



City of
Whittlesea

ATTACHMENTS

OF ORDINARY COUNCIL MEETING

HELD ON

TUESDAY 30 AUGUST 2016

AT 6:30PM

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**City of
Whittlesea**

ESTABLISHED AREAS PLANNING REPORT

PLANNING APPLICATION NO. 715652



Subject Land

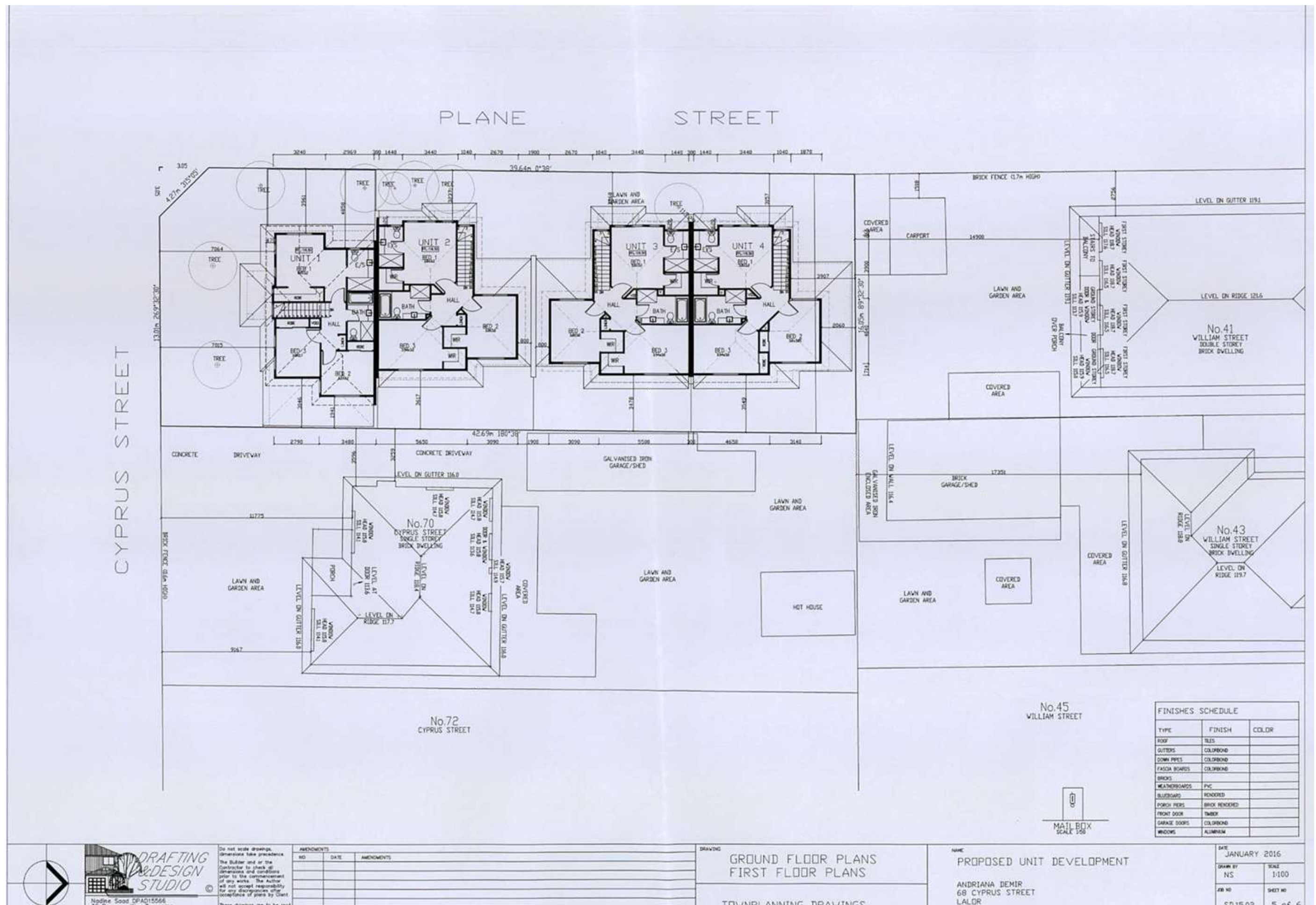


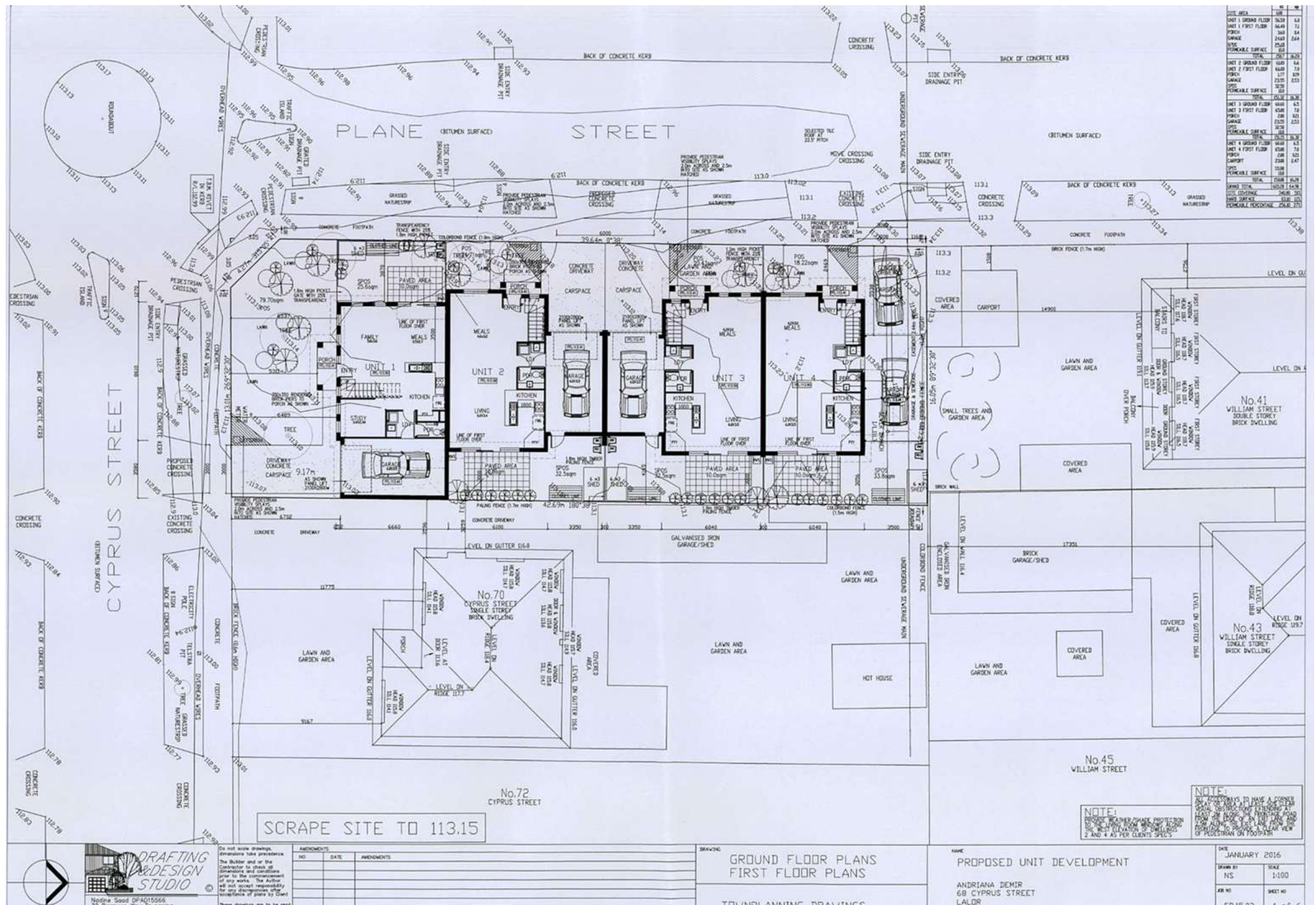
Medium Density Housing

City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT







PLANNING APPLICATION NO. 715837



Subject Land



Objector

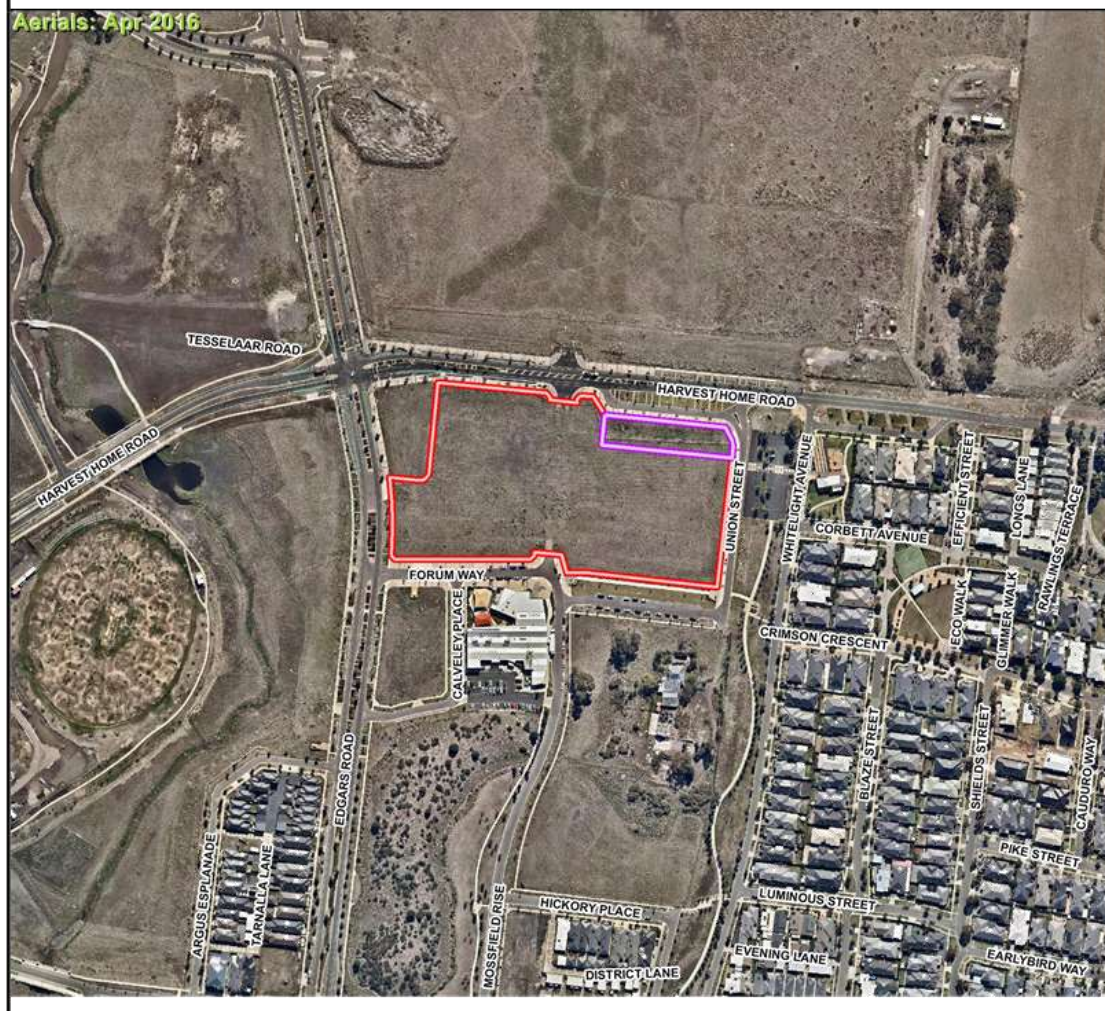




**City of
Whittlesea**

ESTABLISHED AREAS PLANNING REPORT

PLANNING APPLICATION NO. 715837

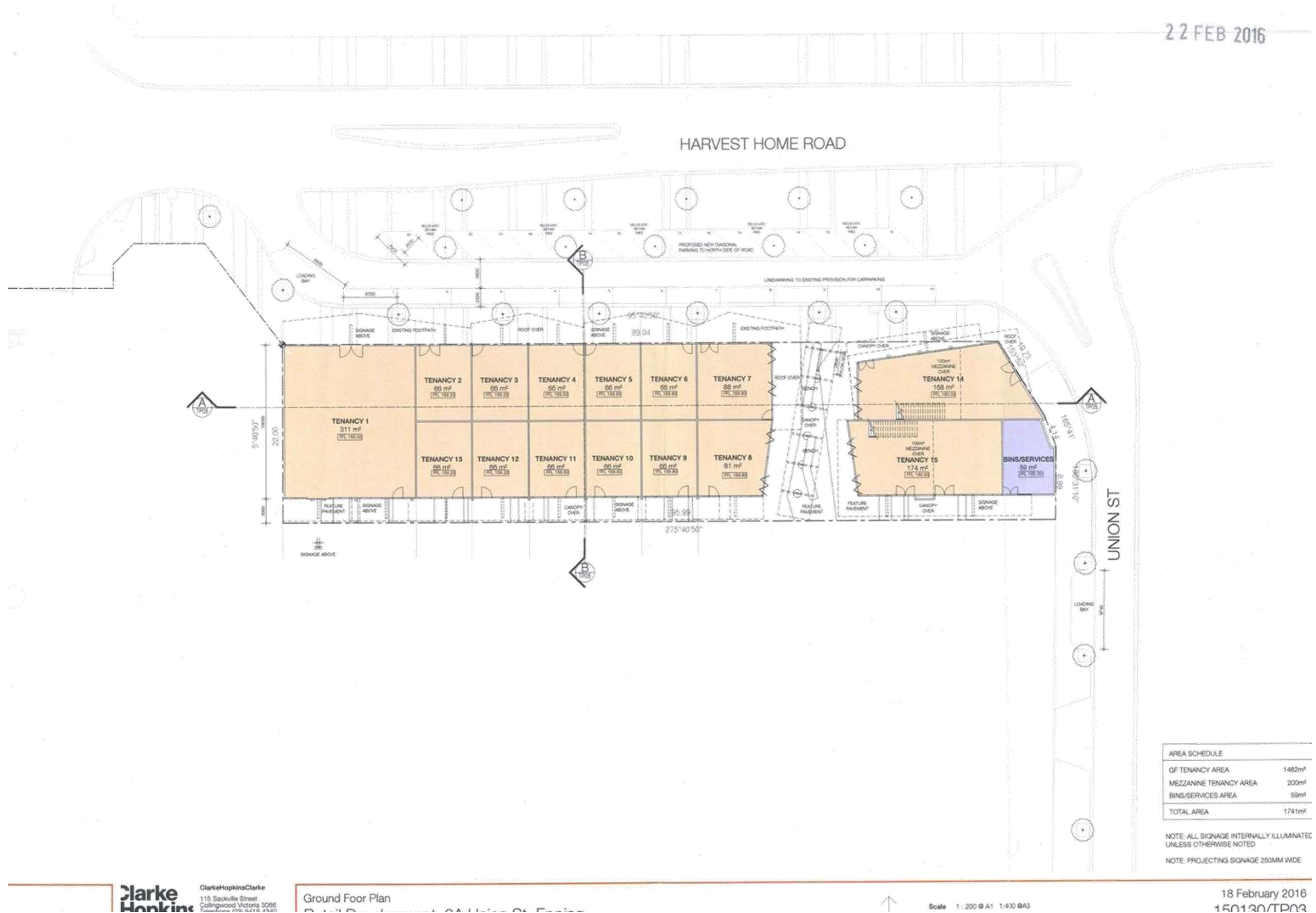
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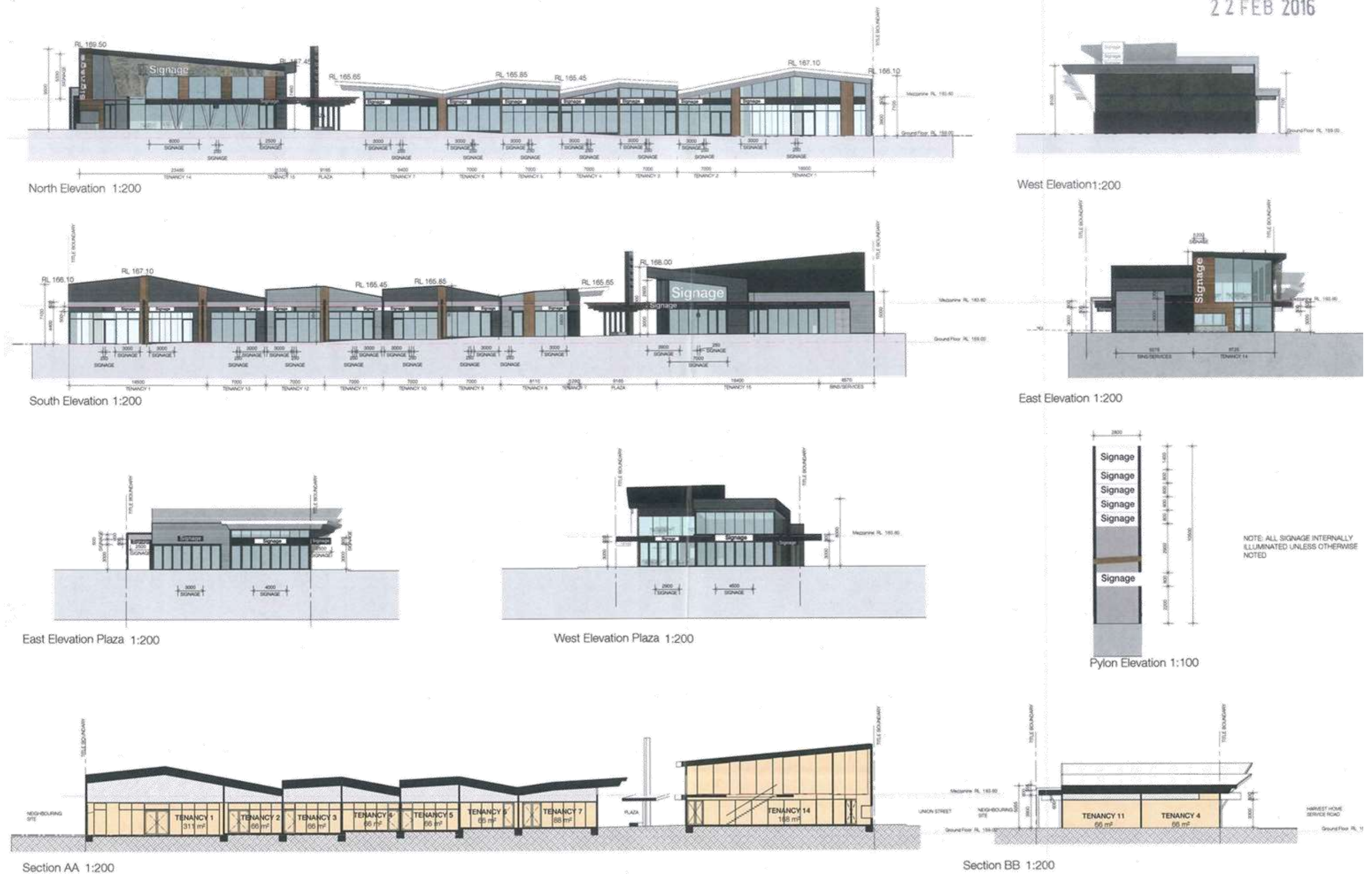


 Subject Land
 Objector

City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT





22 FEB 2016



Design Response

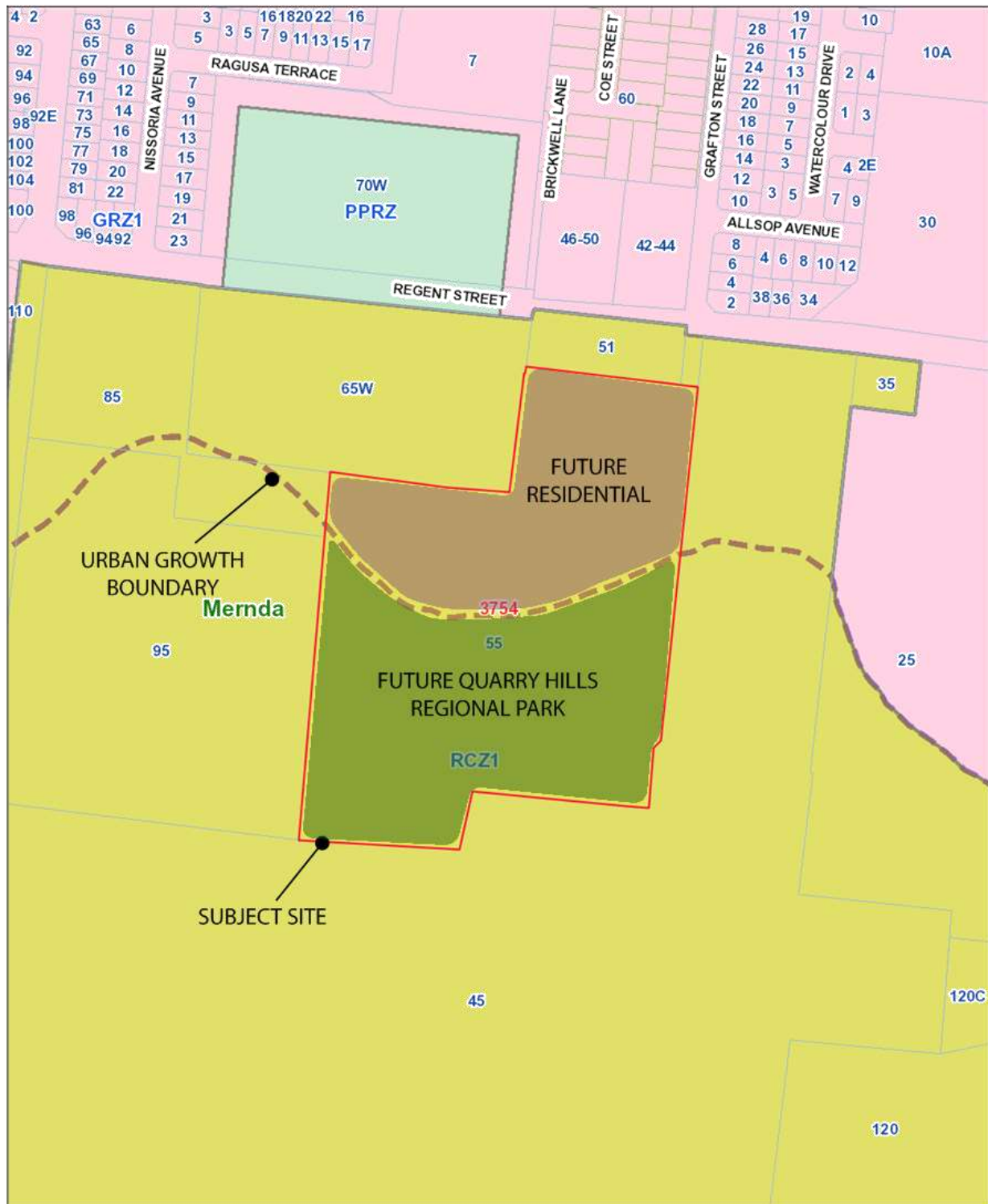
1. SUBJECT SITE SA UNION ST. OFFING PROPOSED RETAIL DEVELOPMENT
2. PROMINENT LANDMARK CORNER BUILDINGS
3. OPEN PLAZA AREA HELPS TO ESTABLISH A COMMUNITY FEEL AND INTEGRATE WITH DAY RESTAURANT AREAS
4. REAR FOOTPATH ACCOMMODATES AN ACTIVE FRONTAGE FOR SHOPS
5. POTENTIAL THROUGHFARE SUBJECT TO NEIGHBOURING APPLICATION
6. POTENTIAL INTERFERENCE WITH CARPARK SUBJECT TO NEIGHBOURING APPLICATION
7. THERE IS A 1.5M FALL ACROSS THE SITE FROM THE SOUTH EAST CORNER DOWN TO THE NORTH WEST CORNER
8. REAR FOOTPATH CONNECTION TO EXISTING PERIMETER FOOTPATH

- ACTIVE FRONTAGE
- DEVELOPMENT
- REMOVAL OF FOOTPATH





55 Regent Street Mernda



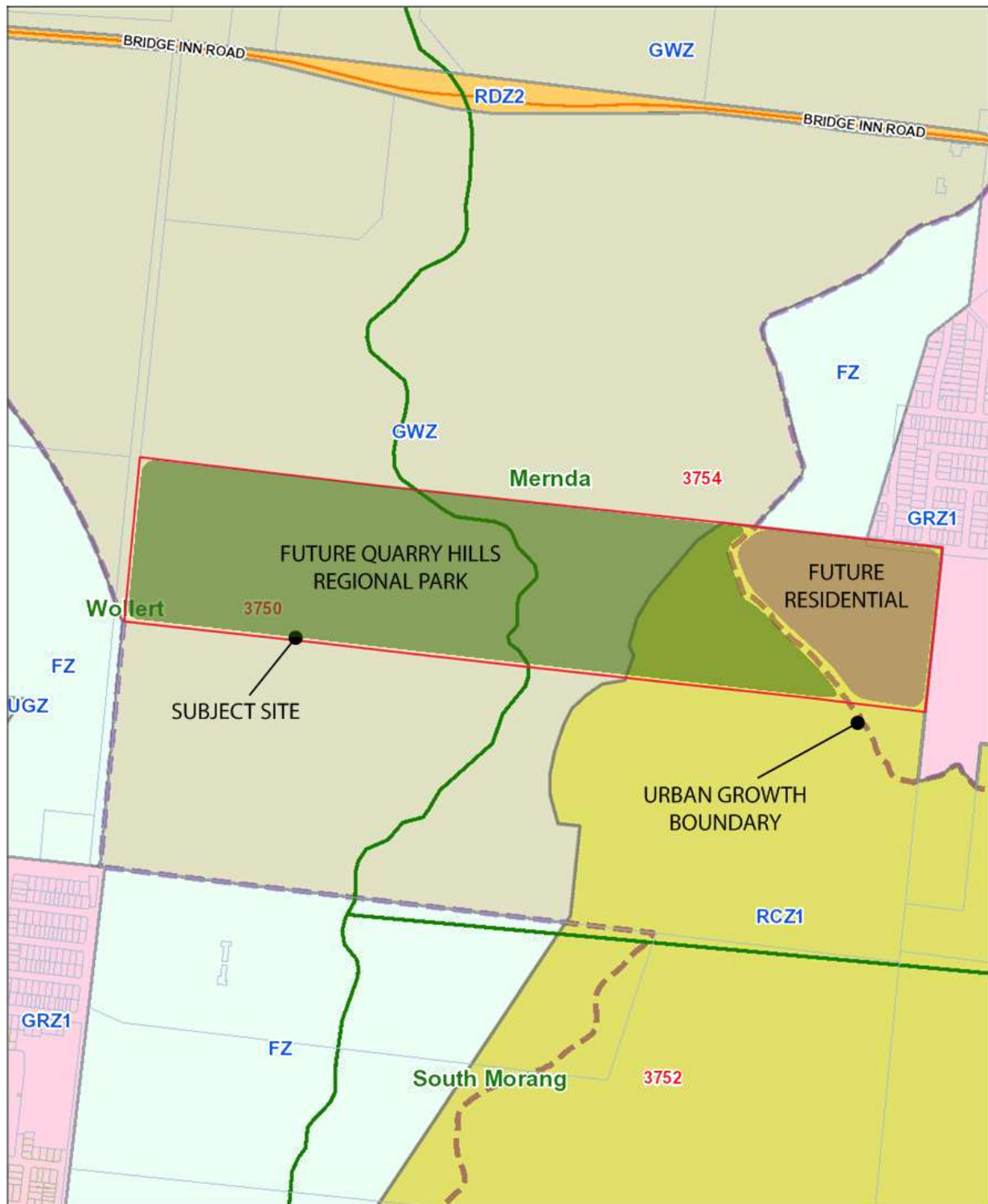
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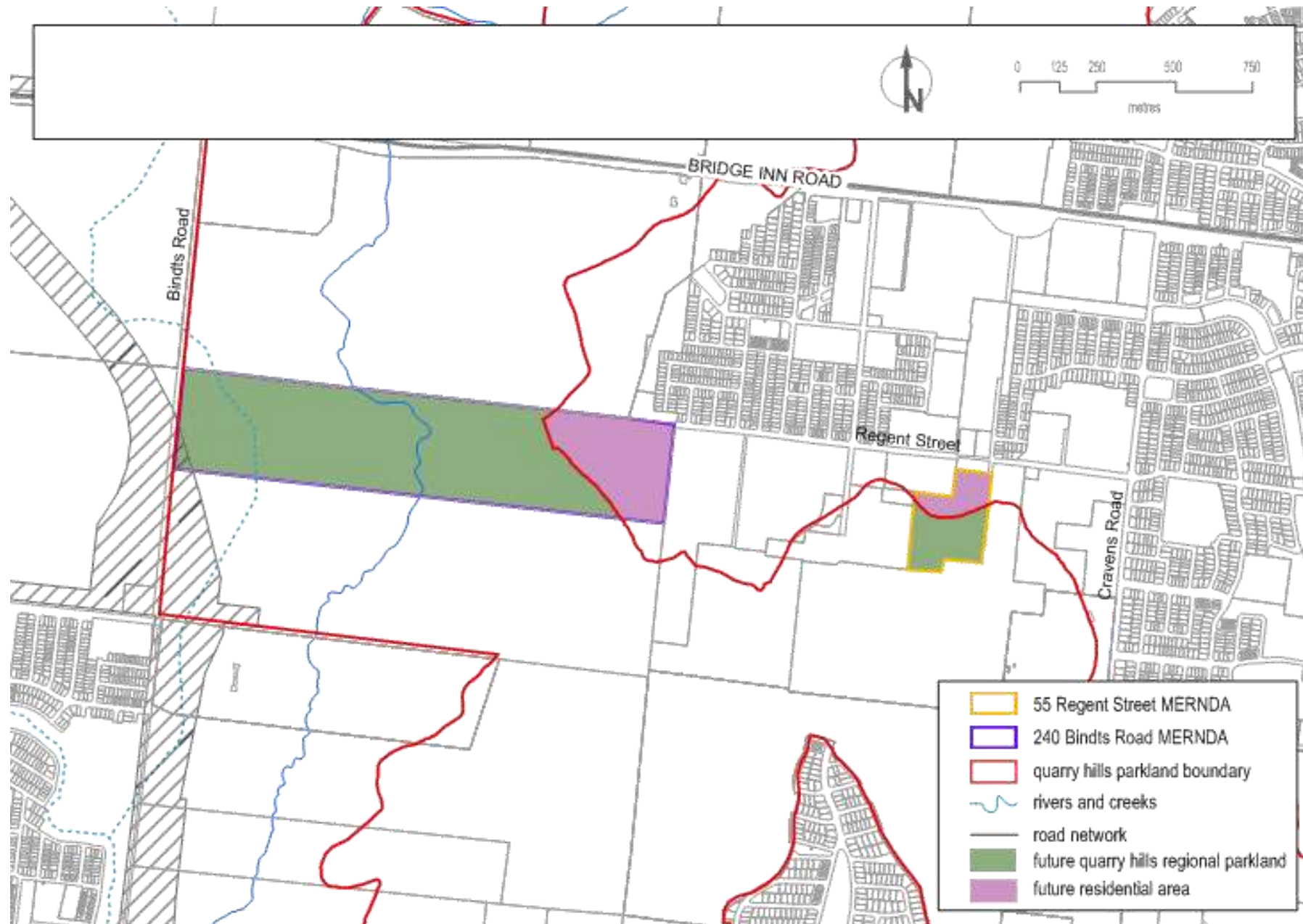
240 Bindts Road Wollert



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PLANNING APPLICATION NO. 715900



Subject Land



Objector



Medium Density Housing




**City of
Whittlesea**

ESTABLISHED AREAS PLANNING REPORT

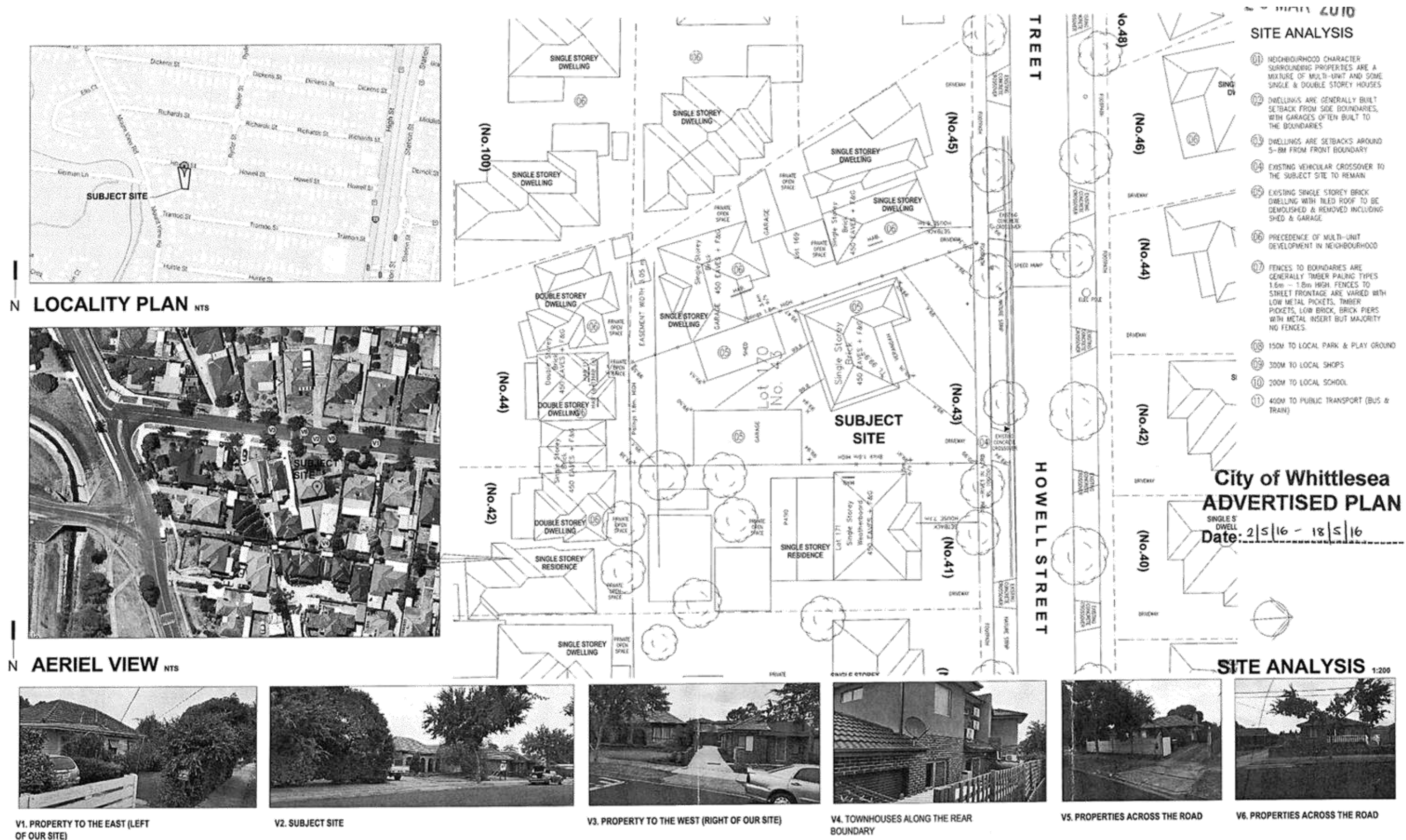
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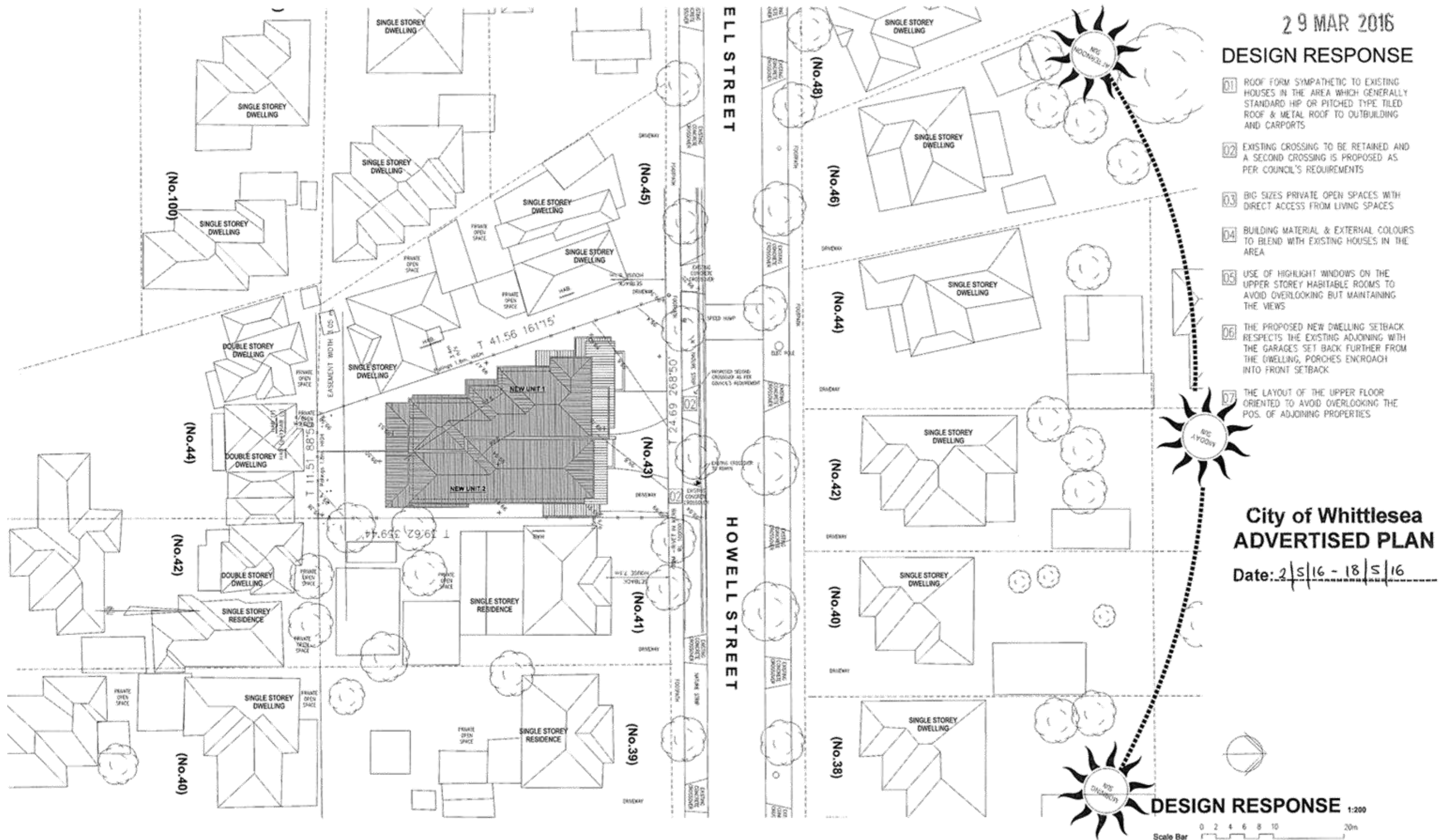


-  Subject Land
-  Objector
-  Medium Density Housing

City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT





entire design & construction

suite 7, 412 toorak road, toorak vic 3142
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Project : PROPOSED DOUBLE STOREY DUPLEX TOWNHOUSES

43 HOWELL STREET
LALOR VIC

Drawing Title :

DESIGN RESPONSE

Project no. :

1608

Scale :

A 1 Sheet 1:200
A 3 Sheet 1:400

Date :

MARCH 2016

Drawing :

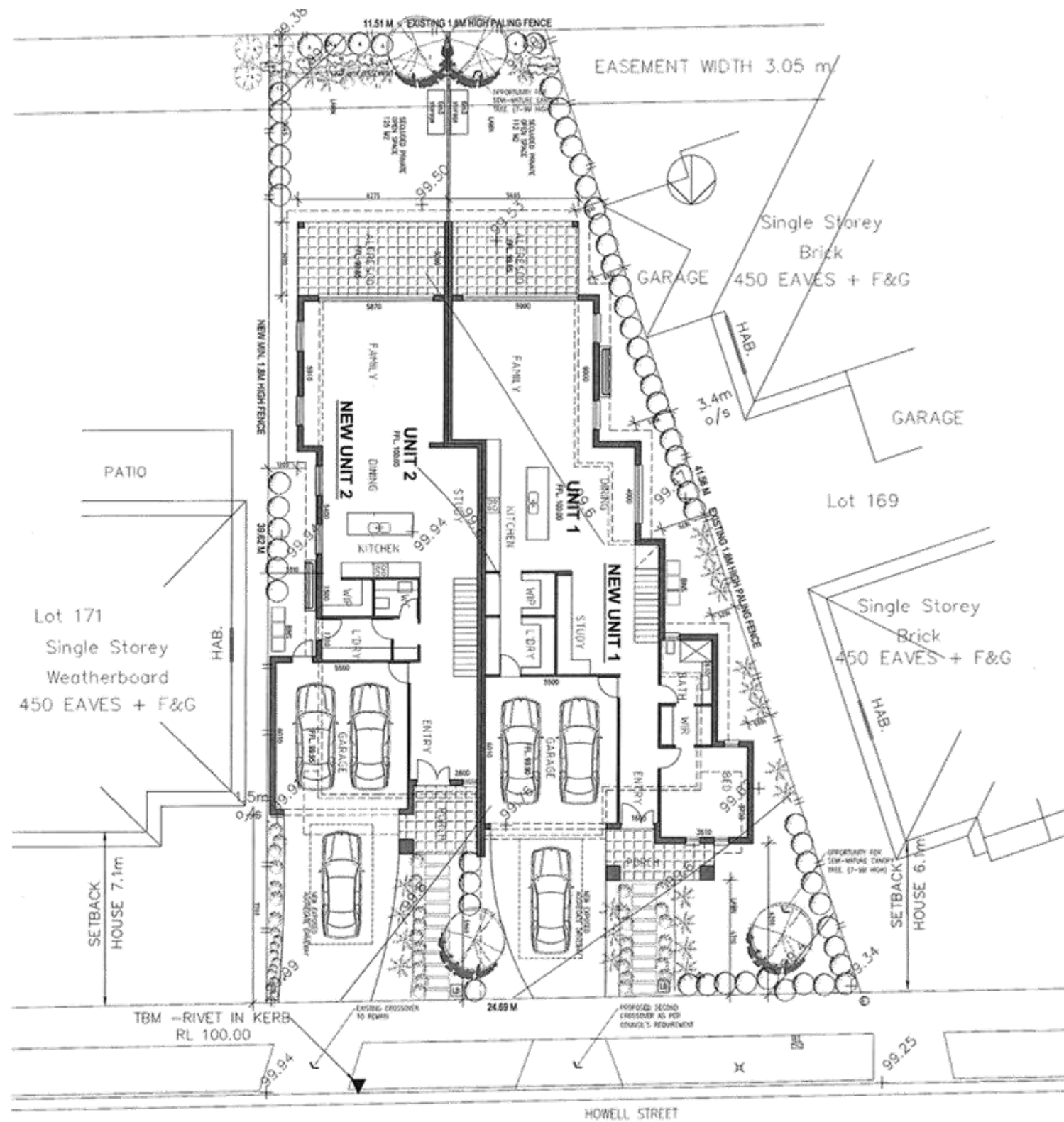
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Revision :

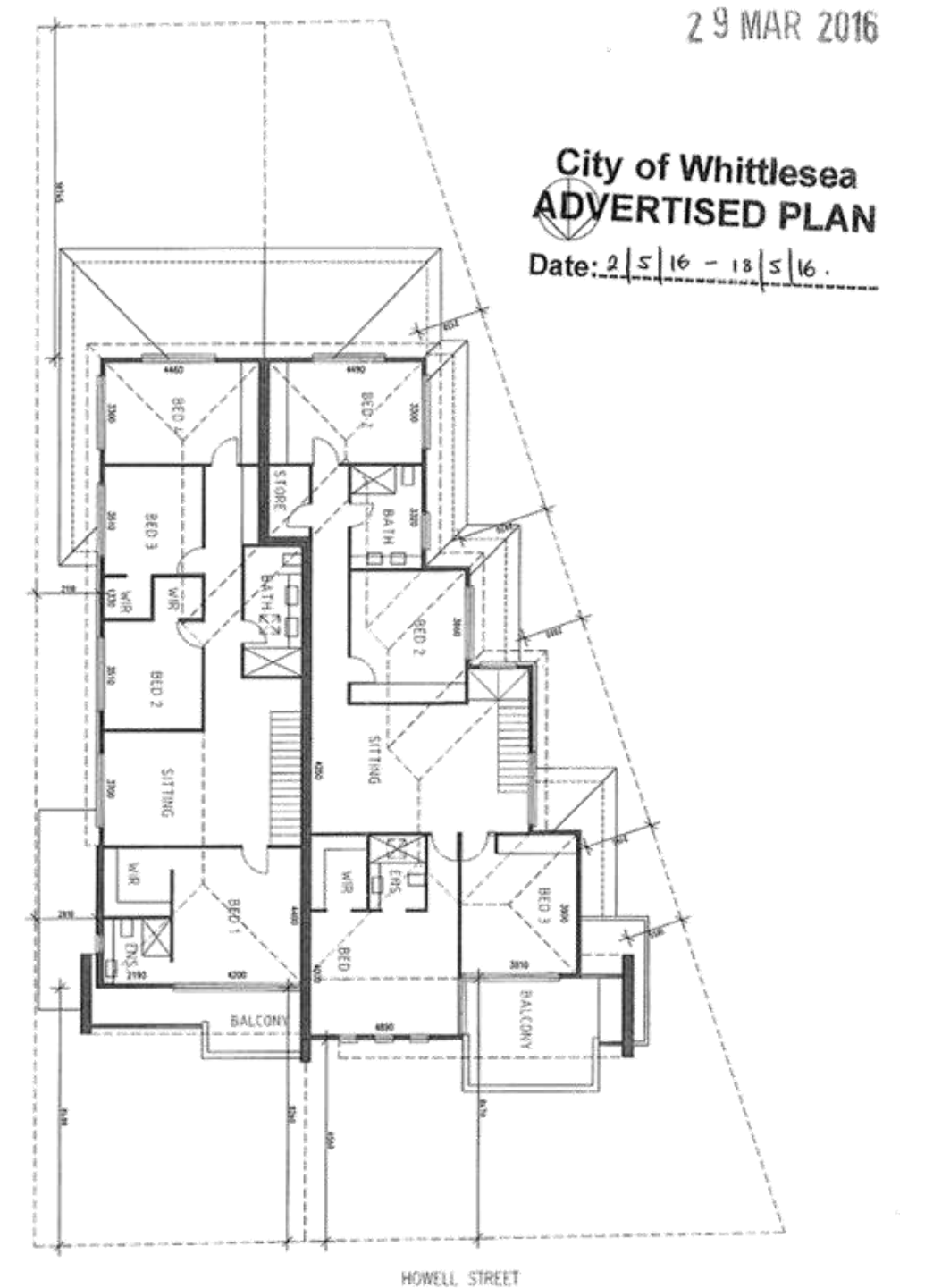
P1

Revision :
















P1

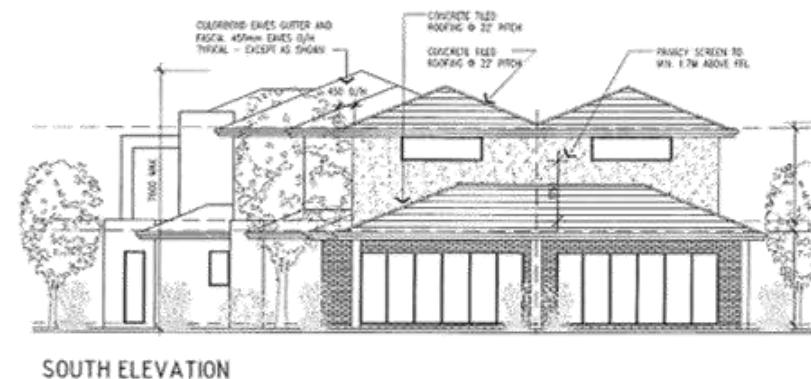
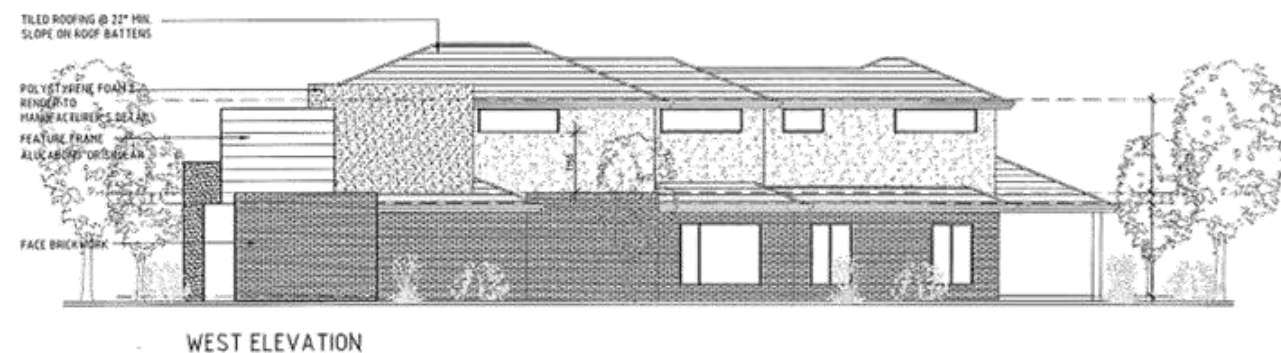
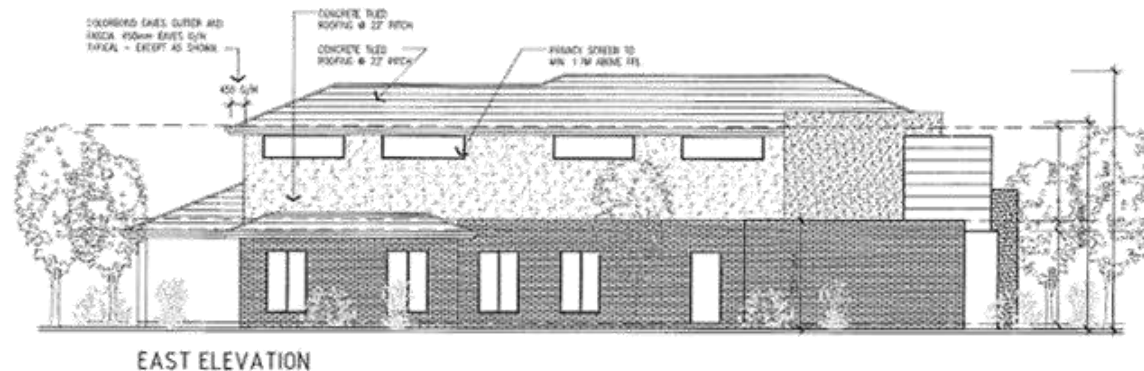


GROUND FLOOR PLAN 1:100



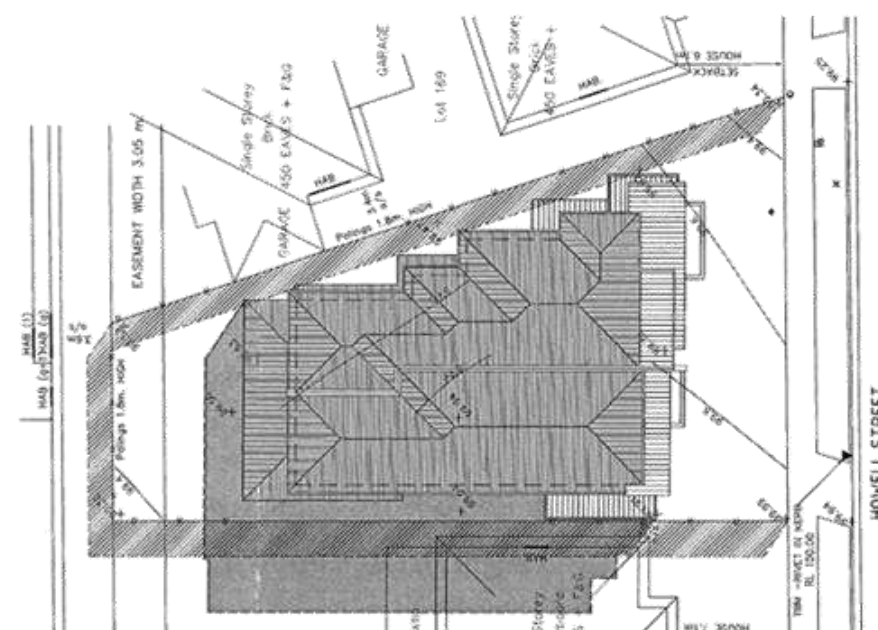
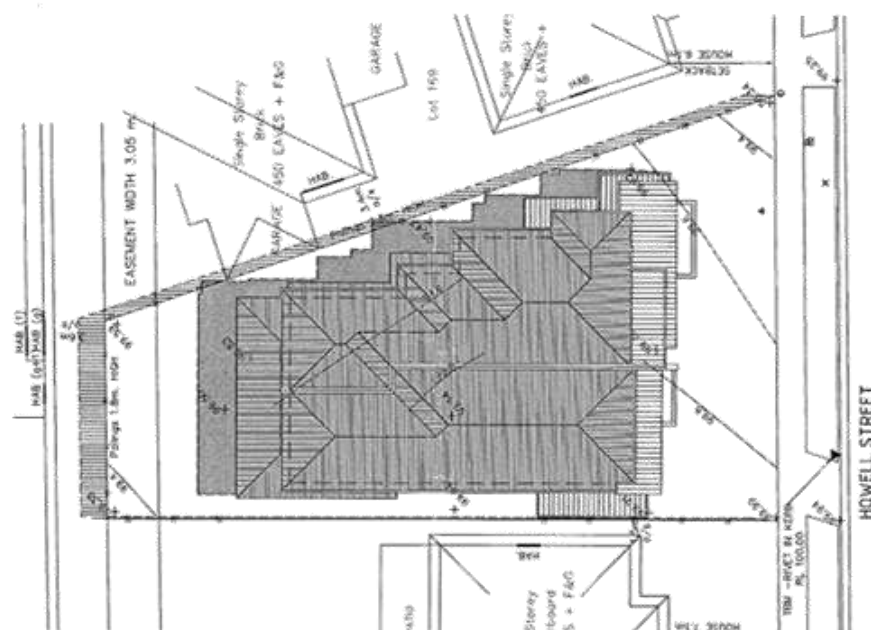
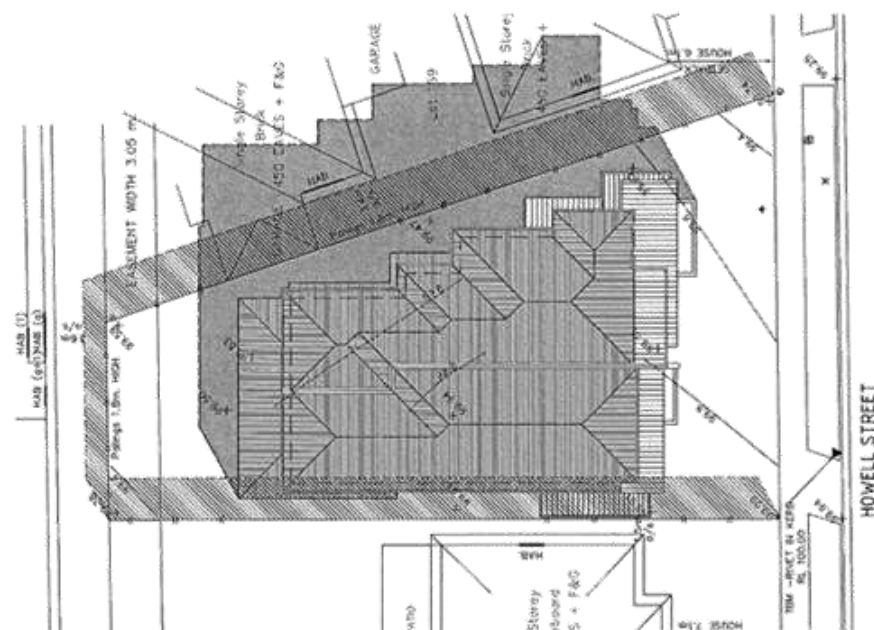
FIRST FLOOR PLAN 1:100

PROPOSED BUILDING AREA SCHEDULE:		PROPOSED LAND AREA SCHEDULE:		LEGEND:		entire design & construction		Project : PROPOSED DOUBLE STOREY DUPLEX TOWNHOUSES	Project no. :	Date :	 N
UNIT 1	UNIT 2										
GROUND FLOOR (EXCL GARAGE) 144.50 M ² FIRST FLOOR 147.50 M ² GARAGE 36.50 M ² PORCH 8.50 M ² ALFRESCO 16.50 M ² BALCONY 18.50 M ² SECLUDED OPEN SPACE (INCLUDING COVERED VERANDAH) 112.50 M ² SECLUDED OPEN SPACE (INCLUDING ALFRESCO) 43.50 M ² SECLUDED OPEN SPACE (UNDER TREES 3 METRES) 172.50 M ² PRIVATE OPEN SPACE 254.50 M ² GROUND FLOOR COVERAGE INCLUDING GARAGE, PORCH & ALFRESCO 254.50 M ²	GROUND FLOOR (EXCL GARAGE) 115.50 M ² FIRST FLOOR 130.50 M ² GARAGE 37.50 M ² PORCH 8.50 M ² ALFRESCO 19.50 M ² BALCONY 12.50 M ² SECLUDED OPEN SPACE (INCLUDING COVERED VERANDAH) 125.50 M ² SECLUDED OPEN SPACE (INCLUDING ALFRESCO) 60.50 M ² SECLUDED OPEN SPACE (UNDER TREES 3 METRES) 158.50 M ² PRIVATE OPEN SPACE 180.50 M ² GROUND FLOOR COVERAGE INCLUDING GARAGE, PORCH & ALFRESCO 180.50 M ²	SITE AREA 717.50 M ² SITE COVERAGE (BUILDING FOOTPRINT) 54% (OF SITE AREA) FIRST FLOOR COVERAGE 37.50 M ² (OF SITE AREA) HARD PAVED AREA (DRIVE, DRIVEWAY) 10% (OF SITE AREA) IMPERVIOUS COVERAGE (BUILDING FOOTPRINT + HARD PAVED AREA) 64% (OF SITE AREA)	SITE AREA 717.50 M ² SITE COVERAGE (BUILDING FOOTPRINT) 54% (OF SITE AREA) FIRST FLOOR COVERAGE 37.50 M ² (OF SITE AREA) HARD PAVED AREA (DRIVE, DRIVEWAY) 10% (OF SITE AREA) IMPERVIOUS COVERAGE (BUILDING FOOTPRINT + HARD PAVED AREA) 64% (OF SITE AREA)	 DEOTES EXISTING TREES TO REMAIN  DEOTES OPPORTUNITY FOR A CANOPY TREE  DEOTES LOW LEVEL PLANTING & MID LEVEL SCREEN PLANTING AS NOTED  DEOTES SELECTED TIMBER FLOORING 	 DEOTES HOT WATER SYSTEM  DEOTES RAINWATER TANK  DEOTES LETTERBOX WITH NEWSPAPER RAIL  DEOTES CLIMATEPAC AS SELECTED  DEOTES CONCRETE PATHS TO BE USED AS ACCESS PATHS	 DEOTES 130mm BRICK VENEER WALL  DEOTES 160mm TIMBER FRAMED WALL WITH 75mm POLYSTYRENE GLAZING  DEOTES EXISTING WALL  DEOTES 130mm TIMBER FRAMED WALL	suite 7, 412 toorak road, toorak vic 3142 p.o. box 4, bulleen vic 3105 telephone: 9028 8484 mobile: 0411 11 89 49 email: info@entiredesign.com.au	43 HOWELL STREET LALOR VIC	1608	MARCH 2016	
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**City of Whittlesea
ADVERTISED PLAN**

Date: 2/5/16 - 18/5/16



EQUINOX SHADOW DIAGRAM (9AM) 1:250

EQUINOX SHADOW DIAGRAM (12PM) 1:250

EQUINOX SHADOW DIAGRAM (3PM)

COLOUR AND MATERIAL SCHEDULE
(REFER TO SEPARATE A4 EXTERNAL COLOUR SCHEDULE)

	HIP & VALEY THUSSED ROOF & 30 PITCH	FLAT CORRUGATE RILEY
ROOF FRAME:		
CUTTERS	CHANGING CUTTER	CHANGING
PASCO	PASCO	CHANGING
FASCIA	600 EMBE WITH	CONVENT SHEET LEAVE
ENTER NAILS	FEATHER STAKE BIRD	STONE
	BENCHER TOP 1	ACRILIC BEHAR
	BENCHER TOP 2	ACRILIC BEHAR
	BENCHER TOP 3	ACRILIC BEHAR
	WOOD FIBERING	WOOD
ACROSS FRONT:	CONCRETE & DUBOIS	PERFORATED ALUMINUM
TERRACE DOORS	FRONT 4FT	WOOD
PISTON	CONCRETE SALT SHED	SUN
TRUCKS	EXHAUST AIR CONDITION	
BRIDGEHEAD TOWER		ACRILIC BEHAR

LEGEND

 DENOTES RENDER - COLOUR 1
 DENOTES RENDER - COLOUR 2
 DENOTES RENDER - COLOUR 3
 DENOTES WHITE FROSTED GLAZING
 DENOTES WOOD SLADING
 DENOTES CONCRETE
 TILED ROOFING

entire design & construction

suite 7, 412 toorak road, toorak vic 3142
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telephone: 9028 8484
mobile: 0411 11 89 49
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Project: PROPOSED DOUBLE STOREY
DUPLEX TOWNHOUSES

43 HOWELL STREET
LALOR VIC

Drawing Title :

ELEVATIONS & SHADOW DIAGRAMS

Project no. :

1608

Scale :

A 1 Sheet 1:100
A 3 Sheet 1:200

Date : _____

MARCH 2016

Drawing :

TP4

1

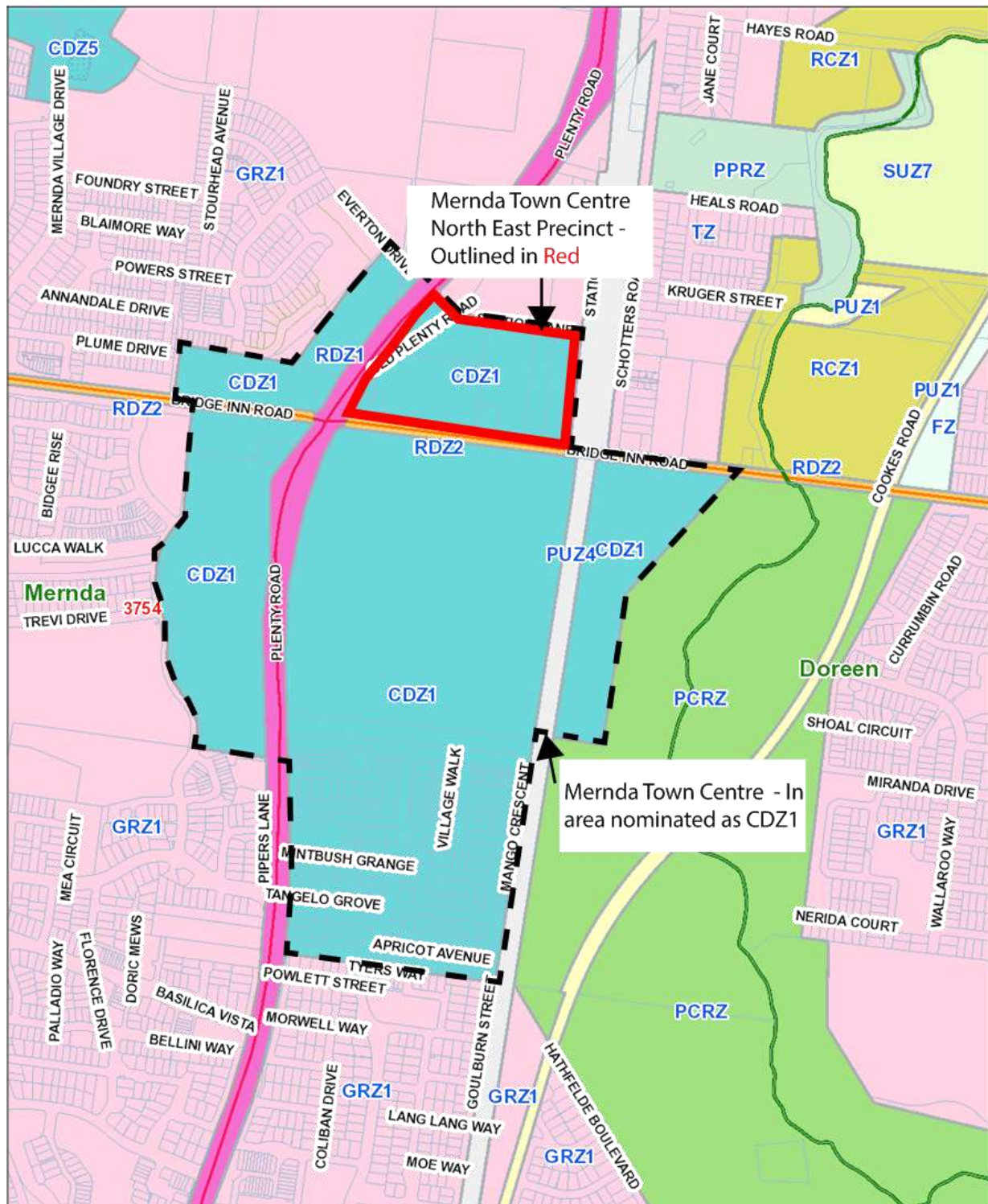
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Revision :

P



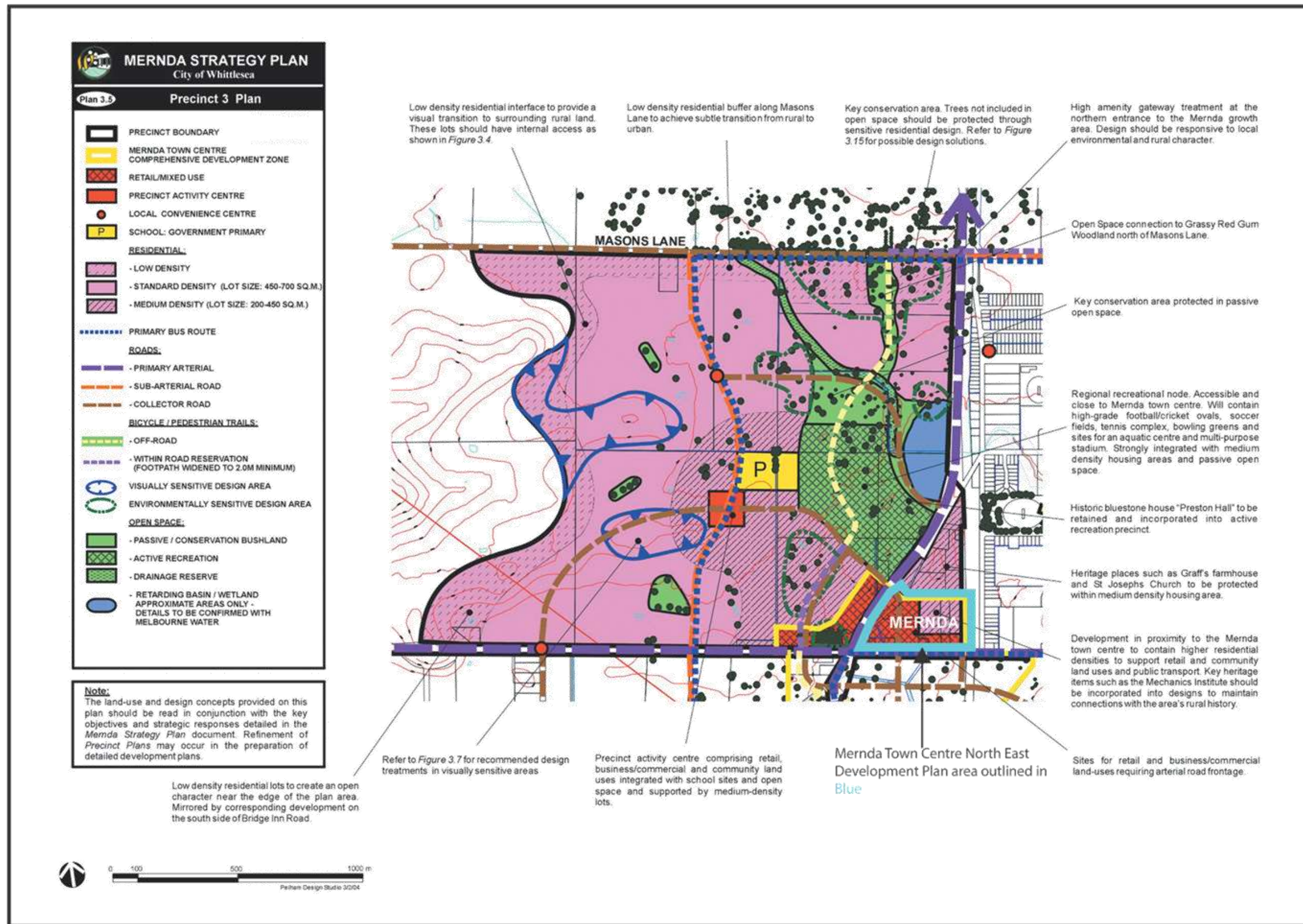
Mernda Town Centre - Locality & Zoning Map

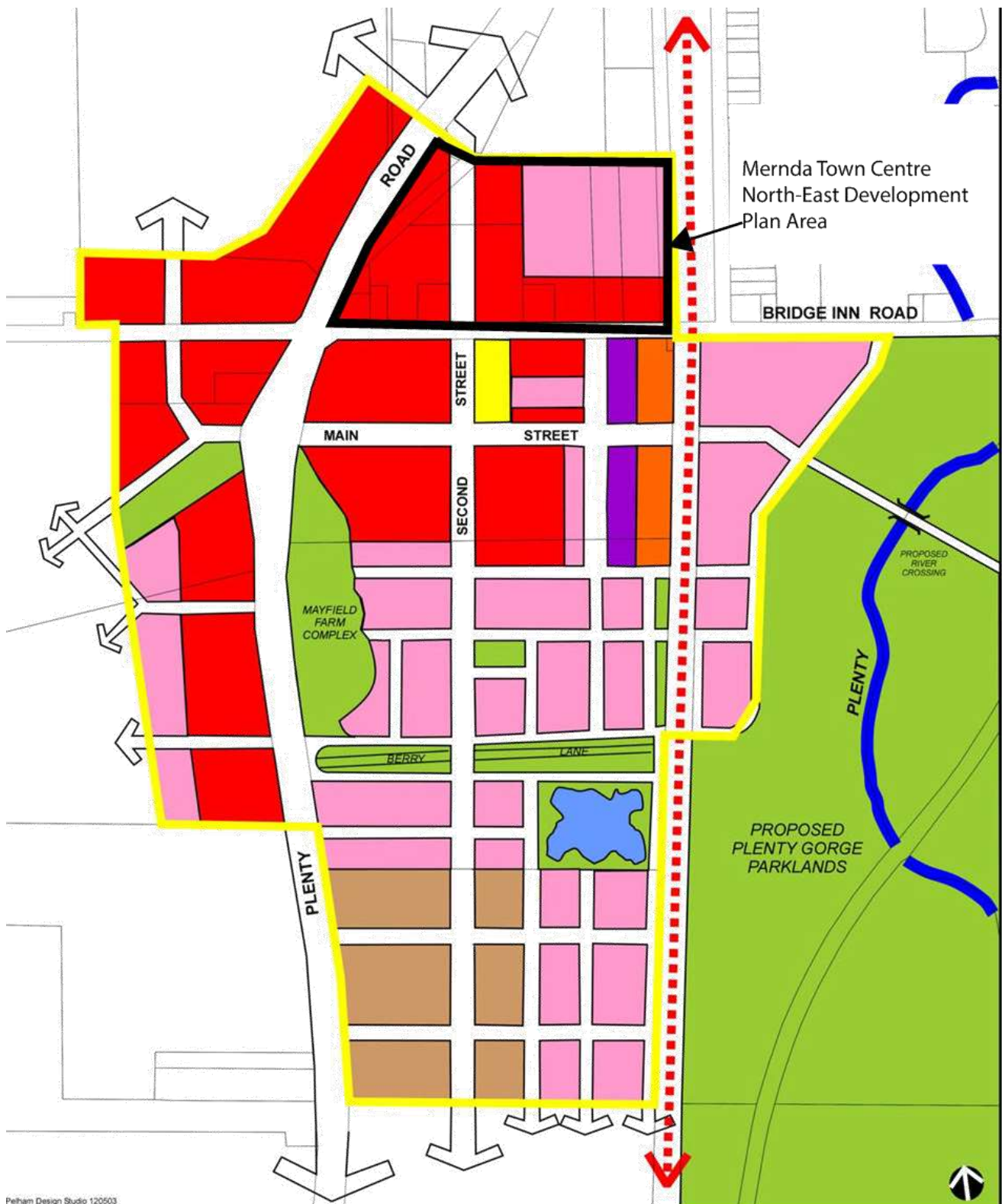


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Pelham Design Studio 120503



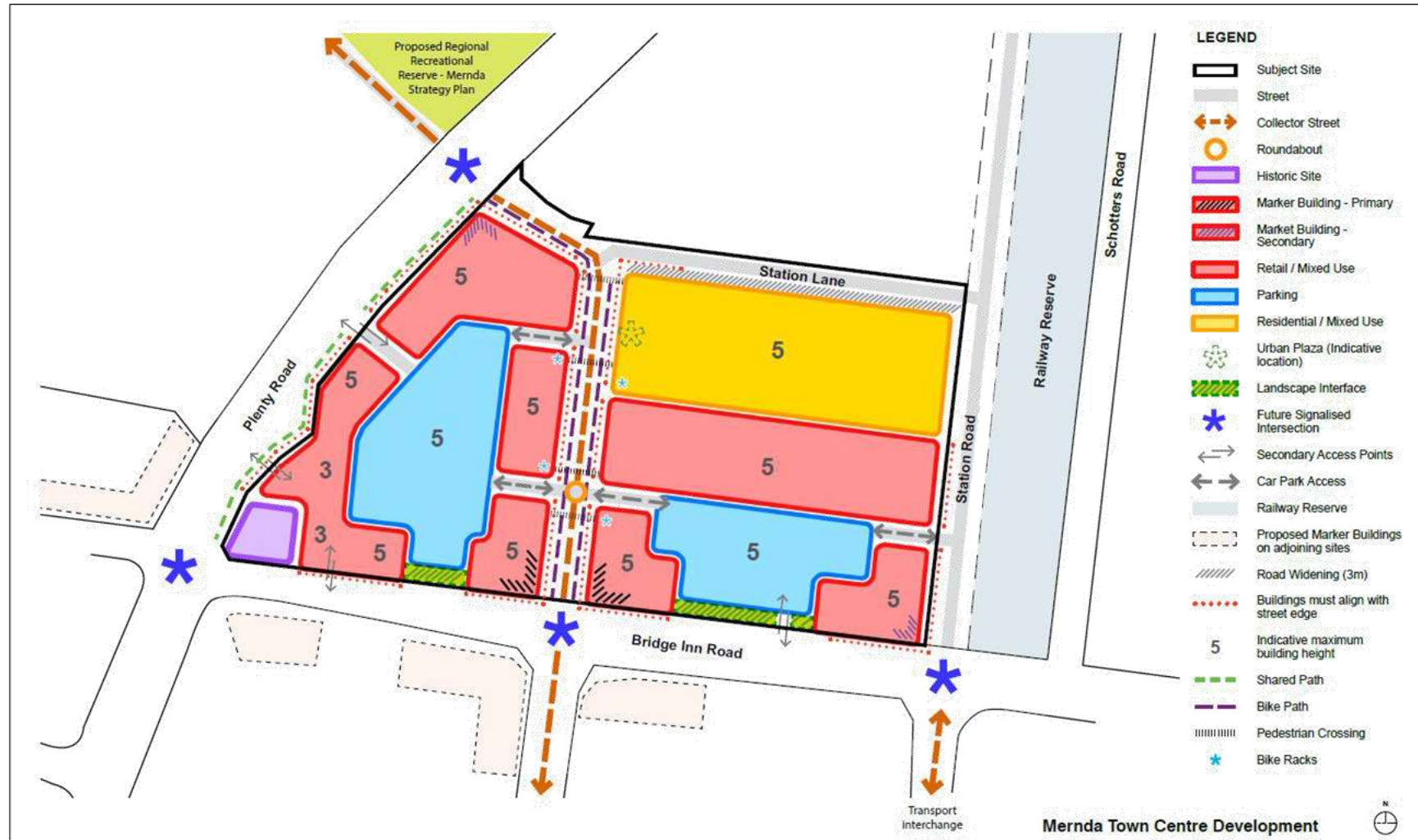
City of Whittlesea

MERNDA TOWN CENTRE COMPREHENSIVE DEVELOPMENT DI AN

Mernda Town Centre North East Precinct Development Plan

spiire

Figure 1: Development Plan



Page 2




Mernda Rail Extension -
Stabling Yards Reference
Case 2016.



PLANNING APPLICATION NO. 715735**Subject Land****Objector****Medium Density Housing****City of
Whittlesea****ESTABLISHED AREAS PLANNING REPORT**

PLANNING APPLICATION NO. 715735

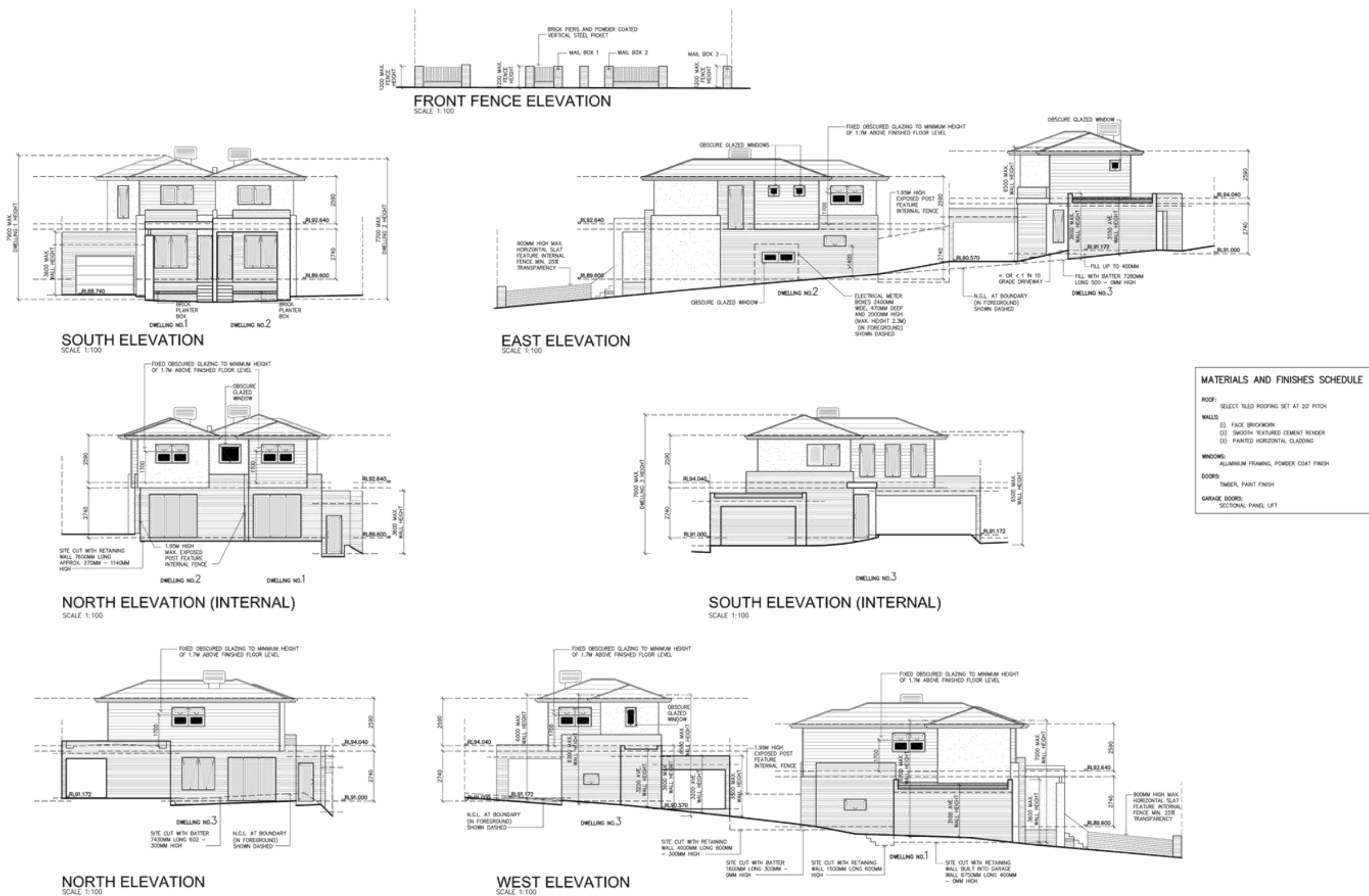


-  Subject Land
-  Objector
-  Medium Density Housing



City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT



Client		
DANIEL HALTON		
Client Details		
MR DANIEL HALTON 12 Madison Court BLUNCKENGA, NSW mob: 0413 919 785		

Revision

A = 2/3/03/08 MODIFIED IN RESPONSE TO RFI LETTER DATED 04/01/08

[illegible]

Project
**10 Madison Court
BUNDOORA**

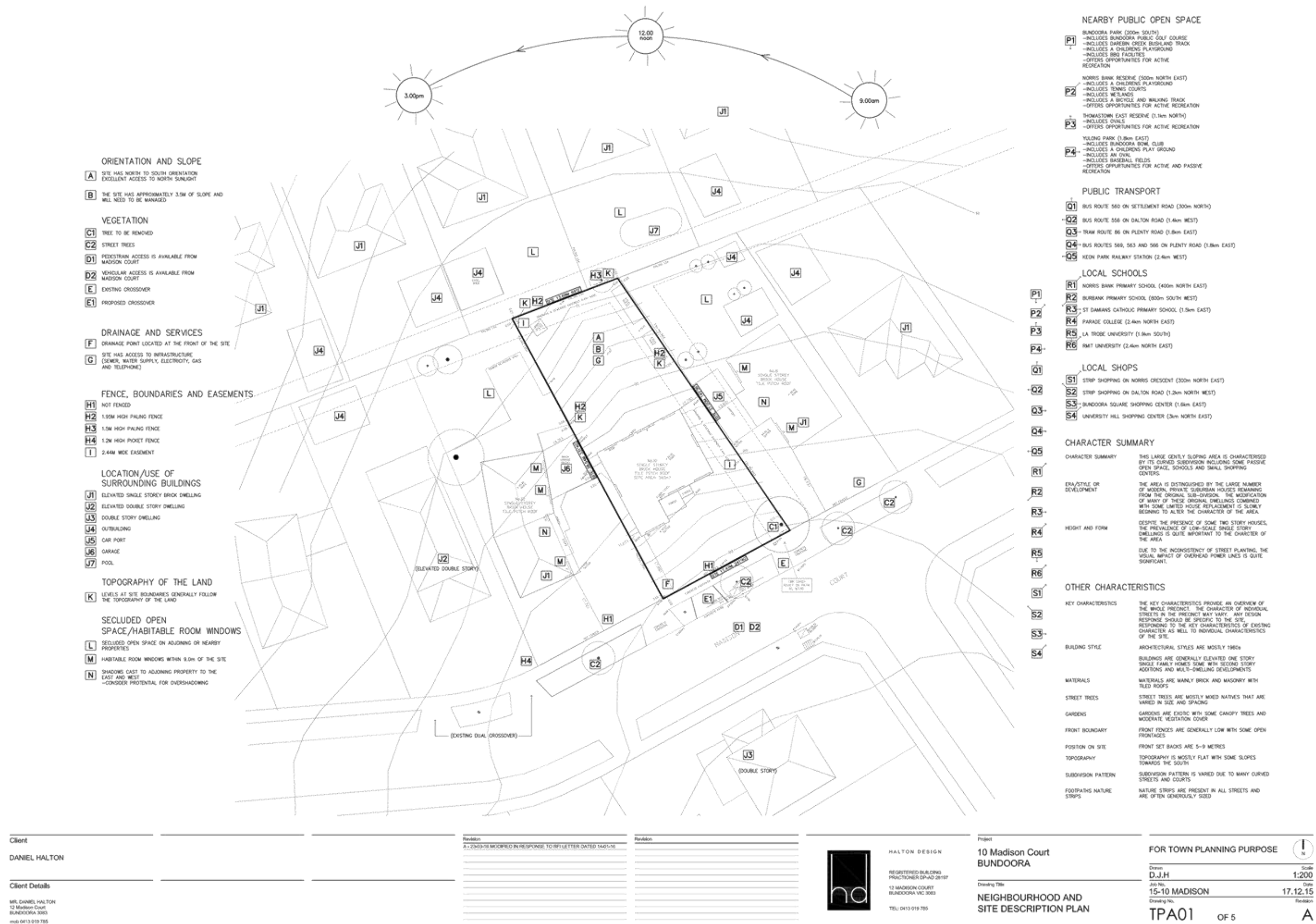
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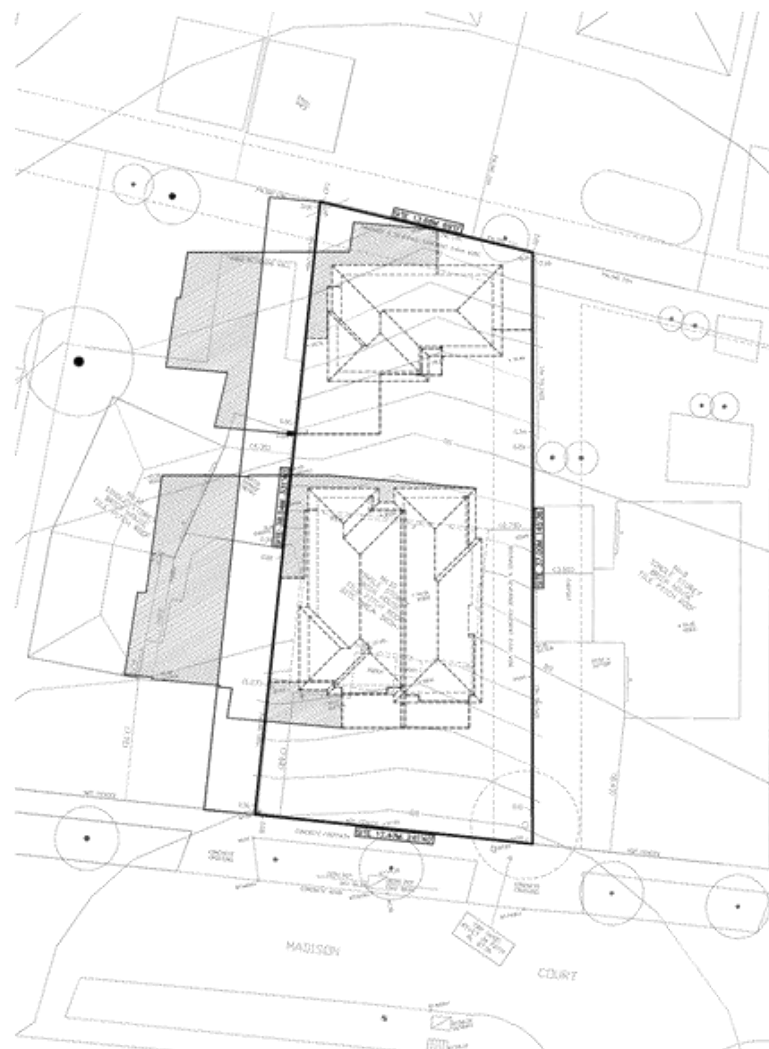
FOR TOWN PLANNING PURPOSES

Drafter
D.J.H.

