



City of
Whittlesea

MINUTES

OF SCHEDULED COUNCIL MEETING

HELD ON

MONDAY 7 DECEMBER 2020

AT 3.00PM

VIA ZOOM

COUNCIL

LYDIA WILSON

CHAIR OF COUNCIL

THE HON. BRUCE BILLSON

ADMINISTRATOR

PEITA DUNCAN

ADMINISTRATOR

On 19 June 2020 the Acting Minister for Local Government, Daniel Andrews appointed the Panel of Administrators for the City of Whittlesea and appointed Lydia Wilson as Chair of the Panel. The Panel of Administrators comprises of Ms Lydia Wilson, The Honourable Bruce Billson and Ms Peita Duncan and they will undertake the duties of the Council of the City of Whittlesea until the October 2024 Local Government Election.

SENIOR OFFICERS

CRAIG LLOYD

CHIEF EXECUTIVE OFFICER

FRANK JOYCE

ACTING EXECUTIVE MANAGER GOVERNANCE

KATE MCCAUGHEY

DIRECTOR COMMUNITY WELLBEING

AMY MONTALTI

DIRECTOR CORPORATE SERVICES & PERFORMANCE

JUSTIN O'MEARA

DIRECTOR PLANNING & DEVELOPMENT

DEBBIE WOOD

DIRECTOR INFRASTRUCTURE & ENVIRONMENT

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In these Minutes, Resolutions adopted by Council are indicated in bold text.

1. OPENING**1.1 MEETING OPENING & INTRODUCTIONS**

The Chair of Council, Lydia Wilson opened the meeting at 3:00PM and provided the following introductory statement:

“Welcome to this Council meeting of 7 December which is again being livestreamed. This is the last Council meeting for the year with the next Council meeting being in early February 2021.

I am Lydia Wilson, Chair of the Panel of Administrators and I would also like to introduce my colleagues, Administrators Ms Peita Duncan and The Hon. Bruce Billson.

I would also like to introduce our Chief Executive Officer, Mr Craig Lloyd and Mr Lloyd if I could ask that in turn you introduce the members of your Executive Leadership Team in attendance today.”

The Chief Executive Officer, Mr Craig Lloyd then introduced the members of the Executive Leadership Team:

“Good afternoon everyone, we also have with us:

Director Planning & Development, Mr Justin O’Meara;

Director Community Wellbeing, Ms Kate McCaughey;

Director Infrastructure & Environment, Ms Debbie Wood.

Director Corporate Services & Performance, Ms Amy Montalti; and

Acting Executive Manager Governance, Mr Frank Joyce.

These members of the Executive Leadership Team will join us during the meeting.”

1.2 PRAYER BY THE CHIEF EXECUTIVE OFFICER

Following the Introductions, the Chief Executive Officer read the following prayer:

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

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

Amen

1.3 ACKNOWLEDGMENT OF TRADITIONAL OWNERS STATEMENT

The Chair of Council, Lydia Wilson read the following statement:

“On behalf of the City of Whittlesea I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan as the Traditional Owners of this place.

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

1.4 VERBAL COVID-19 UPDATE BY THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer verbally informed the Council of some key points in relation to the COVID-19 Update (*please refer to item 6.1.1 of this Minutes document for a complete version of the COVID-19 Update Report that was circulated to the Council*):

“In November, Victoria welcomed the Last Step of the Victorian Government’s roadmap to re-opening and our restrictions eased and our facilities began to reopen. It is a great achievement to have zero cases in Victoria for 38 consecutive days. Also, pleasing that our testing rates remain high in the City of Whittlesea so our community is being very vigilant in helping to contain the virus.

During November, Council services continued to open in line with the roadmap. Our customer service desks in South Morang and Westfield reopened. Our libraries, TRACC, the Epping Animal Welfare Facility, Community Activity Centres, Neighbourhood Houses and sports pavilions all reopened during November with appropriate modifications and COVID-safe plans in place.

We were also able to resume services including:

- social support and respite for carers groups;
- the LEAP golf program;
- pet animal and pest plant inspections;
- inspections of vacant blocks for the fire danger period; and
- face to face maternal and child health appointments increased.

The impacts on business continue to be felt - in November, 21 food or health and beauty premises closed permanently. It is encouraging though to see new businesses open in our municipality and we wish them every success.

Council is working to provide local businesses support in as many ways we can by:

- providing outdoor dining infrastructure; and
- continuing to waive footpath trading permits.

A second 4-week campaign promoting local businesses has been relaunched under the banner of “Shop Local for Christmas” to encourage support for local businesses in the lead up to Christmas. We’ve continued our financial support to local relief agencies with two new financial and one in-kind request received from three non-government organisations in November.

Council is also continuing to develop new projects that will help our community to reconnect and recover from the impacts of the pandemic through arts, culture and creativity.

The annual City of Whittlesea Christmas Carols event was re-imagined this year and will be delivered online via social media and the Whittlesea Arts website on Friday 11 December. The Summer Series of events has also been adapted to meet ongoing changes to restrictions. The season will kick off with a series of five free family entertainment and film nights throughout the municipality in January, featuring live music, circus performers, food trucks and a feature film on a large outdoor cinema screen.

From today, we will be moving into a COVIDSafe Summer plan. This will allow Victorians more freedom but obviously with some necessary rules and restrictions that are still required until a vaccine is available. Density limits have increased which means more opportunity for our local food businesses.

A greater return to offices has also been foreshadowed for early in the new year. Council will be considering that in terms of its own offices and the number of staff we will be able to have return. I just want to finally acknowledge what a challenging year it has been for our community and thank everyone for staying home and for working together to reduce COVID numbers. Let's hope that the COVIDSafe Summer plan provides a much more optimistic outlook for 2021. Thank you."

1.5 PRESENTATION BY VICTORIA STATE EMERGENCY SERVICE TO COUNCIL – MUNICIPAL EMERGENCY MANAGEMENT PLAN AUDIT CERTIFICATE**Chief Executive Officer Explanatory Note**

The Chair of Council, Lydia Wilson sought to suspend standing orders in order to provide the Victorian State Emergency Service with an opportunity to present Council with a certificate relating to the Municipal Emergency Plan Audit.

SUSPENSION OF STANDING ORDERS

MOVED: *Administrator Wilson*
SECONDED: *Administrator Duncan*

THAT Council resolve to suspend Standing Orders to provide the Victorian State Emergency Service with an opportunity to present Council with a certificate relating to the Municipal Emergency Plan Audit.

CARRIED

The Chair of Council, Lydia Wilson provided some background information regarding Council's involvement with local emergency services:

"Council has a very long history of working with local emergency services, agencies and community organisations through the Municipal Emergency Management Planning Committee to plan for emergencies that might impact on our community.

The Committee is responsible for developing the Municipal Emergency Management Plan which spells out how emergencies are to be responded to locally.

Council has a key role in supporting frontline agencies as well as providing relief and recovery services to the affected community.

Every 3 years the State Emergency Service audits the Municipal Plan to ensure that it complies with relevant guidelines.

I am pleased to advise that in October 2020 the Plan was audited by the Victoria State Emergency Service who specifically acknowledged the efforts of Council and commended Council emergency management staff for their time given in developing [the] plan and for participating in the audit process. To quote: *'Their effort is reflected in the high standard of [the] plan, supporting systems and feedback received from the audit panel members'*.

The general comments in the Audit Workbook state and I quote: *'the plan is comprehensive, well-structured and shows a commitment to supporting the community in emergencies'*.

I would now like to introduce John Chaplain who is the Regional Manager Operations of the Victorian State Emergency Service, to say a few words."

Following the Chair of Council, Lydia Wilson's introduction, Mr John Chaplain, Regional Manager Operations, Victorian State Emergency Service read out the following speech:

"Thank you for the invite to present the audit results today. You have covered off a fair bit of my thunder there, which is fine. The Whittlesea Municipal Emergency Plan was conducted in virtual mode using Microsoft Teams, a challenge in itself I have to say. One of the things made easier for us was the high level of evidence that Council were able to show prior to that. We do a pre audit, and that pre audit was able to make the day a much easier process, otherwise, if that didn't occur we would be trying to share documents which is just almost impossible.

The backdrop to the audit here is somewhat different than normal as we all know. The impact of covid has affected us all, it has affected all our abilities to do certain things and so on. Having said that, to get to the audit stage is a triumph in itself to be honest in these times. There has also been some restructuring that has occurred in your agency which adds to the backdrop of this sort of work. SES seconded one of your staff, Peter Duncombe who came into my team and I have to say that Peter was absolutely fantastic, we did not want to give him back. He did very well for us and we got Peter at a time where we needed him but obviously that put you one Council Officer down aswell.

The previous plan needed some significant work aswell, even though it was ok it wasn't at the level it is at now. The other thing to add is the significant change in the sector particularly the changes to legislation that is going on at the moment. It takes us into a whole lot of change. The backdrop is pretty complex to be honest, the result that we got is that the evidence produced by Council was absolutely extensive. It covered off not only that Council's plan complied with the audit, it actually surpassed many of the areas aswell and this is a consistent thing with the City of Whittlesea Council. The standard that Council is putting up each audit is of high quality.

The plan was quick, concise and well articulated. It picked up on identified improvements from the last audit. It is easy just to get a plan up and say ok we have met minimum standards, but Council has gone beyond that. The plan will now easily convert to the new legislation, and Council has shaped it in the way that meets the standards set out now as we move forward in the sector with the new legislation. The new structure being embedded currently will ensure the maintenance of the standards are being maintained. All of that is a fantastic result.

Two highlights that I have picked out by talking to the auditor was that the Whittlesea Emergency Management Team have excellent stakeholder relationships with all the sector, industry and community at large. They understand the community, the risks and the community need. The other side of it which is really good, which has happened since Black Saturday, is your operational readiness. It is one thing to have a plan and it's another thing to be operationally ready to respond to events as required to keep the community safe. Time after time, you prove that.

The Department of Human Services and Victoria Police are also part of the audit panel and strongly support the Whittlesea Emergency Plan and its planning arrangements. They've articulated that in their letters. I would like to say well done to the team as well, Neville Kurth, Jacinta Elliott, Peter Duncombe, Ben Harries, David Foster, plus our SES person there, Gerabeth Abbott who has done a fantastic job in linking it all together with the plan. The strong support from the leadership team as well as an executive here at Whittlesea. I would just like to say congratulations on an excellent result. This will no doubt lead you on to maintaining this high level of standard into the future. So well done to everyone involved. Thank you."

After Mr John Chaplain, Regional Manager Operations, Victorian State Emergency Service spoke, the Chair of Council, Lydia Wilson concluded the presentation as follows:

“Thank you very much, Mr Chaplain, for being with us today. Also, it's great to hear your staff acknowledgements, both Council staff and also staff of the other emergency services agencies such as your own. From my perspective it's really heartening to also hear your comment about the Whittlesea's operational readiness, that's really a very good comment to make.

I wasn't aware that there were that many challenges, both in terms of legislative changes, but also the fact that you had to do a fair amount of the auditing virtually. So, thank you again for coming along to the council meeting and for all of your efforts, on behalf of our local communities. Thank you.”

1.6 AWARDS WON BY TWO LOCAL BUSINESSES REPURPOSE IT AND FLORIDIA CHEESE AT NORTHERN BUSINESS ACHIEVEMENT GRAND FINALE

The Chair of Council, Lydia Wilson provided the meeting with the following update regarding two local businesses, Repurpose It and Floridia Cheese who had recently won awards at the recent Northern Business Achievement Grand Finale Breakfast.

“Could I also take this opportunity, before we move into formal Council business to formally acknowledge two local businesses that received very significant awards at the recent Northern Business Achievement Grand Finale breakfast on 3 December 2020.

This event is an initiative of NORTH Link and presents an opportunity to acknowledge and celebrate the successes and achievements of small to medium sized enterprises within Melbourne's north.

All three of the Administrators were present at this event, and we were all so proud of the standout achievements of our local businesses, Repurpose It and Floridia Cheese.

In relation to Repurpose It, they are an Epping based business, and it was awarded the Chairs Award for their achievements in circular economy which is supported by the use of best practice technologies to recover resources from typically untreatable waste that has been historically sent to landfill.

They operate a state of the art washing plant that recovers valuable sand and aggregates from contaminated soil and problematic waste glass. This is a cutting edge business that is at the forefront of tackling some of the real challenges of our times in the sustainability and resource re-use areas. We congratulate George Hatzimanolis and the team at Repurpose It for their outstanding achievement.

Secondly, Floridia Cheese, located in Thomastown proved successful in three categories - the Export Award, Student Placement Employer of the Year and the top accolade of Business of the Year. A remarkable achievement.

Floridia Cheese has become one of the most respected and awarded traditional Italian cheese manufacturers in Australia. They are a family owned business, over 3 generations, which has been in the City of Whittlesea since they opened some 65 years ago. They are proud locals that live and breathe the City of Whittlesea and whilst we celebrate their extraordinary business success we also congratulate them on their continued contribution over many years to their local community as evidenced by their Student Placement Award.

During such a challenging year, the resilience of our business community really needs to be commended and Council will continue to support our businesses throughout this time.

This is the second year that a Whittlesea business has won the top award with That's Amore Cheese winning last year. This highlights the strength of the food business sector within the City of Whittlesea and the northern region. Again, to Repurpose It and Floridia Cheese, our sincere congratulations.”

RESUMPTION OF STANDING ORDERS

MOVED: *Administrator Billson*
SECONDED: *Administrator Duncan*

THAT Council resolve to resume Standing Orders.

CARRIED

1.7 CHIEF EXECUTIVE OFFICER STATEMENT

The Chief Executive Officer read out the following statement:

“Due to the COVID-19 pandemic and the State Government directives around working from home, this Council Meeting is being held entirely on-line via Livestream.

The meeting is being conducted in accordance with the provisions of the Local Government Act 2020 and the Minister for Local Government’s Good Practice Guideline MGP-G-1 for Virtual Meetings.

If at any stage during the meeting a technical issue prevents all Administrators from participating in the livestream, the meeting will be adjourned until the matter is resolved.”

1.8 PRESENT**Members:**

Ms Lydia Wilson	Chair of Council
The Hon. Bruce Billson	Administrator
Ms Peita Duncan	Administrator

Officers:

Mr Craig Lloyd	Chief Executive Officer
Mr Frank Joyce	Acting Executive Manager Governance
Ms Kate McCaughey	Director Community Wellbeing
Ms Amy Montalti	Director Corporate Services & Performance
Mr Justin O’Meara	Director Planning & Development
Ms Debbie Wood	Director Infrastructure & Environment

2. APOLOGIES

NIL

3. DECLARATIONS OF INTEREST

NIL

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*

SECONDED: *Administrator Billson*

THAT the following Minutes of the preceding meeting as circulated, be confirmed:

Scheduled Meeting of Council held 17 November 2020.

CARRIED

QUESTIONS, PETITIONS AND JOINT LETTERS**5.1 QUESTIONS TO ADMINISTRATORS**

NIL

<i>The answers provided verbally by the Chief Executive Officer at the meeting in response to questions asked by members of the public are preliminary answers provided on a without prejudice basis. A formal written response to each question is sent following the Council meeting which contains Council official position on the matter.</i>
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5.2 PETITION TABLED**5.2.1 REQUEST TO COUNCIL TO REJECT THE CONSTRUCTION OF FIVE DWELLINGS AT 30 PADDOCK STREET, WHITTLESEA (PLANNING APPLICATION NUMBER: 2020-719338)**

Administrator Wilson tabled a petition from 36 residents requesting Council consider the following:

'We the undersigned, residents and ratepayers of Whittlesea City Council, request the Council to reject the construction of five dwellings at 30 Paddock Street, Whittlesea (Planning Application Number: 2020-719338).'

COUNCIL RESOLUTION

MOVED: Administrator Wilson

SECONDED: Administrator Billson

THAT Council resolve to receive the petition regarding a request to Council to reject the construction of five dwellings at 30 Paddock Street, Whittlesea and that the petition be considered as part of the relevant planning application report to Council at the March 2021 Scheduled Council meeting.

CARRIED

5.3 JOINT LETTERS

NIL REPORTS

6. OFFICERS' REPORTS

Chief Executive Officer Explanatory Note

Under the Governance Rules 2020, Administrators are to be provided an opportunity to speak regarding each of the reports contained within the Agenda, without the need to indicate opposition for the purpose of debate.

6.1 EXECUTIVE SERVICES

6.1.1 FOR NOTING - COVID-19 UPDATE ON KEY ISSUES - DECEMBER 2020

Responsible Officer: Chief Executive Officer

Author: Chief Executive Officer

Key points in relation to the COVID-19 Update was provided verbally by the Chief Executive Officer at the meeting (*refer to section 1.4 of this Minutes document*).

The contents of the complete COVID-19 Update on Key Issues – December 2020 report was circulated to Council prior to the meeting and is as follows:

CONTEXT

Victorians welcomed the Third Step (last step) in the Victorian Government's Covid-19 roadmap to re-opening on Sunday 8 November. Many restrictions were lifted on social gatherings and leaving home; exercise and recreation; limits at community facilities, retail stores and hospitality venues. This was good news for City of Whittlesea residents and local businesses.

Council immediately commenced re-opening its facilities and welcomed more people into libraries and swimming facilities in line with Victorian Government advice. It was pleasing to see local testing sites continue to report steady numbers through November, showing that the City of Whittlesea remains vigilant in containing the virus.

A COVIDSafe Summer plan is now in place (announced Sunday 6 December), which will allow Victorians more freedoms but with some necessary rules and restrictions that are required until a vaccine is available. From today (Monday 7 December), masks will only be required when physical distancing cannot be maintained. It remains mandatory that masks are worn on public transport, in rideshare vehicle and taxis, in some retail settings including indoor shopping centres, supermarkets, department stores and indoor markets.

Density limits in pubs, restaurants and cafes increase and the use of electronic record keeping via QR code is mandatory. Council is working on a plan to bring staff back to the office. Essential, community-facing, staff will be among the first with a plan to increasing number over the coming months.

The Customer Service desks at the Civic Centre in South Morang and at Westfield are open for residents to visit with queries and to make payments. Council is now focusing its efforts on recovery. A \$2 million Covid-19 Recovery Fund was approved in the 2020-21 Budget. Council will work with the community in the new year on a plan to allocate these funds in a manner that will help our residents and businesses recover from the effects of the Covid-19 pandemic.

COUNCIL SUPPORT

Council focused on resuming services in line with Victoria Government announcements and on supporting community recovery throughout November. This included:

- Reopening local public facilities and resuming essential in person services.
- Supporting community reconnection through online arts and cultural activities and advising groups and clubs on how to safely recommence activities.
- Assisting businesses to plan for and adapt to changes to restrictions under the State Roadmap.

- Supporting local businesses with outdoor dining infrastructure and waiver of footpath trading permits.
- Waiving registration renewal fees for local food, health and beauty premises impacted by Stage 4 restrictions.
- Providing financial and practical support to community members through hardship applications, grants, information and referrals for emergency relief.
- Providing financial and in-kind support to local services under the \$500,000 Emergency Relief Fund to help them to provide emergency food relief and essential items to vulnerable community members.

COMMUNITY IMPACTS

On jobs and our economy

According to ABS data, local employment figures continue to stabilise. As of the 31 October, there were 94.6% of the number of payroll jobs in the local Whittlesea-Wallan region compared to mid-March, which was a 1% gain on the previous month. The unemployment rate in the local North East Melbourne region (which includes the City of Whittlesea) also fell 0.9% to 7.9% during October while the workforce participation rate increased by 1.4% to 65.1%.

These trends are reflected in Victorian figures, with the number of payroll jobs increasing by 1.1% in the month from 17 October to 14 November. However, local emergency relief providers continue to report increased levels of financial hardship in the community. This is likely to peak again in early 2021 when the Federal Government's Coronavirus Supplement is further reduced from \$250 to \$150 per fortnight.

In November, 21 food or health and beauty premises closed permanently. This is consistent with the number of closures in October (23) and remains considerably higher than the number of permanent closures in September (13) and August (15). However, Council data indicates that for every food or health and beauty premise that has closed during 2020, a new business has opened. This upward trend in new premises has continued as lockdown restrictions continue to lift. Interestingly, many new registrations are for home-based businesses, including cakes, hairdressing and beauty services.

On our vulnerable community

Local services continue to report demand for emergency food relief, essential items and mental health support. However, data from Whittlesea Community Connections indicates that demand appears to be stabilising, with the number of community members requiring support falling from a high of 369 clients in August to 336 clients in November.

Vulnerable groups continue to be at risk of food insecurity and financial hardship, including people on low incomes, those in unstable accommodation and those who were already unemployed or have lost employment during the pandemic. International students and refugees and asylum seekers continue to be particularly vulnerable because of financial insecurity, fear of seeking financial assistance due to visa status, low awareness of available supports, social isolation and poor mental health.

COUNCIL RESPONSE

Services

Council continued to resume services throughout November in line with State Government announcements and the Third Step of the Roadmap. Customer service centres at the Civic Centre and Westfield Plenty Valley reopened to the public on November 4 with limited staff, density quotients and strict cleaning protocols in place.

Libraries, TRACC, Epping Animal Welfare Facility, Community Activity Centres, Neighbourhood Houses and sports pavilions all reopened in November with appropriate modifications and COVID-safe plans in place. Other services to resume during November include parking enforcement, social support and respite for carers groups, the LEAP golf program, pest animal and pest plant inspections, and inspections of vacant blocks for the fire danger period. Face to face maternal and child health appointments have also increased.

While office-based staff continue to work from home where possible, this will be reviewed in early December based on further State Government announcements. Council is preparing to reopen PRACC and the Great Hall at the Civic Centre in January 2021 with density quotients in place. The Farmers and Makers Market is also expected to resume in February.

Emergency relief

Council continued to provide financial and in-kind support to local non-government organisations under the \$500,000 Emergency Relief Fund. Two new financial and one in-kind requests were received from three non-government organisations in November. One of these financial requests as well as an outstanding earlier request were funded under the Emergency Relief Fund, totalling \$10,250. Both of these requests will go towards providing Christmas hampers for local vulnerable families.

All current funding arrangements with local providers concluded at the end of November, so a new round of requests is anticipated in early December. Since 6 April 2020, 20 local organisations have received financial support under the Emergency Relief Fund, totalling \$331,168.68. In total, Council has received 178 requests for support from 50 organisations since 6 April 2020.

Creating jobs

Recruitment for the Working For Victoria program concluded at the end of November. Under this program, Council has employed a total of 294 people to the equivalent of 258.5 full time positions, with 147 working directly within Council and 147 within local community service and partner organisations.

Business support

Supporting our local business community to recover from the impacts of the pandemic continues to be a priority. Council has provided more than \$450,000 to local businesses experiencing financial hardship under the Business Relief and Resilience Program.

This funding will be used to adapt business models to be COVID safe, improve business continuity and adapt and revitalise spaces.

Council also continues to work with local businesses and shopping precincts to transition to outdoor dining under the \$500,000 State Government 'Outdoor dining and entertainment package'. Stage 1 of the project will be rolled out before Christmas and involve installation of outdoor dining furniture and infrastructure in key locations across the municipality. A second 4-week campaign promoting local businesses has been relaunched under the banner "Shop Local for Christmas" to encourage support for local businesses in the lead up to Christmas.

Businesses registered with Council under the Food Act or Public Health and Wellbeing Act that suffered impacts under Stage 4 restrictions (around 90% of registered businesses) will receive a 100% waiver of 2021 registration fees. This will amount to more than \$500,000 in fee relief for local premises.

Council is also supporting local businesses through:

- Establishing and promoting 'Whittlesea Localised', an online Business Directory to encourage local business support and share opportunities and good news stories
- Promoting good news stories of local business innovation through print and social media
- Waiving fees for new and existing footpath trading permit holders until September 2021
- Supporting businesses to expand footpath trading area into neighbouring properties, if feasible and permitted.

Many local businesses also continue to receive support under Stage 1 of the \$90,000 Business Support Package launched in April. This included a three-month Business Development Program, dedicated business support line, mentoring and local promotional campaigns.

Economic stimulus grants

Council was awarded \$6,997,167 under the Federal Government's non-competitive Local Roads & Community Infrastructure Program. This is in addition to an initial funding pool of \$1,417,408 announced in July. This program aims to stimulate local economic activity and generate jobs as part of the Federal Government's COVID-19 Pandemic Recovery Program.

The return of bond monies continues to be expedited for business owners who have implemented landscaping in accordance with approved plans. Twenty bonds were returned in November, totalling \$87,052.50 (153 bonds in total since 6 May, totalling \$607,499.50).

Financial support

In October, Council received an additional 6 hardship applications via the COVID-19 Hardship Policy. A total of 177 applications have been received since 6 April, and 136 have been approved.

A \$50,000 Sports Club Emergency Grants program remains open for clubs to apply for up to \$1,000 to cover out-of-pocket expenses. One club received funding during November. To date, 21 applications have been approved, totalling \$27,637.69.

Fifty percent of fees for summer sports clubs have also been waived. The Reconnection Grant Program closed in November, which invited applications for initiatives to support community groups to reconnect and reactivate following lockdown restrictions. Fourteen applications were funded, totalling \$49,594.95. A second round will be launched in March 2021.

Community connection

Council is continuing to develop new projects that will help our community to reconnect and recover from the impacts of the pandemic through arts, culture and creativity. The annual City of Whittlesea Christmas Carols event was re-imagined this year to be delivered online. Community members were supported to learn a collection of carols and record videos of their performances. A total of 345 videos were submitted, which have been stitched together into a virtual community choir extravaganza. The event will be livestreamed on the Whittlesea Arts website and social media on Friday 11 December.

The Summer Series of events has also been adapted to meet ongoing changes to restrictions. The season will kick off with a series of five free family entertainment and film nights throughout the municipality in January, featuring live music, circus performers, food trucks and a feature film on a large outdoor cinema screen. Council's annual Community Art Exhibition will be exhibited in the Great Hall from 21 January to 18 February 2021. The 90 artworks will also be displayed online for the first time.

To assist our older adults to stay healthy, active and connected, Council continues to deliver a series of online programs targeting digital literacy, mental and physical health and social connection. Feedback from participants indicates that although seniors are looking forward to returning to face-to-face programs, the online format has had considerable benefits in helping people to stay engaged, connected and healthy during lockdown restrictions.

Council's newly established Arabic Community Support Group, African Community Support Group and Asylum Seeker Social Support Group continue to provide support and information to members of our culturally and linguistically diverse communities. Council also continues to work with Study Melbourne and local tertiary institutions to support local international students impacted by the pandemic.

Public health

Council has continued to support local drive through testing sites throughout the municipality. Testing rates continued to decline throughout November, consistent with other testing sites across Melbourne.

Recovery planning

Work has begun on developing the Municipal Recovery Plan. An initial Recovery Plan focusing on actions through to 30 June 2021 will be finalised in the new year, this will contain many of the actions currently underway and reflect the many adjustments which have been made to Council's services in order to support recovery. The plan will continue to be updated as changes or opportunities arise. Also, in early 2021 there will be a series of community engagements across a range of Council functions and these will be used to obtain community input on how to allocate the \$2million Community Recovery Fund.

COMMUNICATIONS

Council continues to use all communication mediums to share DHHS and Council information including print, radio, digital and social media. Events continue to be adapted for online formats and hosted via the Whittlesea Unites Facebook page and the Arts Website.

CONCLUSION

Council thanks the community for continuing to adhere to evolving Victorian Government rules restrictions that will help keep the number of new COVID-19 cases at zero. With a CovidSafe Summer plan now in place, we encourage residents to continue to follow the rules in place over the next few months.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*
SECONDED: *Administrator Billson*

THAT Council resolves to note the verbal update by the Chief Executive Officer on the impacts of COVID-19 on our community.

CARRIED

6.1.2 FOR DECISION - SCHEDULED COUNCIL MEETINGS FOR 2021

Responsible Officer: Chief Executive Officer

Author: Team Leader Governance Administration

RECOMMENDATION SUMMARY

THAT Council resolve to adopt a Council Meeting schedule for 2021.

BRIEF OVERVIEW

A proposed schedule of Council Meeting dates for 2021. The schedule is based on one meeting per month from February to December with provision for two meetings to be held in community venues outside the Civic Centre.

RATIONALE FOR RECOMMENDATION

In accordance with the *Local Government Act 2020* and section 9 of Council's *Governance Rules* the date, time and place of scheduled Council meetings are to be determined, and may be altered, by resolution of the Council with reasonable notice to be provided to the public.

IMPACTS OF RECOMMENDATION

Council will comply with the *Governance Rules* by adopting and advertising a scheduled Council Meeting schedule for 2021.

Conducting Council meetings throughout the year enables Council to undertake its decision making role and as the meetings are open to the public (unless there is a specific reason to close the meeting to the public) they also give the community an opportunity to become involved in Council's decision-making process on issues that affect the community.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Scheduled Council Meeting dates for 2021 will be published on Council's website and promoted through Council's social media to encourage members of the community to watch Council meetings by live-stream or recording. In addition, members of the public will be encouraged to attend Council meetings in person, in line with the physical distancing restrictions in place at the time of each meeting due to the COVID-19 pandemic.

REPORT**INTRODUCTION**

To adopt a schedule of Council Meetings for 2021.

BACKGROUND

Council Meetings are generally held in the Council Chamber. Due to the COVID-19 pandemic section 394 of the *Local Government Act 2020* allows Council meetings to be held remotely by electronic means of communication up until 26 April 2021.

All Council meetings are live-streamed, and a recording is publicly available, therefore can be viewed by residents at their convenience.

On occasion in previous years, Council has also held Council Meetings at community locations that have included the Barry Road Community Activity Centre in Thomastown and Mernda Village Community Activity Centre.

It is proposed that Council consider scheduling Council meetings at community locations in 2021.

PROPOSAL

Council proposes all meetings are to be held on a Tuesday with the exception of the November meeting which is proposed to be held on a Monday due to the Melbourne Cup Day Public Holiday.

It is proposed that Council:

1. Adopt the Council Meeting schedule for 2021 as follows:

2 February	3 August
2 March	7 September
6 April	5 October
4 May	8 November
1 June	7 December
6 July	

2. Set the venue as the Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang unless otherwise determined by Council resolution and the commencement time of Council Meetings at 6:30pm; and
3. Give public notice of the adopted Council Meeting schedule for 2021.

COMMUNITY COUNCIL MEETINGS

In 2021 Council may consider holding one or more Council Meetings in a community venue outside the Council Chamber in South Morang. The Council Meeting could also include a community forum on the same night and the meeting itself may deal with content a little different to the usual Council Meeting – for example more community focussed content and no confidential business.

The timing of those community Council Meetings can be determined in the future and Council can resolve to amend its meeting cycle to include those venues. The timing of the Community Council Meetings could be coordinated around key community engagement items such as the Council Plan and Annual Budget.

The number of people that can attend Council Meetings will depend on COVID-19 physical distancing restrictions in place at the time of the nominated meeting date.

Community Council Meetings would:

- Provide community members and Council an opportunity to meet face-to-face;
- Provide Council with a more direct opportunity to inform the local community on current and future Council matters such as proposed developments, service changes or enhancements and key local elements of the new works program;
- Provide local residents with an opportunity to raise issues and questions in a public forum with Council, with a focus on a specific geographic area of the City; and
- Encourage community participation in Council's decision-making processes as a means of further strengthening local community identity and Council engagement with the community.

It is proposed the format of a Council Meeting held at a community venue could include the following:

Community Forum Meeting – 6.00pm to 7.00pm

This meeting will provide an opportunity to discuss local topics with the community. The community will be given an opportunity to submit questions in advance of the meeting, with the intent that these questions will be addressed on the night. Anyone who submits a question will receive a written response irrespective of whether an interim response is provided at the Community Forum Meeting.

Refreshments – 7.00pm to 7.30pm

Light refreshment will be provided in a COVID safe manner.

Scheduled Council Meeting - 7.30pm- 8.30pm

The Scheduled Council meeting will run as usual with any confidential business being adjourned to the following week. It is expected that the Scheduled Council Meeting would close at 8.30pm and that the event would conclude by 9pm.

Further discussions will be held with Council to determine specific dates and content for a Community Council Meeting. Council will confirm the dates and locations of Community Council Meetings at the Council meeting to be held in February 2021.

CRITICAL DATES

The dates for Council meetings proposed for 2021 have taken account of public holidays and other sector specific events such as major conferences.

FINANCIAL IMPLICATIONS

Costs associated with holding Community and Council meetings are covered in existing budgets.

Given that Community Centres are not set up for the conduct of a Community Forum/Council Meetings, it is necessary to hire a sound system to ensure that debate and discussion can be heard throughout the room and for the purpose of livestreaming. Projectors and monitors are also required. Catering, staff attendance and other incidental costs are also involved.

The cost of this hired equipment, staff attendance, catering and other incidentals is expected to be in the order of approximately \$13,000 per Community Council Meeting and quotes will be obtained once venues are confirmed. Catering is sourced locally.

POLICY STRATEGY AND LEGISLATION

In accordance with the *Local Government Act 2020* and Council's *Governance Rules 2020* Council is required to set the date, time and place of Scheduled Council Meetings and that reasonable notice be provided to the public. In accordance with Council's *Public Transparency Policy 2020* Scheduled Council Meetings promote openness and transparency in Council decision-making processes and promotes greater understanding and awareness by the community of how Council's decisions are made.

LINK TO STRATEGIC RISKS

Strategic Risk Governance - *Ineffective governance of Council's operations and activities resulting in either a legislative or policy breach*

Regular Council meetings promote open and transparent decision making and civic engagement.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal High-performing organisation

Key Direction More informed Council decisions based on strong advice and community consultation and engagement

Council will work to build a stronger sense of community within neighbourhoods and across the municipality and create new opportunities for social networks and civic engagement.

Conducting Council meetings throughout the year gives the community an opportunity to become involved in Council's decision-making process on issues that affect the community.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 2020* officers providing advice to Council must disclose any interests, including the type of interest.

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

CONCLUSION

It is recommended that the proposed schedule of Council Meetings for 2021 be adopted and advertised to the public. The schedule of meeting dates will facilitate Council's decision-making processes by ensuring that regular meetings are held and that Council meetings are promoted to the public. Council will confirm the dates and locations of Community Council Meetings at the Council meeting to be held in February 2021. The content of these can be determined at a later date and Council can resolve on those as a separate matter.

RECOMMENDATION

THAT Council resolve to:

1. Adopt the Council Meeting schedule for 2021 as follows:

2 February	3 August
2 March	7 September
6 April	5 October
4 May	8 November
1 June	7 December
6 July	

2. Set the venue as the Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang unless otherwise determined by Council resolution and the commencement time of Council Meetings at 6:30pm; and
3. Give public notice of the adopted Council Meeting schedule for 2021.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*
SECONDED: *Administrator Duncan*

THAT Council resolve to:

1. Adopt the Council Meeting schedule for 2021 as follows:

2 February	3 August
1 March	7 September
6 April	5 October
4 May	8 November
1 June	7 December
6 July	

2. Set the venue as the Council Chamber, Council Offices, 25 Ferres Boulevard, South Morang unless otherwise determined by Council resolution and the commencement time of Council Meetings at 6:30pm; and
3. Give public notice of the adopted Council Meeting schedule for 2021.

CARRIED

ITEM 6.1.3 FOR DECISION - PROPOSED ADOPTION OF THE COMMON SEAL AND CONDUCT AT MEETINGS LOCAL LAW 2020

Attachments:	1	Common Seal and Conduct at Meetings Local Law (No.1 of 2020) ↓
	2	Local Law Community Impact Statement ↓
Responsible Officer:	Chief Executive Officer	
Author:	Governance Officer	

RECOMMENDATION SUMMARY

To seek a resolution of Council to make the Common Seal and Conduct at Meetings Local Law (No.1 of 2020) (as contained in Attachment 1).

BRIEF OVERVIEW

On 1 September 2020 Council adopted the Governance Rules in accordance with section 60 of the *Local Government Act 2020*. The Governance Rules regulate the procedures for meetings of Council and delegated committees, and largely replicate Council's existing Procedural Matters Local Law.

Due to the duplication contained in the existing Procedural Matters Local Law, it is now appropriate to adopt a new Local Law which contains only those provisions which are not addressed in the Governance Rules. The proposed Local Law is intended to repeal the existing Procedural Matters Local Law (No. 1 of 2018).

RATIONALE FOR RECOMMENDATION

As both the Procedural Matters Local Law and the newly adopted Governance Rules regulate Council meeting procedures, it is necessary to adopt a new Local Law that does not contain the provisions that are now redundant in order to avoid confusion.

The provisions contained in the proposed Common Seal and Conduct at Meetings Local Law relate to the use of the common seal and to offence provisions which cannot be included in the Governance Rules as the Governance Rules do not have the same status as a Local Law.

In accordance with the *Local Government Act 1989*, Council undertook a public submissions process in relation to the proposed Local Law. The submission period commenced on 13 October 2020 and closed on 12 November 2020, no submissions were received during this period.

IMPACTS OF RECOMMENDATION

Adopting the proposed Local Law will remove the overlap between the newly adopted Governance Rules and the existing Procedural Matters Local Law which both regulate Council meeting and committee meeting procedures.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Council will review the proposed Common Seal and Conduct at Meetings Local Law as part of a broader review of the new policies, procedures and Governance Rules adopted under the *Local Government Act 2020*.

It is proposed that this review occur in 2021 once Council has been operating under the relevant policies, procedures and Governance Rules for a number of months and can assess their performance.

REPORT**BACKGROUND**

In July 2018 Council adopted the Procedural Matters Local Law (No. 1 of 2018) (PMLL) to regulate its procedures for meetings of Council and Advisory Committees. The PMLL was drafted in accordance with the requirements of the *Local Government Act 1989* and was adopted following a public submission process.

Under the new *Local Government Act 2020*, Council adopted Governance Rules on 1 September 2020. The Governance Rules are required to regulate meeting procedure and accordingly most procedures that were regulated by the PMLL are now regulated by the Governance Rules.

To avoid any confusion caused by meeting procedures being contained in both the PMLL and the Governance Rules, it is necessary to adopt a new Local Law that only contains the provisions that are not covered by the Governance Rules. This includes the provisions relating to the use of Council's Common Seal and the offence provisions. These provisions could not be included in the Governance Rules as the Governance Rules do not have the same status under the *Local Government Act* as a Local Law. It is not possible under the *Local Government Act 1989* for Council to simply adopt an amended PMLL with the duplicated provisions removed. The correct process is to adopt a new Local Law.

At the 6 October 2020 Council Meeting, Council resolved to endorse the proposed Common Seal and Conduct at Meetings Local Law No.1 of 2020 for the purpose of public consultation and to invite public submissions in accordance with sections 119(1) and 223 of the *Local Government Act 1989*.

PROPOSAL

It is proposed that Council make the Common Seal and Conduct at Meetings Local Law (No. 1 of 2020) which contains provisions relating to:

- The use of Council's Common Seal;
- Offence provisions relating to the misuse of Council's Common Seal; and
- Offence provisions relating to disorderly conduct at Council meetings.

The making of the new Local Law will also repeal Council's existing PMLL and remove any confusion regarding the application of the Governance Rules 2020 to meeting processes and procedures.

CONSULTATION

Council gave notice of the proposed Local Law in the Victoria Government Gazette and issued public notices in The Age newspaper (13 October 2020) and The Northern Star Weekly (20 October 2020). Notice was also given on Council's website where a copy of the proposed Local Law and the Community Impact Statement (Attachment 2) accompanying the Local Law were also made available to the public.

An Advisory Committee comprised of the Council was appointed at the 6 October 2020 Council Meeting to receive, hear and consider submissions in accordance with s 223 of the *Local Government Act 1989*.

During the consultation period of 13 October 2020 to 11 November 2020, no public submissions were received. Accordingly, a meeting of the Advisory Committee was not required.

FINANCIAL IMPLICATIONS

Costs were incurred in preparing the Common Seal and Conduct at Meetings Local Law (No.1 of 2020) including the cost of legal advice. Additional costs have been incurred in placing notices in the Government Gazette and public notices in publications generally circulating the municipality. The total cost is estimated at \$4,000 plus GST and is included in Council's recurrent budget.

POLICY STRATEGY AND LEGISLATION

Legislation

Local Government Act 1989

The making of the Common Seal and Conduct at Meetings Local Law (No.1 of 2020) has been done in accordance with the requirements of the *Local Government Act 1989* which continues to regulate the adoption of a new Local Law until July 2021. Legal advice has been obtained to ensure the process complies with section 119 and section 223 of the *Local Government Act 1989*.

Local Government Act 2020

The need to adopt a new Local Law has arisen due to the requirement of the *Local Government Act 2020* that Council adopt Governance Rules to regulate the meeting procedures for meetings of Council and delegated committees.

Council's Policies and Procedures

Governance Rules 2020

The Common Seal and Conduct at Meetings Local Law (No. 1 of 2020) contains only the matters now not addressed by the Governance Rules and will work alongside the Governance Rules. For example, where there is disorderly conduct at a Council Meeting, the Governance Rules regulate how the conduct is to be addressed in the first instance. The Common Seal and Conduct at Meetings Local Law (No. 1 of 2020) will then provide the relevant offence provisions for where the person displaying the disorderly conduct has failed to comply with the directions given under the Governance Rules.

LINK TO STRATEGIC RISKS

Strategic Risk Governance - Ineffective governance of Council's operations and activities resulting in either a legislative or policy breach

If Council does not adopt a new Local Law, there is a risk of confusion for Council and members of the public on whether provisions of the Procedural Matters Local Law or provisions of the Governance Rules apply to different meeting processes, particularly where there are inconsistencies between the two.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	High-performing organisation
Key Direction	More informed Council decisions based on strong advice and community consultation and engagement

Adopting the Common Seal and Conduct at Meetings Local Law (No.1 of 2020) will remove any potential confusion between the existing PMLL and the Governance Rules. The making of the new Local Law has provided the community with the option to actively participate in a consultative process.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

The making of the Common Seal and Conduct at Meetings Local Law (No.1 of 2020) will remove the duplication and any inconsistency between the existing PMLL and the newly adopted Governance Rules 2020. It is recommended that Council make the Common Seal and Conduct at Meetings Local Law (No.1 of 2020), as contained in Attachment 1 of this report.

RECOMMENDATION

THAT Council resolves to:

- 1. Make the Common Seal and Conduct at Meetings Local Law No. 1 of 2020 as contained in this report (Attachment 1), having:**
 - a) completed the statutory process under Part 5 of the *Local Government Act 1989* for the making of the proposed Common Seal and Conduct at Meetings Local Law No. 1 of 2020;**
 - b) undertaken, and been satisfied with, the evaluation of the proposed Common Seal and Conduct at Meetings Local Law No. 1 of 2020, as set out in the Community Impact Statement (Attachment 2); and**
 - c) not received any submissions in respect of the proposed Common Seal and Conduct at Meetings Local Law No. 1 of 2020.**
- 2. Authorise the Chief Executive Officer to:**
 - a) give public notice, and notice in the Victoria Government Gazette, of the making of the Common Seal and Conduct at Meetings Local Law No. 1 of 2020; and**
 - b) send a copy of the Common Seal and Conduct at Meetings Local Law No. 1 of 2020, as made, to the Minister for Local Government.**

COUNCIL RESOLUTION

MOVED: *Administrator Billson*
SECONDED: *Administrator Duncan*

THAT Council resolve to adopt the Recommendation.

CARRIED



**COMMON SEAL AND CONDUCT AT MEETINGS LOCAL LAW
(NO. 1 OF 2020)**

Version 2
Last updated November 2020

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COMMON SEAL AND CONDUCT AT MEETINGS LOCAL LAW (NO. 1 OF 2020)

PART 1 - PRELIMINARY

Title

1. This is Local Law No. 1 of 2020 and is known as the "Common Seal and Conduct at Meetings Local Law".

Objectives

2. This Local Law is made for the purposes of:
 - (a) revoking Council's Procedural Matters Local Law (No. 1 of 2018);
 - (b) regulating the use of the Common Seal; and
 - (c) creating offences relating to conduct at Meetings.

Authorising Provision

3. This Local Law is made under section 14 of the *Local Government Act 2020* and section 111(1) of the *Local Government Act 1989*.

Commencement

4. This Local Law commences operation on the day after notice of it being made is published in the *Victoria Government Gazette*.

Revocation of Earlier Local Law

5. On the commencement of this Local Law, the Council's Procedural Matters Local Law (No. 1 of 2018) is revoked.

Cessation of Local Law

6. Unless this Local Law is earlier revoked, it will cease to operate ten years after the day on which it is made.

Application

7. This Local Law applies throughout the whole of the Municipal District.

Definitions

8. In this Local Law -
 - (a) "**Act**" means the *Local Government Act 2020*;
 - (b) "**Additional Council Meeting**" means a meeting called in accordance with rule 9 of the Governance Rules;
 - (c) "**Administrator**" means a person appointed as an Administrator under the *Local Government (Whittlesea City Council) Act 2020*. An Administrator performs the role of a Councillor for the purposes of section 28 of the Act;
 - (d) "**Authorised Officer**" means a person appointed by the Council under section 224 of the *Local Government Act 1989*;

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- (e) **"Chair of Administrators"** means the Administrator who has been appointed to that position by the Minister for Local Government, is the official spokesperson of Council and performs the role of a Mayor;
- (f) **"Chairperson"** means the:
 - (i) Chair of the Administrators;
 - (ii) person appointed as the Chairperson of a Delegated Committee; or
 - (iii) person taking the chair at a Meeting in accordance with these Rules in the absence of the Chair of Administrators or Chairperson of the Delegated Committee,as the case requires;
- (g) **"Common Seal"** means the Common Seal of the Council;
- (h) **"Council"** means the Whittlesea City Council;
- (i) **"Council Meeting"** includes a Scheduled Council Meeting and an Additional Council Meeting;
- (j) **"Delegate"** means:
 - (i) any member of the Council's staff to whom a delegation has been made under the Act; or
 - (ii) a Delegated Committee to which a delegation has been made under the Act;
- (k) **"Delegated Committee"** means a delegated committee established under section 63 of the Act;
- (l) **"Delegated Committee Meeting"** means a meeting of a Delegated Committee;
- (m) **"Governance Rules"** means the Governance Rules which commenced operation on 1 September 2020 as amended or replaced from time to time.
- (n) **"Mayor"** means the Chair of Administrators;
- (o) **"Meeting"** includes a Scheduled Council Meeting, an Additional Council Meeting and a Delegated Committee Meeting;
- (p) **"Municipal District"** means the municipal district of Council;
- (q) **"Offence"** means an act contrary to, or in default of, this Local Law;
- (r) **"Officer"** means a member of Council staff;
- (s) **"Penalty Unit"** has the same meaning as in section 110 of the *Sentencing Act 1991*;
- (t) **"Person"** includes an Administrator, Officer, member of a Delegated Committee or a member of the public.

PART 2 - COUNCIL COMMON SEAL**Form of Common Seal**

9. The Common Seal must be in a form specified by Council resolution but must include the words "Whittlesea City Council".

Common Seal Security

10. The Chief Executive Officer must ensure that the Common Seal is kept at Council's offices in a secure way.

Use of the Common Seal

11. The Common Seal must only be used:
- (a) by resolution of Council; or
 - (b) by an Officer to whom power to use the Common Seal has been delegated.

Unauthorised use of the Common Seal

12. Unless in accordance with clause 11, a Person must not use or affix to a document, the Common Seal or any device resembling the Common Seal.

Penalty: 20 Penalty Units

Signature to Accompany the Common Seal

13. If for the purpose of giving legal force and effect to any document, the Common Seal is used with the authority of any Delegate, the document to which it is affixed must be signed by the Delegate in the form contained in Schedule 1.
14. If for the purpose of giving legal force and effect to any document, the Common Seal is used with the authority of Council, the document to which it is affixed must be signed by one Administrator and the Chief Executive Officer in the form contained in Schedule 2.

PART 3 - OFFENCES**Offences**

15. It is an Offence:

- (a) if a Person fails to withdraw a remark which is defamatory, indecent, abusive, offensive or disorderly in language, substance or nature and does not satisfactorily apologise where called upon by the Chairperson to do so at least twice;

Penalty: 20 Penalty Units

- (b) if a Person, who has been called to order for any improper or disorderly conduct, fails to leave a Meeting when directed by the Chairperson to do so; and

Penalty: 20 Penalty Units

- (c) if any Person fails to obey a direction of the Chairperson relating to the orderly conduct of a Meeting.

Penalty: 20 Penalty Units

16. Where a person engages in conduct constituting an offence against this Local Law, an Authorised Officer may, as an alternative to prosecution, issue the person with an infringement notice in accordance with the *Infringements Act 2006*.

17. The penalty for an infringement notice issued under clause 16 is 5 penalty units.

THE COMMON SEAL of)
WHITTLESEA CITY COUNCIL)
is affixed in the presence of:)

..... Administrator

..... Chief Executive Officer

Schedule 1 Signature to Accompany the Common Seal

Clause 13

THE COMMON SEAL of)
WHITTLESEA CITY COUNCIL)
is affixed in the presence of:)

..... Delegate

Schedule 2 Signature to Accompany the Common Seal

Clause 14

THE COMMON SEAL of)
WHITTLESEA CITY COUNCIL)
is affixed in the presence of:)

..... Administrator

..... Chief Executive Officer

COMMON SEAL AND CONDUCT AT MEETINGS LOCAL LAW**NO. 1 OF 2020**

I certify that this is a true copy of the Common Seal and Conduct at Meetings Local Law No. 1 of 2020 made by the Whittlesea City Council on [insert date] in accordance with the requirements of the *Local Government Act 1989*.

The notices required to be given by section 119(2) of that Act appeared in Victoria Government Gazette No. G41 on 15 October 2020, in The Age on 13 October 2020 and in the Northern Star Weekly on 20 October 2020.

The notices required to be given by section 119(3) of that Act were given in the Victoria Government Gazette No. G on [insert date] and in The Age on [insert date]. A copy of this Local Law was sent to the Minister for Local Government on [insert date].

The Local Law commenced operation on 1 January 2021 and will expire on 1 January 2025, unless repealed prior to this time.

.....
Chief Executive Officer

History of Local Law

Date Made	Amended	Operation Date	Gazettal Date	Title
7 December 2020	##	##	##	Common Seal and Conduct at Meetings Local Law No. 1 of 2020

- end -

Local Law Community Impact Statement (LLCIS)

City of Whittlesea

Common Seal and Conduct at Meetings Local Law No. 1 of 2020

The City of Whittlesea (**Council**) provides the following information to the community in respect of the Common Seal and Conduct at Meetings Local Law No. 1 of 2020.

1. **1. INTRODUCTION**

Council is proposing to make the new Common Seal and Conduct at Meetings Local Law No. 1 of 2020 (**proposed Local Law**).

The proposed Local Law will revoke Council's Procedural Matters Local Law (No. 1 of 2018) (**current Local Law**) and replace the current Local Law to the extent that the current Local Law regulates the use of Council's common seal and creates offences.

This Community Impact Statement has been prepared to inform the community about the proposed Local Law and to assist any member of the public who may wish to make a submission to Council during the public consultation process required under the *Local Government Act 1989* (**Act**).

2. **BACKGROUND**

The current Local Law addresses the meeting procedure applicable to Council (and Special Committee) meetings. It also regulates the use of Council's common seal and creates an offence for misuse of the common seal and disorderly conduct at Council (and Special Committee) meetings.

The meeting procedure applicable to Council (and Delegated Committee) meetings will now be addressed through Governance Rules made under the *Local Government Act 2020* (**2020 Act**). As part of the transition to the 2020 Act, Council is revoking the current Local Law to make way for its Governance Rules.

However, the use of the common seal cannot be addressed through Governance Rules, nor can offences be created. Accordingly, Council has resolved to repeal the current Local Law and make the proposed Local Law to provide for the continued regulation of Council's common seal and offences in respect of conduct at meetings.

3. **OVERVIEW OF PROPOSED LOCAL LAW**

The purpose of the proposed Local Law is to:

- revoke the current Local Law;
- regulate the use of the common seal; and
- create offences relating to conduct at Council and Delegated Committee meetings.

The proposed Local Law will come into operation on 8 December 2020 and, unless it is revoked earlier, will expire 10 years after commencement.

On commencement of the proposed Local Law, the current Local Law will be revoked.

Proposed changes brought about by the proposed Local Law are not substantial and will, save for a minor change in terminology, reproduce the existing provisions of the current Local Law with respect to the regulation of the common seal and creation of offences.

Under s 223 of the Act, Council is required to give public notice of the proposed Local Law and invite submissions for a period of at least 28 days.

The statutory consultation period will run from 13 October 2020 to 11 November 2020.

Anyone who makes a written submission can request to be heard in support of their submission. Details of how to make a submission are available on Council's website.

The proposed Local Law has been reviewed by Council's lawyers who confirm that it complies with all regulatory requirements.

A copy of the proposed Local Law is attached (**Attachment 1**) to this Community Impact Statement.

4. EVALUATION OF THE PROPOSED LOCAL LAW

In accordance with Guidelines issued by the Minister for Local Government in relation to the making of local laws, Council has conducted an evaluation of the proposed Local Law. The evaluation is outlined in the following Table.

Issue	Evaluation
Objectives	The objectives of the proposed Local Law are to: <ul style="list-style-type: none">• revoke the current Local Law;• regulate the use of the common seal; and• create offences relating to conduct at Council and Delegated Committee meetings.
Legislative Framework	The Act gives councils broad powers to make local laws with respect to any function or power of the council and the 2020 Act gives councils the power to make local laws with respect to use of their common seals. The proposed Local Law addresses matters within Council's broad functions and powers.
State legislation more appropriate	State legislation permits Council to make Local Laws with respect to the use of its common seal and the orderly conduct of meetings. In developing the proposed Local Law, Council has not sought to address any issues which it considers are best addressed at the State or Federal level.
Overlap with existing legislation	The proposed Local Law does not overlap with existing legislation, rather it operates in conjunction with the requirements of the Act and the 2020 Act.
Planning Scheme	Not applicable.

Issue	Evaluation
Legislative Approach	<p>Council has taken a high impact regulatory approach that is considered appropriate to:</p> <ul style="list-style-type: none"> • facilitate the orderly conduct of Council and Delegated Committee meetings; and • provide clear accountability for appropriate use and safekeeping of the common seal. <p>All provisions of the proposed Local Law are open to public scrutiny and comment.</p>
Performance Standards or Prescriptive Details	<p>Council has adopted a prescriptive approach to the proposed Local law because its purpose is to prescribe the circumstances in which:</p> <ul style="list-style-type: none"> • offences may be committed; and • Council's common seal may be lawfully used.
Risk Assessment	<p>No formal risk assessment has been undertaken.</p> <p>Council does not consider that there are any risks associated with the proposed Local Law.</p>
Measures of Success	<p>The success of the proposed Local Law will be measured by monitoring the level of compliance with the proposed Local Law.</p>
Permits and Fees	<p>The proposed Local Law does not make provision for the issue of permits and does not prescribe any fees.</p>
Penalties	<p>All offences created under the proposed Local Law attract a maximum penalty of 20 penalty units.</p> <p>Council has compared the general level of penalties provided for in the proposed Local Law with the Local Laws of other like and neighbouring councils.</p> <p>Council is satisfied that penalties are similar in nature and amount to like and neighbouring councils and are sufficient to act as a deterrent for most offences while also reflecting the seriousness of those offences.</p>
Restriction of competition	<p>Not applicable.</p>
Comparison with other Councils	<p>In drafting the proposed Local Law, Council examined Local Laws from a number of like and neighbouring councils to assess similarities and differences and ensure a reasonable degree of consistency in content, approach and penalties.</p>
Charter of Human Rights	<p>The <i>Charter of Human Rights and Responsibilities Act 2006</i> (Charter) contains twenty basic rights that promote and protect the values of freedom, respect, equality and dignity. Councils must not knowingly be in breach of these rights and must always consider them when they create laws, develop policies and deliver services.</p> <p>The proposed Local Law has been reviewed for compatibility with the Charter and is considered to be compatible with the Charter.</p>

Issue	Evaluation
Community Consultation	<p>The proposed Local Law has been reviewed in consultation with Administrators, members of Council staff and Council's legal advisers.</p> <p>A community consultation process will be conducted in accordance with ss 119(2) and 223 of the Act.</p> <p>This will require Council to give public notice of its intention to make the proposed Local Law and provide members of the public with an opportunity to make a written submission to Council in relation to the proposed Local Law. Council will consider submissions received before making a final decision on the proposed Local Law.</p> <p>A person who makes a written submission is entitled to request (in the submission) to be heard by Council in support of his/her submission. When Council makes a final decision on the proposed Local Law, it must notify in writing each submitter of the decision and the reasons for the decision.</p> <p>This Community Impact Statement has been prepared to inform the community about the proposed Local Law and to assist any member of the public who may wish to make a submission to Council.</p>

5. ATTACHMENTS

- **Attachment 1** - Proposed Common Seal and Conduct at Meetings Local Law No. 1 of 2020

6.1.4 FOR NOTING - ANNUAL REPORT 2019-2020

Attachments: 1 **Annual Report 2019-2020** (distributed separately) [⇒](#)

Responsible Officer: Chief Executive Officer

Author: Marketing & Partnerships Coordinator

RECOMMENDATION SUMMARY

That Council resolve to receive and note the 2019-2020 Annual Report in accordance with Section 134(1) of the *Local Government Act 1989*.

BRIEF OVERVIEW

The 2019-20 Annual Report has been developed to provide an overview of Council's performance for the 2019-2020 financial year.

RATIONALE FOR RECOMMENDATION

The 2019-2020 Annual Report has been developed to meet the legislative requirements of the *Local Government Act 1989*.

IMPACTS OF RECOMMENDATION

Council's acceptance of the Annual Report will ensure we meet our legislative reporting requirements under the *Local Government Act 1989*.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Finalisation of the report in accordance with legislative requirements ensures no measures are required as Council will be compliant.

REPORT**BACKGROUND**

Council's performance for the 2019-2020 Annual Report has been reported against each Council goal to demonstrate how Council is performing in achieving the 2017-2021 Council Plan. Performance has been measured as follows:

- Results achieved in relation to the strategic indicators in the Council Plan;
- Progress in relation to the major initiatives identified in the 2019-2020 Annual Budget;
- Services funded in the Budget and the persons or sections of the community who provided those services; and
- Results against the prescribed service performance indicators and measures.

Highlights include:

- Our organisation's response to the COVID-19 pandemic which included support and relief for our community, staff redeployment and the transition to working from home for the majority of our workforce.
- \$67 million was spent on our New Works Program, which included more than 128 projects to build and upgrade community centres, sporting fields, tennis courts, playgrounds, roads, bike paths and footpaths across our municipality.
- Work continued on the \$25 million refurbishment of Mill Park Leisure with the state of the art facility expected to re-open in summer 2020-21.
- Renegotiated or tendered 55 contracts resulting in \$3.6 million in savings for the organisation in 2019-20 and long term-savings of \$17.8 million.
- Delivered a successful trial of a food and garden organics waste collection service, leading to the introduction of the service municipal-wide from 1 July 2020.
- Continued to deliver a number of essential services to our community. These include waste and recycling collection services, building and planning services, maternal and child health services, maintenance and provision of local parks and open spaces, services and support for the aged, people with a disability and migrants.

PROPOSAL

It is recommended that Council receive and note the 2019-2020 Annual Report.

CONSULTATION

Copies of the Annual Report will be made available at Council Offices and at the Yarra Plenty Regional Library branches of Lalor, Thomastown, Mill Park and Whittlesea. A copy will also be published on Council's website at whittlesea.vic.gov.au.

CRITICAL DATES

The Annual Report is to be submitted to the Minister for Local Government by 30 November 2020. A public notice will be placed in the local paper to let residents know that copies of the Annual Report are available for inspection and that it will be considered by Council at this meeting.

FINANCIAL IMPLICATIONS

The Annual Report was produced within approved budget allocations.

POLICY STRATEGY AND LEGISLATION

A copy of the Annual Report including the Audited Performance Statement and Financial Statements will be forwarded to the Minister for Local Government in accordance with Section 131(6) of the *Local Government Act 1989*.

The Annual Report promotes open and transparent government by reporting Council's operations.

LINK TO STRATEGIC RISKS

Strategic Risk Governance - Management - Ineffective governance of Council's operations and activities by Management resulting in either a legislative or policy breach

Under the *Local Government Act 1989*, Council must produce an Annual Report that complies with the statutory obligations and forward to the Minister for Local Government within three months after the end of the financial year. The deadline for the 2019-20 financial year was extended to 30 November 2020.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	High-performing organisation
Key Direction	Driving better community outcomes through improved service access, satisfaction and advocacy

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

The City of Whittlesea 2019-2020 Annual Report is an integral part of Council's commitment to open and accountable governance. It provides the community with an overview of Council's performance and achievements during the 2019-2020 financial year in delivering against Council's priorities set out in the 2017-2021 Council Plan and 2019-2020 Annual Budget. It also provides detailed financial statements relating to Council's financial position which continues to remain sound.

RECOMMENDATION

THAT Council resolve to receive and note the 2019-2020 Annual Report in accordance with Section 134(1) of the *Local Government Act 1989*.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*
SECONDED: *Administrator Billson*

THAT Council resolve to adopt the Recommendation.

CARRIED

ITEM 6.1.5 FOR NOTING - INFORMAL MEETINGS OF ADMINISTRATORS - 7 DECEMBER 2020

Responsible Officer: Chief Executive Officer

Author: Governance Officer

RECOMMENDATION SUMMARY

That Council note the record of the Informal Meetings of Administrators as set out in the table in the report.

BRIEF OVERVIEW

The Council is required to note at a Council Meeting that meetings involving Administrators have taken place and topics discussed. This report provides details involving the Panel of Administrators within the last month.

RATIONALE FOR RECOMMENDATION

It is a requirement of Chapter 6 of the Governance Rules for Informal Meetings of Administrators records to be reported to Council.

IMPACTS OF RECOMMENDATION

This report will be presented to each monthly scheduled Council Meeting.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

No impacts are expected. On rare occasions an item considered at a meeting receives a media enquiry. If requests for more information are received, these will be managed by our communications team in consultation with the Chair of Administrators.

REPORT

BACKGROUND

It is a requirement of Chapter 6 of the Governance Rules for Informal Meetings of Administrators records to be reported to Council.

The *Local Government (Whittlesea City Council) Act 2020* dismissed all Councillors from the City of Whittlesea effective Saturday 21 March 2020. Ms Lydia Wilson was appointed Interim Administrator for a three-month period commencing on 21 March 2020.

On 19 June 2020, the Panel of Administrators for the City of Whittlesea were appointed. The Panel of Administrators comprises of Chair Ms Lydia Wilson, the Hon Bruce Billson and Ms Peita Duncan.

Ms Lydia Wilson, the Hon Bruce Billson and Ms Peita Duncan will carry out the role, responsibilities and functions of a Councillor as set out in Section 231(1)(a) of the *Local Government Act 2020* until their appointment ends following the October 2024 Local Government Elections.

In accordance with Rule 1 (Chapter 6) of the *Governance Rules 2020* an Informal Meeting of Administrators is a meeting of at least one Administrator that is:

- scheduled or planned for the purpose of discussing the business of Council or briefing Administrators;
- attended by at least one Officer; and
- not a Council Meeting, Delegated Committee Meeting or Community Asset Committee Meeting.

The Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are tabled at the next Council Meeting and recorded in the minutes of that Meeting.

PROPOSAL

Informal Meetings of Administrators records not previously reported to Council are detailed in the following table:

Assembly Details	Administrator attendees	Officer attendees	Matters discussed
Council Briefing 9 November 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CEO DCCW DCIE DCPD DCSP EMCA LPC MCBP MCDT MCP MG MLCF MMP PM SIE TLAM	<ol style="list-style-type: none"> Review of the Road Management Plan and Endorsement of Draft for Public Exhibition. Traffic Management – Masons Road. Lalor Streetscape Improvements Works (Stage 2) Contract 2019-131 – Council Variation Report. Thomastown Streetscape Improvement Works (Stage 2) Contract 2020-82 – Tender Evaluation Report. Sporting and Community Pavilion Guidelines and Sports Lighting Policy Update. Assemblies of Council – 17 November 2020 Council Meeting Report. General Business – 17 November 2020 Council Meeting: <ol style="list-style-type: none"> Panel Contract Expenditure Reports. Petitions for Council Meetings. Council Appointments to Organisations and Committees Review. <p style="text-align: right;"><i>Nil disclosures</i></p>

Assembly Details	Administrator attendees	Officer attendees	Matters discussed
Whittlesea Youth Advisory Committee 9 November 2020	The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	MFCYP PRO SPSO YDO YDOP TLYS	<ol style="list-style-type: none"> Welcome and Opening. State of Purpose and Whittlesea Youth Advisory Committee Charter. Apologies and Introductions of Invited Guests and City of Whittlesea Staff. Previous Minutes and Actions. Consideration of Reports: <ol style="list-style-type: none"> Youth Futures Summit; and Youth Focus Group Report – 2020 Northern Partnership Engagement Program Consultation Workshop. Guest Presentation from Sustainability Planning – Climate Change Strategy. Guest Presentation from the Pandemic Response Team – Experiences of Young People during COVID Response Period. Guest Presentation from Whittlesea Community Connections – The Leaders of Tomorrow. Discussion Topic – Young People's Connection to Spaces and Places in the City of Whittlesea. Updates and Other Business: <ol style="list-style-type: none"> Expression of Interest to extend Youth Advisory Committees term of membership; Youth Strategy; City of Greater Dandenong Youth Leadership Forum; and End of year celebration. <p><i>Nil disclosures</i></p>
Council Briefing 17 November 2020	Lydia Wilson (Chair) The Hon Bruce Billson (Administrator) Peita Duncan (Administrator)	CEO AEMG DCCW DCIE DCPD DCSP EMCA MG PGA	<ol style="list-style-type: none"> Draft Administrator Code of Conduct 2020. Draft Administrator Gift and Benefits Policy. Scheduled Council Meetings for 2021 – 7 December 2020 Council Meeting Report. Procedural Matters Local Law – Outcome of Public Submissions Process. Other Business: <ol style="list-style-type: none"> Refocusing Council's 2021 Australia Day Celebration – 7 December 2020 Council Meeting Report; Update regarding Affordable Social Housing; and Options relating to the inclusion of the prayer at the monthly Council meetings. <p><i>Nil disclosures</i></p>
Meeting with Danielle Green, Member for Yan Yean 19 November 2020	Lydia Wilson (Chair)	CEO	<ol style="list-style-type: none"> Northern Trails Strategy - Mernda/Whittlesea Rail Trail and other trails. Doreen United Soccer. Well Well Well Whittlesea - Health and Sport Led Recovery. Yan Yean Road. COVID Economic Recovery. Public Housing Package. GSF progress on current projects and future plans. Sport & Recreation Capital. <p><i>Nil Disclosures</i></p>

The table below represents an Index of Officer titles:

Initials	Title of Officer	Initials	Title of Officer
AEMG	Acting Executive Manager Governance – Frank Joyce	MG	Manager Governance – Michael Tonta
CEO	Chief Executive Officer – Craig Lloyd	MLCF	Manager Leisure & Community Facilities – Benjamin Waterhouse
DCCW	Director Community Wellbeing – Kate McCaughey	MMP	Manager Major Projects – Nick Mazzarella
DCIE	Director Infrastructure & Environment – Debbie Wood	PGA	Principal Governance Advisor – Angelo Mamatis
DCPD	Director Planning & Development – Justin O'Meara	PM	Project Manager – Paul Diffey
DCSP	Director Corporate Services & Performance – Amy Montalti	PRO	Pandemic Response Officer – Tracey Pahor
EMCA	Executive Manager Corporate Affairs – Kristi High	SIE	Senior Infrastructure Engineer – Samuel Beshai
LPC	Leisure Planning Co-ordinator – Stephanie Ristevska	SPSO	Sustainability Planning Strategy Officer – Min Jiang
MCBP	Manager Community Building & Planning – Belgin Besim	TLAM	Team Leader Asset Management – Michael Butler
MCDT	Manager City Design & Transport – Ben Harries	TLYS	Team Leader Youth Services – Ren Grayson
MCP	Manager City Presentation – Anthony Kyrkou	YDO	Youth Development Officer – Liz Wyndham
MFCYP	Manager Family Children & Young People – Wendy Castles	YDOP	Youth Development Officer Participation – Jansu Gaz & Emma Shelton

CONSULTATION

Consultation has taken place with Council Officer representatives of each of the meetings and committees that qualify as an Informal Meeting of Administrators.

FINANCIAL IMPLICATIONS

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

POLICY STRATEGY AND LEGISLATION

Section 9(2)(i) of the *Local Government Act 2020* provides that Council must in the performance of its role give effect to the overarching governance principles which includes that the transparency of Council's decisions, actions and information is to be ensured.

It is a requirement of Chapter 6 of the Governance Rules for Informal Meetings of Administrators records to be reported to Council.

LINK TO STRATEGIC RISKS

Strategic Risk Governance - Ineffective governance of Council's operations and activities resulting in either a legislative or policy breach

In accordance with Chapter 6 of the Governance Rules Informal Meetings of Administrators will be presented at each monthly Council meeting.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**Goal** **Enabling the vision****Key Direction** **Making it happen**

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

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

It is recommended that the report containing details of the business transacted at recent Informal Meetings of Administrators meetings be noted.

RECOMMENDATION

THAT Council note the records of the Informal Meetings of Administrators to the period ending 19 November 2020 in the table set out in the report.

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*
SECONDED: *Administrator Billson*

THAT Council resolve to adopt the Recommendation.

CARRIED

6.2 PLANNING AND DEVELOPMENT

ITEM 6.2.1 FOR NOTING - EPPING COMMUNITY SERVICES HUB ANNUAL REPORT

- Attachments:**
- 1 Epping Community Services Hub Annual Report 2019/20** [↓](#)
 - 2 Epping Community Services Hub Annual Report 2019/20 Extended Version - Confidential - Confidential**

This Attachment has been designated as confidential information under section 66(5) of the Local Government Act 2020 on the grounds that it contains details relating to private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. In particular, the attachment contains financial information and information relating to third parties that, if released, could reasonably be expected to prejudice the commercial position of the business that supplied the information or to confer a commercial advantage on a third party.

Responsible Officer: Director Planning and Development

Author: Social Policy & Project Officer

RECOMMENDATION SUMMARY

That Council note the attached Brotherhood of St Laurence (BSL) Epping Community Services Hub Annual Progress Report 2019 - 2020.

BRIEF OVERVIEW

The Epping Community Services Hub (ECSH) is a significant partnership project between the Brotherhood of St Laurence (BSL) and Council to provide integrated service delivery to the Whittlesea Community. ECSH is run under a MOU attached to the building lease. BSL manage the ECSH, including the operation of the facility and the relationship with partner organisations based within the facility.

Since it's inception, Council has played a major partnering and funding role in the Epping Community Services Hub. The value of Council's investment over the period is estimated at \$1.97M, and has continued to provide considerable and much needed support for the Whittlesea community – particularly low income and vulnerable residents

The aim of the ECSH is to provide a local, integrated service model for the Whittlesea community in line with the goals of Whittlesea 2040.

ECSH opened in July 2016 and since then has been consistently expanding the available service mix achieving 95% occupancy in the July to September 2019 quarter. This equates to in excess of 2850 services delivered per quarter during the reporting period. Evaluations conducted early 2020 found that the hub had improved service delivery to the community and increased the efficacy and efficiency of partner organisations. ECSH was found to have achieved a successful model of colocation and a strong foundation for collaboration.

This Partnership Project also attracted significant funding for the State Government through the State Government's Interface Growth Fund and it has been showcased as a best practice model of service delivery at various conferences and forums.

During the first Melbourne COVID 19 the ECSH remained open to provide essential service to the community including access to computers for Centrelink reporting, job searches and printing.

BSL, in partnership, with Council and partner organisations have developed an outcomes framework to measure the impact of services. The outcomes will help shape the scope of service delivered into the future.

RATIONALE FOR RECOMMENDATION

The Epping Community Services Hub Annual Report is the key reporting structure for this partnership. It provides an overview of the annual progress in delivering services through this project.

IMPACTS OF RECOMMENDATION

The recommendation has no anticipated impact on the partnership or service delivery from the ECSH.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

No measures have been established as there are no anticipated impacts.

REPORT**BACKGROUND**

In September 2014, Council undertook an Expression of Interest (EOI) process for the occupancy of the Council owned property at 713 High Street, Epping (the site). The aim was to establish a Community Services Hub that would facilitate the expansion of much needed service provision to the municipality and attract best practice collaborative governance and service models.

Council sought interest from agencies to take on the role of lead agency and lead tenant. This agency would manage the facility and to facilitate a collaborative environment, and to partner with other agencies that would like to be accommodated within the building as sub tenants. On 24 February 2015, Council resolved to endorse BSL as the lead agency and lead tenant and lease the site to BSL for a five -year period: "... BSL will take on the lease for the facility for a five- year period and with the consent of Council, will sub lease to appropriate services providers".

PROPOSAL

BSL is now in its fourth year of a five-year lease on the ECSH building. The current lease will expire on 31 March 2021. This report relates solely to BSL's reporting requirements whilst matters relating to the Lease arrangements will be the subject of a future report.

The annual report (attached) covers the period from 1 July 2019 to 30 June 2020. During the first part of the reporting timeframe ECSH was continuing to develop the service offering and work towards a more integrated service delivery model. As a result of COVID 19 and the initial Melbourne lockdown in March 2020 the operations of ECSH have had to be modified. Many agencies have moved to home-based working which has impacted on the opportunities for information sharing and collaboration. ECSH did remain open during the first lockdown to provide essential services to the community.

Pre – lockdown achievements**Services delivered**

In the period July 2019 – March 2020 ECSH ran at between 88% and 95% occupancy. Between 24 and 28 partner organisations ran up to 45 programs per quarter. The partner organisations managed in excess of 2850 appointments per quarter over the first three quarters of the reporting period.

Evaluation and learnings

Council and the BSL both undertook evaluations of ECSH during the reporting period. These evaluations found:

- Overall ECSH had achieved a successful co-location of multiple agencies and improved service delivery to the community.
- There was a strong foundation for collaboration, but integration has not been achieved, or is likely to be achieved.
- Partner Organisations have seen an improvement in efficacy and efficiency.
- A democratic leadership style that provides clear direction while allowing Partner Organisations agency works best at ECSH.

- The quarterly meetings between the Council and BSL were useful.
- There has been work to clarify terms such as collaboration and integration to ensure a shared understanding of these terms and expectations.

Collaboration

Prior to the COVID 19 shutdown the partners within ECSH worked to develop an integrated service delivery model through:

- A bi-monthly Innovation and Collaborations Group.
- Quarterly market places for internal and external services (information sharing).
- A community Market place working group.
- Monthly lunchbox information sessions.
- A variety of celebrations and events.

COVID 19 and lockdown

ECSH remained open during the initial March 2020 lockdown. While many agencies moved to home based working essential services remained open for the community. The computer hub was particularly well utilised during this time for community members to undertake job searches, printing, reporting to Centrelink, making phone calls and charging phones.

The utilisation of meeting and consultation rooms was down, as were collaboration and networking events. Two partner organisations left ECSH and there have been several requests for rent relief during this period, this is expected to grow.

CONSULTATION

The attached BSL report is informed by consultations BSL held, as lead agency, with partner organisations and the ECSH Leadership and Strategy Group.

CRITICAL DATES

There are no critical dates associated with this report.

FINANCIAL IMPLICATIONS

There are no changes to financial implications for Council as a result of this report.

Council has played a major partnering and funding role in the Epping Community Services Hub. Since its inception, the value of Council's investment over the period is estimated at \$1.97 M.

The current model at the Epping Community Services Hub, endorsed by Council on 24 February 2015, involves a lead agency (BSL) leasing the building from Council and then developing sub-leases with individual agencies (subject to Council approval).

POLICY STRATEGY AND LEGISLATION

Whittlesea 2040 A Place for All.

Epping Central Structure Plan (2011).

Human Services Needs Analysis (2014 and 2017).

South Morang Precinct Community Infrastructure Analysis (2013).

LINK TO STRATEGIC RISKS

Strategic Risk *Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing*

ESCH responds to gaps in service provision and infrastructure and is consistent with Council priorities and plans. The Epping Central Structure Plan (2011), the South Morang Civic Precinct Community Infrastructure Analysis (2013), the Human Services Needs Analysis (2014 and 2017) and the Council Plan identify substantial demand for additional infrastructure and community services in the municipality, particularly those targeting the needs of young people, families, new migrants, CALD communities, seniors and people with disabilities. The ESCH provides an opportunity to meet the current needs of the community and respond to the evidence of significant population growth.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal **Connected community**

Key Direction **A healthy and safe community**

ECSH responds to the demand for a range of services identified in the Human Services Needs Analysis (2014 and 2017). The service delivery model provides an additional benefit to users who can access a variety of services in one location.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

The Epping Community Services Hub has been in operation for four years. The Brotherhood of St Laurence has provided strategic leadership and operational management of the Hub. This is third report to Council covering 2019-2020. This period includes a growth in the service pre COVID-19 and the response to the pandemic. While the service grew and developed in the first half of the reporting period the pandemic and associated first Melbourne lockdown required a substantial change to working arrangements.

RECOMMENDATION

THAT Council resolve to note the report.

COUNCIL RESOLUTION

MOVED: **Administrator Billson**
SECONDED: **Administrator Duncan**

THAT Council resolve to adopt the Recommendation.

CARRIED



Epping Community Services Hub FY19/20 Annual Report

713 High Street, Epping, VIC 3076

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This report has been prepared by the Epping Community Services Hub Operations Team | July 2020




Background

The Epping Community Services Hub (ECSH) commenced operations on 4 July 2016 as an innovative approach to community services delivery. The concept, jointly led through partnership between the Brotherhood of St Laurence and the City of Whittlesea, aimed to attract a diverse range of service providers and service types to the City of Whittlesea and to be co-located within a council owned premises at 713 High Street Epping. The aim is to work towards an integrated service offer, ultimately meeting the immediate and longer-term needs of the local community and delivering Council strategic priorities.

Current State

With a capacity of 110 leasable desks, ECSH operated at an average of 90% capacity from 1 July 2019 to 30 June 2020. As at 30 June 2020, ECSH had 23 partner organisations offering 37 different services to the community. The range of services include but are not limited to: drug and alcohol supports, multicultural services, youth services, mental health supports, employment services and disability services. Systems and structures designed to promote collaboration between Hub partners have been implemented, creating a culture of positivity and cohesion.

ECSH has continued to stay open for partner organisations and community during the current COVID-19 circumstances. We have seen an increase in community members accessing the computer hub during this time which is possibly due to other facilities such as community centres and libraries being closed. Community members access the computer hub for a variety of reasons such as job search, printing documents, reporting to Centrelink, making telephone calls and even charging their mobile phones.



“The Covid 19 Pandemic drastically affected the way in which we provide services and supports to our participants: our usual supports are almost entirely based in group and individual work experience placements in the community. Having use of the ECSH has been a terrific alternative, and ultimately meant that all our staff have been able to continue working and providing supports to our participants. The use of the ECSH Hub Interview/Multi-Purpose Rooms has given us the option of seeing participants individually or in small groups, where social distancing can easily be adhered to. Without the ECSH it would have been almost impossible to continue providing our service throughout this time’.

ECSH partner organisation

ECSH has also been impacted by the current COVID-19 circumstances, with two partner organisations leaving ECSH. As COVID-19 continues, it is reasonable to expect further departures or decreases in desk rentals from current partner organisations. There have also been several rent relief requests from

This report has been prepared by the Epping Community Services Hub Operations Team | July 2020



partner organisations which we expect to increase as COVID-19 continues. There has subsequently been a decrease in collaborative opportunities such as marketplace, lunch box sessions and information and training sessions due to a shift in priorities for partner organisations during this time. There has been an increase of partner organisation staff working from home which has meant under-utilisation of hub meeting rooms and consultation rooms. However, a small number of partner organisations have continued to operate from the site. All necessary precautions are in place to ensure staff and client safety when accessing the site.

In 2019 a formal review of operations, processes and staffing structure was undertaken. The aim was to ensure processes were efficient and effective, that staffing roles were more strongly aligned to consolidate tasks and activities. This has allowed us over the last 12 months to enhance the focus on outcome measurements and to strengthen partner organisation collaboration.

As part of the Hub operational team restructure, the position of Hubs Research and Service Development Officer commenced in October 2019. The Officer undertook a research project to define the Community Service Hubs model and develop a greater understanding of the impacts of the model on partner organisations and the communities they serve, including the nature of inter-organisational collaboration within the case-study. Several recommendations have been made based on the findings of this research, which are available in a report produced by the Officer. In addition to this research, the Hubs Operations Team has undertaken to implement an outcomes measurement framework to gather empirical evidence to monitor and evaluate the impact of the ECSH initiative over time. This framework is currently awaiting endorsement from the ECSH Leadership and Strategy Group and the City of Whittlesea but is expected to improve monitoring and quarterly reporting going forwards, as well as stimulate valuable reflection and learning towards achieving the vision of the Hub.

City of Whittlesea also commenced an evaluation of Epping Community Services Hub in November 2019. The evaluation explored how well the model has worked, what we have learnt and how the City of Whittlesea can support development of the hub. The evaluation found that partner organisations are broadly satisfied with BSL's role as lead tenant/agency in ECSH. The collaboration activities facilitated by BSL, such as the quarterly marketplaces, are well attended and valued by partner organisations and there is evidence that these are leading to cross referrals between partner organisations.

In February 2020 the ECSH Leadership and Strategy Group reviewed the ECSH Leadership and Strategy Group Action Plan. The group reviewed progress, main achievements and explored barriers with the aim of ensuring key outcomes were still accurate and relevant.

Outcomes Measurement and Monitoring

Problem	Inputs	Outputs	Short-term outcomes	Outcomes Medium-term Outcomes	Long-term Outcomes	Impact
The City of Whittlesea is the fourth fastest growing municipality in Victoria. A significant number of residents are experiencing inequity, social disadvantage and financial stress and are in need of support. Continued growth and accompanying liveability challenges places increasing demand on human services.	Capital for purchase and renovation of facility	Additional community infrastructure in the municipality	1. Partner organisations operate efficiently	3. Partner organisations build and maintain productive inter-agency relationships and strong network linkages	6. Partner organisations have the capacity to respond to emerging and changing community needs and aspirations	There is a comprehensive set of services in the municipality that are responsive to community needs and aspirations
	Maintenance of facility	Assemblage of a comprehensive suite of appropriate services co-located in a central facility and delivering integrated services.	2. Service users have better access to more services	4. Service users participate in local solutions to address community needs and achieve aspirations	7. Service users have the capacity to achieve service outcomes and aspirations	The community benefits from innovative, impactful, place-based solutions to complex social issues
	Management of facility					
	Management of partnerships					
	Head lease and sub-leases agreements	The generation of collaborative opportunities between service providers (partner organisations), and between service providers and service users		5. Service user have positive, effective service experiences		

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In a commitment to continuous quality improvement, ECSH is in the process of implementing a new Outcomes Measurement Framework to track progress towards the seven intended outcomes stated in the graphic on page 2. This new Framework, including the development of additional data collection and reporting mechanisms, is being implemented in four phases over the remaining months of the Head Lease agreement. As such, data is not currently available to report on all seven intended outcomes. Available data has been presented in the below table.

Definitions:

- PO – Partner Organisations
- CSHOT- Community Services Hub Operations Team
- CSH – Community Services Hub
- ETO – Efforts to outcomes database

	Indicator		#	%	Measure	Most recent available data	Data source
Short Term Outcomes							
1. Partner organisations operate efficiently							
1.2	Partner organisations will experience improved quality and capacity of facilities,	1.2.1	21	91%	PO managers satisfied with facility	May 2020	Partner organisations
		1.2.2	yes	NA	Evidence of continuous quality improvement in facility and shared resources	June 2020	CSHOT
1.3	Partner organisations will experience increased efficiency and quality of administration and back-office processes,	1.3.1	23	100%	PO managers satisfied with operational, administrative and other "back-office" functions and processes	May 2020	Partner organisations
		1.3.2	yes	NA	Evidence of continuous quality improvement in operational, administrative and other "back-office" functions and processes	June 2020	CSHOT

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	Indicator		#	%	Measure	Most recent available data	Data source
1.5	Partner organisations will streamline processes and service offerings (e.g. reduce duplication and waste)	1.5.1	22	96%	PO managers who perceive improvements in organisational efficiency (due to CSH)	May 2020	Partner organisations
2. Service users have better access to more services							
2.1	Service users will experience increased awareness of available services,	2.1.2	573	NA	service enquiries (walk-ins & phone enquiries to ECSH reception)	June 2020	CSHOT + ETO
			1967 ¹	NA	service enquiries (website visitors to service information pages)	June 2020	CSHOT + website analytics
			2540	NA	Total service enquiries	June 2020	As above
Medium Term Outcomes							
3. Partner organisations build and maintain productive inter-agency relationships and strong network linkages							
3.1	Partner organisations will increase collaborative practice between practitioners of other partner organisations (e.g. communication and information sharing, networking, secondary consultations etc.)	3.1.1	22	96%	POs engaging in collaborative practices: daily; weekly; monthly; quarterly; annually (See chart on page 10 for breakdown of frequency)	May 2020	Partner organisations
		3.1.2	21	NA	collaborative/networking events and meetings	June 2020	CSHOT
		3.1.3	26	83%	POs attending collaborative/networking events and meetings	June 2020	CSHOT

¹ The service information web pages with the most page views were (in order): mental health; community services; family services; employment; and refugee and multicultural services. This report has been prepared by the Epping Community Services Hub Operations Team | July 2020

	Indicator		#	%	Measure	Most recent available data	Data source
Long Term Outcomes							
6. Partner organisations have the capacity to respond to emerging and changing community needs and aspirations							
6.1	Partner organisations' practitioners will increase their understanding and skills to respond to community needs and aspirations	6.1.1	21	91%	PO manager who have confidence in practitioners' awareness of local community needs/aspirations	May 2020	Partner organisations
		6.1.2	21	91%	PO managers who observe positive <u>change</u> in practitioners' awareness of local clients' needs (due to CSH)	May 2020	Partner organisations
		6.1.3	10	NA	information and training sessions	June 2020	CSHOT
		6.1.4	21	67%	POs attending information & training sessions	June 2020	CSHOT
6.2	Partner organisations will increase the number of inter-agency referrals and experience efficacy improvements in referral processes,	6.2.1	20	87%	PO managers who have confidence in practitioners' knowledge and understanding of available hub-based service offering (i.e. service mapping)	May 2020	Partner organisations
		6.2.1	22	96%	PO managers who observe a positive <u>change</u> in workers' knowledge and understanding of available hub-based service offering (i.e. service mapping) (due to CSH)	May 2020	Partner organisations
6.3	Partner organisations will improve the quality of service for	6.3.1	22	96%	PO managers who are confident in practitioners' ability to support clients with complex and multiple needs	May 2020	Partner organisations

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	Indicator		#	%	Measure	Most recent available data	Data source
	clients with complex and multiple needs,	6.3.2	20	87%	PO managers who observe positive <u>change</u> in practitioners' professional practice towards clients with complex and multiple needs (due to CSH)	May 2020	Partner organisations
		6.3.4	23	100%	PO managers who are confident in the quality of service delivery	May 2020	Partner organisations
		6.3.5	21	91%	PO managers who observe a positive <u>change</u> in quality of services/programs delivery (due to CSH)	May 2020	Partner organisations
6.4	Partner organisations will increasingly participate and lead hub-focused local solutions to community needs and aspirations	6.4.1	21	74%	POs attended CSH Leadership & Strategy Group meetings	June 2020	CSHOT

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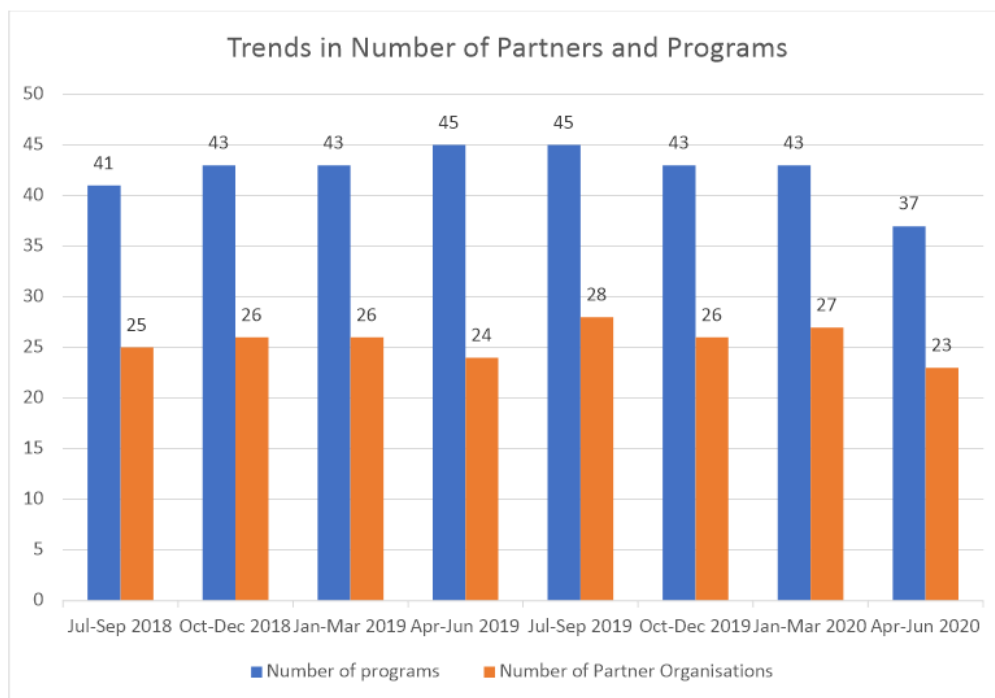
Management of Partnership and Facility

Occupancy

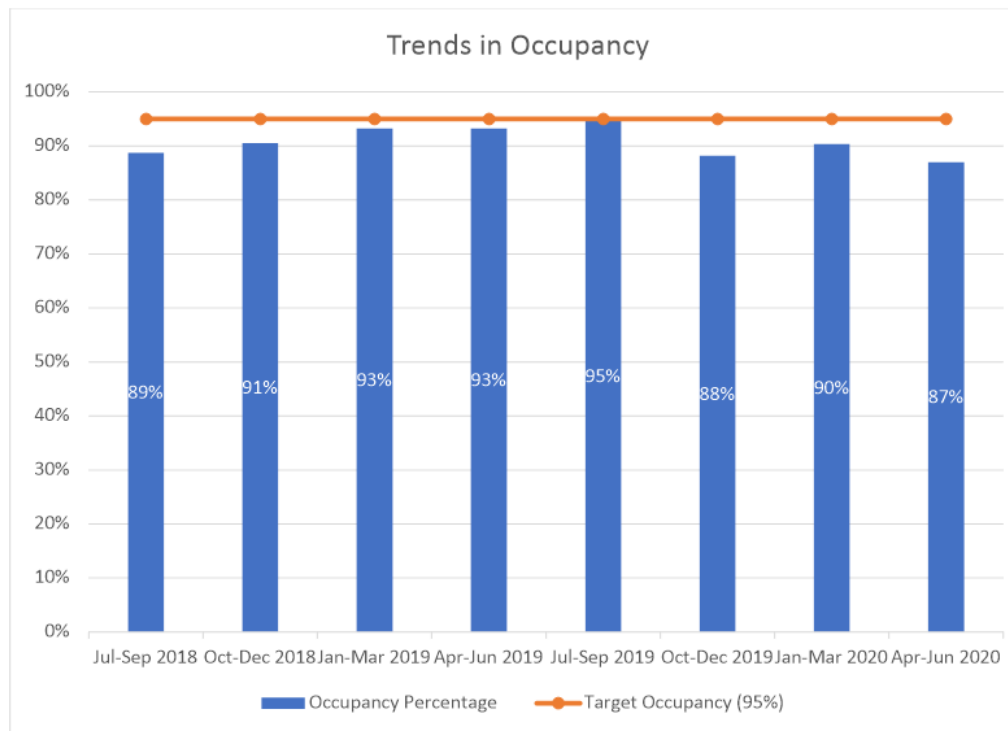
	1 July 2019	30 June 2020	Variance
Number of Partner Organisations	24	23	-1
Number of Programs/Services	45	37	-8
Desk Occupancy*	102.6	96.2	-6.4
	93%	87%	-6%

*City of Whittlesea Facilities Management Team desks are not included in these percentages.

See **Appendix 1** for a complete list of partner organisations for the reporting period.



The above chart **Trends in Number of Partners and Programs** presents the number of partner organisations at ECSH (orange) and the number of programs they deliver from ECSH (blue) per quarter. These numbers have remained generally stable over the last two years, with a slight decrease in the final quarter of the FY 19/20. This decrease, however, is expected to continue with the impact of COVID-19.



The above chart **Trends in Occupancy** shows the percentage of collaborative desks that are leased at ECSH per quarter. For comparison, the target occupancy of 95% desks leased is presented by the orange line. Occupancy has been generally stable over the last two years, with target occupancy achieved in the July-Sep 2019 Quarter, before a slight decrease over the last three quarters. As noted above, the decrease is expected to continue as a result of the impact of COVID-19.

Governance

Meeting	Date	Attendance*	PO Participation**		Quorum
COW/BSL 1 st quarterly meeting	10/09/2019	5	NA	NA	YES
COW/BSL 2nd quarterly meeting	10/11/2019	5	NA	NA	YES
COW/BSL 3rd quarterly meeting	04/02/2020	5	NA	NA	YES
COW/BSL 4th quarterly meeting	05/05/2020	4	NA	NA	YES
Leadership & Strategy Group meeting	20/08/2020	18	12	54%	YES
Leadership & Strategy Group meeting	19/11/2020	19	11	50%	YES
Leadership & Strategy Group meeting	11/02/2020	25	18	82%	YES
Leadership & Strategy Group meeting	16/06/2020	20	13	62%	YES
Annual Partner Organisation Survey (questionnaire and individual interviews)	March- April 2020	23	23	92%	NA

* Attendance includes partner organisations, City of Whittlesea and Hub Operations Team.

**Partner organisations participation does not include representatives from City of Whittlesea and ECSH Operations Team

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Collaborative and Capacity Building Initiatives

Innovation and Collaborations Group

Epping Community Services Hub (ECSH) Innovation and Collaboration Group is comprised of members of each partner organisation and is held bi-monthly (six held over the past year). This meeting provides opportunities for partner organisations to share information across service types, identify and create collaborative opportunities, identify innovative responses to community services delivery and develop and implement project plans as recommended by the Leadership and Strategy group. The group is currently working on an ECSH Community Spaces project which will assist us to make improvements to the public spaces by collecting feedback from ECSH service users.

