



City of
Whittlesea

ATTACHMENTS

OF ORDINARY COUNCIL MEETING

HELD ON

TUESDAY 11 DECEMBER 2018

AT 6.30PM

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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.

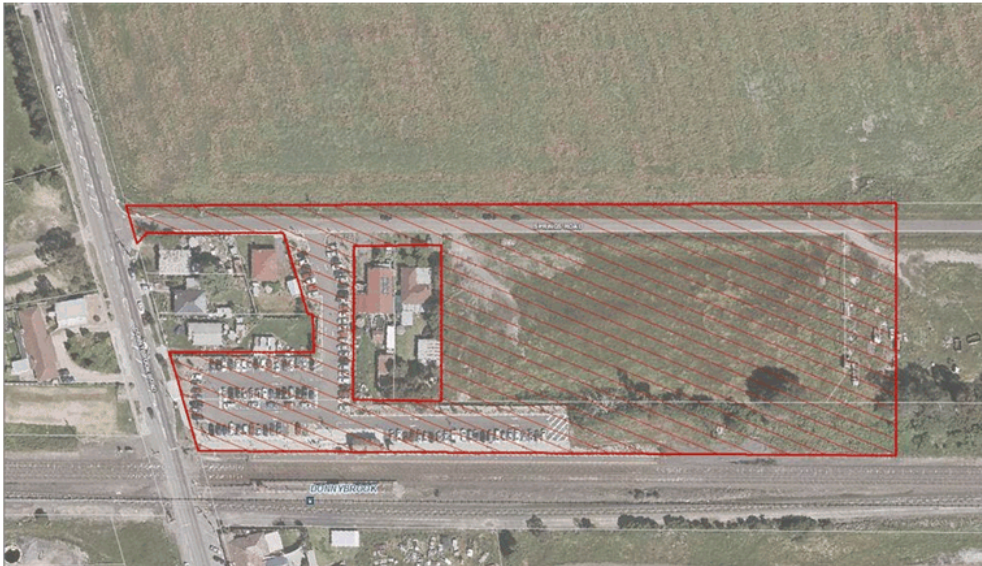


Figure 1: Land affected by Amendment C229

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.

DRAFT



**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

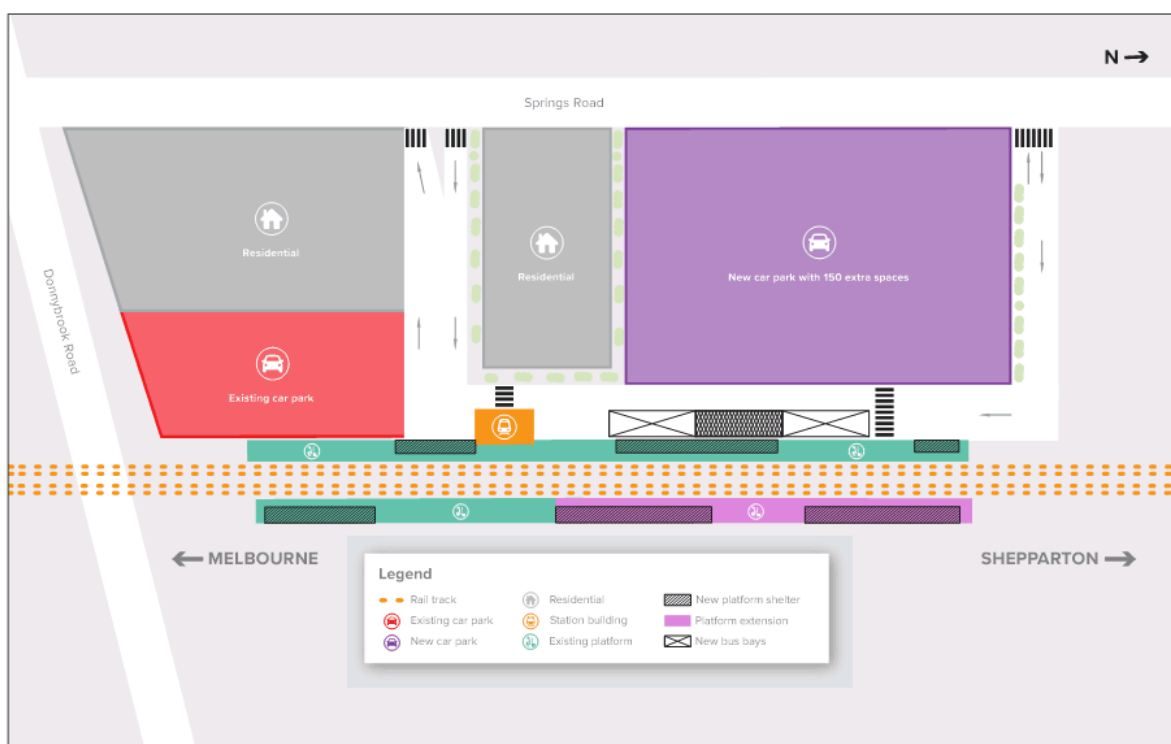
Table 1

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.

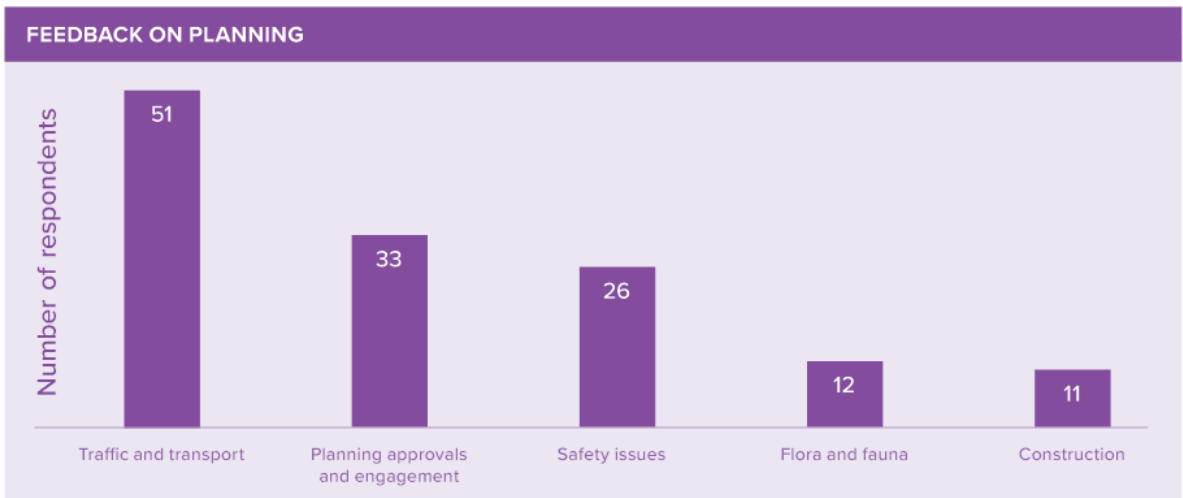


Figure 1

TRAFFIC AND TRANSPORT

WHAT TRAFFIC AND TRANSPORT CONSIDERATIONS SHOULD WE TAKE INTO ACCOUNT WHEN PLANNING AND DELIVERING THE PROJECT?	
<div><div>58%</div><div>of respondents provided feedback relating to traffic and transport</div></div> <div><div>Issues raised</div><div>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.</div><div>Feedback emphasised the need for frequent coach replacement services during construction and alternative parking options if parking is affected during construction.</div><div>Some concerns were raised about vehicle traffic and congestion outside the station precinct.</div></div>	<div><div>Project response</div><div>We will work closely with VicTrack to minimise adverse construction impacts on the surrounding residents and the broader community.</div><div>Timely notification of changes to traffic or train services will be provided to local community and passengers well in advance.</div><div>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.</div><div>As with other rail line closures, appropriate alternative arrangements will be provided to reduce impacts on passengers.</div><div>Temporary road diversions, parking or closures and moving heavy equipment to and from site will be managed under a Traffic Management Plan (TMP).</div></div>

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.

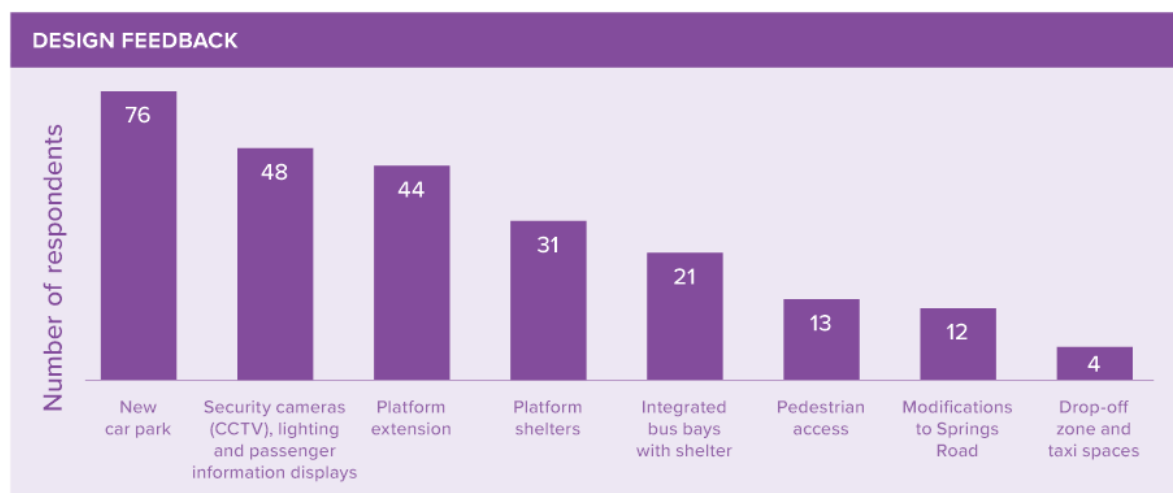


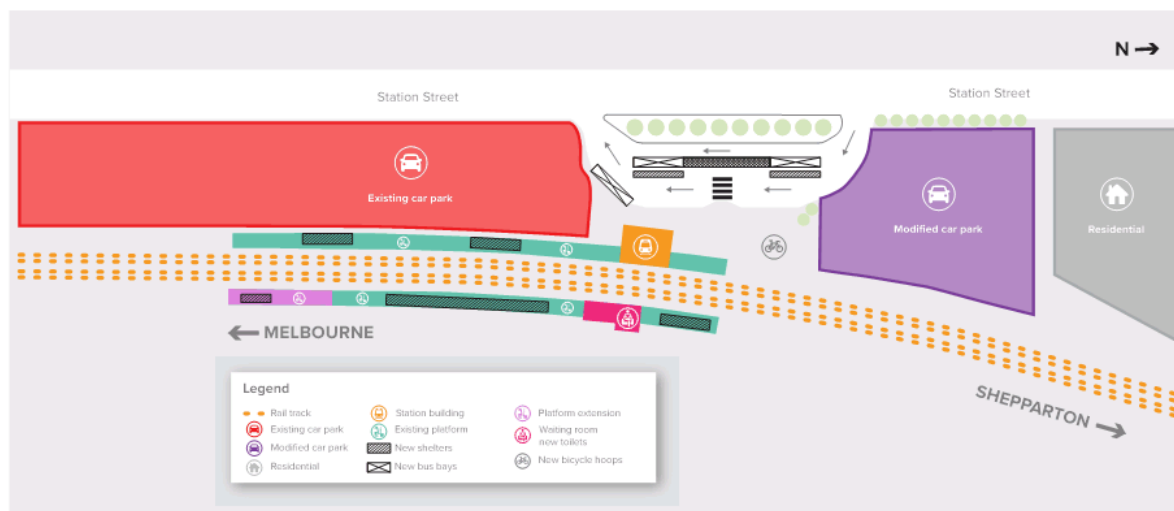
Figure 2

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.

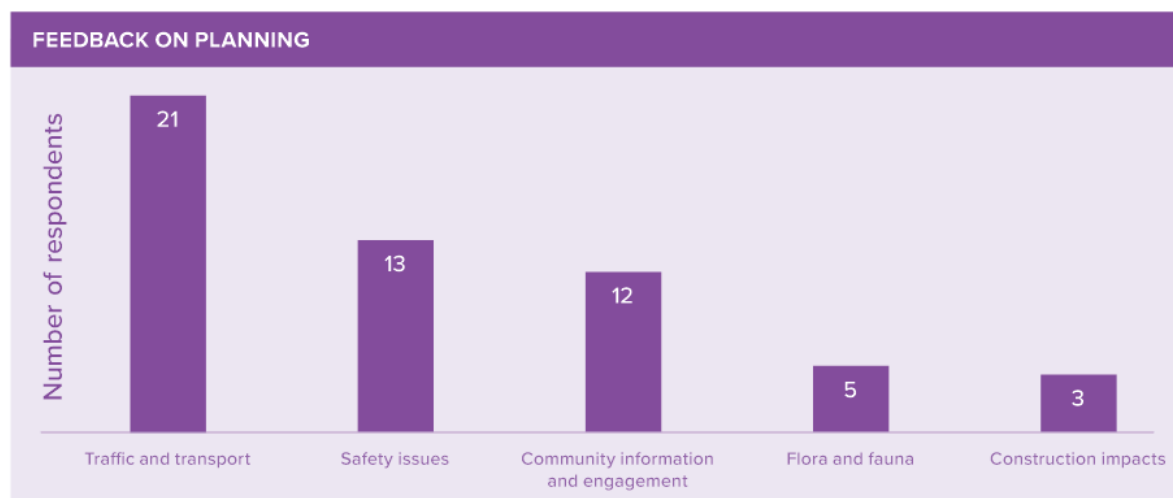


Figure 3

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.