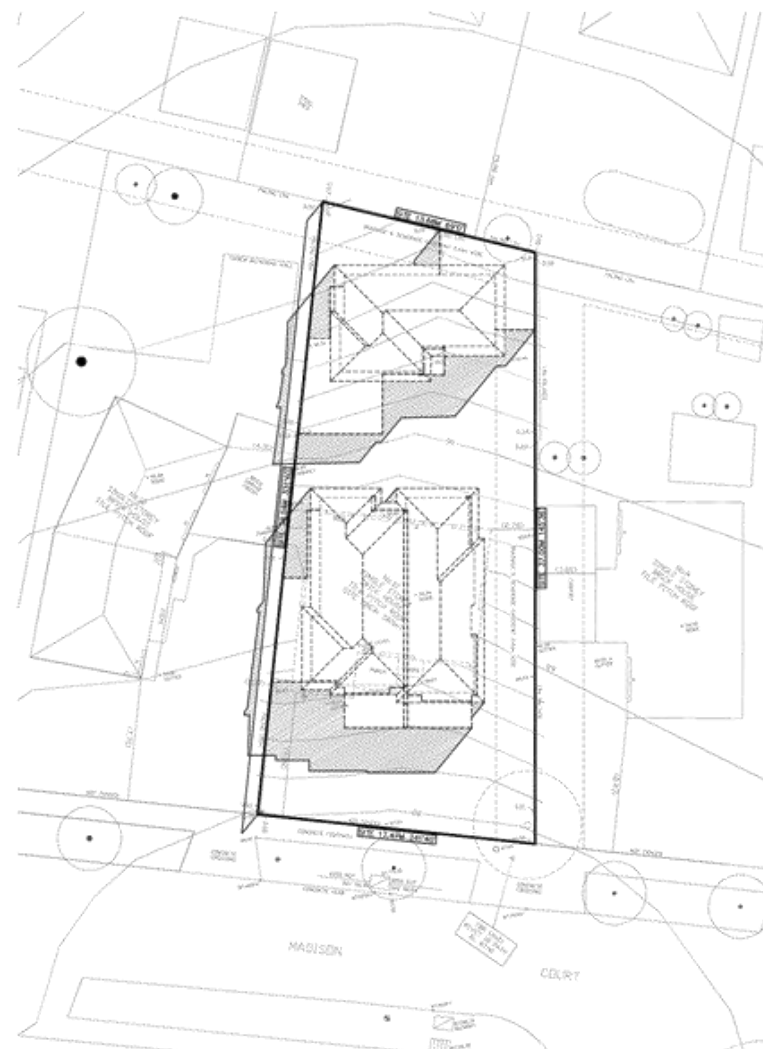
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15-10 MADISON

Drawing No.
TPA04 OF 5

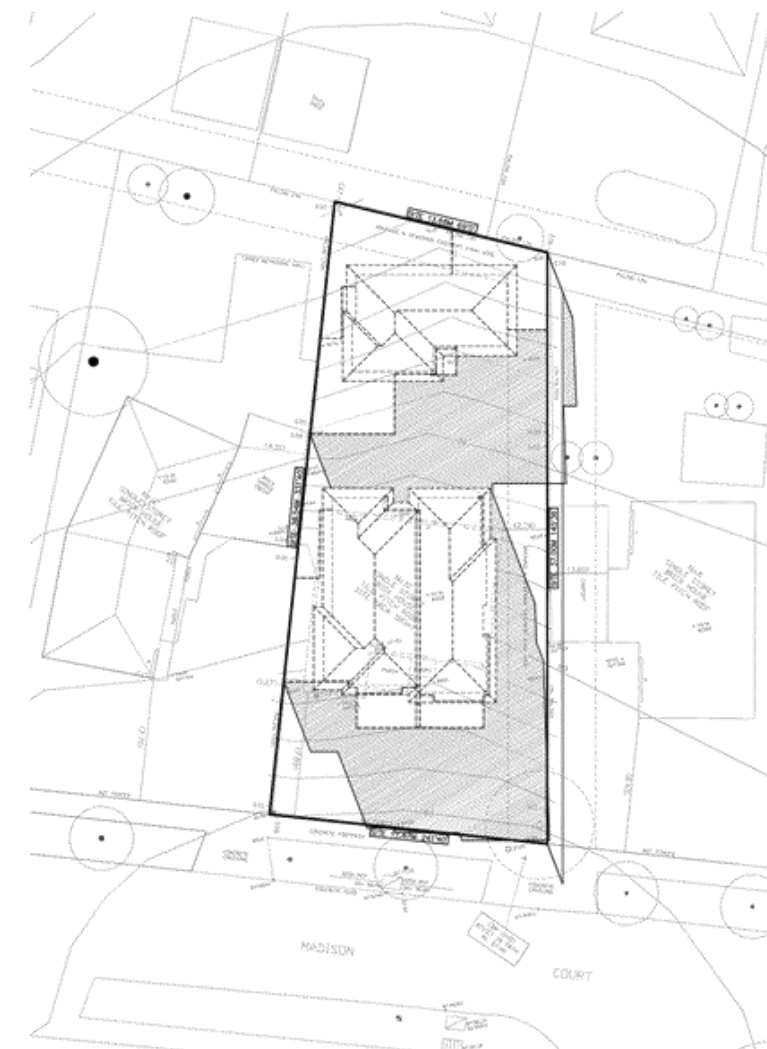




9:00AM SHADOW DIAGRAM
SCALE 1:200



12:00PM SHADOW DIAGRAM
SCALE 1:200



3:00PM SHADOW DIAGRAM
SCALE 1:200

Client		
DANIEL HALTON		
Client Details		
MR. DANIEL HALTON 12 Madison Court BLUNCKENIA, SD 58505 mobi 0413 919 785		

[illegible]

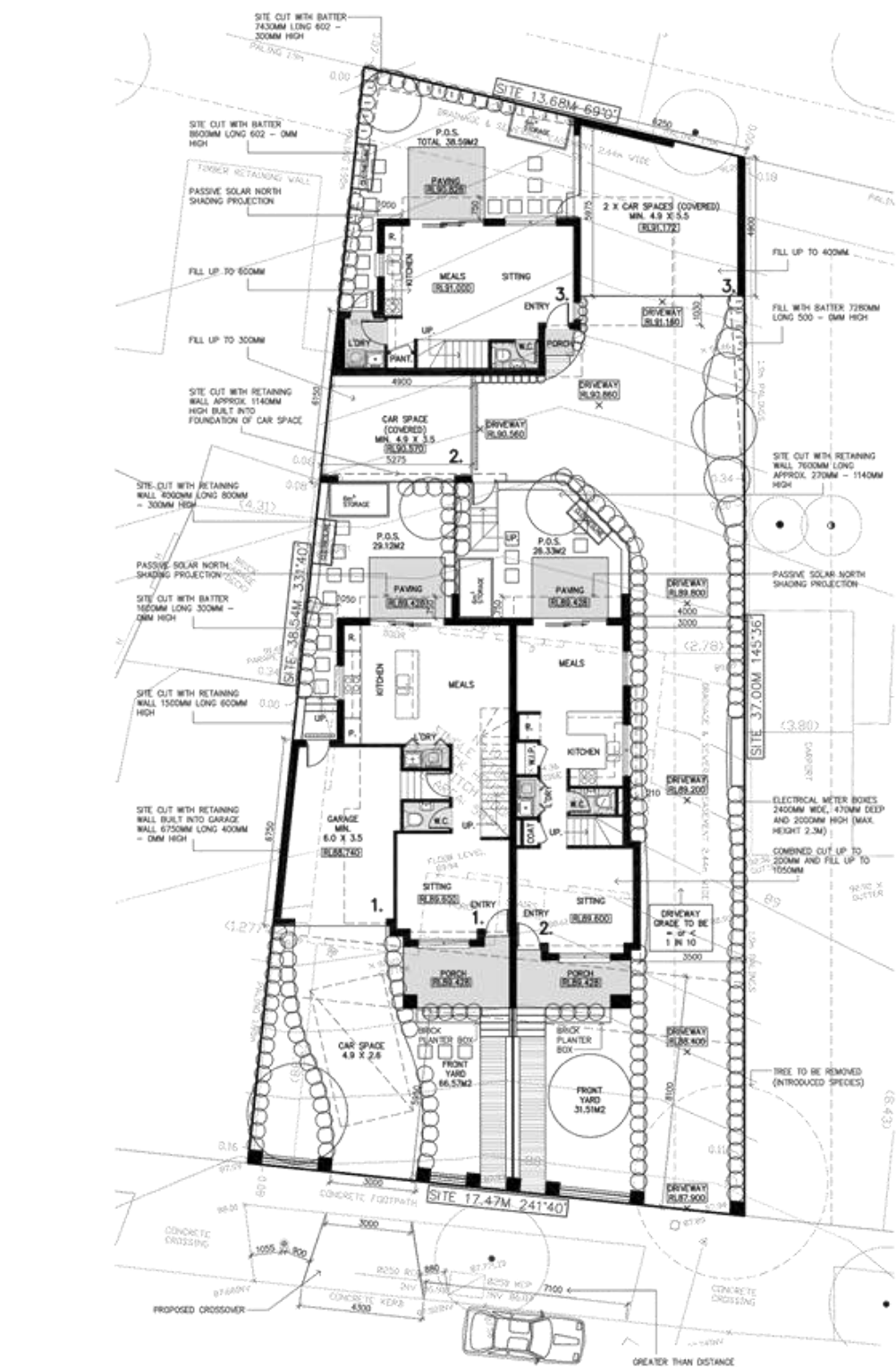
HALTON DESIGN
REGISTERED BUILDING
PRACTITIONER DP-AD 28193
12 MADISON COURT
BUNDORA VIC 3083
TEL: 0413 019 785

Project
**10 Madison Court
BUNDOORA**

Drawing Title
SHADOW DIAGRAMS

FOR TOWN PLANNING PURPOSE

Drawn D.J.H	Scale 1:200
Job No. 15-10 MADISON	Date 17.12.15
Drawing No. TPA05	Revision A
OF 5	



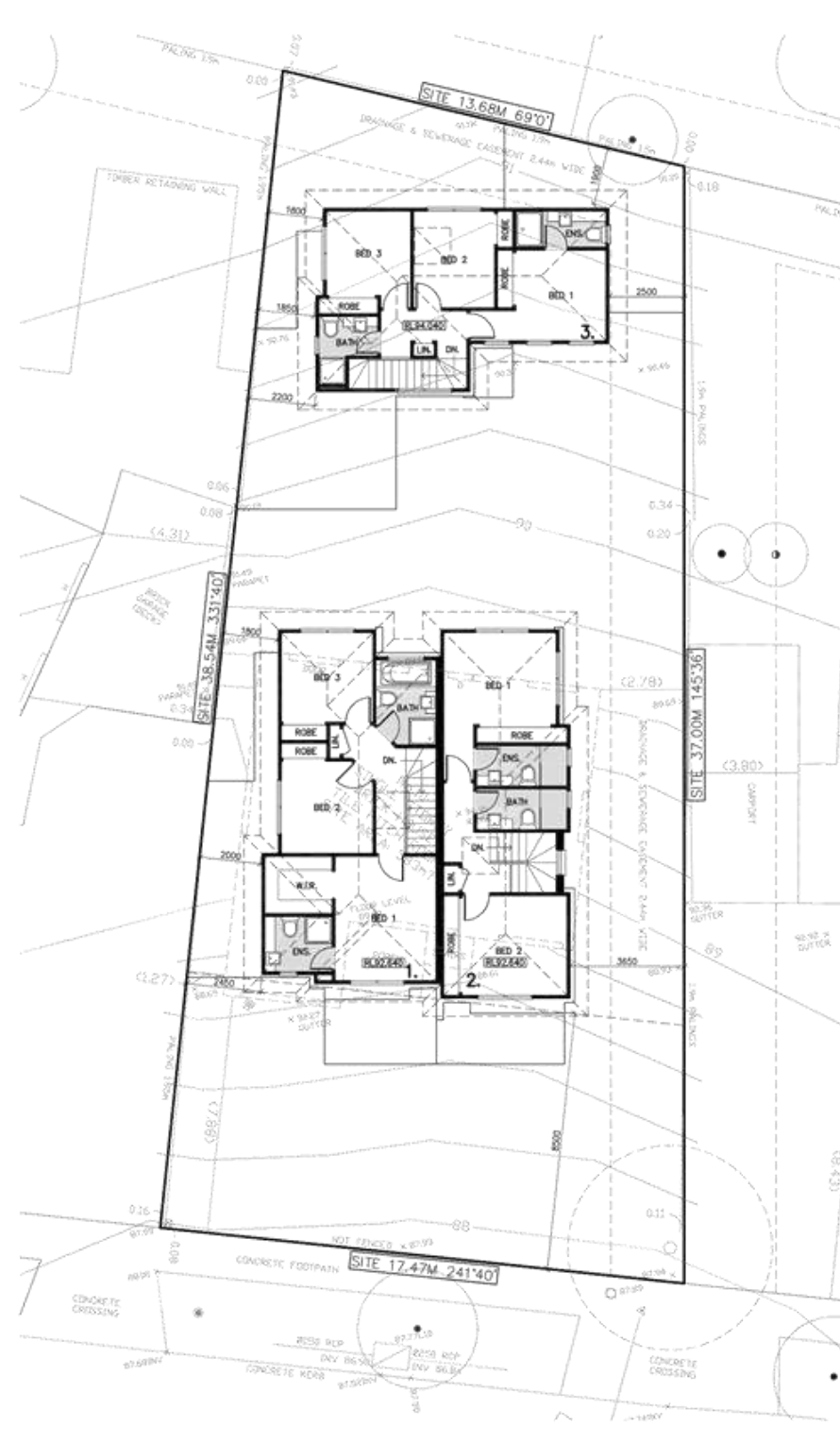
AREA ANALYSIS	
SITE AREA	582 m ²
No. OF DWELLINGS PROPOSED	3
DWELLING 1	
GROUND FLOOR	56.06 m ²
FIRST FLOOR	62.60 m ²
GARAGE	25.48 m ²
PORCH	8.34 m ²
FRONT GARDEN OPEN SPACE	66.57 m ²
SECLUDED PRIVATE OPEN SPACE	29.12 m ²
DWELLING 2	
GROUND FLOOR	50.54 m ²
FIRST FLOOR	51.08 m ²
COVERED CAR SPACE	19.07 m ²
PORCH	7.06 m ²
FRONT GARDEN OPEN SPACE	31.51 m ²
SECLUDED PRIVATE OPEN SPACE	26.33 m ²
DWELLING 3	
GROUND FLOOR	40.32 m ²
FIRST FLOOR	50.87 m ²
2 X COVERED CAR SPACES	31.82 m ²
PORCH	0.89 m ²
FRONT GARDEN OPEN SPACE	01.67 m ²
SECLUDED PRIVATE OPEN SPACE	38.59 m ²
OVERALL GROUND BUILDING AREA	239.58 m ²
PERMEABILITY	27.25 %
SITE COVERAGE	41.16 %

GROUND FLOOR PLAN

SCALE 1:100

Client	DANIEL HALTON
Client Details	MIL DANIEL HALTON 12 MADISON COURT BUNDOORA VIC 3083 mob 0413 019 785

Revision	A - 2003/08 MODIFIED IN RESPONSE TO RPT LETTER DATED 14/01/16



FIRST FLOOR PLAN

SCALE 1:100

Project	10 Madison Court BUNDOORA
Drawing Title	GROUND AND FIRST FLOOR PLANS
Client	DANIEL HALTON
Design	D.J.H.
Job No.	15-10 MADISON
Drawing No.	TPA03
Date	17.12.15
Revision	A
Scale	1:100
OF 5	



DESIGN RESPONSE PAIRN LEGEND

SITE DIMENSIONS AND AREA

- | | |
|-----------|---|
| A | LAND USE AND DENSITY RESPONDS TO:
-LOCATION WITHIN ESTABLISHED RESIDENTIAL AREA
-OVERALL AREA OF 582sqm WITH A FRONTAGE OF 17.5m
-NO INFRASTRUCTURE CONSTRAINTS
-ACCESSIBILITY TO PUBLIC TRANSPORT, OPEN SPACE AND LOCAL SHOPPING |
| B1 | MINIMISING CUT AND FILL REQUIRED THROUGH CONDOE DRAINING DESIGN |
| B2 | NOT LOCATING GROUND FLOOR A SUBSTANTIAL DISTANCE ABOVE NATURAL GROUND |
| C | LOCATING SPOILS/EXPOSED OPEN SPACES TO ENSURE NORTHERN ORIENTATION |
| D | PROVIDING LIVING AREAS WITH DIRECT CONNECTION TO PRIVATE GROUND |
| E | PROVIDING SUFFICIENT SETBACKS TO ALLOW GOOD DAYLIGHT ACCESS TO HABITABLE ROOM WINDOWS |
| G | PROVIDING CAR PARKING AT A RATIO OF TWO CAR SPACES PER 3 BEDROOM DWELLING AND ONE CAR SPACE PER 2 BEDROOM DWELLING INCORPORATING EITHER A SINGLE CAR SPACE AND TANDEM CAR SPACE BEHIND, DOUBLE OR SINGLE COVERED CAR SPACE |
| H1 | EXISTING CROSSOVER TO BE RETAINED |
| H2 | PROPOSED CROSSOVER |

THE PROPOSAL RELATES TO
OTHER DWELLINGS BY:

- I** LAND USE AND DENSITY RESPONDS TO:
LIMITING POTENTIAL FOR OVERSHADOWING TO
ADJOINING PROPERTIES TO THE EAST AND WEST
THROUGH ARTICULATED SHEDDING DESIGN AND
SUBSTANTIAL SETBACKS PARTICULARLY TO THE
EAST
- J** ALL FIRST FLOOR HABITABLE ROOM WINDOWS HAVE
FINE OBSCURE GLAZING TO MINIMUM HEIGHT OF
1'10" ABOVE F.F.L. RESULTING IN NO OVERSHADOWING
TO THE ADJOINING NEIGHBOURS
- K** USE OF CONDENSE ARTICULATED BUILDING FORMS TO
REDUCE THE IMPACT OF OVERSHADOWING
OVERSHADOWING AND OF VISUAL BULK IN THE
STREETSCAPE
- L** THE USE OF BRICK AND MASONRY RENDER
FINISHES AS WELL AS HIPPED ROOF FORMS
ASSISTS IN COMPLEMENTING THE ADJOINING
PROPERTIES AS WELL AS THE ARCHITECTURAL STYLES
COMMONLY FOUND IN THE AREA

THE PROPOSAL AVOIDS FUTURE
MANAGEMENT DIFFICULTIES BY:

- M** LIMITING COMMON PROPERTY TO A SHARED DRIVEWAY
- N** ENSURING THAT PRIVATE AREAS AND SPACES ARE MAXIMISED

THE PROPOSAL RESPECTS,
ACKNOWLEDGES AND IMPROVES
NEIGHBOURHOOD CHARACTER BY:

- O** THE USE OF MATERIALS COMMONLY FOUND IN THE AREA LIKE BRICK, RENDER, AND TILED PITCHED ROOFS WITH HIPPED FORMS
- P** TWO DWELLINGS DIRECTLY ADDRESS THE STREET NETWORK
- Q1** NEW FRONT BRICK AND STEEL PICKET FENCE – MAXIMUM HEIGHT 1200mm
- Q2** NEW DIVIDER HORIZONTAL SLAT FENCE – MAXIMUM HEIGHT 1200mm
- Q3** NEW DIVIDER PAILING FENCE – MAXIMUM HEIGHT 1950mm



Client

DANIEL HALTON

Client Details

MR. DANIEL HILTON
12 Madison Court
BUNDICKA 3000
mob 0413 019 785

Revision

A = 2303-08 MICROBIO IN RESPONSE TO RPT LETTER DATED 1401-16

Review

h

HALTON DESIGN
REGISTERED BUILDING
PRACTITIONER DP-AD 28192
12 MADISON COURT
BRUNDOORA VIC 3083
TEL: 0410 019 785

Project

10 Madison Court
BUNDOORA

**DETAILED SITE ANALYSIS
- DESIGN RESPONSE**

FOR TOWN PLANNING PURPOSE

Drawn
D.J.H
Job No.
15-10
Drawing No.

Scale
1:200
Date
17.12.15
Revision

TPA02 OF 5



PLANNING APPLICATION NO. 715316



-  Subject Land
-  Objector
-  Medium Density Housing



City of
Whittlesea

ESTABLISHED AREAS PLANNING REPORT









PROPOSED ELEVATIONS
SCALE 1:100

EXTERNAL COLOUR AND MATERIAL SCHEDULE

SR	SMOOTH RENDER FINISH
WF	ALL ALUMINIUM FRAMED WINDOWS
CG	ALL COLORBOND GUTTERS
CF	ALL COLORBOND FASCIAE
CR	ROOF FLASH AT 22.5° PITCH
GD	ALL GARAGE DOORS
FB	FACE BRICKWORK
CONC	CONCRETE PAVED DRIVEWAY

EXTERNAL FINISHES SCHEDULE

GARAGE DOORS:
Roller shutter door to garage in selected colorbond finish.

WALLS:
Selected face brickwork to all external walls unless otherwise noted.
Cement render with selected applied finish as shown.

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

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

ROOFS:
Tiled roof in colour as selected by client at 22.5° roof pitch.

- ☐ PROPOSED CLOTHESLINE
fold down - wall or ground mount
- ☐ PROPOSED 6 CUBIC METRE
STORAGE SHED (2.2m wall height
to proposed storage shed)
- ☐ PROPOSED GENERAL WASTE RUBBISH BIN
- ☐ PROPOSED RECYCLE RUBBISH BIN
- ☐ LB - PROPOSED LETTER BOXES

DO NOT SCALE THIS DRAWING
REQUIRED DIMENSIONS TO TAKE PRECEDENCE
OVER SCALE. BUILDERS TO CONFIRM
DIMENSIONS ON SITE PRIOR TO COMMENCEMENT
OF WORKS

NOTE:
SITE & FLOOR LEVELS TO BE CONFIRMED ON SITE
BY BUILDER PRIOR TO COMMENCEMENT OF ANY
WORKS

NO.	COUNT	DATE
1	1	15/02/16
2	1	
3	1	
4	1	
5	1	
6	1	
7	1	
8	1	
9	1	
10	1	

REV.	DESCRIPTION	DATE
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2		
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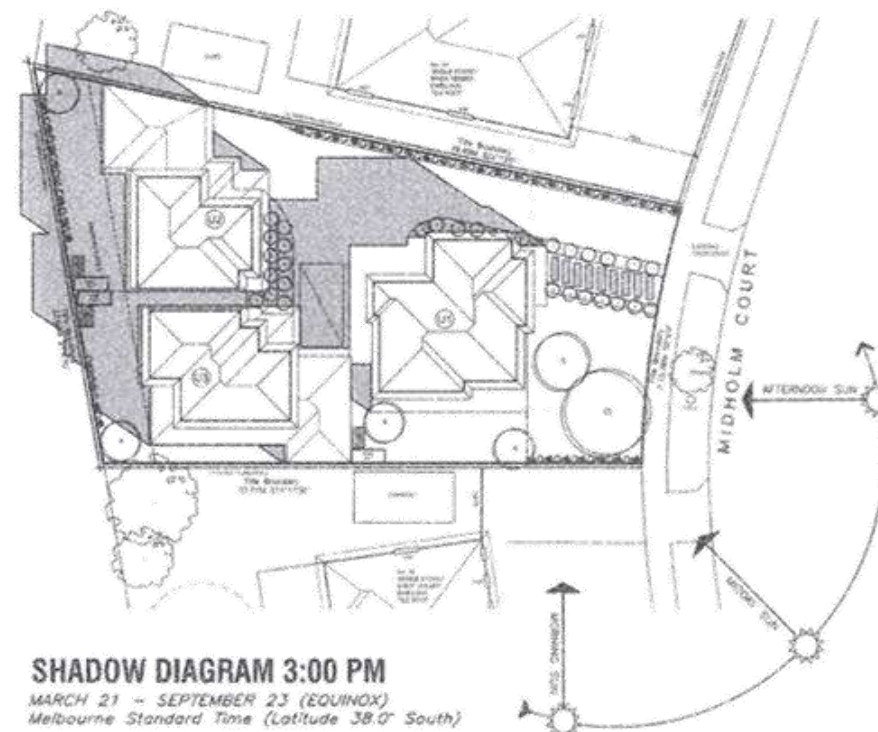
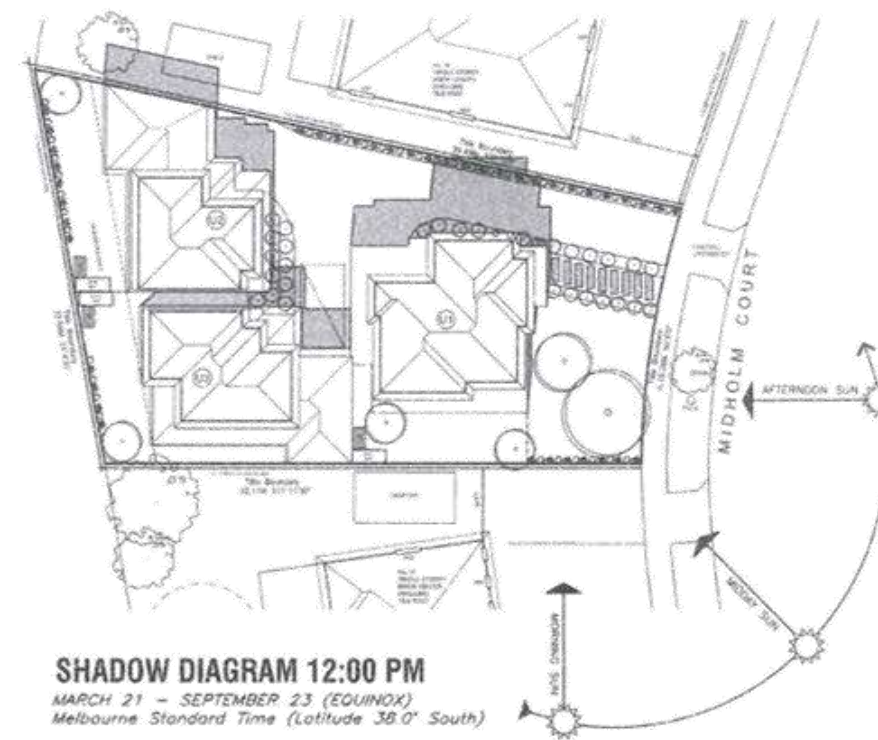
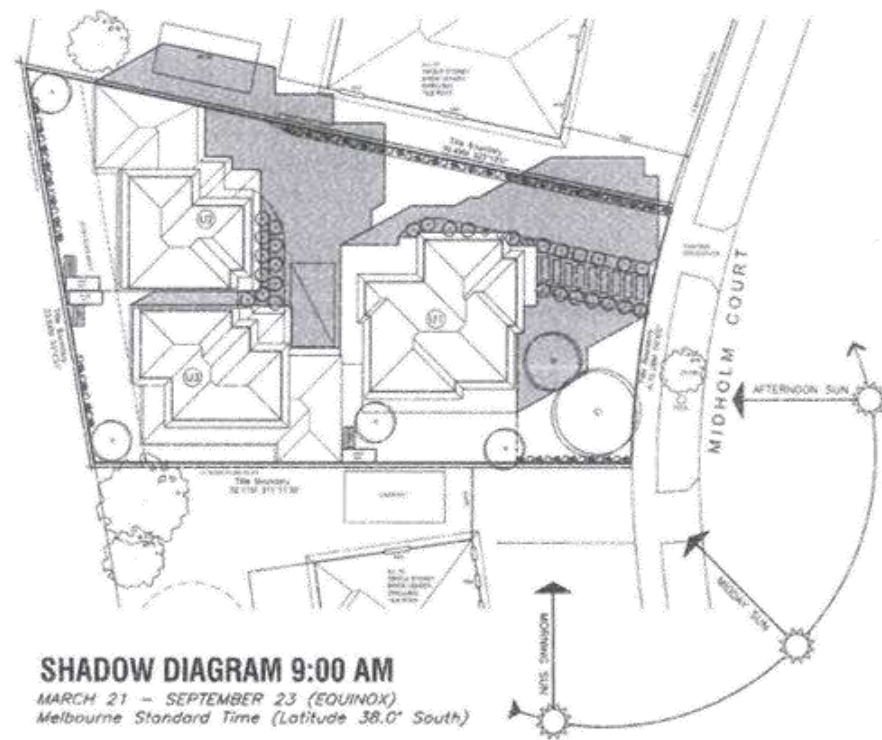
Project: PROPOSED UNIT DEVELOPMENT
AT No. 17 MIDHOLM COURT,
THOMASTOWN, VIC. 3074.

For: Sam Zorba

MS designer living
architectural design

9467 6554 / 0403 566 150
Suite 14/19 Enterprise Drive, Sunshine, 3088
info@msdesignerliving.com.au
www.msdesignerliving.com.au

PROPOSED UNIT DEVELOPMENT AT No. 17 MIDHOLM COURT. THOMASTOWN. VIC. 3074.



PROPOSED SHADOW DIAGRAMS
SCALE 1:200

EXTERNAL FINISHES SCHEDULE






GARAGE DOORS:
Roller shutter door to garage in selected colorbond finish.

WALLS:
Selected face brickwork to all external walls unless otherwise noted.
Cement render with selected applied finish as shown.

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

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


ROOFS:
Tiled roof in colour as selected by client at 12.5° roof pitch.

-  PROPOSED CLOTHESLINE
fold down - wall or ground mount
-  PROPOSED 6 CUBIC METRE
STORAGE SHED (2.2m wall height
to proposed storage shed)
-  PROPOSED GENERAL WASTE RUBBISH BIN
-  PROPOSED RECYCLE RUBBISH BIN
-  LB - PROPOSED LETTER BOXES

DO NOT SCALE THIS DRAWING.
FIGURED DIMENSIONS TO TAKE PRECEDENCE
OVER SCALE. BUILDERS TO CONFIRM
DIMENSIONS ON SITE PRIOR TO COMMENCEMENT
OF WORKS.

NOTE:
SITE & FLOOR LEVELS TO BE CONFIRMED ON SITE
BY BUILDER PRIOR TO COMMENCEMENT OF ANY
WORKS.

REV	DESCRIPTION	DATE
1	ISSUED FOR	18/03/15

	Date:	30/04/2015
	Scale:	1:100@A1
	Alt No:	2014982
	Drawing No:	TDS/5

Project: PROPOSED UNIT DEVELOPMENT
AT No. 17 MIDHOLM COURT,
THOMASTOWN, VIC. 3074.

For: Sam Zupka

MS designer living
architectural design

9461 6954 / 0423 568 100
Suite 14/15 Esplanade Drive, Prahran, VIC 3181
info@msdesignerliving.com.au
www.msdesignerliving.com.au

PROPOSED UNIT DEVELOPMENT AT No. 17 MIDHOLM COURT. THOMASTOWN. VIC. 3074.



Landscape Bond Policy

Category	Owners/Developers
Date of adoption by CMT/Council	22 May 1995
Reviewed	30 August 2016
Directorate responsible	Planning and Major Projects

Policy

Appropriate landscaping integrates new development with the surrounding neighbourhood and provides for attractive and liveable open spaces for residents and workers. Quality landscaping improves site amenity, enhances property values and is an important component in any new development proposal.

The imposition of the landscape bond in 1995 has been successful in achieving greater levels of compliance with endorsed landscape plans, resulting in a higher standard of landscaping being provided within the City.

Council will continue to impose a requirement for a cash bond or bank guarantee on those planning permits where landscaping is an integral part of enhancing or improving the streetscape. For residential developments, the bond is refundable when landscaping has been completed generally in accordance with the endorsed landscape plan.

For industrial and commercial developments, the bond is partially refundable (50%) when landscaping has been completed generally in accordance with the endorsed landscape plan, with the remainder refunded after a period of two years, if the landscaping has been satisfactorily maintained.

The focus of compliance with landscaping plans for the purpose of the return of the landscaping bond will be on the provision of landscaping within the front street setback area and common areas of any new development such as driveways.

Objectives

The landscaping bond condition will generally be imposed on a planning permit for the following categories of development (where applicable):

- All industrial and commercial development.
- Medium density residential development (three or more dwelling developments).

The bond/bank guarantee payable will be calculated at the following rates:-

- Multi-dwellings - \$1,000 per five (5) dwellings or part thereof for developments comprising three or more dwellings.
- Commercial/ Industrial - \$1,000 for every 1,000m² of site area or part thereof.



Upon the satisfactory completion of landscaping, a refund of the landscape bond will be provided within one month. A recommendation to refuse the refund of a landscape bond will be reported to Council for determination.

These objectives will be achieved by:

1. Requiring the following permit condition be included on planning permits for **medium density developments of three or more dwellings**:
 - (i) *Prior to the endorsement of the plans required under Condition **, or at such later date as the Responsible Authority may approve in writing, there shall be lodged with the Responsible Authority an amount of \$***** as security deposit for the satisfactory completion of the landscaping works hereby permitted.*
 - (ii) *Upon completion of the landscaping works generally in accordance with the endorsed landscape plan to the satisfaction of the Responsible Authority, the Responsible Authority will refund the security deposit to the payee.*
 - (iii) *In the event that the permit expires, the Responsible Authority will refund the security deposit to the payee 12 months after the permit expiry date.*
2. The following permit condition being included on planning permits for **commercial/ industrial developments**:
 - (i) *Prior to the commencement of buildings and works hereby permitted, or at such later date as the Responsible Authority may approve in writing, there shall be lodged with the Responsible Authority an amount of \$*** as security deposit of the satisfactory completion and maintenance of the landscaping works hereby required.*
 - (ii) *Upon completion of the landscaping works generally in accordance with the endorsed landscape plan to the satisfaction of the Responsible Authority, the Responsible Authority will refund up to 50 percent of the security deposit to the payee.*
 - (lii) *Upon the maintenance of the landscaping works for a period of two years after completion of such works to the satisfaction of the Responsible Authority, the Responsible Authority will refund to the payee the balance of the security deposit.*
 - (iv) *In the event that the permit expires, the Responsible Authority will refund the security deposit to the payee 12 months after the permit expiry date.*

This Policy will expire on 30 August 2019 unless extended by Council.

Bonding amounts set out in this policy will be indexed annually.

Planning and Environment Act 1987

Panel Report

Whittlesea Planning Scheme Amendment C197 Municipal Strategic Statement Update

16 August 2016

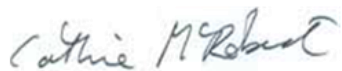
Planning and Environment Act 1987

Panel Report pursuant to Section 25 of the Act

Whittlesea Planning Scheme Amendment C197

Municipal Strategic Statement Update

16 August 2016

A handwritten signature in dark ink, appearing to read 'Cathie McRobert', is positioned above the printed name.

Cathie McRobert, Chair

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List of Abbreviations

GRZ	General Residential Zone
LPPF	Local Planning Policy Framework
MRDAC	Managing Residential Development Advisory Committee
MSS	Municipal Strategic Statement
NRZ	Neighbourhood Residential Zone
RGZ	Residential Growth Zone
RZSAC	Residential Zones Standing Advisory Committee
the Estate	The Peter Lalor Housing Estate

Overview

Amendment Summary			
The Amendment		Whittlesea Planning Scheme Amendment C197	
Common Name		Municipal Strategic Statement Update	
The Proponent		City of Whittlesea	
Planning Authority		City of Whittlesea	
Exhibition		12 January to 26 February 2016	
Submissions		Number of Submissions: eight Seven submissions were resolved and withdrawn.	
Panel Process			
The Panel		Cathie McRobert, Chair	
Directions Hearing		Planning Panels Victoria, 4 August 2016	
Panel Hearing		As the objecting submission did not request to be heard by the Panel, the Panel agreed to Council’s request to conduct the Panel process ‘on the papers’.	
Site Inspections		The Panel did not undertake inspections.	
Directions Hearing Appearances		City of Whittlesea represented by Terry Montebello of Maddocks Lawyers assisted by Naomi Keung and Denise Turner of the City of Whittlesea.	
Date of this Report		16 August 2016	
Document list			
No.	Date	Description	Presented by
1	4 August 2016	Council submission: Directions Hearing	Council
2	4 August 2016	Officer submission to Managing Residential Development Advisory Committee (City of Whittlesea 16 March 2016)	Council

Executive summary

The Amendment

The Amendment proposes to update the Municipal Strategic Statement (MSS) to implement adopted Council strategies and policies. It does not propose to rezone any land.

There is only one unresolved objecting submission, which included a petition with 20 signatures. This submission sought rezoning of land in the Peter Lalor Housing Estate (the Estate) from Neighbourhood Residential Zone (NRZ) to either the General Residential Zone (GRZ) or Residential Growth Zone (RGZ). MSS drafting changes supported by Council addressed the issues raised in other submissions.

Consideration 'on the papers'

The Panel agreed to Council's request that the Panel process be conducted 'on the papers':

- as the objecting submitter did not request to be heard by the Panel.
- on the basis of extensive submissions from Council at the Directions Hearing that the issues raised in the unresolved submission are beyond the scope of the Amendment and the Panel process.

Background

The zoning of the Estate has been contentious. It was a central issue when the Residential Zones Standing Advisory Committee (the RZSAC) considered Amendment C181. The RZSAC recommendations endorsed Council's '*Revised Position*' to apply the RGZ to two areas of the Estate, with the remainder zoned GRZ or NRZ. In October 2015 the Minister for Planning approved Amendment C181, as exhibited, with the NRZ applying throughout the Estate. Council's submission to the Managing Residential Development Advisory Committee (MRDAC) in March 2016 referred to the application of the NRZ to the Estate.

Panel findings

The Panel agrees with Council submissions at the Directions Hearing that rezoning of land in the Estate requested in the unresolved submission is beyond the scope of the Amendment. The Amendment does not propose to rezone any land and the change requested in the unresolved submission is beyond the purpose of the Amendment.

Further, the principles of natural justice would require those who may be affected to have an opportunity to present their views and this has not occurred. Any rezoning proposal(s) would need to be considered through a separate amendment process.

Therefore, the Panel has not addressed the strategic merits of the requested rezoning. The Panel consideration was limited to the issues raised in the unresolved submission. It has not evaluated or formed a view on other aspects of the Amendment.

Panel recommendation

Based on the reasons set out in this Report, the Panel recommends Whittlesea Planning Scheme Amendment C197 be adopted as exhibited with the proposed changes to wording included in Attachment 2 to the Report to 28 June 2016 Council.

1 Introduction

1.1 The Amendment

The Amendment proposes to update the MSS in the Local Planning Policy Framework (LPPF) to implement adopted Council strategies and policies.

The Amendment does not propose any rezoning.

1.2 Resolution and withdrawal of submissions

Seven of the eight submissions¹ relating to the Amendment were resolved following liaison between Council officers and submitters. These submitters provided written advice that they were satisfied that changes in proposed draft wording (included in attachment 2 to the 28 June 2016 report to Council) address the issues in their submission.

1.3 The unresolved objecting submission

Submission 6 from a landowner in the Estate (see Figure 1) included a petition with 20 signatures. The submission requested the rezoning of land from NRZ to either GRZ or RGZ to reflect the intent of Amendment C181.

The brief written submission argued that the requested rezoning of the Estate:

- would be consistent with the zoning of other comparable areas in Lalor and Thomastown.
- accords with planning strategies in the Housing Diversity Strategy.
- was recommended by the RZSAC.
- is appropriate due to the area's proximity to all amenities, including Lalor Station, and the absence of constraints associated with a Heritage Overlay.

Council officers advised the submitter in writing and at a meeting that:

- the rezoning of land is not within the scope of the Amendment and any rezoning of land, if it was appropriate, would need to occur in a new and separate planning scheme amendment.
- MSS Clause 21.09-4 (Change Areas in the Established Suburb) implements Amendment C181 by identifying Housing Change Areas.
- the Housing Change Areas reflect the Housing Diversity Strategy, which identifies the areas in and around the Estate as:
 - 'neighbourhood renewal' areas characterised by medium and higher density housing; or

¹ Council summarised the issues in the submissions that were withdrawn as follows:

- reiterate the importance of protecting Melbourne Airport operations which includes the impact of noise contours and prescribed airspace in the Planning Scheme
- regulate the need to provide adequate separation buffers between industry and sensitive uses
- utilise best practice guidelines for landfills and other EPA guidelines
- identify the bushfire risk within the municipality
- identify the importance of Aurora Development Plan for commercial and employment purposes
- identify the importance of the Tram route 86 extension and provide support for multimodal transport hubs.

- 'neighbourhood interface' areas characterised by medium and standard density housing.

The submitter was not satisfied with this response and requested the matter be considered by an independent Planning Panel.



Figure 1 Peter Lalor Housing Cooperative Precinct and the broader Saxil Tuxen Estate (source: Council Directions Hearing submission)

1.4 Background to the proposal

The Planning Scheme Review Project

Council's Planning Scheme Review Project² recommended staged updating of the Whittlesea Planning Scheme. The Amendment is the third amendment that implements the updating of the LPPF.

Amendments C159 and C177, which were completed in November 2012 and March 2014 respectively:

- removed provisions which duplicate content in the State Planning Policy Framework or Victoria Planning Provisions.
- restructured the MSS to more clearly align the SPPF themes.

² The Planning Scheme Review Project and proposed implementation plan were endorsed by Council on 17 May 2013.

Housing Diversity Strategy

Council's Housing Diversity Strategy³ for the established residential areas of the municipality seeks to provide greater certainty about the extent of change to be expected in different areas. It identifies Housing Change Areas, preferred locations for housing growth, and the mix of housing types required to cater for changing household types. The Housing Diversity Strategy identifies the following Housing Change Areas:

- Urban Renewal (higher density housing encouraged)
- Neighbourhood Renewal (medium and higher density housing encouraged)
- Neighbourhood Interface (medium and standard density housing encouraged)
- Suburban Residential (standard density housing encouraged)
- Whittlesea Township (medium and standard density encouraged in the Township Diversity area and standard density encouraged in the Township Residential area).

Reformed Residential Zones - Amendment C181

The Housing Change Areas informed the transition to the reformed residential zones which Council decided to implement in stages:

- Amendment C182 (approved October 2014) translated all newly developed residential growth areas to the new residential zones.
- Amendment C181 (approved October 2015) implemented objectives of the Housing Diversity Strategy in the MSS and applied the RGZ and NRZ, with the default schedules, in Whittlesea's established areas.
- Implementation of schedules to the Residential Zones is expected to occur in 2017.

Council advised that the exhibited Amendment C181 applied the NRZ to the Estate. However, in response to submissions and in line with the housing change area criteria set out in the Housing Diversity Strategy, Council supported applying:

- the RGZ to the north and south of the Estate (see Figure 2 'blue shading the Revised Position').
- the GRZ (green shading) for the most intact housing area of the Estate.
- the NRZ (orange shading) to the remainder of the 'broader Estate'.

The RZSAC considered Amendment C181 and associated submissions, a large proportion of which were about the zoning of the Estate. The RZSAC:

- concluded that *'the Housing Diversity Strategy is broadly sound and that it is appropriate to include it as a reference document in the Whittlesea Planning Scheme'*.
- expressed the view that the Estate is an *'area of the municipality where 'character' has been specifically identified as part of a detailed strategic study of the broader Saxil Tuxen Estate. The Committee accepts that parts of this area are no longer intact as a result of change that has occurred since the study was completed. The Committee further accepts the submissions which pointed out the locational attributes of this precinct. However, on balance, the Committee believes that the part of the precinct which is described as the intact core should have the General Residential Zone applied so that any development is at least 'respectful' of the identified character. The Committee believes that only the Station Street frontage may be appropriate to have some higher density development as*

³ In December 2013 Council adopted its Housing Diversity Strategy 2013 – 2033.

it now contains few if any houses reflecting the character of the area. The Committee also believes this could be dealt with under a Schedule to the General Residential Zone.'

- recommended the Revised Position adopted by Council in respect of the Estate, that is, RGZ was recommended for two areas of the Estate, with the remainder identified as GRZ or NRZ.

Council's submission at the Directions Hearing advised:

26. *The Minister subsequently approved Amendment C181 as a section 20(4) amendment on 22 October 2015. The Minister did not support the Advisory Committee's (and therefore Council's Revised Position) recommendations in respect of the Estate, and instead approved Amendment C181 as exhibited, applying the NRZ throughout.*

Implications of the Minister's decision

27. *Council has been undertaking further work to understand the implications of the Minister's decision in relation to Amendment C181 and how it sits with the Housing Diversity Strategy. That is, it has been recognised that certain Housing Change Areas in the Housing Diversity Strategy are now inconsistent with the residential zones that have been applied by the approved version of Amendment C181. One such inconsistency arises in respect of the Estate land.*
28. *More particularly, in clause 21.09-4 (Change Areas in the Established Suburbs) of the Scheme, Map 6 (Housing Change Areas) illustrates Neighbourhood Renewal Areas in two areas of the Estate as illustrated below. (see Figure 2 below)*
29. *The Panel will observe that parts of the Estate are designated 'Neighbourhood Renewal', consistent with Council's position before the Advisory Committee in September 2014.*
30. *The table to clause 21.09-4 identifies Neighbourhood Renewal Areas as:*

Areas within close proximity to the Lalor, Thomastown and Bundoora Neighbourhood Activity Centres, public transport and a good mix of community services and facilities, will be characterised by medium and higher density housing that is appropriate in a neighbourhood context such as townhouses, multi-units, small scale apartments, and shop-top housing and mixed use developments
31. *This designation in the Housing Diversity Strategy is at odds with the current NRZ zoning across the Estate land. However, this current zoning is a result of a Ministerial decision not to rezone the areas as sought by Council following submissions and recommended by the Advisory Committee.*

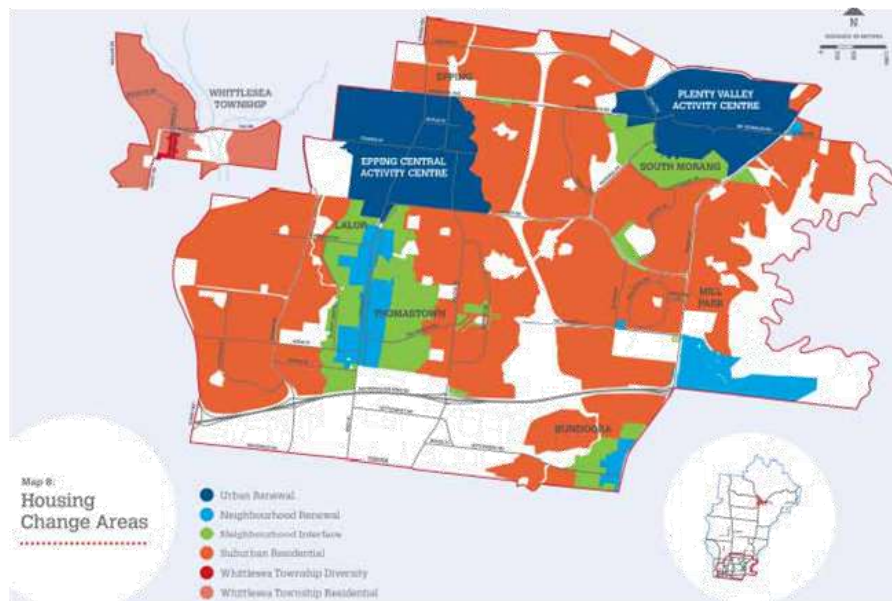


Figure 2 Clause 21.09-4 (Change Areas in the Established Suburbs) Housing Change Areas (source: Council Directions Hearing submission)

The Managing Residential Development Advisory Committee

The Minister appointed the MRDAC to:

- a. Consider the process by which the new residential zones were implemented.
- b. Review the current application of the zones that allow for residential development in the context of managing Melbourne and Victoria's residential growth in a sustainable manner and improving housing affordability.
- c. Advise on the level of evidence and justification needed when preparing relevant planning scheme amendments.
- d. Recommend improvements to the residential zones.
- e. Provide councils, the community and the industry with an opportunity to be heard.

It is important to note that the MRDAC Terms of Reference state:

It is not the role of the Committee to consider requests to rezone specific sites.

At the Directions Hearing, Council tabled the officer submission to the MRDAC. That submission expressed concern about, amongst other things, the lack of transparency in the approval of Amendment C181 by the Minister in October 2015, with more extensive areas of NRZ being applied than advocated by Council or the Advisory Committee.

At the Directions Hearing Council highlighted that the Minister's decision about the zoning of the Estate was made less than a year ago.

The MRDAC recently submitted its report to the Minister.

1.5 Issues dealt with in this report

The Panel has considered the remaining written submission, as well as submissions presented by Council at the Directions Hearing. It also referred to:

- documents provided by Council with the request to appoint a Panel. These include the exhibited Amendment and reports (and attachments) to the 26 June 2016 and 27 October 2015 Council meetings.
- Amendment C181 documents, including associated reports to Council and the RZSAC report.

This report deals with the issues raised by the unresolved objecting submission under the following headings:

- Would the requested change 'transform' the Amendment?
- The merits of the requested rezoning.

The Panel's consideration of the Amendment is confined to the issues raised in the unresolved objecting submission. It has not reviewed or formed any opinion on other aspects of the Amendment.

2 Issues raised in the objecting submission

2.1 Would the requested change 'transform' the Amendment?

(i) Submissions

Council acknowledged that the issues raised in the unresolved objecting submission stem from the outcomes of the Amendment C181 process (see Chapter 1.4).

Council submitted that rezoning land in the Estate would constitute a significant change of substance that is beyond the scope of the purpose of the Amendment. Mr Montebello, for Council, argued that the requested rezoning of the Estate would 'transform' the Amendment from a policy implementation amendment to a rezoning amendment. He submitted:

39. *A 'transformation' is commonly understood to be altering an amendment to the point where it is something quite different from that originally proposed.*
40. *Whether a change amounts to a transformation involves considering what the purpose of the amendment is and what the purpose of the change is. This principle stems from a great deal of planning panel precedent which considers the issue. ...*
41. *Other principles from the various reports include that:*
 - *if by modifying a proposal a good outcome will be achieved which overcomes legitimate and reasonable concerns, it is better to do so as part of the current amendment than to reject it and require the process to be recommenced;*
 - *changes in form are less likely to amount to a transformation of an amendment;*
 - *changes in substance more readily amount to a transformation of an amendment;*
 - *in any event, the rules of natural justice must be satisfied, that is, the requirement that all matters upon which a decision will be based are revealed to all parties and they are given an opportunity to be heard.*

Mr Montebello also queried whether the existing Ministerial Authorisation would extend to such a change and whether the Minister would consent to amending the Ministerial Authorisation:

44. *In Council's submission the implications of a significant change to the purpose of the Amendment such as what is proposed by Submitter #6, may result in the need for re-authorisation and / or a full or partial re-exhibition of the Amendment. We submit that this is a substantive procedural issue that means that even if there was any merit to the submission, it is not possible to deal with the matter as part of this Amendment.*

Council submitted that a rezoning proposal will require a separate planning scheme amendment process.

(ii) Discussion

The Panel notes that the zoning of the Estate is contentious, as Amendment C181 involved consideration of competing views from residents about how their neighbourhood should be zoned.

The Panel agrees with Council that the requested rezoning of land in the Estate is beyond the scope of the Amendment and therefore this Panel process.

Firstly, the Amendment does not propose any rezonings and to change the zoning of land would transform the purpose of the Amendment.

Secondly, it would be contrary to the principles of natural justice to consider and make recommendations relating to the merits of the requested rezoning of the Estate as part of the current Panel process. The Act⁴ requires a panel to act according to equity, good conscience and the rules of natural justice. This involves, amongst other things, giving adequate notice of what is proposed to those who may be affected and providing them with a reasonable opportunity to present their views. It also involves ensuring that matters that may influence a Panel recommendation are revealed to all parties.

At the Directions Hearing the Panel queried whether the submitter, being a lay person, may (implicitly) also be seeking support in the LPPF for a future amendment to advance the rezoning requested. Council responded that Amendment C181 introduced Clause 21.09-4 (Change Areas in the Established Suburbs) and the associated 'Housing Change Areas' map (see Figure 2 of this report) and these MSS provisions already establish a strategic planning framework that supports a change in zoning for parts of the Estate.

The Panel notes Council advice that a separate Amendment relating to the land in question is proposed.

Panel conclusions

- The requested rezoning of land in the Estate is beyond the scope of the Amendment as it would transform the purpose of the Amendment and others who may be affected have not had an opportunity to present their views.
- The zoning of land in the Estate is contentious and any rezoning proposal(s) should be considered through a separate amendment process.

2.2 The merits of the requested rezoning

In view of the above conclusions, the Panel has not considered what zoning is appropriate for the Estate or the attributes of the land referred to in the unresolved submission in support of an alternative zoning of some land in the Estate.

⁴ Section 161.

Community Safety and Crime Prevention Policy 2016



City of
Whittlesea

Category	This policy applies to all Councillors, Council staff and volunteers
Date of Adoption by Council	TBC –Council Meeting 30 August 2016
Directorate Responsibility	Community Services

Policy statement

The City of Whittlesea is committed to working in partnership to improve community perceptions of safety and support crime prevention activities locally to strengthen community and social connectedness.

Objectives

The objectives of this policy are to:

- Ensure community safety planning and activity is informed by Federal and State policy and a comprehensive understanding of the local context in relation to drivers of crime, data, trends and impacts.
- Facilitate community and stakeholder engagement to inform community safety planning and implementation.
- Maximise community safety outcomes through improved collaboration across Council departments and with external stakeholders and community.
- Apply an equity lens to planning, implementation and analysis of data and evidence including crime trends to ensure greater focus on areas of highest need.
- Support advocacy for an active, local police presence and equitable access to justice and corrections services for the community.

City Of Whittlesea – Community Wellbeing

Document Name:	Community Safety and Crime Prevention Policy	Date:	24 June 2016
Document Owner:	Elizabeth Meade, Community Safety Officer	Version:	1.1
Approved By:		Page Number:	Page 1 of 4

Policy principles

Evidence Council planning is responsive to community needs and the local context and is informed by evidence and good practice models.

Partnerships An integrated collaborative approach to planning across Council Departments, community organisations and the community with a broad range of relevant stakeholders is required to effect positive community outcomes. This will include but not be limited to Council Departments, residents, community organisations, Victoria Police and the Community Safety and Crime Prevention Committee.

Prevention Council has a focus on crime prevention. This requires a multi-level, (individual, organisational, community) multi-strategy approach and a focus on specific settings.

Consultation & engagement Planning is informed through engagement with a broad range of stakeholders, at the local level in key settings, to develop responsive relevant approaches which reflect community needs.

Advocacy Council in partnership with the Community Safety and Crime Prevention Committee and other stakeholders as determined will advocate for a police presence, justice and corrections services and improved community safety outcomes for the community.

Integrated planning Integrated planning and advocacy will support shared outcomes across Council priorities including Family Violence, Community Building and Prevention of Alcohol related Harm.

Context/rationale

When individuals feel safe within their community, they are more likely to experience greater levels of social connections and trust, and are more likely to experience improved health and wellbeing outcomes. Action to address crime and community safety has strong synergies with community building, good health and wellbeing and improved access to employment, education and training. Perceptions of neighbourhood safety are linked with health outcomes.

Local government plays a key role in creating the environment which supports health and wellbeing. The Public Health and Wellbeing Act 2008 requires councils to prepare a four-year municipal public health and wellbeing plan which sets goals and priorities to enable people living in the municipality to achieve maximum health and wellbeing. Feeling safe in the community enhances social connection and trust and improves health and wellbeing outcomes.

Local governments support community safety in many ways such as provision of local services, creating opportunities for social participation, providing access to local facilities and undertaking strategic planning for health and wellbeing. Local government is well-placed to lead and participate in crime prevention activity due to its functions and relationships to the community and other key partners.

City Of Whittlesea – Community Wellbeing Department

Document Name: Community Safety and Crime Prevention Policy
Document Owner: Elizabeth Meade, Community Safety Officer
Approved By:

Date: 24 June 2016
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Key linkages

City of Whittlesea Council Plan & Municipal Public Health and Wellbeing Plan 2013-2017

The Council Plan and Municipal Public Health and Wellbeing Plan 2013-2017 outlines the **Council Goal 5.3** *Council will support action to increase community safety, enhance perceptions of community safety and prevent crime across the municipality and;*

Actions:

- I. Partner with Victoria Police to establish a local community Safety Committee
- II. Prioritise opportunities in Local Area Community Safety Profile with a focus on social prevention and Crime Prevention Through Environmental Design (CPTED) in partnership with the Department of Justice

City of Whittlesea Community Building Policy

Community Building actively fosters strong, resilient and connected communities, amplifies local community voices, and enhances the capacity of communities and individuals to achieve their goals. A community building approach requires people, groups and organisations to work together to build connections, understanding and confidence. This enables shared identities and aspirations to emerge and builds a sense of collective responsibility for community wellbeing.

Parliamentary Inquiry into Locally Based Approaches to Community Safety and Crime Prevention (2012)

The inquiry focussed on the process and models through which effective crime prevention policy and programs can be developed and implemented at a local level and the partnerships that can be formed to make this happen. It provides specific recommendations for implementing crime prevention and community safety strategies for local governments.

National Crime Prevention Framework

A resource which outlines the most effective approaches to the prevention of crime; and provides guidance by way of information on best practice to assist with the development of appropriate policies, strategies and programs to address crime problems.

Community Crime Prevention Framework

This framework from the Department of Justice and Regulation focuses on supporting local community crime prevention and outlines the State Government strategic priorities.

City of Whittlesea Local Area Community Safety Plan

In 2012, the North Metropolitan Regional Justice Reference group, a sub-committee of the North West Regional Management Forum, facilitated the development of a City of Whittlesea Local Area Community Safety Plan informed by local stakeholder consultations which identifies good practice examples of work being undertaken and key opportunities for action.

Other City of Whittlesea Policy, Strategies and Plans

- Draft Advocacy Strategy (2016)
- Anti-racism Strategy (2015-2019)
- Community Building Policy and Strategy (2016)
- Community Safety and Crime Prevention Strategy (2016-2020)
- Connect A municipal plan for children, young people and their families in the City of Whittlesea (2013 to 2018)
- Family Violence Strategy (2014-2018)
- Gambling Strategy (2014-2024)

City Of Whittlesea – Community Wellbeing Department

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- Growing Our Economy (in development)
- Open Space Strategy (2026)
- Draft Preventing Alcohol Related Harm in the City of Whittlesea Policy and Action Plan (2016)
- Road Safety Strategy (in development)
- Spaces 8 to 12+ (2013-2018)
- Youth Plan (2030)

City Of Whittlesea – Community Wellbeing Department

Document Name: Community Safety and Crime Prevention Policy

Date: 24 June 2016

Document Owner: Elizabeth Meade, Community Safety Officer

Version: 1.1

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Community Safety and Crime Prevention Strategy

2016-2020

Acknowledgement of Traditional Owners

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.

A message from the Mayor

I am pleased to present the City of Whittlesea Community Safety and Crime Prevention Strategy 2016-2020. This strategy reflects a partnership approach to prevent crime and improve community safety for our residents.

We know that community safety is one of the most significant issues for our residents. Our Annual Household Survey consistently tells us that our community want Council to take action to prevent crime and improve safety. Negative perceptions of safety are a barrier to residents accessing local open space and impacts on the health and wellbeing of our community in many different ways.

Council has a role as a provider, facilitator and advocate to improve community safety and help to reduce crime. This Strategy will help us to work more collaboratively with our agencies and local police. Progress will only be made with sustained partnership and collaborative efforts.

This Strategy articulates 10 themes that we will deliver on over the next four years as we work together with our community and local agencies to prevent crime and improve community safety for all.

I would like to thank everyone who has been involved in the development of the Community Safety and Crime Prevention Strategy 2016-2020, and particularly recognise the invaluable role of the agency members of the Community Safety and Crime Prevention Committee.

Cr Stevan Kozmevski

Mayor

-

A message from the Local Area Commander Victoria Police

I am proud to have been involved in the development of the Community Safety and Crime Prevention Strategy because it is a critical step to progress a whole-of-community approach to policing issues. Sir Robert Peel, the founder of modern policing, is quoted as saying:

The police are the public and the public are the police; the police being only members of the public who are paid to give full time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.

I know from my many years involved in community safety and crime prevention that Police cannot adequately address these issues on their own. We need the support of our local council, support agencies, community groups, business owners and the residents themselves. We are very lucky in the City of Whittlesea that we are predominantly a community who are prepared to be involved, who do support each other and who look after each other. In many ways, the CS&CP Committee is representative of those values because we are representatives of the community.

Agencies represented on the Committee, together with Council and Police, are involved in delivering services to and advocating for the residents of the City of Whittlesea. This Strategy outlines the broad themes we will focus on, what success will look like over time and tools to measure our progress. It is a structured representation of what we will be doing (and in many cases what we will continue to do) to keep the community safe and minimise crime.

I congratulate my committee partners for developing the Strategy and I look forward to its co-operative implementation.

Inspector Paul F. Tysoe B.A. Police Studies, GradCert Applied Mngt, GradDip Exec. L'ship
Co-Chair Community Safety & Crime Prevention Committee

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Executive summary

Action to address crime and community safety has strong synergies with community building, good health and wellbeing and improved access to employment, education and training. When individuals feel safe within their community, they are more likely to experience greater levels of social connection and trust, and are more likely to become engaged with other members of the community. Perceptions of neighbourhood safety are linked with health outcomes.

This Strategy was developed in partnership with the Community Safety and Crime Prevention Committee and seeks to outline the City of Whittlesea's commitment to improve community safety and minimise crime in partnership with local police and agencies. The Strategy seeks to prioritise social crime prevention approaches - approaches that support action to address socio-economic factors such as disengagement with education and unemployment which are correlated with incidence of crime.

There are ten goals outlined in the Strategy which will guide the work of the City of Whittlesea and the Community Safety and Crime Prevention Committee for the next four years.

Goals:

1. The built environment is safe, welcoming and promotes community connection
2. Crime against public and private property is minimised
3. Young people have education pathways and meaningful employment opportunities
4. Dangerous driving is minimised
5. Harms and negative impacts of financial vulnerability on community safety are minimised
6. Harms from alcohol are minimised
7. Harms from illicit drugs are minimised
8. Women and children live free from family violence
9. Employment programs are provided for key population groups
10. Negative community safety impacts from electronic and online crime are minimised

These goals inform the Community Safety and Crime Prevention Committee's annual action plan. The Action Plan articulates crime prevention and advocacy actions to improve community perceptions of safety and minimise crime.

Background

In 2012, the City of Whittlesea and key external stakeholders were involved in a partnership with the Department of Justice and Regulation to develop a 'Local Area Community Safety Profile' which brought together key crime and safety data with social indicators to develop a profile outlining key areas of focus to prevent crime and improve safety. The City of Whittlesea was identified by the Department of Justice and Regulation for this work due to lower than Victorian average perceptions of safety, high levels of residents with outstanding warrants, the number of prisoners who identified City of Whittlesea as their place of residence upon incarceration and for exceeding the Victorian average of people on Community Correctional Services orders living in municipality.

Further to this, community consultations and data analysis undertaken for the City of Whittlesea Community Plan in 2012 identified community safety as a priority issue for Council to address. Subsequently, the City of Whittlesea Council Plan and Municipal Health and Wellbeing Plan 2013-2017 included a goal *Council will support action to increase community safety, enhance perceptions of community safety and prevent crime across the municipality*. From here, an action to develop a strategy to articulate Council's role in community safety and crime prevention was included and work commenced in partnership with Victoria Police to establish a committee.

The Community Safety and Crime Prevention (CS&CP) Committee was established in 2015 and is a partnership between Victoria Police and City of Whittlesea. The CS&CP Committee is resourced by the City of Whittlesea's Community Safety Officer and is co-chaired by the Local Area Commander of Victoria Police and the Director Community Services of City of Whittlesea. The CS&CP Committee agencies represent a range of community settings and population groups and work across the framework of crime prevention interventions.

Members of the CS&CP Committee:

- City of Whittlesea (Aged and Disability, Youth Services, Community Inclusion, Parks and Open Space, Jobs and Investment, Community Wellbeing, Local Laws)
- Department of Justice and Regulation
- Hume Whittlesea Local Learning and Employment Network
- Neighbourhood Watch
- Northern Hospital
- Plenty Valley Community Health
- Uniting Care ReGen
- Victoria Police
- Whittlesea Community Connections
- Youth Support and Advocacy Service

The City of Whittlesea developed this Strategy in partnership with the CS&CP Committee through a series of facilitated workshops exploring evidence, local research and data. Themes were identified and tailored actions were developed to

address the community safety and crime prevention needs identified. Early on in these workshops the CS&CP Committee identified extensive work being undertaken that is locally focussed on family violence, including:

- the Whittlesea CALD Communities Family Violence Project
- the 'Hamdel Project' – a prevention project working with the Iranian community
- City of Whittlesea's Family Violence and Gender Equity Strategies
- Other agency's strategies and plans
- the work of specialist family violence services, Victoria Police and many other agencies

The CS&CP Committee therefore concluded that this Strategy would not seek to include any additional actions to address family violence and as such includes a reference to implementation of the City of Whittlesea Family Violence Strategy. The Strategy will address engagement in crime and negative community perceptions of safety in partnership with the CS&CP Committee.

Further, during development of this Strategy, Council resolved to establish a Road Safety Committee and develop a Road Safety Strategy. As such, the CS&CP Committee concluded that particular action to address road safety issues and crime would be articulated through the Road Safety Strategy and are therefore not included in this Strategy.

This is a Council Strategy which articulates the important work of Council but particularly emphasises the partnerships and collaboration required to undertake successful crime prevention work. The accompanying Action Plan 2016-2017 outlines the collective work of the CS&CP Committee agencies including some actions for Council.

Consultation and engagement

Consultation will be held as required to shape implementation of actions within the plan to ensure responsiveness to community need. Continued engagement with community through the CS&CP Committee agencies will inform the implementation of the action plans to be developed annually. This Strategy must be flexible enough to take advantage of opportunities as they present and to adapt to emerging trends and issues.

In addition to consultation held as required on specific actions throughout the implementation phase, the CS&CP Committee decided that for the life of this Strategy, annual community safety forums or 'open meetings' will be held to ensure the community is invited to have a say on issues that affect them and how action is developed to address these.

Policy context

Parliamentary Inquiry into Locally Based Approaches to Community Safety and Crime Prevention (2012)

The inquiry focussed on the process and models through which effective crime prevention policy and programs can be developed and implemented at a local level and the partnerships that can be formed to make this happen. It provides specific recommendations for implementing crime prevention and community safety strategies for local governments.

National Crime Prevention Framework

A resource which outlines the most effective approaches to the prevention of crime; and provides guidance by way of information on best practice to assist with the development of appropriate policies, strategies and programs to address crime trends and issues.

Community Crime Prevention Framework

This framework from the Department of Justice and Regulation focuses on supporting local community crime prevention and outlines the State Government strategic priorities.

Local Government Act (1989)

The Local Government Act outlines that Council must have regard to the following facilitating objectives (as applicable to this Strategy):

- (a) to promote the social, economic and environmental viability and sustainability of the municipal district
- (c) to improve the overall quality of life of people in the local community
- (d) to promote appropriate business and employment opportunities

The role of a Council includes:

- (f) fostering community cohesion and encouraging active participation in civic life.

Local Area Community Safety Plan (2012)

In 2012, the North Metropolitan Regional Justice Reference group, a sub-committee of the North West Regional Management Forum, in partnership with the Department of Justice and Regulation, facilitated the development of a Local Area Community Safety Plan informed by local stakeholder consultations which identified good practice examples of work and key opportunities for action to address crime and community safety.

City of Whittlesea Community Building Policy

Community Building actively fosters strong, resilient and connected communities, amplifies local community voices, and enhances the capacity of communities and individuals to achieve their goals. A community building approach requires people, groups and organisations to work together to build connections, understanding and

confidence. This enables shared identifies and aspirations to emerge and builds a sense of collective responsibility for community wellbeing.

City of Whittlesea Council Plan & Municipal Public Health and Wellbeing Plan 2013-2017

Local government plays a key role in creating the environment which supports health and wellbeing. The Public Health and Wellbeing Act 2008 requires councils to prepare a four-year municipal public health and wellbeing plan which sets goals and priorities to enable people living in the municipality to achieve maximum health and wellbeing. Feeling safe in the community enhances social connection and trust and improves health and wellbeing outcomes.

The Council Plan and Municipal Public Health and Wellbeing Plan 2013-2017 outlines the **Council Goal 5.3** *Council will support action to increase community safety, enhance perceptions of community safety and prevent crime across the municipality* and; **Actions:**

- I. Partner with Victoria Police to establish a local community Safety Committee
- II. Prioritise opportunities in Local Area Community Safety Profile with a focus on social prevention and Crime Prevention Through Environmental Design (CPTED) in partnership with the Department of Justice

City of Whittlesea policy links

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- Road Safety Strategy (in development)
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- Youth Plan (2030)

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Community Safety and Crime Prevention Policy

Policy statement

The City of Whittlesea is committed to working in partnership to improve community perceptions of safety and support crime prevention activities locally to strengthen community and social connectedness.

Policy principlesⁱ

Evidence Council planning is responsive to community needs and the local context and is informed by evidence and good practice models.

Partnerships An integrated collaborative approach to planning across Council Departments, community organisations and the community with a broad range of relevant stakeholders is required to effect positive community outcomes. This will include but not be limited to Council Departments, residents, community organisations, Victoria Police and the Community Safety and Crime Prevention Committee.

Prevention Council has a focus on crime prevention. This requires a multi-level, (individual, organisational, community) multi-strategy approach and a focus on specific settings.

Consultation & engagement Planning is informed through engagement with a broad range of stakeholders, at the local level in key settings, to develop responsive relevant approaches which reflect community needs.

Advocacy Council in partnership with the Community Safety and Crime Prevention Committee and other stakeholders as determined will advocate for a police presence, justice and corrections services and improved community safety outcomes for the community.

Integrated planning Integrated planning and advocacy will support shared outcomes across Council priorities including Family Violence, Community Building and Prevention of Alcohol related Harm.

Demographics

The City of Whittlesea is one of the fastest growing municipalities in Australia. The current estimated residential population is over 200,000 (50.4% female) which is expected to grow substantially by 2035 to 328,393 (an increase of 68.8%).ⁱⁱ

The Wurundjeri Willum people are the original inhabitants of this area and the Traditional Owners of this land. The Aboriginal community is one of the fastest growing communities within the City, with an increase in residents of 24 per cent between 2001 and 2006, and 33 per cent between 2006 and 2011.ⁱⁱⁱ The City currently has the fourth highest Aboriginal population in Metropolitan Melbourne with 1,125 people, and is the second highest in terms of the percentage of Aboriginal people compared to the total number of residents with 0.73 per cent of the total population being Aboriginal.^{iv}

The City of Whittlesea is a diverse community. With migrants from more than 140 countries, 30% of residents come from a country where English is not the first language (double the Victorian average) and 43% speak a language other than English at home.^v

There are approximately 63 births in the City each week and approximately 156 new residents move into the City each week this equates to approximately 8000 new residents a year.^{vi} There is a high proportion of the population under 25 years of age (34.5%) and 27.1% of residents are aged 50 years old and above.^{vii}

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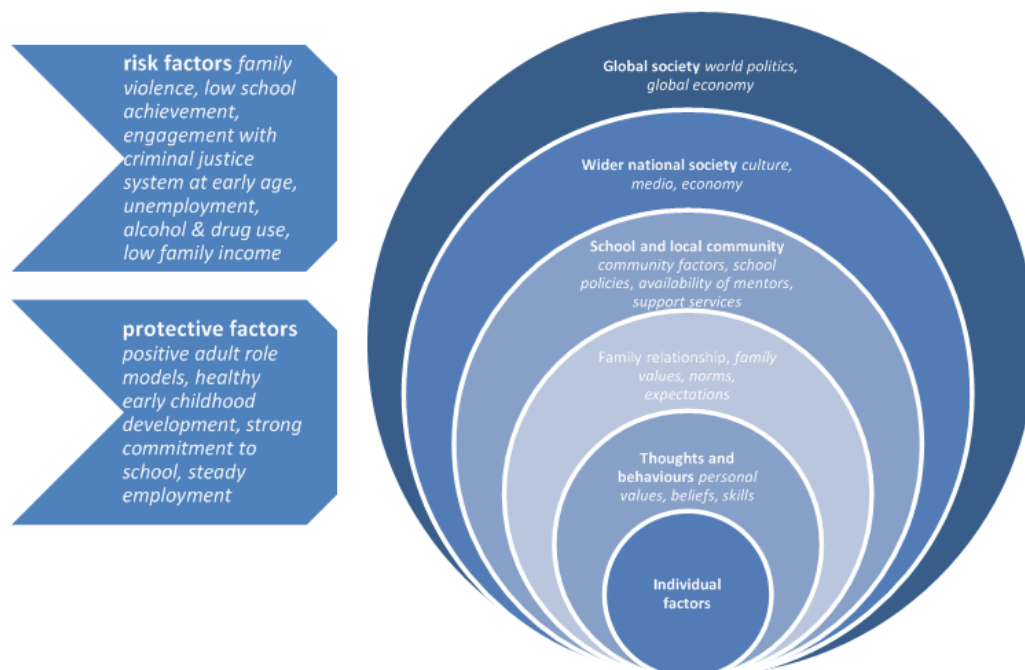
Crime prevention theory and evidence

A snapshot

Crime prevention can reduce the long term costs associated with the criminal justice system and the costs of crime, both economic and social, and can achieve a significant return on investment in terms of savings in justice, welfare, health care, and the protection of social and human capital. A safe and secure society is an important foundation for the delivery of other key services. Community safety and security is a prerequisite for sound economic growth through continuing business investment as well as community well-being and cohesion. International experience has shown that effective crime prevention can both maintain and reinforce the social cohesion of communities and assist them to act collectively to improve their quality of life.^{viii}

Action to address crime and community safety has strong synergies with community building, good health and wellbeing and improved access to employment, education and training. There is no single factor or combination of factors that causes a person to get involved in crime, however there are risk factors that can increase the likelihood. Similarly, protective factors are positive influences that can keep people from becoming involved in crime.

Figure 1: Factors that influence the risks of crime^{ix}



The role of local government in crime prevention

In Australia, federal and state governments are responsible for crime prevention policy and the overarching strategy or framework that outlines the goals, priorities and approaches to preventing crime. Relevant Departments typically then provide funding and technical advice to non-government organisations and local government authorities to plan and deliver crime prevention initiatives to support the implementation of these state and national priorities.

Local government plays a key role in creating the environment which supports health and wellbeing. The Public Health and Wellbeing Act 2008 requires councils to prepare a four-year municipal public health and wellbeing plan which sets goals and priorities to enable people living in the municipality to achieve maximum health and wellbeing. Feeling safe in the community enhances social connection and trust and improves health and wellbeing outcomes.

Local governments support community safety in many ways such as the provision of local services, creating opportunities for social participation, providing access to local facilities and undertaking strategic planning for health and wellbeing. Local government is well-placed to lead and participate in crime prevention activity. Most crime and immediate safety concerns for communities are local in nature, for example property crime, theft, antisocial behaviour and vandalism. Therefore the approach to preventing crime should also be locally tailored. Local government, due to its functions and relationships to the community and other key partners are well-placed to lead and coordinate this work.

Approaches to preventing crime

Effective crime prevention requires careful consideration of the evidence base with regard to identifying possible interventions, the circumstances in which these interventions will be delivered and how they will be adapted to suit local conditions. Crime prevention refers to the efforts to prevent crime and offending before it occurs. There are a variety of different approaches to preventing crime, and programs frequently involve multiple interventions delivered together.^x

Crime Prevention Approach	Description	Community Safety and Crime Prevention Committee agency
Information Gathering & Coordination	Needs identification, planning, collaboration, consultation, data and evidence gathering to inform local, tailored approaches	All
Criminal Justice Prevention	Traditional deterrence, incarceration and rehabilitation strategies within a law enforcement framework	Victoria Police Department of Justice and Regulation
Situational Prevention	Improvements to physical environment - Crime Prevention Through Environmental Design, surveillance, 'target hardening'; strategies to increase the risk of offending behaviour	City of Whittlesea Victoria Police
Social Prevention	Strategies designed to change social conditions that influence offending - social and economic drivers, strengthening community and social connection, improving education and employment opportunities	City of Whittlesea Hume Whittlesea Local Learning and Employment Network Plenty Valley Community Health Whittlesea Community Connections
Developmental Prevention	Intervening early to reduce risk factors and increase protective factors that affect the development of offending behaviour; prevention and early intervention programs, social support programs	City of Whittlesea Northern Hospital Plenty Valley Community Health Uniting Care ReGen Youth Support and Advocacy Service

Snapshot of local data

Perceptions of safety

Perceptions of neighbourhood safety are linked with health outcomes. When individuals perceive their neighbourhood as unsafe they are less likely to engage in outdoor activities and exercise and are more likely to experience increased anxiety, poor health outcomes and poor self-rated health.^{xi} Conversely, when individuals feel safe within their community, they are more likely to experience greater levels of social connection and trust, and are more likely to become engaged with other members of the community.

The City of Whittlesea Annual Household Survey (2015)^{xii} outlined that overall, a little less than one-third of respondents (30.9%) rated their perception of safety in public areas at night as 'somewhat safe' or 'very safe', whilst more than one-third (41.4%) rated their perception of safety at night as 'somewhat unsafe' or 'very unsafe'. Their perception of safety in public areas during the day was rated as 'somewhat safe' or 'very safe' by a little more than two-thirds (69.6%) of respondents. Women, children, older adults and non-English speaking respondents were slightly more likely to rate their perception of safety at night in public areas as 'unsafe'. Personal safety was identified as a barrier to visiting local open space by 13% of respondents. Compared to the previous survey in 2014, there was a large increase in 2015 in the number of households nominating safety, policing, crime and drugs as an issue – 14% of respondents compared to 8% in 2014.



This local data is supported by the Whittlesea Wellbeing Report^{xiii} developed as part of the VicHealth Community Indicators Survey 2012 which outlines residents' perception of safety (walking alone during the day) is *significantly lower* than State average and that residents' perception of safety (walking alone during the night) is less favourable than the State average.

Education and employment

The National Crime Prevention Framework identifies that the areas of greatest need for crime prevention interventions include communities with high rates of early school leaving and unemployment.^{xiv} In 2015, the percentage of the population unemployed in the City of Whittlesea was 7.4% for 25 to 44 year olds compared to 6.5% for the Northern Metropolitan Region of Melbourne and 5.7% for Victoria. For 45 to 64 year olds the percentage was 5.5% compared to 5.1% for the Northern Metropolitan Region and 4.4% for Victoria.^{xv}

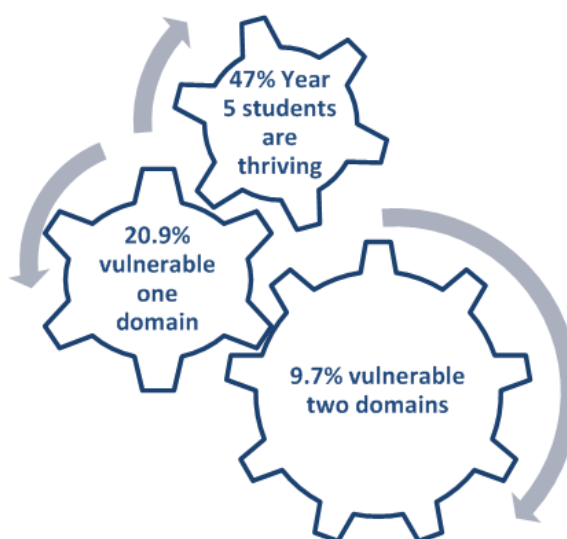
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For young people aged 15 and 19 years old the percentage unemployed in 2015 increased to 32% from 25.9% in 2014; compared to 28% for the Northern Metropolitan Region and 21.5% for Victoria. For 20 to 24 year olds there are still higher rates of unemployment than the rest of the population in the City of Whittlesea; in 2015 21.5% were unemployed, up from 19.2% in 2014; compared to 14.5% for the Northern Metropolitan Region and 12.8% for Victoria.^{xvi} Data from 2011 reveals 9.2% of the City of Whittlesea's population aged 15 to 24 years were not employed or attending an education institute compared to 7.4% for Greater Melbourne. Further, this data outlines there are considerably fewer residents with a bachelor degree or higher degree compared with Greater Melbourne (13.5% and 23.6%, respectively).^{xvii}

Early childhood and Middle years' development

Children's sense of safety and belonging at school has been shown to foster school success in many ways. When children feel their needs are being met at school, they are more likely to feel attached to their school. In turn, children who feel more attached to their school have better attendance and higher academic performance. These children are also less likely to engage in high-risk behaviours.^{xviii} The Australian Early Development Census (AEDC) measures children's health and development in their first year of full-time school. The domains are: physical health and wellbeing; social competence; emotional maturity; language and cognitive skills; communication skills and general knowledge. Taken together, these domains provide a holistic picture of children's development and are important predictors of later health, wellbeing, and academic achievement. Investment in early and middle years during key transitions is a key social crime prevention approach.

The AEDC highlights what is working well and what needs to be improved or developed to support children and their families. Data for 2015 outlines that City of Whittlesea children are *slightly more likely* to be developmentally vulnerable on one or more domains, 20.9% compared to 19.9% for Victoria and; *slightly less likely* to be vulnerable on two or more domains, 9.7% compared to 9.9% for Victoria.^{xix} Children developmentally vulnerable will experience a number of challenges in reading/writing, physical, emotional regulation, social and communication skills.^{xx}



The time between 8 to 14 years is a period of important cognitive, social and emotional changes that establish their identity and set the stage for development in

adolescence and adulthood. The Middle Years Development Instrument Well-Being Index is a composite score of five dimensions: optimism; happiness; self-esteem; general health and absence of sadness.^{xxi} The survey was developed in Canada and was trialed in Australia in 2013, with more than 6000 students from South Australia and Victoria taking part. The report for the City of Whittlesea shows 47% of Year 5 student respondents were rated as “thriving”, a further 25% rated “medium to high well-being” and 28% rated “low well-being”; compared to South Australian data where 40% were rated as “thriving”, 28% as “medium to high well-being” and 32% as “low wellbeing”.^{xxii}

Socio-economic status

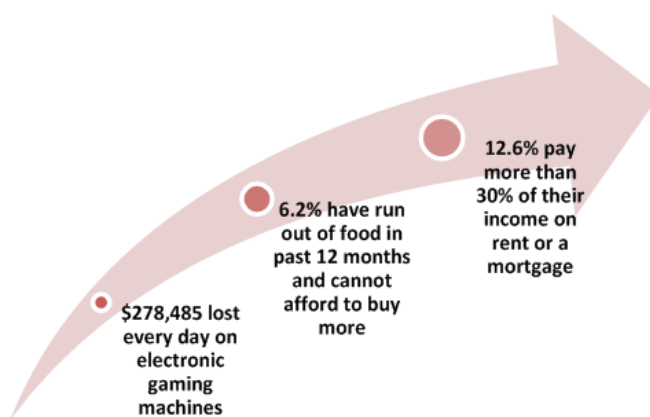
The Australian Bureau of Statistics broadly defines relative socio-economic advantage and disadvantage in terms of “people’s access to material and social resources, and their ability to participate in society”.^{xxiii} The Socio-Economic Indexes for Areas (SEIFA) are also used in models to assess risk factors for and impacts of crime. SEIFA ranks geographic areas across Australia in terms of their relative socio-economic advantage and disadvantage. The four indexes each summarise a slightly different aspect of the socio-economic conditions in an area. There are two general indexes of socio-economic disadvantage, an index for economic resources and an index for education and occupation.

