



***City of*
Whittlesea**

AGENDA

OF ORDINARY COUNCIL MEETING

HELD ON

TUESDAY 11 DECEMBER 2018

AT 6.30PM

SUMMONS

You are advised that a Meeting of Council has been called by the Chief Executive Officer on Tuesday, 11 December 2018 in Council Chamber, 25 Ferres Boulevard, South Morang at 6.30pm for the transaction of the following business.

**S OVERLAND
CHIEF EXECUTIVE OFFICER**

COUNCILLORS

LAWRIE COX	MAYOR, SOUTH WEST WARD
STEVAN KOZMEVSKI	SOUTH WEST WARD
CAZ MONTELEONE	SOUTH WEST WARD
KRIS PAVLIDIS	SOUTH WEST WARD
TOM JOSEPH	DEPUTY MAYOR, NORTH WARD
RICKY KIRKHAM	NORTH WARD
EMILIA LISA STERJOVA	NORTH WARD
SAM ALESSI	SOUTH EAST WARD
ALAHNA DESIATO	SOUTH EAST WARD
NORM KELLY	SOUTH EAST WARD
MARY LALIOS	SOUTH EAST WARD

SENIOR OFFICERS

SIMON OVERLAND

CHIEF EXECUTIVE OFFICER

RUSSELL HOPKINS

DIRECTOR COMMUNITY SERVICES

NICK MANN

DIRECTOR CITY TRANSPORT & PRESENTATION

HELEN SUI

DIRECTOR CORPORATE SERVICES

LIANA THOMPSON

DIRECTOR PARTNERSHIPS, PLANNING &
ENGAGEMENT

MICHAEL TONTA

MANAGER GOVERNANCE

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Note:

At Council's discretion, the meeting may be closed in accordance with Section 89 of the Local Government Act 1989. The provision which is likely to be relied upon to enable closure is set out in each item. These reports are not available for public distribution.

Question Time:

During the meeting, Council will answer questions from residents and ratepayers. Questions should be submitted in writing no later than 3pm on the day of the ordinary Council Meeting unless this unreasonably prevents or hinders you from participating. A Question Time form can be downloaded from Council's website and copies of the form are available at the meeting. Refer: <https://www.whittlesea.vic.gov.au/about-us/council/council-meetings/>

Council is committed to ensuring that all residents and ratepayers of the municipality may contribute to Council's democratic process and therefore, if you have special requirements, please telephone the Governance Team prior to any Council Meeting on 9217 2294.

Large Attachments:

Where large attachments form part of the Report, due to the size of the attachments – a copy has not been provided in the Agenda document

Copies of these attachments are available for inspection by the public at the following locations:

- a) Council offices at 25 Ferres Boulevard, South Morang; and
- b) Council's internet site – <http://cam.whittlesea.vic.gov.au/>

1. OPENING

1.1 MEETING OPENING AND PRAYER

The Chief Executive Officer will open the meeting with the reading of the prayers:

Almighty God, we humbly beseech thee, to vouchsafe thy blessing upon this council. Direct and prosper its deliberations to the advancement of thy glory and the true welfare of the people of the Whittlesea City Council.

Our father who art in heaven, hallowed be thy name, Thy kingdom come, Thy will be done in earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive them that trespass against us; and lead us not into temptation but deliver us from evil, For thine is the kingdom, the power and the glory, for ever and ever.

Amen

1.2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS STATEMENT

The Mayor will read the following Acknowledgement of Traditional Owners Statement.

On behalf of the Whittlesea City Council I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan as the traditional owners of this place.

1.3 PRESENT

2. APOLOGIES

3. DECLARATIONS OF INTEREST

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting of Council held 13 November 2018

5. QUESTIONS, PETITIONS AND JOINT LETTERS

5.1 QUESTIONS TO COUNCILLORS

5.2 PETITIONS

NIL REPORTS

5.3 JOINT LETTERS

5.3.1 OBJECTION TO CONSTRUCTION OF FIVE DOUBLE STOREY DWELLINGS - 17 JUNIPER CRESCENT, THOMASTOWN

Joint Letter from 9 residents objecting to the proposed construction of five double storey dwellings at 17 Juniper Crescent, Thomastown.

MOTION

THAT Council resolve to receive the joint letter from 9 residents objecting to the proposed construction of five double storey dwellings at 17 Juniper Crescent, Thomastown and consider the joint letter in conjunction with the Council Report on this planning permit application at a subsequent meeting.

6. OFFICERS' REPORTS

6.1 PARTNERSHIPS, PLANNING & ENGAGEMENT

6.1.1 INFRINGEMENT MANAGEMENT SYSTEM CONTRACT 2017-138 - TENDER EVALUATION REPORT

Attachments:

1 Contract Evaluation Report - Confidential

Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Unit Manager Local Laws & City Amenity

RECOMMENDATION SUMMARY

It is recommended that contract number 2017-138 for an Infringement Management System:

- is awarded to Database Consultants Australia (DCA).
- for the lump sum price of \$694,665.25 (excl. GST).
- for a term from 1 January 2019 to 31 December 2021 with extension options to 31 December 2023.

KEY FACTS AND / OR ISSUES

The tender evaluation panel advises that:

- Three tenders were received.
- The recommended tender was the highest ranked and is considered best value because the Database Consultants Australia infringement management system was best suited to the functionality required.

REPORT

BACKGROUND

The purpose of this contract is to engage a contractor to implement an infringement management system for staff undertaking regulatory functions. The new system will increase efficiency and improve technological integration.

Tenders for the contract closed on 18 July 2018. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

EVALUATION

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity & Evaluation Plan was designed specifically for this tender process and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

Criteria	Weighting
Price	20%
Capability	40%
Capacity	35%
Impact	5%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. In cases where this occurred the reasons for that outcome are detailed in the confidential attachment.

The evaluation outcome was as follows:

TENDERER	CONFORMING	COMPETITIVE	SCORE	RANK
Tenderer A Database Consultants Australia	Yes	Yes	89.29	1
Tenderer B	Yes	Yes	55	2
Tenderer C	No	No	NA	3

Refer to the confidential attachment for further details of the evaluation of all tenders.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council explores and adopts best practice models
Council Priority	Organisational Sustainability

The proposed system is best practice across the local government sector, with 41 councils in Victoria using this software to deliver their services.

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

The tender from Database Consultants Australia was determined to be best value and it is considered that this company can perform the contract to the required standards.

RECOMMENDATION

THAT Council resolve to:

1. **Accept the tender submitted by Database Consultants Australia for the sum of \$694,665.25 (excluding GST) for the following contract:**

Number: 2017-138

Title: Infringement Management System

Term: 1 January 2019 to 31 December 2021

Options: Term extensions up to 31 December 2023 (only to be exercised if separately approved by Council)

Value: Total expenditure is limited to a maximum of \$694,665.25 (excluding GST) unless otherwise approved by Council

subject to the following conditions:

- a) **Tenderer to provide proof of currency of insurance cover as required in the tender documents.**
 - b) **Price variations to be in accordance with the provisions as set out in the tender documents.**
2. **Approve the funding arrangements detailed in the confidential attachment.**
 3. **Sign and seal the Contract documents.**

6.1.2 DONNYBROOK STATION UPGRADE PROPOSED PLANNING SCHEME AMENDMENT

Attachments:	1	Site Plan ↓
	2	Explanatory Report ↓
	3	Incorporated Document ↓
	4	Consultation Report ↓
Responsible Officer:	Director Partnerships, Planning & Engagement	
Author:	Coordinator Strategic Land Use	

RECOMMENDATION SUMMARY

1. It is recommended that Council resolve to support Rail Projects Victoria's (RVP) request of the Minister for Planning to prepare, adopt and approve Amendment C229 to the Whittlesea Planning Scheme (Amendment C229) for the Donnybrook Car Park Station Upgrade (the Project) and;
2. Support Rail Projects Victoria request to the Minister for Planning to use powers under Section 20(4) of the Planning and Environment Act 1987 to exempt the amendment from the formal notice requirements in sections 17, 18 and 19 of the Act.

KEY FACTS AND / OR ISSUES

- Rail Projects Victoria (RPV) is requesting that the Minister for Planning prepare, adopt and approve Amendment C229 to facilitate the delivery of the additional car parking and widening of Springs Road associated with the station upgrade (the Project).
- Amendment C229 seeks to include the *Donnybrook Car Park Upgrade Incorporated Document, December 2018* (Incorporated Document) into the Whittlesea Planning Scheme. The Incorporated Document will facilitate delivery of the Project without the need to rezone the land required for the Project or obtain separate permits for use and development of the Project Land.
- The Incorporated Document will require the Project to adhere to conditions relating to urban design, heritage, native vegetation and access requirements.
- This is the first stage of improvements to the Donnybrook Station. The works will include provision of 250 car spaces, improvements to the platforms and accessibility.
- Based on the stakeholder and community engagement undertaken for the Project, RPV is requesting that the Minister exempts themselves from the formal notice requirements in sections 17, 18 and 19 of the Planning and Environment Act in accordance with section 20(4) of the Act.
- Considering the nature of the proposal and extent of consultation that has been undertaken to date with the community, it is recommended that RVP's requests be supported by Council.

REPORT**INTRODUCTION**

The \$1.7 billion Regional Rail Revival program (RRR) is a joint initiative of the Federal and Victorian governments that will upgrade stations, signalling and tracks across Victoria. RRR is an investment that will deliver major upgrades to every regional passenger line in Victoria. Rail Projects Victoria (RVP) is responsible for the planning and implementation of the program on behalf of the State Government of Victoria.

As part of the RRR, the State Government will be delivering a series of improvements to the Shepparton Corridor including infrastructure upgrades and station improvements at Donnybrook. The Project consists of:

- expansion of the existing Donnybrook Station car park to provide approximately 250 car spaces, bus bays and associated transport interchange facilities;
- widening and alteration to Springs Road, Donnybrook to facilitate a new car park entrance and bus access; and
- acquisition of part of the land at 805 Donnybrook Road, Donnybrook to facilitate access to enable the delivery of the additional car parking.

The Project area is included as *Attachment 1* to this report. Preliminary works are programmed to commence by the end of the year with a completion date of early 2020 for the Project.

PLANNING PROPOSAL

RPV is requesting that the Minister prepare, adopt and approve draft Amendment C229 for the Project. Draft Amendment C229 proposes to:

- apply the Public Acquisition Overlay (PAO) to part of 805 Donnybrook Road, Donnybrook by amending the Schedule to Clause 45.01 of the Whittlesea Planning Scheme to allow the land to be acquired by the Secretary to the Department of Economic Development, Jobs, Transport and Resources for the purposes of the Project;
- apply the Specific Controls Overlay (SCO) by inserting Clause 45.12 and an associated Schedule into the Whittlesea Planning Scheme to allow for the use and development of land for the purposes of the Project in accordance with the specific control in the Incorporated Document; and
- amend the Schedule to Clause 72.04 to the Whittlesea Planning Scheme to insert the Incorporated Document.

The Explanatory Report for the amendment is included as *Attachment 2* to this Council Report.

KEY FEATURES OF THE INCORPORATED DOCUMENT

The purpose of the Incorporated Document is to permit and facilitate the use and development of land surrounding the existing Donnybrook Train Station site to facilitate the delivery of the Donnybrook Car Park Upgrade.

The Incorporated Document sets out a list of conditions that the use and development of the site must comply with. This includes conditions relating to urban design, treatment of native vegetation, road access and heritage management. The Incorporated Document is included in *Attachment 3*.

NOTIFICATION

Ordinarily, a planning authority must give formal notice of a proposed planning scheme amendment in accordance with sections 17, 18 and 19 of the Planning and Environment Act. However, RPV is requesting that the Minister exercise discretion under section 20(4) of the Act to exempt Amendment C229 from the formal notice provisions, due to the extent of community consultation that has been undertaken separate to the planning scheme amendment process.

CONSULTATION

Between 1 August and 31 August (Consultation Period) RPV conducted the following consultation activities:

- placed advertisements in the *Northern Star Weekly*, *North Central Review*, *Whittlesea Review* and *Whittlesea Leader*;
- held one-on-one meetings with directly impacted residents and the land owner of 805 Donnybrook Road, Donnybrook;
- doorknocked 25 residents and provided fact sheets;
- held two station pop-ups distributing information and interacting with more than 200 commuters;
- hosted drop-in information sessions at Wallan Olde Time Market and Wellington Square Shopping Centre and spoke to over 160 community members about the Project;
- promoted an online survey which was completed by 88 people; and
- visited nearby housing estates in Kalkallo and Mickleham and provided fact sheets for distribution.

Feedback the community provided about the Project during the Consultation Period included:

- strong support for additional car parking, however the responses indicated the proposed car spaces will not meet the future demand;
- need for CCTV cameras, clearly lit pedestrian pathways, platforms and waiting areas;
- support for platform extension with comments that it should be compliant with the *Disability and Discrimination Act 1992* (Cth) and safe for all wheeled devices;
- need for shelter from weather in waiting areas;
- need for safe pedestrian access to station;
- improved vehicle access from Springs Road to Donnybrook Road with suggestions to widen Springs Road; and
- need for a drop off zone and taxi spaces to ease congestion at station.

Further detail on the consultation undertaken, including the results from the online survey, refer to the *What We Heard* consultation report included at *Attachment 4*.

Draft Amendment C229 was placed on informal public display from 16 October 2018 to 16 November 2018. The following consultation activities were undertaken by RPV to advertise the public display period:

- letters sent to adjacent residents and businesses;
- all relevant documents provided on RPV's website;
- an Enews publication promoted on social media and emailed to the 88 people that completed the initial online survey in August 2018; and
- further online surveys conducted.

RPV has advised that it will continue to engage the community, and Council, throughout the detailed planning and delivery of the project.

FINANCIAL IMPLICATIONS

As the Minister is the Planning Authority for Amendment C229, the amendment will be prepared and submitted by RPV to the Minister. As such, there will be no financial implications for Council associated with the administrative processing of draft Amendment C229.

POLICY STRATEGY AND LEGISLATION

The Project supports and implements the following local policies:

- Clause 21.08 Built Environment and Heritage. The Project meets the objectives and requirements of these policies as it provides improved access to a multi-modal transportation network.
- Clause 21.09 Housing. The Project is not in conflict with this policy as it preserves the potential for future transit oriented residential development in the vicinity of Donnybrook Station.
- Clause 21.11 Transport. The Project meets the requirements of this policy as it will improve access to sustainable modes of travels and public transport services.
- Clause 22.04 Heritage and Conservation Policy. The Project is consistent with the MSS's vision to protect and enhance places of heritage significance.

With respect to State planning policy:

- Clause 11.03-1R Activity Centres. Draft Amendment C229 supports the role and function of local town centres by improving access to public transport.
- Clause 15.03 Heritage and the *Aboriginal Heritage Act 2006* (Vic) (AH Act). Draft Amendment C229 has had regard to the protection and conservation of places of identified heritage values and Aboriginal cultural heritage significance in accordance in accordance with state heritage planning policy and the requirements of the AH Act.
- Clause 18 Transport. Draft Amendment C229 supports State transport planning policy by providing additional car park to accommodate forecasted demand and by optimising the use of existing rail infrastructure and providing links between the future local town centres and other modes of travel.
- Clause 19.03-2S Infrastructure Design and Provision. Draft Amendment C229 contributes to the timely delivery of infrastructure to meet the need of the community.

Additional State strategies have been considered as follows:

Regional Network Development Plan 2016

The *Regional Network Development Plan* sets out a vision for regional Victoria's public transport network that is supported by a set of strategic priorities and desired outcomes to determine the network a region should have. The Regional Network Development Plan acknowledges the need to provide the growing communities, such as Whittlesea, with a better public transport network.

Lockerbie Precinct Structure Plan May 2012

The Lockerbie Precinct Structure Plan promotes Donnybrook station as a significant public transport hub that will foster connections within and outside of the precinct. The project will

increase accessibility to public transport and will provide enhanced connectivity within the local transport network. The Project preserves opportunity for future residential and commercial development on the western side of Donnybrook station.

Plan Melbourne 2017- 2050

The Project supports and implements the Plan Melbourne 2017-2050 directives listed below:

- Direction 1.2 to improve access to jobs across Melbourne and closer to where people live.
- Direction 3.2 to improve transport in Melbourne's outer suburbs.
- Direction 7.1 supports investment in regional Victoria to support housing and economic growth.
- Direction 7.2 seeks to improve transport connections for regional Victoria.

Transport Integration Act 2010 (Vic)

The *Transport Integration Act 2010 (Vic)* (TI Act) requires interface bodies to have regard to the transport system objectives, the decision-making principles and any applicable statement of policy principles when exercising powers and performing functions that are likely to have a significant impact on the transport system.

Draft Amendment C229 is necessary to facilitate the Project which will provide a significant benefit to the transport system.

The transport system objectives are set out in Part 2, Division 2 of the TI Act and include social and economic inclusion, economic prosperity, environmental sustainability, integration of transport and land use, efficiency, coordination and reliability, and safety, health and wellbeing.

The decision-making principles are set out in Part 2, Division 3 of the TI Act and include the principles of integrated decision making, triple bottom line assessment, equity, transport system user perspective, precautionary principle, stakeholder engagement and community participation and transparency.

Draft Amendment C229 was prepared having regard to the transport system objectives and decision-making principles under the TI Act.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Liveable neighbourhoods
Whittlesea 2040 Key Direction	Well-designed neighbourhoods and vibrant town centres
Strategic Objective	Our neighbourhoods are designed to be well-connected and create cohesive communities
Council Priority	Planning and Infrastructure

Draft Amendment C229 supports Future Direction 2: Accessibility in, out and around our City. In particular, draft Amendment C229 relates to the strategic objective identified for Transport: *"Our road network provides adequate access to the municipality and beyond"* by ensuring the accuracy of local planning provisions for freeway and arterial road infrastructure.

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

The Regional Rail Revival (RRR) programme is being implemented through Rail Projects Victoria (RVP). As the State Government delivery agency, RVP are proposing to deliver additional car spaces and upgrade the Station to better suit the existing and future Donnybrook community. In order to facilitate the delivery of this infrastructure, RVP have requested that the Minister for Planning act as the Planning Authority and undertake the amendment under 20(4) of the Planning and Environment which waives the requirement for formal notification. In lieu of undertaking these formal notice requirements, RVP have consulted with the community and Council officers to finalise the amendment package.

In light of the consultation undertaken to date, the nature of the proposal and commitment to engage with Stakeholders throughout the project, it is recommended the Amendment C229 package be supported and Council support the streamlined amendment process under 20(4) of the Planning and Environment Act.

RECOMMENDATION

THAT Council resolve to:

- 1. Support Rail Projects Victoria's request of the Minister for Planning to prepare, adopt and approve Amendment C229 to the Whittlesea Planning Scheme (Amendment C229) for the Donnybrook Car Park Station Upgrade;**
- 2. Support Rail Projects Victoria request to the Minister for Planning to use powers under Section 20(4) of the Planning and Environment Act 1987 to exempt the amendment from the formal notice requirements in sections 17, 18 and 19 of the Act.; and**
- 3. Notify Rail Projects Victoria of Council's resolution.**

Project Site Plan:
C229 Donnybrook Train Station Upgrade



Planning and Environment Act 1987

WHITTLESEA PLANNING SCHEME

AMENDMENT C229

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Minister for Planning, who is the planning authority for this amendment.

The amendment has been made at the request of Rail Projects Victoria (RPV), an administrative office in the Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

Land affected by the Amendment

The amendment applies to land in the City of Whittlesea which will be used and developed for the Donnybrook Car Park Upgrade (project), as shown in Figure 1.



Figure 1: Land affected by Amendment C229

Generally, the project comprises:

- Expansion of the existing Donnybrook station car park to provide approximately 250 car spaces, bus bays and associated transport interchange facilities.
- Widening and alteration to Springs Road, Donnybrook to facilitate a new car park entrance and bus access.
- Acquisition of part of the land at 805 Donnybrook Road, Donnybrook.

What the amendment does

The amendment changes the Whittlesea Planning Scheme to:

- Apply the Public Acquisition Overlay (PAO) to part of 805 Donnybrook Road, Donnybrook by amending the Schedule to Clause 45.01 (PAO) to allow the land to be acquired by the Secretary of the DEDJTR for the purpose of the project.
- Apply the Specific Controls Overlay (SCO) by inserting Clause 45.12 and an associated Schedule to allow the use and development of land for the purpose of the project in accordance with the specific control in the *Donnybrook Car Park Upgrade Incorporated Document, December 2018* (incorporated document).
- Amend the Schedule to Clause 72.04 (Documents Incorporated in this Planning Scheme) to insert an incorporated document titled *Donnybrook Car Park Upgrade Incorporated Document, December 2018*.

Strategic assessment of the Amendment

Why is the Amendment required?

The \$1.7 billion Regional Rail Revival (RRR) program is a joint initiative of the Australian and Victorian governments and will upgrade stations, signalling and track across Victoria. RRR is a once in a generation investment that will deliver major upgrades to every regional passenger line in Victoria. As part of the RRR program, the Victorian Government will be delivering a series of improvements to the Shepparton Corridor including infrastructure upgrades and station improvements at Donnybrook and Wallan. RPV is responsible for the planning and implementation of the program on behalf of the State Government of Victoria.

The amendment allows for the acquisition, use and development of land for the purposes of the project in accordance with the *Donnybrook Car Park Upgrade Incorporated Document, December 2018*.

How does the Amendment implement the objectives of planning in Victoria?

The amendment supports the objectives of planning in Victoria as set out in Section 4 of the *Planning and Environment Act 1987*. The following objectives are particularly relevant to the amendment:

- To provide for the fair, orderly, economic and sustainable use, and development of land;
- To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;
- To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historic interest, or otherwise special cultural values;
- To protect utilities and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community; and
- To balance the present and future interests of all Victorians.

The amendment will benefit rail commuters and the Whittlesea community by increasing access to Donnybrook station, enhancing the car park amenities, improving access to the Melbourne Central Business District and regional Victoria and facilitating links to future local town centres.

How does the Amendment address any environmental, social and economic effects?

Environmental

RPV has considered the potential environmental effects of the project through the planning and environmental management framework established under the *Lockerbie Precinct Structure Plan, May 2012* and *Lockerbie Native Vegetation Precinct Plan, May 2012*.

The findings of these investigations informed the preparation of the planning controls proposed by the amendment, including the *Donnybrook Car Park Upgrade Incorporated Document, December 2018*.

These measures will ensure there will be no significant environmental effects as a result of the project, and any potential environmental effects can be addressed through the amendment.

Social

The Donnybrook Car Park Upgrade will benefit the existing and future Donnybrook communities, by improving public transport access and commuting options.

A program of community and stakeholder engagement has been undertaken by RPV to investigate potential social effects of the project and to inform design and planning controls. This has included direct consultation with owners of the land to which the incorporated document applies as well as the owners of adjacent properties. Design and environmental considerations raised throughout the consultation period have been incorporated into the amendment.

Economic

The project will improve connectivity to local town centres and metropolitan Melbourne from Donnybrook and will provide better access to employment and services. The amendment will support the development of the future local town centres.

Does the Amendment address relevant bushfire risk?

The amendment is unlikely to pose risk of bushfire to the community, infrastructure or the environment.

Land in the project area is not affected by the Bushfire Management Overlay in the Whittlesea Planning Scheme. The project is located within a designated bushfire prone area, but the land is not to be used for residential purposes, and is therefore not subject to the minimum construction requirements.

Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?

Section 12(2)(a) of the *Planning and Environment Act 1987* requires that in preparing an amendment, a planning authority must have regard to the Minister's Directions. The following Ministerial Directions are relevant to this amendment:

Ministerial Direction on the Form and Content of Planning Schemes

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the *Planning and Environment Act 1987*.

Ministerial Direction No.9 – Metropolitan Strategy

The purpose of this Direction is to ensure that planning scheme amendments have regard to Metropolitan Strategy which is *Plan Melbourne 2017-2050*.

Plan Melbourne 2017-2050 supports similar rail infrastructure projects.

Direction 1.2 to improve access to jobs across Melbourne and closer to where people live

Direction 3.2 to improve transport in Melbourne's outer suburbs

Direction 7.1 supports investment in regional Victoria to support housing and economic growth, and

Direction 7.2 seeks to improve transport connections for regional Victoria.

The project supports these directions and provides public transport options for existing and future residents.

Ministerial Direction No.11 – Strategic Assessment of Amendments

The purpose of this Direction is to ensure a comprehensive strategic evaluation of a planning scheme amendment and the outcomes it produces. The amendment has been prepared in accordance with Ministerial Direction No. 11, and various elements of the project have undergone strategic assessments through the following documents: the Lockerbie Precinct Structure Plan (May 2012),

Donnybrook-Woodstock Precinct Structure Plan and Donnybrook Station Local Town Centre Urban Design Framework (November 2017), Lockerbie Development Contributions Plan (May 2012, amended June 2017) and Station Access Plan: Donnybrook Station (Transport for Victoria, August 2018).

How does the Amendment support or implement the Planning Policy Framework and any adopted State policy?

The amendment supports or implements the Planning Policy Framework as follows:

- The amendment supports the role and function of local town centres by improving access to public transport (Clause 11.03-1R Activity Centres).
- The amendment has had regard to the protection and conservation of places of identified heritage values and Aboriginal cultural heritage significance in accordance with state heritage planning policy (Clause 15.03 Heritage) and the requirements of the *Aboriginal Heritage Act 2006*.
- The amendment supports State transport planning policy by providing additional car parks to accommodate forecast demand and by optimising the use of existing rail infrastructure and providing links between the future local town centres and other modes of travel (Clause 18 Transport).
- The amendment contributes to the timely delivery of infrastructure to meet the need of the community (Clause 19.03-2S Infrastructure Design and Provision).

How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The following local policies of the Whittlesea Planning Scheme are of relevant to the project:

- Clause 21.08 Built Environment and Heritage. The amendment meets the objectives and requirements of these policies as it provides access to a multi-modal transportation network.
- Clause 21.09 Housing. The amendment is not in conflict with policy as it preserves the potential for future transit oriented residential development in the vicinity of Donnybrook station.
- Clause 21.11 Transport. The amendment meets the requirements of this policy as it will improve access to sustainable modes of travels and public transport services
- Clause 22.04 Heritage and Conservation Policy. The amendment is consistent with the Municipal Strategic Statement's Visions to protect and enhance places of heritage significance.

Does the Amendment make proper use of the Victoria Planning Provisions?

The amendment uses the provisions of Clause 45.12 Specific Controls Overlay and Clause 72.04 Documents Incorporated in this Planning Scheme to provide specific controls for the project in accordance with the new Victoria Planning Provisions introduced via Amendment VC148.

The specific controls are detailed in the *Donnybrook Car Park Upgrade Incorporated Document, December 2018* which facilitates the use and development of land for the proposed Donnybrook station car park and associated facilities in accordance with conditions.

How does the Amendment address the views of any relevant agency?

- City of Whittlesea
- Department of Environment, Land, Water and Planning
- Transport for Victoria
- VicTrack

- V/Line
- VicRoads
- Victorian Planning Authority

An engagement program was undertaken with key stakeholders and agencies from May to November 2018.

Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The *Transport Integration Act 2010* requires interface bodies to have regard to the transport system objectives, the decision-making principles and any applicable statement of policy principles when exercising powers and performing functions that are likely to have a significant impact on the transport system.

The amendment is necessary to facilitate the project which will provide a significant benefit to the transport system.

The transport system objectives are set out in Part 2, Division 2 of the *Transport Integration Act 2010* and include social and economic inclusion, economic prosperity, environmental sustainability, integration of transport and land use, efficiency, coordination and reliability, and safety, health and wellbeing.

The decision-making principles are set out in Part 2, Division 3 of the *Transport Integration Act 2010* and include the principles of integrated decision making, triple bottom line assessment, equity, transport system user perspective, precautionary principle, stakeholder engagement and community participation and transparency.

The amendment was prepared having regard to the transport system objectives and decision-making principles under the *Transport Integration Act 2010*. Regard has been given to the policy principles as follows:

- Social and economic inclusion: the project will provide better access to Donnybrook train station for commuters who require vehicle access to the train station and bus services. The project will thereby expand access to social and economic opportunities.
- Economic prosperity: the project will generate employment during construction, increase access to employment and economic opportunities by providing additional car parking spaces at Donnybrook station.
- Environmental sustainability: The project promotes the use of sustainable travel modes of public transport by improving pedestrian and bicycle access.
- Integration of transport and land use: the project will support multi-modal transport opportunities for existing and future local communities through the development of the car park, bus shelters and bicycle facilities. The project will be delivered in a timely manner to provide for the current and future requirements of the transport system and the growing local communities.
- Efficiency, coordination and reliability: the project forms part of a program which intends to upgrade regional train lines in Victoria. It will facilitate integrated transport movement using different modes of transport.
- Safety, health and wellbeing: the project will align with the principles of safety performance of transport infrastructure, transport and promotion of safe user behaviour.
- Principle of integrated decision making: the project is the result of a coordinated process between RPV, Whittlesea City Council, landowners and other relevant agencies. The project is consistent with State policy including the Regional Network Development Plan and Plan Melbourne 2017-2050 and local policy.

- Principle of triple bottom line assessment: the economic, environmental and social costs and benefits of the project have been considered. The investigations undertaken for the project satisfy the principles of triple bottom line assessment.
- Principle of equity: the project will improve the operation of the transport system in these parts of metropolitan Melbourne and regional Victoria and will cater for the needs of existing and future communities.
- Principle of the transport system user perspective: the project will improve accessibility, comfort and safety at Donnybrook station.
- Precautionary principle: the precautionary principle was implemented during the development of the project through technical investigations to avoid serious or irreversible damage to the environment.
- Principle of stakeholder engagement and community participation: the proposed amendment is supported by a community and stakeholder engagement program which included consultation with Whittlesea City Council, local community, landowners and other key stakeholders.
- Principle of transparency: the amendment is supported by a community and stakeholder engagement program which included consultation with Whittlesea City Council, local community, landowners and other key stakeholders.

Resource and administrative costs

- **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The new provisions are not expected to have a significant impact on the resource and administrative cost of the Whittlesea City Council as the responsible authority.

Where you may inspect this Amendment

The Amendment is available for public inspection, free of charge, during office hours at the following places:

Whittlesea City Council
25 Ferris Boulevard
SOUTH MORANG 3750

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at www.delwp.vic.gov.au/public-inspection.

Donnybrook Car Park Upgrade Incorporated Document

December 2018

DRAFT

1.0 INTRODUCTION

- 1.1 This document is an incorporated document in the Whittlesea Planning Scheme (Planning Scheme) and is made pursuant to section (6)(2)(j) of the *Planning and Environment Act 1987*.
- 1.2 The land identified in Clause 3 of this incorporated document may be used or developed in accordance with the specific control in Clause 4 of this document.
- 1.3 The control in this document prevails over any contrary or inconsistent provision in the Planning Scheme.

2.0 PURPOSE

- 2.1 The purpose of the control in this document is to permit and facilitate the use and development of land described in Clause 3.0 of this document for the purpose of the Donnybrook Car Park Upgrade (the project).

3.0 LAND TO WHICH THIS INCORPORATED DOCUMENT APPLIES

- 3.1 The control in this document applies to the land marked as SCO in the Whittlesea Planning Scheme Map 4 SCO.

4.0 CONTROL

Exemption from Planning Scheme Requirements

- 4.1 Despite any provision to the contrary or any inconsistent provision in the Planning Scheme, no planning permit is required for, and no provision in the Planning Scheme operates to prohibit or restrict the use and development of the Project Land for the purposes of the project.
- 4.2 The project includes, but is not limited to:
 - a) Upgrade and expansion of the existing Donnybrook station car park, including bus bays and associated transport interchange facilities, and widening and alteration to Springs Road, Donnybrook.
 - b) Use and development of the Project Land for *Transport terminal*, including the subdivision and consolidation of land, associated structures and development of roads, cuttings, batters and fill, communications, electrical infrastructure and public transport related infrastructure.
 - c) Use and development of the Project Land for ancillary activities to the use and development described in Clause 4.2(a), including but not limited to:
 - i. Use and development of lay down areas for construction purposes.

- ii. Use and development of temporary site workshops, storage, administration and amenities buildings, vehicle parking areas and access roads.
- iii. Constructing fences, temporary site barriers and site security.
- iv. Displaying signs.
- v. Removing, destroying and lopping trees and removing vegetation, including native vegetation.
- vi. Demolishing and removing buildings and works.
- vii. Constructing and carrying out earthworks and works to create bunds, mounds and landscaping, salvage artefacts, and to alter drainage, services and utilities, and temporary stockpiling of excavation material.
- viii. Subdividing and consolidating land and creating, varying or removing easements resulting from works required for the project.
- ix. Creating or altering access to a road in a Road Zone.
- d) Any use or development that the Minister for Planning confirms in writing is for the purposes of the project.

4.3 Land uses in *italics* have the same meaning as in Clause 73.03 (Land Use Terms) of the Planning Scheme.

Conditions

4.4 The use and development permitted by this document must be undertaken in accordance with the following conditions:

4.5 Urban Design Principles

4.5.1 Prior to the commencement of any buildings or works (excluding preparatory buildings and works under Clause 4.13), a development plan must be prepared in consultation with Whittlesea City Council that achieves the following urban design principles:

- a) Provide safe and direct pedestrian and cyclist linkages with clear sightlines to Donnybrook station, the future pedestrian overpass and adjacent residential developments.
- b) Ensure the design treatment at car park edges addresses safety and amenity for existing properties.
- c) Car and bus access to the car park must consider the relationship with key access points of the adjacent residential development.

- d) Ensure the car park does not preclude the future provision of a sleeved development and the car park edge treatments do not prejudice future development opportunities on adjoining land (as identified in the *Lockerbie Precinct Structure Plan, May 2012*).

4.6 Native vegetation

- 4.6.1 The removal, destruction or lopping of any native vegetation must meet the conditions and offset requirements of Section 4.0 of the *Lockerbie Native Vegetation Precinct Plan May 2012* (or as amended).

4.7 Creating or altering access to roads

- 4.7.1 Any buildings or works to create or alter access to a road declared as a freeway or arterial road under the *Road Management Act 2004*, or land owned by the Roads Corporation for the purpose of a road, must be undertaken to the satisfaction of the Roads Corporation in consultation with Whittlesea City Council, following the preparation of a traffic impact assessment, except as otherwise agreed by the Roads Corporation.
- 4.7.2 Before a plan of subdivision is certified under the *Subdivision Act 1988*, the consent of the Roads Corporation must be obtained to subdivide:
 - a) land adjacent to a road declared as a freeway or arterial road under the *Road Management Act 2004*;
 - b) land owned by the Roads Corporation for the purpose of a road; or
 - c) land affected by a Public Acquisition Overlay if the Roads Corporation is the acquiring authority for the land.

4.8 Heritage management

- 4.8.1 Prior to the commencement of development (excluding preparatory buildings and works under Clause 4.11) on the Project Land affected by a Heritage Overlay, documentation must be prepared to the satisfaction of the Minister for Planning (except as otherwise agreed by the Minister for Planning). The documentation must include:
 - a) Site plans and elevations showing the proposed development.
 - b) An assessment of the impact of the proposed development on the heritage place and whether there is a need for a conservation management plan.

Other conditions

- 4.9 Unless otherwise stated, the plans and other documents listed in Clauses 4.5 to 4.8 must be approved prior to the commencement of works. The plans and other documents may be prepared and approved for separate components or stages of the project but each

plan or other document must be approved before commencement of works for that component or stage.

- 4.10 The plans and other documents may be amended from time to time to the satisfaction of the Minister for Planning or relevant approving authority.
- 4.11 In deciding whether a plan or other document is satisfactory or whether to consent to an amendment to a plan or other document, the Minister for Planning or relevant approving authority may seek the views of the relevant councils, or any other relevant authority.
- 4.12 The use and development of the Project Land must be undertaken in accordance with this incorporated document and the approved plans and documentation.

Preparatory buildings and works

- 4.13 The following buildings and works may commence in the Project Land before the plans and documentation listed in Clause 4 are approved:
 - a) Preparatory buildings and works for the project, including, but not limited to:
 - i. Works, including vegetation removal, where planning approval would not be required under the provisions of the Planning Scheme.
 - ii. Investigating, testing and preparatory works to determine the suitability of land and property condition surveys.
 - iii. Creation and use of construction access points and working platforms.
 - iv. Site establishment works including temporary site fencing and hoarding, site offices, and hardstand and laydown areas.
 - v. Construction, protection, modification, removal or relocation of utility services, rail signalling, overhead and associated infrastructure.
 - vi. Establishment of environment and traffic controls, including designated 'no-go' zones.
 - vii. Demolition to the minimum extent necessary to enable preparatory works.
 - viii. Establishment of temporary car parking.

5.0 EXPIRY

- 5.1 The control in this incorporated document expires if any of the following circumstances apply:
 - a) The development allowed by the control, including preparatory buildings and works, is not started by 31 March 2022.

- b) The development allowed by the control is not completed by 31 March 2025.
- 5.2 The Minister for Planning may extend these periods if a request is made in writing before the expiry date or within three months afterwards.

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**REGIONAL
RAIL
REVIVAL**



WHAT WE HEARD

COMMUNITY FEEDBACK ON THE PROPOSED
DONNYBROOK AND WALLAN STATION UPGRADES

October 2018



DONNYBROOK AND WALLAN STATION UPGRADES

The Victorian Government is upgrading Donnybrook and Wallan stations to provide better facilities for the community's growing population.

There will be more car parking, improved security and better access for people, buses and cars.

Improvements to Donnybrook Station include:

- adding 150 new car parking spaces
- new platform shelters
- two new bus bays in the station precinct, including shelters
- improved pedestrian, car and bus access
- improved security with CCTV on platforms and in car parks
- upgrades to Springs Road to improve access for cars and buses.

The Wallan Station upgrade includes:

- adding toilets in the waiting room
- additional bus bays, including shelters
- new platform shelters
- additional bicycle parking.

The city-bound platforms will be extended at each station to accommodate five-carriage loco-hauled trains and six-carriage VLocity trains. This will make it quicker for passengers to get on and off the trains.

Construction at Donnybrook and Wallan stations is scheduled to commence in early 2019 and is expected to be completed in early 2020.

The upgrades to Donnybrook and Wallan stations will be delivered by VicTrack on behalf of Rail Projects Victoria as part of the Shepparton Corridor Upgrade.

PURPOSE

This report provides a summary of the feedback received as part of our community consultation to support the planning and design of Donnybrook and Wallan station upgrades.

PLANNING AND APPROVALS

A Planning Scheme Amendment (PSA) is required to secure approval to extend the car park at Donnybrook Station.

A copy of the proposed Planning Scheme Amendment will be available for public comment in October 2018, visit regionalrailrevival.vic.gov.au/Shepparton/donnybrookwallan to view the draft PSA.



ENGAGING WITH COMMUNITIES

We have developed a detailed engagement framework that outlines activities over the life of the Regional Rail Revival program. This framework captures our commitment to meaningful consultation with stakeholders and communities during the planning, design and delivery phases.

The following core principles guide engagement on all projects, including the Shepparton Corridor Upgrade:

Early involvement – initiating community and stakeholder involvement as early as possible so they can help shape elements of each project, including the communication and community engagement processes.

Transparency and clarity – informing the community and stakeholders where and to what extent they can influence a decision and where they cannot.

Adequate time – to provide the community and stakeholders with the opportunity to participate as fully as possible within the timeframe established.

Genuine approach – valuing the knowledge, skills and experience of community and stakeholder contributions to the development of the various Regional Rail Revival projects.

Flexibility – acknowledging the right of the community and stakeholders to access and receive information in a way that suits their individual needs.

Inclusiveness – the promotion of a two-way dialogue process.

Mutual respect – acknowledging the right of each stakeholder and community member to have a say and to be heard.

This framework and its core principles have been applied to consultation on the proposed Donnybrook and Wallan station upgrades.

HOW WE ENGAGED

During August 2018, we asked the community, passengers and a range of stakeholders to give us feedback on our early plans to upgrade Donnybrook and Wallan stations.

Reflecting Rail Project Victoria's commitment to informing project planning, design and delivery through local knowledge, the consultation incorporated a range of activities to encourage participation and gather feedback about these proposed works.

We shared and gathered information via the Regional Rail Revival website, launched two separate Donnybrook and Wallan online surveys, delivered letters and fact sheets to residents and businesses, interacted with passengers at station pop-ups, and had in-depth conversations at two community pop-ups.

Consultation also involved continued conversations with key stakeholders including councils, government agencies and community groups via meetings, briefings and presentations.

Further information about who we engaged and how we engaged them is provided in Table 1.

An overview of the proposed works and detailed summaries of what we heard about the Donnybrook and Wallan station upgrades is provided in separate sections to follow.



DONNYBROOK AND WALLAN STATION UPGRADE ENGAGEMENT	
ONLINE	<ul style="list-style-type: none"> Two online surveys were launched on the Regional Rail Revival website, one for Donnybrook and one for Wallan. The surveys asked questions about design elements, aspects of planning, environmental considerations and construction impacts. The Donnybrook and Wallan page of the Regional Rail Revival website attracted 789 visits during the consultation period. Four Facebook posts about the proposed works reached 5251 people and 242 subscribers received an e-newsletter update. In total, 120 detailed surveys were submitted, including 88 on Donnybrook and 32 on Wallan.
INFORMATION	<ul style="list-style-type: none"> Advertising was placed in the <i>Northern Star Weekly</i>, <i>North Central & Whittlesea Review</i> and <i>Whittlesea Leader</i> to promote consultation and encourage online survey submissions. We doorknocked more than 25 properties in Donnybrook to talk about the upgrade. We doorknocked more than 40 properties in Wallan to talk about the upgrade. We also spoke with sales representatives at new housing estates in Mickleham and Kalkallo.
INTERACTIONS	<ul style="list-style-type: none"> We held four station pop-ups at Donnybrook and Wallan. The project team distributed information and interacted with more than 550 morning and evening passengers in total. We doorknocked and engaged face-to-face with directly affected landowners about the station upgrades and proposed works. We followed-up on doorknocks with letters, fact sheets, phone conversations and face-to-face meetings. We hosted drop-in information sessions at Wallan Olde Time Market and Wellington Square Shopping Centre and spoke to over 160 community members.
STAKEHOLDERS	<p>We have and will continue to engage with the following government and external stakeholders:</p> <ul style="list-style-type: none"> Transport for Victoria Public Transport Victoria V/Line VicRoads Department of Environment, Land, Water and Planning VicTrack Whittlesea City Council Mitchell Shire Council Victorian Planning Authority

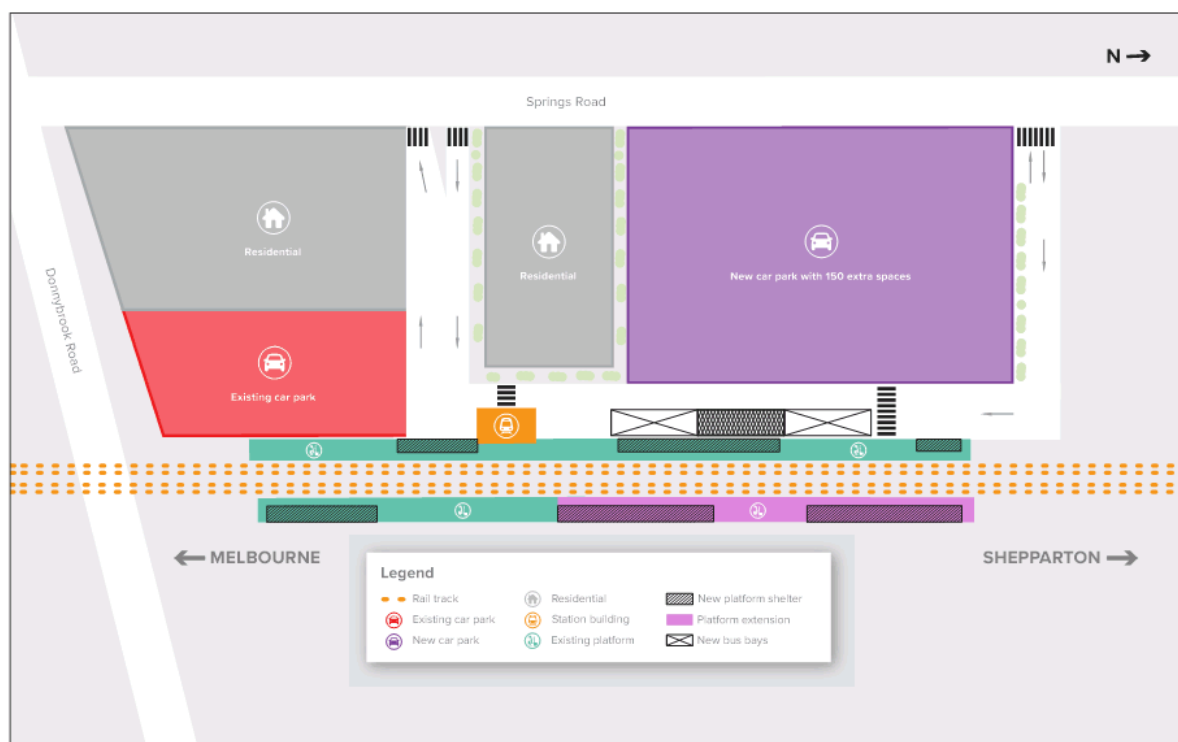
Table 1

ENGAGEMENT SNAPSHOT

700+ conversations at station pop-ups and drop-in information sessions	100+ conversations at events including Wallan Olde Time Market	780+ visits to the Donnybrook and Wallan webpage during the consultation period
5,250 people reached via four Facebook posts	240+ subscribers received the e-newsletter	120 detailed survey responses received

DONNYBROOK STATION UPGRADE

BENEFITS	WORKS WILL INCLUDE:
<p>Upgrading Donnybrook Station will more than double the existing number of car parking spaces at the station.</p> <p>The upgrade will boost security, as well as improve comfort by building new passenger shelters. Accessibility will also be improved through the inclusion of two new bus bays, and modification of Springs Road to improve car and bus access.</p> <p>The city-bound platform will be extended to accommodate five-carriage loco-hauled and six-carriage VLocity trains. The platform extension will also allow passengers to get on and off the train more quickly, reducing the amount of time trains will need to stop at the station.</p>	<ul style="list-style-type: none"> • adding 150 new car parking spaces • extending the length of the city-bound platform to fit all train carriages and make it faster for passengers to get on and off the train • new platform shelters • two new bus bays in the station precinct, including shelters • safer pedestrian crossings and pathways • modifying Springs Road to improve vehicle access • a drop-off zone and taxi spaces • improving security with CCTV on platforms and in the car park, better station lighting and passenger information displays.



WHAT WE HEARD

We received 88 survey responses relating to the proposed Donnybrook Station upgrade.

In the survey, we asked people what they thought was important in the planning and environmental aspects of the upgrade, as well as in the station layout design.

In addition, we asked people to provide feedback on the three most important aspects to them.

PLANNING AND ENVIRONMENTAL FEEDBACK

Figure 1 shows the planning and environmental aspects that respondents ranked as most important to them. A summary of specific issues raised on each of these aspects, and the project's response to each, is outlined below.

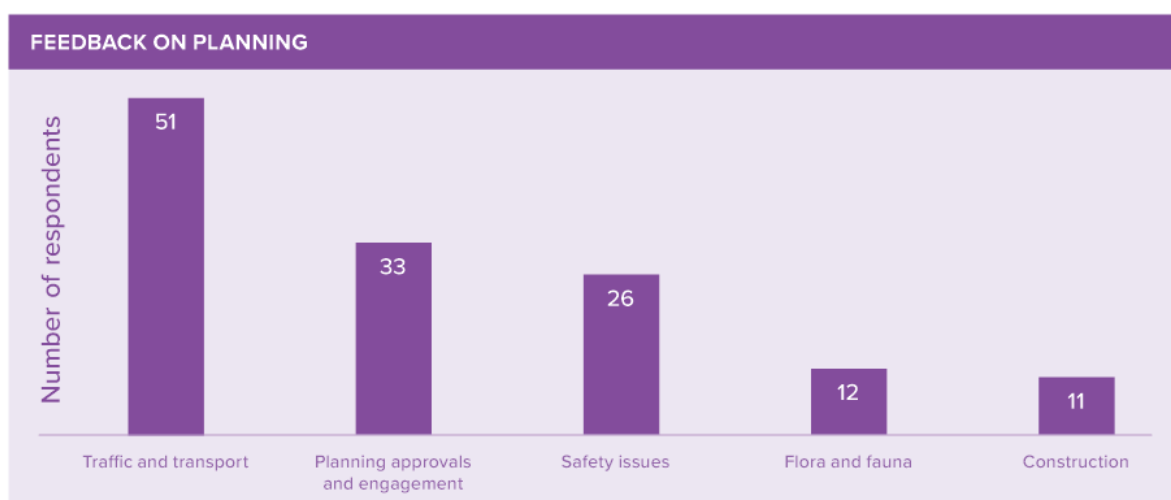


Figure 1

TRAFFIC AND TRANSPORT

WHAT TRAFFIC AND TRANSPORT CONSIDERATIONS SHOULD WE TAKE INTO ACCOUNT WHEN PLANNING AND DELIVERING THE PROJECT?	
<p>58% of respondents provided feedback relating to traffic and transport</p>	<p>Project response</p> <p>We will work closely with VicTrack to minimise adverse construction impacts on the surrounding residents and the broader community.</p> <p>Timely notification of changes to traffic or train services will be provided to local community and passengers well in advance.</p> <p>Road traffic during construction, including traffic generated by construction vehicles, is expected to be typical of a transport infrastructure project and will occur over a period of around 12 months.</p> <p>As with other rail line closures, appropriate alternative arrangements will be provided to reduce impacts on passengers.</p> <p>Temporary road diversions, parking or closures and moving heavy equipment to and from site will be managed under a Traffic Management Plan (TMP).</p>
<p>Issues raised</p> <p>Feedback showed that receiving advanced notice of service and traffic disruptions is important to respondents, so they can plan ahead and make other travel arrangements where required.</p> <p>Feedback emphasised the need for frequent coach replacement services during construction and alternative parking options if parking is affected during construction.</p> <p>Some concerns were raised about vehicle traffic and congestion outside the station precinct.</p>	

COMMUNITY ENGAGEMENT

HOW WOULD YOU LIKE US TO SEEK FEEDBACK FROM THE COMMUNITY WHEN PLANNING AND DELIVERING THE PROJECT?

38%

of respondents provided feedback relating to planning approvals and engagement

Issues raised

Respondents would like to see regular updates on the project's progress and information on any disruption to services or station access via postal mail-outs and social media updates.

We heard that genuine engagement with the community during all stages of the project is important, particularly for those who regularly use the V/Line service. Respondents appreciated being able to provide their feedback via the survey, and would like to continue seeing detailed plans and visual representations of the station upgrade.

Project response

Rail Projects Victoria is committed to ongoing engagement and informing the project through local knowledge. Community and stakeholder feedback has and will continue to play an important role in the project's planning and development.

Engagement is taking place via a range of channels including face-to-face and online engagement to ensure all interested parties have the opportunity to participate.

The project will continue to report back to stakeholders and the community about engagement activities and how feedback is being used in the development of the project.

Rail Projects Victoria will continue to work closely with V/Line to ensure passengers are made aware well in advance of any service and station changes.

SAFETY ISSUES

WHAT SAFETY CONSIDERATIONS SHOULD WE TAKE INTO ACCOUNT WHEN PLANNING AND DELIVERING THE PROJECT?

30%

of respondents provided feedback relating to safety

Issues raised

We heard that safe speed limits should be in place, as well as increased lighting in the area. Respondents were concerned about how road traffic will be managed around construction areas.

We heard people are eager to see appropriate traffic management in place during construction, and an emphasis on the need for increased pedestrian and cyclist safety, particularly near work areas.

Project response

Road traffic during construction, including traffic generated by construction vehicles, is expected to be typical of a transport infrastructure project and will occur over a period of around 12 months.

Work on new car parking is scheduled to start in late 2019. Rail Projects Victoria and its contractors will design the work program to minimise impacts on parking, where possible.

As with other rail line closures, appropriate alternative arrangements will be provided to minimise passenger impacts. Temporary road diversions or closures and mobilisation of heavy equipment to and from site will be managed under a Traffic Management Plan (TMP).

FLORA AND FAUNA

WHAT FLORA AND FAUNA CONSIDERATIONS SHOULD WE TAKE INTO ACCOUNT WHEN PLANNING AND DELIVERING THE PROJECT?

13% of respondents provided feedback relating to flora and fauna

Issues raised

Feedback highlighted the importance of retaining existing plants where possible. We heard that planting trees and native vegetation in the area following construction is important to local residents, with suggestions included that landscaping should be incorporated into station surroundings.

Feedback suggested special care be taken to protect animals that are regularly seen in the area, especially with the construction of new housing estates in the area which may force native fauna to become displaced.

Project response

To ensure there will not be any significant adverse effects to flora and fauna, construction will be managed in accordance with applicable planning and environmental policies and legislative requirements.

Impacts on native flora and fauna will be avoided as much as practicable. Where impacts cannot be avoided, Rail Projects Victoria must ensure appropriate measures are implemented, including offsets for removing native vegetation in accordance with state requirements.

CONSTRUCTION IMPACTS

WHAT ARE YOUR CONCERNS AROUND POTENTIAL IMPACTS OF CONSTRUCTION?

12% of respondents provided feedback relating to construction impacts

Issues raised

Concern about increased dust during construction was raised.

Minimising disruption to the station precinct and pedestrian crossing is also important to respondents, as this area is prone to traffic congestion.

It was suggested that neighboring estates directly affected by construction should be kept up to date about upcoming construction activities.

Project response

Rail Projects Victoria will be responsible for providing clear communication in a timely manner about construction impacts and timeframes.

We will give notice to potentially affected property owners about the nature and duration of the works. In addition, Rail Projects Victoria will notify rail users of replacement services.

Potential noise impacts and air quality (such as increased dust during the construction) will be managed in accordance with applicable planning and environmental policies and legislative requirements.

The safety of pedestrians and motorists will be managed under the Traffic Management Plan.

STATION DESIGN FEEDBACK

In addition to feedback on planning and environmental matters, we also asked people to tell us what they thought was important to see in the design when upgrading Donnybrook Station.

Figure 2 shows the design aspects that people ranked as most important to them. A summary of feedback on each of these aspects is outlined below.

This feedback will be used by Rail Projects Victoria and our contractor to inform the design development phase and manage construction impacts of the Donnybrook Station upgrade.

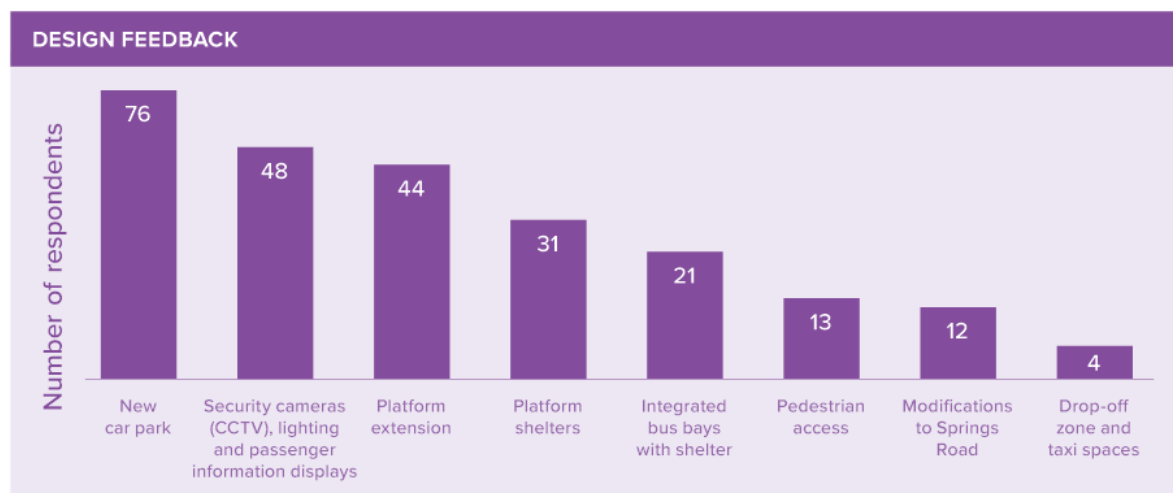


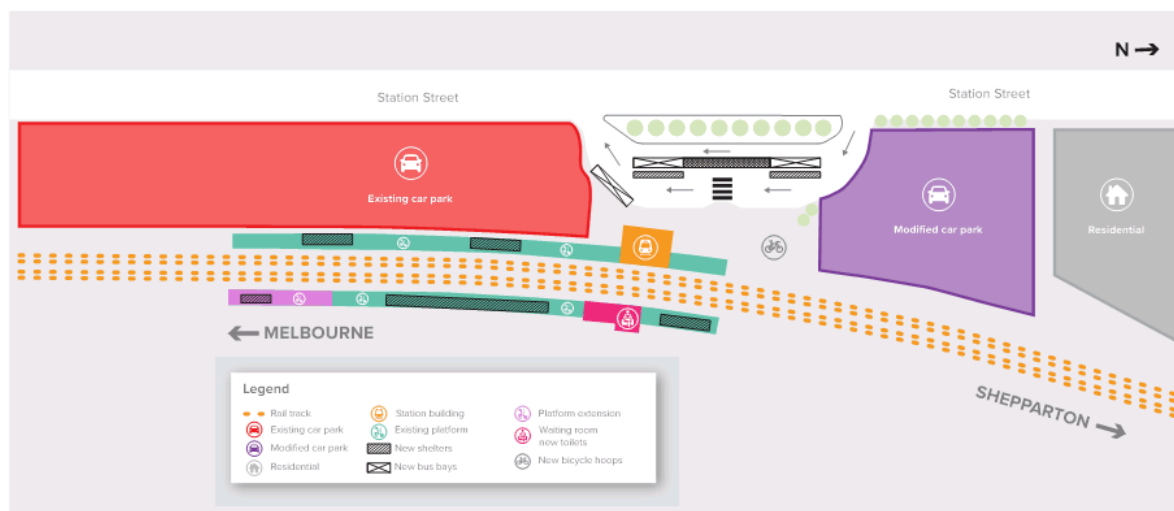
Figure 2

PARKING AND TRANSPORT LINKS	SAFETY AND SECURITY
New car park	We heard the new car park is strongly supported and will help ease congestion on Springs Road. Respondents highlighted that due to the fast-growing community, 150 new car spaces may not be enough to allow for the anticipated growth in the area.
Security cameras (CCTV), lighting and passenger information displays	Feedback highlighted the need for ample CCTV cameras in and around the station, including the car park, to help passengers feel safe and deter criminal activity. Respondents suggested that clearly lit pedestrian pathways, platforms and waiting areas are important to make people feel safe and secure.
Platform extension	We heard the platform extension will improve the reliability of services by decreasing the time it takes passengers to get on and off the train. We also heard the platform should be accessible and safe for other wheeled devices such as prams and mobility aids. Suggestions considered out of scope for the project included requests for more train carriages on the V/Line service.
Platform shelters	Feedback emphasised the need for adequate shelter from the weather including covered waiting areas to provide protection from the wind and rain.
Integrated bus bays with shelter	We heard integrated bus bays would improve accessibility to and from the station. Suggestions considered out of scope for the project included requests for more frequent and integrated bus services in the area. This feedback will be referred to Transport for Victoria
Pedestrian access	Respondents highlighted the need for safer pedestrian access to the station, with suggestions to build an under or overpass in future.
Modifications to Springs Road	We heard new traffic lights would help ease traffic flow and allow drivers to access Donnybrook Road more safely. Respondents also suggested that Springs Road should be widened to accommodate extra cars due to the growing population.
Drop-off zone and taxi spaces	We heard that the drop-off zone and taxi spaces will help to relieve congestion at the station, ensuring safety and ease of access for all.

WALLAN STATION UPGRADE

OVERVIEW

BENEFITS	WORKS WILL INCLUDE:
<p>The upgrade to Wallan Station will improve passenger comfort by building new bathrooms and shelters. Additional bus bays and bicycle facilities will help improve safety and security for passengers.</p> <p>The city-bound platform will be extended to accommodate five-carriage loco-hauled and six-carriage VLocity trains and make it faster for passengers to get on and off the train, reducing the amount of time trains will need to stop at the station.</p>	<ul style="list-style-type: none"> • extending the length of the city-bound platform to fit all carriages, making it faster for passengers to get on and off the train • adding toilets in the waiting room • installing two additional bus bays, including shelters • adding new platform shelters • upgrading pedestrian access to the car park • additional bicycle parking • new passenger information displays.



WHAT WE HEARD

We asked people to provide feedback on the three most important aspects to them. In the survey we asked people to tell us what they thought was important to see in the planning and environmental aspects of the upgrade, as well as in the station layout design when upgrading Wallan Station. We received 32 survey responses related to the proposed Wallan Station upgrade.

This section provides a summary of planning and environmental feedback.

PLANNING AND ENVIRONMENTAL FEEDBACK

Figure 3 shows the individual planning and environmental aspects that people ranked as most important to them. A summary of specific issues raised on each of these aspects, and the project's response to each, is outlined below.

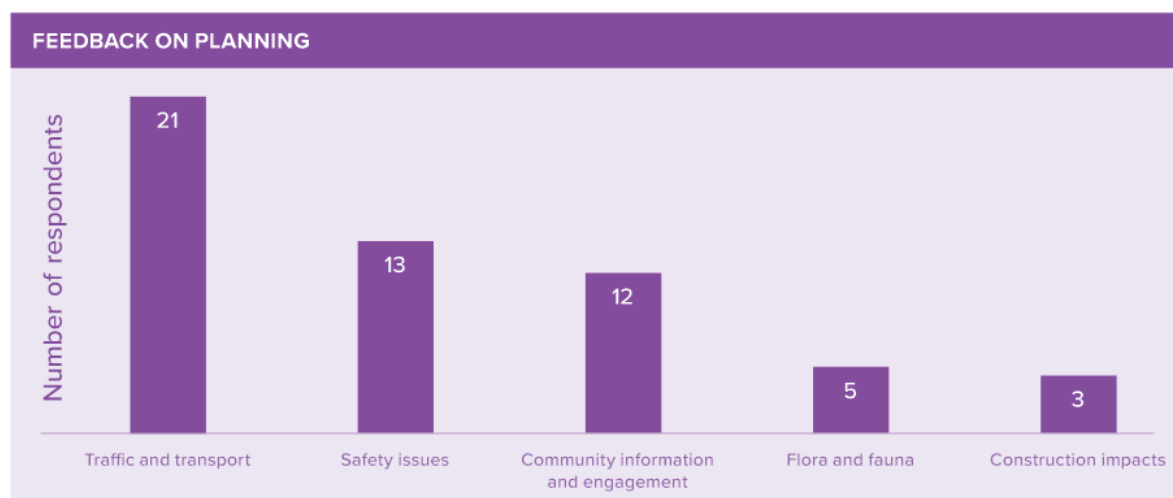


Figure 3

TRAFFIC AND TRANSPORT

WHAT TRAFFIC AND TRANSPORT CONSIDERATIONS SHOULD WE TAKE INTO ACCOUNT WHEN PLANNING AND DELIVERING THE PROJECT?	
<p>66% of respondents provided feedback relating to traffic and transport</p> <p>We heard that any impacts to train services should be kept to a minimum, with respondents highlighting the need for advanced notice of any works which may cause disruptions.</p> <p>Some concerns were raised about vehicle traffic and congestion, as well as loss of car parking during construction.</p> <p>Questions included whether station access for cyclists would be maintained during disruptions.</p>	<p>Project response</p> <p>Rail Projects Victoria will work closely with V/Line to ensure passengers are made aware well in advance of any service changes.</p> <p>As with other rail line closures, appropriate alternative arrangements will be provided to reduce impacts on passengers.</p> <p>Temporary road diversions and moving heavy equipment to and from site will be managed under a Traffic Management Plan (TMP) to keep pedestrians, cyclists and motorists safe.</p> <p>There will be no overall loss of car parking due to the project and bicycle access and facilities will be maintained.</p> <p>A small number of car spaces may become unavailable during construction. We will aim to minimise the number of car spaces and duration.</p>

SAFETY ISSUES

WHAT SAFETY CONSIDERATIONS SHOULD WE TAKE INTO ACCOUNT WHEN PLANNING AND DELIVERING THE PROJECT?

41% of respondents provided feedback relating to safety issues

Issues raised

We heard people are eager to see appropriate traffic management in place during construction, as well as an emphasis on the need for increased pedestrian and cyclist safety, particularly near work areas.

Respondents highlighted the need to keep locals informed of changes to the station and its surroundings, to ensure safety for all.

Project response

There will be adequate signage to inform of any temporary changed traffic conditions and station access. This will be included as part of the traffic management plan (TMP) for pedestrians, cyclists and motorists.

The local community will be kept informed in a timely manner of changes to traffic conditions in the area.

COMMUNITY ENGAGEMENT

HOW WOULD YOU LIKE US TO SEEK FEEDBACK FROM THE COMMUNITY WHEN PLANNING AND DELIVERING THE PROJECT?

38% of respondents provided feedback relating to community information and engagement

Issues raised

Feedback highlighted the need for regular updates on the project timeline and progress.

Respondents would also like to be informed of any disruptions to road traffic and access to the station in advance.

Project response

Rail Projects Victoria will be responsible for providing clear communication of construction timeframes and giving timely notice to potentially affected local community, motorists and passengers.

Regular updates will be provided through our online and social media channels, station pop ups as well as our regular community updates.

FLORA AND FAUNA

WHAT FLORA AND FAUNA CONSIDERATIONS SHOULD WE TAKE INTO ACCOUNT WHEN PLANNING AND DELIVERING THE PROJECT?

16%

of respondents provided feedback relating to flora and fauna

Issues raised

We heard that planting trees and native vegetation in the area is important to local residents.

Suggestions included that any vegetation removed as part of the project should be replaced at the end of the project to ensure the regional feel of the station precinct is restored.

Project response

To minimise and mitigate adverse effects to flora and fauna, construction will be managed in accordance with applicable planning and environmental policies and legislative requirements.

Impacts on native flora and fauna will be avoided as much as practicable. Where impacts cannot be avoided, Rail Projects Victoria must ensure appropriate measures are implemented, including offsets for removing native vegetation in accordance with state requirements.

Community feedback will be considered when developing the landscape plan.

CONSTRUCTION IMPACTS

WHAT ARE YOUR CONCERNS AROUND POTENTIAL IMPACTS OF CONSTRUCTION?

9%

of respondents provided feedback relating to construction impacts

Issues raised

We heard that potential construction impacts should be kept to a minimum where possible.

Suggestions included that any impact on the existing car park during construction will need to be carefully managed.

Project response

Potential noise impacts and air quality (such as increased dust during construction) will be managed in accordance with applicable planning and environmental policies and legislative requirements.

The safety of pedestrians and motorists will be managed under the Traffic Management Plan.

There will be no loss of car parking overall during the project and any disruptions to available car parking will be carefully managed.

STATION DESIGN FEEDBACK

In addition to feedback on planning and environmental matters, we also asked people to tell us what they thought was important to see in the design when upgrading Wallan Station.

Figure 4 shows the design aspects that people ranked as most important to them. A summary of feedback on each of these aspects is outlined below.

This feedback will be used by Rail Projects Victoria and our project delivery partner who is yet to be appointed, to inform the design development phase and manage construction impacts of the Wallan Station upgrade.

