



***City of*
Whittlesea**

A G E N D A

OF ORDINARY COUNCIL MEETING

HELD ON

TUESDAY 5 MARCH 2019

AT 6.30PM

SUMMONS

You are advised that a Meeting of Council has been called by the Chief Executive Officer on Tuesday, 5 March 2019 in Council Chamber, 25 Ferres Boulevard, South Morang at 6.30pm for the transaction of the following business.

**S OVERLAND
CHIEF EXECUTIVE OFFICER**

COUNCILLORS

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

SENIOR OFFICERS

SIMON OVERLAND

CHIEF EXECUTIVE OFFICER

RUSSELL HOPKINS

DIRECTOR COMMUNITY SERVICES

NICK MANN

DIRECTOR CITY TRANSPORT & PRESENTATION

HELEN SUI

DIRECTOR CORPORATE SERVICES

LIANA THOMPSON

DIRECTOR PARTNERSHIPS, PLANNING &
ENGAGEMENT

MICHAEL TONTA

MANAGER GOVERNANCE

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Note:

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

Question Time:

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

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

Large Attachments:

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

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

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

1. OPENING

1.1 MEETING OPENING AND PRAYER

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

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

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

Amen

1.2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS STATEMENT

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

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

I as a non-aboriginal or Torres Strait Islander would ask that you may consider a conversation with our Aboriginal and Torres Strait peoples to educate and understand their depth of feeling around the treatment of our first nations peoples and events that have shaped their lives.

1.3 PRESENT

2. APOLOGIES

3. DECLARATIONS OF INTEREST

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting of Council held 5 February 2019

Adjourned Meeting of Council held 12 February 2019

5. QUESTIONS, PETITIONS AND JOINT LETTERS

5.1 QUESTIONS TO COUNCILLORS

5.2 PETITIONS

NIL REPORTS

5.3 JOINT LETTERS

NIL REPORTS

6. OFFICERS' REPORTS

6.1 PARTNERSHIPS, PLANNING & ENGAGEMENT

6.1.1 17 JUNIPER CRESCENT THOMASTOWN - PLANNING APPLICATION NO. 717770 - CONSTRUCTION OF FIVE DWELLINGS

Attachments:	1	Locality Maps ↓
	2	Development Plans ↓
Responsible Officer:	Director Partnerships, Planning & Engagement	
Author:	Senior Planner	
APPLICANT:	Mimar Design	
COUNCIL POLICY:	22.11 - Development Contribution Plan Policy	
ZONING:	General Residential Zone	
OVERLAYS:	Development Contributions Plan Overlay – Schedule 3	
REFERRALS:	Nil	
OBJECTIONS:	48, including one petition with nine signatories	

RECOMMENDATION SUMMARY

That Council resolve to refuse Planning Application No. 717770 and issue a Notice of Refusal for the construction of five dwellings at 17 Juniper Crescent, Thomastown.

KEY FACTS AND / OR ISSUES

- It is proposed to construct five double storey dwellings.
- Notification of the application was undertaken and 48 objections, including one petition with nine signatories, have been received.
- While the site is appropriately located within a General Residential Zone for a medium density development, the proposal fails to comply with several requirements of the Whittlesea Planning Scheme, including Clause 55 – ResCode.
- The continuous built form along the ground floors, lack of meaningful separation of the first floors and insufficient car parking spaces is considered symptomatic of an overdevelopment of the site.

REPORT**SITE AND SURROUNDING AREA**

The site is a residential property located on the southern side of Juniper Crescent in Thomastown, 960m west of Thomastown train station and shopping precinct (see *Attachment 1*).

The site contains a 16.6m frontage to Juniper Crescent, an average depth of 59.7m and a total site area of 1,136.5m². The site is relatively flat.

The site currently contains a single storey brick dwelling, with a pitched tiled roof, and a single car space brick garage. Vehicle access to the dwelling is obtained from a crossover and accessway along the western side boundary. A low brick front fence encloses the site, while landscaping within the front setback is sparse, consisting of mainly low shrubs.

The surrounding area is characterised by single and double storey dwellings, consistently finished in brick veneer, with pitched tiled roofs. Secondary additions and detached outbuildings are present along side and rear boundaries. Front fences, if present, are consistently low in overall height, however vary in transparency and construction materials. Landscaping is present within front setbacks and more limited in rear secluded private open spaces.

Directly to the north of the site is Juniper Crescent and single dwelling developments. Directly to the east of the site are single dwelling developments fronting Juniper Crescent and Teak Court. Directly to the south of the site are single dwelling developments fronting Spring Street. Finally, directly to the west of the site are two dwelling developments and single dwelling developments fronting Juniper Crescent and Hazel Avenue.

Medium density developments are located at; 13 Lantana Avenue, 19 Juniper Crescent and 2 Hazel Avenue.

The site is located in proximity to the following sites, services and infrastructure:-

- Bus Route Nos. 554 and 557 – Thomastown via West Lalor (170m south);
- Bus Route No. 357 – Wollert West to Thomastown Station via Epping Station (180m east);
- Main Street Reserve and Thomastown Aquatic Centre (300m north);
- Thomastown West Primary School and Secondary College (460m north);
- St. Clare's Catholic Primary School (800m north-west);
- Thomastown Primary School (870m east);
- Thomastown Train Station and Shopping Precinct (960m east); and
- M80 Ring Road (1.3km south).

RESTRICTIONS AND EASEMENTS

The site is formally described as Lot No. 96 on Plan of Subdivision No. 072729.

The site is not covered by any Section 173 Agreements, however is affected by Restrictive Covenant No. C929617.

Restrictive Covenant No. C929617 prohibits the construction of dwellings not built from brick, stone, concrete or brick veneer. All five dwellings will be constructed from brick veneer and concrete, therefore the proposal does not breach Restrictive Covenant No. C929617.

A 2.4m wide drainage and sewerage easement runs along the southern rear boundary of the site.

PROPOSAL

The application seeks approval for the construction of five dwellings (see *Attachment 2*). The existing dwelling and associated structures will be demolished.

Further details of the proposal are outlined in the following table:

Dwelling No.	Height / Scale	No. of Bedrooms	Setbacks	Secluded Private Open Space	Car Parking
Dwelling No. 1	Double Storey	3	5.4m front (north) 0m side (east) 5.8m side (west)	26.0m ²	Double Garage
Dwelling No. 2	Double Storey	2	3.9m side (east) 5.8m side (west)	40.5m ²	Single Garage
Dwelling No. 3	Double Storey	3	3.1m side (east) 4.8m side (west)	44.7m ²	Single Garage and Tandem Car Space
Dwelling No. 4	Double Storey	2	3.9m side (east) 4.8m side (west)	43.4m ²	Single Garage
Dwelling No. 5	Double Storey	2 + Study	5.2m side (east) 2.6m rear (south) 5.4m side (west)	41.5m ²	Single Garage

PUBLIC NOTIFICATION

Advertising of the application has resulted in 48 objections, including one petition with nine signatories, being received. The grounds of objection can be summarised as follows:

1. The proposal is contrary to the existing and preferred neighbourhood character;
2. The scale of the development;
3. Overdevelopment of the site;
4. Insufficient on site car parking;
5. Additional traffic and on-street car parking;
6. Emergency vehicle access;
7. Access for persons with limited mobility;
8. Overlooking;
9. Noise;
10. Insufficient private open spaces;
11. The proposal will set a negative precedent for the area; and,
12. Decreased property values.

A response to the grounds of objection will be provided later in this report.

HOUSING DIVERSITY STRATEGY

The Housing Diversity Strategy (HDS) was introduced into the Whittlesea Planning Scheme by Planning Scheme Amendment C181, gazetted on 22 October 2015. The HDS provides a strategic framework for future residential development in the established areas of the municipality for the next 20 years. It aims to guide the future location and diversity of housing stock and identifies areas of housing growth and change, including areas where future housing growth will not be supported. In general, it aims to encourage higher residential densities and a diversity of housing types and sizes into areas within convenient walking distance to public transport and activity centres.

The HDS is a reference document in the Planning Scheme.

The site is within a Suburban Residential change area, which recognises areas typically a fifteen minute plus walk to public transport and activity centres. The preferred housing types are noted as detached dwellings, dual occupancies and duplexes.

The Suburban Residential change area has a number of Key Design Principles, including:-

- Low building heights to reflect the existing suburban scale and character;
- Front setback to allow for significant landscaping and large canopy trees to create a sense of openness to the street;
- Increased side and rear setbacks to provide for building separation and landscaping;
- Standard site coverage to facilitate landscaping opportunities;
- An increased area of private open space to allow for significant landscaping;
- Large canopy tree in the front setback; and
- Extra-large canopy tree in the rear setback.

ASSESSMENT AGAINST CLAUSE 55 OF THE WHITTLESEA PLANNING SCHEME

The following table provides details on whether the proposal complies with the requirements of Clause 55 of the Whittlesea Planning Scheme. Under these provisions a development:-

- Must meet all of the objectives; and
- Should meet all of the standards.

If Council is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

	✓ - Compliance x - Non compliance	Objectives	Standards	Comments
B1	Neighbourhood Character	x	x	<p>The existing neighbourhood character contains both single and double storey dwellings and consistently includes; double or triple fronted facades, pitched roofs, brick facades, concrete roof tiles and low level landscaping within front setbacks.</p> <p>The preferred neighbourhood character for the area is addressed in Clause 21.09-2 – Housing Diversity of the Local Planning Policy Framework and in Council's Housing Diversity Strategy as detailed earlier in this report.</p>

	✓ - Compliance x - Non compliance	Objectives	Standards	Comments
				<p>Some elements of the proposal accord with both the existing and preferred neighbourhood character.</p> <p>All five dwellings will be double storey, which varies from the predominately single storey character of the area, however is consistent with the double storey elements at 3 and 8 Juniper Crescent.</p> <p>All five dwellings will have double or triple fronted facades fronting onto either Juniper Crescent or the internal accessway. Furthermore, all five dwellings will have pitched roofs, ground floor brick facades and concrete roof tiles.</p> <p>Both the front setback as well as the secluded private open spaces of Dwelling Nos. 2-5 include 3.0m by 3.0m areas for the provision of a canopy tree, noting the front setback can accommodate a medium sized canopy tree, with an area of 5.0m by 5.0m.</p> <p>Five double storey dwellings is a departure from the predominantly single storey character of the area, however an additional storey, subject to meaningful separation between each dwelling, could be an acceptable outcome for the area in terms of scale and massing.</p> <p>Excluding the ground floor eastern façade of Dwelling Nos. 1 and 5, the development will be setback from all side and rear boundaries, noting that outbuildings on side and rear boundaries is a feature of the existing neighbourhood character.</p> <p>The development will have a garden area of 36.2%, which exceeds the minimum requirement of 35.0%, therefore allowing for suitable landscaping opportunities across the site.</p> <p>All five dwellings exceed the minimum areas for secluded private open space, with Dwelling No. 2-5 also able to accommodate a tree.</p> <p>The number of dwellings differs from the preferred housing types, which is considered unacceptable as the layout and massing of the proposal also fails to satisfy the key design principles of Council's Housing Diversity Strategy.</p> <p>Other elements of the proposal outright fail to accord with both the existing and preferred neighbourhood character.</p>

	✓ - Compliance x - Non compliance	Objectives	Standards	Comments
				<p>The continuous ground floor built form nature of Dwelling Nos. 1 - 4 as well as the minimal separation between Dwelling Nos. 4 and 5, through the siting of a visitor car parking space, is considered contrary to the spacing provided on other single and medium density sites in the immediate area.</p> <p>Furthermore, the first floor separation provided between Dwelling Nos. 1 – 4 is considered tokenistic and unlikely to provide a visible break when viewed from Juniper Crescent or the abutting land to the east of west of the site, resulting in unacceptable visual bulk to neighbouring properties.</p>
B2	Residential Policy	x	x	<p>The site is located within a General Residential Zone and is within a Suburban Residential Change Area of Council's Housing Diversity Strategy.</p> <p>The siting and massing of the built form is inconsistent with Council's Housing Diversity Strategy.</p>
B3	Dwelling Diversity	N/A	N/A	Only applicable in developments of ten or more dwellings.
B4	Infrastructure	✓	✓	
B5	Integration with the Street	✓	✓	
B6	Street Setback	x	✓	<p>While the 5.4m setback proposed technically satisfies Standard B6 due to the carport on the abutting land to the west, street setbacks in the immediate area are consistently greater than 6.0m. It is also noted that the carport is an open structure providing a softer edge, with the dwelling setback considerably from the frontage. The reduced street setback alongside continuous built form on the ground floor and minimum separation on the first floors is considered symptomatic of an overdevelopment of the site.</p>
B7	Building Height	✓	✓	<p>Dwelling Nos. 1-5 will have overall heights of 7.4m or less, which is well below the 11.0m overall height requirement for the General Residential Zone.</p>
B8	Site Coverage	✓	✓	
B9	Permeability	✓	✓	
B10	Energy Efficiency	✓	✓	

	✓ - Compliance x - Non compliance	Objectives	Standards	Comments
B11	Open Space	N/A	N/A	
B12	Safety	✓	✓	
B13	Landscaping	x	x	A Landscape plan should be submitted as a condition should a permit be issued.
B14	Access	✓	✓	
B15	Parking Location	x	x	The dining room window of Dwelling No. 1 and the kitchen room windows of Dwelling Nos. 2-4 must have sill heights of 1.4m above the shared accessway, which could be addressed as a condition should a permit be issued.
B17	Side and Rear Setbacks	✓	✓	
B18	Walls on Boundaries	✓	✓	
B19	Daylight to Existing Windows	x	x	The laundry of Dwelling No. 1 must be setback 1.6m from the habitable room window of the adjoining dwelling to the east. The laundry of Dwelling No. 1 must be relocated or setback 1.0m from the eastern side boundary, which will require the redesign of Dwelling No. 1.
B20	North-facing Windows	N/A	N/A	
B21	Overshadowing Open Space	✓	✓	
B22	Overlooking	✓	✓	
B23	Internal Views	✓	✓	
B24	Noise Impacts	✓	✓	The noise generated by the proposed development is considered acceptable for a residential zoned area.
B25	Accessibility	✓	✓	
B26	Dwelling Entry	✓	✓	
B27	Daylight to New Windows	✓	✓	
B28	Private Open Space	✓	✓	
B29	Solar Access to Open Space	✓	✓	
B30	Storage	✓	✓	

	✓ - Compliance x - Non compliance	Objectives	Standards	Comments
B31	Design Detail	x	x	As discussed earlier in this report, the continuous built form along the ground floor of the dwellings and the lack of meaningful separation along the first floors of the dwellings is considered unacceptable and symptomatic of an overdevelopment of the site.
B32	Front Fences	N/A	N/A	
B33	Common Property	✓	✓	
B34	Site Services	✓	✓	

CAR PARKING

Clause 52.06 – Car Parking of the Whittlesea Planning Scheme prescribes the rate and design standards for car parking spaces required on site. Pursuant to this Clause the following car spaces are required:-

Dwelling No.	No. of Bedrooms	Car Spaces Required	Car Spaces Provided	Complies
1	3	2	2	Yes
2	2	1	1	Yes
3	3	2	2	Yes
4	2	1	1	Yes
5	2 + study	2	1	No
Visitor	1	1	1	Yes

Requirements	Compliance	Comment
Number of Car Parking Spaces Required Under Table 1	x	Dwelling No. 5 contains two bedrooms and a study, which requires the provision of two car parking spaces. To satisfy this requirement, a redesign of the development or Dwelling No. 5 would be required. This could potentially be addressed through a condition on permit.
Design Standard 1 – Accessways	x	It is noted that if the visitor car parking space is occupied and another visitor vehicle enters the site, the subject vehicle would be required to exit the site by reversing down the 40.0m long accessway, which is considered neither safe or convenient.
Design Standard 2 – Car Parking Spaces (dimensions)	✓	
Design Standard 3 – Gradients	N/A	
Design Standard 4 – Mechanical Parking	N/A	
Design Standard 5 – Urban Design	✓	
Design Standard 6 – Safety	✓	
Design Standard 7 – Landscaping	✓	

DEVELOPMENT CONTRIBUTIONS PLAN OVERLAY - SCHEDULE 3

The site is affected by the Development Contributions Plan Overlay. Pursuant to Clause 45.06 of the Whittlesea Planning Scheme, the Development Contributions Plan Overlay enables the levying of contributions for the provision of works, services and facilities prior to development commencing. Schedule 3 to the Overlay requires contributions for drainage infrastructure for medium density residential development at a current rate of \$2.19 per square metre of the total site area. This requirement must be included as a condition on any planning permit that is issued.

OTHER PLANNING POLICIES

Planning Scheme Amendment C200 is currently with the Minister for approval. Planning Scheme Amendment C200 is the stage two implementation of Council's Housing Diversity Strategy and is a 'seriously entertained' document, which requires planning consideration. Planning Scheme Amendment C200 will result in Schedule 5 of the General Residential Zone applying to the site.

The proposal, in its current form, fails to satisfy the increased requirements of Standard B13 – Landscaping, Standard B17 – Side and Rear Setbacks and Standard B28 – Private Open Space, which indicates the proposal is an overdevelopment of the site.

COMMENTS ON GROUNDS OF OBJECTION

1. The proposal is contrary to the existing and preferred neighbourhood character

As discussed elsewhere in this report, the proposal fails to accord with both the existing and preferred neighbourhood character.

2. The scale of the development

As discussed elsewhere in this report, the continuous built form at the ground floor level and separation between the dwellings at the first floor level is unacceptable.

3. Overdevelopment of the site

As discussed elsewhere in this report, the proposal fails to comply with several key standards of Clause 55 – ResCode of the Whittlesea Planning Scheme, which indicates the proposal is an overdevelopment of the site.

4. Insufficient on site car parking

As discussed elsewhere in this report, the car parking provided on site fails to satisfy the requirements of Clause 52.06 – Car Parking of the Whittlesea Planning Scheme.

5. Additional traffic and on-street car parking

The application was referred to Council's Engineers who offered no objection to the additional traffic and car parking on Juniper Crescent.

6. Emergency vehicle access

The proposed accessway partially satisfies the requirements of Clause 52.06 – Car Parking, which will also allow for access by emergency vehicles.

7. Access for persons with limited mobility

Access for persons with limited mobility, including catering for an aging population, is addressed in Clause 55.02-3 – Dwelling Diversity of the Whittlesea Planning Scheme. Standard B3 of Clause 55.02-3 – Dwelling Diversity of the Whittlesea Planning Scheme only applies to developments with ten or more dwellings. The proposal in its current form is acceptable for persons with limited mobility.

8. Overlooking

The proposal includes measures to address overlooking in accordance with Standard B22 – Overlooking of Clause 55 – ResCode of the Whittlesea Planning Scheme.

9. Noise

The noise generated by the proposal is acceptable for a residential zoned area.

10. Insufficient private open spaces

Each dwelling will be provided with over 25.0m² of secluded private open space, which has a minimum width of 3.0m, and over 40.0m² of private open space. The private open spaces provided comply with Standard B28 of Clause 55.05-4 – Private Open Space of the Whittlesea Planning Scheme and are acceptable.

11. The proposal will set a negative precedent for the area

Each application for medium density development is assessed on its merits and must comply with the Whittlesea Planning Scheme. The current proposal is considered an overdevelopment of the site and contrary to the existing and preferred neighbourhood character.

12. Decreased property values.

VCAT has determined on many occasions that property values are not a relevant planning consideration.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 80C of the *Local Government Act 1989*, Officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

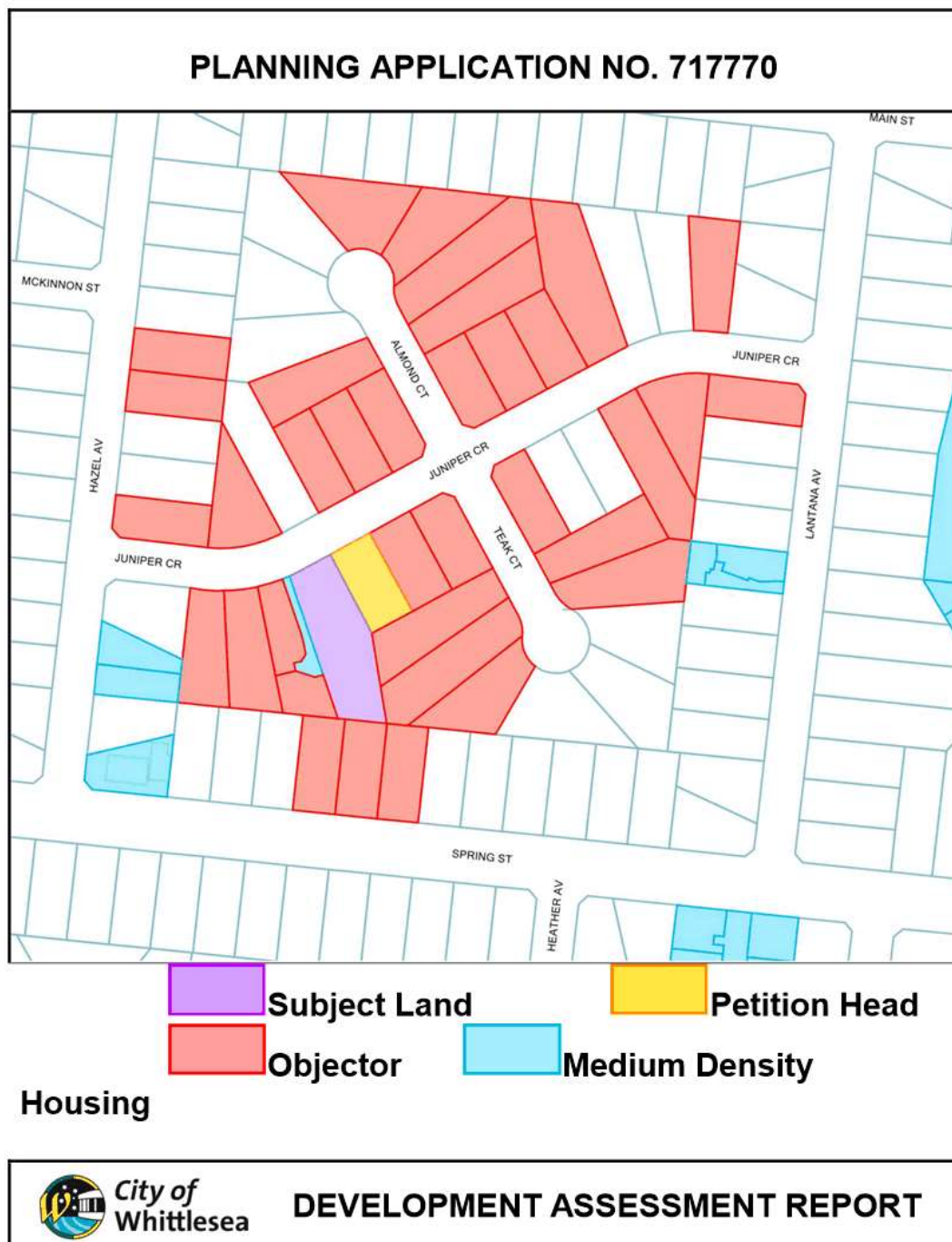
CONCLUSION

The application has been assessed against the Whittlesea Planning Scheme, and in particular the objectives and standards of Clause 52.06 and Clause 55 and the State and Local Planning Policy Frameworks, including the Housing Diversity Strategy. The proposal demonstrates an unsatisfactory level of compliance. It is considered that the proposal is inappropriately designed, and will have a detrimental impact on the character of the neighbourhood and on existing surrounding residential properties. Accordingly, refusal of the application is recommended.

RECOMMENDATION

THAT Council resolve to refuse Planning Permit Application No. 717770, and issue a Notice of Refusal to Grant a Planning Permit, for the construction of five dwellings, at 17 Juniper Crescent Thomastown, on the following grounds:-

1. The proposed development does not achieve satisfactory compliance with the following:-
 - a) Clause 55.02-1 - Neighbourhood Character;
 - b) Clause 55.02-2 - Residential Policy;
 - c) Clause 55.03-1 – Street Setback;
 - d) Clause 55.03-8 – Landscaping;
 - e) Clause 55.04-3 – Daylight to Existing Windows; and
 - f) Clause 55.06-1 - Design Detail.
2. The proposal does not comply with Clause 52.06-5 – Number of Car Parking Spaces Required of the Whittlesea Planning Scheme.
3. The proposal does not comply with Clause 52.06-9 – Design Standards for Car Parking of the Whittlesea Planning Scheme.
4. The proposal has not had sufficient regard to Amendment C200 to the Whittlesea Planning Scheme, which is a seriously entertained amendment.
5. The proposal will result in an overdevelopment of the site and will have an adverse impact on neighbourhood character and onsite amenity.



PLANNING APPLICATION NO. 717770



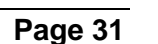
Subject Land
 Petition Head
 Objector
 Medium Density

Housing

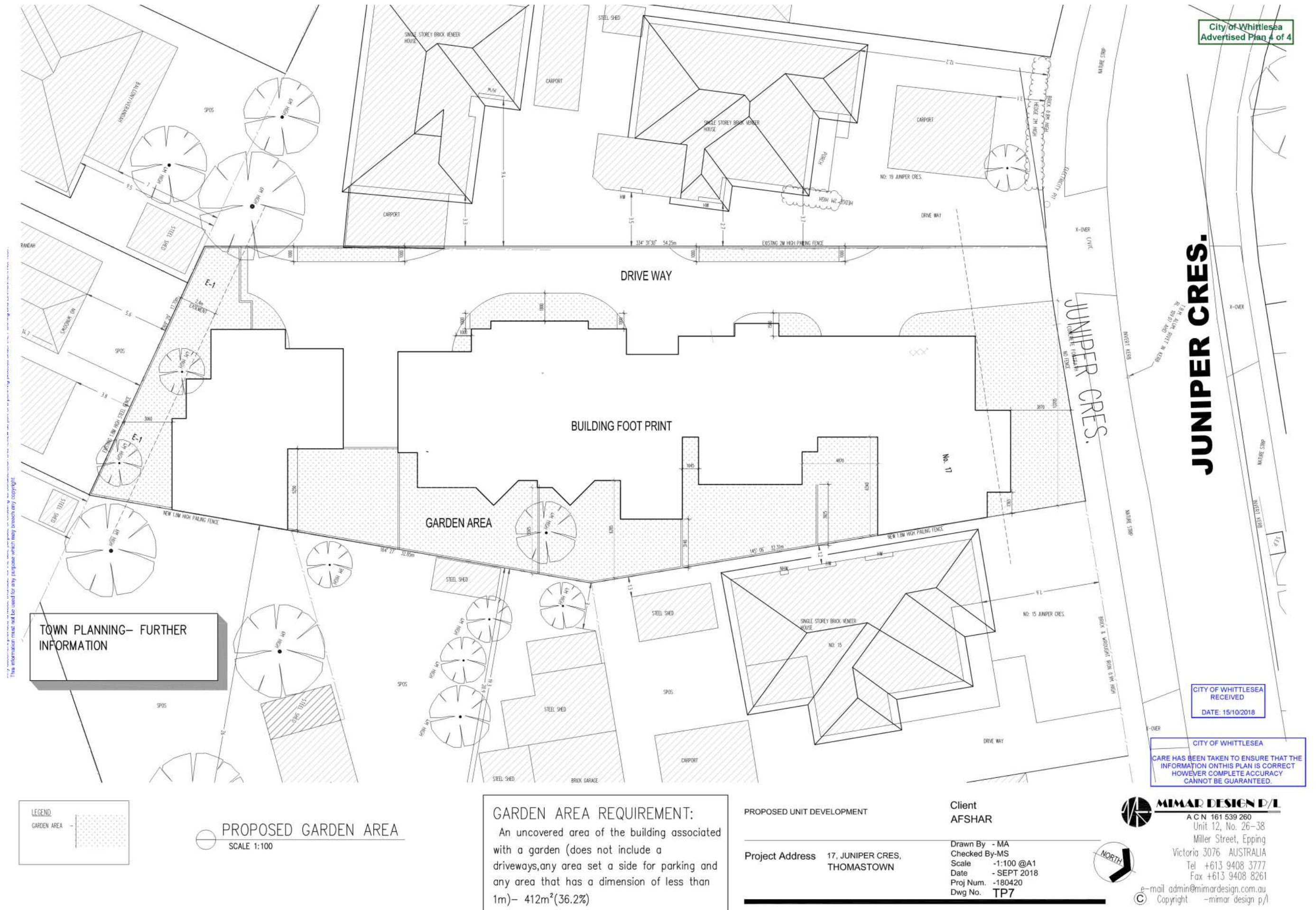


City of
Whittlesea

DEVELOPMENT ASSESSMENT REPORT







6.1.2 PROPOSED PLANNING SCHEME AMENDMENT- WOLLERT PSP - CLAUSE 53.01 CORRECTION - REQUEST FOR AUTHORISATION

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Senior Strategic Planner

RECOMMENDATION SUMMARY

The report recommends that Council resolve to:

1. Seek authorisation from the Minister for Planning to prepare an amendment to the Whittlesea Planning Scheme to correct an anomaly in the Schedule to Clause 53.01 of Whittlesea Planning Scheme and the Wollert Precinct Structure Plan in respect to the amount of land to be contributed for public open space within the Wollert Precinct Structure Plan area.
2. Seek an exemption from the Minister for Planning under section 20(2) of the Planning and Environment Act 1987 to give notice of the amendment except to relevant Ministers and agencies.
3. Should an exemption not be granted under section 20(2) that the amendment be exhibited in accordance with section 19 of the Planning and Environment Act 1987.

KEY FACTS AND / OR ISSUES

- Amendment C210 was prepared by the Victorian Planning Authority (VPA) which included an update to Schedule to Clause 52.01 (now Clause 53.01) of the Whittlesea Planning Scheme relating to the amount of open space in the Wollert Precinct Structure Plan (Wollert PSP).
- An anomaly was made in the drafting of the schedule as it includes the incorrect amount of open space required for the Residential and Employment areas within the Wollert PSP.
- The proposed Amendment will correct the anomaly identified.
- Given the Amendment seeks only to rectify an anomaly and does not propose any change to the Wollert PSP or DCP; it is recommended that Council request the Minister for Planning to exempt Council from part of the notice requirements of the Planning and Environment Act 1987.

REPORT**INTRODUCTION**

The purpose of this report is to discuss the proposed Planning Scheme Amendment to correct an anomaly in Clause 53.01 of the Whittlesea Planning Scheme in respect to the amount of land to be contributed for public open space for development in the Wollert Precinct Structure Plan (PSP).

The report seeks the authorisation of the Minister for Planning to prepare the amendment and process it under section 20(2) of the Planning and Environment Act 1987 which requires limited notice.

BACKGROUND

The Wollert Precinct Structure Plan (PSP) area is a continuation of the Epping North urban growth corridor. The PSP area itself covers a total land area of approximately 1,434 hectares split into Residential and Employment precincts, and is bound by Craigieburn Road East in the south, Summerhill Road in the north, Curly Sedge Creek in the west and the reservation for the future E6 to the east.

The Wollert PSP and Development Contributions Plan (DCP) were incorporated into the Whittlesea Planning Scheme as part of Amendment C187 which was approved in February 2017. An update to the planning controls was subsequently made through Amendment C210 which was approved in October 2017. Amendment C187 was prepared by the Victorian Planning Authority (VPA) whilst Amendment C210 was prepared by the Minister for Planning at the request of the VPA.

Amendments C187 and C210 included a number of changes to the Whittlesea Planning Scheme including an amendment to the Schedule to Clause 52.01 (now 53.01) to require developments to provide a percentage of land as a public open space contribution. The figure included in the Schedule to Clause 52.01 (now 53.01) comes from the Summary Land Use Budget in the Wollert PSP.

Through the assessment of planning permits in the precinct it became apparent that the contribution amount specified in the Schedule to Clause 53.01 and Summary Land Use Budget in the Wollert PSP is inconsistent with the requirements of the Detailed Land Use Budget in the Wollert PSP and DCP. Therefore, this amendment seeks to correct this anomaly.

PROPOSAL

An anomaly has been identified for land in the Wollert PSP.

The amount of public open space that is to be provided as per the Detailed Land Use Budget in the Wollert PSP/DCP is calculated by dividing the area required for local parks against the net development area for each precinct.

When preparing the Summary Land Use Budget in the PSP and subsequently the amendment, the VPA have calculated the requirement by dividing the area required for local parks in each precinct against the total net developable area for both precincts (residential and employment) combined. This has created the anomaly as detailed in Table 1.

Table 1: Public Open Space Contribution (local parks) – Wollert

Precinct	Area Required for Local Parks (ha)	Net Developable Area (ha)	Amount of Public Open Space Required	Schedule to Clause 53.01 in WPS (current)
Residential	34.98	782.21	4.47%	3.70%
Employment	7.49	168.68	4.44%	0.80%
Total	42.47	950.89	n/a	n/a

The Amendment proposes to amend the Schedule to Clause 53.01 and the Summary Land Use Budget in the Wollert PSP to insert the correct amounts of public open space.

It is noted that through the implementation of the Wollert PSP and DCP and the approval of planning permits in the precinct, the correct figures and contribution rates are currently being used.

CONSULTATION

The Planning and Environment Act 1987 requires notice to be given of an amendment, however, an exemption may be granted under section 20(2) from those requirements in circumstances where it is appropriate.

It is recommended that in this instance, a request be made to the Minister for Planning to exempt part of the notice requirements given the amendment seeks only to rectify an anomaly. The amendment does not propose to make any change to the Detailed Land Use Budget in the Wollert PSP or DCP or to the amount of land required to be provided under these plans which were exhibited as part of previous amendments. It is recommended that notice only be provided to the relevant Ministers and agencies including the VPA. Council will need to work with the VPA to prepare the amendment and the update to the Wollert PSP.

This process will fast track the correction of the anomaly and avoid submissions being received which are broader in scope than the issue of correcting the anomaly.

FINANCIAL IMPLICATIONS

There is small fee (\$469.60) associated with submitting an amendment for approval with the Minister for Planning.

POLICY STRATEGY AND LEGISLATION

Ministerial Directions

The Amendment will be prepared considering the following ministerial directions:

- Ministerial Direction – The Form and Content of Planning Schemes
- Direction No. 11 Strategic Assessment of Amendments

Planning Practice Notes

The Amendment documents will be prepared considering the following practice notes:

- PPN46: Strategic Assessment Guidelines

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Liveable neighbourhoods
Whittlesea 2040 Key Direction	Well-designed neighbourhoods and vibrant town centres
Strategic Objective	We can access recreation facilities and open spaces that reflect and respond to local need
Council Priority	Planning and Infrastructure

The proposed amendment will ensure that the public open space (local parks) is provided for in the Wollert precinct in accordance with the Wollert PSP and DCP.

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The proposed Amendment will correct an anomaly identified in the Schedule to Clause 53.01 in respect to the amount of land to be contributed for public open space (local parks) for development in the Wollert PSP area. The amount specified in the Schedule is inconsistent with the amount of land required in accordance with the Wollert PSP and DCP.

The error was made in the drafting of the schedule as part of Amendment C210 which was prepared by the Minister of Planning at the request of the VPA.

Given, the amendment seeks only to rectify an anomaly and does not propose any change to the Wollert PSP or DCP; it is recommended that Council request the Minister for Planning to exempt Council from part of the notice requirements of the Planning and Environment Act 1987. Should the Minister for Planning not authorise this request, it is recommended that a request be made to prepare and exhibit the amendment in accordance with the normal process under section 19 of the Planning and Environment Act 1987.