SEIFA data from 2011 shows considerable socio-economic disadvantage within the City of Whittlesea. With a score of 989 on the Index of Relative Socio-Economic Disadvantage (IRSD), the municipality is the 38th most disadvantaged LGA in Victoria and the 6th most disadvantaged in Metropolitan Melbourne.^{xxiv} This score indicates relatively greater disadvantage in general. For example, there are many households with low income, many people with no qualifications, or many people in low skilled occupations.

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Financial vulnerability

Local contextual factors including financial vulnerability have been highlighted in data analysis and consultations. The high rates of residents with outstanding warrants¹ (12.7%) and infringement notices² (14.4%) of those issued in the Northern Metropolitan Region (2010-2011)^{xxv} contribute to higher crime rates for the municipality. Local stakeholder consultation determines this is both a contributor and an outcome of financial vulnerability. Additionally, there are other local financial vulnerabilities that could be contributing to increased risk factors for crime.^{xxvi xxvii xxviii}



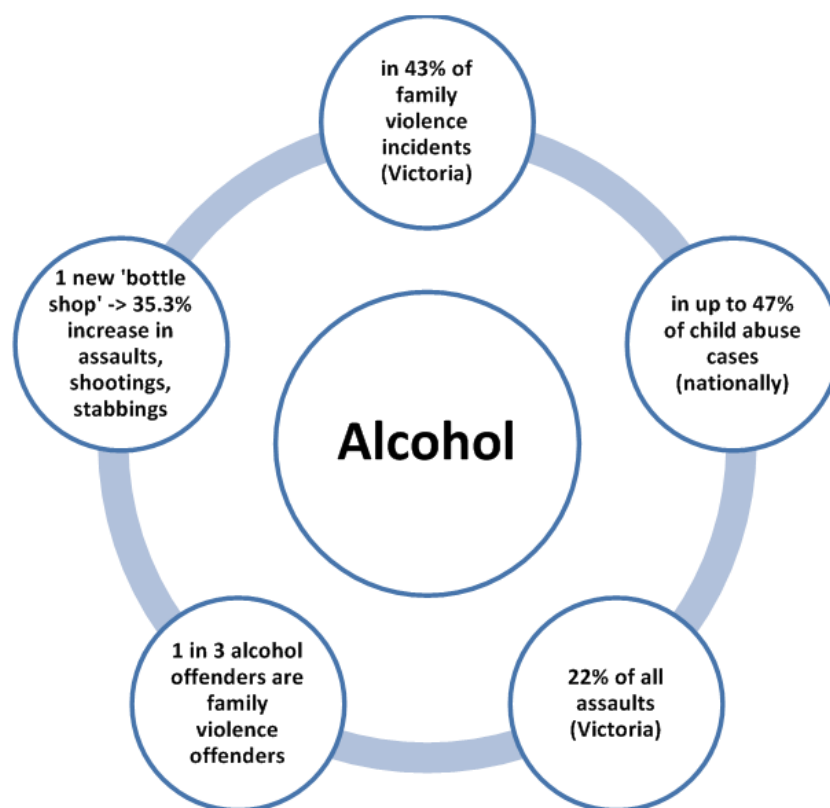
Alcohol and illicit drugs

Victoria Police data highlights the relationship between alcohol and crime (Figure 2):

- Almost half of all crime in Victoria in the last 12 months was committed by an offender processed for an alcohol-related offence that they had been charged for in the previous five years.
- One in three alcohol offenders are family violence offenders.
- Excessive consumption of alcohol is a driver of family violence assaults, property damage and justice procedure offences.^{xxix}

¹ Warrants relating to Victorian Police issued (Type 1A, 1B and 1C), local government authority issued (Type 2) infringements and criminal and civil court (Type 3A and 3B) infringements.

² Victorian Police issued (Type 1A, 1B and 1C) infringements

Figure 2: Alcohol and its impacts on crime and community safety^{xxx xxxi}

The City of Whittlesea accounts for 8.3% of drug offences for the North West Metropolitan Region offences and 3.1% for Victoria. While in the Northern Metropolitan Region the City of Whittlesea makes up 18% of the total number of drug offences.^{xxxii}

Offender profile

The most recent data available outlines that at 30 June 2011, 2.7% of offenders on Community Correctional Services (CCS) orders or in prison were a resident of the City of Whittlesea at the time of sentence and 2.7% of parolees listed the City of Whittlesea as their place of residence upon release.

The Northern Metropolitan Region (NMR)³ as a whole exceeded the State average for the number of offenders living in the region at the time of sentence and parolees upon release per 100,000 of population as at 30 June 2011. The City of Whittlesea exceeded the State average only for the number of CCS offenders living in the LGA (not for parolees upon release).^{xxxiii}

It's promising to note that data for the period April 2015 to March 2016 alleged offender rate shows the City of Whittlesea has a lower offender rate compared to

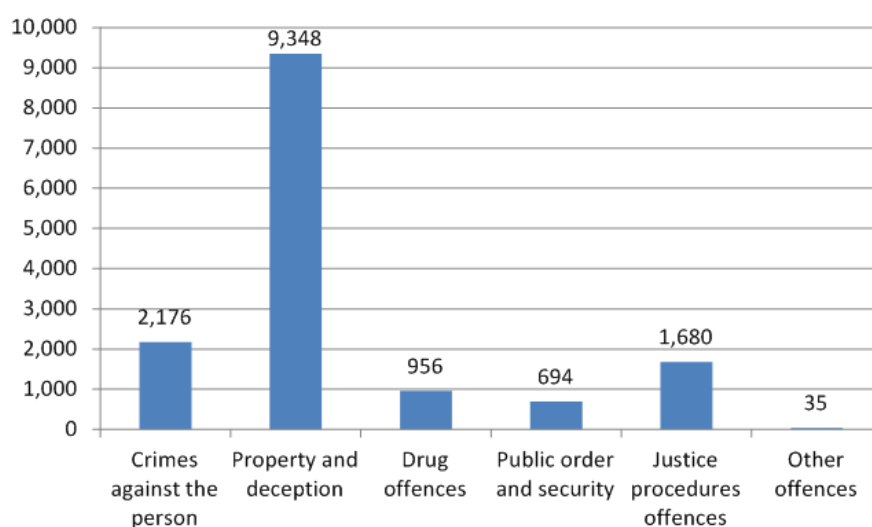
³ Municipalities of Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea and Yarra

the North West Metropolitan Region (NWMR)⁴ and Victoria; 2,129 per 100,000 population compared to 3,072 for the NWMR and 2,842.2 for Victoria.

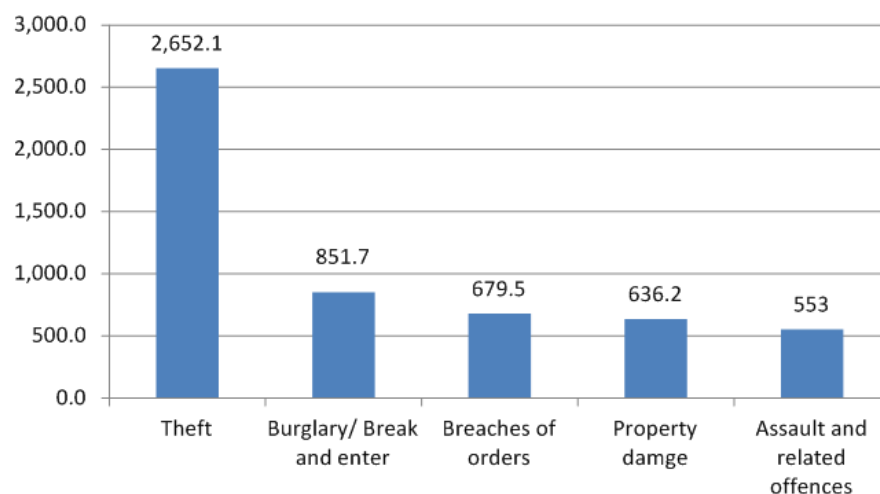
Crime

According to Crime Statistics Agency Victoria for the period of April 2015 to March 2016, the total number of offences for the City of Whittlesea was 14,889 (refer Figure 3).^{xxxiv} Rates of crime are highest for Theft (2,652.1 per 100,000 population, followed by Burglary/ Break and enter (851.7), Breaches of orders (679.5), Property damage (636.2) and Assault related offences (553.0) – refer Figure 4.^{xxxv}

Figure 3: Offence categories (number) April 2015 to March 2016



⁴ Municipalities of Banyule, Brimbank, Darebin, Hobson's Bay, Hume, Maribyrnong, Melbourne, Melton, Moonee Valley, Moreland, Nillumbik, Whittlesea, Wyndham and Yarra

Figure 4: Offence types (rate per 100,000 population) April 2015 to March 2016

However, the rate of family violence incidents in the City of Whittlesea continues to be of concern with 1,392 incidents per 100,000 population; in comparison in Victoria the rate was 1,191.5 per 100,000. Alarming, family violence was the context for more than half of all recorded assaults and was the context for 38% of all sexual offences.^{xxxvi xxxvii}

Further to this, despite the NWMR consistently having high rates of theft from motor vehicle offences, the City of Whittlesea has a rate of 921.9 per 100,000 population compared to 1,243.2.^{xxxviii} However, theft from motor vehicles remains a significant issue for local police and is one of the main drivers of local crime rates. The rate of residential burglary is also much lower than the rate for the NWMR and for Victoria, 449.3 per 100,000 population, compared to 627.7 per 100,000 and 520.0 per 100,000 for Victoria.^{xxxix}



Despite the current lower rates of offending and of crime itself, is important to note that these rates change and fluctuate year upon year. When comparing the City of Whittlesea to only the Northern Metropolitan Region (NMR) which is seven municipalities (rather than the North West Metropolitan Region which is 14) the rates of crime and offending become more similar and in some cases are actually higher. For example the family violence incidents rates have been consistently higher than NMR for many years and even though in the most recent data theft from

motor vehicles is lower than it has been, in previous years it has been one of the highest in the NMR – particularly in 2014.

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City of Whittlesea Community Safety and Crime Prevention Strategy 2016-2020

The Community Safety and Crime Prevention Committee (CS&CP Committee) developed these ten goals and themes for the City of Whittlesea and the CS&CP Committee to work to achieve over the next four years. A detailed implementation plan for the CS&CP Committee has also been developed which outlines actions and evaluation measures and tools. The City of Whittlesea will continue to monitor crime and community safety perceptions data and trends as a tool to indicate progress and long term outcomes.

Goal 1: The built environment is safe, welcoming and promotes community connection

Theme: Safety in the built environment, parks and public space

Rationale: data and consultations identify varied perceptions of safety in suburbs across the municipality and that negative perceptions of safety in public spaces is a barrier to residents using parks and open space

What success will look like over time: improved perceptions of safety

Tools to measure progress: Annual Household Survey perceptions of safety data

Goal 2: Crime against public and private property is minimised

Theme: Property crime and theft

Rationale: local data outlines public and private property crime and theft are the main drivers of the local crime rate; residents and police identify theft and break-ins as a significant concern

What success will look like over time: theft prevention approaches are effective and sustainable

Tools to measure progress: Evaluation and sustainability of local theft prevention approaches

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Goal 3: Young people have education pathways and meaningful employment opportunities

Theme: Young people disengaged from education and employment

Rationale: local data outlines a concerning amount of young people disengaged and without meaningful pathways for education and/or employment; education and employment are key protective factors associated with crime

What success will look like over time: Increased employment opportunities and education pathways

Tools to measure progress: Hume and Whittlesea Learning and Employment Network data and trends, Reports from City of Whittlesea Jobs and Investment Strategy

Goal 4: Dangerous driving is minimised

Theme: Unsafe driving

Rationale: community consultations identify dangerous driving as a significant concern for residents' safety; local support services also outline dangerous driving as a concern, particularly for young people

What success will look like over time: improved awareness of risk of unsafe driving

Tools to measure progress: Reports from City of Whittlesea Road Safety Strategy (in development)

Goal 5: Harms and negative impacts of financial vulnerability on community safety are minimised

Theme: Financial vulnerability and debt

Rationale: evidence outlines financial vulnerability is a key risk factor and an outcome of crime; local data reveals local factors exacerbating financial vulnerability

What success will look like over time: responsive initiatives reaching vulnerable groups

Tools to measure progress: Annual Household Survey financial vulnerability data, Reports from Department of Justice and Regulation on outstanding warrants and infringements and Victorian Sherriff data

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Goal 6: Harms from alcohol are minimised

Theme: Alcohol

Rationale: alcohol use is a significant factor in many crimes; harms from alcohol use (either their own use or someone else's) directly impact residents' health, wellbeing and safety and local crime data

What success will look like over time: Responsive initiatives delivered in key settings to minimise harms from alcohol

Tools to measure progress: Victoria Police alcohol related family violence incidents data, 'AOD stats' – Turning Point, YSAS and ReGen data and trends, reports from Preventing Alcohol Related Harm in the City of Whittlesea Policy and Action Plan

Goal 7: Harms from illicit drugs are minimised

Theme: Illicit drugs

Rationale: like alcohol, illicit drug use is a significant factor in many crimes; harms from illicit drug use (either their own use or someone else's) directly impacts residents' health, wellbeing and safety and local crime data

What success will look like over time: Harms from illicit drugs are minimised

Tools to measure progress: 'AOD Stats' – Turning Point, YSAS and ReGen data and trends

Goal 8: Women and children live free from family violence

Theme: Family violence

Rationale: local family violence rates are higher than the State and many other municipalities; family violence is a contributor to other crimes and growing up within family violence significantly impacts children and young people's development

What success will look like over time: Improved understanding and awareness of family violence, improved attitudes to gender equity

Tools to measure progress: Reports from City of Whittlesea Family Violence Strategy, Reports from City of Whittlesea Gender Equity Strategy, National Community Attitudes Survey

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Goal 9: Employment programs are provided for key population groups

Theme: Education and employment

Rationale: local data outlines unemployment and disengagement; education and employment are key protective factors associated with crime

What success will look like over time: increased number of programs reaching residents who experience significant barriers to employment pathways

Tools to measure progress: number of programs available, reports from City of Whittlesea Jobs and Investment Strategy

Goal 10: Negative community safety impacts from electronic and online crime are minimised

Theme: Electronic crime and online safety for children

Rationale: stakeholder consultations outline limited local capacity and knowledge to address electronic and online crime; community consultations outline significant impacts and risks to the community particularly older adults and children;

What success will look like over time: Improved awareness of issues and impacts

Tools to measure progress: scoping reports outline local trends, number of education programs implemented and promoted

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**COMMUNITY DEVELOPMENT GRANTS PROGRAM 2016-2017 SCHEDULE OF RECOMMENDATIONS
RECOMMENDED**

Applicant	Project Title	Project Summary	Total in-kind	Total cost of project	Amount Requested	Amount Recommended	Assessment Summary
Findon Primary School <i>- Primary School, Mill Park</i> 2016/2017CDGP007	Findon Fare Grow Project	The project aims to encourage skill development, self-sufficiency and resource sharing by creating a community garden within the school grounds. Students and the school community will participate in garden lessons to create the mini farm including worm-farms and garden beds. The community will contribute to the compost initiative for the garden and food grown will be donated to not for profit organisations such as Fair Share. This project stems from the already successful "Findon Seed Share Project" where seeds and seedlings are donated to the community.	\$2,729	\$9,729	\$5,000	\$5,000	This is a well considered application that demonstrates value for money. The project has the potential to benefit students, teachers, the school community as well as the broader community in the long and short term. The project supports the school curriculum as well as providing practical life lessons in producing organic food, motivating consumption of healthier food and sustainability. The opportunity for the wider community to contribute to the compost initiative and by volunteering aligns with the CDGP objectives. In addition, with seedlings and garden lessons provided by the school, the community will be supported to grow their own produce.
Whittlesea Community House Inc. <i>- Whittlesea Community Garden is auspiced by Whittlesea Community House, Community garden, Whittlesea Township</i> 2016/2017CDGP010	The Forever Forest	This project aims to directly address community feedback and provide opportunities for accessible community engagement in the local environment. It will allow people from different community groups and individuals, including those socially isolated, elderly and young to participate in garden sculpture workshops to create a 'Forever Forest' at the Whittlesea Community Garden (WCG). The completed artwork will consist of a series of metal sculpture tree frames and flowers embellished by a variety of elements collected on site such as bark or flowers and recycled materials. On completion, the trees and flowers will be planted in the garden to create the 'Forever Forest'. Over time, the works will change as the natural materials break down. Future workshops will then be run by WCG to re-decorate the trees so the 'Forever Forest' will be enjoyed over and over again.	\$2,396	\$7,181	\$4,785	\$4,785	This initiative aligns with a community need, as it is in direct response to member feedback and builds on previous programs run by Whittlesea Community Garden. The project is also supported by Council's community plan, in particular 'places and spaces to connect people' and embeds themes of 'living sustainably' in the community. The project demonstrates value for money as it has the potential for generating new partnerships as well as future projects as groups will have the opportunity to continually add to the artwork.
Diamond Valley Multiple Birth Association <i>- Support group for families with children of multiple births, Bundoora</i> 2016/2017CDGP015	Multiple Births Awareness Week 2017	The project aims to host two events for Multiple Birth Awareness Week to connect local families of multiples with available support services. The first event is a "Meet and Greet" to be held at Epping Community Activity Centre. Families of multiples will be invited to come along to meet other families and also access information about local community support services from the Maternal and Child Health Service and Diamond Valley Multiple Birth Association. The second event, the "Family Fun Day" will be held at Riverside Community Activity Centre. Families will have the opportunity to develop contacts and support networks in their local area. Show bags will be available with information, afternoon tea and children's entertainment will be provided.	\$1,002	\$3,250	\$2,048	\$2,048	The project demonstrates value for money with two events that have considerable volunteer hours contributing to the project. This project aligns with CDGP objectives as it will enhance community capacity building as the events will provide families of multiples opportunities to build ongoing relationships and support networks. Families will be supported to continue to connect with the network via playgroups demonstrating sustainability beyond the life of the project. Through these events, a stronger partnership will be developed with CoW Maternal and Child Health, providing ongoing support and resource for parents of multiples.

**COMMUNITY DEVELOPMENT GRANTS PROGRAM 2016-2017 SCHEDULE OF RECOMMENDATIONS
RECOMMENDED**

Applicant	Project Title	Project Summary	Total in-kind	Total cost of project	Amount Requested	Amount Recommended	Assessment Summary
Whittlesea Secondary College - Secondary College, Whittlesea Township 2016/2017CDGP017	Whittlesea Secondary College Healthy Start Programme	The project's aim is to establish a breakfast club which will provide two free breakfasts a week for students for an entire year, allowing the students to be more focused and prepared for learning. The project will be delivered in partnership with student leaders, community partners and school staff. It will address the nationwide issue of 1 in 7 children arriving to school without having had breakfast. The breakfast club will address this need as well as educate students around healthy eating and the importance of eating breakfast.	\$655	\$3,665	\$3,000	\$3,000	The project demonstrates value for money due to the considerable in-kind support from food donors such as Kellogs and Bakers Delight. In addition, the applicant has established partnerships with Plenty Valley Community Health Service's Dietician and the wider school community to deliver the project. The project has the potential to provide secondary benefits including improved school attendance and performance, as well as increased food literacy amongst students. The project has a community development focus in that it aims to increase the capacity of students to become self-reliant as they enter adulthood.
Tamil Seniors Social Club Inc. - Tamil seniors group, Mill Park 2016/2017CDGP029	Exercise and Health Education classes for Seniors	The project aims to offer the senior members of the group a 40 week exercise program that will benefit their general health and wellbeing, and also improve their mobility and certain health conditions such as arthritis. Once a month, a health professional will present information regarding various health issues including fall prevention, nutrition and managing arthritis. As many of the group's members do not participate in regular exercise, the program will include transport. Participants will make a small financial contribution and volunteers will be trained as instructors to ensure sustainability beyond the life of the grant.	\$1,270	\$6,780	\$4,000	\$4,000	This project offers good value for money by providing a high level of in-kind support. Whilst the project will only benefit one cultural group, it aligns with the CDGP aim of achieving an inclusive community. The applicant has been able to demonstrate transport, finance and confidence as barriers to their community group participating in regular exercise. The project addresses these concerns and with the leadership demonstrated by the applicant, the project is likely to be successful during and beyond the life of the grant.
Thomastown Neighbourhood House Inc. - Neighbourhood House, Thomastown 2016/2017CDGP031	This Thomo Life	The aim of the project is to engage students from Thomastown High School and Thomastown West Primary School when they visit the library after school and are looking for activities and opportunities to socialise. A regular program, facilitated by volunteers, will engage students by creating a weekly podcast as well as showcase story-telling and filming with a green screen facility. This project is in direct response to students request for activities which incorporate media and socialising. The project will run for two hours per week for six months. It is anticipated that over 60 upper primary and high school students will participate. Some of the podcasts and short films made during the sessions will be used to promote Thomastown community pride at festivals, the monthly Thomastown Twilight markets and in the library itself on an ongoing basis.	\$1,914	\$7,164	\$4,750	\$4,750	This project is recommended as it a creative way to address an identified community need of engaging young people in Thomastown after school. The applicant has demonstrated the capacity to deliver and with young people leading the project, it means it is likely to be successful and gain momentum. The project demonstrates value for money with a significant in-kind contribution from the library and volunteers. The applicant has provided a realistic project plan to deliver and sustain the project beyond the life of the grant.

**COMMUNITY DEVELOPMENT GRANTS PROGRAM 2016-2017 SCHEDULE OF RECOMMENDATIONS
RECOMMENDED**

Applicant	Project Title	Project Summary	Total in-kind	Total cost of project	Amount Requested	Amount Recommended	Assessment Summary
Multicultural Social Group of Victoria Inc. <i>- Click Photography Club is auspiced by Multicultural Social Group of Victoria Inc., photography club, Lalor</i> 2016/2017CDGP035	Whittlesea Connections	The aim of the project is to bring asylum seekers and refugees together and assist them to develop photography skills, friendships and business relationships. The participants will photograph local businesses and their owners as an attempt to link our newly arrived community with Whittlesea's business community. It is anticipated this will help refugees and asylum seekers to gain an understanding of the Australian business environment and ethos to potentially start their own business or gain employment. By the completion of the project, the participants will have gained professional photography skills they can use to work as photographers or to start their own photography business. There will also be an exhibition where the participants will gain experience and self confidence.	\$2,562	\$9,672	\$5,000	\$5,000	<p>This application demonstrates value for money as it has approximately 30% of the total income stemming from sponsorships and other sources. The applicant has acquired a reasonable number of community members as participants. There is the potential for spin-off projects or partnerships being developed during the life of the project particularly if the links for participants to businesses are created.</p> <p>The project addresses a demonstrated need to assist with the integration of refugees and asylum seekers into our local community.</p>
Melbourne City Mission <i>- Charity organisation who support the disadvantaged, Doreen</i> 2016/2017CDGP036	Circle of Security Parent Education Program - Doreen	The application is to implement the researched based Circle of Security (CoS) program for families with children up to five-years-old, in the Doreen area. The objectives of the CoS are to address the issue of rising levels of anxiety among preschool aged children. Training will be offered to local teachers and educators to use CoS based practices in the learning environment and to support parents who are struggling to deal with their child's anxiety. The program will also create opportunities for families with young children to come together, connect and support each other in Doreen, where isolation and a lack of community connectedness is an ongoing issue. CoS is about developing attachments and making children feel more secure. Research confirms that secure children exhibit less anxiety; therefore, issues such as depression, eating disorders, and attention-deficit disorder are far less likely to occur.	\$2,175	\$7,155	\$4,960	\$4,960	This project addresses an identified need as it's a direct response to consultation with early years service providers including Council's MCH staff, where anxiety was identified as an issue for young children. The program timelines are realistic and the budget is supported with quotes. The partner service has expertise in mental health issues and is able to support the implementation of the program. The project will enhance support services for families in the Doreen area and the professional development session for educators will ensure children and their families living with anxiety will be supported long after the life of the grant.
Whittlesea Community Connections Inc. <i>- The Thomastown West Community Hub auspiced by Whittlesea Community Connections, Community participation organisation, Thomastown</i> 2016/2017CDGP040	Nursery Rhymes Group	The aim of the project is to teach English language nursery rhymes to students from CALD backgrounds to improve literacy outcomes for prep students. The students will be chosen based on their needs as 40% have not attended Kindergarten. A group of year six students will be selected to act as buddies, which will promote leadership skills and build connections within the school community. Through song and drama, the program aims to improve oral language skills and confidence as well as assist newly arrived students to better connect with the Australian cultural context. A DVD will be produced with eight nursery rhymes to be made available to parents and the school so parents can take part in and share their children's learning. The Hub will hold a premier of the DVD, inviting students and their families to come and watch.	\$710	\$4,710	\$4,000	\$4,000	<p>The project meets a community need of assisting children to develop their literacy skills as well as supporting parents in their children's learning. The applicant has several project partners to assist in linking in the students that will benefit the most from this project. The impact of this project has the potential to ripple from students in year prep to year six, parents and early year carers; therefore, demonstrates good value for money.</p> <p>Recommendation: The applicant should consider making the resource available online.</p>

**COMMUNITY DEVELOPMENT GRANTS PROGRAM 2016-2017 SCHEDULE OF RECOMMENDATIONS
RECOMMENDED**

Applicant	Project Title	Project Summary	Total in-kind	Total cost of project	Amount Requested	Amount Recommended	Assessment Summary
The Lakes South Morang P-9 School - <i>Primary School, South Morang</i> 2016/2017CDGP044	The Lakes Play and Learn Group	The playgroup will meet on a weekly basis providing an opportunity for families to connect and meet others in the community. It will provide a forum for discussions in relation to early childhood development, parenting support and services which are available to assist families including those who are vulnerable. The playgroup will be an early entry for families into the school community. This will enable both parents and children to begin making friendships and build connections in the school and local community ensuring a smooth and seamless transition into primary school.	\$1,600	\$6,389	\$4,750	\$4,750	The school has demonstrated a genuine concern in supporting families. This program will address an identified need in the community as the CoW Annual Household Survey indicated there is a limited number of playgroups in South Morang. The school plans to employ a facilitator to up-skill parents to enable them to continue running the group; therefore, the program will continue beyond the life of the grant. The applicant has already made contact with services and Council's MCH playgroup team to enable a successful implementation of the program and to access other local services to support the program. This has demonstrated the applicant's capacity to deliver and the likelihood of success.
Try Mernda Villages Kindergarten - <i>Kindergarten, Mernda</i> 2016/2017CDGP045	Talk and Tea	The aim of the program is to provide women with opportunities to form friendships and meet new people in a safe, supportive and welcoming environment to reduce the sense of isolation and dislocation women residing in Mernda feel. The program will be facilitated by a local resident who enjoys and is skilled at connecting with local residents and engages particularly well with marginalised and isolated women. She is multilingual and has the ability to put people at ease and connect them in with others. The Talk and Tea time sessions would be run fortnightly for 1 1/2 hours for an entire year, in the foyer at the Mernda Village Community Activity Centre.	\$2,400	\$5,600	\$3,200	\$3,200	This program offers value for money as it will deliver a larger number of facilitated sessions over a year period at a reasonable cost. The applicant has demonstrated the capacity to deliver from successfully running community development projects in the past. In addition, the applicant has the support of Council's MCH nurses and a Community Development Officer. With this support and the applicant's intention to train a volunteer to facilitate the group, the program and the health and social outcomes will continue well beyond the life of the grant.
Children's Protection Society Inc. - <i>Child welfare organisation, Thomastown</i> 2016/2017CDGP050	New Fathers of Whittlesea	The objective of the program is to establish an accessible facilitated group to support new fathers in CoW in their transition to fatherhood. The group will enable fathers to access information and support; reduce their sense of isolation and normalise the challenges they might experience when they become a father. The group will meet monthly and will also include bi-monthly events, such as picnics in the park, to enable dads to meet in a community setting with their children and build their social networks. The program will enhance the parenting capacities in fathers and early intervention will also occur in relation to addressing any relationship difficulties associated with the transition to parenthood.	\$11,000	\$16,000	\$5,000	\$5,000	This program offers good value for money with two thirds of the budget being offered in-kind from the applicant. The program addresses an identified need as the applicant has been able to demonstrate there are no programs of this nature for fathers. The Federal Government has recommended the establishment of projects that lead to father inclusiveness. This program gives fathers the same opportunities as mothers to form groups and has the potential for similar spin off projects and connections to support services. The applicant has a long history of supporting vulnerable families and will be able to link participants into this program.
Panagia Soumela Pontian Association of Whittlesea - <i>Seniors group, Thomastown</i> 2016/2017CDGP051	Tai Chi Exercise for Seniors Health and Wellbeing	The aim of the project is to hold a weekly tai chi exercise class. The project will encourage the elderly who don't do regular exercise, to participate with a particular focus on those who suffer from health conditions. Thai chi is a gentle form of exercise that will increase participant's confidence to exercise as well as improve balance and reduce risk of falls and personal injury. The class will be held weekly led by an experienced instructor for 40 weeks. It is anticipated after participants have experienced the health and social benefits of the regular classes, a small user pay fee can be introduced after the first year.	\$3,924	\$8,424	\$4,000	\$4,000	This project offers value for money as the applicant is able to match the funding with in-kind support and participant fees. The project meets the CDGP goal of a connected and inclusive community as the applicant is partnering with other community groups to ensure active participation from diverse cultural groups. These partnerships have the potential to break down social barriers and lead to spin off projects as well as the sustainability of this project beyond the life of the funding.

**COMMUNITY DEVELOPMENT GRANTS PROGRAM 2016-2017 SCHEDULE OF RECOMMENDATIONS
RECOMMENDED**

Applicant	Project Title	Project Summary	Total in-kind	Total cost of project	Amount Requested	Amount Recommended	Assessment Summary
Damayan Victoria Inc. <i>- Filipino senior's group, Mill Park</i> 2016/2017CDGP053	Philippines Multicultural Festival 2017	The aim of the festival is to encourage social connection between cultural groups to foster harmony and respect. The Philippines festival will celebrate the group's rich cultural diversity through food, costumes, art, music and dance. Different cultural groups will also be encouraged to contribute by showcasing their fashion, cuisine and art to be exhibited. This will enhance social connection between groups so together diversity in the community can be celebrated and valued.	\$200	\$1,700	\$1,500	\$1,800	This project offers excellent value for money as it is a low cost event and the outcomes meet most of the CDGP goals and objectives. The funding request is low and an additional \$300 has been added to their advertising budget which was unrealistically low, particularly for the local newspaper; similarly the group has also underestimated their own in-kind contribution to this event. While the application lacks some detail, the group has demonstrated their capacity to deliver by successfully completing community development projects in the past. The group has also established partnerships with other cultural groups; therefore, it is likely this event will achieve its aim of being an inclusive event.
Children's Protection Society Inc. <i>- Child welfare organisation, Thomastown</i> 2016/2017CDGP054	Mothers in Mind	The aim of the program is to run a mother and child, play based group program for mothers who have experienced trauma and have pre-school children under the age of four. The program focuses on the needs of mothers who have found these hurtful experiences have made parenting difficult. There will be two facilitated groups run over ten weeks. The program will help mothers learn ways to manage stress and other challenging feelings, foster healthy self-esteem and respond to their children in a sensitive, supportive and effective manner. Follow up will be provided to mothers in between sessions to respond to safety issues or other themes arising in the group that need an individual response.	\$73,000	\$78,000	\$5,000	\$5,000	This application responds to an identified need within CoW as there are currently no groups of this nature in the municipality. In addition, family violence is an advocacy priority within CoW and this promotes recovery from family violence. The program meets the CDGP goals as there is a strong focus on capacity building as well as early intervention for children. The program offers value for money as the applicant is offering significant in-kind support including staffing. The applicant will share outcomes with project partners, which may lead to this program being run again in the future.
Creeds Farm Living and Learning Centre Inc. <i>- Neighbourhood House, Epping North</i> 2016/2017CDGP057	Creeds Farm Homework Club	The aim of the project is to facilitate a homework club for primary and secondary school students in Epping North. The club will be run after school for two hours over 35 weeks. A facilitator will be engaged to run the club and a team of volunteer tutors. The program has been developed as almost 30% of the Epping North population is under 15 years of age and 56% speak a language other than English at home. As parents may not be familiar with the Australian education system, this program aims to provide additional one-on-one support to students to develop their academic skills in an informal setting.	\$9,620	\$14,619	\$4,999	\$5,000	This program offers value for money as it exhibits a high level of in-kind support and given the network of volunteers, there is potential the group could continue beyond the life of the funding. This program addresses an identified need as currently there are no other homework groups in the area. It also aligns with the CDGP by building the capacity and participation of the young people in the program as well as the volunteer tutors.
Northern Melbourne Sri Lankan Association Inc. <i>- Seniors club, Lalor</i> 2016/2017CDGP058	Aqua Group Fitness for Sri Lankan seniors	The aim of the project is to run a weekly aqua group fitness class at TRAC for seniors from the Sri Lankan and other minority communities. The group will come together in a supported environment to participate in a range of exercises that improve their physical and mental wellbeing. This is to address the fact not many seniors in the Sri Lankan community and other communities like to exercise and go to fitness classes on their own. By joining this specialised class, they will be encouraged to attend and participate with their peers. Exercising in water will ensure that seniors with mobility and other health issues can participate with ease and confidence.	\$762	\$6,262	\$3,100	\$3,100	The project has the potential to achieve important community outcomes around increasing physical activity and social connections. These are important priorities for the CDGP. Although the applicant has not provided a thorough explanation of how they will engage other minority groups to participate, the funding is recommended on the merit that the project will get inactive seniors active. The project demonstrates value for money as there is an in-kind contribution and a small participant fee. Recommendation: That the group work towards integrating into an existing program at TRAC.

**COMMUNITY DEVELOPMENT GRANTS PROGRAM 2016-2017 SCHEDULE OF RECOMMENDATIONS
RECOMMENDED**

Applicant	Project Title	Project Summary	Total in-kind	Total cost of project	Amount Requested	Amount Recommended	Assessment Summary
Victorian Skateboard Association Inc. - Skateboarding group, Melbourne 2016/2017CDGP062	All Aboard Skateboarding Sessions	The aims of the project is to lower school absenteeism, increase recreational activity and generate career opportunities in sport. The skateboarding sessions will be free and run in partnership with schools and youth services. The sessions will allow those who have never skated to try for the first time in a welcoming and inclusive environment. It is hoped the skate session will lead young people on to a pathway that can lead to regular participation and use of council facilities. The program will also provide support for participants who already skateboard, to set challenges and improve technique. It is anticipated the sessions will be run during the week at Epping, Lalor and Whittlesea Secondary College and on weekends at Epping and Whittlesea Skate parks. All skateboarding equipment and protective gear will be supplied.	\$6,681	\$11,618	\$5,000	\$5,000	The applicant has demonstrated the capacity to deliver as they have conducted projects in partnership with Council's Baseline Youth Services in the past with positive results. More than half of the cost of the project is offered in-kind by the applicant, making this project good value for money. The partnerships with the schools and holding the sessions at the skate parks will give the project significant reach and potentially lead to increase participation at Council's skate facilities and local competitions. If there are any complications with partnering schools, the sessions can take place after hours at the skate parks with equally positive outcomes.
Mernda and District Residents Association Inc. - Community leadership group, Mernda 2016/2017CDGP063	Welcome to Mernda	The aim of the project is to have people feel they belong in Mernda and be proud of where they live by holding events that will welcome new residents and connect existing residents at the Mernda Village Community Activity Centre. Events will include a live band, competitions as well as free and cheap food. The events will be an opportunity to involve and promote local businesses and community groups as well as give the area more life. The events will mean people don't need to go out of Mernda for entertainment, saving time and money. They will also provide an alternative to the Bridge Inn Hotel for people to go for entertainment.	\$5,732	\$12,413	\$5,000	\$5,000	The project aims to create community connections with new and existing residents and aligns well with the CDGP objectives of an inclusive and engaged community. The project demonstrates good value for money with significant in-kind contributions from volunteers, whilst supporting community leadership and capacity building. The applicant has delivered successful events in the past demonstrating its capacity to deliver. The events also meet a community need as identified through surveys from the Mernda Pop Up Project funded by VLGA. Results indicated the Mernda community wanted more social and recreational opportunities in the local area.
Greek Orthodox Community of Whittlesea - Seniors club, Lalor 2016/2017CDGP064	Exercise for our Health Program	The aim of the program is to encourage community members, in particular seniors, to participate in an exercise program. The need for this project has come from a survey of group members which indicated that very few participate in a regular activity. The program, will include support measures to ensure participation such as a bilingual instructor and cheap classes run in the group's own hall where people feel comfortable and can walk to. The classes will introduce a variety of movement exercises to music, which will assist participants flexibility and balance.	\$3,524	\$9,024	\$4,000	\$4,000	This project is consistent with Council's Positive Ageing Strategy to build positive participation. Whilst this project is aimed at one cultural group, it is evident the group's participants are not engaging in physical activity; therefore, this program that is amongst peers and includes a small participant fee is likely to be successful with potential of sustainability beyond the life of the funding.

**COMMUNITY DEVELOPMENT GRANTS PROGRAM 2016-2017 SCHEDULE OF RECOMMENDATIONS
RECOMMENDED**

Applicant	Project Title	Project Summary	Total in-kind	Total cost of project	Amount Requested	Amount Recommended	Assessment Summary
VICSEG New Futures - Migrant families support organisation, Epping 2016/2017CDGP065	Community led priority activities and resources for asylum seeker and refugee families	The first of two strategies is to hold three community led Family Dinners and cultural activities for asylum seekers and refugee families in the evening following playgroup. The second strategy is to develop language resources for children and families in Farsi, Arabic and Bengali that can be used in English classes and the playgroup in order to celebrate being and belonging. The Song Room will be a partner in the project, to facilitate the Family Dinner Event and document the resources in written and digital form. The need for these two projects has stemmed from feedback from families participating in the playgroup.	\$1,525	\$6,525	\$5,000	\$5,000	There is a lack of asylum seeker specific services within the municipality. This project will help address the shortage and provide much needed community support to some of our most vulnerable community members. The project will also generate a range of resources that could be highly advantageous for Council and other agencies post the project delivery. The projects align with Council's asylum seeker policy that mentions the need for greater information sharing and services to local asylum seekers families. This is currently at a high need given over 1,000 asylum seekers live within the municipality. The application is aligned with the CDGP goals and objectives. It presents good value for money as there are two projects being delivered. Recommendation: Make links with the Whittlesea Community Connections Nursery Rhyme project
Friends of Eucalypt Inc. - Community garden group, Wollert 2016/2017CDGP066	Consultation for capacity building, planning and development of Friends of Eucalypt Community Garden	Eucalypt Estate in Wollert is in a new development with rapid changes in the population and few community centres and organised activities. The community garden is based in the community and offers an accessible space and can meet the needs of a culturally diverse and inter-generational community. Following advice provided to the association by Council, a consultation service will be engaged to assist with planning, advice and capacity building to ensure long term viability of the garden. It will complement the development of the Farmers Market and Food Swap with other community gardeners. Following the consultation it is anticipated the garden will then offer a space for the community to connect safely to share, relax, learn, develop an understanding of cultures and access healthy and sustainable food.	\$9,678	\$20,678	\$5,000	\$5,000	The applicant has provided a detailed and well considered application. The need for this project is well articulated and the budget allocation, that is supported with quotes, makes it clear the association has thought through the requirements of the project. The applicant has also demonstrated the capacity and skills to deliver the project successfully. This consultation component is integral to the overall project as it will mobilise key stakeholders, solidify working partnerships and involve the community in the development of the space.
SPX Waterdale Player Inc. - Youth theatre group, Lalor 2016/2017CDGP067	Accessible Theatre in a Non-Conventional Performance Space	The main objective of this project is to provide accessible theatre to the community in the form of a Shakespearean performance. A Midsummer Night's Dream will be performed in a park within the municipality, as this is a play set within a forest, lending its self to a park or nature performance; furthermore, by inviting patrons to bring a picnic rug and food, this form of performance allows families to enjoy a casual night out. Young people in the local area will be encouraged to perform and be mentored by experienced actors in the lead up to the performance.	\$73,110	\$79,110	\$4,000	\$4,000	The project is innovative and offers young performers and local audiences an exciting cultural experience. The project will activate a local space (a park yet to be identified) and aligns well with Council's Arts Strategy. The project offers good value for money as the level of in-kind support is substantial compared to the funds requested. The group has demonstrated the capacity to deliver with experience in delivering shows in the Banyule municipality. The group is new to the Whittlesea municipality and is offering a unique opportunity to engage local young people in the arts. Recommendation: The group aims to perform the play free of cost.
			\$218,168	\$335,666	\$97,092	\$97,393	

**COMMUNITY DEVELOPMENT GRANTS PROGRAM 2016-2017 SCHEDULE OF RECOMMENDATIONS
PARTIALLY RECOMMENDED**

Applicant	Project Title	Project Summary	Total in-kind	Total cost of project	Amount Requested	Amount Recommended	Assessment Summary
Turkish Women's Recreational Group Inc. <i>- Turkish women's group, Thomastown</i> 2016/2017CDGP014	Women in Harmony	The aim of the project is to hold an evening of entertainment through dancing and singing and sharing cross-cultural cuisine during Harmony Week in 2017. The Turkish Women's Group will teach Turkish and belly dancing, the Vietnamese women will teach umbrella and line dancing and the Romen will teach their traditional dance steps. The event aims to build participant's confidence and co-ordination through dance. The event also aims to help reduce isolation by allowing women of all backgrounds to come together and learn new dance steps.	\$2,007	\$6,857	\$4,900	\$3,000	<p>The application is recommended for partial funding. The project will address an identified need for a multicultural event specifically for women in the CoW; therefore, has a good possibility of being successful. This need was identified during informal consultations at an International Women's Day event in 2016. This group has also demonstrated the capacity to deliver and partner with other cultural groups.</p> <p>It is recommended this project be funded in part as budget items for equipment such as instruments are only of benefit to the applicant and not essential for the event to go ahead.</p> <p>Special Condition: Funding to be spent on expenses for the event and not on equipment such as instruments.</p>
Cultural and Theatrical Centre 'Paradise' Inc. <i>- Community theatre group, Mill Park</i> 2016/2017CDGP024	Community Theatrical Learning Project	The aim of the project is to run a series of theatre workshops to then produce a play for the whole community. Partnerships have been established with The Cypriot Women's Group, The Greek Orthodox Community Whittlesea and Thomastown Church Youth and Dancing Group to gain participants in the production. Participants will learn how to plan and perform in a theatrical play, all the while building their confidence and forming new friendships.	\$3,810	\$9,310	\$5,000	\$3,000	<p>This application is recommended in part. It has merit but is lacking in some detail, particularly with the budget. The applicant has delivered a successful play in 2015 indicating the capacity to deliver. In addition, partnerships have been formed with other community groups, which will increase the likelihood of new participants taking part in the workshops and the play. The budget does not break down costs and no quotes are provided; therefore, this application is recommended for part funding.</p>
Patience Community Services Inc. <i>- A benevolent organisation, Epping</i> 2016/2017CDGP032	Jewellery Making Project	The aim of the project is to engage local unemployed people and volunteers in a jewellery making project. The jewellery made will be gifted to disadvantaged people at Christmas time. Volunteers who are mostly unemployed will run the project for three full days a week for six months. It is anticipated volunteer participants will be able to add their newly developed jewellery making skills to their resume.	\$15,288	\$20,288	\$5,000	\$2,000	<p>This application, along with the three others from this organisation, has an inaccurate project budget. The budget details costings for running the organisation instead of costings for the running the project.</p> <p>The project, however, has merit and meets the CDGP goals of skill development and generating opportunities for the community to make new connections and is recommended for partial funding. As the group has only been established for a few months they are yet to prove their capacity to deliver. Follow up conversations with the group indicated they have enthusiastic volunteers and community members which are engaging in their various benevolent services and are willing to participate. The group can carry out this project on reduced funds but may have to reduce the duration of the project.</p>

**COMMUNITY DEVELOPMENT GRANTS PROGRAM 2016-2017 SCHEDULE OF RECOMMENDATIONS
PARTIALLY RECOMMENDED**

Applicant	Project Title	Project Summary	Total in-kind	Total cost of project	Amount Requested	Amount Recommended	Assessment Summary
Whittlesea Community House Inc. - Whittlesea Word Weavers auspiced by Whittlesea Community House Inc., Writing group, Whittlesea Township 2016/2017CDGP039	Word Weavers - Spreading the Word	The aim of the project is for Word Weavers to share and encourage the written and spoken word through performance and story telling at the Country Music Festival event. Writers will be invited to submit works in the form of prose, indigenous stories, poetry, short stories and impromptu oral stories for reading in public, with incentives and an MC to keep the program moving along. There will also be workshops for members to develop and learn skills on speaking the written word for performance. This project idea has been developed as many members have been looking for an opportunity to share their knowledge and skills with other aspiring writers in the broader community. This project will enable writers of all genres to share and connect with others in the CoW community and encourage people of all ages and abilities to write fiction, biographical, prose or any other form.	\$2,736	\$8,736	\$5,000	\$3,000	The applicant has demonstrated the capacity to deliver successful community development projects in the past. By performing at the Country Music Festival, there is a likely chance the performers will have an audience and the project will be a success. Whilst the group have a clear vision, some budget items are either excessive or unnecessary; therefore, this application is recommended for partial funding.
			\$23,841	\$45,191	\$19,900	\$11,000	

Attachment 1

RECOMMENDED SENIOR CITIZENS CLUBS' GRANTS 2016-2017

Club/Incorporated Name	2016/2017 Whittlesea residents attending weekly	Proposed 2016/2017 grant amount \$
Armenoro Senior Citizens' Association Inc.	70	2,270.90
Barry Road Italian Senior Citizens' Club	50	1,797.90
Bitola Macedonian Senior Citizens' Group Whittlesea Inc.	150	3,847.90
Bundoora Senior Citizen's Community Centre Inc.	10	1,182.90
Chaldean Senior Citizens' Group Whittlesea	38	1,551.90
Circolo Pensionati Italiani Di Bundoora Inc.	80	2,412.90
Circolo Pensionati Italiani Di St Luca Lalor & Thomastown Inc.	75	2,310.40
Community of Cypriots of the Northern Suburbs of Melbourne Senior Citizens' Club Inc.	150	3,847.90
Epping Combined Pensioners Association Inc.	65	2,105.40
Goce Delchev Senior Citizens' Association Inc.	150	3,847.90
Golden Sun Disabled and Senior Citizens' Association Inc.	75	2,310.40
Whittlesea and District Greek Elderly Citizens' Club Inc.	90	2,617.90
Greek Orthodox Community of Whittlesea Women's Group	68	2,166.90
Green Island Turkish Women's Group Inc.	33	1,449.40
Italian Pensioners Association of Mill Park Inc.	75	2,310.40
Italian Senior Citizens' Club of Lalor and Thomastown Inc.	100	2,822.90
Italian Speaking Senior Citizens' Association of Epping Inc.	60	2,002.90
Italian Welfare Association of Whittlesea Senior Citizens Inc.	58	1,961.90
Italian Women's Senior Citizens' Association of Whittlesea Inc.	75	2,310.40
Lalor Thomastown Combined Pensioners' Association Inc.	34	1,469.90
Macedonian Australian Senior Citizens' Group "Ilinden" Inc.	53	1,859.40
Macedonian Beranci Social Seniors of Whittlesea Inc.	125	3,335.40
Macedonian Orthodox Community of Melbourne and Victoria Elderly Citizens' Group of Epping Inc.	250	5,897.90
Macedonian Senior Citizens' Group Thomastown, Lalor, Epping and Mill Park Inc.	80	2,412.90
Macedonian Women's Senior Citizens' Group Lalor Inc.	75	2,310.40
Macedonian Women's Social Club of Whittlesea Inc.	63	2,064.40
Mernda Senior Citizens' Club Inc.	18	1,182.90
Mill Park Greek Elderly Citizens' Club Inc.	82	2,453.90
Mill Park Recycled Teenagers Senior Citizens' Club Inc.	54	1,879.90
Mill Park Senior Citizens' Club Inc.	38	1,551.90
Multicultural Senior Citizens' Group of Whittlesea Inc.	35	1,490.40
Neret Senior Citizens' Group Inc.	38	1,551.90
North Eastern Greek Elderly Citizens' Club Inc.	65	2,105.40
Northern Egyptian Association Inc.	54	1,879.90
Northern Mauritian Seniors' Club Inc.	14	1,182.90
Northern Melbourne Sri Lankan Association Inc.	80	2,412.90
Northern Melbourne Vietnamese Elderly Association Inc.	55	1,900.40

Club/Incorporated Name	2016/2017 Whittlesea residents attending weekly	Proposed 2016/2017 grant amount \$
Panagia Soumela Pontian Association of Whittlesea Inc.	65	2,105.40
Senior Citizens' Group of the Greek Orthodox Parish of the Transfiguration of Our Lord	80	2,412.90
Spanish Speaking Senior Women's Group North East Region	14	1,182.90
St Francis Filipino Senior Citizens' Club of Whittlesea Inc.	44	1,674.90
Tamil Seniors' Social Club Inc.	68	2,166.90
Thomastown East Greek Senior Citizens' Club Inc.	63	2,064.40
Thomastown East Italian Senior Citizens' Club Inc.	66	2,125.90
Turkish Women's Recreation Group Inc.	50	1,797.90
Welcome Senior Women's Group Inc.	35	1,490.40
Whittlesea Chinese Association	60	2,002.90
Whittlesea Combined Pensioners' Association	32	1,428.90
Whittlesea Maltese Senior Citizens' Club Inc.	140	3,642.90
Whittlesea Northern Cyprus Turkish Women's Group Inc.	30	1,387.90
Whittlesea Senior Citizens' Club Inc.	30	1,387.90
Turkish Elderly and Pensioners' Association Inc.	62	2,043.90
Whittlesea Turkish Women's Association Inc.	22	1,223.90
Community of Cypriots of the Northern Suburbs of Melbourne Women's Group	72	2,248.90
Whittlesea U3A Inc.	494	10,899.90
Greek Orthodox Community of Whittlesea Senior Citizens' Group	65	2,105.40
Association of Macedonian Refugee Children Elderly Citizens' Group Inc.	53	1,859.40
Macedonian Mens Group of Whittlesea	35	1,490.40
Community of Niki Inc	52	1,838.90
Greek Australian Ex Servicemen's Reserve Whittlesea and Districts Inc.	30	1,387.90
The "Good Shepherd" Egyptian Seniors' Association Inc.	46	1,715.90
Doreen Seniors' Club Inc.	86	2,535.90
The Chinese Seniors' Friendship Association of Whittlesea Inc.	100	2,822.90
Macedonian Veterans and Friends Senior Citizens' Group Inc.	87	2,556.40
Kajmakcalan Social Club	38	1,551.90
Lalor & District Men's Shed	34	1,469.90
St Anthony's Senior Social Club	30	1,387.90
Palestinian Senior Citizens' Inc	25	1,285.40
Shlama Inc.	31	1,408.40
Whittlesea Men's Shed	28	1,346.90
Cultural and Theatrical Centre (Paradise)	28	1,346.90
Total Existing Clubs	4880	155,470.90
Cultural Centre of Florinians 'Aristotelis' Inc	14	1182.90
Total All Clubs	4894	156,653.80

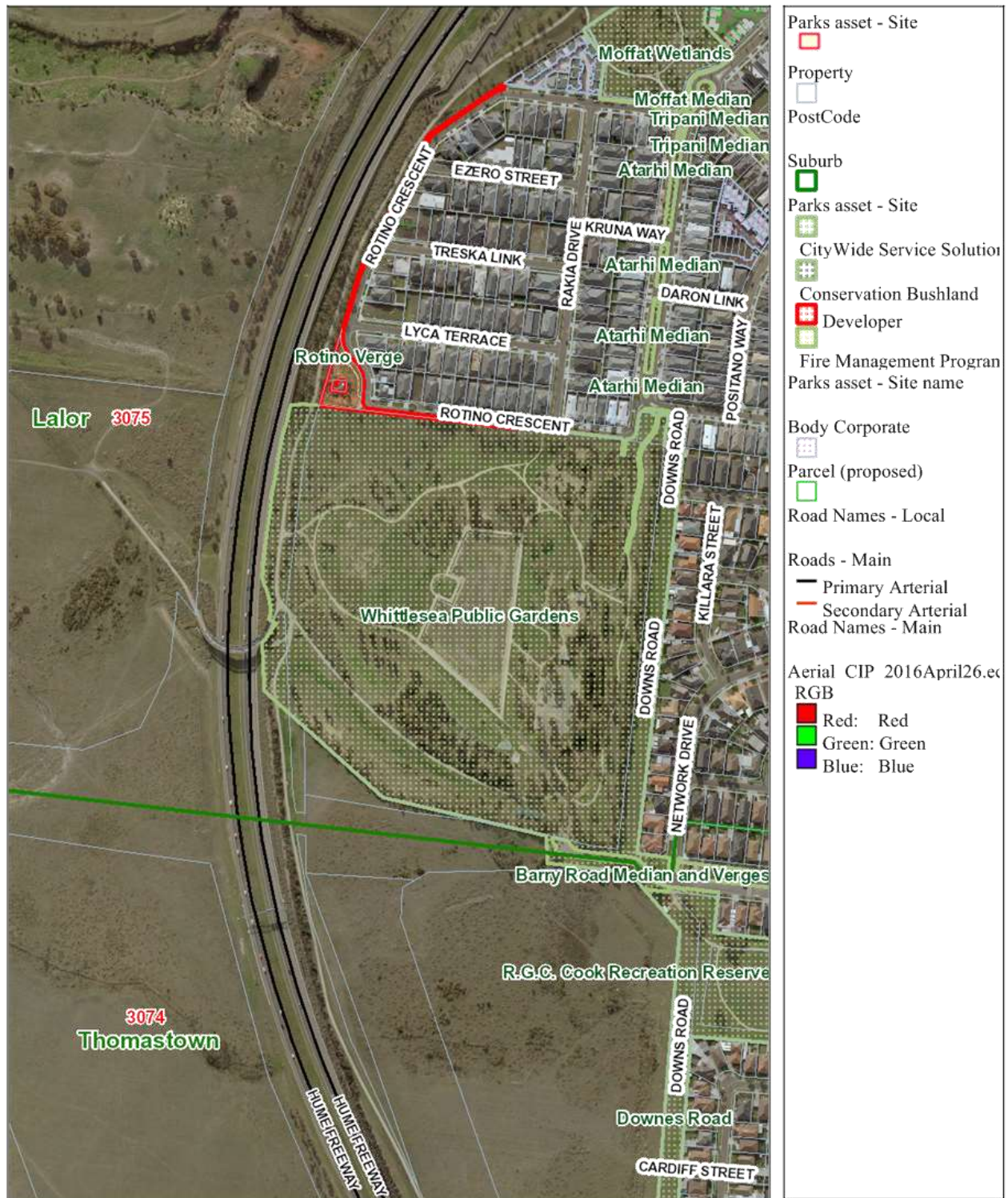
ATTACHMENT 2

SENIOR CITIZENS CLUBS' GRANT PROGRAM 2016_2017 - NEW APPLICANT

Cultural Centre of Florinians 'Aristotelis' Inc		
Eligibility Criteria	Meets Eligibility Criterion	Comments
Be incorporated with the purpose of offering a range of social, recreational and educational activities for their members	Yes	Incorporated since April 1996 Purpose: To celebrate significant cultural and historical events through festivals. Present various popular educational and cultural programs during the year and access to members and the broader community. Provide a safe happy environment where members can come together.
Have Public Liability Insurance	Yes	
Offer different activities and programs from other groups from the same cultural background	Yes	Unmet need: City of Whittlesea currently recognises and allocate grants to 14 Greek speaking Senior Citizen Clubs. This Club represents a region of northern Greece with full members born or having resided in Florina. The club is also open to members from other regional areas. The Club provides the annual 'Fasolatha' Festival (for which they receive grants from other funding streams) Duplicating existing clubs: Greek language based group but representing specific region.
Have 95% of members over 55 years of age	No	No. of members: 58 % 55+: 85% + Membership Demographics: of the 58 names on the membership list, 46 contained D.O.B, 12 entries did not include a D.O.B and as such officers had only considered those who supplied their D.O.B. Further investigation indicates that many of those who did not supply their D.O.B. are over 55.
Club is based in the City of Whittlesea	Yes	To note: This group had been meeting at 911 High Street Reservoir for a number of years. They owned this premises, sold the premises and moved to RGC Cook Pavilion – Robinvale Avenue Thomastown. Since May 2015 the club has had a MOU in place for the shared use of the Pavilion with Sporting Whittlesea Football (Soccer) Club. The Club pay 50% of hire costs. Meeting day & location: Thursdays weekly - 9am - 1pm
Recommendation: <i>That this club is recognised and eligible for a Senior Citizens Club Grant 2016/17</i>		



Whittlesea Public Gardens



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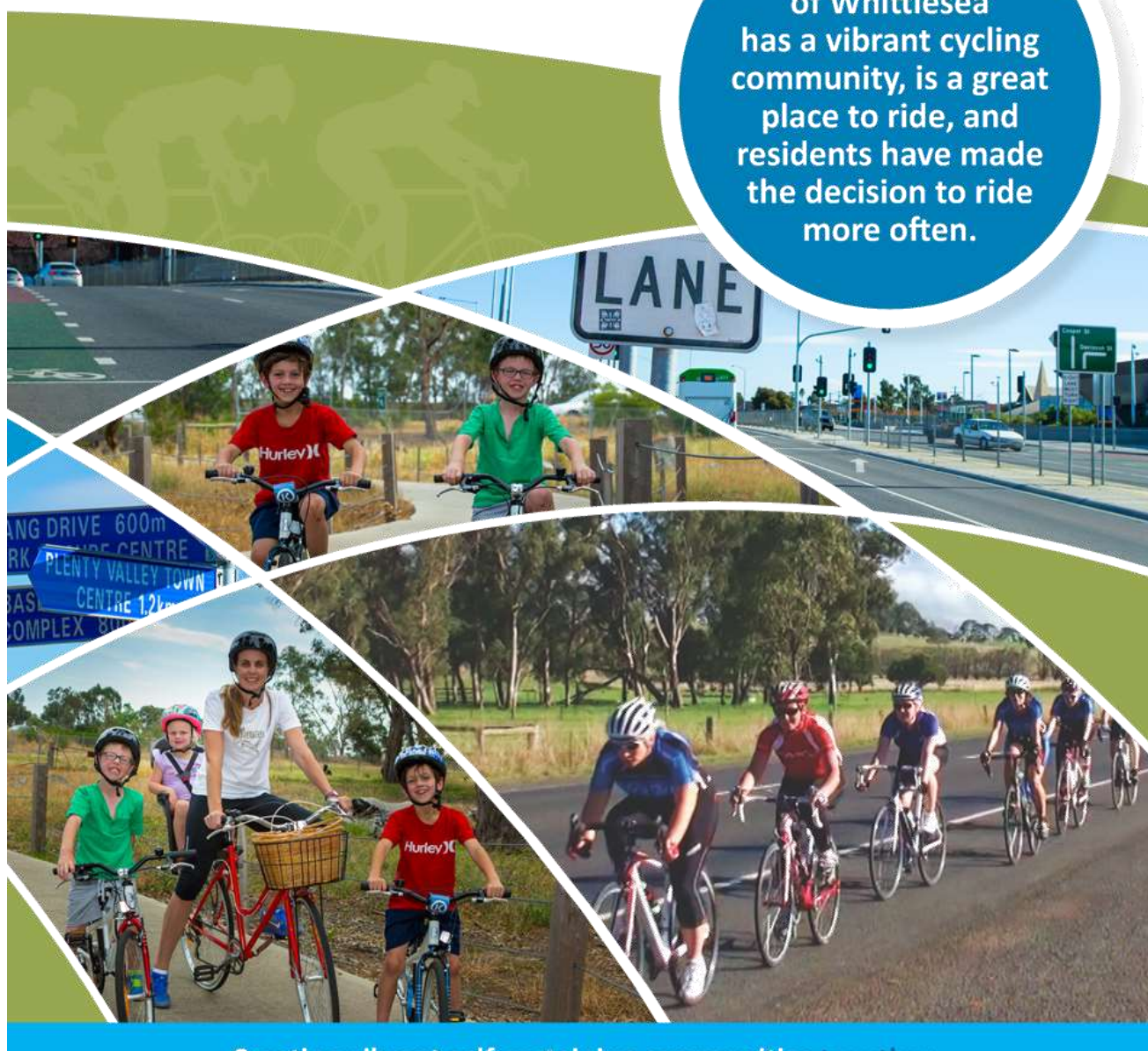


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Produced By: sxo

Whittlesea Bicycle Plan

2016 - 2020

The City of Whittlesea has a vibrant cycling community, is a great place to ride, and residents have made the decision to ride more often.



Creating vibrant self-sustaining communities together



Contents

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.

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Introduction

The *City of Whittlesea Bicycle Plan 2016-2020 (WBP)* is Council's commitment to increasing cycling participation of residents and visitors of the City of Whittlesea. Council recognises the importance of a strong plan to support cycling that will result in a range of benefits including economic, environmental, health, access and mobility, and community inclusion.

The *WBP* updates and replaces the *Whittlesea Strategic Bicycle Plan 1992* and *Whittlesea Bicycle Network Plan 2005*, and builds on local, State and Federal policies and strategies, particularly the *Integrated Transport Strategy 2014 (ITS)* and the *Shaping Our Future: Whittlesea 2030 – Strategic Community Plan (Community Plan)*.

The *WBP* relates specifically to the implementation of the ITS "Action C1.1. Develop a Council Cycling Plan and implement the associated projects and initiatives".

To deliver the *WBP*, Council will implement four key directions that were developed in consultation with the community and stakeholders that are underpinned by a sound evidence base. These are:

KEY DIRECTION 1: Making Cycling Safer

KEY DIRECTION 2: Encourage and Promote Cycling

KEY DIRECTION 3: Build and maintain a high quality network

KEY DIRECTION 4: Monitor cycling into the future

Council is committed to supporting cycling as a sustainable and healthy form of travel and recreation. The *WBP* sets out a clear plan of action and Council will have three defined roles:

Provider: Council can be a provider and directly undertake work

Advocate: Council can advocate for works on behalf of its communities

Facilitator: Council can support the work of others.

The *WBP* has two parts, Part One of the *WBP* contains:

- Cycling participation, issues and network
- Council's Cycling Policy Statement
- The rationale for a *WBP*
- Links to Council plans and Federal and State Government strategies
- Consultation and development process
- Key Directions and evaluation measures

Part Two of the *WBP* defines the specific actions to be undertaken over the next four years.





Whittlesea Bicycle Plan 2016 - 2020

Current Context

Cycling in the City of Whittlesea

Cycling is a popular way for residents to get around and experience the City of Whittlesea. More than 28,000 residents cycle frequently (weekly) and more than 38,000 cycle occasionally (monthly).¹ The cycling participation rate by residents of the City of Whittlesea is similar to metropolitan Melbourne and Victoria when measured by riding in the past week (Figure 2.2). However, there are fewer residents who have ridden in the past month and year compared to Melbourne and Victoria.

When cycling for purposes other than recreation the local cycling community have a variety of purposes with: trips to education (13%), visiting friends and relatives (8%), and shopping (6%) the most popular.³ Cycling for commuting is not as popular in the City of Whittlesea in comparison to metropolitan Melbourne and Victoria. A significant reason for this is that approximately 75% of the residential labour force leave the municipality each day for work.



Figure 1. Cycling participation comparison by area



Figure 2. Cycling for recreation in comparison to other purposes

The majority (88%) of the local cycling community enjoy cycling as a recreational activity. 24% of the community indicated that they cycle for purposes other than recreation² which is not significantly different from the Melbourne and Victorian averages.



Figure 3. Purposes for cycling other than recreation

¹City of Whittlesea Cycling Participation and Rider Perceptions 2014 survey pg 4. 2014

²City of Whittlesea Cycling Participation and Rider Perceptions 2014 survey pg 10. 2014

³City of Whittlesea Cycling Participation and Rider Perceptions 2014 survey pg 11. 2014



Cycling issues in the City of Whittlesea

The existing bicycle network provides safe and enjoyable routes for many cyclists. However there are several issues that limit greater participation, including trip distance, lack of connecting infrastructure to destinations and safety concerns.

Participation drops rapidly as we age

48% of young children (under 10) and 42% of teenagers (10-24) cycle frequently, considerably greater than the participation rate in Melbourne at 36% and 31% respectively. Participation declines rapidly, with only 7% of 18-29 year olds, 9% of 30-49 year olds and 3% of 50+ year olds, cycling frequently.⁵ The rate among young children (0-17) is greater than the Melbourne average, however the rate amongst adults 50+ is lower in Whittlesea than in Melbourne and Victoria.

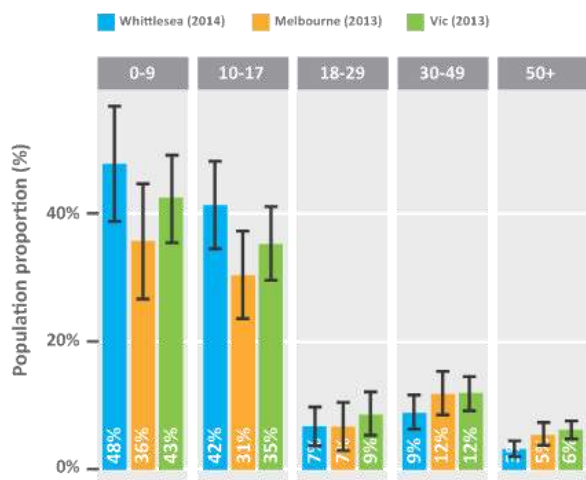


Figure 5. All persons, cycling participation in past week

Distance to destinations

Cycling trips out of the municipality are less attractive as activity centres in neighbouring municipalities are often beyond a reasonable cycling distance for active travel and to jobs. Industrial land uses and

waterways along the boundary of the municipality limit cycling connectivity between residential areas of the City of Whittlesea and those of adjoining municipalities.

Female participation

Males have much greater cycling participation in the City of Whittlesea at around 21%, compared to only 12% of females.⁶ This trend is similar to that observed across Melbourne and Victoria. Female cycling participation is seen as a barometer of a strong cycling community. Constraints on cycling for females includes personal (lack of confidence and cycling skills, lack of fitness, ability to keep up) and socio-environmental (adverse traffic conditions, driver aggression, end of trip facilities etc)⁷

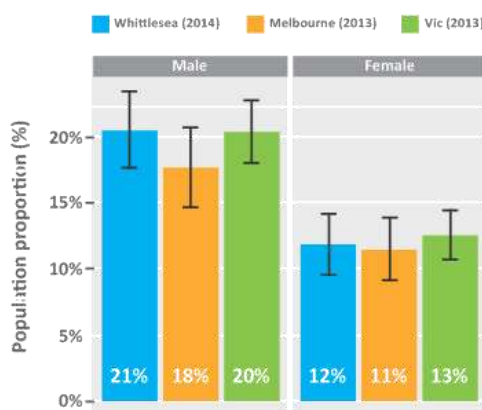


Figure 6. All persons, cycling participation in past week

However, connections to neighbouring municipalities remains important for recreational cyclists.

⁵City of Whittlesea Cycling Participation and Rider Perceptions 2014 survey pg 5. 2014

⁶City of Whittlesea Cycling Participation and Rider Perceptions 2014 survey pg 6. 2014

⁷Deakin University Revolutions for Women: Increasing women's participation in cycling for recreation and transport 2006



Whittlesea Bicycle Plan 2016 - 2020

Lack of connecting infrastructure

Despite the expansion of bicycle facilities in the City of Whittlesea, routes often lack connectivity. There is strong recognition from the local cycling community that the best way to encourage more active travel is to provide better connections to schools, public transport, shops and parks. This includes not only more paths and lanes but also includes: signs highlighting bicycle routes, improved crossing facilities and end-of-trip facilities.

Safety concerns limit participation

Safety is a primary concern for cyclists particularly when cycling as a form of active travel. Whilst most of the local cycling community felt either very comfortable (13%) or comfortable (50%) when riding in the City of Whittlesea, 29% felt uncomfortable. On average 14% of cyclists indicated that they did not ride to work, school or shopping because it is “too dangerous” riding in the City of Whittlesea.⁷





The cycling network

The bicycle network currently consists of almost 500 km of on-road and off-road facilities including:

- 120 km of off-road shared path or trail through open space areas, along rail corridors and pipe reservations.
- 130 km of off-road shared path running adjacent to existing roads within the road reservation
- 250 km of on-road bicycle lanes

These routes are supported by another 150 km of informal bicycle routes, often along quiet local streets, which provide local access and link into the surrounding network.

Whilst these informal routes may not receive dedicated on-road or off-road bicycle facilities they will be managed to ensure a “bicycle friendly” environment is provided.

The bicycle network will continue to expand as urban development continues in the municipality. This will include extensive new bicycle networks in Epping North, Doreen, Quarry Hills and Mernda, as well as further north in Wollert, Eden Park, Donnybrook and Beveridge. Once fully developed the bicycle network in the City of Whittlesea is likely to be double the length it is now, to over 1000 km.

Figures 5 and 6 highlight the existing and proposed bicycle networks at a broad level. Please refer to precinct maps (provided in Appendix A) for greater detail.





Whittlesea Bicycle Plan 2016 - 2020

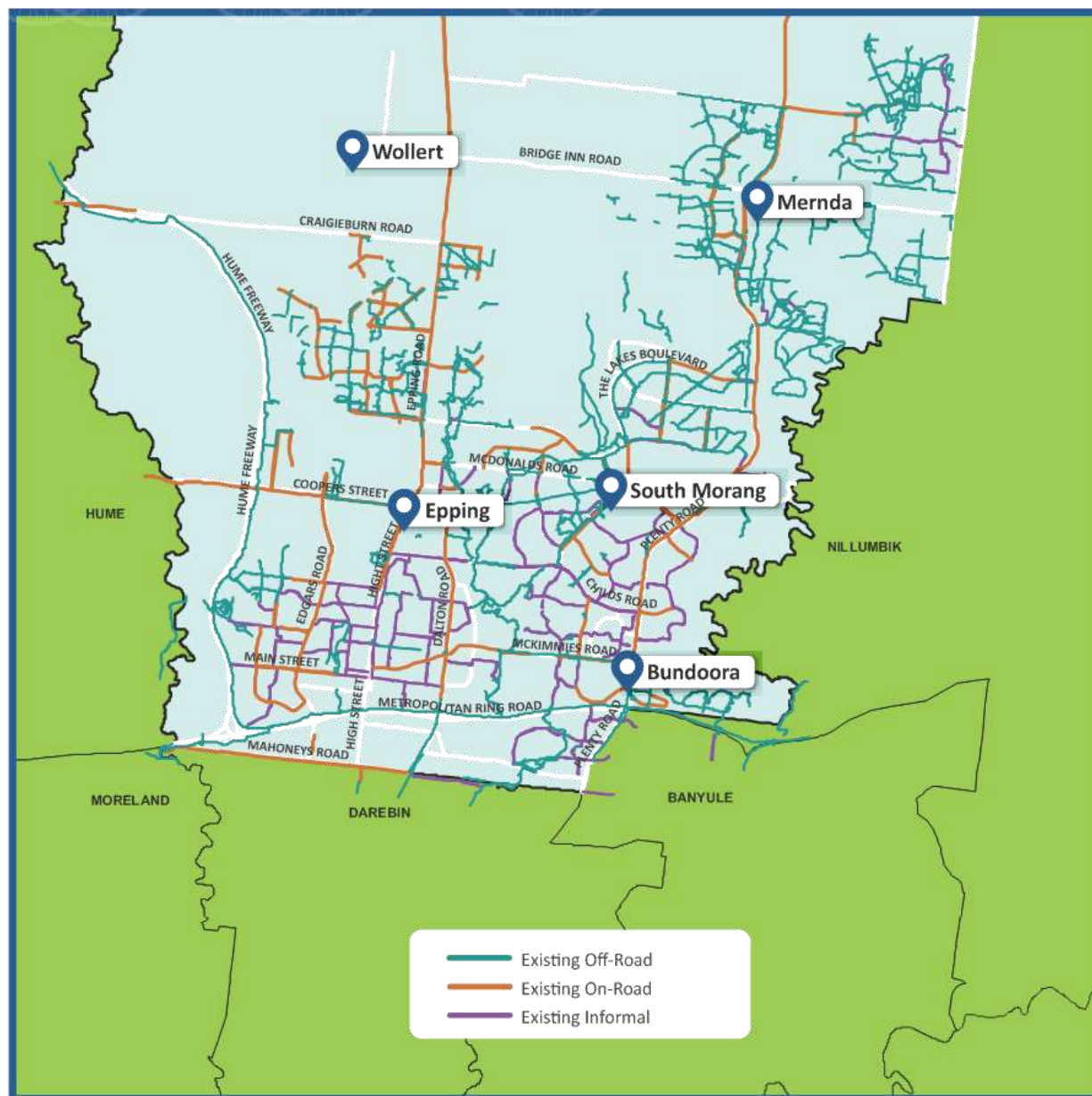


Figure 5: Existing Bicycle Facilities



Metropolitan Trail Network

The Metropolitan Trail Network (MTN) was established in 2002 to preserve and enhance the open space network. The MTN was identified by Parks Victoria and Council, and includes the Darebin Creek Trail, M80 Ring Road Trail, Merri Creek Trail and Plenty River Trail. A Northern Region Trails Strategy was approved in 2016 to provide a strategic framework for the future development and maintenance of a recreational off-road trail network in Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea and Yarra Councils.

Principal Bicycle Network

The backbone of the cycling network is the Principal Bicycle Network (PBN). These routes have been identified by VicRoads and Council and provide routes that help people cycle for transport, and provide access to major destinations in the Melbourne metropolitan area. The PBN guides State and local Government investment in the development of the

bicycle network. The PBN includes local roads, off-roads paths and State Government Arterial Roads. Important PBN routes include amongst others; Plenty Road, Dalton Road, Edgars Road, High Street/Epping Road, Bridge Inn Road, Cooper Street, Main Street/The Boulevard/McKimmies Road, McDonalds Road/Gorge Road, South Morang Rail Trail, and The Lakes Boulevard.

Municipal Bicycle Network

Bicycle routes not part of the PBN and MTN network are part of the City of Whittlesea's Municipal Bicycle Network (MBN). Each municipality is the custodian of their MBN, and is responsible for managing the development of this network. The MBN is designed to integrate with the MTN and PBN by filling in the logical gaps in the wider network. Provision for cyclists in the MBN involves a variety of on-road, off-road and shared space bicycle treatments. Some routes in the MBN may become part of the MTN or PBN as part of future revision to these networks.



⁸Parks Victoria. Linking People and Places. 2002

⁹State Government of Victoria. <http://www.vicroads.vic.gov.au/Home/Moreinfoandservices/Bicycles/StrategicDirectionsForCycling/BicycleNetworkPlanning/PrincipalBicycleNetwork.htm>. 2012

¹⁰State Government of Victoria. <http://www.vicroads.vic.gov.au/Home/Moreinfoandservices/Bicycles/StrategicDirectionsForCycling/BicycleNetworkPlanning/MunicipalBicycleNetworks.htm>. 2012

Whittlesea Bicycle Plan 2016 - 2020

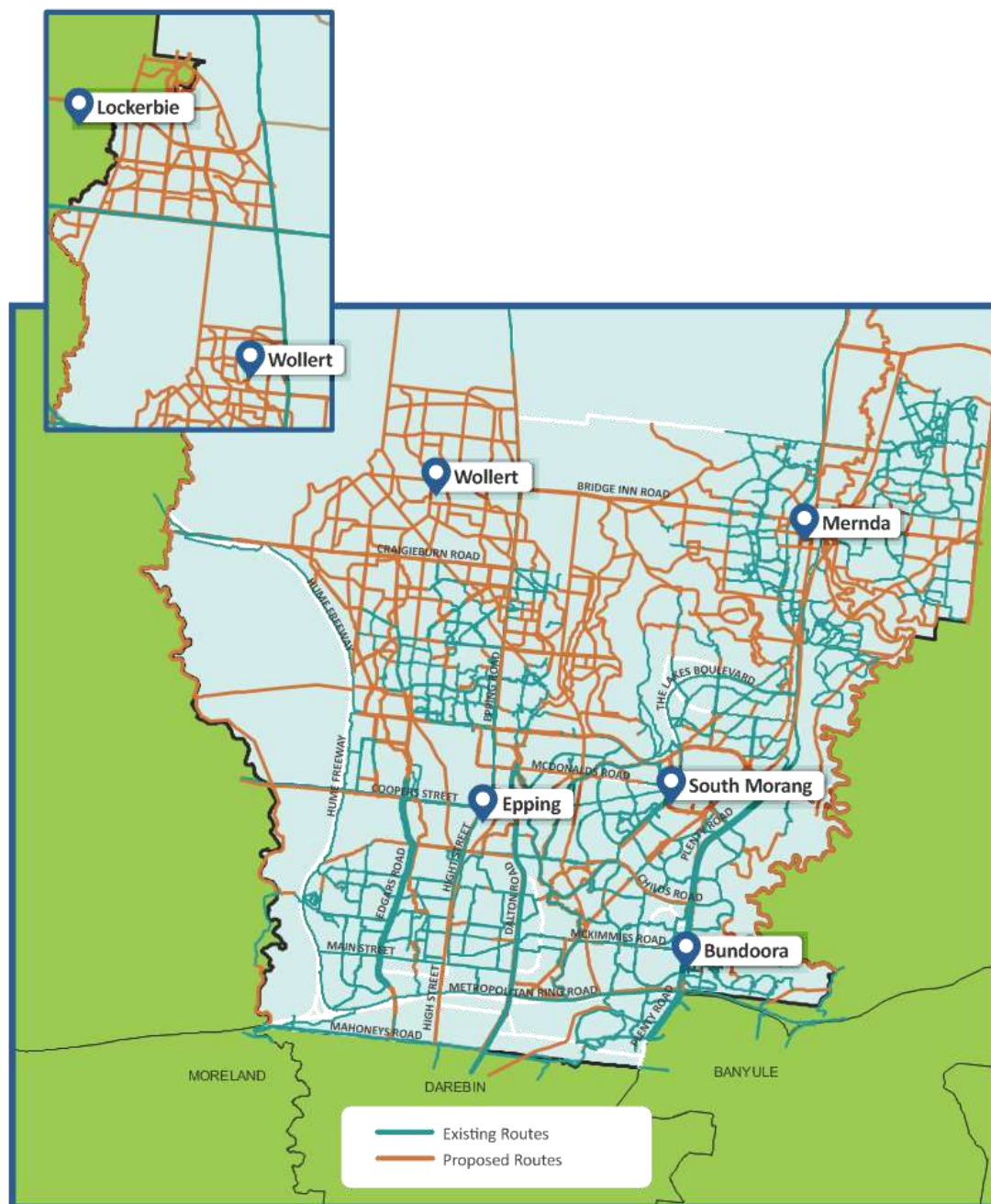


Figure 6: Existing and Proposed Bicycle Network





Cycling Policy Statement and Principles

The City of Whittlesea is committed to adopting cycling as a viable transport mode for a wide variety of trips, ensuring that the municipality is a great place to ride and residents have made the decision to ride more often.

Policy Principles

The Cycling Policy Principles are designed to guide and underpin the *WBP*

- Cycling should provide a highly efficient transport option for short and medium length trips of up to seven kilometres
- Cycling should contribute to health, economic and environmental outcomes
- Cycling infrastructure should be focused on facilities suitable for novice or young riders
- Supporting infrastructure including wayfinding signage and bicycle parking should be provided in key locations across the cycling network
- Cycling networks should extend the catchment of public transport stations and interchanges
- We will work in partnership with all communities and stakeholders to achieve positive community outcomes
- We are committed to delivering accessible information, facilities, programs and services that encourage people to build social connections and participate in community life.

The above Policy Principles have been informed by Council's Community Building Strategy that commits Council's actions to the needs and aspirations of the local community, building individual and community capacity, resilience and community connectedness. They have also been informed by Council's Integrated Transport Strategy, community and stakeholder input and from best practice cycling principles.

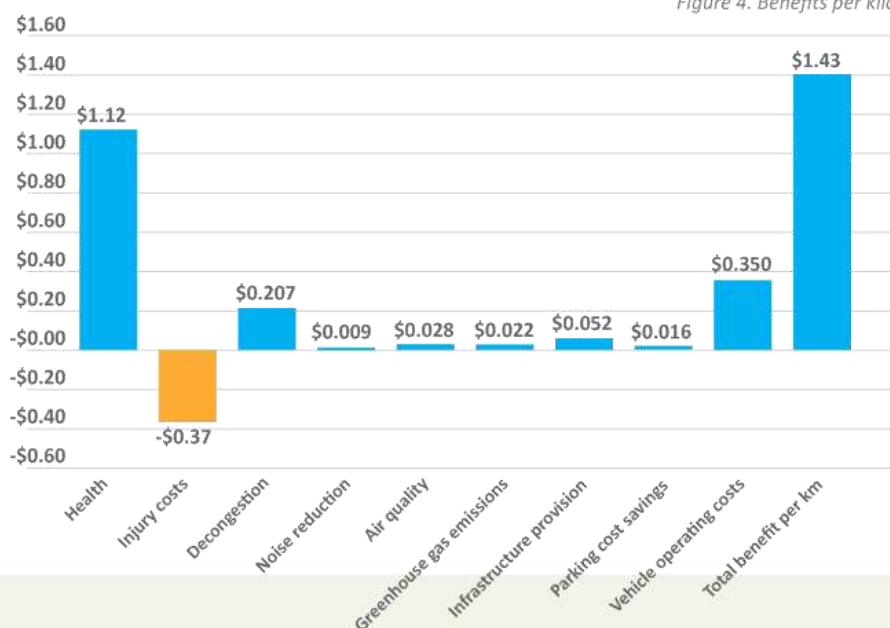


Rationale for *Whittlesea Bicycle Plan*

The rationale for cycling and for Council to undertake a WBP is supported by the strong tangible benefits from increased cycling participation. These wide benefits cover economic, environmental, community health and participation and access and mobility. Figure 4 highlights the economic benefits of \$1.43 per kilometre cycled for a typical off-road path in an urban area⁴.

- **Cycling for a healthier economy:** increased participation in cycling provides many economic benefits including: decongestion, infrastructure provision savings, parking cost saving, and reduced vehicle operating costs (fuel, maintenance, insurance, and registration). These benefits save the community more than \$0.60 per km cycled.
- **Cycling for a healthier environment:** participation in cycling also contributes to environmental outcomes including: improved air quality, reduced greenhouse gas emissions, and noise reduction. These environmental benefits total around \$0.06 per km cycled.
- **Cycling for healthier people:** the health benefits of greater participation in cycling make up the majority of the benefits. Even after considering increased injury costs the health benefits of cycling are around \$1.10 per km cycled. Increasing activity through cycling has massive health benefits including improved quality of life, increased life expectancy, reduced risk of cardiovascular disease, reduced rates of cancers, reduced risk of type two diabetes, reduces risk and symptoms of depression/anxiety etc.
- **Cycling for access and mobility:** cycling provides an affordable and fast form of transport for local trips within the municipality. Within the context of a “20 minute City” cycling extends the range of local destinations that are accessible without the need for a car.
- **Cycling for a strong cohesive community:** the support of cycling provides improvements in the public realm, places where people naturally interact with each other and their community, including streets, parks, transportation nodes and other public facilities. Cycling provides opportunities for greater social inclusion and community liveability. Rationale for supporting cycling.

Figure 4. Benefits per kilometre cycled



⁴Commonwealth of Australia, Walking and Riding Access to Public Transport - Supporting Active Travel in Australian Communities, 2013.



Policy context

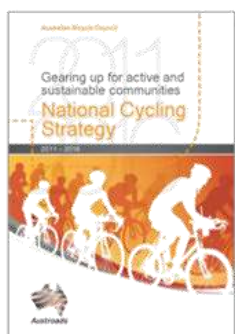
The WBP replaces the *Whittlesea Strategic Bicycle Plan 1992* and *Whittlesea Bicycle Network Plan 2005*, and is consistent with local, State and Federal policies and strategies. The plan has been identified as a key action in Council's Integrated Transport Strategy (ITS) that was adopted in March 2014. A brief summary of the relevant policies and strategies is provided below.



