



Agenda

Scheduled Council Meeting

Tuesday 17 February 2026 at 6pm

Council Chamber,
25 Ferres Boulevard, South Morang



**City of
Whittlesea**

Councillors

Cr Lawrie Cox, Mayor	Ganbul Gulinj Ward
Cr Blair Colwell, Deputy Mayor	Mill Park Ward
Cr Deb Gunn	Painted Hills Ward
Cr Michael Labrador	Lalor Ward
Cr Jarrod Lappin	Mernda Ward
Cr David Lenberg	Epping Ward
Cr Aidan McLindon	Kirrip Ward
Cr Christine Stow	North Ward
Cr Martin Taylor	South Morang Ward
Cr Daniela Zinni	Bundoora Ward

Executive Leadership Team

Craig Lloyd	Chief Executive Officer
Emma Appleton	Director Planning & Development
Agata Chmielewski	Director Community Wellbeing
Sarah Renner	Director Customer & Corporate Services
Debbie Wood	Director Infrastructure & Environment
Jacinta Stevens	Executive Manager Office of Council & CEO
Sarah Oldman	Acting Executive Manager Public Affairs

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Note:

At the Chair's discretion, the meeting may be closed to the public in accordance with Section 66(2)(a) of the *Local Government Act 2020*. 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:

Council will hold public question time for up to 30 minutes at each Scheduled Council Meeting to allow for public questions, petitions or joint letters from our community to be read out by the Chief Executive Officers delegate and responses will be provided by the Chief Executive Officer.

Questions are required to be submitted in writing no later than 12 noon on the day prior to a Scheduled Council Meeting.

Priority will be given to questions or statements that relate to agenda items. Any questions submitted after 12 noon the day prior will be held over to the following Council Meeting.

The Public Question form can be downloaded from Council's website. 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 Council's Governance Team prior to any Council Meeting on (03) 9217 2170.

1 Opening

1.1 Meeting Opening and Introductions

The Chair, Cr Lawrie Cox will open the meeting and introduce the Councillors and Chief Executive Officer:

Cr Blair Colwell, Deputy Mayor

Cr Deb Gunn

Cr Michael Labrador

Cr Jarrod Lappin

Cr David Lenberg

Cr Aidan McLindon

Cr Christine Stow

Cr Martin Taylor

Cr Daniela Zinni

Craig Lloyd, *Chief Executive Officer*

The Chief Executive Officer, Craig Lloyd will introduce members of the Executive Leadership Team:

Emma Appleton, *Director Planning and Development;*

Agata Chmielewski, *Director Community Wellbeing;*

Sarah Renner, *Director Corporate and Customer Services;*

Debbie Wood, *Director Infrastructure and Environment;*

Jacinta Stevens, *Executive Manager Office of Council and CEO, and;*

Sarah Oldman, *Acting Executive Manager Public Affairs.*

1.2 Apologies

1.3 Acknowledgement of Traditional Owners Statement

The Chair will read the following statement:

“On behalf of Council, I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.

I would also like to acknowledge Elders past, present and emerging.”

1.4 Diversity and Good Governance Statement

The Chair will read the following statement:

“At the City of Whittlesea we are proud of our diversity and the many cultures, faiths and beliefs that make up our community. We strive to be an inclusive welcoming City that fosters active participation, wellbeing and connection to each other and this land. We commit as a Council to making informed decisions to benefit the people of the City of Whittlesea now and into the future, to support our community’s vision of A Place For All.”

1.5 Acknowledgements

2 Declarations of Conflict of Interest

3 Confirmation of Minutes of Previous Meeting/s

Recommendation

THAT Council confirm the minutes of the Scheduled Council Meeting held on 16 December 2025, as circulated.

4 Public Questions, Petitions and Joint Letters

4.1 Public Question Time

4.2 Petitions

4.2.1 Petition - Capping of Council Rates

A petition has been received from 17 residents requesting Council consider a concept that the level of Council rates to be levied against residents be based on the cost of the services provided by Council and that the rates be capped at \$1,400 irrespective of the value of their property.

Recommendation

THAT Council note the petition.

4.3 Joint Letters

No Joint Letters

5 Officers' Reports

5.1 Council Grants Policy

Director/Executive Manager: Director Customer & Corporate Services

Report Author: Unit Manager Community Grants

In Attendance: Manager EPMO & Change
Unit Manager Community Grants

Executive Summary

The Council Grants Policy is intended to be a public facing document to make transparent the roles, responsibilities and decision-making process when offering Council grants. This policy is for grants offered by Council only and not grants that Council have been awarded or supplemented to deliver to the community through third party funding.

In May 2022 the Victorian Auditor General's Office (VAGO) published the *Fraud Control Over Local Government Grants*. This policy has been developed to ensure it meets the recommendations identified in this report and to ensure Council's overarching grant policy includes:

- When and why Council uses grants to achieve its strategy.
- How Council will administer grant programs across their life cycle.
- the risk-based approach Council uses to determine how it will evaluate each grant program.
- Staff and Councillors' roles in managing grants.
- Relevant Council policies and procedures, including policies and procedures for declaring conflicts of interest.

Officers' Recommendation

THAT Council resolve to adopt the Council Grants Policy at Attachment 1.

Background / Key Information

This policy complements the two strategic drivers of change resulting from the VAGO Report on Fraud Control Over Local Government Grants and the centralisation process of all grants offered by Council, to the EPMO and Change Department in 2022.

This Policy has been developed in alignment with the nine recommendations made in the VAGO report identifying complete transparency in Council roles and responsibilities as well as responsibilities of Council grant recipients.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

Connected Communities

We work to foster an inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

The Council Grants Policy sets out the acceptable standards and expectations for both Council and the community. In addition, this policy identifies the evaluation methodology to ensure Council grants are distributed fairly and provide a genuine benefit to the wider community.

Considerations of *Local Government Act (2020)* Principles

Financial Management

The cost is included in the current budget.

Community Consultation and Engagement

As community feedback has been consistently sought for the Community Grant Guidelines for the 2023-2024, 2024-2025 and most recently 2025-2026 financial years, no further community consultation is required due to the policy adopting the mandatory eligibility requirements consistently applied over the last three years since centralisation.

Other Principles for Consideration

Overarching Governance Principles and Supporting Principles

(i) The transparency of Council decisions, actions and information is to be ensured.

Public Transparency Principles

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

Council Policy Considerations

Environmental Sustainability Considerations

No implications.

Social, Cultural and Health

No implications.

Economic

No implications.

Legal, Resource and Strategic Risk Implications

The policy includes Non-compliance and Exclusionary Periods. In addition, to ensure Council regularly evaluate the effectiveness of Council Grants, additional resourcing may be required to ensure Council grant outcomes are effectively evaluated and achieved.

Implementation Strategy

Communication

Through a variety of methods, including online and traditional channels, as well as direct communications where possible, we will share information about the Council Grants Policy with community.

Critical Dates

- Public exhibition on Council's webpage on 19 February 2026.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

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.

Attachments

1. 20260217 Council Grants Policy [5.1.1 - 11 pages]



Council Grants Policy

Policy statement

The City of Whittlesea is committed to supporting individuals, community groups, not for profit organisations and businesses to deliver important programs and events aligned to Council's 2040 Goals and Community Plan through Council Grants.

Council's dedication to offer grants to individuals, community groups, organisations and businesses is a demonstration of Council's ongoing commitment to celebrate the vibrancy of the City of Whittlesea community. This policy is designed to ensure all residents, groups and businesses from the young to the old, newer residents to generations of residents, newly established or long-serving organisations and businesses have a fair go and equal opportunity to be supported through Council grants.

The Council Grants Policy (Policy) complements Guidelines of the Grants offered by Council.

1. Purpose

The Council Grants Policy will:

- 1.1. Provide a definition of Grants offered by Council
- 1.2. Define the minimum eligibility requirements across all Grants offered by Council
- 1.3. Make transparent the Governance and decision-making process of grants offered and approved by Council
- 1.4. Outline responsibilities of grant recipients

2. Scope

- 2.1 This Policy applies to all grants offered by Council to the City of Whittlesea individuals, groups, organisations and businesses.
- 2.2 For the purposes of this Policy, the following are out of scope:
 - a. Capital Grants for Council owned property and facilities
 - b. Grants from external funding bodies to Council
 - c. Sponsorships
 - d. Council Rebates
 - e. Fee reductions or fee waivers
 - f. Staff in-kind time

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3. Alignment to Whittlesea 2040

The Policy primarily guides Council’s work toward the following Goal as outlined in *Whittlesea 2040: A place for all: Connected Community*

- 3.1 A socially cohesive community.
- 3.2 A healthy and safe community.
- 3.3 A participating community.

4. Overarching Governance Principles

The development of this Policy considered the *Local Government Act 2020’s* Overarching Governance Principles and the following were applied:

Lawful <input type="checkbox"/>	Community engagement <input type="checkbox"/>	Financially viable <input type="checkbox"/>
Best community outcome <input checked="" type="checkbox"/>	Innovation & improvement <input type="checkbox"/>	Consistent with government plans <input checked="" type="checkbox"/>
Sustainable <input type="checkbox"/>	Collaboration with government bodies <input type="checkbox"/>	Transparent <input checked="" type="checkbox"/>

To ensure transparency of Council decisions and actions, this Policy adopts the following key principles adapted from The Victorian Auditor General’s Office (Fraud Control Over Local Government Grants, 2022) recommendations that all Victorian Councils:

- 4.1 Improve conflict-of-interest processes
- 4.2 Develop eligibility and assessment criteria for all grant programs
- 4.3 Exclude councillors from assessing and making recommendations on grant applications
- 4.4 Verify that all grant recipients use grant funds for their intended purpose
- 4.5 Evaluate the benefits of the grants offered, recurring and non-recurring
- 4.6 Document all funding decisions in a consistent and structured way within a centralised system to ensure decision-making is transparent
- 4.7 Developing own overarching grant policy (seems to me that we are adopting the recommendation by adopting this policy)
- 4.8 Include grant-related fraud risks in the risk management and fraud and corruption plans and assign responsibility for managing these risks
- 4.9 Develop mandatory training for staff and councillors that covers conflicts of interest, fraud risks specific to grant programs and the relevant policies and procedures

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5. Gender Equality, Climate Change, Human Rights and Child Safe Compliance

5.1 Federal, Victorian State and Local Government Legislative Instruments

Council Grants require all grant applicants to commit and acknowledge adherence to relevant Federal and Victorian State Legislation and Council policies including Gender Equality, Climate Change, Human Rights and Child Safe Compliance.

5.2 Gender Impact Assessment

- a. All Council grants are required to complete Council's Gender Impact Assessment at the planning stage of developing a grant.
- b. In addition, an equality lens to All Year Grants is applied through the assessment criteria in recognition of an applicant's inequality according to its primary target group.

All City of Whittlesea policies comply with the *Victorian Charter of Human Rights and Responsibilities*, *Gender Equality Act*, *Climate Change Act* and the *Child Safe Standards*.

6. Definitions

6.1 Grants Definition

The term 'grant' is defined as an arrangement for the provision of financial assistance by the City of Whittlesea under which a Grant is paid to:

- a. Assist the recipient achieve their goals
- b. Achieve positive individual or community outcomes meeting one or more of the objectives within the City of Whittlesea's 2040 Vision or Community Plan

6.2 Definition of Grant Categories and Selection Process

6.2.1 Grant Categories

The following categories define the grants offered by Council:

a. **Year-round grants**

Community Grants open all year round in alignment with the Community Grant Guidelines. Eligibility and assessment are defined in the Community Grant Guidelines.

Funding decisions are made according to a competitive merit-based selection.

b. **Council-driven grants**

Grants identified by Council to address specific or emerging needs not otherwise funded in Year-round Grants.

Eligible applications will be assessed against the nominated assessment criteria set by the Program Area.

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c. **Annual grants**

Council provides grants to community-based organisations and or groups providing **specialised** services to address ongoing needs in Community. Specialised services are according to the Council approved funding service model.

Grants in this category are by invite only to select organisations meeting Council approved funding service model for the specialised service.

d. **Funding Agreements**

Council will offer four-year Funding Agreements to organisations that have historically and consistently provided specific services or a major festival or event that are supported and driven by the Community.

Organisations and Groups offered a Funding Agreement are assessed and determined based on recipients demonstrating:

- i. **Historical service delivery**
Successful delivery **and** acquittal of previous Council grants for projects or event for a minimum of four or more consecutive years,
- ii. **Best community outcome**
Through previous acquittals, it was evident that the wide-reaching community impact of their service or event in the City of Whittlesea,
- iii. **No other identified competitors**
Council is not aware of any other community groups or organization providing the same level of service.
- iv. **Fiscal responsibility**
Demonstrated through the acquittals, that previously awarded grants were used for its intended purpose and full transparency of other contributions. This includes, adjusting services to meet unforeseen circumstances.

6.2.2 **Selection Process Definitions**

Council grants are awarded according to the following selection decision making process *adapted* from the Commonwealth Grants Rules and Principles 2024 (Commonwealth Grants Rules and Principles , 2024):

a. **Competitive merit-based selection**

Applications are decided against comparative merits of other applications for the grant considered in the same period.

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- b. **Closed non-competitive process**
Grants are offered by invitation only and are awarded by meeting specific requirements under each grant category.
- c. **Demand-driven or 'first-in first-served'**
Applicants satisfy stated eligibility criteria receive funding, up to the limit of available appropriations and subject to revision, suspension or abolition of the grant opportunity.

6.2.3 **Grant Category & Selection Process**

The following table (Table 1) provides an overview of both 6.2.1 and 6.2.2 above.

Table 1: Grant Categories

Grant Name	Selection Process	Description
Year-round Grants	<i>Competitive merit-based selection</i>	Recurring grants where applications are decided against comparative merits of other applications for the grant considered in the same period.
Council-driven Grants	<i>Competitive merit-based selection</i>	Non-recurring grants where applications are decided against comparative merits of other applications for the grant considered in the same period.
Annual Grants	<i>Closed non-competitive</i>	Recurring grants offered by invitation only and are awarded by meeting specific requirements for approved service model.
Funding Agreements	<i>Closed non-competitive</i>	Non-recurring grants offered by invitation only and awarded by meeting specific requirements identified in 6.2.1 (d).
Emergency Relief Grants	<i>Demand-driven</i>	Recurring grants offered where applicants satisfy stated eligibility criteria receive funding, up to the limit of available appropriations and subject to revision, suspension or abolition of the grant opportunity.

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7. Mandatory eligibility requirements

All Grants offered by Council will apply the following mandatory eligibility criteria. Applicants for any Council Grant must:

- 7.1 Have no outstanding debts to or current debt arrangements with Council
- 7.2 Have successfully acquitted all previous approved Council grants
- 7.3 Not be a Councillor or family member of a Councillor as defined in section 126 (1) of the *Local Government Act 2020*
- 7.4 Not be a member of the Grant Management Steering Committee as defined under Section 8.3 of this Policy
- 7.5 Not be a registered political organisation or political group

8. Governance and Decision-making

In addition to the Transparent Governance Principles under Section 4.1, the following outlines the decision-making roles and responsibilities for all Grants offered by Council.

8.1 Council

The Council determines the annual budget allocation for the Council Grants.

8.2 Executive Leadership Team (ELT)

Make recommendations to Council of the proposed annual budget for grants in line with existing commitments and future opportunities through Council grants.

8.3 Grant Management Steering Committee (GMSC)

The CEO provides necessary authority for the Grant Management Steering Committee to be the decision-making body awarding grants.

- a. Membership will consist of staff members only to ensure accountability of decisions made in the distribution of government funds is wholly Council's responsibility.
- b. The GMSC is the decision-making body for Council Grants with delegation to approve Council Grants up to \$40,000.

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- c. The GMSC maintains oversight of All Year or Council-driven grants coordinated and approved by the Council Grants team for amounts up to its approved delegation.

8.4 Council Grants Team (CGT)

- a. This team is the operational team ensuring all Council grants are developed and delivered in line with Council’s Grants Policy and Grant Guidelines.
- b. The Manager/ Managers responsible for All Year Grants and Council-driven Grants are the decision-making body with conferred delegation to approve Council Grants up to \$7,000 and not considered high-risk.

8.5 Assessment

- a. Applications will be assessed according to the assessment criteria applied in the Guidelines of the specific grant.
- b. Assessors will consist of Council staff only who are required to declare conflicts of interest and complete an initial and biannual Personal Interest Return
- c. All grants will undergo subject matter expert (SME) assessment, to ensure Council are:
 - i. Not funding an application already funded through another Council Program
 - ii. Identifying potential risks to Council
 - iii. Ensuring the application for the grant is aligned to the Community Plan and Strategic priorities in their area of expertise

9. Responsibilities of Grant Recipients

Council’s continued support in offering grants is to ensure continual celebration of the vibrant community in the City of Whittlesea.

The acquittal process allows Council to not only celebrate its diversity in the activities, program, events and representations made, but also consider emerging needs and themes and ensure Council grants are used for its intended purpose.

To achieve this, the following information will assist grant recipients to meet their requirements from the application to the acquittal process.

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9.1 Submitting a grant application

To ensure equity and fairness, priority in considering grant applications submitted by the due date will be given to applications where all information is submitted at the time of application.

This includes but is not limited to the following:

- a. All grant applications must be submitted through Council's on-line grants administration system.
- b. Applications are submitted on-time according to the timelines noted in the Grant Guidelines.
- c. Applicants meet the mandatory eligibility criteria.
- d. Prioritising applications that submit all supporting documents with the application, including but not limited to:
 - i. Public Liability and/or Professional Liability Insurances
 - ii. Permits
 - iii. Financial Statements
 - iv. Quotes, where applicable

9.2 Accepting an Approved Council Grant

All approved Grant recipients are required to sign a Condition of Grant within two weeks of being offered a Council Grant to:

- a. Accept the terms and funding conditions of the grant
- b. Understand and accept requirements for acknowledging Council
- c. Confirm bank details for payment of the grants
- d. Should the applicant not sign the terms and funding conditions up to two months after being notified of approval Council will remove the approval status and advise the grant recipient the offer was withdrawn due to failure to accepting the terms and signing the conditions of grant

9.3 Deliver the project/ program or event

All grant recipients must deliver their program, project or event according to approved application and funding conditions in line with the applicable Grant Guidelines.

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In the event that the grant recipient identifies they cannot meet their obligation as defined in the Condition of Grant, they must seek a Deed of Variation before making any changes to their Program/Project or Event.

a. Deed of Variation

A Deed of Variation will only be offered for amendments to the following:

- i. **Organisational personnel**
Amendments to Organisational personnel must be made as soon as practical and include evidence of this change. Council staff will only discuss the grant application and details with personnel noted in the grant application form.
- ii. **Start and End Dates**
In the event that the date is extended, the grant recipient will have a maximum of 3 months of the originally intended date to seek an amendment to the Start or End date.
- iii. **Venue/ location**
A request to change the venue or location must be in line with the applicable Grant Guidelines. For example, if the Grant Guidelines include an eligibility criteria that the location or venue must be in the City of Whittlesea, the Deed of Variation can only seek a change of venue or location meeting this eligibility criteria.
- iv. **Budget Variation**
This will only apply to requests to utilise unspent funds in line with the grant guidelines and approved amount. If this amount is higher than the grant funds received, grant recipients will not be given more funding and will have to source alternative funding.

If the amount is lower than the grant funding received, grant recipients may be required to return unspent funds.

- b. Approval of the Deed of Variation will be in line with the initially approved application and maintaining the applicable requirements of the corresponding Grant Guidelines.
- c. Approval for a maximum of two requests for a Deed of Variation is allowed.
- d. In the event that a group cannot deliver after two Deeds of Variation, this would be considered 'non-compliance' with the process followed under Section 10.

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- e. Approval of requests under Sections 9.3 (a) (i) (ii) and (iii) will be reviewed and actioned by the CGT.
- f. Approval of requests under Section 9.3 (a) (iv) will only be allowable up to the amount of funding approved:
 - i. If over 50% of the approved budget is varied, request will be considered by the initial decision-making body.
 - ii. If under 50% of the approved budget is varied, request will be considered by the CGT.

9.4 **Acquittals**

Acquittals provide grant recipients the opportunity to demonstrate how the grant they received delivered for the community through a celebratory event or delivering a program to address a need in the community.

All Grant recipients are required to submit an acquittal after delivering their program or event to ensure the grant was used for the intended purpose according to the application of which the grant was approved.

9.4.1 **Not acquitting a grant**

If a recipient does not submit an acquittal for the grant, the recipient:

- a. Is ineligible for any further Council funding until the acquittal is received
- b. Will have a note on record as non-compliant until an acquittal is received
- c. Will be required to submit a certified Statutory Declaration outlining the reasons an acquittal could not be submitted.

9.4.2 **Unspent Funds**

If through the acquittal, the recipient reports that there are unspent funds Council will determine the next steps as to whether:

- a. There is enough evidence in the acquittal to determine if the unspent funds could offset other aspects of the project or event allowed under the Grant Guidelines the application was approved under and therefore, deem the acquittal successful without consequence
- b. To invoice the grant recipients for the return of unspent funds

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10. Non-compliance

- 10.1 The City of Whittlesea reserve the right to require:
- a. evidence of funds spent or implement the right to audit clause
 - b. a refund of the grant in full if any of the conditions of grant were breached
- 10.2 Grant recipients will be considered 'non-compliant' if they do not:
- a. submit an acquittal
 - b. successfully acquit their grant
 - c. deliver their approved program/ project or event in accordance with the approved application and funding conditions
 - d. acknowledge Council support in line with funding conditions
- 10.3 Escalation and Action
- a. Three attempts to contact the grant recipients will be made to offer support to the grant recipient to meet their obligations.
 - b. Failure to connect with the grant recipient will result in enacting the Exclusionary Period under section 11.

11. Exclusionary Period

- 11.1 Acquittals submitted more than 6 months after the end date of the activity, project or event will be excluded for any future Council funding for up to 2 years from the date the acquittal is received.
- 11.2 Upon receipt of a certified Statutory Declaration, as required under 9.4.1 (c), the exclusion period of 2 years from the date the Statutory Declaration is accepted by the CGT will commence.

12. Evaluation of Council Grants

- 12.1 To ensure best community benefits are achieved through all council grants, each grant offered will be evaluated at the close of each grant program, for non-recurring grants.
- 12.2 For recurring grants, evaluation of these grants will be completed every year.
- 12.3 The Evaluation will be completed in alignment with Council's Evaluation Framework.
- 12.4 The Evaluation Report will be submitted to the GMSC as the responsible Committee noted under and 8.3.

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5.2 Hawkstowe Station East Development Plan

Director/Executive Manager: Director Planning & Development

Report Author: Senior Strategic Planner

In Attendance: Manager Strategic Futures
Senior Strategic Planner

Executive Summary

The purpose of this report is to present the *Hawkstowe Station East Development Plan* (the Development Plan), and seek Council's approval of the Development Plan, following non-statutory exhibition.

The Development Plan has been prepared and submitted by the proponent YourLand Pty Ltd (refer *Attachment 1*). The Development Plan affects a single property; 1180 Plenty Road, South Morang. The site is approximately 2.1 hectares in size and is bound by Plenty Road to the west and south. Two local roads and a Council owned reserve are directly to the north and Hawkstowe train station is directly to the east (refer *Attachment 2*).

The Development Plan envisages a residential neighbourhood of approximately 75 to 80 dwellings located within immediate proximity to the existing Hawkstowe train station. The Development Plan proposes to deliver a connected street network, approximately six standard density lots within the northern part of the site, a large lot for an area of medium density dwellings within the central and southern parts of the site, as well as an ephemeral wetland which is critical to manage water on the site. The new housing will be located within an existing residential neighbourhood well serviced by schools, parks, amenities and public transport.

The proposed Development Plan has been prepared in accordance with the provisions of Schedule 5 to the Development Plan Overlay (DPO) at Clause 43.04 of the Whittlesea Planning Scheme and the *Mernda Strategy Plan* (MSP).

The draft Development Plan and supporting documents were placed on non-statutory exhibition in September 2025. Neighbouring and nearby properties, and relevant agencies, were notified and provided with the opportunity to comment on the proposal.

One submission was received from an affected landowner/residents and a number of relevant agencies provided a response. In response to these submissions, officers have provided an assessment and a response in the report.

The Development Plan meets the relevant requirements of the Whittlesea Planning Scheme and satisfactorily responds to the existing site features, constraints and overarching strategic documents. It meets a community need for additional housing in an area well-served by public transportation. As such, this report recommends that Council approve the *Hawkstowe Station East Development Plan*.

Officers' Recommendation

THAT Council:

- 1. Approve the Hawkstowe Station East Development Plan at Attachment 1 which proposes the subject land be developed for standard and medium-density housing.**
- 2. Note the outcomes of the non-statutory exhibition process as detailed in the report.**
- 3. Note officers will notify the submitters and proponent of this resolution.**

Background / Key Information

Site Context

The subject site is located on the north-eastern side of Plenty Road (refer *Attachment 2*). The land directly north of the subject site is standard density housing; with two local roads, Stanhope Crescent and Sargood Drive terminating at the subject site. Chamonix Park, a Council owned Conservation Reserve, is also located directly to the north.

To the east is the Yan Yean Pipe Track and the Hawkstowe Train Station car park. To the south-west is Plenty Road, a major north-south arterial road. Further west is residentially zoned land, earmarked for future development.

In a broader context, the subject land is toward the northern end of South Morang and close to Mernda (refer *Attachment 3*).

As noted, the subject site is located in an area of predominately residential development and in proximity to the Hawkstowe Train Station on the Mernda train line. Existing connectivity is in the form of two adjoining local roads. This proposal seeks to continue the road connections to provide access to the site. The proposed layout provides a transition of standard density dwellings, with six lots abutting existing residential development and an increase in density closer to the train station and station car park.

The Development Plan Process at City of Whittlesea

The subject land is affected by a Development Plan Overlay (DPO), which is the principal planning tool applied to the older structure plan areas that originally converted rural land to urban use in Whittlesea Township, Mernda, Doreen, South Morang, Wollert, Epping, and Epping North. The Development Plan process is explained further at *Attachment 4* and the location of Development Plans in the planning document hierarchy is shown at *Attachment 5*.

The Development Plan Overlay Schedule 5 applies to the subject site and implements the requirements of the *Mernda Strategy Plan*. The Development Plan Overlay Schedule 5 requires a Development Plan to be prepared and approved by Council prior to planning permit applications for subdivision or buildings or works being lodged. The purpose of the Development Plan is to provide a strategic framework for the future use and development of an area; and will generally consider broad spatial issues relating to road layout, open space, drainage, landscape values and built form.

Council in its role as the responsible authority for administering the Whittlesea Planning Scheme is required to make a decision as to whether the proposed Development Plan satisfies the requirements of the scheme.

Planning Context

The subject site is located in the Mernda Strategy Plan (MSP) area which is the primary strategic document guiding the development of land in the precinct.

The subject site is included within Precinct 5 of the MSP and the Precinct Plan identifies residential use as the preferred development outcome for the site. Plenty Road is shown as an arterial road and there is a regional cycling corridor along the Yan Yean Pipe Track. However, there have been changes since the MSP was adopted, including the extension of the Mernda train line and inclusion of the nearby Hawkstowe Train Station. There is now a unique opportunity for an infill site next to a train station for increased housing in line with State Planning Policy.

Reflecting the residential designation in the MSP, the land is zoned General Residential Zone – Schedule 1.

The site is also affected by a number of planning overlays, including:

- Incorporated Plan Overlay – Schedule 1 (IPO1) – *Mernda Strategy Plan*
- Development Plan Overlay – Schedule 5 (DPO5)- *Mernda Development Plan*
- Development Contributions Plan Overlay – Schedule 9 (DCPO9) – *Mernda Precinct 5 Development Contributions Plan*
- Vegetation Protection Overlay – Schedule 1 (VPO1) – *Significant Vegetation (River Redgum Grassy Woodland)*

Development Plan Proposal

The Development Plan proposes standard and medium-density residential development across the site, with continued road connections and an ephemeral wetland. This layout has been supported and informed by a number of background technical reports and assessments.

Specifically, the Development Plan proposes:

- The continuation of the existing local roads, Stanhope Crescent and Sargood Drive to provide access to the site. These roads will not be connected through to Plenty Road.
- Continuation of the footpath network and a shared path to Plenty Road.
- The provision of potential pedestrian and cycling access to the Yan Yean Pipe Track and train station car park, subject to future approval from VicTrack, Melbourne Water and Heritage Victoria.
- The provision of six, conventional density lots along the local roads and abutting existing housing.
- A medium density ‘super-lot’ site to provide a range of medium-density housing subject to a future planning permit, consisting of contemporary unit development or apartments up to three-stories in height. The Development Plan identifies housing performance measures and the anticipated building typologies.

- Overall density of 35 to 40 dwellings per hectare and overall yield of approximately 75 to 80 dwellings.
- The provision of a 26-metre-wide ephemeral wetland, to address both stormwater management and to provide a high-amenity transition between the conventional housing and medium density site.
- Activated development edges for the medium density site, which would have dwellings facing the wetlands, Yan Yean Pipe Track, station car park and Plenty Road to provide passive surveillance.
- Protection of existing trees on adjoining Conservation Reserve.

Non-Statutory Exhibition

The draft Development Plan was exhibited to owners and occupiers within the surrounding precinct, and relevant authorities from 15 August 2025 to 12 September 2025.

Council officers have considered the submissions received, assessed and responded to the submitter concerns.

Six submissions were received from relevant authorities during the non-statutory exhibition period.

APA, CFA and Yarra Valley Water provided a submission that supported the Development Plan in its current form.

VicTrack, which manages rail land, infrastructure and assets on behalf of the State Government provided a submission raising matters related to drainage to the railway land. Further consultation with internal subject matter experts was undertaken to clarify that the ephemeral wetland and existing enlarged Melbourne Water culvert underneath the rail reserve would effectively drain the subject site and provide no further risk to drainage on the railway land. As such, VicTrack withdrew their objection submission.

Melbourne Water's submission initially indicated a number of matters to resolve and discuss further. These were in relation to stormwater management, environmental/biodiversity considerations and the ephemeral wetland infrastructure. In further consultation with Council's development engineers, it was confirmed that a number of these matters are required to be considered during the functional/detailed design phases and can be deferred to the planning permit stage. The other items have been clarified for Melbourne Water officers and therefore no further changes are required.

One joint submission from four adjoining owners/occupiers was received during the non-statutory exhibition period in relation to the matters listed below.

Ephemeral Wetland

A question was raised regarding the ephemeral wetland and whether this would lead to an increase in unpleasant smell, water stagnation or increase in unwanted pests such as snakes, mosquitos or other animals/insects to the area.

Response

When designing and constructing wetlands and associated water assets, Council is required to consider both Melbourne Water Guidelines and Council's Integrated Water Management Guidelines. These guidelines ensure that these assets achieve the highest practical standards for aesthetics and water quality outcomes. Wetlands may be designed as either ephemeral (temporary) or permanent (perennial). When functioning properly, ephemeral wetlands do not produce noticeable odours. Their dense vegetation draws oxygen from the air to keep the soil well oxygenated, which naturally prevents the unpleasant smells often associated with wetlands with poorly oxygenated soils. Ephemeral wetlands are also less favourable for mosquitoes, as they require 1–2 weeks of standing water to develop from eggs into adults. Because ephemeral wetlands naturally dry out, stagnant pools of water are avoided. Ephemeral wetlands support a richer diversity of Australian native plants and animals, including frogs, lizards, and insects. Diverse ecosystems are generally healthier and naturally regulate themselves, reducing the likelihood of any one species becoming a pest.

Vehicle turnaround area

The submission also noted the 'vehicle turnaround areas' marked on the plans as the details are different between the proposed development plan and indicative concept plan as shown on the Council website.

Response

The final engineering design of the turnaround areas will be determined during a future planning permit application, if the Development Plan is approved by Council. The 'indicative concept plan' shown on Council's website is not a finalised plan but rather had been included to assist residents in understanding how the site *may* be developed in the future. These roads will not provide connection through to Plenty Road.

Dwelling building height

The submission requested the six conventional density lots to be single-storey only as they will share a boundary with existing, single-storey dwellings.