RECOMMENDATION**THAT Council resolve to:**

- 1. Seek authorisation from the Minister for Planning to prepare an amendment to the Whittlesea Planning Scheme to correct an error in the Schedule to Clause 53.01 of Whittlesea Planning Scheme and the Wollert Precinct Structure Plan in respect to the amount of land to be contributed for public open space within the Wollert Precinct Structure Plan area.**
- 2. Seek an exemption from the Minister for Planning under section 20(2) of the Planning and Environment Act 1987 to give notice of the amendment except to relevant Ministers and agencies.**
- 3. Should an exemption not be granted under section 20(2) that the amendment be exhibited in accordance with section 19 of the Planning and Environment Act 1987.**

6.1.3 10 KARLOO CLOSE EPPING - PLANNING APPLICATION NO. 717900 - CONSTRUCTION OF TWO DWELLINGS

Attachments:	1	Locality Maps ↓
	2	Development Plans ↓
	3	Shadow Diagrams ↓
Responsible Officer:	Director Partnerships, Planning & Engagement	
Author:	Planning Officer	
APPLICANT:	Contemporary Design Consultants	
COUNCIL POLICY:	22.11 - Development Contribution Plan Policy	
ZONING:	General Residential Zone	
OVERLAY:	Development Contributions Plan Overlay	
REFERRAL:	Nil	
OBJECTIONS:	Seven Objections	

RECOMMENDATION SUMMARY

That Council resolve to approve Planning Application No. 717900 and issue a Notice of Decision to Grant a Permit for the construction of two dwellings subject to conditions, at 10 Karloo Close Epping.

KEY FACTS AND / OR ISSUES

- The application proposes the construction of two double storey dwellings.
- The proposal was advertised, which resulted in seven (7) objections being received. The concerns raised related to the double storey built form, neighbourhood character, overlooking, overshadowing, on-street car parking, noise, and property devaluation.
- The proposal is considered to be appropriately located within a General Residential Zone, where a diversity of housing types and housing growth are encouraged particularly in locations offering good access to services and transport.
- The proposal is generally consistent with all relevant objectives and standards which were raised as objections. Whilst the double storey built form is not common in the immediate context, the design response has considered the amenity of the adjoining properties and responded to the constraints of the site appropriately.
- The proposal demonstrates a satisfactory level of compliance with the relevant provisions of the Whittlesea Planning Scheme, particularly in relation to Clause 55 (ResCode) and Council's Housing Diversity Strategy.

REPORT

SITE AND SURROUNDING AREA

The subject site is located on the south-west side of Karloo Close, approximately 75m east of Aranda Place, Epping (see *Attachment 1*).

The site is irregular in shape with a street frontage to Karloo Close of 25.8m, a depth of 37m and a total site area of approximately 707m². The site is relatively flat and contains no significant vegetation.

The site currently contains a detached single storey dwelling constructed of brick with a pitched tiled roof, vehicle access is provided via an existing crossover at its north-western corner leading to a free standing garage to the rear of the site.

The immediate surrounding area is characterised by single storey dwellings with the usual outbuildings. There are a number of examples of medium density development within proximity of the subject site, including along Aranda Place and Narina Way.

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

- Narina Park (200 west).
- Bus Route 569 – Epping Plaza SC to South Morang (300m north).
- Gauila Court Park (300 west).
- St Monica's College Epping (350m west).
- Bus Route 556 – Lalor to Northland (550m west).
- Epping Train Station (800m west).
- Lalor North College (800m south).

RESTRICTIONS AND EASEMENTS

The site is legally described as Lot 133 on Plan of Subdivision LP118964; the site is not covered by any Covenant or Section 173 Agreements. There is a 2.5m wide drainage and sewerage easement runs along the southern rear boundary of the site.

PROPOSAL

It is proposed to construct two double storey dwellings on the subject land (see *Attachment 2*). The existing dwelling and associated structures will be demolished.

Further details of the proposal are outlined in the following table:

	Height /Scale	Number of Bedrooms	Setbacks	Private Open Space	Car Parking	Maximum Height
Dwelling No. 1	Double storey	4	8.1m front (north) 3.9m side (west) 1.4m side (east)	87m ² including 20m ² of secluded private open space	Double Garage with dimensions of 5.5mx6m	7.2m (total height)

	Height /Scale	Number of Bedrooms	Setbacks	Private Open Space	Car Parking	Maximum Height
Dwelling No. 2	Double storey	3	3.1m rear (south) 0m side (west) 2.2 m side (east)	158m ² including 134m ² of secluded private open space	Double Garage with dimensions of 5.5mx6m	7.3m (total height)

PUBLIC NOTIFICATION

Advertising of the application was undertaken by means of a sign on site and letters sent to adjoining owners and occupiers, and resulted in seven being objections received. The grounds of objection can be summarised as follows:

1. The double storey built form being a change to existing neighbourhood character
2. Increased local street traffic
3. Overlooking
4. Overshadowing
5. Street Setback
6. The lack of available on-street car parking
7. Noise
8. Overdevelopment of the site
9. Property devaluation

A response to the grounds of objection will be provided later in this report.

HOUSING DIVERSITY STRATEGY

The Housing Diversity Strategy (HDS) was introduced into the Whittlesea Planning Scheme (WPS) by Planning Scheme Amendment C181, gazetted on 22 October 2015. The HDS provides a strategic framework for future residential development in the established areas of the municipality for the next 20 years. It aims to guide the future location and diversity of housing stock and identifies areas of housing growth and change, including areas where future housing growth will not be supported.

The HDS is now a reference document in the WPS and an assessment against it is provided under Standard B2 of the Clause 55 assessment.

The site is within a Suburban Change Area, which recognises areas in proximity to public transport and activity centre.

Dual occupancies/Duplexes are a preferred housing type within the Suburban Change Area.

ASSESSMENT AGAINST CLAUSE 55 OF THE WHITTLESEA PLANNING SCHEME

The following table provides details on whether the proposal complies with the requirements of Clause 55 of the Whittlesea Planning Scheme. Under these provisions a development:

- Must meet all of the objectives
- Should meet all of the standards

If Council is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.

	✓ - Compliance x - Non compliance	Objectives	Standards	Comments
B1	Neighbourhood Character	✓	✓	<p>The surrounding area contains a mixture of double and single storey dwellings; however, single storey dwellings are more prevalent.</p> <p>The proposed development will be predominantly constructed from a combination of external finishes including brick works and lightweight cladding and contain pitched tiled roofing. These materials can be readily found within the surrounding area and as a result the proposal will complement the existing neighbourhood character.</p> <p>The preferred neighbourhood character for the area is addressed in Clause 21.09-4 – Housing Diversity of the Local Planning Policy Framework and in Council's Housing Diversity Strategy as detailed earlier in this report.</p> <p>The double storey dwelling heights are of a human scale and the elements of the proposal accord with both the existing and preferred neighbourhood character.</p>
B2	Residential Policy	✓	✓	<p>The site is located within a General Residential Zone and is within a Suburban Residential Change Area of Council's Housing Diversity Strategy.</p> <p>The proposed development is consistent with the preferred density and key design principles outlined in the HDS, including standard site coverage to facilitate landscape opportunities, generous private open space to allow for significant landscaping, front and rear setbacks that provide for a large canopy tree. Whilst the development proposes a double storey built form in a predominantly single storey area, double and single storey dwellings have co-existed across much of the State for many years and are considered consistent with one another and of an appropriate scale from a character perspective.</p>
B3	Dwelling Diversity	N/A	N/A	Only applicable to developments of ten (10) or more dwellings
B4	Infrastructure	✓	✓	
B5	Integration with the street	✓	✓	
B6	Street setback	✓	✓	Complies, the proposed street setback is 8.1m.
B7	Building height	✓	✓	7.6m overall

	✓ - Compliance x - Non compliance	Objectives	Standards	Comments
B8	Site coverage	✓	✓	37.3%
B9	Permeability	✓	✓	59%
B10	Energy efficiency	✓	✓	
B11	Open space	N/A	N/A	Only applicable if public or communal open space is to be provided on site or adjacent to the development.
B12	Safety	✓	✓	
B13	Landscaping	✓	Condition	A Landscape plan should be submitted as a condition should a permit be issued.
B14	Access	✓	✓	Complies, as it is proposed to utilise the existing crossover on site.
B15	Parking location	✓	✓	
B17	Side and rear setbacks	✓	✓	
B18	Walls on boundaries	✓	✓	
B19	Daylight to existing windows	✓	✓	
B20	North-facing windows	✓	✓	The shadow diagrams submitted (see <i>Attachment 3</i>) as part of the application indicate that the proposed development will not cast any unreasonable shadows to the existing north – facing habitable room windows.
B21	Overshadowing open space	✓	✓	The shadow diagrams submitted (see <i>Attachment 2</i>) as part of the application indicate that the proposed development will not cast any unreasonable shadows to the abutting properties.
B22	Overlooking	✓	Condition	A condition will be placed on permit requiring all first floor windows facing eastern and southern boundary to be screened with obscure glazing or window sill heights of 1.7m in accordance with Standard B22 – Overlooking of Clause 55 – ResCode.
B23	Internal views	✓	✓	
B24	Noise impacts	✓	✓	The noise generated by the proposed development is considered acceptable for a residential zoned area.
B25	Accessibility	✓	✓	
B26	Dwelling entry	✓	✓	

	✓ - Compliance x - Non compliance	Objectives	Standards	Comments
B27	Daylight to new windows	✓	✓	
B28	Private open space	✓	Condition	Standard B28 requires an area of 40 square metres with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling with a minimum area of 25 square metres secluded private open space (a minimum dimension of 3 metres). Whilst 40 square metres of private open space is provided to dwelling 1, only 20 square meters of secluded private open space is available, therefore a condition will be placed on permit requiring amended layout to meet the standard.
B29	Solar access to open space	✓	✓	
B30	Storage	✓	✓	
B31	Design detail	✓	✓	
B32	Front fences	N/A	N/A	No front fence proposed.
B33	Common property	✓	✓	
B34	Site services	✓	✓	

CAR PARKING

Clause 52.06 of the Whittlesea Planning Scheme prescribes the rate and design standards for car parking spaces required on site. Pursuant to this clause the following car spaces are required:

Dwelling No.	No. of bedrooms	Car spaces required	Car spaces provided	Complies
1	4	2	2	Yes
2	3	2	2	Yes

Garages should be at least 6.0m long and 3.5m wide for a single space and 5.5m wide for a double space (measured inside the garage or carport). An open car space should be at least 4.9m long and 2.6m wide. The proposal complies with these requirements.

The required number of car parking spaces for residents has been provided in accordance with the Whittlesea Planning Scheme.

DEVELOPMENT CONTRIBUTIONS PLAN OVERLAY (SCHEDULE 3)

The site is affected by the Development Contributions Plan Overlay. Pursuant to Clause 45.06 of the Whittlesea Planning Scheme, the Development Contributions Plan Overlay

enables the levying of contributions for the provision of works, services and facilities prior to development commencing.

Schedule 3 to the overlay requires contributions for drainage infrastructure for medium density residential development at a current rate of \$2.19 per square metre of the total site area. This requirement must be included as a condition on any planning permit that is issued.

COMMENTS ON GROUNDS OF OBJECTION

1. The double storey nature of the dwelling, change to existing neighbourhood character

The double storey dwelling heights are of a human scale and the elements of the proposal accord with both the existing and preferred neighbourhood character. Whilst the development proposes a double storey built form in a predominantly single storey area, double and single storey dwellings have co-existed across much of the State for many years and are considered consistent with one another from a character perspective. Furthermore, the proposal is appropriately located within a General Residential Zone, where a diversity of housing types as well as housing growth are encouraged particularly in locations offering good access to services and transport.

2. Increased local street traffic

The addition of one dwelling to the local street is not considered to result in an unreasonable amount of local street traffic. The street has been assessed as being capable of the additional load. In addition the proposal provides the required number of car parking spaces in accordance with the Whittlesea Planning Scheme.

3. Overlooking

Whilst the plans depict the possibility of overlooking, this matter will be addressed via a condition on permit requiring all first floor windows facing the east, south and west boundaries to be screened with obscure glazing or have window sill heights of 1.7m in accordance with Standard B22 – Overlooking of Clause 55 – ResCode.

4. Overshadowing

The shadow diagrams (*see Attachment 2*) demonstrate compliance with ResCode and while concern was raised at the loss of solar access to neighbouring private open spaces, the shadow diagrams demonstrate that the shadows cast are unlikely to affect any existing secluded private open spaces in question.

5. Street Setback

The submitted development plan (*see Attachment 1*) demonstrates compliance with Rescode requirements. The proposal is setback 8.1m from the street, which is greater than the average street setback of the abutting properties (8.1m and 7.5m respectively).

6. The lack of available on-street car parking

The required number of car parking spaces for residents has been provided in accordance with Clause 52.06 (Car Parking) the Whittlesea Planning Scheme. In addition, the proposal does not require additional cross overs to accommodate vehicle access to the site meaning the existing on-street parking will not be impacted.

7. Noise

The noise generated by the proposed development is considered acceptable for a residential zoned area. Please note: construction noise cannot be considered as part of the planning permit application process. Construction noise is enforced via councils' local laws.

8. Overdevelopment of the site

The proposal seeks to develop the land with two dwelling which have demonstrated significant compliance with the standards and objectives of ResCode, as such, the proposal is not considered an overdevelopment of the site.

9. Property devaluation

It has been consistently upheld by the Victorian Civil and Administrative Tribunal (VCAT) that the loss of property value is not a relevant planning consideration.

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The application provides a satisfactory response to the requirements of the Whittlesea Planning Scheme and in particular the objectives and standards of Clause 52.06, Clause 55 (ResCode), and Council's Housing Diversity Strategy. The proposal meets the preferred density and key design principles of Clause 21.09-4 of the Whittlesea Planning Scheme (Suburban Residential Change Area).

The proposal demonstrates a satisfactory level of compliance, subject to minor modifications. It is considered that the proposal will not have a detrimental impact on the character of the neighbourhood and on existing surrounding residential properties. Accordingly, approval of the application is recommended.

RECOMMENDATION

THAT Council resolve to approve Planning Application No. 717900 and issue a Notice of Decision to Grant a Permit for Construction of two dwellings in accordance with the endorsed plans and subject to the following conditions:

Payments Required

1. Prior to the endorsement of the plans required under Condition No. 2 of this Permit, the Permit Holder must pay to Council a contribution for drainage pursuant to Clause 45.06 of the Whittlesea Planning Scheme. The drainage contribution will be subject to the Consumer Price Index (CPI) applicable at the time of payment.

Plans Required

2. Before the development hereby permitted starts, one (1) digital copy of amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of this Permit. The plans must be generally in accordance with the plans submitted on 29 November 2018 by Contemporary Design Consultant, but modified to show:-
 - a) All first floor windows facing eastern, southern and western boundary to

- be screened with obscure glazing or windows sill heights of 1.7m in accordance with Standard B22 of Clause 55 of the Whittlesea Planning Scheme;
 - b) A minimum of 25 square metres secluded private open space to dwelling 1 (with a minimum dimension of 3 metres);
 - c) The location, size (width x depth x height) and maximum height above ground level of all electricity meters;
 - d) The inclusion of corner splays in accordance with Clause 52.06 'Car Parking' of the Whittlesea Planning Scheme;
 - e) Landscaping as required by Condition 4 of this permit; and,
 - f) Schedule of external materials, finishes and colours.
3. Concurrent with the endorsement of plans under Condition No. 2 and before the development hereby permitted commences, one (1) digital copy of a Landscape Plan, prepared by a suitably qualified (or experienced) Landscape Designer, to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of this Permit. The Landscape Plan must show:-
- (a) A survey of all existing vegetation and natural features;
 - (b) The area or areas set aside for landscaping;
 - (c) A schedule of all proposed trees, shrubs / small trees and ground cover;
 - (d) The location of each species to be planted and the location of all areas to be covered by grass, lawn or other surface material;
 - (e) Paving, retaining walls, fence design details and other landscape works including areas of cut and fill;
 - (f) Appropriate irrigation systems;
 - (g) The provision of canopy trees within the front and rear setbacks.

Layout Not Altered

- 4. The development allowed by this Permit and shown on the plans and / or schedules endorsed to accompany this Permit must not be amended for any reason without the consent of the Responsible Authority.
- 5. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

Landscaping

- 6. Prior to the occupation of the dwellings hereby approved, landscaping works shown on the endorsed plan must be completed and then maintained to the satisfaction of the Responsible Authority.

Actions Before Use Commences

- 7. Prior to the occupation of the dwellings hereby approved, the car parking areas and access ways must be drained, fully sealed and constructed with asphalt, interlocking paving bricks, coloured concrete or other similar materials to the satisfaction of the Responsible Authority.

In areas set aside for car parking, measures must be taken to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.

8. Vehicular access to the site must be by way of a vehicle crossing constructed in accordance with Council's Vehicle Crossing Specifications to suit the proposed driveway(s) and the vehicles that will be using the crossing(s). The location, design and construction of the vehicle crossing(s) must be approved by the Responsible Authority. Any existing unused or redundant crossing(s) must be removed and replaced with concrete kerb, channel and naturestrip to the satisfaction of the Responsible Authority. All vehicle crossing works are to be carried out with Council supervision under a Road Opening Permit.
9. The Permit Holder must be responsible to meet all costs associated with reinstatement and / or alterations to Council or other Public Authority assets deemed necessary by such Authorities as a result of the development. The Permit Holder shall be responsible for obtaining prior specific written approval for any works involving the alteration of Council or other Public Authority assets.
10. Prior to occupation of any dwelling on the subject site, a letter box and house number to the satisfaction of the Responsible Authority must be provided for each dwelling.
11. At all times during the construction phase of the development, the Permit Holder must take measures to ensure that pedestrians are able to use with safety any footpath along the boundaries of the site.
12. Upon completion of all buildings and works authorised by this Permit, the Permit Holder must notify the Responsible Authority of the satisfactory completion of the development and compliance with all relevant conditions.

Infrastructure

13. Before starting any buildings or works, engineering plans showing a properly prepared design (with computations) for the internal drainage and method of disposal of stormwater from all roofed and sealed areas, including the use of an on-site detention system (if required), must be submitted to Council for approval. These internal drainage works must be completed to Council's satisfaction prior to using or occupying any building on the site.
14. Prior to the occupation of the dwellings hereby approved, the permit holder is required to construct at no cost to Council, drainage works between the subject site and the Council nominated point of discharge. Such drainage works must be designed by a qualified engineer and submitted to and approved by Council. Computations will also be required to demonstrate that the drainage system will not be overloaded by the new development. Construction of the drainage system must be carried out in accordance with Council specifications and under Council supervision.
15. Prior to the occupation of the dwellings hereby approved, reticulated (water, sewerage, gas and electricity) services must be constructed and available to the satisfaction of the Responsible Authority.

General Amenity – Construction Works

16. Prior to commencement of any works, a Construction Management Plan must be submitted to and approved by the Responsible Authority. The plan must include details in relation to:-
 - (a) Vehicle access to the site;
 - (b) Parking of construction vehicles; and
 - (c) Storage of materials / goods.
17. Prior to commencement of any works, the permit holder must contact Council's Infrastructure Protection Unit on 9401 5532 to arrange a site inspection to ensure all requirements of the Construction Management Plan have been completed to the satisfaction of the Responsible Authority.
18. Any litter generated by building activities on the site shall be collected and stored in an appropriate enclosure which complies with Council's Code of Practice for building/development sites. The enclosures shall be regularly emptied and maintained such that no litter overflows onto adjoining land. Prior to occupation and/or use of the building, all litter shall be completely removed from the site.
19. During the construction phase, a truck wheel washing facility or similar device must be installed and used to the satisfaction of the Responsible Authority so that vehicles leaving the site do not deposit mud or other materials on roadways. Any mud or other materials deposited on roadways as a result of construction works on the site must be cleaned to the satisfaction of the Responsible Authority within two hours of it being deposited.

Permit Expiry

20. In accordance with the Planning and Environment Act 1987, a permit for the development expires if:-
 - (a) The approved development does not start within 2 years of the date of this permit; or
 - (b) The approved development is not completed within 4 years of the date of this permit.

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

Notes

Advanced Trees

An advanced tree under this Permit shall generally constitute the following:-

- Evergreen – minimum container size 45 litre spring ring, calliper at ground level 50mm.
- Deciduous – minimum calliper at ground level 65mm, minimum height 2 metres.

Easements

No structure may be built over an easement on the subject site without the consent of the relevant Responsible Authority.

Property Numbering

Please note that property addresses and numbering is allocated by Council. This is usually formalised at the time of the subdivision, however it is Council's intention to number the proposed dwellings as follows:-

Dwelling 1 1/10 Karloo Close, Epping

Dwelling 2 2/10 Karloo Close, Epping

Please check with Council's Subdivision Department to verify all street numberings.



PLANNING APPLICATION NO. 717900



Subject Land
 Objector
 Medium Density Housing



**City of
Whittlesea**

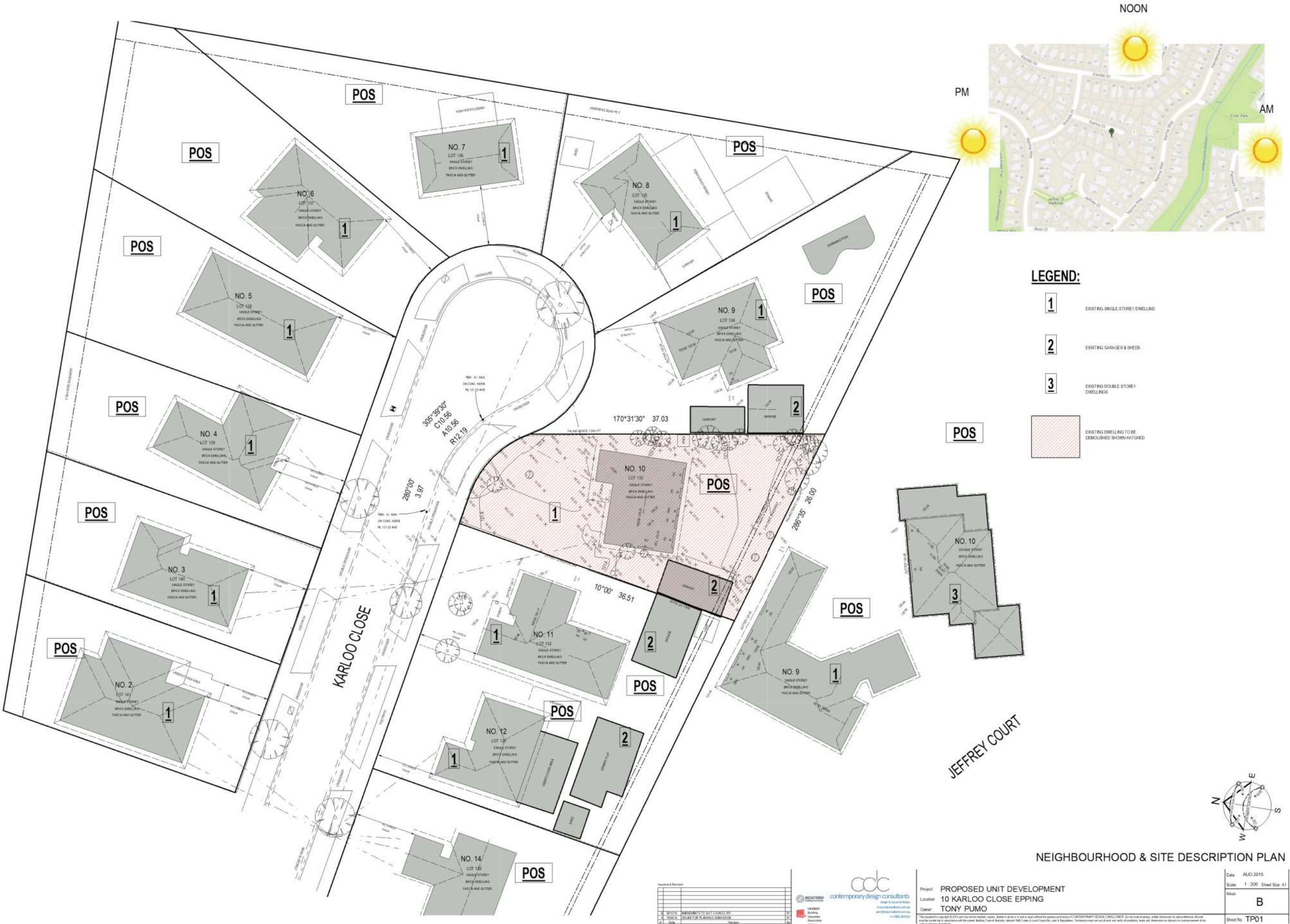
DEVELOPMENT ASSESSMENT REPORT

PLANNING DRAWINGS



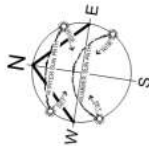
PROPOSED UNIT DEVELOPMENT
At: 10 KARLOO CLOSE EPPING
For: TONY PUMO







EXIST. CONDITIONS / DEMOLITION SITE PLAN



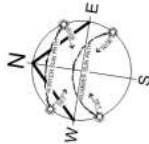
Revisions & Approvals	
NO.	REVISIONS
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Project: PROPOSED UNIT DEVELOPMENT
Location: 10 KARLOO CLOSE EPPING
Owner: TONY PUMO

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Date:	AUG 2015
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Issue:	B
Sheet No:	TP02



Document & Revision	Author	Check	Date
1.0	TONY PUMO		10/03/2015



Project: PROPOSED UNIT DEVELOPMENT
Location: 10 KARLOO CLOSE EPPING
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DESIGN RESPONSE PLAN

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Sheet No:	TP03

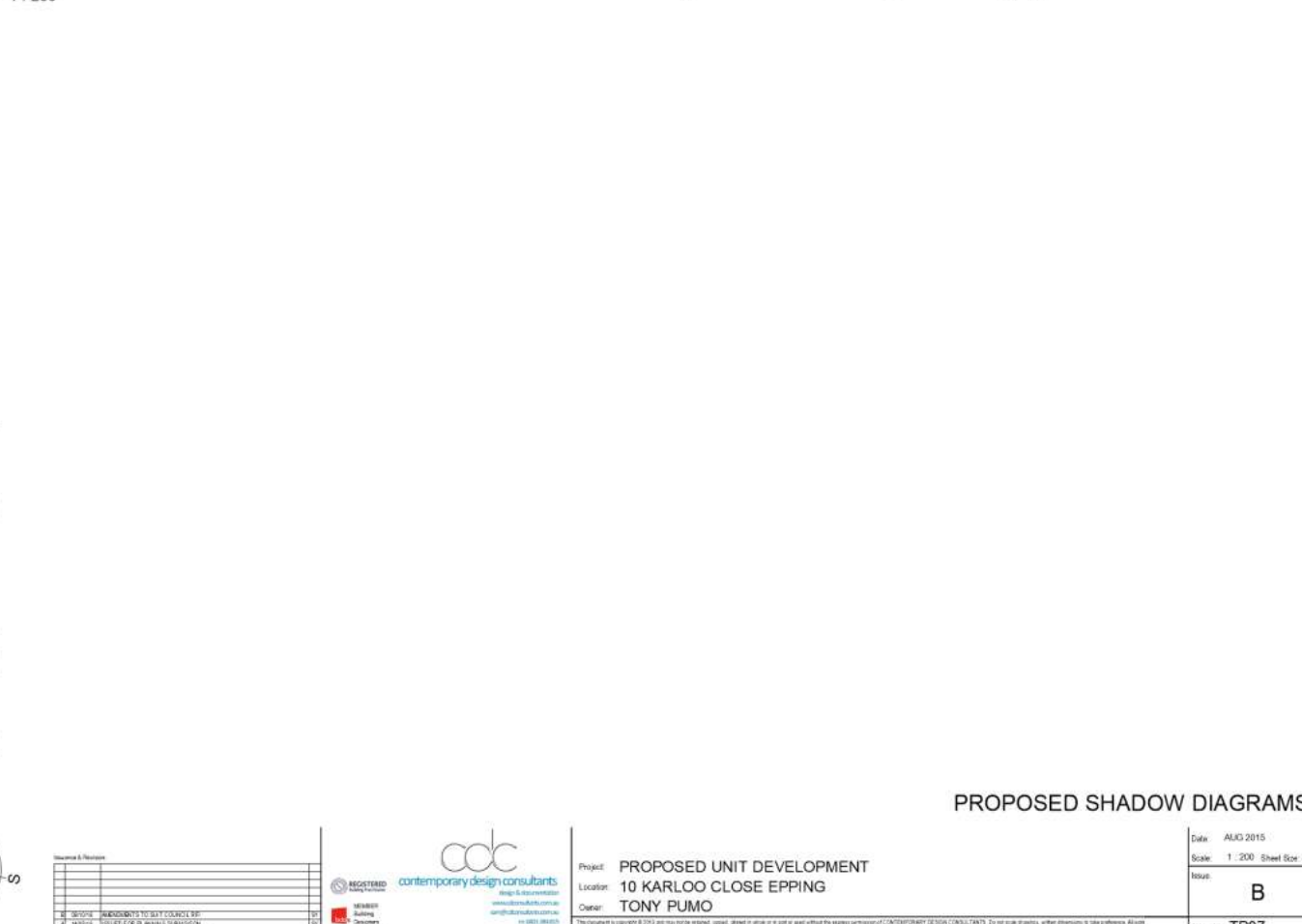
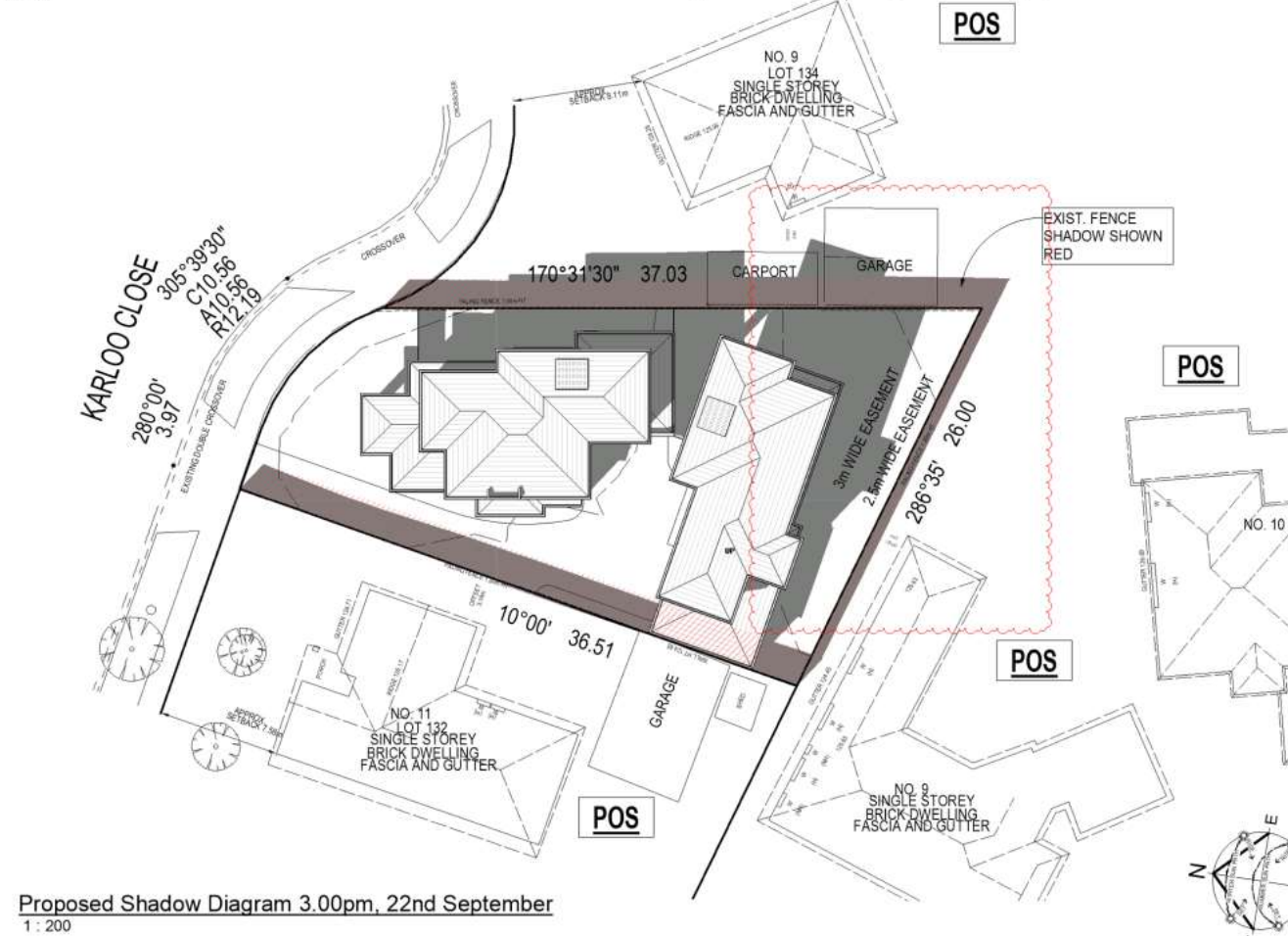
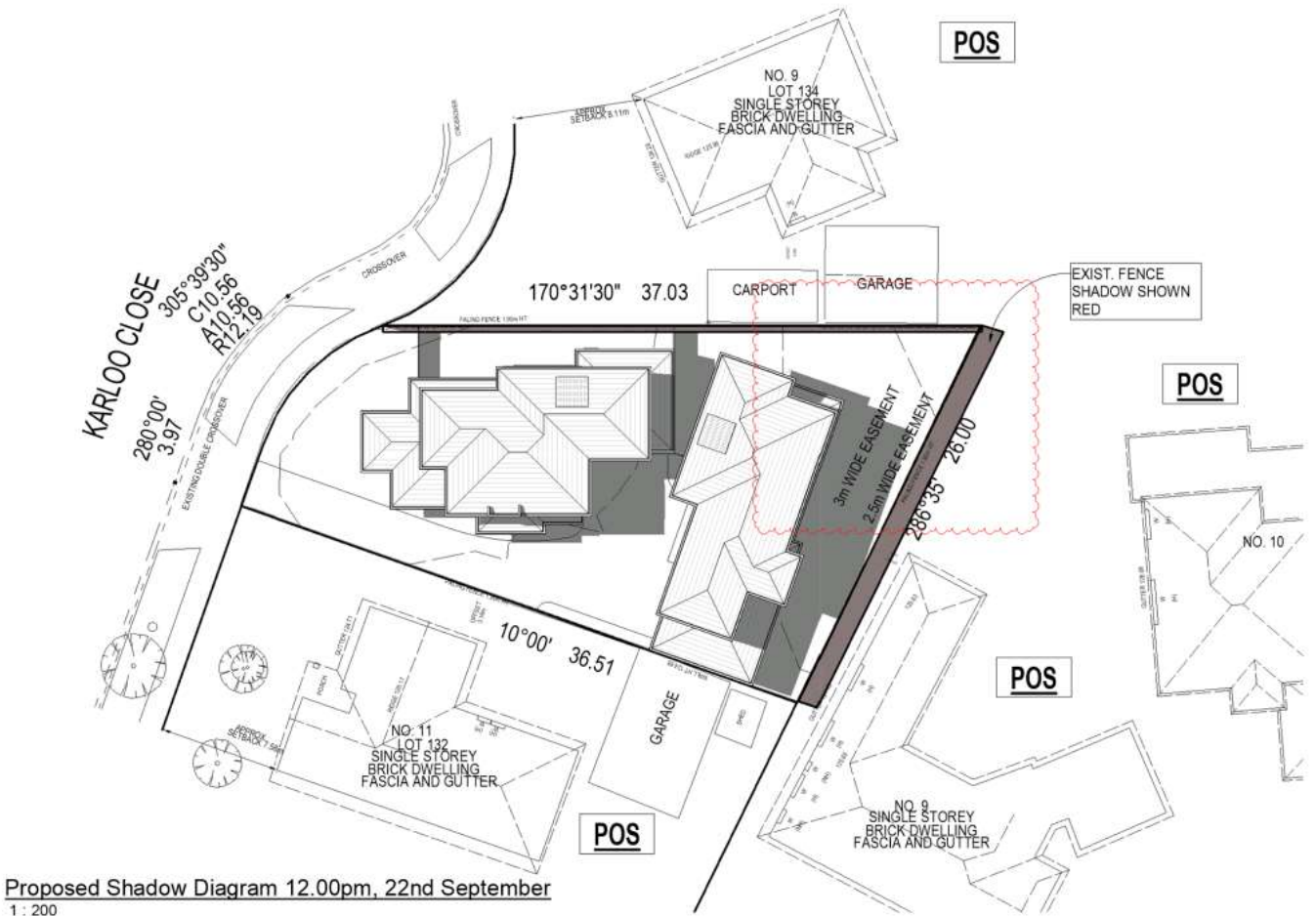
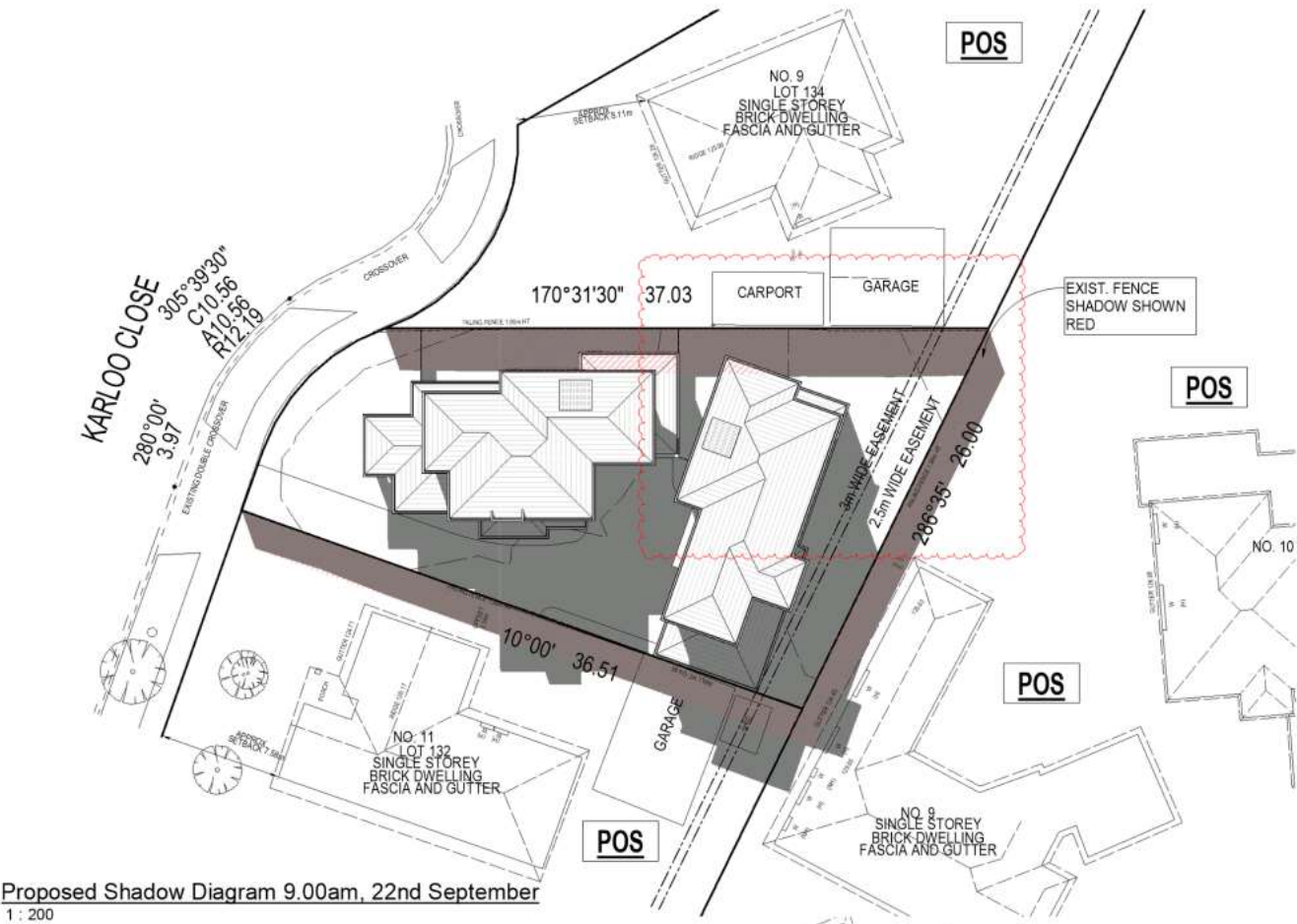