Market Place

ECSH Market Place is hosted quarterly. This provides internal partner organisations and external service providers with an opportunity to learn and share information about the diverse array of services and programs being delivered in the City of Whittlesea. ECSH hosted two marketplaces in September and November 2019 with 12 partner organisations and 5 local service providers being stall holders. 80 professionals attended the events.

Community Market Place Working Group

Since the opening of Epping Community Services Hub (ECSH) in 2016 the location has offered many events/celebrations which professionals have attended. Participation from community has been limited due to the layout of the building. ECSH had planned to hold a Community Market Place in October 2020 and planning was undertaken, however due to the current COVID-19 circumstance the event has been put on hold with a date to be confirmed. The desired outcome of the event is to increase community awareness of the available services at the Hub and within the local community.

A community marketplace working group was established in October 2019 and currently has representation from nine partner organisations, City of Whittlesea and the ECSH Hub Operations Team. The working group developed a project proposal which was endorsed by the ECSH Leadership and Strategy Group in November 2019. The working group have been meeting monthly to plan for the event including work on an event funding application.

Lunchbox Sessions

Lunchbox sessions provide an opportunity for staff located at ECSH to gain knowledge about internal and external services providers in the local community and share information on topics of interest. Lunchbox sessions are held monthly from 12 to 1pm. ECSH has held five lunchbox sessions over the past year and covered topics such as maternal child health, yoga, cooking, Services Australia, financial literacy programs and health and wellbeing.

Celebrations and events

Cultural and significant event celebrations were hosted throughout the year which enabled the celebration of the diversity of our local community and provided opportunities for partner organisations to work together in the planning and delivery of these events. These events included but are not limited to week without violence, NAIDOC week and the bushfire fundraiser.

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"It's just been phenomenal in terms of the connections we've been able to make with other services, be able to refer our clients to other services within the hub with so much ease, like it just cuts out the paperwork, the phone calls, you can go up to people [and] have a chat ... When you work in isolation ... there's just a lot of steps. Whereas here, like that doesn't happen ... We know who's who, who does what now. And we'll just go and say hi and have a chat."

Senior Practitioner from an ECSH partner organisation

Engagement in collaborative practice between hub partners



The above chart **Engagement in collaborative practice between hub partners** presents the responses provided by managers of twenty-three (23) partner organisations to the question "over the last twelve months, how often did your team engage in with any other hub-based services?". The results show a high degree of frequent collaboration between partner organisations at the ECSH.



"It's once you build those relationships with other agencies, being able to do that informal secondary consultation and just asking those questions to help you become a better practitioner, that's the real strength that ultimately leads to better outcomes for clients, because they're not being told the wrong information or they're not being sent down the wrong street.... you're a lot more confident with your service delivery."

Practitioner from an ECSH partner organisation

Health and Safety

No of incidents	Type of incident	Status
6	Security threats	Closed
1	Vandalism	Closed
3	Medical	Closed
1	Community safety	Closed
1	Wellbeing	Closed
1	Building maintenance	Closed
1	Incident involving a vehicle	Closed
Risks Identified	Required Actions	Action Status
Leak in the roof near staff toilets	City of Whittlesea has made numerous attempts to fix the leak, but it continues to be an ongoing issue.	In progress
Sections of the stairwell that leads to undercover car park are slippery	Brotherhood of St Laurence contractor to paint top treads of the stairs with non-slip paint.	Completed

Learnings

City of Whittlesea Evaluation

- ECSH has achieved successful co-location of multiple agencies and improved community services delivery.
- Important enabling conditions for collaboration have been established, which provide a solid foundation for the next phase of development. The City of Whittlesea evaluation found that integration has not been achieved and in fact, is unlikely to be achieved given the Hub's trajectory.

Brotherhood of St Laurence Hub Research Project

- Practitioners perceive the implementation of the CSH model has had positive impacts on services providers, service users and the local community.
- The inquiry identified several factors which enable collaborative practice between partner organisations, including the strategic alignment of partners, collaborative capacity and expectations, cultural and relational factors and leadership and governance factors.
- Practitioners' perceptions of efficiency and efficacy improvement in engaging in collaborative practice with fellow ECSH practitioners and the associated positive impacts of those practices, supports the notion that the CSH model is a plausible mechanism for place-based practice reform towards a more collaborative and integrated service system.

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Brotherhood of St Laurence Leadership Style

- Over the ECSH journey the Brotherhood of St Laurence Hub Operations has implemented a range of leadership styles to enable collaboration amongst diverse partner agencies. We have learnt that this cohort of partner organisations responds well to a style of leadership that is democratic, that both provides a clear direction whilst enabling partner organisations to demonstrate agency in guiding the strategic direction of ECSH.

City of Whittlesea and Brotherhood of St Laurence Quarterly Meetings

- City of Whittlesea and Brotherhood of St Laurence have now been meeting regularly on a quarterly basis. This has been working well and should continue.

Clarifying definitions of key concepts

- The ECSH Leadership and Strategy Group and staff have participated in consultations to clarify understandings of collaboration and integration, acknowledging that there was a lack of shared agreement in relation to these definitions which are key to the vision of the Hub. We received a positive response from partner organisations and staff which will help shape the vision and strategic direction of ECSH.

COVID-19

- ECSH has remained open to partner organisations and community during the current COVID-19 circumstances. This has been beneficial for partner organisations in being able to utilise the site for telehealth and limited face to face appointments. Community members have also been able to access the computer hub whilst other community facilities have been closed.
- COVID-19 has had an impact on occupancy at ECSH and Brotherhood of St Laurence have concerns that this will continue as COVID-19 affects the finances of partner organisations but also potentially reduces the appeal of a large open-plan office space. Some organisations have ceased occupancy and other partner organisations have requested rental relief due to financial hardship they are experiencing. Due to social distancing guidelines 50 out of 110 desks are not able to be used, which reduces our capacity by almost half. The current business model relies on high levels of occupancy to reach a break-even position and the risk related to this solely sits with the Head Tenant as per the agreement.

ECSH Consult Rooms

- In keeping with the trends of the last few years for the months of July 2019 to February 2020 demand for access to ECSH consult rooms exceeded availability. We saw a drop in demand due to COVID-19 lockdown and reduced face to face service delivery. However, the issue remains that the facility does not provide the infrastructure to adequately service the community's needs. A doubling of consult rooms is required.

Opportunities

Over the next eight months, the main opportunities are:

- Endorsement and implementation of the ECSH outcomes measurement framework which will enable us to gather evidence to monitor and evaluate the impact of ECSH over time and encourage valuable reflection towards achieving the vision of ECSH.
- Consultation with partner organisations to define and come to an agreed definition on collaboration and integration to ensure we are all working towards the same vision.

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- The Community Market Place event will be a vibrant, inclusive indoor and outdoor community event to be held at ECSH. The event will give community the opportunity to engage with partner organisations and local services providers to establish a relationship and build their awareness of services available to them in their local community.
- The Community Spaces Project will enable participants to provide feedback about the community spaces at ECSH and influence what the spaces look and feel like.
- Due to the current COVID-19 circumstance collaborative opportunities such as marketplace, lunch box sessions and information and training sessions have ceased. In the coming weeks we will investigate ways in which can run these virtually.

Conclusion

ECSH continues to drive an innovative approach to community services delivery, with continuing high occupancy levels from a range of partner organisations. However, the impact of rental loss and COVID-19 has been significant, both on partner organisations and on the viability and sustainability of the Hub. This will be monitored closely over the coming months.

The City of Whittlesea evaluation and Brotherhood of St Laurence Hubs Research Project have been valuable in gaining insight from key stakeholders. The recommendations outlined in these two reports will assist in guiding the focus of the Hub until the end of the Head Lease agreement period and into the future.

We anticipate that over the next eight months we will implement the outcomes measurement framework which will improve monitoring and quarterly reporting going forwards, as well as stimulate valuable reflection and learning towards achieving the vision of the Hub.

Appendices

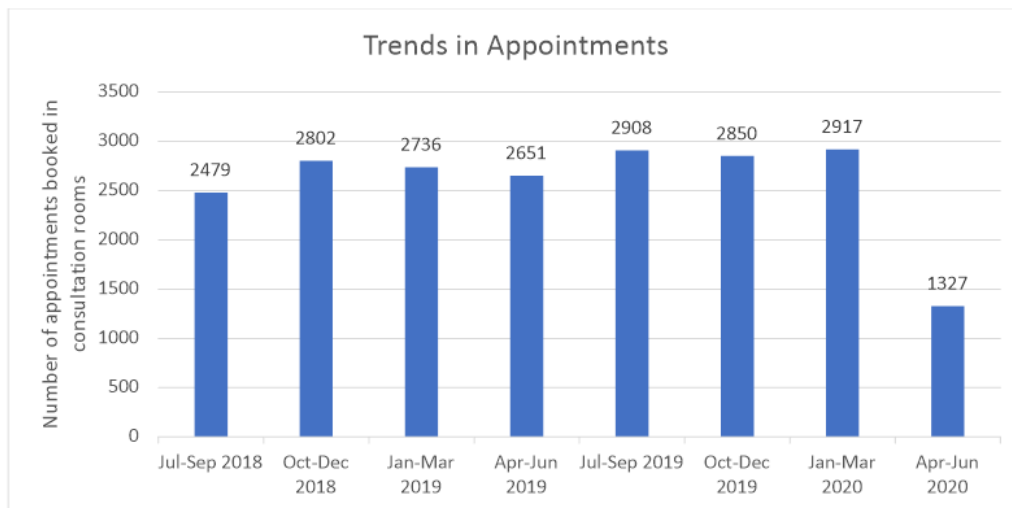
Appendix 1 – Complete List of Partner Organisations

Status	Partner Organisation	Service Focus	Desks	Participation in			
				L&S	I&C	Emergency Management	Other Collaborative
Active	Araluen (Chancez Café)	Disability service / Café	0.0	✓	✓	NA	✓
Active	Austin Health	Youth Mental Health Services	10.2	✓	✓	✓	✓
Active	Australian Muslim Women's Centre for Human Rights	Settlement and specialised family violence	0.4	✓	✓	NA	x
Active	Banyule Community Health	Mental Health	2.0	✓	✓	NA	✓
Active	BSL - Ian Farhat	BSL Management	1.0	NA	NA	NA	x
Active	BSL - Saver plus	Savings program	1.0	✓	x	x	✓
Active	BSL Diversity Unit	CALD program	1.0	NA	NA	NA	✓
Active	Brotherhood of St Laurence - Early Childhood Early Intervention (ECEI)	Early Child Early Intervention	5.0	✓	✓	NA	x
Active	BSL JVEN	Employment Services	6.0	✓	✓	✓	✓
Active	BSL MCT	Multicultural programs	24	✓	✓	✓	✓
Active	BSL Parents Next	Employment program for parents	6.0	✓	✓	✓	✓
Ceased	BSL Retirement and Ageing	Aged Care services	0	✓	✓	x	x
Active	CatholicCare	Child and family counselling	8.0	✓	✓	✓	✓
Ceased	Dianella Plenty Valley Health	NDIS Support Coordination / Refugee Health / Counselling	0	x	x	x	✓
Active	Drummond St	Family Mental Health Support	5.0	✓	✓	✓	✓
Ceased	EACH	NDIS Support Coordination	0	x	x	x	x
Active	Ermha	Mental Health and Disability services	8.0	✓	x	✓	✓
Active	In Touch	Support services for Arabic community	0.4	NA	NA	NA	✓
Active	Interact Australia	Disability Employment Services	2.0	✓	✓	✓	✓
Active	Jesuit Social Services	Support After Suicide program	0.2	NA	NA	NA	x
Active	MAS National Limited	Australian Apprenticeship Support	4.0	✓	✓	x	✓
Active	Merri Health	Aged Care services	3	✓	✓	✓	✓
Active	genU	Disability Employment Services	2.0	✓	✓	NA	✓
Ceased	Relationships Australia	Family Dispute Resolution	0	✓	✓	x	x
Ceased	Salvation Army	Counselling (CALD, financial, therapeutic)	0	x	x	NA	x
Ceased	Scope	NDIS Support Coordination / Therapy Services	0	x	x	NA	x
Ceased	St John of God Accord	Disability Specialist Services	3.0	✓	x	NA	✓
Ceased	Victorian Arabic Social Services	Support services for Arabic community	0	✓	NA	NA	x
Active	Vision Australia	NDIS and Aged services	1.0	✓	✓	NA	✓
Active	Well Ways	Mental Health and NDIS Services	4.0	✓	✓	✓	✓
Active	Youth Projects	Disability Employment Services (Youth)	2.0	✓	✓	✓	✓

*NA means that the partner organisation was exempt from this activity

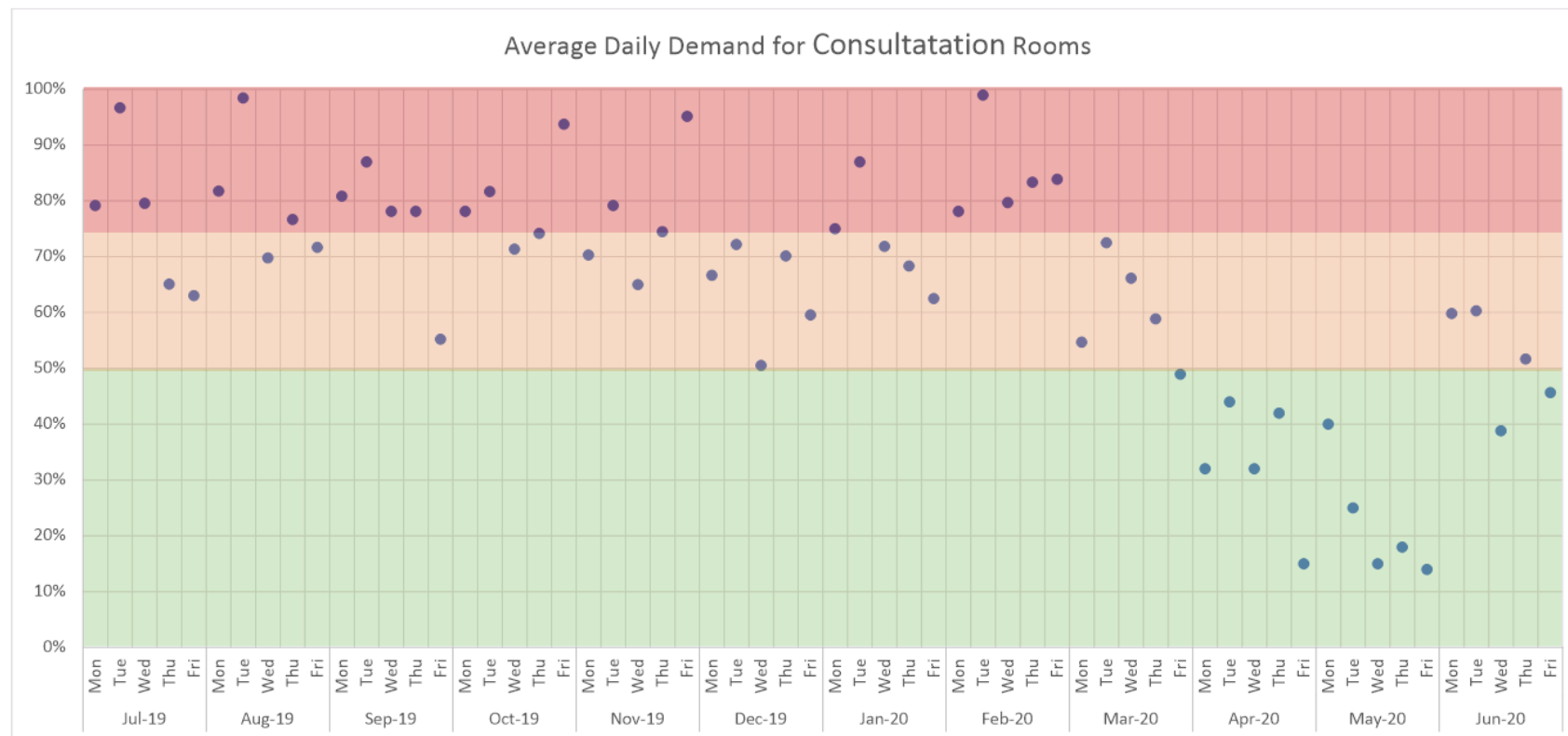
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Appendix 2 – Community Visitation to Facility and Demand for Consultation Rooms



The above chart **Trends in Appointments** shows the total number of appointments that ECSH partner organisation practitioners scheduled in the consult and multipurpose rooms per quarter for the last two years. As these rooms are reserved for appointments with community members, these numbers give an indication of how many community members are attending the facility to meet with service providers. A caveat is that a single appointment may be between the service provider and an individual, family or community group. Therefore, the exact number of individuals attending the site is likely to be far greater than what is captured in the available data. Note the sharp decrease in appointments in the April to June 2020 quarter, which aligns with the COVID19 lockdown and subsequent reduction in face-to-face service delivery modes.

The chart **Average Daily Demand for Consultation Rooms** shows the percentage of demand for consultation rooms, averaged per day of the week, for each month over FY19/20. The chart suggests demand for consultation rooms was very high from July to February, with demand falling sharply in March due to the COVID19 lockdown and reduction in face-to-face service delivery modes. During this time consultation rooms continued to be used by practitioners conducting service delivery via phone who require a quiet and confidential place to call service users from.



The above chart represents the average percentage of consult room utilisation each day of the week for the months between July 2019 and March 2020. The coloured zones represent the following:

Red: Minimal availability, with no real capacity to accept additional bookings

Orange: Limited availability with capacity to accept one or two additional bookings

Green: Optimal availability

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ITEM 6.2.2 FOR NOTING - WHITTLESEA COMMUNITY CONNECTIONS ANNUAL REPORT**Attachments:** 1 WCC Annual Report 2019 20 [📄](#)**Responsible Officer:** Director Planning & Development**Author:** Social Policy & Project Officer**RECOMMENDATION SUMMARY**

That Council resolve to note the Whittlesea Community Connections Annual Report 2019 – 2020.

BRIEF OVERVIEW

The City of Whittlesea has a long-standing partnership with Whittlesea Community Connections (WCC) in the provision of services to the community, aligned with Whittlesea 2040 goals.

As part of the City of Whittlesea and WCC service agreement (2018 – 2028), WCC are required to provide an annual report detailing progress against the agreed activities and outcomes.

Council is a major funder and partner of WCC. This partnership provides much needed support for the Whittlesea community – particularly low income and vulnerable residents; and was able to pivot services quickly and efficiently during the COVID pandemic in 2020.

In 2019/20 WCC has:

- Supported 420 clients through their casework service.
- Provided volunteer training to 80 community members in basic computer skills, identifying and responding to family violence, mental health first aid and child safety.
- Made significant changes to their model of delivery due to the pandemic and first Melbourne lockdown with assistance from City of Whittlesea through Council's deployment, emergency relief and Working for Victoria programs.
- Provided food hampers for over 3000 Whittlesea residents (April to June 2020)
- Established a Friendly Connections program supporting isolated and vulnerable people.
- Through the Whittlesea Volunteer Resource Service provided over 140 community members with information and support to connect them to a local volunteer role.
- In collaboration with Council, developed an outcomes evaluation framework for the services delivered through the service agreement.
- In partnership with Council identified and advocated for local responses in relation to housing and homelessness, emergency relief and multicultural issues.

RATIONALE FOR RECOMMENDATION

The Annual Report is a requirement of the Service Agreement between Council and WCC.

IMPACTS OF RECOMMENDATION

There are no anticipated impacts, rather this is a reporting requirement of the service agreement.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

There are no anticipated impacts.

REPORT**BACKGROUND**

Whittlesea Community Connections (WCC) has worked in partnership with Council since its inception 48 years ago. This partnership covers a range of areas, programs and services that are focused on improving residents' health and wellbeing, improving their access to information and support services and helping them connect and participate. The partnership has both a population-wide focus and a targeted focus on those most marginalised and disadvantaged in our community.

In July 2018 Council and WCC entered a 10-year service agreement to deliver on three priority areas:

- Community Help.
- Community Engagement.
- Volunteer Resource Service.

As part of that service agreement WCC are required to provide an annual progress report on the progress in each of the priority areas.

The attached report provides an overview on the progress made by WCC on these priority areas and highlights key achievements.

Achievements

The service agreement delivers:

Community help

- Delivered 987 casework sessions to 420 clients to provide a range of services including advocacy, advice and referral, financial assistance and community capacity building.
- Developed tools to monitor the impact of the casework which has shown an increase in knowledge for clients with 60% deemed as having good and 29% having reasonable knowledge after support (up from 98% having very poor knowledge before).
- Convened the Whittlesea Multicultural Issues Network, Whittlesea Housing and Homelessness Advisory Group and Whittlesea Farm and Food collective.
- Worked with Coroners Court to identify systemic issues and provide possible solutions.

Community engagement

- Convened the Women's Advisory Group, where 18 women from CALD backgrounds participated in monthly meetings. Evaluation of this group showed an increase in the understanding of family violence and its drivers and the confidence to connect.
- Convened the Leaders of Tomorrow group with 22 young people participating in monthly meetings and contributing in planning activities for young people in Whittlesea.
- Consulted with migrant and refugee communities on their experience of multiculturalism and how the experience can be improved.

Volunteer Resource Service

- Provided intake and assessment for 142 volunteers.
- Provide training for 80 community members in a range of skills including basic computer skills, responding to family violence and mental health first aid.
- Developed a Volunteer Emergency Management Plan.
- Contributed to the Victorian State Volunteer Strategy consultation and Federal review of Volunteer Management Activity.

COVID-19 Response

WCC have identified COVID-19 as both a significant challenge and an opportunity for how it delivers services. With the support of the City of Whittlesea through staff deployment, access to emergency relief funds and Working for Victoria program WCC has been able to modify their model of operation to respond to community needs. As a result of the pandemic, to 30 June 2020, WCC have:

- Moved to telephone and remote based services.
- Introduced a central response line to quickly respond to community members needs including food relief, financial assistance and casework support.
- Developed community fact sheets on a range of topics.
- Supported isolated and vulnerable people through the Friendly Connections program with individual phone calls.

PROPOSAL

That the Whittlesea Community Connections Annual Report 2019-20 be presented to Council for noting.

CONSULTATION

Council meet with WCC quarterly to monitor the Services Agreement and agree an annual workplan.

CRITICAL DATES

There are no critical dates associated with the annual report.

FINANCIAL IMPLICATIONS

WCC has met or exceeded the specified outputs for the second year of their Service Agreement. Funding for the organisation in 2019/2020 was \$424,965. This will increase to \$435,589 in 20/21 as specified in the Service Agreement.

POLICY STRATEGY AND LEGISLATION

The partnership between Council and WCC enables the delivery of key policy initiatives outlined in several Council policies and strategies including:

- Whittlesea 2040 A place for all: the services, programs and outcomes align with key goals and directions.
- Health and Wellbeing Partnership Plan: specifically, the partnership is underpinned in this Plan:

- Create safe and welcoming community events.
- Implement initiatives that address community safety, emergency management and violence against women and their children.
- Implement responsive and prevention approaches.

LINK TO STRATEGIC RISKS

Strategic Risk *Community and Stakeholder Engagement - Ineffective stakeholder engagement resulting in compromised community outcomes and/or non-achievement of Council's strategic direction*

The work of WCC focusses on strengthening community engagement and building capacity to enhance social inclusion.

Strategic Risk *Emergency Management - Failure to manage and respond to an emergency event which may be detrimental to community health and wellbeing*

WCC has quickly adapted and increased their services to respond to the changing needs of the community as a result of the pandemic and lockdown.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A healthy and safe community

WCC provide a range of services that help maintain and improve health and safety for the Whittlesea community.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

Council is a major funder and partner of Whittlesea Community Connections. This partnership provides much needed support for the Whittlesea community – particularly low income and vulnerable residents. The overview of activities for 2019/20 represent the second twelve months of the 10 year Service Agreement between Council and WCC.

In the first half of the reporting period WCC continued to provide important services to the Whittlesea community. In addition, they developed internal process to better monitor outcomes and use this knowledge to improve services.

The second half of the reporting period was dominated by the outbreak of the pandemic and associated lockdown. In partnership and support from the City of Whittlesea, WCC quickly adapted their service model to respond. This included changing the way existing services were delivered as well as developing a range of new services to meet the changing needs of the community. The capacity to pivot services quickly and efficiently has provided essential services to the most vulnerable in the community.

WCC has met or exceeded all output targets and continue to provide an essential service to Council and the community.

RECOMMENDATION

THAT Council resolve to note the report.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*
SECONDED: *Administrator Duncan*

THAT Council resolve to adopt the Recommendation.

CARRIED



**City of Whittlesea & Whittlesea Community Connections
Service Agreement annual report June 2019 to July 2020**

What have been the key facilitators (highlights) and barriers to the implementation of the WCC projects?

COVID19 has been both a significant challenge and opportunity for WCC to re-think how it delivers services to those most in need. The pandemic has seen both an introduction of new initiatives/partnerships as well as a shift to telephone based and remote services.

At the very beginning of the pandemic WCC introduced a central response line to respond quickly to community members finding themselves in need of assistance as a direct result of the pandemic; the contact centre created access to food relief, financial assistance and casework support. The central response line is supported by multiple staff, volunteers and social work students.

A direct line was established for essential specialist services including Berry Street, Victoria Police and Maternal Child & Health to have direct access into WCC. All response staff were trained to support people experiencing a range of difficulties as a result of the crisis including loss of employment, issues with Centrelink, housing and homelessness, financial stress, food insecurity, mental health and family violence. Community information fact sheets were developed for international students, asylum seekers, COVID specific resources, emergency relief services in surrounding LGA's.

A significant element to this need and thus response has been the supply and delivery of food and prepared meals to people's homes in recognition of family size, cultural and religious needs. Food deliveries have been coordinated between WCC and local emergency relief providers ensuring those most in need were able to access help. From April to June more than 3000 Whittlesea residents were assisted as a result of this funding. This includes 1960 households that received food boxes over 12 weeks in collaboration with Infinity Church, Encompass Care and Hope Centre. This equates to an estimated value of at least \$290,000. Securing funding in 2019-20 to develop the farm in addition to the Whittlesea Food Collective will ensure greater access to healthy, locally grown food for years to come.

WCC established Friendly Connections supporting isolated and vulnerable people either as a result or exacerbated by the crisis by linking them to a trained volunteer to provide regular friendly conversations over the phone. This is an extension of the Community Visitors Scheme for older isolated people. 35 people were referred to Friendly Connections and as of July 2020, 18 people had been matched. On-going training and support is provided to volunteers to ensure they have the information and support they need to address issues as they arise (eg) debriefing support, suicide prevention training.

The Whittlesea Volunteer Resource Service (WVRS) provided over 140 community members with information and support to connect with a relevant volunteer role locally and provided additional training to build on people's knowledge and skill. However placement of volunteers has been difficult since COVID19 as many volunteer involving organisations have closed operation. In response the WVRS will this year focus on working with organisations to provide information and support to re-engage volunteers in safe and appropriate ways. The WVRS has focused on engaging young people and we expect this to continue in 2020 while also working



with volunteer involving organisations to develop youth friendly and accessible volunteer roles. In partnership with Council the WVRS engaged in initial conversations with the Whittlesea Township and Surrounds community emergency response network and developed a volunteers in emergency management plan. We will continue to build on these initiatives to strengthen partnerships, tools and resources available to the local community.

The Women's Advisory Group and Leaders of Tomorrow (youth advisory group) have participated in a number of training and information sessions to build their confidence and capacity to take on greater leadership roles. These include understanding family violence, bystander training, financial literacy, leadership training (PRACE) and women's health day. The Women's Advisory Group supported WCC to decide on and distribute brokerage funds to help establish CLD FV women's groups. Five new groups were established in 2019-20 supporting women from India, Nepal, Sri Lanka and the diverse African community. The LOT has worked with WCC, other young people and local MPs to continue to advocate for a dedicated youth space in Whittlesea and we hope to hear more from this group in 2020.

WCC continues to work in partnership with Council, other levels of government and local organisations to identify, coordinate and advocate for local responses. This is evidenced by our work to facilitate a number of local networks including the Whittlesea Multicultural Issues Network, Emergency Relief Network, Whittlesea Community Farm and Food Collective and Whittlesea Housing and Homelessness Action Group.

In 2019-20 WCC worked across the organisation internally and with Council to develop an outcomes evaluation framework for the services delivered through the Council Service Agreement. This has been a significant piece of work establishing new data collection points, indicators and processes for client feedback.

To further our efforts in 2020 WCC has been successful in obtaining a number of Working for Victoria roles, which will support the organisation to be able to:

- Evaluate the central response line, identifying outcomes and providing recommendations for future access/intake system.
- Evaluate the financial assistance programs response to COVID and impact of assistance.
- Deliver Financial Capability Information as well as COVID specific financial information.
- Deliver COVID messages and other related information to priority groups.
- Deliver Employment workshops and employment pathways.
- Continue to build on our community engagement efforts in Epping North/Wollert.

Council's initiative of redeploying their staff to community organisations provided WCC with some marketing expertise and the development of a targeted awareness pilot designing pamphlets and posters introducing WCC and encouraging residents to get in touch for information, support along with information on the wide range of services we deliver.


Objective 1: Local residents, community groups and service providers are able to access information and support

	What & how have outcomes been achieved?
Community Help	<p>A team of dedicated caseworkers provided a range of community help services from WCC's main office and in outreach locations including Whittlesea Library, Whittlesea Community House and Mernda Community House to ensure access across the municipality. A total of 420 clients accessed WCC's Community Support Service during this period and 987 casework sessions provided to 420 clients as follows:</p> <ul style="list-style-type: none"> - 308 advocacy/support - 17 community capacity building - 15 education and skills training - 16 health care assistance - 209 information/advice and referral - 237 intake and assessment - 91 financial assistance material aid - 43 rent/mortgage assistance <p>Significant client groups included bridging & TPP (asylum seekers) (21%) and homeless or at risk of homelessness (22%). This has informed WCC's partnership development and advocacy efforts in both these spaces. For example to better support people seeking asylum services including Cabrini and Red Cross now deliver outreach services from WCC.</p> <p>Quality of casework services is continually enhanced by whole of organisation casework meetings that aim to increase knowledge of the existing service system and links between multi-disciplinary casework supports within WCC (eg) legal, settlement and general. Client feedback is integral to improving quality and the team has developed and implemented tools and processes to identify impact of casework support. As a result client knowledge of relevant support services was assessed by WCC practitioners PRE and POST service; 98% had very poor and 2% poor knowledge pre and 60% had good, 29% reasonable, 8% very good and 4% had poor knowledge post service.</p>



	<p>Convened 3 networks: Whittlesea Multicultural Issues Network, Whittlesea Housing and Homelessness Advisory Group and Whittlesea Farm and Food Collective. These networks have been critical in bringing together key local and regional stakeholders to share information and data, build coordinated approaches to local problems and advocate more broadly for change.</p> <p>Participated in 3 networks: Safer Communities Advisory Group, Whittlesea Youth Commitment Steering Committee and Cross Roads Network. These networks are important to progress key strategic directions in relation to family violence and young people.</p> <p>Information Sessions: Fix it Friday (5 sessions), identifying and responding to family violence (50 people) and Epping North community consultation. Community information strategy will be developed in 2020 to enhance the way community information is delivered going forward.</p>
Objective 2: Provide leadership in identifying social trends and responding to community issues	
	What & how have outcomes been achieved?
	<p>Provided evidence at Legislative Council Legal and Social Issues Committee public hearing for the Inquiry into Homelessness.</p> <p>Convened Whittlesea Housing and Homelessness Advisory Group to develop annual action plan and 10 year vision.</p> <p>Cross Roads Network: WCC's legal service continues to work with the Coroner's Court in order for the Coroner to confirm contributing factors, identify systemic issues and provide possible solutions. Findings that highlight these issues will assist the network with further advocacy strategies. WCC has also started to consult directly with women from the Indian community to further inform this approach.</p>
Objective 3: Promote, support and strengthen volunteering	
	What & how have outcomes been achieved?



Volunteer Resource Service	<p>142 Volunteers provided with intake and assessment, information and referral. Of which:</p> <ul style="list-style-type: none"> • 94% reported satisfaction with service • 65% reported increased knowledge • 75% reported increase confidence <p>To further build knowledge, confidence and skills 80 community members participated in volunteer training that included basic computer skills, identifying and responding to family violence, mental health first aid and child safety.</p> <p>Whittlesea Volunteer and Community Engagement Network convened and 19 volunteer involving organisations provided with information, support and secondary consults. Focus in 2020 to identify next steps for this network based on consultations with the sector.</p> <p>Developed volunteer in emergency management plan and will continue to work with Council to refine, maintain currency and coordinate with emergency management sector.</p> <p>Contributed to the Victorian State Volunteer Strategy consultation and Federal review of the Volunteer Management Activity. WCC also contributed to research that aims to identify the impact of volunteer resource services on social cohesion. Mernda Community House was used as a site for this research and findings to be released in 2020.</p>
Objective 4: A diverse range of community members demonstrate leadership and have a voice	
Community Engagement	What & how have outcomes been achieved?
	<p>Women's Advisory Group: 18 women from CALD participated in monthly meetings and leadership training. Evaluation of the Women's Advisory Group undertaken, indicating an increase in understanding of FV and drivers, confidence to connect and rung groups.</p> <p>Leaders of Tomorrow (LOT) youth advisory group: 22 young people participated in monthly meetings and contributed to planning activities for young people. Members continue to gather evidence in support of a dedicated youth space in Whittlesea.</p> <p>WCC consulted with migrant and refugee communities living in Whittlesea about what multiculturalism means to people in an everyday sense and how this experience could be enhanced locally. The main themes identified in response were encouraging groups to engage across cultures, employment and racism and discrimination. Racism and discrimination however were strongly linked to the other themes.</p>

6.3 COMMUNITY WELLBEING**6.3.1 FOR DECISION - REFOCUSING COUNCIL'S 2021 AUSTRALIA DAY CELEBRATIONS**

Attachments: 1 CoW Festival Program Summary [↓](#)

Responsible Officer: Director Community Wellbeing

Author: Manager Community Cultural Development

RECOMMENDATION SUMMARY

This report is presented to Council for endorsement of the recommendations. The report recommends that:

1. On January 26, Australia Day, Council's activities be civic focused and continue to conduct a Citizenship Ceremony on this day.
2. Council ceases to hold an Australia Day event on 26 January and undertakes community consultation as part of a wider municipal festival and events review. This review will consider fireworks and performances being scheduled at more appropriate times to address fire risk concerns, community safety, value for money as well as cultural and community development opportunities.
3. Council pilots a Whittlesea 'Community Awards' initiative in 2021, in lieu of holding 'Australia Day Awards'.
4. A Whittlesea festival and events review report is presented to Council for consideration, including community consultation findings, no later than July 2021.
5. Council continues its ongoing program of Reconciliation education and engagement to foster understanding, awareness and respectful dialogue around these issues in the Whittlesea community.

BRIEF OVERVIEW

The City of Whittlesea (Council) delivers an Australia Day public event each year on January 26 as part of its festival and events season. While the event is supported by some in our community, it also contributes to the distress and trauma experienced by our Aboriginal and Torres Strait Islander residents on and around this day.

The 26 January has become an increasingly complex and contested date to celebrate Australia Day in recent years. The City of Whittlesea (Council) recognises this complexity and is committed to moving forward in a way that serves to heal, unite and build bridges of understanding across our community. This approach is in line with Council's primary purpose under the Local Government Act 2020 (the Act) "...to ensure the peace, order and good government of each municipal district" (ss 1 (1)).

The next steps around 26 January present an opportunity for Council to make significant progress along its Reconciliation journey. This progress is consistent with Council's adopted Reconciliation Policy (2015); considerable action undertaken through the Stretch Reconciliation Plan (2017); as well as significant advice from the Whittlesea Reconciliation Group (WRG).

In addition, a number of operational issues are impacting on the delivery of Council's Australia Day event and 'Australia Day Awards' which make it timely to no longer hold this event or allocate awards on this day. Council will conduct a review of the festivals and events program in 2021 which will be guided by Council's vision of Whittlesea as 'a place for all'.

Council will continue to hold Citizenship Ceremonies on 26 January, including invitation of a Wurundjeri Elder to participate and undertake an Acknowledgement of History as appropriate to Wurundjeri customs and lore.

RATIONALE FOR RECOMMENDATION

There are a number of policy, operational, financial, public health, safety, reputational and relational risks associated with continuing to hold a major event on 26 January.

IMPACTS OF RECOMMENDATION

The Whittlesea Reconciliation Group (WRG) reports that our Aboriginal community will feel heard, respected and hopeful if Council demonstrates leadership through endorsement of these recommendations. Council's Stretch Reconciliation Plan (Stretch RAP) identified (page 5) that:

- 83 per cent of Victorians believe that Aboriginal Australians 'hold a special place as the first Australians'.
- 84 per cent of people surveyed across the City of Whittlesea agreed that something should be done to reduce discrimination experienced by people from racial or ethnic minority groups in Australia.

Council acknowledges, however, that some of our community support continuation of a major event on 26 January and may respond negatively which may be expressed to Council, the WRG or directly to media and on social media channels.

The recommendation also seeks to mitigate risk associated with a fireworks display at this time of year; potential COVID-19 community transmission risks associated with holding a major event during a pandemic (and when restrictions over the 2020/21 summer are unclear at time of writing); as well as financial (value for money) issues associated with staging the event in recent years.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Council will conduct a Whittlesea festival and events review (the review) to explore new and inclusive models and address emerging delivery risks. The review's community engagement process will be conducted across our diverse demographic as well as with the Wurundjeri Land Council (Traditional Owners) and local Elders. The review will also address: seasonal (fire risk) and environmental concerns, community health and safety, value for money as well as cultural and community development opportunities.

Council will also:

- Work with local communities and stakeholders to pilot a Whittlesea 'Community Awards' initiative in 2021, in lieu of holding 'Australia Day Awards'.
- Complete a Whittlesea Fireworks Policy review and present a revising draft to Council for consideration prior to April 2021.
- Continue to monitor the Department of Health and Human Services' (DHHS) advice regarding *Victoria's roadmap for reopening* to ensure that festivals and events are in line with public health guidelines.
- Continue to deliver its ongoing program of Reconciliation education and engagement to foster understanding, awareness and respectful dialogue around these issues in the Whittlesea community.

REPORT**BACKGROUND**

The Australia Day Celebration is part of Council's annual festival provision. The event is held on 26 January in the evening between 6pm – 9.30pm and includes music, entertainment, food and a fireworks finale. Council also holds a citizenship ceremony and the City of Whittlesea Australia Day Awards on this date.

Australia Day on 26 January is a gazetted public holiday that has been celebrated nation-wide since 1994, marking the anniversary of the arrival of the First Fleet of British ships in 1788. For many Aboriginal and Torres Strait Islander people, 26 January is not a day of celebration, rather it is a day of sadness and trauma.

At a local level, the Australia Day Celebration has been the subject of debate, with Council's advisory body, the Whittlesea Reconciliation Group (WRG), advocating on multiple occasions for the celebratory event to be moved to a less sensitive date. Whittlesea's Traditional Owners, the Wurundjeri Land Council, has also indicated they would like to celebrate Australia Day, but on a more inclusive date:

"...The Aboriginal and Torres Strait Islander community are very proud Australians, who would very much like to be able to celebrate a day of national pride, but how can we be expected to celebrate on a date that to us symbolises a loss of country and culture..."

Wurundjeri Land Council (2017)

<https://www.smh.com.au/opinion/we-want-to-celebrate-a-day-of-national-pride-just-not-this-one-20170824-gy3ay3.html>

Hence the 26 January has become an increasingly complex and contested date to celebrate Australia Day in recent years. Council recognises this complexity and is committed to moving forward in a way that serves to heal, unite and build bridges of understanding across our community. This approach is in line with Council's primary purpose under the Local Government Act 2020 (the Act) "...to ensure the peace, order and good government of each municipal district" (ss 1 (1)).

In addition, a number of operational issues are impacting on the delivery of Council's Australia Day event which make it timely to cease holding this event and review the festivals and events program in 2021.

PROPOSAL

This report addresses the community impact and the delivery challenges associated with conducting public celebrations on 26 January and recommends steps aligned with Council's Whittlesea 2040 vision of becoming a "place for all".

The report recommends that while Council continues to conduct a Citizenship Ceremony on January 26, it ceases to hold a public Australia Day event on this date. Instead Council will pilot a Whittlesea 'Community Awards' initiative in 2021, in lieu of holding 'Australia Day Awards' and undertake community consultation as part of a wider municipal festival and events review.

Whittlesea Aboriginal Community

The City of Whittlesea has the second largest Aboriginal population in metropolitan Melbourne; 1.2% or 2023 people according to Council research.

Members of the Aboriginal community and the WRG have regularly raised concerns about conducting an event on a day that causes high levels of distress for Aboriginal people; and the WRG has advised Council that holding celebrations on this date is no longer appropriate. In recent times, the issue of Council holding an Australia Day celebration event has impacted Council's relationship with the WRG and slowed progress in the Reconciliation space. Whittlesea's Aboriginal community reports increased levels of racism around Australia Day and the WRG receive increased racist commentary on their Facebook page.

Reconciliation approaches

Council has a policy commitment to Reconciliation, cultural safety and inclusion, and is viewed as a leader in the sector by peak bodies such as Reconciliation Victoria and Reconciliation Australia. Council's vision for reconciliation is driven by Council's Reconciliation Policy which states:

The City of Whittlesea values local Aboriginal communities and cultures; Council recognises they hold a special place as the First Peoples of Australia. Council is committed to inclusivity, equity and engagement with local Aboriginal people and communities.

Council is one of only five Victorian Councils to adopt a Stretch Reconciliation Action Plan. We have more Aboriginal staff than any other Council in Victoria with an Aboriginal Employment Pathways Strategy laying out a road map to foster a culturally appropriate and inclusive workplace. We have an Aboriginal Inclusion Charter which emphasises the importance of mutually respectful and beneficial partnerships between Aboriginal communities and Council with a view to achieving the best possible outcomes for the whole community.

Conducting a large-scale celebratory event on January 26 could be seen to be inconsistent with these commitments and achievements.

Australia Day event – operational context

- **Risk and security** – this national public holiday has seen an increase in anti-social behaviour and Victoria Police have heightened risk management concerns regarding terrorism and hostile vehicle incursion at mass gatherings particularly on this day. Victoria Police have imposed year-on-year risk management requirements which have resulted in significant increases in costs.
- **Budget** - the budget for this event has increased significantly over the past decade. This increase reflects changes to the regulatory environment, increased resources required to manage and implement risk control measures and a resulting increase in staffing levels – contractors and Council staff. The security/risk related expenditure as a percentage of the event has risen from 10% to around 40% while expenditure on community entertainment and activities has been reduced from 18% to 9% during this period. A summary of event costs is provided in **Table 1** below.
- **Program** - the program budget has reduced over time to compensate for increased security and risk costs. This reduction is coupled with increasing difficulty in attracting high-quality performers, musicians and MCs to perform on this day. Council has been informed by industry agents that many artists and performers are no longer willing to perform at Australia Day events; and limits the content able to be sourced for the program. A summary of other Whittlesea festivals and events are summarised in **Attachment 1**.
- **Fireworks** – the fireworks finale drives public attendance at the event site and in the surrounding streets and local viewing points. It is, however, an activity that increasingly divides opinion; anti-firework sentiment increased significantly during the 2020 devastating bushfires. The cancellation of Council's Australia Day fireworks in that year saw a decrease in attendance of 65% on previous years.

Council is reviewing its Fireworks Policy and once revised will be presented to Council for endorsement and community consultation, prior to April 2021. The revised draft policy considers prohibiting fireworks during the designated fire danger period which would preclude fireworks continuing as part of events held in the January period (including Australia Day).

Council has recently reviewed its Fireworks Policy which is now pending community consultation. The draft policy recommends not permitting fireworks during the designated fire danger period which, if endorsed by Council, means that fireworks cannot continue as part of Council's Australia Day event.

Year	Budget	Net Cost	Number of Attendees	% CoW residents
19/20	\$75,461	\$83,740	1500 attendance (no fireworks)	87% from CoW
18/19	\$90,235	\$72,394	4500 attendance	93% from CoW
17/18	\$75,756	\$70,745	1500 attendance (heavy rain/ wind)	89% from CoW

COVID-19 impact upon events

Restrictions associated with the COVID-19 pandemic have created a challenging and uncertain environment for large events. Council is unable to safely plan for any large public gatherings to be delivered in the next few months. The recommendation also seeks to mitigate any potential COVID-19 community transmission risks associated with holding a major event during a pandemic (and when restrictions over the 2020/21 summer are unclear).

The Department of Health and Human Services' (DHHS) Victoria's roadmap for reopening – How we live in Victoria states that under the 'Last Step' public events are subject to the requirements listed in DHHS' public event framework (details of which are forthcoming and most up to date public health advice).

The 'Last Step' is proposed to include restrictions on event numbers up to 500 people in any one space and dependant on the venue's ability to maintain a density quotient. Large events will be treated on an individual basis, based on requirements and epidemiology at the time and an approved public Covid Safe plan.

Australia Day Awards and Citizenship ceremonies

City of Whittlesea's Australia Day Awards are announced and presented at the Australia Day event. The award categories for 2020 included: Citizen of the Year, Access and Inclusion Citizen of the Year, Senior Citizen of the Year and Young Citizen of the Year.

Nominations for these awards has been in decline for some time, with the exception of the Senior Citizen of the Year category. Changing the awards and piloting an alternate awards model with a community focus may make them more locally relevant and provide an opportunity to refresh their role (such as working more closely with service organisations). Attracting nominations for these awards has been a challenge and attempts to date to address this (such as streamlining the application process) has not helped. It is unclear as to whether declining applications are a reflection of a change in sentiment from the local community in relation to the awards being held on Australia Day. Changing from an Australia Day to a 'Community' awards' focus will involve changes to Council's City of Whittlesea Australia Day Awards Ceremony Committee, including a possible name change of the Committee and terms of reference.

The Federal Government has recently reiterated its' requirement that local government will continue to hold Citizenship Ceremonies on this day and has developed a revised Australian Citizenship Ceremonies Code. Failure to hold a Citizenship Ceremony on 26 January could result in the Federal Government withdrawing the ability of Council to conduct any Citizenship Ceremonies. It is proposed to conduct a Citizenship Ceremony on Australia Day in 2021, including invitation of a Wurundjeri Elder to participate and undertake an Acknowledgement of History as appropriate to Wurundjeri customs and lore.

CONSULTATION

The WRG has consulted with the Aboriginal community and the broader community on this issue over the past three years and have advocated to Council for change. These consultations and advocacies have included:

- WRG consulting widely in the development of a joint letter and position paper which was presented to Council in 2017 and a second joint letter in 2019.
- Council's celebrations on 26 January have been discussed at the bi-annual Mayor and CEO meetings with the Aboriginal community, as an issue that deeply affects the community and its relationship with the Council.
- WRG's *Change the Date* campaign in 2019 reached 63,582 people with nearly 20,000 online engagements, 1,090 likes, and over 150 residents signing up to take part in further action, demonstrating growing community support.
- Aboriginal community leaders expressed support for WRG's campaign, including the CEO's of Bubup Wilam and the Victorian Aboriginal Health Service, the Director of Dardi Munwurro Men's Healing Services and the Whittlesea Aboriginal Elders Group – Elders Motivated and Deadly.
- Whittlesea Interfaith Network has long advocated for Council to increase dialogue around this issue.
- Community members of Council's City of Whittlesea Australia Day Awards Ceremony Committee have been contacted and advised of proposed changes in this report.

Council notes the WRG's extensive consultation outlined above. Building on this engagement, Council's festivals and events review will undertake consultation across our diverse communities and consider a tailored range of celebrations and events which also address environmental, safety and value for money issues; as well as cultural and community development opportunities.

CRITICAL DATES

Nil

FINANCIAL IMPLICATIONS

Re-focusing Council's 2021 Australia Day Celebration event would allow \$5000 of 2020/21 event budget to be re-directed into community consultation and remaining monies (\$77,331) into community recovery or to support impacted organisational finances in the 2020/21 financial year.

POLICY STRATEGY AND LEGISLATION

Council's Reconciliation Policy includes: *'reconciliation is about building better relationships between the wider Australian community and Aboriginal peoples for the benefit of all Australians'*.

Council's key document providing direction in Aboriginal matters is the Stretch Reconciliation Action Plan (RAP) 2017-2020. The Stretch RAP is structured into three pillars: Respect, Relationships and Opportunities.

Other City of Whittlesea linkages include:

- Aboriginal Inclusion Charter.
- Building Respect: Whittlesea's Anti-racism Strategy 2015-2019.
- Festival and Events Policy.
- Whittlesea 2040: A Place for All.
- Community Building Strategy.
- City of Whittlesea Australia Day Awards.

State Government policy linkages include:

- Victorian Government Aboriginal Inclusion Framework.
- Victorian Aboriginal Affairs Framework.
- Victorian Government's *COVID-19 Victoria's roadmap for reopening*

Federal Government linkages include:

- Australian Citizenship Ceremonies Code in accordance with the Australian Citizenship Act 2007.

LINK TO STRATEGIC RISKS

Strategic Risk *Community and Stakeholder Engagement - Ineffective stakeholder engagement resulting in compromised community outcomes and/or non-achievement of Council's strategic direction*

The purpose of festivals and events is to bring communities together – to strengthen community connection. This event divides opinion and challenges Council's relationship with the local Aboriginal community. Continuing with the event in its current form compromises Council's ability to achieve Goal 1: Connected Community articulated in *Whittlesea 2040: A Place for All*.

Strategic Risk *Governance - Ineffective governance of Council's operations and activities resulting in either a legislative or policy breach*

In accordance with the *Australian Citizenship Ceremonies Code*, local government councils must hold a Citizenship Ceremony on 26 January as part of their Australia Day celebrations. Failure to hold a Citizenship Ceremony on 26 January could result in the Federal Government withdrawing the ability of Council to conduct any Citizenship Ceremonies.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A socially cohesive community

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

Whilst Whittlesea's Australia Day public event is supported by some in our community, it also contributes to the distress and trauma experienced expressed by the Wurundjeri Land Council as Traditional Owners and many of our Aboriginal and Torres Strait Islander residents on and around this day. In addition, the event no longer aligns with Council's demonstrated leadership in Reconciliation and associated policy; and is at odds with advice from Council's WRG.

At an operational level it is increasingly challenging to deliver a great community experience due to increased risk mitigation and unpredictable environmental factors.

The additional pandemic restrictions placed on the delivery of public events now provide Council with the opportunity of time and space to review event delivery and to have conversations with the community about a refreshed festivals and events program, which brings communities together in line with the Whittlesea 2040 vision of "a place for all".

RECOMMENDATION

THAT Council resolve to:

1. Hold a civic focused Citizenship Ceremony on January 26, Australia Day.
2. Cease holding an Australia Day event on 26 January.
3. Undertake community consultation as part of a wider municipal festival and events review which considers fireworks and performances being scheduled at more appropriate times to address fire risk concerns, community safety, value for money as well as cultural and community development opportunities.
4. Pilot a Whittlesea 'Community Awards' initiative in 2021, in lieu of holding 'Australia Day Awards'.
5. Note that a Whittlesea festival and events review report will be presented to Council for consideration, including community consultation findings, no later than July 2021.
6. Continue its ongoing program of education and engagement to foster understanding, awareness and respectful dialogue around Reconciliation issues in the Whittlesea community.

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*
SECONDED: *Administrator Wilson*

THAT Council resolve to adopt the Recommendation.

CARRIED UNANIMOUSLY

Attachment One: 2019/ 20 City of Whittlesea Festival Program summary

In 2019/ 20, the City of Whittlesea delivered 4 main festivals as well as smaller Council or community led events.

Event	19/20 Budget	Comments
Australia Day event	\$75,461	Each festival/event includes Aboriginal and Multicultural content. The City of Whittlesea Community Festival is a large day long event with multiple areas/stages and activities.
City of Whittlesea Community Festival	\$197,000	
Super Kids Sunday	\$27,389	
Carols by Candlelight	\$44,418	
Smaller Council events and community led initiatives	~\$50,000	Council ran approx. 90 smaller events throughout the year some designed and delivered by Council teams and some community-led or partnerships. Of these 10 focused on Aboriginal heritage and around 30 were specifically multicultural.
Council grants programs supporting community-led events	\$140,000	A large number of these supported multicultural events.

In 2020/21, due to the COVID-19 pandemic, Council has consolidated events funding towards a pandemic community recovery focus.

6.3.2 FOR DECISION - SPORTING AND COMMUNITY PAVILION GUIDELINES AND SPORTS LIGHTING POLICY UPDATE

Attachments:

1	Sporting & Community Pavilion Guidelines 2020 ↓
2	Sports Lighting Policy 2020 ↓

Responsible Officer: Director Community Wellbeing

Author: Leisure Planner

RECOMMENDATION SUMMARY

That Council adopt the City of Whittlesea Sporting and Community Pavilion Guidelines 2020 and Sports Lighting Policy 2020.

BRIEF OVERVIEW

Due to recent industry changes Council's current sports lighting and sporting and community pavilions policies are outdated. In collaboration with local sporting clubs, industry experts and sporting peak bodies, officers have developed updated policies. These updated policies articulate consistent service levels to inform future planning and design of local level sporting infrastructure and community pavilions ('pavilions').

RATIONALE FOR RECOMMENDATION

To improve player safety, reduce Council's environmental impact and maximise flexible participation opportunities. The updated Sports Lighting Policy recommends installation of LED competition standard lighting rather than the less efficient metal halide lighting.

The updated Sporting and Community Pavilion Guidelines 2020 (the Guidelines) recommends increases in some room sizes and outlines the essential infrastructure standards needed to provide compliant and functional pavilions that support the delivery of viable sporting competitions in line with current State Sports Associations (SSA) guidelines.

IMPACTS OF RECOMMENDATION

Whilst both policies recommend an increase in the current outdated provisions, these changes bring Council in line with current and expected sport and industry standards, which are required to manage potential injury risk and participation opportunities, as well as address reputational risks associated with inconsistent built form and design approaches across the municipality.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

- Updated policy position will be shared with Council stakeholders to guide future infrastructure delivery and set clear expectations.
- Upgrades to existing sports lighting infrastructure that doesn't meet the standards outlined within the policy, will be prioritised in accordance to need, asset condition, club participation/diversity, expected community benefit and utilisation.
- Flexible design of pavilions to provide multi-purpose facilities will enable increased usage, increase return on investment and potentially reduce the financial implications to Council.

REPORT**BACKGROUND**

Within the City of Whittlesea, adult obesity rates are increasing and the prevalence of heart disease, type 2 diabetes, high blood pressure and osteoporosis are higher than the Victorian averages.

To help address these health indicators and reduce the burden of preventative disease, Council invests in the provision of high quality, accessible and locally available community sporting infrastructure.

Council currently manages 32 sporting reserves with a further 22 planned for delivery over the next 20 years. However, changes in industry and sport compliance standards, participation trends and community expectations have rendered Council's current policy position outdated; risking the ability of new and future developments meeting community demand.

Following the adoption of *Whittlesea 2040: A Place for All* and the *Active Whittlesea Strategy 2019-28* and in response to the above-mentioned considerations, two Council policies have been updated to increase alignment to Council's current strategic priorities and set standardised service levels for the construction of future sport and leisure infrastructure:

1. *Sporting and Community Pavilion Guidelines 2020* – These guidelines provide minimum standards for sporting and community pavilion projects to ensure the delivery of compliant and functional pavilions that meet the needs of community user groups. These guidelines provide an updated position on the existing Sports Pavilion Strategy adopted by Council, 20 March 2007.
2. *Sports Lighting Policy 2020* – This policy provides minimum standards for the delivery of sports lighting at outdoor sports facilities such as sports grounds, fields and courts. This policy provides an updated position on the existing Sports Lighting Policy adopted by Council, 19 November 2013.

The review process was informed by State Sporting Associations, local sporting clubs and outlines Council policy platforms that:

- Are now reflective of industry / sport compliance standards.
- Will deliver fit for purpose infrastructure that meets the needs of community user groups.
- Ensures a consistent approach to the design and delivery of sporting infrastructure.
- Supports inclusivity and fosters healthy, safe and active participation opportunities.
- Encourages stakeholder collaboration to deliver a project with clear expectations.

PROPOSAL**Sporting and Community Pavilion Guidelines 2020**

The Guidelines clearly define Council's minimum standard provision, role and function in developing and building new sporting and community pavilions.

The consistent planning and design advice provided within the Guidelines ensures an equitable approach to facility construction throughout the municipality by setting a default service standard for local level facilities.

Sporting industry standards traditionally adopt a tiered approach to facility standards where facility expectations increase with the level of sport played. Local level facilities are reflective of the basic minimum facility components required to facilitate viable community sporting competition.

The Guidelines balance a 'Sport First' approach with the need for more flexible and inclusive community spaces by documenting the pavilion components required to meet the needs of the sporting user groups and components that would facilitate multipurpose and increased community use (i.e. community storage areas). This will encourage greater utilisation of sporting and community pavilions and ensure that any future pavilions remain fit for purpose, welcoming and accessible to the broader community.

In addition, the Guidelines outline a streamlined process to facility planning and delivery, which is aligned to Council's internal Enterprise Project Management Framework. This enables users of the document to clearly understand key tasks, roles and responsibilities in the facility development and delivery process and outlines a transparent approach to assessing any enhancements that are outside of the Guidelines. Upgrades to existing pavilions that do not meet the standards outlined within the Guidelines will be prioritised according to asset condition, participation, community benefit and utilisation.

Sports Lighting Policy 2020

The Sports Lighting Policy (the Policy) relates to the installation and management of sports lighting on outdoor sports grounds, fields, tracks and courts that are owned and / or operated by Council. The standards are informed primarily by compliance to State Sporting Association competition guidelines and the Australian Standards for Sports Lighting (AS 2560.2018).

Council's current policy recommends the construction of sports lighting to training standards of 50 lux and the use of metal halide globes. However, as the provision of compliant sports lighting contributes to the continued health, wellbeing and safety of the community through increased physical activity opportunities, the revised policy outlines a new approach and recommends an increase in Council's minimum provision standard.

Under the new policy, it is proposed that Council provides LED competition standard lighting with lux levels ranging from 100 to 350 lux in line with individual sport compliance standards.

This increase in provision standards will:

- Ensure that Council is providing safe and compliant facilities that minimise the risk of participant injury.
- Future-proof facilities, reducing the need for Council to retrospectively add or upgrade sports lighting shortly after their initial construction.
- Enable the increased usage of sports facilities and support sporting clubs in diversifying their offer to include weeknight social competitions and flexible night fixtures at facilities that have reached capacity.
- Reduce sports clubs carbon footprint and provide financial savings for volunteer based clubs.

The use of energy efficient LED lights is supported by Council's Zero Net Emissions Plan and has the following benefits:

- Minimising light pollution for the surrounding population.
- Reducing Council's carbon footprint.
- Increasing the energy efficiency of Council infrastructure.
- Providing a longer asset life span in comparison to Metal Halide lighting.
- Reducing maintenance requirements.

In addition to outlining minimum provision standards, the Policy also outlines Council's approach to future sports lighting upgrades. Upgrades to existing sports lighting infrastructure that does not currently meet the standards outlined within the Policy will be prioritised according to asset condition, participation, community benefit and utilisation.

CONSULTATION

Both policies were developed following a comprehensive benchmarking and consultation process with stakeholders including local sporting clubs, AFL Victoria, Cricket Victoria, Football Victoria, Hockey Victoria, Lacrosse Victoria, Netball Victoria, NRL Victoria, Rugby Victoria, Softball Victoria, Tennis Victoria, benchmarking with other LGA's and various internal council departments.

A local government benchmarking consultation informed Council's understanding of the context of sport infrastructure delivery across the broader local government sector and key learnings from other projects to promote continuous improvement. It is common practice across all local governments for policies such as these to be publicly available and adopted by Council, not internally by Council executives, as they will have significant benefit and impact to the community.

CRITICAL DATES

No critical dates.

FINANCIAL IMPLICATIONS

The development of sport and leisure infrastructure constitutes a significant investment for local government. An initial investigation of future LED lighting projects indicate that the proposed increase in provision standards outlined in the Policy will increase initial capital costs by approximately \$20,000 - \$30,000 per site. This cost increase can be managed through Council annual New Works Program and is expected to be recouped through design efficiencies and reduced maintenance requirements.

Recent pavilion design has mirrored the standards outlined within the Guidelines, without the formal support from a council endorsed position, to ensure pavilion design meets industry and sports compliance standards. It is therefore anticipated that any variation in capital expense towards the delivery of future sporting and community pavilions will be minor.

Immediate implementation of the policies to 2020/21 projects can be accommodated within the current 2020/21 budget and any future budget impacts will be presented for Council's consideration as part of the annual budget process.

External grants, partnerships and advocacy to funding bodies will continue to be explored to offset Council costs for delivery. Opportunities for the consolidation of facilities to increase viability of operations and economies of scale will also be explored on a case by case basis to reduce the financial implications on Council.

POLICY STRATEGY AND LEGISLATION

These policies are aligned to:

- Whittlesea 2040 – Goal 1: Connected Community through increased physical activity rates (Direction 1.2).
- Active Whittlesea Strategy 2019 – Key Direction 3: Open Space / Infrastructure.
- Whittlesea Council Plan 2017 – 2021

- Health and Wellbeing Partnership Plan 2017 – 2021
- Equal and Safe Strategy 2019
- Environmental Sustainability Strategy 2012-2022
- Gender Equality in Design Guidelines 2017
- Community Building Strategy 2019
- Open Space Strategy 2016
- Zero Net Emissions 2022 – Council Energy Transition Plan

LINK TO STRATEGIC RISKS

Strategic Risk *Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing*

Long-term planning for sport and leisure infrastructure contributes towards Council's commitment to building a healthy and safe communities through increasing participation in sport and physical activity.

Strategic Risk *Financial Sustainability - Inability to meet current and future expenditure*

The updated policy positions will enable Council to adequately plan and budget for continued investment into sports ground lighting and sports and community pavilion infrastructure across the next 20 years.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal

Connected community

Key Direction

A healthy and safe community

The policies respond to several Whittlesea 2040 key directions including:

- Key direction 1.2 'a healthy and safe community' as it will lead to improved facility provision resulting in increase in physical activity opportunities.
- Key direction 1.1 'a socially cohesive community' and key direction 1.3 'a participating community' through the growth of social networks and opportunities for residents to volunteer within the local sporting context.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

Providing fit for purpose sporting infrastructure plays a central role in creating equitable sporting opportunities and enables sporting clubs to create opportunities for social connection, physical activity and community leadership. The updated policies will ensure sporting infrastructure continues to increase physical activity opportunities encouraging healthier lives for the residents of the City of Whittlesea.

RECOMMENDATION

THAT Council resolve to adopt the Sporting and Community Pavilion Guidelines 2020 and Sports Lighting Policy 2020.

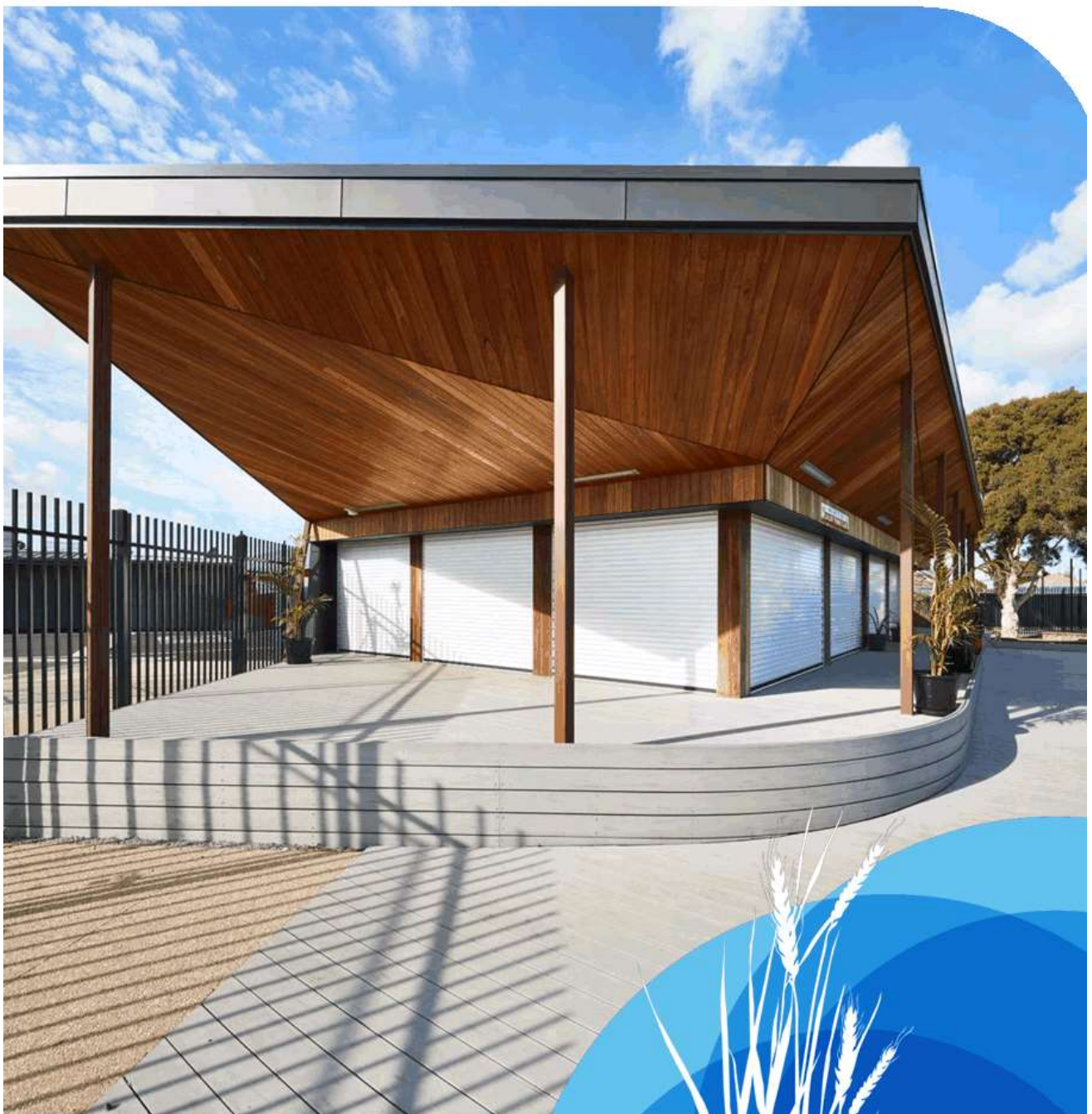
COUNCIL RESOLUTION

MOVED: Administrator Billson
SECONDED: Administrator Duncan

THAT Council resolve to adopt the Recommendation.

CARRIED UNANIMOUSLY

Sporting and Community Pavilion Guidelines 2020





Acknowledgement of Traditional Owners

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

Broader acknowledgements and thanks

The City of Whittlesea recognises that future pavilions will be built on the land of the Wurundjeri Willum Clan.

The City of Whittlesea would also like to acknowledge the support and assistance provided by:

- All clubs and community groups that generously contributed their thoughts, opinions and time to the Sporting and Community Pavilion Guidelines
- insideEDGE Sport and Leisure Planning and JMA Architects in helping to prepare the Sporting and Community Pavilion Guidelines.



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The Sporting and Community Pavilion Guidelines 2020 has been produced by the City of Whittlesea with support from *insideEDGE* Sport and Leisure Planning and JMA Architects. The information supplied is based on documented sporting body publications where available, and through project experience and discussions with City of Whittlesea representatives.

Definitions and standards

BCA	Building Code of Australia The Building Code of Australia is contained within the National Construction Code and provides the minimum necessary requirements for safety, health, amenity and sustainability in the design and construction of new buildings (and new building work in existing buildings) throughout Australia.
CoW	City of Whittlesea
DDA	Disability Discrimination Act The Act makes disability discrimination unlawful and promotes equal rights, equal opportunity and equal access for people with disabilities.
NCC	National Construction Code The NCC is an initiative of the Council of Australian Governments (COAG) developed to incorporate all on-site construction requirements into a single code. The NCC is comprised of the Building Code of Australia (BCA), Volume One and Two; and the Plumbing Code of Australia (PCA), Volume Three.
NSO	National Sporting Organisation (eg. Cricket Australia, Australian Football League)
OHS	Occupational Health and Safety Occupational safety and health, also commonly referred to as occupational health and safety, occupational health, or occupational safety, is a multidisciplinary field concerned with the safety, health, and welfare of people at work.
PSP	Precinct Structure Plans are high level master plans for whole communities. PSPs layout roads, shopping centre, schools, parks and open spaces, sporting reserves, housing, employment, connections to transport and generally resolve the complex issues of biodiversity, cultural heritage and infrastructure provision.
SDG	Safer Design Guidelines for Victoria Safer Design Guidelines for Victoria have been developed to facilitate the planning of safer urban environments for all Victorian communities, and incorporate the Crime Prevention Through Environmental Design (CPTED) principles. All Victorian planning schemes have been amended to require consideration of safety in the design of new proposals.
SRV	Sport and Recreation Victoria Sport and Recreation Victoria are a department within the Victorian Government dedicated to supporting Victoria's sport and recreation sector and inspiring Victorians to get active.
SSA	State Sporting Association A State Sporting Association is the pre-eminent governing body for a sport in Victoria. There are more than 70 recognised SSAs within Victoria.
UD	Universal Design Universal design is the design of buildings, products or environments to make them accessible to all people, regardless of age, disability or other factors.
VPA	Victorian Planning Authority This document provides Council's position on pavilion development components, building upon the VPA planning standards, to ensure adequate facility provision is available across the municipality.
WHS	Work Health and Safety Act Section 22 of the Work Health and Safety Act 2011 refers to the "Duties of designers of buildings and structures". All designers are to be committed to improving OHS outcomes through Safe Design approaches. Safe design processes must integrate hazard identification and risk assessment early in the facility design and procurement process.

'The Sporting and Community Pavilion Guidelines (SCPG) will ensure the delivery of multi-purpose, compliant and functional pavilions that meet the needs and minimum standards of sport and community users'.



Introduction

The City of Whittlesea Sporting and Community Pavilion Guidelines (SCPG) aim to provide consistent planning and design advice for the development and improvement of local level sporting and community pavilions ('pavilions'). The SCPG will ensure the delivery of multi-purpose, compliant and functional pavilions that meet the needs and minimum standards of sport and community users across the city.

Overview

A designated growth area Council, the City of Whittlesea (CoW) is undergoing significant change through rapid population growth and urban development. By 2041 it is anticipated that our population will have increased by 65 per cent to 382,896 people.

It is well recognised that sport makes a significant contribution towards social cohesion, community connectivity and health and wellbeing. With new residential development comes increased demand for community services, including the expectation for Council to provide additional sporting infrastructure for these communities.

A key challenge for our growing city is to balance the sport infrastructure demands of our rapidly growing communities, with renewal of existing infrastructure, amid a tight fiscal environment. Therefore, the design of functional and sustainable shared sports infrastructure and community spaces plays a pivotal role in the health and wellbeing of our community.

As a key element of sports clubs and community groups, pavilions have the potential to foster a safe, welcoming space that acts as community gathering place for the benefit of many.

The planning and design of pavilions to be shared between sporting clubs and the broader community is the focus of these guidelines and getting this process right is vital in order to:

- maximise and enhance Council and community resources;
- manage discussions and funding for growth area planning;
- ensure facilities are fit for purpose and maintain flexibility to reflect changing community needs,
- ensure equity in access; and
- provide safe and welcoming environments to participate.



The importance of shared use pavilions

The City of Whittlesea (CoW) currently has 34 pavilions with a further 22 sporting planned for delivery over the next 20 years. Our pavilions across the municipality cater for a range of sports including Australian rules football, cricket and soccer.

Some have been recently constructed to contemporary standards and expectations, whilst others were built some time ago and are reaching the end of their functional life and others don't meet the functional need of their users.

Some pavilions currently cater for a mix of sporting and community users, whilst others cater more exclusively for the needs of sporting stakeholders.

The intention of this document is to clearly define Council's standard for the expected role and function of new pavilions within our community. It sets out the options and opportunities for the provision and delivery of shared pavilions; as well as stating a range of planning considerations and design elements that should be delivered.

As a City we are experiencing multiple stages of growth and development, with the blending of the old and the new fast becoming a reality. This creates a challenge for planning, efficiency in allocating resources and consistency in the delivery of community facilities and services.

These guidelines aim to provide consistent planning and design advice for the development and improvement of local level sporting and community pavilions.

They set a position that Council's minimum service level for the provision of sport and community pavilions, is for local standard facilities.

This means that they are designed to cater for participants at a suburb or local area level and provide for sports training and competition; built and maintained to a standard level suitable for the level and type of sport being played.

Enhancements to Council's minimum standards as set out in this document, will be on a case by case basis which is clearly defined and proved at the business case development phase.

It is Council's expectation that shared sports and community facilities will be a welcoming space for the entire community to feel safe accessing. For context throughout this document, the objectives of a shared use pavilion are to:

- Provide for the co-location of community groups and clubs to enable the sharing of resources, increase the level of service integration and encourage greater resident utilisation and civic participation;
- Enable residents to more easily and freely access local services and participate in community activities, and
- Provide for the co-location and integration of facilities to optimise the use of land and support infrastructure such as car parks, reduce car travel, encourage social interaction, reduce maintenance requirements and enhance sustainability.

The use and implementation of these guidelines will ensure the future delivery of compliant and functional pavilions that meet the needs and minimum standards of all end-users. It provides clear advice, from planners through to end-users on the design, function and purpose of shared use sport and community pavilions.



Picture: Mill Park Lakes Reserve, South Morang

Pavilions, their role and definition

Pavilions (or 'local sporting facilities' as they are also typically called) and the amenities they provide support the function of community sporting clubs. They extend beyond the functional aspects of change rooms, toilets and kiosks. Pavilions provide a central meeting place for club and community social activities and a physical base to celebrate club history and performance. Well-designed pavilions contribute significantly to a successful club, a sporting precinct and the local community.

As a growth area municipality, the City of Whittlesea builds local level pavilions to support maximum sports participation and community use. This model provides value for money in the development of community infrastructure.

To help identify the characteristics of pavilions that are referred to within this document, the following role and definition has been created.

A pavilion:

- **Is a Council owned facility** available to sport and recreation clubs and community groups on an annual, seasonal or casual basis.
- **Provides a 'home facility' for local sport and recreation club(s)** that primarily attracts City of Whittlesea residents and caters for junior and senior training and competitions.
- Provides a **location for multiple uses, social connection and a sense of place** for those that use and manage the facilities.
- **Is the most commonly provided sporting facility across the City of Whittlesea** and caters for the majority of regular weekly sporting activities.
- Provides **opportunities for use outside of general sporting activities**, typically as indoor social amenities that can cater for a range of community uses.
- Where a pavilion is built for a specific sport, **the sport can be included in the pavilion name** (e.g. Mill Park Lakes Community Tennis Pavilion).

Sport facility hierarchy

To set the context for sport infrastructure requirements, it is important to acknowledge the Sport Facility Hierarchy, which recognises the requirements of sports from grassroot pathways to semi professional and elite sport.

The definitions below are provided from a variety of sources, including NSO and SSA standards and from a range of CoW and other Victorian growth area planning policies. Definitions are provided **for context only** to help identify where local level sporting facilities fit within the broader context of Council infrastructure provision, and to identify the overarching purpose of pavilions.

Sport hierarchy	Sport facility definition
Regional	Facilities that cater for multiple municipalities and attract users from a regional catchment (eg. synthetic athletics tracks or VFL football venues). Facilities are usually built to a higher level of specification and can cater for additional activities such as regional and state-wide events and competitions.
Municipal / District	Principally attract participants from within a municipal area or service multiple suburbs. They cater for senior and junior sports training and competition and are normally the home ground or club facility for one or multiple clubs.
Local**	Cater for participants at a suburb or local area level and typically provide for senior and junior sports training and competition. They are a home for local clubs and can also be overflow facilities. Generally they are built and maintained to a standard level, suitable for the level and type of sport being played.
Neighbourhood	Usually formal park or playing areas that are provided for the immediate surrounding or local community (eg. single or dual court free public tennis courts). They are often overflow spaces or training only areas, often without any additional public amenities.

**Local sporting facilities

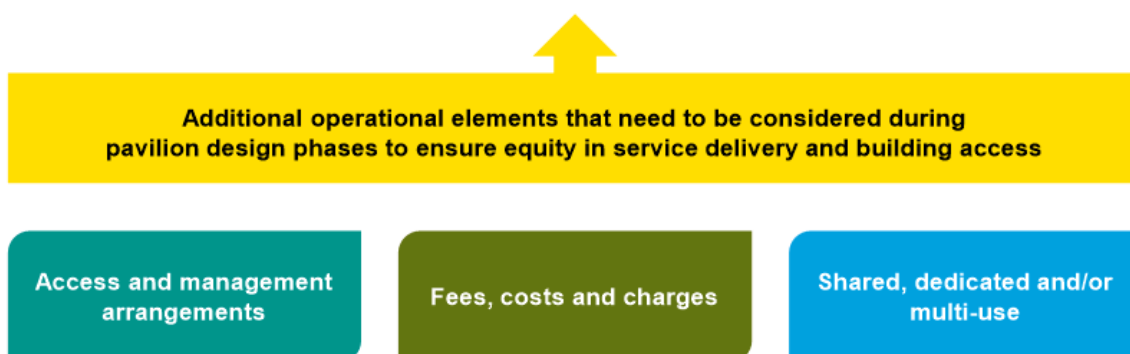
As its standard minimum provision for sport and community pavilions, the CoW will provide local level facilities. The following table outlines how a typical local sporting facility might appear within the CoW. This table is provided for **reference only** and sport, geographic, users and site influences must play a role in defining the level and individual components of a facility.

Sport	General local level facility provision
AFL / Cricket	Single or multiple ovals with a shared pavilion for seasonal use.
Soccer / Rugby Union / Rugby League	Dual full-size rectangular pitches with a shared pavilion, most likely shared with a summer tenant.
Hockey / Lacrosse	Single synthetic pitch with single use pavilion for year-round hockey. Single synthetic pitch with multiple line markings and shared pavilion space, could provide for hockey, lacrosse and other community activities.
Netball	1-2 courts as part of football-netball club using a shared pavilion. In the association netball setting, a local netball venue is most likely to include 4-6 netball courts with single use pavilion.
Tennis	4-8 tennis courts for club / community use with single purpose year-round tennis pavilion.
Baseball / Softball	1-2 diamond (baseball) or 3-4 diamonds (softball) with a shared use pavilion. Shared use could be between baseball / softball or either sport with another shared tenant (eg. baseball / soccer).

Shared pavilion framework

The application of minimum standards, core and optional facility components through building design processes is important, as is the consideration of the type, scale and users of each facility. The following framework guides the range of provision models that may include additional community uses/users that complement sporting club activity.

Model	Definition of shared pavilion model
Community access model (default model)	Provides for local sport needs as the priority and includes multi-purpose space(s) that are accessible to the community outside of sport use.
Specialist use model	Specialist community group(s) that are consulted and engaged through building design processes with the aim of including non-standard or non-core components within the sporting pavilion (eg. higher ceiling, specific floor finish).
Dual tenancy model	Use of a pavilion by dual or multiple users/tenants concurrently. Generally this model requires longer-term tenancy or commercial arrangements, dedicated spaces and separate building entries to allow for compatible sport and alternate use. <i>For similar larger models, these venues are often staffed or form part of larger community hubs.</i>



Note: Note: In line with Council's commitment to maximise community infrastructure and increase the shared use of pavilions, the Community access model is the default model to pavilion design.

Development of a Specialist use or Dual tenancy model requires investigation and approval as part of a business case process; subject to individual site consideration.

Preparation and use of the SCPG

The information provided within the SCPG is intended to be generic in nature and applied to all future local pavilion planning. It must be recognised that each pavilion is expected to feature unique elements that respond to site conditions and specific user needs.

The SCPG have been informed by, and are intended to read in conjunction with, relevant CoW policies, strategies and documents and with VPA planning guidelines and initiatives. Refer to Appendices for **Policy Alignment**.




The SCPG were developed by the CoW with support from *insideEDGE* Sport and Leisure Planning and JMA Architects.

The information supplied is based on documented sporting body publications where available, and through project experience and discussions with CoW representatives.

Guidance provided in the document has also been informed by various state and national sporting body strategies, hierarchies, venue requirements and facility guidelines (refer to **Definitions and Standards**, **Minimum Pavilion Standards** and **Sports Standards** sections for further details).

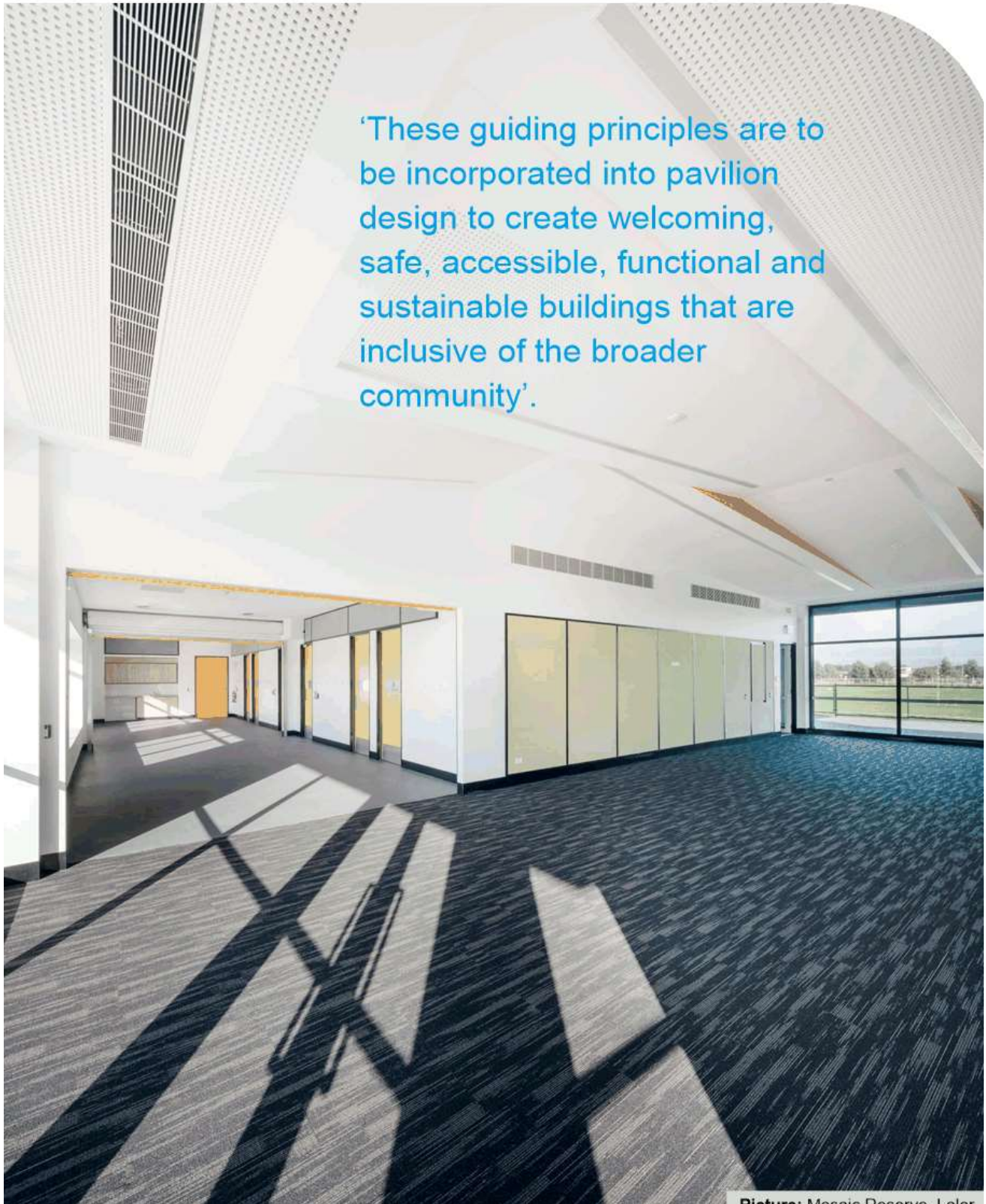
Growth area council and local government benchmarking was also conducted in 2019 to help inform good planning practices and successful design outcomes for pavilions. The following councils participated in the benchmarking exercise:

- Cardinia Shire Council
- Casey City Council
- Greater Geelong City Council
- Hume City Council
- Melton City Council
- Wyndham City Council

Audience	Stakeholder(s)	Benefits in using the SCPG
The decision makers 	City of Whittlesea staff, Executive and Councilors / Administrators	<ul style="list-style-type: none"> • Inform local policy, strategy and planning • Communicate requirements and expectations between departments • Guide venue, site and precinct master planning • Inform annual budgets, infrastructure development requirements and capital works processes • Set the minimum standard provision that Council will provide
The deliverers 	Designers, architects, contractors, consultants, developers	<ul style="list-style-type: none"> • Set pavilion principles and priorities to deliver • Sets minimum standards and expectations for facility design • Inform technical planning and design processes • Better align various design projects with consistent outcomes • Provide guidance on the level of building development required • Document pavilion requirements for new residential / greenfield locations
The users 	Sporting bodies, clubs and the local community	<ul style="list-style-type: none"> • Manage and communicate budget and design expectations • Understand where pavilions sit within the facility hierarchy • Identify opportunities for shared community use and access • Clearly identify Council's minimum provision and opportunities for external contributions / grants to enhance service provision

Guiding principles

‘These guiding principles are to be incorporated into pavilion design to create welcoming, safe, accessible, functional and sustainable buildings that are inclusive of the broader community’.



Picture: Mosaic Reserve, Lalor

Fit for Purpose



Pavilions are constructed to operate efficiently and deliver on Council's core sport participation objectives.



The **Minimum Pavilion Standards and Core Components** section details sport-specific requirements and minimum standards for pavilions to enable local level sporting and community activities to be facilitated.

Key functional requirements that promote fit-for-purpose pavilions include:

- Player and official access to playing area is provided directly from change rooms and not from the rear of the building or similar secluded area.
- Change room amenity access is not provided adjacent kitchen, kiosk or bar serving areas.
- Kitchen or kiosk serving windows are provided to accommodate both internal and external serving for spectators.
- Covered external area linked to the social space and external facing serving window.
- Internal social areas provide maximised viewing to playing areas (particularly for winter sports) and are best raised above ground level to avoid conflict of viewing with spectators outdoors.
- Where the pavilion accommodates multi sports precincts, minimum standards must be assessed on a site by site basis in conjunction with the usage and facility purpose (training/competition)



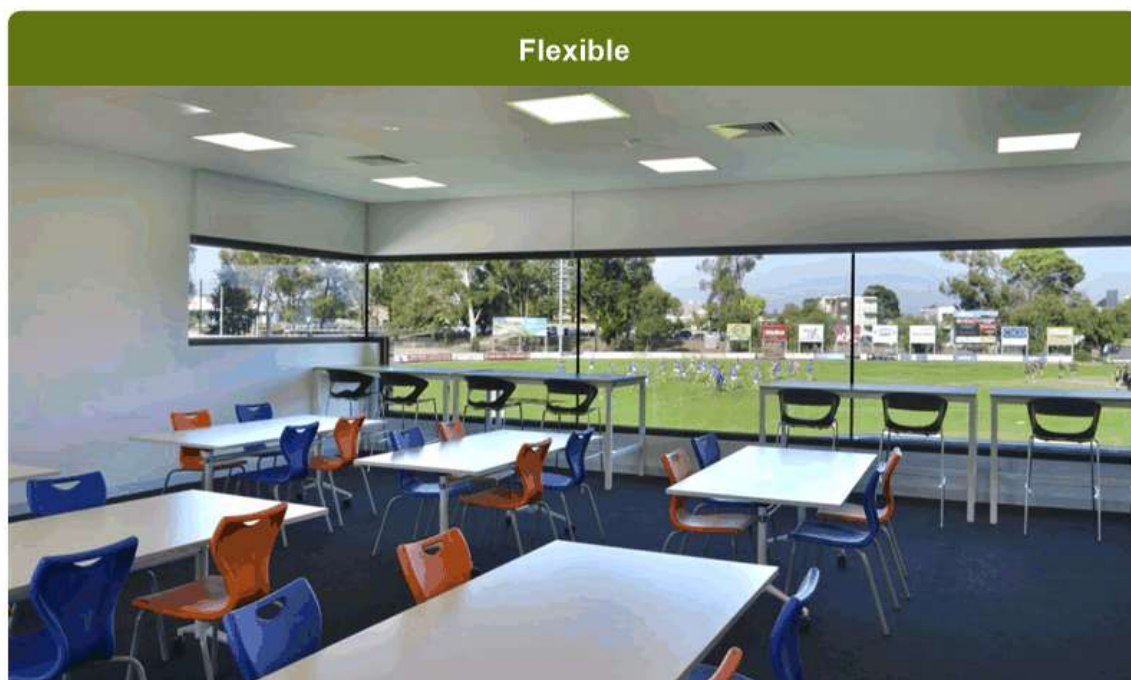
Community sport requirements are met as a priority within the venue, with additional community and commercial uses considered to strengthen community connections.



Where a sporting club is affiliated with a pavilion, provide club-based amenities that improve sport participation outcomes.

Facilities may include:

- Dedicated spaces to accommodate club memorabilia installations that highlight a club presence and retain a welcoming community environment. Consider implementing electronic or concealing options when spaces are used by non-club patrons.
- Dedicated external equipment and maintenance storage with direct access to playing areas.
- Dedicated property and merchandise storage with direct linkage to playing areas.
- Varying ceiling heights to accommodate different club, sport and community activities.
- Change rooms to include elements such as wall mounted hooks, bench seating (moveable) and whiteboards.



Common areas (including playing, training and building footprint) promote shared space in order to maximise flexible use, and package sport and community users together to increase capacity.

CoW is committed to creating dynamic spaces that accommodate a range of uses. Pavilion design can achieve this through flexible and adaptable features and elements, including:

Note: Changing rooms are not considered a shared space between sport and community user groups and are considered best for sports use only.

- Open modular spaces with operable walls or room dividers that can be adapted to configure spaces for multiple uses and occupants.
- Operable walls or roller shutters between change rooms to alter sizes from smaller teams to larger squads and school use.
- Minimal corridor space to provide opportunities for room-to-room linkages.
- Regular shape and standardised floor plan to accommodate multiple furniture layouts.
- Shared amenities between areas (typically toilets) to promote budget efficiencies.
- Sliding lockable signage in amenities for varying occupants.
- Mobile bench seating adjacent to operable doors or roller doors in change rooms to facilitate flexible club use and configuration
- Kitchenette(s) within open and accessible social spaces to service different areas of the facility.
- Dedicated and sufficient internal storage within the social area and kitchen to cater for sport and community users.
- Provision of furniture and appropriate storage (eg. movable tables).
- Provision of public toilets to be considered on a site by site basis in line with Council's Public Toilet Amenities Plan.

Inclusive

Universal Design principles will guide pavilion design to ensure buildings are accessible, usable and convenient to use regardless of age, ability or gender. Compliance with the *Disability Discrimination Act (1992)* and *Access to Premises Australian Standards* are mandatory.

Refer to Appendices for examples of inclusive change room amenities provided within the AFL Preferred Facility Guidelines (2019 update).



Ensure access to a broad cross-section of the community with a particular focus on use and access for under-represented groups.

- Neutral palette to pavilion externals, social rooms and public change rooms to avoid club ownership and promote broader community engagement.
- Toilet pans mandatory within player amenities and are preferred over urinals in public amenities to ensure gender equitable design and avoid limiting use of the space by one gender.
- Flexible dedicated storage space for users.
- Discreet servery design to ensure alcohol is not prominently displayed.
- Heating / cooling to social spaces to better accommodate a mix users and ages.
- Portable hearing devices or hearing loop installation within social space

Beyond these, the following design elements should be considered to improve inclusivity:

- Open space and knee recesses under sinks in kitchens for access by wheelchair users.
- Change room coat hook installation at 1350mm to 1500mm height above finished floor level generally for ambulant access and at 1200mm to 1350mm height above finished floor for access by wheelchair users
- 1020mm wide doors along the path of travel from playing surface to changing rooms to accommodate sports-style wheelchairs. 1350mm wide doors within tennis pavilions along the path of travel from playing surface to changing rooms to accommodate tennis specific wheelchairs
- Location of accessible toilet(s) to cater for change room and building users.
- Include baby change tables and sanitary bins in shared amenity spaces.
- Include a range of heights for bench seating - 450mm standard; 520mm for older adults; 350mm for children
- Operable walls for ease of operation.
- Consideration of 'Changing Places' amenity or suitable amenity adjustments which cater for users of all abilities

Sustainable

Create maintenance and operational efficiencies and reduce the use of resources required to manage facilities.



Environmental sustainability is important to the CoW and is one of the five goals of our overarching strategy Whittlesea 2040. Integrating environmentally sustainable design features into pavilion design contributes to Council's vision of reducing greenhouse gas emissions, wastage and water usage while improving energy efficiency and neighbourhood amenity. Sustainable design considerations include:

Building design

- Orient building to maximise passive heating and cooling, for example maximise glazing to the north, where possible. External shading over N-facing glazing to allow winter solar gain and minimise summer heat gain. External shading over and on north side of E & W-facing glazing to reduce summer heat.
- Light-colour roof sheeting.
- All glazing in areas with active heating and cooling to be minimum double glazed with enhanced or thermally broken frames.
- Natural ventilation.
- Thermal mass materials such as masonry on internal walls and concrete floors to absorb and radiate heat from winter sun only.
- Exceed minimum standards for insulation.
- Rainwater tanks for roof catchment, toilet flushing and irrigation.

- Recycled content and low embodied energy building materials.
- Design to minimise wastage in construction and end of life.
- Establish and deliver on targets to divert construction / demolition waste from landfill.
- Design roof and structure to maximise the installation of solar PV panels, e.g. unobstructed roof space, pitched to the north if possible.

Services

- Solar PV panels to provide as much of the site's electricity load as is practicable.
- Solar battery storage where appropriate.
- Recycled and storm water harvesting and distribution where practicable.
- LED lighting throughout with motion sensing, daylight dimmers and photoelectric cells.