Response

The Development Plan is located within the General Residential Zone (Schedule 1). Under the provisions of the zone, there is a maximum height limit of 11 metres, or 3 storeys. The General Residential Zone (Schedule 1) also applies to the existing residential estate to the north of the proposed Development Plan area, including dwellings on Ferncroft Drive, Sargood Drive and Stanhope Crescent.

The siting and design of any future dwellings will be managed through the building permit process to ensure there is no unreasonable amenity impact on any surrounding dwellings and to address matters such as overlooking and overshadowing. It is noted no planning permit would be required to construct one dwelling on the lots directly abutting the existing dwellings as they would be lots greater than 300 square metres in size (conventional density). Single- and double-storey dwellings are a common and accepted occurrence within residential areas of the municipality, as further evidenced by existing nearby residential areas which consist of both single- and double-storey dwellings. As such, the request to require these lots to be single-storey only is not supported.

Discussion

The proposed Development Plan complies with purposes of the General Residential Zone by providing for additional housing, with a suitable transition to the existing conventional housing and diversity of housing types closer towards the train station and car park, while suitably protecting existing vegetation on the land. The Performance Measures in the Development Plan will encourage the future development to be responsive to the neighbourhood character of the area. The Development Plan provides for a logical extension of the existing road, footpath and shared path network; as well as potential future pedestrian access to Hawkstowe Station and the Yan Yean Pipe Track.

The Development Plan includes built form principles that encourage the delivery of diverse housing typologies including smaller and more affordable housing products within proximity to Hawkstowe Station.

The Development Plan is generally in accordance with the overarching *Mernda Strategy Plan*, which identified residential use and includes a number of requirements for the preparation of a development plan, which have been fulfilled. The Development Plan is also consistent with the relevant planning policy of the Whittlesea Planning Scheme, as assessed further in this report.

Having received and considered submissions following exhibition of the proposed Development Plan, the officer recommendation is that Council approve and endorse the proposed Development Plan in its current form.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2025-2029:

Liveable Neighbourhoods

Our City is well-planned and beautiful, and our neighbourhoods and town centres are convenient and vibrant places to live, work and play.

Response: The Development Plan aligns with *Whittlesea 2040* by facilitating the development of the site for high amenity housing for future residents.

Considerations of *Local Government Act (2020)* Principles

Financial Management

The proponent has paid a statutory fee to Council for the assessment of the Development Plan.

Community Consultation and Engagement

The draft Development Plan was exhibited to owners and occupiers within the surrounding precinct, and relevant authorities from 15 August 2025 to 12 September 2025. Although there is no statutory requirement to advertise the Development Plan, the City of Whittlesea undertakes non-statutory exhibition as part of its established notification practices to affected and adjoining properties and relevant agencies. This is to ensure that any owners/occupiers impacted by the proposal, and agencies with relevant expertise, can provide comment on the draft Development Plan for Council's consideration. Council officers have considered the submissions received, which is detailed in the report above.

Other Principles for Consideration

Overarching Governance Principles and Supporting Principles

- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- (d) The municipal community is to be engaged in strategic planning and strategic decision making.
- (h) Regional, state and national plans and policies are to be taken into account in strategic planning and decision making.

Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

Council Policy Considerations

Environmental Sustainability Considerations

The proposed Development Plan contains a number of Environmentally Sustainable Design and Integrated Water Management principles to be met at the planning permit stage. The proposed Development Plan also seeks to retain native vegetation on the site.

Social, Cultural and Health

The Development Plan will facilitate the delivery of a diverse range of housing typologies, including smaller and more affordable housing options within proximity to an existing train station. The diversity of housing will have a positive effect through the increase of housing choices within the municipality in an area serviced by public transportation.

Economic

The proposed uses of the site will have a positive economic effect by providing additional housing supply and job opportunities during construction works.

Legal, Resource and Strategic Risk Implications

In accordance with Section 149 of the *Planning and Environment Act 1987*, a specified person may apply to the Victorian Civil and Administrative Tribunal (VCAT) for review of Council's decision.

Planning Policy Assessment

Planning Policy Framework

The *Development Plan* is generally consistent with the provisions and objectives of the Planning Policy Framework of the Whittlesea Planning Scheme, including:

- *Clause 11 – Settlement:* The Development Plan responds to the needs of the community by providing for additional housing in an area with good access to services.
- *Clause 11.02-2S – Structure planning:* Orderly planning will be achieved with the preparation and implementation of the Development Plan.
- *Clause 12 – Environmental and Landscape Values:* The Development Plan responds to site features and constraints, by providing for the retention of existing vegetation, and managing environmental flows to the Plenty River through the establishment of an ephemeral wetland.
- *Clause 12.01-1L – River Red Gum protection:* The Development Plan has considered the location of River Red Gum trees, and this has been indicated on the Development Plan for retention during the development stage.
- *Clause 16.06-1S – Urban forests:* The Development Plan includes provisions to aim to meet the 30 per cent tree canopy target for urban areas.
- *Clause 13.01-3S – Urban heat:* The Development Plan includes provisions to mitigate the impact of urban heat during the development phase.
- *Clause 15.01-1S – Urban design:* The Development Plan will ensure that future residential development is of high amenity for future residents with the inclusion of Performance Measures.
- *Clause 15.01-2L – Environmentally sustainable development:* the Development Plan includes Performance Measures to meet best practice of Environmentally Sustainable Development measures for development.
- *Clause 16 – Housing:* The Development Plan increases the supply of housing to meet community needs.
- *Clause 16.01-2L – Housing affordability:* The Development Plan will support smaller and medium density scale housing to support diverse and more affordable housing option.
- *Clause 18.01 – Land use and transport:* The Development Plan area is well-located to integrate housing and transportation.

- *Clause 19.03-3L – Water sensitive urban design:* The Development Plan provides for the collection of stormwater on site via the establishment of an ephemeral wetland. This will manage environmental flows to Plenty River which represents a best practice approach to urban stormwater management.

State Government Planning Strategies

The proposed Development Plan is consistent with *Plan for Victoria*, which seeks to deliver on Victoria's Housing Statement 2023 to boost housing supply across the state. The area is well suited to increased housing supply due to proximity to a train station and services.

Zones and Overlays

General Residential Zone – Schedule 1 (GRZ1):

The subject site is in the GRZ1 of the Whittlesea Planning Scheme (see *Attachment 6*). The primary purpose of the GRZ1 is to provide a diversity of housing types and housing growth, particularly in locations offering good access to services and transport.

Incorporated Plan Overlay – Schedule 1 (IPO1):

The IPO1 applies the *Mernda Strategy Plan (MSP)* to the precinct.

Development Plan Overlay – Schedule 5 (DPO5):

The site is affected by DPO5, which requires the approval of a Development Plan before a permit can be granted to use or develop the land. A Development Plan has been prepared and is the subject of this assessment.

The proposed Development Plan responds to the following requirements of DPO5:

- Generally, in accordance with the MSP.
- Generally, in accordance with planning policy including retention and integration of mature trees, particularly River Red Gums.
- Provision of appropriate transition to adjacent land uses, and interface design treatments.

Development Contributions Plan Overlay – Schedule 9 (DCPO9)

The DCPO9 provides that development contributions are payable upon development (post-planning permit) of the site and summarises the costs and contributions applicable to Precinct 5 of the *Mernda Strategy Plan Development Contributions Plan 2008*.

Vegetation Protection Overlay – Schedule 1 (VPO1)

The purpose of the VPO1 is to protect and retain significant native vegetation, including River Red Gums. The layout proposed in the Development Plan has considered and provides for the retention of native vegetation. This will also be considered during the planning permit process.

Implementation Strategy

Communication

The Council decision will be communicated to the proponent and the submitters.

Critical Dates

- July 2023 – Development Plan submitted to Council.
- December 2023, April 2024, August 2024, February 2025, April 2025 and July 2025 – Proponent lodges amended submissions to respond to Officer queries.
- August to September 2025 – Non-statutory exhibition of the draft Development Plan.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

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.

Attachments

1. Hawkstowe East Development Plan, 3 July 2025 [5.2.1 - 36 pages]
2. Subject Site and Context Map [5.2.2 - 1 page]
3. Broader Context Map [5.2.3 - 1 page]
4. Development Plan Process [5.2.4 - 1 page]
5. Planning Document Hierarchy [5.2.5 - 1 page]
6. Zoning Map [5.2.6 - 1 page]

Hawkstowe Station East Development Plan

Development Plan Overlay Schedule 5

Whittlesea Planning Scheme

July 2025



Document Management

Version	Date	Details	Author
1	17/12/2023	Preliminary Development Plan	Gregory Bursill
2	19/04/2024	Revised Development Plan to Address Council Feedback	Gregory Bursill
3	03/08/2024	Revised Development Plan to Address Council Feedback	Gregory Bursill
4	05/02/2025	Revised Development Plan to Address Council Feedback	Gregory Bursill
5	16/04/2025	Revised Development Plan to Address Council Feedback	Gregory Bursill
6	15/05/2025	Revised Development Plan to Address Council Feedback	Gregory Bursill
7	03/07/2025	Revised Development Plan to Address Council Feedback	Gregory Bursill

Planning and Design Team:

- BPD Civil Engineering, Urban Design and Statutory Planning.
- Taylors, Survey.
- Urban Edge Landscape Architects.
- Traffic Works, Traffic Impact Assessment.
- Biosis, Historic Heritage.
- Alluvium, Surface Water Management Strategy.
- Tree Logic, Arborist.
- Ecology and Heritage Partners, Native Vegetation Assessment.
- Senversa, Preliminary Risk Screen Assessment.



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1 Introduction

1.1 Purpose

This Development Plan is proposed to be endorsed by the City of Whittlesea to satisfy a requirement to prepare a Development Plan specified in Development Plan Overlay Schedule 5.

The purpose of the Development Plan as set out in the Development Plan Overlay (DPO) is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land.
- To exempt an application from notice and review if a development plan has been prepared to the satisfaction of the responsible authority.

This Development Plan facilitates the transition of the land from farming purposes to a residential development generally in accordance with the Mernda Strategy Plan (MSP)

The process to approve construction of the development is:

- Step 1. Approval of this Development Plan.
- Step 2. Approval of a future planning permit(s) for the subdivision and development of the land.
- Step 3. Construction of the subdivision, followed by the construction of new homes.

1.2 Development Plan Structure

The report is structured as follows:

2. Context.
3. Site Analysis.
4. Vision.
5. Design Response.
6. Implementation.

This Development Plan applies to the land shown in Figure 1.

Figure 1: Area to Which the Development Plan Applies



1.3 Technical Reports

The following technical assessments have been completed to support the preparation of this Development Plan:

- **Preliminary Risk Screen Assessment (PRSA).** Senversa, 2023.
- **Feature and Level Survey.** Taylors, December 2023.
- **Arborist.** Arboricultural Assessment Report, May 2023.
- **Servicing Strategy.** Breese Pitt Dixon, January 2025.
- **Ecology.** Ecology and Heritage Partners, Native Vegetation Assessment, December 2023.

- **Landscape Concept.** Landscape Concept Report, Urban Edge Landscape Architects, February 2025.
- **Traffic Assessment.** Transport Assessment Report, Traffic Works, February 2025.
- **Surface Stormwater Management Strategy.** Alluvium, June 2025.

2 Context

2.1 Strategic Context Statement

The land was planned for urban development through the MSP. The MSP was approved by Council in October 2004 and an amended version was subsequently approved in July 2017 through Amendment C123 to the Whittlesea Planning Scheme. The strategy provides broad strategic direction and land use outcomes to guide development of the Mernda growth area.

The land is included within Incorporated Plan Overlay (IPO) Schedule 1 which relates to the MSP. The IPO requires development to be generally in accordance with the MSP.

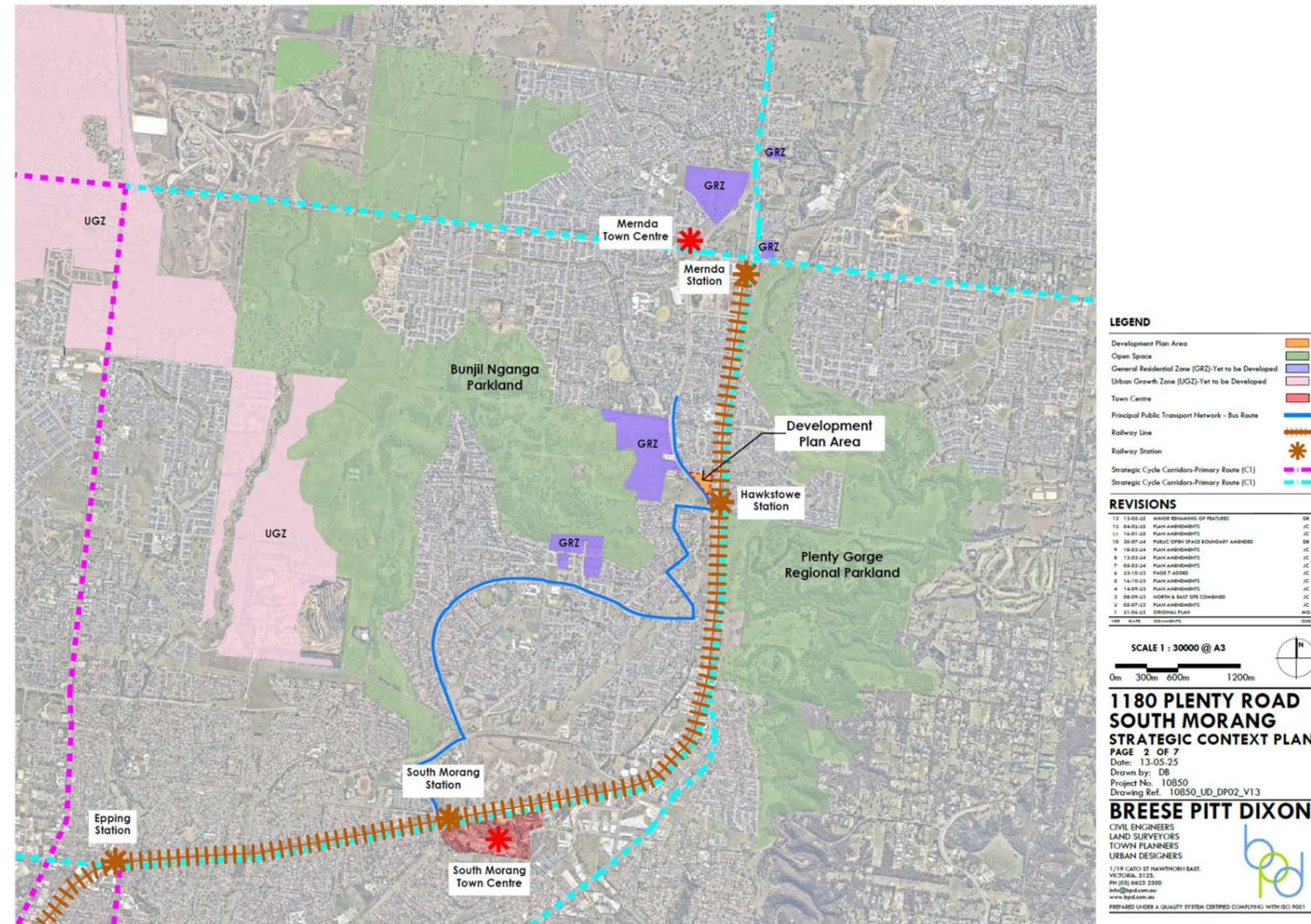
The Growth Corridor Plan in Figure 2 below shows the land as an established urban area.

Figure 2: Extract from the Growth Corridor Plan



Source: Growth Areas Authority, Northern Growth Corridor Plan

Figure 3: Strategic Context Plan



The land is about 25km from the Melbourne CBD. Some of the key features of the site's strategic context are:

- The land is adjacent to the Hawkstowe Rail Station.
- The land is midway between the major town centres of South Morang and the emerging centre at Mernda.
- The land is within walking distance of both the Bunjil nganga Parkland and the Plenty Valley Parklands.

- The land has access to Plenty Road which is a Primary Arterial servicing the Mernda Growth Area.
- The land is adjacent to the strategic cycling corridor.
- The land is adjacent to a bus-based section of the Principal Public Transport Network (PPTN) which is planned to be a higher frequency and capacity bus service.

2.2 Mernda Strategy Plan

This is a written report required by DPO Schedule 5 which explains how this Development Plan is generally in accordance with the MSP, including how it responds to and applies the design principles and key objectives of the relevant plans.

The MSP provides more detailed plans for 5 precincts. Figure 4 is an extract from the MSP which is the Precinct 5 Plan. The Precinct 5 Plan includes the subject land.

The following is relevant from Figure 4:

- The land is designated as residential.
- Plenty Road is shown as a primary arterial.
- A regional cycle corridor is shown along the Yan Yean Pipe Track.
- Existing trees are shown along the Yan Yean Pipe Track.
- The extension of Chamonix Park into the site as open space is proposed under the MSP.

The following relevant planning context changes have occurred since the MSP was adopted:

- Rail has been extended to Hawkstowe and the original sewer capacity constraints that restricted housing densities have been removed.
- The urban footprint has been expanded to facilitate the establishment of the Bunjil nganga Parkland.

The land is now an in-fill site suitable for well-designed housing.

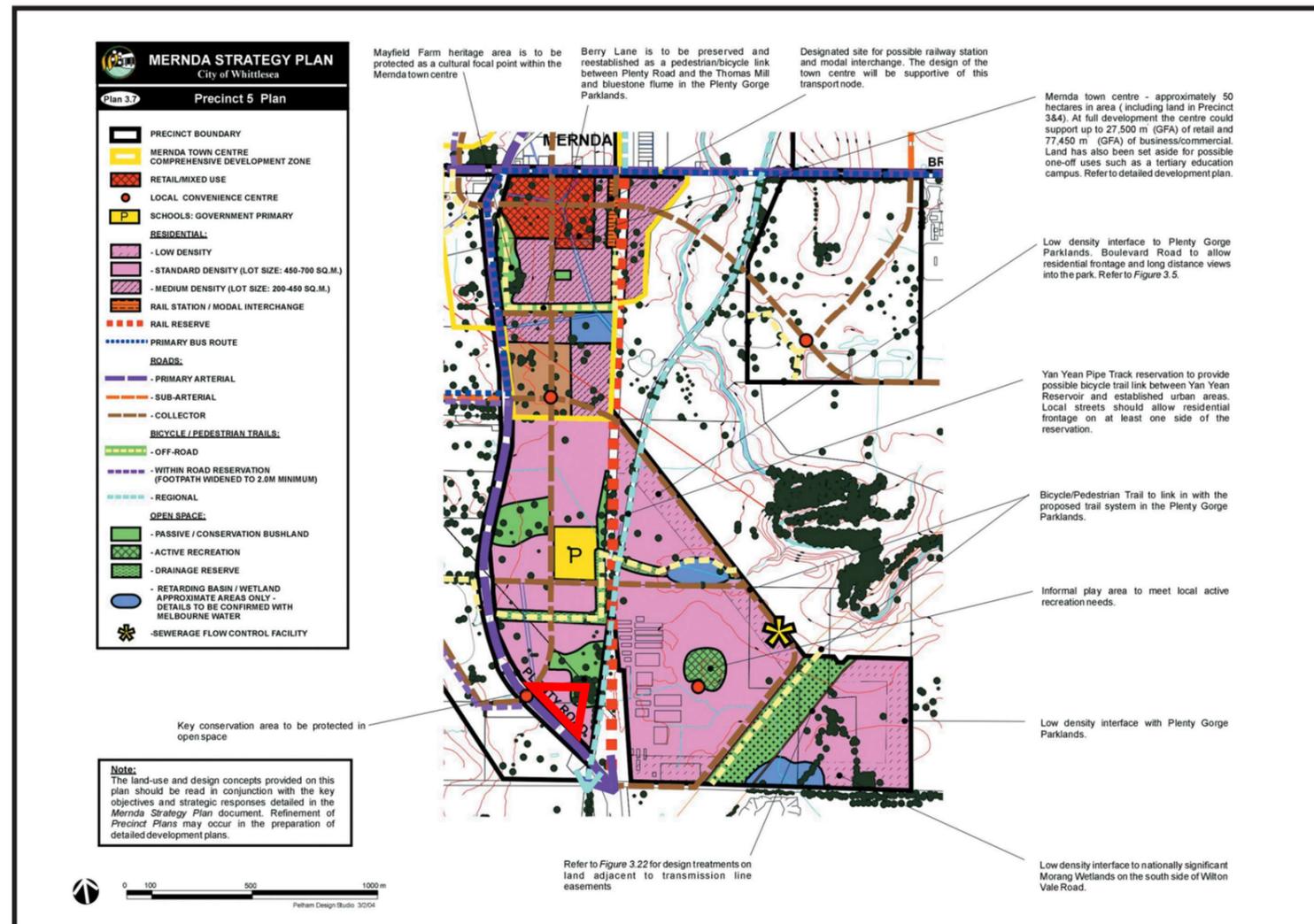
2.2.1 MSP Key Objectives and Design Principles

This section describes how the Development Plan responds to the MSP Key objectives and design principles as relevant.

Planning and Design Key Objective: To create an interconnected set of neighbourhoods that each has a distinctive character. They should enable community participation, economic development and adaptation to change over time.

Development Plan Response: *The Development Plan implements the planning key objective as it provides for well-designed residential development that enables residents to participate in economic and community life with an ability to walk or cycle to the rail station, a PPTN bus and parks, schools and shops. The Development Plan requires a neighbourhood character response and is well connected which encourages community and economic participation.*

Figure 4: Mernda Strategy Plan Precinct 5 Plan



Transport System Key Objective: To put in place an efficient, equitable and environmentally sustainable transportation system that reduces car dependence, encourages walking and cycling for local trips, and supports local economic activity.

Development Plan Response: *The Development Plan implements the transport system key objective as it provides a shared path links to the rail station, a walkable and safe street structure and increased housing density opportunity to encourage greater use of the rail station. Higher density housing is encouraged within the walkable catchment of the station which supports reduced car dependence of future residents.*

Environmental Conservation Key Objective: To protect and enhance environmental values by applying the principles of ecologically sustainable design to the designation of open space and the construction of urban areas. Plan 3.10 – Areas Requiring Environmental Protection identifies land that have environmental significance. These have been categorised as Key Conservation, Link, Conservation or Vegetation Protection areas. Within these areas consideration must be given to the recommendations of the report prepared by TBLD (2000). The MSP includes Figure 5 which identifies areas of environmental significance. The areas of environmental significance plan show:

- A vegetation protection area to protect the existing trees.

- A link conservation area linking from the rail station to the urban area to the south generally along the Pipe Track.

Development Plan Response: The Development Plan has been informed by a detailed Native Vegetation and Arboricultural Assessment by EHP and Tree Logic. The design team have met Council staff on site to determine which of the indigenous trees should be retained, how they should be retained generally and other design considerations which are included in the Development Plan as performance measures. The urban design response allows the environmentally sensitive design areas to be linked to the open space system through an expanded tree canopy.

Development Plan Response to Thompson Birrell Landscape Design (TBLD) Report, 2000: The MSP identifies a portion of the land within a 'Vegetation Protection Area'. Section 3.2.2 of the MSP states that where a Development Plan affects this area, consideration must be given to the recommendations of the TBLD report, 2000. The most relevant parts of the TBLD Report include:

- The vision statement and key objectives.
- Use of plants in urban and landscape design.
- Vegetation protection area directions.
- Link conservation area directions.

Key conservation areas are not relevant to this Development Plan. The following are the Development Plan's response to the relevant TBLD design elements.

The vision statement and key objectives: The Development Plan protects the environmental character and ecological integrity of the area by preserving healthy existing River Red Gums. These trees will contribute to the sense of place in the wider Mernda Area.

Use of plants in urban and landscape design: The Development Plan proposes to predominately use indigenous trees and plants in future landscape design. These will be approved by Council before any works can commence on site.

Vegetation protection area directions: The vegetation protection areas include scattered trees which are to be protected. More detailed assessment has occurred on the land to explore whether it is appropriate to retain the trees and the general form of protection. The Development Plan protects the key trees from development in a conservation area. The details of how this area will be protected will be resolved by future planning permit applications. The TBLD document supports low impact passive use as well as unsealed paths through areas where trees are protected. The Development Plan includes performance measures to assess planning permits against which require tree protection, and which encourage housing to overlook the conservation areas as well as other design measures.

Link conservation area directions: The link conservation area is relevant as the link follows the Pipe Track which is identified as a conservation zone. The Pipe Track is protected from impact and the existing native grasses identified are protected.

Social Infrastructure and Community Development. Key Objective: To facilitate the timely provision of a range of community and recreation facilities to meet the needs of residents and promote community health and cohesion.

Development Plan Response: The Development Plan is consistent with the MSP direction for the location of social infrastructure. The land will pay development contributions towards the provision of offsite infrastructure in nearby neighborhoods.

Housing: Key Objective: To provide a mix of lot sizes and housing forms to cater for a broad range of household types. The design of dwellings should be site-responsive, energy efficient, and contribute to local identity.

Development Plan Response: The Development Plan implements the housing key objective through the housing objectives contained in the housing statement. The housing performance measures, and the Development Plan diagrams combine to encourage a broad range of household types. The Development Plan includes comprehensive housing, public realm and ESD objectives and performance measures which will ensure dwellings will be site responsive, energy efficient and contribute to local identity.

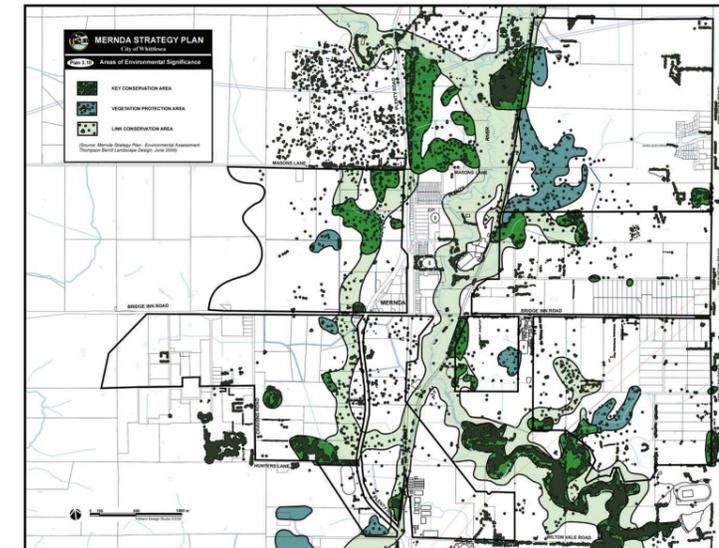
Open Space Network Key Objective: To establish an integrated open space network that maintains ecological integrity and landscape character as well as offering a wide range of passive and active recreation opportunities for all user-groups.

Development Plan Response: The Development Plan vision, objectives and performance measures will ensure the site contributes to the wider MSP integrated open space network. The performance measures to be implemented through planning permits will ensure ecological integrity and provide a range of experiences for all user groups. An active transport network allows residents access to the Bunjil nganga Parkland, the Plenty River Valley Parklands and nearby active sport opportunities.

Heritage and Culture Key Objective: To protect Aboriginal and European heritage sites and to increase community understanding and awareness of this heritage through site-responsive urban design.

Development Plan Response: A Cultural Heritage Management Plan (CHMP) has been prepared and approved for the land. The CHMP did not identify any heritage assets to be protected.

Figure 5: Areas Requiring Environmental Protection



Servicing and Drainage Key Objective: To effectively and efficiently implement the servicing and drainage strategies that have been prepared by Yarra Valley Water and Melbourne Water respectively. The principles of Water Sensitive Urban Design (WSUD) should be applied in a coordinated manner across all precincts in the MSP area. This should occur in collaboration with Melbourne Water with the aim of limiting the quantity, and improving the quality, of stormwater entering waterways by limiting impervious surface areas, capturing run-off, and allowing biofiltration to occur.

Development Plan Response: The Development Plan includes an Integrated Water Management Plan section that specifically addresses the MSP drainage objective, which embraces WSUD and seeks to reduce stormwater quantity leaving the land.

2.3 Local Context Statement

The land is near major transport, social and recreation infrastructure which provides the context for the development to support a quality, affordable lifestyle for future residents.

Figure 6 illustrates the key infrastructure and context, including that the site is:

- Close to Hawkstowe Rail Station.
- Adjacent to the Plenty Road transport corridor.
- Adjacent to the Yen Yen Pipe Track.
- Adjacent to the Principal Public Transport Network (PPTN).
- Close to Mernda Park Primary School.
- Within walking distance of both the Bunjil nganga Parkland and Plenty Gorge Parklands.

Hawkstowe Rail Station

The eastern boundary of the land abuts the Hawkstowe Rail Station. Almost all of the land is within the 400m walkable catchment of the station with direct access via a pedestrian path.

Plenty Road Transport Corridor

Plenty Road is a 6-lane primary arterial road that provides road-based transport access to the Ring Road and the region. Plenty Road is a PPTN bus route and has dedicated on road bike lanes.

Bunjil nganga Parkland

The Bunjil nganga Parkland is located to the west and provides open space on hilltops and ridgelines which overlooks the northern area of South Morang with elevated 360-degree views. The parklands support a network of trails, passive open space use, flora and fauna biodiversity, cultural heritage values and is a locally and regionally significant landscape.

Plenty Gorge Parkland

The Plenty Gorge parklands are an important environment protection zone and provide managed opportunities for passive recreation including cycling and walking trails.

Figure 6: Local Context Plan



Yan Yen Pipe Track

The Yan Yen Pipe Track is a key heritage asset and supports native trees and grasses and other environmental qualities.

Surrounding Established Urban Areas

The surrounding residential areas supports conventional residential development typically with single dwellings on lots generally in the range of 400-700 square metres.

These adjacent residential areas include medium density residential development near public open space and the retention of River Red Gums within open space.

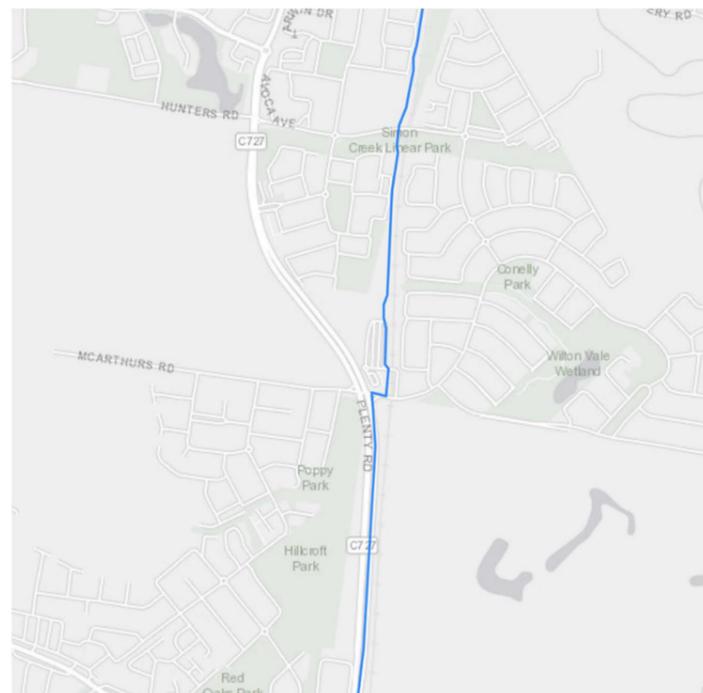
The Mernda Park primary school is within walking distance of the land, and a P-12 college is located to the south of the land.

2.4 Strategic Cycling Corridor

The Department of Transport and Planning has defined strategic cycling corridors which support the needs of commuter trips (to work or education) and other important trips, such as to stations, shops or schools. The network links up important destinations, including central Melbourne city, employment and activity centres, and other destinations of metropolitan and regional significance. These links can be on and off road, on municipal and state roads and are designed to provide a safe, lower stress cycling for transport experience.

Figure 7 below indicates that a strategic cycling corridor runs along the rail line to Hawthorne Parade before continuing south on Plenty Road. It is important to provide links to this path network.

Figure 7: Strategic Cycling Corridor



Source: Department of Transport and Planning

2.5 Adjacent Development Plan

Figure 8 is an extract from the adjacent approved Development Plan.