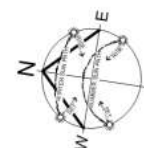
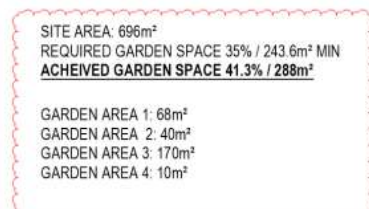




PROPOSED ELEVATIONS & STREETSCAPES

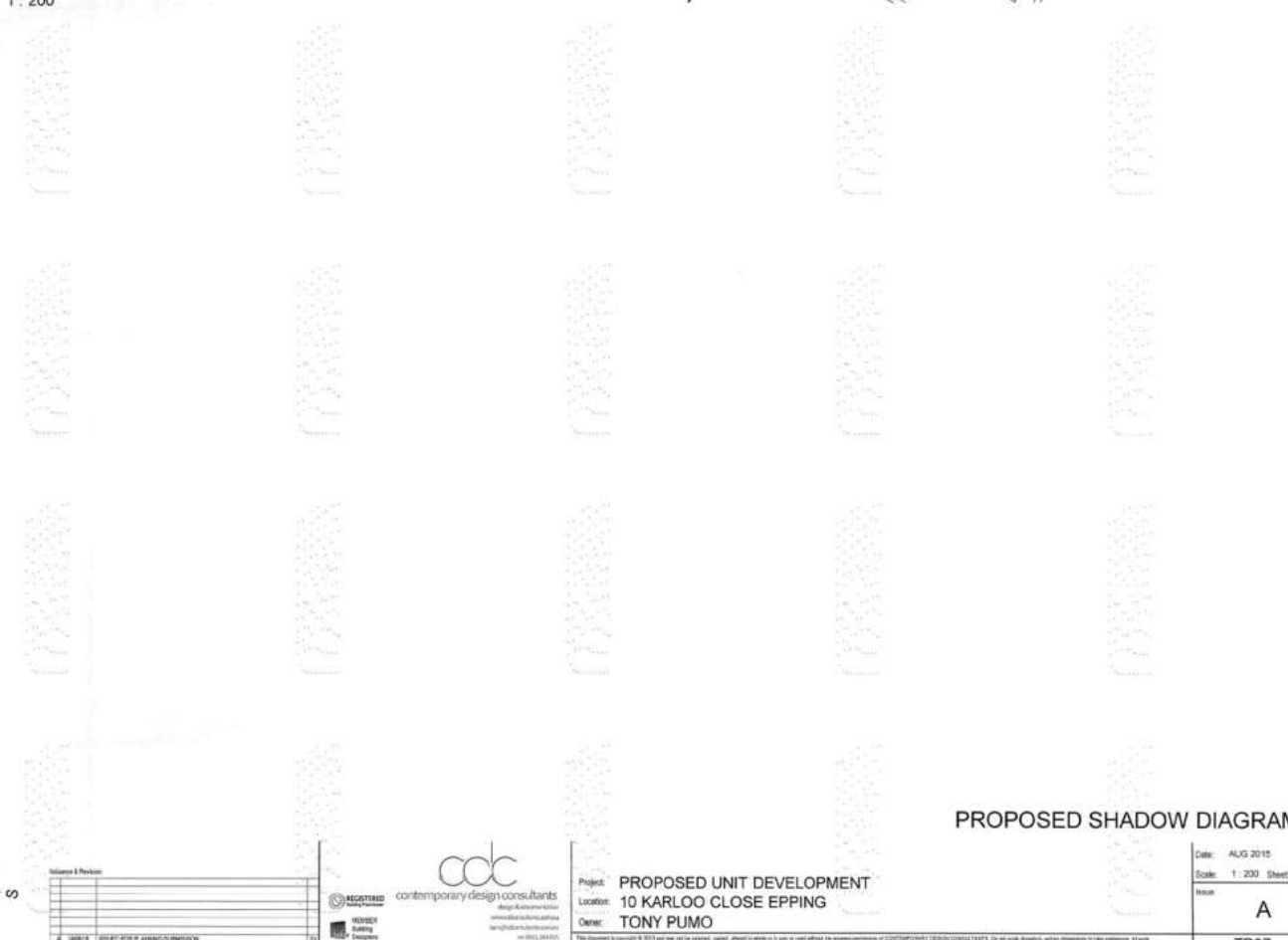
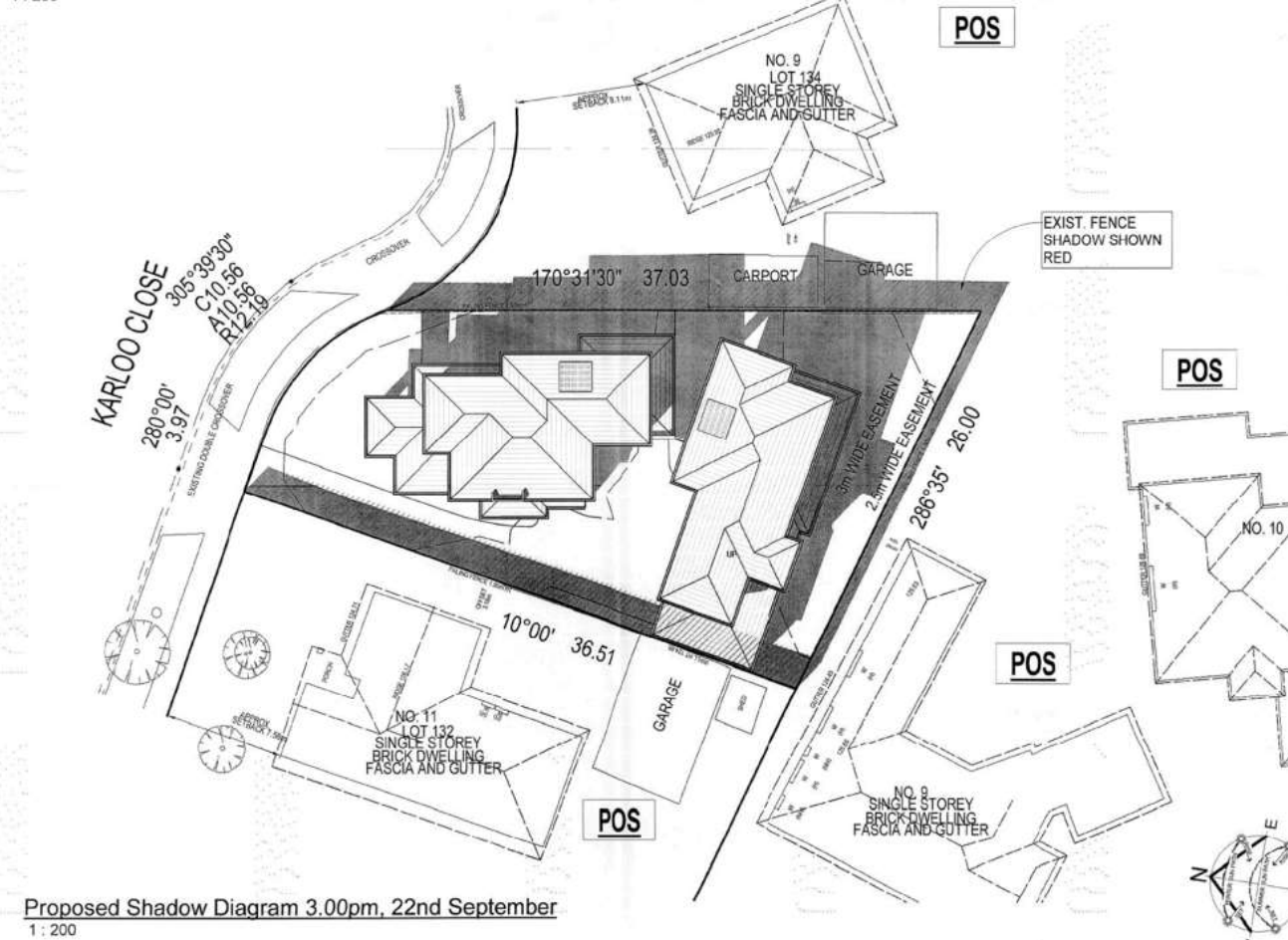
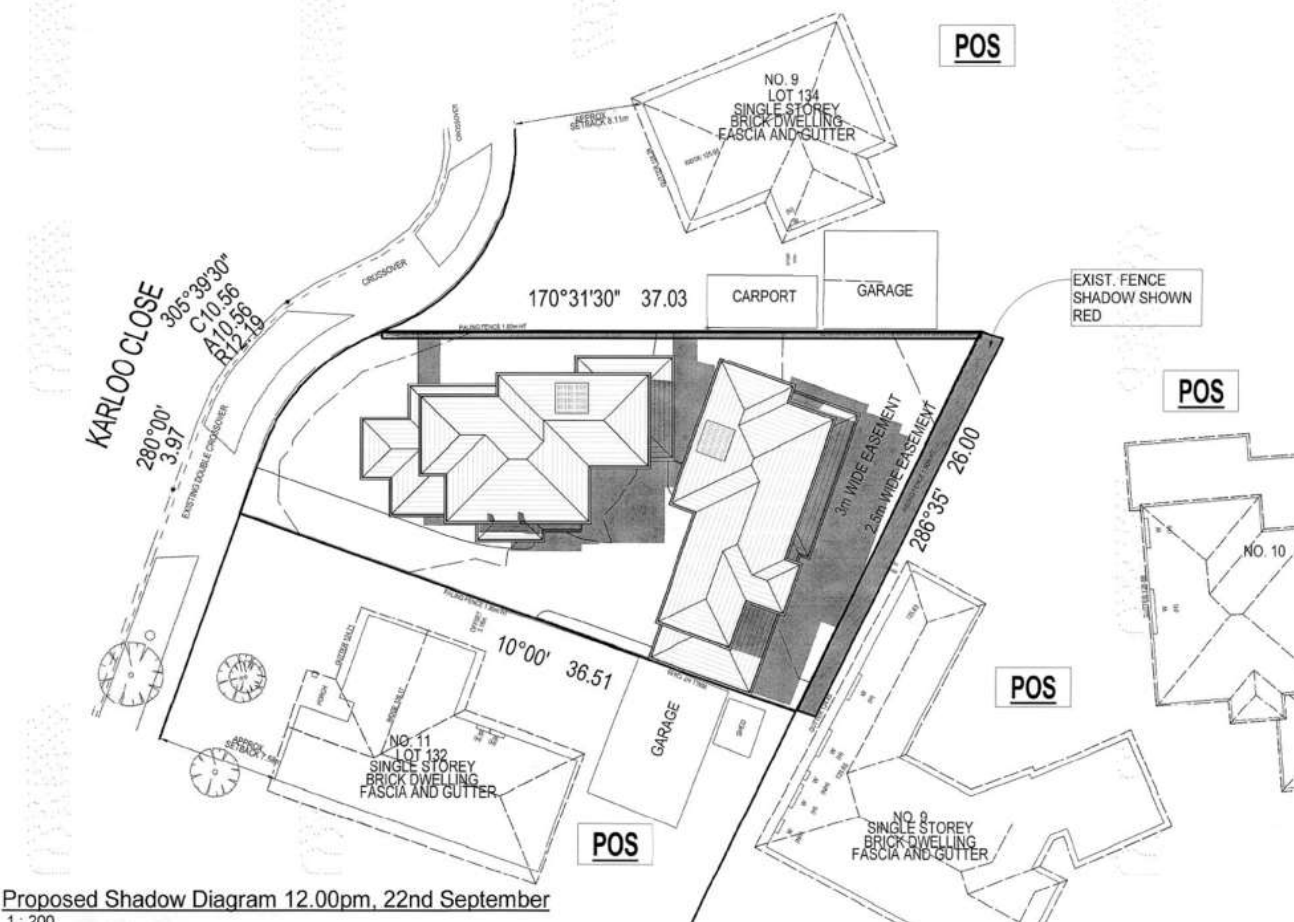
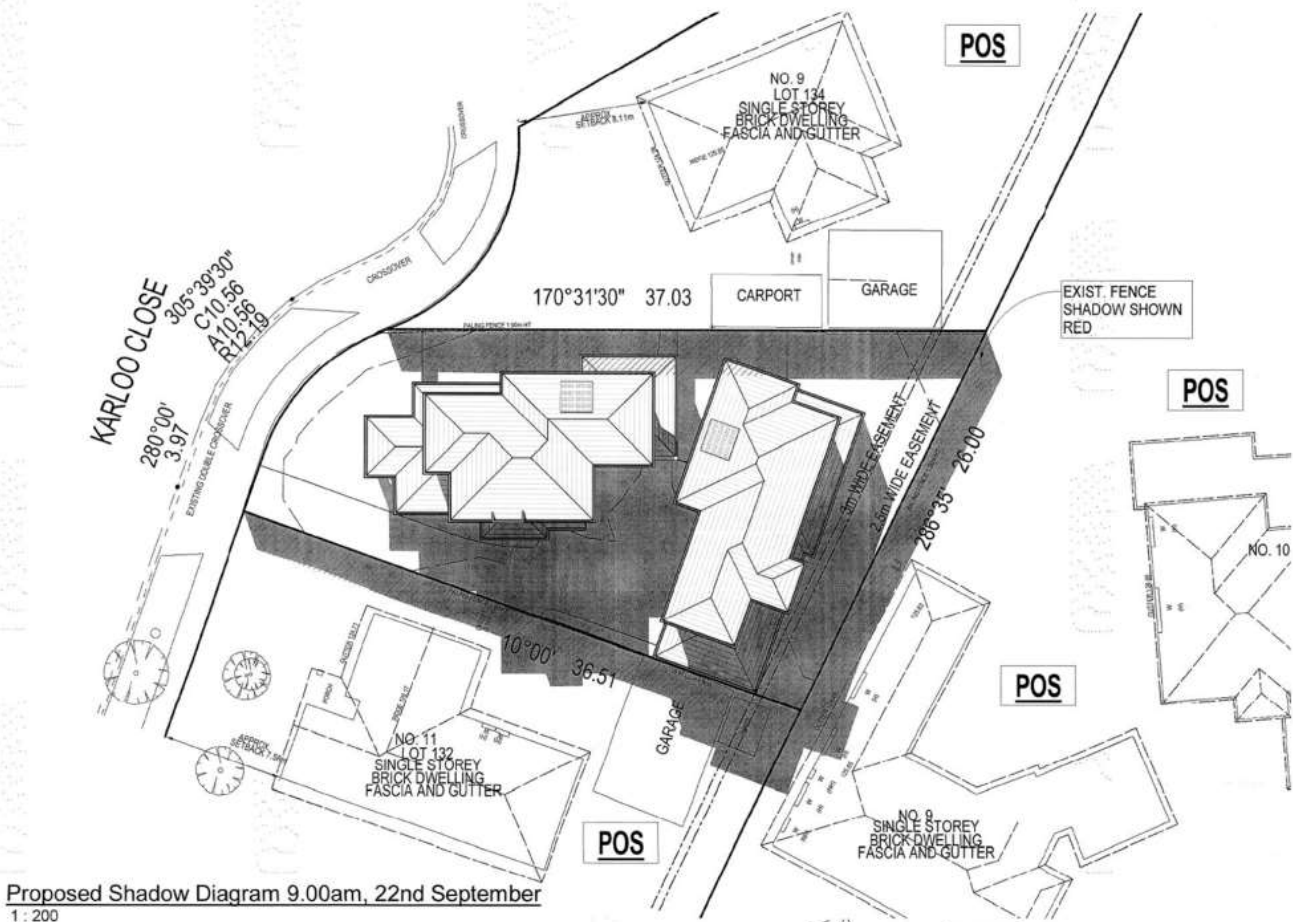
		Project: PROPOSED UNIT DEVELOPMENT Location: 10 KARLOO CLOSE EPPING Owner: TONY PUMO		Date: AUG 2015 Scale: 1 : 100 Sheet Size: A1 Issue: B
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6.1.4 ASSEMBLIES OF COUNCIL REPORT - 5 MARCH 2019

Responsible Officer: Director Partnerships, Planning & Engagement

Author: Governance Officer

RECOMMENDATION SUMMARY

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

KEY FACTS AND/OR ISSUES

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

REPORT

BACKGROUND

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

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

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

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

PROPOSAL

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

Assembly Details	Councillor attendees	Officer attendees	Matters discussed
Chief Executive Officer Employment Matters Advisory Committee Meeting 29 January 2019	Cr Cox (Mayor) Cr Alessi Cr Monteleone Cr Pavlidis	CEO MG	1. Confidential Item: Confirmation of the Minutes of CEMAC 17 December 2018 2. Confidential Item: Victorian Equal Opportunity and Human Rights Commission matter 3. Confidential Item: Worksafe Victoria report 4. Meetings To Finalise CEO KPIs For 2019-2020 <i>Nil disclosures</i>
Councillor Briefing 29 January 2019	Cr Cox (Mayor) Cr Alessi Cr Kozmevski Cr Pavlidis Cr Sterjova	CEO DCS DCRS DCTP DPPE MG	1. Confidential Item: 2019 Council Meetings – The Year Ahead <i>Nil disclosures</i>
Councillor Briefing 31 January 2019	Cr Cox (Mayor) Cr Kozmevski Cr Sterjova	CEO DCS DCRS DCTP DPPE MCAP TLCPI	1. Council Plan 2017-2021 (Update) and Council Action Plan 2019/2020 <i>Nil disclosures</i>

The table below represents an Index of Officer titles:

Initials	Title of Officer	Initials	Title of Officer
CEO	Chief Executive Officer – Simon Overland	DPPE	Director Partnerships, Planning and Engagement – Liana Thompson
DCS	Director Community Services – Russell Hopkins	MCAP	Manager Corporate Accountability & Performance – Frank Joyce
DCRS	Director Corporate Services – Helen Sui	MG	Manager Governance – Michael Tonta
DCTP	Director City Transport and Presentation– Nick Mann	TLCPI	Team Leader Corporate Planning & Improvement – Robert Kisgen

CONSULTATION

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

FINANCIAL IMPLICATIONS

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

POLICY STRATEGY AND LEGISLATION

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

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

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

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal **Enabling the vision**

Whittlesea 2040 Key Direction **Making it happen**

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

Council Priority **Organisational Sustainability**

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

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

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

RECOMMENDATION

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

6.2 COMMUNITY SERVICES

6.2.1 CONTRACT NO. 2014-192 PROVISION OF HACCC DELIVERED MEALS SERVICE CONTRACT EXTENSION

Attachments:	1	Confidential Contract Variation Report HACC Delivered Meals Service - Confidential Confidential in accordance with Section 89(2)(d) of the Local Government Act 1989 as it contains details relating to contractual matters.
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Responsible Officer: Director Community Services

Author: Senior Strategic Planner

RECOMMENDATION SUMMARY

It is recommended that contract number 2014-192 for Provision of Home and Community Care (HACC) Delivered Meals Service is varied by \$395,000 to a new contract sum of \$2,290,424 and extended to 4 July 2020.

KEY FACTS AND / OR ISSUES

The contract manager advises that:

- This contract was awarded to Moreland City Council Food Services for three years commencing 5 July 2015 with an option to extend for a further two one-year periods.
- The contract was extended for a period of one year on 5 July 2018, and will expire on 4 July 2019.
- The contract has been performed satisfactorily and extension options are available to 4 July 2020.
- This report recommends a one year contract extension to 4 July 2020.

REPORT**BACKGROUND AND CONTEXT**

Whittlesea 2040: A Place for All and Council's *Positive Ageing Strategy 2016-2025* both seek to support our ageing population through ensuring that they have access to a range of health and wellbeing support when it is required. These services are to be accessible and responsive to the needs and aspirations of the community.

In line with these important policy directions, Council provides delivered meals to almost 400 eligible clients to ensure that their daily nutritional needs are met. This equates to almost 24,000 meals per year delivered by Council volunteers.

Council delivers cooked, chilled and frozen meals to eligible clients as part of the Home and Community Care Program for Younger People (HACC PYP) and Commonwealth Home Support Program (CHSP). The service involves volunteer drivers delivering meals to clients' homes. Most clients pay a Council fee of \$9.45 per meal however this may be varied in circumstances of financial stress.

A contractor is currently engaged to prepare the meals, consisting of three courses plus juice. The contract requires meals to be prepared in accordance with HACC PYP and CHSP nutritional standards and food safety standards.

This Contract commenced 5 July 2015 with Moreland City Council Food Services, for the Provision of Delivered Meals Service to eligible clients of Council's HACC Services. The contract provided for an option to extend the initial three year period for a further two one-year periods at Council's sole discretion.

VARIATION AND/OR EXTENSION

The current contractor provides a high quality service to Council; has a proven track record of delivering high quality meals at a competitive price which our clients rate very well. It is very responsive and willing to develop new ways of doing things and has met or exceeded all performance indicators.

As such an extension of the contract is sought for a further 12 month period.

A variation of \$395,000 is required for the one-year extension. Further details of the requested variation are provided in the confidential attachment.

The contractor's prices have been checked and are considered competitive and it is recommended to extend the contract term to 4 July 2020.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Connected community
Whittlesea 2040 Key Direction	A healthy and safe community
Strategic Objective	Health and human services are accessible and responsive to the needs and aspirations of all people
Council Priority	Health and Wellbeing

The current service model of delivering meals to the homes of eligible clients and the Social Support Group ensures that residents who have been assessed as being at nutritional risk are able to receive high quality meals.

By providing delivered meals to residents, Council ensures that the health and wellbeing of its eligible residents are supported by an easily accessible, efficient and safe meals service.

Further, the provision of delivered meals affords a flow on effect of our volunteers being provided with the opportunity to remain physically and socially active and to make connections throughout the community.

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The Variation and extension of the contract is sought in accordance with the contract's terms and conditions and Council's applicable policy and procedures. The provision of home delivered meals contributes to the nutritional and social wellbeing of eligible residents and assists them in retaining their independence.

RECOMMENDATION

THAT Council resolve, in relation to Contract No. 2014-192, for Provision of HACC Delivered Meals Service to:

- 1. Approve a variation of \$395,000 (excluding GST) making a revised contract sum of \$2,290,424 (excluding GST).**
- 2. Note the funding arrangements detailed in the confidential attachment.**
- 3. Approve extension of the contract end date to 4 July 2020.**

6.2.2 COMMUNITY EVENTS FUNDING PROGRAM

Responsible Officer: Director Community Services

Author: Manager Community Cultural Development

RECOMMENDATION SUMMARY

Council introduce a competitive Community Events Funding Program to support outdoor community cultural events.

KEY FACTS AND / OR ISSUES

- Council's current provision of grants to community event organisers and the cultural heritage program does not comply with Council's Grants Policy which requires that grants are transparent, equitable, inclusive and efficient
- There is no clear or transparent process for event organisers to seek funding support from Council for community managed outdoor events
- Council's current funding programs do not meet the requirements of a variety of outdoor community event organisers or address the increase in demand for affordable and local events and activities
- The introduction of a Community Events Funding Program and an increase in the Cultural Heritage Grants is recommended as a transparent and equitable response to the increase in demand for local and affordable events and activities as identified through Whittlesea 2040 consultations.

REPORT

BACKGROUND

The City of Whittlesea provides funding and in-kind support to cultural events managed by community groups through its event funding and cultural heritage grant categories. The Audit and Risk Committee reviewed these grant categories and found that they did not comply with the requirements outlined in the Grants Policy and Grants Administration Guidelines and recommended that the documentation and administration be streamlined and that a report be prepared to propose the establishment of a competitive community events grant.

Council support of community managed events contributes to the community vision outlined in W2040: Whittlesea A Place for All. Consultation conducted for W2040 revealed a strong desire for family friendly and affordable events that are a celebration and bring our community together.

The City of Whittlesea Festivals and Events Policy and Plan adopted by Council at its meeting of 15 July 2014 articulates Council's commitment to outdoor festivals and events and supports the Connected Community, Liveable Neighbourhoods and Strong Local Economy goals of W2040.

In most cases Council is best placed to manage large public events (i.e. events attracting over 10,000 people) because it has the expertise and resources to ensure they are successful and safe. It is not considered feasible for Council to increase the number of festivals and events it manages directly without extra resources, nor is it desirable. Community building outcomes can best be achieved through Council facilitating the community to deliver events that they propose and design, enabling communities themselves to build local connections, pride and belonging.

The proposal to establish a Community Events Funding Program would position Council to respond to the increase in demand and provide a flexible process to be responsive to a changing and growing community.

Scope

There are many types of festivals and events that take place in the City of Whittlesea. This report focuses on cultural events that are supported through the events funding and cultural heritage funding programs.

Cultural events are gatherings that celebrate and showcase our diverse communities. These events may be general such as the Whittlesea Community Festival or they may focus on communities of interest. Cultural events are defined as events that:

- celebrate and/or profile communities in general, inclusive of Aboriginal communities and diverse cultures and ethnicities
- can be themed to celebrate and promote the arts, culture and cultural heritage, and/or
- celebrate days of cultural significance.

ISSUES AND TRENDS

The Community Events Funding Program is proposed as a strategic response to the following issues:

An increase in demand for events and community expectation. The increase in demand can be attributed to population growth and the expressed desire for local and affordable activities that bring people together, break down barriers and build community.

The funding options currently provided by Council do not meet the requirements of community event organisers. There are currently three funding streams available to community event organisers, these are:

- Community Grants: This grant category does not explicitly offer funding to outdoor events and does not allow recurrent funding.
- Community Event Grants: Grants in this category are currently awarded directly to the same recipients annually. There is no mechanism to review these allocations and no capacity for new groups to apply for funding in this category.
- Cultural Heritage Grants: These are targeted competitive grants. The small amounts available (up to \$2,000) limits its reach. An increase to the amount in this category would consider applications from the whole community for cultural heritage activities as well as support annual celebration of days of significance and the continuance of cultural traditions for diverse communities. This category includes both indoor and outdoor events and projects.

Benefits of Festivals and Events

Festivals and events are an effective tool in strengthening communities by breaking down barriers, bringing people together and creating local networks and opportunities for exchange. They provide opportunities for people to volunteer and learn new skills and they establish a place for communities to share local knowledge and introduce new ideas and ways of doing things. Events generate pride of place by showcasing and celebrating the strengths and diversity of a community, and importantly events support the local economy by engaging and promoting local businesses and through flow-on effects and tourism.

FUNDING CATEGORIES

The following section lists the dollar amounts available according to category. Category one and two are proposed as new categories. Categories three and four describe funding that is currently offered by Council.

Category One

Amounts up to \$2,000 would be available to support small neighbourhood gatherings such as BBQ's, street parties or community gatherings in parks. This category would support outcomes that build local connections and sense of belonging by profiling and celebrating local communities. As a guide category one would support events that attract between 100 and 1,500 people. Category one would be offered twice per annum, in an open competitive funding round.

Category Two

Amounts up to \$20,000 to support events that attract between 1,500 – 4,000 people. Category two would be offered once per annum in an open competitive funding round.

Successful applicants in these two categories may seek funding in subsequent years for a maximum of up to three years in total. This would only be considered for applicants that demonstrate capacity to deliver events that are safe and successful and where recurrent funding would build capacity of the event organisers to improve and develop their skills while seeking avenues to become self-sustaining.

Category Three

Direct Funding: non-competitive. Currently Council provides direct funding and resource support to a number of community managed events, as follows:

- \$70,000 to the Whittlesea Country Music Festival. Attendance approx. 4,000 - 7,000 people
- \$14,146 (grant and in-kind) to Hawkstowe Music. Attendance approx. 500 people
- Up to \$4,200 to Kids Art in the Park (in-kind). Attendance approx. 500 people
- \$1,000 to La Festa San Donato. Attendance approx. 400 people
- \$1,000 to the Greek Orthodox Parish of the Transfiguration of Our Lord. Attendance unknown
- \$10,000 to the Fasolatha Festival. Attendance approx. 550
- \$9,000 to the Epping RSL Anzac Day event (Council endorsed 26 June 2018 for three years). Attendance approx. 4,000 people.

(Amounts are GST exclusive)

Category three would only be required should Council determine to continue to provide direct funding to these event organisers. Events that receive direct funding through category three would be presented to Council for review every three years.

Category Four: Cultural Heritage Grants

Council currently allocates a total pool of \$6,000 to the Cultural Heritage Grants. Amounts up to \$2,000 are allocated to groups to undertake activities that promote and celebrate the rich cultural heritage of Whittlesea. On average 35 events per annum are promoted through the program, approximately 12 events receive funding each year. Category four supports events as well as projects and programs.

The Cultural Heritage Program Funding has the capacity to expand in order to facilitate the continuance of cultural traditions by supporting annual days of significance for different faiths and cultures.

OPTIONS

The following section offers three different options for structuring the grants program.

Option One proposes no change to the current funding program. It will continue to provide direct funding to the current recipients in category three. It does not make provision to offer funding to new events in the municipality.

Category four, the Cultural Heritage Program Funding also remains the same.

Option one maintains the current annual allocation of \$115,346 to these funding streams and does not require additional resources.

Option Two proposes maintaining direct funding to the current recipients as described in category three above plus an additional allocation of \$66,000 per annum to introduce the two new funding categories one and two.

In addition option two proposes an increase of \$6,000 to the Cultural Heritage Grants.

Option two would enable Council to continue supporting the current recipients while providing additional funding for new events. Option two requires an additional allocation of \$66,000 bringing the total annual allocation to these funding streams to \$181,346.

Option Three proposes that no current recipients will be guaranteed ongoing funding, and will be expected to make applications through a competitive process each year. The Epping RSL would be the exception, as Council has resolved to support the Epping RSL for a period of three years ending 2020/21 financial year, after which time this allocation will be reviewed.

Option three maintains the current annual allocation of approx. \$115,000 to these funding streams and does not require additional resources. Funding would be allocated as follows:

Cultural Heritage Program Grants:	\$20,000
Epping RSL:	\$ 9,000 (until 20/21)
Category One and Category Two events:	\$86,000
TOTAL:	\$115,000

The City of Whittlesea Grants Policy commits to ensuring *all of Council's grants to the community are transparent, equitable, inclusive and efficient*. The current provision of direct funding does not conform with these principles and there is no provision to review funding to these groups should they not meet their funding requirements, or opportunity to invite other groups to seek funding support for events. Option three addresses these issues and is therefore the preferred option. Option three recommends:

- Establishment of an open-competitive Community Events Funding Program that supports outdoor community cultural events and increases the amount available through the cultural heritage program with a total funding pool of \$106,000; and
- Continued support to the Epping RSL of \$9,000 per annum until 20/21, as per Council resolution at its meeting on 26 June 2018, after which time this amount would be reviewed.