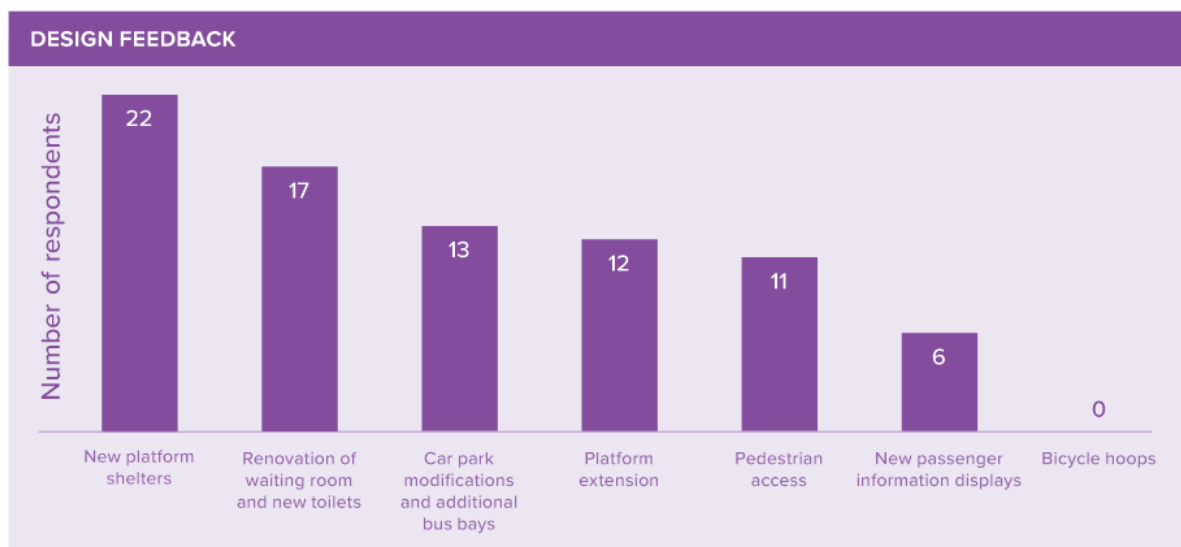


Figure 4

New platform shelters	We heard it is important to people that the new platform shelters provide adequate protection from the weather. Respondents would like to see enclosed shelters with solid walls that protect against wind and rain.
Renovation of waiting room and new toilets	Respondents would like to see more space in the waiting room and an increased number of toilets to accommodate the growing number of people using the station. One respondent suggested references to the history of the waiting room location be included in the renovation.
Car park modifications and additional bus bays	We heard the car park should provide clear signage to ease navigation. Respondents also highlighted the need for safer pedestrian access to and from the bus bays and the station.
Platform extension	Feedback highlighted the platform extension is an important aspect of the station design and will provide a safer and more efficient entry and exit for passengers using the V/Line service.
Pedestrian access	We heard clear pathways for pedestrians and cyclists will provide safer accessibility to the station. Some respondents suggested that installation of a pedestrian overpass would increase safety and that multiple access points from each end of the carpark would provide more efficient access for station users.
New passenger information displays	Respondents suggested that passenger information displays should be clearly visible and would be an efficient way to inform station users of any unexpected delays.

OTHER FEEDBACK

Although all feedback is valued, some of the comments received were considered out of scope for the Donnybrook and Wallan station upgrades including:

- changes to V/Line timetable, including a request to increase the number of services and a request to change current train stopping patterns
- a request to increase the number of V/Line carriages on Seymour line services
- a suggestion to improve traffic flow from Station Street to Whittlesea Road in Wallan through installation of traffic lights or a roundabout
- a request for future electrification of the train line to Wallan
- one respondent suggested building a road overpass to replace the boom gates would make the station safer
- requests for improvements to Donnybrook Road.

This feedback will be provided to the appropriate authorities for consideration in future integrated transport planning for the Donnybrook and Wallan areas.

WHAT'S NEXT

Feedback gathered from consultation has been integrated with the planning and design process to help inform the development of the project.

Subject to planning approval, construction on the Donnybrook and Wallan station upgrades will start early 2019 with the project targeted for completion in early 2020.

We would like to thank everyone who has contributed feedback and we look forward to providing updates on the project as it progresses.



CONTACT US

For more information about the Gippsland Line Upgrade:

	regionalrailrevival.vic.gov.au/gippsland
	regionalrailrevival@railprojects.vic.gov.au
	1800 105 105 (24 hours a day, 7 days a week)
	facebook.com/regionalrailrevival

Interpreter
Service
(03) 9280 0700

Arabic	العربية	Russian	Русский
Cantonese	廣東話	Serbian	Српски
Greek	Ελληνικά	Sinhalese	සිංහල
Italian	Italiano	Spanish	Español
Korean	한국어	Turkish	Türkçe
Macedonian	Македонски	Vietnamese	Tiếng Việt
Mandarin	普通话		

6.1.3 REVIEW OF PARTICIPATION - MUNICIPAL ASSOCIATION OF VICTORIA AND VICTORIAN LOCAL GOVERNMENT ASSOCIATION

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Director Partnerships, Planning & Engagement

RECOMMENDATION SUMMARY

THAT Council resolve to:

1. Participate in membership of the Municipal Association of Victoria (MAV); and
2. Not participate in membership of the Victorian Local Governance Association (VLGA).

KEY FACTS AND / OR ISSUES

- At the Special Council meeting held on 26 June 2018, Council resolved that a report be prepared considering the benefits gained by Council from being a member of the Municipal Association of Victoria (MAV) and the Victorian Local Governance Association (VLGA) and, where possible, avoiding duplication between the two Associations.
- At the 2 October Council meeting, Council resolved to consider membership of the MAV and the VLGA for the 2018-2019 year. This was to occur after the outcome of the invitation to the respective organisation CEO's to present at Council Forum on 23 October 2018 on the benefits of membership to Council.
- The CEO of each organisation attended the Council Forum on 23 October 2018 and spoke to Councillors on the benefits of membership to their respective organisation.
- The 2018-19 membership fee for MAV is \$55,628.21 and for the VLGA is \$37,760.00 (both excluding GST.) Both Associations have confirmed that pro-rata payment of membership fees is not permitted.

REPORT

INTRODUCTION

The purpose of this report is to review Council's participation with the MAV and the VLGA.

BACKGROUND

The MAV was created by an Act of the Victorian Parliament in 1908 with the MAV Rules being adopted in 2013. Only a Local Government body may be a member of the MAV. From its website 'the MAV is a membership association and the legislated peak body for local government in Victoria.'

The VLGA is an Incorporated Association, formed in 1994 at the time of municipal amalgamations. Membership is open to individuals, organisations and Local Governments. The role of the VLGA is, from its website, to '*support councils, councillors and communities in good governance.*'

At the Special Council meeting held on 26 June 2018, Council resolved that a report be prepared considering the benefits gained by Council from being a member of the MAV and the VLGA and, where possible, avoiding duplication between the two Associations. Council also resolved that the report be submitted to the 2 October 2018 Council meeting.

At the 2 October Council meeting, Council considered a report on the benefits gained by Council from being a member of the MAV and the VLGA and resolved to consider membership of MAV and the VLGA, for the 2018-2019 financial year, after hearing from the respective organisation CEO's at Council Forum on 23 October 2018.

The CEO of each organisation attended the Council Forum on 23 October 2018 and spoke to Councillors on the benefits of membership to their respective organisation.

PROPOSAL

Having heard and considered submissions from the CEO's of the MAV and VLGA, it is proposed that Council participate in membership of the MAV and not participate in membership of VLGA.

CONSULTATION

Council Officers have provided advice on their involvement with both the MAV and VLGA at the Council meeting on 2 October 2018.

CRITICAL DATES

Based on the MAV rules, a council which fails to pay in full its annual subscription within two months of a notice requiring payment being given or by 31 August in every year "*is not entitled to avail itself of the privileges and benefits of any of the functions or services performed or carried on by the Association*".

Therefore, at the time of preparation of this report, Council is a non-financial member of the MAV and is limited in what '*privileges and benefits*' it can enjoy from the MAV. As noted above, some '*privileges and benefits*' continue as they relate to contractual matters that were entered into when Council was a financial member of MAV.

FINANCIAL IMPLICATIONS

The 2018/2019 membership fee for VLGA is \$37,760.00 plus GST and the 2018/2019 membership fee for MAV is \$55,628.21 plus GST. Both Associations have confirmed that pro-rata payment of membership fees is not permitted.

The 2018/2019 membership fees to VLGA and MAV have not been paid in accordance with Council's resolution on 26 June 2018.

Funds are available in the 2018-2019 budget to pay the membership fees.

POLICY STRATEGY AND LEGISLATION

The primary benefit of MAV membership is the ability to input into the development and implementation of State (and Federal) legislation and policy as it relates to the services provided by local government.

One of the primary benefits of VLGA membership relates to its advocacy role in relation to preventing harm from gambling, particularly from gaming machines.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council monitors and evaluates all of its operations
Council Priority	Organisational Sustainability

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 is a life member of the VLGA and was also a founding member and the inaugural President in 1994.

CONCLUSION

It is recommended that Council participate in membership of the Municipal Association of Victoria and not participate in membership of the Victorian Local Governance Association.

RECOMMENDATION

THAT Council resolve to:

- 1. Participate in membership of the Municipal Association of Victoria (MAV); and**
- 2. Not participate in membership of the Victorian Local Governance Association (VLGA).**

6.1.4 AMENDMENT TO PLANNING PERMIT NO. 711026 TO AMEND CONDITION NO. 16 TO INCREASE THE NUMBER OF QUALIFIED PRACTITIONERS FROM THREE TO SIX

Attachments:

- 1 Locality Maps [↓](#)
- 2 Site/Layout Plans [↓](#)

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Principal Planner

APPLICANT: JVSA Pty Ltd

COUNCIL POLICY: Clause 22.07 – Medical Centre Policy

ZONING: General Residential Zone

OVERLAY: Vegetation Protection Overlay

REFERRAL: VicRoads (Section 52)

OBJECTIONS: Three objections including a six signature petition

RECOMMENDATION SUMMARY

That Council resolve to approve the Application to Amend Planning Permit No. 711026 and issue a Notice of Decision for the amendment of Condition No. 16 to increase the number of qualified practitioners from three to six.

KEY FACTS AND / OR ISSUES

- Planning Permit No. 711026 was issued on 23 March 2009 for the use and development of a medical centre on the subject site. The permit allowed for five medical practitioners and 11 car spaces. The permit was amended on 19 June 2013 to decrease the number of practitioners from five to three. The medical centre building and associated car parking has been constructed however the use has not commenced.
- The proposal now seeks to increase the total number of practitioners allowed on site at any given time from three to six.
- Three objections have been received, including a six signature petition, predominantly raising concerns relating to the increase in number of doctors leading to increase in traffic and parking issues.
- The site is located within the Principal Public Transport Network (PPTN). The PPTN was introduced into the Whittlesea Planning Scheme on 31 July 2018 as part of Planning Scheme Amendment VC148. The PPTN is an incorporated document under Clause 81.01 of the Victorian Planning Provisions and must be taken into account by responsible authorities in decision-making. This results in the car parking provided being in compliance with Clause 52.06 of the Whittlesea Planning Scheme.

REPORT**SITE AND SURROUNDING AREA**

The subject site is located on the southwest corner of Plenty Road and The Lakes Boulevard, South Morang (see *Attachment 1*). The site is setback approximately 30m from the Plenty Road carriageway, with access provided via a service road. The rectangular shaped site has a frontage of 16.5m to Plenty Road, 32m to The Lakes Boulevard, and a total area of 678m².

The site contains an existing two storey building (please note the plans provided depict old photography which does not show the existing building), with a car parking area within the frontage. The site is clear of significant vegetation, and is elevated from the street level by an approximately 1m high stone retaining wall with a slight fall from east (Plenty Road) to west.

The surrounding area is generally characterised with standard density residential development with a mixture of single and double storey dwellings. To the east of the site, across Plenty Road is the Plenty Gorge Park, while the Yan Yean pipe track is located approximately 50m west of the site. A major transmission line easement and associated parkland is also located approximately 350m to the west.

The subject site is located within proximity to the following sites, services and infrastructure:

- Lakes Boulevard Medical Centre (700m west);
- Hawkestone Train Station (1.1km north);
- Middle Gorge Train Station (1.2km south);
- Coles supermarket and specialty shops (1.4km west);
- The Lakes South Morang P-9 School (1.8km west);

RESTRICTIONS AND EASEMENTS

Restrictive Covenant No. PS443729X applies to the land and relates to the construction of more than one dwelling on the lot, construction of any building within 5m of the front boundary and restricts vehicular access from The Lakes Boulevard.

Section 173 Agreement Nos. X863080U and X966267R apply to the land and relate to access to Plenty Road by interim and final road systems, restrictions on access to Gordons Road, impacts of the proposed extension of the railway line, and no claim for compensation as a result of works to the Plenty Road / Gordons Road intersection.

The restrictions on title do not preclude Council from determining the application.

PROPOSAL

The applicant proposes to increase the number of practitioners operating from the site at any given time from three to six. In this regard, Condition No. 16 of the permit is proposed to be amended to read as follows:

The premises must not be used by more than six (6) qualified practitioners at any one time without the further consent of the Responsible Authority.

The amendment application originally included the construction of boundary fencing and display of business identification signage, however the application was amended after advertising and these matters were considered under separate application(s).

No other changes are proposed to be made to the planning permit.

PUBLIC NOTIFICATION

Advertising of the application has resulted in three objections being received, including a six signature petition. The grounds of objection can be summarised as follows:

1. Increase in doctors will result in increased traffic, cause significant parking issues and major issues for residents and their visitors.
2. No need for another medical centre as there is an existing large medical centre already on The Lakes Boulevard.

PLANNING ASSESSMENT

Clause 22.07 (Medical Centre Policy) encourages medical centres that serve the local population to locate within residential areas, while ensuring that these centres do not have a negative impact on residential amenity through inappropriate location, unsympathetic design and traffic impacts. Additionally, the General Residential Zone allows for a range of non-residential uses to serve local community needs in appropriate locations.

There is no proposed change to the building, car parking or vehicle access that has already been approved and constructed. The only change sought is to increase the number of practitioners to six.

Despite the increase in practitioner numbers, the existing car parking on the site now complies with the requirements of Clause 52.06 (as detailed further below) as a result of the site being located with the Principal Public Transport Network (PPTN). As such the proposed increase in the number of medical practitioners is considered appropriate as it is unlikely to result in any further impacts on the safe and efficient movement of vehicle and pedestrian traffic beyond those approved under the original planning permit due in part to the public transport options available within proximity of the site.

The local road network is considered capable of handling the additional vehicle movements associated with the increase in the number of practitioners.

Clause 52.06 - Car Parking

Clause 52.06 of the Whittlesea Planning Scheme prescribes the rate and design standards for car parking spaces required on site.

The applicable car parking requirements changed during the process as a result of Planning Scheme Amendment VC148 and the table below details the car parking required for the site where the PPTN does not apply and when it does apply:

Use	Size	Car spaces required (where the PPTN does not apply)	Car spaces required (Column B for sites within PPTN applies)	Car spaces provided	Complies
Medical Centre	304.9m ²	5 to the first person providing health services plus 3 To every other person providing health services 20 car spaces would be required.	3.5 spaces to each 100m ² of leasable floor area 10 spaces required	11 spaces provided	Yes

As detailed above, the car parking rate for sites within the PPTN is based on floor area, rather than number of practitioners as is required for sites outside the PPTN.

The primary consideration associated with this change and increase in the number of practitioners is that of car parking provision and whether it is sufficient.

When the application was lodged, the requirements of the scheme would have stipulated that provision be made for 20 car spaces, resulting in a shortfall of 9 spaces. However, as a result of the change to the Planning Scheme, there is now a surplus of one car space, meaning that an appropriate provision of car parking has been provided in accordance with the Whittle Planning Scheme.

The proposal therefore complies with these requirements and satisfactorily addresses the primary consideration under the planning scheme associated with the change.

Please note: pursuant to clause 52.06-5, if in calculating the number of car parking spaces the result is not a whole number, the required number of car parking spaces is to be rounded down to the nearest whole number. As such, the required rate of parking is 10 rounded down from 10.6 car spaces.

COMMENTS ON GROUNDS OF OBJECTION

- Increase in doctors will result in increased traffic, cause significant parking issues and major issues for residents and their visitors.**

Although the increase in the number of practitioners may result in some additional traffic, the proposal continues to comply with the car parking requirements required under Clause 52.06, with an excess of car parking spaces available on the site. The applicant has provided a traffic impact assessment report in support of the application which indicates that in the event of overflow car parking, the surrounding street network has the capacity to accommodate additional vehicle parking. The site also enjoys access to public transport with bus services in the vicinity and is centrally located to the Hawkestone Train Station (north) and Middle Gorge Train Station (south).

- **No need for another medical centre as there is an existing large medical centre already on The Lakes Boulevard.**

The existing medical centre in The Lakes Boulevard provides a range of general practitioner services, whilst the medical centre at the subject site will include specialist services, including dental and pathology. It is noted that although not yet in operation, the proposed use of the site for a medical centre already has planning approval under Planning Permit No. 711026, therefore the viability of the proposed use cannot be further considered.

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

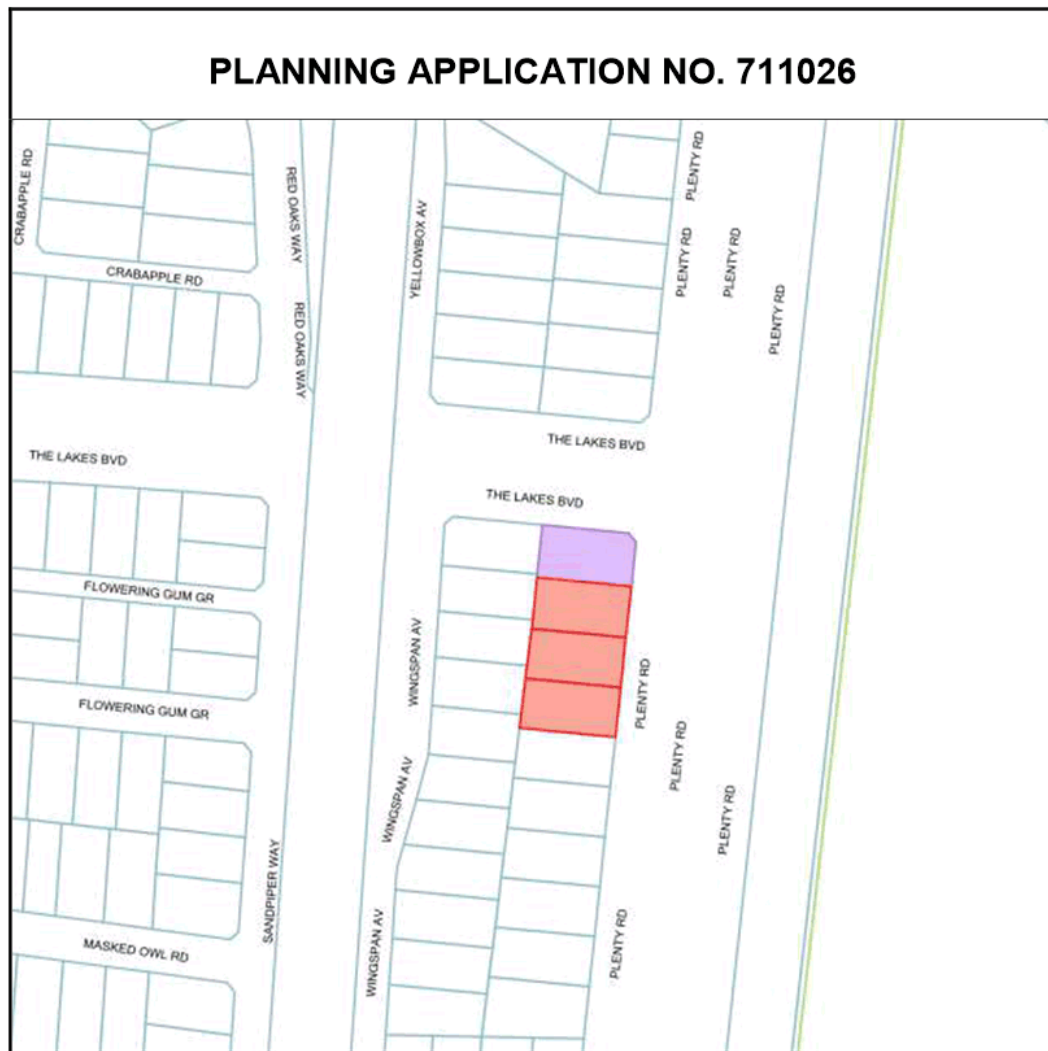
The application has been assessed against the planning zone provisions and other relevant planning provisions, including the State and Local Planning Policy Frameworks of the Whittlesea Planning Scheme, and is considered to be consistent with the relevant policies and strategies of the Planning Scheme. It is considered that the proposed amendment to Condition No. 16 to increase the number of qualified practitioners from three to six is appropriate for the surrounding area. Therefore, it is recommended that an amended Planning Permit be issued.

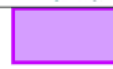
RECOMMENDATION

THAT Council resolve to approve the Application to Amend Planning Permit No. 711026 and issue a Notice of Decision to Grant an Amendment to a Permit to amend Condition No. 16 to increase the number of practitioners from 3 to 6 in accordance with the endorsed plans and subject to the following amendments:

1. **Amendment to Condition No. 16 as follows:**

16. *The premises must not be used by more than six (6) qualified practitioners at any one time without the further consent of the Responsible Authority.*



 **Subject Land**
 **Objector**



**City of
Whittlesea**

BUILDING AND PLANNING REPORT

PLANNING APPLICATION NO. 711026



- Subject Land
- Objector



City of
Whittlesea

BUILDING AND PLANNING REPORT



Proposed
site

Nearest traffic signal
(approx 13.5m)

Main Entry

Crossover

Nearest traffic signal
(approx 13.5m)

Proposed
site

02 Existing Street Front
NTS

OFFICE BOY
WORKPLACE ENVIRONMENTS

COPYRIGHT :

REVISION :

PROJECT TITLE :

SITE ADDRESS

OWNER/TENANT :

SHEET CONTENTS :

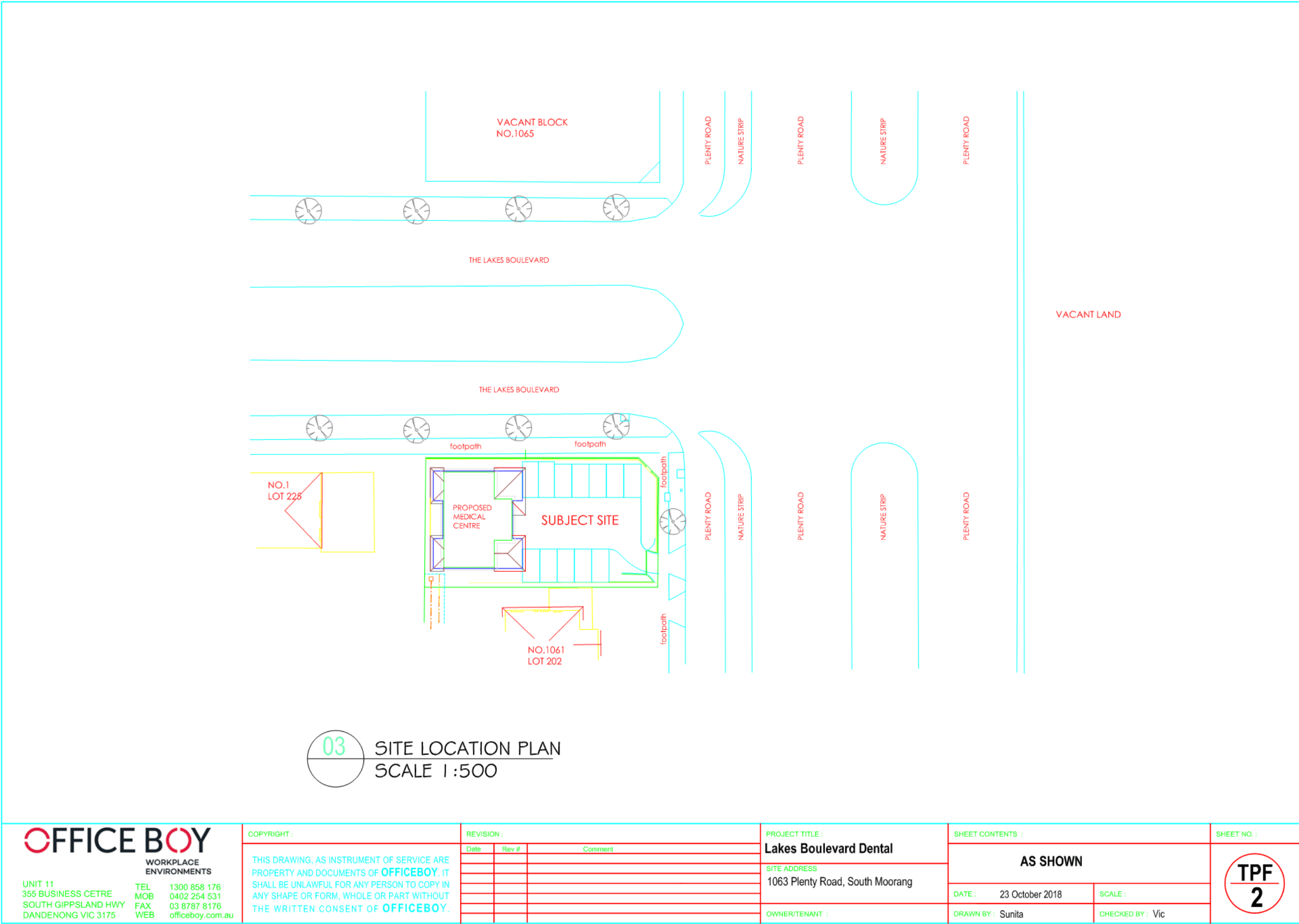
AS SHOWN

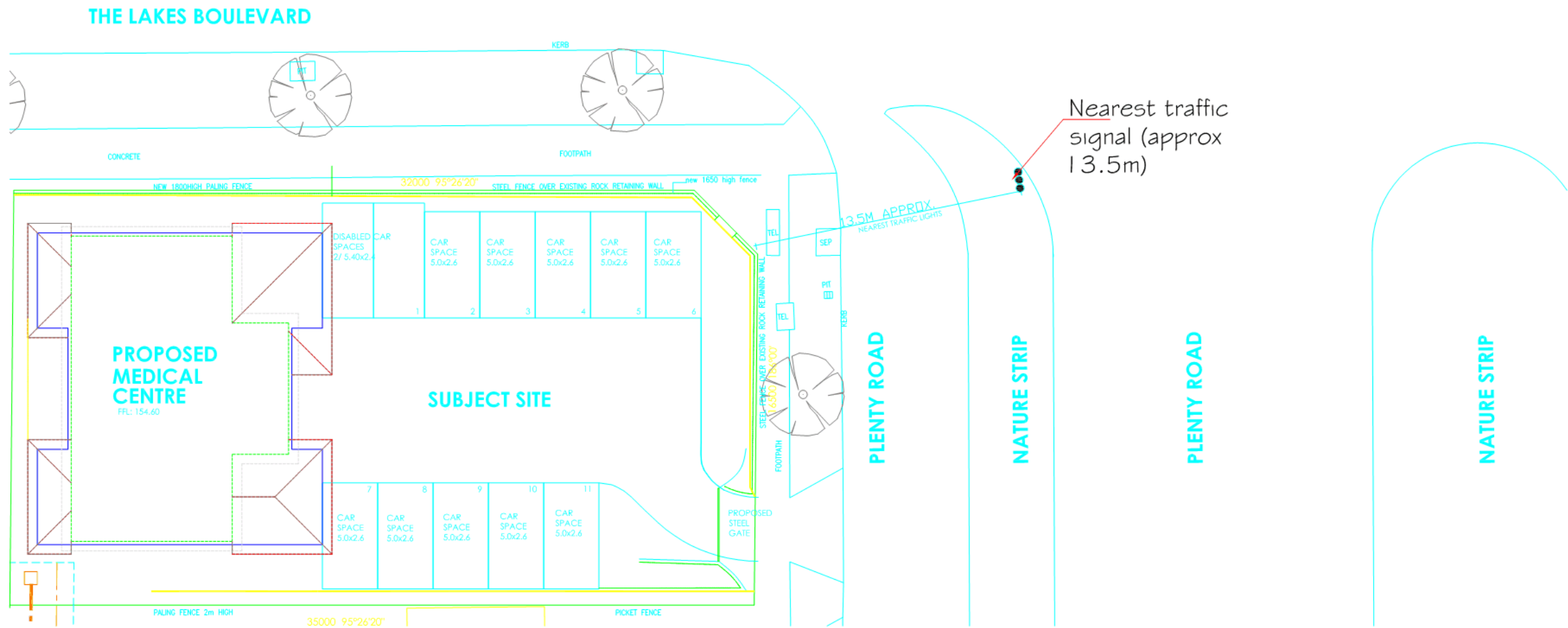
SCALE :

CHECKED BY: Vic

SHEET NO. :

$$\frac{\text{TPF}}{1}$$





04 PROPOSED PLAN
SCALE 1:200

OFFICE BOY

WORKPLACE ENVIRONMENTS

UNIT 11
355 BUSINESS CENTRE
SOUTH GIPPSLAND HWY
DANDENONG VIC 3175
TEL 1300 858 176
MOB 0402 254 531
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WEB officeboy.com.au

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REVISION:

Date	Rev #	Comment

PROJECT TITLE:

Lakes Boulevard Dental

SITE ADDRESS

1063 Plenty Road, South Moorang

OWNER/TENANT:

SHEET CONTENTS:

AS SHOWN

DATE: 23 October 2018

SCALE:

DRAWN BY: Sunita

CHECKED BY: Vic

SHEET NO.:

TPF
3

6.1.5 PLANNING SCHEME AMENDMENT C217- 45 REGENT STREET AND 100 CRAVENS ROAD, MERNDA- EXHIBITION OUTCOMES AND ADOPTION

Attachments: 1 Subject Sites [↓](#)

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Senior Strategic Planner

RECOMMENDATION SUMMARY

It is recommended that Council:

1. Amend the condition within DPO37 relating to undertaking an Environmental Site Assessment prior to the use or development of the land consistent with the Environment Protection Authority submission.
2. Subject to resolution 1., adopt Planning Scheme Amendment C217 to the Whittlesea Planning Scheme;
3. Request the Minister for Planning approve Amendment C217 to the Whittlesea Planning Scheme.
4. Advise the landowners of Council's resolutions above.

KEY FACTS AND / OR ISSUES

- Amendment C217 applies to the land at 45 Regent Street and 100 Cravens Road, Mernda, and seeks to facilitate the use and development of the site for residential development.
- The proposed Planning Scheme Amendment will facilitate the transfer of 33.2 hectares of land to Council for the purposes of the Quarry Hills Regional Parkland.
- The Amendment was exhibited from 9 October to 9 November 2018. One submission was received from the Environment Protection Authority. This report recommends minor changes to the amendment documentation to amend a condition related to an Environmental Site Assessment.
- It is recommended that Council Adopt the Planning Scheme Amendment C217 to the Whittlesea Planning Scheme and request the Minister for Planning to approve the amendment.

REPORT**BACKGROUND**

Council resolved at its meeting on 6 February, 2018, to seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C217 to the Whittlesea Planning Scheme.

Amendment C217 applies to the land at 45 Regent Street, Mernda and 100 Cravens Road, Mernda (**Attachment 1- Subject Sites**) and seeks to rezone the properties for the purposes of residential development.

The Amendment was publicly exhibited from 9 October to 9 November, 2018, following a review of the proposal by the Department of Environment, Land, Water and Planning, and the inclusion of additional changes to the proposed Development Plan Overlay Schedule 37.

The changes required to the Development Plan Overlay Schedule 37 were required to ensure that the form and content of the document were consistent with relevant Ministerial Directions.

The purpose of this report is to consider the outcomes of the public exhibition process and provide for the next steps of the Amendment.

PROPOSAL

The amendment seeks to rezone land within the Urban Growth Boundary in order to allow for future residential development and further facilitate the assemblage of the Quarry Hills Regional Parkland.

The Amendment proposes to:

- Rezone land which is currently zoned Rural Conservation Zone (RCZ) within the Urban Growth Boundary to the General Residential Zone (GRZ1);
- Applies a Development Plan Overlay – Schedule 37 (DPO37) over the land rezoned to GRZ at 45 Regent Street and 100 Cravens Road, Mernda;
- Applies the Vegetation Protection Overlay – Schedule 1 (VPO1) over the land rezoned to GRZ; and
- Removes the Significant Landscape Overlay – Schedule 2 (SLO2) from the land rezoned to GRZ.

As a result of the Amendment, a total of 33.2 hectares of land at 45 Regent Street, Mernda are to be transferred into Quarry Hills Regional Parkland.

NOTIFICATION

Amendment C217 was placed on public exhibition between 9 October to 9 November, 2018 to affected landowners, prescribed Ministers and relevant government authorities. A Notice appeared in the Government Gazette on 11 October, 2018 Whittlesea Leader on 16 October, 2018. Letters were sent to affected and surrounding owners and occupiers.

One submission was received from the Environment Protection Authority (EPA) in relation to the proposed Planning Scheme Amendment. The submission, and recommended action, is discussed in the following section of the report.

DISCUSSION

The proposed Planning Scheme Amendment presents a positive net community benefit as it will facilitate the transfer of land into the Quarry Hills Regional Parkland, and will facilitate the development of land within the Urban Growth Boundary for the purposes of residential uses.

The proposal will transfer a total of 33.2 hectares to Council for the Quarry Hills Regional Parkland that will be accessible to residents who are situated in the Mernda West area and beyond.

As previously noted, the Amendment was formally exhibited to affected landowners, prescribed Ministers and relevant Government Agencies. One submission was received from the EPA and they have requested that the condition relating to Environmental Site Assessment be amended within the DPO schedule. This request is considered appropriate and consistent with the approach adopted in Precinct Structure Plans. It is recommended that the condition be amended within DPO37 to be consistent with the EPA submission.

The landowner of 100 Cravens Road has entered into a Section 173 Agreement with Council committing to the payment of the requisite Development Contributions and Growth Area Infrastructure Contributions.

As Council is the landowner of 45 Regent Street, Mernda, prior to the sale or development of the site a Section 173 Agreement will be required to be prepared and signed as part of any Contract of Sale. This Agreement will require the payment of requisite Development Contributions and Growth Area Infrastructure Contributions.

POLICY STRATEGY AND LEGISLATION

The proposed Planning Scheme Amendment will provide for the orderly future planning for the use and development of the subject site.

It is considered that the proposal addresses the policy objectives of *Clause 12- Environmental and Landscape Objectives*, and *Clause 17- Economic Development* of the Whittlesea Planning Scheme. The proposal will ultimately allow for the creation of a use and development which is appropriate and in keeping with the vision and intention of the Quarry Hills Regional Parkland, while also facilitating an increase in tourism to the area and the expansion of the Quarry Hills Regional Parkland and the protection of this important landscape feature.

Having regard to the residential development that will be facilitated through the proposed Planning Scheme Amendment, it is considered that the proposal meets the objectives of *Clause 11- Settlement*, *Clause 21.04- Settlement* and *Clause 21.09 - Housing* as it will allow for an increase in a well located and diverse housing stock.

LINKS TO THE COUNCIL PLAN

Council Priority	Planning and Infrastructure
Future Direction	Places and spaces to connect people
Theme	Planning our space
Strategic Objective	We have neighbourhoods defined by attractive, well connected streets and public spaces

The proposed amendment will contribute toward the strategic objective of the Council Plan to use Urban Design in order to build connection to place and the community by enabling the strategic aims of the Quarry Hills Bushland Park Master Plan to be achieved. It will also contribute towards the strategic objective to establish the Quarry Hills Regional Parkland through the securing of additional land outside of the Urban Growth Boundary.

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

The Amendment will facilitate the development of land located inside the Urban Growth Boundary in line with the existing and future plans for the Mernda West Precinct and the Quarry Hills Regional Parkland.

The planning controls which will be applied to the subject sites as part of the Amendment are generally consistent with those applied to the broader surrounding properties and the most appropriate controls to guide the future planning of the subject land. This will allow for Council to ensure that any residential development allowed to facilitate the parkland is well designed, and provides for a careful interface to the open space and to adjoining development in the Mernda West area.

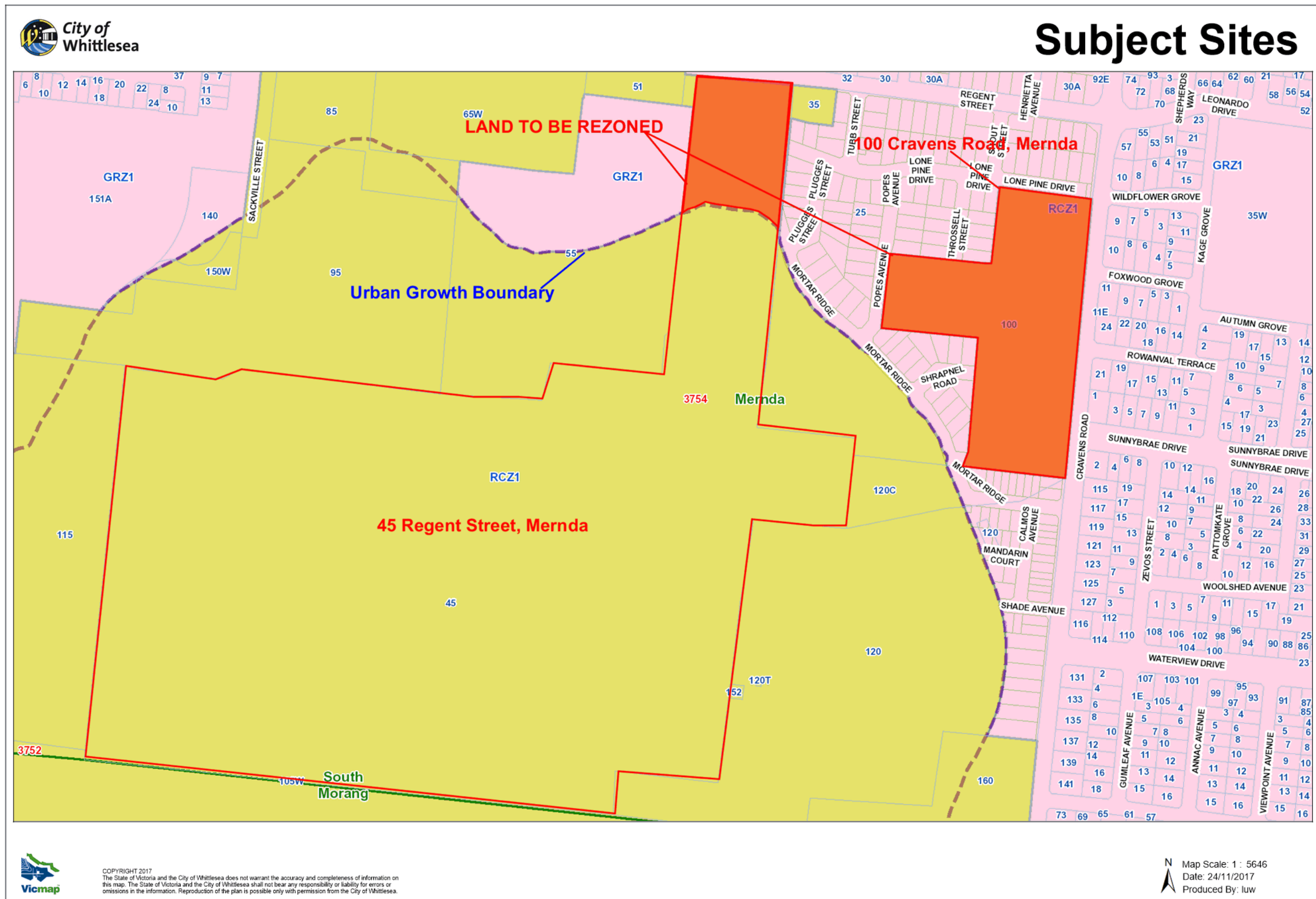
The Amendment was publicly exhibited from 9 October to 9 November, 2018. One submission was received from the Environment Protection Authority relating to rewording a condition relating Environmental Site Assessments. The change requested is considered reasonable and it is recommended that it be made to align the condition with similar provisions within Planning Scheme and to resolve the submission.

Noting the above it is therefore recommended that Council resolve to adopt Planning Scheme Amendment C217 and forward to the Minister for Planning requesting approval.

RECOMMENDATION

THAT Council resolve to:

- 1. Amend the condition within DPO37 relating to undertaking an Environmental Site Assessment prior to the use or development of the land consistent with the Environment Protection Authority submission.**
- 2. Subject to resolution 1., adopt Planning Scheme Amendment C217 to the Whittlesea Planning Scheme;**
- 3. Request the Minister for Planning approve Amendment C217 to the Whittlesea Planning Scheme.**
- 4. Advise the landowners of Council's resolutions above.**



6.1.6 15A (FORMALLY 7A) NEUMANN ROAD DOREEN - DEMOLITION AND RECONSTRUCTION OF A HERITAGE BUILDING AND A WATER WELL AND THE CONSTRUCTION OF FENCES

Attachments:

- 1 **Locality Maps** [↓](#)
- 2 **Development Plans** [↓](#)
- 3 **Whittlesea Heritage Study Citation** [↓](#)

Responsible Officer: **Director Partnerships, Planning & Engagement**

Author: **Senior Planner**

APPLICANT: **Paruna Valley Pty Ltd**

COUNCIL POLICY: **22.04 – Heritage Conservation Policy**

ZONING: **General Residential Zone**

OVERLAYS: **Development Contributions Plan Overlay – Schedule 5**
Development Plan Overlay – Schedule 5
Heritage Overlay – Schedule 73
Incorporated Plan Overlay – Schedule 1
Vegetation Protection Overlay – Schedule 1

REFERRAL: **Heritage Advisor**

OBJECTIONS: **Nil**

RECOMMENDATION SUMMARY

That Council resolve to approve Planning Permit Application No. 717426 and issue a Planning Permit for the partial demolition and reconstruction of a heritage building and a water well and the construction of fences at 15A (formally 7A) Neumann Road, Doreen subject to conditions.

KEY FACTS AND / OR ISSUES

- The proposal seeks to partially demolish the existing heritage building (Neumann's homestead) and water well and reconstruct Neumann's homestead and water well in line with the standard architectural style of the era. All other elements of the Heritage Place (Neumann's Farm) will remain unaltered. Structural Engineers have confirmed restoration of Neumann's homestead and the water well is not feasible due to termite damage, vandalism and no evident structural support to substantial portions of the roof and sub floor. The proposal also seeks approval to construct fences along the Neumann and Smithson Road frontages of the site.
- Notification of the application was not undertaken and is exempt pursuant to the Whittlesea Planning Scheme.
- The proposal demonstrates a satisfactory level of compliance with the Heritage Conservation Policy and Heritage Overlay of the Whittlesea Planning Scheme and it is therefore recommended the application be approved subject to conditions.

REPORT**SITE AND SURROUNDING AREA**

The site forms part of a recent subdivision, known as the Neumann's Estate, and is bound by Cookes Road to the north, Painted Hills Road to the east, Bridge Inn Road to the south and Bassetts Road to the west (*see Attachment 1*). Stage 23 of the Neumann's Estate created the site, which includes all elements of the Heritage Place. The site has a 45.6m frontage to Neumann Road, a depth of 64.0m and a total area of 2,920m². Stages 25 and 26 of the Neumann's Estate will create a second 45.6m frontage to Smithson Road along the northern boundary of the site.

The site currently contains Neumann's homestead, a water well and remnant domestic gardens, including mature trees and orchard plantings. Neumann's homestead occupies a slightly elevated position within the surrounding landscape. The site is currently secured with temporary fencing.

BACKGROUND

Neumann's Farm was originally assessed in 1990 as part of the Whittlesea Heritage Study, Part II, by Meredith Gould Architects Pty Ltd (the Whittlesea Heritage Study) (*see Attachment 2*). The Heritage Place was assessed as having a fair integrity and condition and was recommended for Planning Scheme protection. Consequently, the Heritage Place was afforded Planning Scheme protection in the form of a Heritage Overlay (HO) under the old format Whittlesea Planning Scheme in 1994.

Neumann's Farm has also been included on the Victorian Heritage Inventory and is identified as H7922-0346. While approval from Heritage Victoria is not required for demolition only, Consent to Disturb would be required for excavation or disturbance, which may disturb or damage any surface or subsurface archaeological material or relics.

Planning Permit No. 711445 was issued on 10 November 2009 and has subsequently been amended on six separate occasions between 26 August 2010 and 19 April 2018. The Amended Permit allows subdivision of the land, removal of native vegetation, demolition of buildings covered by a Heritage Overlay, the construction of a single dwelling on each lot in excess of 300.0m² (excluding the lot containing the heritage homestead) in accordance with the endorsed plans. Condition No. 6 of the Amended Permit required a Section 173 Agreement to prepare and implement a Conservation Management Plan (CMP) for the protection and enhancement of the Neumann's Farm Heritage Place, which has been endorsed.

RESTRICTIONS AND EASEMENTS

The site is legally described as Lot B on Plan of Subdivision No. 744993B. The site is affected by three Section 173 Agreements.

- Section 173 Agreement No. AL133203B requires a Conservation Management Plan.
- Section 173 Agreement No. AL567696B requires payments to Council for development contributions.
- Section 173 Agreement No. AM771093L requires the maintenance of fences by respective Owners of the subject fences.

The proposal is in accordance with the endorsed Conservation Management Plan, which recommends the demolition and reconstruction of Neumann's homestead. The proposed fencing will secure the site on a permanent basis.

The remaining Section 173 Agreements on the Certificate of Title do not apply to the site.

PROPOSAL

The proposal seeks to partially demolish Neumann's homestead and water well and reconstruct both the homestead and water well in line with the standard architectural style of the era. The proposal also seeks to construct two fences along the Neumann and Smithson Road frontages of the site. All other elements of Neumann's Farm will remain unaltered.

The original siting of Neumann's homestead will be utilised. All elements, excluding the chimney, will be demolished. The entire external façade will be reconstructed, including elements that previously existed such as the east facing verandah. The internal walls will not be reconstructed. Timber weatherboards and galvanised iron roofing will be used for both the reconstructed homestead and water well in a white and brown colour palette.

Structural Engineers have confirmed restoration of Neumann's homestead and the water well is not feasible due to termite damage, vandalism and no evident structural support to substantial portions of the roof and sub floor.

Finally, a plaque will be erected on the site in accordance with the Conservation Management Plan.

PUBLIC NOTIFICATION

As the proposal is generally in accordance with the Mernda Strategy Plan and Bassetts Road Development Plan, notification of the application was not undertaken and is exempt pursuant to Clause 43.03-2 – Incorporated Plan Overlay and Clause 43.04-3 – Development Plan Overlay of the Whittlesea Planning Scheme.

ASSESSMENT AGAINST THE WHITTLESEA PLANNING SCHEME

Zone Provisions

General Residential Zone

A permit is not required pursuant to the General Residential Zone.

Overlay Provisions

Development Contributions Plan Overlay – Schedule 5

Development contributions were provided as part of the subdivision of the parent site.

Development Plan Overlay – Schedule 5

As detailed earlier in this report, the proposal is generally in accordance with the Bassetts Road Development Plan.

Incorporated Plan Overlay – Schedule 1

As detailed earlier in this report, the proposal is generally in accordance with the Mernda Strategy Plan.

Vegetation Protection Overlay – Schedule 1

A permit is not required pursuant to the Vegetation Protection Overlay – Schedule 1 as no native vegetation is proposed to be removed, destroyed or lopped.

The following planning policies, as set out in the Whittlesea Planning Scheme, are considered relevant to the application:-

Planning Policy Framework

The following sections of the Planning Policy Framework are relevant to this application:

Clause 15.03-1S – Heritage Conservation seeks to ensure the conservation of places of heritage significance.

Clause 21.08-4 – Heritage Conservation seeks to identify, protect and enhance the City's Aboriginal and European heritage.

Clause 22.04 – Heritage Conservation Policy seeks to:-

- Identify, protect and maintain the integrity and character of Whittlesea's heritage places;
- Protect and, where possible, enhance the setting of heritage places and the visual relationship between heritage places; and
- Protect views of, and vistas to, heritage places including mature vegetation and landmarks that contribute to the character of a heritage place.

The proposal is generally in accordance with the objectives and strategies of the Planning Policy Framework, including Clause 22.04 – Heritage Conservation Policy.

The partial demolition of Neumann's homestead and water well is required due to termite damage, vandalism and no evident structural support to substantial portions of the roof and sub floor. Repairs and adaption for reuse are not possible in this instance. The partial demolition of the homestead and water well will assist in the long term conservation of the Heritage Place by reconstructing the homestead to a 'lock up stage' standard.

Both Neumann's homestead and water well will be reconstructed in accordance with the recommendations contained within the endorsed Conservation Management Plan, which was prepared by a suitability qualified Heritage Consultant and reviewed by a Council engaged Heritage Advisor. The proposed external materials, colours and finishes are consistent with and complement the architectural style and period of the Heritage Place. The endorsed Conservation Management Plan recommends three plaques, one within a public (Council owned) Reserve, and two within the site. Details of these plaques, in accordance with the endorsed Conservation Management Plan, should form conditions of any permit issued.

The proposed semi-transparent picket fences will complement the style and construction of the Heritage Place. The overall height of the proposed picket fences was not provided, however a condition should form part of any permit issued requiring these fences have a maximum height of 1.5 metres.

While no vegetation is proposed to be removed as part of the current planning permit application, buildings and works, including demolition, will be occurring within close proximity to existing protected vegetation. A Tree Management Plan should be provided as a condition of any permit issued detailing measures to protect existing vegetation. Furthermore, a detailed Landscape Plan should be provided as a condition of any permit issued in accordance with the endorsed Conservation Management Plan.

Overlay Provisions

Heritage Overlay – Schedule 73

A permit is required pursuant to the Heritage Overlay.

Subject to the conditions identified earlier in this report, the proposal is generally in accordance with the purposes of the Heritage Overlay – Schedule 73.

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

The proposal is considered generally in accordance with the Planning Policy Framework, including Clause 22.04 – Heritage Conservation Policy, and the Heritage Overlay – Schedule 73. The partial demolition of Neumann’s homestead and water well will facilitate the reconstruction of both structures and further preservation of the Heritage Place. Therefore, it is recommended the application be approved, subject to the conditions contained in this report.

RECOMMENDATION

THAT Council resolve to approve Planning Application No. 717426 and issue a Planning Permit for the partial demolition and reconstruction of a heritage building and a water well and the construction of fences at 15A (formally 7A) Neumann Road Doreen in accordance with the endorsed plans and subject to the following conditions:-

Amended Architectural Plans

1. Prior to commencement of buildings and works, including demolition, one digital copy of amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of this Permit. The plans must be generally in accordance with the plans; Job No. 201701, Drawing Nos. 1-6, Revision No. 2, Issued 27/02/2018, by CPW Architecture + Property Services, but modified to show:-
 - (a) Elevation details, including a maximum overall height of 1.5 metres, for the picket fences;
 - (b) The siting and graphic details for three plaques in accordance with the endorsed Conservation Management Plan;
 - (c) Tree Protection Zones and Fencing in accordance with the submitted Tree Management Plan and Condition No. 2 of this Permit; and
 - (d) A Landscape Plan in accordance with Condition No. 3 of this Permit.

Tree Management Plan

2. Concurrent with the endorsement of plans under Condition No. 1 and prior to commencement of buildings and works, including demolition, one digital copy of a Tree Management Plan, prepared by a suitably qualified or experienced Arborist must be submitted to be approved by the Responsible Authority. The Tree Management Plan must detail:-
 - (a) Structural root zones and tree protection zones for all vegetation on the site;
 - (b) All tree protection fenced off areas and areas where ground protection systems will be used;

- (c) The type of footings within the tree protection zones, if applicable;
- (d) All services to be located within the tree protection zone and a notation to state that all services will either be located outside of the tree protection zone or bored under the tree protection zone;
- (e) Specific details on what actions are required within the tree protection zone;
- (f) Supervision timetable required by the project Arborist to the satisfaction of the Responsible Authority;
- (g) How the structural root zone within the tree protection zone will be managed throughout the project;
- (h) All remedial pruning works that are required to be performed on the tree development of the site;
- (i) Fixed signs are to be provided on all visible sides of the Tree Protection Fencing, stating "Tree Protection Zone – No entry without permission from the City of Whittlesea";
- (j) The area must be irrigated during the summer months with 1 litre of clean water for every 1cm of trunk girth measured at the soil / trunk interface on a weekly basis;
- (k) No storage of material, equipment or temporary building is to take place within the Tree Protection Zone; and
- (l) Nothing whatsoever, including temporary services wires, nails, screws or any other fixing device, is to be attached to any tree.

The recommendations contained in the endorsed Tree Management Plan must be implemented to the satisfaction of the Responsible Authority.

Landscape Plan

3. Concurrent with the endorsement of plans under Condition No. 1 and prior to commencement of buildings and works, including demolition, one digital copy of a Landscape Plan, prepared by a suitably qualified or experienced Landscape Architect must be submitted to be approved by the Responsible Authority. The Landscape Plan must detail:-
 - (a) A survey of all existing vegetation and natural features;
 - (b) The area or areas set aside for landscaping;
 - (c) A schedule of all proposed trees, shrubs / small trees and ground cover;
 - (d) The location of each species to be planted and the location of all areas to be covered by grass, lawn or other surface material;
 - (e) Paving, retaining walls, fence design details and other landscape works including areas of cut and fill;
 - (f) Appropriate irrigation systems; and

- (g) All species selection must be in accordance with the endorsed Conservation Management Plan.

No Alterations

- 4. The works allowed by this Permit and shown on the plans and / or schedules endorsed to accompany this Permit must not be amended for any reason without the consent of the Responsible Authority.

Tree Protection Fencing

- 5. Prior to commencement of buildings and works, including demolition, tree protection zone fencing must be constructed to the following requirements:-
 - (a) Ring lock wire mesh approximately 1.8m high;
 - (b) Main posts 100mm treated pine (TP);
 - (c) Intermediate posts steel star pickets (SP);
 - (d) The corner posts must be TP with TP stays;
 - (e) Every third post must be TP;
 - (f) SP to be placed intermediately between the TP posts at 3.0m intervals;
 - (g) The ring lock mesh to encircle the structure and be firmly secured at each post; and
 - (h) Posts must be sunk into the ground by 450mm (there is to be no concrete used to secure posts as this will affect ph. levels).
- 6. The tree protection zone fencing must not be removed or relocated at any time during construction without the prior written consent of the Responsible Authority.

Infrastructure

- 7. Before the development hereby permitted starts, the Permit Holder must construct at no cost to Council, drainage works between the site and the Council nominated point of discharge. Such drainage works must be designed by a qualified Engineer and submitted to and approved by Council. Computations will also be required to demonstrate that the drainage system will not be overloaded by the new development. Construction of the drainage system must be carried out in accordance with Council specifications and under Council supervision.

Amenity

- 8. The development hereby permitted must be managed so that the amenity of the area is not detrimentally affected through the:-
 - (a) Transport of materials, good or commodities to or from the land;
 - (b) Appearance of any building, works or materials;
 - (c) Emissions of noise, artificial light, vibration, smell, fumes, smoke, vapour,

steam, soot, ash, dust, waste water, waste products, grit or oil; or

- (d) Presence of vermin.

Time Limits

9. In accordance with the *Planning and Environment Act 1987*, a Permit for the development expires if:-

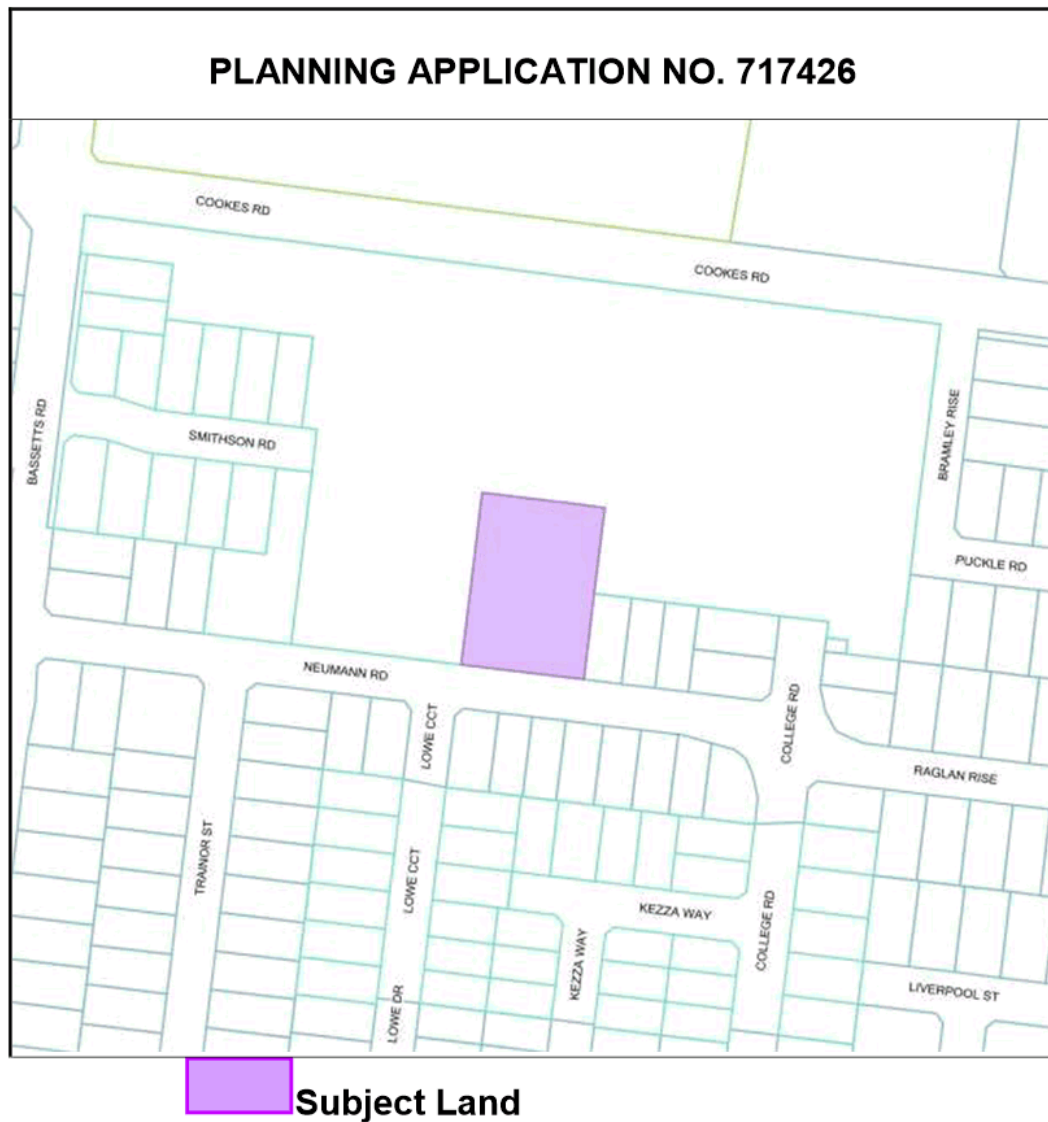
- (a) The approved works do not start within 2 years of the date of this Permit; or
- (b) The approved works are not completed within 4 years of the date of this Permit.

The Responsible Authority may extend the periods referred to above if a request is made in writing. This request must be made before or within 6 months after the Permit expiry date where the development has not yet started and within 12 months after the Permit expiry date where the development allowed by the Permit has lawfully started before the Permit expires.

Notes

A Building Application for Demolition is required to remove remaining building structures authorized under this Permit and will need to be obtained before works commence.

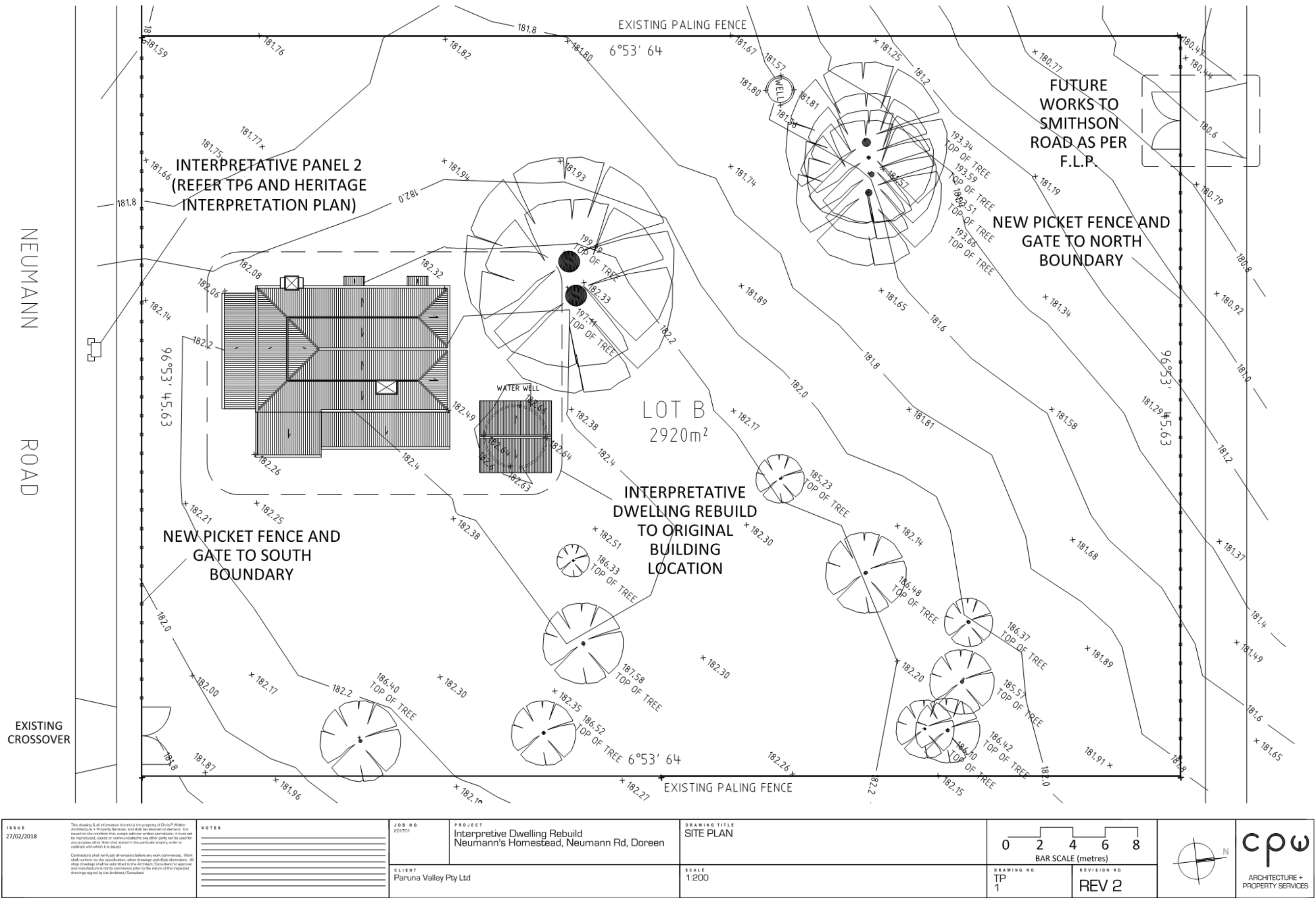
A Consent to Disturb archaeological remains associated with the Heritage Place may be required from Heritage Victoria and must be obtained before works commence.



**City of
Whittlesea**

BUILDING AND PLANNING REPORT

BUILDING AND PLANNING REPORT





EXISTING NORTH FACADE



EXISTING SOUTH FACADE

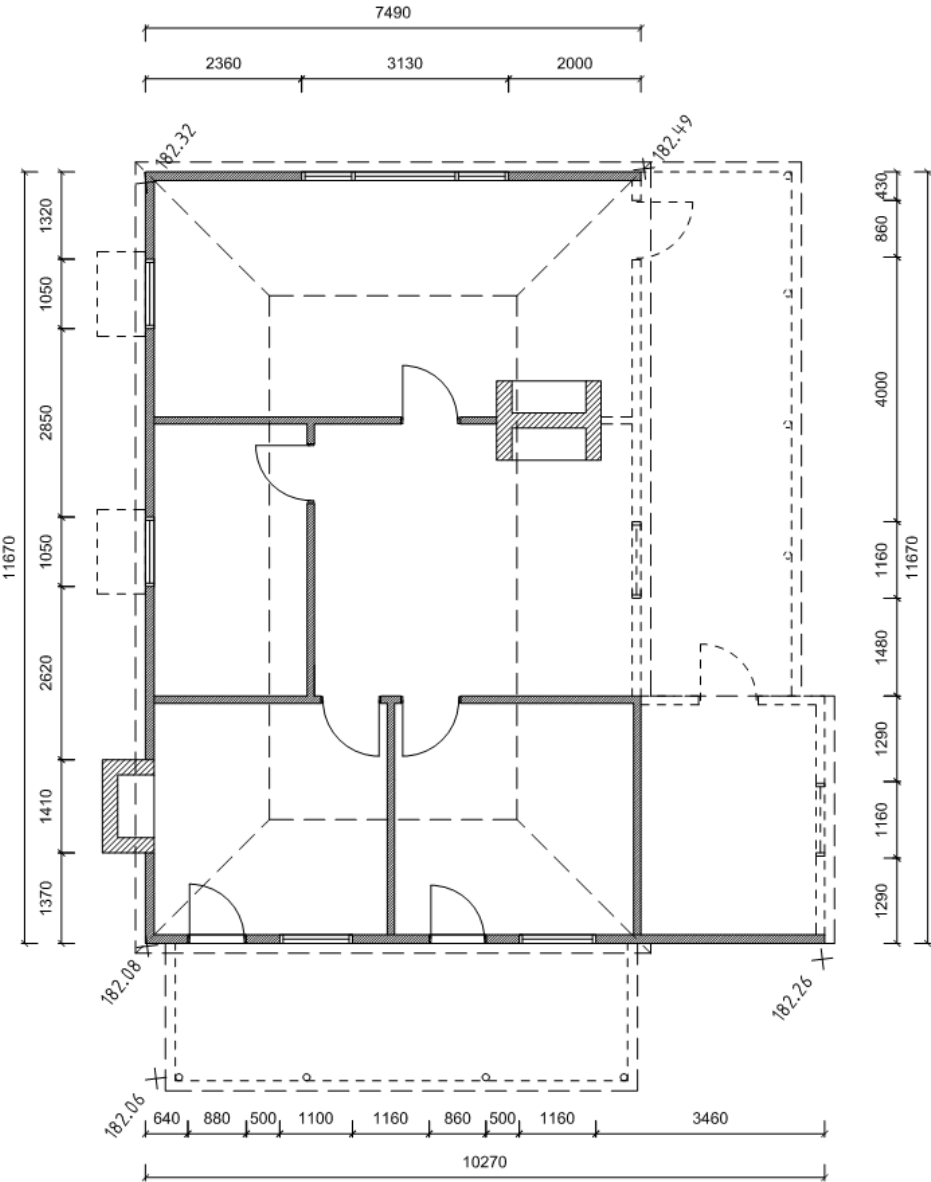


EXISTING EAST FACADE

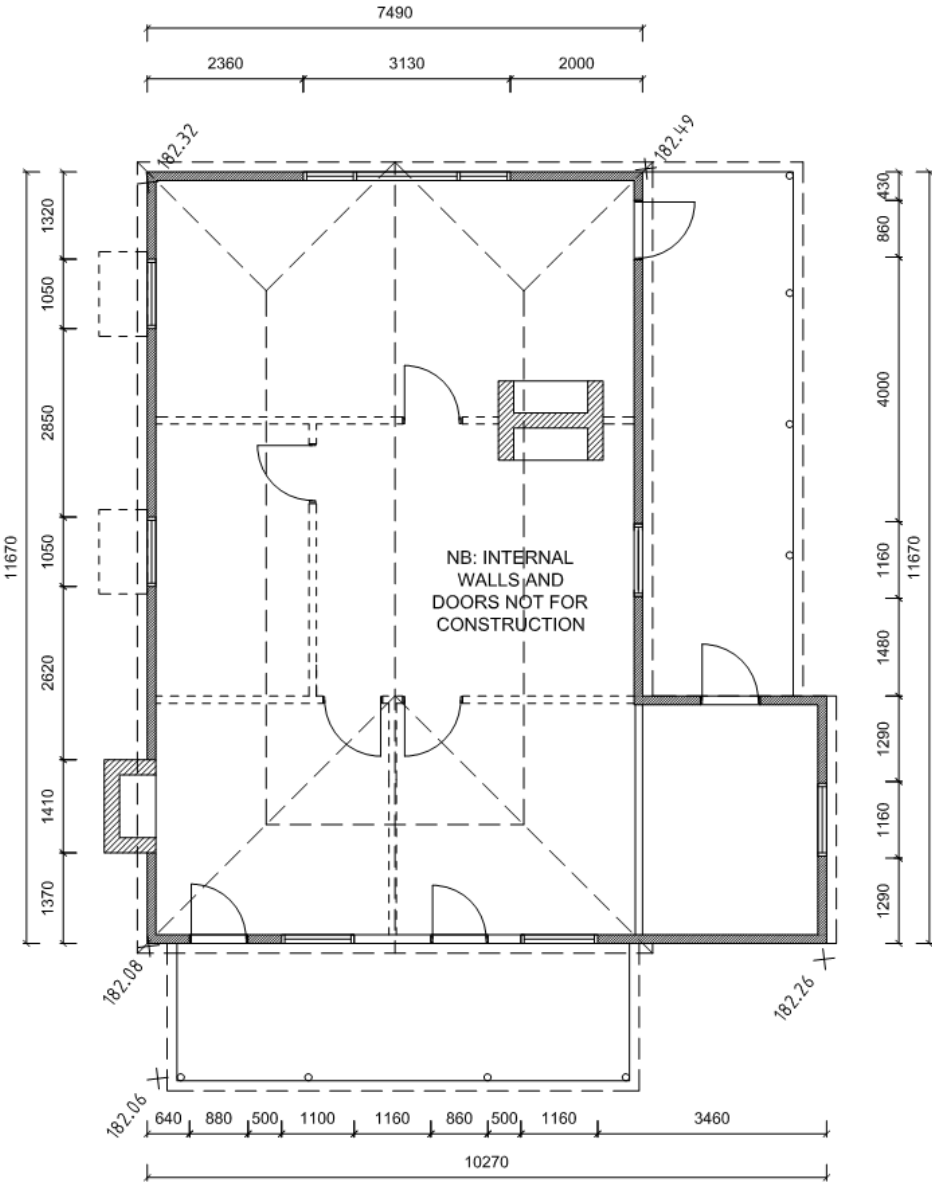


EXISTING WEST FACADE

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			<div>SCALE</div>	<div>DRAWING NO.</div> <div>TP 2</div>	<div>REVISION NO.</div> <div>REV 1</div>




EXISTING FLOOR PLAN (for extensive demolition. Elements shown dotted are already demolished.)