We can cycle safely¹¹

The WBP contributes specifically to the key strategic objectives of the *Community Plan*:

- Accessibility in, out and around our city
- Places and spaces to connect people
- Health and wellbeing
- Living sustainably
- Good governance



Double rate of participation in cycling between 2011 and 2016¹²

The *National Cycling Strategy 2011-2016* identifies six areas of priority including:

- Cycling Promotion
- Infrastructure and Facilities
- Integrated Planning
- Safety
- Monitoring and Evaluation
- Guidance and Best Practice



Grow and support cycling and build a more bike-friendly state (to be updated in 2016)¹³

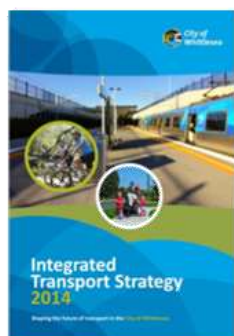
Cycling into the Future 2013-23 identifies six areas of priority including:

- Build evidence
- Enhance governance
- Reduce safety risks
- Encourage cycling
- Growing the cycling economy
- Plan networks and prioritise investment

¹¹City of Whittlesea. Shaping Our Future: Whittlesea 2030 – Strategic Community Plan. 2013

¹²AustRoads. National Cycling Strategy 2011 – 2016: Gearing up for active and sustainable communities. 2011

¹³State of Victoria. Cycling into the future 2013 – 23: Victoria's Cycling Strategy. 2012



Increase the proportion of the community engaged in cycling¹⁴

The ITS sets out how Council will enable the community to adopt cycling as a viable alternative to the car for a wide variety of trips through:

- Provision of infrastructure,
- Encouragement programs
- Supporting infrastructure



Increase the cycling participation of residents and visitors of the City of Whittlesea¹⁵

Council will advocate, facilitate and provide for greater cycling participation through four objectives:

- Making cycling safer
- Encourage and promote cycling
- Build and maintain a high quality network
- Monitor cycling into the future



Increase cycling along recreational trails in the City of Whittlesea¹⁶

The *Northern Regional Trails Strategy 2016* defines a plan for the future off-road recreational trails network in Melbourne's north. An integrated network of regional trails and significant features will provide social, transport, economic and environmental benefits.

¹⁴City of Whittlesea Integrated Transport Strategy 2014. 2014

¹⁵City of Whittlesea Bicycle Plan 2016-2020

¹⁶Northern Regional Trails Strategy 2016.



Whittlesea Bicycle Plan 2016 - 2020

Consultation and Development Process

The *WBP* has been informed by numerous strategies, plans, programs, standards and guidelines and the most relevant are:

Integrated Transport Strategy 2014

The ITS was adopted by Council in 2014 with the intent of establishing a framework to respond to the future transport needs of our new and established communities and to align Council's transport strategies, plans and investment priorities with State Government's priorities. It was underpinned by significant community input during its preparation including a telephone survey of residents and stakeholder engagement. The ITS sought to adopt cycling as a viable alternative to the car for a wide variety of trips, assisted by a suite of guiding principles. A coherent set of actions was developed for implementation that focused on the need to undertake a strategic cycling plan that addressed infrastructure provision, encouragement programs and supporting infrastructure like wayfinding signage and end-of-trip facilities.

City of Whittlesea Cycling Participation and Rider Perceptions 2014 Survey

This survey of City of Whittlesea residents was undertaken in 2014 as part of the National Cycling Participation Survey. The survey identified:

- Residents participate in cycling at a similar rate to metropolitan Melbourne with a focus on recreational cycling
- 50% of the local cycling community felt comfortable whilst 29% felt uncomfortable when riding
- Barriers to riding include insufficient connectivity to attractions such as inadequate lanes, paths and signage, need for safe crossing facilities and end-of-trip facilities
- Priorities for Council to consider include addressing female participation and those aged 25 plus years

Community Consultation

A range of consultations were undertaken with a diverse range of stakeholders during the development and following the release of the draft *WBP*. This included local community groups, the local cycling community, new and emerging communities and external stakeholders like neighbouring municipalities, State Government agencies and not-for-profit agencies. The feedback provided on the draft *WBP* has been used to enhance the finalization of the plan. It is summarized as follows:

- Cyclist safety was a key issue from inadequately designed bicycle lanes and paths and unsafe intersections
- Upgrades were identified for off-road paths and on-road bicycle lanes
- Supporting infrastructure including bicycle parking and signage is required
- Improved bicycle path and bicycle lane maintenance is sought
- Encouragement programs to grow the cycling community amongst all age groups are needed.



Key Directions

The four key directions were developed in consultation with our community and stakeholders and underpinned by localized data and best practice evidence.

Key Direction 1: Make cycling safer

A fundamental component of Council's policy for cycling in the City of Whittlesea is that the network is as safe as possible.

Between 2011 and 2015 there were 101 reported casualty accidents in Whittlesea involving cyclists¹⁶, including:



The WBP will address this key direction by adopting three key objectives:

- Objective 1** – Safer roads for cyclists
- Objective 2** – Safer intersections for cyclists
- Objective 3** – Safer cyclists and motorists

Key Direction 2: Encourage and promote cycling

Council recognises the importance of encouraging and promoting cycling by: facilitating the development of local cycling clubs, collaborating with local and regional cycling advocacy bodies, working proactively with schools and universities, and creating a strong internal cycling culture.

The WBP will address this key direction by adopting four key objectives:

- Objective 4** – Engage with the local cycling community
- Objective 5** – Engage with schools and universities and major employers
- Objective 6** – Promote cycling to the community

¹⁶State Government of Victoria. VicRoads CrashStats: Location is LGA(s): WHITTLESEA;
Query: Bicyclist casualty accidents - all ages; Date range is 01/01/2011 to 31/12/2015.



Key Direction 3: Build and maintain a high quality network

A high quality bicycle network is an essential component in the WBP. The network should be safe, legible, accessible, direct, continuous and attractive.

A high quality network also caters for all cyclists, particularly those who are new to riding. The network must also balance the needs of cyclists with a variety of trip purposes including: cycling for recreation, fitness and active travel to local destinations.

Developing new cycling infrastructure to achieve a connected and safe cycling network which provides direct access to local destinations, is a core focus of the WBP.

Maintenance of the bicycle network will become increasingly important as the network continues to grow and the cycling community becomes more active.

The WBP will address this key direction by adopting six key objectives:

- Objective 7** – Better recreational trails
- Objective 8** – Better transport routes
- Objective 9** – Better local streets for cycling
- Objective 10** – Better bicycle signage
- Objective 11** – Better end-of-trip facilities
- Objective 12** – Better maintenance of the network

Key Direction 4: Monitor cycling into the future

It is essential that Council monitor its performance in progressing towards the key directions of the WBP. The indicators, measures and targets in table 1 have been developed to ensure that progress across each key direction is recognised.

The WBP will address this key direction by adopting three key objectives:

- Objective 13** – Monitor investment in cycling
- Objective 14** – Monitor participation and perception of cycling
- Objective 15** – Monitor cyclist volumes on key routes



Evaluation and Reporting

The Action Plan contains objectives and actions that must be progressed to achieve the outcomes sought from the key directions. Each action includes identification of Council's role, key external partners and priority:

1. **Role:** Council will take on the following roles as Provider, Advocate and Facilitator in delivering the plan¹⁷
 - Provider: Council can be a provider and directly undertake work.
 - Advocate: Council can advocate for works on behalf of its communities.
 - Facilitator: Council can support the work of others.
2. **Partners:** the external partnerships that will be formed in response to the action.
3. **Priority:** the order in which the actions will be implemented:
 - Ongoing – indicates that the action is already been undertaken.
 - High – the actions to be implemented first.
 - Medium – actions after high priority actions are implemented.
 - Low – actions after medium priority actions are implemented.

The implementation of actions will be monitored and reported on by Council annually to ensure that progress is made against the *WBP's* measures, as detailed in Table 1. A review of the *WBP* will be undertaken at the conclusion of the four year Action Plan to report on achievements and identify the best way for Council to invest in achieving cycling outcomes.



Whittlesea Bicycle Plan 2016 - 2020

Objective	Measure	Target	Source
Make cycling safer	1. Number of crashes involving bicycles in COW	Less than 80 crashes involving cyclists as a five year average (currently 101 crashes)	VicRoads CrashStats
	2. % of the local cycling community that feel "very comfortable" or "comfortable" when riding	75% of the local cycling community feel "very comfortable" or "comfortable" (currently 63%)	Cycling Participation Survey, Annual Household Survey
Encourage and promote cycling	3. % of residents cycling frequently	20% of residents cycle frequently (currently 16%)	Cycling Participation Survey, Annual Household Survey
	4. % of residents cycling occasionally	30% of residents cycle occasionally (currently 22%)	Cycling Participation Survey, Annual Household Survey
	5. % of females cycling frequently	Close the gap between male and female cycling participation (currently 9%)	Cycling Participation Survey, Annual Household Survey
	6. % of 25+ cycling frequently	10% of residents aged 25+ cycle frequently (currently 6%)	Cycling Participation Survey, Annual Household Survey
Build and maintain a high quality network	7. Reported bicycle expenditure	Greater than \$5.00 spend on cycling infrastructure per resident as a five year average (currently \$6.94)	Council records
	8. Bicycle infrastructure delivered on time and on budget	90% of bicycle infrastructure delivered on time	Council Records

Table 1: Key Directions, Measures and Targets



Action Plan

Key Direction 1: Make cycling safer

Objective 1 – Safer roads for cyclists

Objective 2 – Safer intersections for cyclists

Objective 3 – Safer cyclists and motorists

Key Direction 2: Encourage and promote cycling

Objective 4 – Engage with the local cycling community

Objective 5 – Engage with schools and universities and major employers

Objective 6 – Promote cycling to the community

Key Direction 3: Build and maintain a high quality network

Objective 7 – Better recreational trails

Objective 8 – Better transport routes

Objective 9 – Better local streets for cycling

Objective 10 – Better bicycle signage

Objective 11 – Better end-of-trip facilities

Objective 12 – Better maintenance of the network

Key Direction 4: Monitor cycling into the future

Objective 13 – Monitor investment in cycling

Objective 14 – Monitor participation/perception of cycling

Objective 15 – Monitor cyclist volumes on key routes

Table 2: Key Directions and Objectives



Whittlesea Bicycle Plan 2016 - 2020

Objective 1 – Safer roads for cyclists

Cyclists are amongst the most vulnerable road users and around six times more likely to be involved in a casualty crash than motor vehicle occupants¹⁸. More than two thirds of the casualty crashes involving cyclists in the municipality occurred on arterial roads. High volume, high speed roads such as Plenty Road, High Street, Dalton Road, and Edgars Road accounted for half of all bicycle accidents in the municipality¹⁹.

Towards Zero Victoria's Road Safety Strategy and Action Plan 2016 – 2020 prioritises engineering treatments to make safer roads for cyclists. Many treatments are available to make cyclists feel more comfortable and reduce casualty accidents in the municipality, including:

- Enhanced existing on-road bicycle lanes: either through visual measures (e.g. buffer zones and coloured surface treatments), audible measures (e.g. rumble strips, and Riley Kerb®) or physical measures (e.g. kerb separators and flexible poles) to create greater separation from motor vehicles.
- Providing an off-road alternative: is often a great option if space exists in the road reservation. However careful consideration is required in regards to the surface, number of vehicle crossovers, maintenance, and priority of the path at intersections
- Reducing the speed limit: can be particularly effective in reducing the frequency and severity of casualty crashes for all road users and making cyclists more comfortable when riding in mixed traffic.



¹⁸Comparison between: Department of Transport, Planning and Local Infrastructure, Victorian Integrated Survey of Travel and Activity (VISTA), 2014 and State Government of Victoria, VicRoads CrashStats: Location is LGA(s): WHITTLESEA; Query: Bicyclist casualty accidents – all ages; Date range is 01/01/2011 to 31/12/2015, 2016

¹⁹State Government of Victoria, VicRoads CrashStats: Location is LGA(s): WHITTLESEA; Query: Bicyclist casualty accidents - all ages; Date range is 01/01/2011 to 31/12/2015.



Action #	Action	Council's Role	Partners	Priority
1.1	Plan for greater separation between cyclists and motorists in the established and developing areas, including: protected on-road lanes and priority off-road paths.	Facilitator Provider	VicRoads, Developers, Metropolitan Planning Authority	Ongoing
1.2	Enhance existing on-road lanes, particularly: <ul style="list-style-type: none"> Dalton Road bicycle lanes (Settlement Road to Cooper Street) Edgars Road bicycle lanes (Keon Parade to Deveny Road) High Street bicycle lanes (Childs Road to Rufus Street) Plenty Road bicycle lanes (Settlement Road to Whittlesea Township) 	Facilitator Provider	VicRoads	Ongoing
1.3	Advocate to the State Government for 40km/h speed zones including: <ul style="list-style-type: none"> Epping Station precinct (Cooper Street and Davisson Street) in Epping Central High Street between Childs Road and Rufus Street in Epping Central High Street between Pleasant Road and Spring Street in Thomastown High Street shops 	Advocate	VicRoads	Ongoing
1.4	Investigate the benefits to cycling safety, as part of all Local Area Traffic Management (LATM) investigations, including reducing speed limits on other roads in the municipality.	Provider		Low



Whittlesea Bicycle Plan 2016 - 2020

Objective 2 – Safer intersections for cyclists

Cyclists are particularly vulnerable at intersections. 70% of bicycle casualty accidents in the municipality between 2011-2015 occurred at intersections²⁰.

This occurs for a number of reasons, including: on-road bicycle lanes not entering intersections, off-road paths intersecting with a road, and at roundabouts on high speed roads. In all cases it is important to ensure that cyclists receive adequate space and priority to enable greater participation and a feeling of safety and comfortable when riding.



²⁰State Government of Victoria. VicRoads CrashStats: Location is LGA(s): WHITTLESEA; Query: Bicyclist casualty accidents - all ages; Date range is 01/01/2011 to 31/12/2015.



Action #	Action	Council's Role	Partners	Priority
2.1	Ensure appropriate intersections and path crossings, which prioritise the movement of cyclists, are implemented in developing areas as part of the <i>Precinct Structure Planning</i> process.	Facilitator Provider	VicRoads, Metropolitan Planning Authority, Developers	Ongoing
2.2	Advocate to the State Government for the upgrade of Arterial Road intersections to protect cyclists, particularly: <ul style="list-style-type: none"> Upgrade Dalton Road/Settlement Road to a signalised intersection Upgrade Dalton Road/Childs Road to a signalised intersection 	Advocate	VicRoads	Ongoing
2.3	Provide safe road crossings at the following Metropolitan Trails Network/Principal Bicycle Network locations: <ul style="list-style-type: none"> Darebin Creek Trail at Childs Road McDonalds Road east of Calendula Circuit 	Provider	VicRoads	Ongoing
2.4	Provide safe road crossings at the following MBN locations: <ul style="list-style-type: none"> Darebin Creek Trail at Hendersons Road Darebin Creek Trail at Greenbrook Drive Darebin Creek Trail at Findon Road Edgars Creek Trail at Main Street Edgars Creek Trail at Spring Street 	Provider		Medium Medium Low

Whittlesea Bicycle Plan 2016 - 2020

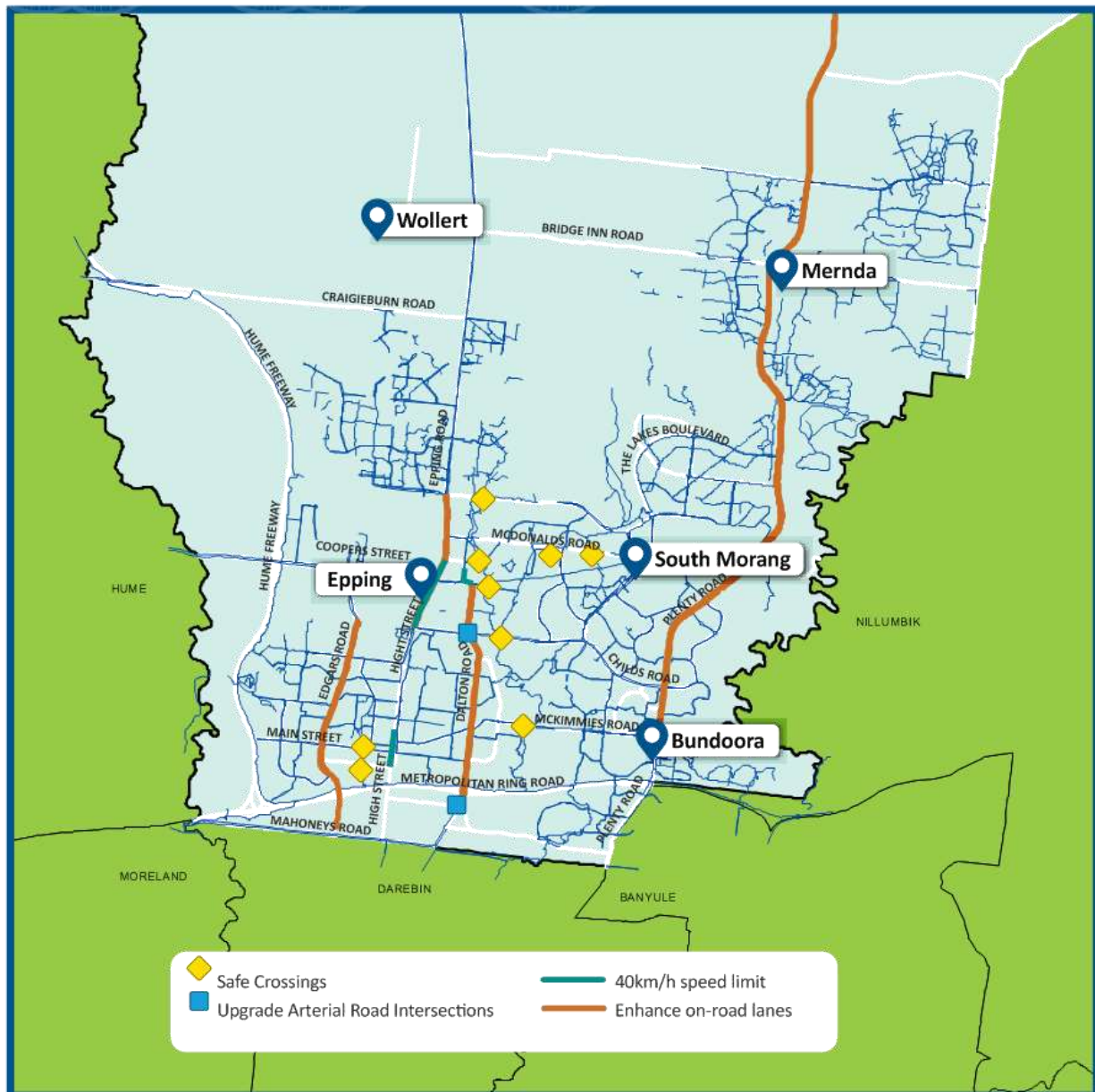


Figure 7: Safer Roads and Intersections Projects



Objective 3 – Safer cyclists and motorists

Providing appropriate levels of education and enforcement is critical in supporting the relationship between all road users. This includes:

- Communicating to motorists that as high impact road users they have greater responsibilities to take care around cyclists, initiatives such as *Share the Road* and *A Metre Matters* support this message.
- Ensuring that cyclists are aware of their responsibilities to obey all Victorian road rules and that enforcement is undertaken.
- Enable new and inexperienced cyclists to adopt cycling for transport and recreation by equipping them with additional skills and confidence.

Action #	Action	Council's Role	Partners	Priority
3.1	Develop and implement <i>Share the Road</i> initiatives which demonstrate the responsibilities of motorists to take care around cyclists.	Provider, Facilitator	VicRoads	High
3.2	Advocate to Victoria Police to enforce road rules relevant to cyclists, particularly helmet wearing, riding no more than two abreast, and riding with lights at night.	Advocate	Victoria Police	Ongoing
3.3	Support adult cycling skills training and courses in the City of Whittlesea and neighbouring municipalities.	Facilitator	Whittlesea BUG, Bicycle Network, Neighbouring BUGs	Ongoing



Whittlesea Bicycle Plan 2016 - 2020

Objective 4 – Engage with the local cycling community

The City of Whittlesea has a vibrant community of local cycling clubs and groups. Some are well established and others are just developing. The clubs and groups in the municipality include:

- The Whittlesea Bicycle Users Group (WBUG) is the local advocacy group supporting the local cycling community. The group run social rides for cyclists of all skill levels, advocate for better bicycle infrastructure, and raise awareness for cyclist safety in the municipality. Council has a strong collaborative relationship with the WBUG.
- Cyclist tourism numbers and visitation trends are difficult to measure, however it is clear that both cycling and cycling events add value to the local area, and boost the local economy. For this reason the requirements of the cycling community and opportunities for growth in this market should be prioritised.
- Sport cycling encompass several disciplines that require different recreational and competition facilities, including:
 - Road** – individuals or teams race on roads or specially designed criterium circuits. Events are held over varying distances.
 - Track** – held on a specially designed track or velodrome.
 - Mountain Bike** – held off road and includes downhill riding and cross country.
 - Cyclo-Cross** - races last approximately one hour and are held on technical and hilly informal circuits of 2.5-3.5 km.
 - BMX** - is raced on a 350m circuit. Eight riders start from an eight-metre high ramp and race over a track alternating bumps, banked corners and flat sections.





Action #	Action	Council's Role	Partners	Priority
4.1	Collaborate with and support the WBUG to facilitate greater cycling participation by regularly meeting to discuss and address infrastructure and road safety issues.	Provider, Advocate	Whittlesea BUG	Ongoing
4.2	Implement the actions of the <i>Tourism Strategy 2014-2019</i> promoting the City of Whittlesea as an optimal cycling destination and supporting the development and promotion of trails.	Provider, Facilitator, Advocate		Ongoing
4.3	Support cycling clubs and groups in the municipality by implementing the actions of <i>The Cycle Sports and Skate Strategy 2015 – 2025</i> .	Provider, Facilitator, Advocate	Sport Recreation Victoria	Ongoing



Whittlesea Bicycle Plan 2016 - 2020

Objective 5 – Engage with schools and universities and major employers

Council recognises the economic, environmental and health benefits that greater cycling participation can have in the local community, from students to workers. Council will lead by example and support its employees to engage in greater cycling participation.

In the 1970s around 80% of Australian students walked and cycled to school, now only 20% do. Considerable efforts are being made to reverse this trend, and the City of Whittlesea can be proud that in our municipality there is a high level of active transport to schools at around 41%²² (cycling represents 7%).

However there is more that can be done to support happy, healthy and active school communities. A recent survey of schools in the municipality indicated opportunities for increasing active travel participation by²³:

- Programs to encourage kids and parents to partake in active travel.
- Map of 'quiet neighbourhood routes' to the school.
- Improvements to bicycle lanes and paths including signage, linemarking and crossing facilities.
- Better signage of active travel routes to school.



²²Bicycle Network Victoria. City of Whittlesea: School Active Travel Study. 2014 pg 8. 2014

²³Bicycle Network Victoria. City of Whittlesea: School Active Travel Study. 2014 pg 21. 2014



Action #	Action	Council's Role	Partners	Priority
5.1	Promote Bicycle Network Victoria's programs and initiatives to schools, workplaces and residents in the City of Whittlesea, including: <i>Ride2School</i> program to schools	Facilitator	Bicycle Network Victoria, Schools	Ongoing
	<i>Happiness Cycle</i> program to get teens physically active through cycling in the municipality			
	<i>BikeEd</i> program in primary schools to provide children with the confidence to ride <i>Ride2Work</i> day to major employers in the municipality.			
5.2	Explore ways to support tertiary institutions in the municipality to encourage cycling for active travel in their student population.	Facilitator	Bicycle Network Victoria, Universities	Low
5.3	Make improvements to neighbourhood cycling routes that safely connect local residents to local schools.	Provider	Schools	Ongoing
5.4	Investigate the feasibility of developing <i>Green Travel Plans</i> aimed at increasing the number of employees cycling for active travel.	Provider		Medium



Objective 6 – Promote cycling to the community

Cycling contributes positively to social and physical wellbeing in the community and Council will promote the benefits of cycling participation through engagement and marketing activities. This will include groups that have low cycling participation rates.

Action #	Action	Council's Role	Partners	Priority
6.1	Develop a communications and marketing plan to encourage cycling participation and promote the benefits of cycling to infrequent and non-cyclists.	Provider	Bicycle Network Victoria, WBUG, VicRoads	High
6.2	Support the uptake of cycling by women and persons aged 25+ by undertaking targeted community engagement and marketing activities.	Provider, Facilitator	Bicycle Network Victoria, WBUG	High



Objective 7 – Better recreational trails

Most of the local cycling community ride for recreation²⁴ and the City of Whittlesea is fortunate to have many high quality recreational trails. To enable greater participation in recreational cycling it is important to address the following issues:

- **Gaps and missing links:** sporadic development patterns, changing standards and policies, and the outcome of planning applications often result in gaps and missing links in the desired bicycle network developing over time.
- **Poor quality surfaces:** more than 60km of the off-road trails network is unsealed (either sand or gravel). Many of these trails are frequently damaged by rainfall and erosion and do not provide appropriate accessibility for recreational cyclists and other users.
- **Inadequate lighting:** the use of recreational trails is limited before dawn and dusk. The installation of lighting is recommended on paths which carry a significant number of cyclists after dark.²⁵

Action #	Action	Council's Role	Partners	Priority
7.1	Support the implementation of the <i>Northern Regional Trails Strategy</i> and the recreational trail network in developing areas via the Precinct Structure Planning process.	Facilitator	Neighbouring Councils, Parks Victoria, Department of Economic Development, Jobs, Transport and Resources, Metropolitan Planning Authority	High
7.2	Build/upgrade major recreation trails to a suitable all weather surface, particularly: <ul style="list-style-type: none"> • Darebin Creek Trail (Metropolitan Ring Road to Findon Road) • Edgars Creek Trail (Spring Street to Main Street) • Hendersons Road Drain Trail (Childs Road to Findon Road) • Merri Creek Trail (Galada Tamboore trail to existing) 	Provider	WBUG, Bicycle Network Victoria	Ongoing Low Low Medium
7.3	Explore the feasibility of installing lighting on a section of a Shared Path as a trial initiative.	Provider	WBUG, Bicycle Network Victoria	Medium

²⁴City of Whittlesea. Cycling Participation and Rider Perceptions 2014 survey pg 10. 2014

²⁵AustRoads. Guide to Road Design Part 6A: Pedestrian and Cyclist Paths. 2009



Whittlesea Bicycle Plan 2016 - 2020

Objective 8 – Better transport routes

A key challenge for the *WBP* is to provide opportunities for active travel to activity centres and local destinations. Investment in bicycle infrastructure will be based on the priority of the project in terms of three criteria: Connectivity, Permeability, and Quality.

- **Connectivity:** the degree to which the route **allows** people to ride to their destination, and **value** of the route in the overall network. This is an assessment of whether it is possible to ride to a destination, and the strategic importance of the route, but not the ease or directness.
- **Permeability:** the network allows people to easily ride to their destination and have a choice of route, which is suitable for their

cycling ability. This includes both **directness** and **choice** of route.

- **Quality:** the degree to which the design of the cycle route suits potential riders and their purpose. Will the target rider feel **comfortable** and **safe** using the cycle route?

Refer to Appendix B for the prioritisation of cycling infrastructure.





Action #	Action	Council's Role	Partners	Priority
8.1	Advocate to the State Government for appropriate funding contributions to implement PBN routes in the municipality.	Advocate	VicRoads	Ongoing
8.2	Expand the bicycle transport network in established areas areas via the implementation of Precinct Structure Plans.	Facilitator	Metropolitan Planning Authority, VicRoads, Developers	Ongoing
8.3	<p>Build/upgrade the following key transport routes:</p> <ul style="list-style-type: none"> • Yan Yean Pipe Track (Gordons Road to McArthurs Road) • McKimmies Road bicycle lanes (Darebin Creek Trail to Botanica Boulevard) • Plenty Road shared path (McKimmies Road to McDonalds Road) • McDonalds Road shared path (High Street to Civic Drive) • Dalton Road shared path (Cooper Street to St. Monica's College) • Davisson Street shared path (McDonalds Road to Cooper Street) • Rufus Street shared path (Davisson Street to Darebin Creek Trail) • Bush Boulevard shared path (Plenty Road to Westfield Plenty Valley) • Epping Road shared path (Findon Road to Park Street) • Park Street shared path (High Street to Darebin Creek Trail) 	Provider	VicRoads	<p>Ongoing</p> <p>Medium</p> <p>Medium</p> <p>Low</p>



Whittlesea Bicycle Plan 2016 - 2020



Figure 8: Build and Upgrade Trails and Routes



Objective 9 – Better local streets for cycling

Every street is part of the bicycle network, indeed for many people the beginning and end of their trip will take them away from dedicated bicycle facilities. For this reason the conditions on all local streets are important and can have a significant impact on cycling participation. For example:

- Improving lighting can have a large effect on visibility and safety for all users, particularly cyclists.
- Reducing traffic speeds in local areas, through Council's Local Area Traffic Management (LATM) program, can create safe alternatives to arterial roads.
- Ramps and access for pedestrian and cyclists through cul-de-sacs, discontinuous roads and road closures, all give greater permeability for cyclists.
- Providing maps and materials to highlight cycling networks to the community.

Action #	Action	Council's Role	Partners	Priority
9.1	Provide bicycle access through road closures and dead-end streets where feasible, such as via LATM programs.	Provider		Ongoing
9.2	Develop and regularly update a TravelSmart map for the municipality, both printed and electronic versions.	Provider	Department of Economic Development, Jobs, Transport and Resources	Ongoing
9.3	Publicise routes along local streets that provide an alternative to routes on high volume or high speed roads.	Provider		Low



Whittlesea Bicycle Plan 2016 - 2020

Objective 10 – Better bicycle signage

Signing of bicycle facilities provides cyclists and other road users with the information required to move safely and conveniently through the bicycle network. The three categories of signs are²⁶:

- Regulatory signs: regulate and advise the type of facility within the context of the overall road system.
- Warning signs: warn users of potential hazards within the riding environment.
- Guide signs: direct users around the network, also known as wayfinding or directional signs.

All signage for the bicycle network should be designed to:

- Be consistent across the municipality and in neighbouring municipalities.
- Be legible and understandable from a distance without presenting a hazard or requiring the rider to stop.
- Promote safer routes particularly off-road and “local street” bicycle routes.
- Promote routes to key destinations including: train stations, shopping centres, schools and universities and Council facilities.

Action #	Action	Council's Role	Partners	Priority
10.1	Review the provision of bicycle signage on MTN, PBN, key MBN and in activity centres. Develop a <i>Signage Management Plan</i> in accordance with Council's <i>Corporate Branding and Signage Guidelines</i> that provides a consistent approach to signage across the municipality.	Provider	Department of Economic Development, Jobs, Transport and Resources	High
10.2	Upgrade bicycle signage in accordance with appropriate standards and the <i>Signage Management Plan</i> .	Provider		Medium

²⁶AustRoads. Cycling Aspects of AustRoads Guides. pg 121 2014





Whittlesea Bicycle Plan 2016 - 2020

Objective 11 – Better end-of-trip facilities

A fundamental aspect of cycling for a variety of trip purposes is providing bicycle parking options at the cyclist's destination and other end-of-trip facilities such as change room facilities.

The *Whittlesea Planning Scheme* requires that bicycle parking be provided for various developments for both employees/residents and visitors. It also requires showers and change room facilities based on minimum employee bicycle parking spaces.²⁷ Whilst these minimum requirements contribute greatly to the amount of bicycle parking provided, it does not address other aspects including:

- **Convenient:** located on the natural access path to the destination.
- **Attractive:** distance to the destination, public amenity and shelter from the weather.
- **Safe:** clear delineation of the area set aside for cyclists.
- **Visible:** located in a well-lit and social vibrant area with regular and continuous foot traffic.



²⁷Whittlesea Planning Scheme.



Action #	Action	Council's Role	Partners	Priority
11.1	Ensure that the design aspects of convenience, attractiveness, safety and visibility are applied in the design of bicycle parking and suitable end-of-trip facilities are provided within new developments, including Council projects, and urban renewal initiatives.	Facilitator, Provider	Developers, Traders Associations	Ongoing
11.2	Undertake a review of the number, convenience, attractiveness, safety, and visibility of bicycle parking provided at key attractions including: train stations, shopping precincts, schools and Council facilities.	Provider		High
11.3	Support schools that have an identified a need for improved bicycle parking facilities.	Provider, Facilitator	Bicycle Network, Schools	Ongoing
11.4	Investigate the potential to expand the bicycle parking facilities at train stations in the municipality and explore the option of installing a bicycle maintenance station at a train station.	Facilitator	Metro Trains, Public Transport Victoria, Bicycle Network	Medium
11.5	Improve bicycle parking facilities at existing shopping precincts and at Council facilities.	Facilitator, Provider	Traders Associations	Low



Whittlesea Bicycle Plan 2016 - 2020





Objective 12 – Better maintenance of the network

Consideration of the maintenance requirements of the expanding bicycle network is critical to ensure a safe and high quality bicycle network is provided. Council needs to implement strategies to ensure the following occurs:

- **Provide ongoing maintenance of lanes and paths:** including periodic inspections and sweeping schedules.
- **Encourage cyclists to report hazards:** all paths users are able to report issues and hazards they identify through the Council's

Customer Request Management (CRM) system. The system allows requests to be made by phone, email or mail.

- **Inform cyclists of temporary closures and alternative routes:** ongoing network improvements and upgrades will result in closures from time to time. This information will be provided through the City of Whittlesea website, informing the WBUG and neighbouring municipalities.

Action #	Action	Council's Role	Partners	Priority
12.1	Undertake periodic inspections of key bicycle lanes and paths, to determine if existing maintenance standards are adequate.	Provider		Ongoing
12.2	Review the performance standards for roadways and pathways in the <i>Road Management Plan</i> , with the aim of improving maintenance of bicycle lanes and paths.	Provider		Medium
12.3	Implement changes to performance standards in the <i>Road Management Plan</i> as necessary.	Provider		Low



Whittlesea Bicycle Plan 2016 - 2020

Objective 13 – Monitor investment in cycling

In order to determine the success of the *WBP* it is essential that Council continues to monitor the ongoing investment in bicycle infrastructure and programs in the municipality.

- Maintain up-to-date asset data of bicycle related infrastructure. This includes all assets on-road lanes, off-road paths, off-road path crossing facilities, bicycle parking and other end-of-trip facilities, and bicycle signage.
- Council plays a critical role in facilitating the provision of bicycle infrastructure in developing areas. Every year several hundred linear metres of bicycle lanes and paths, numerous parking rails, and countless bicycle signs are installed by land developers and transferred to Council for ongoing maintenance.

Action #	Action	Council's Role	Partners	Priority
13.1	Report annually on: <ul style="list-style-type: none"> • investment in bicycle infrastructure contained in the annual budget. • the length of new bicycle lanes and paths handed over to Council in developing areas to record and map and inform the community 	Provider		Ongoing
13.2	Development a <i>Bicycle Infrastructure Asset Management Plan</i> which contains all bicycle related assets, including: lanes, paths, parking and extends to crossings, lighting and signage.	Provider		Medium



Objective 14 – Monitor participation and perception of cycling

The intent of the *WBP* is to increase the cycling participation of residents and visitors of the City of Whittlesea. It is essential that Council has a monitoring framework that identifies changes in cycling participation over time. The framework will focus on frequent (at least weekly) and occasional (at least monthly) cycling participation in the local cycling community. Additionally perceptions towards cycling must be monitored to identify changes in how the community views cycling over time.

The monitoring framework will look at various issues including:

- How comfortable do the local cyclists feel when riding?
- Are cycling conditions in the City of Whittlesea getting better or worse?
- What are the reasons restricting greater cycling participation?
- What key actions should Council be progressing to enable greater cycling participation?

Action #	Action	Council's Role	Partners	Priority
14.1	Improve data capture on participation and perception of cycling by: <ul style="list-style-type: none"> • Participating in the local government Cycling Participation and Rider Perceptions Survey, • Adapting the City of Whittlesea Annual Household Survey to gather cycling participation and perception data 	Provider	Australian Bicycle Council	High
14.2	Conduct further perception surveys in targeted populations, including schools, female cyclists, and train station commuters.	Provider	Bicycle Network Victoria	Medium



Whittlesea Bicycle Plan 2016 - 2020

Objective 15 – Monitor cyclist volumes on key routes

It is important to understand the number of cyclists moving along key routes and through intersections. This data is used to pinpoint growth in cycling participation at a local-scale.

Action #	Action	Council's Role	Partners	Priority
15.1	Participate annually in the <i>Super Sunday</i> and <i>Super Tuesday</i> bicycle counts.	Provider	Bicycle Network Victoria	Ongoing
15.2	Develop a trial of permanent bicycle counters at key locations, with priority on the following routes: <ul style="list-style-type: none"> • Plenty Road on-road lanes • M80 Ring Road Trail • Darebin Creek Trail • South Morang Rail Trail. 	Provider	VicRoads, Department of Economic Development, Jobs, Transport and Resources	Medium
15.3	Collaborate with the Whittlesea BUG and Bicycle Network Victoria to monitor cycle use via digital platforms.	Facilitator	Victoria	Medium





Whittlesea Bicycle Plan 2016 - 2020

Funding the Plan

Funding for the actions in the *WBP* is available through Council's annual budgetary process and from external sources. The exact level of funding provided in each financial year will be confirmed through Council's capital works program and annual budget.

External funding

The future bicycle network in the municipality will be more than double the length it is today, with more than 1000km of lanes and paths. Given the level of funding currently provided from rates it would take more than 50 years to expand the network. Council must obtain external funding sources, to contribute in combination with rate funds.

External funding sources include:

- Developers:** ensuring developers provide an appropriate contribution to the bicycle network is paramount. Getting the infrastructure upfront, consistent with the strategic network upfront, ensures that our community has the greatest opportunity to participate.
- State Government:** has responsibility for the PBN and MTN. Council will work with the appropriate agency, such as Transport Accident Commission (TAC) Department of Economic Development, Jobs, Transport and Resources (DEDJTR), VicRoads, Public Transport Victoria (PTV) in providing bicycle facilities for the network.
- Federal Government:** funding in association with Federal strategies including large-scale transport projects (rail extension, freeway and interchange construction), road safety initiatives, programs relating to improving health outcomes in outer suburbs, and greenhouse gas minimisation strategies.
- In a similar way working with neighbouring Municipalities to identify shared interests and opportunities for partnership. These partnerships could include constructing on-road and off-road links of regional significance, end of trip facilities, or shared funding for regional encouragement and behaviour change programs.



Implementing the Plan

The WBP includes a range of actions and initiatives that help to underpin a connected and healthy City of Whittlesea community and is a statement of Council's commitment to improving cycling within the municipality.

Council will continue to support cycling with an appropriate level of funding for the actions in each objective to achieve the policy and key directions of the WBP. The exact level of funding provided in each financial year will be confirmed through Council's capital works program and annual budget, external funding applications and the outcome of advocacy actions. The Implementation Plan attached identifies the staging of the actions over the next four financial years.



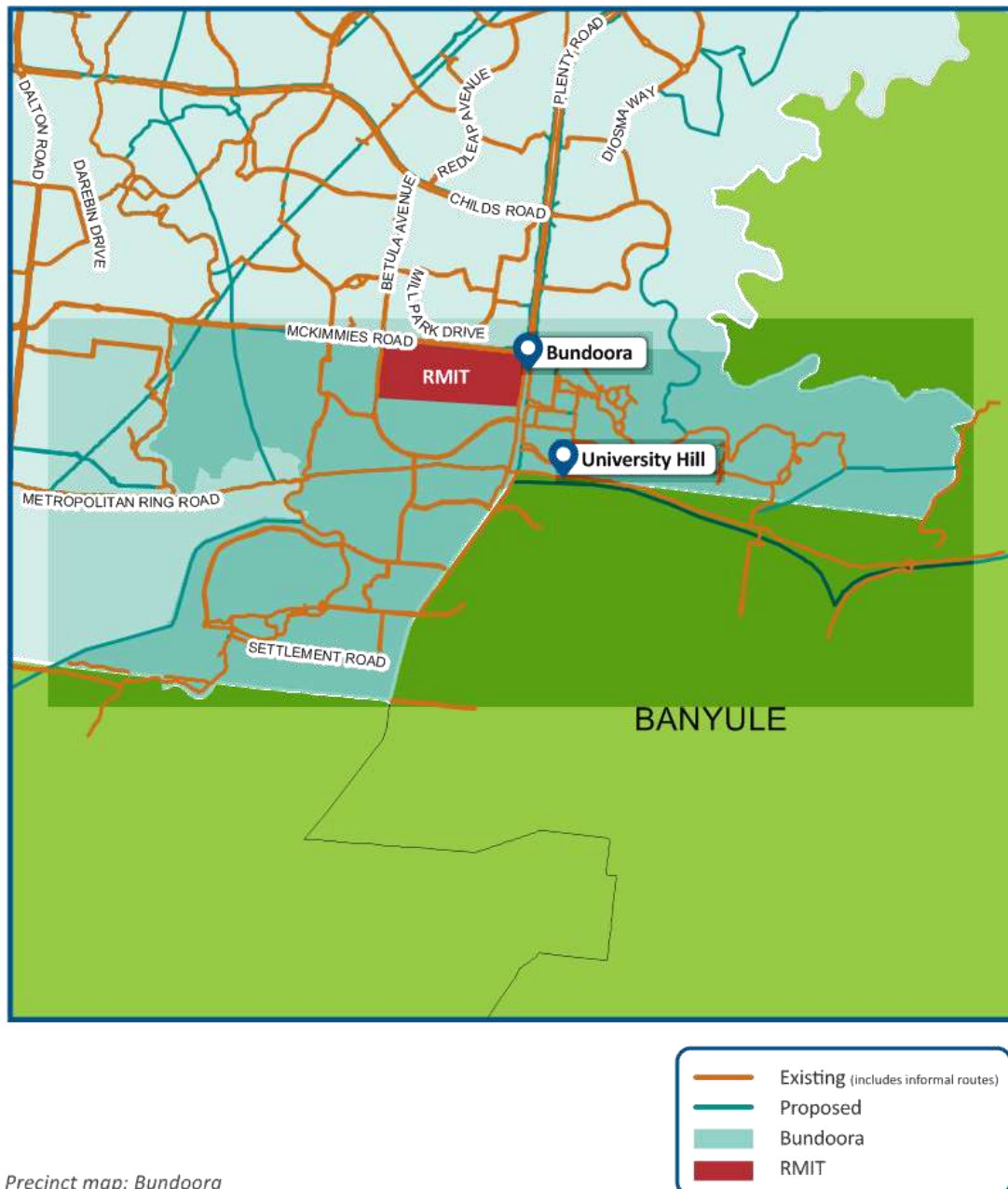


Whittlesea Bicycle Plan 2016 - 2020

Appendix A - Precinct Maps

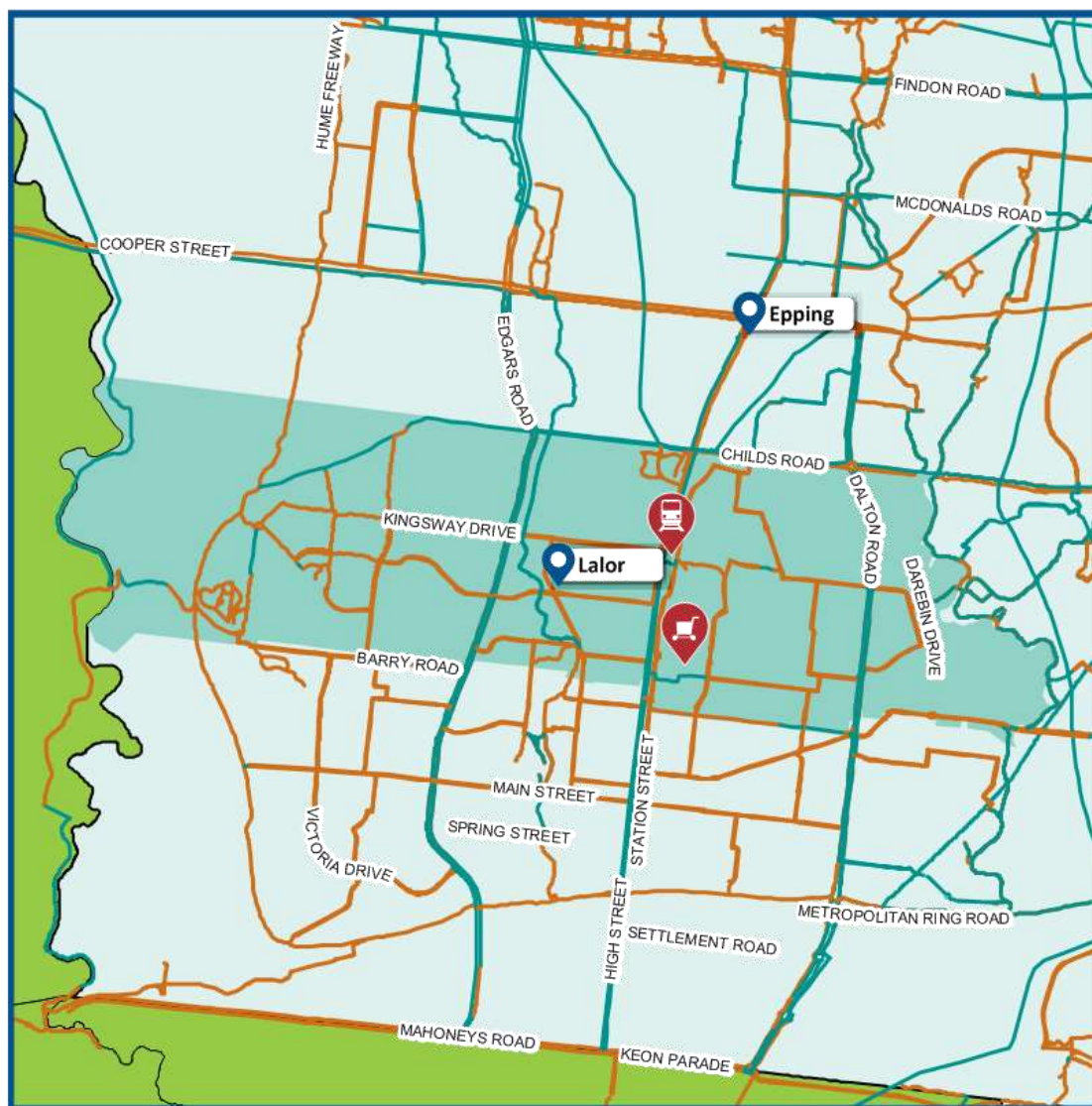


Precinct map: Thomastown



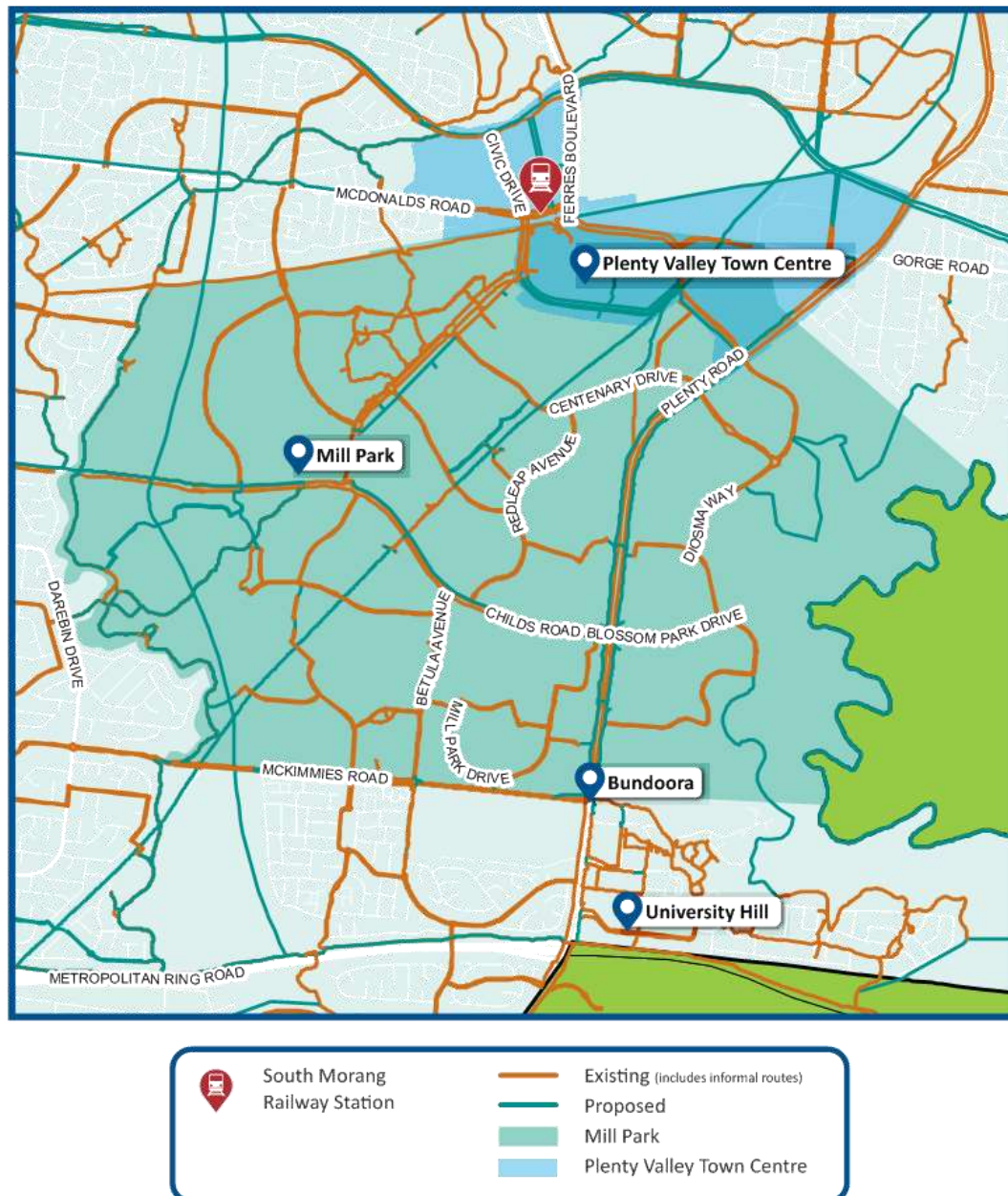


Whittlesea Bicycle Plan 2016 - 2020



Precinct map: Lalor

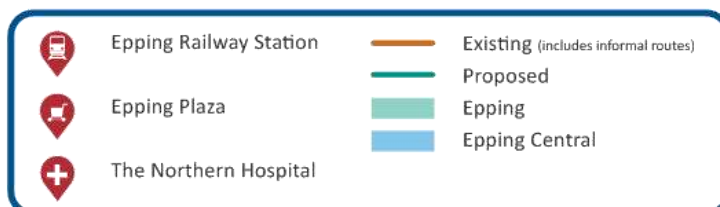
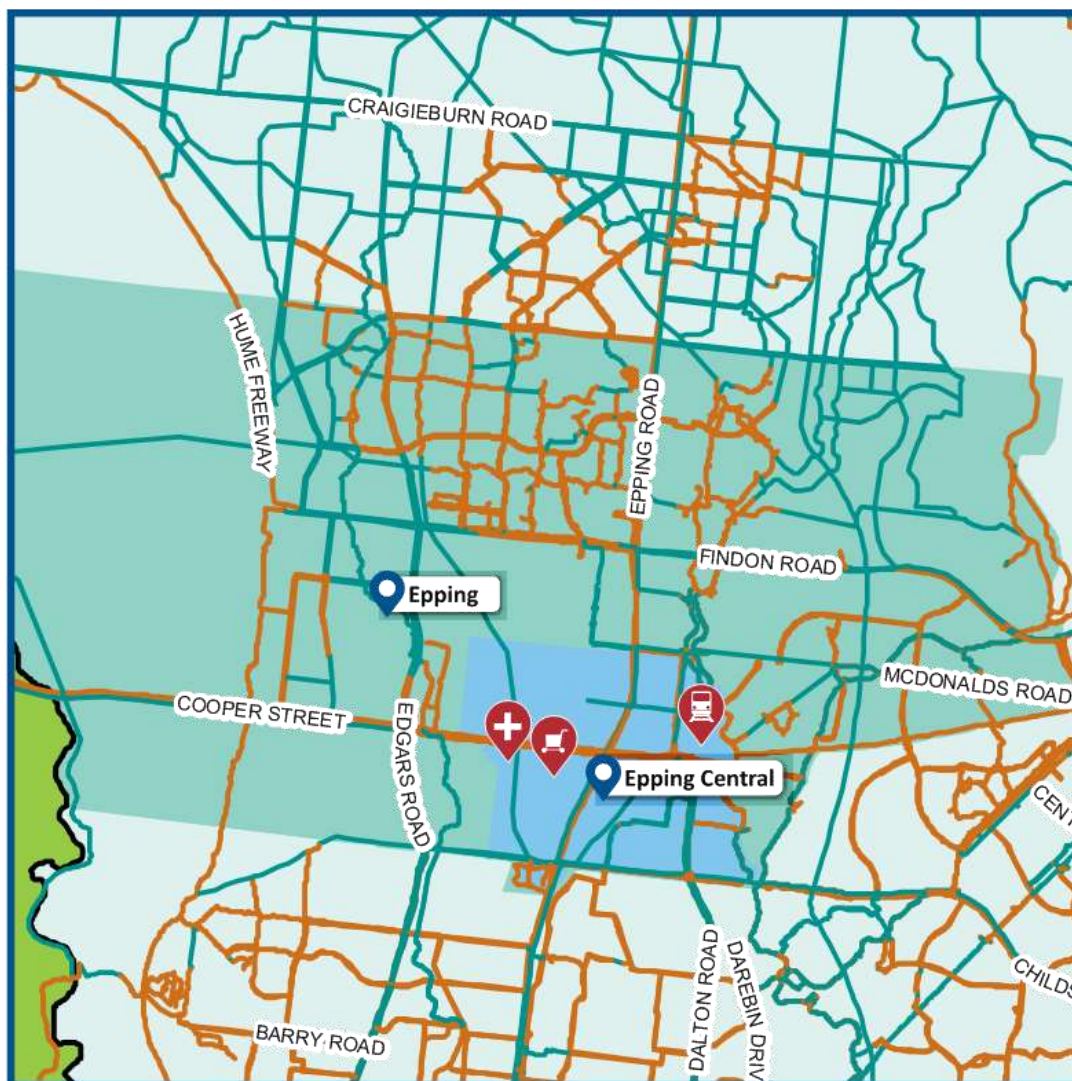




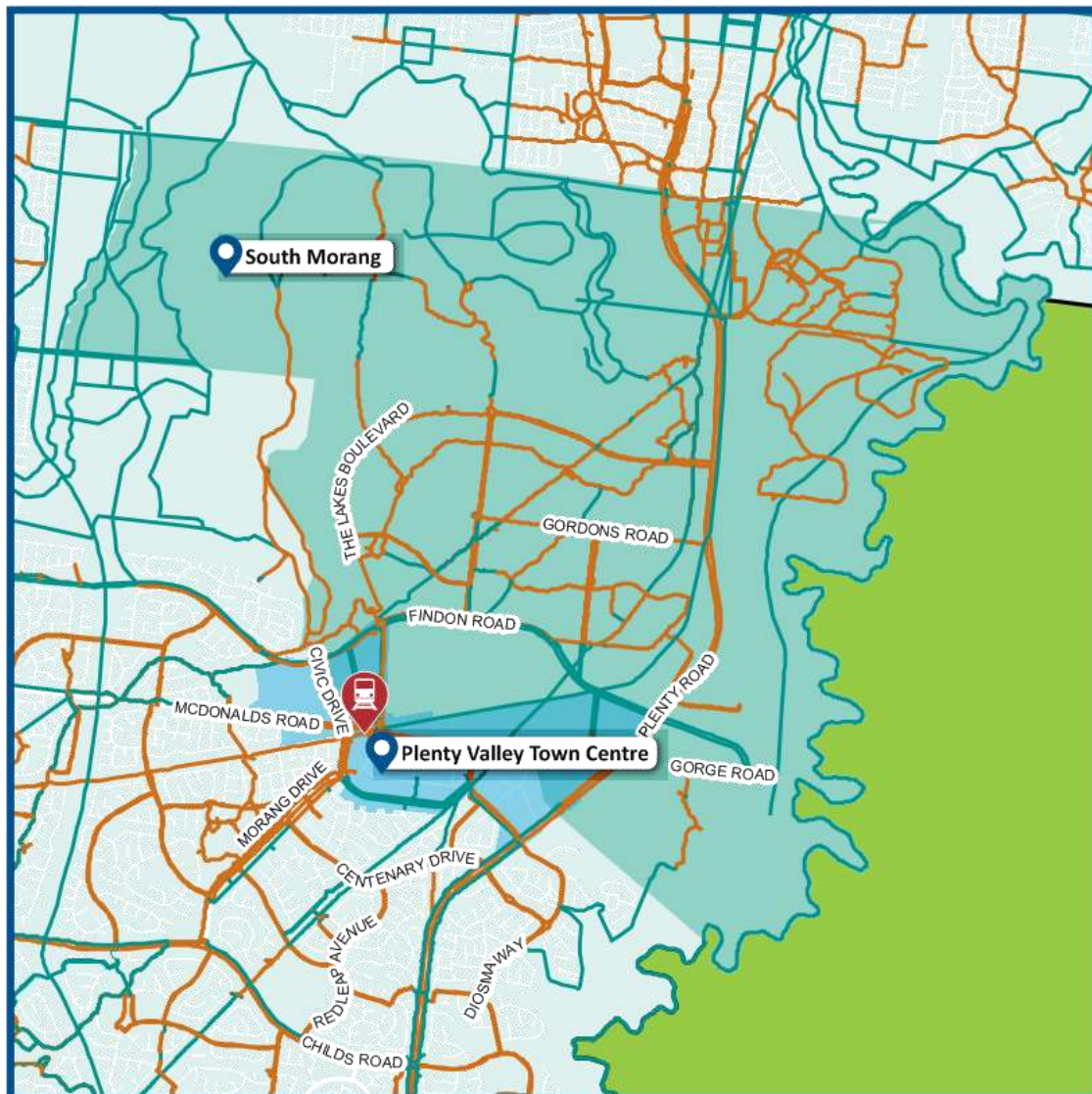
Precinct map: Mill Park



Whittlesea Bicycle Plan 2016 - 2020



Precinct map: Epping



South Morang
Railway Station

Existing (includes informal routes)

Proposed

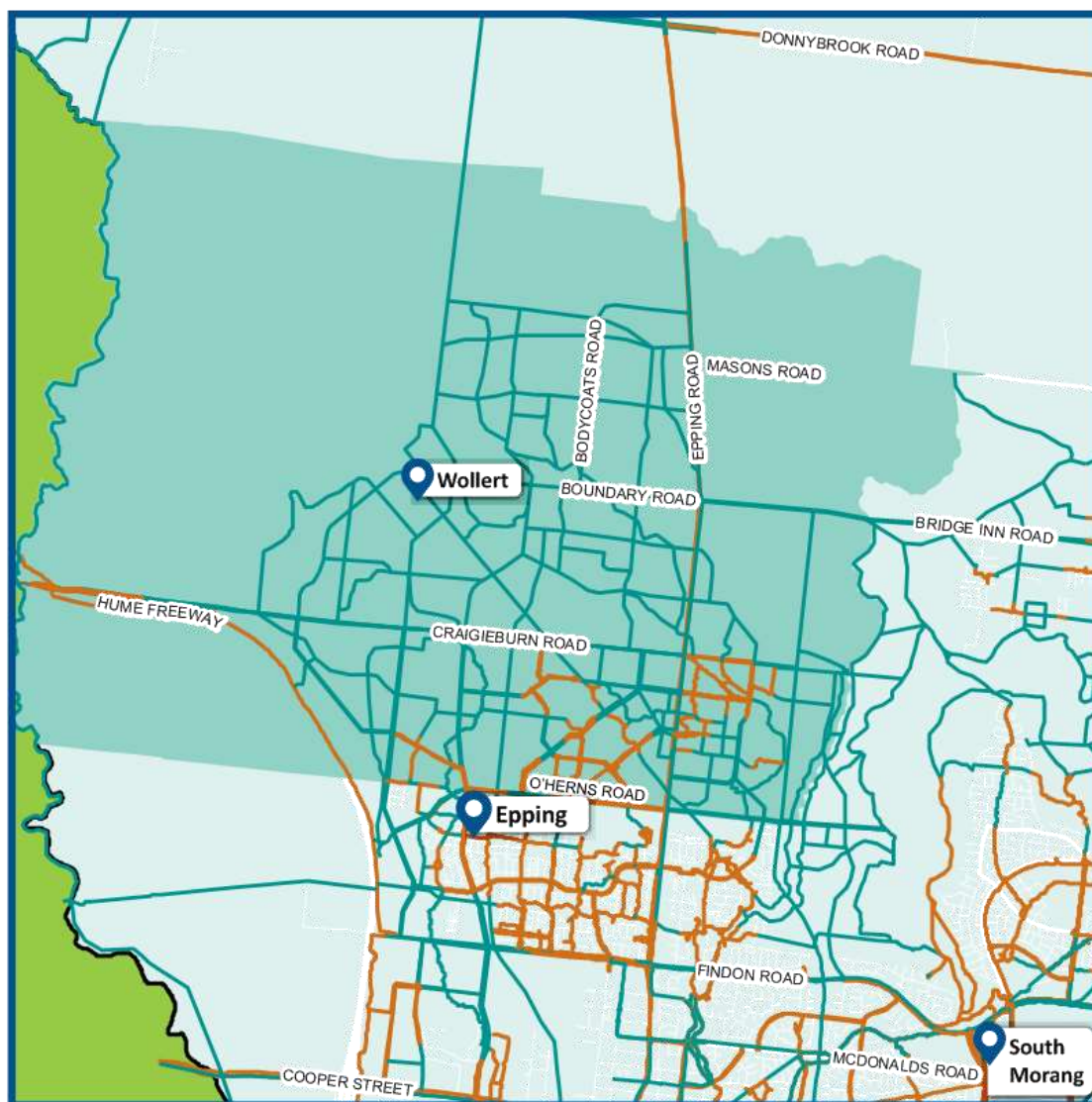
South Morang

Plenty Valley Town Centre

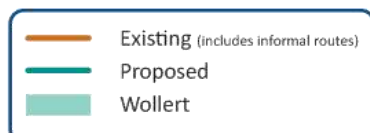
Precinct map: South Morang

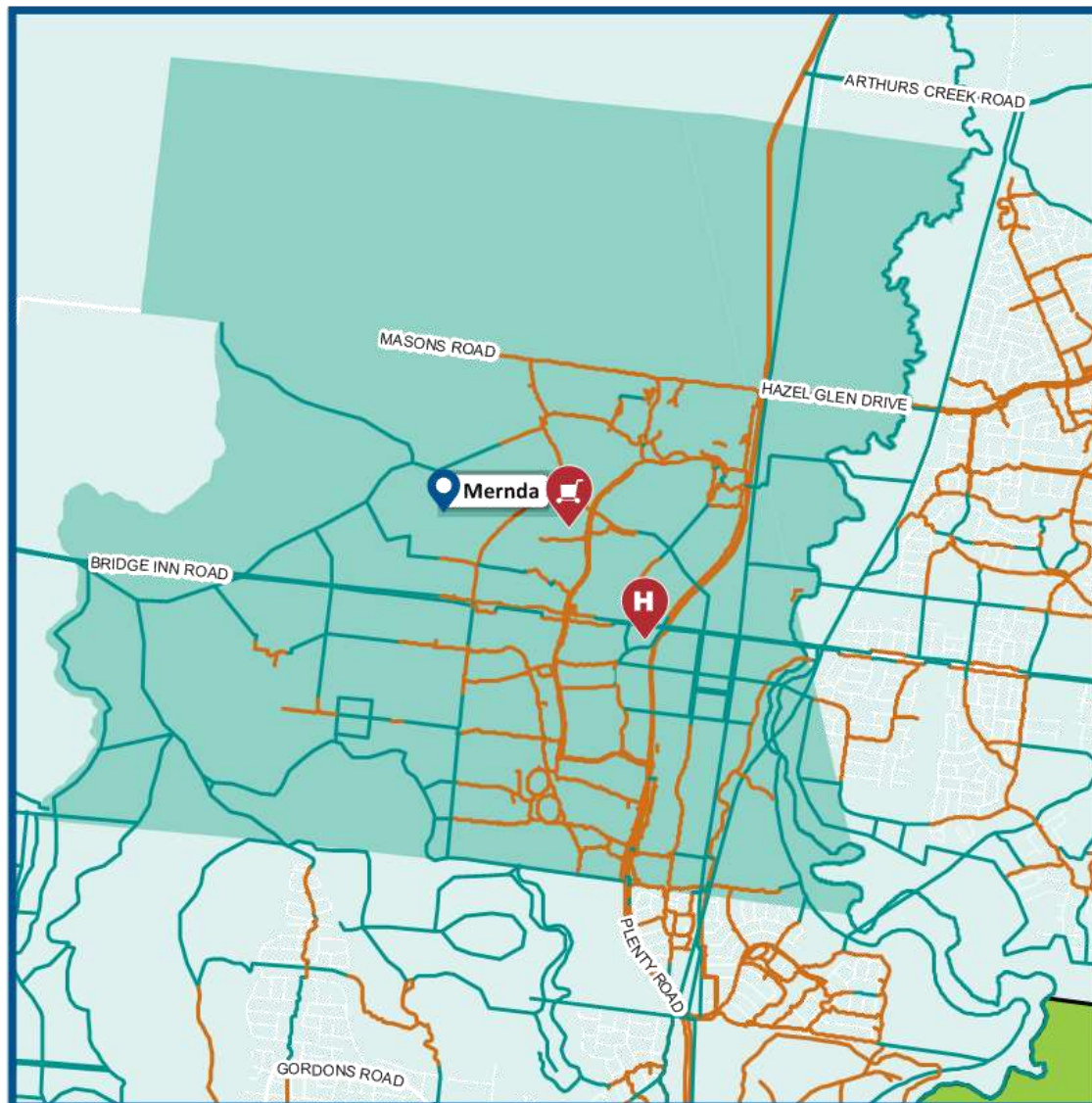


Whittlesea Bicycle Plan 2016 - 2020

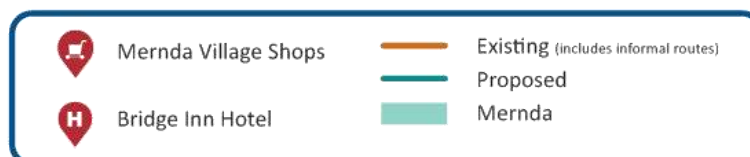


Precinct map: Wollert





Precinct map: Mernda

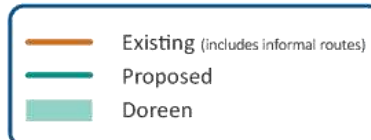


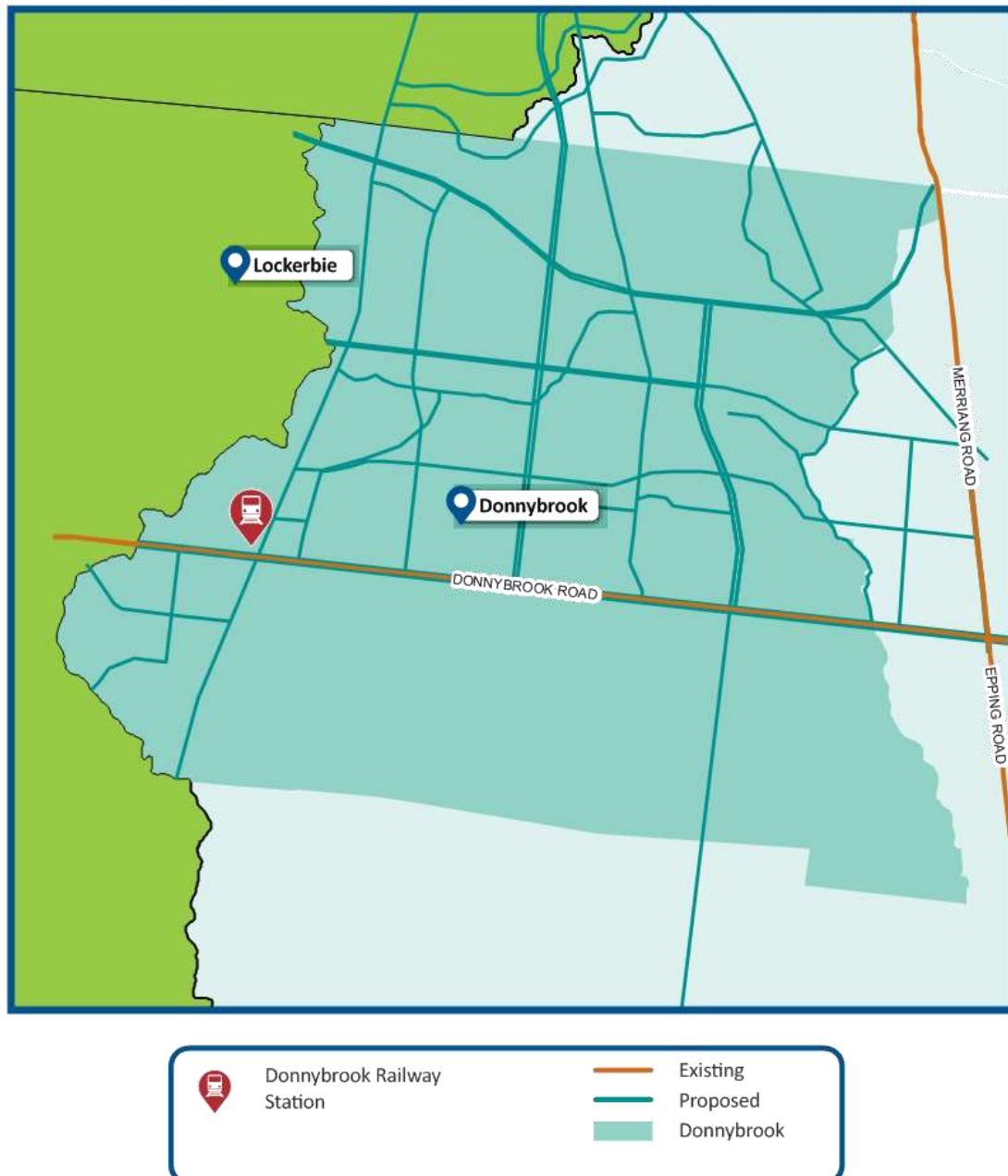


Whittlesea Bicycle Plan 2016 - 2020



Precinct map: Doreen





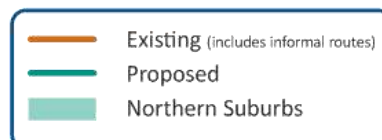
Precinct map: Donnybrook



Whittlesea Bicycle Plan 2016 - 2020



Precinct map: Rural north





Appendix B - Bicycle Infrastructure Priorities

Connectivity	Permeability	Quality
How many local destinations are within 400m of the proposed route?	How many bicycle routes intersect with the proposed route?	What type of bicycle facility is proposed?
0-2 destinations (1 star) 3-5 destinations (2 stars) 6-8 destinations (3 stars) 9-11 destinations (4 stars) 12+ destination (5 stars)	0-2 intersecting routes (1 star) 3-5 intersecting routes (2 stars) 6-8 intersecting routes (3 stars) 9-11 intersecting routes (4 stars) 12-14 intersecting routes (4 stars) 15+ intersecting routes (5 stars)	1.2m bicycle lane (1 star) 1.5m bicycle lane (1 stars) 1.8m bicycle lane (2 stars) 1.5 to 1.8m bicycle lane with painted buffer (3 stars) 1.5 to 1.8m bicycle lane with physical separation (4 stars) 2.0m shared path (1 star) 2.5m shared path (3 stars) 3.0m shared path (4 stars) 2.5m separated path (4 stars) 3.0m separated path (5 stars)
What is the strategic importance of the proposed route?	How direct is the route (directness ratio)?	What is the typical type of crossing facility proposed?
<ul style="list-style-type: none"> • MBN route (3 stars) • PBN route (4 stars) • MTN route (5 stars) 	2.2+ (1 star) 1.9 - 2.1 (2 stars) 1.6 - 1.8 (3 stars) 1.3 - 1.5 (4 stars) 1.0 - 1.2 (5 stars)	<ul style="list-style-type: none"> • Pram crossing only (1 star) • Kerb extension or median (2 stars) • Pedestrian operated signals (3 stars) • Zebra crossing (4 stars) • Grade seperated (5 stars) • No road crossings (-)



Project Ranking		Connectivity	
		Local destinations within 400m	Route Classification
1	Darebin Creek Trail – M80 Ring Road to Findon Road	5	5
2	Plenty Road Shared Path – McKimmies Road to McDonalds Road	5	4
3	McDonalds Road Shared Path – High Street to Civic Drive	4	4
4	High Street On-road Bicycle Lanes – Keon Parade to Kingsway Drive	5	4
5	High Street Shared Path – Keon Parade to Childs Road	5	4
6	High Street Shared Path – Childs Road to Rufus Street	5	4
7	Yan Yean Pipe Track – M80 Ring Road to Childs Road	4	4
8	Childs Road Shared Path – High Street to Plenty Road	4	4
9	Bush Boulevard Shared Path – Plenty Road to Westfield Shopping Centre	3	4
10	Yan Yean Pipe Track – Childs Road to Findon Road	4	4
11	Hendersons Road bridge widening – Existing to Darebin Creek Trail	3	4
12	Davission Street Shared Path – McDonalds Road to Cooper Street	4	3
13	Edgars Creek Trail – German Lane to Deveny Road	3	3
14	Edgars Creek Trail – Main Street to German Lane	3	3
15	Dalton Road Shared Path – Parklands Drive to Wood Street	2	4
16	Hendersons Road Drain Trail – Childs Road to Findon Road	4	3
17	Dalton Road Shared Path – Cooper Street to Darebin Creek Trail	3	4
18	Rufus Street Shared Path – Davission Street to Darebin Creek Trail	2	3
19	Edgars Creek Trail – Main Street to Spring Street	3	3



Permeability		Quality		Rating	Indicative Cost (\$)	Staging
Directness Ratio	# of Intersecting Routes	Type of facility	Type road crossings			
4	5	4	3.2	★★★★☆	\$3,000,000	Construction
5	5	4	3	★★★★☆	\$1,500,000	Design
5	5	4	3.5	★★★★☆	\$1,300,000	Design
5	5	2	-	★★★★	\$200,000	Feasibility
5	5	3	2.9	★★★★	\$1,600,000	Feasibility
5	4	3	3.3	★★★★	\$600,000	Feasibility
5	5	4	2.3	★★★★	\$1,300,000	Feasibility
5	5	3	1.9	★★★★	\$2,000,000	Planning
5	4	3	-	★★★★	\$300,000	Design
5	4	4	1.6	★★★★	\$1,400,000	Feasibility
5	2	4	-	★★★★	\$100,000	Construction
5	3	4	2	★★★★	\$300,000	Planning
4	5	3	2.5	★★★★	\$800,000	Planning
5	3	3	-	★★★★	\$500,000	Planning
5	3	3	3	★★★★	\$500,000	Planning
4	4	3	2	★★★★	\$1,500,000	Design
5	2	3	2.3	★★★	\$300,000	Design
5	3	3	-	★★★	\$200,000	Design
5	4	3	1	★★★	\$200,000	Construction



Project Ranking		Connectivity	
		Local destinations within 400m	Route Classification
20	Edgars Road On-road Bicycle Lanes - Deveny Road to Cooper Street	1	4
21	Edgars Road On-road Bicycle Lanes - M80 Ring Road to Victoria Drive	1	4
22	Yan Yean Pipe Track – Gordons Road to Hawkstowe Parade	1	4
23	High Street Shared Path – Park Street to Findon Road	1	4
24	Merri Creek Trail – Merri Creek to Hume Freeway	1	3
25	South Morang Pipe Track – The Lakes Boulevard to Yan Yean Pipe Track	1	3
26	Transmission Line Shared Path – Childs Road to Centenary Drive	2	3
27	Park Street Shared Path – High Street to Darebin Creek Trail	1	3
28	South Morang Area Shared Path – Various locations	3	3
29	Scott Street Shared Path – Palm Street to Dalton Road	1	3



Permeability		Quality		Rating	Indicative Cost (\$)	Staging
Directness Ratio	# of Intersecting Routes	Type of facility	Type road crossings			
5	3	3	3	★ ★ ★	\$400,000	Planning
5	3	3	3	★ ★ ★	\$200,000	Construction
5	4	3	2	★ ★ ★	\$700,000	Construction
5	2	3	-	★ ★ ★	\$200,000	Planning
5	2	4	-	★ ★ ★	\$200,000	Design
5	5	3	1	★ ★ ★	\$600,000	Design
4	4	3	2	★ ★ ★	\$500,000	Planning
5	2	3	-	★ ★ ★	\$200,000	Design
-	4	3	1	★ ★ ★	\$400,000	Design
5	3	3	1	★ ★ ★	\$200,000	Construction



Appendix C - Other Strategies supported by the Plan

The WBP supports the objectives of several other local, State and Federal strategies and policies.



Providing safe, convenient and direct pedestrian and cycling access²⁷

The *Whittlesea Planning Scheme* includes strategies and provisions of the State Planning Policy Framework, Local Planning Policy Framework, and the Municipal Strategic Statement, including:

- Cycling infrastructure that separates cyclist from motor vehicles
- Requiring adequate provision of bicycle parking
- Developing local cycling networks that complement the PBN
- Increase the importance on planning for alternative transport
- Reduce dependence on motor vehicles.



Improve sustainable transport options provided in the established areas²⁸

The *Environmental Sustainability Strategy 2012-2022* supports sustainable transport options, particularly cycling by:

- Advocating to State Government for the provision of transport infrastructure and services
- Use *Precinct Structure Planning* in the growth areas to facilitate connections
- Improve sustainable transport options provided.



Provide cyclists with improved infrastructure and safer vehicle speeds²⁹

Towards Zero Victoria's Road Safety Strategy and Action Plan 2016-2020 includes several key elements relating to improving cycling safety:

- Safer roads for cyclists
- Remind everybody to share the road
- Safer speeds on local streets through traffic calming measures making intersections safer for cyclists.



Transitioning to a more sustainable city³⁰

Plan Melbourne identifies several key elements relating to cycling in the City of Whittlesea including:

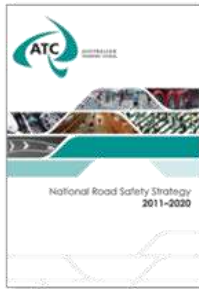
- Living Locally – a '20 minute' city
- Transitioning to a more sustainable city
- A more connected Melbourne.
- Improve local travel options to increase social and economic participation
- A city of healthy neighbourhoods.

²⁷City of Whittlesea. Whittlesea Planning Scheme 18.02-2.

²⁸City of Whittlesea, 2013. Environmental Sustainability Strategy 2012-2022.

²⁹VicRoads, Towards Zero 2016-2020 Victoria's Road Safety Strategy 2016 - 2020. 2016

³⁰Plan Melbourne Department of Transport, Planning and Local Infrastructure.



Reduce the number of deaths and serious injuries among vulnerable road users³¹

The *National Road Safety Strategy 2011-2020* aims to improve cycling safety through:

- Safe roads for cyclists
- Safe speeds for cyclists
- Safe motorists and cyclists.



Get more people, more active, more often³²

The *Victorian Public Health and Wellbeing Plan 2015-2019* seeks to improve the health and wellbeing of all Victorians by engaging communities in physical activity, including:

- Creating places which encourage public activity
- Improving walking and cycling access
- Providing quality alternatives to car use
- Providing access to parks, sporting grounds and open spaces.



Position the City of Whittlesea as an optimal cycling destination³³

The *Tourism Strategy 2014-2019* is Council's position on making the City of Whittlesea a popular place for cycling tourists to explore by:

- Promoting cycling using a variety of marketing and communication tools
- Collecting relevant data regarding tourist cycling in the City of Whittlesea
- Development infrastructure that supports tourist cycling.



Increase the participation in Sport Cycling in the City of Whittlesea

The *Cycling Sports and Skate Strategy 2015-2025* will identify the ways in which Council can support sport cycling in the municipality:

- Maintenance of existing facilities
- Planning for new and upgraded facilities
- Develop relationships with cycling clubs and groups
- Support the growth and development of clubs.

³¹Australian Transport Council. National Road Safety Strategy 2011-2020. 2011

³²Department of Health. Victorian Public Health and Wellbeing Plan 2015-2019. 2015

³³City of Whittlesea. Tourism Strategy 2014 - 2019. 2014



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Creating vibrant self-sustaining communities together

ATTACHMENT 1 – ROAD NETWORK FUNCTION & LOCATION OF PETITIONERS

**LEGEND**

Local road
Collector road
Arterial road



Location of petitioners

BS

Bus Stop



Location of 2016 car crash

ATTACHMENT 2

Road Safety & Traffic Conditions: Jorgensen Avenue, Doreen

Year	Location (House No.)	Vehicles per day (VPD)	Speed (km/h)		% (No.)	
			Average	85 th %ile ¹	50 km/h	60 km/h
2015	No. 48 (south-north section)	2,082	39	42	0.2% (4)	0 (Nil)
2016	No. 43 (south-north section)	2,703	48	55	39.3% (1,062)	3.9% (105)
	No. 18 (east-west section)	2,909	54	64	78.2% (2,269)	29% (844)

¹ 85th%ile is the speed at which 85% of drivers are driving at or below, and is an important factor in determining the safe operating speed on a road.



City of Whittlesea Open Space Strategy

August 2016



Acknowledgements

The City of Whittlesea has recognised the rich Aboriginal heritage of the municipality and acknowledged the Wurundjeri Willum Clan of the Kulin nations as the traditional custodians of the land.

The City of Whittlesea Open Space Strategy has been prepared by Thompson Berrill Landscape Design Pty Ltd in association with Environment & Land Management Pty Ltd for the City of Whittlesea. The population forecast information in the Strategy was prepared by the City of Whittlesea based on .id Consulting forecasts. The areas of forecast change are based on the *Housing Diversity Strategy 2013-2033* (May 2014).

Supporting this Strategy is the *City of Whittlesea Open Space Strategy Technical Report*, which contains the technical research, definitions, analysis and recommendations.

Accessibility

This plan is available in alternative formats upon request. Telephone 9217 2170 and email info@whittlesea.vic.gov.au

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				Other	9679 9879

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Glossary

Specific open space terms used in this Strategy are defined (listed in alphabetical order) as:

Ancillary open space

Public land that contributes to open space but is primarily reserved for other purposes such as education and transport.

Encumbered open space

Public land that meets the definition of open space but where another use restricts the recreational use or activities that can be undertaken in it, for example service easements and drainage reserves.

Higher density areas

This refers to the urban renewal, neighbourhood renewal and neighbourhood interface areas as described in the Housing Diversity Strategy 2013-2033. In these areas housing types will be diverse and may include townhouses, multi-units, small and large scale apartments, shop-top housing and mixed use developments

Informal use

Use of open space for reasons other than recreation pursuits including socialising, picnicking, enjoying the ambience and relaxing.

Open space

Public open space is the publicly owned land that is set aside primarily for recreation, nature conservation and passive outdoor enjoyment. This includes parks, reserves, gardens, waterways, civic forecourts and plazas.

Publicly accessible private open space

Private land that the public can access and use as open space but remains in private ownership such as church grounds and private forecourts to buildings.

Restricted open space

Public land that meets the definition of open space but is not available and accessible to the community, or is only available on a club membership or fee-paying basis.

Standard residential density

Residential areas with detached dwellings, duplex and dual occupancy in urban and township areas, as defined in the Housing Diversity Strategy 2013-2033. The facilities appropriate to standard residential density will also apply to open space in rural areas.

Structured sport and recreation

The activity is organised by a club, association, school or community group and participation is only by either being a member of the club or school, or is on a fee-paying basis.

Unstructured recreation

Where participation in the recreation activity is initiated by individuals rather than by a club or organisation.

Note: In this Strategy, the use of the terms 'passive open space' and 'active open space' have not been used as the Strategy encourages different types of activities and uses within each open space.

1. Introduction

1.1 Strategy purpose and scope

Open space is the publicly owned land that is reserved for recreation, nature conservation and passive outdoor enjoyment. In the City of Whittlesea the public open space network has a number of key roles including to:

- Provide recreational spaces for the community to exercise, play sport, explore, play, socialise, relax and unwind.
- Protect the unique ecological values including the remnant River Red Gums, native grasslands and waterways.
- Protect and promote the cultural heritage and contemporary cultural values of the community.

The Open Space Strategy (referred to as 'the Strategy' in this document) sets out the strategic direction for the future planning, provision, design and management of open space in the City of Whittlesea through to 2026. This is consistent with the population forecast planning period of 2013 to 2026. As one of the largest municipalities in metropolitan Melbourne it contains a variety of land uses including rural, established urban and extensive designated growth areas. Each of these land use types demand different approaches to the provision of open

space. As a result, the Strategy has treated these three broad land use types separately as briefly described below.

Established urban and rural areas, including Whittlesea Township

The Strategy guides the future planning, provision, design and management of open space for the majority of the established rural and urban areas shown in Figure 1-1. The only exceptions are selected Activity Centres and large strategic sites within the established areas that are subject to existing agreements and other statutory planning processes regarding the provision and design of open space. These are noted in the precinct analysis and recommendations in Section 7 of the Strategy.

The open space needs of the existing and forecast population is based on research, consultation, site assessments, population forecasts and the *Housing Diversity Strategy 2013-2033*. The Open Space Strategy includes a list of projects to address the identified open space needs.