Welcoming and Accessible

Consider the broader precinct in the placement and delivery of pavilions with sight lines, path networks, people movement, landscaping and local neighbourhood character considered in all design.



Welcoming and accessible features in addition to compliance requirements may include:

- Pavilion and street interfaces that feel inviting, not solely oriented towards the playing area(s).
- Avoid steps internally within buildings and provide ramped entries to all raised entry points.
- Provide one centralised pavilion entrance.
- Eliminate hidden alcoves to increase passive surveillance.
- Tactile indicators to curbs and ramps.
- Wayfinding braille signage - internal and external.
- Programmable swipe card system for touch-free access, linked to alarm activation.
- Traditional Owner Acknowledgement Plaques to be installed on all pavilions

Landscaping is an important part of the finished project and is considered a key principle in achieving a community facility that is welcoming and accessible to all users. The following components are to be included:

- Landscaping that complements the site and building design.
- Hard paving interfaces to playing / activity areas, car parks and external building access
- OHS and DDA considerations in relation to level changes, ramps and stairs.
- Local indigenous / drought resistant planting.
- Soft landscaping to appropriate locations, which are suitably visible and low in traffic.
- Integrate public furniture including seating, bins, drinking fountains and bicycle racks into landscape design.
- Ensure car parking does not dominate or impact available open space and maintains clear sightlines to the pavilion entrance.
- Ensure a compliant path of travel is provided from the building entry points to dedicated accessible parking bays.
- Large canopy trees to provide shade and cooling effect.

Minimum pavilion standards and core components



Minimum pavilion standards

The following schedule provides a summary of the minimum standards Council has adapted for the core components relating to pavilions, including sizes and dimensions. Components are based on and have been adapted from the published guidelines for the relevant sport, current as at April 2020 (refer to **Policy Alignment** and **Sport Standards** sections in the Appendices for relevant guidelines and standards). If re-designing an existing facility to accommodate sporting use, there may be some compromise to levels of provision due to retrofitting, site restrictions and budget constraints. Each existing building re-design should be treated on a case-by-case basis as to what can effectively be achieved. In all cases, efforts should be made to comply to the minimum standards below.

Sport	Change Room	Showers / Toilets in change rooms	Kitchen / Kiosk (with servery)	Kitchen Pantry	Social Space	Umpire / Match Officials	Admin Area	First Aid	Internal club storage	Furniture storage	Pavilion Toilets	Accessible Toilets	Spectator Shelter / Seating	Cleaners, Utility, Plant Room	Bin storage	Parking Spaces
	⬡	⬡	⬡	⬡	⬡	⬡	⬡	⬡	⬡	⬡	⬡	⬡	⬡	⬡	⬡	⬡
AFL / Cricket	45m ² x 2	21m ² x 2	20m ²	10m ² *	100m ²	20m ²	15m ²	15m ²	30m ²	20m ²	30m ²	5m ²	150m ² Covered	5m ²	15m ² *	80
Soccer / Rugby Union / League	30m ² x 2	25m ² x 2	30m ² *	10m ² *	100m ²	15m ²	20m ²	15m ²	20m ²	20m ²	30m ²	7m ²	50m ²	5m ²	15m ² *	50*
Lacrosse / Hockey	20m ² x 2	25m ² x 2	15m ²	5m ²	100m ²	15m ²	-	10m ²	30m ²	20m ²	26m ²	5.5m ² *	50m ²	5m ²	15m ² *	20*
Netball (club)	20m ² #	16m ²	14m ²	10m ² *	60m ²	26m ²	12m ²	10m ²	20m ²	20m ²	8m ²	12m ²	30m ² covered bench seating	5m ² *	15m ² *	20
Netball (Association)	25m ² #	20m ²	20m ²	10m ² *	100m ²	30m ²	35m ²	15m ²	25m ²	20m ²	8m ²	12m ²	50m ² covered bench seating	5m ² *	15m ² *	20
Tennis	20m ² #	20m ²	12m ²	8m ² *	80m ²	-	25m ²	5m ²	6m ²	20m ²	20m ² *	5.5m ² *	Covered bench seating*	5m ² *	15m ² *	4*
Baseball / Softball	40m ² #	25m ²	20m ²	8m ² *	100m ²	20m ²	-	10m ²	20m ²	20m ²	30m ²	5.5m ² *	115m ²	5m ²	15m ² *	30*

Key:	⬡ Area shown is per playing area	⬡ Area shown is per pavilion
	○ Area shown is per tenant	⬡ Area is required is set by BCA/NCC & specific usage needs

Table clarifications:

- Where specific areas or room schedules are not provided within sport specific requirements documents, estimates based on general best practice have been assumed and provided. They have also been represented with an (*).
- "-" refers to a component that is not required or non-essential for a local level pavilion.
- Hockey have no documented Victorian or Australian off-pitch facility or amenity standards.
- "#" Number of required changing rooms to be assessed on a site by site basis

Optional sporting components

The following schedule provides a size guide for pavilion spaces that may be considered **non-core components** of pavilions. These components may be included at Council's discretion, based on site suitability, consideration of other users and available resources. There may be some compromise to the size of rooms due to retrofitting, site restrictions or budget constraints. Any change to the stated areas should be agreed in consultation with users and the relevant sporting body to ensure all desired activities can continue to take place. Most areas presented are not included within SSA and NSO guidelines (refer Appendices) and sport industry and local government benchmarks have been used to identify minimum spatial requirements.

Sport	Entry Foyer	Time / Score Keeper's Room	Goal / Equipment Storage Area
AFL / Cricket	15m ²	10m ²	20m ²
Soccer / Rugby Union / League	12m ²	10m ²	20m ²
Lacrosse / Hockey	15m ²	5m ²	20m ²
Netball	12m ²	5m ²	20m ²
Tennis	12m ²	-	20m ²
Baseball / Softball	12m ²	5m ²	20m ²

Community use components

The following schedule provides a size guide for community spaces within pavilions that are considered **key or core components** that support multi-purpose utilisation. These components should be included at Council's discretion, based on and in-line with the **Shared Pavilion Framework** provided on Page 10.

Community use model	Dedicated Separate Entry / Foyer	Separate Kitchen / Kiosk	Kitchenette (provided with shared social space)	Community Storage (assuming shared space available)	Toilet Amenities (if no shared access available)	Multi-purpose space
Community access model (default model)	-	-	2m ²	20m ²	25m ²	Shared with pavilion tenants
Specialist use model (Optional)	10m ²	20m ²	2m ²	20m ²	25m ²	100m ²
Dual tenancy model (Optional)	15m ²	20m ²	2m ²	20m ²	25m ²	Determined by tenant activity

Pavilion planning and design processes



Project management framework

The planning and design processes outlined in the following pages are aligned with **Council's Enterprise Project Management Framework (EPMF)**.

The four phases of the EPMF are:

1. Initiate
2. Plan
3. Deliver and Manage
4. Close

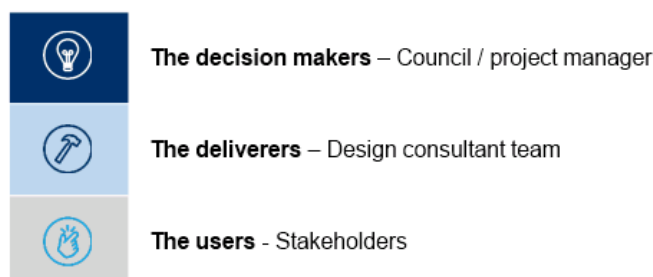
Many of the identified tasks and processes fall within the EPMF's **initiate** and **plan** phases as they relate to capital projects. These SCPG are intended to reflect Council's broader EPMF and the related decision-making processes and hold points that are documented within it.

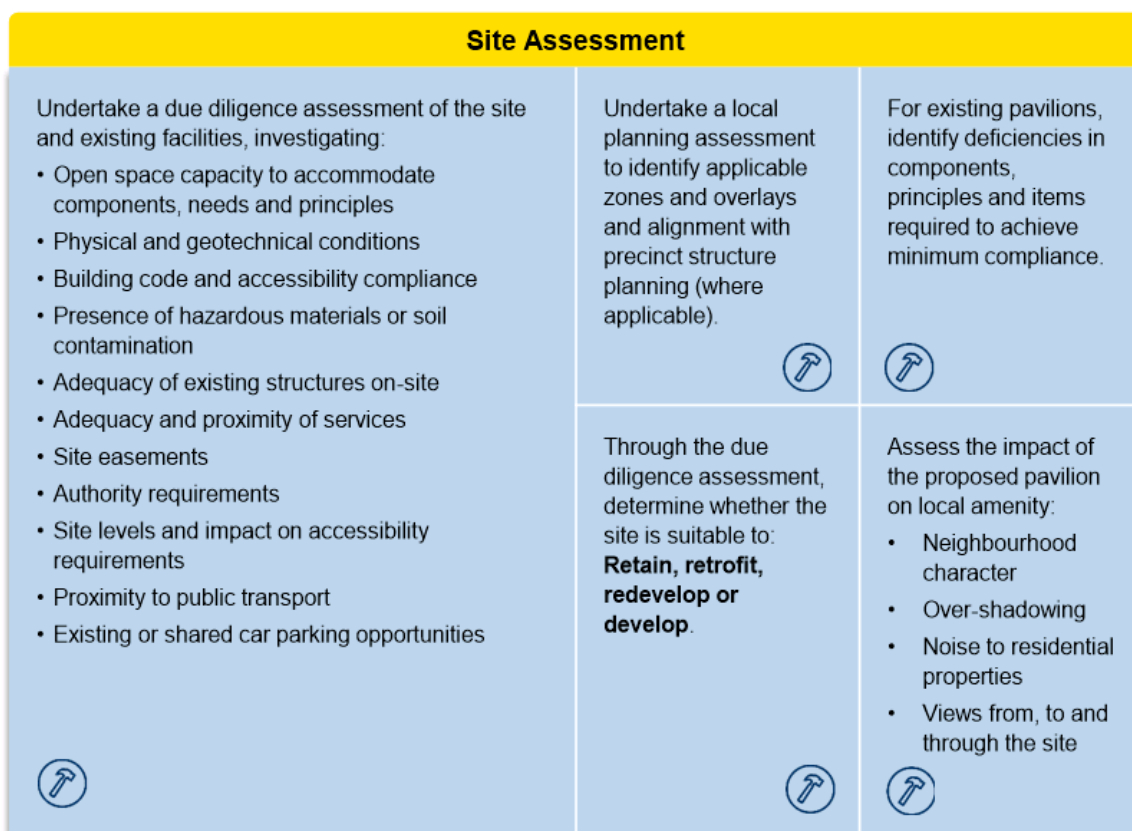
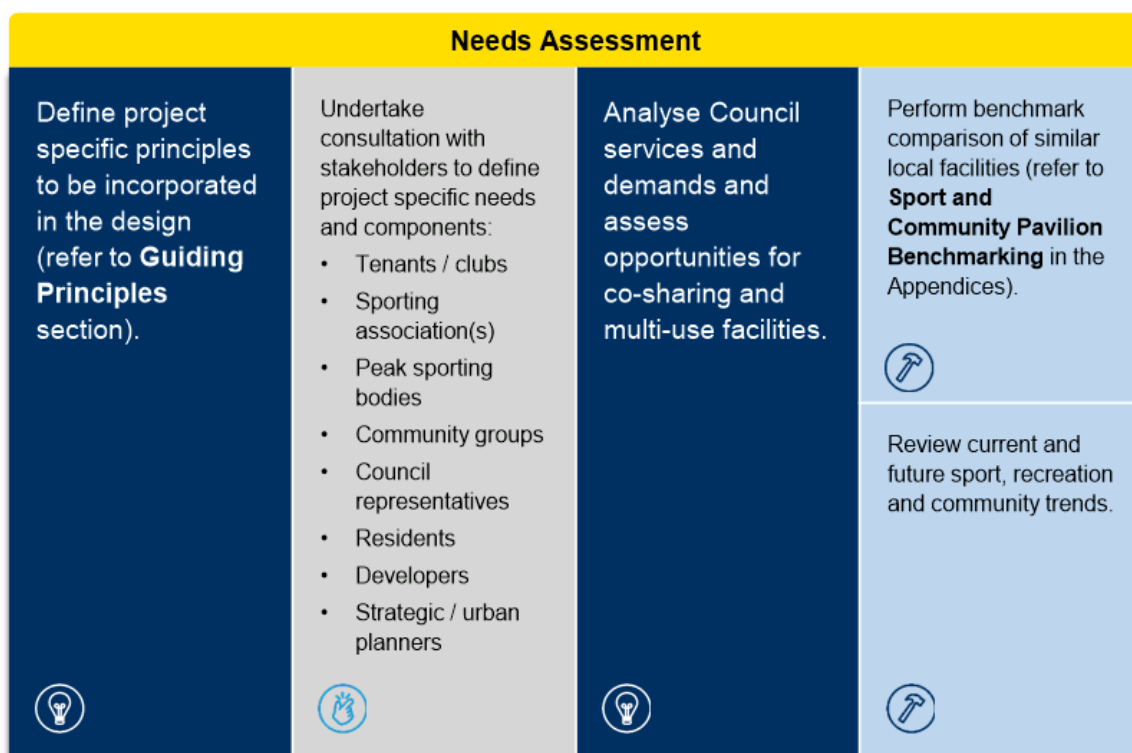
Planning and design processes








There are a number of critical steps to be taken in the planning, design and delivery phases of pavilion projects. Each phase is outlined over the following pages. It is essential for all pavilion projects to be managed in-line with Council's endorsed EPMF.



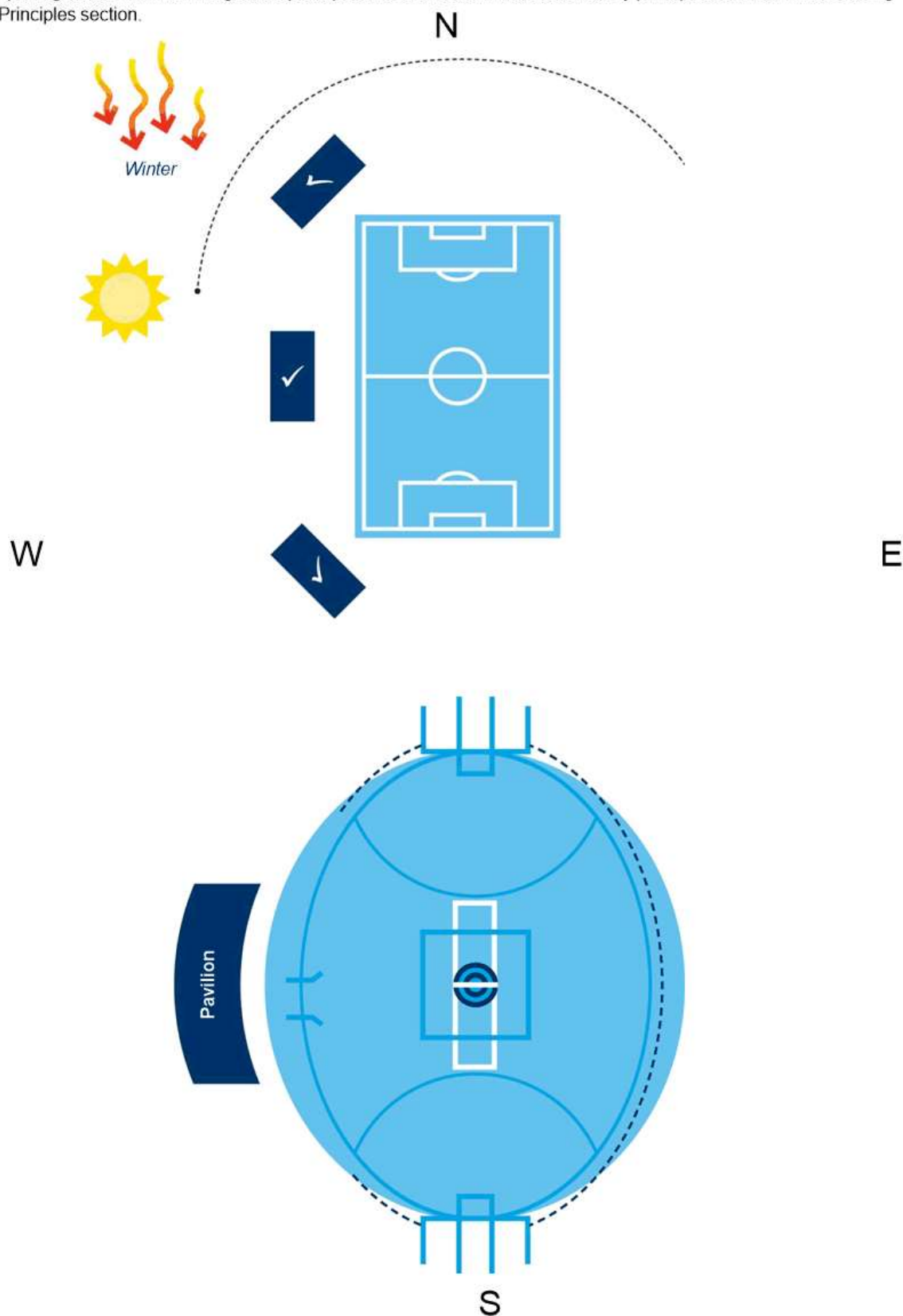
The tasks associated with each identified phase also have a related 'responsible stakeholder' assigned to them. Stakeholders are aligned with the document audience / users identified on Page 10.

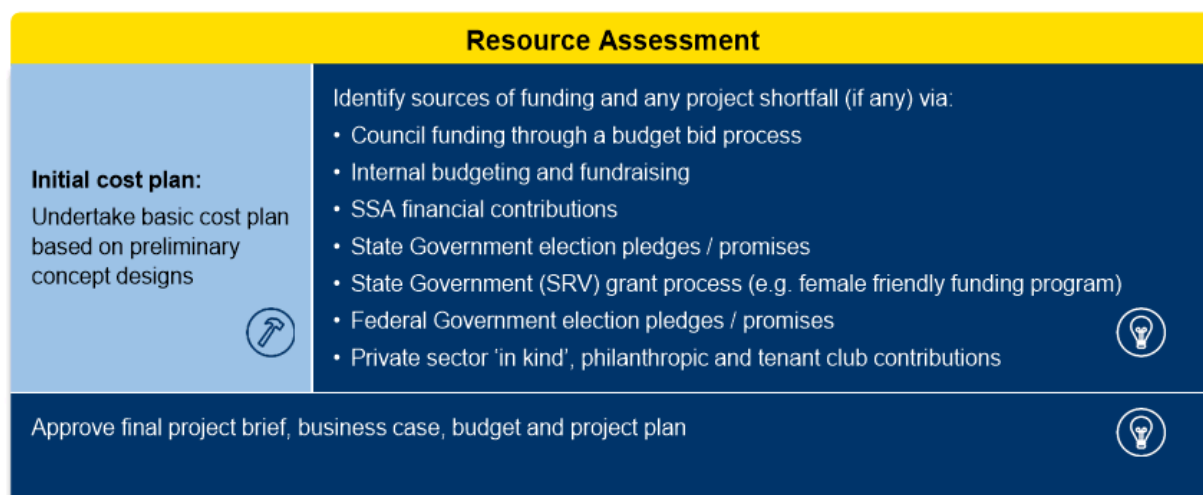
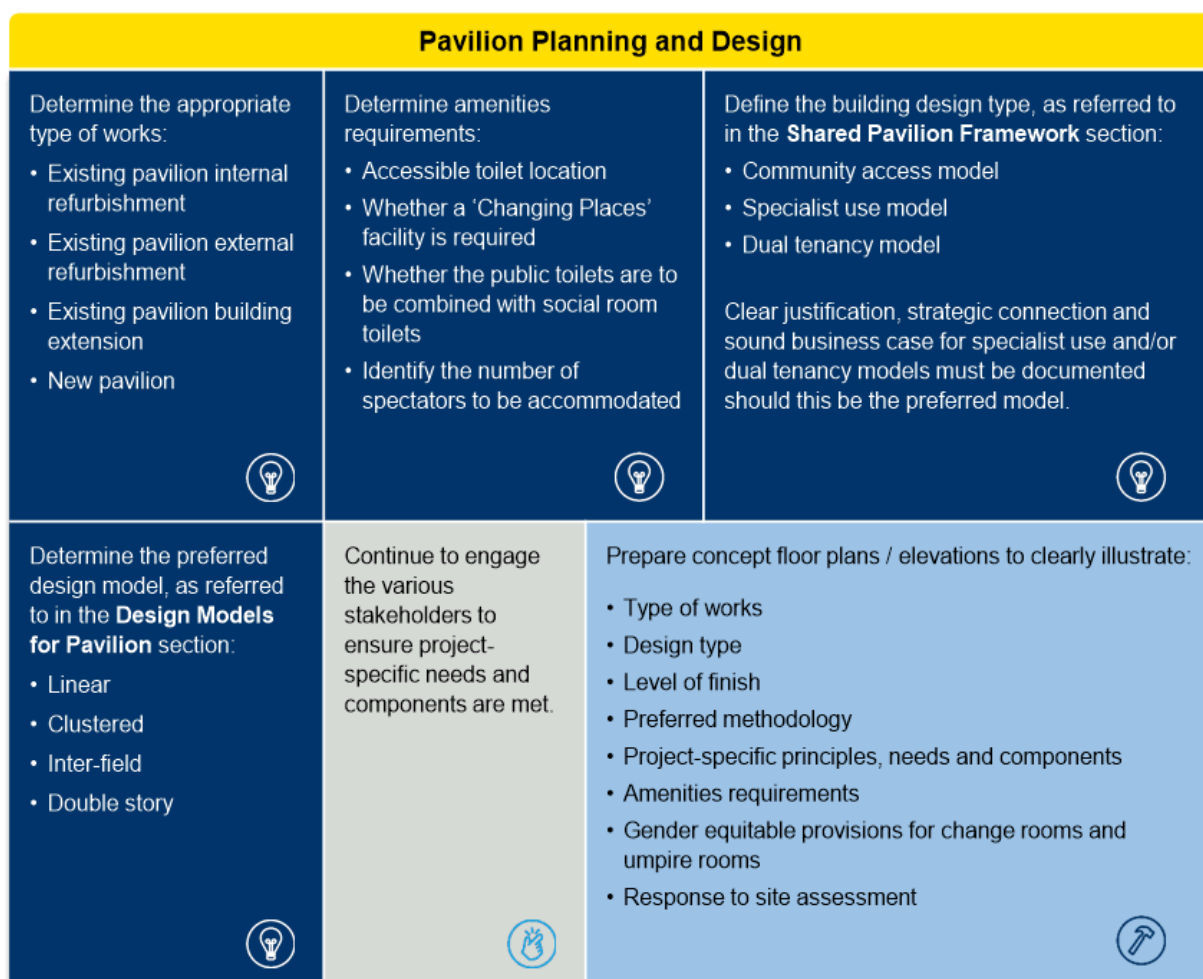




Site Planning		
<p>Playing Area Orientation: The pavilion orientation described below assumes sportsgrounds or playing areas are oriented within 10 to 15 degrees of the north-south axis – the ideal orientation for players to avoid facing low angle east and west sun. Other orientations may exist which will impact pavilion orientation however the primary goal is to avoid facing western sun and / or goals.</p> 		
<p>Pavilion orientation:</p> <ul style="list-style-type: none"> West of sportsground / playing area: Optimal pavilion position. Provides a mid-field position for optimal viewing. Low angle eastern morning sun is a minor concern as most games occur in the afternoon and evening. South-west of sportsground / playing area: Optimal pavilion position. Off-centre position with improved solar orientation for optimal viewing. South and North of sportsground / playing area: To be avoided where possible. Obstructed views behind the goals or player vantage point. East, South-east and North-east of sportsground / playing area: To be avoided where possible. Low angle evening (western) sun can create visibility problems and cannot be controlled without obstructing views to the sportsground. Mid-field between two sportsgrounds ('inter-field') / playing area: Consideration of pavilion location to maximise viewing and accessibility, particularly at sites with multiple fields. At some sites it may be appropriate to have pavilion located in the middle of two fields. However at other sites a more flexible approach might be required, such as pavilion placement at the end of two fields. 	<p>Consider proximity to car parking and the street boundary. A compliant path of travel must be provided from the building areas to accessible parking and to the street boundary. Site contour levels must be considered and any ramping and / or stair requirements identified.</p> 	<p>Continue to engage the various stakeholders to ensure project-specific needs and components are met:</p> <ul style="list-style-type: none"> Tenants / clubs Sporting association(s) Peak sporting bodies Community groups Council representatives Residents 
	<p>Inclusion of pathways around the sportsground / playing area that connect to the pavilion.</p> <p>Sufficient lighting at pavilion entrance and carpark to increase safety and security.</p> 	
<p>Street amenity:</p> <ul style="list-style-type: none"> Provide clear sight-lines for passive supervision from the pavilion to the street. Consider interface with the street and avoid 'blank or plain' street walls that may promote graffiti or appear 'uninteresting'. Identify hard and soft landscaping opportunities to soften the street interface. 	<p>Incorporate the project-specific principles as identified in the Needs Assessment.</p> 	<p>Ensure sufficient space is provided around the pavilion for safe and easy access by services and emergency vehicles.</p> 

The following diagrams illustrate the preferred pavilion positions for rectangular and oval shaped playing fields. The same siting principles apply to all pavilions in order to maximise unobscured viewing, provide clear access for all sporting codes within an integrated sports precinct and better meet sustainability principles outlined in the Guiding Principles section.





Planning and design checklist

The following checklist provides a quick overview of the planning and design process presented in previous pages and is to be read and followed in conjunction with Council's documented Enterprise Project Management Framework (EPMF).

1	Needs assessment Refer to design and delivery processes – Page 23
	<input type="checkbox"/> Define project and project principles (refer Page 11 for Guiding Principles)
	<input type="checkbox"/> Analyse local, council and community services and demands
	<input type="checkbox"/> Review community and industry trends
	<input type="checkbox"/> Identify and consult stakeholders
	<input type="checkbox"/> Undertake benchmarking and precedent studies of similar projects
	<input type="checkbox"/> Identify requirements for Council under PCP's, ISP's and other planning requirements
2	Site assessment Refer to design and delivery processes – Page 23
	<input type="checkbox"/> Undertake due diligence site assessment
	<input type="checkbox"/> Undertake local planning assessment
	<input type="checkbox"/> Identify deficiencies of existing pavilion and site infrastructure
	<input type="checkbox"/> Assess site impacts of proposed pavilion
	<input type="checkbox"/> Determine preferred model for future provision: Retain, retrofit, redevelop or develop
	<input type="checkbox"/> Develop preliminary project business case in-line with Council's EPMF
3	Site planning Refer to design and delivery processes – Page 24/25
	<input type="checkbox"/> Develop site layout or master plan, considering all project elements
	<input type="checkbox"/> Identify most appropriate pavilion location and orientation
	<input type="checkbox"/> Determine path network and people movement requirements
	<input type="checkbox"/> Consider connections to street frontage and other site areas
	<input type="checkbox"/> Incorporate project specific principles (refer Page 11 for Guiding Principles)
	<input type="checkbox"/> Refine project business case in-line with Council's EPMF

Planning and design checklist

4

Minimum pavilion standards

Refer to minimum pavilion standards on Pages 19/20 and Sport Standards in Appendices

- ☐ Identify all sports, activities and uses of the pavilion
- ☐ Identify key spatial requirements and access needs of users
- ☐ Confirm all core components via the preparation of an **initial project design brief**

5

Optional components and community requirements

Refer to optional community use requirements on Page 20

- ☐ Identify other community users and uses
- ☐ Discuss optional sporting and community space needs with stakeholders
- ☐ Confirm all additional pavilion components into the **updated project design brief**

6

Pavilion planning

Refer to design and delivery processes – Page 26

- ☐ Scope pavilion works required: **Internal refurbishment, external refurbishment, extension, new build**
- ☐ Define design type and shared pavilion model (refer Page 9 for type of shared model)
- ☐ Determine amenity requirements
- ☐ Determine functional dependencies
- ☐ Establish a preferred design methodology (refer Appendices for likely **Pavilion Design Models**)
- ☐ Incorporate project specific needs and components
- ☐ Incorporate site assessment
- ☐ Consult stakeholders
- ☐ **Refine project design brief** and confirm options via detailed analysis
- ☐ Prepare concept floor plans and elevations (and options if required) for proposed pavilion
- ☐ Develop initial cost plan

7

Resource assessment

Refer to design and delivery processes – Page 26

- ☐ Identify and confirm funding sources
- ☐ Refine concept designs, costs and seek stakeholder agreement
- ☐ Approve final project brief, business case, budget and project plan – **move to delivery phase when approved**

Appendices



Picture: Laurimar Recreation Reserve, Doreen

Appendices

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Policy alignment

This document aligns with and has been developed with reference to the following Council policies and strategies, relevant legislation and sporting body facility guidelines.

Council policy

The SCPG are informed by and are intended to read in conjunction with relevant CoW policy documents, strategies and related directions:

- Whittlesea 2040: A place for all (2018-2040)
- Active Whittlesea Strategy (2019-2028)
- Active Whittlesea Policy (2018)
- Municipal Public Toilet Amenities Plan (2019)
- Gender Equity in Design Guidelines (2017)
- Gender Equity Strategy (2014)
- Guidelines for Urban Development Manual (2015)
- Community Building Strategy (updated 2019)
- Open Space Strategy (2016)
- Environmental Sustainability Strategy (2012-2022)
- Zero Net Emissions Plan

Industry standards

It is imperative that community facility design considers industry standards and practices including gender equity, environmental sustainability, accessibility, safety, crime prevention and universal design.

It is also mandated that all community buildings comply with the following (but not limited to):

- The Building Act 1993 (Vic)
- The Building Regulations (2018)
- National Construction Code / Building Code of Australia
- Australian Standards
- Disability Discrimination Act (DDA) and its relevant standards including Disability (Access to Premises Buildings) Standards 2010, AS1428
- The Environment Protection Act
- Work Health & Safety Act (2011)
- Occupational Health & Safety Act
- Safer Design Guidelines for Victoria
- Victorian Government's Guide to Governing Shared Community Facilities.

Sport standards

The following SSA and NSO reference documents and minimum standards have informed the sport specific requirements within this document.

- AFL Preferred Facility Guidelines (2019 Update)
- Baseball Australia Club Facility Resource Guide (2016)
- Community Cricket Facility Guidelines (2016)
- Football (Soccer) Facilities Building Development Guide (2019)
- Lacrosse Victoria Strategic Facilities Plan (2016)
- National Netball Facilities Policy (2016)
- Netball Victoria Facilities Manual (2017)
- NRL Preferred Facility Guidelines (2014)
- Sport and Recreation Victoria Female Friendly Infrastructure Guidelines (2018)
- Softball Australia Field Guidelines (2015)
- Softball Australia Facility Management Guide (2015)
- Tennis Australia Infrastructure Planning Resource (2018)
- VRU State Facilities Strategy (2017).

Victorian Government policy

The SCPG are influenced by Victorian Government policy and planning initiatives, including (but not limited to):

- Active Victoria – A Strategic Framework for Sport and Recreation in Victoria 2017 – 2021
- Growth Areas Authority Precinct Structure Planning Guidelines
- VPA Planning for Community Infrastructure in Growth Areas (2008)
- VPA Benchmark Infrastructure and Costs Guide (2019)



Sports standards

The following schedule provides a summary of the minimum standards for the core components relating to pavilions, including sizes and dimensions. Components are based on and have been adapted from the published guidelines for the relevant sport(s), current as at April 2020 (refer to **Policy Alignment** section in the Appendices for relevant guidelines and standards). If re-designing an existing facility to accommodate sporting use, there may be some compromise to levels of provision due to retrofitting, site restrictions and budget constraints. Each existing building re-design should be treated on a case-by-case basis as to what can effectively be achieved. In all cases, efforts should be made to comply to the minimum standards below.

Sport	Change Room Size	Showers / Toilets In change rooms	Kitchen / Kiosk	Kitchen / Pantry	Social Space	Match Officials	Admin Area	First Aid	Storage Internal	Pavilion toilets	Accessible Toilets	Spectator Shelter / Seating	Cleaners, Utility, Plant Room	Bin storage	Parking Spaces
															
AFL	45m2-55m2 x 2	21m2 x 2	20m2	10m2*	100m2	20m2 - 25m2	15m2	15m2 Optional	20m2	30m2	5m2	150m2 Covered	5m2	15m2*	80
Cricket	20m2-30m2 x 2	20m2 - 25m2 x2	15m2 - 25m2	8m2	80m2	15m2*	15m2 Optional	10m2 Optional	30m2	26m2	5.5m2	150m2 Covered	5m2	15m2*	30*
Netball	20m2 x 2	16m2 x 2	14m2	10m2*	25m2	20m2	12m2	10m2	20m2	8m2	12m2	30-50m2 with bench seating	5m2*	15m2*	20
Tennis	20m x 2	20m2 x 2	12m2	8m2*	60m2 - 100m2	-	25m2	-	6m2 - 12m2	20m2*	5.5m2*	Covered bench seating*	5m2*	15m2*	4*
Soccer	25m2 x 2	16m2 x 2	20m2*	10m2*	100m2	15m2	20m2	10m2	20m2	30m2	7m2	25-50m2	5m2	15m2*	50*
Rugby Union	30 - 45m2 x 2	10m2 - 25m2 x 2	30m2-40m2	10m2*	75m2 - 100m2	12m2 - 20m2	15m2	15-20m2	12-20m2	20m2	5.5m2	50m2	5m2	15m2*	50*
Rugby League	30m2 x 2	25m2 x 2	20m2 - 30m2	10m2*	75m2 - 125m2	15m2	20m2	10m2	10m2	35m2	5.5m2*	50m2	5m2	15m2*	50*
Softball	40m2 x 2	25m2 x 2	20m2	8m2*	100m2	20m2	12m2*	10m2	20m2	30m2	5.5m2*	115m2	5m2	15m2*	30*
Baseball	25m2 x 2	15m2 x 2	20m2	8m2	80m2 - 100m2	20m2	12m2*	10m2	20m2	30m2	5.5m2*	50m2	5m2	15m2*	30*
Lacrosse	20m2-30m2 x 2	25m2 x 2	15m2	5m2	100m2 - 150m2	15m2	-	10m2	30m2	26m2	5.5m2*	50m2	5m2	15m2*	20*
VPA	30m2 x 2		20m2		100m2	40m2	20m2		80m2	40m2		80m2	-	-	-

Key:  Area shown is per playing area  Area shown is per pavilion
 Area shown is per tenant  Area is required is set by BCA/NCC & specific usage needs

Table clarifications:

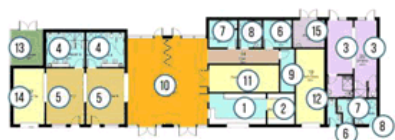
1. The local standard pavilion guidelines consider local competition that cater for junior and senior teams.
2. The square metre (m2) estimates provided are minimum recommendations.
3. Where specific areas or room schedules are not provided within sport specific requirements documents, estimates based on general best practice have been assumed and provided. They have also been represented with an (*).
4. "-" refers to a component that is not required or non-essential for a local level pavilion.
5. Hockey have no documented Victorian or Australian off-pitch facility or amenity standards.

Best practice design models for pavilions

Key to design models :

No	Name	No	Name	No	Name
1	Kitchen / Kiosk	7	Female	13	Services
2	Kitchen Store	8	DDA Toilet	14	Tenant Store
3	Officials	9	Cleaners	15	First Aid
4	Player Amenities	10	Social Room	16	Bin Store
5	Changing Room	11	Furniture Store	17	Office / Meeting Room
6	Male	12	Park Store	18	Council Store

Linear design



Playing area

Linear design projects are typically long and narrow due to site constraints and conditions. The various building functions are extended along the length with primary orientation towards one direction. However, there are opportunities for access to the opposite direction.

Linear buildings can be expanded out to either side as required, in order to incorporate additional future components when site conditions, project needs or potential users change. This is therefore the most future proof approach of the methodologies.

Cost considerations include a greater wall-floor area ratio resulting in higher material costs per square metre, and wide separation of services resulting in higher services costs. However, simplicity in building form can assist to keep overall costs down.

Clustered design

Playing area



Clustered design projects tend to have a more efficient floor plan, consisting of greater wall-floor area ratio. This can impact the overall budget by distributing a greater cost proportion to floor area and a lesser cost proportion to the (more costly) facade.

Services are grouped back-to-back which can also save costs. There can be activation across all facades which can contribute to improved neighbourhood amenity. The social room faces a single direction and the change rooms do not necessarily face the main playing area (eg. sports field or court).

Clustered design can often be too wide for narrow sites. Factors influencing the selection of a clustered methodology include; site size and shape; proximity to the street; and whether there is a project-specific requirement for change rooms to face or provide direct access to the playing area(s).

Inter-field design

Playing area



Playing area

Inter-field design projects are suitable for sites with multiple sportsgrounds or playing areas. The pavilion is positioned between sportsgrounds (or playing areas), with the social room and change rooms facing at least two sportsgrounds (or playing areas).

There can be a considerable setback from the street frontage which can improve neighbourhood amenity by removing the built form from the site perimeter, thereby creating opportunities for full perimeter landscaping. However, this positioning may not always be desirable, particularly in settings where open views across all playing areas is desired.

Cost considerations are similar to the clustered approach, however there can be added cost in items such as hard paving of accessible pathways around pavilions, from the car park and to site boundaries.

Solar orientation should also be carefully considered in-line with the orientation of playing areas. For example, if the sportsground(s) (or playing area) runs north-south, the pavilion will face east-west. Positioning of the primary field would ideally be to the east of the pavilion, and the secondary field to the west, so that spectators are facing east for primary matches, and west for secondary matches.

Double story design



Pavilions are predominately designed and delivered in a single level form for simplicity and to manage construction costs. In some circumstances where site conditions require, pavilions may be delivered over two levels.

For multi-level buildings to remain cost effective, design tends to focus around site levels and creating multiple building access points. Typically, clubroom and social room areas are provided on the upper level, ideally with an at grade (or appropriately ramped) entrance to potentially avoid the need for an internal lift (which often adds considerable cost). The change rooms and 'wet areas' are then often provided at ground level to enable ease of access to the sports-ground (or playing area). Provision of appropriate stairs is also required for all users to access both the building and playing areas, which also increase the over building cost.

Multi-level designs should only be considered where site conditions (or constraints) require and where additional third-party funding is provided to offset the additional project delivery costs.

Modular or prefabricated design



Picture: Ausco modular sports pavilion, Morris Reserve (Moreland)

Modular or prefabricated buildings are increasingly being investigated and adopted as a potentially more economical alternative to designing and constructing in-situ (i.e. built in place) facilities.

With the advent and improvement of construction material technology a modular or prefabricated building can not only be a more cost effective solution, it can potentially offer an equally visually appealing pavilion design to that constructed in a traditional manner.

Modular pavilions are still required to comply with all the same codes and standards and should also be planned to meet the identified principles within this document. They can be designed with all the typical amenity requirements for local sporting pavilions including clubroom and social spaces, change rooms, sanitary facilities, kitchen / kiosk / canteen, offices, storage areas.

One of the key benefits of a modular building system is the speed of construction and therefore the ability to have an operating pavilion in place much faster than with a traditional development. Generally, the prefabricated nature of the building can be limited in terms of provision and may not be suitable for all sites and site conditions.

Some benefits of modular design solutions may include:

- Increased flexibility of design and material selections.
- Relatively simple relocation opportunities (if the building ever needs moving).
- Potential cost savings versus a traditional pavilion in-situ construction method (depending upon site location / conditions).

A modular design solution may not:

- Offer the durability and longevity that a traditional building can offer.
- Suit the selected site and soil conditions due to the requirement for large vehicle / crane access and / or specially engineered footing systems.
- Satisfy Council Planning conditions / constraints.
- Offer the perceived cost savings envisaged.

Inclusive toilet and shower design and retro-fitting examples

The following images from the *AFL Preferred Facility Guidelines (2019 update)* provide examples of facilities and amenities that do not meet the minimum standards in providing welcoming and universally designed environments, as well as preferred amenity provision solutions.



Avoid open shower pillars, open stalls and glazed shower screens.
Provide compact laminate shower cubicles with dedicated seating.
Provide vandal-resistant fitting and fixtures such as recessed soap dishes.



Avoid trough and individual wall hung urinals.
Convert all urinals into individual partitioned toilet pans.
Provide as a minimum one ambulant accessible toilet cubicle in each amenities and umpires rooms as required by current codes and standards.



Avoid wall-hung basins with no shelf space.
Provide vanity / shelving / ledge and mirror behind.
Provide electrical outlets in close proximity to vanities.

Sporting and Community Pavilion Benchmarking



Picture: Laler Tennis Courts, Laler

Comparison of Growth Council pavilion standards

Local Government Authority	Facility Guideline Type	Pavilion Standards Included	Facility Classification	Specifications	Comments
Wyndham City Council	Sports Facility Capital Development Guide 2020-25 (Draft)	Yes	Matrix classification based on 1) level of sport and 2) infrastructure needs of sport (categories A, B and C)	Sport-specific specifications for AFL / cricket (oval), soccer / hockey / lacrosse / rugby (rectangular), tennis, netball / volleyball and generic specification for "other" sports facilities.	Capital Development Guide currently at draft stage (community consultation).
Melton City Council	Capital Contributions Policy (2012)	Yes (Generic only, non-sport specific)	No classification	Outlines generic core provision requirements in ranges. Focused on determining capital contribution requirements	Aiming to deliver sport and recreation facility guidelines in the near future.
Casey City Council	Leisure Facilities Development Plan (2014)	Yes	Facility hierarchy: local, district, municipal, regional	Sport-specific specifications for AFL / cricket, soccer, netball, tennis/lawn bowls and "other" (baseball, hockey, rugby, softball).	Provision for sports aligns to sports standards and requirements.
City of Greater Geelong	Sustainable Communities – Infrastructure Development Guidelines (2016)	Yes (Generic only, non-sport specific)	Facility hierarchy: local / neighbourhood, district, sub-regional, regional	Generic specification, non-sport specific. Refers to sport standards for component provision and size	Guidelines focused on open space design and provision, with pavilion detail for sports generic
Cardinia Shire Council	Sports Facility Standards Policy (2019)	Yes	Facility hierarchy: local, neighbourhood, district, municipal, regional	Sport-specific specifications for AFL / cricket, soccer, other field sports (baseball, hockey/rugby/softball), netball, and tennis/lawn bowls.	The Policy includes design guidelines relating to multi / shared use, access / inclusion, quality, sustainability, safety, availability, legislative / policy compliance
Hume City Council	Pavilion Components and Size Standards of Provision (2018)	Yes	Facility hierarchy: sub-district, District, Regional	Sport-specific specifications for AFL, soccer, rugby, cricket, tennis, lawn bowls, hockey/lacrosse and athletics.	Detailed summary of pavilion components, provision and size

Summary of sport-specific pavilion specifications

Four of the Growth Council facility guidelines reviewed provide sport-specific pavilion specifications outlining the provision and size of each building component. Each council's guidelines also provide guidance on planning and operational considerations that reflect the priorities of each local government authority.

The following summary outlines the specifications provided for AFL, cricket, soccer, rugby, hockey, tennis, netball and athletics for each council. Please note the following in relation to the summary:

- The hierarchy level of each facility is listed, with the "District" level generally deemed most relevant as it provides home facilities for junior and senior clubs. "Local / neighbourhood" level facilities generally provided a lower level of provision than is relevant to this document.
- Common pavilion components across the council guidelines were included for the purpose of consistency, with some components excluded where they were limited to a single council.
- Melton City Council and City of Greater Geelong provide generic pavilion specifications and generally refer to the facility guidelines of each sport to determine provision and size requirements.



AFL/Cricket

Facility Component	Wyndham City Council	Hume City Council	Casey City Council	Cardinia Shire Council
Relevant level of hierarchy	Category B	District	District	District
No. of change rooms	2 per playing field	2 per playing field	2 per playing field	2 per playing field (plus 8 m2 accessible change room)
Change room size	35 m2 per room	AFL: 45 m2 per room Cricket: 30 m2 per room	Home: 57 m2 Away: 45 m2	AFL: 45 m2 per room Cricket: 30 m2 per room
Amenities size	22 m2 per room	25 m2 per room	25 m2 per room	AFL: 25 m2 per room Cricket: 20 m2 per room
Showers	3 cubicles	Not specified	3 cubicles	Not specified
Toilets	3 pans	Not specified	4 pans	Not specified
Umpires change rooms	2 x 10 m2	2 X 15 m2	25 m2	AFL: 25 m2 Cricket: 15 m2
First aid / medical room	5 - 10 m2	1 per change room: 15 m2	Not specified	AFL: 15 m2 Cricket: 10 m2
Pavilion toilets	Male: 12 m2, Female: 12 m2, plus accessible with baby change	Male: 20 m2, Female: 20 m2	Provided as public toilets	As per Building Code and DDA requirements
Public toilets	Externally accessible unisex toilet within pavilion roofline	Public access/Family: 5 m2	25 m2	Male: 20 m2 Female: 20 m2 Accessible: 5 m2
Social / community area	100 m2	150 m2	120 m2	Up to 100 m2
Kitchen / kiosk	20 m2	25 m2	20 m2	30 m2
Bar / servery	No provision	25 m2	8 m2	Not specified
Storage	Internal: 20 m2, External: 20 m2	Internal: 15 m2 External: 25 m2	20 m2+	Internal: 10 m2 per tenant External: 10 m2
Office	No provision	AFL: 20 m2 Cricket: 15 m2	15 m2	AFL: 20 m2 Cricket: 15 m2
Timekeepers / Scorers	No provision	10 m2	12 m2	10 m2

Soccer

Facility Component	Wyndham City Council	Hume City Council	Casey City Council	Cardinia Shire Council
Relevant level of hierarchy	Category B	District	District	District
No. of change rooms	2 per playing field	2 per playing field	2 per playing field	2 per playing field (plus 8 m2 accessible change room)
Change room size	25 m2 per room	30 m2 per room	Home: 37 m2 Away: 25 m2	25 m2 per room
Amenities size	15 m2 per room	25 m2 per room	18 m2 per room	15 m2 per room
Showers	2 cubicles	Not specified	2 cubicles	Not specified
Toilets	2 pans	Not specified	2 pans	Not specified
Referees change rooms	2 x 10 m2	2 X 15 m2	20 m2	20 m2
First aid / medical room	5 – 10 m2	1 per change room: 15 m2	Not specified	15 m2
Pavilion toilets	Male: 12 m2, Female: 12 m2, plus accessible with baby change	Male: 20 m2, Female: 20 m2	Provided as public toilets	As per Building Code and DDA requirements
Public toilets	Externally accessible unisex toilet within pavilion roofline	Public access / Family: 5 m2	25 m2	Male: 20 m2 Female: 20 m2 Accessible: 5 m2
Social / community area	100 m2	150 m2	100 m2	Up to 100 m2
Kitchen / kiosk	20 m2	25 m2	20 m2	30 m2
Bar / servery	No provision	25 m2	8 m2	Not specified
Storage	Internal: 20 m2, External: 20 m2	Internal: 15 m2 External: 25 m2	20 m2+	Internal: 10 m2 per tenant External: 10 m2
Office	No provision	20 m2	12 m2	15 m2

Rugby

Facility Component	Wyndham City Council	Hume City Council	Casey City Council	Cardinia Shire Council
Relevant level of hierarchy	Category B	District	District (as per other type sports pavilion)	District
No. of change rooms	2 per playing field	2 per playing field	2 per playing field	2 per playing field (plus 8 m2 accessible change room)
Change room size	25 m2 per room	45 m2 per room	Home: 37 m2 Away: 25 m2	30 m2 per room
Amenities size	15 m2 per room	25 m2 per room	18 m2 per room	20 m2 per room
Showers	2 cubicles	Not specified	2 cubicles	Not specified
Toilets	2 pans	Not specified	2 pans	Not specified
Umpires change rooms	2 x 10 m2	2 X 15 m2	20 m2	25 m2
First aid / medical room	5 – 10 m2	1 per change room: 15 m2	Not specified	15 m2
Pavilion toilets	Male: 12 m2, Female: 12 m2, plus accessible with baby change	Male: 20 m2, Female: 20 m2	Provided as public toilets	As per Building Code and DDA requirements
Public toilets	Externally accessible unisex toilet within pavilion roofline	Public access/Family: 5 m2	25 m2	Male: 20 m2 Female: 20 m2 Accessible: 5 m2
Social / community area	100 m2	150 m2	80 m2	Up to 100 m2
Kitchen / kiosk	20 m2	25 m2	20 m2	20 m2
Bar / servery	No provision	25 m2	8 m2	Not specified
Storage	Internal: 20 m2, External: 20 m2	Internal: 15 m2 External: 25 m2	20 m2+	Internal: 10 m2 per tenant External: 10 m2
Office	No provision	20 m2	12 m2	15 m2

Hockey

Facility Component	Wyndham City Council	Hume City Council	Casey City Council	Cardinia Shire Council
Relevant level of hierarchy	Category B	District	District (as per other type sports pavilion)	Municipal
No. of change rooms	2 per playing field	2 per playing field	2 per playing field	2 per facility (plus 8 m2 accessible change room)
Change room size	25 m2 per room	25 m2 per room	Home: 37 m2 Away: 25 m2	30 m2 per room
Amenities size	15 m2 per room	15 m2 per room	18 m2 per room	20 m2 per room
Showers	2 cubicles	Not specified	2 cubicles	Not specified
Toilets	2 pans	Not specified	2 pans	Not specified
Umpires change rooms	2 x 10 m2	2 X 15 m2	20 m2	20 m2
First aid / medical room	5 – 10 m2	1 per change room: 15 m2	Not specified	15 m2
Pavilion toilets	Male: 12 m2, Female: 12 m2, plus accessible with baby change	Male: 15 m2, Female: 15 m2	Provided as public toilets	As per Building Code and DDA requirements
Public toilets	Externally accessible unisex toilet within pavilion roofline	Public access/Family: 5 m2	25 m2	Male: 15 m2 Female: 15 m2 Accessible: 5 m2
Social / community area	100 m2	150 m2	80 m2	Up to 100 m2
Kitchen / kiosk	20 m2	20 m2	20 m2	30 m2
Bar / servery	No provision	20 m2	8 m2	Not specified
Storage	Internal: 20 m2, External: 20 m2	Internal: 15 m2 External: 25 m2	20 m2+	Internal: 10 m2 per tenant External: Provided but not specified
Office	No provision	20 m2	12 m2	20 m2

Tennis

Facility Component	Wyndham City Council	Hume City Council	Casey City Council	Cardinia Shire Council
Relevant level of hierarchy	Category B	District	District	District
No. of change rooms	2 per facility	2 per facility	2 per facility	2 per facility (plus 8 m2 accessible change room)
Change room size	10 m2 per room	20 m2 per room (includes amenities)	10 m2 per room	15 m2 per room
Amenities size	8 m2 per room	<i>Included in change room size</i>	8 m2 per room	7.5 m2 per room
Showers	1 cubicle	Not specified	1 cubicle	Not specified
Toilets	1 pan	Not specified	1 pan	Not specified
Umpires/officials change rooms	No provision	No provision	No provision	No provision
First aid / medical room	5 – 10 m2	10 m2	No provision	15 m2
Pavilion toilets	Not specified	As per public toilets	Provided as public toilets	As per Building Code and DDA requirements
Public toilets	Accessible toilet facilities to comply with BCA	Public access/Family: 5 m2	8 m2	5 m2
Social / community area	Up to 100 m2	150 m2	80 m2	Up to 100 m2
Kitchen / kiosk	20 m2	20 m2	20 m2	20 m2
Bar / servery	No provision	20 m2	Included as kitchen	
Storage	Internal: 20 m2, External: 20 m2	Internal: 15 m2 External: 25 m2	20 m2+	Internal: 10 m2 per tenant External: Provided but not specified
Office	No provision	20 m2	15 m2	20 m2

Netball

Facility Component	Wyndham City Council	Hume City Council	Casey City Council	Cardinia Shire Council
Relevant level of hierarchy	Category B	Not specified	District	District
No. of change rooms	2 per facility		2 per facility	2 per facility (plus 8 m2 accessible change room)
Change room size	15 m2 per room		20 m2 per room	25 m2 per room
Amenities size	8 m2 per room		18 m2 per room	20 m2 per room
Showers	1 cubicle		1 cubicle	Not specified
Toilets	1 pan		2 pans	Not specified
Umpires change rooms	2 x 10 m2		20 m2	2 x 10 m2
First aid / medical room	No provision		Not specified	15 m2
Pavilion toilets	No provision		Shared with AFL pavilion	As per Building Code and DDA requirements
Public toilets	Accessible toilet: 8 m2		Shared with AFL pavilion	Male: 20 m2 Female: 20 m2 Accessible: 5 m2
Social / community area	100 m2		Shared with AFL pavilion	Up to 100 m2
Kitchen / kiosk	20 m2		Shared with AFL pavilion	20 m2
Bar / servery			Shared with AFL pavilion	Not specified
Storage	Internal: 20 m2, External: 20 m2		15 m2	Internal: 10 m2 per tenant External: 15 m2
Office	No provision		Shared with AFL pavilion	20 m2

Athletics

Facility Component	Wyndham City Council	Hume City Council	Casey City Council	Cardinia Shire Council
Relevant level of hierarchy	Not specified (as needs basis for other sports)	District	District (as per other type sports pavilion)	Neighbourhood
No. of change rooms		2 per facility	2 per facility	2 per facility (plus 8 m2 accessible change room)
Change room size		20 m2 per room (includes amenities)	Home: 37 m2 Away: 25 m2	25 m2 per room
Amenities size		<i>Included in change room size</i>	18 m2 per room	15 m2 per room
Showers		Not specified	2 cubicles	Not specified
Toilets		Not specified	2 pans	Not specified
Umpires change rooms		No provision	20 m2	25 m2
First aid / medical room		10 m2	Not specified	No separate room
Pavilion toilets		As per public toilets	Provided as public toilets	No provision
Public toilets		Public access/Family: 5 m2	25 m2	Male: 10 m2, Female: 10 m2, Accessible: 5 m2
Social / community area		150 m2	80 m2	No provision
Kitchen/kiosk		20 m2	20 m2	15 m2 (kiosk only)
Bar/Servery		No provision	8 m2	No provision
Storage		Internal: 15 m2 External: 40 m2	20 m2+	Internal: 10 m2 External: as required
Office		20 m2	12 m2	10 m2

Pavilion benchmarking

In order to gather information on the design, construction and operation of multi-purpose pavilions, a number of site visits were undertaken and discussions held with council staff to understand best practice in pavilion design at sporting reserves.

Site Name	Address	User Groups	Community Use Y/N	Design Commentary
Mainview Boulevard Reserve	Mainview Boulevard, Truganina	AFL, Cricket	Y	<ul style="list-style-type: none"> The pavilion was designed with a V-shape floorplan to address the two ovals on site. Each end of the V provides two sets of change rooms, with a shared social space between the change rooms. Change rooms have roller doors onto the social space to allow social space and change rooms to be connected, extending the functional area of the social space. The size of change rooms is slightly under sport recommendations for AFL. Sportslighting controls external to the building allow for use by groups not accessing the building.
Williams Landing Reserve	Williams Landing Boulevard, Williams Landing	AFL, Cricket, Tennis	Y	<ul style="list-style-type: none"> Central social space with three change facility wings addressing two ovals and a 6-court tennis facility. The shared social space is functional, but orientation of the pavilion prioritises viewing of the two playing fields and does not provide viewing of the tennis courts. Covered viewing area and courtyard provides space for spectators. The design encourages spectators to watch from outside of the pavilion due to the distance to the ovals.
Arndell Park Reserve	Federation Boulevard, Truganina	Soccer, Cricket	Y	<ul style="list-style-type: none"> Shared Community Centre / Sports pavilion incorporating community centre, maternal child health centre, kinder and aged services with sports pavilion and change rooms. Integration between community services and sport use is minimal. No community/sport common areas within the building (community and sport separated into different sections of the building), with no existing shared use. While shared use is available, limited shared use has eventuated. Sports components include four change rooms, kitchen kiosk, storage and social space (50 m²). Expansion of the social space will be considered following the review of Wyndham City Council Sports Facility Capital Development Guide.
Bridge Road Recreation Reserve	132 Bridge Road, Strathulloh	Athletics, Hockey	Y	<ul style="list-style-type: none"> The pavilion primarily addresses the athletics track, with the kiosk window and change rooms addressing the hockey field (Hockey Association preference). Includes large social space and separate community training room. Kitchen setup with multiple kiosk windows and preparation areas provides the ability for both tenants to use the kitchen at the same time. Incorporates four change rooms (two athletics, two hockey) with the ability for roller doors between each set of change rooms to allow each to be opened into one larger change room on each side of the pavilion (particularly for school use).

Site Name	Address	User Groups	Community Use Y/N	Design Commentary
Arnolds Creek Recreation Reserve	20 Long Tree Drive, Harkness	AFL, Cricket	Y	<ul style="list-style-type: none"> Pavilion shared with regional/league AFL administration as a long-term tenant. AFL administration requirements incorporated into the design based on lease/tenure agreement. Offices/rooms for AFL administration are separately keyed from club/community areas but share a common foyer. Large social room overlooks both AFL/cricket ovals, with the level of provision suitable for clubs. High internal roof height and windows provides sense of space for club/community use. Two change rooms address each oval. Public toilets provided at site entry adjacent to foyer/car park, on the opposite side to the ovals. Accessible both internally and externally – this has created minor management challenges relating to security and functionality.
Springside Recreation Reserve	20 Becca Way, Caroline Springs	Soccer, Cricket	Y	<ul style="list-style-type: none"> The site supports two soccer fields, with one primary club as tenant. Provides 4 change rooms/amenities, kitchen, office, community meeting room, social space. Social space exceeds the required size providing more opportunities for community use. A community meeting room is accessed from the entry foyer and addresses the car park rather than the playing fields. This provides easy access for non-sport groups and allows for concurrent use of the pavilion by multiple users at one time. Main public toilets accessible from foyer but not externally. Additional single public toilet provided with external access and lockable internal door. This toilet configuration provides flexibility and security.
Armstrong Creek East Sporting Reserve	Central Boulevard, Armstrong Creek	AFL, Soccer, Cricket, Netball	Y	<ul style="list-style-type: none"> The pavilion supports two ovals and netball courts which have been designed to house three winter codes (AFL, soccer and netball) at any given time. The pavilion has large change facilities which have operable walls to service multiple tenants and also back-to-back games where necessary. The pavilion has capacity to provide three sets of home & away change rooms at any given time. Two meeting rooms are provided, with one designated for community use as required. There is a time keepers room included within the building which addresses the main oval. The netball administration room provides viewing and is in close proximity to the courts. Access to the social room and meeting rooms is via a foyer/corridor which allows it to remain separate from the change rooms, adding to opportunities for multi-purpose use.

Site Name	Address	User Groups	Community Use Y/N	Design Commentary
Koo Wee Rup Recreation Reserve	Denhams Road, Koo Wee Rup	AFL, Cricket, Netball	Y	<ul style="list-style-type: none"> The Koo Wee Rup Recreation Reserve provides facilities for a local recreation reserve that are above the recommended AFL Guidelines. Whilst the design is straight forward and very functional with operable walls between the two change rooms and gym. Cardinia have since developed a Sport Facility Standards Policy to ensure that there is clear expectation around the amount of space Council will provide as standard.
Armstrong Creek Community Hub	Central Boulevard, Armstrong Creek	Non-Sport Venue: MCH, Youth Hub, Children's Centre	Y	<ul style="list-style-type: none"> <i>Learnings from a non-sport community facility example</i> Storage should be accessible from all common areas as well as externally. This assists in avoiding disruptions as well as provide necessary space for users. Consideration should be given to the management model either before or concurrently with the design process to minimise the number of operational issues that appear post-construction. Finalising the management model avoids confusion by users following construction of the new building and prevents spaces from being left dormant due to inadequate resources (including staff). Consideration should be given to any potential revenue streams associated with the facility and how this will be managed operationally prior to construction/design. Multi-use facilities require keys/passes/fobs, with a clear system for managing the key register. All programmable/multi-use spaces can increase flexibility by including storage, kitchen facilities and furniture.

Insights from pavilion benchmarking

In order to gather information on the design, construction and operation of multi-purpose pavilions, a number of site visits were undertaken and discussions held with council staff to understand best practice in pavilion design at sporting reserves.

Pavilion Entry

Large paved entry way from car park provides a sense of arrival and a place for facility users to meet and congregate.

Pavilion entries that have good passive surveillance provide a welcoming environment for all users. The entry to the pavilion should be placed in an area with passive surveillance, primarily from the main car park and/or adjacent roadway.

Installation of sufficient lighting increases safety and security.

Architectural features make a pavilion an appealing community space for both tenant clubs and community groups, and provide a sense of identity for local users.



Bridge Road Reserve



Springside Recreation Reserve



Mainview Boulevard Reserve



Williams Landing Reserve

Foyer

The foyer should act as a common entry point for facility users, with the option to provide separate access to leased areas from the foyer.

Locating common public toilets from the foyer can increase options for multiple users to concurrently access the pavilion.

This example shown at Arnolds Creek Reserve provides access to the change rooms and social area for the tenant clubs, with a separately keyed access to the offices of AFL Region/League administration (long-term tenant).

The foyer should be large enough to allow multiple users and community groups to circulate through the building at any time. The foyer and entry corridors prevent multiple users from having to walk through the activities of another group to access another area within the building.

Passive surveillance into shared spaces such as social rooms and community meeting rooms can be achieved through the use of glass doors and windows.



Arnolds Creek Reserve



Arnolds Creek Reserve



Bridge Road Recreation Reserve



Springside Recreation Reserve

Social / Community Space

Natural light and high roof lines provide a sense of space in community / social spaces.

Multi-purpose rooms for broad community use must be attractive, open and clean to encourage ongoing use.

Careful consideration and selection of flooring is vital to ensuring that the community space is suitable for the intended use of the pavilion. The two examples show carpet and laminate flooring types.

Large viewing areas directly adjacent to playing fields encourage participants, officials, volunteers and spectators to use the social space during competition and training.



Springside Recreation Reserve



Arnolds Creek Reserve



Bridge Road Recreation Reserve



Mainview Boulevard Reserve

Change Rooms

Operable walls and rollers doors separating multiple change rooms provides flexibility to expand spaces for larger groups and use change space for additional purposes.

Mechanisms for operable walls and roller doors need to be secure and easy to use to make them accessible to facility users while also preventing misuse and/or damage.

All showers and amenities should be provided as cubicles to provide private spaces to shower and change.

Shower cubicles should be lockable and incorporate a shelf and bag hook.

Urinals should be avoided, with pan toilets being recommended in all change facilities to cater for use by all genders.

Careful selection of flooring can prevent maintenance issues in the long term.

The majority of amenity rooms (shower/toilets) are covered in a hard-wearing acrylic covering that is easy to maintain, as shown in the Bridge Road Recreation Reserve example.

Tiles are generally avoided due to maintenance issues associated with grout and other porous materials.



Bridge Road Reserve



Mainview Boulevard Reserve – Roller key mechanism



Bridge Road Reserve



Arndell Park Reserve



Bridge Road Recreation Reserve



Arnolds Creek Reserve

Kitchen/Kiosk

Large internal server windows provide easy access to service from the kitchen/kiosk area.

Tenants may wish to upgrade kitchen appliances to provide higher capacity for preparing meals and take away food.

Providing higher specification essential appliances such as rangehoods can avoid the expense and effort of retrofitting at a later date.

Configuration of the kitchen/kiosk space can support concurrent use by multiple users.

This example at Bridge Road Recreation Reserve provides two kiosk windows that address different areas of the facility. The kitchen is configured to provide separate preparation and service areas, with a mix of separate and common storage areas and appliances.



Springside Recreation Reserve



Arnolds Creek Reserve



Mainview Boulevard Reserve



Arnolds Creek Reserve



Bridge Road Recreation Reserve – Kiosk Window 1



Bridge Road Recreation Reserve – Kiosk Window 2

Meeting Rooms

Community meetings can be provided separately from social spaces to allow for multiple users to access the facility concurrently.

Community meeting rooms should be separately keyed and accessed from the entrance foyer. It is preferable for community meeting rooms to be close to the pavilion entry and car park to prevent community groups from having to negotiate through multiple doorways or walk through shared space to access the meeting room.

Community meeting rooms should be as self sufficient as possible, with a kitchenette and access to public toilets (preferably within the pavilion foyer).



Springside Recreation Reserve



Arnolds Creek Reserve

Storage

Storage space adjacent to the community/social rooms makes it easy for tenants/community groups to pack away shared equipment, such as furniture.

Providing shelving will assist tenants to keep storage spaces organised. Where shelving isn't provided or locked cupboards are accessible by user groups, equipment will generally be stored in an ad-hoc and inefficient manner.

Access to externally facing storage should be provided via a roller door to ensure that bulky items can be accessed and stored effectively.

Providing externally accessed bin/rubbish storage within the building footprint or directly adjacent to the building helps to keep bins tidy and larger rubbish items stored safely. The example shown at Mainview Bouvard Reserve is incorporated into the building footprint and blends into the external finish of the building.



Bridge Road Reserve



Arnolds Creek Reserve



Mainview Boulevard Reserve



Springside Recreation Reserve



Amdell Park Reserve



Mainview Boulevard Reserve

Public Toilets

Publicly accessible toilets are vital for all pavilions, but need to be carefully designed to maximise access and minimize management issues. Use of low maintenance components and materials should be prioritized, particularly for externally accessed public toilets.

Public toilets that have both internal and external access points can be difficult to manage for both users and staff. The example at Arnolds Creek Reserve opens externally to the car park, as well as into the pavilion foyer. Users of the facility must be careful to ensure that the internal door is separately locked to avoid providing pavilion access to the public after close.

It is recommended to provide separate internal and external public toilets where possible.



Arnolds Creek Reserve



Mainview Boulevard Reserve

External Viewing Areas / Outdoor Areas

Providing covered external viewing areas encourages spectators to congregate at the pavilion and engage with other spectators, officials and club members.

Covered external viewing areas should be located directly adjacent to playing fields/courts and have direct access to the pavilion via an entry corridor or entry to the community/social space.

External viewing areas should consist of hard paved surfaces (eg. concrete, asphalt, paving).

Use of crushed rock, natural turf or other unpaved surfaces will result in heavy wear in high traffic areas and high maintenance requirements, particularly following wet weather competition and training events.



Springside Recreation Reserve



Bridge Road Recreation Reserve



Mainview Boulevard Reserve



Williams Landing Reserve

City of Whittlesea Sports Lighting Policy

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13.	Key linkages	5

Version #	Date of release	Author
V1	25 March 2019	KIM
V2	August 2020	KIM
V3	7 December 2020	NB

1. Policy Statement

Provision of compliant sports lighting contributes to continued health, wellbeing and safety of the Whittlesea community through increased physical activity levels. Council supports the provision of sports lighting which enables increased usage of sports grounds within the city, leading to increased participation rates in sport and physical activity.

2. Policy Principles

This policy is primarily informed by the Active Whittlesea Strategy 2019 - 2028. It also supports the following key Council priority directions from the Community Building Strategy:

- *Equity, access and inclusion:*
 - We will respect diverse values, abilities, beliefs, cultural practices and ways of living in creating safe and inclusive active environments that deliver equitable outcomes.
- *Community and Civic Partnerships:*
 - People and communities will be socially connected to places, spaces and the community through diverse physical and recreational activities.
- *Collaboration and Partnerships:*
 - Council will partner with communities, clubs, organisations and all levels of government to create more active communities and environments.
- *Community outcomes:*
 - Council are focussed on achieving positive and equitable community outcomes by ensuring approved projects align with Council's long-term plan.

3. Objectives

The objectives of this policy are to:

- Provide a consistent approach to sports lighting installation and maintenance
- Enable outdoor sporting facilities to have safe and appropriate lighting in accordance with council priorities and budget
- Provide sports lighting for increased participation hours, particularly during winter months, and increase overall participation and competition opportunities
- Ensure the standards best meet the current and future needs of the community, State sporting associations and sports clubs
- Guide the Council new works program and establish priorities for Council investment.

4. Context/Rational

Infrastructure design will be guided by Australian Standards, Sport and Recreation Victoria and State sporting association recommendations to ensure lighting is compliant for the varied levels of sport. This includes but is not limited to lux level, light uniformity, type of luminaire, location of poles, height of pole, type of pole, thickness of pole, number of cross arms, alignment/stability and footings/baseplates.

Whittlesea's 2040 'A place for all' Strategy outlines Council's key commitment to sustainability and connected communities as key pillars of our work to ensure increased physical activity rates and reduced energy use. The Active Whittlesea Strategy 2019 – 2028 Key Direction 3 Open Space / Infrastructure is also a key objective within this policy. In order to support these priorities, all future provision for sports lighting will be installed as LED. Council supports LED lighting systems for the following reasons:

- Minimised light pollution for surrounding population
- Reduced carbon footprint

- Reduced maintenance
- Longer life span than Metal Halide
- Increased energy efficiency
- Enhanced environment for players and spectators

5. Scope

This policy relates to the installation and management of sports lighting on outdoor sports grounds, fields, tracks and courts; and applies to sports facilities that are owned and operated by Council.

Sport provision

The six types of outdoor sporting facilities that are included within the scope of this policy are:

- Outdoor playing fields – oval (ie. AFL and cricket)
- Outdoor playing fields – rectangular (ie. Soccer, rugby union and rugby league)
- Outdoor playing fields – diamond sports (ie. Softball and baseball)
- Outdoor playing fields – hockey
- Outdoor playing courts – tennis
- Outdoor playing courts – netball
- Outdoor track – athletics

Lighting provision

Sportsground surface	Average Lux level		Uniformity		Maximum Glare Rating
			U1	U2	
Outdoor playing field (Oval and rectangular)	100		0.5	0.3	50
Outdoor playing field (Diamond)	Infield 250	Outfield 150	Infield 0.6 Outfield 0.5	NA	NA
Outdoor playing field (Hockey)	250		0.6	NA	NA
Outdoor playing court (Tennis)	Principle playing area (PPA) 350	Total playing area (TPA) 250	PPA 0.6 TPA 0.3	PPA 0.4 TPA 0.2	50
Outdoor playing court (Netball)	200		0.66	NA	50
Outdoor track (Athletics)	200		0.4	0.6	NA

Upgrade of Council's existing sports lighting systems to meet these standards will be undertaken in accordance to need and the priority matrix outlined in Section 6 of this policy and funded in accordance with Council's annual capital works budget.

Provision for installation of the above lux levels, uniformity and glare standards ensures that competitions can grow and diversify their structures away from the traditional models of delivery. The option to operate the lighting system at variable standards across some categories enables training and competition to proceed with consideration to Council's commitment to sustainability.

6. Priority matrix

A priority matrix determines Council's schedule for maintenance, upgrade and installation of sports lighting. As a requirement of this policy, all potential projects will be considered against a prearranged priority matrix. This matrix is publicly available upon request

7. Club contributions

Club contributions towards the upgrade of sports lighting, facilitates a more sustainable partnership approach to infrastructure development.

Tenant sports clubs who wish to apply for lighting upgrades, installations or to bring capital works forward, must complete an Expression of interest form for major improvement and major capital works as outlined in the Sports Club Contribution 2019 Policy.

Further details on the application process and assessment considerations can be found in Council's Sports Club Contribution Policy 2019.

8. Audits

Council will conduct and cover the cost of the following lighting audits and inspections:

- Biannual visual inspections – two annual inspections at the commencement of each sporting season (Approximately April and October)
- Structural audit and lighting lux level testing undertaken every two years.

9. Installation and maintenance

Council will manage the installation and maintenance of all sports lighting to ensure a standardised approach. Tenant clubs must not install, service or alter any aspects of the sports lighting system or infrastructure without prior written approval from Council.

Maintenance tasks identified during the visual or structural audit test will be funded by Council. Club requests for maintenance of sports lighting outside of the specified audits will be invoiced to the tenant club. Costs associated with repairs or maintenance required as a result of club negligence or vandalism may be invoiced to responsible clubs.

10. Utility Costs

In accordance with Council's Sports Club User Manual, tenant clubs are responsible for payment of utilities including electricity, gas and water.

11. Hours of Operation

Tenant sport clubs must only use sports lighting during the allocated hours specified as part of their occupancy agreement. Curfew timers may be utilised where required.

12. Monitoring for Sustainability

City of Whittlesea environment sustainability strategy sets greenhouse gas emissions targets for Council operations. For monitoring and analysis purposes the clubs, if so requested, shall provide Council with details of the power consumed and the cost associated with the operation of sports lighting.

13. Key linkages

All City of Whittlesea policies comply with the Victorian Charter of Human Rights and Responsibilities.

This policy has clear linkages to a range of codes, charters, legislation and Council documents:

- Whittlesea 2040
- Active Whittlesea Strategy 2019 - 2028

ITEM 6.3.3 FOR DECISION - AQUATIC AND INDOOR SPORTS CENTRE AT MERNDA PROJECT SCOPING

Attachments:	1	Aquatic and Indoor Sports Centre at Mernda: Planning Timeline ↓
	2	Aquatic and Indoor Sports Centre at Mernda: Potential options canvassed ↓
Responsible Officer:	Director Community Wellbeing	
Author:	Senior Leisure Planner	

RECOMMENDATION SUMMARY

THAT Council:

- Undertake a feasibility and comparative analysis for an Aquatic and Indoor Sports Centre at Mernda which considers the following two options:
 - 25 metre pool and facilities option (Option 8); and a
 - 50 metre pool and facilities option (Option 9).
- Undertake planning to ensure this major project aligns with and consolidates other nearby major strategic planning initiatives such as the Mernda Town Centre and Health and Wellbeing Hub.
- Receive a report exploring both these options for consideration in 2021.

BRIEF OVERVIEW

The report provides an overview of the Aquatic and Indoor Sports Centre at Mernda (MAISC) project, including recent community consultation findings, and provides a recommendation for the exploration of two options.

RATIONALE FOR RECOMMENDATION

- The MAISC was identified in the 2011 Mernda Regional Recreation Reserve (MRRR) Master Plan; a recommendation from the 2014 Major Leisure and Aquatic Facilities Strategy (MLAFS); as well as Indoor Sports Facility Feasibility Study (ISSFS).
- The Whittlesea Netball Basketball Plan 2019 (WNBP) was endorsed in December 2019; recommending the construction of six indoor sports courts and eight outdoor netball courts at the site as short-term high priority projects.
- Recent community consultation undertaken indicates strong support for both aquatic and sports courts provision, and an increase in the community's perceived value in the provision of lap swimming.

IMPACTS OF RECOMMENDATION

MAISC will provide a myriad of opportunities for participation in active recreation, leisure activities and structured sport; resulting in positive physical, mental and social health outcomes for decades to come. However, the capital costs associated with the facility options are significant; Council will need to significantly strengthen its advocacy platform to attract external funding if the project's capital cost is to be financially attainable.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

- Further refinement of MAISC facility scope and opportunities through the development of a comparative feasibility stage and detailed business case.
- Develop a detailed communication, community engagement and advocacy plan to provide opportunities for community input as significant stakeholders in the project.

REPORT

BACKGROUND

The proposed Aquatic and Indoor Sports Centre (MAISC) is being designed as a multi-purpose, aquatic, leisure and indoor sports court facility to service the Mernda, Doreen and surrounding areas. Identified in the 2011 Mernda Regional Recreation Reserve (MRRR) Master Plan, the MAISC was a key recommendation from the 2014 Major Leisure and Aquatic Facilities Strategy (MLAFS) and Indoor Sports Facility Feasibility Study (ISSFS). The MLAFS stipulated the four guiding principles for facilities as:

- Accessible and Equitable
- Maximising Social and Health Benefits
- Affordable
- Viable

Since 2014, Council officers have consulted extensively with the local community and worked closely with Sport and Leisure Solutions (SALS) consultancy group to determine facility scope, provisional costings (including capital and operating costs), non-financial impacts and demand assessment. SALS' expert independent advice has been critical to the development of various business case options and financial modelling, to provide evidence based and sector relevant recommendations on size, scale and components of the MAISC facility.

From 2014 to 2018, extensive planning and feasibility work was undertaken on the project, and a summary is provided in **Attachment 1**. During this time a number of options have been considered and developed for the site. **Attachment 2** includes a summary of these options. The project was presented to Council on a number of occasions throughout 2019, with several facility options considered. A summary of 2019 Council decisions is summarised in **Table 1** below.

Council meeting	Decision summary
February 2019	Council endorsed two facility options (Option 2 and Option 7) for further development through a business case and discussion at a future Council Briefing. Option 2 – included a 25m lap pool with minimal warm water and play pools and relatively small gymnasium and program room footprint. Option 7- included no lap pool with enhanced warm water and play pools and gymnasium and program room footprint.
August 2019	Council resolved to note a report on 50m pool costings.
December 2019	Council endorsed the Whittlesea Netball Basketball Plan 2019 (WNBP) which identified the construction of six indoor sports courts and eight outdoor netball courts on the Mernda Sports Hub site.
December 2019	Council resolved to undertake further community consultation regarding facilities options including provision of a 50-metre pool and large-scale water play such as water slides.

Table 1: 2019 Council decisions

Considering the sheer size of any potential investment and importance of the facility, further consultation was undertaken with the broader community in 2020 to establish current community priorities. These findings are summarised in the consultation section of this report and indicate strong community support for the project. A key theme identified was that travel is a clear current barrier to accessing aquatic and leisure facilities; which limits participation. There is also strong support for both aquatic and sports court provision within the facility.

The recent consultation results also showed a significant increase in perceived community value for the provision of lap swimming, and as such it would be prudent of Council to consider its inclusion with the project scope.

Recent evidence from Sport and Recreation Victoria and data collected throughout the development of the project's planning stages suggests there is a need for aquatics and leisure centres (ALC's) to transition from being fitness centres to focusing more on improving community health and well-being outcomes, and prevention of chronic illnesses.

The benefits of physical activity and social interaction on the health and wellbeing of communities are well documented, and once constructed, MAISC will provide a myriad of opportunities for participation in active recreation, leisure activities and structured sport; resulting in positive physical, mental and social health outcomes for decades to come.

Importantly, MAISC facilities and programs will play a significant role in providing a safe and inclusive space to encourage use by underrepresented communities such as women and girls, older adults and culturally and linguistically diverse residents.

The next stage of planning will also consolidate opportunities for this leisure infrastructure to complement and enhance Council's existing strategic planning in the area, specifically the future Mernda Town Centre and Health and Wellbeing Hub; and to ensure adequate integrated urban planning supports optimal outcomes for this site and the Whittlesea community.

OPTIONS ASSESSMENT

Following the recent community consultation, issues have emerged in relation to the current Council endorsed facility options (Options 2 and 7) which identify they do not represent the facility model required to achieve a balanced community health and wellbeing outcome or appropriately address the community sentiment for lap swimming provision. In particular:

- While Option 2 would cater for lap swimmers, swim clubs and squads, advice indicated that the reduced warm water exercise, water play and learn to swim areas could be a significant under provision for the broader community. The smaller gymnasium could also limit accessibility during peak usage period and decrease any financial return.
- In contrast, the increased provision of warm water exercise, water play and learn to swim areas presented in Option 7 would sufficiently cater for the broader community need, however the lack of lap swimming provision would not be palatable for swim clubs and lap swimmers and inhibit the facilities ability to hold events.

In response to the above, it is proposed the Council undertake a comparative analysis of two further options that attempt to balance community sentiment, projected participation and wider health benefits in a fiscally responsible way. These options have been identified as Option 8 (25m pool with enhanced warm water and water play pools etc), and Option 9 (50m pool with enhanced warm water and water play pools etc).

Table 2 provides an overview of project scope options and high-level/ indicative cost estimates.

SCOPE NAME	OPTION 2 – base	OPTION 7 – wellbeing/ no lap pool	OPTION 8 – wellbeing/ 25m lap pool	OPTION 9 – wellbeing/ 50m lap pool
AQUATIC PROVISION				
LAP SWIM POOL	8 lane 25m pool	✕	8 lane 25m pool	8 lane 50m pool
WARM WATER POOL	200m2	300m2	300m2	300m2
WATER PLAY	290m2	350m2	350m2	350m2
LEARN TO SWIM POOL	100m2	200m2	125m2	150m2
SPA	✕	✓	✓	✓
STEAM	✓	✓	✓	✓
SAUNA	✓	✓	✓	✓
LEISURE / HEALTH PROVISION				
GYMNASIUM	450m2	600m2	600m2	600m2
PROGRAM ROOMS	2	3	3	3
CRECHE/CARE ROOM	190m2	190m2	190m2	190m2
HEALTH SUITES	✕	✓	✓	✓
FINANCIAL FORECASTING				
CAPITAL COST	\$44.8M	\$44.7M	\$51M	\$55.7M
ANNUAL (NET)	Break even to \$100,000	\$200,000 to \$300,000	\$300,000 to \$400,000	\$100,000 to \$200,000
10 YEAR (NET)	\$0 to \$1M	\$2M to \$3M	\$3M to \$4M	\$1M to \$2M
SPORTS COURTS PROVISION				
INDOOR COURTS	6 multipurpose courts with supporting amenities			
OUTDOOR COURTS	8 floodlit netball with supporting amenities			
FINANCIAL FORECASTING				
CAPITAL COST	\$24.6M			
ANNUAL (NET)	Breakeven to \$250,000			
10 YEAR (NET)	\$0 to \$2.5M			
MAISC: BUILT FORM				
CAPITAL COST	\$69.4M	\$69.3M	\$75.6M	\$80.3M

Table 2: Project scope options indicative cost overview

It should be noted that cost estimates are provided based on an area component schedule and refer to costings for capital infrastructure only. Whilst the estimates include allowance for contingencies - 7.5% for design and 7.5% for construction, with additional \$500,000 allowance for abnormal ground conditions (rock etc.). Further investigation is required to understand requirements and costs of civil infrastructure required for the site, including likely significant rock removal and water management.

In assessing the relative benefits associated with each option, officers have considered a range of factors summarised in **Table 3** below.

Factor	Description
Capital Costs	The size and complexity of aquatic and leisure centres means that they are expensive to build due to the variety of spaces, air and water handling, and the scale of the facility. Each of the proposed options provides for a facility that is of a comparatively modest scale while still meeting community needs.
Operational Return	Financial forecasting using assumptions for pricing structure, facility operating hours and management models. This report notes further analysis is required regarding operational return for each model. Areas such as group fitness and programs, gym space and learn to swim/programmable water space provide strong revenue streams, while activities such as lap swimming are costly by comparison to the space they require. The options provided seek to balance operational return from those areas most utilised.
Potential Funding Models	Previously a range of private funding models have been investigated including sourcing funds from major financial institutions and partnership arrangements with other organisations/operators from the private or public sector. Ultimately these options require Council to provide either a guaranteed return on investment to the funder, to provide long term tenure with the facility returned at the 'end' of its life, or to compromise on Council's social imperatives for such a facility. As such, it was recommended that Council is best served by using its own funding sources and maximising support from State and/or Federal Governments. However, as these conversations were undertaken 'pre-COVID' it would be appropriate to revisit this concept in the current financial and political environment.
Community Health and Wellbeing Benefit	As outlined above, the guiding principles for MAISC have been identified (<i>Accessibility and Equity; Maximising Social and Health Benefits; Affordability; and Viability</i>); and are particularly important due to the health status of many of our residents - particularly to those not catered for by the private sector.

Table 3: Option considerations

CONSULTATION

Consultation phases undertaken in 2017 and 2018 to inform the Mernda Aquatic Centre Planning Study and WNBPs respectively, showed significant community support for MAISC with key priorities highlighted including cost and affordability, safety, transport connectivity and accessibility.

The objective of the February 2020 consultation was to understand which facilities and amenities at MAISC would suitably reflect the various health and wellbeing needs of the community. Engagement activities utilised included surveys, online activation and face-to-face consultation.

In total, 3278 people responded to the survey, with summary of responses summarised in **Table 4** below.

Theme	Findings
Demographics	<ul style="list-style-type: none"> 63.9% female and 34.5% male. Others prefer not to say, self-describe or non-binary. 54% of respondents are aged 35-49 years and 22% are aged 25-34 years. 71% of respondents live in a couple family with children. 39% of respondents live in Mernda and 38% live in Doreen.
Existing community behaviours and barriers	<p>85% of respondents have visited an aquatic and leisure centre or indoor sports stadium in the past 12 months. Top 5 facilities visited:</p> <ul style="list-style-type: none"> Watermarc Greensborough (21%) Thomastown Recreation and Aquatic Centre (8%) Mill Park Basketball Stadium (8%) Eltham Leisure Centre (8%) Whittlesea Swim Centre (8%) <p>Top 5 main reasons for visiting:</p> <ul style="list-style-type: none"> Kids – fun and entertainment (17%) Personal fitness – lap swimming (11%) Sport – competitive indoor hardcourt (11%) Kids – swim lessons (11%) Kids – keeping them active (9%)
Community aspirations for MAISC facilities	<p>The top 5 facilities that respondents would be likely to use at MAISC:</p> <ul style="list-style-type: none"> Pool – lap swimming (50m pool/competitive) (12%) Exercise – gym (9%) Water play – water slide (7%) Exercise – group fitness (7%) Water play – indoor splash playground (7%)
Community priorities for staged delivery	<p>Ranked by facilities which would provide the greatest community outcome/health benefits:</p> <ol style="list-style-type: none"> 1. Pool / relaxation / water play 2. Exercise / gym / group fitness 3. Sport / indoor and outdoor basketball and netball courts 4. Programs / allied health / childcare

Table 4: summary of responses

It is important not to consider the survey results in isolation, but rather in conjunction with previous consultation results/key findings community demographics and health and wellbeing statistics and trends. A summary of key findings in previous consultation phases is outlined in **Attachment 2**.

CRITICAL DATES

Development of the Mernda Sports Hub masterplan and finalising the business case for MAISC is a 2020/21 Council Action Plan item.

FINANCIAL IMPLICATIONS

The four options being presented to Council range from \$69.4M to \$80.3M. Importantly, these prices now incorporate the provision of the indoor and outdoor courts as per Council adopted WNBPs. The newly presented Options 8 and 9 will require a greater capital outlay than previously presented Options 2 and 7, but (based on preliminary estimates) will provide a net favourable return of up to \$6.5M (Option 8) and \$4.5M (Option 9) to Council over a 10 year period (excluding capital outlay).

Representatives of the Victorian Government (Sport and Recreation Victoria) have identified a high level of interest in the project and indicated a strong alignment with the Government's \$3M Better Pools Grants Scheme. However, it is imperative that Council undertake a sophisticated and targeted advocacy campaign to raise awareness of the project with a range of commonwealth agencies and further explore any potential to provide public private partnership opportunities.

Whilst securing Victoria Government and potentially Federal grants for the project will be a priority, it is currently proposed that the project costs will be sourced via Council's borrowing. Development and delivery of the project is currently included on Council's long-term capital works pipeline, although the exact project costings and associated shortfall will not be known until the feasibility and comparative analysis is completed and a preferred option resolved upon.

POLICY STRATEGY AND LEGISLATION

An overview of links to Council policy and strategy is provided in the background section of this report and summarised in **Attachment 1**. Strong synergies exist between the project and the Active Whittlesea Policy, MLAFS and the WNBPs.

The project aligns with Active Victoria 2017-2021; the State Government's guiding framework for investment in sport and recreation opportunities across the state.

LINK TO STRATEGIC RISKS

Strategic Risk *Community and Stakeholder Engagement - Ineffective stakeholder engagement resulting in compromised community outcomes and/or non-achievement of Council's strategic direction*

Planning and execution of methods of consultation were restricted due to the definitive timeframes provided in the Council Resolution of 17 December 2019.

Strategic Risk *Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing*

The provision and scope of facilities at MAISC has the ability to impact negatively on the health and wellbeing of the Mernda and Doreen communities, as an under provision of facilities will decrease the number of programs and services available to the community. As a barrier to participation, a decrease in opportunities to partake in such programs and services creates challenges in promoting equitable access.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Connected community
Key Direction	A participating community

The Council Plan supports a participating community where the community are well informed, and decisions are made locally.

The objective of the consultation undertaken was to provide the community with the opportunity to share their opinion on facilities and programs to be considered in the next planning phase for MAISC.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

Finalising the scope and provision of the future MAISC is a decision of considerable importance to Council and the local community. Such facilities have an inter-generational impact and represent a major infrastructure investment and service delivery priority.

It is imperative that the final business case decision making process is evidence based, informed and balances capital and recurrent facility cost to meet the well documented local community health and wellbeing needs of the community.

It is recommended that Council endorse next steps for this project which includes a comparative analysis of Option 8 (25m lap pool with wellbeing features) and Option 9 (50m lap pool with wellbeing features) as presented in **Table 2**. Further analysis of these options will better inform the development of the final business case.

RECOMMENDATION

THAT Council resolve to:

1. **Undertake a feasibility and comparative analysis for an Aquatic and Indoor Sports Centre at Mernda which considers the following two options as described in Table 2 of this report, including:**
 - a) **A 25-metre pool and facilities option (Option 8), and**
 - b) **A 50-metre pool and facilities option (Option 9).**

2. Receive a report exploring both these options for consideration in 2021, as well as strategic linkages to the Mernda Town Centre Hub.
3. Note the next stage of planning will also consolidate opportunities for the project to enhance Council's existing strategic planning in the area, specifically the future Mernda Town Centre.

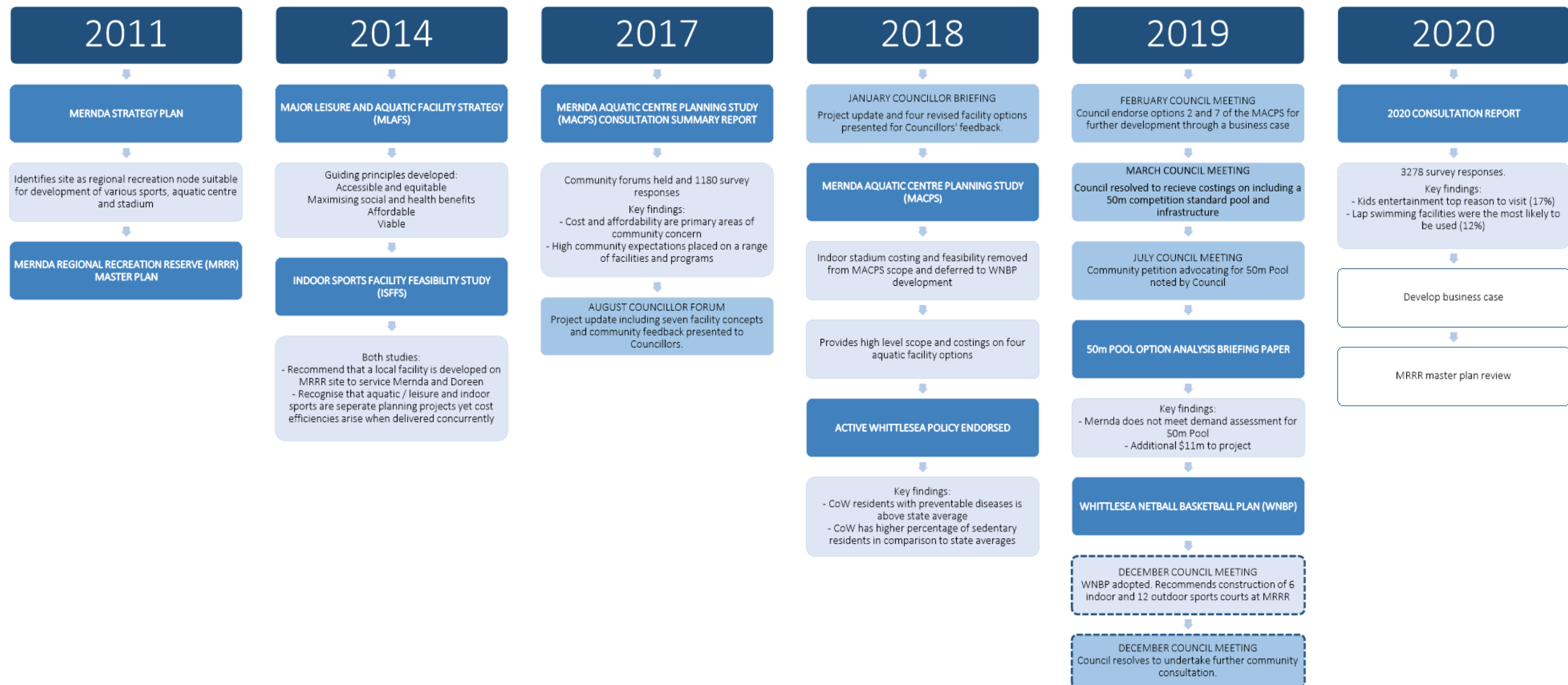
COUNCIL RESOLUTION

MOVED: *Administrator Billson*
SECONDED: *Administrator Wilson*

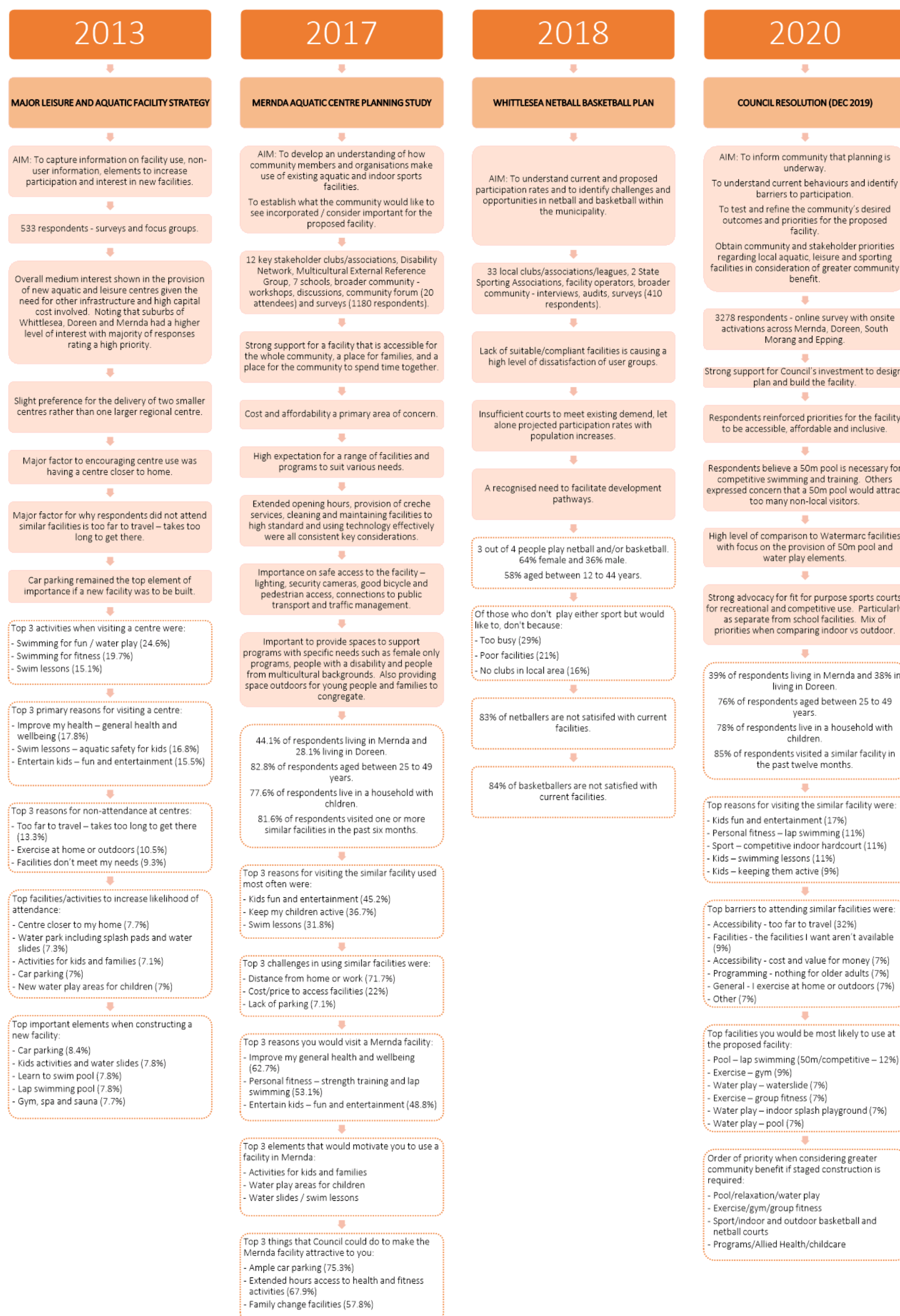
THAT Council resolve to adopt the Recommendation.