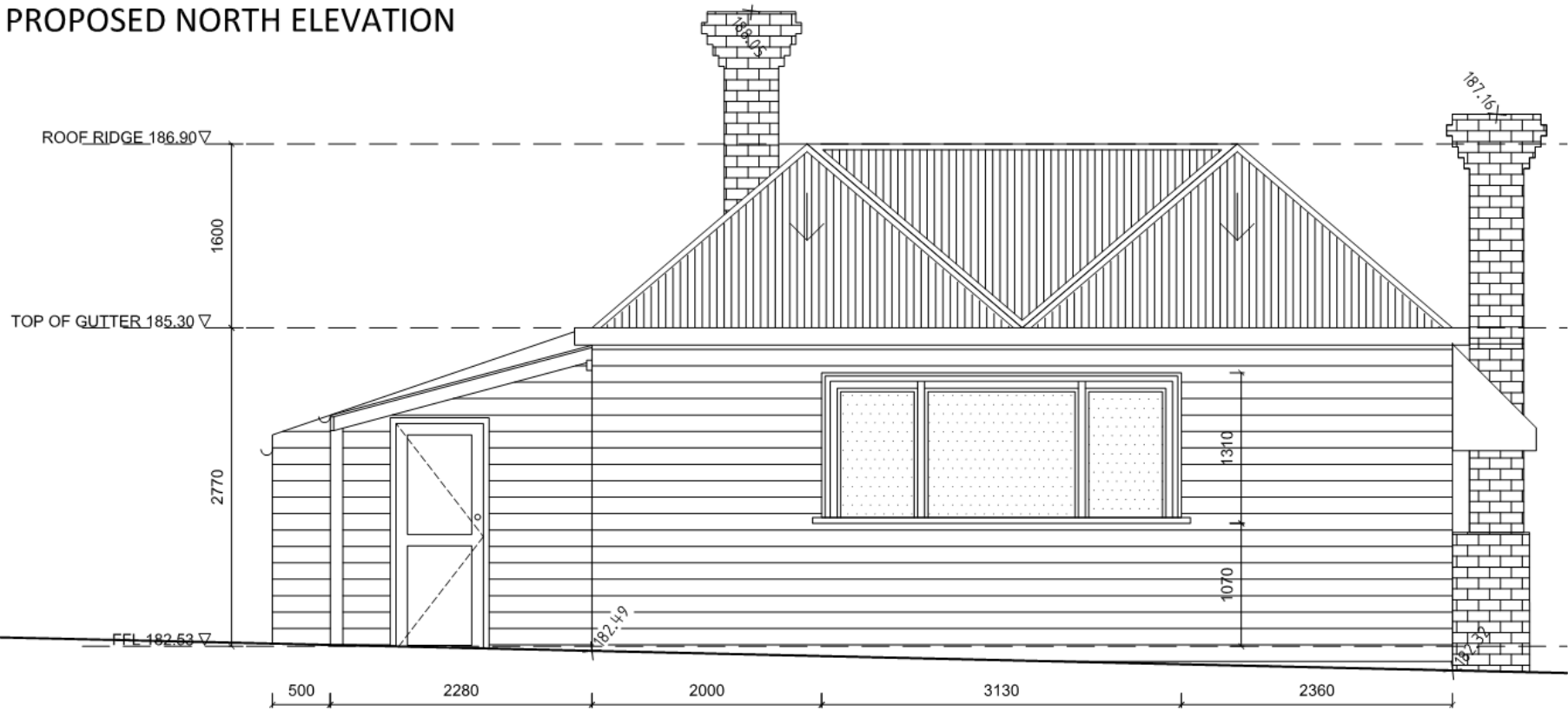
PROPOSED FLOOR PLAN

General specification for proposed building:

- Building footprint and orientation to be located to approximate the original design and construction.
- Stumps, bearers and joists to be provided.- Any original building materials are to be reinstated in their original capacity where their condition is intact and their re-use is practical.
- Existing chimneys to be retained if possible and stabilised where necessary, subject to structural engineer's inspection and approval.
- Non-original features, such as blinds and air-conditioning units, are not to be included in the proposal.
- Doors, windows and associated architraves to be provided to approximate design and construction of original structures.
- Timber weatherboard cladding to be provided to approximate spacing, profile and paint finish of original boards.
- Timber/galvanised iron awnings surrounding West elevation windows to be provided to approximate design and construction of original structures.
- Timber deck and verandah with timber post construction to be provided to approximate design and construction of original structures, to South and East facades.
- Original roof configuration to be re-instated, featuring timber trusses to create a double-hipped structure with central valley and gutter. Galvanised iron roofing (nail-fixed) and downpipes. Provide half-round profile guttering.

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						<p>DRAWING NO. TP 3</p>	<p>REVISION NO. REV 1</p>		
						<p>CLIENT Paruna Valley Pty Ltd</p>	<p>SCALE 1:100</p>		

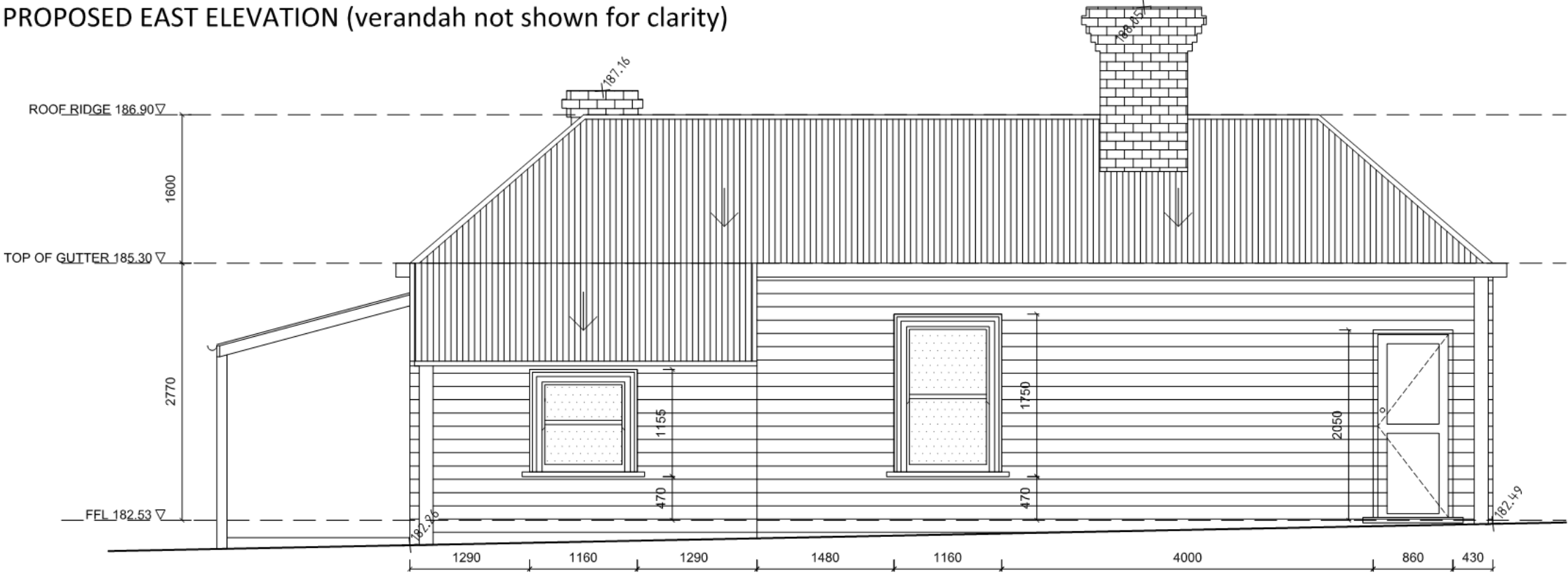
PROPOSED NORTH ELEVATION



General specification for proposed building:

- Building footprint and orientation to be located to approximate the original design and construction.
- Stumps, bearers and joists to be provided.
- Any original building materials are to be reinstated in their original capacity where their condition is intact and their re-use is practical.
- Existing chimneys to be retained if possible and stabilised where necessary, subject to structural engineer's inspection and approval.
- Non-original features, such as blinds and air-conditioning units, are not to be included in the proposal.
- Doors, windows and associated architraves to be provided to approximate design and construction of original structures.
- Timber weatherboard cladding to be provided to approximate spacing, profile and paint finish of original boards.
- Timber/galvanised iron awnings surrounding West elevation windows to be provided to approximate design and construction of original structures.
- Timber deck and verandah with timber post construction to be provided to approximate design and construction of original structures, to South and East facades.
- Original roof configuration to be re-instated, featuring timber trusses to create a double-hipped structure with central valley and gutter.
- Galvanised iron roofing (nail-fixed) and downpipes. Provide half-round profile guttering.

PROPOSED EAST ELEVATION (verandah not shown for clarity)



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						<p>CLIENT</p> <p>Paruna Valley Pty Ltd</p>	<p>SCALE</p> <p>1:100</p>		<p>DRAWING NO.</p> <p>TP 4</p>	<p>REVISION NO.</p> <p>REV 1</p>

PROPOSED SOUTH ELEVATION (verandah not shown for clarity)

Architectural elevation drawing showing the proposed south elevation of a building. The drawing includes dimensions for the roof, walls, and openings.

Vertical Dimensions:

- ROOF RIDGE 186.90 ▽
- TOP OF GUTTER 185.30 ▽
- FEL 182.53 ▽
- 1600 (Height from FEL to Roof Ridge)
- 2770 (Height from FEL to Top of Gutter)

Horizontal Dimensions (from left to right):

- 670
- 640
- 880
- 510
- 1100
- 1160
- 860
- 500
- 1160
- 3460

Other Dimensions:

- 187.16 (Roof Ridge Elevation)
- 182.08 (FEL Elevation)
- 182.86 (FEL Elevation)
- 2110 (Door Height)
- 1750 (Window Height)
- 470 (Window Sill Height)
- 2050 (Door Height)
- 1750 (Window Height)
- 470 (Window Sill Height)

- Building footprint and orientation to be located to approximate the original design and construction.
- Stumps, bearers and joists to be provided.
- Any original building materials are to be reinstated in their original capacity where their condition is intact and their re-use is practical.
- Existing chimneys to be retained if possible and stabilised where necessary, subject to structural engineer's inspection and approval.
- Non-original features, such as blinds and air-conditioning units, are not to be included in the proposal.
- Doors, windows and associated architraves to be provided to approximate design and construction of original structures.
- Timber weatherboard cladding to be provided to approximate spacing, profile and paint finish of original boards.
- Timber/galvanised iron awnings surrounding West elevation windows to be provided to approximate design and construction of original structures.
- Timber deck and verandah with timber post construction to be provided to approximate design and construction of original structures, to South and East facades.
- Original roof configuration to be re-instated, featuring timber trusses to create a double-hipped structure with central valley and gutter. Galvanised iron roofing (nail-fixed) and downpipes. Provide half-round profile guttering.

PROPOSED WEST ELEVATION

ROOF RIDGE 186.90 ▽

TOP OF GUTTER 185.30 ▽

FFL 182.53 ▽

1600

2770

1930

700

1320

1050

2850

1050

2620

1410

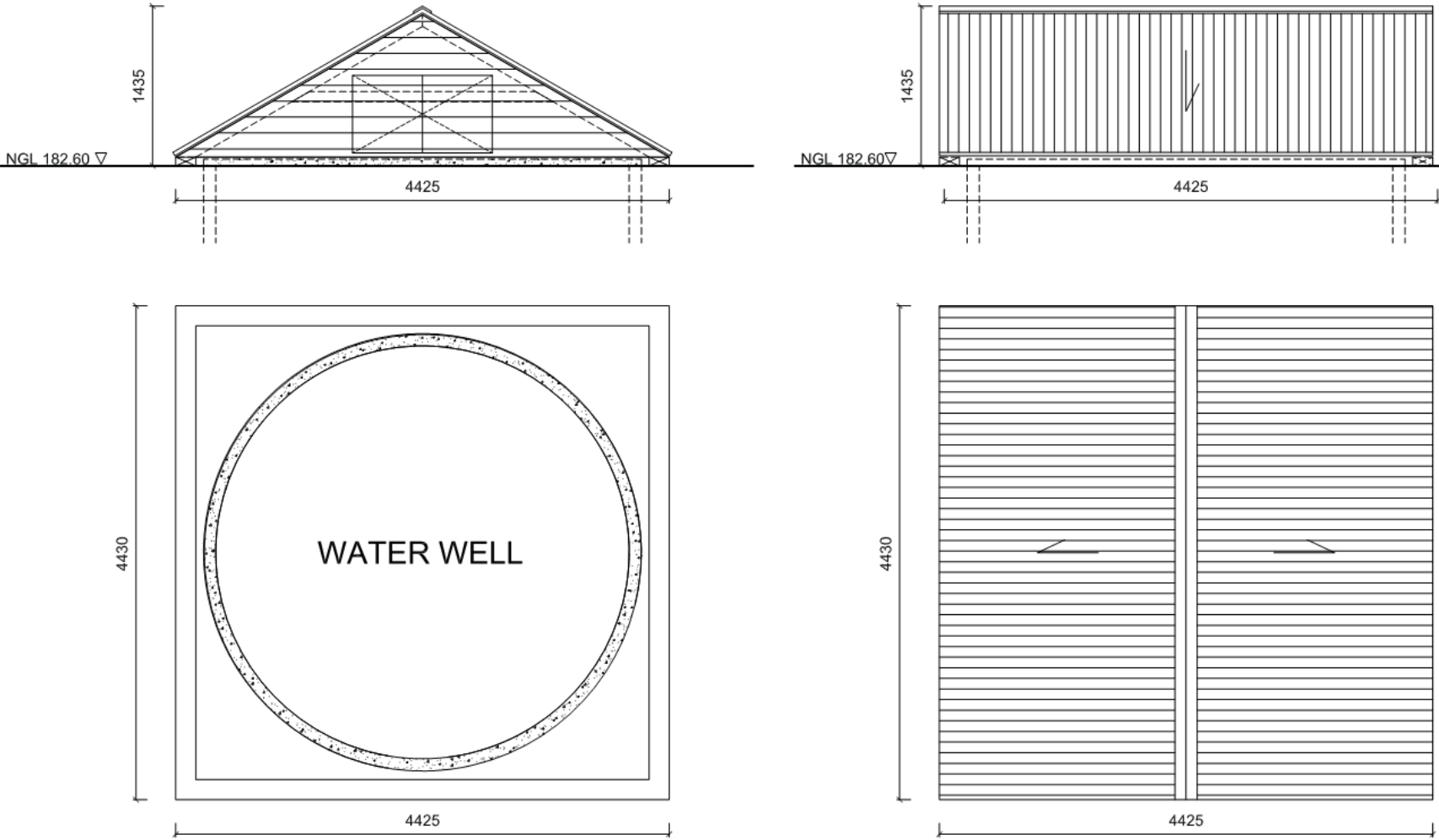
1370

2080

187.16

182.08

ISSUE 14/05/2017	<p>This drawing & all information therein are the property of Chris P Walker Architecture + Interiors Pty Ltd, and shall be returned to them if it is reproduced or communicated in any other way for its use for any purpose other than that stated in the particular enquiry, order or contract with which it is issued.</p> <p>Contractor shall verify plot dimensions before any work commences. When they conform to the specification, either drawings and digital dimensions, as shown, shall be provided by the contractor. Confirmation for approval and construction is not to commence prior to the return of the requested drawings signed by the Architects/Consultants.</p>	NOTES	JOB NO. 2021-7021	PROJECT Interpretive Dwelling Rebuild Neumann's Homestead, Neumann Rd, Doreen	DRAWING TITLE PROPOSED ELEVATIONS (Page 2)	<div>01234</div> <div>BAR SCALE (metres)</div>					<div>CPIA</div> <div>ARCHITECTURE - PROPERTY SERVICES</div>
			CLIENT Paruna Valley Pty Ltd	SCALE 1:100	DRAWING NO. TP 5	REVISION NO. REV 1					



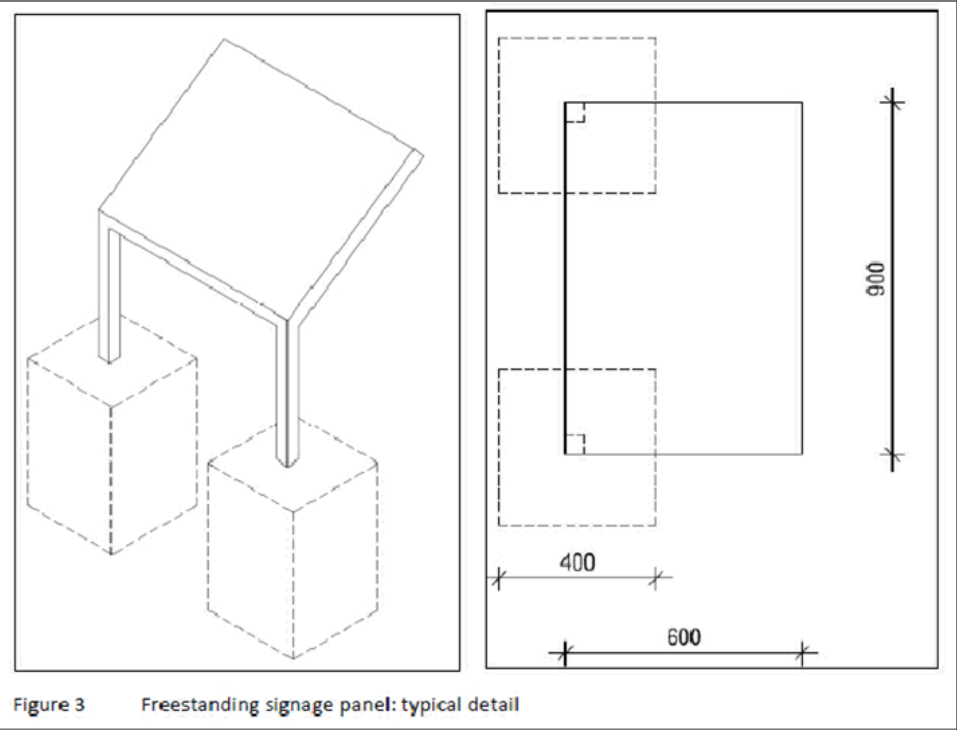
WATER WELL ENCLOSURE 1:50

Timber A-Frame structure supporting galvanised iron roofing at 30 degree pitch. Weatherboard cladding to both ends, with access hatch to North elevation.

General specification for proposed building:

- Building footprint and orientation to be located to approximate the original design and construction.
- Stumps, bearers and joists to be provided.
- Any original building materials are to be reinstated in their original capacity where their condition is intact and their re-use is practical.
- Existing chimneys to be retained if possible and stabilised where necessary, subject to structural engineer's inspection and approval.
- Non-original features, such as blinds and air-conditioning units, are not to be included in the proposal.
- Doors, windows and associated architraves to be provided to approximate design and construction of original structures.
- Timber weatherboard cladding to be provided to approximate spacing, profile and paint finish of original boards.
- Timber/galvanised iron awnings surrounding West elevation windows to be provided to approximate design and construction of original structures.
- Timber deck and verandah with timber post construction to be provided to approximate design and construction of original structures, to South and East facades.
- Original roof configuration to be re-instated, featuring timber trusses to create a double-hipped structure with central valley and gutter. Galvanised iron roofing (nail-fixed) and downpipes. Provide half-round profile guttering.

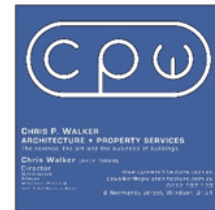
ISSUE 14/05/2017	<p>This drawing & all information therein is the property of Chris P. Walker Architecture + Property Services, and shall be returned on demand. It is issued on the condition that, except with our written permission, it must not be reproduced, copied or communicated to any other party nor be used for any purpose other than that stated in the particular enquiry, order or contract with which it is issued.</p> <p>Constructors shall verify all dimensions before any work commences. Work shall conform to the specifications, other drawings and all applicable standards. All shop drawings shall be submitted to the Architect/Consultant for approval and manufacture is not to commence prior to the return of the signed shop drawings signed by the Architect/Consultant.</p>	NOTES 	JOB NO. 201701	PROJECT Interpretive Dwelling Rebuild Neumann's Homestead, Neumann Rd, Doreen	DRAWING TITLE WATER WELL ENCLOSURE INTERPRETATIVE PANEL 2	 0 0.5 1 1.5 2 BAR SCALE (metres)	 N	
CLIENT Paruna Valley Pty Ltd				SCALE 1:100	DRAWING NO. TP 6	REVISION NO. REV 1		



INTERPRETATIVE PANEL 2

"Freestanding large scale signage panels, c. 400mm x 900mm, suitable for outdoor installation, are recommended. The panels should be manufactured using materials which are hard-wearing, durable and graffiti and vandal-resistant. Chosen materials will also need to be relatively impervious to weathering. The signs should be presented in landscape format, utilising text and photographs, including historic images. "

Refer to attached Heritage Interpretation Plan for more information.



15th May, 2018

Interpretative Dwelling Rebuild at Neumann's Homestead, Neumann Rd, Doreen

Material + Finishes Schedule

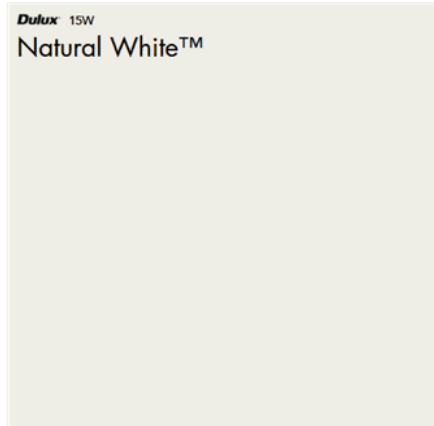
Prepared by:
CHRIS P. WALKER
ARCHITECTURE + PROPERTY SERVICES

Indicative representations of proposed materials, to be viewed in conjunction with the accompanying drawings TP1-TP6.

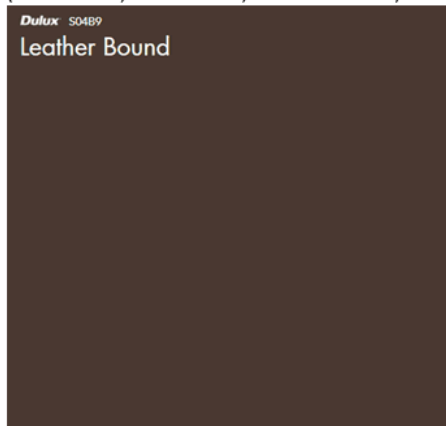
General specification notes for proposed building materials and finishes:

- Any original building materials are to be reinstated in their original capacity where their condition is intact and their re-use is practical.
- Existing chimneys to be retained if possible and stabilised where necessary, subject to structural engineer's inspection and approval.
- Doors, windows and associated architraves to be provided to approximate design and construction of original structures.
- Timber weatherboard cladding to be provided to approximate spacing, profile and paint finish of original boards.
- Timber/galvanised iron awnings surrounding West elevation windows to be provided to approximate design and construction of original structures.
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PAINT FINISH TO TIMBER ITEMS: DULUX 'NATURAL WHITE'
(TO WEATHERBOARDS, VERANDAH POSTS, FENCE PICKETS , EXPOSED EXTERNAL TIMBER GENERALLY)



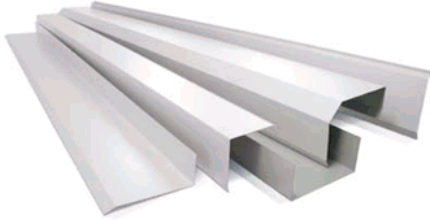
PAINT FINISH TO TIMBER ITEMS: DULUX 'LEATHER BOUND'
(TO DOORS, WINDOWS, ARCHITRAVES)



CORRUGATED GALVANISED IRON ROOFING (ALSO TO WEST ELEVATION WINDOW AWNINGS)



ZINCALUME FLASHINGS AND CAPPINGS AS REQUIRED (GALVANISED FINISH)



GALVANISED IRON HALF-ROUND GUTTERS (GALV. IRON TO DOWNPIPES ALSO)



BALTIC PINE WEATHERBOARDS – 175mm SQUARE EDGE



LILYDALE TOPPINGS (TO: DRIVEWAYS/PATHS AS REQUIRED)



PICKET FENCE ('NATURAL WHITE' PAINT FINISH)



CITY OF WHITTLESEA HERITAGE STUDY © 1990 Meredith Gould Architects Pty Ltd

NEUMANN'S FARMHOUSE

11.28



TYPE	Residence, Fence, Outbuildings
REGION	Mernda
ADDRESS	Cookes Road
GRADING	C
RECOMMENDED FOR	Planning Scheme Protection
SURVEY DATE	6.4.90
THEME	Early Settlement
CONSTRUCTION DETAILS: Date	1854-1860
Elements	Weatherboard house, well and outbuilding, picket fence and gardens.
NOTABLE FEATURES/SIGNIFICANCE	See attached.
INTEGRITY	Fair
CONDITION	Fair
ALTERATIONS	Additions c1880. The earliest portions of the house is now at the opposite end to the kitchen at right angles to the long side of the house.

CITY OF WHITTLESEA HERITAGE STUDY © 1990 Meredith Gould Architects Pty Ltd

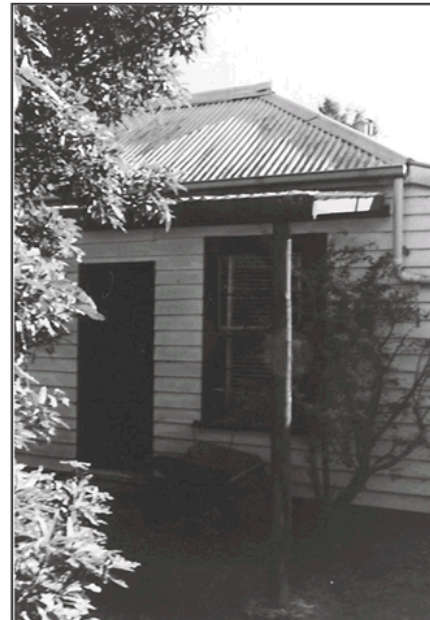


NEUMANN'S FARMHOUSE

Neumann's Farmhouse takes its name from a German family which purchased the property in 1854.

Carl Neumann and his family arrived in Australia in 1850 aboard the Pribislar, the ship which brought out many of Thomastown's German settlers. Neumann, a carpenter, was a shipmate of Johann Graff Jr, who purchased 100 acres of land nearby to the north of Cookes Road during the 1860s.

Neumann purchased his 80 acres east of Bassetts Road from the Cooke Brothers, John and Henry, who had earlier subdivided their holding into the Egglestone Estate. Soon after settling at Cookes Road, the Neumanns are recorded as having supplied milk to the workers constructing the nearby Yan Yean Reservoir. Carl apparently also worked on the construction of Yan Yean Reservoir at one time.



The 1870 Shire of Darebin rate book lists Carl as a farmer and owner of a house and land in the Parish of Yan Yean. Carl also later selected land at Arthurs Creek. By 1878 however he had moved to North Melbourne and was working as a carter. In 1883, when he sold his property to Charles Smithson, he described himself as a grocer in Little Lonsdale Street west. Carl died in 1917 aged 99.

Smithson, who also owned other land in the district owned the property for many years. A notable later owner was Everard Bassett, after whose family Bassett's Road was named. He was a member of the Bassett family of Tregowan in Doctors Gully Road. Neumann's Farmhouse is today owned by the Rogers family.

HISTORICAL REFERENCES

Title Application file No. 17424 PROV.

Shire of Darebin Rate Book 1870

Preston Leader 25/8/1923

Mernda Uniting Church 1888-1988

6.1.7 1410A AND 1410C PLENTY ROAD AND 610 BRIDGE INN ROAD, MERNDA - MULTI-LOT SUBDIVISION, STAGED USE AND DEVELOPMENT OF THE LAND FOR RETAIL, OFFICE, LEISURE AND RECREATIONAL PURPOSES, CREATION OR ALTERATION OF ACCESS TO A ROAD WITHIN A ROAD ZONE CATEGORY 1, WORKS WITHIN A HERITAGE OVERLAY, REMOVAL OF NATIVE VEGETATION, REMOVAL OF AN EASEMENT, DISPLAY OF INTERNALLY ILLUMINATED ADVERTISING SIGNAGE, AND THE SALE AND CONSUMPTION OF LIQUOR ON THE PREMISES

Attachments:

- 1 Locality Maps [↓](#)
- 2 Development Plans [↓](#)
- 3 Mernda Town Centre Comprehensive Development Plan [↓](#)

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Principal Planner

APPLICANT: Fabcot Pty Ltd and Akeg Pty Ltd

COUNCIL POLICY:

- 22.10 River Redgum Protection Policy
- 22.11 Development Contribution Plan Policy

ZONING:

Comprehensive Development Zone, Schedule 1

OVERLAY:

- Development Contributions Plan Overlay, Schedule 9
- Development Plan Overlay, Schedule 15
- Heritage Overlay, Schedule 19
- Incorporated Plan Overlay, Schedule 1
- Vegetation Protection Overlay, Schedule 1

REFERRAL:

- INTERNAL

- Development Engineering
- Strategic Transport
- Parks and Open Space
- Strategic Planning and Design
- Sustainability
- Heritage Coordination

- EXTERNAL

- APT O&M Services (Gas)
- Yarra Valley Water
- Melbourne Water
- VicRoads
- Transport for Victoria

AusNet Electricity Services
Department of Environment, Land, Water and Planning (s. 52)
VicTrack (s.52)
Heritage Victoria (s.52)

OBJECTIONS: **Not applicable**

RECOMMENDATION SUMMARY

That Council resolve to approve Planning Application No. 714577 and issue a Planning Permit for the subdivision of land and the staged development of the Mernda Town Centre comprising of retail, office, leisure and recreation, creation/alteration of access to a road within a Road Zone Category 1, works within a heritage overlay, removal of native vegetation, removal of an easement, display of internally illuminated advertising signage, and the sale of liquor on the premises.

KEY FACTS AND / OR ISSUES

- The staged development of the Mernda Town Centre will provide the core of the town centre including a supermarket, specialty retail stores, food and drink premises, a medical centre, gym and a pedestrian friendly main street connecting to the adjoining Mernda Train Station.
- The development appropriately subdivides the land to create the core of the town centre as part of this development, adjoining balance lots for future development, and the surrounding local road network including the Berry Lane and Plenty Road and Bridge Inn Road and Plenty Road signalised intersection upgrades.
- The development will include land to be vested with Council for a future Community Facility, providing the opportunity for early activation of the site.
- The application includes the preparation and implementation of a Conservation Management Plan for Mayfield Farm and Berry Lane to protect the heritage values of this locally significant heritage place.
- The development will require archaeological investigations into the remains of the Berry Lane bluestone pavement to inform an appropriate design response to this heritage place, and partial demolition of the existing pavement for the construction of a required north-south road.
- Eleven River Red Gums (Tree Numbers 15-17, 20-25, 59 and 60) are proposed for removal, however this is generally in accordance with the Mernda Town Centre Development Plan which only shows the retention of Tree 60. Tree 60 is located within the Berry Lane road reserve proposed to be removed due to shared path and road pavement encroachment into the Tree Protection Zone.

REPORT

BACKGROUND

The subject site is located within the Mernda Town Centre Development Plan (2018) and is part of the Mernda Strategy Plan (2016) as described in greater detail in this report.

The original application for the development of the Mernda Town Centre was submitted to Council on 31 January 2014. Due to significant differences between the approved Development Plan and the planning application relating to the land uses, arrangement of the town centre core and the main street, as well as consideration of the Mernda Rail extension, various amendments to the Development Plan have been required in order to facilitate the proposal.

Council has worked closely with the applicant to prepare a Development Plan that appropriately responds to the requirements of the Development Plan Overlay (DPO15), considers the relationship with the Mernda Train Station, and integrates appropriate elements of the current planning application all while remaining consistent with the Mernda Town Centre Comprehensive Development Plan (2002) and the Mernda Strategy Plan (2016).

At its meeting on 18 July 2017, Council resolved to approve the amended Development Plan subject to the landowner entering into a Section 173 Agreement for the development contributions on the land.

This represented a key milestone in the planning and development of the site and allowed for the operation of a higher order level of commercial services and provision for community facilities with linkages to the Mernda Train Station.

A formal amendment to the planning application was submitted to Council on 6 October 2017. At this time, the Section 173 Agreement was still under negotiation and the Development Plan was yet to be formally approved, however Council facilitated the progression of the application through assessments and providing detailed feedback to the applicant.

The Section 173 Agreement was signed on 28 November 2018, thus allowing for the formal approval of the amended Mernda Town Centre Development Plan (2018) and allowing a decision to be made on the planning application.

SITE AND SURROUNDING AREA

The subject site is located on the south-east corner of Plenty Road and Bridge Inn Road, Mernda (*see Attachment 1*), directly adjacent to the Mernda Train Station. The site is generally square in shape with an approximate area of 26.4 hectares.

The site is currently vacant with the exception of the Mayfield Farm, Dairy and Berry Lane heritage place.

The topography is generally flat. There are a number of mature trees within the application area that are identified in the associated Mernda Town Centre Development Plan (2018) for removal and retention.

The site is located entirely within the Mernda Town Centre Development Plan (2018). The development is located primarily in the north-eastern portion of the site and is proposed to be staged.

Large areas of former pastoral and agricultural land within Mernda have been designated for urban development under applicable planning controls and strategies, with many areas already experiencing residential growth.

RESTRICTIONS AND EASEMENTS

The subject land (1410A and 1410C Plenty Road and 610 Bridge Inn Road, Mernda) is made up of a number of titles and there are no restrictions on these titles, other than an easement located across the subject sites for drainage purposes. This application seeks the removal of this easement.

PROPOSAL

The application includes the subdivision of land at 1410A Plenty Road, 1410C Plenty Road and 610 Bridge Inn Road, Mernda. The proposal seeks to develop part of the core retail area of the emerging Mernda Town Centre located in the north east precinct of the site. The proposal includes multi-lot subdivision, staged use and development of the land for retail, office, leisure and recreational purposes, creation or alteration of access to a road within a Road Zone Category 1, works within a heritage overlay, removal of native vegetation, removal of an easement, display of internally illuminated advertising signage, and the sale and consumption of liquor on the premises (*see Attachment 2*).

Specific details of the proposal are outlined below:

- Subdivision generally in accordance with the DP, including the subdivision allowing for Berry Lane, Riverdale Boulevard, Main Street and Station Street to be constructed and vested as Council roads.
- Use and development of the north eastern portion of the land for the Mernda Town Centre.
- Development of two supermarkets, 10 specialty retail, a bottle shop, two mini major shops, four food and drink premises, a gym and a medical office.
- Associated car and bicycle parking.
- Construction of Riverdale Boulevard, Main Street, Station Street and Berry Lane.
- Signalised intersection of Berry Lane and Plenty Road, and Bridge Inn Road and Plenty Road.
- Landscaping works.
- Eleven River Red Gums (Tree Numbers 15-17, 20-25, 59 and 60) are proposed for removal. Retention of River Red Gums is in accordance with the Development Plan other than Tree 60.
- Design response to Berry Lane shared path.
- Advertising signage.

The car park provides a total of 548 on-site car spaces and 52 bicycle spaces with associated on-site staff facilities.

The primary supermarket is proposed to be open 24 hours a day and 7 days a week.

PUBLIC NOTIFICATION

Pursuant to Clause 43.04-2 an application under any provision of this scheme which is generally in accordance with the development plan is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

Planning Policy Framework

The following provisions of the Planning Policy Framework are relevant to this proposal:

Clause 11.03-1R Activity Centres – Metropolitan Melbourne seeks to support the development and growth of Metropolitan Activity Centres by ensuring they are able to accommodate significant growth for a broad range of land uses, are supported with appropriate infrastructure, are hubs for public transport services, offer good connectivity for a regional catchment and provide high levels of amenity.

Clause 15.01-1R Urban Design – Metropolitan Melbourne seeks to ensure that high quality urban environments are created.

Clause 15.03-1S Heritage Conservation seeks to ensure the conservation of places of heritage significance.

Clause 17.02 Commercial seeks to 'encourage development that meets the community's needs for retail, entertainment, office and other commercial services' which includes ensuring commercial facilities are aggregated and provide net community benefit in relation to their viability, accessibility and efficient use of infrastructure.

Clause 18.01-1S Land use and transport planning seeks to create a safe and sustainable transport system by integrating land-use and transport.

Comments:

- The location of the application area is within the Mernda Town Centre as identified in the Mernda Strategy Plan (2016).
- The development seeks to create a Town Centre Main Street environment.
- A Conservation Management Plan is required for the on-going protection of Mayfield Heritage Place and the development sensitively incorporates a design response to Berry Lane.
- A number of River Red Gums are to be retained within the precinct to enhance the neighborhood character and amenity.
- The proposal will enhance the economic prosperity of the Mernda Town Centre and deliver a wide range of retail services.
- The development appropriately integrates with the Mernda Train Station.

Local Planning Policy Framework

The following provisions of the Local Planning Policy Framework (LPPF) contained in the Scheme are relevant to this proposal:

Clause 21.04-1 Activity Centre Planning identifies that activity centres are 'the focus for a range of shopping, employment and entertainment activities'.

Clause 21.08-1 Urban Design seeks to 'progressively upgrade the image and appearance of the City of Whittlesea focussing on retention of local environmental features, landscape qualities and urban and landscape design improvements.'

Clause 21.10-1 Employment Opportunities seeks to 'to provide greater balance between housing supply and employment opportunities.'

Clause 21.11-1 Integrated Transport seeks to 'establish an efficient, interconnected multi modal transportation system which increases the level of accessibility and choice within and beyond the City of Whittlesea.'

Clause 22.04 Heritage Conservation contributes greatly to the identity of the City. It is essential that significant heritage places are protected, retained and integrated as the City develops.

Clause 22.10 River Redgum Protection recognises the River Red Gum as an asset to the City of Whittlesea. This policy seeks to protect River Red Gums from encroaching developments in urban and rural areas.

Comments:

- The Mernda Town Centre is an identified Activity Centre within the City of Whittlesea. The proposal provides local employment opportunities as well as providing for the appropriate subdivision for the surrounding sites to develop in accordance with the Development Plan.
- The development of the north eastern part of the Mernda Town Centre ensures the provision of a Main Street environment.
- The proposal will generate a range of employment opportunities. This includes the Woolworths development itself as well as subdivided lots allowing for future development of the town centre.
- The proposal contributes to the interim intersection to Berry Lane and Plenty Road (with VicRoads undertaking the ultimate works concurrently), the signalisation of Bridge Inn Road and Plenty Road Intersection, as well as a local road network that allows for the appropriate transportation through and surrounding the site.
- The development seeks to ensure the on-going protection of the Mayfield Farm Heritage Place through the preparation and implementation of a Conservation Management Plan.
- The proposal retains several River Red Gums on site. These will be design features to enhance the local amenity.

PLANNING ASSESSMENT

Zone

Clause 37.02 - Comprehensive Development Zone, Schedule 1

Schedule 1 – Mernda Town Centre Comprehensive Development Plan

Under the schedule to this zone, a planning permit is required to use land for Retail, Office, and Leisure and Recreation Premises.

The Comprehensive Development Plan (*see Attachment 3*) designates the land uses on this site as Retail/Mixed Use, Community Facility, Medium and High Density Residential and Transport Interchange. The proposal is consistent with the requirements of the zone and Comprehensive Development Plan.

Overlays

Clause 45.06 - Development Contributions Plan Overlay (DCPO), Schedule 9

Schedule 9 to the DCPO refers to the incorporated Mernda Precinct 5 Development Contributions Plan. The development must meet the obligations outlined within this schedule and described within the DCP. A specific condition obligating the required contributions will form part of any permit issued.

Clause 43.04 - Development Plan Overlay (DPO), Schedule 15

The DPO states that a permit should not be granted until a Development Plan is in place (there are exceptions if allowed by the Schedule). The subject DP was approved on 28 November 2018 and supersedes the Development Plan approved in 2015.

Mernda Town Centre Development Plan (2018)

The DP provides a high level urban layout with designated land uses for the site. The proposal includes the subdivision of land that allows for appropriate future development of the site, as well as the use and development of the north eastern part of the Mernda Town Centre nominated in the DP as 'Retail/mixed use.'

This proposal is considered in accordance with the approved DP.

Clause 43.03 - Incorporated Plan Overlay, Schedule 1

The Incorporated Plan Overlay states that any permit issued must be generally in accordance with the Incorporated Plan.

Schedule 1 to the Incorporated Plan Overlay identifies that the Mernda Strategy Plan applies to the subject site.

The application to create the town centre core is considered generally in accordance with the Mernda Strategy Plan which designates this site as Retail/Mixed Use.

Clause 42.02 - Vegetation Protection Overlay, Schedule 1

According to the requirements of the schedule to the Vegetation Protection Overlay, only vegetation that is native requires a permit for removal.

Eleven River Red Gums (Tree Numbers 15-17, 20-25, 59 and 60) are proposed for removal, however this is generally in accordance with the requirements of the Development Plan. The approved Development Plan identifies the trees to be retained on the design response plan (Figure 15). Retention of River Red Gums is in accordance with that shown on the Development Plan other than Tree 60 which is proposed for removal.

Tree 60 is a River Red Gum of low arboricultural rating. The applicant proposes to remove this tree given that it is located within the Berry Lane road reserve and impacts on the proposed indented parking bays and the Berry Lane shared path would have significant encroachment of the Tree Protection Zone if retained.

It is considered appropriate to remove the vegetation as part of the development.

Clause 43.10 - Heritage Overlay, Schedule 19

The site is affected by Heritage Overlay (HO19) for the protection of the Mayfield Farm, Dairy and Berry Lane heritage place.

Through the development of the town centre, the landowner will be required to enter into a Section 173 Agreement for the preparation and implementation of Conservation Management Plan (CMP) generally in accordance with the CMP submitted with this application. The CMP will outline immediate stabilisation and restoration works that will be required to be undertaken, as well as short, medium and long term works.

It should be noted that the CMP submitted with the application proposes the installation of 3m wide raised gravel path above the existing bluestone cobbles to Berry Lane. This treatment is proposed to provide a consistent and durable surface for pedestrian/shared path use whilst protecting the heritage fabric of the bluestone surfacing. Notwithstanding, a condition of permit will require an archaeological investigation to determine the exact extent of remains of Berry Lane. This report will then be used to help inform an appropriate design response and interpretation plan that is sensitive to the significance of this heritage place.

Particular Provisions

The relevant Particular Provisions of the Whittlesea Planning Scheme are as follows:

Clause 52.02 – Easements, Restrictions and Reserves

Currently there is an easement for drainage purposes located across the site at 1410A and 1410C Plenty Road, Mernda. The easement is proposed to be removed and a permit is required for its removal.

A condition of permit will require the preparation of a Stormwater Management Strategy to appropriately manage the drainage requirements for the development and the removal of the easement.

Clause 52.05 – Advertising signs

The application proposes a range of large business identification signage and associated internally illuminated centre signage.

The proposed advertising signage includes:

Sign	Type	Size	Location
Sign A	Internally illuminated pylon sign.	17574 x 5486 mm	The corner of Bridge Inn Road and Riverdale Boulevard and the corner of Plenty Road and Berry Lane
Sign B	Centre logo sign.	8000 x 2400 mm	Above Main Street entrance and the south-east alfresco
Sign C	Internally illuminated major signage.	2262 x 2046 mm	Externally on the north, east, south and west façade.
Sign D	Loading dock sign.	1200 x 930 mm	All roads leading to the loading dock.
Sign E	Way-finding sign.	930 x 2000 mm	At vehicular access points to the site from main roads.
Sign F	Internally illuminated major signage lettering.	4681 x 1000 mm	Externally along all building bulk heads.
Sign G	Internally illuminated major signage lettering.	1280 x 1000 mm	Externally along all building bulk heads.
Sign H	Pick up location signage.	1840 x 590 mm and 1000 x 1265 mm	East façade parallel to Station Street.

The height of the pylon sign (Sign A) is excessive and has a greater height than the building itself. A condition of any permit issued will restrict the height of this pylon sign to a maximum of 12 metres.

The remainder of the proposed advertising signage is considered appropriate for a town centre environment and consistent with the requirements of Clause 52.05.

Clause 52.06 – Car Parking

The number of car spaces exceeds the requirements of Clause 52.06. There is a requirement of 484 spaces to be provided with a recommendation of 529 spaces considering the parking demands of the gym. The proposal allows for the provision of 548 car spaces.

The Development Engineering team has provided feedback stating the proposed level of on-site car spaces is satisfactory.

Clause 52.17 – Native Vegetation

A permit is required to remove, destroy or lop native vegetation. The proposal seeks to remove 11 native trees from the site. All trees identified for removal as part of the application are consistent with what is depicted in the Design Response Plan (Figure 15) of the DP, other than Tree 60.

Tree 60 is a River Red Gum of low arboricultural rating. The applicant proposes to remove this tree given that it is located within the Berry Lane road reserve and impacts on the proposed indented parking bays. In addition, the tree impacts on the alignment of the Berry Lane shared path and would have significant encroachment of the Tree Protection Zone if retained.

It is considered appropriate to remove the vegetation as part of the development.

Clause 52.29 – Create access to a Road Zone Category 1

A permit is required to create, access or subdivide land adjacent to a road zone. Plenty Road is located within a Road Zone Category 1. Bridge Inn Road is located within a Road Zone Category 2. The proposal seeks to create access to Plenty Road via the construction of a signalised intersection at Berry Lane. In addition, a signalised intersection will be constructed at the Plenty Road and Bridge Inn Road intersection. Two access points will also be required along Bridge Inn Road, at both Riverdale Boulevard and Station Street.

All access points are considered in accordance with the DP and are supported.

In addition, widening is required adjacent to Bridge Inn Road for the future duplication. The land provided for the widening is considered appropriate.

VicRoads has provided a referral response indicating it does not have an objection to a permit being issued subject to conditions.

Clause 52.27 – Licensed Premises

A permit is required for the sale of packaged liquor on the premises for the bottle shop.

A condition on any permit issued will restrict the sale of liquor to the bottle shop and will not allow for the consumption of alcohol on the premises.

Clause 52.34 – Bicycle Facilities

The proposal meets the statutory requirement for bicycle facilities. The statutory requirement for employee bicycle spaces and visitor bicycle spaces is 20 and 28 respectively. The development will provide 24 employee and 28 visitor bicycle parking spaces.

The proposal also provides staff showers and change rooms which is compliant with the requirements of the planning scheme and considered satisfactory.

Clause 53.01 – Public Open Space Contribution and Subdivision

A person who proposes to subdivide land must make a contribution to the Council for public open space in an amount specified in the schedule to this clause.

The schedule to Clause 52.01 describes that for all land within Precinct 5 of the Mernda Strategy Plan, an open space contribution must be provided as 10.7% of the Gross Developable Area generally in accordance with the Mernda Strategy Plan.

The Section 173 Agreement entered into between the landowner and Council appropriately manages the development and open space contributions.

Clause 66.01 – Referral and Notice Provisions

According to Clause 66.01-1, a permit for subdivision must contain mandatory conditions for the provision of telecommunication services. These conditions will be reflected in the permit.

REFERRAL COMMENTS

External

The application was referred to the following authorities:

External	Conditions	Comments
APT O & M Services	Yes	No objection to issue of permit subject to conditions.
Yarra Valley Water	Yes	No objection to issue of permit subject to conditions.
Melbourne Water	Yes	No objection to issue of permit subject to conditions.
VicRoads	Yes	No objection to issue of permit subject to conditions.
Transport for Victoria	Yes	No objection to issue of permit subject to conditions.
AusNet Electricity Services	Yes	No objection to issue of permit subject to conditions.
Department of Environment, Land, Water and Planning (s. 52)	No	No response.
VicTrack (s.52)	No	No response.
Heritage Victoria (s.52)	No	Feedback provided on the application and information forwarded to the applicant.

Internal

Development Engineering

The Development Engineering Department have provided advice regarding the required infrastructure to be delivered by this development, including components within the road reserve and drainage requirements.

A condition of the permit will require the preparation and approval of functional layout plans to demonstrate the spatial provisions of each road reservation consistent with Council's requirements. In addition, a condition will require the preparation of a Stormwater Management Strategy to ensure the development appropriately considers the drainage requirements of the land.

Heritage Coordination

The Heritage Coordinator sought expert heritage advice to inform Council's response to proposals that will have impacts on HO19 Mayfield Farm, Dairy and Berry Lane. A comprehensive Conservation Management Plan and archaeological investigation of Berry Lane are required from the applicant as part of the S173 Agreement to ensure that the development sensitively addresses heritage conservation land and ongoing management of the place.

Strategic Transport

The Strategic Transport team have liaised with the applicant and VicRoads to ensure the coordinated and timely delivery of the Plenty Road duplication including the signalised intersection at Berry Lane and Plenty Road and Bridge Inn Road and Plenty Road. VicRoads have imposed a condition that Statement of Compliance cannot be issued until these intersection works are complete.

Parks and Open Space

The Parks and Open Space Department have provided input into the design and the landscaping of the town centre, in particular the car parking area. The landscaping of the car park ensures an appropriate provision of tree planting to protect the amenity of the area and provide a high quality public realm.

Strategic Planning and Urban Design

The Strategic Planning and Urban Design teams have provided on-going advice to ensure the development of a high quality town centre core that provides a pedestrian friendly main street environment and maintains a relationship with the adjoining Mernda Train Station. In addition, the Strategic Planning team has been heavily involved in negotiations to resolve development contributions through the Section 173 Agreement and securing the land for Council's future community facility.

It was noted that the approval of the planning application would be the final step in the planning process and an acknowledgement of the culmination of strategic work that had been undertaken for the preparation of the Mernda Town Centre Comprehensive Development Plan (2002), Mernda Strategy Plan (2016) and the Mernda Town Centre Development Plan (2018).

Sustainability

The Sustainability Planning Department have advised that the Biodiversity Assessment provided is acceptable and consistent with the proposal. A condition of any permit issued will require the offsets to be secured prior to the removal of any native vegetation.

In addition, a condition of any permit issued will require the preparation and implementation of a Kangaroo Management Plan. The Kangaroo Management Plan will be required to be approved by Council and the Department of Environment, Land, Water and Planning.

PLANNING COMMENTS

The Mernda Town Centre is a strategically important site within the City of Whittlesea. The current application will create the town centre core, creating a retail and commercial activity hub directly adjacent to a major transport node within the municipality. The subdivision of land will allow for the balance lots to appropriately develop over time as the town centre expands.

Through negotiations of the Section 173 Agreement, 7,900sqm of unencumbered land for the future development of the town square and community facility is required to be vested with Council. The provision of this land as part of the current application will provide Council with the opportunity to deliver early community services within the town centre core.

The development will include the construction of the surrounding road network consistent with the requirements of the Development Plan. This includes the extension of Berry Lane, the delivery of Riverdale Boulevard (north-south road through the centre of the site), a portion of Station Street directly adjacent to the rail corridor, and the east-west Main Street across the development frontage and adjoining the Mernda Train Station, placing an emphasis on the pedestrian focused environment with linkages to the mixed use centre. The works will also include upgrades to the intersections of Plenty Road and Berry Lane, and Bridge Inn Road and Plenty Road through the VicRoads duplication works and signalisation of these intersections.

The site is impacted by a Heritage Overlay (HO19) for the protection of Mayfield Farm, Dairy and Berry Lane. Through the development of the town centre, the landowner will be required to enter into a Section 173 Agreement for the preparation and implementation of Conservation Management Plan (CMP) generally in accordance with the CMP submitted with this application. The CMP will outline immediate stabilisation and restoration works that will be required to be undertaken, as well as short, medium and long term works. In addition, a condition of permit will require an archaeological investigation to determine the extent of remains of Berry Lane. This report will be used to help inform an appropriate design response that is sensitive to the heritage significance of this heritage place.

Other than Tree 60 that is located within the Berry Lane road reserve, the development seeks to retain the existing River Red Gums on the site, consistent with those identified for retention in the Development Plan. The River Red Gums in the core of the town centre will be integrated into public tree reserves that provide additional amenity and character to the area.

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

The application has been assessed against the Whittlesea Planning Scheme and is deemed to show a satisfactorily level of compliance subject to minor modifications as outlined within this report. It is considered that the development has been logically designed to fit within the strategic expectations of the Mernda Town Centre Development Plan (2018) and will make a positive contribution to the future growth of Mernda. Accordingly, it is recommended that the proposal be supported subject to conditions.

RECOMMENDATION

THAT Council resolve to approve Planning Application No. 714577 and issue a Planning Permit for multi-lot subdivision, use and a staged development of the land for retail, office, leisure and recreational purposes, creation or alteration of access to a road within a Road Zone Category 1, works within a heritage overlay, removal of native vegetation, removal of an easement, display of internally illuminated advertising signage, and the sale of liquor on the premises in accordance with the endorsed plans and subject to the following conditions:

CONDITIONS TO BE SATISFIED PRIOR TO CERTIFICATION OF THE PLAN OF SUBDIVISION

1. Stormwater Management Strategy

Prior to the submission and approval of Functional Layout Plans, a revised Stormwater Management Strategy must be submitted to and approved by the Responsible Authority. The Stormwater Management Strategy for the entire site must contain information on the relevant catchments and the proposed direction of major and minor stormwater flows. It must also demonstrate how minor and major flows will be managed both in and around the site, and clarify what is proposed for storm water quality treatment.

2. Functional layout plan

Before the submission and approval of construction plans (engineering plans) and the certification of the relevant plan of subdivision for each stage, a functional layout plan for the subdivision or stage of subdivision, to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the functional layout plan will be endorsed and will then form part of the permit. Three copies of the functional layout plan must be drawn at a scale of 1:500 to acceptable drafting standards and an electronic copy (PDF) must be provided. The functional layout plan must be generally in accordance with the Functional Layout Plan (Project Number: 10014250, Issue: 02) submitted with the application, but amended to show:

- a. a fully dimensioned subdivision layout, including proposed street names (utilising the list of approved street names in Council's letter dated 6 April 2018), approximate lot areas, lot numbers, open space areas, and widths of street reservations;
- b. topography and existing features, including contours for the subject land and any affected adjacent land;
- c. identification by survey of all trees (or group of trees) existing on the site, including dead trees and those that overhang the site from adjoining land;
- d. details of tree protection zones (TPZs) to the City of Whittlesea standard, for all trees to be retained on site;
- e. all trees proposed for removal from the site (including dead native trees) clearly designated;
- f. the size and location of the lots nominated as community facility land comprising a combined area of 7,900m² in accordance with the relevant Section 173 Agreement applying to the land, to the satisfaction of the Responsible Authority;
- g. tree reserves to be vested with Council that completely encompass the TPZs to the City of Whittlesea standard around Trees 18 and 19 and Trees 26, 27 and 28;
- h. typical cross-sections for each street type, dimensioning individual elements, services offsets and any other spatial requirements identified in the Mernda Town Centre Development Plan and Council's Guidelines for Urban Development to the satisfaction of Council;
- i. where a nature strip is required, a minimum nature strip width of 2.5 metres measured from back of kerb, up to the adjacent pedestrian path.
- j. the southern boundary of the proposed Lot 1 shifted north in line with the proposed building line to the satisfaction of Council in order to accommodate the requirements of the Main Street road reserve;
- k. the eastern boundary of the proposed Lot 1 shifted west in line with the proposed building line to the satisfaction of Council in order to accommodate the requirements of the Station Street road reserve;
- l. the Berry Lane concrete (or an alternative material agreed upon in writing by the Responsible Authority) shared path from the Berry Lane and Plenty Road intersection up to and matching into the Mernda Rail corridor shared path;
- m. a plan that identifies an appropriate and heritage sensitive design response to Berry Lane, informed by the findings of the archaeological investigation and to the satisfaction of the Responsible Authority;
- n. the Bridge Inn Road shared path from the VicRoads limit of works up to Station Street;

- o. a table of offsets for all utility services and street trees;
- p. location and alignment of kerbs, indented parking spaces, footpaths on the subject land and between the subject land and the nearest other subdivision, shared paths on the subject land and between the subject land and the nearest other existing subdivision, bus stops and traffic controls;
- q. the proposed minor drainage network and any land required for maintenance access;
- r. the major drainage system, including any watercourse, lake, wetland, silt pond and/or piped elements showing preliminary sizing;
- s. overland flow paths (100 year ARI) to indicate how excess runoff will safely be conveyed to its destination;
- t. drainage outfall system (both interim and ultimate), indicating legal point of discharge and any access requirements for construction and maintenance;
- u. preliminary location of reserves for electrical kiosks;
- v. traffic management plan showing sufficient notional (unmarked) on-street car parking spaces, traffic control devices and large vehicle turning overlays;
- w. plan indicating the relationship between the subject subdivision stage and surrounding land;
- x. proposed linkages to future streets, open space, regional path network and upstream drainage;
- y. works external to the subdivision, including both interim and ultimate access requirements;
- z. the functional design of the roundabout at the intersection of Berry Lane and Riverdale Boulevard to the satisfaction of Council;
- aa. the extension of Berry Lane from the Plenty Road and Berry Lane intersection up to Station Street and an intersection connecting into Mango Crescent to the satisfaction of Council;
- bb. the land for the future widening of Plenty Road and Bridge Inn Road, including the signalised intersection of Plenty Road and Bridge Inn Road to the satisfaction of Council and VicRoads;
- cc. the functional design of the intersection of Riverdale Boulevard and Bridge Inn Road demonstrating the interim and ultimate treatments to the satisfaction of Council and VicRoads; and
- dd. the functional design of the intersection of Station Street and Bridge Inn Road demonstrating the interim and ultimate treatments to the satisfaction of Council and VicRoads.

3. Contamination Assessment

Prior to the certification of any plan of subdivision and any works commencing on site, a Phase 2 Environmental Assessment must be prepared by a suitably qualified and experienced person. The report must include recommendations and an implementation strategy to be undertaken by the developer in the event that any part of the land is are found to be contaminated in any way. The assessment must be prepared, submitted and approved to the satisfaction of the Responsible Authority.

The Phase 2 assessment must provide for the following information:

- a. Further detailed assessment of potential contaminants on the relevant land;

- b. Consider and directly address the Recommendations of the Phase 1 Environmental Assessment (prepared by Environmental Earth Sciences and dated June 2011, version 1); and
- c. Provide an unequivocal recommendation on whether the environmental condition of the land is suitable for the proposed use/s or whether an environmental audit for all or part of the land is recommended having regard to the Potentially Contaminated Land General Practice Note June 2005, DSE.

4. Conservation Management Plan

Prior to the certification of the Plan of Subdivision, the landowner must enter into an agreement with the Responsible Authority pursuant to Section 173 of the Planning and Environment Act 1987 to prepare and implement a Conservation Management Plan (CMP) for the protection and enhancement of Mayfield Farm and Berry Lane heritage place.

The Section 173 Agreement must outline the following requirements of the Conservation Management Plan:

- a. The Conservation Management Plan must be in accordance with the CMP prepared by Biosis (dated 2 March 2018) and submitted with the application, but amended according to the feedback provided in Council's letter dated 6 April 2018 to the satisfaction of the Responsible Authority.
- b. A detailed Schedule of Works for Mayfield Farm must be prepared and organised as follows:
 - i. Urgent Stabilisation and Remedial Works, being works which must be carried out immediately in order to prevent any further collapse, vandalism and major deterioration of extant built form. Approval of the final CMP will be contingent on completion of the urgent stabilisation and remedial works to the satisfaction of the Responsible Authority.
 - ii. Essential Short Term Repairs, being works which will bring the property to a secure position and condition, and
 - iii. Restoration and, Desirable Medium Term Works, being works that would be beyond stabilisation and securing of the structures, and would include re-establishment and restoration of structural integrity, leading to the establishment of useable spaces.
- c. Outline a staged approach to include immediate securing and fencing of the Mayfield property, to include cessation of the use of the place for any commercial storage. This will be followed by a detailed plan for the re-establishment and restoration for structural integrity of all extant structures on the Mayfield Farm portion of the site.
- d. A landscape assessment and conservation plan for the Mayfield Farm complex and a conservation plan for all landscaping and vegetation contributory to the heritage place.
- e. A Conservation Management Plan for Berry Lane (part of the Mayfield Farm and Berry Lane heritage place) to be used to inform any future design response.
- f. A plan for interpretive signage for Mayfield Farm and Berry Lane.
- g. Appropriate protection from subdivision construction activity, protection of all

areas proposed for conservation rehabilitation, re-vegetation and landscaping, pest plant and animal control, soil stabilisation, on-going maintenance and timing and staging of all works.

The costs for preparation and execution of the Agreement shall be borne by the permit holder.

5. Overhanging of any buildings

Prior to the Certification of the Plan of subdivision, the applicant must enter into an agreement pursuant to Section 173 of the *Planning and Environment Act 1987* for the purpose of:

- a. absolving Council of any responsibility for the management, upkeep and repair, or in any way being responsible for the structural integrity of canopies that are located on or overhang any Council road reserve within the site;
- b. absolving Council of any public or private liability in relation to the canopy within Council's road reserve and overhanging any building or any responsibility in the event of loss or damage caused by failure of the structure;
- c. ensuring that any canopy within Council's road reserve or overhanging any building is maintained and kept in a safe and presentable condition and state of repair, to the satisfaction of Council;
- d. ensuring that the owner will not alter the structure of any canopy within Council's road reserve or overhanging any building without the written consent of Council; and
- e. ensuring that any repair of damages and/or alterations to any part of the canopy that is located in Council's road reserve or overhanging any buildings will be responsibility of the owner.

The costs for and arising from the preparation and execution of the Agreement must be borne by the applicant.

6. Construction of a footpath in Riverdale Boulevard

Prior to the certification of the Plan of Subdivision, the owner must enter into an agreement pursuant to Section 173 of the *Planning and Environment Act 1987*, requiring any future subdivision or development on proposed Lot A to include the construction of a footpath on the western side of Riverdale Boulevard road reserve (main north-south connector road) consistent with the Mernda Town Centre Development Plan to the satisfaction of Council.

7. Kangaroo Management Plan

Before the certification of the plan of subdivision, a Kangaroo Management Plan must be approved by the Secretary to the Department of Environment, Land, Water and Planning. Once approved the plan will be endorsed by the responsible authority and form part of the permit.

The endorsed Kangaroo Management Plan must be implemented to the satisfaction of the responsible authority.

8. Certification plan requirements

Before a plan of subdivision is certified under the *Subdivision Act 1988*, six copies of the plan including two signed heavyweight copies must be submitted to the Council, unless lodged electronically via SPEAR. The plan must show all bearings, distances, street names, lot numbers and any necessary easements and reserves, in accordance with the approved Functional Layout Plan.

CONDITIONS TO BE SATISFIED PRIOR TO COMMENCEMENT OF WORKS**9. Berry Lane Design Response**

Prior to the submission and approval of Functional Layout Plans and Amended Plans, an archaeological investigation detailing the nature and extent of the remains of Berry Lane must be prepared to the satisfaction of the Responsible Authority. The archaeological investigation must be used to inform the Berry Lane design response.

10. Endorsement of Amended Plans

The amended plans cannot be endorsed under this permit until a Plan of Subdivision is certified creating the subject allotment.

11. Amended Plans

Before the development for any stage of the development commences, three copies of amended plans must be submitted to and approved by the Responsible Authority. The amended plans must be generally in accordance with the suite of plans submitted with the application (Project Number: 130450, Drawing Number TP-00 to TP-09, Revision: 02), but modified to show:

- a. Plans to include a staging plan.
- b. Lots created and lot boundaries amended in accordance to the endorsed functional layout plan.
- c. A minimum landscaping setback of 2.5 metres along the entire frontage to Riverdale Boulevard between the road reserve and car parking area to accommodate meaningful landscaping.
- d. Pram crossings along main pedestrian routes within the car park.
- e. Defined entrances/exits from each tenancy (from the outside of the building) on all plans and elevations.
- f. Construction of Berry Lane from the Plenty Road and Berry Lane intersection through to the intersection with Station Street, Berry Lane and Mango Crescent.
- g. A roundabout at the Riverdale Boulevard and Berry Lane intersection.
- h. Construction of the Berry Lane concrete (or an alternative material agreed upon in writing by the Responsible Authority) shared path from the Berry Lane and Plenty Road intersection up to and matching into the shared path within the Mernda Rail corridor shared path, to the satisfaction of the Responsible Authority.
- i. Construction of the Riverdale Boulevard concrete shared path for the full length of the road reserve to the satisfaction of Council.
- j. Sign A restricted to a maximum height of 12 metres.
- k. A schedule (including printed samples) of all external materials, finishes and colours for all walls, roofs, and doors including hard surface areas to be used for the construction of the proposed buildings and works, including access ways.
- l. A plan that identifies an appropriate and heritage sensitive design response to Berry Lane, informed by the findings of the archaeological investigation and to the satisfaction of the Responsible Authority.
- m. An additional plan with a red line identifying the boundary of the bottle shop and defining the area in which alcohol may be stored, displayed and sold. This area must be labelled Liquor Sales Area.
- n. An additional plan with a line identifying the boundary of the loading and unloading bay. The area must be labelled Loading Bay Area.