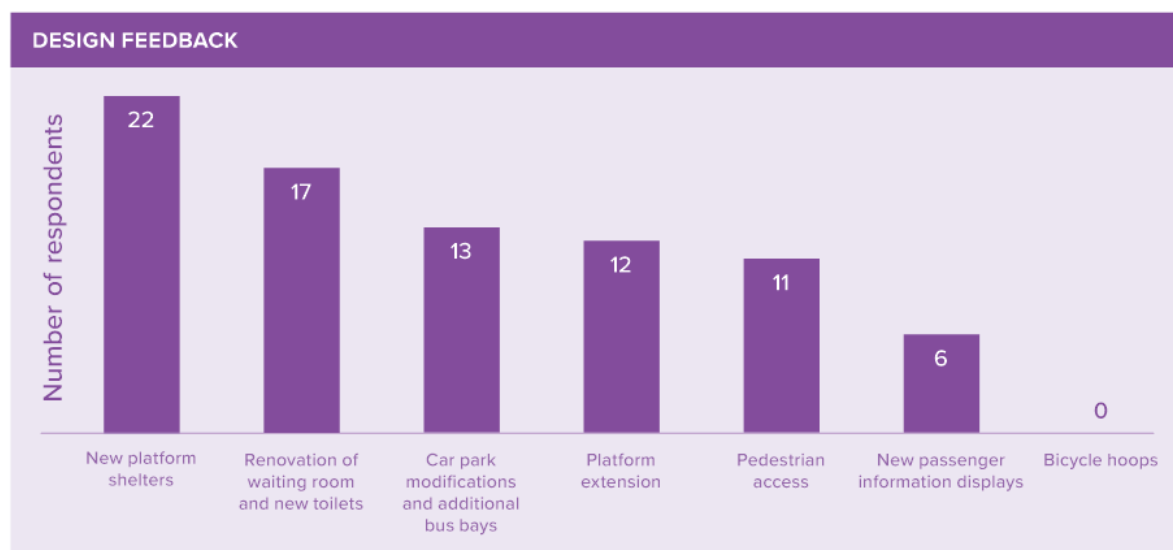


Figure 4

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)



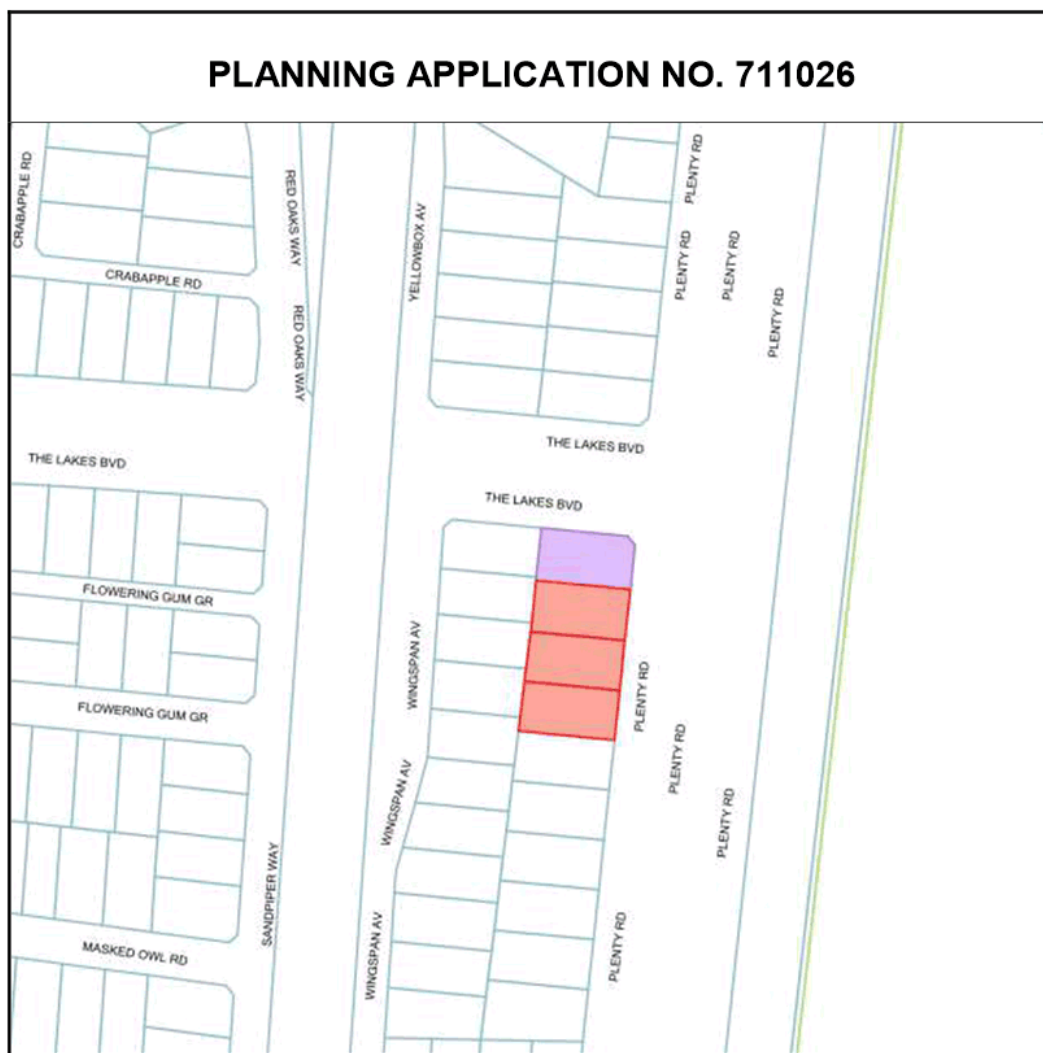
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Interpreter
Service

(03) 9280 0700

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Canbese	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		



