City of Whittlesea

ATTACHMENTS

OF ORDINARY COUNCIL MEETING

HELD ON

TUESDAY 2 OCTOBER 2018

AT 6.30PM

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PLANNING APPLICATION NO. 717459

- Subject Land
- Petition Head (Includes 16 Signatories)
- Objector (+1 Outside Locality Map Area)
- Train Station
- Medium Density Housing

City of Whittlesea **DEVELOPMENT ASSESSMENT REPORT**

PLANNING APPLICATION NO. 717459

Subject Land

Petition Head (Includes 16 Signatories)

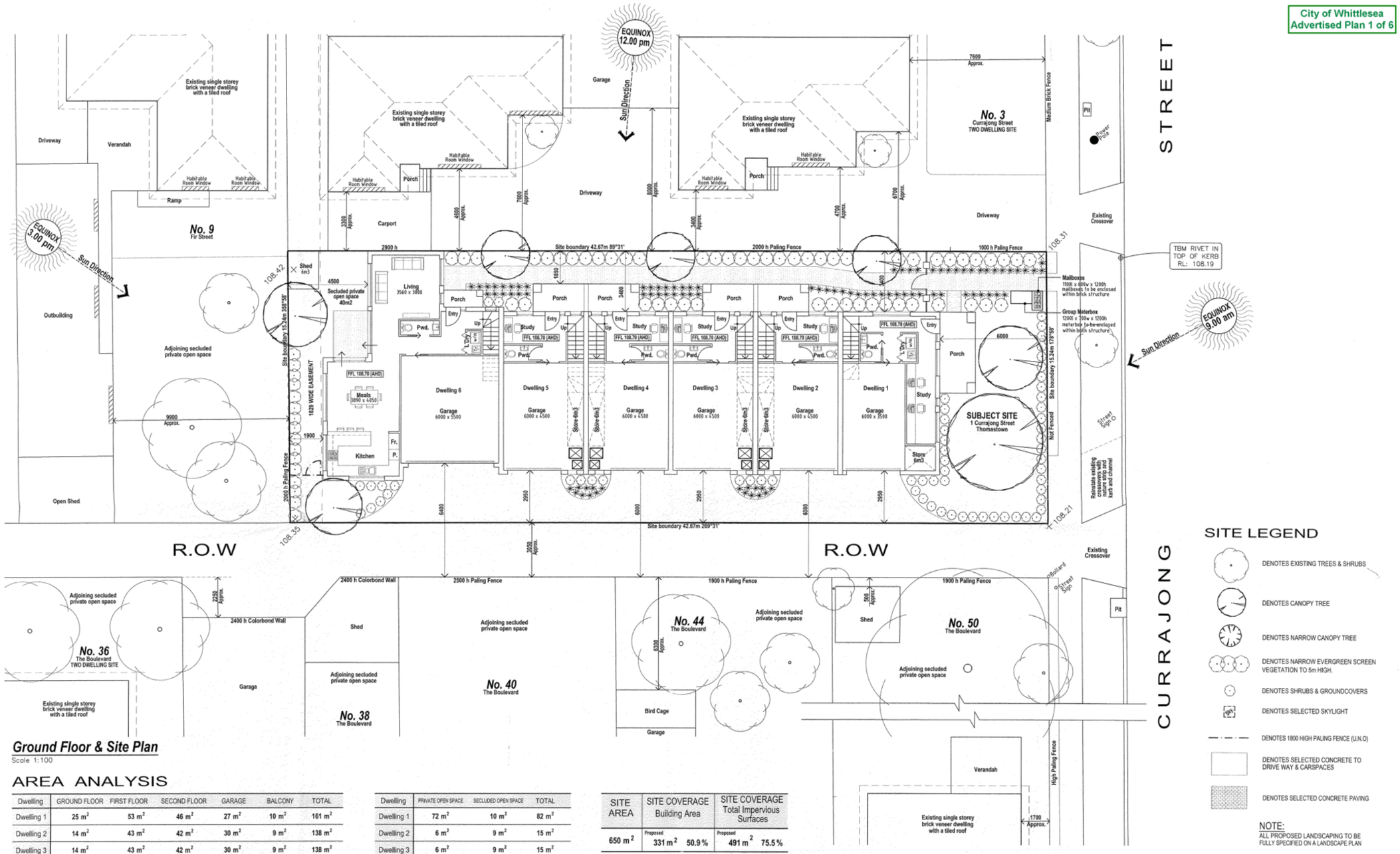
Objector (+1 Outside Locality Map Area)

Train Station

Medium Density Housing

City of Whittlesea **DEVELOPMENT ASSESSMENT REPORT**

City of Whittlesea
Advertised Plan 1 of 6



Ground Floor & Site Plan

Scale 1:100

AREA ANALYSIS

Dwelling	GROUND FLOOR	FIRST FLOOR	SECOND FLOOR	GARAGE	BALCONY	TOTAL
Dwelling 1	25 m²	53 m²	46 m²	27 m²	10 m²	161 m²
Dwelling 2	14 m²	43 m²	42 m²	30 m²	9 m²	138 m²
Dwelling 3	14 m²	43 m²	42 m²	30 m²	9 m²	138 m²
Dwelling 4	14 m²	43 m²	42 m²	30 m²	9 m²	138 m²
Dwelling 5	14 m²	43 m²	42 m²	30 m²	9 m²	138 m²
Dwelling 6	65 m²	86 m²	N/A	36 m²	N/A	187 m²

Dwelling	PRIVATE OPEN SPACE	SECLUDED OPEN SPACE	TOTAL
Dwelling 1	72 m²	10 m²	82 m²
Dwelling 2	6 m²	9 m²	15 m²
Dwelling 3	6 m²	9 m²	15 m²
Dwelling 4	6 m²	9 m²	15 m²
Dwelling 5	6 m²	9 m²	15 m²
Dwelling 6	4 m²	40 m²	44 m²

SITE AREA	SITE COVERAGE Building Area		SITE COVERAGE Total Impervious Surfaces	
	Proposed		Proposed	
650 m²	331 m²	50.9 %	491 m²	75.5 %

Project
Multi-Dwelling Development

Client
Hung Cam Thich

Rev.	Date.	Description.	Initial.
A	11.05.18	Council Queries	P.S

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Date 17.08.2017
Drawn P.S

Drawing
Ground Floor & Site Plan
Address
At 1 Currajong Street, Thomastown
Ref No. 17-1498 Sheet No. TP1

Designer
Beyond Design Group Pty Ltd
42 Chancellor Ave, Bundoora
Melbourne Victoria Australia
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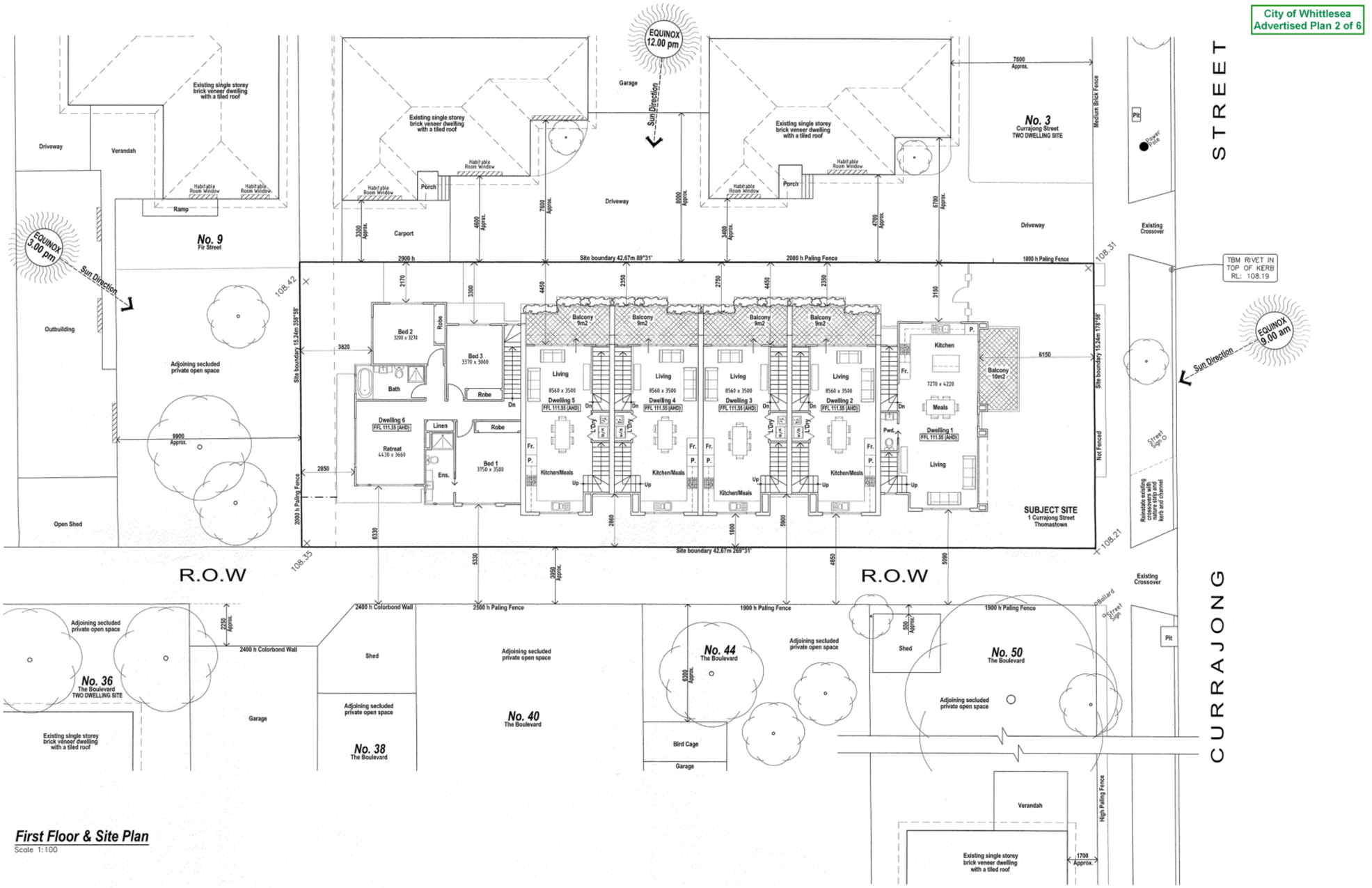
City of Whittlesea
Advertised Plan 2 of 6



First Floor & Site Plan
Scale 1:100

Project	**Multi-Dwelling Development**		
Client	**Hung Cam Thich**		

Rev.	Date.	Description.	Initial.
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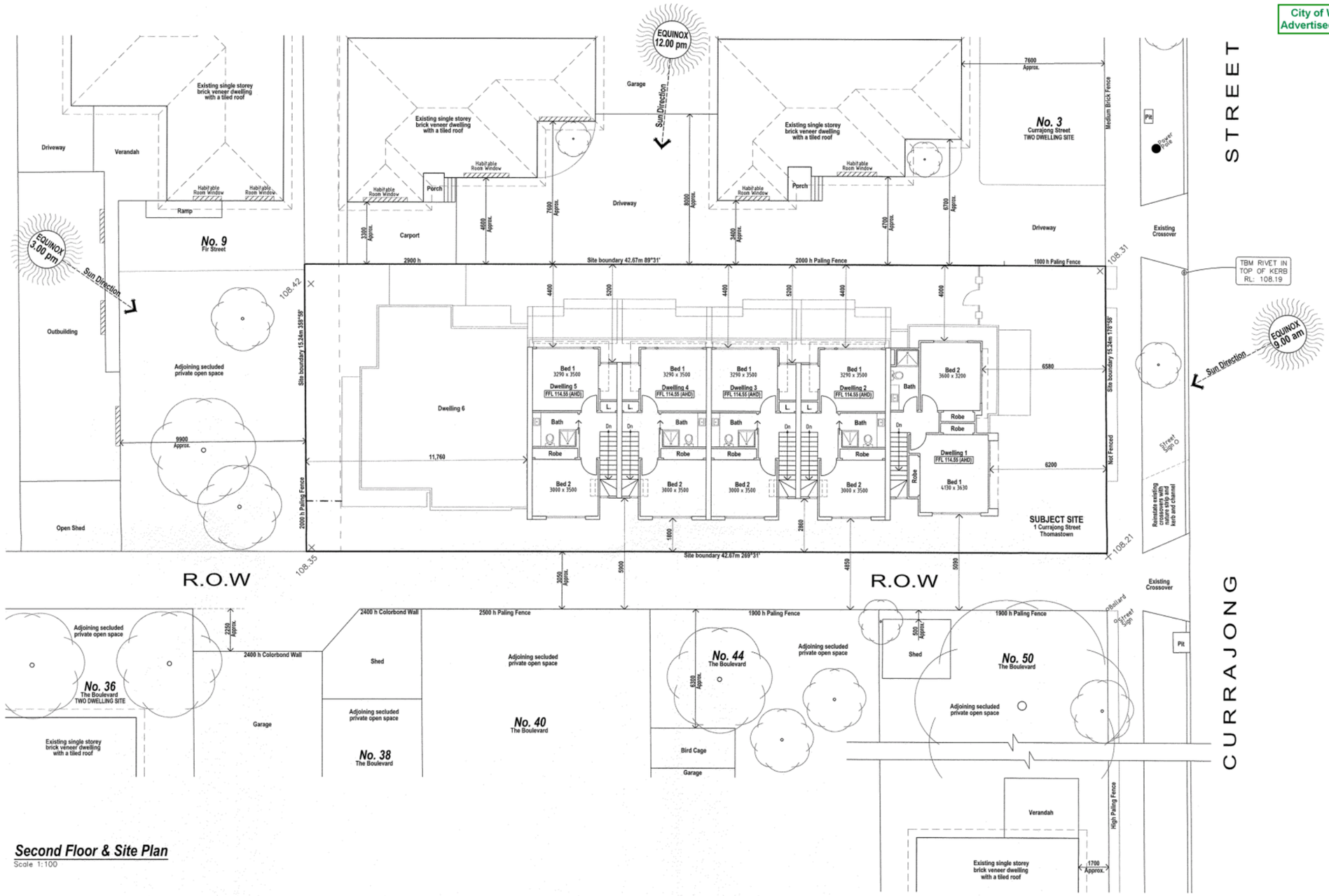
City of Whittlesea
Advertised Plan 3 of 6



Second Floor & Site Plan

Scale 1:100

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Project
Multi-Dwelling Development

Client
Hung Cam Thich

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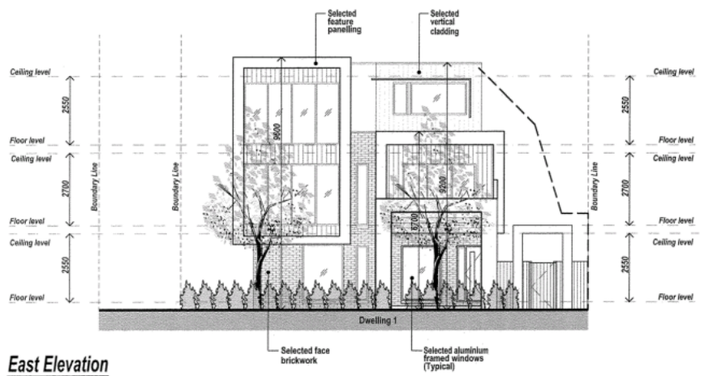
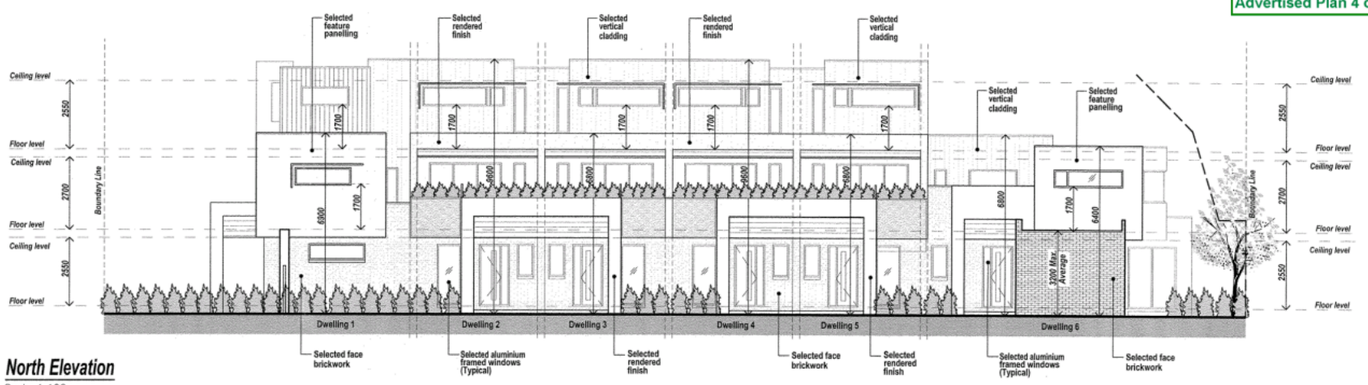
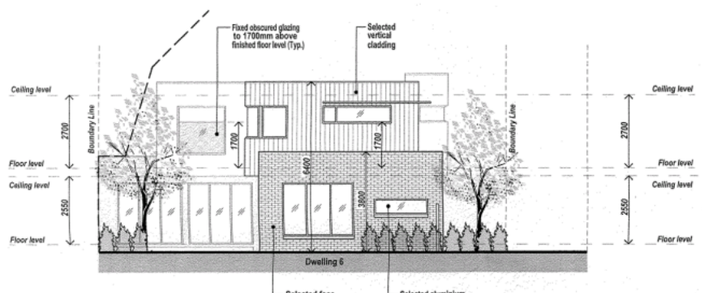
City of Whittlesea
Advertised Plan 4 of 6



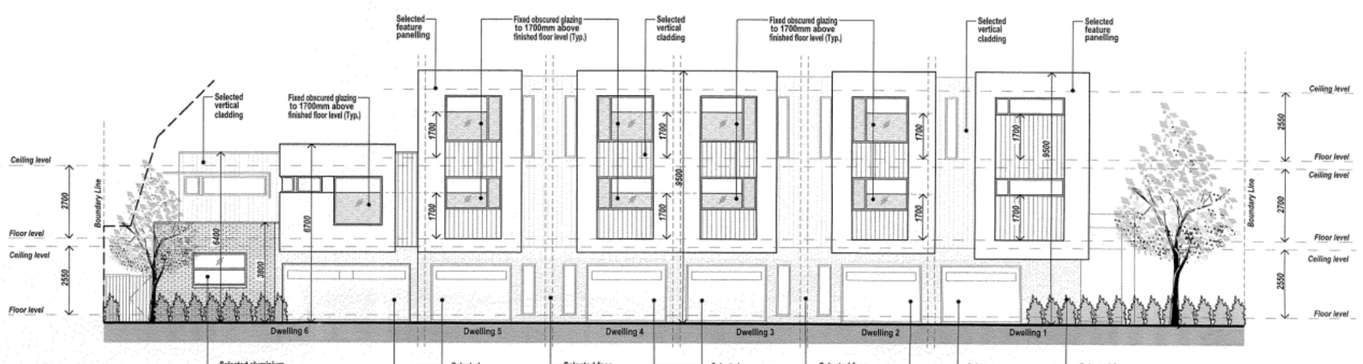
East Elevation
Scale 1:100



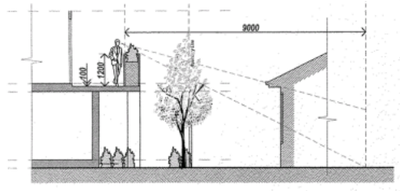
North Elevation
Scale 1:100



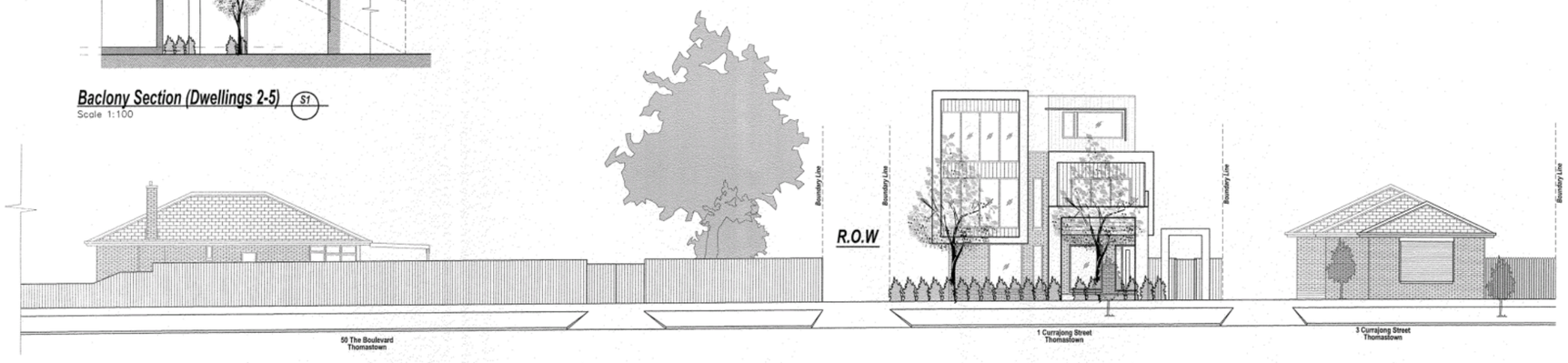
West Elevation
Scale 1:100



South Elevation
Scale 1:100



Baclony Section (Dwellings 2-5) S1
Scale 1:100



Streetscape Elevation - View From Currajong Street
N.T.S

Project
Multi-Dwelling Development

Client
Hung Cam Thich

Scale	1:100
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Elevations
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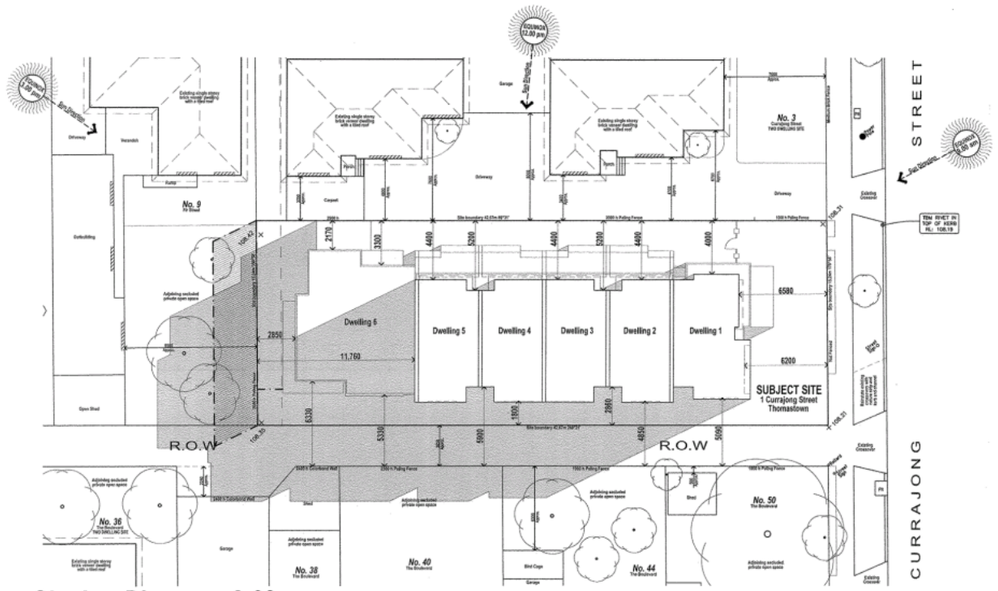
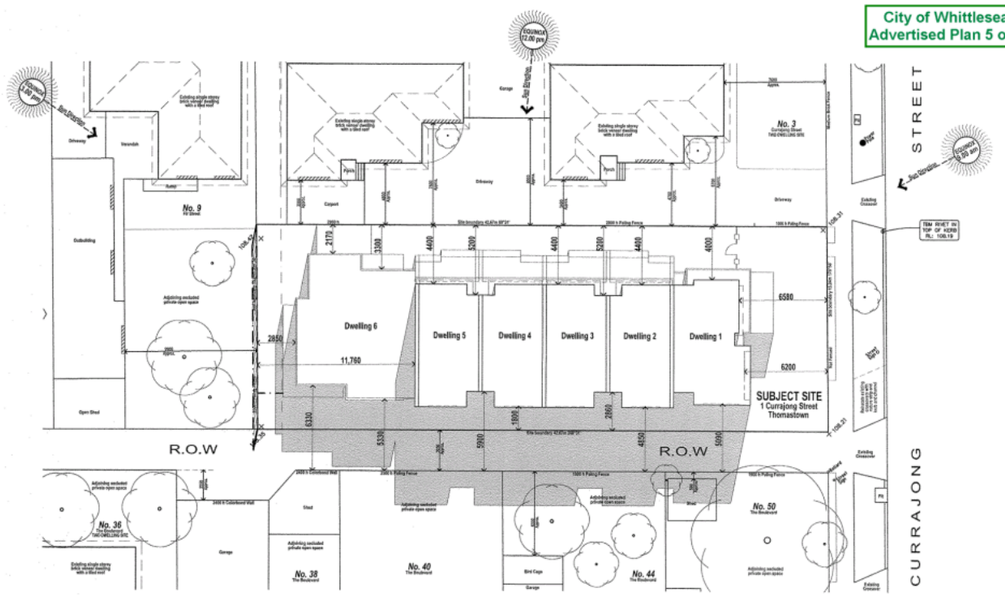
City of Whittlesea
Advertised Plan 5 of 6



Shadow Diagram - 9:00 am

Scale 1:200

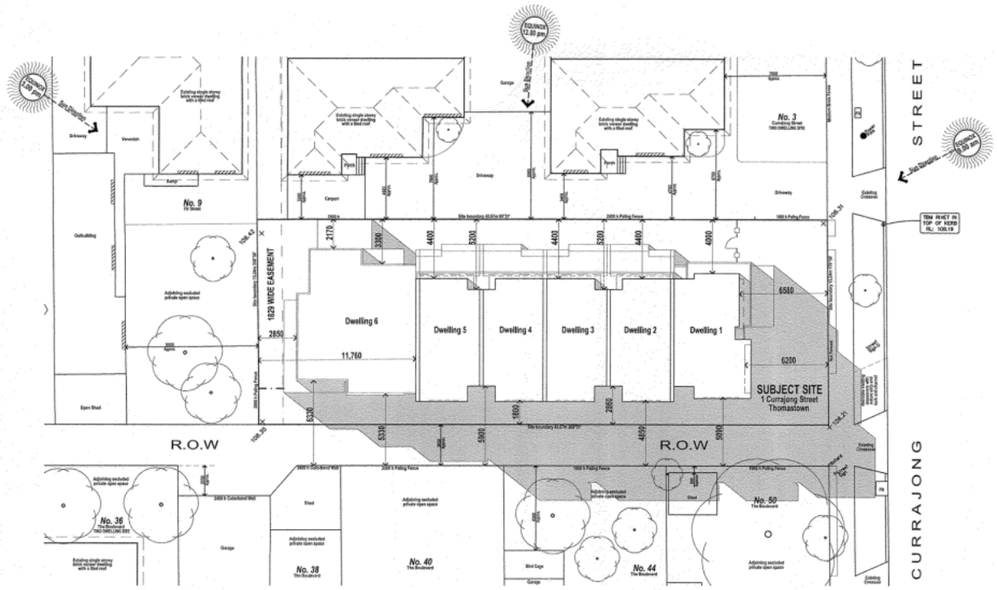
DENOTES THE AREA OF SHADOW CAST BY THE EXISTING PALING FENCE ALONG THE WESTERN BOUNDARY LINE.



Shadow Diagram - 12:00 pm

Scale 1:200 SEPTEMBER 22 (EQUINOX)

DENOTES THE AREA OF SHADOW CAST BY THE EXISTING PALING FENCE ALONG THE WESTERN BOUNDARY LINE.



Shadow Diagram - 3:00 pm

Scale 1:200 SEPTEMBER 22 (EQUINOX)

Beyond Design Group BUILDING DESIGN SOLUTIONS

Project

Multi-Dwelling Development

Client

Hung Cam Thich

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Drawing

Shadow Diagrams

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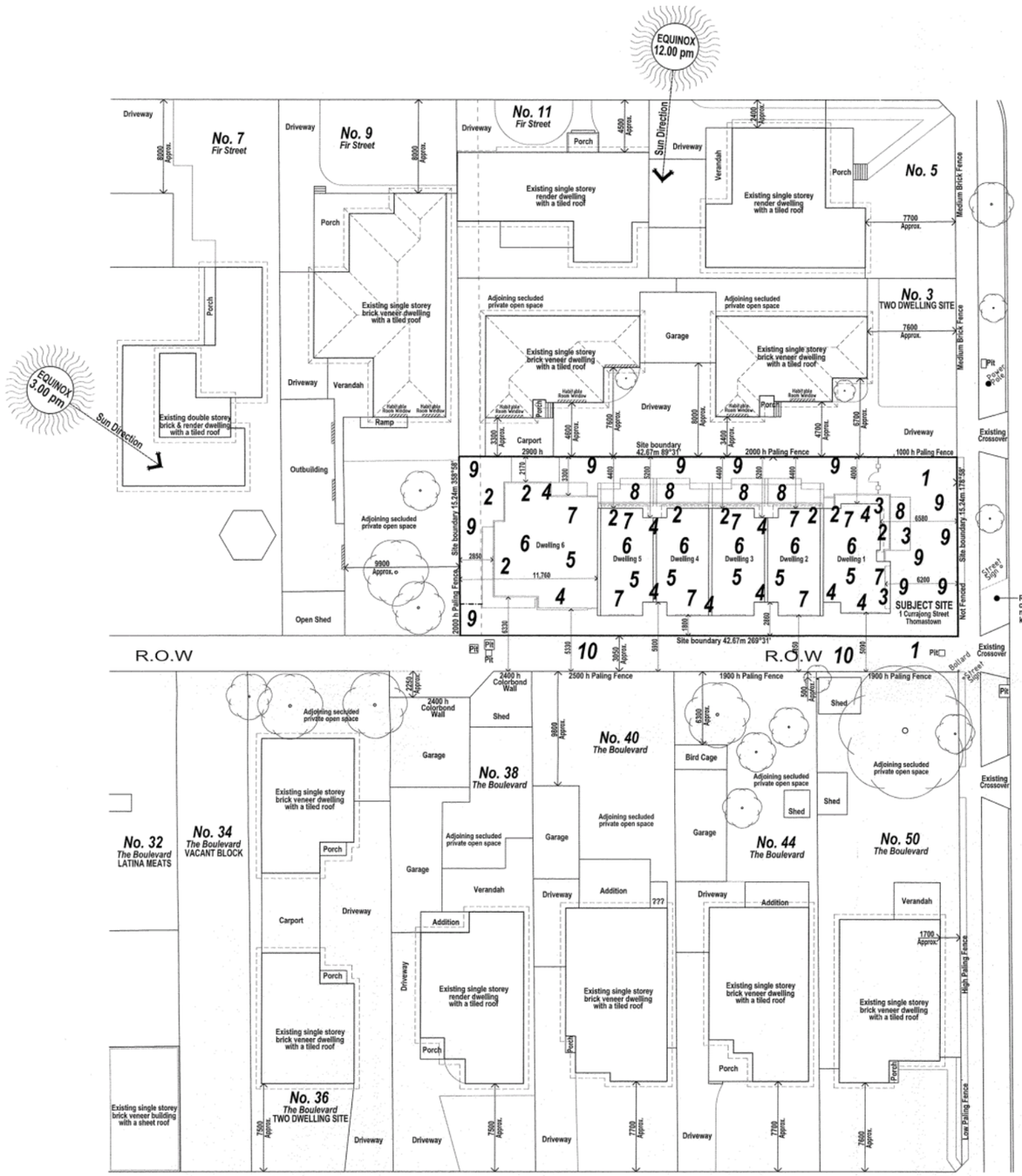
City of Whittlesea
Advertised Plan 6 of 6



Design Response

The proposed development has responded to the site context in the following ways:

1. *The separating of pedestrian and vehicle access areas reduces conflict between people and motor vehicles.*
2. *The layout allows all the dwellings to feature north, east and west facing windows promoting access to sunlight and ventilation throughout the day.*
3. *Front building facade articulated and staggered to provide appropriate infill between varying setbacks along street.*
4. *Structural relief of building form provided by staggering of wall faces both horizontally and vertically across the Elevations.*
5. *Building height complies with planning scheme requirements*
6. *The townhouse design provides an easy subdivision layout that also reduces potential conflict between owners.*
7. *Innovative, contemporary, energy efficient design with range of external materials, finishes and colours utilised for all Dwellings.*
8. *Balconies adjoin principal living areas and are located to the outside of the building to maximise amenity.*
9. *Canopy vegetation and extensive landscaping is proposed throughout the site to enhance the appearance of the site and to soften hard surfaces areas.*
10. *The existing crossover in the south/east corner will be reinstated with kerb and channel. All vehicles will utilise the adjoining ROW.*

The Design Response has been prepared taking into account the opportunities and constraints of the subject site and the Standards of Res Code. The Design Response has been derived from the Neighbourhood Site Description ensuring that a coherent design outcome has been achieved.

Design Response Plan

Denotes Existing significant trees and major vegetation

Project: **Multi-Dwelling Development**

Client: **Hung Cam Thich**

Rev.	Date.	Description.	Initial.
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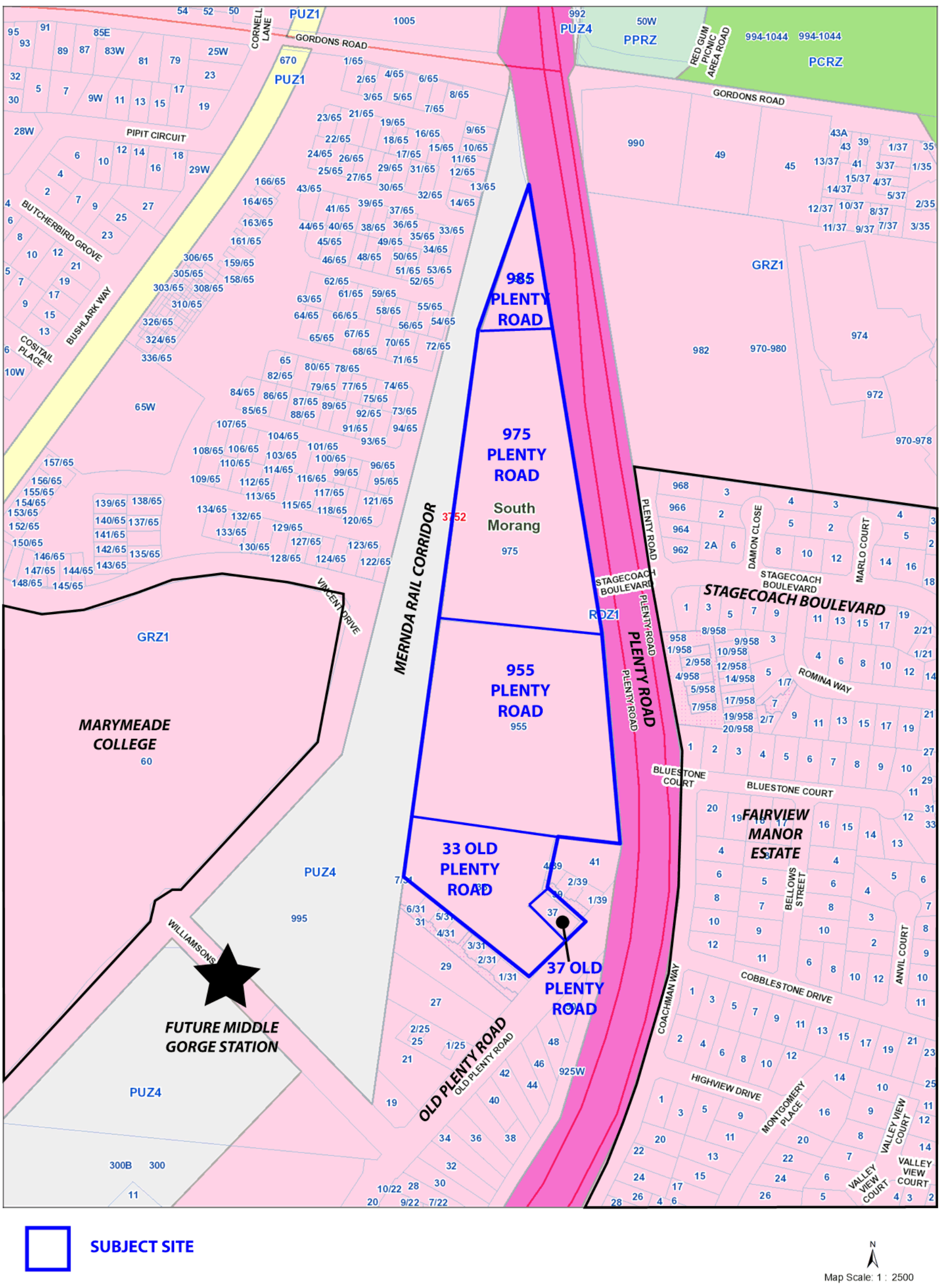
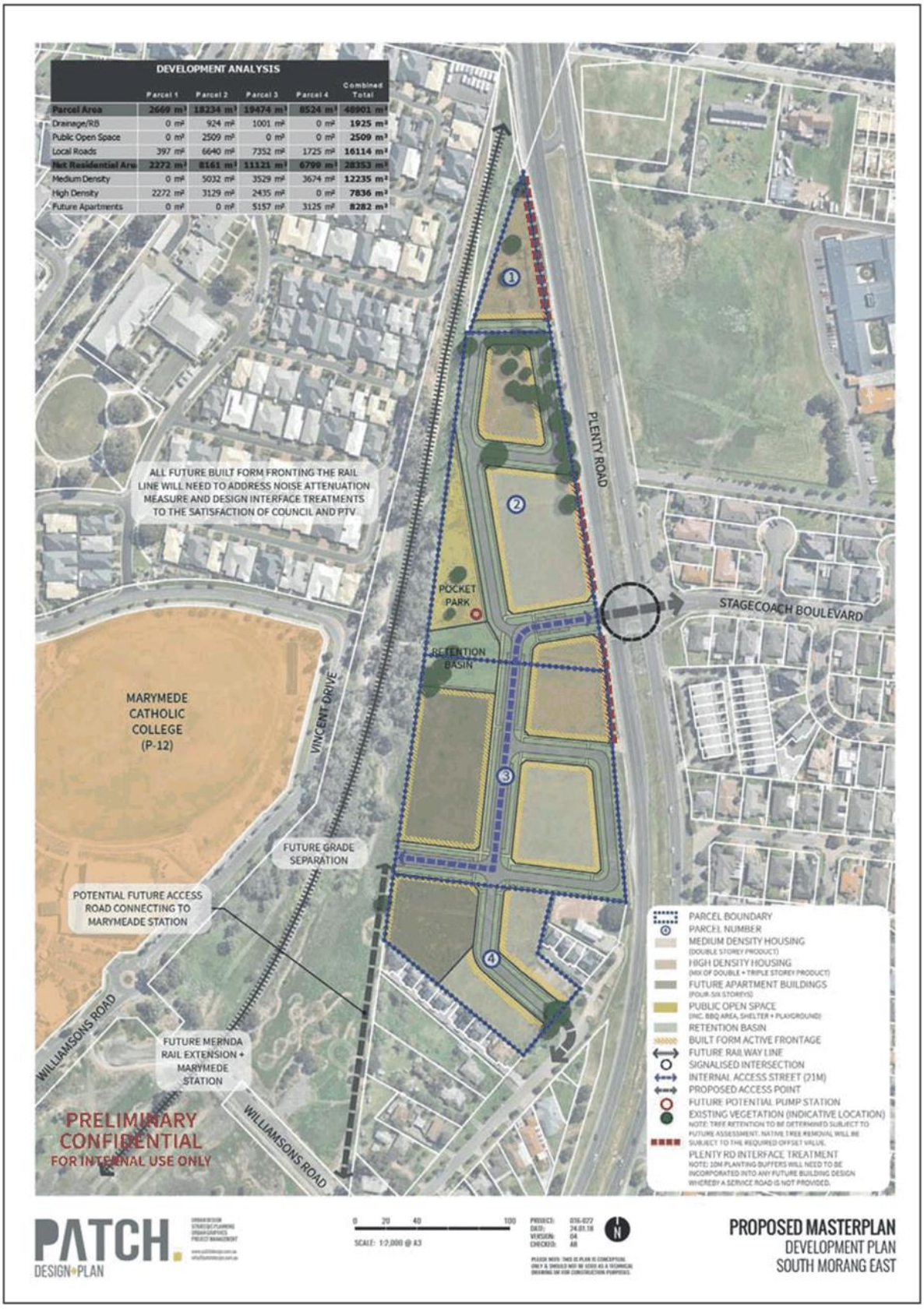
SOUTH MORANG EAST DEVELOPMENT PLAN AREA

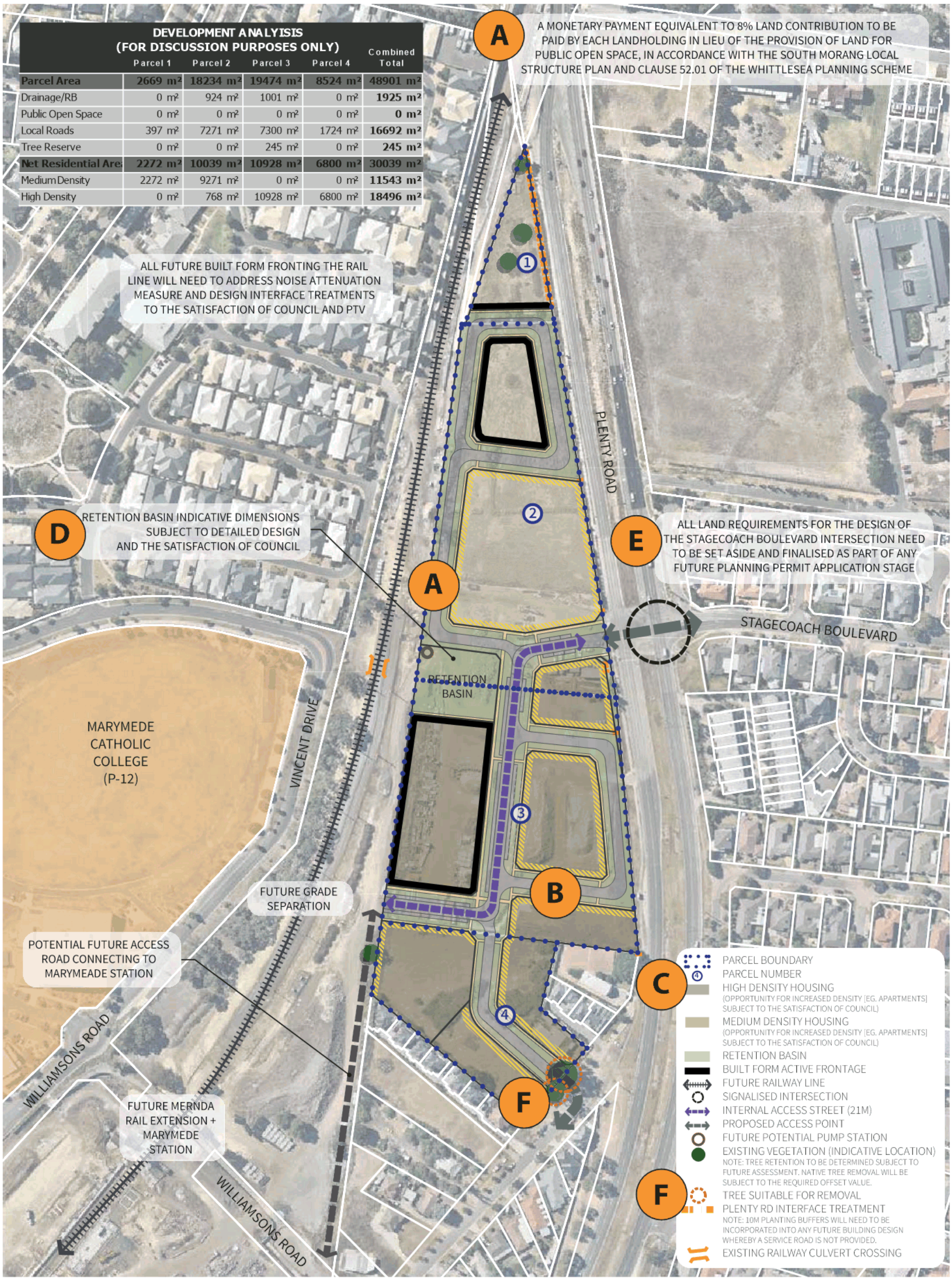
City of Whittlesea



Exhibited South Morang East Development Plan



Post-Exhibition South Morang East Development Plan



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STRATEGIC PLANNING
URBAN GRAPHICS
PROJECT MANAGEMENT
www.patchdesign.com.au
info@patchdesign.com.au

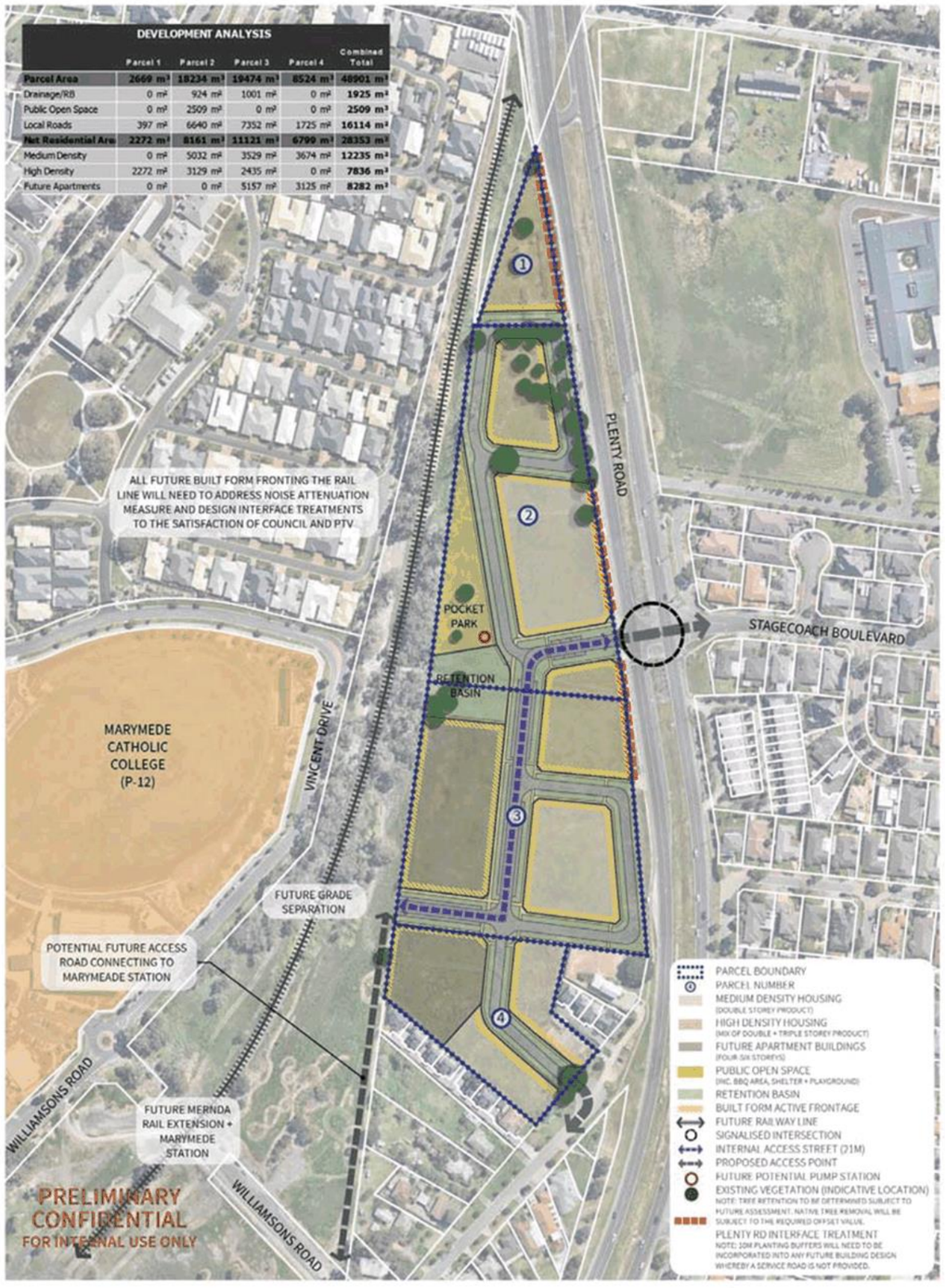
0 20 40 100
SCALE: 1:2,000 @ A3

PROJECT: 016-022
DATE: 03.08.18
VERSION: 10
CHECKED: AB

PLEASE NOTE: THIS IS PLAN IS CONCEPTUAL ONLY & SHOULD NOT BE USED AS A TECHNICAL DRAWING OR FOR CONSTRUCTION PURPOSES.

PROPOSED MASTERPLAN
DEVELOPMENT PLAN
SOUTH MORANG EAST

Exhibited South Morang East Development Plan

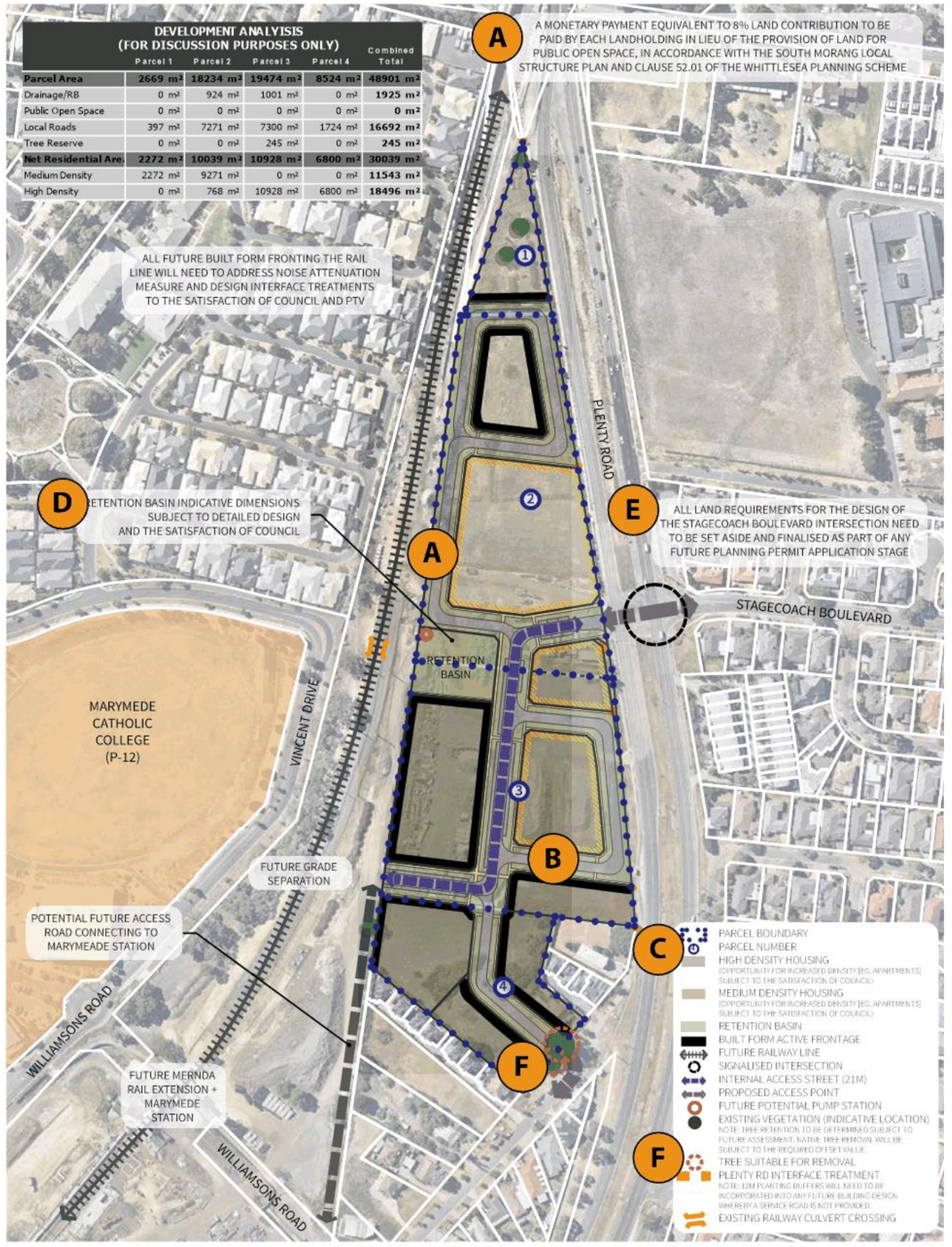


PATCH DESIGN+PLAN

SCALE: 1:2,000 @ A3

PROPOSED MASTERPLAN
DEVELOPMENT PLAN
SOUTH MORANG EAST

Post-Exhibition South Morang East Development Plan



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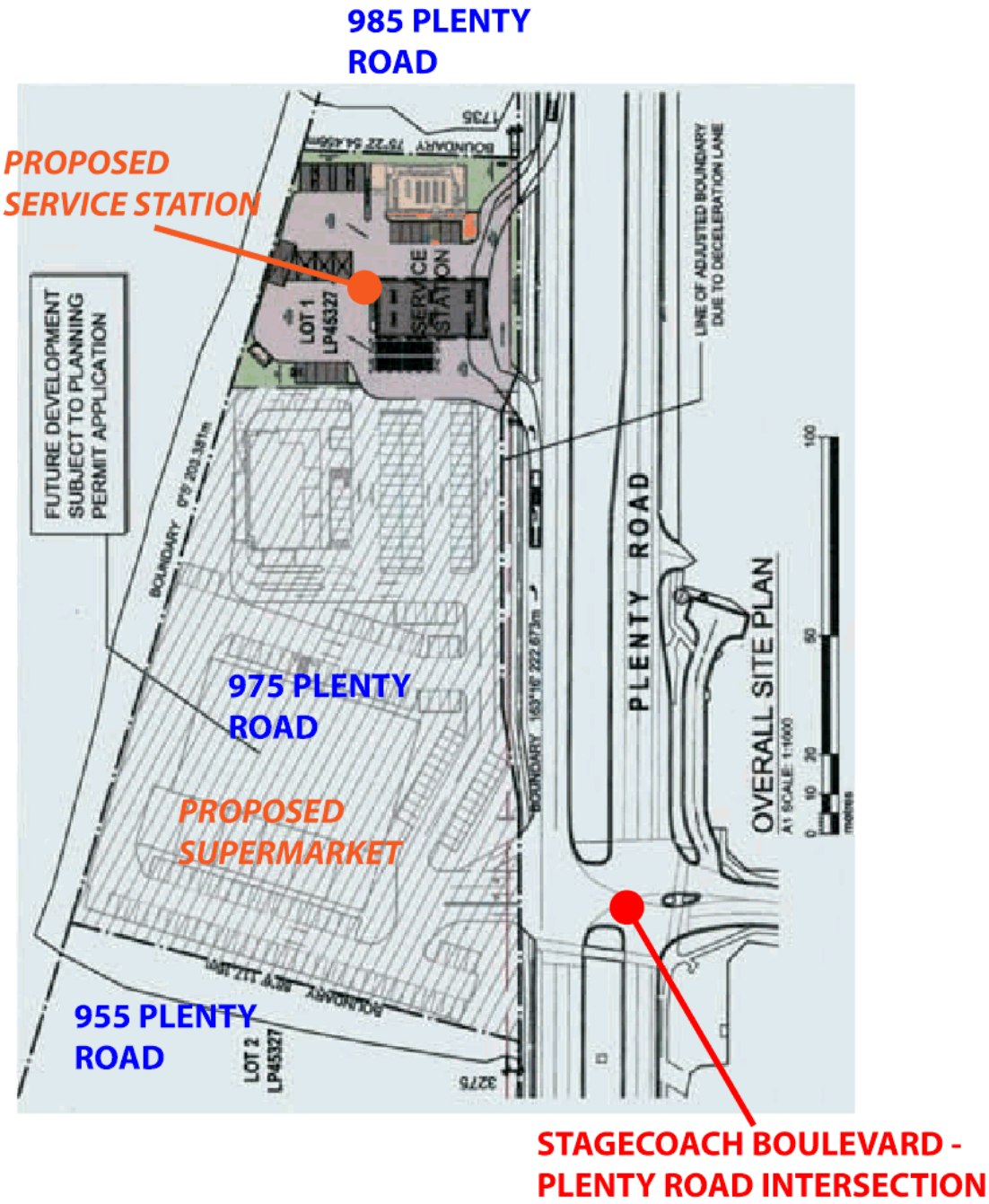
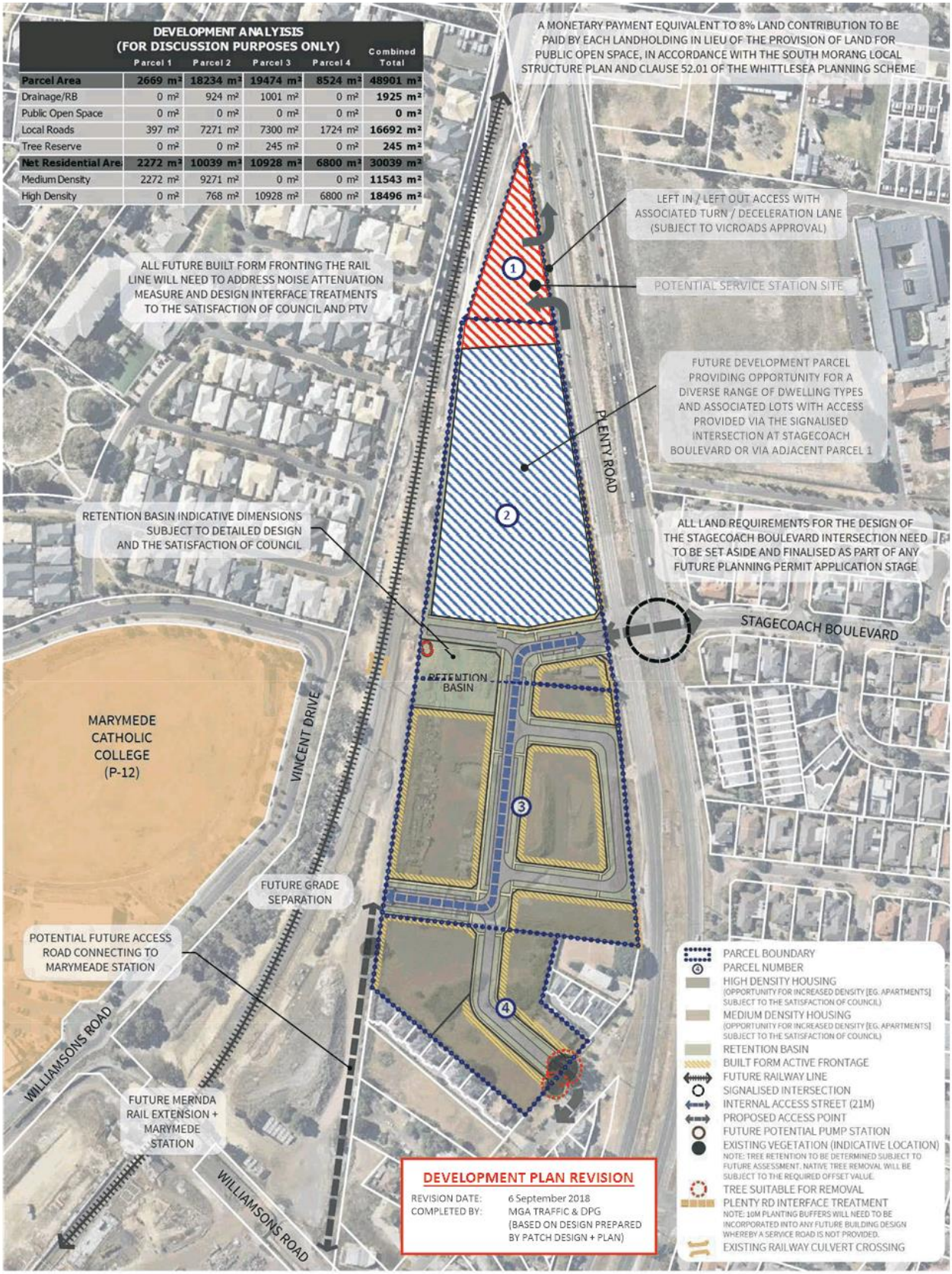
PROPOSED MASTERPLAN
DEVELOPMENT PLA
SOUTH MORANG EA



PROPOSED FUTURE DEVELOPMENT AT 975 PLENTY ROAD


DEVELOPMENT ANALYSIS
(FOR DISCUSSION PURPOSES ONLY)
Parcel 1 | Parcel 2 | Parcel 3 | Parcel 4 | Combined Total
Parcel Area 2669 m² | 18234 m² | 19474 m² | 8524 m² | 48901 m²
Drainage/RB 0 m² | 924 m² | 1001 m² | 0 m² | 1925 m²
Public Open Space 0 m² | 0 m² | 0 m² | 0 m² | 0 m²
Local Roads 397 m² | 7271 m² | 7300 m² | 1724 m² | 16692 m²
Tree Reserve 0 m² | 0 m² | 245 m² | 0 m² | 245 m²
Net Residential Are 2272 m² | 10039 m² | 10928 m² | 6800 m² | 30039 m²
Medium Density 2272 m² | 9271 m² | 0 m² | 0 m² | 11543 m²
High Density 0 m² | 768 m² | 10928 m² | 6800 m² | 18496 m²
A MONETARY PAYMENT EQUIVALENT TO 8% LAND CONTRIBUTION TO BE PAID BY EACH LANDHOLDING IN LIEU OF THE PROVISION OF LAND FOR PUBLIC OPEN SPACE, IN ACCORDANCE WITH THE SOUTH MORANG LOCAL STRUCTURE PLAN AND CLAUSE 52.01 OF THE WHITTLESEA PLANNING SCHEME
LEFT IN / LEFT OUT ACCESS WITH ASSOCIATED TURN / DECELERATION LANE (SUBJECT TO VICROADS APPROVAL)
POTENTIAL SERVICE STATION SITE
ALL FUTURE BUILT FORM FRONTING THE RAIL LINE WILL NEED TO ADDRESS NOISE ATTENUATION MEASURE AND DESIGN INTERFACE TREATMENTS TO THE SATISFACTION OF COUNCIL AND PTV
FUTURE DEVELOPMENT PARCEL PROVIDING OPPORTUNITY FOR A DIVERSE RANGE OF DWELLING TYPES AND ASSOCIATED LOTS WITH ACCESS PROVIDED VIA THE SIGNALISED INTERSECTION AT STAGECOACH BOULEVARD OR VIA ADJACENT PARCEL 1
PLENTY ROAD
RETENTION BASIN INDICATIVE DIMENSIONS SUBJECT TO DETAILED DESIGN AND THE SATISFACTION OF COUNCIL
ALL LAND REQUIREMENTS FOR THE DESIGN OF THE STAGECOACH BOULEVARD INTERSECTION NEED TO BE SET ASIDE AND FINALISED AS PART OF ANY FUTURE PLANNING PERMIT APPLICATION STAGE
STAGECOACH BOULEVARD
RETENTION BASIN
MARYMEDE CATHOLIC COLLEGE (P-12)
VINCENT DRIVE
FUTURE GRADE SEPARATION
POTENTIAL FUTURE ACCESS ROAD CONNECTING TO MARYMEADE STATION
WILLIAMSONS ROAD
FUTURE MERNDA RAIL EXTENSION + MARYMEDE STATION
WILLIAMSONS ROAD
1
2
3
4
DEVELOPMENT PLAN REVISION
REVISION DATE: 6 September 2018
COMPLETED BY: MGA TRAFFIC & DPG (BASED ON DESIGN PREPARED BY PATCH DESIGN + PLAN)
PARCEL BOUNDARY
PARCEL NUMBER
HIGH DENSITY HOUSING
(OPPORTUNITY FOR INCREASED DENSITY [EG. APARTMENTS] SUBJECT TO THE SATISFACTION OF COUNCIL)
MEDIUM DENSITY HOUSING
(OPPORTUNITY FOR INCREASED DENSITY [EG. APARTMENTS] SUBJECT TO THE SATISFACTION OF COUNCIL)
RETENTION BASIN
BUILT FORM ACTIVE FRONTAGE
FUTURE RAILWAY LINE
SIGNALISED INTERSECTION
INTERNAL ACCESS STREET (21M)
PROPOSED ACCESS POINT
FUTURE POTENTIAL PUMP STATION
EXISTING VEGETATION (INDICATIVE LOCATION)
NOTE: TREE RETENTION TO BE DETERMINED SUBJECT TO FUTURE ASSESSMENT. NATIVE TREE REMOVAL WILL BE SUBJECT TO THE REQUIRED OFFSET VALUE.
TREE SUITABLE FOR REMOVAL
PLENTY RD INTERFACE TREATMENT
NOTE: 10M PLANTING BUFFERS WILL NEED TO BE INCORPORATED INTO ANY FUTURE BUILDING DESIGN WHEREBY A SERVICE ROAD IS NOT PROVIDED.
EXISTING RAILWAY CULVERT CROSSING
PATCH DESIGN+PLAN
0 20 40 100
SCALE: 1:2,000 @ A3
PROJECT: 016-022
DATE: 03.08.18
VERSION: 10
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PROPOSED MASTERPLAN
DEVELOPMENT PLAN
SOUTH MORANG EAST

22.16 HOUSING DIVERSITY AND DESIGN

DD/MM/YYYY
Proposed C200

Housing Diversity and Design

This policy applies to development of two or more dwellings in the established areas of the municipality on land zoned Residential Growth Zone, General Residential Zone and Neighbourhood Residential Zone. Established area suburbs include Bundoora, Lalor, Mill Park, Thomastown and parts of Epping and South Morang.