12. Offsets for Permitted Native Vegetation Removal

In order to offset the removal of native vegetation (patch, scattered trees or re-vegetation) approved as part of this permit, the applicant must provide a native vegetation offset that is in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017) and the native vegetation gain scoring manual Version 2 (DELWP 2017). The offset must also contribute a gain of the required general habitat units to be located within the boundary of the Whittlesea municipality or the Port Phillip and Westernport Catchment Management Authority area, and have a strategic score of at least 80 per cent of the removal site. Before any native vegetation is removed, evidence that an offset has been secured must be provided to the satisfaction of the responsible authority.

13. Implementation of the approved site Contamination Assessment

Prior to any works commencing on site (including, but not limited to, early works), the conclusions and/or recommendations as outlined in Phase 2 Environmental Assessment of the submitted Contamination Report are required to be undertaken on site. A report from a suitably qualified professional is to be provided to Council to verify that these works have been completed to the satisfaction of the Responsible Authority.

14. Internal Landscape Plans

Before the development commences, three copies of a landscape plan prepared by a suitably qualified landscape designer to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of this permit. The landscaping plan must be generally in accordance with the landscape concept plan prepared by Urbis, dated 07/03/2018, but amended to show:

- a. tree planting within the car park to be installed within under-surface structural soil tree pits where deemed necessary by the Responsible Authority. Specifically, the pavement under-surface for a minimum area of 3.5 metres X 3.5 metres surrounding the tree must incorporate an engineered soil structure system to a minimum depth of 600mm below the base of the surrounding pavement (including pavement foundation). Engineered soil structure systems must be detailed as a function of both the civil infrastructure drawings and landscape plans.
- b. the proposed *Eucalyptus scoporia* replaced with *Ulmus parvifolia* 'Todd', *Melia azedarach* 'Elite', *Corybia eximia* or *Eucalyptus cinerea* to the satisfaction of Council.
- c. the proposed *Cupaniopsis anacardiodes* replaced with an alternative species to the satisfaction of Council.
- d. the areas (dimensioned) set aside for landscaping.
- e. the location of each species to be planted.
- f. constructions details of paving, retaining walls, fence design, furniture and other hard landscaping elements to be implemented as a function of the landscape works.
- g. appropriate irrigation systems.
- h. a site preparation and maintenance specification.
- i. the removal of all landscape details associated with works located within Council's road reserve.

15. Landscape Masterplan

Prior to the approval of any construction plans (engineering plans), a landscape masterplan to the satisfaction of the responsible authority for the entire subdivision must be submitted to and approved by the Responsible Authority. When approved, the landscape masterplan will be endorsed and will then form part of the permit. The landscape masterplan must be drawn to scale with dimensions and three copies must be provided. The landscape masterplan must show:

- a. the overall landscaping theme to be developed for the proposed subdivision and future subdivisions of the town centre precinct;
- b. the type or types of species to be used for street tree planting in the subdivision in accordance with Appendix 1 of Council's Street Tree Management Plan, unless otherwise agreed upon by the Responsible Authority;
- c. the principles of treatment for future open spaces, tree reserves and the town square;
- d. a management plan for the Red Gums proposed for retention to ensure their integrity during the site development and landscape maintenance period must be submitted with the landscape masterplan; and
- e. street tree planting along the northern side of Main Street consistent with the southern side of the Main Street, to the satisfaction of the Responsible Authority;

16. Telecommunication Services Agreement

The owner of the land must enter into an agreement with:

- a. a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
- b. a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

17. Engineering Plans

Pursuant to sections 15 and 17(1) (b) of the *Subdivision Act 1988*, the applicant must submit engineering plans including specifications for works required under this permit to the Responsible Authority for approval. The engineering plans submitted for approval must be to the satisfaction of the Responsible Authority and must incorporate details of all public works within and outside the subdivision as required by this permit.

If the subdivision is to be staged, engineering plans for each stage must be generally in accordance with the approved functional layout plans for each stage.

17.1 Civil Works Plans

Works must be provided, in accordance with civil works plans and specifications as approved by the Responsible Authority, prior to the issue of Statement of Compliance. Before any works associated with the subdivision commence, detailed civil works plans for the relevant stage of works to the satisfaction of the Responsible Authority

must be submitted to and approved by the Responsible Authority. The civil works plans will not be considered until the functional layout plan(s) for the relevant stage has been approved by the responsible authority and landscape works plans submitted, the plan of subdivision has been lodged for certification with the Responsible Authority and the locations of other authorities' services have been provided to the satisfaction of the Responsible Authority. When approved, the civil works plans will be endorsed and will then form part of the permit. The civil works plans must be drawn to scale with dimensions and three copies must be provided.

The civil works plans must include:

- a. all necessary computations and supporting documentation, including a Certificate of Compliance (design) for any structure, traffic data, road safety audit and geotechnical investigation report,
- b. all details of works consistent with the approved functional layout plan, submitted landscape plan and lodged plan of subdivision,
- c. design for full construction of streets and underground drainage, including measures to control / capture pollutants and silt,
- d. provision for all services and conduits (underground), including alignments and offsets, on a separate services layout plan,
- e. provision of public lighting and underground electricity supply within all streets,
- f. traffic control measures,
- g. provision of street name plates to the Council standard design including a schedule of individual signs and associated street numbers,
- h. provision of footpaths in all streets and reserves and between the subject land and the nearest other existing subdivision in accordance with the approved functional layout plan and to the satisfaction of Council,
- i. shared paths in accordance with the approved Mernda Town Centre Development Plan within streets and reserves,
- j. provision of underground easement drains of sufficient capacity to serve all lots being created to a legal point of discharge and the provision of an inlet on each such lot,
- k. the location and provision of vehicle exclusion mechanisms abutting reserves,
- l. details of the proposed treatment and provision for lot boundary fencing adjoining all reserves other than road reserves,
- m. appropriate mechanisms for protecting environmental and heritage assets during the construction phase of the subdivision,
- n. provision for the utilisation of any surplus top soil from this stage,
- o. permanent survey marks,
- p. unless an alternative empty conduit network is being installed that is suitable for fibre optic infrastructure and the applicant has evidence of an access agreement between the carrier putting in the conduit and the National Broadband Network Company, the provision of conduits, including pits and ancillary works for optical fibre telecommunications services or any equivalent alternative approved by the Responsible Authority and the conduit shall be designed in accordance with clause 22.13 Telecommunications Conduit Policy of the Whittlesea Planning Scheme and Planning Guidelines for Conduits for Optic Fibre Services, 2001,
- q. survey details of the canopy trunk location and size of trees to be retained and associated tree protection zones,

- r. details in relation to all filling on the site which must be compacted to specifications approved by the Responsible Authority,
- s. the relocation underground of all existing aerial services, including electricity and telecommunications assets, within streets abutting the subdivision,
- t. the location of any earthworks (cut or fill) or service provision in a location outside the designated tree protection zone which does not adversely impact on the health and integrity of any trees to be retained,
- u. a separate signage and line marking plan identifying the road layout, proposed signs, line marking, RRPMS and a sign schedule,
- v. a roundabout at the intersection of Berry Lane and Riverdale Boulevard designed to the satisfaction of Council,
- w. a reverse priority intersection at the Berry Lane, Station Street and Mango Crescent intersection,
- x. a concrete shared path from the Berry Lane and Plenty Road intersection up to and matching into the Mernda Rail corridor shared path,
- y. the interim or ultimate signalised intersection of Plenty Road and Berry Lane,
- z. the interim or ultimate signalised intersection of Plenty Road and Bridge Inn Road,
- aa. the interim intersection of Riverdale Boulevard and Bridge Inn Road, and
- bb. the interim intersection of Station Street and Bridge Inn Road.

17.2 Landscape Works Plans

Prior to the approval of civil works plans, a draft landscape works plan must be submitted to the Responsible Authority for comparison against the civil works plans. Once approved to the satisfaction of the Responsible Authority, the landscape works plan will be endorsed and will then form part of the permit. The landscape works plan must be drawn to scale with dimensions and three copies of the final plan must be provided. The landscape works plan must show:

- a. the removal of all existing disused structures, foundations, pipelines or stockpiles and the eradication of weeds;
- b. all proposed street-tree planting using semi - advanced trees; with maximum container size of 45 litres or equivalent (larger sizes will incur additional establishment and extended maintenance obligations);
- c. works associated with the Town Square in order to transfer the land to Council in an acceptable state, to the satisfaction of the Responsible Authority;
- d. earth shaping including the supply and spread of sufficient topsoil and sub soil if required on the proposed areas of open space to provide a stable, free draining surface and hydro-seeding of proposed grass areas (including within the drainage reserve if applicable);
- e. mechanisms for the exclusion of vehicles;
- f. all proposed open space and streetscape embellishments such as installation of pathways, park lighting, garden beds, seating, shelters, picnic facilities, boardwalks, tree planting, signage, drinking fountains, irrigation systems, playgrounds, artwork, retaining walls, protective fencing (temporary and permanent), wetlands and ornamental water bodies (including within the drainage reserve if applicable);

- g. hazard reduction pruning of trees to be retained, to the satisfaction of the responsible authority;
- h. where tree planting is proposed within paving, the pavement under-surface for a minimum area of 3.5 metres x 3.5 metres surrounding each tree must incorporate an engineered structural soil system to a minimum depth of 600mm below the base of the surrounding pavement (including pavement foundation). Engineering soil structure systems must be detailed a function of both the Civil Works Plans and the Landscape Works Plans; and
- i. any works associated with the Berry Lane design response.

18. Signage and Line marking plans

Prior to works commencing, a signage and line marking plan must be submitted for the development accompanying the engineering plans. This must demonstrate the following:

- a) Disabled parking bay signage must be provided in accordance with AS2890.6.
- b) Pedestrian crossing signage (R3-1) must be provided at all crossings.
- c) Give Way (R1-2) signage must be included at intersections.

The use and installation of all these devices must be in accordance with all relevant standards, including Council standard drawings, VicRoads, Australian Standards and AustRoads Guides.

19. Tree Protection Zone Fencing

Before any buildings, works or demolition commence on a lot, open space and/or road reservation, each Tree Protection Zone on that lot, open space and/or road reservation must:

- a. be fenced with temporary fencing in accordance with the attached specifications, to the satisfaction of the Responsible Authority;
- b. include a notice on the fence to the satisfaction of the Responsible Authority advising on the purpose of the Tree Protection Zone, the need to retain and maintain the temporary fencing and that fines will be imposed for removal or damage of the fencing and trees.

The Tree Protection Zone temporary fencing must be maintained until works are completed; including the construction of a dwelling if the land is a lot, to the satisfaction of the Responsible Authority or until such earlier date as is approved by the Responsible Authority in writing.

A copy of the tree protection zone(s) are to be included in any contract for the construction of the estate or for any other works which may impact upon the trees.

20. Tree Protection Bonding

Prior to commencement of the subdivision hereby permitted, or at such later date as the Responsible Authority may approve in writing, there must be provided to the Responsible Authority a bank guarantee for the amount of \$100,000 as security deposit for the satisfactory completion of the requirements in relation to tree preservation and to ensure that trees are not damaged during the construction phase.

Upon completion of the subdivision works to the satisfaction of the responsible authority, the bank guarantee will be returned to the developer.

Where it is determined to the satisfaction of the Responsible Authority that a tree covered by a tree protection envelope has been damaged as a result of buildings and works by the applicant or its contractors, to an extent that it affects detrimentally the life, health and appearance of the tree or its contribution to the streetscape, financial damages will be paid by the applicant with all monies to be used to purchase trees for planting on the land or to prune or otherwise rehabilitating existing trees, all to the satisfaction of the Responsible Authority. The extent of damages must be established through the appointment of an independent suitably qualified person.

21. Internal Landscaping and Maintenance Works

Prior to the commencement of works, there shall be lodged with the Responsible Authority an amount of \$25,000.00 (or split into staged components according to the installation and maintenance of landscaping so as to equal this amount) as security deposit for the satisfactory completion and maintenance of the internal landscaping works hereby permitted.

- a. Upon completion of the landscaping works to the satisfaction of the Responsible Authority, the Responsible Authority will refund up to 50% of the security deposit to the payee, or the bond amount relevant to the installation of the landscaping;
- b. Subject to satisfactory maintenance of the landscaping works for a period of two years after the completion of such works, the Responsible Authority will refund to the payee the balance of the security deposit or the bond amount relevant to the maintenance of the landscaping; and
- c. In the event that the landscaping works are not completed or maintained to the satisfaction of the Responsible Authority, the Responsible Authority may complete and/or maintain the landscaping work and deduct the cost thereof (including supervision) from any security deposit lodged pursuant to this permit.

22. Site Management Plan

Before any works, including works required by other authorities, commence:

- a. Four copies of a site management plan for the subdivision must be submitted to and approved by the Responsible Authority. When approved, the Site Management Plan will be endorsed and will then form part of the permit. The Site Management Plan must:
 - i. Include separate parts describing relevant matters of occupational health and safety, traffic management, environmental controls and cultural protection measures,
 - ii. Be submitted to the Responsible Authority a minimum of seven days before a required pre-commencement meeting (attended by authorised representatives of the construction contractor and project superintendent as appointed by the developer) on the site of the works,
 - iii. Include the proposed route for construction vehicle access to the site including a program for the upgrade and maintenance works required along this route while any works are in progress,
 - iv. Include means by which foreign material will be restricted from being

deposited on public roads by vehicles associated with building and works on the land to the satisfaction of the Responsible Authority, and

- v. Include measures to reduce the impact of noise, dust and other emissions created during the construction process.
- b. All environmental and cultural protection measures identified shall be described on a drawing(s) drawn to scale and prepared in accordance with Melbourne Water standards for such drawings.

The developer must keep the responsible authority informed in writing of any changes to the Site Management Plan. If in the opinion of the Responsible Authority the changes represent a significant departure from the approved Site Management Plan then an amended Site Management Plan must be submitted to and approved by the responsible authority. The approved measures must be carried out continually and completed to the satisfaction of the Responsible Authority.

23. Construction Management Plan

Before the development, or any stage of development, commences, including demolition and excavation, a Construction Management Plan must be submitted to and endorsed by the Responsible Authority. No works are permitted to occur until the Plan has been endorsed by the Responsible Authority. Once endorsed, the construction management plan will form part of the permit and must be implemented to the satisfaction of the Responsible Authority. The plan must be prepared in accordance with Council's Construction Management Plan template and provide details of the following:

- a. Hours for construction activity in accordance with any other condition of this Permit;
- b. Measures to control noise, dust, water and sediment laden runoff;
- c. Measures relating to removal of hazardous or dangerous material from the site, where applicable;
- d. A plan showing the location of parking areas for construction and sub-contractors' vehicles on and surrounding the site, to ensure that vehicles associated with construction activity cause minimum disruption to surrounding premises. Any basement car park on the land must be made available for use by sub-constructors / tradespersons upon completion of such areas, without delay;
- e. A Traffic Management Plan showing truck routes to and from the site;
- f. Swept path analysis demonstrating the ability for trucks to enter and exit the site in a safe manner for the largest anticipated truck associated with the construction;
- g. A plan showing the location and design of a vehicle wash-down bay for construction vehicles on the site;
- h. Measures to ensure that sub-contractors / tradespersons operating on the site are aware of the contents of the Construction Management Plan;
- i. Contact details of key construction site staff;
- j. A site plan showing the location of any site sheds, on-site amenities, building waste storage and the like, noting that Council does not support site sheds on Council road reserves; and
- k. Any other relevant matters, including the requirements of VicRoads.

24. Ecological Management Plan

Prior to the commencement of works, an Ecological Management Plan for the relevant works must be prepared and submitted. The Ecological Management Plan must be prepared by a suitably qualified ecological consultant and must provide detailed advice on the on-going protection and long term management of retained habitat and any other habitat features the consultant may consider relevant.

The Ecological Management Plan must be prepared, approved and implemented to the satisfaction of the Responsible Authority

25. Construction Environmental Management Plan

Prior to the commencement of works or any stage of development, a Construction Environmental Management Plan must be submitted to, approved and implemented to the satisfaction of the Responsible Authority. The Construction Environmental Management Plan must address the potential impacts of construction works and methods for noise, dust, erosion and sediment control, installation of temporary fencing and signage, waste and chemical management, drainage, retained native vegetation, protection of fauna, weed control, archaeological/heritage impacts and site restoration.

26. Construction Environmental Management Plan Induction

Prior to commencement of works, all personnel on site must be inducted into the Construction Environmental Management Plan and all flora and fauna conservation requirements.

27. Stormwater Drainage

Any stormwater drain, temporary drainage out falls and ancillary works, required as a condition of a Melbourne Water Drainage Scheme, or that are designated to become the responsibility of the Council for maintenance, must be designed and constructed to the satisfaction of the Responsible Authority.

Before the approval of construction plans for roadworks and drainage, the designs for such works and the details of maintenance requirements (asset management and maintenance schedule) must be submitted to and approved by the Responsible Authority.

28. Internal Drainage Works

Before starting any buildings or works, engineering plans showing a properly prepared design (with computations) for the internal drainage and method of disposal of stormwater from all roofed and sealed areas, including the use of an on-site detention system (if required), must be submitted to Council for approval.

These internal drainage works must be completed to Council's satisfaction prior to using or occupying any building on the site.

29. Notification to Council's Infrastructure Protection Unit

Prior to the commencement of any works, the permit holder must contact Council's Infrastructure Protection Unit on 9401 5532 to arrange a site inspection to ensure all requirements of the Construction Management Plan have been completed to the satisfaction of the Responsible Authority.

CONDITIONS TO BE SATISFIED DURING CONSTRUCTION WORKS**30. Layout not altered**

The subdivision as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

The development allowed by this permit and shown on the plans and/or schedules endorsed to accompany this permit shall not be amended for any reason without the consent of the Responsible Authority.

31. Native Vegetation Removal

No native vegetation unless identified on the endorsed plans accompanying this permit may be removed, lopped, pruned or destroyed without the further written consent and approval of the Responsible Authority.

32. Trees to be Removed

- a. Each native tree nominated for removal shall be suitably marked prior to its removal or works commencing and an inspection arranged with an appropriate Council officer to verify that the tree marked accords with this permit.
- b. Prior to any removal or pruning works of native trees commencing, the subject tree must be inspected by an appropriate zoologist to determine the presence of any native animals living or nesting in the tree. Should any native animals be detected they must be caught and relocated to a site deemed appropriate by the zoologist.
- c. The applicant must contact Council's Parks and Open Space Department to arrange for an appropriate officer to be present on site to supervise the removal of the trees.
- d. The project manager is to ensure that tree removal is carried out in a safe manner.
- e. The project manager is to identify all services either above or below ground prior to the removal of any tree and the commencement of any works.
- f. After a tree has been felled, the tree must be protected from firewood harvesting via temporary fencing and signage to the satisfaction of the Responsible Authority until such time as the tree has been relocated for habitat or mulched.
- g. Wherever possible and appropriate, native trees to be removed should be retained for use in core conservation areas for habitat purposes or reused in open space as urban art, park furniture and/or other uses determined appropriate by the Responsible Authority.
- h. All timber greater than 300mm in diameter that cannot be reused as habitat, furniture or another use determined as appropriate by the Responsible Authority shall be hammer milled and shredded for reuse as mulch within the subject site.
- i. All timber less than 300mm in diameter and branch/leaf material shall be shredded for re-use as mulch within the subject site.

33. Development and works in tree protection zones

No buildings or works, including loading and unloading, storage of materials, dumping of waste, vehicle access, parking or other construction activity is to occur within a tree protection zone without the written consent of and to the satisfaction of the Responsible Authority.

34. Filling of land

All filling on the site must be carried out, supervised, completed and recorded in accordance with AS 3798 (Guidelines on earthworks for commercial and residential developments) to specifications to the satisfaction of the Responsible Authority. The geotechnical authority responsible for supervision and testing under this condition must be independently engaged by the applicant and not be engaged by the contractor carrying out the works. Before the issue of a Statement of Compliance

unless otherwise agreed in writing by the responsible authority, compaction test results and a report shall be provided to the satisfaction of the Responsible Authority.

35. Truck Wheel Washing

During the construction phase, a truck wheel washing facility or similar device must be installed and used to the satisfaction of the Responsible Authority so that vehicles leaving the site do not deposit mud or other materials on roadways. Any mud or other materials deposited on roadways as a result of construction works on the site must be cleaned to the satisfaction of the Responsible Authority within two hours of it being deposited.

36. Pedestrian Safety

At all times during the construction phase of the development, the permit holder shall take measures to ensure that pedestrians are able to use with safety any footpath along the boundaries of the site.

37. Litter from Building Sites

The site shall at all times be kept in a neat and tidy condition to the satisfaction of the Responsible Authority. Any litter shall be immediately removed from the site and surrounding area at the direction of the Responsible Authority.

Any litter generated by building activities on the site shall be collected and stored in an appropriate enclosure, which complies with Council's Code of Practice for building/development sites. The enclosures shall be regularly emptied and maintained such that no litter overspills onto adjoining land. Prior to occupation and/or use of the building, all litter shall be completely removed from the site.

38. External Finishing

All walls visible to the public must be painted/finished to the satisfaction of the Responsible Authority.

39. Concealment of Piping

All pipes (except down-pipes), fixtures, fittings and vents servicing any building on the site must be concealed in service ducts or otherwise hidden from external view, to the satisfaction of the Responsible Authority.

CONDITIONS TO BE SATISFIED PRIOR TO ISSUE OF A STATEMENT OF COMPLIANCE

40. Connection to Telecommunication Services

Before the issue of a Statement of Compliance for any stage of the subdivision under the *Subdivision Act 1988*, the owner of the land must provide written confirmation from:

- a. a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
- b. a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

41. Development and Open Space contributions

Prior to the issue of a Statement of Compliance, development contributions and open

space contributions must be paid to the Responsible Authority in accordance with the approved Mernda Strategy Plan Development Contributions Plan (Precinct 5), unless otherwise provided for in an agreement pursuant to Section 173 of the *Planning and Environment Act 1987* as agreed to in writing by the Responsible Authority.

42. Statement of compliance with deferment of engineering works

Prior to the issue of a Statement of Compliance for any stage or by such later date as is approved by the responsible authority in writing, the applicant may seek, to the satisfaction of the Responsible Authority, the issue of the Statement of Compliance but with deferment of completion of specified civil construction works shown on the endorsed construction plans and all or part of landscape construction works shown on the endorsed plans, provided the following requirements have been met:

42.1 Civil Works

- a. all relevant referral authorities have consented to the issue of a Statement of Compliance,
- b. civil construction works have been completed except for the wearing course asphalt works, the landscaping component of the works and any other minor works as agreed with the responsible authority,
- c. an amount equivalent to 150% the agreed estimated cost of outstanding civil construction works will be required by the responsible authority as security deposit,
- d. a works program is provided setting out the proposed timing of all outstanding construction works,
- e. a site safety plan that ensures continuous public safety measures are maintained until completion of the deferred works.

Upon completion of the deferred civil construction works the applicant must notify the responsible authority to enable its inspection. If the works have been completed to its satisfaction, the Responsible Authority must refund fully the security deposit.

42.2 Landscape Works

- a. An amount equivalent to 150% of the agreed estimated cost of outstanding streetscape / landscape construction plus an agreed amount for the maintenance works will be required by the Responsible Authority as security deposit.
- b. A works program is provided setting out the proposed timing of all outstanding landscape construction works. Works must commence within 12 months of issue of Statement of Compliance for the given stage of the subdivision and must be completed prior to occupancy of any new dwelling within the given stage.

Upon completion of the deferred landscaping construction works, the applicant must notify the Responsible Authority to enable its inspection. Subject to satisfactory completion of the deferred landscaping, a Certificate of Practical Completion for landscaping will be issued, triggering the commencement of the maintenance period. If the works have been completed to its satisfaction, the responsible authority must refund fully the security deposit.

43. Fences adjoining reserves

Before Statement of Compliance is issued for any given stage, all fences adjoining all reserves (including walkway extensions of road reserves but otherwise excluding road reserves) are to be erected by the developer (or owner) at no cost to Council.

44. Foreign Resident Capital Gains Withholding Certificate

Prior to the issue of a Statement of Compliance for any stage of the subdivision, the permit holder must provide a valid Foreign Resident Capital Gains Withholding Certificate and a current copy of Title for the entire land. The name on the Foreign Resident Capital Gains Withholding Certificate must match the name on Title.

45. Completion of Buildings and Works

Prior to the issue of Statement of Compliance and the commencement of the uses hereby permitted, the following works will be required to be completed by this development except with the consent of the Responsible Authority:

- a. Construction of Berry Lane from Plenty Road to Station Street and all required elements within the road reserve.
- b. Construction of a roundabout at the intersection of Berry Lane and Riverdale Boulevard.
- c. Construction of Riverdale Boulevard from Berry Lane to Bridge Inn Road and all required elements within the road reserve.
- d. Construction of Main Street from Riverdale Boulevard to Station Street and all required elements within the road reserve.
- e. Construction of Station Street from Main Street to Bridge Inn Road and all required elements within the road reserve, and a portion of Station Street south of Bridge Inn Road as agreed upon on the endorsed plans.
- f. The ultimate signalised intersection of Plenty Road and Berry Lane.
- g. The ultimate intersection of Plenty Road and Bridge Inn Road, unless otherwise agreed upon in writing by the Responsible Authority.
- h. The intersection of Bridge Inn Road and Riverdale Boulevard to the satisfaction of Council and VicRoads.
- i. The intersection of Bridge Inn Road and Station Street to the satisfaction of Council and VicRoads.
- j. All accesses to the site to the satisfaction of Council and VicRoads.

Upon completion of all buildings and works authorised by this permit the permit holder must notify the Responsible Authority of the satisfactory completion of the development and compliance with all relevant conditions.

CONDITIONS TO BE SATISFIED FOLLOWING CONSTRUCTION WORKS**46. Notification of commencement of street tree planting and landscaping works**

The developer must notify the Responsible Authority a minimum of 7 days prior to commencing street tree planting and landscaping so that surveillance of the works can be undertaken. At this time, the developer must provide written advice to Council from a suitably qualified and experienced arborist confirming that the tree stock to be installed within the stage has been inspected and is healthy, free of root girdling, fit for purpose and meets all standards and benchmarks contained within AS 2303:2005 –

Tree Stock for Landscape Use.**47. Completion of landscape works**

Before occupation of the development commences or by such later date as is approved by the Responsible Authority in writing, the landscape works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority. Upon completion of the landscape construction works, the applicant must notify the Responsible Authority to enable its inspection. Subject to satisfactory completion of the landscaping in accordance with the endorsed plan, a Certificate of Practical Completion for landscaping will be issued, triggering the commencement of the maintenance period.

48. Landscape Maintenance

- a. All landscaping (except for grass in nature strips of streets abutting private property) shown on the approved stage landscape plans, must be maintained to the satisfaction of the responsible authority for a minimum period of 18 months ending on 31 May of the given year from the date of issue of a Certificate of Practical Completion of landscaping, including that any dead, diseased or damaged plants are to be replaced, bare areas of grass are re-established, mulched surfaces reinstated, damaged or faulty infrastructure repaired or replaced etc. Rectification works must not be deferred until the completion of the maintenance period.
- b. To ensure all assets as identified in the approved stage landscape plans are retained in a safe and functional state and to prolong functional life of the asset, landscape works shall be maintained in accordance with Council's Minimum Landscape Maintenance Specification of Services and Works (May 2010).
- c. Upon the completion of maintenance of the street tree planting and landscaping works, the developer must notify the responsible authority to undertake an inspection prior to the issue of the Certificate of Final Completion.

49. As Constructed Engineering Plans

City of Whittlesea requires As Constructed data from Consultants/Developers for newly built assets as per A-Spec (specifications to maintain Asset Registers).

Asset information must be projected to GDA94 in digital format to include D-Spec (drainage data), R-Spec (road data) and O-Spec (open space data) as per "A-Spec" specifications.

49.1 Civil Works

Prior to Council's consent to Practical Completion, the following must be submitted to the satisfaction of the Responsible Authority:

- a. a complete set of 'as constructed plans' of site works (amended if necessary to show any changes that may have occurred during construction), which include Civil, electrical and telecommunication works, in digital file format AutoCAD (recent version) and PDF. The digital files must have a naming convention (Subdivision name_Stage) to enable identification of Council assets listed and should be projected to GDA94-MGA Zone 55.
- b. a list of asset quantities which include the following Council assets:
 - i. total length of Roads, Footpath, Kerb and Channel,
 - ii. total number of Bridges, WSUD features, Traffic calming devices,
 - iii. total length of pipe and number of pits for Drainage and Telecommunications,
 - iv. total number of streetlights, and

- v. Total number of road reserve assets.
- c. asset information must include D-Spec (drainage data) and R-Spec (road data) as per “A-Spec” specifications (the Consultant/Developer Specifications for the delivery of digital data to Local Governments) in ESRI Shape Files (preferred format) or MapInfo with attributions. All GIS and CAD data submitted must be in Map Grid Australia Zone 55 projection and referenced to Geocentric Datum of Australia (GDA) 1994.

Please refer to website for detailed A-Spec Standards:

<http://www.a-specstandards.com.au/>

Bonds will not be released until such time the drawings are delivered in the correct format to Council.

49. 2 Landscape Works

Within 21 days of the issue of Certificate of Practical Completion, for landscaping, the following “As Constructed” drawings and digital information must be submitted to Council by the Developer/Consultant:

- a. Landscape Architectural Drawings in the following format:
 - i. One (1x) PDF images of “As-Constructed” plans, and
 - ii. One (1x) DXF (preferred format) or DWG files (recent version) including attribution, at 1:1 scale, on MGA94 Zone 55 Grid Co-ordinates, stored on compact disk(s) or sent by email (preferred).
- b. “As Constructed detail” of the works as digital data for the Open Space assets information component of the subdivision, in accordance with the current version of O-SPEC. The preferred format is:
 - i. GIS Format (refer to O-SPEC for further information). – ESRI Shape files (preferred format) with attributions.
 - ii. Horizontal Datum – GDA94 on MGA94 Zone 55 Grid Co-ordinates Vertical Datum – AHD.
 - iii. Referenced to existing PSM Survey marks where available.

Please refer to the following website for detailed O-Spec Standards:

<http://www.a-specstandards.com.au/o-spec>

Bonds will not be released until such time the drawings are delivered in the correct format to Council.

50. Internal Landscaping

Unless with the prior written consent of the Responsible Authority, before the uses hereby permitted commence, the landscaping works shown on the endorsed plans must be carried out, completed and maintained to the satisfaction of the Responsible Authority.

51. Internal Maintenance

Unless otherwise agreed in writing by the Responsible Authority, the landscaping areas shown on the endorsed plans must be used for landscaping and no other purpose and any landscaping must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

52. Removal of top soil

No top soil is to be removed from land covered by the subdivision without the written consent of the Responsible Authority.

53. Reticulated Services

Before the use and/or development hereby permitted starts, reticulated (water, sewerage, gas and electricity) services must be constructed and available to the satisfaction of the Responsible Authority.

54. Building Materials

All buildings must be constructed in materials which are low-reflective and which do not detract from the general appearance of the area.

55. Air Conditioning

No air conditioning equipment, plant or the like shall be installed on the roof of the building such that it would be visible to the public. Any equipment must be baffled so as to minimise the emission of unreasonable noise to the environment in accordance with Section 48A of the Environment Protection Act 1970 to the satisfaction of the Responsible Authority.

56. Vehicular Access

Vehicular access to the site must be in the form of a vehicle crossing constructed in accordance with Council's Vehicle Crossing Specifications to suit the proposed driveway(s) and the vehicles that will be using the crossing(s). The location, design, and construction of the vehicle crossing(s) must be approved by the Responsible Authority. Any existing unused or redundant crossing(s) must be removed and replaced with concrete kerb, channel and naturestrip to the satisfaction of the Responsible Authority. All vehicle crossing works are to be carried out with Council supervision under a Road Opening Permit.

57. Sustainable Management Plan

The development must at all times comply with the Sustainable Management Plan (prepared by SUHO and dated 12 February 2018) and submitted as part of the application.

Prior to the use commencing, a report from the author of the Sustainability Management Plan, or similarly qualified person must be submitted to the satisfaction of the Responsible Authority. The report must confirm that all measures specified in the Sustainability Management Plan have been implemented in accordance with the approved Plan.

58. Completion of Drainage and Local Infrastructure Works

Prior to using or occupying any building on the site, the permit holder is required to construct at no cost to Council, drainage works between the subject site and the Council nominated point of discharge. Such drainage works must be designed by a qualified engineer and submitted to and approved by Council. Computations will also be required to demonstrate that the drainage system will not be overloaded by the new development. Construction of the drainage system must be carried out in accordance with Council specifications and under Council supervision.

59. Waste Management Plan

Before the use commences a Waste Management Plan for the site must be prepared by suitably qualified professionals and must be submitted to and approved to the satisfaction of Responsible Authority. When approved, the plan will be endorsed and

will then form part of this Incorporated Document. The waste management plan must apply to all development and ongoing uses on the site. The plan should include the following:

- a. Adequate areas have been set aside for storage and disposal of waste;
- b. The type of waste and recyclable materials, bins and containers;
- c. The location and space allocated for storage of waste and recyclable materials, bins and containers;
- d. Collective service arrangements including the frequency and times of collection;
- e. The path of access for both users and collection vehicles; and
- f. Measures to manage and minimise noise, odour and litter.

60. Completion of Car Park

Prior to the commencement of the use hereby permitted, areas set aside for parked vehicles as shown on the endorsed plan must be:

- a. Constructed to the satisfaction of the Responsible Authority;
- b. Properly formed to such levels that they can be used in accordance with the plans;
- c. Surfaced with fully sealed material including asphalt, coloured concrete, coloured patterned concrete, interlocking paving, bricks or other materials to the satisfaction of the Responsible Authority;
- d. Drained and maintained to the satisfaction of the Responsible Authority; and
- e. Line-marked to indicate each car space and all access lanes to the satisfaction of the Responsible Authority.

Parking areas and access lanes must be kept available for these purposes at all times.

61. Green Travel Plan

Prior to the commencement of the use hereby permitted, a Green Travel Plan must be prepared for the site and submitted to and approved by the responsible authority. The Plan must be prepared by a suitably qualified person and must encourage the use of non-private vehicle transport modes by the users of the development. When approved, the Green Travel Plan will be endorsed by the Responsible Authority.

The Green Travel Plan must include the following:

- a. an introduction to the site, a description of the location and the objectives for the Green Travel Plan;
- b. a site audit report, including an assessment of the available alternative modes of transport;
- c. an action plan outlining methods used to implement the objectives of the Green Travel Plan including targets and measures; and
- d. a monitoring and evaluation strategy outlining how the ongoing performance and success of the Green Travel Plan will be assessed.

Letter Boxes

62. Prior to any uses hereby permitted commencing, a letter box and tenancy number must be provided for each tenant to the satisfaction of the Responsible Authority.

Entry

63. Where any tenancy has a presentation to the Main Street, patron entry to the tenancy must be available directly from the Main Street.

Car and Bicycle Parking

64. No fewer than 529 car spaces must be provided on the land for the use and development, unless otherwise agreed upon in writing by the Responsible Authority.
65. No fewer than 20 employee bicycle spaces and 28 visitor bicycle spaces must be provided on the land for the use and development, unless otherwise agreed upon in writing by the Responsible Authority.
66. A minimum of 10 car spaces must be provided for the exclusive use of disabled persons and be designed in accordance with AS 2890.6 – 2009. The car space(s) must be provided as close as practicable to (a) suitable entrance(s) of the building and must be clearly marked with a sign to indicate that the space(s) must only be utilised by disabled persons, unless otherwise agreed upon in writing by the Responsible Authority.
67. In areas set aside for car parking, measures must be taken to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.

Signage Conditions

68. The location and details of the sign(s), including supporting structures, as shown on the endorsed plans, must not be altered unless with the prior written consent of the Responsible Authority.
69. A sign to the satisfaction of the Responsible Authority must be provided directing drivers to the area set aside for car parking and must be maintained to the satisfaction of the Responsible Authority.
70. The sign lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land.
71. All signs must be constructed and thereafter maintained to the satisfaction of the Responsible Authority.
72. Signs must not contain any flashing light.
73. All external lighting must be designed, baffled and located so as to prevent adverse effect on adjoining land, to the satisfaction of the Responsible Authority.

Amenity and Hours of Operation

74. The amenity of the area must not be detrimentally affected as part of any development works by the use or development through the:
 - a. Transport of materials, goods or commodities to and from the land;
 - b. Appearance of any building, works or materials; or
 - c. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
75. All goods and/or waste receptacles shall be screened from public view to the satisfaction of the Responsible Authority.
76. Non-saleable goods, equipment, packaging material or machinery must not be stored or left exposed outside the building so as to be visible from any public road or thoroughfare.
77. Adequate provision shall be made for the storage and collection of garbage and other solid wastes within the curtilage of the site. This area shall be properly graded and drained, and screened from public view to the satisfaction of the

Responsible Authority.

78. The site shall at all times be kept in a neat and tidy condition to the satisfaction of the Responsible Authority. Any litter shall be immediately removed from the site and surrounding area at the written direction of the Responsible Authority.
79. The loading and unloading of goods from vehicles must only be carried out on the land within the designated loading bay area as shown on the endorsed plans and must not disrupt the circulation and parking of vehicles on the land, to the satisfaction of the Responsible Authority.
80. Noise emissions associated with the use and/or development including any equipment required for refrigeration, air-conditioning, heating, ventilation and the like must at all times comply with State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1 and/or Environment Protection (Residential Noise) Regulations 1997 and/or Environment Protection Authority Noise Control Guidelines TG 302/92, whichever is deemed to be appropriate by the Responsible Authority.
81. The permit holder shall be responsible to meet all costs associated with reinstatement and/or alterations to Council or other Public Authority assets deemed necessary by such Authorities as a result of the development. The permit holder shall be responsible for obtaining prior specific written approval for any works involving the alteration of Council or other Public Authority assets.
82. The Medical Centre hereby permitted must not be used by more than 6 qualified practitioners at any one time without the further consent of the Responsible Authority.
83. Except with the prior written consent of the Responsible Authority, the operational hours of the Medical Centre must be restricted to the hours detailed below:

Monday to Friday:	8:30am to 9:00pm
Saturday:	9:00am to 1:00pm
Sunday:	Closed
84. The permit holder must ensure that all prescribed medical waste be disposed of via an authorised collection / disposal agency, to the satisfaction of the Responsible Authority.
85. The storage, display and sale of alcohol shall be restricted to the designated Liquor Sales Area as shown on the endorsed plan accompanying this permit. Without the prior written approval of the Responsible Authority, any application to, or licence obtained from, the relevant Liquor Licensing Authority must be for the on-site sale of packaged liquor only.
86. Except with the prior written consent of the Responsible Authority, the sale of liquor must be restricted to the hours detailed below:

Monday to Saturday:	9:00am to 11:00pm
Sunday:	10:00am to 11:00pm
ANZAC Day:	12:00 noon to 11:00pm
Good Friday/Christmas Day:	Closed
87. No alcohol may be consumed on the premises at any time, unless otherwise

agreed in writing by the Responsible Authority.

88. The permit holder and/or occupier must take all necessary steps to ensure that no noise or other disturbance(s) emanates from the sale of liquor on the premises which would be likely to cause a nuisance to the adjoining occupiers or be a detriment to the amenity of the neighbourhood.

REFERRAL AUTHORITY CONDITIONS

APT O&M Services (Gas)

89. Easements in favor of “Australian Gas Networks (VIC) Pty Ltd” must be created on the plan to the satisfaction of APT.
90. The plan of subdivision submitted for certification must be referred to APT O&M Services Pty Ltd, in accordance with Section 8 of the Subdivision Act 1988.

Yarra Valley Water

91. The owner of the subject land must enter into an agreement with Yarra Valley Water for the provision of water services.
92. The owner of the land must enter into an agreement with Yarra Valley Water for the provision of sewerage services.
93. The Plan of Subdivision must be referred to Yarra Valley Water prior to certification.

Melbourne Water

94. Prior to the issue of a Statement of Compliance or Statement of Occupancy, the Owner shall enter into and comply with an agreement with Melbourne Water Corporation for the acceptance of surface and storm water from the subject land directly or indirectly into Melbourne Water’s drainage systems and waterways, the provision of drainage works and other matters in accordance with the statutory powers of Melbourne Water Corporation.
95. Pollution and sediment laden runoff shall not be discharged directly or indirectly into Melbourne Water’s drains or watercourses. Prior to the issue of a Statement of Compliance or Statement of Occupancy, a Site Management Plan detailing pollution and sediment control measures must be submitted to Melbourne Water.
96. Prior to Certification or a Building Permit, the Plan of Subdivision must be referred to Melbourne Water, in accordance with Section 8 of the Subdivision Act 1988.
97. Stormwater runoff from the subdivision must achieve State Environment Protection Policy (Waters of Victoria) objectives for environmental management of stormwater as set out in the 'Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO) 1999'.
98. Prior to the issue of a Statement of Compliance or Statement of Occupancy for the subdivision, engineering plans of the subdivision (in electronic format) must be submitted to Melbourne Water for our records. These plans must show road and drainage details and any overland flow paths for the 100 year ARI storm event. A Certified Survey Plan may be required following our comments on the engineering drawings.

99. All new lots are to be filled to a minimum of 300 mm above the 1 in 100 year flood levels associated with any existing or proposed Melbourne Water pipeline and/or all new lots are to be filled to a minimum of 600 mm above the 1 in 100 year flood level associated with any existing or proposed Melbourne Water wetland, retarding basin or waterway.
100. Prior to the issue of a Statement of Compliance or Statement of Occupancy, a certified survey plan prepared by or under the supervision of a licensed land surveyor, showing finished lot levels reduced to the Australian Height Datum, must be submitted to Melbourne Water for our records.
101. Alignment of roads and reserves with any adjoining estates must ensure continuity and provide uninterrupted conveyance of overland flows.
102. The subdivision is to make provision for overland flows from the upstream catchment utilising roads and/or reserves.
103. Any road or access way intended to act as a stormwater overland flow path must be designed and constructed to comply with the floodway safety criteria outlined within Melbourne Water's Land Development Manual, or where appropriate to Council's requirements and standards.
104. Easements or reserves shall be created over existing and proposed Melbourne Water assets on the Plan of Subdivision to the satisfaction of Melbourne Water.
105. The developer is to negotiate with the downstream landowners to obtain a free draining outfall through their property. Approval is to be forwarded to Melbourne Water for our records prior to construction commencing.
106. All new lots must achieve appropriate freeboard in relation to local overland flow paths to Council's satisfaction.
107. Local drainage must be to the satisfaction of Council.
108. Any temporary outfall is to be arranged to the satisfaction of Melbourne Water, Council and the affected downstream property owner(s).
109. The Developer/Owner must arrange and fully fund fencing along the common boundary with any future Melbourne Water reserve to the satisfaction of Melbourne Water.
110. Prior to Certification or a Building Permit, designs addressing the interface of any lots adjacent to a drainage reserve, must be prepared to the satisfaction of Council and Melbourne Water.
111. The Developer/Owner must arrange and fully fund fencing along the common boundary with any future Melbourne Water reserve to the satisfaction of Melbourne Water.
112. Prior to the issue of a Statement of Compliance or Statement of Occupancy, a separate application direct to Melbourne Water must be made for any new or modified storm water connection to Melbourne Water's drains or watercourses.
113. Prior to Certification or a Building Permit of any Plan of Subdivision associated with the application, a stormwater management strategy must be submitted and

approved by Melbourne Water and council. The strategy must demonstrate the following:

- a. The proposed alignment for any 1 in 5 year drainage infrastructure and any associated overland flow paths directions for the 1 in 100 year ARI flood event;
- b. That the lot layout adequately accommodates the overland flows;
- c. A Flood Extent Plan and Overland Flow-path Plan for the ultimate floodplain, including 1-in-100 year ARI flood levels, Details of the outlet connections and relevant calculations;
- d. The subdivisional layout must be in accordance with the approved drainage strategy;
- e. Designs addressing the interface of the lots adjacent to the drainage reserve, must be prepared to the satisfaction of Council and Melbourne Water;
- f. Stormwater runoff from the subdivision will achieve State Environment Protection Policy (Waters of Victoria) objectives for environmental management of stormwater; and
- g. Landowner's acceptance of any additional flood volumes on their land. If this is unable to be provided then details of an interim drainage strategy may be required.

VicRoads

114. Prior to works commencing, the land required for the duplication of Bridge Inn Road must be set aside to the satisfaction of VicRoads.
115. Prior to the issue of a Statement of Compliance for the subdivision, and prior to the commencement of uses hereby permitted, the following works including any associated works must be completed at no cost to VicRoads and to the satisfaction of the VicRoads and the Responsible Authority.
 - a. Construction of the intersection of Bridge Inn Road and Riversdale Boulevard.
 - b. Construction of the left-in left-out access point on Plenty Road including required turning lanes.
 - c. Construction of the signalised intersection of Plenty Road and Berry Lane including required turning lanes.
 - d. Construction of the intersection of Bridge Inn Road and Station Street.

or provide funds to VicRoads as agreed by VicRoads and liaise with others to complete the above works.
116. Prior to the certification of any Plan of Subdivision, functional layout plans for the following intersections must be submitted to VicRoads for approval:
 - a. Construction of the left-in, left-out access point on Plenty Road including required turning lanes.

- b. Construction of the signalised intersection of Plenty Road and Berry Lane including required turning lanes.
- c. Construction of the intersection of Bridge Inn Road and Station Street.

Transport for Victoria

- 117. All roads constructed as part of the development must be constructed in accordance with the plan prepared by Cardno (number CG11162-TR-SK0017 Mernda Town Centre Interim Access Stage 1) for bus access to the satisfaction of the Head, Transport for Victoria.
- 118. The permit holder must take all reasonable steps to ensure that disruption to bus operation along Bridge Inn Road is kept to a minimum during construction of the development. Foreseen disruptions to bus operations and mitigation measures must be communicated to Public Transport Victoria 8 weeks prior.

AusNet Electricity Services

- 119. The Plan of Subdivision submitted for certification must be referred to AUSNET ELECTRICITY SERVICES PTY LTD in accordance with Section 8 of the Subdivision Act 1988.
- 120. The applicant must:
 - a. Enter in an agreement with AUSNET ELECTRICITY SERVICES PTY LTD for supply of electricity to each lot on the endorsed plan.
 - b. Enter into an agreement with AUSNET ELECTRICITY SERVICES PTY LTD for the rearrangement of the existing electricity supply system.
 - c. Enter into an agreement with AUSNET ELECTRICITY SERVICES PTY LTD for rearrangement of the points of supply to any existing installations affected by any private electric power line which would cross a boundary created by the subdivision, or by such means as may be agreed by AUSNET ELECTRICITY SERVICES PTY LTD.
 - d. Provide easements satisfactory to AUSNET ELECTRICITY SERVICES PTY LTD for the purpose of "Power Line" in the favour of "AUSNET ELECTRICITY SERVICES PTY LTD" pursuant to Section 88 of the Electricity Industry Act 2000, where easements have not been otherwise provided, for all existing AUSNET ELECTRICITY SERVICES PTY LTD electric power lines and for any new power lines required to service the lots on the endorsed plan and/or abutting land.
 - e. Obtain for the use of AUSNET ELECTRICITY SERVICES PTY LTD any other easement required to service the lots.
 - f. Adjust the position of any existing AUSNET ELECTRICITY SERVICES PTY LTD easement to accord with the position of the electricity line(s) as determined by survey.
 - g. Set aside on the plan of subdivision Reserves for the use of AUSNET ELECTRICITY SERVICES PTY LTD for electric substations.

- h. Provide survey plans for any electric substations required by AUSNET ELECTRICITY SERVICES PTY LTD and for associated power lines and cables and executes leases for a period of 30 years, at a nominal rental with a right to extend the lease for a further 30 years. AUSNET ELECTRICITY SERVICES PTY LTD requires that such leases are to be noted on the title by way of a caveat or a notification under Section 88 (2) of the Transfer of Land Act prior to the registration of the plan of subdivision.
- i. Provide to AUSNET ELECTRICITY SERVICES PTY LTD a copy of the plan of subdivision submitted for certification that shows any amendments that have been required.
- j. Agree to provide alternative electricity supply to lot owners and/or each lot until such time as permanent supply is available to the development by AUSNET ELECTRICITY SERVICES PTY LTD. Individual generators must be provided at each supply point. The generator for temporary supply must be installed in such a manner as to comply with the Electricity Safety Act 1998.
- k. Ensure that all necessary auditing is completed to the satisfaction of AUSNET ELECTRICITY SERVICES PTY LTD to allow the new network assets to be safely connected to the distribution network.

121. Time Limit for the subdivision

This permit will expire if:

- a. The plan of subdivision is not certified within 2 years of the date of this permit; or
- b. The registration of any stage of the subdivision is not completed within 5 years of the date of certification of the plans of subdivision.

The Responsible Authority may extend the time if a request is made in writing before the permit expires or within six months afterwards.

122. Time Limit for Native Vegetation Removal

The permit for native vegetation removal and/or pruning expires if it is not commenced within 2 years after the issue of this permit and completed with 4 years after the issue of this permit.

Before the permit expires or within six months afterwards, the owner or occupier of the land to which it applies may ask the Responsible Authority for an extension of time. The Responsible Authority may extend the time within which the use or development or any stage of it may be started or any stage of it is to be completed.

123. Time Limit for the Use/Development

The permit for the use and development will expire if:

- a. the development, or any stage of the development, does not commence within 3 years of the issue of this permit; or
- b. the development, or any stage of the development, is not completed within 5 years after the issue of this permit.

The responsible authority may extend the periods referred to above if a request is made in writing. This request must be made before or within 6 months after the permit expiry date where the development has not yet started and within 12 months after the permit expiry date where the development allowed by the permit has lawfully started before the permit expires.

124. Time Limit for Advertising Signage

This permit for advertising signage expires 15 years from the date of issue.

Notes:

Public Lighting Note

Before the preparation of construction plans for street lighting can be completed Council approval to the type and colour of poles and lanterns will be required.

Tree protection zone requirements

A consulting arborist must be employed to supervise works which may impact upon trees marked for retention on the approved plan.

The consulting arborist must conduct an induction of all personnel involved in construction that may impact on tree protection zones.

Any works within the tree protection zone should be completed or supervised by the consulting arborist.

The area inside the tree protection zone should, where considered relevant by the consulting arborist, be modified in the following manner to enhance the growing environment of the tree and to help reduce stress or damage to the tree:

- the area within the tree protection zone may require mulch with wood chips or compost matter to a depth of 150 millimetres.
- trees may require supplementary watering, with the amount to be assessed by the consulting arborist and determined by the extent of disturbance to the trees roots and climatic conditions.
- where severing of roots (greater than 50 millimetres in diameter) is required directly adjacent to the exclusion zone they must be cut cleanly. Where possible this is to be completed at the beginning of development of the site. Roots are not to be left exposed, but back-filled or covered with damp hessian.

The storing or disposing of chemicals or toxic materials must not be undertaken within 10 metres of any tree protection zone. Where the slope of the land suggests these materials may drain towards a tree protection zone, the storing or disposing of these materials is strictly forbidden.

Tree protection envelope fencing is to be constructed to the following requirements:

- Ring lock wire mesh (or equivalent) no less than 1.2 metres high.
- Main posts 100mm treated pine (TP).
- Intermediate posts steel star pickets (SP).
- The corner posts are to be TP with TP stays.
- Every third post is to be TP.
- SP to be placed intermediately between the TP at 3m intervals.
- The ring lock mesh to encircle the structure and be firmly secured at each post.
- Posts must be sunk into the ground by 450mm (there is to be no concrete to secure posts as this may affect p.H. levels).

- The tree protection zone is to be clearly sign posted in accordance with the condition titled Tree Protection Zone fencing.

With the agreement of the responsible authority, tree protection zone fencing may not be provided where permanent reserve fencing is introduced prior to construction. The specification of the permanent fencing must be to the satisfaction of the Responsible Authority.

Street Numbering Note:

Property Numbers will be allocated by the City of Whittlesea in accordance with Council's Street Numbering Policy. Please do not give potential buyers any interim numbering as this often leads to confusion and problems once the correct number is issued. Please check with Council's Subdivision Department or GIS Department to verify all street numberings before commencement of any advertising for sale or lease.

Registration Under Food Act 1984 Note:

The premises is required to be registered with Council's Health Department under the Food Act 1984.

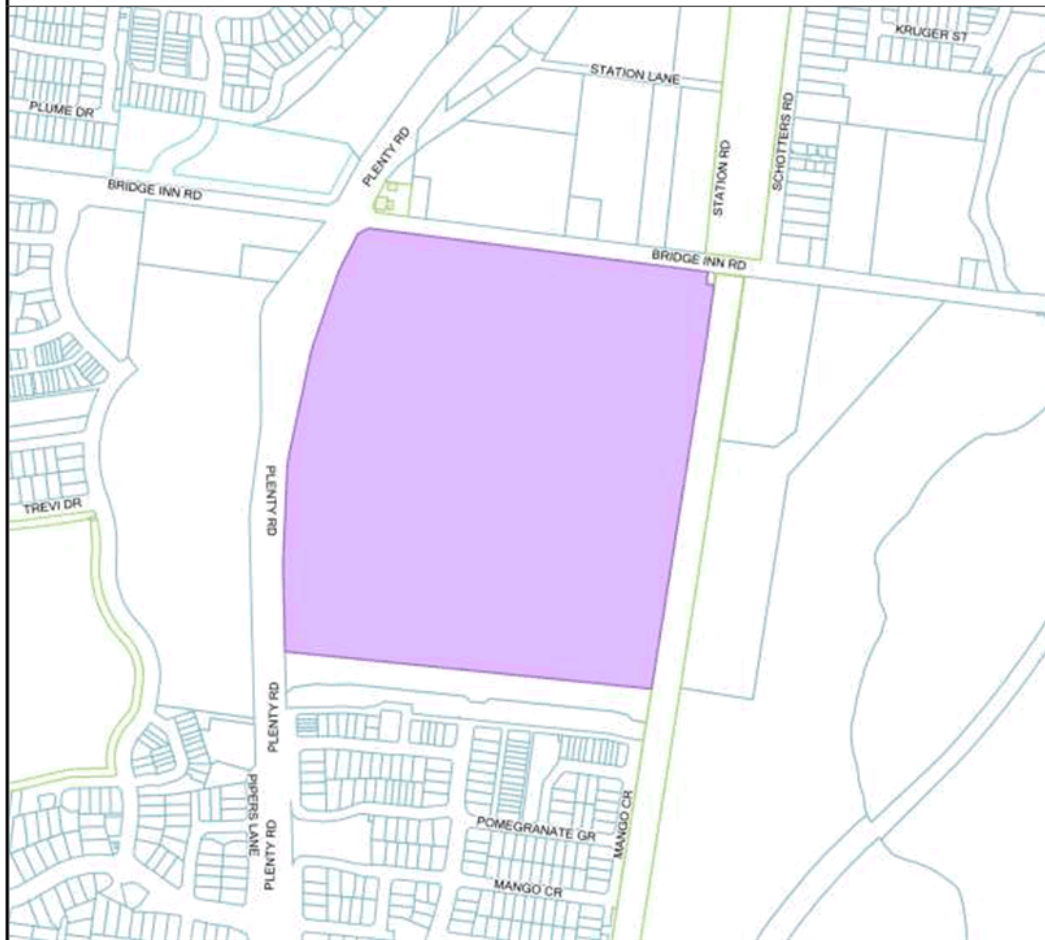
Registration Under Health Act 1958 Note:

The premises is required to be registered with Council's Health Department under the Health Act 1958.

Cultural Heritage Management Plan Note:

Development must at all times comply with the recommendations of the Cultural Heritage Management Plan 10362 (prepared by Biosis dated 28 November 2008) and approved by the Secretary of the Department of Planning and Community Development on 11 March 2009.

PLANNING APPLICATION NO. 714577



 **Subject Land**



**City of
Whittlesea**

BUILDING AND PLANNING REPORT

BUILDING AND PLANNING REPORT



MERNDA TOWN CENTRE
STAGE 1 RETAIL CENTRE
TOWN PLANNING APPLICATION

DRAWING REGISTER			
DRAWING NO.	DRAWING TITLE	SCALE	REV
TP-00	COVERSHEET + DRAWING REGISTER	N/A	02
TP-01	SITE PLAN EXISTING CONDITIONS	1:1000	02
TP-02	SITE PLAN - PROPOSED	1:1000	02
TP-03	GROUND FLOOR PLAN	1:250	02
TP-04	FIRST FLOOR PLAN	1:250	02
TP-05	ROOF PLAN	1:250	02
TP-06	ELEVATIONS	1:150	02
TP-07	VIEWS + SECTIONS	1:150	02
TP-07A	VIEWS + SECTIONS	1:250	02
TP-08	CONTEXT & MATERIALITY	N/A	02
TP-09	SIGNAGE SCHEDULE	1:1000	02

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02 18/12/2018 02 BP ISSUE FOR TOWN PLANNING

01 27/01/2017 02 DZ ISSUE FOR TOWN PLANNING

00 06/01/2017 02 DZ ISSUE FOR TOWN PLANNING

Rev: Alter: Initial: Check: Description:

 FABCOT PTY. LTD

FOR PLANNING APPROVAL

NHA Architecture
12/20 Dandenong Road
Melbourne, Australia 3000
Telephone: +61 (0) 3 9594 1833
Facsimile: +61 (0) 3 9594 1835
www.nhaarchitecture.com.au

Project Name:
MERNDA TOWN CENTRE
STAGE 1 RETAIL CENTRE

Drawing Name:
COVERSHEET
DRAWING REGISTER

Drawn By:	Check By:	Issue By:
BP	DZ	NA
Project Number:	Drawing Number:	Revision:
130450	TP-00	02





LEGEND

- EXISTING TITLE BOUNDARY
- AREA SUBJECT TO APPLICATION
- PROPOSED LOTS
- TREE PROTECTION ZONE
- TREE CANOPY

12. 16/01/18 DZ BP INTERPLAN REVIEW
13. 22/01/18 DZ BP INTERPLAN REVIEW
14. 22/01/18 DZ BP INTERPLAN REVIEW
15. 22/01/18 DZ BP INTERPLAN REVIEW
Rev. Date Author Description

FABCO PTY. LTD.