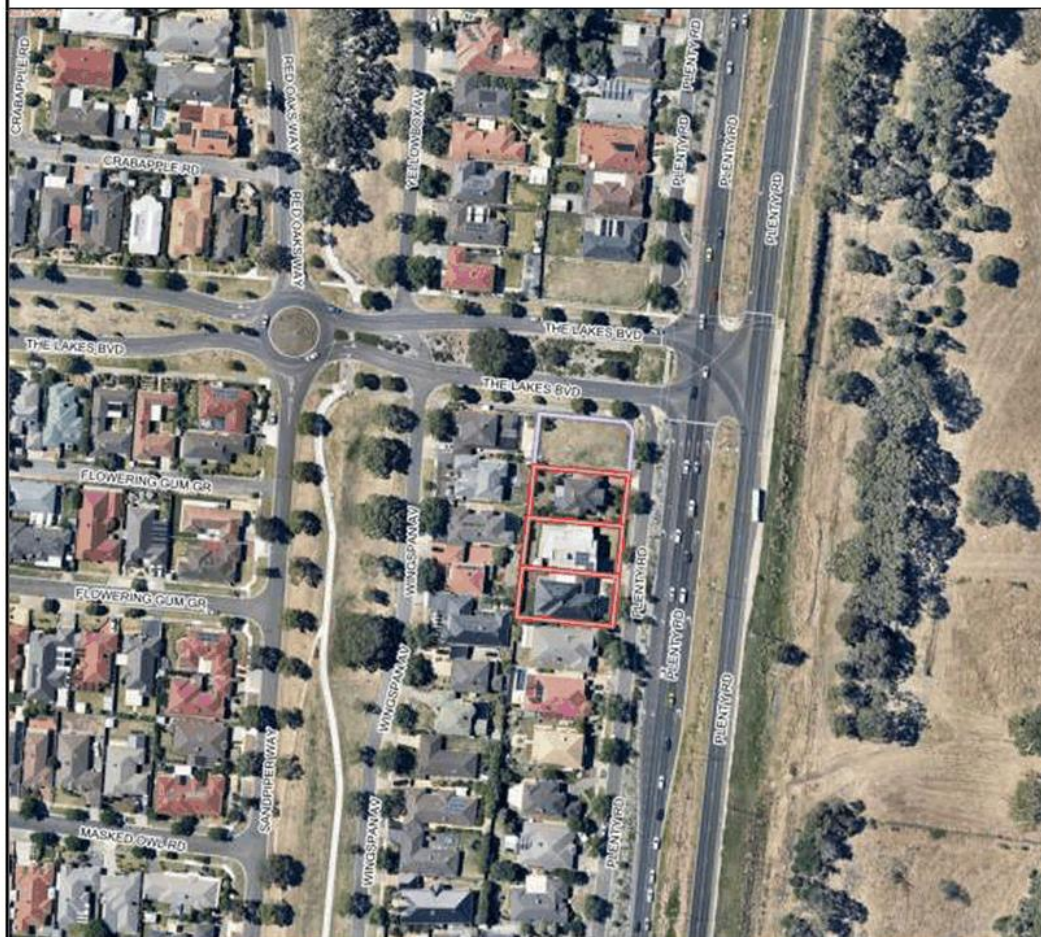
 **Subject Land**
 **Objector**



**City of
Whittlesea**

BUILDING AND PLANNING REPORT

PLANNING APPLICATION NO. 711026

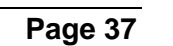


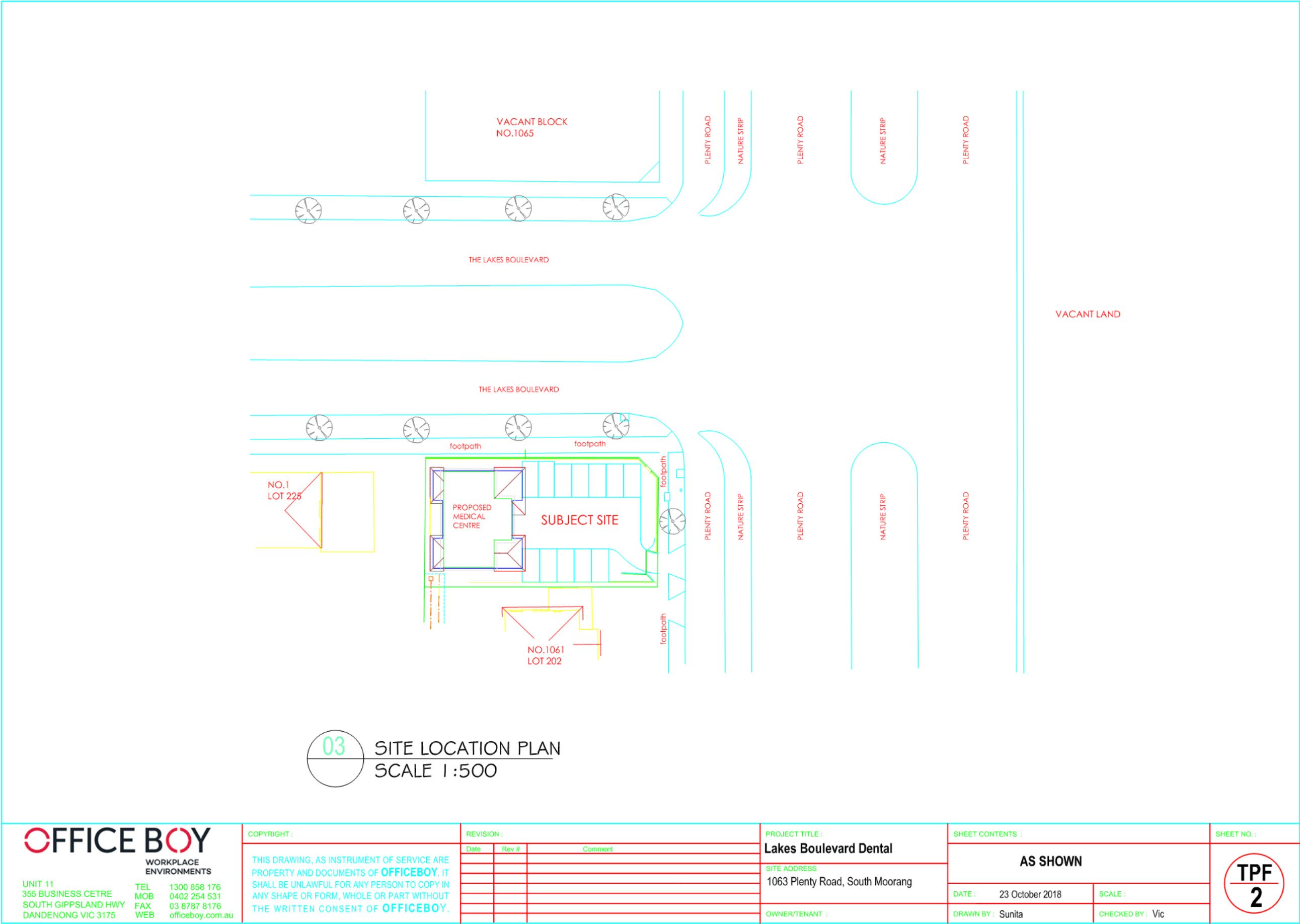
- ☐ Subject Land
- ☐ Objector

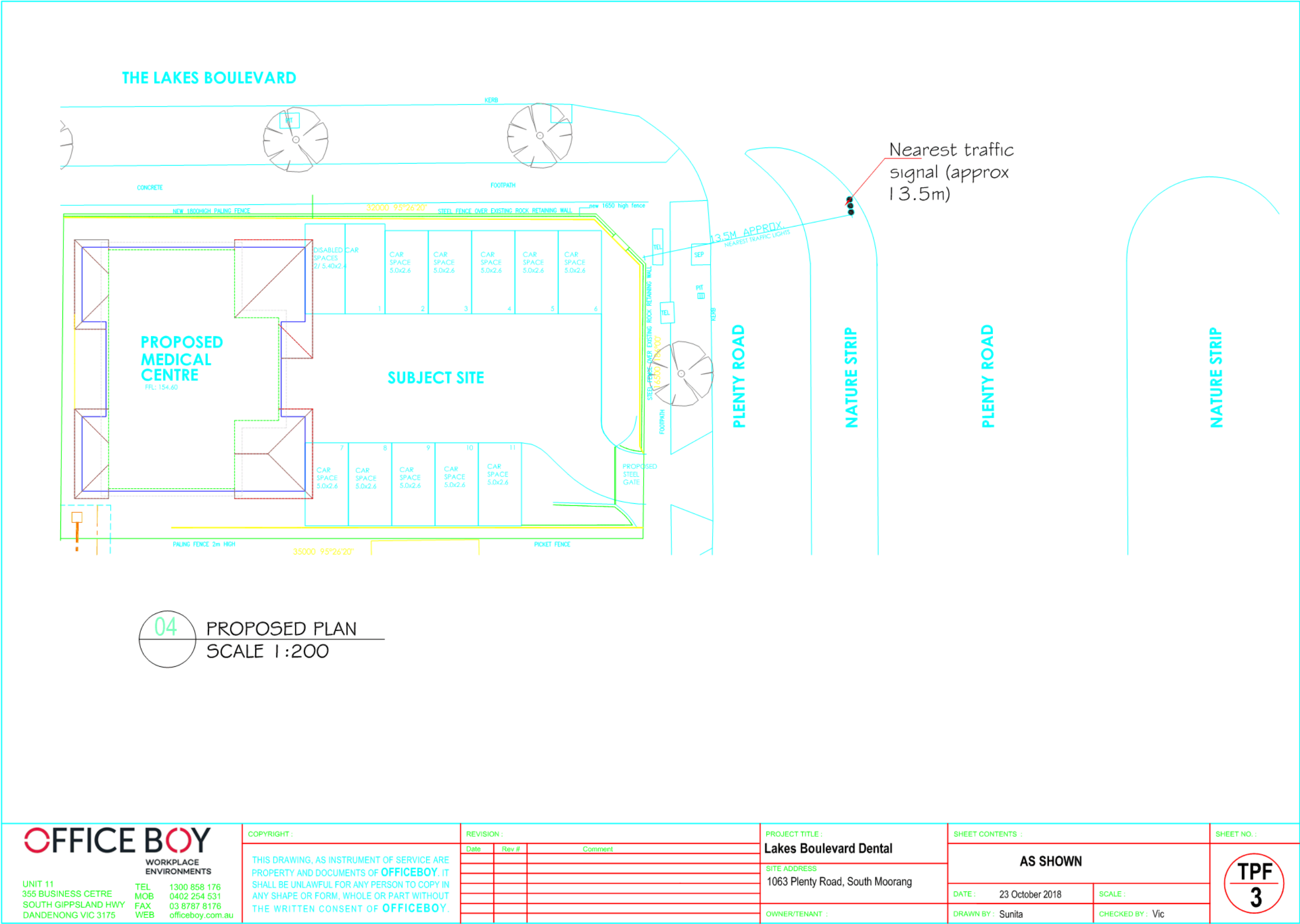


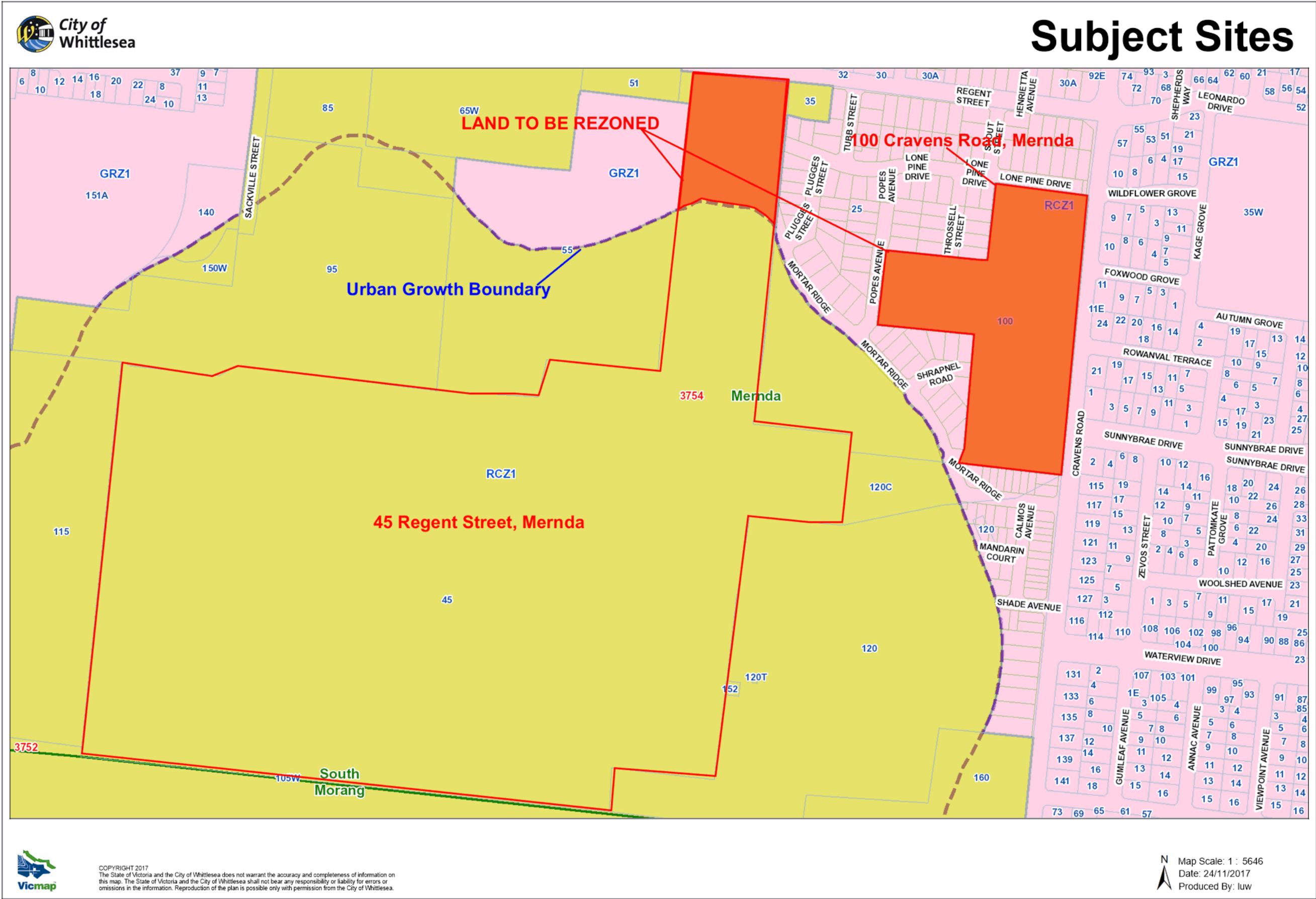
**City of
Whittlesea**

BUILDING AND PLANNING REPORT



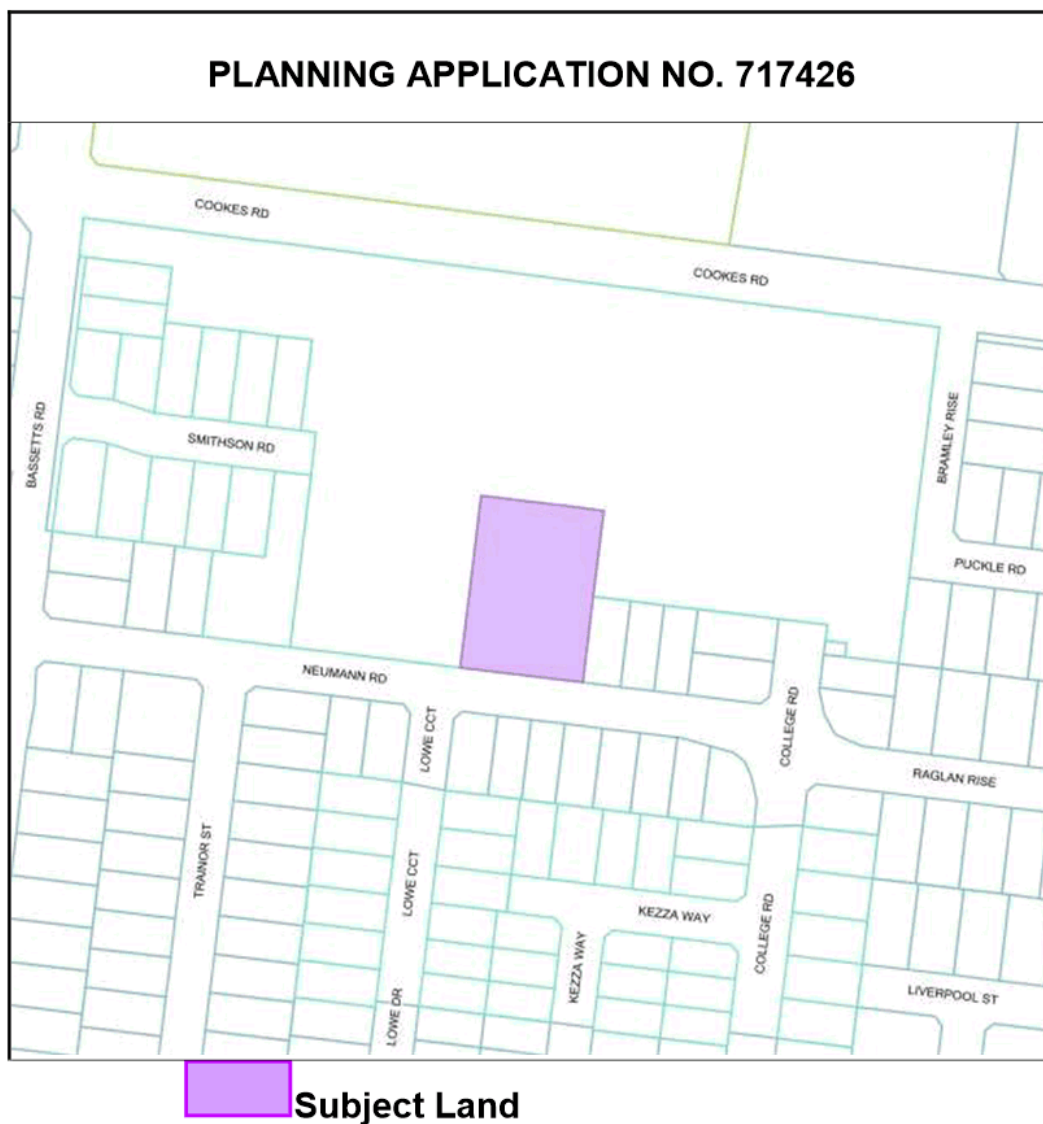






Item 6.1.5 Attachment 1

Page 41




**City of
Whittlesea**

BUILDING AND PLANNING REPORT

PLANNING APPLICATION NO. 717426

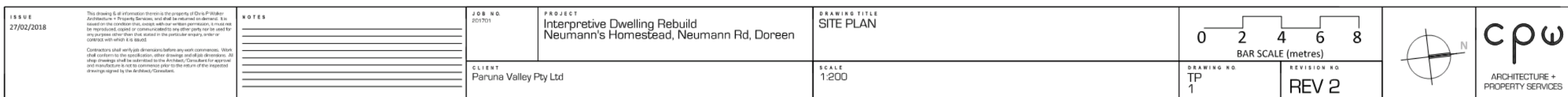


 **Subject Land**



**City of
Whittlesea**

BUILDING AND PLANNING REPORT





EXISTING NORTH FACADE



EXISTING SOUTH FACADE

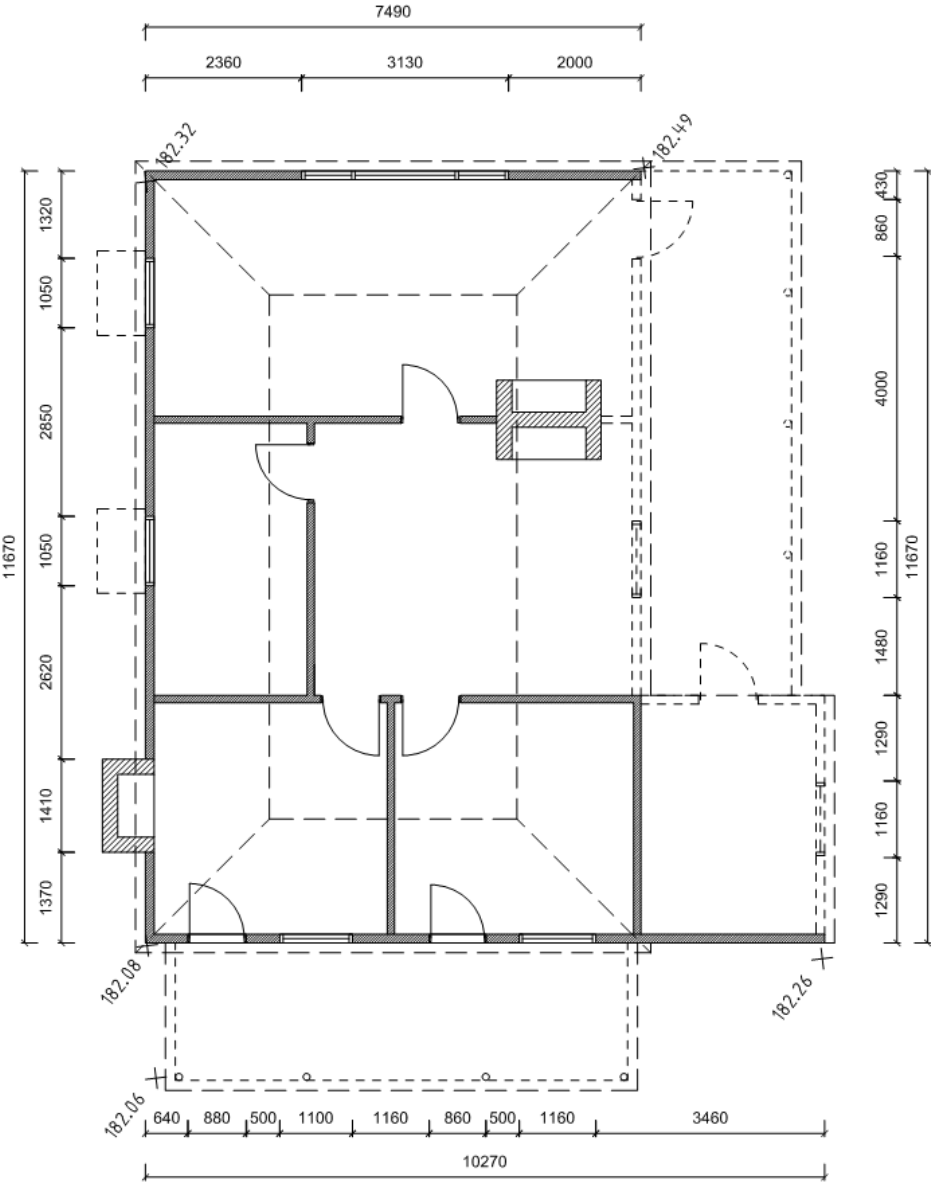


EXISTING EAST FACADE

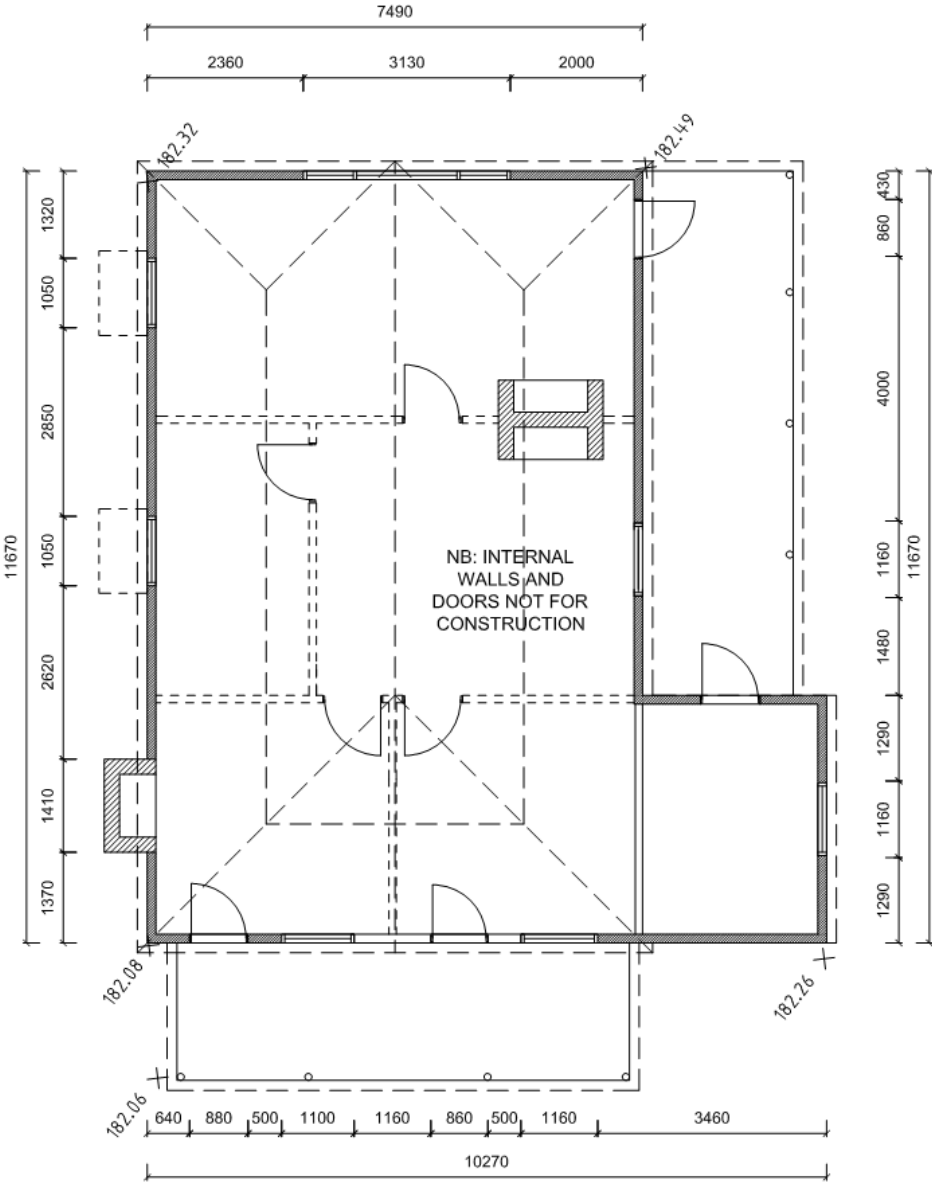


EXISTING WEST FACADE

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



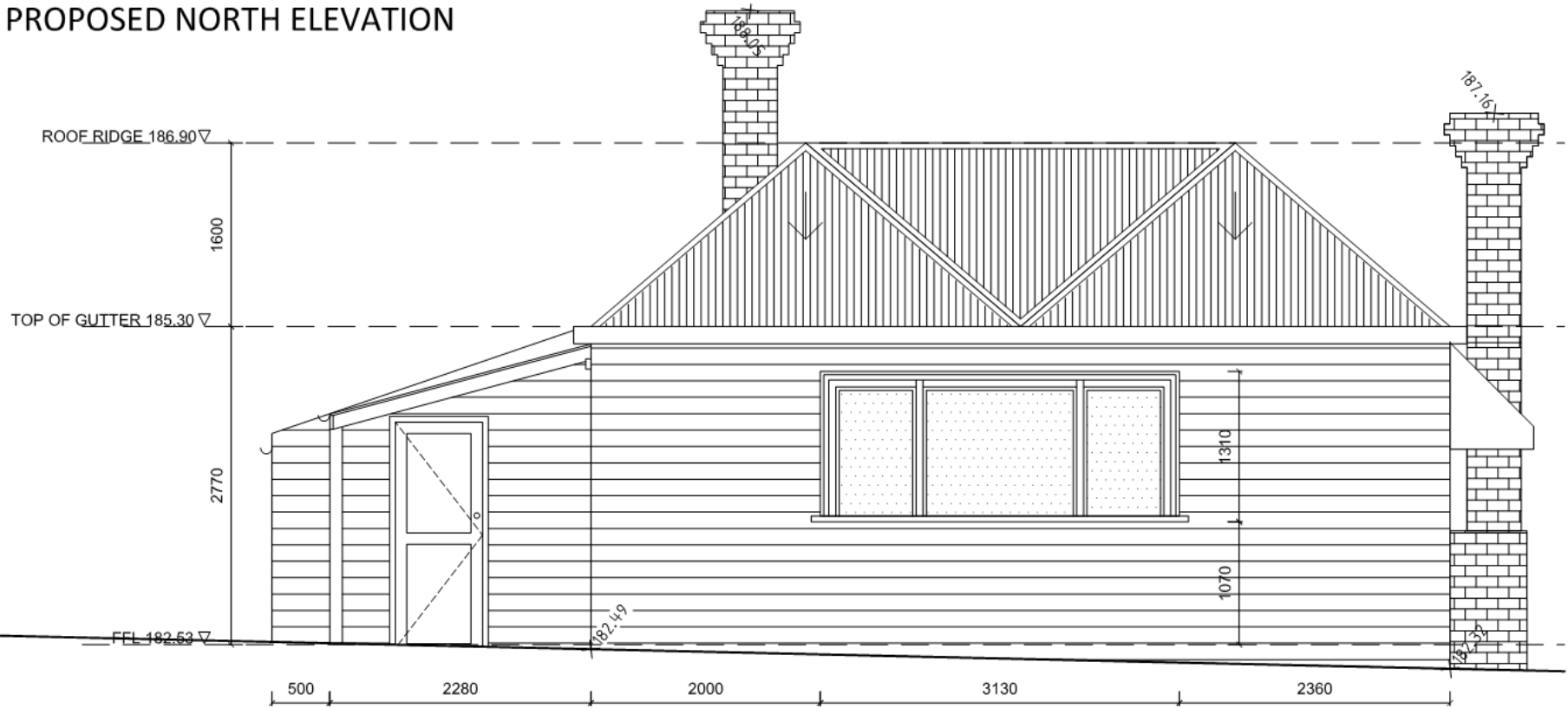
PROPOSED FLOOR PLAN

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.

ISSUE 26/04/2017	<p>This drawing & all information therein is the property of CPW Pty Ltd. It is to be used for the purpose of the project only and shall not be used for any other purpose without the written permission of CPW Pty Ltd. It is to be used for the purpose of the project only and shall not be used for any other purpose without the written permission of CPW Pty Ltd.