This policy does not apply to land that is subject to an approved Development Plan, which includes areas of South Morang and Epping North.

22.16-1 Policy basis

DD/MM/YYYY
Proposed C200

The City of Whittlesea is experiencing significant housing growth and change and there is increasing pressure to manage residential development within the established urban areas of the municipality.

Council has identified the need to guide the highest level of housing change to the right locations, to make the most efficient use of existing resources and infrastructure, maintain or enhance the amenity of the established suburbs of the City of Whittlesea, and ensure new development meets the needs of our diverse community.

This policy seeks to achieve the Municipal Strategic Statement objectives in Clauses 21.09-1 and 21.09-2, to promote increased diversity and quality in housing which contributes positively to local character and sense of place. The policy also builds on Municipal Strategic Statement objectives in Clause 21.09-4 that seek to ensure the design and typology of housing is aligned with the Housing Change Areas from Council's *Housing Diversity Strategy 2013-2033*.

22.16-2 Objectives

DD/MM/YYYY
Proposed C200

- To support the highest level of housing change in proximity to City of Whittlesea's Principal Public Transport Network and Metropolitan Activity and Neighbourhood Activity Centres, to reduce car dependency.
- To support the development of accessible and adaptable housing to accommodate residents with different abilities, including non-ambulant residents. For the purpose of this policy, accessible housing is defined as a dwelling containing a kitchen, bedroom, shower, toilet and wash basin at ground level that is usable by everyone regardless of their age and abilities. This definition will expire if it is superseded by an equivalent definition or policy in the Victoria Planning Provisions.
- To achieve preferred character and design objectives by encouraging generous landscaping and high quality design of multi-dwelling development.
- To encourage residential development that maintains and enhances internal and external amenity for existing and future residents.
- To encourage the consolidation of lots to provide more efficient development layouts.

22.16-3 Policy

DD/MM/YYYY
Proposed C200

It is policy to:

Site Capacity and Housing Location

- Support the highest level of housing change in areas that meet the following capacity criteria:
  - Walkable catchments for tram and rail stops, and Metropolitan Activity and Neighbourhood Centres, are determined by measuring the length of the

access route on foot via the road and open space network. The walkable catchments are:

- Neighbourhood Renewal Change Area: 400 metres or less.
- Neighbourhood Interface Change Area: 800 metres or less.

- The road network provides a permeable grid layout.

Housing Diversity

- Achieve the provision of:
  - accessible and adaptable housing at a rate of 1 for every 10 dwellings in a development of 10 dwellings or more.
  - variation in the number of bedrooms in a development of 10 dwellings or more.
- Encourage accessible and adaptable housing in areas close to rail and tram services, and commercial and community services.

Housing Design

- Achieve the provision of canopy trees that:
  - support the delivery of preferred character in the established areas and soften the building form; and
  - are proportionate in size to the scale of the development.
- Encourage development that:
  - Achieves generous setbacks where a sense of space and separation between dwellings is part of the preferred neighbourhood character.
  - Provides an articulated building form to avoid visual bulk.
  - Provides shade to windows to increase energy efficiency.
  - Minimises vehicle crossovers, to maximise landscaping opportunities in the front setback and to maintain on-street parking provision.
  - Provides landscaping along driveways that is not impacted by vehicle manoeuvres.
  - Achieves Secluded Private Open Space that demonstrates useability and achieves positive amenity by providing adequate circulation space for recreational use and outlook.
  - Integrates overlooking screening (where required) with the building design to reduce visual bulk and to maximise access to daylight, natural ventilation and outlook for habitable rooms.
  - Provides shared bin storage that is screened and located away from dwelling entry points and windows.
- Support 'reverse living' arrangements in townhouses (where living areas are at the upper level and secluded private open space is on a balcony or deck) when all of the following circumstances exist:
  - No other options are available; and
  - Enhanced outlook opportunities exist, such as adjacent public open space, or attractively landscaped communal open space within the site; and

- The balcony is designed or located to minimise the need for overlooking screening.

22.16-4 Policy Guidelines

DD/MM/YYYY
Proposed C200

Planning decisions should consider:

- The extent to which the proposed development meets the objectives and policy statements of this policy.
- The extent to which the proposed development achieves the preferred character and design objectives for the Housing Change Area.
- The location of the development site, having regard to proximity to City of Whittlesea's Principal Public Transport Network, and Metropolitan Activity and Neighbourhood Activity Centres.

22.16-5 Policy References

DD/MM/YYYY
Proposed C200

Housing Diversity Strategy 2013-2033

Disability Action Plan 2017-2021

DD/MM/YYYY
Proposed C200

SCHEDULE 1 TO CLAUSE 32.07 RESIDENTIAL GROWTH ZONE

Shown on the planning scheme map as **RGZ1**.

NEIGHBOURHOOD RENEWAL AREAS

1.0 Design objectives

DD/MM/YYYY
Proposed C200

To encourage contemporary building design that softens the visual bulk of development by utilising architectural elements and a variety of materials, and that provides an active interface with the public realm.

To maximise landscaping within the front setback and throughout the site, including on balconies, roofs and walls, to soften the built form and avoid large areas of hard surfaces.

To encourage private open space and communal open space to be functional for residents through location, orientation and design.

To encourage the development of housing that is accessible and adaptable.

2.0 Requirements of Clause 54 and Clause 55

DD/MM/YYYY
Proposed C200

	Standard	Requirement
Minimum street setback	A3 and B6	Where there is an existing building on both the abutting allotments facing the same street, and the site is not on a corner, the minimum front setback is: • One metre less than the average distance of the setbacks of the front walls of the existing buildings on the abutting allotments facing the front street, and • Must not be less than 3 metres.
Site coverage	A5 and B8	None specified
Permeability	A6 and B9	None specified
Landscaping	B13	None specified
Side and rear setbacks	A10 and B17	None specified
Walls on boundaries	A11 and B18	None specified
Private open space	A17	None specified
	B28	An area of 40 square metres, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 25 square metres, a minimum dimension of 3 metres and convenient access from a living room, or A balcony of: • 8 square metres with a minimum width of 2 metres and convenient access from a living room for 1-2 bedroom dwellings, or • 12 square metres with a minimum width of 2.4 metres and convenient access from a living for 3 or more bedroom dwellings, or A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room.

	Standard	Requirement
Front fence height	A20 and B32	None specified

3.0 Maximum building height requirement for a dwelling or residential building

DD/MM/YYYY Proposed C200

None specified.

4.0 Application requirements

DD/MM/YYYY Proposed C200

None specified.

5.0 Decision guidelines

DD/MM/YYYY Proposed C200

The following decision guidelines apply to an application for a permit under Clause 32.07, in addition to those specified in Clause 32.07 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The objectives and policies of Clause 22.16 (Housing Diversity and Design Policy).

DD/MM/YYYY Proposed C200

SCHEDULE 4 TO CLAUSE 32.08 GENERAL RESIDENTIAL ZONE

Shown on the planning scheme map as **GRZ4**.

NEIGHBOURHOOD INTERFACE AREAS

1.0 Neighbourhood character objectives

DD/MM/YYYY Proposed C200

To support a preferred neighbourhood character that balances the scale of development with landscaping and ensures sensitive transitions in height from existing dwellings.

To encourage contemporary building designs with variation and breaks in building form to soften the visual bulk of development through elements such as eaves, hipped or gabled roof forms and setbacks at upper floors.

To improve landscape character by providing generous landscaping including canopy trees in front and rear setbacks to soften the visual impact of development.

To encourage private open space to be functional for residents through location, orientation and design.

2.0 Permit requirement for the construction or extension of one dwelling or a fence associated with a dwelling on a lot

DD/MM/YYYY Proposed C200

Is a permit required to construct or extend one dwelling on a lot of between 300 and 500 square metres?
No
Is a permit required to construct or extend a front fence within 3 metres of a street associated with a dwelling on a lot of between 300 and 500 square metres?
No

3.0 Requirements of Clause 54 and Clause 55

DD/MM/YYYY Proposed C200

	Standard	Requirement
Minimum street setback	A3 and B6	None specified
Site coverage	A5 and B8	None specified
Permeability	A6 and B9	None specified
Landscaping	B13	Provide one canopy tree in both the front and rear setbacks. Each canopy tree must achieve a minimum six metres mature height and be accommodated in a clear, pervious area of at least 5 metres by 5 metres. This area is to be provided in addition to secluded private open space. Incorporate additional canopy trees at a ratio of one canopy tree for every two dwellings on development sites of 1,000 square metres or more.
Side and rear setbacks	A10 and B17	None specified
Walls on boundaries	A11 and B18	None specified
Private open	A17	None specified

	Standard	Requirement
space	B28	An area of 40 square metres, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 25 square metres, a minimum dimension of 4 metres and convenient access from a living room, or A balcony of 12 square metres with a minimum width of 2.4 metres and convenient access from a living room, or A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room.
Front fence height	A20 and B32	None specified

4.0 Maximum building height requirement for a dwelling or residential building

DD/MM/YYYY Proposed C200

None specified.

5.0 Application requirements

DD/MM/YYYY Proposed C200

The following application requirements apply to an application for a permit under Clause 32.08, in addition to those specified in Clause 32.08 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- Applications for developments of two or more dwellings on a lot must include a Landscape Plan to demonstrate compliance with the relevant requirements of Clause 3.0 of this schedule.

6.0 Decision guidelines

DD/MM/YYYY Proposed C200

The following decision guidelines apply to an application for a permit under Clause 32.08, in addition to those specified in Clause 32.08 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The objectives and policies of Clause 22.16 (Housing Diversity and Design Policy).

DD/MM//YYYY
Proposed C200

SCHEDULE 5 TO CLAUSE 32.08 GENERAL RESIDENTIAL ZONE

Shown on the planning scheme map as **GRZ5.**

SUBURBAN RESIDENTIAL AREAS

1.0 Neighbourhood character objectives

DD/MM//YYYY
Proposed C200

To support a preferred neighbourhood character where landscaping is the prominent feature of development.

To maintain a sense of openness and separation between built form by providing generous setbacks and ensuring sensitive transitions in height from existing dwellings.

To encourage contemporary building designs with variation and breaks in building form to soften the visual bulk of development through elements such as eaves, hipped or gabled roof forms and setbacks at upper floors.

To improve landscape character by providing generous landscaping including canopy trees in front and rear setbacks to soften the visual impact of development.

To encourage 'backyard spaces' that are functional for residents through the location, orientation and design of private open space.

2.0 Permit requirement for the construction or extension of one dwelling or a fence associated with a dwelling on a lot

DD/MM//YYYY
Proposed C200

Is a permit required to construct or extend one dwelling on a lot of between 300 and 500 square metres?
No
Is a permit required to construct or extend a front fence within 3 metres of a street associated with a dwelling on a lot of between 300 and 500 square metres?
No

3.0 Requirements of Clause 54 and Clause 55

DD/MM//YYYY
Proposed C200

	Standard	Requirement
Minimum street setback	A3 and B6	None specified.
Site coverage	A5 and B8	None specified.
Permeability	A6 and B9	None specified.
Landscaping	B13	Provide at least one canopy tree in both the front and rear setbacks. Each canopy tree must achieve a minimum six metres mature height and be accommodated in a clear, pervious area of at least 5 metres by 5 metres. Incorporate additional canopy trees at a ratio of one canopy tree for every two dwellings on development sites of 1,000 square metres or more.
Side and rear setbacks	A10 and B17	Rear setback minimum 5 metres.
Walls on boundaries	A11 and B18	No walls on rear boundaries.
Private open	A17	None specified.

	Standard	Requirement
space	B28	A minimum area of 40 square metres of secluded private open space at the side or rear of the dwelling or residential building with a minimum dimension of 5 metres and convenient access from a living room.
Front fence height	A20 and B32	None specified.

4.0 Maximum building height requirement for a dwelling or residential building

DD/MM/YYYY Proposed C200

None specified.

5.0 Application requirements

DD/MM/YYYY Proposed C200

The following application requirements apply to an application for a permit under Clause 32.08, in addition to those specified in Clause 32.08 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

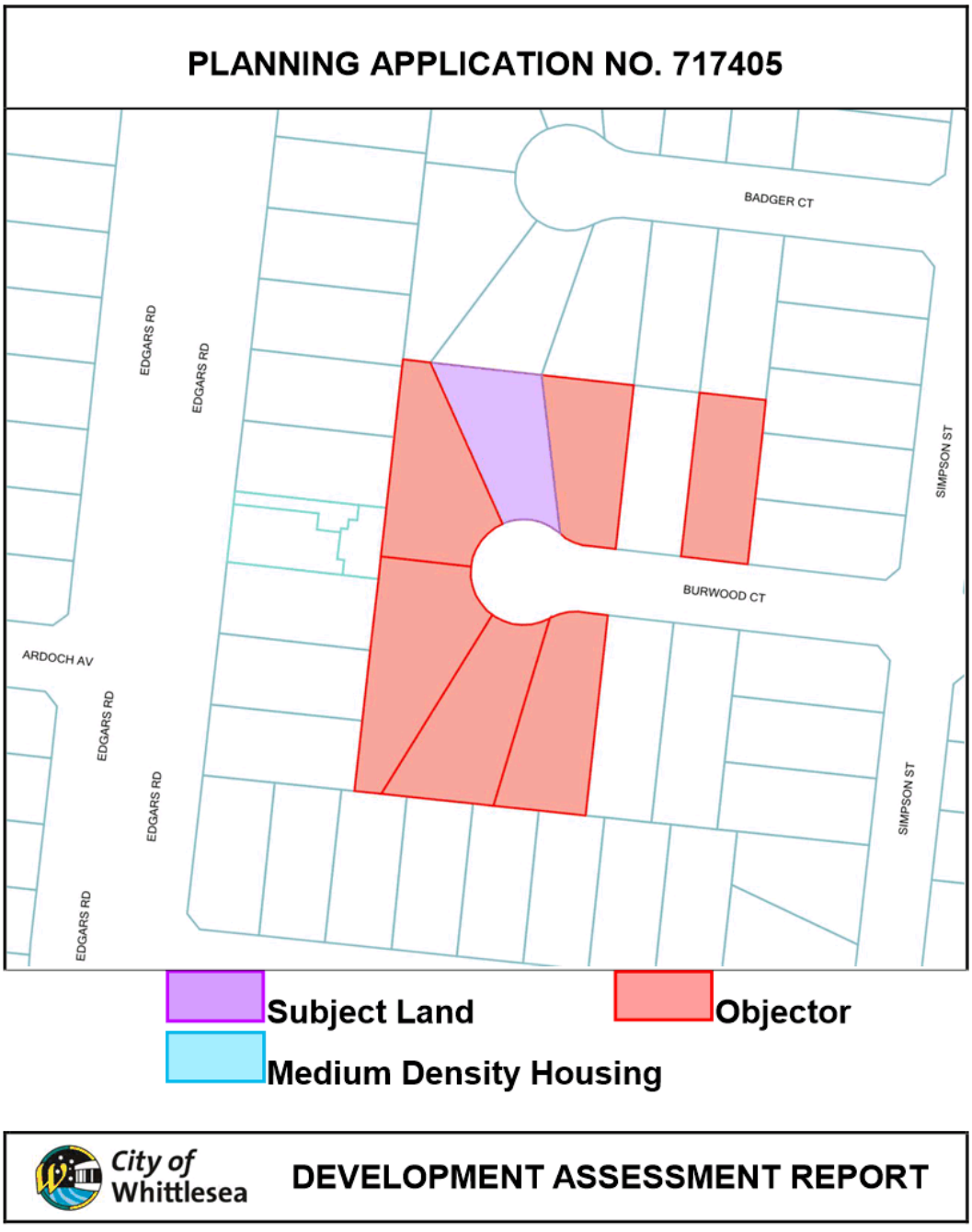
- Applications for developments of two or more dwellings on a lot must include a Landscape Plan to demonstrate compliance with the relevant requirements of Clause 3.0 of this schedule.

6.0 Decision guidelines

DD/MM/YYYY Proposed C200

The following decision guidelines apply to an application for a permit under Clause 32.08, in addition to those specified in Clause 32.08 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The objectives and policies of Clause 22.16 (Housing Diversity and Design Policy).


PLANNING APPLICATION NO. 717405
BADGER CT
EDGARS RD
EDGARS RD
SIMPSON ST
BURWOOD CT
ARDOCH AV
EDGARS RD
EDGARS RD
SIMPSON ST
EDGARS RD
Subject Land
Objector
Medium Density Housing
City of Whittlesea
DEVELOPMENT ASSESSMENT REPORT

PLANNING APPLICATION NO. 717405

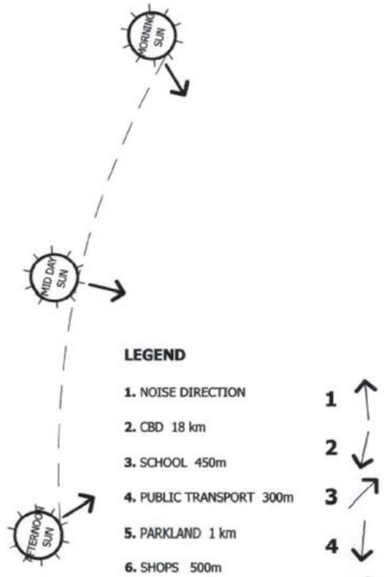
Subject Land

Objector

Medium Density Housing

City of Whittlesea

DEVELOPMENT ASSESSMENT REPORT



LEGEND

1. NOISE DIRECTION
2. CBD 18 km
3. SCHOOL 450m
4. PUBLIC TRANSPORT 300m
5. PARKLAND 1 km
6. SHOPS 500m
7. ADJOINING B/V RES
8. ADJOINING W/B RES
9. ADJOINING SHED
10. VACANT LAND
11. A.C.SHEETING

CP. CARPORT

G. GARAGE

TPF. TIMBER PAILING FENCE

CBF. COLOURBOND FENCE

PW. POST & WIRE FENCE

SF STEEL FENCE

BF BRICK FENCE

> EXISTING VEHICLE CROSSING

P.O.S PRIVATE OPEN SPACE

● HABITABLE ROOM WINDOWS

NEIGHBOURHOOD & SITE DESCRIPTION

SCALE 1:500

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date	amendments:

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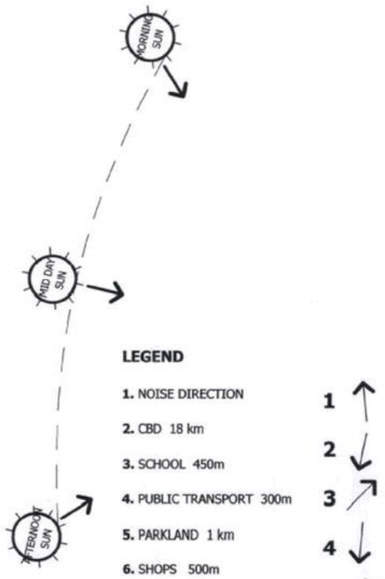
proposed: UNIT DEVELOPMENT
at: 8 BURWOOD COURT THOMASTOWN, VIC 3074
job no: 8882403 date: 19/06/2018

PLANS
sheet: A02



LEGEND

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2. CBD 18 km
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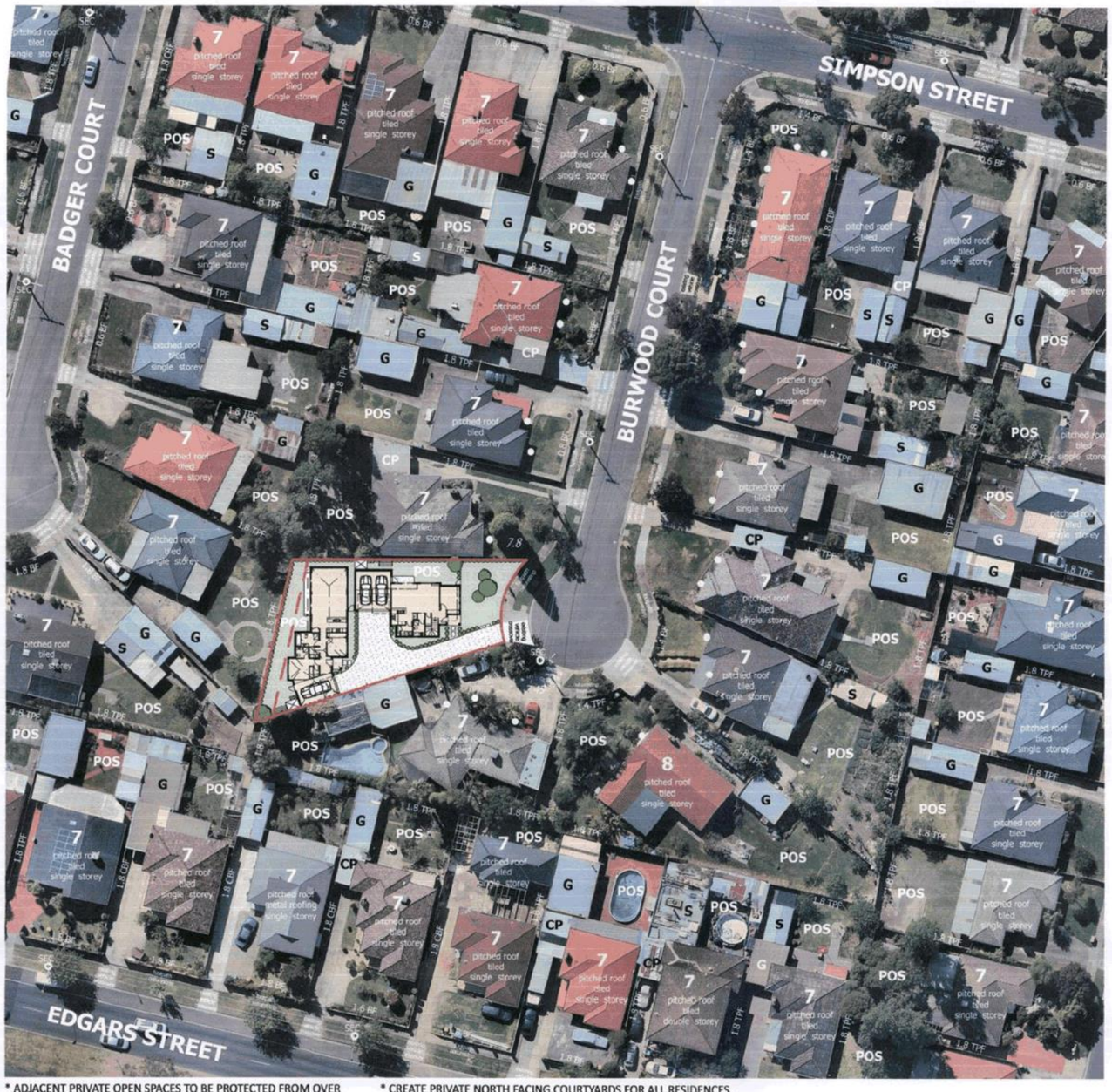
TPF. TIMBER PAILING FENCE
CBF. COLOURBOND FENCE
PW. POST & WIRE FENCE
SF STEEL FENCE
BF BRICK FENCE
> EXISTING VEHICLE CROSSING
P.O.S PRIVATE OPEN SPACE
● HABITABLE ROOM WINDOWS

DESIGN RESPONSE
SCALE 1:500



* ADJACENT PRIVATE OPEN SPACES TO BE PROTECTED FROM OVER LOOKING WITH A 1.8M HIGH FENCE & OBSUCRE GLAZING TO OVERLOOKING WINDOWS

* MATERIALS, COLOURS AND TEXTURES ARE SELECTED TO HIGH LIGHT THE ARCHITECTURAL FORMS AND REFLECT THE ADJACENT DWELLINGS & THE PREVAILING CHARACTER OF THE AREA

* SITE IS RELATIVELY FLAT

* CREATE PRIVATE NORTH FACING COURTYARDS FOR ALL RESIDENCES, AND NORTH FACING LIVING AREAS

* BREAK UP LARGE FORMS WITH ARTICULATED DIMENSIONS IN PLAN AND ELEVATIONS TO MAINTAIN A SCALE RELATIVE TO ADJOINING BUILDINGS

* SETBACK MAINTAINED AT 6.262 METERS SIMILAR TO THE ADJOINING PROPERTIES

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PLANS
sheet: A03

SITE LAYOUT & GROUND FLOOR PLAN

SCALE 1:100

AREA: DWELLING 1		
ground floor	81.75m²	8.80sq
first floor	78.71m²	8.47sq
garage	37.44m²	4.03sq
porch	3.44m²	0.37sq
TOTAL	201.34m²	21.67sq

AREA: DWELLING 2		
ground floor	114.63m²	12.34sq
garage	24.86m²	2.67sq
porch	2.61m²	0.28sq
TOTAL	142.05m²	15.29sq

SITE ANALYSIS	
site area	671.78m²
built up area	264.73m²
site coverage	39.40%
permeability	259.92m²
	38.69%

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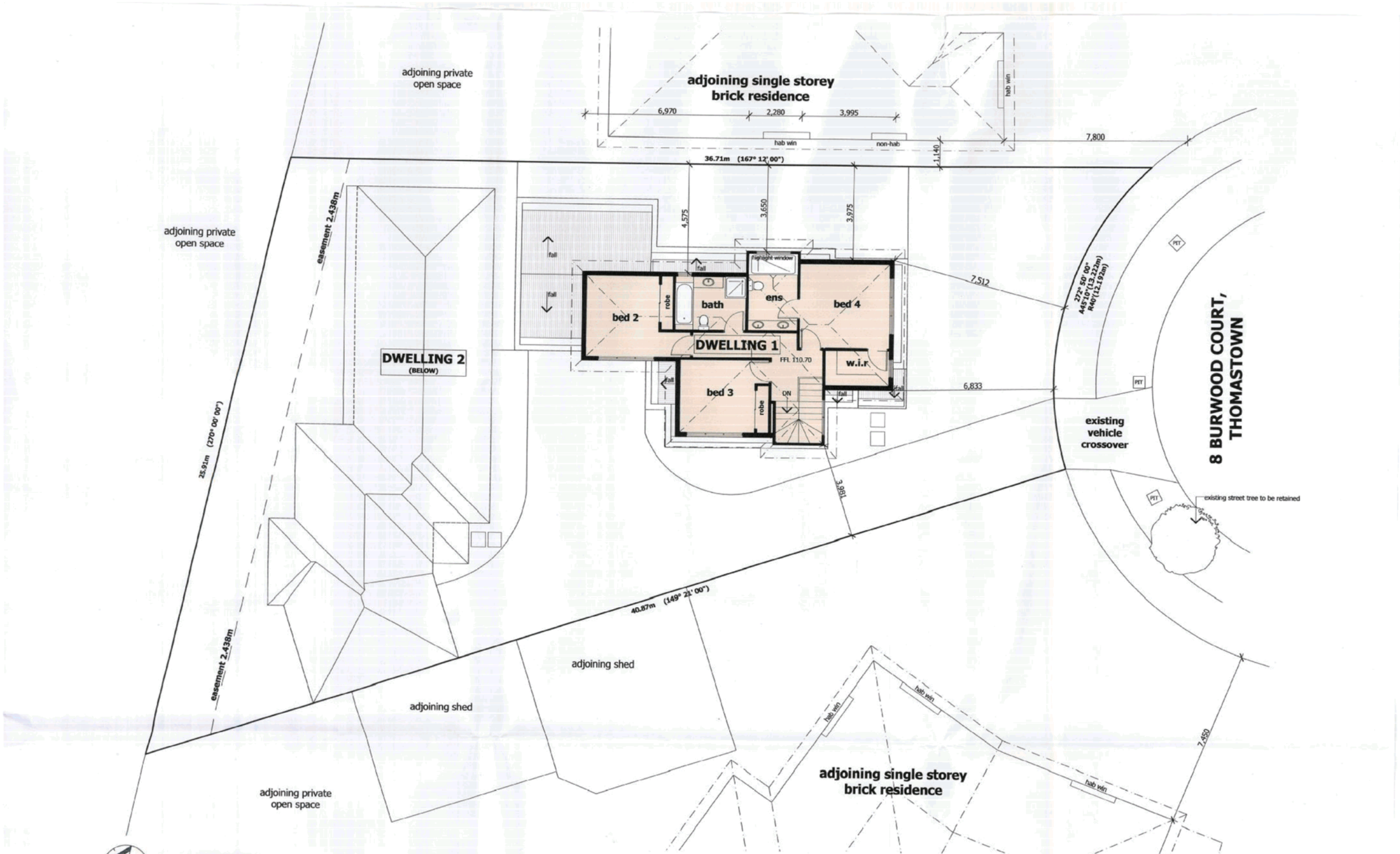
PLANS
sheet: A04



FIRST FLOOR PLAN
SCALE 1:100

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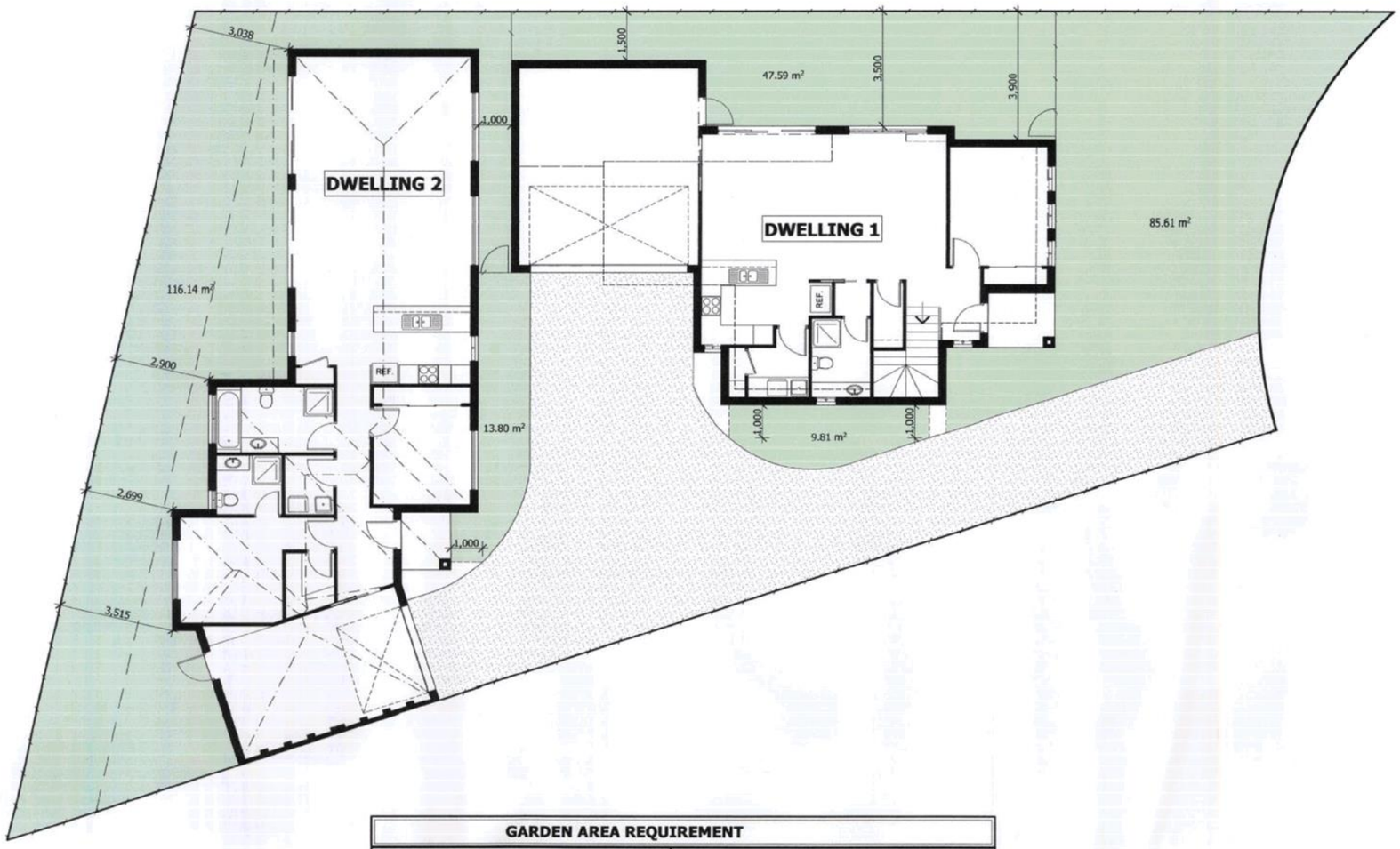
PLANS
sheet: A05



GARDEN AREA REQUIREMENT				
LOT SIZE	MIN. REQUIREMENT	SITE AREA	GARDEN AREA REQUIREMENT	PROPOSED GARDEN AREA
400m² - 500m²	25%	N/A	N/A	N/A
501m² - 650m²	30%	N/A	N/A	N/A
650m² and above	35%	671.78m²	235.123m²	272.95m² = complies

CONCRETE DRIVEWAY

GARDEN AREA (MIN 1m WIDE)

GARDEN AREA REQUIREMENT PLAN

SCALE 1:100

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PLANS
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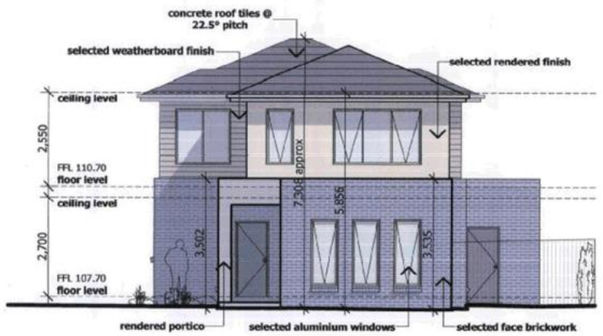

NOTE:
colours are indicative only,
please refer to colour schedule
for exact colours and materials

SOUTH ELEVATION
DWELLING 1
SCALE 1:100

NOTE:
colours are indicative only,
please refer to colour schedule
for exact colours and materials

NORTH ELEVATION - DWELLING 2
SCALE 1:100

NOTE:
colours are indicative only,
please refer to colour schedule
for exact colours and materials

DWELLING 2

WEST ELEVATION
SCALE 1:100

DWELLING 1

NOTE:
colours are indicative only,
please refer to colour schedule
for exact colours and materials

NOTE:
colours are indicative only,
please refer to colour schedule
for exact colours and materials

DWELLING 1

EAST ELEVATION
SCALE 1:100

DWELLING 2

NOTE:
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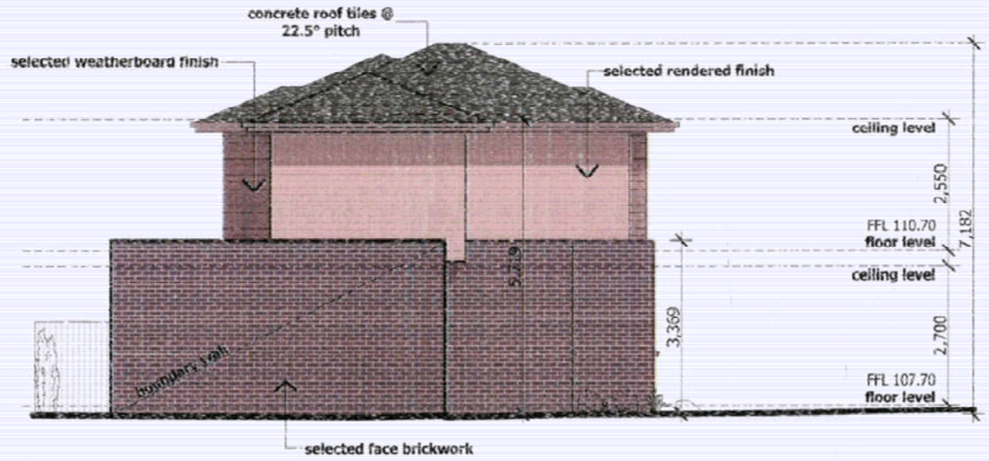
proposed: **UNIT DEVELOPMENT**
at: **8 BURWOOD COURT THOMASTOWN, VIC 3074**
job no: **8882403** date: **19/06/2018**

PLANS
sheet: **A07**



NORTH ELEVATION - INTERNAL DWELLING 1

SCALE 1:100

NOTE:
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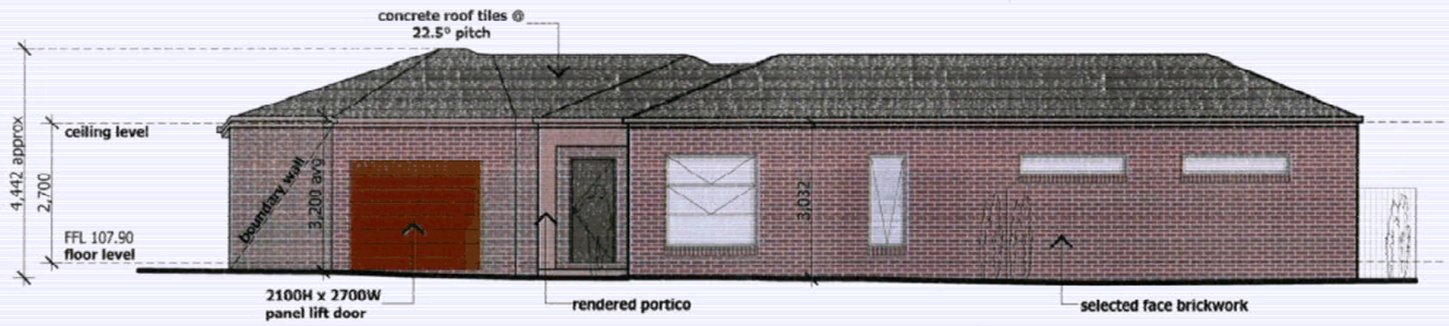

NOTE:
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SOUTH ELEVATION - INTERNAL - DWELLING 2

SCALE 1:100

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at: 8 BURWOOD COURT
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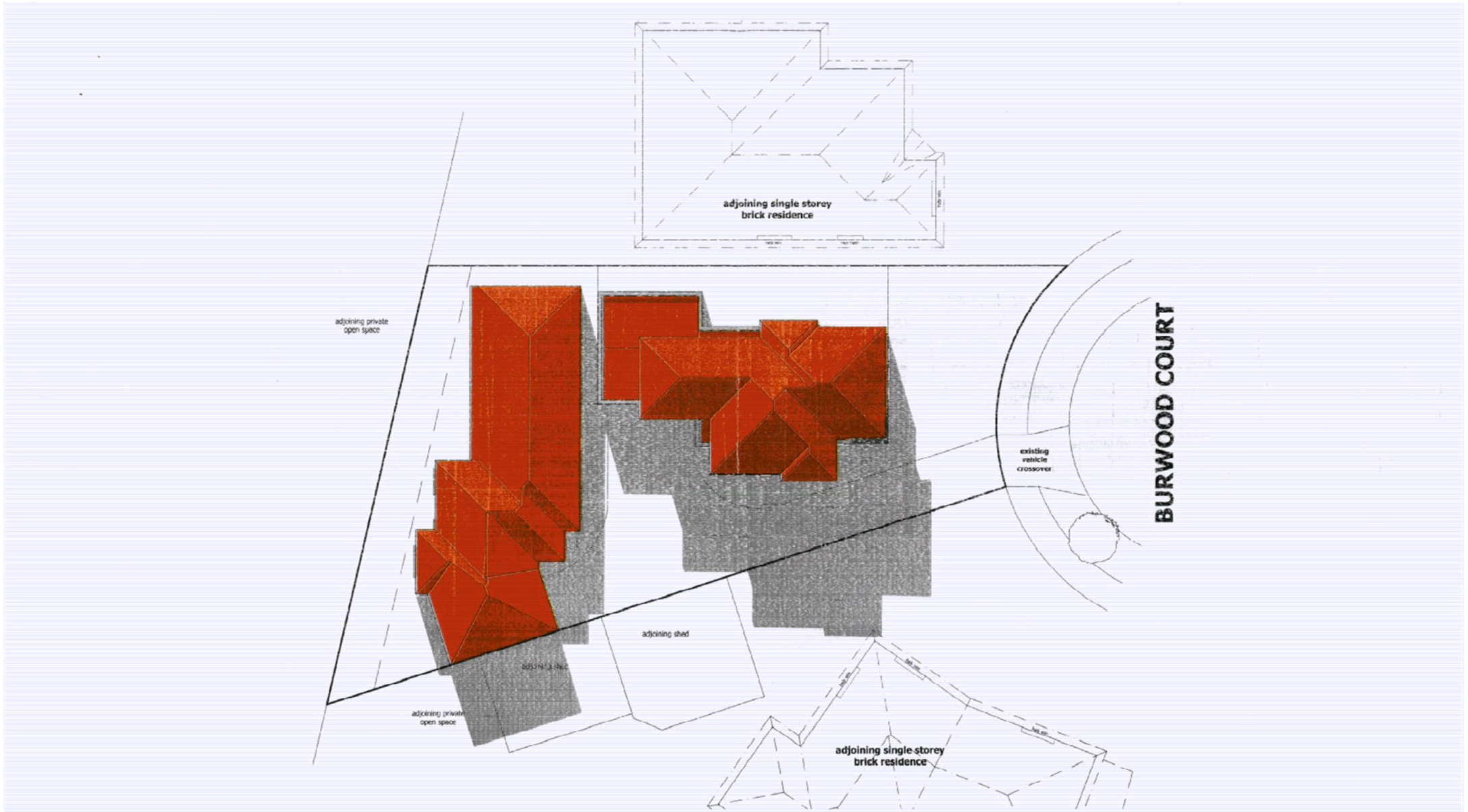
job no: 8882403 date: 19/06/2018

PLANS
sheet: A08



SHADOW DIAGRAM - 22 SEPT 9am

SCALE 1:200

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proposed: UNIT DEVELOPMENT
at: 8 BURWOOD COURT
THOMASTOWN, VIC 3074
job no: 8882403 date: 19/06/2018

PLANS
sheet: A09

SHADOW DIAGRAM - 22 SEPT 12pm

SCALE 1:200

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m 0403 063 917
www.xpressbuildingdesign.com.au
info@xpressbuildingdesign.com.au

date	amendments:

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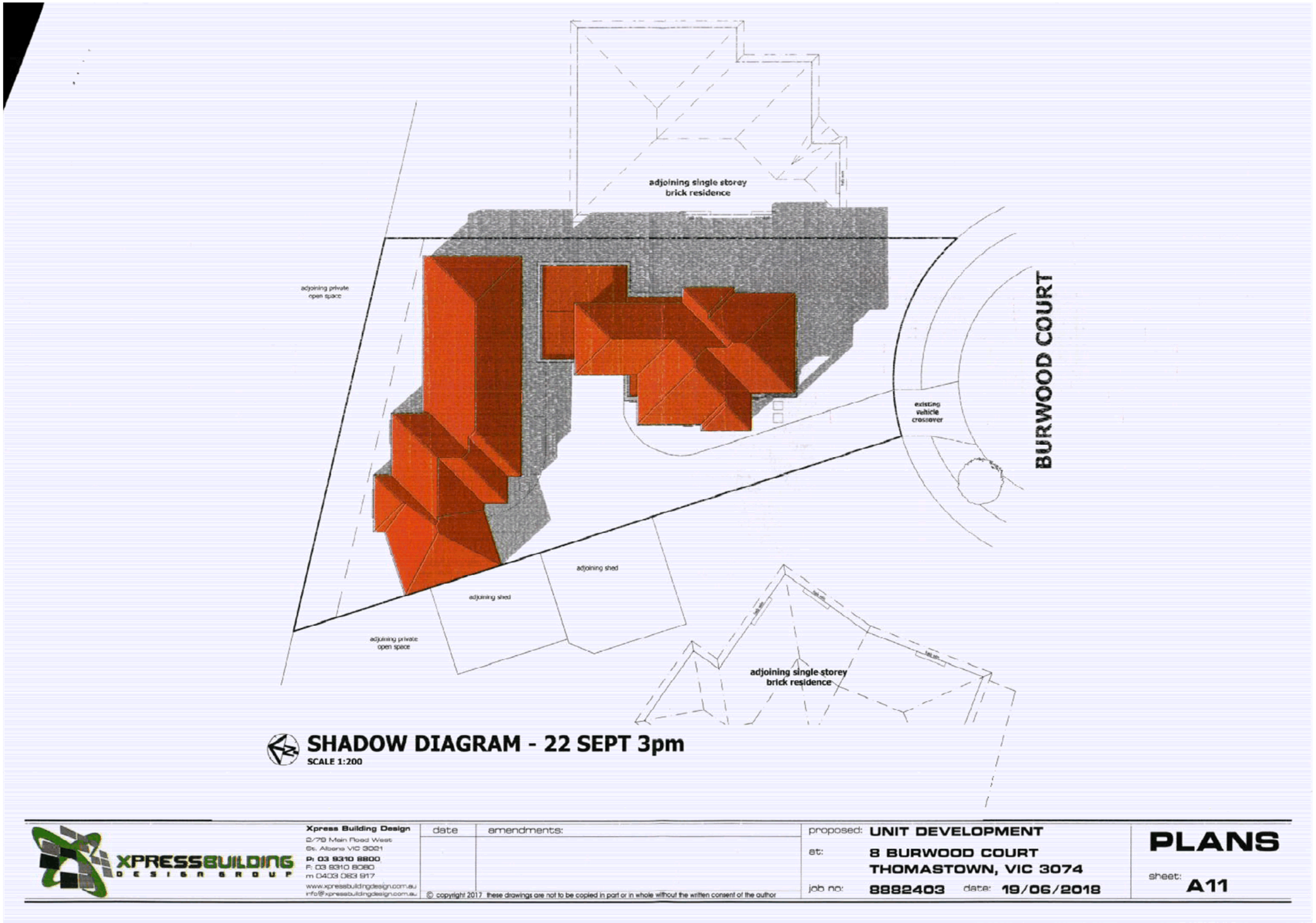
proposed: UNIT DEVELOPMENT
at: 8 BURWOOD COURT
THOMASTOWN, VIC 3074
job no: 8882403 date: 19/06/2018

PLANS
sheet: A10



SHADOW DIAGRAM - 22 SEPT 3pm

SCALE 1:200

XPRESSBUILDING DESIGN GROUP
Xpress Building Design
2/79 Main Road West
St. Albans VIC 3021
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date	amendments:

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at: 8 BURWOOD COURT
THOMASTOWN, VIC 3074
job no: 8882403 date: 19/06/2018

PLANS
sheet: A11

PLANNING APPLICATION NO. 717050

Subject Land

Objector (+7 Objectors outside locality map area)

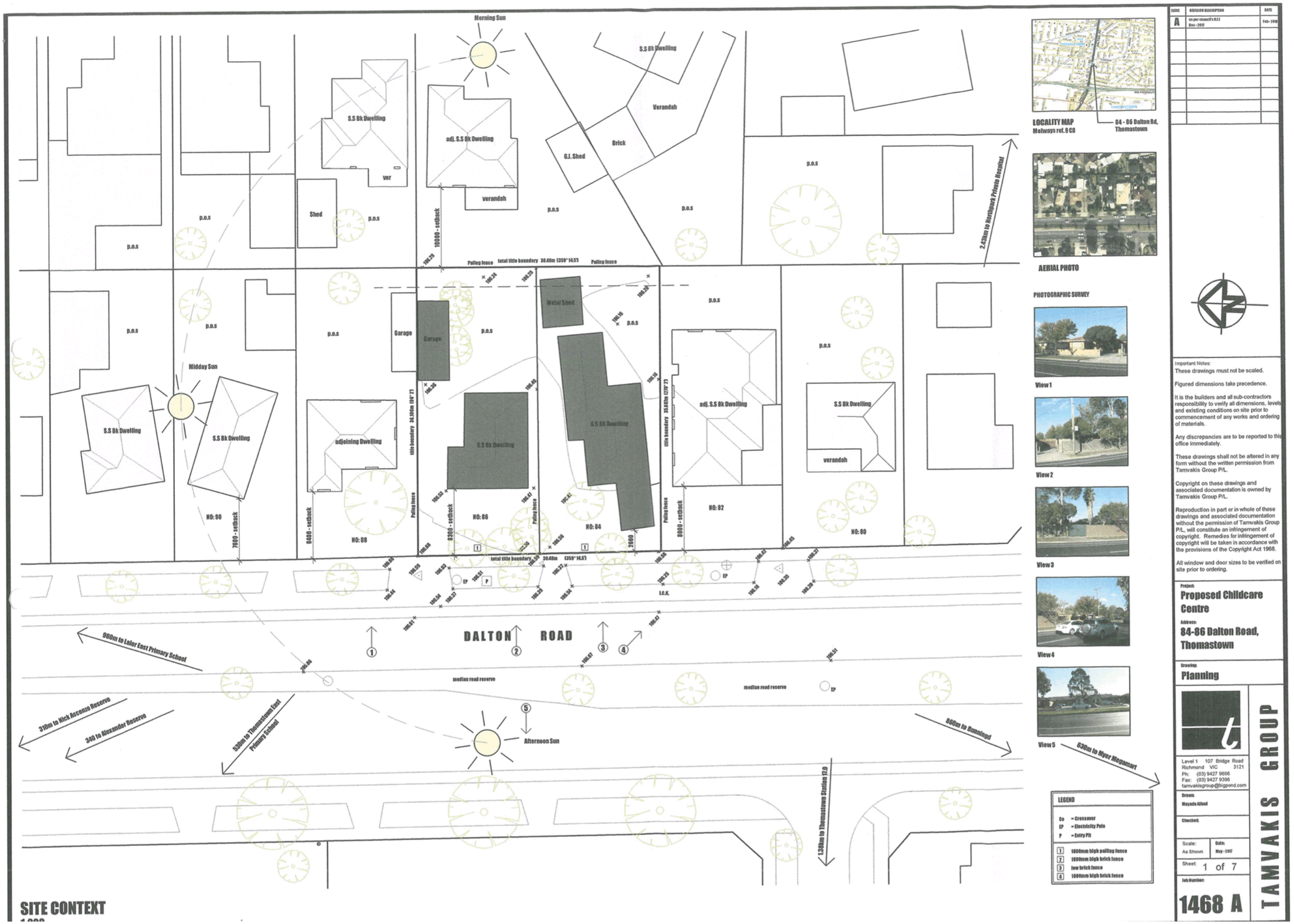
City of Whittlesea **DEVELOPMENT ASSESSMENT REPORT**

PLANNING APPLICATION NO. 717050

Subject Land

Objector (+7 Objectors outside locality map area)

City of Whittlesea **DEVELOPMENT ASSESSMENT REPORT**



ISSUE | REVISION DESCRIPTION | DATE
A | as per council's R.F.I Dec - 2017 | Feb - 2018

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All window and door sizes to be verified on site prior to ordering.