FOR PLANNING APPROVAL

NHArchitecture

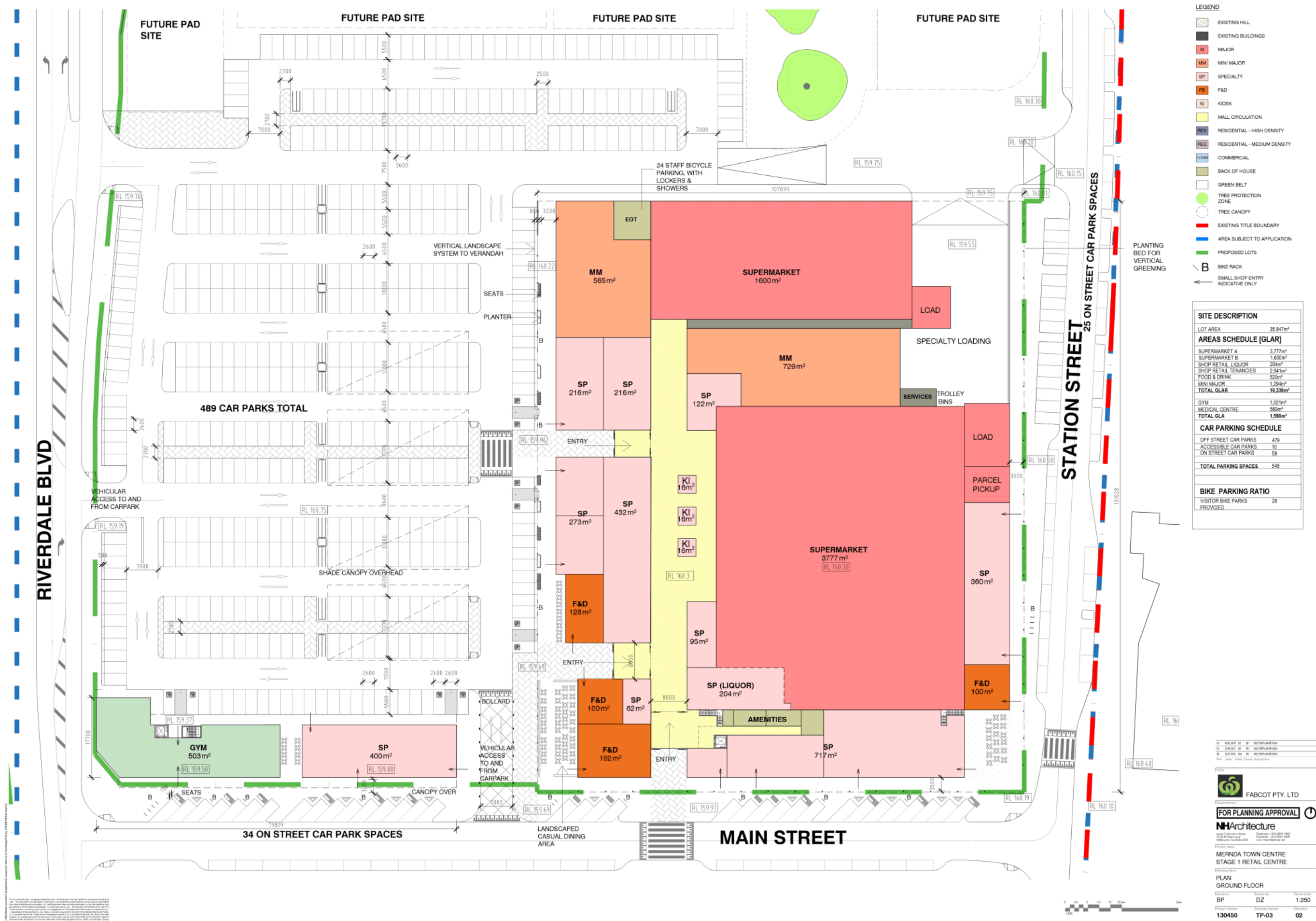
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12/01/2018 12:00 12/01/2018 12:00
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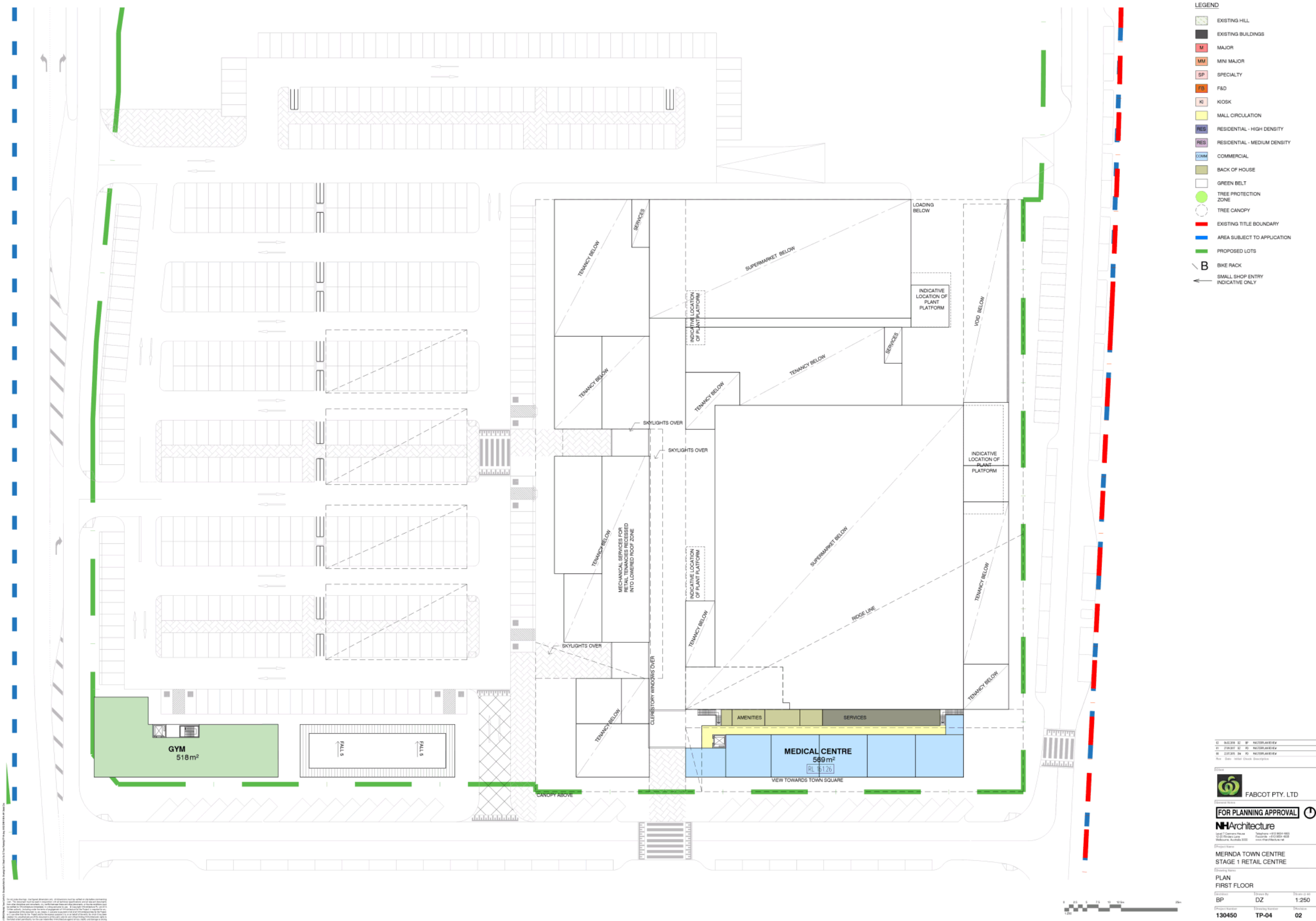
Mernda Town Centre
Stage 1 Retail Centre

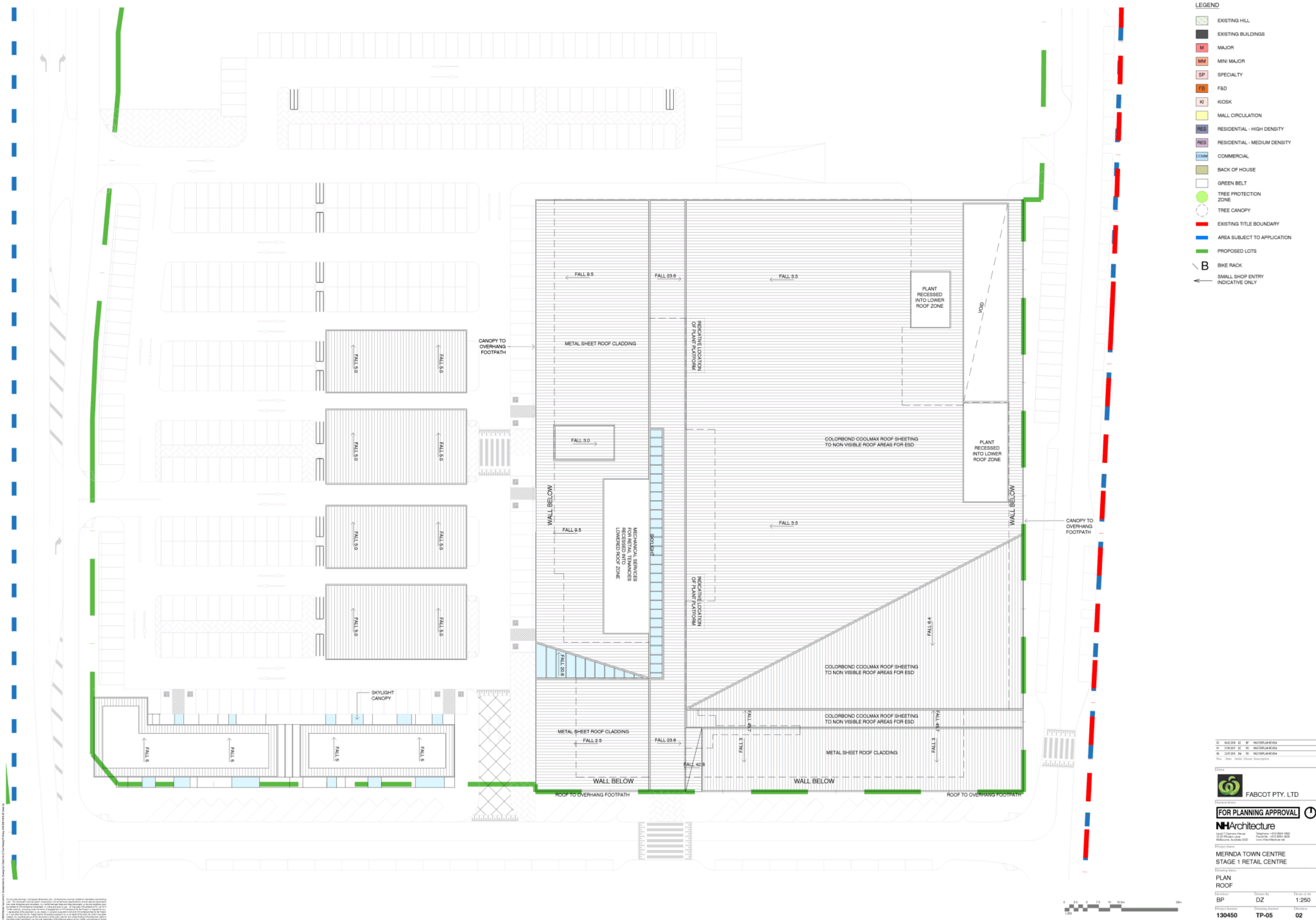
**SITE PLAN
PROPOSED**

Drawn By	Checked By	Scale
DZ	DZ	1:1000

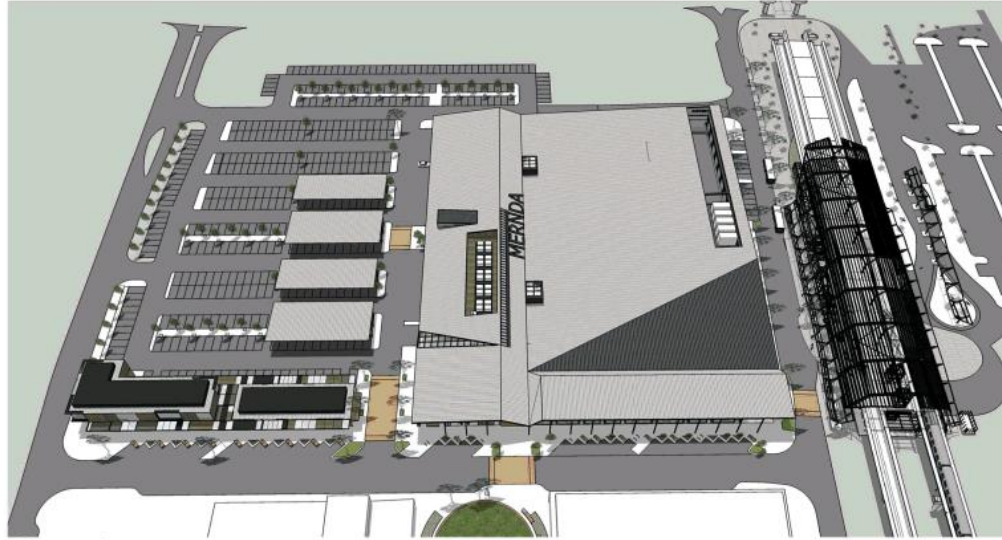
Project No.	Sheet No.	Sheet Count
130450	TP-02	02











Overview



2 - East Corner
Train Station Crossing



AA SOUTH SECTION
TP-04 SCALE 1:100



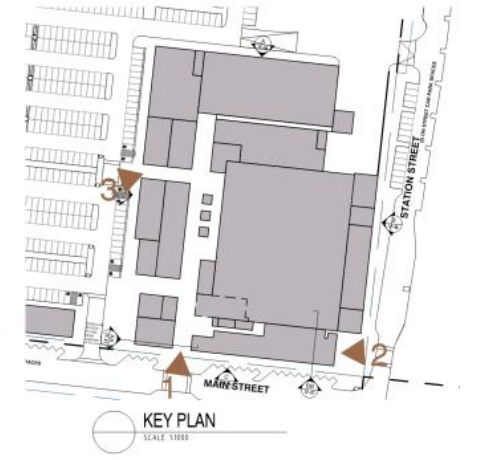
1 - South Entry
Main Street



3 - West Entry
Main Access



BB EAST SECTION
TP-04 SCALE 1:100



ST	10.11.2019	BY	BP	MILLERIAN@VIEW
ST	11.09.2019	BY	BP	MILLERIAN@VIEW
ST	22.07.2019	BY	FP	MILLERIAN@VIEW

Rev: 01
 Date: 22.07.2019
 Drawn: George Noyes/CAD



FABCOT PTY. LTD

FOR PLANNING APPROVAL

NHArchitecture
 Level 4, Centuria House A Unit 4
 100/100A Stirling Highway
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 Telephone +61 3 9554 0054
 Fax +61 3 9554 0050
www.nharchitecture.com.au

Project Name:
**MERINDA TOWN CENTRE
 STAGE 1 RETAIL CENTRE**

VIEW AND SECTIONS

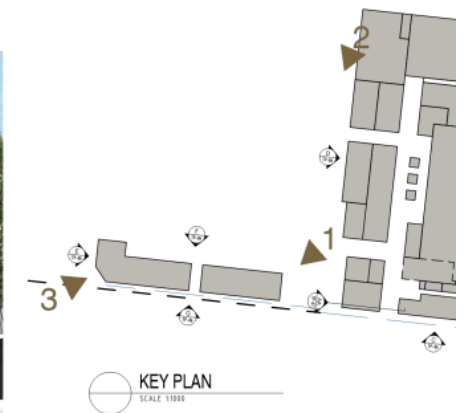
Accession	Date Issued By	Drawn At Scale
BP	DZ	1:150
Project Number	Drawing Number	
130450	TP-07	02



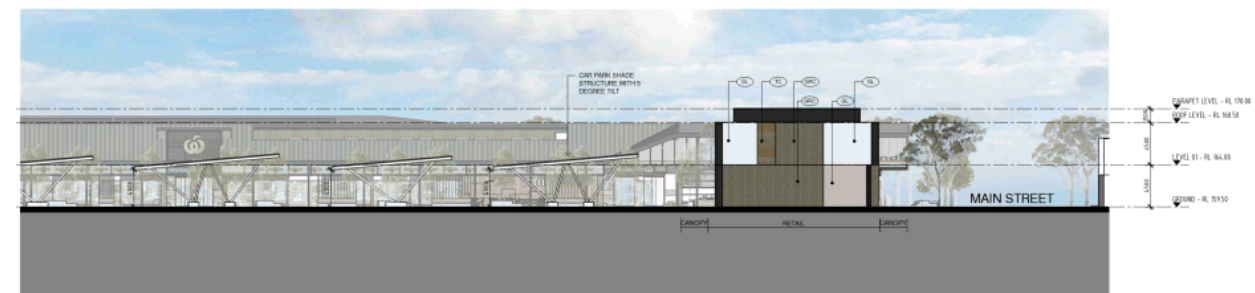
1. MAIN STREET TO CAR PARK CROSSING



2. WEST SIDE VERANDAH



3. RIVERDALE BLVD



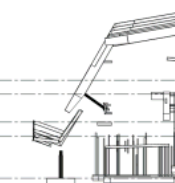
E WEST ELEVATION
TP-04 SCALE 1/2"=1'-0"



F NORTH ELEVATION
TP-04 SCALE 1:250



G SOUTH ELEVATION
TP-04 SCALE 1/320



01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
<div><div></div><div>FABCOT PTY. LTD PROJECT NUMBER: </div></div> <div><div>FOR PLANNING APPROVAL</div><div><div>N+H Architecture 1/101, Spinnaker House Telephone: +61 (0)2 9554 4800 Fax: +61 (0)2 9554 4822 email: info@nplush.com.au Melbourne, Australia 3000</div></div></div> <div>PROJECT NAME:</div> <div>MERINDA TOWN CENTRE STAGE 1 RETAIL CENTRE</div> <div>DRAWING NAME:</div> <div>VIEW AND SECTIONS</div> <table><tr><td>ARCHITECT BP</td><td>DRAWING DZ</td><td>DATE OF ISSUE 1.150</td></tr><tr><td>PROJECT NUMBER 130450</td><td>DRAWING NUMBER TP-07A</td><td>REVISION 02</td></tr></table>																																																														ARCHITECT BP	DRAWING DZ	DATE OF ISSUE 1.150	PROJECT NUMBER 130450	DRAWING NUMBER TP-07A	REVISION 02																																
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PROJECT NUMBER 130450	DRAWING NUMBER TP-07A	REVISION 02																																																																																																	



Mernda Context



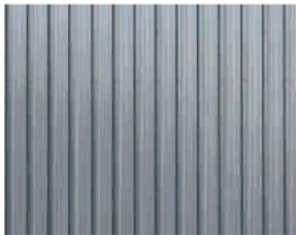
Rural Precedent Structures

Public Interface

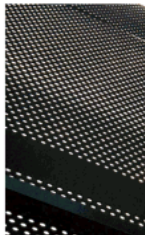
RCD1- metal sheet roof
grey (ZA)
charcoal
(colourbond)



MC- bold rib metal cladding grey (surfmist)



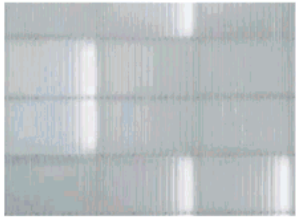
MP - perforated metal screens on concertina frame
black powdercoated



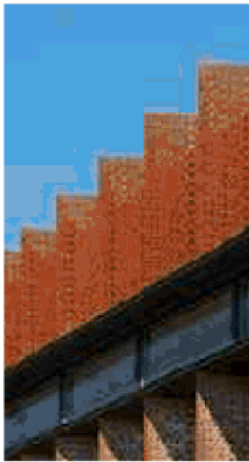
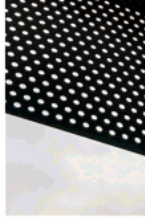
CLG- grooved shadowclad external soffit
limed stain finish



RCD2 - corrugated translucent polycarbonate roof sheet on steel frame



TC - timber cladding



INDICATIVE MATERIALS AND FINISHES

The selection of materials and finishes will be selected on a fit for purpose approach suitable for high quality retail buildings. In principle selections will aim to achieve a high degree of weather resilience reducing the requirement for ongoing maintenance.

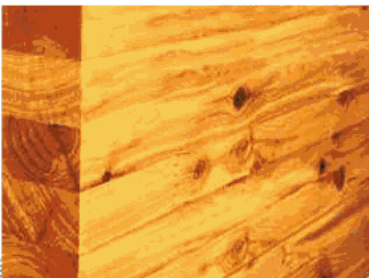
GL1 - single glazed system, clear glass typically: 4 sided anodized aluminium frames
black anodized or black powdercoat

GL2 - low-e performance glass typically: 4 sided anodized aluminium frames
black anodized or black powdercoat

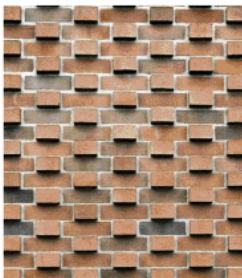
PCO - external grade painted finish to columns, eaves, downpipes, fascia and structural steel frames
black anodized or black powdercoat

LV - Aluminum louvres to external condenser deck screens
black powdercoat finish

LVL - laminated timber beam deep stained hardwood



WBR - pressed brick wall/Textured red, stack bond



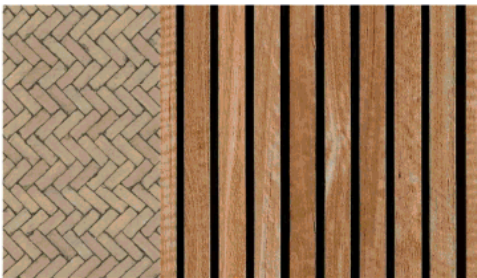
GRC - glass reinforced concrete panels textured



FSC - fibre cement sheet cladding lines texture

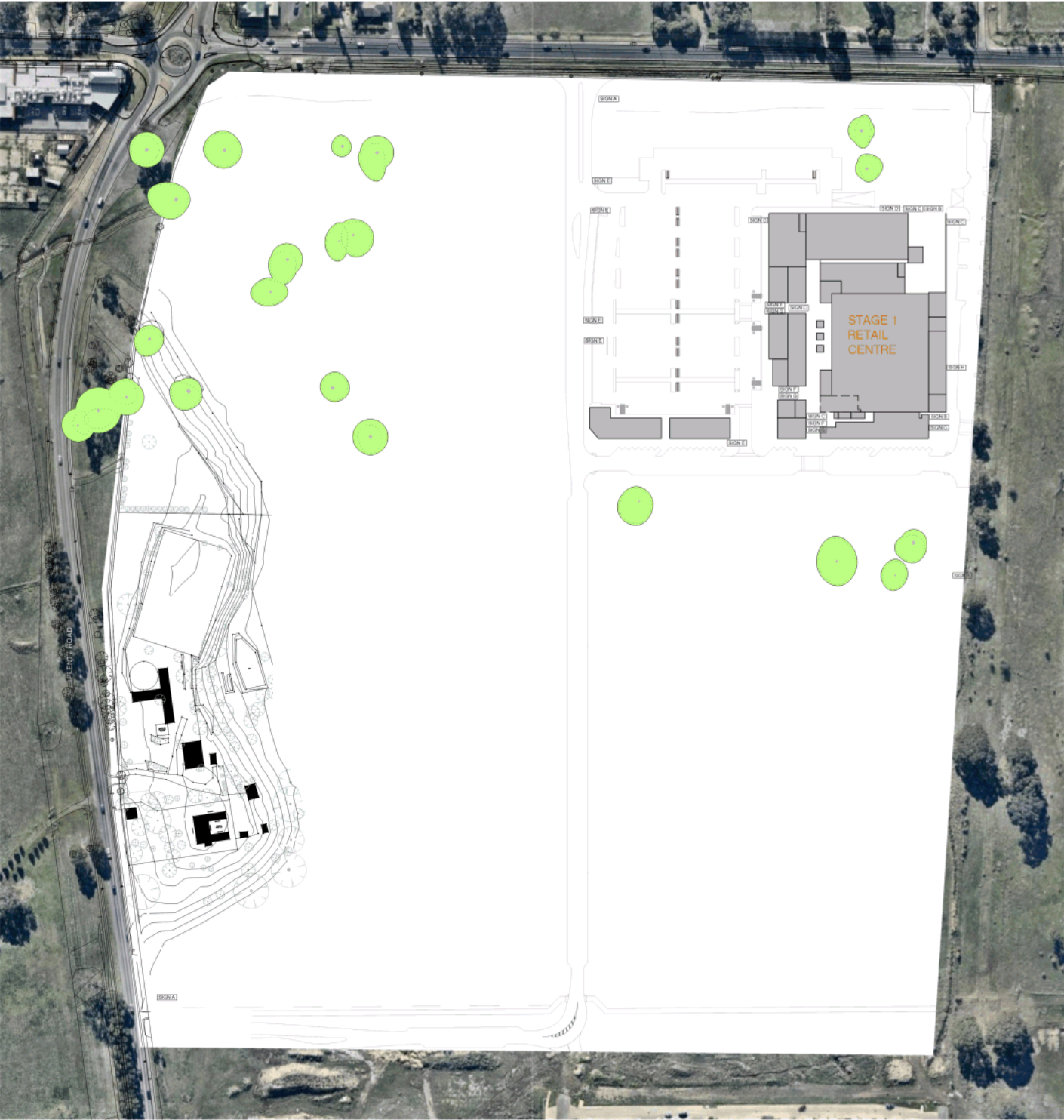
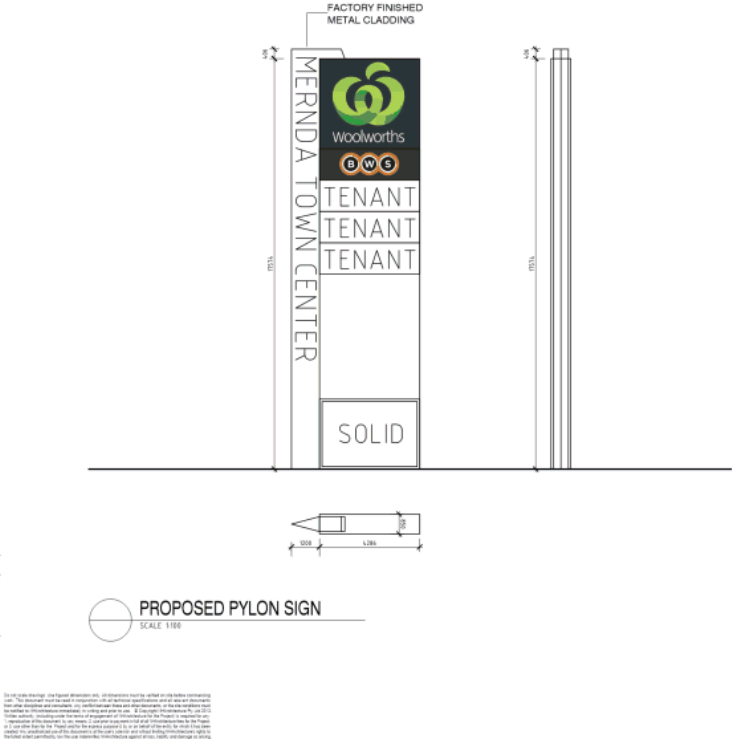


JTM - timber outdoor furniture spotted gum



02	16/12/18	BP	PROLOGUE/VIEW
03	21/12/18	BP	PROLOGUE/VIEW
04	21/12/18	BP	PROLOGUE/VIEW
05	21/12/18	BP	PROLOGUE/VIEW
06	21/12/18	BP	PROLOGUE/VIEW
07	21/12/18	BP	PROLOGUE/VIEW
08	21/12/18	BP	PROLOGUE/VIEW
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SIGNAGE SCHEDULE				
OTHER TENANT SIGNAGE TO HAVE ONE SET OF INTERNALLY-ILLUMINATED BUSINESS IDENTIFICATION SIGNS COMPRISING OF ONE SIGN FIXED TO THE FASCIA ABOVE ENTRANCE DOOR AND ONE SIGN FIXED TO THE UNDERSIDE OF THE AWNING.				
SIGNAGE NO.	SIGN IMAGE	SIZE	LOCATION	DETAILS
SIGN A		1574w x 5480h SEE PROPOSED PYLON SIGN BELOW	CORNER OF BRIDGE INN ROAD AND RIVERDALE BLVD. CORNER OF PLENTY ROAD AND BERRY LANE	PYLON SIGN INTERNALLY ILLUMINATED. LETTERING ON SELECTED BACKING
SIGN B		80m x 2.4m	ABOVE SOUTH ENTRANCE MAIN STREET AND SOUTH EAST ALFRESCO	CENTRE LOGO SIGNAGE
SIGN C		2262w x 2040h IN ACCORDANCE WITH WOV SIGNAGE GUIDELINES	EXTERNALLY ON NORTH EAST, SOUTH AND WEST FACADES, ADDRESSING CAR PARK AND SURROUNDING ROADS	MAJOR SIGNAGE INTERNALLY ILLUMINATED LETTERING
SIGN D		MIN 1200h x 900 w IN ACCORDANCE WITH WOV SIGNAGE GUIDELINES	ALL ROADS LEADING TO LOADING DOCK	THE HEIGHTS PROPOSED FOR THESE SIGNS ARE DOUBLE THAT OF OTHER STANDARD CARPARK SIGNS TO INCREASE VISIBILITY FOR TRUCK DELIVERY DRIVERS
SIGN E		935w x 2000h IN ACCORDANCE WITH WOV SIGNAGE GUIDELINES. STANDARD CARPARK SIGNAGE	VEHICULAR ACCESS POINTS TO SITE FROM MAIN ROADS	FOR WAYFINDING TO TROLLEY BAYS, LOADING DOCKS, PARENTAL PARKING, ACCESSIBLE PARKING
SIGN F		1487w x 1000h IN ACCORDANCE WITH WOV SIGNAGE GUIDELINES	EXTERNALLY ALONG ALL ENTRY BULKHEADS	MAJOR SIGNAGE INTERNALLY ILLUMINATED LETTERING
SIGN G		1286w x 1000h IN ACCORDANCE WITH WOV SIGNAGE GUIDELINES	EXTERNALLY ALONG ALL ENTRY BULKHEADS	MAJOR SIGNAGE INTERNALLY ILLUMINATED LETTERING
SIGN H		PICK UP VISUALS ARE PLACEHOLDERS ONLY	EAST FACADE PARALLEL TO STATION STREET	METAL PANELS FACTORY PAINT FINISH



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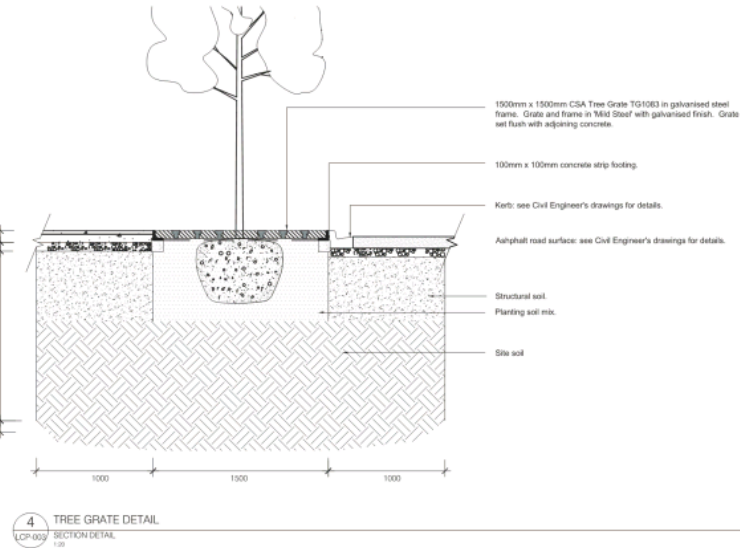
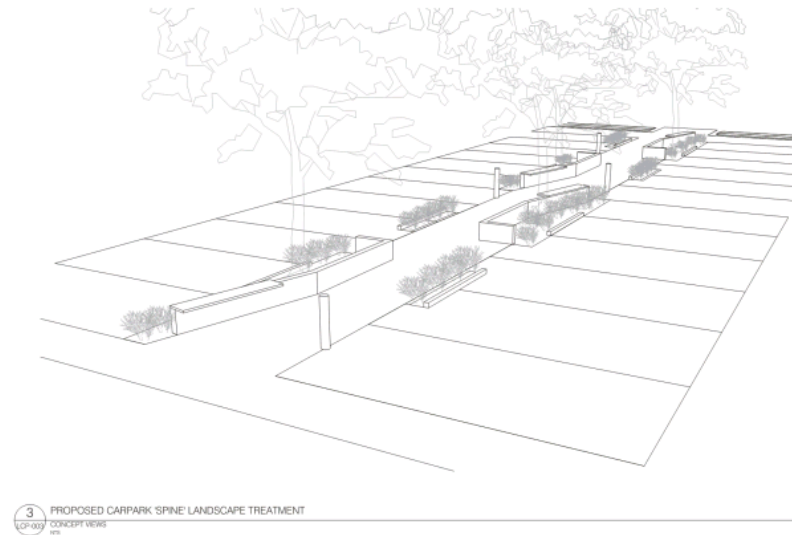
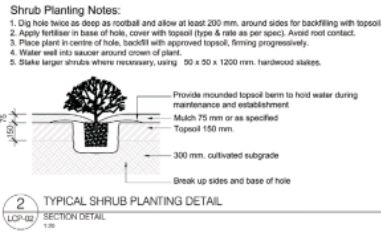
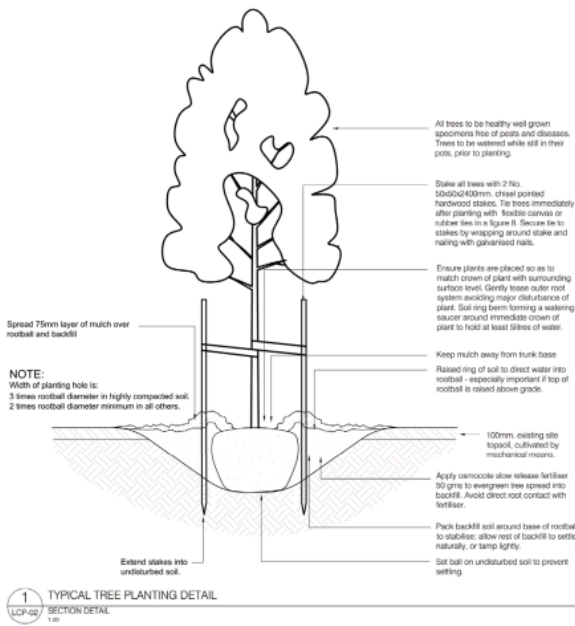
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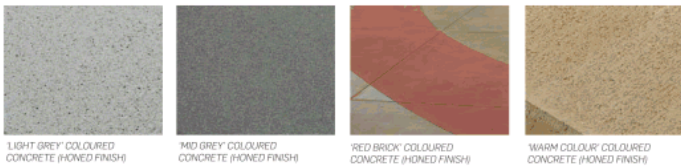
LANDSCAPE DETAILS



PROPOSED STREET FURNITURE:



EXAMPLE IMAGES OF PROPOSED PAVING MATERIALS (TO FUTURE DETAIL):

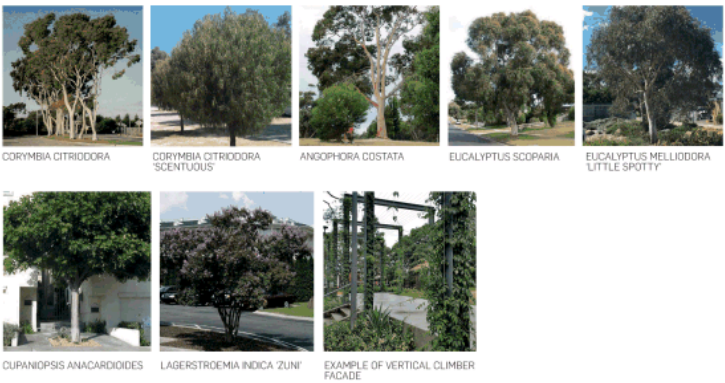


PROPOSED TREE PALETTE IMAGES

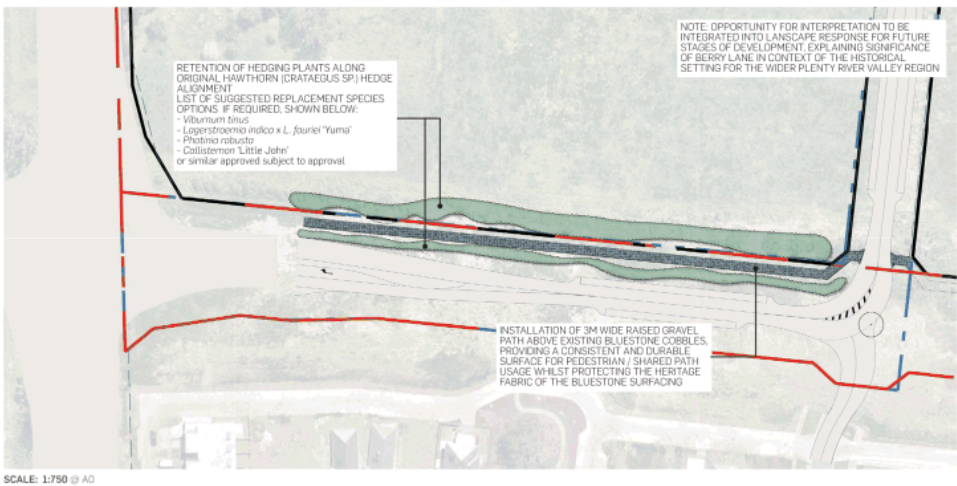
Code	Botanical Name	Common name	Pot / Installation size	Size at maturity (HxW)	Qty
TREES					
ANG cos*	<i>Angophora costata</i>	Smooth Barked Apple Gum	45L pot, 2.5m Ht, 30mm cal.	20m x 12m	7
COR cit*	<i>Corymbia citriodora</i>	Lemon Scented Gum	45L pot, 2.5m Ht, 30mm cal.	20m x 12m	8
COR Sce*	<i>Corymbia citriodora</i> 'Scentuous'	Dwarf Lemon Scented Gum	45L pot, 2.5m Ht, 25mm cal.	7m x 4-5m	26
CUP ana*	<i>Cupaniopsis anacardioides</i>	Tuckeroo	45L pot, 2.5m Ht, 30mm cal.	8-8m x 3-4m	9
EUC man*	<i>Eucalyptus mannifera</i> 'Little Spotty'	Dward Red Flowering Gum	45L pot, 2.5m Ht, 25mm cal.	7m x 5m	12
EUC sco	<i>Eucalyptus scoparia</i>	Wallangara White Gum	45L pot, 2.5m Ht, 30mm cal.	12m x 8m	39
LAG ind	<i>Lagerstroemia indica x fauriei</i> 'Zuni'	Zuni Crepe Myrtle	45L pot, 2.5m Ht, 30mm cal.	4m x 3m	6
SUBTOTAL					107
SHRUBS & TUFTING PLANTS					
COR pul*	<i>Correa pulchella</i> 'Orange Glow'		150mm pot	0.4m x 0.5m	
CAS gla*	<i>Casuarina glauca</i> 'Cousin It'	Cousin It Casuarina	150mm pot	0.2m x 1m	
CAL cit*	<i>Callistemon citrinus</i> 'White Anzac'	White Anzac Callistemon	200mm pot	1m x 2m	
DIA cae*	<i>Dianella caerulea</i> 'Cassa Blue'	Cassa Blue Dianella	200mm pot	0.7m x 0.7m	
DIA ens*	<i>Dianella ensifolia</i> 'Border Silver'	Border Silver Dianella	150mm pot	0.7m x 0.7m	
GRE lav*	<i>Grevillea lavandulacea x alpina</i> 'Jelly Baby'	Jelly Baby Grevillea	150mm pot	0.5m x 0.5m	
HAK leu*	<i>Hakea leucopetala</i>	Needlewood	100mm pot	2m x 1m	
LOM lon*	<i>Lomandra longifolia</i> 'Tanika'	Tanika lomandra	150mm pot	1m x 1m	
POA lab*	<i>Poa labillardieri</i>	Common Tussock Grass	150mm pot	1m x 1m	
WES fru*	<i>Westringia fruticosa</i>	Coastal Rosemary	150mm pot	0.7m x 1m	
GROUNDCOVERS & CLIMBERS					
CLE mic	<i>Clematis microphylla</i> var. <i>microphylla</i>	Small Leaf Clematis	100mm pot	spreading/climbing	
TRA jas	<i>Trachelospermum jasminoides</i>	Chinese Star Jasmine	100mm pot	spreading/climbing	

* Denotes regionally local native plants as per Council 'Recommended Plant list' - Landscape Guidelines and Technical Notes

PROPOSED TREE PALETTE IMAGES



DETAIL PLAN 02 - TREATMENT TO BERRY LANE ALIGNMENT (WESTERN SECTION)



DATE: 17/03/2018
JOB NO: M03330
DWG NO: LCP_002
REV: 8



LEGEND:

- EXISTING TREE TO PROTECT & RETAIN
- STREET TREE TYPE 1 ANDOPHORA COSTATA
- STREET TREE TYPE 2 CORYMBIA CITRIGODORA
- STREET TREE TYPE 3 CORYMBIA CITRIGODORA 'SCENTUOUS'
- PROPOSED SUPERMARKET SITE
- FUTURE DEVELOPMENT SITE
- PROPOSED PAVING TYPE 1
E.G. ADRI MASONRY 'RIVERINA' IN SITU HONED CONCRETE PAVING
PAVING TO MATCH BANDING PATTERN FROM MERNDA TRAIN STATION LANDSCAPE PACKAGE
- PROPOSED PAVING TYPE 2
E.G. ADRI MASONRY 'PRAGUE' IN SITU HONED CONCRETE PAVING
PAVING TO MATCH BANDING PATTERN FROM MERNDA TRAIN STATION LANDSCAPE PACKAGE
- PROPOSED PAVING TYPE 3
E.G. ADRI MASONRY 'DESERT SAND' HONED AGGREGATE CONCRETE
PAVING TO MATCH BANDING PATTERN FROM MERNDA SUPERMARKET LANDSCAPE PLAN
- PROPOSED PAVING TYPE 4
E.G. ADRI MASONRY 'SUNSTONE' HONED CONCRETE PAVING
PAVING TO MATCH BANDING PATTERN FROM MERNDA SUPERMARKET LANDSCAPE PLAN
- VERGE HYDROSEEDED GRASS
- ROAD TO FUTURE DETAIL
- SITE BOUNDARY
- BOUNDARY OF FUTURE DEVELOPMENT SITE

PROPOSED STREET TREE SPECIES:



ANDOPHORA COSTATA




CORYMBIA CITRIGODORA




CORYMBIA CITRIGODORA 'SCENTUOUS'


EXAMPLE IMAGES OF PROPOSED PAVING MATERIALS (TO FUTURE DETAIL):




LIGHT GREY COLOURED CONCRETE (HONED FINISH)



MID GREY COLOURED CONCRETE (HONED FINISH)

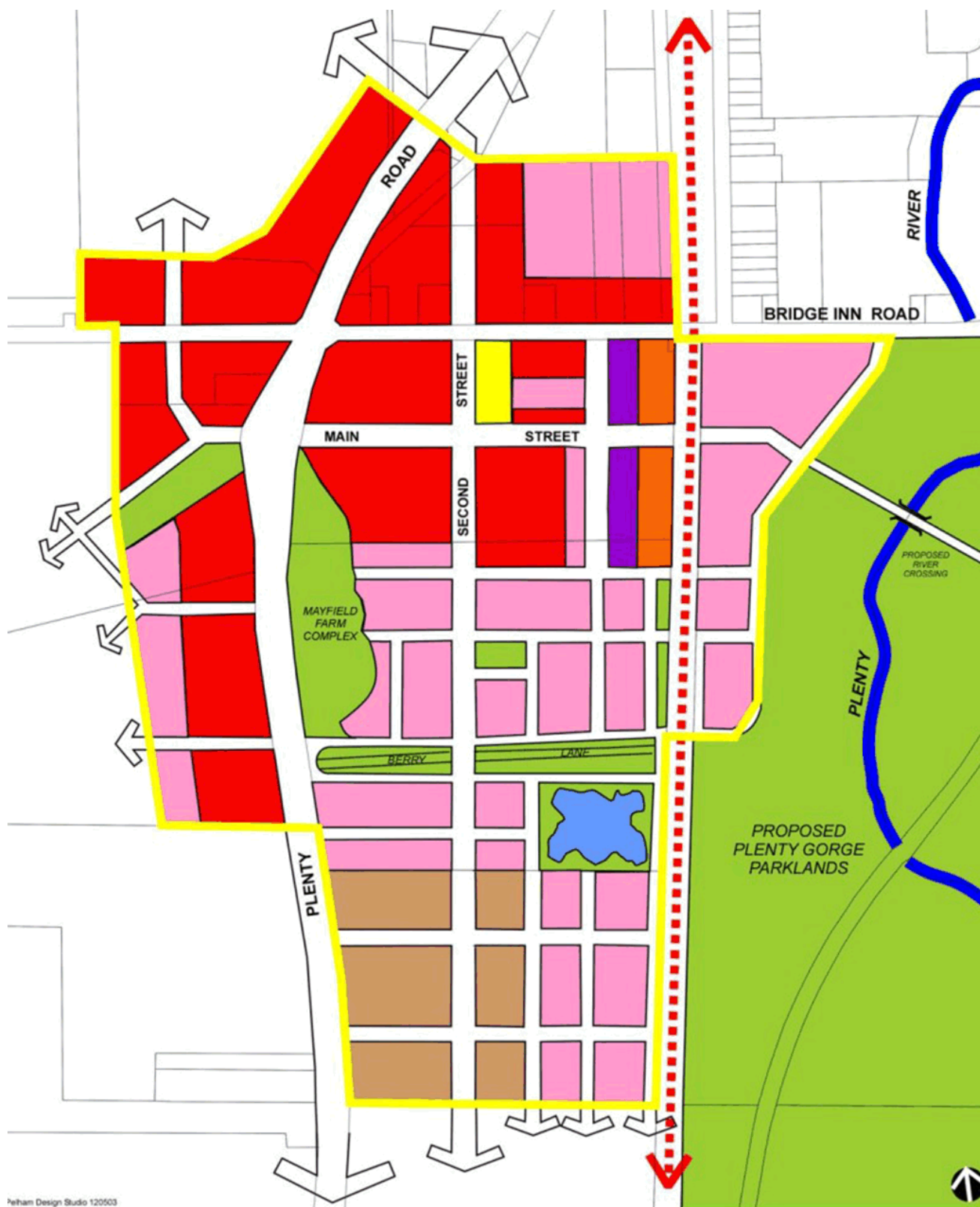


RED BRICK COLOURED CONCRETE (HONED FINISH)



WARM COLOUR COLOURED CONCRETE (HONED FINISH)

NOTE: REFER TO LANDSCAPE CONCEPT PLAN AND DETAILS FOR INDICATIVE STREET FURNITURE EXAMPLES



Peelham Design Studio 120503



City of Whittlesea

MERENDA TOWN CENTRE COMPREHENSIVE DEVELOPMENT

6.1.8 ASSEMBLIES OF COUNCILLORS REPORT - 11 DECEMBER 2018

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Governance Officer

RECOMMENDATION SUMMARY

That Council note the record of the Assemblies of Councillors meetings as set out in the table in the report.

KEY FACTS AND/OR ISSUES

To report to Council the records of Assemblies of Councillors in accordance with Section 80A(2) of the Local Government Act.

REPORT

BACKGROUND

The Local Government Act 1989 requires records of Assemblies of Councillors to be reported to an ordinary Council meeting and recorded in the minutes of that meeting.

A meeting is an assembly of Councillors if it considers matters that are likely to be the subject of a Council decision or the exercise of a Council delegation and the meeting is:

- A planned or scheduled meeting that includes at least half the Councillors and a member of Council staff; or
- An advisory committee of Council where one or more Councillors are present.

A record must be kept of an assembly of Councillors which lists the Councillors and members of Council staff attending, the matters discussed, disclosures of conflict of interest and whether a Councillor left the meeting after making a disclosure.

PROPOSAL

Assemblies of Councillors records not previously reported to Council are detailed in the following table:-

Assembly Details	Councillor attendees	Officer attendees	Matters discussed
Arts Cultural and Sporting Grants Program for Young People 1 October 2018	Cr Pavlidis (Mayor) Cr Cox Cr Desiato	CDGO DSO MCBP TLCI	The advisory committee made a recommendation to the delegate regarding the following application via a virtual meeting: 1. Eren Arslan – Sporting Grant – Interstate – Successful 2. Marco Mitidieri – Sporting Grant – Interstate – Successful 3. Frank De Cata – Sporting Grant – Interstate – Successful 4. Shaylen Lowe – Sporting Grant – Interstate – Successful 5. Zane Saavedra – Sporting Grant – Interstate – Successful <i>Nil disclosures</i>
City of Whittlesea Australia Day Awards Committee 15 October 2018	Cr Pavlidis (Mayor)	CCC EC GO	1. Awards Update 2. Communications Report 3. Event Report 4. Australia Day Awards Nominee Recognition Event 5. Committee Membership <i>Nil disclosures</i>
Council Forum - Governance 23 October 2018	Cr Pavlidis (Mayor) Cr Sterjova (Deputy Mayor) Cr Alessi Cr Cox Cr Joseph Cr Kirkham Cr Kozmevski Cr Monteleone	CEO DCRS DCS DCTP MG UMLLCA	1. VLGA Presentation 2. MAV Presentation 3. Private Parking Agreements 4. Trial of Live Streaming Council Meetings 5. General Business 5.1 Epping Tennis Facility 5.2 Whittlesea RSL <i>Nil disclosures</i>
Council Forum 30 October 2018	Cr Pavlidis (Mayor) Cr Sterjova (Deputy Mayor) Cr Alessi Cr Cox Cr Desiato Cr Joseph Cr Kelly	CEO DCRS DCS DCTP DPPE MACED-A MCBP MG MMP	1. Legal Briefing – Requests for Leave of Absence 2. Social and Affordable Housing Feasibility Study 3. Huskisson Recreation Reserve Draft Master Plan, Lalor 4. City of Whittlesea Communications Strategy 5. Mill Park Leisure Centre Redevelopment – Progress Report <i>Nil disclosures</i> <i>Item 1. Also in attendance was Anthony Massaro, Principal, Russell Kennedy solicitors.</i>

Assembly Details	Councillor attendees	Officer attendees	Matters discussed
	Cr Kirkham Cr Kozmevski Cr Monteleone	MPUD PO TLIP TLPRD	
City of Whittlesea Australia Day Awards Committee 12 November 2018	Cr Cox (Mayor)	CCC EC GO	<ol style="list-style-type: none"> 1. Awards Update 2. Communications Report 3. Event Report 4. Australia Day Awards Nominee Recognition Event 5. Committee Membership 6. General Business Terms of Reference <p><i>Nil disclosures</i></p>

The table below represents an Index of Officer titles:

Initials	Title of Officer	Initials	Title of Officer
CCC	Corporate Communications Co-ordinator - Sarah Oldman	MACED-A	Acting Manager Advocacy Communications & Economic Development – Heather Crosling
CDGO	Community Development Grants Officer – Caitlin Armstrong	MCBP	Manager Community Building and Planning – Belgin Besim
CEO	Chief Executive Officer – Simon Overland	MG	Manager Governance - Michael Tonta
DCRS	Director Corporate Services – Helen Sui	MMP	Manager Major Projects – Nick Mazzarella
DCS	Director Community Services – Russell Hopkins	MPUD	Manager Parks & Urban Design – Susan Hecker
DCTP	Director City Transport and Presentation– Nick Mann	PO	Projects Officer – Emerald Thompson
DPPE	Director Partnerships, Planning & Engagement – Liana Thompson	TLCI	Team Leader Community Inclusion – Kelisha Nikitas
DSO	Department Support Officer – Cheryl Gallagher	TLIP	Team Leader Infrastructure Projects – Mark Tomasiello
EC	Events Co-ordinator - Julie McBride	TLPRD	Team Leader Public Realm Development – Adrian Napoleone
GO	Governance Officer - Narelle Williamson Governance Officer – Amanda Marijanovic Governance Officer – Felicity Maddern	UMLLCA	Unit Manager Local Laws & City Amenity - Deborah Blandford

CONSULTATION

Consultation has taken place with internal Council Officer representatives of each of the meetings and committees that qualify as an Assembly of Councillors.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

POLICY STRATEGY AND LEGISLATION

Section 3C(2)(g) of the Local Government Act 1989 provides that one of Council's facilitating objectives is to have regard to ensuring transparency and accountability in Council decision making.

Accordingly, section 80A of the Local Government Act 1989 requires that the Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable:-

- reported at an ordinary meeting of the Council; and
- incorporated in the minutes of that Council meeting.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal **Enabling the vision**

Whittlesea 2040 Key Direction **Making it happen**

Strategic Objective **Our Council monitors and evaluates all of its operations**

Council Priority **Organisational Sustainability**

The provision of this report is in line with Whittlesea 2040 and the Council Plan by ensuring Council monitors and evaluates all of its operations.

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 relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

That Council note the record of the Assemblies of Councillors meetings in the table set out in the report.

RECOMMENDATION

THAT Council note the record of the Assemblies of Councillors meetings in the table set out in the report.

6.1.9 INTERSTATE CONFERENCES 2019

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Governance Officer

RECOMMENDATION SUMMARY

1. To authorise the attendance of interested Councillors at the following interstate Conferences:
 - Australian Local Government Women's Association National Conference, 16-17 May 2019, Sydney;
 - Australian Local Government Association National General Assembly, 16-19 June 2019, Canberra;
 - Federation of Ethnic Communities' Councils of Australia Conference, 10-11 October 2019, Hobart;
 - National Growth Areas Alliance (NGAA) National Congress, location TBC November 2019, TBC; and
 - National Local Roads and Transport Congress, TBC November 2019, location TBC.
2. Endorse the process that interested Councillors advise the Office of the Chief Executive Officer as soon as possible of their expected attendance at any of the conferences listed above.

KEY FACTS AND / OR ISSUES

- Council approval is required for any interstate or overseas travel by Councillors.
- Conferences included in this report have confirmed dates. Councillors are encouraged to take advantage of early bird conference registration incentives should a Councillor wish to attend a conference.
- The Climate Leadership Conference 20-22 March 2019 is taking place overseas and has a global focus. Councillors are encouraged to attend conferences that are focussed on local issues.
- The Green Cities Annual Conference will not be taking place in 2019 and beyond.

REPORT

BACKGROUND

Council approval is required for any interstate or overseas travel by Councillors.

PROPOSAL

To authorise Councillor attendance at upcoming conferences for which dates are confirmed so that Council can take advantage of early bird conference registration incentives should they be available.

CRITICAL DATES

The following table lists interstate conferences which Councillors have previously attended and/or expressed an interest in attending:

Conference	Registration Fee per person
Australian Local Government Women's Association National Conference, 16-17 May 2019, Sydney	Yet to be advised.
Australian Local Government Association National General Assembly, 16-19 June 2019, Canberra	Early Bird until 11 May 2019 – \$989 Standard until 3 June 2019 – \$1,099 Late after 3 June 2019 – \$1,199
Federation of Ethnic Communities' Councils of Australia Conference, 10-11 October 2019, Hobart	Yet to be advised.
National Growth Areas Alliance (NGAA) National Congress, November 2019 location TBC	Yet to be advised.
National Local Roads and Transport Congress, November 2019 location TBC	Yet to be advised.

FINANCIAL IMPLICATIONS

The cost of attending a conference is the registration fee listed above plus airfare, accommodation and other associated costs.

The cost is included in the budget for Councillor training and development.

POLICY STRATEGY AND LEGISLATION

Council approval is required for any interstate or overseas travel by Councillors.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council explores and adopts best practice models
Council Priority	Organisational Sustainability

Councillor attendance at conferences provides Councillors with learning and development opportunities to better equip Councillors in undertaking their role, including advocating on behalf of 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 relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

It is recommended that Council authorise interested Councillors to attend the interstate conferences listed in the report and that interested Councillors advise the Chief Executive Officer as soon as possible of their expected attendance at any of the conferences.

RECOMMENDATION

THAT Council resolve to:

- 1. Authorise interested Councillors to attend the following interstate Conferences:**
 - **Australian Local Government Women's Association National Conference, 16-17 May 2019, Sydney;**
 - **Australian Local Government Association National General Assembly, 16-19 June 2019, Canberra;**
 - **Federation of Ethnic Communities' Councils of Australia Conference, 10-11 October 2019, Hobart;**
 - **National Growth Areas Alliance (NGAA) National Congress, November 2019; location TBC and**
 - **National Local Roads and Transport Congress, November 2019, location TBC.**
- 2. Endorse the process that interested Councillors advise the Chief Executive Officer as soon as possible of their expected attendance at any of the conferences listed.**

6.1.10 COMMUNITY DEVELOPMENT GRANTS PROGRAM 2018-2019 ROUND TWO**File No:** -**Attachments:** 1 **Community Development Grants Program 2018-2019 Round Two - Schedule of Recommendations** [↓](#)**Responsible Officer:** Director Partnerships, Planning & Engagement**Author:** Community Development Grants Officer**RECOMMENDATION SUMMARY**

1. That Council endorse the allocation of Community Development Grants Program (CDGP) 2018-2019 Round Two totalling \$57,367.63.

KEY FACTS AND / OR ISSUES

- The CDGP 2018-2019 Round Two received 42 applications totalling \$192,790.62 in funding requests.
- Applicants were offered support to develop and submit applications via a range of information sessions, grant writing workshops, drop-in support sessions and communication with the Community Development Grants Officer over the phone, via email and at face to face meetings.
- Each application was individually assessed and scored by two independent officer assessors, and reviewed in detail by the Grants Management Panel.
- Applications not recommended for funding will be supported to re-submit for future grant rounds.
- The CDGP 2018-2019 budget allocation is \$140,000 to be distributed between two rounds.
- The Schedule of Recommendations for the CDGP 2018-2019 Round Two totals \$57,367.63.

REPORT**BACKGROUND**

Council's Community Development Grants Program (CDGP) provides financial support for community initiatives that address local need, build on local capacity, promote social cohesion and improve the quality of life and wellbeing of the community as a whole.

The goals of the CDGP are to:

- Build people's skills and knowledge
- Create opportunities for community participation and outcomes
- Address locally identified priorities

The maximum grant available for a project is \$5,000. The CDGP 2018-2019 Round Two grant submissions period was from 20 August to 2 October 2018.

The CDGP 2018-2019 total funding pool is \$140,000 to be distributed between two rounds. The CDGP Round One allocated \$81,350.86 to successful projects, leaving \$58,649.14 remaining to be distributed in Round Two.

Overview of Submissions Received for the CDGP 2018-2019 Round Two

- The CDGP 2018-2019 Round Two received 42 applications totalling \$192,790.62 in funding requested.
- The overall total value of projects submitted was \$540,469.91.
- The total estimated value of external contributions towards project applications was \$377,325.91 including \$163,144.00 of volunteer time.

Assessment Process

The CDGP assessment process was run in accordance with Council's Grants Policy and Grants Administration Guidelines. Each organisation and project has been assessed against the criteria set in the CDGP guidelines and the provision of all mandatory documentation submitted.

The three stage assessment process involved an initial eligibility review, two independent assessments by Council Officers, and a Management Panel assessment for final funding recommendations.

Each application was thoroughly assessed and weighted against the criteria, with twelve applications being recommended for funding, twenty not recommended, nine assessed as being ineligible according to the CDGP criteria, and one application withdrawn.

PROPOSAL**Community Development Grants 2018-2019 Round Two**

That Council give consideration to the recommended list of applications under the CDGP 2018-2019 Round Two. This funding provides valuable funding to community based organisations to undertake a broad range of initiatives which engage with and benefit local communities and groups.

CONSULTATION

Contact with the Community Development Grants Officer was a condition of applying for the CDGP to ensure accuracy and clarify any unclear items with applicants.

The Schedule of Recommendations has been developed in consultation with Council Officers and the Management Panel.

The draft Schedule of Recommendations was presented to the Executive Leadership Team for discussion on November 2018 and their feedback has been considered.

CRITICAL DATES

Applicants to the CDGP 2018-2019 to be notified of grant outcomes in December 2018, with successful applicants to receive funding and commence projects in January 2019.

The CDGP 2019-2020 Round One will open for applications on 25 February 2019 and close on 08 April 2019.

A community event to celebrate both rounds of the CDGP 2018-2019 and launch the CDGP 2019-2020 will be held on 25 February 2019.

FINANCIAL IMPLICATIONS

The CDGP 2018-2019 budget allocation is \$140,000 to be distributed over two rounds.

The CDGP 2018-2019 Round One allocated \$81,350.86 to eighteen successful projects, leaving \$58,649.14 available for Round Two.

The Schedule of Recommendations for the CDGP 2018-2019 Round Two totals \$57,367.63.

POLICY STRATEGY AND LEGISLATION

The CDGP 2018-2019 Round Two has been assessed and administered in accordance with Council's Grants Policy, adopted on 21 November 2017. The CDGP aligns with the Community Building Policy and Strategy.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Connected community
Whittlesea 2040 Key Direction	A socially cohesive community
Strategic Objective	Programs, services and infrastructure encourage social connections and the development of a sense of community
Council Priority	Health and Wellbeing

The provision of the Community Development Grants Program is consistent with Council Priority 'Health and Wellbeing' and Future Direction 'Inclusive and Engaged Community'. In particular, Strategic Objective states that 'programs, services and infrastructure encourage social connections and the development of a sense of community' - Council's Community Development Grants Program facilitates this outcome.

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

Council's Community Development Grants Program allocations, totalling \$70,807.63 for 2018-2019 Round Two, provide a contribution towards the provision of a wide range of projects and initiatives led by and benefitting the local community. The CDGP leverages and builds on the existing skills and capacity of community based organisations, providing an excellent 'return on investment' for Council.

Unsuccessful applicants will be offered support to resubmit applications for the 2019-2020 program.

RECOMMENDATION

THAT Council resolve to approve the allocation of Community Development Grants Program 2018-2019 Round Two as detailed in Attachment 1 of this report.

City of Whittlesea Community Development Grants Program 2018-2019 Round Two

Recommended applications

Project Title	Applicant	Category	Weighted score	Project Summary	Amount Recommended	Assessment Summary
Wollert Parkrun	Lalor Running Club Incorporated	Health and Wellbeing	4.475	<p>This project aims to research, implement, and promote a new City of Whittlesea Parkrun in the growing area of Wollert.</p> <p>The project will involve researching safe, accessible running paths in the Wollert area to find a suitable route, and then launching and facilitating a free, weekly, timed 5km running and walking event every Saturday morning for City of Whittlesea residents and visitors to the area.</p> <p>The project will benefit community members from Epping North and Wollert as participants (approximately 50 – 100 per week), as well as local community businesses who would see potentially increased traffic due to visitors coming to Wollert Parkrun on a Saturday morning.</p> <p>Project outcomes include people becoming more engaged in their local community, an increase in active lifestyles and improved health outcomes for participants, and participants developing connections with each other to create a more socially cohesive community.</p>	\$5,000.00	<p>This application scored highly across all assessment criteria. The application is comprehensive and provides a clear and thorough explanation of the project and its delivery.</p> <p>The applicant has shown they have a very good understanding of the local community, and has clearly demonstrated that they have the expertise and capacity to deliver this project successfully.</p> <p>The application clearly demonstrates the positive health and wellbeing outcomes that will be generated for a wide range of people in the community through their participation in this project.</p> <p>The application also shows a high degree of project sustainability and evidence that the project will continue beyond the funding period.</p>
Asylum Seeker Women's Health and Wellbeing Group	Life Without Barriers	Equity, Access and Inclusion	4.35	<p>This project aims to host a weekly education program for asylum seeker women at the Life Without Barriers Office in Epping.</p> <p>The project will involve the delivery of a 20 week education program focusing on English language, mental health, and positive, equitable and respectful family relationships. Family lunches, which the participant's partners will be encouraged to attend, will foster male involvement and understanding.</p> <p>The project will benefit female asylum seekers living in Epping and surrounding suburbs, along with their friends, children and partners who will be reached as secondary targets.</p> <p>Project outcomes include increased English language skills, increased financial literacy, improved understanding of family violence and healthy relationships, and increased social connectedness.</p>	\$5,000.00	<p>This application includes clearly stated aims and outlines, and realistic activities that will contribute to the project's aims. The applicant has clearly identified project outcomes and how they will be measured, and provides evidence of need via academic references and significant community consultations. The City of Whittlesea has also acknowledged the need for projects of this kind and has been working to advocate for increased resources to support asylum seekers in our community.</p> <p>The applicant has identified and engaged numerous project partners and provided letters of support.</p> <p>The applicant has clearly demonstrated that this project will benefit the direct participants, and the broader community.</p>
Men's and Women's Social Support	Elia Language School	Families, Children and Young People	4.275	<p>This project aims to engage and up-skill the parents of children attending Persian language classes in Lalor.</p> <p>The project will involve establishing men's and women's discussion groups that will meet monthly and provide a culturally appropriate space for parents to socialise, build relationships and develop useful skills.</p> <p>The project will benefit the parents as they connect with this group and have increased networks, support and confidence; their children by having good role models; and the broader community by having more connected and supported residents.</p> <p>Project outcomes include the formation of strong friendships and networks between participants, increased community engagement for participants, and increased opportunities for participants to practice their English in a relaxed environment so they can more confidently interact with the wider community.</p>	\$5,000.00	<p>This is a well-considered application with clearly defined aims and outcomes. This applicant has clearly demonstrated the community need for the project via referencing community feedback, and providing evident of gaps in the community. There is clear evidence that the local community strongly supports this project.</p> <p>The applicant has demonstrated how the project outcomes will continue to benefit the community after the project end date, and provided evidence to demonstrate how this project will become sustainable in the longer term.</p> <p>The application has effectively shown how the project will be accessible and inclusive of diverse cultures and backgrounds.</p>

City of Whittlesea Community Development Grants Program 2018-2019 Round Two

Recommended applications

Project Title	Applicant	Category	Weighted score	Project Summary	Amount Recommended	Assessment Summary
Baby Ready: Building young mum's resilience and social connection	Birth for Humankind Limited	Families, Children and Young People	4.275	<p>This project aims to deliver improved health and wellbeing outcomes for expectant young mothers in the City of Whittlesea who are experiencing financial and social hardship, lacking personal support and not accessing mainstream antenatal support services. The project will involve skilled facilitators and six young mum mentors delivering 2 x 8 weeks of drop-in style pregnancy support and education programs.</p> <p>The project will benefit 30 young pregnant women in the City of Whittlesea, and six new young mums who will act as mentors. Secondary beneficiaries will be healthcare professionals who will receive increased awareness of tailored social support and education options for women experiencing disadvantage.</p> <p>Project outcomes include an increase in participant's confidence and self-determination in pregnancy related decision-making processes; increases in health literacy, social connections and improved collaboration between health organisations.</p>	\$4,711.00	<p>The applicant has comprehensively and clearly met all assessment criteria and indicators. The project aims and outcomes are clearly articulated and demonstrate how the project will complement broader work currently being undertaken in the municipality. The community need for this project is outlined, and the applicant has provided a thorough overview of beneficiaries of the project.</p> <p>The budget presented is realistic with significant in-kind and financial contribution from the applicant.</p> <p>The applicant demonstrates commitment to partnership work and sharing information, which will enhance the sustainability of the project.</p>
Mental Health Information Booklet for Indian and subcontinent community	MANAS (Mental Awareness Network And Support Inc.)	Health and Wellbeing	4.275	<p>This project aims to create a free information booklet containing mental health and wellness information for members of the Indian community, and other subcontinent communities living in the City of Whittlesea.</p> <p>The project will involve the research, development, promotion and distribution of a booklet providing culturally sensitive information on various mental health issues, causes, awareness, and available resources and support organisations.</p> <p>The project will benefit residents of Indian origin and the wider community of the subcontinent who share the same ethnicity, cultural background, concerns and views related to mental health.</p> <p>Project outcomes will include increased awareness of mental health; a safe and culturally sensitive platform for members of the community to access information and support; enhanced mental and physical wellness; and an increase in the number of people who come forward and seek help.</p>	\$5,000.00	<p>This application is comprehensive and provides a clear and thorough explanation of the proposed project, including the outcomes for vulnerable people suffering from mental illness. The project fits in well within the Health and Wellbeing category. The application demonstrates the need for the project by the inclusion of supporting data and research, and references a pilot study the group has already undertaken, further supporting the evidence of need.</p> <p>The applicant has shown a commitment to inclusion by seeking to engage with a broad cross-section of the Indian subcontinent community. The applicant has demonstrated project sustainability by including significant volunteer hours, and a firm commitment to updating the resource regularly into the future.</p>
Mernda Market Re-Launch	The Community Grocer	Equity, Access and Inclusion	4.25	<p>This project aims to re-launch the weekly Community Grocer Market, moving its location from Mernda Central College to either the Mernda Community Activity Centre car park or at Pasture Reserve to make the market more central, convenient and inclusive.</p> <p>The project will involve purchasing equipment for storage, shade and promotion; negotiating an MOU at the new location; developing a business and communication strategy to improve the market's operational policies and system; and marketing and promotional activities.</p> <p>The project will benefit people who are experiencing economic disadvantage and who or are at risk of food insecurity, and market volunteers who gain valuable retail job skills.</p> <p>Project outcomes include new partnerships, new volunteer opportunities, a reduction in food insecurity, and a greater sense of social inclusion and community connectedness.</p>	\$5,000.00	<p>This application clearly shows how the proposed project will benefit the whole community, as well as targeting those on low incomes and CALD communities. The need for this project is well identified in the application via supporting data and research, and community feedback.</p> <p>The aims and outcomes of this project are clearly identified and align closely with the Equity, Access and Inclusion category.</p> <p>There is strong evidence of partnerships and community connections, and support for the project by the local community. Project sustainability has been addressed with significant volunteer hours and in-kind contributions from the applicant organisation.</p>

City of Whittlesea Community Development Grants Program 2018-2019 Round Two

Recommended applications

Project Title	Applicant	Category	Weighted score	Project Summary	Amount Recommended	Assessment Summary
Sabah Mushriq- 'Bright Morning' Parenting Group	Drummond Street Services Inc.	Families, Children and Young People	4.25	<p>This project aims to develop a women's group for refugee and asylum seeker women at the Epping Services Hub to address the high rates of family violence within the City of Whittlesea.</p> <p>The project will involve 10 two-hour sessions facilitated by services with expertise in family violence, parenting and women's health. The project will benefit recently arrived refugee, migrant and asylum seeker women who have been living in Australia for five years or less. Project outcomes include participants' increased social connectedness, improved knowledge of parenting practices, increased knowledge in respectful family relationships, and increased confidence.</p>	\$4,976.00	<p>This is a particularly strong application that addresses an evidence-based community need. Evidence of need has been provided with statistics and has also been recognised by the City of Whittlesea.</p> <p>This is a complex issue to address but the application is clear, thorough, and from an organisation with a track record of building successful outcomes with similar projects. The applicant has identified and secured project partners and provided strong letters of support. Critically they have also provided two case studies from previous projects that outline the impact that this kind of work has on women from migrant and refugee backgrounds.</p> <p>The project and organisation has made strong attempts to be accessible and inclusive.</p>
Ghana Our Day Festival	Ghana Association of Victoria	Families, Children and Young People	4.175	<p>This project aims to deliver the 'Ghana Our Day' festival at Redleap Reserve in Mill Park to bring all Ghanaians together regardless of age or religion, to foster a sense of belonging and increase social inclusion. The project will involve coming together to enjoy live bands, cultural dances, traditional performances, food, stalls and games that promote physical activity.</p> <p>The project will benefit the Victorian Ghanaian community and the broader Australian community who will be invited to attend. Project outcomes include the breakdown of social, language, religious and cultural barriers; an increase in the awareness of family violence issues; teaching young people about their culture and traditions; and improving integration by promoting an inclusive society.</p>	\$5,000.00	<p>The applicant has clearly stated the aims and outcomes for this project, and provided strong evidence to demonstrate that they have the capacity to successfully deliver this project.</p> <p>This is an achievable and important community event that will bring the growing Ghanaian community of the City of Whittlesea together to celebrate diverse cultures and strengthen connections.</p> <p>The applicant has provided evidence to demonstrate strong community support for this project and has shown a commitment to access, equity and inclusion through their plan to include the broader City of Whittlesea community in this event.</p>
Multicultural Connections in the North	Hbc Friendship Association Inc.	Arts and Cultural Connections	4.125	<p>This project aims to deliver an event to celebrate multiculturalism at the Galada Community Centre in Epping North.</p> <p>The project will involve performances including live entertainment, music, dance and drama, stalls run by small local businesses, motivational speakers, art gallery and competition (through local schools), food trucks of multicultural foods, selling and education of plants, and a photo booth for people to come together and capture the joyous moments they spend together.</p> <p>The project will benefit event attendees who will gain more information and knowledge about other cultures, artists; will gain an audience and connections in the industry, and local businesses; may gain more interest and business from the event.</p> <p>Project outcomes include an opportunity for local communities to come together and learn about each other's cultures, an increased sense of unity in our community, and opportunities for people to create and learn new skills whilst building connections that will last beyond the conclusion of this event.</p>	\$5,000.00	<p>This application details a project that will be valuable and worthy of Council support. The event aims to showcase the diversity of cultures in the Epping North area through art, food and music.</p> <p>The application clearly shows how this event will help to build community connections which are crucial for the social cohesion and sustainability of new communities. This meets the goals of the grants program by addressing local need and creating opportunities for community participation and connections.</p> <p>The application is clear on its purpose and has included straightforward and achievable delivery plans. Community support is evidenced by letters of support from project partners. Applicant has selected an accessible venue showing a commitment to access, equity and inclusion, and has included a balanced budget.</p>

City of Whittlesea Community Development Grants Program 2018-2019 Round Two

Recommended applications

Project Title	Applicant	Category	Weighted score	Project Summary	Amount Recommended	Assessment Summary
True Culture West Papua Youth Project	True Culture - auspiced by Auspicious Arts Inc.	Arts and Cultural Connections	4.050	<p>This project aims to bring together West Papuan and Indigenous youth in Epping North to share culture, stories and historical experiences in a fun, interactive environment led and developed by leaders from these respective communities.</p> <p>The project will involve a week long program consisting of a series of cultural and creative workshops delivered by creative practitioners from Indigenous, Pacific and broader communities. The workshops will culminate in the production of a song which embraces and celebrates the strengths of both cultures and a cultural showcase performance for family and communities to attend.</p> <p>The project will benefit 20-25 Indigenous and West Papuan young people, their families and communities who will be identified and engaged using the applicant organisation's networks.</p> <p>Project outcomes include more empowered young people with a stronger sense of belonging, identity and self-worth, elevated community spirit, stronger intergenerational connectedness, strengthened networks for participants and all involved in the delivery of the project,.</p>	\$4,330.63	<p>The project clearly fits and aligns with selected category and has clear aims to empower Indigenous young people, build a sense of belonging, and build networks.</p> <p>The applicant has demonstrated how the project will be delivered and has provided clear outcomes and measures of success.</p> <p>The project responds to an existing and emerging community need to support belonging and connection for young Indigenous people and reflects the aims of the Council to foster social cohesion and build cross-cultural connections.</p> <p>The application references the results of extensive community feedback showing the strong need and corresponding community support for this project. The applicant has also engaged and consulted with local community members and people who will be involved in the project, and has identified partners and provided positive letters of support.</p> <p>The applicant has identified other significant funding sources and included volunteer hours and in-kind support.</p>
Multicultural Festival-Featuring Traditional Food, Music & Dance	CL Network Victoria Inc.	Families, Children and Young People	4.050	<p>This project aims to deliver a one-day multicultural festival at the Epping Memorial Hall.</p> <p>The project will involve around 400 people from differing ethnic backgrounds coming together to enjoy food stalls, music and dancing performances, children's activities and community health service checks.</p> <p>The project will benefit the broader community who will learn about cultural diversity and the various ethnic groups who will have an opportunity to celebrate and present their cultures.</p> <p>Project outcomes include an opportunity for cultural groups to work together to achieve a common goal, an opportunity for the broader community to experience cultural diversity, and the promotion of harmony and understanding between ethnic groups and the broader community.</p>	\$5,000.00	<p>This application has scored highly against the Aims and Outcomes, Community Need and Community Support criteria.</p> <p>The applicant has included clear objectives, and has demonstrated their members are of a variety of cultural backgrounds, who will promote participation in the event to their membership and email networks.</p> <p>The applicant has demonstrated that the event will be inclusive of all cultural groups and have selected an accessible venue.</p> <p>The application includes significant volunteer contribution and a well-considered budget.</p>
Celebrating 10 Years of Community at Mernda Villages Kindergarten	Try Australia Children's Services	Families, Children and Young People	4.025	<p>This project aims to deliver an event to celebrate the 10th anniversary of the Mernda Villages Kindergarten and encourage families that have belonged to the kindergarten to revisit and reconnect with the service.</p> <p>The project will involve free activities such as face painting, henna painting, jumping castle, cultural craft activities, children's entertainers, a free BBQ cooked by the Lions Club, and a visit from the CFA truck.</p> <p>The project will benefit all children and families within the community, with a specific focus on residents from Mernda and Doreen.</p> <p>Project outcomes include an opportunity for families to come together and have a fun day at no cost, to reconnect and feel a sense of belonging to the community, and an opportunity for families to be connected with services.</p>	\$3,350.00	<p>The application addresses all assessment criteria to a high level. The applicant has clearly demonstrated the community need and support for the project, and has outlined how the outcomes of the project are likely to continue to benefit the community into the future.</p> <p>The application has clearly demonstrated how this project will benefit participants by connecting community members to each other and to local services.</p> <p>Partial funding recommendation: Applicant is recommended partial funding due to an ineligible item in the budget.</p>

6.1.11 APPOINTMENT OF COUNCILLOR AND OFFICER REPRESENTATION ON ORGANISATIONS AND COMMITTEES FOR 2018-19

Attachments: 1 Organisations and Committees [↓](#)

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Governance Officer

RECOMMENDATION SUMMARY

THAT Council resolve to nominate Councillor Representatives and to confirm Officer representatives to organisations and committees listed in Attachment 1 commencing immediately and continuing until 12 November 2019.

