preserve stories, celebrate people, place and country to inform Council staff, Aboriginal people moving into the area and the wider community. Council aimed to develop a communication strategy to ensure residents of the City of Whittlesea had access to, and awareness of, local Aboriginal cultural heritage and histories.

Preliminary conversations have been held with Traditional Owners and other peak groups however this project is now planned for 2016. It should be noted that as relationships with the Aboriginal community are better defined and strengthened, Council are now able to confidently

incorporate these actions into the RAP 2016-19. It is a critical aspect of Council's reconciliation story and one that will have a high priority in the next RAP.

**Status: Commenced - not completed**

### **2.3 Welcome to Country/Acknowledgement of Traditional Owners**

Council are committed to, and achieved, a partnership approach with Traditional Owners to develop an internal policy and Cultural Protocol Guidelines. These actions were designed to inform Council and all staff on acknowledging Traditional Owners and/or organising a Welcome to Country as well as outlining the difference between the two practices. The Protocols were developed in partnership with the Wurundjeri Land Council and reviewed by local Wurundjeri Traditional Owner and Elder, Ian Hunter, endorsed by the City of Whittlesea's Executive Leadership Team.

This initiative, along with Council Cultural Competency Training (see below) has led to 95 per cent of staff reporting 'an increase in confidence, skills and ability' to work with and alongside Aboriginal people.

**Status: Complete.**

### **2.4 Cultural Celebrations**

Council has continued to partner with the local Aboriginal community to acknowledge and celebrate days and events of cultural significance, promote events and celebrations as per the Whittlesea Reconciliation Group program and list significant Aboriginal dates in the City of Whittlesea Community Calendar.

Council has annually supported a National Sorry Day event with more than 200 people attending each year. Throughout the RAP we delivered three Reconciliation Dinners and Reconciliation Awards ceremonies as part of Reconciliation Week. Presenting 15 reconciliation awards to local Aboriginal and non-Aboriginal groups, schools or individuals, the WRG's annual Reconciliation Awards night is a highlight of the Council calendar. As noted earlier Council were proud to launch the Council's Sorry Space during Sorry Day 2014.

To celebrate NAIDOC Week activities, Council has conducted an annual free community event. The Scarred Tree Tour is delivered by a Wurundjeri Elder and provides local residents with an opportunity to learn more about Wurundjeri culture through participation in a short guided tour of Whittlesea's local Scar trees. Nearly 70 local residents completed the tour throughout the life of the RAP. Council also supported schools in their acknowledgement and celebrations by providing funding in March 2015 for a NAIDOC Week Coloring competition and in 2013



Council held a Rediscover Indigenous Plants workshop, hosted by a local Wurundjeri Elder. All events (internal and community) continue to be promoted on the Council website.

**Status: Complete and recurrent.**

### 2.5 Acknowledgement and Recognition

Council aimed to establish a number of initiatives to increase the recognition and acknowledgement Council gives to Traditional Owners and local Aboriginal people and communities. One initiative was to include 'Acknowledgement of Traditional Owner' plaques at the Civic Centre, the Depot and Youth Center. It should be noted that local Koori Youth designed the artwork for the Youth Services plaque.

Another key strategy was exploring appropriate Aboriginal names for both existing and new places within the City of Whittlesea. Aboriginal names have recently been adopted for two local Council Community Centers. Galada Community Centre is located in Epping North and takes its name from the Woiwurrung language meaning "*creek*". The Jindi Family and Community Centre also takes its name from the Woiwurrung language: "Jindi" meaning "*to join or unite*".

Discussions have commenced to audit existing signage across parks and community services, and a process is being developed for assigning Aboriginal place and street names.

**Status: Complete.**

### 2.6 Cultural Awareness and Competency

Council targeted the delivery of Aboriginal Cross Cultural Training to City of Whittlesea staff and Councillors. The training was delivered by a reputable and experienced training provider and tailored to the local area including local Aboriginal people telling their story.

As a priority, face-to-face training was delivered to Directors, Managers and Team Leaders and those who work directly with Aboriginal people within Council and in the community. Council made a commitment to have options for online training to be explored, to enable the majority of staff to be reached. Our target was for 40 staff to receive training per annum and all Councillors in the first year.