</p>	NOTES	JOB NO. 201701	PROJECT Interpretive Dwelling Rebuild Neumann's Homestead, Neumann Rd, Doreen	DRAWING TITLE EXISTING FLOOR PLAN PROPOSED FLOOR PLAN	0 1 2 3 4 BAR SCALE (metres)		
			CLIENT Paruna Valley Pty Ltd	SCALE 1:100	DRAWING NO. TP 3	REVISION NO. REV 1		

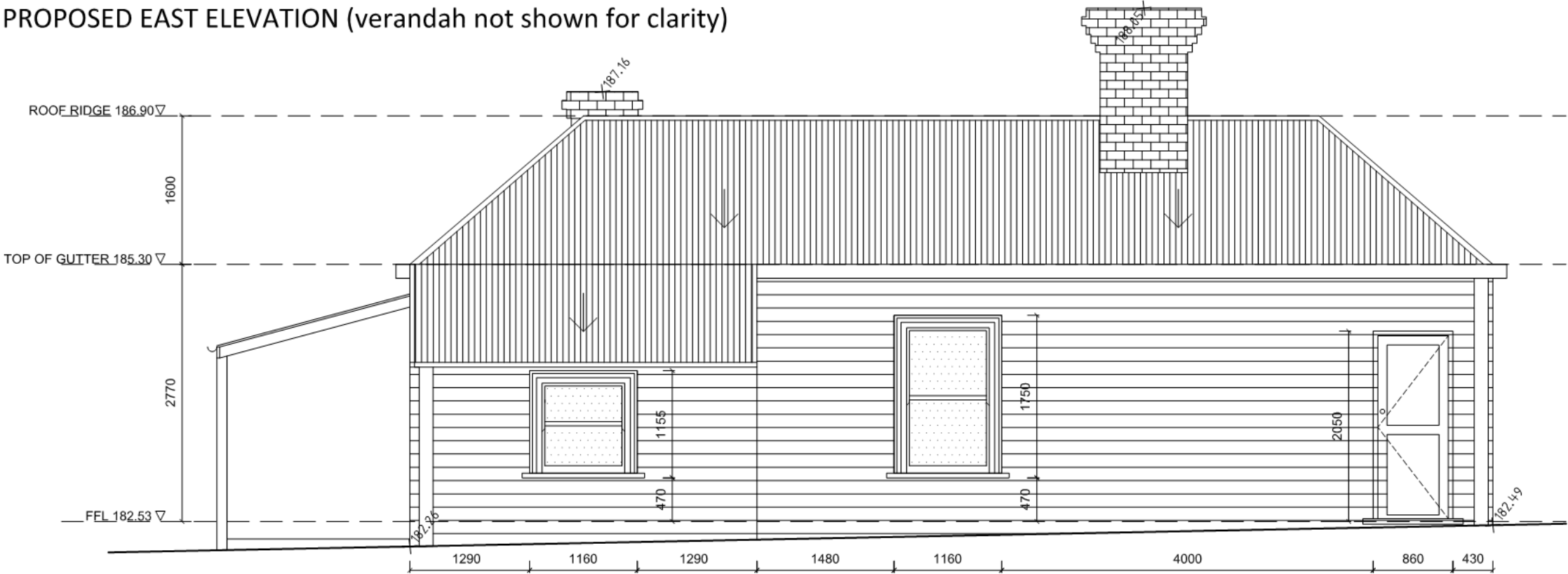
PROPOSED NORTH ELEVATION



General specification for proposed building:

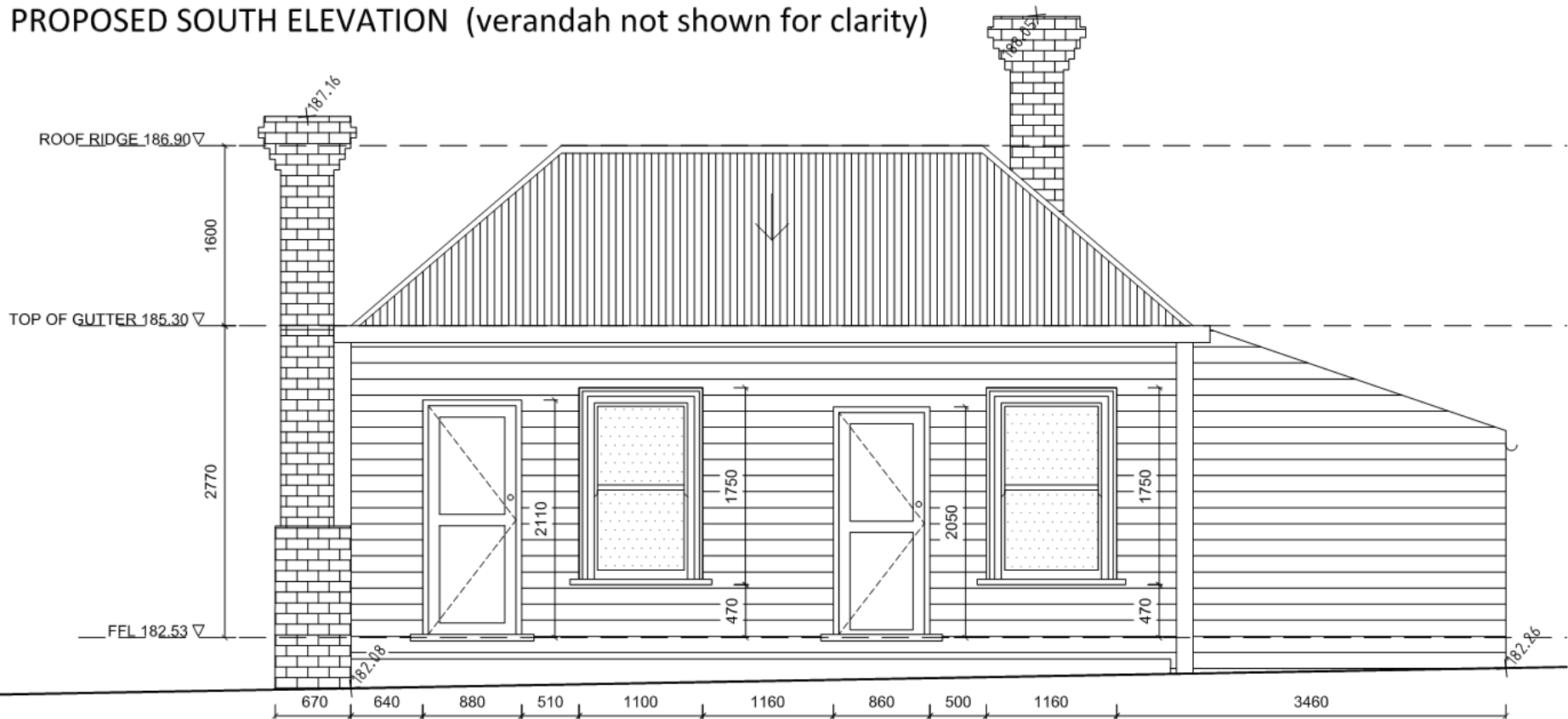
- Building footprint and orientation to be located to approximate the original design and construction.
 - Stumps, bearers and joists to be provided.
 - Any original building materials are to be reinstated in their original capacity where their condition is intact and their re-use is practical.
 - Existing chimneys to be retained if possible and stabilised where necessary, subject to structural engineer's inspection and approval.
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 - 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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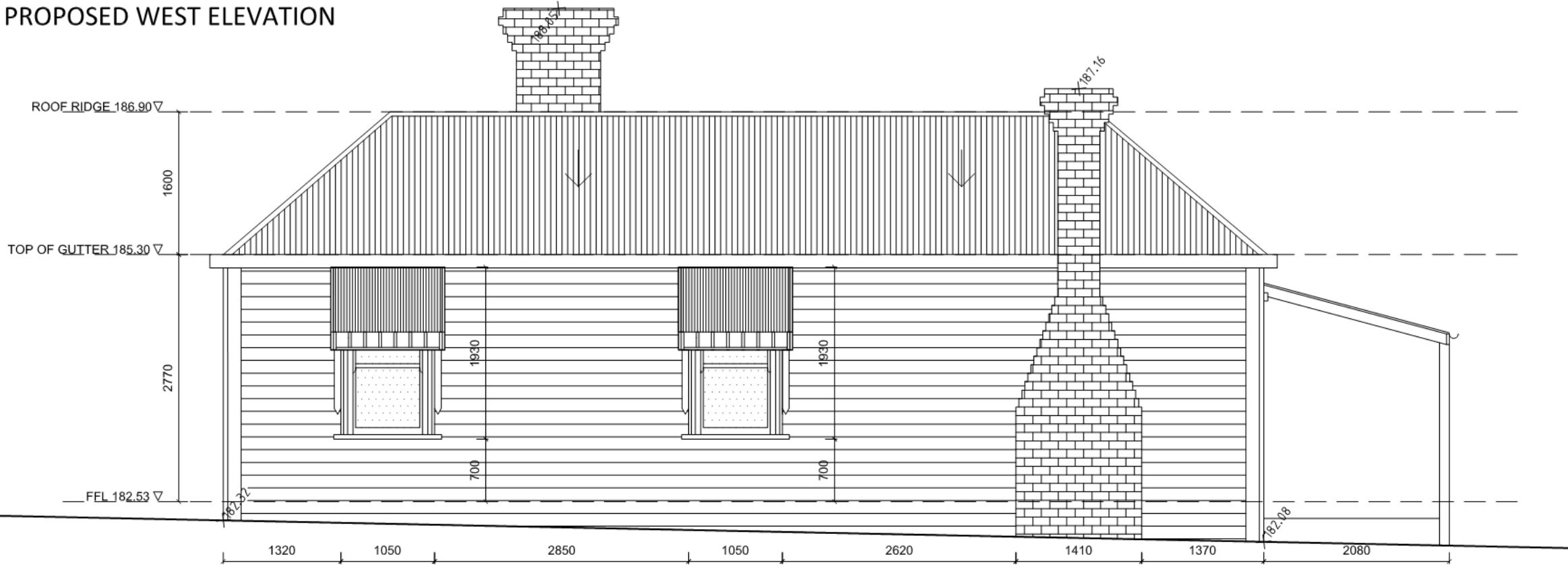
PROPOSED SOUTH ELEVATION (verandah not shown for clarity)