CARRIED UNANIMOUSLY

Mernda Sports Hub: Planning Timeline



Mernda Aquatic and Indoor Sports Centre: Consultation timeline



**Mernda Aquatic and Indoor Sports Centre:
Options Comparison**

SCOPE NAME	OPTION 1 SCALED BACK	OPTION 2 BASE OPTION	OPTION 3 BASE OPTION & GYMNASTICS	OPTION 4 HEALTH & FITNESS	OPTION 5 COMMERCIAL BALANCE	OPTION 6 OUTDOOR SWIM	OPTION 7 WELLBEING	OPTION 8 LAP SWIM & WELLBEING 25M	OPTION 9 ENHANCED LAP SWIM & WELLBEING 50M
AQUATIC PROVISION									
LAP SWIM POOL	6 lane 25m pool	8 lane 25m pool	8 lane 25m pool	8 lane 25m pool	4 lane 25m pool	8 lane outdoor pool	✗	8 lane 25m pool	8 lane 50m pool
WARM WATER POOL	120m2	200m2	200m2	200m2	250m2	300m2	300m2	300m2	300m2
WATER PLAY	290m2	290m2	250m2	250m2	350m2	350m2	350m2	350m2	350m2
LEARN TO SWIM POOL	100m2	100m2	100m2	100m2	150m2	200m2	200m2	125m2	150m2
SPA	✓	✗	✗	✓	✓	✓	✓	✓	✓
STEAM	✗	✓	✓	✓	✓	✓	✓	✓	✓
SAUNA	✗	✓	✓	✓	✓	✓	✓	✓	✓
LEISURE / HEALTH PROVISION									
GYMNASIUM	450m2	450m2	450m2	550m2	600m2	600m2	600m2	600m2	600m2
PROGRAM ROOMS	2	2	2	3	3	3	3	3	3
CRECHE/CARE ROOM	190m2	190m2	190m2	190m2	190m2	190m2	190m2	190m2	190m2
HEALTH SUITES	✗	✗	✗	✗	✓	✓	✓	✓	✓
SPORTS COURTS									
INDOOR	✗	✗	✗	✗	✗	✗	✗	✓	✓
OUTDOOR	✗	✗	✗	✗	✗	✗	✗	✓	✓
NOTE	- Combined warm water, leisure and learn to swim pools.	- Combined leisure and learn to swim pools. - Council endorsed preferred option (Feb 2019).	- Combined leisure and learn to swim pools. - Gymnastics facility flagged in lieu of future indoor sports courts.	- Combined leisure and learn to swim pools. - Scope to include additional 120m2 for women's only gym.			- Council endorsed preferred option (Feb 2019).	- Inclusion of sports courts as per Whittlesea Netball Basketball Plan. - Recommended to progress to comparative feasibility analysis (Dec 2020).	- Inclusion of sports courts as per Whittlesea Netball Basketball Plan. - Recommended to progress to comparative feasibility analysis (Dec 2020).

6.4 INFRASTRUCTURE AND ENVIRONMENT

ITEM 6.4.1 FOR DECISION - CONTRACT 2020-68 - FOOD AND ORGANICS WASTE DISPOSAL AND PROCESSING - TENDER EVALUATION REPORT

Attachments: 1 **Financial and Contractual Arrangements - Confidential**

This Attachment has been designated as confidential information under section 66(5) of the Local Government Act 2020 on the grounds that it contains details relating to private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. The attachment contains tender amounts submitted by tenderers and tender evaluation scoring prepared by Council officers. It also contains details of credit and reference checks about the tenderers provided to Council in confidence. The release of this information could reasonably be expected to prejudice the commercial position of the persons who supplied the information or to confer a commercial advantage on a third party.

Responsible Officer: Director Infrastructure and Environment

Author: Senior Waste Services Officer

RECOMMENDATION SUMMARY

It is recommended that contract number 2020-68 for Food and Organics Waste Disposal and Processing:

- Is awarded to Repurpose It Pty Ltd;
- For the lump sum price of \$30,216,176.02 (including contingency, excluding GST); and
- For a term from 1 July 2021 to 30 June 2031, with extension options to 30 June 2041.

BRIEF OVERVIEW

The tender evaluation panel advises that:

- Two conforming and three non-conforming tenders were received.
- The recommended tender was the highest ranked and is considered best value because it outlined a holistic, local circular economy solution for Council's food and organics waste processing incorporating in-vessel treatment and minimisation of adverse amenity risks, such as odour.

RATIONALE FOR RECOMMENDATION

The tender evaluation clearly demonstrated that Repurpose It Pty Ltd is the preferred tenderer to deliver food and organic processing services in accordance with Council's requirements. The company demonstrated the right capability and capacity to accept the material, with minimal risk to Council.

IMPACTS OF RECOMMENDATION

This contract allows the City of Whittlesea to locally process its food and garden waste material, further increasing resource recovery and diversion from landfill.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

There will be regular consultation and engagement with the relevant stakeholders throughout the life of the contract. Any change in the delivery of services shall be communicated to affected parties in a timely manner, with contingency plans developed to manage such risks.

REPORT**BACKGROUND**

In 2016-17, councils across metropolitan Melbourne sent an estimated 878,000 tonnes of municipal solid waste to landfill. Organic food waste is estimated to make up over 36 per cent of this landfilled garbage, with organic garden waste contributing a further eight per cent of this total.

Organic waste deposited within landfills is decomposed by bacteria in anaerobic conditions to produce methane, a potent greenhouse gas with at least 25 times stronger global warming potential than carbon dioxide. Most landfills serving metropolitan Melbourne collect some landfill gas, however keeping the organic material out of landfill is the most effective way of reducing emissions. For this reason, improving the recovery of the organic material generated by community is a key goal of the State Government's circular economy policy, *Recycling Victoria*.

Council commenced an opt-in kerbside food organics and garden organics (FOGO) waste collection service on 1 July 2020. Residents choosing to utilise this service dispose of food and organic waste material within a 240-litre kerbside bin. Over 47,000 tenements (representing approximately 59 per cent of the applicable properties) currently choose to utilise this service.

Recycling Victoria mandates several items that Council must implement by the 2026/27 financial year, including a FOGO service for all residents. With these parameters in mind, it is anticipated that Council would transition from the current fortnightly, opt-in FOGO service to a municipal-wide kerbside collection service by the 2022/23 financial year.

Council currently utilises the existing leasing arrangement at 480 Cooper Street for these services, however this lease expires on 30 June 2021.

The purpose of this contract is to engage a suitably qualified contractor to continue the acceptance, sorting and processing of Council's FOGO material. Tenders for the contract closed on 7 October 2020.

EVALUATION

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

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

Criteria	Weighting
Price	65 %
Capability	5 %
Capacity	5 %
Impact	25 %

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

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

The evaluation outcome was as follows:

TENDERER	CONFORMING	COMPETITIVE	SCORE	RANK
Tenderer A1 Repurpose It Pty Ltd	Yes	Yes	98.4	1
Tenderer A2	No	No	N/A	N/A
Tenderer B	Yes	Yes	89.2	2
Tenderer C1	No	No	N/A	N/A
Tenderer C2	No	No	N/A	N/A

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

FINANCIAL IMPLICATIONS

The current FOGO service provision is a user-pays service, whereby residents are charged \$77.00 (in the 2020/21 financial year) for fortnightly kerbside collection of their food and organics material.

As this user-pays charge covers the costs for both collection and processing of the FOGO material, sufficient funding for this contract is available in the budget for food organics and garden organics waste processing.

The financial implications of the service (including collection, sorting and processing, and the ongoing provision of caddies and liners) in the 2020/21 financial year, compared to the current financial year (2019/20) is provided in the table below:

	FY2019/20	FY2020/21
Operation (collection, sorting and processing)	2,917,410	3,427,211
Miscellaneous (caddies, liners, etc.)	399,482	44,610
TOTAL	3,316,892	3,471,821

A detailed analysis of the financial implications and specific contractual matters is provided in the confidential attachment.

LINK TO STRATEGIC RISKS

Strategic Risk *Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing*

The provision of food waste recycling services can prevent the deposition of organic material into landfill, lessening their potential to pollute surrounding land and waterways, as well as reducing the community's overall environmental footprint.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**Goal** **Sustainable environment****Key Direction** **Leaders in clean, sustainable living**

The continued provision of contemporary waste and resource recovery services, such as food and organics processing, can prevent the deposition of materials into landfill, lessening their potential to pollute surrounding land and waterways, as well as reducing the community's overall environmental footprint.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

The tender from Repurpose It Pty Ltd was determined to be best value and it is considered that this company can perform the contract to the required standards.

RECOMMENDATION

THAT Council resolve to:

1. **Accept the tender submitted by Repurpose It Pty Ltd for the sum of \$30,216,176.02 (including contingency, excluding GST) for the following contract:**
Number: 2020-68
Title: Food and Organics Waste Disposal and Processing
Term: 1 July 2021 to 30 June 2031
Options: Term extensions up to 30 June 2041 (only to be exercised if separately approved by Council)
subject to the following conditions:
 - a) **Tenderer to provide proof of currency of insurance cover as required in the tender documents.**
 - b) **Price variations to be in accordance with the provisions as set out in the tender documents.**
 - c) **Tenderer to provide contract security as required in the tender documents.**
2. **Approve the funding and contractual arrangements detailed in the confidential attachment.**
3. **Authorise the Chief Executive Officer to negotiate and approve any outstanding variations to the terms and conditions of the contract.**

4. Authorise the Chief Executive Officer to negotiate and approve a variation to the terms and conditions of the contract if the commencement date of the contract is varied.

COUNCIL RESOLUTION

MOVED: *Administrator Billson*
SECONDED: *Administrator Wilson*

THAT Council resolve to adopt the Recommendation.

CARRIED

ITEM 6.4.2 FOR DECISION - REVIEW OF THE ROAD MANAGEMENT PLAN AND ENDORSEMENT OF DRAFT FOR PUBLIC EXHIBITION

Attachments:

- 1 Draft Road Management Plan (2021) [↓](#)
- 2 Draft Road Management Plan (2021) - Tracked Changes [↓](#)

Responsible Officer: Director Infrastructure and Environment

Author: Senior Infrastructure Engineer

RECOMMENDATION SUMMARY

1. Endorse the draft Road Management Plan (2021) for the purposes of allowing consultation in accordance with Section 55 of the Local Government Act 2020.
2. Advertise Council's intention to amend its Road Management Plan in the Government Gazette, The Age and the Whittlesea Leader.
3. Establish a Committee of Council comprising Administrator Wilson, Administrator Billson and Administrator Duncan to consider any written submissions in relation to the draft Road Management Plan (2021) and make recommendations to Council on any such submissions.
4. Provide copies of the draft Road Management Plan (2021) available for inspection at the following locations:
 - a) Council Offices at 25 Ferres Boulevard, South Morang
 - b) City of Whittlesea website – www.whittlesea.vic.gov.au
5. Seek written public submissions on the draft Road Management Plan (2021) during the period Monday 11 January 2021 to 12 noon on Monday 22 February 2021.

BRIEF OVERVIEW

Council is required to update its Road Management Plan (the Plan) in accordance with the Road Management Act 2004. The current review of the plan commenced in August 2020 and must be completed by 30 June 2021 unless otherwise directed by the relevant Road Minister or by Council and Chief Executive Officer.

RATIONALE FOR RECOMMENDATION

The Road Management Plan sets the maintenance frequency for local roads and identifies when Council is required to undertake repairs to address faults in our footpath and road network. The current Plan has been reviewed and updated where required to match current industrial trends and standards.

IMPACTS OF RECOMMENDATION

Should Council endorse the draft Road Management Plan (2021) for the purposes of allowing consultation, the updated Plan will be placed on public exhibition for feedback before it is finally adopted by Council.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Public notices advising of the draft Plan will be placed in a daily circulating newspaper and the Government Gazette calling for submissions over a 42-day period from the date of advertisement. Traditional marketing and communication channels will also be used throughout the consultation period to further promote the Plan. Hard copies of the Plan will also be made available at Council Offices and will be viewable online on the City of Whittlesea website.

REPORT**INTRODUCTION**

This report provides details on the process to consider and adopt a revised Road Management Plan by the Council in accordance with the Road Management Act 2004.

BACKGROUND

The Road Management Act 2004 (the Act) has established a statutory framework for the management of public roads. The Act applies to road authorities including the City of Whittlesea. The Road Management Plan (the Plan) is made in accordance with the Act and its purpose is:

- (a) To establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
- (b) To set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

The Road Management Plan sets the maintenance frequency for local roads and identifies when Council is required to undertake repairs to address faults in our footpath and road network. The maintenance of a safe road and footpath network and availability of resources are the primary considerations for setting the hazard and defect intervention levels.

Council at its meeting dated 29 August 2017 endorsed a draft Road Management Plan dated 30 June 2017 for the purpose of public consultation in accordance with Section 223 of the *Local Government Act 1989*.

Following public advertisement, the Road Management Plan (2017) was finalised and adopted by Council on 21 November 2017.

Road Management Plan (2017)

The current Road Management Plan was prepared in accordance with guidance provided in the Code of Practice for Road Management Plans. Its contents are arranged in six sections and one appendix, as detailed below:

- Introduction
Outlines the purpose, objectives, key stakeholders, duty of road users, and how it relates with the Community Plan and Asset Management Policy.
- Road Asset Description
Provides descriptions of the types of road infrastructure.
- Road Infrastructure Hierarchy
Provides hierarchy classification of road infrastructure relevant to setting performance standards.
- Performance Standards
Specifies the performance standards to 'inspect, maintain and repair' public roads. This is the core part of the plan which defines the timelines of Council tasks. This section is often considered in any civil liability claims against Council relating to road or footpath conditions.
- Management System
Outlines the current management system and what is required to be established to help discharge Council's duty to 'inspect, maintain and repair' public roads.

- Review of Road Management Plan
Schedules the next review.

In accordance with the Act, Council Officers and key external stakeholders have reviewed the Plan and its context to reflect current industrial trends and standards. The process is outlined in the table below.

Description	Date
Start of review process	August 2020
Internal consultation	Aug 2020 – Nov 2020
Draft report for public consultation presented to Council	December 2020
Public consultation and feedback review	Jan 2021 – Feb 2021
Final report for Council adoption	May 2021

Register of Public Roads

It should also be noted that Council publishes its Register of Public Roads (updated half-yearly) on its website to provide greater transparency and information for the community with regards to specific local roads, their designated hierarchy and anticipated response timeframes.

PROPOSAL

The draft Road Management Plan (2021) proposes updates to the current plan, as follows:

Changes to Policy and Strategy Linkages

The Plan proposes to include references to other policies and strategies that guide the future direction of Council. This ensures that Council objectives, such as active travel, are acknowledged when considering the adequacy of its performance standards.

Changes to Performance Standards

A suite of amendments to the performance standards are proposed in the next Road Management Plan (2021). Some of these changes propose to extend timeframes and expand levels of intervention in alignment with regional municipalities, however most changes propose to tighten timeframes and reduce defect tolerances.

All proposed changes consider current trends and industry benchmarks. The City of Whittlesea's performance standards were reviewed against similar municipalities and differences were evaluated by Council Officers to determine Council's exposure to risk.

Importantly, all proposed changes incorporate feedback from the Municipal Association of Victoria and Council's Insurer, who undertook their own independent benchmarking exercise across the State.

Changes to the Next Scheduled Review

The draft Plan dictates that the next Road Management Plan review must commence by 1 August 2024 and be completed by 30 June 2025 unless otherwise directed by the relevant Road Minister or directed by the Council and Chief Executive Officer.

Copies of the draft Road Management Plan (2021) and tracked changes are provided in *Attachments 1 and 2*, respectively.

CONSULTATION

All Victorian councils are required by the Act to place their Road Management Plan on public exhibition for feedback. Submissions will therefore be invited for a period no less than 28 days, whereby a Committee of Council will be appointed to consider any written submissions received in response to Council's public notice.

Given the impacts of COVID-19, it is proposed to extend the consultation period to 42 days to ensure the community has adequate time to respond.

A public notice advising of the draft Plan is required to be placed in a daily circulating newspaper and the Government Gazette calling for submissions over a 42-day period from the date of advertisement.

It is proposed to advertise the amendment in:

- The Government Gazette.
- The Age.
- The Whittlesea Leader.

Submissions will be considered, and the draft Plan amended where appropriate. The draft Plan will then be presented to Council for adoption following consideration of any submissions received.

Traditional marketing and communication channels will also be used throughout the consultation and engagement process to further promote the draft plan, its key themes and amendments, such as social media posts, multi-lingual media, and press releases.

It is noted that the community consultation and engagement is required for Asset Management Plans in accordance with the Local Government Act 2020. A Transport (road) Asset Management Plan will be developed using best-practice engagement principles in due course, with the Road Management Plan (2021) to be revised, where appropriate.

CRITICAL DATES

The Road Management Plan review process commenced in August 2020 and must be completed by 30 June 2021.

FINANCIAL IMPLICATIONS

It is anticipated that there will be financial implications associated with the proposed changes to inspection frequencies, intervention levels and response times. This will be evaluated in conjunction with the public consultation and adoption of the updated Road Management Plan.

For context, the current operational expenditure funding profile is provided in the table below, however it is forecast that the current level of infrastructure maintenance resourcing will need to increase to align with the obligations set out in the new Plan.

Financial Year	2020/21	2021/22	2022/23	2023/24
Proposed Budget (\$ million)	15.849	16.011	16.242	16.477

POLICY STRATEGY AND LEGISLATION

The review of the Road Management Plan aligns with the following policy, strategy and legislation:

- *Road Management Act 2004*
 - Division 5 regarding development of a Road Management Plan
- *Local Government Act 2020*
 - Section 55 regarding community engagement
- *Whittlesea 2040*
 - Connected Community: a healthy and safe community
 - Liveable Neighbourhoods: smart, connected transport network
- *Road Management Plan 2017*
 - Section 6 regarding review of the Plan

LINK TO STRATEGIC RISKS

Strategic Risk *Life Cycle Asset Management - Failure to effectively plan for the construction, on-going maintenance and renewal of Council's assets* The Road Management Plan is an essential document that sets the inspection frequency, intervention levels and maintenance response timeframes for Council's local road and footpath network.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Liveable neighbourhoods
Key Direction	Smart, connected transport network

The Plan sets the maintenance frequency for local roads and identifies when Council is required to undertake repairs to address faults in our footpath and road network. These repairs are required to preserve the asset in a state of utility to facilitate a smart, connected transport network.

Updating the plan will improve standard of maintenance to align with current industrial trends and standards.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

The current Road Management Plan dated 30 June 2017 is due for review. The review commenced in August 2020 and is to be completed by 30 June 2021.

RECOMMENDATION

THAT Council resolve to:

- 1. Endorse the draft Road Management Plan (2021) for the purposes of allowing consultation in accordance with Section 55 of the Local Government Act 2020.**
- 2. Advertise Council's intention to amend its Road Management Plan in the Government Gazette, The Age and the Whittlesea Leader.**
- 3. Establish a Committee of Council comprising Administrator Wilson, Administrator Billson and Administrator Duncan to consider any written submissions in relation to the draft Road Management Plan (2021) and make recommendations to Council on any such submissions.**
- 4. Provide copies of the draft Road Management Plan (2021) available for inspection at the following locations:**
 - b) Council Offices at 25 Ferres Boulevard, South Morang**
 - c) City of Whittlesea website – www.whittlesea.vic.gov.au**
- 5 Seek written public submissions on the draft Road Management Plan (2021) during the period Monday 11 January 2021 to 12 noon on Monday 22 February 2021.**

COUNCIL RESOLUTION

MOVED: Administrator Duncan
SECONDED: Administrator Billson

THAT Council resolve to adopt the Recommendation.

CARRIED



Road Management Plan

30 June 2021

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Document Control

Amendment Date	Scope of Amendment	Authorised By
June 2021	Amended and updated	Manager City Presentation
June 2017	Amended and updated	Manager City Design and Transport
May 2013	Amended and updated	Manager Engineering and Transportation
June 2009	Amended and updated	Manager Engineering Services
November 2005	Amended and updated	Manager Engineering Services
December 2004	First published	Manager Engineering Services

Certified by –
Debbie Wood
Director City Transport and Presentation, City of Whittlesea

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1 Introduction

The Road Management Act 2004 (the “Act”) has established a statutory framework for the management of public roads in Victoria. The Act applies to road authorities including the City of Whittlesea.

Under Part 4, Division 5 of the Act, Council elected to make a Road Management Plan in accordance with the Code of Practice for Road Management Plans (1 Oct 2004).

1.1 Purpose of Plan

The purpose of this Road Management Plan (the “Plan”) is to ensure Council has in place a plan that helps Council to achieve the following objectives:

1. Ensure that a safe and efficient network of municipal public roads is provided primarily for travel and transport.
2. Meet the statutory requirements of the Road Management Act Section 50, Road Management Regulations (the “Regulations”) and relevant Ministerial Code of Practice (the “Codes”).
3. Provide a structure for a road asset management system which will ensure that the public roads in the municipality:
 - Are capable of functioning as they were built to function; and
 - Continue to meet the needs and expectations of the community and other key stakeholders.
4. Within that structure, advance Council’s asset management practice that is to achieve the strategic objectives of Council’s *Whittlesea 2040: A Place For All* and the objectives of Council’s Asset Management Policy.
5. Adhere to good practice of achieving an appropriate level of road maintenance, inspections and servicing.

1.2 How to Achieve the Plan’s Objectives

To achieve the above stated objectives, this Plan provides details in the following key management areas that are central to Council’s role as the road authority for municipal public roads:

- a) Provide descriptions of the types of road and road-related infrastructure assets covered including assets not covered. The details are in Section 2, Road Asset Description;
- b) Set up a road and pathway hierarchy classification to facilitate the setting of performance standards. The details are in Section 3, Road Infrastructure Hierarchy;

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- c) Set relevant performance standards to help with the discharge of Council's duties. The details are in Section 4, Performance Standards; and
- d) Set details of the management system to be implemented to help with the discharge of Council's duties. Please refer to Section 5, Management System.

1.3 Stakeholders

Stakeholders who will be affected by this Road Management Plan in the City of Whittlesea include:

- The community - ratepayers, residents, business, industry, education.
- Road users such as pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.
- Transport service providers - transport operators, bus operators and service providers supporting the delivery of transport service.
- Emergency services.
- Utilities such as water, sewerage, drainage, gas, electricity, telephone, telecommunications, cable TV, pipeline and other like services under the authority of an Act of Victoria or the Commonwealth.
- Land and property developers and their respective consultants and contractors.
- Road authorities/agencies of State and Federal governments.
- Other road authorities such as neighbour Councils, Department of Sustainability and Environment, Parks Victoria, Melbourne Water Corporation, Country Fire Authority, etc.
- Private road owners such as farms, business, industry, body corporate.
- Federal and State government departments and agencies.
- Special interest groups such as RACV, ratepayer associations, Chambers of Commerce, industry-representing bodies and like community groups.
- Elected representatives.
- Council staff and consultants and contractors.

1.4 Duty of Road Users

Whilst Council has certain duties and responsibilities, this Plan is predicated on the basis that the road users also have certain obligations and responsibilities including but not limited to; keeping a proper lookout and exercising due care for their own safety, to drive safely according to the prevailing conditions, to have regard to the rights of other road users, the community and infrastructure managers, and to avoid damaging infrastructure.

The roles and responsibilities of road users are outlined under the following documents:

- Section 17A, Road Safety Act 1986 (or as amended); and
- General Municipal Law, City of Whittlesea.



A copy of the General Municipal Law is available from Council's web site at www.whittlesea.vic.gov.au under About Us > Local laws and legislation > Whittlesea local laws.

1.5 Relationship with Budget

The annual budget has been developed within an overall financial planning framework that guides Council in identifying community needs and expectations over the short, medium and long term. In preparing the annual Budget, funding requirements for each year are linked with the objectives contained in the *Whittlesea 2040: A Place for All*.

In relation to road and road-related infrastructure assets that provide road transport service, Council recognises the importance of balancing appropriate performance standards with what the communities are able to afford and sustain. In balancing the funding level for the inspection, maintenance, repairs, upkeep, rehabilitation and renewal of road and road-related infrastructure assets, Council gives regards to the following key considerations:

- Its role and obligations under the Road Management Act 2004;
- Preservation of existing assets in an appropriate and safe working condition;
- Ability to acquire additional infrastructure assets to serve new growth;
- Market constraints in staffing, plant and equipment, building materials and contractors; and
- Budget / financial constraints.

The performance standards set in Section 4 of this Plan reflects such balance.

1.6 Relationship with Council Plan and Asset Management Policy

Whittlesea 2040: A Place For All is the "Council Plan" for the purpose of Section 90 of the Local Government Act 2020, which states that 'Every resident is able to get where they need to go with ease'. It is available to the public on Council's web site www.whittlesea.vic.gov.au.

In addition, Council's *Asset Management Strategy*, which provides guiding principles to achieve the following objectives in the management of assets used for providing services:

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- 1) Promote effective and efficient service delivery outcomes via asset management;
- 2) Promote the safe and responsible use of assets;
- 3) Recognise that the costs of operation, maintenance and renewal of assets require an appropriate funding base;
- 4) Provide assets for present service delivery needs while sustaining resources for future communities; and
- 5) Support the strategic objectives of Council's Community Plan and other objectives of social planning and service strategies of Council.

Diagram 1.1 below outlines the 'full circle' relationship of *Whittlesea 2040: A Place For All*, Council's Asset Management Strategy and Council's Road Management Plan, operating within the statutory framework of the Act.

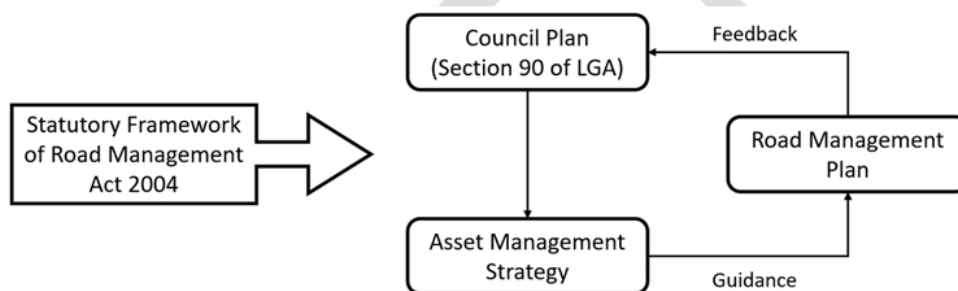


Diagram 1.1 – Council Plan, Asset Management Strategy and Road Management Plan

Further to the Council Plan and Asset Management Strategy, are other strategic documents and policies that support and guide some of the objectives and implementation of the Plan.

Council documents such as the Whittlesea Bicycle Plan 2016 consider the maintenance objectives in the Plan in the context of cycling and active travel and include action items that relate to the Plan. These action items work to close the feedback loop and ensure the performance standards being implemented are adequate in maintaining a high quality bicycle network.

Other Council and external policies and strategies which help guide the Plan are mentioned throughout and referenced in the Referenced Documents.



1.7 Force Majeure

Council will make every endeavour to meet all aspects of its Road Management Plan. However, in the event of natural disasters and events including but not limited to fires, floods, and pandemics as well as human factors, such as lack of Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Plan.

In the event that Council's Chief Executive Officer, has to, pursuant to Section 83 of the said Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will write to Council's Senior Officer in charge of its Plan and inform them that some, or all of the timeframes and responses in Council's Plan, are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will write to Council's Senior Officer responsible for the Plan and inform them which parts of the Plan are to be reactivated and when.

The procedure to enact the Force Majeure is as follows:

1. If any officer with responsibilities related to activities covered by the Plan (e.g. Manager City Presentation, Senior Infrastructure Engineer) believes that a natural disaster, pandemic or similar event has affected Council's ability to deliver the service levels specified in the Plan, they should contact the Council's Senior Officer responsible (Director City Transport and Presentation) advising them of the situation.
2. On determining that it is not possible to comply fully with the Plan, the Senior Officer shall notify the CEO of the situation and request that the Force Majeure clause be activated.
3. On receiving the request, the CEO shall if in agreement, write to the Senior Officer in charge of the Plan and inform them that some, or all of the timeframes and responses in Council's Road Management Plan, are to be suspended.
4. The Council Officer shall request that a notice of the suspension be posted on Council's website and social media channels.
5. Upon making the assessment that the emergency or event has fully or partially abated, the Senior Officer shall notify the CEO that the Road Management Plan can be fully or partially reactivated.
6. The CEO shall if in agreement, write to the Senior Officer and inform them which parts of Council's Plan are to be reactivated and when.
7. The Senior Officer shall request that the notice of the suspension of the Plan be removed from Council's website and social media channels.



2 Road Asset Description

This section provides the details of road infrastructure and road-related infrastructure assets that are being covered under this Road Management Plan. It also outlines asset not covered under this Plan.

2.1 Overview

The Municipality covers an area of approximately 487 square kilometres with a population of approximately 223,600 people. The City's population is expected to reach 383,600 by the year 2040.

The local network of public roads is expanding through the subdivision of land. For the financial year 2019/2020, the local road network had grown by about 8.4%. The key measurements are:

- 1,409 kilometres of public roads (urban and rural, sealed and unsealed roads);
- 1,123 kilometres of pathways (constructed footpath, bicycle path and shared path);
- 82 bridges and major culverts; and
- 2,195 kilometres of kerb and channel.

For the year ended 30 June 2020, the Total Replacement Cost is estimated at \$1.741 billion and the Depreciated Replacement Cost (DRC) is \$1.380 billion.

2.2 Assets covered

The road and road-related infrastructure assets covered in this Plan are as outlined in the Act.

A copy of the Road Management Act 2004 can be found on the Victorian State Government website at www.legislation.vic.gov.au > Victorian Law Today.

2.3 Assets not covered

This Plan does not cover the following assets:

- Road and road-related infrastructure assets that are the responsibilities of other road authorities, utilities and/or other infrastructure managers. For example, VicRoads, Department of Environment, Land, Water and Planning, Parks Victoria, Melbourne Water Corporation and the like;
- Road, road-related and non-road infrastructure assets owned, managed and/or operated by private organisations, on private land or which interface on public land or within road reserves. Such private organisations would include shopping centres, educational institutions, body corporate subdivisions and the like;



- Non-road infrastructure in, on, under or over a municipal public road, which is the responsibility of other organisations. Non-road infrastructure would include gas pipes, water pipes, sewerage pipes, stormwater pipes, pits, electricity poles, cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities;
- Subdivisional roads under construction and prior to the date the road became a public road;
- Assets such as vehicle crossings (also known as cross-overs, driveway crossings, driveways), pathways and house drains in road reserves that provide services to land and properties abutting a road. The owner, occupier, manager or operator of such asset is responsible for the condition and maintenance of that asset;
- Pathways that have not been constructed by a responsible road authority, e.g. unconstructed pathways such as a foot (human or animal) trodden pathways;
- Roadways that have not been constructed by a responsible road authority, e.g. an unconstructed track such as a vehicle or motorcycle trodden roadway;
- Fire priority roads to be maintained by notification in accordance with Appendix D of City of Whittlesea, Municipal Fire Management Plan 2020-2023 and any corresponding updates.
- Temporary road signs used in road works; and
- Any other road, road-related or non-road infrastructure asset not listed in the Section 2.2, "Assets covered" or not listed in the Register of Public Roads.

2.4 Register of Public Roads

Council keeps a copy of the Register of Public Roads (the "Register") in accordance with Section 19 of the Act. The Register is updated every six months (or as required) and lists all the roads, for which Council is the coordinating and / or the responsible road authority, including details specified in Schedule 1 of the Act.

A copy of the Register is available for inspection at Council's municipal office, located at 25 Ferres Boulevard, South Morang (Melway Ref 183 A10).

The Register of Public Roads includes the following information:

- The name of each public road or, if unnamed, an identifiable description;
- Classification of the public road in accordance with road hierarchy classification outlined in Section 3;
- If a road becomes a public road after 1 July 2004, the date on which the road became a public road;
- If a public road ceases to be a public road, the date on which the road ceased to be a public road;



- Further description, such as road segments details, where Council considers appropriate;
- The name of Responsible Road Authority; and
- Any ancillary areas designated under Section 18 of the Act.

In addition, the Register includes information in relation to:

- Arterial roads in respect of which VicRoads' is the Coordinating Road Authority;
- Road management clarification – public roads, non-public roads and structures in respect of which the Council seeks to clarify the road management responsibility;
- Melbourne Water Corporation's structures (e.g. bridge or culvert over aqueduct) which form part of public roads, in respect of which the Council and Melbourne Water Corporation have separate road management responsibilities;
- Ancillary areas which contain public access roads, car parks, footpaths, shared footways and off-road bicycle paths;
- Discontinuance of Roads;
- Demarcation arrangements under which the boundaries of a public road and/or ancillary area is fixed or varied;
- Management arrangements, made in accordance with section 15 of the Act, under which road management functions in respect of any part of a public road and/or ancillary area is transferred or delegated to or from the City of Whittlesea, in relation to other road authorities;
- Pathway (footpath, bicycle path and shared path) which have been classified with Pathway Hierarchy 1 and 2; and
- Private roads in respect of which a body such as a body corporate, university, company and the like, is responsible to ensure the private road is safe for its users.

Roads that will not be included in the Register are:

- Unused or leased roads for which the Council has not accepted responsibility; and
- Roads set out on plans of subdivision, until such time as the Council accepts responsibility for those roads.

In respect to a road, which Council acquired as a result of subdivision development, Council becomes the Co-ordinating and Responsible Road Authority from the date the road became a public road, which is normally the Date of Practical Completion unless otherwise stated.



2.5 Municipal Road Map

The Municipal Road Map is stored on the Council's Geographic Information System and is updated as new public roads are added. It shows the locations of all the roads listed in the Register of Public Roads with the following information:

- Road segment ID No.;
- Road names;
- Road segments;
- Road hierarchy classifications; and
- Pathway hierarchy classifications.

The Municipal Road Map may be viewed at Council's municipal office located at Ferres Boulevard, South Morang (Melway Ref 183 A10).

2.6 Principles

In deciding which road is a municipal public road, Council will consider the following principles and situations:

1. Whether an area of land is a "public road" according to the following matters and reasonably required for public use:
 - The City of Whittlesea is capable of being both the coordinating road authority and the responsible road authority;
 - Road infrastructure exists on that area of land;
 - There is no restriction to public use;
 - The land is not under title to or managed by a body corporate as part of an estate; and
 - The land is deemed to be an ancillary area to an adjacent public road.
2. The need for establishment of a through-road in line with the definitions for link, collector and access road classifications.
3. The need to have access facility between adjoining land and a road reserve, via a link, collector or access road.
4. There is no need to unnecessarily continue multiple points of access to isolated properties.
5. Some road reserves may not be needed for access and could be closed.
6. Some existing roads, which provide unnecessary duplication of access, may be considered for closure.
7. The standard of construction of a road and who should pay for any road upgrade (if this is required or requested) is a separate issue from whether the road is required as a municipal public road.
8. Where roads, or road segments, do not service ratable property and are not Link or Collector roads then Council may elect not to place these roads on the Register or carry out maintenance works on them. However, Council may agree



- to carry out works under agreement or contract to another Coordinating Road Authority for such roads or road segments.
9. The ownership of the land on which a road is constructed does not affect whether the road may be considered as a municipal public road in the following circumstances:
 - Crown road reserve;
 - Crown land not on a road reserve;
 - Crown reserve; and
 - Municipal reserve.
 10. Residual land of a completed subdivision where the title has not yet transferred to the City of Whittlesea (generally applies to subdivisions completed prior to 1989).
 11. Further to Item 8 (above), private ownership of land in the cases of commercial, industrial or residential land (including by a body corporate) would not have municipal public roads on such land unless special circumstances apply, such as in the case of through roads.
 12. Demarcation guidelines as set out in the Code of Practice for Operational Responsibility for Public Roads.

2.7 Demarcation and Agreements with other Authorities

Demarcations refer to the boundaries of a public road (points of transfer) where the City of Whittlesea assumes responsibility, or relinquishes responsibility, for its care and maintenance.

The Register of Public Roads contains the agreed demarcations between the City of Whittlesea and other authorities; including VicRoads, adjoining municipalities, Department of Sustainability and Environment, Parks Victoria, Melbourne Water Corporation, and public transport operators.

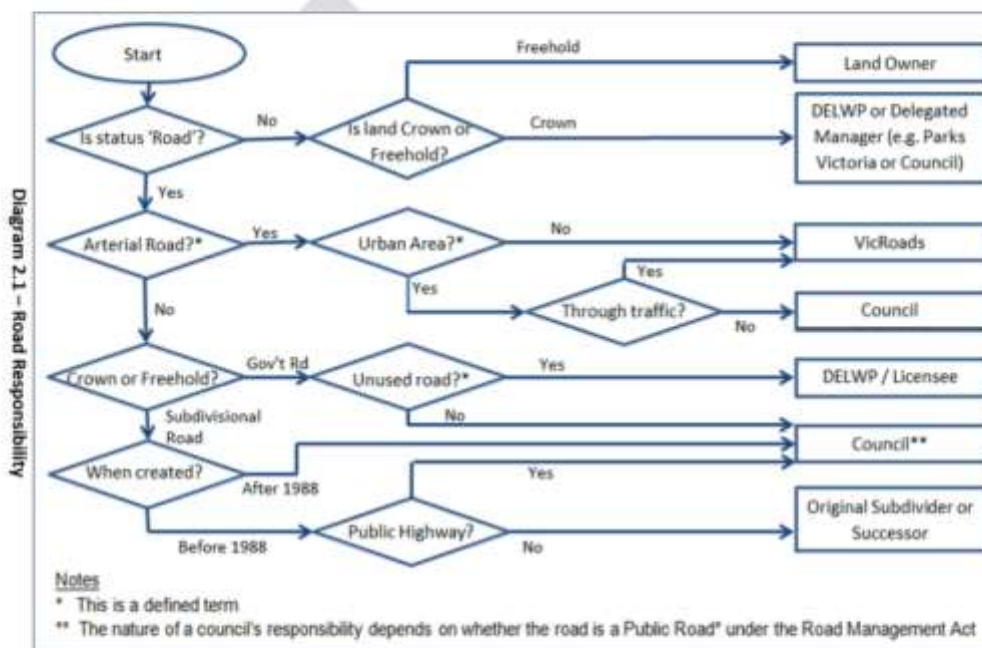
Specific information regarding the interface of road authorities is available in the *Road Management Act Code of Practice – Operational Responsibility for Public Roads*.

The Register also defines the general demarcations between private assets and Council assets. Where the City of Whittlesea enters into an arrangement with another organisation to carry out works on other public roads, the responsibility of the City of Whittlesea is limited to the terms of that agreement.

Diagram 2.1 outlines the “tests” used to help determine who is responsible for a road. Where it is a public road, that body becomes the coordinating road authority.

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3 Road Infrastructure Hierarchy

This section describes the hierarchy classification adopted in this Plan. A hierarchy classification for roads and pathways assists in determining relevant performance standards for key maintenance areas such as inspection, maintenance, repairs and intervention levels. It also assists in other management activities such as allocating resources and specifying design and construction standards.

Classification of a road as a freeway or an arterial road is declared by VicRoads (DoT) in accordance with Section 14 of the Act. VicRoads (DoT) is both the coordinating road authority and the responsible road authority for freeways and arterial roads. Arterial roads include roads formerly known as State Highways or Declared Main Roads.

3.1 Road Hierarchy

A hierarchy classification is used to group roads and pathways based on the service levels that they provide in a road transport network. The hierarchy system considers service requirements such as traffic (vehicular and pedestrian) volumes, safety speed, riding quality and pavement durability.

For municipal public roads, a three-tier hierarchy classification has been adopted. Roads are classified as Link, Collector or Access.

(1) Link road

Roads of this classification provide linkages between places and arterial road network; or linkages among places. Examples of places are township, suburb, shopping precinct, major sporting venue, industrial area, agricultural area, tourist attraction and any places of interest. This type of road has an identifiable origin and destination. In general, a Link road gets its traffic from multiple Collector roads.

(2) Collector road

Roads of this classification primarily provide a route between and through residential, industrial, commercial and agricultural areas. They convey traffic from Access roads to the Link road and/or Arterial roads.

(3) Access road

Roads of this classification includes a road, service road, street, court, laneway or extended driveway, which primarily provide direct access for abutting residential, industrial, commercial and rural properties. They 'feed' traffic to Link, Collector or Arterial roads. There is minor to no through traffic in Access road.

Sub-classifications of Links, Collectors and Access are based on their respective traffic volumes, and physical attributes such as: service road, court, through road, right of way



(ROW) or 'extended driveway' that provides access to two or more properties. Further details of sub-classifications are provided in Register of Public Roads.

The road hierarchy adopted for municipal public roads is summarised in the following **Table 3.1**.

Table 3.1 Road Hierarchy		
COORDINATING ROAD AUTHORITY	ROAD TYPE	HIERARCHY CLASSIFICATION
Department of Transport (formally VicRoads)	Freeways	Refer to VicRoads Road Management Plan (April 2014)
	Arterial roads	
City of Whittlesea	Municipal public roads	Link road
		Collector road
		Access road
DELWP, Parks Victoria, Melbourne Water, etc.	Other State roads	Not applicable



3.2 Pathway Hierarchy

A pathway hierarchy classification is different to that adopted for the roadway. The pathway hierarchy classification gives regards to the anticipated volumes of pedestrians, for example, in the vicinity of a public transport interchange, and busy shopping centres.

The following pathway hierarchy, **Table 3.2**, has been adopted to assist in setting performance standards in terms of inspection, maintenance, intervention levels and repairs.

Table 3.2 Pathway Hierarchy		
PATHWAY HIERARCHY	PEDESTRIAN ENVIRONMENT	PEDESTRIAN SERVICE LEVEL
1	(a) Shopping areas (b) Council paths in the streets around – <ul style="list-style-type: none"> ▪ Epping Plaza shopping centre ▪ Plenty Valley shopping centre, South Morang ▪ Lalor Shops ▪ Thomastown Shopping precinct ▪ Aurora Shopping Precinct ▪ Lyndarum Shopping Precinct ▪ Bundoora Shopping ▪ University Hill Shopping Centre ▪ Etc. (c) Council paths around public transport interchanges at: <ul style="list-style-type: none"> ▪ Epping Railway Station ▪ Lalor Railway Station ▪ Thomastown Railway Station ▪ Keon Park Railway Station ▪ South Morang Railway Station ▪ The Gorge Railway Station ▪ Hawkstowe Railway Station ▪ Mernda Railway Station ▪ Plenty Road Tram Terminus at McKimmies Road 	High
2	All other areas	Low
<i>Note: For pathways of classification Pathway Hierarchy 1, please refer to the maps included in the Register of Public Roads.</i>		



4 Performance Standards

In this Section, Council sets the performance standards for the following operational functions in roads and pathways:

- Defect Inspection;
- Condition inspection;
- Defect intervention levels;
- Emergency response time; and
- Defects exceeding intervention level response time.

4.1 Objectives

The objectives of setting performance standards:

1. To address public safety issues by ensuring any defects are within reasonable tolerance levels – achieved by regular Defect Inspections and being responsive to notification of defects and potential hazards by the public, including emergency situation like traffic crashes; and
2. To allow for long term planning of the management of road infrastructure assets – achieved by regular Condition Inspections that assist Council in the strategic planning and budgeting of the road assets to ensure best use and maximize their potential lifespan.

4.2 Defect and Condition Inspections

Performance standards for Defect Inspections are derived from balancing available resources. They are summarised in the following **Table 4.1** and **4.2**, respectively. These formal inspection processes are supplemented by inspections generated reactively through reports received from the public and through internal infrastructure maintenance programs.

Condition Inspections of Council's assets are generally carried out over a period of 4 years for the whole network. The purpose of these inspections is for long term planning and budgeting of major asset upgrades and to assess the effective lifespan of the assets. These inspections are not intended to identify specific defects as this is completed via the Defect and Reactive Inspections.



TABLE 4.1 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS ROADS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Link	Every 4 weeks	Every 1 year
Collector	Every 12 weeks	Every 1 year
Access	Every 1 year	Not applicable

TABLE 4.2 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS PATHWAYS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Hierarchy 1	6 monthly	Not applicable
Hierarchy 2	At intervals not exceeding two years	Not applicable

4.3 Emergency Response

The aim of Council's response to an emergency incident is to safeguard the public. This will be followed up with any necessary repairs.

An emergency situation is to include incidents such as bushfires, flooding, vehicle crashes, road wash away, damaged bridges, livestock on road, material spillage from large vehicles, etc.



Table 4.3. Performance standards for Emergency Response Times		
Asset Hierarchy	Response	Emergency Response Time
Roads		
Link	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner, or public transport provider	Within 2 hours of notification
Collector		Within 3 hours of notification
Access		Within 4 hours of notification
Pathways		
1	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner or public transport provider	Within 1 working day of notification
2		Within 1 working day of notification



4.4 Defects Intervention Levels

Table 4.4 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
SEALED PAVEMENT				
POTHoles	Potholes in traffic lane >300mm dia. and 50mm deep	Rectify within 7 days	Rectify within 10 days	Rectify within 28 days
WHEEL RUTS AND DEPRESSIONS	When ruts or depressions >25 mm depth measured with 1.2 m straightedge transverse, or under a 3 m straightedge longitudinal.	Rectify within 3 weeks	Rectify within 5 weeks	Rectify within 8 weeks
CRACKS Seal and fill cracks and joints, excluding "crocodile" cracking,	When cracks >30 mm width.	Rectify within 3 weeks	Rectify within 5 weeks	Rectify as resources come available
SURFACE TREATMENT – LOSS OF AGGREGATE, BLEEDING OR FLUSHING	When – (a) stripping has >50% loss of aggregate for an area >5 m²; (b) bleeding / flushing for an area >5 m²;	Rectify within 3 weeks	Rectify within 5 weeks	Rectify within 8 weeks
PAVEMENT CLEANING – REMOVAL OF DEBRIS	When accumulation of aggregate, dirt or debris over a 5 Square Metre area prevents the free drainage of the pavement.	Rectify within 8 weeks	Rectify within 8 weeks	Rectify within 8 weeks
EDGE BREAK	When edge break exceeds 75 mm laterally over at least a 1 m length from the nominal seal line.	Rectify within 2 weeks	Rectify within 4 weeks	Rectify within 8 weeks
SHOULDER				
UNSEALED SHOULDER - REPAIR	When drop off is > 50 mm depth measured over a 20 m length.	Rectify within 3 weeks	Rectify within 5 weeks	Rectify within 8 weeks

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Table 4.4 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
UNSEALED SHOULDER - REPAIR	When potholes, scouring or roughness is >50 mm depth measured with a 1.2m straightedge, or when there is ponding of water.	Rectify within 4 weeks	Rectify within 8 weeks	Rectify within 8 weeks
UNSEALED ROAD				
UNSEALED ROAD - REPAIR	When potholes, scouring or roughness >100 mm depth measured with 1.2m straightedge.	Rectify within 4 weeks	Rectify within 5 weeks	Rectify within 10 weeks
	When continuous corrugations over 20 m exceeding 50 mm in depth.	Rectify within 5 weeks	Rectify within 5 weeks	Rectify within 16 weeks
VEGETATION				
LONG GRASS AT ROADSIDE AREAS	Grass length kept to an average 125 mm in urban roadside areas (a) 3 m behind the line of guideposts or kerb (and balance of median if remaining width is less than 5 m); (b) 30 m in advance of all road approaches and departures;	Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention	Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention	Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention
INTRUSIVE TREES AND SHRUBS	Cut and remove tree and shrub growth within roads, drains, clear zones, shoulders and verges to maintain – (a) a minimum 4.5 metres high	Rectify within 4 weeks	Rectify within 4 weeks	Rectify within 4 weeks



Table 4.4 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
	<p>clearance over roads and shoulders for Declared Arterial Roads, Link and Collector roads and 4.0 metres for Access roads.</p> <p>(b) maintain clear lines of sight on rural roads for a distance of 1.0 metre behind the kerb line or, if there is no kerb, the outer edge of the road shoulder.</p> <p>(c) maintain vertical clearances of 2.5m over footpaths, walkways and nature strips.</p>			
ROAD FURNITURE				
SIGN REPAIR – DAMAGED OR DIRTY	<p>Replace when damage renders ineffective.</p> <p>Clean sign and delineator faces when reflectivity is reduced due to accumulation of dirt.</p>	Rectify all signage within 2 weeks	Rectify Warning and Regulatory Signs within 3 weeks. Others within 3 months	Rectify Warning and Regulatory Signs within 3 weeks. Others within 3 months
DAMAGED GUARD FENCE AND WIRE ROPE SAFETY BARRIER	Repair when damaged to such an extent that it has become ineffective	Rectify within 8 weeks	Rectify within 8 weeks	Rectify within 8 weeks
SIGN AND LINE/PAVEMENT MARKINGS – WORN OR MISSING	<p>Signs and line/pavement markings which are not visible from 150m at night, on low beam.</p> <p>Replace if missing.</p>	Rectify within 4 weeks	Rectify within 4 weeks	Rectify within 12 weeks



Table 4.4 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
DAMAGED PEDESTRIAN SAFETY FENCING	When integrity of fencing is not effective.	Rectify within 9 weeks	Rectify within 9 weeks	Rectify within 12 weeks
STRUCTURE				
BRIDGE MAINTENANCE - CLEANING	When any accumulation of materials causes interruption to the escape of drainage water, or the operation of expansion joints.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
BRIDGE MAINTENANCE – REPAIR OF PARAPETS	When detected or made known.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
BRIDGE MAINTENANCE – REPAIRS NOT INCLUDED ABOVE	As per bridge inspection program.	Refer to Bridge Inspection	Refer to Bridge Inspection	Refer to Bridge Inspection

Table 4.5 Defects in Pathways			
Defect Description	Defect Intervention Level	Defect Response Time	
		Pathway Hierarchy	
		1	2
VERTICAL AND HORIZONTAL DISPLACEMENTS	Pedestrian area with a step of >25mm or a crack with an opening >30mm	Rectify within 28 working days	Rectify within 3 months
UNDULATIONS / DEPRESSIONS	Pedestrian area – Rise or Depression >50 mm under 1.2 m straightedge.	Rectify within 5 weeks	Rectify within 3 months

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5 Management System

This section describes the ‘management system’ that facilitates Council to fulfil the role of a road authority. The ‘management system’ is a combination of people, equipment, communications, computer systems, performance standards, guidelines and procedures.

5.1 Computer Systems

The local road network is divided into road segments of manageable lengths for asset management purpose. It is a site-based approach and has been chosen because it can be easily understood by all stakeholders. Assets such as road pavement, kerb and channel, footpath, etc. are ‘itemised’ according to the road segment in which they are installed. The setup of computer systems, therefore, reflects this road segment approach.

5.2 Overview of Management System

The key feature of Council’s ‘management system’ is to assist people through the use of technology and computer systems, in particular, helping officers to deliver service to the community within the statutory framework of the Road Management Act.

The following **Diagram 5.1** provides an overview of the ‘management system’ showing how people aided by computer systems interface. The diagram illustrates the workflows, information flows, interactions among customers and officers and how all of these processes are being aided by computer systems.

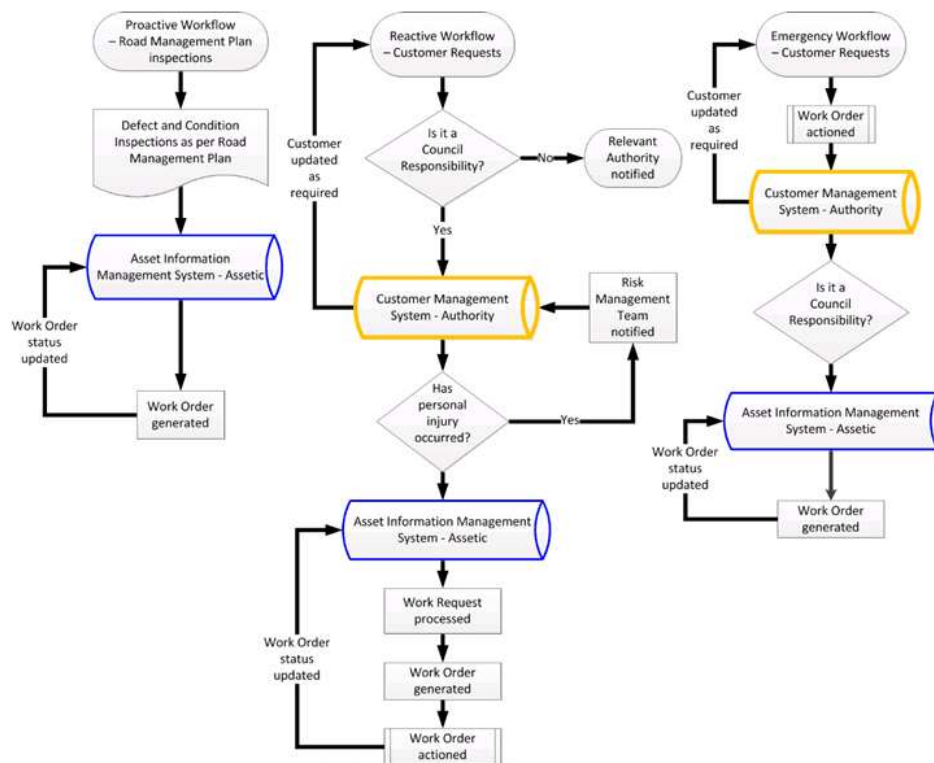


Diagram 5.1 – Overview of Management System

5.3 Managing Works within Road Reserve

Anyone who intends to conduct works within a road reserve must obtain consent from the Co-ordinating Road Authority, unless exempt under the Road Management (Works and Infrastructure) Regulations 2005, Version No. 004. In general, Council is the Co-ordinating Road Authority for all the public roads in the municipality.

To simplify the process for customers, Council uses the state-wide consent process. The process applies to everybody including, but not limited to – property owners, occupiers, tradesman, builders, contractors, developers, building surveyors, utility companies, fire authorities, water authorities, telecommunication carriers and road authorities.

More information about the consent process is contained in *A Guide to Working In the Road Reserve*, July 2015, jointly developed by VicRoads, Municipal Association of Victoria (MAV), Victorian Water and Energy Safe Victoria.



5.3.1 Significant Roadsides

In the municipality, some roadsides are considered as Significant Roadside Areas. These are areas that contain significant native grass, flora and fauna that need protection. Such an area may be signed with “Significant Roadside Area” signs and/or “No Disturbance No Mowing” environmental markers.

Anyone who intends to conduct works within a Significant Roadside Area, must contact Council’s Environmental Planner. A planning permit may be required from City of Whittlesea to destroy, lop or remove any indigenous vegetation in a Significant Roadside Area.

Further information is available from Council’s City Design and Transport Department in relation to application for consent to conduct any works within a road reserve.

5.4 Guidelines for Claims

Any person who wishes to commence legal proceedings in relation to an incident arising out of the condition of a public road or infrastructure for which Council is the responsible road authority, must follow the Claims Procedure specified in Part 6, Division 5 of The Act. **Diagram 5.4** below outlines the claim procedure for City of Whittlesea.

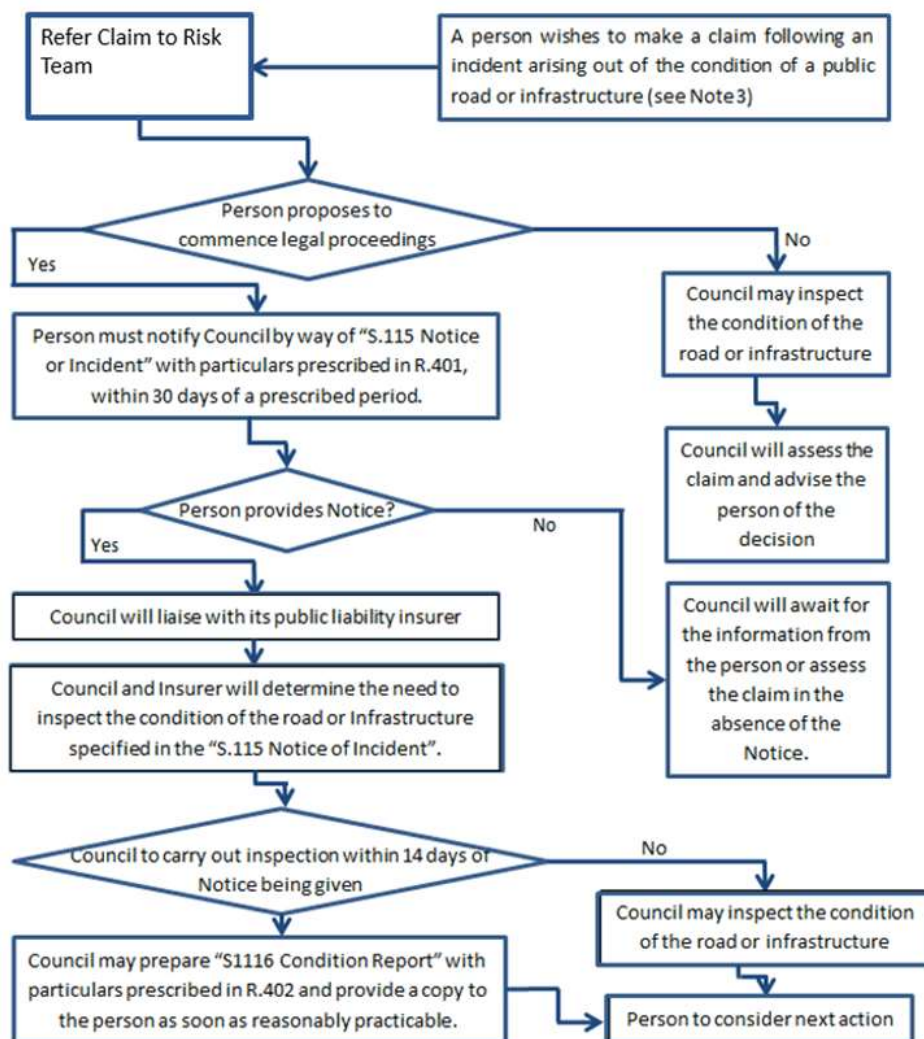


Diagram 5.4 – Claims Procedure

Notes

(1) S110, S115 and S116 mean Sections 110, 115 and 116 of the Road Management Act 2004.

(2) R401 and R402 mean Regulations 401 and 402 of the Road Management (General) Regulations 2016.

(3) If it is a property damage claim, Council is not liable for damage where the value is not greater than the Section 110 threshold amount.



6 Review of Road Management Plan

The next review of this Road Management Plan is scheduled to commence by 1 August 2024 and be completed by 30 June 2025, unless otherwise directed by the relevant Road Minister or directed by the Council and Chief Executive Officer.

DRAFT



Referenced Documents

- Road Management Act 2004 (Version 059, incorporating amendments as at 6 April 2020).
- Road Management (General) Regulations 2016 (S.R. No. 11/2016, Version No. 002, incorporating amendments as at 1 January 2020).
- Road Management (Works and Infrastructure) Regulations 2015 (S.R. No. 61/2015, Version No. 001, authorized version as at 20 June 2015).
- Code of Practice for Operational Responsibility for Public Roads (published in Government Gazette, No. S 174 Tuesday 30 May 2017).
- Code of Practice for Clearways on Declared Arterial Roads (published in Government Gazette, No. S 202 Thursday 16 September 2004).
- Code of Practice for Road Management Plans (published in Government Gazette, No. S 201 Thursday 16 September 2004).
- Code of Practice for Management of Infrastructure in Road Reserves (published in Government Gazette, No. S 117 Thursday 28 April 2016).
- Code of Practice for Worksite Safety – Traffic Management (published in Government Gazette, No. S 351 Tuesday 31 August 2010).
- Road Safety Act 1986 (Version 175, incorporating amendments as at 12 April 2017).
- VicRoads, A Guide to Working In The Road Reserve, July 2015.
- City of Whittlesea, General Municipal Law No. 1 of 2014, Reprint No. 2 – October 2008, incorporating General (Amendment) Local Law No. 2 of 2008 and including Building Site Code (published in Government Gazette, No. G51 Thursday 20 December 2007 and No. G42 Thursday 16 October 2008).
- Whittlesea 2040: A Place for All Council Plan 2018-2022 (made for Section 90 of Local Government Act 2020).
- City of Whittlesea, Municipal Emergency Management Plan (made for Section 20 of the Emergency Management Act 1986).
- City of Whittlesea, Municipal Fire Management Plan 2020-2023 (made for Section 20 of the Emergency Management Act 1986; and deemed to fulfill Section 55A of the Country Fire Authority Act 1958).
- City of Whittlesea, Shire of Nillumbik, City of Banyule, Parks Victoria, Plenty Gorge Precinct Integrated Fire Prevention Strategy 2016-2020.
- City of Whittlesea, Asset Management Strategy 2018.
- City of Whittlesea, Register of Public Roads 2020 (or as amended).
- City of Whittlesea, Street Tree Management Plan 2016.
- Whittlesea Bicycle Plan 2016 (or as amended)



Appendix – Definitions

access facility	<p>means—</p> <p>(a) a physical means of entry or exit for vehicles between adjoining land and a road reserve -- example: a driveway on adjacent land; or</p> <p>(b) infrastructure on a road reserve which provides, or a part of roadway which facilitates, entry or exit for traffic between the access facility referred to in paragraph (a) and the roadway -- example: a driveway on adjoining land which extends into the road reserve to connect the driveway to the roadway or an acceleration or deceleration lane of a roadway which connects to an entry or exit to adjoining land.</p> <p>[Source: clause 2(7), schedule 2, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
ancillary area	<p>means an area designated as ancillary area by the coordinating road authority under section 18 of the Road Management Act 2004.</p> <p>Example Any area which is a "park and ride" carpark, rest stop or scenic lookout could be designated as an ancillary area.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
arterial road	<p>means a road which is declared to be an arterial road under section 14.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p> <p>means a road which immediately before 1 July 2004 is declared as—</p> <ul style="list-style-type: none"> (a) a forest road; or (b) a main road; or (c) a State highway; or (d) the King-Street Bridge; or (e) a tourists' road— <p>is deemed to have been declared as an arterial road under Road Management Act 2004.</p> <p>[Source: clause 1(2), schedule 9, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
condition report	<p>means a report of the inspection of the condition of any public road or infrastructure conducted by Council (as the responsible road authority) in response to a notice of incident prepared under section 115 of the Act. The inspection of condition must be carried out, and the corresponding condition report must be prepared, in accordance with section 116 of Road Management Act 2004 and Regulation 402 of Road Management (General) Regulations 2005.</p>



coordinating road authority

[Source: sections 115 and 116, Road Management Act 2004, Version No. 035; and Road Management (General) Regulations 2005, Version No. 004, 10 April 2013]

in relation to a road, means the road authority which has coordination functions as determined in accordance with section 36 of the Road Management Act 2004.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

date of practical completion

in relation to Road Safety Act 1986 –

coordinating road authority, for a road or road related area or highway (a Road Safety Act road), means the coordinating road authority (within the meaning of the Road Management Act 2004) for the road (within the meaning of that Act) that consists of or includes the Road Safety Act road.

[Source: Regulation 4, Road Safety (Traffic Management) Regulations 2009, Version No. 003, 19 December 2012]

means—

in relation to AS4000-1997:

- (a) the date evidenced in a *certificate of practical completion* as the date upon which *practical completion* was reached; or
- (b) where another date is determined in any arbitration or litigation as the date upon which *practical completion* was reached, that other date.

[Source: sections 1, AS4000-1997, Australian Standard - General Conditions of Contract]

in relation to AS2124-1992:

- (a) the date certified by the Superintendent in a Certificate of Practical Completion issued pursuant to Clause 42.5, to be the date upon which Practical Completion was reached; or
- (b) where another date is determined in any arbitration or litigation as the date upon which Practical Completion was reached, that other date.

[Source: section 2, AS2124-1992, Australian Standard - General Conditions of Contract]

Also see "Practical Completion".

defect

means the visible or measurable evidence of failure or undesirable condition of a road or road-related infrastructure asset.

Example: pothole, damaged pit cover, damaged road safety barrier (guard rail). Defects below the stated intervention level are considered reasonable tolerable defects not requiring repair.

emergency

means, without limiting the generality of the foregoing—

- a) an earthquake, flood, wind-storm or other natural event; and

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	<ul style="list-style-type: none"> b) a fire; and c) an explosion; and d) a road accident or any other accident; and e) f) a disruption to an essential service;
function	<p>in relation to Part 6 Civil Liability of Road Management Act 2004</p> <p>—</p> <p>function includes a power, authority or duty.</p> <p>[Source: section 97, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
highway	<p>means road or road related area.</p> <p>[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]</p>
infrastructure	<p>means road infrastructure and non-road infrastructure.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
infrastructure manager	<p>means—</p> <ul style="list-style-type: none"> (a) in relation to road infrastructure, the responsible road authority under section 37; or (b) subject to section 3 and subsection (5), in relation to non-road infrastructure, the person or body that is responsible for the provision, installation, maintenance or operation of the non-road infrastructure. <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
intervention level	<p>in relation to asset maintenance and repairs, an intervention level is the point at which the magnitude of a defect (or defects) is considered to warrant some form of intervention action or treatment.</p>
maintenance	<p>the preservation of any road and infrastructure including execution of all works of any description required to keep the road or infrastructure in the state of utility determined in accordance with the Road Management Act.</p>
municipal public road	<p>means a municipal road which is also a public road within the meaning of section 17 of Road Management Act 2004. Also see "public road".</p> <p>Also see "municipal road" and "public road".</p>
municipal road	<p>means any road which is not a State road, including any road which —</p> <ul style="list-style-type: none"> (a) is a road referred to in section 205 of the Local Government Act 1989; or (b) is a road declared by VicRoads to be a municipal road under section 14(1)(b); or



- (c) is part of a Crown Land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management.
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]
- night** means the period between sunset on one day and sunrise on the next day.
[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]
- non-road infrastructure** means infrastructure in, on, under or over a road which is not road infrastructure.

Note: See the definition of "road infrastructure".

Examples: Non-road infrastructure would include gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure (including boom gates, level crossings and tram safety zones), bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities.
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]
- pathway** means a footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path –
 (a) which has not been constructed by a responsible road authority; or
 (b) which connects to other land.
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]
- practical completion** in relation to AS4000-1997 – means is that stage in the carrying out and completion of *WUC* (work under Contract) when:
 (a) *the Works* are complete except for minor *defects*:
 i. which do not prevent *the Works* from being reasonably capable of being used for their stated purpose;
 ii. which the *Superintendent* determines the *Contractor* has reasonable grounds for not promptly rectifying; and
 iii. the rectification of which will not prejudice the convenient use of *the Works*.
 (b) those *tests* which are required by the *Contract* to be carried out and passed before *the Works* reach *practical completion* have been carried out and passed; and
 (c) documents and other information required under the *Contract* which, in *Superintendent's* opinion, are essential



for the use, operation and maintenance of *the Works* have been supplied.

[Source: section 1, AS4000-1997, Australian Standard - General Conditions of Contract]

In relation to AS2124-1992 –

means is that stage in the execution of the work under the Contract when—

- (a) the Works are complete except for minor omissions and minor defects —
 - i. which do not prevent the Works from being reasonably capable of being used for their intended purpose; and
 - ii. which the Superintendent determines the Contractor has reasonable grounds for not promptly rectifying; and
 - iii. rectification of which will not prejudice the convenient use of the Works; and
- (b) those tests which are required by the Contract to be carried out and passed before the Works reach Practical Completion have been carried out and passed; and
- (c) documents and other information required under the Contract which, in the opinion of the Superintendent, are essential for the use, operation and maintenance of the Works have been supplied.

[Source: section 2, AS2124-1992, Australian Standard - General Conditions of Contract]

public road

means a public road within the meaning of section 17 of Road Management Act, which sets out a road is a public road if it is —

- (a) a freeway; or
- (b) an arterial road; or
- (c) declared under section 204(1) of the Local Government Act 1989; or
- (d) declared under section 61 or 93H of the Melbourne City Link Act 1995; or
- (da) declared under section 143 of the EastLink Project Act 2004; or
- (db) the Peninsula Link Freeway; or
- (e) a road to which subsection (3) applies; that is —
Subject to section 14(7), the relevant coordinating road authority must register on its register of public roads a road in respect of which the road authority has made a decision that the road is reasonably required for general public use.
Example:
A road set aside as a road in a plan of subdivision registered under the Subdivision Act 1988 is not a public road for the purposes of this Act unless and until a decision is made under subsection (3).
- (f) a non-arterial State road declared under section 14(1) by VicRoads; or
- (g) a municipal road declared under section 14(1) by VicRoads.



[Source: sections 3(1) and 17, Road Management Act 2004, Version No. 035, 5 December 2012]

renewal (asset renewal)

activities include the following –

- (a) resurfacing of sealed roads to maintain a waterproof layer and to maintain a surface which has sufficient skid resistance for traffic movements.
- (b) rehabilitation of failed sections of road, such as major patching with asphalt, pavement stabilisation, reconstruction of pavements, adding extra layers on top of a pavement, correction of wheel rutting or surface roughness, correction of pavement shape to enable rainwater to drain off to the side and not ponding on the surface;
- (c) gravel re-sheeting of unsealed roads; and
- (d) rehabilitation of other road-related infrastructure assets, such as replacing unserviceable sections of kerb and channel or pathways.

Also see “maintenance”.

repair

means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including –

providing a warning to road users of a defect in a roadway, pathway or road-related infrastructure –
but does not include the upgrading of a roadway, pathway or road related infrastructure.

Examples

Filling a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

responsible road authority

means a person or body specified in or under section 37 of Road Management Act 2004.

[Source: section 3, Road Management Act 2004, Version No. 035, 5 December 2012]

In relation to Road Safety Act 1986 –

responsible road authority, for a road or road related area, means the responsible road authority (within the meaning of the Road Management Act 2004) for the road (within the meaning of that Act) that consists of or includes that road or road related area, and includes—

- (a) the Link corporation; and
- (b) the Extension corporation; and
- (c) the Freeway Corporation; and

**road**

(d) the Peninsula Link Freeway Corporation.
 [Source: Regulation 4, Road Safety (Traffic Management) Regulations 2009, Version No. 003, 19 December 2012]

in relation to Road Management Act 2004 –
 road includes –

- (a) any public highway;
- (b) any ancillary area;
- (c) any land declared to be a road under section 11 of Road Management Act 2004 or forming part of a public highway or ancillary area.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

in relation to Road Safety Act 1986 –
 means—

- (a) an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles; or
- (b) a place that is a road by virtue of a declaration under section 3(2)(a)—

but does not include a place that is not a road by virtue of a declaration under section 3(2)(a).

[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]

Note:

In relation to Road Safety Road Rules 2009 –
 a reference in Road Rules (except in Part 1, Division 2) to a road, does not include a reference to any shoulder of the road.

[Source: Rule 12(2), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

road authority

means a person or body specified in or under section 37 of Road Management Act 2004.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

road infrastructure

in relation to Road Management Act 2004 –
 means –

- (a) the infrastructure which forms part of a roadway, pathway or shoulder, including—
 - i. structures forming part of the roadway, pathway or shoulder;
 - ii. materials from which a roadway, pathway or shoulder is made;
 - (b) the road-related infrastructure—
- but does not include—
- (c) if the irrigation channel, sewer or drain is works within the meaning of the Water Act 1989, any bridge or culvert over an irrigation channel, sewer or drain, other than a bridge or culvert constructed by a road authority; or



- (d) a bridge or culvert over a sewer or drain constructed under section 132 of the Melbourne and Metropolitan Board of Works Act 1958;

Examples

Materials such as asphalt, bitumen, gravel, lane markers and lines would be materials from which a roadway, pathway or shoulder is made.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

In relation to Road Safety Act 1986 –

road infrastructure includes—

- (a) a road, including its surface or pavement; and
- (b) anything under or supporting a road or its surface or pavement and maintained by a road authority; and
- (c) any bridge, tunnel, causeway, road-ferry, ford or other work or structure forming part of a road system or supporting a road; and
- (d) any bridge or other work or structure located above, in or on a road and maintained by a road authority; and
- (e) any traffic control devices, railway or tramway equipment, electricity equipment, emergency telephone systems or any other facilities (whether of the same or a different kind) in, on, over, under or connected with anything referred to in paragraphs (a)–(d); and
- (f) anything declared by the regulations to be included in this definition;

but does not include anything declared by the regulations to be excluded from this definition.

[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]

road-related infrastructure

means infrastructure which is installed or constructed by the relevant road authority for road-related purposes to —

- (a) facilitate the operation or use of the roadway or pathway; or
- (b) support or protect the roadway or pathway.

Examples

A traffic control sign, traffic light, road drain or embankment would be road-related infrastructure.

A noise wall, gate, post or board installed on the road reserve by the relevant road authority for road-related purposes would be road-related infrastructure.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

road reserve

means all the area of land that is within the boundaries of a road.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

road user

means all users of a road including pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.



[Source: clause 6(3), Code of Practice for Management of Infrastructure in Road Reserves, published in Government Gazette, No. S 269 Monday 6 October 2008]

roadside

means any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.

Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

roadway

means—

- (a) in the case of a public road, the area of the public road that is open to or used by members of the public and is developed by a road authority for the driving or riding of motor vehicles;
- (b) in the case of any other road, the area of the road within the meaning of road in section 3(1) of the Road Safety Act 1986—

but does not include a driveway providing access to the public road or other road from adjoining land.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

shoulder

means the cleared area, whether or not constructed or sealed, next to a roadway that provides clearance between the roadway and the roadside but does not include any area that is not in the road reserve.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

The shoulder of the road means an area (not being part of the road) adjoining the road that is open to or used by the public for driving, riding or parking motor vehicles and to which a parking control sign does not apply.

[Source: Rule 12(3), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

Note:

In relation to Road Safety Road Rules 2009 – a reference in Road Rules (except in Part 1, Division 2) to a road, does not include a reference to any shoulder of the road.

[Source: Rule 12(2), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

Sign

includes any associated support structure.



	[Source: clause 5(2), Code of Practice for Operational Responsibility for Public Roads, published in Government Gazette, No. S 267 Friday 17 December 2004]
significant roadside area	means roadside that contains significant native vegetation including native grasses, shrubs and trees that need protection. Such areas may be signed with "Significant Roadside Area" signs and/or "No Disturbance No Mowing" environmental markers. Refer to the Roadside Conservation Map for the locations. [Source: City of Whittlesea Roadside Management Handbook, 1999]
substance	means substance in any form (whether gaseous, liquid, solid or other) and includes material, preparation, extract and admixture. [Source: section 3(1), Road Safety Act 1986, Version No. 151]
traffic	includes vehicular, pedestrian and all other kinds of traffic. [Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]
unused road	a government road that was officially set aside for public traffic but never constructed or used.
urban area utility	an area identified as an area intended for an urban purpose. means— (a) an entity (whether publicly or privately owned) which provides, or intends to provide, water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services under the authority of an Act of Victoria or the Commonwealth; (b) any person who under the Pipelines Act 2005 is the holder of a license to construct and operate a pipeline; [Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]
vehicle crossing	(also known as: cross over, driveway, driveway crossing, driveway access) means that area designed to facilitate the entry of vehicles onto, and the exit of vehicles from, adjacent premises, being an area extending from the property line of the premises to the nearest point of the adjacent roadway. [Source: section 1.8(1), City of Whittlesea, General Municipal Law No. 1 of 2008, Reprint No. 2 – October 2008, incorporating General (Amendment) Local Law No. 2 of 2008 and including Building Site Code]
works	includes any kind of activity conducted on or in the vicinity of a road or proposed road in connection with the construction, maintenance or repair of the road or the installation, maintenance or repair of any infrastructure in, on, under or over a road and without limiting the generality of this definition includes — (a) excavating or breaking up the surface of a road; (b) erecting a structure in, on or over a road; (c) removing or interfering with any structure or marking on a road; (d) planting or removing a tree or other vegetation;



- (e) tunneling under a road;
- (f) connecting a road to a road;
- (g) installing pipes, drains, cables, poles, buildings, shelters or other structures on a road reserve;
- (h) erecting any obstruction on a road or otherwise impeding the use of a road for the purpose of conducting any works.

[Source: section 3, Road Management Act 2004, Version 035, 5 December 2012]

does not include emergency works.

[Source: clause 6(2), Code of Practice for Management of Infrastructure in Road Reserves, published in Government Gazette, No. S 269 Monday 6 October 2008]

worksite

has the meaning as generally used in the Australian Standard AS 1742.3 – 2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads, being 'an area which includes the work area(s) and any additional length of road required for advance signing, tapers, side-tracks, or other areas needed for associated purposes'.

[Source: clause 5(2), Code of Practice for Worksite Safety – Traffic Management, published in Government Gazette, No. S 351 Tuesday 31 August 2010]



City of Whittlesea

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A place for all



Road Management Plan

30 June ~~2017~~2021

Creating vibrant self-sustaining communities together



Document Control

Amendment Date	Scope of Amendment	Authorised By
<u>June 2021</u>	<u>Amended and updated</u>	<u>Manager City Presentation</u>
June 2017	Amended and updated	Manager City Design and Transport
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Certified by –

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1 Introduction

The Road Management Act 2004 (the “Act”) has established a statutory framework for the management of public roads in Victoria. The Act applies to road authorities including the City of Whittlesea.

Under Part 4, Division 5 of the Act, Council elected to make a Road Management Plan in accordance with the Code of Practice for Road Management Plans (1 Oct 2004).

1.1 Purpose of Plan

The purpose of this Road Management Plan (the “Plan”) is to ensure Council has in place a plan that helps Council to achieve the following objectives:

1. Ensure that a safe and efficient network of municipal public roads is provided primarily for travel and transport.
2. Meet the statutory requirements of the Road Management Act Section 50, Road Management Regulations (the “Regulations”) and relevant Ministerial Code of Practice (the “Codes”).
3. Provide a structure for a road asset management system which will ensure that the public roads in the municipality:
 - Are capable of functioning as they were built to function; and
 - Continue to meet the needs and expectations of the community and other key stakeholders.
4. Within that structure, advance Council’s asset management practice that is to achieve the strategic objectives of Council’s ~~Shaping Our Future Council Plan 2017-2021~~ Whittlesea 2040: A Place For All and the objectives of Council’s Asset Management Policy.
5. Adhere to good practice of achieving an appropriate level of road maintenance, inspections and servicing.

1.2 How to Achieve the Plan’s Objectives

To achieve the above stated objectives, this Plan provides details in the following key management areas that are central to Council’s role as the road authority for municipal public roads:

- a) Provide descriptions of the types of road and road-related infrastructure assets covered including assets not covered. The details are in Section 2, Road Asset Description;
- b) Set up a road and pathway hierarchy classification to facilitate the setting of performance standards. The details are in Section 3, Road Infrastructure Hierarchy;



- c) Set relevant performance standards to help with the discharge of Council's duties. The details are in Section 4, Performance Standards; and
- d) Set details of the management system to be implemented to help with the discharge of Council's duties. Please refer to Section 5, Management System.

1.3 Stakeholders

Stakeholders who will be affected by this Road Management Plan in the City of Whittlesea include:

- The community - ratepayers, residents, business, industry, education.
- Road users such as pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.
- Transport service providers - transport operators, bus operators and service providers supporting the delivery of transport service.
- Emergency services.
- Utilities such as water, sewerage, drainage, gas, electricity, telephone, telecommunications, cable TV, pipeline and other like services under the authority of an Act of Victoria or the Commonwealth.
- Land and property developers and their respective consultants and contractors.
- Road authorities/agencies of State and Federal governments.
- Other road authorities such as neighbour Councils, Department of Sustainability and Environment, Parks Victoria, Melbourne Water Corporation, Country Fire Authority, etc.
- Private road owners such as farms, business, industry, body corporate.
- Federal and State government departments and agencies.
- Special interest groups such as RACV, ratepayer associations, Chambers of Commerce, industry-representing bodies and like community groups.
- Elected representatives.
- Council staff and consultants and contractors.

1.4 Duty of Road Users

Whilst Council has certain duties and responsibilities, this Plan is predicated on the basis that the road users also have certain obligations and responsibilities including but not limited to; keeping a proper lookout and exercising due care for their own safety, to drive safely according to the prevailing conditions, to have regard to the rights of other road users, the community and infrastructure managers, and to avoid damaging infrastructure.

The roles and responsibilities of road users are outlined under the following documents:

- Section 17A, Road Safety Act 1986 (or as amended); and



- General Municipal Law, City of Whittlesea.

A copy of the General Municipal Law is available from Council's web site at www.whittlesea.vic.gov.au under About Us > Local laws and legislation > Whittlesea local laws.

1.5 Relationship with Budget

The annual budget has been developed within an overall financial planning framework that guides Council in identifying community needs and expectations over the short, medium and long term. In preparing the annual Budget, funding requirements for each year are linked with the objectives contained in the *Shaping Our Future Council Plan 2017-2021* *Whittlesea 2040: A Place For All*.

In relation to road and road-related infrastructure assets that provide road transport service, Council recognises the importance of balancing appropriate performance standards with what the communities are able to afford and sustain. In balancing the funding level for the inspection, maintenance, repairs, upkeep, rehabilitation and renewal of road and road-related infrastructure assets, Council gives regards to the following key considerations:

- Its role and obligations under the Road Management Act 2004;
- Preservation of existing assets in an appropriate and safe working condition;
- Ability to acquire additional infrastructure assets to serve new growth;
- Market constraints in staffing, plant and equipment, building materials and contractors; and
- Budget / financial constraints.

The performance standards set in Section 4 of this Plan reflects such balance.

1.6 Relationship with Council Plan and Asset Management Policy

Shaping Our Future Council Plan 2017-2021 *Whittlesea 2040: A Place For All* is the "Council Plan" for the purpose of Section ~~125 of the Local Government Act 1989~~ of the Local Government Act 90 2020, which states that *'people can access and use public transport and road networks effectively in accessing jobs, services and recreational activities.'* *'Every resident is able to get where they need to go with ease'*. It is available to the public on Council's web site www.whittlesea.vic.gov.au.

In addition, Council's *Asset Management Policy*, which provides guiding principles to achieve the following objectives in the management of assets used for providing services:



- 1) Promote effective and efficient service delivery outcomes via asset management;
- 2) Promote the safe and responsible use of assets;
- 3) Recognise that the costs of operation, maintenance and renewal of assets require an appropriate funding base;
- 4) Provide assets for present service delivery needs while sustaining resources for future communities; and
- 5) Support the strategic objectives of Council's Community Plan and other objectives of social planning and service strategies of Council.

Diagram 1.1 below outlines the 'full circle' relationship of *Shaping Our Future Council Plan 2017-2021*, *Whittlesea 2040: A Place For All*, Asset Management Policy Strategy and Road Management Plan, operating within the statutory framework of the Act.

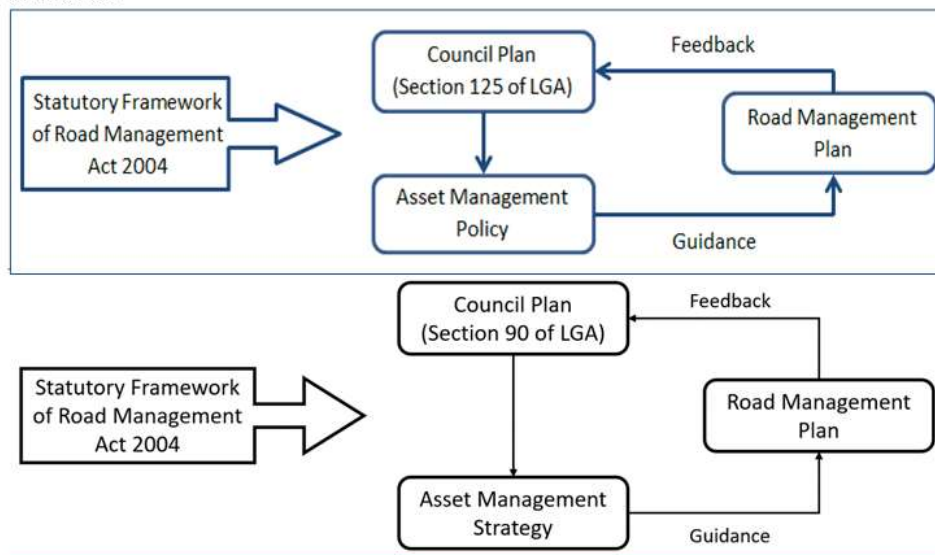


Diagram 1.1 – Council Plan, Asset Management Policy and Road Management Plan



Further to the Council Plan and Asset Management Strategy, are other strategic documents and policies that support and guide some of the objectives and implementation of the Plan.

Council documents such as the Whittlesea Bicycle Plan 2016 consider the maintenance objectives in the Plan in the context of cycling and active travel and include action items that relate to the Plan. These action items work to close the feedback loop and ensure the performance standards being implemented are adequate in maintaining a high quality bicycle network.

Other Council and external policies and strategies which help guide the Plan are mentioned throughout and referenced in the Referenced Documents.



1.7 Force Majeure

Council will make every endeavour to meet all aspects of its Road Management Plan. However in the event of natural disasters and events but not limited to, fires, and floods, as well as human factors, but not limited to lack of Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Plan.

In the event that the Chief Executive Officer of Council, has to, pursuant to Section 83 of the said Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will write to Council's Officer in charge of its Plan and inform them that some, or all of the timeframes and responses in Council's Plan, are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated and when.

The procedure to enact the Force Majeure is as follows:

1. If any officer with responsibilities related to activities covered by the Plan (e.g. Manager City Presentation, Senior Infrastructure Engineer) believes that a natural disaster, pandemic or similar event has affected Council's ability to deliver the service levels specified in the Plan, they should contact the Council Officer responsible (~~Manager, City Design and Transport~~ Director City Transport and Presentation) advising them of the situation.
2. On determining that it is not possible to comply fully with the Plan, the Council Officer shall notify the CEO of the situation and request that the Force Majeure clause be activated.
3. On receiving the request, the CEO shall if in agreement, write to the ~~Council~~ Senior Officer in charge of the Plan and inform them that some, or all of the timeframes and responses in Council's RMP, are to be suspended.
4. The Council Officer shall request that a notice of the suspension is to be posted on Council's website and social media channels.
5. Upon making the assessment that the emergency or event has fully or partially abated, the Council Officer shall notify the CEO that the Road Management Plan can be fully or partially reactivated.
6. The CEO shall if in agreement, write to the Council Officer and inform them which parts of Council's Plan are to be reactivated and when.
7. The Council Officer shall request that the notice of the suspension of the Plan be removed from Council's website and social media channels.



2 Road Asset Description

This section provides the details of road infrastructure and road-related infrastructure assets that are being covered under this Road Management Plan. It also outlines asset not covered under this Plan.

2.1 Overview

The Municipality covers an area of approximately 487 square kilometres with a population of approximately ~~209,100~~ 223,600 people. The City's population is expected to reach ~~353,910~~ 383,600 by the year ~~2037~~ 2040.

The local network of public roads is expanding through the subdivision of land. For the financial year ~~2015/2016~~ 2019/2020, the local road network had grown by about ~~3.78~~ 4%. The key measurements are:

- ~~1,194~~ 1,409 kilometres of public roads (urban and rural, sealed and unsealed roads);
- ~~1,654~~ 1,123 kilometres of pathways (constructed footpath, bicycle path and shared path);
- ~~228~~ 82 bridges and major culverts; and
- ~~2,041~~ 2,195 kilometres of kerb and channel.

For the year ended 30 June ~~2016~~ 2020, the Total Replacement Cost is estimated at ~~\$1.336~~ \$1.741 billion and the Depreciated Replacement Cost (DRC) is ~~\$1.175~~ \$1.380 billion.

2.2 Assets covered

The road and road-related infrastructure assets covered in this Plan are as outlined in the Act.

A copy of the Road Management Act 2004 can be found on the Victorian State Government website at www.legislation.vic.gov.au > Victorian Law Today.

Field Code C

2.3 Assets not covered

This Plan does not cover the following assets:

- Road and road-related infrastructure assets that are the responsibilities of other road authorities, utilities and/or other infrastructure managers. For example, VicRoads, Department of Environment, Land, Water and Planning, Parks Victoria, Melbourne Water Corporation and the like;
- Road, road-related and non-road infrastructure assets owned, managed and/or operated by private organisations, on private land or which interface



on public land or within road reserves. Such private organisations would include shopping centres, educational institutions, body corporate subdivisions and the like;

- Non-road infrastructure in, on, under or over a municipal public road, which is the responsibility of other organisations. Non-road infrastructure would include gas pipes, water pipes, sewerage pipes, stormwater pipes, pits, electricity poles, cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities;
- Subdivisional roads under construction and prior to the date the road became a public road;
- Assets such as vehicle crossings (also known as cross-overs, driveway crossings, driveways), pathways and house drains in road reserves that provide services to land and properties abutting a road. The owner, occupier, manager or operator of such asset is responsible for the condition and maintenance of that asset;
- Pathways that have not been constructed by a responsible road authority, e.g. unconstructed pathways such as a foot (human or animal) trodden pathways;
- Roadways that have not been constructed by a responsible road authority, e.g. an unconstructed track such as a vehicle or motorcycle trodden roadway;
- Fire priority roads to be maintained by notification in accordance with Appendix D of City of Whittlesea, Municipal Fire Management Plan 2016-2019 and any corresponding updates.
- Temporary road signs used in road works; and
- Any other road, road-related or non-road infrastructure asset not listed in the Section 2.2, “Assets covered” or not listed in the Register of Public Roads.

2.4 Register of Public Roads

Council keeps a copy of the Register of Public Roads (the “Register”) in accordance with Section 19 of the Act. The Register is updated every six months (or as required) and lists all the roads, for which Council is the coordinating and / or the responsible road authority, including details specified in Schedule 1 of the Act.

A copy of the Register is available for inspection at Council’s municipal office, located at 25 Ferres Boulevard, South Morang (Melway Ref 183 A10).

The Register of Public Roads includes the following information:

- The name of each public road or, if unnamed, an identifiable description;
- Classification of the public road in accordance with road hierarchy classification outlined in Section 3;
- If a road becomes a public road after 1 July 2004, the date on which the road became a public road;



- If a public road ceases to be a public road, the date on which the road ceased to be a public road;
- Further description, such as road segments details, where Council considers appropriate;
- The name of Responsible Road Authority; and
- Any ancillary areas designated under Section 18 of the Act.

In addition, the Register includes information in relation to:

- Arterial roads in respect of which VicRoads' is the Coordinating Road Authority;
- Road management clarification – public roads, non-public roads and structures in respect of which the Council seeks to clarify the road management responsibility;
- Melbourne Water Corporation's structures (e.g. bridge or culvert over aqueduct) which form part of public roads, in respect of which the Council and Melbourne Water Corporation have separate road management responsibilities;
- Ancillary areas which contain public access roads, car parks, footpaths, shared footways and off-road bicycle paths;
- Discontinuance of Roads;
- Demarcation arrangements under which the boundaries of a public road and/or ancillary area is fixed or varied;
- Management arrangements, made in accordance with section 15 of the Act, under which road management functions in respect of any part of a public road and/or ancillary area is transferred or delegated to or from the City of Whittlesea, in relation to other road authorities;
- Pathway (footpath, bicycle path and shared path) which have been classified with Pathway Hierarchy 1 and 2; and
- Private roads in respect of which a body such as a body corporate, university, company and the like, is responsible to ensure the private road is safe for its users.

Roads that will not be included in the Register are:

- Unused or leased roads for which the Council has not accepted responsibility; and
- Roads set out on plans of subdivision, until such time as the Council accepts responsibility for those roads.

In respect to a road, which Council acquired as a result of subdivision development, Council becomes the Co-ordinating and Responsible Road Authority from the date the road became a public road, which is normally the Date of Practical Completion unless otherwise stated.



2.5 Municipal Road Map

The Municipal Road Map is stored on the Council's Geographic Information System and is updated as new public roads are added. It shows the locations of all the roads listed in the Register of Public Roads with the following information:

- Road segment ID No.;
- Road names;
- Road segments;
- Road hierarchy classifications; and
- Pathway hierarchy classifications.

The Municipal Road Map may be viewed at Council's municipal office located at Ferres Boulevard, South Morang (Melway Ref 183 A10).