In addition to ensuring transparency and equity as required by Council's Grants Policy and Guidelines, option three will open up the funding opportunities to a wider segment of the community and establish a transparent assessment of funding applications. Option three will support local events and cultural heritage programs that build connections and community and contribute to pride of place and belonging. These activities will also contribute to the local economy and encourage local tourism and address the increase in demand for more local events and activities. Option three recommends a changed funding program that is cost neutral to Council.

CONSULTATION

A meeting held on Monday 18 February, 2019 invited all current recipients of the Event Support, Event Partnership and the Cultural Heritage Funding Programs to discuss the proposed changes to the administration of these grants.

The consultation informed grant recipients about Council's intention to align administration of all grants with Council's Grants Policy; discussed their events and the nature of support they require to transition through proposed changes to the funding program and how to ensure the grant application and acquittal process is accessible. Those in attendance were appreciative of the opportunity to hear about and discuss the proposed changes.

CRITICAL DATES

The outcome of Council's decision will come into effect for the 2019/20 financial year.

FINANCIAL IMPLICATIONS

In total \$115,346 is allocated in the 18/19 financial year.

Option one provides for the status quo and has no financial impact beyond the existing recurrent allocation of \$115,346.

Option two proposes an additional allocation of \$66,000 per annum, with a total recurrent allocation of \$181,346.

Option three has no financial impact and utilises the recurrent allocation of \$115,000.

POLICY STRATEGY AND LEGISLATION

This proposal responds directly to Goal One: *Connected Community* of Whittlesea 2040 and the key directions of a *socially cohesive community, a healthy and safe community* and a *participating community*.

The proposal also sits under Action 1.4 of Council's Festivals and Events Plan – to explore synergies and opportunities of the current program of events to ensure they are responsive to evolving community need and Action 2.4 – to explore the feasibility of an annual funding round to support community run events.

In addition, the City of Whittlesea Grants Policy adopted 21 November 2017 commits Council to transparent, accountable, inclusive and equitable distribution of Council resources and the management of all applications and requests for funding.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

Council's current provision of grants to community event organisers and the cultural heritage program does not comply with Council's Grants Policy which requires that grants are transparent, equitable, inclusive and efficient. In addition there is no clear mechanism by

which community event organisers can seek funding support from Council and the current funding streams do not adequately meet the requirements of outdoor community cultural event organisers.

The introduction of a funding program that is tailored to the needs of community event organisers will be listed as a category within Council's grants offerings and will conform to Council's Grants Policy and Guidelines. Most importantly the community events funding program will address the community's expressed desire for more local and affordable activities and events and these will make a significant contribution to sustainable social, cultural and economic outcomes for the City.

Option three is the preferred proposal for a Community Events Funding Program and is a significant next step towards positioning the City of Whittlesea as a vibrant and exciting place to live, work and play and to realising the vision of Whittlesea 2040 as a *place for all*.

RECOMMENDATION

THAT Council resolve to introduce a Community Events Funding Program incorporating;

- a) Applications to be received and assessed through an open competitive, annual funding round**
- b) A budget of \$115,000 per annum to be allocated as follows:**
 - i) Category One events: \$30,000**
 - ii) Category Two events: \$56,000**
 - iii) Epping RSL: \$9,000 per annum ending 2020/21 financial year**
 - iv) Cultural Heritage Program: \$20,000**

6.3 CITY TRANSPORT AND PRESENTATION

6.3.1 NORRIS BANK RESERVE PARK AND PLAYGROUND UPGRADE TENDER EVALUATION FOR CONTRACT 2018-87

Attachments: 1 **Contract: 2018-87 Norris Bank Reserve Park and Playground - Confidential**

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

Responsible Officer: Director City Transport & Presentation

Author: Parks & Open Space Projects Officer

RECOMMENDATION SUMMARY

This report summarises the evaluation of tenders received for Norris Bank Reserve Park and Playground Upgrade works under Contract No. 2018-87.

It is recommended that contract number 2018-87 for Norris Bank Reserve Park and Playground Upgrade:

- is awarded to Regal Innovations
- for the lump sum price of \$1,599,002.00 (excl. GST)

KEY FACTS AND / OR ISSUES

The tender evaluation panel advises that:

- Norris Bank Reserve is one of four major community parks in Council's Open Space Strategy;
- The works are part of the staged delivery of upgrades under the approved Master Plan endorsed by Council in October 2017;
- Five tenders were received;
- The recommended tender is the highest ranked and considered the best value based on being the most competitive tender price, and demonstrating the ability to deliver the works to the required standard and within Council's timeframe requirements.

REPORT

BACKGROUND

The purpose of this contract is to undertake park and playground upgrade works at Norris Bank Reserve involving supply and installation of play equipment, a custom water play element, scooter track, 'Changing Places' amenities block (an enhanced public amenity facility for people with a disability), bbq and picnic facilities, paths and landscaping.

Tenders for the contract closed on 28 November 2018. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

EVALUATION

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

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

Criteria	Weighting
Price	50%
Capability	25%
Capacity	15%
Impact	10%

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

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

The evaluation outcome was as follows:

TENDERER	CONFORMING	COMPETITIVE	SCORE	RANK
Tenderer A - Regal Innovations	Yes	Yes	84.5	1
Tenderer B	Yes	Yes	72.6	3
Tenderer C	Yes	Yes	68.7	5
Tenderer D	Yes	Yes	71.4	4
Tenderer E	Yes	Yes	76.1	2

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

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

Upgrading the park and playground at Norris Bank Reserve is part of the staged delivery of works under the adopted Master Plan for the site. The project will provide a significant improvement to both the passive and active community facilities within the Reserve, with best practice playground design incorporated along with provision for all abilities amenities and access.

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

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

RECOMMENDATION

THAT Council resolve to:

- 1. Accept the tender submitted by Regal Innovations for the sum of \$1,599,002.00 (excluding GST) for the following contract:**

Number: 2018-87
Title: Norris Bank Reserve Park and Playground Upgrade

subject to the following conditions:
 - a) Tenderer to provide proof of currency of insurance cover as required in the tender documents**
 - b) Tenderer to provide contract security as required in the tender documents;**
- 2. Approve the funding arrangements detailed in the confidential attachment; and**
- 3. Sign and seal the Contract documents.**

6.3.2 BUSHLAND WORKS CONTRACT EXTENSION 2017-101

Attachments: **1 Contract Variation Report - Confidential Attachment - Confidential**

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

Responsible Officer: **Manager Parks & Urban Design**

Author: Conservation Contracts Coordinator

RECOMMENDATION SUMMARY

It is recommended that contract number 2017-101 for Bushland Works:

- is varied by \$760,000 (excl. GST);
- to a new contract sum of \$1,360,000 (excl. GST), and
- is extended to 30 November 2019.

KEY FACTS AND / OR ISSUES

The contract manager advises that:

- the current contract arrangement was developed to bridge the transition into a new long term lump sum contract.
- in order to incorporate a new procurement approach to the development of this new contract, a variation and extension is required to this existing Schedule of Rates contract.
- this contract was awarded to two service providers, Habitat Land Management and Naturelinks Landscape Management.
- the contract has performed satisfactorily and extension options are available to 30 April 2020.
- an extension is required for a period of seven months to 30 November 2019.

REPORT**BACKGROUND**

This contract was awarded to Habitat Land Management (2017-101A) and Naturelinks Landscape Management (2017-101B). A summary of the financial performance of the contract is provided in the confidential attachment.

The contract commenced on 12 March 2018 and the current approved end date is 30 April 2019. Options exist to extend the contract up to 12 months.

VARIATION AND EXTENSION

The current contract arrangement was developed to bridge the transition into a new and improved long-term service contract in line with recommendations arising from recent service reviews. This is expected to result in a unique conservation contract with a focus on maintenance and biodiversity and it requires additional preparation time.

Commencement of the proposed new contract was originally anticipated to be on 1 April 2019. In the interim a new procurement approach was applied to the tender of Council's major Parks & Open Space management contract. As that approach was highly successful it was decided to apply the same learnings to the re-tender of the Bushland Works contract.

An extension to 30 November 2019 will be sufficient to incorporate all the required specification and procurement process improvements and to ensure service continuity through spring 2019.

During the term of the current contract it was noted that the two service providers on the panel could provide best value services that were usually procured separately by Council's Waste Management and Sustainability Planning teams. These additional orders have led to greater expenditure than was anticipated.

On 1 April 2019 a total of 27 reserves will be managed under this contract which were previously maintained under Citywide's Parks & Open Space Management contract. On 14 August 2019 another 14 Developer Offset Conservation Reserves from the Aurora Estate are due for handover to Council and will also be managed under this contract.

The contractors' prices have been checked and the contract has performed satisfactorily. Variations totalling \$760,000 are required for the contract extension to 30 November 2019 and for provision of the additional services. Please refer to the confidential attachment for further details.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Sustainable environment
Whittlesea 2040 Key Direction	Valued natural landscapes and biodiversity
Strategic Objective	We maintain and improve rural land health and protect native flora and fauna
Council Priority	Environmental Sustainability

The contract will help maintain the health of conservation reserves throughout the municipality by managing threatened flora and fauna species, pest plants and animals and ensure Council meets associated legal obligations.

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

Variation and extension of the contract is sought in accordance with the contract's terms and conditions and Council's applicable policy and procedures.

RECOMMENDATION

THAT Council resolve, in relation to Contract No. 2017-101, for Bushland Works to:

- 1. Approve a variation of \$760,000 (excluding GST) making a revised contract sum of \$1,360,000 (excluding GST).**
- 2. Note the funding arrangements detailed in the confidential attachment.**
- 3. Approve extension of the contract end date to 30 November 2019.**

6.3.3 GROWLING FROG GOLF COURSE LEASE AWARD

Attachments:

1 Tender Evaluation Summary - Confidential

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

Responsible Officer:

Director City Transport & Presentation

Author:

Leisure Contracts Coordinator

RECOMMENDATION SUMMARY

It is recommended that the lease to manage and maintain the Growling Frog Golf Course;

- is awarded to Golf Services Management
- for a guaranteed maximum deficit of \$1,456,348 (excl. GST) over 5 years
- for a term from 1 July 2019 to 30 June 2024 with an extension option up to 30 June 2029.

KEY FACTS AND / OR ISSUES

- A review of the Growling Frog Golf Course (GFGC) operating model (completed in 2017), found that it was underperforming, primarily due to the ineffective operating structure, higher cost of Council wages and the lack of marketing;
- After considering seven possible options for the future of the GFGC at its 6 March 2018 meeting, Council determined to seek expressions of interest for a long-term lease of the course, with the objective of improving the financial performance of the venue while maintaining existing community access;
- Council Officers undertook an expression of interest process for the lease of the GFGC from 30 July 2018 to 10 October 2018;
- Six proposals were submitted, with varying lease terms up to 10 years, with varying profit share, risk and operational arrangements. Three proponents were shortlisted to respond to a lease specification so that formal offers could be considered;
- The current Contract 2017-144 – Maintenance of the Growling Frog Golf Course is required to be extended to align with the lease commencement date.

REPORT**BACKGROUND**

During 2017, a review of the GFGC was undertaken and a range of operating models were developed. The review found that the course was underperforming, primarily due to the ineffective operating structure, higher cost of Council wages and the lack of marketing.

Council invested \$815,562 in the 2017/18 financial year to maintain the course, manage community access, and manage the dining area. The review identified seven possible options for the future of the course.

After considering these options at its 6 March 2018 meeting, Council resolved to seek expressions of interest (EOI) from third parties for a long-term lease of the GFGC.

The option of selling the course was discounted due to the significant investment made to date and the likely poor sale value, combined with the lack of ability to ensure that future owners would operate the land as a golf course for the public.

Council's decision to seek interest from third parties to manage and operate the GFGC under a long-term lease was centred around the objectives of maintaining ownership of the asset, continuing to provide Whittlesea residents with a quality public golf course and minimising Council's subsidisation.

An Expression of Interest (EOI) for leasing the course was advertised from 30 July 2018 to 10 October 2018 that reached golf management organisations across Australia and a multitude of commercial operators via strategically placed advertisements.

The purpose of the EOI was to test the opportunity to enter into a long-term lease (up to 30 years), coupled with development options to support other uses at the course, considering existing zone restrictions (e.g. conference centres, accommodation).

Following the initial ten week advertising period, six submissions were received from golf course operators. All respondents offered an arrangement requiring Council to continue to subsidise golf course operations to varying degrees. Each submission had varying degrees of risk for Council and a range of conceptual proposals for golf related developments.

Three shortlisted proponents were invited to respond to a lease specification for a ten year term. The specification included requirements for maintaining and operating all aspects of the venue, retaining or improving the course condition and continuing public access arrangements. Council will continue to be responsible for the maintenance of identified bushland areas and building asset renewals.

EVALUATION

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

All submissions received were evaluated in accordance with the below criteria. The evaluation involved scoring of conforming and competitive submissions according to these pre-determined criteria and weightings:

Criteria	Weighting
Price	45%
Capability	20%
Capacity	15%

Criteria	Weighting
Impact	20%

The best value proposal was provided by Golf Services Management (GSM), on the basis that it offers Council the best commercial terms and committed to maintaining a quality golf course condition.

The evaluation outcome was as follows:

TENDERER	SHORTLISTED	CONFORMING	COMPETITIVE	SCORE	RANK
Golf Services Management	YES	Yes	Yes	90	1
EOI B	YES	Yes	Yes	69.2	2
EOI C	YES	Yes	No	NA	NA
EOI D	NO	No	NA	NA	NA
EOI E	NO	No	NA	NA	NA
EOI F	NO	No	NA	NA	NA

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

VARIATION TO CONTRACT 2017-144 – MAINTENANCE OF THE GROWLING FROG GOLF COURSE

The latest contract term for maintaining the course commenced on 1 April 2018 and the current approved end date is 31 March 2019. Options exist to extend the contract up to 31 March 2021.

The contract has been performed satisfactorily however a variation of up to \$294,500 is now required for the extension of the contract to align with the proposed new lease commencement date (as per an agreed lease transition plan). Further details of the requested variation are provided in the confidential attachment.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Connected community
Whittlesea 2040 Key Direction	A healthy and safe community
Strategic Objective	There is a focus on preventative approaches to health issues and health policy
Council Priority	Health and Wellbeing

The continued provision of golf within the Municipality supports health and wellbeing outcomes for a cohort of residents.

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The GSM submission is the most beneficial lease proposal received. The proposed arrangement reduces Council course operating investment, maintains course condition and

community access arrangements and seeks to increase patronage through improved marketing.

RECOMMENDATION

THAT Council resolve to:

1. **Accept the lease offer submitted by GSM for the guaranteed maximum deficit of \$1,456.348 (excluding GST) for the following lease:**

Title: Management and Maintenance of the Growling Frog Golf Course

Term: 1 July 2019 to 30 June 2024

Options: Term extensions up to 30 June 2029 (only to be exercised if separately approved by Council)

subject to the following conditions:

- a) **Lessee to provide proof of currency of insurance cover as required in the lease documents.**
 - b) **Price variations to be in accordance with the provisions as set out in the lease documents.**
 - c) **Outcomes of the 'intention to lease' process.**
 - d) **Lease commencement to align with agreed transition plan.**
-
2. **Invite public submissions in accordance with Section 190 and 223 of the Local Government Act 1989, of its intentions to lease the land located at 1940 Donnybrook Road Yan Yean ('Growling Frog Golf Course'), to GSM. The lease will be drawn under the following terms and conditions –**
 - a) **The Tenant will be offered a lease for an initial period of five years with one further term of five years (offered at Council's discretion).**
 - b) **Council will accept the lease offer submitted by GSM for the guaranteed maximum deficit of \$1,456.348 (excluding GST) for the full five year lease term.**
 - c) **Council will exercise a review of the guaranteed maximum deficit/profit margins prior to the expiry of the initial term.**
 3. **Establish an advisory Committee of Council comprising of North Ward Councillors, to consider any written submissions received on the proposal and make recommendations to Council on any such submissions.**
 4. **Authorise the Chief Executive Officer to carry out administrative procedures necessary to enable Council to carry out its functions under Section 223 of the *Local Government Act 1989*.**
 5. **Receive a further report on the proposed lease following the close of the submission period.**

6. In relation to Contract No. 2017-144, for the Maintenance of the Growling Frog Golf Course to:
- a) Approve a variation of up to \$294,500 (excluding GST) making a revised contract sum of \$1,001,300 (excluding GST).
 - b) Approve the funding arrangements detailed in the confidential attachment.
 - c) Approve an extension of the contract up to 30 August 2019.

**6.3.4 ROUTINE MAINTENANCE OF THE VICROADS ARTERIAL ROADS
(EXCLUDING FREEWAYS) - SERVICE CONTRACT EXTENSION**

Attachments: 1 **Routine Maintenance of the VicRoads Arterial Roads
(excluding Freeways) - Service Contract Extension** [↓](#)

Responsible Officer: **Director City Transport & Presentation**

Author: **Manager City Presentation**

RECOMMENDATION SUMMARY

It is recommended that Council continue to maintain arterial roads on behalf of VicRoads under VR Contract No 8860 – Routine Maintenance of Arterial Roads (excepting Freeways) throughout the City of Whittlesea for a further two years commencing on 1 July 2019.

KEY FACTS AND / OR ISSUES

- Council has been contracted to VicRoads (VR) to carry out the Routine Maintenance of the VR Arterial Roads (excluding Freeways) located within the municipality since the 1990's.
- The level of service provided through this contract by Council exceeds what would otherwise be provided by VicRoads.
- Council contributes \$463,000 per annum to deliver this higher level of service. The level of maintenance provided at these sites has an impact on the delivery and perceptions of the city.
- Whittlesea receives on average a two point higher rating for the appearance of public areas than other interface Councils.

REPORT**BACKGROUND**

Council has been contracted by VicRoads to carry out the Routine Maintenance of the VR Arterial Roads (excluding Freeways) located within the municipality since the 1990's. Since this time, Council has continued to provide these services over a series of back to back contract arrangements.

The contract requires Council to undertake road inspection and maintenance works for the roads within the municipality managed by VicRoads. The sites covered within the maintenance contract include the municipality's gateway entrances and major arterial roads including Cooper Street, Plenty Road, High Street, Whittlesea-Yea Road and Epping Road. These roads carry a significant amount of vehicles on a daily basis, so the level of maintenance provided at these sites has an impact on the delivery and perceptions of the city.

Council utilises both its outdoor road and asset maintenance workforce augmented by some of its contractor to perform the tasks required under the contract. These tasks include:

- Road Asset Inspections in accordance with VicRoads Road Management Plan requirement
- Asphalt patching of hazards identified both through these inspections and through customer service enquiries
- Repair of road maintenance infrastructure and signage (not including vehicle guard rail)
- Manual litter collection, street sweeping and drainage clearing
- Mowing of centre medians and associated road reserve areas

In 2017/18 VicRoads paid Council \$660,000 to provide the services under the contract in accordance with the terms and conditions of the contract. The fee paid by VicRoads covers the costs incurred by Council in undertaking these tasks.

Traditionally, Council has sought to deliver a level of service higher than that provided under the VicRoads specification. This has been undertaken on the understanding that the standard detailed within the contract does not meet the service expectation of the community or the service levels provided to the road areas managed by Council within the rest of the municipality. This extra level of service is provided through the provision of extra:

- Street sweeping (every Saturday instead of one Saturday per month as specified within the contract)
- Manual Litter Collection (2 days per week instead of 2 days per fortnight)
- Mowing of Medians (26 times per year compared to 8)

The costs of these additional servicing will amount to approximately \$460,000 per annum in 2018/19. Council has traditionally sought to maintain the responsibility for providing maintenance on behalf of VicRoads due to the fundamental impact that the appearance of these main roads has on the aesthetic appearance of the municipality. In doing so, it has provided a level of service above the base service level required under the maintenance contract.

VicRoads have been traditionally slow in providing timely advice on the future contract requirements upon the expiry of these existing arrangements. This has occurred with the recent proposed new arrangement for a further three x one year terms commencing 1 July 2018. Given the short period of time VicRoads provided Council to deliberate this new contract, officers entered the contract for the first of these terms.

PROPOSAL

Officers considered the operational, financial, contractual and community service implications associated with the ongoing provision of these services to VicRoads over the remaining two years of the service contract offer. Three options present for consideration relating to the provision of on-going services. These included:

1. The option to continue on business as usual utilising in house resources.
2. The option to provide the base line service specified within the VR contract utilising in house resources.
3. The option to stop providing services to VicRoads and allow for their contract service provider to provide a base line service.

The relative implications that arise from each of these options are detailed within attachment 1 of this report.

Officers concluded that Option 1 provided the best value approach on the basis that it would result in a level of landscape and amenity maintenance of the city's roads that is consistent with the level provided to other non VicRoads maintenance sites. This level of maintenance exceeds the level of presentation that would be achieved in the roads that were maintained to VicRoads standards (either by Council, or by VicRoads). This level of presentation is valued by the community and continues to provide a positive identity for the municipality. This is demonstrated, in part, through the results obtained by Council within the Local Government Community Satisfaction Survey, in which Whittlesea has received on average a two point higher rating for the appearance of public areas when compared to other interface Councils, who are serviced by VicRoads contractors.

Additionally, there are some operational benefits of proceeding with option 1, which include:

- Provision of a second asphalt patching truck (Council currently operates a truck from each of its two depots) which allows for a geographic division of works (north and south regions of the municipality). This is viewed by operational staff as the only practical way of servicing the operational needs for the maintenance of Council roads.
- Potential re-allocation of resources that are otherwise deployed on VicRoads related maintenance tasks to be allocated to Council related maintenance tasks for incidents that may occur such as storm damage, emergency management response, and priority maintenance tasks.
- An on-going operational association with VicRoads providing operational staff the capacity to advocate for / prioritise maintenance activity tasks on VicRoads road areas in accordance with known community priorities (for example, in 2016/17 officers were successful in obtaining \$135,000 in un-allocated VicRoads capital funding for pavement maintenance repair works within High Street, Epping and Edgar's Road, Thomastown).

Entering into the final two years of the contract does not preclude the option of providing a "base-line" service. Council can make this deliberation at any time during the contract period if it chooses to do so. The extension period will also allow Council to test the service standard to be applied in future arrangements.

The extension of this contract beyond the next two years is uncertain as different maintenance arrangements may be estimated through the Northern Suburban Road Upgrade package.

CONSULTATION

Officers have consulted with VicRoads to clarify contractual aspects of the proposed maintenance contract. This has resulted in amendments to the contract proposal to include:

- The removal of the clauses within the contract relating to tree maintenance within road reserves. This clause was viewed as presenting an unacceptable level of risk to Council.
- An annual increase of \$35,000 in the proposed contract amount, which increases the annual payment amount to \$695,000 (which aligns with the cost estimation for the provision of services to a VicRoads standard).

CRITICAL DATES

Any decision to cease to provide these services would have budget and operational implications. In order to address these issues it is prudent for Council to deliberate on this matter in March 2019, to allow the inclusion of proposed amendments to the 2019/20 Council budget.

FINANCIAL IMPLICATIONS

As of 2018/19 Council received \$695,000 per annum to undertake the works required under the contract. This amount is offset by the operational costs associated with providing the maintenance services required under the maintenance agreement. Any decision to not proceed with the provision of these services to VicRoads would result in a loss of this income which could be offset through commensurate reductions in staff and equipment.

Council contributes an additional \$463,000 per annum to enable higher maintenance service levels along the cities arterial roads. If Council was to commit to a two year contract extension, officers intend to fine tune the current maintenance program, to ensure that the optimal level of activity is undertaken to meet community expectations of a well-presented city.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Efficient and effective Council services are responsive to community need
Council Priority	Organisational Sustainability

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

Extending the Routine Maintenance of the VR Arterial Roads (excluding Freeways) contract arrangement will result in the continued provision of high quality presentation and maintenance of the city's arterial roads.

Entering into the final two years of the contract does not preclude the option of providing a "base-line" service. Council can make this deliberation at any time during the contract period if it chooses to do so.

RECOMMENDATION

THAT Council resolve to continue to maintain arterial roads on behalf of VicRoads under VR Contract No 8860 – Routine Maintenance of Arterial Roads (excepting Freeways) throughout the City of Whittlesea for a further two years commencing on 1 July 2019.

Attachment 1 – Routine Maintenance of the VicRoads Arterial Roads (excluding Freeways) - Service Contract Extension

Option	Cost to Council (annual)	Service Standard	Service Responsiveness	Added Operational Value
1 - BAU	\$463,000	Provides a standard commensurate with current community expectations and one consistent with the standard provided to other public areas within the municipality	High level of responsiveness and capacity to prioritise works in accordance with operational / community priorities	Plant and equipment available to augment other council maintenance activities. Provision of two asphalt patching trucks to manage the geographical service needs of the municipality. Capacity to directly advocate for capital maintenance funding.
2 - In House Baseline	-	Provides a standard significantly less than current community expectations and a significant difference from other areas within the municipality	Medium level of responsiveness and ability to re-prioritise to a degree	Provision of two asphalt patching trucks to manage the geographical service needs of the municipality. Capacity to directly advocate for capital maintenance funding.
3 - VR to Provide Baseline	-	Provides a standard significantly less than current community expectations and a significant difference from other areas within the municipality	Low responsiveness and no level of control to prioritise maintenance activities	None

6.4 CORPORATE SERVICES

6.4.1 CONTRACT 2014-190 TEMPORARY AGENCY STAFF MANAGEMENT SYSTEM - CONTRACT EXTENSION

Attachments: 1 2014-190 Contract Financials - Confidential

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

Responsible Officer: Director Corporate Services

Author: Team Leader Human Resources

RECOMMENDATION SUMMARY

It is recommended that contract number 2014-190 for Temporary Agency Staff Management System with Comensura Pty Ltd (Comensura):

- Is varied by \$1,500,000 (excluding GST)
- Becomes a new contract sum of \$10,000,000 (excluding GST)
- Is extended by one year to 30 April 2020.

KEY FACTS AND / OR ISSUES

The contract manager advises that:

- This contract was awarded to Comensura on 14 April 2015 and commenced operation on 1 May 2015 for a period of one year, with the option to extend for five years. The Term of Agreement was extended by one year in April 2016 and a further two years in April 2017.
- The contractor has performed satisfactorily and extension options are available to 30 April 2021.
- The contract should be extended for a period of one year to 30 April 2020 based on satisfactory performance.

REPORT**BACKGROUND**

This contract was awarded to Comensura on 14 April 2015. A summary of the financial performance of the contract is provided in the confidential attachment.

The contract commenced on 1 May 2015 and the current approved end date is 30 April 2019. Options exist to extend the contract up to 30 April 2021.

Agency staff are used predominantly to cover unplanned staff absence or to meet short term needs, often for critical service delivery areas. Agency staff may be engaged:

- For ad hoc requirements (eg catering, functions, events)
- To address unexpected absences (eg sick leave) for critical service areas such as Aged and Disability Services, Local Laws, manual litter collection
- For short term requirements (eg. backfilling a key position whilst recruitment action is undertaken)
- To assist with short term project work.

In the City Presentation Department, there has been a practice of engaging contract labour hire for longer terms. Approximately 20 FTEs (full time equivalent) are budgeted for this purpose.

Contract 2014-190 provides administrative efficiencies and cost saving in managing contract staff. Comensura provides further value by:

- Proven cost savings of 5% - 8% due to lower margin in agency management fee
- Coordinating searches for candidates and assisting with shortlisting and referral
- Ensuring compliance with set rates, qualification of candidates, insurance, etc.
- Providing a single online system for time management and billing
- Offering consolidated invoices
- Providing quarterly reports outlining contract spend, contract analysis and savings achieved when compared with the rates paid by Council under the previous PA contract
- No temporary to permanent placement fees after agency staff have had a continuous assignment of 14 weeks with Comensura.

Overall savings for this contract have been significant. In the 2016/17 financial year, total savings were \$82,252 (7.8%) and for the 2017/18 period total savings were \$185,149 (7.5%).

Savings in 2017/18 increased due to the engagement of temporary outdoor staff through Comensura. Prior to 3 July 2017, outdoor staff were engaged directly with Hoban and Horner at significantly higher margins.

A one year extension is requested, during which time, the current contract for Comensura will be reviewed against the Mutual Vendor Management System tender process carried out by a collaboration of the Northern Regional Group of Councils. The collaborative Tender Evaluation Panel includes officers from:

- a) Hume City Council
- b) Moreland City Council
- c) City of Whittlesea
- d) Nillumbik Shire Council
- e) Darebin City Council.

EXTENSION

The contract has been performing satisfactorily, however a variation of \$1.5 million is now required to continue services provided by Comensura for another one year. Further details of the requested variation are provided in the confidential attachment.

The contractor's prices have been checked and are considered competitive so it is proposed to extend the contract term to 30 April 2020.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

The recommendations contained in this report align with value for money and good governance practice.

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

Extension of the contract is sought in accordance with the contract's terms and conditions and Council's applicable policy and procedures.

RECOMMENDATION

THAT Council resolve, in relation to Contract No. 2014-190 Temporary Agency Staff Management System to:

- 1. Approve a variation of \$1,500,000 (excluding GST) making a revised contract sum of \$10,000,000 (excluding GST).**
- 2. Note the funding arrangements detailed in the confidential attachment.**
- 3. Approve extension of the contract end date to 30 April 2020.**

6.4.2 2018/19 NEW WORKS PROGRAM - QUARTER 2 REPORT

Attachments:	1	Financial Summary ↓
	2	Project Progress Report ↓
	3	Project Status Photos ↓
	4	Planning and Feasibility Status Report ↓
	5	Project Adjustments ↓

Responsible Officer: Director Corporate Services

Author: Team Leader Business Support

RECOMMENDATION SUMMARY

1. Note the 2018/19 New Works Program Quarter 2 progress report.
2. Approve the revised program of works in the Planning and Feasibility Program (as contained in Attachment 4).
3. Approve the adjustments to the 2018/19 New Works Program (as contained in Attachment 5).

KEY FACTS AND / OR ISSUES

This report provides an overview of the financial performance and status of the New Works Program at the end of the second quarter of the 2018/19 financial year with the following key points:

- Value of work completed at the end of the second quarter is \$28,197,662 compared to the year-to-date budget of \$28,428,008.
- The underspend is relatively minor (1%) at this time of year.
- There are contracts and purchase orders committing another \$63,895,740 as at 31 December 2018, which shows a good level of delivery preparedness for the remainder of the financial year.
- As at 31 December 2018, 17 projects have been completed out of 134 projects.

REPORT

INTRODUCTION

This report provides an overview of the financial performance and status of the New Works Program at the end of the second quarter of the 2018/19 financial year. The report outlines the following:

- Financial Summary of the 2018/19 New Works Program to 31 December 2018 indicating that 29.5% of the annual budget has been expended plus another 66% of the annual budget committed in contracts to date
- Detailed progress report on individual projects within the New Works Program
- Photos on the progress of some significant projects
- An update on the status of the Planning and Feasibility Program for 2018/19 with proposed amendments within the allocated budget
- A summary of the mid-year budget review and amendments as required within the net allocated budget for the 2018/19 New Works Program.

Significant progress has been made in the second quarter with the advancement of design and construction on a majority of projects. A summary of the financial status of the New Works Program as at 31 December 2018 can be found in **Attachment 1**.

For a detailed progress report on significant projects refer to **Attachment 2**. Photos on the progress of some significant projects can be found in **Attachment 3**.

BACKGROUND

Council adopted the 2018/19 New Works Program budget on 26 June 2018 with a budget of \$78,326,437 plus \$17,373,594 carry forward budget providing a total New Works Program budget for 2018/19 of \$95,700,031.

CONSULTATION

External stakeholder consultation and engagement is undertaken in relation to individual projects and programs and reported to Council as required. This occurs throughout the financial year.

FINANCIAL IMPLICATIONS

A summary of the program performance by group can be found below, whilst a list of all projects with their current progress status has been included in **Attachment 2**.

Financial Status of the New Works Program by Group:

Group	Year To Date Actuals \$	Year To Date Budgets \$	Year To Date Variance \$	Annual Budget \$	Program Status
Buildings	9,052,040	8,242,653	-809,387	39,206,646	Ahead of planned budget
Drains	44,018	50,819	6,801	92,819	Behind planned budget
Planning & Feasibility	152,868	225,000	72,132	500,000	Behind planned budget
Open Space	10,503,127	9,083,025	-1,420,102	22,378,315	Ahead of planned budget
Plant & Equipment	2,055,014	1,881,856	-173,158	4,002,436	Ahead of planned budget
Transport	420,046	329,276	-90,770	5,896,407	Ahead of planned budget
Roads & Paths	5,970,549	8,615,379	2,644,830	23,623,408	Behind planned budget
Total	28,197,662	28,428,008	230,346	95,700,031	

Projects progressed ahead of schedule:

- Project ID 304 Local Area Traffic Management (LATM) Schemes
- Project ID 696 Construct Playing Fields and Pavilion; Lalor West Reserve (Mosaic)
- Project ID 1324 Construct Pavilion and Car Park; Harvest Home Road
- Project ID 2248 Traffic Management Around Schools

The underspend is relatively minor (1%) at this time of year.

Projects behind planned schedule contributing to this variance are:

- Project ID 77 Local Road Reconstruction/Rehabilitation – works delayed due to reprioritisation to deliver projects associated with the opening of Mernda Rail.
- Project ID 1802 Hillcroft Estate Drainage Issues – Alternate method found to resolve issue.
- Project ID 1218 Construct Findon Road Extension – Detailed design is being reviewed.
- Project ID 2119 Street Light Bulk Replacement – Delay in tender phase.

Planning and Feasibility Program Update

The Planning and Feasibility Program is designed to allow for adequate planning, scoping, budgeting and scheduling of future projects. Forward planning also ensures that sufficient feasibility work and thorough project briefs and business cases are prepared for future projects.

This ensures that projects are ready for delivery in future years and provides the opportunity to take advantage of grant funding as it becomes available.

The 2018/19 New Works Program provides a budget of \$500,000 for the planning and feasibility of future projects. **Attachment 4** provides an update on the status of the Planning and Feasibility Program for 2018/19.

Mid-Year Budget Review

There have been a number of changes to the New Works Program over the course of the first half of 2018/19 due to unbudgeted grant funding being received and budget amendments being approved via Reports to Council. These budget amendments are summarised in **Attachment 5** and are funded within the total net budget allocation for the 2018/19 New Works Program.

These adjustments fall into the following categories;

- Projects with offsets identified – no net budget impact to Council.
- Projects with unbudgeted external funding – net budget surplus of \$3.025 million derived from Growing Suburbs Fund and Female Friendly Facilities funding received for Harvest Home Road project (PID 1324) which substitutes Council funding.
- Project adjustments – savings identified on completed projects.
- Works-In-Kind Projects – projects that were previously identified for delivery by Council utilising Developer funds are now being delivered by Developers to be gifted to Council. These projects will result in a nil expenditure on previously budgeted projects.
- New and existing projects where additional funds are required. Refer to **Attachment 5** for specific project details.

Project adjustments require a net additional budget of \$390,500 which can be funded from surplus Council budget that has resulted from recent grant announcements.

This results in \$2,634,500 of surplus budget to date (following adjustments). It is proposed that surplus funds be transferred to the Infrastructure Reserve at the end of the 2018/19 financial year.

Forecast

Progress of works is expected to accelerate in the third quarter as contracts are awarded and weather conditions improve for construction works, following the industry shutdown/holiday period in December/January.

The revised budget following the mid-year review adjustments is \$84,955,846 to account for projects now being delivered by Developers and other project adjustments. The forecast end of financial year progress of the New Works Program is expected to be approximately \$73.9 million with an estimated carry forward of \$10.4 million. This equates to approximately 87% completion unadjusted for extraordinary items.