KEY FACTS AND / OR ISSUES

- At the first Council meeting following the election of the Mayor each year, Council considers the appointment of Councillor representatives to internal committees and external bodies and committees that require or have requested Council representation.
- Appointments commence immediately and continue until 12 November 2019, being the first Council meeting following the election of the Mayor.

REPORT**INTRODUCTION**

This report sets out the details of the groups that require or have requested Council representation and notes any changes made since the last appointments.

BACKGROUND

Councillor appointments to external groups are made for a number of reasons. These appointments demonstrate Council's interest and involvement in the organisation and allow Council to be involved in developing the organisation's strategic direction. In some instances, the constitution of some of these external bodies includes provision for Councillor membership.

PROPOSAL

Nominations from interested Councillors are sought for representation on the organisations listed in Attachment 1. Appointments would commence immediately and continue until 12 November 2019, being the first Council meeting following the election of the Mayor.

The list has been reviewed and updated and includes, where relevant, Council Officers who also attend meetings of these groups.

FINANCIAL IMPLICATIONS

There are no additional financial obligations.

CHANGES TO COMMITTEE MEMBERSHIPS

Changes have been made to the membership of three advisory committees since the appointment of delegates was made on 21 November 2017.

CEO Employment Matters Advisory Committee

The Terms of Reference of this committee were amended on 18 December 2017 to provide for five members being the Mayor, three other Councillor delegates and an independent person.

City of Whittlesea Australia Day Awards Committee

The Terms of Reference of this committee were amended on 18 December 2017 to provide for the Mayor of the Day and one other Councillor delegate.

Visual Art and Civic History Collections Acquisitions Advisory Group

The Terms of Reference of this advisory group were amended on 18 December 2017 to provide for two Councillor delegates.

COMMITTEES NOT REQUIRING A FURTHER APPOINTMENT***Meadowglen International Athletics Stadium Inc. – Committee of Management***

This Committee is being wound up so the appointment of a delegate is not required.

Epping Community Activity Centre Inc - Committee of Management

This Committee is being wound up so the appointment of a delegate is not required.

Riverside Community Activity Centre Inc. - Committee of Management

This Committee is being wound up so the appointment of a delegate is not required.

Municipal Emergency Management Planning Committee (MEMPC)

A Councillor delegate is not required on this Committee as the committee structure has changed under the new Emergency Management Amendment Act 2018. The constitution of this committee does not include a Councillor delegate.

Whittlesea Community House

The Councillor delegate has observer status only and is not a member of the Committee so appointment of a delegate is not required.

Whittlesea YMCA

Council resolved on 7 August 2018 to not appoint Councillor representatives to this committee due to a potential conflict of interest.

Municipal Association of Victoria (MAV)

Nominations to the MAV and its associated Committees is not possible as Council resolved to not pay the membership fee on 26 June 2018. Council resolved on 2 October 2018 to consider membership of the MAV after the outcome of the invitation to the MAV CEO to present at Council Forum on the benefits of membership to Council.

This matter will be reported to the December Council meeting seeking a resolution on whether to participate in this Association and, if Council resolves to renew its membership, to appoint a Councillor delegate.

Victorian Local Governance Association (VLGA)

Nominations to the VLGA is not possible as Council resolved not to pay the membership fee on 26 June 2018. Council resolved on 2 October 2018 to consider membership of the VLGA after the outcome of the invitation to the VLGA CEO to present at Council Forum on the benefits of membership to Council.

This matter will be reported to the December Council meeting seeking a resolution on whether to participate in this Association and, if Council resolves to renew its membership, to appoint a Councillor delegate.

POLICY STRATEGY AND LEGISLATION

At Council's meeting held 11 December 2012, Council resolved to make appointment to Committees and external bodies at the first Council meeting following the Statutory Council Meeting to elect the Mayor.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Connected community
Whittlesea 2040 Key Direction	A participating community
Strategic Objective	Our voice is reflected through inclusive Council decision making processes
Council Priority	Organisational Sustainability

The appointment of Councillor representatives on various community organisations and committees provides an opportunity to encourage the development of community spirit within both internal and external organisations and committees.

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

Nominations from interested Councillors are sought for representation on the organisations listed in Attachment 1 commencing immediately and continuing until 12 November 2019.

RECOMMENDATION

THAT Council resolve to nominate Councillor Representatives and to confirm Officer representatives to organisations and committees listed in Attachment 1 commencing immediately and continuing until 12 November 2019.

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Australian Local Government Women's Association Incorporated (ALGWA) (External)</p> <p>ALGWA is the peak body representing the interests of women in local government across Australia. The Association seeks to assist in furthering women's knowledge, understanding and participation in the function of Local Government.</p> <p><i>Council's membership entitles it to appoint one delegate for the purposes of communication with Council and the delegate also has voting rights. The delegate has the right to stand for election to the Executive Committee of Management, which is separate to being the Council delegate. Council membership entitles anyone at Council to receive discounted rates when attending events held by the Association. The Association conducts several functions each year and members are informed of these events via email and the Association's webpage.</i></p> <p><i>ALGWA meetings for 2019 will be set in late November 2018.</i></p>	<p>Delegate: Cr Pavlidis (Voting rights)</p> <p>Substitute: Cr Sterjova</p>	<p>Delegate: (Voting rights)</p> <p>Substitute:</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Bundoora Indoor Netball & Sport Centre Board (External)</p> <p>The Board was appointed to oversee the running of the Centre including reviewing the Business Plan, advising on the development and review of the maintenance program for the Centre and determining user fees.</p> <p><i>Meetings of the Board are governed by an Agreement between Council and RMIT which provides for Council to appoint three delegates to sit on the Board each having one vote. The appointment of substitutes is not permitted.</i></p> <p><i>Meetings for 2019 have not yet been set.</i></p>	<p>Delegate: Cr Kelly</p> <p>Delegate: Cr Kirkham</p> <p>Officer: Manager Leisure and Community Facilities</p>	<p>Delegate: (Voting rights)</p> <p>Delegate: (Voting rights)</p> <p>Delegate: (Voting rights)</p> <p>Officer: Manager Leisure and Community Facilities</p>	<p>Agreement between Council and RMIT University</p>
<p>CEO Employment Matters Advisory Committee (Internal Advisory Committee)</p> <p>The Advisory Committee is to make recommendations to Council on contractual employment matters, on performance matters and any other functions or responsibilities prescribed by the Act relating to the Chief Executive Officer (CEO).</p> <p>An independent person is also a member of the Committee and is appointed by Council for a fixed term in a separate report.</p>	<p>Delegate: The Mayor</p> <p>Delegate: Cr Alessi</p> <p>Delegate Cr Monteleone</p> <p>Delegate Cr Cox</p> <p>The Terms of Reference were amended on 18 December 2017 to provide for five members being the Mayor, three other Councillors and an independent person.</p>	<p>Delegate: The Mayor</p> <p>Delegate:</p> <p>Delegate</p> <p>Delegate</p>	<p>Terms of Reference adopted by Council on 9 August 2016 and amended on 18 December 2017 when the membership composition changed. The Terms of Reference were reviewed and changes made on 3 April 2018.</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>City of Whittlesea Arts Cultural and Sporting Grants Program for Young People (Internal Advisory Committee)</i></p> <p>The Grants Program provides funding to young residents of the City of Whittlesea to enable them to develop their cultural and sporting endeavours and to increase participation in sporting and cultural activities.</p> <p>An Advisory Committee of Councillors considers applications and makes recommendations to a Council Officer who has delegated power to approve payments based on the Program's guidelines.</p> <p><i>There is no limit to the number of Councillors on the Advisory Committee.</i></p> <p><i>The Advisory Committee meets monthly as a 'virtual' Committee as required.</i></p>	<p>Delegate: Cr Cox</p> <p>Delegate: Cr Desiato</p> <p>Delegate: Cr Pavlidis</p>	<p>Delegate:</p> <p>Delegate:</p> <p>Delegate:</p>	<p>Terms and conditions of program were adopted by Council on 10 December 2013</p>
<p><i>City of Whittlesea Australia Day Awards Committee (Internal Advisory Committee)</i></p> <p>This Committee represents a cross-section of the community to promote and administer the City of Whittlesea Australia Day Awards.</p> <p><i>Meets approximately 4 times per year on a Monday at Council Offices, dates to be set annually.</i></p> <p><i>Meetings for 2019 have not yet been set.</i></p>	<p>Delegate: Mayor of the Day (Chairperson)</p> <p>Delegate: Cr Joseph</p> <p>The Terms of Reference were amended on 18 December 2017 to provide for the Mayor of the Day and one other Councillor to be the Councillor delegates.</p>	<p>Delegate: Mayor of the Day (Chairperson)</p> <p>Delegate:</p>	<p>Terms of Reference adopted by Council on 6 May 2014 and amended on 18 December 2017</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>Darebin Creek Management Committee Incorporated (External)</i></p> <p>The Committee promotes the preservation, environmental protection and ecologically sensitive development and maintenance of the Darebin Creek Linear Park.</p> <p>The Committee also undertakes individual projects that benefit the local community by promoting environmental awareness through Councils, schools and the wider community.</p> <p><i>Meetings of the Association are governed by its constitution which provides for one Council delegate with voting rights on the Committee of Management.</i></p> <p><i>The appointment of a substitute is permitted under the constitution and the substitute delegate has voting rights in lieu of the delegate.</i></p> <p><i>Meets on the last Wednesday of every second month at 5pm.</i></p>	<p>Delegate: Cr Cox (Voting rights)</p> <p>No substitute appointed (Voting rights when attending in lieu of the delegate)</p> <p>Officer: Manager Parks and Open Space</p>	<p>Delegate: (Voting rights)</p> <p>Substitute: (Voting rights when attending in lieu of the delegate)</p> <p>Officer: Team Leader Conservation Management</p>	<p>Incorporated Association governed by its Constitution</p>
<p><i>Epping Community Activity Centre Incorporated (External)</i></p> <p>This Association manages the Epping Community Activity Centre.</p>	<p>Delegate: Cr Monteleone (Voting rights)</p> <p>Officer: Team Leader Community Facilities or delegate</p>	<p>This Committee will be dissolved. Consequently no further appointment is required.</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>Friends of Farm Vigano Incorporated (External)</i></p> <p>This Association is dedicated to the preservation, restoration and future development of the property known as Farm Vigano.</p> <p><i>Meetings of the Association are governed by its constitution. The constitution provides for Council's Chief Executive Officer or his nominated representative (in this case Council's appointed representatives) to attend meetings of the Management Committee and take part in debate but the nominees are not entitled to a vote.</i></p> <p><i>Meetings for 2019 have not yet been set.</i></p>	<p>Observer: Cr Alessi (Non-voting rights)</p> <p>Observer: Cr Pavlidis (Non-voting rights)</p> <p>Officer: Chief Executive Officer or Delegate (Non-voting rights)</p>	<p>Observer: (Non-voting rights)</p> <p>Observer: (Non-voting rights)</p> <p>Officer: Chief Executive Officer or Delegate (Non-voting rights)</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>Friends of South Morang (External)</i></p> <p>FOSM was incorporated on 11 March 2002 and, based on its Statement of Purpose its objectives are to:</p> <ul style="list-style-type: none"> • Promote the development of educational facilities, programs, services and activities for the benefit of residents • Foster the development of recreation, sport and community facilities, programs, services and activities for the benefit of residents • Promote the protection and enhancement of the flora and fauna of the Plenty River Gorge and surrounding areas • Promote the development of local infrastructure to meet these objectives • Consult with relevant government and non-government agencies or organisations for the purpose of achieving these objectives, and <p>Seek and raise funds to pursue the objectives of the Association.</p> <p><i>Meetings are held in South Morang on a Thursday and commence at 7.30pm. The meeting schedule for FOSM for 2019 has not yet been set.</i></p>	<p>Delegate: Cr Desiato</p>	<p>Delegate:</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>Health and Wellbeing Partnership Plan 2017-2021 Steering Committee (Internal)</i></p> <p>Council has a statutory and civic responsibility to plan strategically to enable people living in the municipality to achieve maximum health and wellbeing. The Health and Wellbeing Partnership Plan (HWPP) is a roadmap to achieve this.</p> <p>The HWPP Steering Committee will guide a strategic and integrated approach to the development, implementation and evaluation of the Plan.</p> <p>Membership of the committee consists of key community and health sector organisations, Councillors and members of Council Staff.</p> <p><i>Meetings will be held twice during the development of the HWPP and annually, or more frequently as required, for progress reporting purposes during the implementation period (October 2017 – October 2021).</i></p>	<p>Delegate: Cr Pavlidis</p> <p>Substitute: Cr Sterjova</p>	<p>Delegate:</p> <p>Substitute:</p>	<p>Terms of Reference adopted by Council on 31 October 2017.</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>Interface Councils Group (External)</i></p> <p>This Group includes Whittlesea, Nillumbik, Hume, Mitchell, Melton, Cardinia, Casey, Yarra Ranges, Wyndham and Mornington Peninsula Councils, which are characterised by being part rural and part urban.</p> <p>At its Forum held on 3 December 2014 the Interface Councils Group agreed that Councils could nominate an alternate delegate to attend the Interface Council's Group Forums and to participate in delegations to Ministers.</p> <p>Council on 3 February 2015 resolved to nominate substitute delegates to this Group.</p> <p><i>Meetings of this Group are governed by its terms of reference which provide for one Council delegate with voting rights.</i></p> <p><i>Meetings taking place on 6 March, 5 June, 4 September, 4 December at 10:30-12.30pm at MAV – 60 Collins Street, Melbourne.</i></p>	<p>Delegate: Mayor of the Day <i>(Voting rights)</i></p> <p>First Substitute: Cr Alessi</p> <p>Second Substitute: Cr Cox</p> <p>Officer: Chief Executive Officer</p> <p>Substitute: Director Partnerships and Engagement or delegate nominated by the Chief Executive Officer</p>	<p>Delegate: Mayor of the Day <i>(Voting rights)</i></p> <p>First Substitute:</p> <p>Second Substitute:</p> <p>Officer: Chief Executive Officer</p> <p>Substitute: Director Partnerships, Planning and Engagement or delegate nominated by the Chief Executive Officer</p>	<p>Unincorporated group governed by a Terms of Reference.</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>MAV - Municipal Association of Victoria (External)</p> <p>The MAV provides industry leadership by supporting local government to achieve high levels of respect and recognition through improved performance.</p> <p><i>Meetings of the Association are governed by its Rules which provide for Council's delegate to have voting rights.</i></p> <p><i>The Delegate attends and votes at State Council meeting.</i></p> <p><i>The appointment of a substitute is permitted under the Rules and the substitute delegate has voting rights in lieu of the delegate.</i></p> <p><i>Meetings for 2019 have not yet been set.</i></p>	<p>Delegate: Cr Cox (Voting rights)</p> <p>Substitute: Cr Kozmevski (Voting rights when attending in lieu of the delegate – if delegate cannot attend a form needs to be submitted to MAV advising name of substitute)</p>	<p>Nominations to the MAV and its associated Committees is currently not possible as Council resolved to not pay the membership fee for the 2018-2019 year on 26 June 2018.</p> <p>Council resolved on 2 October 2018 to consider membership of the MAV after the outcome of the invitation to the MAV CEO to present at Council Forum on the benefits of membership to Council.</p>	<p>Created by the Municipal Association of Victoria Act 1907 (as amended)</p>
<p>MAV Multicultural Committee (External)</p> <p>To inform and progress multicultural policy issues impacting on local government as prioritised by the MAV Strategic Plan.</p> <ul style="list-style-type: none"> The committee should identify priority issues to be addressed which are consistent with the Strategic Plan and MAV Board priorities <p><i>The Terms of Reference state that membership of the Committee is determined by the MAV Board. The Council delegate would be the nominee put forward to the MAV Board for membership of the Committee.</i></p> <p><i>Meets quarterly.</i></p> <p><i>Meetings for 2019 have not yet been set.</i></p>	<p>Delegate: Cr Pavlidis</p>	<p>Nominations to the MAV and its associated Committees is currently not possible as Council resolved to not pay the membership fee for the 2018-2019 year on 26 June 2018.</p> <p>Council resolved on 2 October 2018 to consider membership of the MAV after the outcome of the invitation to the MAV CEO to present at Council Forum on the benefits of membership to Council.</p>	<p>Terms of Reference established by the MAV</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>MAV Planning Committee (External)</p> <p>To engage member councils and inform and progress land use planning issues impacting on local government as prioritised by the MAV Strategic Plan and through State Council.</p> <ul style="list-style-type: none"> The committee should identify priority issues consistent with the Strategic Plan, State Council resolutions and MAV Board priorities annually Short-term project or policy specific working groups may be created where the need arises <p><i>The Terms of Reference state that membership of the Committee is determined by the MAV Board through the Strategic Plan. The Council delegate would be the nominee put forward to the MAV Board for membership of the Committee.</i></p> <p><i>Meets every quarter.</i></p> <p><i>Meetings for 2019 have not yet been set.</i></p>	<p>Delegate: Cr Monteleone</p>	<p>Nominations to the MAV and its associated Committees is currently not possible as Council resolved to not pay the membership fee for the 2018-2019 year on 26 June 2018.</p> <p>Council resolved on 2 October 2018 to consider membership of the MAV after the outcome of the invitation to the MAV CEO to present at Council Forum on the benefits of membership to Council.</p>	<p>Terms of Reference established by the MAV</p>
<p>Meadowglen International Athletics Stadium Incorporated (External)</p> <p>This Committee of Management manages the Meadowglen International Athletics Stadium.</p>	<p>Delegate: Cr Kozmevski (Voting rights)</p> <p>Officer: Leisure Planner</p>	<p>This Committee will be dissolved. Consequently no further appointment is required.</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Melbourne's Northern Metropolitan Mayor's and CEO's Forum (External)</p> <p>The Group is intended to provide a unified voice for the north so as to advocate for projects that will enhance the lives of our communities.</p> <p>The Group comprises Banyule City Council, Darebin City Council, Moreland City Council, Shire of Nillumbik, City of Whittlesea and Yarra City Council.</p> <p><i>This is not a decision making group and therefore there is no provision for the Council delegate to have voting rights.</i></p> <p><i>Meetings for 2018 have not yet been set</i></p>	<p>Delegate: Mayor of the Day <i>(Non-voting rights)</i></p> <p>Officer: Chief Executive Officer</p>	<p>Delegate: Mayor of the Day <i>(Non-voting rights)</i></p> <p>Officer: Chief Executive Officer</p>	<p>Unincorporated group without a specific Terms of Reference.</p>
<p>Merri Creek Management Committee Incorporated (External)</p> <p>This Association promotes the management of the Merri Creek and its catchment through the provision of technical advice and support to Councils and other agencies.</p> <p><i>Meetings of the Association are governed by its Constitution which provides for two Council delegates on the Management Committee with voting rights. There is no reference in the Constitution to the appointment of a substitute.</i></p> <p><i>Meets every third Thursday of month alternating between City of Moreland and City of Whittlesea in February, May, August and November each year at 6:30pm.</i></p>	<p>Delegate: Cr Kozmevski <i>(Voting rights)</i></p> <p>Officer: Manager Parks and Open Space</p>	<p>Delegate: <i>(Voting rights)</i></p> <p>Officer: Team Leader Conservation Management</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Metropolitan Local Government's Waste Forum (MLGWF) (External)</p> <p>The Metropolitan Waste Management Group (MWMG) works with metropolitan Councils to plan, coordinate and facilitate the procurement of waste management and resource recovery services. The Metropolitan Local Governments' Waste Forum (MLGWF) has been set up to support the effective operation of the MWMG.</p> <p><i>The MLGWF consists of a Councillor (voting member) and a Council officer (as an advisory non-voting member) from each of the 30 metropolitan Councils. The substitute has voting rights as proxy but nomination must be in writing to the Chair of the Forum. The nomination is enduring until it is revoked.</i></p> <p>The Officer attends as an Advisory Member to the Forum. The Advisory Member is able to participate fully in all Forum proceedings and activities but does not hold a vote unless acting as a proxy for a specific meeting.</p> <p><i>Meetings for 2019 have not yet been set.</i></p>	<p>Delegate: Cr Alessi (Voting rights)</p> <p>Substitute: Cr Kozmevski</p> <p>Additional Substitute: All remaining Councillors</p> <p>Officer: Manager City Presentation</p> <p>The Officer attends as a substitute with voting rights.</p>	<p>Delegate: (Voting rights)</p> <p>Substitute:</p> <p>Additional Substitute: All remaining Councillors</p> <p>Officer: Manager City Presentation</p> <p>The Officer attends as a substitute with voting rights.</p>	<p>Operating Guidelines developed under the Environment Protection Act 1970 (as amended).</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Metropolitan Transport Forum Inc. (External)</p> <p>This Forum promotes effective, efficient and equitable transport in metropolitan Melbourne by providing a forum for debate, research and policy development, and by disseminating information to improve transport choices.</p> <p><i>Meetings of the Forum are governed by its Constitution which provides for Council's delegate to have voting rights.</i></p> <p><i>The appointment of a substitute is permitted under the Constitution and the substitute delegate has voting rights in lieu of the delegate.</i></p> <p><i>Meets 1st Wednesday of month at Melbourne Town Hall from February to December, 6pm-8.30pm.</i></p>	<p>Delegate: Cr Desiato (Voting rights)</p> <p>Substitute: Cr Monteleone (Voting rights when attending in lieu of the delegate)</p> <p>Officer: Manager City Design and Transport and Team Leader Strategic Transport</p>	<p>Delegate: (Voting rights)</p> <p>Substitute: (Voting rights when attending in lieu of the delegate)</p> <p>Officer: Manager City Design and Transport and Team Leader Strategic Transport</p>	<p>Incorporated Association governed by its Constitution.</p>
<p>Municipal Emergency Management Planning Committee (MEMPC) (Internal)</p> <p>This Committee promotes emergency management preparedness with stakeholders within the municipality and oversees the emergency management procedures for the municipality.</p>	<p>Delegate: Cr Cox (Voting rights)</p> <p>Substitute: Cr Sterjova (Voting rights when attending in lieu of the delegate)</p> <p>Officer: Municipal Emergency Resource Officer</p>	<p>A Councillor delegate is not required on this Committee as the committee structure has changed under the new Emergency Management Amendment Act 2018. The constitution of this committee does not include a Councillor delegate.</p>	<p>Created by Council as an obligation under the State Emergency Management Act 1986 (as amended)</p> <p>Superseded by the Emergency Management Amendment Act 2018</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>Municipal Fire Management Planning Committee (MFMP) (Internal)</i></p> <p>The Committee is made up of fire response agencies and is responsible for maintaining a fire prevention and response process for the municipality.</p> <p><i>Meetings for 2019 will be set at the end of November 2018.</i></p>	<p>Delegate: Cr Cox (Voting rights)</p> <p>Officer: Municipal Fire Prevention Officer</p>	<p>Delegate: (Voting rights)</p> <p>Officer: Municipal Fire Prevention Officer</p>	<p>Created by Council as an obligation under the Country Fire Authority Act 1958 (as amended)</p>
<p><i>Northern Alliance for Greenhouse Action Executive (NAGA) (External)</i></p> <p>The NAGA formed in 2002 as a network to share information, skills and resources related to climate change action. NAGA's members are the cities of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Whittlesea, Yarra, Shire of Nillumbik and Moreland Energy Foundation (MEFL). NAGA'S goal is to substantially contribute to the transition to a low-carbon future.</p> <p><i>The NAGA Executive was formed in 2009 to ensure sound and effective decision-making. It is a senior leadership group comprising Councillors, Council Senior and Executive Officers, CEO of MEFL and NAGA Executive Officer.</i></p> <p><i>Decisions are generally made by consensus and therefore voting is not usually required. Officer delegates have observer status only.</i></p> <p><i>Meets quarterly. Meetings for 2019 have not yet been set.</i></p>	<p>Delegate: Cr Alessi (Voting rights)</p> <p>No substitute appointed</p> <p>Officer: Executive Officer Sustainability Planning</p>	<p>Delegate: (Voting rights)</p> <p>No substitute appointed</p> <p>Officer: Executive Officer Sustainability Planning</p>	<p>Terms of Reference</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>Risk & Audit Advisory Committee (Internal)</i> The Audit & Risk Committee's purpose is to advise Council in fulfilling its oversight responsibilities for the financial and non-financial reporting process, internal controls, the audit process, risk management and Council's process for monitoring compliance with legislation and regulations and the Code of Conduct.</p> <p>The Charter provides for two Councillor delegates with voting rights.</p> <p><i>This is a Council Advisory Committee.</i></p> <p><i>Meetings for 2019 will be set at the end of November 2018.</i></p> <p><i>Independent members of the Committee are separately appointed by Council for a fixed term.</i></p>	<p>Delegate: Cr Alessi <i>(Voting rights)</i></p> <p>Delegate: Cr Kozmevski <i>(Voting rights)</i></p>	<p>Delegate: <i>(Voting rights)</i></p> <p>Delegate: <i>(Voting rights)</i></p>	<p>Charter adopted by Council on 10 October 2017</p>
<p><i>Riverside Community Activity Centre Incorporated (External)</i> This Association manages the Riverside Community Activity Centre.</p>	<p>Delegate: Cr Lalios <i>(Voting rights)</i></p> <p>Officers: Team Leader Community Facilities or delegate</p>	<p>This Committee will be dissolved. Consequently no further appointment is required.</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>Victorian Local Governance Association (VLGA) (External)</i></p> <p>The VLGA promotes good governance and sustainability by supporting local governments and communities through programs of advocacy, training, information provision and support.</p> <p><i>Council has 2 Councillor delegates, both with voting rights. A delegate may stand for election to the Committee of management if they wish.</i></p> <p><i>The Leading the Agenda Forum takes place on the 3rd Thursday of every month from March-November at Pitcher Partners Level 19, 15 William Street, Melbourne 6pm-8.30pm. The AGM is held late November.</i></p>	<p>Delegate: Cr Desiato <i>(Voting rights)</i></p> <p>No further delegate appointed <i>(Voting rights)</i></p>	<p>Nominations to the VLGA is currently not possible as Council resolved to not pay the membership fee on 26 June 2018.</p> <p>Council resolved on 2 October 2018 to consider membership of the VLGA after the outcome of the invitation to the VLGA CEO to present at Council Forum on the benefits of membership to Council.</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Visual Art and Civic History Collections Acquisitions Advisory Group (AAG) (Internal)</p> <p>The AAG was established to make recommendations to the Manager Community Cultural Development and Director Community Services regarding acquisitions and deaccessions over \$2,000 in value for the City of Whittlesea's Visual Art and Civic History Collections, as guided by the Visual Art and Civic History Collections Policy.</p> <p>An initial call for Expressions of Interest for community representatives was unsuccessful. A second call for Expressions of Interest for community representatives will be made.</p> <p>Meets twice a year with additional meetings held as required. Meetings for 2019 have not yet been set.</p>	<p>Delegate: Cr Pavlidis</p> <p>Delegate: Cr Alessi</p> <p>The Terms of Reference were amended on 18 December 2017 to provide for two Councillor delegates.</p> <p>Officer: Team Leader Arts, Heritage and</p> <p>Officer: Events and Cultural Collection Coordinator and</p> <p>Officer: Team Leader Information Management</p>	<p>Delegate:</p> <p>Delegate:</p> <p>Officer: Team Leader Arts, Heritage and Events</p> <p>Officer: Cultural Collection Coordinator and</p> <p>Officer: Team Leader Information Management</p>	<p>Terms of Reference adopted by the Council on 7 June 2016 and amended on 18 December 2017</p>
<p>Westgarthtown Pioneer Precinct Advisory Committee (Internal)</p> <p>This Committee provides a forum for the Friends of Westgarthtown, the Lutheran Church and Council staff to exchange information on the management of the various sites within the Pioneer Precinct.</p> <p>Council has 3 Councillor delegates, all with voting rights, one of whom shall be the Chairperson.</p> <p>Meetings for 2019 have not yet been set.</p>	<p>Delegate: Cr Alessi (Voting rights)</p> <p>Delegate: Cr Cox (Voting rights)</p> <p>No further delegate appointed (Voting rights)</p> <p>Officer: Heritage Coordinator</p>	<p>Delegate: (Voting rights)</p> <p>Delegate: (Voting rights)</p> <p>Delegate: (Voting rights)</p> <p>Officer: Heritage Coordinator</p>	<p>Terms of Reference adopted by the Council on 17 November 2015.</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Whittlesea Community Connections (External)</p> <p>Whittlesea Community Connections (WCC) provides a range of services to support and assist the local community. WCC provides direct help and assistance and links people to the right place, person or organisation.</p> <p>Meets every 3rd Monday of the month at WCC at Epping Plaza 10am - 11.30am.</p>	<p>Delegate: Cr Alessi (Voting rights)</p> <p>Substitute: Cr Sterjova</p>	<p>Delegate: (Voting rights)</p> <p>Substitute:</p>	<p>Incorporated Association governed by its Constitution.</p>
<p>Whittlesea Community Futures Partnership (External)</p> <p>The Whittlesea Community Futures Partnership is a voluntary alliance of 59 organisations including the City of Whittlesea, State and Federal Government and Human Service Organisations, working together with shared commitments and goals for the benefit of the local community.</p> <p>Meetings for 2019 have not yet been set.</p>	<p>Delegate: Cr Pavlidis (Non-voting rights)</p> <p>Delegate: Cr Cox (Non-voting rights)</p> <p>Officer: Director Partnerships and Engagement or Delegate</p>	<p>Delegate: (Non-voting rights)</p> <p>Delegate: (Non-voting rights)</p> <p>Chairperson: Director Partnerships, Planning and Engagement</p> <p>Officer: Partnerships and Projects Officer</p>	<p>Terms of Reference adopted by the Partnership, of which the City of Whittlesea is a member.</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Whittlesea Courthouse Association (External)</p> <p>The Association manages the historic courthouse building which also operated as a Visitor Information Centre.</p> <p><i>The Constitution outlines the Officers of the Association. It provides a clause for "An executive officer of the City of Whittlesea to be represented".</i></p> <p><i>Meets 4th Wednesday of every month at 7pm at Whittlesea Courthouse.</i></p>	<p>Delegate: Cr Joseph (Non-voting rights)</p> <p>Substitute: Cr Sterjova (Non-voting rights)</p> <p>Officer: Director Partnerships and Engagement or Delegate</p>	<p>Delegate: (Non-voting rights)</p> <p>Substitute: (Non-voting rights)</p> <p>Officer: Director Partnerships, Planning and Engagement or Delegate</p>	<p>Incorporated Association governed by its Constitution</p>
<p>Whittlesea Country Music Festival Association Incorporated (External)</p> <p>The Committee of Management manages the Whittlesea Country Music Festival.</p> <p><i>The constitution provides for the CEO of Council (or their representative) to attend meetings of the Committee and participate in discussions but they are not entitled to a vote.</i></p> <p><i>Fortnightly from April–October, weekly from November–March. Meetings are held on Wednesday at Whittlesea Bowling Club, Church Street, Whittlesea 6:00pm – 7:30pm</i></p>	<p>Delegate: Mayor of the Day (Non-voting rights)</p> <p>Substitute: Cr Joseph (Non-voting rights)</p> <p>Officer: Director Community Services or Delegate</p>	<p>Delegate: Mayor of the Day (Non-voting rights)</p> <p>Substitute: (Non-voting rights)</p> <p>Officer: Director Community Services or Delegate</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Whittlesea Disability Network (WDN) (Internal Advisory Committee)</p> <p>The WDN is an active network of residents with disabilities, carers and service providers who meet monthly to consider, advocate, advise and address issues for people with disabilities in the municipality.</p> <p><i>The WDN is not a decision making body and therefore no voting rights apply.</i></p> <p><i>Meets monthly from February to December each year, on the second Tuesday of each month, from 9.30 am to 12 noon at Council Offices.</i></p>	<p>Delegate: Mayor of the Day (Non-voting rights)</p> <p>Substitute: Cr Sterjova (Non-voting rights)</p> <p>Substitute: Cr Cox (Non-voting rights)</p> <p>Officer: Team Leader Access</p>	<p>Delegate: Mayor of the Day (Non-voting rights)</p> <p>Substitute: (Non-voting rights)</p> <p>Substitute: (Non-voting rights)</p> <p>Officer: Team Leader Access</p>	<p>Terms of Reference are currently being reviewed</p>
<p>Whittlesea Multicultural Communities Council (WMCC) (External)</p> <p>The WMCC enhances co-operation among the diverse communities and promotes a greater awareness of multicultural values and needs within the municipality.</p> <p><i>The delegate is a member of the Committee but does not have voting rights.</i></p> <p><i>Meets bi-monthly on Thursdays from 5.30pm – 7.30pm at Lalor Library, 2A May Road, Lalor</i></p>	<p>Delegate: Cr Pavlidis (Non-voting rights)</p> <p>Substitute: Cr Kozmevski (Non-voting rights)</p> <p>Officer: Team Leader Aboriginal & Cultural diversity or Delegate</p>	<p>Delegate: (Non-voting rights)</p> <p>Substitute: (Non-voting rights)</p> <p>Officer: Team Leader Aboriginal & Cultural diversity or Delegate</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Whittlesea Reconciliation Group (Internal)</p> <p>The Group commenced in 2001 as a community based committee to be a key reference group for Council on the continuing reconciliation process and to foster understanding of historical, cultural and contemporary issues impacting Aboriginal and Torres Strait Islander communities.</p> <p><i>This is a key reference group for Council.</i></p> <p><i>Meetings for 2019 have not yet been set.</i></p>	<p>Delegate: Mayor of the Day (Voting rights)</p> <p>Delegate: Cr Cox (Voting rights)</p> <p>Officer: Manager Community Cultural Development or Delegate</p> <p>Officer: Aboriginal Liaison Officer</p>	<p>Delegate: Mayor of the Day (Voting rights)</p> <p>Delegate: (Voting rights)</p> <p>Officer: Manager Community Cultural Development or Delegate</p> <p>Officer: Aboriginal Liaison Officer</p>	<p>Terms of Reference adopted by the Council on 7 February 2018.</p>
<p>Whittlesea Secondary College Chaplaincy Committee (External)</p> <p>The Committee co-ordinates chaplaincy services for students.</p> <p><i>The delegate is a member of the Committee with voting rights.</i></p> <p><i>Meets 1st Thursday of every month at 7.30pm at Whittlesea Secondary College, (no meetings during School holidays).</i></p>	<p>Delegate: Cr Kirkham (Voting rights)</p> <p>Substitute: Cr Monteleone</p>	<p>Delegate: (Voting rights)</p> <p>Substitute:</p>	<p>Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p><i>Whittlesea Showground and Recreation Reserves Committee of Management (External)</i></p> <p>This Committee provides an oversight or coordination role for the various users of the Crown land parcel centred on the Scrubby Creek and Plenty River and bisected by Yea Road in Whittlesea. The Committee is responsible for the maintenance and safe provision of a range of public open space elements and activities within the reserve.</p> <p><i>Meets 2nd Tuesday of every second month at 8pm at the showgrounds.</i></p>	<p>Delegate: Cr Joseph</p> <p>Officer: Chief Executive Officer or Delegate</p>	<p>Delegate:</p> <p>Officer: Chief Executive Officer or Delegate</p>	<p>Committee of Management under the control of the Department of Environment and Primary Industries</p>
<p><i>Whittlesea Community House (External)</i></p> <p><i>(formerly known as Whittlesea Township Community House & Alliance Group Incorporated)</i></p> <p>This group aims to strengthen small communities in Whittlesea township and help them take charge of their future.</p> <p><i>The Councillor delegate has observer status only and is not a member of the Committee.</i></p> <p><i>Meets 2nd Tuesday of the month at 6:30pm at Neighbourhood House 92A Church St Whittlesea.</i></p>	<p>No delegate appointed</p> <p><i>(Non-voting rights)</i></p>	<p>No delegate appointment required.</p>	<p>Incorporated Association governed by its Constitution</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Whittlesea YMCA (External)</p> <p>This organisation fosters programs and services in the local area with a key objective to assess the needs of the local community and devise programs and services that address those needs, focusing on recreation, health and wellbeing.</p> <p><i>The Board can co-opt members to the Committee and this is how the Council delegates are represented. Co-opted members have no voting rights.</i></p> <p><i>Meets on the last Wednesday of the month at 7.00pm.</i></p>	<p>Delegate: Cr Kozmevski (Non-voting rights)</p> <p>Delegate: Cr Cox (Non-voting rights)</p>	<p>Council resolved on 7 August 2018 that Council remove its representatives on this committee due to potential conflict interest.</p> <p>Consequently no further appointment is required.</p>	<p>Incorporated Association governed by its Constitution</p>
<p>Whittlesea Youth Commitment Management Group (WYC) (External)</p> <p>The Group helps young people to develop a sense of connectedness within their communities via youth programs and events, community and social planning, information and referral services and support to the Whittlesea Youth Network.</p> <p><i>The WYC is not a decision making body and therefore no voting rights are required.</i></p> <p><i>Meets six times per year (February-December) on a Thursday at 1pm-2.30pm at The Lakes P-9 School, South Morang.</i></p>	<p>Delegate: Cr Sterjova (Non-voting rights)</p> <p>Substitute: Cr Pavlidis</p> <p>Officer: Manager Family Children & Young People</p>	<p>Delegate: (Non-voting rights)</p> <p>Substitute:</p> <p>Officer: Manager Family Children & Young People</p>	<p>No Statement of Purpose formalised. Is not an incorporated body but operates under the auspices of RMIT.</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>Yarra Plenty Regional Library Board (External)</p> <p>The Board has responsibility for the provision and management of the library service and comprises two representatives from each of the three member Councils - Whittlesea, Banyule and Nillumbik.</p> <p><i>Meetings of the Board are governed by its constitution which provides for two persons from each of the three member Councils to be on the Board. One person must be a Councillor while the second appointee can be any other person. The delegates have voting rights.</i></p> <p><i>Meets February, April, June, August, October and December from 5:30pm at various locations.</i></p>	<p>Delegate: Cr Alessi (Voting rights)</p> <p>Delegate: Cr Kozmevski (Voting rights)</p> <p>Officer: Director Community Services</p>	<p>Delegate: (Voting rights)</p> <p>Delegate: (Voting rights)</p> <p>Officer: Director Community Services</p>	<p>Agreement under section 196 of the Local Government Act 1989 (as amended)</p>

6.1.12 RE-SCHEDULING OF SPECIAL COUNCIL MEETING TO ADOPT THE 2019-2020 PROPOSED BUDGET AND COUNCIL ACTION PLAN

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Governance Officer

RECOMMENDATION SUMMARY

That Council resolve to:

1. Bring forward the date of the Special Council Meeting for the purpose of adopting the 2019-2020 proposed Budget and Council Action Plan from Tuesday, 11 June 2019 at 6pm to Thursday, 6 June 2019 at 6pm;
2. Note the venue of the Special Council Meeting remains unchanged and will take place in the Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang; and
3. Give public notice of the re-scheduling of this Special Council Meeting.

KEY FACTS AND / OR ISSUES

The timing of this Special Council meeting has been brought forward from 11 June 2019 to 6 June, 2019.

- This will provide Council with a night dedicated to discussing the adoption of the Budget without impacting on a Forum meeting.
- An additional Forum Meeting will be scheduled for Tuesday 11 June 2019 in place of the Special Council Meeting.
- This additional Forum Meeting on 11 June 2019 may be required given that the Forum meeting on 18 June 2019 could be cancelled as the Australian Local Government Association National General Assembly will take place in Canberra on 16-19 June 2019.

REPORT

BACKGROUND

At its meeting on 4 September 2018, Council adopted that a special Council Meeting for the purpose of adopting the 2019-2020 proposed Budget and Council Action Plan be scheduled for Tuesday, 11 June 2019 at 6pm.

PROPOSAL

It is proposed to bring forward the date of the Special Council Meeting for the purpose of adopting the 2019-2020 proposed Budget and Council Action Plan from Tuesday, 11 June 2019 at 6pm to Thursday, 6 June 2019 at 6pm.

This will provide Council with a night dedicated to discussing the adoption of the Budget without impacting on a Forum meeting. An additional Forum Meeting will be scheduled for Tuesday 11 June 2019 in place of the Special Council Meeting.

The additional Forum Meeting on 11 June 2019 may be required given that the Forum meeting on 18 June 2019 may need to be cancelled as the Australian Local Government Association National General Assembly will take place in Canberra on 16-19 June 2019.

FINANCIAL IMPLICATIONS

Costs associated with holding Council Meetings are covered in existing budgets.

POLICY STRATEGY AND LEGISLATION

The Local Government Act requires Council to give public notice of Council meeting dates and any amendments to Council meeting dates.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council explores and adopts best practice models
Council Priority	Organisational Sustainability

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

That Council resolve to bring forward the date of the Special Council Meeting for the purpose of adopting the 2019-2020 proposed Budget and Council Action Plan from Tuesday, 11 June 2019 at 6pm to Thursday, 6 June 2019 at 6pm.

RECOMMENDATION

THAT Council resolve to:

- 1. Bring forward the date of the Special Council Meeting for the purpose of adopting the 2019-2020 proposed Budget and Council Action Plan from Tuesday, 11 June 2019 at 6pm to Thursday, 6 June 2019 at 6pm;**
- 2. Note the venue of the Special Council Meeting remains unchanged and will take place in the Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang; and**
- 3. Give public notice of the re-scheduling of this Special Council Meeting.**

6.1.13 PROPOSED WHITTLESEA PLANNING SCHEME AMENDMENT - MUNICIPAL OPEN SPACE REZONING

Attachments: 1 POS Reserve sites to be rezoned [↓](#)

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Team Leader Strategic Planning & Design

RECOMMENDATION SUMMARY

The report recommends that Council resolve to:

1. Seek authorisation from the Minister for Planning to prepare and exhibit an Amendment to the Whittlesea Planning Scheme under Section 20(2) of the *Planning and Environment Act 1987*, to rezone eight Council owned reserves from the General Residential Zone – Schedule 1 and (in some instances) Comprehensive Development Zone to Public Park and Recreation Zone;
2. In the event that the Minister for Planning does not support the Section 20(2) exhibition approach, undertake the standard planning scheme amendment exhibition process; and
3. Advise the affected stakeholders of the above.

KEY FACTS AND / OR ISSUES

- The report proposes to seek authorisation to prepare an amendment to rezone existing and proposed Council Open Space areas to the relevant Public Park and Recreation Zone.
- The open space areas have already been identified through approved and endorsed strategic planning documents.
- This is the first amendment as part of an ongoing program over the coming years to tidy up planning scheme anomalies of a technical nature.
- The rezoning of these sites to the correct underlying zone will enable ongoing development for open space and recreational facilities in a more streamlined statutory planning framework.

REPORT**INTRODUCTION**

In accordance with Council's statutory obligations under the *Planning and Environment Act 1987*, the Strategic Planning Department has been undertaking a broader review and update of the Whittlesea Planning Scheme. Correcting Planning Scheme anomalies form part of Council's statutory obligations.

As a starting point the Strategic Planning Department has undertaken a brief mapping review of all public open spaces aimed at identifying and correcting zoning anomalies. This includes active and passive public recreation spaces throughout the Municipality.

Eight Council owned open space reserves have been chosen for the inclusion within the first Planning Scheme Amendment to correct their current residential zoning to the Public Park and Recreation to reflect their current/proposed use and underlying zone.

Once the Public Park and Recreation Zone is implemented it will negate the need for a planning permit for any works (including improvements or new works) related to park or open space infrastructure.

This proposal is the first in a series of amendments addressing other anomaly issues within the Whittlesea Planning Scheme, which will be commenced forthwith once this Amendment is underway.

The report recommends seeking authorisation from the Minister for Planning to commence limited exhibition of the amendment.

BACKGROUND

Over the last few years, the Strategic Planning Department has implemented an ongoing Municipal Strategic Statement/ Planning Scheme review program in order to meet Council's statutory obligations under the *Planning and Environment Act 1987*. This review has been the first major comprehensive review to update the Whittlesea Planning Scheme.

As a follow on there will now be an ongoing process of maintenance of the scheme. Part of this maintenance process is dealing with "anomalies", which relate to tidying up administrative errors or updating controls to reflect circumstances (but not proposals which change the intent of the land use).

This is a significant task and will be implemented over time. Amendments will address the following general categories (in no particular order):

- Rezoning of open space reserves (including active, passive open space and drainage reserves);
- Rezoning of community buildings;
- Rezoning of transport infrastructure;
- Rezoning of physical infrastructure (i.e. substations and transmission easements);
- Removal of redundant overlays (i.e. development plan overlays where development is complete);
- Correcting zoning boundary alignments (align zones to match development parcels where misaligned);
- Consolidation of dual zonings; and
- Correction of grammatical errors.

PROPOSAL

It is proposed to undertake the preparation of a Planning Scheme Amendment to rezone eight Council owned reserves from General Residential Zone – Schedule 1 (GRZ1), and in some instances Comprehensive Development Zone (CDZ), to the Public Park and Recreation Zone (PPRZ).

Each of the land identified as part of this Amendment has been designated for active and/or passive open space under the provisions of approved Local Structure Plans and/or Development Plans, these sites have been substantially developed for active open space purposes or substantially advanced the master planning for implementation.

The rezoning to PPRZ will accurately reflect the land use designation of each parcel and will expedite the delivery of the open space and associated buildings and works by having the effect of moving permit requirements affecting the sites under their current zoning.

It is recommended that the Planning Scheme Amendment process be commenced, by requesting the Minister to undertake the Amendment via Section 20(2) of the *Planning and Environment Act 1987*. Amendments considered under Section 20(2) provide a level of exemption from notice and review requirements. This is considered appropriate given the nature of this Amendment will seek to reflect the current and future intent of the sites and will not have any adverse impact on adjoining residents. To this end it is considered technical in nature.

In the instance that this is not supported by the Minister, a standard Planning Scheme Amendment process would be undertaken.

PUBLIC OPEN SPACE ANOMALIES- SUBJECT SITES

One category of the ‘anomalies’ relates to public open space. In most cases land is set aside under a structure plan or subdivision layout for that purpose at the outset but handover occurs during subsequent staged development. The land is transferred to Council, generally, with the underlying residential zone still in place which does not reflect its intended purpose as public open space.

Therefore one of the projects under the ‘anomalies’ banner is to look at our open space reserves and update the zoning framework. It is anticipated that well above 150 properties need to be rezoned to reflect their ultimate use. This is a large project and will need to be dealt with in stages.

SUBJECT SITES

A list of the nominated subject sites proposed for rezoning is included below.

Main Street Recreation Reserve

- Part of 74W Main Street, Thomastown.

Thomastown East Recreation Reserve

- 225W Parklands Drive, Thomastown.

Laurimar Creek Reserve and Future Doreen Precinct Sportsfield

- 108W Eminence Boulevard, Doreen;
- 180W Painted Hills Road, Doreen; and
- 160W Painted Hills Road, Doreen.

Laurimar Recreation Reserve

- 6W Painted Hills Road, Doreen.

Waterview Recreation Reserve

- 60W Waterview Drive, Mernda.

Mosaic Recreation Reserve

- 1W Mosaic Drive, Lalor.

Mill Park Lakes Recreation Reserve

- 170 The Lakes Boulevard, South Morang.

Hillsvie Recreation Reserve

- Part of 100W The Great Eastern Way, South Morang.

Attachment 1 identifies the zoning of each site and their intended recreational use.

The first stage to correct open space anomalies will deal with the rezoning for eight existing active open space reserves which are clearly contradictory to their existing residential and, in two instances, commercial zoning. It is proposed to apply the Public Park and Recreation Zone, to correctly reflect the land use.

Over time the reserves will be the subject of ongoing routine maintenance to infrastructure and facilities. A major benefit of applying the Public Park and Recreation Zone to our reserves means that we will be able to undertake works/improvement without the need for a planning permit. Six of the eight sites are in growth areas and have been developed for their ultimate open space use. Master planning for the Eminence Boulevard site has been approved and current works are underway.

The Laurimar Recreation Reserve in Painted Hills, Doreen has an awkward boundary alignment where it fronts the Laurimar Wetlands to the east (1079W Flaxen Hills Road). This first amendment will rezone the larger area of the Laurimar Recreation Reserve. The remaining eastern portion will be included with the Laurimar Wetlands in subsequent amendment stages.

Within the established areas, the Mosaic Drive Reserve in Lalor and Main Street Reserve in Thomastown have been included. Works to the Mosaic Drive Reserve in Lalor are currently underway with an expected completion in 2020.

With respect to the Main Street Reserve in Thomastown, the purpose of this anomaly correction is to rezone the northern section currently zoned GRZ1 to PPRZ. The remainder of this Reserve is already zoned PPRZ.

CONSULTATION

Should authorisation to prepare the amendment be granted by the Minister for Planning, the proposed Planning Scheme Amendment will be required to undergo a standard exhibition process, including a 28 day notification period to potentially affected landowners, prescribed Ministers and State Referral Authorities.

CRITICAL DATES

February 2019: Proposed exhibition of the Amendment.

POLICY STRATEGY AND LEGISLATION

The proposed Amendment reflects the ambitions of an extensive set of Council policies.

Several notable Council *Open Space Strategy* objectives the Amendment responds to include:

- Provide a linked network of diverse open spaces at the neighbourhood and local level.
- Locate open spaces within easy and safe walking distance of the community living and working in urban areas.
- Provide a diversity of character, sizes and facilities to appeal and be accessible to the community.

The Amendment is consistent with the Municipal Strategic Statement and Local Planning Policy Framework. Community Wellbeing is identified under Key Issues, to address the demand on existing infrastructure and pressure to deliver new infrastructure. It is an objective of Council to enhancing community wellbeing through building social and physical infrastructure that facilitates community connections. The Amendment addresses this issue by aligning the use of the land with its appropriate zoning and deliver open space more expediently to residents and the community at large.

The proposed Amendment also supports the objectives of *Clause 21.08: Built Environment and Heritage* by facilitating the provision of open spaces and recreation facilities that are welcoming and safe for public gathering.

The early delivery of open space that will be facilitated by the proposed Amendment will support the objectives of *Clause 21.12-1 Community Facilities*. In particular the Amendment will help provide the early delivery of visually attractive sporting facilities, which will help the development of sporting hubs and precincts which will facilitate an integrated service provision.

The above builds upon the strategies and objectives of the State Government's key Metropolitan Strategy *Plan Melbourne 2017-2050* particularly:

- Direction 5.3 – Deliver social infrastructure to support strong communities.
- Direction 5.4 – Deliver local parks and green neighbourhoods in collaboration with communities.

Most importantly the Amendment is in accordance with Planning Practice Note 29 *Ministerial Powers of Intervention*, whereby the proposal is anomalous in nature and the rezoning of each site to PPRZ will expedite the delivery and upgrade of open spaces as envisaged by the relevant strategic frameworks.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Liveable neighbourhoods
Whittlesea 2040 Key Direction	Well-designed neighbourhoods and vibrant town centres
Strategic Objective	We have public spaces and community hubs that bring people together
Council Priority	Planning and Infrastructure

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

The Amendment proposes rezoning of eight Council owned reserves to Public Park and Recreation Zone from the General Residential Zone and Comprehensive Development Zone. The rezoning will better align with the intended use of these parcels for open space in accordance with the applicable adopted and approved documentation.

The rezoning will enable Council to expedite the delivery (and some instances upgrade) of open space areas and facilities throughout the municipality, in line with the Council Plan, endorsed strategic documentation and most importantly community expectations.

It is noted that the proposed Amendment will have no adverse impact on the landowners/stakeholders within the immediate proximity to each site. Therefore it is recommended that Council requests the Minister for Planning exempt the proposed Amendment from notice and review to provide a more expedited process under 20(2) of the *Planning and Environment Act 1987*. Should the Minister for Planning not support any level of exemption from notice and review, then a normal amendment process will be required.

RECOMMENDATION

THAT Council resolve to:

- 1. Seek authorisation from the Minister for Planning to prepare and exhibit an Amendment to the Whittlesea Planning Scheme under Section 20(2) of the *Planning and Environment Act 1987*, to rezone eight Council owned open space reserves from the General Residential Zone – Schedule 1 and the Comprehensive Development Zone to the Public Park and Recreation Zone.**
- 2. In the event that the Minister for Planning does not support the Section 20(2) exhibition approach, undertake the standard planning scheme amendment exhibition process.**
- 3. Advise affected stakeholders of the above and any decision of the Minister for Planning**

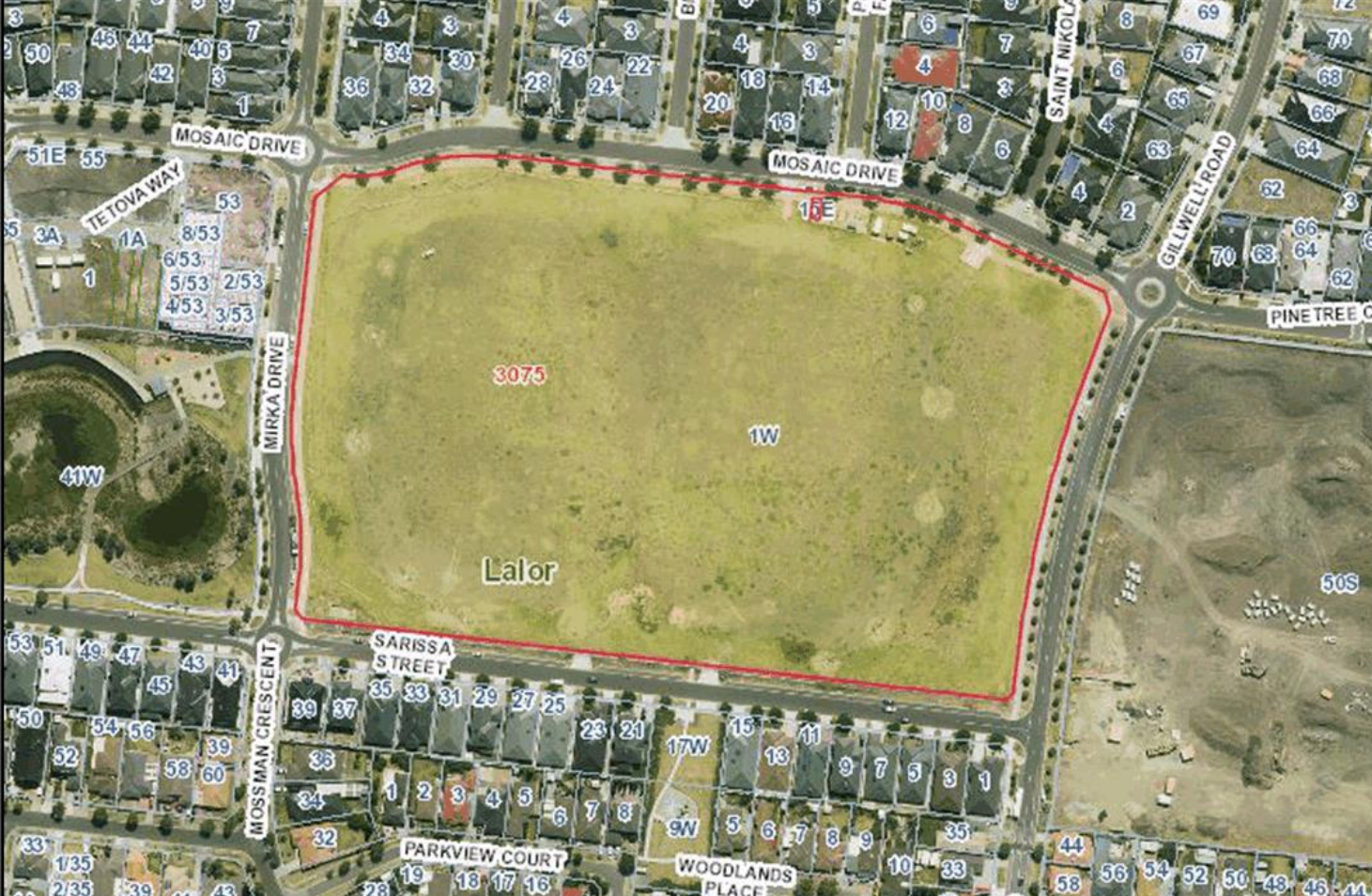

Whittlesea Planning Scheme Anomalies – Attachment A

Site	6W Painted Hills Road, Doreen- Laurimar Recreation Reserve
Locality Image	
Size	6.94ha
Current Use	2 sports ovals with a pavilion and a skate park.
Existing Zoning	Part General Residential Zone & Part Comprehensive Development Zone
Zoning Map	
Proposed Zoning	Public Park Recreation Zone (PPRZ)

Whittlesea Planning Scheme Anomalies – Attachment A

Site	108W Eminence Boulevard, 160W & 180W Painted Hills Road, Doreen-Laurimar Creek Reserve and Future Doreen Precinct Sportsfield
Locality Image	
Size	7.79ha
Current Use	Informal passive open space and shared paths.
Proposed Use	Construct two soccer fields with pavilion that will include a Community Activity Centre (works are currently underway)
Existing Zoning	General Residential Zone – Schedule 1 (GRZ1)
Zoning Map	
Proposed Zoning	Public Park Recreation Zone (PPRZ)

Whittlesea Planning Scheme Anomalies – Attachment A

Site	1W Mosaic Drive, Lalor-Mosaic Recreation Reserve
Locality Image	
Size	6.14ha
Current Use	Vacant land.
Proposed Use	Construct two cricket/AFL ovals with pavilion (works currently underway due for completion in 2020)
Existing Zoning	General Residential Zone – Schedule 1 (GRZ1)
Zoning Map	
Proposed Zoning	Public Park Recreation Zone (PPRZ)



Whittlesea Planning Scheme Anomalies – Attachment A

Site	170 The Lakes Boulevard, South Morang- Mill Park Lakes Recreation Reserve
Locality Image	
Size	8.59Hha
Current Use	2x sports ovals with a pavilion, cricket nets and playground.
Existing Zoning	General Residential Zone – Schedule 1 (GRZ1)
Zoning Map	
Proposed Zoning	Public Park Recreation Zone (PPRZ)

Whittlesea Planning Scheme Anomalies – Attachment A

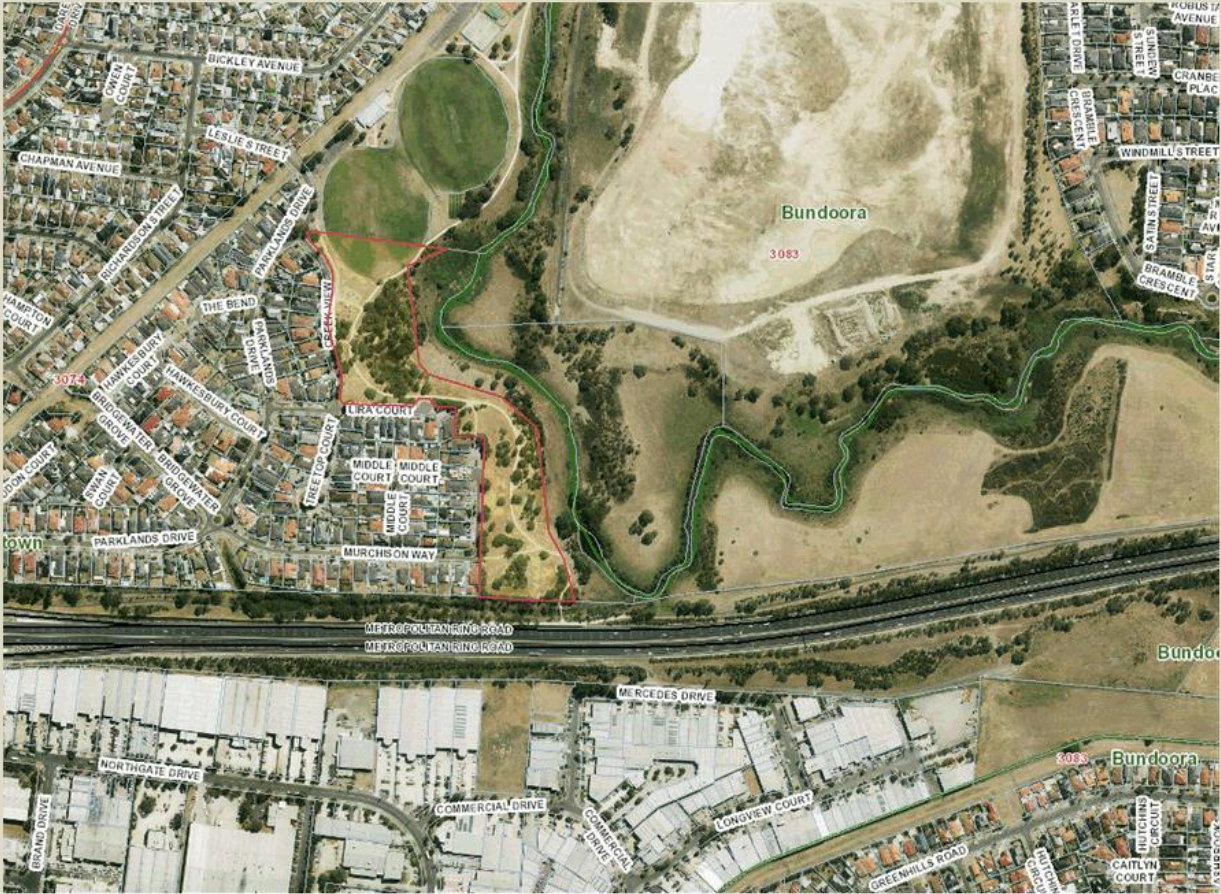
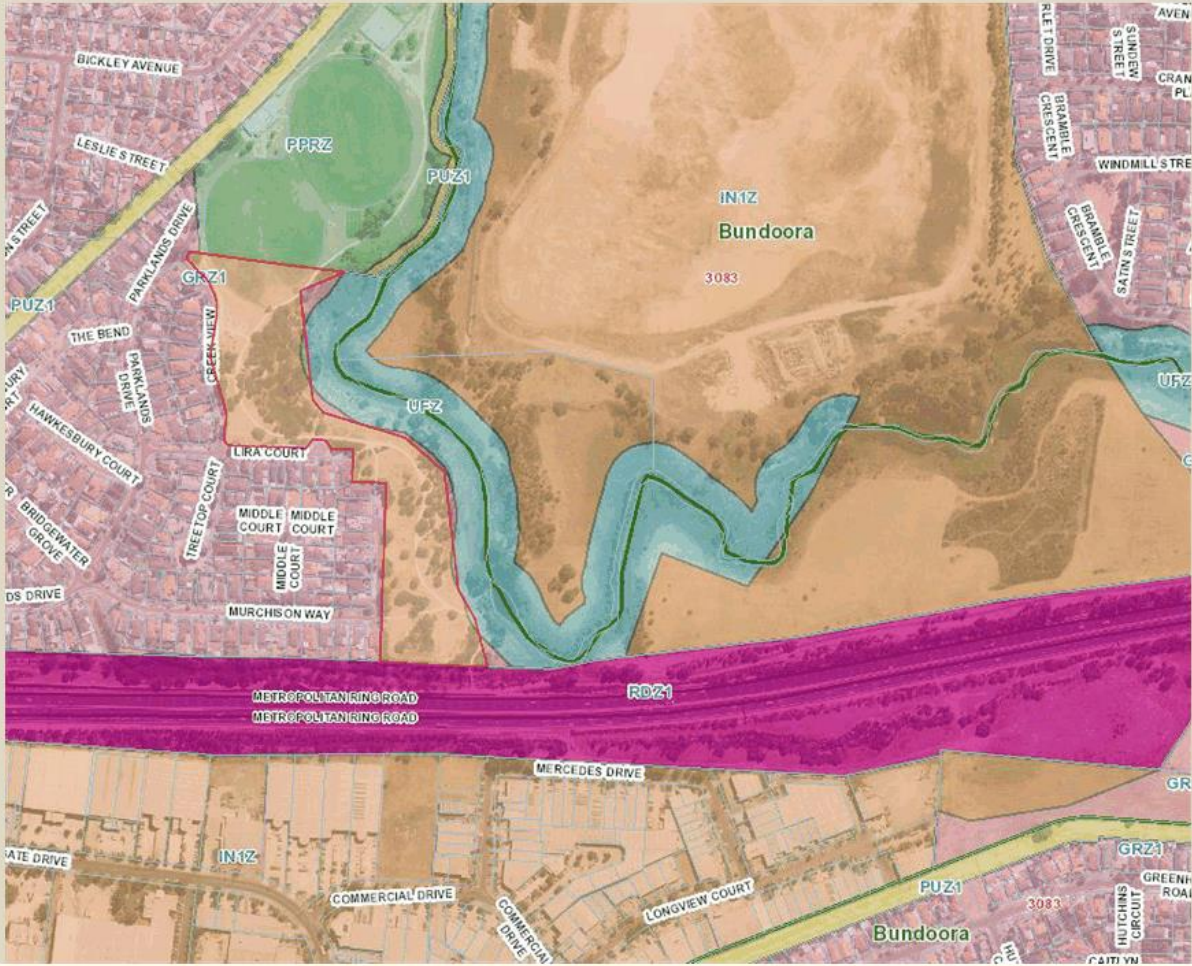
Site	Part of 100W The Great Eastern Way, South Morang- Hillsview Recreation Reserve
Locality image	
Size	7.9940ha
Current Use	2 Sports fields with a pavilion.
Existing Zoning	General Residential Zone – Schedule 1 (GRZ1) and Commercial 2 Zone (C2Z)
Zoning Map	
Proposed Zoning	Public Park Recreation Zone (PPRZ)

Whittlesea Planning Scheme Anomalies – Attachment A

Site	60W Waterview Drive, Mernda- Waterview Recreation Reserve
Size	
Locality Image	9.31ha
Current Use	2 Sports fields with a pavilion, netball courts and a playground.
Existing Zoning	General Residential Zone – Schedule 1 (GRZ1)
Zoning Map	
Proposed Zoning	Public Park Recreation Zone (PPRZ)

Whittlesea Planning Scheme Anomalies – Attachment A	
Site	Part of 74 Main Street, Thomastown (Main Street Recreation Reserve)
Locality image	
Size	1.96ha
Current Use	2 Sports fields with a pavilion, cricket nets and a playground.
Existing Zoning	Part General Residential Zone and Part Public Park Recreation Zone
Proposed Zoning	 Public Park Recreation Zone (PPRZ)

Whittlesea Planning Scheme Anomalies – Attachment A

Site	225W Parklands Drive, Thomastown (Thomastown East Recreation Reserve)
Locality image	
Size	350sq metre
Current Use	2 Sports fields with a pavilion, cricket nets, 6 tennis courts and a playground.
Existing Zoning	General Residential Zone
Proposed Zoning	 Public Park Recreation Zone (PPRZ)

6.2 COMMUNITY SERVICES

NIL REPORTS

6.3 CITY TRANSPORT AND PRESENTATION

6.3.1 SUPPLY AND DELIVERY OF TWO SUCTION ROAD SWEEPERS - TENDER EVALUATION - CONTRACT 2014-2Z22

Attachments:

1	Contract Tender Evaluation Report - Confidential attachment 2014-2Z22 - Confidential
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Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.