2.6 Principles

In deciding which road is a municipal public road, Council will consider the following principles and situations:

1. Whether an area of land is a "public road" according to the following matters and reasonably required for public use:
 - The City of Whittlesea is capable of being both the coordinating road authority and the responsible road authority;
 - Road infrastructure exists on that area of land;
 - There is no restriction to public use;
 - The land is not under title to or managed by a body corporate as part of an estate; and
 - The land is deemed to be an ancillary area to an adjacent public road.
2. The need for establishment of a through-road in line with the definitions for link, collector and access road classifications.
3. The need to have access facility between adjoining land and a road reserve, via a link, collector or access road.
4. There is no need to unnecessarily continue multiple points of access to isolated properties.
5. Some road reserves may not be needed for access and could be closed.
6. Some existing roads, which provide unnecessary duplication of access, may be considered for closure.
7. The standard of construction of a road and who should pay for any road upgrade (if this is required or requested) is a separate issue from whether the road is required as a municipal public road.
8. Where roads, or road segments, do not service rateable property and are not Link or Collector roads then Council may elect not to place these roads on the Register or carry out maintenance works on them. However Council may agree



- to carry out works under agreement or contract to another Coordinating Road Authority for such roads or road segments.
9. The ownership of the land on which a road is constructed does not affect whether the road may be considered as a municipal public road in the following circumstances:
 - Crown road reserve;
 - Crown land not on a road reserve;
 - Crown reserve; and
 - Municipal reserve.
 10. Residual land of a completed subdivision where the title has not yet transferred to the City of Whittlesea (generally applies to subdivisions completed prior to 1989).
 11. Further to Item 8 (above), private ownership of land in the cases of commercial, industrial or residential land (including by a body corporate) would not have municipal public roads on such land unless special circumstances apply, such as in the case of through roads.
 12. Demarcation guidelines as set out in the Code of Practice for Operational Responsibility for Public Roads.

2.7 Demarcation and Agreements with other Authorities

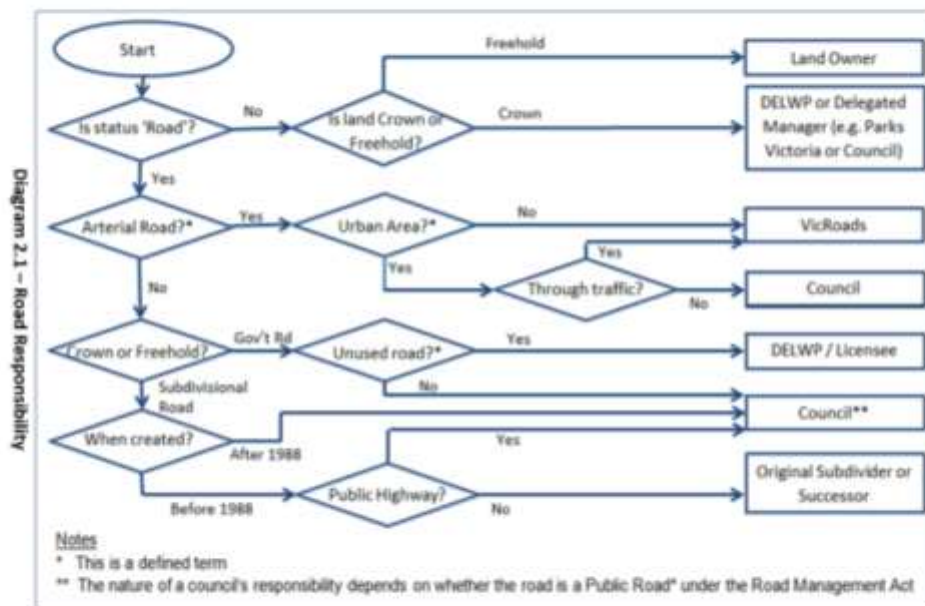
Demarcations refer to the boundaries of a public road (points of transfer) where the City of Whittlesea assumes responsibility, or relinquishes responsibility, for its care and maintenance.

The Register of Public Roads contains the agreed demarcations between the City of Whittlesea and other authorities; including VicRoads, adjoining municipalities, Department of Sustainability and Environment, Parks Victoria, Melbourne Water Corporation, and public transport operators.

Specific information regarding the interface of road authorities is available in the *Road Management Act Code of Practice – Operational Responsibility for Public Roads*.

The Register also defines the general demarcations between private assets and Council assets. Where the City of Whittlesea enters into an arrangement with another organisation to carry out works on other public roads, the responsibility of the City of Whittlesea is limited to the terms of that agreement.

Diagram 2.1 outlines the “tests” used to help determine who is responsible for a road. Where it is a public road, that body becomes the coordinating road authority.





3 Road Infrastructure Hierarchy

This section describes the hierarchy classification adopted in this Plan. A hierarchy classification for roads and pathways assists in determining relevant performance standards for key maintenance areas such as inspection, maintenance, repairs and intervention levels. It also assists in other management activities such as allocating resources and specifying design and construction standards.

Classification of a road as a freeway or an arterial road is declared by VicRoads in accordance with Section 14 of the Act. VicRoads is both the coordinating road authority and the responsible road authority for freeways and arterial roads. Arterial roads include roads formerly known as State Highways or Declared Main Roads.

3.1 Road Hierarchy

A hierarchy classification is used to group roads and pathways on the basis of the service levels that they provide in a road transport network. The hierarchy system takes into account service requirements such as traffic (vehicular and pedestrian) volumes, safety speed, riding quality and pavement durability.

For municipal public roads, a three-tier hierarchy classification has been adopted. Roads are classified as Link, Collector or Access.

(1) Link road

Roads of this classification provide linkages between places and arterial road network; or linkages among places. Examples of places are township, suburb, shopping precinct, major sporting venue, industrial area, agricultural area, tourist attraction and any places of interest. This type of road has an identifiable origin and destination. In general, a Link road gets its traffic from multiple Collector roads.

(2) Collector road

Roads of this classification primarily provide a route between and through residential, industrial, commercial and agricultural areas. They convey traffic from Access roads to the Link road and/or Arterial roads.

(3) Access road

Roads of this classification includes a road, service road, street, court, laneway or extended driveway, which primarily provide direct access for abutting residential, industrial, commercial and rural properties. They 'feed' traffic to Link, Collector or Arterial roads. There is minor to no through traffic in Access road.

Sub-classifications of Links, Collectors and Access are based on their respective traffic volumes, and physical attributes such as: service road, court, through road, right of



way (ROW) or 'extended driveway' that provides access to two or more properties. Further details of sub-classifications are provided in Register of Public Roads.

The road hierarchy adopted for municipal public roads is summarised in the following **Table 3.1**.

Table 3.1 Road Hierarchy		
COORDINATING ROAD AUTHORITY	ROAD TYPE	HIERARCHY CLASSIFICATION
Department of Transport (formally VicRoads)	Freeways	According to VicRoads' Road Management Plan, freeways and arterial roads are classified as Road Maintenance Category 1 to 6. Refer to VicRoads Road Management Plan (April 2014)
	Arterial roads	
City of Whittlesea	Municipal public roads	Link road
		Collector road
		Access road
DELWP, Parks Victoria, Melbourne Water, etc.	Other State roads	Not applicable



3.2 Pathway Hierarchy

A pathway hierarchy classification is different to that adopted for the roadway. The pathway hierarchy classification gives regards to the anticipated volumes of pedestrians, for example, in the vicinity of a public transport interchange, and busy shopping centres.

The following pathway hierarchy, **Table 3.2**, has been adopted to assist in setting performance standards in terms of inspection, maintenance, intervention levels and repairs.

Table 3.2 Pathway Hierarchy		
PATHWAY HIERARCHY	PEDESTRIAN ENVIRONMENT	PEDESTRIAN SERVICE LEVEL
1	(a) Shopping areas (b) Council paths in the streets around – <ul style="list-style-type: none"> ▪ Epping Plaza shopping centre ▪ Plenty Valley shopping centre, South Morang (c) Council paths around public transport interchanges at: <ul style="list-style-type: none"> ▪ Epping Railway Station ▪ Lalor Railway Station ▪ Thomastown Railway Station ▪ Keon Park Railway Station ▪ South Morang Railway Station ▪ Plenty Road Tram Terminus at McKimmies Road 	High
2	All other areas	Low
<i>Note: For pathways of classification Pathway Hierarchy 1, please refer to the maps included in the Register of Public Roads.</i>		



4 Performance Standards

In this Section, Council sets the performance standards for the following operational functions in roads and pathways:

- Defect Inspection;
- Condition inspection;
- Defect intervention levels;
- Emergency response time; and
- Defects exceeding intervention level response time.

4.1 Objectives

The objectives of setting performance standards:

1. To address public safety issues by ensuring any defects are within reasonable tolerance levels – achieved by regular Defect Inspections and being responsive to notification of defects and potential hazards by the public, including emergency situation like traffic crashes; and
2. To allow for long term planning of the management of road infrastructure assets – achieved by regular Condition Inspections that assist Council in the strategic planning and budgeting of the road assets to ensure best use and maximize their potential lifespan.

4.2 Defect and Condition Inspections

Performance standards for Defect Inspections are derived from balancing available resources. They are summarised in the following **Table 4.1** and **4.2**, respectively. These formal inspection processes are supplemented by inspections generated reactively through reports received from the public and through internal infrastructure maintenance programs.

Condition Inspections of Council's assets are generally carried out over a period of 4 years for the whole network. The purpose of these inspections is for long term planning and budgeting of major asset upgrades and to assess the effective lifespan of the assets. These inspections are not intended to identify specific defects as this is completed via the Defect and Reactive Inspections.



TABLE 4.1 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS ROADS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Link	Every 4 weeks	Every 1 year
Collector	Every 12 weeks	Every 1 year
Access	Every 1 year	Not applicable

TABLE 4.2 PERFORMANCE STANDARDS FOR DEFECT INSPECTIONS PATHWAYS		
Asset Hierarchy	Defect Inspection	
	Day Time	Night Time
Hierarchy 1	6 monthly	Not applicable
Hierarchy 2	At intervals not exceeding two years and six months.	Not applicable

4.3 Emergency Response

The aim of Council's response to an emergency incident is to safeguard the public. This will be followed up with any necessary repairs.

An emergency situation is to include incidents such as bushfires, flooding, vehicle crashes, road wash away, damaged bridges, livestock on road, material spillage from large vehicles, etc.



Table 4.3. Performance standards for Emergency Response Times		
Asset Hierarchy	Response	Emergency Response Time
Roads		
Link	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner, or public transport provider	Within 2 hours of notification
Collector		Within 3 hours of notification
Access		Within 4 hours of notification
Pathways		
1	Inspect and provide appropriate warning or rectify if possible OR Provide appropriate warning and notification if asset is the responsibility of a utility, other road authority, private owner or public transport provider	Within 1 working day of notification
2		Within 1 working day of notification



4.4 Defects

Table 4.4 Defect List

Defect Description
Road
Obstructions / Substances in Traffic Lane
Materials fallen from vehicles – minimum dimension at least 100 mm.
Dead animals
Wet clay and other slippery substances – over an area of 5 Square Metres minimum
Accumulation of dirt or other granular materials on the traffic lane of sealed roads – over an area of 5 Square Metres minimum
Ponding of water >300 mm deep
Fallen trees
Oil spills
Stray livestock
Pavement or Surface Defects
Sealed pavement – potholes in traffic lane >300mm dia. and 100mm deep
Unsealed pavement – potholes in traffic lane >500mm dia. and 150mm deep
Deformations >100mm under a 3m straight edge
Edge drops onto unsealed shoulder >100mm over a length of at least 5 Metres
Edge breaks – over a length of at least 5 Metres
Drainage
Drainage lids, surrounds, grates, in traffic lanes which are damaged to an extent that severely undermine the structural integrity of the asset
Vegetation – Trees, Shrubs and Grassed Areas
Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of safety signs
Trees and shrubs that encroach on the following clearance requirements: (a) a minimum 4.5 metres high clearance over roads and shoulders for VicRoads roads and 4.4 metres for Council's roads; and (b) Clear lines of sight on curved roads for a distance of 1.0 metre behind the kerb line or, if there is no kerb, the outer edge of the road shoulder.
Safety Signs
Safety signs missing, illegible or damaged making them substantially ineffective
Guideposts
Missing or damaged guidepost at a critical location making them substantially ineffective
Safety Barriers and Fencing
Missing or damaged safety barriers and fencing at a critical location making them substantially ineffective
Pavement Markings



Table 4.4—Defect List

Defect Description

~~Pavement Markings – missing, illegible or confusing at a critical location~~

~~Traffic Signals and In-road Electrical Assets~~

~~Red light traffic signal inoperative or confusing~~

~~Pathway (constructed footpath, bicycle path and shared path)~~

~~defective pedestrian areas with a step greater than 25 mm and/or surface cracking wider than 25mm.~~

~~Drainage lids, surrounds, grates, in pedestrian areas which are damaged to an extent that severely undermine the structural integrity of the asset~~

~~slippery substance on pathway over an area of 1 Square Metre minimum~~

~~hazardous materials on pathway over an area of 1 Square Metre minimum~~

~~potholes in non-concrete pathway >300mm dia. and 25 mm deep~~

~~ponding of water >150mm deep on the pedestrian area~~

~~Vegetation which presents a physical hazard to the public over pedestrian/bicycle paths, intruding into a clearance envelope between the edges of path and a minimum of 2.5m height clearance over path. Note: Vegetation which represents sight distance issues on curves on shared pathways to be maintained to an additional 0.5m width to the envelope outlined above.~~



4.5 Defects Intervention Levels

Table 4.5 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
SEALED PAVEMENT				
POTHOLES	Potholes in traffic lane >300mm dia. and 100mm-50mm deep	Rectify within 5 days <u>7 days</u>	Rectify within 7 days <u>10 days</u>	Rectify within 14 days <u>28 days</u>
WHEEL RUTS AND DEPRESSIONS	When ruts or depressions >25 mm depth measured with 1.2 m straightedge transverse, or under a 3 m straightedge longitudinal.	Rectify within 4 weeks <u>3 weeks</u>	Rectify within 4 weeks <u>5 weeks</u>	Rectify as resources become available <u>Rectify within 8 weeks</u>
CRACKS Seal and fill cracks and joints, excluding “crocodile” cracking,	When cracks >30 mm width.	Rectify as resources become available <u>Rectify within 3 weeks</u>	Rectify as resources become available <u>Rectify within 5 weeks</u>	Rectify as resources become available
SURFACE TREATMENT – LOSS OF AGGREGATE, BLEEDING OR FLUSHING	When – (a) stripping has >50% loss of aggregate for an area >5 m ² ; (b) bleeding / flushing for an area >5 m ² ; (c) all “crocodile” cracking.	Rectify as resources become available <u>Rectify within 3 weeks</u>	Rectify as resources become available <u>Rectify within 5 weeks</u>	Rectify as resources become available <u>Rectify within 8 weeks</u>
PAVEMENT CLEANING – REMOVAL OF DEBRIS	When accumulation of aggregate, dirt or debris over a 5 Square Metre area prevents the free drainage of the pavement.	Rectify within 8 weeks	Rectify within 8 weeks	Rectify within 8 weeks
EDGE BREAK	When edge break exceeds 75 mm laterally over at least a 1 m length from the nominal seal line.	Rectify within 2 weeks	Rectify within 4 weeks	Rectify within 8 weeks



Table 4.5 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
SHOULDER				
UNSEALED SHOULDER - REPAIR	When drop off is > 50 mm depth measured over a 20 m length.	Rectify within 4 weeks <u>3 weeks</u>	Rectify within 8 weeks <u>5 weeks</u>	Rectify within 8 weeks
UNSEALED SHOULDER - REPAIR	When potholes, scouring or roughness is >50 mm depth measured with a 1.2 m straightedge, or when there is ponding of water.	Rectify within 4 weeks	Rectify within 8 weeks	Rectify within 8 weeks
UNSEALED ROAD				
UNSEALED ROAD - REPAIR	When potholes, scouring or roughness >100 mm depth measured with 1.2 m straightedge.	Rectify within 4 weeks	Rectify within 8 weeks <u>5 weeks</u>	Rectify within 8 weeks <u>10 weeks</u>
	When continuous corrugations over 20 m exceeding 50 mm in depth.	Rectify within 4 weeks <u>5 weeks</u>	Rectify within 8 weeks <u>5 weeks</u>	Rectify within 8 weeks <u>16 weeks</u>
VEGETATION				
LONG GRASS AT ROADSIDE AREAS	Grass length to an average 300 mm <u>125mm</u> in roadside areas – (a) 3 m behind the line of guideposts or kerb (and balance of median if remaining width is less than 5 m); (b) 30 m in advance of all road approaches and departures;	Rectify within 3 months <u>Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention</u>	Rectify within 3 months <u>Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention</u>	Rectify within 3 months <u>Rectify within 3 weeks for urban areas. Other areas slashed during the summer months for fire prevention</u>



Table 4.5 Defects Intervention Levels				
Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
		<u>prevention</u>		
INTRUSIVE TREES AND SHRUBS	<p>Cut and remove tree and shrub growth within roads, drains, clear zones, shoulders and verges to maintain –</p> <p>(a) a minimum 4.5 metres high clearance over roads and shoulders for <u>Declared Arterial Roads, Link and Collector Roads</u> and <u>VicRoads roads</u> and <u>4.4 metres 4 metres for access roads, for Council's roads.</u></p> <p>(b) Clear lines of sight on rural roads for a distance of 1.0 metre behind the kerb line or, if there is no kerb, the outer edge of the road shoulder.</p> <p><u>(c) maintain vertical clearances of 2.5m over footpaths, walkways and nature strips.</u></p>	Rectify within 4 weeks	Rectify within <u>6 weeks</u> <u>4 weeks</u>	Rectify within <u>8 weeks</u> <u>4 weeks</u>
ROAD FURNITURE				
SIGN REPAIR – DAMAGED OR DIRTY	<p>Replace when damage renders ineffective.</p> <p>Clean sign and delineator faces when reflectivity is reduced due to accumulation of dirt.</p>	Rectify <u>all signage</u> within 2 weeks	Rectify within <u>3 months</u> Rectify <u>Warning and Regulatory Signs</u> within <u>3 weeks</u> . <u>Others</u>	Rectify within <u>3 months</u> Rectify <u>Warning and Regulatory Signs</u> within <u>3 weeks</u> . <u>Others</u> within <u>3 months</u> .



Table 4.5 Defects Intervention Levels

Defect Description	Defect Intervention Level	Defect Response Time		
		Link	Collector	Access
			<u>within 3 months.</u>	
DAMAGED GUARD FENCE AND WIRE ROPE SAFETY BARRIER	Repair when damaged to such an extent that it has become ineffective	Rectify within 12 <u>weeks 8</u> weeks	Rectify within 12 <u>weeks 8</u> weeks	Rectify within 12 <u>weeks 8</u> weeks
SIGN AND LINE/PAVEMENT MARKINGS – WORN OR MISSING	Signs and line/pavement markings which are not visible from 150 M at night, on low beam. Replace if missing.	Rectify within 4 weeks	Rectify within 8 weeks	Rectify within 12 weeks
DAMAGED SAFETY FENCING	When integrity of fencing is not effective.	Rectify within 12 <u>weeks 9</u> weeks	Rectify within 12 <u>weeks 9</u> weeks	Rectify within 6 <u>months 12</u> weeks
STRUCTURE				
BRIDGE MAINTENANCE - CLEANING	When any accumulation of materials causes interruption to the escape of drainage water, or the operation of expansion joints.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
BRIDGE MAINTENANCE – REPAIR OF PARAPETS	When detected or made known.	Rectify within 12 weeks	Rectify within 12 weeks	Rectify within 6 months
BRIDGE MAINTENANCE – REPAIRS NOT INCLUDED ABOVE	As per bridge inspection program.	Refer to Bridge Inspection	Refer to Bridge Inspection	Refer to Bridge Inspection

Table 4.6 Defects in Pathways

Defect Description	Defect Intervention Level	Defect Response Time	
		Pathway Hierarchy	
		1	2



VERTICAL AND HORIZONTAL DISPLACEMENTS	Pedestrian area with a step of $\geq 25\text{mm}$ and/or a crack with an opening greater than $\geq 30\text{mm}$	14–30 working days <u>Rectify within 28 days</u>	30–60 working days <u>Rectify within 3 months</u>
UNDULATIONS / DEPRESSIONS	Pedestrian area – Rise or Depression $>50\text{ mm}$ under 1.2 m straightedge.	Rectify within 3 months <u>5 weeks</u>	Rectify within available resources <u>Rectify within 3 months</u>



5 Management System

This section describes the 'management system' that facilitates Council to fulfil the role of a road authority. The 'management system' is a combination of people, equipment, communications, computer systems, performance standards, guidelines and procedures.

5.1 Computer Systems

The local road network is divided into road segments of manageable lengths for asset management purpose. It is a site-based approach and has been chosen because it can be easily understood by all stakeholders. Assets such as road pavement, kerb and channel, footpath, etc. are 'itemised' according to the road segment in which they are installed. The setup of computer systems, therefore, reflects this road segment approach.

5.2 Overview of Management System

The key feature of Council's 'management system' is to assist people through the use of technology and computer systems, in particular, helping officers to deliver service to the community within the statutory framework of the Road Management Act.

The following **Diagram 5.1** provides an overview of the 'management system' showing how people aided by computer systems interface. The diagram illustrates the work flows, information flows, interactions among customers and officers and how all of these processes are being aided by computer systems.

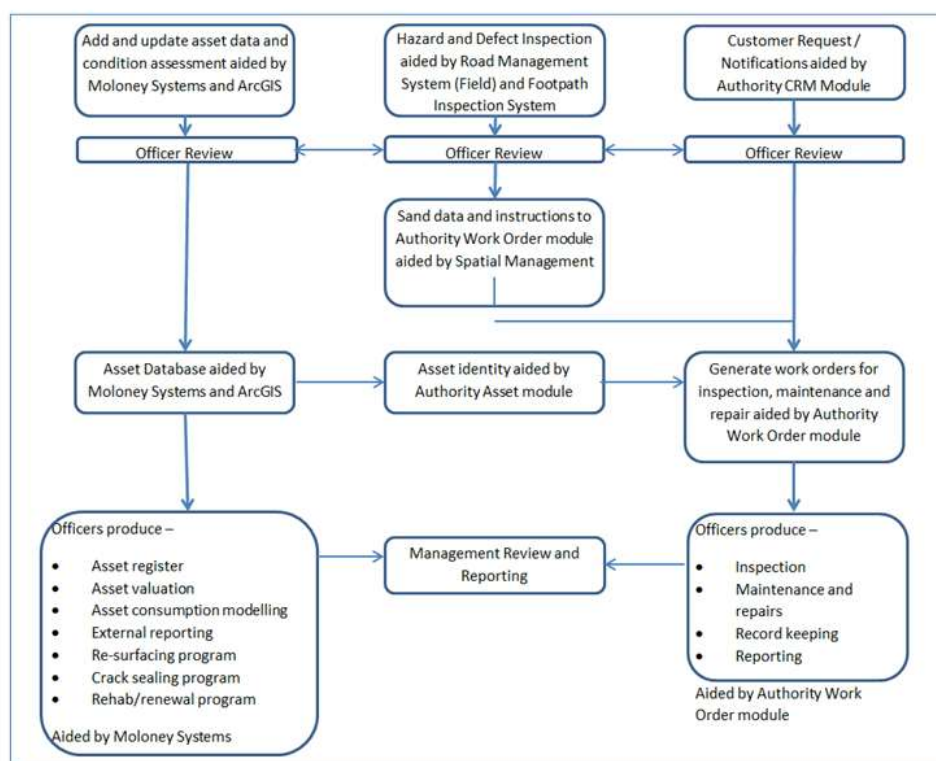


Diagram 5.1 – Overview of Management System

5.3 Managing Works within Road Reserve

Anyone who intends to conduct works within a road reserve must obtain consent from the Co-ordinating Road Authority, unless exempt under the Road Management (Works and Infrastructure) Regulations 2005, Version No. 004. In general, Council is the Co-ordinating Road Authority for all the public roads in the municipality. VicRoads is the Co-ordinating Road Authority for freeways and arterial roads.

To simplify the process for customers, Council uses the state-wide consent process. The process applies to everybody including, but not limited to – property owners, occupiers, tradesman, builders, contractors, developers, building surveyors, utility companies, fire authorities, water authorities, telecommunication carriers and road authorities.

More information about the consent process is contained in *A Guide to Working In the Road Reserve*, July 2015, jointly developed by VicRoads, Municipal Association of Victoria (MAV), Victorian Water and Energy Safe Victoria.



5.3.1 Significant Roadsides

In the municipality, some roadsides are considered as Significant Roadside Areas. These are areas that contain significant native grass, flora and fauna that need protection. Such an area may be signed with “Significant Roadside Area” signs and/or “No Disturbance No Mowing” environmental markers.

Anyone who intends to conduct works within a Significant Roadside Area, must contact Council’s Environmental Planner. A planning permit may be required from City of Whittlesea to destroy, lop or remove any indigenous vegetation in a Significant Roadside Area.

Further information is available from Council’s City Design and Transport Department in relation to application for consent to conduct any works within a road reserve.

5.4 Guidelines for Claims

Diagram 5.3 below outlines the claim procedure. Any person who wishes to commence legal proceedings in relation to an incident arising out of the condition of a public road or infrastructure for which Council is the responsible road authority, must follow the Claims Procedure specified in Part 6, Division 5 of The Act.

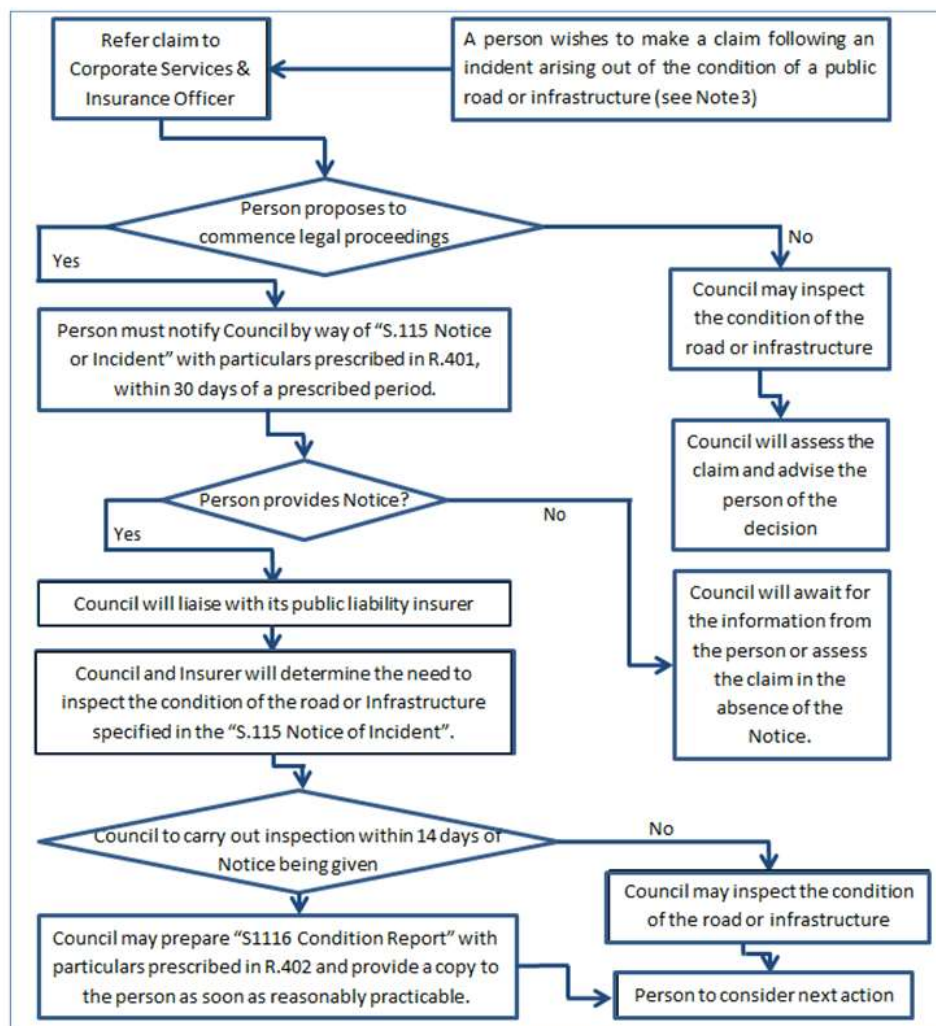


Diagram 5.2 – Claims Procedure

Notes

(1) S110, S115 and S116 mean Sections 110, 115 and 116 of the Road Management Act 2004.

(2) R401 and R402 mean Regulations 401 and 402 of the Road Management (General) Regulations 2016.

(3) If it is a property damage claim, Council is not liable for damage where the value is not greater than the Section 110 threshold amount.



6 Review of Road Management Plan

The next review of this Road Management Plan is scheduled to commence by 1 August ~~2020-2024~~ and be completed by 30 June ~~2024-2025~~, unless otherwise directed by the relevant Road Minister or directed by the Council and Chief Executive Officer.



Referenced Documents

- Road Management Act 2004 (Version ~~053059~~, incorporating amendments as at ~~12 April 2017~~ 6 April).
- Road Management (General) Regulations 2016 (S.R. No. 11/2016, Version No. ~~006002~~, incorporating amendments as at ~~18 March 2016~~ 1 January 2020).
- Road Management (Works and Infrastructure) Regulations 2015 (S.R. No. 61/2015, Version No. 001, authorized version as at 20 June 2015).
- Code of Practice for Operational Responsibility for Public Roads (published in Government Gazette, No. S 174 Tuesday 30 May 2017).
- Code of Practice for Clearways on Declared Arterial Roads (published in Government Gazette, No. S 202 Thursday 16 September 2004).
- Code of Practice for Road Management Plans (published in Government Gazette, No. S 201 Thursday 16 September 2004).
- Code of Practice for Management of Infrastructure in Road Reserves (published in Government Gazette, No. S 117 Thursday 28 April 2016).
- Code of Practice for Worksite Safety – Traffic Management (published in Government Gazette, No. S 351 Tuesday 31 August 2010).
- Road Safety Act 1986 (Version 175, incorporating amendments as at 12 April 2017).
- VicRoads, A Guide to Working In The Road Reserve, July 2015.
- City of Whittlesea, General Municipal Law No. 1 of 2008, Reprint No. 2 – October 2008, incorporating General (Amendment) Local Law No. 2 of 2008 and including Building Site Code (published in Government Gazette, No. G51 Thursday 20 December 2007 and No. G42 Thursday 16 October 2008).
- ~~Whittlesea 2040: A Place for All Council Plan 2018-2022 (made for Section 90 of Local Government Act 2020). City of Whittlesea, Shaping Our Future Council Plan 2013-2017 (made for Section 125 of Local Government Act 1989).~~
- City of Whittlesea, Municipal Emergency Management Plan (made for Section 20 of the Emergency Management Act 1986).
- City of Whittlesea, Municipal Fire Management Plan ~~2012-2015-2020-2023~~ (made for Section 20 of the Emergency Management Act 1986; and deemed to fulfill Section 55A of the Country Fire Authority Act 1958).
- City of Whittlesea, Municipal Fire Prevention Risk Management Strategy 2011-2014.
- City of Whittlesea, Shire of Nillumbik, City of Banyule, Parks Victoria, Plenty Gorge Precinct Integrated Fire Prevention Strategy ~~2010-2014~~ 2016-2020.
- ~~City of Whittlesea, Roadside Management Strategy 2014.~~
- City of Whittlesea, Asset Management Policy ~~2006~~ 2018.
- City of Whittlesea, Register of Public Roads ~~2017-2020~~ (or as amended).
- City of Whittlesea, Street Tree Management Plan 2016.
- Whittlesea Bicycle Plan 2016 (or as amended).



Appendix – Definitions

access facility	<p>means—</p> <p>(a) a physical means of entry or exit for vehicles between adjoining land and a road reserve -- example: a driveway on adjacent land; or</p> <p>(b) infrastructure on a road reserve which provides, or a part of roadway which facilitates, entry or exit for traffic between the access facility referred to in paragraph (a) and the roadway -- example: a driveway on adjoining land which extends into the road reserve to connect the driveway to the roadway or an acceleration or deceleration lane of a roadway which connects to an entry or exit to adjoining land.</p> <p>[Source: clause 2(7), schedule 2, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
ancillary area	<p>means an area designated as ancillary area by the coordinating road authority under section 18 of the Road Management Act 2004.</p> <p>Example</p> <p>Any area which is a "park and ride" carpark, rest stop or scenic lookout could be designated as an ancillary area.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
arterial road	<p>means a road which is declared to be an arterial road under section 14.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p> <p>means a road which immediately before 1 July 2004 is declared as—</p> <ul style="list-style-type: none"> (a) a forest road; or (b) a main road; or (c) a State highway; or (d) the King-Street Bridge; or (e) a tourists' road— <p>is deemed to have been declared as an arterial road under Road Management Act 2004.</p> <p>[Source: clause 1(2), schedule 9, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
condition report	<p>means a report of the inspection of the condition of any public road or infrastructure conducted by Council (as the responsible road authority) in response to a notice of incident prepared under section 115 of the Act. The inspection of condition must be carried out, and the corresponding condition report must be prepared, in accordance with section 116 of Road Management Act 2004 and Regulation 402 of Road Management (General) Regulations 2005.</p>



coordinating road authority

[Source: sections 115 and 116, Road Management Act 2004, Version No. 035; and Road Management (General) Regulations 2005, Version No. 004, 10 April 2013]

in relation to a road, means the road authority which has coordination functions as determined in accordance with section 36 of the Road Management Act 2004.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

in relation to Road Safety Act 1986 –
coordinating road authority, for a road or road related area or highway (a Road Safety Act road), means the coordinating road authority (within the meaning of the Road Management Act 2004) for the road (within the meaning of that Act) that consists of or includes the Road Safety Act road.

[Source: Regulation 4, Road Safety (Traffic Management) Regulations 2009, Version No. 003, 19 December 2012]

date of practical completion

means—

in relation to AS4000-1997:

- (a) the date evidenced in a *certificate of practical completion* as the date upon which *practical completion* was reached; or
- (b) where another date is determined in any arbitration or litigation as the date upon which *practical completion* was reached, that other date.

[Source: sections 1, AS4000-1997, Australian Standard - General Conditions of Contract]

in relation to AS2124-1992:

- (a) the date certified by the Superintendent in a Certificate of Practical Completion issued pursuant to Clause 42.5, to be the date upon which Practical Completion was reached; or
- (b) where another date is determined in any arbitration or litigation as the date upon which Practical Completion was reached, that other date.

[Source: section 2, AS2124-1992, Australian Standard - General Conditions of Contract]

Also see "Practical Completion".

defect

means the visible or measurable evidence of failure or undesirable condition of a road or road-related infrastructure asset.

Example: pothole, damaged pit cover, damaged road safety barrier (guard rail). Defects below the stated intervention level are considered reasonable tolerable defects not requiring repair.

emergency

means, without limiting the generality of the foregoing—

- a) an earthquake, flood, wind-storm or other natural event; and
- b) a fire; and



	<ul style="list-style-type: none"> c) an explosion; and d) a road accident or any other accident; and e) f) a disruption to an essential service;
function	<p>in relation to Part 6 Civil Liability of Road Management Act 2004</p> <p>—</p> <p>function includes a power, authority or duty.</p> <p>[Source: section 97, Road Management Act 2004, Version No. 035, 5 December 2012]</p>
highway	<p>means road or road related area.</p> <p>[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]</p>
infrastructure	<p>means road infrastructure and non-road infrastructure.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
infrastructure manager	<p>means—</p> <ul style="list-style-type: none"> (a) in relation to road infrastructure, the responsible road authority under section 37; or (b) subject to section 3 and subsection (5), in relation to non-road infrastructure, the person or body that is responsible for the provision, installation, maintenance or operation of the non-road infrastructure. <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
intervention level	<p>in relation to asset maintenance and repairs, an intervention level is the point at which the magnitude of a defect (or defects) is considered to warrant some form of intervention action or treatment.</p>
municipal public road	<p>means a municipal road which is also a public road within the meaning of section 17 of Road Management Act 2004. Also see "public road".</p> <p>Also see "municipal road" and "public road".</p>
municipal road	<p>means any road which is not a State road, including any road which —</p> <ul style="list-style-type: none"> (a) is a road referred to in section 205 of the Local Government Act 1989; or (b) is a road declared by VicRoads to be a municipal road under section 14(1)(b); or (c) is part of a Crown Land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management. <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>



night	means the period between sunset on one day and sunrise on the next day. [Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]
non-road infrastructure	means infrastructure in, on, under or over a road which is not road infrastructure. Note: See the definition of "road infrastructure". Examples: Non-road infrastructure would include gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure (including boom gates, level crossings and tram safety zones), bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities. [Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]
pathway	means a footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path – <ul style="list-style-type: none"> (a) which has not been constructed by a responsible road authority; or (b) which connects to other land. [Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]
practical completion	in relation to AS4000-1997 – means is that stage in the carrying out and completion of <i>WUC</i> (work under Contract) when: <ul style="list-style-type: none"> (a) <i>the Works</i> are complete expect for minor <i>defects</i>: <ul style="list-style-type: none"> i. which do not prevent <i>the Works</i> from being reasonably capable of being used for their stated purpose; ii. which the <i>Superintendent</i> determines the <i>Contractor</i> has reasonable grounds for not promptly rectifying; and iii. the rectification of which will not prejudice the convenient use of <i>the Works</i>. (b) those <i>tests</i> which are required by the <i>Contract</i> to be carried out and passed before <i>the Works</i> reach <i>practical completion</i> have been carried out and passed; and (c) documents and other information required under the <i>Contract</i> which, in <i>Superintendent's</i> opinion, are essential for the use, operation and maintenance of <i>the Works</i> have been supplied. [Source: section 1, AS4000-1997, Australian Standard - General Conditions of Contract] In relation to AS2124-1992 –



means is that stage in the execution of the work under the Contract when—

- (a) the Works are complete except for minor omissions and minor defects —
 - i. which do not prevent the Works from being reasonably capable of being used for their intended purpose; and
 - ii. which the Superintendent determines the Contractor has reasonable grounds for not promptly rectifying; and
 - iii. rectification of which will not prejudice the convenient use of the Works; and
- (b) those tests which are required by the Contract to be carried out and passed before the Works reach Practical Completion have been carried out and passed; and
- (c) documents and other information required under the Contract which, in the opinion of the Superintendent, are essential for the use, operation and maintenance of the Works have been supplied.

[Source: section 2, AS2124-1992, Australian Standard - General Conditions of Contract]

public road

means a public road within the meaning of section 17 of Road Management Act, which sets out a road is a public road if it is —

- (a) a freeway; or
 - (b) an arterial road; or
 - (c) declared under section 204(1) of the Local Government Act 1989, or
 - (d) declared under section 61 or 93H of the Melbourne City Link Act 1995; or
 - (da) declared under section 143 of the EastLink Project Act 2004; or
 - (db) the Peninsula Link Freeway; or
 - (e) a road to which subsection (3) applies; that is – Subject to section 14(7), the relevant coordinating road authority must register on its register of public roads a road in respect of which the road authority has made a decision that the road is reasonably required for general public use.
- Example:
A road set aside as a road in a plan of subdivision registered under the Subdivision Act 1988 is not a public road for the purposes of this Act unless and until a decision is made under subsection (3).
- (f) a non-arterial State road declared under section 14(1) by VicRoads; or
 - (g) a municipal road declared under section 14(1) by VicRoads.

[Source: sections 3(1) and 17, Road Management Act 2004, Version No. 035, 5 December 2012]

renewal (asset renewal)

activities include the following –



- (a) resurfacing of sealed roads to maintain a waterproof layer and to maintain a surface which has sufficient skid resistance for traffic movements.
- (b) rehabilitation of failed sections of road, such as major patching with asphalt, pavement stabilisation, reconstruction of pavements, adding extra layers on top of a pavement, correction of wheel rutting or surface roughness, correction of pavement shape to enable rainwater to drain off to the side and not ponding on the surface;
- (c) gravel re-sheeting of unsealed roads; and
- (d) rehabilitation of other road-related infrastructure assets, such as replacing unserviceable sections of kerb and channel or pathways.

Also see "maintenance".

repair

means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including –

providing a warning to road users of a defect in a roadway, pathway or road-related infrastructure –
but does not include the upgrading of a roadway, pathway or road related infrastructure.

Examples

Filling a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

responsible road authority

means a person or body specified in or under section 37 of Road Management Act 2004.
[Source: section 3, Road Management Act 2004, Version No. 035, 5 December 2012]

In relation to Road Safety Act 1986 –
responsible road authority, for a road or road related area, means the responsible road authority (within the meaning of the Road Management Act 2004) for the road (within the meaning of that Act) that consists of or includes that road or road related area, and
includes—

- (a) the Link corporation; and
- (b) the Extension corporation; and
- (c) the Freeway Corporation; and
- (d) the Peninsula Link Freeway Corporation.

[Source: Regulation 4, Road Safety (Traffic Management) Regulations 2009, Version No. 003, 19 December 2012]

road

in relation to Road Management Act 2004 –



road includes –

- (a) any public highway;
- (b) any ancillary area;
- (c) any land declared to be a road under section 11 of Road Management Act 2004 or forming part of a public highway or ancillary area.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

in relation to Road Safety Act 1986 –
means—

- (a) an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles; or
- (b) a place that is a road by virtue of a declaration under section 3(2)(a)—

but does not include a place that is not a road by virtue of a declaration under section 3(2)(a).

[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]

Note:

In relation to Road Safety Road Rules 2009 –

a reference in Road Rules (except in Part 1, Division 2) to a road, does not include a reference to any shoulder of the road.

[Source: Rule 12(2), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

road authority

means a person or body specified in or under section 37 of Road Management Act 2004.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

road infrastructure

in relation to Road Management Act 2004 –
means –

- (a) the infrastructure which forms part of a roadway, pathway or shoulder, including—
 - i. structures forming part of the roadway, pathway or shoulder;
 - ii. materials from which a roadway, pathway or shoulder is made;
 - (b) the road-related infrastructure—
- but does not include—
- (c) if the irrigation channel, sewer or drain is works within the meaning of the Water Act 1989, any bridge or culvert over an irrigation channel, sewer or drain, other than a bridge or culvert constructed by a road authority; or
 - (d) a bridge or culvert over a sewer or drain constructed under section 132 of the Melbourne and Metropolitan Board of Works Act 1958;

Examples



Materials such as asphalt, bitumen, gravel, lane markers and lines would be materials from which a roadway, pathway or shoulder is made.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

In relation to Road Safety Act 1986 –
road infrastructure includes—

- (a) a road, including its surface or pavement; and
- (b) anything under or supporting a road or its surface or pavement and maintained by a road authority; and
- (c) any bridge, tunnel, causeway, road-ferry, ford or other work or structure forming part of a road system or supporting a road; and
- (d) any bridge or other work or structure located above, in or on a road and maintained by a road authority; and
- (e) any traffic control devices, railway or tramway equipment, electricity equipment, emergency telephone systems or any other facilities (whether of the same or a different kind) in, on, over, under or connected with anything referred to in paragraphs (a)–(d); and
- (f) anything declared by the regulations to be included in this definition;

but does not include anything declared by the regulations to be excluded from this definition.

[Source: section 3(1), Road Safety Act 1986, Version No. 151, 30 March 2013]

road-related infrastructure

means infrastructure which is installed or constructed by the relevant road authority for road-related purposes to —

- (a) facilitate the operation or use of the roadway or pathway; or
- (b) support or protect the roadway or pathway.

Examples

A traffic control sign, traffic light, road drain or embankment would be road-related infrastructure.

A noise wall, gate, post or board installed on the road reserve by the relevant road authority for road-related purposes would be road-related infrastructure.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

road reserve

means all the area of land that is within the boundaries of a road.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

road user

means all users of a road including pedestrians, bicyclists, motorcyclists, public transport passengers and vehicle drivers and passengers.

[Source: clause 6(3), Code of Practice for Management of Infrastructure in Road Reserves, published in Government Gazette, No. S 269 Monday 6 October 2008]

**roadside**

means any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.

Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be roadside.
[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

roadway

means—

- (a) in the case of a public road, the area of the public road that is open to or used by members of the public and is developed by a road authority for the driving or riding of motor vehicles;
- (b) in the case of any other road, the area of the road within the meaning of road in section 3(1) of the Road Safety Act 1986—

but does not include a driveway providing access to the public road or other road from adjoining land.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

shoulder

means the cleared area, whether or not constructed or sealed, next to a roadway that provides clearance between the roadway and the roadside but does not include any area that is not in the road reserve.

[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]

The shoulder of the road means an area (not being part of the road) adjoining the road that is open to or used by the public for driving, riding or parking motor vehicles and to which a parking control sign does not apply.

[Source: Rule 12(3), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

Note:

In relation to Road Safety Road Rules 2009 – a reference in Road Rules (except in Part 1, Division 2) to a road, does not include a reference to any shoulder of the road.
[Source: Rule 12(2), Road Safety Road Rules 2009, Version No. 009, 11 December 2012]

Sign

includes any associated support structure.

[Source: clause 5(2), Code of Practice for Operational Responsibility for Public Roads, published in Government Gazette, No. S 267 Friday 17 December 2004]



significant roadside area	<p>means roadside that contains significant native vegetation including native grasses, shrubs and trees that need protection. Such areas may be signed with "Significant Roadside Area" signs and/or "No Disturbance No Mowing" environmental markers. Refer to the Roadside Conservation Map for the locations.</p> <p>[Source: City of Whittlesea Roadside Management Handbook, 1999]</p>
substance	<p>means substance in any form (whether gaseous, liquid, solid or other) and includes material, preparation, extract and admixture.</p> <p>[Source: section 3(1), Road Safety Act 1986, Version No. 151]</p>
traffic	<p>includes vehicular, pedestrian and all other kinds of traffic.</p> <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
utility	<p>means—</p> <ul style="list-style-type: none"> (a) an entity (whether publicly or privately owned) which provides, or intends to provide, water, sewerage, drainage, gas, electricity, telephone, telecommunication or other like services under the authority of an Act of Victoria or the Commonwealth; (b) any person who under the Pipelines Act 2005 is the holder of a licence to construct and operate a pipeline; <p>[Source: section 3(1), Road Management Act 2004, Version No. 035, 5 December 2012]</p>
vehicle crossing	<p>(also known as: cross over, driveway, driveway crossing, driveway access)</p> <p>means that area designed to facilitate the entry of vehicles onto, and the exit of vehicles from, adjacent premises, being an area extending from the property line of the premises to the nearest point of the adjacent roadway.</p> <p>[Source: section 1.8(1), City of Whittlesea, General Municipal Law No. 1 of 2008, Reprint No. 2 – October 2008, incorporating General (Amendment) Local Law No. 2 of 2008 and including Building Site Code]</p>
works	<p>includes any kind of activity conducted on or in the vicinity of a road or proposed road in connection with the construction, maintenance or repair of the road or the installation, maintenance or repair of any infrastructure in, on, under or over a road and without limiting the generality of this definition includes —</p> <ul style="list-style-type: none"> (a) excavating or breaking up the surface of a road; (b) erecting a structure in, on or over a road; (c) removing or interfering with any structure or marking on a road; (d) planting or removing a tree or other vegetation; (e) tunnelling under a road; (f) connecting a road to a road; (g) installing pipes, drains, cables, poles, buildings, shelters or other structures on a road reserve;



- (h) erecting any obstruction on a road or otherwise impeding the use of a road for the purpose of conducting any works.

[Source: section 3, Road Management Act 2004, Version 035, 5 December 2012]

does not include emergency works.

[Source: clause 6(2), Code of Practice for Management of Infrastructure in Road Reserves, published in Government Gazette, No. S 269 Monday 6 October 2008]

worksite

has the meaning as generally used in the Australian Standard AS 1742.3 – 2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads, being 'an area which includes the work area(s) and any additional length of road required for advance signing, tapers, side-tracks, or other areas needed for associated purposes'.

[Source: clause 5(2), Code of Practice for Worksite Safety – Traffic Management, published in Government Gazette, No. S 351 Tuesday 31 August 2010]



City of Whittlesea

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Unit Leader Infrastructure Projects, City Design and Transport
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Creating vibrant self-sustaining communities together

ITEM 6.4.3 FOR DECISION - INTEGRATED WATER MANAGEMENT STRATEGY - WATER FOR ALL

Attachments: 1 **Draft Whittlesea Water for All - our water strategy (2020-2030)** [↓](#)

Responsible Officer: Director Infrastructure and Environment

Author: Team Leader Sustainability Policy Program

RECOMMENDATION SUMMARY

THAT Council resolve to:

1. Adopt the Integrated Water Management (IWM) Strategy, *Whittlesea Water for All – our water strategy (2020-2030)* and endorse the document for public release.
2. Request Officers to refer shovel ready IWM Strategy projects for consideration as part of the 2020/21 mid-year budget review process.
3. Request Officers prepare an IWM Strategy Implementation Plan and Capital Works Delivery Plan and refer to the 2021/22 budget approval process for consideration.
4. Write to all participating stakeholders and community members thanking them for their contribution and efforts in achieving this strategic outcome.

BRIEF OVERVIEW

Whittlesea Water for All (Attachment 1) is Council's first Integrated Water Management Strategy (IWMS) and is the largest and most comprehensive study of our municipality's water systems undertaken. The strategy sets a pathway for the City of Whittlesea to become leaders in Integrated Water Management and achieve Council's Whittlesea 2040 Goals, particularly Sustainable Environment. It was developed using contemporary best-practice methodologies, drawing on expertise from IWM consultancies, university research centres, local water authorities, and expert stakeholder engagement professionals.

RATIONALE FOR RECOMMENDATION

Water security in Melbourne is projected to be limited in the next decade due to population growth, urbanisation and climate change. Water is a key enabler of liveability outcomes for our City and its community. Council can play a lead role in the integrated planning, use and management of this precious finite resource to enable better outcomes for all.

IMPACTS OF RECOMMENDATIONS

The strategy presents a new, integrated approach to improving water use and managing waterway health. It responds to the real and urgent need to secure a safe and affordable water supply. We will have cleaner and healthier waterways, and greener and cooler public open spaces. This strategy will guide our organisation and our City toward leading practice in the planning, use and management of water resources and environmental assets.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The IWM Strategy outlines a pathway to best manage our water assets to reduce risks associated with public health, amenity, legal and reputational consequences, associated with poor water quality outcomes. An implementation and capital works plan will be developed to drive the achievement of the Strategy outcomes. Council will monitor and report on the Strategy outcomes once every Council term, and key actions will be reported annually as part of the Water Management Service Plan reporting processes.

REPORT**INTRODUCTION**

Whittlesea Water for All (Attachment 1) is Council's first Integrated Water Management Strategy (IWMS) and Action Plan. It is a pivotal part for delivering on Council's Whittlesea 2040 Vision, Goals and Key Directions particularly Goal 4, Sustainable Environment; that we highly value our natural landscapes and biodiversity, are climate ready and are leaders in clean sustainable living.

Whittlesea Water for All sets the pathway for the City of Whittlesea to become leaders in Integrated Water Management. It was developed using contemporary best-practice methodologies, drawing on expertise from IWM consultancies, university research centres, local water authorities, and expert stakeholder engagement professionals.

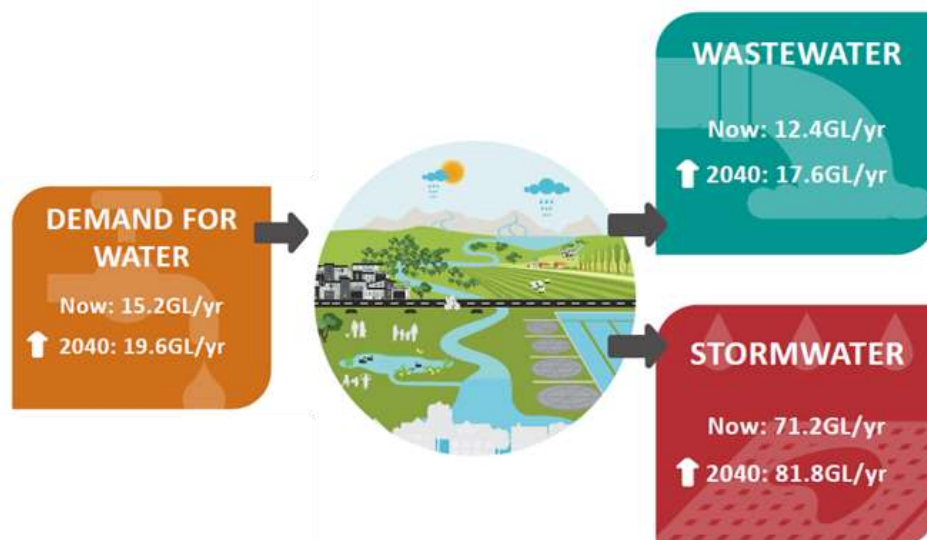
The outcomes of this strategy will keep our waterways clean and our priority green spaces irrigated. Council and the community will also be better prepared for floods and droughts, and it will improve our water efficiency - a key indicator of the Whittlesea 2040 Strategy.

BACKGROUND**Our Water Context**

The need for water in our municipality is increasing substantially as our population grows, and at the same time, regional water supplies from drinking water reservoirs are likely to have less water as the climate changes. Wastewater production and stormwater runoff also increase with population growth and urbanisation, causing significant challenges for our creeks, rivers and surrounding environment.

The City's projected water needs are illustrated in Figure 1 below. These forecasts demonstrate the urgent need to strategically manage our water resources across the whole water cycle. Consequently, we need to find smarter ways to become IWM leaders in the planning, use and management of our precious water resources that deliver co-benefits for our community, socially, economically and environmentally.

Figure 1. Water in the City of Whittlesea



Rapid urban growth has already led to the development of over \$53 million of IWM Assets in Council's care. The first step in the pathway toward IWM leadership is to ensure that these existing assets are managed well and operating effectively in order to mitigate ongoing operational costs and public health risks resulting from premature asset failure.

To meet this challenge the strategy prioritises asset maintenance and renewal and process strengthening activities before progressing to new asset development and major project delivery. Innovative solutions, new technologies, and productive partnerships with community groups, developers, research institutions, and water utilities are embedded throughout the program, from the early asset renewal projects right through to major exemplar initiatives.

Our Water Management Progress and Achievements

Up until now, Council action has been guided by two separate plans: The Sustainable Water Use Plan (2016) and the Stormwater Management Plan (2012), which will be superseded by this new integrated approach in delivering our *Whittlesea Water for All* (2020-2030) strategy.

The actions taken under our previous water use and waterway health plans as well as the renewed focus, capacity and momentum built by developing this Strategy have led to significant achievements in water management. Some of these key IWM achievements are as listed below:

- **Water Conservation, harvesting, and reuse:** Large-scale stormwater harvesting, recycled, water connected housing developments, an aquifer recharge and storage trial, and broad roll out of rainwater tanks in council buildings has helped Council almost halve its drinking water use (per population) since 2011 and double its use of stormwater for irrigation purposes since 2016. Specific achievements:
 - Council's drinking water use has reduced from 2.5kL/ person in 2001, to 1.3kL/person in 2018.
 - Our buildings have water-saving fittings throughout and over 50 preschools (and others) have rainwater tanks.
 - Alternative water supplies water 11% of our public open space.
 - Melbourne Markets rainwater used to irrigate Mosaic Rec Reserve.
 - Mernda Aquifer water storage system trialled.
 - Award-winning Internet-enabled water monitoring system developed with local schools for platypus habitat management.
- **Grant funding:** Council has received over \$330,000 in grants from Melbourne Water and the Victorian Government Office of Living Victoria since 2014. This has supported stormwater, rainwater, and Internet of Things smart sensor pollution monitoring initiatives, including contributing to the development of this *Whittlesea Water for All* 2020-2030 strategy.
- **Partnership Projects:** We are working with a range of partners to deliver innovative projects including the Whittlesea Community Farm, the Upper Merri Creek IWM Pilot Plan, community education portals, recycled water use, smart technology driven flood mitigation, and new development opportunities. Our partners include water authorities, state government departments, community and indigenous group representatives, Developers, universities, and other councils.

Purpose of the new IWM Strategy

The *Whittlesea Water for All* strategy presents a new, integrated approach to improving water use and managing waterway health. It responds to the real and urgent need to secure a safe and affordable water supply for our City and our organisation, and will prepare us for a future with population growth and increased development, water shortages and increased risk and severity of drought, heavier rain events and stormwater flooding. This strategy will guide our organisation and our City toward leading practice in the planning, use and management of water resources and significant environmental assets.

Developing the Strategy

The comprehensive process used to develop this strategy included:

- Preparation of the municipal context package which analysed and interpreted extensive data sets, undertook Water Sensitive Cities performance and transition benchmarking and describes IWM considerations for the City, as well as the key drivers, challenges and opportunities.
- Mapping and analysis of proposed actions for delivery of W2040 Goals and Key Directions and IWMS Outcomes.
- Audit of Council's Water Sensitive Urban Design (WSUD) assets and stormwater treatments, which included investigations into maintenance and renewals costs.
- Comprehensive Communications and Engagement Plan including a series of expert stakeholder and community workshops to develop the agreed Vision, Outcomes, Actions and Indicators.
- Scenario based planning, exploring future scenarios such as major drought or a hotter climate.
- Identification, high level business case, performance testing of targets and assessment of IWM opportunities including a series of enabling factors and on-ground opportunities.
- Preparation of the draft strategy and prioritised actions.

IWMS Goal and Outcomes, Indicators and Measures of Success

Figure 2 lists the Strategy's Goal, Outcomes, Indicators and Measures. The Goal and Outcomes were codesigned in expert stakeholder and community workshops in 2019. The Outcomes and Measures were integral in prioritising the IWM Actions alongside W2040 Goals and Key Directions.

Figure 2: IWMS Goals, Outcomes, and Measures

Our Goal:		
By 2030, the City of Whittlesea will be leaders in the planning, use and management of water for the benefit of all.		
Outcome	Indicator	Measure of success (10-year targets)
Cleaner Our local waterways are healthy and clean	Improve the water quality of our local waterways	By 2030, Council will pro-actively maintain and budget for renewal and maintenance of all its water assets to ensure they meet environmental standards and are fit for the community's enjoyment and use.
Greener Our priority urban and rural landscapes are green and healthy	Increase the proportion of public open space supported by alternative water sources	By 2030, at least 25% of public open space will be supported by an alternative water source.

Smarter Our community uses potable water for drinking and alternative water is available for all other purposes	Decrease in community potable water use Decrease in council potable water use	Community potable water use will be at least 5% below the State Government Target for per capita consumption. By 2030, Council potable water consumption will reduce by a further 20% (on a kilolitre per capita basis).
Prepared Our city is prepared for droughts and floods	Decrease local flooding impacts	Less than 2% residential properties at risk of flooding in a 1 in 5-year rainfall event. Less than 10% commercial and industrial properties at risk of flooding in a 1 in 10-year rainfall event.
United Our community and partners value water and work together to improve water planning, use and management	Increase in community stewardship of water resources	By 2030, the Plenty River, Merri, Darebin and Edgars Creek will have vibrant and effective community stewardship* programs.

*stewardship activities including enhancement plantings, litter and weed removal, citizen science, community co-design for revitalisation projects and the celebration of cultural identity and place.

It is important to note that the IWM outcomes, indicators and measures will deliver against all 4 Whittlesea 2040 Goals in a multitude of ways. Further information is provided in Figure 3.

Figure 3: Delivering on Whittlesea 2040 Goals

Whittlesea 2040	Relevant IWMS Outcomes
Goal 1: Connected Community Key directions: A healthy and safe community A participating community	Cleaner, Greener, United <i>For example, improving our public places along key waterways together with community provides multiple benefits, it will connect our community, provides health and wellbeing, improves safety, facilitates stewardship of our waterways and improves environmental health.</i>
Goal 2: Liveable Neighbourhoods Key directions: Well-designed neighbourhoods and vibrant town centres	Cleaner, Greener, Smarter, Prepared, United <i>For example, working with developers to deliver improved and innovative water management solutions in their estates will enhance liveability, public amenity, and preparedness for climate change events.</i>
Goal 3: Strong Local economy Key directions: Increased local employment Education opportunities for all Successful, innovative local businesses	Smarter, United <i>For example, utilising recycled water in agribusiness practices through the Whittlesea Community Farm partnership project will; provide volunteering, education and employment opportunities; and grow and provide fresh food to the local food relief network.</i>
Goal 4: Sustainable Environment Key directions: Valued natural landscapes and biodiversity Climate ready Leaders in clean, sustainable living	Cleaner, Greener, Smarter, Prepared <i>For example, utilising stormwater from roads and carparks to water trees, nature strips and parks will support irrigation needs and help control flooding.</i>

Action Planning

The actions listed in the draft Strategy were developed in partnership with local authorities, property developers, industry experts, community representatives, and staff from right across the organisation. A total of 266 initiatives were submitted from internal and external stakeholder groups and these were prioritised and shortlisted according to their impacts.

The actions were mapped against the Strategy Outcomes and then categorised based on action type to help manage the delivery across the organisation. Actions will be embedded into Council's four-year Water Management Service Plan and future capital works will be delivered under an IWM capital works investment program.

The first four action categories are: Asset Renewal, New Works & Innovation, Community Engagement, and Partnerships & Advocacy. The fifth category, 'Setting up for Success', captures actions that ensure our organisation has the tools, resources, knowledge, and networks required to manage our water assets efficiently and deliver the Strategy.

Some key actions are listed below.

1. Setting up for Success

- Appoint an IWM Lead to coordinate and lead water management activities across the organisation.
- Establish improved knowledge sharing processes and design standards to foster collaboration and innovative problem solving.
- Review and update the water asset maintenance programs and develop a strategic long-term asset management plan.

2. Asset Renewal, New Works and Innovation Projects

- Major renewal of underperforming existing wetlands and lakes are being planned to improve the health and amenity of these assets for our community.
- Real-time water quality sensors in our waterways and smart irrigation control systems to be installed across multiple sites and connected to our MAV award-winning Smart Cities network to help manage our assets.
- Investigations underway to use of stormwater at Main Street Reserve, using the Edgars Creek channel to move that water. Smart sensors and controls will manage tank levels and maintain a healthy water flow through the creek.
- We are exploring the use of interconnected smart rainwater tanks as a buffer to reduce peak stormwater flows in flood prone areas.
- Assessments of our existing and future assets across the whole municipality will be undertaken to identify further opportunities to expand the use of non-potable water and find more efficient ways to irrigate our open spaces and significant trees.

3. Partnerships and Community Engagement

- The Upper Merri Creek IWM Pilot Project is unprecedented in its approach to collaboration between the different governing authorities and our indigenous community. It is piloting a new partnership approach to managing water at the sub-catchment level, supporting all agencies to work together to address challenges and create positive outcomes for the local community and the environment in the Upper Merri Creek sub-catchment. The partners in this project include Yarra Valley Water, Melbourne Water, Victorian Planning Authority, Wurundjeri Woi Wurrung Group, Hume City Council, Mitchell Shire and the City of Whittlesea.
- The Whittlesea Community Farm and Food Collective is an integrated model for community food production and distribution that will develop new agricultural practices suitable for peri-urban areas using recycled water and renewable energy. It

will showcase the use of recycled water and test water-efficient food production technologies and waste processing. The project recently attracted a \$1.5 million State government grant to enable the development of this innovative farming enterprise. The project, which is a partnership between Whittlesea Community Connections, Yarra Valley Water, City of Whittlesea and Melbourne Polytechnic, will also provide volunteering, education and employment opportunities in best-practice sustainable agriculture systems suitable for peri-urban areas.

- We are working with developers and State authorities to include water saving technologies in new homes and to plan for better water outcomes in new developments. Together we have found opportunities for passive irrigation of significant river redgum stands, residential technology demonstrations for new home builders, and are exploring closed-loop water network opportunities.
- We will continue to advocate for residential water saving initiatives including smart water meters, lower water use targets, community grants and education programs and will seek action from State Authorities to improve the public amenity and ecological value along Plenty River, Darebin Creek, and other significant waterways in our region.

Asset Investment

An IWM capital works investment program will be prepared to support the delivery of this Strategy. It will be designed to transition our municipality toward exemplar water management capabilities over the next ten years. Innovation and partnerships will be embedded into numerous projects throughout all stages of the program.

Council already owns and manages over 12,500 IWM assets throughout the municipality, including several industry-leading stormwater capture, storage and reuse assets. It is important to ensure that these assets are performing at optimum levels to deliver the water quality outcomes that they are designed to, and many are due for major renewal works, so asset audits and renewal projects should be prioritised in the first few years of this plan.

It is likely this asset renewal work will near completion within 3 to 5 years, allowing Council to shift focus to building new water harvesting and reuse assets. The exemplar projects such as large-scale water harvesting, smart-controlled rainwater tank networks, and major waterway revitalisation might be expected to commence in the second half of this ten-year program.

Officers will also to continue to collaborate with the many partners to identify, scope, and prepare business cases for the innovative water management projects that we aspire to deliver in future years. This will ensure the organisation is well placed to identify and act upon funding and partnership opportunities as they emerge.

Existing Capital Works budget allocation could cover most of the asset renewal and minor upgrades works for the first three years. Larger projects will need to be costed and submitted in the capital works approval program for individual assessment.

Asset Maintenance and Renewal

Auditing and altering Council's IWM Asset maintenance and renewal program is a key action in the IWM Strategy, and works have begun on this critical activity.

High-level benchmarking of the City of Whittlesea's water management asset maintenance liability estimated that the current maintenance program is underfunded, and this exposes the organisation and our community to health and amenity risks.

Inadequate maintenance can lead to reduced asset lifespan and premature need for major renewal, driving costs up. In addition, failing assets lead to poorer community experience and have significant public health and reputational risks. A failing wetland, pond, or raingarden would be evident to our community through its declining vegetation, reduced presence of birds and fish or poor species biodiversity. Water stagnation and odour follow, along with the potential for algal blooms. In some cases, the waterbody must be fenced off and closed to the public while its health is restored.

Detailed reviews of our water asset maintenance programs are underway to evaluate the investment needs alongside the health and organisational risks for each asset type. Amendments to this program will be implemented in a staged manner that prioritises risk mitigation, and findings from this review will also inform future asset planning activities.

CONSULTATION

The *Whittlesea Water for All – our water strategy (2020-2030)* was informed by an extensive consultation and engagement process. The IWMS Communications and Engagement Plan ran for the length of the project, and reached regional water authorities, property developers, community groups, university research groups, and a range of other informed stakeholders in addition to the breadth of our own experienced Council staff.

Key activities included:

1. Community Water Values Survey - 302 responses were received after strong promotion through targeted newsletter articles, emails to 79 relevant community groups and 131 residents who agreed to be contacted after Whittlesea 2040, a social media drive, and face to face discussions and surveying at key community locations.
2. Community Reference Group - formed through existing community groups and interested community members reached via the survey, this group provided input into the community values, vision, outcomes and action plan development. Attendance of four 3-hour workshops over an 8-month period.
3. Institutional Stakeholder Workshops - key organisations and Council staff across a range of departments who impact, manage or utilise water in some way attended four workshops over an 8-month period. The workshops focused on professional and technical design and a review of the opportunities and outcomes.

MONITORING AND EVALUATION

The Strategy, its implementation and its measures of success will be reported upon at least once every Council term (4 years).

Key water management actions will also be reported annually as part of the Water Management Service Plan reporting processes.

The Strategy will undergo a mid-term review at year five (2025), and final review at year 10 (2030).

FINANCIAL IMPLICATIONS

Operational and Capital Budgets will be carefully considered and prioritised to demonstrate that Council can adequately resource this Strategy implementation without placing excessive additional demand on ratepayers. Initial estimates predict that this Strategy will require additional capital investment considerations of approximately \$3,000,000 over the next three years toward achieving best practice efforts in sustainable water management.

Large scale new works capital projects, including exemplar projects, will be costed and considered in future Budget approval processes and balanced against other priority projects within the program.

Project scoping and business case development will begin immediately to ensure that Council is ready to leverage current and emerging external funding opportunities.

The risk posed on not providing the adequate ongoing asset maintenance levels, as previously mentioned, can lead to a reduced asset lifespan and the premature need for major renewal/reconstruction works, driving costs up significantly. Projections using Melbourne Water industry guidelines show that the difference in renewal costs for maintained and non-maintained assets could be upwards of a \$65 million liability by 2040.

Improvements to Council's IWM operational maintenance program will therefore require a well-considered and sustainable investment plan, the scale of which will be scoped and optimised as a key action arising from this strategy. Given the current financial uncertainty, any changes to operational maintenance budgets will need to be implemented in a staged manner over the Strategy 10 year implementation plan in order to achieve alignment with best practice standards, with priority placed on reducing Council's long term risk exposure with minimised upfront expenditure.

POLICY STRATEGY AND LEGISLATION

The following Council strategies and corporate actions relate to the IWMS:

- Whittlesea 2040 – This Strategy delivers on W2040's Vision, all four Goals and multiple Key Directions with a particular emphasis on Sustainable Environment.
- 2019/2020 Council Plan Action - Development of the Draft Whittlesea Water for All Strategy and Action Plan.
- Actions from the Strategy will inform Council's Water Management Service Plan.

The following State level strategies and legislation are referenced in the IWMS:

- Department of Environment, Land, Water and Planning (DEWLP)- State Environmental Protection Policy, Waters of Victoria and Water for Victoria 2017.
- Port Phillip Water Catchment Management Authority - Regional Catchment Strategy.
- Melbourne Water - Healthy Waterways Strategy.
- Yarra Valley Water Strategy Suite.
- Yarra Strategic Directions Statement IWM Forums.

LINK TO STRATEGIC RISKS

Strategic Risk *Climate Change - Failure to mitigate or adapt to the risks of climate change*

Water will play a key role in adapting to the impacts of climate change. And conversely climate change will reduce our water security. The improved planning use and management of water will be essential to ensure reduced risks of flooding, drought, reduced urban heat island effects, and community well-being. As well as ensuring the health of our waterways.

Strategic Risk *Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing*

Critical community services and infrastructure rely on adequate water supply to ensure community health and well-being; flood management for community safety; irrigation to ensure access to quality open space and sports facilities; and urban greening to keep our City cool in the warmer months to reduce heat-related illnesses for our community.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Sustainable environment
Key Direction	Leaders in clean, sustainable living

The development of *Whittlesea Water for All* Strategy and Action Plan will establish a consistent focus on water management, articulate clear strategic outcomes and indicators, and inspire a range of activities through extensive consultation and rigorous options and data analysis. This will enable Council to make informed decisions about investment required to achieve the Strategy Outcomes.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

The *Whittlesea Water for All – our water strategy (2020-2030)* provides a pathway to maturing Council's water planning, use and management processes and deliver high-quality new and upgraded assets, both on our own and with our regional partners.

Over time this Strategy will transition our organisation and our municipality into a best practice Water Sensitive City, with exemplar, innovative projects to lead our community in sustainable living.

RECOMMENDATION

THAT Council resolve to:

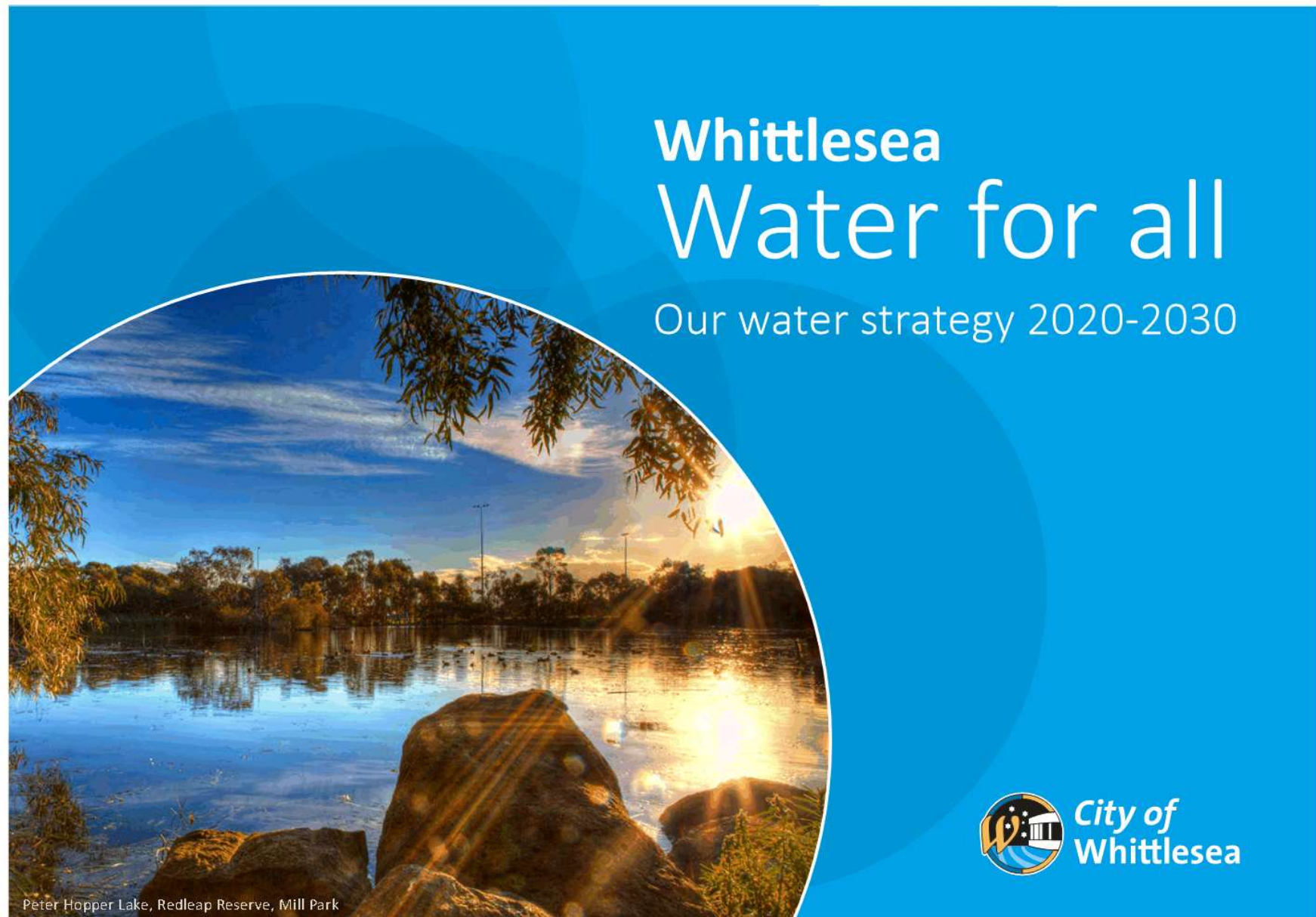
- 1. Adopt the Integrated Water Management Strategy, *Whittlesea Water for All – our water strategy (2020-2030)* and endorse the document for public release.**
- 2. Request Officers to refer shovel ready IWM Strategy projects for consideration as part of the 2020/21 mid-year budget review process.**
- 3. Request Officers prepare an IWM Strategy Implementation Plan and Capital Works Delivery Plan and refer to the 2021/22 budget approval process for consideration.**
- 4. Write to all participating stakeholders and community members thanking them for their contribution and efforts in achieving this strategic outcome.**

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*
SECONDED: *Administrator Duncan*

THAT Council resolve to adopt the Recommendation.

CARRIED UNANIMOUSLY



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Acknowledgement of Traditional Owners

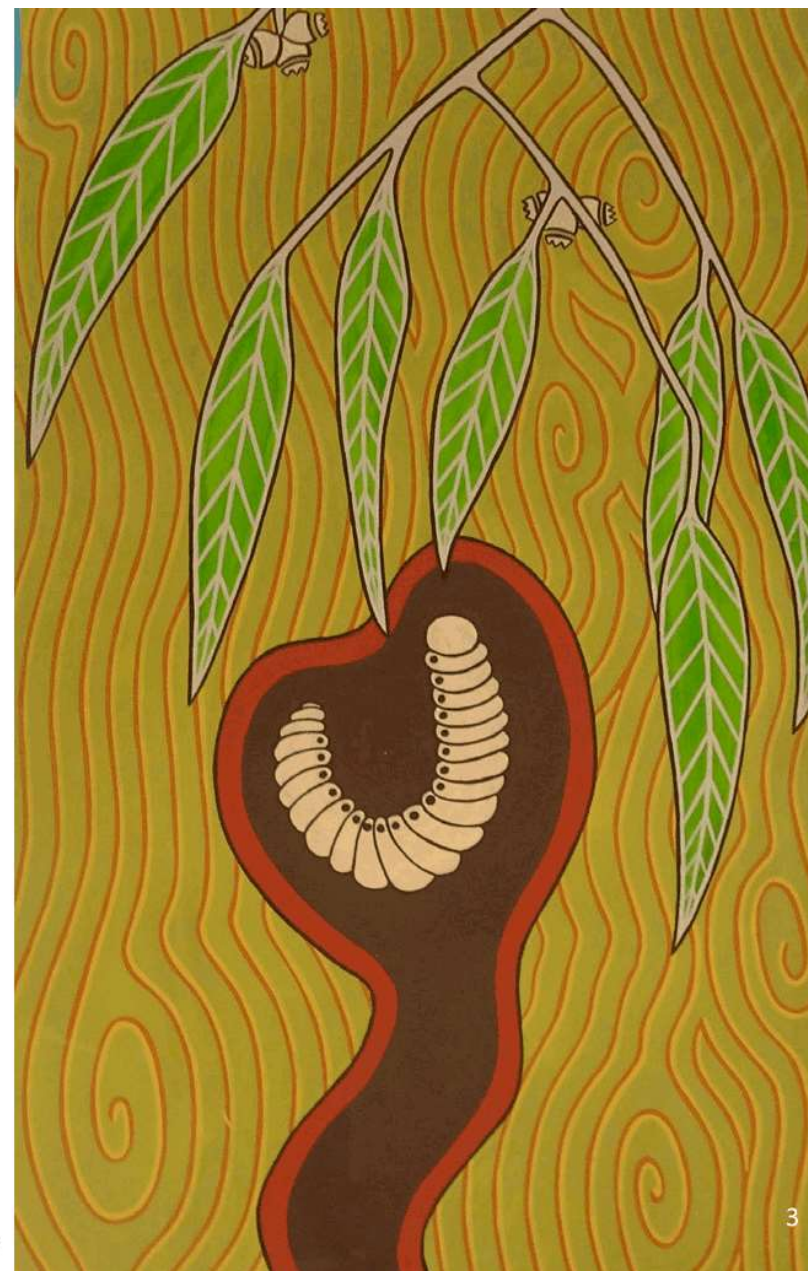
The City of Whittlesea recognises the rich Aboriginal heritage of this country and acknowledges the Wurundjeri Willum Clan as the Traditional Owners of this place.

Before European settlement, the Aboriginal people of the Wurundjeri Willum Clan lived on the land that now forms the City of Whittlesea and the northern suburbs of Melbourne. They lived on the tributaries of the Yarra River - along the Merri, Edgars and Darebin Creeks - the Plenty River and the Maribyrnong River.

The Wurundjeri Willum people have a strong connection to the land now known as the City of Whittlesea. They travelled the area in search of resources, fresh water, food and shelter; the Plenty River and many creeks offering various types of fish and birdlife.

The Wurundjeri Willum Clan speak the Woi wurrung language, and the word for water is *baan*.

Djerri (Grub) by Mandy Nicholson, Wurundjeri



Why water matters

Why we need better water management

Water is essential to our wellbeing and is imperative to the healthy functioning of our communities and our environment. It isn't just the water we drink, it is the water that nourishes our gardens and parks and flows in our creeks. There are several water types including potable water, stormwater and wastewater. All of this water is connected through the water cycle and eventually returned to the environment. It's important that we understand how water supports our communities and our environment, and how our individual and collective actions impact the full water cycle.

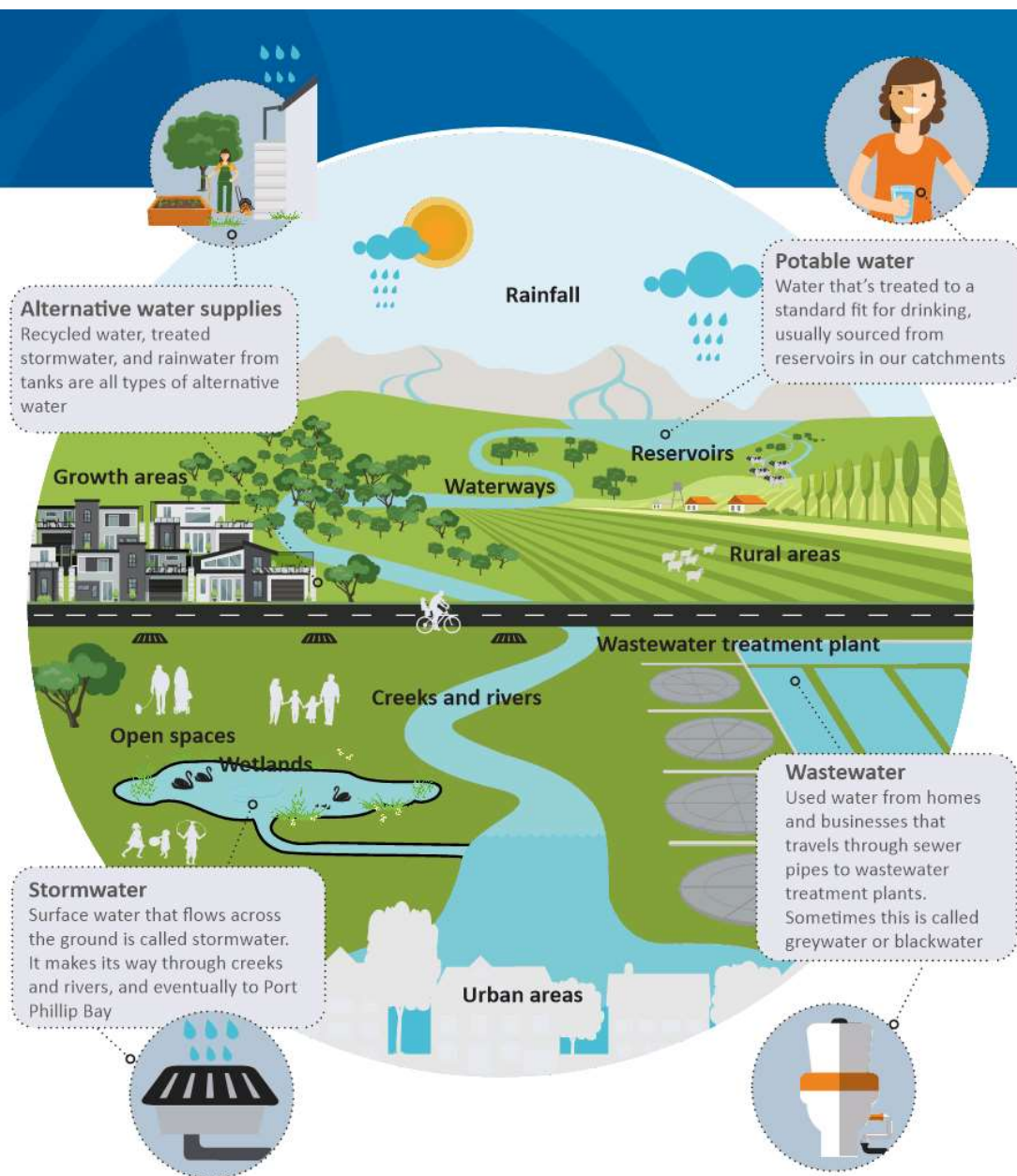
Our water cycle is changing

The City of Whittlesea's population is growing, with more homes and businesses being built every year. Our climate is also changing, with hotter, drier weather expected, and changes in rainfall patterns.

In the future, we expect more demand for potable water, with less water available in reservoirs. We expect more stormwater and wastewater to be released to the environment as our municipality grows. Without action, we expect more pollution of our waterways and more flooding to occur.

We need to change the way we manage water to respond to these changes, and there are great opportunities for us to do this. We can use alternative sources of water locally for agriculture and non-drinking uses in homes. We can design our cities to soak up more water, reduce pollution and reduce flooding while we create greener neighbourhoods. We can and should work together to create new solutions.

4



Overview

Whittlesea 2040: a place for all is Council's vision to create a better future. This water strategy helps to achieve all four *Whittlesea 2040* goals, especially *Sustainable Environment* and *Liveable Neighbourhoods*.

How we will deliver better water management

Traditionally, different parts of the water cycle have been managed by different parts of government, with separate responsibilities and goals. It is now widely acknowledged that this approach can lead to missed opportunities.

This strategy describes a new and collaborative process where we recognise and coordinate the management of all aspects of the water cycle together. This includes considering how we select and use water supplies, how we manage wastewater and stormwater, how we protect and improve the health of our waterways and bays, and how we reuse and recycle water locally. By managing water in an integrated way, we can identify and deliver initiatives that will improve our towns and suburbs.

Our goal

By 2030, the City of Whittlesea will be leaders in the planning, use and management of water for the benefit of all.

Our five outcomes for success



Cleaner

Our waterways are healthy and clean



Greener

Our priority urban and rural landscapes are green and healthy



Smarter

Our community uses potable water for drinking and alternative water is available for all other purposes



Prepared

Our city is prepared for droughts and floods



United

Our community and partners value water and work together to improve water planning, use and management

Our priorities for action link directly to our five outcomes, with one additional category "Setting up for success", which will help Council to better manage and optimise council owned and shared water assets.

Working in partnership



Water management in the City of Whittlesea is a shared responsibility between many agencies and individuals. To coordinate all aspects of the water cycle together, its management needs to be integrated. These six entities play a key role in the management of our water.

Victorian Government	Melbourne Water
Sets state-wide policy for water management	Oversees Melbourne-wide water resources, waterways and major stormwater systems
Yarra Valley Water	City of Whittlesea
Provides water and sewerage services to residents and businesses in the City of Whittlesea	Manages local stormwater systems, public spaces and facilities, and sets local policy for water management
Wurundjeri	Local communities and businesses
Represent the traditional owners of the land and water in City of Whittlesea	Manage their own water use, drainage and sewerage systems on private properties

This strategy is aligned with state-wide and Melbourne-wide policy, and aims to improve local water management to benefit communities here in the City of Whittlesea.

How was this strategy developed?

This strategy has been developed in partnership with the agencies involved in water management in the City of Whittlesea, and with a community panel made up of local community members. The strategy was shaped by extensive data collection and analysis, the ideas and discussions which happened across eight workshops, and the results of a community survey.

To create our priorities for action, we started by asking our agency partnerships, as well as local community, businesses, developers and experts in water, environment, community, planning and infrastructure, for ideas on how to deliver our goal. These ideas were refined into actions and prioritised based on how well they help to deliver our goal and outcomes.



The community panel final water workshop

Water in the City of Whittlesea

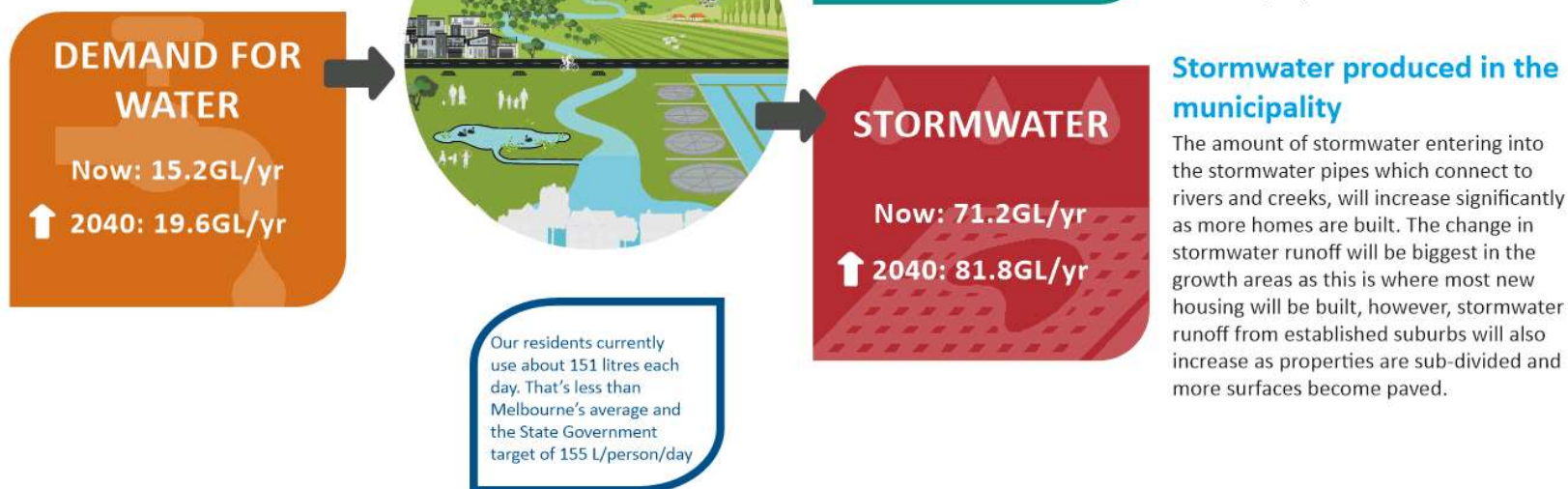


Water For All mural by Catherine Blakey, Lee McGill, Gay Chatfield and community, Norris Bank Reserve, Bundoora

Our water cycle

Water used in the municipality

The good news is that potable water use in the City of Whittlesea is currently lower than the Melbourne average on a per person basis. However, the overall need for water in the area will increase substantially as the population grows, and at the same time, regional water supplies from potable water reservoirs such as the Yan Yean Reservoir are likely to have less water as the climate changes.



Wastewater produced in the municipality

As we increase water use in homes and businesses across the municipality, we also increase the wastewater entering our sewers from toilets, showers and sinks. The majority of local wastewater is transferred to the Western Treatment Plant for treatment and then released to Port Phillip Bay.

Stormwater produced in the municipality

The amount of stormwater entering into the stormwater pipes which connect to rivers and creeks, will increase significantly as more homes are built. The change in stormwater runoff will be biggest in the growth areas as this is where most new housing will be built, however, stormwater runoff from established suburbs will also increase as properties are sub-divided and more surfaces become paved.



How are we currently managing our water?

Alternative water supplies

It will become more important to capture and reuse different sources of water, such as recycled wastewater and stormwater, for local uses where water is not being used for drinking. These 'fit-for-purpose' uses of alternative water could include toilet flushing or watering farms, gardens, ovals and parks. The amount of wastewater and stormwater produced in the City will be much greater than local demands for non-potable water, so the availability of water is not an issue. The challenge is identifying and delivering the most effective and affordable options for capturing, treating and supplying alternative water in the right locations.



What are we already doing?

We have already taken steps to be more prepared for droughts. Many homes and businesses already use rainwater tanks to capture water from the roof to water the garden, use in the laundry, or toilets. Many of the newer suburbs also have access to a recycled water system. Council has also installed alternative water supplies for 11 per cent of the public open space in the City of Whittlesea, using a mix of recycled water and stormwater.



Mosaic wetland, Lalor

Reducing stormwater pollution

Council is responsible for stormwater management in the City of Whittlesea. It manages the local drainage system and takes steps to make stormwater cleaner before it enters rivers and creeks. Natural systems, such as wetlands can be built that use plants and soils to filter and hold water before it enters a waterway. These systems help to reduce pollution, provide habitat for local wildlife, while being attractive gardens and natural spaces for community to enjoy.



What are we already doing?

Council has built systems to reduce stormwater pollution in some locations, such as the wetland and stormwater harvesting system adjacent to the Melbourne Market in Epping. Under state law, developers are also required to reduce stormwater pollution when new properties are constructed so our new suburbs are being built with more effective and environmentally friendly water management systems and assets than in the past.

Reducing the impact of flooding

Like many cities, the City of Whittlesea has areas that are likely to flood during very intense rain. By capturing and storing rainwater in tanks, or using natural depressions and basins in the landscape to hold water where it falls, we can take measures to reduce the impact of flooding on our community. These measures can sometimes be designed to also be used as water harvesting systems to provide a local source of non-potable water.

What are we already doing?

Council and Melbourne Water have been working together to understand flood risk across the City of Whittlesea and to identify areas at risk of flooding. Council is currently completing work which will identify projects to reduce flood risk in key locations.



Why do we need to do more?

Water is fundamental in the City of Whittlesea, and the municipality also plays an important role in Melbourne's water cycle. This section highlights the key reasons why we need an integrated approach to water management in the City of Whittlesea.



A growing population and large growth areas

The population of the City of Whittlesea has grown significantly over recent years, and it is expected to continue to grow rapidly, with a 71 per cent increase expected by 2041. The creation of new urban areas impacts the water cycle in a range of ways, such as:

- More people needing water
- More wastewater created
- More hard surfaces (e.g. roofs and roads) creating more stormwater runoff that can pollute rivers and creeks, and cause flooding.



Preparing for more droughts

Climate change will influence all aspects of the water cycle in the future. Future climates are likely to be drier and hotter, increasing the chance that droughts will be more regular.

The Millennium Drought (1996-2010) resulted in extensive water restrictions being put in place in Melbourne, which had long-lasting impacts on the landscape and on the wellbeing of our communities. We were asked to use water sparingly, and gardens and open spaces became brown and dry. This reduced opportunities for enjoying the outdoors and impacted our health and the health of our environment.



Preparing for heavier rain events

Climate change is likely to change how our rain falls, with bigger downpours expected in summer, meaning that the risk of flooding will increase in some areas. Locally there have been several floods in recent years caused by intense downpours, including the summer flooding on 29 December 2016. On this day 40mm of rain fell in just 15 minutes, which was over 5 per cent of the total annual rainfall (720mm).





A range of challenges for our rivers and creeks

The municipality is positioned at the top of the catchments of three major waterways, Plenty River, Merri Creek and Darebin Creek, which all flow to the Yarra River and to Port Phillip Bay. The main challenges for waterways in the City of Whittlesea depend on where you live. In rural areas, some waterways and their tributaries have less water in them because water is taken for water supplies and agricultural irrigation. In urban and developing areas, creeks receive very large amounts of dirty stormwater off our roofs and roads, which pollutes the environment harming plants and animals, and creates changes to the natural flow.



The need for quality open space

Public open space, like parks, gardens, and sports grounds, are important to residents. Both the quality and the amount of public open space varies across our municipality. The Council waters some priority open spaces to keep them green, and this is how most of Council's water gets used. Most of that watering is on sports fields, while areas that are widely used by the community for walking, picnics and social gatherings are usually not watered. The use of water will increase in the future when new sports grounds and open spaces are created and when more watering is needed in a hotter, drier climate to keep areas green and enjoyable. The Council and partner agencies can keep open spaces green by using different sources of water and can also create new green landscapes that can hold and filter stormwater to help the environment.