Aboriginal Cultural Awareness Training was delivered to 147 staff between July and September 2014 including the Mayor, CEO, Councillors, Managers and 'top-line' staff. In addition, Cultural Competency Training was delivered to 85 staff in 2015 and an online program of training was provided to 50 staff between July and December 2015. In total, 282 staff completed some form of Aboriginal Cultural Awareness or Competency training.

Council continue to evaluate the outcomes at the individual level and in the life of the next RAP Council will undertake a formal evaluation/review to ensure the training remains respectful of local histories, stories and culture and meets the needs of Council staff.

**Status: Complete.**

### 2.7 Cultural Heritage

Council aimed to develop a City of Whittlesea Aboriginal Cultural Heritage Strategy. Council did not commence this in the life of the current RAP and it is an action that will be carried over into the new RAP.

**Status: Not commenced**



Picture 3: Respected Taungurong Elder Jacqui Stuart during Council's 2014 National Sorry Day event.

## RESPECT - OUTCOMES SUMMARY

Across the *Respect* pillar Council has completed five of the seven actions. Council are proud of the work over many years that ensure local Aboriginal histories, culture and traditions have been recognised and acknowledged. The development and implementation of Council first RAP involved a transition to a more structured and two-way reconciliation process.

The outcomes of Council Cultural Awareness Training have been a key highlight of the RAP. Feedback from staff consistently reports high levels of satisfaction with the training including significantly increased confidence and greater understanding of engaging and working with Aboriginal people. This means the pillar of Respect is being practiced by staff and embedded across all of Council's operations.

Council have increased the visibility of the Wurundjeri Willum people both symbolically and in practice and as Council move from policy to embedded practice can clearly see how decisions affecting Aboriginal people are increasingly inclusive of Aboriginal people.

In the RAP 2016-19 Council will move towards more formally measuring actions to ensure that strong relationships emerge from appropriate and sensitive cultural respect.



## Opportunities

Under the *Opportunities* pillar Council created a set of actions that aimed to demonstrate Council “*understands the rights of Aboriginal communities to determine their future and that we sensitively play our part in order to build the best possible outcomes and opportunities with them*”.

Council’s focus was to increase access for Aboriginal people to the opportunities and outcomes available to all residents within the City of Whittlesea and increase employment and economic opportunities for Aboriginal people both within the municipality and more broadly.

Council’s aim is to increase the proportion of Aboriginal people employed at Council to 1.5% by October 2017, with 70% of these positions being permanent and with a retention rate above 80%. Based on current numbers, this target equates to 15 staff members. While it is recognised that setting a target and monitoring progress is important, to-date the focus has been on achieving positive outcomes for individuals, rather than being solely driven by numbers.

### 3.1 Aboriginal Employment Pathways Strategy and Action Plan (AEPS)

In order to increase access for Aboriginal people and meet the employment target Council developed an *Aboriginal Employment Pathways Strategy and Action Plan* (AEPS). The full AEPS can be downloaded from the Council website<sup>3</sup>, however, the following actions were deemed critical to the successful recruitment and retention of Aboriginal people and to providing career pathways:

- Review and enhance recruitment and selection processes so they are culturally appropriate and flexible, in order to increase the quality and number of Aboriginal people applying for and being successful in securing positions
- Partner with NMIT Koorie Services Centre (Certificate III in Home and Community Care and Aged Care Course) to support 2-3 Aboriginal students to complete the dual certificate, undertake work placements and secure employment at Council after completing the course
- Develop and implement a pilot program to employ Aboriginal people into ‘entry level’ labour hire (full-time, casual) positions in Council’s Infrastructure Department
- Develop a mentoring/buddy program for new and existing Aboriginal employees that includes formal training for mentors.
- Progress the identification and implementation of Aboriginal employment opportunities (such as traineeships, casual employment) through the new social procurement clause in Council’s contracts and tenders.