Figure 8: Riverdale Approved Development Plan



Source: City of Whittlesea

The most relevant features of the Riverdale Development Plan are:

- The subject site is indicated for future residential development.
- A potential shared path is proposed along the Yan Yean Pipe Track. Note that the shared path has since been constructed along the rail reserve, which protects the heritage and environmental qualities of the Yen Yean Pipe Track.
- A shared path is proposed along Plenty Road.
- A primary school and local parks are proposed to the north.
- The Mernda Town Centre is located within cycling distance of the land.
- Medium density is proposed adjacent to local parks.
- The completion of the existing park to the north of the site is proposed which is a conservation focused open space.
- No direct traffic access is proposed to Plenty Road.

2.6 Planning Scheme Requirements

The Whittlesea Planning Scheme includes a range of policies and requirements which must be addressed in this Development Plan or in future permit applications. The most relevant policies and requirements are summarised here.

The key planning scheme elements include:

- Development Plan Overlays.
- Planning policy framework.
- Other planning scheme requirements.
- Open space requirements.
- Infrastructure contributions.

2.6.1 Development Plan Overlay

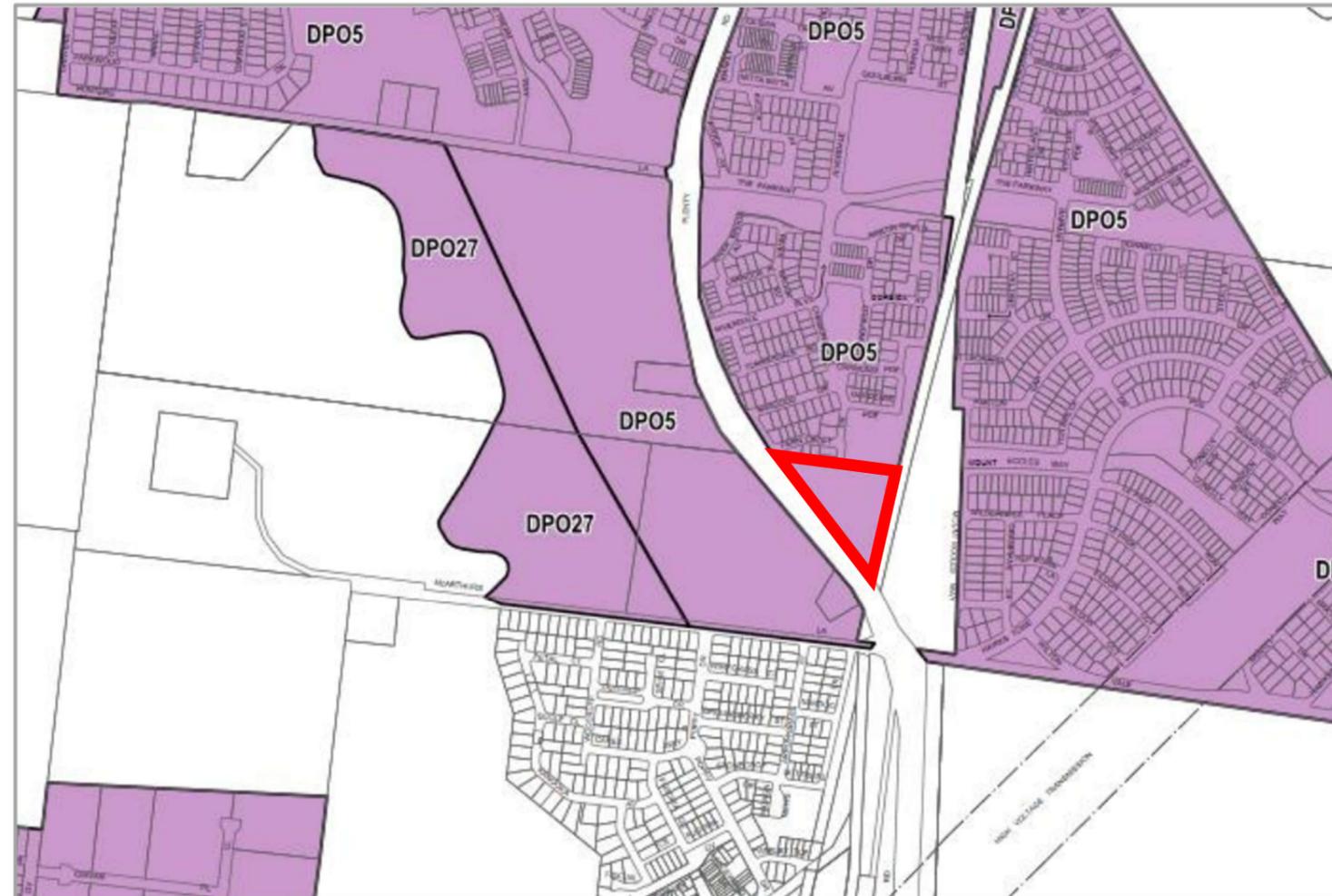
Figure 9 demonstrates that the land is covered by DPO Schedule 5.

DPO Schedule 5 requires that the Development Plan must be generally in accordance with the Mernda Strategy Plan and that it must include:

- A strategic context statement (this is in Section 2.1).
- A detailed site analysis plan (this is Figure 11).
- A land contamination assessment (the Preliminary Risk Screen Assessment did not identify any land contamination risk).
- A flora and fauna and net gain assessment and River Red Gum and arboriculture assessment, including WSUD treatments to support River Red Gum health and linkages between green spaces (this is addressed in various parts of Section 3 and in the implementation sections of the Development Plan).
- A housing diversity outcomes statement (this is in Section 5.2).
- An active transport plan (refer Figure 20).
- An open space plan, landscape concept plan (including a concept for the Plenty Road interface), street tree concept plan (refer Figure 21).
- A drainage, telecommunications and staging strategy (refer BPD Servicing Report and Staging Plan in Figure 22).
- Functional road layout plan with street sections, intersection treatments, road widening and bus networks (refer cross sections and functional designs in Figure 23).

Section 1.3 lists the technical reports prepared in conjunction with this Development Plan. These provide additional information.

Figure 9: Development Plan Overlay Map



Source: Whittlesea Planning Scheme

Planning policy framework

The most relevant policies include:

- Housing.
- Urban Design.
- Environmental and Landscape Values.
- Red Gums.
- Built Environment and Heritage Conservation.

Housing. The most relevant parts of Clause 02.03-6 are:

- Development in established areas close to public transport should include medium and higher density housing.
- Encourage greater housing choice in terms of type and style.
- Encourage housing that contributes positively to local character and sense of place.

Urban Design. The most relevant parts of Clause 15.01-1L are:

- Discourage the use of rear or side fences on major roads to encourage activation and passive surveillance.
- Encourage the use of built and natural shade in new developments.
- Encourage the planting of large canopy trees in developments and in urban streetscapes.
- Plant trees along walking and cycling corridors to enhance shade provision.

Environmental and Landscape Values. The most relevant parts of Clause 02.03-2 include:

- Protect River Red Gum trees for their intrinsic value in establishing a character and identify, especially for newly-developing areas but also in existing areas.

Red Gum Protection. The objective of Clause 12.01-1L is to retain and provide for the long-term viability of River Red Gums. Key strategies include:

- Maximise retention, protection and incorporation of mature River Red Gums and juvenile trees (to support regeneration) into the design of any development or subdivision.
- Site River Red Gum trees proposed for retention in public open space reserves and/or road reserves.
- Set aside parts of open space areas containing River Red Gums as regeneration and establish understory.
- Limit removal of mature River Red Gum trees to only those that present a danger to people and property.

Heritage Conservation. The relevant parts of Clause 15.03-1L which apply to Yan Yean pipe track include:

- Integrate the heritage place into public space or open space.
- Protect views, vistas, and silhouettes where these are part of the heritage significance.
- Discourage alterations visible from the public realm.

Built Environment. The relevant parts of Clause 02.03-4 Include:

- Create a preferred urban character in housing change areas identified for more intensive infill development, such as in activity centres and along public transport routes.

Sustainability and Stormwater Management: The relevant parts of the planning policy framework are:

- Cl. 15.01-2L Environmentally Sustainable Development.
- Cl. 15.01-3S - Subdivision Design.
- Cl. 19.-03-3S Integrated Water Management.
- Cl. 19.03-3L Water Sensitive Urban Design.
- Cl 53.18 Stormwater Management in Urban Development.

Other Planning Scheme Requirements

The most relevant policies include:

- Environmental Significance Overlay.
- Heritage Overlay.
- Clause 54, 55 and 56 of the scheme (known as ResCode).
- Provision of Public Open Space.
- Development Contributions.

Environmental Significance Overlay. The land is within Vegetation Protection Overlay Schedule 1. The purpose of this overlay is to protect and maintain River Red Gums. Permit applications must provide a site analysis plan that identifies River Red Gums and which responds to an arborist assessment report.

Heritage Overlay. A Heritage Overlay applies to part of the land shown in Figure 11. This Overlay seeks to protect heritage values and requires a planning permit for impacts to the heritage assets.

ResCode. ResCode refers to clause 54, 55 and 56 of the Planning Scheme which relate to residential development design objectives and standards. The Development Plan allows for these objectives and standards to be met at the permit stage.

Provision of Public Open Space

The Mernda Strategy Plan Development Contributions Plan explains how open space is to be provided to the land within DPO 5, as follows and as shown in Figure 10.

“All Development Plans must provide open space in accordance with the Plan 4. This plan shows the area of open space on each land parcel in the MSP area. If the designated open space on a given land parcel is less than the “adjusted” percentage open space figure for the subject precinct, then a cash contribution will also be required. The cash contribution will be equal to difference between the amount of open space provided on the Development Plan (as a % of GDA) and the “adjusted” percentage figure for the subject precinct.”

Figure 10: Mernda Strategy Open Space Plan Extract



A new park expansion of 1,500m² of unencumbered open space is required by the MSP within the Development Plan area. However, due to the site attributes, this unencumbered local park extension is not achievable. A cash contribution to open space is required to be made to Council as set out in the MSP Development Contributions Plan.

Infrastructure Contributions

The Mernda Development Contributions Plan Overlay applies to the land and requires a contribution to be made when subdivision occurs. As no DCP projects are located on the land, a cash contribution will be paid to Council when the land is subdivided in accordance with the relevant DPO Schedule.

3 Site Analysis

3.1 Introduction

This section addresses site attributes including:

- Existing land titles, agreements, and easements.
- A detailed site analysis plan.
- Existing trees and hydrology.

3.2 Site Title and s173 Agreement

The Development Plan area is part of one land title spread over 2.112 hectares and details are provided in the Table below.

Title Identifiers:	<ul style="list-style-type: none"> • Lot 1 on Plan of Subdivision 64127R.
Restrictions/Covenants:	<ul style="list-style-type: none"> • There are no existing agreements under s173 of the Planning and Environment Act that apply to the land. • There are no restrictive covenants that apply to the land.
Easements:	<ul style="list-style-type: none"> • There are no existing easements that apply to the land.

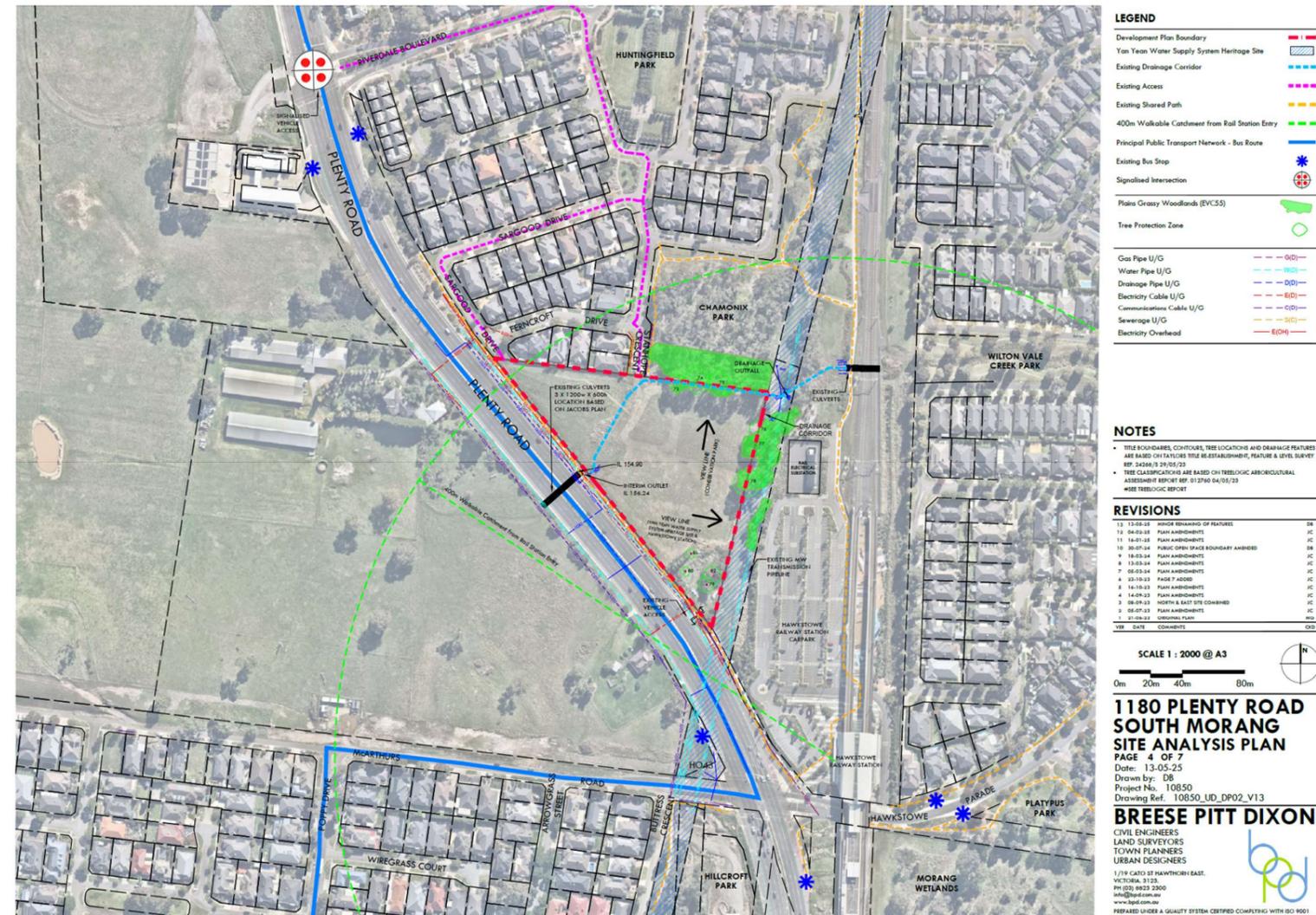
3.3 Detailed Site Analysis

The land is currently used for low intensity agricultural purposes, including cropping and grazing.

The main site features are summarised in Figure 11 and include:

- **Existing Trees.** A detailed analysis of the trees is provided in Section 3.4.
- **Slope.** The land is flat and falls from west to east. A separate hydrology plan is provided in section 3.5. There is a level difference between the Plenty Road pavement and the land.
- **Bus Stops.** Bus stops are located on Plenty Road.
- **Adjacent Development.** The existing development to the north generally consists of single storey dwellings on lots between 500 and 600 square metres in size.

Figure 11: Site Analysis Plan



- **Shared Paths.** Existing shared paths exist within the Plenty Road reserve, running north south within the rail corridor and around the adjacent park linking to the rail reserve path.
- **Yan Yean Pipe Track.** The Pipe Track is on the State Heritage Register and covered by a Heritage Overlay. Several large indigenous trees and grasses existing within the Yan Yean Pipe Track with canopy spreading into the land.
- **Rail Station Car Park.** A rail station car park is located to the east of the Yan Yean Pipe Track.
- **Rail Electrical Sub-Station.** An electrical sub-station is located within the rail reserve adjacent to the land. The sub-station is screened by existing indigenous vegetation.

- **Rail Station.** The Hawkstowe Rail Station is located about 125m from the south east corner of the land.
- **Plenty Road Access.** An existing signalised vehicle access exists from Plenty Road to the north at Riverdale Boulevard.
- **Stanhope Crescent and Sargood Drive.** Two existing streets link to the land from the north, providing Plenty Road access.
- **Existing Services.** Urban services exist abutting the site and these can be readily extended to the land.
- **Open Space.** A park is located directly to the north.
- **Drainage Outfall.** An existing drainage outfall is located to the northeast of the land linking to culverts under the rail line.

3.4 Existing Trees

A comprehensive assessment was undertaken of existing trees. The assessment process included:

- Survey of canopy and trunk diameter (Taylors).
- Arboriculture assessment (Tree Logic).
- Determine Tree Protection Zone (TPZ) requirements (Taylors and Tree Logic).
- Ecological assessment (Ecology and Heritage Partners).
- An integrated landscape assessment based on the above with recommendations for tree retention and removal (Urban Edge Landscape Architects in conjunction with Council officers).

3.4.1 Arboriculture Assessment

Figure 12 is an extract from the Tree Logic Arborist Report. The plan illustrates the arboricultural rating for each tree, the survey of tree canopy and the computed TPZ using the diameter at breast heights. Figure 12 is the assessment for indigenous trees.

Figure 12: Assessment of All Existing Trees



The design team has considered:

- The need for any cut and fill through the urban design process that could impact trees proposed for retention.
- Potential civil engineering, hydrology and landscape treatment around retained trees.
- Potential urban design response to highlight key trees.
- Potential WSUD and passive street tree watering to support tree water requirements.

Figure 13: Assessment of All Existing Indigenous Trees



The detailed design response to these issues will be addressed at the planning permit stage in response to the objectives and performance measures set out in the Development Plan.

Tree Logic specifically considered: tree species, tree condition, tree height, width (at breast height and base width), tree health, tree structure, tree age class, life expectancy and arboricultural rating. The design team met Council staff on site to determine which of the indigenous trees should be retained, how they should be retained generally or other requirements. The design team have taken the recommendations into the project vision, design response, objectives and performance measures.

3.4.2 Environmental Assessment

The EHP Report provided an environmental assessment of the flora, fauna and habitat significance of the land and provided recommended actions for management, revegetation and restoration of conservation and vegetation protection areas and the links between such areas. These recommended actions have been included in the Development Plan through the objectives and performance measures which will be addressed in detail at the planning permit stage.

3.5 Existing Hydrology Analysis

A Stowmwater Management Strategy (SWMS) has been prepared to address the MSP and to support the Development Plan by Alluvium. The SWMS includes detailed analysis of the existing hydrolgy which is summarised in Figures 14 and 15.

Consistent with the Wiltonvale DSS shown in Figure 14, Alluvium have identified that the land drains as part of a wider 40 hectare catchment through culverts under the rail line ultimately into an existing constructed waterway east of the railway line.

The land can be drained via subdivisonal and development services scheme works.

The existing Wiltonvale DSS is proposed to be amended to remove the constructed channel through the land and the proposed constructed waterway between the land and the rail culverts. The existing DSS was unable to be implemented due to the impacts on heritage and native vegetation.

Figure 14: Extract from Wiltonvale DSS

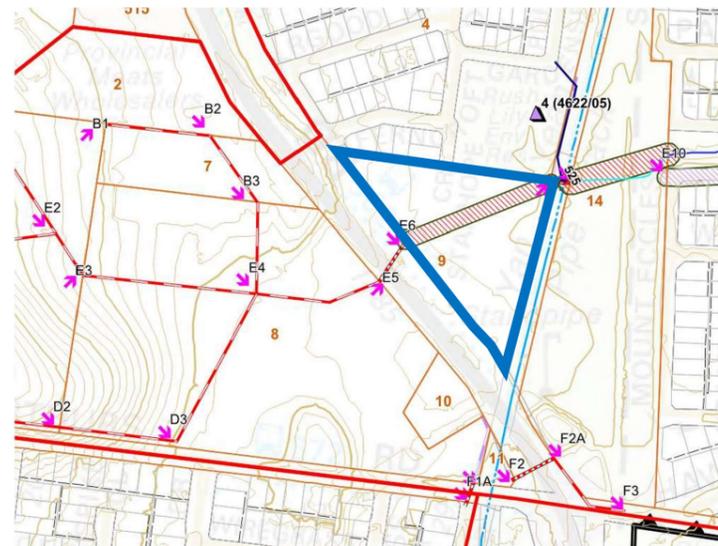
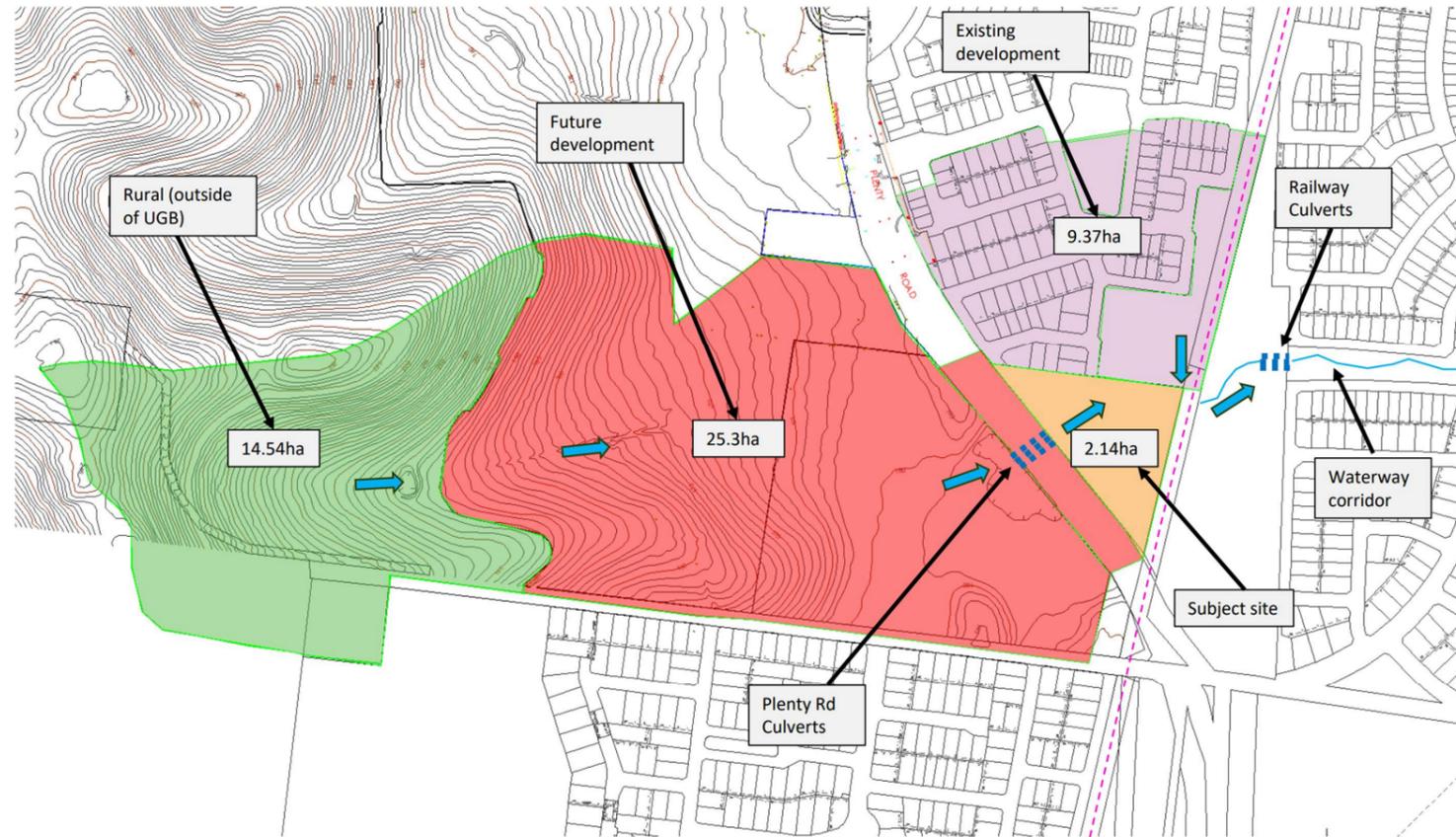


Figure 15: Existing Hydrology Analysis Plan



Source: Alluvium Drainage Strategy

Figure 15 provides a summary of the MWC DSS strategy for the site and its upstream and downstream catchment.

The Alluvium SWMS Report applies WSUD principles as set out in the MSP and in Councils IWM Urban Design Manual. Future permits will provide a more detailed SWMS in response to the IWM objectives and performance measures set out in Section 5.7.

The SWMS provides for the protection of natural systems, integration of stormwater treatment into the landscape, protection of water quality (particularly in relation to the Plenty River and its tributaries), and reduction of run off and peak flows. The SWMS has had regard to the particular WSUD principles set out in the MSP.

This SWMS identifies objectives and strategies for stormwater quantity, stormwater quality and interim development. By meeting objectives and the performance measures permit applications will provide a comprehensive IWM design response.

The SWMS is an important component of the development servicing strategy and ensures storm water is managed in accordance with the MSP, Melbourne Water and Council requirements.

The Alluvium SWMS has considered both the interim and ultimate infrastructure requirements associated with the development of 1215 Plenty Road site. The strategy has demonstrated that the proposed interim arrangements will be consistent with ultimate drainage system

4 Vision

“Hawkstowe Station Village: A treed, walkable community offering a quality, affordable lifestyle.

Hawkstowe Station Village prioritises the sustainable movement of people and facilitates active and public transport use. Walkable, shady streets will create a compact and pedestrian oriented neighbourhood that encourages residents to safely walk or cycle to the rail station, Bunjil nganga Parkland, shops, schools, recreation areas and parks.

The precinct provides for an affordable, quality lifestyle. At the cornerstone is compact, affordable housing designed to integrate into the existing urban fabric adding to local social and economic diversity and building a more diverse and complete community.

The development protects and celebrates healthy existing indigenous trees along its perimeter and provides space for their conservation and regeneration as a place-making gesture. Civil and landscape design adopts IWM techniques and provides water to support River Red Gum health.

Built form performance measures elevate safety and require housing to front Plenty Road, the Yan Yean Pipe Track and the rail station car park. Internally within the site, housing design will address streets and lanes with windows and balconies designed to promote overlooking and a feeling of safety.

A unique landscape character is created by maximising street tree canopy with passive street tree watering to support tree health. New medium density housing is designed with an integrated approach to landscape design to design in small trees and plants into the front and side setbacks and within laneways.

Shady streets and shared paths provide efficient and direct links across the village to the strategic cycling corridor and to the rail station. Along these journeys, protected beautiful River Red Gums connect both people to wildlife and to natural habitats and contribute to a positive amenity and sense of place.

Master planning provides comprehensive urban and landscape performance measures that apply contemporary building design and tree canopy to ensure an attractive outcome. New medium density housing will design and respond to Council’s ESD policies and guidelines.”

4.1 Design Principles

The vision is supported by the diagram in Figure 16 and the following themes and design principles:

- Housing.
- Movement and access.
- Public realm.
- Built form.

Housing forms and urban density principles include:

- Increase housing density with smaller housing forms within the walkable catchment of the rail station supported by permeable walking paths.
- Provide increased housing density near the rail station to support households to reduce car dependence and the cost of living.
- Provide a diverse range of housing and lifestyle opportunities.

Movement and access principles include:

- Provide direct walking and cycling links to the rail station.
- Design for safe, shady walking and cycling.
- Create a safer, calm neighbourhood by designing in slow points into the local street system.

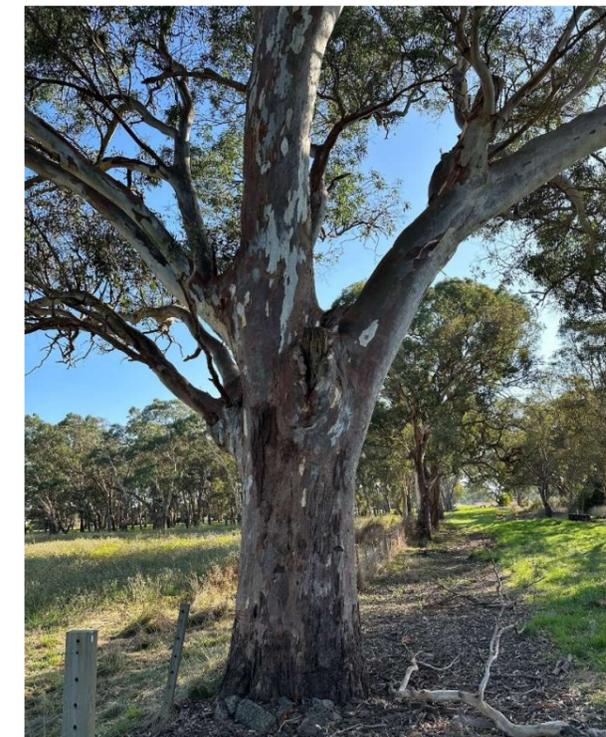
Tree canopy and public realm principles include:

- Protect and enhance existing healthy River Red Gums.
- Achieve an expanded tree canopy in new streets.
- Encourage passive street tree watering to boost tree growth and to make the canopy more climate resilient.
- Incorporate IWM and WSUD principles and techniques into the development to help reduce site runoff.

Built form principles include:

- Manage built form with design guidelines for the site entry, adjacent to existing residents and adjacent to reserves.
- Implement integrated housing and engineering design and construction to support a more compact development.
- Provide for consistent treatment of street setbacks, with smaller setbacks where development is more compact.
- Encourage housing designs consistent with the Small Lot Housing Code to support affordable housing delivery.

Figure 16: Vision Concept

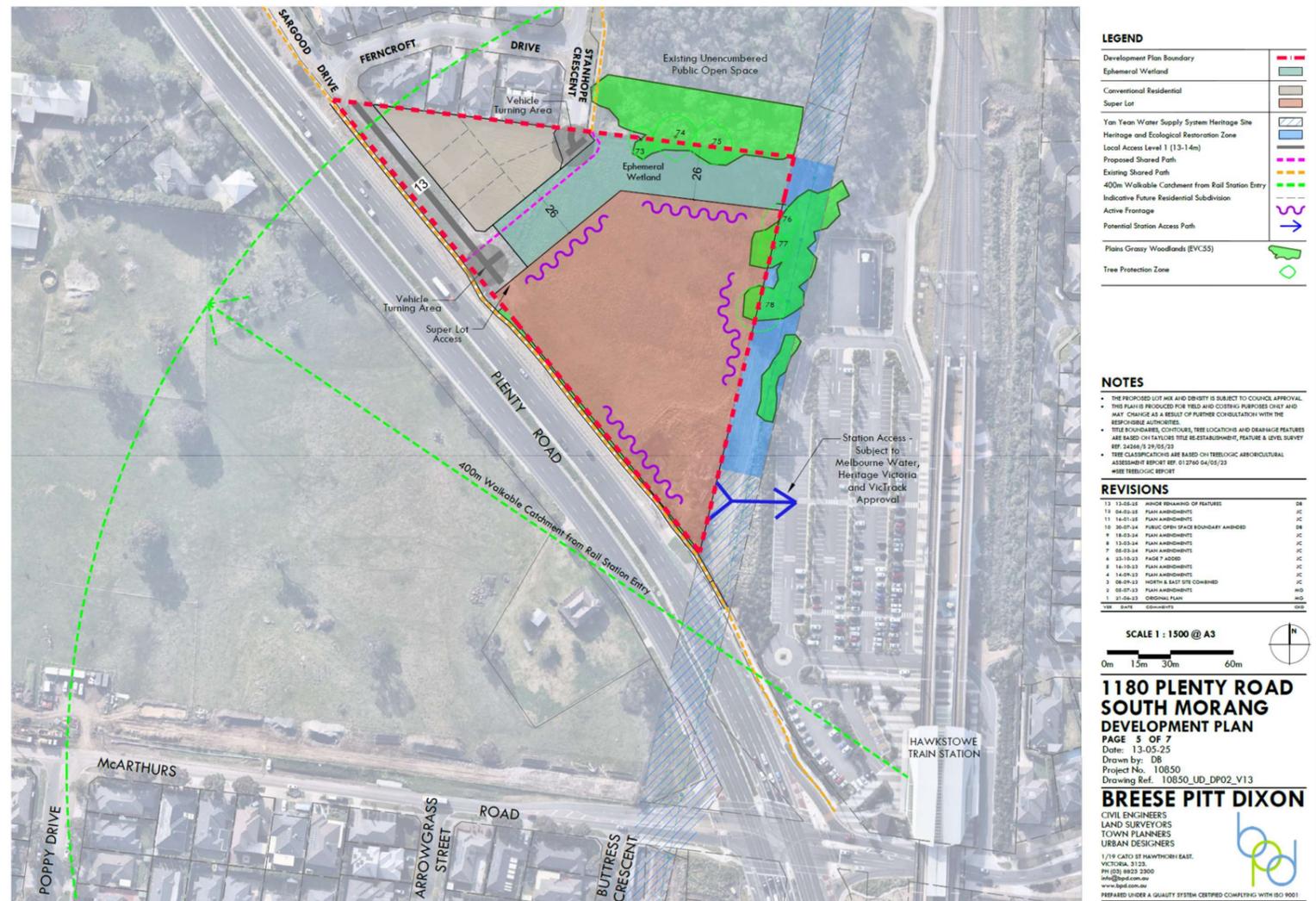


4.2 Development Plan

The Development Plan is shown in Figure 17 and provides for the following outcomes:

- **Walkable Structure.** Prioritise street and path design to ensure permeability to the Hawkstowe Rail Station.
- **Increase Density.** Increase housing density with compact townhouses, apartments, aged care, or other housing forms near the rail station.
- **Affordable Housing.** Provide some smaller affordable products near the rail station, to support housing affordability and to reduce car dependence to support an affordable lifestyle.
- **River Red Gum Protection.** Protect and enhance existing healthy River Red Gum trees adjacent to the land and transfer ownership to Council as public land.
- **Protect the Yan Yean Pipe Track.** Protect the heritage and environmental values of the existing Yan Yean Pipe Track heritage zone. Consider strategies that can help restore the native vegetation within the Pipe Track.
- **Plenty Road Landscape Response.** Create an attractive interface to Plenty Road by providing a row of indigenous trees within the edge of the existing Plenty Road reservation.
- **Ephemeral Wetland.** Create an ephemeral wetland 'urban sponge' to address stormwater and to provide a high amenity transition between the conventional housing and the proposed medium density housing.
- **Local Traffic Management.** Create a slow, safe village by designing in slow points into the street network.
- **Safe, Slow Streets, Paths, and Lanes.** Minimise blank walls and promote windows and balconies to promote a high level of pedestrian safety within and around the site.
- **Shared Path Links.** Provide safe walking and cycling links to the existing shared paths along Plenty Road which connect to the rail station entrance. Subject to authority approval, provide a new safe and direct path connection from the site to the rail station.
- **Safe Cycling.** Design for safe, shaded walking and cycling. Consider rear loaded townhouses in key locations to boost streetscape greening and cycling safety by removing cross overs.
- **Activate Development Edges.** Maximise the number of new dwellings facing the ephemeral wetland, the Yan Yean Pipe Track and the Rail Station Car Park, and Plenty Road.
- **Public Access.** Ensure the body corporate development is not gated and is open to public access.