The need for trees

The City of Whittlesea does not have as many trees as other parts of Melbourne. Some suburbs, including Lalor and Thomastown, have seen even more trees go as properties are sub-divided into multiple homes and trees are taken out. Trees in the community give homes to birds and animals, clean the air by removing pollutants, make the city more beautiful, and offer important shade and cooling during hot weather. Trees need water to remain healthy, and by using stormwater from roads and paved surfaces to water trees and gardens we can also filter pollution out of the stormwater. Using stormwater for watering trees and gardens is an important opportunity in the City of Whittlesea.



Agricultural areas that need water






The City of Whittlesea has large areas of rural land that support important agricultural economies, which could be further enhanced with access to water. With expected changes in climate, large areas of land in the City of Whittlesea will become more suitable for growing crops, potentially bringing new economic benefits to the area. Given how close the agricultural land is to the future development areas in the City of Whittlesea, there is potential to capture and reuse wastewater and stormwater from the housing developments as alternative water supplies for agriculture.



Our vision for the future

Our goal

By 2030, the City of Whittlesea will be leaders in the planning, use and management of water for the benefit of all.

	Outcome	Outcome indicators	Measures of success (10 year targets)
1	 Cleaner Our local waterways are healthy and clean	Improve the water quality of our local waterways	By 2030, Council will pro-actively maintain and budget for renewal and maintenance of all of its water assets to ensure they meet environmental standards, and are fit for the community's enjoyment and use.
2	 Greener Our priority urban and rural landscapes are green and healthy	Increase the proportion of public open space supported by alternative water sources	By 2030, at least 25 per cent of public open space will be supported by an alternative water source.
3	 Smarter Our community uses potable water for drinking and alternative water is available for all other purposes	Decrease in community potable water use Decrease in council potable water use	Community potable water use will be at least 5 per cent below the Victorian Government Target for per capita consumption. By 2030, Council potable water consumption will reduce by a further 20 per cent (on a kilolitre per capita basis).
4	 Prepared Our city is prepared for droughts and floods	Decrease local flooding impacts	Less than 2 per cent residential properties at risk of flooding in a 1 in 5-year rainfall event. Less than 10 per cent commercial and industrial properties at risk of flooding in a 1 in 10-year rainfall event.
5	 United Our community and partners value water and work together to improve water planning, use and management	Increase in community stewardship of water resources	By 2030, the Plenty River, Merri, Darebin and Edgars Creek will have vibrant and effective community stewardship* programs.

*Stewardship activities including enhancement plantings, litter and weed removal, citizen science, community co-design for revitalisation projects and the celebration of cultural identity and place.

Our priorities for action in your neighbourhood

See how the City of Whittlesea is growing:
vpa.vic.gov.au/greenfield/interactive-status-map/

The City of Whittlesea is a large and diverse municipality, broadly made up of three distinct geographical areas, established, growth and rural, each with its own characteristics. We have specific priorities for action in each of these areas.

Established areas e.g. Bundoora, Lalor, Mill Park, Thomastown, Epping and South Morang

These are older urban areas with well-used but aging infrastructure and facilities, low tree canopy cover, and less open space (compared with planned growth areas). Established areas are still experiencing growth and change as properties are sub-divided or redeveloped.

1 We will look after and expand our existing stormwater treatment systems, and deliver showcase projects, such as the revitalisation of a priority section of a waterway, and divert local stormwater to support our significant trees.

Growth areas e.g. Doreen, Mernda, Wollert, Beveridge, Donnybrook and designated growth areas

These are recently developed and future development areas. New facilities, infrastructure and open spaces have been planned into these developments, and often recycled water supplies and stormwater treatment systems have been included.

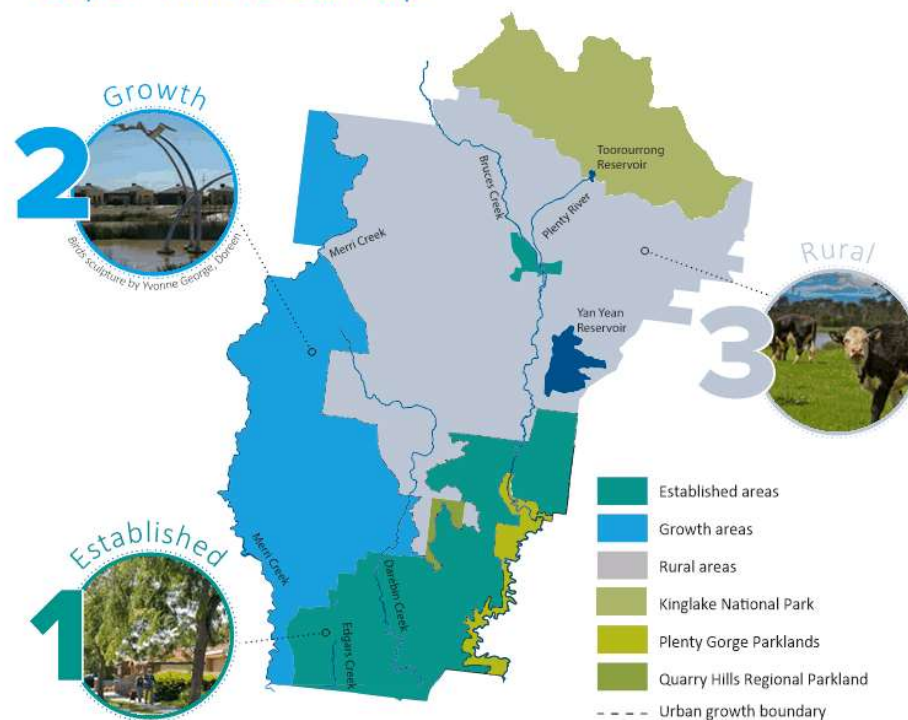
2 We will plan better outcomes from the start and create new solutions, for example we will work with homebuilders, developers and the Victorian Planning Authority to support better water outcomes in new developments.

Rural areas e.g. Eden Park, Humevale, Kinglake West, Woodstock and Yan Yean

These are rural areas that fall outside of the designated growth areas, with large areas of land used for agriculture and conservation. Rural landowners often play an active role in managing water on their properties.

3 We will support local agriculture and improve water management, for example we will support the extension of recycled water use for agriculture, and work with rural landowners to soak more rain into the ground by improving vegetation and soils, and improve flows to rural waterways.

City of Whittlesea map



Our priorities for action across the City

Toorourrong Reservoir, Whittlesea

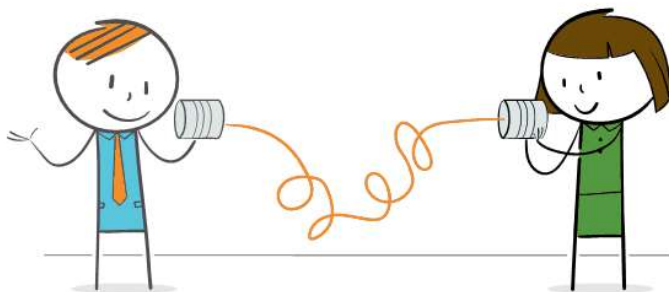


Setting up for success

Council will change the way it works to ensure our water assets, and those that are shared, are optimised. These changes will help us become cleaner, greener, smarter, more prepared and united in water management across the City of Whittlesea.

In changing the way we work, we will:

- Establish a water practitioners group to share knowledge, and work together to improve processes and find new solutions
- Establish the right resources to manage and deliver this Strategy
- Update the water asset register and review the watering practices and maintenance programs for Council's parks, wetlands, sports fields, and stormwater treatment systems
- Actively monitor and manage the watering of Council's public open space such as sports grounds and the green spaces around buildings
- Improve the knowledge and skills of our staff and community to achieve better water outcomes through the delivery of innovative pilot projects, new technologies and targeted education
- Complete flood mapping and embed the findings into Council's mapping and planning mechanisms
- Develop a planning amendment which recognises the inherent and unique environmental values of our rivers and creeks. This is called an environmental significance overlay
- Update the Urban Development Guidelines and resources to improve water management practices, employ strategies to cool our suburbs and make our neighbourhoods great places to live
- Review and update the Water Asset Design Standards for Council's buildings, roads and public open spaces such as parks, gardens and sportsgrounds
- Ensure our plans and policies consistently support the outcomes and actions of this Strategy
- Work with key agencies (listed on page 6) and our local community on water efficiency and waterway improvement projects (see actions under our 'United' outcome on page 18).





Cleaner

We will deliver these actions to help keep our waterways healthy and clean.

Asset renewal and innovation

- Renew and improve the performance of Council's existing water assets such as stormwater treatment systems and nature strip raingardens
- Renew and replenish existing wetland systems including Carlingford Reserve, Botanica Park Lake, Peter Hopper Lake, and others
- Use smart technology to control our watering systems and monitor waterway health.

Community partnerships

- Engage with rural landowners to:
 - improve flows to rural waterways
 - improve their management of natural floodplains.

Smart water quality monitoring

The City of Whittlesea is leading a Smart Cities pilot program that will use a network of sensors to better manage our waterways, parks and sports fields.

Working in partnership with local schools and libraries, we installed water quality sensors to help protect platypuses in the Plenty River from stormwater pollution. This project was funded by Melbourne Water.

We also have water level sensors in other waterways to monitor flooding which could assist in early flood detection. We plan to extend the use of sensors across our City.



Plenty River, by Vanessa Bluett





Greener

We will deliver these actions to ensure our priority urban and rural landscapes are green and healthy.

New works and innovation

- Renew and expand existing stormwater harvesting systems including Melbourne Markets Wetland, Painted Hills Recreation Reserve, and others
- Help water our River Red Gums through diverting local stormwater to water the trees, and smart watering controls
- Build new and expand existing stormwater harvest systems in suitable locations, such as Mill Park Lakes
- Divert stormwater from roads and carparks to water trees, nature strips and parks where this would help both flooding control and irrigation needs.

Partnership projects

- Plant more vegetation along local creeks with Melbourne Water and local waterway management committees
- Work with developers to deliver improved and innovative water management solutions in their estates
- Engage with rural landowners to soak more rain into the ground by improving vegetation and soils.

Rural landowners can retain existing locally native vegetation to preserve habitat and biodiversity links. Find out more: whittlesea.vic.gov.au

Stormwater harvesting at the Melbourne Markets

Built during the Millennium Drought (1996-2010), the Melbourne Markets Stormwater Harvesting project supports a large wetland, ponds for Growling Grass Frogs and the watering of local sports fields.

Stormwater harvesting projects like these are a great way to save potable water and also prevents our waterways from becoming too flooded. We are currently investigating other local projects.

Melbourne Markets project was made possible through Victorian and Australian Government funding.



Local stormwater will protect our River Red Gums



Smarter

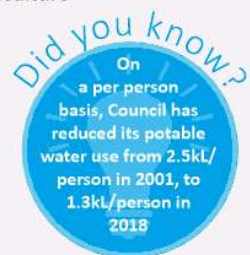
We will deliver these actions to help us conserve potable water for drinking purposes, and have alternative water available for all other purposes.

New works and innovation

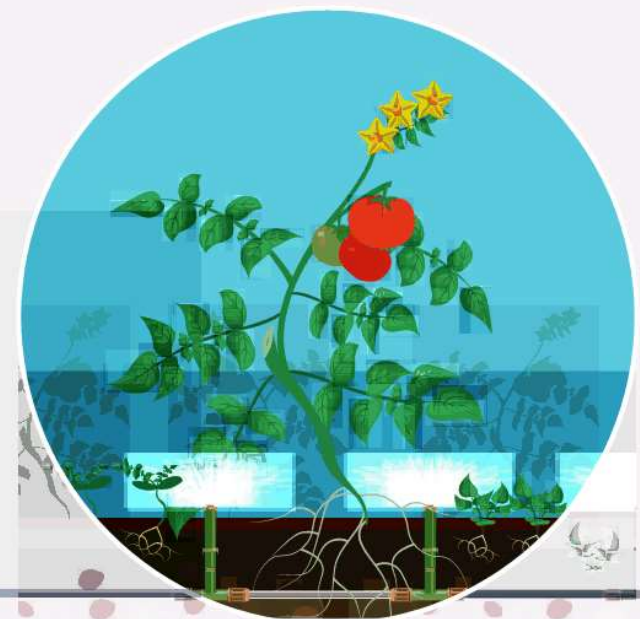
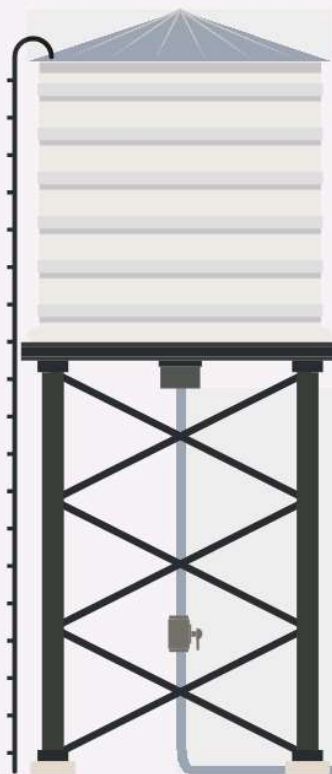
- Work with Yarra Valley Water to extend the recycled water supply to key sites, such as Houston Street Depot where we grow trees and plants for our streets and parks
- Map opportunities for potential new stormwater harvesting systems in the growth areas
- Embed the principles of leading water management practise (i.e. Integrated Water Management) into facility design and masterplans.

Partnership projects and advocacy

- Develop a demonstration site for household water saving and other sustainable technologies
- Work with Yarra Valley Water to investigate how recycled water supplies could be used for agriculture
- Work with developers to include water harvesting for industrial, commercial, and larger residential development
- Advocate to the Victorian Government for more ambitious targets for potable water use reductions.



To learn more about saving water at home, visit Yarra Valley Water's website yvwm.com.au/help-advice/saving-water





We will deliver these actions to help our city prepare for droughts and floods.

New works and innovation

- Work with developers and home builders to manage local flood levels, by installing smart rainwater tanks and use stormwater offset schemes, particularly in established areas where blocks are being subdivided or redeveloped
- Use the flood mapping data to inform new builds and works to reduce flooding and its impacts
- Install water play in suitable urban parks, creating cool spaces for play during hot times.

Check out Melbourne Water's website to learn more about our water cycle melbournewater.com.au/community-and-education/about-our-water



Partnership projects and advocacy

- Engage with our community on flooding issues
- Advocate for residential water saving initiatives including smart water meters, lower water use targets, community grants and education
- Engage with rural landholders to improve open floodplain management
- Plan for better water outcomes in new developments along Plenty River, Darebin Creek, and other significant waterways in our region.

Smart rainwater tanks

The Internet of Things has opened up great possibilities for controlling collection and release of rainwater. Council is trialling smart rainwater tanks at Mill Park Library that will provide rainwater for irrigation, and reduce flooding in the Plenty River. They do this by emptying themselves before heavy rain events so that they can absorb as much rain during storms, avoiding runoff into waterways.

These smart rainwater tanks can also be used in the home, they do all the things a normal tank does and much more, for instance they can be programmed to deliver the right amount of water to your plants in dry hot weather.



United

Together with our partners, these actions will help our community and partners to value water and work together to improve water planning, use and management.

They will be delivered in partnership with those who influence our water cycle, such as Melbourne Water, Yarra Valley Water, Department of Environment, Land, Water and Planning, Victorian Planning Authority, the Merri Creek and Darebin Creek Management Committees, the Wurundjeri Land Council, Whittlesea Community Connections, tertiary and adult learning institutions, local business groups, government bodies, and many other local business and community representatives.

Community and partnership projects

- Develop household water saving education initiatives and materials that support our residents to improve their water practices at home

- Provide water focused community education and upskilling programs e.g. communities monitoring the health of our creeks and rivers
- Improve our public places along key waterways together, for example redesign and revitalise the concrete drain sections along Darebin and Edgars Creeks, and connect walking and cycling pathways from Yan Yean Reservoir to Plenty Gorge
- Develop recycled water use in agricultural and industry practices through the Whittlesea Community Farm Collective partnership project. The Farm will showcase the use of recycled water; provide volunteering, education and employment opportunities; and grow and provide fresh food to the local food relief network
- Increase Creek Management Committees' action in the City of Whittlesea
- Establish a Plenty River Management Committee
- Together with our partners, develop and implement an innovative plan for integrated water management for the Upper Merri Creek sub-catchment.

Advocacy

- Advocate for stronger integrated water management requirements in the State Planning Provisions, the Victorian Planning Authority Guidelines, and Precinct Structure Plans
- Advocate to the Victorian Government to protect strategic agricultural land, and strengthen the focus on water in our natural rural areas through the Green Wedge Management Plan
- Advocate to the Essential Services Commission, Yarra Valley Water and Victorian Government to fund the extension of recycled water to support agriculture.



Indigenous values in water management

We are working with Traditional Custodians (Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation) and other partners to create a pathway to embed indigenous values (cultural flows) in the management of the Upper Merri Creek. Cultural flows are water flows that improve the spiritual, cultural, environmental, social and economic conditions of Traditional Custodians on their Country.

What will this look like? It might be that indigenous stories and artworks are shared in public spaces, that opportunities to grow and harvest native plants and produce become local businesses, that the Woi wurrung language is adopted for naming of natural features or streets, that Traditional custodians continue their cultural practices and connections around land and waterways on Country. For further information visit uppermerriecreek.com.au

You can get involved by joining a local water group! Browse from over 15 environmental groups on the City of Whittlesea's community directory whittlesea.vic.gov.au

See what Council is currently advocating for: whittlesea.vic.gov.au

Monitoring our progress

Council will create a working group of skilled leaders and technical experts to deliver the actions of this Strategy. Together we will monitor our progress against our measures of success at least once every Council term (4 years). This will allow us to monitor trends, celebrate achievements, recognise efforts and identify areas for further improvement.

The Strategy will be reviewed in 2025 and 2030 at which time the water needs and aspirations for the City of Whittlesea will be re-assessed for appropriate action.



Water (detail) from the Valuing Biodiversity Art Trail by Al Stark, Norris Bank Play Space, Bundoora

19

Mill Park Lakes, South Morang

Street address

Council Offices
25 Ferres Boulevard
South Morang VIC 3752

Call us

Phone: 9217 2170
National Relay Service: 133 677
(ask for 9217 2170)
Free telephone interpreter service: If you speak a language
other than English, please call 131 450

Email us

info@whittlesea.vic.gov.au

Visit our website

whittlesea.vic.gov.au

Postal address

City of Whittlesea
Locked Bag 1
Bundoora MDC VIC 3083



**City of
Whittlesea**

Free telephone interpreter service
 131 450

ITEM 6.4.4 FOR DECISION - TRAFFIC MANAGEMENT - MASONS ROAD

Attachments:	1	Surrounding Land Use Map ↓
	2	Community Consultation to Date ↓
	3	Traffic Management Plan ↓
	4	Community Feedback Summary ↓
Responsible Officer:	Director Infrastructure and Environment	
Author:	Project Manager	

RECOMMENDATION SUMMARY

THAT Council resolve to:

1. Endorse the proposal for 15 speed treatments along Masons Road to reduce traffic volumes, vehicle speeds, and improve road safety.
 - a. Include the works into the 2020/2021 new works program Mid-Year Budget review process for consideration, or
 - b. Include into the 2021/2022 annual Budget approval process for delivery.
2. Review the effectiveness of the traffic treatments in delivering the desired outcomes 24 months after installation.
3. Not proceed with options for the full road closure, one-way treatment, or modified T-Intersection on or along Masons Road at this time.
4. Note the extensive consultation process undertaken and significant community engagement and feedback received in arriving on this outcome.
5. Write to the head petitioner advising of the Council decision on this matter.

BRIEF OVERVIEW

Traffic management on Masons Road has been an ongoing issue for residents due to rapid development in the area. Traffic volumes have increased from under 100 vehicles per day (vpd) in the late 1990's to approximately 4,200vpd in the urbanised section between Plenty Road and Sumner Drive and 850vpd in the unsealed section west of Texel Drive as of January 2020 causing increasing risk and amenity issues requiring resolution.

RATIONALE FOR RECOMMENDATION

The proposal to install raised pavements in Masons Road has proven to be the most supported approach with the community of all 3 proposals. In other locations raised pavements have been successful in reducing speeds, improving safety and deterring traffic volumes, thereby improving residential amenity.

IMPACTS OF RECOMMENDATION

The traffic intervention treatments will have the impact of reducing speeds, traffic volumes and Increased amenity and road safety outcomes.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Council will continue to monitor traffic conditions in Masons Road and review 24 months after the installation of the raised pavements and changes to the arterial road network are complete.

REPORT**INTRODUCTION**

The purpose of this report is to present the community consultation results and outcomes of the recent one-way trial and consider the traffic management options for Masons Road Mernda/Wollert.

BACKGROUND

Masons Road is an east-west connection between Epping Road and Plenty Road on the urban growth boundary, north of Bridge Inn Road, and was originally constructed for farm access. It consists of a 4km unsealed rural western section that abuts the green wedge zone and Hanson Quarry and Landfill, and a 2.4km sealed urban eastern section that abuts the urban growth boundary and rural conservation zone.

Refer Attachment 1 for a land use map.

Traffic management on Masons Road has been an ongoing issue for residents and Council due to development in the area. Traffic volumes have increased from under 100 vehicles per day (vpd) in the late 1990's to approximately 4,200vpd in the urbanised section between Plenty Road and Sumner Drive and 850vpd in the unsealed section west of Texel Drive as of January 2020. This is the result of:

- Development of the surrounding areas such as Mernda and Doreen creating more demand for traffic movements in the area;
- Ongoing State Government works on Plenty Road and development works along Bridge Inn Road causing delays, and thus residential and development related traffic are seeking alternative routes; and
- Limited alternative east/west connections within the municipality which current projects such as the O'Herns Road upgrade, O'Herns Road Diamond Interchange and Findon Road Extension will seek to address.

This increased traffic demand has resulted in an increased rate of deterioration of Masons Road and an annual maintenance cost on the unsealed section of approximately \$175,000, significantly higher than other unsealed roads across the municipality. Additionally, the increase in traffic has resulted in a decrease in residential amenity in both the sealed and unsealed sections of Masons Road due to the dust, speeding vehicles, traffic and rapid degrading of the unsealed gravel road surface.

INITIAL OPTIONS ANALYSIS

Following a single vehicle fatality crash in August 2018, Council undertook a traffic study, including an independent road safety audit and a strategic analysis of road use, on Masons Road to determine how to address the ongoing issues with the road.

The Road Safety Audit made 28 recommendations for the unsealed section and 20 for the sealed section. These recommendations commonly related to protection of roadside hazards, installation of signage, and the trimming of trees. The high-risk recommendations have been actioned or are scheduled for action in the 2020/21 delivery year. \$120,000 has been expended so far on high risk recommendations and remaining works are estimated at \$100,000. Other accepted recommendations will progress over the next 3 years, and remaining works are estimated to cost \$250,000.

Sealing or urbanising Masons Road was investigated and detailed in the 7 May 2019 Council Report but it was deemed cost-prohibitive and advised that any funding, advocacy, or effort is best prioritised towards the upgrading the key arterial Bridge Inn Road rather than duplicating arterial roads in close proximity. It was also found that upgrading Masons Road would increase both traffic speeds and volumes, creating further safety issues and challenges for Masons Road residents.

At its meeting of 7 May 2019 Council resolved to commence the process to create a closure point on Masons Road as per section 12 of the Road Management Act (2004) and seek community consultation and feedback. This commenced a series of public consultation that determined Council's direction and proposed treatments for Masons Road.

CONSULTATION

Three rounds of consultation have been undertaken to date, each responding to community feedback and refining the proposal further based on community's views.

These are outlined in Attachment 2 and discussed below.

Road Closure

Following an extensive consultation process including establishment of a committee of Council comprising the Mayor and North Ward Councillors, Council resolved (1 October 2019) to suspend the road closure proposal, due to strong community and emergency services opposition, and trial the effectiveness of a one-way travel restriction. This limited a 3km unsealed section of Masons Road, between Epping Road and Wilkes Court, to one-way eastbound traffic only. This trial was in place between 3 February 2020 to 3 August 2020.

One-way Trial

The one-way trial was effective at reducing traffic volumes on the unsealed section of Masons Road. Two rounds of traffic surveys in April and July 2020 showed that the traffic volume reduced by approximately 80%, of which 60% was attributable to the one-way restriction on Masons Road. The remaining 20% is attributed to the COVID pandemic and seasonal factors impacting the results. This was determined by taking controlled surveys on other local roads in the area to control for the pandemic.

Community consultations undertaken in July 2020 showed that there was widespread community objection to the one-way treatment on Masons Road. Additionally, residents on the sealed section of Masons Road between Plenty Road and Texel Drive raised concerns of speeding traffic and requested raised pavements in this section as well. This approach was further supported by the feedback and input received from a series of four online community forums held on 29 July 2020.

Based on these community consultation and feedback avenues, it was determined to further investigate alternative treatments for the sealed section of Masons Road that might contribute to the overall reduction of impacts to residents, both on the gravel section of Masons Road and those on the sealed section.

Raised Pavements and Modified T-Intersection

In response to the July 2020 community consultation, our Engineering Teams developed a series of traffic management device options designed to achieve the desired outcomes in a less intrusive manner than the one-way or proposed road closure options. This included 15 raised pavements on the sealed section of Masons Road (to reduce speeds and deter traffic) and modifying the Masons Road/Pearsons Road intersection with a change in priority direction to prevent westbound through movements (an option suggested for consideration by Victoria Police in their original submission to Council's road closure option).

The modified T-intersection change in direction limited the travel impact to a reduced 1km detour, in contrast to that of the more significant 11km one-way trail detour option.

This proposal was put to the community in September 2020 to gain feedback and determine the level of community and emergency services support.

The community consultation showed that 79.2% of residents that live on Masons Road (n=48), and 47.1% of the wider community (n=295), are supportive of the raised pavements. This demonstrates support in addressing the safety and amenity concerns of the residents living on the sealed section of Masons Road, over the inconvenience that the raised pavements will cause to the broader community preferring Masons Road as a cut through road, of which is not as intended. Plans showing the proposed raised pavement treatments are available in Attachment 3.

Further, the community consultation also showed that 39.6% of residents that live on Masons Road (n=48) and 10.9% of the wider community (n=293) are supportive of the modified intersection change in direction. The disparity between the feedback from those on Masons Road with those not on Masons Road demonstrates the treatment will cause more inconvenience to the wider community than those living on Masons Road, discouraging its use as a through road.

There was strong and opposition for the proposed change to the intersection from the majority of Masons Road residents (including the receipt of a petition signed by 112 residents) including those from Lockhart Street who were concerned for the impacts of having the detoured traffic utilising their street, particularly on the families with young children along the road.

Following discussions with the head petitioner, it has been confirmed that the petition opposes the modified T-intersection at Pearsons Road along the sealed section of Masons Road but does support the installation of the raised pavements, a road closure at a location along the unsealed section or the reinstatement of the one way travel restriction.

The petition verbatim requested the following:

“reconsider the changes to Masons Road closure due to safety and inconvenience concerns of residents of Masons Road and nearby streets. We support the speed humps, however the road closure of Masons Road along with detour we do not support. We would also support the road being closed or restricted to one way as it was during the trial in 2020. However residential access to Masons Road from Pearsons Road needs to remain open to home owners.”

Feedback on the proposal from emergency services has been mixed. The raised pavements are not supported by the CFA and Ambulance Victoria, indicating that speed reduction treatments slow down response times in the event of an emergency. The modified intersection has been opposed to by the CFA, even with access for emergency services being exempted, but supported by Ambulance Victoria.

As mentioned above, the original submission from Victoria Police with regards to Council's initial road closure option indicated that their preference was for Council to first look at engineering options for treating the sealed section of Masons Road with appropriate speed and road safety methods, including potential changes to priority direction, be considered along the sealed section of Masons Road before a major road closure is considered.

It is acknowledged that there have been responses that indicate a preference to construct Masons Road between Epping Road and Plenty Road as an alternative to Bridge Inn Road. This proposal emphasises the wider expectation of using Masons Road as an alternative east-west connection and does not align with all resident views living along the sealed section of Masons Road or the strategic priorities for the road network in this area and will therefore undermine advocacy for the improvement of Bridge Inn Road.

A summary of the consultation results is provided in Attachment 3

PROPOSAL

Given the outcomes of the community consultation, the petition received, and the effectiveness of raised pavements, it is recommended to proceed with the installation of the 15 raised pavements from savings in the 2020/21 or as part of the 2021/22 new works program. The estimated cost is \$225,000. The road closure, one-way, and modified intersection is not recommended to proceed at this time based on the strong views of the community.

Council's Traffic and Transport Engineers have undertaken a review and an analysis of the effectiveness of raised pavements (speed humps) for reducing speed and cut through or 'rat running' traffic, where this treatment has been applied in other streets within the municipality. This evaluation showed that the operating speeds, where 85% of the traffic are travelling at or below is reduced on average by 12km/h and traffic volumes decrease (on average) by approximately 40%.

Other considerations with regards to current and future transport infrastructure works occurring in this section of the municipality include the Department of Transportations (DoT) upgrade to Plenty Road Stage 2 works and significant developer works ongoing along Bridge Inn Road. Further South, Council is underway with constructing the Findon Road extension project that will create our major East/West connection across the municipality that links into the upgraded O'Herns Road diamond interchange also currently under construction. These major transport upgrades and connections will have a significant impact on the traffic movements of our residents in the near future and will likely reduce the current demands placed on Masons road as a preferred cut-through road alternative.

It is recommended that where the 15 raised pavements option is endorsed, that an evaluation of their effectiveness occurs in 24 months' time, once these and other works are completed, to determine how these treatments have impacted on traffic movements, before any further road closure, one way or alternative traffic treatments are revisited.

FINANCIAL IMPLICATIONS

A total of \$225,000 is estimated to be required for the construction of 15 Long Ramp Raised Pavements in the existing urban sealed section of Masons Road. This can be funded through savings in the 2020/2021 program and considered in the mid-year Budget review process, or considered in the 2021/22 new works program annual Budget process.

POLICY STRATEGY AND LEGISLATION

Road Management Act (2004)

City of Whittlesea Road Safety Strategy (2017):

Address safety of all road and path users.

Address driver behaviour and attitude towards vulnerable road users: pedestrian, cyclists and cyclists and motorcyclists.

City of Whittlesea Bicycle Plan 2016-2020:

Key Direction 3: Build and maintain a high quality network.

City of Whittlesea Integrated Transport Strategy (2014):

Action RF 2.2: Manage local roads to improve amenity and safety for users.

LINK TO STRATEGIC RISKS

Strategic Risk *Health, Safety and Welfare - Failure of safety and risk management systems resulting in serious injury or harm to staff or member of public*

The current traffic conditions on the urban section of Masons Road see a significant and increasing number of motorists travelling on and exceeding the speed limit. This presents a risk to the community due to the increased risk and impact of road trauma and negative amenity impacts

Strategic Risk *Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing*

Council needs to ensure that the local road and transport network is safe to use and meets community expectations for use, safety and amenity.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	Liveable neighbourhoods
Key Direction	Smart, connected transport network

Council's primary East/West connection in this area of the municipality is Bridge Inn Road. The encouragement of traffic to utilise the key connections throughout the municipality, and not cut through residential areas that are not designed for the volume of traffic, is critical to creating liveable neighbourhoods, and provide for a smart and well-connected transport network.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

Masons Road services a diverse segment of our community with contrasting views on how best to address the challenges of road safety, vehicle volumes, amenity, and appropriate maintenance levels along its length. Council has undertaken three rounds of community consultation and engagement with the local community and emergency services over approximately 18 months, refining the traffic management proposals based on community feedback in order to determine the preferred method of addressing the challenges presented.

Each proposal has been supported by some sections of the community and strongly opposed by others. The proposal that has received the most support and is considered to be appropriate in delivering effective outcomes with the minimal impact on directly affected residents is the installation of 15 raised pavements along the sealed section of Masons Road.

RECOMMENDATION

THAT Council resolve to:

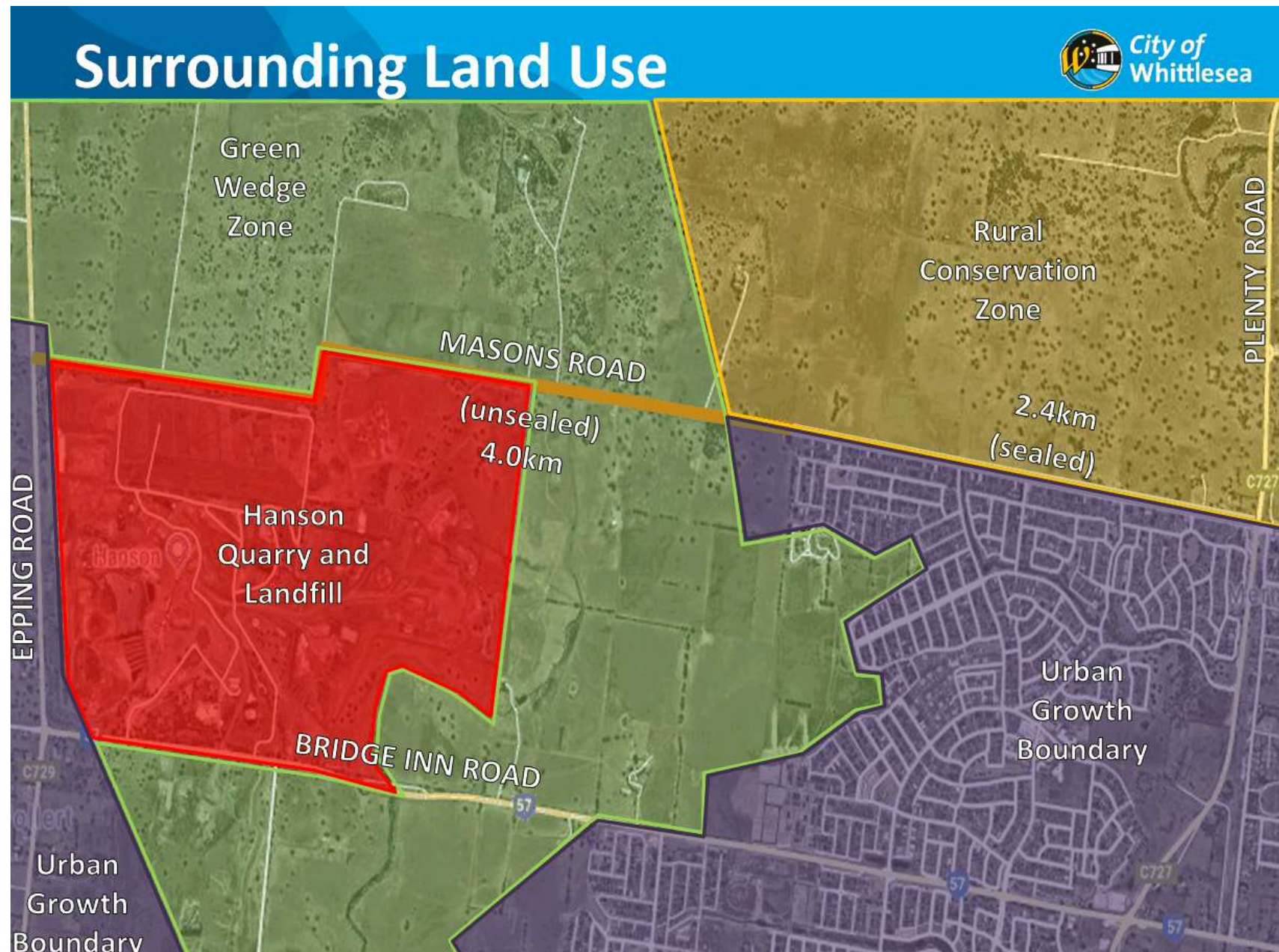
1. Endorse the proposal for 15 speed treatments along Masons Road to reduce traffic volumes, vehicle speeds, and improve road safety.
 - a) Include the works into the 2020/2021 new works program Mid-Year Budget review process for consideration, or
 - b) Include into the 2021/2022 annual Budget approval process for delivery.
2. Endorse the proposal for 15 speed treatments along Masons Road to reduce traffic volumes, speeds, and to improve road safety, and for this to be included into the 2020/21 new works program Mid-Year Budget review process where saving can be found or included in the 2021/2022 annual Budget approval process for delivery.
3. Review the effectiveness of the traffic treatments in delivering the desired outcomes 24 months after installation.
4. Not proceed with options for the full road closure, one-way treatment, or modified T-Intersection on or along Masons Road at this time.
5. Note the extensive consultation process undertaken and significant community engagement and feedback received in arriving on this outcome.
6. Write to the head petitioner advising of the Council decision on this matter.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*
SECONDED: *Administrator Duncan*

THAT Council resolve to adopt the Recommendation.

CARRIED UNANIMOUSLY



Attachment 2 – Summary of Masons Road community consultation to date

Consultation	Community Responses	Community View	Council's Response
July 2019 - Road Closure	83	<ul style="list-style-type: none"> - 84% of residents living on Masons road sealed section preferred the road closure. - 83% of residents living in Wilkes court preferred the road to remain open - 75% of online survey respondents preferred the road remain open - 100% of emergency services respondents preferred the road open. Victoria Police suggest speed/road safety treatments and change in priority along the sealed road section to address concerns. - Significant number of responses wanted the road fully constructed as a rural connector road 	<ul style="list-style-type: none"> - Carry out one-way trial as an alternative measure first. If one way is effective keep open as one way. If not reconsider closure.
July 2020 – Feedback at conclusion of one-way trial	114	<ul style="list-style-type: none"> - 8% support the one-way option - 13% support road closure - 43% return to 2 way as gravel road - 36% (write in option) return to 2 way and road fully constructed as a rural connector road - Strong comments advocating for improved road safety in the sealed section of the road, both in community meetings and survey responses. 	<ul style="list-style-type: none"> - Investigate and consult on various traffic management treatments in the sealed section - Postpone road closure until assessment and consultation occurs of traffic management devices
September 2020 - Traffic Management Devices (including speed humps and change in priority T-intersection) consultation along sealed section	262 (in addition, a petition received from 112 residents)	<ul style="list-style-type: none"> - 80% of Masons Road residents support raised pavements - 47% of wider community support raised pavements - 40% of Masons Road residents support modified T-intersection change in priority at Pearsons Road - 112 residents petition opposes the modified T-intersection at Pearsons Road proposal - 10% of overall community support modified T-intersection - Significant number of comments to seal the road 	<ul style="list-style-type: none"> - Officer's recommend to proceed with raised pavements to reduce speeds and improve road safety along the sealed section and evaluate the deterrent impact of through traffic along the length of Masons Road.



LAYOUT 1 - END OF SEAL TO PEARSONS ROAD



LAYOUT 2 - PEARSONS ROAD TO SUMNER DRIVE



City of Whittlesea

MASONS ROAD, MERNDA
TRAFFIC MANAGEMENT PLAN
OVERVIEW 1

DRAWN
VERSION
SCALE
SHEET

NOVEMBER 2020
4
1:2,500 @ A3
1 OF 3



LAYOUT 3 - SUMNER DRIVE TO PLENTY ROAD

DEVICE LOCATION SUMMARY		
DEVICE NUMBER	TYPE	LOCATION
1	RAISED PAVEMENT	418 MASON'S ROAD
2	RAISED PAVEMENT	428/430 MASON'S ROAD
3	RAISED PAVEMENT	436/ 438 MASON'S ROAD
4	RAISED PAVEMENT	448/ 450 MASON'S ROAD
5	RAISED PAVEMENT	460/ 462 MASON'S ROAD
6	RAISED PAVEMENT	472/ 474 MASON'S ROAD
7	RAISED PAVEMENT	484/ 486 MASON'S ROAD
8	RAISED PAVEMENT	504/ 506 MASON'S ROAD
9	RAISED PAVEMENT	516/ 518 MASON'S ROAD
10	RAISED PAVEMENT	540/ 542 MASON'S ROAD
11	RAISED PAVEMENT	552/ 554 MASON'S ROAD
12	RAISED PAVEMENT	566/ 568 MASON'S ROAD
13	RAISED PAVEMENT	592W MASON'S ROAD
14	RAISED PAVEMENT	614/ 616 MASON'S ROAD
15	RAISED PAVEMENT	626W MASON'S ROAD



City of Whittlesea

MASON'S ROAD, MERNDA
TRAFFIC MANAGEMENT PLAN
OVERVIEW 2

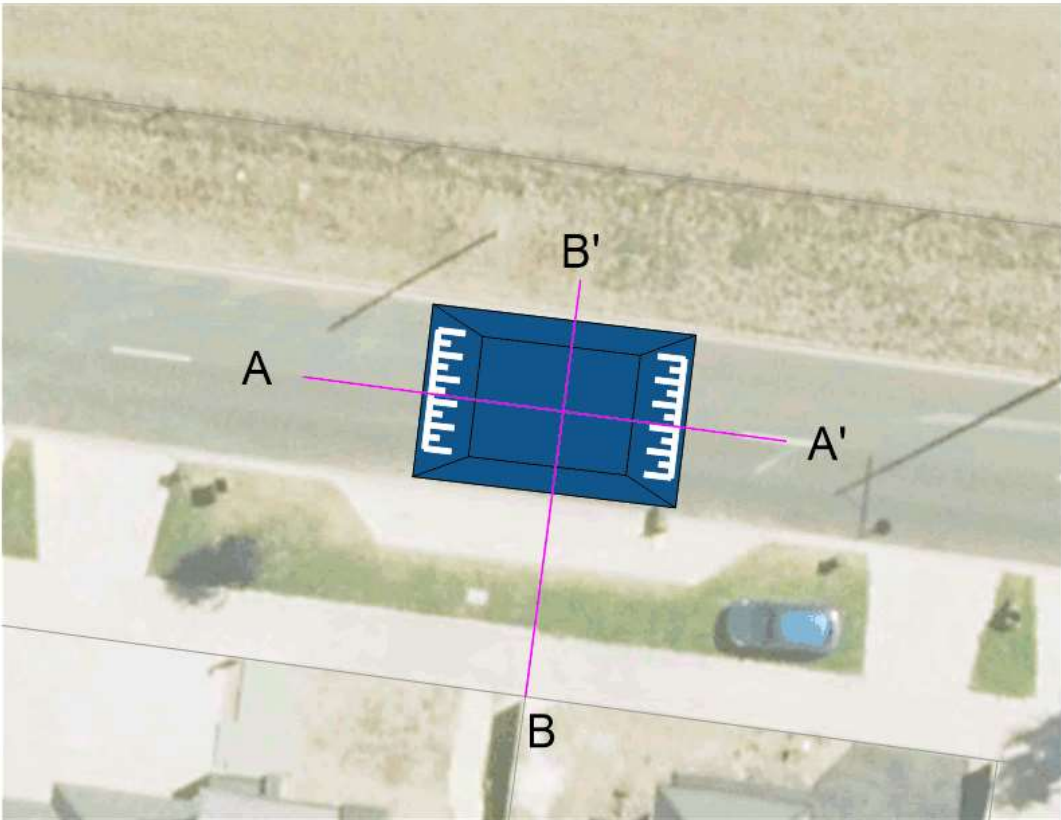
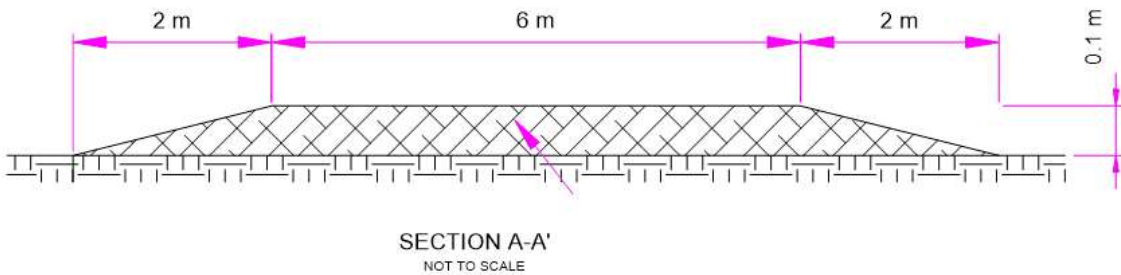
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NOVEMBER 2020
4
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2 OF 3

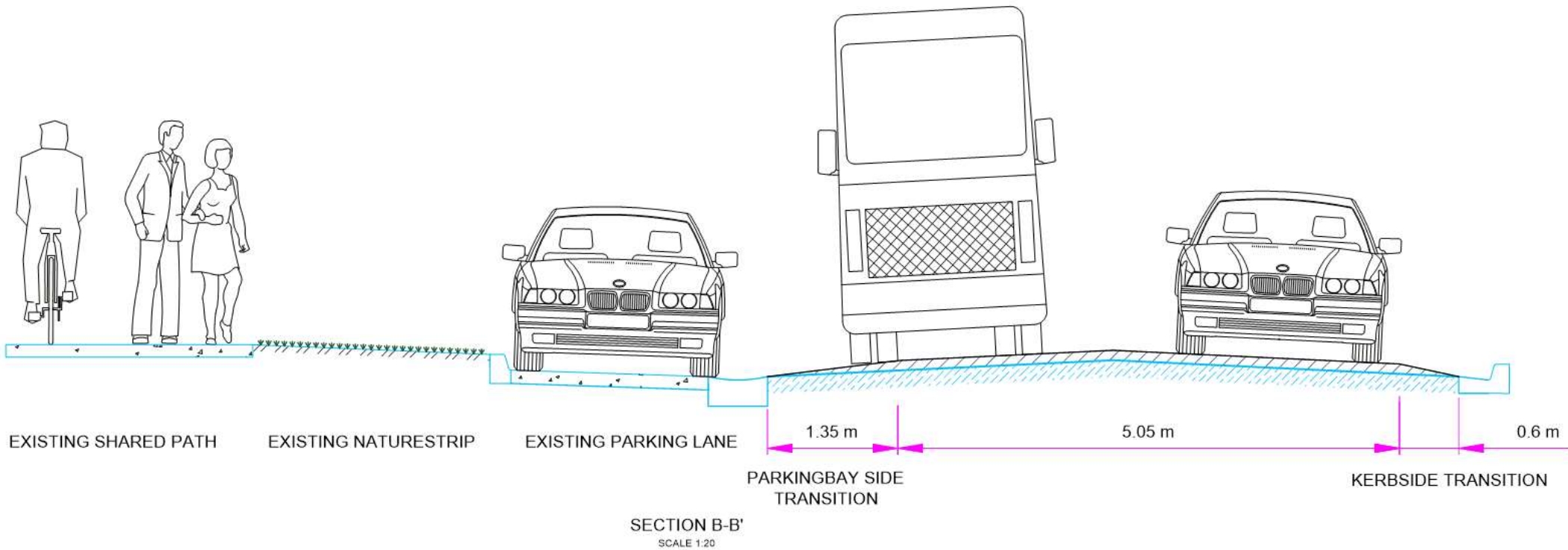


MASONS ROAD, MERNDA
TRAFFIC MANAGEMENT PLAN
RAISED PAVEMENT DETAIL

DRAWN NOVEMBER 2020
VERSION 4
SCALE 1:2,500 @ A3
SHEET 3 OF 3



RAISED PAVEMENT
OVERVIEW DETAIL
SCALE 1:250



Masons Road Traffic Management – Summary of community feedback

Q1. Did you live at your current address prior to the Masons Road one-way trial, which came into effect on 3 February 2020?		
	Number	Percentage
Community		
Yes	279	95.2%
No	14	4.8%
Masons Road residents		
Yes	49	100%
No	0	0%

Q2. Do you support the proposal to install 15 raised pavements on Masons Road to help reduce traffic speeds and vehicle volumes?		
	Number	Percentage
Community		
Yes	139	47.1%
No	156	52.9%
Masons Road residents		
Yes	38	79.2%
No	10	20.8%

Q3. Do you support the proposal to install a modified T-intersection at Pearsons Road, preventing vehicles from continuing west along Masons Road?		
	Number	Percentage
Community		
Yes	32	10.9%
No	261	89.1%
Masons Road residents		
Yes	19	39.6%
No	29	60.4%

Q4. Would you accept a slight increase in travel time along Masons Road if it results in improved safety and a reduction in vehicles using Masons Road as a cut-through to Epping Road?		
	Number	Percentage
Community		
Yes	128	43.8%
No	164	56.2%
Masons Road residents		
Yes	27	56.3%
No	21	43.7%

Note: Any blank responses have not been included in the total sum.

6.5 CORPORATE SERVICES AND PERFORMANCE

ITEM 6.5.1 FOR DECISION - COOPER STREET WEST RESOURCE RECOVERY HUB - SHORTLIST OF EXPRESSION OF INTEREST PROCESS FOR LEASE OF COUNCIL LAND AT 480 COOPER STREET, EPPING

Attachments:

- 1 **Site Plan** [↓](#)
- 2 **CSRRH Hub Plan** [↓](#)
- 3 **Summary of Submissions - Confidential**

This Attachment has been designated as confidential information under section 66(5) of the Local Government Act 2020 on the grounds that it contains details relating to private commercial information, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. The attachment contains EOI submissions and financial details provided to Council in confidence. The release of this information could reasonably be expected to prejudice the commercial position of the persons who supplied the information or to confer a commercial advantage on a third party.
- 4 **Proposed Property Allocation** [↓](#)

Responsible Officer: Director Corporate Services and Performance

Author: Senior Property Officer

RECOMMENDATION SUMMARY

1. Endorse the two shortlisted Applicants (Re Purpose-It and Suez, Ecodynamics, Smart Recycling, Salvos Stores Consortium) from the expression of interest process to negotiate leases for the site (for food organics and garden organics, and other waste recycling activities).
2. Continue negotiation with the Applicant that is awarded contract number 2020-26 for Food and Organics Waste Disposal and Processing (to be awarded at this Council meeting) for a lease of the two northern sections of the site including quantification of 'in-kind' financial benefits to Council.
3. Continue negotiation with the other shortlisted Applicant for a lease of the two southern sections of the site for waste recycling activities including quantification of 'in-kind' financial benefits to Council.
4. Report back to Council on the proposed leases and to seek approval to undertake community engagement in respect of the proposed leases as required under s 115(4) of the *Local Government Act 2020*.

BRIEF OVERVIEW

- Council currently leases its land at 480 Cooper Street, Epping (to Ecodynamics) for the purposes of timber and green waste recycling and this lease is expiring in 2021.
- Council officers invited industry specialists to an information session and provided a high-level understanding of the existing conditions and constraints relevant to Council owned property within the Cooper Street Hub. Submissions to lease were received from Re Purpose-It (RPI) and the SESS consortium (Suez, Ecodynamics, Smart Recycling, Salvos Stores (SESS)) for the future use of 480 Cooper Street, Epping.

- Leases would be granted in conjunction with the award of Council's Food and Organics Waste Disposal and Processing (FOGO) tender.

RATIONALE FOR RECOMMENDATION

- The lease will run concurrently with the party awarded Council's FOGO Tender. The balance of land (not used for green waste processing) will remain available (via EOI) to the existing tenancies currently operating on-site and will be subject to another Council report in early 2021.
- Applicants have confirmed that in-vessel green waste processing can be established within 12-18 months if awarded Council's FOGO Tender.

IMPACTS OF RECOMMENDATION

Failure to secure suitable leases on Council's land holdings could potentially limit the 'in-kind benefits' (drop-off of green waste and other materials, processing of contractor materials such as parks maintenance green waste) offered to Council, its contractors and ratepayers.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

- Council officers will liaise with the two shortlisted applicants with the intent of reaffirming their lease offer and codifying in-kind benefits and capital investment.
- Further reports will be prepared seeking Council's approval to invite public submissions on the proposed lease *under Sections 115 of the Local Government Act 2020*.

REPORT

BACKGROUND

Council presently holds two lease agreements within the Cooper Street Waste & Resource Recovery Hub (CSRRH) (*Attachments 1 and 2*). The expiry of these leases in 2021 presented Council with an opportunity to reflect on the contribution its significant land holdings within the Cooper Street Hub could make to our local and regional environmental outcomes. To this end it was decided that an Expression of Interest (EOI) process would be used to identify the most suitable lessee(s) for the site.

An information session was held for industry specialists which provided a high-level briefing on the existing conditions and constraints relevant to Council owned property within the CSRRH. Each attendee was also provided with a suite of documents and encouraged to submit an EOI by 5 February 2020.

Whilst seven submissions were received in response to the campaign, only four applications were shortlisted as viable candidates (which was later reduced to three) (Attachment 3).

For the purposes of this report, Council is only being asked to consider the submissions received in response to the future use of 480 Cooper Street, Epping, and the granting of a lease in conjunction with the award of Council's FOGO tender. The tender, being contract number 2020-26, will be awarded at the same council meeting as this report is being considered.

The following table shows which Applicant's proposed uses are likely to provide in-kind benefits at 480 Cooper Street, Epping.

Cooper Street Hub EOI In-Kind Benefit Assessment Matrix

PROPOSED SITE USES	COOPER STREET			O'HERNS A			O'HERNS B			O'HERNS C		
	SESS	RPI	ACM	SESS	RPI	ACM	SESS	RPI	ACM	SESS	RPI	ACM
FOGO: Open windrow	Existing											
FOGO: In-vessel		Proposed		Proposed								
Liquid grease trap waste	Existing											
Timber recycling	Existing	Proposed										
Timber recovery	Existing											
Soil blending		Proposed										
C&D materials				Proposed				Existing		Proposed		
Retail [garden]		Proposed										
Retail [DIY]	Existing											
Transfer station	Existing	Proposed		Proposed								
Bio refuelling		Proposed										
Parking		Proposed										
Machinery & appliance re-use	Existing											
Building material re-use	Existing											
Timber pallet collection, repair, re-use	Existing											
Solar farm								Proposed				
Contribution to utilities upgrades	\$294k											
Accommodation for roads								Proposed				

Existing

Proposed

RPI have confirmed their pre-existing plans to construct in-vessel food organics / garden organics (FOGO) facilities on their property at 460 Cooper Street, Epping which is adjoining the Council site at 480 Cooper Street, Epping. RPI have stated that their decision to commit to the capital investment will not be influenced by the award of the FOGO Tender, however if they are awarded the contract and gain access to 480 Cooper Street, Epping they would be able to take advantage of the existing infrastructure, allowing them to offer increased financial benefit in delivery of the Food and Organics Waste Disposal and Processing contract as well as additional waste related services to the community.

A similar commitment was presented by SESS, however, their decision to construct in-vessel FOGO facilities would be entirely dependent on being awarded Council's FOGO Tender. Should SUEZ not be awarded the contract, the SESS consortium's lease offer alters (as do its commitments to in-kind benefits and infrastructure spending).

Following the FOGO tender award, Council will re-approach all prospective lessees and reaffirm their intention to lease (along with their land requirements), as well as re-establishing the 'in-kind' benefits and capital investment options. This would enable Council to offer the two northern sections of 480 Cooper Street, Epping to the preferred FOGO tenderer and offer the two southern sections to the other shortlisted applicant.

Proposed Lease Allocations

Based on the assessments outlined it is recommended that:

1. The two northern sections of 480 Cooper Street, Epping (marked in red outline on *Attachment 4 – Proposed Property Allocation*) be leased to the applicant who is awarded the FOGO tender and aligned with the contract term; and
2. The two southern sections of 480 Cooper Street, Epping (marked in blue and yellow outline on *Attachment 4 – Proposed Property Allocation*) be leased to the other shortlisted applicant.

Next steps

1. Advise parties of the outcome.
2. Negotiate and formalise lease arrangements for the applicant awarded the FOGO tender including,
 - a. Codify in-kind benefits for including:
 - Non-contracted kerbside collections (community vouchers, hard waste collection, dumped rubbish management, etc).
 - Disposal of materials generated through Council maintenance activities and carried out either directly by Council or by contractors working directly on behalf of Council (e.g. parks maintenance, road maintenance, etc.).
 - Procurement of tenderers products at Council purchasing rates extended to include contractors working directly on behalf of Council.
3. Negotiate and formalise lease arrangements with the other shortlisted applicant.

PROPOSAL

To finalise lease negotiations and establish appropriate terms and conditions, including the specification and formalisation of in-kind benefits, of the Council owned property known as the Cooper Street Waste & Resource Recovery Hub (CSRRH).

CONSULTATION

Council held an information session for waste industry specialists which received 75 registrations.

Council officers have carried out an Expression of Interest campaign which was widely communicated to the waste industry.

Further information sessions were carried out with the short-listed applicants (Re-Purpose It and SESS) to codify the 'in-kind' benefits and capital investment if awarded the lease.

FINANCIAL IMPLICATIONS

The financial implications related to awarding the above leases fall into two categories, annual rent and in-kind benefits.

Annual rent

480 Cooper Street, Epping

A definitive rental is yet to be determined, however, applicants have proposed an annual rental of between \$100,000 and \$300,000.

In-Kind Benefits

The value of in-kind benefits cannot be calculated at this stage. However, to gain an understanding of the potential value, the benefit being realised through Council's current arrangements at 480 Cooper Street of vouchers issued to ratepayers (consisting of green waste x 10,432; timber x 2,200; and rubble x 874) could provide a community benefit of approximately \$1.23 million.

A full accounting of in-kind benefits will be provided in the next stage of reporting, prior to advertising of the proposed lease agreements.

POLICY STRATEGY AND LEGISLATION

Council, *under Sections 115 of the Local Government Act 2020*, must invite public submissions on the proposed lease once the details have been resolved.

Negotiation with the shortlisted applicants cannot occur until the award of Council FOGO tender (contract number 2020-26).

LINK TO STRATEGIC RISKS

Strategic Risk *Contaminated Land - Failure to prevent significant negative impact of Council's decisions and management relating to contaminated sites*

The expression of interest campaign has identified possible tenants to develop and implement new and sustainable practices within the Cooper Street Waste & Resource Recovery Hub.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal

Sustainable environment

Key Direction

Leaders in clean, sustainable living

Food and Garden Organics Waste Collection – trial a better service option for the disposal of organic waste to reduce greenhouse gas emissions and increase diversion from landfill.

The purpose of the expression of interest campaign is to ensure Council's significant land holdings within the Cooper Street Hub are contributing to positive environmental outcomes, whilst maximising in-kind benefits and long-term capital investment for the community.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

Council has received two viable submissions in response to the Expression of Interest for the use of Council land at 480 Cooper Street, Epping, which sits within Cooper Street Waste & Resource Recovery Hub.

Lease negotiations will be undertaken and will be reported back to Council in 2021.

RECOMMENDATION

THAT Council resolve to:

1. Endorse the two shortlisted Applicants (Re Purpose-It and Suez, Ecodynamics, Smart Recycling, Salvos Stores Consortium) from the expression of interest process to negotiate leases for the site (for food organics and garden organics, and other waste recycling activities).
2. Continue negotiation with the Applicant that is awarded contract number 2020-26 for Food and Organics Waste Disposal and Processing for a lease of the two northern sections of the site including quantification of 'in-kind' financial benefits to Council.
3. Continue negotiation with the other shortlisted Applicant for a lease of the two southern sections of the site for waste recycling activities including quantification of 'in-kind' financial benefits to Council.
4. Report back to Council on the proposed leases and to seek approval to undertake community engagement in respect of the proposed leases as required under s 115(4) of the *Local Government Act 2020*.

COUNCIL RESOLUTION

MOVED: Administrator Billson
SECONDED: Administrator Duncan

THAT Council resolve to adopt the Recommendation.

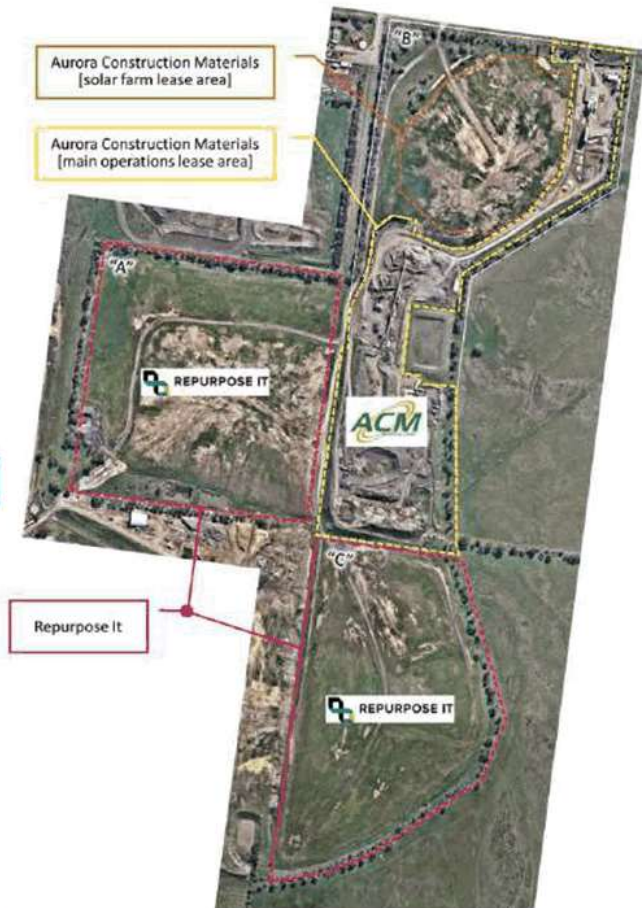
CARRIED

Lease area allocations

Area overview



335-355 O'Herns Road, Epping [A, B, & C]



480 Cooper Street, Epping



Cooper Street Waste and Resource Recovery Hub Plan





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Published April 2019

Executive Summary

The Cooper Street Hub is located within the Whittlesea City Council (WCC) municipality and is bound by O'Herns Road to the north, the Hume Freeway to the east and Merri Creek to the west. The area has had a long history of waste related activities, quarrying and landfilling, with portions of current activities existing over closed landfills.

The Cooper Street Hub has been identified as a hub of state importance in the Statewide Waste and Resource Recovery Infrastructure Plan (SWRRIP). A primary objective of this hub plan is to ensure that appropriate waste and resource recovery activities can function within the hub into the future. Creating a shared vision and understanding of the hub with the stakeholders is a key aspect for this hub plan.

Engaging with stakeholders operating at the site enabled a deeper understanding of the future directions, constraints, issues, challenges and values for the Cooper Street Hub. Stakeholder engagement also supported the following aims of the hub plan:

- develop a shared vision for the hub
- define the hub boundary taking into consideration future needs, changing technology and managing risks to human health, the environment and amenity
- be consistent with state, regional and local directions for housing, employment and infrastructure
- identify preferred future uses for the hub.

Furthermore, through stakeholder engagement, site visits and a land capability assessment a number of actions were developed to improve the site's infrastructure and access:

- Whittlesea City Council (WCC) to consider impacts relating to future land uses and invest in dust suppression infrastructure so that land development opportunities are to be maximised.
- WCC should consider investment options for recycled water to develop the hub further.
- Metropolitan Waste and Resource Recovery Group (MWRRG), WCC and Victorian Planning Authority (VPA) will need to consider ways of addressing encroachment issues in the further development of the precinct.
- WCC should consider investment options for roads and vehicle access ways to central areas of the hub to facilitate further development.
- WCC should consider the following site improvements to their sites for the future planning of the hub:
 - seal all internal roads and operating areas
 - improve water access for dust suppression and fire safety
 - install wind breaks where appropriate
 - additional internal roads to facilitate traffic flow and transport efficiencies for operators.
- WCC in partnership with MWRRG, Sustainability Victoria (SV) and surrounding councils investigate the possibility of a collaborative procurement process for infrastructure that can support a range of waste streams within the Cooper Street precinct.
- WCC to undertake further testing to clearly define the extent of Cooper 1 landfill cells.
- WCC to support construction and demolition (C&D) activities that increase the volume and type of materials processed within the hub and also increase employment opportunities.



Key site constraints revealed through the development of the hub plan included dust management, water access, encroachment and site access. Planning actions were developed to assist in limiting further encroachment and issues, and also to protect future waste-related land uses within the hub. The actions are as follows:

- **Action 1:** MWRRG, WCC and SV to work with Department of Environment, Land, Water and Planning (DELWP) planning to ensure that the hubs are identified in the Victorian Planning Provisions.
- **Action 2:** MWRRG, WCC and SV to work with DELWP planning to ensure the current Section 53.10 review includes waste and resource recovery WRR issues.
- **Action 3:** MWRRG, WCC, SV and the VPA work together to ensure that the Cooper Street West Precinct Structure Plan (PSP) considers the issues of encroachment and appropriate use of land in the hub that are raised in this hub plan.
- **Action 4:** MWRRG and WCC provide VPA with mapping file of buffers to the Cooper Street Hub.
- **Action 5:** WCC is supported by MWRRG to consider the rationalisation of zoning within the hub, with the potential to align with future PSP work by VPA and WCC.
- **Action 6:** WCC is supported by MWRRG to consider preparing a local policy for buffer protection.
- **Action 7:** WCC is supported by MWRRG to consider preparing a Municipal Strategic Statement reference to the hub.
- **Action 8:** MWRRG, WCC and SV advocate to VPA and the Victorian Government to minimise potential future land use conflicts in the development of surrounding PSP's.

Introduction

PLC Consulting Pty Ltd were engaged by the Metropolitan Waste and Resource Recovery Group (MWRRG) and Whittlesea City Council to develop the Cooper Street Hub Plan (the hub plan). Hubs are a facility or group of facilities that recover or manage material streams or waste.

The Statewide Waste and Resource Recovery Infrastructure Plan (SWRRIP) lists the characteristics of hubs. A hub:

- facilitates aggregation and consolidation of individual material streams to achieve the tonnages needed to maximise resource recovery
- attracts investments in resource recovery infrastructure, particularly those relying on specific material streams
- has appropriate buffers to support the waste and resource activities (which may be shared with other activities requiring buffers)
- has good access to transport networks
- is co-located with, or close to, complementary activities that provide feedstocks or markets for the products and services made from the activities
- minimises community, amenity, environment and public health impacts
- supports employment and industrial activities to create additional job opportunities
- is integrated with a broader precinct with complementary activities in terms of land use planning
- operates over time to underpin the investment in infrastructure.

Hubs are also identified in the Metropolitan Waste and Resource Recovery Implementation Plan (MWRRIP) and Implementation Plans of all regional waste and resource recovery groups. Hubs are designated as being of local, regional or state level of significance. A key action of the MWRRIP is to prepare hub plans that identify the role and functions of all 14 waste and resource recovery hubs across the metropolitan network.

The Cooper Street Hub is identified as having state and metropolitan importance in that:

- It is a significant organics hub accepting garden organics mainly from the metropolitan area. It is also a significant hub for reprocessing materials from construction and demolition (C&D) activities in the northern metropolitan area of Melbourne.
- Other activities at the hub include several operational inert landfills and two closed landfills that have been rehabilitated and are currently undertaking post-closure activities including monitoring.
- This hub has the potential to take advantage of its access to the Hume Highway and Western Ring Road and surrounding industries generating feedstocks that could support additional resource recovery.
- If adequate buffers and planning considerations are maintained to protect this precinct from residential encroachment and incompatible land uses, this hub could potentially be important to the waste and resource recovery system over the long term. In particular, encouraging compatible activities could provide both feedstocks for additional resource

recovery activities and markets for the materials and recovered goods.

- The MWRRIP supports a place-based approach to planning for managing waste and recovering resources in the future involving industries within the hub, surrounding generators and the local community.
- Community engagement is needed to gain acceptance for the ongoing role and functionality of the hub, including demonstrating the potential benefits of this hub remaining available for resource recovery activities, and to reassure them that activities will have minimal impact on local amenity.

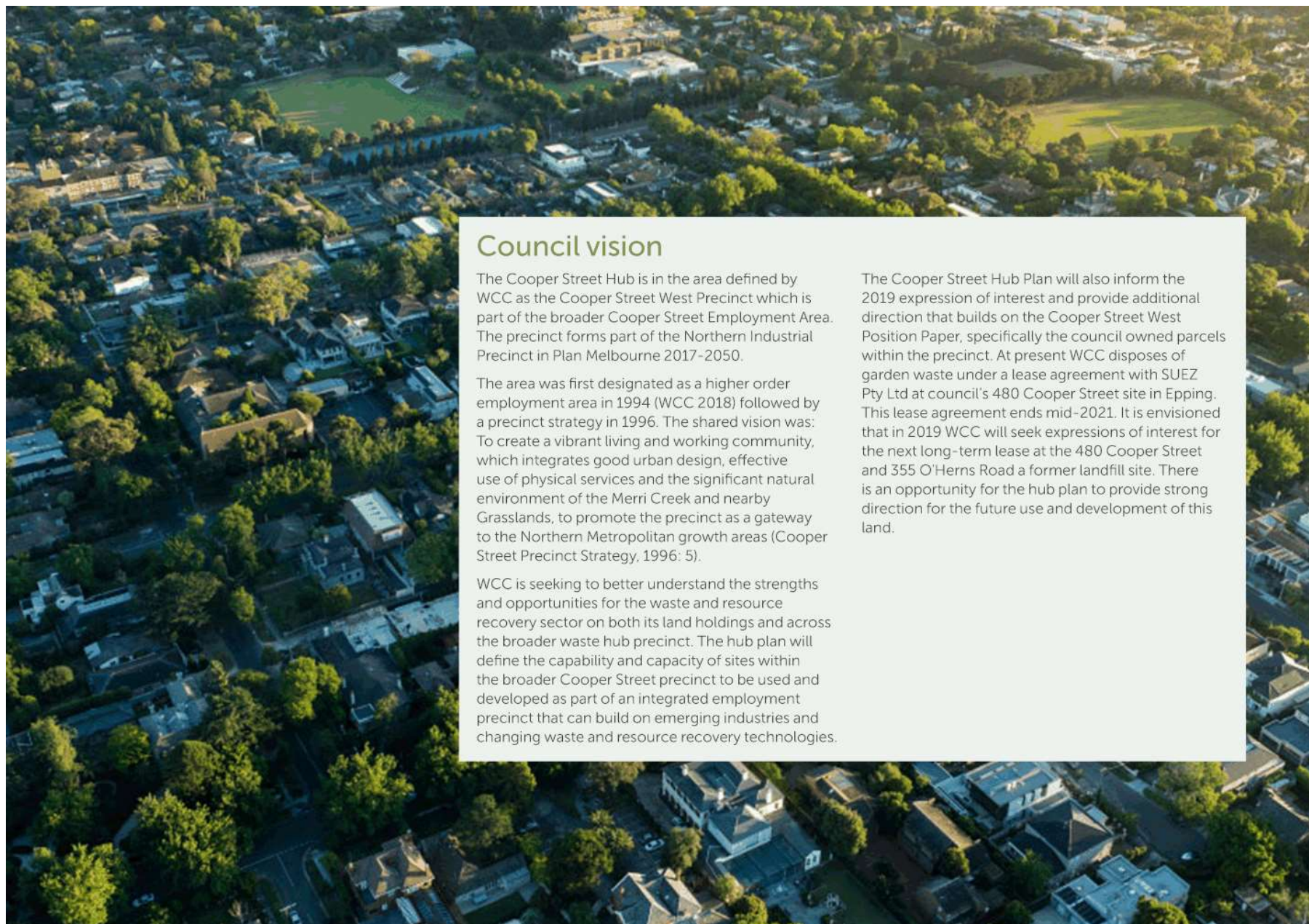
The Cooper Street site is located in Epping, a suburb approximately 20km to the north of the Melbourne CBD (Figure 1-1). There are 22 hubs of state importance, including Cooper Street, that are identified in the SWRRIP, with 14 occurring in this area.

Land use planning recognises the strategic importance of hubs in providing the essential services required to support communities, businesses and industry.

The Cooper Street Hub is within the municipality of Whittlesea City Council (WCC). WCC is a co-sponsor of this project and has provided valuable assistance and guidance. The support and guidance from both WCC and MWRRG is acknowledged.

Figure 1: Location of Cooper Street Hub





Council vision

The Cooper Street Hub is in the area defined by WCC as the Cooper Street West Precinct which is part of the broader Cooper Street Employment Area. The precinct forms part of the Northern Industrial Precinct in Plan Melbourne 2017-2050.

The area was first designated as a higher order employment area in 1994 (WCC 2018) followed by a precinct strategy in 1996. The shared vision was: To create a vibrant living and working community, which integrates good urban design, effective use of physical services and the significant natural environment of the Merri Creek and nearby Grasslands, to promote the precinct as a gateway to the Northern Metropolitan growth areas (Cooper Street Precinct Strategy, 1996: 5).

WCC is seeking to better understand the strengths and opportunities for the waste and resource recovery sector on both its land holdings and across the broader waste hub precinct. The hub plan will define the capability and capacity of sites within the broader Cooper Street precinct to be used and developed as part of an integrated employment precinct that can build on emerging industries and changing waste and resource recovery technologies.

The Cooper Street Hub Plan will also inform the 2019 expression of interest and provide additional direction that builds on the Cooper Street West Position Paper, specifically the council owned parcels within the precinct. At present WCC disposes of garden waste under a lease agreement with SUEZ Pty Ltd at council's 480 Cooper Street site in Epping. This lease agreement ends mid-2021. It is envisioned that in 2019 WCC will seek expressions of interest for the next long-term lease at the 480 Cooper Street and 355 O'Herns Road a former landfill site. There is an opportunity for the hub plan to provide strong direction for the future use and development of this land.

Objectives

As an identified hub of state importance, a primary objective of the hub plan is to ensure that appropriate waste and resource recovery (WRR) activities can function within the hub into the future. Developing appropriate land use planning tools to facilitate WRR activities in the area is recognised as a key action to deliver this objective.

Similarly, creating a shared vision and understanding of the hub with the stakeholders is a key objective. Engaging with stakeholders operating at the site enables a deeper understanding of the future directions, constraints, issues, challenges and values for the Cooper Street Hub. Stakeholder engagement also ensure that recommendations made for the hub are relevant.

The hub plan consists of the following aims:

- develop a shared vision for the hub
- define the hub boundary taking into consideration future needs, changing technology and managing risks to human health, the environment and amenity
- be consistent with state, regional and local directions for housing, employment and infrastructure
- identify preferred future uses for the hub.

The preparation of the hub plan has considered current and emerging opportunities, including:

- waste to energy
- advanced waste processing
- organics and/or food organics and garden organics (FOGO)
- anaerobic digestion
- C&D recycling
- processing of kerbside recyclables.

Scope

The scope of the Cooper Street Hub Plan was defined by achieving the following outcomes:

- creating a shared vision and understanding of the hub with the key stakeholders
- land capability assessment of three council owned land parcels
- short, medium and long-term strategic planning assessment of the proposed future options
- integration of the WRR land uses within the broader existing and planned employment precincts adjoining the hub boundary
- recommendations for land use planning protections to ensure that the hub is identified, and the buffers are defined, protected and maintained.

Achieving the above outcomes involved engagement with the identified stakeholders at the site. Understanding of site limitations, future aspirations, and current operations from the perspective of each stakeholder was essential to achieving each of the outcomes.



Background

The Cooper Street Hub encompasses waste processing and resource recovery activities, as well as some non-waste related businesses. Figure 1-2 shows the site layout and activities which currently take place on site which include:

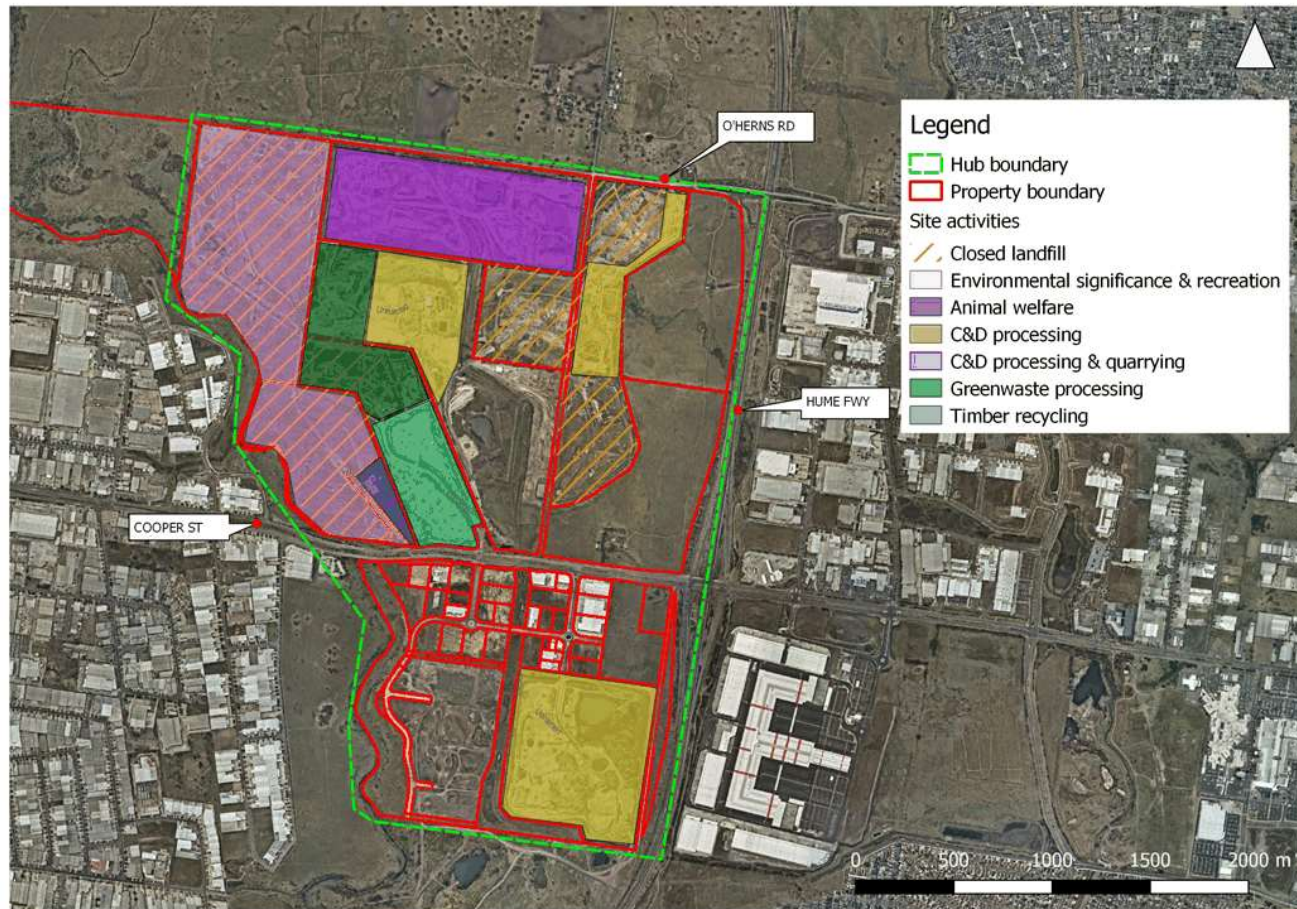
- organics processing
- quarrying
- closed landfills
- C&D material processing
- environmental protection
- recreation
- animal welfare.

There are three parcels of council owned land at the site, largely encompassing the closed landfills and organics processing activities. WCC leases part of the land, but contracts expire in 2021. WCC will use this hub plan to inform future planning and use of council owned land within the hub. This hub plan seeks to identify opportunities and constraints within the hub and will support council in leveraging improvements to its assets across the hub. Other parcels of land are privately owned. The area within the Cooper Street Hub boundary is a valuable area for WRR activities because:

- proximity to the Melbourne CBD and inner-city suburbs, enables access to waste streams
- proximity to transport links such as the Hume Freeway, enables material to be efficiently transported
- there are existing buffers on the site
- there are established WRR facilities within the area.

The site is located in the southern portion of WCC and is in one of Melbourne's growth areas. The municipality has an estimated population of 215,716 people, the majority of which are located in urban areas in the south of the council area. WCC provides a three-bin kerbside collection system for residents; garbage, recycling and a green waste collection. All kerbside green waste is processed at a facility within the Cooper Street Hub.

Figure 2: Site activities





Methodology

The methodology to preparing the Cooper Street Hub Plan was developed in consultation with MWRRG, WCC and project stakeholders to ensure that all project objectives were met. Although primarily a planning project, the approach for the hub plan was to directly engage with the waste industry to deliver a plan with a balanced perspective between planning and waste management. The methodology was conducted as follows below.

Methodology approach

Stage 1 - Preliminaries

Inception meeting to refine the brief, requirements, proposed methodology and timing issues. Site visit with project group and hand over of background documentation and data to consultant.

Tasks:

- Project plan
- Stakeholder engagement plan
- Inception meeting
- Data hand over

Stage 2 - Draft hub plan

Establishment of existing background information to inform shared vision, hub plan and planning scheme protections.

Tasks:

- Literature review

The land capability analysis was undertaken to focus on key redevelopment sites (council owned land parcels) and options for the integration of the WRR land uses with the broader existing and planned employment precincts adjoining Cooper Street, Epping.

Tasks:

- Land capability assessment

Stakeholder engagement and consultation activities with key government planning, waste and infrastructure agencies and existing site owners/leaseholders.

Tasks:

- Stakeholder engagement
- Summary of feedback

Prepare and submit the draft hub plan bringing together background information, stakeholder engagement and recommended planning protection measures.

Tasks:

- Develop planning protection measures
- Draft hub plan

Stage 3 - Finalisation

Finalisation of hub plan to incorporate feedback and any additional inputs from project group.

Tasks:

- Final hub plan

Stakeholder consultation

The stakeholder engagement process followed the International Association for Public Participation (IAP2) effective engagement guidance. Different levels of stakeholders were identified and engaged accordingly along the public participation spectrum. Three levels of engagement were selected: inform, consult and involve. The high-level participation of inform was mainly utilised for state and regional agencies. Other agencies that had assets, specific input or interests at the site were consulted. Both the inform and consult stakeholders were given opportunity to provide feedback to the hub plan process. Landowners and leaseholders at the site were directly engaged throughout the process. An initial meeting between the consultant and engaged stakeholder was arranged where possible to discuss current activities, site constraints and future aspirations.

Table 2-2 below details the stakeholders and engagement levels. A summary of stakeholder discussions is contained in Appendix A.

Table 1: Methodology approach

Stakeholder	Engagement level
Department of Environment, Land, Water and Planning (Waste)	Inform
Department of Environment, Land, Water and Planning (Planning)	Inform
Environment Protection Authority Victoria	Consult
Sustainability Victoria	Consult
Victoria Planning Authority	Consult
Transport for Victoria	Inform
Infrastructure Victoria	Inform
Melbourne Water	Consult
Victoria Water Industry Association	Inform
VicRoads	Inform
Yarra Valley Water	Consult
APA Group (Gas Pipeline)	Inform
EDLAust(ralia (Gas extraction)	Inform
Biogro	Engage
RSPCA	Inform
EcoDynamics Mulch	Engage
Suez	Engage
Northern Quarries	Engage
Aurora Construction Materials (ACM)	Engage
Repurposelt	Engage
Alex Fraser	Engage
Fraser Group	Engage

Land Capability Assessment

The following information sources were used to identify geographic constraints within the hub which have bearing on the current and future use of the area:

- landfill information – extent of waste, age and types of waste
- work authority areas
- topographic and drainage information
- groundwater usage
- location of services
- geological and hydrogeological datasets

Regulatory and policy context

State government

Legislation

The legislative framework that supports the Cooper Street Hub Plan is outlined below.

Legislative framework

Environment Protection Act 1970 (EP Act)

The EP Act is the overarching act for environmental protection in Victoria. The act establishes the Environment Protection Authority, metropolitan and regional waste groups, waste hierarchy and the regulatory framework for managing waste. An update to the act is currently being developed and comes into force 1 July 2020.

Planning and Environment Act 1987

The Planning and Environment Act establishes the planning provisions for the state and local planning schemes.

Sustainability Victoria Act 2005

The purpose of the Sustainability Victoria Act is to establish Sustainability Victoria with the objective of facilitating and promoting environmental sustainability in the use of resources.

Local Government Act 1989

The Local Government Act establishes the powers of local governments in Victoria. The act describes a facilitating objective of a council as promoting the social, economic and environmental viability and sustainability of the municipal district.



Policy

The Cooper Street Hub Plan considers the state government guidance documents described below.

Guidance documentation

Statewide Waste and Resource Recovery Infrastructure Plan 2018 (SWRRIP)

The SWRRIP is a 30-year road map for WRR infrastructure in Victoria. The SWRRIP establishes the concept of the hub and spoke waste network, where hubs are facilities or groups of facilities that manage and/or process materials. The spokes are the systems that move material streams. The SWRRIP identifies Cooper Street as a hub of state significance because of its location to service Melbourne and proximity to transport routes.

The goals and strategic directions within the SWRRIP seek to maximise resource recovery in the state. The SWRRIP also recommends the use of planning controls to prevent encroachment of sensitive uses near waste and resource recovery activities.

Plan Melbourne 2017-2050

Plan Melbourne is a 35-year strategy to ensure that Melbourne grows in sustainability, productivity and liveability. The following principles for the plan are relevant to the hub plan:

- Environmental resilience and sustainability
- Social and economic participation
- Infrastructure investment that supports balanced city growth
- Leadership and partnership

Direction 6.7 Reduce waste and improve waste management and resource recovery is also relevant.

Metropolitan Waste and Resource Recovery Implementation Plan 2016 (MWRRIP)

The MWRRIP sets out the waste and resource recovery infrastructure needs of greater Melbourne over a 10-year period. The MWRRIP also has a 30-year horizon to align with other planning strategies.

The MWRRIP includes an Infrastructure Schedule that identifies a range of Infrastructure within the WCC including operating and closed landfills: Hanson Wollert and Cooper Street, transfer stations, organics recovery and resource recovery; Hanson Wollert, SUEZ Epping, Alex Fraser Epping and an energy from waste facility at Yarra Valley Water Wollert.

Victorian Organics Resource Recovery Strategy

The strategy has a 30-year vision of 'a vibrant, functioning recycled organics market that will ensure that the environment, human and animal health and amenity impacts of organic waste are eliminated. Organics resources will be contributing to climate change adaptation and mitigation by improving the quality of our soil and providing an energy source to local infrastructure'.²

Whittlesea Planning Scheme

The planning scheme provides a policy framework on land use and development and is structured into state, regional and local planning policies, zones, overlays, and particular provisions.

Local government

The Cooper Street Hub is located within the WCC. The Whittlesea Municipal Waste Management & Resource Recovery Strategy 2012-2020 has a focus on improving waste management services and targeting valuable materials that can be recovered from landfill. Food waste is identified as a major opportunity to reduce the amount of waste sent to landfill. Currently, the WCC do not have a food organics and garden organics (FOGO) collection service and are not included in the MWRRG collaborative organics contracting. WCC has indicated a desire to provide a FOGO collection to the community with processing occurring within the Cooper Street Hub.

The City of Whittlesea have also completed the Amended Cooper Street West Position Paper which was adopted by Council in 2017. The paper establishes Council's position for future development and use of the land which includes the hub site. The paper identifies four sub-precincts with land uses grouped as follows:

- Merri Creek Parklands and Conservation Land
- Animal Welfare
- Earth Resources and Extractive Industries
- Gateway and emerging industry.

The Position Paper supports waste and resource recovery activities in the sub-precinct and notes opportunities in supporting and facilitating new waste and resource recovery industries there. The location of these precincts is shown in Figure 3.

Figure 3: Precincts defined by WCC



Source: City of Whittlesea 2017

WCC has identified a number of land use constraints and opportunities for future development (which would also apply to waste infrastructure) which are summarised in Table 2 below.

Table 2: Cooper Street West constraints and opportunities

Constraint/ Opportunity	Item	Description
Opportunities	Economic	<ul style="list-style-type: none"> Proximity to Melbourne Markets Proximity to Cooper Street Employment Area, Northern Industrial Area, and Epping Metropolitan Cooper Street's role as a hub of state significance Emerging development at the Biodiversity Business Park ⁵
	Transport linkages	<ul style="list-style-type: none"> Access to major transport links including the Hume Freeway, Metropolitan Ring Road and Melbourne-Brisbane rail line Proximity to Melbourne Airport, Melbourne Wholesale Market and surrounding industrial business parks
	Environmental heritage values	<ul style="list-style-type: none"> Improve environmental and conservation conditions of Merri Creek Link Cooper Street Grasslands to the Merri Creek Parklands Optimise scenic views and environmental values on the Northern Landfill Protect and restore native flora and fauna habitat Provision of open space in Epping

Constraint/ Opportunity	Item	Description
Constraints	Former landfills and closed landfill buffers	<ul style="list-style-type: none"> Environmental risks from leachate, site contamination, land instability, subsidence and landfill gas migration 500m buffer distance for Type 2 (putrescible) landfills, or 200m buffer distance for Type 3 (solid inert) landfills from buildings or structures (EPA Publication 788.3, 2015) Unknown location of landfill cells at the site requiring buffer distances to be measured from the landfill boundary Any proposed development within the closed landfill buffer must engage a qualified expert to undertake a landfill gas risk assessment to assess the risk of harm to proposed developments by offsite impacts
	Development on former landfill sites	<ul style="list-style-type: none"> Section 53V audit may be required for proposed developments or planning scheme amendments within the landfill buffer The development potential of former landfills is significantly constrained Any development on closed landfills requires the issues of site contamination, land stability, leachate and landfill gas migration to be resolved Any development will be restricted by gas extraction and leachate monitoring infrastructure
	Active quarry buffers	<ul style="list-style-type: none"> Two active works authorities exist on the site (Work Authority 149 and 445) Separation buffers exist for active quarries for 250m where no blasting occurs, and 500m where blasting does occur The quarry land will likely be remediated with clean fill
	Environmental and heritage values	<ul style="list-style-type: none"> 605 O'Herns Road is almost entirely covered by the Biodiversity Conservation Strategy (Conservation Area 34) which protects the habitat for the Growling Grass Frog Existence of native grassland, recovering Redgum woodland, River Redgum trees, the Golden Sun Moth (critically endangered) and Matted Flax-Lily (endangered) Aboriginal Cultural Heritage sites at 490 Cooper Street
	Road network	<ul style="list-style-type: none"> Internal road networks will be required for any redevelopment of the area which is made challenging by the closed landfills The precinct lacks a functional road network Limited north-south access from O'Herns Road and Cooper Street Further development of the precinct will require duplication and full reconstruction of O'Herns Road
	Cooper Street access	<ul style="list-style-type: none"> Access to Cooper Street has largely been determined by the subdivision for the Cooper Street South-West Precinct Sites with frontages to Cooper Street may require access by service roads or internal roads from the precinct A Development Contributions Plan arrangement is likely for upgrades to internal roads in the precinct
	Gas pipeline	<ul style="list-style-type: none"> A high-pressure gas pipeline exists parallel to the Hume Freeway to the east of the site, and a gas pipeline exists along the northern side of O'Herns Road High pressure pipelines are protected in the Whittlesea Planning Scheme from encroachment There are development restrictions on pipeline easements
	Stormwater	<ul style="list-style-type: none"> Development in the precinct will be required to minimise any increase in stormwater run-off and impacts to nearby creek systems
	Pedestrian and cycling links	<ul style="list-style-type: none"> Merri Creek Marran Baba Parklands Strategic Management Plan (2013) recommends a shared use trail along the western side of Merri Creek north of Cooper Street

The key opportunities identified at the site include the transport linkages to major arterial roads and train lines. The transport linkages are valuable to waste and resource recovery businesses, allowing more efficient access to material sources and end markets. Recognition as a hub of state significance, employment area and emerging business park is also beneficial to encouraging future investment at the site.

Development of the waste hub is constrained by the lack of supporting infrastructure such as roads and water supplies. Increasing encroachment of buffers by sensitive land uses (some of these considered to be industrial) is also a significant constraint.

Planning framework

The Cooper Street Hub is located within the City of Whittlesea. The Whittlesea Planning Scheme provides state, regional and local policies which affect land use and development. Sections 3.3.1 - 3.3.6 outline the relevant state, regional and local policies and list the planning controls within the Cooper Street Hub.

Planning Policy Framework

Clause 13.04-1S – Contaminated and potentially contaminated land – objective is to ensure that potentially contaminated land is suitable for its intended future use and development, and that contaminated land is used safely. Strategy includes requiring applicants to provide adequate information on the potential for contamination to have adverse effects on future land use if the subject land is known to have been used for industry, mining or the storage of chemicals, gas, wastes or liquid fuel.

Clause 13.05-1S – *Noise abatement* – objective is to assist the control of noise effects on sensitive land uses to ensure that development is not prejudiced, and community amenity is not reduced by noise emissions, using a range of building design, urban design and land use separation techniques as appropriate to the land use functions and character of the area.

Clause 13.06S – *Air quality management* – objective is to assist the protection and improvement of air quality. Strategies include:

- Ensure that land use planning and transport infrastructure provision contribute to improved air quality by integrating transport and land use planning to improve transport accessibility and connections.
- Ensure, wherever possible, that there is suitable separation between land uses that reduce air amenity and sensitive land uses.

Clause 13.07-1S – *Land use compatibility* – objective is to safeguard community amenity while facilitating appropriate commercial, industrial or other uses with potential off-site effects. This will ensure the compatibility of a use or development as appropriate to the land use functions and character of the area by directing land uses to appropriate locations and using a range of building design, urban design, operational and land use separation measures.

Clause 17 – *Economic Development* outlines that planning is to provide for a strong and innovative economy, where all sectors are critical to economic prosperity. Planning is to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.

Clause 17.03-2S – Industrial development siting – objective is to facilitate the sustainable development and operation of industry. Strategies include:

- Ensure that industrial activities requiring substantial threshold distances are located in the core of industrial areas.
- Encourage activities with minimal threshold requirements to locate towards the perimeter of the industrial area.
- Minimise inter-industry conflict and encourage like industries to locate within the same area.
- Protect industrial activity in industrial zones from the encroachment of commercial, residential and other sensitive uses that would adversely affect industry viability.
- Encourage industrial uses that meet appropriate standards of safety and amenity to locate within activity centres.
- Provide adequate separation and buffer areas between sensitive uses and offensive or dangerous industries and quarries to ensure that residents are not affected by adverse environmental effects, nuisance or exposure to hazards.

Clause 17.03-3S – State significant industrial land – objective is to protect industrial land of state significance. Strategies include:

- Protect state significant industrial precincts from incompatible land uses to allow for future growth.
- Ensure sufficient availability of strategically located land for major industrial development, particularly for industries and storage facilities that require significant threshold distances from sensitive or incompatible uses.
- Protect heavy industrial areas from inappropriate development and maintain adequate buffer distances from sensitive or incompatible uses.

Clause 19.03-5S – Waste and resource recovery – objective is to reduce waste and maximise resource recovery so as to reduce reliance on landfills and minimise environmental, community amenity and public health impacts. Strategies to achieve this are to:

- Ensure future waste and resource recovery infrastructure needs are identified and planned for to safely and sustainably manage all waste and maximise opportunities for resource recovery.
- Protect waste and resource recovery infrastructure against encroachment from incompatible land uses by ensuring buffer areas are defined, protected and maintained.