<sup>3</sup>See (<https://www.whittlesea.vic.gov.au/community-services-and-health/culture-and-arts/indigenous-community/aboriginal-employment-pathways-strategy-and-action-plan>)

Council are pleased to report that we have achieved the following:

- Council are getting closer to our target of 15 Aboriginal employees with a current workforce of 11 Aboriginal employees
- Permanent employment of an Aboriginal Employment Officer
- Provided a \$6,000 Maternal Child Health Scholarship awarded to an Aboriginal Nurse who commenced study in February 2015 and will complete in mid-2016
- Two new Aboriginal staff members recruited through traineeships in Civil Construction and Parks and Open Spaces Teams
- The recruitment of an Aboriginal trainee apprentice by the Infrastructure Department
- A draft mentoring strategy pending internal approval.

**Status: Complete and recurrent.**

### 3.2 Increasing Opportunities for Aboriginal Youth

Council has aimed to continue to support Aboriginal Youth. In February 2014 Council held a RAP Yarning with Koori Youth which was a forum facilitated by Baseline Youth Services and the Koori Youth Council. Young people were consulted on three RAP Actions;

- What youth engagement looks like to them?
- How young Aboriginal people can engage?
- When and where can engagement best happen?

Two Koori youth delegates agreed to meet with the Mayor to report on the outcomes of their consultation. Further, Koori Youth designed the artwork for the Acknowledgement Plaque and the local Koori Youth Crew engaged in healthy lifestyle activities, traditional games and art and cultural activities including an historical Sorry Walk to view 'Sorry' plaques each containing an apology to the Stolen Generations, their families and communities.

Youth launched the NAIDOC Art Project in August 2015 and Whittlesea Secondary College Indigenous Students won the 2015 Uncle Reg Blow Champion Award. Students established a Koori Student network, successfully lobbied their school to install a second flagpole to fly the Aboriginal flag and recently unveiled their Reconciliation Art Work at the school.

**Status: Complete and recurrent.**

## OPPORTUNITIES - OUTCOMES SUMMARY

Across the *Opportunities* pillar Council has completed both stipulated actions. The development of Council AEPS began a journey of commitment to see more Aboriginal people employed within Council and to ensure more Aboriginal people are moving through to higher levels in the organisation. While Council are pleased to see the increase from two to 11 Aboriginal employees over the life of our first RAP, the strategies contained in the AEPS are long-term and many still have to achieve their intended outcome.

Council will continue to monitor and measure the outcomes of the AEPS and understand that creating a culturally safe environment must be a key outcome. Council will increasingly consult with Aboriginal employees and encourage them to assist in ensuring career pathways can be created and maintained within the City of Whittlesea or beyond.

### Tracking and Reporting Progress

Council committed to three actions that would allow Council to track and report progress across the actions in Council RAP.

1. Status reports were provided to the WRG twice per year
2. Reconciliation Australia received Progress Reports on an annual basis
3. Ongoing community consultation was sought and incorporated into Progress Reports to both the WRG and Reconciliation Australia.

**Status: All three Complete.**



## Conclusions

It is clear from this Outcomes Report that the actions undertaken have contributed both to the WRG vision for reconciliation and to the specific vision of Council's RAP. The actions have enhanced the process of the municipality being a *"connected community respecting Aboriginal people as the first peoples of Australia, their history and culture through actions supporting reconciliation"*.

In the words of Council's Aboriginal Liaison Coordinator Donna Wright, *"We have moved closer to being a Council with increasing capacity and ability to partner with Aboriginal communities to achieve the best possible opportunities and outcomes. This is great for the Council and our local Communities."*

The City of Whittlesea's first Reconciliation Action Plan 2012-15 did not mark the beginning of Council's reconciliation journey. That journey commenced 15 years ago and has been a central tenet of Council's success for many years. What the RAP has done has given focus and targeted actions, assisted Council to facilitate its own and others' reconciliation process.

In short, the actions throughout the RAP 2012-15 have enabled relationships to be strengthened through two-way engagement and dialogue. As a result Council have a better understanding of the needs of local Aboriginal people and communities and have improved the processes of engagement and consultation. The RAP has focussed efforts that demonstrate Council meaningfully acknowledges and respects local Aboriginal people, families and communities. This is more than symbolic representation; it is increasingly embedded across our organisation, from the Council itself to each department and team.

In developing the capacity to meaningfully engage through respectful relationships, Council have strategically and organically enhanced the opportunities for Aboriginal people within the municipality. This provides the most tangible outcome: an action plan that delivers on commitments but provides a wider range of opportunities than those imagined when the RAP was first being developed.