Project:
Proposed Childcare Centre

Address:
84-86 Dalton Road, Thomastown

Drawing:
Planning

Level 1 107 Bridge Road
Richmond VIC 3121
Ph: (03) 9427 9696
Fax: (03) 9427 9396
tamvakisgroup@bigpond.com

Drawn: Mayada Alsaid

Checked:

Scale: As Shown

Date: May - 2017

Sheet: 1 of 7

Job Number: **1468 A**

TAMVAKIS GROUP

ISSUE	REVISION DESCRIPTION	DATE
A	as per council's R.F.I Dec-2017	Feb-2018

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Checked:

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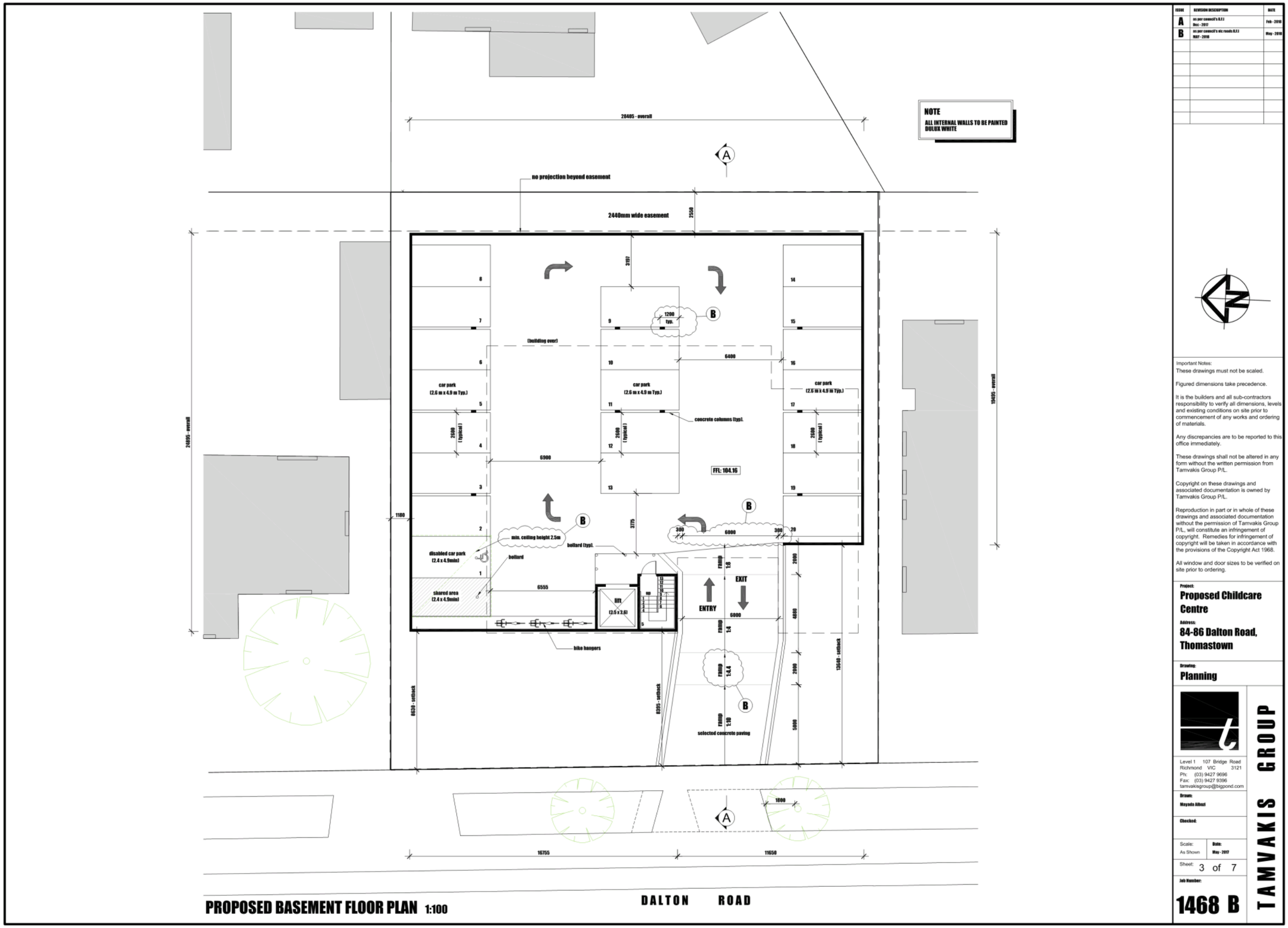
Date: May - 2017

Sheet: 2 of 7

Job Number: **1468 A**

TAMVAKIS GROUP



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Drawn: Mayada Alhad

Checked:

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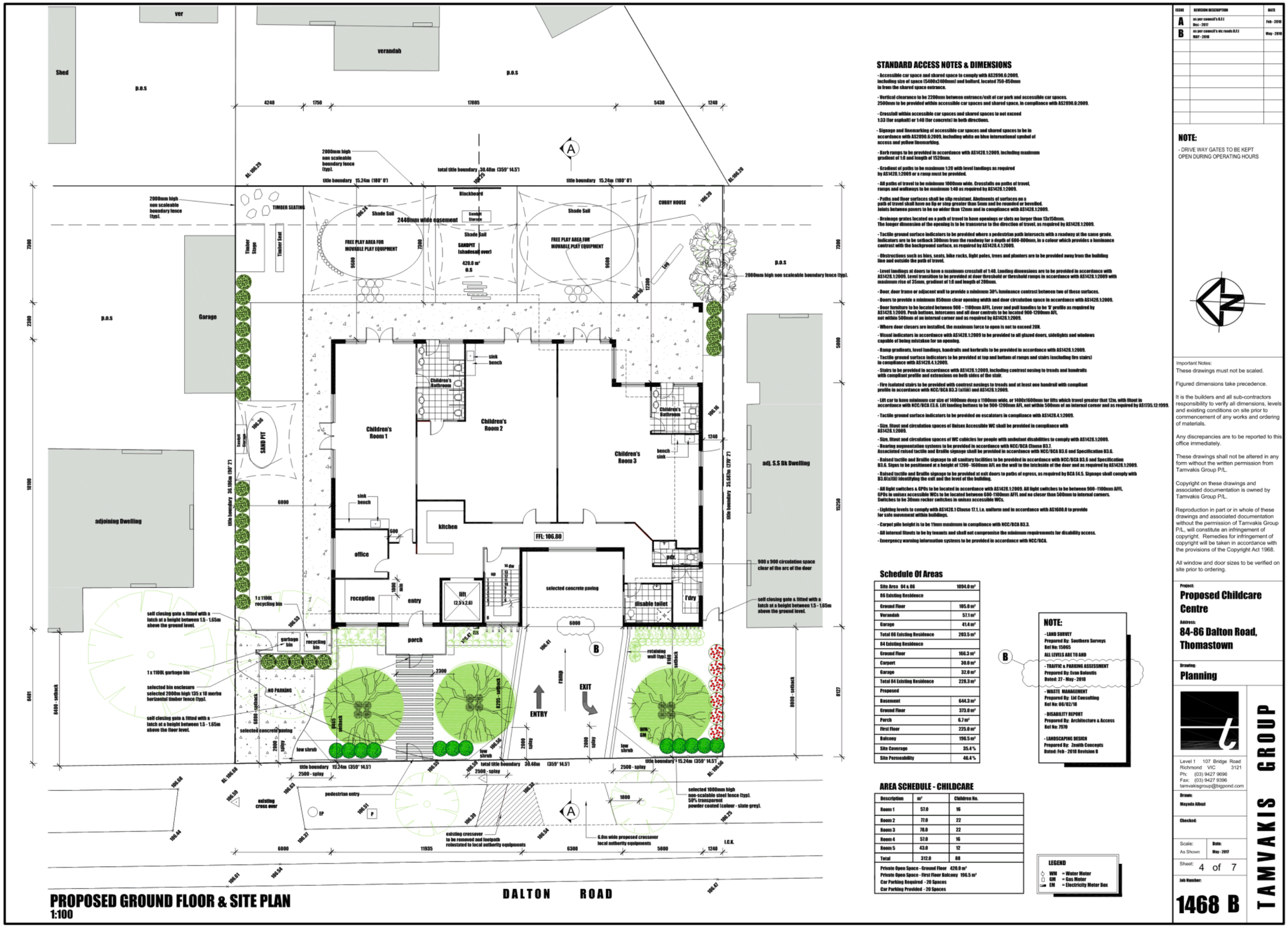
Date: May - 2017

Sheet: 3 of 7

Job Number: **1468 B**

TAMVAKIS GROUP



STANDARD ACCESS NOTES & DIMENSIONS

- Accessible car space and shared space to comply with AS2890.6:2009, including size of space (5400x2400mm) and bollard, located 750-850mm in from the shared space entrance.

- Vertical clearance to be 2200mm between entrance/exit of car park and accessible car spaces. 2500mm to be provided within accessible car spaces and shared space, in compliance with AS2890.6:2009.

- Crossfall within accessible car spaces and shared spaces to not exceed 1:33 (for asphalt) or 1:40 (for concrete) in both directions.

- Signage and linemarking of accessible car spaces and shared spaces to be in accordance with AS2890.6:2009, including white on blue international symbol of access and yellow linemarking.

- Kerb ramps to be provided in accordance with AS1428.1:2009, including maximum gradient of 1:8 and length of 1520mm.

- Gradient of paths to be maximum 1:20 with level landings as required by AS1428.1:2009 or a ramp must be provided.

- All paths of travel to be minimum 1000mm wide. Crossfalls on paths of travel, ramps and walkways to be maximum 1:40 as required by AS1428.1:2009.

- Paths and floor surfaces shall be slip resistant. Abutments of surfaces on a path of travel shall have no lip or step greater than 5mm and be rounded or bevelled. Joints between pavers to be no wider than 12mm and in compliance with AS1428.1:2009.

- Drainage grates located on a path of travel to have openings or slots no larger than 13x150mm. The longer dimension of the opening is to be transverse to the direction of travel, as required by AS1428.1:2009.

- Tactile ground surface indicators to be provided where a pedestrian path intersects with a roadway at the same grade. Indicators are to be setback 300mm from the roadway for a depth of 600-800mm, in a colour which provides a luminance contrast with the background surface, as required by AS1428.4.1:2009.

- Obstructions such as bins, seats, bike racks, light poles, trees and planters are to be provided away from the building line and outside the path of travel.

- Level landings at doors to have a maximum crossfall of 1:40. Landing dimensions are to be provided in accordance with AS1428.1:2009. Level transition to be provided at door threshold or threshold ramps in accordance with AS1428.1:2009 with maximum rise of 35mm, gradient of 1:8 and length of 280mm.

- Door, door frame or adjacent wall to provide a minimum 30% luminance contrast between two of these surfaces.

- Doors to provide a minimum 850mm clear opening width and door circulation space in accordance with AS1428.1:2009.

- Door furniture to be located between 900 – 1100mm AFFL. Lever and pull handles to be 'D' profile as required by AS1428.1:2009. Push buttons, intercoms and all door controls to be located 900-1200mm AFL not within 500mm of an internal corner and as required by AS1428.1:2009.

- Where door closers are installed, the maximum force to open is not to exceed 20N.

- Visual indicators in accordance with AS1428.1:2009 to be provided to all glazed doors, sidelights and windows capable of being mistaken for an opening.

- Ramp gradients, level landings, handrails and kerbrails to be provided in accordance with AS1428.1:2009.

- Tactile ground surface indicators to be provided at top and bottom of ramps and stairs (excluding fire stairs) in compliance with AS1428.4.1:2009.

- Stairs to be provided in accordance with AS1428.1:2009, including contrast nosing to treads and handrails with compliant profile and extensions on both sides of the stair.

- Fire isolated stairs to be provided with contrast nosings to treads and at least one handrail with compliant profile in accordance with NCC/BCA D3.3 (a)(iii) and AS1428.1:2009.

- Lift car to have minimum car size of 1400mm deep x 1100mm wide, or 1400x1600mm for lifts which travel greater that 12m, with if/out in accordance with NCC/BCA E3.6. Lift landing buttons to be 900-1200mm AFL, not within 500mm of an internal corner and as required by AS1735.12:1999.

- Tactile ground surface indicators to be provided on escalators in compliance with AS1428.4.1:2009.

- Size, if/out and circulation spaces of Unisex Accessible WC shall be provided in compliance with AS1428.1:2009.

- Size, if/out and circulation spaces of WC cubicles for people with ambulant disabilities to comply with AS1428.1:2009.

- Rearing augmentation systems to be provided in accordance with NCC/BCA Clause D3.7. Associated raised tactile and Braille signage shall be provided in accordance with NCC/BCA D3.6 and Specification D3.6.

- Raised tactile and Braille signage to all sanitary facilities to be provided in accordance with NCC/BCA D3.6 and Specification D3.6. Signs to be positioned at a height of 1200 -1600mm AFL on the wall to the latchside of the door and as required by AS1428.1:2009.

- Raised tactile and Braille signage to be provided at exit doors to paths of egress, as required by BCA E4.5. Signage shall comply with D3.6(a)(iii) identifying the exit and the level of the building.

- All light switches & GPOs to be located in accordance with AS1428.1:2009. All light switches to be between 900 -1100mm AFFL GPOs in unisex accessible WCs to be located between 600-1100mm AFFL and no closer than 500mm to internal corners. Switches to be 30mm rocker switches in unisex accessible WCs.

- Lighting levels to comply with AS1428.1 Clause 17.1, i.e. uniform and in accordance with AS1680.0 to provide for safe movement within buildings.

- Carpet pile height is to be 11mm maximum in compliance with NCC/BCA D3.3.

- All internal fitouts to be by tenants and shall not compromise the minimum requirements for disability access.

- Emergency warning information systems to be provided in accordance with NCC/BCA.

Schedule Of Areas

Site Area 84 & 86	1094.0 m²
86 Existing Residence	
Ground Floor	105.0 m²
Verandah	57.1 m²
Garage	41.4 m²
Total 86 Existing Residence	203.5 m²
84 Existing Residence	
Ground Floor	166.3 m²
Carport	30.0 m²
Garage	32.0 m²
Total 84 Existing Residence	228.3 m²
Proposed	
Basement	644.3 m²
Ground Floor	373.0 m²
Porch	6.7 m²
First Floor	225.0 m²
Balcony	196.5 m²
Site Coverage	35.4 %
Site Permeability	48.4 %

AREA SCHEDULE - CHILDCARE

Description	m²	Children No.
Room 1	57.0	16
Room 2	77.0	22
Room 3	78.0	22
Room 4	57.0	16
Room 5	43.0	12
Total	312.0	88

Private Open Space - Ground Floor 420.0 m²
Private Open Space - First Floor Balcony 196.5 m²
Car Parking Required - 20 Spaces
Car Parking Provided - 20 Spaces

NOTE:
- LAND SURVEY
Prepared By: Southern Surveys
Ref No: 15065
ALL LEVELS ARE TO AHD
- TRAFFIC & PARKING ASSESSMENT
Prepared By: Evan Beleutis
Dated: 27 - May - 2018
- WASTE MANAGEMENT
Prepared By: Ltd Consulting
Ref No: 08/02/18
- DISABILITY REPORT
Prepared By: Architecture & Access
Ref No: 7970
- LANDSCAPING DESIGN
Prepared By: Zenith Concepts
Dated: Feb - 2018 Revision B

LEGEND
WM = Water Meter
GM = Gas Meter
EM = Electricity Meter Box

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NOTE:
- DRIVE WAY GATES TO BE KEPT OPEN DURING OPERATING HOURS

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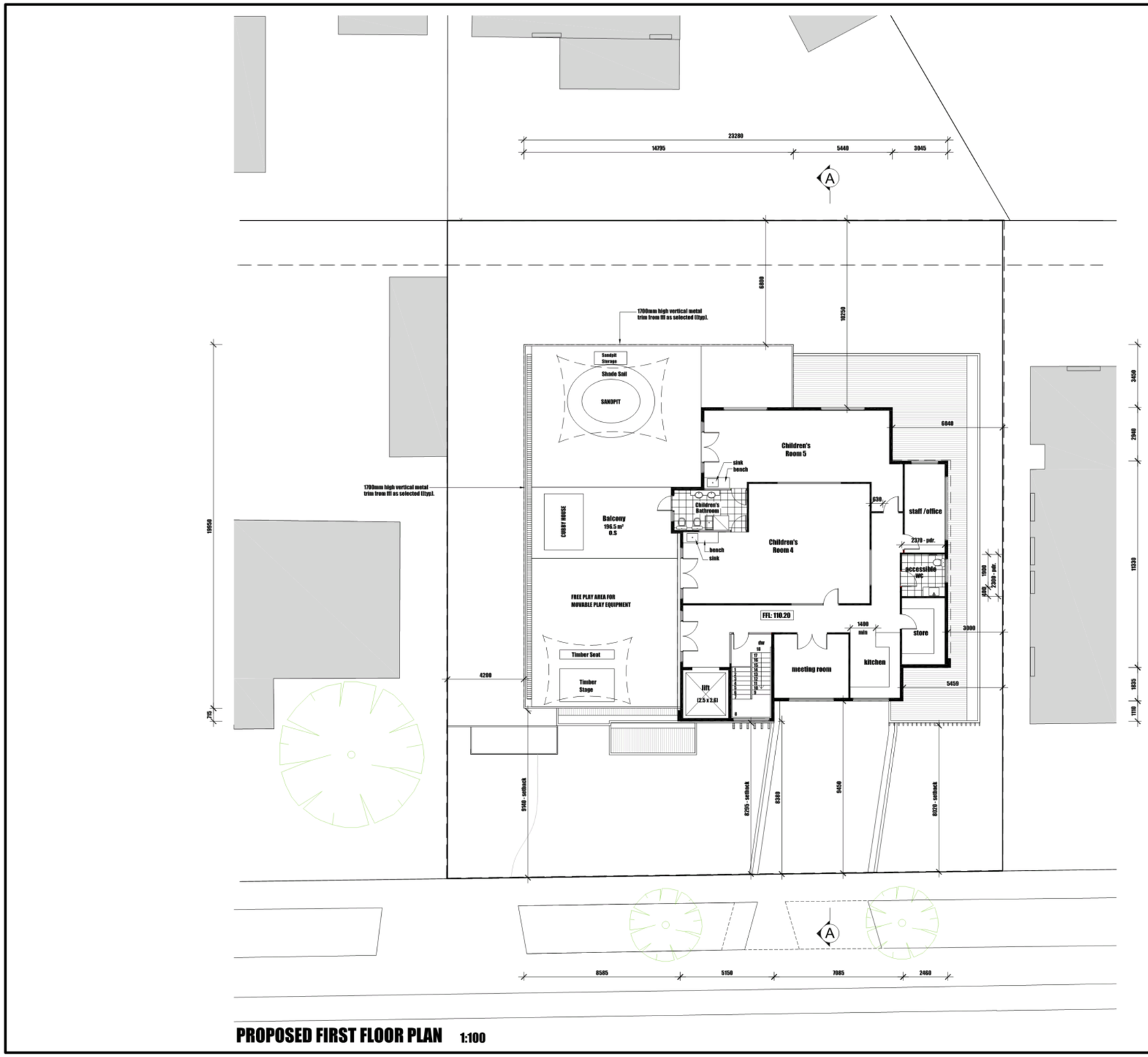
Address:
84-86 Dalton Road, Thomastown
Drawing:
Planning

Level 1 107 Bridge Road
Richmond VIC 3121
Ph: (03) 9427 9696
Fax: (03) 9427 9396
tamvakisgroup@bigpond.com

Drawn: Mayada Alhadi
Checked:
Scale: As Shown
Date: May - 2017
Sheet: 4 of 7
Job Number: **1468 B**

TAMVAKIS GROUP



PROPOSED FIRST FLOOR PLAN 1:100

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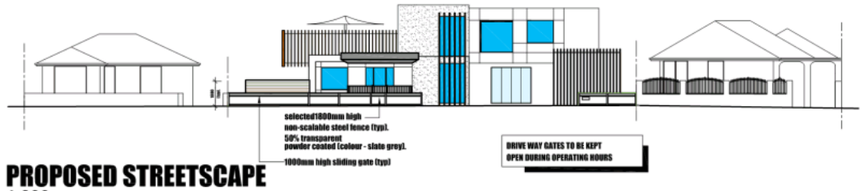
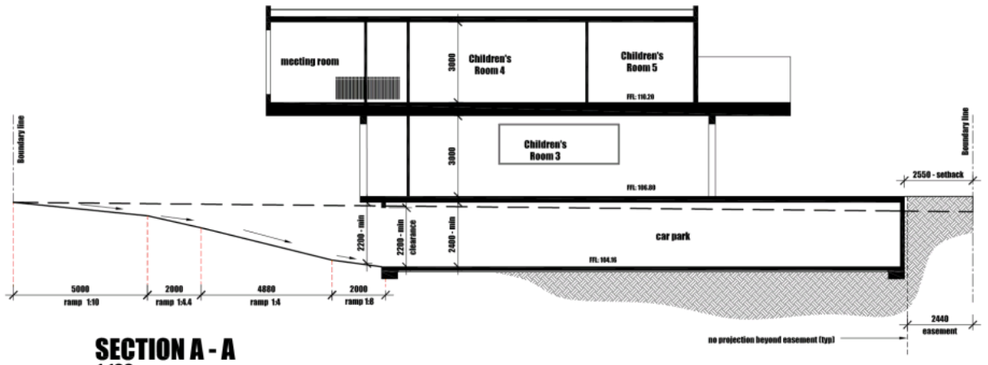


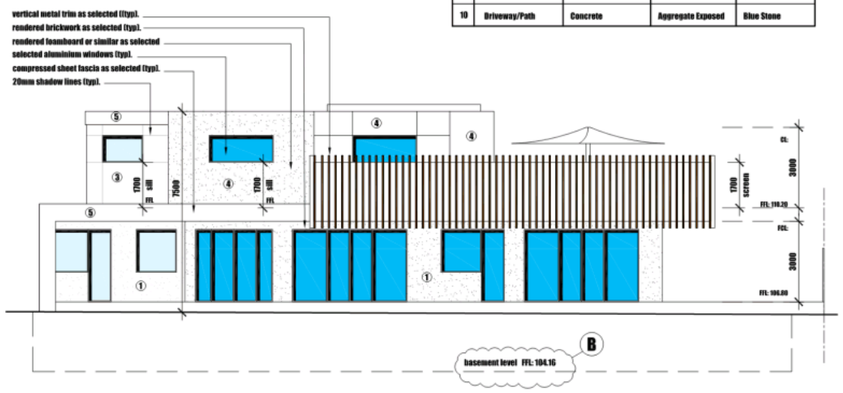
PROPOSED STREETSCAPE
1: 200

Finishes Schedule

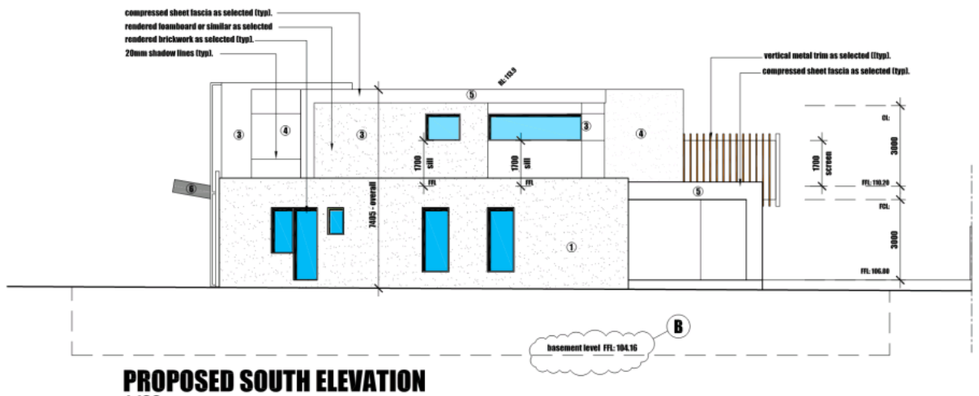
No	Item	Material	Finish	Colour
1	Ground Floor Walls	Brick	Rendered	Light Grey
2	Ground Floor Walls	Brick	Rendered	White
3	First Floor Walls	Foamboard	Rendered	White
4	First Floor Walls	Foamboard	Rendered	Light Grey
5	Parapet Fascias	Compressed Sheet	Painted	Light Grey
6	Entry Canopy	Aluminium	Alucobond	Bark Grey
7	Roof	Kliplok	Metal	Zinc
8	Down Pipes	Metal	Natural	Zinc
9	Windows	Aluminium	Anodized	Silver
10	Driveway/Path	Concrete	Aggregate Exposed	Blue Stone



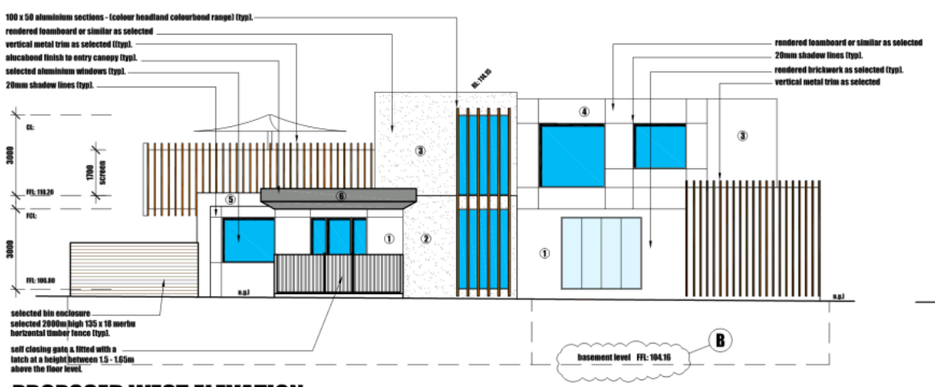
SECTION A - A
1:100



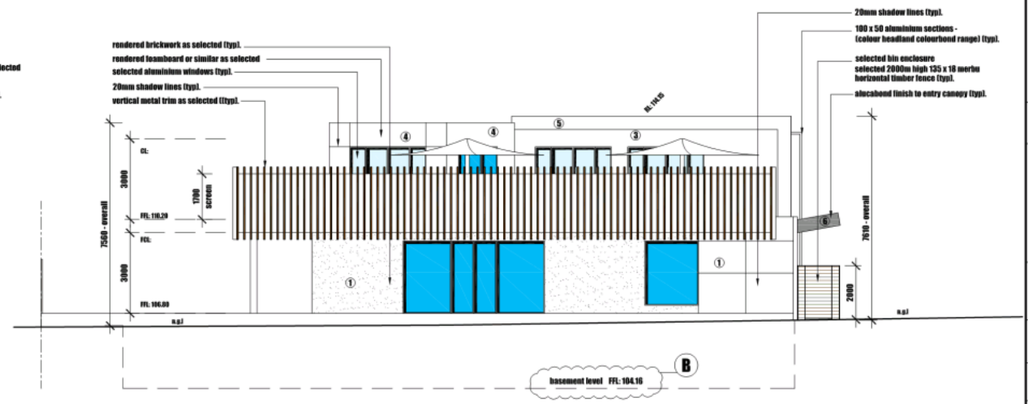
PROPOSED EAST ELEVATION
1:100



PROPOSED SOUTH ELEVATION
1:100



PROPOSED WEST ELEVATION
1:100



PROPOSED NORTH ELEVATION
1:100

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Drawn: Mayada Alhad

Checked:

Scale: As Shown

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Sheet: 6 of 7

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1468 B

TAMVAKIS GROUP

City of Whittlesea
ANNUAL REPORT
2017-2018
City of Whittlesea
25 Ferres Boulevard
South Morang VIC 3752
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Ελληνικά 9679 9873
हिंदी 9679 9879
Italiano 9679 9874
Македонски 9679 9875
简体中文 9679 9857
ਪੰਜਾਬੀ 9679 9879
தமிழ் 9679 9879
Türkçe 9679 9877
Tiếng Việt 9679 9878
Other 9679 9879

Welcome

Welcome to the City of Whittlesea's Annual Report 2017-2018. Council is committed to transparent reporting and accountability to the community and our stakeholders.

This report provides an overview of Council's performance in the 2017-18 financial year against the seven Council Priorities set out in our Council Plan 2017-21 and Annual Budget 2017-18.

The report highlights achievements and challenges faced and includes statutory reporting and legislative information as required under the *Local Government Act 1989* and other legislation.

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.

Our services

As a local government organisation, the City of Whittlesea is responsible for a wide range of services to our community. These include waste and recycling collection services, building and planning services, maternal and child health services, maintenance and provision of local parks and open spaces, services and support for the aged, people with a disability and migrants, and many other services essential to our community.

Council is also responsible for ensuring residents can enjoy new and improved community infrastructure such as community centres, bike paths, upgrades to sporting facilities, local roads and playgrounds and parks.

Council works with the State and Federal Governments, other local councils, developers, local organisations and community groups to advocate, plan and provide for our community's needs.

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City of Whittlesea

Council offices
25 Ferres Boulevard
South Morang VIC 3752

Opening hours
Monday-Friday, 8.30am-5pm

9217 2170
TTY: 133 677 (ask for 9217 2170)

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CityWhittlesea

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Plenty Valley Shopping Centre
415 McDonalds Road
Mill Park VIC 3076
9404 8800

Epping Depot
68-96 Houston Street
Epping VIC 3076
9409 9842

Mayor's message

Cr Kris Pavlidis
Mayor

I am proud to present the 2017-18 City of Whittlesea Annual Report. It has been a busy and exciting year in the City of Whittlesea with a number of significant projects and plans being delivered.

An important project is Whittlesea 2040 which is helping us to develop and deliver on our community's vision for our municipality.

We reached out to our community in a variety of creative ways and received an excellent response. More than 4000 people completed surveys about what they'd like to see in their future vision of the City of Whittlesea.

We are now consolidating our vision and look forward to continuing the conversation with our community.

A highlight for me this past year was the City of Whittlesea joining the international Welcoming Cities network. This global movement provides a Standards framework to guide Councils work in supporting newly-arrived residents. We are also proud to be the first Australian council to support the National Campaign for community sponsorship of refugees. Another exciting first is the Walk With the Mayor program, providing mentoring opportunities for local students.

We've seen the rapid population growth continue and of course with this comes the challenge of catching up with an inevitable infrastructure lag. We've had much success in our efforts to work with other levels of government and this year saw pledges to deliver billions of dollars of much needed community infrastructure. We are continuing with our strong advocacy efforts.

Council is also committing significant funds to important projects. This year we resolved to spend $10 million to install traffic lights and extra lanes at the intersection of Findon Road, Ferres Boulevard and The Lakes Boulevard in South Morang. This intersection overhaul will help ease some of the traffic congestion that continues to be a challenge for our residents.

And of course the long-awaited Mernda Rail is now complete, well ahead of schedule. We have been working with the State Government to ensure footpaths and other important connections are complete.

In May we were excited to receive news of a $2.2 billion Suburban Roads Upgrade package in the 2018/19 State Budget. The package includes some of our major road priorities such as the widening of Bridge Inn Road, Childs Road duplication, Epping Road duplication and intersection upgrades as well as new shared pathways.

This is in addition to the work already beginning on the O'Herns Road, Plenty Road and Yan Yean Road projects.

In December we received news that Council was successful in our application to the Growing Suburbs Fund and would receive $5 million for the Mill Park Leisure redevelopment, $2 million for the Main Street Community Pavilion redevelopment in Thomastown, $1 million for an All Abilities Play Space and $560,000 to renovate Mill Park Library. This important partnership with the State Government allows us to achieve so much more for our community than we could afford to do on our own.

We were pleased this year to sign off on the $25 million Mill Park Leisure redevelopment project. Work has now begun on this major transformation and we expect the centre to reopen mid-2020.

Another serious challenge is the increasing rate of gambling losses. We know poker machines are designed to addict and are causing untold harm to our community. The City of Whittlesea has renewed our commitment to the *Pokies Play You* campaign which calls for policy change to reduce the impact of poker machines.

I would like to thank my colleagues, Council staff and the community for their work over the past 12 months. I look forward to reaping the positive rewards for our municipality and building on our achievements in 2019.

Cr Kris Pavlidis
Mayor

ANNUAL REPORT 2017-2018

CEO's message

Simon Overland
Chief Executive Officer

I am pleased to be able to present to you the 2017-18 City of Whittlesea Annual Report. The past financial year has seen some interesting challenges but also some exciting opportunities.

A key project has involved looking at the way the organisation is structured and runs to ensure that community sits at the heart of everything that we do. New initiatives include the rollout of an organisation-wide business service improvement program. By focusing on continuous improvements and reviewing the way we work, we will ensure that all departments are working towards better business practices, and improving business efficiency and performance for our community.

The first year of the roll out of our People Plan is complete and work on Year 2 actions are now underway to provide staff with the skills, support and capability to deliver our commitments to the community.

Our corporate values were also reviewed – Excellence, Respect, Open Communication, Valuing Diversity and Wellbeing – with an increased accountability for staff to live the values and behaviours in their work.

The Whittlesea 2040 project saw work begin on establishing a long-term strategic vision for the municipality. A key component in developing the vision has been to use feedback from our residents to inform it. Once endorsed, Whittlesea 2040: A Place for All will be Council's long-term vision for the municipality and strategically guide all of our work.

This year we rolled out an important online OHS system ensuring it is quick and easy for staff to report incidents and hazards. Keeping our staff and our community safe is an important Council priority. And our Civic Centre upgrade is almost complete, bringing teams to work together in a more collaborative space.

In a changing financial landscape, it is important to look at new ways to work and partnering with other agencies and governments is becoming increasingly important. We were pleased to work with two other local councils to explore ways to improve the digitalisation of our work. With vital services and activities to deliver for our rapidly expanding community, it is always a challenge to find software that will cope with such diverse systems and processes. This continues to be an important work in progress.

We also appointed a new waste contractor, JJ Richards with 20 new collection vehicles to replace the previous ageing waste trucks. This move has already boosted satisfaction levels for this very important service.

While we are pleased with the progress we have made this year, we know there is still lots of work to do on ensuring we deliver the best services and activities that we can for our community.

Simon Overland
Chief Executive Officer

The year in review

Key achievements

Council's work is guided by our Community Plan *Shaping Our Future* that details our community's vision for the City of Whittlesea in 2030.

It is a plan that sets out the type of municipality our community can expect in the future with clear outcomes that Council works towards achieving. It is these community outcomes that guide Council's operational work, with our four yearly strategic Council Plans setting out the objectives and strategies that will help Council achieve the community's goals and vision.

In 2017-18, the City of Whittlesea successfully delivered many key actions and projects. The following is a snapshot of some of the key achievements delivered under the Community Plan's seven Council Priorities.

Roads, access and public transport

Public transport, roads for vehicles, walking and bike pathways, communication and digital networks allow us to get to where we need to go and easily access locally provided services.

Highlights

- The final stages of the Darebin Creek Trail between Childs Road and Findon Road were completed, including a safe pedestrian crossing at the intersections of the trail with Hendersons Road and Findon Road. The trail is one of Council's major cycling corridors and has seen a 500 per cent increase in patronage since construction began.
- The successful urbanisation of Regent Street, between Nissoria Avenue and Grafton Street, in Mernda completes the local road network and improves access to the broader Mernda-Doreen area. This $1.3 million project was jointly funded by Council and the Federal Government to enhance the existing road network and greatly improve traffic congestion in the area.
- The missing link of Deveny Road, Epping between High Street to the east and Edgars Road to the west was opened in mid-2018. Built on existing Council reservations by Pacific Group of Companies as part of the Costco development, it will serve as an important connector road to reduce congestion around that part of our municipality.
- Council successfully lobbied the State Government to upgrade the City's arterial road network. In mid-2018, the State Government announced funding for the upgrade of Epping Road, Bridge Inn Road and Childs Road.
- Council continues its advocacy to the State Government to secure the best possible outcomes from the Mernda Rail Extension project. This includes contributing to the design of the Mernda Station precinct to ensure it aligns with the future Mernda town centre main street.

Organisational sustainability

Good governance means that the decision-making processes for managing public resources are accessible, transparent and appropriate.

Highlights

- Council provided Budget submissions to the state and federal governments to boost investment in local roads, public transport, social and affordable housing as well as drive pokies reform.
- Completion of the Development Assessment and Building Services Service Review. The proposal will provide the greatest value for money for the community and improve the quality of customer service.
- A number of planning processes were streamlined to improve customer service. These included FastLane and Priority Development Process, Functional Layout Plan simplification and digital transformation of services such as Trapeze, Sharepoint overhaul, online payment and lodgement of property information requests and secondary consents.
- Council has developed an Occupational Health and Safety Roadmap to improve Council staff safety performance.
- Adoption of the IT & Digital Strategy 2018-2021 to provide the foundation to ensure our organisation is well-positioned to efficiently deliver services now and into the future.

Health and wellbeing

A healthy community that supports and includes diverse people through all of life's stages and cares about life-long learning has a sense of wellbeing and belonging.

Highlights

- In December 2017, the Victorian Council Administrative Tribunal upheld Council's decision to refuse the application for the Commercial Hotel in South Morang to install 40 electronic gaming machines. This is a huge victory for the community and will contribute to the prevention of the harmful impacts of gambling on individuals, families, businesses and communities.
- In collaboration with the City of Darebin and City of Moreland, the City of Whittlesea opened the new $13 million Epping Animal Welfare Facility. The RSPCA (Vic) will manage the day to day services including impounding, shelter and adoption services for domestic animals and livestock brought into the facility from the three municipalities.
- The Mernda Town Centre needs analysis will be used to identify the emerging priorities for the provision of services in the Mernda town centre. It has been developed with key human services agencies and council departments to assist with the planning for human services delivery to meet community needs.
- Council reaffirmed its commitment to reconciliation by adopting the Stretch Reconciliation Action Plan, completing the Gathering Place Feasibility study and continuing to support the Whittlesea Reconciliation Group. Events such as a scar tree trail and yarning circles were also held on Sorry Day and during Reconciliation Week to increase awareness of reconciliation.
- Council adopted a number of strategies including the new Health and Wellbeing Partnership Plan 2017-21, the Disability Action Plan 2017-21, the Multiple Sports Strategy, the City of Whittlesea Soccer Strategy and the Youth Plan 2030+, which provides a strategic and long term plan to improve outcomes for young people.

Community safety

Working to create a safe community where the harmful effects of violence, alcohol and drugs are removed.

Highlights

- Council has developed the Welcome to Whittlesea booklet to provide people seeking asylum with a comprehensive list of free or low cost services available from more than 40 organisations in the City of Whittlesea and around the state.
- Planning enforcement processes were reviewed to ensure a greater focus on community safety and amenity.
- A Closed Circuit Television (CCTV) Policy has been endorsed to support community safety and the subsequent Department of Justice and Regulation funding of a pilot CCTV project in May Road Lalor.

Planning and infrastructure

Places, spaces and events bring people together to socialise and access services and also help build our community and an understanding and appreciation of our diversity.

Highlights

- Commenced work on several key sporting infrastructure projects including Mosaic Recreation Reserve and Painted Hills Recreation Reserve, while upgrades were completed for existing sites such as the cricket practice nets at WA Smith Recreation Reserve and new ground lighting at Mill Park Lakes Reserve.
- Successfully resolved all heritage overlay submissions prior to panel hearings. Council also advanced the Housing Diversity and Design, River Red Gum, Child Care Centre policies to exhibition. These policies will protect more of the municipality's heritage and ensure improved development outcomes.
- Mill Park Leisure Centre redevelopment process commenced. The complete rebuild will include the addition of new fully accessible pools and water play features, enlarged gym and fitness program areas, outdoor fitness, family play and barbecue areas.
- Council adopted the 2018-19 New Works Program that will deliver a record $80 million of public infrastructure and community facilities.

Environmental sustainability

Environmental sustainability means managing the impacts of environmental, economic and social activities so that we remain healthy over the long term.

Highlights

- Council conducted 11 community events around environmental sustainability to inform and inspire over 450 residents.
- Our Land Management Team's supportive approach for rural land owners paid dividends with 90 per cent of rural properties addressing pest plants controlled under the local law.

Jobs and investment

A diverse economy offers varied career opportunities so people can live and work in the City of Whittlesea.

Highlights

- Council adopted the Economic Development Strategy which aims to boost local economic activity and attract 10,000 new jobs to the City of Whittlesea over the next five years.
- A number of Planning Scheme Amendments have been successfully progressed to improve amenity and boost local jobs, including 75 O'Herns Road and 100B Yale Drive, Epping. The 'New Epping' amendment, concerning the former Epping waste disposal site, was resolved ahead of the Planning Panel hearing, while the hearing for the Plenty Valley Town Centre Structure Plan was reduced to one final submission.
- Council has secured in-principle agreements for the last two land holdings in the Cooper Street employment precinct, assisting the delivery of Edgars Road and other critical projects to the value of $7 million, with no shortfall exposure. In addition, Council finalised six other works-in-kind agreements across the municipality to the value of $30 million.
- Council is committed to supporting local business and has established a local supplier database to reference when obtaining quotes for purchasing goods and services locally.

Major capital works

In the 2017-18 financial year, the City of Whittlesea spent $42 million on our New Works Program, which included more than 175 projects to build and upgrade community centres, sporting fields and tennis courts, playgrounds, roads, bike paths and footpaths across our new and established areas.

New and improved infrastructure works
$40,190,284 including:

- construction of two soccer pitches and pavilion at Doreen South Reserve and Lalor West Reserve
- upgrade to the tennis courts and pavilion at TH Hurrey Reserve
- renewal of playgrounds and general landscape improvements
- completion of the design and commencement of the redevelopment of the Mill Park Leisure Centre
- upgrade to tennis courts and pavilion at Lalor Tennis Club
- refurbishment of the Wollert Hall
- conversion of the Janefield School Building into a Community Facility at University Hill
- completion of building and heating, ventilation and air-conditioning refurbishments across the municipality including Epping Services Hub, Whittlesea Community Activity Centre, Barry Road Community Activity Centre and the Civic Centre
- completion of the drainage upgrade at the Queenscliff Road and Michigan Terrace intersection in Thomastown
- signalisation and construction of the intersection at Yan Yean Road and Cookes Road, Doreen
- various road improvements including the completion of Regent Street in Mernda
- construction and upgrade of various roundabouts across the municipality.

Plant and equipment improvements
$1,495,335 including:

- furniture and fittings for community halls and centres
- replacement of heavy fleet vehicles.

Community satisfaction survey

Each year, Local Government Victoria coordinates a state-wide Local Government community satisfaction survey. The survey measures the community's perceptions of their local council's performance in key areas.

During February and March 2018, a total of 400 residents from across the municipality provided their feedback via a telephone survey.

Our community considered emergency and disaster management to be the most important service delivered by Council; this was also rated as Council's strongest area of performance with a performance score of 72.

Council's performance in advocacy (lobbying on behalf of the community) also rated well and measured significantly higher than state-wide scores (+ 3 points).

Other areas of performance that rated significantly higher than the state-wide average were: sealed local roads (+ 7 points); town planning (+ 6 points); planning and building permits (+ 6 points); slashing and weed control (+ 6 points); business and community development (+ 6 points); and local streets and footpaths (+ 4 points).

The community considered the performance of art centres and libraries (performance score of 70); customer service (performance score of 70); and family support services (performance score of 68) as favourable, with our residents rating Council's overall performance at 62 – higher than the state-wide average of 59.

The full survey results are available on Council's website – **whittlesea.vic.gov.au**

City of Whittlesea's results from the 2018 Community Satisfaction Survey

62 for **overall performance**
(State average – 59)

52 for **overall council direction**
(State average – 52)

56 for making **community decisions**
(State average – 54)

70 for **customer service**
(State average – 70)

57 for **advocacy**
(State average – 54)

56 for **community consultation**
(State average – 55)

60 for **sealed local roads**
(State average – 53)

72 for **emergency and disaster management**
(State average – 71)

Financial summary

Council's financial position continues to remain sound. A summary of our performance is outlined below. Detailed information relating to Council's financial performance is included within the Financial Statements and Performance Statement sections of this Report.

Operating position

Council achieved a surplus of $96.4 million in 2017-18. This surplus compares unfavourably to the prior year surplus of $106.9 million. As per the Comprehensive Income Statement in the Financial Report, the unfavourable variance is due mainly to the reduction in non-monetary developer contributions, grants funding and an increase in costs of materials and services.

The adjusted underlying result of Council in 2017-18 was a surplus of $16.02 million. The underlying result is an important indicator of Council's long-term financial sustainability. 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) 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 as a result of more accurate data being captured), 'lost assets' (when existing assets are written off) or when existing assets are re-valued.

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.

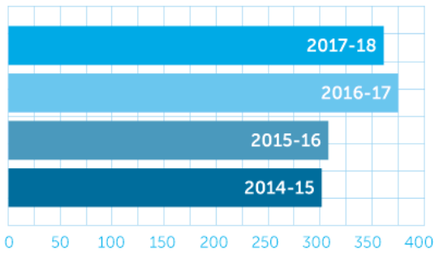
Reconciliation of Comprehensive Result to Underlying Surplus/(Deficit)

	2018 $'000	2017 $'000
Comprehensive result from Comprehensive Income Statement	**405,024**	**160,012**
Less other comprehensive income		
Asset revaluation increment (decrement)	308,612	53,086
Net result for the year from Comprehensive Income Statement	**96,412**	**106,926**
Less non-operating income and expenditure		
Grants – Capital	12,710	14,063
Contributions – monetary	19,757	15,361
Contributions – non-monetary assets	47,921	53,323
Found/(lost) assets	-	5,774
Adjusted underlying surplus/(deficit)	**16,024**	**18,405**

Liquidity

Cash has decreased by $8 million from the prior year mainly due to an increase in costs of materials and services. The working capital ratio which assesses Council's ability to meet current commitments is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 364 per cent is an indicator of satisfactory financial position and is slightly below the anticipated target of 378 per cent.

Working capital ratio per cent

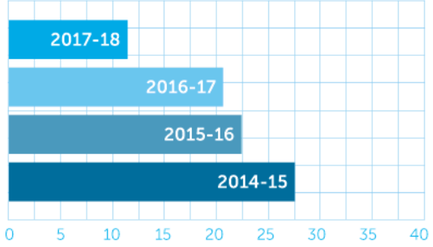


Obligations

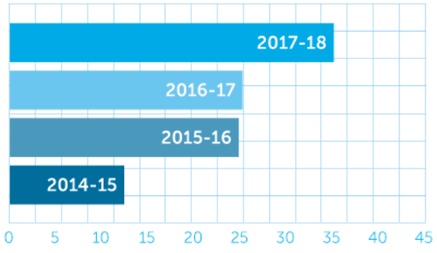
Council aims to ensure that it is able to maintain its infrastructure assets at the expected levels, while at the same time continuing to deliver the services needed by the community. Council invested $10 million in renewal works during the 2017-18 year. Being a growth Council, the renewal expenditure reflects the fact that Council's assets are relatively new and in very good condition.

At the end of the 2017-18 year, Council's debt ratio which is measured by comparing interest bearing loans and borrowings to rate revenue was 11.3 per cent. Council's asset renewal ratio which is measured by comparing asset renewal expenditure to depreciation was 36.49 per cent which was higher than the expected target of 25.2 per cent. This was due to the completion of a number of renewal projects.

Loans and borrowing ratio per cent



Asset renewal ratio per cent



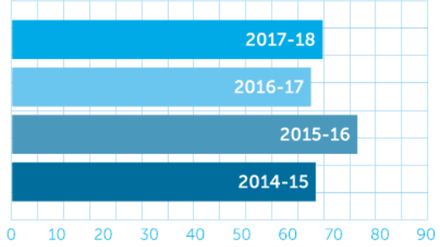
Stability and efficiency

Council raises a wide range of revenues including rates, user fees, fines, grants and contributions. Despite this, Council's rates concentration which compares rate revenue to adjusted underlying revenue was 65.22 per cent for the 2017-18 year which is toward the top end of the expected target band of 40 per cent-80 per cent.

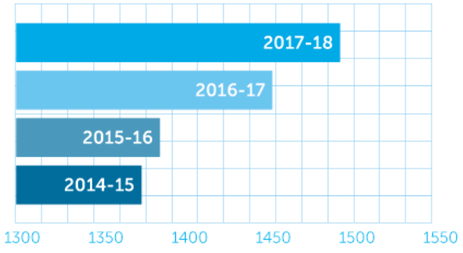
Council has focussed on broadening its revenue base for the 2017-18 year and kept its rate increase to the rate cap of 2.5 per cent.

This resulted in an average residential rate per residential assessment of $1,488 which compares favourably to similar councils in the outer metropolitan area.

Rates concentration ratio per cent



Revenue level ratio $000



FINANCIAL SUMMARY

Description of Operations

Whittlesea City Council is responsible for more than 100 services, from family and children's services, traffic regulation, open space, youth facilities, waste management and community building; to matters concerning business development, planning for appropriate development and ensuring accountability for Council's budget. This broad range of community services and infrastructure for residents support the wellbeing and prosperity of our community.

Council's vision, strategic objectives and strategies to further improve services and facilities are described in our Council Plan 2017-2021 and the associated Budget 2017-18 and reported upon in this document. Refer to the section on Our Performance for more information about Council services.

The delivery of services, facilities, support and advocacy to achieve the Strategic Objectives is measured by a set of service performance indicators and measures. Council also has responsibility for administering a wide range of State and Federal legislation.

Economic factors

The prolonged low global economic growth has a direct adverse impact on local economy and household income, which continue to put pressure on Council to provide affordable services to the community.

Our municipality

The City of Whittlesea is located in Melbourne's northern suburbs, about 20 kilometres from the city centre. It is one of Melbourne's largest municipalities, covering a land area of approximately 490 square kilometres.

The majority of the City of Whittlesea population live in urban areas. This is split across the major established suburbs of Bundoora, Epping, Lalor, Mill Park and Thomastown, the current growth area precincts of Mernda, Doreen, South Morang, Epping North and Wollert, and the rural areas of Donnybrook and Whittlesea township and surrounds. Significant future growth is projected for Wollert and Donnybrook. The rural areas of the municipality are characterised by farming, forested areas and historic township communities including Whittlesea.

The Wurundjeri Willum people were the original inhabitants of the area and are the traditional owners of this land. Compared with other municipalities, the City of Whittlesea has the second largest population of Aboriginal and Torres Strait Islanders (ATSI) by person count in Metropolitan Melbourne, with 1,635 ATSI residents, whose median age is 21 years[1].

1 profile.id (2018). *City of Whittlesea Community Profile*. Accessed September 2018. http://profile.id.com.au/whittlesea
2 forecast.id (2018). *City of Whittlesea Population Forecast*. Available: www.forecast.id.com.au/whittlesea (accessed September 2018)
3 Atlas.id (2018). *City of Whittlesea Population Demographics*. Available: www.atlas.id.com.au/whittlesea (accessed September 2018)

City of Whittlesea stats at a glance

'...a culturally diverse community'

223,566
total population (2018)[1]
3.8% growth in 2017-18[2]

34 years – median age of residents[1]
27.2% of population aged 0-19 years[1]
16.3% of population aged over 60 years[1]
Males 49.4% Females 50.6%[1]

82.9% of residents live in **detached houses[1]**

42.3% of households are **couples with children[1]**

21.6% of households are **couples without children[1]**

35.5%
of **residents born overseas[1]**

44.1% of residents **speak a language other than English** at home[1]

The most common languages spoken other than English include Macedonian (5.1%), Arabic (5%), Italian (5%), Greek (3.7%) and Punjabi (3.2%)[1]

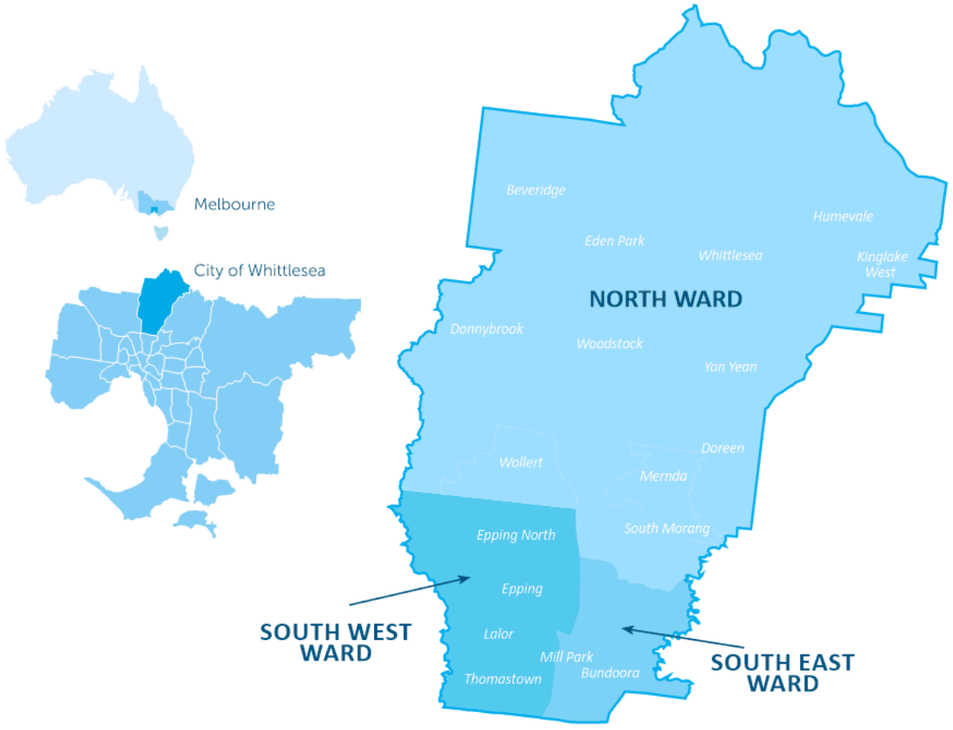
8.8% of population in **primary school[1]**

6.2% of population in **secondary school[1]**

6.7% of population in **tertiary or technical institutions[1]**

7.2%
Unemployment[3]

Our Council



NORTH WARD

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Deputy Mayor
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Cr Tom Joseph
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Cr Ricky Kirkham
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Cr Norm Kelly
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Cr Mary Lalios
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SOUTH WEST WARD

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Cr Lawrie Cox
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Cr Stevan Kozmevski
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Cr Caz Monteleone
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0437 601 113

In memory of Cr John Butler

Councillor 2016-2017
North Ward

Councillors, members of Council staff and the community acknowledged and paid their respects to the late Councillor John Butler who passed away in September 2017.

The following is an extract of a statement made by the Mayor, Councillor Kirkham on behalf of Council at the Council meeting held on 19 September 2017.

Last week we sadly farewelled one of our colleagues, Councillor John Butler, who passed away after an illness.

The City of Whittlesea acknowledges and pays respect to the contribution Cr Butler made to the nation, his local community and the Council.

Cr Butler spent 39 years in the Australian Regular Army, achieving the rank of Lieutenant Colonel before retiring. Cr Butler was first elected as North Ward Councillor at the City of Whittlesea in October 2016.

A passionate member of the Doreen community, Cr Butler was involved in a number of community organisations, including as a volunteer fire fighter with the Doreen Country Fire Authority. Cr Butler also recently served as the inaugural president of the Doreen RSL Sub-Branch.

Cr Butler was highly respected by the community and Council staff who had the privilege of working with him. He provided his time without question and was trusted mentor to many. His warm, kind nature and humor were notable traits that will leave a lasting legacy amongst his family and friends.

Cr Butler will be sorely missed. Our thoughts continue to be with his family and loved ones during this difficult time.

NORTH WARD

Cr Emilia Lisa Sterjova

Deputy Mayor

Cr Emilia Lisa Sterjova was first elected as a City of Whittlesea Councillor in November 2016 and is our youngest ever Councillor.

She is currently serving her first term as Deputy Mayor.

As a Mernda resident Cr Sterjova is a passionate local advocate for improving key transport and road infrastructure within the municipality.

She is also passionate about improving youth services and providing greater support to local community groups and clubs.

Cr Sterjova is currently completing a Bachelor of Laws/Bachelor of International Relations and a Diploma in Indonesian.

Cr Tom Joseph

Cr Tom Joseph was first elected as a City of Whittlesea Councillor in October 2017. He has lived in the City of Whittlesea since 2007 and is a Mernda resident. Cr Joseph holds a degree in business management and has worked in management roles with some of Australia's largest companies. He is now an entrepreneur and currently runs a small business.

As an active member of the local community, Cr Joseph founded the successful community campaign 'Mernda Needs a Police Station' which resulted in a new police station in Mernda. He was also previously the president of the Mernda and District Residents Association and founding president of the Mernda and Doreen Multicultural Association. He is currently chairman of the combined social committees of the Catholic Schools and Parish of Mernda, Doreen, Whittlesea and Kinglake and a member of Friends of South Morang.

Cr Joseph is a member of the City of Whittlesea Australia Day Awards Committee and Whittlesea Courthouse Association.

Cr Ricky Kirkham

Cr Ricky Kirkham has been a Councillor with the City of Whittlesea since October 2012.

In November 2014 at the age of 25, he was elected as the youngest Mayor of the City of Whittlesea and in November 2016 was again elected as Mayor.

In his professional career, Cr Kirkham was an advisor with the Department of Defence and has previously served in the Royal Australian Air Force with active service in the Middle East.

During this second term with the City of Whittlesea, Cr Kirkham has committed to lobby the State and Federal Governments for increased funding for much-needed road infrastructure, recreational facilities and services for young people. He is committed to community safety and crime prevention initiatives.

Born and raised in the City of Whittlesea, Cr Kirkham also sits on the Bundoora Indoor Netball and Sport Centre Board and Whittlesea Secondary College Chaplaincy Committee.

Election of Cr Tom Joseph

On Wednesday 4 October 2017, the Victorian Electoral Commission conducted a countback in the North Ward to fill the extraordinary vacancy that occurred after the passing of Councillor John Butler. After redistribution of preferences, Tom Joseph was the successful candidate and was declared elected and was sworn in as a Councillor on Tuesday 10 October 2017.

SOUTH EAST WARD

Cr Sam Alessi

A City of Whittlesea Councillor for over twenty years, Cr Sam Alessi was first elected in 1987 and has served three terms as Mayor of the City of Whittlesea (1997, 2000 and 2004), nine years as a Municipal Association of Victoria Board member including four years as Vice President and a short term as Interim President. He has also served terms as an Australian Local Government Association Board member, member of the Australian Packaging Covenant, five terms as Chair of the Yarra Plenty Regional Library Board and Chair and member of various other local boards and committees.

Cr Alessi has extensive experience with waste and resource recovery within the local government context. He is Council's representative on the Metropolitan Local Government Waste Forum where he has served two terms as Forum Chair, worked actively to establish the Forum's Strategies and Policy Advisory Group. In May 2017 Sam received a four year Ministerial appointment to the Metropolitan Waste and Resource Recovery Group Board of Directors.

Cr Alessi is passionate about advocating for and providing improved services for young people, the aged and families as well as being a strong advocate for responsible gambling and gambling reform. He holds a Bachelor of Arts (Social Sciences) degree and a Bachelor of Education degree from La Trobe University and a Post Graduate Diploma in Computing from Deakin University.

Cr Alahna Desiato

Cr Alahna Desiato was first elected to the position of City of Whittlesea Councillor in November 2016.

Having lived in Mill Park all her life, Cr Desiato is a keen advocate for improving the road network and public transport options for residents. She launched the campaign to extend the No.86 tram line from McKimmies Road in Bundoora to Bush and Lakes Boulevards and onto Plenty Road in South Morang and continues to support the campaign as Council's representative on the Friends of South Morang committee and Metropolitan Transport Forum.

Cr Desiato sits on the Victorian Local Government Association as well as the Council's Arts Cultural and Sporting Grants Program for Young People Advisory Committee.

Cr Norm Kelly

Cr Norm Kelly was first elected in 2008 and has served three terms as Deputy Mayor.

A Bundoora resident for 35 years, Cr Kelly is committed to the community and passionate about the value local sporting clubs and venues can offer in keeping youth off the streets.

Cr Kelly has worked as a Union Official for the Plumbing Trades Employees Union for the past 17 years and currently sits on the boards of the CEPUTEC Unions training school and Bundoora Indoor Netball and Sport Centre.