- Ensure waste and resource recovery facilities are sited, designed, built and operated so as to minimise impacts on surrounding communities and the environment.
- Encourage technologies that increase recovery and treatment of resources to produce energy and other marketable end products.
- Enable waste and resource recovery facilities to locate close together in order to share separation distances, reduce the impacts of waste transportation and improve the economic viability of resource recovery.
- Site, design, manage and rehabilitate waste disposal facilities in accordance with the Waste Management Policy (Siting, Design and Management of Landfills) (Environment Protection Authority, 2004).
- Integrate waste and resource recovery infrastructure planning with land use and transport planning.
- Encourage development that facilitates sustainable waste and resource recovery.
- Consider as relevant any applicable Regional Waste and Resource Recovery Implementation Plan.

Local Planning Policy Framework

Municipal Strategic Statement

Clause 21.02-3 Key Issues

Settlement - As one of Melbourne's fastest growing municipalities, meeting the demands of a rapidly expanding population is one of Whittlesea's greatest challenges. In particular, the City requires resolution of long-term strategies to ensure that land reserved for residential, industrial and commercial development is suitably serviced.

Economic Development – to foster increased growth in employment generating activities the City has supported the reservation of land for employment purposes in major locations including Cooper Street Employment Area, including the Melbourne Wholesale Market. There are substantial leveraging opportunities that could strengthen and link the existing competitive advantage of the Cooper Street Employment/Melbourne Wholesale Market area and the Thomastown Industrial Area and adjoining employment areas in the City of Hume. These areas could provide new opportunities within the food industry, including the wholesaling, packaging, distribution, food technology and food manufacturing.

Clause 21.04-2 Urban Growth - Rapid urban growth requires continued careful management to ensure that non-urban areas are not threatened by uncontrolled or ill-defined limits to urban expansion and longer term strategic approaches to the allocation of land uses are not compromised by incremental decision making.

An objective is to effectively manage urban growth which includes the following strategies:

- Maximise beneficial relationships between compatible land uses.
- Provide for suitable separation of new residential areas from industry, to minimise the potential for adverse amenity impacts.

Clause 21.10-1 Economic Opportunities –

Strategy 1.4: To pursue a greater diversity in economic investment in the municipality by supporting employment generating industries within the Cooper Street Employment Area (including the Melbourne Wholesale Markets, Cooper Street South-West and Cooper Street West) with an emphasis on the food industry, freight, logistics, office, research and development, high technology, manufacturing and industrial uses.

Strategy 1.7: Protect future industrial activity within the Cooper Street Employment Area by ensuring non-industrial land uses that would adversely affect industry viability are discouraged from encroaching on the area.

Strategy 1.8: Provide adequate separation and buffer areas between sensitive land uses and high impact industries such as extractive industry and landfill.

Local Planning Policies City of Whittlesea

Clause 22.01 Environmentally Sustainable

Development – Council has committed to creating an environmentally sustainable city. An objective of this local policy is waste management to meet the following:

- 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.

Clause 22.08 Materials recycling centres policy –

objective is to ensure that material recycling centres are situated in appropriate locations and do not affect the amenity of surrounding area. The policy includes the following:

- Encourage material recycling centres to locate in areas with an industrial zoning rather than in areas with a business or rural zoning.
- Encourage material recycling centres to locate away from main and secondary roads and minimise their visibility from major roads, in particular Cooper Street, High Street, Mahoneys Road, Dalton Road, and Settlement Road.
- Ensure material recycling centres do not adversely affect the amenity of the surrounding area with regard to noise, air, and traffic pollution, hours of operation and visual intrusion on the streetscape character.
- Ensure material recycling centres maintain an adequate distance from residential and commercial areas.
- Ensure that the establishment of any material recycling centres in the Cooper Street area is consistent with and does not prejudice the objectives and intentions of the Cooper Street Precinct Strategy.
- Ensure that all processes on the site are conducted within buildings. Burning of waste materials must not occur on the site.

Zones

The Cooper Street Hub contains a mixture of zones as demonstrated in the map right. The zones include:

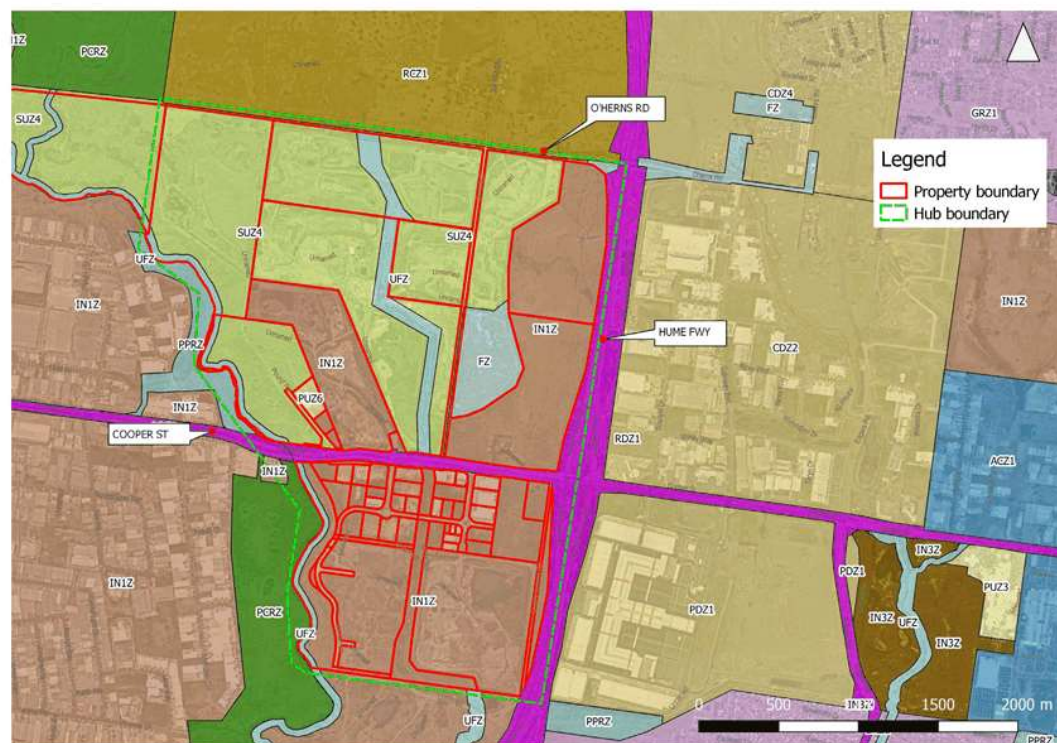
- Special Use Zone Schedule 4 (Earth and Energy Resources Industry)
- Industrial 1 Zone
- Urban Floodway Zone
- Farming Zone
- Cooper Street is a Road Zone Category 1.

Surrounding land uses include the Rural Conservation Zone and Public Conservation and Resource Zone to the north, Comprehensive Development Zone and Priority Development Zone to the east and Industrial 1 Zone to the south and west. Figure 3-3 below shows the zoning.

The key purpose of the zones are:

- **Special Use Zone Schedule 4 (Earth and Energy Resources Industry)**
 - To recognise or provide for the use and development of land for earth and energy resources industry.
 - To encourage interim use of the land compatible with the use and development of nearby land.
 - To encourage land management practice and rehabilitation that minimises adverse impact on the use and development of nearby land.
- **Industrial 1 Zone (I1Z)**
 - To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.
- **Farming Zone**
 - To provide for the use of land for agriculture & to encourage the retention of productive agricultural land.

Figure 4: Zoning Map

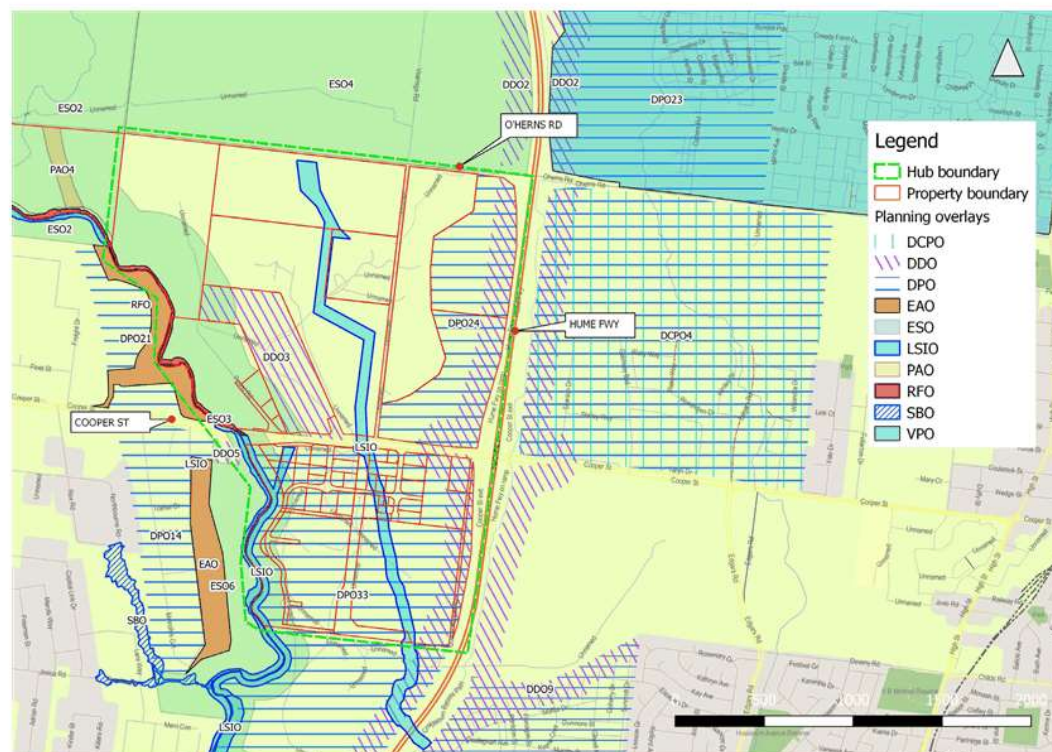


Overlays

There are a number of overlays within the Cooper Street Hub and Figure 5 right shows which properties these apply to. They include:

- Development Plan Overlay Schedule 24 – Cooper Street West Employment Area Part 1. It applies to 410 Cooper Street, Epping and 315 O'Herns Road, Epping and forms part of the area known as 'Cooper Street West'. Cooper Street West sits within the greater Cooper Street Employment Area.
- Development Plan Overlay Schedule 33 – Cooper Street South-West Employment Area
- Design and Development Overlay Schedule 3 – 480 Cooper Street – Material Recycling Centre. The design objectives are:
 - To identify the Cooper Street No. 1 Landfill, at Cooper Street Epping as a site on which there are specific requirements for development arising out of the former use of the site as a putrescible landfill.
 - To implement the overall objectives of the Cooper Street Strategy Plan and the Materials Recycling Centre Policy in relation to landscaping and design elements.

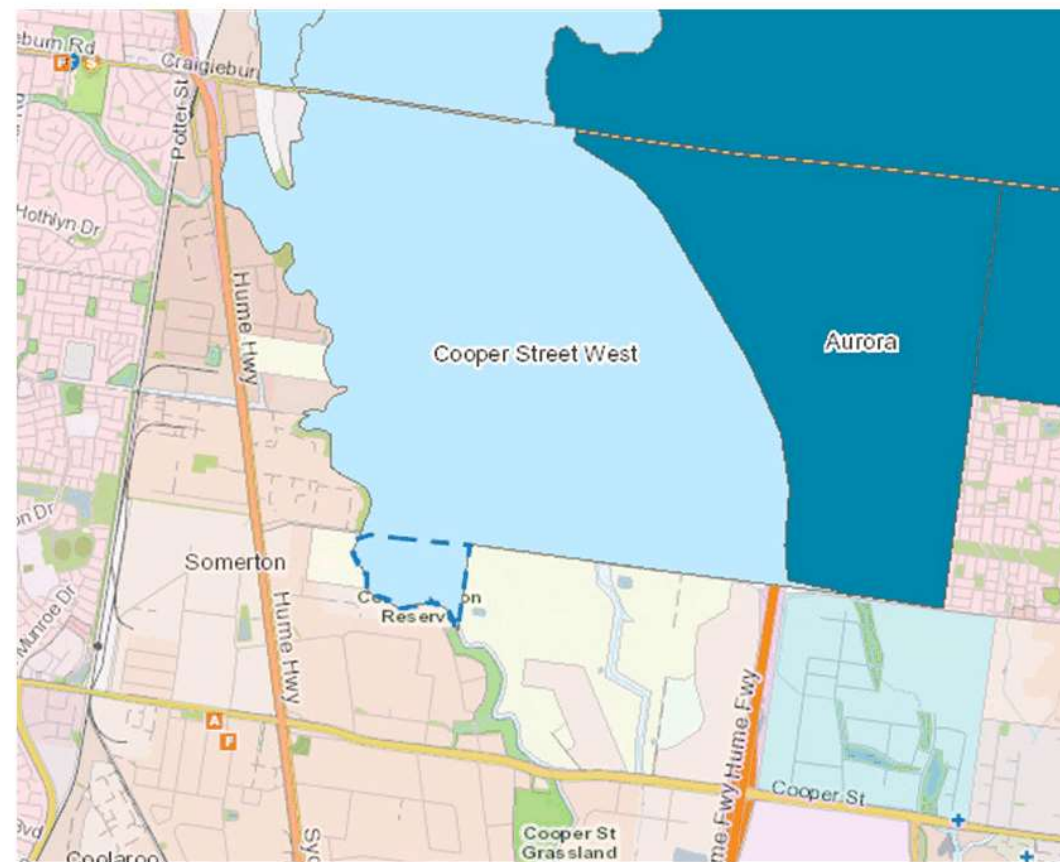
Figure 5: Overlay map

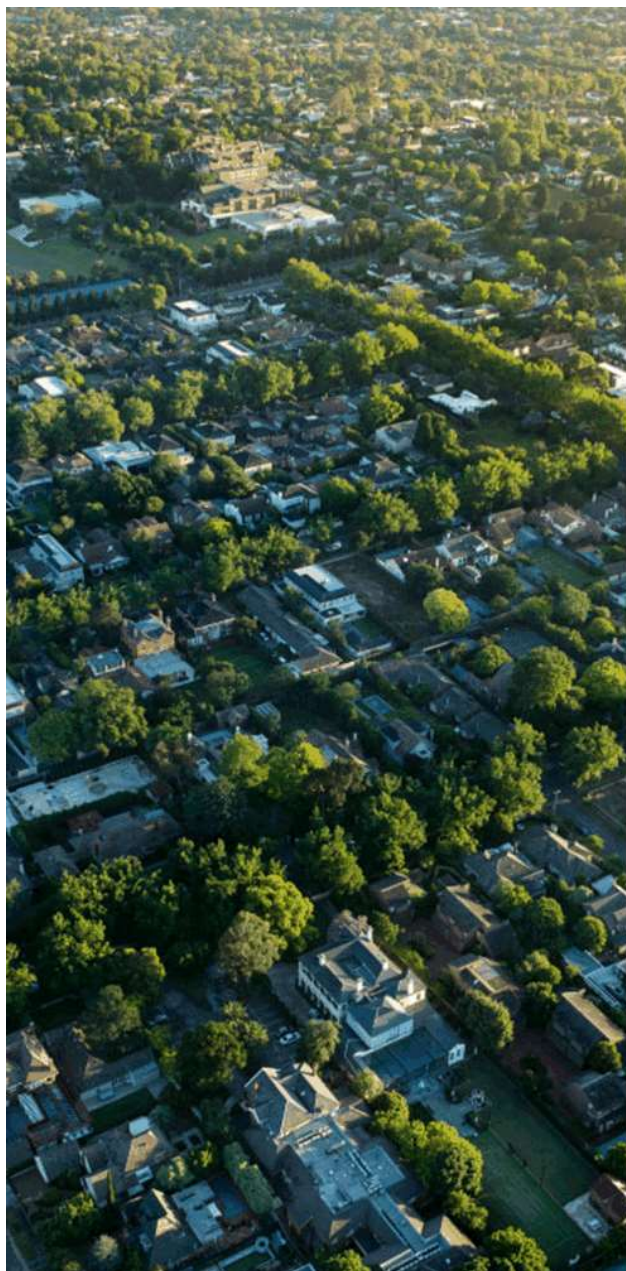


Precinct Structure Plan

A Precinct Structure Plan (PSP) is proposed for Cooper Street West. It is located to the north western part of the hub and includes 605 O'Herns Road which is located within the Hub, as shown in Figure 6 below (dark blue is completed, light blue has not started). This PSP is yet to commence and is nominated as 'future' on the Victorian Planning Authority's PSP schedule on its website.

Figure 6: Precinct Structure Plans





Plan Melbourne

Plan Melbourne contains a section at Direction 6.7 on reducing waste and improving waste management and resource recovery. It highlights that waste management and resource recovery is an essential community service that protects the environment and public health and recovers valuable resources, and that waste and resource recovery infrastructure planning must be effectively integrated with land use planning to provide long-term certainty and to manage potential conflicts with incompatible nearby land uses. This relies on a number of factors, such as securing and maintaining land separation distances.

Policy 6.7.3 is to protect waste management and resource recovery facilities from urban encroachment and assess opportunities for new waste facilities. It states that:

- Waste and resource recovery facilities need to remain fully operational and productive over the life of the investment. This relies, in part, on land and separation distances being secured, and on appropriate zoning of land within designated separation distances surrounding landfill sites and resource recovery sites.
- Co-locating new waste-related infrastructure with complementary activities provides an opportunity to share existing separation distances and facilitate the integration of waste, water and energy management.

- Waste-to-energy technologies are an example of advanced resource recovery infrastructure that can be co-located with complementary infrastructure.
- Melbourne will create direct links between waste and resource recovery infrastructure planning and land use planning. This will be achieved by applying clearer policy guidance to identify and protect waste and resource recovery sites and maintaining recommended separation distances with appropriate statutory measures to manage their off-site impacts.

Plan Melbourne also notes at Direction 4.5 that Melbourne's green wedges and peri-urban areas need to 'protect major state infrastructure and resource assets, including water supply dams and water catchments and waste management and recycling facilities'.

Plan Melbourne identifies the site as State Significant Industrial Precinct – future and a parcel in the south-western corner as existing State Significant Industrial Precinct.

Land capability

Context

The Cooper Street Hub is comprised of a number of different land parcels, as shown in Figure 7 right. The hub is bound by O'Herns Road to the north, the Hume Freeway to the east and Merri Creek to the west. The area has had a long history of quarrying and landfilling, with portions of current activities existing over closed landfills.

Figure 7: Properties within the hub



Contextual site details are described in below. More detailed context and site descriptions are provided in Appendix A.

Site context

Surrounding land use

Land use surrounding the Cooper Street Hub is typically industrial and warehousing. The proximity of the Melbourne markets from the south-eastern area of the hub has led to the establishment of freighting businesses and food manufacturing in the area. There are additional proposed developments for industrial subdivision located in adjacent land parcels both within and adjacent to the hub.

North of O'Herns Road and east of the Craigieburn Grasslands land is used for agricultural purposes, primarily cropping and stock. The closest residential receptors are approximately 400m from the south-eastern corner of the hub. These properties have been constructed since 2009.

Previous land use

Following European settlement, the hub land was used for agriculture – mainly sheep and cropping. Quarrying of the basalt resource commenced in the 1970's followed by landfilling activities. Landfilling activities within the hub occurred at the Cooper 1, Cooper 2 and Northern Landfill. Landfilling at these sites finished in the 1980's, 2000 and 2004 respectively. Cooper 1 and 2 landfills accepted putrescible and solid inert, with Cooper 2 also accepting low-level contaminated soil. The Northern Landfill accepted solid inert and clean fill.

Physiography

The hub and surrounding area are situated on Newer Volcanics basalt flows and is relatively flat. Merri Creek, quarrying and landfilling have altered the surface topography.

Drainage

Merri Creek flows from north to south and forms the western boundary of the hub. Central Creek is an ephemeral watercourse that flows north to south through the hub north of Cooper St. South of Cooper Street the creek flows in a south westerly direction where it joins Merri Creek. Central Creek runs through the centre of the hub, facilitating stormwater runoff and drainage for the northern portion of site.

Parklands

A wildlife corridor is centred on Merri Creek, known as the Marran Baba Parklands. It extends 15km from Campbellfield to the nationally significant Craigieburn Grasslands located north of O'Herns Road and east of Merri Creek. The Cooper Street Grasslands Nature Conservation Reserve is located west of Merri Creek and south of Cooper St. The Craigieburn Grassland and Cooper Street Grassland Nature Conservation Reserves are reserved under the Crown Land (Reserves) Act 1978 (Parks Victoria 2013).

Infrastructure

Cooper Street provides access to the Craigieburn Bypass and the wider freeway network. A new interchange is proposed for O'Herns Road which will provide better connectivity for sites at the northern end of the hub. However, within the hub itself, north

of Cooper Street a functional local road network is lacking (WCC 2017). Council has identified an extension of Vearings Road as their preferred option to provide north-south access through the hub.

Geology and hydrogeology

The Cooper Street Hub overlies multiple flows of Newer Volcanics basalts. Coffey (2016) reports that the depth to water table is expected to be between 10 and 20m below ground level, with an anticipated regional flow direction to the southwest towards Merri Creek.

Existing land uses

Organics

The Cooper Street Hub is an important area for the management of organic waste. All residential kerbside garden waste from Whittlesea City Council is managed at the SUEZ facility at 480 Cooper St. The residential green waste currently goes through a process of grinding and windrowing to produce soil and compost products which are sold back to the market.

Other organics processing occurring at the Cooper Street Hub includes timber recycling, largely from commercial customers. The timber is either processed and taken offsite for composting or processed into mulch. Mulch is sold from the site from the wholesale supplier.

Existing buffers for organics relate to composting activities that occur in the northern portion of 480 Cooper Street. EPA publication 1588.1 provides a recommended separation distance of 1,100m based on accepted materials and throughput.

Quarrying

Three Work Authorities exist within the site boundary. Work Authority (WA445) exists over 375 O'Herns Road and is currently the only area where active quarrying occurs. The active quarrying extracts basalt from the underlying Newer Volcanics. Extraction under this Work Authority includes blasting which requires a separation distance of 500m according to EPA publication 1518. Blasting will occur throughout the remaining operating life of the quarry which is not expected to close in the short term.

C&D processing

There are a range of processing activities for construction and demolition (C&D) materials that take place throughout the site.

C&D activities

- 375 O'Herns Road
 - Accept rock from civil construction activities and blend with extracted rock from site
- 460 Cooper Street
 - Aggregate and sand washing plant (in construction at time of report)
 - Rock crushing and manufacture of aggregates
 - Processing and sorting of building material for resale
- 335-355 O'Herns Road
 - Accept rock from civil construction activities and process it to sell back to the market

- Concrete batching
- Graystone Court
 - Blending of recycled glass (sand) into road base
 - Acceptance of C&D material and excavation rock and processing/sorting into aggregate material
 - Production of cement content material
 - Sale of recycled product

Concrete batching, currently occurring at 335-355 O'Herns Road requires a separation distance of 300m. Other C&D processing activities require a separation distance of 100m.

Landfill rehabilitation

There are three closed landfills existing within the Cooper Street Hub boundary known as, Cooper 1, Cooper 2 and the Northern Landfill. The location and extent of the landfill cells are not well defined, which has led to the buffer distances measured from the landfill boundaries. The buffer distances are 500m for landfills that accepted putrescible wastes (Cooper 1 and Cooper 2) and 200m for inert waste landfills (Northern Landfill).

Landfill gas capture is also occurring at Cooper 1 and Cooper 2 through 77 vertical landfill gas (LFG) extraction wells. LFG is used for power generation for the grid and is operated by EDL Energy Development Ltd.

The Northern Landfill has environmental significance as it provides habitat for Growling Grass Frogs and other native flora and fauna. Cooper 1 landfill underlies

480 Cooper Street which has a number of organics processing activities occurring on site. Cooper 2 underlies 335-355 O'Herns Road and includes some C&D processing activities and some unused land.

Other uses

Other land uses existing within the hub are unrelated to waste activities. These activities include agriculture and animal welfare. The last remaining agricultural land is in the eastern part of the hub between Cooper 2 and the Hume Freeway. This is currently being used for sheep grazing. The site has recently been sold to a property developer so it is anticipated that this land use will soon be discontinued with the potential for further encroachment by new incoming and conflicting land uses.

20 Companion Place (adjacent to 480 Cooper Street) contains WCC's facility for lost pets and impounded livestock. The facility can house over 3,000 dogs and 3,000 cats and has been identified by WCC as an animal welfare precinct.

Site constraints

Site constraints for the Cooper Street Hub were identified through site observations and the stakeholder engagement process. The constraints were grouped into the following categories:

- dust
- water access
- encroachment
- site access.

Dust

Dust generation is typical of most waste and resource recovery activities such as rock crushing, timber grinding and truck movements. Despite dust mitigation efforts by the site operators within the hub, dust management is constrained by site infrastructure and wind levels. Stakeholders have identified absence of a suitable water supply as an important factor restricting dust management options.

Internal roads within the hub are largely unsealed which produces dust from incoming and outgoing trucks in dry conditions. Any increase to waste processing at the hub will likely increase truck movements and therefore dust generation. Furthermore, there is limited access to water for dust suppression which limits this mitigating activity.

Air quality objectives are provided in the State Environment Protection Policies (SEPPs). The relevant SEPPs include the 'Air Quality Management' SEPP and the 'Ambient Air Quality' SEPP. Sustainability Victoria's

'Guide to Best Practice at Resource Recovery Centres' (2009) provides the following recommendations for dust management:

- installing wind breaks to prevent particles becoming airborne
- regular suction sweeping of surfaces
- where feasible, use sealed or paved roads and operating areas, and include suitable landscaping to minimise areas of exposed earth
- where appropriate, stopping some operations on windy days (e.g. mulching)
- adequate water supply to meet requirements for dust suppression.

To manage dust in the future, it is clear that infrastructure upgrades are required on site including sealed roads and operating areas and improved water supply.

Action: WCC to consider impacts relating to future land uses and investments in dust suppression infrastructure such as improved water supplies if land development opportunities are to be maximised.

Water access

Stakeholders at WCC's site at 480 Cooper Street have indicated there is limited water supply to the site. Better practice at resource recovery facilities includes adequate water supply for fire control, drinking, washing, cleaning and dust suppression.

Water supply for fire management is essential for the protection of existing operations, people and infrastructure. Furthermore, the environmentally

valued land to the west of the which supports threatened species such as the Growling Grass Frog are also at risk. Fire safety infrastructure is generally required for resource recovery facilities.

Recycled water is currently accessible at 335-355 O'Herns Road in the north of the hub. The Class A recycled water, or 'purple pipe' is supplied by Yarra Valley Water from their treatment plan in north Aurora. Extensive upgrades would be required to extend the purple pipe further south. There is an expectation that financial input from industry would be required to deliver the recycled water.

Action: WCC will need to consider investment options for recycled water to address the identified water supply issues and to develop the hub further.

Encroachment

One of the most pressing constraints raised by the existing site stakeholders was encroachment of industrial subdivision on operations within the hub. In recent years, encroachment has impacted negatively on the existing site activities. Recent subdivisions include the area immediately south of Cooper Street. Although the area is zoned as industrial, there have been some incompatible land uses occupying the new subdivision. As a result of the subdivision, existing site activities have had to stop operations on windy days.

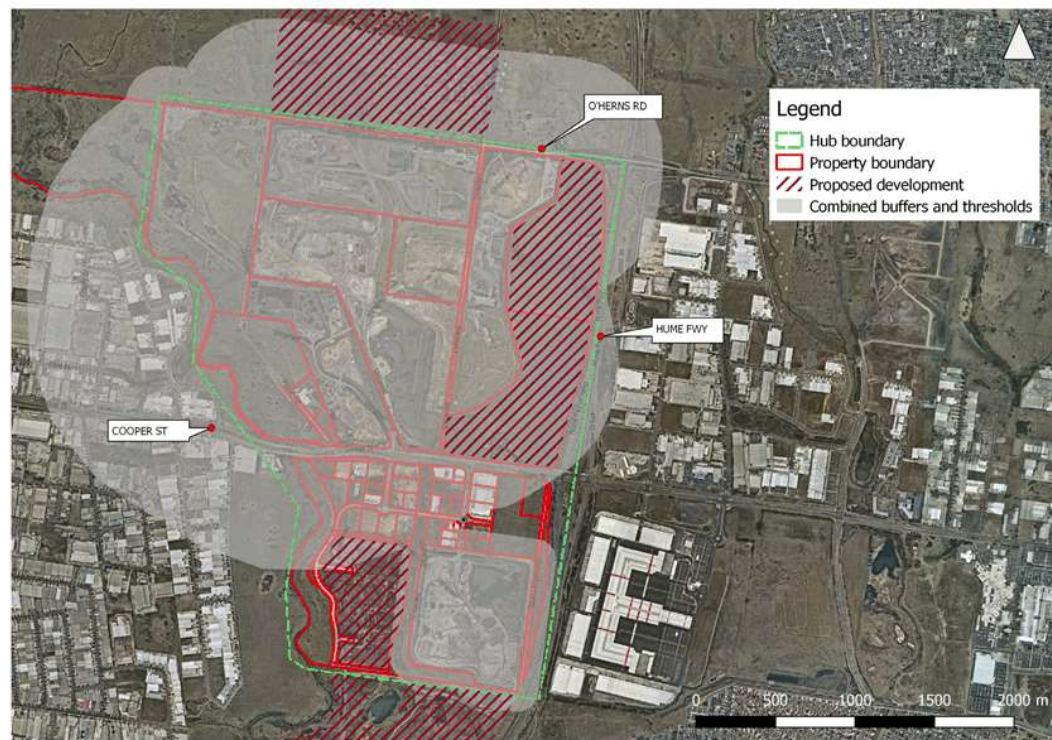
Other proposed subdivisions and developments are shown in Figure 9 right. Figure 9 also shows the combined recommended threshold distances for the existing activities. The development of recommended threshold distances are to protect sensitive uses from the potential impacts of activities on site.

Proposed developments within and adjacent to the site pose a risk to the existing activities and represent encroachment of 'reverse amenity' impacts. Reverse amenity is 'the impact of sensitive uses encroaching on an emitting use and limiting the ability of the emitting use to operate unrestricted'. It is apparent that industrial zoning, whilst precluding some sensitive uses such as residential, still includes some land uses incompatible with waste and resource recovery activities.

The issue of encroachment is time sensitive and highlights the importance of completing other hub plans before encroachment is established at other sites.

Action: MWRRG, WCC and VPA will need to consider encroachment options in the further development of the precinct. This is addressed further in Section 6.

Figure 9: Proposed development



Site access

There is limited site access to the facilities at the Cooper Street Hub. The multiple businesses and activities occurring at 480 and 460 Cooper Street require constant site access throughout the day. Any increase to activities within the site will add pressure on the signalised intersection between Cooper Street and the unnamed road through 480 Cooper Street. 480 Cooper Street is also utilised by a mix of commercial and residential customers. The Sustainability Victoria (2009) Guide to better practice at resource recovery centres recommends the separation of truck, car and pedestrian movements to optimise traffic flow. The separation may be achieved through separate exits and entrances for different types of vehicles.

Sites in the northern area of Cooper Street are accessed via O'Herns Road. There are upgrades to O'Herns Road currently proposed with expected completion in 2021. The upgrades include a diamond interchange between the Hume Freeway and O'Herns Road which will improve access to the northern hub sites.

There are no linking internal roads between Cooper Street and O'Herns Road. Additional internal roads may facilitate improved traffic flow and transport efficiencies for operators. Given that the specific details of future waste and resource recovery activities are unknown, largely as a result of current lease expiry (2021), it is difficult to define the traffic and access needs of the future. WCC has the option to partner with future tenants to improve site access depending on their needs and site use.

Action: WCC will need to consider investment options for roads and vehicle access ways for the further development of the hub.

Land Capability Assessment

The Cooper Street Hub is well located in relation to:

- transport – the area is close to major arterial roads
- proximity to waste sources, and distances to other hubs
- buffer zones – current buffer zones mostly comply with recommended distances
- groundwater – water table is relatively deep, and groundwater is not of a high quality (Segment A2 - C).

Legacy issues from former landfills (landfill gas primarily) require additional management measures but generally do not preclude developments in the buffer areas. Construction of structures directly over former landfills raises additional geotechnical and construction challenges which makes these areas better suited to open operations.

The provision of supporting infrastructure will improve management of amenity, specifically construction of an internal road network and extension of water supplies (both mains and recycled). Land capability will be diminished if buffers are eroded by encroachment of sensitive receptors (including sensitive industry).

To improve the land use capability for the long-term operation of waste and resource recovery activities a number of recommendations are made below. Council may consider a partnership with leaseholders at the site to deliver the infrastructure upgrades. It is also noted that the land use within the hub could play a valuable role in the management of materials for other northern and regional councils.

Action: WCC should consider the following site improvements for the future planning of the hub:

- seal all internal roads and operating areas
- improve water access for dust suppression and fire safety
- install wind breaks where appropriate
- additional internal roads to facilitate traffic flow and transport efficiencies for operators.

The MWRRIP seeks to support local government to progressively increase recovery of materials from waste streams through collaborative procurement processes. An investigation into procurement opportunities for infrastructure on land in the Cooper Street Hub precinct with WCC, MWRRG, SV and surrounding councils will inform WCC deliberations on the future use and development of its land holdings in the precinct. Exploring these procurement opportunities for the entire precinct could address a range of waste streams and potential organics and advanced waste processing infrastructure and services.

Action: WCC in partnership with MWRRG, SV and surrounding councils investigate the possibility of a collaborative procurement process for infrastructure that can support a range of waste streams within the Cooper Street precinct

Future opportunities

Organics processing

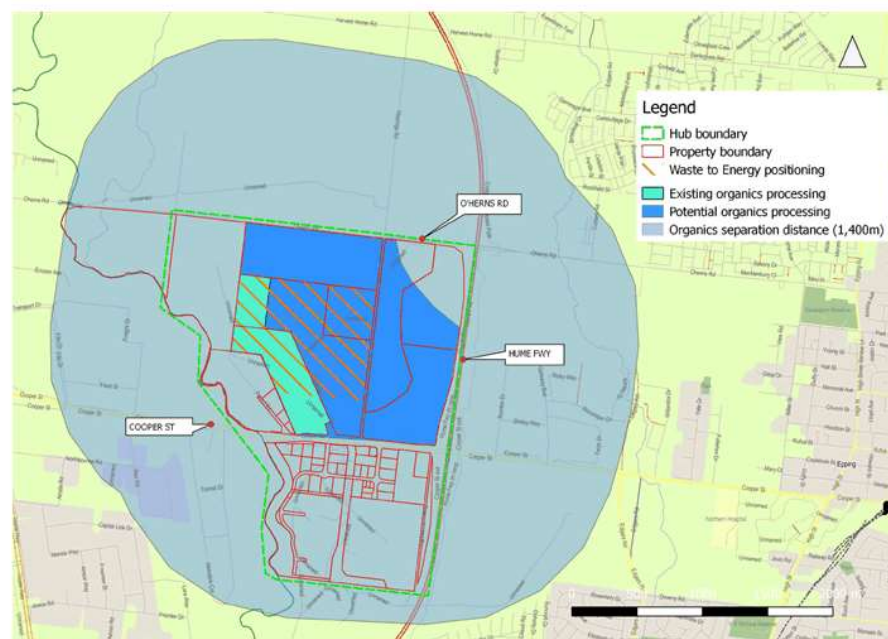
The City of Whittlesea have identified reducing food waste to landfill as a major opportunity in their current waste management strategy. The council currently provides a green waste collection with material processing occurring at 480 Cooper Street. WCC have expressed an interest in transitioning to a food organics, garden organics (FOGO) collection in the future. This service change will enable the council to reduce the quantity of waste disposed at landfill. The transition will require FOGO processing infrastructure, such as an in-vessel composting unit. Although a proven technology, the additional infrastructure is typically costly to develop.

Stakeholders operating at the site have expressed an interest in FOGO processing as have other operators. Should the infrastructure be developed on council owned land, the lease term needs to reflect the capital investment. Stakeholders have indicated a lease term of 20 years or more is desirable.

The likely location for a FOGO facility is north of Cooper Street, as shown in Figure 10. The positioning is recommended because it maximises potential buffer and separation distances. It also reflects the interest shown by stakeholders to develop a FOGO facility. The indicated position also includes a portion of council land at 335-355 O'Herns Road which is currently open space. The site would require additional investigation to develop structures due to the location of the closed Cooper 2 landfill underneath.

Figure 10 also shows the location of potential organics processing activities that could occur within the hub. The location considers the residential development to the north-east of the site and the EPA recommended separation distance of 1,400m (for plant managing 90,000 tonnes per annum). Planning should enable organics processing within the defined 'potential organics processing' area.

Figure 10: FOGO positioning





EPA would be likely to require that FOGO be processed using in-vessel composting technologies. An in-vessel facility requires both a confined structure as well as open maturation pads. It would be preferable to locate the confined structure over unfilled land. The precise footprint of the Cooper 1 landfill cells is poorly defined, so planning of future infrastructure would require test pitting to confirm waste locations. The maturation pads could be placed over filled areas.

Action: WCC to undertake further testing to clearly define the limits of Cooper 1 landfill cells.

C&D Processing

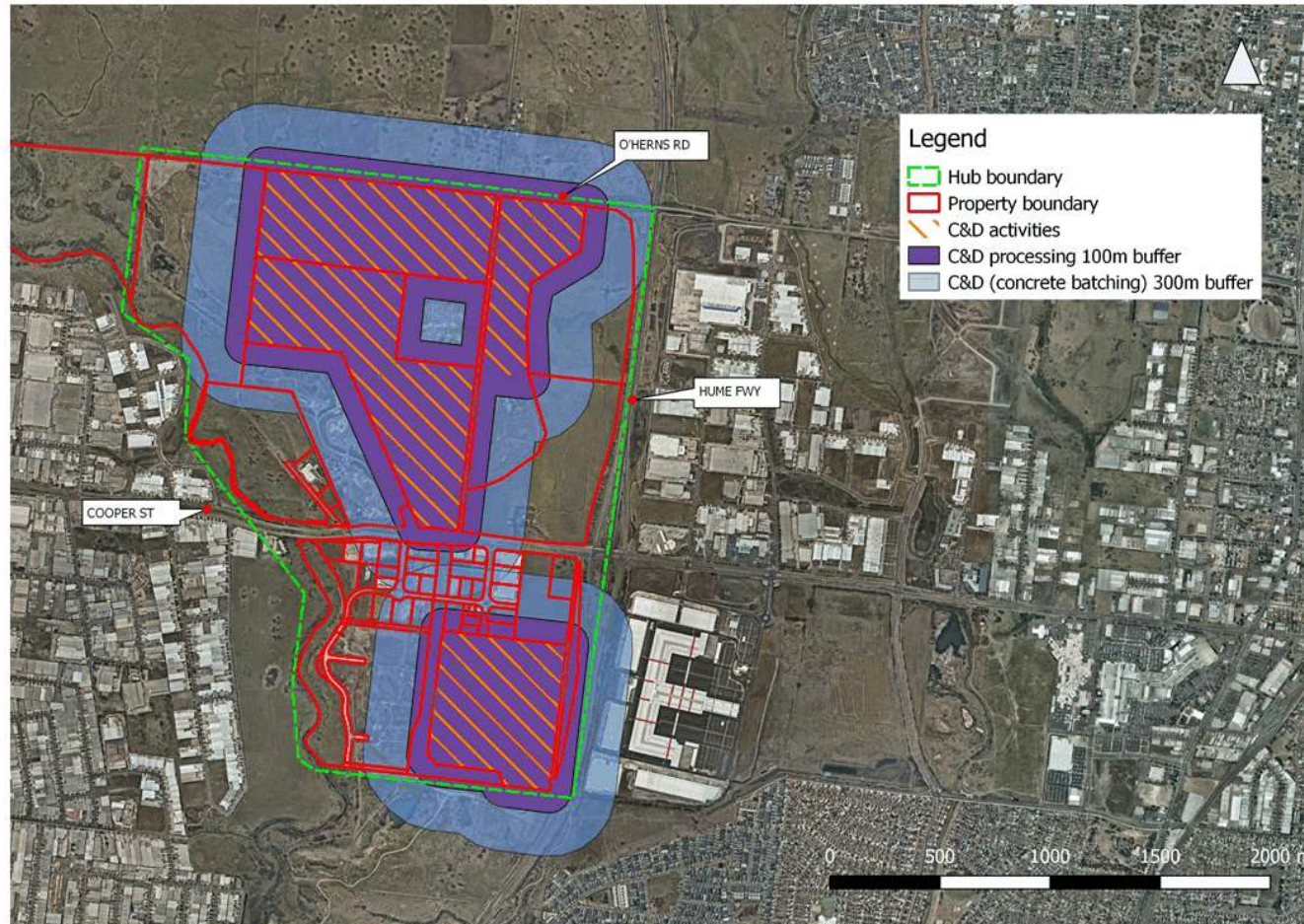
C&D processing is a major component of the waste and resource recovery activities occurring within the Cooper Street Hub (Figure 11). Waste types processed include C&D waste such as bricks and concrete, but also clean fill materials from civil construction activities in the region. Soil horizons over basalt are typically thin, and consequently civil constructions unearth basalt boulders which would otherwise be disposed to landfill (clean fill sites). A number of operators receive this material and blend it with other materials to form a range of products.

There are opportunities to increase materials processed and the types of products created, such as the manufacture of asphalt. Asphalt batching can include recycled plastic material which increases the types of material managed in the hub. Increasing the types of materials processed within the site would elevate the hub, as would partnerships with other councils or industry.

The Cooper Street Hub is located in the Cooper Street Employment Precinct which is expected to generate over 25,000 jobs.⁴ Part of WCC's vision for the precinct is greenfield employment development which has led to a large amount of greenfield development occurring near the hub. C&D processing facilities typically reflect the locally occurring civil development, which at this stage is in a growth phase. As a result, there is a demand for concrete batching, processing of paddock rock and production of aggregates and road bases. Future operations may transition to demolition related activities such as increased concrete and glass recycling. Given that Melbourne Markets is now established within proximity to the hub, any proposal which may increase or generate dust must consider sensitivities relate to fresh produce distribution. This further illustrates the importance of addressing buffer encroachment.

Action: WCC to support C&D activities that increase the volume and type of materials processed within the hub and also increase employment opportunities.

Figure 11: C&D processing



Waste processing gaps

Current waste and resource recovery activities are largely centred around C&D processing and organics processing. A range of other activities have been identified, including plastics, e-waste and metals recycling.

E-waste is a target material for the resource recovery sector which has been acknowledged by the Victorian Government. From the 1st of July 2019, e-waste will be banned from landfill through new regulatory measures which specify how e-waste must be managed. The Cooper Street Hub should support any ventures to increase resource recovery from e-waste.

Plastics recovery has been an important issue for the waste and resource recovery industry in the past 12 months. Approximately 20 per cent⁵ of Australia's recovered plastic was exported to China prior to the implementation of China's National Sword Policy. From the 1st March 2018 China adopted strict contamination thresholds of 0.5 per cent in bales of recycled material accepted from overseas imports. The government's response has been to allocate funding to support councils and the recycling industry. The objective of the funding is to expand Victoria's capacity to recover and reprocess plastics, paper and cardboard to a higher grade. None of the current operators indicated an intention to pursue reprocessing of plastics, paper or cardboard.

Many of the operations do receive ad-hoc loads of various waste materials from the general public, however as tonnages (and hence numbers of trucks) increase, this may cease for reasons of safety. The sites along Cooper Street would be well suited for a general public transfer station but currently none are proposed.

MWRRG landfill services procurement

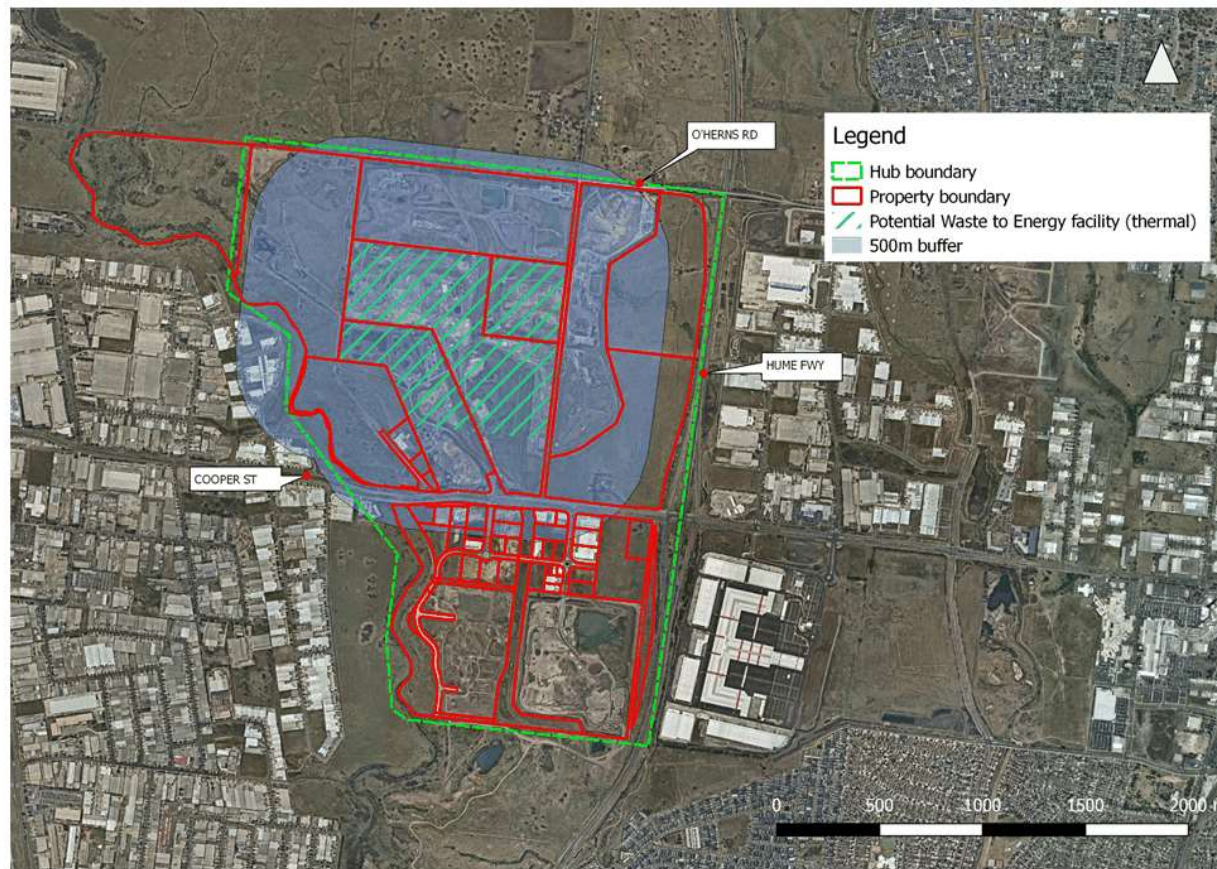
MWRRG manages contracts for the supply of landfill services across 24 metropolitan councils. The contracting is due to expire in 2021. The new contract for 460 Cooper Street is therefore well timed to take advantage of this retendering of services. MWRRG have indicated that the next round of landfill contracting will likely be a shorter term than the current 4+2+2+2-year arrangement to support developments in the RRC and advanced waste processing (AWP) sectors. A separate procurement for AWP services will likely run concurrently with the landfill procurement.

Stakeholders at the hub have indicated interest in developing a WtE facility. Figure 12 below indicates the most preferable area to locate a WtE facility given existing buffers and land use. Buffer or separation distances for WtE facilities are determined on a case-by-case basis. A 500m buffer, the same as a putrescible landfill, has been adopted in Figure 12.



Cooper Street - Waste and Resource Recovery Hub Plan 33

Figure 12: Potential WtE locations



Hub Plan

Vision

The Cooper Street Hub is a focus of essential waste and resource recovery activities providing services and employment opportunities for the Whittlesea area. Together with MWRRG, the area will become a centre of innovation and leading market development of best practice technologies for the sustainable use of waste as a resource. The Cooper Street Hub is a valuable, long-term asset for Victoria that encourages waste and resource recovery industry and complementary land uses.

Objectives

- To protect the Cooper Street Hub for long-term resource recovery from waste.
- To encourage future opportunities for innovation in waste and recycling.
- To encourage complimentary land uses and activities which support waste and recycling.
- To recognise the potential for land use conflict and provide guidance for decision makers.

Recommendations

A series of recommendations have been made to prevent further encroachment of sensitive uses within the Cooper Street Hub. The recommendations also consider reverse amenity issues with development located in the buffer areas. The recommendations will assist in promoting investment in technology and infrastructure and encouraging compatible uses within the Cooper Street Hub and buffer areas.

Victoria Planning Provisions

At the broadest level, consideration should be given to changes to the Victoria Planning Provisions (VPP) to identify separation distances spatially. This could involve:

Action 1: MWRRG, WCC and SV to work with DELWP planning to ensure that the hubs are identified in the VPP.

The identification suitable separation distances for "industrial hubs" or major infrastructure of state or regional significance is important for inclusion within the VPP. There is the potential to implement "hub plans" spatially through the introduction of an overlay (ESO or "Potential Impact Overlay"). The Overlay would also provide a transparent and suitable "red flag" for potential purchasers through the relevant Planning Property Report disclosed within in a Section 32 statement.

Action 2: MWRRG, WCC and SV to work with DELWP planning to ensure the Section 53.10 review includes WRR issues.

There is a need for greater consistency between separation distances identified in the planning system and separation distances specified by EPA. This continues to create confusion for decision makers, community, and industry. Information requirements and decision guidelines should be included to identify the relevant considerations for decision makers and industry. We understand that the Victorian Government is currently reviewing how land use buffers and separation distances are currently managed in the Victorian planning system. Changes

arising from this review should be monitored as they may assist in providing responses to current issues experienced at Cooper Street and other waste hubs across the state.

Precinct Structure Plan

Action 3: MWRRG, WCC, SV and VPA work together to ensure that the Cooper Street West Precinct Structure Plan (PSP) considers the issues of encroachment and appropriate use of land in the hub that are raised in this hub plan.

The Cooper Street West PSP is yet to commence. The PSP area is located to the north-west of the hub and includes land at 605 O'Herns Road which is located within the hub. There is a role for PSPs, and Framework Plans, and other high-level strategic plans to address the potential for land use conflict. These documents should include the buffer areas contained in Figures 5-1, 5-2 and 5-3 to reduce future land use conflicts and consider differentiation between industrial uses.

Further, there is a need to engage with the VPA to ensure that the future development of the PSP recognises reverse amenity and incorporates:

- potential future expansion of the hub (intensification, different waste and recycling uses)
- consideration of the potential for adverse amenity impacts
- appropriate buffer distances to future sensitive uses (noting specifically that sensitive land uses may go beyond those)
- the need for complementary land uses and activities.

Whittlesea City Council & VPA mapping

Action 4: MWRRG and WCC provide VPA with mapping file of buffers to the Cooper Street Hub.

Provide WCC and the VPA with the buffer areas shown in Figure's 5-1, 5-2 and 5-3 to incorporate into their mapping tools to assist with making informed decisions on development applications and advise developers of opportunities and constraints. This will assist in managing future land use conflict.

Planning scheme amendments

Consideration should be given to changes to planning provisions to provide appropriate zoning and policy that supports and encourages compatible land uses within the Cooper Street Hub and its surrounds.

Action 5: WCC is supported by MWRRG to consider the rationalisation of zoning within the hub., with the potential to align with future PSP work by VPA and WCC.

The Cooper Street Hub is of state importance. A number of different zones currently apply. The hub is likely to benefit from a cohesive, single zoning across the hub to encourage waste and resource recovery. Rationalising the planning provisions within the hub within will assist in removing duplication and confusion.

The Special Use Zone 4 is already applied to several sites within the hub and could be applied to the remainder of land. The SUZ4 can reference a Framework Plan for the precinct that provides direction for the hub in terms of land use, built form,

buffers. It can provide a distinction between the 'core', which is the Cooper Street Hub and the 'periphery' which are the areas within the buffer. Decision guidelines within the zone would enable appropriate use and development to be approved within the hub.

DPO24 provides a list of land uses that are to be restricted. This list includes sensitive uses such as a child care centre and a fuel depot. There is an opportunity/need to incorporate the objectives of DPO24 within the SUZ4.

Action 6: WCC is supported by MWRRG to consider preparing a local policy for buffer protection.

Buffer areas around the hub need to consider reverse amenity in order to protect the primacy of the hub. As discussed in section 6.3.1, at present, there is not a clear and obvious planning tool within the VPPs that addresses this issue. Consideration could be given to the creation of a local or state policy which identifies waste hubs of state significance and provides policy guidance for decision makers as to how to protect them.

Action 7: WCC is supported by MWRRG to consider preparing a Municipal Strategic Statement (MSS) reference to the hub

The Cooper Street Hub is of state significance. WCC's MSS currently only references Melbourne Wholesale Market and Beveridge Intermodal Freight Terminal as 'significant state infrastructure'. We would suggest the inclusion of the Cooper Street Hub within Clause 21.02.3.

Advocacy

Action 8: MWRRG, WCC and SV advocate to VPA and the Victorian Government to minimise potential future land use conflicts in the development of surrounding PSPs.

There has been significant encroachment into buffer areas over time. This has and will continue to have a profound impact on industry and the broader community. There is a need for ongoing advocacy at state and local government level to minimise the potential for future land use conflict.

Council have also prepared the Amended Cooper Street West Position Paper which establishes the City of Whittlesea's position with respect to future use and development of land within the Cooper Street West Precinct. This document should be updated to include the Cooper Street Hub Plan.



Endnotes

1. id, City of Whittlesea Community Profile, <https://profile.id.com.au/whittlesea/about>, Accessed: January 2019
2. Sustainability Victoria, Victorian Organics Resource Recovery Strategy
3. Biodiversity Business Park covers the hub area south of Cooper St
4. <https://www.whittlesea.vic.gov.au/building-planning-development/future-development-plans/place-snapshots-a-guide-to-development-in-your-area/place-snapshot-epping/> Accessed February 2019
5. MRA Consulting, China National Sword: The role of Federal Government, April 2018
6. EPA Victoria, Recommended Separation Distances for Industrial Residual Air Emissions, Publication 1518, 2013
7. Cardno, Landfill Gas Risk Assessment Cooper Street Landfills Epping, September 2015
8. Cardno, Landfill Gas Buffer Assessment, 2017



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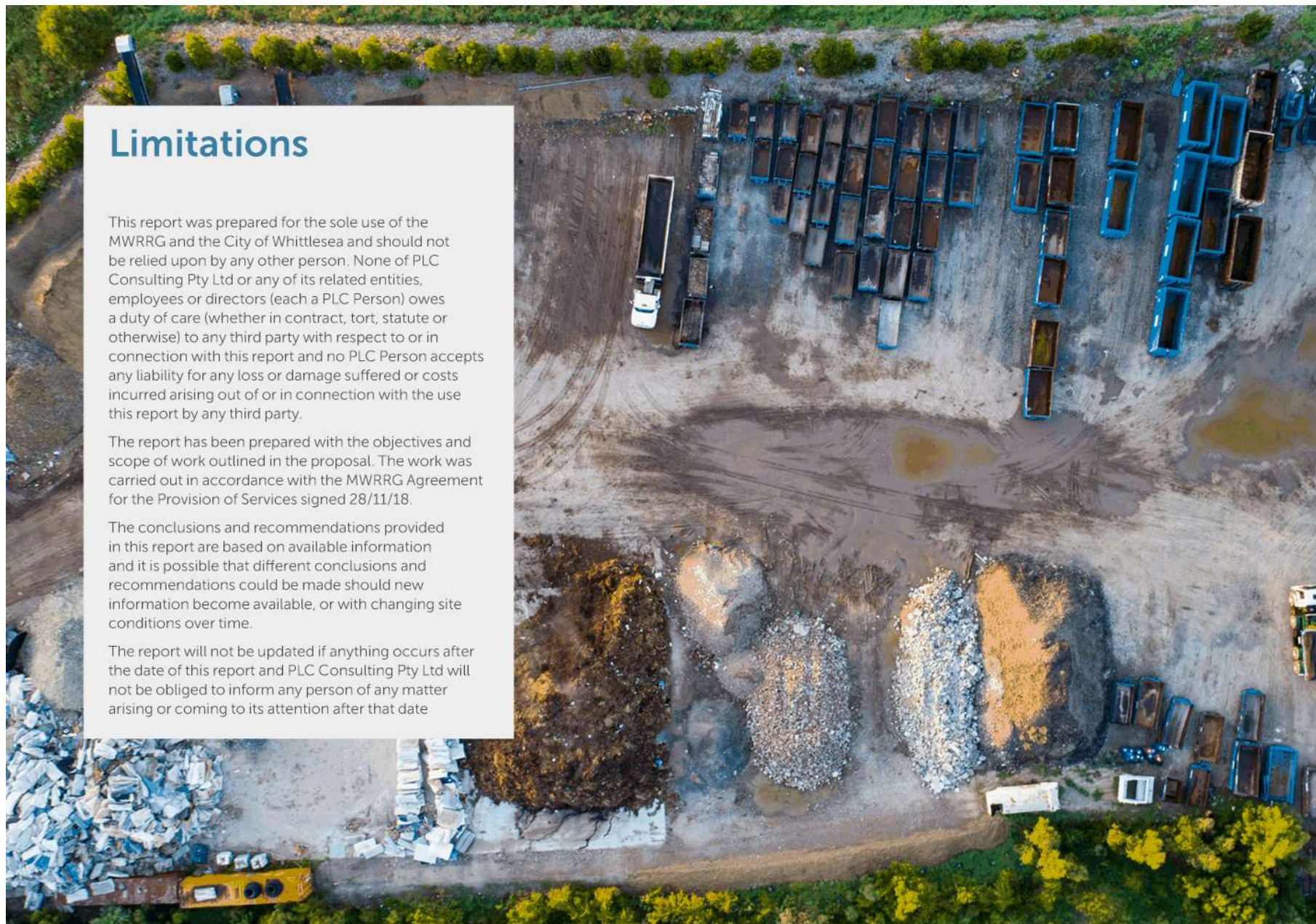
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Limitations

This report was prepared for the sole use of the MWRRG and the City of Whittlesea and should not be relied upon by any other person. None of PLC Consulting Pty Ltd or any of its related entities, employees or directors (each a PLC Person) owes a duty of care (whether in contract, tort, statute or otherwise) to any third party with respect to or in connection with this report and no PLC Person accepts any liability for any loss or damage suffered or costs incurred arising out of or in connection with the use of this report by any third party.

The report has been prepared with the objectives and scope of work outlined in the proposal. The work was carried out in accordance with the MWRRG Agreement for the Provision of Services signed 28/11/18.

The conclusions and recommendations provided in this report are based on available information and it is possible that different conclusions and recommendations could be made should new information become available, or with changing site conditions over time.

The report will not be updated if anything occurs after the date of this report and PLC Consulting Pty Ltd will not be obliged to inform any person of any matter arising or coming to its attention after that date.

Appendix 1: Site context

Site context and land capability

The Cooper Street Hub is located in close proximity to three metropolitan councils. The hub exists within the City of Whittlesea in the south-western portion of the municipality, and in close proximity to Hume City Council. Merri Creek is to the west of the hub and delineates the boundary between the Whittlesea and Hume municipalities. Additionally, Darebin City Council is located 4km to the south of the hub.

Surrounding land use

Land use surrounding the Cooper Street Hub is typically industrial and warehousing. The Melbourne Wholesale Markets are located to the east of the hub's south-eastern corner, on the eastern side of the Hume Freeway. The proximity of the markets has led to the establishment of freighting businesses and food manufacturing in the area. There are additional proposed developments for industrial subdivision located in adjacent land parcels both within and adjacent to the hub.

Merri Creek forms the western edge of the hub. Industrial properties are located west of Merri Creek. A series of grassland parks extends along the length of Merri Creek.

North of O'Herns Road and east of the Craigieburn Grasslands land is used for agricultural purposes, primarily cropping and stock.

The closest residential receptors are approximately 400m from the south-eastern corner of the hub. These properties have been constructed since 2009.

Physiography

The hub and surrounding area are situated on Newer Volcanics basalt flows and is relatively flat. Merri Creek is incised into the surrounding basalt plain, quarrying and landfilling have altered the surface topography creating depressions and mounds through the central part of the hub area.

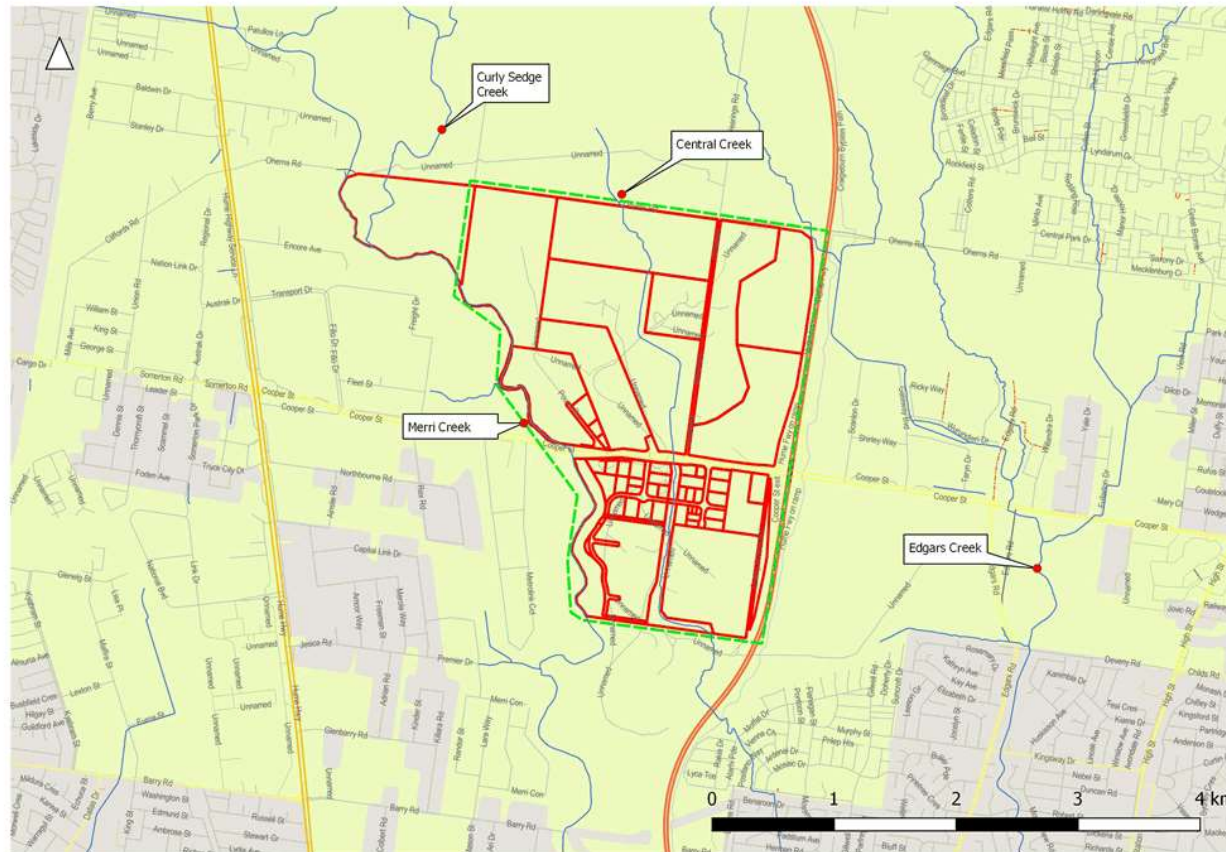
Drainage

Merri Creek flows from north to south and forms the western boundary of the hub. Central Creek is an ephemeral watercourse that flows north to south through the hub north of Cooper Street. South of Cooper Street the creek flows in a south westerly direction where it joins Merri Creek.

Central Creek runs through the centre of the hub, facilitating stormwater runoff and drainage for the site. The creek starts at 375 O'Herns Road, runs through the middle 460 Cooper Street and is directed into a culvert underneath Cooper Street. After Cooper Street, Central Creek runs through the remainder of the hub and discharges to Merri Creek. Site works, particularly near the Central waterway, have recently modified this location.

Curly Sedge Creek flows through the Craigieburn Grasslands and through the northwesternmost property in the hub (605 O'Herns Road) before discharging into Merri Creek. In the east various drainage lines flow seasonally in a generally south easterly direction, with Edgar's Creek (approximately 2km east of the hub) being the major waterway. Drainage lines are shown in Figure A1 shows the major drainage lines.

Figure A1: Drainage



Melbourne Water's Edgar's Creek Drainage Scheme covers most of the undeveloped land on the eastern side of the hub (Figure A2).

Figure A2: Melbourne Water drainage scheme



Source: Melbourne Water website: <https://www.melbournewater.com.au/planning-and-building/developer-guides-and-resources/drainage-schemes-and-contribution-rates/find#/>

Parklands

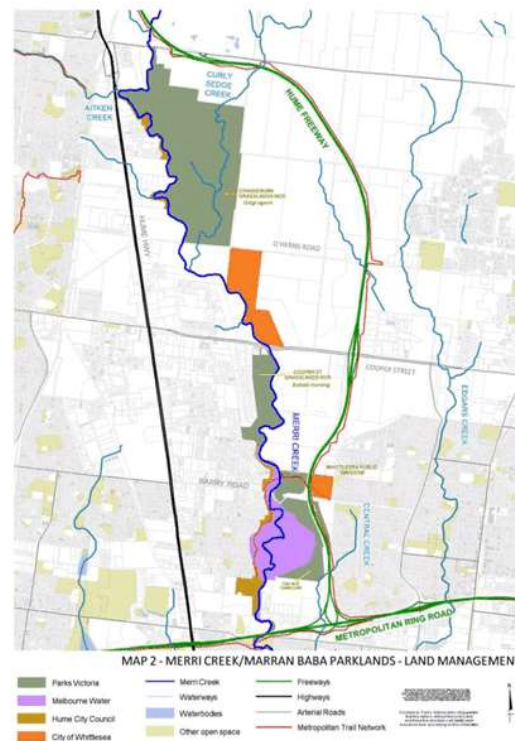
A wildlife corridor is centred on Merri Creek which is known as the Marran Baba Parklands. It extends 15km from Campbellfield to the nationally significant Craigieburn Grasslands located north of O'Herns Road but east of Merri Creek. The Cooper Street Grasslands Nature Conservation Reserve is located west of Merri Creek and south of Cooper Street. The Craigieburn Grassland and Cooper Street Grassland Nature Conservation Reserves are reserved under the Crown Land (Reserves) Act 1978 (Parks Victoria 2013).

The western portion of the Cooper Street Hub is an area of high environmental value. The land at 605 O'Herns Road has been identified as a conservation area under the Victorian Government Biodiversity Conservation Strategy (WCC 2017).

The former landfill (Northern Landfill) that exists in the north-western corner of the hub boundary has been rehabilitated to support native flora and fauna. The area supports protected species such as Growling Grass Frogs, Golden Sun Moths and River Redgums. The former Northern Landfill includes Growling Grass Frog habitat that forms part of the environmental offset for lost habitat on the Melbourne Wholesale Market site.

The network of parks along Merri Creek is shown in Figure A3..

Figure A3: Parkland reserves along Merri Creek



Source: Parks Victoria 2013

Infrastructure

Cooper Street provides access to the Craigieburn Bypass and the wider freeway network. A new interchange is proposed for O'Herns Road which will provide better connectivity for sites at the northern end of the hub. However, within the hub itself, north of Cooper Street a functional local road network is lacking (WCC 2017). Council has identified an extension of Vearings Road as their preferred option to provide north-south access through the hub.

A road network between Cooper Street and the Alex Fraser site has recently been constructed to service a new industrial subdivision in this area.

A high-pressure gas transmission line is located parallel to the Craigieburn Bypass. Easements associated with this pipeline limit opportunities for development of the land in its vicinity. Land use in the easement is limited to open space such as parks, gardens and reserves and plantings of shallow rooted plants such as grasses, groundcovers and low shrubs.

Other available infrastructure includes:

- electricity supplies are available to all sites within the hub
- water supply mains run along Cooper Street but are not available to all sites
- recycled water is utilised by ACM
- no mains gas supplies are utilised.

Figure A4: Former landfill sites

Geology and hydrogeology

The Cooper Street Hub overlies multiple flows of Newer Volcanics basalts. Coffey (2016) reported two possible aquifers present at the site comprising:

- the main regional aquifer in the lower basalt unit
- a shallow ephemeral aquifer in the upper basalt unit – localised perched water.

Coffey (2016) reports that the depth to watertable is expected to be between 10 and 20m below ground level, with an anticipated regional flow direction to the southwest towards Merri Creek.

The audit report for the Northern Landfill identifies groundwater quality as being Segment B as classified under State Environment Protection Policy (Groundwaters of Victoria) which has recently been superseded.

Existing activities

Existing activities on site are shown in Figure A5 below and are discussed in the following sections.

Figure A5: Existing activities



Organics

The Cooper Street Hub is an important area for the management of organic waste. An organics processing network has been developed by MWRRG to divert organic waste from landfill. The network involves collaborative contracting for metropolitan councils for the north west, south east and east. The organics collections include both garden waste and food organics (FOGO) collections. Whittlesea Council was not part of the collaborative contracting due to existing green waste contracts. All residential kerbside garden waste from Whittlesea Council is managed at the SUEZ facility at 480 Cooper Street. The residential green waste currently goes through a process of grinding and windrowing to produce soil and compost products which are sold back to the market.

Other organics processing occurring at the Cooper Street Hub includes timber recycling, largely from commercial customers. The timber is either processed and taken offsite for composting or processed into mulch. Mulch is sold from the site from the wholesale supplier.

Existing buffers for organics relate to composting activities that occur on site. Composting occurs in the northern portion of 480 Cooper Street. EPA publication 1588.1 (Designing, constructing and operating composting facilities, 2017) details the recommended separation distances based on feedstock, volume and processing type. Table A1 below details the separation distances. The composting site at Cooper Street currently accepts green waste and some grease trap waste and uses open turned windrow technology for processing. In the absence of a reference facility that includes this combination of feedstock and technology, the separation distance applied for composting at the Cooper Street Hub based on current tonnage is >1,100m, and is shown in Figure A7.

This could be reduced to >500m if an in-vessel technology was adopted.

Figure A6: Composting separation distance

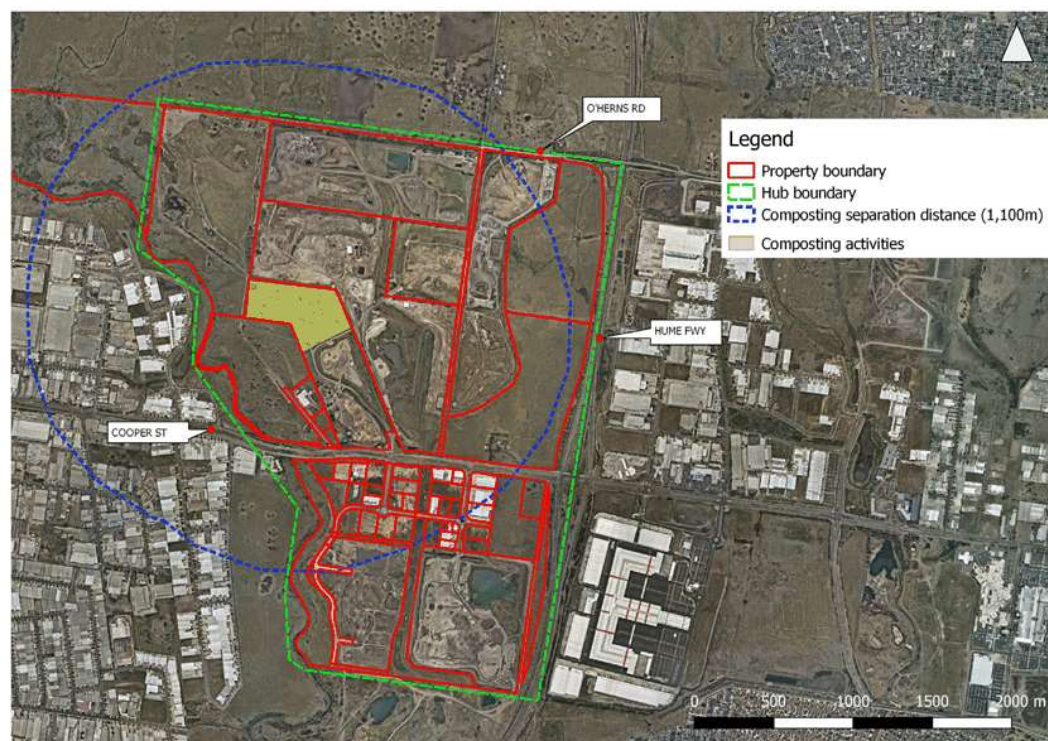


Table A1: EPA composting separation distances

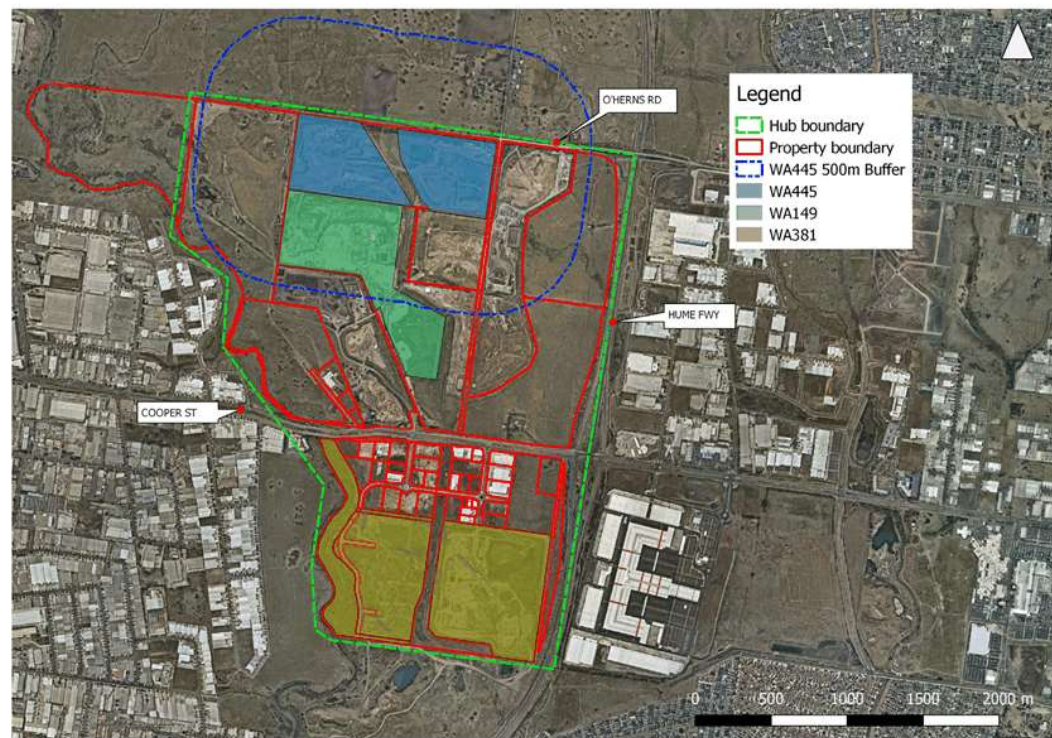
Reference facility type	Types of feedstock	Technology being used	Size of the plant	Recommended separation distances (metres)
Reference facility 1	<ul style="list-style-type: none"> Greenwaste Vegetables organics Grease inceptor trap waste 	<ul style="list-style-type: none"> Open air receival Enclosed aerobic composting with secondary odour capture and treatment equipment Open air maturation 	1,200 tonnes per annum	>300
			14,000 tonnes per annum	>500
			36,000 tonnes per annum	>800
			55,000 tonnes per annum	>1,000
			75,000 tonnes per annum	>1,200
Reference facility 2	<ul style="list-style-type: none"> Green waste 	<ul style="list-style-type: none"> Open air receival Open turned windrow Open air maturation 	90,000 tonnes per annum	>1,400
			1,200 tonnes per annum	>600
			14,000 tonnes per annum	>1,100
			36,000 tonnes per annum	>2,000
			50,000 tonnes per annum	>2,000

Quarrying

Three Work Authorities exist within the site boundary, as shown in Figure A7 right. The northern Work Authority (WA445) is currently the only area where active quarrying occurs. The active quarrying extracts basalt from the underlying Newer Volcanics.

EPA Publication 1518, Recommended Separation Distances for Industrial Residual Air Emissions (2013) provides recommended separation distances for various activities, including quarrying. Separation distances are determined by the industry description; without blasting, blasting, or with respirable crystalline silica. Extraction under Work Authority 445 includes blasting, which requires a separation distance of 500m.

Figure A7: Work authorities and buffer distances



C&D processing

There are a range of processing activities for construction and demolition materials that take place throughout the site. In the hub area north of Cooper Street there are three parcels of land involved in C&D activities:

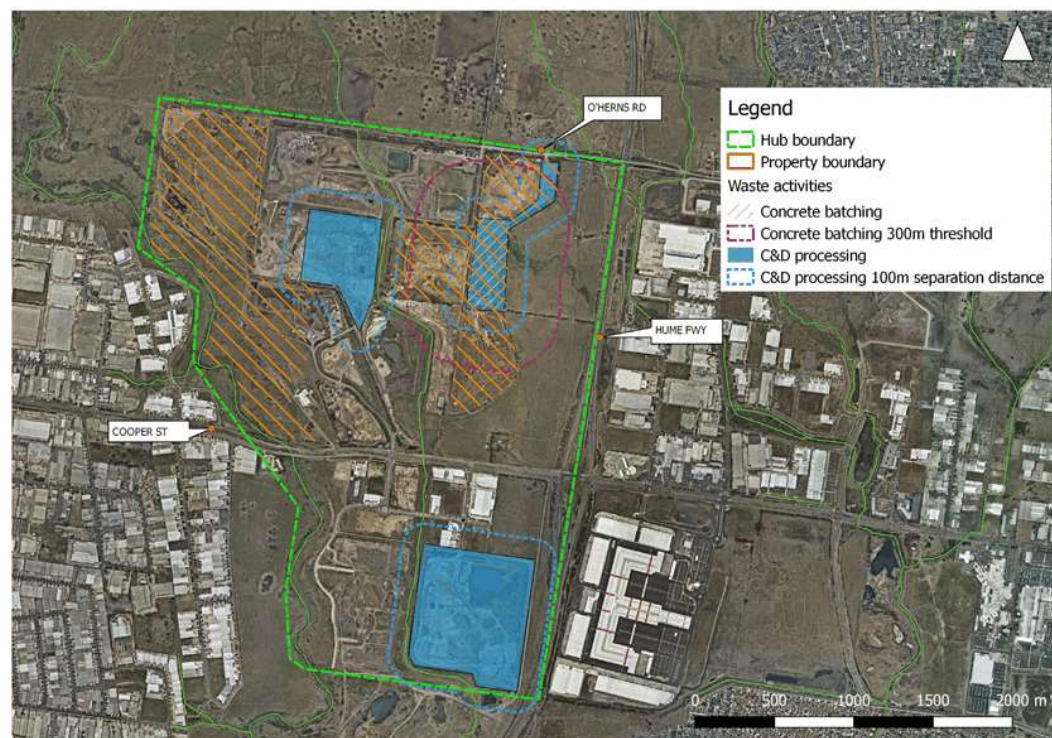
- 375 O'Herns Road
 - Accept rock from civil construction activities and blend with extracted rock from site
- 460 Cooper Street
 - Aggregate and sand washing plant (in construction at time of report)
 - Rock crushing and manufacture of aggregates
 - Processing and sorting of building material for resale
- 335-355 O'Herns Road
 - Accept rock from civil construction activities and process it to sell back to the market
 - Concrete batching

Waste and resource recovery activities within the hub south of Cooper Street are entirely involved in C&D processing. The site in Graystone Court is occupied by one of Australia's largest recycler of construction materials. The site includes a range of recycling and processing activities:

- blending of recycled glass (sand) into road base
- acceptance of C&D material and excavation rock and processing/sorting into aggregate material
- production of cement content material
- sale of recycled product.

Recommended separation distances for the C&D processing activities are 100m⁶ and are shown in Figure A8 right.

Figure A8: C&D processing



Landfill rehabilitation

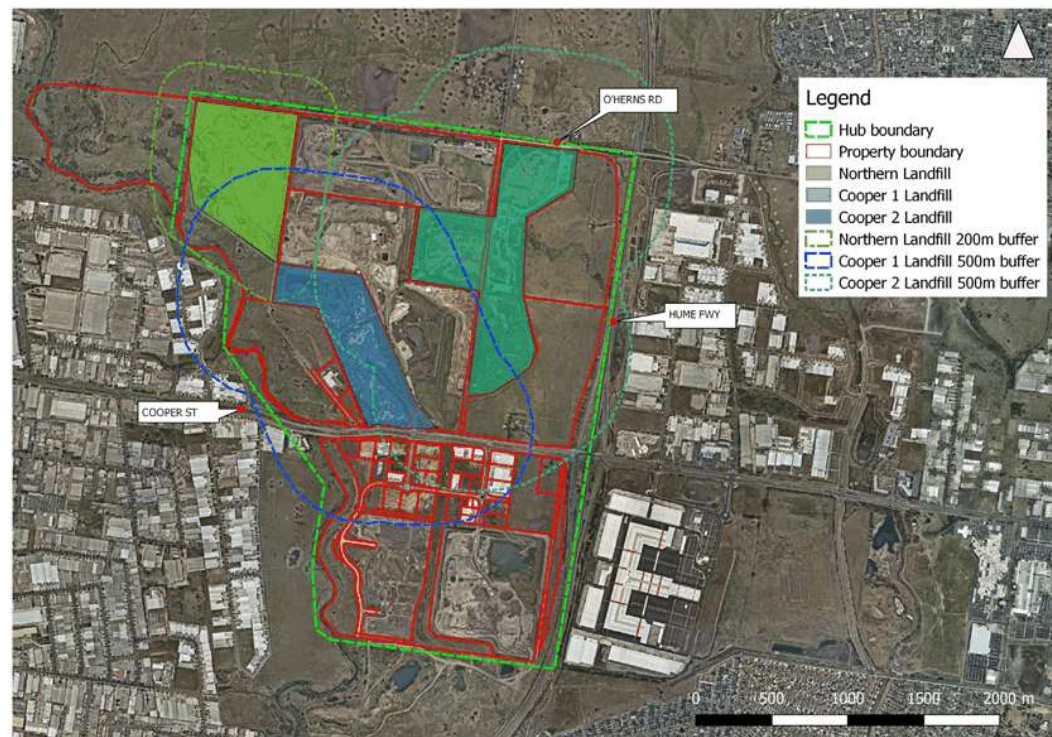
There are three closed landfills existing within the Cooper Street Hub boundary known as, Cooper 1, Cooper 2 and the Northern Landfill. Table A2 provides background information on each of the landfills.⁷

Table A2: Landfill summary

Context	Cooper 1	Cooper 2	Northern Landfill
Site owner	City of Whittlesea	City of Whittlesea	City of Whittlesea
Current site use	<ul style="list-style-type: none"> Composting Timber recovery 	<ul style="list-style-type: none"> Concrete recycling Rock processing Vacant land 	Environmental reserve
Drainage and slope	Slopes gently from north to south	Eastern area elevated approximately 20m above remainder of site, slopes down in all directions	Northern portion of the site slopes down in all directions, draining into man made ponds to west of landfill area
Nearest surface water receptors	<ul style="list-style-type: none"> Merri Creek (west, 150m) Central Creek (east, 150m) 	<ul style="list-style-type: none"> Merri Creek (west, 800m) Central Creek (west, 10m) 	<ul style="list-style-type: none"> Merri Creek (along western boundary) Man-made ponds within landfill boundary Central Creek (east, 600m)
Years of quarrying	1970's	1970's	1982-1993
Years of operation	1970's to 1980's	Early 1990's to 2000	1997 to 2004
Cell depth	Unknown	7-13m (based on leachate sump depths)	Up to 14m below natural ground level
Waste types	Expected to be putrescible and solid inert	Putrescible, solid inert and low-level contaminated soil	Solid inert and clean fill
Liners	Unlined	Unlined	Unlined
Capping	0.5m compacted clay	0.5m clay (possibly engineered cap)	0.5m engineered clay cap
Leachate system	None observed	5 leachate sumps (no accumulation observed 2001-2007)	Leachate bore in north (dry in 2009)
Landfill gas management ⁸	Operational extraction system of 77 vertical LFG extraction wells across the entire landfill cell area. LFG is used for power generation. Gas extraction system operated by EDL.		No LFG capture system (solid inert)

Landfill buffer distances are determined by the waste types accepted at site; putrescible or solid inert. EPA Publication 788.3 (Siting, Design, Operation and Rehabilitation of Landfills, 2015) defines the buffer distances from buildings and structures for Type 2 landfills (municipal putrescible waste) as 500m, and Type 3 landfills (solid inert waste) as 200m. The location and extent of the landfill cells are not well defined, which has led to the buffer distances measured from the landfill boundaries in Figure A9 below. Buffer distances are the same for both operating and closed landfills.

Figure A9: Closed landfill buffers (EPA)



In anticipation of development applications within the buffer zone WCC undertook further investigations of the risks associated with developments within this buffer zone. Cardno (2017) concluded that corrosion or explosive risk for development beyond 100m of the landfills was acceptable, but at lesser distances precautionary measures (such as protective membranes) would be needed. The key findings included:

- carbon dioxide is present in the underlying geology of the three sites
- LFG bore flow rates are low, indicating that subsurface LFG is not under any driving pressure
- most of the LFG bores at the three sites recorded Characteristic Situation CS1 (except LFGB03 at Cooper 2 which recorded CS2)
- the LFG Risk Assessment for the Cooper 1 and Cooper 2 landfills found an unacceptable risk to maintenance/construction workers in trenches and pits, however these could be managed with standard OH&S practices employed for confined space entry
- there is an unacceptable risk to below ground infrastructure at the three sites, but this could be managed by using corrosion resistant materials for construction for below ground infrastructure
- the risk to above ground infrastructure and associated occupants from explosion and/or asphyxiation is considered acceptable greater than 100m from the Cooper Street landfills.

Recreation reserves

The Cooper Street Hub includes areas of environmental values along Merri Creek and 490 Cooper Street. 490 Cooper Street includes the closed Northern Landfill which has been capped and rehabilitated to protect and manage native flora and fauna. A Growling Grass Frog habitat has been established in a pond in a former quarry excavation to the west of the Northern Landfill. Rehabilitation has also focused on the re-establishment of local indigenous habitats and ecology.

The next stage of rehabilitation for the east of the hub includes increased public access to the site. The Merri Creek Marran Baba Parklands Strategic Management Plan (2013) recommends the development of a shared bike and pedestrian path along Merri Creek.

Agriculture

The last remaining agricultural land is in the eastern part of the hub between Cooper 2 and the Craigieburn Bypass. This is currently being used for sheep grazing. The site has recently been sold to a property developer so it is anticipated that this land use will soon be discontinued.

Animal welfare

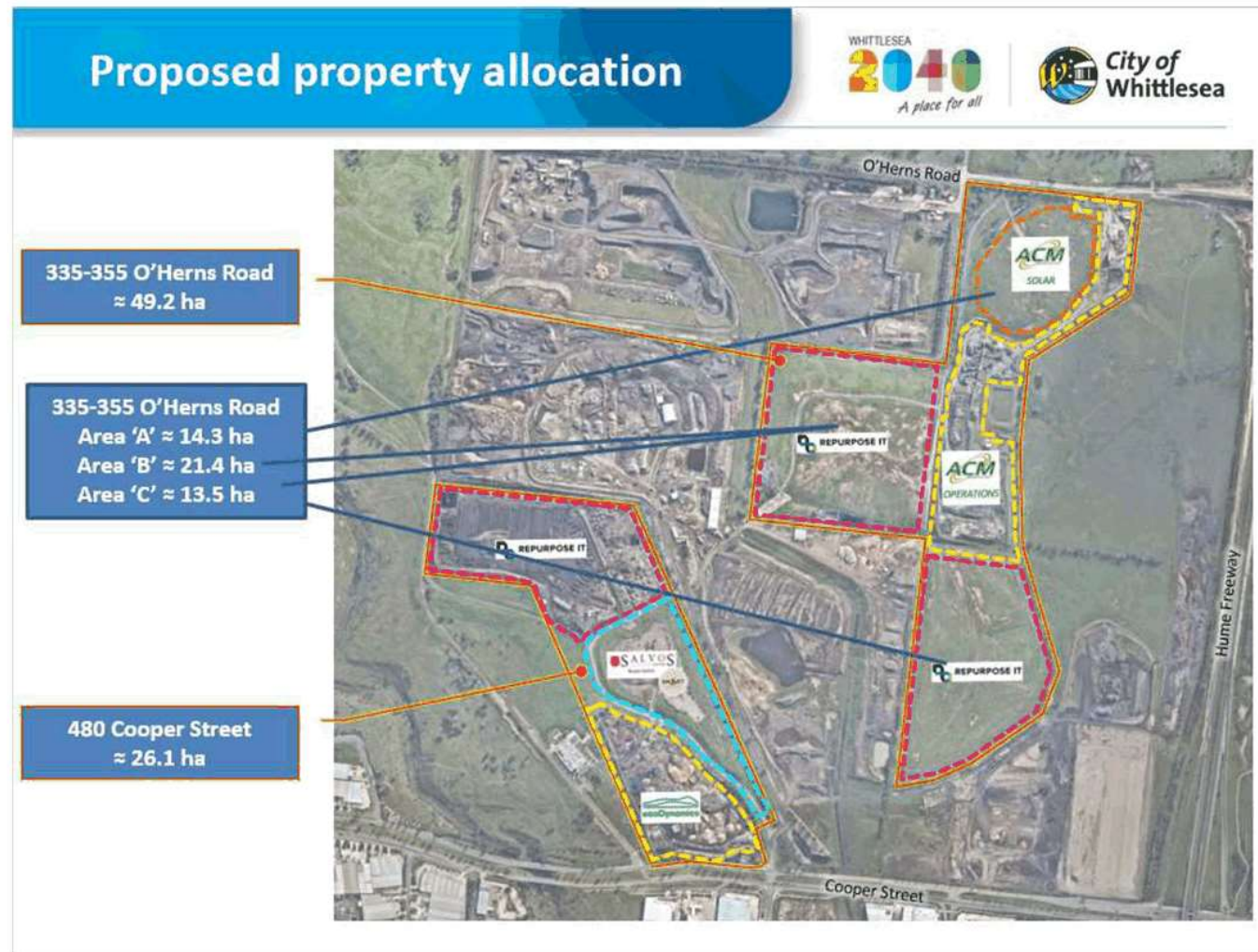
20 Companion Place (adjacent to 480 Cooper Street) contains WCC's facility for lost pets and impounded livestock. The facility can house over 3,000 dogs and 3,000 cats and has been identified by WCC as an animal welfare precinct. The area includes three parcels of land, as shown in Figure A10 below. There is no waste or resource recovery activity occurring in this area of the hub.

Figure A10: Animal welfare



Glossary

Term	Definition
C&D	Construction and Demolition
EP Act	Environment Protection Act 1970
EPA	Environment Protection Authority Victoria
ESO	Environmental significance overlay
FOGO	Food organics and garden organics
IAP2	International Association for Public Participation
MSS	Municipal Strategic Statement
MWRRG	Metropolitan Waste and Resource Recovery Group
MWRRIP	Metropolitan Waste and Resource Recovery Implementation Plan 2016
P&E Act	Planning and Environment Act 1987
PLC	PLC Consulting Pty Ltd
PSP	Precinct Structure Plan
SEPP	State Environment Protection Policy
SUZ	Special use zone
SV	Sustainability Victoria
SWRRIP	Statewide Waste and Resource Recovery Infrastructure Plan 2018
VPA	Victorian Planning Authority
VPP	Victorian Planning Provisions
WCC	Whittlesea City Council
WMP	Waste Management Policy
WRR	Waste and resource recovery
WRRG	Waste and Resource Recovery Group
WtE	Waste to energy



ITEM 6.5.2 FOR NOTING - QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2020

Attachments: 1 **Financial Performance Report for the period ended 30 September 2020** [↓](#)

Responsible Officer: Director Corporate Services and Performance

Author: Team Leader Financial Services

RECOMMENDATION SUMMARY

Note the Financial Performance Report for the period ended 30 September 2020.

BRIEF OVERVIEW

- For the three months ended 30 September 2020, Council has recorded an operating surplus which is \$1.8 million ahead of the year to date budget. The main contributing factors to this favourable variance are greater income than budgeted from operating grants and below budget expenditure on employee benefits and materials and services offset by below budgeted income from capital grants.
- The forecast operating result for the year ending 30 June 2021 is an operating surplus which is \$2.58 million less than budget. The main contributing factor to the unfavourable forecast result is the forecast impact of the State Government's COVID-19 restrictions on Council's income predominately in the leisure and community facilities area.
- As at 30 September 2020, year to date Capital Works expenditure of \$9.38 million is slightly ahead of budget. The forecast for the year ending 30 June 2021 is expected to meet at least 85% of the capital budget.

RATIONALE FOR RECOMMENDATION

The recommendation is in accordance with the requirement of Section 97 of the *Local Government Act 2020* that as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly financial report is presented to the Council at a Council meeting which is open to the public.

IMPACTS OF RECOMMENDATION

Council has been presented with a quarterly financial report in accordance with the *Local Government Act 2020* that shows that Council's financial performance against the Annual Budget 2020-21.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Financial performance against budget is monitored closely and presented to the Executive Leadership Team and Council on a regular basis.

REPORT

BACKGROUND

The Financial Performance Report for the period ended 30 September 2020 (Attachment 1) includes the following financial statements:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Capital Works
- Summary of Reserves.

Operating performance

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
Operating					
Income	186,543	187,378	(830)	346,586	347,959
Expenditure	41,868	44,493	2,626	214,809	218,762
Surplus (deficit)	144,675	142,885	1,796	131,777	129,197
Capital and other revenue					
Capital non-recurrent grants	162	(1,094)	1,256	(2,815)	(2,289)
Developer contributions	(2,948)	(3,214)	266	(114,026)	(114,024)
Adjusted underlying surplus	141,889	138,577	3,318	14,936	12,884

The Annual Budget for the 2020-21 financial year has an operating underlying surplus of \$14.94 million.