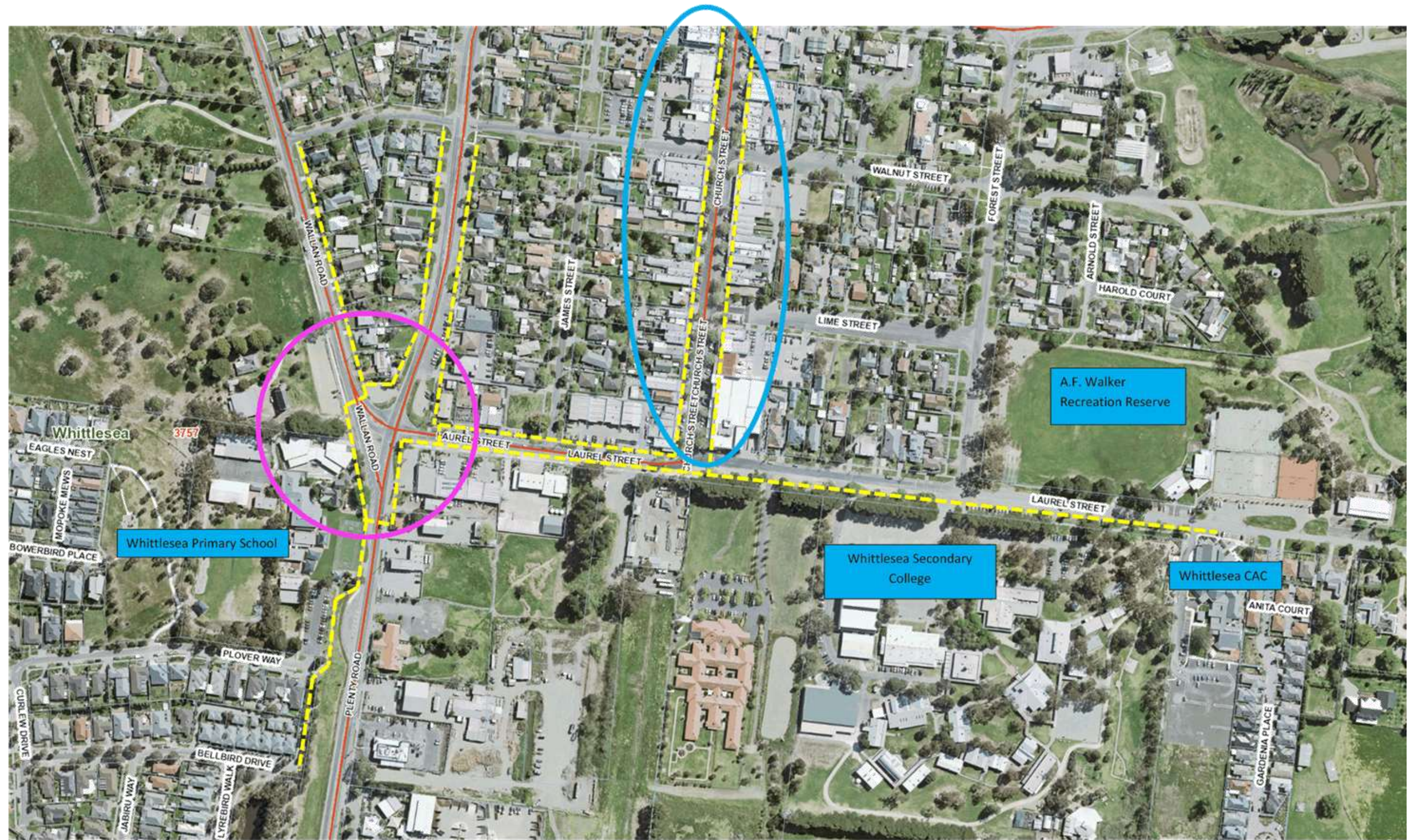
Council reconciliation journey is not complete and Council are excited about the opportunity to further stretch ourselves as we develop the City of Whittlesea' 'Stretch' Reconciliation Action Plan 2016-19.<sup>4</sup>

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<sup>4</sup> A 'Stretch' RAP is a Reconciliation Australia classification. A Stretch RAP is for organisations ready to challenge themselves by setting targets for the actions outlined in their RAP and gives them the opportunity to focus on tried and tested strategies and programs and set clear and measurable targets to deepen its impact. Only two Australian LGAs have such a RAP.