Cr Mary Lalios

Cr Mary Lalios has been a City of Whittlesea Councillor since 2005 and has served as Mayor three times, including 2008, 2009 and 2014. In March 2017, Cr Lalios was elected as the first female President of the Municipal Association of Victoria. On a national level, her strong representation continues through the Australian Local Government Association Board. Cr Lalios believes it is an honour and privilege to serve at the local, state and national level.

A lifelong resident, Cr Lalios is a strong voice and fights for what our community needs. Current priorities include better local roads; addressing congestion, community safety, CCTV cameras, more public transport; upgrading parks and greening our streets with more trees. She is passionate about supporting and helping those less fortunate. A strong disability advocate, she has been part of successful campaigns to attract more respite facilities to the City of Whittlesea.

As Mayor in 2014, Cr Lalios led the successful community campaign to extend the train line to Mernda. Cr Lalios is an Accountant (FCPA) and is a graduate of AICD course.

Cr Lalios sits on the Riverside Community Activity Centre Committee of Management.

SOUTH WEST WARD

Cr Kris Pavlidis
Mayor

Cr Kris Pavlidis is honoured to have the privilege to serve the City of Whittlesea as an elected Councillor now in her fourth Term. She was the first female Mayor of Greek background to serve the municipality in 2006 and is again serving as Mayor.

A proud resident for more than 40 years, Cr Pavlidis is a passionate community activist and advocate for social justice and has actively pursued Reconciliation, cultural diversity and gender equity portfolios. She is a strong advocate for increased infrastructure that our community expects and deserves and would like to see improved planning of roads and neighbourhoods.

Cr Pavlidis sits on several committees including the Australian Local Government Women's Association, Council's Arts Cultural and Sporting Grants Program for Young People Advisory Committee, Health and Wellbeing Partnership Plan 2017-2021 Steering Committee, Municipal Association of Victoria Multicultural Committee, Visual Art and Civic History Collections Acquisitions Advisory Group, Whittlesea Community Futures Partnership, Whittlesea Multicultural Communities Council and is a Director with the Ethnic Communities Council Victoria and Pronia Family Support.

Cr Pavlidis holds post graduate Degrees in Behavioural Sciences and Management.

Cr Lawrie Cox

Prior to the 2016 election Cr Lawrie Cox was the youngest serving Councillor having been elected to the Shire of Whittlesea from 1979 to 1986, including being Shire President from 1982 to 1983.

He has chaired several large organisations including the Victorian Trades Hall Council and has been a director of an Industry superannuation fund for over 20 years.

Cr Cox is passionate about the community, infrastructure and providing sporting opportunities for young people and sits on Council's Arts Cultural and Sporting Grants Program for Young People Advisory Committee, Darebin Creek Management Committee, Municipal Association of Victoria, Municipal Emergency Management Planning Committee, Municipal Fire Management Planning Committee, Westgarthtown Pioneer Precinct Advisory Committee, Whittlesea Community Futures Partnerships and Whittlesea Reconciliation Group.

Cr Stevan Kozmevski

Cr Stevan Kozmevski has been a City of Whittlesea Councillor since 1997 and has served twice as Mayor in 2011 and 2015.

A proud Thomastown resident since 1968, Cr Kozmevski is passionate about making infrastructure improvements and the important role Council plays in advocating for residents.

Cr Kozmevski sits on the Meadowglen International Athletics Stadium Committee of Management, Merri Creek Management Committee and Council's Risk and Audit Committee.

Cr Caz Monteleone

Cr Caz Monteleone was first elected as a City of Whittlesea Councillor in November 2016. He has lived in the City of Whittlesea for over 40 years and lives in Epping.

As a passionate advocate for improving community infrastructure and jobs growth, Cr Monteleone would like to see greater transparency and accountability for Council.

Professionally, Cr Monteleone is a successful small business owner having run an electrical contracting firm, dairy manufacturing, hospitality and aviation related businesses.

Cr Monteleone supports community events including the Whittlesea Agricultural Show and Hawkstowe Jazz Festival. Cr Monteleone sits on the Epping Community Activity Centre Committee of Management and Municipal Association of Victoria Planning Committee.

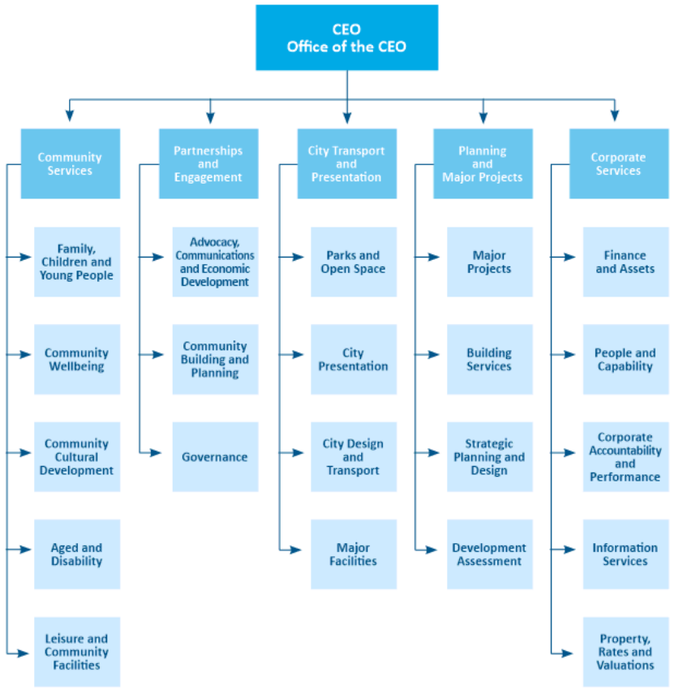
Our people

Organisational structure

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day to day management of operations in accordance with the strategic directions of the Council Plan.

Five Directors and the CEO form the Executive Leadership Team (ELT), details of which are outlined on the following page.

Organisational chart



Chief Executive Officer

Simon Overland

Simon started as Chief Executive Officer (CEO) at the City of Whittlesea on 21 August 2017. He has extensive experience in executive management, leadership and community service roles. He was secretary of the Department of Justice in Tasmania for five years from 2012 to 2017, and former chief commissioner of Victoria Police from March 2009 to mid-2011.

The CEO is directly accountable to council and is the main person to which council delegates powers. The specific authorities and responsibilities of the CEO are set out in Section 94A of the *Local Government Act 1989*. These include establishing and maintaining an appropriate organisational structure, managing the day-to-day operations of the organisation, ensuring that council decisions are implemented promptly, overseeing operations to align with the council plan, developing a code of conduct for council staff and providing timely advice to the council.

SENIOR OFFICERS REPORTING DIRECTLY TO THE CEO

Director Community Services

Russell Hopkins

Our Community Services Directorate oversees many service areas that impact the day-to-day living and wellbeing of City of Whittlesea residents.

Departments include: Aged and Disability; Community Cultural Development; Family, Children and Young People; Community Wellbeing.

The directorate works collaboratively with the state and federal governments to provide many of these services, and operates in partnership with a variety of community service organisations to meet the needs of our diverse and vibrant community.

Director Partnerships and Engagement

Liana Thompson

The Partnerships and Engagement Directorate is central to achieving Council's vision of creating vibrant self-sustaining communities together.

The directorate aims to improve the social and economic wellbeing of the Whittlesea community and foster strong, resilient and connected local communities.

The directorate also provides important services to the community and organisation, including governance and council business, marketing and communications, advocacy, community and social planning, heritage coordination, research and engagement, economic development, Local Laws enforcement, community grants and customer service.

Director Planning and Major Projects

Steve O'Brien

Our Planning and Major Projects Directorate coordinates the City of Whittlesea's land use growth, planning it to ensure a sustainable future.

Planning and Major Projects is designed to provide a streamlined link through everything from strategic planning across the City, to the delivery of both private development and public infrastructure.

This significant, diverse portfolio includes sustainable, strategic and statutory planning for development across the City, building standard compliance, as well as the coordination and implementation of the City's New Works Program.

Director Corporate Services

Helen Sui

Our Corporate Services Directorate ensures that Council has the funds available to provide safe, useful and sustainable assets and services to our community.

The directorate manages, analyses, reports and provides advice to Council across a wide range of matters, including financial, property, procurement, safety and organisational performance.

It directs and assists the organisation to achieve its goals by providing accurate data and introducing efficiencies and enhancements that best utilise Council's resources.

Director City Transport and Presentation

Nick Mann

The services provided by City Transport and Presentation seek to shape a city that is well connected and accessible, has active and safe public spaces and community facilities, and is environmentally sustainable.

It does so through the delivery of new infrastructure, the provision of services that ensure the maintenance and management of the City's streets, public spaces and buildings, and through advocacy to the State Government.

OUR PEOPLE

Council staff

A summary of the number of full time equivalent (FTE) Council staff by organisational structure, employment type and gender is set out below.

EMPLOYMENT TYPE/GENDER		CITY TRANSPORT & PRESENTATION	COMMUNITY SERVICES	CORPORATE SERVICES	EXECUTIVE SERVICES	PARTNERSHIPS & ENGAGEMENT	PLANNING & MAJOR PROJECTS	TOTAL
Permanent Full-time	Female	25.05	69.73	36.42	4	41.78	33.63	210.61
	Male	161.19	24.28	33	1	23.16	43.44	286.07
Permanent Part-time	Female	7.82	153.39	17.61	1.29	45.04	15.27	240.42
	Male	2.5	10.1	3.34		17.77	2.16	35.87
Casual	Female	3.3	5.48	0.47		2.11		11.36
	Male	0.4	0.82	1.21			0.28	2.71
TOTAL		**200.26**	**263.8**	**92.05**	**6.29**	**129.86**	**94.78**	**787.04**

Employment classification and gender

CLASSIFICATION	FEMALE	MALE	TOTAL
Band 1	17.26	14.03	31.29
Band 2	4.32	0.08	4.40
Band 3	60.8	67.63	128.43
Band 4	64.95	19.86	84.81
Band 5	66.61	29.75	96.36
Band 6	109.93	58.4	168.33
Band 7	56.98	64.26	121.24
Band 8	26.22	40.75	66.97
Other	55.33	29.88	85.21
TOTAL	**462.4**	**324.64**	**787.04**

Equal Employment Opportunity

Council is committed to providing a workplace free from all forms of discrimination, harassment and bullying, and continues to promote equality of opportunity for all employees through merit-based recruitment and selection, employment conditions, benefits, training and promotion.

Staff continue to receive training and information on discrimination, harassment and bullying. All new employees receive training as part of the induction process. Relevant policies are available to staff via the intranet, plus the organisation has ten Equal Employment Opportunity contact officers across all council sites.

Organisational changes

The City of Whittlesea is continually reviewing its services and operations to ensure that our organisation meets the needs of our community in the most efficient and effective manner.

Organisation changes that have occurred are:

- review and minor structure change of the Office of the CEO to strengthen administrative support to Councillors and to better manage their requests on behalf of residents and community members
- creation of a more streamlined operating structure for Plenty Ranges Arts and Convention Centre (PRACC) and Civic Centre Halls Services
- Leisure and Community Facilities structure realigned to meet the needs of our community
- Resilience and Emergency Management Team aligned to the emerging requirements of relevant legislation and a new tiered incident and activation structure.

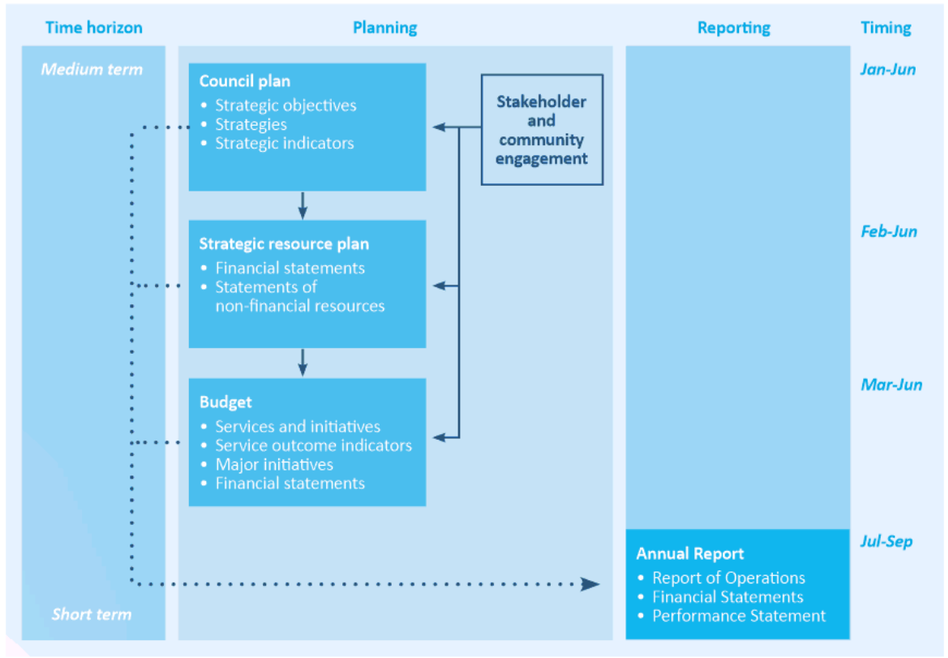
Our performance

Planning and Accountability Framework

The Planning and Accountability Framework is found in part 6 of the *Local Government Act 1989* (the Act). The Act requires councils to prepare the following planning and reporting documents:

- a council plan within the six months after each general election or by 30 June, whichever is later
- a strategic resource plan for a period of at least four years and include this in the council plan
- a budget for each financial year
- an annual report in respect of each financial year.

The following diagram shows the relationships between the key planning and reporting documents that make up the planning and accountability framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback at each stage of the planning and reporting cycle.



OUR PERFORMANCE

Council Plan

The Council Plan 2017-21 includes:

- Council Priorities (the Council's strategic objectives)
- actions (strategies) to achieve these for the four year period
- measures (strategic indicators) for monitoring achievement of the strategic objectives
- a strategic resource plan.

The following are the seven *Council Priorities* as detailed in the *City of Whittlesea Council Plan 2017-21.*

Roads, access and public transport

Public transport, roads for vehicles, walking and bike pathways, communication and digital networks allow us to get to where we need to go and easily access locally provided services.

Access in, out and around our community happens in many ways – through public transport, roads for vehicles, walking and bike pathways, communication and digital networks. Having access to locally provided services means that our daily business is conducted easily. Design and construction of our built infrastructure enables access for all. Travel times for residents are significant and increasing, particularly during the peak hours in the morning and afternoon when commuting to and from work, or when dropping off or picking up children at childcare facilities or schools. Reducing travel times will increase overall wellbeing and productivity and enable residents to spend more time with their families, friends, at work, shopping or while pursuing recreational activities.

Organisational sustainability

Good governance means that the decision-making processes for managing public resources are accessible, transparent and appropriate.

Good governance is critical to keep Council sustainable organisationally. Council must take into consideration principles of social justice and human rights in the delivery of democratic government. It links to our people, where we need to attract, develop and retain skills to build a high performance culture. Council also understands the importance of adapting to the fast-paced change in technology, looking for continuous improvement opportunities aimed to deliver best-value services and operations to our community. Council is committed to exploring regional collaboration and joint services to support organisational sustainability.

Health and wellbeing

A healthy community that supports and includes diverse people through all of life's stages and cares about life-long learning has a sense of wellbeing and belonging.

Health services are available locally and easily accessed in community hubs. Support is available for young people, families, the elderly, and those who are isolated and disadvantaged. Access to education, training and information enables life-long learning for everyone.

Community safety

Working to create a safe community where the harmful effects of violence, alcohol and drugs are removed.

Council is committed to improving safety in our neighbourhoods and towns and working in partnership with police and service providers to address safety issues and build a safe community for all who work, live and visit our city.

Planning and infrastructure

Places, spaces and events bring people together to socialise and access services and also help build our community and an understanding and appreciation of our diversity.

Our community hubs provide a central place to meet, shop, have a haircut, go to the doctor, post a letter, do banking, have coffee, visit the library and be entertained. They bring people together. Urban design develops a sense of place built on heritage. Parks and recreation facilities improve community wellbeing and can be used for events and celebrations. There are many pathways to bring people together in all the communities that together make our city.

Environmental sustainability

Environmental sustainability means managing the impacts of environmental, economic and social activities so that we remain healthy over the long term.

Our natural environment is a resource for all to enjoy and we need to protect it for future generations. This means our carbon footprint, water, waste, energy use, flora (particularly the majestic River Red Gums) and our fauna need to be cared for. Immigration, strong housing demand, economic growth, climate change, alternative energies and transport all provide challenges for our environment, future planning and how we live. Our daily routines have changed; we plan for tomorrow and use innovation to become more sustainable. Everyone does their bit to help.

Jobs and investment

A diverse economy offers varied career opportunities so people can live and work in the City of Whittlesea.

Business attraction requires infrastructure and transport planning, affordable housing, skill development and a supportive regulatory environment. We need to work on supporting and developing opportunities for local businesses like growing the food we need locally. Education facilities offer everyone career and skill development options. Council will focus on increasing the number of local jobs. Residents benefit from local employment opportunities in multiple ways. Local workers spend less time commuting, spend more of their money locally and form stronger relationships within their community.

Our performance 2017-18

Council's performance for the 2017-18 financial year has been reported against each Council Priority to demonstrate how Council is performing in achieving the 2017-21 City of Whittlesea Council Plan.

Performance has been measured as follows:

- results achieved in relation to the strategic indicators in the Council Plan
- progress in relation to the major initiatives identified in the budget
- services funded in the budget and the persons or sections of the community who are provided those services
- results against the prescribed service performance indicators and measures.

Council Priority

Roads, access and public transport

Public transport, roads for vehicles, walking and bike pathways, communication and digital networks allow us to get to where we need to go and easily access locally provided services.

Strategic indicators

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

STRATEGIC INDICATOR/MEASURE	MEASURE	RESULT [4]
Access to public transport	Percentage of dwellings that are within 400m of a bus stop, 600m of a tram stop or 800m of a train station	80.1%
Commuter travel time	Percentage of individuals whose daily commute time to and from work is 90 minutes or more	17.7%
Cycling facilities	Percentage of households that 'strongly agree' there are good facilities in Whittlesea for cycling	27.3%
Walking facilities	Percentage of households that 'strongly agree' there are good facilities in Whittlesea for walking	18.3%

[4] Source: City of Whittlesea Community Wellbeing Indicators Report 2017

Major initiatives

The following statement reviews the annual progress of Council in relation to major initiatives identified in the 2017-18 Budget.

STRATEGIC OBJECTIVES	MAJOR INITIATIVES	ANNUAL MEASURES	PROGRESS
The road network responds to our needs in accessing jobs, services and recreational activities	Road and Public Transport Plan	Advocate for the duplication of Bridge Inn Road and Epping Road	Included in State Government Northern Arterial Roads Package announcement.
		Work with land owners to progress planning and design of Edgars Road extension	South of O'Herns Road: Concept design and planning process completed. North of O'Herns Road: Planning application has been submitted by Development Victoria.
	Driving good design outcomes for state road infrastructure	Collaborate with VicRoads to get the best community outcomes for Plenty Road, Yan Yean Road and O'Herns Road interchange through participation and design reviews	Multiple positive outcomes for the community have been embedded into the design of the arterial road upgrades, including shared pathways, additional signalised intersections and strong streetscape design.
	Construction of Findon Road extension	Complete relevant land acquisitions and design of the Findon Road extension	Joint valuations have been agreed with Melbourne Water for the land at Ferres Boulevard/Findon Road. However there is disagreement over the valuation of the Melbourne Water land at 135 Williamsons Road. Negotiations remain ongoing in relation to the land acquisition process with the developer further east along Findon Road (towards Plenty Road).
Appropriate and accessible public transport services meet our needs	Public transport advocacy	Develop and action a public transport advocacy campaign for the Epping/ Wollert rail corridor, including land acquisitions	Land parcel purchased along corridor, business case completed and provided to State agencies.
		Contribute to the Public Transport Victoria tram 86 extension feasibility study	Feasibility study is complete, awaiting its release.
We can cycle safely	Implementation of shared path network	Implement the 2017/18 shared pathway and on-road bicycle lane works, including works on the Darebin Creek Trail and linkages along McDonalds Road	2017/18 program of works complete, including linkages in McDonalds Road, Darebin Creek Reserve, Roslyn Way and the South Morang Pipe Track.

KEY: Completed Ongoing Discontinued

Service performance indicators and measures

The following statement provides information in relation to the services funded in the 2017-18 Budget and the persons or sections of the community who provided the service.

SERVICE AREA	DESCRIPTION	NET COST ACTUAL BUDGET VARIANCE $000
Engineering Support Services	Statutory engineering approvals and the construction of new residential/commercial subdivision developments.	(219) (277) (58)
Traffic Management	Safe and efficient management of Council's Local Road Network. Community education programs for safe traffic behaviour around schools. Delivery of School Crossing Safety program at flagged and un-flagged crossings, including management of crossing supervisors.	2,688 2,974 286

SERVICE/*INDICATOR*/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
ROADS					
Satisfaction of use *Sealed local road requests* [Number of sealed local road requests/kilometres of sealed local roads] x100	0.35	8.87	4.64	19.89	Council continued to experience significant growth, in both number of residents and length of road, during the 17/18 financial year. An increase in the number of requests in relation to sealed local roads is a result of a change in the way Council's call data is interpreted, as well as increased promotion of local road works, which is likely to have led to increased community engagement on local road condition.
Condition *Sealed local roads below the intervention level* (The percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	99%	96.82%	98.90%	97.84%	Road lengths have increased due to assets being vested in Council through the subdivisions process in the 2017/18 financial year.
Service Costs *Cost of sealed local road reconstruction* (The direct reconstruction cost to Council per square metre of sealed local roads reconstructed)	$105.25	$140	$120.95	$98.41	2017/18 program of works complete.
Service Costs *Cost of sealed local road resealing* (The direct resealing cost to Council per square metre of sealed local roads resealed)	$36.09	$30.15	$21.32	$47.96	Council focused road renewal projects on full road reconstruction, rather than resealing, during the 17/18 financial year. This can be seen in the reduction in the road reconstruction indicator (R3). The resealing program for 17/18 was less than 10% of what was completed in 16/17 resulting in a loss of efficiencies of scale, significantly increasing the unit rate.
Satisfaction with sealed local roads (Community satisfaction rating out of 100 on how well Council has performed providing sealed local roads)	65	64	62	62	We remain at the same level as last year.

OUR PERFORMANCE

Council Priority
Organisational sustainability

Good governance means that the decision-making processes for managing public resources are accessible, transparent and appropriate.

Strategic indicators

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

STRATEGIC INDICATOR/MEASURE	MEASURE	RESULT [8]
Community consultation and engagement	Percentage of individuals rating Council's performance on consultation and engagement as 'good' or 'very good'	45%
Decisions in community's interest	Percentage of individuals rating Council's performance on decisions made on behalf of the community as 'good' or 'very good'	43%
Lobbying for community	Percentage of individuals rating Council's performance on lobbying on behalf of the community as 'good' or 'very good'	38%
Satisfaction with Council's overall performance	Percentage of individuals rating Council's overall performance as 'good' or 'very good'	58%
Participation in decision-making	Percentage of households that strongly agree: There are opportunities to have a real say on issues that are important to me/us	14.7%
Broadband access	Percentage of households with broadband internet access	82.3%

[8] Source: City of Whittlesea Community Wellbeing Indicators Report 2017

Major initiatives

The following statement reviews the annual progress of Council in relation to major initiatives identified in the 2017-18 Budget.

STRATEGIC OBJECTIVES	MAJOR INITIATIVES	ANNUAL MEASURES	PROGRESS
Our Council strives to achieve long term financial sustainability	Long Term Financial Plan	Council has a 15 year financial plan which is updated annually and endorsed by Council	Council's 15 year financial plan was updated and endorsed by Council on 14 November 2017.
Efficient and effective Council services are responsive to community need	Implementation of the People Strategy – Phase 1	People Strategy endorsed, People Plan developed, and identified 2017/18 actions implemented.	The People Strategy and People Plan were developed and the agreed 2017/18 actions were implemented.
Efficient and effective Council services are responsive to community need	Digital Transformation Strategy	Digital Transformation Strategy adopted	The IT and Digital Strategy was adopted by Council in January 2018.

KEY: Completed Ongoing Discontinued

Service performance indicators and measures

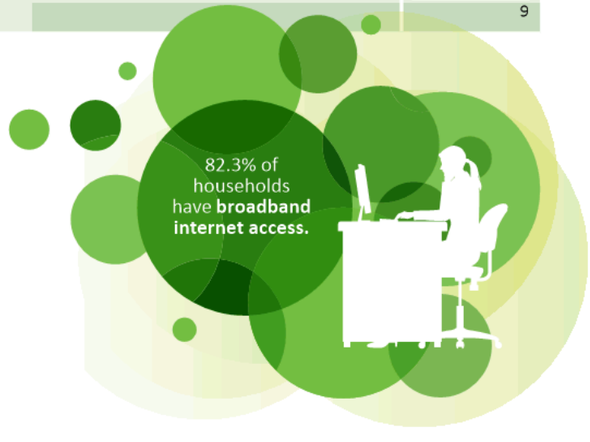
The following statement provides information in relation to the services funded in the 2017-18 Budget and the persons or sections of the community who provided the service.

SERVICE AREA	DESCRIPTION	NET COST ACTUAL BUDGET VARIANCE $000
Advocacy	The service advocates on behalf of and along-side Whittlesea communities and other partners to influence public policy decisions including the resource allocation of state and federal governments. This includes advocating for local investment by not for profit organisations, the private sector and philanthropic organisations.	262 275 13
Corporate Planning	Coordination of the corporate planning processes of Council including the Council Plan, Council Action Plan, Business Plans, LGPRF and other reporting requirements.	496 388 (108)
Customer Services	Implementation of the Customer Service Strategy and associated projects. Management of frontline Customer Services and the Customer Contact Centre including dealing with requests for services and residents' complaints.	1,614 1,591 (23)
Financial Services	Budget preparation and reporting, forward financial planning, performance reporting and management, compliance and accounts payable services.	1,583 1,620 37
Governance	Delivery of corporate and civic functions and events. Production of agenda and minutes for corporate meetings. Guidance and advice to Councillors on governance matters. The processing of requests for Council documents under Freedom of Information legislation. Responding to requests for information by the Victorian and Commonwealth Ombudsman, Local Government Victoria and the Human Rights Commission. Maintenance of statutory registers and coordination of naming proposals with the Office of Geographic Place Names.	1,617 1,689 72
Information, Communication and Technology Services	Provides information management, communication and technology services for all Councillors and departments in the City of Whittlesea and supports Council's online service delivery platform. Responsible for delivering a strong Information Management Framework and service and ensuring a sound ICT environment to support Council's services.	6,364 7,357 993
Marketing and Communication Services	Strategically promote the City of Whittlesea to build a positive image of its projects, services and initiatives.	1,529 1,505 (24)

OUR PERFORMANCE

Service performance indicators and measures (cont.)

SERVICE AREA	DESCRIPTION	NET COST ACTUAL BUDGET VARIANCE $000
Procurement Services	Provision of support, systems, resources and advice to enable achievement of best value purchasing and contracting of works, goods and services.	727 786 59
Research Services	Operates as an internal consultancy providing Council decision makers and external stakeholders with accurate, accessible and contemporary information.	754 735 (19)
Revenue Generation	Generation and issue of rate notices, collection of rates and charges including debt recovery, sundry debtors and the Fire Services Levy.	1,004 1,211 207
Risk Management	Provision of guidance and support in relation to the management of risk and insurance claims.	1,776 1,398 (378)
Staff Services	Responsible for building, developing and supporting a motivated and engaged workforce with the skills and capabilities to deliver quality services to Council and the community. The team supports the delivery of people and culture strategy and related organisational improvement projects.	2,944 3,044 100
Valuation Services	Provides statutory valuations on all properties within the municipality for general valuation and supplementary valuation purposes and undertakes continual maintenance of Council's property database.	734 508 (226)
Council operations	Supports the core governance functions of the Chief Executive Officer and the executive leadership team.	4,168 4,177 9



OUR PERFORMANCE

Service performance indicators and measures

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

SERVICE/INDICATOR/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
GOVERNANCE					
Transparency *Council decisions made at meetings closed to the public* [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public/Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100	35.00%	37.91%	26.95%	21.75%	Council continues to review matters submitted to Council meetings with the aim of further reducing items considered in that section of the meeting closed to the public.
Consultation and engagement *Satisfaction with community consultation and engagement* Community satisfaction rating out of 100 on how Council has performed on community consultation and engagement	60	61	60	56	The City of Whittlesea continues to focus on strengthening its community engagement practices and is committed to providing our residents with a say on matters that may affect them.
Attendance *Councillor attendance at council meetings* [The sum of the number of Councillors who attended each ordinary and special Council meeting/(Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x100	85.00%	84.85%	87.73%	85.38%	Councillor attendance is lower than 2016/17 mainly due to one Councillor being on extended leave.
Service cost *Cost of governance* [Direct cost of the governance service/ Number of Councillors elected at the last Council general election]	$52,001.00	$53,282.36	$52,537.82	$54,481.18	The cost of governance has remained consistent with previous years.
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	60	56	This decrease in satisfaction may be due to a number of issues, such as difficulties with our waste collection services when we changed contractors. We are actively working to improve communication of Council's decisions.

Council Priority

Health and wellbeing

A healthy community that supports and includes diverse people through all of life's stages and cares about life-long learning has a sense of wellbeing and belonging.

Strategic indicators

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

STRATEGIC INDICATOR/MEASURE	MEASURE	RESULT [5]
General health	Number of reported family violence incidents per 100,000 population	1,452
Psychological distress	Percentage of individuals who feel 'somewhat' or 'very' safe during the day/at night	68.5%
Risk factors	Percentage of individuals who are: • a. overweight, or b. obese	a. 31% b. 24.1%
	• undertake 2.5 hours or more of moderate-vigorous exercise	44.4%
	• meet fruit and vegetable intake guidelines	47.4%
	• at increased risk of alcohol-related injury on a single occasion	30.5%
	• daily or occasional smokers	15.1%
Food insecurity	Percentage of households that ran out of food and couldn't afford to buy more at least once in the past 12 months	12.1%
Gambling loss	Average annual expenditure per adult on Electronic Gaming Machines	$679
Affordable housing	Percentage of households reporting 'moderate' or 'heavy' household payment stress in the last 12 months	53.8%
Access to health services	Percentage of households that believe it is 'very easy' to access hospitals, doctors, dentists and mental health services	67.2%
Access to human services	Percentage of households that believe it is 'very easy' to access aged care, respite, financial and legal support services	36.2%
Developmental vulnerability	Percentage of children in first year of school who are developmentally vulnerable on two or more Australian Early Development Census domains	9.7%
Connectedness to school	Percentage of students who report feeling connected with their school: • a. Years 5-6, and b. Years 7-9	a. 84.4% b. 62.5%
Access to educational services	Percentage of households that believe it is 'very easy' to access primary schools, secondary schools, early childhood services and tertiary education	59.7%
Participation in community groups	Percentage of individuals who participate in community groups	43.6%
Sense of community	Percentage of households that strongly agree: I/we feel part of the local community	21.4%
Volunteering	Percentage of individuals aged 15+ who volunteer	13.6%
Community acceptance of diverse cultures	Percentage of households that strongly agree: People in my neighbourhood are accepting of people from other cultural/religious backgrounds	39.6%

[5] Source: City of Whittlesea Community Wellbeing Indicators Report 2017

Major initiatives

The following statement reviews the annual progress of Council in relation to major initiatives identified in the 2017-18 Budget.

STRATEGIC OBJECTIVES	MAJOR INITIATIVES	ANNUAL MEASURES	PROGRESS
There is a focus on preventative approaches to health issues and health policy	Gambling Strategy and Action Plan	Deliver Phase 2 of the gambling advocacy campaign	Phase 2 of the gambling advocacy campaign was successfully delivered. The aim was to raise awareness of gambling harm in the community and to advocate for legislative change in the lead up to the State election.
Health and human services are accessible and responsive to the needs and aspirations of all people	2017-21 Municipal Public Health and Wellbeing Plan	Municipal Public Health and Wellbeing Plan 2017 -21 adopted	Following an extensive consultation process and an analysis of health and social indicators the Health and Wellbeing Partnership Plan was endorsed by Council in October 2017.
		Implement the 2017/18 Municipal Public Health and Wellbeing Plan actions	Collaborative partnerships with key external stakeholders have been established to support initiatives led by partners. Council led initiatives on track. Progress on projects of note are the Sons of the North project targeting less advantaged men, research on use of green space, and VicHealth funded alcohol culture project with young people.
	Aged Care Reform transition	Aged care reform implementation plan adopted	Council resolved on 3 July 2018 to implement changes to some services we continue to deliver and monitor others and report again in mid-2019.
People of all ages and abilities are supported to live well with appropriate program, service and infrastructure delivery	Family Connect Plan 2013-18	Middle Years Strategy launched and Middle Years Strategy Action Plan developed by the Hume Whittlesea Local Learning and Employment Network	Strategy launched and Action Plan developed. Endorsed by the Executive Leadership Team on 10 May 2017.
		Established areas long-term infrastructure plan developed	Plan finalised and endorsed on 4 October 2017.
Our voice is reflected through inclusive Council decision making processes	Community Building Strategy	Development of: • Volunteer policy • Equity framework • Community advocacy toolkit • Council grants policy • Participation and Engagement Framework	The following policies and framework were endorsed by Council: • Volunteering Policy (17 September 2017) • Council Grants Policy (21 November 2017) • Participation and Engagement Policy and Framework (27 June 2017). Both the Equity Framework (6 June 2018) and Community Advocacy Toolkit (March 2018) are also complete.
We are socially inclusive of all ages, abilities, gender, race, ethnicity, sexuality, religion, culture and heritage	Youth Plan 2030 – Action Plan 2 Development	Youth Plan 2030 – Action Plan 2 adopted	Youth Plan 2030+ and Action Plan adopted by Council in November 2017.
New and emerging communities are supported	Multicultural Action Plan	Deliver the 17/18 priority actions for the Multicultural Action Plan, including the Welcome Expo, the Northern Multicultural Business Awards and a Refugee Week event	The priority actions identified in the Multicultural Action Plan have been achieved. The Welcome Expo was held in October 2017, the Northern Multicultural Business Awards in August 2017 and the Emerge festival ran 13 events in various locations between the 22-30 June 2018 to celebrate Whittlesea's cultural diversity.

KEY: Completed Ongoing Discontinued

Major initiatives (cont.)

STRATEGIC OBJECTIVES	MAJOR INITIATIVES	ANNUAL MEASURES	PROGRESS
We respect and promote our Aboriginal heritage and community	Reconciliation Action Plan	Deliver the 17/18 priority actions for the Reconciliation Action Plan, including a National Sorry Day event and supporting the Whittlesea Reconciliation Group	During this period the Whittlesea Reconciliation Group oversaw the successful delivery of the annual reconciliation program. The National Sorry Day event was attended by over 100 people including staff, residents and local schools students. Of these attendees 85% were non-Aboriginal, 67% had not previously attended a Whittlesea Sorry Day event and 95% of attendees agreed or strongly agreed that the event made them feel more connected to the community.

KEY: Completed Ongoing Discontinued

Service performance indicators and measures

The following statement provides information in relation to the services funded in the 2017-18 Budget and the persons or sections of the community who provided the service.

SERVICE AREA	DESCRIPTION	NET COST ACTUAL BUDGET VARIANCE $000
Community Cultural Development Services	Strengthens social cohesion through the arts, events, Aboriginal reconciliation and multiculturalism and addresses race-based discrimination.	2,253 2,435 182
Community Planning and Engagement	Enhances community wellbeing through building social capital, planning of local place based programs and services, planning and delivery of community infrastructure, actively engaging local residents, community organisations and other stakeholders.	3,261 2,898 (363)
Community Support Service	Provides a range of Home and Community Care services to eligible residents to support them living well in their homes.	4,157 4,135 (22)
Cultural Heritage Management	Management of Cultural Heritage Policy and Strategy. Strategic heritage initiatives. Relationship management with statutory authorities and organisations. Coordination of protection for Council owned heritage places. Internal advice on heritage places, projects, assets and community history.	68 131 63
Family, Children and Youth Services	Provides a range of programs, services and activities to families and children within the City of Whittlesea.	6,659 7,084 425
Health Services	Immunisation program provided for infants, school aged children and adults. Provision of public health surveillance and enforcement services. Plan, implement and evaluate activities to promote the health and wellbeing of the community.	1,692 1,879 187
Positive Ageing Services	Coordinated and integrated planning of land use, facility and service provision for an ageing population.	818 839 21
Social Support	Provides a range of Planned Activity Groups including for people experiencing dementia, various multicultural groups and Aboriginal and Torres Strait islander people. Volunteers are recruited, trained, supported and their work is acknowledged. The volunteers assist with group activities, meal delivery and community transport.	317 315 (2)

Service performance indicators and measures

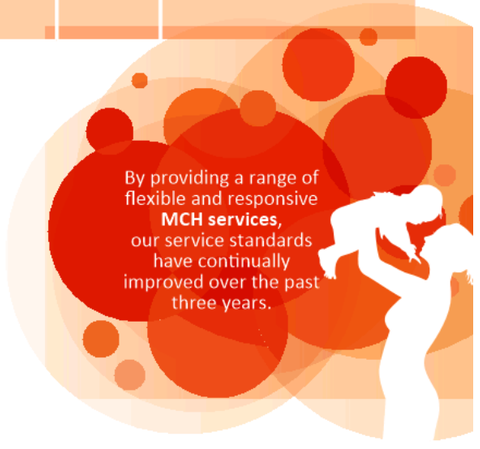
The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

SERVICE/INDICATOR/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
FOOD SAFETY					
Timeliness *Time taken to action food complaints* [Number of days between receipt and first response action for all food complaints/Number of food complaints]	2.1	1.41	1.23	1.88	Council is upgrading to a purpose built computer program for Environmental Health that will automate this recording function in 2018. It is expected this system will improve the current response rate.
Service Standard *Food safety assessments* [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the *Food Act 1984*/Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the *Food Act 1984*] x100	100%	100%	99.11%	99.42%	In 2017, 99.4% of Food Act assessments were completed. Four food premises were not assessed in 2017 because they opened in late December 2017 so an assessment was not conducted until January 2018.
Service Cost *Cost of food safety service* [Direct cost of the food safety service/ Number of food premises registered or notified in accordance with the *Food Act 1984*]	$452.23	$356.08	$270.47	$309.07	In 2017/18 there was a significant number of temporary food premises that did not renew their registration from 2016/17. Therefore this reduction of food premises created a higher than expected cost per premises.
Health & Safety *Critical and major non-compliance notifications* [Number of critical non-compliance outcome notifications and major non-compliance notifications about food premises followed up/Number of critical non-compliance outcome notifications and major non-compliance notifications about food premises] x100	85.00%	99.24%	100%	100%	This year we completed 100% of follow up inspections required from all notifications that had received a critical or major non-compliance determination.

OUR PERFORMANCE

Service performance indicators and measures

SERVICE/INDICATOR/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
MATERNAL AND CHILD HEALTH					
Satisfaction *Participation in first MCH home visit* [Number of first MCH home visits/ Number of birth notifications received] x100	98.00%	98.87%	105.71%	105.30%	The excess of 100% is due to families with babies moving into the municipality having an address outside of the municipality when commencing antenatal care.
Service Standard *Infant enrolments in MCH service* [Number of infants enrolled in the MCH service (from birth notifications received)/Number of birth notifications received] x100	98.00%	93.25%	100%	100%	Providing a range of flexible and responsive services has enabled parents to remain engaged with the MCH service.
Service Cost *Cost of MCH service* [Cost of the MCH service/Hours worked by MCH nurses]	$68.34	$67.43	$70.35	$70.57	City of Whittlesea continues to monitor the unit price given changes in program requirements and funding arrangements.
Participation *Participation in 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	79.00%	78.44%	78.23%	76.96%	We do not believe that this decrease is of a material nature.
Participation *Participation in 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	72.00%	70.95%	65.37%	71.63%	This year we have assisted Aboriginal families to feel comfortable in participating and choosing the Maternal Child Health service to suit their children.



OUR PERFORMANCE

Council Priority
Community safety

Working to create a safe community where the harmful effects of violence, alcohol and drugs are removed.

Strategic indicators

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

STRATEGIC INDICATOR/MEASURE	MEASURE	RESULT [6]
Family violence	Number of reported family incidents per 100,000 population	1,452
Safety in public areas	Percentage of individuals who feel 'somewhat' or 'very' safe during the day/at night	68.5%

[6] Source: City of Whittlesea Community Wellbeing Indicators Report 2017

Major initiatives

The following statement reviews the annual progress of Council in relation to major initiatives identified in the 2017-18 Budget.

STRATEGIC OBJECTIVES	MAJOR INITIATIVES	ANNUAL MEASURES	PROGRESS
Our neighbourhoods are designed to create safe public spaces	✓ Neighbourhood and Town Centre renewal	Develop a neighbourhood streetscape improvement plan bordered by Main Street, High Street, Metro Ring Road and Edgars Road	Draft Local Area Traffic Management and Streetscape Improvement Plan was presented to Council Forum on 10 July 2018.
		Implement Stage 1 of the Local Area Traffic Management Plan 20 (between Childs Road, Betula Avenue, McKimmies Road, E6 Transport Corridor Reserve)	2017/18 program of works complete.
		Commence urban streetscape improvement works at the Lalor Shopping Centre	Construction works commenced in June 2018. Tender for works have been advertised twice and a contract awarded in June 2018.
We see a reduction of crime in our community	✓ Community Safety and Crime Prevention Strategy	Delivery of a burglary prevention project, two crime prevention audits and a community safety forum	The burglary prevention pilot was completed with over 90% of targeted Mill Park households participating, two crime prevention audits were completed and a community safety forum was held in October 2017.
We have access to family violence prevention programs	✓ Family Violence Strategy – Year 3 Implementation	Advocate for a community safety hub, develop a policy for pets of family violence victims and review the family violence workplace policy	Family Violence Workplace policy reviewed and endorsed in November 2017. Policy for pets of family violence victims developed in February 2018. State Government determined that Community Safety Hub for this region would be in Heidelberg, however advocacy continues for increased family violence services in the municipality.
We have disaster, community safety and resilience programs	✓ Emergency Management Improvements	Undertake community emergency risk assessment, update the Municipal Emergency Management Plan and conduct external audit, conduct training/ exercises to improve emergency response capability and capacity	Community Emergency Risk Assessment undertaken and completed with relevant emergency management specialists. Municipal Emergency Management Plan reviewed and updated following quarterly meetings. North West Collaboration exercises undertaken with member councils to improve response, capability and capacity.
		Completion of the Eden Park Fire Mitigation Project	Final Plan noted by Council on 1 May 2018. The plan was positively received by local authorities and will be updated periodically to ensure it remains current.

KEY: ✓ Completed ↻ Ongoing ✗ Discontinued

Service performance indicators and measures

The following statement provides information in relation to the services funded in the 2017-18 Budget and the persons or sections of the community who provided the service.

SERVICE AREA	DESCRIPTION	NET COST ACTUAL BUDGET VARIANCE $000
Animal Management	The service manages domestic animal registration and renewals, animal pounds/ shelters and associated vet services for dogs, cats, and livestock. Animal collection services for dogs, cats and livestock are run along with investigations of dog attacks, noise and nuisance complaints. Audits of declared dangerous guard dogs and domestic animal business premises are undertaken to ensure compliance with all legislative requirements. Review and implementation of the Domestic Animals Management Plan.	350 902 552
Emergency Management Planning	Supports the Emergency Management Planning Committee to build community emergency preparedness and resilience; increase Council's capacity to respond to emergencies; and leads business continuity planning in the event of emergency.	381 493 112
Local Laws Enforcement	Protection of Council assets to minimise damage during construction. Parking enforcement services and removal of derelict and abandoned vehicles. Local laws prosecutions and review. Proactive and compliance activities on unsightly properties. Municipal fire prevention and inspections in urban and rural areas. Litter investigations and prosecution of dumped rubbish in the public domain and notified private properties.	(2,051) (1,711) 340

Service performance indicators and measures

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

SERVICE/INDICATOR/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
ANIMAL MANAGEMENT					
Timeliness *Time taken to action animal management requests* [Number of days between receipt and first response action for all animal management requests/Number of animal management requests]	1	1	1	1	The City of Whittlesea continues its commitment to delivering a high-quality animal service. Council responded to all 2,716 animal-related requests on the same day of receiving them.
Service standard *Animals reclaimed* [Number of animals reclaimed/Number of animals collected] x100 reclaimed)	41.%	47.78%	37.13%	43.34%	Of the 2,065 animals impounded in 2017/18, 895 were reclaimed (43%). This is overwhelmingly due to cats not being reclaimed by owners, with a reclaim rate of 8%. Of dogs impounded, 87% were reclaimed by their owners.
Service cost *Cost of animal management service* [Direct cost of the animal management service/Number of registered animals]	$41.79	$47.68	$41.57	$94.65	The 71% increase this year reflects the trend being experienced across local government in delivering animal management services, including animal pound operations. The City of Whittlesea is actively working with other councils to provide a combined animal management service that delivers better value across participating municipalities.
Health and Safety *Animal prosecutions proven in court* [Number of successful animal management prosecutions]	5	2	1	7	This year we successfully prosecuted seven dog attack cases at the Magistrates Court.

OUR PERFORMANCE

Council Priority

Planning and infrastructure

Places, spaces and events bring people together to socialise and access services and also help build our community and an understanding and appreciation of our diversity.

Strategic indicators

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

STRATEGIC INDICATOR/MEASURE	MEASURE	RESULT [9]
Use of open space	Percentage of households that visited one or more types of local open spaces at least monthly	71.2%
Community meeting spaces	Percentage of residential dwellings that are within 800m of a Council community meeting space	31.7%
Recreation facilities	Percentage of households that rate a) libraries; b) sports facilities as 'very important' to the community	a. 65.0% b. 67.4%
Participation in sports and recreation	Percentage of individuals who participate in sports and recreation activities	49.8%
Distinct community character	Percentage of households that strongly agree: the community has a distinct character, it's a special place	26.4%

[9] Source: City of Whittlesea Community Wellbeing Indicators Report 2017

Major initiatives

The following statement reviews the annual progress of Council in relation to major initiatives identified in the 2017-18 Budget.

STRATEGIC OBJECTIVES	MAJOR INITIATIVES	ANNUAL MEASURES	PROGRESS
We have public spaces and community hubs that bring people together	Plenty Valley Town Structure Plan	Planning Scheme Amendment adopted	Report requesting panel was presented to Council in October 2017. Councillors requested additional consultation. Panel Hearing request endorsed at February Council meeting. Panel was conducted last week of June. Adoption of the Amendment can only occur following Panel Hearing. It is anticipated that the Panel Report will be provided in August 2018, after which Council can consider the Panel recommendations and seek to adopt the amendment.
Urban design helps build our connection to place, the natural environment and the community	Mernda Town Centre and Rail Extension	Mernda Town Centre Development Plan adopted	Mernda Town Centre Development Plan adopted. Awaiting finalisation of Section 173 Agreement from the proponent relating to Development Contributions to allow for issue of the Stage 1 Permit.
		Stage 1 planning permit issued	Draft planning permit finalised. Awaiting finalisation of the Section 173 Agreement by the proponent relating to Development Contributions to allow for issue of the planning permit. Timing of finalisation of the Agreement is dependent on the proponent.
	Housing Diversity Strategy review	Housing diversity issues paper and background report completed	Issues paper and background report on housing diversity has been completed. The planning scheme amendment exhibition process has also been completed.
We have open spaces that are welcoming and safe for public gathering	Greening our streets and upgrading parks in established areas	Delivery of 2017/18 park upgrades as per the Open Space Strategy, including Tarcoola Close Park, Thomas Street Recreation Reserve, Oakbank Park and the township link in Whittlesea	All 2017/18 park upgrades have been completed and the parks are open to the public for use.
		Implementation of the 2017/18 Street Tree Renewal Program as per the Street Tree Management Plan	The 2017/18 Street Tree Renewal Program was completed on time and within budget. The program installed 1,566 new street trees for the City.
We can access recreation facilities and open spaces that reflect and respond to local need	Recreation Strategy 2018-2028 development	Adoption of the 2018-28 Recreation Strategy	Active Whittlesea Strategy (formerly known as Recreation Strategy) was adopted by Council on 4 September 2018.
	Deliver new recreation facilities	Award construction contract for two soccer pitches and a pavilion at Lalor West Reserve	Tender for works advertised and contract awarded for construction to commence in January 2018. Construction commenced and works are well underway.
		Award construction contract for two soccer pitches and pavilion/ community facility at Doreen South Reserve	Tender for works advertised and contract awarded in October 2017 for construction works to commence. The project commenced with the construction of the car park, completed ahead of schedule.
		Award construction contract for pavilion and car park for new soccer grounds at Harvest Home Road	Initial tenders were unsuitable and a new tender process was required. Council Report prepared and submitted for Council Meeting. Awarded on 3 July 2018.
	Mill Park Leisure Centre redevelopment	Award construction contract for Mill Park Leisure Centre redevelopment	Tender for works advertised and tender evaluation completed. Council Report prepared and submitted for Council Meeting on 3 July 2018. Construction commenced in July 2018.

KEY: Completed Ongoing Discontinued

Service performance indicators and measures

The following statement provides information in relation to the services funded in the 2017-18 Budget and the persons or sections of the community who provided the service.

SERVICE AREA	DESCRIPTION	NET COST ACTUAL BUDGET VARIANCE $000
Asset and Facilities Management	Maintenance of Council assets to present an inviting and well- maintained city through road, facility and other infrastructure related maintenance. Also includes strategic asset management to understand and manage the cost and use of an asset over its life.	20,647 21,488 841
Building Control	The service is committed to ensuring that the amenity and safety of the community is maintained when using Buildings and Places of Public Entertainment, (POPEs). This includes the issue of building permits, occupancy permits for buildings and POPEs, assessment and the issue of 'report and consent' notices regarding the siting of buildings and encroachments. The service inspects existing buildings, including swimming pools, to ensure compliance with essential safety measures and barriers. It enforces building legislation with re-course to the Courts, as required and manages data information regarding building and occupancy permits	864 874 10
Capital Works Program Delivery	The service leads the organisation's planning, development and delivery of major infrastructure and building projects from concept to completion.	2,921 3,148 227
Leisure Services	The service provides the management of community and sporting facilities; community club liaison and development; and leisure strategic planning.	7,611 7,461 (150)
City Presentation Services	Delivers waste management services to the municipality. Service also includes litter collection, graffiti removal and street sweeping.	18,124 17,609 (515)
Land Planning	Undertakes strategic land use planning, design and policy projects including policy/ strategy development, structure plans, design guidelines, master plans, development contributions and infrastructure planning. It provides consistent, accurate and timely assessment of planning applications for land use, developments and subdivision.	3,768 5,266 1,498
Parks and Open Space	Management of parks and open space network. Includes planning for future parks and open space projects.	14,080 15,404 1,324
Property Services	Provides professional property management of Council's property portfolio.	691 941 250

Service performance indicators and measures

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

SERVICE/INDICATOR/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
STATUTORY PLANNING					
Timeliness *Time taken to decide planning applications* [The median number of days between receipt of a planning application and a decision on the application]	98	113	112	72	There has been a significant improvement in reducing the median days when compared with last year. This has been achieved through initiatives, process and system improvements.
Service standard *Planning applications decided within 60 days* [Number of planning application decisions made within 60 days/ Number of planning application decisions made] x100	64%	61.4%	54.15%	69.16%	There has been a significant improvement in increasing the number of applications processed within statutory timeframes. This has been achieved through initiatives, process and system improvements.
Service cost *Cost of statutory planning service* [Direct cost of the statutory planning service/Number of planning applications received]	$1,689.00	$1,301.90	$2352.90	$2101.86	The overall reduced amount has largely been affected by position vacancies and staff absences throughout the year, as well as an increase in the overall number of applications.
Decision making *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	62.00%	55.56%	38.89%	55%	VCAT affirmed 11 out of 20 of our decisions. We also had a number of consent orders reached and one overturned.

Service performance indicators and measures

SERVICE/INDICATOR/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
LIBRARIES					
Utilisation *Library collection usage* [Number of library collection item loans/ Number of library collection items]	6.41	6.62	4.92	6.75	In 2016/17 the library did a periodic purge of records for items that were still technically part of the collection but which had been marked as lost or missing and were no longer circulating. Due to this situation, the result in 2016/17 should have been 6.62 rather than 4.92. With a growing City of Whittlesea population, this figure may increase over time, although in smaller increments.
Resource standard *Standard of library collection* [Number of library collection items purchased in the last 5 years/Number of library collection items] x100	86.00%	85.92%	83.95%	87.44%	-
Service cost *Cost of library service* [Direct cost of the library service/ Number of visits]	$6.89	$6.22	%6.01	5.58%	-
Participation *Active library members* [Number of active library members/ Municipal population] x100	16.00%	13.83%	14.89%	12.81%	The drop in active library members relates to changing usage patterns with some digital platforms not providing enough data at this time to include people who are not identified as 'active' because they have moved to digital content only. Yarra Plenty Regional Library has been reviewing the way this data is collated to better align it with the guidelines.

Service performance indicators and measures

SERVICE/INDICATOR/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
AQUATIC FACILITIES					
Service Standard *Health inspections of aquatic facilities* [Number of authorised officer inspections of Council aquatic facilities/ Number of Council aquatic facilities]	3.33	3.33	3.33	2.33	During 2017/18 Council carried out 7 Public Health & Wellbeing (PH&W) Act inspections of its 3 Council aquatic facilities (2 indoor & 1 outdoor). Council routinely schedules PH&W inspections three times per year for indoor and once per year for outdoor aquatic facilities.
Health and Safety *Reportable safety incidents at aquatic facilities* [Number of WorkSafe reportable aquatic facility safety incidents]	0.00	0.00	0.00	0.00	No incidents were reported during the year.
Service Cost **Cost of indoor aquatic facilities** [Direct cost of indoor aquatic facilities less income received/Number of visits to indoor aquatic facilities]	$0.15	$0.10	$0.18	$0.73	Increases in utility costs and a reduction in learn to swim participation negatively impacted the financial result.
Service Cost *Cost of outdoor aquatic facilities* [Direct cost of outdoor aquatic facilities less income received/Number of visits to outdoor aquatic facilities]	$13.31	$14.58	$10.92	$13.30	Increased maintenance expenses negatively impacted the financial result.
Utilisation *Utilisation of aquatic facilities* [Number of visits to aquatic facilities/ Municipal population]	6.41	5.98	5.22	4.18	Due to the increased number of industry competitors, attendance at Thomastown Recreation & Aquatic Centre (TRAC) and Mill Park Leisure (MPL) has declined. The 'Learn to Swim' program average monthly enrolments have been most affected since the previous year, TRAC seeing a 2.6% decrease and MPL seeing a 25.5% decrease. The decrease at Mill Park is attributed to the closure of the facility which was effective from 1 July 2018.

OUR PERFORMANCE

Service performance indicators and measures

SERVICE/INDICATOR/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
WASTE COLLECTION					
Satisfaction *Kerbside bin collection requests* [Number of kerbside garbage and recycling bin collection requests/ Number of kerbside bin collection households] x1000	330.63	302.89	282.72	303.28	An increase in the number of calls from residents can be attributed to an underperforming contractor and the changeover to a new waste contractor in April 2018.
Service Standard *Kerbside collection bins missed* [Number of kerbside garbage and recycling collection bins missed/ Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	3.88	3.93	3.68	12.10	Missed bins have increased this year due to an underperforming contractor. This contractor was terminated and replaced by JJ Richards. Missed bins expected to decrease dramatically in 18/19.
Service cost *Cost of kerbside garbage bin collection service* [Direct cost of the kerbside garbage bin collection service/Number of kerbside garbage collection bins]	$53.55	$52.60	$54.24	$50.09	Lower than projected due to the early start of JJ Richards which provided better value per bin lift rate.
Service cost *Cost of kerbside recyclables bin collection service* [Direct cost of the kerbside recyclables bin collection service/Number of kerbside recyclables collection bins]	$28.51	$28.05	$27.60	$25.72	Lower than projected due to the early start of JJ Richards which provided better value per bin lift rate.
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%	41.8%	39.51%	Our diversion rates have remained similar over recent years. Our green waste tonnages are less than we predicted, due to low rain falls. Our recycling tonnages have increased slightly.

OUR PERFORMANCE

Council Priority

Environmental sustainability

Environmental sustainability means managing the impacts of environmental, economic and social activities so that we remain healthy over the long term.

Strategic indicators

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

STRATEGIC INDICATOR/MEASURE	MEASURE	RESULT [10]
Household energy usage	Average resident daily electricity consumption (kWh per day)	4.5kWh
Household waste generation	Average annual waste production (kg per household)	620kg
Household recycling contamination	Percentage of contamination in recycling stream (by kg of weight)	12.3%
Household water usage	Average annual residential potable water usage (kilolitres per property)	168kl
Stewardship of the environment	Number of active community-based environmental groups in the City of Whittlesea	12

[10] Source: City of Whittlesea Community Wellbeing Indicators Report 2017

Major initiatives

The following statement reviews the annual progress of Council in relation to major initiatives identified in the 2017-18 Budget.

STRATEGIC OBJECTIVES	MAJOR INITIATIVES	ANNUAL MEASURES	PROGRESS
We reduce waste to landfill and take action to stop illegal dumping	✓ Waste recovery facility improvements	Transfer station options paper developed and considered by Council	A planning application has been received for the development of a transfer station for use by Council's residents at a site within Wollert. Council will progress the final operational details for this facility with the applicant.
We reduce greenhouse gas emissions and help our community to adapt to the effects of climate change	✓ Climate Ready Plan	Climate Ready Plan adopted by Council	Climate Ready Whittlesea Plan was adopted by Council in November 2017. Priority projects update: (1) Heat Vulnerability Mapping collaborative project scoped, funding secured and project commenced; (2) Environmentally Sustainable Design Local Planning Policy scoped, policy developed and proposed planning scheme amendment with Planning Minister; (3) Tree canopy cover measure being developed; (4) Climate Adaptation Governance Assessment commenced.
We maintain and improve rural land health and protect native flora and fauna	↻ Municipal Biodiversity Action Plan development	Municipal Biodiversity Action Plan developed	Working Draft Biodiversity Strategy developed for consultation purposes. This includes proposed focus areas and actions. The Biodiversity Strategy and Action Plan is listed as a key action in the Year 2 Council Action Plan.

KEY: ✓ Completed ↻ Ongoing ⊗ Discontinued

Service performance indicators and measures

The following statement provides information in relation to the services funded in the 2017-18 Budget and the persons or sections of the community who provided the service.