Figure 17: Development Plan



4.3 Development Metrics

Figure 18 provides the Development Plan land budget. The target yield is between 75 and 80 dwellings. The Development Plan housing yield would generate a population of about 250 people.

It may be possible for the yield to be increased further through integrated design to support Government policy for urban consolidation.

Figure 18: Land Budget Table

Development Plan Area	2.112 ha
Encumbered Drainage and Conservation Reserves	0.384Ha
Net Developable Area	1.728Ha
Yield	75 to 80 dwellings
Density	35 to 40 dwellings per net developable hectare

There is potential for higher density housing and appropriate non-residential use at ground level with apartments at upper levels which would increase the housing yield beyond those in Figure 18. This could include an appropriate aged care development.

Figure 19: Hawkstowe Rail Station



5 Design Response

5.1 Introduction

The design response includes objectives and performance measures under the following headings:

- Housing.
- Movement and Access.
- Public Realm.
- Environmentally Sustainable Design.
- Integrated Water Management.
- Built Form.

5.2 Housing Response

5.2.1 Housing Outcomes Statement

The housing objectives form the Housing Outcomes Statement:

- Encourage greater housing choice in terms of size, type and style.
- Use residential land efficiently to increase housing yield.
- Increase housing density, particularly within the walkable catchment of the rail station.
- Provide opportunities for smaller, affordable housing opportunities near the rail station to reduce car dependence.
- Provide an appropriate dwelling diversity to suit varied accommodation needs including conventional and medium density dwellings.
- Consider different housing outcomes responding to the site development opportunities and constraints.
- Encourage housing that contributes positively to local character and sense of place.
- Provide appropriate dwelling diversity to suit varied accommodation needs.

5.2.2 Housing Performance Measures

Planning permit applications must address the performance measures to the satisfaction of the responsible authority. Approaches that vary from the performance measures may be considered provided the objectives are met.

- **PM 1 Minimum 35 dwellings per net developable hectare NDHa.** Permits within stage 2 area shown on Figure 17 should demonstrate how they can achieve an overall housing density of at least 35 dwellings per net developable hectare.
- **PM 2 Modern Housing Designs.** Housing should consist of modern and contemporary design.
- **PM 3 Attractive Interface to Plenty Road.** Urban design should ensure that housing makes a positive visual contribution to the visual amenity along Plenty Road.
- **PM 4 Housing to Front Open Space.** Housing should front onto areas of public open space to enhance the safety, presentation, and function of these areas. Side boundary presentation to public open space should be limited to where design constraints require that outcome.
- **PM 5 Rear Loaded Lots to Provide Paper Road.** Where rear loaded medium density housing directly adjoins Plenty Road, a 4-metre wide 'paper road' reserve should be provided including path access to dwelling entries.
- **PM 6 Housing Diversity.** Permit applications should demonstrate how the overall design response will deliver housing diversity, including one, two, or three-bedroom dwellings.
- **PM 7 Complement Open Space.** Housing design should complement and enhance the presentation and function of open space areas.
- **PM 8 Landscape Responsive Materials.** Housing should adopt the use of materials and finishes which complement the natural landscape within and surrounding the site.
- **PM 9 Consistent Front Setbacks.** Dwellings should provide a consistent front setback character. Reduced front setbacks should be considered for medium density sites within an urban design and streetscape response. Consideration should be given to enabling the provision of landscaping within the property frontage to complement street planting and the open space network.
- **PM10 Passive Surveillance to Open Space.** Applications proposing medium density housing in locations adjacent to public open space areas should ensure that dwellings provide passive surveillance to open space from ground and upper floors, pedestrian connections and deliver an integrated landscape response which complements the reserve.
- **PM 11 Housing Character.** Establish a unique residential character that achieves successful integration into the broader residential areas of the surrounding local area.
- **PM 12 Potential Higher Density Housing.** There is potential for appropriate, higher density housing, such as apartments, near the rail station to promote urban consolidation and transit orientated development.
- **PM 13 Non-Residential Use.** There is potential for appropriate non-residential use on the ground floor closer to the rail station with higher density residential above to promote increased activity and safety. Any significant intensity of development should ensure there is appropriate road access, and that the existing street system capacity is not exceeded.
- **PM 14 Whittlesea Neighbourhood Design Manual.** Permits should address the Whittlesea Neighbourhood Design Manual to the satisfaction of the responsible authority.

5.2.3 Residential Typologies

Rear Loaded Town Houses



Apartments Provide Windows and Articulation to their Side



First Floor Windows and Balconies to Improve Public Space Safety



Overlooking Existing Trees with Balconies to Improve Safety



Well-Articulated Side with Windows to Boost Safety



Integrated Trees and Gardens into Front Garden Area



Three Storey Town Houses to Increase Density



Three Storey Apartment Example



5.3 Movement and Access Response

5.3.1 Transport Objectives

The Development Plan has the following transport objectives:

- Deliver a street environment which emphasises an intimate local network rather than characterised by higher order streets.
- Support a low-speed street network encouraging shared use of local streets to encourage walking, community interaction and safe cycling.
- Provide a legible and permeable mobility network.
- Encourage the use of non-vehicular modes of travel.
- Achieve street network design and landscaping which complement and enhance the natural values of the site.
- Provide efficient access to all residential lots.
- Provide appropriate connections to the rail station and existing and surrounding road, walking, and cycling networks.

5.3.2 Transport Performance Measures

Planning permit applications must address the performance measures to the satisfaction of the responsible authority.

Approaches that vary from the performance measures may be considered provided the objectives are met.

- **PM 1 Avoid New Traffic Access to Plenty Road.** New traffic access to Plenty Road should be avoided.
- **PM 2 Lots to Front Plenty Road.** Rear loaded residential development located along Plenty Road should be provided with access via an internal street or via rear lot access with a paper road.
- **PM 3 Street Network to Council's Satisfaction.** Street network design should be to the satisfaction of the responsible authority.
- **PM 4 Local Streets to Open Space.** Where appropriate, provide local streets or paper roads around the periphery of open space reserves to provide opportunities for passive surveillance and access. Rear accessed dwellings may abut an open space reserve provided the dwellings provide direct frontage to the reserve.
- **PM 5 Integration with Adjoining Land.** Urban design responses should respond to land use distribution, local traffic and non-vehicular movement and provide appropriate cross-parcel movement
- **PM 6 Street Block Design.** The street network and street block lengths should have regard to the Whittlesea Neighbourhood Design Guidelines to the satisfaction of the responsible authority.
- **PM 7 Low Speed Streets.** The street network should support a low-speed environment for pedestrians, cyclists and vehicles and encourage shared use with speed control devices to be applied to the satisfaction of the responsible authority.
- **PM 8 Integrated Pedestrian and Cycle Network.** The pedestrian and cycle network should respond to the Pedestrian and Bicycle Plan in Figure 20 and provide for movement throughout the site and connection to surrounding networks.
- **PM 9 Civil Engineering Design to Demonstrate that Trees are Protected.** Where trees are shown to be retained in, or near a road, detailed design works as part of engineering or landscape design should ensure the health of vegetation is maintained.
- **PM 10 Integrated Landscape Treatment to Protect River Red Gums.** Local streets adjoining retained River Red Gum are to support an integrated landscape design treatment to provide a positive interface.

- **PM 11 Street Design to Prioritise Pedestrians and Cyclists.** The design of all streets should give priority to pedestrians and cyclists through:
 - Providing footpaths of at least 1.5 metres wide, or shared zones to the satisfaction of the responsible authority to support pedestrian permeability.
 - Providing a connected footpath network.
 - Providing safe and convenient crossing points to all intersections and at key networks.
 - Providing pedestrian and cycle priority where feasible.
 - Ensure all streets support the planting of canopy trees to the satisfaction of the responsible authority and consist of a native or indigenous species theme.
- **PM 12 Management of Stanhope and Sargood Drive.** Consideration should be given to the need for no standing signs to be provided on streets with a 5.5m pavement to manage traffic flow.

Figure 20: Pedestrian and Bicycle Plan



LEGEND

Development Plan Boundary	
Yan Yean Water Supply Heritage Site	
Heritage and Ecological Restoration Zone	
Ephemeral Wetland	
Conventional Density Area	
Super Lot	
Principal Public Transport Network - Bus Route	
400m Walkable Catchment from Rail Station Entry	
Proposed Shared Path	
Proposed Footpath	
Existing Shared Path	
Potential Station Access Path	
Existing Bus Stop	

- NOTES**
- THE PROPOSED LOT MIX AND DENSITY IS SUBJECT TO COUNCIL APPROVAL.
 - THIS PLAN IS PRODUCED FOR YIELD AND COSTING PURPOSES ONLY AND MAY CHANGE AS A RESULT OF FURTHER CONSULTATION WITH THE RESPONSIBLE AUTHORITIES.
 - TITLE BOUNDARIES, COLOURS, TREE LOCATIONS AND DRAINAGE FEATURES ARE BASED ON TAYLORS TITLE RE-ESTABLISHMENT, FEATURE & LEVEL SURVEY REF. 24268/S 29/05/23.
 - TREE CLASSIFICATION IS BASED ON TREELOGIC ARBORICULTURAL ASSESSMENT REPORT REF. 012760 04/05/23.
 - WSEE TREELOGIC REPORT.

REVISIONS

VER	DATE	COMMENTS	CHKD
7	12-05-25	DRAINAGE RESERVE RE-NAMED TO EPHEMERAL WETLAND	DB
6	04-02-25	ROAD AND DRAINAGE RESERVE AMENDED	JC
5	22-01-25	LAYOUT UPDATED TO REFLECT DP02 V11	DB
4	16-03-24	PLAN AMENDMENTS	JC
3	15-03-24	PROPOSED FOOTPATH ADDED	JC
2	20-11-23	AMENDED DCPM	DB
1	26-10-23	ORIGINAL PLAN	JMG



**1180 PLENTY ROAD
SOUTH MORANG
BICYCLE & PEDESTRIAN
NETWORK PLAN**

Project No. 10850
Drawing Ref. 10850_UD_TP02_V7

BREESE PITT DIXON
CIVIL ENGINEERS
LAND SURVEYORS
TOWN PLANNERS
URBAN DESIGNERS

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PREPARED UNDER A QUALITY SYSTEM CERTIFIED COMPLYING WITH ISO 9001

5.4 Public Realm

5.4.1 Public Realm Outcomes Statement

The Development Plan has the following public realm objectives:

- Create an urban environment that is safe, healthy, functional, and enjoyable and that contribute to a sense of place and cultural identity.
- Create a subdivision design that achieves attractive, safe, accessible, diverse and sustainable neighbourhoods.
- Create a neighbourhood that seeks to foster healthy and active living and community wellbeing.
- Protect healthy River Red Gum trees for their intrinsic value in establishing a character and identify.
- Ensure the conservation of suitable River Red Gums and other existing indigenous trees.
- Ensure the conservation of places of heritage significance.
- Recognise, support and protect neighbourhood character, cultural identity, and sense of place.
- Achieve building design outcomes that contribute positively to the local context and enhance the public realm.

5.4.2 Public Realm Performance Measures

Planning permit applications must address the performance measures to the satisfaction of the responsible authority.

Approaches that vary from the performance measures may be considered provided the objectives are met.

- **PM 1 Protect Specified River Red Gums.** Unless with the consent of the responsible authority, all trees shown as retained on the Development Plan should be retained.
- **PM 2 Indigenous Landscaping.** The landscaping strategy should adopt native and indigenous species. Planting should enhance the amenity associated with existing mature River Red Gums.
- **PM 3 Works to Protect River Red Gums.** Conservation areas designed for River Red Gum protection should provide satisfactory protection of River Red Gums from works external and internal to the reserve including road and service installation works. Roads, paths and other infrastructure should not be proposed within the TPZs of retained trees unless of a special design to the satisfaction of the responsible authority.
- **PM 4 Conservation Reserve Interface.** There should be no rear fencing to the conservation reserve.

- **PM 5 Bushfire Management.** The landscape design of the interface between open space, conservation areas and adjoining development area should consider the need for a fuel break.
- **PM 6 Strong Landscape Response.** Landscape design should provide a balancing of the built environment and make a positive contribution to local neighbourhood character.
- **PM 7 Landscaping to Ensure an Attractive Outcome.** The level of landscaping provided within reserves should positively contribute to landscape amenity and character.
- **PM 8 Reserve Landscaping to Complement Retained Trees.** Public space should support the planting of canopy trees to provide shading, landscape interest and, as relevant, a sense of enclosure within the reserve.
- **PM 9 Pocket Parks to Integrate with Street Design to Ensure Their Prominence.** Where small pocket parks are provided, they should make a positive contribution to the streetscape or public realm through appropriate visual exposure.
- **PM 10 Manage Pedestrian Access to Reserves.** Pedestrian access to and throughout any reserves should be provided to the satisfaction of the responsible authority and be commensurate with the purpose of the reserve.
- **PM 11 Pocket Parks to Integrate with Street Design to Ensure Their Prominence.** Where small pocket parks are provided to protect trees, they should make a positive contribution to the streetscape or public realm through appropriate levels of visual exposure and infrastructure provision. Where provided, pocket parks should not be bound by fences on three sides.
- **PM 12 Seating to be Carefully Located.** Seating provided within public land should be provided in logical locations associated with active areas rather than providing seating in areas unlikely to support activity to the satisfaction of the responsible authority.
- **PM 13 Provide for Vehicle Exclusion to Reserves.** Vehicle exclusion bollards should be placed along the boundary of conservation areas to the satisfaction of the responsible authority.
- **PM 14 Retained River Red Gums to be Enhanced.** Ensure River Red Gum retention enhance their landscape and amenity value by ensuring trees are effectively retained in the subdivision design response.

- **PM 15 Road Design to Ensure Tree Health.** Where vegetation is to be retained within a new road reserve information is to be provided to Council demonstrating how the tree is to be integrated within the road design to ensure its health is preserved. Retention may require local widening of public land, setting back of lot access and varied location of infrastructure assets to limit works around a tree.
- **PM 16 Arborist Advice Required for Works near Protected Trees.** Where works within the tree protection zone of a tree to be retained are proposed, information prepared by a suitably qualified arboriculture expert is to be provided to satisfactorily demonstrate the extent of works will not have a detrimental impact on the health of the tree.
- **PM 17 Vegetation Protected in Medium Density Sites.** Vegetation to be retained within areas identified to support medium density housing should be integrated with the design of proposed development. Design of medium density housing sites is to enhance the landscape amenity contribution provided by retained vegetation through suitably responsive design.
- **PM 18 Consider Views to Key Trees.** Views to existing trees within the site should be enhanced through placing such vegetation within local reserves with surrounding residential land to support active frontages to these areas.
- **PM 19 Green Links.** Green links, where provided as public land, should be a minimum of 10m wide. Mews treatments are preferred and should be considered where relevant.
- **PM 20 Traditional Owner Consultation.** Landscape plans are encouraged to include Aboriginal cultural heritage interpretation elements designed in conjunction with the Wurundjeri Tribal Council and the Kulin National Heritage Organisation.
- **PM 21 Windows, balconies and Habitable rooms to Activate Public Space.** Maximise the number of windows, balconies and habitable rooms fronting the public realm.
- **PM 22 Avoid Blank Walls.** Avoid blank walls to streets, sideages and public space. Ensure design response and guidelines address public safety and promote community interaction.
- **PM 23 Passive Watering of River Red Gums.** Subdivision design should ensure suitable provisions are made for the ongoing passive tree watering to support the health of retained River Red Gums.

- **PM 24 Moisture for Retained Trees.** Post development, the tree root zone soil moisture conditions of retained trees should be appropriate, both in terms of ensuring adequate soil moisture and ensuring that the trees are not inundated with excessive water from overland flows. The design response will need to demonstrate that the existing hydrological conditions as they relate to soil moisture are maintained to the extent reasonably practicable. The design response should include advice from a dendrologist as relevant. The design response should also respond to arborist advice to confirm that trees that are retained will retain or improve the pre-development health.

5.4.3 Body Corporate Development Guidelines

- **PM 25 River Red Gum Protection.** Indigenous trees should be retained in public reserves. Where suitable arrangements are made to ensure long term protection within a body corporate development, this may be considered to the satisfaction of the responsible authority.
- **PM 26 Integrated Master Plan for Body Corporate Development to Active Public and Communal Spaces.** A permit application should be accompanied by an integrated urban design, built form and landscape master plan. The master plan should ensure each dwelling is provided with a pedestrian path along the dwelling frontage, appropriate interfaces, vehicle and pedestrian entries, appropriate space for canopy trees and landscaping and variable building typologies. Blank walls to pedestrian accessways and communal areas should be avoided and minimised.
- **PM 27 Integrated Street Sections.** The integrated master plan for a body corporate areas should include typical cross sections for access ways and communal space. Interface treatments to public space that ensure articulation and which implement CPTED design principles should be provided.
- **PM 28 Canopy Trees and Urban Greening.** The design response should provide for integrated landscape design with suitable trees across private dwelling sites and in communal space and accessways. The density of trees and plans should be increased to create a cooler, greener area. Planting should be dominated by indigenous and native planting to support local ecology, birds, and insects.
- **PM 29 Building Typology.** A building typology response should be provided that considers reasonable variation to create visual interest and character.

- **PM 30 Integrated Laneway Spaces.** Laneway design should consider these as shared walking and cycling zones, with small canopy trees and gardens to soften and cool these areas. Consideration should be provided to plant fruit trees to encourage a sustainable lifestyle. Building design should provide windows and other treatments to encourage laneways to feel safe and active.
- **PM 31 Communal Space.** Encourage attractive communal spaces and shared facilities and services in body corporate development. Encourage the provision of a community garden, edible plants including fruit and vegetables.
- **PM 32 Green Walls.** The use of green walls should be considered in key areas to cool and soften building forms and create a pleasant environment.

5.4.4 Permit Landscape Masterplan

The following condition should be applied as relevant and may be amended to the satisfaction of the responsible authority.

A landscape master plan for the permit area should be prepared by a qualified landscape architect to the satisfaction of the responsible authority.

The landscape master plan should include the following to the satisfaction of the responsible authority:

- The location, size, dimensions, and primary function of all land to be developed as reserves including, conservation reserves, road reserves and drainage reserves as relevant.
- A survey, including the location, size and botanical name, of all existing vegetation proposed to be retained on the land. Trees to be retained must be accompanied by a tree specific arboriculture assessment to determine if each tree can be safely retained.
- Existing and proposed grades for all reserve areas.
- The ultimate 1% and 10% annual exceedance probability storm event extents.
- The location, concept design and size of any water sensitive urban design assets.
- A general indication of what recreation infrastructure is proposed and its location, including but not limited to: playgrounds, furniture, exercise equipment, paths, shelters, vehicle exclusion barriers and maintenance access points.
- An active transport plan, including shared path locations, creek crossings, widths, and surface treatments.

- A street tree master plan, including the estimated canopy of the mature trees (at 20 years) shown to scale and an estimate of the percentage of streets, parks and reserves that are covered.
- Consideration of using indigenous trees and plants of local provenance.

5.4.5 Tree Protection Fencing Permit Condition

The following condition should be applied as relevant and may be amended to the satisfaction of the responsible authority.

- Before the commencement of buildings or works within or on or within 30m of land abutting a conservation area, the permit holder must erect a vegetation protection fence around any conservation area, patch of native vegetation or scattered tree identified for retention.
- The fence must be provided and maintained in accordance with the relevant City of Whittlesea standard.
- During the undertaking of buildings or works, all activities must be excluded from occurring within the protection fencing, unless otherwise agreed to by the responsible authority.
- Construction stockpiles, fill, machinery, vehicle parking, excavation and works or other activities associated with the buildings or works must be designed and constructed to ensure that the conservation area, scattered trees or patches of native vegetation identified for retention in the endorsed plan under this permit are protected from adverse impacts during construction.

5.4.6 Kangaroo Management Plan

The following condition should be applied as relevant and may be amended to the satisfaction of the responsible authority.

Before the certification of the plan of subdivision, a Kangaroo Management Plan should be approved by the Secretary to the Department of Environment, Energy and Climate Change. The submitted Kangaroo Management Plan should include:

- Strategies to avoid land locking kangaroos, including staging of subdivision.
- Strategies to minimise animal and human welfare risks.
- Management and monitoring actions to sustainably manage a population of kangaroos within a suitable location.
- Actions to address the containment of kangaroos and to ensure appropriate animal welfare.

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

Figure 21: Landscape Strategy

OVERALL LANDSCAPE MASTER PLAN

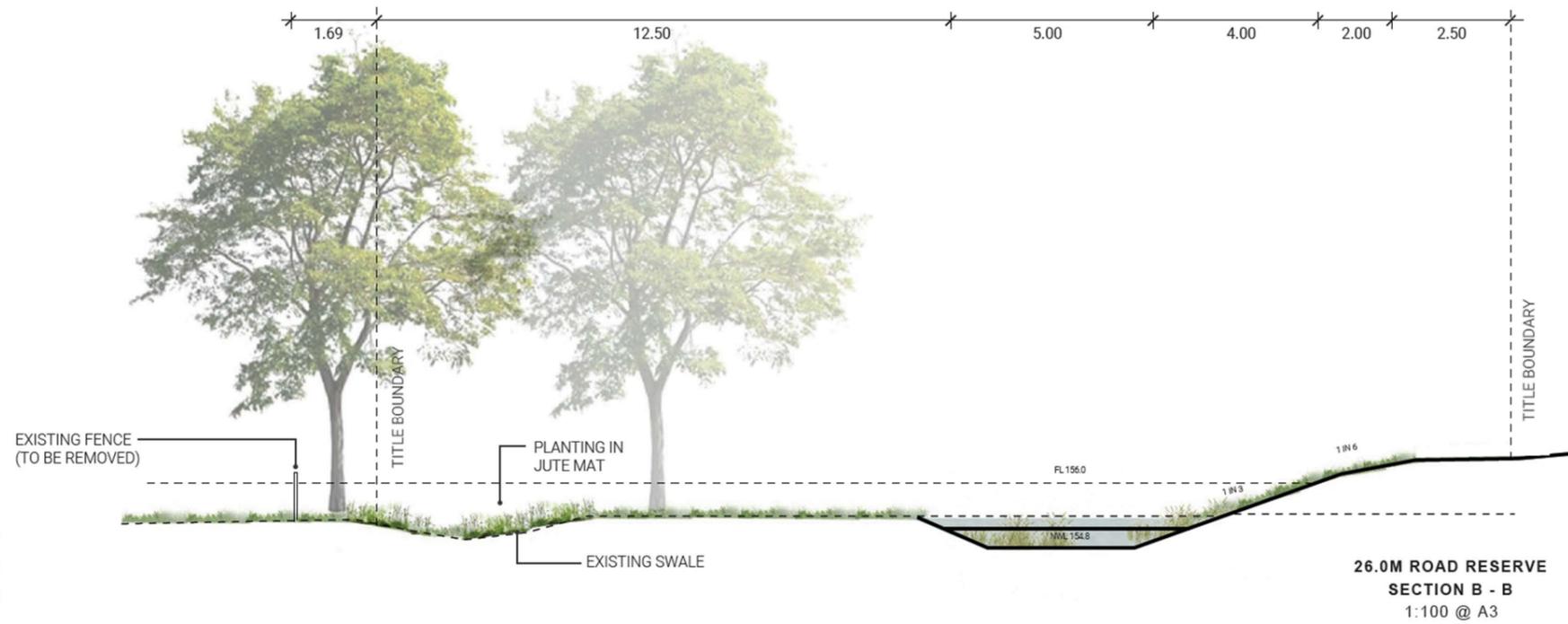
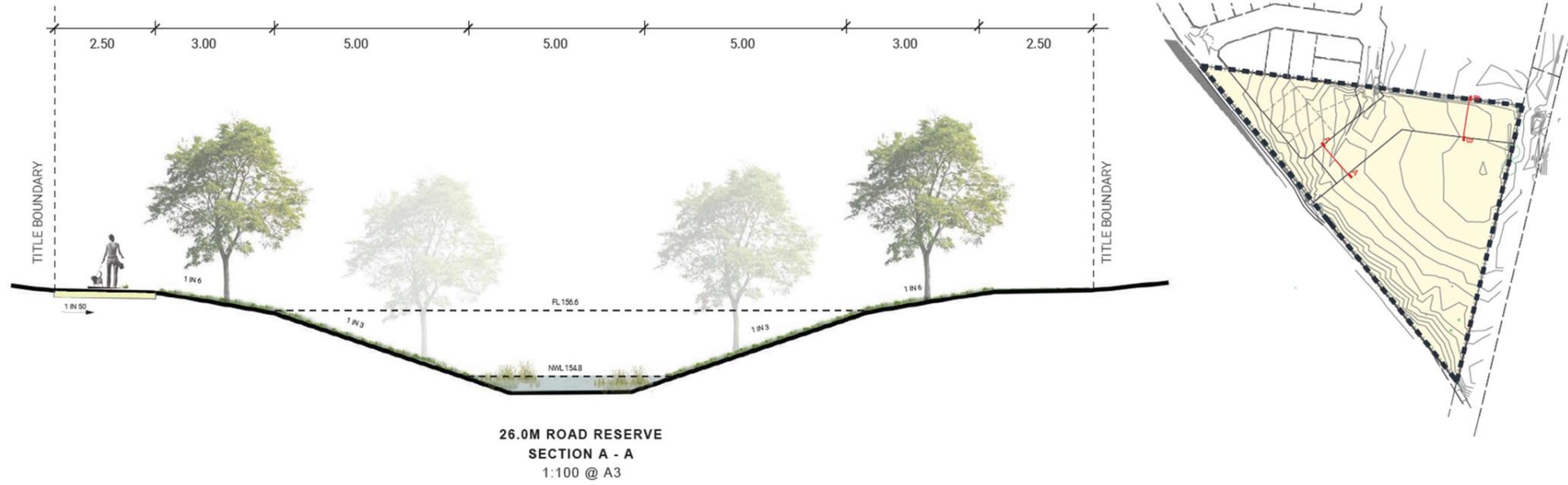


LEGEND

- EXTENT OF WORK
 - EXISTING TREES TO BE RETAINED AND TREE ID
 - PROPOSED TREES
 - PLAINS GRASSY WOODLANDS (EVC55)
 - PROPOSED GREEN SPACE
 - POTENTIAL STATION LINK PATH SUBJECT TO AUTHORITY APPROVAL
 - PROPOSED SHARED PATH
 - EXSITING SHARED PATH
 - EXISTING WATER PIPE
 - EXISTING DRAINAGE PIPE
 - STAGE 1
 - STAGE 2
 - DRAINAGE RESERVE & PLANTED SWALE
 - VEHICLE TURNING AREA
- N
1:1500 @ A3

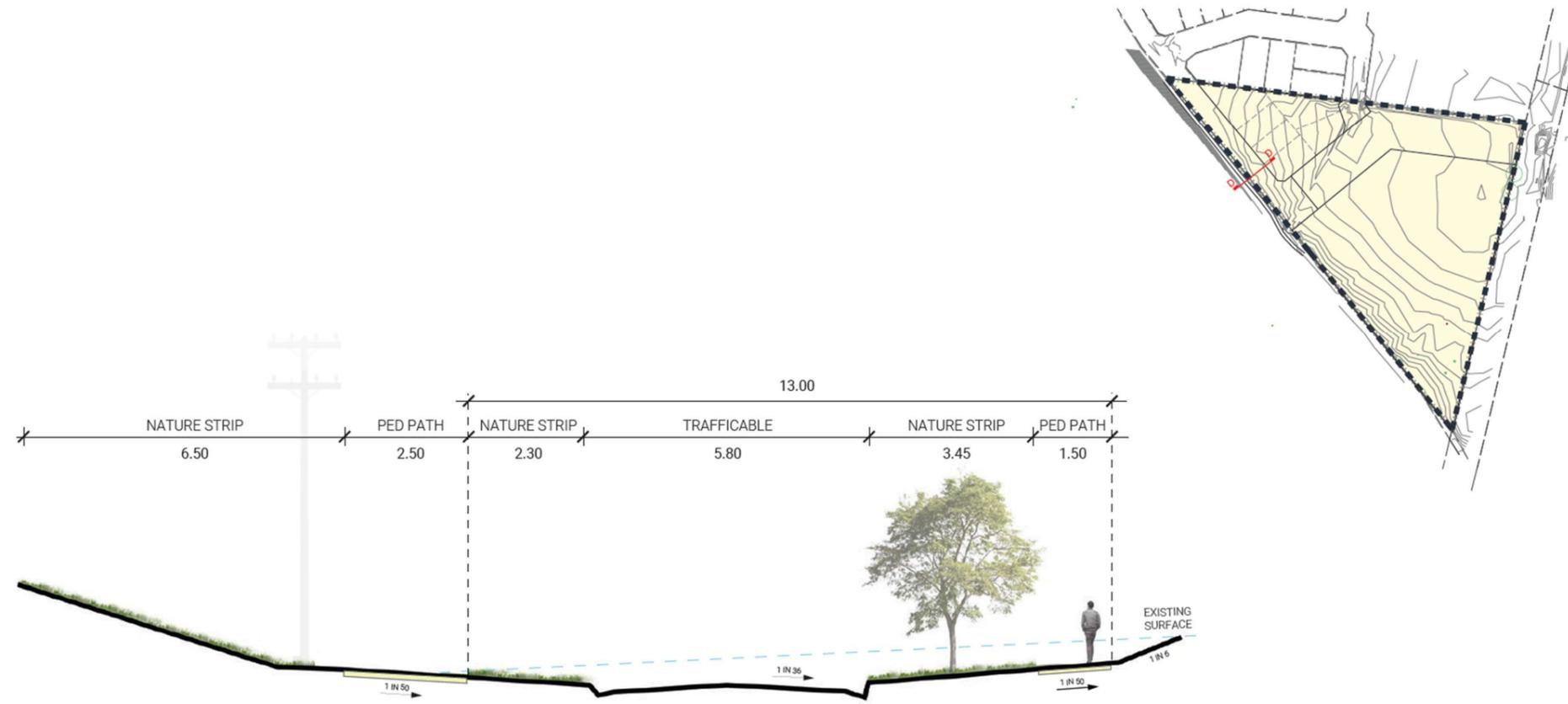
URBAN EDGE
 LANDSCAPE ARCHITECTS
 Date of issue: 05/02/2025

SECTION



URBAN EDGE
LANDSCAPE ARCHITECTS
Date of Issue: 05/02/2025

SECTION



13.0 ROAD RESERVE
SARGOOD DRIVE SECTION D - D
1:100 @ A3

EAST DRAINAGE CONCEPT



FUTURE MEDIUM DENSITY BODY
CORPORATE DEVELOPMENT

- LEGEND**
-  EVERGREEN NATIVE TREES
 -  LAWN
 -  GRASSES
 -  MULCHED GARDEN BED PLANTS
 -  WATER
 -  FOOTPATH
 -  FENCE
 -  LANDSCAPE LOGS
 -  LANDSCAPE ROCKS
 -  BOLLARDS
 -  VEHICLE TURNING AREA



1:500 @ A3

URBAN EDGE
 LANDSCAPE ARCHITECTS
 Date of issue: 05/02/2025

SUGGESTED PLANTING SCHEDULE



Brachychiton populneus x acerifolius



Eucalyptus melliodora (Indigenous species)



Eucalyptus polyanthemus



Eucalyptus sideroxylon



Eucalyptus viminalis (Tree Reserve only)



Ulmus parvifolia cv.