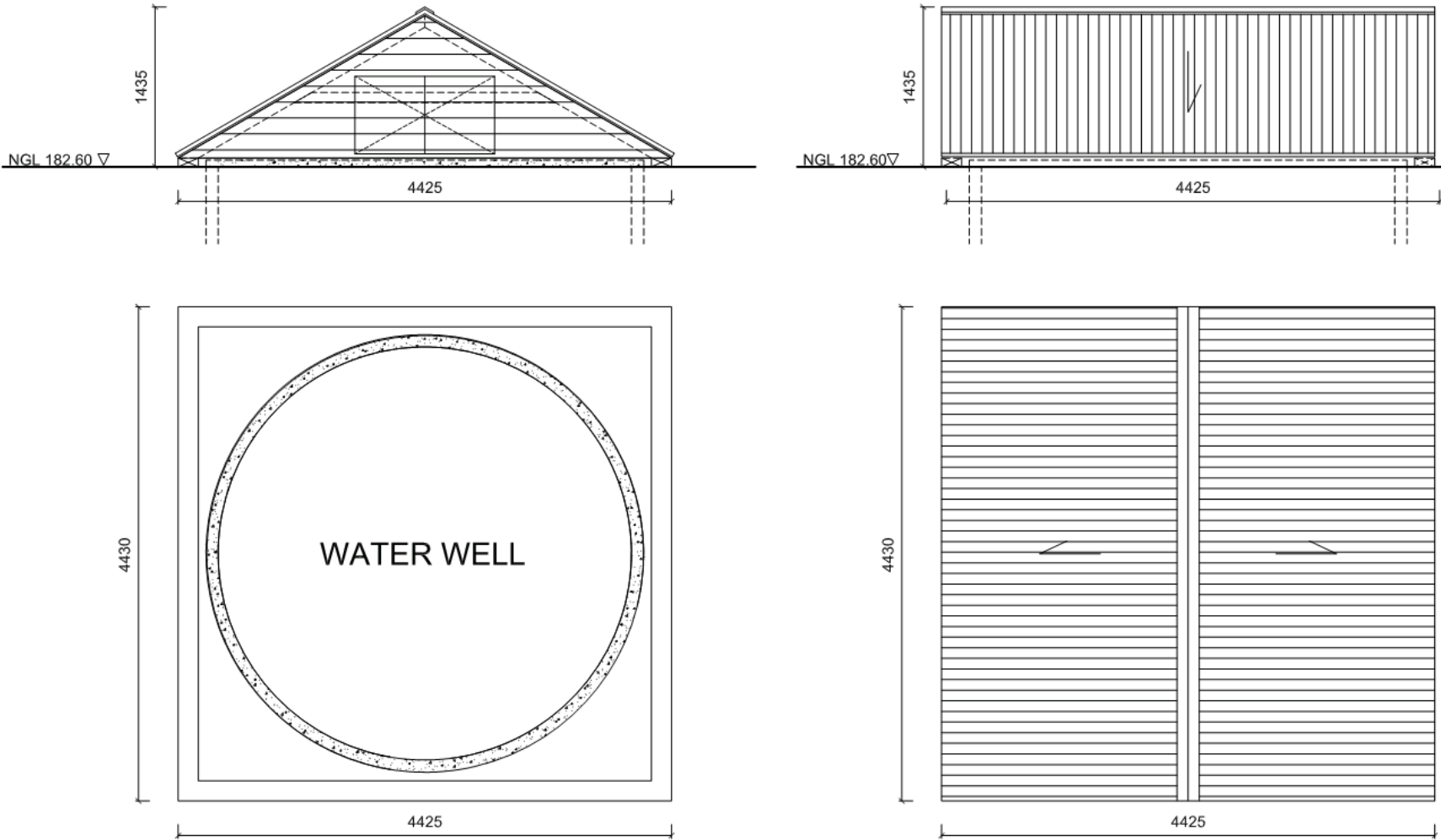
General specification for proposed building:

- 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 WEST ELEVATION



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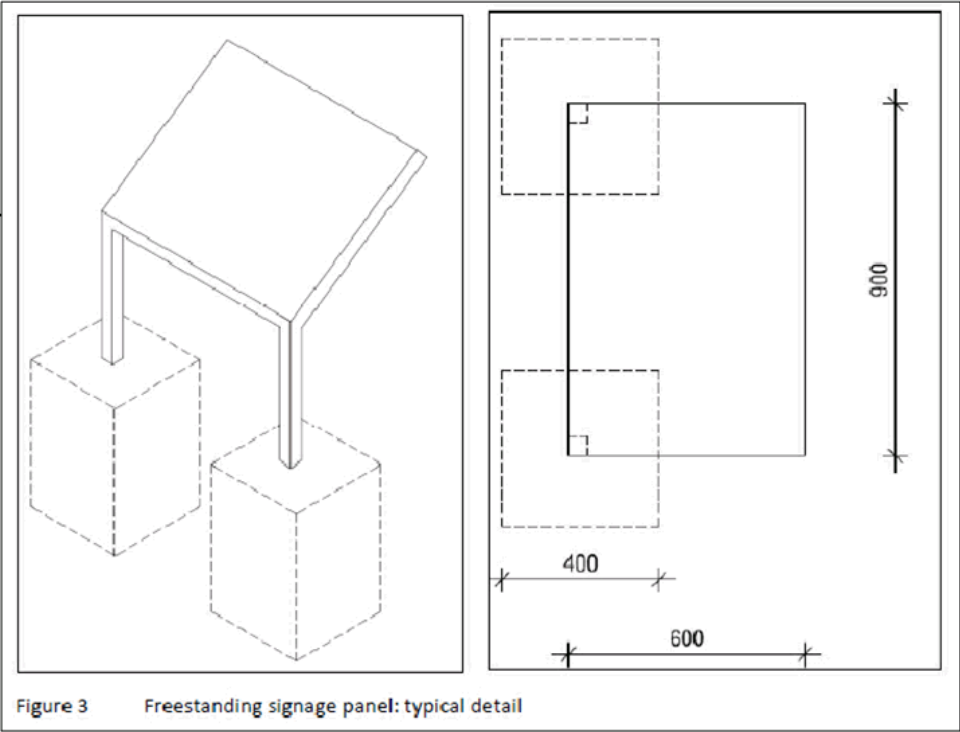
WATER WELL ENCLOSURE 1:50

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.
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- 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.

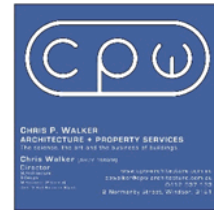
ISSUE 14/05/2017 <small>This drawing is all information therein is the property of Chris P Walker Architecture + Property Services, and shall be returned on demand. It is issued on the condition that, except with our written permission, it must not be reproduced, copied or communicated to any other party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

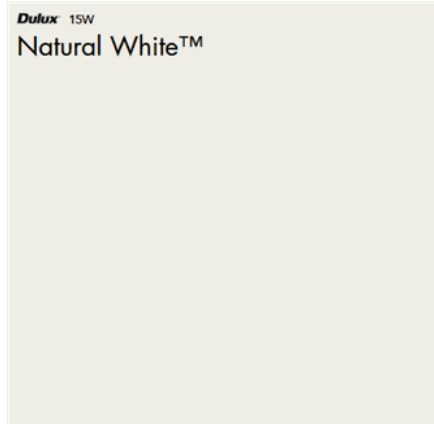
Prepared by:
CHRIS P. WALKER
ARCHITECTURE + PROPERTY SERVICES

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

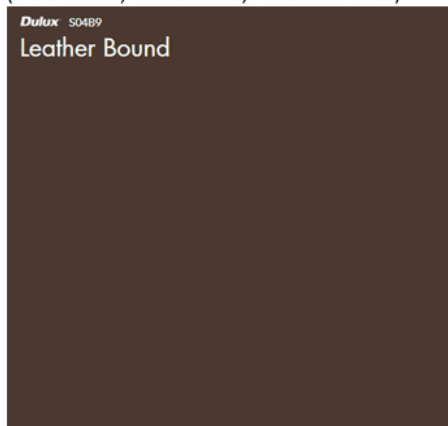
General specification notes for proposed building materials and finishes:

- 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.
- 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.

PAINT FINISH TO TIMBER ITEMS: DULUX 'NATURAL WHITE'
(TO WEATHERBOARDS, VERANDAH POSTS, FENCE PICKETS , EXPOSED EXTERNAL TIMBER GENERALLY)



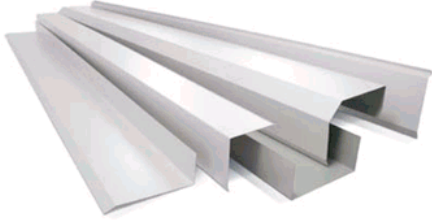
PAINT FINISH TO TIMBER ITEMS: DULUX 'LEATHER BOUND'
(TO DOORS, WINDOWS, ARCHITRAVES)



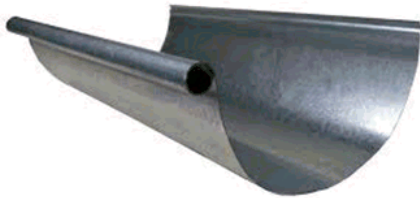
CORRUGATED GALVANISED IRON ROOFING (ALSO TO WEST ELEVATION WINDOW AWNINGS)



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)



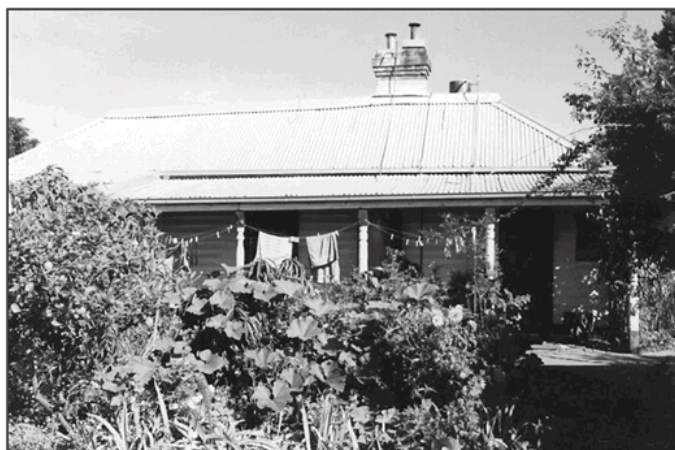
PICKET FENCE ('NATURAL WHITE' PAINT FINISH)



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

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>

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: Cr Pavlidis (Voting rights)</p> <p>Substitute: Cr Sterjova</p>	<p>Incorporated Association governed by its Constitution</p>
<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>No delegates appointed.</p>	<p>Agreement between Council and RMIT University</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>CEO Employment Matters Advisory Committee <i>(Internal Advisory Committee)</i></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 Delegate: Cr Alessi Delegate: Cr Monteleone 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 Delegate: Cr Alessi Delegate: Cr Pavlidis Delegate: Cr Monteleone</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>
<p>City of Whittlesea Arts Cultural and Sporting Grants Program for Young People (Internal Advisory Committee)</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>There is no limit to the number of Councillors on the Advisory Committee.</p> <p>The Advisory Committee meets monthly as a 'virtual' Committee as required.</p>	<p>Delegate: Cr Cox Delegate: Cr Desiato Delegate: Cr Pavlidis</p>	<p>Delegate: Cr Pavlidis Delegate: Cr Cox</p>	<p>Terms and conditions of program were adopted by Council on 10 December 2013</p>

ORGANISATION/COMMITTEE	APPOINTED COUNCIL REPRESENTATIVE FOR 2018	APPOINTED COUNCIL REPRESENTATIVE FOR 2019	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD
<p>City of Whittlesea Australia Day Awards Committee <i>(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>Meets approximately 4 times per year on a Monday at Council Offices, dates to be set annually.</p> <p>Meetings for 2019 have not yet been set.</p>	<p>Delegate: Mayor of the Day <i>(Chairperson)</i></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: Cr Cox</p> <p>Delegate: Cr Joseph</p>	<p>Terms of Reference adopted by Council on 6 May 2014 and amended on 18 December 2017 and are currently under review</p>
<p>Darebin Creek Management Committee Incorporated (External)</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>Meetings of the Association are governed by its constitution which provides for one Council delegate with voting rights on the Committee of Management.</p> <p>The appointment of a substitute is permitted under the constitution and the substitute delegate has voting rights in lieu of the delegate.</p> <p>Meets on the last Wednesday of every second month at 5pm.</p>	<p>Delegate: Cr Cox <i>(Voting rights)</i></p> <p>No substitute appointed <i>(Voting rights when attending in lieu of the delegate)</i></p> <p>Officer: Manager Parks and Open Space</p>	<p>Delegate: Cr Cox <i>(Voting rights)</i></p> <p>Substitute: No substitute appointed <i>(Voting rights when attending in lieu of the delegate)</i></p> <p>Officer: Team Leader Environmental 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><i>Epping Community Activity Centre Incorporated (External)</i> 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>
<p><i>Friends of Farm Vigano Incorporated (External)</i> This Association is dedicated to the preservation, restoration and future development of the property known as Farm Vigano. <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> <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: 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>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>Council resolved on 11 December 2018 to no longer appoint a 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: Cr Pavlidis</p> <p>Substitute: Cr Sterjova</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>Interface Councils Group (External)</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 (Voting rights)</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: Cr Cox</p> <p>Delegate: Cr Alessi</p> <p>Substitute: No substitute appointed</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> <p>Council resolved on 11 December 2018 to:</p> <ol style="list-style-type: none"> 1. Appoint two Councillors to the Interface Councils Group; 2. The Councillors appointed for 2019 are the Mayor, Cr Cox and Cr Alessi.