Infrastructure Grants

A total of \$10,738,200 grant applications and \$13,000,000 loan applications have been submitted since 1 July 2018.

Successful applications totalling \$9,258,200 have been announced since the 1 July 2018 whilst Grant applications totalling \$1,480,000 are awaiting outcomes.

Two loan scheme applications totalling \$13,000,000 have been successful. This information was outlined in a separate report to Council on 13 November 2018.

POLICY STRATEGY AND LEGISLATION

The business case associated with individual projects identifies the respective policy to which they relate.

Lessons learnt and continuous improvement plans are implemented to enhance systems, processes and practices to improve the planning and delivery of the New Works Program.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Enabling the vision
Whittlesea 2040 Key Direction	Making it happen
Strategic Objective	Our Council strives to achieve long term financial sustainability
Council Priority	Organisational Sustainability

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

This report provides a summary of the status of the 2018/19 New Works Program at the end of the second quarter.

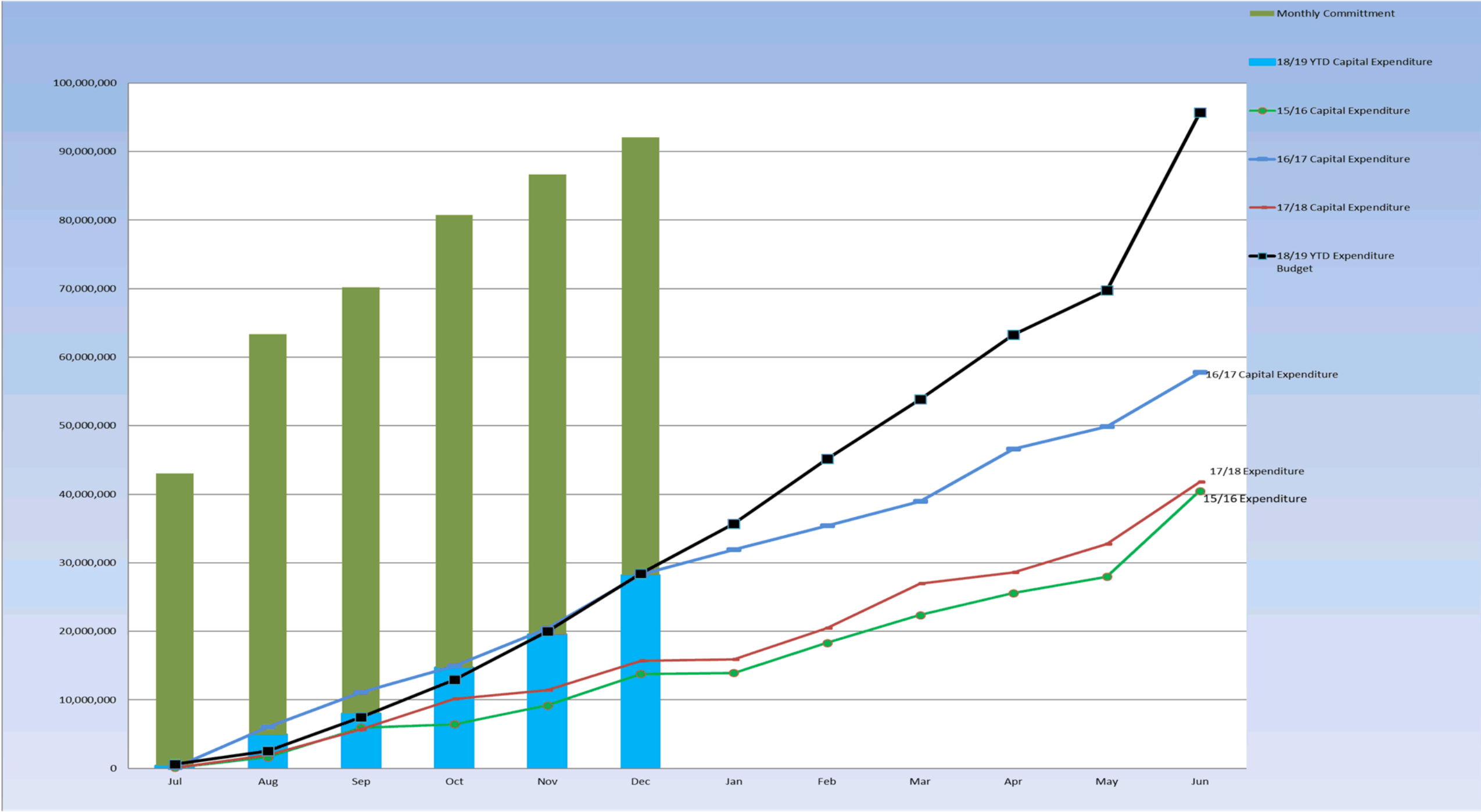
RECOMMENDATION

THAT Council resolve to:

- 1. Note the 2018/19 Second Quarter New Works Program progress report.**
- 2. Approve the revised program of works in the Planning and Feasibility Program (as contained in Attachment 4).**
- 3. Approve the adjustments to the 2018/19 New Works Program (as contained in Attachment 5).**

NEW WORKS PROGRAM - FINANCIAL PERFORMANCE - December 2018

New Works	Year to Date \$'000s				Full Year Budget \$'000s
	Budget	Actuals	Variance	Commitments	
Total New Works Program	28,428	28,198	230	63,896	95,700



The chart above provides a financial summary on the status of the New Works Program as at the end of December 2018. The value of work completed to the end of December is \$28,197,662 (blue column) with contracts and purchase orders committing another \$63,895,740 (green column). The black line indicates the accumulative budget for 2018/19 (The lines above and below show previous years' expenditure).

2018/19 New Works Project Progress Report - as at 31 December 2018

Carry forward projects from 2017/18

PHYSICAL PROGRESS LEGEND		
Traffic Light Definitions		
Favourable	●	Completed
Favourable	●	Ahead of Schedule
Favourable	●	On Track
Neutral	●	Not Yet Commenced
Neutral	●	Behind Schedule
Unfavourable	●	Project Not Proceeding
Unfavourable	●	On-Hold

PID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Physical Status	Quarterly Comment
Building							
0175	Disability Action Plan - Ongoing Program	93,708	0	-93,708	120,000	●	Contract awarded for All Abilities upgrade works at Harbard St Preschool. Works beginning early January 2019. Development of a five year improvement program is currently being finalised by appointed consultant.
0177	Office Refurbishment and Alterations - Various Locations	153,220	144,000	-9,220	290,000	●	Ongoing program involving improvements to offices to provide greater flexibility and occupational functionality.
1324	Construct pavilion and car park - Harvest Home Road soccer pitches	2,212,988	1,052,000	-1,160,988	4,971,398	●	Sub structure works underway including; earthworks, footings and underground services. Project ahead of schedule.
1382	Mernda Recreation and Leisure Centre	10,241	40,000	29,759	1,067,218	●	A sectorial snapshot discussion paper, and a further three facility options will be disseminated to Councillors during early January. During its meeting of February 2019 Council will consider the facility options analysis and provide direction on the preferred model to be further explored through a detailed business case process.
1413	Construct Social Support Services Facility - Mernda Villages CAC (DPC)	0	0	0	90,000	●	Project scope currently being reviewed.
1419	Construct Community Activity Centre - Epping North - Edgars Creek	0	0	0	7,000,000	●	Project being delivered as Works in Kind with Lendlease.
1462	Upgrade pavilion - Duffy Street Reserve	44,391	30,000	-14,391	1,090,060	●	Concept design completed and is currently being reviewed. Public tender for a building contractor being advertised in January 2019.
1486	Construct AFL/Tennis/Cricket Pavilion - Edgars Creek	0	40,000	40,000	150,000	●	The draft masterplan for the Council sites in the Edgars Creek Community Education precinct will be finalised and agreed with the developer (Lendlease) before detailed pavilion design can commence. Discussions with the developer in recent months have been focussed on the design and delivery of the CAC. It is anticipated that the masterplan will be finalised in Q3, allowing design to commence in Q4.
1589	Redevelop Mill Park Leisure Centre	3,778,479	4,287,113	508,634	13,887,113	●	Works are progressing on the western building extension to facilitate the 25 metre pool widening and also across the front of the new building. Work on the external services around the building are nearing completion. Delays experienced due to large amounts of rock encountered and inclement weather.
1698	Upgrade pavilion - Main Street Reserve Thomastown	633,487	610,000	-23,487	2,552,503	●	Sub frame and preliminary site works complete. Fabrication of new modular building has commenced offsite.
1701	Conversion of Janefield School Building into Community Facility - University Hill	9,879	128,740	118,861	405,219	●	Stage 1 - Building refurbishment works complete. Stage 2 - Contract has been awarded for the external pedestrian access ramp and new decking construction. Works to commence March 2019.
1849	Civic Precinct - HVAC and Refurbishment (Sustainable Climate Control Project)	508,020	350,000	-158,020	3,370,000	●	Stage 3 of project completed and independent commissions testing underway.
1914	Energy Efficiency Program - Various	35,212	70,000	34,788	275,000	●	Contract awarded to install a 100 kW solar PV system on the Plenty Ranges Arts Centre north office. This is the largest system installed to date on a Council building. Once completed the system is projected to generate almost 135,000 kWh of electricity p.a., approximately 70% of daytime consumption at the site, and save \$19,000 p.a. in electricity costs.
1915	Refurbish building - Whittlesea Aquatic Facility	1,034,030	933,300	-100,730	940,579	●	Stage 1 - Works complete which involved the upgrade of facilities amenities and administration spaces, accessibility, services and new paving shade structure and landscaping. Facility reopened 1 Nov 2018.
1919	Leased Building/Property Renewal Program - Various	20,776	30,000	9,224	100,000	●	Renewal works completed as required. Project on track.
1920	Implementation of Signage Management Plan - Various	1,172	0	-1,172	200,000	●	Plan implementation and further project expenditure is pending approval of the draft Signage Management Plan.
1923	Planned renewal - Minor works	150,176	250,000	99,824	500,000	●	Minor renewal and upgrade works are in progress as per program of works.
2053	Sycamore BMX Facility Improvement - Sycamore Reserve, Mill Park	117,589	36,000	-81,589	567,556	●	Existing building has been demolished. Site survey works complete. Structural steel for building has commenced. Project due for completion in May 2019.
2184	Hazelglen ELC - environmental improvements	0	5,000	5,000	5,000	●	Project complete.
2185	Mill Park Library refurbishment	105,745	100,000	-5,745	940,000	●	Detailed design and energy audit complete. Refurbishment contract has been awarded. Works to commence in February 2019.
2188	Construct Kindergarten - Thomastown Primary School	17,958	45,000	27,042	100,000	●	Project in 2018/19 is for the design preparation for proposed construction in 2019/20. Concept design works to completed in December 2018. Schematic architectural consultant appointed and due for completion in March 2019. Detailed design due for completion in May 2019. Construction tender scheduled for July 2019.
2215	Portable change rooms - A.F. Walker Reserve, Whittlesea	1,364	30,000	28,636	300,000	●	Commencement of site works delayed to Mid-February due to clash with Whittlesea Country Music Festival. Stakeholders consulted in relation to construction delay.
2231	Bubup Wilam ELC facility upgrade - Stage 1	85,665	0	-85,665	0	●	Main works internally and in the outdoor verandah space completed - minor remaining items to be completed by March 2019.
2235	Whittlesea Library Study Space	0	35,000	35,000	35,000	●	Works to proceed on site early 2019 as per Library request to develop new study spaces. To be completed in Q3.
2253	Additional Storeroom Spring Street Hall, Thomastown	16,625	26,500	9,875	250,000	●	Tender submissions are currently being reviewed for the extension works and internal improvement. Works expected to proceed early 2019.

2018/19 New Works Project Progress Report - as at 31 December 2018

Carry forward projects from 2017/18

PHYSICAL PROGRESS LEGEND		
Traffic Light Definitions		
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PID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Physical Status	Quarterly Comment
3010	Review of security measures at Council sites	11,427	0	-11,427	0	●	Funding for this project (\$330,000) was approved as part of the Q1 report to Council on 13 November 2018. Photo ID/ swipe card trial in progress. Scoping underway for internal/external CCTV elements. Access Control/Visitor Screening model - options are being assessed.
3025	Bubup Wilam ELC facility upgrade - Stage 2	2,600	0	-2,600	0	●	Landscape design of playspace complete - works to occur early 2019. Design of building works (small internal extensions) is complete whilst public realm landscaping and playspace will commence in January 2019.
3026	Barry Road CAC - bus shed	0	0	0	0	●	Budget of \$100,000 approved by Council in Q1 Report on 13 November 2018. Quotes are being sought for a new shed.
Total BUILDINGS		9,052,040	8,242,653	- 809,387	39,206,646		
Drains							
1064	Drainage improvement works - Various Locations	44,018	18,000	-26,018	60,000	●	Delivery of program in progress, with completion scheduled for March 2019.
1802	Hillcroft Estate Drainage Issues	0	32,819	32,819	32,819	●	Routine maintenance works programmed to address drainage issue. Project budget no longer required.
Total DRAINS		44,018	50,819	6,801	92,819		
Feasibility and Planning							
1847	Planning and Feasibility Studies for Future Projects	152,868	225,000	72,132	500,000	●	Refer to Attachment 4 of report for current status of the 2018/19 Planning & Feasibility Program.
Total FEASIBILITY		152,868	225,000	72,132	500,000		
Open Space							
0002	Implement Sportsfield Strategy - Sportsfield Upgrades	35,496	60,000	24,504	2,075,639	●	Contract has been awarded for the redevelopment of Epping Reserve. Works to commence in January 2019 and will be completed in conjunction with Project ID 2115 – Sportsground Lighting Upgrades.
0118	Renewal of playgrounds and general landscape improvements	467,902	625,000	157,098	1,440,053	●	Pandora Park, Thomastown - Tender Evaluation Nickson Street Park, Bundoora, - Complete and open to public Willow Park, Whittlesea - Tender Evaluation Thomastown East Reserve, Thomastown - In detail design phase Buckmaster Park, Mill Park - Tender Evaluation VR Michael Reserve, Epping - Complete and open to public
0252	Street Tree Renewal Program - Ongoing	7,455	70,000	62,545	450,000	●	Tender for street tree supply, removal and install awarded. Consultation closed and street species selected.
0259	Reconstruct courts - Dr Harry Jenkins Reserve, Mill Park	38,525	40,000	1,475	240,000	●	Design in progress, due for tender in January 2019 and construction scheduled to commence April 2019. Works will be delivered over 2018/19 and 2019/20 financial years.
0405	Whittlesea Public Gardens Master Plan	11,550	0	-11,550	460,000	●	Whittlesea Public Gardens Master plan was endorsed at 4th September 2018 Council Meeting. Strategy to progress project being reviewed/developed. Review of urban design arrangement of proposed lots, roads and parking in progress.
0632	Skate Parks - Growth Areas - Various Locations	14,000	10,000	-4,000	40,000	●	Initial community consultation has been completed. Results are currently being evaluated and used to refine the concept design. Further community consultation to be undertaken before proceeding to detailed design.
0685	Construct two soccer pitches and pavilion - Koukoura Drive, Epping	0	0	0	50,000	●	Project budget not required as works were completed utilising developer bonds.
0696	Construct playing fields and pavilion - Lalor West Reserve (Mosaic)	4,569,178	3,400,000	-1,169,178	5,150,190	●	Stage 1 Minor drainage works - completed. Stage 2 Construction of pitches, pavilion and car park - works to begin in early February 2018 with an anticipated completion by June 2019. SRV Grant funding has been successful for the installation of the pitch lighting. Both pitches will now have 100 lux lighting installed as a result of the successful Grant and will be installed as part of the construction works.
0703	Painted Hills Rec Reserve and Community Pavilion	2,980,197	1,688,725	-1,291,472	4,776,578	●	Car park works are complete. Pavilion is in construction (steel frame erected), turf pitch has been laid and synthetic pitch due to be laid in March 2019. Project is on-track for completion in June 2019.
1107	Construct shared path - Bruce's Creek reserve - Kinglake Views to Yea Road	415	10,000	9,585	30,000	●	Design of shared path complete. Design for section between Yea Road to Tambo Circuit to continue in Q3.
1142	Upgrade tennis courts and pavilion - TH Hurrey Reserve	904,577	1,722,350	817,773	2,920,171	●	Pavilion, car park and Plenty Road upgrade are nearing completion. Stage 2 (Courts Reserve) works have been awarded.
1563	Upgrade Coaches Boxes - Various Locations	32,593	55,000	22,407	55,000	●	Works complete.
1564	Cricket Practice Net Upgrade (various locations)	174,030	210,000	35,970	210,000	●	Works complete.
1627	Upgrade tennis courts and pavilion - Lalor Tennis Club	159,408	210,000	50,592	300,000	●	This multi-year project to upgrade the tennis courts and pavilion at Lalor Tennis Club have been completed successfully under budget.
1636	Growling Frog Golf Course - course improvement works	70,914	20,000	-50,914	20,000	●	Works scoped to replace failed pump. Project complete. Council approved revised budget in Q1 report on 13 November 2018.
1717	Establishment of additional dog off leash areas - Various Locations	750	0	-750	60,000	●	Project is currently at tender for the upgrade of the Lyndarum dog off leash park. Incorporating; fence upgrade, drinking fountain, path connections.
1834	Cricket Wickets Upgrade (various locations)	60,061	70,000	9,939	70,000	●	Replacement centre wickets installed at Waterview Reserve south oval and Mill Park Lakes Reserve west oval. Works complete
2052	Sycamore BMX Track Development	4,303	11,000	6,697	279,036	●	Works have been retendered due to inadequate tender submissions. Evaluation of tenders underway.
2054	Vehicle Exclusion Fencing	18,394	80,000	61,606	100,000	●	Works completed at Benjamin Close and Lucy Court parks in Bundoora. Works at Manning Clarke Drive and Civic Drive interface have been awarded for construction in early 2019. Future sites include multiple interface along Darebin Creek and works around Mill Park Recreation Reserve.

2018/19 New Works Project Progress Report - as at 31 December 2018








Carry forward projects from 2017/18

PHYSICAL PROGRESS LEGEND		
Traffic Light Definitions		
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PID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Physical Status	Quarterly Comment
2115	Sports Ground Lighting Upgrade - Various Sites	9,216	0	-9,216	220,000	●	Sportsground lighting upgrade is to be undertaken in conjunction with the redevelopment of Epping Recreation Reserve (<i>Project ID 0002</i>). Contract has been awarded to Joslyn group for 100LUX LED lighting and works will commence on site in the first week of January.
2125	Huskisson Reserve - Master Plan	3,617	10,000	6,383	25,000	●	Draft master plan to be updated by consultant following successful consultation period. Next phase of consultation to commence in February 2019.
2145	Norris Bank Reserve Master Plan, Bundoora	73,825	0	-73,825	800,000	●	The tender for the main landscape works for the broader playspace, water play and nature play area closed Friday 30 November 2018. Submissions have been evaluated and are planned to go to the Council Meeting on the 5 February 2019 to be awarded. The iconic play structure has been awarded as a separate Design & Construct contract. The design of the play structure is being refined and will commence manufacture in February 2019.
2153	Waterview Reserve - Additional Shelter	69,745	51,660	-18,085	51,660	●	Two shelters (one on the north and one on the south side of the pavilion) have been completed. Council approved the additional funding in the Q1 report on 13 November 2018.
2172	Sportsfield Irrigation upgrade program	11,300	20,000	8,700	120,000	●	Design complete for Findon Reserve and currently at tender
2174	Boardwalk/ bridges refurbishment	19,741	50,000	30,259	200,000	●	Approval has been received from Melbourne Water for approach design at Bruce's Creek in Whittlesea to ensure construction over the 1 in 100 year flood line. Previously completed Audit will be analysed to establish priorities moving forward.
2176	Quarry Hills Regional Parkland drainage issues	16,768	25,000	8,232	150,000	●	Detailed design for priority problem spots (based on QHRP Strategic Drainage Review Report) is in progress. Works scheduled to commence March 2019
2192	All Abilities Playspace - Mill Park	376,739	510,000	133,261	1,237,457	●	Design - Final redevelopment plan has been completed and is to be made available to the public in January 2019. Tender for the Junior Play area will be advertised in Mid-January for award at the April Council meeting. Construction - Carpark construction has commenced on site to realign existing spaces to facilitate small bus access and parking. Works are ongoing and anticipated completion is late January 2019.
2205	Sycamore BMX Lighting - Track and Car Park	8,746	10,000	1,254	393,420	●	Currently in tender phase - closing in January 2019.
2206	Construction of Rotunda & Pathway Lighting Installation Mill Park Lakes	0	0	0	75,421	●	Design complete and awaiting service authority approval.
2210	May Road Community Precinct/Library Landscaping	1,350	0	-1,350	38,690	●	Project scope being assessed following planning and feasibility discussions with Lalor Library. Works planned to commence in Q3.
2222	Lighting Upgrade - Church St Whittlesea	5,440	4,290	-1,150	160,000	●	Tender to be awarded in January 2019.
2232	Mosaic Reserve - Pump Shed Accoustic Treatment	128,088	120,000	-8,088	120,000	●	Works in progress
2246	Laurimar Primary School Netball Courts Lighting and Shelter	217,148	0	-217,148	0	●	Project involved installing a shelter and lighting over an existing netball court at Laurimar Primary School. A grant was provided to fund the project from the VSBA and delivery of the project was undertaken in conjunction with the Laurimar Primary School and the VSBA. Project complete.
2250	Botanica Park master plan implementation	900	0	-900	60,000	●	The Botanica Park Master Plan outlines, as part of Future works, for the installation of outdoor fitness equipment in the place of the recently removed play equipment and removal of understorey vegetation to improve sightlines through the park. Design of the fitness area is currently being undertaken to be tendered in January 2019. The removal of understorey vegetation has been scoped with works to be undertaken February 2019.
Total OPEN SPACE		10,503,127	9,083,025	-1,420,102	22,378,315		
Plant and Equipment							
0104	Replacement of Council fleet - Ongoing Program	1,015,865	360,000	-655,865	796,000	●	Ongoing program for the replacement of existing fleet items. Vehicles replaced to enable best residual value for sale. Funded from the Plant Reserve.
0106	Furniture and equipment purchases	22,407	23,000	593	70,000	●	Purchase of furniture and equipment due to OH&S requirements and replacement of existing due to wear and tear.
0225	IT - Various computer system hardware and other IT equipment	20,571	35,520	14,949	111,000	●	Ongoing program for the replacement of hardware and IT equipment as required.
0241	Acquisition of Visual Art - Civic Centre	2,980	2,500	-480	10,000	●	Eleven artworks by nine local artists have been acquired. These works fit the guidelines of Council's Collections Policy and contribute to building upon the quality of the Collection.
0369	Furniture and fittings for halls and CACs - Various Locations	24,085	46,135	22,050	80,000	●	Ongoing program to supply and replace furniture at Council halls and community centres.
0419	Management of the Public Art Collection	1,999	2,000	1	59,000	●	Project scope, site analysis and community consultation is complete with artworks to be installed along The Great Eastern Way, South Morang. Currently in tender phase.
1874	IT - ICT Network Infrastructure	77,221	77,236	15	317,236	●	Currently in a planning phase for moving Infrastructure to cloud services.
1877	IT - Computer System Hardware & Mobility Equipment	0	28,800	28,800	90,000	●	Ongoing program for the replacement of hardware and IT equipment as required.
1878	IT - A0 Plotters / Scanners and IM Scanner	0	0	0	25,000	●	Scoping requirements for plotter and large format scanner replacement.
1944	IT - HRIS Review	0	0	0	168,290	●	Payroll component complete. Implementation of online staff performance plans module is being sourced by another provider.
1945	IT - Online GIS	8,930	8,930	0	8,930	●	Finalisation of the current phase of online portal for residents. Expansion of 'My Neighbourhood' application being explored.

2018/19 New Works Project Progress Report - as at 31 December 2018

Carry forward projects from 2017/18

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1946	IT - SharePoint/PROV	45,335	45,350	15	45,350		An upgrade to the SharePoint software was required to ensure compliance with the Public Records Office of Victoria of electronic records held. Software has been upgraded and project is complete.
2003	IT - MCH and Remote Network Link	7,344	15,000	7,656	34,245		Several sensors for Proof of Concept trial are currently installed and data is being collected and reviewed.
2035	IT - Telephone System BCP and Renewal	0	0	0	100,000		Assessing current and future technologies for the upgrade of telephone systems.
2110	IT - Health Systems and Mobile Application	45,000	70,000	25,000	100,000		New online Health System launched in Nov 2018 and has been deployed. System is online for our local community/business to pay for their business re-registrations.
2112	IT - Smartphones for MCH Centres	26,608	26,640	32	26,640		Project Complete.
2113	IT - PC Replacement	492,399	740,000	247,601	1,500,000		First procurement stage has been completed and devices are being deployed to staff.
2173	IT - Replacement of Infringement Issuing Devices and Provision of an Integrated Infringement Management Software	0	160,000	160,000	220,000		Tender evaluation completed.
2175	IT - Plan mark up and data capture improvement	69,057	200,000	130,943	200,000		Training to commence in January with advanced and general users. Some development of new processes to assist with digital working initiatives.
2214	May Road Lalor CCTV Project	207,069	40,745	-166,324	40,745		A successful grant application (\$200,000) was received from the Department of Justice to install CCTV in the May Road shopping precinct. Contract for the supply and installation of the CCTV infrastructure has been awarded and the installation is in progress. A delay in construction phase has occurred due to lead times on materials (poles). Construction expected to be completed early 2019.
2252	Marveloo - Mobile Changing Places Toilet Facility	0	0	0	0		A joint grant application with Banyule and Nillumbik Councils for \$100,000 was successful for the supply of a mobile changing places toilet facility. Finalisation and sign off of shared usage arrangements with the partner Councils (Banyule and Nillumbik) is expected in early 2019, with delivery of facility expected in Q4.
Total PLANT AND EQUIPMENT		2,055,014	1,881,856	-173,158	4,002,436		
Roads and Paths							
0076	Local road resurfacing works - Ongoing Program	1,205,253	1,250,000	44,747	2,000,000		Delivery of the road resealing program in progress.
0077	Local Road Reconstruction / Rehabilitation	1,202,831	2,500,000	1,297,169	2,500,000		Delivery of the road reconstruction program in progress.
0157	Upgrade road east side Betula Avenue - between Belmont Ave & McKimmies Rd	0	0	0	37,000		Design submitted to service authorities for approval.
0361	Car Park rehabilitation - various	64,999	65,000	1	65,000		Project complete.
1113	Bicycle facilities - provide new on-road & off-road paths	5,030	100,000	94,970	100,000		Delivery of program in progress, with scheduled completion by February 2019.
1218	Construct Findon Road extension - Williamsons Road to Danaher Drive	1,051,979	1,416,474	364,495	3,416,474		Detailed Design submitted to Council Officers for comment.
1258	Upgrade disabled parking bays to DDA requirements - Various locations - DDA Work	44,890	50,000	5,110	50,000		Program complete.
1265	Kerb Ramp DDA Upgrades - Kerb Alignment	20,000	40,000	20,000	40,000		Five (of six) intersections along Victoria Drive, Thomastown complete.
1736	Construct road - Edgars Road - O'Herns Road to Harvest Home Road	0	0	0	6,744,019		Negotiations remain ongoing between Council and Development Victoria regarding the construction of a missing road link between Rockfield Street and O' HERNs Road. No delivery timeframe can be provided at this time and Planning Permit has not yet been approved. The project is to be funded and delivered by Developer.
1789	Safe Routes to Schools	0	25,000	25,000	25,000		Delivery of works in progress.
1812	Upgrade shared path - Darebin Creek - Metropolitan Ring Road to Findon Road	151,561	180,000	28,439	413,928		Path and signage complete, with landscaping design in progress.
1815	Bundoora Shopping Centre Upgrade	14,210	19,950	5,740	302,859		Stage 2 Design of Works in Dennison Mall - Currently in progress
1875	Construct Road - Regent Street - Sackville St to Grafton St	424,547	221,137	-203,410	221,137		Works are functionally complete. Electrical pit relocation and wearing course remain outstanding to be completed in early 2019.
1896	Retail Activity Centres - Streetscape Condition Audit & Improvements - Various Locations	4,300	10,000	5,700	250,000		Outdoor furniture has been installed as per the opportunities highlighted in the streetscape audit report. Future Project scope and planning to be carried out in Q3.
1956	Construct shared path - McDonalds Road (north side) - Darebin Creek to Civic Dr	12,440	90,453	78,013	140,453		McDonalds Road shared path, between the Darebin Creek and Scarborough Road, to be delivered in January 2019.
1970	Acquire land - Grange Drive construction - Williamsons Road to future Findon Rd	0	280,000	280,000	280,000		Land acquisition discussions remain ongoing.
1992	Construct shared path - Plenty Road (west side) - McKimmies Drive to Weathiland	0	0	0	700,000		All works are being carried out by VicRoads as part of the Plenty Road project. Negotiations are continuing with VicRoads regarding any funding contribution.

2018/19 New Works Project Progress Report - as at 31 December 2018








Carry forward projects from 2017/18


PHYSICAL PROGRESS LEGEND		
Traffic Light Definitions		
Favourable	●	Completed
Favourable	●	Ahead of Schedule
Favourable	●	On Track
Neutral	●	Not Yet Commenced
Neutral	●	Behind Schedule
Unfavourable	●	Project Not Proceeding
Unfavourable	●	On-Hold

PID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Physical Status	Quarterly Comment
2008	Construct shared path - Hendersons Road Drain - Childs Road to Findon Road	0	42,000	42,000	85,000	●	Preliminary design for all four stages in progress.
2014	Construct shared paths - South Morang - Findon Road to Hawkstowe Parade	6,070	20,000	13,930	20,000	●	Awaiting Melbourne Water approval to commence service proving.
2072	Streetscape improvements program - Lalor High Street Shops	151,142	340,000	188,858	1,896,359	●	Preliminary Works - Complete Stage 1 Works - Commencement early 2019
2077	Streetscape improvements program - Thomastown High Street Shops	17,525	45,000	27,475	283,460	●	Negotiations underway with VicRoads to incorporate a portion of the streetscape works (e.g footpath) within the upcoming construction of the Main, Spring and Station Street intersection to avoid duplication of works in this area.
2114	Missing Footpath Links Program - Various Locations	197,069	362,620	165,551	710,000	●	Delivery of program in progress, with completion scheduled for March 2019.
2119	Street Light bulk replacement program	22,846	331,000	308,154	400,000	●	Tender submissions for the supply and installation of energy efficient LED streetlights are currently underway. Installation of the LED street lights is projected to save Council \$93,000 p.a. and reduce CO2 emissions by 275 tonnes p.a.
2121	High Street Epping Streetscape Upgrade	1,000	0	-1,000	30,000	●	Framework Options completed and reviewed in May. Presented at Council Forum on 11th September to provide an update on the project in line with the Epping Central Structure Plan review.
2136	Construct shared path - Bridge Inn Road - Towerhill Ave to Mernda Station	0	563,000	563,000	563,000	●	Project complete.
2140	Construct Shared Path - Davisson Street - McDonalds Road to Cooper Street	9,100	20,000	10,900	32,000	●	Internal consultation complete, with detailed design in progress.
2142	480 Cooper Street - Fire main	0	0	0	235,670	●	Review of project scope/requirements undertaken with stakeholders. Design to commence in Q3.
2179	Bridge Upgrade - Plenty River Bridge Cades Road	0	0	0	20,000	●	Project complete.
2190	Reconstruct car park - Mill Park Leisure Centre	0	0	0	967,500	●	The Mill Park Leisure Carpark is being undertaken with the building works currently in progress. Please refer to <i>Project ID 1589</i> for the current project status.
2213	Safety Lighting along path at Border Dve Mill Park	0	92,200	92,200	92,200	●	Design complete, and awaiting service authority approvals for relevant permits.
2217	Station Street, between Childs Road and Heyington Avenue, Thomastown / Lalor	99,407	70,000	-29,407	340,349	●	Road cushions and raised intersections complete. Intersection works at Manns Crossing / Station Street scheduled for delivery in January 2019.
2225	Riverside CAC - Indented parking bay in Doreen Rogan Way	26,310	13,500	-12,810	100,000	●	Street lighting relocation and tree removal in progress. Civil works to follow.
2227	Safety lighting along path – Gorge Road South Morang	950	6,045	5,095	100,000	●	Project is scheduled for delivery in March 2019 by an AusNet Services accredited contractor.
2228	Yan Yean Pipe Track - Rail Reserve to Williamsons Road	427,014	0	-427,014	0	●	Project complete.
2247	Pathways to Stations	806,325	450,000	-356,325	450,000	●	Program complete.
2255	Pedestrian Barrier/Fence Breadalbane Ave, Mernda	0	12,000	12,000	12,000	●	Works have been awarded and will be completed in early 2019
3022	Urbanise Cookes Road - Bridge Inn Rd to 45 Cookes Rd, Doreen	3,750	0	-3,750	0	●	Detailed design in progress, with delivery scheduled for 2019/20.
Total ROADS AND PATHS		5,970,548	8,615,379	2,644,830	23,623,408		
Transport							
0304	LATM Schemes various treatments	56,292	0	-56,292	450,000	●	Betula Avenue design submitted to service authority for approval.
0439	Improve disability access (DDA) to public transport	0	0	0	70,000	●	Program on track for delivery by April 2019.
0443	Traffic control devices - un-programmed works	31,856	50,000	18,144	240,000	●	Community consultation for the traffic calming works at Breadalbane Avenue in progress.
0445	Collector Road traffic management - Various locations	44,600	30,000	-14,600	150,000	●	Mernda Village Drive scope of improvement works to include construction of footpath linkages to bus stops. Construction to commence in February 2019.
0446	Installation bus shelters - Various Locations	0	0	0	20,000	●	Program on track for delivery by April 2019.
1448	Roadside hazard protection	0	0	0	75,000	●	Priority works on Masons Road to be delivered by February 2019.
1751	Signalise intersection - Bridge Inn Road/Sissinghurst Parade, Mernda	0	0	0	342,131	●	Traffic signal hardware has been installed. Signals will be energised upon completion and opening of the adjacent shopping centre (Mernda Junction). Project delivered by developer.
2039	Signalise intersection - Ferres Blvd/Findon Rd	209,192	208,825	-367	3,508,825	●	Preliminary design in progress.
2248	Traffic Management Around Schools	77,607	40,451	-37,156	1,040,451	●	Delivery of works in progress at Epping Views Primary School, Epping.
3020	Parking Management for Thomastown West Kindergarten and Childcare Centre	500	0	-500	0	●	Works scheduled for completion in January 2019.