Responsible Officer: Director City Transport & Presentation

Author: Team Leader Fleet Services

RECOMMENDATION SUMMARY

It is recommended that contract number 2014-2Z22 for the Supply and Delivery of Two Suction Road Sweepers:

- Is awarded to Hino Motor Sales Australia – CMI Hino Melbourne
- For the lump sum of \$662,932 for the two suction road sweepers

KEY FACTS AND / OR ISSUES

- The current sweepers are 6 years old and have reached the end of their acceptable service life necessitating replacement
- This was a collaborative tender with MAV via the National Procurement Network (NPN) aggregated purchasing truck supply panel contract

REPORT

BACKGROUND

The purpose of this contract is to Supply and Deliver Two Suction Road Sweepers.

Tenders for the contract closed on 26 September 2018. The tendered price and a summary of the evaluation are detailed in the confidential attachment.

MAV VendorPanel is the portal upon which preferred suppliers access the National Procurement Network (NPN) Truck Supply panel contract which provides additional value to Council through aggregated purchasing.

The sweepers are engaged in programmed street sweeping and reactive removal of roadway debris activities.

The sweepers are 6 years old and have reached the end of their acceptable service life due to factors such as cost, maintainability, reliability and condition.

EVALUATION

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity & Evaluation Plan was designed specifically for this tender process and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

Criteria	Weighting
Price	40%
Capability	32.5%
Capacity	25%
Impact	2.5%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. In cases where this occurred the reasons for that outcome are detailed in the confidential attachment.

The evaluation outcome was as follows:

TENDERER	CONFORMING	COMPETITIVE	SCORE	RANK
Tenderer A Hino Motor Sales Australia – CMI Hino Melbourne	Yes	Yes	87	1

Refer to the confidential attachment for further details of the evaluation of all tenders.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Efficient and effective Council services are responsive to community need
Council Priority	Organisational Sustainability

The suction road sweepers use forms part of the waste management strategy adopted by Council, and are important to maintaining a well-presented city.

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

The tender received from Hino Motor Sales Australia Pty Ltd – CMI Hino Melbourne is considered to offer the best value to Council based on the price, operational suitability and service capacity.

It is considered that the company can perform the contract to the standards required.

RECOMMENDATION

THAT Council resolve to:

- 1. Accept the tender submitted by Hino Motor Sales Australia – CMI Hino Melbourne for the sum of \$662,932 (excluding GST) for the following contract:**

Number: 2014-2Z22

Title: Supply and Deliver Two Suction Road Sweepers

Term: 11 December 2018 to 31 July 2019

- 2. Approve the funding arrangements detailed in the confidential attachment.**

6.4 CORPORATE SERVICES

6.4.1 PANEL CONTRACT EXPENDITURE DISTRIBUTION

- Attachments:**
- 1 Explanatory Notes** [↓](#)
 - 2 Panel Contract Expenditure Tables - Confidential**
Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.

Responsible Officer: Director Corporate Services

Author: Team Leader Procurement

RECOMMENDATION SUMMARY

That Council note the report.

KEY FACTS AND / OR ISSUES

At Council's request a report is presented biannually detailing the comparative distribution of expenditure to contractors engaged to deliver works, goods and services under current panel contract arrangements.

- These reports have been presented since 20 March 2012.
- The attached tables and supporting material explain the various methods of work order allocation and provide commentary on each panellist.
- The data indicates that panel contract expenditure is currently being allocated according to processes which enable fairness, transparency and best value.

REPORT**INTRODUCTION**

Council undertakes tender processes to establish contracts for the provision of works, goods and services. In accordance with approved procedures, the tenders received are evaluated against four standard criteria: price, capability, capacity and impact.

Depending on the nature of the contract, Council will either award it to a single company or appoint a panel of contractors to meet the organisation's needs. Panel contractors are usually selected due to their capacity or specialty.

Schedule of Rates (SoR) panel contracts are established to expedite the engagement of contractors where works or services are needed repeatedly over a period and where the total value of the contract is unknown at the time it is established. This enables achievement of better value by:

- Leveraging economies of scale
- Minimising administration
- Ensuring efficient, responsive and continuous service.

The expenditure data for this report was prepared on 8 November 2018 for active SoR panel contracts in use throughout the organisation. Expenditure to every contractor on these panels is addressed in the attachments.

BACKGROUND

Expenditure is drawn from budgets which have previously been approved by Council. Efficiency is achieved because the terms and conditions of SoR contracts are only established once at the beginning of the contract and apply throughout the whole contract term (generally a period of three to five years). In accordance with the Council's Procurement Policy the allocation, variation and finalisation of individual orders made under panel contracts may be approved by the CEO or under delegated authority.

Some key points to note include:

1. The even distribution of spend across panel members is not an objective of the order allocation process. If more than one panel member can satisfy the stated requirements then an evaluation is conducted to identify which contractor is available, has the most appropriate skills and resources, etc. and ultimately offers best value.

This means that the value of work allocated to individual contractors over the life of the contract may vary substantially.

2. The approved Procurement Procedures require that individual SoR contract orders for significant projects:
 - Are limited to a maximum value of:
 - \$500,000 including GST for civil works, or
 - \$100,000 including GST for all other works, goods and services, and -
 - Will predominantly consist of items that are listed in the contract schedules. Non-scheduled items will only constitute a maximum of 20% of the total order value.

PROPOSAL

Explanatory Notes (Attachment 1) and Panel Contract Expenditure Tables (Confidential Attachment 2) are provided for Council's information. The tables detail payments made under all current panel contracts from the contract commencement date through to 8 November 2018. It is proposed that Council reviews and notes this information.

CONSULTATION

Contract Managers responsible for each contract were consulted for comment in relation to the expenditure. Relevant commentary is included in Confidential Attachment 2.

FINANCIAL IMPLICATIONS

Expenditure under panel contracts is drawn from operational budgets which have previously been approved by Council. The estimated total expenditure under each panel contract is also approved by Council (or an appropriate Delegate) when the contract is awarded and again whenever it is extended or varied.

POLICY STRATEGY AND LEGISLATION

Regular financial monitoring and reporting of panel contract expenditure is consistent with section 2.2.4 of Council's Procurement Policy (Responsible Financial Management), and item 10 of the Procurement Development Plan (Supplier Performance Management).

Wherever required, the panel contracts were established in accordance with the requirements of section 186 of the *Local Government Act 1989*.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council monitors and evaluates all of its operations
Council Priority	Organisational Sustainability

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

The attached tables and supporting material indicate that panel contract expenditure is currently being allocated according to processes which enable fairness, transparency and best value.

RECOMMENDATION

THAT Council resolve to note the report.

Attachment 1: Explanatory Notes re Panel Contract Orders

Financial monitoring of works and services under Schedule of Rates (SoR) Panel Contracts is managed in two ways:

1. General Panel Contract Orders

Commitments and payments to panel contractors for relatively routine and reactive work are generally recorded against a contract number which has a different suffix for each contractor. As each contractor was selected for the panel on the basis of best value after a public tender process, work is either awarded to a contractor on the basis of direct allocation (only one quote) or after seeking multiple quotes.

Direct allocation occurs when:

- the value of the procurement is relatively low; or
- the contractor has specialist skills, knowledge or equipment; or
- the contractor has been allocated a geographical area, facility or other 'patch' of responsibility (often established at commencement of the contract); or
- it is the contractor's turn in the cycle of offer rotation (this rarely used allocation method is also known as 'rotational allocation').

Multiple quotations may be sought when:

- the value of the procurement is relatively high;
- there is more than one contractor on the panel able to deliver the work; or
- when better value than the scheduled rates can be obtained if a lump sum price is sought (due to economies of scale).

2. Significant Project Orders

Significant projects are sometimes also undertaken under SoR panel contracts. These are larger in value or scope than the orders usually placed under the contracts. To ensure best value is obtained they are almost always subject to a competitive quotation process.

To enable better individual management and monitoring of these significant projects the Procurement Team allocates a subordinate number in the contract management system. Panellists then provide lump sum quotes at rates that are cheaper than those on the contract schedules.

Notes

1. All payment and contract figures stated in Attachment 2 (Expenditure Tables) were obtained by the Procurement Team from Council's contract management system. All contracts listed were current at the time of reporting and extension options have been exercised with approval wherever applicable.
2. The absence of a payment against a contract does not necessarily imply that the contractor was not offered any work. It is probable that they were offered opportunities to quote or tender under a competitive process but they were not successful. It is also possible that they declined work or they were awarded minor or medium sized project work but that no payments have been made in the reporting period.
3. Rotational allocation of work does not apply if specialist services are required which can best, or only, be provided by one panel contractor.

Glossary

Competitive quotation process means multiple quotations or tenders were sought from more than one contractor, evaluation took place and the work was awarded under the processes detailed in Council's Procurement Policy and related procedures.

Direct Allocation means the discretionary allocation of work to a contractor where only one quote was sought or when the contractor's price was calculated from the previously tendered schedule of rates. The work may have been allocated due to specialist skills or knowledge, geographical area, assigned facility, etc.

Panel contract means a Schedule of Rates contract awarded to two or more contractors, each of whom becomes a **panellist**.

Payments means transactions made within the reporting period to contractors for work that has already been delivered. It does not include commitments resulting from purchase orders that were raised where no payment for the work has yet been made.

Rotational allocation means each panel contractor is in turn offered direct allocation of a piece of work. If the contractor does not accept the work offered to them they are moved to the bottom of the list and the work is offered to the next contractor on the list. Under this method no preference is shown to any contractor. This allocation method is only rarely used, usually where the panellist's rates are similar and no direct allocation method has been established.

Subordinate number means a panel contract number with an extra numerical suffix. It is allocated to a **Significant Project** undertaken under the terms of a panel SoR contract where the project needs to be monitored separately due to its significant scope or value. Such work is almost always subject to a competitive quotation process but it is sometimes allocated due to specialist skills or knowledge, geographical area, assigned facility, etc.

6.4.2 LALOR STREETSCAPE IMPROVEMENT WORKS (STAGE 1) CONTRACT 2018-78 - TENDER EVALUATION REPORT

Attachments: 1 **Detailed Evaluation - Confidential**

Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.

Responsible Officer: Director Corporate Services

Author: Senior Contracts Executive

RECOMMENDATION SUMMARY

It is recommended that contract number 2018-78 for Lalor Streetscape Improvement Works (Stage 1):

- is awarded to Evergreen Civil Pty Ltd
- for the lump sum price of \$1,219,351 (excl. GST)

KEY FACTS AND / OR ISSUES

The tender evaluation panel advises that:

- Two tenders were received.
- The recommended tender was the highest ranked and is considered best value because of its competitive price and its demonstrated ability and relevant experience to deliver this project in accordance with Council's requirements.

REPORT

BACKGROUND

The purpose of this contract is to engage a contractor to undertake the Lalor Streetscape improvement works (stage 1).

The objectives of the Lalor Streetscape Improvement project are:

- To promote a safer and more pedestrian friendly shopping precinct;
- To enhance significant retail and community spaces to facilitate improved social interaction;
- To enhance the visitor experience with design improvements to the public realm;
- To encourage improved visitation and economic activity to the Lalor shopping precinct.

Tenders for the contract closed on 10 October 2018. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

EVALUATION

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity and Evaluation Plan was designed specifically for this tender process and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

Criteria	Weighting
Price	50%
Capability	23%
Capacity	20%
Impact	7%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

Only tenders that were conforming were fully scored. Tender submissions that were evaluated as non-conforming were set aside from further evaluation. In cases where this occurred the reasons for that outcome are detailed in the confidential attachment.

The evaluation outcome was as follows:

TENDERER	CONFORMING	COMPETITIVE	SCORE	RANK
Tenderer A Evergreen Civil Pty Ltd	Yes	Yes	88.4	1
Tenderer B	Yes	No	70.1	2

Refer to the confidential attachment for further details of the evaluation of all tenders.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council explores and adopts best practice models
Council Priority	Organisational Sustainability

A Master Plan was prepared for the Thomastown shopping precinct and was adopted by Council on 13 December 2011. Lalor is an important retail activity centre for the local community and is in need of physical improvements as outlined in the master plan to ensure future economic viability.

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

The tender from Evergreen Civil Pty Ltd was determined to be best value and it is considered that this company can perform the contract to the required standards.

RECOMMENDATION

THAT Council resolve to:

1. **Accept the tender submitted by Evergreen Civil Pty Ltd for the sum of \$1,219,351 (excluding GST) for the following contract:**

Number: 2018-78
Title: Lalor Streetscape Improvement Works (Stage 1)

subject to the following conditions:
 - a) **Tenderer to provide proof of currency of insurance cover as required in the tender documents.**
 - b) **Price variations to be in accordance with the provisions as set out in the tender documents.**
 - c) **Tenderer to provide contract security as required in the tender documents.**
2. **Approve the funding arrangements detailed in the confidential attachment.**
3. **Sign and seal the Contract documents.**

6.4.3 YAN YEAN TENNIS COURTS AND ASSOCIATED RESERVE WORKS (STAGES 2 AND 3) CONTRACT 2018-77 - TENDER EVALUATION REPORT

Attachments: 1 **Detailed Evaluation - Confidential**

Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.

Responsible Officer: Director Corporate Services

Author: Senior Contracts Executive

RECOMMENDATION SUMMARY

It is recommended that contract number 2018-77 for Yan Yean Tennis Courts and Associated Reserve Works (Stages 2 and 3):

- Is awarded to Dynamic Sports Facilities Pty Ltd for the lump sum price of \$1,404,548.06 (excluding GST).

KEY FACTS AND / OR ISSUES

The tender evaluation panel advises that:

- Three tenders were received
- The recommended tender was the highest ranked and is considered best value because of its competitive price and its demonstrated ability and relevant experience to deliver this project in accordance with Council's requirements.

REPORT

BACKGROUND

The purpose of this contract is to construct the Yan Yean tennis courts and undertake stages 2 and 3 of the associated reserve works.

The redevelopment of the TH Hurrey Reserve shall achieve the following objectives:

- Increase the standard of the tennis court infrastructure to meet agreed standards
- Increase the standard of the pavilion to meet agreed standards
- Ensure the capacity of the reserve caters for current and projected growth of tennis in the area
- Improve reserve amenities to increase passive recreation user visitation.

Tenders for the contract closed on 14 November 2018. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

EVALUATION

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity & Evaluation Plan was designed specifically for this tender process and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

Criteria	Weighting
Price	50%
Capability	23%
Capacity	20%
Impact	7%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. In cases where this occurred the reasons for that outcome are detailed in the confidential attachment.

The evaluation outcome was as follows:

TENDERER	CONFORMING	COMPETITIVE	SCORE	RANK
Tenderer A Dynamic Sports Facilities Pty Ltd	Yes	Yes	86.4	1
Tenderer B	Yes	No	NA	NA
Tenderer C	Yes	No	NA	NA

Refer to the confidential attachment for further details of the evaluation of all tenders.

LINKS TO THE COUNCIL PLAN

Council Priority	Organisational Sustainability
Future Direction	Good Governance
Theme	Continuous Improvement
Strategic Objective	Council explores and adopts best practice models

The redevelopment of the TH Hurrey Reserve was placed as a medium to high priority project within the endorsed City of Whittlesea Tennis Strategy 2013-2018.

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

The tender from Dynamic Sports Facilities Pty Ltd was determined to be best value and it is considered that this company can perform the contract to the required standards.

RECOMMENDATION

THAT Council resolve to:

- 1. Accept the tender submitted by Dynamic Sports Facilities Pty Ltd for the sum of \$1,404,548.06 (excluding GST) for the following contract:**

Number: 2018-77

Title: Yan Yean Tennis Courts and Associated Reserve Works (Stages 2 and 3)

subject to the following conditions:

- a) Tenderer to provide proof of currency of insurance cover as required in the tender documents.**
 - b) Price variations to be in accordance with the provisions as set out in the tender documents.**
 - c) Tenderer to provide contract security as required in the tender documents.**
- 2. Approve the funding arrangements detailed in the confidential attachment.**
 - 3. Sign and seal the Contract documents.**

6.4.4 AMENDMENT TO CEO'S DELEGATION FOR ACCEPTANCE OF UTILITIES TENDERS

Attachments: 1 Amended Instrument of Delegation (Marked up) [↓](#)
 2 Amended Instrument of Delegation (Clean) [↓](#)

Responsible Officer: Director Corporate Services

Author: Team Leader Procurement

RECOMMENDATION SUMMARY

That the Instrument of Delegation to the Chief Executive Officer be amended to include a power for the Chief Executive Officer to accept offers for the supply of Utilities regardless of contract value if there is insufficient time to refer the matter to the Council prior to the expiry of the offer (refer to the attached updated Instrument of Delegation).

KEY FACTS AND / OR ISSUES

- A delegation from Council to the CEO is required to enable City of Whittlesea to accept the best value tenders for supply of Utilities.
- The Department of Treasury & Finance (DTF) conducts a tendering process for the supply of natural gas and electricity for periods of approximately 3 to 5 years. This large collaborative contract typically generates best value offers for Council.
- A copy of the evaluation report from DTF will only be available just prior to the existing contract expiring and there will be a very short acceptance deadline of just a few days or weeks.
- Previous experience has repeatedly demonstrated that tenders for Utilities are incompatible with Council's normal contract award processes due to short response requirements of the market and long approval requirements of the Council.
- A delegation of power to the CEO for acceptance of tender offers will enable Council to take advantage of best value offers for Utilities contracts.
- A memorandum will be presented to Councillors as soon as possible after the exercise of the CEO's delegation in relation to a Utilities contract.
- Additional amendments are also proposed to remove unnecessary duplication of text.

REPORT

BACKGROUND

Council is currently contracted for its natural gas supply to large sites via a State Purchasing Contract (SPC) established by the Department of Treasury and Finance (DTF). The SPC for the supply of natural gas and electricity to small sites is due to expire on 31 December 2018. DTF plans to seek tenders for a replacement SPC in late November 2018.

A similar tender was recently let by MAV Procurement in late 2017 when they established contracts for supply of gas and electricity to large and small sites. That tender process revealed incompatibility between the timing required for obtaining and accepting offers from the utilities sector and the time it takes to submit a report to Council.

Due to the volatility in the Utilities market, tender offers from gas and electricity suppliers are typically only valid for a term from a few days to two weeks. This does not allow enough time for an evaluation report to be presented to Council in order to obtain approval to accept the best value offer.

The only options available are either to not accept any offer or to accept an offer pending subsequent approval by the Council. The MAV process demonstrated that some suppliers are unwilling to hold offers open for months until councils approve acceptance of offers. The primary reason is that the value of the offer is contingent upon the volume of supply committed by the buyers. Without guaranteed commitment the offers will be withdrawn.

PROPOSAL

It is proposed that Council delegates a power to the CEO to accept best value tender offers from the Utilities sector regardless of the value of potential spend (but within budget) whenever there is insufficient time to seek approval for same from the Council via the normal reporting process.

Following the exercise of that power by the CEO it is proposed that Officers will notify the Council via memorandum.

This proposal can be actioned by the insertion of another exception into paragraph 5.1 in the Instrument of Delegation to the Chief Executive Officer allowing the CEO to accept a tender for a contract for the supply of Utilities, regardless of contract value, if a decision needs to be made urgently and cannot conveniently be deferred until the next meeting of Council for consideration.

It is further proposed to:

- Make minor improvements to the wording of paragraph 5.1 as suggested by Council's legal advisors.
- Remove the reference to types of contracts in paragraph 5.1 and then delete paragraph 5.2 (currently these are unnecessarily duplicated now that the CEO's delegation for works contracts is the same as it is for services and goods contracts).

Copies of the updated Instrument of Delegation to the Chief Executive Officer are attached. One is a marked up copy which easily allows the reader to easily identify all proposed changes. The other is a clean version of the amended document - this copy is recommended for approval.

CONSULTATION

Consultation has taken place with Manager Governance and Director Corporate Services. It was determined that a delegation is the most appropriate mechanism to address the issue. The Chief Executive Officer has been consulted and has confirmed his support for this approach.

Council's legal advisors have been consulted to ensure the amended Instrument of Delegation to the Chief Executive Officer has been properly drafted.

CRITICAL DATES

Expiry dates of existing Utility supply arrangements are as follows:

- The SPC for the supply of natural gas to large sites is due to expire on 30 September 2020.
- The SPC for the supply of natural gas and supply of electricity to small sites is due to expire on 31 December 2018.
- The National Procurement Network contract for supply of electricity for public street lighting is due to expire on 31 December 2018.
- The SPC for the supply of electricity to large sites is due to expire on 30 June 2019.

To achieve best value in each category, the acceptance of new Utilities offers could happen as often as two or three times in a year. This is due to the three different supply types (gas, electricity and water) and the different categories within each energy offer (i.e. separate offers are made for small sites, large sites and for public street lighting).

FINANCIAL IMPLICATIONS

There will be a financial benefit to Council if the Chief Executive Officer is delegated the power to accept Utilities offers made with short validity periods as the best tender offer in the market can be accepted within the deadline. This will prevent Council being limited to only accepting longer validity offers at higher rates.

The proposed delegation will enable Council to leverage off the buying power of the Department of Treasury and Finance and other external tendering agents such as MAV Procurement and Procurement Australia to obtain best value for money.

POLICY STRATEGY AND LEGISLATION

The Council may delegate its powers in accordance with section 98(3) of the *Local Government Act 1989*.

Delegating specific functions to staff members is administratively efficient and it enables decisions to be made more promptly to secure best value when the opportunity arises.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council explores and adopts best practice models
Council Priority	Organisational Sustainability

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

It is advantageous to the Council to delegate a power to the CEO to accept utilities offers where timelines prevent the usual approval process. The retrospective notification of the evaluation outcomes to Council allows for full transparency as soon as possible without jeopardising the opportunity to achieve best value.

RECOMMENDATION

In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached Instrument of Delegation to the Chief Executive Officer, Council resolve that:

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
2. The Instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the Instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. It is noted that the instrument includes a power of delegation to members of Council staff; in accordance with section 98(3) of the Act.
6. If the CEO accepts a tender for the supply of Utilities under paragraph 5.1 of the Instrument of Delegation to the Chief Executive Officer, a memorandum will be promptly presented to the Councillors.



Instrument of Delegation
to the
Chief Executive Officer
(S5)

~~3 April~~ **11 December** 2018
Version 3.0402

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| S5 Instrument of Delegation to the Chief Executive Officer – ~~3 April~~ 11 December 2018 - Version 3.0102 Page 2

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* (**the Act**) and all other powers enabling it, the **Whittlesea City Council (Council)** delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on **3 April 11 December** 2018;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

DATED:

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

..... Mayor

..... Chief Executive Officer

SCHEDULE

4. The power to -

- 4.1 determine any issue, take any action or do any act or thing arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act; and
- 4.2 invite short listed tenderers to tender following an Expression of Interest process.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing -

5. if the issue, action, act or thing is an issue, action, act or thing which involves:

- 5.1 awarding, varying or extending a contract ~~for goods and services~~ if the decision to do so when considered with any previous decisions relating to the contract involves an amount of \$500,000 (GST inclusive) or more unless, in the case of a contract involving:

5.1.1 an amount of between \$500,000 and \$600,000; ~~and/or~~

5.1.2 the supply of Utilities, regardless of contract value,

a decision needs to be made urgently and can not safely or conveniently be deferred until the next meeting of Council for consideration. This exclusion does not extend to the calling or recalling of tenders, or anything ~~else~~ relating to the tendering process, other than ~~one~~ a decision to accept a particular tender;

- ~~5.2 awarding, varying or extending a contract for works if the decision to do so when considered with any previous decisions relating to the contract involves an amount of \$500,000 (GST inclusive) or more unless, in the case of a contract involving an amount of between \$500,000 and \$600,000, a decision needs to be made urgently and can not safely or conveniently be deferred until the next meeting of Council for consideration. This exclusion does not extend to the calling or recalling of tenders or anything relating to the tendering process other than one to accept a particular tender~~

5.35.2 making a local law under Part 5 of the Act;

5.45.3 approval of the Council Plan under s.125 of the Act;

5.55.4 adoption of the Strategic Resource Plan under s.126 of the Act;

5.65.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;

5.75.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;

~~5.85.7~~ noting Declarations of Impartiality by Valuers pursuant to section 13DH(2) of the Valuation of Land Act 1960;

~~5.95.8~~ appointment of councillor or community delegates or representatives to external organisations;

~~5.105.9~~ the return of the general valuation; or

~~5.115.10~~ approval of overseas travel by Council officers on Council business.

6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a -
 - 7.1 policy; or
 - 7.2 strategy
 adopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



Instrument of Delegation
to the
Chief Executive Officer
(S5)

11 December 2018
Version 3.02

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Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* (**the Act**) and all other powers enabling it, the **Whittlesea City Council (Council)** delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 11 December 2018;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

DATED:

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

..... Mayor

..... Chief Executive Officer

SCHEDULE

4. The power to -
 - 4.1 determine any issue, take any action or do any act or thing arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act; and
 - 4.2 invite short listed tenderers to tender following an Expression of Interest process.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing -

5. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 5.1 awarding, varying or extending a contract if the decision to do so when considered with any previous decisions relating to the contract involves an amount of \$500,000 (GST inclusive) or more unless, in the case of a contract involving:
 - 5.1.1 an amount of between \$500,000 and \$600,000; and/or
 - 5.1.2 the supply of Utilities, regardless of contract value,

a decision needs to be made urgently and cannot safely or conveniently be deferred until the next meeting of Council for consideration. This exclusion does not extend to the calling or recalling of tenders, or anything else relating to the tendering process, other than a decision to accept a particular tender;
 - 5.2 making a local law under Part 5 of the Act;
 - 5.3 approval of the Council Plan under s.125 of the Act;
 - 5.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 5.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 5.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 5.7 noting Declarations of Impartiality by Valuers pursuant to section 13DH(2) of the Valuation of Land Act 1960;
 - 5.8 appointment of councillor or community delegates or representatives to external organisations;
 - 5.9 the return of the general valuation; or
 - 5.10 approval of overseas travel by Council officers on Council business.

6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a -
 - 7.1 policy; or
 - 7.2 strategyadopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

6.4.5 ASSET MANAGEMENT STRATEGY ADOPTION

Attachments: 1 **Asset Management Strategy** [↓](#)

Responsible Officer: Director Corporate Services

Author: Manager Finance & Assets

RECOMMENDATION SUMMARY

1. That the proposed Asset Management Strategy be adopted.
2. That Councillors note the current level of knowledge in our Asset Management Processes and the strategy to address the current knowledge gaps.
3. That Councillors note the renewal funding requirements to provide a consistent level of service to our community identified in this strategy and included in the 4/15 New Works Program.

KEY FACTS AND / OR ISSUES

- The City of Whittlesea has assets valued at more than \$3 billion dollars.
- Council's assets have increased by approximately \$80 million dollars per year for the past decade, predominantly from development works in new growth areas, and this is expected to continue through to 2040.
- There is currently an identified asset renewal gap of approximately \$40 million, meaning those assets are not in the desired condition to provide the services our community expects from them.
- The proposed Asset Management Strategy provides:
 - A snapshot of the information we currently know about our assets
 - What service we expect from them
 - The asset composition of the approximately \$40 million renewal gap and the proposed Strategy to reduce costs and increase funding to address the gap
 - Our strategic approach to ensure assets provide a sustainable level of service into the future.

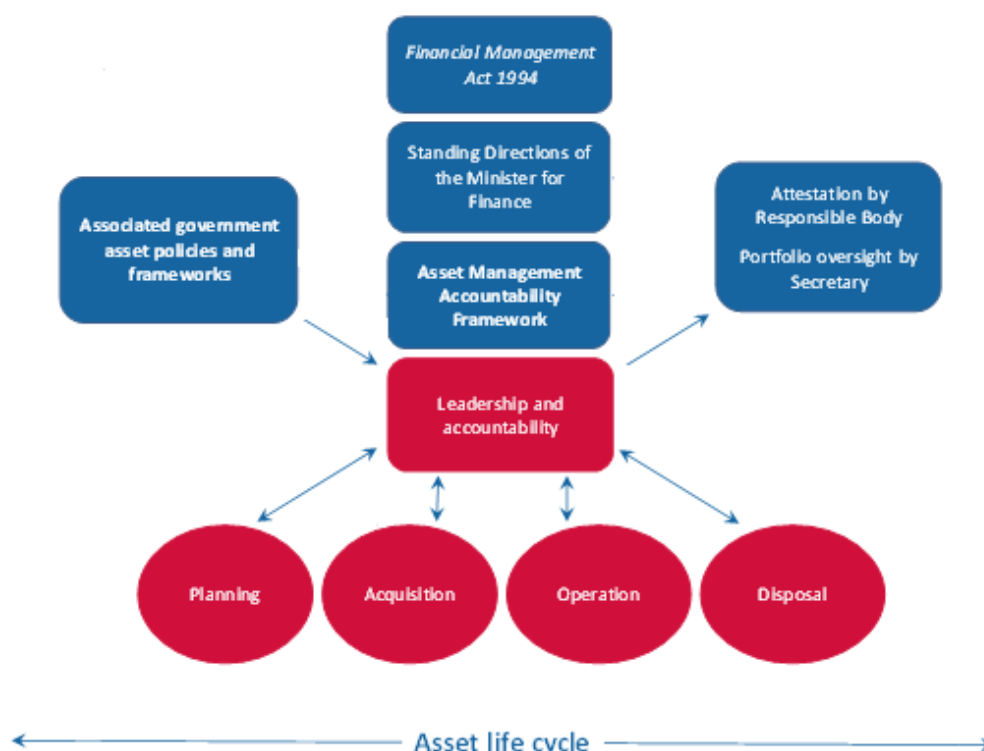
REPORT

BACKGROUND

The City of Whittlesea is one of the most rapidly developing municipalities within Australia. As such, the historic focus has been on the provision of assets in response to growth related demands. The infrastructure network is currently valued at approximately \$3 billion dollars and increasing by approximately \$80 million per year. With this growing infrastructure network comes an increasing liability to renew an increasing amount of assets as they reach end of life, which requires a balancing of expenditure between provision of new assets and renewal of existing assets.

In February 2016, The Victoria State Government *Department of Treasury and Finance* issued the *Asset Management Accountability Framework* (AMAF). Council will utilise this model to assist in meeting its asset management obligations under the Local Government Act. The AMAF depicts its relationship with other government policies and legislation as per Figure 1 below. It is noted that leadership and accountability is central to this model throughout all aspects of the asset life cycle.

Figure 1: The relationship between the AMAF and other government policies



Within the context of strategic asset management, The *Local Government Act 1989* specifies that:

cl. 3C (1) “The primary objective of a Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.”

And

cl. 3E (1) “The functions of a Council include:

- (b) planning for and providing services and facilities for the local community;
- (c) providing and maintaining community infrastructure in the municipal district.

This Strategy outlines Council's commitment to delivering our community the right services, through the right assets, using best practice management and continuous improvement initiatives. At Council Forum on 5 December 2017, Councillors were presented with an update on the asset management position of Council's roads and the projected renewal funding requirements for the transport asset portfolio. Since this presentation, officers have been undertaking work to:

- Consolidate and centralise knowledge for all asset portfolios (Transport, Buildings, and Parks and Open Space)
- Identify the linkage between the infrastructure assets Council manages and the services Council delivers to the community
- Assess the gaps in our knowledge, processes and future sustainability modelling
- Determine a strategy to address the identified gaps.

The outcome from this process is the proposed Asset Management Strategy.

The draft strategy was presented to Council Forum on 9 October 2018 for discussion, consideration and inviting Councillor feedback.

PROPOSAL

To adopt the proposed Asset Management Strategy which sets our strategic direction for addressing the identified knowledge gap in the management of our assets throughout their lifecycle.

CONSULTATION

The development of the first version of the proposed Strategy has been undertaken through internal consultation to capture current knowledge and work processes and model future sustainability from current knowledge, data and budgets. Future iterations of the Strategy will involve further internal and community consultation once the asset management system has matured to a level where it can facilitate meaningful participation.

FINANCIAL IMPLICATIONS

This Strategy has identified and outlined a required increase in the renewal funding of the overall New Works Program to address the need to renew those assets that have reached the end of their useful life. As such, Council's Long Term Financial Plan has provided for an increase in renewal funding of \$2.8 million with the aim of closing Council's asset renewal gap over the next 15 years. As the works outlined in the Strategy's improvement plan are undertaken, asset knowledge is increased and better data is collected, the projected financial requirements will change. Some identified factors that will contribute are:

- Factors that may decrease costs:
 - Effective Asset Management Practices and Renewal Modelling facilitating intervention at the most cost-effective point
 - Economies of Scale reducing individual work costs through completing a higher quantity of works
 - Increased efficiencies through reviewing current processes and practices against best practice and technological opportunities
 - New products, services and methodologies available on the market that provide alternative solutions.

- Factors that may increase costs:
 - Increased demand throughout the wider city/state infrastructure industry (i.e. from developers, state government) increasing the cost of materials and services
 - Better data providing an increased understanding of the extent of works required and the identification of additional work requirements.

POLICY STRATEGY AND LEGISLATION

The proposed Asset Management Strategy is closely linked with Whittlesea 2040 and the Asset Management Policy.

This Strategy is part of Council's approach to meet the requirements of the Victorian State Government's Asset Management Accountability Framework (AMAF).

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council strives to achieve long term financial sustainability
Council Priority	Organisational Sustainability

The proposed Strategy continues Council's strong commitment to providing services to our growing community, in a sustainable way, by setting the strategic approach to the management of our resources in consideration of today's demands and future service requirements.

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

The City of Whittlesea has been actively working on advancing the clarity of asset information and the maturity of asset systems over the past 12 months. The proposed Strategy outlines our current level of knowledge, how we will approach future asset suitability and sustainability based on our community's desired service levels and our plan to continually improve systems to better inform decision making. Once adopted, this provides a clear path forward over the next four years to utilise our assets in service delivery to our community.

RECOMMENDATION

THAT Council resolve to adopt the Asset Management Strategy.



Asset Management Strategy

Achieving Whittlesea 2040

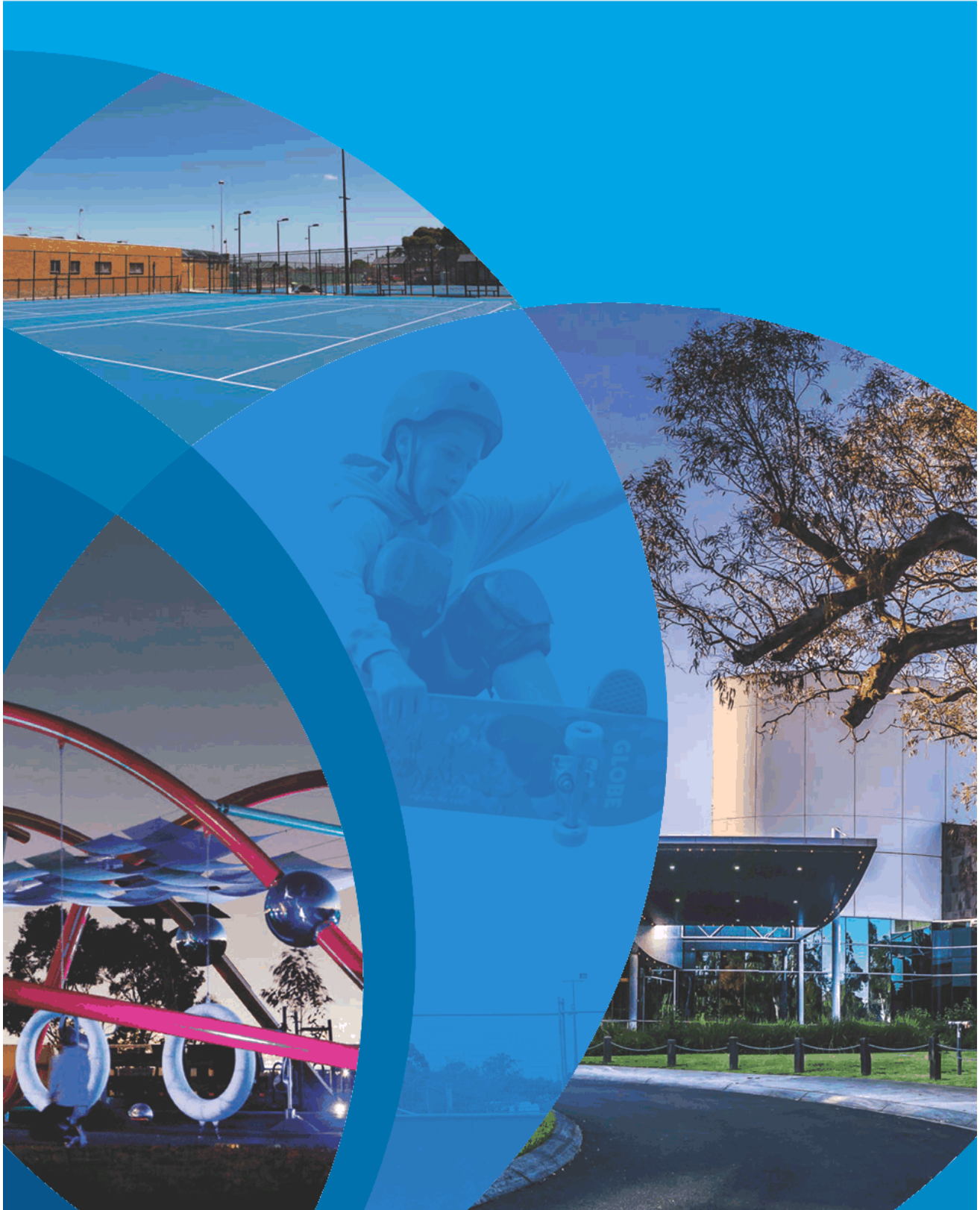




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The City of Whittlesea recognises the rich Aboriginal heritage of the country and the Wurundjeri Willum Clan as the Traditional Owners of the place.

Message from the Mayor Cr Lawrie Cox



The Asset Management Strategy outlines how Council will plan, build, manage and review our roads, parks, open space and building assets on behalf of the community so that our residents receive the best services and infrastructure that they need and deserve both now and in the future.

Whittlesea is one of the fastest growing local government areas in Australia and is expected to grow from 223,566 in 2018 to 377,033 residents in 2040. To prepare for this continuous increase and our community's future, it is imperative that Council works hard to maintain, improve and invest in our assets. Our rapid growth also creates unique challenges of balancing our focus between providing new assets for our growing community and maintaining the existing ones in our established areas.

Our assets are valued at approximately \$3 billion and are increasing by approximately \$80 million every year. Fully understanding the cost implications of providing Council services to a rapidly growing population is also challenging. This document is a snapshot of what we know today and what we are doing to know more.

Whittlesea 2040 will provide the framework for how we manage our community's assets as well as guiding the delivery of Council services, our long term financial planning and the priorities of our capital works program.

This Strategy outlines Council's commitment to delivering our community the right services, through the right assets, using best practice management and continuous improvement to ensure our City continues to be a great place to live and work.



INTRODUCTION



Right services

Right assets

Using best practice

Continuous improvement

We are committed to providing the services the community desires, through the most suitable assets, utilising best practice in an economic, sustainable and responsible way.

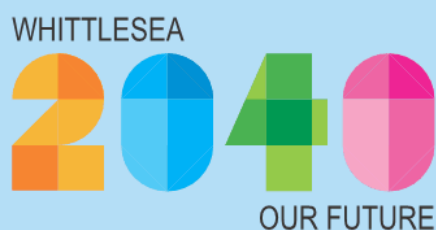
Our ongoing commitment to review and improve our processes will ensure we accurately reflect and account for the performance of our assets and service delivery programs.

We will continue to further develop our knowledge, information and engagement with our community on asset management.



Overview

The vision for the City of Whittlesea in 2040 is that it is a place for all.



Four interconnected goals have been identified as essential to realising the vision. These are:

- connected communities
- liveable neighbourhoods
- strong local economy
- sustainable environment.

The City of Whittlesea has developed this Asset Management Strategy - Achieving Whittlesea 2040 to help us accomplish these goals and ensure our assets meet the needs of our community well into the future.

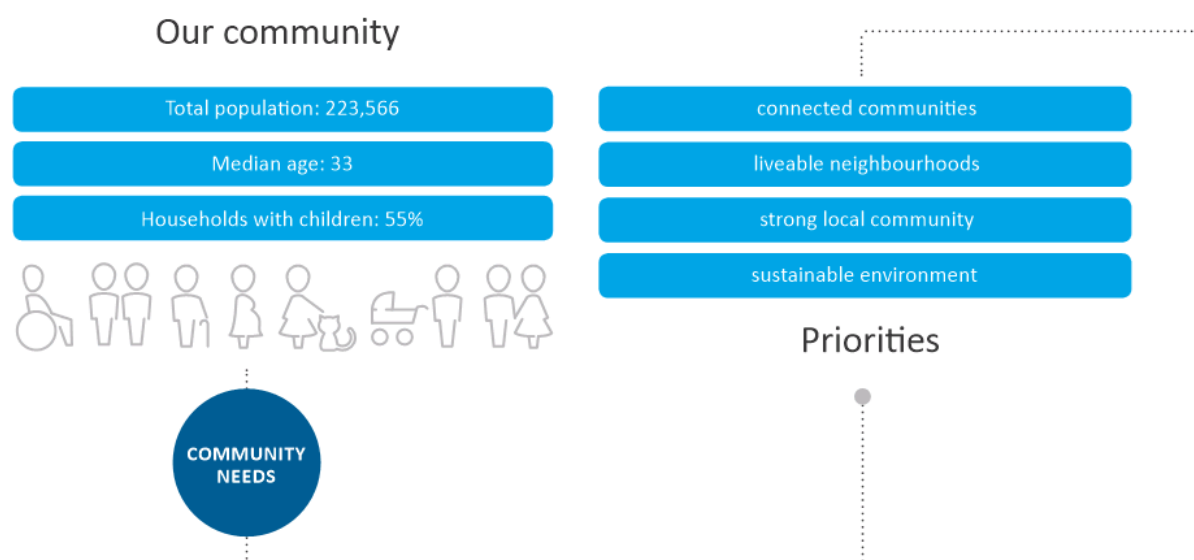
This strategy aims to transform the way Council manages assets to ensure decisions made today do not negatively impact on the municipality's longer term sustainability and service delivery. The strategy will inform Council's 15-year Long Term Financial Plan.

To ensure our service levels keep up with our growth, we need to be aware of the challenges and opportunities that could have an impact on our position when planning for our future. This includes population growth and demographic change, increased demand for services, technological advancements, climate change and economic conditions.

This strategy outlines the assets we manage on behalf of the community, the current services we provide, the long-term implications of current funding profiles, and our on-going asset management approach.

Council aims to be an industry leader in asset management in growth areas. To do this, we need to work with the community to deliver the right services, with the right assets, using best practice and continuous improvement standards.

Strategy on a page



Our strategic approach



RIGHT SERVICES

We will: Engage with our community on the services they need, the quality they expect, within agreed timelines and budget.



RIGHT ASSETS

We will: Make decisions about the acquisition, lifecycle and disposal of our assets to achieve the level of service our community wants.



BEST PRACTICE

We will: Manage our assets utilising best practice and industry benchmarking including data collection, asset management processes, renewal projections and budget allocation.

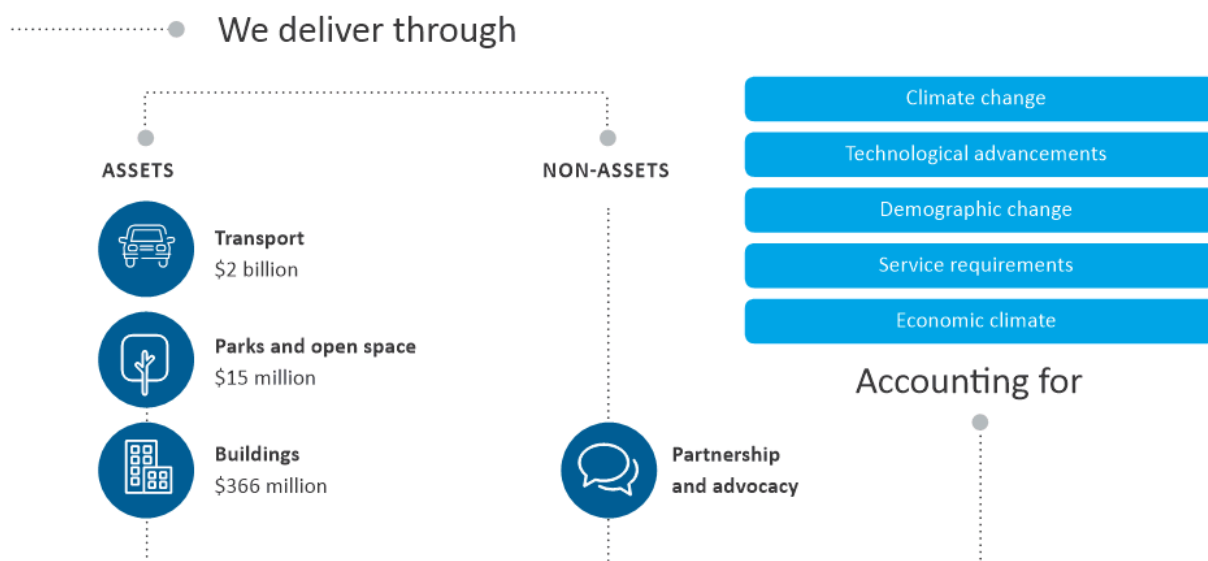


CONTINUOUSLY IMPROVING

We will: Continually improve our data quality, organisational knowledge, processes, consultation and decision making as we aim to provide the services our community wants in the most efficient manner.

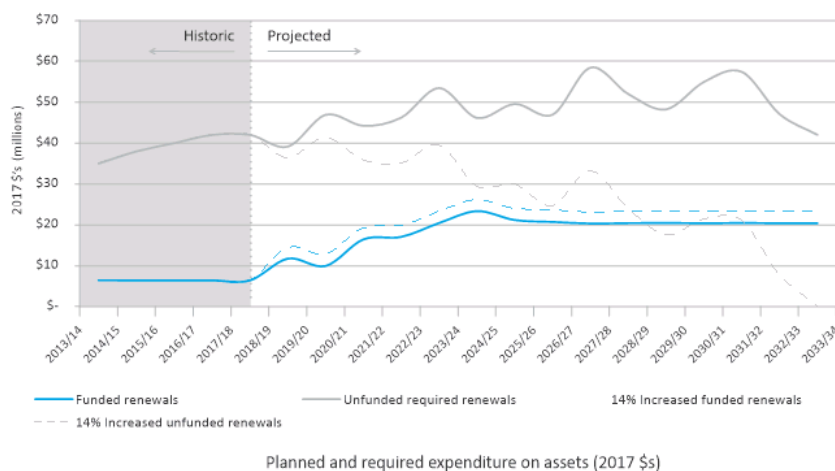
The vision for the City of Whittlesea in 2040 is that it is a place for all.

This strategy is informed by Whittlesea 2040 and provides the framework for the sustainable management of our assets and guides our service delivery. This will then inform our long term financial planning and the priorities of our capital works program.

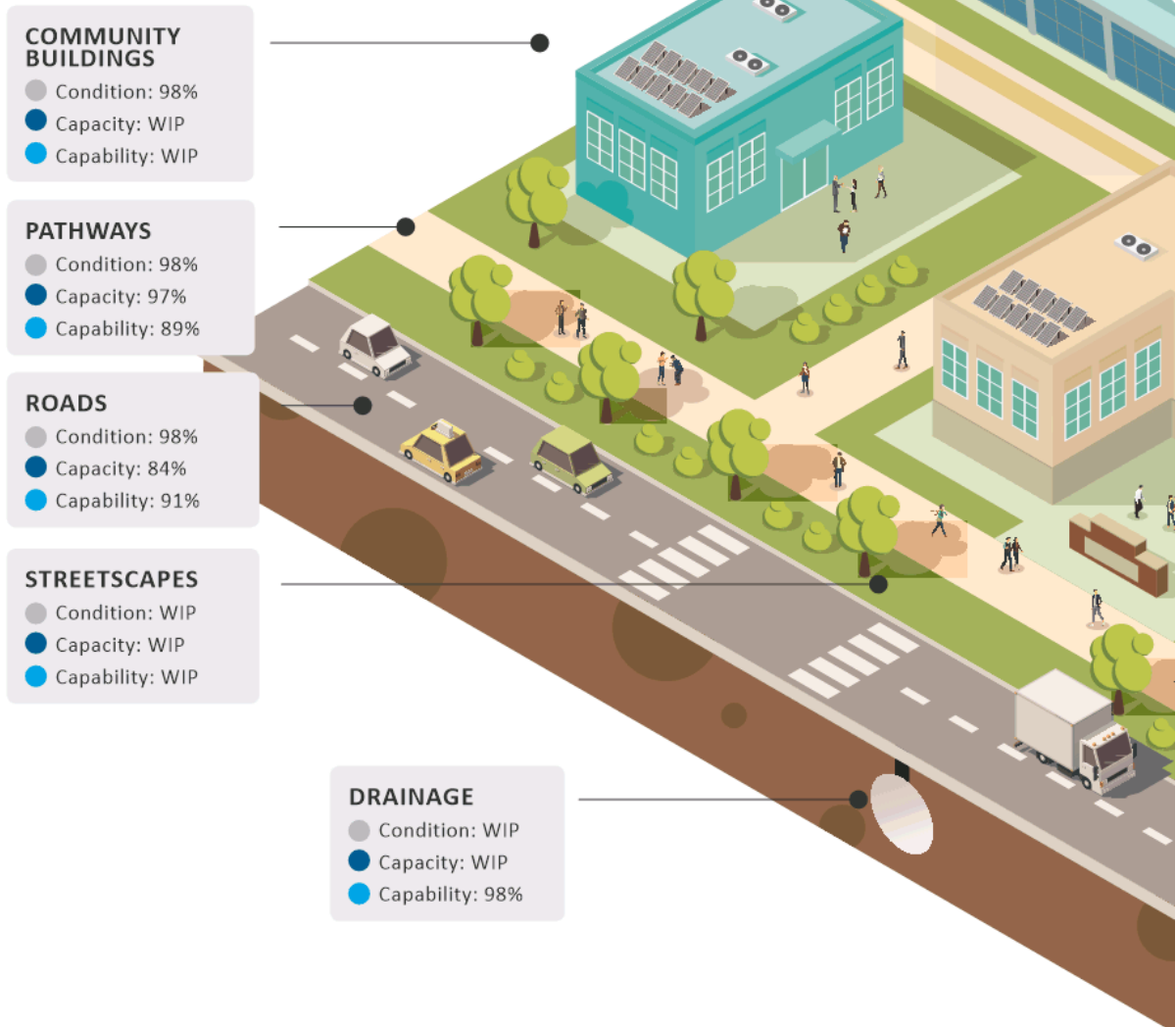


Our starting point

Currently, Council's long-term asset planning forecasts show that an additional \$40 million of asset renewals will be required over the next 15 years to maintain the current service levels. This averages a \$2.8 million (14%) increase in renewal funding per year from the current \$18.2 million to \$21 million, or an equivalent saving through efficiency gains or reduced service levels.



Assets overview



KEY

Condition: The actual physical and technical state of the asset.

Capacity: The ability of the physical infrastructure to meet demand.

Capability: The ability of the physical infrastructure to meet service program delivery needs.



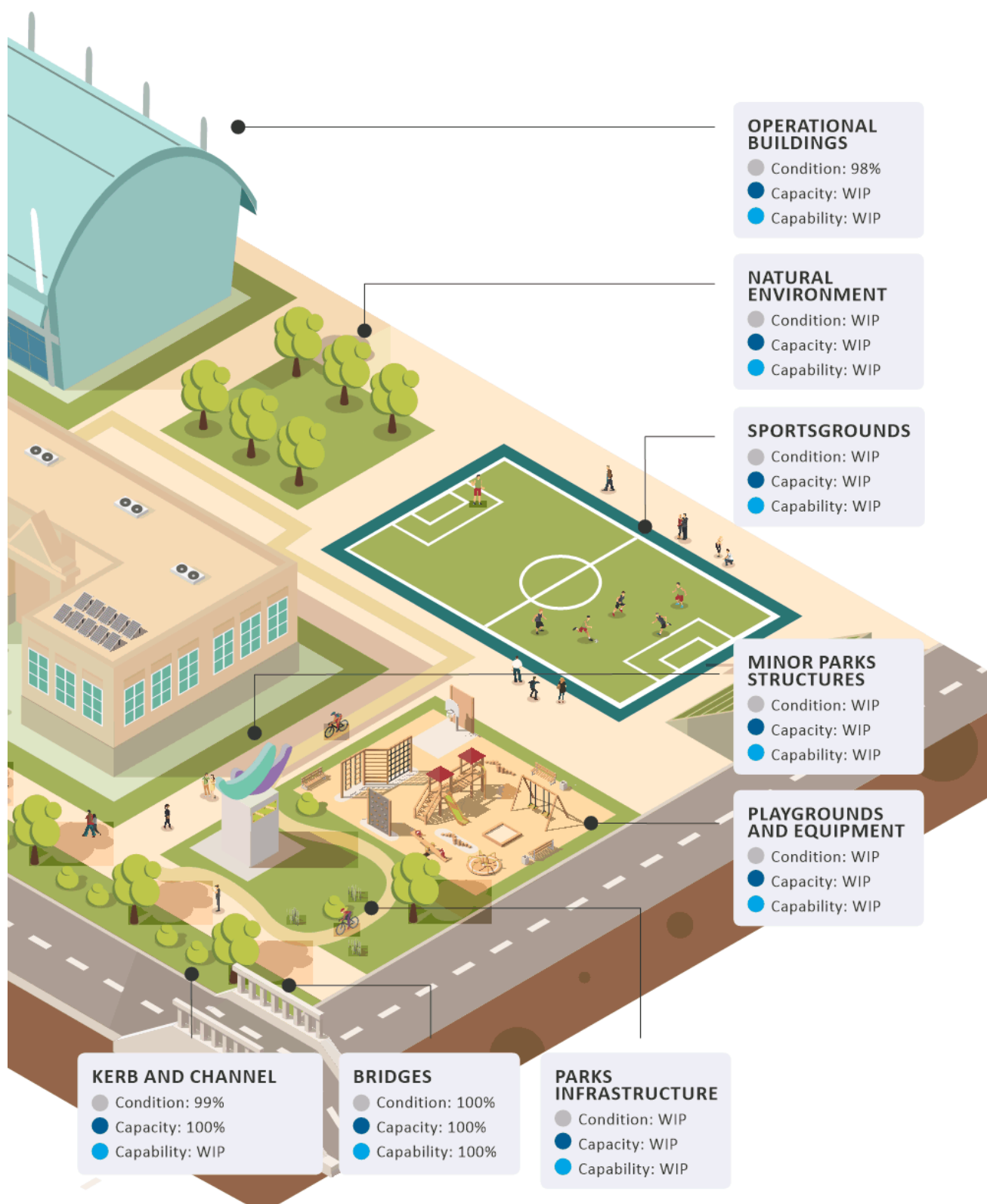
100% - 95%
(or up to 5% that may require capital intervention).



94% - 90%
(or up to 10% that may require capital intervention).



<90%
(or greater than 10% that may require capital intervention)



This data is current as of end of year 2017/18. WIP is data currently being collected that will be included in a future version of this strategy.



DELIVERING SERVICES



How our assets deliver services

The City of Whittlesea is a complex organisation that delivers vital services to our ever increasing community. These services address social, transport, recreation and economic needs and include:

- family and children's services
- traffic management
- parks and open spaces for recreation
- youth facilities
- waste management
- community buildings/facilities
- business development
- budget accountability

The *Local Government Act, 1989* states that:

The primary objective of a Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.

This includes:

- ensuring that resources are used efficiently and effectively to provide services that meet the needs of the local community in line with the *Best Value Principles Act 1999*
- promoting the social, economic and environmental viability and sustainability of the municipal district
- improving the overall quality of life of people in the local community.

The City of Whittlesea's Asset Management Policy states that Council seeks to provide a better service, not a better asset. Council sets the levels of service based on community feedback from the Whittlesea 2040 process and then determines the most efficient and effective way of delivering them.

The two service delivery mechanisms are:

- non-asset dependant solutions through collaboration, advocacy, and innovation
- infrastructure assets organised into key portfolios.



TRANSPORT

Assets for getting from A to B including roads, footpaths and stormwater drainage



PARKS AND OPEN SPACE

Assets primarily used for leisure or aesthetic benefit such as parks, sportsgrounds, playgrounds, river trails and street trees.



BUILDINGS

Buildings that provide all weather gathering places and service delivery for the community or operational offices and depots Council uses to deliver services.

Each of these portfolios has an Asset Management Plan that outlines the level of service of each asset, the lifecycle activities and asset costs including operational costs, maintenance, renewal, upgrades and replacements and forecasts of future demand.

RESPONSIBLE DEPARTMENT	PORTFOLIO	TRANSPORT	PARKS AND OPEN SPACE	BUILDINGS
	Operations and Maintenance	City Presentation	Parks and Urban Design	City Presentation
	Renewal	City Design and Transport	Parks and Urban Design	City Presentation, Major Projects
	Upgrades and New	City Design and Transport	Parks and Urban Design	Major Projects

How we plan for our assets

Council has a three-tiered Asset Management Framework that includes:

strategic - Asset Management Policy

tactical - Asset Management Strategy

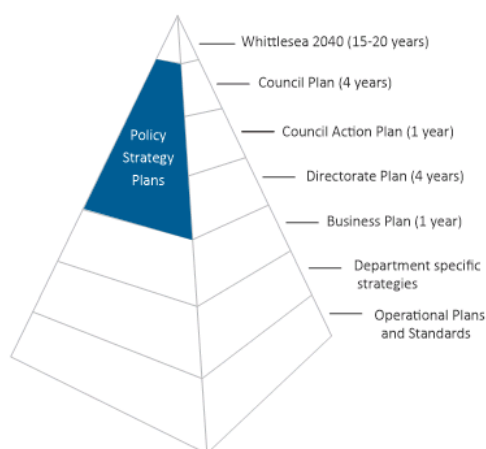
operational - Asset Management Plan.

Note: Council uses International Standards (ISO) terminology in these documents rather than those used in the Asset Management Accountability Framework (AMAF).

Council's Asset Management Policy states that asset management:

"Supports the strategic objectives of Council's Community Plan and other objectives of social planning and service strategies."

Basing our asset planning on Whittlesea 2040 ensures continuity in service planning and delivery across multiple council terms. This gives elected community representatives the context underlying key investment decisions and reliable forecasts of new spending to maintain service delivery.



This means asset planning is dependent on Whittlesea 2040 and it informs all Council Plans and Directorate Plans.

The *Asset Management Accountability Framework* states that *"Service delivery is at the core of asset management."* As a result, our priority in asset management is ensuring community service expectations are met. This is reflected in each portfolio asset management plan and includes:

- planning integration with local, state and federal government policy and planning frameworks
- whole of lifecycle costs including; capital costs in acquisition, annual operating costs and disposal costs at end of life as well as options analysis
- informed decision-making such as considering non-asset and private-sector options for service delivery and utilising meaningful performance measures
- ensuring quality data management, comprehensive reporting and risk mitigation.



Image: AMAF

Currently Council assesses the performance of its assets solely based on their physical condition. This is effective for programming renewal works and maintaining continuity of service delivery, but it adds little to the planning of new and upgraded assets. While this data is available within Council, a centrally consolidated database has yet to be developed. To address this issue and facilitate better decision making, Council is developing an asset information management system based on a three-stage assessment process:

- 1) condition: the physical state of the asset
- 2) capacity: the ability of the asset to meet the volume of demand
- 3) capability: the suitability of the asset for delivering the desired level of service.

Example

This planning model can be likened to a family planning to buy a new car.

A family of four wants a reliable car for city use.

That statement would be the **vision**.

An assessment would be made of how the family defines 'reliable'. Is it based on maximum kilometres travelled, vehicle age, regular service history/intervals? This would be defined as the acceptable **condition**. It would also inform how many years the car can be used, known as the useful life.

An assessment would establish how many seats the car needs; enough for the family only, or for friends and extended family too? Does it need room for a pram? Will the need for seats change? If a change is expected, should it be allowed for from the start? This is assessing **capacity** over the useful life of the car.

Finally, what is meant by 'city use;' is it for use on low-speed, inner city roads or highways? Will the roads all be asphalt? Will the car need to tow a trailer? That would be **capability**.

By understanding the vision and undertaking these assessments, the requirements of the right asset, in this case a family car, are defined for the whole life of the asset and potential solutions can be tested. This facilitates informed holistic decision-making, minimises wasted expenditure due to oversight and allows ongoing maintenance and operations decisions to be made throughout the life of the asset.

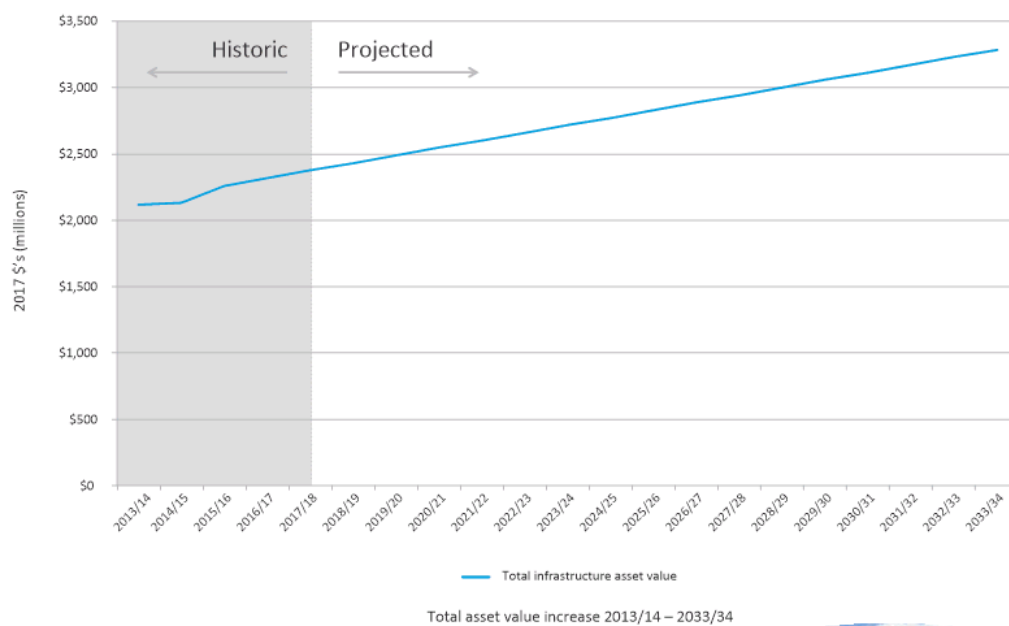


Our asset value expenditure

Since 2013-14, Council's asset portfolios have increased in value by an average of \$80 million a year. Taking into account anticipated population growth in the municipality, approved new subdivisions and historic value increases, it is possible to forecast the increase in value

of Council assets over the next 15 years. This increase is forecast to come primarily from subdivision developments. However the gains will be partially off-set by Council's need to provide extra assets to meet increased demand for services as the community grows.

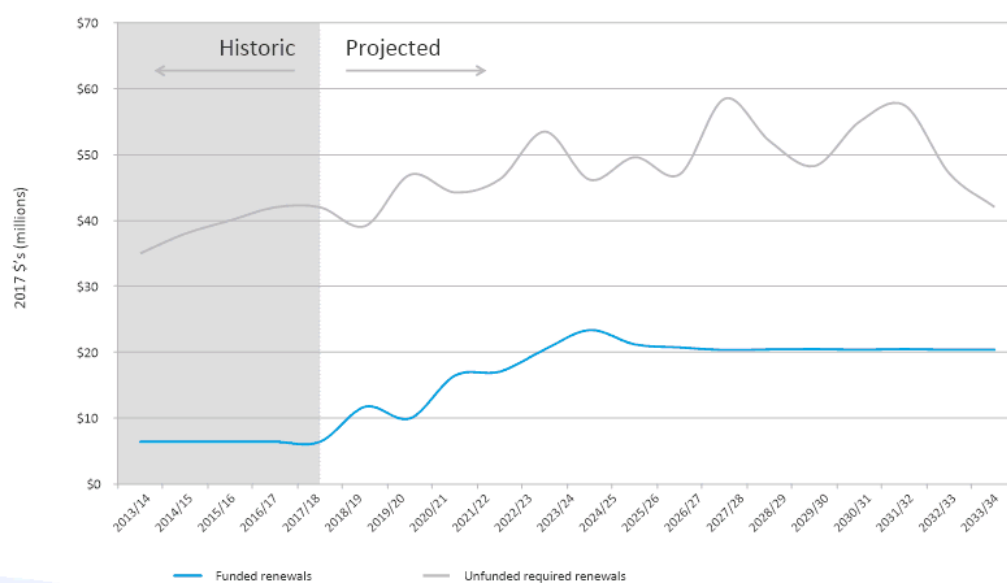
Infrastructure asset value



Council's assets are consumed through use and deterioration over time. The cost and rate of this consumption can be forecast taking into account an asset's expected lifespan, average construction costs and asset value depreciation. The figure below shows the expenditure on renewing assets (green); the total value of assets that require renewal but are unfunded (grey).

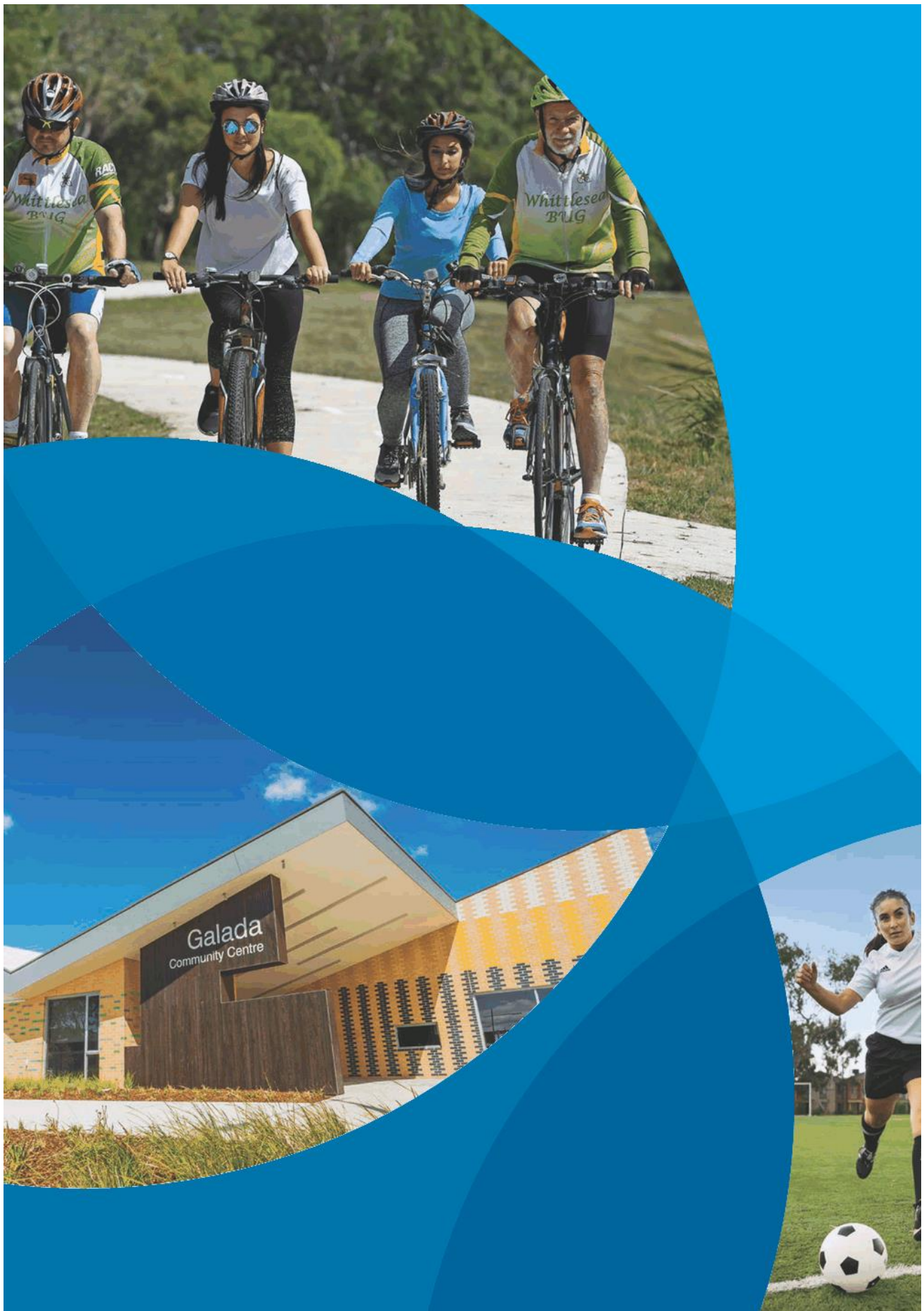
The unfunded renewals required show the extent of Council's future liability to deliver the levels of service expected by the community. Over a 15 year period, it is expected that this gap will be approximately \$40 million.