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 <i>(Voting rights)</i></p> <p>Substitute: Cr Kozmevski <i>(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)</i></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 11 December 2018 to:</p> <ol style="list-style-type: none"> 1. Not participate in membership of the Municipal Association of Victoria (MAV); and 2. Not participate in membership of the Victorian Local Governance Association (VLGA); 3. Review VLGA's new adopted constitution and its effects on member councils; and 4. Review memberships of both organisations as part of the 2019/20 budget process. 	<p>Created by the Municipal Association of Victoria Act 1907 (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>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 11 December 2018 to:</p> <ol style="list-style-type: none"> Not participate in membership of the Municipal Association of Victoria (MAV); and Not participate in membership of the Victorian Local Governance Association (VLGA); Review VLGA's new adopted constitution and its effects on member councils; and Review memberships of both organisations as part of the 2019/20 budget process. 	<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 11 December 2018 to:</p> <ol style="list-style-type: none"> Not participate in membership of the Municipal Association of Victoria (MAV); and Not participate in membership of the Victorian Local Governance Association (VLGA); Review VLGA's new adopted constitution and its effects on member councils; and Review memberships of both organisations as part of the 2019/20 budget process. 	<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>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>Cr Kozmevski will remain as delegate on the committee until it has been dissolved.</p>	<p>Incorporated Association governed by its Constitution</p>
<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 (Non-voting rights)</p> <p>Officer: Chief Executive Officer</p>	<p>Delegate: Mayor of the Day (Non-voting rights)</p> <p>Officer: Chief Executive Officer</p>	<p>Unincorporated group without a specific 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>Merri Creek Management Committee Incorporated (External)</i></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 (Voting rights)</p> <p>Officer: Manager Parks and Open Space</p>	<p>Delegate: Cr Kozmevski (Voting rights)</p> <p>Officer: Team Leader Environmental 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: Cr Kozmevski (Voting rights)</p> <p>Substitute: Cr Alessi</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: No delegate appointed (Voting rights)</p> <p>Substitute: No substitute appointed (Voting rights)</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 (MFMPC) (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: Cr Cox (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: Cr Alessi (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></p> <p>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: Cr Alessi <i>(Voting rights)</i></p> <p>Delegate: Cr Kozmevski <i>(Voting rights)</i></p>	<p>Charter adopted by Council on 10 October 2017</p>
<p><i>Riverside Community Activity Centre Incorporated (External)</i></p> <p>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>Victorian Local Governance Association (VLGA) (External)</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>Council has 2 Councillor delegates, both with voting rights. A delegate may stand for election to the Committee of management if they wish.</p> <p>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.</p>	<p>Delegate: Cr Desiato (Voting rights)</p> <p>No further delegate appointed (Voting rights)</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 11 December 2018 to:</p> <ol style="list-style-type: none"> 1. Not participate in membership of the Municipal Association of Victoria (MAV); and 2. Not participate in membership of the Victorian Local Governance Association (VLGA); 3. Review VLGA's new adopted constitution and its effects on member councils; and 4. Review memberships of both organisations as part of the 2019/20 budget process. 	<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: Cr Pavlidis</p> <p>Delegate: Cr Alessi</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: Cr Alessi (Voting rights)</p> <p>Delegate: Cr Cox (Voting rights)</p> <p>Delegate: Cr Pavlidis (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: Cr Alessi (Voting rights)</p> <p>Substitute: Cr Sterjova</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: Cr Pavlidis (Non-voting rights)</p> <p>Delegate: Cr Cox (Non-voting rights)</p> <p>Chairperson: Director Partnerships, Planning and Engagement</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: Cr Joseph (Non-voting rights)</p> <p>Substitute: Cr Sterjova (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: Cr Sterjova (Non-voting rights)</p> <p>Substitute: Cr Joseph (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>No Councillor delegate appointed due to terms of reference currently being reviewed</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: 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>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: Cr Sterjova (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: Cr Sterjova (Voting rights)</p> <p>Substitute: Cr Joseph</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>Whittlesea Showground and Recreation Reserves Committee of Management (External)</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: No delegate appointed</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>Whittlesea Community House (External)</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 (Non-voting rights)</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 to 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: Cr Sterjova (Non-voting rights)</p> <p>Substitute: Cr Pavlidis</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: Cr Alessi (Voting rights)</p> <p>Delegate: Cr Kozmevski (Voting rights)</p> <p>Officer: Director Community Services</p>	<p>Agreement under section 196 of the Local Government Act 1989 (as amended)</p>



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)


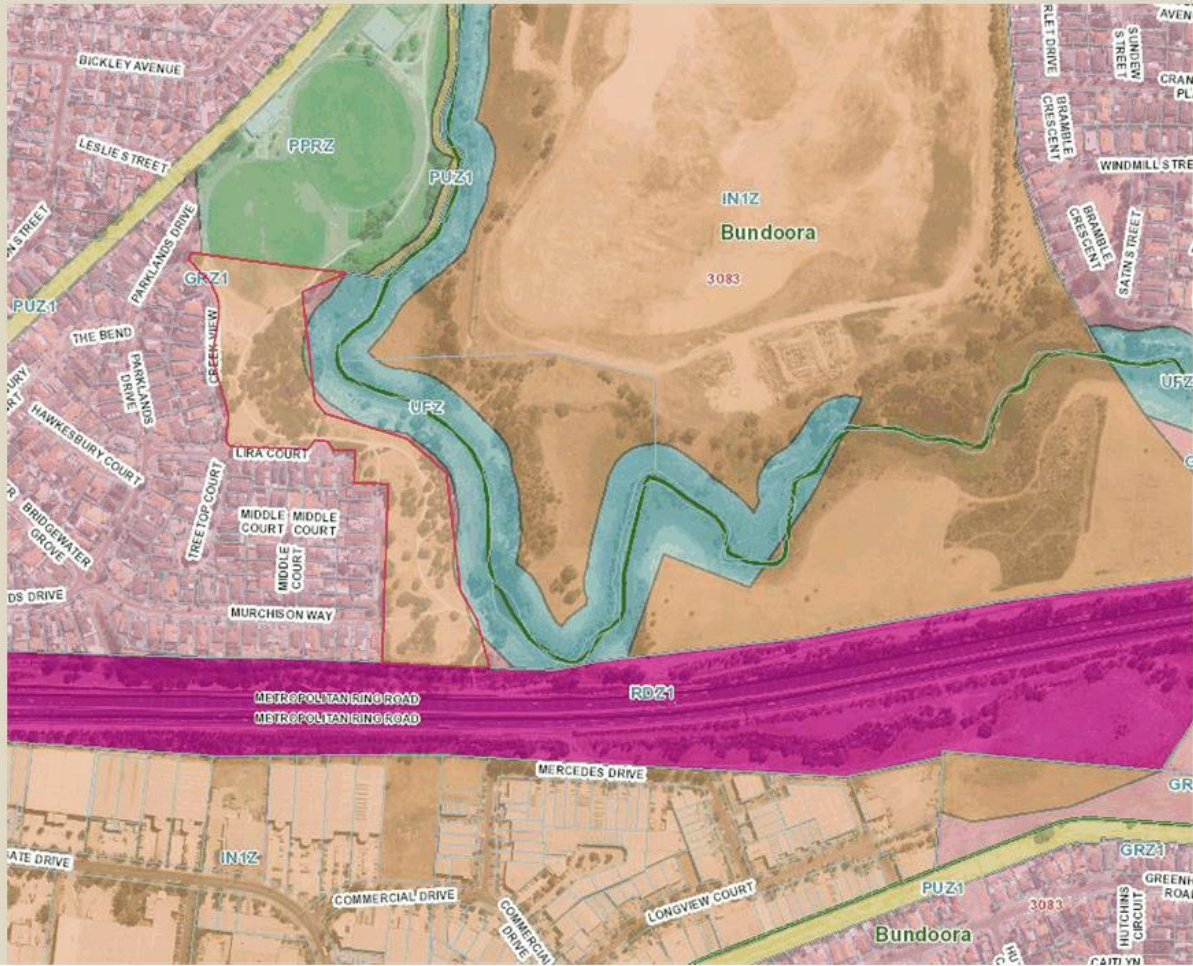
Whittlesea Planning Scheme Anomalies – Attachment A

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	

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.



Instrument of Delegation
to the
Chief Executive Officer
(S5)

~~3 April~~ **11 December** 2018
Version 3.0402

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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 **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 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.



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

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2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
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 - 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.



Asset Management Strategy

Achieving Whittlesea 2040

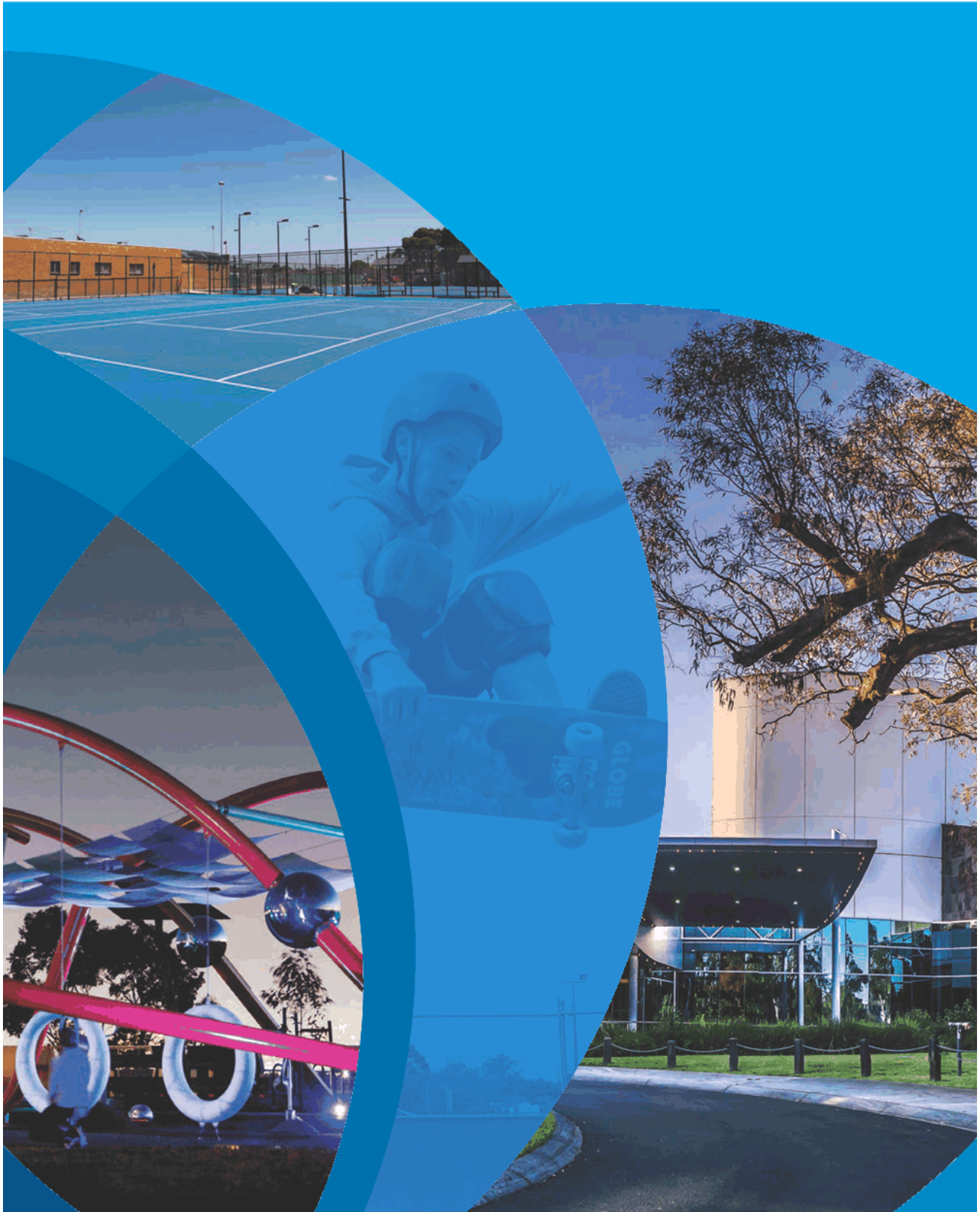




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The City of Whittlesea recognises the rich Aboriginal heritage of the country and the Wurundjeri Willum Clan as the Traditional Owners of the place.

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

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.

Right assets**Using best practice**

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.

Continuous improvement

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.

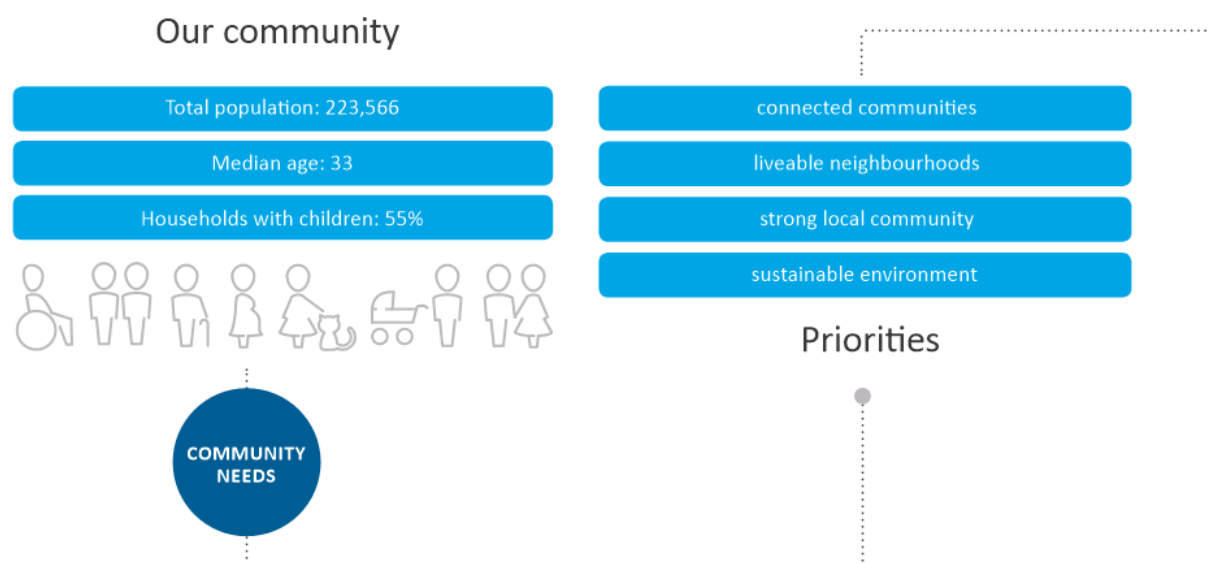
This strategy aims to transform the way Council manages assets to ensure decisions made today do not negatively impact on the municipality's longer term sustainability and service delivery. The strategy will inform Council's 15-year Long Term Financial Plan.

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.

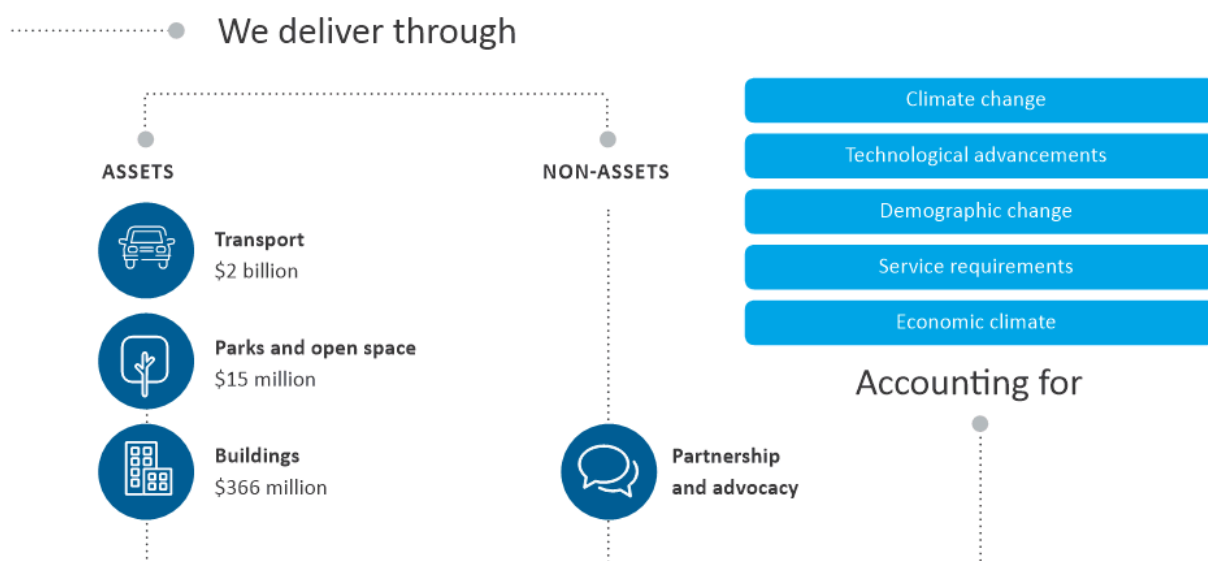


CONTINUOUSLY IMPROVING

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.