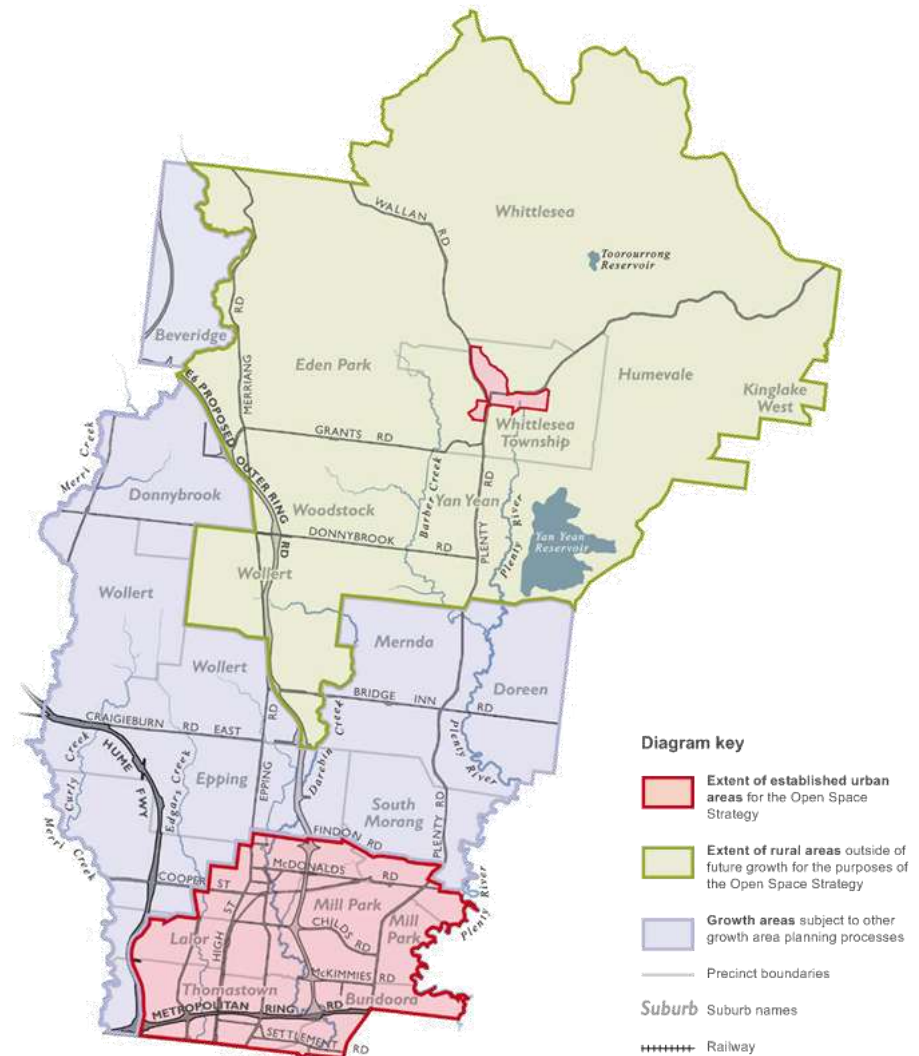


Figure 1-1 Extent of established urban areas, rural areas and growth areas

Growth areas

The future planning and provision of open space in all metropolitan urban growth areas is guided by the Victorian Government planning guidelines. These are implemented at the precinct level via Precinct Structure Plans that are prepared in consultation with the City of Whittlesea. The Strategy guides the future design and management of open space in the growth areas. It also provides guidelines regarding the

provision of open space at the local level in locations where it has not already been set out and confirmed in the Precinct Structure Plans.

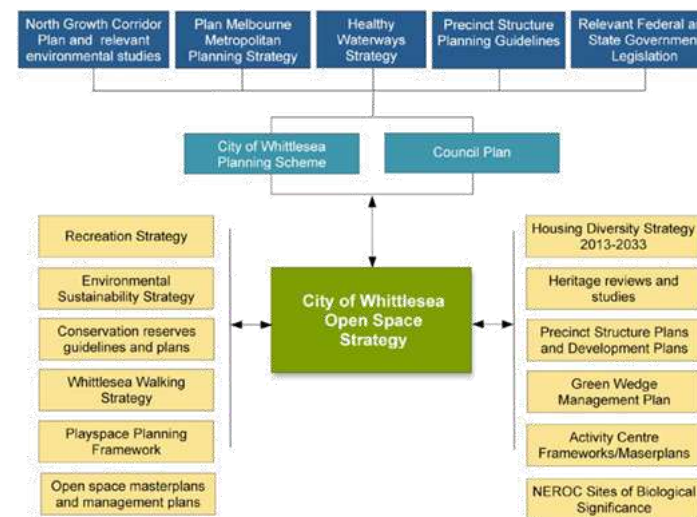
For more information refer to the *City of Whittlesea Open Space Strategy Technical Report*, which supports this document and contains the technical research, analysis, conclusions and recommendations.

1.2 Strategy principles and aims

Principle	Aim
Accessible	<ul style="list-style-type: none"> Located within easy and safe walking distance of the community living and working in urban areas. Offer inclusion for all by providing a diverse range of activities and facilities.
Supportive of community health and wellbeing	<ul style="list-style-type: none"> Provides outdoor spaces for people to take a break, relax, socialise and exercise, whether they are at work or at home. Encourage participation in community sport, promoting fitness and health in everyone. Provide a respite during extended periods of heat, promoting the principles of passive cooling. Provide green spaces with trees, grass and garden beds to bring the natural character and experiences into the urban centres.
Diverse	<ul style="list-style-type: none"> Provide a diversity of character, sizes and facilities to appeal and be accessible to the community.
Equitable	<ul style="list-style-type: none"> Provide a system of open spaces that combined achieves access for all. Embrace and support our cultural diversity. Equitably funded by the existing and forecast population.
Sustainable	<ul style="list-style-type: none"> Protect and strengthen our natural ecological systems. Support and promote sustainable water use.

Principle	Aim
Sustainable	<ul style="list-style-type: none"> Encourage sustainable forms of transport including walking and cycling to school, services and work. Assist with mitigating urban heat through appropriate distribution, location and design in urban centres. Support and promote the City of Whittlesea as a great place to live and work.
Connected	<ul style="list-style-type: none"> Provide a linked network of diverse open spaces at the neighbourhood and local level. Improve linear trails and links to and between key facilities and services.
Cultural	<ul style="list-style-type: none"> Protect and celebrate the Indigenous and non-Indigenous cultural heritage values. Encourage community celebrations and social places for the community to meet.
Ecological	<ul style="list-style-type: none"> Protect the significant biodiversity values in the municipality. Protect the remnant River Red Gums and other indigenous vegetation including space for regeneration so future generations can enjoy them.

1.3 Relevant strategies and policies



2. Why open space is important

2.1 Definition of open space

In this Strategy, open space is the publicly owned land that is currently set aside or has the potential in the future to be set aside primarily for recreation, nature conservation and passive outdoor enjoyment. This includes parks,

reserves, gardens, waterways, civic forecourts and plazas.

Some public open space is not always accessible to the public, and this is referred to in this Strategy as restricted

open space. Examples include parts of Yan Yean Reservoir and areas within Plenty Gorge Park. Other public land including streets, schools and universities complement the open space

network and are guided by other plans and priorities and are therefore not the focus of this Strategy.

2.2 Open space values

Open space contributes to the ecological and cultural heritage values, landscape character and liveability of the City of Whittlesea. Open space is important for:

Biodiversity protection, improvement and interpretation



Unstructured recreation



Play



Relaxing (informal use)



Socialising



Structured sport



Being outside (informal use)



Contrasting the built character and form to the natural open space character



Protection and promotion of cultural heritage and diversity



Mitigating urban heat effect and climate change adaptation



3. Existing open space in the City of Whittlesea

An expanding network of more than 760 public open spaces contribute to the inherent character and sense of place and the quality of life for the community in the City of Whittlesea. In our rural setting, the larger natural reserves include Kinglake National Park, the closed catchments of Yan Yean and Toorourrong Reservoirs and Mount Disappointment State Forest. These large reserves contribute to the ecological health and the visual landscape character of the municipality, and have a role in protection of natural resources and biodiversity values for the State of Victoria.



A number of waterways flow north south through the municipality including the Plenty River in the east and Merri Creek in the west. Along these major waterways Craigieburn Grasslands Nature Conservation Reserve and Plenty Gorge Park contain significant biodiversity values of national and state

significance. Across the central and southern sections of the municipality, majestic River Red Gums characterise the open space on the volcanic plains. These are continuing to be protected in an expanding open space network as rural land converts to urban use in the growth areas particularly in Mernda, Doreen and Wollert.



Located between the established urban and growth areas, Quarry Hills Regional Parkland has the potential to become a major regional reserve and create a significant non-urban break between South Morang and Mernda.

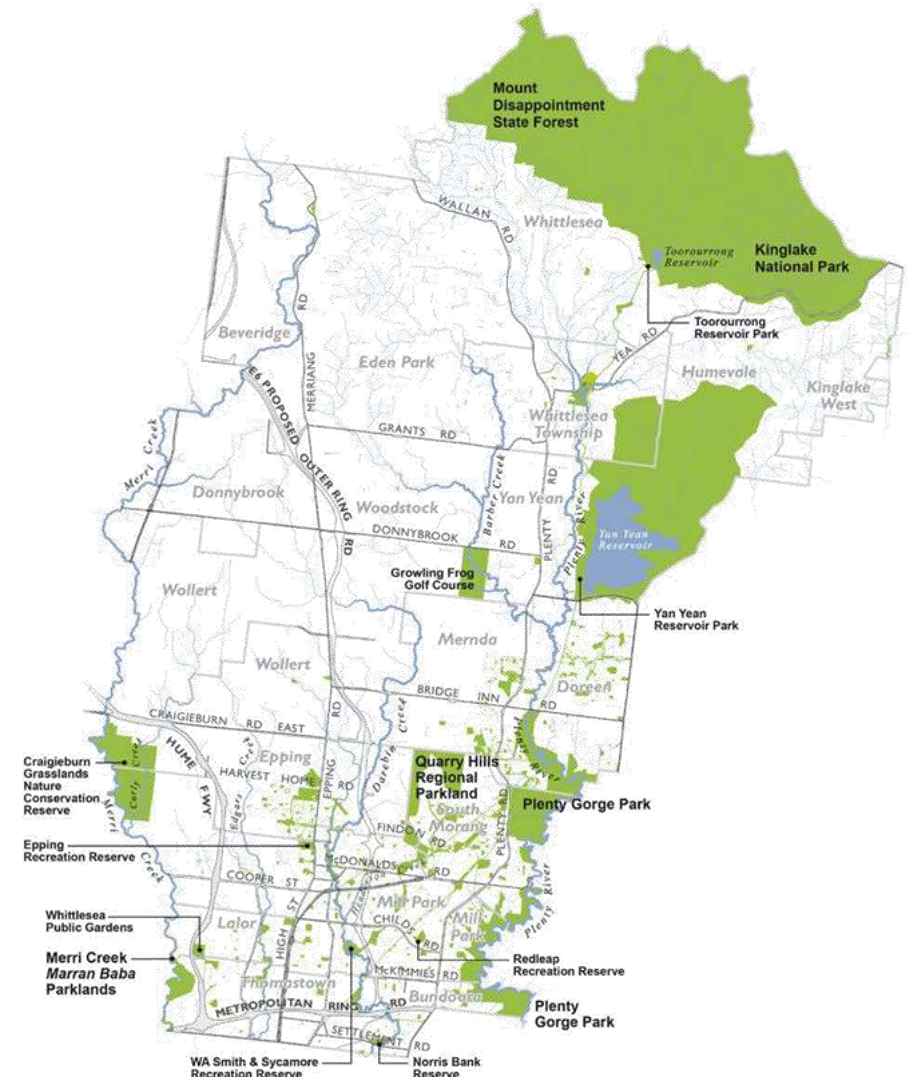


Figure 3-1 Existing open space

This significant geological feature affords spectacular views across the municipality and to the City of Melbourne skyline beyond.

In the established urban areas many of the 314 existing open spaces are located along the waterway corridors including Darebin, Edgars and Merri Creeks. There is a system of well established



and maintained sporting reserves including Mill Park, Thomastown and Epping Recreation Reserves. Linked via the waterway corridors, WA Smith and Sycamore Recreation Reserves adjoin Darebin Creek and Main Street Recreation Reserve adjoins Edgars Creek. Redleap Recreation Reserve is one of the most popular open spaces in the established urban areas, providing both sporting and informal facilities with historical and natural values including the lake. There is potential for selected major recreation reserves to be upgraded with a greater diversity of facilities to broaden their appeal and use in the future.



An extensive network of local open spaces and links are located within easy walking distance of residents and workers. These provide important social and recreational spaces for each neighbourhood. There are gaps in the distribution of the local open space in the majority of the established urban areas. This Strategy has identified where these

gaps are, and recommended solutions to address them. A valuable open space network is the sum of its parts, and the City of Whittlesea has an excellent framework on which to refine and expand in order to better support and promote community health and wellbeing.

4. Key influences on open space planning in the future

4.1 Forecast change

Established urban and rural areas

The forecast land use and population change used in this Strategy is based on the City of Whittlesea's *Housing Diversity Strategy 2013-2033 (May 2014)*, which sets the framework for forecast growth in the established urban areas and Whittlesea Township. The population increase for the established urban areas from 2013 to 2026 is estimated to be in the order of 13,000 people. There will be an increasing demand for smaller homes and construction of townhouses and apartments in higher density areas. About half, or 6,000 people, are forecast to move into locations not covered by detailed planning for open space. This Strategy proactively plans for both the existing and forecast population in these areas, to provide a diverse range of open spaces for the community to visit and enjoy.

Growth areas

The Victorian Government in partnership with the City of Whittlesea guides the planning for open space provision in the growth areas. The Strategy provides guidance on the design and management of the new open space and the planning of the local open space network.

4.2 Inconsistency in the quality and distribution of open space between the established and growth areas

Overview

In more recent times there has been a greater awareness of the important role open space plays in improving community health and wellbeing. In the growth areas, the provision of open space has been informed by consideration of walking catchments, community use and protection of biodiversity values. Therefore the open space, particularly the Neighbourhood, Local and Small Local open space, in the growth areas is generally of higher quality than the majority of open space in the established areas. It has a higher level of facility provision particularly for unstructured recreation and informal use, with more attention given to the planted character and quality of the spaces.

To address the inequity between open space in the established and growth areas, the Strategy recommends a prioritised program of works. This includes the provision of new open space in gap areas and upgrades to existing open space for the existing and forecast population in the established urban and rural areas including Whittlesea Township. These are described in Section 7 of the Strategy. The design and management guidelines in the *City*

of Whittlesea Open Space Strategy Technical Report guide the future upgrades and the quality of new open space in the whole municipality.

Quality of open space in the established areas

The open space survey undertaken for the Strategy, along with site assessments and research, identified that there are relatively low levels of use of open space in the established areas. Reasons for lower levels of use include:

- A lack of diversity of facilities and open space character that appeals to the

community.

- Poor visibility of open space due to lack of passive surveillance and presence of dense shrubs at entries.
- Lack of path access to existing facilities.
- Lack of trees and shade.
- Lack of time.
- Poor condition of facilities.

The prioritised program of upgrades described above will improve the quality of open space which aims to encourage greater levels of use by the existing and forecast community.



Playground in the established area



Playground in the growth area with picnic facilities and path

4.3 Improve community health and wellbeing

Distribution of open space

The open space hierarchy and travel catchments for each type of open space have been mapped for the existing open space network. This has identified gaps in the provision of open space in parts of the established urban areas. Gaps mean that people are not within an easy and safe walk (i.e. without the need to cross major roads or railways) of any public open space. Accepted open space planning principles identify that all residents should be able to easily walk to some public open space without the need to cross major roads or drive to reach them.

A well distributed Neighbourhood, Local and Small Local open space network is critical to meeting this need. Well designed, quality smaller spaces that become popular community meeting places contribute to a sense of community and walkable neighbourhoods. The Strategy recommends solutions for each of the gap areas located in the established urban areas described in Section 7.



The provision of public open space supports physical activity, social connectivity and mental health and wellbeing. Open space is valued by

the community for its inherent qualities including:

- Playing team sport.
- Supporting physical activity including walking, running, cycling, dog walking and pram walking.
- Social gatherings with family and friends.
- Catching up informally with neighbours.
- Exploring and discovering the natural world as a child.
- Habitat for native flora and fauna

- Respite and shade.
- Relaxing outdoors.
- Enjoying the sense of space.
- Watching people and activity.

The open space survey undertaken for this Strategy identified relatively low levels of participation in sport and recreation, particularly in Lalor and Thomastown. This Strategy therefore focuses on improving the quality of existing open space to encourage the community to be outside and utilising the open space.

4.4 Impacts of climate change

The likely increase in severe weather events as a result of climate change may cause increased incidents of fire, flood, drought and loss of biodiversity in open space.

Sustainable water use

The increase in extended droughts means that open space may be impacted by water restrictions again in the future. The impact of the recent

extended drought has meant there was a significant reduction in the capacity of open space to accommodate high levels of use, particularly sports fields. While a range of water wise measures have been taken, including converting sports fields to warm season grasses and installing water tanks, there is a need to proactively plan for integrated sustainable water reuse aspects of the urban water cycle in open space design to support both structured and unstructured recreational use. This will increase the cost of upgrading open space across the municipality.

Urban heat island effect

In higher density urban areas, open space provides a physical break in the built form to allow some radiant passive

cooling at night. Positioning open space through higher density areas along with designing them to retain moisture can help mitigate the effects of urban heat. Additionally, open space has an important role in providing safe cool spaces during periods of extended heat if it is designed well to integrate principles of moisture retention and shade. Proactively planning for this influences the provision, type and design of open space in the future. The *City of Whittlesea Open Space Strategy Technical Report* includes criteria for new open space (Table D1-4) and design and management guidelines to incorporate these measures into future open space provision and design.



5. Open space framework

5.1 Role and purpose of different types of open space

Each open space has a specific role in the network depending on its location, size, use and character. In developing this Strategy, the role and character of each open space in the established urban and rural areas has been assessed and its distribution mapped. This assessment forms the basis for understanding the existing network and the deficiencies that need to be addressed in the Strategy.

Hierarchy of open space

State open space is of significance to the State of Victoria. This can include open space with biodiversity values of at least State Significance including Plenty Gorge Park and Craigieburn Grassland Nature Conservation Reserve; potable water supply protection as with Yan Yean Reservoir; and heritage values as with Ziebell's Farmhouse and Lutheran Church Land in Thomastown. The typical size varies according to the role and values.

Regional open space primarily caters to a broader regional recreational catchment or biodiversity protection

purpose at a broader scale beyond the municipal boundaries. Examples include Merri Creek and Darebin Creek Linear Trails.



Municipal open space provides for the recreational needs of the municipality and includes sporting facilities, historical gardens and major recreational facilities such as large play spaces and skate/BMX facilities. Examples include Harvest Home Recreation Reserve, Redleap Reserve and Edgars Creek Linear Park. The preferred size is 7 hectares with a minimum of 3 hectares, and the travel catchment is within one kilometre radius of 95% of all dwellings and workplaces.



Neighbourhood open space provides a diversity of character and facilities within walking distance of home or the workplace. The minimum size is 1 hectare, meaning they can cater to a range of unstructured recreation and informal facilities. The safe walking catchment is 400 metres and examples include Mimosa Park in Mill Park, Lorne Park in Lalor and Botanica Park in Bundoora.



Local open space is located within an easy safe walk of home or the workplace and large enough to have two activities in the one open space. For example, a play facility and open grassed kickabout area. The size is between 0.99 and 0.26 hectares, and the safe walking catchment is 300 metres. Examples include Prince of Wales Park in Mill Park, Silky Oak Park in Bundoora and Victoria Park in Thomastown.

Small Local open space is located within an easy safe walk of home or the workplace, and differentiated from Local open space by its smaller size. These spaces typically accommodate one use, for example a small playground where they are located outside an activity centre. The size is between 0.25 and 0.05 hectares with a minimum width of 20 metres. The safe walking catchment is 200 metres and examples include Kellaway Crescent Park in Mill Park, Japonica Park in Bundoora and Northumbaland Drive Park in Epping.



Small Local Link provide improved connectivity between streets and open space. They are usually less than 0.05 hectares in size, with a minimum width of 10 metres.

Character of open space

The character of the open space is derived from its inherent natural and physical character along with the urban context in which it is located. In the City of Whittlesea the character ranges from linear open space, to sporting reserves and informal parks, and these different characters appeal to different parts of the community. A primary and secondary character has been assigned to the open space in the established urban and rural areas of the municipality, and has been used to assess the provision and distribution of different types of open space across these parts of the municipality. Refer to the *City of Whittlesea Open Space Strategy Technical Report* for further information regarding the character classification.



5.2 Distribution of open space

One of the key principles guiding open space planning is the accessibility of the open space network. One of the objectives is therefore to provide at least one type of open space within safe and easy walking distance of the majority of the community. This aims to encourage the community to go outdoors to exercise and socialise, improving community health and wellbeing.

To assess the distribution, all existing open space has been mapped, and an easy and safe walking catchment applied to the different types of open

space. A 500 metre walking catchment was applied to all accessible State, Regional and Municipal open space in recognition that while these reserves are provided for a broader catchment of uses, they are also available for informal and unstructured recreation use by the local community. A 400 metre walking catchment was applied to all Neighbourhood open space, a 300 metre catchment to Local open space and a 200 metre catchment to Small Local open space. Major roads and railways are barriers that limit walkable access and the catchments applied

reflect this. Figure 5-1 illustrates the gaps in the distribution of open space highlighting areas where the community lack easy and safe walkable access to open space. Further information is provided in Section 7 of the Strategy.



Whittlesea Township inset

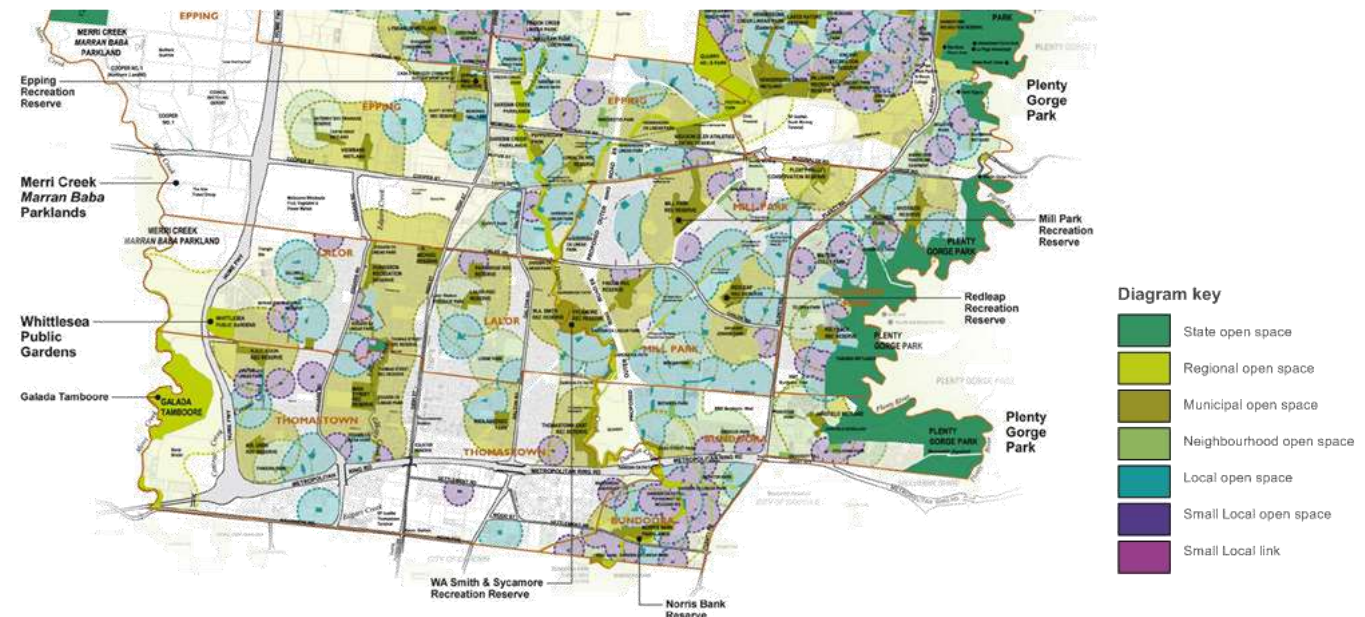


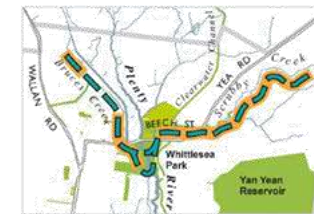
Figure 5-1 Open space distribution in the established urban areas and Whittlesea Township

6. Overall recommendations

6.1 Improve the linear open space network

Linear open space is located along the waterways, pipe track reserves, Maroondah aqueduct and transmission easements. Additional to these, linear off-road shared trails are located along freeway and railway reservations. The Strategy recommends construction of additional shared trail and walking path links to significantly improve the connectivity and accessibility within, to and between open space. This will create looped path circuits and connections within the linear open space to encourage people to use it, particularly for regular exercise. For the service easements including the Pipe Tracks, Council will liaise with Melbourne Water and other service authorities to determine the feasibility of new paths and the design requirements. Additional to the paths, the Strategy recommends continued implementation of existing Management Plans to improve the biodiversity values in the linear open space corridors with appropriate levels of planting.

Figure 6-1 illustrates the key existing and proposed linear shared trail and on-road connections. More detail is provided in the precinct diagrams and descriptions in Section 7 and the recently completed *Northern Trails Strategy (2016)*.



Whittlesea Township inset

Figure 6-1 Linear open space in the established urban areas and Whittlesea Township

6.2 Improve the quality of the open space network

Upgrades to existing open space



The Strategy recommends a prioritised program of upgrades to the open space network to make open space more appealing and accessible. The upgrades are proposed across all levels of open space including Municipal, Neighbourhood, Local and Small Local open space. This will achieve a well distributed system of quality open space that the majority of the community can easily reach including those with limited mobility. The upgrades will focus on:

- Increasing the diversity of facilities for unstructured recreation, including fitness stations; looped path and trail networks; multi use courts; diverse play environments; improved playgrounds; picnic facilities and open grassed areas for informal games, events and social gatherings.
- Establishing a range of landscape character types with different planting styles and types of materials used (for

example natural or contemporary) to provide a variety of experiences.

- Improving safety in open space by selectively trimming vegetation at entry points and along paths to open up views.
- Including facilities and settings within the open space for relaxation, contemplation and for socialising. This includes a diversity of scales with some catering to large groups and other more intimate spaces for a few people to enjoy.
- Ensuring any future upgrades to structured sporting facilities (as recommended in the *Recreation Strategy*) have multiple-use benefits and promote unstructured recreation and informal use of open space.

Refer to Section 7 of the Strategy for a description of which open spaces are to be upgraded and the level of priority for each. Refer to the table on the following page for appropriate facilities and features in existing and new open space.



Four major community parks in the established areas

To promote and encourage use of open space, four key existing Regional and Municipal open space reserves have been selected to create destination community parks that encourage residents and workers in the established urban areas to use open space. Whittlesea Public Gardens, Norris Bank Reserve and Quarry Hills Regional Parkland are all Regional open spaces, while Mill Park Recreation Reserve is an existing Municipal open space. They have been selected because they:

- Are accessible by existing and proposed shared path networks in addition to the road network.
- Are located in proximity to areas of change in the established areas as shown in the *Housing Diversity Strategy 2013-2033*.
- Are well distributed through the established urban areas of the municipality.
- Are of a size and hierarchy that can accommodate increased levels of visitation and use.
- Have existing facilities or inherent characteristics that can be improved on and expanded to create major destination parks.
- Provide some accessibility from the rural areas and Whittlesea Township to the north, particularly Quarry Hills Regional Parkland.

These four major upgrades will focus on providing facilities that encourage informal and unstructured recreation activities and use of open space. They





will be high quality landscape settings with distinctive characters and facilities that encourage both children and adults to be active, social and outdoors. This includes regional playgrounds, multi-use courts, fitness stations, picnic and barbecue facilities, public toilets, and car parking. These parks will incorporate universal access and design principles and cater to and promote contemporary events and celebrations that target all age groups. Refer to Figure 6-2 regarding the location of the four major community parks.

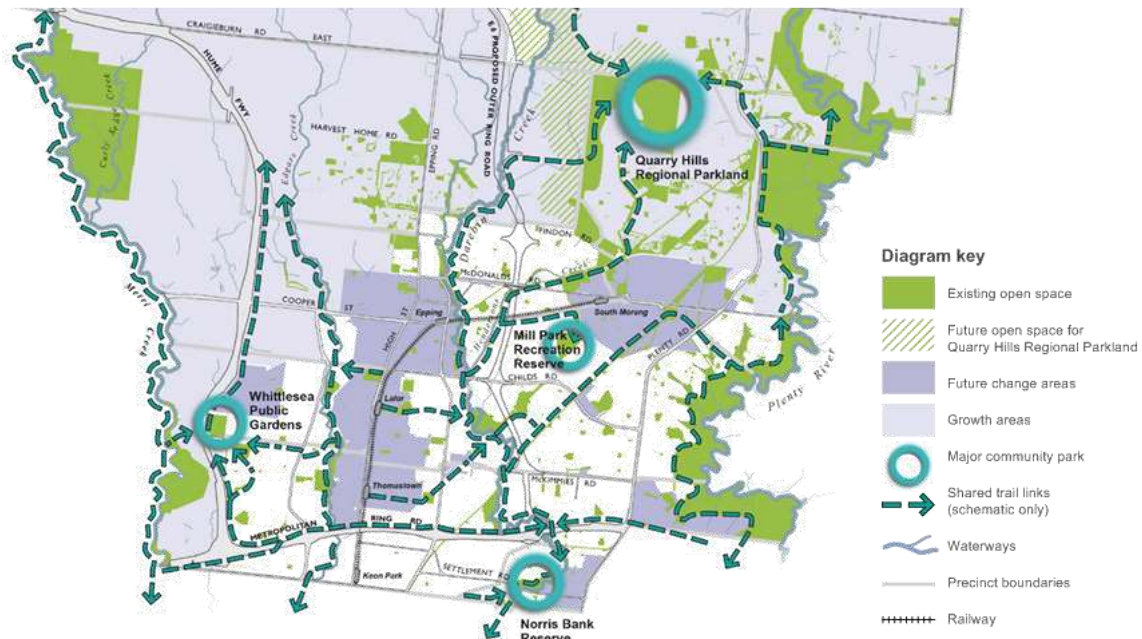


Figure 6-2 Major upgrades to key open spaces in the established urban areas

Facility provision in existing and new open space

The following table provides a guide for the range of facilities and features that are appropriate in the different types of open space as set out in the open space hierarchy (refer Section 5.1). The table is to guide design decisions by Council, developers and other agencies when undertaking future upgrades for existing open space and establishment of new open space.

The facilities and features are listed in alphabetical order. The table is to

be used as a guide only for what is appropriate for different types of open space. The actual facilities and features in existing and new open space will vary depending on its location, design, character, recreation needs, community input, environmental values and urban or rural context. Not every facility listed as appropriate will necessarily be provided in each open space of that type.

Guide for appropriate facility and feature provision in existing and new open space by hierarchy

- ✓ = Appropriate facility/feature for the hierarchy of open space
- = Appropriate facility/feature for the hierarchy of open space in higher density areas only

Facility and feature	State & Regional	Municipal	N'hood	Local	Small Local
Barbecue	✓	✓			
Car parking	✓	✓			
Drinking fountain	✓	✓	✓		
Exercise/fitness facility (eg. small scale fitness equipment, half court, outdoor table tennis facility etc.)	✓	✓	✓	✓	
Festivals and events - major	✓	✓			
Festivals and events - minor	✓	✓	✓		
Garden bed - feature/decorative	✓	✓	✓	✓	
Garden bed - to mitigate urban heat	✓	✓	✓	•	•

Facility and feature	State & Regional	Municipal	N'hood	Local	Small Local
Large open grassed area for unstructured recreational use	✓	✓	✓	✓	
Lighting (key linking paths and sports facilities only)	✓	✓	✓		
Path - shared	✓	✓	✓	✓	✓
Path - pedestrian	✓	✓	✓	✓	✓
Playground - major	✓	✓			
Playground - large	✓	✓	✓		
Playground - medium		✓	✓		
Playground - minor				✓	✓
Public toilet	✓	✓			
Rubbish bin	✓	✓	✓		
Seating	✓	✓	✓	✓	✓
Shelter - picnic/shade/rain	✓	✓	✓	•	
Skate/BMX facility	✓	✓			
Structured indoor sport and recreation facility	✓	✓			
Structured outdoor sport and recreation facility	✓	✓	✓		
Tree - large canopy shade	✓	✓	✓	✓	✓
Unstructured sport and recreation facility (eg. multi-use courts, cricket nets etc)	✓	✓	✓		
Water feature	✓	✓			
WSUD feature and infrastructure, including sustainable water supply	✓	✓	✓	•	•

6.3 Additional open space

Established urban areas, rural areas and Whittlesea Township

The Strategy has identified where and what type of new open space is required to meet the existing and forecast population needs. The locations are shown in Figure 6-3 and are described in the Precinct Recommendations in Section 7 of the Strategy. In summary, the proposed Local and Small Local open space is to address gap areas where there is no existing open space within safe and easy walking distance (without the need to cross major roads or barriers to open space) of residents and workers. The proposed new Municipal open space is located along existing waterway corridors to provide shared trail and recreational access along with improvements to biodiversity values.

Proposed new open space will need to meet the criteria for new open space as described in the table on the next page. The method used to secure the additional land area will be a combination of different mechanisms including contribution of land area by larger strategic development sites, purchase of undeveloped land and conversion of public land to open space. Council will undertake a more detailed assessment

of opportunity sites for future open space in locations where the need for additional open space has been identified in the Strategy.

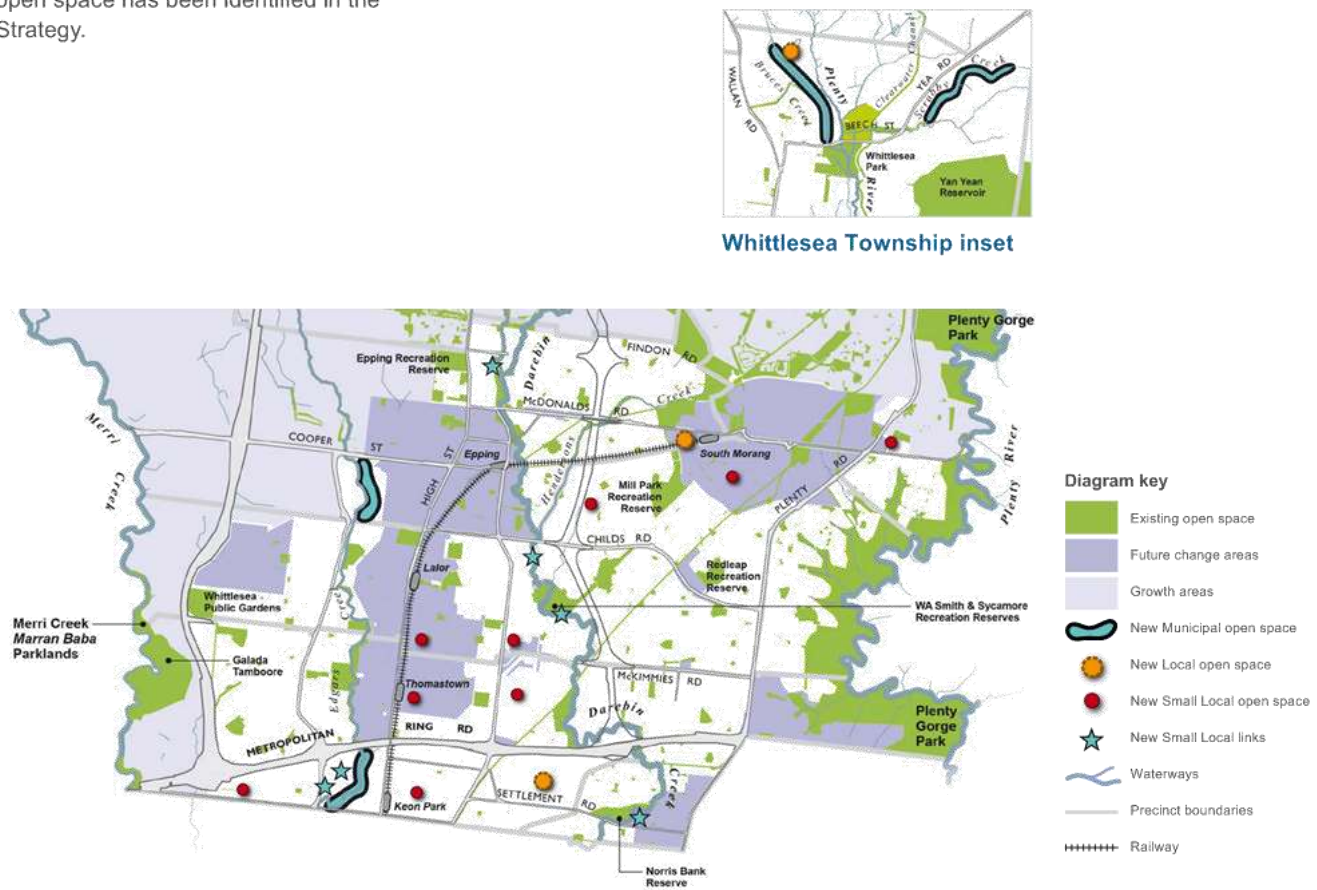


Figure 6-3 Proposed additional open space in the established urban areas, rural areas and Whittlesea Township

Growth areas

Future provision and planning for State, Regional, Municipal and Neighbourhood open space is guided by Victorian Government guidelines, Clause 56.05-2 of the planning scheme and approved Structure Plans, Development Plans and Agreements. Local and Small Local open space has an important role in the open space network including sustaining biodiversity protection, and being within safe and easy walking distance of the community, especially children, thereby

supporting health and wellbeing. New Precinct Structure Plans are to include Local and Small Local open space in the proposed open space network and demonstrate they meet the principles, hierarchy description and criteria outlined in this Strategy. For further detailed information regarding the hierarchy and character classification refer to the *City of Whittlesea Open Space Strategy Technical Report*.

Criteria to assess suitability of land as open space

All land area proposed for new public open space is to be assessed against a list of criteria as shown in the following table to confirm if it is suitable for that purpose. The decision to accept new

land or convert existing public land to open space will be at the responsible authority's discretion as to whether the subject land adequately meets the criteria.

Assessment criteria for suitability of land area for public open space

The criteria are listed in alphabetical and not priority order.

Criteria	Description
Accessibility	Able to make the site accessible and safe for people of all abilities and located on natural ground (not an elevated part of a building).
Adjoining land use	The impacts of existing and future planned land use can be adequately addressed to complement and support the land being used as public open space.
Amenity	Improves the livability and character of the neighbourhood by providing visual relief from built form and noise; and receives adequate levels of sunlight during mid-winter.
Climate change mitigation and adaptation	<ul style="list-style-type: none"> Capable of supporting long-lived broad spreading canopy trees. Capable of supporting sustainable water supply and/or reuse to maximise moisture retention for passive cooling.

Criteria	Description
	<ul style="list-style-type: none"> Remain useable and functional in the context of larger storm events and sea level rise.
Condition	Meets the relevant legislation and guidelines regarding contamination.
Ecological	<ul style="list-style-type: none"> Ability to protect and enhance biodiversity values. Demonstrate appropriate land area is set aside to protect ecological values and provide for community use where appropriate.
Equity	Provides reasonable physical, visual and economic equity of access to the community.
Heritage values	Protects and enhances Indigenous and non-Indigenous cultural heritage and historical values.
Landscape character	Contributes to the urban or rural context, character and attractiveness of the precinct.
Location/linkages	Contributes to the wider open space network including forming off-road open space corridor links in the existing and future planned open space system.
Ownership and management	<ul style="list-style-type: none"> Capable of being rezoned for public open space purposes and transferred to Council. Able to be effectively maintained and managed as open space.
Recreation	Accommodates a range of structured sport, unstructured recreation and informal uses consistent with the intended hierarchy.
Safety	The urban context and layout maximises passive surveillance and access to open space, and minimises bushfire risk.
Services/easements/encumbrances	To be unencumbered by services or easements including roadways, overhead structures, major underground services, water and power supply, flood mitigation and drainage infrastructure.
Size	<p>Be of an adequate size to meet its intended hierarchy and purpose:</p> <ul style="list-style-type: none"> State and Regional; unlimited. Municipal; preferred size of 7 ha with a minimum of 3 ha (refer to Table D1-1 in the <i>City of Whittlesea Open Space Strategy Technical Report</i> for additional information). Neighbourhood; minimum of 1 ha. Local; minimum 0.26 ha (up to 0.99 ha). Small Local; minimum 0.05 ha (up to 0.25 ha), with a minimum width of 20 m in at least one direction. Small Local Link; a minimum width of at least 10 m.

Criteria	Description
State and local government policies	The land is not subject to other planning processes and policies that may be inconsistent with all or part of the site becoming public open space.
Transport	Accessible by a range of transport options (public transport, shared trails, street network) appropriate to the hierarchy of open space.
Visibility	Be visually prominent to maximise its use, safety and contribution to the precinct, with at least two access points and local roads to at least two boundaries.

6.4 Protect and improve biodiversity values

Remnant River Red Gums and Plains Grasslands contribute to the identifiable and unique natural character of the City of Whittlesea. This Strategy supports preparation of a Biodiversity Strategy to guide priorities for protection and improvement of biodiversity values of the public open space. The Strategy promotes the provision of adequate space to allow for recreational access that is compatible with biodiversity values and to encourage community understanding and appreciation of these values. This includes promoting

adequate, unencumbered open space to be provided adjacent to the areas of conservation value so there is space for the natural values and habitat values to coexist with recreational use.

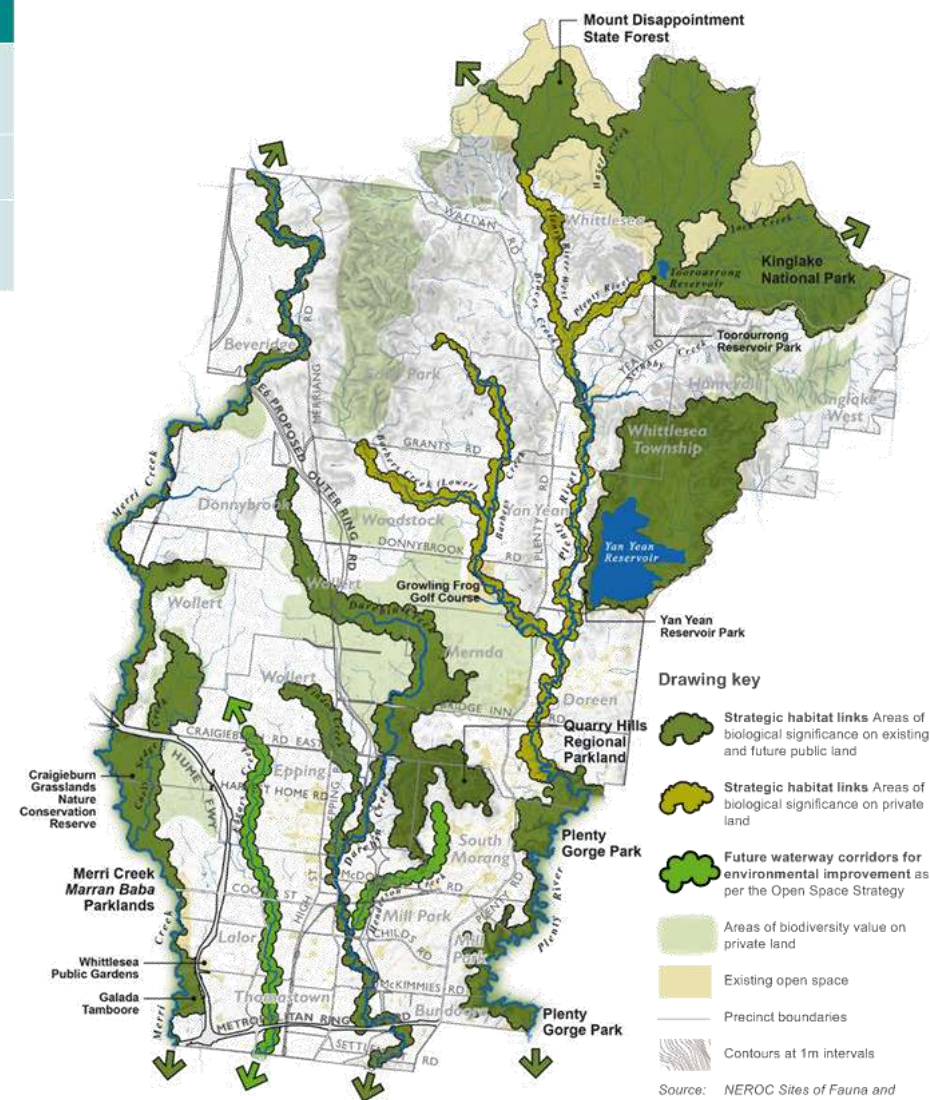


Figure 6-4 Biodiversity values

6.5 Environmental sustainability

Sustainable water use is critical to future design and management of open space. Future open space designs will incorporate water sensitive measures including water harvesting and reuse. All new open space designs in higher density urban areas will incorporate



principles of passive cooling to assist mitigate urban heat. This includes increasing the amount of porous surfaces, planting long-lived broad spreading canopy trees and sustainable use of turf rather than paved surfaces utilising sustainable water sources.



6.7 Open space contributions

In the established urban and rural areas including Whittlesea Township, Council will continue to collect open space contributions to be used towards the implementation of the precinct recommendations in Section 7 of this Strategy using a sliding scale of rates and the *Subdivision Act 1988*.

For the growth areas, Council will continue to implement its open space contributions program utilising the *Planning and Environment Act 1987*.

6.6 Cultural significance

In future upgrades of open space, confirm whether there are any existing cultural heritage values. If present, prepare appropriate cultural heritage management plans to protect, manage and where appropriate interpret Indigenous and non-Indigenous heritage values in open space. The Strategy design and management guidelines (refer to the *City of Whittlesea Open Space Strategy Technical Report*) encourage and support the inclusion of contemporary cultural events and values in open space. Consultation with

the local community during the design process for future open space upgrades is encouraged so cultural diversity can be reflected in the open space design and facilities.



7. Established areas precinct recommendations

7.1 Overview

The City of Whittlesea has been divided into established and growth areas for the purposes of this Strategy. The established areas include the established urban areas, rural areas and Whittlesea Township. These are listed below, and form the precincts included in this Section of the Strategy, listed in alphabetical order:

- Blossom Park
- Bundoora
- Epping (part)
- Lalor
- Mill Park
- Rural North
- South Morang (part)
- Thomastown
- Whittlesea

Locations outside those listed above are identified as metropolitan growth areas, and the provision of open space in them are guided by approved structure plans and precinct structure planning processes by the Victorian Government.

The open space precincts are aligned to those used for other planning projects in the City of Whittlesea. The Strategy has assessed the open space needs of the existing and forecast population.

This is described in each precinct with accompanying recommendations to address these needs for each existing and proposed open space. If the actual level of change varies significantly from that described, it will affect the delivery of the specific recommendations. If change occurs more slowly, then some projects may not occur and conversely, if more change occurs than anticipated, additional projects based on the same method and analysis may be delivered.

Diagram key for the precinct diagrams in Sections 7.1 to 7.10

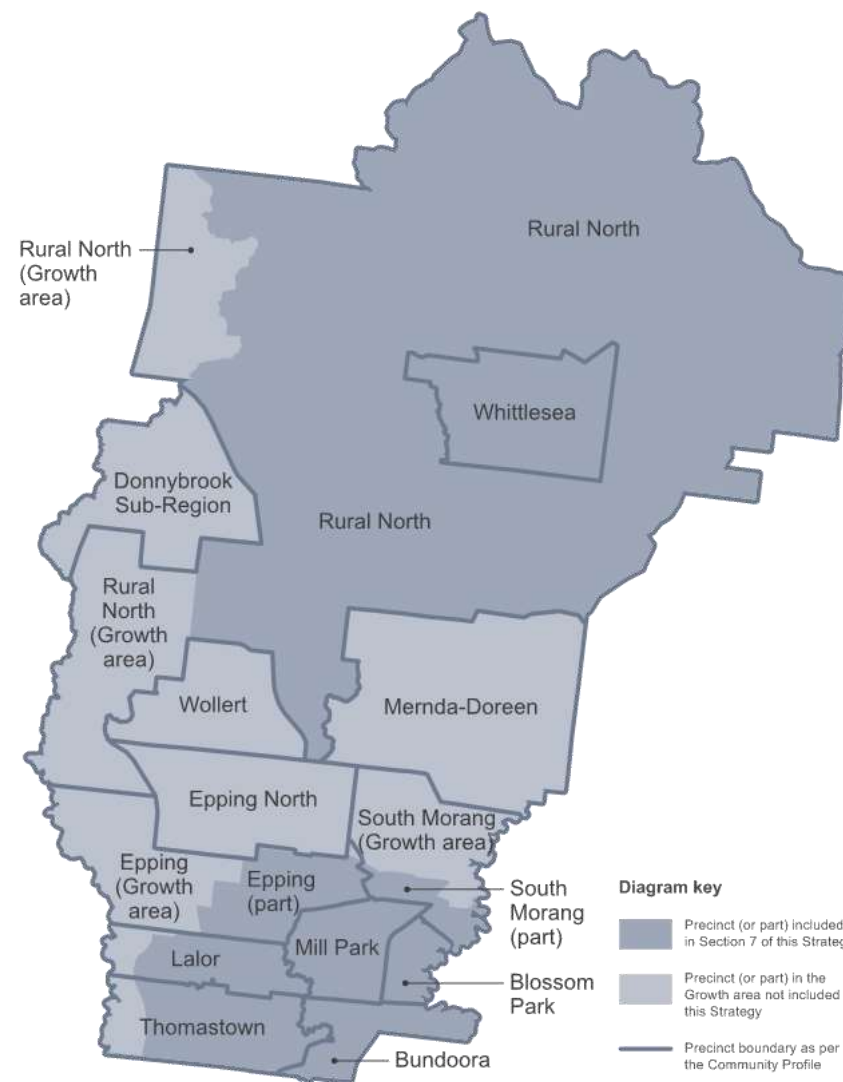


Figure 7-1 Precinct diagram

7.2 Blossom Park

Fast facts

■ = 100 Ha ● = 10 sqm

Quantity of open space

Existing open space:

159.66 Ha ■■

Percentage of total precinct area:

43%



Available open space per person:

255 sqm



Open space use

Top values of open space

1. Place to relax and unwind.
2. Spacious.
3. Quiet.

Most frequently visited open space within walking distance

1. Kelynack Rec Reserve.
2. Janefield Wetland.
3. Bundoora Park.

Top 3 activities/facilities

1. Walking paths.
2. Seats.
3. Open grassed areas.

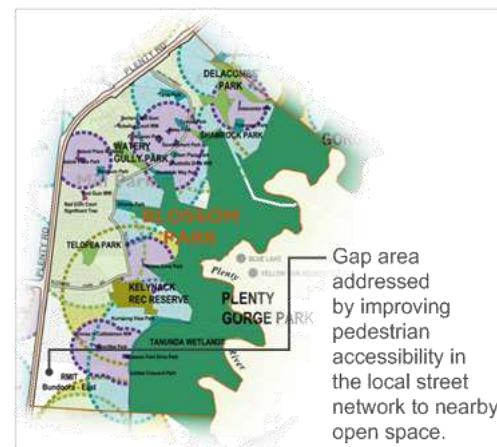
Precinct summary and recommendations

Overall, there is excellent provision of open space in Blossom Park. Plenty Gorge Park flanks the Plenty River along the eastern boundary of Blossom Park. Council owned open space extends out from Plenty Gorge Park along the tributaries and vary in quality and design. The adequacy of open space provision is reinforced by the 255 sqm of open space per person, and over 40 per cent of the total precinct area being open space. Watery Gully and Tyndall Parks are examples of reserves with existing paths and facilities. Other open spaces including Kurrajong View Park and Shamrock Park have the potential to be upgraded to improve community use.

Kelynack Recreation Reserve is the key sporting reserve for Blossom Park. A major

upgrade is proposed, mainly to include unstructured recreation and informal facilities. The Strategy recommends a series of upgrades to the Council managed open space that adjoins Plenty Gorge Park, changing them from predominantly mown grassed areas into parks with linked paths and facilities that take advantage of the spectacular views over the Plenty Gorge Park.

Open space distribution analysis



Minor upgrade with seating and unstructured recreation facilities.

Minor upgrade with seating.

Minor upgrade with path.

Minor works to improve sightlines for safety.

Major upgrade including off road path link and community space with views over the Plenty Gorge Park.

Provide off road shared trail link.

Continue to advocate to Parks Victoria to provide future shared trail through this park.

Major upgrade with facilities that complement Plenty Gorge and Tennyson Parks.

Review appropriateness of dog off-lead area in the context of conservation value

Allow natural regeneration of remnant River Red Gums.

Minor upgrade including planting and seating.

Minor upgrade to improve landscape character, picnic and unstructured recreation facilities.



7.3 Bundoora



Fast facts

 = 100 Ha = 10 sqm

Quantity of open space

Existing open space:

186.01 Ha

Percentage of total precinct area:

26%

Available open space
per person:

143 sqm 

Fast facts

Open space use

Top values of open space

1. Place to relax and unwind.
2. Trees.
3. Escape from traffic noise and movement.

Most frequently visited open space within walking distance

1. Norris Bank Reserve.
2. Botanica Park.
3. Bundoora Park (in the City of Darebin).

Top 3 activities/facilities

1. Walking paths.
2. Seats.
3. Open grassed areas.

Open space distribution analysis

This gap area is located in the University grounds and is addressed via ancillary open space.

Excellent provision of — open space in terms of quantity and distribution east of Plenty Road.

- Gap in distribution to be addressed by future open space already agreed to be established.

Gap area — on industrial land (Quarry). Any future redevelopment and construction of E6 Ring Road would require open space.

- The small number of properties in this gap area can reach existing open space without crossing major roads.

Precinct summary and recommendations

Bundoora extends both sides of Plenty Road. To the east, Plenty Gorge Park and Plenty River provide an extensive natural open space system. This area is the subject of a major urban renewal project on the former Janefield Training Centre site. New open space has been delivered through the development process and will continue to be established and handed over to Council as this area develops. The presence of the Plenty Gorge Park results in the 143 sqm per person and more than 25 per cent of open space relative to the total precinct area.

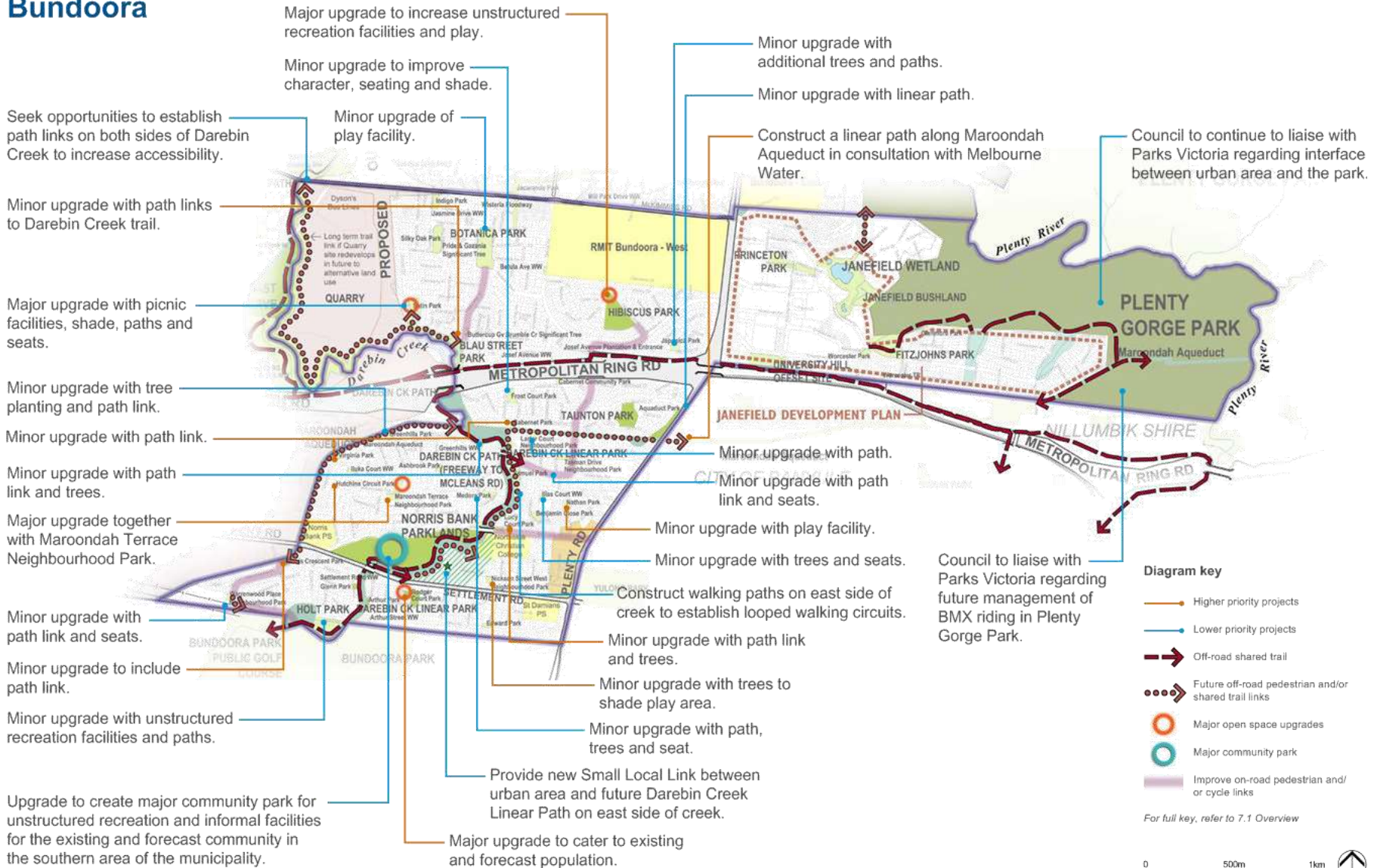
West of Plenty Road, Darebin Creek forms the key spine of open space. Norris Bank Reserve is the most popular open space and this Strategy recommends a major upgrade of this reserve to expand it as a key destination point for the Bundoora and surrounding community on the Darebin Creek Trail. This includes expanding the path network to the east side of the creek and adding a

new Small Local Link into the creek corridor from the adjoining urban area.

In the future, Council will seek to expand the looped trail network along Darebin Creek and into the Maroondah Aqueduct reserve in consultation with Melbourne Water. This will encourage increased use of this trail system by the local community, particularly walking. Away from the linear open space corridors selected Local and Neighbourhood open spaces will be upgraded to better meet local community needs. Major upgrades are proposed to Hibiscus Park, Maroondah Terrace Neighbourhood Park, Satin Park and Roger Court Park. A number of other minor upgrades and improvements are proposed in the other areas of Local and Small Local open space.



Bundoora



7.4 Epping (part)



Fast facts

■ = 100 Ha ● = 10 sqm

Quantity of open space

Existing open space:

337.26 Ha ■■■■

Percentage of total precinct area:

13.3%



Available open space per person:

77 sqm ●●●●●●●●

Open space use

Top values of open space

1. Place for children to play.
2. Place to relax and unwind.
3. Trees.

Most frequently visited open space within walking distance

1. Darebin Creek Parklands.
2. Meadow Glen Athletics Centre Reserve.
3. Winchester Park.

Top 3 activities/facilities

1. Walking paths.
2. Seats.
3. Open grassed areas.

Open space distribution analysis



Precinct summary and recommendations

The strong spine of open space along Darebin Creek and its tributaries, Merri Creek, Foothills Park and Quarry Hills Regional Parkland are characteristic open spaces for Epping. The focus of the recommendations is to: improve the diversity and quality of the informal recreation facilities in the existing open space; and improve linear access and connectivity with new paths along the Pipe Track Reserves.

There is adequate open space per person, while the relatively low percentage of open space for the total precinct area reflects the undeveloped nature of the industrial land between Edgars Road and the Hume Freeway.

The future Merri Creek *Marran Baba* Parkland protects Craigieburn Grasslands, which is of National conservation significance. Quarry Hills Regional Parkland and Foothills Park both offer unique ecological and landscape characters, with expansive elevated views and a diverse range of unstructured recreational activities

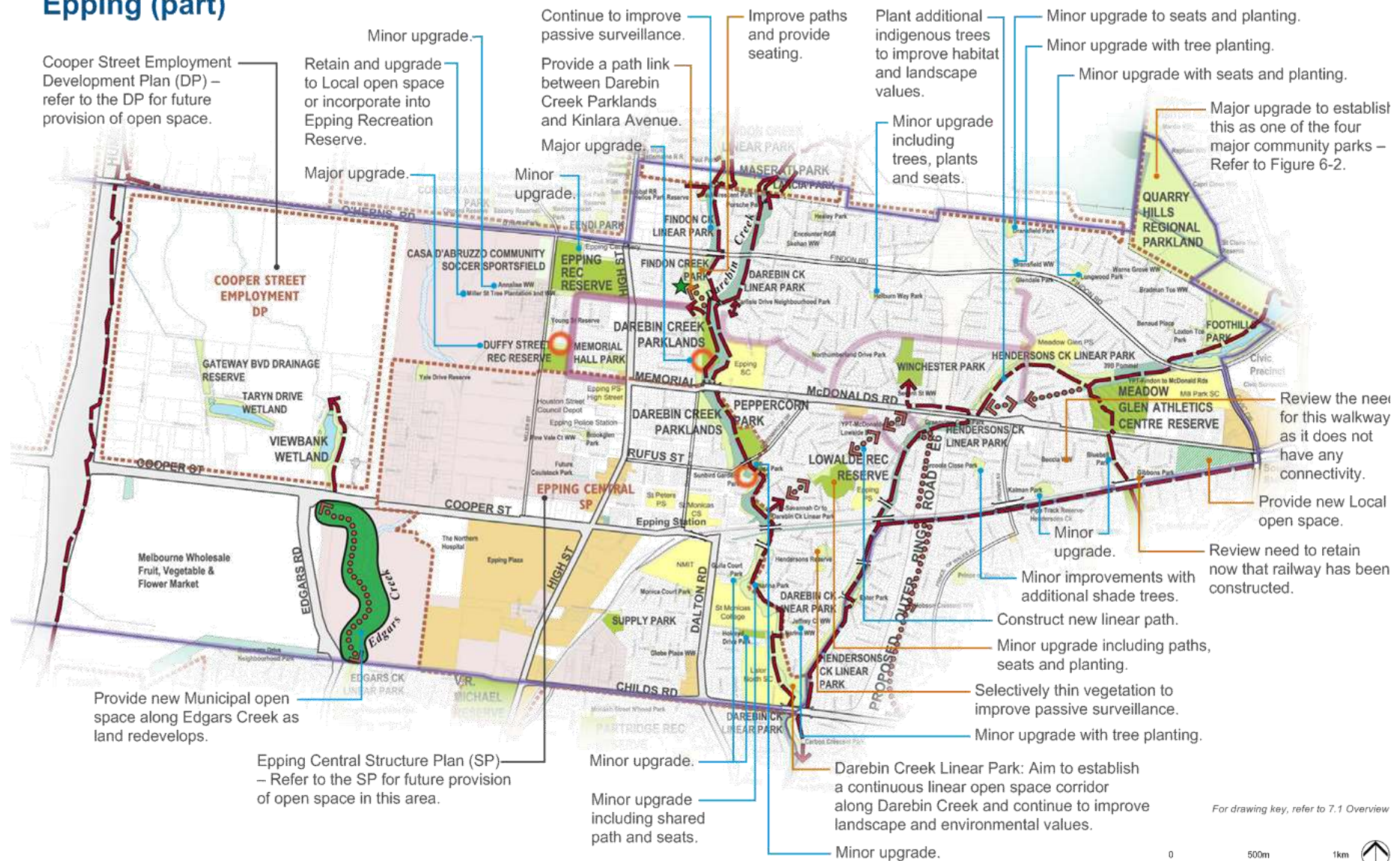
including bush walking and cycling.

In the non-residential area of Epping west of High Street, the major recreation reserves offer an excellent range of sporting facilities. Darebin, Findon and Hendersons Creeks from the major open space spine to the east of High Street with the shared trail popular for walking and cycling. The smaller open spaces have limited appeal due to lack of facilities and character, while the sporting reserves have potential to provide a greater range of facilities to encourage increased levels of use for informal activities and as social meeting places.

Two new areas of open space are recommended for Epping. This includes a new Municipal open space along Edgars Creek as the land redevelops; and a new Local open space in the south east part of Epping. Other recommendations include upgrading selected areas of open space to include greater diversity of facilities and improve the character and quality to attract more people outdoors to enjoy them.



Epping (part)



7.5 Lalor



Fast facts

■ = 100 Ha ● = 10 sqm

Quantity of open space

Existing open space:

65.66 Ha

Percentage of total precinct area:

7%



Available open space per person:

24 sqm



Open space use

Top values of open space

1. Place to relax and unwind.
2. Habitat for native plants and animals.
3. Place for children to play.

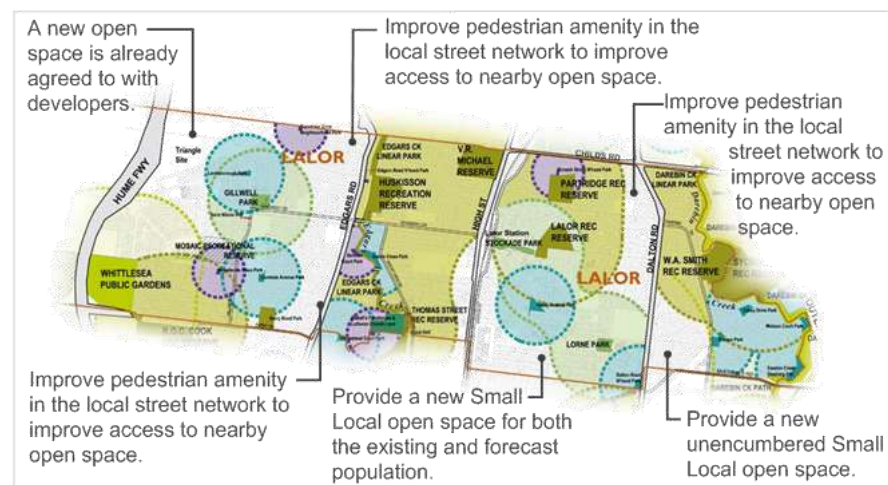
Most frequently visited open space within walking distance

1. VR Michael Reserve.
2. WA Smith Recreation Reserve.
3. Lorne Park.

Top 3 activities/facilities

1. Walking paths.
2. Open grassed areas.
3. Seats.

Open space distribution analysis



Precinct summary and recommendations

Edgars, Merri and Darebin Creeks flow north south through Lalor. Edgars Creek is central to the precinct and includes the Ziebell's Farmhouse and Lutheran Church Land that is of State heritage significance and contributes a unique rural character to this part of Lalor. The Strategy recommends constructing a continuous shared trail along Edgars Creek in consultation with Melbourne Water, along with a major upgrade to Huskisson Recreation Reserve at the northern end of Edgars Creek.

The 24 sqm per person and 7 per cent of open space relative to total precinct area reflects the gaps in open space distribution.

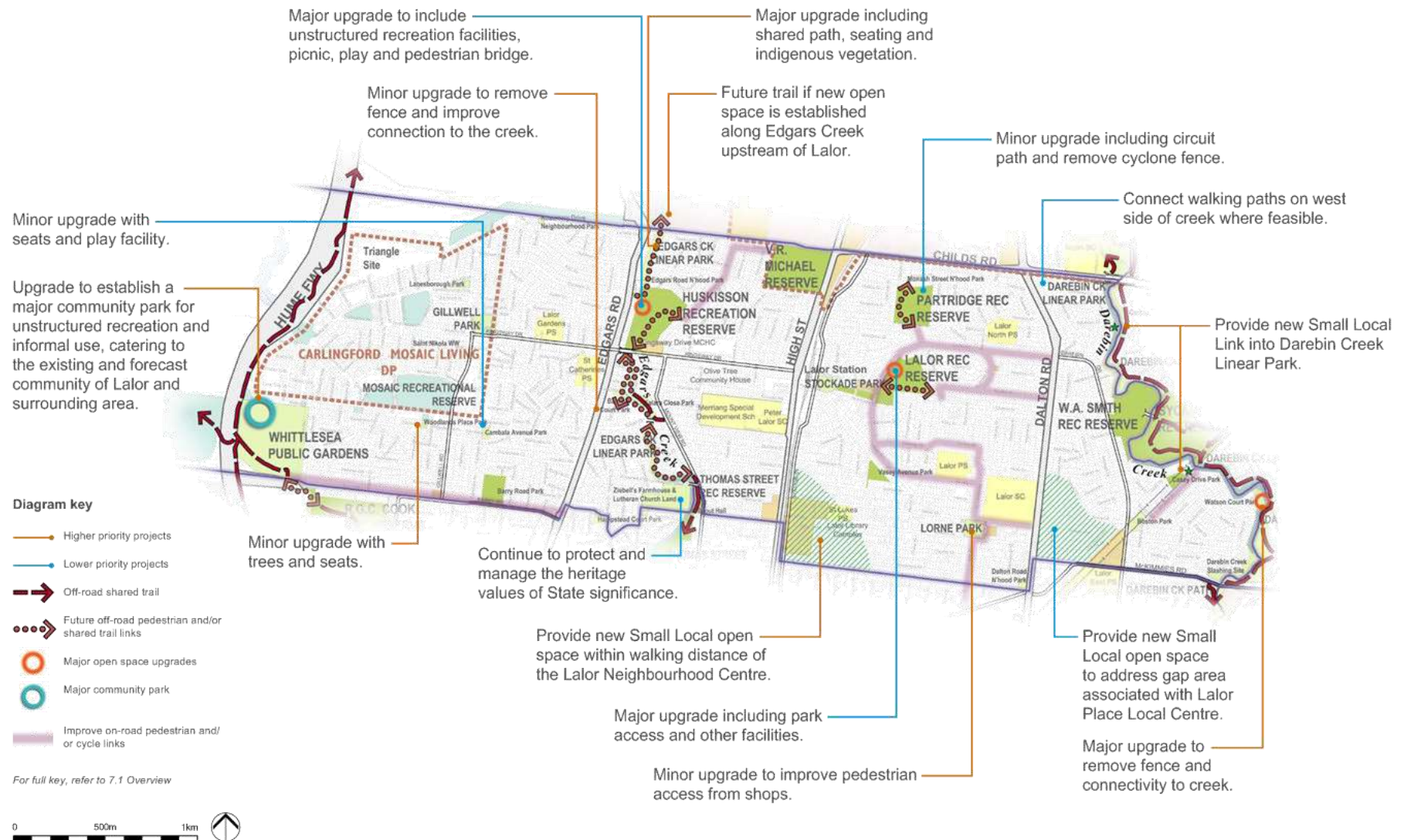
To the west of the precinct towards Merri Creek, Whittlesea Public Gardens is the major regional entry point to the future Merri Creek *Marran Baba* Parklands. This Strategy recommends a major upgrade to Whittlesea Public Gardens to cater to both the regional visitor demand and local community use, creating a

major destination park. The gardens are already well connected to the Merri Creek *Marran Baba* Parklands via the shared trail overpass bridge, however there is a need to open up the park to Lalor by improving the eastern area of the reserve, along with proposed on and off road shared trails via Central Creek, RGC Cook Reserve and Barry Road.

East of High Street the recently upgraded Stockade Park connects Lalor Station with the Rochdale Square shopping centre, which forms part of the Peter Lalor Housing Estate, identified to be of local heritage significance. The Strategy recommends a major upgrade to the Lalor Recreation Reserve to complement the recent works in Stockade Park. Two new Small Local open space reserves are proposed to address gaps in the local open space network, in areas of Lalor that are forecast to change. Two new Small Local Links to provide access into the Darebin Creek Linear Park are also recommended as well as upgrading selected areas of open space to include greater diversity of facilities and improve the character and quality to attract more people outdoors to enjoy them.



Lalor



7.6 Mill Park



Fast facts

■ = 100 Ha ● = 10 sqm

Quantity of open space

Existing open space:

79.55 Ha ■

Percentage of total precinct area:

8.5%



Available open space per person:

28 sqm ●●●

Open space use

Top values of open space

1. Place to relax and unwind.
2. Trees.
3. Place for children to play.

Most frequently visited open space within walking distance

1. Redleap Recreation Reserve.
2. Mill Park Recreation Reserve.
3. Mimosa Park.

Top 3 activities/facilities

1. Walking paths.
2. Seats.
3. Open grassed areas.

Open space distribution analysis



Precinct summary and recommendations

Significant large recreation reserves feature in this precinct including Findon, Sycamore, Mill Park and Redleap Recreation Reserves. The most popular of these in the open space survey undertaken for this Strategy is Redleap Recreation Reserve, due to its diversity of facilities and landscape settings including the lake. Its proximity to the school and shopping precinct makes Redleap Recreation Reserve an ideal destination point for a range of recreational activities and informal uses including community events. The Strategy has therefore proposed a major upgrade to Redleap Recreation Reserve to build on and strengthen it as a key destination point for the surrounding community.

The 28 sqm per person and 8.5 per cent open space relative to the total precinct area is consistent with the presence of some gaps in distribution and the underdeveloped land along the Proposed Outer Ring Road.

The Yan Yean Pipe Track Reserve runs

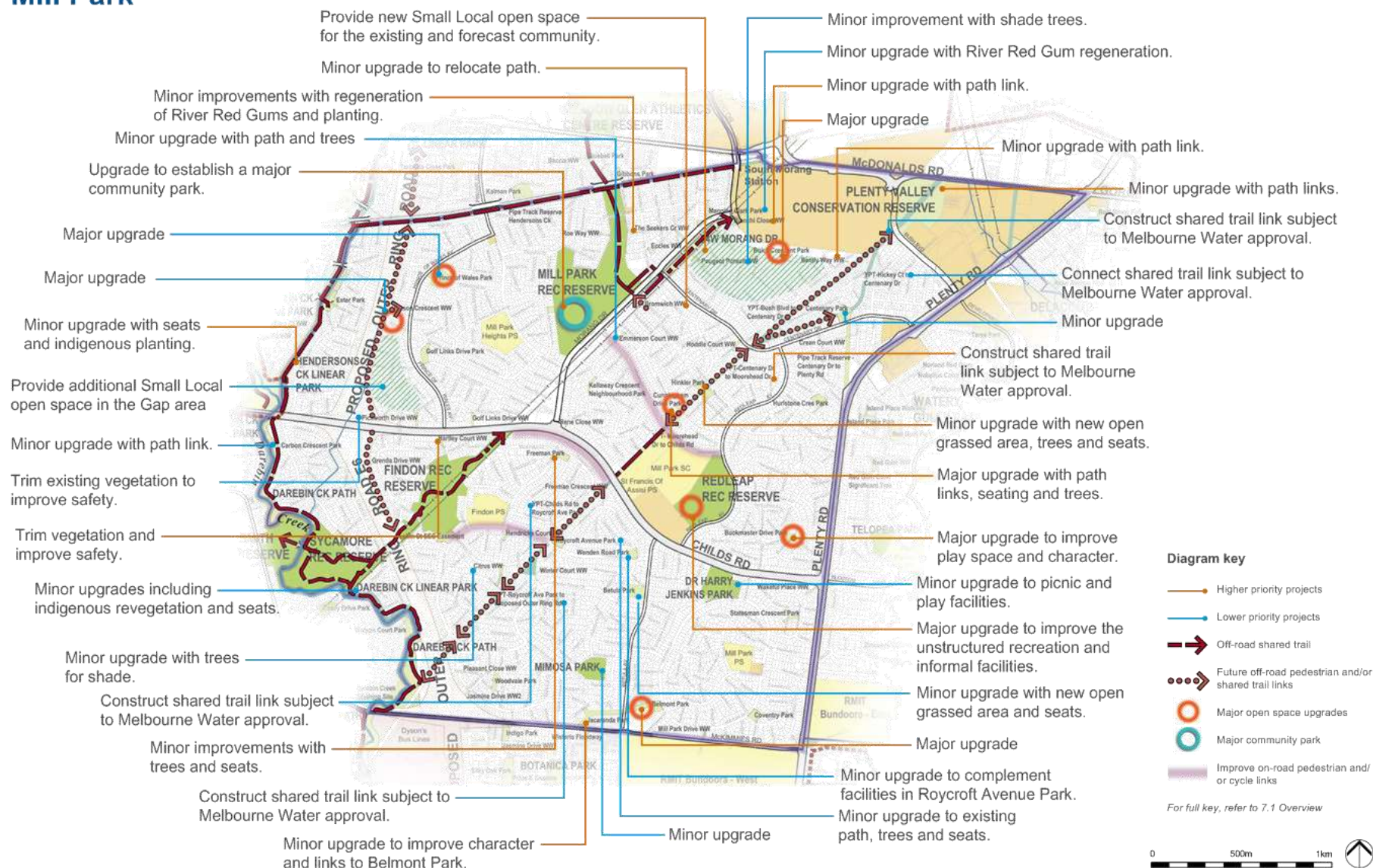


generally north south through Mill Park from Plenty Valley Conservation Reserve in the north to Darebin Creek Linear Park in the south, providing excellent off-road shared trail connectivity. Sections of trail have been built, and this Strategy recommends extending the trails to achieve a continuous link. Darebin and Hendersons Creek flow along the western boundary of Mill Park providing recreation and habitat connectivity into the adjoining precincts including Bundoora to the south, Epping to the north and Thomastown to the west.

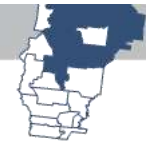
Two additional Small Local open spaces are recommended in Mill Park to address existing gaps in open space distribution, one of which is located in the catchment of the Plenty Valley Activity Centre. The second is located near the Proposed Outer Ring Road (E6) and would only be required when this proposed road is constructed. Other works include a range of minor and major upgrades to selected areas of open space to improve the quality and diversity of facilities available to the community in the local open space network.



Mill Park



7.7 Rural North (part)



Fast facts

■ = 100 Ha ● = 10 sqm

Quantity of open space

Existing open space:



Percentage of total precinct area: 8%



Available open space per person: Not applicable due to non-urban nature of the land use.

Open space use

Top values of open space

1. Trees.
2. Place to relax and unwind.
3. Habitat for native plants and animals.

Most frequently visited open space within walking distance

1. Other public realm (streets, schools etc).
2. Yan Yean Reservoir Park.
3. Whittlesea Showgrounds.

Top 3 activities/facilities

1. Public toilets.
2. Seats.
3. Walking paths.

Precinct summary and recommendations

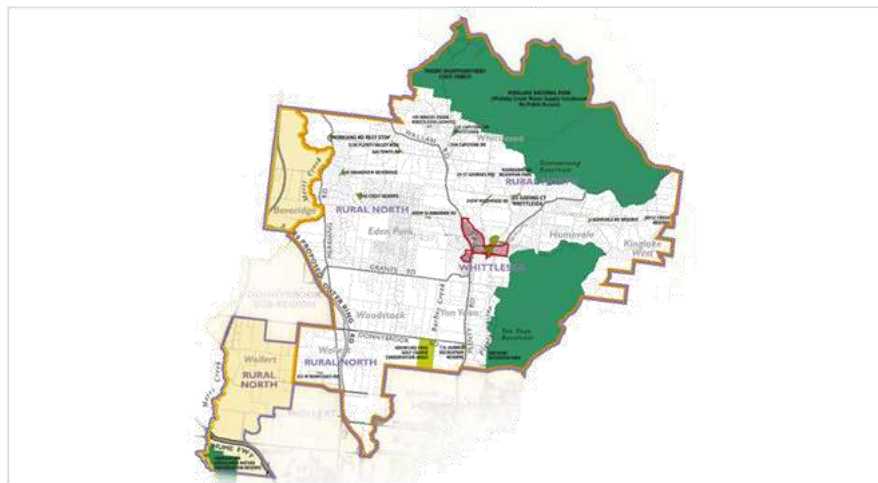
The major areas of existing open space in Rural North significantly contribute to the biodiversity and landscape character of the area including Kinglake National Park, Yan Yean Reservoir and Mount Disappointment State Forest. The Strategy recommends that Council continues to advocate to Parks Victoria for improved recreational facilities at Yan Yean Reservoir Park. The Growling Frog Golf Course Conservation Area offers a unique setting that combines a public golf course with conservation areas that are available for informal walking access and use. The Strategy recommends an upgrade to include picnic and play facilities to broaden the appeal of this Council reserve.

and other informal facilities particularly where they are accessible from and connect between rural roads. This Strategy recommends that a cycle and walking strategy be prepared for the rural north area to identify logical waking and cycling links that will connect into the existing open space reserves. A review of structured sporting facilities required for the rural community is proposed for TH Hurrey Recreation Reserve.

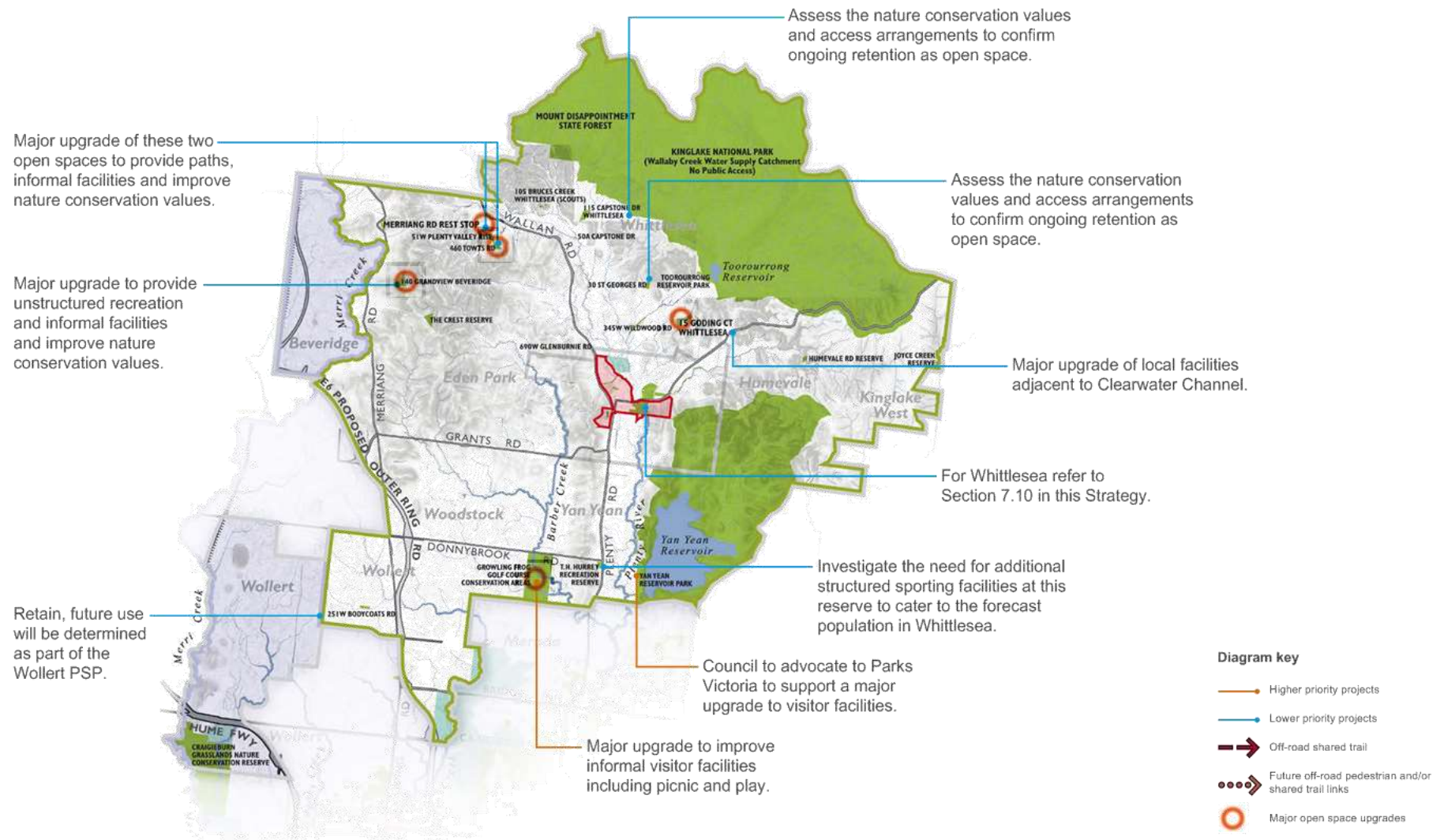
Refer also to the Whittlesea Precinct, 7.10 for recommendations that will benefit the rural community as well.

Other smaller areas of open space are distributed through Rural North. The Strategy has assessed these, and prioritised improvements to the facilities, quality and nature conservation values of these existing open spaces where they are accessible to the community. Improvements include path links, seating

Open space hierarchy plan



Rural North (part)



7.8 South Morang (part)



Fast facts

■ = 100 Ha ● = 10 sqm

Quantity of open space

Existing open space:

80.71 Ha

Percentage of total precinct area:

30%



Available open space per person:

Not applicable as no population estimate is available for this part of South Morang.