2018/19 New Works Project Progress Report - as at 31 December 2018

Carry forward projects from 2017/18

PHYSICAL PROGRESS LEGEND		
Traffic Light Definitions		
Favourable		Completed
Favourable		Ahead of Schedule
Favourable		On Track
Neutral		Not Yet Commenced
Neutral		Behind Schedule
Unfavourable		Project Not Proceeding
Unfavourable		On-Hold

PID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Physical Status	Quarterly Comment
3024	Blackspot Funding - Great Brome Ave traffic management works	0	0	0	0		Detailed designs under review by VicRoads.
Total TRANSPORT		420,046	329,276	-90,770	5,896,407		
Total		28,197,662	28,428,008	230,346	95,700,031		

2018/19 New Works Program Second Quarter Project Progress Report

RENEWAL OF PLAYGROUNDS AND LANDSCAPE IMPROVEMENTS

VR Michael Reserve, Lalor



PEDESTRIAN BARRIER/FENCE – BREADALBANE AVENUE, MERNDA



CAR PARK REHABILITATION WORKS
Kelynack Recreation Reserve, Mill Park



CONSTRUCT PLAYING FIELDS AND PAVILION – LALOR WEST RESERVE (MOSAIC)



CONSTRUCT PLAYING FIELDS AND PAVILION – DOREEN SOUTH RESERVE (PAINTED HILLS)



WATERVIEW RESERVE – ADDITIONAL SHELTERS



CONSTRUCT PAVILION AND CAR PARK – HARVEST HOME ROAD



UPGRADE PAVILION – MAIN STREET RESERVE, THOMASTOWN





UPGRADE TENNIS COURTS AND PAVILION – TH HURREY



TH HURREY RECREATION RESERVE - TURNING LANE



ALL ABILITIES PLAYSPACE – CAR PARK



PROJECT STATUS OF PID 1847 - 2018/19 PLANNING FEASIBILITY PROGRAM

ID	Project Name	Project Description	Planning & Feasibility Program (PID 1847)			Comments
			Original Approved Budget	Proposed Revised Budget	Expenditure	
332	Construction of Sexton's Hut - Epping Cemetery.	Confirm scope of renewal works, complete any design work required and prepare cost estimate.	\$ 15,000	\$ 10,000		Background research re: heritage value, management agreements, ownership and maintenance responsibilities has been completed. Confirmation of scope of renewal works is underway. It is anticipated that the total budget allocation of \$15k will not be required to complete these works.
684 685 1400 1401 1415	Epping North Infrastructure Delivery Plan	Complete site analysis, develop preliminary masterplans, concept plans and cost estimates for the delivery of community infrastructure sites across the Epping North corridor.	\$ 40,000	\$ 20,000	\$ 9,789	Future community infrastructure sites and required site investigations for each identified. Further work subject to outcome of Sports Needs Assessment for Epping North. Budget allocation reduced as recommendations from the needs assessment is not expected until February/March 2019.
704	Planning for the recreation reserve land allocation at Ashley Park (Orchard Road)	Undertake site analysis and concept planning for the recreation reserve land allocation at Ashley Park (Orchard Road) to address emerging sporting trends within the north eastern growth corridor. PID 704 is currently planned for 2023/24 for soccer pitches and pavilion.	\$ 30,000	\$ 20,000	\$ 1,530	Site analysis complete. Review of functional requirements for the Recreation Reserve proposal is underway. Works will result in confirmed scope for future site. Budget allocation reduced as recommendations from the Sports Needs Assessment are not yet confirmed which will inform the future use of this site.
1144	Replace Tennis Court Surfaces - Epping Recreation Reserve	Complete condition assessment and any other site condition reporting required to confirm scope of works for court replacement.	\$ 10,000	\$ 10,000		Background research re: management agreements, ownership and maintenance responsibilities has been completed. Confirmation of scope of renewal works underway.
1426	Construct Community Activity Centre - west of Epping Road (Epping North East Precinct 4)	Undertake site analysis, confirm functional requirements and prepare preliminary concept design and cost estimate.	\$ 25,000	\$ 25,000	\$ 9,230	Site analysis completed (Geotech and features/levels survey). Review of functional requirements underway. Works will result in confirmed scope to allow for preliminary concept plan and cost estimate.
2000	Mill Park Lakes Stormwater Harvesting Project	Investigate the potential for using harvested stormwater from the Henderson Creek Wetlands (Mill Park Lakes) for the irrigation of Mill Park Lakes Recreation Reserve sportsfields and Hillsview Recreation Reserve sportsfields. \$1.0m in 2023/24 & \$500k in 2024/25.	\$ 10,000	\$ -		Confirmation of project scope underway. Project has link to <i>Energy & Water Sustainability Flagship project</i> . Budget allocation has been removed from the Planning and Feasibility Program as work will be undertaken internally.
2065	Refurbish facility - TRAC - Thomastown Recreation & Aquatic Centre	Complete condition assessment and identify scope of renewal works required in the next 5-10 years and prepare cost estimate. Works scheduled in 2023/24.	\$ 15,000	\$ 15,000	\$ 16,800	Condition assessment completed. Report being reviewed to confirm scope for future required works.
2181/ 2182	Refit space to accommodate MCH consult room & adolescent clinic room - Plenty Valley Super Clinic	Project is contingent on space becoming available at the GP Superclinic. Confirm whether space is likely to become available for Council in the next four years, identify functional requirements and scope of renewal works, and prepare cost estimate.	\$ 5,000	\$ -		Council have been unsuccessful in negotiations with Plenty Valley Health regarding refurbishment of a space at the GP super clinic as a MCH space. Therefore the project will not proceed and budget allocation has been removed from the Planning and Feasibility Program.
2223	Mill Park Basketball Stadium Redevelopment	Develop design options and cost estimates for proposed facility improvements (e.g. additional amenities) and confirm scope of any required asset renewal and disability access works.	\$ 25,000	\$ 25,000	\$ 12,055	Initial Building Condition audits and DDA Access report have been completed. Functional Layout Plans to be developed in line with stakeholder requirements and report outcomes.
2241	Epping North Library - Aurora Northern Town Centre	Undertake site analysis, confirm functional requirements and prepare preliminary concept design and cost estimate.	\$ 35,000	\$ -	\$ -	Current advice indicates that the land is not expected to be handed over from Development Victoria for the next 3 - 5 years. Project timelines in the draft Long Term Infrastructure Plan reflect this current information. Project funding for Planning and Feasibility has been deferred to the 2019/20 Planning and Feasibility Program.
Various	Various Business Cases	Development of a variety of detailed Business Cases as required, eg: • Aboriginal Gathering Space • 1704 - Activation of PRACC • 1906 - Upgrade Pavilion - HR Uren Reserve • 2237 - Construct CAC - West Wollert • 2240 - Construct Early Activation Hub - Woodstock • 1996 - Laurimar Community Hall	\$ 50,000	\$ 130,000	\$ 63,654	Business case development commenced on projects in conjunction with project stakeholders. Consultant appointed for the 'Activation of PRACC'. Budget allocation increased due to a number of projects requiring business cases to be developed. Funds will be utilised in undertaking investigations and developing business cases for future projects.
Various	Preparation of grant applications	External assistance and review of funding applications to Federal and State Government grants that open in 2018/19.	\$ 25,000	\$ 15,000		Applications prepared for several grant opportunities that have opened in 2018/19 including: - Childrens Facilities Capital Program - Sports Australia - Community Sport Infrastructure Program It is anticipated that the total budget allocation of \$25k will not be required as grant applications have been completed internally where possible.

PROJECT STATUS OF PID 1847 - 2018/19 PLANNING FEASIBILITY PROGRAM

ID	Project Name	Project Description	Planning & Feasibility Program (PID 1847)			Comments
			Original Approved Budget	Proposed Revised Budget	Expenditure	
Various	Mernda Town Centre	Planning and concept planning work for the delivery of community facilities in Mernda Town Centre. PID 669 - Youth Facility PID 1408 - Living & Learning Centre PID 1409 - Performing Arts Space PID 1410 - Outreach Centre PID 1411 - Maternal Child Health Centre PID 1454 - Library (\$5.0m in 2023/24 for Library)	\$ 50,000	\$ 25,000		Land boundary has not yet been confirmed and site access is an issue with regard to completing site investigations. Mernda Town Centre site is currently up for sale. Will continue discussions with existing/future owner regarding access to the site. It is anticipated that the budget allocation of \$50k will not be fully utilised while the land boundary is unconfirmed.
1915	Refurbish building - Whittlesea Aquatic Facility	Undertake a feasibility study and options analysis on the installation of a canopy/cover over the Whittlesea Pool and future improvements.	\$ 35,000	\$ -		Budget allocation removed from the Planning and Feasibility Program as installation of canopy/cover has been found to not be economically viable.
	Mernda Recreation Reserve (Schotters Road) - Future Plan	Undertake review, economic analysis and concept plan for future reuse of run down recreation facilities. Undertake an options analysis to inform future redevelopment.	\$ 20,000	\$ -		Site analysis and functional requirements are currently being reviewed. Budget allocation removed from the Planning and Feasibility Program as works are to be undertaken internally.
	Bubup Wilam Early Learning Centre Enhancements	Develop a plan for the expansion of the existing centre that will involve site analysis, options development, concept planning and cost estimates. Preparation for State Government Grant opportunities.	\$ 20,000	\$ 20,000		Grant application for "Stage Two" project submitted to DELWP Aboriginal Community Infrastructure Program - funding has been successful. Continuing to work with Bubup Wilam management to further develop "Stage Three" project for submission to future grant funding rounds.
	Public Amenity Plan	Prepare Public Toilet Amenities Improvement Plan to ensure there is adequate provision of public amenities within the City of Whittlesea. This will include: • Condition assessments of all existing toilet amenities • Undertake gap analysis and service options. • Consultation with community and key stakeholders (ie business associations) • Develop improvement plan for existing facilities and identify future service provisions. • Develop information guide.	\$ 40,000	\$ 40,000		Stakeholder consultation commenced in November 2018 to assist in the establishment of project objectives and tasks. Information obtained is being used to refine current project plan. Further stakeholder consultation will follow in February 2019.
	Whittlesea Courthouse site - Future Plan	Undertake site analysis, economic analysis and concept plan options for the potential future uses of the Whittlesea Courthouse site.	\$ 20,000	\$ 25,000	\$ 29,297	A feasibility study to inform a business case for the adaptive reuse or redevelopment of the Council-owned Whittlesea Courthouse has been completed. This study showed that none of the operating model options is financially sustainable within a ten year timeframe. More work on quantifying the benefits of each option is underway. Once this is complete, a business case can be drafted and submitted for approval.
	Established Areas Infrastructure Plan	Develop delivery plan for future infrastructure improvements, including site analysis, condition audits, concept plans and cost estimates.	\$ 15,000	\$ 20,000	\$ 10,514	Site analysis and review of functional requirements for the McLeans Road Kindergarten proposal is underway. Consultant appointed to commence functional layout plans for McLeans Road and Stables Kindergarten.
	Redleap Reserve - Masterplan development	Redleap Reserve Master Plan Development (as part of the Open Space Strategy Implementation)The City of Whittlesea Open Space Strategy (2016) identified Redleap Reserve as a major community park. The strategy recommends a master plan be prepared to help guide the future direction and on going community expectation associated with the long term use of the reserve.	\$ -	\$ 25,000		Feature and level surveying to be undertaken by consultant. Community consultation pop up sessions to be held.
	Mill Park Library HVAC	Complete a schematic design study of the HVAC replacement works at Mill Park Library.	\$ -	\$ 30,000	\$ -	Recent work at the Mill Park Library has identified that the HVAC system has reached the end of its serviceable life. A consultant has been appointed to undertake design of HVAC replacement works.
	Future Urban Works Depot	Develop a land acquisition plan that identifies land options that facilitate relocation of operations from Houston St Epping	\$ -	\$ 30,000	\$ -	A consultant has been appointed to develop analysis relating to future options for the relocation of the Epping Depot, which will be used to inform a business case.
	Acoustic assessment - PRACC Theatres	Acoustic assessment of the wall between the two theatres at PRACC.	\$ -	\$ 15,000		Consultant to be engaged to undertake acoustic testing of the PRACC Theatres to inform the 'Activation of PRACC' business case.
			\$ 500,000	\$ 500,000	\$ 152,868	

2018/19 Mid Year Budget (Project Adjustments) - as at Q2 2018/19

Report to Council	Project ID	Project Name	Income		Expenditure		Net	Comment
			Original Budget	Revised Budget	Original Budget	Revised Budget		
Quarter One Report Closing Balance (Surplus)							2,454,500	
Projects with Offsets								
Q2	2247	Pathways to Stations	0	(72,400)	450,000	1,195,400	(673,000)	Offset by PID 2136 Construct shared path - Bridge Inn Road - Towerhill Ave to Mernda Station (\$563,000), PID 2114 Missing Footpath Links Program - Various locations (\$110,000) and \$72,400 to be received from Vic Roads.
Q2	2136	Construct shared path - Bridge Inn Road - Towerhill Ave to Mernda Station			563,000	-	563,000	Offset against PID 2247 Pathways to Stations; the project was delivered by VicRoads.
Q2	2114	Missing Footpath Links Program - Various locations			710,000	600,000	110,000	Offset against PID 2247 Pathways to Stations.
Q2	2113	IT - PC Replacement	(1,500,000)	(1,440,000)	1,500,000	1,440,000	60,000	Budget surplus to offset PID 2173 to fund award of contract
Q2	2173	IT - Replacement of Infringement Issuing Devices and Provision of an Integrated System	(220,000)	(280,000)	220,000	280,000	(60,000)	Additional budget required to fund the award of contract that was approved by Council in December 2018.
Q2	2214	May Road Lalor CCTV Project	(40,745)	(240,745)	40,745	240,745	0	Unbudgeted Grant funding received from Department of Justice (\$200,000).
Project Adjustments								
Q2	685	Construct two soccer pitches and pavilion - Koukoura Drive	0	0	50,000	-	50,000	Project was delivered utilising the funding from the Developer default budget. This budget (\$50,000) is surplus.
Q2	1258	Upgrade disabled parking bays to DDA requirements	0	0	50,000	70,000	(20,000)	The disabled parking bays at Orchard Road ELC requires upgrading to comply with DDA requirements. Additional funding is required to undertake these works as the current program has expended the original approved budget.
Q2	1627	Upgrade tennis courts and pavilion - Lalor Tennis Club	0	0	300,000	150,000	150,000	Project completed under budget. Balance is surplus.
Works-In-Kind Projects								
Q2	1419	Construct Community Activity Centre - Epping North - Edgars Creek	(7,000,000)	0	7,000,000	0	0	Project delivered as works-in-kind by the developer.
Q2	1736	Construct road - Edgars Road - O'Herns Road to Harvest Home Road	(6,744,019)	0	6,744,019	0	0	Project delivered as works-in-kind by the developer.
Q2	1751	Signalise intersection - Bridge Inn Road/Sissinghurst Parade	(342,131)	0	342,131	0	0	Project delivered as works-in-kind by the developer.
							2,634,500	Surplus (\$3.225m) to fund projects that require additional budget (\$570,500) and the balance(\$2,654,500) to be transferred to the Infrastructure Reserve

Q1 Adjustments previously approved by Council on 13 November 2018

Report to Council	Project ID	Project Name	Income		Expenditure		Net	Comment
			Original Budget	Revised Budget	Original Budget	Revised Budget		
Projects with Offsets								
Q1	3022	Urbanise Cookes Road - Bridge Inn Road to 45 Cookes Road Doreen	0	(500,000)	0	800,000	(300,000)	Offset by PID 76 Road Reseal Program
Q1	76	Road Reseal Program	0	0	2,000,000	1,700,000	300,000	Offset against 3022 - Urbanise Cookes Rd
Projects with Unbudgeted External Funding								
Q1	3024	Blackspot Funding - Great Brome Ave Traffic Management Works	0	(346,700)	0	346,700	0	Project totally funded from Blackspot Funding. No contribution from the CoW required.
Q1	2231	Bubup Wilam ELC facility upgrade - Stage 1	0	(109,350)		109,350	0	Grant received from DELWP. No CoW contribution required.
Q1	3025	Bubup Wilam ELC facility upgrade - Stage 2		(573,282)	0	573,282	0	Grant received from DELWP. No CoW contribution required.
Q1	2246	Laurimar Primary School Netball Courts Lighting and Shelter	0	(250,000)	0	250,000	0	Grant Received from DET. No CoW contribution required.
Q1	2228	Yan Yean Pipe Track	0	(265,000)	0	265,000	0	Project fully funded by LXRA.
Q1	1324	Harvest Home Road Community Pavilion Development	0	(3,025,000)	4,971,398	4,971,398	3,025,000	Grant received from Growing Suburbs Fund (\$2.8M) and Female Friendly Facilities Fund (\$225,000) that will replace Council funding in 2018/19 resulting in a surplus of Council funds of \$3.025m.
Q1	1462	Upgrade Pavilion - Duffy Street Reserve	(290,060)	(421,293)	1,090,060	1,221,293	0	Grant received from Female Friendly Facilities Fund (\$131,233) that will add to Council funding in 2018/19 to enable delivery of the project in 2018/19 and 2019/20.
Q1	1915	Refurbish Building - Whittlesea Aquatic Facility	0	(312,000)	940,579	1,252,579	0	Grant received from Growing Suburbs Fund towards Stage 2 of the Whittlesea Aquatic Facility which will commence in works in April 2019 to enable works at the facility to be completed during the off-season.
Q1	2215	Portable Change Rooms - AF Walker Reserve	0	(100,000)	300,000	400,000	0	Grant received from SRV to enable the completion of the unisex change room facility at A.F Walker Reserve in 2018/19.
New Projects or Additional Funds Required								
Q1	2252	Marveloo - Mobile Changing Places Toilet Facility	0	(100,000)	0	120,000	(20,000)	Grant (\$100k) received from the Department of Health and Human Services. \$20k Council contribution to be funded from surplus to be derived from the 2018/19 NWP.
Q1	1636	Course Improvements	0	0	20,000	72,000	(52,000)	Irrigation pump failure - funding offset from the 2018/19 NWP.
Q1	3020	Parking Management for Thomastown West Kindergarten & Childcare Centre	0	0	0	40,000	(40,000)	\$40k to come from surplus to be derived from the 2018/19 NWP. Project emanated from a Council Report presented to Council in April 2018 with recommendation to include in the 2018/19 budget.
Q1	3010	Review of Security Measures at Council Sites	0	0	0	330,000	(330,000)	Report presented and approved by ELT on 16 July 2018. Source of funding to be derived from the 2018/19 NWP.
Q1	3026	Refurbishment of Bus Garage at Barry Road CAC	0	0	0	100,000	(100,000)	Existing garage is not structurally sound and does not accomodate for the size of the new bus and therefore doesn't fit within the existing garage/shed. Proposal is to demolish old shed and replace with new garage to accommodate the size of the new bus and to provide a structure that is safe and engineered to an acceptable standard.
Q1	2153	Additional Shelter for Waterview Recreational Reserve Pavilion	0	8,500	51660	71,660	(28,500)	Additional modifications are required and the relocation of the proposed design requested by the tenant Club has increased the costs. Additional items also include the installation of side screens to provide additional shade to the northern shelter which will require additional posts, footings and storm water pipes. \$20k funding to be sourced from surplus to be derived from the 2018/19 NWP. The Club is contributing \$8,500 towards the project.
							2,454,500	Q1 surplus

6.4.3 SAFETY AND WELLBEING QUARTERLY REPORT - DECEMBER 2018 UPDATE

Attachments: 1 Wellbeing Plan 2019 [↓](#)

Responsible Officer: Manager Corporate Accountability and Performance

Author: Team Leader Safety Wellbeing

RECOMMENDATION SUMMARY

That Council note the report including the improved safety performance over the past year.

KEY FACTS AND / OR ISSUES

- This is a quarterly report to Council providing an overview of Council's Occupational Health and Safety (OHS) performance.
- There has been a significant reduction in the number of lost time injuries from 2017 to 2018 (from 33 to 20) seeing a reduction of lost time injury frequency rate of 44% (from 22.5 to 12.6). This is a very positive direction confirming improved safety performance, following implementation of the OHS Roadmap which included significant training, documentation and prioritising of safety and wellbeing initiatives.
- Council is meeting all statutory OHS responsibilities and requirements under the *OHS Act 2004*.

REPORT

INTRODUCTION

Council has over 1150 employees undertaking a diverse range of roles in various locations. This includes staff working in the community in such areas as aged services, maternal and child health, youth, community development, roads, parks, school crossings, local laws as well as office based employees and professionals. Council has a duty of care to comply with legislation and to take reasonable steps to provide a safe environment for Councillors, staff, contractors, volunteers and members of the public.

As 'Officers' under the *OHS Act 2004*, Council has a responsibility to take reasonable steps to acquire knowledge, make decisions and verify performance to be comfortable that Council is meeting the OHS responsibilities.

BACKGROUND

A Council Forum was held on 15 May 2018 where Barry Sherriff, Lawyer and OHS Consultant presented "Effectively managing health and safety – leadership, risk management and compliance". This included outlining responsibilities for Councillors as senior officers under the *OHS Act 2004*.

Quarterly reports to Council provide an overview of Council's safety performance and initiatives to build a wellbeing culture and effectively manage safety risks.

PROPOSAL

For Council to note the information in this report in relation to safety and wellbeing management at Council.

Council has an Occupational Health and Safety (OHS) management system, policy, procedures and guidelines in place to meet the requirements of the *OHS Act 2004*. A proactive approach to managing safety and reducing hazards and risks has been implemented through Council's OHS Roadmap which supports the People Strategy (developed 2017) and includes 'Wellbeing' as one of five key focus areas.

OHS Roadmap

Council's OHS Roadmap identified 23 actions to achievement during 2018 sitting under 12 elements. All actions are on track or have been achieved as summarised below.

	Roadmap Element	# Actions	Status
1	Develop leadership, capability and accountability of frontline supervisors / team leaders / managers	4	Achieved
2	Ensure caring focus of support for ill and injured staff	1	Achieved
3	Implementation of targeted mental health and wellbeing programs	3	Achieved
4	Implementation of an OHS business partner model	1	Achieved
5	Implementation and training of the Risk Management Safety System (Online OHS management system)	4	Achieved
6	Each business will identify their key OHS risks and implement an Action Plan to mitigate each key risk area	2	Achieved
7	Conduct an audit of the current OHS management systems	2	Achieved

	Roadmap Element	# Actions	Status
8	Implement simplified OHS systems and tools	1	In progress
9	Procurement include OHS systems in contracts	1	Achieved
10	Contractors participate in annual OHS management audits	2	In progress
11	Benchmarking with external industries demonstrating excellence in OHS culture	1	Achieved
12	Wellbeing awards are held	1	Achieved

The 2019 Wellbeing Plan (attachment 1) has been built upon the foundation of the 2018 OHS Roadmap and continues the progress of effective safety and wellbeing management across Council.

Priority Risks

Priority safety risks have been identified for review and to ensure suitable actions are put in place to mitigate these risks.

The identified risks were: Occupational Violence, Working Alone or in Isolation, Emergency Management/Response, Psychological Wellbeing, Manual Handling and Contractor Management.

The review of the priority risks is completed or on track. Council will now move to implement key initiatives including duress alarms, emergency management training/exercises and the launch of the 'Whittlesea Ways to Wellbeing' program.

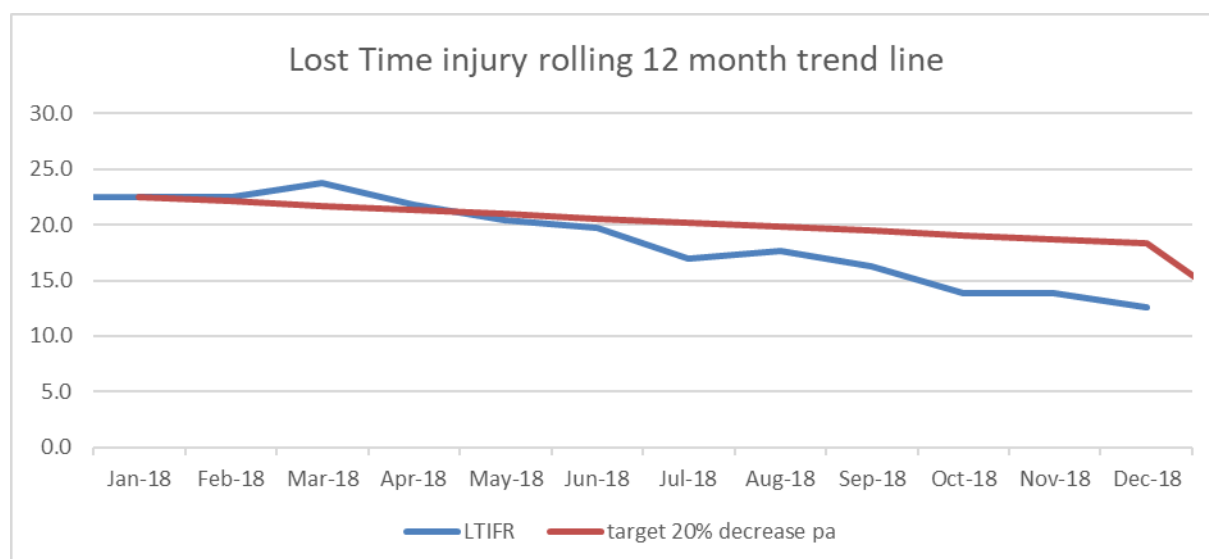
Lost time injuries

There has been a significant reduction in the number of lost time injuries in 2018 (from 33 lost time injuries in 2017 to 20 lost time injuries in 2018)

Lost Time Injury Frequency Rate (LTIFR) is a standard and indicative measure for safety performance. LTIFR refers to the number of lost time injuries (a work injury that results in a full day or full shift away from work) within a given period relative to the number of hours worked in that period. City of Whittlesea uses a rolling 12-month period.

A key focus of the 2018 OHS Roadmap was to reduce our lost time injury frequency rate (LTIFR) by 20% each year.

Since implementing Council's Roadmap in February 2018, our LTIFR has decreased from 22.5 to 12.6 which is a 44% decrease; an excellent result and significantly better than target. This is the lowest LTIFR since Council commenced monthly reporting in December 2015. This positive result demonstrates improved safety performance and is due to a focus on early return to work, increased education and proactive approaches to managing risks.



CONSULTATION

Monthly reporting is provided to the Executive Leadership Team. City of Whittlesea has a Corporate OHS Committee which meets quarterly to review all safety data and the 2019 Wellbeing Plan implementation.

CRITICAL DATES

The 2019 Wellbeing Plan will be reviewed quarterly and updated annually.

FINANCIAL IMPLICATIONS

WorkCover premium costs are allocated in the budget. Good OHS practices can lead to reduced absenteeism and reduced lost time injuries resulting in a reduced WorkCover premium.

POLICY STRATEGY AND LEGISLATION

Safety and wellbeing of staff is directly linked with Council's People Plan key focus area of 'Wellbeing' and Council's Value of 'Wellbeing'.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

Safety and wellbeing are a priority as outlined in the People Plan and Council Values. The OHS Roadmap has been successfully implemented with all actions achieved or on track for completion. There has been a significant decrease in lost time injuries over the past 12 months resulting in an improved OHS performance and significant reduction in lost time injury frequency rate. The 2019 Wellbeing Plan has been endorsed by Executive Leadership and focusses on effective and proactive Safety and Wellbeing Leadership.

RECOMMENDATION

THAT Council note the report including the improved safety performance over the past year.



2019 Wellbeing Plan

City of Whittlesea is committed to providing the highest standards of health and safety for our people, customers and visitors to our workplaces in an environment that is safe and free from the risk of physical and psychological injury, illness and disease.

The 2019 Wellbeing Plan has been developed in line with the People Strategy 2017-21 and outlines key actions to support a healthy and safe work environment that builds upon the success of the 2018 OHS Roadmap.

The Wellbeing Plan has five key Wellbeing Leadership principles with a focus to continually improve the organisations safety and wellbeing performance:

- a. **LEAD:** We Lead by example, setting the standard in safety and wellbeing
- b. **SUPPORT:** We Support each other's physical and mental wellbeing
- c. **COMMUNICATE:** We Communicate on safety and wellbeing, leading the conversation
- d. **ACCOUNTABLE:** We hold people Accountable for safe and healthy work practices
- e. **RECOGNISE:** We Recognise positive safety and wellbeing behaviour

Key Initiatives

We lead by example, setting the standard in safety and wellbeing

Key Initiatives	Actions	Who	When
1. Continuous improvement of the CoW OHS Management System	1.1. Review and development of streamlined OHS procedures	Corporate Accountability and Performance (CAP)	Ongoing
	1.2. Creation of a new Sharepoint Wellbeing page, detailing the CoW OHSMS, Return to Work and Wellbeing @ Work Program	Safety and Wellbeing Team (SW)	Q1-Q3
	1.3. Update all Department OHS intranet pages	CLT with SW	Q3-Q4
2. New OHS Committee Structure established across the Council	2.1. Implement the new Corporate and Directorate OHS Committee structure and hold the first meeting in Q1	ELT & CLT	Q1
	2.2. Review current DWG/HSR arrangements. Provide training for all newly elected HSRs and refresher for all existing.	CLT, HSRs with SW	Q1-Q3
3. Emergency Management procedures are implemented and tested	3.1. Establish the Emergency Planning Committee (EPC), chaired by a member of the ELT and creation of a 2yr Emergency Exercise Planner for the conduct of emergency exercises across Council sites.	ELT & CAP	Q1-Q2



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Key Initiatives	Actions	Who	When
	3.2. Conduct Warden, First Aider and Occupants training for all Emergency Control Organisation (ECO) and Site staff.	EPC & ECO & SW	Q4
4. Develop a Job Task Analysis Register	4.1. Scope and develop the program for conducting a Job Task Analysis of Council high risk areas, to assist with RTW outcomes	Aged and Disability, City Presentation & City Safety & Amenity.	Q2-3

We support each other's physical and mental wellbeing

Key Initiatives	Actions	Who	When
5. Continuous improvement of rehabilitation and RTW programs and support provided to ill or injured workers and their managers	5.1. Review of the Return to Work information packs provided to injured workers	SW	Q2-Q3
	5.2. Review the Early Intervention program	SW	Q2
6. Identify mandatory / desirable OHS skills and capabilities for managers, supervisors and staff.	6.1. Undertake Department OHS training needs analysis and develop a OHS training calendar to link in with the Corporate Training calendar	Managers, Team Leaders, Front line supervisors & SW	Q3-Q4
7. Develop and improve Wellbeing@ Work and Proactive Support programs	7.1. Conduct Superfriend assessment, action plan and implement action plan	CAP & People and Capability	Q1-Q3
	7.2. Review of the W@W program and participation guidelines including the development of wellbeing profiles for specific occupational groups.	SW	Q2-Q3
	7.3. Develop and Implement CoW Peer Support Program	People and Capability and CAP	Q2-Q3

We communicate on safety and wellbeing, leading the conversation

Key Initiatives	Actions	Who	When
8. Roll-Out Injury Prevention Programs	8.1. Develop and implement the Home Support injury prevention program targeting Manual Handling	Aged and Disability and SW	Q1
	8.2. Launch and rebranding of the Peer Support Program – Aged and Disability	Home Support and SW	Q1-Q2
	8.3. Review the Depot Early Intervention Program with the onsite Physio	City Presentation and SW	Q2
9. Development of Incident Reporting Boards	9.1. Scope, design and creation of Incident Reporting boards to detail incident statistics for the Depot sites	City Presentation, Facilities Management (FM) & SW	Q2-Q3



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Key Initiatives	Actions	Who	When
10. Provision of quality OHS Information	10.1. Safety and Wellbeing Communication Plan is developed and campaigns are implemented monthly across all Council	Comms Team & SW	Ongoing
11. Safety and Wellbeing Implementation Plans are developed by Departments for the implementation of new procedures	11.1. Supervisors and Team Leaders communicate Safety and Wellbeing Implementation Plans to all staff to improve situational awareness, facilitate the sharing of OHS information and improve the coordination of safety and wellbeing initiatives	CLT, Team Leaders and Front Line supervisors	Ongoing
	11.2. OHS Management System procedures are implemented by the timelines indicated in the Safety and Wellbeing Implementation Plans	CLT, Team Leaders and Front Line supervisors with SW	Ongoing
12. Develop External Networks for professional development and cross learning	12.1. Establish Safety and Wellbeing Collaboration forum with External Councils and LGPRO	CAP	Q3
13. Safety and Wellbeing is a standardised agenda item for all team meetings	13.1. Safety and Wellbeing key topics are discussed as an agenda item during Department/Team Meetings to ensure consistent communication, cooperation and consultation	CLT, Team Leaders and All Front line Supervisors (Topics provided by SW)	Ongoing
14. Roll out the Whittlesea to Wellbeing calendar of events 2019	14.1. Develop, implement and evaluate the Whittlesea ways to Wellbeing calendar of events 2019	SW	Q1-Q4

We hold people **accountable** for safe and healthy work practices

Key Initiatives	Actions	Who	When
15. Creation of the RMSS Champion Program	15.1. Directorates to nominate employees that will be trained by the Safety and Wellbeing Team to assist with RMSS Incident Reporting	CLT and SW	Q2
16. Review Department Hazard Registers	16.1. Review hazard registers and transfer content into the RMSS Hazard module	CLT, Team Leaders and Front line supervisors with SW	Q2
17. Priority Risk Action Plan review	17.1. Each Department will review their Action Plans and report on the progress of the implementation of corrective actions.	CLT, Team Leaders, Supervisors with CAP	Q2-Q3
18. Review Contractor Management tools	18.1. Review IT systems for conducting contractor management, inductions and audits	SW	Q1-Q2
19. Develop auditing tool(s) to measure the implementation of the Wellbeing Plan and ISO 45001:2018 at CoW	19.1. Safety and Wellbeing team will develop and implement an auditing program to audit the organisation in line with ISO 45001:2018 and the deliverables identified in this Plan	SW	Q4



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We recognise positive safety and wellbeing behaviour

Key Initiatives	Actions	Who	When
20. Safety and Wellbeing activities are promoted during Wellbeing Month	20.1. Establish "Wellbeing Month". Create a calendar of safety and wellbeing activities for the month	CAP with SW	Q4
	20.2. Wellbeing Awards are conducted in the October	SW	Q4
21. Safety and Wellbeing Initiatives, learning's and success stories are shared across Council	21.1. Leaders recognise safety and wellbeing initiatives formally and informally through Staff Matters, Department and Team meetings	CLT, Team Leaders and Front Line supervisors	Ongoing

Measures of Success

To achieve these goals, multi-dimensional measures of success have been analysed and will be continued to be reported on over the next two years. These include:

1. Audits of our OHS systems (internal, external and within Departments) confirm that proactive injury prevention strategies are in place and effective.
2. An annual 20% reduction in the Lost Time Injury Frequency Rate (LTIFR) (towards zero injuries)
3. The staff culture survey confirms a positive, safe, and supportive culture across all business areas.
4. City of Whittlesea's OHS performance against Large Metropolitan Councils will improve to be in the top 30% for all key elements (LTIFR, # Lost days, # extended WorkCover absences)

2018 OHS Road Map performance review

Safety and Wellbeing at the City of Whittlesea has built a strong foundation of risk management capability upon the success of the 2018 OHS Roadmap, this includes:

- o Successfully lowering our Lost Time Injury Frequency Rate(LTIFR) by over 47%, from 22.5 in Jan 2018 to 12.6 in Dec 2018
- o Total Lost Injuries reduced from 33(2017) to 20(2018)
- o Staff culture survey results demonstrated improvement in safety and wellbeing culture from 2016 to 2018. Over 2/3rds of staff feel Council provides a safe healthy work environment to a great to very great level. This is an 11% increase from 2016. 91% of Council staff range between moderate and very great.
- o An external audit was completed and identified recommendations are being implemented. It also found a positive focus on improving safety across the Council
- o 2017/18 Benchmarking of OHS performance against other Councils found:
 - We are in the top 30% for the length of time people are off from injuries before returning to work;
 - Total number of days lost reduced by 23%

Review and monitoring

- An update on progress of the Plan will be reported to ELT and the Corporate Committee quarterly.
- The Wellbeing Plan will be evaluated and reviewed annually with actions developed for future calendar years.