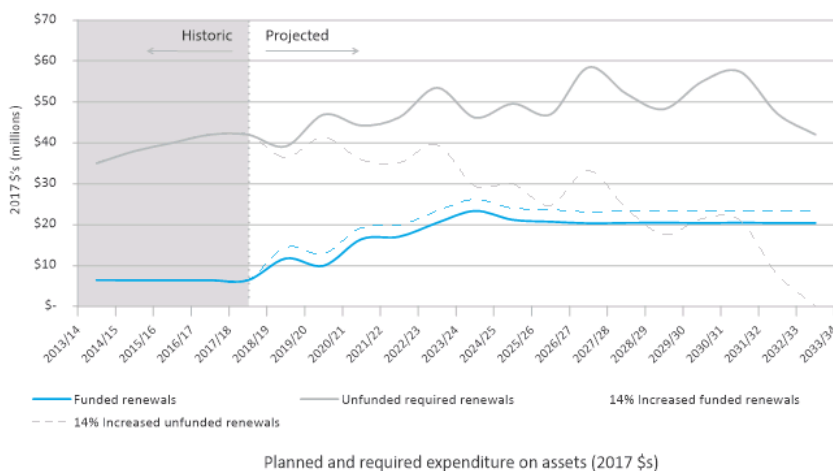
The vision for the City of Whittlesea in 2040 is that it is a place for all.

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.

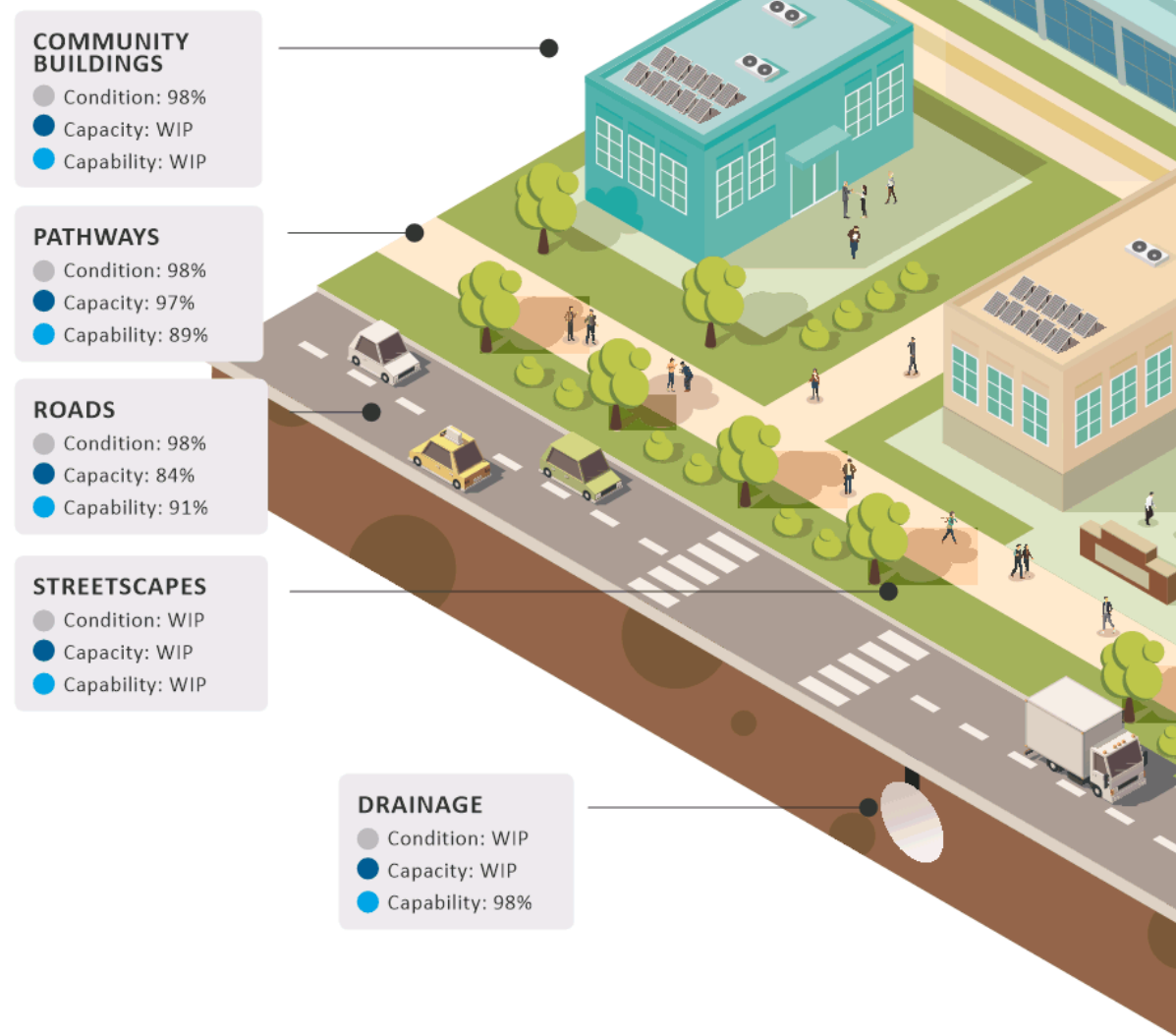


Our starting point

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.



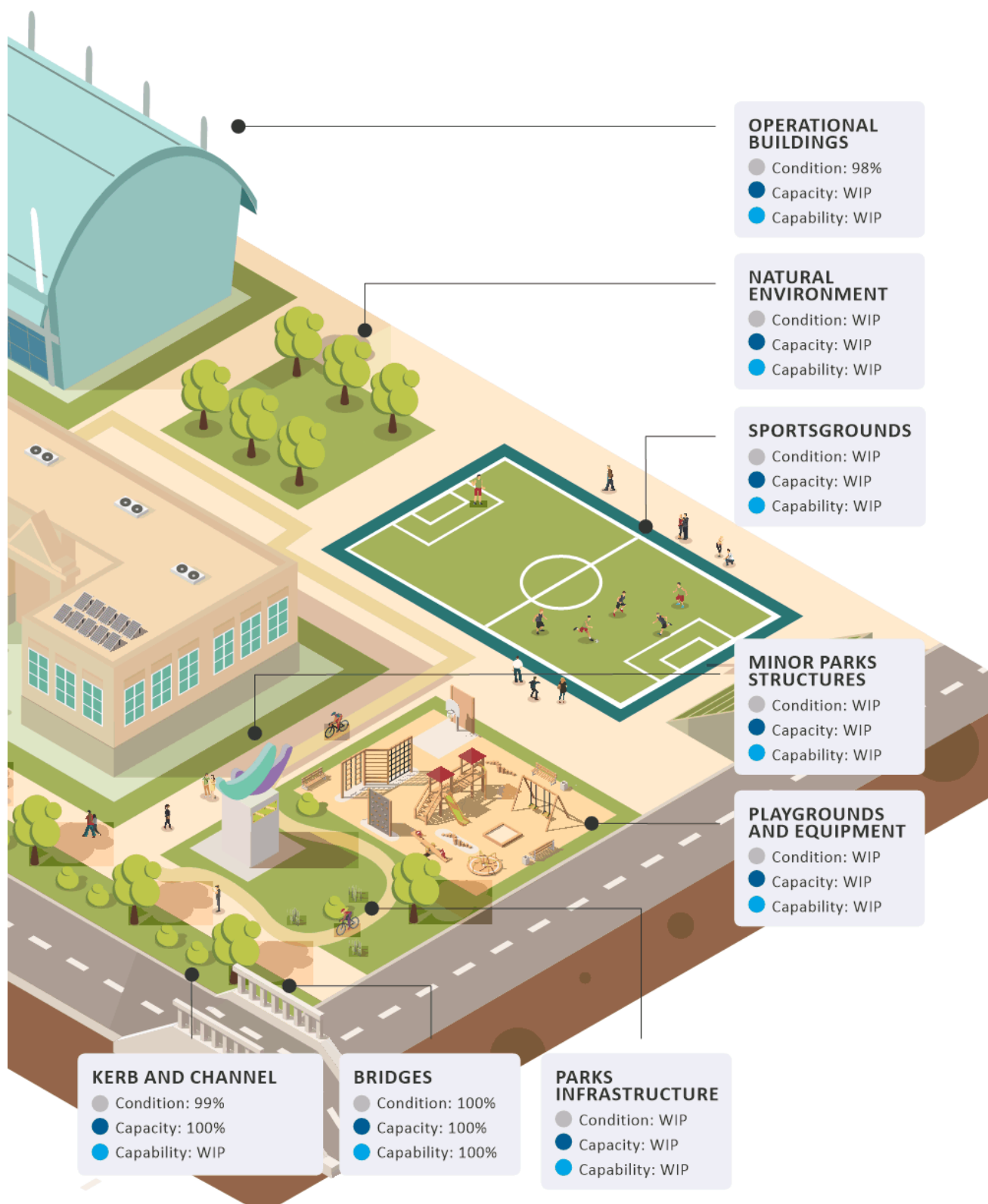
100% - 95%
(or up to 5% that may require capital intervention).



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**.

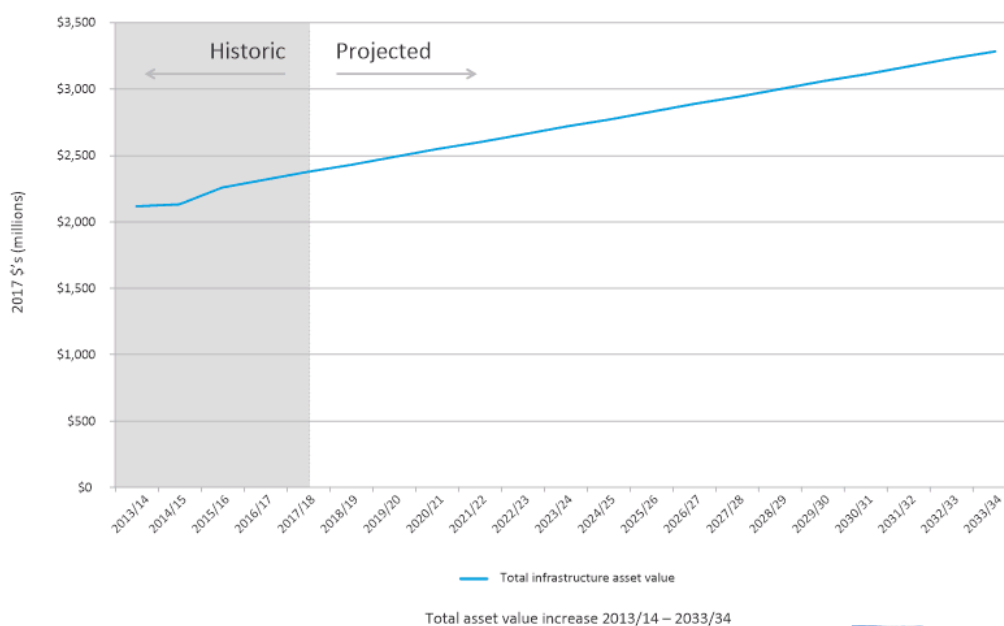
By understanding the vision and undertaking these assessments, the requirements of the right asset, in this case a family car, are defined for the whole life of the asset and potential solutions can be tested. This facilitates informed holistic decision-making, minimises wasted expenditure due to oversight 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.

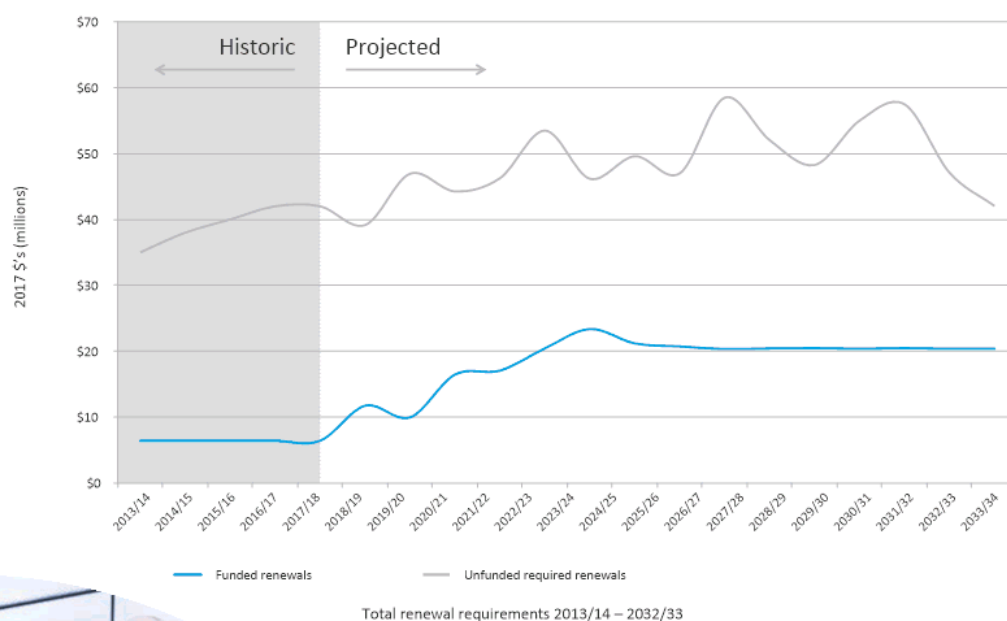
Infrastructure asset value



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





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.

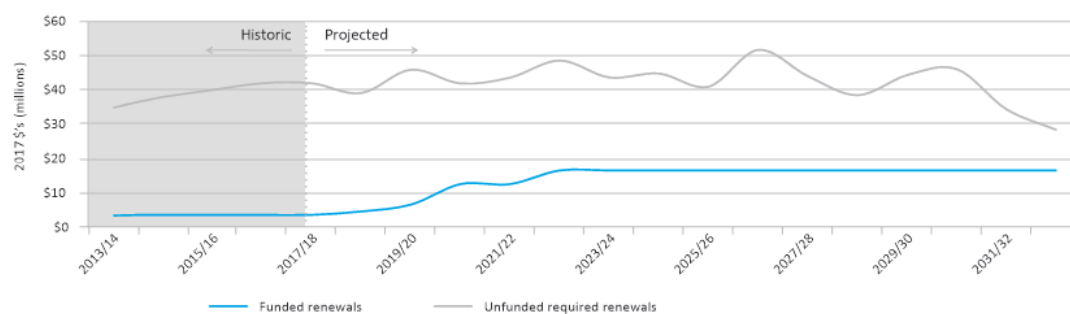


PARKS AND OPEN SPACE

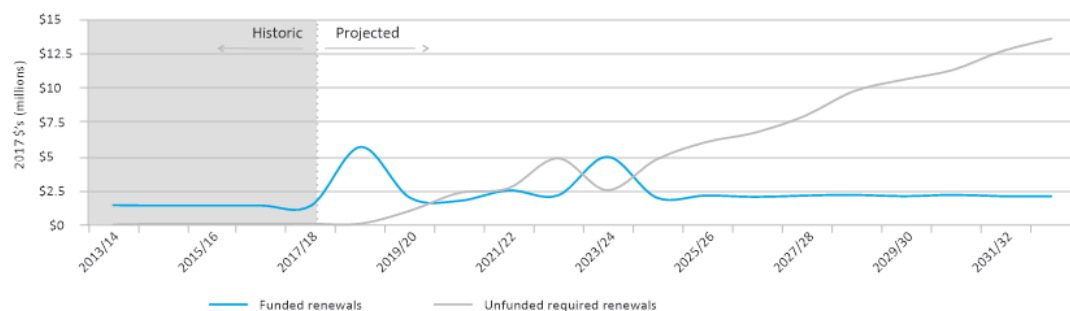
Parks and open space is the least mature of the current asset management practices and projections. The projections use depreciation of playgrounds as a guide to future expenditure and there isn't currently enough maturity to identify a gap.