Open space use

Top values of open space

1. Place to relax and unwind.
2. Place for children to play.
3. Trees.

Most frequently visited open space within walking distance

1. Hendersons Cr Wetlands.
2. Hawkstowe Rec Park.
3. Plenty Gorge Park.

Top 3 activities/facilities

1. Walking paths.
2. Playgrounds.
3. Open grassed areas.

Precinct summary

South of Gorge Road, and east of Plenty Road, open space provision is excellent with the presence of Plenty Gorge Park. A major upgrade is proposed to Reid Street Park to improve the interface to the existing shopping precinct, and also to Brolga Park to improve character and amenity adjacent to Plenty Gorge Park.

East of Plenty Road, a small precinct north of Gorge Road will require new Small Local open space as part of any future redevelopment. Minor upgrades are proposed to some selected other open spaces to improve their character and use.

Open space distribution analysis

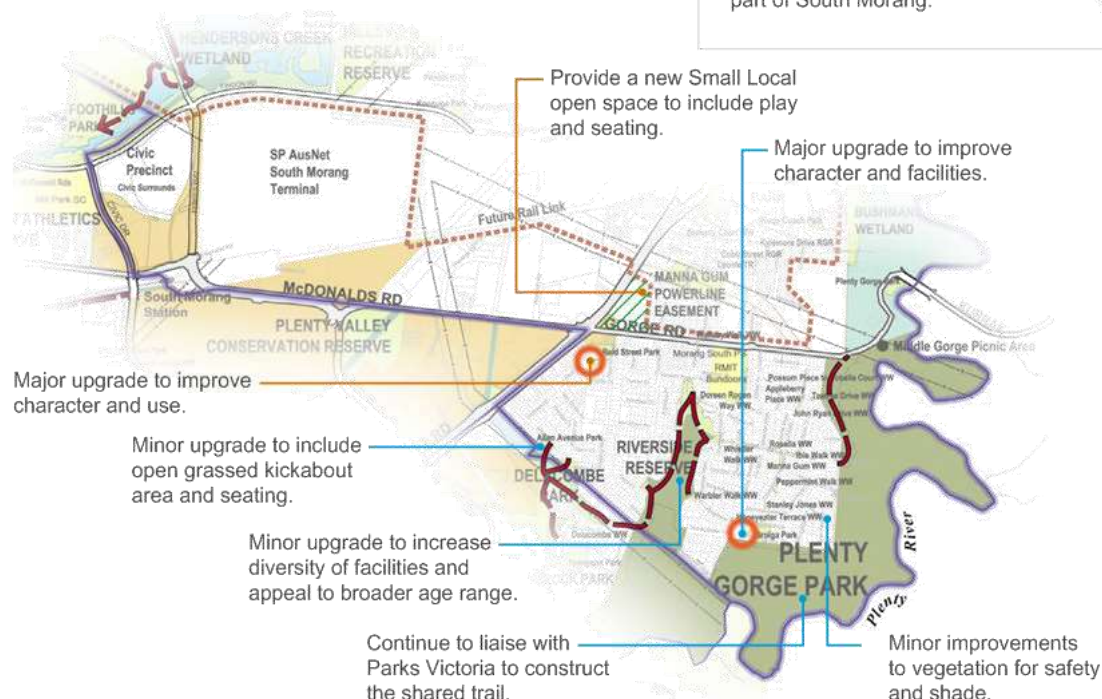
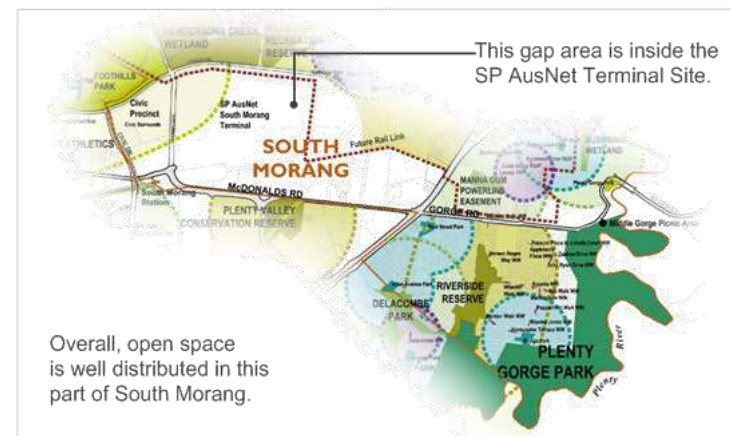


Diagram key

- Higher priority projects
- Lower priority projects
- Off-road shared trail
- Future off-road pedestrian and/or shared trail links
- Major open space upgrades

For full key, refer to 7.1 Overview



7.9 Thomastown



Fast facts

 = 100 Ha  = 10 sqm

Quantity of open space

Existing open space:

120.81 Ha

Percentage of total precinct area:

8.2%

Available open space
per person:

23 sqm 

Open space use

Top values of open space

1. Place to relax and unwind.
2. Trees.
3. Place for children to play.

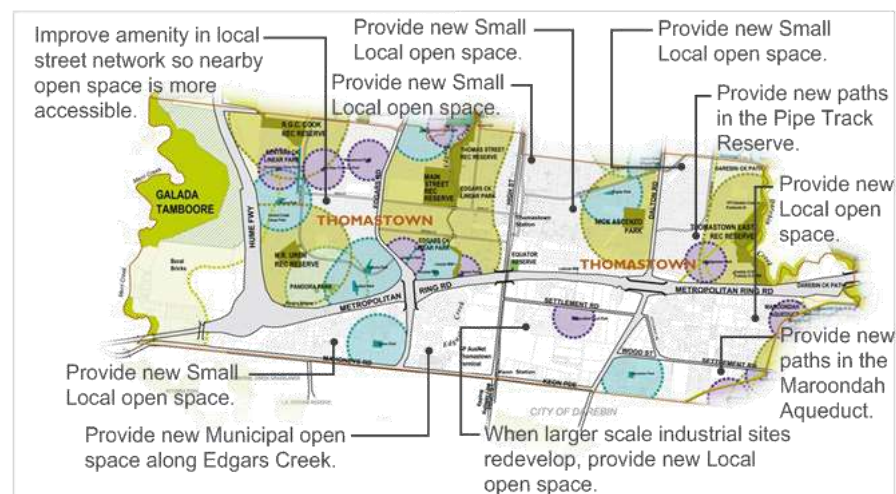
Most frequently visited open space within walking distance

1. Main Street Recreation Reserve.
2. Barry Road Park.
3. Other public realm (streets, schools etc).

Top 3 activities/facilities

1. Walking paths.
2. Seats.
3. Playgrounds.

Open space distribution analysis



Precinct summary and recommendations

Central, Edgars, Merri and Darebin Creeks flow north south through Thomastown. Edgars Creek is central to the precinct and includes Main Street and Thomas Street Recreation Reserves as key sporting reserves both sides of the creek corridor. To improve access to these reserves, construction of the shared trail between Main and Spring Streets is recommended. South of the Metropolitan Ring Road the land use changes to industrial and the Strategy recommends establishing a new Municipal open space reserve along the creek and constructing a shared trail in consultation with Melbourne Water. For Central Creek, the Strategy recommends investigating the potential to provide an off-road trail to RGC Cook Recreation Reserve and improved path links to Whittlesea Public Gardens.

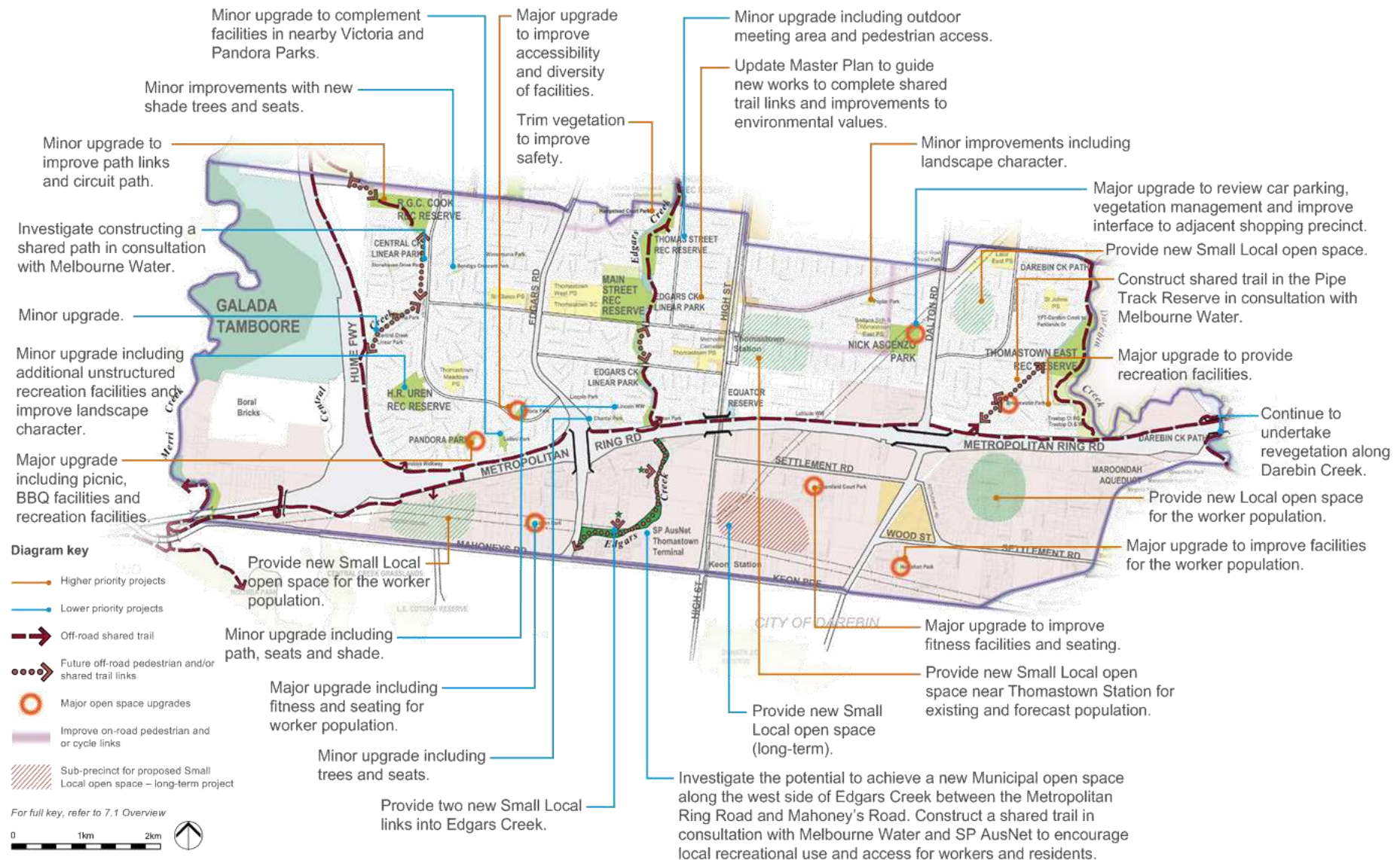
The 23 sqm per person and 8.2 per cent of open space relative to total precinct area reflects the gaps in open space distribution and non-residential land use in the precinct.

Thomastown has some gaps in the provision of open space, including immediately west of Edgars Road, east of High Street and south of the Metropolitan Ring Road. Three additional Small Local open spaces are proposed in the predominantly residential areas north of the Metropolitan Ring Road. South of the Metropolitan Ring Road, an additional Local and Small Local open space, along with two Small Local Links are recommended primarily for the worker population. Other gap areas are to be addressed by improved connectivity to existing open space via off-road shared trails and improvements to pedestrian amenity in the street network.

Major upgrades are proposed to existing areas of open space north of the Ring Road. This includes Pandora and Victoria Parks west of Edgars Road, along with Nick Ascenzo Park and Bridgewater Park east of High Street. In the industrial precinct, major upgrades are proposed to the three existing open spaces.



Thomastown



7.10 Whittlesea



Fast facts

■ = 100 Ha ● = 10 sqm

Quantity of open space

Existing open space:

30.74 Ha ■

Percentage of total precinct area:

1.5%



Available open space per person:

62 sqm ●●●●●●○

Open space use

Top values of open space

1. Place to relax and unwind.
2. Trees.
3. Place for children to play.

Most frequently visited open space within walking distance

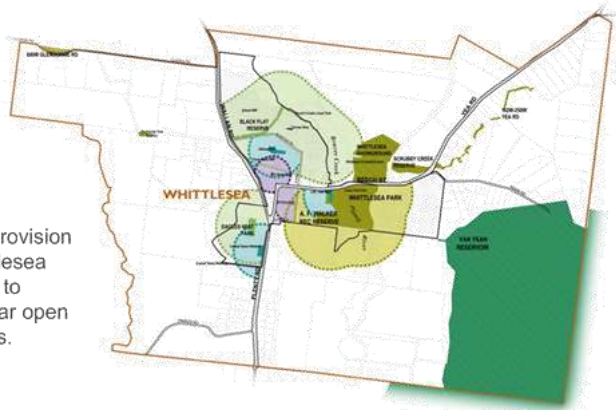
1. AF Walker Reserve.
2. Other public realm (streets, schools etc).
3. Whittlesea Showgrounds.

Top 3 activities/facilities

1. Walking paths.
2. Open grassed areas.
3. Public toilets.

Open space distribution analysis

Overall there is good provision of open space in Whittlesea Township, with a need to improve additional linear open space along waterways.



Precinct summary

The Plenty River tributaries all converge and form the main stem of the Plenty River in Whittlesea Park in the Whittlesea Township. The Strategy focuses on upgrading Whittlesea Park along with AF Walker Recreation Reserve to improve the diversity of facilities available for the rural community. The other key recommendations include expanding and linking the linear open spaces along Bruces Creek and Scrubby Creek so that continuous trails can be constructed and environmental improvements undertaken. This will improve recreational and habitat connectivity between the outlying suburban and rural residential areas, and Whittlesea Township.

be developed to include Local open space facilities including play areas for the existing and forecast community. Additionally, other selected open space reserves will be upgraded to improve their character and facilities.

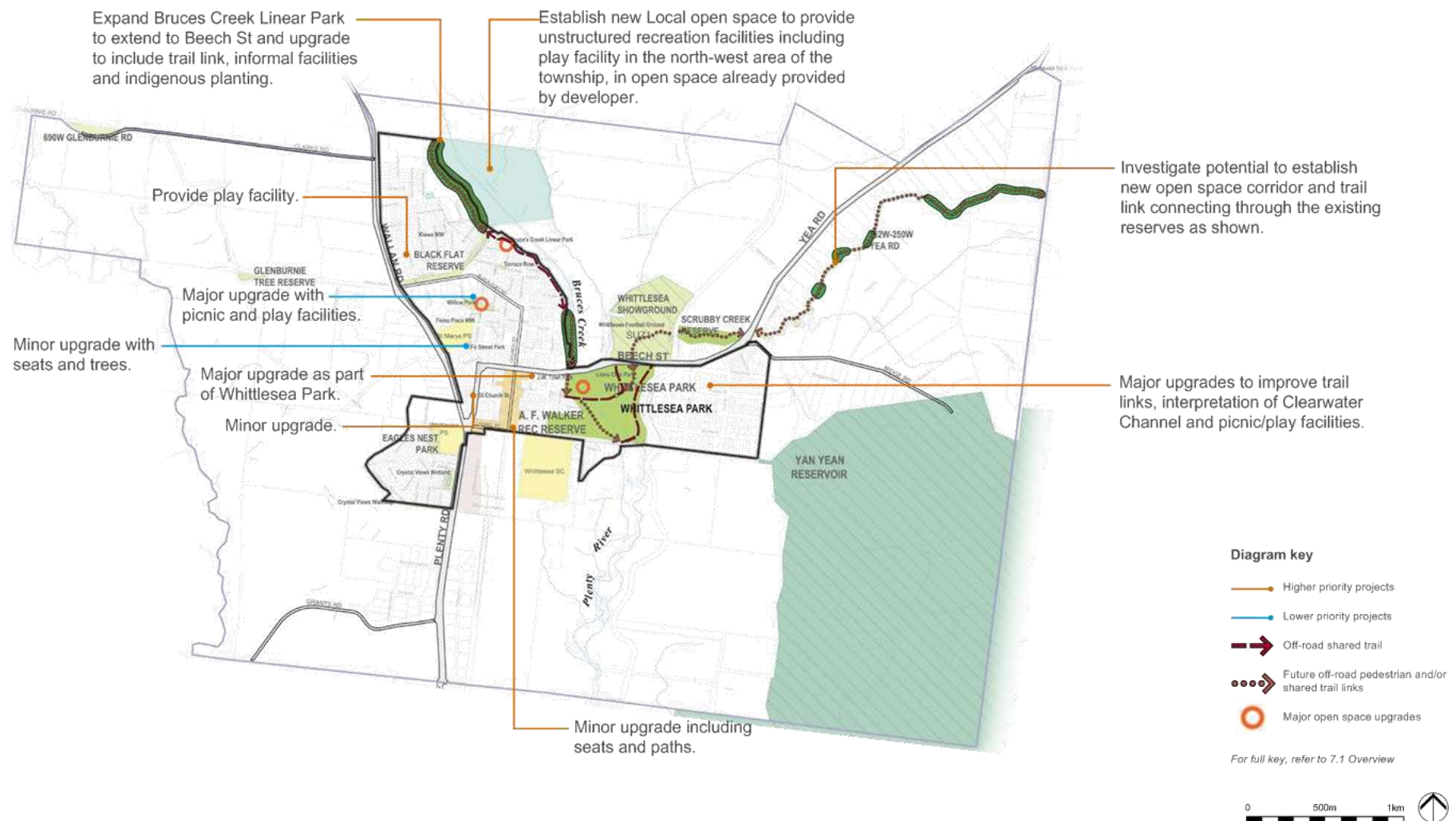
Council will continue to investigate the feasibility of the future Whittlesea Rail Trail between Whittlesea Township and Mernda.

The 62 sqm per person and 1.5 per cent of open space relative to the total precinct area reflects the rural and low density residential land use in the precinct.

Additional to the linked open spaces a new larger open space area has been provided to Council and will



Whittlesea



8. Implementation

Overview

The recommendations are prioritised over a 13 year period, and their implementation will be informed by the rate and location of land use change in the municipality. Improving the quality, accessibility and values in the existing open space reserves is a key focus of the implementation program. As land use change and growth occurs in the established areas, new open space is recommended in seven precincts with identified gaps or need for additional linear open space in the network.

Responsibilities

As well as significant Council involvement, successful implementation of the Strategy will require ongoing coordination of involvement by the following:

- Melbourne Water regarding management of all interfaces with the creek corridors including conservation areas. Additionally regarding all future shared trails and walking paths along pipe tracks and waterways and the ongoing management of the closed water catchments of Yan Yean and Toorourrong Reservoirs.
- Parks Victoria regarding the management and local access to the future Merri Creek *Marran Baba* Parklands, Plenty Gorge Park and the visitor facilities at Yan Yean and Toorourrong Reservoirs.
- Community groups and Committees of Management, particularly in relation to works and improvements in the conservation areas and along the Merri and Darebin Creeks.

Funding

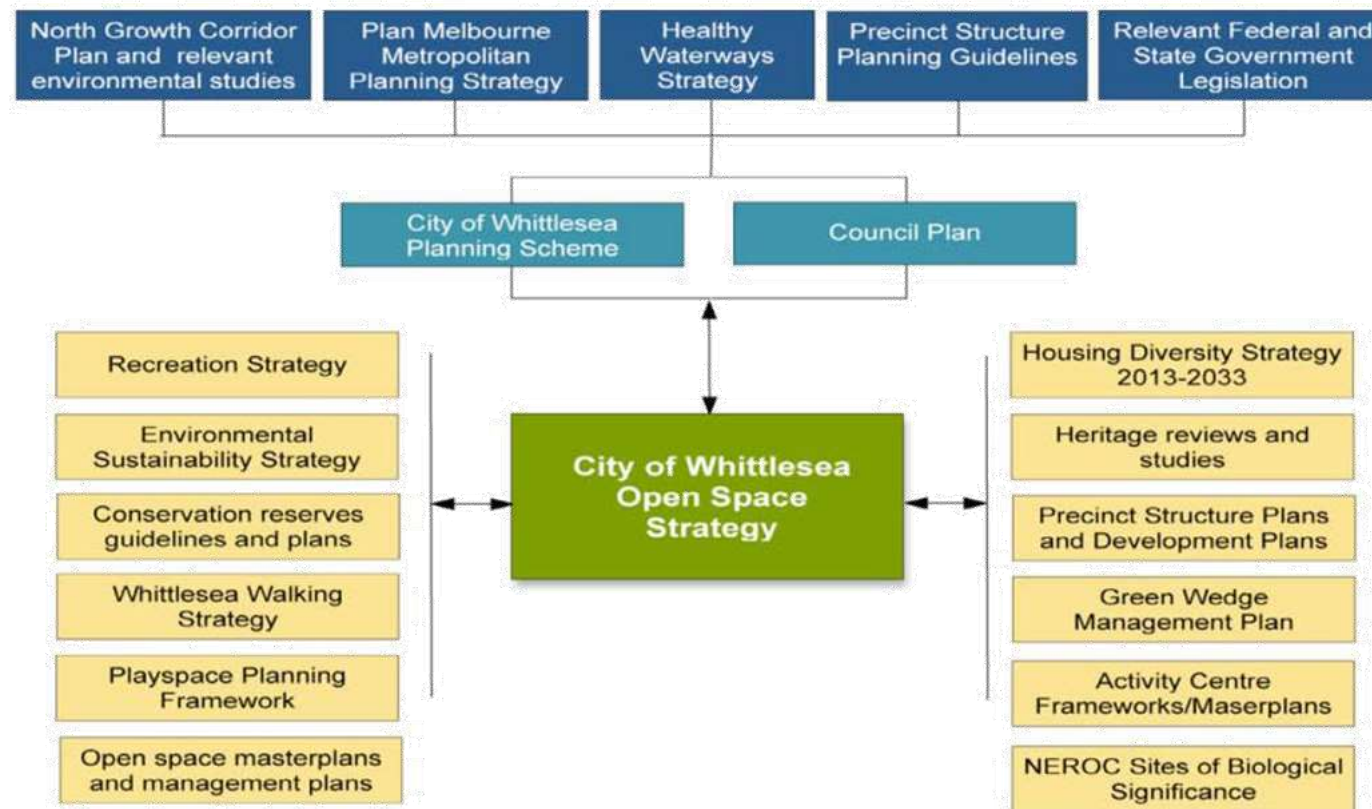
The funding for open space improvement works and land acquisition for the established urban and rural areas, including Whittlesea Township will be sourced from a combination of:

- Council revenue.
- External grants from State and Commonwealth Government agencies.
- Open space contributions.

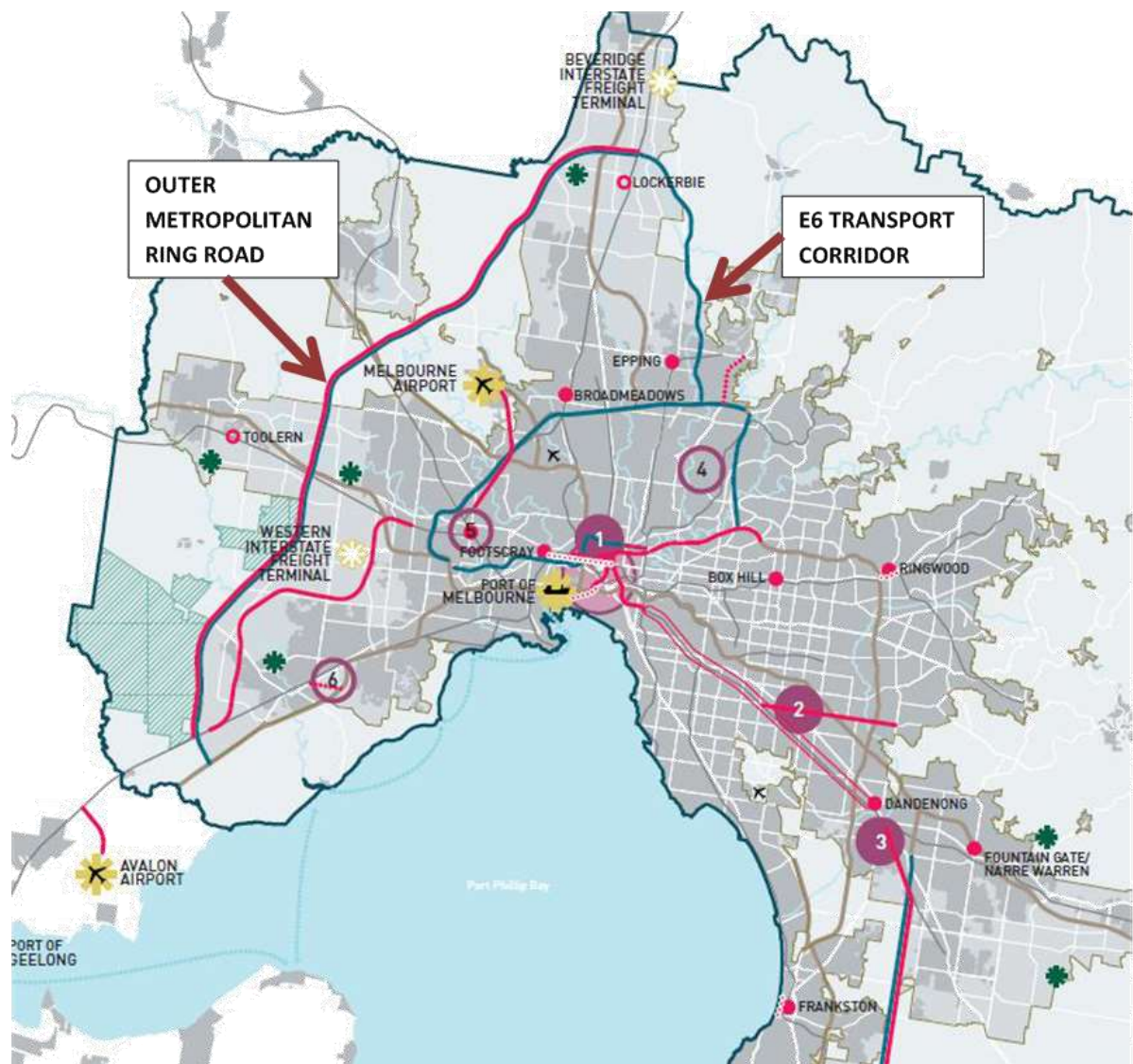
Next steps

- Align the budget priorities and existing program of works for asset renewal to the recommendations and priorities in this Strategy to establish annual, coordinated programs of capital works.
- Undertake sub-precinct analyses to identify opportunity sites for the new open space recommended in this Strategy.
- Continue to implement existing Master Plans for major park upgrade works.

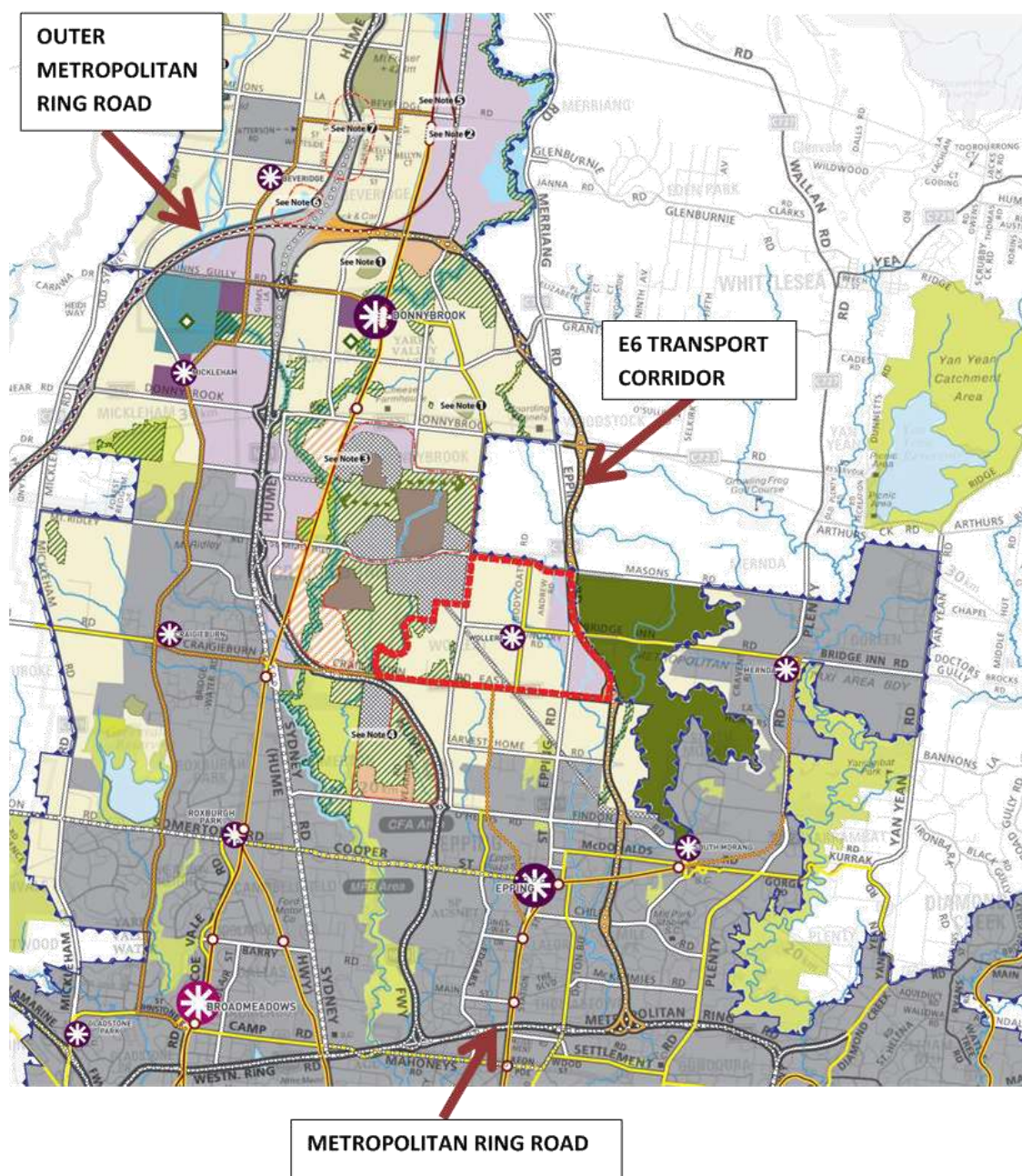
Attachment 2: Relevant Policies, Strategies and Legislation Table



DATE	TOPIC	COUNCIL RESOLUTION	STATE GOVERNMENT RESPONSE
2002	Epping North Strategic Plan	Approve with E6 depicted as an arterial road	Approved by Minister
2007	Epping North East Local Structure Plan	Approve with E6 depicted as an arterial road with residential access points	Approved by Minister
2008	State Government released Melbourne @ 5 Million Planning Strategy included expansion of Whittlesea's growth area and Urban Growth Boundary. It proposed an Outer Metropolitan Ring Road and E6 as a six lane freeway from Beveridge/ Kalkallo to M80 Ring Road	E6 was not supported as a freeway as it would be inconsistent with surrounding land uses and future residential development and there was no justification for it	Noted
2009	In July, State Government released <i>Delivering Melbourne's Newest Sustainable Communities</i> including UGB extension and preferred alignment for the OMR and E6 as a freeway	Reject E6 as a freeway and recommend it be developed as a limited access arterial road. Council's independent traffic modelling recommended that an E6 arterial road along with planned upgrades to other roads can support future growth.	Noted
2009	In September, VicRoads provided an alternative alignment of the proposed E6 freeway which showed a reduction in the number of properties impacted by the freeway	Oppose the E6 as a freeway	N/A
2010	<i>Northern Growth Area Framework Plan</i> released by the Growth Area Authority's detailed the long-term pattern of urban development in the northern growth corridor showing the E6 as a six lane freeway	The E6 should be built as a limited access arterial road	The State Government approved this Plan in 2013 with the E6 as a six lane freeway
2011-12	E6 Transport Corridor	In 2011 and 2012 Council wrote to the Minister for Planning and all local MPs requesting the removal of the E6 freeway reservation and replacement with the original E6 arterial road reservation	Noted
2015	Quarry Hills Precinct Structure Plan and Wollert Precinct Structure Plan	The E6 should be constructed as an arterial road and in the Quarry Hills PSP, local road infrastructure that is included in the E6 corridor should not be removed.	Awaiting Ministerial approval for PSPs



Attachment 1: Outer Metropolitan Ring Road and E6 Transport Corridor



Attachment 2: E6 Transport Corridor in City of Whittlesea



Dog Off-leash Area Policy & Management Plan

2016 to 2026

Draft 0.13 - For Council Endorsement

Creating vibrant self-sustaining communities together

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Purpose

The Dog Off-Leash Area Management Plan provides direction for the establishment and operation of Off-Leash Areas within the Municipality.

Background

Off-Leash Areas have become a recognised amenity catering for the health and wellbeing of both dogs and their owners. When properly established and managed Off-Leash Areas represent a valuable asset providing physical and mental health to the community derived from physical exercise, social interaction and pet kinship. Whittlesea recognises the importance of amenities such as these and aims to establish them against a consistent set of principles and manage them in a safe and environmentally sustainable manner.

A recently published list of benefits for Off-Leash Areas includes the following.

Benefits for dogs

- Physical and mental exercise for dogs - provide opportunities where dogs can get physical and mental exercise. Well exercised dogs are less likely to behave in a destructive or annoying way such as excessive barking.
- Socialisation for dogs - provide opportunities for dogs to have frequent interaction with other dogs and people. Dogs that are well socialised and exercised are healthier and happier as well as less likely to be aggressive.
- Safe environment for dogs to play - provide a secure environment where dog owners can exercise their dogs off-leash and not encounter cars, bikes and other obstacles. Dog parks can provide an outlet for natural dog behaviours such as running, chasing, playing and barking with the result that the dog is less likely to engage in such nuisance behaviour at home.

Benefits for people

- Outlet for dog owners to socialise - provide a public space where dog owners can interact with each other and form community bonds. It has been established that pets act as a lubricant for social contact and pet owners are more likely to exchange favours with neighbours, to be involved in community issues and to have higher levels of social capital. Some dog park users have established face book sites for their parks including Mernda Off Leash Dog Park Community.
- Seniors and disabled owners have an accessible place to exercise their dogs - provide people with limited access, such as the elderly and disabled, with opportunities to exercise their dog and provide ongoing social contact.
- Places for people to connect - provide a space where dog owners can feel connected with other community members improving their mental and emotional health.

Benefits for the community

- Responsible dog ownership - reduce the likelihood of conflict with other users of open space through dog owners letting their dogs off-leash in other recreational areas, and provide opportunities to educate dog owners about animal health and welfare.
- Affordable recreation option - A trip to the Off-Leash Area is a free, outdoor activity where the family can take both their children and their pet.
- Resting place for travelling community - provide a safe resting spot for those owners travelling with their pets, pet friendly holidays.

Current Situation

Order No. 1 of Whittlesea City Council [1 September 2009] requires all dogs to be under effective control by means of chain, cord or leash held by the owner and attached to the dog while it is in a reserve or public place other than a designated Off-Leash Area. A designated Off-Leash Area must be gazetted in the Victorian Government Gazette.

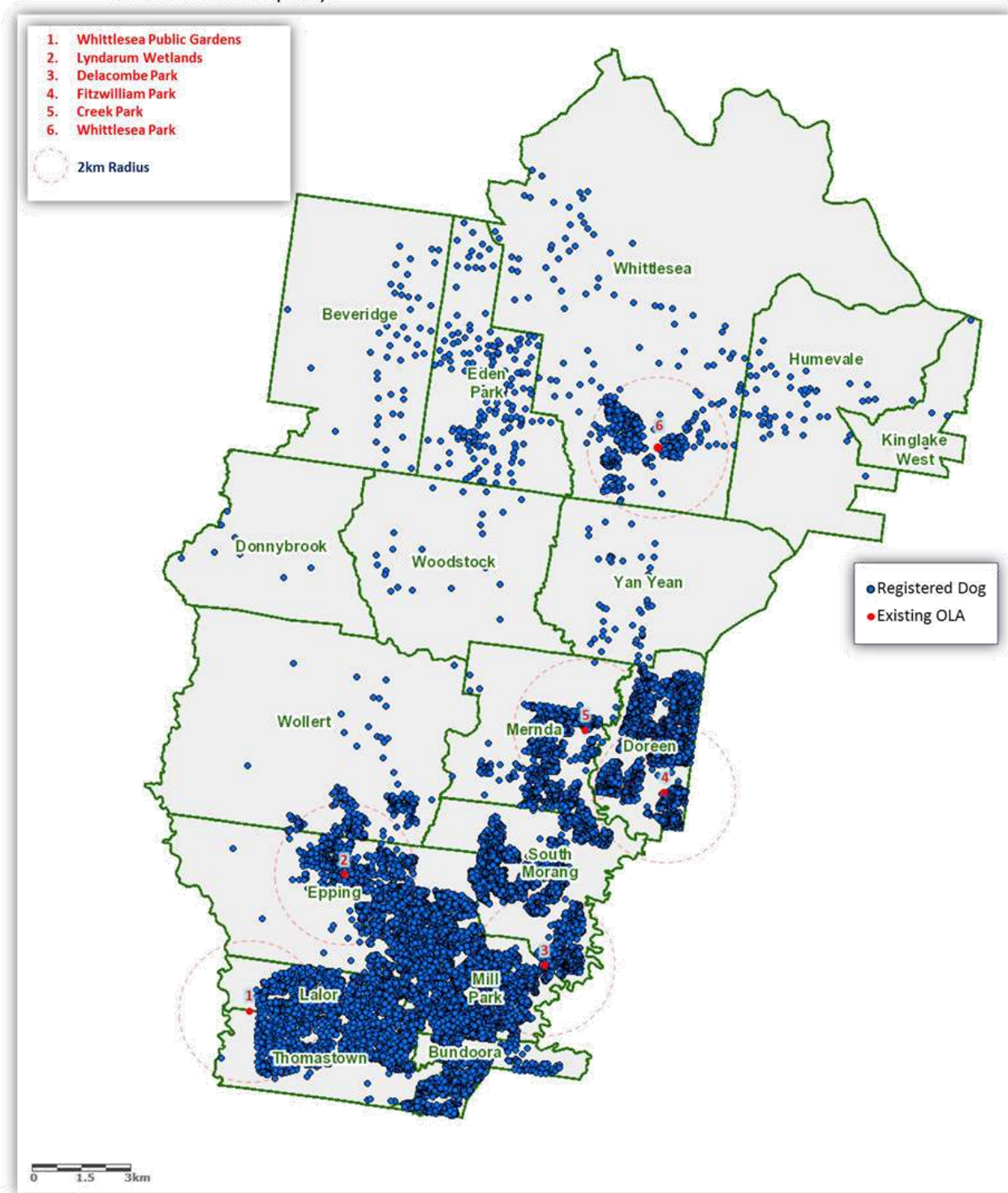
At the time of establishing this plan there were 6 Off-Leash Areas within the City of Whittlesea:

- 30W Fitzwilliam Drive, Doreen (gazetted).
- Lyndarum Wetland, 27W Manor House Drive, Epping (gazetted).
- Delacombe Park, 5W Delacombe Drive, Mill Park (gazetted).
- Whittlesea Public Gardens, 158 Barry Road, Thomastown (gazetted).
- Creek Park, 2W Perry Street, Mernda (gazetted).
- Whittlesea Park, 35 Beech Street, Whittlesea (gazetted).

These existing sites are noted on the following plan and are shown in relation to residences that have a registered dog. See Appendix 1 for the location and aerial images of each individual existing Off-Leash Area.

The sites above were provided to meet a growing community demand. They were developed with the goal of providing quality amenities for the community. However, with the exception of Whittlesea Park whose establishment coincided with the development of this document, each was established independently and without a consistent vision of what the expectations for an Off-Leash Area should be or how they should come together to form a network of Off-Leash Areas that provide equitable community access.

The map below shows the location of existing Off-Leash Areas and registered dogs across the municipality.



Scope and Authority

This plan covers the provision of formally declared Off-Leash Areas within the City of Whittlesea. It is applicable to Off-Leash Areas that are constructed by:

- Council
- Other parties, such as developers, for subsequent hand-over to Council.

Any instructions or rules of use contained in this document relate only to formally declared Off-Leash Areas and can be superseded by General Municipal Laws, Orders at Council, and State or Federal legislation.

Authority for the preparation and implementation of the plan lies with the Director Infrastructure.

Drivers

There are a number of drivers for the establishment of Off-Leash Areas.

- As at August 2016 there were approximately 16,900 registered dogs in the City of Whittlesea (≈21% of households with at least 1 registered dog).
- The absence of a strategic approach to the provision of Off-Leash Areas to provide equitable community access, and the lack of a consistent approach to the design and management of individual Off-Leash Areas.
- Growing recognition that walking/exercising a dog off-leash is a valid and beneficial form of recreational activity.
- Community interest as evidenced by:
 - Community open space survey responses (late 2013) where:
 - 11% of respondents nominated 'dog walking' as the main reason for visiting open space within walking distance.
 - 8% of respondents listed 'dog socializing/walking' as their reason for visiting open space beyond walking distance.
 - 4% of respondents noted additional dog Off-Leash Areas as suggested improvements to open space.
 - 1% of respondents listed not enough Off-Leash Areas as their reason for not visiting open space.
 - 8% of all comments provided related to the provision and/or use of Off-Leash Areas.
 - In early 2015 when Council asked its residents "What would you like to change about the City of Whittlesea?" via the Community Voice web site, 24% of suggestions related to off-leash dog walking.
 - Community lobbying for the establishment of an Off-Leash Area at Whittlesea Township.
- Provision of consistent responses to community requests for Off-Leash Areas.
- Application of consistent approaches to the:
 - Design and provision of amenity for Off-Leash Areas.
 - Appropriate use of open space.
- Parameters for management of Off-Leash Areas.
- City of Whittlesea Domestic Animal Management Plan.
- City of Whittlesea Future Direction 4: Places and Spaces to Connect People.
- City of Whittlesea Council Future Direction 5: Health and Wellbeing.
- City of Whittlesea Future Direction 7: Good Governance.

Plan Overview

The following statements set direction and provide a guide for decision making with regard to provision of Off-Leash Areas within the City of Whittlesea.

Mission

To provide residents and their dogs with safe and sustainable off-leash opportunities that can be accessed equitably, while considering the needs of all open space users.

Vision

Creating vibrant self-sustaining communities together.

Core Principles

Strategic:

- Protection of open space assets, natural habitats and wildlife takes precedence over Off-Leash opportunities.
- Prudent allocation of land for Off-Leash Areas from the limited stock of available open space, especially in established areas.
- Equitable access to Off-Leash Areas across the community.
- Manage the interests of all open space users to ensure that the provision of Off-Leash Areas does not detract from the level of use and enjoyment of any user group.

Operational:

- Dog owners are expected to contribute to the success of Off-Leash Areas by adhering to all relevant Council Orders, Municipal Laws, Legislation and specific site use rules which include but are not limited to, correct disposal of all waste and controlling dogs at all times.
- Safety of open space users and dogs takes precedence over Off-Leash opportunities.
- Minimise the potential for conflict amongst users of open space.
- Dog owners / walkers (including commercial dog walkers) are responsible for their dog(s) and any injuries or damage caused by their dog(s).
- Individuals who choose to use Off-Leash Areas do so at their own risk.

Off-Leash Area Establishment

Off-Leash Areas will be established in either of the following manners:

- Developing Areas.
Existing open space planning activities within the planning and development process (Precinct Structure Plans through to Subdivision Landscape Plans).
- Established areas.
Future Off-Leash Areas identified in the Land Allocation and Planning section of this Plan, delivered through Council's annual New Works Program.
- Where negotiations with developers do not secure an Off-Leash Area.
Gap analysis at the time of this Plans review with identified opportunities delivered through Council's annual New Works Program.

Regardless of the information contained in this document, the type, size and amenity of an Off-Leash Area will ultimately depend on available funding.

Types of Off-Leash Areas

This plan considers the following three types of Off-Leash Area.

- **Open Unstructured.**
No constructed barrier to provide separation from other reserve users. Caters for dogs off-leash and play where facilitated by existing landscapes.
Open Unstructured Off-Leash Areas will be considered where the host site has sufficient space to accommodate the minimum size requirement and where there are existing features which enable clear delineation of the Off-Leash Area.
- **Confined Unstructured**
Constructed barrier provides separation from other reserve users. Caters for dogs off-leash and play where facilitated by existing landscapes.
Confined Unstructured Off-Leash Areas will be located as close as possible to concentrations of registered dog ownership.
- **Confined Structured**
Constructed barrier provides separation from other reserve users. Caters for dogs off-leash and structured play facilitated by existing or modified landscapes and/or play/agility equipment.
Confined Unstructured Off-Leash Areas will only be considered on a regional basis and will ideally be placed in an accessible point within the target region.

Notes:

- ① 'Dog population density' is a calculated value based on the dog population surrounding a specific point and is used to determine the relative density of registered dogs across the municipality.
- ① A 2 kilometre catchment provides dog owners with the opportunity to walk to an Off-Leash Area within 20 minutes.

Number of Off-Leash Areas

The total number of Off-Leash Areas to be provided by the City of Whittlesea for the life of this document is guided by the following.

Confined Unstructured Off-Leash Areas will generally be limited to 1 per suburb. However, the following items may result in more than 1 of these Off-Leash Area types per suburb:

- Multiple dog population hot spots within a single suburb leading to possible overcrowding & overuse
- Connectivity/access issues, such as path networks and road/waterway barriers.

Where a dog population hotspot is not covered by a Confined Unstructured Off-Leash Area, Open Unstructured Off-Leash Areas will be provided to close the gaps and maintain an equitable level of access for owners within a 2 KM [20 minute walk] catchment.

Confined Structured Off-Leash Areas will be provided on a regional basis (see Appendix 2) and would ideally be incorporated into a precinct plan or, at a minimum, a site master plan. The number of Confined Structured Off-Leash Areas within the Municipality would be capped at four. However, of the five existing Off-Leash Areas located within the two southern regions, four are Confined Structured Off-Leash Areas. These four sites are well positioned to cater for the southern regions and will continue to be maintained at their current standard. Whittlesea Park in Whittlesea Township is currently a Confined Unstructured site but is nominated as the North East region Off-Leash Area and will be upgraded based on future demand, this upgrade will not occur during the life of this Plan. One additional confined Structured Off-Leash Area is proposed to be provided in conjunction with future development of the North West region.

Given these circumstances, the number of Confined Structured Off-Leash Areas for the life of this Plan will be capped at five. A pre-existing Confined Off-Leash Area within a suburb will not automatically exclude that suburb from hosting a regional Off-Leash Area.

Off-Leash Area Land Allocation and Planning

This section describes the approach taken to identify the specific sites to be included in Whittlesea's Off-Leash Area network.

Equitable Access

The extent of Whittlesea's Off-Leash Areas under this Plan will result in a network of sites that provide equitable access across the existing residential areas. The objective of equitable access is to allow the majority of dog owners to walk to an Off-Leash Area within 20 minutes. This is achieved by:

- Siting Off-Leash Areas as close as possible to areas of high dog population density.
- Allocating each Off-Leash Area with a 2 kilometre catchment to ensure adequate coverage of existing residential areas.
- Considering access barriers such as major roads and waterways.

See Appendix 3 for a current illustration of these elements.

Identification of Off-Leash Area Network

Using Council's six existing Off-Leash Areas as a starting point, service gaps within the extent of the Municipality's existing residential areas were identified. Sites meeting the attribute requirements, and in close proximity (within 2 kilometres) of the highest points of density within the gap area were identified as future Off-Leash Areas. Individual site characteristics were used to determine the type of Off-Leash Area.

Site Attributes

- The minimum size for an Off-Leash Area is 0.3 hectares.
- In general Off-Leash Areas will be excluded from
 - Defined sports fields and hardstand sports areas (fenced or unfenced).
 - Designated Conservation Reserves.
 - Areas of significant environmental value.
- Off-Leash Areas will not be located within:
 - 20 metres of a playground or barbeque area.
 - 50 metres of any main or collector road (Open Unstructured only).

Considering the exclusions above, preference should be given to sites that have limited potential for other uses given their size, shape, or natural features.

Site Assets

Existing assets can reduce the total cost of implementation and influence patronage of an Off-Leash Area, and they have been taken into account when determining a suitable site. Assets that have influenced the location of an Off-Leash Area include:

- Path network.
- Supply of drinking water and related fixtures.
- Natural and constructed shade areas.
- Seating.
- Tables.
- Landscape features that facilitate play/agility.
- Car parking.

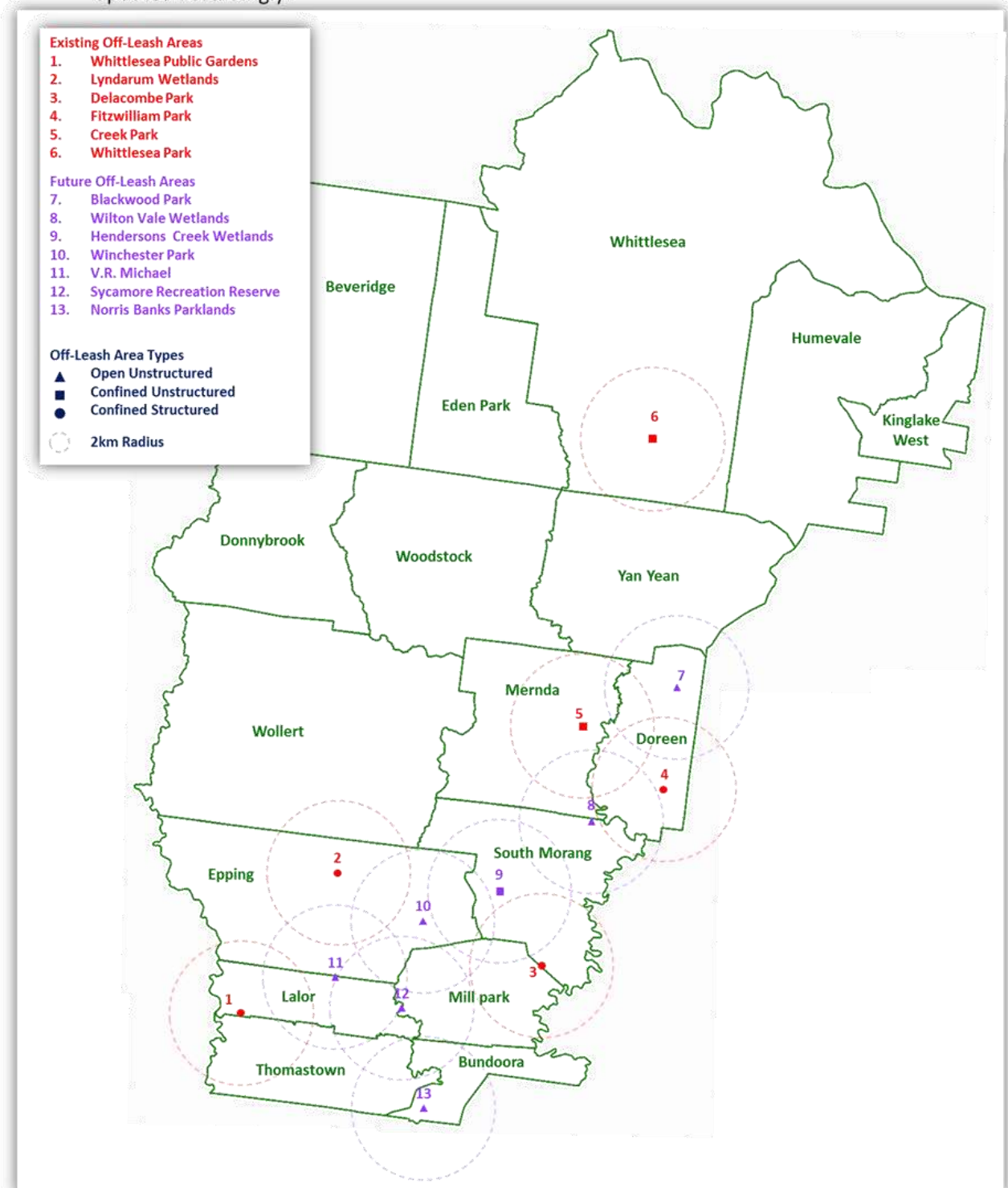
Securing Sites

Off-Leash Area sites can be secured via the:

- Subdivision process.
- Allocation of existing Council owned open space.

Specific circumstances and available funds will determine which of these options is applicable on a case by case basis.

The following map shows the location of existing Off-Leash Areas, and the location and type of future Off-Leash Areas proposed to be delivered by Council throughout the life of this document. The need for additional Off-Leash Areas will be considered when this Off-Leash Area Management Plan is reviewed in 2026 and the map updated accordingly.



Sites within developing areas will be identified during the subdivision process.

Future Off-Leash Area Details

Blackwood Park, Doreen

Type: Open Unstructured,
 Comments: 0.3135 hectares located within a 2.5 hectare site, well serviced by existing path network with some off-street parking [indented bays] available on adjacent residential streets.
 Indicative Cost: \$6000

Wilton Vale Wetlands, South Morang

Type: Open Unstructured,
 Comments: 0.61 hectares located within a 4.7 hectare site, well serviced by existing path network with some parking on adjacent residential streets.
 Indicative Cost: \$6000

Hendersons Creek Wetlands, South Morang

Type: Confined Unstructured,
 Comments: 0.82 hectares located within a 17.8 hectare site, serviced by existing path network with some parking on adjacent residential streets and off street parking at nearby Hillview Recreation Reserve.
 Indicative Cost: \$60,000

Winchester Park, Epping

Type: Open Unstructured
 Comments: 0.44 hectares located within a 3 hectare site, accessible mainly via the road network with off-street parking on site and some parking on adjacent residential streets.
 Indicative Cost: \$6000

V.R. Michael Reserve, Lalor

Type: Open Unstructured
 Comments: 1.353 hectares located within a 7.1 hectare site, accessible mainly via the road network with off-street parking on site and some parking on adjacent residential streets.
 Indicative Cost: \$6000

Sycamore Recreation Reserve, Mill Park

Type: Open Unstructured
 Comments: 1.933 hectares located within a 9 hectare site, well serviced by the Darebin Creek/ Hendersons Creek path, with off-street parking on site.
 Indicative Cost: \$6000

Norris Banks Parklands, Bundoora

Type: Open Unstructured
 Comments: 0.99 hectares located within a 10 hectare site, accessible mainly via road network and Darebin Creek Path, with off-street parking on site and some parking on adjacent residential streets. Off-Leash Area to be incorporated into site master plan during 2016/2017.
 Indicative Cost: \$6000
 See Appendix 4 for site aerials.

Prioritisation of Proposed Future Off-Leash Areas

The table below illustrates the delivery priority of proposed future Off-Leash Areas. The priority is determined by assessing the proposed site against a range of criteria such as:

- Proximity to highest points of dog population density.
- The level of community interest.
- The extent of existing amenities available to service the proposed site.
- The level of expected effort given the type of Off-Leash Area and the existing amenities.
- The level of overlap with surrounding Off-Leash Areas, both existing and proposed.

OFF-Leash Area Type ⇒	1	1	2	1	1	1	1
<i>Type 1 = Open Unstructured</i>							
<i>Type 2 = Confined Unstructured</i>							
<i>Type 3 = Confined Structured</i>							
	7: Blackwood Park, Doreen	8: Wilton Vale Wetlands, South Morang	9: Hendersons Ck Wetland, South Morang	10: Winchester Park, Epping	11: V.R. Michael, Lalor	12: Sycamore Rec Reserve Mill Park	13: Norris Banks Parklands, Bundoora
Off-Leash Area Priority ⇒	●	●	●	●	●	●	●
● = High ● = Medium ● = Low							
Heat Map Score	13.6	7.8	5.5	11.4	2.8	7.8	2.1
Community Interest	MED	MED	MED	MED	MED	MED	MED
Existing Amenities	MED	MED	LOW	HIGH	HIGH	MED	HIGH
Implementation Effort	MED	MED	HIGH	MED	LOW	MED	MED
Overlap	LOW	HIGH	HIGH	HIGH	HIGH	HIGH	LOW
Off-Leash Area TOTAL	23.6	14.8	10.5	19.4	11.8	14.8	13.1

The priority allocation in the table above indicates the preferred delivery sequence for future Off-Leash Areas with delivery to be completed during the life of this plan. This information will be used as input to the ongoing management of the New Works Program. Changing dog population densities, community interest, available budget and organisational priorities may influence the eventual type, actual location, size and implementation sequence of new Off-Leash Areas.

Off-Leash Area Design Guidelines

Development Standards

Off-Leash Area Treatment			
Attribute	Open Unstructured	Confined Unstructured	Confined Structured
Delineation	<ul style="list-style-type: none"> Existing constructed assets. Existing landscape features. Bollards. 	<ul style="list-style-type: none"> Purpose built fence 1200mm high, black powder coated chain mesh with top and bottom rails. Double gated entry/exit. Self-closing/latching gates. 	<ul style="list-style-type: none"> Purpose built fence 1200mm high, black powder coated chain mesh with top and bottom rails. Double gated entry/exit. Self-closing/latching gates.
Surfaces	<ul style="list-style-type: none"> Existing. 	From: <ul style="list-style-type: none"> Existing. Grass. Granitic sand. 	From: <ul style="list-style-type: none"> Existing. Grass. Granitic sand.
Agility / play	<ul style="list-style-type: none"> Existing landscape features only. 	<ul style="list-style-type: none"> Existing landscape features only. 	<ul style="list-style-type: none"> Existing / modified landscape features. Equipment provided.
Drinking water	<ul style="list-style-type: none"> Min 1 fountain with attached dog bowl. Adjacent to the area. 	<ul style="list-style-type: none"> Min 1 fountain with attached dog bowl. Within the enclosure. 	<ul style="list-style-type: none"> Min 1 fountain with attached dog bowl. Within the enclosure.
Seating	<ul style="list-style-type: none"> Existing. 	<ul style="list-style-type: none"> Standard bench seats. Quantity determined by size of enclosure. 	<ul style="list-style-type: none"> Standard bench seats. Quantity determined by size of enclosure.
Tables	<ul style="list-style-type: none"> Existing. 	<ul style="list-style-type: none"> Not provided within the enclosed area. May be provided in adjoining open space. 	<ul style="list-style-type: none"> Not provided within the enclosed area. May be provided in adjoining open space.
Shade	<ul style="list-style-type: none"> Existing. 	<ul style="list-style-type: none"> Existing. 	<ul style="list-style-type: none"> Natural or artificial as required.
Waste Bin	<ul style="list-style-type: none"> Minimum 1 bin adjacent to area. 	<ul style="list-style-type: none"> Minimum 1 bin adjacent to each entry/exit. [externally located, internally accessible] 	<ul style="list-style-type: none"> Minimum 1 bin adjacent to each entry/exit. [externally located, internally accessible]
Bag Dispenser*	<ul style="list-style-type: none"> Not provided. 	<ul style="list-style-type: none"> Not provided. 	<ul style="list-style-type: none"> Not provided.
* Dog owners are expected to carry bags with them at all times when walking dogs in public areas. If this expectation is met there is no requirement to provide bags.			
Car Parking	<ul style="list-style-type: none"> Existing. 	<ul style="list-style-type: none"> Existing. 	<ul style="list-style-type: none"> Existing.
The design process must consider all mitigation actions required to maintain the enjoyment and safe use of adjacent open space areas.			
The information above must be considered in conjunction with any site specific regulatory requirements, such as those applicable to transmission easements.			
Whilst the above considerations will guide the design of Off-Leash Areas, the final design will be dependent on planned reach [e.g. regional] and available funding.			

Signage

Prominent highly visible signage consistent with current corporate standards and branding requirements is to be placed at each entry point. The minimum information to be provided includes:

- Standard Off-Leash Area use rules.
- Site specific use rules where applicable.
- Hours of operation where applicable.
- Local Laws contact information.
- Emergency contact information.

Additionally the following should be considered where relevant:

- 'Entering/leaving Off-Leash Area' at points surrounding Open Unstructured Off-Leash Areas.
- 'Pathways are always on-leash' on high traffic paths with a potential for conflict.
- Way finding signage at various points throughout the open space network.

Pathways

Entrance to a Confined Off-Leash Area must be provided via a constructed path.

This path may be:

- Existing or provided specifically for the Off-Leash Area.
- Constructed of either granitic sand or concrete.

Parking

Parking will be dependent on availability at the host site. No Off-Leash Area specific parking will be provided, however an assessment should be carried out to determine the impact any additional parking demand may have on existing facilities and surrounding areas (such as adjacent streets).

Stakeholder Engagement

Formal Community Engagement processes will be employed to ensure that stakeholder input is appropriately considered during the design process.

Relevant stakeholders may include:

- Facility users (sporting clubs, early years and community facility users, etc.).
- Residents.
- Community groups/clubs (dog clubs, special interest groups, etc.).

Where an Off-Leash Area is to be adjacent to:

- A defined sports field/facility, Manager Leisure and Community Inclusion must be included in any consultation activities.
- An early years' facility, Manager Family Children & Young People must be included in any consultation activities.

Funding of Council Works

Development and management of an annual/rolling four year works program will be incorporated into the New Works Program to ensure suitable funding is available for the establishment of new Off-Leash Areas and the refurbishment of existing Off-Leash Areas.

OLA Policy and Plan Draft 0_13.docx

Off-Leash Area Operational Guidelines

Rules and Regulations

The standard rules below are reflective of Council Order No1 (1 September 2009), and applicable to all Off-Leash Areas:

- An owner must carry a chain, cord or leash sufficient to bring the dog under control by placing the dog on a chain, cord or leash if the dog behaves in a manner which threatens any animal or person.
- An owner must remain in effective voice and or hand control of the dog and be within constant sight of the dog so as to be able to promptly bring the dog under control by placing the dog on a chain, cord or leash if that becomes necessary or desirable to avoid any wandering out of control or to avoid any threatening behaviour or attack.
- An owner must carry a bag, receptacle or other means of picking up, and removing from the designated area, any of their dog's faeces.
- The owner must not allow their dog to worry or otherwise threaten any person or animal, and must not allow the dog to attack any person or animal.

Notwithstanding anything else in this section an owner must keep the dog under effective control by means of a chain, cord or leash held by the owner if the dog is within 20 metres of:

- An area where an organized sporting event or the practicing thereof is taking place.
- A children's playground.
- An area where a public meeting is being held.
- A permanently designated barbeque or picnic area.

Dangerous dogs, restricted breeds and greyhounds (excluding Greyhound Adoption Program dogs) are not permitted in Off-Leash Areas.

Additional site specific rules may be required, however they must be consistent with existing Council Orders and General Municipal Laws, and be enforceable.

Commercial Activity

Obedience Training

- Registered Domestic Animal Businesses must seek formal approval from Local Laws to conduct sessions in Off-Leash Areas.
- Granting of approval will be recorded.
- Evidence of approval must be provided to Council Officers on request.

Mobile Vendors

- No sale of products is to be carried out within an Off-Leash Area.

Enforcement and Education Strategies

Council employs a range of activities aimed at promoting and encouraging responsible pet ownership. These include:

- Council website.
- Regular press releases.
- Prompt proactive and reactive enforcement activities.
- Providing information through various Council and industry publications.
- Pro-active patrols of parks and reserves for wandering dogs.

Stakeholder Engagement

Where the evaluation process recommends significant changes to, or potential closure of, an existing Off-Leash Area, formal Community Engagement processes will be carried out in order to inform the final decision. Internal stakeholders are to be included as per the corresponding Design Guidelines item.

Definitions

Off-Leash Area (OLA)

A designated area where dogs are allowed off-leash under full control of the owner. The site may be fenced, partially fenced or unfenced.

No Dog Area

Areas from which dogs are excluded for reasons of public health and/or safety. These areas are: school grounds; playgrounds; sports fields; golf courses; cemeteries; wading or swimming areas; any other area where dogs are specifically or indirectly prohibited by posted signs. Dogs are permitted on pathways only if kept under control at all times on a short leash and to the left of the path.

Owner

The person responsible for bringing the dog(s) into the public domain. This does not need to be the registered owner.

General Municipal Laws

A set of laws specific to a particular Municipal area and enforceable under the [Victorian] Local Government Act.

Council Orders

An authoritative direction or instruction of Council. In the context of this document it relates to an instruction issued and enforceable under the Domestic Animals Act 1994.

Responsible [Officer]

The role within Council responsible for initiating an action and managing it to its suitable completion.

Primary Support [Officer]

The role within Council expected to provide substantive support to the completion of a specific action.

Related Documents

Open Space Strategy

General Municipal Laws [quantity; nuisance; excrement; noise]

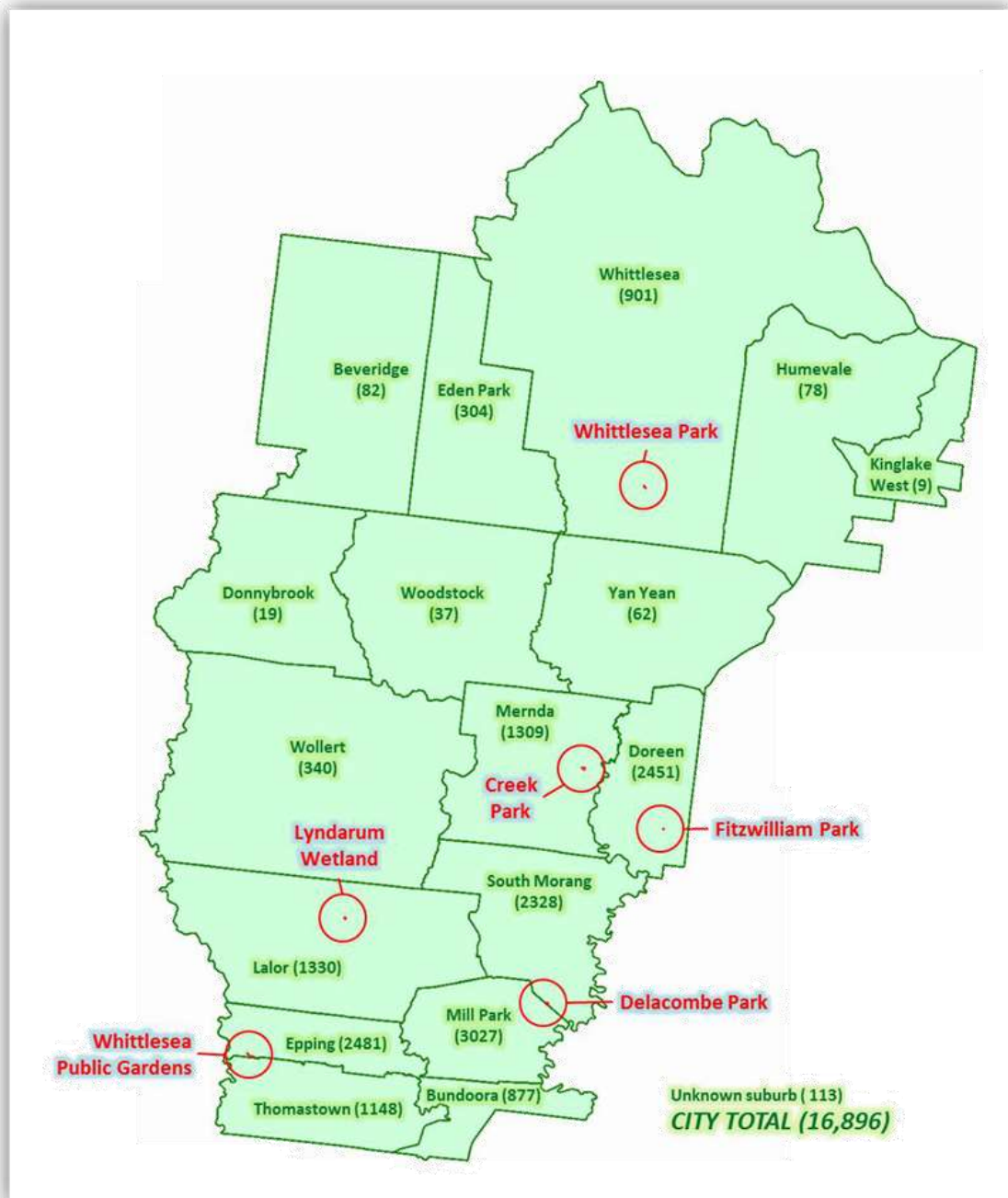
Council Orders [animal control; faeces; designated Off-Leash Areas]

Domestic Animal Management Plan

Appendices

Appendix 1 - Dog Population & Existing Off-Leash Areas

Dog Population and location of existing Off-Leash Areas.



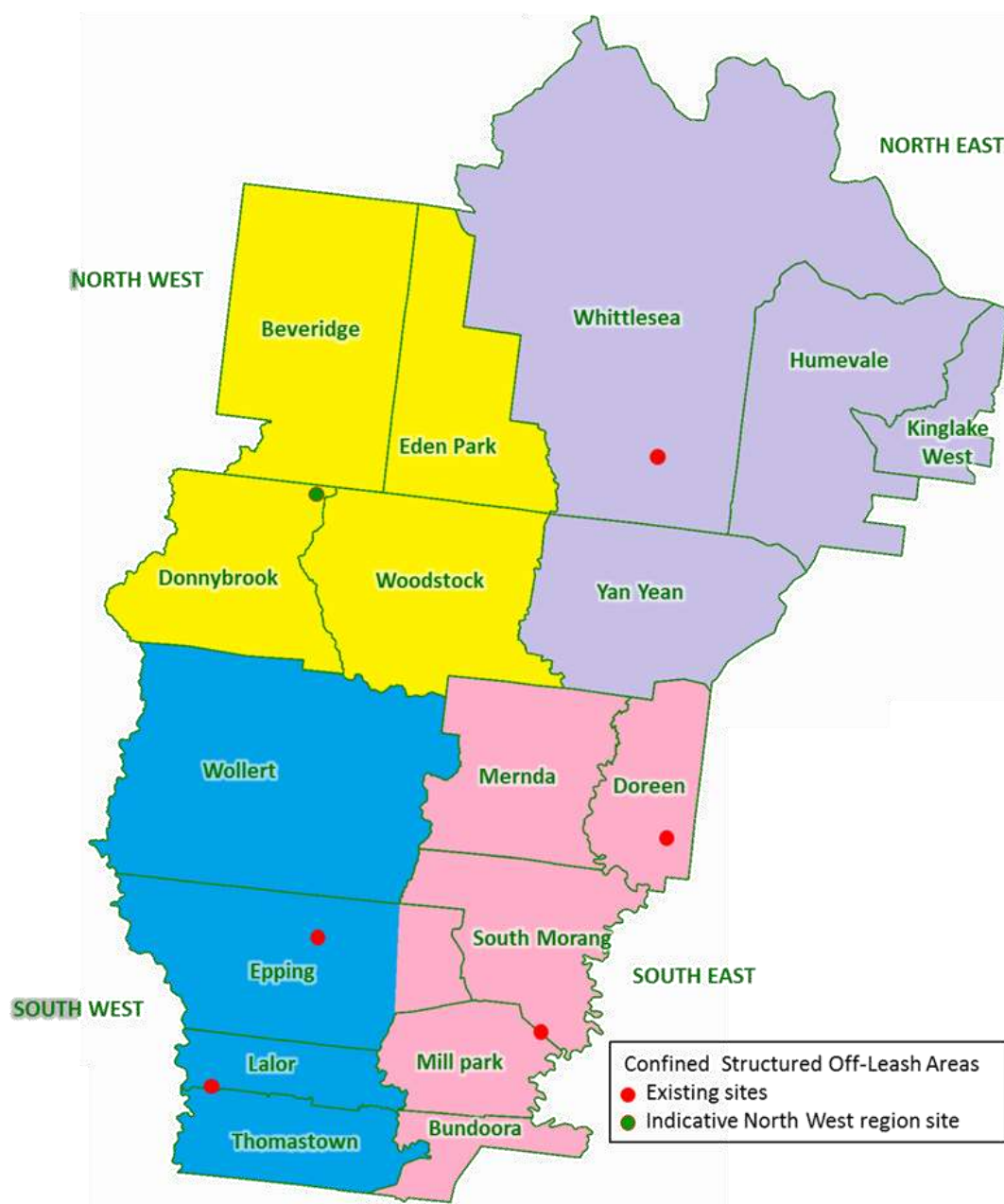
Figures as at 21 August 2015

Existing Off-Leash Areas

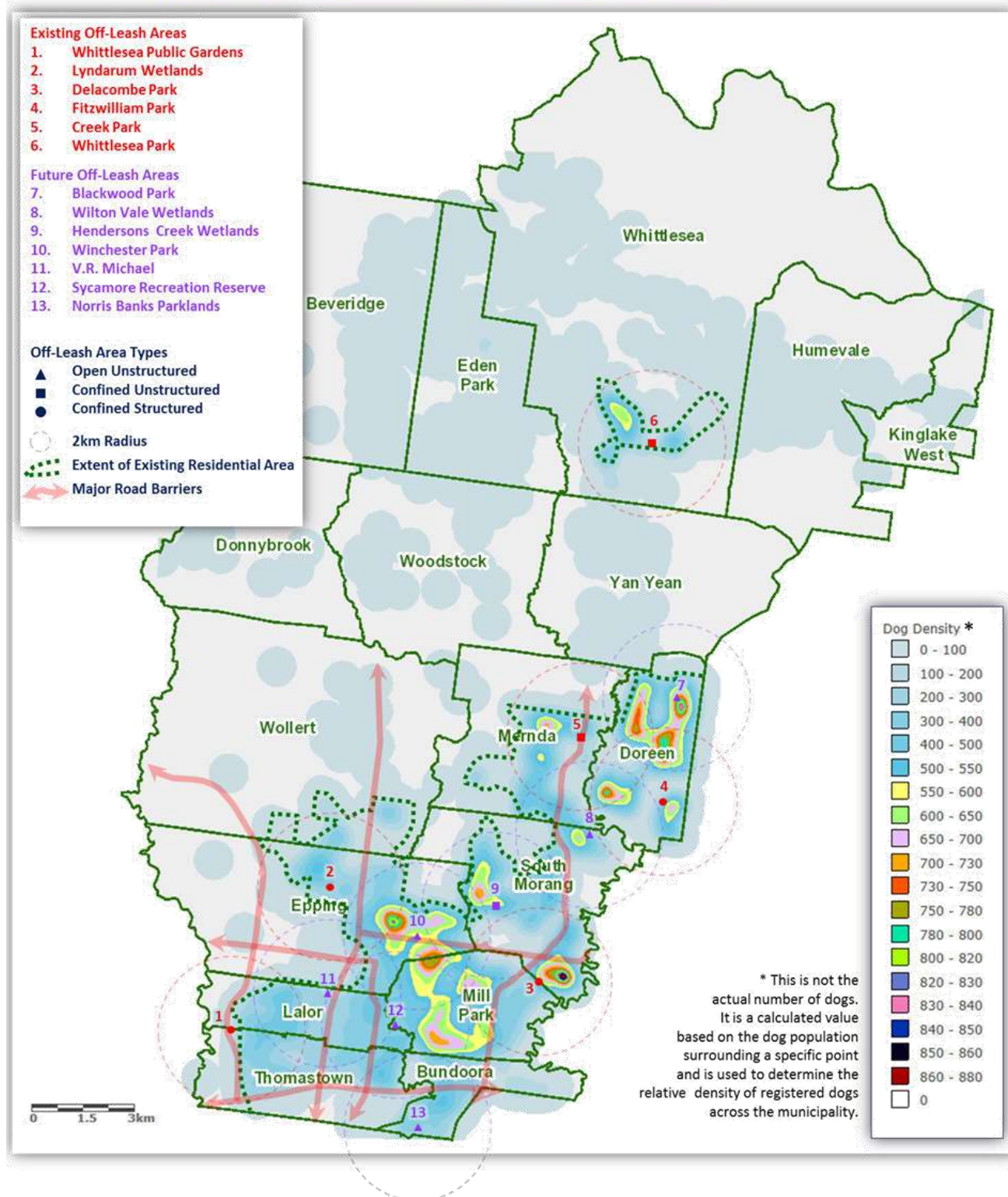
The Off-Leash Area images shown above are approximately relative in size.



Appendix 2 - Regions and Confined / Structured Areas



Appendix 3 - Equitable Access Considerations



Appendix 4 - Future Off-Leash Areas



The Off-Leash Area images shown above and on the following page are approximately relative in size.