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6.4.4 PART OF DOWNS ROAD LALOR ADJOINING WHITTLESEA PUBLIC GARDENS - ROAD DISCONTINUANCE

Attachments:

1	Site Plan & Photo ↓
2	Advertising Plan ↓

Responsible Officer: Director Corporate Services

Author: Senior Property Officer

RECOMMENDATION SUMMARY

1. Resolve to commence the statutory processes required under the *Local Government Act 1989* to discontinue and vest the balance of the Downs Road Reserve (being approximately 8,000m²) which adjoins Council's Whittlesea Gardens, Lalor.
2. Invite and consider public submissions received pursuant of Section 223 of the *Local Government Act 1989*, establish a Committee of Council hearing consisting of South West Ward Councillors (if required) and that all findings be presented in a report to Council for its final recommendation at its next available meeting.

KEY FACTS AND / OR ISSUES

- Council, at its meeting held 19 September 2018, formally resolved to endorse the Whittlesea Gardens master plan, following extensive community consultation.
- The Whittlesea Gardens master plan made a number of key recommendations, including the establishment of a new residential development within the existing Downs Road Reserve.
- The discontinuance and redevelopment of Downs Road (residential purposes) may provide a suitable revenue stream to offset the expenditure incurred in delivering the Whittlesea Gardens master plan recommendations.
- Council must seek public submissions on the proposed discontinuance under Section 206 and 223 of the *Local Government Act 1989*. Submissions will be invited for a period no less than 28 days and referred on to an appointed Committee of Council for consideration. The appointed Committee will consider and report all findings to Council for its final recommendation at their next available meeting.

REPORT**BACKGROUND**

Council, at its meeting held 19 September 2018, formally resolved to endorse the Whittlesea Gardens master plan, following extensive community consultation. The plan provided direction for the future development of the Whittlesea Gardens as one of Council's major community parks. The master plan made a number of key recommendations, including the establishment of a new residential development within the existing Downs Road Reserve (see *Attachment 1: Site Plan & Photo* and *Attachment 2: Advertising Plan*). The allotments would create better passive surveillance across the Whittlesea Gardens and create a funding source to enable the redevelopment of the gardens themselves.

In order to create a viable residential development opportunity fronting the Whittlesea Gardens, Council officers must commence the formal discontinuance of the existing Downs Road Reserve. The road, which is not considered essential for road purposes in its present form, would be discontinued and retained by Council as a single allotment. The road, which is approximately 20m in width and 422m in length, cannot suitably accommodate the development itself, and will require a re-alignment of a section of the Whittlesea Gardens to enable the construction of a new road that will service each of the proposed residential allotments.

PROPOSAL

To commence the statutory processes required under the *Local Government Act 1989* to discontinue and vest the balance of the Downs Road Reserve (being approximately 8,000m² in total) which adjoins Council's Whittlesea Gardens, Lalor.

The discontinuance and proposed sale/establishment of a residential development within the existing Downs Road Reserve, would improve passive surveillance in the reserve along with creating a suitable revenue stream which will be reinvested to the improvements proposed under the Whittlesea Gardens master plan.

CONSULTATION

Consultation has been held between Council officers and all relevant statutory authorities, to ensure that the land is no longer required for its original purpose and that all existing and proposed easements are noted within the advertising plan.

Further community consultation was undertaken for the draft master plan of the Whittlesea Gardens (and discontinuance and development of the Downs Road Reserve), through key stakeholder workshops conducted at the Lalor Library and Whittlesea community festival. Online surveys, letterbox drops (1,400 properties), social media releases, Council website updates, pop up sessions and signage within the gardens were other consultative approaches undertaken.

In general, the community has demonstrated support for the proposed master plan, however, there were mixed views relating to the proposal to create new residential development along the Downs Road Reserve frontage, with both strong support and opposition expressed for this recommendation. Further consultation has been undertaken to address concerns such as the loss of existing amenities and perceived devaluing of property values as a result of an adjoining residential development.

PUBLIC SUBMISSIONS

Public submissions will be invited on the proposed discontinuance under Section 223 of the *Local Government Act 1989*. An advertisement will be placed in the Whittlesea Leader newspaper and Council's website (public notice section) on Tuesday 12 March 2019, requesting that public submissions be received by 12 noon on Wednesday 10 April 2019.

FINANCIAL IMPLICATIONS

The estimated budget required to implement the master plan recommendations is subject to further design development; however initial estimates places the cost at \$5.0 to \$5.8 million.

The discontinuance and redevelopment of Downs Road (residential opportunities) may provide a suitable revenue stream to offset the expenditure incurred in delivering the master plan recommendations.

A further report (together with various options) will be presented to Council seeking approval in relation to the proposed disposal of this land. The land will be sold in accordance with the *'Local Government Best Practice Guideline for the Sale and Exchange of Land (March 2008)'*.

All additional costs associated with the road discontinuance, i.e. surveying, advertising and registration, will also be borne by Council (approximately \$5,000).

POLICY STRATEGY AND LEGISLATION

Council must seek public submissions on the proposed discontinuance under Section 206 and 223 of the *Local Government Act 1989*. Submissions will be invited for a period no less than 28 days and referred on to an appointed Committee of Council for consideration. The appointed Committee will consider and report all findings to Council for its final recommendation at their next available meeting.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Liveable neighbourhoods
Whittlesea 2040 Key Direction	Well-designed neighbourhoods and vibrant town centres
Strategic Objective	We have neighbourhoods defined by attractive, well connected streets and public spaces
Council Priority	Planning and Infrastructure

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The discontinuance and proposed sale/establishment of a residential development within the existing Downs Road Reserve, would improve passive surveillance in the reserve along with creating a suitable revenue stream which will be reinvested to the improvements proposed under the Whittlesea Gardens master plan.

RECOMMENDATION

THAT Council resolve to:

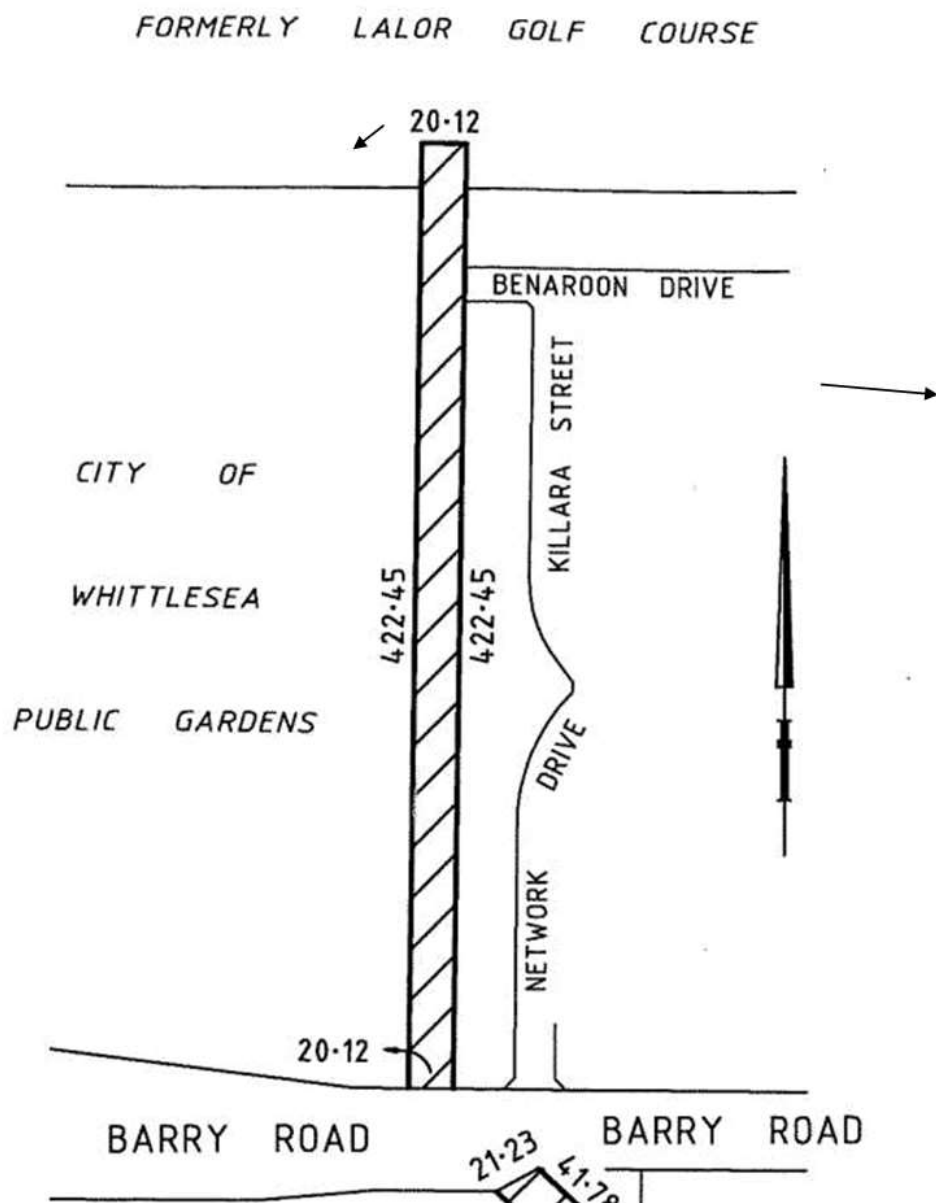
- 1. Invite public submissions in accordance with Section 206 and 223 of the *Local Government Act 1989*, relating to its intentions to commence procedures to discontinue and vest the balance of the Downs Road Reserve which adjoins Council's Whittlesea Gardens, Lalor (otherwise marked in *Attachment 2 – Advertising Plan*).**
- 2. Establish an Advisory Committee, comprising of South West Ward Councillors, to consider any written submissions received on the proposal and make recommendations to Council on any such submissions.**
- 3. Authorise the Chief Executive Officer to carry out administrative procedures necessary to enable Council to carry out its functions under Section 223 of the *Local Government Act 1989*.**
- 4. Receive a further report on the proposed discontinuance following the close of the submission period.**

ATTACHMENT 1 – SITE PLAN & PHOTO





ATTACHMENT 2 - Advertising Plan



6.4.5 2018/2019 COUNCIL ACTION PLAN - QUARTER 2 UPDATE

Attachments: 1 2018/19 Q2 Council Acton Plan [↓](#)

Responsible Officer: Director Corporate Services

Author: Corporate Planner

RECOMMENDATION SUMMARY

That Council resolve to note the report.

KEY FACTS AND / OR ISSUES

- The Council Action Plan 2018/19 has 46 major initiatives to be delivered in 2018/19
- A total of 66 quarterly milestones were allocated in Quarter 2
- Council achieved 97% of the milestones allocated in Quarter 2
- Two outstanding major initiatives from the 2017/2018 Council Action Plan continue to be closely monitored.

REPORT

INTRODUCTION

The Council Action Plan is developed annually as an accompaniment to the Council Plan, Council's main strategic planning document. It includes the major initiatives to be achieved in the year. Council adopted the Council Action Plan 2018/19 on 26 June 2018.

The Council Action Plan 2018/2019 contains 46 major initiatives. The performance of all major initiatives is managed with milestones developed for each quarter to ensure accurate and transparent monitoring of progress towards achieving each initiative.

Attachment 1 – 2018/2019 Q2 Council Action Plan

Of the 66 reportable milestones allocated to the 46 major initiatives for quarter 2, Council completed 64. This corresponds to a **97% achievement rate**.

2018/2019 Quarter 2 Council Action Plan Milestones

Figure 1. Council Action Plan 2018/19 – Q2 result.

There were two milestones that were not achieved this quarter:

Table 1. Council Action Plan 2018/19 – Q2 milestones not achieved.

Major Initiative	Annual Measure	Q2 Milestone	Comment
Campaign for Council's advocacy priorities in the State election	Minimum 85% completion of actions for Election Advocacy Strategy.	Coordinate and lodge 2019/2020 State Budget submission.	<p>It is expected that the State Government will call for Budget submissions in Quarter 3. Our draft submission is prepared and waiting for the State Government announcement of the budget process.</p> <p><i>*NB: Council's submission for the proposed State Government Budget was lodged with Treasury in mid-February, ahead of the 1 March deadline.</i></p>

Major Initiative	Annual Measure	Q2 Milestone	Comment
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.	Construction of the Norris Bank Reserve playground and social gathering space has commenced	Construction contract for Norris Bank Reserve awarded	Tender evaluation has been completed. The item is tabled for the Council Meeting on 5 March 2019.

Details of all milestones for this quarter are available in Attachment 1.

2017/2018 Outstanding Council Action Plan - Update

Two items from the 2017/2018 Council Action Plan continue progressing as we move to Quarter 3.

Updates to Council will continue to be provided in future quarterly reports.

Table 2. Council Action Plan 2017/18 outstanding major initiatives

Major Initiative	Status	Comments
Plenty Valley Town Centre Structure Plan	Ongoing	C204 Amendment documents submitted to the Minister. Awaiting ministerial approval.
Mernda Town Centre rail extension	Ongoing	Stage 1 planning permit reported to Council for consideration at the meetings on 11 December 2018, 21 December 2018 and 5 February 2019. <i>*NB: Council resolved this matter at meeting 12 February 2019</i>

PROPOSAL

That Council resolve to note the report.

CONSULTATION

The Council Action Plan 2018/19 was developed by Council, consulted with the community from 27 April to 25 May 2018, and adopted on 26 June 2018.

Staff have been consulted throughout the development process to provide details, comments and to confirm the status of each major initiative milestone and annual measure.

FINANCIAL IMPLICATIONS

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

POLICY STRATEGY AND LEGISLATION

This report is in accordance with the Section 125 of the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014 to enhance Council's accountability with the community on the delivery of the Council Action Plan.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the *Local Government Act 1989* officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The delivery of the 46 Major Initiatives in the 2018/19 Council Action Plan is mostly on-track, with 97% of the 66 milestones allocated in quarter 2 having been achieved. The two non-achieved milestones will continue to be monitored into quarter 3.

Council continues to monitor closely the progress of the two outstanding major initiatives from the 2017/18 Council Action Plan and will continue to provide status updates on a quarterly basis.

RECOMMENDATION

THAT Council resolve to note the report.

Attachment 1 - Council Action Plan



Quarter 2 2018/19

Legend Achieved Not Achieved Not on track

Council Priority	Major Initiative	Annual Measure	Q1 Milestone Jul - Sep 2018	Q2 Milestone Oct - Dec 2018	Q2 Comments
Roads, Access and Public Transport	Advocate for Northern Outer Suburban Arterial Road (OSAR) 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.	Continue implementation of election campaign.	Election advocacy items are being pursued through State agencies.
			Commence 2019/20 State and Federal Budget submissions in partnership with key stakeholders.	Ensure OSAR package is included in 2019/20 State and Federal budget submissions.	The approved Council advocacy position has been included in the Draft Budget Submission Package ready to be submitted when the Budget consultation process opens in February 2019.
				Assist with Metropolitan Transport Forum for Yan Yean electorate.	A Metropolitan Transport Forum was facilitated by Council prior to the State Election in Mernda. The OSAR package will be included in the State and Federal Budget submission process, and are scheduled for completion in January 2019.
	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.	Update advocacy material based on State Government traffic modelling.	Fact Sheet has been updated based on new data and a Benefits Study, for use in the 2019 Federal Election Campaign.
				Include E6 in 2019/20 State and Federal budget submissions.	The approved Council advocacy position has been included into the Draft Budget Submission Package ready to be submitted when the Budget consultation process opens in February 2019.
	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.	Continue implementation of election campaign.	Progression of Wollert Rail corridor is being pursued through State agencies.
			Commence 2019/20 State and Federal Budget submissions in partnership with key stakeholders.	Concept design completed for parallel priority bus route.	Concept designs for a parallel bus route have been identified in Council's Advocacy Fact Sheets.
				Ensure Wollert Rail is included in 2019/20 State and Federal budget submissions.	The approved Council advocacy position has been included into the Draft Budget Submission Package ready to be submitted when the Budget consultation process opens in February 2019.
	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 reviewed and updated.	Fact Sheet has been updated and second request to the Minister for Public Transport was sent from the Mayor in October 2018 seeking the release of the Feasibility Study for the Tram 86 extension.
				Ensure Tram 86 is included in 2019/20 State and Federal budget submissions.	The approved Council advocacy position has been included into the Draft Budget Submission Package ready to be submitted when the Budget consultation process opens in February 2019.
	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.	Review Plenty Road and O'Herns Road design of walking and cycling infrastructure to ensure the proposed scope and staging is consistent and concurrent with Council's existing Infrastructure and community need.	City Design and Transport have ensured that the design of the Plenty Road and O'Herns Road shared paths accord with relevant standards and community expectations.
	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.	Successful delivery of four footpath and shared path projects.	City Design and Transport has delivered over ten shared path and footpath projects this financial year, including many around the new stations along the Mernda Train Line. Detailed designs are complete for the remainder.
			Detailed designs prepared for four projects.	Detailed cost estimates produced for all projects.	
	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.	Tender evaluation presented to Council for the Design and Construction of the Ferres Boulevard and Findon Road intersection.	The Design and Construction tender evaluation report was presented to Council and adopted at the meeting dated 2 October 2018.
		Related planning and capital works for Findon Road Extension completed on time.	Present Draft Plan to Council for Adoption	Finalise concept designs of the adopted plan ready for detailed design investigations.	MACA Infrastructure (developer) submitted the preliminary designs for the Ferres Boulevard / Findon Road / The Lakes Boulevard intersection upgrade on 21 December 2018.
			Communicate Final Plan to community.		Issues remain with the land acquisition throughout the proposed Findon Road extension alignment to achieve the Annual Measure for this Major Initiative.

Attachment 1 - Council Action Plan



Quarter 2 2018/19

Legend Achieved Not Achieved Not on track

Council Priority	Major Initiative	Annual Measure	Q1 Milestone Jul - Sep 2018	Q2 Milestone Oct - Dec 2018	Q2 Comments
Roads, Access and Public Transport	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.	Successful delivery of five road projects.	City Design and Transport has delivered over 15 road projects over the first two quarters, with the remainder of the program scheduled for delivery in Quarter 3, 2019.
			Detailed designs prepared for five projects.	Detailed cost estimates produced for all projects.	
	Delivery Thomastown LATM (9) detailed design		Finalise Draft Local Area Improvement Plan.	Communicate Final Plan to community.	Ahead of schedule. The Local Area Traffic Management and Streetscape Improvement Plan 9 was presented to Council and adopted at the meeting dated 7 August 2018, with detailed designs in progress.
				Present Draft Plan to Council for Adoption.	
Health and Wellbeing	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.	Coordinate and lodge 2019/2020 State Budget submission.	It is expected that the State Government will call for Budget submissions in Quarter 3. Our draft submission is prepared and waiting for State Government announcement of the budget process.
	Advocate for improved access to mental health services	Advocacy Plan completed by March 2019	Conduct service mapping.	Determine service gaps.	Service Mapping has been conducted via a mental health service academic and a report is currently being reviewed.
	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)	Support content development and implementation of YARD social media campaign	Digital, video and print assets have been co-created in "social lab" The 'social impacts of big liquor' video advocacy tool has received positive feedback. A communication strategy has been developed which will guide the development of advertising to increase the reach of the program.
	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	50% Completion of Connect review	Ahead of schedule. Review of 2013-18 Connect Plan is complete. New Senior Planner commenced on 26 Nov and will use this to inform and assist in the development of the new Connect Plan.
	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	Training opportunities for youth participants generated from skills audit are planned for the remainder of the 2018/19 year	Participants are exploring potential training providers to facilitate sessions around leadership and public speaking in early 2019.
	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.	Establish list of 'Preferred Providers for trades and lawn mowing' by December 2018.	Preferred providers list has been established with at least one provider for each service type.
				Commence design of enhancements to ongoing services for implementation from July 2019, by December 2018.	Working groups to develop enhancements to ongoing services established.
				Commence design of the new "Navigation and Connection Service" by December 2018	Working group to develop Navigation and Connection Service established.
	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	Project complete	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	Consultation with community and key stakeholders	Feasibility study complete. Community engagement to support the business case and establishment of governance structures is underway.

Attachment 1 - Council Action Plan



Quarter 2 2018/19

Legend Achieved Not Achieved Not on track

Council Priority	Major Initiative	Annual Measure	Q1 Milestone Jul - Sep 2018	Q2 Milestone Oct - Dec 2018	Q2 Comments
Health and Wellbeing	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	Conduct benchmarking by December 2018	Benchmarking and literature review completed; this information will guide the development of the Public Toilet Guide (Strategy).
		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	Consult with key stakeholders by December 2019	Consultation underway with key internal departments.
	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.	Promote call to action to partner community organisations and community for regulatory poker machine reform including via community engagement tip sheet and resident action kits, social media messaging and other appropriate means.	As part of the state government election campaign, Council drove and supported Whittlesea Community Futures' election campaign.
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.	Consultations with key stakeholders completed.	Consultations with key external stakeholders completed; session also held with key internal staff.
	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	Supplier appointed and beginning Construction phase	CCTV cameras and other infrastructure is currently being installed, with an estimated completion date of mid February 2019.
		Related capital works completed within budget (≤100%)	10% - 20%	20% - 50%	
	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.	Implement the fire prevention community education and engagement plan.	During quarter 2, the fire prevention community education plan was implemented and planning for the Parking and Safety Around Schools education plan was finalised, with communications material being updated ready for implementation in quarter 3.
Develop a targeted community education and engagement plan regarding driving and parking safely around schools.					
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	Investment attraction strategy scoped by December 2018	Investment attraction strategy is currently in draft form and will provide insight as to what Council's role is, what the opportunities are and be supported by an action plan which will detail a series of short, medium and long term goals.
	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.	Key strategic directions and recommendations developed by December 2018	The purpose of the Key Strategic Directions & recommendations has been prepared to understand and guide the establishment of business cowering and incubator related activities within the municipality. Themes including program benefits, operation and funding models, demand analysis and infrastructure requirements have been identified each presenting opportunities that will provide a foundation for the final report.
		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	Host a minimum of two partnered networking events by December 2019	Council hosted the Whittlesea Coffee Club event in partnership with Delphi Bank, the Uni Hill and Epping networking events with Quest Bundoora and Quest Epping and Strategic Planning, Ignite launch with Melbourne Innovation Centre and the Whittlesea Tech School, Bunnings Tradies breakfast with Bunnings South Morang, Air BnB forum with Mitchell Shire Council.
	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	Commence work on the first stage 1 of the Lalor Shopping Centre Improvement Plan	Construction commenced on stage 1 in July 2018.
85% completion of Local Activity Centres Program		Complete a condition audit of Local Activity Centres	Commence work on the improvement of Local Activity Centres	Works completed ahead of schedule.	

Attachment 1 - Council Action Plan



Quarter 2 2018/19

Legend Achieved Not Achieved Not on track

Council Priority	Major Initiative	Annual Measure	Q1 Milestone Jul - Sep 2018	Q2 Milestone Oct - Dec 2018	Q2 Comments
Jobs and Investment	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	Report to Council commencement of Vearings Road employment area amendment (subject to commonwealth approval on vegetation)	Planning Scheme Amendment C230 (Vearings property) currently on exhibition. Exhibition closes 22 February.
	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 2. Online Call Out survey opened by September 2018	Survey results compiled and report complete by December 2018.	The Social Enterprise (SE) Call-Out Survey 2018 invited members from the social enterprise community to engage with Council with the aim of understanding the local social enterprise sector, its diverse forms and activities and potential operating challenges and or opportunities for growth. The aim of the survey was to identify key activities which will inform the Social Enterprise Action Plan, including potential outcome measures to be included. Themes derived from the report have provided an understanding of the local social enterprise characteristics, impacts of SE, SE economic and trade information and the growth of SE.
	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	Attendance at working group meetings and support farm plan development, by December 2018	Three working group meetings have taken place during Oct-Dec. The purpose of these meetings was to discuss and work on the Building Better Regions funding application and to continue with planning should the project be funded.
		Delivery of the Peri Urban Climate Resilient Agribusiness project by June 2019	Peri Urban Climate Resilient Agribusiness project proposal completed by September 2018	Peri Urban Climate Resilient Agribusiness Project research phase commenced, by December 2018	Written confirmation from Deakin University confirms that research phase has begun by the PhD student with milestones proposed. A formal memorandum of understanding is currently being finalised.
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.	Continue enhancements to current eService Platform.	New enhancements include commencement of online Planning Application process, expected to launch in February 2019.
	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.	Develop a targeted improvement program based on the results of the benchmarking program.	An improvement program has been developed in consultation with the Customer Service leaders and informed by the results of the initial benchmarking program conducted in Q1.
	Conduct service reviews to optimise community outcomes	10 service reviews conducted by 30 June 2019	2 service reviews completed year to date	4 service reviews completed year to date	7 Service Reviews completed to date.
	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	Long term financial plan completed and presented to ELT and Council, with first four years balanced.	Long Term Financial Plan balanced within 1% over 4 years and presented to Council.
	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	LMS system in place	LMS system in place and scheduled to go live in January 2019.
	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.	tender specifications developed and tender processes completed for numerous tenders including HR, Security, IT	Tender specifications developed and tender processes completed for numerous tenders including HR, Security, IT.

Attachment 1 - Council Action Plan



Quarter 2 2018/19

Legend Achieved Not Achieved Not on track

Council Priority	Major Initiative	Annual Measure	Q1 Milestone Jul - Sep 2018	Q2 Milestone Oct - Dec 2018	Q2 Comments
Planning and Infrastructure	Plan for the Mernda Town Centre Community Facility Hub	Funding options explored, governance models for community facility established and planning design commenced	Identify service needs that could be provided at the new community facility.	Explore partnership opportunities for service provision and funding options for the development of the new community facility.	Initial service provision opportunities have been explored through partnership with State Government and NGOs. Due to state government election, funding considerations were put on hold and we are now awaiting confirmation and will continue seeking alternative funding sources.
	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.	Develop a mapping tool for the 30 year community infrastructure plan.	Pilot mapping tool developed through iProject & GIS systems.
	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.	Make application for statutory permits for the new Main Street Reserve Pavilion and report to Council to award tender for construction.	Statutory permits received and contract awarded by Council in July 2018.
	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	Complete consultation and engagement with 20 streets. Nominate trees to be installed.	Consultation and engagement where residents and owners had the opportunity to select between two options for street trees species selection is complete and all trees have been procured.
	Upgrade Mill Park Leisure Centre	Redevelopment commenced upon award of construction contract.	Recommend awarding the contract for redevelopment works.	Commence demolition works of the building structure.	Demolition works completed and underground drainage installed.
	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	Recommend appointment of Panel for the Housing Diversity and Design (HDD) policy and Schedules	Council adopted Planning Scheme Amendment C200 in October 2018. All submissions received to the exhibition process were resolved, therefore no Planning Panel required. Amendment forwarded to the Minister for Planning, currently awaiting 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.	Completion of bulk earthworks for all three projects.	Bulk earthworks completed for Lalor West (Mosaic), Painted Hills (Doreen South) and Harvest Home Road soccer facilities.
	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.	Report options to Council of alternative design, delivery and operation of the Mernda Aquatic and Indoor Sports Centre.	At the February meeting of Council they will be provided an overview of the rationale for a 'traditional' delivery and operational model for the proposed MAISC.
	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	Long term financial plan completed and presented to ELT and Council, including 5% renewal increase.	Long Term Financial Plan update has been completed and includes a 5% increase in renewal funding.
	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	Construction contracts for Pandora Park, Nickson Street Park, Thomastown East Reserve, Buckmaster Park and Willow Park awarded	All key milestones achieved.
		Construction of the Norris Bank Reserve playground and social gathering space has commenced	Concept plans for Norris Bank Reserve complete	Construction contract for Norris Bank Reserve awarded	Tender evaluation completed. Tabled for Council Meeting 12 February.
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.	Review and assessment of project proposal undertaken to determine whether the project fulfils the broad requirements detailed within Council's Waste Management and Resource Recovery Strategy.	Reported to Council Forum on 5 December 2018.
	Endorse and implement Council's 'Biodiversity Strategy & Action Plan'	Final Plan endorsed and implementation commenced	Commence Stakeholder consultation complete	Finalise draft Plan	Draft Plan scheduled to be presented at Council Forum on 12 March 2019.
	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.	Implement Q2 conditions associated with authorisation, or propose alternate actions.	In October 2018, the Minister approved and gazetted a group Councils' planning scheme amendment (GC110) which introduced the Environmentally Sustainable Design policy directly into the planning scheme.

6.4.6 2018/19 FINANCIAL PERFORMANCE - QUARTER 2 REPORT AND 2018/19 MID-YEAR BUDGET REVIEW

Attachments:

1	Financial Performance Report - December 2018 ↓
2	2018/19 Mid-Year Budget Review ↓

Responsible Officer: Director Corporate Services

Author: Accountant Management Accounting

RECOMMENDATION SUMMARY

1. Note the Financial Performance Report for the period ended 31 December 2018.
2. Note the outcome of the 2018/19 Mid-year Review (operating budgets) and resolve that at 2018/19 financial year end the actual budget surplus be transferred to the infrastructure reserve for use to fund future capital projects.

KEY FACTS AND / OR ISSUES

Report contains two key items: Q2 Financial Performance Report and outcome from 2018/19 Mid-Year Budget Review.

- Income statement in the Q2 report shows a favourable year to date variance of Council's underlying surplus of \$6.56 million.
- Favourable income variances have occurred in operating grants (\$1.50 million) and other income (\$1.80 million); favourable expenditure variation is predominately in employee benefits (\$1.51 million) and materials and services (\$1.25 million).
- Mid-Year Budget review is projecting a year-end surplus of \$5.87 million, proposed to transfer the actual year end surplus to the Infrastructure Reserve to fund future capital works at the end of the 2018/19 financial year.

REPORT**INTRODUCTION**

The Financial Performance Report (Attachment 1) for the period ended 31 December 2018, is presented for consideration by Council, in accordance with the Local Government Act 1989.

In addition, officers undertook a 2018/19 Mid-Year Budget Review (Attachment 2) to identify major changes that have occurred since budget adoption

BACKGROUND**Financial Performance Report (Attachment 1)**

The Financial Performance Report includes the following financial statements:

- Comprehensive income statement
- Balance sheet
- Statement of cash flows
- Statement of capital works
- Summary of reserves.

A detailed analysis of income and expenditure in the comprehensive income statement is included in the report. The statement shows a favourable year to date variance of Council's underlying surplus of \$6.56 million.

The favourable income variances have occurred in operating grants (\$1.50 million) and other income (\$1.80 million); favourable expenditure variation is predominately in employee benefits (\$1.51 million) and materials and services (\$1.25 million).

Mid-year budget review (Attachment 2)

In June 2018, Council adopted the 2018/19 Budget, which projected a total operating surplus \$132.7 million (as per the Budgeted Comprehensive Income Statement) and a balanced cash-basis result (rates funded budget) following adjustments for the treatment of capital items (grants and expenditure), non-monetary asset contributions, reserve transfers and loan principal repayments requirements.

Officers have completed a Mid-Year Budget Review for 2018/19 to identify major changes that have occurred since budget adoption. The review was completed to check that the financial result will be delivered in line with the Adopted Budget at year end, and to address significant budget impacts that have occurred since the original budget was set.

PROPOSAL

It is proposed that the 2018/19 year end actual budget surplus be transferred to the infrastructure reserve to be used to fund future capital projects.

CONSULTATION

Consultation with the various departments of Council has been undertaken in preparation of this report.

FINANCIAL IMPLICATIONS

Overall, the Mid-Year Budget Review projects a revised cash-basis favourable surplus of \$5.87 million, which includes an estimated operating surplus of \$3.24 million and an estimated New Works Program surplus of \$2.63 million. It is proposed to transfer the actual surplus at the end of the financial year to the infrastructure reserve to fund future capital projects.

POLICY STRATEGY AND LEGISLATION

Section 138 of the Local Government Act 1989 provides that at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year, with the actual revenue and expenditure to date, is presented to Council.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

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

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with the relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

For the six month period ending 31 December 2018, Council underlying surplus shows a favourable year to date variance of \$6.56 million against budget.

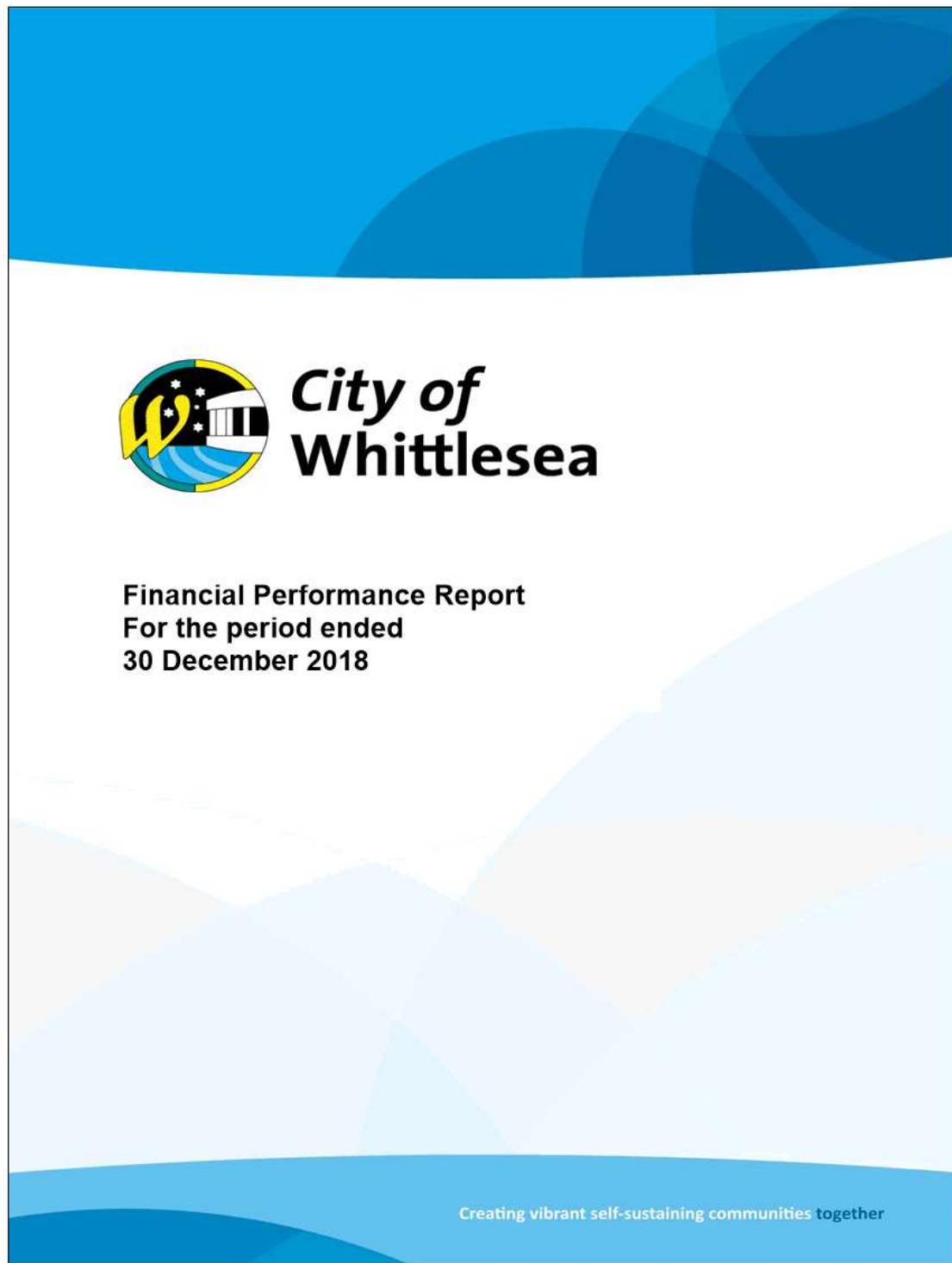
The 2018/19 Mid-year Budget Review projects a cash-basis surplus of \$5.87 million. At the end of the financial year, it is proposed to transfer the actual surplus to the infrastructure reserve to fund future capital projects.