ATTACHMENT 1 – Locality plan



LEGEND



Location of the subject intersection



Whittlesea Township Shopping Strip



Pedestrian links







**ATTACHMENT 1 – SITE PLAN & PHOTO**

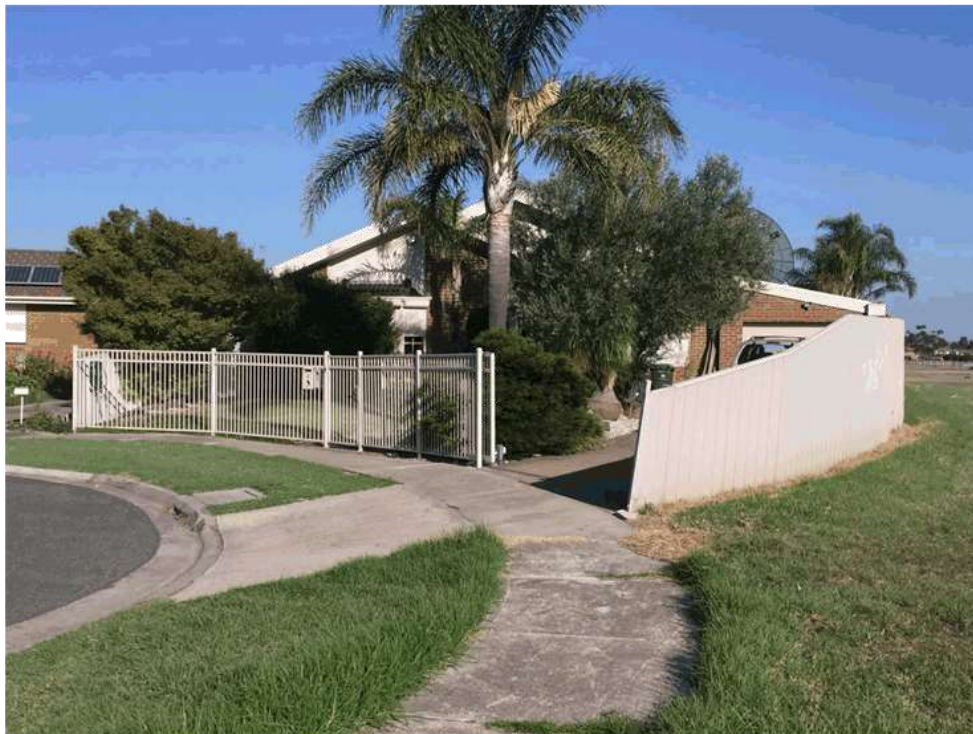
**Lease - Lalor Bowling Club - 22 Sydney Crescent Lalor**