SERVICE AREA	DESCRIPTION	NET COST ACTUAL BUDGET VARIANCE $000
Sustainability Services	The service provides sustainability expertise in: strategy and policy development and implementation; climate change adaptation; community and corporate sustainability education and events; land management incentives, education and engagement; environmental planning and compliance; natural resource management and biodiversity planning.	1,091 1,062 (29)
Conservation and Bushland Management	Planning and maintenance of Council's conservation and bushland reserves.	1,296 1,329 33

There are no prescribed service performance indicators for *Council Priority 7 Environmental Sustainability.*

OUR PERFORMANCE

Council Priority
Jobs and investment

A diverse economy offers varied career opportunities so people can live and work in the City of Whittlesea.

Strategic indicators

The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

STRATEGIC INDICATOR/MEASURE	MEASURE	RESULT [7]
Income	Median weekly personal income	$528
Unemployment	Percentage of labour force unemployed	6.1%
Underemployment	Percentage of individuals who indicate they are underemployed	12.4%
Highly skilled workforce	Percentage of employed individuals who are employed as managers/ professionals or in trades	39.4%
Local employment	Percentage of employed individuals who are employed within the municipality	25.7%
Local jobs	Percentage of change in total number of local jobs over the last 5 years	22.1%
Qualifications	Percentage of individuals aged 15+ holding a post-secondary qualification	71.1%
Youth disengagement	Percentage of individuals aged 15-24 not engaged in education or employment	9.2%

[7] Source: City of Whittlesea Community Wellbeing Indicators Report 2017

Major initiatives

The following statement reviews the annual progress of Council in relation to major initiatives identified in the 2017-18 Budget.

STRATEGIC OBJECTIVES	MAJOR INITIATIVES	ANNUAL MEASURES	PROGRESS
New business and investment are attracted to our City	Economic Development Strategy	Implementation of the 2017/18 Economic Development Strategy actions, including the investment development framework	Implementation of the Economic Development Strategy is now an action of the 2018/19 Council Plan. The Investment Development Framework was put on hold pending the release of the Investment Attraction Strategy for Melbourne's North (NORTH Link), which will inform our strategy.

KEY: Completed Ongoing Discontinued

OUR PERFORMANCE

Service performance indicators and measures

The following statement provides information in relation to the services funded in the 2017-18 Budget and the persons or sections of the community who provided the service.

SERVICE AREA	DESCRIPTION	NET COST ACTUAL BUDGET VARIANCE $000
City of Whittlesea Business Support	Provides many levels of support to businesses including guidance, assistance with other Council departments, promotion of funding opportunities, networking with complementary businesses and promotion of business to increase their customer base.	828 919 91

Service performance indicators and measures

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

SERVICE/INDICATOR/MEASURE	2015	2016	2017	2018	MATERIAL VARIATIONS AND COMMENTS
ECONOMIC DEVELOPMENT (OPTIONAL)					
Participation *Participation in business development activities* [Number of businesses with an ABN in the municipality that participate in a business development activity/ Number of businesses with an ABN in the municipality] x100	-	-	7.77%	7.32%	The Economic Development team continue to engage and encourage the participation of local businesses. The team continues to explore opportunities that will see growth in participation.
Service standard *Delivery of planned business development activities* [Number of business development activities delivered/Number of planned business development activities] x100	-	98.08%	100%	97.38%	The Economic Development team strive to deliver a high standard of service.
Service cost *Cost of economic development service* [Direct cost of delivering the economic development service/ Number of businesses with an ABN in the municipality]	-	-	$88.40	$69.93	Council continues to provide an efficient and high value service to the business community through its programs and support services. Partnership opportunities with private industry, NORTH Link and the northern region councils contribute to these programs.
Economic activity *Per cent change in number of businesses* [Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year/Number of businesses with an ABN in the municipality at the start of the financial year] x100	-	-	8.37%	11.42%	Opportunity and industry confidence within the economic landscape contributes to the growth of local businesses. Council celebrates the growth of local businesses as this contributes to the economic prosperity of the municipality.

Governance

Council Governance

The City of Whittlesea is constituted under the *Local Government Act 1989* to provide leadership for the good governance of the municipal district and the local community. Council has a number of roles including:

- taking into account the diverse needs of the local community in decision-making
- providing leadership by establishing strategic objectives and monitoring achievements
- ensuring that resources are managed in a responsible and accountable manner
- advocating the interests of the local community to other communities and governments
- fostering community cohesion and encouraging active participation in civic life.

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that Council and its administration meet the community's priorities. The community has many opportunities to provide input into Council's decision-making processes including community consultation and the ability to make submissions to Council.

Council's formal decision-making processes are conducted through Council meetings. Council delegates the majority of its decision making to Council staff. These delegations are exercised in accordance with Council policies.

Special committees

The City of Whittlesea does not have any special committees established.

Councillor allowances

In accordance with Section 74 of the *Local Government Act 1989*, the Mayor and Councillors are entitled to receive an allowance while performing their duties. The Minister for Local Government approved an adjustment to Mayoral and Councillor allowances from 1 December 2017, increasing allowances by 2 per cent.

The current Mayoral and Councillor allowance includes an amount equivalent to the superannuation guarantee (currently 9.5 per cent).

Mayoral allowance:

$105,704 per annum. The Mayor is provided with an office, administrative support and a fully maintained motor vehicle.

Councillor allowance:

$33,094 per annum.

Meetings of Council

In 2018, Council adopted a new monthly meetings cycle for its ordinary Council meetings.

Meetings are held once a month on a Tuesday evening from 6.30pm at the Council Offices. Special Council meetings are occasionally held to consider urgent matters. Council meeting dates are published in the local press and on Council's website. The agenda is available on Council's website five days prior to the Council Meeting and the minutes are available the Monday following the meeting.

For the period 1 July 2017 to 30 June 2018, 13 ordinary Council meetings, 10 special Council meetings and 34 Council forums were held. Council forums (also known as Assemblies of Councillors) are informal meetings where Councillors are briefed on current and proposed programs, projects and services. These forums are not open to the public.

Special meetings were held on 2 November 2017 to elect the Mayor, 14 November 2017 for a proposed land acquisition, 9 January 2018 to consider Construction of Mosaic Recreation Reserve Contract – Tender Evaluation, Mill Park Leisure Centre Redevelopment Staging Plan and PRACC Future Directions, 24 April 2018 to advertise the proposed Budget and Council Action Plan, 8 May 2018 to request the appointment of a Municipal Monitor, 22 May 2018 for the appointment of an Agent to Administer a Process, 12 June 2018 to consider Epping RSL – Bank Guarantee – Extension of Facility, 26 June 2018 to consider Epping RSL – Bank Guarantee – Extension of Facility and 26 June 2018 to adopt Council Plan 2017-21 – Year 2 Action Plan and the declaration of rates and adoption of the 2018-19 Council Budget.

Summary of Councillor attendance for period 1 July 2017 to 30 June 2018

COUNCILLOR	WARD	ORDINARY COUNCIL MEETINGS (13)	SPECIAL COUNCIL MEETINGS (10)	FORUM MEETINGS (32)
Cr Kris Pavlidis (Mayor*)	South West Ward	12	8	25
Cr Lawrie Cox	South West Ward	10	8	21
Cr Stevan Kozmevski	South West Ward	12	8	25
Cr Caz Monteleone	South West Ward	12	8	28
Cr Emilia Lisa Sterjova (Deputy Mayor*)	North Ward	11	8	24
Cr Tom Joseph**	North Ward	8	8	13
Cr Ricky Kirkham	North Ward	12	7	18
Cr John Butler**	North Ward	0	0	0
Cr Sam Alessi	South East Ward	12	8	30
Cr Alahna Desiato	South East Ward	11	6	24
Cr Norm Kelly	South East Ward	10	8	24
Cr Mary Lalios	South East Ward	11	3	17

* The Mayoral and Deputy Mayoral term is for the period 2/11/2017 – 31/10/2018

** On 4 October 2017 the Victorian Electoral Commission conducted a countback in the North Ward to fill the extraordinary vacancy that occurred after the passing of Cr John Butler. After redistribution of preferences, Tom Joseph was declared elected and was sworn in as a Councillor on 10 October 2017.

Councillor expenses

In accordance with Section 75 of the *Local Government Act 1989,* Council is required to reimburse a Councillor for expenses incurred while performing their duties as a Councillor. Council is also required to adopt and maintain a policy regarding the reimbursement of Councillors' expenses. The policy provides guidance for the reimbursement of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties. The policy is published on Council's website and details of each Councillor's expenses is including in Council's annual report, as set out in the following table, as required by the Act. The expenses cover the period 1 July 2017- 30 June 2018, unless otherwise indicated.

COUNCILLOR	TRAVEL $	CAR MILEAGE $	CHILD CARE $	INFORMATION & COMMUNICATION TECHNOLOGY $	CONFERENCES & TRAINING $	TOTAL $
Cr Alessi	$1,268.09	$611.62	$0	$2536.34	$1,571.11	**$5,987.16**
Cr Butler*	$0	$0	$0	$0	$0	**$0**
Cr Cox	$0	$0	$0	$70.00	$880.00	**$950.00**
Cr Desiato	$302.96	$0	$0	$1,767.31	$0	**$2,070.27**
Cr Joseph#	$0	$0	$0	$80.81	$3,104.50	**$3,185.31**
Cr Kelly	$320.36	$0	$0	$1,634.69	$0	**$1,955.05**
Cr Kirkham	$234.46	$0	$0	$1,099.67	$1,099.00	**$2,433.13**
Cr Kozmevski	$0	$0	$0	$2,781.37	$0	**$2,781.37**
Cr Lalios	$434.22	$0	$0	$2,500.97	$150.00	**$3,085.19**
Cr Monteleone	$802.85	$557.28	$0	$915.40	$1,684.00	**$3,959.53**
Cr Pavlidis	$978.84	$0	$0	$3,533.81	$1,573.55	**$6,086.20**
Cr Sterjova	$1,780.40	$1,983.26	$0	$2,201.63	$5,080.84	**$11,046.13**

*For period 1.7.17 to 6.9.17. #For period 10.10.17 to 30.6.18.

Expense categories

1. **Conferences and training**
   Costs incurred in this category may include those incurred by partners, in accordance with the Councillor Expenses and Resources Policy and associated guidelines.
   This category covers registration fees for conferences, seminars and one-off or short-term training courses. These are usually held by local government organisations, professional bodies, educational institutions or private sector providers on subjects which impact on the role of councillors and the City of Whittlesea. These expenses also comprise costs including accommodation and meals for interstate conferences or training sessions.

2. **Travel**
   Costs incurred in this category may include those incurred by partners, in accordance with the relevant policy and guidelines.
   This category covers the transport costs incurred in attending meetings, functions and other commitments within and outside the municipality. This includes taxi services, myki cards, car parking fees, parking permits and air fares in line with the relevant policy and guidelines.

3. **Information & communication technology**
   This category covers communication costs to ensure that Councillors are accessible and able to communicate with constituents, stakeholders, other Councillors, Council officers and family members while conducting Council business. This category includes all costs for the use of mobile phones, home phones and internet services.

4. **Car mileage**
   This category covers reimbursements for Councillors who use their private vehicle while conducting Council business in line with the relevant policy and guidelines.

5. **Child care**
   The Council will reimburse the cost of carer expenses incurred by Councillors in the course of carrying out their duties. This includes child care and other forms of care to support dependent family members.

Audit and Risk Committee

Role of the Audit and Risk Committee

The Audit and Risk Committee is an independent advisory committee of Council. Its purpose is to support and advise Council in fulfilling its responsibilities related to external financial reporting, maintenance of a strong and effective governance and control framework, management of Council's key risks and Council's compliance with legislation and regulations. The Committee has a prime responsibility to oversee and monitor Council's various audit processes.

An independent Audit and Risk Committee is a fundamental component of a strong corporate governance structure.

Council's Audit and Risk Committee is independent of management and is not involved in any operational decisions. Committee members do not have any executive powers, management functions or delegated financial responsibilities.

The Committee's role is to report to Council and to provide appropriate advice and recommendations on matters relevant to its Charter with the aim of facilitating decision-making by Council.

Membership

The Audit and Risk Committee comprises five members; two Councillors and three independent persons. The Committee Charter states the Chairperson of the Committee must be appointed from amongst its independent members. All members have full voting rights.

The membership of the Audit and Risk Committee from 1 July 2017 – 30 June 2018 consisted of:

COMMITTEE MEMBER	APPOINTMENT DATE
Mr Geoff Harry (Chairperson)	Appointed 31 October 2017
Ms Theresa Glab	Appointed 31 October 2017
Mr Michael Ulbrick	Re-appointed 1 October 2016
Mr Michael Said (Chairperson)	Membership ceased 30 September 2017
Mr Homi Burjorjee	Membership ceased 30 September 2017
Councillor Stevan Kozmevski	Re-appointed 21 November 2017
Councillor Sam Alessi	Appointed 21 November 2017
Councillor Ricky Kirkham	Membership ceased 20 November 2017

Council's Chief Executive Officer, Director Corporate Services, Manager Finance and Assets and Internal Compliance Officer attend the meetings and other Council officers attend as required.

Meetings

The Committee meets at least quarterly and additional meetings are convened as required. The Audit and Risk Committee met on five occasions during 2017-2018.

COMMITTEE MEMBER	ATTENDANCE
Mr Geoff Harry	3 of 3*
Ms Theresa Glab	3 of 3*
Mr Michael Ulbrick	3 of 5
Mr Michael Said	2 of 2*
Mr Homi Burjorjee	2 of 2*
Councillor Stevan Kozmevski	4 of 5
Councillor Sam Alessi	2 of 2*
Councillor Ricky Kirkham	2 of 3*

*Number of meetings held while a member of the Committee.

Audit and Risk Committee workplan

The Committee's activities are set out in its annual workplan and reflect its key responsibilities, as outlined in its Charter. The Committee confirms annually that it has met its requirements in accordance with the Charter.

Internal Audit

A key responsibility of the Committee is to monitor Council's internal control framework and to oversee the risk based internal audit program. The internal audit program is outsourced to an appropriately skilled service provider whose work is monitored by the Committee. A rolling, three-year Strategic Internal Audit Plan is developed by the service provider to ensure that controls in the higher areas of risk are reviewed regularly. The Committee reviews the internal audit plan annually and recommends the plan to Council for approval.

PwC concluded its contract with Council for provision of internal audit services on 30 June 2018. Following an extensive public tender process, Crowe Horwath was appointed by Council as its internal auditor provider for a three-year period from 1 July 2018.

The internal audit reports provided at the conclusion of each review contain audit findings and recommendations for improvements, together with management responses, and are presented to the Committee at each meeting. The Committee reviews the management responses and actions and monitors their implementation by the agreed dates. The internal auditor reported on the following matters during 2017-18:

- **Asset Management Framework:** This review evaluated Council's asset management framework, strategy, policy and plans against key elements of the Local Government Asset Management Better Practice Guide (2015).
- **Road Renewal:** This review considered key processes and controls to manage costs associated with the renewal of Council roads, specifically the application of procurement policy, contract variations, verification of renewal works and approval for contractor payment.
- **Human Resources Information System Post Implementation:** This review was a post implementation evaluation of Council's human resources information system.
- **Accounts Payable:** This review evaluated key processes and controls over the accounts payable process, specifically invoice processing, payments and management of vendor master file data.
- **Contract Variation and Contingency Management:** This review considered a selection of key processes and controls for the management of contract contingency funds and budget variations.

An assessment of the internal auditor's performance was also undertaken by the Committee during the year, with a positive result noted.

External audit

The Victorian Auditor-General's Office (VAGO) has appointed Richmond Sinnott & Delahunty (RSD) to assist in undertaking Council's audits of the annual financial statements and the annual performance report. RSD was first appointed by VAGO to conduct the audit for the year ended 30 June 2015.

The Committee reviews the annual financial statements and the performance report and receives a report from RSD on the outcomes of each audit before recommending adoption of the annual financial statements and performance report to Council. The Committee also discusses with the external auditors issues arising from the audit, including any management letter issues and the resolution of such matters.

Internal compliance reviews

Council has established an internal compliance review process that covers Council processes, policies, procedures and legislative requirements. At each Committee meeting, a report is provided detailing the outcomes of internal compliance reviews undertaken between meetings. During the year significant reviews completed included:

- an examination of the processes in place to manage bonus payments
- an examination of the process Council undertakes to acquit grants received from state and federal governments
- a review of Investment practices
- a review of payroll process
- the processes and practices adopted by Council's Committees of Management were assessed against current legislative requirements and best practice.

Actions arising from internal compliance reviews are agreed with management. Progress against actions is reported to the Committee until they are fully implemented.

Other reports and recommendations

The Committee considered other reports such as risk management reports, financial performance reports and compliance reports that are relevant to its responsibilities. It also provided advice and recommendations on these matters to Council where necessary. Other significant reports provided to the Committee included:

- review of outstanding internal and external audit action items
- management responses to reports released by various regulatory and integrity agencies
- various other operational reviews undertaken by Council officers as required.

Reporting to Council

After every Committee meeting, minutes are forwarded to the next ordinary meeting of Council, including any report that requires explanation of specific recommendations and key outcomes. The Committee Chairperson also prepares and presents an annual report on significant Committee activities to Council.

Officer support

The Committee has a busy annual workplan and touches many parts of Council's operations. The success of its work requires significant commitment from several senior officers in developing meeting agendas, supporting reports and information, preparing meeting minutes and disseminating information to Committee members between meetings. The Committee acknowledges these efforts and the strong support it receives from the officers involved.

Summary

The Committee is satisfied that it has fully discharged its responsibilities as set out in the Charter. The Committee would also like to acknowledge that Council has established a strong control environment, has prudent financial management practices in place and is maturing with the implementation of its Risk Management Framework.

Governance and Management Checklist

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

	GOVERNANCE AND MANAGEMENT ITEMS	ASSESSMENT	
1	**Community engagement policy** (policy outlining Council's commitment to engaging with the community on matters of public interest)	Consultation and Engagement Framework *Date of operation: 27 June 2017*	✓
2	**Community engagement guidelines** (guidelines to assist staff to determine when and how to engage with the community)	Consultation and Engagement Framework *Date of operation: 27 June 2017*	✓
3	**Strategic Resource Plan** (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Adopted in accordance with section 126 of the Act *Date of adoption: 26 June 2018*	✓
4	**Annual budget** (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act *Date of adoption: 26 June 2018*	✓
5	**Asset management plans** (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	*Date of operation of current plans:* *Bridges: 17 July 2015* *Roads, Buildings: 23 October 2015* *Reserve Assets: 20 October 2015* *Drainage: 26 October 2015*	✓
6	**Rating strategy** (strategy setting out the rating structure of council to levy rates and charges)	*Date of operation of current strategy: 24 April 2018*	✓
7	**Risk policy** (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	*Date of operation of current policy: 24 May 2018*	✓
8	**Fraud policy** (policy outlining Council's commitment and approach to minimising the risk of fraud)	*Date of operation of current policy: 31 August 2015*	✓
9	**Municipal emergency management plan** (plan under section 20 of the *Emergency Management Act 1986* for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the *Emergency Management Act 1986* *Date of preparation: 26 September 2017*	✓
10	**Procurement policy** (policy under section 186A of the *Local Government Act 1989* outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the *Local Government Act 1989* *Date of adoption: 5 June 2018*	✓
11	**Business continuity plan** (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	*Date of operation of current plan: 8 August 2017*	✓
12	**Disaster recovery plan** (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	*Date of operation of current plan: 8 October 2016*	✓
13	**Risk management framework** (framework outlining Council's approach to managing risks to the Council's operations)	*Date of operation of current framework: 25 May 2017*	✓
14	**Audit Committee** (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with section 139 of the Act *Date of establishment: 1 April 2003*	✓

	GOVERNANCE AND MANAGEMENT ITEMS	ASSESSMENT	
15	**Internal audit** (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving council's governance, risk and management controls)	Engaged PwC *Date of engagement of current provider: 1 July 2013*	✓
16	**Performance reporting framework** (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	*Date of operation of current framework: 15 March 2016*	✓
17	**Council Plan reporting** (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	*As part of the City of Whittlesea quarterly performance reporting:* *8 November 2017* *9 May 2018* *14 February 2018* *20 August 2018*	✓
18	**Financial reporting** (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to council in accordance with section 138(1) of the Act *Date statements presented:* *29 August 2017* *6 March 2018* *31 October 2017* *1 May 2018*	✓
19	**Risk reporting** (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	*Date of reports:* *31 August 2017* *8 March 2018*	✓
20	**Performance reporting** (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	*As part of the City of Whittlesea quarterly performance reporting:* *8 November 2017* *9 May 2018* *14 February 2018* *20 August 2018*	✓
21	**Annual report** (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	Considered at a meeting of council in accordance with section 134 of the Act *Date statements presented: 6 September 2017*	✓
22	**Councillor Code of Conduct** (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Reviewed in accordance with section 76C of the Act *Date reviewed: 14 February 2017*	✓
23	**Delegations** (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Reviewed in accordance with section 98(6) of the Act *Date of review: 5 June 2018*	✓
24	**Meeting procedures** (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act *Date local law made: 8 May 2012*	✓

I certify that this information presents fairly the status of Council's governance and management arrangements.

Simon Overland
Chief Executive Officer
Dated: 24 September 2018

Cr Kris Pavlidis
Mayor
Dated: 24 September 2018

Statutory information

Documents available for public inspection

In accordance with regulation 14 (2), the following are prescribed documents that are available for public inspection or copies of the documents can be obtained for the purposes of section 222 of the Act at the Council Offices, 25 Ferres Blvd, South Morang. If you have any enquiries about these documents, please contact the Council's Governance Department on 9217 2170.

LEGISLATIVE PROVISION	DOCUMENT	HOW TO ACCESS THE DOCUMENT
Section 24B	Certified voters roll	Available for inspection for a short period before an election. During that period the Voters' Roll is available for inspection at Council offices.
Section 62A	Election campaign donations returns lodged by Candidates at the previous election	Available for inspection at Council offices.
Section 75B(3)	Councillor Resources and Facilities Policy	Available for inspection at Council offices.
Section 76C(6)	Code of Conduct for Councillors	Available for inspection at Council offices.
Section 80A	Assemblies of Councillors – record of Assemblies of Councillors held during the previous 12 months, including names of Councillors and members of Council staff attending, the matters considered and any conflicts of interest disclosed by Councillors or officers.	Available for inspection at Council offices.
Section 81(10)	Register of Interests – returns lodged by Councillors, members of Special Committees and nominated Council officers	A written application is required to inspect the *Register of Interests.*
Section 120	Procedural Matters Local Laws (No.1 of 2018); and General Municipal Law (No. 1 of 2014)	Current Local Laws are published on Council's website. A hard copy is available for purchase at a cost of $10. Current Local laws are also available for inspection or purchase at the Council offices.
Section 125(11)	Council Plan	Available on Council's website. The Council Plan is also available for inspection at Council offices.
Section 126(4)	Strategic Resource Plan	Available on Council's website. The Strategic Resource Plan is also available for inspection at Council offices.
Section 130(9)	Council Budget	Available on Council's website. The current Council Budget is also available for inspection at Council offices.
Section 133(3)	Annual Report	Available on Council's website. The current Annual Report is also available for inspection at Council offices.
Section 133(3)	Auditor's Report	Forms part of the Annual Report and is available on Council's website. The Annual Report incorporating the Auditor's Report is also available for inspection at Council offices.
Section 186A(8)	Procurement Policy	Available on Council's website. The Procurement Policy is also available for inspection at Council offices.
Section 208F	Best Value Program Report – quality and cost standards for services to community	The *Best Value Program* is published in Council's Annual Report which is available on Council's website.

Local Government (General) Regulations 2015

LEGISLATIVE PROVISION	DOCUMENT	HOW TO ACCESS THE DOCUMENT
Regulation 12(a)	Details of overseas or interstate travel undertaken in an official capacity by Councillors and members of Council staff in the previous 12 months	Available for inspection at Council offices.
Regulation 12(b)	Agendas and minutes of Council meetings, held during the previous 12 months	Agendas for Council meetings are published on the Council's website the Monday morning before each Council meeting. Minutes of Council meetings held during the previous 12 months are published on Council's website. Archived agendas and minutes for meetings held prior to the previous 12 months can also be inspected at Council Offices or by calling 9217 2294.
Regulation 12(c)	Minutes of meetings of Special Committees held during previous 12 months	Council does not currently have any Special Committees.
Regulation 12(d)	Register of Delegations to Special Committees and to members of Council staff – including date of last review	Available for inspection at Council offices.
Regulation 12(e)	A document containing all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and value of the lease	Available for inspection at Council offices.
Regulation 12(f)	Register of Authorised Officers appointed under section 224(1A) of the *Local Government Act 1989*	Available for inspection at Council offices.
Regulation 12(g)	A list of donations and grants made by the Council in the previous 12 months, including the names of persons or bodies which have received a donation or grant and the amount of each donation or grant.	Available for inspection at the Council offices.

Best value

The *Local Government Act 1989* requires councils to comply with six best value principles and to report to the community at least once a year on their achievements. The six best value principles are embedded across our entire organisation for example:

Quality and cost standards

- Demonstrated through the diligent management of the Council Budget, transparent reporting and no new loan borrowings
- Almost 75 per cent of Council's expenditure is spent via competitively negotiated contracts – higher than average for local government and in line with best practice in the private sector
- Strategies for planning and design are rigorous and detailed before submission for approval by the Minister for Planning
- Capital works are completed on time and within budget

Responsiveness

- One-on-one engagement with our residents involved 170,000 phone calls and 55,000 walk-in service desk interactions
- New female change rooms were provided at sports venues in response to greater female participation
- Council creates employment opportunities for our residents through the Aboriginal Employment Pathways Strategy, Work Ready program and student placements
- New parks and playgrounds opened in response to community feedback

Accessibility

- Council will continue to provide Home and Community Care services during the transition to the National Disability Insurance Scheme. Council's services continue to meet or exceed all requirements by the external auditor
- Part of Council's website redesign has moved more services to the digital transaction space
- Supports are provided to meet special needs, cultural or language requirements
- Accessible design principles are applied to improve access to public facilities

Continuous improvement

- Council's website was redeveloped for a better user experience
- More customer requests can be submitted online via Council's website
- Free WiFi services provided for visitors to the Civic Centre, Youth Services and Plenty Valley Ranges Arts and Convention Centre
- External service review program resulted in significant improvements and financial savings

Community consultation

- Whittlesea 2040 reached 4,400 residents to have their say on the future vision for the municipality
- Participation and Engagement Policy and Framework was adopted to ensure effective engagement with the community
- Social media is providing real-time consultation and improved community engagement
- The planning process involves extensive notification, exhibition and consultation with the community
- Community opinion is sought on engineering, road safety and traffic and parking matters

Reporting

- Social media and website promote and report on significant events and celebrations
- Progress against Council's major initiatives is reported quarterly to Council
- The restructured Corporate Accountability and Risk Department improves Council's oversight, management and reporting of risk and compliance to help safeguard community interests

Carers Recognition Act

Council is required to report annually on its compliance with the *Victorian Carers Recognition Act 2012*. Over the past year, Council has undertaken a number of activities consistent with its responsibilities under the Act, including:

- Council delivered more than 40,000 hours of services targeting the support of carers
- Council worked with Department of Health and Human Services on the Thomas Street Respite facility project that is at a design phase and will open in 2018 under management by Karingal Disability Services
- Council has consulted carers as a part of Whittlesea Disability Network and community consultation on the Disability Action Plan 2017-21
- Council supported the caring role by offering concessions to holders of the Carer Card in a number of Council services and programs
- Council maintained and refined a variety of respite programs based on different needs identified by carer surveys
- As an employer, Council has a number of carer friendly arrangements to support Council staff who are in a care relationship
- Council formed a partnership with a local NDIS provider to provide continuity of care and a smooth transition from HACC services to NDIS services including maintaining access to relevant respite services
- Council's Positive Ageing Strategy and Action Plan includes recognition of the voices and needs of carers in developing local responses to the ageing population
- Council promotes various respite services and facilities via its website and other materials
- Council supports carers through a Carers Week lunch in October attended by over 100 carers
- Council refurbished the Barry Road Social Support Facility to provide enhanced respite for older residents and their carers
- Council upgraded the Galada Social Support Facility to provide additional premises for other local providers of respite care
- Council resolved to realign a number of its existing services for older residents to reduce the social isolation of older residents and their carers.

Contracts

During the year, Council did not enter into any contracts for goods and services valued at $150,000 or more and contracts for building and construction works valued at $200,000 or more without first engaging in a competitive process.

Disability Action Plan

Council recognises and values the diversity of our local community. Our aim is for Council and other community activities to be inclusive.

Section 38 of the *Victorian Disability Act 2006* makes it mandatory for all public sector bodies to develop a Disability Action Plan to:

- Reduce barriers to persons with a disability accessing goods, services and facilities
- Reduce barriers to persons with a disability obtaining and maintaining employment
- Promote inclusion and participation in the community of persons with a disability
- Achieve tangible changes in attitudes and practices which discriminate against persons with a disability.

Council adopted the City of Whittlesea Disability Action Plan 2017 – 2021 following extensive consultation with stakeholders. The Plan identifies action areas for Council in the following areas:

- inclusive communities
- good health, housing and wellbeing for people with disabilities
- respect, equity and safety
- contributory lives.

During 2017-2018, major achievements included:

- continued work as outlined in recommendations from the accessibility audits on Whittlesea Showgrounds public toilets and the Whittlesea Swim Centre
- over 20 bus stops were made compliant with the relevant Australian standard and over 15 disabled persons parking bays created or made compliant at schools, childcare centres and reserves throughout the municipality
- continue to support council, community and services providers to roll out the NDIS
- advocacy regarding public transport accessability
- resourcing of the Whittlesea Disability Network and its working groups including the employment and hospital issues groups
- ongoing production of 'Our News' newsletter, distributed to over 700 community members monthly
- facilitate the Accessible and Affordable Housing forum to encourage the private sector and other organisations to deliver quality, accessible and adaptive housing
- implement the North East Disability Service providers expo which had over 50 services providers and 500 people attend
- purchase two assisted hearing devices to support residents to be involved in Council meetings and community events
- secure State Government funding towards the development of the All Abilities Play Space
- Secure funding in partnership with Nillumbik and Banyule Councils to fund the construction of a portable changing facility for use at community events by residents with high support needs.

Council has been an active advocate of the rights of people with disabilities in our community and is committed to achieving a truly equitable community.

Domestic Animal Management Plan

The 2017-2021 Domestic Animal Management Plan was adopted by Council on 10 October 2017.

In accordance with the section 68A of the *Domestic Animals Act*, the Plan sets out the arrangements Council has in place to manage domestic animals.

The Plan provides for a broad range of activities to ensure Council meets its legislative responsibilities and ensuring the needs of the wider community are reflected through Council's domestic animal management policies, procedures and practices.

Council's animal management services include:

- advice to the community and promoting responsible pet ownership
- investigation of nuisance animal complaints and dog attacks
- maintaining a domestic animal register and undertaking registration checks
- impounding wandering animals, unwanted animals or animals without owners
- reuniting missing pets with their owners and providing a pet 'adoption' service
- administration, inspections and control of dangerous and restricted dog breeds
- an after-hours emergency service
- registration and inspection of domestic animal businesses
- administration and inspection of properties housing multiple animals
- ensuring that animal management officers maintain up-to-date skills and knowledge.

Each of these services contributes to ensuring that pets and people can live together safely and harmoniously in the City of Whittlesea.

Council also recognises that companion animals are an integral part of many people's lives and is actively seeking new and innovative ways to support owners and to encourage and promote the health and social benefits of responsible pet ownership.

Food Act Ministerial Directions

In accordance with section 7E of the *Food Act 1984*, Council is required to publish a summary of any ministerial directions received during the financial year in its annual report.

No ministerial directions were received by Council during the 2017-18 financial year.

Freedom of Information

The *Freedom of Information Act* embodies the following principles:

- members of the public have a legally enforceable right of access to government information
- government departments and agencies are required to publish information concerning the documents they hold
- people may ask for inaccurate, incomplete, out of date or misleading information contained in their personal records to be changed
- people may appeal against a decision by a government body denying access to information or not amending personal records.

Procedure for making a Freedom of Information request

Freedom of Information Act requests must be made in writing and provide sufficient information to enable the requested documents to be identified. The application must be accompanied by an application fee which is indexed annually and which may be waived on hardship grounds.

Upon receipt of a request, Council must make a decision within 30 days. Where a decision is made to refuse or defer access, the applicant is notified in writing of the reasons for the refusal and the process available to appeal the decision.

All applications for access to information under the *Freedom of Information Act* should be addressed to Freedom of Information Officer, City of Whittlesea, Locked Bag 1, Bundoora, MDC, 3083.

A decision by Council on a Freedom of Information request can be referred to the Office of the Freedom of Information (FOI) Commissioner for review.

The FOI Commissioner is responsible for:

- conducting reviews of decisions made by councils
- handling complaints about councils
- providing advice, education and guidance to councils on the FOI Act
- monitoring compliance by councils with prescribed professional standards
- providing advice, education and guidance to the public on the role of the FOI Commissioner.

An applicant has 28 days from Council's decision to request a review by the FOI Commissioner. The Commissioner has 30 days to decide whether to accept or dismiss the request. If it is dismissed, the applicant can apply for a review by the Victorian Civil and Administrative Tribunal.

If the Commissioner accepts the review, it will be referred back to Council and Council has 30 days to conciliate with the applicant or make a fresh decision. The review will be dismissed if the applicant agrees to the fresh decision otherwise the Commissioner has an additional 30 days to make a decision. If no fresh decision is made the Commissioner has 14 days to make a decision.

The FOI Commissioner can deal with complaints regarding action taken or failed to be taken in the performance of Council's functions and obligations under the *Freedom of Information Act 1982*. Complaints must be made within 60 days after the action took place or the conduct occurred.

The following table summarises Freedom of Information applications received by Council over the past four years:

FREEDOM OF INFORMATION	2014/2015	2015/2016	2016/2017	2017/2018
Total number of requests	15	21	26	31
Access granted in full	4	7	8	11
Access granted in part	5	3	7	8
Other: e.g. withdrawn or lapsed	3	3	3	11
Access denied in full	0	0	2	1
Number of internal reviews sought	Nil	Nil	Nil	Nil
Number of external reviews sought	Nil	Nil	Nil	Nil
Number of appeals lodged with the Victorian Civil & Administrative Appeals Tribunal	Nil	Nil	Nil	Nil
Total fees and charges collected	$1,840	$1,220	$1,433	$2,262.42

Council fully supports these principles and makes a wide range of information available to the public without the need to make a formal Freedom of Information request. For example, many of Council's documents are available on Council's website and the following documents can be inspected or purchased at the Council Offices.

Documents available for inspection

DESCRIPTION	AVAILABILTY / COST
Various information brochures on Council Services are available	At no charge
BUILDING SERVICES	
Copies of building plans (Application by property owner only) – Domestic Commercial	 $103.00 $188.00+ $8 per sheet copy
Building permit details, notices and orders, property information relating to regulations 802 & 803	$46.10 (statutory fee)
CITY DESIGN & TRANSPORT	
City of Whittlesea – Development Guidelines	Available on website
Standard Civil Works Specifications	Available on website
Standard Drawings	Available on website
City of Whittlesea – Road Management Plan	Available on website
Register of Public Roads	Available on website
Council Standard Drawings for Road Works	Available on website
Council Standard Road and Drainage Specifications	Available on website
Whittlesea Integrated Transport Strategy	Available on website
COMMUNITY SERVICES	
City of Whittlesea – Disability Action Plan 2017-2021	Available on website
City of Whittlesea – Multicultural Action Plan 2014-2018	Available on website
City of Whittlesea Municipal Public Health and Wellbeing Partnership Plan 2017 – 2021	Available on website
Register of Premises registered under the Public Health and Wellbeing Act	Available for inspection
Stretch Reconciliation Action Plan 2017 – 2020	Available on website
Recreation Strategy 2012-2017	Available on website
Cultural Collection Strategy 2008-2012	No charge
Festivals and Events Plan 2014-2017	No charge
Building Respect: Whittlesea's Anti-Racism Strategy	Available on website
Arts Development Strategy	No charge
Festivals and Events Plan 2014-17	Available on website
Connect: A Municipal Plan for Children, Young People and their Families in the City of Whittlesea 2013 to 2018	Available on website
Family Violence Strategy 2014-2018	Available on website
Youth Plan 2030	Available on website
Positive Ageing Strategy 2016-2025	Available on website

DESCRIPTION	AVAILABILTY / COST
COMMUNITY BUILDING AND PLANNING	
City of Whittlesea – Social and Affordable Housing Strategy	Available on website
Gender Equity Strategy	Available on website
Municipal Lifelong Learning Strategy & Action Plan	Available on website
Human Services Needs Analysis	Electronic copies available
City of Whittlesea Annual Household Survey Main Report	Available on website
Place Profiles Report	Available on website
Place Snapshots: a guide to development in your area	Available on website
Community Building Strategy	Electronic copies available
Community Plan	Available on website
CORPORATE SERVICES	
Council Annual Budget and Operating Statement	Available on website
Statement of Financial Position and Notes to the Financial Statements	Available on website as part of Annual Report
Strategic Resource Plan	Available on website
Rating Strategy	Available on website
'Shaping Our Future' Council Plan' 2017-2021	Available on website
DEVELOPMENT ASSESSMENT	
Whittlesea Planning Scheme *(and amendments prepared from time to time)*	Electronic copies available
Advertised planning applications	Free to view and only available prior to a decision being made Copies of plans available for $11 Copies of documentation available for $21
Planning Register	Free to view Copies at $31 per month
Copies of planning permits and/or endorse plans	Hard copy $92 each Soft copy $52 each
ECONOMIC DEVELOPMENT	
City of Whittlesea Business Newsletter	Available on website
City of Whittlesea Economic Development Strategy	Available on website
City of Whittlesea Tourism Strategy 2014-2019	Available on website

DESCRIPTION	AVAILABILTY / COST
GOVERNANCE	
City of Whittlesea Community Directory	Available on website
City of Whittlesea Annual Report	Available on website
Freedom of Information Explanatory Notes and Application Procedure	Available on website
Manual of Council Policies	Available for Inspection
Register of Dog and Cat Ownership	Available for Inspection
Procedural Matters Local Law	Available on website or $10 for a printed copy
Municipal Fire Management Plan 2016-2019	Available on website
PARKS & OPEN SPACE	
City of Whittlesea Open Space Strategy	Electronic copies available
Whittlesea Township Streetscape Masterplan	Available on website
RESILIENCE AND EMERGENCY MANAGEMENT	
Municipal Emergency Management Plan	Available for inspection
STRATEGIC PLANNING & DESIGN	
Local Structure Plans/Precinct Structure Plans	Electronic copies available
Endorsed Development Plans	Electronic copies available
SUSTAINABILITY PLANNING	
Environmental Sustainability Strategy 2012-2022	Available on website
Various Information Brochures are available	No charge

Protected Disclosures

Council is committed to the aims and objectives of the *Protected Disclosure Act 2012* and does not tolerate improper conduct by its employees, officers or members, or reprisals against those who come forward to disclose such conduct.

Council recognises the value of transparency and accountability in our administrative and management practices, and supports the making of disclosures that reveal:

- corrupt conduct
- 'specified conduct' constituting a criminal offence or constituting reasonable grounds for dismissing the Councillor or officer engaged in that conduct.

'Specified conduct' is conduct:

- of any person that adversely affects the honest performance by a public officer or public body of their functions
- of a public officer or public body that constitutes or involves the dishonest performance of their functions
- of a public officer or public body that constitutes or involves knowingly or recklessly breaching public trust
- of a public officer or public body that involves the misuse of information or material acquired in the course of the performance of their functions whether or not for the benefit of the public officer or public body or any other person
- that would constitute a conspiracy or an attempt to engage in any conduct referred to above
- of a public officer or public body in their capacity as public officer or public body that involves substantial mismanagement of public resources
- involves substantial risk to public health and safety or to the environment.

Council will take all reasonable steps to protect people who make such disclosures from any detrimental reprisal action for making the disclosure and will afford natural justice to the person who is the subject of the disclosure.

The *Protected Disclosure Act 2012* outlines the process for reporting disclosures of improper conduct and the protection provided to persons who make disclosures, (refer to Appendix 1). To make a disclosure or report detrimental action, call Council's Protected Disclosure Coordinator on 9217 2207.

During the 2017-18 year no disclosures were notified to Council officers appointed to receive disclosures, or to the Independent Broad-based Anti-corruption Commission.

Road Management Act Ministerial Directions

In accordance with Section 22 of the *Road Management Act 2004*, Council must publish a copy or summary of any ministerial direction in its annual report.

No ministerial directions were received by Council for the 2017-18 financial year.

Other non-statutory inclusions

Privacy and Data Protection Act 2014

Council continues to be committed to the responsible collection and handling of personal information in accordance with the *Privacy and Data Protection Act 2014.*

Council's Information Privacy Policy clearly expresses its approach to the management of personal and health information.

Council takes all reasonable precautions to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date and that personal information is protected from misuse or loss and from unauthorised access, modification or disclosure.

Council's policy and other documents relating to information privacy are available on Council's website.

Infrastructure and developer contributions

Under sections 46GZI and 46QD of the *Planning and Environment Act 1987* (the Act) introduced in 2016, Council, as the development or infrastructure contributions collecting agency (or development agency) must report to the Minister for Planning on the receipt and expenditure of infrastructure levies under the Infrastructure Contributions Plan (ICP) and Development Contributions Plan (DCP) systems.

Ministerial reporting requirements for Development Contributions Plans

Requirements apply to the preparation of a report by a collecting agency or development agency under section 46QD of the *Planning and Environment Act 1987.*

Table 1: Total DCP levies received in 2017-18

DCP NAME AND YEAR APPROVED	LEVIES RECEIVED IN 2017-18 ($)
DCPO1 – Epping North Strategic Plan DCP (2002)	$890.75
DCPO2 – Harvest Home Local Structure Plan DCP (2002)	$234,137.42
DCPO5 – 9 – Mernda Strategy Plan DCP (2004)	$5,455,792.34
DCPO3 – Drainage Levy (2006)	$282,285.40
DCPO4 – Cooper Street Employment Area DCP (2007)	$779,231.66
DCPO10 – Epping North East Local Structure Plan DCP (2008)	$6,175,294.05
DCPO11 – Lockerbie DCP (2012)	$833,963.58
DCPO12 – Lockerbie North DCP (2012)	$0.00
DCPO14 – Epping Central DCP (2015)	$190,188.01
DCPO13 – Quarry Hills DCP (2016)	$0.00
DCPO15 – English Street DCP (2016)	$2,758.20
DCPO16 – Wollert DCP (2017)	$0.00
TOTAL	**$13,954,541.41**

Table 2: DCP land, works, services or facilities accepted as works in-kind (2017-18)

DCP NAME AND YEAR APPROVED	PROJECT ID	PROJECT DESCRIPTION	ITEM PURPOSE	PROJECT VALUE ($)
WORKS				
DCPO15 – English Street DCP (2016)	RD-1 (part)	Construction of English Street (2 lane carriageway) between Donnybrook Road and Ashbourne Boulevard (interim treatment)	Road projects	$301,210
DCPO15 – English Street DCP (2016)	IN-3 (part)	Construction of part English Street and Ashbourne Boulevard signalised 4-way intersection (interim treatment)	Intersection projects	$988,437
LAND				
DCPO15 – English Street DCP (2016)	RD-1	Purchase of land to upgrade English Street road reserve from 20m to 34m wide (ultimate treatment) – LAND	Road projects	$292,889
DCPO15 – English Street DCP (2016)	IN-1 (part)	Purchase of land for English Street and Donnybrook Road intersection (ultimate treatment) – LAND	Intersection projects	$931,124
DCPO15 – English Street DCP (2016)	IN-2 (part)	Purchase of land for English Street and Norman Road intersection (ultimate treatment) – LAND	Intersection projects	$227,370
DCPO15 – English Street DCP (2016)	IN-3 (part)	Purchase of land for English Street and Ashbourne Boulevard intersection (ultimate treatment) – LAND	Intersection projects	$844,021
DCPO10 – Epping North East Local Structure Plan DCP (2008)	CO01	Community Activity Centre (CAC) to the west of Epping Road – LAND	Community & indoor recreation facilities	$302,288
DCPO10 – Epping North East Local Structure Plan DCP (2008)	OS01 (part)	Land for two Soccer Fields and Pavilion – LAND	Unencumbered active open space	$448,083

Table 3: Total DCP contributions received and expended to-date
(for DCPs approved after 1 June 2016)

DCP NAME AND YEAR APPROVED	TOTAL LEVIES RECEIVED ($)	TOTAL LEVIES EXPENDED ($)	TOTAL WORKS-IN-KIND ACCEPTED	TOTAL DCP CONTRIBUTIONS RECEIVED (LEVIES AND WORKS-IN-KIND) ($)
DCPO13 – Quarry Hills DCP (2016)	$0	$0	$0	$0
DCPO16 – Wollert DCP (2017)	$0	$0	$0	$0

Table 4: Land, works, services or facilities delivered in 2017-18 from DCP levies collected

PROJECT DESCRIPTION	PROJECT ID	DCP NAME AND YEAR APPROVED	DCP FUND EXPENDED ($)	WORKS-IN-KIND ACCEPTED ($)	COUNCIL'S CONTRIBUTION ($)	OTHER CONTRIBUTIONS ($)	TOTAL PROJECT EXPENDITURE ($)	% OF ITEM DELIVERED
WORKS								
Construction of off-road pedestrian and cycle trails throughout the open space network in Precinct 2A.	PC01 (part)	DCPO5 – 9 – Mernda Strategy Plan DCP (2004)	$0	$0	$3,767	$0	$3,767	1%
Construction of off-road pedestrian and cycle trails throughout the open space network in Precinct 4.	PC04 (part)	DCPO5 – 9 – Mernda Strategy Plan DCP (2004)	$0	$54,610	$0	$0	$54,610	14%
TEI01 Signalised intersection Childs Road and Dalton Road	DIRD02	DCPO14 – Epping Central DCP (2015)	$0	$0	$0	$5,540,000	$5,540,000	100%
Construction of English Street (2 lane carriageway) between Donnybrook Road and Ashbourne Boulevard (interim treatment)	RD-1 (part)	DCPO15 – English Street DCP (2016)	$0	$301,210	$0	$0	$301,210	50%
Construction of part English Street and Ashbourne Boulevard signalised 4-way intersection (interim treatment)	IN-3 (part)	DCPO15 – English Street DCP (2016)	$0	$988,437	$0	$0	$988,437	55%
Regional bike path construction	PC01 (part)	DCPO10 – Epping North East Local Structure Plan DCP (2008)	$0	$29,323	$0	$0		30%
Drainage improvement works – various locations in DCP03 area	N/A		$36,724	$0	$0	$0	$36,724	N/A
Queenscliff Road and Michigan Terrace Thomastown drainage upgrade	N/A	DCPO 3 – Drainage Levy (2006)	$1,012,235	$0	$0	$0	$1,012,235	N/A

GOVERNANCE

Land, works, services or facilities delivered in 2017-18 from DCP levies collected

PROJECT DESCRIPTION	PROJECT ID	DCP NAME AND YEAR APPROVED	DCP FUND EXPENDED ($)	WORKS-IN-KIND ACCEPTED ($)	COUNCIL'S CONTRIBUTION ($)	OTHER CONTRIBUTIONS ($)	TOTAL PROJECT EXPENDITURE ($)	% OF ITEM DELIVERED
LAND								
Purchase of land to upgrade English Street road reserve from 20m to 34m wide (ultimate treatment) – LAND	RD-1	DCPO15 – English Street DCP (2016)	$0	$292,889	$0	$0	$292,889	100%
Purchase of land for English Street and Donnybrook Road intersection (ultimate treatment) – LAND	IN-1 (part)	DCPO15 – English Street DCP (2016)	$0	$931,124	$0	$0	$931,124	92%
Purchase of land for English Street and Norman Road intersection (ultimate treatment) – LAND	IN-2 (part)	DCPO15 – English Street DCP (2016)	$0	$227,370	$0	$0	$227,370	23%
Purchase of land for English Street and Ashbourne Boulevard intersection (ultimate treatment) – LAND	IN-3 (part)	DCPO15 – English Street DCP (2016)	$0	$844,021	$0	$0	$844,021	98%
Community Activity Centre (CAC) to the west of Epping Road – LAND	CO01	DCPO10 – Epping North East Local Structure Plan DCP (2008)	$0	$302,288	$0	$0	$302,288	100%
Land for two soccer fields and pavilion	OS01 (part)	DCPO10 – Epping North East Local Structure Plan DCP (2008)	$0	$448,083	$0	$0	$448,083	13%
Acquisition of land for railway station within Mernda Strategy Plan area	PT01 (part)	DCPO5 – 9 – Mernda Strategy Plan DCP (2004)	$1,287,359		$0	$0	$1,287,359	47%

Ministerial reporting requirements for Infrastructure Contribution Plans

Requirements apply to the preparation of a report by a collecting agency or development agency under section 46GZI of the *Planning and Environment Act 1987.*

Table 1 – Total ICP monetary component received in 2017-18

COLLECTING AGENCY	NAME OF ICP	MONETARY COMPONENT IN LEVIES RECEIVED IN 2017/18 FINANCIAL YEAR ($)	VALUE OF WORKS IN KIND RECEIVED IN SATISFACTION OF MONETARY COMPONENT IN 2017/18 FINANCIAL YEAR ($)	TOTAL MONETARY CONTRIBUTION RECEIVED IN 2017/18 FINANCIAL YEAR ($)
City of Whittlesea	Donnybrook/ Woodstock ICP	$0	$0	$0
TOTAL		**$0**	**$0**	**$0**

Table 2 – Inner public purpose land received in 2017-18

COLLECTING AGENCY	NAME OF ICP	LAND (OR PROJECT ID)	LAND (OR PROJECT DESCRIPTION)
City of Whittlesea	Donnybrook/Woodstock ICP	none	none

Table 3 – Total land equalisation amount (LEA) received and land credit amount (LCA) paid in 2017-18

COLLECTING AGENCY	NAME OF ICP	TOTAL OF ANY LEAs RECEIVED IN 2017-18 FINANCIAL YEAR ($)	TOTAL OF ANY LCAs PAID IN 2017-18 FINANCIAL YEAR ($)
City of Whittlesea	Donnybrook/Woodstock ICP	$0	$0

Table 4 – ICP works, services or facilities accepted as works in-kind in 2017-18

COLLECTING AGENCY	NAME OF ICP	PROJECT ID	PROJECT DESCRIPTION	ITEM PURPOSE	PROJECT VALUE ($)
City of Whittlesea	Donnybrook/Woodstock ICP	none	none	n/a	$0

Table 5 – Total ICP monetary contributions expended by development agency in 2017-18

COLLECTING AGENCY	NAME OF ICP	PROJECT ID	PROJECT DESCRIPTION	ICP MONEY EXPENDED ($)	% OF PROJECT DELIVERED
City of Whittlesea	Donnybrook/Woodstock ICP	none	none	$0	0%

Table 6 – Use and development of inner public purpose land or outer public purpose land which has vested in, been acquired by or been transferred to, the development agency in 2017-18

COLLECTING AGENCY	NAME OF ICP	PROJECT ID	PROJECT DESCRIPTION	USE AND DEVELOPMENT OF LAND
City of Whittlesea	Donnybrook/Woodstock ICP	none	none	n/a

Table 7 – Use of works, services or facilities accepted as works in-kind in 2017-18

COLLECTING AGENCY	NAME OF ICP	PROJECT ID	PROJECT DESCRIPTION	USE OF LAND
City of Whittlesea	Donnybrook/Woodstock ICP	none	none	n/a

Table 8 – Expenditure of ICP land equalisation amounts in 2017/18

COLLECTING AGENCY	NAME OF ICP	PROJECT ID	PROJECT DESCRIPTION	LAND EQUALISATION AMOUNTS EXPENDED ($)
City of Whittlesea	Donnybrook/Woodstock ICP	none	none	$0

Local Government Improvement Incentive Program

National Competition Policy Compliance: 2017-2018
Certification by Chief Executive Officer

City of Whittlesea Council has complied with the requirements of the National Competition Policy for the period 1 July 2017 to 30 June 2018, in accordance with the requirements of the National Competition Policy and Local Government – A Revised Statement of Victorian Government Policy December 2008; as set out below:

A. Trade Practices Compliance *State whether the Council is compliant or non-compliant. If non-compliant, justify or cite actions to redress.*	Compliant
B. Local Laws Compliance *State whether the Council is compliant or non-compliant. List any local laws made or remade during 2017-18 which impose a restriction on competition.*	Compliant No changes were made to the City of Whittlesea General Municipal Law (No. 1 of 2014). No changes were made to the Procedural Matters Local Law (No.1 of 2012).
C. Competitive Neutrality Compliance	Compliant

I certify that:

a) this statement has been prepared in accordance with the 2011-2012 National Competition Policy reporting guidelines, which is pursuant to the 2008 Statement; and
b) this statement presents fairly the Council's implementation of the National Competition Policy.

Signed:

Simon Overland
Chief Executive Officer
Date: 30 June 2018

City of Whittlesea

FINANCIAL REPORT 2017-2018

Performance Statement

For the year ended 30 June 2018

Description of municipality

The City of Whittlesea is located in Melbourne's northern suburbs, about 20 kilometres from the city centre. It is one of Melbourne's largest municipalities, covering a land area of approximately 490 square kilometres.

The majority of the City of Whittlesea population live in urban areas. This is split across the major established suburbs of Bundoora, Epping, Lalor, Mill Park and Thomastown, the current growth area precincts of Mernda, Doreen, South Morang, Epping North and Wollert, and the rural areas of Donnybrook and Whittlesea Township and surrounds. Significant future growth is projected for Wollert and Donnybrook.

The rural areas of the municipality are characterised by farming, forested areas and historic township communities including Whittlesea Township.

The Wurundjeri Willum people were the original inhabitants of the area and are the traditional owners of this land. Compared with other municipalities, the City of Whittlesea has the fourth largest population of Aboriginal and Torres Strait Islanders (ATSI) by person count in Metropolitan Melbourne, with 1,639 ATSI residents, whose median age is 21 years.

Sustainable Capacity Indicators

For the year ended 30 June 2018

	RESULTS				
***INDICATOR**/MEASURE*	**2015**	**2016**	**2017**	**2018**	**MATERIAL VARIATIONS**
Population					
Expenses per head of municipal population [Total expenses / Municipal population]	$919	$922	$901	$894	It is considered that the decrease in cost this year is not significant.
Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	$9,552	$9,464	$9,610	$9,598	It is considered that the decrease in cost this year is not significant.
Population density per length of road [Municipal population / Kilometres of local roads]	152	153	159	176	The City of Whittlesea is Victoria's third fastest growing municipality. As more land becomes subdivided and infill housing continues to increase, this indicator will continue to rise.
Own-source revenue					
Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	$806	$745	$855	$828	This year we had no newly identified assets which has decreased this ratio.
Recurrent grants					
Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	$182	$109	$177	$182	We have a slight increase in grants per head this year, we do not consider this to be significant.
Disadvantage					
Relative socio-economic disadvantage [Index of Relative Socio-economic Disadvantage by decile]	6	5	5	5	This ratio remains the same as last year.

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.

PERFORMANCE STATEMENT

Sustainable Performance Indicators
For the year ended 30 June 2018

SERVICE/*INDICATOR*/*MEASURE*	RESULTS 2015	2016	2017	2018	MATERIAL VARIATIONS
Aquatic facilities					
Utilisation *Utilisation of aquatic facilities* [Number of visits to aquatic facilities / Municipal population]	6.41	5.98	5.22	4.18	This year 2016/17 saw an increase of $2 each fortnight for our "Learn to Swim" program. This extra cost may have discouraged community members from using our facilities.
Animal management					
Health and safety *Animal management prosecutions* [Number of successful animal management prosecutions]	5.00	2.00	1.00	7.00	This year we successfully prosecuted seven dog attack cases at the Magistrates Court.
Food safety					
Health and safety *Critical and major non-compliance notifications* [Number of critical non-compliance notifications and major non-compliance notifications about food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	85.00%	99.24%	100.00%	100.00%	This year we completed 100% of follow up inspections required from all notifications that had received a critical or major non-compliance determination.
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	60	56	This decrease in satisfaction may be due to a number of issues, such as difficulties with our waste collection services when we changed contractors. We are actively working to improve communication of Council's decisions.
Libraries					
Participation *Active library members* [Number of active library members / Municipal population] x100	16.00%	13.83%	14.89%	12.81%	The drop in active library members relates to changing usage patterns with some digital platforms not providing enough data at this time to include people who are not identified as 'active' because they have moved to digital content only. Yarra Plenty Regional Library has been reviewing the way this data is collated to better align it with the guidelines.

PERFORMANCE STATEMENT

Sustainable Performance Indicators
For the year ended 30 June 2018

SERVICE/*INDICATOR*/*MEASURE*	RESULTS 2015	2016	2017	2018	MATERIAL VARIATIONS
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	79.00%	78.44%	78.23%	76.96%	We do not believe that this decrease is of a material nature.
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	72.00%	70.95%	65.37%	71.63%	This year we have assisted Aboriginal families to feel comfortable in participating and choosing the Maternal Child Health service to suit their children.
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	64	62	62	We remain at the same level as last year.
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	62.00%	55.56%	38.89%	55.00%	VCAT affirmed 11 out of 20 of our decisions. We also had a number of consent orders reached and one overturned.
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	43.00%	39.86%	41.80%	39.51%	Our diversion rates have remained similar over recent years. Our green waste tonnages are less than we predicted, due to low rain falls. Our recycling tonnages have increased slightly.

PERFORMANCE STATEMENT

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*.

PERFORMANCE STATEMENT

Financial Performance Indicators
For the year ended 30 June 2018

	RESULTS				FORECASTS				
DIMENSION/ *INDICATOR*/*MEASURE*	2015	2016	2017	2018	2015	2016	2017	2018	MATERIAL VARIATIONS
Efficiency									
Revenue level *Average residential rate per residential property assessment* [Residential rate revenue / Number of residential property assessments]	$1,378.00	$1,382.74	$1,448.57	$1,488.14	$1,572.64	$1,605.68	$1,640.98	$1,694.30	Our rates remain stable.
Expenditure level *Expenses per property assessment* [Total expenses / Number of property assessments]	$2,337.00	$2,280.49	$2,277.41	$2,304.57	$2,344.20	$2,241.43	$2,219.42	$2,206.29	Our expenses per assessment have remained stable.
Workforce turnover *Resignations and terminations compared to average staff* [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	7.58%	7.21%	9.36%	16.03%	8.30%	8.30%	8.20%	8.20%	This year saw a number of services change due to external legislative reforms and new contractual arrangements. Whittlesea has traditionally had low levels of staff turn over, the industry average is 12%.
Liquidity									
Working capital *Current assets compared to current liabilities* [Current assets / Current liabilities] x100	303.33%	316.33%	378.51%	364.32%	347.95%	309.53%	317.92%	247.99%	Our liquidity remains stable.
Unrestricted cash *Unrestricted cash compared to current liabilities* [Unrestricted cash / Current liabilities] x100	137.35%	131.28%	125.02%	103.30%	*217.77%	*157.75%	*171.34%	*108.12%	This year there was a high proportion of carried forward capital works funding due to a number of factors outside of our control. *The forecast numbers have been recalculated in line with LGPRF calculation methods.