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.

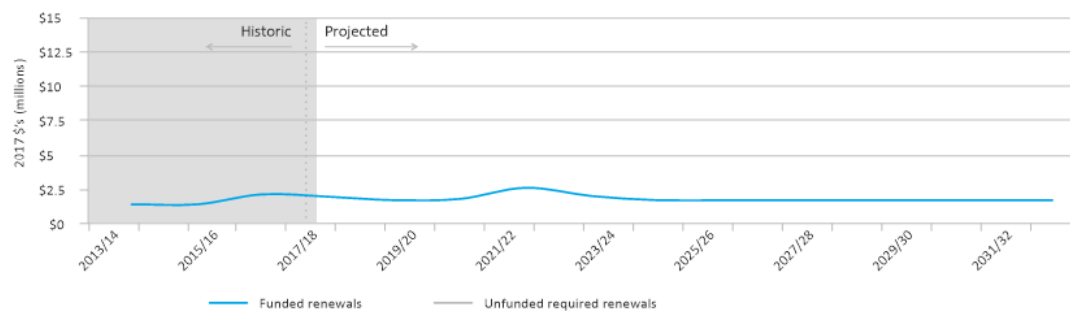
Transport requirements



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.

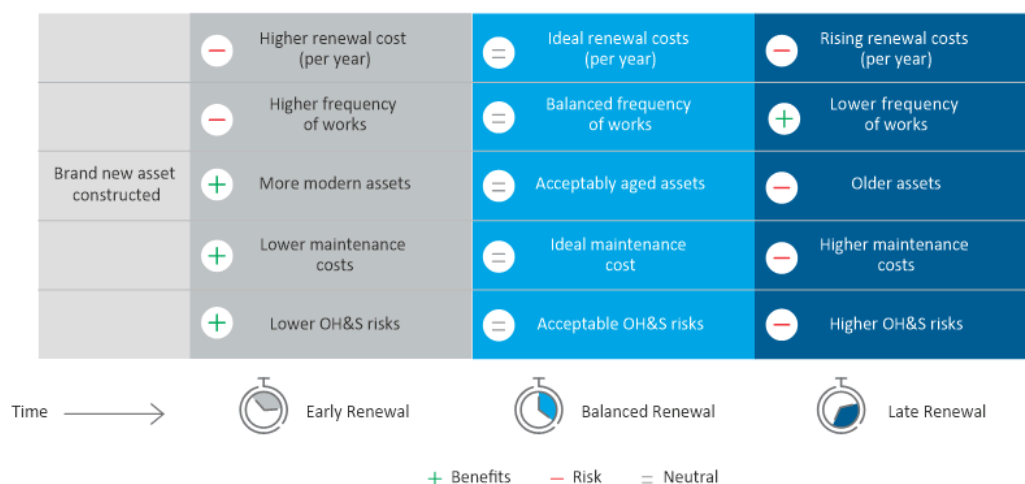
The most appropriate course of action is chosen after analysing the associated risk. For example:

- 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.

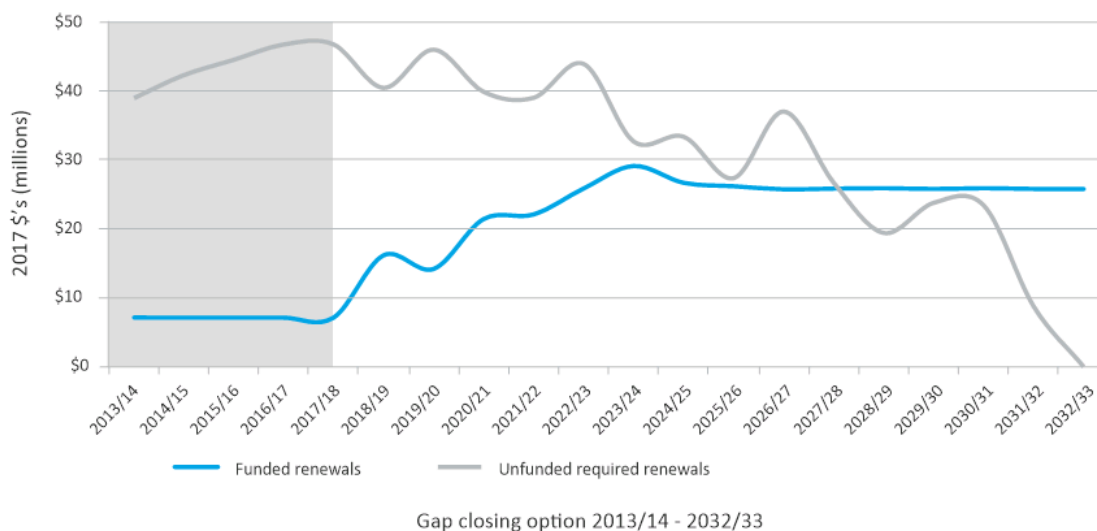
Council needs to further quantify and validate the extent of the renewal funding gap by improving its asset database. Council will start by ensuring that all major assets are captured in the asset management system and renewal prediction modelling is undertaken. At the same time, we will undertake a 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



Overall gap closing option



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



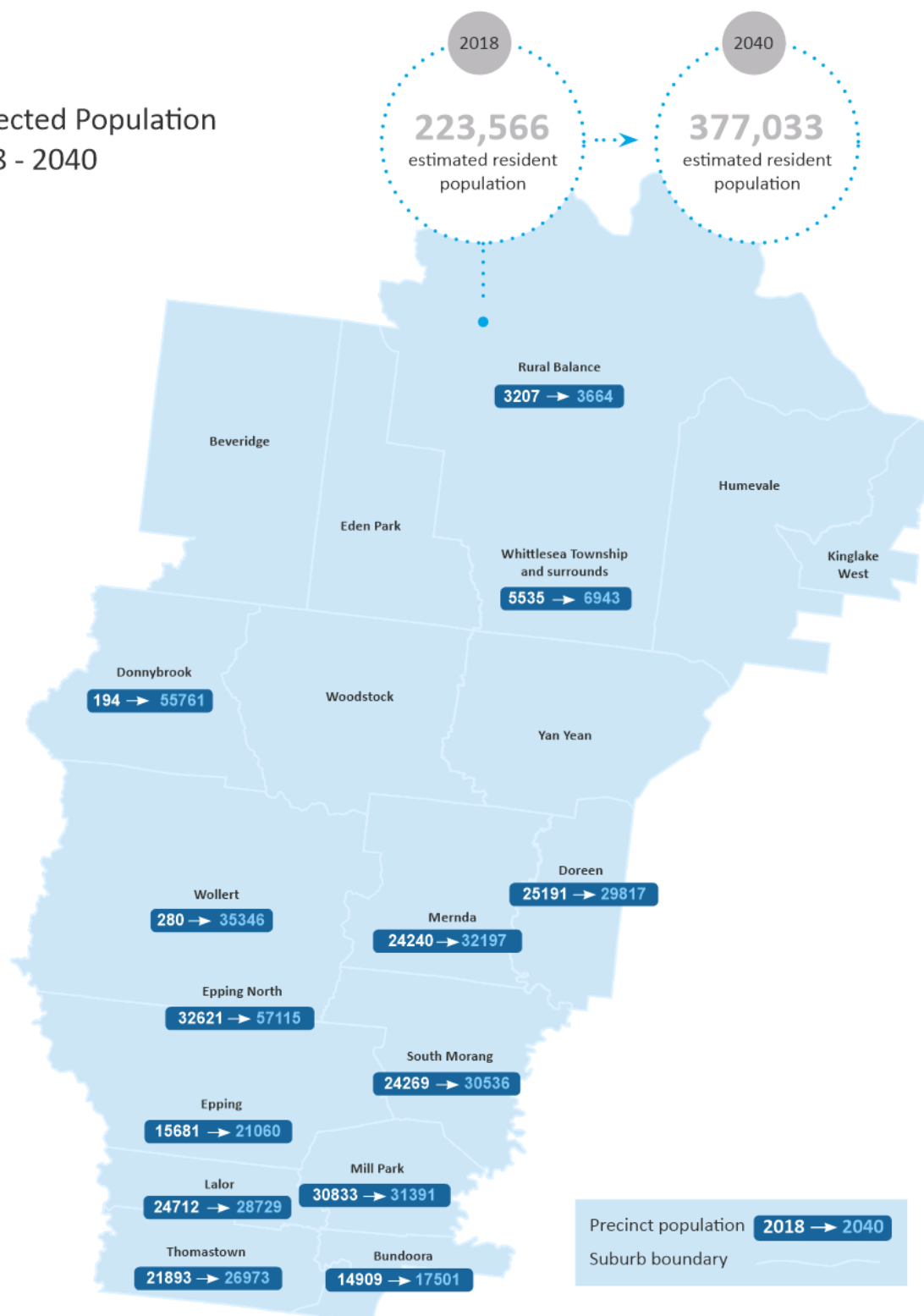
DEMOGRAPHICS

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.

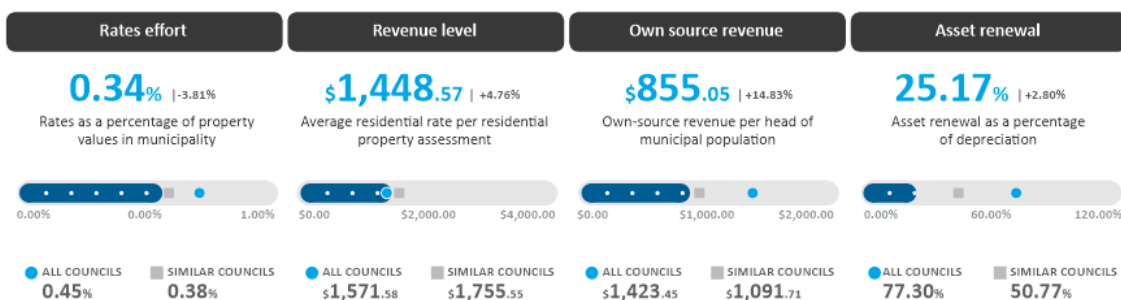
Council is required to manage the delivery of State Government endorsed Precinct Structure Plans and Development Plans which include the collection of contributions towards the delivery of major assets. Council is consulted for the initial estimated cost to deliver these projects and the rate developers 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

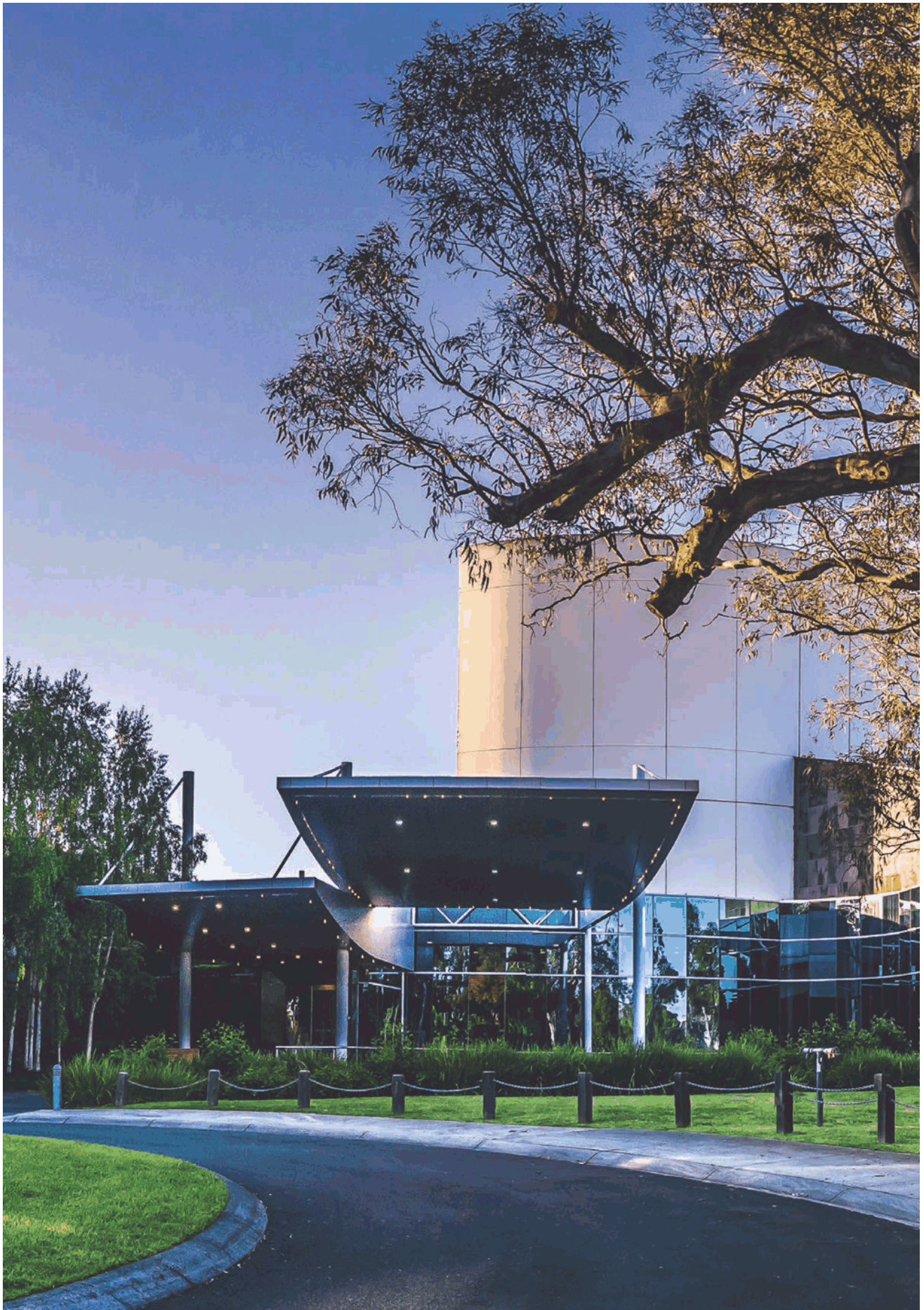
Council will identify new ways of implementing an accurate and informative asset management system to deliver services more efficiently.

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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Македонски	9679 9875	Other	9679 9879
简体中文	9679 9857		



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 Whittleseascene.
	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 Results

Legend 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.

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Legend 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.

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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.



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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.