Renewals budget



Total renewal requirements 2013/14 – 2032/33





HOW SUSTAINABLE ARE OUR CURRENT PRACTICES?



What does the future look like?



TRANSPORT

Council's transport portfolio is the most mature of the current asset management practices and projections. The highest liability assets, determined by both value and risk, have been assessed and modelled from the portfolio for the next 15 years.

This model does not include car parks, pathways, drainage works or projected future vested assets. These will be included in future modelling.



BUILDINGS

Council's buildings portfolio is the next most mature of the current asset management practices and projections.

Renewal requirements are modelled against six key building components over the next 15 years, based on historic expenditure. These components are relatively short life assets. Future modelling will include longer life assets.

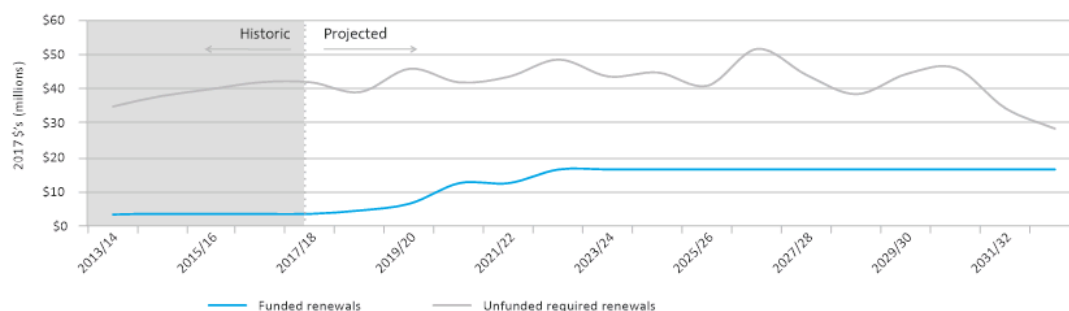


PARKS AND OPEN SPACE

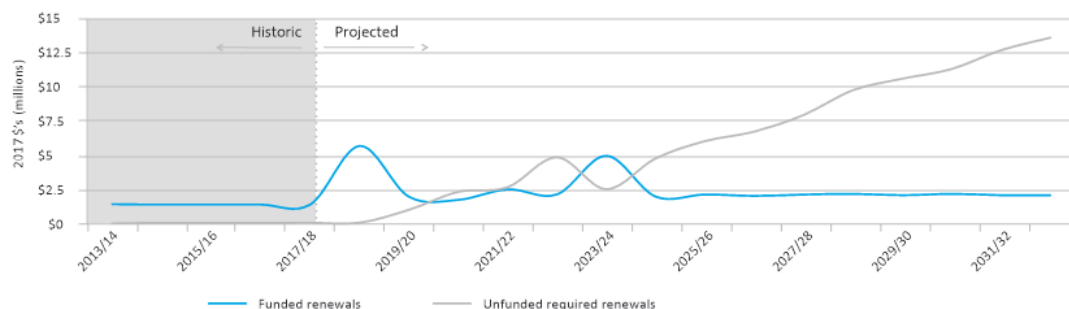
Parks and open space is the least mature of the current asset management practices and projections. The projections use depreciation of playgrounds as a guide to future expenditure and there isn't currently enough maturity to identify a gap.

Parks and open space assets have not been comprehensively valued and there is no depreciation recorded for them. The portfolio includes sporting assets, street trees, river trails and open space shelters.

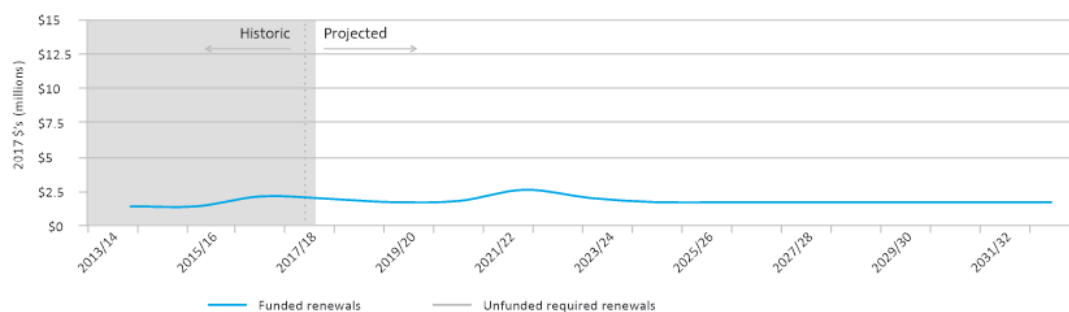
Transport requirements



Building requirements



Parks and open space requirements



How will Council manage the shortfall?

The cumulative gap in the funds required to renew existing assets across all portfolios over a 15 year period is estimated to be \$40 million. This analysis is based on assessing assets on their condition alone. This funding gap is calculated on the basis of current information and some assets have not been included due to insufficient data.

To address this identified funding gap, Council has two options:



1) **Increase funding** through reallocating funding priorities, seeking grants and subsidies, investigating investment partnerships with private industry and/or seeking a special rate variation.



2) **Decrease costs** through operational efficiency gains, application of new and emerging technology, modifying maintenance practices to extend the life of assets, and/or reducing service levels.

The most appropriate course of action is chosen after analysing the associated risk. For example:

- increasing funding to renewals by reducing upgraded and new asset funding will lead to a risk in providing services to a growing municipality
- increasing rates poses a risk to Council's reputation and residents' quality of life
- decreasing levels of service may lead to lower (or poor) user experience and increased health and safety risks.




Council needs to further quantify and validate the extent of the renewal funding gap by improving its asset database. Council will start by ensuring that all major assets are captured in the asset management system and renewal prediction modelling is undertaken. At the same time, we will undertake a review of existing operations, maintenance and renewal processes to exploit any efficiency gains.

Council's long-term budget will also provide funding to ensure we continue to offer consistent service levels. A 14 per cent increase on current funding levels will be needed to close the funding gap over the next 15 years. This may be achieved by securing additional funding or making equivalent efficiency gains; Council will use a combination of these approaches to close our renewal gap. This will increase our average annual renewal expenditure by \$2.8 million to a total of \$21 million (against an annual depreciation of \$23.8 million) resulting in an asset renewal ratio of 89 per cent.

Benefits and risks of renewing assets early, balanced or late

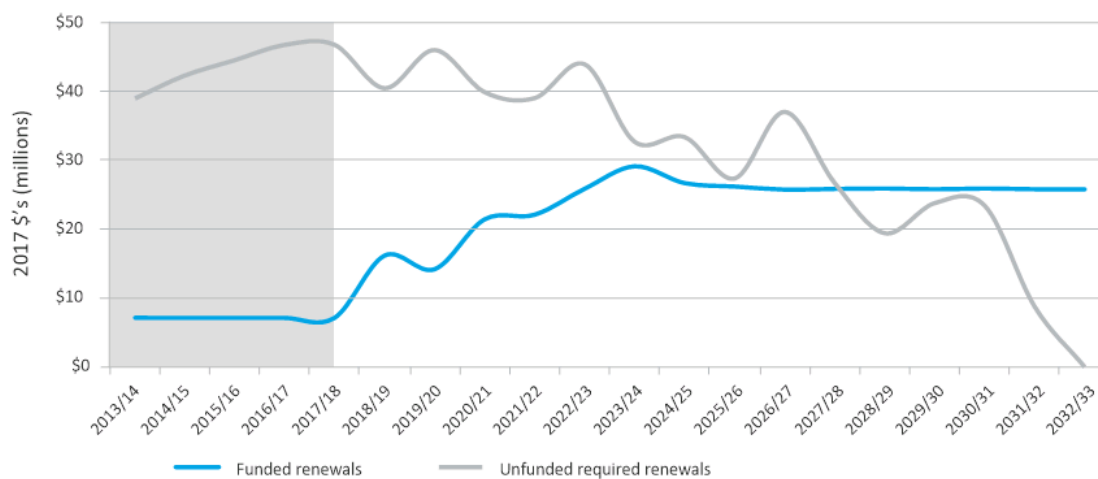
	⊖ Higher renewal cost (per year)	= Ideal renewal costs (per year)	⊖ Rising renewal costs (per year)
	⊖ Higher frequency of works	= Balanced frequency of works	+ Lower frequency of works
Brand new asset constructed	+ More modern assets	= Acceptably aged assets	⊖ Older assets
	+ Lower maintenance costs	= Ideal maintenance cost	⊖ Higher maintenance costs
	+ Lower OH&S risks	= Acceptable OH&S risks	⊖ Higher OH&S risks

Time →

 Early Renewal
  Balanced Renewal
  Late Renewal

+ Benefits - Risk = Neutral

Overall gap closing option



Gap closing option 2013/14 - 2032/33

Example of how quickly we address the unfunded renewal works by increasing our average annual renewal expenditure by \$2.8 million (14%).

What does the future municipality look like?

As the City of Whittlesea continues to grow and develop, Council will need to understand the challenges and opportunities in shaping the city to meet the vision of our residents across these five broad categories:



Demographics

Service demand change

Technology change

Climate change

Economic climate

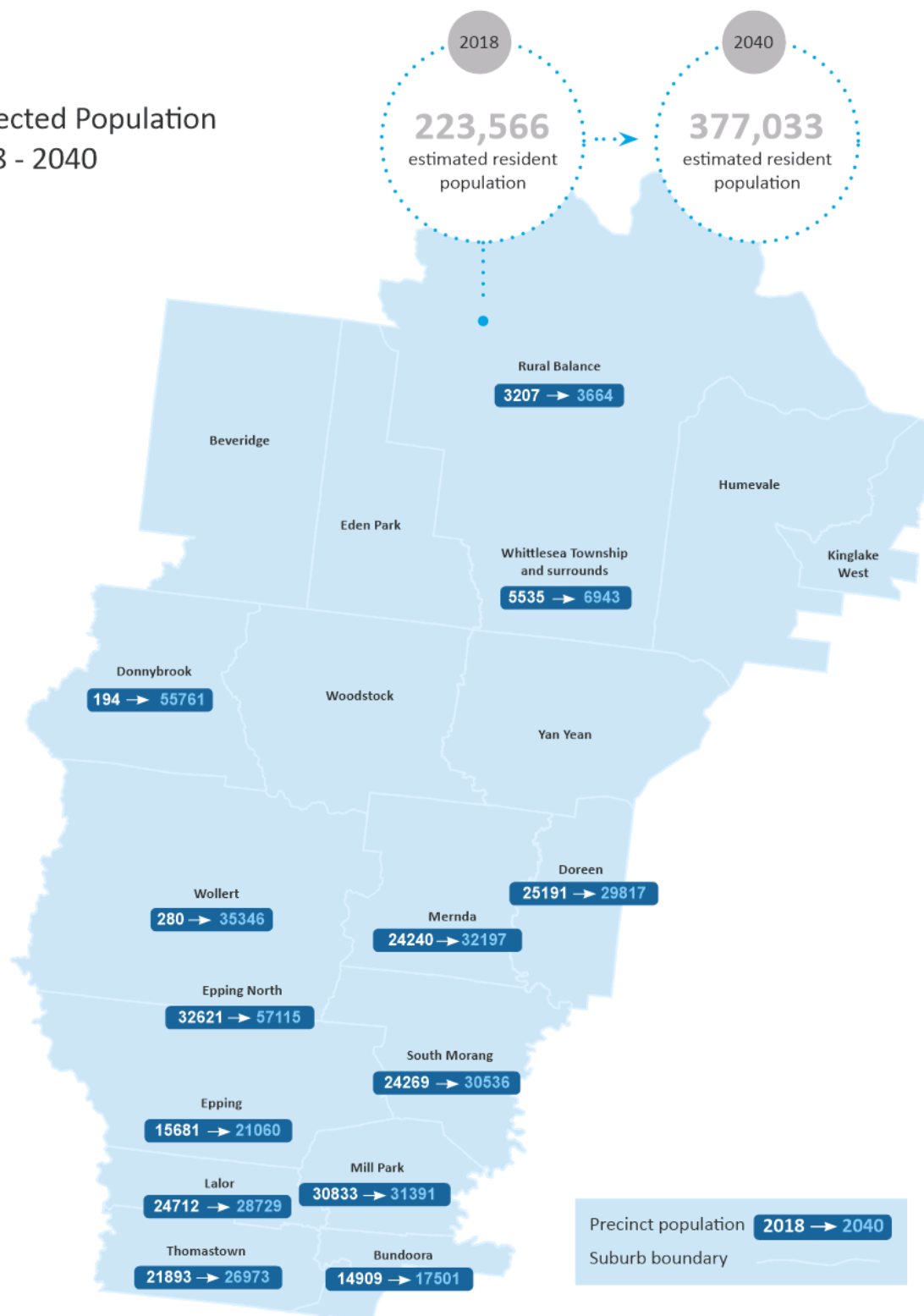
DEMOGRAPHICS

The City of Whittlesea's current population is estimated at 223,566. Growth has been rapid, with the population increasing by about 85,000 residents over the past 10 years. This growth is forecast to continue through to at least 2040. The key areas and suburbs experiencing the most growth are shown right.

City of Whittlesea projections

	2018	2040
Total population	223,566	377,033
Residents born overseas	35.8%	41.4%
Average household size	2.98 people	2.93 people
Dwellings	76,988	131,939
Median age	33	35

Projected Population 2018 - 2040





SERVICE DEMAND CHANGE

As the city's population grows, the services and requirements of the community may change. Strong population growth will remain the major factor in determining the management of assets. During growth stage Council will initially focus on the provision of essential services through the construction of infrastructure, and later when the City is established will focus on the ongoing maintenance of those assets.

The biggest change will be in the volume of services required. Council will need to resource the ongoing maintenance of the services provided through assets and transition from a provider of new assets and services to ensuring their ongoing maintenance and efficiency. This provides an opportunity for Council to refine the way services are provided, ensuring they are relevant, effective and efficient.

While Council is only one of many service providers within the municipality, it has an increasingly significant role in advocating for services from other providers, including Public Transport Victoria, VicRoads, the Department of Health and Human Services and State Government.



TECHNOLOGY CHANGE

Technological advancements pose significant risks as well as opportunities for the management of assets. The high value of infrastructure assets makes it difficult to adopt new technology within the confines of Council's annual budget cycle. Council will retrofit our existing assets with the latest technology when it is renewed, and use emerging technology to better capture asset performance data which will lead to more effective and efficient service delivery.

New and emerging technologies that could impact on the management of assets include the Internet of Things, automated vehicles, online services, interactive information portals and augmented reality. Council will continually need to monitor technological developments and assess how they could be used to improve day-to-day operations.



CLIMATE CHANGE

Climate change affects everyone and Council must respond to the challenges it poses for our local area. Climate change means we can expect more extreme weather events like bushfires, heatwaves, droughts and flooding. The effects of this will be felt on the natural environment but also on the health and wellbeing of our residents. The risk climate change poses to our assets is twofold; firstly the need to provide services to support our communities through extreme weather events, and secondly the impacts extreme weather events have on the lifecycle of our assets. For example:

- heatwaves place increased demands on our heating and cooling systems within our buildings
- heatwaves destabilise our road asphalt seals and result in damage from traffic
- increased volumes of stormwater may cause flooding and damage infrastructure.

One way Council is taking action on climate change is by engaging green services and resources. In addition, new assets will be built with climate change in mind and the likely impacts will be built into assets renewal planning.



ECONOMIC CLIMATE

The City of Whittlesea is one of the fastest growing municipalities in Australia. While this rapid growth is good for the municipality, it also poses new economic challenges.

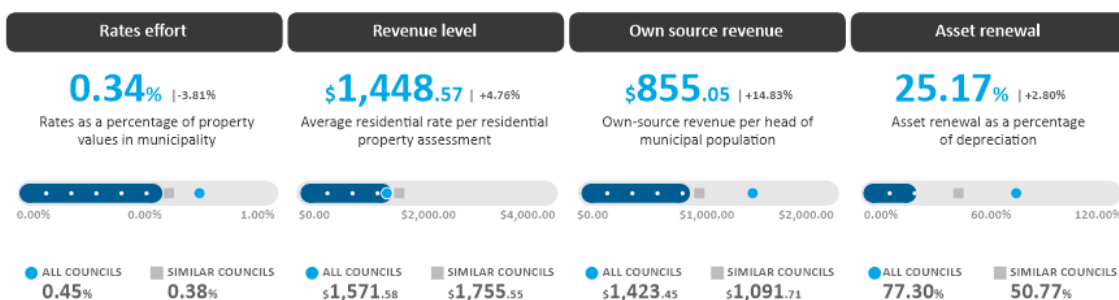
Council is required to manage the delivery of State Government endorsed Precinct Structure Plans and Development Plans which include the collection of contributions towards the delivery of major assets. Council is consulted for the initial estimated cost to deliver these projects and the rate developers contribute is determined at the time the plans are established. However, Council's risk increases over the life of these plans.

This is primarily due to development delays and the disparity between CPI increases and increased construction costs. This poses not only a financial liability, but also a significant challenge in delivering the level of service our community desires and which these assets are designed to provide. Maintaining intergenerational equity (that is the users or demand generators of assets bearing their costs) also becomes a risk.

Another consideration of development is the change in rate base. New subdivisions generate additional rateable properties and additional assets with their management requirements. A comparison of the increased income compared to the increased liabilities is yet

to be completed due to gaps in asset data. This presents either a risk or an opportunity to Council's ongoing budget. Given the implementation of rate capping in 2016/17, Council's ability to offset any deficit would be limited.

An analysis of 'KnowYourCouncil' data allows a high level comparison of the financial impost on our community, compared to similar councils. Our analysis shows that residents of Whittlesea have relatively lower rates than the state average, lower costs than equivalent councils and our asset renewals are a significantly smaller proportion of our depreciation allowance than other councils.

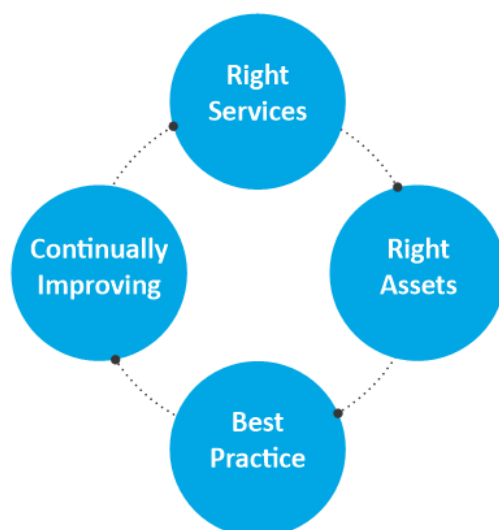


Our future asset management focus

In light of the challenges facing the city over the next 15 years and our operating environment, we will make a number of strategic improvements to the way we manage our assets.

We are committed to achieving these improvements without reducing our level of service and in line with key standards, such as the International Asset Management Standard (ISO 55000), the International Infrastructure Management Manual and the Victorian Government Asset Management Accountability Framework.

At the centre of these strategic improvements will be a renewed focus on developing and improving our asset management practices. Council will identify the right services, provide the right assets, utilise best practice approaches and continue to improve our systems.



RIGHT SERVICES

Council's policy is to provide a better service rather than a better asset. The first step is to ensure we provide the right services with our assets. We do this by engaging with our community to ensure council services align with the needs and expectations of residents.

We will start by using community feedback obtained through our:

- Annual Household Survey
- Whittlesea 2040
- Customer Service Requests.

Council will use the focus areas of the Community Strategic Plan and Council Plan to develop asset objectives within each Asset Management Plan. The plans will outline specific actions, how progress will be monitored and where resources will be targeted to improve the experience of our residents.

RIGHT ASSETS

Council will determine the right assets and the best way to deliver services. This includes consideration of:

- advocacy to attract resources
- partnerships with other service providers
- acquiring assets.

Not only will we determine the best way to provide the desired services, we will determine the best assets as well. This process will be revised as part of our New Works Program and asset renewal programs taking into account the whole asset lifecycle from acquisition, operations through to disposal or renewal.

Once the current data base has been updated and centralised, Council will be able to achieve a core level asset management maturity for all asset portfolios in accordance with international standards. This system will then undergo annual updates and improvements.

BEST PRACTICE MANAGEMENT

Council will manage our assets throughout their lifecycle utilising best practice management. Our maturing asset management system will align with the ISO55000 series of Asset Management Standards requirements and the International Infrastructure Management Manual. We will ensure compliance with the National Asset Management Assessment Framework and the Best Value Principles of the *Local Government Act*.

We will then continue to develop our systems by responding to technological advancements and actively seeking improvements.

We will implement best practice processes in line with the Local Government Victoria Asset Management Better Practice Guide principles:

- transparent assumptions about service delivery needs should form the basis of asset management strategies
- asset management must be integrated with corporate, financial, business and budgetary planning
- decisions must be informed by and incorporate a life cycle approach to asset management
- clear points of accountability and responsibility for assessment of each asset's condition, use and performance must be established
- long term sustainability of the council should guide all decisions.

CONTINUOUS IMPROVEMENT

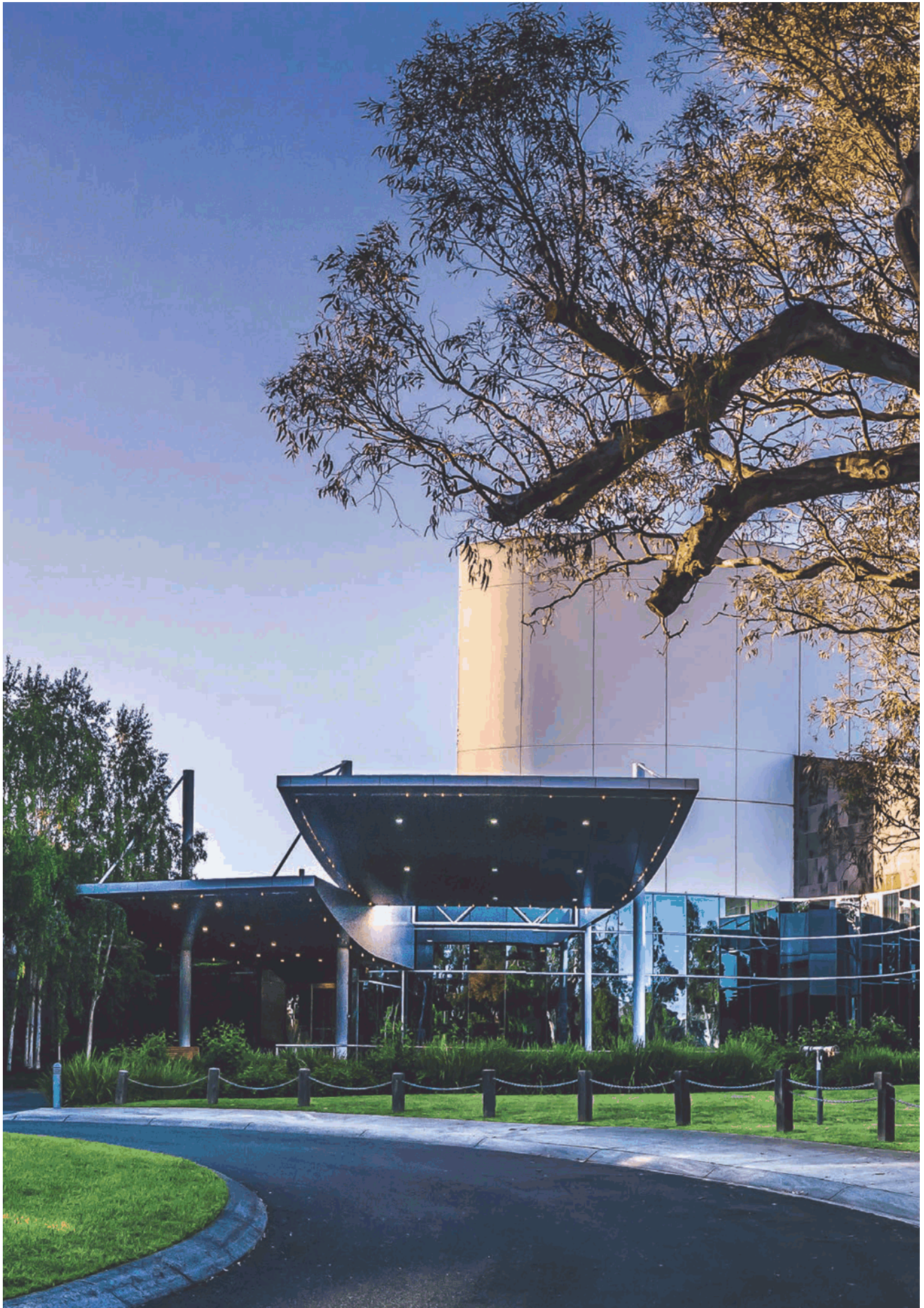
Council will identify new ways of implementing an accurate and informative asset management system to deliver services more efficiently.

Our asset management planning will be updated annually with the latest information. We will engage with stakeholders and continually refine our practices to meet their requirements. We will also consult with other councils, research institutes and industry professionals to implement the latest information and technology.

Plan

To achieve our objectives of delivering the right services, the right assets and best practice management, we have developed a three stage action plan. The table below sets out how we will implement, integrate and optimise our systems.

STAGE	OPPORTUNITY/ACTION	TIMEFRAME
IMPLEMENT	Develop the first iteration of our Asset Management Plans for our three asset portfolios (Transport, Buildings, and Parks and Open Space), including: <ul style="list-style-type: none"> - our current assets and their lifecycle activities - how we measure our community's desired levels of service - our currently planned expenditure - the forecasted long term implications on the portfolio given that expenditure. 	30 June 2018, then annual iterations
	Centralise all our current asset data in the Asset Information Management System (Assetic), and: <ul style="list-style-type: none"> - ensure we have enough current metadata information about all of our assets for analysis of our service needs ensure capture of capacity and capability data for each asset class. 	30 June 2019
	Assess the Asset Information Management System for any gaps in data for materially significant assets, capture data for those gaps and include in long term modelling.	30 June 2019, then ongoing
INTEGRATE	Automatically link systems for work orders, capital projects and expenditure directly to each asset component to track current opportunities and threats to optimisation. This will allow for significantly improved transparency in expenditure and forecasting models.	30 June 2020
	Provide a direct linkage to any selected assets information through the corporate GIS software.	30 June 2020
	Incorporate the forecasted development of private subdivisions within our municipality in our Asset Management Plans, including the impact on the existing infrastructure and the anticipated services our community will desire	30 June 2020
	Inform our renewal program based on the scientific and technical asset management approaches utilised within the plans. This includes reviewing the forecasted gap in required expenditure on an annual basis, quantifying the risk and either accepting it or determining specific strategies to address the gap.	30 June 2019 for inclusion 2020/21, then ongoing
OPTIMISE	Once we know the extent of all our assets, how they are performing and their costs, we can make informed decisions to increase effectiveness and efficiency within each aspect of the asset lifecycle.	2022/23 then ongoing
	Provide ongoing research, investigation, collaboration and benchmarking of all aspects of our asset management process, and determine future work requirements.	2023/24 then ongoing





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Italiano	9679 9874	Tiếng Việt	9679 9878
Македонски	9679 9875	Other	9679 9879
简体中文	9679 9857		

6.4.6 COUNCIL ACTION PLAN 2018/19 - PROGRESS UPDATE

Attachments: 1 Council Action Plan 2018/19 - Q1 update [↓](#)

Responsible Officer: Director Corporate Services

Author: Corporate Planner

RECOMMENDATION SUMMARY

That Council resolve to note the report.

KEY FACTS AND / OR ISSUES

- The Council Action Plan 2018/19 has 46 Major Initiatives to be delivered in 2018/19.
- A total of 51 quarterly milestones were allocated in Quarter 1.
- Council achieved 100% of the milestones allocated in Quarter 1.
- Three out of six Major Initiatives from the 2017-18 Council Action Plan were re-defined to be delivered in 2018-19. Council is closely monitoring the progress of the remaining three Major Initiatives to be completed.

REPORT

INTRODUCTION

The Council Action Plan 2017/18 contains 46 Major Initiatives (See attachment 1 for details). The performance of all Major Initiatives is managed with milestones developed for each quarter to ensure accurate and transparent monitoring of progress towards achieving each initiative.

There are 51 milestones allocated in Quarter 1, with an achievement rate of **100%**. This result is an improvement of **25%** over the same period in the 2017/18 financial year.



Figure 1. Council Action Plan 2018-19 – Q1 result.

Outstanding Council Action Plan 2017-18

There were six outstanding Major Initiatives from the 2017-18 Council Action Plan, in this quarter Council resolved the three outstanding initiatives within its control. Three Major Initiatives outside Council's control remain outstanding for completion as summarised in the following table. Updates to Council will continue to be provided in future quarterly reports.

6. Major Initiative	7. Status	8. Comments
9. Economic Development Strategy	10. Closed	11. The implementation of the 2017-18 Economic Development Strategy has been reviewed, updated and included in the new 2018-19 Council Action Plan.

6. Major Initiative	7. Status	8. Comments
12. Recreation Strategy 2018-28 development	13. Closed	14. The new Active Whittlesea Strategy 2019-28 adopted by Council on 4 September 2018 substitutes the former Recreation Strategy.
15. Municipal Biodiversity Action Plan development	16. Closed	17. This Major Initiative has been included in the 2018-19 Council Action Plan for completion.
18. Construction of Findon Road extension*	19. Ongoing	20. Negotiations continue to resolve the dispute over the land valuation for 135 Williamsons Road with Melbourne Water.
21. Plenty Valley Town Centre Structure Plan*	22. Ongoing	23. C204 Amendment documents submitted to the Minister. Awaiting ministerial approval.
24. Mernda Town Centre rail extension*	25. Ongoing	26. Mernda Town Centre Development Plan adopted. Awaiting finalisation of the Section 173 Agreement by the proponent.

(*) Completion outside Council's control

BACKGROUND

Council adopted the 'Shaping our Future' Council Plan 2017-21 and Council Action Plan 2017/18 on 30 May 2017. The Council Plan is the key strategic document providing direction over the Council term. The Council Action Plan is developed annually as an accompaniment to the Council Plan and includes the major initiatives that are to be achieved each year.

PROPOSAL

That Council resolve to note the report.

CONSULTATION

The Council Action Plan 2018/19 was developed by Council, consulted with the community from 27 April to 25 May 2018, and adopted on 26 June 2018.

Staff have also been consulted throughout the development process to provide details, comments and to confirm the status of each Major Initiative milestone and annual measure.

FINANCIAL IMPLICATIONS

There are no direct financial implications as a result of this report.

POLICY STRATEGY AND LEGISLATION

This report is in accordance with the Section 223 of the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014 to enhance Council's accountability with the community on the delivery of the Council Action Plan 2017/18.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council monitors and evaluates all of its operations
Council Priority	Organisational Sustainability

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

The delivery of the 47 Major Initiatives in the 2018/19 Council Action Plan is currently on-track, with 100% of the 51 milestones allocated in Quarter 1 having been achieved.

Council continues to monitor closely the progress of the three outstanding Major Initiatives from the 2017-18 Council Action Plan and will provide continue to provide status updates on a quarterly basis.

RECOMMENDATION

THAT Council resolve to note the report.



2018/19 Council Action Plan - Quarter 1 Results

Legend Achieved Not Achieved

Council Priority	Major Initiative	18/19 Action (annual measure)	Q1 Milestone Jul - Sep 2018	Comments
Roads, Access and Public Transport	Advocate for Northern Outer Suburban Arterial Road package, including the duplication of: Epping Road; Bridge Inn Road; Findon Road; Childs Road; Donnybrook Road and Craigieburn Road.	100% implementation of OSAR advocacy action plan.	Implement election campaign including briefing all candidates. Commence 2019/20 State and Federal Budget submissions in partnership with key stakeholders.	Annual measure success (in-part) with Epping Rd, Bridge Inn Rd and Childs Rd upgrades being announced. Election campaign Advocacy pack and Fact sheets developed. Meetings with Ministers have taken place or underway. Metro Transport Forum conducted.
	Advocate to bring forward the delivery of the E6 transport corridor/Outer Metro Ring including the development of a benefits study.	100% implementation of E6 advocacy action plan.	Advocate for the release of updated traffic modelling from Transport for Victoria and VicRoads.	Meetings held with Transport for Victoria on 15 August 2018 and agreed to examine outputs from the State Transport model.
	Advocate for the delivery of the Wollert Rail Corridor through the timely development of the Wollert Rail Corridor business case and land purchase to secure the corridor.	100% implementation of Wollert Rail advocacy action plan.	Implement election campaign including briefing all candidates. Commence 2019/20 State and Federal Budget submissions in partnership with key stakeholders.	Fact sheet developed for State Election advocacy campaign. Meetings with Ministers have taken place or underway. Metropolitan Transport Forum conducted with item listed for discussion.
	Advocate for the extension of tram route 86 from McKimmies Road through to the Plenty Valley Town Centre.	All local State members and relevant minister and shadow minister are informed of Council's position on Tram 86.	Request the public release of the feasibility study.	Fact sheet developed for State Election advocacy campaign. Meetings with Ministers have taken place or underway. Metropolitan Transport Forum conducted with item listed for discussion.
	Collaborate with VicRoads to get the best community outcomes from the O'Herns Road interchange, Plenty Road Stage 2.	Advocate for best possible walking, cycling and streetscape outcomes from State Government infrastructure upgrades.	100% Participation in State project working groups.	Plenty Road - 100% attendance of working groups to date. Evaluating Developer Contributions Plan funding with shared path committed and cofounded. O'Herns Road - 100% attendance of working groups to date. Awaiting award of tender to progress further.
	Implement the Bicycle Strategy by delivering 12 shared path projects to improve cycling links to stations, including the construction of Plenty Road and Bridge Inn Road shared paths and landscaping of the Darebin Creek Trail.	85% implementation of 12 shared pathway projects.	Preliminary planning and cost estimates complete for all projects. Detailed designs prepared for four projects.	Ahead of schedule. - Bridge Inn Road shared path is complete. - Plenty Road shared path under construction, (complete from McKimmies Road to Mayfield Drive).
	Improve congestion and access in South Morang by commencing the Findon Road and Ferres Boulevard intersection upgrade and the Findon Road extension between Williamsons Road and Plenty Road.	Related capital works for Findon / Ferres / The Lakes Intersection completed on time.	Tender evaluation commenced for the Ferres Boulevard and Findon Road intersection.	Ahead of schedule, with Tender Evaluation Report presented and awarded at the Council Meeting on 3 October 2018.
		Related planning and capital works for Findon Road Extension completed on time.	Present Draft Plan to Council for Adoption Communicate Final Plan to community.	Council adopted the Findon Road Extension works as part of the 2018/2019 Budget approval Process on 26 June 2018. The Budget documentation (incorporating the Findon Road Extension) was made public in the Budget Paper distributed on 24 April 2018. The Roads Upgrade was presented in the Autumn 2018 edition of Whittleseascope.
	Improve road safety and congestion on the local road network by completing 11 road upgrade projects, the implementation of a Local Area Traffic Management Plan in Mill Park and designing a Local Area Traffic Management Plan in Thomastown.	Related capital works completed on time and within Budget.	Preliminary planning and cost estimates complete for all projects. Detailed designs prepared for five projects.	Ahead of schedule. Planning complete for all projects, with some already implemented. Detailed designs have been completed for five projects.
		Delivery Thomastown LATM (9) detailed design.	Finalise Draft Local Area Improvement Plan.	Ahead of schedule. The Local Area Renewal Plan presented to Council and adopted. Plan distributed to the community. Preparing for detailed design.
	Campaign for Council's advocacy priorities in the State election.	Minimum 85% completion of actions for Election Advocacy Strategy.	All local members, candidates, relevant Ministers and Shadow Ministers are informed of Council's election priorities.	All local members, candidates and relevant ministers and shadows have received Council's election pack. Meetings are being set up to engage them directly in our priorities: road improvements, public transport, pokies reform, liveability.

2018/19 Council Action Plan - Quarter 1 ResultsLegend Achieved Not Achieved

Council Priority	Major Initiative	18/19 Action (annual measure)	Q1 Milestone Jul - Sep 2018	Comments
Health and Wellbeing	Advocate for improved access to mental health services.	Advocacy Plan completed by March 2019.	Conduct service mapping.	Service mapping based on data provided by Eastern Primary Health Network Integrated Mental Health Atlas and mental health sector stakeholder consultations has identified a range of services gaps and differential access to services in Whittlesea compared to other parts of the EMPHN and Northern Metropolitan Region.
	Deliver a VicHealth funded Alcohol Culture Change Initiative to address youth drinking culture—an initiative under the 'Health and Wellbeing Partnership Plan'.	Complete VicHealth funded Alcohol Culture Change project and commence evaluation by June 2019 (final report due to VicHealth September 2019).	Implement YARD social media campaign via social media channels (Instagram and Snapchat).	The YARD project aims to reduce risky drinking among young people aged 14-18 in Whittlesea by promoting and creating conversation about the negative ways risky drinking impacts friendships and the positive ways friendship protects people from risky drinking. Project activities to date include "social lab" workshops co-creating videos and social media content with young people and a social media campaign on snapchat to reach young people with the key project messages developed.
	Review the 2013-18 Plan 'Connect: A municipal plan for children, young people and their families'	Connect Plan review complete by June 2019.	N/A	No milestones due in Quarter 1.
	Provide training and support young people to strengthen their engagement and voice on significant issues, as part of the 'Youth Plan 2030+' implementation.	Youth engagement project complete by June 2019.	Skills audit of youth program participants in regards to advocacy and political process undertaken by 30 Sept 2018.	Participants in Youth Equity Strategy program undertook a skills audit to identify potential training opportunities. Findings from the audit identified Public Speaking and Mentoring as the two key areas participants identified for future development.
	Implement Council's decision regarding the future role in the national market-based aged care and disability system.	Council decision regarding its future role in aged care services is implemented during 18/19.	Finalise a detailed implementation plan based on the 'high level implementation plan' adopted in June 18 as part of Council's decision regarding future role in aged care services, by September 2018.	A detailed implementation plan has been developed and adopted by the Aged Care Reform Project Board. A project team has been designed and recruited to - the team and implementation will commence in October 2018.
	Undertake a Language services review as part of the 'Multicultural Action Plan'.	Language Services Review and recommendations complete July 2018.	Language Services provider confirmed July 2018.	Language Services Review complete and the language services providers confirmed to be the Telephone Interpreting Service (TIS) and Language Loop.
	Complete an Aboriginal Gathering Place Feasibility Study as part of the 'Reconciliation Action Plan'.	Aboriginal Gathering Place Business Case complete by June 2019.	Project plan and consultants brief complete July 2018.	Stage One, the Aboriginal Gathering Place Feasibility Study is complete. During this period stage two, the development of a Business Case commenced. A Consultants Brief / Request for Quote was developed with two parts: 1) Community Vision and Operational Modelling 2) Business Case Development.
	Promote a guide for accessible public toilets across the municipality and develop a priority process to make Council's public buildings more accessible as part of the 'Disability Action Plan'.	Public Toilet Guide developed in consultation with key stakeholders and reference to good practice models, inclusive of "changing places" toilets by 30 June 2019.	Finalise Public Toilet Guide project brief by September 2018.	Public Amenity Plan (toilets) Plan update: - Condition audit conducted of existing council amenities. - Internal workshop planned for Nov 18 to discuss current situation and project outputs. Literature provided from other councils. - Internal consultation on service levels and community expectations over next few months. - Targeted external consultation with community groups and trader associations, etc. - Draft framework developed with assistance of working group in Q3.
		A priority process for the upgrade of Council buildings to be more accessible is developed by 31 March 2019.	Conduct review of existing Council building upgrade process by September 2018.	Review of existing access audits of council buildings has been completed. Next steps are to develop a priority process to guide the future upgrades of council buildings.
	Implement phase 3 of the 'Pokies Play You' gambling advocacy campaign	100% of actions from Phase 3 are implemented by March 2019.	All local members, candidates, relevant Ministers and Shadow Ministers are informed of Council's reformed proposals.	Council's election priorities include pokies reform. A comprehensive pokies reform campaign has been underway since May - as well as receiving information around pokies reform asks, politicians have also been invited to two launches that spoke about the need for legislative reform. In addition, one on one meetings will provide opportunities to update them directly on pokies reform.

2018/19 Council Action Plan - Quarter 1 Results

Legend Achieved Not Achieved

Council Priority	Major Initiative	18/19 Action (annual measure)	Q1 Milestone Jul - Sep 2018	Comments
Community Safety	Engage key stakeholders to update the 'Family Violence Strategy'.	Adoption of new Family Violence Strategy, incorporating current state and federal government's directions, by 30 June 2019.	Background paper to inform consultations completed.	Plan for communication and engagement with external and internal stakeholders completed in June 2018. Consultation will build organisational capacity and understanding of family violence, gender equality and of the role of local government has in responding to both. Consultation is on track for completion in December 2018.
	Conduct a CCTV pilot project at May Road Shopping Precinct, Lalor to strengthen community safety.	Related capital works completed on time (≥85%).	Complete Detailed Design of system and beginning Tender phase.	Council have completed an investigation to identify the most appropriate locations for the placement of the cameras. Works to install the cameras and their associated control hardware will begin in the coming months.
		Related capital works completed within budget (≤100%)	Related capital works completed within budget 10% - 20%	
	Raise awareness on how to prevent fires, keep animals, drive and park safely near shopping centres and schools in order to improve community safety.	Minimum of one education campaign to be conducted each year.	Develop a targeted community education and engagement plan regarding fire prevention.	A communications plan for the upcoming fire season has been finalised and implementation will commence in quarter 2.
Jobs and Investment	Implement the 'Economic Development Strategy' with a focus on the priority application approval process, the launch of an investment prospectus and the land capability assessment.	100% of year 2 Economic Development actions are completed by June 2019.	Priority Application process is fully operational by September 2018.	Priority Application Process is fully operational and a soft launch will take place in November. Promotion has also been taking place through suitable channels and direct contacts.
	Investigate co-working spaces and a business incubator to support emerging and small businesses, and deliver a business education program (with Business Victoria and the ATO), networking opportunities and events.	Develop key strategic directions and recommendations report ('Report') based on the Business Incubator and Feasibility Study and Shared Business Space Background Report, by June 2019.	Scope/outline of Report developed by September 2018.	Draft Consultant's report of possible locations for a business incubator received. Work has begun on implementing the report's recommendations.
		A minimum of eight events are conducted attracting a minimum of 250 participants, by June 2019.	Deliver a minimum of two events as part of the Small Business Festival (August) and one major business event, by September 2019.	Three events were delivered as part of the Small Business Festival. These included Business Planning, Effective Networking and the regular Whittlesea Coffee Club networking event. Two major events took place including the annual agribusiness dinner and the Women in Business event. Collectively these events attracted over 150 attendees.
	Create inviting and active town and activity centres by commencing the upgrade of the Lalor Shopping Centre, developing Urban Design Frameworks at Epping Central and upgrading Local Activity Centres.	Road safety audit to confirm pedestrian safety improvements the first stage of works at Lalor Shopping Centre.	Complete the design for the Lalor Shopping Centre Improvement Plan.	Construction commenced for the Lalor Streetscape Improvement Program.
		85% completion of Local Activity Centres Program.	Complete a condition audit of Local Activity Centres.	Framework completed for High Street Epping. Literature Review underway for review of Local Activity Centres.
	Enable job growth through good land use planning across the Shenstone / Vearings Road / Cooper Street West precincts	Undertake Strategic Planning projects to facilitate the delivery of employment land.	Finalisation of Cooper Street West C113 amendment report to Council.	Amendment exhibition process complete. Forwarded to Minister for Planning for approval.
	Support job creation opportunities for vulnerable groups through external partnerships and City of Whittlesea programs.	Develop an Action Plan to support current and emerging Social Enterprises, by June 2018.	1. Literature Review (challenges and opportunities) completed by September 2018.	1. A literature review has been carried out that includes University research, academic papers and State Government frameworks and policies, and academic papers. This has identified the financial and governance issues and lack of legal frameworks in place. Further opportunities will be explored for facilitating procurement options for local social enterprises.
			2. Online Call Out survey opened by September 2018.	2. A survey will be open until mid November to gather information of support and services required by current social enterprise providers. The literature review and survey findings will inform the Social Enterprise Action Plan.

2018/19 Council Action Plan - Quarter 1 ResultsLegend Achieved Not Achieved

Council Priority	Major Initiative	18/19 Action (annual measure)	Q1 Milestone Jul - Sep 2018	Comments
Jobs and Investment	Investigate and promote innovative agribusiness opportunities on green wedge land, and partner with Melbourne Polytechnic, Yarra Valley Water and Deakin University.	Partner with Whittlesea Community Connections, Melbourne Polytechnic and Yarra Valley Water to investigate the establishment of Community Farm in the municipality, by June 2019.	Attendance at working group meetings and support farm plan development, by September 2018.	A working group has been established to develop a Community Farm and is actively seeking funding and pitching to private investment. Working group members includes Council's Eco Dev. team, Whittlesea Community Connections, Melbourne Polytechnic and Yarra Valley Water.
		Delivery of the Peri Urban Climate Resilient Agribusiness project by June 2019.	Peri Urban Climate Resilient Agribusiness project proposal completed by September 2018.	Following on from the Land Capability Assessment project, Peri Urban project will consider ways that farmers can regenerate agriculture and enhance climate resilience in peri-urban areas. The project will identify key characteristics of regenerative agriculture enterprises in Victoria and objectively assess the potential for these within the City of Whittlesea.
Organisational Sustainability	Increase online transactions for customers as part of the 'Information Technology & Digital Strategy'.	10% increase in the number of online applications that allow interactive customer interaction.	Continue enhancements to current eService Platform.	The following are now online transactions that are now live for community use via Council's website: - Food/Market stall application - Australia Day Awards 2019 - Application to Join Community Carols Choir - Application for classification of rateable property as Farm Land - Whittlesea Girls Can Submission Form - Application form for establishing a new community garden - Bin: Missing or Stolen Garden Waste Bin - Application for Shipping Container Permit - Application for Skip/Bin Permit - Application to exhibit artwork
	Enhance the customer experience in interacting with Council.	Establish the benchmark for performance of the centralised customer service function by June 2019.	Conduct the initial benchmarking program led by an external organisation.	Customer Service Benchmarking Australia (CSBA) have completed the initial program and the next 12 month program is scheduled to start on 1 October 2018.
	Conduct service reviews to optimise community outcomes.	10 service reviews conducted by 30 June 2019.	2 service reviews completed year to date.	4 reviews completed Building services, Development Assessment, Aged Services, Asset Management.
	Strategically manage the budget and long term financial plan to meet current and future community service and infrastructure requirements and Council Plan actions.	Long Term Financial Plan developed with the first four years balanced.	N/A	No milestones due in Quarter 1.
	Embed critical elements of the 'People Strategy': Leadership, Culture, Capability, Enabling Organisation and Wellbeing to support the best outcomes for the community.	People Plan Year 2 priority actions implemented by 30 June 2019.	Workforce Plan concept/model developed.	Collaborative working group established across 5 councils. Framework / Model and tools and templates developed and the workforce plan is currently under development.
	Collaborate with the Northern Region Councils on priority contracts and tenders.	Collaboration on 2 Northern Region tenders/contracts by 30 June 2019.	Lead collaboration on the cleaning category and identify opportunities (two short and one long term) for collaborative contracts within the Northern Region group of councils.	Project agreement reached with stakeholders. Opportunities identified. Cleaning tender project temporarily on hold while same stakeholders conclude security tender collaboration.

2018/19 Council Action Plan - Quarter 1 ResultsLegend Achieved Not Achieved

Council Priority	Major Initiative	18/19 Action (annual measure)	Q1 Milestone Jul - Sep 2018	Comments
Planning and Infrastructure	Plan for the Mernda Town Centre Community Facility Hub.	Funding options explored, governance models for community facility established and planning design commenced.	Identify service needs that could be provided at the new community facility.	Through the Human Services Needs Analysis, service needs that could be delivered at the new community facility at the Mernda Town Centre have been identified. Planning for the delivery of the Mernda Town Centre Health and Well-being Hub is ongoing in partnership with Metropolitan Development Advisory Panel (State Government).
	Develop a '30 Year Infrastructure Plan' to provide a longer term view of significant community infrastructure, including a tool for financial planning and advocacy.	Completion of a 30 year Infrastructure Plan by 30 June 2019.	Collate community infrastructure plans from various agencies and sources for the next 30 years.	Literature search undertaken of other relevant councils, state government and infrastructure agencies for their planned infrastructure program.
	Commence construction on the Main Street Community Pavilion in Thomastown.	Construction commenced by 30 June 2019.	Call for tenders for the construction of the new Main Street Reserve Pavilion.	Contract awarded for the construction of the Main Street Reserve Community Pavilion.
	Renew the street trees of 20 streets as part of the 'Street Tree Management Plan'.	85% completion of street tree renewal program by 30 June 2019.	Visual inspection of each nominated street and reconfirm tree removal and installation numbers.	Ahead of schedule - Memo to councillor advising of 2018/19 program sent. Tender awarded.
	Upgrade Mill Park Leisure Centre.	Redevelopment commenced upon award of construction contract.	Recommend awarding the contract for redevelopment works.	Recommendation to award construction contract for the redevelopment of the Mill Park Leisure Centre was reported to the 3 July 2018 Council Meeting and was approved.
	Develop a policy to improve design outcomes for residential developments ('Housing Diversity Strategy')	Stage 2 Policy and Schedules developed and planning scheme amendment commenced.	Recommend exhibition of the draft Housing Diversity and Design (HDD) policy and Schedules complete.	Housing Diversity and Design Policy prepared. Amendment exhibition process complete. Report was adopted by Council on 2nd October 2018 and forwarded to Minister for Planning with recommendation for approval.
	Commence constructing soccer facilities at Lalor, Doreen South and Harvest Home Road.	Detailed design completed by 30 June 2019.	Recommend awarding of contracts for all three projects and commence construction works.	Contracts have been awarded for construction works at Lalor West Recreation Reserve (Mosaic), Painted Hills Recreation Reserve (Doreen South) and also Harvest Home Road Community Soccer Pavilion.
	Continue planning for the Mernda Aquatic and Indoor Sports Centre.	Business Case developed by June 2019.	Develop alternative options for the design, delivery and operation of the Mernda Aquatic and Indoor Sports Centre.	An EOI process for the alternative Mernda Aquatics Indoor Sports Centre model was developed and sent to the commercial/private sector. This EOI didn't generate any suitable responses. A discussion paper exploring the role of Council in aquatics provision and further concept options was developed and presented to ELT 10 October 2018. This paper is scheduled for Councillor Forum 20 November 2018.
	Commence implementation of the 'Asset Management Strategy' including the development of five year asset investment programs.	Improved renewal effort by 5% that is demonstrated in both Annual Accounts and Long Term Financial Plan by June 2019.	N/A	No milestones due in Quarter 1.
	Improve the city's parks by upgrading neighbourhood parks in Thomastown, Bundoora, Whittlesea and Mill Park; and by commencing the Norris Bank Master Plan implementation.	100% Implementation of playground improvement program.	Designs for Pandora Park, Nickson Street Park, Thomastown East Reserve, Buckmaster Park and Willow Park completed.	Detailed designs completed for each park.
		Construction of the Norris Bank Reserve playground and social gathering space has commenced.	Concept plans for Norris Bank Reserve complete.	Review of design package - Norris Bank Playspace.



2018/19 Council Action Plan - Quarter 1 Results

Legend Achieved Not Achieved

Council Priority	Major Initiative	18/19 Action (annual measure)	Q1 Milestone Jul - Sep 2018	Comments
Environmental Sustainability	Support and accelerate the development of the Waste Resource Recovery Centre together with relevant stakeholders.	Arrangements for community access to planned transfer station developed by 30 June 2019.	Potential service provider identified for the delivery of the project.	Discussions are progressing with a potential service provider exploring the potential for the development of a Waste and Resource recovery Centre to service the needs of community.
	Endorse and implement Council's 'Biodiversity Strategy & Action Plan'.	Final Plan endorsed and implementation commenced.	Commence Stakeholder consultation complete.	Milestone achieved. Key dates for community consultation are: - October 7 to November 11 - Online consultation via social pinpoint - October 14 - Face to face consultation at the Bugged Out Festival.
	Embed sustainable design into planning controls through policy development and planning scheme amendment.	Policy developed and planning scheme amendment commenced.	Seek Authorisation for commencement of exhibition.	ESD Policy developed and authorisation to commence amendment exhibition currently with the Minister.

6.4.7 SAFETY AND WELLBEING REPORT**Responsible Officer:** Director Corporate Services**Author:** Manager Corporate Accountability and Performance**RECOMMENDATION SUMMARY**

That Council note the report.

KEY FACTS AND / OR ISSUES

- Council has over 1150 employees undertaking a diverse range of roles in various locations within the community.
- Occupational Health and Safety (OHS) management systems and processes are in place to meet the requirements of Council under the *OHS Act 2004*.
- Council's OHS Roadmap sets the strategic direction, actions and measures to improve safety performance. This is updated and reported to the Executive Leadership Team quarterly.
- Six priority safety risks have been identified and a process is in place to review these and determine actions to mitigate the risks.
- There has been a significant reduction in the number of lost time injuries following implementation of the OHS Roadmap which has included significant training, documentation and prioritising of safety and wellbeing initiatives.
- Council's annual staff wellbeing awards were held on 25 October and 32 individuals and three teams were recognised for safety and wellbeing leadership and initiatives.
- A request to review the worksite classification for Epping Depot was successful with WorkSafe determining that the appropriate classification was 'Local Government Administration' rather than 'Road and Bridge construction'. This resulted in a reimbursement of \$561,846 (including GST) and reduces Council's WorkCover premium by approximately \$90,000 per annum.
- Council has had a consistent reduction in WorkCover claims and claim costs since 2016.

REPORT

INTRODUCTION

Council has over 1150 employees undertaking a diverse range of roles in various locations. This includes staff working in the community in such areas as aged services, maternal and child health, youth, community development, roads, parks, school crossing, local laws as well as office based employees and professionals. Council has a duty of care to comply with legislation and to take reasonable steps to provide a safe environment for Councillors, staff, contractors, volunteers and members of the public.

As 'Officers' under the *OHS Act 2004*, Council has a responsibility to take reasonable steps to acquire knowledge, make decisions and verify performance to be comfortable that Council is meeting the OHS responsibilities.

BACKGROUND

A Council forum was held on 15 May 2018 where Barry Sherriff, Lawyer and OHS Consultant presented "Effectively managing health and safety – leadership, risk management and compliance". This included outlining responsibilities for Council as senior officers under the *OHS Act 2004*.

Regular reports will be provided to Council to provide an overview of Council's safety performance and initiatives to build a wellbeing culture and effectively manage safety risks.

PROPOSAL

For Council to note the information in the report in relation to safety and wellbeing management at Council.

Council has an Occupational Health and Safety (OHS) management system, policy, procedures and guidelines in place to meet the requirements of the *OHS Act 2004*. A proactive approach to managing safety and reducing hazards and risks has been implemented through Council's OHS Roadmap which supports the People Strategy (developed 2017) which includes 'Wellbeing' as one of five key focus areas.

OHS Roadmap

Council's OHS Roadmap includes 23 actions to be achieved during 2018 sitting under 12 elements. All actions are on track or have been achieved as summarised below.

	Roadmap Element	# Actions	Status
1	Develop leadership, capability and accountability of frontline supervisors / team leaders / managers	4	Achieved
2	Ensure caring focus of support for ill and injured staff	1	Achieved
3	Implementation of targeted mental health and wellbeing programs	3	Achieved
4	Implementation of an OHS business partner model	1	Achieved
5	Implementation and training of the Risk Management Safety System (Online OHS management system)	4	Achieved
6	Each business will identify their key OHS risks and implement an Action Plan to mitigate each key risk area	2	In progress - on track
7	Conduct an audit of the current OHS management systems	2	Achieved

	Roadmap Element	# Actions	Status
8	Implement simplified OHS systems and tools	1	In progress - on track
9	Procurement include OHS systems in contracts	1	In progress - on track
10	Contractors participate in annual OHS management audits	2	In progress - on track
11	Benchmarking with external industries demonstrating excellence in OHS culture	1	In progress - on track
12	Wellbeing awards are held	1	achieved

Priority Risks

As part of the People Plan Wellbeing actions, priority safety risks have been identified for review and to ensure suitable actions are put in place to mitigate these risks.

The identified risks and the timeframes for these reviews are listed below:

Priority Risks	Review timeframe							
	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019
Occupational Violence								
Working Alone or in Isolation								
Emergency Management/Response								
Psychological Wellbeing								
Manual Handling								
Contractor Management								

There is ongoing review of hazards and risks embedded into the OHS Management system and reporting system.

Outcomes from the risk review have resulted in updated procedures, a focus on better use of technology and recruitment of emergency wardens to meet Council's emergency management response needs.

Wellbeing awards

Council's annual staff wellbeing awards were held on 25 October to recognise and celebrate leadership and initiatives that improve the health, safety and wellbeing of staff. Three teams and 32 individuals were recognised for leadership in health safety and wellbeing or for safety or wellbeing initiatives they had implemented.

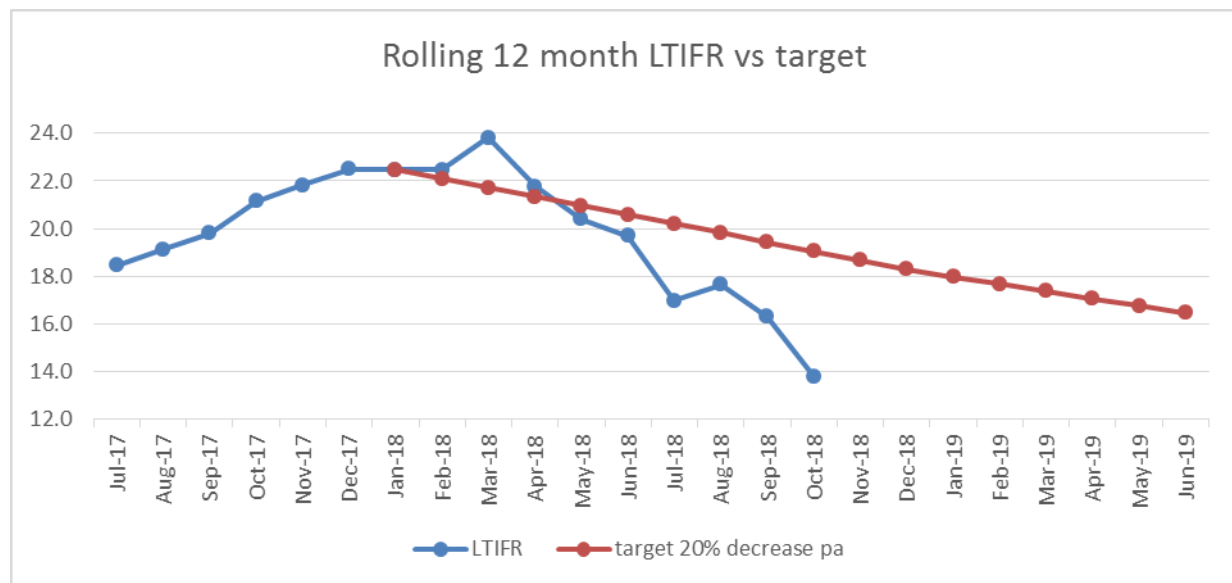
Lost time injuries

Lost Time Injury Frequency Rate (LTIFR) is a standard and indicative measure for safety performance. LTIFR refers to the number of lost time injuries (a work injury that results in a full day or full shift away from work) within a given period relative to the number of hours worked in that period. Council use a rolling 12 months as the period.

A key focus on the OHS Roadmap is to reduce our lost time injury frequency rate (LTIFR) by 20% each year.

Since implementing Council's Roadmap in February 2018, our LTIFR has decreased from 22.5 to 13.8 which is a 38% decrease; an excellent result and significantly better than target. This is the lowest LTIFR since Council commenced monthly reporting in December 2015.

This positive result is due to a focus on early return to work and proactive approaches to managing risks.

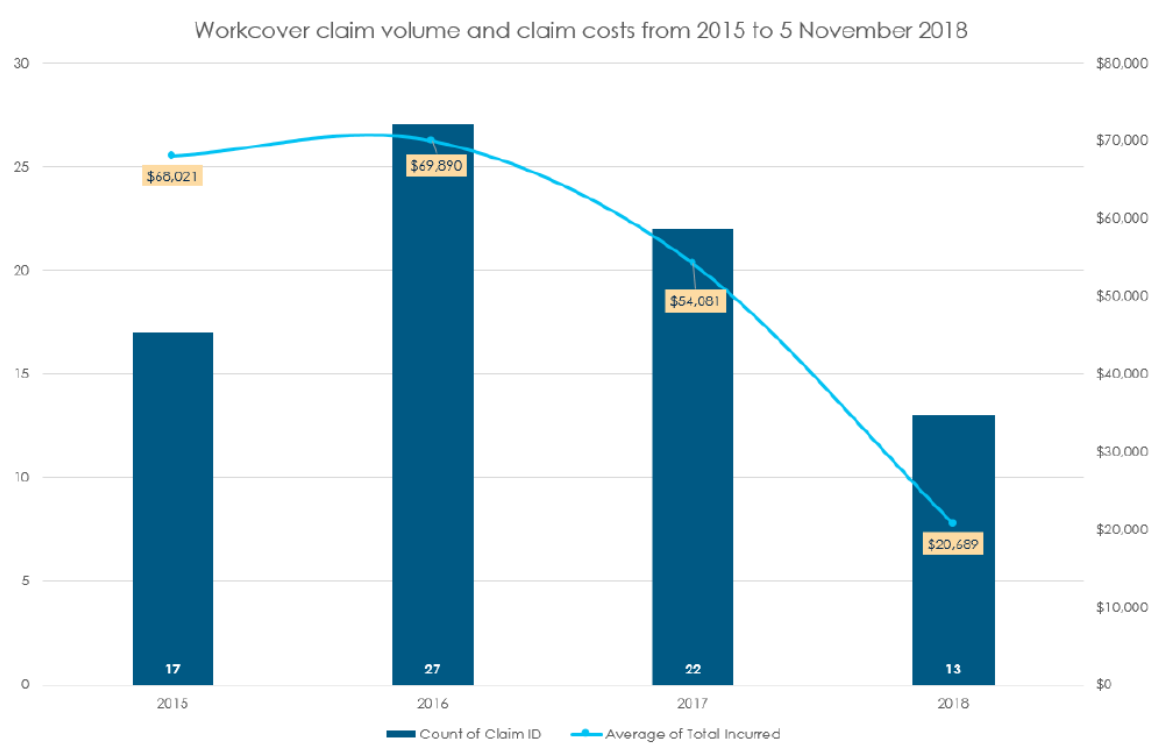


WorkCover Premium

Council officers requested WorkSafe to review the worksite classification for Epping Depot. This request resulted in WorkSafe determining that the appropriate classification for the Epping Depot was 'Local Government Administration' rather than 'Road and Bridge construction'. This resulted in a reimbursement of \$561,846 (including GST) and reduces Council's WorkCover premium by approximately \$90,000 per annum.

WorkSafe performance

The number and cost of Council's WorkCover claims have consistently reduced since 2016. The graph below shows the claim history and costs since January 2015. Whilst Council's WorkCover premium is high, the recent claims history is expected to result in a reduction of WorkCover premium in the longer term, noting that claims that occurred back in 2015 are still impacting on Council's premium.



CONSULTATION

Monthly reporting is provided to the Executive Leadership Group and Council has an OHS Committee which meets bimonthly to review all safety data and the OHS Roadmap implementation.

CRITICAL DATES

The OHS Roadmap is reviewed and updated annually. The 2019 Roadmap will be prepared for Executive Leadership endorsement by December 2018.

FINANCIAL IMPLICATIONS

WorkCover premium costs are allocated in the budget. Good OHS practices can lead to reduced absenteeism and reduced lost time injuries resulting in a reduced WorkCover premium.

POLICY STRATEGY AND LEGISLATION

Safety and wellbeing of staff is directly linked with Council's People Plan key focus area of 'Wellbeing' and Council's Value of 'Wellbeing'.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council explores and adopts best practice models
Council Priority	Organisational Sustainability

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

Safety and wellbeing are a priority as outlined in the People Plan and Council Values. The OHS Roadmap has been successfully implemented with all actions achieved or on track for completion. There has been a significant decrease in lost time injuries over the past six months resulting in an improved OHS performance and significant reduction in lost time injury frequency rate.

RECOMMENDATION

THAT Council resolve to note the report.

6.5 EXECUTIVE SERVICES

NIL REPORTS

- 7. NOTICES OF MOTION
NIL REPORTS
- 8. QUESTIONS TO OFFICERS
- 9. URGENT BUSINESS
- 10. REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES

11. CONFIDENTIAL BUSINESS

**11.1 PARTNERSHIPS, PLANNING & ENGAGEMENT
NIL REPORTS**

**11.2 COMMUNITY SERVICES
NIL REPORTS**

**11.3 CITY TRANSPORT AND PRESENTATION
NIL REPORTS**

**11.4 CORPORATE SERVICES
NIL REPORTS**

11.5 EXECUTIVE SERVICES

**11.5.1 MEETINGS OF THE CHIEF EXECUTIVE OFFICER 1 NOVEMBER TO 28
NOVEMBER 2018**

Responsible Officer: Chief Executive Officer

Author: Executive Assistant

REPORT

It is proposed that the following item be considered in closed session.

RECOMMENDATION

THAT Council resolve to close the meeting to members of the public for the purpose of considering details relating to the following, in accordance with Section 89(2) of the Local Government Act 1989:

- (h) Any other matter which the Council or special committee considers would prejudice the Council or any person**

11.5.2 CHIEF EXECUTIVE OFFICER EMPLOYMENT MATTERS ADVISORY COMMITTEE (CEMAC) REPORT OF ACTIVITIES DECEMBER 2018

Responsible Officer: Chief Executive Officers Matters Advisory Committee

Author: Chief Executive Officers Matters Advisory Committee

REPORT

It is proposed that the following item be considered in closed session.

RECOMMENDATION

THAT Council resolve to close the meeting to members of the public for the purpose of considering details relating to the following, in accordance with Section 89(2) of the Local Government Act 1989:

- (a) personnel matters**
- (d) contractual matters**

11.6 NOTICES OF MOTION

NIL REPORTS

12. CLOSURE