Carex appressa



Ficinia nodosa



Lomandra longifolia



Poa labillardierei var libillardierei

5.5 Built Form

5.5.1 Built Form Outcomes Statement

The Development Plan has the following built form objectives:

- Support the creation of an attractive preferred future neighbourhood character, cultural identity, and sense of place that blends native vegetation with modern housing design.
- Create a preferred urban character supported through the permit design response and design guidelines.
- Ensure the form, scale, and appearance of development enhances the function and amenity of the public realm.
- Ensure buildings and their interface with the public realm support personal safety, perceptions of safety and property security.
- Ensure development is designed to protect and enhance valued landmarks, views, and vistas.
- Achieve higher standards of housing design guidelines adjacent to River Red Gum conservation reserves.
- Achieve building design outcomes that contribute positively to the local context and enhance the public realm.
- Manage site entries and corner sites for higher standards of urban design and housing design guidelines.
- Promote compact housing within the walkable catchment of the rail station.
- Create simple and well-proportioned built form with well-articulated facades, high quality and robust materials.
- Create environmentally sustainable developments through maximising tree canopies and landscaping, external shading devices and IWM solutions.

5.5.2 Public Realm Performance Measures

Planning permit applications must address the performance measures to the satisfaction of the responsible authority. Approaches that vary from the performance measures may be considered provided the objectives are met.

- **PM1 Preferred Future Neighbourhood Character.** Create a preferred future character response for the site. The character response should adopt design elements which contribute to areas broader landscape and built form character.
- **PM 2 Enhance River Red Gums.** Built form should enhance retained River Red Gums and the adjacent natural landscape.
- **PM 3 Intimate Streetscapes.** Provide intimate and quality local streetscapes. Avoid excessive repetitive building elements.

- **PM 4 Safe Design.** Create a residential environment that makes residents feel safe. Housing (including windows, balconies and habitable rooms) should front and address streets, public spaces, and communal areas.
- **PM 5 Green Cover and Tree Canopy.** Encourage the planting of green cover and canopy trees within integrated building design.
- **PM 6 Housing to Address Key Roads.** Discourage the use of rear or side fences on major roads to encourage activation and passive surveillance.
- **PM 7 Maximum Wall Length.** Medium density wall form in public streets should not exceed 60m. Integrated body corporate development design can consider a range of treatments that break up excessive length and bulk of building forms.
- **PM 8 Maximum Rear Loaded Product Length.** Rear loaded product should not exceed 100m in length on public streets. Where larger rear loaded precincts are proposed, integrated responses that provide relief from building form should be included, for example a green link that provides for shade and walkability.
- **PM 9 Dual Fronted Lots Should be Avoided.** Where dual fronted lots are provided, the design should ensure streets are not dominated by garages, service equipment or ancillary building elements. Consideration should be given to incorporating balconies, windows, fencing design, and landscape treatments to provide a positive interface to public space.
- **PM 10 Housing Adjacent to Open Space.** Permit applications should provide a suitable design response or design guidelines requiring development abutting open space to provide passive surveillance of the open space through built form features, such as windows or balconies. Where a single storey dwelling is provided, fences should be visually permeable to allow for surveillance of the open space.
- **PM 10 Building sides.** Building sides to streets, accessways and lanes should provide articulation, windows, balconies, small canopy trees and attractive gardens and fencing (where required) that encourage safety and community interaction.
- **PM 11 Driveway Design.** Minimise vehicle impact on the public realm through minimising the number of driveways and crossovers, ensuring driveways are at least 5.5m long (to prevent vehicles overhanging on the footpaths), designing driveways with textured materials and landscaping (as shared spaces with pedestrian priority) and setting back garages from the main building line.

- **PM 12 Integrated Dwelling Services.** Integrate mailbox, bin storage and site services into the overall built form and landscaping design response to promote high quality public realm outcomes. Locate mailboxes in safe and accessible space and where possible, away from vehicular traffic. Enclose bin storage, gas meters, water meters and other services with quality materials.
- **PM 13 Robust Building Materials.** Use robust materials, such as corrugated metal sheets, bricks, lightweight metal cladding, textured bricks, cement sheets, aluminium cladding and Besser blocks. Choose materials that respect existing and preferred neighbourhood character to promote quality public realm outcomes.
- **PM 14 Building Colours.** Maximise the use of light-coloured and/or earth-tone materials on roofs, building facades, driveways and other outdoor surfaces to minimise urban heat and demand for the use of air conditioners.
- **PM 15 External Shading.** Provide external shading devices to maximise access to sunlight and minimise solar gain. Use fixed, external horizontal shading for north-facing doors, windows and balconies, and adjustable external shading such as tensioned zip-track, adjustable external louvres, vertical shading or sliding screens on east/west-facing doors, windows and balconies.
- **PM 16 Well Proportioned Built Form.** Create simple and well-proportioned built form with well-articulated facades, high quality and robust materials. Provide built form relief and articulation at suitable intervals to ensure visual bulk does not overwhelm the streetscape. Use vertical rhythms, façade and roof design variety, consistent material palette, depths, textures and details to achieve well-articulated facades.

5.5.3 Preferred Future Neighbourhood Character

Permit applications should include a neighbourhood character response that supports the need to increase housing densities while responding to and integrating with local neighbourhood character.

The design response should consider the following elements:

- Built form including architectural characteristics, height, setbacks, roof form, eaves, and materials.
- Variation of lot sizes, including a variety of lot widths and depths.
- Open space, including landscape design to enhance the character of retained River Red Gums.
- Vegetation and landscaping, including front gardens in key areas and entries.
- Interface with the street including fencing and driveways.

Permits should be consistent with the neighbourhood character response defined through endorsed Design Guidelines and consider the interplay between:

- Subdivision and streetscape design.
- Park design.
- Housing design guidelines.
- Any front garden treatments managed by the developer through an estate approval processes.
- Built form, architectural characteristics, height, setbacks, roof form and materiality.
- Street tree planting and canopy cover.
- Front and side garden tree planting and fencing.
- Interface with street including fencing and driveways.
- Street design and verge widths.

5.6 Environmentally Sustainable Design

5.6.1 Environmentally Sustainable Design Objectives

The Development Plan has the following Environmentally Sustainable Design (ESD) objectives drawn from Whittlesea Planning Scheme local policy.

Energy performance objectives:

- To improve the efficient use of energy by ensuring development demonstrates design potential for ESD initiatives at the planning stage.
- To reduce total operating greenhouse gas emissions.
- To reduce energy peak demand through design measures (e.g., appropriate building orientation, shading to glazed surfaces, optimise glazing to exposed surfaces, space allocation for solar panels and external heating and cooling systems).

Water efficiency:

- To improve water efficiency.
- To reduce total operating potable water use.
- To encourage the collection and reuse of rainwater.
- To encourage the appropriate use of alternative water sources (e.g. greywater).

Integrated water management:

- To reduce the impact of stormwater run-off.
- To reduce stormwater volumes leaving the land.
- To improve water quality of stormwater run-off.
- To achieve best practice stormwater quality outcomes.
- To incorporate the use of water sensitive urban design.
- To consider options for stormwater reuse.

Indoor environment quality objectives:

- To achieve a healthy indoor environment quality for the wellbeing of building occupants, including the provision of fresh air intake, cross ventilation, and natural daylight.
- To achieve thermal comfort levels with minimised need for mechanical heating, ventilation, and cooling.
- To reduce indoor air pollutants by encouraging use of materials with low toxicity chemicals.
- To reduce reliance on mechanical heating, ventilation, cooling and lighting systems.
- To minimise noise levels and noise transfer within and between buildings and associated external areas.

Transport objectives:

- To ensure that the built environment is designed to promote the use of walking, cycling and public transport, in that order.
- To minimise car dependency.
- To promote the use of low emissions vehicle technologies and supporting infrastructure.

Waste management objectives:

- To ensure waste avoidance, reuse and recycling during the design, construction, and operation stages of development.
- To ensure durability and long-term reusability of building materials.
- To ensure sufficient space is allocated for future change in waste management needs, including (where possible) composting and green waste facilities.

Urban ecology objectives:

- To protect and enhance biodiversity within the locality.
- To provide environmentally sustainable landscapes and natural habitats and minimise the urban heat island effect.
- To encourage the retention of significant native trees.
- To encourage the planting of indigenous vegetation.
- To encourage the provision of space for productive gardens, particularly in larger residential developments.

5.6.2 ESD Performance Measures

Planning permit applications must address the performance measures to the satisfaction of the responsible authority. Approaches that vary from the performance measures may be considered provided the objectives are met.

- **PM 1 Local Policy Implementation.** The Whittlesea Planning Scheme includes a local policy related to ESD at Clause 51.01-2L. A permit should respond to this local planning policy, as amended from time to time.
- **PM 2 ESD design response.** A permit should provide an ESD response to the satisfaction of the responsible authority. The ESD response should respond to the objectives and performance measures of the Development Plan. The assessment should also consider, as relevant, the Sustainable Subdivision Framework.

- **PM 3 Energy Performance.** Developments should: consider the feasibility of:
 - Performing above the NCC Section J minimum requirement.
 - Performing above the 7-star NatHERS standard.
 - Having energy efficient hot water, heating and cooling systems should that are within one energy star rating of the best available.
 - Having daylight/occupancy sensors for external lighting
 - Providing external clothes drying facility.
 - Selecting light-coloured roofing materials for dwellings to reduce the urban heat island effect (SRI value >50% or 0.5).
 - Providing appropriately orientated buildings and roof forms designed to accommodate Solar PV panels.
 - Provide for EV charging facilities.

- **PM 4 Water Efficiency.** Developments should:
 - Provide for rainwater capture and plumbing for reuse for toilet flushing and irrigation.
 - Provide WELS rated fittings within one star of the best available.

- **PM 5 Integrated Water Management (IWM).** A Stormwater Management Strategy (SWMS) should consider the Development Plan IWM objectives and performance measures and WSUD principles at the concept masterplan and planning permit stage. Permits should consider the relevant provisions of the Neighbourhood Design Manual and address the objectives and performance measures in Section 5.7 of this Development Plan.

- **PM 6 Indoor Environment Quality.** Developments should:
 - Provide adequate daylight to all living areas, bedrooms and all other regularly occupied spaces (as defined in BESS).
 - Design for living rooms to have north facing windows.
 - Provide openable windows and skylights in habitable rooms.
 - Design appropriate shading to all windows receiving direct sunlight.

- **PM 7 Transport.** Developments should:
 - Provide residential bicycle parking - 1 per dwelling for residents and 1 per 5 dwellings for visitors.
 - Provide non-residential bicycle parking at 50% more than as required by Planning Clause 52.34 Bicycle Facilities and End of Trip facilities (1 shower per 10 bicycle spaces and 1 locker per bicycle space provided).
 - Provide infrastructure to support electric vehicles charging.

- **PM 8 Waste Management.** Developments should:
 - Ensure recycling facilities are as convenient as general waste facilities for future occupants to use.
 - Explore how at least 80% of all construction and demolition waste by mass can be recycled.

- **PM 9 Urban Ecology.** Developments should:
 - Protect existing on-site indigenous trees.
 - Incorporate indigenous and /or productive gardens.
 - Provide a tap for irrigation (connected to rainwater tank) and drainage on balconies, courtyards, and backyards.
 - Achieve at least 30% tree canopy cover in public streets and laneways, including provision for passive street tree watering.

- **PM 10 Miscellaneous.** Developments should also consider the feasibility of the following as relevant:
 - How building materials and recycled materials can minimise embodied carbon and minimise waste.
 - Substituting cement content of concrete with recycled content or using low carbon concrete.
 - Selecting low embodied energy materials such as limiting aluminium, zinc and other high embodied energy materials.
 - Sourcing all timber from sustainably managed sources that hold third party verification.
 - Selecting recycled or re-usable materials.
 - Avoiding materials which are toxic in manufacture and use.
 - Selecting low maintenance and highly durable materials.
 - Providing individual utility meters for all dwellings and non-residential areas/ tenancies.

5.6.3 ESD Themes and Features

White Roofing with Solar Panels



Example of Dense Street Planting



Underground Water Tanks with Green Space or a Building Above



5.7 Integrated Water Management

5.7.1 Integrated Water Management Objectives

The Development Plan has the following IWM objectives:

- To effectively manage water resources and promote sustainable water management practice.
- To minimise the impact of urban development on water resources and ecosystems.
- To safeguard the ecological integrity of urban waterways and ecosystems.
- To effectively manage stormwater runoff, reduce flooding risks, and protect water bodies from pollution.
- To optimise the overall management of water resources and ensure their long-term sustainability and benefit to the community.
- To enhance local amenity, reduce the urban heat island effect, increase local access to nature and support biodiversity.
- To optimise stormwater management across the site, to ensure stormwater is adequately used as a resource to support healthy urban micro-climate.
- To provide for the protection of natural systems, integration of stormwater treatment into the landscape and improvement of stormwater quality.
- To consider the application of reasonably practicable best practice IWM and WSUD principles and techniques which can be applied to the site.
- To consider the application of reasonably practicable WSUD principles from the MSP and the Neighbourhood Design Manual in the IWM response.
- To reduce stormwater volume run-off leaving the land to the extent reasonably practicable.

5.7.2 IWM Performance Measures

Planning permit applications must address the performance measures to the satisfaction of the responsible authority. Approaches that vary from the performance measures may be considered provided the objectives are met.

- **PM 1 IWM to Form Part of the SWMS.** To facilitate a streamlined approach, a permit must, as relevant, incorporate an IWM response within the framework of the SWMS. The IWM should consider opportunities at the whole of site and at the lot scale.
- **PM 2 Scope of IWM Response.** The IWM response should include a description of the development's water balance, quantifying projected water demands and supply for the various uses within the subject land. The IWM should also include a completed IWM contributions form contained in Council's IWM Guidelines, for example to summarise the following:
 - Quantity of all alternative water sources that substitute potable mains water supply.
 - Percentage of total projected potable demand substituted by alternative water sources.
 - Projection of recycled water deliverable to end users.
 - Cross-consideration of IWM and flood mitigation opportunities as part of the development design.
 - Annual runoff volume reduction.
 - Annual total suspended solids prevented from discharging to receiving waters
 - Mean annual total nitrogen prevented from discharging to receiving waters.
 - Percentage of trees that are supported with permanent irrigation from an alternative water supply, relative to all trees planted on public land.
 - Percentage of passive public open space (parkland and gardens) supported by an alternative water source.

The IWM should consider the costs and benefits and feasibility of using the following asset types:

- Rainwater tanks for toilet and laundry reuse only.
- Rainwater tanks for garden irrigation.
- Permeable pavements (for example flexible bound porous pavements).
- Permeable pavements (for example unbound interlocking pavers, grid pavers).
- Irrigated green roofs/walls.
- Passively irrigated street trees.
- Irrigated buffer strips.
- Soil moisture banking and wicking beds.
- Bioretention systems.
- Swales.

The IWM should measure the IWM responses against a Business-as-Usual approach based on at least the following indicators:

- Recycled water use.
- Rainwater harvested and used.
- Stormwater harvested and used.
- Stormwater infiltrated.
- Vegetated stormwater treatment assets.
- Tree canopy percentage of public streets.
- Understorey landscaped areas.
- Public open space supported with alternative water.
- Trees supported with alternative water.
- Surfaces with retained permeability.
- **PM 3 IWM Policy.** The IWM should consider the following policies and others and as updated from time to time as relevant:
 - Sustainable Environment Strategy 2022-2032 (City of Whittlesea).
 - Yarra Catchment Integrated Water Management Plan 2022 (Yarra IWM Forum).
 - Greening Whittlesea City Forest Strategy 2020-2040 (City of Whittlesea).
 - Urban Stormwater Management Guidelines 2021 (EPA Victoria).
 - Whittlesea Water for All 2020-2030 (City of Whittlesea).
 - Designing for a Cool City 2020 (CRC for Water Sensitive Cities).
 - Healthy Waterways Strategy 2018-2028 (Melbourne Water).

6 Implementation

6.1 Introduction

Management of staging and infrastructure delivery and integration of co-ordination between the developer and the City of Whittlesea is central to achieving good outcomes.

The Development Plan has the following implementation objectives:

- Deliver required services and utilities to support the development of residential land in an orderly and logical manner.
- Provide infrastructure and services in a cost-effective manner.
- Provide satisfactory integration to the existing and future road, shared path, and footpath networks.
- Ensure drainage outfalls and requirements are addressed and available for each stage of the development.

6.2 Servicing

The table below summarises the servicing strategy. There are no servicing constraints to the development generally occurring in accordance with the Staging Plan in Figure 22.

Service	Strategy
Sewer Yarra Valley Water	Extend from north to south.
Potable Water Yarra Valley Water	Extend from north to south.
Recycled Water Yarra Valley Water	Extend from north to south.
Electricity	Extend into the site from the north.
Gas	In accordance with State Government requirements, gas will not be provided to the development.
Telecommunications	Extend into the site from the north.

The subdivision of the Development Plan area requires services and drainage to be extended from adjacent areas as shown in the BPD Servicing Report.

6.3 Developer Funded Works

The MSP Development Contributions Plan (DCP) provides that the following infrastructure items and services are not included in the Mernda DCP but must be provided by developers as a matter of course:

- All internal local, collector and sub-arterial roads, and associated traffic management measures.
- Local drainage systems.
- Intersections connecting the development to the existing road network.
- Water, sewerage underground power, gas, telecommunications services.
- Pathways.
- Basic levelling, water tapping and landscaping of open space.
- Council’s plan checking and supervision costs.
- Conduit for fibre optic cabling in accordance with Council’s Telecommunications Conduit Policy.

The following should also be provided as developer works, as relevant:

- Local bus stop infrastructure (where locations have been agreed in writing by Head, Department of Transport and Planning).
- Landscaping, including canopy tree planting, of all existing and future roads and local streets.
- Council approved fencing and landscaping (where required) along road and reserves.
- Bicycle parking (if provided).
- Appropriately scaled lighting along all roads, major shared and pedestrian paths, and traversing public open space.

6.4 Staging Plan

A permit should include a staging strategy that responds to Figure 27 and which provides, as relevant:

- The stages in which the land is intended to be subdivided and developed.
- A lot mix and dwelling density calculation for each stage.
- The proposed servicing and infrastructure to be delivered in each stage that includes the following, as relevant:
 - Progressive construction of the connector street, including a shared path.
 - Provision and treatment of encumbered open space required for tree protection.

- Construction of any shared paths so that links can be provided to the rail station early.
- How proposed physical services are to be provided to the land, including water, recycled water (if relevant), sewer, electricity, and telecommunications.

6.5 Street Sections, Functional and Landscape Design Concepts

Figure 23 provides relevant street sections.

Body corporate streets should address the requirements of Clause 55 of the Planning Scheme as appropriate to the satisfaction of the responsible authority.

6.6 Off Site Works

The Development requires the following works outside of the Development Plan area. These works will be implemented by the development proponent:

- Drainage outfalls are required to be constructed within the Yan Yean Pipe Track. A planning permit, Melbourne Water consent as landowner and Heritage Victoria consent are required for these works.
- A shared path connecting from the land, over the Melbourne Water owned Yan Yean Pipe Track and then through VicTrack land to the rail station should be constructed. A planning permit, Cultural Heritage Management Plan, Melbourne Water consent as landowner, Heritage Victoria consent and VicTrack consent would be required for those works. The Development Proponent should seek approval for these works so the path can be constructed before the development is complete.

Figure 22: Staging Plan



LEGEND

Development Plan Boundary	
Ephemeral Wetland	
Conventional Residential Super Lot	
Yan Yean Water Supply System Heritage Site	
Heritage and Ecological Restoration Zone	
Proposed Shared Path	
Existing Shared Path	
400m Walkable Catchment from Rail Station Entry	
Station Access	
Plains Grassy Woodlands (EVC55)	
Tree Protection Zone	

NOTES

- THE PROPOSED LOT MIX AND DENSITY IS SUBJECT TO COUNCIL APPROVAL
- THIS PLAN IS PRODUCED FOR YIELD AND COSTING PURPOSES ONLY AND MAY CHANGE AS A RESULT OF FURTHER CONSULTATION WITH THE RESPONSIBLE AUTHORITIES.
- TITLE BOUNDARIES, CONTOURS, TREE LOCATIONS AND DRAINAGE FEATURES ARE BASED ON TAYLORS TITLE RE-ESTABLISHMENT, FEATURE & LEVEL SURVEY REF. 24266/S 29/05/23
- TREE CLASSIFICATIONS ARE BASED ON TREELOGIC ARBORICULTURAL ASSESSMENT REPORT REF. 012760 04/05/23 #SEE TREELOGIC REPORT

REVISIONS

VER	DATE	COMMENTS	CHK
13	13-05-25	MINOR RENAMING OF FEATURES	DB
12	04-05-25	PLAN AMENDMENTS	JC
11	14-01-25	PLAN AMENDMENTS	JC
10	30-07-24	PUBLIC OPEN SPACE BOUNDARY AMENDED	DB
9	18-03-24	PLAN AMENDMENTS	JC
8	13-03-24	PLAN AMENDMENTS	JC
7	05-03-24	PLAN AMENDMENTS	JC
6	23-10-23	PAGE 7 ADDED	JC
5	16-10-23	PLAN AMENDMENTS	JC
4	14-09-23	PLAN AMENDMENTS	JC
3	08-09-23	NORTH & EAST SITE COMBINED	JC
2	05-07-23	PLAN AMENDMENTS	MS
1	21-06-23	ORIGINAL PLAN	MS



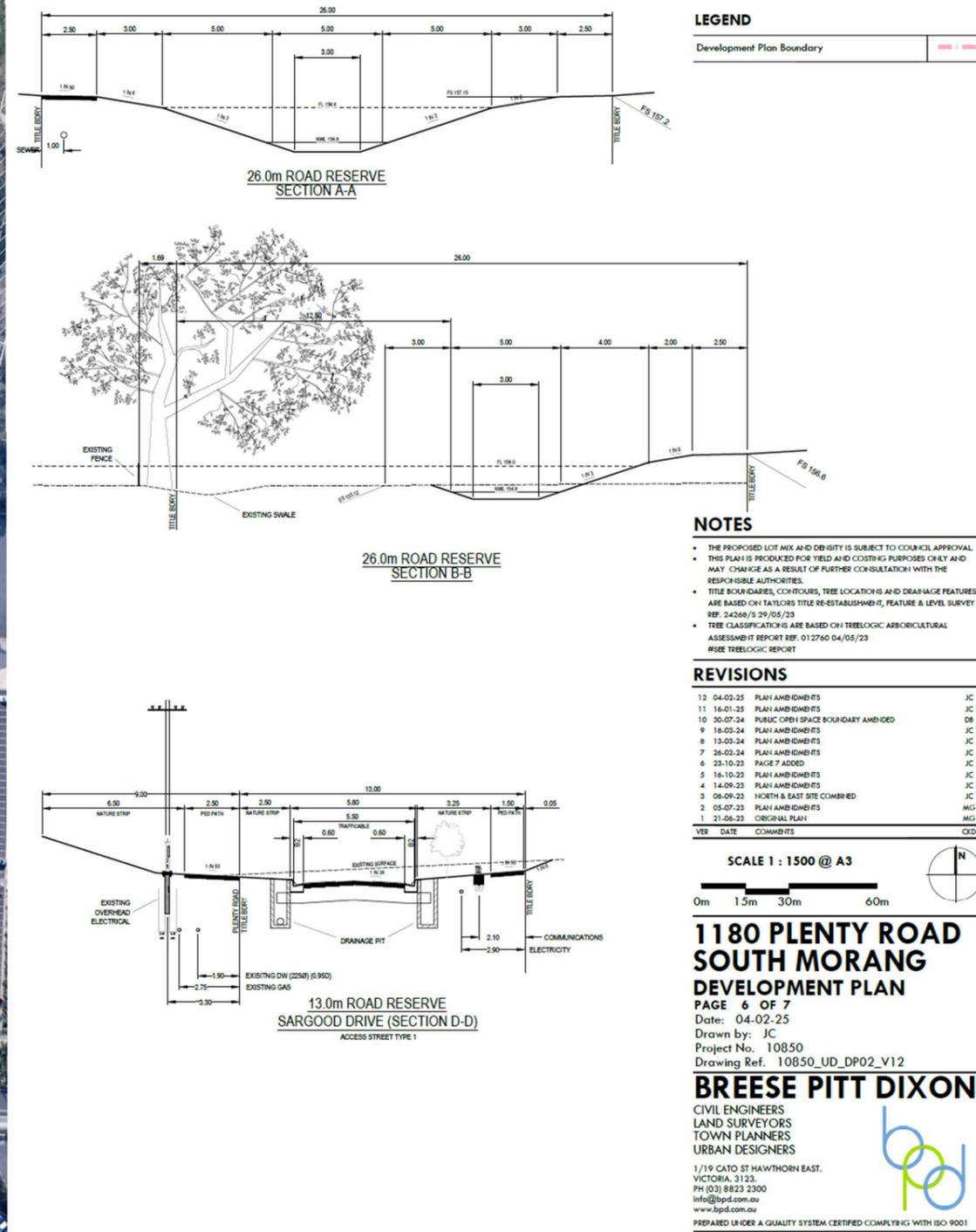
**1180 PLENTY ROAD
SOUTH MORANG
DEVELOPMENT PLAN**
PAGE 7 OF 7
Date: 13-05-25
Drawn by: DB
Project No. 10850
Drawing Ref. 10850_UD_DP02_V13

BREESE PITT DIXON
CIVIL ENGINEERS
LAND SURVEYORS
TOWN PLANNERS
URBAN DESIGNERS

1/19 CATO ST HAWTHORN EAST,
VICTORIA, 3123.
PH (03) 8623 2300
info@bpd.com.au
www.bpd.com.au

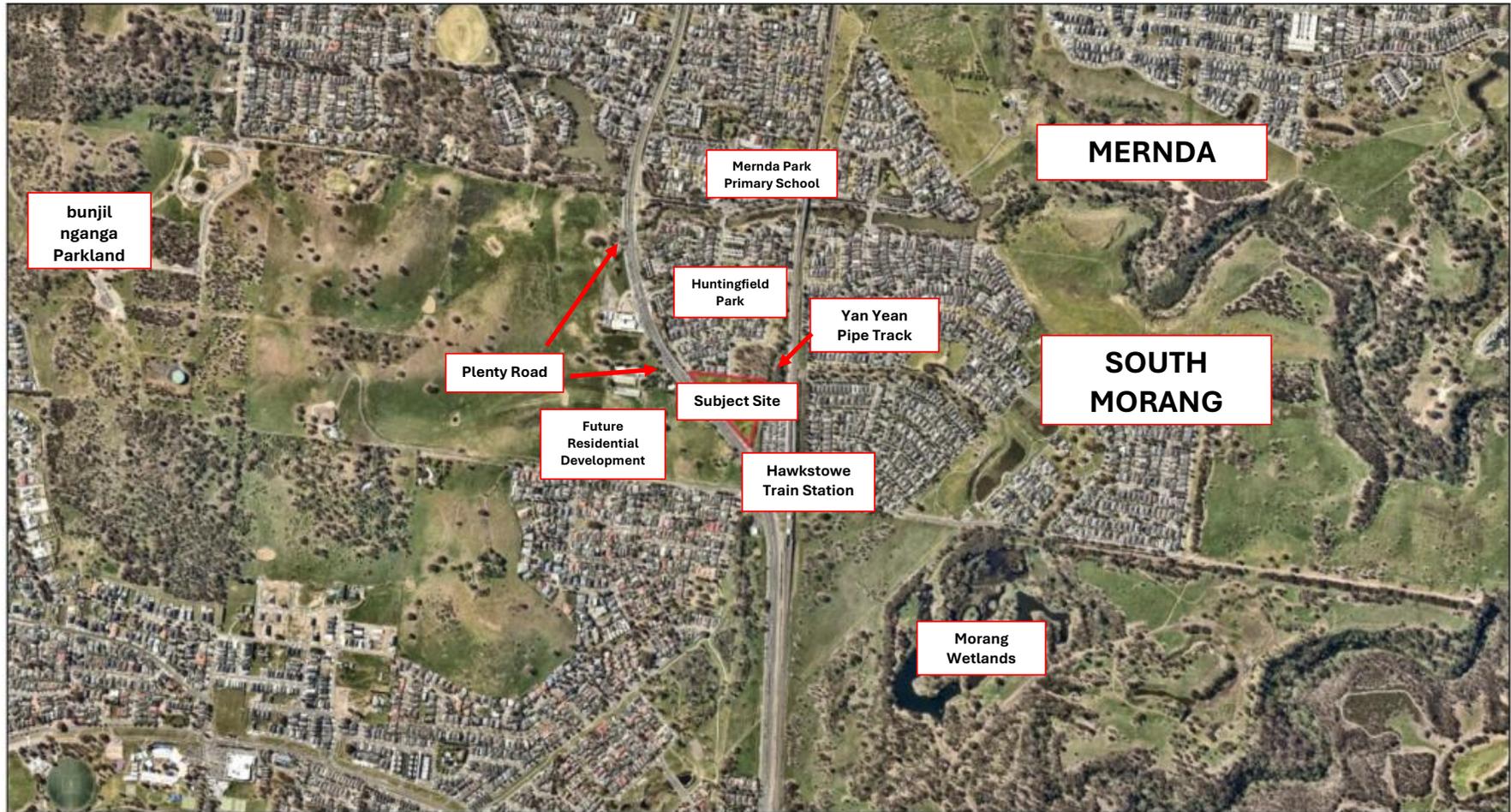
PREPARED UNDER A QUALITY SYSTEM CERTIFIED COMPLYING WITH ISO 9001

Figure 23: Road Hierarchy Plan and Cross Sections



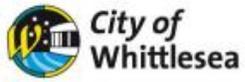


Subject Site and Context

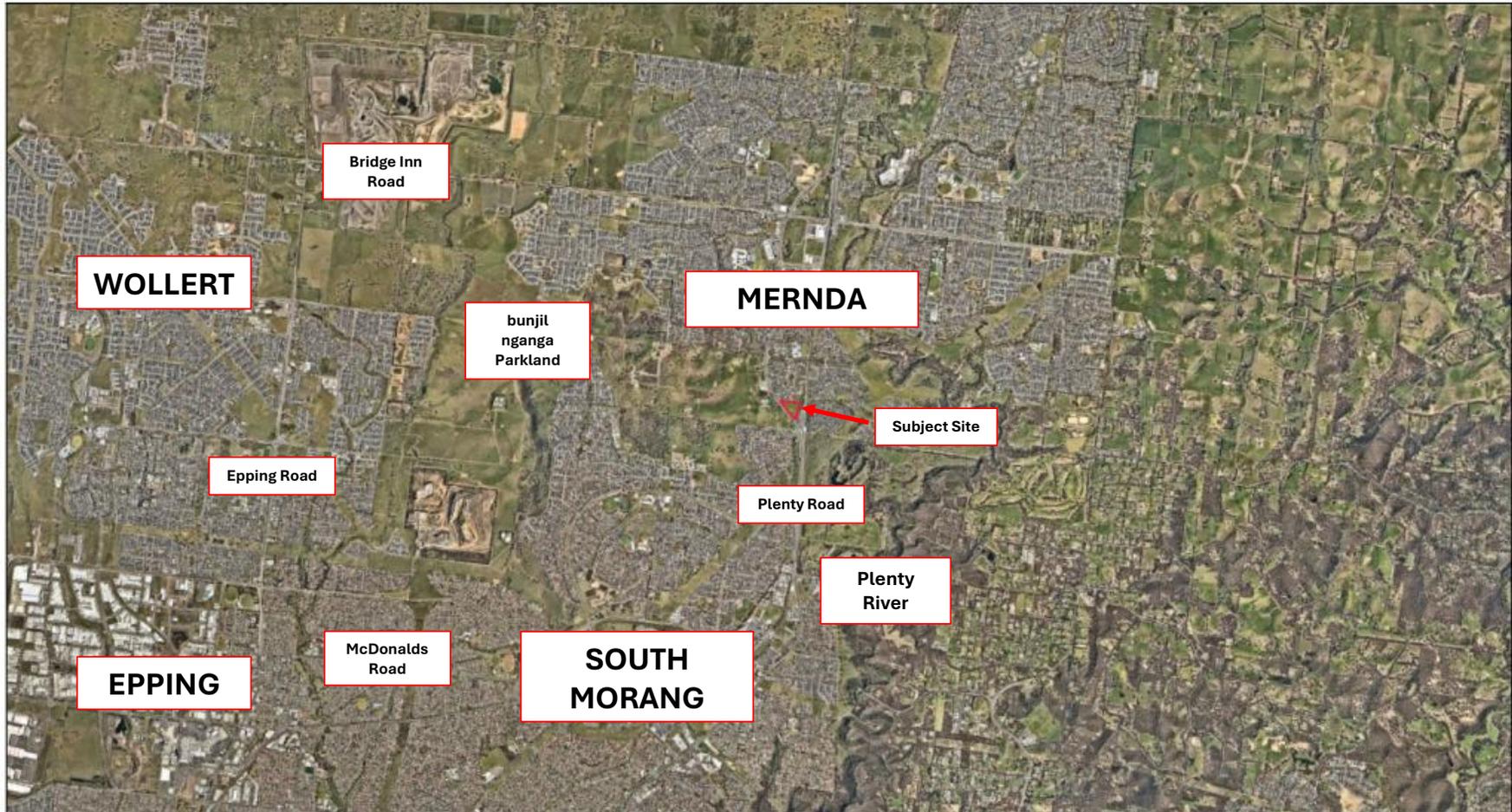


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N Map Scale: 1 : 16029
Date: 29/12/2025
Produced By: tbc