PERFORMANCE STATEMENT

Financial Performance Indicators
For the year ended 30 June 2018

	RESULTS				FORECASTS				
DIMENSION/ *INDICATOR*/*MEASURE*	2015	2016	2017	2018	2015	2016	2017	2018	MATERIAL VARIATIONS
Obligations									
Asset renewal *Asset renewal compared to depreciation* [Asset renewal expenses / Asset depreciation] x100	12.06%	24.49%	25.17%	36.49%	43.67%	36.70%	62.54%	62.70%	We have increased our expenditure on renewal of our assets this year.
Loans and borrowings *Loans and borrowings compared to rates* [Interest bearing loans and borrowings / Rate revenue] x100	27.08%	23.31%	20.54%	11.32%	25.12%	28.24%	33.79%	50.66%	We repaid a loan this year which has decreased this ratio.
Loans and borrowings *Loans and borrowings repayments compared to rates* [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	3.51%	3.23%	3.17%	9.36%	3.09%	5.50%	4.42%	4.93%	We repaid a loan this year which has increased this ratio.
Indebtedness *Non-current liabilities compared to own source revenue* [Non-current liabilities / Own source revenue] x100	22.07%	20.98%	16.15%	9.44%	20.72%	26.11%	31.46%	45.98%	We repaid a loan this year which has decreased this ratio.
Operating position									
Adjusted underlying result *Adjusted underlying surplus (or deficit)* [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	5.15%	-6.58%	13.72%	12.22%	6.85%	9.80%	10.02%	10.97%	This year we had no newly identified assets which has decreased this ratio.

PERFORMANCE STATEMENT

Financial Performance Indicators
For the year ended 30 June 2018

	RESULTS				FORECASTS				
DIMENSION/ *INDICATOR*/*MEASURE*	2015	2016	2017	2018	2015	2016	2017	2018	MATERIAL VARIATIONS
Stability									
Rates concentration *Rates compared to adjusted underlying revenue* [Rate revenue / Adjusted underlying revenue] x100	65.14%	77.26%	63.97%	65.22%	70.96%	71.87%	72.57%	73.23%	This ratio remains stable.
Rates effort *Rates compared to property values* [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.34%	0.35%	0.34%	0.34%	0.27%	0.27%	0.27%	0.27%	This ratio remains stable.

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

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"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

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"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 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.

PERFORMANCE STATEMENT

Other Information
For the year ended 30 June 2018

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 06 June 2018 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.

PERFORMANCE STATEMENT

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: 11/9/2018

In our opinion, the accompanying performance statement of the *City Of Whittlesea* for the year ended 30 June 2018 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.

Sam Alessi

Councillor

Dated: 11/9/2018

Stevan Kozmevski

Councillor

Dated: 11/9/2018

Liana Thompson

Acting Chief Executive Officer

Dated: 11/9/2018

VAGO
Victorian Auditor-General's Office

Independent Auditor's Report

To the Councillors of City of Whittlesea

Opinion	I have audited the accompanying performance statement of City of Whittlesea (the council) which comprises the: • description of municipality for the year ended 30 June 2018 • sustainable capacity indicators for the year ended 30 June 2018 • service performance indicators for the year ended 30 June 2018 • financial performance indicators for the year ended 30 June 2018 • other information and • the certification of the performance statement. In my opinion, the performance statement of City of Whittlesea in respect of the year ended 30 June 2018 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 6 of the *Local Government Act 1989*.
Basis for Opinion	I have conducted my audit in accordance with the *Audit Act 1994* which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the *Auditor's Responsibilities for the Audit of the performance statement* section of my report. My independence is established by the *Constitution Act 1975*. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.
Councillors' responsibilities for the performance statement	The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the *Local Government Act 1989* and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.
Auditor's responsibilities for the audit of the performance statement	As required by the *Audit Act 1994*, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.

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	Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement. As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also: • identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. • obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control • evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation. I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE 12 September 2018	Tim Loughnan as delegate for the Auditor-General of Victoria

FINANCIAL STATEMENTS

For the year ended 30 June 2018

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FINANCIAL STATEMENTS

Certification of the Financial Statements

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: 11/9/2018
Civic Centre, South Morang

In our opinion the accompanying financial statements presents fairly the financial transactions of City of Whittlesea for the year ended 30 June 2018 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 statements 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.

Sam Alessi
Councillor

Date: 11/9/2018
Civic Centre, South Morang

Stevan Kozmevski
Councillor

Date: 11/9/2018
Civic Centre, South Morang

Liana Thompson
Acting Chief Executive Officer

Date: 11/9/2018
Civic Centre, South Morang

VAGO
Victorian Auditor-General's Office

Independent Auditor's Report

To the Councillors of City of Whittlesea

Opinion	I have audited the financial report of City of Whittlesea (the council) which comprises the: • balance sheet as at 30 June 2018 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial report. In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2018 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the *Local Government Act 1989* and applicable Australian Accounting Standards.
Basis for Opinion	I have conducted my audit in accordance with the *Audit Act 1994* which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. My independence is established by the *Constitution Act 1975*. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.
Councillors' responsibilities for the financial report	The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1989*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error. In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.

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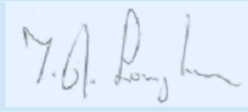
Auditor's responsibilities for the audit of the financial report	As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report. As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also: • identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. • obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control • evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors • conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern. • evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation. I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



MELBOURNE
12 September 2018

Tim Loughnan
as delegate for the Auditor-General of Victoria

Comprehensive Income Statement
For the Year Ended 30 June 2018

	Note	2018 $'000	2017 $'000
Income			
Rates and charges	2.1	143,822	136,977
Statutory fees and fines	2.2	11,336	10,050
User fees	2.3	12,956	13,029
Grants - operating	2.4(a)	30,326	33,668
Grants - capital	2.4(b)	12,710	14,063
Contributions - monetary	2.5	19,757	15,361
Contributions - non-monetary assets	2.5	47,921	53,323
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	2.6	327	194
Fair value adjustments for investment property	5.3	165	-
Share of net profits of associate	5.2	63	158
Other income	2.7	10,613	9,314
Newly identified assets		-	5,774
Total income		289,996	291,911
Expenses			
Employee costs	3.1	(85,054)	(84,180)
Materials and services	3.2	(62,493)	(57,380)
Depreciation and amortisation	3.3	(27,514)	(25,919)
Bad and doubtful debts	3.4	(793)	(1,480)
Borrowing costs	3.5	(1,637)	(1,982)
Other expenses	3.6	(16,093)	(14,044)
Total expenses		(193,584)	(184,985)
Surplus for the year		96,412	106,926
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment / (decrement)	8.1(a)	308,612	53,086
Total Comprehensive result		405,024	160,012

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet
As at 30 June 2018

	Note	2018 $'000	2017 $'000
Assets			
Current assets			
Cash and cash equivalents	4.1(a)	55,288	63,597
Other financial assets	4.1(b)	113,500	79,500
Trade and other receivables	4.1(c)	22,485	19,706
Inventories	4.2(a)	169	210
Other assets	4.2(b)	4,166	3,528
Total current assets		195,608	166,541
Non-current assets			
Investment in associate	5.2	2,838	2,775
Other financial assets	4.2(c)	22	22
Property, infrastructure, plant and equipment	5.1(a)	3,398,930	3,024,908
Investment property	5.3	2,600	2,435
Intangible assets	4.2(d)	793	719
Total non-current assets		3,405,183	3,030,859
Total assets		3,600,791	3,197,400
Liabilities			
Current liabilities			
Trade and other payables	4.3(a)	23,289	14,409
Trust funds and deposits	4.3(b)	10,168	9,072
Provisions	4.4(a)	18,168	18,001
Interest-bearing liabilities	4.5	2,066	2,517
Total current liabilities		53,691	43,999
Non-current liabilities			
Provisions	4.4(a)	2,720	2,678
Interest-bearing liabilities	4.5	14,212	25,579
Total non-current liabilities		16,932	28,257
Total liabilities		70,623	72,256
Net Assets		3,530,168	3,125,144
Equity			
Accumulated surplus		2,399,763	2,350,574
Reserves	8.1	1,130,405	774,570
Total Equity		3,530,168	3,125,144

The above balance sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity
For the Year Ended 30 June 2018

2018	Note	Total $'000	Accumulated Surplus $'000	Asset Revaluation Reserve $'000	Asset Replacement Reserve $'000	Asset Development Reserve $'000
Balance at beginning of the financial year		3,125,144	2,350,574	679,882	37,194	57,494
Surplus / (deficit) for the year		96,412	96,412	-	-	-
Net asset revaluation increment / (decrement)	8.1(a)	308,612	-	308,612	-	-
Transfers from other reserves	8.1(b)	-	43,901	-	(39,335)	(4,566)
Transfers to other reserves	8.1(b)	-	(91,124)	-	70,767	20,357
Balance at end of the financial year		**3,530,168**	**2,399,763**	**988,494**	**68,626**	**73,285**

2017	Note	Total $'000	Accumulated Surplus $'000	Asset Revaluation Reserve $'000	Asset Replacement Reserve $'000	Asset Development Reserve $'000
Balance at beginning of the financial year		2,965,132	2,237,247	626,796	47,164	53,925
Surplus / (deficit) for the year		106,926	106,926	-	-	-
Net asset revaluation increment / (decrement)	8.1(a)	53,086	-	53,086	-	-
Transfers from other reserves	8.1(b)	-	39,091	-	(29,716)	(9,375)
Transfers to other reserves	8.1(b)	-	(32,690)	-	19,746	12,944
Balance at end of the financial year		**3,125,144**	**2,350,574**	**679,882**	**37,194**	**57,494**

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows
For the Year Ended 30 June 2018

	Note	2018 Inflows/ (Outflows) $'000	2017 Inflows/ (Outflows) $'000
Cash flows from operating activities			
Rates and charges		142,925	136,577
Statutory fees and fines		10,227	9,320
User fees		12,022	10,956
Grants - operating		30,472	33,760
Grants - capital		12,722	14,106
Contributions - monetary		19,828	11,569
Interest received		4,794	4,620
Trust funds and deposits taken		11,021	9,571
Other receipts		6,015	8,899
Net GST refund		10,386	11,581
Net Fire Services Levy		(68)	115
Materials and services		(59,378)	(65,973)
Trust funds and deposits repaid		(9,935)	(9,171)
Other payments		(17,652)	(21,621)
Employee costs		(85,030)	(83,214)
Net cash provided by operating activities	8.2	88,349	71,095
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment		(49,898)	(64,370)
Proceeds from sale of property, infrastructure, plant and equipment		695	1,016
Net purchase of investments (maturing later than 90 days)		(34,000)	55,600
Net cash provided by/(used in) investing activities		(83,203)	(7,754)
Cash flows from financing activities			
Repayment of borrowings		(11,818)	(2,349)
Finance costs		(1,637)	(1,982)
Net cash used in financing activities		(13,455)	(4,331)
Net increase (decrease) in cash and cash equivalents		(8,309)	59,010
Cash and cash equivalents at the beginning of the financial year		63,597	4,587
Cash and cash equivalents at the end of the financial year	4.1(a)	55,288	63,597
Financing arrangements	4.6		
Restrictions on cash assets	4.1(b)		

The above statement of cash flows should be read in conjunction with the accompanying notes.

Statement of Capital Works
For the Year Ended 30 June 2018

	2018 $'000	2017 $'000
Capital expenditure areas		
Property		
Land	11,069	9,904
Buildings	12,931	26,463
Total Property	**24,000**	**36,367**
Plant and Equipment		
Fixtures, Fittings and Furniture	483	795
Plant and equipment	965	3,042
Artworks	17	14
Total Plant and Equipment	**1,465**	**3,851**
Infrastructure		
Roads	16,485	14,186
Drainage	1,063	753
Playgrounds	1,895	2,961
Feasibility and planning	303	257
Total Infrastructure	**19,746**	**18,157**
Total capital works expenditure	**45,211**	**58,375**
Represented by:		
New asset expenditure	14,979	28,594
Asset renewal expenditure	10,041	6,510
Asset upgrade expenditure	18,804	20,345
Asset expansion expenditure	1,387	2,926
Total capital works expenditure	**45,211**	**58,375**

The above statement of capital works should be read in conjunction with the accompanying notes.

OVERVIEW

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.

The purpose of the Council is to:
- provide for the peace, order and good government of its municipal district;
- to promote the social, economic and environmental viability and sustainability of the municipal district;
- to ensure that resources are used efficiently and effectively and services are provided in accordance with the Best Value Principles to best meet the needs of the local community;
- to improve the overall quality of life of people in the local community;
- to promote appropriate business and employment opportunities;
- to ensure that services and facilities provided by the Council are accessible and equitable;
- to ensure the equitable imposition of rates and charges; and
- to ensure transparency and accountability in Council decision making.

The City of Whittlesea has the following key business relationships:
External Auditor - Auditor-General of Victoria
Internal Auditor - PricewaterhouseCoopers (Crowe Horwath appointed 1 July 2018)
Bankers - Westpac Banking Corporation
Website address - www.whittlesea.vic.gov.au

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act* 1989, and the Local Government (Planning and Reporting) Regulations 2014.

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 5.1)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 5.1)
- the determination of amortisation on intangible assets (refer to Note 4.2)
- the determination of employee provisions (refer to Note 4.4)

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Note 1 Performance against budget

This note compares 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 with explanations provided if the variance is greater than 10% and is greater than $1m. 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 6 June 2017. 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.

a) Income and Expenditure

	Ref	Actual	Budgeted	Variance	
		$'000	$'000	$'000	%
Income					
Rates and charges		143,822	142,864	958	0.7%
Statutory fees and fines		11,336	10,762	574	5.3%
User fees		12,956	12,199	757	6.2%
Grants - operating	1	30,326	26,209	4,117	15.7%
Grants - capital	2	12,710	10,351	2,359	22.8%
Contributions - monetary	3	19,757	11,605	8,152	70.2%
Contributions - non-monetary	4	47,921	96,154	(48,233)	-50.2%
Net gain (loss) on disposal of property, infrastructure, plant and equipment		327	164	163	99.4%
Other income	5	10,613	7,713	2,900	37.6%
Share of net profit of associate		63	-	63	100.0%
Fair value adjustments for investment property		165	-	165	100.0%
Total income		**289,996**	**318,021**	**(28,025)**	**-8.8%**
Expenses					
Employee costs		85,054	86,741	(1,687)	-1.9%
Materials and services		62,493	62,370	123	0.2%
Bad and doubtful debts		793	391	402	102.8%
Depreciation and amortisation	6	27,514	24,839	2,675	10.8%
Borrowing costs		1,637	2,113	(476)	-22.5%
Other expenses		16,093	15,995	98	0.6%
Total expenses		**193,584**	**192,449**	**1,135**	**0.6%**
Surplus for the year		**96,412**	**125,572**	**(29,160)**	**-8.2%**

a) Income and Expenditure (continued)

(i) Explanation of material variations

Variance reference	Item	Explanation
1	Grants - operating	Variance due to an increase in the annual Grants Commission allocation ($1.49M). The total amount received in 2017/18 ($15.5M) is made up of 50% of the 17/18 allocation and 50% of the 2018/19 allocation. Also contributing to the variance was higher than budgeted grants received for Maternal & Child Health services ($747K), Early Years ($320K), Immunisation ($411K), Aged & Disability ($355K), School Crossings ($164K), Landcare Facilitator program ($127K).
2	Grants - capital	Funding received for a range of capital projects that was not budgeted include Mill Park Leisure Centre redevelopment ($3.2M), Main St Reserve ($2.0M), Waterview Recreation Reserve ($1.8M), All Abilities Playspace ($1.0M), Glenburnie Road ($781K), and Mill Park Library Refurbishment ($559K). There were 8 grants with a total value of $5.1M that were budgeted for that were not received during the year. There was also an amount budgeted for two soccer pitches in Doreen that was part received during the year.
3	Contributions - monetary	Variance due to higher than budgeted developer contributions which have increased from $11.2M in 2016/17 to $18.4M in 2017/18.
4	Contributions - non monetary	2017/18 Budget was based on 2015/16 trend where $94.9M was received. The amount of non-money assets transferred to council from developers has decreased over the last two financial years.
5	Other income	Variance due to higher than budgeted interest received from investment ($690K), Workcover reimbursements ($495K), reimbursement for capital works ($783K), insurance claims recovered ($113K), court costs and other cost recoveries ($434K).
6	Depreciation and amortisation	2017/18 Budget had a conservative estimate of depreciation based on 2015/16 amount of $23.5M. Depreciation can vary due to new works and revaluation on existing assets.

Note 1 Performance against budget (cont'd)

1.2 Capital Works

	Ref	Actual 2018 $'000	Budgeted 2018 $'000	Variance $'000	%
Property					
Land	1	11,069	-	11,069	100.0%
Buildings	2	12,931	10,545	2,386	22.6%
Total Property		**24,000**	**10,545**	**13,455**	**127.6%**
Plant and Equipment					
Fixtures, fittings and furniture		483	145	338	233.1%
Plant, machinery and equipment		965	1,541	(576)	-37.4%
Computers and telecommunications	3	-	1,304	(1,304)	-100.0%
Artworks		17	-	17	100.0%
Total Plant and Equipment		**1,465**	**2,990**	**(1,525)**	**-51.0%**
Infrastructure					
Roads	4	16,485	14,828	1,657	11.2%
Drainage	5	1,063	143	920	643.4%
Playgrounds	6	1,895	24,870	(22,975)	-92.4%
Waste management		-	250	(250)	-100.0%
Other	7	303	1,727	(1,424)	-82.5%
Total Infrastructure		**19,746**	**41,818**	**(22,072)**	**-52.8%**
Total Capital Works expenditure		**45,211**	**55,353**	**(10,142)**	**-18.3%**
Represented by:					
New asset expenditure		14,979	25,139	(10,160)	-40.4%
Asset renewal expenditure		10,041	8,998	1,043	11.6%
Asset expansion expenditure		18,804	1,309	17,495	1336.5%
Asset upgrade expenditure		1,387	19,907	(18,520)	-93.0%
Total Capital Works expenditure	8	**45,211**	**55,353**	**(10,142)**	**-18.3%**

Variance Reference	Item	Explanation
1	Land	Realignment of projects to Land that were previously budgeted within the Playgrounds category and purchase of land that was funded from Reserve.
2	Buildings	The Civic Centre HVAC project (multi year project) progressed ahead of the planned budget to be offset against 2018/19 project budget.
3	Computers and telecommunications	Projects not fully expended against budget include: ICT Infrastructure Asset Program $114k, HRIS Review $168k, Telephone System BCP and Renewal $100k, Health Systems and Mobile Application $100k, Replacement of Issue Infringement Software System $220k and Plan Mark up and Data Capture System $160k.
4	Roads	Roads projects were delivered over budget due to additional unbudgeted income being received.
5	Drainage	The Queenscliff Road and Michigan Terrace project incurred additional costs due to rock encountered on-site that needed to be removed.
6	Playgrounds	Realignment of projects to Land that were previously budgeted within the Playgrounds category.
7	Other	Realignment of projects to Roads that were previously budgeted within the Other category.
8	Total capital works expenditure	Realignment of New Assets and Upgrade projects to Renewal and Expansion. Multi year projects not fully expended against budget that will be expended in 2018/19.

Note 2 Funding for the delivery of our services

	2018 $'000	2017 $'000
2.1 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 2017/18 year was $2,159m (2016/17 $2,098m). The 2017/18 rate in the NAV dollar for general rates was 0.06532185 cents in the dollar (2016/17 0.06389510 cents).

The valuation base used to calculate farm rates for 2017/18 year was $19.8m (2017/18 $17.9m). The 2017/18 rate in the NAV dollar for farm rates was 0.05431084 cents in the dollar (2016/17 0.05431084 cents).

General rates	139,806	132,545
Farm rates	777	1,155
Special rates (marketing schemes)	210	203
Supplementary rates and rate adjustments	3,029	3,074
Total rates and charges	143,822	136,977

The date of the prior 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.

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2018, and the valuation will be first applied in the rating year commencing 1 July 2018.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice is issued.

2.2 Statutory Fees & Fines

Permit fees	5,915	4,909
Certificates and regulatory service fees	5,421	5,141
Total statutory fees and fines	11,336	10,050

Statutory 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.

2.3 User Fees

Fines	4,495	4,492
Registrations	1,658	1,606
Leisure centre fees	1,584	1,824
Property leases and rentals	2,559	2,480
Tip fees	1,906	1,857
Other fees and charges	754	770
Total user fees	12,956	13,029

User fees are recognised as revenue when the service has been provided or council has otherwise earned the income.

2.4 Funding from other levels of government

Grants were received in respect of the following:

Summary of grants		
Commonwealth funded grants	25,188	28,326
State funded grants	17,831	19,285
Other	17	120
Total grants received	43,036	47,731

2.4 Funding from other levels of government (continued)	2018	2017
(a) Operating Grants	**$'000**	**$'000**
Recurrent - Commonwealth Government		
Victoria Grants Commission - Financial Assistance Grant*	13,356	17,171
Victoria Grants Commission - Road funding	2,191	3,055
*Federal Government has prepaid 50% of 2018/19 allocation in 2017/18. 50% of 2017/18 allocation prepaid in 2016/17.		
Community Services		
Family Day Care	6	2
Community Care	96	92
Vacation Care	76	134
Home & Community Care	4,883	5,100
Senior Citizens	74	27
Social Support	284	310
Community Wellbeing	35	34
Economic Development	60	-
Recurrent - State Government		
Community Services		
Community Care	-	83
Early Years	418	228
Family Day Care	651	563
Community Care	50	-
Home & Community Care	1,579	1,594
Community Development	127	39
Community Wellbeing	744	479
Maternal & Child health	3,422	2,777
Resilience & Emergency Management	60	30
Senior Citizens	23	3
Social Support	156	153
Youth Services	134	102
Infrastructure & Technology		
Infrastructure	658	669
Planning and Development		
Strategic Planning & Projects	-	30
Growth Area Development Assessment	-	59
Sustainability Planning	-	48
Corporate & Economic Development		
Local Laws	624	447
Other	58	10
Total recurrent operating grants	29,765	33,239
Non-recurrent - State Government		
Maternal & Child Health	98	-
Early Years	5	1
Engineering & Transportation Service	300	10
Community Wellbeing	20	88
Senior Citizens	-	80
Youth services	19	-
Infrastructure	18	87
Leisure & Community Inclusion	2	27
Community Cultural Development	82	103
Economic Development	-	12
Sustainability Planning	-	11
Other	-	10
Non-recurrent - Other		
Resilience & Emergency Management	17	-
Total non-recurrent operating grants	561	429
Total operating grants	30,326	33,668

2.4 Funding from other levels of government (continued)	2018	2017
(b) Capital Grants	**$'000**	**$'000**
Recurrent - Commonwealth Government		
Roads to recovery	1,296	2,178
Roads & Paths	1,015	-
Recurrent - State Government		
Roads & Paths	994	849
Parks & Gardens	90	-
Total recurrent capital grants	3,395	3,027
Non-recurrent - Commonwealth Government		
Building Maintenance & Construction	1,816	210
Community Cultural Development	-	13
Non-recurrent - State Government		
Building Maintenance & Construction	7,129	5,862
Community Cultural Development	154	310
Strategic Planning & Projects	-	125
Parks & Gardens	-	3,442
Roads & Paths	216	974
Other	-	100
Total non-recurrent capital grants	9,315	11,036
Total capital grants	12,710	14,063
Unspent grants received on condition that they be spent in a specific manner		
Balance at start of year	10,252	1,762
Received during the financial year and remained unspent at balance date	9,734	10,252
Received in prior years and spent during the financial year	(10,252)	(1,762)
Balance at year end	9,734	10,252

Grant income is recognised when Council obtains control of the contribution. Control is normally obtained upon receipt (or acquittal) or upon earlier notification that a grant has been secured.

2.5 Contributions

Monetary	19,757	15,361
Non-monetary	47,921	53,323
Total contributions	67,678	68,684
Contributions of monetary assets were received from the following sources:		
Sponsorships received	20	156
Community Infrastructure Levy	487	411
Other contributions & donations	649	3,628
State Government Contributions	168	10
Total non-developer contributions	1,324	4,205
Developer contributions	18,433	11,156
Total monetary contributions	19,757	15,361
Contributions of non monetary assets were received in relation to the following asset classes.		
Subdivision infrastructure	40,479	39,887
Land	7,442	13,436
Total non monetary contributions	47,921	53,323
Total contributions	67,678	68,684

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

2.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment	2018 $'000	2017 $'000
Proceeds from sale of assets	611	938
Written down value of assets sold	(284)	(744)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	327	194

2.7 Other income

Sales	1,130	1,213
Interest	4,837	4,214
Reimbursements	4,624	3,812
Other	22	75
Total other income	10,613	9,314

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.

Interest is recognised as it is earned.

Sales mainly consist of food and beverage and ticket sales made at the Plenty Ranges Arts and Convention Centre and the Growling Frog Golf Course.

Reimbursements mainly consist of workcover and insurance recovered, and reimbursements of capital works undertaken.

Note 3 The cost of delivering services

3.1 Employee costs

Wages and salaries	75,813	75,166
Superannuation	6,940	6,551
Workcover	2,218	2,121
Fringe benefits tax	223	315
Other	(140)	27
Total employee costs	85,054	84,180

(a) Superannuation

Council made contributions to the following funds:

Defined benefit fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	260	289
	260	289
Employer contributions payable at reporting date	-	-
Accumulation funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	6,680	6,262
	6,680	6,262
	6,940	6,551
Employer contributions payable at reporting date	-	-

Refer to note 8.3 for further information relating to Council's superannuation obligations.

3.2 Materials and services	2018 $'000	2017 $'000
External works (contractors)	39,303	35,856
Support services	7,384	7,277
Design work	1	4
Facilities management	1,536	1,349
Supplies & services	7,992	7,176
Plant and fleet operations	1,958	1,890
Computer services	1,791	1,340
Catering services	323	338
Communications & PABX	1,153	1,033
Construction materials	855	887
Travel & accommodation	197	230
Total materials and services	62,493	57,380

3.3 Depreciation and amortisation

Infrastructure	19,517	18,565
Property	5,657	5,209
Plant and equipment	1,615	1,573
Furniture and equipment	639	514
Total depreciation	27,428	25,861
Intangible Assets	86	58
Total depreciation and amortisation	27,514	25,919

Refer to note 4.2(d) and 5.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

3.4 Bad and doubtful debts

Parking infringement	386	702
Animal infringement	143	401
Local Laws infringement	38	43
Litter infringement	8	16
Fire infringement	74	107
Asset infringement	104	151
Planning infringement	30	41
Other	10	19
Total bad and doubtful debts	793	1,480
Movement in provisions for doubtful debts		
Balance at the beginning of the year	(1,106)	(967)
New Provisions recognised during the year	(447)	(964)
Amounts already provided for and written off as uncollectible	544	825
Balance at end of year	(1,009)	(1,106)

Provision for doubtful debts is recognised when there is objective evidence that an impairment loss has occurred. Bad debts are written off when identified following regular review.

3.5 Borrowing costs

Interest - Borrowings	1,637	1,982
Total borrowing costs	1,637	1,982

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.

3.6 Other expenses

	2018 $'000	2017 $'000
Contributions		
- Grants to community	1,666	1,389
- Yarra Plenty Regional Library Contributions	4,633	4,846
- Other	-	249
Utilities	5,235	4,692
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	75	65
Auditors' remuneration - Internal	149	146
Other financial costs	1,189	1,692
Loan repayment fee	1,013	-
Developer contributions paid	943	-
Insurance premium	758	557
Councillor allowances	432	408
	16,093	14,044

Note 4 Our financial position

4.1 Financial assets

(a) Cash and cash equivalents

Cash on hand	13	13
Cash at bank	10,275	23,984
Term deposit	45,000	39,600
Total cash and cash equivalents	55,288	63,597

(b) Other financial assets

Term deposits - current	113,500	79,500
Total other financial assets	113,500	79,500
Total financial assets	168,788	143,097

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

Trust funds and deposits (note 4.3(b))	10,168	9,072
Asset development reserves (note 8.1(b))	73,285	57,494
Total restricted funds	83,453	66,566
Total unrestricted cash and cash equivalents	85,335	76,531

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

Asset replacement reserves (note 8.1(b))	68,626	37,194

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

(c) Trade and other receivables

	2018 $'000	2017 $'000
Current		
Statutory receivables		
Rates debtors	10,765	9,706
Infringement debtors	7,203	6,025
Provision for doubtful debts - Infringements	(1,009)	(1,106)
Special assessment	-	(98)
Net GST receivable	2,063	2,067
Non statutory receivables		
Other debtors	3,463	3,112
Total Trade and other receivables	22,485	19,706

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.
Other debtors include reimbursements of capital works undertaken.

(a) Ageing of Receivables

The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	944	1,441
Past due by up to 30 days	432	981
Past due between 31 and 180 days	2,087	690
Total trade & other receivables	3,463	3,112

(b) Ageing of individually impaired Receivables

At balance date, debtors representing financial assets with a nominal value of $1m (2017: $1.1m) were impaired. The amount of the provision raised against these debtors was $1m (2017: $1.1m). They are impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

Past due by more than 1 year	1,009	1,106
Total trade & other receivables	1,009	1,106

4.2 Non-financial assets

(a) Inventories

Fuels	28	157
Depot workshop items and signs	90	34
Stationery and other consumables	51	19
Total inventories	169	210

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

Accrued interest	429	386
Other accrued income	3,374	2,861
Prepayments	363	281
Total other assets	4,166	3,528

(c) Other financial assets

Shares in MAPS Group Ltd	22	22
Total other financial assets	22	22

Unlisted shares in the MAPS Group Limited are valued at cost. Dividends are recognised when they accrue.

4.2 Non-financial assets (continued) (d) Intangible assets	2018 $'000	2017 $'000
Software	793	719
Total Intangible Assets	793	719

	Software $'000	Total $'000
Gross carrying amount		
Balance at 1 July 2017	783	783
Additions	160	160
Balance at 30 June 2018	943	943
Accumulated amortisation and impairment		
Balance at 1 July 2017	(64)	(64)
Amortisation expense	(86)	(86)
Balance at 30 June 2018	(150)	(150)
Net book value at 30 June 2018	793	793
Net book value at 30 June 2017	719	719

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

4.3 Payables	2018 $'000	2017 $'000
(a) Trade and other payables		
Current		
Trade Creditors	14,062	7,597
Accrued expenses	7,529	3,502
Fire service levy	1,481	1,387
Other	217	1,923
Total trade and other payables	23,289	14,409
(b) Trust funds and deposits		
Retention amounts	27	29
Refundable Deposits	9,994	8,701
Other trusts / deposits	147	342
Total trust funds and deposits	10,168	9,072

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

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.

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

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.

4.4 Provisions

	Annual leave	Long service leave	Other*	Total
2018	**$ '000**	**$ '000**	**$ '000**	**$ '000**
Balance at beginning of the financial	6,351	14,091	237	20,679
Additional provisions	(20)	2,728	2,020	4,728
Amounts used	(18)	(1,533)	(1,992)	(3,543)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	(976)	-	(976)
Balance at the end of the financial year	6,313	14,310	265	20,888
2017				
Balance at beginning of the financial	6,056	13,606	177	19,839
Additional provisions	317	3,091	79	3,487
Amounts used	(22)	(1,602)	(19)	(1,643)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	-	(1,004)	-	(1,004)
Balance at the end of the financial year	6,351	14,091	237	20,679

(a) Employee provisions	2018 $'000	2017 $'000
Current		
Annual leave - expected to be taken within 12 months	4,621	4,649
Annual leave - expected to be taken after 12 months	1,692	1,702
Long Service leave - expected to be taken within 12 months	1,624	1,600
Long Service leave - expected to be taken after 12 months	9,966	9,813
Other - expected to be taken within 12 months*	265	237
Total current employee provisions	18,168	18,001
Non-current		
Long service leave	2,720	2,678
Total non-current employee provisions	2,720	2,678
Aggregate carrying amount of employee benefits:		
Current	18,168	18,001
Non-current	2,720	2,678
Total aggregate carrying amount of employee provisions	20,888	20,679
Average employee numbers during the year (not in $'000)	857	795

* Other represents accumulated staff time in lieu and rostered days off.

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

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 the 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.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non - current liability.

The following assumptions were adopted in measuring the present value of employee benefits:	2018	2017
Weighted average increase in employee costs	3.87%	3.81%
Weighted average discount rates	2.44%	2.41%
Weighted average settlement period (months)	13	13

4.5 Interest-bearing liabilities

	2018 $'000	2017 $'000
Bank borrowings - Secured		
Current	2,066	2,517
Non-current	14,212	25,579
Total	16,278	28,096
Borrowings are secured by a mortgage over the general rates and charges of council.		
(a) The maturity profile for Council's borrowings is:		
Not later than one year	2,066	2,517
Later than one year and not later than five years	11,279	17,354
Later than five years	2,933	8,225
	16,278	28,096

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.

4.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2018.		
Overdraft facility	200	200
Credit card facilities	559	559
Used facilities	(96)	-
Unused facilities	663	759

4.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

2018	Not later than 1 year $'000	Later than 1 year and not later than 2 years $'000	Later than two years and not later than 5 years $'000	Total $'000
Operating				
Consultancy	3	-	-	3
Building maintenance	1,623	416	465	2,504
Health	30	-	-	30
Information technology and systems	2,217	325	-	2,542
Transport & local laws	1,505	1,381	9,756	12,642
Parks Maintenance	8,565	7	-	8,572
Leisure	2,505	58	-	2,563
Other	1,704	670	43	2,417
	18,152	2,857	10,264	31,273
Capital				
Consultancy	486	161	13	660
Building works	1,244	84	3	1,331
Information technology and systems	622	591	133	1,346
Infrastructure	857	-	-	857
Parks works	4,340	1,588	-	5,928
Leisure	9,321	8,918	4,546	22,785
Other	295	3	4	302
	17,165	11,345	4,699	33,209

2017	Not later than 1 year $'000	Later than 1 year and not later than 2 years $'000	Later than two years and not later than 5 years $'000	Total $'000
Operating				
Consultancy	237	-	-	237
Building maintenance	1,488	519	582	2,589
Health	195	23	-	218
Information technology and systems	1,983	925	417	3,325
Transport & local laws	555	102	55	712
Parks Maintenance	10,976	8,157	7	19,140
Leisure	2,323	18	3	2,344
Other	1,709	1,009	247	2,965
	19,466	10,753	1,311	31,530
Capital				
Parks & Gardens	648	6	-	654
Building and infrastructure construction	4,803	762	822	6,387
	5,451	768	822	7,041

4.7 Commitments (continued)

Operating lease commitments

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):

	2018 $'000	2017 $'000
Not later than one year	704	1,410
Later than one year and not later than five years	1,427	3,093
Later than five years	1,188	1,113
	3,319	5,616

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.

Note 5 Assets we manage

Note Content

5.1 Property, Plant and Equipment
(a) Summary of Property, Infrastructure, Plant and Equipment
(b) Summary of Work in Progress
(c) Details of Property Category
(d) Details of Infrastructure Category
(e) Details of Plant and Equipment Category
(f) Recognition
(g) Depreciation and Amortisation
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(i) Valuation of Property
(j) Valuation of Infrastructure
(k) Reconciliation of Specialised Land

5.2 Investments in associates

5.3 Investment property

5.1 Property, plant and equipment, infrastructure

(a) Summary of Property, Plant and Equipment and Infrastructure

	At Fair Value 30 June 2017 $'000	Additions $'000	Contributions $'000	Revaluation $'000	Depreciation $'000	Disposal $'000	Write-off $'000	Transfers $'000	At Fair Value 30 June 2018 $'000
Property	1,303,820	16,633	7,442	284,011	(5,657)	-	-	5,488	1,611,737
Plant and equipment	11,010	1,392	-	-	(2,254)	(277)	-	48	9,919
Infrastructure	1,694,668	14,383	40,479	24,601	(19,517)	(7)	-	3,088	1,757,695
Work in progress	15,410	12,803	-	-	-	-	(10)	(8,624)	19,579
	3,024,908	45,211	47,921	308,612	(27,428)	(284)	(10)	-	3,398,930

(b) Summary of Work in Progress

	Opening WIP $'000	Additions $'000	Transfers $'000	Write Offs $'000	Closing WIP $'000
Land	1,809	5,542	(72)	-	7,279
Buildings	6,628	1,825	(5,416)	-	3,037
Plant and equipment	630	73	(48)	-	655
Infrastructure	5,661	5,060	(3,088)	-	7,633
Other	682	303	-	(10)	975
	15,410	12,803	(8,624)	(10)	19,579

(c) Details of property category

	Land				Buildings			
	Specialised $'000	Non-specialised $'000	Land Under Roads $'000	Total Land $'000	Specialised $'000	Total Buildings $'000	Work in progress $'000	Total Property $'000
At fair value 1 July 2017	1,054,940	2,787	616	1,058,343	365,875	365,875	8,437	1,432,655
Accumulated Depreciation at 1 July 2017	-	-	-	-	(120,398)	(120,398)	-	(120,398)
	1,054,940	2,787	616	1,058,343	245,477	245,477	8,437	1,312,257
Movements in fair value								
Additions	5,527	-	-	5,527	11,106	11,106	7,367	24,000
Contributions	7,429	-	13	7,442	-	-	-	7,442
Revaluation	249,885	279	(4)	250,160	38,110	38,110	-	288,270
Transfers	72	-	-	72	5,416	5,416	(5,488)	-
	262,913	279	9	263,201	54,632	54,632	1,879	319,712
Movements in accumulated depreciation								
Depreciation and amortisation	-	-	-	-	(5,657)	(5,657)	-	(5,657)
Revaluation increments/decrements	-	-	-	-	(4,259)	(4,259)	-	(4,259)
	-	-	-	-	(9,916)	(9,916)	-	(9,916)
Fair value 30 June 2018	1,317,853	3,066	625	1,321,544	420,507	420,507	10,316	1,752,367
Accumulated depreciation at 30 June 2018	-	-	-	-	(130,314)	(130,314)	-	(130,314)
	1,317,853	3,066	625	1,321,544	290,193	290,193	10,316	1,622,053

See details later in this note for a reconciliation of specialised land.

5.1 Property, plant and equipment, infrastructure (continued)

(d) Details of Infrastructure category

	Roads $'000	Drainage $'000	Bridges $'000	Playgrounds $'000	Telecommunication conduits $'000	Public Lighting $'000	Work in progress $'000	**Total Infrastructure $'000**
At fair value 1 July 2017	1,425,306	461,465	27,223	14,470	25,004	25,682	5,661	1,984,811
Accumulated Depreciation at 1 July 2017	(166,587)	(88,792)	(6,360)	(7,340)	(4,253)	(11,150)	-	(284,482)
	1,258,719	372,673	20,863	7,130	20,751	14,532	5,661	1,700,329
Movements in fair value								
Additions	10,694	1,049	-	1,853	-	787	5,060	19,443
Contributions	36,220	4,038	-	-	-	221	-	40,479
Revaluation	21,217	4,504	599	361	550	(459)	-	26,772
Disposal	-	-	-	-	-	(7)	-	(7)
Transfers	2,138	663	-	41	-	246	(3,088)	-
	70,269	10,254	599	2,255	550	788	1,972	86,687
Movements in accumulated depreciation								
Depreciation and amortisation	(12,460)	(4,731)	(316)	(177)	(509)	(1,324)	-	(19,517)
Revaluation increments/decrements	(3,667)	2,676	(147)	(702)	(94)	(237)	-	(2,171)
	(16,127)	(2,055)	(463)	(879)	(603)	(1,561)	-	(21,688)
Fair value 30 June 2018	1,495,575	471,719	27,822	16,725	25,554	26,470	7,633	2,071,498
Accumulated depreciation at 30 June 2018	(182,714)	(90,847)	(6,823)	(8,219)	(4,856)	(12,711)	-	(306,170)
	1,312,861	380,872	20,999	8,506	20,698	13,759	7,633	1,765,328

(e) Details of Plant and Equipment category

	Furniture and equipment $'000	Plant and equipment $'000	Artworks $'000	Work in progress $'000	**Total Plant and Equipment $'000**
At fair value 1 July 2017	9,966	13,670	2,981	630	27,247
Accumulated Depreciation at 1 July 2017	(8,303)	(7,304)	-	-	(15,607)
	1,663	6,366	2,981	630	11,640
Movements in fair value					
Additions	483	892	17	73	1,465
Disposal	-	(914)	-	-	(914)
Transfers	-	-	48	(48)	-
	483	(22)	65	25	551
Movements in accumulated depreciation					
Depreciation and amortisation	(639)	(1,615)	-	-	(2,254)
Accumulated depreciation of disposals	-	637	-	-	637
	(639)	(978)	-	-	(1,617)
Fair value 30 June 2018	10,449	13,648	3,046	655	27,798
Accumulated depreciation at 30 June 2018	(8,942)	(8,282)	-	-	(17,224)
	1,507	5,366	3,046	655	10,574

5.1 Property, plant and equipment, infrastructure (continued)

(f) Recognition

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 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.

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.
Refer to note 7.4 for further details on the definition of fair value.

Recognition Thresholds

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year. The threshold limits for each asset class are listed below.

Land under roads

Council recognises land under roads it controls at fair value.

Repairs and maintenance

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.

(g) Depreciation and Amortisation

Buildings, plant and equipment, infrastructure, 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 methods are reviewed annually.

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 on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

	Depreciation Period	**Threshold Limit**
Land & land improvements		**$'000**
land	-	10
land improvements	100 years	5
Buildings		
buildings	30 - 150 years	10
building and leasehold improvements	50 years	5
Plant and Equipment		
plant, machinery and equipment	5 - 7 years	1
computers and telecommunications	3 years	1
Equipment		
leased plant and equipment	3 years	1
Infrastructure		
roads - pavements	50 - 120 years	5
roads - surface	10 - 25 years	5
roads - formation and earthworks	500 years	5
Newly identified assets	100 years	1
parks, open spaces and streetscapes	20 years	1
off street car parks	50 - 120 years	5
bridges - deck	25 - 100 years	1
footpaths and cycleways	20 - 100 years	1
drainage	100 years	1
light pole and lanterns	20 years	1
conduits and pits	50 years	1
Intangible assets		
software	10 years	-

5.1 Property, plant and equipment, infrastructure (continued)
(h) Revaluation

Subsequent to the initial recognition of assets, non current physical assets, other than plant and equipment, are measured at their fair value, being the amount for which the assets could be exchanged subsequent to initial recognition. At reporting date each year, Council reviews the carrying value of the individual classes of assets to ensure that each asset materially approximates their fair value. Where the carrying value materially differs from the fair value, the class of assets is revalued.

Fair value valuations are determined in accordance with a valuation hierarchy, changes to which can only occur if an external change in the restrictions or limitations on the use of an asset result in changes to the permissible or practical highest and best use of the asset. Further details of the fair value hierarchy are explained below for each class of asset.

In addition, Council undertakes a formal valuation of land, buildings and infrastructure assets annually. The valuations are performed either by appropriately experienced Council officers or independent experts engaged by Council.

Where assets are revalued, the revaluation increments arising from the valuations 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 previously 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 have been included in the asset revaluation reserve for that class of asset in which case the decrement is debited 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.

Description of significant unobservable inputs into level 3 valuations

	2018 $'000	2017 $'000
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 $1 and $12,775 per square metre.	1,317,853	1,054,940
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 cost is calculated on a square metre basis and ranges from $275 to $5,200 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 10 years to 100 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.	245,477	290,193
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 and design lives of the asset and vary from 15 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.	1,765,328	1,700,329

Refer to note 7.4 for further details on the definition of fair value.

5.1 Property, plant and equipment, infrastructure (continued)

(i) Valuation of Property
In accordance with Council policy, a revaluation was undertaken for land and buildings at the reporting date. For land and buildings, fair value is 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 englobo (undeveloped and/or unserviced) 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.

Valuation of land and buildings was undertaken by City of Whittlesea's Manager Property & Valuation Services , Mr Gino Mitrione, Fellow of Australian Property Institute as at 30 June 2018.

The date of the current valuations are detailed in the following table. An indexed based revaluation was conducted in the current year on buildings. This valuation was based on movement of values in the market and the construction industry. A full revaluation of these assets will be conducted in 2018/19.

Details of the Council's land and buildings and information about the fair value hierarchy in as at 30 June 2018 are as follows:

	Level 1 $'000	Level 2 $'000	Level 3 $'000	Date of Valuation
Non-Specialised land	-	3,066	-	30/06/2018
Specialised land	-	-	1,321,544	30/06/2018
Specialised buildings	-	-	290,193	30/06/2018
Total	-	3,066	1,611,737	

Refer to note 7.4 for further details on the definition of fair value.
No transfers between levels occurred during the year.

(j) Valuation of infrastructure

In accordance with Council policy, a revaluation was undertaken of infrastructure assets at the reporting date. For infrastructure, fair value is replacement cost less accumulated depreciation as the date of valuation. The date of the current valuation is detailed in the following table.

Valuation of infrastructure assets has been determined in accordance with a valuation undertaken by Council's Manager City Design and Transport, Mr. Ben Harries, Bachelor of Engineering (Civil).

Details of the Council's infrastructure and information about the fair value hierarchy in $'000 as at 30 June 2018 are as follows:

	Level 1 $'000	Level 2 $'000	Level 3 $'000	Date of Valuation
Roads	-	-	1,312,861	30/06/2018
Bridges	-	-	20,999	30/06/2018
Drainage	-	-	380,872	30/06/2018
Playgrounds	-	-	8,506	30/06/2018
Telecommunication Conduits	-	-	20,698	30/06/2018
Public Lighting	-	-	13,759	30/06/2018
Total	-	-	1,757,695	

Refer to note 7.4 for further details on the definition of fair value.
No transfers between levels occurred during the year.

	2018 $'000	2017 $'000
(k) Reconciliation of specialised land		
Land	1,321,544	1,054,940
Total specialised land	**1,321,544**	**1,054,940**

5.2 Investments in associates	2018 $'000	2017 $'000
(a) Investments in associates		
Investments in associates accounted for by the equity method are:		
Yarra Plenty Regional Library Service (Incorporated)	2,838	2,775

Yarra Plenty Regional Library Service (Incorporated)

Background

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 37.45% (2016/17 37.34%) share of the net assets from their draft financial statements for the year ended 30 June 2018 has been treated as an investment in the Balance Sheet, with an increase in the investment for the reporting period of $63K (increase of $158K for 2016/17, which is accounted for using the equity method and shown in the Comprehensive Income Statement.

Fair value of Council's investment in Yarra Plenty Regional Library (Incorporated)	2,838	2,775
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus(deficit) at start of year	1,367	1,224
Reported surplus(deficit) for year	63	143
Council's share of accumulated surplus(deficit) at end of year	1,430	1,367
Movement in carrying value of specific investment		
Carrying value of investment at start of year	2,775	2,617
Share of total change in equity for the year	63	158
Carrying value of investment at end of year	2,838	2,775
Council's share of expenditure commitments		
Operating commitments	658	937
Council's share of expenditure commitments	246	350

Council's share of contingent liabilities and contingent assets

The Yarra Plenty Regional Library Service does not have any contingent liabilities as at the end of the reporting period.

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

5.3 Investment property		
Balance at beginning of financial year	2,435	2,435
Fair value adjustments	165	-
Balance at end of financial year	2,600	2,435

Investment 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.

Valuation of investment property

Valuation of investment property has been determined in accordance with an independent valuation by 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 6 People and relationships

6.1 Council and key management remuneration

(a) Related Parties

Parent entity

City of Whittlesea is the parent entity.

Subsidiaries and Associates

Interests in subsidiaries and associates are detailed in Note 5.2.

(b) Key Management Personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

Councillors	Cr Kris Pavlidis - Mayor (2 November 2017 - 30 June 2018)
	Cr Sam Alessi
	Cr John Butler (1 July 2017 - 6 September 2017)
	Cr Lawrie Cox
	Cr Alahna Desiato
	Cr Tom Joseph (10 October 2017 - 30 June 2018)
	Cr Norm Kelly
	Cr Ricky Kirkham (Mayor from 1 July 2017 - 2 November 2017)
	Cr Stevan Kozmevski
	Cr Mary Lalios
	Cr Caz Monteleone
	Cr Emilia Lisa Sterjova
CEO and executive leadership team	Mr Simon Overland
	Mr Russell Hopkins
	Mr Nick Mann
	Ms Helen Sui
	Ms Liana Thompson
	Mr Steve O'Brien

	2018 No.	2017 No.
Total Number of Councillors	12	16
Chief Executive Officer and other Key Management Personnel	6	8
Total Key Management Personnel	18	24

(c) Remuneration of Key Management Personnel

Total remuneration of key management personnel was as follows:	2018 $'000	2017 $'000
Short-term benefits	1,854	1,785
Post employment benefits	136	140
Long-term benefits	289	389
Termination benefits	-	454
Total	2,279	2,768

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:	2018 No.	2017 No.
$0 - $9,999	1	5
$20,000 - $29,999	1	5
$30,000 - $39,999	8	4
$50,000 - $59,999	1	1
$70,000 - $79,999	-	1
$80,000 - $89,999	1	-
$170,000 - $179,999	-	1
$200,000 - $209,999	-	1
$210,000 - $219,999	-	1
$230,000 - $239,999	2	1
$240,000 - $249,999	1	-
$250,000 - $259,999	2	2
$310,000 - $319,999	-	2
$330,000 - $339,999	1	-
	18	24

6.1 Council and key management remuneration (continued)

(d) Senior Officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:
a) has management responsibilities and reports directly to the Chief Executive; or
b) whose total annual remuneration exceeds $145,000

The number of Senior Officers are shown below in their relevant income bands:

Income Range:	2018 No.	2017 No.
<$145,000	10	12
$145,000 - $149,999	9	6
$150,000 - $159,999	5	4
$160,000 - $169,999	6	6
$170,000 - $179,999	6	6
$180,000 - $189,999	2	4
$190,000 - $199,999	6	3
$200,000 - $209,999	1	-
$210,000 - $219,999	-	1
$230,000 - $239,999	1	1
$260,000 - $269,999	-	1
$270,000 - $279,999	1	-
$290,000 - $299,999	-	1
$300,000 - $309,999	-	-
$310,000 - $319,999	-	1
$340,000 - $349,999	-	1
	47	47

	$'000	$'000
Total Remuneration for the reporting year for Senior Officers included above, amounted to	7,496	8,016

6.2 Related party disclosure

(a) Transactions with related parties

During the period Council entered into the following transactions with related parties.

Nil

(b) Outstanding balances with related parties

The following balances are outstanding at the end of the reporting period in relation to

Nil

(c) Loans to/from related parties

The aggregate amount of loans in existence at balance date that have been made, guaranteed or secured by the council to a related party as follows:

Nil

(d) Commitments to/from related parties

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:

Nil

Note 7 Managing uncertainties

7.1 Contingent assets and liabilities

(a) Contingent assets

Operating lease receivables

The Council has entered into commercial property leases on its investment property, consisting of surplus freehold office complexes and factories. 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:

	2018 $'000	2017 $'000
Not later than one year	907	920
Later than one year and not later than five years	2,658	3,094
Later than five years	2,547	2,353
	6,112	6,367

(b) Contingent liabilities

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. (Refer to note 8.3).

Guarantees for loans to other entities

Council has guaranteed one loan for the Epping RSL for $630,000 (2016/17 $630,000) - expires 28 February 2022. The outstanding balance on this loan as at 30 June 2018 is $266,000. This loan does not include a redraw facility.

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 the right will be exercised.

7.2 Change in accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2018 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

Financial Instruments - Disclosures (AASB 7) (applies 2018/19)

This Standard requires entities to provide disclosures in their financial statements that enable users to evaluate: (a) the significance of financial instruments for the entity's financial position and performance; and (b) the nature and extent of risks arising from financial instruments to which the entity is exposed.

Financial Instruments (AASB 9) (applies 2018/19)

The key changes include the simplified requirements for the classification and measurement of financial assets, a new hedging accounting model and a revised impairment loss model to recognise impairment losses earlier, as opposed to the current approach that recognises impairment only when incurred.

Revenue from contracts with customers (AASB 15) (applies 2019/20 for LG sector)

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit

This Standard defers the mandatory effective date of AASB 15 for not-for-profit entities from 1 January 2018 to 1 January 2019.

Leases (AASB 16) (applies 2019/20)

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Income of Not-for-Profit Entities (AASB 1058) (applies 2019/20)

This standard replaces AASB 1004 Contributions and establishes revenue recognition principles for transactions where the consideration to acquire an asset is significantly less than fair value to enable to not-for-profit entity to further its objectives.

7.3 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 the Notes 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. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure 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 rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989* . Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- 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 Council to make a financial loss. Council have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- Council have a policy for establishing credit limits for the entities Council deal with;
- Council may require collateral where appropriate; and
- Council 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. Rates debtors are secured by a charge over the rateable property. Council has assessed that 14% of parking infringement debts owing to Council are unlikely to be collected and has raised a provision for doubtful debts over those debts based on an assessment of collectability. The collection of long overdue parking infringement debts is managed by Fines Victoria.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in note 7.1(b).

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.

7.3 Financial Instruments (continued)

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements, Council will not have sufficient funds to settle a transaction when required, and Council 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:

- has an investment 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 revenue.

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 7.1(b), 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 4.5.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) 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 1.50%.

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.

7.4 Fair value measurement

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.

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

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.

7.4 Fair value measurement (continued)

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being 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. 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 of an asset result in changes to the permissible or practical highest and best use of the asset. 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.

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 of disposal 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.

7.5 Events occurring after balance date

On 12 July 2018, Council formally announced a planned organisational restructure that became effective as of 27 July 2018. Under the restructure, the number of Council directorates will be reduced from five to four, with the Planning and Major Projects directorate to be disbanded.

The aim of this restructure is to create better alignment between Council structure and objectives with key outcomes expected including;

- better alignment between departments, directorates and strategy;
- improved reporting lines, authority and accountability;
- increased quality assurance and legislative compliance to minimise risk to Council and the community;
- increased efficiency, productivity and performance;
- better ability to effectively serve the community

Due to an ongoing internal consultation process currently being undertaken, no reliable estimate of monetary savings to Council resulting from this restructure can presently be made.

FINANCIAL STATEMENTS

Note 8 Other matters

	2018 $'000	2017 $'000
8.1 Reserves		
Summary		
The Council at the end of the reporting period held the following reserve balances:		
Asset revaluation reserves	988,494	679,882
Asset replacement reserve	68,626	37,194
Asset development reserve	73,285	57,494
	1,130,405	774,570

(a) Asset revaluation reserves	Balance at beginning of reporting period $'000	Increment (decrement) $'000	Balance at end of reporting period $'000
2018			
Buildings	78,453	33,850	112,303
Land	326,740	250,161	576,901
Artworks	1,726	-	1,726
Infrastructure	272,963	24,601	297,564
	679,882	308,612	988,494
2017			
Buildings	78,453	-	78,453
Land	326,740	-	326,740
Artworks	1,726	-	1,726
Infrastructure	219,877	53,086	272,963
	626,796	53,086	679,882

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

Note 8 Other matters

8.1 Reserves (continued)

(b) Other reserves*	Balance at beginning of reporting period $'000	Transfer from accumulated surplus $'000	Transfer to accumulated surplus $'000	Balance at end of reporting period $'000
2018				
Asset replacement reserve	37,194	70,767	(39,335)	68,626
Asset development reserve	57,494	20,357	(4,566)	73,285
	94,688	91,124	(43,901)	141,911
2017				
Asset replacement reserve	47,164	19,746	(29,716)	37,194
Asset development reserve	53,925	12,944	(9,375)	57,494
	101,089	32,690	(39,091)	94,688

*see below for breakdown of other reserves

Asset replacement reserve		
Plant replacement	1,899	6,953
Tip replacement	2,455	8,134
Computer equipment replacement	-	41
Land sales	734	574
Non Standard Street lighting contributions	2,853	2,806
Synthetic Turf replacement	1,670	1,460
Green Waste Bin replacement	3,761	2,994
Traffic Lights construction	370	329
Lutheran Church	380	380
Unspent budgeted capital works	20,138	4,512
Unspent recurrent projects	12,242	-
Technology improvement fund	5,661	4,393
LASF defined benefit plan liability	3,288	2,576
Other	13,175	2,042
	68,626	37,194
Asset development reserve		
Parklands contribution	2,650	1,643
Community facilities	62,947	47,760
Car parking	28	28
Planning Permit Drainage Levy	1,361	2,128
Net Gain Compensation	3,166	3,076
Plenty Road Duplication	1,567	1,233
Other	1,566	1,626
	73,285	57,494

Note 8 Other matters

8.1 Reserves (continued)

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 commitment for incomplete capital works projects
Unspent recurrent projects	Recognise outstanding commitment 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	Funding from developers for the 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	Funding from developers to 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 from developers for Plenty Road duplication works

8.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	2018 $'000	2017 $'000
Surplus/(deficit) for the year	96,412	106,926
Share of net profits of associate	(63)	(158)
Depreciation	27,514	25,919
Contributions - Non-monetary assets	(47,921)	(53,323)
(Profit)/loss on disposal of infrastructure, property, plant and equipment	(327)	(194)
Finance costs	1,637	1,982
Fair value adjustments for investment property	165	-
Found assets	-	(5,774)
Other including GST related to investing activities	4,123	5,720
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	(2,779)	(1,381)
(Increase)/decrease in inventories	41	(82)
(Increase)/decrease in other assets	(638)	(2,208)
Increase/(decrease) in trade and other payables	8,880	(7,572)
(Decrease)/increase in trust funds and deposits	1,096	400
Increase/(decrease) in employee provisions	209	840
Net cash provided by/(used in) operating activities	88,349	71,095

8.3 Superannuation

Council 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 the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receive 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 2018, this was 9.5% as required under Superannuation Guarantee legislation).

Defined Benefit

Council 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

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2017, a full triennial actuarial investigation was completed. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 103.1%. To determine the VBI, the Fund Actuary used the following long-term assumptions:

Net investment returns 6.5% pa
Salary information 3.5% pa
Price inflation (CPI) 2.5% pa.

Vision Super has advised that the estimated VBI at 30 June 2018 was 106%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2017 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.

8.3 Superannuation (continued)

Employer contributions

Regular contributions

On the basis of the results of the 2017 triennial actuarial investigation conducted by the Fund 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 2018, this rate was 9.5% of members' salaries (9.5% in 2016/2017). This rate will increase in line with any increases in the SG contribution rate. In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an 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.