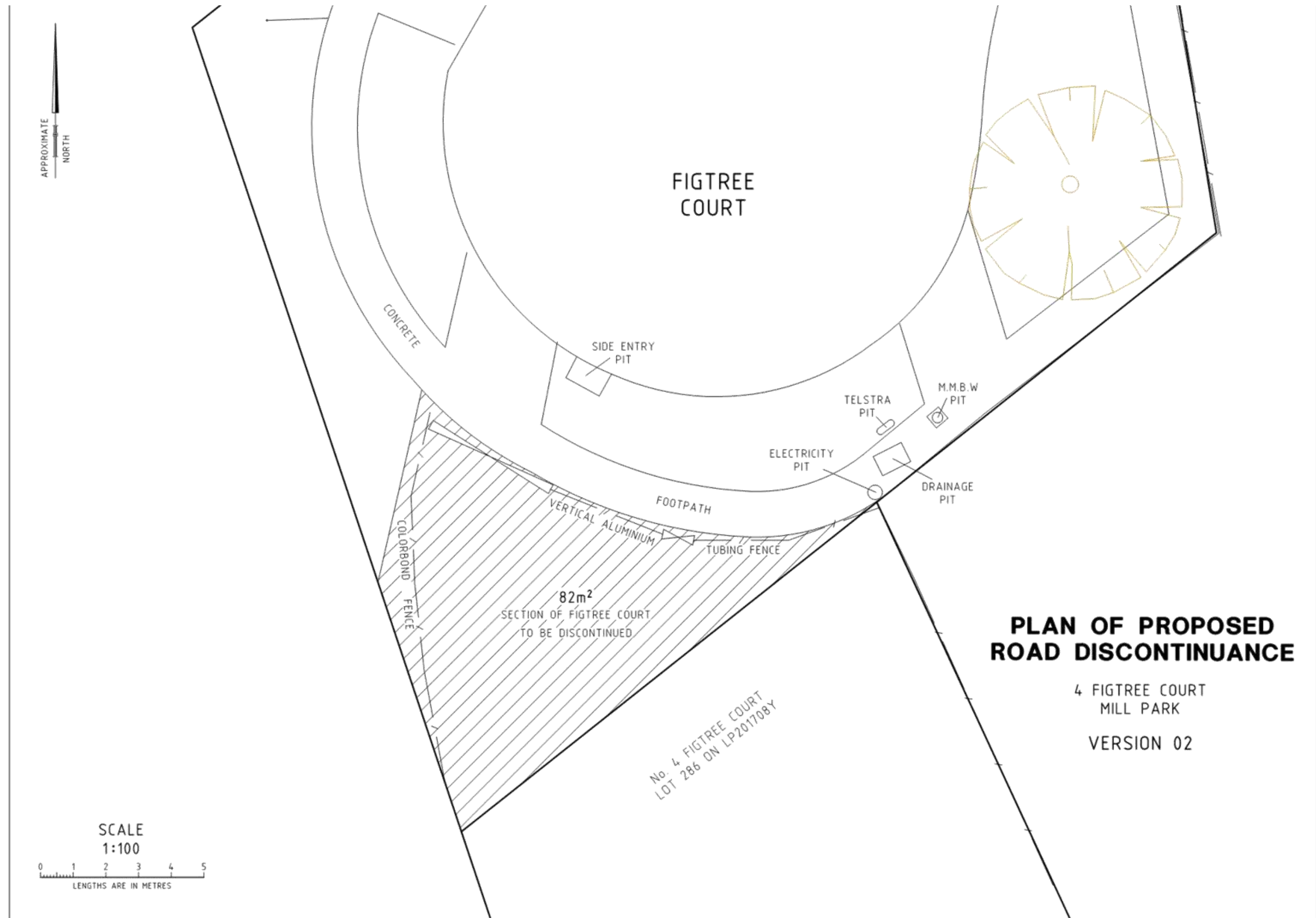
**ATTACHMENT 1 – SITE PLAN & PHOTO**

**Proposed road discontinuance - Part of Figtree Court Mill Park**













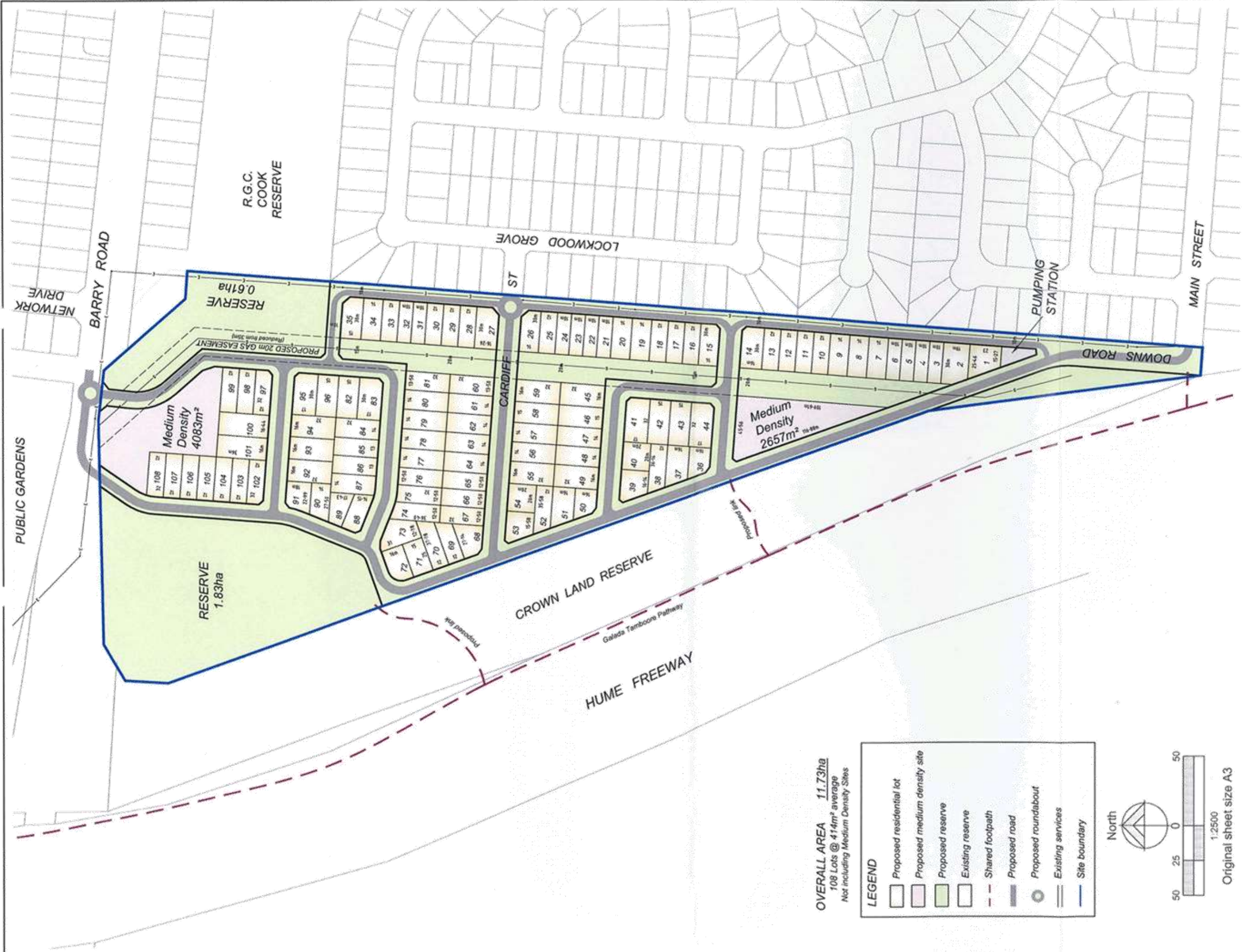
**ATTACHMENT 1 – SITE PLAN & PHOTO**

**Council as Committee of Management  
163-209 Barry Road Thomastown**





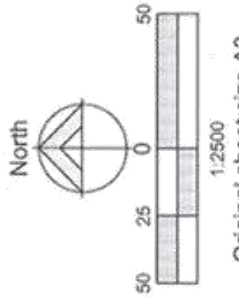




OVERALL AREA 11.73ha  
108 Lots @ 414m<sup>2</sup> average  
Not including Medium Density Sites

**LEGEND**

- Proposed residential lot
- Proposed medium density site
- Proposed reserve
- Existing reserve
- Shared footpath
- Proposed road
- Proposed roundabout
- Existing services
- Site boundary



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**FOR DISCUSSION**

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**Millar | Merrigan**

LAND DEVELOPMENT CONSULTANTS

**OUTLINE DEVELOPMENT PLAN**  
135 - 161 BARRY ROAD  
THOMASTOWN, 3074  
WHITTLESEA CITY COUNCIL  
14561 DP1  
VERSION 1

Civil Engineering  
Land Surveying  
Landscape Architecture  
Project Management  
Town Planning  
Urban Design  
SAI GLOBAL Quality ISO 9001