Instrument of Delegation

from Council to

**Members of Council Staff
(S6)**

30 August 2016

INSTRUMENT OF DELEGATION

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

“AMEAP”	means Assistant Manager Established Areas Planning
“ASOS”	means Administration Support Officer Subdivisions
“CEO”	means Chief Executive Officer
“CGADA	means Coordinator Growth Area Development Assessment
“CSLUP”	means Coordinator Strategic Land Use Planning
“DCRS”	means Director Corporate Services
“DCS”	means Director Community Services
“DCTP”	means Director City Transport & Presentation
“DPMP”	means Director Planning and Major Projects
“DPE”	means Director Partnerships & Engagement – new position
“EHO”	means Environmental Health Officer
“EIO”	means Environmental Investigation Officer
“ESO”	means Enforcement Support Office
“GADAP	means Growth Area Development Assessment Planner
“MCDT”	means Manager City Design & Transport
“MCP”	means Manager City Presentation
“MCW”	means Manager Community Wellbeing
“MDA”	means Manager Development Assessment
“MFA”	means Manager Finance & Assets
“MG”	means Manager Governance
“MSPI”	means Manager Services Planning Improvement
“MSPD”	means Manager Strategic Planning & Design
“PEO”	means Planning Enforcement Officer
“PO”	means Planning Officer
“PSO”	means Planning Support Officer
“PP”	means Principal Planner

INSTRUMENT OF DELEGATION

“SO”	means Subdivision Officer
“SPEG”	means Specific Planning Enforcement Group and includes the following: <ul style="list-style-type: none"> “AMEAP” means Assistant Manager Established Areas Planning “MDA” means Manager Development Assessment “TLPE” means Team Leader Planning Enforcement “TLLMB” means Team Leader Land Management Biodiversit “DPMP” means Director Planning and Major Projects “PEO” means Planning Enforcement Officer
“SPG”	means Specific Planning Group and includes the following: <ul style="list-style-type: none"> “AMEAP” means Assistant Manager Established Areas Planning “CGADA” means Coordinator Growth Area Development Assessment “CSLUP” means Coordinator Strategic Land Use Planning “TLSP” means Team Leader Strategic Projects “TLSP” means Team Leader Strategic Planning Policy “DPMP” means Director Planning and Major Projects “GADAP” means Growth Area Development Assessment Planner “MADA” means Manager Development Assessment “MSPD” means Manager Strategic Planning & Design “PO” means Planning Officer “PP” means Principal Planner “TLGADA” means Team Leader Growth Area Development Assessment “TLSP” means Team Leader Statutory Planning
“SP”	means Senior Planner
“SPO”	means Senior Property Officer
“SSG”	means Specific Subdivision Group and includes the following: <ul style="list-style-type: none"> “AMEAP” means Assistant Manager Established Areas Planning “CGADA” means Coordinator Growth Area Development Assessment “DPMP” means Director Planning and Major Projects “MDA” means Manager Development Assessment “SO” means Subdivision Officer “SSO” means Senior Subdivision Officer “TLEAP” means Team Leader Established Areas Planning

INSTRUMENT OF DELEGATION

	"TLSA"	<i>means Team Leader Subdivision Approvals</i>
	"ASOS"	<i>means Administration Support Officer Subdivisions</i>
"STLG"		means Specific Team Leaders Group and includes the following
	"AMEAP"	<i>means Assistant Manager Established Areas Planning</i>
	"CGADA"	<i>means Coordinator Growth Areas Development Assessment</i>
	"TLGADA"	<i>means Team Leader Growth Areas Development Assessment</i>
	"TLPE"	<i>means Team Leader Planning Enforcement</i>
	"TLSP"	<i>means Team Leader Statutory Planning</i>
	"TLSA"	<i>means Team Leader Subdivision Approvals</i>
	"TLLMB"	<i>means Team Leader Land Management Biodiversity</i>
	"TLSPP"	<i>means Team Leader Strategic Planning Policy</i>
	"TLSPR"	<i>means Team Leader Strategic Projects</i>
	"TLISP"	<i>means Team Leader Infrastructure Strategic Projects</i>
	"TLGADA"	<i>means Team Leader Growth Area Development Assessment</i>
	"TLHS"	<i>means Team Leader Health Services</i>
"TLGADA"		means Team Leader Growth Areas Development Assessment
"TLLMB"		means Team Leader Land Management Biodiversity
"TLPE"		means Team Leader Planning Enforcement
"TLPOSP"		means Team Leader Parks Operations Strategic Projects
"TLSA"		means Team Leader Subdivision Approvals
"TLSIP"		means Team Leader Strategic Infrastructure Planning
"TLSP"		means Team Leader Statutory Planning
"UMLL"		means Unit Manager Local Laws - new position

declares that:

this Instrument of Delegation is authorised by a resolution of Council passed on 30 August 2016; and

2.1 the delegation:

- 2.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 2.1.2 remains in force until varied or revoked;
- 2.1.3 is subject to any conditions and limitations set out in the Schedule; and
- 2.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

2.2 the delegate must not determine the issue, take the action or do the act or thing:

- 2.2.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
- 2.2.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- 2.2.3 policy; or
- 2.2.4 strategy
- 2.2.5 adopted by Council; or
- 2.2.6 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 2.2.7 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

DATED the 30TH day of August 2016

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

..... Mayor

..... Chief Executive Officer

INSTRUMENT OF DELEGATION

SCHEDULE

INSTRUMENT OF DELEGATION

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INSTRUMENT OF DELEGATION

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INSTRUMENT OF DELEGATION

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INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
[The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8(1)(a)(ii)	power to manage one or more public cemeteries	Council in its capacity as the Trustee	
s.12(1)	function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	TLPOSP SPO	where council is a Class B cemetery trust
s.12(2)	duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	TLPOSP SPO	where council is a Class B cemetery trust
s.13	duty to do anything necessary or convenient to enable it to carry out its functions	TLPOSP SPO	
s.14	power to manage multiple public cemeteries as if they are one cemetery	Council in its capacity as the Trustee	
s.15(1) and (2)	power to delegate powers or functions other than those listed	DCRS	
s.15(4)	duty to keep records of delegations	TLPOSP SPO	
s.17(1)	power to employ any persons necessary	Council in its capacity as the Trustee	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(2)	power to engage any professional, technical or other assistance considered necessary	Council in its capacity as the Trustee	
s. 17(3)	power to determine the terms and conditions of employment or engagement	Council in its capacity as the Trustee	subject to any guidelines or directions of the Secretary
s.18(3)	duty to comply with a direction from the Secretary	DCRS	
s.19	power to carry out or permit the carrying out of works	TLPOSP SPO	
s.20(1)	duty to set aside areas for the interment of human remains	TLPOSP SPO	
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	TLPOSP SPO	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	TLPOSP SPO	
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	Council in its capacity as the Trustee	
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	TLPOSP SPO	subject to the approval of the Minister

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
[The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.37	power to grant leases over land in a public cemetery in accordance with this section	TLPOSP SPO	subject to the Minister approving the purpose
s.40	duty to notify Secretary of fees and charges fixed under section 39	DCRS	
s.47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Council in its capacity as the Trustee	provided the street was constructed pursuant to the Local Government Act 1989
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	DCRS	report must contain the particulars listed in s.57(2)
s.59	duty to keep records for each public cemetery	TLPOSP SPO	
s.60(1)	duty to make information in records available to the public for historical or research purposes	TLPOSP SPO	
s.60(2)	power to charge fees for providing information	DCRS	
s.64(4)	duty to comply with a direction from the Secretary under section 64(3)	DCRS	
s.64B(d)	power to permit interments at a reopened cemetery	TLPOSP SPO	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	TLPOSP SPO	the application must include the requirements listed in s.66(2)(a)–(d)

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69	duty to take reasonable steps to notify of conversion to historic cemetery park	TLPOSP SPO	
s.70(1)	duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	TLPOSP SPO	
s.70(2)	duty to make plans of existing place of interment available to the public	TLPOSP SPO	
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	TLPOSP SPO	
s.71(2)	power to dispose of any memorial or other structure removed	TLPOSP SPO	
s.72(2)	duty to comply with request received under section 72	TLPOSP SPO	
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	TLPOSP SPO	
s.77(4)	power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	TLPOSP SPO	
s.80(1)	function of receiving notification and payment of transfer of right of interment	DCRS	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.80(2)	function of recording transfer of right of interment	TLPOSP SPO	
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	DCRS	
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	DCRS	
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	TLPOSP SPO	
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	TLPOSP SPO	
s.85(2)(b)	duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry		Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location		May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment.
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	TLPOSP SPO	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	TLPOSP SPO	
s.86(3)(a)	power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	TLPOSP SPO	
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	TLPOSP SPO	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	TLPOSP SPO	
s.86(5)	duty to provide notification before taking action under s.86(4)	TLPOSP SPO	
s 86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	TLPOSP SPO	
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	TLPOSP SPO	
s.91(1)	power to cancel a right of interment in accordance with this section	TLPOSP SPO	
s.91(3)	duty to publish notice of intention to cancel right of interment	TLPOSP SPO	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.92	power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	TLPOSP SPO	
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	TLPOSP SPO	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	TLPOSP SPO	
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	TLPOSP SPO	
s.100(1)	power to require a person to remove memorials or places of interment	TLPOSP SPO	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	TLPOSP SPO	
s.100(3)	power to recover costs of taking action under section 100(2)	TLPOSP SPO	
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery	TLPOSP SPO	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.102(1)	power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	TLPOSP SPO	
s.102(2) & (3)	power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	TLPOSP SPO	
s.103(1)	power to require a person to remove a building for ceremonies	TLPOSP SPO	
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	TLPOSP SPO	
s.103(3)	power to recover costs of taking action under section 103(2)	TLPOSP SPO	
s.106(1)	power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	TLPOSP SPO	
s.106(2)	power to require the holder of the right of interment to provide for an examination	TLPOSP SPO	
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	TLPOSP SPO	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.106(4)	power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with	TLPOSP SPO	
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	TLPOSP SPO	
s.107(2)	power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	TLPOSP SPO	
s.108	power to recover costs and expenses	DCRS	
s.109(1)(a)	power to open, examine and repair a place of interment	TLPOSP SPO	where the holder of right of interment or responsible person cannot be found
s.109(1)(b)	power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	TLPOSP SPO	where the holder of right of interment or responsible person cannot be found
s.109(2)	power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	TLPOSP SPO	where the holder of right of interment or responsible person cannot be found
s.110(1)	power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	Council in its capacity as the Trustee	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
[The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.110(2)	power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	Council in its capacity as the Trustee	
s.110A	power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	DCRS	
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	TLPOSP SPO	
s.112	power to sell and supply memorials	TLPOSP SPO	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	TLPOSP SPO	
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	TLPOSP SPO	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	TLPOSP SPO	
s.119	power to set terms and conditions for interment authorisations	TLPOSP SPO	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
[The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.131	function of receiving an application for cremation authorisation	TLPOSP SPO	
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	TLPOSP SPO	Subject to subsection (2)
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	TLPOSP SPO	
s.146	power to dispose of bodily remains by a method other than interment or cremation	TLPOSP SPO	subject to the approval of the Secretary
s.147	power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	TLPOSP SPO	
s.149	duty to cease using method of disposal if approval revoked by the Secretary	Council in its capacity as the Trustee	
s.150 & 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	TLPOSP SPO	
s.151	function of receiving applications to inter or cremate body parts	TLPOSP SPO	
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	TLPOSP SPO	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA ACT 2003			
[The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	TLPOSP SPO	
Schedule 1 clause 8(8)	power to regulate own proceedings	TLPOSP SPO	subject to clause 8

INSTRUMENT OF DELEGATION

DOMESTIC ANIMALS ACT 1994			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41A(1)	power to declare a dog to be a menacing dog	CEO DCRS UMLL	

INSTRUMENT OF DELEGATION

ENVIRONMENT PROTECTION ACT 1970			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	CEO DCS MCW HSC TLHS EHO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	CEO DCS MCW HSC TLHS EHO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	CEO DCS MCW HSC TLHS EHO	refusal must be ratified by Council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	CEO DCS MCW HSC TLHS EHO	refusal must be ratified by Council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	CEO DCS MCW HSC TLHS EHO	refusal must be ratified Council or it is of no effect

INSTRUMENT OF DELEGATION

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(1) and (2)	Order directing premises be cleaned, or steps taken to ensure food is safe etc, on being satisfied about unsatisfactory nature of the premises or food	TLHS EHO	
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	TLHS EHO	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	TLHS EHO	If section 19(1) applies
s.19(3)	Order directing premises not be used for the sale or preparation of food or for a specified purpose or process	CEO MCW TLHS	The delegation is limited to an order regarding a temporary food premises or a mobile food premises.
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	TLHS EHO	If section 19(1) applies
s.19(4)(a)(i)	Direct that a copy of order made under section 19(3)(a) or (3)(b) be affixed to premises so that it can be read by a member of the public	CEO MCW TLHS	
s.19(4)(a)(ii)	Direct that the public be informed about the making of an order made under section 19(3)(a) or (3)(b) by notice published in a newspaper or by other means	CEO MCW TLHS	
s.19(4)(b)	Notify the department of order made under section 19(3)(a) or (b)	MCW TLHS	
s.19(4)(c)	Notify other registration authority of an order made under section 19(3)(a) or (b) and any appeal	MCW TLHS	

INSTRUMENT OF DELEGATION

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(6)	Revocation of order when defects remedied by proprietor	CEO MCW TLHS	
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	CEO MCW TLHS	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	MCW TLHS EHO	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	MCW TLHS EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	CEO MCW TLHS	where council is the registration authority
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	MCW TLHS EHO	If section 19(1) applies
s.19CB(4)(b)	Require proprietor to provide copy of minimum records within the time specified	TLHS EHO	
s.19E(1)(d)	Require copy of food safety program for the premises within the time specified	TLHS EHO	
s. 19EA(3)	Function of receiving a copy of any significant revision made to the food safety program	TLHS EHO	
s.19GB	Require written details of the name and qualifications of the current food safety supervisor for the premises within 7 days of being asked in writing to do so	TLHS EHO	

INSTRUMENT OF DELEGATION

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19H(4)(b) and (5)	Specify the range of frequencies and intervals for assessment or audit that may be applied to a specific premises, instead of the default requirements	MCW TLHS EHO	
s.19I	Conduct of food safety assessment	TLHS EHO	
s.19IA(2)	duty to give written notice to proprietor if food safety requirements or section 19DC(2) have not been complied with unless subsection (3) applies.	MCW TLHS EHO	
s.19IA(1) & (2)	Take certain actions where deficiencies are identified in a food safety assessment by registration authority	TLHS EHO	
s. 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	TLHS EHO	
s. 19N	Function of receiving information from a food safety auditor	TLHS EHO	
s.19NA	Request copies of reports prepared by food safety auditor from proprietor of a food premises	MCW TLHS EHO	
s.19NA(1)	power to request food safety audit reports	MCW TLHS EHO	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	MCW	
s.19W(1) & (2)	Direction concerning compliance with food safety requirements	MCW TLHS EHO	
s.19W(3)	Direction concerning staff training	MCW TLHS EHO	

INSTRUMENT OF DELEGATION

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	MCW TLHS	
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	MCW TLHS EHO	where council is the registration authority
s.35A(2)	function of receiving notice of operation from the proprietor of a food premises	MCW TLHS	where council is the registration authority
s. 35B(1)	Power to recognise, in writing, the registration of another registration authority for a specified temporary or mobile food premises	TLHS EHO	
s.37	function of receiving application, information and documents required under section 36 from the proprietor of a food business	MCW	
s.38(3)	Consult secretary about proposed exemption of class of food premises from registration requirements	CEO MCW TLHS	
s. 38AA(2)	Function of being notified of operation	TLHS EHO	
s.38A(4)	Request completed standard food safety program from proprietor	MCW TLHS EHO	
s.38AA(4)	duty to determine whether the food premises are exempt from the requirement of registration	MCW	where council is the registration authority
s.38AA(5)	5) power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	MCW	where council is the registration authority

INSTRUMENT OF DELEGATION

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38AA(4) &(5)	Determination of a notification	MCW TLHS EHO	
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	MCW	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	MCW	where council is the registration authority
s.38A(5) & (6)	function of receiving a food safety audit certificate from a proprietor	MCW	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	MCW TLHS EHO	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	MCW TLHS EHO	
s.38B (other than paragraph (c) of subsection (1))	Decision as to whether to register or transfer registration, and things that must be done before making this decision (other than inspection)	TLHS EHO	where council is the registration authority
s.38B(1)(c)	Inspection of premises prior to registration or transfer of registration	TLHS EHO	
s. 38B(2)	Duty to be satisfied of the matters in section 38B(2)(a)-(b)	TLHS EHO	
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	MCW TLHS EHO	where council is the registration authority

INSTRUMENT OF DELEGATION

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	MCW	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	MCW TLHS EHO	where council is the registration authority
s.38D (other than paragraph (b) of sub-section (1))	Decision as to whether to renew registration, and things that must be done before making this decision (other than inspect premises)	TLHS EHO	
s.38D(1)(b) and s.39(2)	Carry out an annual inspection of a food premises (where required) before the registration of the premises is renewed	TLHS EHO	
s.38E	Conditional registration powers	MCW TLHS EHO	
s.38E(1)(c)	function of assessing the requirement for a food safety program	MCW TLHS EHO	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	MCW	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	MCW	where council is the registration authority
s.38F(3)	Matters relating to change of operations that may affect the classification of a premises	TLHS EHO	
s.38F(3)(a)	duty to note the change to the classification of the food premises on the certificate of registration	MCW TLHS EHO	where council is the registration authority

INSTRUMENT OF DELEGATION

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	MCW TLHS EHO	where council is the registration authority
s.39(2)	duty to inspect within 12 months before renewal of registration	MCW TLHS EHO	where council is the registration authority
s.39(3)	duty to inspect within 3 months before renewal of registration if circumstances in section 39(3)(a)-(d) apply	MCW TLHS EHO	where council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	MCW	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.39A(1), (2) & (3)	Register, renew or transfer registration despite minor defects	MCW	
s.39A(6)	duty to comply with direction of Secretary.	MCW	
s.40(1)	Provide a certificate of registration	MCW	
s.40(2)	Incorporate certificate of registration in one document with any certificate of registration to be issued under <i>Public Health & Wellbeing Act</i>	TLHS EHO	
s.40C(2)	Grant or renew the registration of a food premises for a period of less than 1 year at request of proprietor	MCW TLHS	
s.40D	Revoke or suspend the registration of a food premises	CEO MCW	
s.40D(1)	power to suspend or revoke the registration of food premises	CEO	where council is the registration authority
s.40D(2)	duty to specify how long a suspension is to last under s.40D(1)	CEO	where council is the registration authority

INSTRUMENT OF DELEGATION

FOOD ACT 1984			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40E(4)	duty to comply with direction of Secretary	CEO	
s. 43(1) and(2)	Duty to maintain records of the prescribed particulars and orders in force under Part III	CEO MCW TLHS	
s.43(3)	Provide access to registration information about a particular premises to a person on request	MCW TLHS EHO	
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	MCW	where council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	MCW	where council is the registration authority
s.43I	function of receiving a statement of trade of a proprietor of a food business	MCW	
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	MCW TLHS EHO	where council is the registration authority

INSTRUMENT OF DELEGATION

HERITAGE ACT 1995			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	power to sub-delegate Executive Director's functions	CEO DPMP	must obtain Executive Director's written consent first.

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victoria Planning Provisions	CEO DPMP AMEAP MDA MSPD CSLUP	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	CEO DPMP	
s.4H	duty to make amendment to Victorian Planning Provisions available	CEO SPG	
s.4I	duty to keep Victoria Planning Provisions and other documents available	CEO SPG	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	CEO CGADA DPMP AMEAP MDA CSLUP MSPD	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	CEO DPMP	<p>The Delegate is only authorised to apply to the Minister to prepare amendments to planning schemes which:</p> <ul style="list-style-type: none"> a) relate to the correction of anomalous provisions and planning scheme errors or provides for minor changes to update the planning scheme to accord with the Victorian Planning Provisions; b) are of genuine economic significance to the municipality and where the amendment will give effect to an outcome where the issues have been reasonably considered and the views of affected parties are known; and c) relate to the interim protection of individual heritage places having local or State significance which are proposed for demolition. <p>The Delegate must only proceed under b) and c) above where there is no reasonable opportunity for the matter to be reported to Council for resolution. Where delegations under b) and c) are exercised reports must be provided to the next available Council meeting.</p>
s.8A(5)	function of receiving notice of the Minister's decision	CEO DPMP	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CEO DPMP MDA MSPD AMEAP CGADA CSLUP	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO DPMP	
s.11(3)(b)	duty to submit amendment to planning scheme to Minister for approval if the Minister withdraws authorisation	CEO DPMP AMEAP MDA MSPD CSLUP	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CEO DPMP MDA MSPD CSLUP STLG	
s 12A (1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the Planning and Environment (Planning Schemes) Act 1996)	CEO DPMP MDA MSPD AMEAP CGADA CSLUP	The Municipal Strategic Statement must be referred to Council for adoption.
s.12B(1)	duty to review planning scheme	CEO DPMP MDA MSPD CSLUP STLG	Revised planning scheme must be referred to Council for adoption

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12B(2)	Duty to review planning scheme at direction of Minister	CEO DPMP AMEAP MDA MSPD CSLUP	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CEO DPMP	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	CEO DPMP MDA MSPD CSLUP STLG	
s.17(1)	duty of giving copy of an amendment to the planning scheme	CEO SPG	
s.17(2)	duty of giving copy s.173 agreement	CEO SPG	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO SPG	
s.18	duty to make amendment etc. available	CEO SPG	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	CEO DPMP MDA MSPD CSLUP STLG	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.20(1)	power to apply to Minister for exemption from the requirements of s 19	CEO DPMP MDA MSPD AMEAP	
s.21 (2)	duty to make submissions available	CEO SPG	
s.21A(4)	duty to publish notice in accordance with section	CEO SPG	
s.22	duty to consider all submissions	CEO SPG	
s.23(2)	power to refer submissions to a panel	CEO DPMP	Must be referred to Council for decision
s.24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CEO SPG STLG	
s.26(1)	power to make report available for inspection	CEO SPG	
s.26(2)	duty to keep report of panel available for inspection	CEO SPG	
s.27 (2)	power to apply for exemption if panel's report not received	CEO DPMP	
s.28	duty to notify the Minister if abandoning an amendment	CEO DPMP	Note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	CEO SPG	
s.30(4)(b)	duty to provide information in writing upon request	CEO SPG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.31	duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B)?	CEO SPG	
s.32(2)	duty to give more notice if required	CEO SPG	
s.33(1)	duty to give more notice of changes to an amendment	CEO SPG	
s.35A(2)	duty to not approve an amendment under s.35B unless the amendment has been certified by the Secretary	CEO DPMP AMEAP MDA MSPD CSLUP	
s.35B(1)	power to approve amendment in form certified under s.35A	CEO DPMP AMEAP MDA MSPD CSLUP	
s.35B(2)	duty to give to Minister notice of approval, copy of approved amendment and other documents	CEO SPG	
s.36(2)	duty to give notice of approval of amendment	CEO SPG	
s.38(5)	duty to give notice of revocation of an amendment	CEO SPG	
s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	CEO SPG	
s.40(1)	function of lodging copy of approved amendment	CEO SPG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(1A)	duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	CEO SPG	
s.41	duty to make approved amendment available	CEO SPG	
s.42	duty to make copy of planning scheme available	CEO SPG	
s.46AS(ac)	power to request the Metropolitan Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	CEO SPG SSG	
s.46GF	duty to comply with directions issued by the Minister	CEO SPG SSG	
s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	CEO SPG SSG	
s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	CEO DPMP MDA AMEAP CGADA MSPD CSLUP TLSIP STLG	where council is a collecting agency
s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	CEO DPMP MDA MSPD	where council is a collecting agency

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	CEO SPG SSG	where council is a collecting agency
s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	CEO SPG SSG	must be done in accordance with <i>Local Government Act 1989</i> .
s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	CEO SPG SSG	
s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	CEO SPG SSG	
s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	CEO DPMP MDA MSPD AMEAP	
s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	CEO DPMP MDA MSPD	
s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	CEO DPMP MDA MSPD	where council is a collecting agency

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GM	duty to prepare report and give a report to the Minister	CEO DPMP	where council is a collecting agency or development agency
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	CEO SPG SSG	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	CEO SPG SSG	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO DPMP	Power to reduce or waive infrastructure levy is limited to DPMP
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO DPMP MDA MSPD CSLUP STLG TLSIP	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO DPMP	
s.46P(1)	power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured	CEO SPG	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO DPMP MDA MSPD	to be co-signed by two delegates
s.46Q(1)	duty to keep proper accounts of levies paid	CEO DSF MFA	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CEO SPG	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	CEO SPG	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO DPMP MDA MSPD	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	CEO DPMP MDA MSPD	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	CEO SPG	must be done in accordance with Part 3
s.46Q(4)(e)	duty to expend that amount on other works etc.	CEO DPMP MDA MSPD	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	CEO DPMP MDA MSPD	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46QD	duty to prepare report and give a report to the Minister	CEO DPMP MDA MSPD	where council is a collecting agency or development agency
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	CEO SPG	
s.46Y	duty to carry out works in conformity with the approved strategy plan	CEO SPG	
s.47	power to decide that an application for a planning permit does not comply with that Act	CEO SPG	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	CEO SPG	
s.49(2)	duty to make register available for inspection	CEO SPG	
s.50(4)	duty to amend application	CEO SPG	
s.50(5)	power to refuse to amend application	CEO SPG	
s.50(6)	duty to make note of amendment to application in register	CEO SPG	
s.50A(1)	power to make amendment to application	CEO SPG	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	CEO SPG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(4)	duty to note amendment to application in register	CEO SPG SSG	
s.51	duty to make copy of application available for inspection	CEO SPG	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	CEO SPG	
s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	CEO SPG	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	CEO SPG	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO SPG SSG	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO SPG SSG	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	CEO SPG SSG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1A)	power to refuse an application if not advertised	CEO DPMP MDA AMEAP CGADA TLSP	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	CEO SPG SSG	
s.52(3)	power to give any further notice of an application where appropriate	CEO SPG SSG	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	CEO SPG SSG	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	CEO SPG SSG	
s.54(1)	power to require the applicant to provide more information	CEO SPG SSG	
s.54(1A)	duty to give notice in writing of information required under s.54(1)	CEO SPG SSG	
s.54(1B)	duty to specify the lapse date for an application	CEO SPG SSG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	CEO DPMP TLSP PP AMEAP CGADA TLGADA TLSA	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und s.54A(3)	CEO SPG	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO SPG	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	CEO SPG	
s.57(5)	duty to make available for inspection copy of all objections	CEO SPG	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	CEO SPG	
s.57A(5)	power to refuse to amend application	CEO SPG	
s.57A(6)	duty to note amendments to application in register	CEO DPMP MDA TLSP AMEAP CGADA TLGADA TLSA	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57B(1)	duty to determine whether and to whom notice should be given	CEO SPG	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	CEO SPG	
s.57C(1)	duty to give copy of amended application to referral authority	CEO SPG	
s.58	duty to consider every application for a permit	CEO SPG	
s.58A	power to request advice from the Planning Application Committee	CEO DPMP	
s.60	duty to consider certain matters	CEO SPG	
s60(1A)	power to consider certain matters before deciding on application	CEO SPG	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	CEO DPMP MDA MSPD SPG	<p>Applications where an objection is received must be referred to Council for decision.</p> <p>Applications involving the removal of one or more river red gum trees must be referred to Council for decision.</p> <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act</i> 2006.</p>

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	CEO DPMP MDA STLG AMEAP CGADA MSPD SCLUP STLG	The delegate has the power to refuse the permit in relation to a 'procedural' matter such as an objection to the grant of a permit by a referral authority. Applications where an objection is received must be referred to Council for decision. Applications involving the removal of one or more river red gum trees must be referred to Council for decision. The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> .
s.61(2)	duty to decide to refuse to grant a permit if a relevant referral authority objects to grant of permit	CEO SPG SSG	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO SPG	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	CEO SPG	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO SPG SSG	
s.62(1)	duty to include certain conditions in deciding to grant a permit	CEO SPG SSG	
s.62(2)	power to include other conditions	CEO SPG SSG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	CEO SPG SSG	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	CEO SPG SSG	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	CEO SPG SSG	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	CEO SPG SSG	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	CEO SPG SSG	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO SPG SSG	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	CEO SPG SSG	This provision applies also to a decision to grant an amendment to a permit – see section 75
s.64(3)	duty not to issue a permit until after the specified period	CEO SPG SSG	This provision applies also to a decision to grant an amendment to a permit – see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	CEO SPG SSG	This provision applies also to a decision to grant an amendment to a permit – see section 75

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO SPG SSG	this provision applies also to a decision to grant an amendment to a permit - see section 75A (not yet in force)
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	CEO SPG SSG	
s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	CEO SPG SSG	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	CEO SPG SSG	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	CEO SPG SSG	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	CEO SPG SSG	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s.69(1A)	function of receiving application for extension of time to complete development	CEO SPG	
s.69(1)	function of receiving application for extension of time of permit	CEO SPG SSG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(2)	power to extend time and power to refuse an extension of time to a planning permit	CEO DPMP AMEAP CGADA TLGADA TLSA MDA TLSP	The delegate has the power to extend time where circumstances have not changed. A refusal for an extension of time must be referred to Council for decision regardless of changed circumstances.
s.70	duty to make copy permit available for inspection	CEO SPG SSG PSO ASOS	
s.71(1)	power to correct certain mistakes	CEO DPMP MDA MSPD CSLUP STLG	
s.71(2)	duty to note corrections in register	CEO SPG SSG PSO SSO	
s.73	power to decide to grant amendment subject to conditions	CEO DPMP MDA MSPD CSLUP STLG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.74	duty to issue amended permit to applicant if no objectors	CEO SPG SSG	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO SPG	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO SPG SSG	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO SPG PSO SSG	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	CEO SPG PSO SSG	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	CEO SPG PSO SSG	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	CEO SPG	
s.83	function of being respondent to an appeal	CEO SPG	
s.83B	duty to give or publish notice of application for review	CEO SPG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO	Must be reported to Council for decision. If timelines do not permit, the delegate must decide the application and report the matter to the next Council meeting for information.
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	CEO SPG	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO SPG	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	CEO SPG	
s.86	duty to issue a permit at order of Tribunal within 3 working days	CEO SPG	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	CEO DPMP	Applications for a cancellation of a permit must be referred to the CEO. Applications for an amendment of a permit must be referred to the DPMP.
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	CEO SPG SSG	
s.91(2)	duty to comply with the directions of the VCAT	CEO SPG SSG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CEO SPG SSG	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	CEO SPG SSG	
s.93(2)	duty to give notice of VCAT order to stop development	CEO SPG SSG	
s.95(3)	function of referring certain applications to the Minister	CEO SPG SSG	
s.95(4)	duty to comply with an order or direction	CEO SPG SSG	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	CEO SPG	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO DPMP MDA MSPD	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO DPMP MDA MSPD	must be reported to Council for decision
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO SPG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96F	duty to consider the panel's report under section 96E	CEO SPG	
s.96G	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	CEO DPMP MDA MSPD	must be reported to Council for decision
s.96H	power to give notice in compliance with Minister's direction	CEO SPG	
s.96J	power to issue permit as directed by the Minister	CEO SPG	
s.96K	duty to comply with direction of the Minister to give notice of refusal	CEO SPG	
s.96Z	duty to keep levy certificate given to it under ss.47 or 96A for no less than 5 years from receipt of the certificate	CEO SPG	
s.97C	power to request Minister to decide the application	CEO DPMP MDA MSPD	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	CEO SPG SSG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO SPG SSG PSO ASOS	
s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	CEO SPG SSG PSO SSO	
s.97L	duty to include Ministerial decisions in a register kept under s.49	CEO SPG SSG PSO SSO	
s.97MCA(2)	function of consulting with advisory committee regarding the areas for which the Development Assessment Committee is to be established	CEO DPMP MDA MSPD	
s.97MG	duty to provide documents and information to Development Assessment Committee	CEO DPMP MDA MSPD	
s.97MH	duty to provide information or assistance to the Development Assessment Committee	CEO DPMP MDA MSPD	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	CEO DPMP	
s.97MJ(2)	duty to ensure that the register of applications specifies whether the development assessment committee has made the decision	CEO DPMP MDA MSPD	
s.97MK	function of nominating member of the development assessment committee	CEO DPMP	
s.97ML(4)	power to nominate alternate members of the development assessment committee	CEO DPMP	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	CEO SPG SSG SPEG PSO SSO ESO	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	CEO SPG	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	CEO DPMP MDA MSPD	
s.101	function of receiving claim for expenses in conjunction with claim	CEO SPG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.103	power to reject a claim for compensation in certain circumstances	CEO DPMP MDA MSPD	
s.107	function of receiving claim for compensation	CEO SPG	
s.114(1)	power to apply to the VCAT for an enforcement order	CEO DPMP	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	CEO SPG	
s.120(1)	power to apply for an interim enforcement order where s.114 application has been made	CEO DPMP	
s.123(1)	power to carry out work required by enforcement order and recover costs	CEO DPMP	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under s.123(1)	CEO DPMP	except Crown Land
s.125	power to apply for an injunction restraining a person from contravening an enforcement order or interim enforcement order	CEO DPMP	
s.129	function of recovering penalties	CEO DPMP MDA SPEG	
s.130(5)	power to allow person served with an infringement notice further time	CEO DPMP MDA MSPD	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.149A(1)	power to refer a matter to the VCAT for determination	CEO DPMP MDA MSPD	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO DPMP MDA MSPD	
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	CEO DPMP MDA CSLUP MSPD	where council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	CEO DPMP MDA MSPD CSLUP STLG	
s.171(2)(g)	power to grant and reserve easements	CEO DPMP MDA MSPD CSLUP STLG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
S.177(2)	power to end a section 173 agreement with approval of the Minister or the consent of all those bound by any covenant in the agreement	CEO DPMP	
s.173	power to enter into agreement covering matters set out in s.174	CEO DPMP MDA MSPD	
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act</i> 1987 requires something to be to the satisfaction of Council or Responsible Authority	CEO DPMP MDA MSPD CSLUP STLG	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act</i> 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO DPMP MDA MSPD CSLUP STLG	
s.172(2)	power to end a section 173 agreement with approval of the Minister or the consent of all those bound by any covenant in the agreement	CEO DPMP	
s.178	power to amend a s.173 agreement	CEO DPMP MDA MSPD AMEAP CGADA	
s.178A(1)	function of receiving application to amend or end an agreement	CEO SPG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	CEO SPG	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO SPG	
s.178A(5)	power to propose to amend or end an agreement	CEO DPMP MDA MSPD AMEAP CGADA	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	CEO DPMP MDA MSPD AMEAP CGADA	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	CEO DPMP MDA MSPD AMEAP CGADA	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO SPG	
s.178C(4)	function of determining how to give notice under s.178C(2)	CEO SPG	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	CEO SPG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	CEO SPG	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO DPMP MDA MSPD AMEAP CGADA	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	CEO DPMP MDA MSPD	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	CEO DPMP MDA MSPD	After considering objections, submissions and matters in s.148B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO DPMP MDA MSPD	After considering objections, submissions and matters in s.148B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO DPMP MDA MSPD	After considering objections, submissions and matters in s.148B
s.178E(3)(d)	power to refuse to amend or end the agreement	CEO DPMP MDA MSPD	After considering objections, submissions and matters in s.148B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	CEO SPG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	CEO SPG	
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO DPMP MDA MSPD	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	CEO DPMP MDA MSPD	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO DPMP	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO DPMP MDA MSPD	
s.179(2)	duty to make available for inspection copy agreement	CEO SPG SSG PSO SSO	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CEO SPG SSG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	CEO DPMP MDA MSPD AMEAP CGADA CSLUP	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO SPG SSG PSO SSO	
s.182	power to enforce an agreement	CEO SPG SPEG	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	CEO SPG SSG	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO DPMP MDA MSPD AMEAP CGADA	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO SPG SSG	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO SPG SSG	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CEO SPG SSG	
s.184G(2)	duty to comply with a direction of the Tribunal	CEO SPG SSG	
s.184G(3)	duty to give notice as directed by the Tribunal	CEO SPG SSG	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act</i> 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO DPMP MDA MSPD CSLUP STLG	
s.201(1)	function of receiving application for declaration of underlying zoning	CEO DPMP MDA MSPD AMEAP CGADA	
s.201(3)	duty to make declaration	CEO DPMP MDA MSPD	
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO DPMP	

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO DPMP	
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CEO DPMP	
	power to give written authorisation in accordance with a provision of a planning scheme	CEO DPMP	
s.201UAB(1)	function of providing the Metropolitan Planning Authority with information relating to any land within municipal district	CEO DPMP MDA MSPD	
s.201UAB(2)	duty to provide the Metropolitan Planning Authority with information requested under subsection (1) as soon as possible	CEO DPMP MDA MSPD	

INSTRUMENT OF DELEGATION

RAIL SAFETY LOCAL OPERATIONS ACT 2006			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.33	duty to comply with a direction of the Safety Director under this section	CEO DCPT MCDT MCP	where council is a utility under section 3
s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	CEO DCPT MCDT MCP	duty of council as a road authority under the <i>Road Management Act 2004</i>
s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1)	CEO DCPT MCDT MCP	where council is a utility under section 3
s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	MCDT	where council is the relevant road authority
s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	CEO DCPT MCDT MCP	where council is the relevant road authority
s.34D(2)	function of receiving written notice of opinion	CEO DCPT MCDT MCP	where council is the relevant road authority
s.34D(4)	function of entering into safety interface agreement with infrastructure manager	CEO DCPT MCDT MCP	where council is the relevant road authority
s.34E(1)(a)	duty to identify and assess risks to safety	CEO DCPT MCDT MCP	where council is the relevant road authority

INSTRUMENT OF DELEGATION

RAIL SAFETY LOCAL OPERATIONS ACT 2006			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	CEO DCPT MCDT MCP	where council is the relevant road authority
s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	CEO DCPT MCDT MCP	where council is the relevant road authority
s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	CEO DCPT MCDT MCP	where council is the relevant road authority
s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	CEO DCPT MCDT MCP	where council is the relevant road authority
s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	CEO DCPT MCDT MCP	where council is the relevant road authority
s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	CEO DCPT MCDT MCP	where council is the relevant road authority
s.34I	function of entering into safety interface agreements	CEO DCPT MCDT	where council is the relevant road authority
s.34J(2)	function of receiving notice from Safety Director	CEO DCPT MCDT	where council is the relevant road authority

INSTRUMENT OF DELEGATION

RAIL SAFETY LOCAL OPERATIONS ACT 2006			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	CEO DCPT MCDT	where council is the relevant road authority
s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	CEO DCPT MCDT	where council is the relevant road authority

INSTRUMENT OF DELEGATION

RESIDENTIAL TENANCIES ACT 1997			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	function of receiving notice regarding an unregistered rooming house	MCW TLHS EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	CEO DCS MCW TLHS EHO EIO	
s. 142G(2)	power to enter certain information in the Rooming House Register	CEO DCS MCW TLHS EHO EIO	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	CEO DCS MCW TLHS EHO EIO	
s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	CEO DCS MCW TLHS EHO EIO	where council is the landlord

INSTRUMENT OF DELEGATION

RESIDENTIAL TENANCIES ACT 1997			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.262(1)	power to give tenant a notice to vacate rented premises	CEO DCS MCW TLHS EHO EIO	where council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	CEO DCS MCW TLHS EHO EIO	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO DCS MCW TLHS EHO EIO	
s.522(1)	power to give a compliance notice to a person	CEO DCS MCW TLHS EHO EIO	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CEO DCS MCW TLHS EHO EIO	
s.525(4)	duty to issue identity card to authorised officers	CEO	

INSTRUMENT OF DELEGATION

RESIDENTIAL TENANCIES ACT 1997			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.526(5)	duty to keep record of entry by authorised officer under section 526	MCW TLHS EHO EIO	
s.526A(3)	function of receiving report of inspection	MCW TLHS EHO EIO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	MCW TLHS EHO EIO	

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s11(1)	power to declare a road by publishing a notice in the Government Gazette	CEO DCTP MCDT	obtain consent in circumstances specified in s11(2)
s11(8)	power to change the name of a road by publishing notice in Government Gazette	CEO DCRS MG	
s11(9)(b)	duty to advise Registrar	CEO DCTP MCDT	
s11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO DCTP MCDT	clause subject to s11(10A)
S11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	CEO DCTP MCDT	where council is the-coordinating road authority
S12(2)	power to discontinue road or part of a road	CEO DCTP MCDT	where council is the-coordinating road authority
s12(4)	power to publish, and provide copy, notice of proposed discontinuance	CEO DCRS MG	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s12(5)	duty to consider written submissions received within 28 days of notice	CEO	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s12(6)	function of hearing a person in support of their written submission	DCTP	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s12(7)	Duty to fix day time and place of meeting under subsection (6) and to give notice	CEO DCTP MCDT	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s12(10)	duty to notify of decision made	CEO DCTP MCDT	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s13(1)	power to fix a boundary road by publishing notice in Government Gazette	CEO DCTP MCDT	power of coordinating road authority and obtain consent under s13(3) and s13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	CEO DCTP MCDT	
s14(7)	power to appeal against decision of VicRoads	CEO DCTP MCDT	
s15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO DCTP MCDT	
s15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO DCTP MCDT	
s15(2)	duty to include details of arrangement in public roads register	CEO DCTP MCDT	
s16(7)	power to enter into an arrangement under s15	CEO DCTP MCDT	
s16(8)	duty to enter details of determination in public roads register	CEO DCTP MCDT	

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s17(2)	duty to register public road in public roads register	CEO DCTP MCDT	where Council is the coordinating road authority
s17(3)	power to decide that a road is reasonably required for general public use	CEO DCTP MCDT	where Council is the coordinating road authority
s17(3)	duty to register a road reasonably required for general public use in public roads register	CEO DCTP MCDT	where Council is the coordinating road authority
s17(4)	power to decide that a road is no longer reasonably required for general public use	CEO DCTP MCDT	where Council is the coordinating road authority
s17(4)	duty to remove road no longer reasonably required for general public use from public roads register	CEO DCTP MCDT	where Council is the coordinating road authority
s18(1)	power to designate ancillary area	CEO DCTP MCDT	where Council is the coordinating road authority
s18(3)	duty to record designation in public roads register	CEO DCTP MCDT	where Council is the coordinating road authority
s19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	CEO DCTP MCDT	
s19(4)	duty to specify details of discontinuance in public roads register	CEO DCTP MCDT	
s19(5)	duty to ensure public roads register is available for public inspection	CEO DCTP MCDT	

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21	Function of replying to request for information or advice	CEO DCTP MCDT	obtain consent in circumstances specified in s11(2)
s.22(2)	Function of commenting on proposed direction	CEO DCTP MCDT	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	CEO DCTP MCDT	
s.22(5)	duty to give effect to a direction under this section.	CEO DCTP MCDT	
s.40(1)	duty to inspect, maintain and repair a public road.	CEO DCPT MCDT MCP	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	CEO DCPT MCDT MCP	
s42(1)	power to declare a public road as a controlled access road	CEO DCTP MCDT	power of coordinating road authority and Schedule 2 also applies
s42(2)	power to amend or revoke declaration by notice published in Government Gazette	CEO DCTP MCDT	power of coordinating road authority and Schedule 2 also applies
s42A(3)	duty to consult with VicRoads before road is specified	CEO DCTP MCDT	where council is the coordinating road authority if road is a municipal road or part thereof

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s42A(4)	power to approve Minister's decision to specify a road as a specified freight road	CEO DCTP MCDT	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO DCTP MCDT	where council is the responsible road authority infrastructure manager or works manager
s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	CEO DCTP MCDT	
s.48N	duty to notify the relevant authority of the location of the bus stopping point and the action taken by council	CEO DCTP MCDT	
s.49	power to develop and publish a road management plan	CEO DCTP MCDT	
s.51	power to determine standards by incorporating the standards in a road management plan	CEO DCTP MCDT	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO DCTP MCDT	
s.54(2)	duty to give notice of proposal to make a road management plan	CEO DCTP MCDT	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO DCTP MCDT	

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.63(1)	power to consent to conduct of works on road	CEO DCTP MCDT	where council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO DCPT MCDT MCP	where council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	CEO DCPT MCDT MCP	where council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	CEO DCTP MCDT	where council is the coordinating road authority
s.67(2)	function of receiving the name and address of the person responsible for distributing the sign or bill	CEO DCTP MCDT	where council is the coordinating road authority
s.67(3)	power to request information	CEO DCTP MCDT	where council is the coordinating road authority
s.68(2)	power to request information	CEO DCTP MCDT	where council is the coordinating road authority
s71(3)	power to appoint an authorised officer	CEO DCPT MCDT MCP	

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.72	duty to issue an identity card to each authorised officer	CEO DCPT MCDT MCP	
s.85	function of receiving report from authorised officer	CEO DCPT MCDT MCP	
s86	duty to keep register re s85 matters	CEO DCTP MCDT	
s.87(1)	function of receiving complaints	CEO DCTP MCDT	
s87(2)	power to investigate complaint and provide report	CEO DCTP MCDT	
s.112(2)	power to recover damages in court	CEO DCTP MCDT	
s116	power to cause or carry out inspection	CEO DCTP MCDT	
s.119(2)	function of consulting with VicRoads	CEO DCTP MCDT	
s120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	CEO DCTP MCDT	

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s120(2)	power to seek consent of VicRoads	CEO DCTP MCDT	
s121(1)	power to enter into an agreement in respect of works	CEO DCTP MCDT	
s.122(1)	power to charge and recover fees	CEO DCTP MCDT	
s.123(1)	power to charge for any service	CEO DCTP MCDT	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	CEO DCTP MCDT	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	CEO DCTP MCDT	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	CEO DCTP MCDT	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	CEO DCTP MCDT	
Schedule 2 Clause 5	duty to publish notice of declaration	CEO DCTP MCDT	

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CEO DCPT MCP	where council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CEO DCPT MCP	where council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CEO DCPT MCP	where council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where infrastructure manager or works manager becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CEO DCPT MCP	where council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CEO DCPT MCP	where council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	CEO DCTP MCDT	where council is the coordinating road authority

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	CEO DCTP MCDT	where Council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	CEO DCTP MCDT	where Council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	CEO DCTP MCDT	where Council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	CEO DCTP MCDT	where council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	CEO DCTP MCDT	where Council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	CEO DCTP MCDT	where council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	CEO DCTP MCDT	where Council is the coordinating road authority or responsible road authority in respect of the road
Schedule 7 Clause 16(4)	duty to consult	CEO DCTP MCDT	where council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	CEO DCTP MCDT	where council is the coordinating road authority

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	CEO DCTP MCDT	where council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	CEO DCTP MCDT	where council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent	CEO DCTP MCDT	where Council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	CEO DCTP MCDT	where Council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	CEO DCTP MCDT	where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CEO DCTP MCDT	where council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CEO DCTP MCDT	where Council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	CEO DCTP MCDT	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	CEO DCTP MCDT	where Council is the responsible road authority

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT ACT 2004			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	CEO DCTP MCDT	where Council is the responsible road authority
Schedule 7A Clause (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	CEO DCTP MCDT	duty of Council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA REGULATIONS 2015			
These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.24	duty to ensure that cemetery complies with depth of burial requirements	TLPOSP SPO	
r.25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	TLPOSP SPO	
r.27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	TLPOSP SPO	
r.28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	TLPOSP SPO	
r.28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	TLPOSP SPO	
r.29	Power to dispose of any metal substance or non-human substance recovered from a cremator	TLPOSP SPO	
r.30(2)	Power to release cremated human remains to certain persons	TLPOSP SPO	subject to any order of a court
r.31(1)	duty to make cremated human remains available for collection within 2 working days after the cremation	TLPOSP SPO	
r.31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation	TLPOSP SPO	
r.31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremations	TLPOSP SPO	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA REGULATIONS 2015 These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	TLPOSP SPO	
r.32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	TLPOSP SPO	
r.33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	TLPOSP SPO	
r.33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	TLPOSP SPO	
r.34	duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	TLPOSP SPO	
r.36	duty to provide statement that alternative vendors or supplier of monuments exist	TLPOSP SPO	
r.40	power to approve a person to play sport within a public cemetery	TLPOSP SPO	
r.41(1)	power to approve fishing and bathing within a public cemetery	TLPOSP SPO	
r.42(1)	power to approve hunting within a public cemetery	TLPOSP SPO	
r.43	power to approve camping within a public cemetery	TLPOSP SPO	
r.45(1)	power to approve the removal of plants within a public cemetery	TLPOSP SPO	

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA REGULATIONS 2015			
These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	TLPOSP SPO	
r.47(3)	power to approve the use of fire in a public cemetery	TLPOSP SPO	
r.48(2)	power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	TLPOSP SPO	
Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
Schedule 2, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2		see note above regarding model rules
Schedule 2, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 5(2)	duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 8	power to approve certain mementos on a memorial	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 11(1)	power to remove objects from a memorial or place of interment	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	TLPOSP SPO	see note above regarding model rules

INSTRUMENT OF DELEGATION

CEMETERIES AND CREMATORIA REGULATIONS 2015			
These provisions apply to Councils appointed as a cemetery trust under section 5 of the Cemeteries and Crematoria Act 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2, clause 12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 14	power to approve an animal to enter into or remain in a cemetery	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 16(1)	power to approve construction and building within a cemetery	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 17(1)	power to approve action to disturb or demolish property of the cemetery trust	TLPOSP SPO	see note above regarding model rules
Schedule 2, clause 18(1)	power to approve digging or planting within a cemetery	TLPOSP SPO	see note above regarding model rules

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
r.6	function of receiving notice under section 19C(1)(c) of the Act from a planning authority of its preparation of a an amendment to a planning scheme	CEO SPG SSG	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CEO SPG SSG	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	CEO SPG SSG	where Council is the responsible authority
r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	CEO SPG SSG	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO SPG SSG	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

INSTRUMENT OF DELEGATION

PLANNING AND ENVIRONMENT (FEES) INTERIM REGULATIONS 2015			
Note: these Regulations expire on 14 October 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
r.16	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO DPMP MDA MSPD AMEAP CGADA STLG	
r.17	power to waive or rebate a fee relating to an amendment of a planning scheme	CEO DPMP MDA MSPD AMEAP CGADA STLG	
r.18	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.16 or 17	CEO SPG SSG	

INSTRUMENT OF DELEGATION

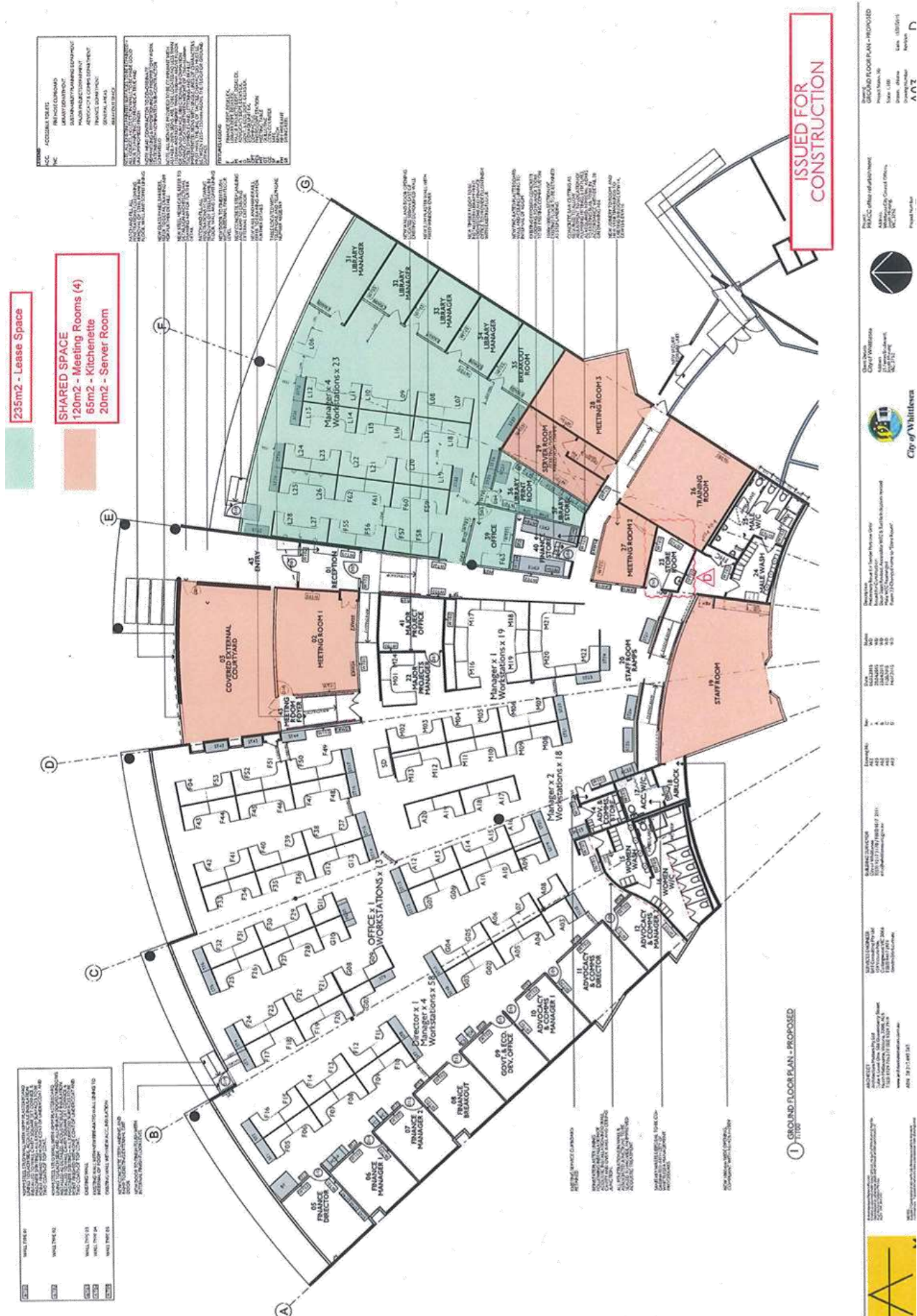
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	duty to conduct reviews of road management plan	CEO DCTP MCDT	
r.9(2)	duty to produce written report of review of road management plan and make report available	CEO DCTP MCDT	
r.9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)		where council is the coordinating road authority
r.10	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	CEO DCTP MCDT	
r.13(1)	Duty to publish notice of amendments to road management plan		where council is the coordinating road authority
r.13(3)	duty to record on road management plan the substance and date of effect of amendment	CEO DCTP MCDT	
r.16(3)	power to issue permit	CEO DCTP MCDT	where Council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	CEO DCTP MCDT	where Council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	CEO DCTP MCDT	where Council is the coordinating road authority or responsible road authority in respect of the road
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act		where council is the coordinating road authority

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	CEO DCTP MCDT	where Council is the coordinating road authority or responsible road authority in respect of the road
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with r.25(3))	CEO DCTP MCDT	where Council is the coordinating road authority or responsible road authority in respect of the road
r.25(45)	power to recover in the Magistrates' Court, expenses from person responsible	CEO DCTP MCDT	

INSTRUMENT OF DELEGATION

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	power, to exempt a person from requirement under clause 13(1) of Schedule 7 to that Act to give notice as to the completion of those work	CEO DCTP MCDT	where council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22 (2)	power to waive whole or part of fee in certain circumstances	CEO DCTP MCDT	where Council is the coordinating road authority



ATTACHMENT 1 – SITE PLAN & PHOTO

**Council to be Committee of Management
160 Barry Road Thomastown**

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





Annual Financial Statements

*For the year ended
30 June 2016*

**City of Whittlesea
Financial Statements
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City of Whittlesea
2015/2016 Financial Report

Comprehensive Income Statement For the Year Ended 30 June 2016

	Note	2016 \$'000	2015 \$'000
Income			
Rates and charges	3	130,793	120,637
Statutory fees and fines	4	9,616	8,337
User fees	4	10,796	10,678
Grants - operating	5	19,522	32,728
Grants - capital	5	10,821	3,599
Contributions - cash (developer contributions)	6 (a)	16,174	10,708
Contributions - cash (non-developer contributions)	6 (a)	4,369	2,287
Contributions - non-monetary assets	6 (b)	94,909	64,223
Net gain on disposal of property, infrastructure, plant and equipment	7	(8,295)	(672)
Interest earned	8	4,883	4,632
Other income	9	4,513	3,686
Share of net profits of associate	15	186	322
Fair value adjustments for investment property	22	(165)	(1,381)
Found/(lost) assets *	24	(6,823)	2,167
Total income		291,299	261,951
Expenses			
Employee costs	10	(80,969)	(75,739)
Materials and services	11	(56,945)	(55,802)
Depreciation and amortisation	12	(23,560)	(23,255)
Finance costs	13	(2,153)	(2,191)
Other expenses	14	(16,532)	(14,826)
Total expenses		(180,159)	(171,813)
Surplus for the year		111,140	90,138
Other comprehensive income			
Asset revaluation increment / (decrement)	29(b)	59,059	(19,906)
Total Comprehensive result		170,199	70,232

The above comprehensive income statement should be read in conjunction with the accompanying notes.

* Further detail regarding the nature of found/(lost) assets can be found in note 1(k).

City of Whittlesea
2015/2016 Financial Report

Balance Sheet
As at 30 June 2016

	Note	2016 \$'000	2015 \$'000
Assets			
Current assets			
Cash and cash equivalents	16	4,587	34,616
Financial assets	17	135,100	91,208
Trade and other receivables	18	18,325	15,022
Inventories	19	128	68
Other assets	20	1,320	1,776
Total current assets		159,460	142,690
Non-current assets			
Investment in associate accounted for using the equity method	15	2,617	2,431
Unlisted shares	21	22	22
Property, plant and equipment, infrastructure	24	2,880,959	2,726,919
Investment property	22	2,435	2,600
Intangible assets	23	577	59
Total non-current assets		2,886,610	2,732,031
Total assets		3,046,070	2,874,721
Liabilities			
Current liabilities			
Trade and other payables	25	21,982	21,854
Trust funds and deposits	26	8,672	6,220
Provisions	27	17,407	16,794
Interest-bearing loans and borrowings	28	2,349	2,173
Total current liabilities		50,410	47,041
Non-current liabilities			
Provisions	27	2,432	2,302
Interest-bearing loans and borrowings	28	28,096	30,445
Total non-current liabilities		30,528	32,747
Total liabilities		80,938	79,788
Net Assets		2,965,132	2,794,933
Equity			
Accumulated surplus		2,237,261	2,137,582
Reserves	29	727,871	657,351
Total Equity		2,965,132	2,794,933

The above statement of financial position should be read in conjunction with the accompanying notes.

City of Whittlesea
2015/2016 Financial Report

**Statement of Changes in Equity
For the Year Ended 30 June 2016**

	Note	Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Asset Replacement Reserve \$'000	Asset Development Reserve \$'000
2016						
Balance at beginning of the financial year		2,794,933	2,137,582	567,737	48,331	41,283
Surplus / (deficit) for the year		111,140	111,140	-	-	-
Net asset revaluation increment / (decrement)	29(b)	59,059	-	59,059	-	-
Transfers from other reserves	29(c)	-	(41,399)	-	23,057	18,342
Transfers to other reserves	29(c)	-	29,938	-	(24,224)	(5,714)
Balance at end of the financial year		2,965,132	2,237,261	626,796	47,164	53,911
		Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Asset Replacement Reserve \$'000	Asset Development Reserve \$'000
2015						
Balance at beginning of the financial year		2,724,701	2,055,192	587,643	44,736	37,130
Surplus / (deficit) for the year		90,138	90,138	-	-	-
Net asset revaluation increment / (decrement)	29(b)	(19,906)	-	(19,906)	-	-
Transfers from other reserves	29(c)	-	28,127	-	(19,405)	(8,722)
Transfers to other reserves	29(c)	-	(35,875)	-	23,000	12,875
Balance at end of the financial year		2,794,933	2,137,582	567,737	48,331	41,283

The above statement of changes in equity should be read in conjunction with the accompanying notes.

City of Whittlesea
2015/2016 Financial Report

Statement of Cash Flows
For the Year Ended 30 June 2016

		2016 Inflows/ (Outflows) \$'000	2015 Inflows/ (Outflows) \$'000
	Note		
Cash flows from operating activities			
Rates		127,348	120,724
User charges and fines		24,321	18,319
Grants		30,609	36,672
Development contributions		16,762	10,708
Interest		4,483	4,813
Other receipts		8,297	5,972
Net GST refund		7,794	7,829
Net Fire Services Levy		(649)	422
Payments to suppliers		(75,452)	(68,994)
Payments to employees		(82,233)	(73,462)
Net cash provided by (used in) operating activities	30	<u>61,280</u>	<u>63,003</u>
Cash flows from investing activities			
Payments for infrastructure, property, plant and equipment		(43,673)	(45,857)
Proceeds from sale of infrastructure, property, plant and equipment		475	1,096
Net redemptions for investments (maturing later than 90 days)		(43,892)	(21,108)
Net cash provided by (used in) investing activities		<u>(87,090)</u>	<u>(65,869)</u>
Cash flows from financing activities			
Repayment of borrowings		(2,173)	(2,033)
Proceeds from borrowings		-	2,902
Finance costs		(2,046)	(2,191)
Net cash provided by (used in) financing activities		<u>(4,219)</u>	<u>(1,322)</u>
Net increase (decrease) in cash and cash equivalents		(30,029)	(4,188)
Cash and cash equivalents at the beginning of the financial year		34,616	38,804
Cash and cash equivalents at the end of the financial year	30	<u>4,587</u>	<u>34,616</u>
Financing arrangements	31		
Restrictions on cash assets	16		

The above statement of cash flows should be read in conjunction with the accompanying notes.

See note 1(f) regarding the GST treatment in relation to the Statement of Cash Flows

City of Whittlesea
2015/2016 Financial Report

**Statement of Capital Works
For the Year Ended 30 June 2016**

	Note	2016 \$'000	2015 \$'000
Capital expenditure areas			
Property			
Land		5,503	2,536
Buildings		13,988	22,502
Total Land and Buildings		19,491	25,038
Plant and Equipment			
Furniture and equipment		952	776
Plant and equipment		1,469	2,049
Artworks		112	65
Total Plant and Equipment		2,533	2,890
Infrastructure			
Roads		16,808	12,612
Drainage		155	341
Playgrounds		81	605
Feasibility and planning		111	210
Total Infrastructure		17,155	13,768
Total capital works expenditure	24	39,179	41,696
Represented by:			
New asset expenditure		17,686	25,708
Asset renewal expenditure		5,769	2,804
Asset upgrade expenditure		14,550	11,956
Asset expansion expenditure		1,174	1,228
Total capital works expenditure		39,179	41,696

The above statement of capital works should be read in conjunction with the accompanying notes.

Introduction

The City of Whittlesea was established by an Order of the Governor in Council on 15 December 1994 and is a body corporate. The Council's main office is located at 25 Ferres Boulevard, South Morang, Victoria.

This financial report is a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Cash Flows Statement, and notes accompanying these financial reports. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act* 1989, and the Local Government (Planning and Reporting) Regulations 2014.

Note 1 Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to note 1 (i))
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 1 (f))
- the determination of employee provisions (refer to note 1 (q))

City of Whittlesea measures its underlying operational result to assist in the determination of whether it is operating in a sustainable fashion or not. A reconciliation of the Comprehensive Result from the Comprehensive Income Statement to an underlying operational result is shown in Note 2a.

(b) Change in accounting policies

There have been no changes in accounting policies from the previous period.

(c) Revenue recognition

Rates, grants and contributions

Rates, grants and contributions (including developer contributions) are recognised as revenues when the Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 1 Significant accounting policies (cont.)

(c) Revenue recognition (cont.)

A provision for doubtful debts on rates has not been established as unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Control over granted assets is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution. It is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in note 5. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at balance date.

User fees and fines

User fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

A provision for doubtful debts is recognised when collection in full is no longer probable.

Sale of property, plant and equipment, infrastructure

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Rental

Rents are recognised as revenue when the payment is due or the payment is received, whichever first occurs. Rental payments received in advance are recognised as a prepayment until they are due.

Interest

Interest is recognised progressively as it is earned.

Dividends

Dividend revenue is recognised when the Council's right to receive payment is established. Council annually receives dividends if applicable from Procurement Australia (MAPS Group Ltd).

Other Income

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

(d) Fair value measurement

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 1 Significant accounting policies (cont.)

(e) Trade and other receivables and inventories

Receivables are carried at amortised cost using the effective interest rate method.

A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred.

Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential.

Other inventories are measured at the lower of cost and net realisable value.

(f) Depreciation and amortisation of property, plant and equipment, infrastructure

Buildings, land improvements, plant and equipment, infrastructure, heritage assets, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and method are reviewed annually. Useful lives for infrastructure assets have been reassessed as at 30 June 2016.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated.

Artworks are not depreciated.

Straight line depreciation is charged based on the residual useful life as determined each year.

Major depreciation rates and useful lives used are listed below and are consistent with the prior year unless otherwise stated:

	Useful Life	Depreciation Rate
Property		
Land		
land improvements	100 years	1.0%
Buildings		
building improvements	50 years	2.0%
leasehold building improvements	50 years	2.0%
Heritage buildings		
heritage buildings	100 years	1.0%
Plant and Equipment		
plant, machinery and equipment	5-7 years	15-20%
Furniture & equipment		
furniture	10 years	10.0%
Machinery		
computers and telecommunications	3 years	33.3%
leased plant and equipment	3 years	33.3%
Infrastructure		
Roads		
road pavements and seals	50-120	0.83-2.0%
road formation and earthworks	500 years	0.2%
road kerb, channel and minor culverts	100 years	1.0%
parks, open space and streetscapes	20 years	5.0%
off street car parks	20-120	0.83-5.0%
Bridges		
bridges deck	25-100	1.0-4.0%
footpaths and cycleways	20-100	1.0-5.0%
drainage	100 years	1.0%
Public lighting		
light pole	20 years	5.0%
lanterns	20 years	5.0%
Telecommunication conduits		
distribution conduits	50 years	2.0%
connection conduits	50 years	2.0%
pits	50 years	2.0%
Intangible assets		
software	10 years	10.0%

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 1 Significant accounting policies (cont.)

(g) Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

(h) Borrowings

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method. The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Except where specific borrowings are obtained for the purpose of specific asset acquisition, the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised.

Borrowing costs include interest on bank overdrafts, interest on borrowings, and finance lease charges.

(i) Recognition and measurement of assets

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

The following classes of assets have been recognised in note 24. In accordance with Council's policy, the threshold limits detailed below have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year:

	Threshold \$'000
Property	
Land	
land	10
land under roads	1
land improvements	5
Buildings	
buildings	10
building improvements	5
heritage buildings	10
Plant and Equipment	
plant, machinery and equipment	1
fixtures, fittings and furniture	1
computers and telecommunications	1
leased plant and equipment	1
Infrastructure	
Roads	
road pavements and seals	5
road formation and earthworks	5
road kerb, channel and minor culverts	5
Bridges	
bridges deck	5
footpaths and cycleways	5
drainage	5
recreational, leisure and community facilities	5
parks, open space and streetscapes	5
off street car parks	5

Note 1 Significant accounting policies (cont.)**(i) Recognition and measurement of assets (cont.)****Revaluation**

Subsequent to the initial recognition of assets, non-current physical assets, other than plant, furniture and equipment are measured at fair value, being the amount for which the assets could be exchanged between knowledgeable willing parties in an arms length transaction. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 24, Property, plant and equipment, and infrastructure.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 3 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Land Under Roads

Land under roads has been recognised and valued at fair value, after taking into account the highest and best use of the land in relation to the legal description, and discounted by the fact of allowed access by adjoining property owners.

(j) Investment property

Investment property, comprising freehold industrial property, is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise. Rental income from the leasing of investment properties is recognised in the comprehensive income statement on a straight line basis over the lease term.

(k) Found Assets

Found assets in this financial report, are infrastructure and land reserve assets previously known as existing, but not previously recognised due to "as constructed" plans not being received from developer. Assets gifted prior to 1 July 2015, have been recognised as "Found" in the 2015/2016 accounts. Found Assets recognised totalling \$6.083m are land \$4.948m, drainage \$1.104m and public lighting \$31k. Buildings totalling \$12.906m duplicated in prior years have been adjusted from total found assets.

(l) Cash and cash equivalents

For the purposes of the cash flow statement, cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

(m) Financial assets

Financial assets are valued at fair value, being market value, at balance date. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

(n) Investments

Investments, other than investments in associate, are measured at cost.

Note 1 Significant accounting policies (cont.)

(o) **Accounting for investments in associate**

Council's investments in associate is accounted for by the equity method as the Council has the ability to influence rather than control the operations of the entity. The investment is initially recorded at the cost of acquisition and adjusted thereafter for post-acquisition changes in the Council's share of the net assets of the entity. The Council's share of the financial result of the entity is recognised in the comprehensive income statement.

(p) **Tender deposits**

Amounts received as tender deposits and retention amounts controlled by Council are recognised as Trust funds until they are returned or forfeited (refer to note 26).

(q) **Employee benefits**

The calculation of employee benefits includes all relevant on-costs and are calculated as follows at reporting date:

i) *Wages and salaries and annual leave*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

ii) *Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current Liability - unconditional LSL representing 7 years is disclosed as a current liability even when the council does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

The components of this current liability are measured at:

- present value - component that is not expected to be settled within 12 months.
- nominal value - component that is expected to be settled within 12 months.

iii) *Classification of employee costs*

Non-current liability - conditional LSL representing less than 7 years is disclosed as a non - current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value. Gain or loss following revaluation of the present value of non-current LSL liability due to changes in bond interest rates is recognised as an other economic flow

iv) *Termination benefits*

Termination benefits are payable when employment is terminated before the normal retirement date, or when an employee accepts voluntary redundancy in exchange for these benefits. The council recognises termination benefits when it is demonstrably committed to either terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after balance sheet date are discounted to present value.

v) *Employee benefits on-costs*

Employee benefits on-costs (payroll tax, workers compensation, superannuation, annual leave and long service leave accrued while on LSL taken in service) are recognised separately from provision for employee benefits.

vi) *Superannuation*

The amount charged to the Comprehensive Income Statement in respect of superannuation represents contributions made or due by City of Whittlesea to the relevant superannuation plans in respect to the services of City of Whittlesea's staff (both past and present). Superannuation contributions are made to the plans based on the relevant rules of each plan and any relevant compulsory superannuation requirements that City of Whittlesea is required to comply with.

(r) **Leases***Finance leases*

City of Whittlesea currently does not have any finance lease arrangements.

Operating leases

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

City of Whittlesea
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Notes to the Financial Report
For the Year Ended 30 June 2016

Note 1 Significant accounting policies (cont.)

- (s) **Allocation between current and non-current**
In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being the Council's operational cycle, or if the Council does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.
- (t) **Goods and Services Tax (GST)**
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.
Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.
- (u) **Impairment of assets**
At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.
- (v) **Rounding**
Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statement may not equate due to rounding.
- (w) **Financial guarantees**
Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that that right will be exercised. Details of guarantees that Council has provided, that are not recognised in the balance sheet are disclosed at Note 35 Contingent Liabilities and Contingent Assets.
- (x) **Pending accounting standards**
Certain new AAS's have been issued that are not mandatory for the 30 June 2016 reporting period. Council has assessed these pending standards and has identified that no material impact will flow from the application of these standards in future reporting periods.

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

	2016 \$'000	2015 \$'000
Note 2a *Reconciliation of Comprehensive Result to Underlying Surplus/(Deficit)		
Comprehensive result from Comprehensive Income Statement	170,199	70,232
Less Other Comprehensive Income		
Asset revaluation increment(decrement)	59,059	(19,906)
Net result for the year from Comprehensive Income Statement	111,140	90,138
Less Non-operating Income and Expenditure		
Grants - capital	10,821	3,599
Contributions - capital (cash)	2,362	
Contributions - cash (developer contributions)	16,174	10,708
Contributions - Non-monetary assets	94,909	64,223
Found/(lost) assets	(6,823)	2,167
Adjusted Underlying Surplus/(deficit)	(6,303)	9,441

City of Whittlesea measures its underlying operational result^a to assist in the determination of whether it is operating in a sustainable fashion or not. The underlying result is an important indicator of Council's long-term financial sustainability. Whilst an underlying deficit in one financial year is not significant, the continued recording of deficits over a sustained period from Council's operations gradually erodes the net assets of Council.

The underlying result from operations excludes a number of transactions which are either 'non-recurring' or not operational in nature. These items are frequently unpredictable and typically can change from one year to the next. The best examples of these items are assets (roads, footpaths, drains, land reserves etc) that are given to Council by developers once a new subdivision is completed. There are also other accounting adjustments for 'found assets' (when assets that have not been previously recognised by Council are identified), 'lost assets' (when existing assets are written off) or when existing assets are revalued.

The aim of an underlying result is to determine whether Council's operational costs/income result is in a surplus or deficit outcome. In this way, Council can, in long-term financial planning, aim for an outcome where pure operational outcomes assist Council in achieving a sustainable organisation.

City of Whittlesea's adjusted underlying result decreased in 2015/2016 by \$15.744 million from a surplus in 2014/2015 of \$9.441 million to a deficit of \$6.303 million.

^{*} The definition and calculation method used to calculate the Adjusted Underlying Surplus is consistent with the methodology used in the Local Government Performance Reporting framework.

^a The concept and measurement methodology of an underlying operational result is not defined by Australian Accounting Standards.

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 2 Budget Comparison

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variances. Council has adopted a materiality threshold where variance is 10 percent and \$1m then further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 23 June 2015. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

a) Income and Expenditure

	Ref	Actual 2016 \$'000	Budgeted 2016 \$'000	Variance \$'000	%
Income					
Rates and charges		130,793	127,751	3,041	2.4%
Statutory fees and fines	1	9,616	18,758	(9,142)	-48.7%
User fees	2	10,796	-	10,796	100.0%
Grants - operating	3	19,522	25,650	(6,128)	-23.9%
Grants - capital	4	10,821	3,035	7,786	256.5%
Contributions - cash (developer contributions)	5	16,174	9,324	6,850	73.5%
Contributions - cash (non-developer contributions)	6	4,369	1,706	2,663	156.1%
Contributions - non-monetary assets	7	94,909	86,000	8,909	10.4%
Net gain (loss) on disposal of property, infrastructure, plant and equipment	8	(8,295)	166	(8,461)	-5097.0%
Interest earned	9	4,883	-	4,883	100.0%
Other income	10	4,513	6,534	(2,021)	-30.9%
Share of net profit of associate		186	-	186	100.0%
Fair value adjustments for investment property		(165)	-	(165)	100.0%
Found/(lost) assets	11	(6,823)	-	(6,823)	100.0%
Total revenue		291,299	278,924	12,375	4.4%
Expenses					
Employee costs		80,969	81,510	(541)	-0.7%
Materials and services		56,945	59,774	(2,829)	-4.7%
Depreciation and amortisation		23,560	24,827	(1,267)	-5.1%
Finance costs		2,153	2,313	(160)	-6.9%
Other expenses		16,532	15,249	1,283	8.4%
Total expenses		180,159	183,673	(3,514)	-1.9%
Surplus for the year		111,140	95,251	15,889	2.5%
Other comprehensive income					
Asset revaluation increment(decrement)	12	59,059	-	59,059	100.0%
Total comprehensive result		170,199	95,251	74,948	78.7%

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 2 Budget Comparison (cont.)

<i>Ref.</i>	<i>Explanation of material variations - Income and Expenditure</i>
1 & 2	User fees, statutory fees and fines were budgeted in aggregate and when combined represent less than a 10% variance
3	Reflects a change in the timing for receipt of Grants Commission funding which was previously received six months in advance, \$6.76M.
4	Funding received for a range of capital projects including Lalor Tennis development \$1.265M, Mackimmies Road urbanisation \$1.857M, Barry Road Hub carpark \$2.6M, Mill Park Lakes Reserve pavillion \$1.119M, Woodland Waters Pavillion \$1.155M.
5	An increase in development activity has resulted in a larger than budgeted inflow of developer cash contributions which will be allocated to future projects.
6	The major item impacting non-developer cash contributions is a \$2.362M contribution received from the City of Moreland towards the construction of a new animal welfare facility within the City of Whittlesea.
7	An increase in development activity has resulted in a larger than budgeted inflow of developer non-cash asset contributions.
8	Disposal of infrastructure and building assets unbudgeted. Transfer of roads to Vicroads \$4.276M, other road disposals \$1.852M, telcommunication conduits \$1.163M, demolished buildings \$962K.
9 & 10	Interest earned and other income were budgeted as a single line item. Interest on investments exceeded budget by \$895K, interest on rates was \$248K ahead of budget, other recoups exceeding budget include debt collection \$266K, developer reimbursements \$380K, workcover \$197K and other items \$273K.
11	Found/lost assets were unbudgeted. Data cleansing on building data identified a number of buildings double counted \$12.906M and subsequently written off. Found assets land 4.948M, drainage \$1.104M, and public lighting \$31K.
12	The variances for revaluation increments were unbudgeted.

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 2 Budget Comparison (cont.)

b) Capital Works

	Ref	Actual 2016 \$'000	Budgeted 2016 \$'000	Variance \$'000	%
Capital works areas					
Property					
Land	1	5,503	-	5,503	100.0%
Buildings	2	13,988	21,536	(7,548)	-35.0%
Total Land and Buildings		19,491	21,536	(2,045)	-9.5%
Plant and Equipment					
Furniture and equipment		952	1,287	(335)	-26.0%
Plant and equipment		1,469	1,398	71	5.1%
Artworks		112	-	112	100.0%
Total Plant and Equipment		2,533	2,685	(152)	-5.7%
Infrastructure					
Roads		16,808	15,320	1,488	9.7%
Drainage		155	200	(45)	-22.5%
Playgrounds		81	-	81	100.0%
Recreational	3	-	9,729	(9,729)	-100.0%
Other	4	111	1,439	(1,328)	-92.3%
Total Infrastructure		17,155	26,688	(9,533)	-35.7%
Total Capital Works		39,179	50,909	(11,730)	-23.0%
Represented by:					
New assets	5	17,686	15,200	2,486	16.4%
Asset renewal	6	5,769	15,756	(9,987)	-63.4%
Upgrade/expansion	7	14,550	17,213	(2,663)	-15.5%
Non Infrastructure	8	1,174	2,740	(1,566)	-57.2%
Total capital works		39,179	50,909	(11,730)	-23.0%

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 2 Budget Comparison (cont.)

Ref.	Explanation of material variations - Capital Works
1	Realignment of projects to Land that were previously budgeted within the Recreation category.
2	Projects not fully expended against budget in the current year include Animal Welfare Facility \$2.699M and Civic Centre HVAC project \$5.122M.
3	Recreation projects budget realigned. Projects not fully expended against budget include Mill Park Leisure \$518K, Sycamore BMX facility \$500K, Harvest Home Road Pavillion \$454K, Woodland Waters Sports Pavillion \$261K, Upgrade tennis courts and pavilion - Lalor Tennis Club \$353K, Upgrade Pavillion RGC Cook Reserve \$385K, General landscape improvements - Neighbourhood Parks \$206K and other smaller variances across a range of projects.
4	Realignment of projects to categories. 'Other' projects were completed within the Roads category.
5	New Assets that overspent against budget include Painted Hills Road/ Bridge Inn Road Intersection \$480k, Signalisation and construction of Intersection of Bridge Inn and Bassetts Road, Mernda \$358k, Black Length - Main Street, Thomastown between High Street & Victoria Drive \$322k and other smaller variances across a range of projects.
6	Realignment of Asset Renewal projects to New Assets and Upgrade. Projects not fully expended against budget on smaller variances across a range of projects.
7	Upgrade/Expansion projects not fully expended against budget include Bridge Inn Road Upgrade \$390k, Upgrade tennis courts and pavilion - Lalor Tennis Club \$353k, General landscape improvements - Neighbourhood Parks \$335k and other smaller variances across a range of projects.
8	Non infrastructure projects that vary to budget include a range of smaller variances across a range of projects within the program.

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

		2016 \$'000	2015 \$'000
Note 3	Rates and charges		
	Council uses Net Annual Value (NAV) as the basis of valuation of all properties within the municipal district. The NAV of a property is its imputed rental value.		
	The valuation base used to calculate general rates for 2015/16 year was \$1,871m (2014/15 \$1,820m). The 2015/16 rate in the NAV dollar for general rates was 0.06621000 cents in the dollar (2014/15 0.06397101 cents).		
	The valuation base used to calculate farm rates for 2015/16 year was \$18.2m (2014/15 \$19.5m). The 2015/16 rate in the NAV dollar for farm rates was 0.05627850 cents in the dollar (2014/15 0.05437536 cents).		
	General rates	125,385	116,448
	Farm rates	1,027	1,061
	Special rates (marketing schemes)	197	191
	Supplementary rates	4,184	2,937
		<u>130,793</u>	<u>120,637</u>
	The date of the prior general revaluation of land for rating purposes within the municipal district was 1 January 2014, and the valuation was first applied in the rating year commencing 1 July 2014.		
	The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2016, and the valuation was first applied in the rating year commencing 1 July 2016.		
Note 4	User fees and fines		
	Statutory Fees & Fines		
	Permit fees	4,791	3,723
	Certificates and regulatory service fees	4,825	4,614
		<u>9,616</u>	<u>8,337</u>
	User Fees		
	Fines	2,677	2,681
	Registrations	1,414	1,320
	Leisure centre fees	2,229	1,844
	Property leases and rentals	2,085	1,982
	Tip fees	1,576	1,592
	Other fees and charges	815	1,259
		<u>10,796</u>	<u>10,678</u>
	Total User Fees & Fines	<u>20,412</u>	<u>19,015</u>
Note 5	Grants		
	Grants were received in respect of the following :		
	Summary of grants		
	Commonwealth funded grants	10,586	19,477
	State funded grants	19,599	16,754
	Other	158	96
		<u>30,343</u>	<u>36,327</u>

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

	2016 \$'000	2015 \$'000
Note 5		
Grants (cont.)		
Operating Grants		
<i>Recurrent - Commonwealth Government</i>		
Victoria Grants Commission - General purpose	5,632	16,062
Victoria Grants Commission - Road funding	982	2,802
Community Services		
Family Day Care	1	102
Inclusion Support	574	535
Vacation Care	164	167
Health, Access & Bushfire Recovery	31	2
<i>Recurrent - State Government</i>		
Community Services		
Community Care	244	135
Community Cultural Development	-	5
Early Years	259	182
Family Day Care	621	581
Health, Access & Bushfire Recovery	319	1,610
Home & Community Care	6,073	5,727
Leisure & Community Inclusion	2	1
Maternal & Child health	2,442	2,584
Resilience & Emergency Management	104	116
Senior Citizens	7	3
Social Support	442	362
Youth Services	124	110
Infrastructure & Technology		
Engineering & Transportation Service	-	29
Infrastructure	712	712
Parks & Open Space	-	2
Planning and Development		
Established Area Planning	-	11
Sustainability Planning	9	125
Corporate & Economic Development		
Economic Development	-	7
Local Laws	489	515
Other	30	56
Total recurrent operating grants	19,261	32,543
<i>Non-recurrent - Commonwealth Government</i>		
Community Care	-	8
Resilience & Emergency Management	-	4
<i>Non-recurrent - State Government</i>		
Early Years	86	1
Health, Access & Bushfire Recovery	-	36
Infrastructure	73	63
Leisure & Community Inclusion	24	24
Property Management	-	11
Resilience & Emergency Management	16	16
Sustainability Planning	-	9
Other	62	14
Total non-recurrent operating grants	261	184
Total operating grants	19,522	32,728

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

		2016 \$'000	2015 \$'000
Note 5	Grants (cont.)		
	Capital Grants		
	Recurrent - Commonwealth Government		
	Roads to recovery	2,006	563
	Recurrent - State Government	-	-
	Building Maintenance & Construction	-	753
	Roads & Paths	-	169
	Other	-	10
	Total recurrent capital grants	2,006	1,495
	Non-recurrent - Commonwealth Government		
	Building Maintenance & Construction	830	38
	Roads and Paths	352	-
	Parks and Gardens	15	-
	Non-recurrent - State Government		
	Building Maintenance & Construction	3,159	1,167
	Parks & Gardens	1,611	106
	Roads & Paths	2,783	775
	Other	65	17
	Total non-recurrent capital grants	8,815	2,104
	Total capital grants	10,821	3,599
	Conditions on grants		
	Grants recognised as revenue during the year that were obtained on condition that they be expended in a specified manner that had not occurred at balance date were:	1,689	7,682
	Grants which were recognised as revenue in prior years and were expended during the current year in the manner specified by the grantor were:	940	831
	Net increase/(decrease) in restricted assets resulting from grant revenues for the year:	2,629	8,513
Note 6	Contributions		
	(a) Cash		
	Sponsorships received	48	88
	Community Infrastructure Levy	588	687
	Other contributions & donations	3,733	1,423
	State Government Contributions	-	89
	Total non-developer contributions	4,369	2,287
	Developer contributions	16,174	10,708
	Total cash contributions	20,543	12,995
	(b) Non-monetary assets		
	Subdivision infrastructure (i)	60,000	39,303
	Land (ii)	34,909	17,888
	Buildings (iii)	-	6,673
	Artworks	-	360
		94,909	64,223
	(i), (ii), & (iii) In the course of normal subdivisional activity the developer is responsible for the payment for and the construction of infrastructure assets associated with the subdivision. Council subsequently assumes control of these assets and therefore becomes liable for their maintenance costs. These assets are valued at their fair value as at the date of acquisition.		
	Total contributions	115,452	77,218

City of Whittlesea
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Notes to the Financial Report
For the Year Ended 30 June 2016

		2016 \$'000	2015 \$'000
Note 7	Net gain(loss) on disposal of property, plant and equipment, infrastructure		
	Property, plant, furniture and equipment, infrastructure		
	Proceeds from sale of assets	435	1,043
	Written down value of assets sold	(8,730)	(1,715)
	Profit/(loss) on sale of plant, furniture and equipment *	(8,295)	(672)
	* This amount includes the value of a number of roads handed over to Vicroads for future management.		
Note 8	Interest earned		
	Interest	4,883	4,632
Note 9	Other income		
	Sales	1,003	933
	Reimbursements	3,095	2,438
	Other	415	315
		4,513	3,686
Note 10 (a)	Employee costs		
	Wages and salaries	71,623	66,814
	Casual staff	935	901
	Superannuation	6,442	6,337
	Workcover	1,617	1,316
	Fringe benefits tax	367	358
	Other	(15)	13
		80,969	75,739
Note 10 (b)	Superannuation		
	Council made contributions to the following funds:		
	Defined benefit fund		
	Employer contributions to Local Authorities Superannuation Fund (Vision Super)	341	374
		341	374
	Employer contributions payable at reporting date	-	-
	Accumulation funds		
	Employer contributions to Local Authorities Superannuation Fund (Vision Super)	6,101	5,963
		6,101	5,963
	Employer contributions payable at reporting date	-	-
	Refer to note 32 for further information relating to Council's superannuation obligations		

City of Whittlesea
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Notes to the Financial Report
For the Year Ended 30 June 2016

		2016 \$'000	2015 \$'000
Note 11	Materials and services		
	External works (contractors)	34,087	33,078
	Support services	7,864	6,970
	Design work	32	57
	Facilities management	1,310	1,698
	Supplies & services	7,613	7,292
	Plant and fleet operations	1,926	2,223
	Computer services	1,749	2,145
	Catering services	415	357
	Communications & PABX	971	988
	Construction materials	772	816
	Travel & accommodation	206	178
		<u>56,945</u>	<u>55,802</u>
Note 12	Depreciation and amortisation		
	Depreciation for the reporting period was charged in respect of :-		
	Infrastructure assets	18,027	17,545
	Buildings	3,735	3,759
	Plant and equipment	1,332	1,341
	Furniture and equipment	460	610
	Total depreciation	<u>23,554</u>	<u>23,255</u>
	Intangible Assets	6	-
	Total depreciation and amortisation	<u>23,560</u>	<u>23,255</u>
Note 13	Finance costs		
	Interest - Borrowings	2,153	2,191
		<u>2,153</u>	<u>2,191</u>
Note 14	Other expenses		
	Contributions		
	- Community Grants	1,865	1,892
	- Yarra Plenty Regional Library Contributions	4,934	4,889
	- Other	250	430
	Utilities	4,835	4,833
	Financial costs (excluding interest on borrowings)	4,232	2,377
	Councillor & Mayoral expenses	416	405
		<u>16,532</u>	<u>14,826</u>

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

	2016 \$'000	2015 \$'000
Note 15		
Investment in associate		
Investments in associates accounted for by the equity method are:		
Yarra Plenty Regional Library Service (Incorporated)		
Yarra Plenty Regional Library Service (Incorporated)		
<i>Background</i>		
Represents the City of Whittlesea's share in the net assets of the Yarra Plenty Regional Library Service which became an incorporated body on 12 January, 1996. The Council's 37.13% (2014/15, 36.77%) share of the net assets from their draft financial statements for year ended 30 June 2016 has been treated as an investment in the Balance Sheet, with an increase in the investment for the reporting period of \$186k, (increase of \$322k for 2014/15), which is accounted for using the equity method and shown in the Comprehensive Income Statement.		
<i>Council's share of retained profits / accumulated losses</i>		
Council's share of retained profits/accumulated losses at start of year	2,431	2,109
Reported change from prior year's equity	-	-
Reported profit / loss for year	186	322
Percentage share of equity change from previous year	37.13%	36.77%
Council's share of retained profits/accumulated losses at end of year	2,617	2,431
<i>Movement in carrying value of specific investment</i>		
Carrying value of investment at start of year	2,431	2,109
Share of total change in equity for the year	186	322
Carrying value of investment at end of year	2,617	2,431
<i>Council's share of expenditure commitments</i>		
Operating commitments	540	701
	540	701
<i>Council's share of contingent liabilities and contingent assets</i>		
The Yarra Plenty Regional Library Service does not have any contingent liabilities as at the end of the reporting period.		
Note 16		
Cash and cash equivalents		
Cash on hand	14	13
Cash at bank - general trading account	1,055	7,473
Cash at bank - strategic project - inclusion support	513	125
Cash at bank - junior sports committee	5	5
Cash at bank - on call	3,000	12,000
Term deposit investments (maturing within 90 days)	-	15,000
Total cash and cash equivalents	4,587	34,616
Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:		
Trust funds (note 26)	8,672	6,220
Asset development reserves (note 29)	53,911	41,283
Total restricted funds	62,583	47,503
Intended allocations		
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
Asset replacement reserves (note 29)	47,164	48,331

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Notes to the Financial Report
For the Year Ended 30 June 2016

		2016 \$'000	2015 \$'000
Note 17	Financial assets		
	Term deposit investments (maturing later than 90 days)	135,100	91,208
Note 18	Trade and other receivables		
	Current		
	Rates debtors	9,280	7,130
	Other debtors	2,363	2,792
	Infringement debtors	5,137	4,155
	Provision for doubtful debts (Infringements)	(967)	(833)
	Special rates and charges	(78)	(63)
	Net GST receivable	2,590	1,841
	Total Trade and other receivables	18,325	15,022
	a) Ageing of Receivables		
	At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The ageing of the Council's trade & other receivables (excluding statutory receivables) was:		
	Current	1,275	1,987
	Past due by up to 30 days	395	710
	Past due between 31 and 180 days	693	95
	Total trade & other receivables	2,363	2,792
	b) Movement in provisions for doubtful debts		
	Balance at the beginning of the year	(833)	(611)
	New Provisions recognised during the year	(134)	(222)
	Amounts already provided for and written off as uncollectible	-	-
	Amounts provided for but recovered during the year	-	-
	Balance at end of year	(967)	(833)
Note 19	Inventories		
	Fuels	54	15
	Depot workshop items and signs	43	32
	Stationery and other consumables	31	21
		128	68

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For the Year Ended 30 June 2016

		2016 \$'000	2015 \$'000
Note 20	Other assets		
	Accrued interest	791	391
	Other accrued income	420	1,229
	Prepayments	109	156
		<u>1,320</u>	<u>1,776</u>
Note 21	Unlisted shares		
	Shares in MAPS Group Ltd	22	22
		<u>22</u>	<u>22</u>
	Unlisted shares in the MAPS Group Limited are valued at cost. Dividends are recognised when they accrue.		
Note 22	Investment property		
	Balance at beginning of financial year	2,600	-
	Transfers from property	-	3,981
	Disposals	-	-
	Fair value adjustments	(165)	(1,381)
	Balance at end of financial year	<u>2,435</u>	<u>2,600</u>
	Valuation of investment property has been determined in accordance with an independent valuation by Mr Gino Mitrione, Fellow of Australian Property Institute, who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.		
Note 23	Intangible assets		
	Software	577	59
		<u>577</u>	<u>59</u>
		Software	
		\$'000	
	Gross carrying amount		
	Balance at 1 July 2015	59	-
	Additions from internal developments	-	-
	Additions from software providers	524	-
	Balance at 30 June 2016	<u>583</u>	-
	Accumulated amortisation and impairment		
	Balance at 1 July 2015	-	-
	Amortisation expense	(6)	-
	Balance at 30 June 2016	<u>(6)</u>	-
	Net book value at 30 June 2016	<u>577</u>	-

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Notes to the Financial Report
For the Year Ended 30 June 2016

Note 24 Property, plant and equipment, infrastructure

Summary of property, plant and equipment and infrastructure

	At Fair Value 30 June 2016 \$'000	Accumulated Depreciation \$'000	WDV 30 June 2016 \$'000	At Fair Value 30 June 2015 \$'000	Accumulated Depreciation \$'000	WDV 30 June 2015 \$'000
Land	1,031,662	-	1,031,662	940,676	-	940,676
Buildings	340,186	(120,426)	219,760	273,084	(58,512)	214,572
Plant and Equipment	24,648	(14,975)	9,673	23,302	(13,991)	9,311
Infrastructure	1,864,982	(269,564)	1,595,418	1,788,586	(249,011)	1,539,575
Work in Progress	24,446	-	24,446	22,786	-	22,786
	3,285,924	(404,965)	2,880,959	3,048,434	(321,514)	2,726,919

Summary of Work in Progress

	Opening WIP \$'000	Additions \$'000	Transfers \$'000	Write Offs \$'000	Closing WIP \$'000
Land	1,677	3,946	(474)	-	5,149
Buildings	11,085	6,713	(6,634)	-	11,164
Plant and Equipment	315	149	-	-	464
Infrastructure	9,396	4,531	(6,683)	-	7,244
Other	313	112	-	-	425
	22,786	15,451	(13,791)	-	24,446

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Notes to the Financial Report
For the Year Ended 30 June 2016

Note 24 Property, plant and equipment, infrastructure (cont'd)

Land and Buildings	Land \$'000	Land Under Roads \$'000	Total Land \$'000	Buildings \$'000	Total Buildings \$'000
At fair value 1 July 2015	940,093	583	940,676	273,084	273,084
Accumulated Depreciation at 1 July 2015	-	-	-	(58,512)	(58,512)
	940,093	583	940,676	214,572	214,572
Movements in fair value					
Acquisition of assets at fair value	1,557	-	1,557	7,274	7,274
Revaluation increments/decrements	47,789	1	47,790	68,750	68,750
Contributions - Non-monetary assets	34,894	15	34,909	-	-
*Found/(Lost) Assets	4,948	-	4,948	(12,906)	(12,906)
Fair value of assets disposed	-	-	-	(1,080)	(1,080)
Transfers	1,782	-	1,782	5,064	5,064
	90,970	16	90,986	67,102	67,102
Movements in accumulated depreciation					
Depreciation and amortisation	-	-	-	(3,735)	(3,735)
Accumulated depreciation of disposals	-	-	-	118	118
Revaluation increments/decrements	-	-	-	(58,559)	(58,559)
Transfers	-	-	-	262	262
	-	-	-	(61,914)	(61,914)
At fair value 30 June 2016	1,031,063	599	1,031,662	340,186	340,186
Accumulated depreciation at 30 June 2016	-	-	-	(120,426)	(120,426)
	1,031,063	599	1,031,662	219,760	219,760

Land and Buildings	Land \$'000	Land Under Roads \$'000	Total Land \$'000	Buildings \$'000	Total Buildings \$'000
At fair value 1 July 2014	926,721	568	927,289	249,886	249,886
Accumulated Depreciation at 1 July 2014	-	-	-	(55,650)	(55,650)
	926,721	568	927,289	194,236	194,236
Movements in fair value					
Acquisition of assets at fair value	1,661	-	1,661	15,512	15,512
Revaluation increments/decrements	(5,430)	-	(5,430)	-	-
Contributions - Non-monetary assets	17,873	15	17,888	6,673	6,673
Fair value of assets disposed	(452)	-	(452)	-	-
Transfer to investment property	(1,143)	-	(1,143)	(3,735)	3,735
Transfers	863	-	863	4,748	4,748
	13,372	15	13,387	23,198	23,198
Movements in accumulated depreciation					
Depreciation and amortisation	-	-	-	(3,759)	(3,759)
Accumulated depreciation of disposals	-	-	-	-	-
Transfer to investment property	-	-	-	897	-
Revaluation increments/decrements	-	-	-	(2,862)	(3,759)
	-	-	-	-	-
At fair value 30 June 2015	940,093	583	940,676	273,084	273,084
Accumulated depreciation at 30 June 2015	-	-	-	(58,512)	(58,512)
	940,093	583	940,676	214,572	214,572

* Council has an ongoing program of asset assessment and review which may result in the identification of assets which have not previously been recorded in the asset registers. In 2015/16 a number of duplicate buildings were identified and amended in the building asset register resulting in an adjustment for "lost" buildings.