2017 triennial actuarial investigation surplus amounts

The Fund's triennial investigation as at 30 June 2017 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of $69.8 million
A total service liability surplus of $193.5 million.
A discounted accrued benefits surplus of $228.8 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 2017. Council was notified of the 30 June 2017 VBI during August 2017.

2018 interim actuarial investigation

An interim actuarial investigation will be conducted for the Fund's position as at 30 June 2018. It is anticipated that this actuarial investigation will be completed in December 2018.

Protected Disclosure Act 2012

PROCEDURES
August 2016

1. Statement of Support

The City of Whittlesea (**Council**) is committed to the aims and objectives of the *Protected Disclosure Act* 2012 (**the Act**). It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct. Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

Council will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

2. Purpose of These Procedures

These procedures establish a system for reporting disclosures of improper conduct or detrimental action by Council or its members, officers or employees. The system enables such disclosures to be made to the Protected Disclosure Coordinator or to one of the nominated Protected Disclosure Officers. Disclosures may be made by employees or by members of the public.

These procedures are designed to complement normal communication channels between supervisors and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors. As an alternative, employees may make a disclosure of improper conduct or detrimental action under the Act in accordance with these procedures.

3. Objects of the Act

The Act commenced operation on 10 February 2013. The purpose of the Act is to encourage and facilitate disclosures of improper conduct by public officers and public bodies. The Act provides protection to persons who make disclosures in accordance with the Act (**disclosers**), and establishes a system for the matters disclosed to be assessed and, if they constitute protected disclosure complaints, investigated. Council might also, depending on the outcome of an investigation, be required to take rectifying action.

4. Definitions of Key Terms

Three key concepts in the reporting system are improper conduct, corrupt conduct and detrimental action. Definitions of these terms are set out below.

4.1 Improper conduct

A disclosure may be made about improper conduct by a public body or public official. Improper conduct is defined by section 4 of the Act as follows:

(1) For the purposes of this Act, ***improper conduct*** means –

(a) corrupt conduct; or

(b) conduct specified in subsection (2) that is not corrupt conduct but that, if proved, would constitute –

(i) a criminal offence; or

(ii) reasonable grounds for dismissing or dispensing with, or otherwise terminating the services of the officer who was, or is, engaged in that conduct.

(2) For the purposes of subsection (1)(b), ***specified conduct*** is conduct –

(a) of any person that adversely affects the honest performance by a public officer or public body of his or her or its functions as a public officer or public body; or

(b) of a public officer or public body that constitutes or involves the dishonest performance of his or her or its functions as a public officer or public body; or

(c) of a public officer or public body that constitutes or involves knowingly or recklessly breaching the public trust; or

(d) of a public officer or public body that involves the misuse of information or material acquired in the course of the performance of his or her or its functions as a public officer or public body, whether or not for the benefit of the public officer or public body or any other person; or

(e) that could constitute conspiracy or an attempt to engage in any conduct referred to in paragraph (a), (b), (c) or (d); or

(f) of a public or public body in his or her capacity as a public officer or its capacity as a public body that –

(i) involves substantial mismanagement of public resources; or

(ii) involves substantial risk to health or safety; or

(iii) involves substantial risk to the environment.

The conduct must be serious enough to constitute, if proved, a criminal offence or reasonable grounds for dismissal.

Examples

To avoid closure of a town's only industry, an environmental health officer ignores or conceals evidence of illegal dumping of waste.

A building inspector tolerates poor practices and structural defects in the work of a leading local builder.

4.2 Corrupt conduct

Corrupt conduct is defined by section 4 of the *Independent Broad-based Anti-corruption Commission Act* 2011 (and is adopted by section 3 of the Act) as follows:

(1) For the purposes of this Act, ***corrupt conduct*** means conduct –

(a) of any person that adversely affects the honest performance by a public officer or public body of his or her or its functions as a public officer or public body;

(b) of a public officer or public body that constitutes or involves the dishonest performance of his or her or its functions as a public officer or public body;

(c) of a public officer or public body that constitutes or involves knowingly or recklessly breaching public trust;

(d) of a public officer or a public body that involves the misuse of information or material acquired in the course of the performance of his or her or its functions as a public officer or public body, whether or not for the benefit of the public officer or public body or any other person;

(e) that could constitute a conspiracy an attempt to engage in any conduct referred to in paragraph (a), (b), (c) or (d) –

being conduct that would, if the facts were found proved beyond a reasonable doubt at a trial, constitute a relevant offence.

(2) Conduct may be ***corrupt conduct*** for the purposes of this Act if –

(a) all or any part of the conduct occurs outside Victoria, including outside Australia; and

(b) the conduct would be corrupt conduct if it occurred in Victoria.

The conduct must be serious enough to constitute, if proved, a criminal offence, being an indictable offence, an attempt to pervert the course of justice, bribery of a public official or perverting the course of justice.

Examples

A Councillor/Council employee takes a bribe or receives a payment other than his or her wages or salary (in the case of employees) in exchange for the discharge of a public duty.

A Council employee favours unmeritorious applications for jobs or permits by friends and relatives.

A Councillor/Council employee sells confidential information.

APPENDIX 1

4.3 Detrimental action

The Act makes it an offence for a person to take detrimental action against a person in reprisal for making a protected disclosure. Detrimental action is defined by section 3 of the Act as including:

(a) action causing injury, loss or damage;

(b) intimidation or harassment;

(c) discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

Examples

The Council refuses a deserved promotion of a person who makes a disclosure.

The Council demotes, transfers, isolates in the workplace or changes the duties of a person due to the making of a disclosure.

A person threatens, abuses or carries out other forms of harassment directly or indirectly, against a person who makes a disclosure or his or her family, friends or associates.

The Council discriminates against a person who makes a disclosure or his or her family, friends or associates in subsequent applications for jobs, permits or tenders.

5. The Reporting System

5.1 Contact persons within Council

Disclosures of improper conduct or detrimental action by Council or its members, officers or employees, may be made to the following officers:

- **The Protected Disclosure Coordinator**
  Michael Tonta, Manager Governance - 9217 2207

- **The Protected Disclosure Officer**
  Angelo Mamatis, Team Leader Governance - 9217 2223

All correspondence, phone calls and emails from persons making a disclosure to someone other than the Protected Disclosure Coordinator or the Protected Disclosure Officer will be referred, at first instance, to the Protected Disclosure Coordinator.

Where a person is contemplating making a disclosure and is concerned about approaching the Protected Disclosure Coordinator or the Protected Disclosure Officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

5.2 Alternative contact persons

A disclosure about improper conduct or detrimental action by Council or its members, officers or employees, may also be made directly to the Independent Broad-based Anti-corruption Commission (**IBAC**):

Address: Level 1, North Tower, 459 Collins Street
Melbourne, Victoria 3001

GPO Box 24234
Melbourne, Victoria 3000

Phone: 1300 735 135
Fax: (03) 8635 6444
Internet: www.ibac.vic.gov.au

or to the Ombudsman:

Address: Level 2, 570 Bourke Street
Melbourne, Victoria 3000

Phone: (03) 9613 6222
Email: ombudsmanvic@ombudsman.vic.gov.au
Internet: www.ombudsmanvic.vic.gov.au

The following table sets out where disclosures about persons other than employees of Council should be made.

Person who is the subject of the disclosure	**Person/body to whom the disclosure must be made**
Member, officer or employee of Council	Council or the IBAC
Councillor	The IBAC or the Ombudsman
Member of Parliament (Legislative Assembly)	Speaker of the Legislative Assembly
Member of Parliament (Legislative Council)	President of the Legislative Council
Ombudsman Officer	The IBAC or the Victorian Inspectorate
The IBAC or an IBAC Officer	The Victorian Inspectorate
Chief Commissioner of Police	The IBAC
Member of the police force	A member of police personnel with a rank of sergeant or above or the IBAC

APPENDIX 1

6. Roles and Responsibilities

6.1 Employees

Employees are encouraged to report known or suspected incidences of improper conduct or detrimental action in accordance with these procedures. All Council employees have an important role to play in supporting those who have made a legitimate disclosure. They must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.

6.2 Protected Disclosure Officer

The Protected Disclosure Officer will:

- Be a contact point for general advice about the operation of the Act for any person wishing to make a disclosure about improper conduct or detrimental action
- Receive any disclosure directed to the Protected Disclosure Officer made orally or in writing (including by telephone, email and letter) from members of the public or employees seeking to make a disclosure
- Commit to writing any disclosure made orally
- Make arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace
- Impartially assess the allegation and form a view as to whether it is a disclosure made in accordance with Part 2 of the Act (ie a protected disclosure)
- Take all necessary steps to ensure the identity of the person making the disclosure and the identity of the person who is the subject of the disclosure are kept confidential
- Forward all disclosures, supporting evidence and recommendations to the Protected Disclosure Coordinator for assessment and final determination of whether the disclosure is a protected disclosure.

6.3 Protected Disclosure Coordinator

The Protected Disclosure Coordinator has a central clearinghouse role in the internal reporting system. He or she will:

- Receive all disclosures forwarded from the Protected Disclosure Officer for assessment and final determination of whether the disclosure is a protected disclosure
- Receive any disclosure directed to the Protected Disclosure Coordinator made orally or in writing (including by telephone, email and letter) from members of the public or employees seeking to make a disclosure

- Commit to writing any disclosure made orally
- Make arrangements for a disclosure to be made privately and discreetly and, if necessary, away from the workplace
- Impartially assess each disclosure to determine whether it is a disclosure made in accordance with Part 2 of the Act (ie a protected disclosure)
- Within 28 days of receipt, notify a disclosure which the Protected Disclosure Coordinator thinks is a protected disclosure to the IBAC for assessment
- Appoint a Welfare Manager to support the discloser and to protect him or her from any reprisals
- Take all necessary steps to ensure the identity of the person making the disclosure and the identity of the person who is the subject of the disclosure are kept confidential
- Advise, to the extent possible, the discloser of the progress of an investigation into the protected disclosure (it is noted that any investigation will be managed by the IBAC, meaning that Council may have limited information about its progress)
- Establish and manage a confidential filing system
- Collate and publish statistics on disclosures made
- Liaise with the chief executive officer of the public body.

6.4 Welfare Manager

The Welfare Manager is responsible for looking after the general welfare of the discloser. The Welfare Manager will:

- Examine the immediate welfare and protection needs of a discloser and seek to foster a supportive work environment
- Advise the discloser of the legislative and administrative protections available to him or her
- Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making disclosure
- Ensure the confidentiality of the identity of the discloser and the content of the disclosure in accordance with the Act
- Ensure the expectations of the discloser are realistic.

APPENDIX 1

7. Confidentiality

Council will take all reasonable steps, in accordance with sections 52 and 53 of the Act, to protect and keep confidential the content of the disclosure and the identity of the person making it. Maintaining confidentiality is crucial in ensuring that reprisals are not made against a discloser.

The Act prohibits any person who receives information via a protected disclosure from disclosing the content, or information about the content, of that disclosure, or the identity of the person making it, except in certain limited circumstances. Disclosure of information in breach of section 52 or 53 constitutes an offence that is punishable by a maximum fine of 120 penalty units or imprisonment for 12 months or both for a natural person and 600 penalty units for a body corporate.

The circumstances in which a person may disclose information obtained about a protected disclosure include circumstances where:

- The discloser has given their consent, in writing, to the disclosure of their identity;
- The IBAC has determined that an assessable disclosure is not a protected disclosure (then the confidentiality provisions cease to apply)
- It is necessary for the purpose of the exercise of Council's functions under the Act
- It is necessary for the purpose of obtaining legal advice
- It is necessary to use an interpreter for persons who require such assistance
- The information is disclosed to a parent or guardian of a person who is under 18 years of age
- The information is disclosed to an independent person for the purpose of enabling a person who is suffering a disability to understand an obligation under the Act.

While Council is required to include certain information about protected disclosures in its Annual Report, the Act prohibits the inclusion of particulars in any report or recommendation that are likely to lead to the identification of the discloser or the person who is the subject of the disclosure.

Council will ensure all files, whether paper or electronic, are kept in a secure room and can only be accessed by the Protected Disclosure Coordinator, Protected Disclosure Officer or the Welfare Manager (in relation to welfare matters). The Welfare Manager will be given access only to those files which relate to the discloser in respect of whom, and the disclosure in respect of which, they have been appointed.

All printed material will be kept in files that are clearly marked as a Protected Disclosure Act matter, and warn of the criminal penalties that apply to any unauthorised divulging of information concerning a protected disclosure. All electronic files will be produced and stored on a stand-alone computer and be given password protection. Backup files will be kept on floppy disc or USB which will be kept by the Protected Disclosure Coordinator in a secure place. All other types of materials relevant to protected disclosure, such as tapes from interviews, will also be stored securely with the disclosure files.

Council will not email documents relevant to a protected disclosure matter and will ensure all phone calls and meetings are conducted in private.

8. Collating and Publishing Statistics

Section 70 of the Act requires Council to include in its Annual Report, the number of disclosures (ie protected disclosures) notified to the IBAC during the preceding financial year.

For this purpose, the Protected Disclosure Coordinator will establish a secure register to record that information, and to generally keep account of the status of disclosures made to Council. The register will be confidential and will not record any information that may identify the discloser.

The register will contain the following information:

- The number and types of disclosures made to Council during the year
- The number of disclosures assessed by Council to be protected disclosures and notified to the IBAC during the year
- The number and types of disclosures assessed by Council not to be protected disclosures
- The numbers and types of protected disclosures investigated, referred or dismissed by the IBAC (to the extent that Council has access to that information)
- Any recommendations made by the IBAC or the Ombudsman that relate to Council.

9. Receiving and Assessing Disclosures

Where a disclosure has been received by the Protected Disclosure Officer or the Protected Disclosure Coordinator, he or she will assess whether the disclosure has been made in accordance with Part 2 of the Act and is, therefore, a protected disclosure.

APPENDIX 1

9.1 Has the disclosure been made to the appropriate person?

For Council to treat the disclosure as a disclosure made under the Act, it must concern an employee, member or officer of the City of Whittlesea. A disclosure can be made:

- To the Chief Executive Officer
- To Council's Protected Disclosure Coordinator or Protected Disclosure Officer
- If the person making the disclosure is an employee or officer of the Council, to an employee who directly or indirectly supervises or manages that person
- If the disclosure relates to an employee or officer of a Council, to an employee who directly or indirectly supervises or manages that person.

If the disclosure concerns a member, officer or employee of another public body, Council will endeavour to advise the person who has made the disclosure of the correct person or body to whom the disclosure should be directed (see the table in paragraph 5.2 above). If the disclosure has been made anonymously, it should be referred to the IBAC.

If a disclosure concerns a Councillor, it must be made to the IBAC or the Ombudsman. If a disclosure concerning a Councillor is made to Council, the discloser will be advised of the correct person to whom, or body to which, the disclosure should be directed.

9.2 Does the disclosure contain the essential elements of a protected disclosure?

To be a protected disclosure, a disclosure must satisfy the following criteria:

- Did a natural person (that is, an individual person rather than a corporation) make the disclosure?
- Does the disclosure relate to conduct of a member, officer or employee of Council acting in their official capacity?
- Is the alleged conduct either improper conduct or detrimental action taken against a person in reprisal for making a protected disclosure?
- Does the person making the disclosure have reasonable grounds for believing that the alleged conduct has occurred?

Where a disclosure is received by the Protected Disclosure Officer, the Protected Disclosure Officer will make an initial assessment about whether it is a protected disclosure. The Protected Disclosure Coordinator will determine whether the disclosure is a protected disclosure.

Where the Protected Disclosure Coordinator determines that a disclosure is a protected disclosure, he or she will notify the protected disclosure to the IBAC. That notification must be made within 28 days of receiving the disclosure and the person making the disclosure must also be notified of it.

Where a disclosure is assessed not to be a protected disclosure, Council must notify the person making the disclosure of that decision and the matter does not need to be dealt with under the Act. The Protected Disclosure Officer will decide how the matter should be responded to in consultation with the Protected Disclosure Coordinator, and the person making the disclosure will be advised of alternative complaint mechanisms available for addressing the allegations comprising the original disclosure.

In reaching a conclusion as to whether a disclosure is a protected disclosure, the Protected Disclosure Coordinator will consider whether the disclosure would, if proved true, **show, or tend to show,** that the member, officer or employee of Council to whom the disclosure relates:

- Has engaged, is engaging or proposes to engage in improper conduct in his or her capacity as a member, officer or employee of Council; or
- Has taken, is taking, or proposes to take detrimental action in reprisal for the making of the protected disclosure.

Where the Protected Disclosure Coordinator concludes that the disclosure amounts to a protected disclosure, he or she will:

- Notify the person who made the disclosure of that conclusion; and
- Notify the disclosure to the IBAC for formal determination as to whether it is a protected disclosure complaint.

10. Managing the Welfare of the Discloser

10.1 Commitment to protecting disclosers

Council is committed to the protection of persons making genuine disclosures against detrimental action taken in reprisal for the making of protected disclosures. The Protected Disclosure Coordinator is responsible for ensuring disclosers are protected from direct and indirect detrimental action, and that the culture of the workplace is supportive of protected disclosures being made.

The Protected Disclosure Coordinator will appoint a Welfare Manager to all persons who have made a protected disclosure. The Welfare Manager will undertake the responsibilities set out in paragraph 6.5 above in respect of a discloser to whom they are appointed.

All employees will be advised that it is an offence for a person to take detrimental action in reprisal for a protected disclosure. The maximum penalty is a fine of 240 penalty units or two years imprisonment or both. The taking of detrimental action in breach of this provision can also be grounds for making a disclosure under the Act and can result in an investigation.

The Welfare Manager must not divulge any details relating to the disclosed matter to any person other than the Protected Disclosure Coordinator (or the Protected Disclosure Officer, as the case may be). All meetings between the Welfare Manager and the discloser must be conducted discreetly to protect the confidentiality of the disclosure and the discloser.

Other statutory protections (contained in the Act) applicable to a person who makes a protected disclosure include:

- Immunity from civil and criminal liability and disciplinary action for the making of the disclosure (section 39)
- Immunity from liability for breaching a confidentiality provision (section 40)
- Protection from actions in defamation (section 41)
- Provision of a statutory right to sue for damages for reprisals made (section 45)
- Provision of a statutory right to apply for reinstatement where detrimental action involves termination or variation of employment (section 46); and
- Provision of a statutory right to apply to the Supreme Court for an injunction or order requiring detrimental action to be remedied (section 49).

10.2 Keeping the discloser informed

The Protected Disclosure Coordinator will ensure the discloser is kept informed of action taken in relation to his or her disclosure, and the time frames that apply. To the extent possible, the discloser will be informed of the conduct of an investigation (if any), the findings of an investigation, and the steps taken by Council to address any improper conduct that has been found to have occurred. All communication with the discloser will be in plain English.

10.3 Occurrence of detrimental action

If a discloser reports an incident of harassment, discrimination or adverse treatment that would amount to detrimental action taken in reprisal for the making of the disclosure, the Welfare Manager will:

- Record details of the incident
- Advise the discloser of his or her rights under the Act
- Advise the Protected Disclosure Coordinator of the detrimental action.

The taking of detrimental action in reprisal for the making of a disclosure can be an offence against the Act as well as grounds for making a further disclosure. Where such detrimental action is reported, the Protected Disclosure Coordinator will assess the report as a new disclosure under the Act. Where the Protected Disclosure Coordinator is satisfied that the disclosure is a protected disclosure, he or she will notify it to the IBAC for assessment and, if the IBAC sees fit, action.

10.4 Disclosers implicated in improper conduct

Where a person who makes a disclosure is implicated in misconduct, Council will handle the disclosure and protect the discloser from reprisals in accordance with the Act and these procedures. Council acknowledges that the act of making a disclosure should not shield the person making the disclosure from the reasonable consequences flowing from any involvement in improper conduct.

Section 42 of the Act specifically provides that a person's liability for his or her own conduct is not affected by their disclosure of that conduct under the Act. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action.

The Chief Executive Officer will make the final decision, on the advice of the Protected Disclosure Coordinator, as to whether disciplinary or other action will be taken against a person making a disclosure. Where disciplinary or other action relates to conduct that is the subject of the relevant disclosure, the disciplinary or other action will only be taken after the disclosed matter has been appropriately dealt with.

In all cases where disciplinary or other action is being contemplated, the Chief Executive Officer must be satisfied that it has been clearly demonstrated that:

- The intention to proceed with disciplinary action is not causally connected to the making of the disclosure (as opposed to the content of the disclosure or other available information)
- There are good and sufficient grounds that would fully justify action against any other person (ie not making the disclosure) in the same circumstances
- There are good and sufficient grounds that justify exercising any discretion to institute disciplinary or other action.

The Protected Disclosure Coordinator will thoroughly document the process, including recording the reasons why the disciplinary or other action is being taken, and the reasons why the action is not in retribution for the making of the disclosure. The Protected Disclosure Coordinator will clearly advise the discloser of the proposed action to be taken, and of any mitigating factors that have been taken into account.

11. Management of the Person Against Whom a Disclosure has been Made

Council recognises that employees against whom disclosures are made must also be supported during the handling of disclosures. Council will take all reasonable steps to ensure the confidentiality of the person who is the subject of the disclosure.

Council will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the Chief Executive Officer will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

12. Criminal Offences

Council will ensure that officers appointed to handle protected disclosures and all other employees are aware of the following offences created by the Act:

12.1 It is an offence for a person to take detrimental action against a person in *reprisal for a protected disclosure being made. The Act provides a maximum* penalty of a fine of 240 penalty units or two years imprisonment or both.

APPENDIX 1

12.2 It is an offence for a person to disclose information about the content of a protected disclosure without legislative authority. The Act provides a maximum penalty of 120 penalty units or six months imprisonment or both for a natural person and 600 penalty units for a body corporate.

12.3 It is an offence for a person to obstruct IBAC Officers or the Ombudsman in the performance of their responsibilities under the Act. The Act provides a maximum penalty of 120 penalty units or 12 months imprisonment or both.

12.4 It is an offence for a person to knowingly provide false information under the Act with the intention that it be acted on as a disclosed matter. The Act provides a maximum penalty of 120 penalty units or 12 months imprisonment or both.

13. Review

These procedures will be reviewed annually to ensure they meet the objectives of the Act and accord with any guidelines published by the IBAC.

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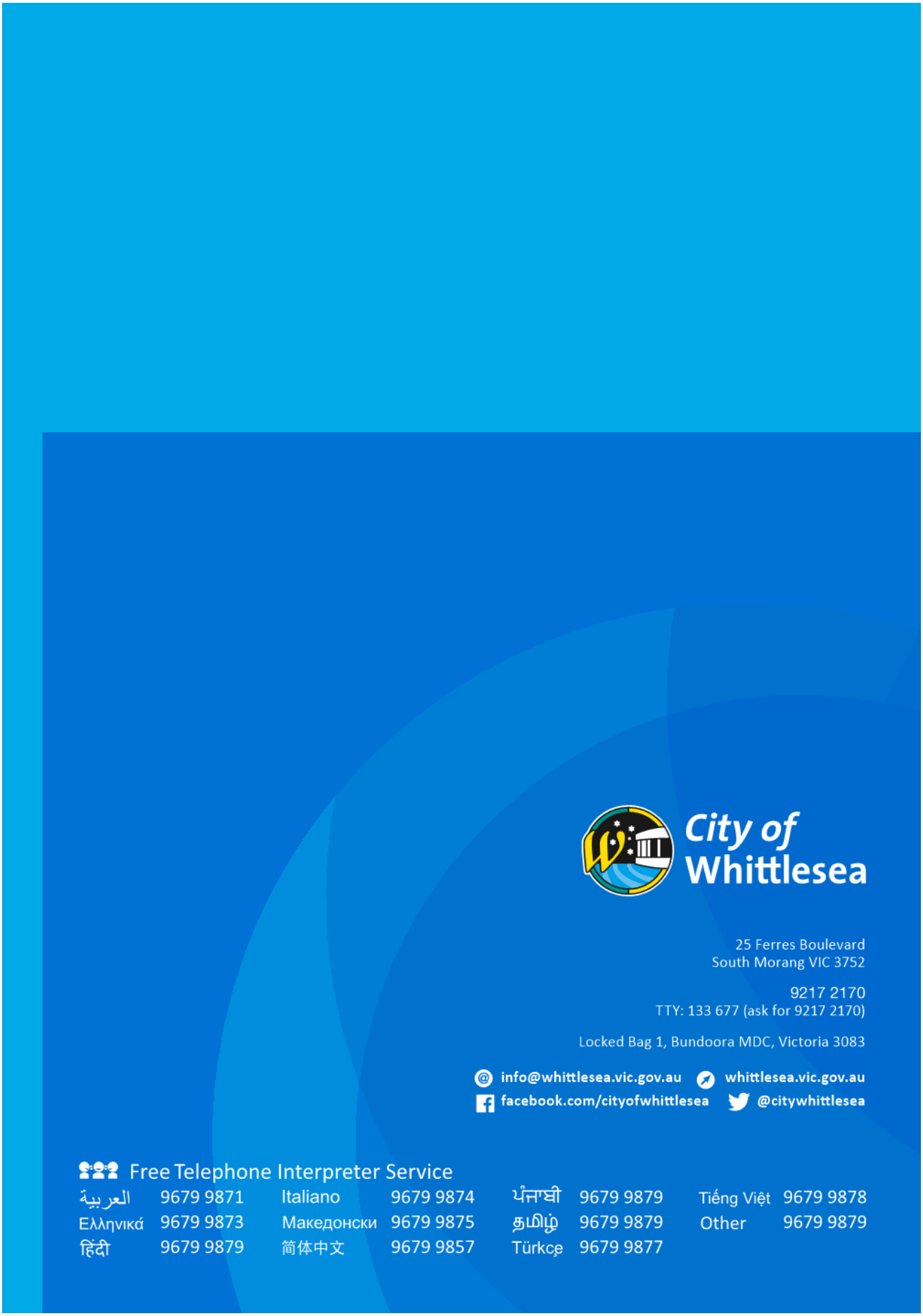

City of Whittlesea
25 Ferres Boulevard
South Morang VIC 3752
9217 2170
TTY: 133 677 (ask for 9217 2170)
Locked Bag 1, Bundoora MDC, Victoria 3083
info@whittlesea.vic.gov.au
whittlesea.vic.gov.au
facebook.com/cityofwhittlesea
@citywhittlesea
Free Telephone Interpreter Service
العربية 9679 9871
Ελληνικά 9679 9873
हिंदी 9679 9879
Italiano 9679 9874
Македонски 9679 9875
简体中文 9679 9857
ਪੰਜਾਬੀ 9679 9879
தமிழ் 9679 9879
Türkçe 9679 9877
Tiếng Việt 9679 9878
Other 9679 9879

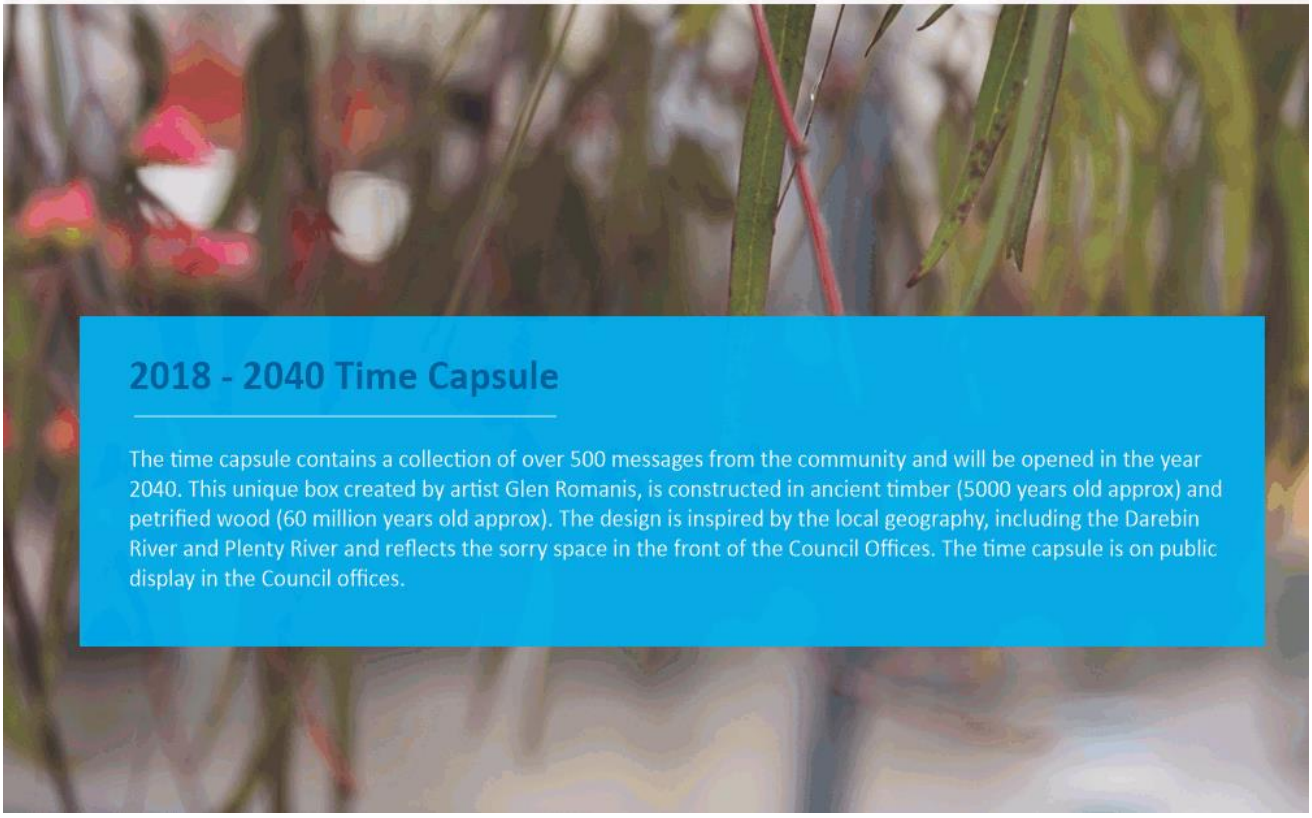
City of Whittlesea

WHITTLESEA 2040

A Place For All

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.



2018 - 2040 Time Capsule

The time capsule contains a collection of over 500 messages from the community and will be opened in the year 2040. This unique box created by artist Glen Romanis, is constructed in ancient timber (5000 years old approx) and petrified wood (60 million years old approx). The design is inspired by the local geography, including the Darebin River and Plenty River and reflects the sorry space in the front of the Council Offices. The time capsule is on public display in the Council offices.

Message from the Mayor

I am delighted to present the Whittlesea 2040 vision.

With so much growth taking place, it is important that we look to the future to make sure the unique and valuable parts of our communities are protected, while also adapting to future trends. We want to make sure that our communities are places that the next generation enjoy living, working and playing in.

We have consulted widely and listened to the community's hopes for the future and the places and things that they love about their local neighbourhood now. It is these aspirations that have shaped the vision.

Our vision is that in 2040, the City of Whittlesea will be a place for all.

This long term vision supports our municipality to be ready for the challenges and opportunities that the future will bring, and ensures that the City of Whittlesea is a great place to live now and in the future.

We are very excited to have such a clear picture of what we want to achieve. This vision and the accompanying goals and directions will inform all the work that we do at Council.

We will work together with the community and key stakeholders to achieve this vision and measure our progress using key indicators. We will also report regularly to the community.

Thank you to all that contributed to the development of this vision. I'm looking forward to working together to make this vision a reality.

Cr Kris Pavlidis
Mayor

SOUTH WEST WARD

Cr Kris Pavlidis *(Mayor)*

Cr Lawrie Cox

Cr Stevan Kozmevski

Cr Caz Monteleone

SOUTH EAST WARD

Cr Sam Alessi

Cr Alahna Desiato

Cr Norm Kelly

Cr Mary Lalios

NORTH WARD

Cr Tom Joseph

Cr Ricky Kirkham

Cr Emilia Lisa Sterjova *(Deputy Mayor)*

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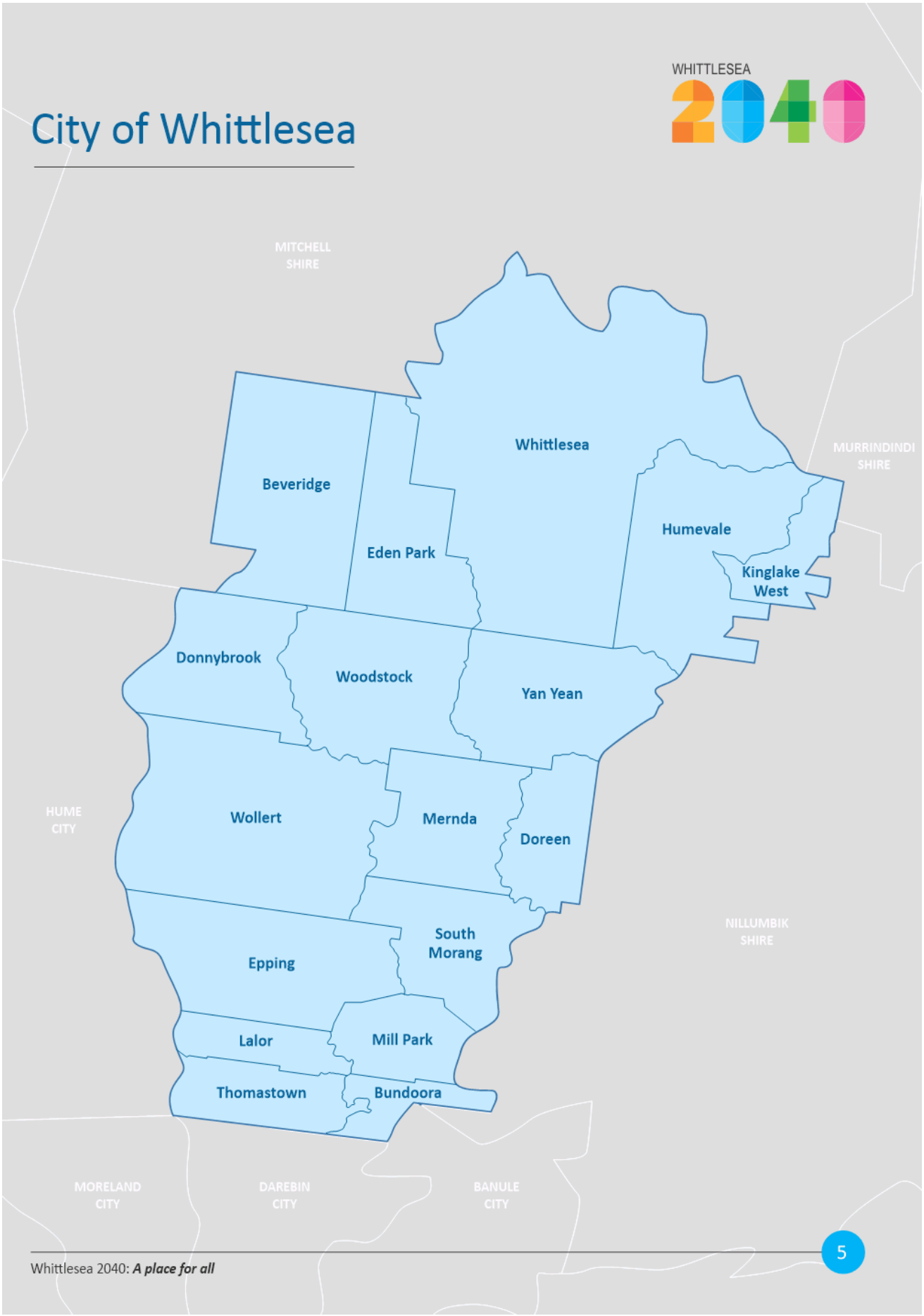

City of Whittlesea
WHITTLESEA 2040
MITCHELL SHIRE
MURRINDINDI SHIRE
NILLUMBIK SHIRE
HUME CITY
MORELAND CITY
DAREBIN CITY
BANULE CITY
Beveridge
Whittlesea
Eden Park
Humevale
Kinglake West
Donnybrook
Woodstock
Yan Yean
Wollert
Mernda
Doreen
South Morang
Epping
Lalor
Mill Park
Thomastown
Bundoora
5
Whittlesea 2040: A place for all

Whittlesea now and in the future

The City of Whittlesea is one of Melbourne's largest and most diverse municipalities. The community is one of the fastest growing areas in Victoria and our population will almost double by 2040.

Our community

The community is proud of its diversity with a large Aboriginal and Torres Strait Islander population and local residents coming from all parts of Melbourne, Australia and overseas. However, the cultural mix is starting to change with new residents moving into the area from countries such as India, Sri-Lanka, China and Iran.

This diversity has contributed to the development of lively neighbourhoods and interesting urban cultures that make our unique suburbs attractive to future residents and visitors. The City of Whittlesea is seen as a leader in the way it builds inclusive and cohesive communities and will continue to welcome people of all backgrounds and from all places into the future.

The City of Whittlesea is a family-friendly place. More of our households consist of families with children compared to the Northern Melbourne region and Metropolitan Melbourne. Although the population will age into the future, the community will remain predominantly younger families.

Our neighbourhoods

The City of Whittlesea has around 72,000 homes distributed throughout our established urban areas in the south, new urban areas in our growth corridors, and our rural areas in the north[1]. By 2040, a mix of new housing types will be required to cater for the needs of our growing community.

There will also be a need for new education, community, recreation and aged care services and facilities.

What we know

Population of **382,900** by 2040[1]

36% of residents born overseas[3]

2nd largest Aboriginal & Torres Strait Islander population in Metro Melbourne[2]

55% are family households[3]

What we need by 2040

62,000 new homes[1]

52 early years & educational facilities[4]

137 new sports facilities[4]

65 Community facilities[4]

Our economy and transport network

A large proportion of our residents work in the health care and social assistance and industrial sectors, with fewer employed in knowledge intensive jobs. However, the nature of work is changing. Routine jobs are increasingly becoming automated with the changes in technology and globalization.

Access to ongoing education and training will be important in the future as jobs continue to change. With educational facilities like La Trobe, RMIT and Melbourne Polytechnic located within close proximity, the community is well placed to broaden their skills for the future.

The separation of residential areas from employment, and limited access to public transport, means many residents are dependent on cars and experience long travel times to work. In the future, rapid population growth will increase vehicle trips and exacerbate congestion. However, this growth is also creating opportunities to attract more businesses, increase the number of local jobs and make services, community organisations and clubs more viable and accessible for residents.

Our environment

Our municipality boasts beautiful forests, national parks, grasslands of national significance, red gum woodlands, and a network of rivers, creeks and wetlands. However, our climate is changing. By 2040, we will experience increased temperatures and more extreme weather events like heatwave, fire, drought and floods. Some residents and properties will be more vulnerable to these risks.

Through careful planning and action we are working together to mitigate risks and challenges posed by a changing environment.

Our challenge and opportunity

Rapid growth in the City of Whittlesea is a challenge for all levels of government, making it hard to keep up and develop infrastructure like roads and public transport, and vital community assets like schools, libraries, sports and health facilities.

We are exploring new and innovative ways to meet the community's needs like upgrading existing facilities, developing flexible hubs, co-locating services, working in partnership and identifying alternate funding sources. The future will also see more opportunities for citizens to work together with government to solve local challenges.

A growing and changing community provides us with a unique opportunity to create the City and neighbourhoods that the community and Council want for the future.

What we know

40% of current jobs will be automated[4]

113,000 additional cars by 2040[4]

30% work locally and **65%** work outside the local area[3]

90% increase in demand for public transport[4]

77% of residents drive to work[6]

Annual tempretures will rise between **2 and 3 degrees**[4]

Creating a Vision for our City

Whittlesea 2040: A place for all, **builds on the achievements of Shaping Our Future Whittlesea 2030 and provides a new long term vision for the City of Whittlesea.**

Over 10 months, we conducted research, workshopped priorities, and spoke with thousands of people as well as community groups and organisations across the municipality.

Step 1: Research on growth and trends
What changes will the future bring?
December 2017 to January 2018

Step 2: Councillor workshop to identify priority themes
What are the top priorities for the future?
March 2018

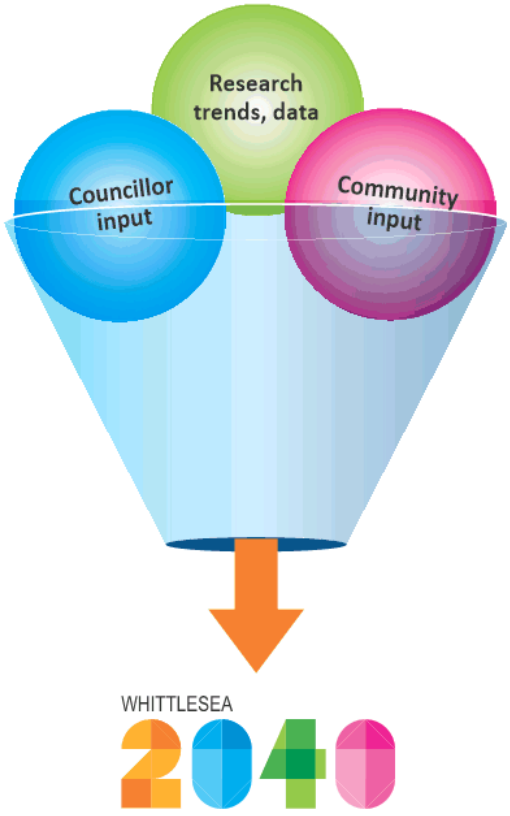
Step 3: Community consultation
What does our community:
- **Love about their local area?**
- **Hope for their local area in 2040?**

Mid-March to Mid-June 2018

Step 4: Develop Vision and test with the community
- **What do we want Whittlesea to be like in 2040?**
- **What are our shared priorities?**
- **Have we got it right?**

July to September 2018

Step 5: Finalise and launch Whittlesea 2040 Vision
Time to make it happen!
October 2018



Research, trends and data

We undertook research to understand where the City of Whittlesea is at now and the trends that will shape the future, in particular:

'What are the key changes, challenges and opportunities that will impact Whittlesea in the future?'

As part of this work, SGS Economics and Planning prepared the Whittlesea 2040: Background Paper, which discussed:

- The growth and scale of change expected in the next 20-30 years;
- Key challenges and opportunities across five themes: services and infrastructure, employment, climate change, transport infrastructure, and the community; and
- The potential roles Council can have to support and manage change, and make the most of opportunities.

Councillor input

Council has played a guiding role in the development of the Whittlesea 2040 Vision. First, it reviewed the research to determine:

'What are the top priorities for the future?'

These priorities were then tested and refined through the community consultation.

Council's role is to ensure that the Whittlesea 2040 Vision sets the direction for the work of Council to respond accurately to community need and to ensure that it is a shared vision for the future.

Community input

Over three months, we asked anyone who lives, works, studies, plays in or visits the City of Whittlesea to answer up to three questions:

'What are the things you love about your local area?'

'What are your favourite places in the City of Whittlesea and why?'

'What are your hopes for your local area by 2040?'

Over 4,000 individuals, community groups and organisations shared their ideas through workshops, surveys, online maps, postcards, children's drawing sheets, events and special activities held across our City. Visit www.whittlesea.vic.gov.au for a summary of what the community told us.

A detailed Community Engagement Findings Report was developed identifying six emerging priority themes which represented thousands of ideas. This feedback informed the development of *'the Whittlesea 2040 vision'* with *'Whittlesea 2040: A place for all'.*

Our vision is that in 2040, the City of Whittlesea will be a place for all.

In 2040, compassion is at the heart of our Whittlesea community. A compassionate community makes sure that everyone feels cared for and supported in a deep and meaningful way. It makes our City increasingly welcoming, whether you've just arrived or your family has been here for generations.

What that appeal feels like is different for everyone. It might be having a job you like within easy reach or knowing your neighbour's name. Or maybe something even simpler, like hearing birds in the trees outside your window.

Our community offers a sense of place that includes everyone, where people from all walks of life are valued for who they are and the qualities they bring with them.

The Whittlesea municipality is an inviting place to live with beautiful natural and urban spaces. We are proud to live here. The special blend of old and new – rural heritage and hospitality with just the right amount of urban convenience. The shops, schools and health services you need are around the corner, and the city is only an easy train or tram ride away.

Putting down roots is effortless and people have a shared belief that things will keep getting better as we grow. Community cohesion is deep and strong with the support of facilities and opportunities designed to make life more fulfilling, secure and inclusive.

By encouraging every new resident to add their own vibrant touch, our community is the place we envisaged, and even more welcoming in the decades to come.

Whittlesea 2040: A Place For All

Four interconnected priorities have been identified as essential elements to realising the vision. These priorities, shown below, have become our shared goals for the future. To achieve each of these goals, our work will be focused on three key directions. Our achievement in each will be measured by priority indicators.

Goal 1: Connected community

We want to be a city that welcomes and includes everyone, and where we are inspired and work together to make it a better place.

We value feeling part of our community and the way people from all ages and backgrounds are accepted and celebrated, and we want this to be further strengthened in the future.

We love participating in the wide range of activities, festivals and events that bring our community together and we want to continue to celebrate in the future through a great variety of affordable activities. We love our libraries, community centres and neighbourhood houses.

We really hope that community infrastructure is available across the municipality, particularly in growth areas so sections of the community don't miss out.

We value our easy access to the doctor, hospitals and other health services, and in the future we hope for expanded or upgraded hospitals and a variety of medical, emergency and support services.

Our community has diverse support needs and while we currently value the services we have, we hope for a wider range and number to cater for more people and emerging challenges.

We love that our homes are safe, peaceful and close to friends and family. Feeling secure in our homes and neighbourhood is a priority for the future and we will look to the authorities to help reduce crime, support those who are vulnerable or troubled and ensure everyone feels safe at home and in public spaces.

Our community said

"I hope to see that sense of community nurtured and turned into to real hub. A place in which people look after each other and care for each other" (Male, 34 years, Lalor)

The things I hope for are... "That better infrastructure is developed to meet the needs of the growing population in this area...That there is greater number of quality health services, particularly around mental health and drug and alcohol services, education and intervention" (Female, 42 years, Mill Park)

The things I hope for are... "Family friendly and affordable events, more for young children and youth" (Female, 29 years, Whittlesea Township)

The things I hope for are... "To maintain the peace safe and friendly environment that it already is" (Male, 17 years, Bundoora)

The things I hope for are... "Family friendly and affordable events, more for young children and youth" (Female, 29 years, Whittlesea Township)

Connected community

In 2040 the City of Whittlesea is a place that opens its arms to every resident, where all walks of life are celebrated and supported.

Our community is compassionate and welcoming. We are healthy and can easily access the support services we need. People of all backgrounds, ages and abilities feel that they are an essential part of the community. We work together, making our community a better place for all.

Key directions

1.1 A socially cohesive community

This means:
- Friendly and welcoming
- Sense of community and belonging
- Embracing and celebrating diversity
- Opportunities to connect and build social networks

1.2 A healthy and safe community

This means:
- Good health and wellbeing
- Increased physical activity
- Access to health and support services
- Safety at home and in public

1.3 A participating community

This means:
- Well informed
- Local decision making
- Volunteering and leadership
- Vibrant community groups

Priority indicators*

Social cohesion; Physical activity; Safety in public areas; Civic participation

* Indicative indicators

Goal 2: Liveable neighbourhoods

We love that our neighbourhoods are beautiful, clean and tidy and many of the services and facilities we need are in easy reach of our homes.

We love that the things we need, like shops, schools, parks, sports facilities, playgrounds, libraries and community spaces are close by. We hope that all these facilities are even better in the future, with upgrades to parks, new facilities and more theme parks.

We hope to have access to a variety of quality homes that are affordable and suitable for our needs. We value our unique mix of busier, established suburbs, new neighbourhoods and rural areas, and it is extremely important to us that this mix remains as we grow.

We love that in some parts we have great access to public transport but we hope this network will be enhanced in the future to keep up with our growth. This includes extended networks, more frequent services and better transport links. We love the pathways, tracks and trails that mean we can ride or walk for leisure or to commute, but as we grow in the future these will need to be made safer and be better connected to public transport so we can choose not to drive.

We value that our roads are continually being maintained and extended and provide easy access to the city and airport, however growth is causing congestion. We hope to reduce traffic congestion and our impact on the environment by having other innovative travel options like share cars and electric vehicles.

Our community said

The things I hope for are...
"A big park filled with slides, swings, climbing castle and more games and some BBQ sites. I hope I can see the running race track"
(Female, 9 years, Thomastown)

The things I love are...
"There is a library, swimming pool, train station etc. everything available next door"
(Female, 35 years, Thomastown)

"I also love the expansion and development because it's going to keep up to date"
(Male, 14 years, South Morang)

"I love the facades and buildings, the heritage, culture, style and feel of Whittlesea. Please retain this for future generations!"
(Gender and age not stated, Whittlesea)

The things I hope for are...
"Increased housing affordability, availability for newly arrived refugees and existing community"
(Female, 35 years, Greensborough)

The things I hope for are...
"Better train and tram connection - Faster public transport for better family life balance"
(Female, 41 years, South Morang)

Liveable neighbourhoods

In 2040 the City of Whittlesea is well-planned and beautiful. Our neighbourhoods and town centres are convenient and vibrant places to live, work and play.

Everything we need is close by. We have a variety of quality housing that suits our life stages and circumstances. Every resident is able to get where they need to go with ease and can leave the car at home.

Key directions

2.1 Smart, connected transport network

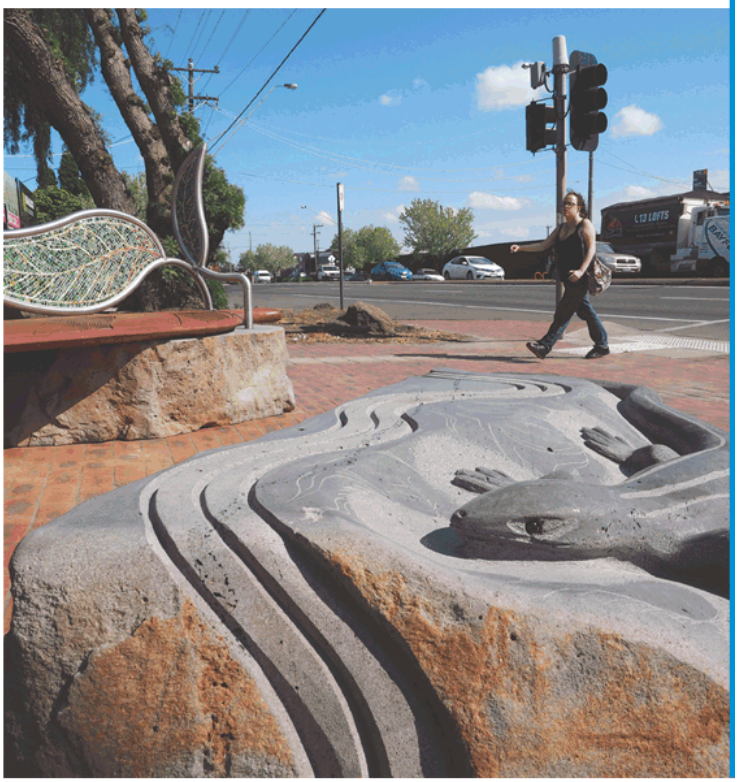
This means:
- Road networks that flow
- Well-connected public transport
- Paths and trails – walking and cycling

2.2 Well-designed neighbourhoods and vibrant town centres

This means:
- Attractive streetscapes and public spaces
- Easy access to local shops and major commercial centres
- Access to quality local facilities, parks and amenity

2.3 Housing for diverse needs

This means:
- Quality and varied housing options
- Housing that is affordable and accessible



Priority indicators*

Commuter travel time; Ease of walking and cycling; Use of town centres; Access to services and facilities; Housing supply and demand

* Indicative indicators

Goal 3: Strong local economy

We really value our local businesses for the services they provide and the opportunities they create for us to work locally.

We hope that growth in local business in the future will provide more local jobs for people of all ages and skills. We look forward to new business growth as a result of technology and investment. We hope to reduce the need to travel all together through local employment and working from home.

We hope for more local, quality education facilities and programs, from kindergarten through to tertiary and adult learning, and that this will create opportunities and cater for our growing population and their unique learning needs.

We love the variety of products and dining options we get at our local shops, shopping centres and markets and we hope these can be expanded, upgraded and open longer hours in the future. We also hope to see smaller retail outlets flourish with unique products and local produce.

Our community said

The things I hope for are...
"Better access to employment and increased employment opportunities. I would love to be able to work closer to home"
(Male, 42 years, South Morang)

The things I hope for are...
"More skills provided for migrants within training through our local area"
(Female, 48 years, Mill Park)

"I'd like to see more, smaller shop fronts with butchers, bakeries, cafes and local green grocers, I'd rather support local businesses than add more big supermarkets"
(Female, 28 years, Doreen)

The things I hope for are...
"More schools and facilities will be needed with the increased population. This is absolutely mandatory"
(Female, 62 years, Doreen)

The things I hope for are...
"A thriving place for small local businesses like cafes, quality restaurants, pet services, trades and the like"
(Female, 28 years, South Morang)

The things I hope for are..."More job openings"
(Male, 16 years, Beveridge)

Strong local economy

In 2040 the City of Whittlesea is the smart choice for innovation, business growth and industry investment.

People of all ages have opportunities to learn and develop skills locally. There are many opportunities to gain employment and build careers not too far from home. Residents support local business and we are renowned for our successful local economy.

Key directions

3.1 Increased local employment

This means:
- Residents employed locally
- Variety of jobs to meet local needs
- Job seeker and employment support

3.2 Education opportunities for all

This means:
- Local access to quality education and lifelong learning
- Flexible training and skills for jobs
- Community engaged in learning

3.3 Successful, innovative local businesses

This means:
- Local business investment and growth
- Local producers, enterprises and start ups
- Variety of local services, trades and commercial centres

Priority indicators*

Local jobs; Access to education; Gross Regional Product

* Indicative indicators

Goal 4: Sustainable environment

We highly value our natural spaces; our trees, landscapes, waterways and the wildlife around us.

Our strong hope for the future is that we maintain, enhance and protect our natural environments through prioritising habitat corridors and significant areas and making sure new development respects its surrounds. Our leafy and green neighbourhoods with many trees and gardens must be maintained in the future.

We love having access to beautiful parks and we feel great being socially and physically active outdoors. We hope that people of all ages and abilities continue to enjoy a variety of clean, dog and family-friendly parklands, trails and reserves in the future.

We hope to continue to enjoy the clear air and fresh, local produce by being a community that is more conscious and active in living in a clean and sustainable way. We hope that in the future we are a leading example of a community working together to reduce our impact on the environment.

Our community said

"My hopes are to have a sustainable local area. I'm very worried about our future because of climate change and I believe if we try to make our area sustainable, not only will it benefit us in making our area look beautiful but also inspires other areas to follow"
(Female, 14 years, Wollert)

The things I love are...
"All the nature reserves and parks we have for family and friends to come together, have a BBQ and spend time with one another"
(Female, 27 years, Craigieburn)

The things I hope for are...
"Hopefully keep the rural feeling of the area with the animals and trees still there, while allowing for population growth"
(Female, 42 years, Doreen)

The things I hope for are...
"More eco-friendly power sources and decreased amounts of pollution"
(Male, 11 years, Doreen)

The things I love are...
"Parks and beautiful trees, calm and quiet"
(Male, 40 years, Bundoora)

The things I hope for are...
"Attractive and well maintained open spaces"
(Male, 58 years, Mill Park)

Sustainable environment

In 2040 the City of Whittlesea's superb landscapes and natural environment are an enduring source of pride.

Our iconic river red gums, local biodiversity and precious natural assets are protected for future generations. Locals and visitors enjoy spending time in our natural environments and our leafy suburbs. Together, we are working to reduce our impact on the environment and adapt to the changing climate.

Key directions

4.1 Valued natural landscapes and biodiversity

This means:
- Protect and improve local biodiversity
- Sustainable land management
- Appreciation of local natural environment

4.2 Climate ready

This means:
- More trees for cooling and shelter
- Infrastructure built to withstand the changing climate
- Building community resilience

4.3 Leaders in clean, sustainable living

This means:
- Reduce waste and increase recycling
- Reduce energy use and carbon emissions
- Renewable energy
- Water efficiency

Priority indicators*

Use of open space; Tree canopy cover; Energy use; Water use; Waste minimisation

* Indicative indicators

Making it happen

***Whittlesea 2040: A place for all* will guide all of Council's work.**

To achieve this vision we will:

- **plan strategically** for the future and use evidence to inform decision making;
- **engage civil society** and provide opportunities for people to exercise civic responsibility and participate in local democracy;
- **facilitate partnerships and collaboration** with residents, not for profit organisations, businesses and all levels of government;
- **advance shared advocacy** priorities with the community and partners;
- **support local community leadership**, community led initiatives and solutions
- **promote equity, access and inclusion**, address systemic disadvantage and ensure the distribution of resources delivers equitable outcomes;
- **focus on prevention**, timely investment and interventions that are enduring and strengthen capacity to avoid issues arising or escalating;
- **take a place-based approach** to planning and delivery, inclusive of local community aspirations and promote local opportunities for people to connect, learn, work and play
- **be innovative**, seek new ways to improve how we work and the outcomes we achieve;
- **adopt new technology** to deliver quality customer experience and improve efficiencies;
- **monitor our progress** towards our goals and community outcomes.

Measuring success

The goals of *Whittlesea 2040*: *A place for all* identify clear community outcomes. It is important to understand how well the community believes we are collectively meeting the goals of the Whittlesea 2040 Vision

To measure our success, we will focus on a select number of priority indicators* for each long term goal. We will also continue to monitor how we are tracking on other indicators and we will regularly report on our progress.

Acknowledgements

Whittlesea City Council would like to acknowledge the contribution of the many individuals and groups who participated and assisted others to participate in the Whittlesea 2040 consultation.

Council would also like to acknowledge the analysis and reporting assistance provided by ChatterBox Projects Pty Ltd, Cochrane Research Solutions and Activate Consulting.