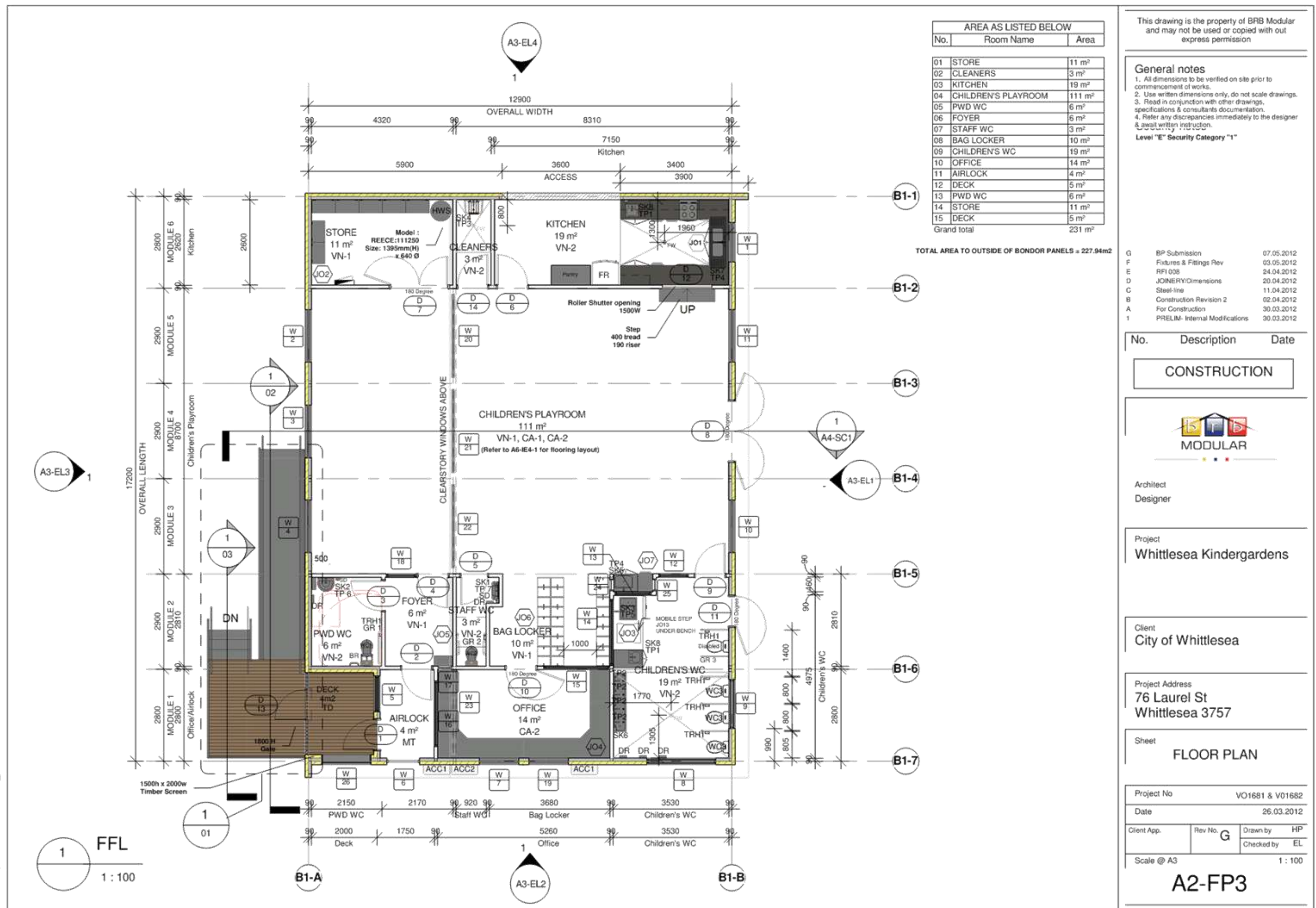
**ATTACHMENT 1 – SITE PLAN & PHOTO**

**Lease – Diamond Valley SDS  
AF Walker Reserve Whittlesea**











## Certificate of Valuation and Return

I, Gino Mitrione, Manager Property and Valuations, for the City of Whittlesea, hereby certify that the attached copy of the valuation, comprising all rateable property, identified by Council assessment numbers 26 to 963231, is the final and complete valuation for the municipality of Whittlesea as at level of value 1 January 2016.

The attached copy is identified as CD No 1, containing one file title *Year 2016 General Valuation*, of size 83,529 records saved on 9 May 2016.

Signed: .....

  
Gino Mitrione

Manager Property and Valuations

Dated: 9 / 5 / 2016





## Attachment 2

CD: 2016 General Valuation