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Notes to the Financial Report
For the Year Ended 30 June 2016

Note 24 Property, plant and equipment, infrastructure (cont'd)

Plant and Equipment	Furniture and equipment \$'000	Plant and equipment \$'000	Artworks \$'000	Total Plant and Equipment \$'000
At fair value 1 July 2015	8,533	11,940	2,829	23,302
Accumulated Depreciation at 1 July 2015	(7,329)	(6,662)	-	(13,991)
	1,204	5,278	2,829	9,311
Movements in fair value				
Acquisition of assets at fair value	849	1,469	66	2,384
Revaluation increments/decrements	-	-	-	-
Contributions - Non-monetary assets	-	-	-	-
Fair value of assets disposed	-	(1,038)	-	(1,038)
Transfers	-	-	-	-
	849	431	66	1,346
Movements in accumulated depreciation				
Depreciation and amortisation	(460)	(1,332)	-	(1,792)
Accumulated depreciation of disposals	-	808	-	808
	(460)	(524)	-	(984)
At fair value 30 June 2016	9,382	12,371	2,895	24,648
Accumulated depreciation at 30 June 2016	(7,789)	(7,186)	-	(14,975)
	1,593	5,185	2,895	9,673

Plant and Equipment	Furniture and equipment \$'000	Plant and equipment \$'000	Artworks \$'000	Total Plant and Equipment \$'000
At fair value 1 July 2014	8,397	11,274	1,955	21,626
Accumulated Depreciation at 1 July 2014	(6,719)	(6,202)	-	(12,921)
	1,678	5,072	1,955	8,705
Movements in fair value				
Acquisition of assets at fair value	619	2,049	57	2,725
Revaluation increments/decrements	-	-	497	497
Contributions - Non-monetary assets	-	-	360	360
Fair value of assets disposed	(483)	(1,383)	(40)	(1,906)
Transfers	-	-	-	-
	136	666	874	1,676
Movements in accumulated depreciation				
Depreciation and amortisation	(610)	(1,341)	-	(1,951)
Accumulated depreciation of disposals	-	881	-	881
	(610)	(460)	-	(1,070)
At fair value 30 June 2015	8,533	11,940	2,829	23,302
Accumulated depreciation at 30 June 2015	(7,329)	(6,662)	-	(13,991)
	1,204	5,278	2,829	9,311

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Notes to the Financial Report
For the Year Ended 30 June 2016

Note 24 Property, plant and equipment, infrastructure (cont'd)

Infrastructure	Roads \$'000	Drainage \$'000	Bridges \$'000	Playgrounds \$'000	Telecommunication conducts \$'000	Public Lighting \$'000	Work in progress \$'000	Total Infrastructure \$'000
At fair value 1 July 2015	1,294,189	409,921	26,218	9,672	25,319	23,267	22,786	1,811,372
Accumulated Depreciation at 1 July 2015	(149,920)	(75,549)	(5,555)	(6,402)	(3,296)	(3,287)	-	(249,011)
	1,144,269	334,372	20,663	3,270	22,021	14,980	22,786	1,562,361
Movements in fair value								
Acquisition of assets at fair value	12,291	141	-	81	-	-	15,451	27,964
Revaluation increments/decrements	(16,160)	21,911	628	717	428	395	-	7,919
Contributions - Non-monetary assets	48,674	10,696	-	88	-	552	-	60,000
*Found assets	-	1,104	-	-	-	31	-	1,135
Fair value of assets disposed	(9,874)	(382)	-	(272)	(1,338)	(8)	-	(11,854)
Transfers	6,518	-	165	-	-	-	(13,791)	(7,108)
	41,449	33,480	628	779	(910)	970	1,650	78,056
Movements in accumulated depreciation								
Depreciation and amortisation	(11,079)	(4,427)	(311)	(486)	(486)	(1,229)	-	(18,028)
Accumulated depreciation of disposals	3,746	123	-	269	175	3	-	4,316
Revaluation increments/decrements	(3,343)	(3,236)	(94)	-	(56)	(112)	-	(6,841)
	(10,676)	(7,540)	(405)	(217)	(367)	(1,338)	-	(20,553)
At fair value 30 June 2016	1,335,638	443,401	26,846	10,451	24,409	24,237	24,446	1,899,428
Accumulated depreciation at 30 June 2016	(160,595)	(83,089)	(5,960)	(6,629)	(3,665)	(9,625)	-	(269,564)
	1,175,042	360,312	20,886	3,822	20,744	14,612	24,446	1,629,864
Infrastructure								
At fair value 1 July 2014	1,285,225	397,393	25,897	10,300	25,069	22,646	14,170	1,780,730
Accumulated Depreciation at 1 July 2014	(151,617)	(70,785)	(5,199)	(5,823)	(2,764)	(7,084)	-	(243,272)
	1,133,608	326,608	20,698	4,477	22,305	15,562	14,170	1,537,458
Movements in fair value								
Acquisition of assets at fair value	6,598	323	-	-	-	-	14,887	21,798
Revaluation increments/decrements	(24,410)	(2,185)	259	(917)	250	224	-	(26,779)
Contributions - Non-monetary assets	26,256	12,161	-	259	-	566	-	39,304
*Found assets	-	2,117	-	-	-	50	-	2,167
Fair value of assets disposed	-	(18)	-	-	-	(219)	-	(237)
Transfers	530	130	-	-	-	-	(6,271)	(5,611)
	8,984	12,528	321	(658)	250	621	8,616	30,642
Movements in accumulated depreciation								
Depreciation and amortisation	(10,892)	(4,099)	(304)	(579)	(506)	(1,163)	-	(17,543)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-
Revaluation increments/decrements	12,589	(695)	(52)	(28)	(40)	(40)	-	11,804
	1,097	(4,764)	(356)	(579)	(534)	(1,203)	-	(5,730)
At fair value 30 June 2015	1,294,189	409,921	26,218	9,672	25,319	23,267	22,786	1,811,372
Accumulated depreciation at 30 June 2015	(149,920)	(75,549)	(5,555)	(6,402)	(3,296)	(3,287)	-	(249,011)
	1,144,269	334,372	20,663	3,270	22,021	14,980	22,786	1,562,361

* Council has an ongoing program of asset assessment and review which may result in the identification of assets which have not previously been recorded in the asset registers.

Note 24 Property, plant and equipment, infrastructure (cont'd)*Valuation of land and buildings*

Valuation of land and buildings was undertaken by City of Whittlesea's Manager Property & Valuation Services, Mr Gino Mitrone, Fellow of Australian Property Institute as at 30 June 2016. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for engloba (undeveloped and/or unserved) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2016 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000
Specialised land	-	-	\$1,031,662
Specialised buildings	\$ 7,262	\$ 36,019	\$ 176,479
Total	\$ 7,262	\$ 36,019	\$1,208,141

Valuation of infrastructure

Valuation of infrastructure assets has been determined in accordance with a valuation undertaken by Council's Acting Manager City Design and Transport, Mr. Louie D'Amore, Bachelor of Engineering (Civil)

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2016 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000
Roads	-	-	\$1,175,042
Bridges	-	-	\$ 20,886
Drainage	-	-	\$ 360,312
Playgrounds	-	-	\$ 3,822
Telecommunication Conduits	-	-	\$ 20,744
Public Lighting	-	-	\$ 14,612
Total	-	-	\$1,595,418

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Note 24	Property, plant and equipment, infrastructure (cont'd)	2016 \$'000	2015 \$'000
	<i>Description of significant unobservable inputs into level 3 valuations</i>		
	<p>Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0.033 and \$2,512 per square metre.</p> <p>Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$275 to \$5200 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 30 years to 150 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.</p> <p>Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 10 years to 120 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.</p>		
	Reconciliation of specialised land		
	Land	1,031,063	940,093
	Land under roads	599	583
	Total specialised land	1,031,662	940,676

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Notes to the Financial Report
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		2016 \$'000	2015 \$'000
Note 25	Trade and other payables		
	Current		
	Trade Creditors	7,819	6,675
	Accrued expenses	12,198	13,232
	Other	1,965	1,947
		<u>21,982</u>	<u>21,854</u>

Note 26	Trust funds and deposits		
	Retentions	29	29
	Refundable Deposits	8,181	5,840
	Other trusts / deposits	462	351
		<u>8,672</u>	<u>6,220</u>

Purpose and nature of items

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

All trust amounts are not to be used for any purpose other than their intended use and are therefore considered 'restricted'. (Refer Note 16)

Note 27	Provisions	Annual leave	Long service leave	Other*	Total
		\$ '000	\$ '000	\$ '000	\$ '000
	2016				
	Balance at beginning of the financial year	5,697	13,050	349	19,096
	Additional provisions	559	2,200	95	2,854
	Amounts used	(200)	(1,644)	(267)	(2,111)
	Balance at the end of the financial year	<u>6,056</u>	<u>13,606</u>	<u>177</u>	<u>19,839</u>
	2015				
	Balance at beginning of the financial year	5,486	11,613	313	17,412
	Additional provisions	372	2,157	72	2,601
	Amounts used	(161)	(720)	(36)	(917)
	Balance at the end of the financial year	<u>5,697</u>	<u>13,050</u>	<u>349</u>	<u>19,096</u>
	(a) Employee provisions				
	Current				
	Annual leave - expected to be taken within 12 months			4,433	4,235
	Annual leave - expected to be taken after 12 months			1,623	1,462
	Long Service leave - expected to be taken within 12 months			876	840
	Long Service leave - expected to be taken after 12 months			10,298	9,908
	Other - expected to be taken within 12 months*			177	349
				<u>17,407</u>	<u>16,794</u>
	* Other represents accumulated staff time in lieu and rostered days off.				
	Current employee benefits that are expected to be taken within 12 months from the end of the period are measured at nominal value.				
	Current employee benefits that are expected to be taken after 12 months from the end of the period are measured at discounted value.				
	Non-current				
	Long service leave			2,432	2,302
				<u>2,432</u>	<u>2,302</u>
	Aggregate carrying amount of employee benefits:				
	Current			17,407	16,794
	Non-current			2,432	2,302
				<u>19,839</u>	<u>19,096</u>
	Average employee numbers during the year (not in \$'000)			752	766

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Note 27

Provisions (cont.)

The following assumptions were adopted in measuring the present value of employee benefits:

Weighted average increase in employee costs	4.12%	4.44%
Weighted average discount rates	1.79%	2.53%
Weighted average settlement period (months)	12	12

Note 28

Interest-bearing loans and borrowings

Bank borrowings - Secured

	2016 \$'000	2015 \$'000
Current	2,349	2,173
Non-current	28,096	30,445
	<u>30,445</u>	<u>32,618</u>

The maturity profile for Council's borrowings is:

Not later than one year	2,349	2,173
Later than one year and not later than five years	18,305	18,956
Later than five years	9,791	11,489
	<u>30,445</u>	<u>32,618</u>

City of Whittlesea

Notes to the Financial Report
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	2016 \$'000	2015 \$'000
Note 29 Reserves		
(a) Summary		
The economic entity at the end of the reporting period held the following reserve balances:		
Asset revaluation reserves	626,796	567,737
Asset replacement reserve	47,164	48,331
Asset development reserve	53,911	41,283
	<u>727,871</u>	<u>657,351</u>

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
(b) Asset revaluation reserves			
2016			
Buildings	68,262	10,191	78,453
Land	278,950	47,790	326,740
Artworks	1,726	-	1,726
Infrastructure	218,799	1,078	219,877
	<u>567,737</u>	<u>59,059</u>	<u>626,796</u>
2015			
Buildings	68,262	-	68,262
Land	284,380	(5,430)	278,950
Artworks	1,229	497	1,726
Infrastructure	233,772	(14,973)	218,799
	<u>587,643</u>	<u>(19,906)</u>	<u>567,737</u>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
(c) Other reserves*				
2016				
Asset replacement reserve	48,331	(24,224)	23,057	47,164
Asset development reserve	41,283	(5,714)	18,342	53,911
	<u>89,614</u>	<u>(29,938)</u>	<u>41,399</u>	<u>101,075</u>
2015				
Asset replacement reserve	44,736	23,000	(19,405)	48,331
Asset development reserve	37,130	12,875	(8,722)	41,283
	<u>81,866</u>	<u>35,875</u>	<u>(28,127)</u>	<u>89,614</u>

*see below for breakdown of other reserves

City of Whittlesea

Notes to the Financial Report
For the Year Ended 30 June 2016

	2016 \$'000	2015 \$'000
Note 29 Reserves (cont.)		
<i>Asset replacement reserve</i>		
Plant replacement	7,488	7,989
Tip replacement	12,162	11,717
Computer equipment replacement	41	33
Land sales	2,980	6,927
Non Standard Street lighting contributions	2,693	2,570
Synthetic Turf replacement	1,250	1,040
Green Waste Bin replacement	2,292	1,441
Traffic Lights construction	293	359
Lutheran Church	380	380
Unspent budgeted capital works	8,206	5,200
Unspent recurrent projects	4,043	9,926
Technology improvement fund	2,600	2,897
LASF defined benefit plan liability	1,462	(2,148)
Other	1,274	-
	<u>47,164</u>	<u>48,331</u>
<i>Asset development reserve</i>		
Parklands contribution	1,173	2,677
Community facilities	44,545	31,884
Car parking	28	28
Planning Permit Drainage Levy	2,507	2,251
Net Gain Compensation	3,829	3,506
Plenty Road Duplication	1,075	937
Other	754	-
	<u>53,911</u>	<u>41,283</u>

Purpose of Reserves*Asset replacement reserve*

Plant replacement	Enable replacement of fleet and heavy plant
Tip replacement	Support tip restoration requirements as per EPA licences
Computer equipment replacement	Enable replacement of computing equipment
Land sales	Accumulate funds for land purchases and asset development as determined by Council
Non Standard Street lighting contributions	Maintain non-standard lights for agreed period
Synthetic Turf replacement	Enable replacement of Synthetic Turf Pitches at designated locations
Green Waste Bin replacement	Enable replacement of Green Waste Bins
Traffic Lights construction	Maintain traffic signals for agreed period
Lutheran Church	Enable funding to purchase the church site
Unspent budgeted capital works	Recognise outstanding liability for incomplete capital works projects
Unspent recurrent projects	Recognise outstanding liability for incomplete recurrent works projects
Technology improvement fund	Enable replacement of technology hardware and software
LASF defined benefit plan liability	Protection against future calls on employees defined benefits superannuation fund

Asset development reserve

Parklands contribution	Provision of open space and associated infrastructure
Community facilities	Developer contributions received for future community facilities and assets
Car parking	Provision of car parking spaces
Planning Permit Drainage Levy	Expand drainage infrastructure to absorb extra inflow due to multi-unit developments
Net Gain Compensation	Replanting of trees as per planning permit condition
Plenty Road Duplication	Funding for Plenty Road duplication works

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

	2016 \$'000	2015 \$'000
Note 30 (a)		
Reconciliation of surplus to cash flows from operating activities		
Net result for year	111,140	90,138
Share of net profits of associate	(186)	(322)
Depreciation	23,560	23,255
Contributions - Non-monetary assets	(94,909)	(64,223)
(Profit)/loss on disposal of infrastructure, property, plant and equipment	8,295	672
Finance costs	2,153	2,191
Found assets	6,823	(2,167)
Fair value adjustments for investment property	165	1,381
Other including GST related to investing activities	3,823	4,050
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in trade and other receivables	(3,303)	(1,571)
(Increase)/decrease in inventories	(60)	49
(Increase)/decrease in other assets	456	(794)
Increase/(decrease) in trade and other payables	128	8,097
(Decrease)/increase in trust funds and deposits	2,452	563
Increase/(decrease) in employee provisions	743	1,684
Net cash provided by/(used in) operating activities	<u>61,280</u>	<u>63,003</u>
Note 30 (b)		
Reconciliation of cash and cash equivalents		
Cash and cash equivalents (see Note 16)	4,587	34,616
Less used bank overdraft	-	-
	<u>4,587</u>	<u>34,616</u>
Note 31		
Financing arrangements		
Bank overdraft	200	200
Used facilities	-	-
Unused facilities	<u>200</u>	<u>200</u>

The bank balance at balance date reflects council's cashbook position. Overdraft facilities were not utilised as at 30 June 2016.

Note 32 Superannuation

The City of Whittlesea makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Operating Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2016, this was 9.5% as required under Superannuation Guarantee legislation).

Defined Benefit

The City of Whittlesea does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

The City of Whittlesea makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary.

As at 30 June 2015, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 105.8%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns 7.0% pa
Salary information 4.25% pa
Price inflation (CPI) 2.50% pa.

Vision Super has advised that the VBI at 30 June 2016 was 102.0%. The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 2015 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

Regular contributions

On the basis of the results of the 2015 interim actuarial investigation conducted by the Fund's Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2016, this rate was 9.5% of members' salaries (9.5% in 2014/2015). This rate will increase in line with any increase to the contribution rate. Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Note 32 Superannuation (cont.)***Funding calls***

If the defined benefit category is in an unsatisfactory financial position at actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

2015 Interim actuarial investigation surplus amounts

The Fund's interim actuarial investigation as at 30 June 2015 identified the following in the defined benefit category of which Council is a contributing employer:

- A VBI surplus of \$130.8 million; and
- A total service liability surplus of \$239 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2015. The total service liability surplus means that the current value of the assets in the Fund's defined benefit category plus expected future contributions exceeds the value of expected future benefits and expenses. Council was notified of the 30 June 2015 VBI during August 2015.

Future superannuation contributions

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2017 is \$352k.

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 33

Commitments

The Council has entered into the following commitments

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than two years and not later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000
2016				
<i>Operating</i>				
Consultancy	29	-	-	29
Building maintenance	1,545	447	610	2,602
Health	125	125	23	273
Information technology and systems	2,129	701	454	3,284
Transport & local laws	262	15	-	277
Infrastructure	89	-	-	89
Parks Maintenance	10,178	10,131	7,598	27,907
Leisure	1,352	1,180	-	2,532
Other	923	381	120	1,424
	<u>16,632</u>	<u>12,980</u>	<u>8,805</u>	<u>38,417</u>
<i>Capital</i>				
Parks & Gardens	574	104	-	678
Building and infrastructure construction	16,120	946	271	17,337
	<u>16,694</u>	<u>1,050</u>	<u>271</u>	<u>18,015</u>
2015				
	\$'000	\$'000	\$'000	\$'000
<i>Operating</i>				
Consultancy	172	-	-	172
Building maintenance	4,247	1,803	124	6,174
Health	188	11	1	200
Information technology and systems	3,275	2,303	1,070	6,648
Transport & local laws	487	10	-	497
Infrastructure	5,577	5,161	1,304	12,042
Parks Maintenance	11,097	816	170	12,083
Leisure	1,336	678	491	2,505
Other	3,207	847	45	4,099
	<u>29,586</u>	<u>11,629</u>	<u>3,205</u>	<u>44,420</u>
<i>Capital</i>				
Parks & Gardens	21	-	-	21
Building and infrastructure construction	8,641	3,496	324	12,461
	<u>8,662</u>	<u>3,496</u>	<u>324</u>	<u>12,482</u>

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 34	Operating leases		
	(a) Operating lease commitments	2016 \$'000	2015 \$'000
	At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):		
	Not later than one year	1,458	1,328
	Later than one year and not later than five years	3,359	3,615
	Later than five years	1,605	1,929
		<u>6,423</u>	<u>6,872</u>
	(b) Operating lease receivables		
	The Council has entered into commercial property leases on its investment property, consisting of surplus freehold office complexes. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 10 years. All leases include a CPI based revision of the rental charge annually.		
	Future minimum rentals receivable under non-cancellable operating leases are as follows:		
	Not later than one year	1,029	794
	Later than one year and not later than five years	3,858	2,276
	Later than five years	3,140	2,086
		<u>8,027</u>	<u>5,156</u>
Note 35	Contingent liabilities and contingent assets		
	Contingent liabilities		
	Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme to ensure that the liabilities of the fund are covered by the assets of the fund. As a result of the increased volatility in financial markets the likelihood of making such contributions in future periods has increased. At this point in time it is not known if additional contributions will be required, their timing or potential amount.		
	Guarantees for loans to other entities		
	Council has guaranteed one loan for the Epping RSL for \$630,000 (2014/15 \$630,000) - expires 28 February 2022. The outstanding balance on this loan as at 30 June 2016 is \$466,000. This loan does not include a redraw facility.		
	Contingent liabilities arising from public liability		
	Council is occasionally met with claims and demands allegedly arising from incidents which occur on property belonging to Council. As at 30 June 2016, there were no outstanding litigated claims against Council. Council carries \$400 million of public/products liability insurance with an excess of \$100,000 on this policy for 2016/2017 (\$100,000 in 2015/16). There are no claims of which Council is aware that would fall outside the terms of Council's policy. Therefore, the maximum liability for Council for any single claim cannot exceed the excess amount. Council's primary insurer is MAV Insurance.		
	Contingent liabilities arising from professional indemnity		
	One of Council's statutory regulatory responsibilities is the issuing of permits and approvals. Subsequently, Council is occasionally met with claims and demands allegedly arising from actions of Council or its officers. As at 30 June 2016 there were no outstanding litigated claims against Council. Council carries \$300 million of professional indemnity insurance and has an excess of \$100,000 on this policy for 2016/2017 (\$100,000 in 2015/16). There are no claims of which Council is aware which would fall outside the terms of Council's policy. Therefore, the maximum liability for Council on any single claim cannot exceed the excess amount. Council's primary insurer is MAV Insurance.		
	Contingent assets arising from sub-division developments		
	As at 30 June 2016, a number of land developments were under various stages of construction throughout the municipality. Upon completion of these works, physical infrastructure such as roads, kerbs, drainage and land will fall under the control of Council. The value of these works will be recognised as revenue under the heading of "Contributions - non-monetary assets" in the Income Statement for the 2016/2017 year.		
	Information available to Council as at 30 June 2016 indicates that approximately 67 kilometres of infrastructure assets comprising roads, footpaths, kerbs & channels, drainage, fibre optics and light poles will flow to Council during the 2016/2017 year. Applying current rates to these areas would equate to approximately \$60 million in infrastructure gifted assets being recorded as revenue for the 2016/2017 financial year.		
	The associated land values for the above developments cannot be measured reliably in dollar terms at the date of this report, so are excluded from this disclosure note.		

Note 36 Financial Instruments**(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rate.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. We manage interest rate risk by adopting an investment policy that ensures:

- diversification of investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable

There are no material financial assets which are individually determined to be impaired.

We may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in note 35.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 36 Financial Instruments (cont'd)

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate rev

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 35, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 28.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value

(e) Fair value

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

(f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +0.25% and -0.25% in market interest rates (AUD) from year-end rates of 1.75%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

	2016 \$'000	2015 \$'000
Note 37 Auditors' remuneration		
Audit fee to conduct external audit - Victorian Auditor-General	63	57
Internal audit fees - PricewaterhouseCoopers	153	151
	<u>216</u>	<u>208</u>

Note 38 Events occurring after balance sheet date

No events occurred after balance sheet date that would materially affect this financial report had they occurred within this reporting period.

Note 39 Related party transactions

(i) Responsible Persons

Names of persons holding the position of a Responsible Person at the Council at any time during the year are:

Councillors

Cr Sam Alessi
Cr Rex Griffin
Cr Ken Harris
Cr Norm Kelly (Deputy Mayor From 1 July 2015 to 30 June 2016)
Cr Ricky Kirkham (Mayor From 1 July 2015 to 4 November 2015)
Cr Stevan Kozmevski (Mayor From 5 November 2015 to 30 June 2016)
Cr Mary Lalios
Cr Kris Pavlidis
Cr Darryl Sinclair
Cr Adrian Spinelli
Cr Christine Stow

Chief Executive Officer

Mr David Turnbull (1/7/15 - 15/4/16)
Mr Michael Wootten (18/4/16 - 30/6/16)

City of Whittlesea
2015/2016 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2016

Note 39 (cont) Related party transactions

(ii) Remuneration of Responsible Persons

The numbers of Responsible Officers, whose total remuneration from Council and any related entities fall within the following bands:

	2016 No.	2015 No.
\$0 - \$9,999	-	-
\$20,000 - \$29,999	-	-
\$30,000 - \$39,999	9	9
\$50,000 - \$59,999	1	1
\$60,000 - \$69,999	1	-
\$70,000 - \$79,999	1	1
\$300,000 - \$309,999	-	-
\$330,000 - \$339,999	-	1
\$680,000 - \$689,999 *	1	-
	<u>13</u>	<u>12</u>
	\$'000	\$'000
	1,161	743

Total Remuneration for the reporting year for Responsible Persons included above amounted to:

* Includes payout of unused leave and other entitlements.

(iii) No retirement benefits have been made by the Council to a Responsible Person. (2014/15, Nil).

(iv) No loans have been made, guaranteed or secured by the Council to a Responsible Person during the reporting year (2014/15, Nil).

(v) Other Transactions

No transactions other than remuneration payments or the reimbursement of approved expenses were entered into by Council with Responsible Persons, or Related Parties of such Responsible Persons during the reporting year (2014/15, Nil).

(vi) Senior Officers Remuneration

A Senior Officer other than a Responsible Person, is an officer of Council whose total annual remuneration exceeds \$139,000, or if remuneration is less than \$139,000 has management responsibilities and reports directly to the Chief Executive Officer.

The number of Senior Officers other than the Responsible Persons, are shown below in their relevant income bands:

Income Range:	2016 No.	2015 No.
< \$139,000	-	3
\$139,000 - \$139,999	3	5
\$140,000 - \$149,999	9	8
\$150,000 - \$159,999	9	6
\$160,000 - \$169,999	5	9
\$170,000 - \$179,999	7	3
\$180,000 - \$189,999	2	4
\$190,000 - \$199,999	5	1
\$200,000 - \$209,999	-	2
\$210,000 - \$219,999	-	2
\$220,000 - \$229,999	1	-
\$230,000 - \$239,999	1	1
\$240,000 - \$249,999	1	1
\$250,000 - \$259,999	3	-
\$260,000 - \$269,999	-	2
\$300,000 - \$309,999 *	1	-
\$450,000 - \$459,999 *	1	-
\$560,000 - \$569,999 *	1	-
	<u>49</u>	<u>47</u>
	\$'000	\$'000
	9,302	7,846

Total Remuneration for the reporting year for Senior Officers included above, amounted to:

* Includes payout of unused leave and other entitlements.

City of Whittlesea
2015/2016 Financial Report

Certification of the Financial Report

In my opinion the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting) Regulations 2014, Australian Accounting Standards and other mandatory professional reporting requirements.

Helen Sui
Principal Accounting Officer

Date :
Civic Centre, South Morang

In our opinion the accompanying financial report presents fairly the financial transactions of City of Whittlesea for the year ended 30 June 2016 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial report to be misleading or inaccurate.

We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2014 to certify the financial statements in their final form.

Stevan Kozmevski
Councillor

Date :
Civic Centre, South Morang

Ricky Kirkham
Councillor

Date :
Civic Centre, South Morang

Michael Woollen
Chief Executive Officer

Date :
Civic Centre, South Morang



Performance Statement

*For the year ended
30 June 2016*

Performance Statement

For the year ended 30 June 2016

Description of municipality

The City of Whittlesea is one of the fastest growing municipalities in Australia. It currently welcomes around 8,000 new residents per year (about 156 a week) and 63 babies are born every week. The City's population is approximately 202,731 residents and is expected to reach 333,700 by 2036. For over the last decade, South Morang has been rated Australia's fastest growing Suburb.

Our growth does not only take place in newer suburbs. There is also substantial redevelopment set to take place in established areas such as Epping, Thomastown and Lalor.

The City of Whittlesea is located on Melbourne's metropolitan fringe, approximately 20km north of the CBD. Covering 490 square kilometres, it is a large municipality containing established urban, growth and rural areas. The City includes the major rural centre of Whittlesea, the rural localities of Beveridge, Donnybrook, Eden Park, Humevale, Kinglake West, Wollert, Woodstock and Yan Yean as well as the established and growing urban suburbs of Bundoora, Doreen, Epping, Lalor, Mernda, Mill Park, South Morang and Thomastown.

The Wurundjeri Willum people were the original inhabitants of this area and are the traditional owners of this land. Today, the City has the fourth highest Aboriginal and Torres Strait Islander population in Victoria.

The City of Whittlesea is a diverse community. More than a third of the population were born overseas, with the majority coming from countries where English is not the first language and over 40% speak a language other than English at home. The most common languages spoken other than English are Macedonian, Italian, Greek, Arabic and Vietnamese.

Sustainable Capacity Indicators

For the year ended 30 June 2016

Indicator/measure	Results		Material Variations
	2015	2016	
Population			
Expenses per head of municipal population [Total expenses / Municipal population]	\$918.76	\$922.02	No Material Variations.
Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$9,551.80	\$9,464.31	No Material Variations.
Population density per length of road [Municipal population / Kilometres of local roads]	151.95	153.01	No Material Variations.
Own-source revenue			
Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$805.82	\$744.66	No Material Variations.
Recurrent grants			
Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$182.02	\$108.84	50% of 2015/16 allocated Commonwealth Federal Assistance grant was prepaid in 2014/15.
Disadvantage			
Relative socio-economic disadvantage [Index of Relative Socio-economic Disadvantage by decile]	6	6	No material variations.

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Service Performance Indicators

For the year ended 30 June 2016

Service/indicator/measure	Results		Material Variations
	2015	2016	
Aquatic facilities			
Utilisation			
Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	6.41	5.98	14/15 recalculated. The utilisation of aquatic facilities was 6.41 in 14/15.
Animal management			
Health and safety			
Animal management prosecutions [Number of successful animal management prosecutions]	5	2	2 Dog attack prosecution cases presented to Magistrates Court with a 100% success rate.
Food safety			
Health and safety			
Critical and major non-compliance notifications [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	85%	99.24%	During 2015/16 Council issued 132 critical and major non-compliance outcomes related to a range of Food Act inspections and assessments, a total of 131 (99%) were followed up.
Governance			
Satisfaction			
Satisfaction with council decisions [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	64	58	No Material Variations.
Home and community care			
Participation			
Participation in HACC service [Number of people that received a HACC service / Municipal target population for HACC services] x100	10.0%	13.5%	Participation levels are based on population data. All eligible clients have received services that have been required.
Participation			
Participation in HACC service by CALD people [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	14.0%	13.7%	No Material Variations.

Service/indicator/measure	Results		Material Variations
	2015	2016	
Libraries			
Participation			
Active library members [Number of active library members / Municipal population] x100	16.00%	13.83%	Periodic maintenance of the membership data base results in those members who have not used their card in the past two years being removed from the membership list, resulting in a reduction in membership numbers as evidenced in the 2015/16 results.
Maternal and child health			
Participation			
Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	72.0%	70.8%	Between the 2 years and 3.5 years Key Age and Stage visits there is a minimum of 18 month gap where enrolled children do not access the service.
Participation			
Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	66.0%	63.5%	Families have the choice of using Maternal and Child Health at City of Whittlesea and Aboriginal controlled services. The families may choose to use both services depending on their needs.
Roads			
Satisfaction			
Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	65.0	64.0	No Material Variations.
Statutory Planning			
Decision making			
Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	62.0%	55.6%	The reduced percentage reflects a greater number of council decisions being not supported at VCAT.
Waste Collection			
Waste diversion			
Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	43%	39.86%	No Material Variations.

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the Home and Community Care Act 1985 of the Commonwealth

"HACC service" means home help, personal care or community respite provided under the HACC program

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"target population" has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

Financial Performance Indicators

For the year ended 30 June 2016

Dimension/indicator/measure	Results		Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	
Efficiency							
Revenue level							
Average residential rate per residential property assessment	\$1,378	\$1,383	\$1,438	\$1,449	\$1,462	\$1,478	No Material Variations.
[Residential rate revenue / Number of residential property assessments]							
Expenditure level							
Expenses per property assessment	\$2,337	\$2,280	\$2,432	\$2,438	\$2,504	\$2,483	No Material Variations.
[Total expenses / Number of property assessments]							
Workforce turnover							
Resignations and terminations compared to average staff	8%	7.2%	8.4%	8.3%	8.3%	8.2%	No Material Variations.
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100							
Liquidity							
Working capital							
Current assets compared to current liabilities	303.3%	316.0%	286.3%	282.7%	249.4%	239.8%	No Material Variations.
[Current assets / Current liabilities] x100							

Dimension/indicator/measure	Results		Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	
Unrestricted cash							
Unrestricted cash compared to current liabilities	137.35%	131.28%	121.8%	159.9%	132.1%	143.5%	No Material Variations.
[Unrestricted cash / Current liabilities] x100							
Obligations							
Asset renewal							
Asset renewal compared to depreciation	12.06%	24.49%	30.3%	29.0%	28.1%	26.6%	Asset renewal works increased in 15/16 in line with assets management plans.
[Asset renewal expenses / Asset depreciation] x100							
Loans and borrowings							
Loans and borrowings compared to rates	27.0%	23.3%	20.6%	24.3%	38.8%	44.9%	The upward trend is reflective of planned future borrowings for a number of capital projects.
[Interest bearing loans and borrowings / Rate revenue] x100							
Loans and borrowings							
Loans and borrowings repayments compared to rates	3.5%	3.2%	3.2%	3.3%	4.2%	7.4%	The upward trend is reflective of planned future borrowings for a number of capital projects.
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100							
Indebtedness							
Non-current liabilities compared to own source revenue	21.7%	21.0%	19.0%	23.0%	34.1%	41.5%	The upward trend is reflective of planned future borrowings for a number of capital projects.
[Non-current liabilities / Own source revenue] x100							

Dimension/indicator/measure	Results		Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	
Operating position							
Adjusted underlying result							
Adjusted underlying surplus (or deficit)	5.15%	-6.58%	1.68%	2.6%	1.69%	0.95%	50% of 2015/16 allocated Commonwealth Federal Assistance grant was prepaid in 2014/15.
[Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100							
Stability							
Rates concentration							
Rates compared to adjusted underlying revenue	65.8%	76.2%	69.7%	69.7%	69.3%	70.6%	50% of 2015/16 allocated Commonwealth Federal Assistance grant was prepaid in 2014/15.
[Rate revenue / Adjusted underlying revenue] x100							
Rates effort							
Rates compared to property values	0.3%	0.35%	0.4%	0.4%	0.4%	0.4%	No Material Variations.
[Rate revenue / Capital improved value of rateable properties in the municipality] x100							
Definitions	<p>"adjusted underlying revenue" means total income other than:</p> <p>(a) non-recurrent grants used to fund capital expenditure; and</p> <p>(b) non-monetary asset contributions; and</p> <p>(c) contributions to fund capital expenditure from sources other than those referred to above</p> <p>"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure</p> <p>"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability</p> <p>"current assets" has the same meaning as in the AAS</p> <p>"current liabilities" has the same meaning as in the AAS</p> <p>"non-current assets" means all assets other than current assets</p> <p>"non-current liabilities" means all liabilities other than current liabilities</p> <p>"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the</p>						

period covered by a council's Strategic Resource Plan
"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants
"population" means the resident population estimated by council
"rate revenue" means revenue from general rates, municipal charges, service rates and service charges
"recurrent grant" means a grant other than a non-recurrent grant
"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties
"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Other Information

For the year ended 30 June 2016

1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 23 June 2016 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

Helen Sui
Principal Accounting Officer
Dated:

In our opinion, the accompanying performance statement of the (*council name*) for the year ended 30 June 2016 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.

Stevan Kozmevski
Councillor
Dated:

Ricky Kirkham
Councillor
Dated:

Michael Wootten
Chief Executive Officer
Dated:



Unconfirmed Audit & Risk Committee Minutes

5pm Thursday
25 August 2016

Location: Council Chamber, Civic Centre

	Present	Apology
Members:		
Independents		
Michael Said, Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Homi Burjorjee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael Ulbrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillors		
Cr Stevan Kozmevski, Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ricky Kirkham	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers:		
Michael Wootten, Chief Executive Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Helen Sui, Director Corporate Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Darryl Nelson, Manager Finance & Assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amy Montalti, Team Leader Financial Accounting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Gauci, Internal Compliance Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sam Dureau, Manager One Whittlesea	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Echeverry, Corporate Planner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In attendance:		
Phillip Delahunty, Partner, RSD	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Audit & Risk Committee Minutes
Thursday 25 August 2016



Matters in Discussion

1. DISCLOSURE OF CONFLICTS OF INTEREST

No declarations were made.

2. CEO'S REPORT ON COMPLIANCE/NON-COMPLIANCE WITH LEGISLATION AND POLICIES

The CEO advised the Committee that there were no issues of non-compliance to report.

3. CONSIDER AND REVIEW FINAL DRAFT OF 2015/2016 ANNUAL FINANCIAL REPORT

Papers distributed to Committee members prior to meeting were as follows:

- 2015/2016 Draft Annual Financial Statements
- 2015/2016 Draft Performance Statement
- Closing Report to the Audit & Risk Committee for the Year Ended 30 June 2016
- Management Letter for the Year Ended 30 June 2016

The Committee was requested to review in detail the Financial Statements and Performance Statement and submit any queries to Council Officers prior to the meeting so that clarification and/or comment could be prepared.

Based on the Committee's comments, an updated version of the Financial Statements and Performance Statement were provided to the Committee members at the commencement of the meeting.

Draft Annual Financial Statements for the Year Ended 30 June 2016

The Committee progressively reviewed the Financial Statements, with Officers responding to questions from the Committee. As discussion ensued, Officers advised of changes that had been made to the version previously provided to Committee members.

Phillip Delahunty of RSD joined the meeting at 5.25 pm.

Management advised that based on discussion with the External Auditor (RSD), who had been provided with advice by the Victorian Auditor General's Office (VAGO), it had removed *Note 2a – Reconciliation of Comprehensive Result to Underlying Surplus/(Deficit)* (Note 2a) from the updated version of the Financial Statements. RSD noted it was the view of VAGO that such a note should be included in the Annual Report rather than the Financial Statements.

The Committee expressed its disappointment with VAGO's view and suggested that Management should reconsider its position in relation to Note 2a. The Committee was of the view that it was only a legislative requirement for Management to follow the Model Accounts at a minimum, with Management to determine if it wished to include any additional information that it felt would enhance the Financial Statements and ensure that the data provided was fully explained, as long as any additional information included was auditable, appropriate and relevant.

**Audit & Risk Committee Minutes
Thursday 25 August 2016**



**City of
Whittlesea**

The Committee advised its view was that Note 2a should be included in the 2015/2016 Financial Statements, however, would leave the final decision on its inclusion to be determined by Management and Councillors following further discussion with RSD and VAGO.

Resolution:

That:

1. Council be advised to approve in principle the Financial Statements for the year ended 30 June 2016, subject to no significant changes being required, and that Councillor representatives of the Audit & Risk Committee be nominated to sign-off on the accounts.
2. The Committee recommends that *Note 2a – Reconciliation of Comprehensive Result to Underlying Surplus/(Deficit)* be included in the Financial Statements, however, the final decision on its inclusion to be determined by Management and Councillors following further discussion with RSD and VAGO.
3. Management undertake discussions with external bodies (FinPro) to highlight the inconsistencies between the Model Statements and Performance Framework, with the aim to have these inconsistencies removed.

Moved by: Cr Kozmevski

Seconded by: Cr Kirkham

Draft Annual Performance Statement for the Year Ended 30 June 2016

The Committee progressively reviewed the Performance Statement, with Officers responding to questions from the Committee. As discussion ensued, Officers advised of changes that had been made to the version previously provided to Committee members.

In addition, and at the request of the Committee Chairperson, Management provided the Committee with an overview of its results against the VAGO Financial Stability Indicators. The Committee briefly discussed the results provided.

Resolution:

That:

1. Council be advised to approve in principle the Performance Statement for the year ended 30 June 2016, subject to no significant changes being required, and that Councillor representatives of the Audit & Risk Committee be nominated to sign-off on the Performance Statement.

Moved by: Cr Kirkham

Seconded by: Cr Kozmevski

Closing Report & Draft Management Letter for the Year Ended 30 June 2016

RSD presented the Closing Report and draft Management Letter for the year ended 30 June 2016 and responded to questions from the Committee. RSD advised that they would need to undertake a final quality check once the Financial Statements and Performance

**Audit & Risk Committee Minutes
Thursday 25 August 2016**



**City of
Whittlesea**

Statements are finalised, however they believed they would be in a position to issue an unqualified audit opinion.

Discussion concluded with the Committee requesting it be sent a copy of the final Management Representation Letter at the same time as it is forwarded to RSD.

Resolution:

That:

1. The Closing Report and Management Letter for the year ending 30 June 2016 be noted.
2. RSD intend to issue an unqualified audit opinion subject to any further changes to the Financial Statements and Performance Statement being made in accordance with discussion from this meeting.

Moved by: Mr Ulbirck
Seconded by: Mr Burjorjee

Acknowledgements

The Committee thanked Officers for their efforts in preparing the Financial Statements and Performance Statement for 2015/2016. In particular, the Committee expressed its appreciation and congratulated Management on the quality of the statements provided.

Resolution:

That the Committee's appreciation be expressed to the staff involved in the preparation of the Draft Financial Statements and Performance Statement and congratulate Management on the quality of the statements provided.

Moved by: Mr Ulbirck
Seconded by: Mr Burjorjee

3. PRIVATE DISCUSSION WITH EXTERNAL AUDITORS

The Committee met in private with the External Auditors.

Meeting Closed: 6.57pm



Act for the Future - Directions for a new Local Government Act Submission Template

Name	Michael Wootten
Suburb	South Morang

If you work in an organisation or council, please provide the following information:

Organisation or council name	City of Whittlesea
Position	Chief Executive Officer
Are you providing this submission on behalf of the organisation or council?	Organisation

Key information about making a submission

Who can make a submission?

Anyone is able to make a submission to the Local Government Act review Directions Paper - whether you're responding yourself, or on behalf of a community group or local council.

How will submission be used?

All submission received will be considered and used to inform the next stages of the review.

Will submissions be made publicly available?

Written submissions (electronic and physical) will be made publicly available unless confidentiality is requested, and granted by the Local Government Act Review Advisory Committee, or if the committee determines the material should remain confidential. Submissions that are defamatory or offensive will not be published.

Can I provide a submission in another format?

It is strongly preferred for submissions to be made through the online form or by completing this form. However, if another format suits your needs or the requirements of your organisation you are welcome to use another format.

Do I have to respond to all of the questions in the template?

You're welcome to respond to as many, or as few, of the questions as you would like.

How do I make a submission?

Submissions can be made in three ways:

- **Online** via the online submission form, or by uploading your completed submission form
- **Email** your completed form to local.government@delwp.vic.gov.au
- **Post** your completed form to:
Local Government Act Review Secretariat
C/o Local Government Victoria,
PO Box 500, Melbourne VIC 3002



Chapter 2: Contemporary councils capable of meeting future challenges

Direction 1 proposes to:

Require councils to take the following principles into account when performing their functions and exercising their powers:

- the need for transparency and accountability
- the need for deliberative community engagement processes
- the principles of sound financial management
- the economic, social and environmental sustainability of the municipality
- the potential to cooperate with other councils, tiers of government and organisations
- plans and policies about the municipality, region, state and nation
- the need for innovation and continuous improvement
- any other requirements under the Act or other state or federal legislation.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 2 proposes to:

Provide that the role of a council is to:

- plan for and ensure the delivery of services, infrastructure and amenity for its municipality, informed by deliberative community engagement
- collaborate with other councils, tiers of government and organisations
- act as an advocate for its local community
- perform functions required under the Act and any other legislation.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 3 proposes to:

Provide that councils have the powers described in the Act and in other legislation.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 4 proposes to:**

Make the following reforms to the election of mayors:

- Elect all mayors for two-year terms
- Retain election of the mayor by their fellow councillors for most councils
- Provide the minister with power to approve the direct election of mayors for councils where:
 - the size of the council is sufficient to support the additional costs of direct election
 - the significance of the council in its own terms or in terms of the region in which it is situated supports a directly elected mayor
 - community consultation provides evidence of strong support for a directly elected mayor, recognising the additional costs to the community.
- Should the minister approve direct election of a mayor for a municipality, the City of Melbourne model will apply. This is that the mayor and deputy mayor are jointly elected by voters and councillors are elected at large to represent the entire municipality.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

The LGA currently provides for Council to resolve for a 2 year Mayoral term. It should be a matter for each Council to determine whether the Mayoral term is 1 or 2 years.

Direction 5 proposes to:

Expand the role of the mayor to include the following powers and responsibilities:

- to lead engagement with the community on the development, and the reporting to the community at least annually about the implementation, of the council plan
- to require the CEO to report to the council about the implementation of council decisions
- to appoint chairs of council committees and appoint councillors to external committees that seek council representation
- to support councillors—and promote their good behaviour—to understand the separation of responsibilities between the elected and administrative arms of the council
- to remove a councillor from a meeting if the councillor disrupts the meeting
- to mutually set council meeting agendas with the CEO
- to be informed by the CEO before the CEO undertakes any significant organisational restructuring that affects the council plan
- to lead and report to council on oversight of the CEO's performance
- to be a spokesperson for the council and represent it in conduct of public civic duties.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

The Direction is generally supported, subject to the following comments;

- Introducing these powers and responsibilities would essentially force the role of Mayor to become full time and would also likely require additional support to the Office of Mayor. The time commitment, background and qualifications desirable as well as the training and support required to ensure success in the role may preclude some councillors from standing for the position of Mayor.
- Removal of a Councillor if they disrupt the meeting is a serious matter. The definition of 'disrupt' must be very clear and a high threshold should be set.
- It is unclear what would happen if it is the mayor that is disrupting the meeting or the mayor is unwilling or incapable to address any disruption.

City of Whittlesea submission
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- It is unclear what 'mutually set council meetings agendas with the CEO' actually means, as it appears to conflict with Direction 13 where the CEO is required to support the Mayor by "consulting" the Mayor when setting council agendas. The CEO should be responsible for the content of the council agenda. Councillors have a mechanism to add an item to the agenda through a notice of motion.
- The CEO should inform all Councillors and not just the Mayor of any proposed significant organisational restructuring that affects the Council Plan.
- Current practice is for the whole Council, by resolution, to determine representation on external committees that seek representation and this should continue.

Direction 6 proposes to:

Review the formula for setting mayoral allowances in light of the proposed expanded role of mayors.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

On the basis that the powers and responsibilities increase, the formula for setting allowance should change.

Direction 7 proposes to:

Formalise the status of the Local Government Mayoral Advisory Panel (LGMAP) by making it a statutory advisory board to the minister under the Local Government Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 8 proposes to:

Require all councils to appoint a deputy mayor elected in a manner consistent with the mayor. That is:

- where councillors elect their mayor, councillors elect the deputy mayor for the same two-year period
- where the mayor is directly elected, a deputy mayor is jointly elected with the mayor on the same ticket.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Refer to comments under Direction 4. The role of Deputy Mayor has been created by resolution at the City of Whittlesea and supports the role of Mayor in a manner consistent with the directions paper. However we do not support a two-year tenure, consistent with our response to the proposed two year tenure for Mayor. The role of deputy mayor should be clearly refined in a manner similar to the mayor.

Direction 9 proposes to:

Consider deputy mayoral allowances in light of the expanded role of deputy mayors.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

On the basis that a Deputy Mayor role is created under statute and it performs duties over and above those of a Councillor throughout their term, the allowance should be reviewed. However the role performed should be substantive.

**Direction 10 proposes to:**

Require councillors to actively participate in engagement processes mandated by the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Councillors currently understand that active participation in engagement processes is part of their role.

Direction 11 proposes to:

Require councillors to recognise and support the role of the mayor specified in the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Councillors currently recognise and support the role of the Mayor.

Direction 12 proposes to:

Provide that councillors are entitled to all relevant entitlements consistent with other significant public offices (such as for disability support, maternity leave and childcare).

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 13 proposes to:

Require the CEO to provide support to the mayor by:

- consulting the mayor when setting council agendas
- keeping the mayor informed about progress implementing significant council decisions, including reporting on implementation when asked to do so
- providing information the mayor requires to meet the responsibilities of the role
- informing the mayor before making significant organisation changes that affect the council plan
- supporting the mayor in their leadership role (such as by ensuring adequate council resources and access to staff for the proper conduct of council meetings and for civic engagements).

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Refer to the comments in Direction 5 and the conflicting role of the Mayor in regard to the council agenda. The CEO should be responsible for the content of the council agenda. Councillors have a mechanism to add an item to the agenda through a notice of motion.

An effective working relationship, with clear roles and responsibilities, is key to effective governance.

The CEO should inform all Councillors and not just the Mayor of any proposed significant organisational restructuring that affects the council plan.

With increased responsibilities for the mayor (and deputy mayor) there should be a review of the resources and support provided to enable discharge of those responsibilities. These should be over and above those provided to other Councillors.

Caution is required to ensure that the increased responsibilities of the mayor (and deputy mayor) is managed so as to reduce or remove the potential for improper direction of staff (current s76D).

**Direction 14 proposes to:**

Require all councils to have a CEO remuneration policy that broadly aligns with the Remuneration Principles of the Victorian Public Sector Commission's *Policy on Executive Remuneration for Public Entities in the Broader Public Sector*.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 15 proposes to:

Require the audit and risk committee to monitor and report on a council's performance against the remuneration policy.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 16 proposes to:

Require the mayor to get independent advice in overseeing CEO recruitment, contractual arrangements and performance monitoring.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

For Councillor discussion at Forum

It would be standard business practice to obtain advice about recruitment matters, consistent with the arrangements in place for staff generally.

Direction 17 proposes to:

Remove detailed prescription about council decision-making processes from the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

On the basis that Direction 18 is adopted it should be a matter for each Council to determine appropriate decision making processes.

Direction 18 proposes to:

Include high-level principles about council decision-making processes: namely, that they be open and accountable.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 19 proposes to:**

Require councils to adopt rules about internal council processes that are consistent with the high-level principles in the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 20 proposes to:

Include in the new Act that a council may determine that information is confidential if:

- it affects the security of the council, councillors or council staff
- it would prejudice enforcement of the law
- it would be privileged from production in legal proceedings
- it would involve unreasonable disclosure of a person's personal affairs
- it relates to trade secrets or would disadvantage a commercial undertaking.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 21 proposes to:

Require a committee to which a council may delegate any of its powers to be known as a special committee and require it to include at least two members who are councillors.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

The City of Whittlesea has no special committees.

Direction 22 proposes to:

Allow councils to establish administrative committees to manage halls and reserves, with limited delegated powers including limits on expenditure and procurement; and for councils to approve annually committee rules that specify the roles and obligations of administrative committee members.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 23 proposes to:

Apply legislative provisions exclusively to special committees that have delegated council powers and to administrative committees (as described in the proposed direction above).

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 24 proposes to:**

Remove from the Act provisions regulating assemblies of councillors, leaving councils to deal with issues of public transparency about these or any other advisory committees as part of the council's internal rules.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 25 proposes to:

Remove matters about employing council staff from the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Employment matters should be subject to employment law.

Direction 26 proposes to:

Require the CEO to establish a workforce plan that describes the council's staffing structure including future needs; that the Plan includes a requirement that it can only be changed in consultation with staff; and that the plan be available to the mayor and to staff.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

This development and implementation of a workforce plan that supports implementation of the Council Plan and Council decisions is an operational matter for the CEO to address.

It is expected that staff would be consulted in its development and implementation as per the Enterprise Agreement requirements.

Direction 27 proposes to:

Require a council CEO to consult the staff if there is a major organisational restructure.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

Consultation with staff if there is a major restructure would be covered in an enterprise agreement.

Direction 28 proposes to:

Require a community consultation process before making or varying a local law.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

This provision currently exists. The City of Whittlesea has previously consulted widely and published proposed new and amended local laws via communications tools (website, community newsletters, meetings and similar) for community information and comment.

**Direction 29 proposes to:**

Include in the Act principles that local laws must meet and require that a council, after receiving advice from an appropriately qualified person, certify that the local law meets these principles.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 30 proposes to:

Retain the power of the Governor in Council, on the recommendation of the minister, to revoke a local law that is inconsistent with the principles.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 31 proposes to:

Note that model local laws may be issued as guidelines on various matters to achieve greater quality, consistency and scrutiny. These would be based on best-practice local laws.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 32 proposes to:

Consult to determine the appropriate value of a penalty unit for local laws and whether the value should be indexed annually.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

As a general principle all penalty units should be subject to annual indexation.

Direction 33 proposes to:

Remove the requirement to submit local laws to the minister.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.



Chapter 3: Democratic and representative councils

Direction 34 proposes to:

Extend the band (currently 5–12) for the number of councillors per council to 5–15 and provide the minister with the power to increase the number of councillors per council within this band after receiving advice of the VEC.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

The current band structure (to a maximum of 12 Councillors) works well and should not be changed.

Direction 35 proposes to:

Include in Regulations a formula for determining councillor numbers and require that the VEC consistently apply it. Base the formula on the ratio of councillors to residents, mediated by the geographic scale of the local government area, loading councillor numbers by one, two or three for geographically vast local government areas.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 36 proposes to:

Allow for one of two representative structures—unsubdivided or entirely uniform multi-member wards—to be applied in each municipality. (Option 1) or

Allow for one of three representative structures—unsubdivided, entirely uniform multi-member wards or entirely single-member wards—to be applied in each municipality. (Option 2)

Initially this would require the VEC to conduct representation reviews to arrive at new council structures for the first council elections after the Act is enacted.

Do you support option 1? ☐ Yes ☒ No

Do you support option 2? ☐ Yes ☒ No

What other comments would you make for this proposal?

Council support an Option 3 – the status quo should remain.

Direction 37 proposes to:

Subject to fixing councillor numbers by formula and reducing the range of representative structures, conduct future electoral representation reviews by exception when the minister directs the VEC to conduct a review on the basis of:

- evidence of a marked increase in population in a municipality
- a request to the minister from a council or members of the community supported by evidence of the need for a review
- in response to a recommendation from the VEC
- on any grounds determined by the minister published in the government gazette.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 38 proposes to:**

Introduce partial preferential voting, consistent with Victorian Legislative Council elections, for multi-member wards and unsubdivided elections, such that the voter is only required to mark the ballot paper with the number of consecutive preferences for which there are vacancies to be filled.

Do you support this direction? ☐ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 39 proposes to:

Implement a countback method to fill casual vacancies between general elections by which all valid votes cast at the general election would be counted, not just those of the vacating councillor (excluding the votes that made up the quotas of the continuing councillors).

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 40 proposes to:

Consolidate all electoral provisions in a schedule to the Act, arranged according to the model provided by the Electoral Act 2002; retain most provisions in the current electoral regulations; and retain procedural matters (such as prescribing forms and setting fees) in Regulations.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

As a matter of principle there should be clarity around legislative provisions and having these in a separate schedule should achieve this.

Direction 41 proposes to:

Make the entitlement to vote in a council election to be on the register of electors for the Victorian Legislative Assembly (the state roll) for an address in their municipality. Grandfather the voting entitlement of existing property-franchise voters in that municipality. Institute compulsory voting for all enrolled voters. (Option 1) or

Maintain the existing franchise but cease automatic enrolment of property owners and require these voters to apply to enrol for future council elections if they choose to do so. Institute compulsory voting for all enrolled voters. (Option 2)

Do you support option 1? ☐ Yes ☒ No

Do you support option 2? ☐ Yes ☒ No

What other comments would you make for this proposal?

Council support an Option 3 – the status quo should remain.

Direction 42 proposes to:

Require the VEC to revise the candidate's nomination form to require candidates to explicitly state that no disqualification conditions apply to them.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 43 proposes to:**

Require a council CEO to complete a police check and a check of the Australian Securities & Investments Commission (ASIC) register of persons disqualified under the *Corporations Act 2001* for elected candidates within three months after the general election. **(Option 1)** or

Require each candidate to submit a completed ASIC and police check when nominating. **(Option 2)**

Do you support option 1? ☐ Yes ☒ No

Do you support option 2? ☒ Yes ☐ No

What other comments would you make for this proposal?

This is a role for the VEC to ensure eligibility to stand as part of the nomination process.

Direction 44 proposes to:

Require adoption of a uniform voting method for council elections as determined by the minister after receiving advice from the VEC. Have the minister publish the method to be used in the government gazette 12 months before the general elections.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

It should remain a matter for each Council to determine the method of voting to be used.

Chapter 4: Councils, communities and participatory democracy

Direction 45 proposes to:

Include deliberative community engagement as a principle in the Act and include in the role of a councillor the requirement to participate in deliberative community engagement, leaving the method to be determined by each council.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Direction 46 proposes to:

Require a council to prepare a community consultation and engagement policy early in its term to inform the four-year council plan and ten-year community plan.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Direction 47 proposes to:

Require a council to conduct a deliberative community engagement process to prepare its council plan and to demonstrate how the plan reflects the outcomes of the community engagement process.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Please see comment in Direction 46.

**Direction 48 proposes to:**

Include in regulations that an engagement strategy must ensure:

- the community informs the engagement process
- the community is given adequate information to participate
- the scope/remit of the consultation and areas subject to influence are clear
- those engaged are representative of the council's demographic profile.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 49 proposes to:

Require a council to complete its council plan by 31 December in the second year of its term, recognising the time required to conduct a deliberative community engagement process.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Council should still have the option of adopting a Plan earlier than this date.

Direction 50 proposes to:

Require the mayor to report to the community each year about how the council plan has implemented the community's priorities as directed through the deliberative community engagement process.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 51 proposes to:

Require a council to publish on its website all documents and registers currently required to be kept on council premises and ensure this information is accessible to the public.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

In principle this is agreed, however, not all information is appropriate to be published online. For example the Primary and Ordinary Returns from Councillors, Senior Officers and Nominated Officers contain sensitive personal information, including residential addresses that should not be published to the world at large. The City of Melbourne does not publish this information online.

Direction 52 proposes to:

Require a council to publish its CEO remuneration policy on its website.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 53 proposes to:**

Regulate for minimum standards and include in guidelines best-practice processes for ensuring transparency and accountability in council operations and administration, basing the guidelines on current Melbourne City Council practices.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Any regulation or guidelines should be appropriate to the sector as a whole, noting the significant resources available at the City of Melbourne.

Direction 54 proposes to:

Include in the Act a definition of a customer complaint consistent with the Ombudsman's recommendation of an 'expression of dissatisfaction with the quality of an action taken, decision made or service provided by a council or its contractor or a delay or failure in providing a service, taking an action or making a decision by a council or its contractor, but with the addition that the customer has been directly affected by the action.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 55 proposes to:

Require a council to develop a policy about customer complaints that includes a process for dealing with customer complaints, and that the process contains an avenue for independent review that is clearly accessible to the public. Policy and statutory decisions of the council would not be subject to the complaints policy.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Chapter 5: Strong probity in council performance

Direction 56 proposes to:

Incorporate the current councillor conduct framework largely unamended in the Act, including:

- the definitions
- the principal requirements imposed on councils and councillors, relevant statutory officers, principal councillor conduct registrars
- the role and powers of the minister and ministerial monitors and the Chief Municipal Inspector (CMI).

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 57 proposes to:**

Include in Regulations all the processes specified in the current councillor conduct framework.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 58 proposes to:

Extend the offence of release of confidential information to council staff who unlawfully disclose confidential information.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

These matters are already addressed through the Code of Conduct for Staff and terms and conditions of employment.

Direction 59 proposes to:

This will make councillors and council staff liable to criminal prosecution for more serious disclosures and liable to disciplinary action—councillors for serious misconduct through the councillor conduct panel process and council staff under their contract of employment—for less serious breaches.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

The definition of 'serious disclosure' needs to be clear. Councillor Code of Conduct in the Act needs to be simplified.

Direction 60 proposes to:

Provide that a conflict of interest exists where:

- the councillor or a person with whom they are closely associated stands to gain a benefit or suffer a loss depending on the outcome of the decision (a 'material conflict of interest') the councillor has, or could reasonably be taken to have, a conflict between their personal interests and the public interest that could result in a decision contrary to the public interest.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

The conflict of interest provisions in the Act should be simplified.

Direction 61 proposes to:

Make a breach of conflict of interest subject to disciplinary action for serious misconduct through a councillor conduct panel, at the discretion of the CMI. The maximum penalty a councillor conduct panel can impose for serious misconduct is six month suspension from office and loss of a councillor allowance for that period.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

The conflict of interest provisions in the Act should be simplified.

**Direction 62 proposes to:**

Retain the capacity to prosecute a person in court for a conflict-of-interest breach when it involves failure to disclose a 'material conflict-of-interest'. This is a criminal offence with a maximum fine of 120 penalty units and an associated disqualification from being a councillor for eight years.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

The conflict of interest provisions in the Act should be simplified.

Direction 63 proposes to:

Retain the current legislative provision on misuse of position.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 64 proposes to:

Retain the current legislative provisions on improper direction, noting they will be supported by the further legislative measures to clarify the roles and responsibilities of councillors, mayors and CEOs set out in Chapter 2 of this paper.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 65 proposes to:

Retain the current enforcement role, functions and powers of the CMI and the inspectorate.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

It is important to have independent agencies to investigate allegations or complaints of breaches of the Act.

Chapter 6: Ministerial oversight of councils

Direction 66 proposes to:

Include in the Act principles to apply to a proposal to create a new municipality, that:

- each new municipality shall be viable and sustainable in its own right
- the allocation of revenues and expenditures between municipalities being separated shall be equitable for the residents of each municipality
- the views of the communities affected by the restructuring shall be taken into consideration
- each new municipality shall have sufficient financial capacity to provide its community with a comprehensive range of municipal services and to undertake necessary infrastructure investment and renewal.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 67 proposes to:**

Other than the proposed direction above, retain the current provisions (in Part 10A) about altering external municipal boundaries.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 68 proposes to:

Retain the power of the minister to:

- appoint a municipal monitor in a manner and with the role and powers as currently set out in the Act
- issue a governance direction to a council, noting that other powers of the minister to direct councils (such as the power to direct a council to submit financial statements under section 135) be included in this general power
- stand down a councillor as currently set out in the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 69 proposes to:

Empower the minister to recommend that a councillor be suspended by an order in council where the councillor is contributing to or causing serious governance failures at a council. This power to only be exercisable in exceptional circumstances in that:

- the councillor has caused or substantially contributed to a breach of the Act or Regulations by the council or to a failure by the council to deliver good government and
- a council (by resolution), a municipal monitor, the CMI, the Ombudsman or the Independent Broad-based Anti-corruption Commission have recommended that the minister suspend the councillor on these grounds and
- the council, the municipal monitor, the CMI, the Ombudsman or the Independent Broad-based Anti-corruption Commission have satisfied the minister that the councillor has been provided with detailed reasons for the recommendation and was given an opportunity to respond to their recommendation and
- the minister is satisfied that if the councillor is not suspended that there is an unreasonable risk that the council will continue to breach the Act or continue to be unable to provide good government for its constituents.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 70 proposes to:**

Retain the provisions in the Act about the suspension and dismissal of a council in their current form, including the provisions allowing appointment of administrators.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 71 proposes to:

Streamline the minister's power to conduct inquiries into councils into a single power to appoint commissions of inquiry consisting of one or more commissioners to inquire into and make recommendations to the minister about any matter as requested by the minister. This will include, but not be limited to:

- governance issues
- financial probity issues
- disputes between councils and between councils and other parties.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 72 proposes to:

Retain the existing power to forbid a council from employing a new CEO or entering into a new contract with an existing CEO but amend the power to provide that it can only be exercised on the recommendation of a municipal monitor or the CMI.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Such a power should only be used in exceptional circumstances.

Direction 73 proposes to:

Remove the power relating to senior officers from the new Act as all staff employment matters should be dealt with by relevant employment laws.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 74 proposes to:

Bring all provisions (and all other elements) of the Fair Go Rates System into the new Act consistent with the legislative hierarchy in Chapter 10.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 75 proposes to:**

Retain the general power for the minister to recommend regulations to give effect to the Act and empower the minister to relieve a council of requirements to follow processes set out in Regulations.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 76 proposes to:

Empower the minister to issue non-regulatory guidelines on any matter under the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 77 proposes to:

Remove the requirement to request ministerial exemption from public tenders, as explained in Chapter 8.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 78 proposes to:

Remove the power requiring a contract for a senior officer: all employment matters for council staff will now be subject to employment law.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 79 proposes to:

Explore an alternative method for handling instances of a majority of councillors having a conflict of interest preventing them voting on a planning scheme amendment.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.



Chapter 7: Integrated planning

Direction 80 proposes to:

Include an integrated strategic planning and reporting framework in the Act that identifies the four-year council plan as a council's central strategic planning instrument, and also requires long-term (10 year) plans—being a community plan, financial plan and asset plan—and short-term (1 year) reporting documents—being the budget and annual report (containing all performance reporting).

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 81 proposes to:

Include in Regulations and guidelines details about the information a council will include in each plan.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 82 proposes to:

Require:

- a council to prepare and adopt a four-year council plan by 31 December of the second year after a general election
- preparation of the council plan to be informed by the deliberative community engagement process described in Chapter 4
- the council plan to include information about services, infrastructure and amenity priorities for the council term.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 83 proposes to:

Remove the requirement to submit a copy of the council plan to the minister and replace it with a requirement to publish it on the council website and to have the mayor report annually to the community on the achievement of the council plan.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

This is a much more transparent approach and is current practice at the City of Whittlesea.

**Direction 84 proposes to:**

Require a council to prepare and adopt a rolling community plan of at least 10 years by 31 December of the second year after a general election to guide strategic planning and inform the preparation of the council plan. Require preparation of the community plan to be informed by the deliberative community engagement process that also underpins the council plan.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 85 proposes to:

Set out in Regulations and guidelines what is to be included in the community plan, including a community vision statement.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 86 proposes to:

Require all councils to prepare and adopt a rolling financial plan of at least ten years by 31 December of the second year after a general election, in accordance with the principles of sound financial management, and for council to review and approve this plan annually.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 87 proposes to:

Remove the requirement for a council to prepare a strategic resource plan.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 88 proposes to:

Require the financial plan to:

- guide financial planning and inform the council plan
- provide the community with prescribed information about the human resource and capital works assumptions and decision-making underlying financial forecasts
- be informed by the deliberative community engagement process.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 89 proposes to:**

Require all councils to prepare and adopt a rolling asset plan of at least ten years by 31 December of the second year after a general election, in accordance with the principles of sound financial management, and for a council to review and approve this plan annually. This plan will guide asset planning and inform the council plan.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 90 proposes to:

Require the asset plan to include information about new assets, asset retirement, maintenance and renewal requirements for each class of infrastructure assets and to be informed by the deliberative community engagement process.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 91 proposes to:

Set out requirements for what is to be included in the financial and asset plans in Regulations and guidelines.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 92 proposes to:

Require a council to prepare a budget annually and to review it mid-cycle at 31 December each year. Require the CEO to report the results and to explain material budget variations, including whether a revised budget is required, to council.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 93 proposes to:

Include in the Act a clearer definition of material variation in order to clarify when a revised council budget must be struck.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 94 proposes to:**

Remove the requirement to submit a copy of the adopted budget to the minister.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

The document is available via Council's website.

Direction 95 proposes to:

Require all councils to establish an audit and risk committee with an expanded oversight of:

- the integrated strategic planning and reporting framework and all associated documents
- financial management and sustainability
- financial and performance reporting
- risk management and fraud prevention
- internal and external audit
- compliance with council policies and legislation
- service reviews and continuous improvement
- collaborative arrangements
- the internal control environment.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 96 proposes to:

Require the audit and risk committee to include a majority of independent members and include councillors, but not council staff.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 97 proposes to:

Require the audit and risk committee to report to the council biannually and require each council to table the biannual audit and risk committee report at a council meeting.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 98 proposes to:

Continue to require a council to include information in its annual report of operations about achievements against its council plan, community plan, financial plan, asset plan and budget.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 99 proposes to:**

Remove the requirement for a council to submit a copy of its annual report to the minister.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 100 proposes to:

Require a council to present its annual report at an annual general meeting at which the mayor must report progress on implementing the council plan.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

Presentation of the Annual Report should occur at an ordinary Council Meeting.

Direction 101 proposes to:

Require that in developing its council plan, a council take account of relevant aspects of regional and state plans that affect the municipality.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Chapter 8: Sustainable finances for innovative and collaborative councils

Direction 102 proposes to:

Require a council to embed the principles of sound financial management in its council plan, community plan, financial plan and asset plan.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 103 proposes to:**

Include in the Act the following principles of sound financial management:

- manage financial risks prudently, having regard to economic circumstances
- align income and expenditure policies with strategic planning documents
- undertake responsible spending and investment for the benefit of the community to achieve financial, social and environmental sustainability over the long term
- provide value-for-money services and infrastructure which are accessible and responsive to the community's needs
- ensure that decisions are made and actions are taken having regard to their financial effects on future generations
- ensure full, accurate and timely disclosure of financial information about the council
- undertake regular stress testing and evaluation of financial risk management.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 104 proposes to:

Remove the current best value provisions, as value for money is included in the new principles of sound financial management.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 105 proposes to:

Require a council at the start of the council term to develop and adopt a procurement policy that is consistent with the principles of sound financial management and require that all council procurement practices and contracts comply with this policy.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

The s186 prescriptive dollar limits should be retained (with the flexibility for a Council to determine to exceed these minimum levels). There should be consistency in procurement practices across the sector, whilst also allowing for variation to address local circumstances.

Direction 106 proposes to:

Specify in Regulations what must be included in a procurement policy, including when council will go to tender for the provision of goods and services (including thresholds), the process for going to tender and what collaborative arrangements have been explored to deliver value for money for the council.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

There should be consistency in procurement practices across the sector, whilst also allowing for variation to address local circumstances.

**Direction 107 proposes to:**

Require the audit and risk committee to review compliance with the procurement policy and require a council to report in its annual report any non-compliance with its procurement policy.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

The threshold for reporting non-compliance should be for matters of substance or significance and these terms should be defined.

Direction 108 proposes to:

Require a council to make its procurement policy available on its website.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 109 proposes to:

Remove the requirement for an annual review of the procurement policy and the requirement to obtain ministerial exemptions for failure to go to tender in certain circumstances.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 110 proposes to:

Provide councils with automatic access to state purchase contracts, whole-of-Victorian-Government contracts and the *Construction Suppliers Register* to save time, strengthen standards and improve efficiency.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 111 proposes to:

Require councils to develop and adopt an investment policy in accordance with the principles of sound financial management and require all council investment decisions to be made in accordance with that policy.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 112 proposes to:

Require the audit and risk committee to review compliance with the investment policy and require a council to report any non-compliance with its investment policy in its annual report.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 113 proposes to:**

Require a council to develop and adopt a debt policy in accordance with the principles of sound financial management and only enter into debt in accordance with that policy.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 114 proposes to:

Require the audit and risk committee to review compliance with the debt policy and require a council to report any non-compliance with its debt policy in its annual report.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 115 proposes to:

Remove the overdraft provisions and remove the requirement for the minister to approve the repayment of an overdraft from its borrowings.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 116 proposes to:

Require councils to expressly describe in their budgets any intention to sell, exchange or lease land. This will enable consultation with the community during the budget process.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

A Council must still have provision to make a determination in respect to the sale, exchange or lease of land, outside of the budget process and can still allow a person to make a submission on Council's proposal in regards to a particular site.

Direction 117 proposes to:

Remove the requirement for a council to allow a person to make a submission under the Act in relation to the sale, exchange or lease of land where the matter has been considered as part of the budget consultation.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 118 proposes to:**

Remove from the Act the requirement for councils to have public liability and professional liability insurance. As a body corporate and organisation with a number of roles and responsibilities to the community and its staff, it is expected as a matter of course that councils take out appropriate insurance policies consistent with effective risk management as well as with the sound financial management principles in the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 119 proposes to:

Remove the entrepreneurial powers in the Act and include revised powers to allow councils to participate in the formation and operation of an entity (such as a corporation, trust, partnership or other body) in collaboration with other councils, organisations or in their own right for the delivery of any activity consistent with the revised role of a council under the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Chapter 9: Fair rates and sustainable and efficient councils

Direction 120 proposes to:

Require a council to prepare a revenue and rating strategy that:

- is for at least four years
- outlines its pricing policy for services
- outlines the amount it will raise through rates and charges
- outlines the rating structure it will use to allocate the rate burden to properties.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 121 proposes to:

Require a council to align the strategy to its financial plan and to review and adopt it after each general revaluation of properties.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 122 proposes to:**

Define all land as rateable except for the following four categories of land that would be exempt:

- land of the Crown, public body or public trustee that is unoccupied or used exclusively for a public or municipal purpose (to be defined to mean to perform public functions for the common good)
- land vested or held in trust for any charitable not-for-profit organisation and used exclusively for a charitable purpose (to be defined to mean the relief of poverty, the advancement of education, the advancement of religion or for other purposes beneficial to the community and the environment)
- land vested or held in trust for any religious not-for-profit body and used exclusively as a residence of a minister of religion or place of worship or for the education to be a minister of religion
- land held in trust and used exclusively as a not-for-profit club for persons who performed service duties under the *Veterans Act 2005*. **(Option 1)** or

Include land subject to a lease, sublease, licence or sublicense that is used for the purposes in Option 1, provided the lease, sublease, licence or sublicense is for a nominal amount (that is, the lease or rental amount is very small compared with the actual market lease or rental amount: commonly called a peppercorn rent).

Make land rateable that is:

- owned by a for-profit organisation but leased to a charitable organisation
- used exclusively for mining purposes. **(Option 2)**

Do you support option 1? ☒ Yes ☐ No

Do you support option 2? ☐ Yes ☒ No

What other comments would you make for this proposal?

A clear articulation of rateability is required as is a definition of 'religious bodies'.
State and Federal land used for commercial purposes should be rateable.

Direction 123 proposes to:

Retain the capacity for councils to grant rebates and concessions and apportion rates based on separate occupancies or activities.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 124 proposes to:**

Require councils to apply capital improved value as the single uniform valuation system for raising general rates. The City of Melbourne would be exempt from this provision.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

This direction is not supported.

NAV to CIV Rating Base Change

The Net Annual Value rating base system generally shifts the rate burden towards the non-residential property sector. Therefore, changing the rating system from Net Annual Value to Capital Improved Value, will generally shift the rate burden back towards residential properties. See the table below which explains rate amounts by valuation category:

	House	Shop
Capital Improved Value	\$600,000	\$600,000
Net Annual Value	\$30,000 (5% of CIV)	\$50,000 (rental)
Rates under NAV	\$1,917	\$3,195
Rates under CIV	\$2056	\$2056

Initial analysis shows that the shift on current valuation figures across the Whittlesea municipality will be in the order of a 7% increase in municipal rates towards residential properties. A summary of the various movements in municipal rates across the Whittlesea municipality by property sector can be seen below:

Type	No of Properties	% movement in rates
Residential	72,658	7.2%
Rural	1,403	7.2%
Commercial	2,802	-30.2%
Industrial	2,488	-26.4%

As this change is proposed to be introduced in 2018, the effect might even be a greater increase to residential properties than the analysed 7% as shown above, when the effects of the 2018 General Valuation are taken into account. It is for this reason that the City of Whittlesea is strongly against the proposed compulsory change from Net Annual Value to Capital Improved Value within the Local Government Act. Residential property owners have much less capacity to offset rate increases than commercial and industrial property owners.

**Direction 125 proposes to:**

Fix the municipal charge at a maximum of 10% of the total revenue from municipal rates and general rates in the financial year, divided equally among all rateable properties.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

A Council should have freedom to determine the charge as part of its budget process. Community feedback on any charge would be considered as part of the budget process.

Direction 126 proposes to:

Retain differential rates in their current form. Continue through ministerial guidelines to advise that farm land and retirement villages are appropriate for the purposes of levying differential rates at the discretion of councils.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 127 proposes to:

Require councils to clearly specify how the use of differential rating contributes to the equitable and efficient conduct of council functions compared to the use of uniform rates (including specification of the objective of and justification for the level of each differential rate having regard to the principles of taxation, council plans and strategies and the effect on the community).

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 128 proposes to:

Retain the requirement that the highest differential rate must be no more than four times the lowest differential rate.

Do you support this direction? ☐ Yes ☐ No

What other comments would you make for this proposal?

Council has been rating on Net Annual Value for many years and have never utilised differential rating apart from general and farm rates.

Direction 129 proposes to:

Retain service rates and charges, renamed 'service charges' but remove their application to the provision of water supply and sewage services.

Do you support this direction? ☐ Yes ☐ No

What other comments would you make for this proposal?

Does not currently apply to the City of Whittlesea.

**Direction 130 proposes to:**

As part of these changes, provide the minister with the power to prescribe the setting of other service charges in Regulations.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

Council should retain the power to make these changes.

Direction 131 proposes to:

Retain special rates and charges, but provide clearer guidance in the Act about the purpose of special rates and charges, and about the criteria councils should use when declaring them and determining the benefit ratio.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 132 proposes to:

Allow councils to offer ratepayers the ability to pay by lump sum or more frequent instalments on a date or dates determined by a council, provided all ratepayers have the option to pay in four quarterly instalments. Penalty interest when it is charged is to be charged on any late payment from the respective instalment due date.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 133 proposes to:

Allow a council to use rebates and concessions to support the achievement of their council plan's strategic objectives, provided that the purpose is consistent with their role

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 134 proposes to:

Clarify in the Act that, where a ratepayer successfully challenges the rateability of land, a refund of rates may only be backdated to the date of most recent ownership.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

Any backdating should also be limited to a set number of years.

Direction 135 proposes to:

Establish a uniform process and timeline for people wanting a review or to appeal a rates or charges decision.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 136 proposes to:**

Incorporate the municipal council rating provisions in the *Cultural and Recreational Lands Act 1963* in the Local Government Act. Require in the Act that councils disclose the rates that are struck for cultural and recreational lands.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 137 proposes to:

Incorporate the municipal council rating provisions in the *Electricity Industry Act 2000* in the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Chapter 10: A rational legislative hierarchy

Direction 138 proposes to:

Create a systematic legislative hierarchy comprising new principle-based provisions in the Act and new Regulations setting out the processes required to meet the obligations set out in the Act, and with the capacity for the minister to issue ongoing non-statutory sector guidance as required about any aspect of the Act.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

As a general comment on the directions set out in Chapter 10, there is a tension between proposals to reduce regulation on the one hand and on the other the proposed increase in the power of the Minister to intervene and provide direction to the sector as a whole or to individual councils. Such intervention should only occur in extraordinary circumstances and after the proposals have been through a robust parliamentary process and/or involve a strong partnership with the sector.

Direction 139 proposes to:

Include an overarching statement of the Act's objectives, intended outcomes and a plan of the remaining provisions in the Act.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 140 proposes to:

Include high-level statements to frame the structure, language and content of the remainder of the Act, including new sections setting out the roles and functions and powers of councils.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 141 proposes to:**

Include a general power for the minister to make Regulations setting out the requirements councils must meet when exercising their powers or discharging their responsibilities under the Act (for example, requirements about the conduct of elections and mandated obligations under the councillor code of conduct framework). Include in this power capacity for other relevant subordinate legislation (such as legislative instruments like ministerial orders and governor-in-council orders) with the subordinate legislation only relating to matters permitted by the Act.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

Refer to the comments in Direction 138.

The powers of the Minister should be tempered with the requirement for parliamentary scrutiny of proposals that impact the local government sector.

Direction 142 proposes to:

Empower the minister to release a council from the processes set out in Regulations if the council can show it is successfully discharging its obligations under the Act using different processes.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 143 proposes to:

Include a general power for the minister to make guidelines to supplement Regulations on any issue related to the Act (such as best-practice versions of documents councils must adopt like councillor codes of conduct, budget documents, meeting procedures and councillor briefing processes). The presumption would be that, by adopting these best-practice documents, a council would comply with the Act and Regulations.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

Refer to the comments in Direction 138.

The powers of the Minister should be tempered with the requirement for parliamentary scrutiny of proposals that impact the local government sector.

Direction 144 proposes to:

Empower the minister through the ministerial directions power to require a council to adopt these best-practice policies and procedures where there have been governance failures.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

Refer to the comments in Direction 138.

The powers of the Minister should be tempered with the requirement for parliamentary scrutiny of proposals that impact the local government sector.

**Direction 145 proposes to:**

Require councils to take the following principles into account when performing their functions and exercising their powers:

- the need for transparency and accountability
- the need for deliberative community engagement
- the principles of sound financial management
- the economic, social and environmental sustainability of the municipality
- the potential for cooperation with other councils, tiers of government or other organisations
- plans and policies in relation to the municipality, region, state and nation

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 146 proposes to:

Retain the current power of the minister to intervene where a council does not comply with the obligations set out in the Act or regulations by imposing a municipal monitor or by issuing a ministerial governance direction.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 147 proposes to:

Include a general power for the minister to make Regulations setting out the detailed requirements of councils when exercising their powers or discharging their responsibilities under the Act (such as requirements about the conduct of elections and mandated obligations under the councillor code of conduct framework). Include in this power other relevant subordinate legislation.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 148 proposes to:

Empower the minister to release a council from the processes set out in Regulations if the council can show it is successfully discharging its obligations under the Act using different processes.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

**Direction 149 proposes to:**

Provide guidance to the sector in relation to governance, compliance and best practice. This guidance will be in the form of guidelines and formal and informal advice to the sector.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

This should be guidance only, not compulsory.

Direction 150 proposes to:

Create best-practice versions of essential documents that councils are required to adopt. Adoption of these best-practice documents will constitute compliance.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

Support best practice guidelines. Do not support making them compulsory for Council adoption.

Direction 151 proposes to:

The minister will have a power under the new Act to require the council to adopt best-practice policies and procedures as part of a governance order where governance issues have been identified.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 152 proposes to:

Incorporate relevant portions of Part 9, Division 2 and schedules 10 and 11 of the current Act into the *Road Management Act 2004* (or other relevant legislation), to better consolidate the legislation dealing with road management.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 153 proposes to:

Clarify the role of councils in local drainage, waterways and flood management. Consult about whether these are included in the new Act or in the *Water Act 1989*.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?

No comment required.

Direction 154 proposes to:

List all Acts that impose obligations on councils in a schedule in the new Act, to be updated as new legislation is enacted.

Do you support this direction? ☐ Yes ☒ No

What other comments would you make for this proposal?

This would be better provided through Guidelines issued by the Minister.

**Direction 155 proposes to:**

Repeal the *City of Greater Geelong Act 1993* and include relevant provisions in the new Act.

Do you support this direction? ☐ Yes ☐ No

What other comments would you make for this proposal?

Direction 156 proposes to:

Retain the *City of Melbourne Act 1993* as a separate Act with the City of Melbourne retaining its distinct electoral provisions. Consider ways to modernise the Act and remove redundant or outdated provisions.

Do you support this direction? ☐ Yes ☐ No

What other comments would you make for this proposal?

Direction 157 proposes to:

Consider matters relating to the *Municipal Associations Act 1907* independently of this directions paper in consultation with the Municipal Association of Victoria.

Do you support this direction? ☒ Yes ☐ No

What other comments would you make for this proposal?