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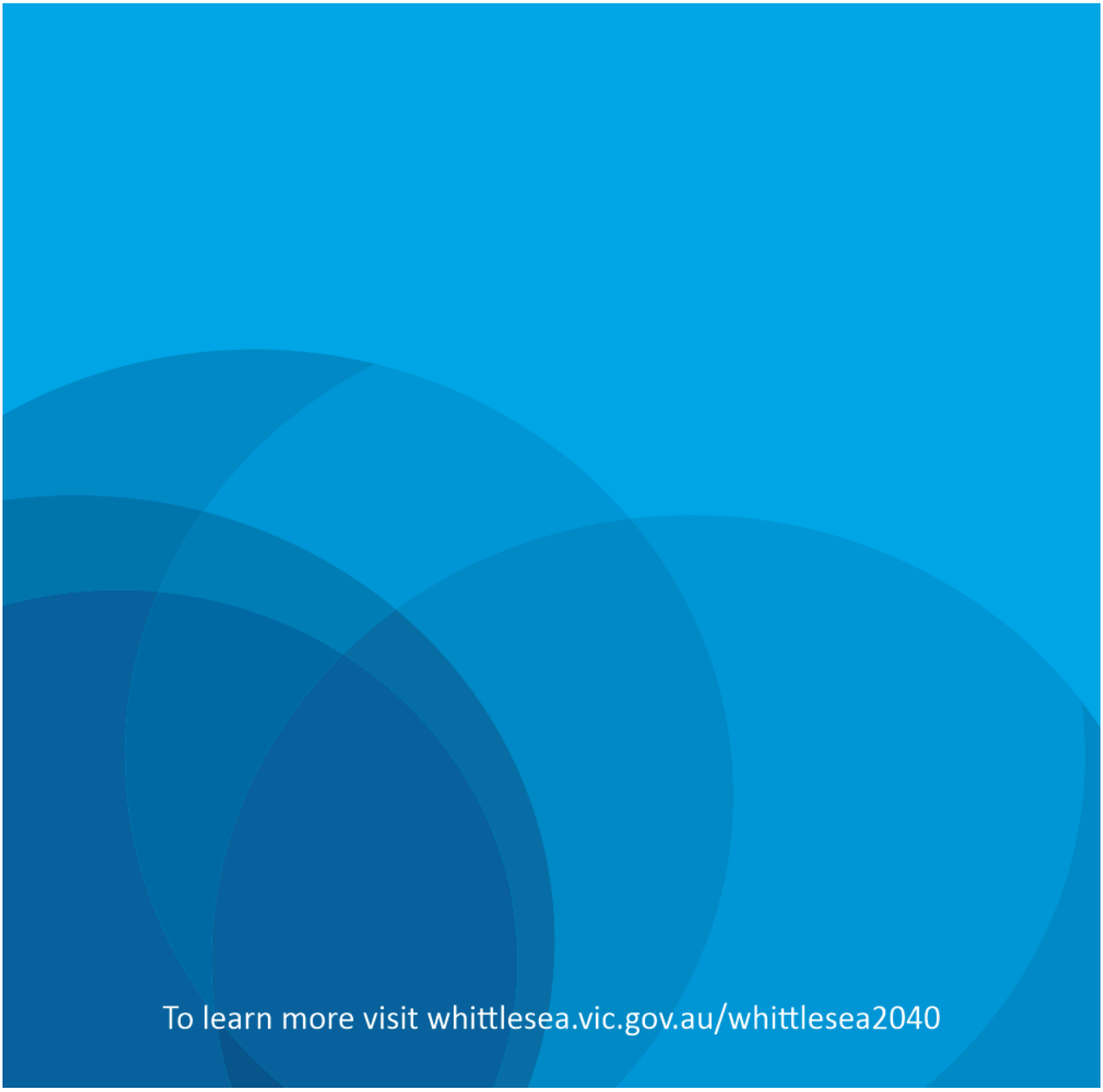
City of Whittlesea

City of Whittlesea

Civic Centre office
25 Ferres Boulevard
South Morang VIC 3752
Visit: Whittlesea.vic.gov.au
Call: (03) 9217 2170 (24 hours)



ATTACHMENT 1
RECOMMENDED SENIOR CITIZENS CLUBS' GRANTS 2018-2019

Club/Incorporated Name	2018/2019 Whittlesea residents attending weekly	Proposed 2018/2019 grant amount $
Armenoro Senior Citizens Association Inc.	60	2,072.65
Barry Road Italian Senior Citizens Club	50	1,860.65
Bitola Macedonian Senior Citizens Group Whittlesea Inc.	160	4,192.65
Bundoora Senior Citizens Community Centre Inc.	8	1,224.65
Chaldean Senior Citizens Group Whittlesea	32	1,479.05
Circolo Pensionati Italiani Di Bundoora Inc.	65	2,178.65
Circolo Pensionati Italiani Di St Luca Lalor & Thomastown Inc.	65	2,178.65
Community of Cypriots of the Northern Suburbs of Melbourne Senior Citizens Club Inc.	150	3,980.65
Community of Cypriots of the Northern Suburbs of Melbourne Women's Club Inc.	67	2,221.05
Community of Niki Inc.	45	1,754.65
Cultural and Theatrical Centre (Paradise)	16	1,224.65
Cultural Centre Florinians Aristodelis	25	1,330.65
Doreen Combined Probus Club	74	2,369.45
Doreen Seniors Club Inc.	107	3,069.05
Epping Combined Pensioners Association Inc.	65	2,178.65
Goce Delchev Senior Citizens Association Inc.	180	4,616.65
Golden Sun Disabled and Senior Citizens Association Inc.	87	2,645.05
Greek Australian Ex Serviceman's Reserve Whittlesea and Districts Inc.	20	1,224.65
Greek Orthodox Community of Whittlesea Senior Citizens Group	70	2,284.65
Greek Orthodox Community of Whittlesea Women's Group	60	2,072.65
Green Island Turkish Women's Group Inc.	34	1,521.45
Italian Pensioners Association of Mill Park	65	2,178.65
Italian Senior Citizens Club of Lalor and Thomastown Inc.	115	3,238.65
Italian Speaking Senior Citizens Association of Epping Inc.	50	1,860.65
Italian Welfare Association of Whittlesea Senior Citizens Inc.	27	1,373.05
Italian Women's Senior Citizen's Association of Whittlesea Inc.	67	2,221.05
Kajmakcalan Social Club	65	2,178.65
Lalor and District Men's Shed	33	1,500.25
Lalor Community Garden and Social Group Inc.	17	1,224.65
Lalor Thomastown Combined Pensioners Association Inc.	22	1,267.05
Macedonian Australian Senior Citizen's Group "Ilinden" Inc.	65	2,178.65
Macedonian Beranci Social Senior of Whittlesea Inc.	141	3,789.85
Macedonian Men's Group of Whittlesea	55	1,966.65

ATTACHMENT 1
RECOMMENDED SENIOR CITIZENS CLUBS' GRANTS 2018-2019

Macedonian Orthodox Community of Melbourne and Victoria Elderly Citizens Group of Epping Inc.	180	4,616.65
Macedonian Senior Citizens Group Thomastown, Lalor, Epping and Mill Park	76	2,411.85
Macedonian Veterans and Friends Senior Citizens Group Inc.	100	2,920.65
Macedonian Women's Senior Citizens Group Lalor Inc.	72	2,327.05
Macedonian Women's Social Club of Whittlesea Inc.	85	2,602.65
Mernda Combined Probus Club Inc.	48	1,818.25
Mernda Senior Citizens Club Inc.	15	1,224.65
Mill Park Recycled Teenagers Senior Citizens Club Inc.	33	1,500.25
Mill Park Community Garden	52	1,903.05
Mill Park Greek Elderly Citizens Club Inc.	75	2,390.65
Mill Park Senior Citizens Club Inc.	35	1,542.65
Multicultural Senior Citizens Group of Whittlesea Inc.	37	1,585.05
Neret Senior Citizens Group Inc.	46	1,775.85
North Eastern Greek Elderly Citizens Club Inc.	48	1,818.25
Northern Egyptian Association Inc.	60	2,072.65
Northern Mauritian Seniors Club Inc.	13	1,224.65
Northern Melbourne Sri Lankan Association Inc.	55	1,966.65
Northern Melbourne Vietnamese Elderly Association Inc.	65	2,178.65
Palestinian Senior Citizens Inc.	30	1,436.65
Panagia Soumela Pontian Association of Whittlesea Inc.	65	2,178.65
Senior Citizen's Group of the Greek Orthodox Parish of the Transfiguration of Our Lord	80	2,496.65
Shlama Inc.	29	1,415.45
Spanish Speaking Senior Women's Group of North East Region	9	1,224.65
St. Anthony's Senior Social Club	55	1,966.65
St. Francis Filipino Senior Citizens Club of Whittlesea Inc.	46	1,775.85
Tamil Seniors Social Club Inc.	60	2,072.65
The "Good Shepherd" Egyptian Seniors Association Inc.	46	1,775.85
The Chinese Seniors Friendship Association Of Whittlesea Inc.	120	3,344.65
Thomastown East Greek Senior Citizens Club Inc.	55	1,966.65
Thomastown East Italian Senior Citizens Club Inc.	60	2,072.65
Turkish Elderly and Pensioners Association Inc.	68	2,242.25
Turkish Women's Recreation Group Inc.	50	1,860.65
Welcome Senior Women's Group Inc.	30	1,436.65
Whittlesea and District Greek Elderly Citizens Club Inc.	75	2,390.65
Whittlesea Chinese Association	65	2,178.65
Whittlesea Combined Pensioners Association	33	1,500.25
Whittlesea Maltese Senior Citizens Club Inc.	140	3,768.65

ATTACHMENT 1
RECOMMENDED SENIOR CITIZENS CLUBS' GRANTS 2018-2019

Whittlesea Men's Shed	50	1,860.65
Whittlesea Northern Cyprus Turkish Women's Group Inc.	26	1,351.85
Whittlesea Senior Citizens Club Inc.	45	1,754.65
Whittlesea Turkish Women's Association Inc.	22	1,267.05
Whittlesea U3A	580	13,096.65
TOTAL EXISTING CLUBS	**5096**	**168,974.35**
Associazione Piemontesi Victoria Inc.	21	1,224.65
Boris Trajkovski	65	1,224.65
Malaysian Social and Senior Club Inc.	30	1,224.65
St. Mary's Multicultural Group	20	1,224.65
TOTAL ALL CLUBS	**5232**	**173,872.95**

ATTACHMENT 2
SENIOR CITIZENS CLUBS' GRANT 2018-2019: NEW APPLICANTS

St Mary's Multicultural Group 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 13 October 2015 **Purpose:** Bring older people together to socialise, support each other, learn new skills, be active, share information and be connected to the community.
Have Public Liability Insurance	**In process**	Have applied to VMC and are awaiting outcome of application.
Offer different activities and programs from other groups from the same cultural background	**Yes**	**Unmet need:** This would be another Arabic speaking group. Provide opportunities for members to go walking, share food, special celebrations and play board games. **Duplicating existing clubs:** There are currently three other Egyptian Arabic speaking groups. The clubs meet on different days. This club also has Arabic speakers from other areas notably Syria.
Have 95% of members over 55 years of age	**No**	**No. of members: 25** **55+ 84%** **Membership Demographics:** Of the 25 members 4 are under 55 but are carers for the spouse/sibling/parent that attends. Of the 25 members 22 live in the City of Whittlesea.
Code of Conduct	**Yes**	
Club is based in the City of Whittlesea	**Yes**	**To note:** This group is welcoming of Arabic speakers from regions surrounding Egypt. The members advise that they do not attend any of the other Arabic speaking clubs. **Meeting day & location:** 2nd and 4th Sundays of the month. They meet at Life Without Barriers 5/560-610 High Street Epping.
Recommendation: ***That this club is recognised and eligible for a Senior Citizens Clubs' Grant 2018/19***		

Whittlesea Malaysian Social and Senior Club 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 16 February 2018 **Purpose:** To support senior members of the Malaysian community to connect with each other, participate in physical and recreational activities, share Malaysian tradition and culture. Activities organised by this club include regular walks, guest speakers, cultural events, wellbeing activities, cooking opportunities.
Have Public Liability Insurance	**Yes**	Have taken out interim insurance whilst awaiting outcome of VMC application.
Offer different activities and programs from other groups from the same cultural background	**Yes**	**Unmet need:** This group provides the only Malaysian club for the City of Whittlesea. **Duplicating existing clubs:** No
Have 95% of members over 55 years of age	**Yes**	**No. of members: 50** **55+ 100%** **Membership Demographics:** Of the 50 members 38 live in the City of Whittlesea.
Code of Conduct	**Yes**	
Club is based in the City of Whittlesea	**Yes**	**To note:** For a new club there is a solid base of members and it appears well organised. **Meeting day & location:** Friday monthly 7pm at Mill Park Community Centre Blamey Ave Mill Park.
Recommendation: ***That this club is recognised and eligible for a Senior Citizens Clubs' Grant 2018/19***		

Associazione Piemontesi Victoria Incorporated		
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 10 July 1987 **Purpose:** To foster friendship among people from Piemontese in Victoria including providing social, cultural, sporting and self-help activities. To promote knowledge, awareness and appreciation of the customs and heritage of Piedmont.
Have Public Liability Insurance	**Yes**	
Offer different activities and programs from other groups from the same cultural background	**Yes**	**Unmet need:** This club meets on Sundays. There are no recognised Italian clubs offering social opportunities on a Sunday. **Duplicating existing clubs:** This will be the 10th Italian Senior Citizen Club to be recognized however this group's approach is different in that they plan different themed events, outings and provide a quarterly newsletter. They are also representing the Piedmont region of Italy.
Have 95% of members over 55 years of age	**Yes**	**No. of members: 113** **55+ 100%** **Membership Demographics:** Of the 113 members 21 live in the City of Whittlesea
Code of conduct	**Yes**	
Club is based in the City of Whittlesea	**Yes**	**To note:** This club met in Preston up until a few years ago and until this year had been holding all their functions at restaurants or reception venues. This club provides a calendar of activities and appears to be well organised providing a range of outings and events. **Meeting day & location:** Monthly on a Sunday at Barry Rd Community Activity Centre Thomastown.
Recommendation: ***That this club is recognised and eligible for a Senior Citizens Clubs' Grant 2018/19.***		

Boris Trajkovski 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 24 January 2014 **Purpose:** To bring together in the evening and at a safe venue, first generation Macedonian Seniors from south-east Macedonia to provide information on community services, activities that promote social, physical and mental wellbeing, guest speakers, and cultural celebration events.
Have Public Liability Insurance	**Yes**	
Offer different activities and programs from other groups from the same cultural background	**Yes**	**Unmet need:** The majority of members come from the town of Strumica in southeast Macedonia where the population belonged to different church denominations. In addition to belonging to a variety of faiths, a different dialect is spoken and they have distinctively different traditional costumes and customs. The club provides the only place where members can meet, talk in their dialect and support each other. **Duplicating existing clubs:** This will be the 15th Macedonian Club to be recognised however the club represents seniors from a different region of Macedonia and speaks a different dialect.
Have 95% of members over 55 years of age	**Yes**	**No. of members: 126** **55+ 99%** **Membership Demographics:** Of the 126 members 46 live in the City of Whittlesea
Code of Conduct	**Yes**	
Club is based in the City of Whittlesea	**Yes**	**To note:** This club is the only seniors club from the south-eastern part of Macedonia in the northern region of Melbourne. This club appears to be well organised. **Meeting day & location:** 1st Thursday of the month from 5pm-9pm at Mill Park Community Centre.
Recommendation: ***That this club is recognised and eligible for a Senior Citizens Clubs' Grant 2018/19***		

Attachment 2: Analysis Methodology

Options have been evaluated for the upgrade of the Findon Road / Ferres Boulevard / The Lakes Boulevard intersection using a three-stage approach via the following assessment methodology:

Stage 1 - Mandatory Criteria, (i.e. required to progress to the next stage of analysis)

- Strategic transport alignment; and
- Pedestrian and cycling safety and accessibility.

Stage 2 - Technical Assessment Criteria

- Level of service (AM and PM peaks) at 2027; and
- Level of service (AM and PM peaks) at 2037.

Stage 3 – Financial and Community Benefit Criteria (over a 20-year asset life to 2037)

- Benefit to cost ratio; and
- Total capital cost.

STAGE 1 - Mandatory Criteria

Strategic Alignment

Council at its meeting dated 21 March 2017 endorsed the revised *Plenty Valley Town Centre Structure Plan* for amendment in the Planning Scheme. The Structure Plan comprises five precincts: Civic, Live and Work, Transport Hub, Central Shopping and Employment. The adopted Structure Plan included an extensive community consultation process involving Westfield Shopping Centre patrons, the distribution of approximately 4,500 brochures, display stands at 10 community facilities in the area, advertisements in the *Whittlesea Leader* and internet resources such as the *Community Voice* website and *Facebook* posts.

The Findon Road / Ferres Boulevard / The Lakes Boulevard intersection is situated within the north-western Civic Precinct, and was adopted considering detailed community consultation input displaying the intersection as a 'large signalised intersection'.

Council at its meeting dated 9 May 2017 endorsed the Road and Public Transport Plan. The Plan identifies six categories: Arterial Roads, Collector (Local) Roads, Intersections, Public Transport, Cycling and Walking. A signalisation upgrade to the Findon Road / Ferres Boulevard / The Lakes Boulevard intersection is identified as a top-three priority in the Plan.

Community views on the city's transport network were accumulated over several years through many sources including community requests (comments and feedback), community groups (Whittlesea Bicycle User Group, Senior Citizens, etc.), the Annual Household Survey, Local Government Victoria's Community Satisfaction Survey and local and social media sources.

Pedestrian / Cycling Safety and Accessibility

Austroads guidelines state that 'consideration should be given to movement of pedestrians in the planning and design of roundabouts, and there are numerous studies, including those conducted by Monash University and Austroads, that outline the level of service and safety afforded to pedestrians at both roundabouts and signalised intersection.

In summary, the advantages and disadvantages to pedestrian benefits of traffic signals and roundabouts are provided in the table below.

Pedestrians & Cyclists	Traffic Signals	Roundabout
Safety	Very Good	Very Poor (without crossings)
		Poor to Fair (with children's crossings)
		Fair to Good (with pedestrian crossings)
Access	Very Good	Very Poor (without crossings)
		Poor (with children's crossings)
		Fair (with pedestrian crossings)

STAGE 2 - Technical Assessment Criteria

Level of Service (AM and PM peaks) at year 2027 and 2037

The Level of Service traffic volumes, for the morning (AM) and afternoon (PM) peak, were evaluated for the level of performance. For each option, the *Signalised Intersection Design and Research Aid* (SIDRA) software analysis package was applied to determine the level of service to the community, over a 20-year asset life period to 2037.

The SIDRA tool is recognised by the Industry as best practice, is used by VicRoads (and other Government Agencies and their consultants) and delivers a level of service rating that quantifies average delay times experienced by the community when using the intersection, as detailed in the table below.

Level of Service (LoS)	Average Delay per Vehicle (seconds per vehicle)	Intersection Operation
A	Less than 14	Good operation
B	15 to 28	Good, with acceptable delays and spare capacity
C	29 to 42	Satisfactory
D	43 to 56	Near capacity
E	57 to 70	At capacity, incidents will cause excessive delays
F	Greater than 70	Extra capacity required

STAGE 3 – Financial and Community Benefit Criteria

Benefit – Cost Ratio

The net-community benefit was evaluated for the provision of the intersection over a 20-year asset life for each option by applying *Austroads Traffic Impact Estimation Tool for Small Intersection Projects*. This tool delivers a Benefit-Cost Ratio (BCR) that quantifies major benefits and costs to the community, such as:

- Initial capital investment;
- Ongoing annual maintenance and upgrade costs;
- Reduction in crash (accident) costs;
- Reduction in road user costs (i.e. insurance, maintenance, servicing, etc.); and
- Reduction in delay / travel time costs.

The BCR calculation determines the value of community benefit obtained for every dollar invested. For example, if a project produces a BCR of 10, this means that for every $1 expended, the community is returned with $10 worth of benefits for this investment. To determine priority order, all projects with a BCR greater than 1 are considered feasible, and are then ranked in descending order.

By way of comparison, the Federal Government's Accident Black Spot Program only funds road safety projects that receive a BCR of 4:1 or higher.

Note: the industry standard 10% contingency is excluded from the net-community benefit calculations as it applies to all options and therefore does not provide a differential between them.

Total Capital Cost

The Total Estimated Cost (TEC) was evaluated for each option, over a 20-year asset life, by applying the following:

- Pre-construction investigation costs;
- Service utility relocation costs;
- Civil infrastructure design and construction costs;
- Major future upgrade / renewal costs; and
- Bridge design and construction costs.

City of Whittlesea

Audit & Risk Committee Minutes

Thursday
30 August 2018

Assembly Location: Conference Room 1 4.30pm

	Present	Apology
Members:		
Independents		
Geoff Harry, Chairperson	☑	☐
Michael Ulbrick	☑	☐
Theresa Glab	☑	☐
Councillors		
Cr Stevan Kozmevski	☑	☐
Cr Sam Alessi	☑	☐
Officers:		
Liana Thompson, Acting Chief Executive Officer	☑	☐
Helen Sui, Director Corporate Services	☑	☐
Amy Montalti, Manager Finance & Assets	☑	☐
David Gauci, Internal Compliance Officer	☑	☐
Frank Joyce, Manager Corporate Accountability & Performance	☑	☐
Nicole Montague, Team Leader Financial Accounting	☑	☐
George Saisainas, Manager Strategic Planning (Item 6.1)	☑	☐
Kate Weatherley, Team Leader Strategic Infrastructure Planning (Item 6.1)	☑	☐
Geoff Gallagher, Risk Coordinator (Item 7.1)	☑	☐
In attendance:		
Martin Thompson, Partner, Crowe Horwath	☑	☐

Matters in Discussion

The meeting commenced with the Committee Chairperson advising that he met with the Director Corporate Services and Manger Finance & Assets prior to the meeting to discuss the outcomes of the in-camera session held with the external auditor at the 23 August 2018 Committee meeting. He advised that he will make contact with Philip Delahunty and report back to the next meeting.

1. DISCLOSURE OF CONFLICTS OF INTEREST

No declarations were made. The Committee Chairperson advised that he has joined the Audit Committee of the Independent Broad-based Anti-corruption Commission (IBAC).

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING(S)

ITEM 2.1 Resolution:

That the minutes of the Audit & Risk Committee meeting held on 24 May 2018 be noted and confirmed.

Moved by: Ms Glab
Seconded by: Cr Kozmevski CARRIED

That the minutes of the Audit & Risk Committee meeting held on 23 August 2018 be noted and confirmed.

Moved by: Cr Alessi
Seconded by: Ms Glab CARRIED

3. MATTERS ARISING FROM PREVIOUS MEETING(S)

ITEM 3.1 The Outstanding Items Report from Previous Meetings was presented for discussion. The Committee briefly discussed each of the items listed and requested the following:

- Members of the Audit & Risk Committee be included as part of the online Fraud Awareness Training to be undertaken.
- The update on significant changes to Accounting Standards be given at the 7 March 2019 meeting.
- The Committee be provided with an update at its 7 March 2019 meeting regarding the changes occurring in the valuations area and any impact this may have on financial reporting for 2018/19.
- The Committee be provided with a briefing paper on the outcomes of each of the Service Reviews being undertaken. The Director Corporate Services advised the Committee will be provided with a copy of the quarterly update to be given to Councillors.

Resolution:

That the Matters Arising from Previous meetings be noted.

Moved by: Mr Ulbrick
Seconded by: Cr Alessi CARRIED

4. AUDIT & RISK COMMITTEE WORK PLAN

ITEM 4.1 The Annual Work Plan Matrix was presented for general discussion. The Committee requested a number of minor changes be made to the Work Plan.

5. ACTING CEO'S REPORT ON COMPLIANCE/NON-COMPLIANCE WITH LEGISLATION AND POLICIES INCLUDING TENDERING AND PROCUREMENT

The Acting CEO advised that there were no issues of compliance/non-compliance to report.

Resolution:

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

Moved by: Ms Glab
Seconded by: Mr Ulbrick CARRIED

6. FINANCIAL REPORT

ITEM 6.1 DEVELOPER CONTRIBUTIONS MANAGEMENT

The Manager Strategic Planning and Team Leader Strategic Infrastructure Planning gave a presentation on the status of Council's management of Developer Contributions and responded to questions from the Committee.

The Committee noted that the processes management has established to manage Developer Contributions are well advanced with good controls in place.

The Committee also requested it be provided with a further update at its 7 March 2019 meeting regarding Developer Contributions, with a particular focus on the considerations that go into Council's management processes, as well as how other organisations can leverage off the work Council has undertaken.

Resolution:

That the Committee note the presentation on Developer Contributions Management.

Moved by: Cr Kozmevski
Seconded by: Cr Alessi CARRIED

7. RISK MANAGEMENT

ITEM 7.1 RISK MANAGEMENT REPORT

The Manager Corporate Accountability and Performance and Risk Management Coordinator presented the Risk Management report and responded to questions from the Committee.

The Committee briefly discussed changes made to the control environment and progress with the implementation of treatment plans.

The Committee also discussed the outcomes and recommendations arising from VAGO's report – *Local Government Insurance Risks*. The Committee requested an update be provided on the progress against the actions identified by management in response to the *Local Government Insurance Risks* report at the 22 November 2018 meeting.

Resolution:

That the Committee note:

1. **The consistent progress in implementing planned treatments in relation to managing Strategic Risks.**
2. **The integration of Strategic and Operational risk into Department Business Plans.**
3. **The update on the VAGO report regarding Local Government Insurance risks, including Council's position/status in relation to the five recommendations for Victorian councils and proposed actions.**
4. **The update on the OHS Roadmap.**
5. **The key actions of the Risk Management Working Group.**

Moved by: Ms Glab
Seconded by: Mr Ulbrick CARRIED

8. INTERNAL AUDIT

ITEM 8.1 STRATEGIC INTERNAL AUDIT PLAN

Crowe Horwath presented their Strategic Internal Audit Plan (Plan) and responded to questions from the Committee. It was noted that years two and three of the Plan were yet to be populated, however, as Crowe Horwath become more familiar with Council the audit program for these two years will be developed.

Discussion concluded with the Committee requesting Crowe Horwath provide an update on the progress of the Plan at the 22 November meeting, including whether or not the Plan is still fit for purpose and if any changes are required.

Resolution:

That the Committee note the Annual Internal Audit Plan for 2018/19.

Moved by: Cr Kozmevski
Seconded by: Cr Alessi CARRIED

ITEM 8.2 INTERNAL AUDIT STATUS REPORT & PROJECT MAPS

Crowe Horwath presented the Internal Audit Status Report and responded to questions from the Committee.

Project MAPs
The Project MAPs for the Road Management Plan Compliance and Leases and Licences reviews were also presented with the Committee discussing each scope. The Committee requested that Crowe Horwath ensure that all MAPs and reports include commentary regarding relevant risks.

Resolution:

That the Committee note:
1. **The Internal Audit Status Report.**
2. **The Project MAPs for the Road Management Plan Compliance and Leases and Licences reviews.**

Moved by: Ms Glab
Seconded by: Mr Ulbrick CARRIED

ITEM 8.3 INTERNAL AUDIT REVIEWS

Crowe Horwath presented the Data Analytics report and gave an overview of the findings. Officers responded to the report and questions from the Committee.

The Committee asked if management had any plans to introduce a regular internal data analytics review program. Management advised that they will consider what options can be introduced and will come back to the Committee at the 7 March 2019 meeting with the identified options.

Resolution

That the Committee note the contents and findings of Crowe Howarth's internal audit review: Data Analytics.

Moved by: Cr Kozmevski
Seconded by: Cr Alessi CARRIED

ITEM 8.4 OUTSTANDING ACTION ITEMS FROM INTERNAL AUDIT REPORTS

The Outstanding Action Items Report from Previous Internal Audits was presented for discussion. The Committee requested that future reports include high level commentary regarding any slippage with target dates.

Discussion concluded with the Committee also asking that actions arising from external audit and internal compliance reviews be included with the outstanding internal audit actions register and included in the summary table provided with the briefing paper.

Resolution:

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

Moved by: Ms Glab
Seconded by: Mr Ulbrick CARRIED

9. EXTERNAL AUDIT

No items for this meeting.

10. COMPLIANCE

ITEM 10.1 INTERNAL COMPLIANCE REVIEWS

An update on the status of the Internal Compliance Reviews was provided with officers responding to questions from the Committee.

Resolution:

That the Committee note the Internal Compliance Reviews report.

Moved by: Cr Kozmevski
Seconded by: Cr Alessi CARRIED

ITEM 10.2 REVIEW COMPLIANCE WITH POLICES RELATED TO USE OF MOTOR VEHICLES

The Director Corporate Services gave an update on compliance and work currently being undertaken with polices related to motor vehicles.

Resolution:

That the Committee note the verbal update provided on compliance with polices related to motor vehicles.

Moved by: Mr Ulbrick
Seconded by: Ms Glab CARRIED

11. OTHER RESPONSIBILITES

ITEM 11.1 UPDATE ON SIGNIFICANT LEGAL MATTERS

The Director Corporate Services noted that there were no significant issues to report.

Resolution:

That the update of significant legal matters be noted.

Moved by: Cr Kozmevski
Seconded by: Cr Alessi CARRIED

ITEM 11.2 EXTERNAL AGENCY EXAMINATIONS

An update on recent reviews undertaken by IBAC was presented. The summary reports published by IBAC included:

- Corruption Risks Associated with Regulatory Authorities
- Corruption and Misconduct Risks Associated with Employment Practices in the Victorian Public Sector

The Committee requested management prepare a short briefing paper for the 22 November 2018 meeting outlining how Council compares against each of the key findings from these reports.

Resolution:

That the Committee note the External Agency Examinations report.

Moved by: Ms Glab
Seconded by: Mr Ulbrick CARRIED

ITEM 11.3 AUDIT & RISK COMMITTEE SUMMARY FOR 2017-2018 ANNUAL REPORT

The Audit & Risk Committee Summary for 2017-2018 Annual Report was presented. The Committee requested a number of minor amendments be made to the summary prior to its inclusion in the Annual Report.

Resolution:

That the Committee note the Audit & Risk Committee Summary for inclusion in the 2017-2018 Annual Report.

Moved by: Cr Kozmevski
Seconded by: Cr Alessi CARRIED

12. CORRESPONDENCE

Nil

13. GENERAL BUSINESS ITEMS

The Director Corporate Services advised that Mr Ulbrick's current term as an independent member of the Committee is due to expire on 30 September 2018. A report is being presented to Council on 4 September 2018 requesting approval to re-appoint Mr Ulbrick to the Committee for a further three year term ending on 30 September 2021,

14. CONFIRMATION OF DATE OF NEXT MEETING:

- *22 November 2018*

Proposed dates for 2019

- *7 March 2019*
- *23 May 2019*
- *22 August 2019 (Financial & Performance Statements)*
- *5 September 2019*
- *28 November 2019*

Meeting Closed 7.12 pm

Statement of Cash Position

For the financial year ended 30 June 2018

Description	Mid Year Budget Review	Budget	YTD Actuals	Variance	
	$	$	$	$	%
Recurrent income					
Rates and charges	(142,870,704)	(142,864,328)	(143,822,703)	958,375	0.67
Statutory fees & fines	(11,053,005)	(10,761,758)	(11,336,687)	574,929	5.20
User fees	(12,269,782)	(12,199,277)	(12,612,660)	413,384	3.37
Contributions - cash	(957,998)	(1,010,500)	(784,655)	(225,845)	(23.57)
Contributions - cash (developer contributions)	(10,718,167)	(10,594,300)	(18,920,880)	8,326,580	77.69
Grants - operating	(21,865,631)	(19,310,172)	(30,326,318)	11,016,146	50.38
Other income	(7,866,941)	(7,713,139)	(9,833,150)	2,120,011	26.95
Total recurrent income	**(207,602,228)**	**(204,453,474)**	**(227,637,053)**	**23,183,579**	**11.17**
Recurrent expenditure					
Employee benefits	85,961,407	86,658,056	85,088,603	1,569,453	1.83
Materials and services	65,031,742	65,730,519	62,947,485	2,783,034	4.28
Bad and doubtful debts	391,000	391,000	451,788	(60,788)	(15.55)
Finance costs	2,112,707	2,112,707	1,637,076	475,631	22.51
Other expenses	14,845,870	16,019,849	16,096,627	(76,778)	(0.52)
Total recurrent expenditure	**168,342,727**	**170,912,131**	**166,221,579**	**4,690,552**	**2.79**
Net recurrent resource	**(39,259,501)**	**(33,541,343)**	**(61,415,474)**	**27,874,131**	**71.00**
Non recurrent expenditure					
Debt redemption	2,658,422	2,658,423	11,818,293	(9,159,870)	(344.56)
Net reserve transfers	4,490,547	3,255,341	11,831,894	(8,576,553)	(190.99)
Purchase of 72 Cooper St	3,065,412	-	3,105,648	(3,105,648)	(101.31)
Total non recurrent expenditure	**10,214,381**	**5,913,764**	**26,755,836**	**(20,842,072)**	**(204.05)**
Net operating (surplus) / deficit	**(29,045,120)**	**(27,627,579)**	**(34,659,638)**	**7,032,059**	**24.21**
Capital works program					
Grants - capital	(4,257,249)	(4,257,249)	(12,711,460)	8,454,211	198.58
Contributions - cash	(30,000)	(30,000)	(54,000)	24,000	80.00
Proceeds on sale of assets-non-recurrent	(295,000)	(295,000)	(610,012)	315,012	106.78
Other revenue	(7,600,000)	(7,600,000)	(782,556)	(6,817,444)	(89.70)
Capital expenditure allocation	59,290,186	59,824,214	41,807,356	18,016,858	30.39
Net reserve transfers (including carry forward projects)	(20,014,386)	(20,014,386)	(3,270,332)	(16,744,054)	(83.66)
Rates funded capital expenditure	**27,093,551**	**27,627,579**	**24,378,996**	**3,248,583**	**11.99**
Net cash position	**(1,951,569)**	**0**	**(10,280,642)**	**10,280,642**	**526.79**

Reconcile back to income statement	
Add/Subtract back non-cash items	
Depreciation (add in)	27,514,000
Contributions - non monetary assets	(47,921,000)
WDV of Disposed Asset	284,000
Fair value adjustments	(165,000)
Intangible assets	(160,000)
Share of net profits/(losses) of associates and joint ventures	(63,000)
	(20,511,000)
Non-operating cash items:	
Capital expenditure	(45,211,000)
Net reserve transfers	(47,223,000)
Loan repayments	(11,818,000)
	(104,252,000)
Less Accumulated surplus brought forward	(27,725,000)
Adjustment for new loans not yet taken and capital grants to be received in 18/19	10,906,642
Total	**(96,412,000)**
Income statement reported surplus 2017/18	**(96,412,000)**

Statement of Cash Position

For the financial year ended 30 June 2018

Description	Mid Year Budget Review	Budget	YTD Actuals	Variance	
	$	$	$	$	%
Major items which contributed to cash surplus					
Capital works surplus			3,248,583		
Parks & Open Space - less than anticipated growth against the parks maintenance contract			1,390,475		
Local Laws - statutory fees & fines and cost recoveries			1,317,547		
Information Services (under budget)			1,100,052		
Loan payments due to early repayment of golf course loan and new loans deferred to 18/19			1,076,269		
Rates income (supplementary rates and interest)			1,045,290		
Development Assessment - user fees due to increased legislative fees; employee costs			942,246		
Grants commission			727,080		
Strategic Planning - employee benefits due to vacancies, lower VCAT panel costs			669,027		
Annual leave/Long service leave provision adjustments lower than budgeted			659,604		
Family, Children & Young People - due to employee benefits and lower net program costs			578,799		
City Presentation - Facilities Management - under budget			371,323		
Major Projects - employee benefits due to vacancies			280,982		
Community Wellbeing - preventative services net project costs, school immunisation (one off grant)			233,694		
Library services - annual contribution and rent income			230,792		
Community & Cultural Development - due to employee benefits			211,380		
Offset by					
Purchase of 72 Cooper St			(3,105,648)		
Major Facilities - lower than budgeted income			(348,539)		
Community Building & Planning - Whittlesea 2040			(292,719)		
			10,336,237		

City of Whittlesea

Minutes Advisory Committee
30 Brand Drive Thomastown
Tuesday
18 September 2018

Assembly Location: Council Chamber, 25 Ferres Boulevard, South Morang

	Present	Apology
Councillors:		
Cr Kris Pavlidis (Mayor)	☐	☑
Cr Sam Alessi	☑	☐
Cr Lawrie Cox	☑	☐
Officers:		
Ms Helen Sui, Director Corporate Services	☑	☐
Mr Gino Mitrione, Manager Property & Valuations	☑	☐
Mr Greg Phippen, Senior Property Officer	☑	☐
Mrs Narelle Williamson, Governance Officer	☑	☐
Miss Felicity Maddern, Governance Officer	☑	☐

Matters in Discussion

ITEM 1 30 BRAND DRIVE, THOMASTOWN ADVISORY COMMITTEE MEETING

Responsible Officer: Helen Sui, Director Corporate Services

Also in attendance: Mr Gino Mitrione, Manager Property & Valuations
Mr Greg Phippen, Senior Property Officer

Advisory Committee

To be considered on: 18 September 2018

ITEM 1 30 BRAND DRIVE, THOMASTOWN ADVISORY COMMITTEE MEETING

Responsible Officer: Director Corporate Services

Also in attendance: Greg Phippen, Senior Property Officer

Attachments:

1 Council Minutes 7 August 2018 ⇩
2 Site Plan & Photos ⇩
3 Cabrini - submission to proposed sale ⇩
4 Committee of Council Submission Assessment Table ⇩

INTRODUCTION

The Committee was introduced the Committee's role and the process for hearing submitters was explained.

DECLARATIONS OF INTEREST

Councillors and Officers in attendance were asked if they had a conflict of interest in any items on the Agenda. No conflict of interest was declared.

HEARING OF SUBMITTERS

No submitter indicated that they wished to be heard in relation to their submission

MEETING CLOSED TO THE PUBLIC

The meeting was closed to the public to allow the Committee to consider issues raised by submitters.

UPDATE FOR SUBMITTERS

The Committee would now consider submissions and make recommendations to Council at its Council Meeting to be held on Tuesday 2 October 2018. Submitters are welcome to attend this meeting. When Council makes its decision, all submitters will be notified in writing of the decision and the reasons for the decision.

CONSIDERATION OF SUBMISSIONS AND COMMITTEE RECOMMENDATIONS

The Committee then considered all written submissions and oral presentations and provided recommendations in relation to the submission.

SUBMISSIONS RECEIVED	
No.	**Name**
1.	Cabrini Health

Advisory Committee

To be considered on: 18 September 2018

BACKGROUND

Council, at its meeting held 7 August 2018 (*refer to Attachment 1 – Council Minutes and Attachment 2 – Site Plan & Photos*), formally resolved to invite public submissions under Section 189 and 223 of the *Local Government Act 1989* with regard to the proposed sale of Council's industrial warehouse located at 30 Brand Drive, Thomastown. At the closure of the submission period, one letter (*refer to Attachment 3 – Cabrini – submission to proposed sale*) was received refuting the proposed sale via public auction. Details regarding the submission are summarised under *Attachment 4 – Committee of Council Submission Table.*

PROPOSAL

It is recommended that the Advisory Committee to Council considers all written submissions and oral presentations and provides a report to Council on its proceedings and recommendations.

PARTICIPATION AND ENGAGEMENT

An advertisement was placed in the Whittlesea Leader newspaper and Council's website on Tuesday 14 August 2018 requesting public submissions be received by Wednesday 12 September 2018 (12 noon).

CRITICAL DATES

For the Committee to consider the submission received from Cabrini Health and make recommendations which will be considered by Council at the Council Meeting to be held on Tuesday 2 October 2018.

FINANCIAL IMPLICATIONS

A market determination was undertaken by Council's Manager Property Rates & Valuations. The valuation may also serve as the reserve price Council may wish to set should the property be listed on the open market.

POLICY STRATEGY AND LEGISLATION

Council must seek public submissions on the proposed land sale under Section 189 and 223 of the *Local Government Act 1989*. Submissions were invited for a period no less than 28 days and referred on to an appointed Committee of Council for consideration. The appointed Committee will consider and report all findings to Council for its final recommendation at its next available meeting.

The property will be sold at auction to ensure transparency and satisfy the State Government's *Local Government Best Practice Guideline for the Sale, Exchange, and Transfer of Land 2009*.

LINKS TO THE COUNCIL PLAN

Council Priority	**Planning and Infrastructure**
Future Direction	**Places and spaces to connect people**
Theme	**Planning our space**
Strategic Objective	**Urban design helps build our connection to place, the natural environment and the community**

Advisory Committee

To be considered on: 18 September 2018

NEXT STEPS

1. Note that the Committee of Council, comprising of the Mayor Cr Pavlidis, Cr Alessi and Cr Cox, considered the public submission presented by Cabrini Health on 18 September 2018, and recommend to proceed with the sale of Council's industrial warehouse located at 30 Brand Drive Thomastown.

2. A further report be presented to Council to report on the findings of the Committee of Council and recommendation to proceed with the sale.

Advisory Committee

To be considered on: 18 September 2018

City of Whittlesea

6.4 CORPORATE SERVICES

6.4.1 30 BRAND DRIVE THOMASTOWN - SALE OF COUNCIL LAND

File No: 167290

Attachments:

1. **Confidential Property Information -** Confidential
   Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.
2. **Site Plan & Photos** ⇨
3. **IRR Cashflow -** Confidential
   Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.
4. **Alternative IRR Cashflow -** Confidential
   Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.
5. **Certificate of Valuation -** Confidential
   Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.
6. **Framework Application** ⇨

Responsible Officer: Director Corporate Services

Author: Manager Property, Rates & Valuations

RECOMMENDATION SUMMARY

1. Council officers commence the statutory processes required under the *Local Government Act 1989* to sell Council's industrial warehouse located at 30 Brand Drive, Thomastown.
2. Invite and consider public submissions received pursuant of *Section 223 of the Local Government Act 1989* and that all findings be presented in a report to Council at its next available meeting.

KEY FACTS AND / OR ISSUES

- The property was acquired by Council in 1998 and developed as a purpose built facility, office and warehouse complex. The site consisted of a warehouse (2,520m^2), office area (650m^2 including 11 offices, three boardrooms, research and development area and suitable kitchen and bathroom facilities) and 56 car parking spaces.
- The premises were purpose built by Council for the initial tenant, Super Alloy Technologies, in 1998 and later assigned over to Primus Australia in 2005. The premises have been let by Cabrini Health since 2011.
- The proposal seeks to dispose of the property and redirect the settlement funds to Council's land banking reserve to fund future strategic property acquisitions.
- The sale of surplus property to support property acquisition and development is a key part of Council's Property Strategy.

Advisory Committee

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REPORT

BACKGROUND

The site has a total area of 5,578m^2 and is located 600m east of the intersection of Dalton and Settlement Roads, Thomastown. The property was acquired by Council in 1998 and developed as a purpose built facility, office and warehouse complex. The site consisted of a warehouse (2,520m^2), office area (650m^2 including 11 offices, three boardrooms, research and development area and suitable kitchen and bathroom facilities) and 56 car parking spaces (*see Attachment 2 – Site Plan & Photos*).

The premises were purpose built by Council for the initial tenant, Super Alloy Technologies, in 1998 and later assigned over to Primus Australia in 2005. Primus Australia executed successive leases over the property during 2005-09 but in October 2009 relocated its operations to University Hill. The premises have been leased to Cabrini Health since 2011.

PROPOSAL

It is proposed that Council officers commence the statutory processes required under the *Local Government Act 1989* to sell Council's industrial warehouse located at 30 Brand Drive, Thomastown. The proposal will invite and consider public submissions received pursuant of Section 223 of the *Local Government Act 1989* and all findings will be presented in a report to Council at its next available meeting.

CONSULTATION

Council officers have previously advised Cabrini Health that a report will be presented to Council seeking approval to commence sale proceedings. Should Council seek to commence sale proceedings, Cabrini Health will be notified that a public notice will be issued under the *Local Government Act 1989*.

INDUSTRIAL MARKET CONDITIONS

Property Specific Commentary

The subject property is a warehouse located within an established industrial estate of the outer northern suburb of Thomastown. The Thomastown industrial area is identified within the Northern Industrial Precinct which is one of the three metropolitan areas identified as State significant industrial precincts. The property has direct street frontage to Brand Drive which has excellent access to regional, metropolitan and national freeways and is located near major economic assets such as Melbourne Wholesale Fruit and Vegetable Markets, Melbourne Airport and a range of tertiary institutions such as RMIT and La Trobe University.

The subject property is currently under a lease agreement due to expire on 30 September 2018, with two further options of three years remaining. The Tenant has since agreed to exercise the first of the remaining two options, therefore, the property will be marketed on an investment basis.

Analysis of sales evidence and discussions with local agents suggest that owner occupiers and investors are equally participating in the market place with an increasing demand for functional warehouse/factory space.

Local Industrial Market Commentary

The industrial property market has picked up in the last 12 months due to the strength of the Victorian economy and strong annual population growth. Increased infrastructure investment, especially in major transport infrastructure projects and a robust jobs market,

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including a low interest rate environment, are all factors that have contributed to a stronger demand for all types of industrial property. The demand is being generated from retailers as well as transport and logistics operators who are investing in new facilities to increase efficiency in their supply chains and distribution networks.

Currently there is limited industrial zoned land in the northern market, the Merrifield Business Park is driving supply as it is expected that it will deliver around 400,000m^2 of industrial space in the next few years underpinned by the Dulex and Austrak developments. The northern sub market is in demand due to the well-connected transport infrastructure, including the Hume Highway, the major freight corridor connecting Sydney and Melbourne and immediate access to the major arterial roads linking to the Tullamarine Airport and the Port of Melbourne.

CRITICAL DATES

Council will invite public submissions under Section 189 and 223 of the *Local Government Act 1989* with regard to the proposed sale of land. An advertisement will be placed in the Whittlesea Leader newspaper and Council's website on Tuesday 14 August 2018 requesting public submissions be received by Wednesday 12 September 2018 (12 noon).

FINANCIAL IMPLICATIONS

Due to commercial in confidence reasons confidential information is provided for Councillors consideration. The first table provides an overview of the return on investment that Council has 'realised' following its purchase of 30 Brand Drive, Thomastown in 1998 *(see confidential Attachment 3 - Actual IRR Cashflow)*. Alternatively, the second table provides an overview on the return on investment that Council may have 'realised' had the funds been invested within the residential sector (*see confidential Attachment 4 - Alternative IRR Cashflow)*.

Building condition & holding costs

By selling the asset, Council will not be required to make ongoing capital investment to bring it to a contemporary standard. Planned maintenance works have been undertaken over successive years to improve accessibility, safety and functionality so that it conforms to building regulations and ensuring it is 'fit for purpose'.

Market Valuation

A market determination will be undertaken by Council's Manager Property Rates & Valuations. The valuation may also serve as the reserve price Council may wish to set should the property be listed on the open market (*Confidential Attachment 5 – Certificate of Valuation*).

Appointment of marketing agent & associated costs

Selling fees are to be determined on agreement with selling agent. The amount payable will include marketing expenses and commission based on the sale price. Council officers will seek marketing campaigns and commission structures from a number of local and city based agents who specialise in the sale of industrial properties.

PROPERTY STRATEGY

Council adopted the Property Strategy (following substantial internal consultation with both staff and Councillors) on 30 May 2017.

The purpose of the Property Strategy is to ensure that Council's property portfolio is strategically aligned with its service delivery objectives and community expectations and to provide systems and processes that enable Council to make short, medium and long term decisions around the property portfolio in a fully informed manner.

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The aim of the Property Strategy is to establish an effective framework to manage Council's property portfolio, as it expands the range and types of services and facilities it is expected to deliver to the community, in such a way as to support the financial sustainability of Council.

The key objectives related to this aim are:

1. To facilitate the effective management of Council's existing property portfolio.
2. To set out where property should be held by Council, based on the principle of such property contributing to the delivery of services undertaken by Council to meet community expectations.
3. To identify Council owned property having value of a 'strategic' nature, to ensure future development proposals optimise long-term financial benefits for Council.
4. To identify property surplus to Council's needs in the short to medium term (rolling five year timeframe).
5. To identify potential development opportunities within Council's property assets.
6. To identify speculative purchasing opportunities to enable Council to fulfil its financial obligations as revenue stream for capital projects undertaken to meet the needs of its community.
7. To continually meet the needs of an increasing population.

Property Strategy Framework Application

The Property Strategy methodology and assessment framework seeks to analyse a number of variables that will lead to the categorisation and treatment of land assets held by Council and establish whether they be retained by Council as 'core assets' or provide scope to potentially dispose of them as 'non-core' assets. Scores will be applied within the matrix (*see Attachment 6 – Framework Application*) and enable a weighted average to be determined to assess risk and opportunity.

For example, assets with redevelopment/resale potential will retain favourable attributes such as:

- A site location that captures the intended market and proximity to transport links
- Minimal contractual arrangements tied to the property, i.e. mortgages/caveats
- Opportunities to allow for socio economic uses such as affordable housing
- Positive rates of financial returns on investment
- A site/building envelope that is fully utilised and maintained in good condition
- Rezoning and subdivision opportunities, resulting in the uplift in value and density
- Retention of financial value and appeal to the intended market
- Void of title encumbrances, heritage values and existing land contamination
- Good building functionality.

The purpose of the matrix within the Property Strategy is to determine the significance of the property asset as "core/non-core"; measure the asset's "opportunity assessment" and also measure the asset's "risk assessment". The scoring within the matrix confirms that whilst the subject site is "core" it is a fair quality asset with limited development opportunity and therefore should be considered for possible disposal.

Open Space & Social Housing Policy

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The property is not identified for retention under Council's Open Space & Social Housing Policy, nor appropriate to support higher density social housing initiatives (given its zoning and present use).

POLICY STRATEGY AND LEGISLATION

Council must seek public submissions on the proposed land sale under Section 189 and 223 of the *Local Government Act 1989*. Submissions will be invited for a period no less than 28 days and referred on to an appointed Committee of Council for consideration. The appointed Committee will consider and report all findings to Council for its final recommendation at its next available meeting.

The property will be sold at auction to ensure transparency and satisfy the State Government's *Local Government Best Practice Guideline for the Sale, Exchange, and Transfer of Land 2009*.

LINKS TO THE COUNCIL PLAN

Council Priority	**Planning and Infrastructure**
Future Direction	**Places and spaces to connect people**
Theme	**Planning our space**
Strategic Objective	**Urban design helps build our connection to place, the natural environment and the community**

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

To seek Council's approval to commence the statutory processes required under the *Local Government Act 1989* to sell Council's industrial warehouse located at 30 Brand Drive, Thomastown. The proposal will invite and consider public submissions received pursuant of *Section 223 of the Local Government Act 1989* and that all findings be presented in a report to Council at its next available meeting.

RECOMMENDATION

THAT Council resolve to:

1. **Commence the statutory processes required under the *Local Government Act 1989* to sell Council's industrial warehouse located at 30 Brand Drive, Thomastown.**

2. **Invite and consider public submissions received pursuant of *Section 189 and 223 of the Local Government Act 1989*.**

3. **Establish an advisory Committee of Council comprising South West Ward Councillors to consider any written submissions received on the proposal and make recommendations to Council on any such submissions.**

Advisory Committee

To be considered on: 18 September 2018

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4. Authorise the Chief Executive Officer to carry out administrative procedures necessary to enable Council to carry out its functions under Section 223 of the *Local Government Act* 1989.

5. Receive a further report on the proposed sale of Council's industrial warehouse located at 30 Brand Drive, Thomastown, following the close of the submission period.

COUNCIL RESOLUTION

MOVED: ***Cr Alessi***
SECONDED: ***Cr Cox***

THAT Council resolve to:

1. Commence the statutory processes required under the *Local Government Act 1989* to sell Council's industrial warehouse located at 30 Brand Drive, Thomastown.

2. Invite and consider public submissions received pursuant of *Section 189 and 223 of the Local Government Act 1989.*

3. Establish an advisory Committee of Council comprising the Mayor Cr Pavlidis, Cr Alessi and Cr Cox to consider any written submissions received on the proposal and make recommendations to Council on any such submissions.

4. Authorise the Chief Executive Officer to carry out administrative procedures necessary to enable Council to carry out its functions under Section 223 of the *Local Government Act* 1989.

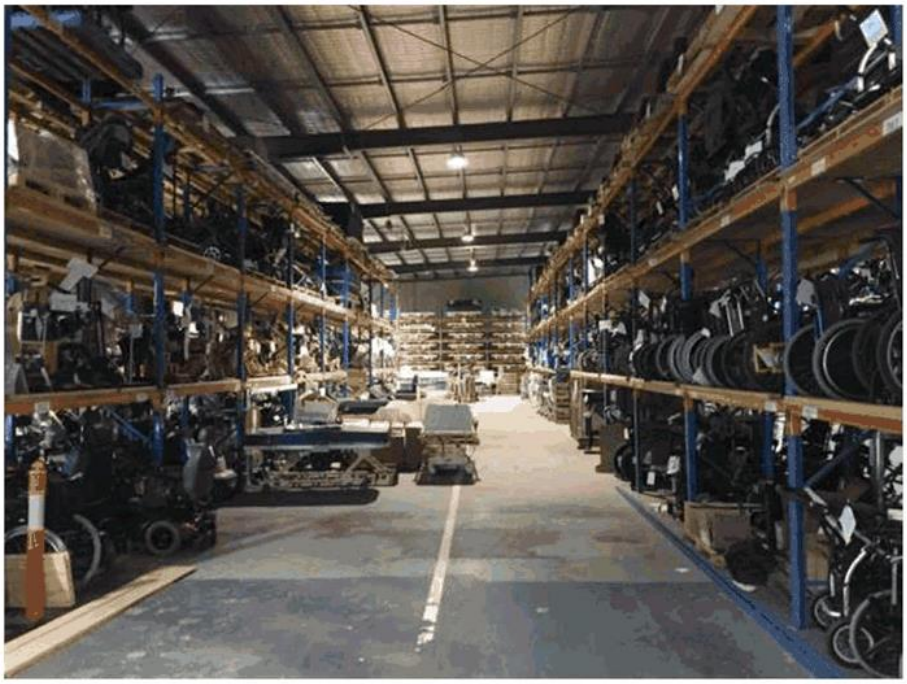
5. Receive a further report on the proposed sale of Council's industrial warehouse located at 30 Brand Drive, Thomastown, following the close of the submission period.

CARRIED UNANIMOUSLY

Unconfirmed Minutes

ATTACHMENT 1 – SITE PLAN & PHOTOS

Council industrial warehouse – 30 Brand Drive Thomastown



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11 September 2018

Mr Simon Overland
Chief Executive Officer
City of Whittlesea
Locked Bag 1
Bundoora MDC 3083

Dear Mr Overland

Re: Sale of 30 Brand Drive, Thomastown

We write to you in regard to the proposed sale of 30 Brand Drive Thomastown, a property that has been leased from the City of Whittlesea by Cabrini Health Limited since late 2011. Cabrini Health Limited is a Catholic, faith based registered charity which provides hospitals and health related services on a not for profit basis.

This formerly idle building has been transformed into a major facility for disability and aged care equipment as part of publically funded programmes that support Victorians, many of whom are residents in the northern suburbs of Melbourne including the City of Whittlesea.

This facility is unique in Australia and has drawn attention from government officials including those responsible for implementing the NDIS as a future model for affordable management and support of equipment which prolongs the ability of the aged and disabled to live in their homes or non-institutionalised care. To date we have completed 99,544 repairs for a consumer base of around 20,000 clients in their homes with a service team of some 30 service vehicles that operate from this building. A large parts inventory, repair centre and manufacturing facilities have been established in the building.

The warehouse also serves as a storage facility for equipment that has been used but no longer suitable, or the client has passed. Where previously this equipment was stored before eventual disposal, the Thomastown facility provides a catalogue and refurbishing service. Through this facility, we have saved over $30M of tax payer's money on new equipment avoided through refurbishing from this service.

Cabrini also provides local employment, with over 50 staff working from that facility, many living in the immediate area. Training of these staff is also provided due to the specialist equipment being maintained.

The service operates 24 hours a day, 7 days a week and is seen as a lifeline to the disadvantaged groups that we serve. Considerable resource and cost has gone into setting up this service from the ground up.

Cabrini Health Limited
ABN 33 370 684 005

We would like to express the following concerns re the proposed sale of the building:

- While the existing lease offers protections, our relationship with a less understanding landlord may well create uncertainties (over rent and other matters requiring negotiation with cost and flexibility consequences) and new costs (e.g. exposure to new and increased outgoings e.g. land tax) that would force Cabrini to seek an alternative location early to avoid any possible disruption to this service.
- We believe that the commercial sale of the property will compromise an important operation that serves the State of Victoria, funded by the taxpayer;
- The costs and challenges of relocating are significant and there is need to ensure that the service is not interrupted. There will be significant cost to Cabrini in relocating and if not in a similar area may lead to loss of trained and skilled staff.

An alternative would be for Cabrini to purchase the building from the City of Whittlesea. We have engaged two independent valuers to provide guidance on a fair sale price. Based on information provided, we believe that this would be a viable option at a fair value.

Cabrini would like the Council to consider an exclusive private sale negotiation and also avoid the use of agents that would only lower the proceeds returned to the council if the sale eventuates.

Your consideration of our request would be greatly appreciated.

Yours sincerely

Geoff Fazakerley
Chief Property Officer
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M: 0419508222
E: gfazakerley@cabrini.com.au

Details of Submission

No	Submitter Details
#1	Cabrini Health Limited (ABN 33 370 684 005) Malvern, 3144

Summary of Issues

- The existing lease (3 years subject to a further term of 3 years) provides a secure tenancy to Cabrini in the short/medium term.
- However, a change in ownership may enable a change in commercial terms applied under a future lease.
- Any increase in projected costs may be unsustainable for Cabrini and prompt an early relocation to another premise and disrupt services.
- Many staff are employed locally and a proposed relocation of services may result in a loss of local employment.
- Cabrini would like a 'first right of purchase' following the receipt of two independent valuations (presently being prepared)
- Negotiations would eliminate the need of unnecessary advertising costs.

Officer Comments

- The existing lease (3 years subject to a further term of 3 years) provides a secure tenancy to Cabrini in the short/medium term. The terms of the lease were negotiated in line with the State Government funding Cabrini secured for the provision of their services. A report was presented to Council (seeking public submissions in accordance with Section 189 & 223 of the LGA) in reflection of this. At no stage was a longer lease contemplated, nor at the time to which the current further term was exercised during 2018.
- A change in ownership cannot lead to a change in commercial terms to the current lease. The prospective Vendor will be required to honour the terms in the balance of the six year period (to which Cabrini hold the option to exercise after three years). Council officers currently seek full commercial rent on the premises ($200,000 per annum plus GST & outgoings).
- The loss of localised staff may no eventuate should any proposed relocation be within the same industrial park or within the municipality.
- Council officers have promoted the potential sale of the premises since the signing of the initial lease in 2011. At this time, it was noted that there was insufficient funding given their recent acquisition of sites for car-parking upgrades in their Malvern office. Granting Cabrini Health a 'first right of purchase' would contradict the State Government's *Local Government Best Practice Guideline for the Sale, Exchange, and Transfer of Land 2009* guidelines and Council's recommendation if it were not sold via public auction or EOI. A further Council report and advertising period would be required should the Committee wish to alter the current sales process. The timing of the receipt of the two independent valuations would also need to be considered.
- Negotiations would eliminate the need of unnecessary advertising costs; however, this may be offset by any potential further gain achieved through sales proceeds made via public auction. Furthermore, direct negotiation with Cabrini only will deny other eligible potential purchasers an equal opportunity to purchase the property in the free market.