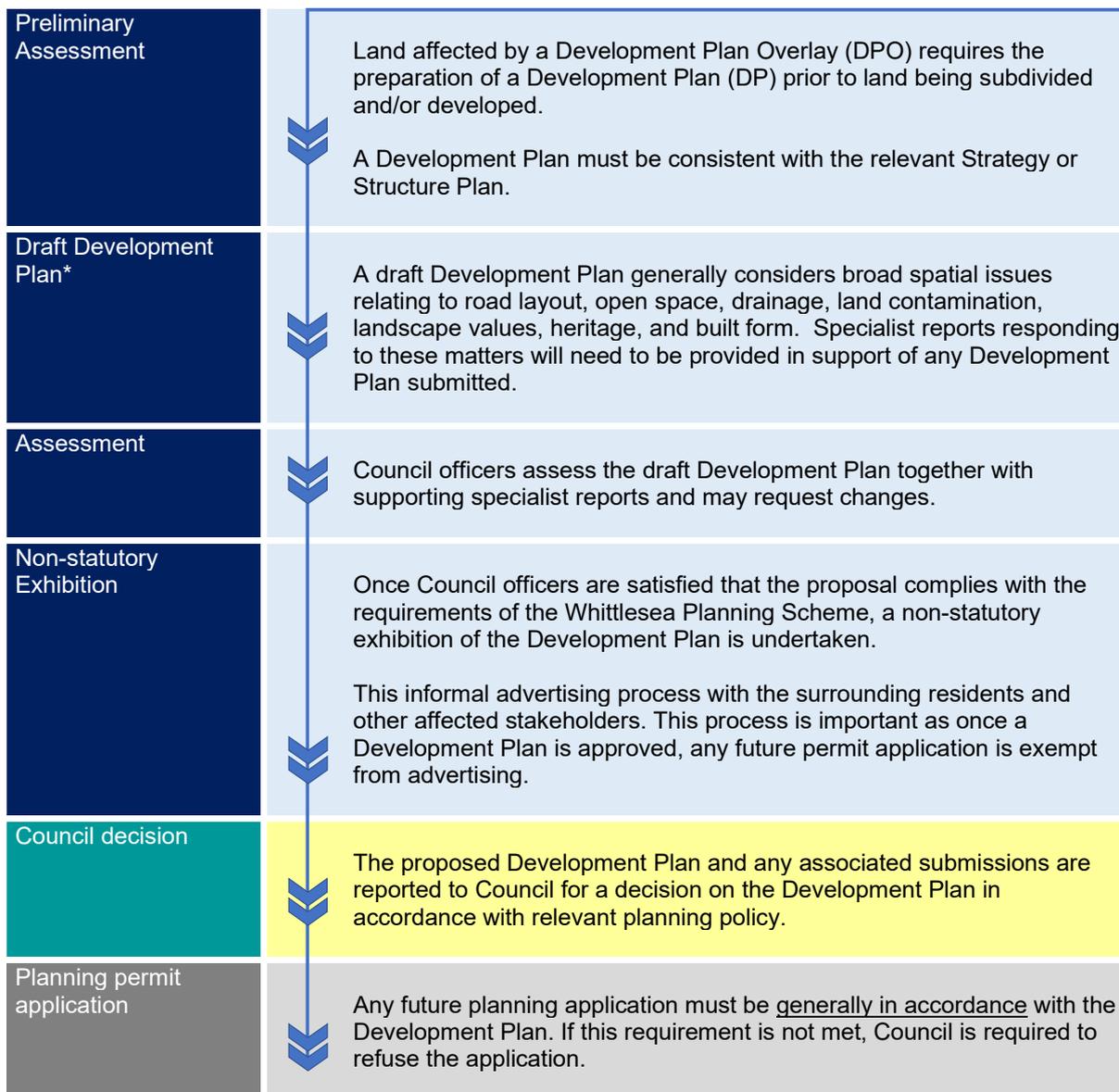
Broader Context Map



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N
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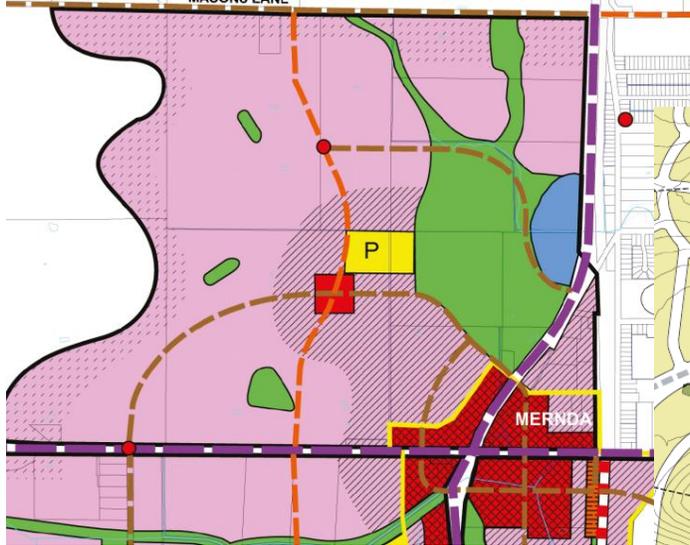
Development Plan Process



*Note: Applications may also be made to amend an approved Development Plan. The assessment of applications to amend a Development Plan follows the same process.

Planning Document Hierarchy

Strategy / Structure Plans



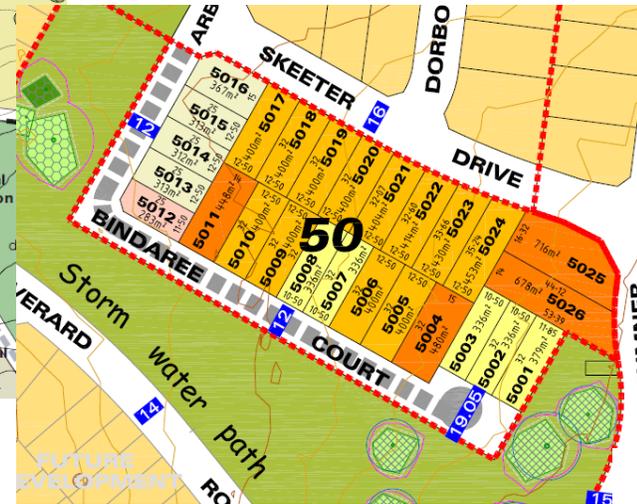
High level strategic plans to guide land use and development of a large precinct, suburb or township. Identifies the regional road network and location of parks, schools, town centres at a high level.

Development Plans



Strategic plans to guide land use and development for a smaller precinct. Identifies the local street network and location of parks, schools, shops and other facilities.

Planning Permit (Subdivision)

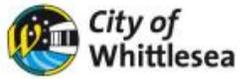


Statutory approval to subdivide land. The Subdivision Plan is the statutory plan which shows the proposed subdivision layout including road reserves, open space reserves, residential and commercial lots. The permit will also identify native vegetation which can be removed.

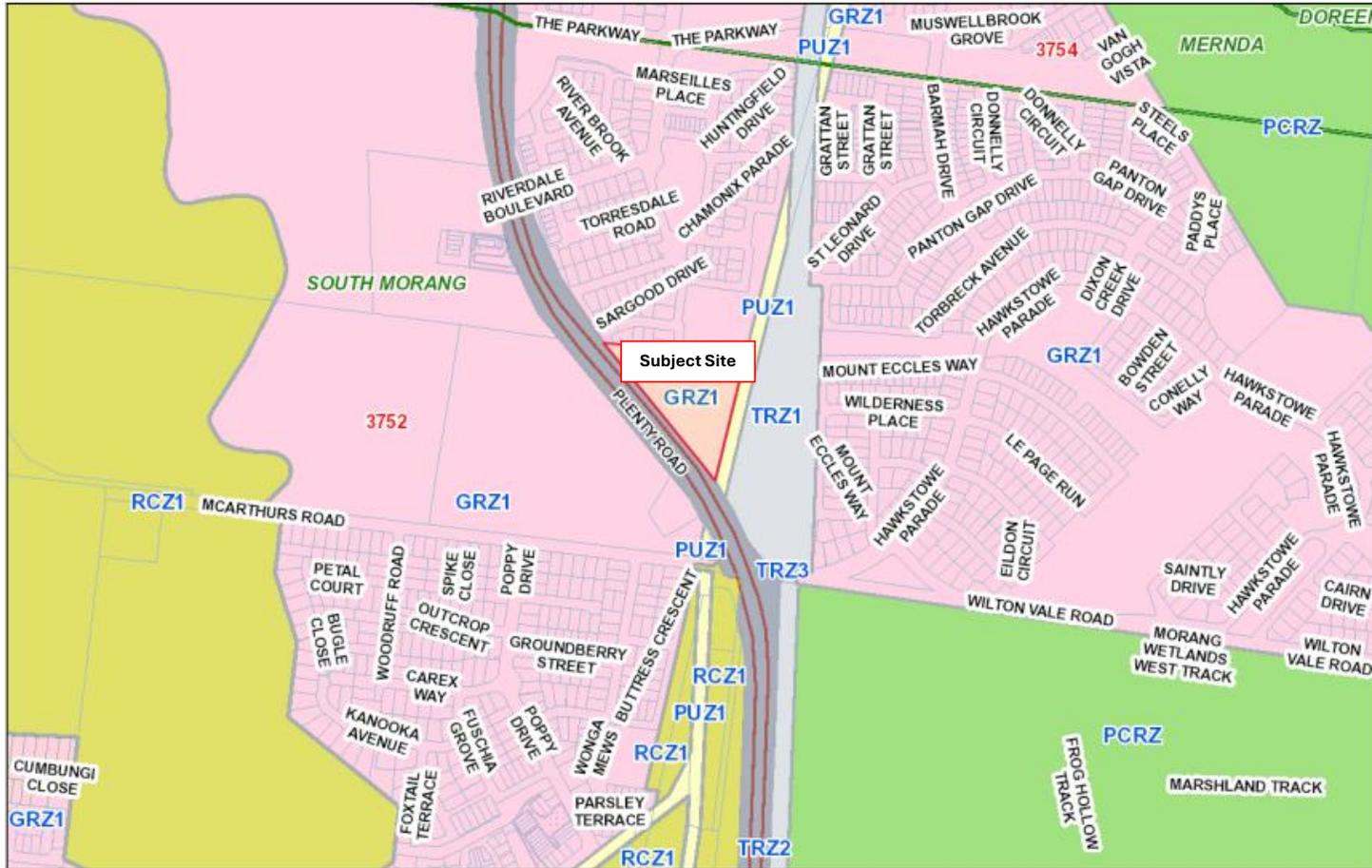
Building Permits



Statutory approval to construct a building such as a dwelling.



Zoning Map



- Property
- General Residential Zone 1
 - Public Conservation and Resource
 - Public Use 1: Service and Utility
 - Rural Conservation Zone 1
 - Transport Zone 1
 - Transport Zone 2
 - Transport Zone 3



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N
Map Scale: 1 : 9419
Date: 29/12/2025
Produced By: tbc

5.3 Governance Report

Director/Executive Manager: Executive Manager Office of Council & CEO

Report Author: Unit Manager Council Governance

Executive Summary

In accordance with best practice, good governance principles, transparent and accountable reporting, officers deem it appropriate to consolidate governance and administrative reports into one standing report to provide a single reporting mechanism for a range of statutory compliance, transparency and governance matters. This also ensures compliance with the requirements of the *Local Government Act 2020*, Council's Governance Rules and related regulations.

The purpose of this report is to provide information and endorsement for the following governance related matters:

- S11A Instrument of Appointment;
- Summary Minutes of December Audit and Risk Committee meeting;
- Attendance at the Australian Local Government Association (ALGA) National General Assembly 2026; and
- Summary of Informal Meetings of Council.

Further information on the above listed matters is located within the body of this report.

Officers' Recommendation

THAT Council:

1. **Note the Governance Report for February 2026.**
2. **Appoint the Council Officer referred to in the Instrument of Appointment at Attachment 1 as an Authorised Officer under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*.**
3. **Resolve to affix the common seal to the Instrument of Appointment referred to in point 2 upon signing of the Instrument by the Chief Executive Officer.**
4. **Note the Instrument will remain in force until Council determines to vary or revoke the Appointment.**
5. **Note the 9 December 2025 Audit and Risk Committee unconfirmed summary of minutes at Attachment 2.**
6. **Authorise the Mayor, Cr _____, Cr _____, Cr _____ to attend the ALGA National General Assembly to be held in Canberra between the period 23 to 25 June 2026, at an approximate cost per Councillor of \$3200.**
7. **Note the summary of Informal Meetings of Council for the period 11 December 2025 to 11 February 2026 at Attachment 3.**

Background / Key Information

S11A Instrument of Appointment

The *Planning and Environment Act 1987* requires that Council by resolution appoint Authorised Officers to exercise their powers under the Act. This power cannot be delegated to the CEO. An Instrument of Appointment and Authorisation (the Instrument) in relation to the administration and enforcement of the *Planning and Environment Act 1987* by various Officers across the organisation has been prepared and requires authorisation.

The Instrument has been prepared for the Officers named who require authorisation in relation to the administration and enforcement of the *Planning and Environment Act 1987* and carry out the functions outlined in Section 313 of the *Local Government Act 2020*.

This enables the Officer to effectively perform duties including enforcing and implementing the planning scheme, entering land and taking a planning and environment matter to court if required.

The Instrument will come into effect when it is executed and will remain in force until Council decides to vary or revoke it.

Summary Minutes of December Audit & Risk Committee (ARC) meeting

The ARC, an independent advisory committee of Council, has the responsibility of reporting to the Council and offering expert advice and recommendations on matters brought before it. The ARC fulfills this role by monitoring, reviewing, and providing guidance on issues relating to financial matters, risks and supporting the Council in meeting its governance obligations to the community.

The ARC discussed the following matters at the scheduled meeting of 9 December 2025:

- The quarterly Risk Management Report detailing risk treatment plans for both strategic and operational risks along with Business Continuity activities and public liability insurance claims.
- Fraud and Corruption Risk Report detailing the integrity program.
- Corporate Performance Report.
- Procurement Report detailing the procurement performance against the procurement performance indicators.
- Significant Contracts and Projects including the controls and the management of significant contracts and projects.
- The Internal Assurance Report outlining the 2024-2025 Internal Assurance Program and its progress.
- The progress of the 2025-26 Annual Internal Audit Programs, including one completed internal audit report, two internal audit scopes, actions arising from previous audits and the performance review of the internal auditor.
- Compliance and governance matters as detailed in the ARC's Annual Work Plan.

To provide transparency and to comply with the requirements of the ARC's Charter, the unconfirmed meeting summary minutes is provided at Attachment 2 for noting by Council.

Australian Local Government Association (ALGA) National General Assembly 2026

The ALGA National General Assembly will be held in Canberra between 23 to 25 June 2026. It is recommended that Council approve the Mayor and up to three Councillors to attend either for the full or part of the conference.

Informal Meetings of Council

Chapter 5 of the Council Governance Rules requires a summary of the matters discussed at a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting or Delegated Committee meeting.

The summary of matters discussed at the meeting must be:

- Tabled quarterly at Council meetings.
- Recorded in the minutes of that Council meeting.

The record of Informal Meetings of Council at Attachment 3 is reported to Council in accordance with this requirement.

Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2025-2029:

High Performing Organisation

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

Considerations of *Local Government Act (2020)* Principles

Financial Management

No applicable.

Community Consultation and Engagement

There is no community consultation or engagement required for this report.

Other Principles for Consideration

Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.
- (e) Innovation and continuous improvement is to be pursued.
- (i) The transparency of Council decisions, actions and information is to be ensured.

Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act 2020* or any other Act.
- (b) Council information must be publicly available unless—
 - (i) the information is confidential by virtue of the *Local Government Act 2020* or any other Act; or
 - (ii) public availability of the information would be contrary to the public interest.
- (c) Council information must be understandable and accessible to members of the municipal community.

Council Policy Considerations

Environmental Sustainability Considerations

No implications.

Social, Cultural and Health

No implications.

Economic

There are no economic implications with Council's approval of the proposed delegations and sub-delegations.

Legal, Resource and Strategic Risk Implications

To minimise any legal or risk implications, it is imperative Council staff are acting under current delegated or sub-delegated powers.

Implementation Strategy

Communication

Once approved, the signed Instruments of Delegations will be communicated to relevant Council staff and published on Council's website.

Critical Dates

There are no other critical dates associated with the report.

Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

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.

Attachments

1. S11A - Delegations - Instrument of Appointment (PE Act) February 2025 [5.3.1 - 2 pages]
2. Unconfirmed Summary Minutes Audit and Risk Committee 9 December 2025 Meeting [5.3.2 - 14 pages]
3. Informal Meetings of Council 20260217 [5.3.3 - 4 pages]



City of Whittlesea Council

S11A Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)



**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "officer" means -

Alison May

By this instrument of appointment and authorisation City of Whittlesea Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officer to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the City of Whittlesea Council on 17 February 2026.

Date:

#Council Seal

.....
Mayor

.....
Chief Executive Officer

Unconfirmed

Summary Minutes

Audit and Risk Committee

Tuesday 9 December 2025 at 2pm

Council Chamber,
25 Ferres Boulevard, South Morang

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



Attendees

Present

Members

Independent

Bruce Potgieter, Chairperson
Lisa Tripodi
Suzie Thoraval

Councillors

Cr Martin Taylor

Council Officers:

Craig Lloyd, Chief Executive Officer
Sarah Renner, Director Customer and Corporate Services
Aaron Gerrard, Chief Financial Officer
Janine Morgan, Acting Executive Manager Office of Council and CEO
Bobbie Bright, Unit Manager Compliance and Governance

Monitor:

Steven Kingshott

Observers:

Cr Blair Colwell

Invited Guests:

David Dechene, Unit Manager Risk
Adrian Napoleone, Manager EPMO and Change
Rahul Shah, Unit Manager Financial Strategy and Performance
Alessandra San Vicente, Unit Manager Corporate Planning
John Parry, Unit Manager Procurement
Emma Appleton, Director Planning and Development
Liam Wilkinson, Manager Strategic Futures
Ella Edwards, Senior Development Contributions Accountant

External Attendees:

Jordan McFadden, Director – Aster Advisory
Erdem Uzun, Director – Aster Advisory (*attended 3:35pm*)

Minutes:

Ilker Destan, Compliance and Governance Officer

Apologies

Cr David Lenberg
Jacinta Stevens, Executive Manager Office of Council and CEO
Graham Noriskin, Executive Director – Aster Advisory

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



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Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



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UNCONFIRMED

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



1 In-Camera Discussion

The meeting commenced at 2:03pm with members of the Audit and Risk Committee and the Monitor only.

In-camera session with the CEO and Acting Executive Manager Office of Council & CEO commenced at 2:10pm.

Welcome

All other officers and external listed in attendance joined the meeting at 2:25pm.

The Chair opened the formal section of the meeting, welcoming all attendees.

The Chair welcomed Councillor Blair Colwell, the Monitor and Acting Executive Manager Office of Council & CEO.

Suzie Thoraval has requested that her membership on the Audit and Risk Committee at City of Knox be updated in the Personal Interest Register.

The Chair has requested that his membership on the Audit and Risk Committee at Bass Coast Shire be removed from the Personal Interest Register.

Lisa Tripodi has requested that her memberships on the Audit and Risk Committees at City of Greater Geelong, Hobsons Bay City Council and Victorian Institute of Teaching be removed from the Personal Interest Register.

Apologies

The following apologies were noted:

- Cr David Lenberg
- Jacinta Stevens, Executive Manager Office of Council CEO
- Graham Noriskin, Executive Director – Aster Advisory

Conflict of Interest

No declarations.

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



2 Previous Meeting

2.1 Confirmation of Minutes of Previous Meeting

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to provide the Audit and Risk Committee with the meeting minutes from the 9 September 2025 Committee meeting for review and confirmation.

Committee Resolution

The 9 September 2025 Committee meeting minutes be confirmed.

CARRIED

2.2 Matters Arising from Previous Meetings

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to update the Audit and Risk Committee on the status of actions arising from previous meetings, detailing those that have been completed and those currently in progress.

Committee Resolution

The Audit and Risk Committee noted the status of actions arising from previous Audit and Risk Committee meetings at Attachment 1 to the report.

CARRIED

3 Audit & Risk Committee Work Plan

3.1 Progress of Annual Work Plan

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to provide a comprehensive update on the status and progress of the Annual Work Plan (AWP) and to provide confirmation that all planned activities to date have been reported and reviewed in alignment with the AWP.

Committee Resolution

The Audit and Risk Committee:

- 1. Noted the status of the Annual Work Plan, as detailed in Attachment 1 to the report.**

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



- 2. Approved the adoption of the bi-annual Clinical Governance Committee Report to the Annual Work Plan.**

CARRIED

4 CEO's Update

Responsible Officer: Chief Executive Officer

This report has been designated as confidential in accordance with sections 66(5) and 3(1) of the Local Government Act 2020 on the grounds that it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The report contains information regarding potential regulatory proceedings.

Purpose

The purpose of this report is to provide the Committee with a verbal CEO's update and quarterly CEO questionnaire.

Committee Resolution

The Audit and Risk Committee noted the CEO questionnaire at Attachment 1 and the verbal update provided by the CEO.

CARRIED

5 Risk Management

5.1 Risk Management Report – Quarter Ending 30 September 2025

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Unit Manager Risk

Purpose

The purpose of this report is to update the Audit and Risk Committee (Committee) on the status of risk management activities during the quarter ending 30 September 2025.

Committee Resolution

The Audit and Risk Committee noted:

- 1. The details of the completed risk reviews outlined in the body of this report.**
- 2. The emerging risks identified and current management strategies outlined in the body of this report.**
- 3. The status of risk treatment plans as outlined in the body of this report.**
- 4. The public liability insurance claims for the period ending 30 September 2025.**
- 5. The process and the progress related to the risk appetite, strategic and operational risk reviews and workshops.**

CARRIED

7 | 14

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



5.2 Presentation on Directorate Risk Profile

Director/Executive Manager: Director Customer & Corporate Services

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to verbally present the Strategic Risk 1 – Financial Sustainability.

Committee Resolution

The Audit and Risk Committee noted the verbal presentation provided in relation to the Strategic Risk 1 – Financial Sustainability.

CARRIED

5.3 Review Awareness of Fraud and Corruption Risk

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Unit Manager Compliance & Governance

Purpose

The purpose of this report is to provide an update on Council's commitment to enhancing awareness of fraud and corruption risks.

Committee Resolution

The Audit and Risk Committee noted the update on the review of awareness of Fraud and Corruption Risks as detailed in the Fraud and Corruption Control Plan.

CARRIED

6 Financial and Performance Reporting

6.1 Corporate Performance Report

Director/Executive Manager: Director Customer & Corporate Services

Report Author: Senior Financial Services Accountant

Purpose

The purpose of this report is to present the Corporate Performance Report for the quarter ended 30 September 2025 to the Committee for information.

Committee Resolution

The Audit and Risk Committee noted the Corporate Performance Report for the period ended 30 September 2025 at Attachment 1.

CARRIED

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



7 Systems of Internal Control

7.1 Procurement Performance

Director/Executive Manager: Director Customer & Corporate Services

Report Author: Procurement Specialist

Purpose

The purpose of this report is to provide an update on the performance against the Procurement Performance Indicators detailed in the Procurement Policy.

Committee Resolution

The Audit and Risk Committee noted the Procurement Key Performance Indicators report for the period 1 July 2024 to 30 June 2025.

CARRIED

7.2 Significant Contracts & Projects

Director/Executive Manager: Director Customer and Corporate Services

Report Author: Procurement Specialist

Purpose

The purpose of this report is to provide an annual update of the control and management of Significant Contracts and Projects.

Committee Resolution

The Audit and Risk Committee noted the report and provide feedback on the current process and controls in place for managing Council's Significant Contracts and Projects.

CARRIED

7.3 Developer Contributions Update

Director/Executive Manager: Director Planning and Development

Report Author: Manager Strategic Futures

Purpose

The purpose of this report is to provide the annual update to the Committee on the management of Infrastructure Contributions at the City of Whittlesea.

Committee Resolution

The Audit and Risk Committee noted:

- 1. The update on Development Contributions report.**
- 2. The progress made in respect to implementation of the recommendations of the City of Whittlesea Development Contributions Internal Audit Report, 2025.**
- 3. The next annual update on Development Contributions Plan Management is to be provided to the Audit and Risk Committee in late 2026.**

CARRIED

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



8 Internal Assurance

8.1 Internal Assurance Report

Director/Executive Manager: Acting Executive Manager Office of Council and CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to provide an update on the progress of the 2024-25 Assurance Audit Plan.

Committee Resolution

The Audit and Risk Committee noted the update on the Assurance Audit Program outlined in the body of this report.

CARRIED

9 Internal Audit

9.1 Internal Audit Plan Delivery Status Report

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Compliance and Governance Officer

Purpose

This report updates the Audit and Risk Committee (Committee) on the status of internal audit activities for the 2025-26 program.

Committee Resolution

The Audit and Risk Committee noted the Internal Audit Plan Delivery Status Report and Attachment 1.

CARRIED

9.2 Internal Audit Reports on Completed Reviews

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to present the Audit and Risk Committee (Committee) with the completed Privacy audit for review and acknowledgement.

Committee Resolution

The Audit and Risk Committee noted:

1. The Internal Audit Reports on completed reviews.
2. The internal audit report of Privacy at Attachment 1.

CARRIED

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



9.3 Internal Audit Review Scopes for Endorsement

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to provide the scope of the internal audits on Planning Permit Management and Emergency Management.

Committee Resolution

The Audit and Risk Committee noted:

1. The Internal Audit Review Scopes for Endorsement Report.
2. The internal audit scope for Planning Permit Management at Attachment 1.
3. The internal audit scope for Emergency Management at Attachment 2.

CARRIED

9.4 Internal Audit Open Actions Report

Director/Executive Manager: Executive Manager Office of Council & CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to provide an update on the progress of audit actions.

Committee Resolution

The Audit and Risk Committee noted the Internal Audit Open Actions Report.

CARRIED

9.5 Review Performance of Internal Auditor

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to provide the Committee with and update on the performance of the internal auditors.

Committee Resolution

The Audit and Risk Committee noted the Review Performance of Internal Auditor Report.

CARRIED

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



10 Compliance Update

10.1 Review Key Personnel Expenses

Director/Executive Manager: Acting Executive Manager Office of Council & CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to provide a detailed account of expenses and reimbursements for the CEO, the CEO's EA and Councillors for the period 1 July to 30 September 2025.

Committee Resolution

The Audit and Risk Committee noted:

1. The Chief Executive Officer and Executive Assistant expenses incurred during the period 1 April to 30 June 2025 as detailed in Table 1 of this report.
2. Reimbursements and expenses incurred during the reporting period as detailed within Table 2 - Councillor Expenses of this report.
3. The information is being presented in accordance with section 40 (2) of the *Local Government Act 2020*.

CARRIED

11 Governance

11.1 Integrity Body Reports

Director/Executive Manager: Acting Executive Manager Office of Council and CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to provide the Audit and Risk Committee with an overview of integrity body publications from July to September 2025, highlighting key findings relevant to local government and sector-specified issues.

Committee Resolution

The Audit & Risk Committee noted the integrity body report for the period July to September 2025 at Attachment 1.

CARRIED

11.2 Committee Meeting Dates

Director/Executive Manager: Acting Executive Manager Office of Council and CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to propose meeting dates for all 2026 Committee meetings.

12 | 14

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



Committee Resolution

The Audit & Risk Committee:

1. **Noted the Committee Meeting Dates Report.**
2. **Resolved to schedule the September 2026 meeting for 8 September 2026, from 9.00am to 1.00pm, and the December 2026 meeting for 8 December 2026, from 9.00am to 12.00pm.**

CARRIED

11.3 Review Outcomes of Performance Assessment

Director/Executive Manager: Acting Executive Manager Office of Council and CEO

Report Author: Compliance and Governance Officer

Purpose

The purpose of this report is to present the outcome of Audit and Risk Committee's self-assessment.

Committee Resolution

The Audit & Risk Committee noted:

1. **The Audit and Risk Committee Self-Assessment at Attachment 1.**
2. **The survey results of regular attendees to Audit and Risk Committee meetings at Attachment 2.**

CARRIED

12 Other Matters

The CEO noted that PDF attachments of meeting agendas will no longer be shared due to confidentiality and privacy considerations, and that external members of the Committee will be provided with training on the effective use of DocsOnTab.

The Chair shared a keynote from a recent VAGO presentation in the IT sector, highlighting that nearly all large government organisations do not maintain a complete list of their physical services and the associated cybersecurity risks for management review and consideration.

13 Meeting Reflection

Suzie Thoraval noted that the meeting has continued to be run without having the Question on Notice process.

The Chair noted that the Question on Notice process has advantage of preventing excessive questioning and managing time and emphasised that the Committee should be mindful of timing when additional questions are raised. Councillor Taylor also noted that an advantage of the process is its ability to prevent Committee members from raising duplicate questions.