RECOMMENDATION

THAT Council resolve to:

- 1. Note the Financial Performance Report for the period ended 31 December 2018.**
- 2. Note the outcome of the 2018/19 Mid-Year Budget Review (operating budgets) and resolve that at 2018/19 financial year end the actual budget surplus be transferred to the infrastructure reserve for use to fund future capital projects.**

City of Whittlesea Financial Performance Report



City of Whittlesea Financial Performance Report

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City of Whittlesea Financial Performance Report

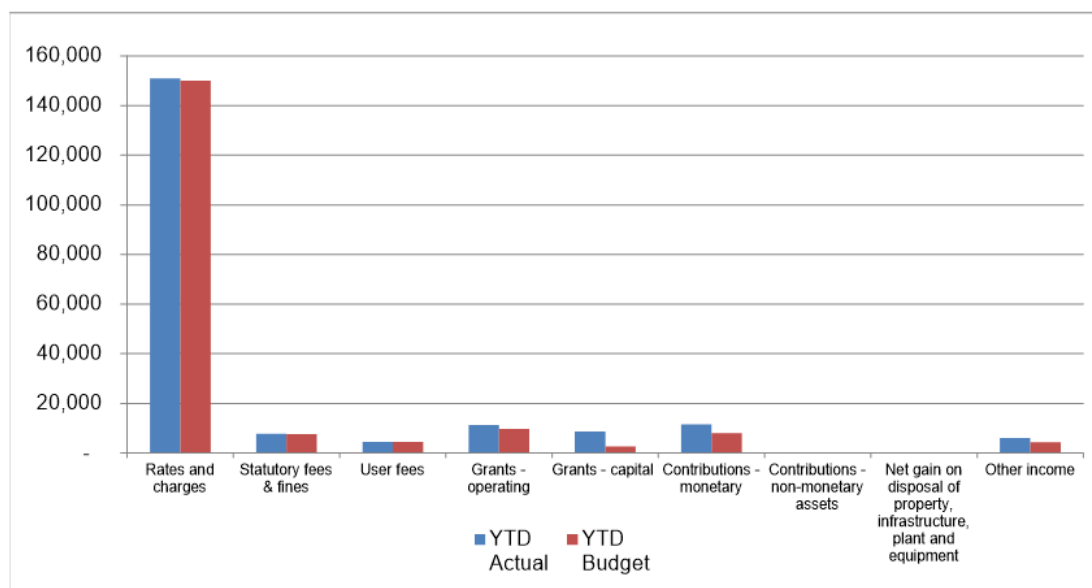
Comprehensive income statement

	2018/19 YTD Actual \$'000	2018/19 YTD Budget \$'000	2018/19 YTD Variance \$'000	2018/19 Adopted Budget \$'000
Income				
Rates and charges	150,927	150,001	926	150,001
Statutory fees & fines	7,825	7,633	192	11,634
User fees	4,579	4,579	-	12,219
Grants - operating	11,319	9,820	1,499	26,917
Grants - capital	8,638	2,700	5,938	10,273
Contributions - monetary	11,670	8,045	3,625	12,378
Contributions - non-monetary assets	-	-	-	98,077
Net gain on disposal of property, infrastructure, plant and equipment	312	200	112	88
Other income	6,107	4,311	1,796	8,080
Total income	201,377	187,289	14,088	329,668
Expenditure				
Employee benefits	42,764	44,273	(1,509)	89,583
Materials and services	25,729	26,978	(1,249)	64,808
Depreciation and amortisation	6,339	6,339	-	25,355
Bad and doubtful debts	28	31	(3)	391
Borrowing costs	542	466	76	1,841
Other expenses	8,536	8,007	529	14,936
Total expenditure	83,938	86,094	(2,156)	196,913
Total comprehensive result	117,439	101,195	16,244	132,755
Share of other comprehensive income of associate accounted for using the equity method	-	-	-	-
Total comprehensive result	117,439	101,195	16,244	132,755

Underlying result reconciliation				
Comprehensive result	117,439	101,195	16,244	132,755
Less non -operating income and expenditure:				
Net gain on disposal of property, infrastructure, plant and equipment	(312)	(200)	(112)	(88)
Grants - capital	(8,638)	(2,700)	(5,938)	(10,273)
Contributions - cash (developer contributions)	(11,670)	(8,045)	(3,625)	(12,378)
Contributions - non-monetary assets	-	-	-	(98,077)
Underlying surplus/(deficit)	96,818	90,250	6,569	11,939

City of Whittlesea Financial Performance Report

Income summary



		2018/19 YTD Actual \$'000	2018/19 YTD Budget \$'000	2018/19 YTD Variance \$'000	2018/19 Adopted Budget \$'000
Income					
Rates and charges		150,927	150,001	926	150,001
Statutory fees & fines		7,825	7,633	192	11,634
User fees		4,579	4,579	-	12,219
Grants - operating	1.1	11,319	9,820	1,499	26,917
Grants - capital	1.2	8,638	2,700	5,938	10,273
Contributions - monetary	1.3	11,670	8,045	3,625	12,378
Contributions - non-monetary assets		-	-	-	98,077
Net gain on disposal of property, infrastructure, plant and equipment		312	200	112	88
Other income	1.4	6,107	4,311	1,796	8,080
Total income		201,377	187,289	14,088	329,668

City of Whittlesea Financial Performance Report

Analysis of income variances

1.1 Grants - operating

15.3% Variance \$1.5M Fav

Includes all monies received from State and Commonwealth sources for the purpose of funding the delivery of programs and services to ratepayers. Favourable year to date variance is due to the following grants tracking higher than year to date budgets: Sustainability planning \$290K, Health promotion \$106K, School Crossings \$207K, Family day care \$146K, VicRoads maintenance \$101K and Grants Commission \$122K.

1.2 Grants - capital

219.9% Variance \$5.94M Fav

Includes all monies received from State and Commonwealth sources for the purposes of funding capital projects. YTD grants received for Mill Park Leisure \$1.5M, Epping Soccer Stadium \$2.8M, Mernda South MCH \$\$1.65M.

1.3 Contributions monetary

45.1% Variance \$3.63M Fav

Contributions from developers towards specific projects (predominantly capital works). Higher than budgeted due to higher than anticipated development activity within the municipality and finalisation of few development projects.

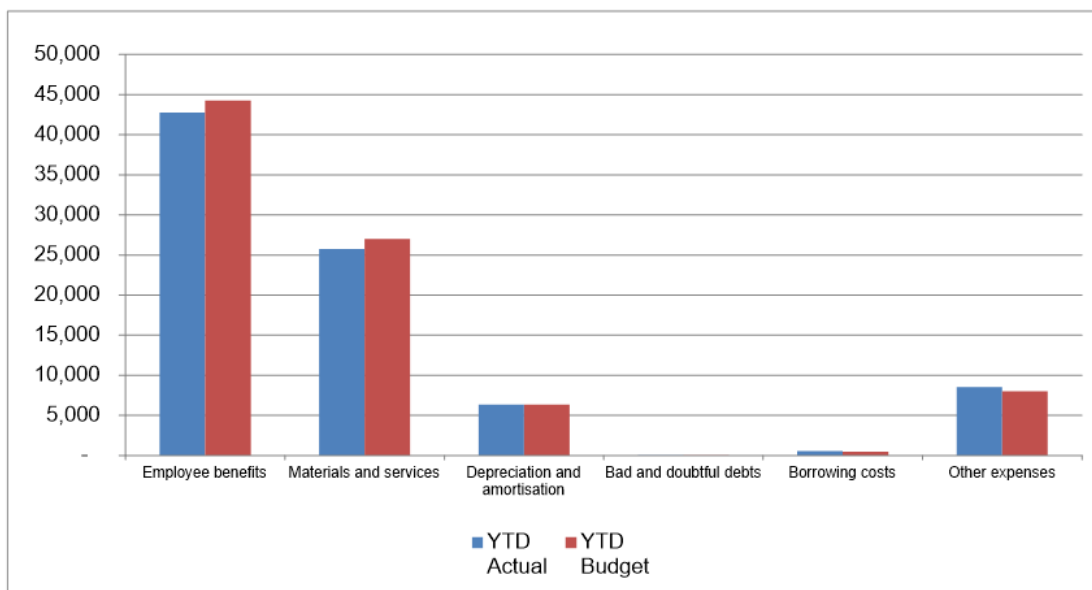
1.4 Other income

41.7% Variance \$1.8M Fav

Includes interest on investments, operational sales, reimbursements and other uncategorised items. Favourable year to date variance due to interest on investments \$206K and higher than budgeted WorkCover discount from early payment and premium adjustment \$685K and other reimbursements for Yan Yean Pipe Track bike path \$780K .

City of Whittlesea Financial Performance Report

Expenditure summary



		2018/19 YTD Actual \$'000	2018/19 YTD Budget \$'000	2018/19 YTD Variance \$'000	2018/19 Adopted Budget \$'000
Expenditure	Notes				
Employee benefits	2.1	42,764	44,273	(1,509)	89,583
Materials and services	2.2	25,729	26,978	(1,249)	64,808
Depreciation and amortisation		6,339	6,339	-	25,355
Bad and doubtful debts		28	31	(3)	391
Borrowing costs		542	466	76	1,841
Other expenses		8,536	8,007	529	14,936
Total expenditure		83,938	86,094	(2,156)	196,913

City of Whittlesea Financial Performance Report

Analysis of expenditure variances

2.1 Employee benefits

3.4% Variance \$1.51M Fav

Includes all labour related expenditure such as salaries, wages, allowances and on-costs such as leave entitlements, superannuation and WorkCover. Favourable year to date variance mainly due to lower than budgeted payments to permanent/fixed term staff (due to vacancies and timing of appointments).

2.2 Materials and services

4.6% Variance \$1.25M Fav

Includes the purchase of supplies and consumables, payments to contractors for the provision of services, and fleets costs.

City of Whittlesea Financial Performance Report

Balance sheet

	Notes	2018/19 YTD Actual \$'000	2017/18 Actual \$'000	Net Movement \$'000
Current assets				
Cash and cash equivalents		47,288	55,288	(8,000)
Financial assets (investments)		113,500	113,500	-
Trade and other receivables	3.1	124,853	22,485	102,368
Inventories		360	169	191
Other assets		5,228	4,166	1,062
Total current assets		291,229	195,608	95,621
Non-current assets				
Investment in associate		2,838	2,838	-
Unlisted shares		22	22	-
Infrastructure, property, plant and equipment		3,419,991	3,398,930	21,061
Intangible assets		793	793	-
Investment property		2,600	2,600	-
Total non-current assets		3,426,244	3,405,183	21,061
Total assets		3,717,473	3,600,791	116,682
Current liabilities				
Trade and other payables		21,646	23,289	(1,643)
Trust funds and deposits		12,791	10,168	2,623
Provisions		16,749	18,168	(1,419)
Interest bearing loans and borrowings		1,050	2,066	(1,016)
Total current liabilities		52,236	53,691	(1,455)
Non-current liabilities				
Provisions		2,720	2,720	0
Interest bearing loans and borrowings		14,212	14,212	-
Total non-current liabilities		16,932	16,932	0
Total liabilities		69,168	70,623	(1,454)
Net assets		3,648,304	3,530,168	118,136
Equity				
Accumulated surplus	3.2	2,537,821	2,399,763	138,058
Reserves		1,110,483	1,130,405	(19,922)
Total equity		3,648,304	3,530,168	118,136

City of Whittlesea Financial Performance Report

Analysis of balance sheet

Comparison to prior financial year - June 2018 actual

3.1 - Receivables have increased due to rate debtors (including Fire Service Levy). This is because rates are recognised as income when notices are sent out at the start of the financial year. The rate debtor balance reduces throughout the year as payments are received - either by instalments or in full by 15 February.

3.2 - Accumulated surplus is the value of all net assets less reserves that have accumulated over time. The movement is directly related to the surplus for the period (refer to Income statement) and net reserve transfers.

City of Whittlesea Financial Performance Report

Statement of cash flows

	Notes	2018/19 YTD Actual \$'000	2017/18 Actual \$'000
Cash flows from operating activities			
Rates and charges		61,094	142,925
Statutory fees and fines		7,633	10,227
User fees		9	12,022
Grants - operating		11,319	30,472
Grants - capital		8,638	12,722
Contributions - monetary		11,670	19,828
Interest received		2,552	4,794
Trust funds and deposits taken		7,745	11,021
Other receipts		3,374	6,015
Net GST refund		593	10,386
Net Fire Services Levy		354	(68)
Materials and services		(61,269)	(59,378)
Trust funds and deposits repaid		(5,124)	(9,935)
Other payments		(8,757)	(17,652)
Employee costs		(46,139)	(85,030)
Net cash provided by (used in) operating activities	4.1	(6,308)	88,349
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment		(1,175)	(49,898)
Proceeds from sale of property, infrastructure, plant and equipment		1,041	695
Net purchase of investments (maturing later than 90 days)		-	(34,000)
Net cash provided by (used in) investing activities	4.2	(135)	(83,203)
Cash flows from financing activities			
Repayment of borrowings		(1,016)	(11,818)
Finance costs		(542)	(1,637)
Net cash provided by (used in) financing activities	4.3	(1,557)	(13,455)
Net increase (decrease) in cash and cash equivalents		(8,000)	(8,309)
Cash and cash equivalents at the beginning of the year		55,288	63,597
Cash and cash equivalents at the end of the period	4.4	47,288	55,288

City of Whittlesea Financial Performance Report

Explanation of statement of cash flows

4.1 Operating activities

Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

4.2 Investing activities

Refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities included the acquisition and sale of assets such as vehicles, property and equipment.

4.3 Financing activities

Refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to organisations. These activities also include repayment of the principal component of loan repayments for the year.

4.4 Cash and cash equivalents at the end of the period

Cash and cash equivalents at the end of the period have decreased by \$2.17 million.

City of Whittlesea Financial Performance Report

Statement of capital works

	2018/19 YTD Actual \$'000	2018/19 YTD Budget \$'000	2018/19 YTD Variance \$'000	2018/19 Annual Budget \$'000
Capital works areas				
Buildings	9,038	8,243	(795)	39,207
Drains	44	51	7	93
Planning & feasibility	167	225	58	500
Open space	10,503	9,083	(1,420)	22,378
Plant & equipment	2,055	1,882	(173)	4,002
Roads & paths	5,971	8,615	2,644	23,623
Transport	420	329	(90)	5,896
Total capital works	28,198	28,428	230	95,700

Refer to New Works Program 2018/19 Q2 detailed report

City of Whittlesea Financial Performance Report

Summary of Reserves

Notes	2017/18 Actual \$'000	Net transfers \$'000	2018/19 YTD Actual \$'000
Discretionary reserves			
Car parking	28	-	28
Land banking (App. 5)	734	-	734
Plant replacement	1,903	(637)	1,266
Technology improvement (App. 3)	5,661	791	6,452
Aged & Disability minor capital	322	-	322
Environmental Projects Reserve (App. 2)	3,761	(153)	3,608
Infrastructure reserve (App. 1)	10,360	7,781	18,141
LASF defined benefit plan	3,288	-	3,288
Synthetic turf replacement	1,670	-	1,670
Tip replacement	2,455	344	2,799
Insurance reserve	263	-	263
Legal expenditure reserve	200	-	200
People Strategy implementation reserve (App. 4)	500	-	500
Permit conditions reserve	18	799	817
Native vegetation offset site maintenance	772	12	784
	31,936	8,937	40,873
Non-discretionary reserves			
Carlingford Estate DC reserve	1,767	(1,767)	-
Community Infrastructure Levy	4,128	322	4,450
Developers contributions	55,587	8,205	63,792
Epping Plaza DC	1,478	(132)	1,346
Net gain compensation	3,166	(1)	3,165
Non standard street lighting	2,853	84	2,937
Parklands contributions (open space)	2,650	875	3,525
Planning permits drainage	1,361	168	1,529
Plenty Road duplication	1,567	83	1,650
Purchase of church	380	-	380
Traffic lights construction	370	-	370
Street tree contributions reserve	135	4	139
Loan repayment reserve	2,171	-	2,171
	77,613	7,841	85,454
Total Reserves	109,548	16,778	126,326
Reconciliation to balance sheet			
New Works carried fwd reserve (loans)	13,035	(17,374)	(4,339)
Carried forward projects reserve	7,089	(7,089)	-
Asset revaluation reserve	988,493	-	988,493
	1,008,618	(24,463)	984,155
	1,118,166	(7,685)	1,110,481

APPENDIX 1 - INFRASTRUCTURE RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017/18	641,354	20,492,048	10,773,193	10,360,209	Transfer out funded early repayment of loan parcel.
2018/19	10,360,209	8,899,410	1,118,191	18,141,428	Q1 Funding for New Works \$31,519. Transfer from accumulated surplus \$8,994,410. Q2 New Works funding \$1,086,672
2019/20	18,141,428			18,141,428	
2020/21	18,141,428			18,141,428	
2021/22	18,141,428			18,141,428	
2022/23	18,141,428			18,141,428	
2023/24	18,141,428			18,141,428	
2024/25	18,141,428			18,141,428	
2025/26	18,141,428			18,141,428	
2026/27	18,141,428			18,141,428	
2027/28	18,141,428			18,141,428	
2028/29	18,141,428			18,141,428	
2029/30	18,141,428			18,141,428	
2030/31	18,141,428			18,141,428	
2031/32	18,141,428			18,141,428	
2032/33	18,141,428			18,141,428	

* Reserve created with transfers from accumulated surplus \$20,492,048

APPENDIX 2 - ENVIRONMENTAL PROJECT RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017/18	2,993,638	767,435	-	3,761,073	
2018/19	3,761,073		153,056	3,608,017	Q1 Funding for New Works \$3,220, Q2 New Works funding \$149,836
2019/20	3,608,017			3,608,017	
2020/21	3,608,017			3,608,017	
2021/22	3,608,017			3,608,017	
2022/23	3,608,017			3,608,017	
2023/24	3,608,017			3,608,017	
2024/25	3,608,017			3,608,017	
2025/26	3,608,017			3,608,017	
2026/27	3,608,017			3,608,017	
2027/28	3,608,017			3,608,017	
2028/29	3,608,017			3,608,017	
2029/30	3,608,017			3,608,017	
2030/31	3,608,017			3,608,017	
2031/32	3,608,017			3,608,017	
2032/33	3,608,017			3,608,017	

* Transfer from Green Garden Bins surplus 2017/18.

APPENDIX 3 - TECHNOLOGY IMPROVEMENT FUND RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017/18	4,392,719	1,546,126 *	278,003	5,660,842	
2018/19	5,660,842	1,381,232	590,270	6,451,804	Q1 New Works funding \$82,042 and Q2 New Works funding \$508,228. Transfer from accumulated surplus \$1,381,232.
2019/20	6,451,804			6,451,804	
2020/21	6,451,804			6,451,804	
2021/22	6,451,804			6,451,804	
2022/23	6,451,804			6,451,804	
2023/24	6,451,804			6,451,804	
2024/25	6,451,804			6,451,804	
2025/26	6,451,804			6,451,804	
2026/27	6,451,804			6,451,804	
2027/28	6,451,804			6,451,804	
2028/29	6,451,804			6,451,804	
2029/30	6,451,804			6,451,804	
2030/31	6,451,804			6,451,804	
2031/32	6,451,804			6,451,804	
2032/33	6,451,804			6,451,804	

* Transfers from accumulated surplus (16/17) \$1,500,000 and consolidation of Telemetry Conduit Reserve \$5,540 and Computer Equipment Reserve \$40,586.14.

APPENDIX 4 - PEOPLE STRATEGY IMPLEMENTATION RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017/18	-	500,000 *	-	500,000	
2018/19	500,000			500,000	
2019/20	500,000			500,000	
2020/21	500,000			500,000	
2021/22	500,000			500,000	
2022/23	500,000			500,000	
2023/24	500,000			500,000	
2024/25	500,000			500,000	
2025/26	500,000			500,000	
2026/27	500,000			500,000	
2027/28	500,000			500,000	
2028/29	500,000			500,000	
2029/30	500,000			500,000	
2030/31	500,000			500,000	
2031/32	500,000			500,000	
2032/33	500,000			500,000	

* Transfers from accumulated surplus (16/17) \$500,000 to form this reserve.

APPENDIX 5 - LAND BANKING RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017/18	574,234	160,000	-	734,234	Sale of 182 & 214W Greenhills Rd, Bundoora
2018/19	734,234			734,234	
2019/20	734,234			734,234	
2020/21	734,234			734,234	
2021/22	734,234			734,234	
2022/23	734,234			734,234	
2023/24	734,234			734,234	
2024/25	734,234			734,234	
2025/26	734,234			734,234	
2026/27	734,234			734,234	
2027/28	734,234			734,234	
2028/29	734,234			734,234	
2029/30	734,234			734,234	
2030/31	734,234			734,234	
2031/32	734,234			734,234	
2032/33	734,234			734,234	

City of Whittlesea Financial Performance Report

Land Banking Reserve Transaction Details

Land Banking Reserve	Year	\$
Contributions		
Operating surplus transfers	2010-2011	3,179,630
Property rental income 1 Central Avenue	2011-2013	14,705
Property sales 115W Elation Blvd	2017	10,000
Property sales 158-190 Barry Road Thomastown	2004	325,000
Property sales 2 Fore Street Whittlesea	2002	225,226
Property sales 24 Rochester Drive Thomastown	2001	178,234
Property sales 24W Maxwell St Lalor	2007	9,000
Property sales 380 Bridge Inn Road, Mernda	2017	240,226
Property sales 384 & 385 Gordon's Rd	2004	2,304,075
Property sales 510 McDonalds Rd South Morang	2005	786,850
Property sales 763 Plenty Road South Morang	2014	460,110
Property sales 801 Plenty Rd Sth Morang	2006	500,000
Property sales 857/859 Plenty Rd	2007	10,128,338
Property sales Drainage reserve	2007	164,025
Property sales Duffey Street Reserve	2007	150,000
Property sales Edgars Rd	2005	370,000
Property sales L3 Cnr McDonalds/Plenty Rds Sth	2006	4,148,967
Property sales Lot 3 90W Epping Rd, Epping 3076	2013	142,282
Property sales Plenty Road Duplication, South Morang	2005	560,000
Property sales 182 & 214W Greenhills Rd, Bundoora	2018	160,000
		24,056,667
Expenditure		
Golf course construction	' 2004	751,327
Land purchases - 100 Gorge Rd, South Morang	' 2013	27,017
Land purchases - 215 Cooper Street	' 2017	80,000
Land purchases - 384 & 385 Gordon's Rd	' 2003	45,000
Land purchases - 45 Regent Street Mernda	' 2017	2,756,071
Land purchases - 713 High Street, Epping	' 2014	4,252,565
Land purchases - 17-19 Johnsons Rd Mernda	' 2016-2017	1,800,000
Land purchases - 11 Victor Court Lalor, 28W Songbird Cres South Morang	' 2016	57,414
Subdivision costs	2005-2016	2,955,356
New Works		10,423,352
2015/16 priority projects		174,331
		23,322,433
Balance		734,234

***Note:** Properties purchased using the land banking reserve fund. Proceeds from future disposal of these properties will be returned to the land bank kind reserve.

2018/19 Mid-Year Budget Review

Income/Expenditure (cash basis)	Notes	2018/19 Budget	2018/19 Mid Year Budget	Variance \$	Variance %
Income					
Rates and charges	1	150,001,314	151,470,037	1,468,723	1.0%
Statutory fees and fines	2	11,687,787	11,302,309	(385,478)	-3.3%
User fees	3	12,219,331	10,725,370	(1,493,961)	-12.2%
Contributions - cash		1,457,765	1,588,348	130,583	9.0%
Contributions - cash (developer contributions)		10,845,937	11,041,617	195,680	1.8%
Grants - Operating	4	19,252,881	20,997,414	1,744,533	9.1%
Other income	5	8,079,871	8,400,818	320,947	4.0%
Total Income		213,544,886	215,525,913	1,981,027	0.9%
Expenditure					
Employee benefits	6	90,362,398	89,679,821	(682,577)	-0.8%
Materials and services	7	68,437,486	65,436,125	(3,001,361)	-4.4%
Bad and doubtful debts		391,000	415,714	24,714	6.3%
Finance costs		1,840,554	1,840,554	0	0.0%
Other expenses	8	17,792,399	17,767,502	(24,897)	-0.1%
Total Expenditure		178,823,837	175,139,716	(3,684,121)	-2.1%
Subtotal		34,721,049	40,386,197	5,665,148	16.3%
Less net reserve transfers	9	2,715,694	5,689,598	2,973,904	109.5%
Less New Works (net)	10	31,460,581	28,826,081	2,634,500	8.4%
Surplus/(Deficit)		544,774	5,870,518	5,325,744	
Estimated Surplus/(Deficit)			5,870,518		

Notes:

1. Rates & Charges

\$

Increase is predominately due to:

Supplementary rates general	1,441,735
Marketing - Special Charges	26,988

2. Statutory Fees & Fines

\$

Decrease is predominately due to:

Development Engineering - construction Supervision fees	(105,000)
Council Property Maintenance	(135,000)
Development Engineering - Plan Checking fees	(70,000)
Aged & Disability - Delivered Meals fee	(57,681)
Development Engineering - Road Opening Permit fees	(25,000)
Asset Protection - Local laws permit fees	(10,000)
Aged & Disability - Respite program	(11,714)

Offset by:

Growth Area Development - Townplanning permit fees	20,000
Animal Control - Local laws permit fees	14,000

2. User fees & Fines	\$
Decrease is predominately due to:	
Domestic Recycling Rebate	(938,000)
Parking & Local Laws Fines	(392,000)
TRAC Leisure centre fees	(146,550)
PRACC Catering fees	(82,775)
PRACC Hall Hire Income	(37,284)
Inspections & enforcement fines	(20,000)
Growling Frog Golf Course	(11,500)
Offset by:	
PRACC Theatre Operations	108,432
Community Activity Centres Hall Hire Income	23,775

2. Grants	\$
Increase is due to higher than budgeted grants received:	
Maternal & Child Health (including Right@Home program \$261K)	488,246
Grants commission	243,324
Pedestrian crossings	206,797
Aged & Disability (including Domestic Assistance (\$135K)	149,240
Sustainability Planning (including Living Rivers Grant \$79K)	111,154
Early Years - Supported Playgroups	105,560
Growth Area Development Assessments - Digital Enhancements	75,000
Development Engineering - Manual for Developers	75,000
Youth Services projects (L2P Funding \$43K , Graffiti Project (\$4K)	47,776
Economic Development - Ignite Launch	40,000
VicRoads Maintenance Contract - Road Maintenance	54,457
Immunisation - Mobile Influenza	30,582
Health Promotion (Preventive Health Coordination)	15,000
Traffic & Transport - Community Road Safety grant	9,000
3. Other income	\$
Increase is predominately due to:	
Workcover reimbursements	510,769
Workcover 2018/19 Premium discount	53,570
Advocacy - Northern Region Councils	29,340
Offset by:	
Mill Park Leisure Centre - (Plan to run certain programs during closure)	(200,000)
PRACC Catering sales	(23,330)
Growing Frog Catering sales	(40,000)
Disability Action Plan Expo contribution	(5,500)
4. Employee benefits	\$
Reduction in employee benefits (\$770K) due to net savings from vacancies and staff movements.	(682,577)
5. Materials & Services	\$
Reduction is due to	
Activities & special events (includes \$1,852K unspent project carryforward funds)	(2,329,080)
External Works (including Parks & Garden maintenance \$259K)	(702,725)
Supplies & services	(223,641)
Plant & Fleet operations	(35,640)
Construction Materials	(24,259)
Design works - Infrastructure Projects	(20,000)
Catering supplies and services	(8,198)
Offset by:	
Support services (including temporary/agency staff (\$235K) which is offset against employee benefits reduction)	1,193,277
Supplies & services	
Communications	41,894
Travel & accommodation	5,702

6. Other expenses	\$
Reduction in other expenses is due to:	
Parks growth allowance - fewer assets handed over from developers than expected	(653,831)
Regional Library contribution lower than budgeted	(24,505)
Animal Control - Domestic Animal Act payment	(31,905)
Bank Charges Fees & Taxes	(10,000)
Offset by:	
Leisure facilities - Refund to YMCA (Mill Park closure & TRAC utilities refund)	422,504
Utilities	70,522
Whittlesea Community Connection grant	75,000
Insurance Premiums	66,730
L2P Funding (offset by grant; no net cost to Council)	43,000
Credit Card Merchant fees	22,180
7. Net reserve transfers	\$
Net increase in reserve transfers due to:	
Unspent grants to be carried forward (TBC at end of financial year)	1,707,959
Unspent grants carried forward from 2017/18 financial year	848,670
I.T Projects - Digital Strategy	275,000
Mernda Villages/Quarry Hills North	50,000
Waste	30,887
Street lighting	57,953

6.5 EXECUTIVE SERVICES

**6.5.1 MEETINGS OF THE CHIEF EXECUTIVE OFFICER 24 JANUARY - 20
FEBRUARY 2019**

Responsible Officer: Chief Executive Officer

Author: Executive Assistant

RECOMMENDATION SUMMARY

The Council note the record of meetings held by the Chief Executive Officer with external persons and organisations and significant internal issues as set in the table in the report.

KEY FACTS AND / OR ISSUES

This is to report to Council details of meetings held by the Chief Executive Officer with external persons and organisations and significant internal issues.

REPORT

BACKGROUND

Council has previously resolved, as part of the Chief Executive Officer's annual performance review, that the Chief Executive Officer provide Council with a regular report containing details of external persons and organisations with whom he has met and the purpose of such meetings and any significant internal issues. The report is designed to promote openness and transparency in the Office of the Chief Executive Officer.

PROPOSAL

It is proposed that a standard report be included in the Council Notice paper in future meetings which will record details of external meetings and details of significant internal events.

EXTERNAL MEETINGS		
Date	Organisation or Individual	Purpose of Meeting
28/1/19	Australia Day Public Holiday	
29/1/19	Toorourrong Reservoir Pak	Briefing tour prior to 10 year bushfire anniversary. Also in attendance Director City Transport & Presentation NMann
29/1/19	EPA/Worksafe/CFA/DEWLP/Hume	Teleconference. Chemical Storage Epping and Campbellfield
30/1/19	YSAS Board meeting	Chair (external meeting)
4/2/19	Frasers Property Australia	Stakeholder meeting. Also in attendance Director Partnerships Planning & Engagement LThompson
4/2/19	State Commemoration 10 Year Anniversary of the 2009 Victorian Bushfires	State Commemoration. Also in attendance Mayor Cr Cox
5/2/19	Rob Mitchell MP	Advocacy meeting. Also in attendance Mayor Cr Cox
6/2/19	YSAS Board meeting	Chair (external meeting)
7/2/19	ICP Steering Group Meeting	Implementation of new ICP system.
7/2/19	Andrew Giles MP	Advocacy meeting. Also in attendance Mayor Cr Cox
7/2/19	Whittlesea Community Garden commemoration	Whittlesea township commemoration. Also in attendance Mayor Cr Cox
8/2/19	Governor of Victoria, The Hon. Linda Dessau	10 Year Anniversary of the 2009 Victorian Bushfires, tour of Whittlesea Township. Also in attendance Councillors and Directors
9/2/19	10 th Anniversary Bushfire Community Gathering, Toorourrong Reservoir Park	Community commemoration with Governor of Victoria. Also in attendance Mayor Cr Cox.
14/2/19	Mernda Town Planning Application – Mr Don Foulds, Woolworths	Project discussions. Also in attendance Mayor Cr Cox
15/2/19	Football Victoria – Peter Filopoulos, CEO	Meet and greet. Also in attendance Director Community Services, RHopkins
18/2/19	NGAA Launch, Canberra	Launch of Federal election platform. Also in attendance Mayor Cr Cox

SIGNIFICANT INTERNAL ISSUES	
28/1/19	Australia Day Public Holiday
29/1/19	CEMAC Quarterly meeting
29/1/19	Councillor Briefing
30/1/19	ELT Governance Meeting
31/1/19	Special Councillor Briefing – 2019-20 Council Plan
5/2/19	Ordinary Council Meeting
6/2/19	CLT Meeting
6/2/19	ELT Governance Meeting
7/2/19	2009 Bushfires Anniversary – staff commemoration
11/2/19	ELT Strategy Meeting
12/2/19	Adjourned Council Meeting
13/2/19	ELT Governance Meeting
19/2/19	Councillor Briefing
20/2/19	ELT Governance Meeting

CONSULTATION

Nil

FINANCIAL IMPLICATIONS

Costs associated with these meetings are covered in the recurrent budget.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Whittlesea 2040 Goal	Connected community
Whittlesea 2040 Key Direction	A participating community
Strategic Objective	We have access to information, skill development and knowledge to participate in decision-making in an informed way
Council Priority	Organisational Sustainability

DECLARATIONS OF CONFLICTS OF INTEREST

Under section 80C of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

CONCLUSION

The Council note the record of meetings held by the Chief Executive Officer with external persons and organisations and significant internal issues as set in the table in the report.

RECOMMENDATION

THAT Council resolve to receive and note the report containing a record of meetings held by the Chief Executive Officer with external persons and organisations and significant internal issues.

7. NOTICES OF MOTION

7.1 NOTICE OF MOTION NO 866 - LIVE STREAMING OF COUNCIL MEETINGS

Author: Cr Caz Monteleone

Councillor Monteleone of South West Ward has given notice that it is his intention to move the following Motion at the Ordinary Meeting of Council to be held on Tuesday 5 March 2019 at 6:30pm:

CHIEF EXECUTIVE OFFICER PREAMBLE (refer cl. 52 of the Procedural Matters Local Law - 1 of 2018)

The matter of live streaming and video recording of Council Meetings was previously considered by Council at its meeting on 13 November 2018 when Council considered the following motion, moved by Cr Monteleone, which was put to a vote and lost.

THAT Council resolve to:

1. *Proceed with option 2 - Council to stream Council meetings live to Council's website in 2019 and record the live stream. The recording can then be accessed 'on demand' by members of the public. Footage of the meeting would be stored and made available through Council's website for a period of 12 months; and*
2. *Adopt the attached Protocol to guide the live streaming of Council meetings.*

For clarity, the proposed Notice of Motion is not in the nature of a rescission or variation motion as Council did not make a resolution with respect to live streaming at the Ordinary Council meeting held on 13 November 2018.

The motion put by Cr Monteleone at the 13 November meeting was lost and there was no alternative resolution made which expressly stated that Council would not live stream meetings. There is, therefore, no resolution to be rescinded or amended with respect to live streaming.

MOTION

THAT Council resolve to:

1. **Live stream Council meetings to Council's website commencing in April 2019 and video record the live stream; and**
2. **Publish the video footage of Council meetings on Council's website for a minimum period of 12 months.**

- 8. **QUESTIONS TO OFFICERS**
- 9. **URGENT BUSINESS**
- 10. **REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES**

- 11. CONFIDENTIAL BUSINESS
- 11.1 PARTNERSHIPS, PLANNING & ENGAGEMENT
 - NIL REPORTS
- 11.2 COMMUNITY SERVICES
 - NIL REPORTS
- 11.3 CITY TRANSPORT AND PRESENTATION
 - NIL REPORTS
- 11.4 CORPORATE SERVICES
 - NIL REPORTS
- 11.5 EXECUTIVE SERVICES
 - NIL REPORTS
- 11.6 NOTICES OF MOTION
 - NIL REPORTS
- 12. CLOSURE