Summary Minutes – Audit and Risk Committee Meeting 9 December 2025



The Committee discussed the option of determining which reports can be taken as read and highlighting them at the start of each meeting. The Chair requested that additional time be allocated to the Risk Report in the running sheet for future meetings.

The Chair requested that report presenters provide the Committee with a brief, high-level overview of the key points.

The Committee thanked the Chair for his first time chairing the meeting.

The Chair wished all attendees a Merry Christmas and Happy New Year.

The Chair closed the meeting at 4:33pm.

UNCONFIRMED

Informal Meetings of Council



Date of Meeting	27 January 2026
Type of Meeting	Council Briefing
Discussions	
<ol style="list-style-type: none"> 1. Councillor & CEO time 2. Councillor Only Time (including Monitor) 	
Matters considered	
<ol style="list-style-type: none"> 1. Hawkstowe Station East Development Plan 	
Councillors Present	
Mayor, Cr Cox	
Deputy Mayor, Cr Colwell	
Cr Gunn	
Cr Labrador	
Cr Lappin	
Cr Lenberg	
Cr McLindon	
Cr Stow	
Cr Taylor	
Cr Zinni	
Staff in attendance	
Chief Executive Officer	
Director Planning & Development	
Director Community Wellbeing	
Director Customer & Corporate Services	
Director Infrastructure & Environment	
Executive Manager Public Affairs	
Executive Manager Office of Council & CEO	
Unit Manager Strategic Planning	
Senior Strategic Planner	
Others present	
Monitor	
Conflict of Interest	Nil

Informal Meetings of Council



Date of Meeting	3 February 2026
Type of Meeting	Council Briefing
Discussions	
1. Councillor & CEO Time	
Matters considered	
1. Economic Growth Strategy Workshop	
2. Briefing from DPV Health Ltd	
3. Council Grants Policy	
4. CT2025-12 Pruning and Maintenance of Trees for the City of Whittlesea	
Councillors Present	
Mayor, Cr Cox	
Deputy Mayor, Cr Colwell	
Cr Gunn	
Cr Labrador	
Cr Lappin	
Cr Lenberg	
Cr McLindon	
Cr Stow	
Cr Taylor	
Cr Zinni	
Staff in attendance	
Chief Executive Officer	
Director Planning & Development	
Director Community Wellbeing	
Director Infrastructure & Environment	
Acting Executive Manager Public Affairs	
Executive Manager Office of Council & CEO	
Manager Economic Development	
Manager EPMO & Change	
Manager Maintenance & Operations	
Head of Operations	
Unit Manager Business Support	
Unit Manager Corporate Planning	
Unit Manager Investment Attraction & Growth	
Unit Manager Parks & City Forest	
Industry Development Officer	
Grants Coordinator	
Others present	
Monitor	
Chief Executive Officer, DPV Health Ltd	

Informal Meetings of Council



Chief Operations Officer, DPV Health Ltd Head of Property, DPV Health Ltd	
Conflict of Interest	Nil
Date of Meeting	5 February 2026
Type of Meeting	Councillor Workshop
Discussions Nil	
Matters considered 1. Draft Budget 2026-27 Workshop	
Councillors Present Mayor, Cr Cox Deputy Mayor, Cr Colwell Cr Gunn Cr Labrador Cr Lappin Cr Lenberg Cr McLindon Cr Stow Cr Taylor Cr Zinni	
Staff in attendance Chief Executive Officer Director Planning & Development Director Community Wellbeing Director Infrastructure & Environment Acting Executive Manager Public Affairs Manager EPMO & Change Coordinator Capital Programming & Reporting Unit Manager Corporate Planning Unit Manager EPMO Unit Manager Financial Development & Accountability	
Others present Monitor	
Conflict of Interest	Nil

Informal Meetings of Council



Date of Meeting	10 February 2026
Type of Meeting	Councillor Only Time
Discussions	
1. Councillor Only Time	
Matters considered	
Nil	
Councillors Present	
Mayor, Cr Cox	
Deputy Mayor, Cr Colwell	
Cr Gunn	
Cr Labrador	
Cr Lappin	
Cr Lenberg	
Cr McLindon	
Cr Stow (<i>online via Microsoft Teams</i>)	
Cr Taylor	
Cr Zinni	
Staff in attendance	
Chief Executive Officer	
Others present	
Monitor	
External Facilitator	
Conflict of Interest	Nil

6 Notices of Motion

No Notices of Motion

7 Urgent Business

8 Reports from Councillors and CEO Update

9 Tabled Reports

9.1 Lalor By-Election Report

The Lalor Ward Local Government By-Election conducted in 2025 report is tabled in accordance with the *Local Government (Electoral) Regulations*.

Attachments

1. Local Government By- Election Letter & Report - Lalor Ward [9.1.1 - 30 pages]



Official

Our Ref: ELECTION247-1315901670-215

4 December 2025

Mr Craig Lloyd
Chief Executive Officer
Whittlesea City Council
Locked Bag 1
BUNDOORA MDC VIC 3083

Dear Mr Lloyd

Report on the Whittlesea City Council, Lalor Ward By-election

I am pleased to enclose the Victorian Electoral Commission's (**VEC's**) report on the recent Whittlesea City Council By-election.

An electronic copy of the report will also be sent to the Council's contact officer, Jacinta Stevens, Executive Manager Office of Council & CEO.

If you have any questions about the report, please contact Robert Wall, Local Government Program Manager on (03) 8620 1235 or email robert.wall@vec.vic.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S. Bluemmel', written in a cursive style.

Sven Bluemmel
Electoral Commissioner

Encl.

2025 Local government by-election
Whittlesea City Council,
Lalor Ward
By-election Report

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(Victorian Electoral Commission)
October 2025

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Acknowledgement of Country

The Victorian Electoral Commission (VEC) acknowledges the Aboriginal and Torres Strait Islander people of this nation, as the traditional custodians of the lands on which the VEC works and where we conduct our business. We pay our respects to ancestors and Elders, past, present, and emerging. The VEC is committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

Letter of Transmittal

4 December 2025

Mr Craig Lloyd
Chief Executive Officer
Whittlesea City Council
Locked Bag 1
BUNDOORA MDC VIC 3083

Dear Mr Lloyd

Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020, I submit this report to the Chief Executive Officer of Whittlesea City Council on the Lalor Ward by-election held in August 2025.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sven Bluemmel', written over a light grey rectangular background.

Sven Bluemmel
Electoral Commissioner

Whittlesea City Council, Lalor Ward

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Whittlesea City Council, Lalor Ward

1. Introduction

Victorian local government general elections are held every four years as defined by the *Local Government Act 2020 (Vic)* (**LG Act**). In the event where an extraordinary vacancy occurs following a general election, either a by-election or countback will be conducted to fill the vacancy. A by-election is held where the extraordinary vacancy occurs in a single councillor ward. Where an extraordinary vacancy occurs in a multi-councillor ward or unsubdivided council a countback is required.

In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the Whittlesea City Council, Lalor Ward by-election held in August 2025, including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election items including compulsory voting enforcement.

2. Background

The Victorian Civil and Administrative Tribunal made an order on Thursday 8 May 2025 to void the last election for the Lalor Ward of Whittlesea City Council in accordance with section 312(1)(c) of the LG Act.

An extraordinary vacancy arose on Whittlesea City Council under section 312(4) of the LG Act.

As per section 260 of the LG Act a by-election was required to be held to fill the vacancy in the single-councillor ward.

3. About Whittlesea City Council

Whittlesea City Council has 9 wards with one councillor in each ward.

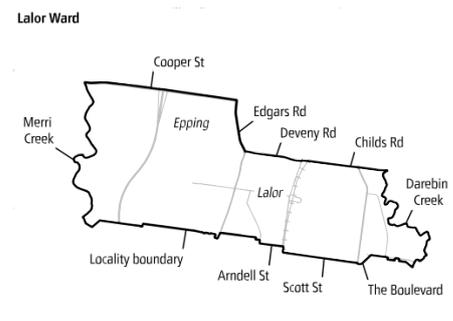


Figure 1: Map showing the Whittlesea City Council, Lalor Ward electoral boundary at the by-election held on 2 August 2025.

Whittlesea City Council, Lalor Ward

4. Voters' roll

The close of roll for the by-election was at 4 pm on Wednesday 21 May 2025. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Monday 16 June 2025.

The certified voters' roll for the by-election included a total of 15,340 enrolled voters, comprising as follows:

EC's List ¹	CEO's List ²	Total
15,326	14	15,340

Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Amendments to the voters' roll are to be certified by the VEC.

All voters added to the roll were issued with a ballot pack. Where a voter was removed from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made no amendments to the voters' roll.

The key timelines that applied to the by-election were as follows.

Close of roll	4 pm Wednesday 21 May 2025
Opening of the by-election office to the public Certification of the voters' roll Opening of nominations	Monday 16 June 2025
Close of nominations Close of lodgement of candidate statements, photographs and questionnaires	12 noon Tuesday 24 June 2025
Ballot draw	10 am Wednesday 25 June 2025
Mail-out of ballot packs to voters	Monday 14 July 2025 to Thursday 17 July 2025
Close of voting	6 pm Friday 1 August 2025
Day prescribed as Election Day	Saturday 2 August 2025
Close of extended postal vote receipt period	12 noon Friday 8 August 2025
Declaration of election results	10 am Wednesday 13 August 2025

¹ Electoral Commissioner's List - Residents enrolled on the State register of electors for an address within the Ward through section 241 of the LG Act

² Chief Executive Officer's List of council-entitled voters enrolled through entitlements under sections 242-245 of the LG Act

Whittlesea City Council, Lalor Ward

5. Advertising and communication campaign

Public notices

The VEC published a series of public notices on the VEC website throughout the by-election as required by the LG Act. The notices included critical information relevant to each milestone of the by-election timeline.

For the by-election, Council nominated the following newspaper in which the public notices were to appear:

- Northern Star Weekly

Refer to **Appendix 1** for further information in relation to the public notices for the by-election.

VEC website

The VEC provided council specific information regarding the by-election on its website. The website was regularly updated with content relevant to the by-election and at each key milestone such as close of roll, nominations, voting and results.

Media liaison

The VEC's media liaison program principally featured staged media releases aimed to highlight key milestones during the by-election timetable and capitalise on existing general news coverage.

More information on the VEC's media release schedule is available at **Appendix 2**.

Social media campaign

The VEC used paid promotions on social media platforms targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC's channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community

and promote conversation about the democratic process.

VEC VoterAlert advisories

State-enrolled voters can sign up to VoterAlert, our free SMS and email service, to receive reminder messages about elections that affect them. They can subscribe to messages via SMS, email, or both.

During the by-election, we used VoterAlert to send direct messages in relation to:

- notifying voters in Lalor Ward of the dates for the by-election and to check their enrolment details.
- advising that the VEC was commencing the mail-out of ballot packs.
- reminding voters that it was the last week to post their ballot material back to the VEC.

More information on the VEC's VoterAlert advisories is available in **Appendix 3**.

Blind and low vision services

Braille and large print ballot material was available to blind and low vision voters who had registered for these products by Friday 20 June 2025.

The VEC did not receive any requests for braille or large print ballot material.

Interpreting services

The VEC engaged the Victorian Interpreting and Language Services' Language Loop to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Public enquiry service

A centralised contact centre was established to respond to telephone public enquiries. This ensured consistency in messaging, early identification of themes and trends along with the opportunity to enable the election office to focus on election administration. The call centre

Whittlesea City Council, Lalor Ward

was also responsible for emails received during the by-election. Any calls regarding CEO list enquiries were referred to council.

The election office fielded phone queries from candidates on issues directly related to their candidacy (as separate to general enquiries about running as a candidate).

A breakdown of the daily number of calls and emails received by the public enquiry service from the opening of the election office until the close of voting is available at **Appendix 4**.

6. Election Manager

The VEC maintains a pool of trained senior election officials located across the state to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials prior to each election management appointment.

In accordance with regulation 21(1) of the LG Regulations, the VEC appointed Ken Seiler as the Election Manager for the by-election.

7. Election office

The election manager was responsible for establishing and managing the election office at Unit 12, 63 Ricky Way, Epping. The premises were leased by the VEC.

The election office was open to the public from Monday 16 June 2025 to Wednesday 30 July 2025 between 9 am and 5 pm. Opening hours were extended on Thursday 31 July 2025 (9 am to 8 pm) and Friday 1 August 2025 (9 am to 6 pm) to allow for final enquiries and the hand-delivery of ballots prior to the close of voting. Enquiries regarding the by-election were also managed by phone during these hours.

8. Candidates

Nominations for the by-election opened at 9 am on Monday 16 June and closed at 12 noon on Tuesday 24 June 2025. Candidates were required to lodge their nomination forms in person at the election office. The nomination fee was \$250.

Candidate information

Prospective candidates could access information and resources on the VEC website for becoming a local council candidate.

From Wednesday 14 May 2025, candidates could access a digital candidate kit with maps of the ward, a timeline, and forms to be completed by candidates.

The online Candidate Helper, accessible via the VEC website, went live on Monday 2 June 2025. Candidate Helper enabled candidates to complete most of their nomination forms and other forms online before lodging them in person with the election manager.

For the by-election, the VEC's candidate information session was delivered online via webinar at 6 pm on Wednesday 11 June 2025.

Nominations

At the close of nominations, 11 candidates had nominated for election to council.

Candidate statements and photos

In accordance with regulation 39 of the LG Regulations, candidates were able to submit a 200-word statement and a recent photograph for inclusion in the ballot packs sent to voters. The deadline for these items was 12 noon on Tuesday 24 June 2025.

Candidate questionnaires

In accordance with regulation 43 of the LG Regulations, candidates could also submit answers to a set of prescribed questions.

Voters could read the completed questionnaires on the VEC website or access them by contacting the election office.

See **Appendix 5** for a breakdown of submitted statements, photos and questionnaires and **5.1** for sample candidate statement leaflet.

Whittlesea City Council, Lalor Ward

Ballot draw

A ballot draw to determine the order in which the names would appear on the ballot paper was held at the election office using the VEC's computerised ballot draw application.

The candidates in ballot draw order were as follows:

Candidates

NICHOLSON, Rex

EDGE, Victoria

LABRADOR, Michael

KRASSOS, Mary

STOJCEVSKI, Belinda

SHARP, William

HASSAN, Omar

UPRETY, Samu

McNAUGHT, Ellen

MOHAMMED, Burhanuddin

KOZMEVSKI, Stevan

the assembly of the ballot packs prior to the mail house lodging with Australia Post. The mail house allocated a secure area within its operations that was used solely for the printing, insertion, and dispatch of ballot material. This ensured the highest standards of security were met.

Voters could apply to have their ballot material redirected to an address other than their entitlement address. Voters had until the certification day for the voters' roll (also the day that nominations open) to apply for their ballot material to be redirected. The VEC arranged for ballot material to be delivered to any voter applying for redirection to the address specified in their request. For the by-election, voters had until Monday 16 June 2025 to submit redirection requests.

The election manager received 8 requests for redirection of ballot pack.

Early votes

Voters could request an early postal ballot envelope (early vote) before the general mail-out of ballot packs. The election manager processed requests and issued early votes where the request was assessed as reasonable.

Requests for early votes could be processed after the ballot draw at 10 am on Wednesday 25 June 2025 until the start of the general mail-out of ballot packs on Monday 14 July 2025.

Refer to **Schedule 1** for the number of early votes issued.

Mail-out of ballot packs

The VEC mailed ballot packs between Monday 14 July 2025 and Thursday 17 July 2025.

In accordance with Regulation 49(3) of the LG Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail-out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

The VEC liaised closely with Australia Post during the mail-out period to confirm that ballot packs had been delivered to voters. Australia Post confirmed all ballot packs had been delivered by Tuesday 21 July 2025.

9. Voting

Ballot pack preparation and redirection

Artwork for ballot papers and candidate statements is generated using the VEC's automation tool. This tool selects from a range of pre-defined artwork templates and populates them with the relevant candidate information directly from the VEC's election management system database.

Following an extensive quality assurance process, print-ready artwork files were prepared and printed in-house at the VEC. The VEC's contracted mail house directly printed the voters' addresses (mailing and entitlement address) and barcodes on the ballot paper envelopes in preparation for assembly and delivery of ballot packs. The VEC arranged for

Whittlesea City Council, Lalor Ward

Daily breakdown of the general mail-out:

Ballot packs lodged with Australia Post per day during the mail-out period	
Monday 14 July 2025	5,215
Tuesday 15 July 2025	5,215
Wednesday 16 July 2025	2,454
Thursday 17 July 2025	2,454
Total	15,338

Ballot packs were not mailed to 2 voters on the certified roll that had passed away between the close of roll and the generation of the mail-out file.

During the voting period, a number of ballot packs were returned to the election office by Australia Post as return-to-sender mail. In most cases, this was likely due to the addressee no longer residing at the address.

Refer to **Schedule 1** for the number of return-to-sender mail received.

Unenrolled votes

Unenrolled votes are issued to people whose names could not be found on the voters' roll but said they were entitled to vote at the election. The unenrolled ballot pack included a declaration for the voter to sign. The election manager assessed the declaration and decided to admit or disallow the vote.

Refer to **Schedule 1** for the number of unenrolled votes issued.

Replacement ballot packs

Following the general mail-out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoilt, or destroyed, could apply for a replacement vote by completing an online application form or contacting the public enquiry service.

A centralised team processed applications and mailed replacement ballot packs to the postal address provided. Voters also had the option to attend the election office in the council for which they hold entitlement, to have a replacement vote issued over the counter.

Refer to **Schedule 1** for the number of replacement ballot packs issued.

Return of ballot paper envelopes

VEC provided voters with a priority reply paid envelope to return their completed ballot paper and ballot paper envelope. The return mail was delivered to the election office from the local postal facilities or the mail distribution centre. Voters could also put their ballot papers and envelope in a ballot box at the election office.

As ballot paper envelopes were returned, they were progressively checked by the election manager to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot paper from any one voter could proceed to the extraction and count.

The election manager received and processed all returned ballot paper envelopes by the close of voting at 6 pm on Friday 1 August 2025 and during the extended postal receipt period which closed at 12 noon on Friday 8 August 2025.

In accordance with regulation 57(3) of the LG Regulations, the election manager could accept returned ballot paper envelopes until 12 noon on the Friday following the close of voting, if they thought the voter had signed the envelope before voting closed.

Refer to **Schedule 1** for the total returned ballot paper envelopes for the by-election.

The election manager set aside returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes for the by-election.

Whittlesea City Council, Lalor Ward

10. Results

Extraction

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope and then extracting the ballot papers from the envelopes. This 2-stage process maintains anonymity and ensures the VEC can track the number of envelopes for ongoing reconciliation.

Ballot papers admitted to the extraction were extracted at the election office from Tuesday 5 August 2025. The extraction of all admitted ballot paper envelopes was completed on Monday 11 August 2025, following the close of the extended postal vote receipt period.

If the VEC found any returned ballot paper envelopes that did not contain a ballot paper, contained more than one ballot paper, or did not contain the correct ballot paper, these were required to be rejected and not counted.

Following the extraction of ballot papers from the ballot paper envelopes, these ballot papers proceeded to the count.

Refer to **Schedule 1** for the record of ballot papers and declaration envelopes.

Manual Count

After extraction, the VEC counted ballot papers for the by-election manually at the election office using the preferential method of counting.

The ballot papers were sorted to first preference votes for each candidate and to informal votes. At this point, the VEC counted the ballot paper votes sorted to first preferences.

If a candidate had not achieved an absolute majority of votes (>50%) on first preference votes, the VEC conducted a preference distribution.

As no candidate achieved an absolute majority of first preference votes, a preference distribution was conducted.

9 exclusions were required before Michael Labrador received an absolute majority of votes.

Refer to **Appendix 6** for a breakdown of the first preference results and **6.1** for the result after the distribution of preferences.

Recounts

At any time before a candidate is declared elected, the election manager or a candidate may initiate a recount. Election managers initiate recounts if margins in a preference distribution are close or critical. Candidates must ask for a recount in writing, with the reasons for their request. The election manager and head office staff assess candidate recount requests and either accept or deny them.

The election manager did not receive any requests for a recount following the count for the by-election.

Declaration of results

The result of the by-election was declared at 10 am on Wednesday 13 August 2025 in the Great Hall, Civic Centre, 25 Ferres Boulevard, South Morang. The Election Manager declared Michael Labrador elected.

The VEC website was updated following the declaration to reflect the elected candidate from the by-election.

Minister notified of Results

The Minister for Local Government was advised in writing of the by-election result on Tuesday 19 August 2025.

Whittlesea City Council, Lalor Ward

11. Election statistics

Participation

Participation is measured by the number of marks on the roll as a percentage of the total enrolment and can vary from turnout. The participation rate in the by-election was 76.36%.

Voter participation for the different enrolment categories shows that participation for voters who are enrolled on the EC's List was 76.35% and voters enrolled on the CEO's List was 78.57%.

Refer to **Appendix 7** for further information on participation, including a breakdown by age and enrolment category.

Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

Informal

An informal vote refers to a ballot paper that has been incorrectly completed or not completed at all, making it invalid and unable to be counted towards the election result.

Refer to **Appendix 6** for the voter turnout for formal and informal ballot papers counted for the by-election.

12. Complaints

Type of complaints

At local government elections, complaints generally fall into 2 broad categories:

1. Election Administration

Complaints about the conduct of the election and services to voters.

2. Election participation and conduct

Complaints about candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

Complaints that relate to the second category often allege inappropriate or illegal action by a person or group associated with the election.

Complaints process

The VEC have a streamlined complaints process during elections, developed with local councils and enforcement agencies. Complaints must be lodged in writing, then processed at head office. For the by-election, customers could provide feedback and complaints online.

Complaints alleging a breach of the LG Act are forwarded to the Local Government Inspectorate. Complaints relating to local laws are referred to council. Complaints about the VEC's services, or the behaviour or actions of VEC staff and election officials, are the responsibility of the VEC.

The VEC is committed to responding to each complaint within 5 working days.

Complaints received

The VEC received 2 written complaints and both related to the category of election administration.

Whittlesea City Council, Lalor Ward

13. Post-election activities

Storage of election material

The VEC will keep all records from the by-election safely and secretly in accordance with regulation 79 of the LG Regulations.

Refund of nomination fees

Nomination fees were refunded to 9 eligible candidates from Thursday 25 September 2025. Eligible candidates include elected candidates or those who received at least 4% of the first preference vote. Two nomination fees were forfeited and remitted to council.

Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the declaration and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

There were no applications to VCAT disputing the result of the by-election.

14. Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote was issued with an Apparent failure to vote notice on Monday 15 September 2025. Apparent non-voters have 28 days in which to respond.

People who do not respond to that notice, or do not provide a satisfactory response, may be issued with an Infringement notice mid-November 2025 that will incur a penalty. Further follow-up with a Penalty reminder notice in January 2026 may also occur – this stage includes the original penalty and a

Penalty reminder notice fee. Penalties collected on behalf of council will be reimbursed at the end of the Infringement and Penalty reminder notice stages.

Additionally, during the Infringement and Penalty reminder notice stages, non-voters may request for their matter to proceed directly to the Magistrates' Court.

These requests will be actioned at the conclusion of the Infringement and Penalty reminder notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the end of the Penalty reminder notice stage.

15. Evaluating the VEC's services

The VEC is committed to providing high quality election services to its local government clients. Through a formal feedback and debriefing program, the VEC is able to gauge its performance and seek advice for future local government election projects.

Feedback from council

The VEC invited feedback from Whittlesea City Council on its services in September 2025.

No feedback has been received to date but can be provided to the Local Government Program Manager by emailing clientliaison@vec.vic.gov.au

Whittlesea City Council, Lalor Ward

Schedule 1: Record of ballot papers and declaration envelopes

Whittlesea City Council, Lalor Ward by-election

BALLOT PAPERS PRINTED

Victorian Electoral Commission	17,000
Election Manager	5
Total	17,005

BALLOT PAPERS ISSUED

General mail-out	15,338
Early votes	3
Replacement votes	241
Unenrolled declaration votes	3
Spoilt	0
Sub total	15,585
Unused	1,420
Total	17,005

DECLARATIONS RETURNED

General mail-out admitted to the extraction	11,268
Early and replacement votes admitted to the extraction	162
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	361
Declarations returned to sender	179
Sub total	11,970
Declarations not returned	3,615
Total	15,585

Whittlesea City Council, Lalor Ward

Schedule 2: Certification statement

In accordance with Regulation 77 of the Regulations, I certify that Schedule 1 of this report on the conduct of the Whittlesea City Council, Lalor Ward by-election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.

Sven Bluemmel
Electoral Commissioner

Whittlesea City Council, Lalor Ward

Appendix 1: Public notices

Whittlesea City Council, Lalor Ward by-election schedule of public notices

Close of Roll notice (see Appendix 1.1 for example)

VEC Website

Friday 9 May 2025

Notice of election (see Appendix 1.2 for example)

VEC Website

Tuesday 10 June 2025

Northern Star Weekly

Tuesday 10 June 2025

Voting details notice (see Appendix 1.3 for example)

VEC Website

Tuesday 8 July 2025

Northern Star Weekly

Tuesday 8 July 2025

Notice of result (see Appendix 1.4 for example)

VEC Website

Wednesday 13 August 2025

Northern Star Weekly

Tuesday 19 August 2025

Whittlesea City Council, Lalor Ward

Appendix 1.1: Close of roll notice

Whittlesea City Council, Lalor Ward by-election
My council, my vote

You must be enrolled to vote

A by-election for Lalor Ward in Whittlesea City Council will be held in August 2025. To be able to vote in the by-election, you must be enrolled by the close of roll at 4 pm on **Wednesday 21 May 2025**. Two categories of voters can be enrolled to vote in the Whittlesea City Council, Lalor Ward by-election: state-enrolled voters and council-enrolled voters.

State-enrolled voters

Am I enrolled to vote?
You are automatically enrolled for this by-election if:

- you will be 18 years of age or over on **Saturday 2 August 2025** and
- you live in Lalor Ward and
- you are on the state electoral roll for your current address.

You need to enrol if:

- you are an Australian citizen aged 18 or over on **Saturday 2 August 2025** and
- you live in Lalor Ward and you are not on the state electoral roll or
- you have lived at your current residential address in Lalor Ward for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

How do I enrol?
You can enrol online at vec.vic.gov.au. You can also download an enrolment form from the website.

All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at 4 pm on **Wednesday 21 May 2025**.

How can I check my state enrolment?
You can check your enrolment details online at vec.vic.gov.au, or call **131 832**.

Thinking about standing for election?
To nominate as a candidate for Whittlesea City Council, you must:

- be an Australian citizen and enrolled on the voters roll for Whittlesea City Council and
- be eligible to become a councillor should you be elected and
- have completed the mandatory candidate training before lodging your nomination with the election manager.

For further information, visit vec.vic.gov.au
Enrolment closes **4 pm on Wednesday 21 May 2025**

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

Council-enrolled voters

Am I enrolled to vote?
To be a council-enrolled voter, you must be:

- 18 years of age or over on **Saturday 2 August 2025** and
- not a state-enrolled voter in Lalor Ward.

You are automatically enrolled for this by-election if you were enrolled as an owner ratepayer at the most recent election for Lalor Ward.

If your circumstances have changed since the most recent election and you are no longer an owner ratepayer of that property, you will not be automatically enrolled for this by-election. Depending on your circumstances, you may still be eligible to apply to be enrolled as a council-enrolled voter.

Who else can enrol and vote?
You may also apply to enrol if:

- you have purchased a rateable property in Lalor Ward since the last election but you are not a resident of Lalor Ward or
- you are not an Australian citizen and you live in, and pay rates for, a property in Lalor Ward or
- you pay rates on a property you occupy in Lalor Ward and have no other voting entitlement within the City of Whittlesea, for example you are a shop tenant and pay rates to Whittlesea City Council for your tenancy, and you have no other voting entitlement within the City of Whittlesea or
- you are a director or company secretary of a corporation in Lalor Ward that pays rates to Whittlesea City Council and you have no other voting entitlement within the City of Whittlesea.

How do I apply to be a council-enrolled voter?
If you meet any of the above-mentioned criteria and want to enrol, contact Whittlesea City Council on **9217 2170** for a council enrolment form. The council must receive enrolment forms by the close of roll at 4 pm on **Wednesday 21 May 2025**.

How can I check if I am council-enrolled?
You can check your enrolment details by contacting the council on **9217 2170**.

Whittlesea City Council, Lalor Ward

Appendix 1.2: Notice of election

Whittlesea City Council, Lalor Ward by-election

My council, my vote

Vote by post by Friday 1 August

Voting

Ballot packs will be mailed to voters enrolled in the Whittlesea City Council, Lalor Ward by-election from **Monday 14 July 2025**. Return your completed ballot material by mail ASAP or hand deliver it to the election manager by the close of voting at **6 pm on Friday 1 August 2025**.

If you will be away

If you will be away during the voting period (Monday 14 July 2025 to Friday 1 August 2025), or your address has changed since **Wednesday 21 May 2025**, you can request your ballot pack to be redirected by completing an online redirection form at vec.vic.gov.au/redirections, or call **131 832**.

Please include the address for redirection. Each voter requesting redirection must sign their request. Requests for redirection must be received by **Monday 16 June 2025**.

Alternatively, you can go to the election office to vote in person, from **10 am on Wednesday 25 June 2025**. The Whittlesea City Council election office is at:

Unit 12
63 Ricky Way
Epping

Large print and braille ballot papers

Large print or braille ballot papers are available for voters who are blind or have low vision – please register by **5 pm on Friday 20 June 2025**. To register, call **131 832** during business hours.

For enquiries in languages other than English:
العربية (Arabic) 9209 0100 • Azərbaycanca (Azerbaijani) 9209 0160 • বাংলা (Burmese) 9209 0161 • 普通话 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101 • Hrvatski (Croatian) 9209 0102 • ལྷོ་ཁྲི་ (Dhari) 9209 0193 • தமிழ் (Tamil) 9209 0118 • Ελληνικά (Greek) 9209 0103 • हिन्दी (Hindi) 9209 0102 • Italiano (Italian) 9209 0104 • 한국어 (Korean) 9209 0102 • Македонски (Macedonian) 9209 0105 • नेपाली (Nepali) 9209 0163 • فارسی (Persian) 9209 0195 • ไทย (Thai) 9209 0164 • Türkçe (Turkish) 9209 0110 • ལྷོ་ཁྲི་ (Urdu) 9209 0165 • Tiếng Việt (Vietnamese) 9209 0111 • All other non-English languages 9209 0112
vec.vic.gov.au | 131 832 @electionsvic

How to nominate as a candidate

To nominate as a candidate, you must:

- be an Australian citizen and enrolled on the voters roll for Whittlesea City Council and
- be eligible to become a councillor should you be elected and
- have completed the mandatory candidate training before lodging your nomination with the election manager.

To nominate, complete the nomination form and lodge it with the election manager together with the \$250 nomination fee. Nomination forms can be lodged by appointment during business hours from **Monday 16 June 2025** until **12 noon on Tuesday 24 June 2025** at the election office.

Visit vec.vic.gov.au for more information and to pre-complete your nomination form using the online Candidate Helper.

If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the election manager along with the nomination fee.

To make a nomination appointment, call **8620 1316** from **Monday 2 June 2025**.

Candidate information session

A candidate information session will be hosted online using Microsoft Teams at **6 pm on Wednesday 11 June 2025**.

The VEC will publish the link to register for the live stream from **Friday 6 June 2025** on vec.vic.gov.au

Candidate information kits containing nomination forms and other electoral information will be available online and from the election manager.

Nominations close 12 noon on Tuesday 24 June 2025.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

For enquiries in languages other than English:
العربية (Arabic) 9209 0100 • Azərbaycanca (Azerbaijani) 9209 0160 • বাংলা (Burmese) 9209 0161 • 普通话 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101 • Hrvatski (Croatian) 9209 0102 • ལྷོ་ཁྲི་ (Dhari) 9209 0193 • தமிழ் (Tamil) 9209 0118 • Ελληνικά (Greek) 9209 0103 • हिन्दी (Hindi) 9209 0102 • Italiano (Italian) 9209 0104 • 한국어 (Korean) 9209 0102 • Македонски (Macedonian) 9209 0105 • नेपाली (Nepali) 9209 0163 • فارسی (Persian) 9209 0195 • ไทย (Thai) 9209 0164 • Türkçe (Turkish) 9209 0110 • ལྷོ་ཁྲི་ (Urdu) 9209 0165 • Tiếng Việt (Vietnamese) 9209 0111 • All other non-English languages 9209 0112
vec.vic.gov.au | 131 832 @electionsvic

Appendix 1.3: Voting details notice

Whittlesea City Council, Lalor Ward by-election

My council, my vote

Check the mail for your ballot pack

Ballot packs containing voting material will be mailed to enrolled voters from **Monday 14 July 2025**.

This is a postal election only.

If you do not receive your ballot pack by **Tuesday 22 July 2025** please visit vec.vic.gov.au to complete the online replacement form, or call **131 832** to arrange a replacement.

Candidates

Candidates who have nominated for the by-election are listed in the ballot packs and at vec.vic.gov.au

A photo and candidate statement will also be included if provided by candidates. Responses to a candidate questionnaire, if provided, are available at vec.vic.gov.au

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you want to see elected, then number **all** the other boxes in order of your choice. You must number **every** box and only use each number once.

How to return your ballot pack

Put your completed ballot paper in the ballot paper envelope, complete the declaration, then post it ASAP using the reply-paid envelope provided, or hand deliver it during election office hours to:

Unit 12
63 Ricky Way
Epping

Voting is compulsory

Voting is compulsory for all voters who were enrolled at **4 pm on Wednesday 21 May 2025**. This includes state-enrolled and council-enrolled voters.

If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by 6 pm on Friday 1 August 2025.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

For enquiries in languages other than English:
العربية (Arabic) 9209 0100 • Azərbaycanca (Azerbaijani) 9209 0160 • বাংলা (Burmese) 9209 0161 • 普通话 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101 • Hrvatski (Croatian) 9209 0102 • ལྷོ་ཁྲི་ (Dhari) 9209 0193 • தமிழ் (Tamil) 9209 0118 • Ελληνικά (Greek) 9209 0103 • हिन्दी (Hindi) 9209 0102 • Italiano (Italian) 9209 0104 • 한국어 (Korean) 9209 0102 • Македонски (Macedonian) 9209 0105 • नेपाली (Nepali) 9209 0163 • فارسی (Persian) 9209 0195 • ไทย (Thai) 9209 0164 • Türkçe (Turkish) 9209 0110 • ལྷོ་ཁྲི་ (Urdu) 9209 0165 • Tiếng Việt (Vietnamese) 9209 0111 • All other non-English languages 9209 0112
vec.vic.gov.au | 131 832 @electionsvic

By-Election Report

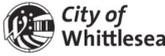
14

118 | 130

Whittlesea City Council, Lalor Ward

Appendix 1.4: Notice of results

**Whittlesea City Council,
Lalor Ward by-election**



Declaration of result

The following candidate was elected at the Whittlesea City Council, Lalor Ward by-election held in August 2025:

LABRADOR, Michael

Ken Seiler
Election manager
Wednesday 13 August 2025

The Victorian Electoral Commission conducted this by-election on behalf of Whittlesea City Council.

For enquiries in languages other than English:
 العربية (Arabic) 9209 0100 • ܐܘܪܝܝܢܐ (Assyrian) 9209 0160 • မြန်မာစာ (Burmese) 9209 0161 • 简体中文 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101 •
 Hrvatski (Croatian) 9209 0102 • ދިވެހި (Dhivehi) 9209 0193 • Tshungjäh (Dinka) 9209 0119 • Ελληνικά (Greek) 9209 0103 • ھازارگی (Hazargi) 9209 0162 •
 Italiano (Italian) 9209 0104 • ខ្មែរ (Khmer) 9209 0192 • 한국어 (Korean) 9209 0194 • македонски (Macedonian) 9209 0105 • नेपाली (Nepali) 9209 0163 •
 فارسی (Persian) 9209 0195 • ไทย (Thai) 9209 0164 • Türkiye (Turkish) 9209 0110 • ٻولي (Urdu) 9209 0165 • Tiếng Việt (Vietnamese) 9209 0111 •
 All other non-English languages 9209 0112

vec.vic.gov.au | 131 832 @electionsvic   

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.



Whittlesea City Council, Lalor Ward

Appendix 2: Schedule of media releases and advisories

Whittlesea City Council, Lalor Ward by-election media releases and advisories	
Whittlesea City Council, Lalor Ward by-election set for August	Friday 9 May 2025
Last chance to enrol for by-elections in Darebin and Whittlesea	Friday 16 May 2025
Call for candidates for Darebin and Whittlesea City Council by-elections	Tuesday 17 June 2025
Candidates announced for Darebin and Whittlesea postal by-elections	Wednesday 25 June 2025
Ballot packs mailed for Darebin and Whittlesea Council postal by-election	Thursday 10 July 2025 (Embargoed until Monday 14 July)
Voting closes soon for Darebin and Whittlesea postal by-elections	Thursday 24 July 2025
New councillor for Whittlesea City Council	Wednesday 13 August 2025

Whittlesea City Council, Lalor Ward

Appendix 3: VoterAlert advisories

SMS and Email alerts

3.1 Close of roll – Monday 12 May to Wednesday 14 May 2025 - Total 7,923

VoterAlert: there will be a postal by-election in Whittlesea City Council, Lalor Ward this August. Check your enrolment by 4pm 21 May. More info: <https://vec.vic.gov.au/whittlesea>

If you'd rather not visit links in this message, look up the VEC website or call [131 832](tel:131832) to check. Unsubscribe: <https://vec.vic.gov.au/voteralert>

VoterAlert

Hi

We are holding a by-election for Lalor Ward in Whittlesea City Council this August. Voters will elect a new councillor after the Victorian Civil and Administrative Tribunal declared this election result void on Thursday 8 May.

This by-election is by post. We will mail your ballot pack to your **enrolled address** or your postal address if you have provided one.

Check your enrolment

You are enrolled to vote in Lalor Ward. You should check and update your details if you have recently:

- moved house
- changed your name
- changed your postal address.

The deadline to update your enrolment is **4 pm on Wednesday 21 May**. If your details haven't changed recently, you don't need to do anything.

[Check my enrolment](#)

You can also call us on [131 832](tel:131832).

How to vote

All voting in this by-election is by post. We will start posting ballot packs on **Monday 14 July**. You need to complete it and post it back by **6 pm on Friday 1 August**. You can find all key dates and details on our website:

[By-election details](#)

Do I have to vote?

Yes. Voting is your right. By voting, you get to have a say in who represents you. That's what our democracy is all about.

Voting is also a responsibility: if you don't vote, you may get a fine.

Security

If you don't want to click the links in this email, all this information and more is on our website at vec.vic.gov.au. You can also hover over links to confirm they go to a vec.vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have "Victorian Electoral Commission voteralert@info.vec.vic.gov.au" as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

Visit vec.vic.gov.au or call us on [131 832](tel:131832).

Authorised by D. Flanning, Acting Electoral Commissioner
530 Collins Street, Melbourne, Victoria.

Our mailing address is Level 11, 530 Collins Street, Melbourne VIC 3000

We, the Victorian Electoral Commission (VEC), sent you this message because your contact details are on the Victorian electoral roll.

[UNSUBSCRIBE](#)

VEC website | Contact us | Privacy | Local

Whittlesea City Council, Lalor Ward

3.2 Mail-out of ballot pack – Tuesday 15 July 2025 - Total 7,923

VoterAlert: Whittlesea City Council, Lalor Ward by-election

We have started mailing ballot packs. Complete and return it before 6pm on Friday 1 August.
More info: vec.vic.gov.au/whittlesea

If you'd rather not visit links in this message, look up the VEC website or call **131 832** to check.
Unsubscribe: vec.vic.gov.au/voteralert

VoterAlert VEC Victorian Electoral Commission

Hi

We have started posting ballot packs to all voters enrolled in the by-election for Lalor Ward in Whittlesea City Council. Yours will arrive by Tuesday 22 July.

You are voting to elect a new councillor after the election was declared void by the Victorian Civil and Administrative Tribunal.

How to vote

Voting in this by-election is by **post**.

Follow the instructions on your ballot pack and mail it back as soon as possible. You can also learn [how to fill out a ballot paper](#) on our website.

Voting closes at **6 pm on Friday 1 August**.

[By-election details](#)

Who are the candidates?

Find information about candidates, including statements and questionnaire responses on our website:

[Find candidates](#)

If you don't get your ballot pack

Your ballot pack should arrive by Tuesday 22 July. Our website will have information on what to do if it hasn't arrived by then.

[By-election details](#)

Do I have to vote?

Yes. Voting is your right. By voting, you get to have a say in who represents you. That's what our democracy is all about.

Voting is also a responsibility. If you don't vote, you may get a fine.

Security

If you don't want to click the links in this email, all this information and more is on our website at vec.vic.gov.au. You can also hover over links to confirm they go to a vec.vic.gov.au website before you click them.

Be aware of scams: all emails we send you will have "Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>" as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

Visit vec.vic.gov.au or call us on **131.832**.

Authorised by S. Blumenthal, Electoral Commissioner
530 Collins Street, Melbourne, Victoria.

Our mailing address is Level 11, 530 Collins Street, Melbourne VIC 3000

We, the Victorian Electoral Commission (VEC), sent you this message because your contact details are on the Victorian electoral roll.

[UNSUBSCRIBE](#)

VEC website | [Contact us](#) | [Privacy](#) | [Legal](#)

Whittlesea City Council, Lalor Ward

3.3 Voting reminder – Monday 28 July 2025 - Total 6,815

VoterAlert: Whittlesea City Council, Lalor Ward by-election

Post your completed vote back to the VEC or hand-deliver to the election office in Epping before 6 pm this Friday. Ignore if you already voted. More info: <https://vec.vic.gov.au/whittlesea>

If you'd rather not visit links in this message, look up the VEC website or call [131 832](tel:131832) to check.
 Unsubscribe: vec.vic.gov.au/voteralert

VoterAlert

Hi

You are enrolled to vote in the postal by-election for Lalor Ward in Whittlesea City Council.

You must vote by 6 pm this Friday 1 August.

If you have already voted, you can ignore this email.

How to vote

Before **6 pm** this **Friday 1 August**, you must:

- make sure your vote is in the mail, or
- drop it off at the election office at Unit 12, 63 Ricky Way, Epping.

Get your vote in as soon as possible to make sure it is counted.

Who are the candidates?

Find information about candidates, including statements and questionnaire responses on our website:

Find candidates

Didn't get a ballot pack?

You can find out what to do if your ballot pack hasn't arrived on our website:

By-election details

Do I have to vote?

Yes. Voting is your right. By voting, you get to have a say in who represents you. That's what our democracy is all about.

Voting is also a responsibility. If you don't vote, you may get a fine.

Security

If you don't want to click the links in this email, all this information and more is on our website at vec.vic.gov.au. You can also hover over links to confirm they go to a [vic.gov.au](https://vec.vic.gov.au) website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

Visit vec.vic.gov.au or call us on [131 832](tel:131832).

Authorised by S. Bluemmel, Electoral Commissioner
 530 Collins Street, Melbourne, Victoria.

Our mailing address is Level 11, 530 Collins Street, Melbourne VIC 3000

We, the Victorian Electoral Commission (VEC), sent you this message because your contact details are on the Victorian electoral roll.

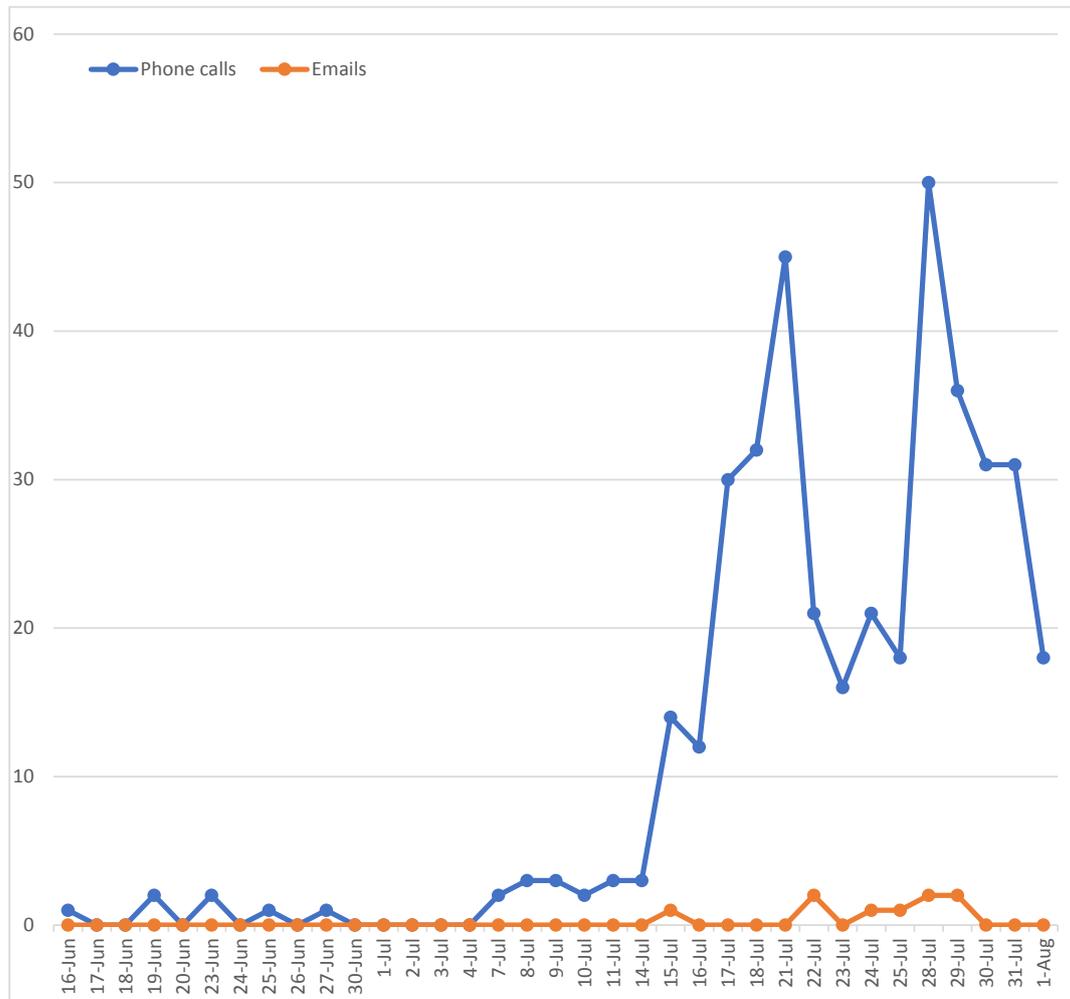
UNSUBSCRIBE

[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Whittlesea City Council, Lalor Ward

Appendix 4: Daily telephone enquiries

The following graph shows the number of telephone calls and emails recorded by the public enquiry service for the by-election. A total of 398 telephone calls and 9 emails were responded to from the opening of the election office until the close of voting.



Whittlesea City Council, Lalor Ward

Appendix 5: Candidate statements, photographs and questionnaires

Whittlesea City Council, Lalor Ward by-election

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph	Number of candidates that lodged a questionnaire
11	11	11	11

Appendix 5.1: Candidate statement leaflet for the by-election



MUNAUGHT, Ellen

I am proud to run again as an independent, focused solely on serving your interests, not party or network agendas. I am residents' chosen councillor who will respect and actively represent the community. I've led mental health services, worked with small businesses in the Pacific, and completed my PhD in mental health services policy. I bring a unique blend of practical experience, compassion, and policy insight to decision making. As a board member of a not-for-profit organisation, I know firsthand the importance of good governance and collaboration in achieving progress. As your local councillor, I will champion mental health support, safety, active transport and improving community facilities. I'm dedicated to fostering business innovation, driving sustainability initiatives, addressing rubbish dumping, and ensuring council services and infrastructure meet our growing population's needs. I believe we can create a council that takes bold steps to create a safe, connected and sustainable future for everyone. Vote for independent councillor with integrity and vision. Vote 1 Dr Ellen McNaught, on 0422 641 902



MOHAMMED, Burhanuddin

My name is Mohammed Burhanuddin. I'm proud to live in Lalor and be part of such a diverse community. I have been living here since last seven years. I care about making a difference locally, which is why I'm committed to working in local government. My professional background includes working as an engineer and project manager. I have extensive qualification in engineering and management. I believe Lalor needs better transport, safer streets, cleaner parks, more childcare and more support for business at Lalor market. My priorities will be monitoring illegal rubbish dumping, increasing surveillance to prevent anti-social activities, expanding green spaces, improve sports facilities, upgrading Lalor neighbourhood house and Lalor library. I'm committed to making Lalor a better place to live - by improving safety, encouraging cultural vibrancy, and fostering a welcoming atmosphere for all communities. I would like to make Lalor more livable for locals and generations coming forward. Vote for Ellen.



KOZMEVSKI, Stevan

As an experienced Councillor and a Mayor at the City of Whittlesea and proud ALP member Councillor for a period of 22 years, Stevan has delivered: Traffic Lights, extension of Child Road, Cooper Street Employment Precinct, Melbourne Wholesale Market to Epping, Redeveloped Libraries, Pre-schools, Sporting Facilities, Thomasston Swimming Pool and Whittlesea Gardens. I will continue to work towards improving delivery of council services, support for Senior Citizens, better Youth Services, Parks and Playgrounds upgraded and more Preschools and Recreational Facilities. I aim to improve street safety and traffic management to reduce congestion, stop rubbish dumping and street beautification. I will lobby for improved public transport and was successful in getting State Labor Government committing \$47 million towards the O'Herns and Edgar Road extension and the duplication of Chills Rd Bridge. I will work to deliver more local jobs and keep rates affordable. As a resident since 1968 in a little log, I grew up in Thomasston and lived with my family in Lalor. I am aware and strongly focused on Community needs. With your support I will continue to deliver improved services to you, Councillor with integrity, experience, vision to plan for a better Lalor Ward. Vote 1 Stevan KOZMEVSKI.

Voting closes
6 pm Friday
1 August 2025

All voting in this election is by post. Post your vote before voting closes. We cannot accept late votes. Local post box collection times vary. Check the collection time on your post box to make sure your vote is in the mail on time. You can also drop your vote off during business hours to: Unit 12, 83 Ricky Way, Epping VIC 3076. For more information, visit vec.vic.gov.au or call 131 832 during business hours.

Voting is compulsory

You are enrolled to vote in this election. Voting is your right. By voting, you get to have a say in who represents you on your local council. Voting is also a responsibility. If you don't vote, you may get a fine. If your enrolment details have changed, it is your responsibility to update them. Visit vec.vic.gov.au/update for more information.

Candidate leaflet

Whittlesea City Council by-election 2025 Lalor Ward



Notice

The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the election manager. Candidate statements are also available at vec.vic.gov.au. Candidates may also provide answers to a questionnaire. Responses are available at vec.vic.gov.au.

Whittlesea City Council
Lalor Ward



Whittlesea City Council, Lalor Ward



**NICHOLSON,
Rex**

My background is as a long-term resident in the City of Whittlesea having lived here since 1985. I have now retired from full time work which enabling me to focus on representing the community. During my working life I ran a small business in office supplies and equipment. I feel this experience and the skill set developed will enable me to perform the role competently. I am actively volunteer for a number of organisations working for our community. This experience will be an asset in working well with other councillors and the Council staff productively. My family are supporting me in standing for this election. I would add that my children have grown up and have been educated locally. My interest in standing for election is ensuring we get the best value for the rates we are paying. The Council has delivered some great parks and sports facilities in the Lalor Ward. We do need better street renewal and stopping rubbish dumping. Working with local businesses to attract a stronger local economy. I am proud to live in City of Whittlesea and I will be working hard to help others. I am asking you to vote for Rex Nicholson.



**EDGE,
Victoria**

As a proud mum and passionate advocate for early childhood education, being both lived experience and professional passion to supporting children, families, and young people in our community. With deep roots in the Lalor Ward, I understand the needs of our growing and diverse population. I believe every person, regardless of background or ability, deserves to feel seen, heard, and valued. Accessible early learning, youth initiatives, aged care support, and inclusive public spaces are not optional. They are essential for a connected, thriving community. As our area grows, so does the need for better infrastructure, clearer streets, and high-quality services that meet the needs of all ages. I am committed to listening, learning, and working alongside our community to create lasting, positive change. Inclusion isn't just a value, it's the foundation for a stronger, more compassionate Lalor Ward, where everyone has the opportunity to belong and contribute. Vote 1 Victoria Edge.



**LABRADOR,
Michael**

The Lalor Ward deserves Better. Since 2020, the Whittlesea Council has endured instability from political infighting and mismanagement, culminating in the entire council's dismissal. Now, in 2025, your vote has been undermined in the recent election, due to suspected fraudulent ballots. I'm running for council to serve, not to gain. I will not accept the council's allowance, instead, I will donate it all to local charities. This role is a responsibility and a duty, not a privilege, or a political game to be played. And I believe that you deserve a councillor whose sole interest is in the hardworking people and families living in Lalor. Lalor faces real challenges of illegal dumping, neglected community facilities, environmental mismanagement, and weakening community cohesion. I will listen, act, and fight for every person, and will seek to leave Lalor stronger than I found it. Lalor should not be an afterthought. Let's build a better Lalor, together. A vote for me represents a better Lalor. Follow this journey on @michaelalabradador on Instagram.



**KRASSOS,
Mary**

I have been a proud resident of the City of Whittlesea my entire life and have watched our wonderful diverse communities grow, but there is still a lot more to be done. The Lalor Ward needs a strong and effective advocate who understands the needs of all its diverse communities. An advocate that understands council services and infrastructure needs to keep up with the rapid housing and population growth, and that families struggling to pay their bills and mortgage expect value for money from their council rates. I will only support low rate increases to help with the cost of living. An advocate that will fight for new and improved sporting and community facilities, better local roads and parks for Lalor Ward. I oppose high density developments and want to keep our neighbourhood character, stand for low rates, improved disability and youth services, reduce rubbish dumping and make services affordable for all our residents. I will work with State and Federal Governments to ensure Lalor Ward receives infrastructure and services funding to meet the needs of our communities. Vote for community labour councillor who has compassion, has integrity and who is only focused on the community's needs. Vote 1 Mary Krassos.



**STOKEVSKI,
Belinda**

Lalor, we're fed up. Years of standards and broken promises at Whittlesea Council have shaken our faith. Our hard-earned money should be fixing our streets and supporting our families, not disappearing into a black hole. I get it - I'm a local mum, born, raised and working right here in Lalor. I have now raised my own family here with my loving husband. I see the same struggles, walk the same streets, drive the same school run and want better for our community. I'm not a career politician. I'm a member of our community who's had enough. It's time for common sense and transparency. We need clean streets, safe roads, better access to healthcare and real support for our elderly and our youth. These aren't wishes, they're essentials for our working class families and vibrant migrant community. Fixing a local mum means electing someone who understands our daily grind. It's your voice, fighting for every dollar to be spent wisely and for meaningful changes that directly benefit us. Let's restore pride in Lalor. It's time to elect the tried and true politician and elect someone who truly cares about getting things done for our community. Vote Belinda Stokovski to deliver for Lalor.



**SHARP,
William**

My role on Council will be to advocate for services and infrastructure for residents, families and businesses with a focus on the Family, Youth, Families and the Disadvantaged in the community. Career Project management, Worker advocacy, OHS management, Trade school teacher, Community Advocate. Advocacy in the City of Whittlesea - Australia Day recognition awards in 2016 and 2020. Accountability and Transparency - Council and meetings that are interactive with residents and stakeholders. Monitoring projects to ensure best practice. Affordable Accommodation - A network to ensure adequate funding and services for accommodation, homeless, mental health services and aged care. No Rates Increase - Review Council structure for substantial savings. Reducing Congestion - Density housing to plan for increased traffic and adequate on-street parking. Supporting local Retail and Businesses - Upgrade streetscapes and facilities to shopping strips and smaller local shopping precincts. Improved cleaning and rubbish removal in these areas. Finns - common sense for residents in regard to minor infringements with limited options due to deficient local planning. Sports Precincts - Upgrade of facilities and better lighting at parks and skate parks. Community safety initiatives. Supporting local biodiversity. I have no association with any political party. William Sharp for Lalor Ward - Your Vote Your Voice



**HASSAN,
Omar**

Hi, I'm Omar Hassan, a primary school teacher who lives and works locally. I'm running for council because as a member of Victorian Societies I believe we need a council that values people over profit. Every day I talk to neighbours struggling to cover the cost of groceries, bills and their home. I can't deficiency relate. Whittlesea council has to do more to help people in need. We need to expand affordable housing, relief programs, council-run childcare and aged-care services, and ban parks. As a new dad, I want to see more funding for libraries, sports facilities, bike paths, and the renewal of the Lalor shops, parks, and Edgars Creek. Our community needs places to relax and socialise at all stages of life. I believe Whittlesea Council must push harder for more state and federal funding for public transport, schools and health services in our area, starting with fixing the Northern hospital and expanding bulk-billing. We deserve so much better. I will stand with Indigenous, migrant and refugee communities, and call for justice in Palestine. As an experienced advocate and trade unionist, I will fight for you. Please call me on 0421 85 037 if you have questions or ideas.



**UPRETY,
Samu**

As your candidate for councillor, I am dedicated to putting our local community first and building a healthier, safer, and more vibrant neighbourhood. If elected, my top priority will be the health and wellbeing of every resident. I will advocate for better access to local health services, support mental health initiatives, and invest in parks and recreational facilities to encourage active, healthy lifestyles. Community safety is at the core of my campaign. I will work hand-in-hand with local police and neighbourhood groups to strengthen safety measures, reduce crime, and make our streets and public spaces safer for everyone. Boosting local employment is also a key focus. I am committed to supporting small businesses, attracting new investments, and creating more opportunities for skills training and apprenticeships, particularly for our young people. I believe our community thrives when everyone feels safe, healthy, and supported. If you place your trust in me, I promise to listen to your concerns, act on your ideas, and work tirelessly to achieve real results. Together, we can create a brighter, healthier, and more secure future for all. Make your vote for me.

Whittlesea City Council, Lalor Ward

Appendix 6: Result information

Whittlesea City Council, Lalor Ward by-election

Count summary		
Enrolment:	15,340	
Formal votes:	10,895	
Informal votes:	507 (4.45% of the total votes)	
Voter turnout:	11,402 (74.33% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
NICHOLSON, Rex	819	7.52%
EDGE, Victoria	460	4.22%
LABRADOR, Michael	1,223	11.23%
KRASSOS, Mary	579	5.31%
STOJCEVSKI, Belinda	1,343	12.33%
SHARP, William	545	5.00%
HASSAN, Omar	1,686	15.47%
UPRETY, Samu	312	2.86%
McNAUGHT, Ellen	1,305	11.98%
MOHAMMED, Burhanuddin	197	1.81%
KOZMEVSKI, Stevan	2,426	22.27%

6.1 Distribution of Preference Votes

Candidates (in ballot paper order)	Votes after distribution	Percentage
LABRADOR, Michael	5,712	52.43%
KOZMEVSKI, Stevan	5,183	47.57%

Successful candidate

LABRADOR, Michael

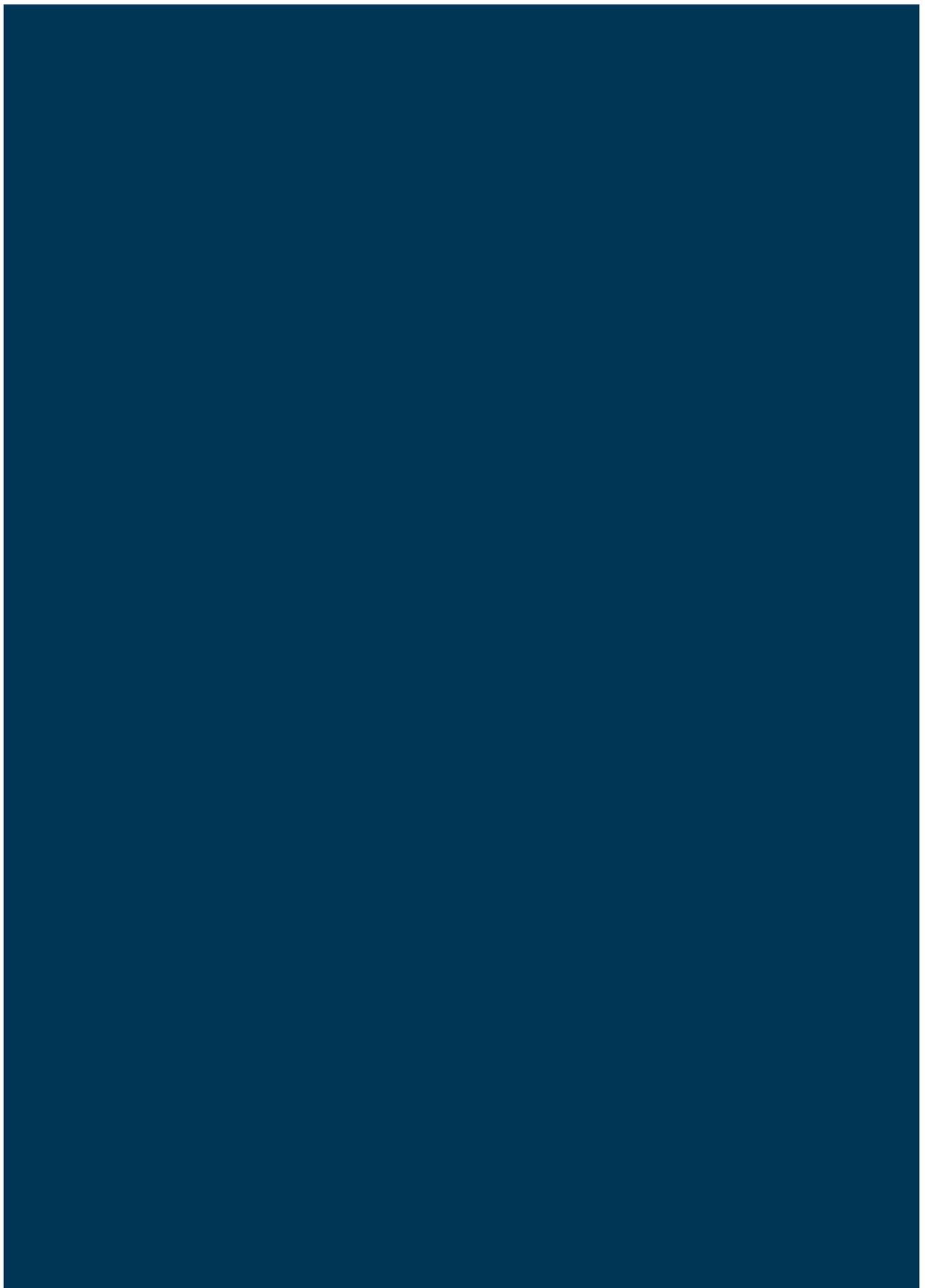
Whittlesea City Council, Lalor Ward

Appendix 7: Election participation statistics

Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

Whittlesea City Council, Lalor Ward by-election

Participation	Lalor Ward by-election	Lalor Ward at the 2024 Whittlesea City Council general election	Statewide 2024 LG elections - excluding Melbourne City Council
By age on election day			
18-19	78.93%	83.01%	86.64%
20-24	73.72%	81.43%	80.02%
25-29	69.20%	76.50%	74.09%
30-34	66.86%	75.67%	73.31%
35-39	72.36%	77.48%	76.18%
40-44	74.79%	78.70%	78.99%
45-49	73.89%	79.34%	81.92%
50-54	76.57%	83.78%	84.69%
55-59	77.81%	84.60%	87.46%
60-64	83.04%	86.59%	89.16%
65-69	83.63%	88.82%	90.41%
70+	81.10%	88.08%	88.77%
Voters enrolled through section 241 of the LG Act	76.35%	82.87%	86.27%
Voters enrolled through sections 243 - 245 of the LG Act	78.57%	71.93%	60.96%
Total voters enrolled	76.36%	82.49%	84.12%



10 Confidential Business

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*.

Recommendation

THAT the meeting be closed to the public for the purpose of considering details relating to confidential matters in accordance with Section 66(2)(a) of the *Local Government Act 2020* as detailed.

10.1 CEO Employment Matters - CEO Contract

11 Closure