For the quarter ended 30 September 2020, Council has achieved an operating surplus of \$144.72 million, which is currently a \$1.8 million favourable position to budget.

This surplus is reported based on the Australian Accounting Standards and includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. The operating result is a key figure to assess Council's financial performance. Although Council is a not-for-profit organisation, it should still generate a surplus to ensure future financial sustainability.

The key drivers of this favourable variance are listed below.

- Total year to date income is (\$830,000) unfavourable to budget, which is largely due to favourable variances in the following:
 - \$1.7 million in unearned grant income recognised as income in 2020-21 due to delay in timing of expenditure associated with COVID-19 restrictions.
 - \$574,000 in construction supervision fees due to a higher proportion of work relating to industrial construction which has a higher supervision fee.

These variances are offset by the following unfavourable variances:

- (\$208,000) in green waste bin charges with the variance anticipated to decrease as additional bins are taken up as the Food Organics and Garden Organics initiative progresses.

- (\$323,000) in the building and planning area which experiencing a reduction in statutory fees as development activity has shown a decline with the continuance of State Government's ongoing COVID-19 restrictions.
- (\$745,000) in Developer Contributions which is mainly attributable to a slowdown in development activity across the municipality and will continue to be monitored to see if this trend continues.
- (\$837,000) in Leisure and Community Facilities' venues due to their closure in line with ongoing State Government COVID-19 restrictions.
- (\$1.87 million) in capital grants as a result of the budget not being phased to reflect that grant income is only recognised when funding obligations have been met.
- Total year to date expenditure is \$2.63 million favourable to budget which is largely due to favourable variances in the following:
 - \$1.63 million in materials and services as the State Government's COVID-19 restrictions have limited expenditure primarily for facilities management, footpath maintenance, debt collection and waste management.
 - \$580,000 in finance costs due to a reduction in interest expense with budgeted loans not yet being progressed.
 - \$373,000 in employee benefits as a result of vacancies across the organisation.

The forecast operating result for the year ending 30 June 2021 is an operating surplus of \$129.2 million which is \$2.58 million less than budget. The main contributing factors to the unfavourable forecast result are the forecast impacts of the State Government's COVID-19 restrictions on the income associated with leisure and community facilities being \$2.1 million less than budget and the Working for Victoria employee benefits being \$2.02 million offset by a forecast increase in operational grant income of \$3.72 million.

After eliminating non-recurrent capital grants and other items, the adjusted underlying surplus is \$141.89 million, which is \$3.32 million ahead of budget. An underlying surplus is the net surplus for the year adjusted for non-recurrent capital grants and contributions. It is an accepted measure of financial sustainability as it is not impacted by non-recurring or once-off items of revenue and expenses that can often mask the operating results.

Capital performance

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Forecast \$'000
Property	2,441	2,083	(358)	24,896	24,896
Plant and equipment	389	22	(367)	1,900	1,900
Infrastructure	6,549	7,176	627	63,186	63,186
Total Capital works	9,379	9,281	(98)	89,982	89,982

The 2020-21 Adopted Budget is \$89.98 million, comprising of \$74.52 million of new Capital Works projects and \$15.46 million carried forward from the 2019/20 financial year.

Year to date Capital Works expenditure of \$9.38 million is slightly ahead of budget. The forecast for the year ending 30 June 2021 is expected to meet at least 85% of the capital budget.

Detailed analysis of the New Works program is provided in the 2020-21 New Works Program – First Quarter Report that is a separate report at this Council meeting.

Financial position

	YTD Actual \$'000	Annual Budget \$'000	Audited 2020 \$'000
Cash and investments	195,620	201,747	204,289
Net current assets	311,884	161,091	169,836
Net assets and total equity	4,080,875	4,145,583	3,944,937

The financial position as at 30 September 2020 shows a cash and investment balance of \$195.62 million compared with \$204.29 million as at 30 June 2020.

The cash and investment balance was sufficient to meet restricted cash and intended allocations of \$185.59 million at the end of September.

Restricted cash is the amount of cash holdings Council requires to meet external restrictions such as trust funds and statutory reserves. Cash for intended allocations includes cash held to fund future capital works and project works.

It is anticipated the COVID-19 pandemic and associated State Government restrictions will adversely affect the cash position and the net current asset due to reduced revenue and a decreased return on investments. A summary of these impacts is outlined in Attachment 3 – COVID-19 Impact report.

PROPOSAL

That Council notes the Financial Performance Report for the period ended 30 September 2020 (Attachment 1), which is presented for consideration by Council in accordance with the *Local Government Act 2020*.

CONSULTATION

A review of Council's financial performance for the period ended 30 September 2020 has been undertaken in consultation with the Executive Leadership Team and department managers for the preparation of this report.

FINANCIAL IMPLICATIONS

All matters raised in this report which have a financial implication have been reflected in the Financial Performance Report for the period ended 30 September 2020 (Attachment 1).

POLICY STRATEGY AND LEGISLATION

Section 97 of the *Local Government Act 2020* provides that as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public. The quarterly budget report must include a comparison of the actual and budgeted results to date and an explanation of any material variations.

LINK TO STRATEGIC RISKS**Strategic Risk** *Financial Sustainability - Inability to meet current and future expenditure*

This report provides Council with an oversight of the City of Whittlesea's key financial information and performance obligations to enable monitoring and to ensure City of Whittlesea's financial position is sustainable.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	High-performing organisation
Key Direction	More cost-effective investment through better return on investment, efficiency and an engaged workforce

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

For the three-month period ending 30 September 2020, Council's underlying surplus showed a favourable year to date variance of \$3.32 million against budget.

RECOMMENDATION

THAT Council resolves to note the Financial Performance Report for the period ended 30 September 2020.

COUNCIL RESOLUTION

MOVED: *Administrator Billson*
SECONDED: *Administrator Wilson*

THAT Council resolve to adopt the Recommendation.

CARRIED



***City of* Whittlesea**

Financial Performance Report for the period ended 30 September 2020

Creating vibrant self-sustaining communities together

Contents

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1. Executive Summary

1.1 Operating performance

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
Operating					
Income	186,543	187,378	(830)	346,586	347,959
Expenditure	41,868	44,493	2,626	214,809	218,762
Surplus (deficit)	144,675	142,885	1,796	131,777	129,197
Capital and other revenue					
Capital non-recurrent grants	162	(1,094)	1,256	(2,815)	(2,289)
Developer contributions	(2,948)	(3,214)	266	(114,026)	(114,024)
Adjusted underlying surplus	141,889	138,577	3,318	14,936	12,884

For the three months ended 30 September 2020, Council has recorded an operating surplus of \$144.68 million, which is \$1.8 million ahead of the year to date budget.

After eliminating non-recurrent capital grants and other items, the adjusted underlying surplus is \$141.89 million, which is \$3.32 million ahead of budget. An underlying surplus is the net surplus for the year adjusted for non-recurrent capital grants and contributions. It is an accepted measure of financial sustainability as it is not impacted by non-recurring or once-off items of revenue and expenses that can often mask the operating results.

The main contributing factors to this favourable variance are greater income than budgeted from operating grants and below budget expenditure on employee benefits and materials and services offset below budget income from capital grants.

The forecast operating result for the year ending 30 June 2021 is an operating surplus of \$129.2 million which is \$2.58 million less than budget. The main contributing factors to the unfavourable forecast result are the forecast impact of the State Government's COVID-19 restrictions on the income associated with leisure and community facilities being \$2.1 million less than budget and the impact of the Working for Victoria on employee benefits being \$2.02 million offset by a forecast increase in operational grant income of \$3.72 million.

It should be noted that the Working for Victoria expenditure is fully funded via a reserve of grant income from the State Government. As such there is no impact on Council's cash for this item.

1.2 Financial position

	YTD Actual \$'000	Adopted Budget \$'000	Audited 2020 \$'000
Cash and investments	195,620	201,747	204,289
Net current assets	311,884	161,091	169,836
Net assets and total equity	4,080,875	4,145,583	3,944,937

The financial position as at 30 September 2020 shows a cash and investment balance of \$195.62 million compared with \$204.29 million as at 30 June 2020.

The cash and investment balance was sufficient to meet restricted cash and intended allocations of \$185.59 million at the end of September.

Restricted cash is the amount of cash holdings Council requires to meet external restrictions such as trust

funds and statutory reserves. Cash for intended allocations includes cash held to fund future capital works and project works.

It is anticipated the COVID-19 pandemic and associated State Government restrictions will adversely affect the cash position and the net current asset due to reduced revenue and a decreased return on investments.

1.3 Capital performance

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Adjusted Adopted Budget \$'000
Property	2,441	2,083	(358)	22,580	24,896
Plant and equipment	389	22	(367)	1,800	1,900
Infrastructure	6,549	7,176	627	59,839	63,186
Total Capital works	9,379	9,281	(98)	84,219	89,982

The 2020-21 Adopted Budget is \$84.22 million, comprising of \$74.52 million of new Capital Works projects and \$15.46 million carried forward from the 2019/20 financial year.

Year to date Capital Works expenditure of \$9.38 million is slightly ahead of budget. The forecast for the year ending 30 June 2021 is expected to finish in line with budget.

The COVID-19 pandemic has impacted on some projects as a result of general work disruptions in the normal planning, tendering and construction activities. The estimated impact at this time is \$2.67M of delayed expenditure which has not yet impacted the year-end forecast expenditure

2. Operating Performance

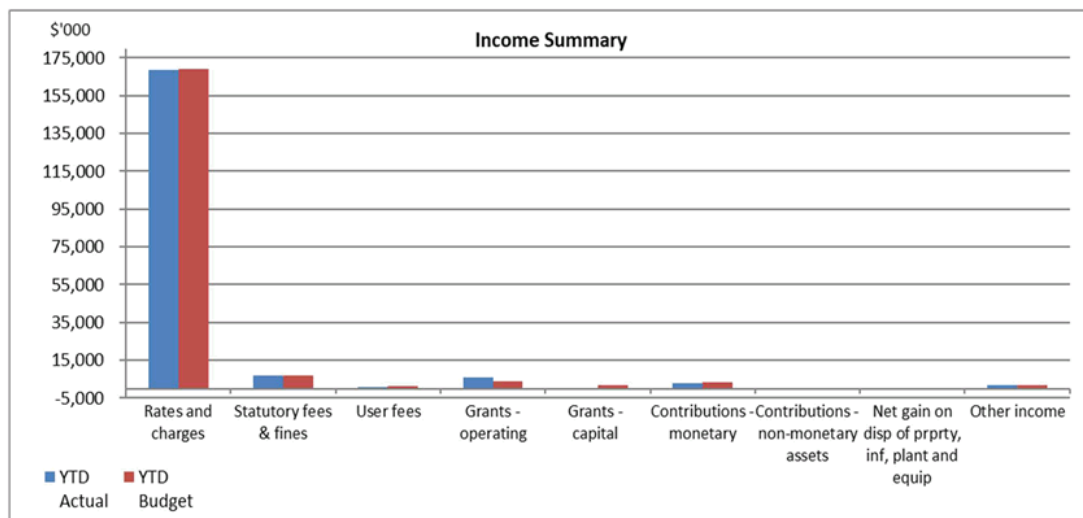
The information in the table below shows income and operating expenditure for the period ended 30 September 2020. The four columns of data provide information on the following:

- YTD actual results to 30 September 2020
- YTD budget to 30 September 2020 (i.e. estimated timing of income and expenditure)
- YTD variance of actuals compared to budget
- Original budget as adopted by Council
- Forecast of the year end position.

The report provides year to date (YTD) summary of Council's financial position and is a guide on the timing of receipts and payments. Timing differences can occur during the financial year and year to date variances do not imply that the annual budget will be affected.

**Comprehensive Income Statement
for the period ended 30 September 2020**

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
Income					
Rates and charges	168,731	168,891	(159)	170,108	169,883
Statutory fees & fines	6,765	6,810	(44)	17,538	17,074
User fees	897	1,395	(498)	6,841	5,742
Grants - operating	5,752	3,726	2,026	27,806	31,527
Grants - capital	(230)	1,644	(1,873)	3,865	3,339
Contributions - monetary	2,948	3,214	(265)	11,987	11,984
Contributions - non-monetary assets	-	-	-	102,039	102,039
Net gain on disposal of property, infrastructure, plant and equipment	102	102	1	102	102
Other income	1,578	1,596	(18)	6,300	6,269
Total income	186,543	187,378	(830)	346,586	347,959
Expenditure					
Employee benefits	23,177	23,550	373	94,521	96,536
Materials and services	14,262	15,893	1,631	71,281	75,535
Depreciation	-	-	-	31,087	31,087
Amortisation - intangible assets	-	-	-	113	113
Amortisation - right of use assets	-	-	-	121	121
Bad and doubtful debts	-	15	15	403	403
Borrowing costs	72	651	580	2,604	220
Finance costs - leases	-	9	9	37	37
Other expenses	4,357	4,375	18	14,642	14,710
Total expenditure	41,868	44,493	2,626	214,809	218,762
Total comprehensive result	144,675	142,885	1,796	131,777	129,197
Share of other comprehensive income of associate accounted for using the equity method	45	-	-	-	-
Total comprehensive result	144,720	142,885	1,796	131,777	129,197
Less					
Capital grants - non recurrent	162	(1,094)	1,256	(2,815)	(2,289)
Capital contributions	(2,948)	(3,214)	266	(114,026)	(114,024)
Underlying surplus/(deficit)	141,934	138,577	3,318	14,936	12,884



Operating income – notes

Statutory fees and fines

Major variances include:

- Construction supervision fees are \$574,000 favourable to budget due to a higher proportion of work relating to industrial construction which attracts a higher supervision fee.
- Green waste bin charges are (\$208,000) unfavourable to budget with the variance anticipated to decrease as additional bins are taken up as the Food Organics and Garden Organics initiative progresses
- Building and planning fees are (\$323,000) unfavourable to budget as development activity has shown a decline with the continuance of State Government's ongoing COVID-19 restrictions.

User fees

Major variances include:

- Wollert landfill tip royalty is \$200,000 favourable to budget as the last quarter of 2019-20 has been recognised this financial year
- Leisure and Community Facilities' is (\$837,000) unfavourable to budget as a result of facility closures in response to the ongoing State Government COVID-19 restrictions.

Grants operating

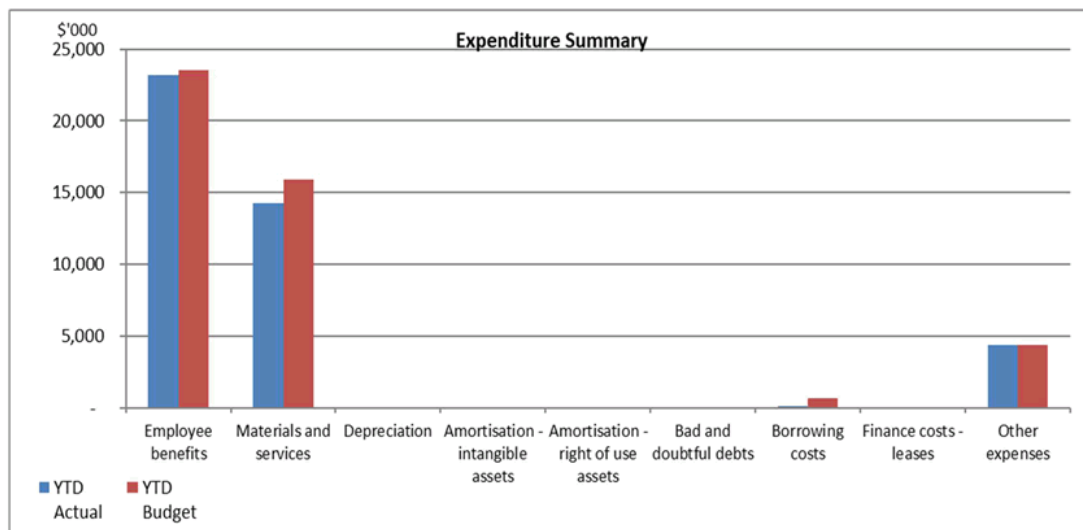
This favourable variance is mainly due to \$1.7 million in unearned grant income recognised as income in 2020-21 due to delay in timing of expenditure associated with COVID-19 restrictions.

Grants capital

This unfavourable variance is a result of the budget not reflecting that income is only recognised when funding obligations have been met with \$4.28 million of additional capital grant funding being received so far 2020-21.

Contributions

This unfavourable variance is mainly due to Developer Contributions (\$745,000) being less than budget, which is attributable to a slowdown in development activity across the municipality and will continue to be monitored to see if this trend continues.



Operating expenses – notes

Employee benefits

Major variance is:

- Employee costs are \$373K less than budget year to date mainly due to staff vacancies and the timing of appointments.

Materials and services

Major variances are:

- Contract works are \$966,000 favourable to budget as the State Government's COVID-19 restrictions have limited expenditure primarily for facilities management, footpath maintenance and waste management
- Materials and services other are \$635,000 favourable to budget mainly relating to Pandemic Recovery expenditure \$592,000, debt collection \$190,000, activities and special events \$187,000 offset by unfavourable variances for consultants mainly due executive recruitment expenses and legal expenses (\$243,000).

Borrowing costs

Borrowing costs are \$580,000 less than budget due to a reduction in interest expense with budgeted loans not yet being progressed.

3. Financial Position

**Balance Sheet
as at 30 September**

	YTD Actual \$'000	2019-20 Actual \$'000	Net Movement \$'000
Current assets			
Cash and cash equivalents	93,620	74,289	19,331
Other financial assets	102,000	130,000	(28,000)
Trade and other receivables	181,489	31,607	149,882
Inventories	366	342	24
Non-current assets classified as held for sale	-	-	-
Other assets	4,662	1,185	3,477
Total current assets	382,137	237,423	144,714
Non-current assets			
Other financial assets	22	22	-
Investment in associate	2,656	2,611	45
Property, infrastructure, plant and equipment	3,781,284	3,781,282	2
Right of use assets	1,083	1,083	-
Investment property	-	-	-
Intangible assets	890	890	-
Total non-current assets	3,785,935	3,785,888	47
Total assets	4,168,072	4,023,311	144,761
Current liabilities			
Trade and other payables	28,062	19,083	8,979
Trust funds and deposits	13,343	16,104	(2,761)
Unearned income	19,001	9,980	9,021
Provisions	8,927	20,162	(11,235)
Interest-bearing liabilities	652	1,990	(1,338)
Lease liabilities	268	268	-
Total current liabilities	70,253	67,587	2,666
Non-current liabilities			
Trade and other payables	-	-	-
Provisions	13,580	2,868	10,712
Interest-bearing liabilities	2,542	7,097	(4,555)
Lease liabilities	822	822	-
Total non-current liabilities	16,944	10,787	6,157
Total liabilities	87,197	78,374	8,823
Net assets	4,080,875	3,944,937	135,938
Equity			
Accumulated surplus	2,733,869	2,616,282	117,587
Reserves	1,347,006	1,328,655	18,351
Total equity	4,080,875	3,944,937	135,938

	YTD Actual \$'000	Adopted Budget \$'000	Audited 2020 \$'000
Cash and investments	195,620	201,747	204,289
Net current assets	311,884	161,091	169,836
Net assets and total equity	4,080,875	4,145,583	3,944,937

Cash balance

The chart below shows Council's cash balance year to date for 2020-21 against the cash balance from the 2019-20 and restricted cash. The chart portrays:

- Actual 2020-21 cash balance
- Actual 2019-20 cash balance
- Restricted cash.

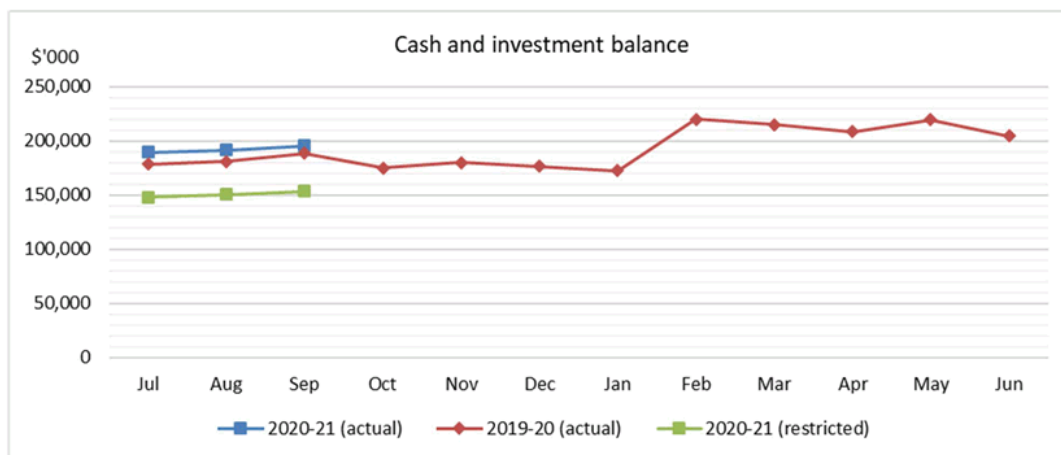
Restricted cash includes:

- Trust funds and deposits
- Non-discretionary reserves including developer contributions and subdivision levy (parkland contributions)
- Unspent conditional grants
- Carried forward capital works.

The cash and investments balance is currently \$6.13 million unfavourable to the budgeted year end position mainly due to:

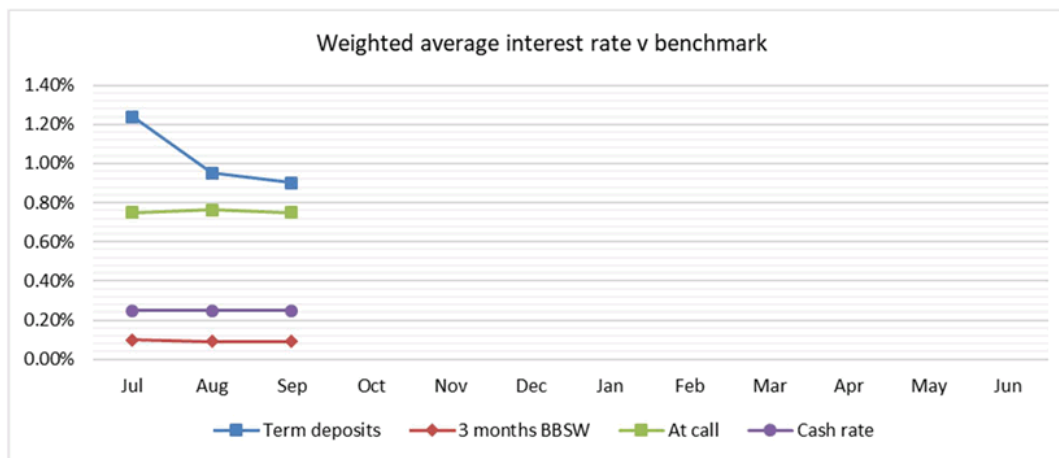
- The opening cash balance for 2020-21 being \$4.77 million less than budgeted.

Every opportunity is taken to invest surplus cash to maximise investment returns.



Note: Cash and investments include term deposits with a maturity date exceeding 90 days which are classified as other financial assets in the Balance Sheet.

The graph below shows Council's interest performance against the market.

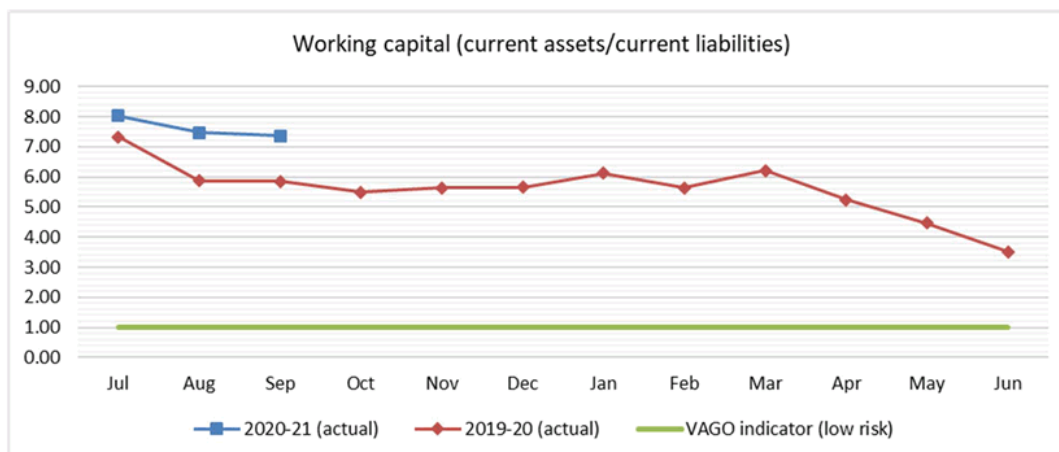


Working capital

The chart portrays:

- Actual 2020-21 working capital
- Actual 2019-20 working capital

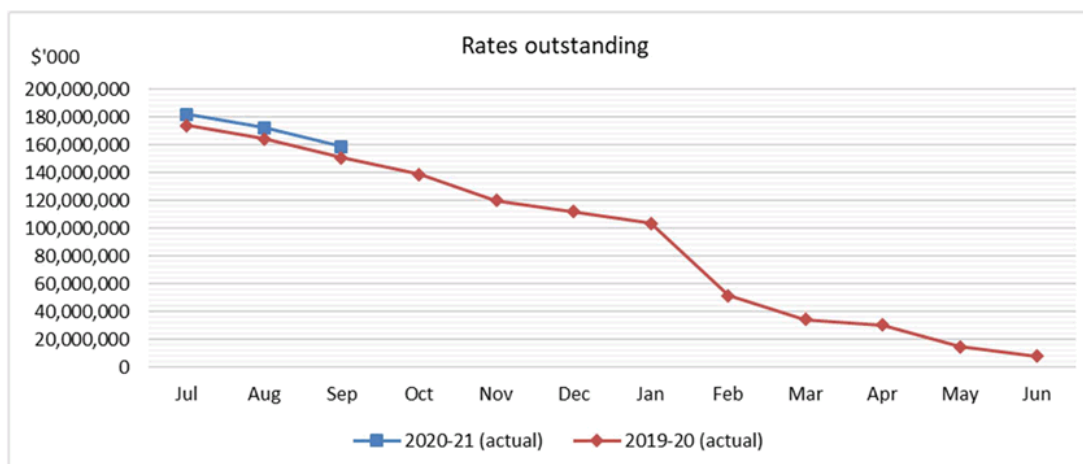
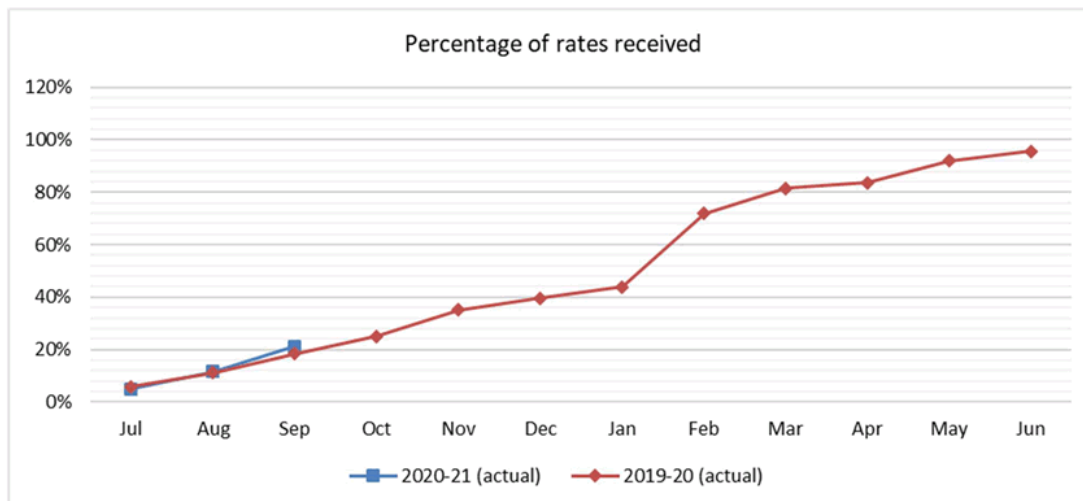
Council's working capital is forecast to remain well above the Victorian Auditor-General's Office (VAGO) liquidity indicator as shown below.



Rates debtors

As at 30 September 2020, \$191.95 million was raised in rates and charges including supplementary valuations that have been generated by changes to Council's property base. At 30 September 2020, 21.13% of the rates raised have been collected compared to the same period of the 2019–20 financial year of 18.51%.

The following graphs show that current collection trends are slightly above the 2019–20 collection trend.



Statement of Cash Flows
for the period ended 30 September 2020

	2020-21 Inflows / (Outflows) YTD Actual \$'000	2019-20 Inflows / (Outflows) Actual \$'000
Cash flows from operating activities		
Rates	20,934	158,837
Statutory fees and fines	6,168	14,326
User fees	(2,638)	13,939
Grants - operating	5,752	34,636
Grants - capital	(230)	3,492
Contributions - Monetary	2,948	18,579
Trust funds and deposits taken	21,802	6,296
Other receipts	(2,381)	4,534
Interest received	482	3,451
Net GST refund	2,047	(1,434)
Payments to employees	(23,700)	(89,914)
Payments to suppliers	(17,441)	(66,070)
Short-term, low value and variable lease payments	(208)	(490)
Trust funds and deposits repaid	(3,199)	(6,438)
Other payments	(4,357)	(13,191)
Net cash provided by (used in) operating activities	5,978	80,553
Cash flows from investing activities		
Payments for infrastructure, property, plant and equipment	(9,379)	(65,838)
Proceeds from sale of property, infrastructure, plant and equipment	697	2,295
Loans and advances made	-	-
Redemption of deposits	28,000	12,500
Net cash provided by (used in) investing activities	19,318	(51,043)
Cash flows from financing activities		
Finance costs	(72)	(660)
Proceeds from borrowings	-	-
Repayment of borrowings	(5,893)	(5,120)
Interest paid - lease liability	-	(22)
Repayment of lease liabilities	-	(451)
Net cash provided by (used in) financing activities	(5,965)	(6,253)
Net increase (decrease) in cash and cash equivalents	19,331	23,257
Cash and cash equivalents at the beginning of the year	74,289	51,032
Cash and cash equivalents at the end of the period	93,620	74,289

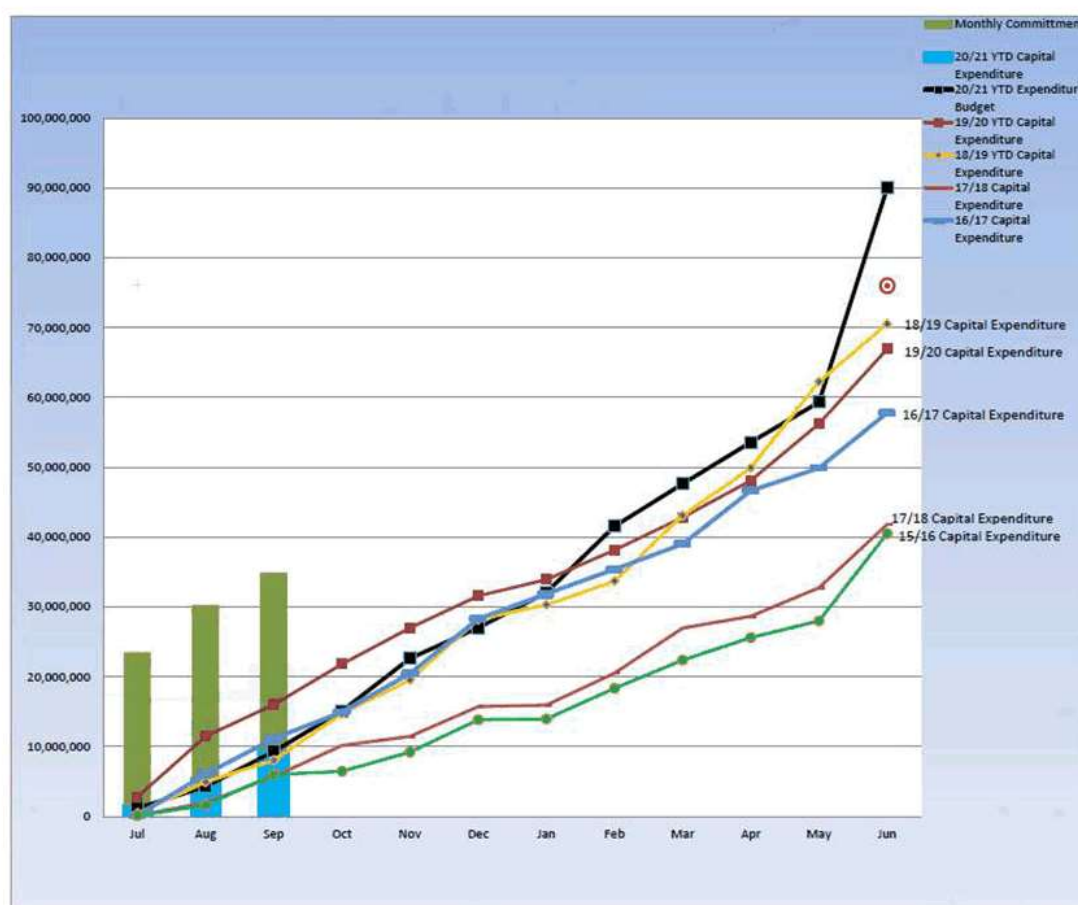
4. Capital Performance

The information in the table below shows capital expenditure for the period ended 30 September 2020. The five columns of data provide information on the following:

- YTD actual results to 30 September 2020
- YTD budget to 30 September 2020
- YTD variance of actuals compared to budget
- Original budget as adopted by Council
- Forecast of the year end position.

Statement of Capital Works for the period ended 30 September 2020

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Forecast \$'000
Property					
Land	-	-	-	7,332	7,332
Building	1,525	1,360	(165)	7,938	9,392
Building improvements	916	723	(193)	7,310	8,172
Total Property	2,441	2,083	(358)	22,580	24,896
Plant and equipment					
Plant, machinery & equipment	361	2	(359)	1,217	1,217
Fixtures, fittings & furniture	-	-	-	151	151
Computers & telecommunications	29	20	(9)	432	532
Total plant and equipment	389	22	(367)	1,800	1,900
Infrastructure					
Roads	2,171	1,981	(190)	33,977	34,493
Bridges	1	-	(1)	100	100
Footpaths & cycleways	125	286	161	2,864	2,602
Drainage	69	75	6	355	503
Recreation, leisure & community facilities	2,251	2,144	(107)	7,826	8,473
Parks, open space & streetscapes	1,802	2,539	738	11,952	14,251
Carparks	-	10	10	70	70
Other infrastructure	130	140	10	2,695	2,695
Total infrastructure	6,549	7,176	627	59,839	63,186
Total capital works	9,379	9,281	(98)	84,219	89,982
Represented by:					
New assets	4,849	5,078	229	49,124	50,578
Asset renewal	2,249	1,797	(452)	22,933	23,886
Upgrade/expansion	2,281	2,406	125	12,162	15,519
Total capital works	9,379	9,281	(98)	84,219	89,982



The approved adjusted budget for 2020-21 (including carry forwards) is \$89.98 million covering 117 projects.

The value of work completed is \$9.38 million compared to the year to date planned budget of \$9.28 million. This represents a year to date variance of (\$98,000) ahead of the planned budget.

COVID-19 related impacts to the delivery of the 2020-21 New Works Program are still being identified as we progress through Stage 4 restrictions. At this stage, 13 projects have been directly impacted (10% of total projects) with a total budget of approximately \$23.14M (25% of the Program). A 6-week delay to these identified projects could result in a delayed expenditure of approximately \$2.67M, however it is too early to forecast any end of financial year impacts to the New Works Program. This will be monitored as restrictions are eased or extended and will be reported to Council.

5. Reserves

Summary of Reserves

	2019-20 Actual \$'000	Net transfers \$'000	2020-21 YTD Actual \$'000
Discretionary reserves			
Car parking	28	-	28
Land banking (App. 5)	4,792	86	4,878
Plant replacement	1,703	-	1,703
Technology improvement (App. 3)	4,864	943	5,807
Aged & Disability minor capital	322	-	322
Environmental Projects Reserve (App. 2)	4,864	-	4,864
Infrastructure reserve (App. 1)	21,272	4,275	25,548
LASF defined benefit plan	3,739	-	3,739
Synthetic turf replacement	1,880	-	1,880
Tip replacement	4,806	-	4,806
Insurance reserve	328	-	328
Legal expenditure reserve	200	-	200
People Strategy implementation reserve (App. 4)	515	285	800
Permit conditions reserve	35	-	35
Native vegetation offset site maintenance	1,241	-	1,241
Grants reserve	-	10,663	10,663
	50,590	16,253	66,844
Non-discretionary reserves			
Community Infrastructure Levy	6,412	520	6,932
Developers contributions	87,394	1,343	88,737
Donnybrook Woodstock ICP	1,155	-	1,155
Epping Plaza DC	1,470	4	1,473
Net gain compensation	3,251	8	3,259
Non standard street lighting	3,490	38	3,528
Parklands contributions (open space)	5,394	199	5,593
Planning permits drainage	1,731	25	1,755
Plenty Road duplication	67	0	67
Purchase of church	380	-	380
Traffic lights construction	823	(40)	783
Street tree contributions reserve	458	-	458
	112,023	2,097	114,120
Total Reserves	162,614	18,351	180,965
Reconciliation to balance sheet			
New Works carried fwd reserve (loans)	(8,717)	-	(8,717)
Asset revaluation reserve	1,174,759	-	1,174,759
	1,166,041	-	1,166,041
	1,328,655	18,351	1,347,006

APPENDIX 1 - INFRASTRUCTURE RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	641,354	20,492,048 *	10,773,193	10,360,209	Transfer out funded early repayment of loan parcel.
2018-19	10,360,209	8,899,410	3,000,000	16,259,619	Transfer from surplus (17/18) \$8,899,410. Funding for New Works \$2,827,475.
2019-20	16,259,619	9,381,151	4,368,287	21,272,483	Transfer from surplus (18/19) \$9,381,151. Funding for Signalisation intersection Ferres Boulevard & Findon Road (PID 2039 \$1,000,000), Reconstruct courts - Dr Harry Jenkins Reserve (PID 0259 \$200,000), Construct Findon Road extension - Williamsons Road to Danaher Drive (PID 1218 \$920,913), Construct Community Activity Centre Edgars Creek (PID 1419 \$641,354), Plant Reserve \$1,606,020.
2020-21	21,272,483	4,275,349	-	25,547,832	Transfer from surplus (19/20) \$4,275,349.

* Reserve created with transfers from accumulated surplus \$9,292,048.28 and Tip Replacement Reserve \$6,600,000 and Plant Replacement Reserve \$4,600,000

APPENDIX 2 - ENVIRONMENTAL PROJECT RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	2,993,638	767,435 *	-	3,761,073	
2018-19	3,761,073	1,239,545	788,427	4,212,191	New Works funding \$788,427
2019-20	4,212,191	1,529,158	877,014	4,864,335	Transfer from surplus (18/19) \$1,000,000 and balance of garden waste \$529,158. Funding for Street light bulk replacement program (PID 2119 \$482,088). Funding for various Energy efficiency program (PID 1914 \$394,926).
2020-21	4,864,335	-	-	4,864,335	Nil movement.

* Transfer from Green Garden Bins surplus 2017-18.

APPENDIX 3 - TECHNOLOGY IMPROVEMENT FUND RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	4,392,719	1,546,126 *	278,003	5,660,842	
2018-19	5,660,842	1,381,232	1,530,292	5,511,782	Transfer from accumulated surplus \$1,381,232. New Works funding for \$1,530,291.
2019-20	5,511,782	950,527	1,598,660	4,863,649	Transfer from accumulated surplus (18/19) \$950,527 and balance of garden waste. Funding for IT computer hardware (PID 225 \$232,247), Salesforce implementation (\$1,001,711), Smart Cities program (\$132,000), Enterprise Project Management Office implementation (\$120,702), Internet of Things implementation (\$100,000), Finance System (\$12,000).
2020-21	4,863,649	1,617,176	673,943	5,806,882	Transfer from accumulated surplus \$1,617,176. Funding for Salesforce implementation (\$580,975), Enterprise Project Management Office implementation (\$92,968).

* Transfers from accumulated surplus (2016-17) \$1,500,000 and consolidation of Telemetry Conduit Reserve \$5,540 and Computer Equipment Reserve \$40,586.14.

APPENDIX 4 - PEOPLE STRATEGY IMPLEMENTATION RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	-	500,000 *	-	500,000	
2018-19	500,000		28,278	471,722	People Plan implementation
2019-20	471,722	353,783	310,671	514,834	Transfer from accumulated surplus \$353,783. People Plan implementation \$310,671.
2020-21	514,834	350,544	65,439	799,939	Transfer from accumulated surplus \$350,544. People Plan implementation \$65,439.

* Transfers from accumulated surplus (2016-17) \$500,000 to form this reserve.

APPENDIX 5 - PLANT REPLACEMENT RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	6,953,247		5,050,476	1,902,771	Transfer to Infrastructure Reserve \$4,600,000, Funding for Fleet Replacement (PID 104) \$450,476
2018-19	1,902,771	272,447	1,782,951	392,267	Funding for Fleet Replacement (PID 104) \$1,782,951
2019-20	392,267	2,143,372	832,633	1,703,005	Funding for Fleet Replacement (PID104) \$832,633
2020-21	1,703,005	-	-	1,703,005	Nil movement.

APPENDIX 6 - PLANNING PERMIT RESERVE

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	2,127,641	282,285	1,048,959	1,360,968	Funding for Queendcliff Rd drainage (PID 1884) \$1,012,235, Drainage Improvement works (PID 1064) \$36,724
2018-19	1,360,968	287,486	60,000	1,588,454	Funding for Drainage Improvement works (PID 1064) \$60000
2019-20	1,588,454	202,222	60,000	1,730,676	Funding for Drainage Improvement works (PID 1064) \$60000
2020-21	1,730,676	24,699	-	1,755,375	

6.5.3 FOR DECISION - 2020/21 NEW WORKS PROGRAM - FIRST QUARTER REPORT

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

Responsible Officer: Director Infrastructure & Environment

Author: Team Leader Business Support

RECOMMENDATION SUMMARY

1. Note the 2020/21 First Quarter New Works Program report.
2. Approve the proposed budget adjustments as listed in *Attachment 5*.

BRIEF OVERVIEW

- The annual approved budget for 2020/21 (including carry forwards) is \$89,982,304.
- The value of work completed in the first quarter is \$9,379,289.
- Stage 4 COVID-19 restrictions have caused some delays due to workforce limitations on construction sites and delivery of supplies.
- Infrastructure Grant Applications totalling \$10,006,908 have been successful since 1 July 2020.

RATIONALE FOR RECOMMENDATION

Due to successes in recent grant opportunities and economic stimulus programs, a number of new projects are proposed to be added to the 2020/21 New Works Program that were not originally part of the Adopted Budget and adjustments made to projects where scope has changed due to the available funding opportunities.

Council approval is requested to revise the 2020/21 New Works Program to adjust the original project scope and to add new projects to our program that will deliver improvements to our local roads, playgrounds and facilities.

IMPACTS OF RECOMMENDATION

Approval of the project adjustments as listed in *Attachment 5* will enable projects to progress as planned and be delivered within the agreed timeframes of the funding agreements entered with State and Federal Government funding agencies.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Regular reporting and monitoring is undertaken of the New Works Program. A detailed mid-year review will be undertaken to assess the impacts of the COVID-19 Stage 4 restrictions on the program.

REPORT

INTRODUCTION

This report provides an overview of the financial performance and status of the New Works Program at the end of the 2020/21 financial year first quarter. This report includes:

- A financial summary of the 2020/21 program to the end of September 2020 (*Attachment 1*).
- A detailed progress report on individual projects within the New Works Program (*Attachment 2*).
- Photos on the progress of a sample of completed and significant projects (*Attachment 3*).
- Status report on Infrastructure Grant Applications (*Attachment 4*).
- Proposed project budget adjustments (*Attachment 5*).

The value of work completed in the first quarter is \$9,379,289 which includes payments and accruals for work completed to the 30 September 2020.

In addition, there are contract and purchase orders committing another \$25,505,604 which indicates a good level of delivery preparedness for this period of time.

BACKGROUND

Council adopted the 2020/21 New Works Program on 7 July 2020 with a budget of \$74,523,973 plus \$15,458,331 carry forward, providing a total budget of \$89,982,304.

CONSULTATION

The New Works Program is a component of the Council budget which undergoes statutory community engagement as part of the annual budget cycle. Additionally, specific external and internal stakeholder consultation is undertaken for individual projects and programs.

FINANCIAL IMPLICATIONS

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

Financial Status of the New Works Program by Group:

Group	Year to Date Actuals	Year to Date Budget	Variance to YTD Budget	Annual Budget
Buildings	4,618,498	4,016,067	-602,431	21,585,458
Drains	69,248	75,000	5,752	502,773
Feasibility & Planning	37,982	50,000	12,018	1,000,000
Open Space	1,253,249	1,592,815	339,566	19,554,135
Plant & Equipment	313,206	22,000	-291,206	1,664,597

Group	Year to Date Actuals	Year to Date Budget	Variance to YTD Budget	Annual Budget
Roads & Paths	2,691,695	3,245,053	553,358	43,466,996
Transport	395,412	280,000	-115,412	2,208,345
Total	9,379,289	9,280,935	-98,354	89,982,304

The program expenditure is slightly ahead of the year-to-date budget and reflects the phasing of the planned budgets for the first quarter.

COVID-19 Impacts

COVID-19 Stage 4 restrictions during the first quarter have impacted on construction activity and delivery of equipment and material supplies to many projects. Projects that have been significantly affected include:

- PID 0076 - Local Road Resurfacing Works.
- PID 1589 - Redevelop Mill Park Leisure Centre.
- PID 1915 - Refurbish Building Whittlesea Aquatic Facility.
- PID 2192 - All Abilities Play Space.

A mid-year review will be undertaken towards the end of the second quarter to better understand the impact of the restrictions on individual projects and forecast year-end position of the 2020/21 New Works Program.

In addition to the direct impacts of COVID-19, there are also some indirect impacts as a result of general work disruptions in the normal planning, tendering and construction activities both within Council, permit and service authority approvals. It is difficult to quantify these indirect impacts at this stage, but they will be further evaluated during the mid-year review process.

Project Budget Adjustments

A number of minor changes to the New Works Program are proposed in the first quarter. These adjustments fall into the following categories:

- Project budgets to be reduced to contribute to Organisational savings (COVID-19)
- Projects with unbudgeted external funding (e.g. successful grants)
- Project savings to offset additional budget requirements

The proposed project adjustments result in an increase to the adopted expenditure budget of \$4,147,655, giving a revised budget following the first quarter of \$94,129,959. This is reflected in *Attachment 5*.

Infrastructure Grants

A total of \$19,126,789 grant applications has been submitted since 1 July 2020 with \$10,006,908 being successful to date. \$5,285,000 has been unsuccessful and there is \$3,834,881 in applications with outcomes pending.

Economic Stimulus Funding programs are regularly being announced by both the Federal and State Governments to stimulate the economy and provide jobs, to offset the impacts of the COVID-19 pandemic. These grants are in addition to the annual grant opportunities that are available to local government and come with strict funding conditions in terms of timelines and adoption of the State Government *Working for Victoria* program. These infrastructure grants provide an opportunity to bring forward community infrastructure in the 4 Year New Works Program. A review of delivery resources is currently underway to ensure this additional project funding can be delivered in accordance with the funding agreements.

Refer to *Attachment 4* for a listing of successful applications, applications pending announcements and applications that have been unsuccessful.

POLICY STRATEGY AND LEGISLATION

Business cases are prepared for individual projects to ensure best value against the relevant policies and strategies.

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

LINK TO STRATEGIC RISKS

Strategic Risk *Life Cycle Asset Management - Failure to effectively plan for the construction, on-going maintenance and renewal of Council's assets*

Council prepares a 4/15 Year New Works Program to plan for future new infrastructure and renewal needs. Failure to address community needs will result in inadequate infrastructure and services being provided.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	High-performing organisation
Key Direction	More cost-effective investment through better return on investment, efficiency and an engaged workforce

DECLARATIONS OF CONFLICTS OF INTEREST

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

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

CONCLUSION

This report provides a summary of the status of the New Works Program at the end of the first quarter of the 2020/21 financial year. The year-to-date expenditure is within forecast, however the full impact of COVID-19 Stage 4 restrictions have yet to be fully assessed.

RECOMMENDATION

THAT Council resolve to:

1. Note the 2020/21 First Quarter New Works Program report.
2. Approve the proposed project budget adjustments as listed in Attachment 5.

COUNCIL RESOLUTION

MOVED: *Administrator Wilson*
SECONDED: *Administrator Duncan*

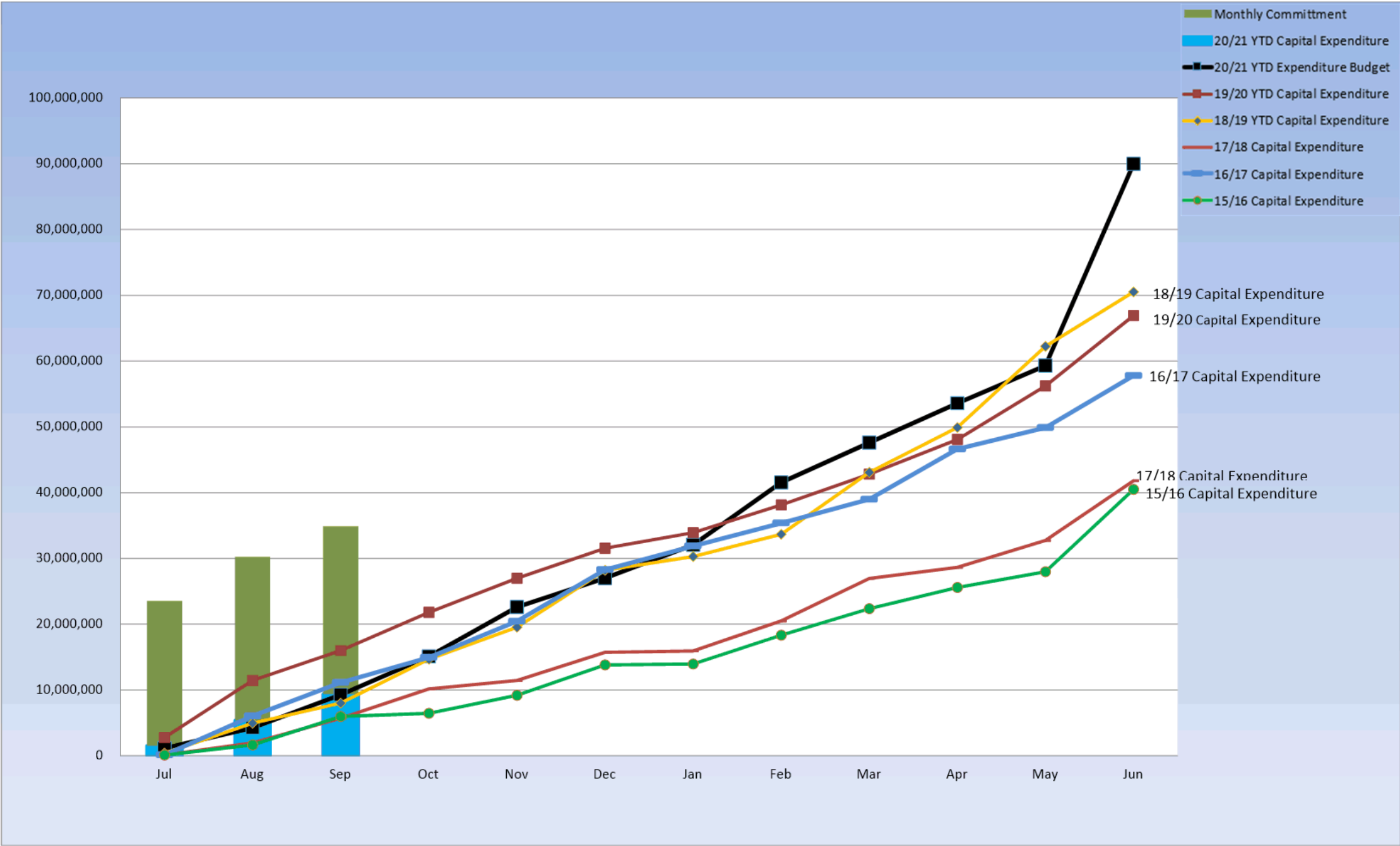
THAT Council resolve to adopt the Recommendation.

CARRIED

NEW WORKS PROGRAM

FINANCIAL PERFORMANCE – September 2020

New Works	Year to Date \$'000s				Full Year Budget \$'000s
	Budget	Actuals	Variance	Commitments	
Total New Works Program	9,281	9,379	98	25,505	89,982



The chart above provides a financial summary on the status of the New Works Program as at the end of September 2020. The value of work completed to the end of September is \$9,379,289 (blue column) with contracts and purchase orders committing another \$25,505,604 (green column). The black line indicates the accumulative original approved budget for 2020/21 (The lines below show previous years' expenditure).

2020/21 New Works Program Progress Report - as at 30 September 2020

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

Carry forward projects from 2019/20

Project ID	Project Name	YTD Actuals	YTD Budgets	YTD Variance	Annual Budget	Physical Progress	Quarterly Comments
Buildings							
175	Disability Action Plan - Ongoing Program	1,611	0	(1,611)	150,000	●	In planning for works prioritisation.
177	Office Refurbishment and Alterations - Various Locations	7,147	1,000	(6,147)	220,000	●	Ongoing program involving improvements to offices providing greater flexibility and occupational functionality.
1382	Mernda Sports Hub - Mernda Recreation and Leisure Centre	1,010	20,000	18,990	692,184	●	Various options for the proposed Mernda Aquatic & Indoor Door Stadium have been developed in consultation with key stakeholders. The masterplan for the reserve is also being reviewed and will incorporate requirements for site drainage and the Everton Drive / Plenty Road intersection. This is a multi-year project.
1413	Construct Social Support Services Facility - Mernda Villages CAC (DPC)	8,251	1,000	(7,251)	100,000	●	A design services contract was awarded on the 24 September 2020 and the design process has commenced with completion expected in early 2021. An early works package to meet the Growing Suburbs Fund milestone is anticipated to commence in early 2021. This is a multi-year project.
1419	Construct Edgars Creek (Ganbu Gulinj) Community Activity Centre	227,178	240,000	12,822	555,712	●	Construction works have been completed and a Certificate of Occupancy received. Some loose furniture and equipment deliveries have been delayed until October 2020 due to COVID-19. The new facility is proposed to be opened to the community subject to COVID-19 restrictions.
1426	Construct Community Centre (Wollert East) - west of Epping Road	155,955	155,955	0	4,895,048	●	The \$2.75 million Building Blocks Grant application was successful. Tenders for the Community Centre have closed and the assessment is currently underway. Tender outcome report will be presented to Council in November 2020. This is a multi-year project.
1589	Redevelop Mill Park Leisure Centre	2,080,166	1,900,000	(180,166)	3,137,997	●	The works have been impacted by COVID-19 over the last 3 months with a reduced workforce on site and limitations in the supply of materials and equipment. The main redevelopment work is expected to come to completion towards the end of 2020 with the roof repair works being completed in early 2021. Final commissioning of the new facility is planned in March 2021 at this stage.
1698	Upgrade pavilion - Main Street Reserve Thomastown	19,273	23,000	3,727	30,000	●	The works have been completed and the facility is currently in the Defects Liability Period. Minor rectification works have been impacted by COVID-19. The new facility is proposed to be opened to the community subject to COVID-19 restrictions.
1849	Civic Precinct - HVAC and Refurbishment (Sustainable Climate Control Project St	33,096	0	(33,096)	171,545	●	The design of the final stage of the program regarding the upgrade of staff change room amenities in the basement of the Civic Centre has commenced. This is part of the 5 star GreenStar accreditation for the building upgrade.
1914	Energy Efficiency Program - Various	10,901	10,000	(901)	750,000	●	Site assessments are underway and tenders will be called shortly for the installation of solar PV and battery system in a number of community facilities.
1915	Refurbish building - Whittlesea Aquatic Facility	30,000	70,000	40,000	78,794	●	The construction of the splashpad and pool pod have been impacted by COVID-19 restrictions due to the limited workforce allowed on site. The majority of the works will need to be deferred until the end of the seasonal opening of the pool.
1920	Implementation of Signage Management Plan - Various	76,208	0	(76,208)	200,000	●	New facility signs have been manufactured and installed, however the works are currently on hold due to the COVID-19 restrictions. Installation of additional signs will recommence once restrictions are relaxed.
1923	Planned renewal - Minor works	2,550	72,000	69,450	1,300,000	●	A program of work is currently being finalised following a condition assessment of all buildings.
2073	Upgrade building - McLeans Road Kindergarten	274	0	(274)	2,562,996	●	A contract was awarded by Council in September 2020 to construct a new two room kindergarten. The works will commence in October 2020. COVID-19 has impacted the demolition works, due to workforce limitations.
2187	Upgrade building- Stables Kindergarten	0	0	0	250,000	●	The design is pending final approval of the Kindergarten Infrastructure Service Plan (KISP) and project business case, which is expected in early 2021. This is a multi-year project.
2188	Construct Kindergarten - Thomastown Primary School	1,000,074	875,000	(125,074)	2,000,000	●	Works have been completed and facility is anticipated to open to the public shortly, subject to COVID-19.
2220	Prism Park - Tennis Facility Development	123,402	78,112	(45,290)	453,112	●	Preliminary works completed with the installation of utility services. A building permit has been issued and construction works for the public toilet amenity, shelters, BBQ and bike rails will commence in November 2020.
2223	Mill Park Basketball Stadium Redevelopment	0	0	0	96,205	●	Tenders have been called for design services for the upgrade of the stadium and a contract will be awarded in October 2020. This is a multi-year project.

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Carry forward projects from 2019/20

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3003	Mernda Town Centre - Community Facility	0	0	0	100,000	●	Fit testing and pre-concept design for northern hub has been completed. Currently assessing highest and best use and commercial joint venture potential of the southern hub site. In process of procuring architect to complete concept design. Reviewing program to maximise funding potential through State and Federal election and economic stimulus. This is a multi-year project.
3010	Review of security measures at Council sites	8,768	10,000	1,232	278,645	●	Tenders for improved lighting have been called and are currently being evaluated. CCTV options are currently being evaluated prior to tendering for works.
3032	Mill Park Library - HVAC Replacement Works Project	413,484	307,000	(106,484)	750,000	●	Construction works are well underway for the replacement of the heating and cooling system, however delays have been experienced due to COVID-19 restrictions with workforce limitations.
3035	Mill Park Library - New LED Lighting Upgrade Project	175,923	121,000	(54,923)	250,000	●	Construction works are well underway for the replacement of the internal lights, however delays have been experienced due to COVID-19 restrictions with workforce limitations.
3036	Mill Park Library - New Outdoor Community Space Project	0	0	0	250,000	●	The grant application to the Growing Suburbs Fund has been successful. Concept design work has commenced with a view to finalising the design by December 2020.
3041	Mill Park Library - Amenity Upgrade	231,991	132,000	(99,991)	250,000	●	Construction works are well underway for the upgrade of the toilets, however delays have been experienced due to COVID-19 restrictions with workforce limitations.
3045	Public Amenity Plan Implementation	11,236	0	(11,236)	420,220	●	The construction of the public toilet amenity at Fortress Park, Doreen is nearing completion.
3056	Construct Community Activity Centre - Donnybrook (collocated with LTC-2)	0	0	0	648,000	●	Business Case options are progressing. Discussions with Department of Education & Training regarding the masterplan of the school site and kindergarten provision, may influence the options developed in the Business Case. Site investigations will commence in the coming months. This is a multi-year project.
3352	Recommission Laurel Street Modular Kindergarten Building, Whittlesea	0	0	0	500,000	●	The design is pending final approval of the Kindergarten Infrastructure Service Plan (KISP) and business case, which are expected in early 2021.
3354	Epping Soccer Stadium - Essential BCA upgrade	0	0	0	100,000	●	The scope of works is current being finalised to address the high priority accessibility and functional issues.
3364	Meadowglen Athletics Track essential infrastructure upgrades	0	0	0	35,000	●	Quotes received and under review for 2 x PA system upgrades. Project works to be awarded end of September. Quote are also being sought for the installation of additional passive infrared sensors (PIR) due to the location of the PA system.
3377	Sporting Infrastructure Major improvement works - Sport Club Contribution Policy	0	0	0	50,000	●	Applications open on 1st October for clubs to submit project proposals.
3407	Animal Welfare Centre Modification	0	0	0	110,000	●	A review of the current capacity of animal enclosures has found that no further work is required.
3409	Minor Improvements Program	0	0	0	200,000	●	Program of work being refined with high priority works commencing design.
Total Buildings		4,618,498	4,016,067	-602,431	21,585,458		
Drains							
1064	Drainage improvement works - Various Locations	60,628	75,000	14,372	250,000	●	Two drainage upgrades have been completed: Jacaranda Drive and View Hill Court. Awaiting quotations for four other locations: Hennessy St Epping, Laterra St Doreen, Settlement Road Thomastown, Redcraze Rise Mill Park.
2211	Drainage Improvements at Laurimar Recreation Reserve	8,620	0	(8,620)	217,773	●	In progress, completion delayed due to ongoing wet site conditions. Completion scheduled for late Nov 2020.
3416	Construct Wash Bay - Rural Works Depot, Whittlesea	0	0	0	35,000	●	Survey and design works will commence upon lifting of Stage 4 COVID-19 restrictions.
Total Drains		69,248	75,000	5,752	502,773		
Feasibility & Planning							
1847	Planning and Feasibility Studies for Future Projects	37,982	40,000	2,018	500,000	●	Investigations and site assessment works such as building condition audits, CCTV drainage inspections, feature and level surveys, geotechnical assessments, site assessment and concept planning work underway.
3411	Detailed Design Preparedness	0	10,000	10,000	500,000	●	A schedule of future projects is currently being prioritised to commence detail design services.
Total Feasibility & Planning		37,982	50,000	12,018	1,000,000		

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Open Space							
2	Implement Sportsfield Strategy - Sportsfield Upgrades	0	150,000	150,000	2,000,000	●	Contract for redevelopment works at Hillsview Recreation Reserve has been awarded with works to commence the first week of October. Functional Brief under development for reserve development at HR Uren. Design and construct tender to be prepared and issued following brief completion.
118	Renewal of playgrounds and general landscape improvements	8,096	75,000	66,904	1,410,000	●	Community consultation and designs underway for the following nominated sites: Darebin Creek Parklands (north), Epping Trinity Park, South Morang Stonehaven Drive Park, Thomastown Findon Rec Reserve, Mill Park Woodvale Park, Mill Park Construction underway at: Rosemary Park, Lalor.
252	Street Tree Renewal Program - Ongoing	0	1,000	1,000	450,000	●	All streets audited and tree species selected. Suppliers have been contacted to ensure stock is available and community consultation is being prepared.
405	Whittlesea Public Gardens Master Plan	77,345	20,000	(57,345)	1,772,309	●	Detailed design is underway. Concept plans for the Skate Park and Urban Park area have been completed by design consultant and are being reviewed internally.
408	Quarry Hills Regional Park - Detail Design	0	0	0	450,000	●	Design of the new park and plays pace at Granite Hills Park (located within Quarry Hills Parklands) will be undertaken this financial year. A consultant has been engaged to undertake the design.
1107	Construct shared path - Bruce's Creek reserve - Kinglake Views to Yea Road	0	0	0	150,000	●	Stage 1 drawings (Teston Close to Kinglake Views) completed and Melbourne Water approval has been approved pending payment of bond. Works to be tendered September for completion before end of 2020.
1142	Upgrade tennis courts and pavilion - TH Hurrey Reserve	15,280	0	(15,280)	40,000	●	The works have been completed and the facility is currently in the Defects Liability Period. Minor rectification works have been impacted by COVID-19. The new facility is proposed to be opened to the community subject to COVID-19 restrictions.
1144	Replace tennis court surfaces - Epping Recreation Reserve	4,341	0	(4,341)	50,000	●	Design investigation in progress.
1563	Upgrade Coaches Boxes - Various Locations	0	0	0	55,000	●	Contract awarded with fabrication delayed due to Stage 4 restrictions. Installation scheduled for early November 2020.
1564	Cricket Practice Net Upgrade (various locations)	0	0	0	200,000	●	Funding application successful. Conversations with the club can recommence regarding club contribution to works to determine scope extent. Works to be undertaken early 2021 after completion of 2020/21 cricket season.
1636	Growling Frog Golf Course - course improvement works	0	0	0	20,000	●	Project scoping underway.
1717	Establishment of additional dog off leash areas - Various Locations	5,185	0	(5,185)	265,000	●	This year will include the upgrade of existing dog off leash parks in accordance with the actions from the City of Whittlesea's review of the Dog off Leash Policy and Management Plan. An upgrade to Norris Bank Dog Park will be undertaken in October - November. These works will include reggrading surfaces to alleviate drainage issues, installing granitic gravel in high wear areas, installing landscape breakers and providing additional park furniture.
1834	Cricket Wickets Upgrade (various locations)	25,000	0	(25,000)	65,000	●	Works in progress, comprising on-site storage compounds for cricket wicket covers
1906	Upgrade pavilion - HR Uren Reserve	10,345	0	(10,345)	140,000	●	Tenders have been called for design services for the pavilion and car park upgrade with a view to awarding contracts in October 2020. This is a multi-year project.
1998	Epping Recreation Reserve Master Plan	0	0	0	200,000	●	A design for an upgraded car park, access paths and improved entry will be undertaken this financial year. Design services will be tendered in October, with design works to commence in November.
2054	Vehicle Exclusion Fencing	597	0	(597)	100,000	●	Project scoping underway, removal of trail bike gates on key bike paths to be prioritised.
2115	Sports Ground Lighting Upgrade - Various Sites	576	0	(576)	250,000	●	Tenders have been received for upgrade works at Waterview Recreation Reserve. Works to be awarded first week of October. Completion of works by March 2021.

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2144	Redleap Reserve Master Plan Development and Implementation	0	0	0	100,000	●	This year we will undertake the design development and detailed design for the upgrades which have been outlined in the master plan. This will include the following: Play space, Picnic area, Outdoor fitness equipment, Basketball half court, Lighting, Path network, Garden beds, Additional infrastructure (seats, drink fountains, bins, etc.) Vehicle exclusion fencing, and Bridges. It is planned to tender for the design services in November and award by December. Design works will commence in February 2021.
2172	Sportsfield Irrigation upgrade program	50,000	5,000	(45,000)	120,000	●	Works in progress at Redleap Reserve to upgrade mains supply and irrigation pump. Design investigation and concept design in progress at Laurimar Reserve to harvest stormwater from adjacent wetlands to irrigate ovals.
2174	Boardwalk/ bridges refurbishment	800	0	(800)	100,000	●	Project scoping at Wilton Vale wetlands and Mernda Adventure Park. Structural investigation to be undertaken to determine extent of works required.
2192	All Abilities Plays pace - Mill Park	985,329	1,250,000	264,671	2,727,986	●	Construction works continuing on site. Service connections (water, power, sewerage) complete. Car park construction is ongoing, anticipated completion early October. Works have commenced on toilet block, anticipated completion mid-November. Main play tower works and splash pad works are ongoing. Anticipated completion is mid-December.
2205	Sycamore BMX Lighting - Track and Car Park	19,255	40,000	20,745	101,396	●	The lighting works are progressing well. The mains power upgrade to the site is complete. It is anticipated the service authority will install and connect the new and existing power meters and connect to the main power by the end of October 2020. Works impacted by COVID-19. Commissioning and handover is anticipated for early November 2020.
2224	Treeview Drive Playground, South Morang	0	0	0	165,000	●	Consultation with community underway. Detail design and CHMP underway.
2237	LAND ACQUISITION - Construct Community Activity Centre- West Wollert (Rathdowne)	0	0	0	1,161,034	●	Council officers are preparing a Business Case for the delivery of the Community Centre. The Business Case considers the opportunity to relocate the facility from the stand alone site identified in the Precinct Structure Plan to a site integrated with the Neighbourhood Activity Centre. The Business Case is going through a very comprehensive assessment process, and is requiring significant negotiation with the development of the Neighbourhood Activity Centre and is therefore still being finalised. Therefore, the Land Acquisition has been deferred until such time as the Business case for the Community Centre is finalised.
2249	Jardier Park playground, South Morang	0	0	0	200,000	●	Detail design and community consultation are underway.
3046	Water Efficiency Program	5,050	0	(5,050)	250,000	●	Tenders have been called for the installation of a rainwater tank at the Mill Park Leisure Centre to help irrigate the softball reserve. Impacted by COVID-19.
3102	LAND ACQUISITION-Boundary Road/ Bodycoats Road (north)	0	0	0	1,604,974	●	Part of a significant package of works (over 2km of road construction and 2 intersections) to service the Wollert North precinct in the Wollert PSP. The package is being delivered by a consortium of developers which have been engaging with Council in respect to the design and delivery of these projects. There has been significant work undertaken to progress the design which impacts on a number of third party properties and address challenges in respect to retention of native vegetation, dry stone walls and adherence with the DCP. The design work managed by the consortium of developers has taken longer than originally envisioned which has delayed the commencement of land acquisition and construction.
3103	LAND ACQUISITION-Boundary Road/Andrew Road	0	0	0	1,773,181	●	Part of a significant package of works (over 2km of road construction and 2 intersections) to service the Wollert North precinct in the Wollert PSP. The package is being delivered by a consortium of developers which has been engaging with Council in respect to the design and delivery of these projects. There has been significant work undertaken to progress the design which impacts on a number of third party properties and address challenges in respect to retention of native vegetation, dry stone walls and adherence with the DCP. The design work managed by the consortium of developers has taken longer than originally envisioned which has delayed the commencement of land acquisition and construction.
3108	Greening Whittlesea Urban Forest	0	0	0	150,000	●	Project scoping underway. Community consultation and engagement currently underway.
3113	Mernda Village Adventure Playground Upgrade	0	0	0	500,000	●	Project scoping underway.

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3171	LAND ACQUISITION-Land for two soccer fields and pavilion - Epping North East DCP	0	0	0	669,254	●	Developer has ceased negotiations on this land acquisition. Project to be deferred and undertaken in a future year.
3294	LAND ACQUISITION-One Carriage way - Donnybrook Rd to Merri Creek	0	0	0	924,001	●	The development of the next stages of the Platform Estate (including this land) has been delayed as result of lengthy approval process with Department of Transport for the intersection with Donnybrook Road. Given, the construction of the road is not required for some time this project will be deferred and undertaken in a future year. This is linked to <i>Project ID 3404 Construct One Carriage way - Donnybrook Rd to Merri Creek</i> .
3329	Norris Bank Reserve - West Park Precinct	0	15,600	15,600	60,000	●	The design of an upgrade to the West Precinct of Norris Bank Reserve has been awarded. The upgrade will include: o Facilities which cater to teenagers and young adults o Communal locations for gathering and viewing o Enhancement of the main entry into the site o Adequate passive surveillance into the site and view lines through the site o Appropriate access to provide connection between existing and proposed facilities o Opportunities for community art Phase 1 of the design works is now complete. this included the site investigation and analysis. The Concept has commenced and will be exhibited publicly late October/ early November.
3350	Outdoor Netball Courts Development	6,800	0	(6,800)	375,000	●	Detailed design in progress for Laurimar Primary School netball courts. Concept design review in progress for Hazel Glen College netball courts.
3369	Mernda Recreation Reserve (Schotter's Road) site upgrades	5,400	10,000	4,600	150,000	●	Tenders have been called for the demolition of the existing pavilion and temporary buildings. The design of the new electrical system is also nearing completion.
3371	Riverside Reserve Park and Playground Renewal	6,950	6,415	(535)	155,000	●	This year will include the design services of an upgrade to Riverside Reserve and commencement of construction works. The upgrade will include a new play space, upgraded basketball court, walking paths and picnic area and improved access to the Community Activity Centre. A consultant has been awarded to undertake the design and is currently completing a concept design which will be exhibited publicly to the community end of October/ early November.
3376	Carrington Blvd Community Centre - playground and landscape upgrade	0	5,000	5,000	220,000	●	Landscape Architect Consultant appointed. Arboriculture assessment and site survey complete.
3382	Bellavista Park Upgrade, Wollert	0	0	0	130,000	●	Project scoping and concept design underway
3415	Laurimar 1C Street Tree Renewal	0	1,000	1,000	135,000	●	Project scoping and community consultation plan being developed
3429	Norris Bank Reserve Bocce Court	20,000	0	(20,000)	70,000	●	Works in progress, scheduled for completion in late October
3441	Whittlesea Community Skate Park Activation	6,900	13,800	6,900	95,000	●	This year, the design for an upgrade to Whittlesea Skate Park and BMX track will be undertaken. A skate park specialist has been awarded the design works and has completed Phase 1 site investigation. Currently Council is holding a series of online workshops with users of the skate park prior to developing concept designs. Concept Design will be exhibited publicly to the community in November.
Total Open Space		1,253,249	1,592,815	339,566	19,554,135		

Plant & Equipment

104	Replacement of Council Fleet - Ongoing Program	283,665	0	(283,665)	916,597	●	Ongoing program for the replacement of existing fleet items.
106	Furniture and equipment purchases	955	2,000	1,045	65,000	●	Ongoing program for the purchase of furniture and equipment to address OHS requirements.
225	IT - Various computer system hardware and other IT equipment	9,185	0	(9,185)	257,000	●	Minor IT equipment purchased to date.
241	Acquisition of Visual Art - Civic Centre	0	0	0	10,000	●	When Council reopens and COVID restrictions ease a meeting of the Acquisitions Advisory Group will be scheduled to review and select acquisitions for this financial year.
369	Furniture and fittings for halls and CACs - Various Locations	0	0	0	80,000	●	Project to commence once COVID-19 restrictions are eased.

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419	Management of the Public Art Collection	0	0	(0)	61,000	●	A series of sculptural works made of recycled steel for Stage Two of Mill Park's All Abilities Play Space are being fabricated by artist Tim Read. 800 road foil artwork prints of art made by 200 local residents will be installed in parks, streets, and high profile pedestrian areas starting in mid-October throughout the municipality, for the Collectively Caring for Climate project. Three public artworks continue to be fabricated for the external facades of Mill Park Leisure Centre.
1874	IT - ICT Network Infrastructure	36,124	0	(36,124)	50,000	●	Further minor works to be completed in the coming months.
2035	IT - Telephone System BCP and Renewal	2,900	0	(2,900)	100,000	●	Working with Telstra and vendor to set up phone connections. Planned training for staff during first few weeks of October, cut over on Friday 23/10/2020.
2113	IT - PC Replacement	(19,622)	0	19,622	100,000	●	Two models were tested but neither can be used for heavy graphics works. Testing another model during October.
3038	IT - IOT Sensor Network - Smart Cities	0	20,000	20,000	25,000	●	Some minor setup of additional sensors and gateways to be added in October.
Total Plant & Equipment		313,206	22,000	(291,206)	1,664,597		

Roads and Paths

76	Local road resurfacing works - Ongoing Program	57,545	0	(57,545)	5,600,000	●	Works have been delayed due to the COVID-19 work restrictions. Most of the works are scoped and ready for delivery as soon as restrictions ease.
77	Local Road Reconstruction / Rehabilitation	792,035	550,000	(242,035)	5,550,000	●	Approximately 25% of works are complete. Construction program on track for completion by December 2020.
361	Car Park rehabilitation - various	0	10,000	10,000	70,000	●	Survey, design and construction to commence once COVID-19 restrictions are lifted.
1113	Bicycle facilities - provide new on-road & off-road paths	0	0	0	110,000	●	Site visits undertaken for the selected locations and concept design preparation is in progress.
1218	Construct Findon Road extension - Williamsons Road to Danaher Drive	193,042	500,000	306,958	6,179,087	●	Works commenced and currently on track to be completed by April 2021.
1258	Upgrade disabled parking bays to DDA requirements - Various locations - DDA Work	0	0	0	50,000	●	Sites selected and design finalisation in progress.
1265	Kerb Ramp DDA Upgrades - Kerb Alignment	0	0	0	100,000	●	Works to be carried out in March 2021 following completion of road rehabilitation works due to contractor availability.
1789	Safe Routes to Schools	0	0	0	27,000	●	Locations are being reviewed and route selection will follow.
1875	Construct Road - Regent Street - Sackville St to Grafton St	46,132	0	(46,132)	0	●	Return of retention to contractor processed.
1896	Retail Activity Centres - Streetscape Condition Audit & Improvements	11,680	0	(11,680)	64,707	●	Civil design plans are complete with landscape plans at 80% complete. Access Consultant engaged to provide final access and circulation advice. Design on the Rochdale Square park has commenced. Construction tender for the streetscape to be issued in November 2020.
1951	Construct shared path - Bush Boulevard - Plenty Rd to Westfield Shopping Centre	7,000	8,000	1,000	250,000	●	Contract awarded. Civil works to begin in January.
1956	Construct shared path - McDonalds Road (north side) - Darebin Creek to Civic Dr	27,806	30,000	2,195	50,000	●	Works are complete and this shared path is now operational.
2008	Construct shared path - Hendersons Road Drain - Childs Road to Findon Road	0	0	0	400,000	●	Full length of path has been walked to refine scope of works. Minor adjustments made, notes are to be compiled and design issues are being resolved. Asset proving has been delayed due to an additional Melbourne Water permit for the proving works.
2012	Construct shared path - Park Street - High Street to Darebin Creek	0	0	0	110,000	●	Survey and design works will commence upon lifting of Stage 4 COVID-19 restrictions.
2014	Construct Shared Paths - Findon Road to Gordons Road South Morang	0	0	0	200,000	●	Melbourne Water permit required for asset proving works to commence. This has been applied for and is pending approval.
2072	Streetscape improvements program - Lalor High Street Shops	180,310	450,000	269,690	2,210,049	●	The new public toilet amenity in David Street Lalor is about 50% completed. The David Street & Station Street roundabout is also about 50% completed.
2077	Streetscape improvements program - Thomastown High Street Shops	605,086	437,469	(167,617)	1,807,713	●	Stage 1 improvement works include replacement of the footpath from Spring Street to Highlands Place, which have been completed. The new public toilet amenity is nearing completion. Stage 2 works will be tendered and include the footpath replacement from Highland Place to Pleasant Road. These works are expected to commence in January 2021.

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2114	Missing Footpath Links Program - Various locations	27,058	30,000	2,942	250,000	●	Designs for Laurel Street Whittlesea and Hall Street Epping are ready for community consultation. Footpath construction works for Eccles Close and Odonoghue Street Mill Park have been awarded. Footpath construction has been completed at Forest Street Whittlesea.
2119	Street Light bulk replacement program	0	0	0	1,500,000	●	Ausnet approval for smart streetlight trial received and equipment installed. Tenders will be called shortly for the supply and bulk replacement of streetlights.
2142	480 Cooper Street - Fire main	0	0	0	53,868	●	Improvement to fire services completed.
2190	Reconstruct car park - Mill Park Leisure Centre	0	250,000	250,000	1,025,910	●	The works are nearing completion with minor defects to be rectified. Impacted by COVID-19. Completion is expected in November 2020.
2247	Pathways to Stations	13,261	200,000	186,739	450,000	●	2020/21 program of works in progress. First project linking shared path in Chamonix Parade reserve to Mernda Rail Trail is nearing completion.
2251	Construction of Signalise Intersection of Yann Drive/Eaststone Avenue Wollert	356,250	356,250	0	356,250	●	Works have been completed. Awaiting controller prior to activation of signals.
3012	Signalised Intersection - Yan Yean Road / Hazel Glen Drive	344,980	350,000	5,020	400,000	●	Civil and electrical works at functional completion. Awaiting electrical connection and delivery of controller by Department of Transport (late October) for activation. Mitchell's Run works to follow.
3018	Install Pedestrian Operated Signals on Morang Drive at Mill Park Leisure Centre	0	65,000	65,000	163,620	●	Works on the installation of pedestrian operated signals in Morang Drive Mill Park have commenced and expected to be completed by mid October 2020.
3095	Findon Creek - West branch - Boundary Road	0	0	0	2,017,177	●	Part of a significant package of works (over 2km of road construction and 2 intersections) to service the Wollert North precinct in the Wollert PSP. The package is being delivered by a consortium of developers which has been engaging with Council in respect to the design and delivery of these projects. There has been significant work undertaken to progress the design which impacts on a number of third party properties and address challenges in respect to retention of native vegetation, dry stone walls and adherence with the DCP. The design work managed by the consortium of developers has taken longer than originally envisioned which as delayed the commencement date of construction.
3298	Construction of Interim signalised intersection at Donnybrook Rd	0	0	0	917,242	●	Project is on track for delivery this financial year.
3332	Station Road upgrade between car park and Plenty Road. Mernda	0	0	0	50,000	●	Concept design and internal consultation has been completed. Awaiting Department of Transport approval on the concept design.
3384	Construct Rd, Boundary Rd, btw Koukoura Drive and Epping Rd	0	0	0	2,521,556	●	Part of a significant package of works (over 2km of road construction and 2 intersection projects) to service the Wollert North precinct in the Wollert PSP. The package is being delivered by a consortium of developers which has been engaging with Council in respect to the design and delivery of these projects. There has been significant work undertaken to progress the design which impacts on a number of third party properties and address challenges in respect to retention of native vegetation, dry stone walls and adherence with the DCP. The design work managed by the consortium of developers has taken longer than originally envisioned which as delayed the commencement date of construction.
3391	Boundary Road/ Bodycoats Road (north)	0	0	0	3,356,735	●	Part of a significant package of works (over 2km of road construction and 2 intersections) to service the Wollert North precinct in the Wollert PSP. The package is being delivered by a consortium of developers which has been engaging with Council in respect to the design and delivery of these projects. There has been significant work undertaken to progress the design which impacts on a number of third party properties and address challenges in respect to retention of native vegetation, dry stone walls and adherence with the DCP. The design work managed by the consortium of developers has taken longer than originally envisioned which as delayed the commencement date of construction.

2020/21 New Works Program Progress Report - as at 30 September 2020

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

Carry forward projects from 2019/20

Project ID	Project Name	YTD Actuals	YTD Budgets	YTD Variance	Annual Budget	Physical Progress	Quarterly Comments
3392	Boundary Road/Andrew Road	0	0	0	5,152,108	●	Part of a significant package of works (over 2km of road construction and 2 intersections) to service the Wollert North precinct in the Wollert PSP. The package is being delivered by a consortium of developers which has been engaging with Council in respect to the design and delivery of these projects. There has been significant work undertaken to progress the design which impacts on a number of third party properties and address challenges in respect to retention of native vegetation, dry stone walls and adherence with the DCP. The design work managed by the consortium of developers has taken longer than originally envisioned which has delayed the commencement date of construction.
3403	Huskisson Reserve Shared Path	26,850	8,334	(18,516)	360,000	●	Melbourne Water permit has been applied for, final design and schedule is being submitted by consultants. Cultural Heritage Management Plan quote has been requested.
3404	One Carriage way - Donnybrook Rd to Merri Creek	0	0	0	263,974	●	This road project is no longer required to provide access to the Platform Estate as access can be provided entirely from the intersection project and an interim road access. The construction of this road is therefore not required until the bridge is constructed and will be deferred to a future year. This is linked to <i>Project ID 3294 LAND ACQUISITION-One Carriage way - Donnybrook Rd to Merri Creek</i>
3413	Rochdale Square, Town Centre Improvement	2,660	0	(2,660)	450,000	●	Civil design plans are complete with landscape plans at 80% complete. Access Consultant engaged to provide final access and circulation advice. Design on the Rochdale Square park has commenced. Construction tender for the streetscape to be issued in November 2020.
3430	Reconstruction of Arthurs Creek Road	0	0	0	200,000	●	Tender documents prepared for geotechnical investigation and survey works. Quotation will be requested in early October.
3436	Mernda Sports Hub - Acquire land Plenty Road/Everton Drive intersection	0	0	0	1,200,000	●	Functional Layout Plan has been finalised to define land acquisition requirements.
Total Roads & Paths		2,691,695	3,245,053	553,358	43,466,996		

Transport

304	LATM Schemes various treatments	59,227	60,000	773	500,000	●	Installation of raised pavements and kerb returns are due to commence early October in Simpson Street & Hazel Avenue, Thomastown. Followed by Lincoln Drive.
439	Improve disability access (DDA) to public transport	11,770	10,000	(1,770)	80,000	●	Bus stops on Cravens Road, Mernda and Greenhills Drive, Epping have been upgraded to current DDA standards.
443	Traffic control devices - un-programmed works	2,154	0	(2,154)	240,000	●	Preliminary design is underway for Riverside Drive, South Morang for the installation of a raised school crossing outside Morang South Primary School. Preliminary design is underway for Chancellor Avenue, Bundoora for the installation of speed cushions and raised pavement crossing outside of the Uni Hill factory outlet mall.
445	Collector Road traffic management - Various locations	15,975	0	(15,975)	160,000	●	Road Safety Investigation is underway for Harvest Home Road. Plans are being prepared for Redleap Avenue and McKimmies Road / Darebin Drive intersection.
446	Installation bus shelters - Various Locations	3,740	10,000	6,260	22,000	●	One heritage shelter has been refurbished and will be installed early October. Council are working with Department of Transport to plan shelter replacements for new sites.
1448	Roadside hazard protection	3,566	0	(3,566)	100,000	●	Works to be carried out in March/April 2021 following completion of guardrail asset logging project and tendering of new annual supply contract.
1748	Mernda Sports Hub - Signalise intersection - Plenty Rd and Everton Gardens	68,947	100,000	31,053	311,345	●	Department of Transport are reviewing Functional Layout Plan. Design to proceed once feedback received.
2039	Signalise intersection - Ferres Blvd/Findon Rd	143,092	0	(143,092)	0	●	Signalisation works completed. Identified defects currently being completed.
2248	Traffic Management Around Schools	86,940	100,000	13,060	445,000	●	Stage 1 of Laurimar Primary School anticipated completion by early October. Designs underway for Stage 2 Laurimar Primary, Mernda Primary and Mill Park Heights Primary with works to be scheduled later in the year.
3343	Install Raised Pavements on Galloway Drive and Pearsons Road, Mernda	0	0	0	240,000	●	Detailed designs and consultation complete. Works schedule is being prepared and contractor to be awarded in October.
3345	Edgars Road and Eaststone Avenue Traffic Signal Completion and Switch On	0	0	0	110,000	●	Final signal design under development and expected to be implemented in early 2021.
Total Transport		395,412	280,000	(115,412)	2,208,345		

Total 9,379,289 9,280,935 (98,354) 89,982,304

2020/21 New Works Program First Quarter Project Progress Report

ALL ABILITIES PLAYSPACE, MILL PARK



STREETSCAPE IMPROVEMENTS; THOMASTOWN HIGH STREET



STREETSCAPE IMPROVEMENTS; THOMASTOWN HIGH STREET – Amenity



SIGNALISED INTERSECTION – YAN YEAN ROAD / HAZEL GLEN DRIVE



PATHWAYS TO STATIONS; CHAMONIX PARADE, SOUTH MORANG



MISSING FOOTPATH LINKS; FOREST STREET WHITTLESEA



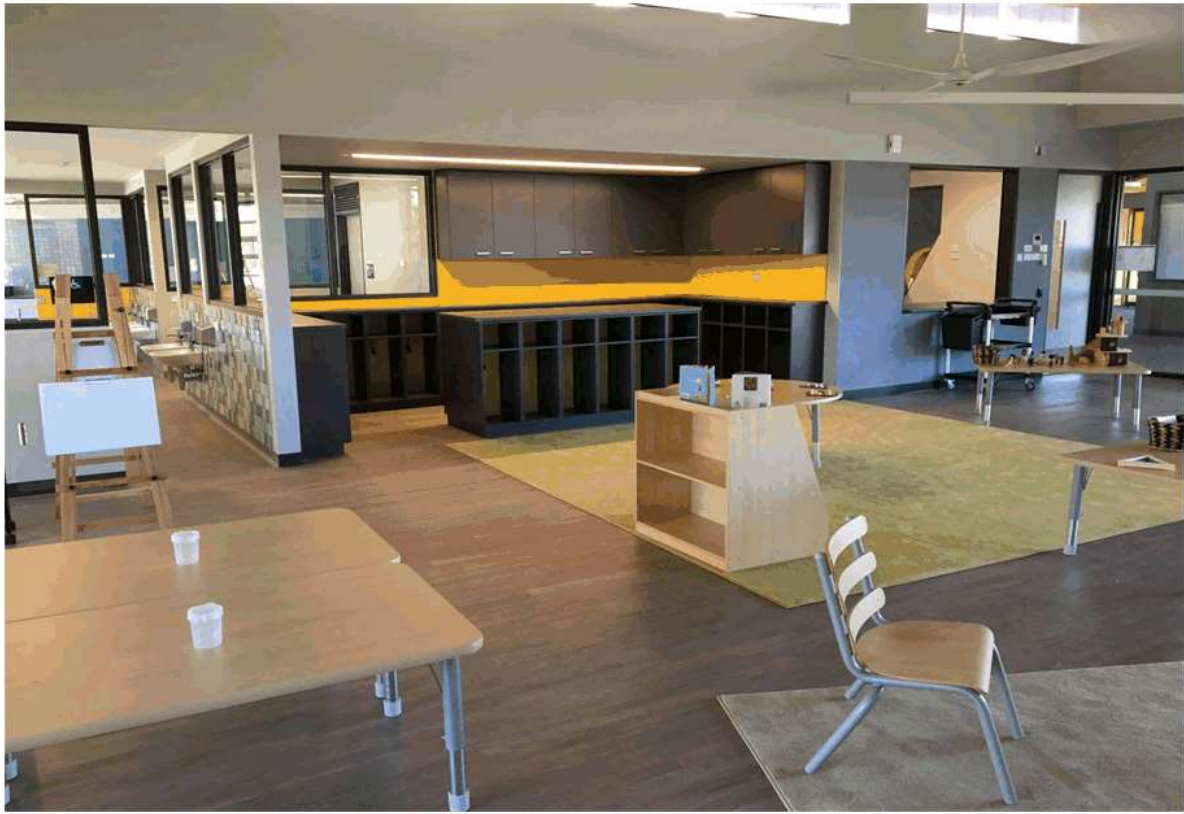
MISSING FOOTPATH LINKS; ODOGHOUE STREET, MILL PARK



CONSTRUCT KINDERGARTEN – THOMASTOWN PRIMARY SCHOOL



CONSTRUCT KINDERGARTEN – THOMASTOWN PRIMARY SCHOOL



REDEVELOP MILL PARK LEISURE CENTRE AND CAR PARK



REDEVELOP MILL PARK LEISURE CENTRE AND CAR PARK



2020-21 New Works Infrastructure Program
First Quarter Grant Applications Status Update

Applications Submitted

Round/Year	Candidate Projects	Grant Name	Organisation / Department	Funding Type	Grant Status	Application Grant Amount	Council Contribution	Other Contribution	Total Project Cost	Application Status	Funding Announcement Date
2020-21	Mill Park Basketball Stadium Forecourt	Community Safety Infrastructure Program	Department of Justice	State	Closed	\$ 500,000.00	\$ 98,200.00	\$ -	\$ 598,200.00	Pending	17/10/2020
2020	2020 TAC Local Government Grant Program - Analysis Project	2020 TAC Local Government Grant Program - Analysis Project	TAC	State	Closed	\$ 27,500.00	\$ 27,500.00	\$ -	\$ 55,000.00	Pending	Late Oct/Nov 2020
2020-21	Bubup Wilam - Stage 3 Works	2020-21 Aboriginal Community Infrastructure Program	Dept Jobs, Precincvts and Regions	State	Closed	\$ 1,421,719.00	\$ -	\$ -	\$ 1,421,719.00	Pending	14/09/2020
2020-21	Riverside Park and Playground	Local Parks_Parks Revitalisation Program	Department of Environment, Land, Water and Planning	State	Closed	\$ 300,000.00	\$ 500,000.00	\$ -	\$ 800,000.00	Pending	July 2020-Jan 2021
2020-21	Arthurs Creek Road, Yan Yean	AriLinks	Agriculture Victoria	State	Closed	\$ 1,310,000.00	\$ 960,000.00	\$ -	\$ 2,270,000.00	Pending	1/11/2020
2020-21	Carrington Boulevard Child Care Centre	Victoria Cancer Agency	Dept Health & Human Services	State	Closed	\$ 30,000.00	\$ 20,000.00	\$ -	\$ 50,000.00	Pending	15/11/2020
2020-21	Yale Drive Sustainable Pavement Rehabilitation	Sustainable Infrastructure Fund	Sustainability Victoria	State	Closed	\$ 55,662.00	\$ 55,662.00	\$ 36,000.00	\$ 147,324.00	Pending	8/12/2020
2020-21	Bush Boulevard, Mill Park - Shared Path	Sustainable Infrastructure Fund	Sustainability Victoria	State	Closed	\$ 190,000.00	\$ 190,000.00	\$ -	\$ 380,000.00	Pending	8/12/2020
						\$ 3,834,881.00					

Unsuccessful Applications

Round/Year	Project Name	Grant Name	Organisation / Department	Funding Type	Grant Status	Grant Application Amount	Council Contribution	Other	Total Project Cost	Application Status	Proposed Funding Announcement Date
2020-21	Chantal Park and Playground Upgrade	2020-21 Growing Suburbs Fund	Department of Environment, Land, Water and Planning	State	Closed	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 220,000.00	Unsuccessful	17/08/2020
2020-21	Narina Way Park and Playground Upgrade	2020-21 Growing Suburbs Fund	Department of Environment, Land, Water and Planning	State	Closed	\$ 110,000.00	\$ 110,000.00	\$ -	\$ 200,000.00	Unsuccessful	17/08/2020
2020-21	Symon Park and Playground Upgrade	2020-21 Growing Suburbs Fund	Department of Environment, Land, Water and Planning	State	Closed	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 150,000.00	Unsuccessful	17/08/2020
2019-20	Laurimar Reserve Sports Ground Renewal (PID 2211)	Community Cricket Program - Community Facilities	Sport and Recreation Victoria / DJPR	State	Closed	\$ 100,000.00	\$ 820,000.00	\$ -	\$ 920,000.00	Unsuccessful	1/08/2020
2019-20	Development of outdoor netball courts to increase female sports participation - Laurimar	Local Sports Infrastructure Fund - Female Facilities Fund	Sport and Recreation Victoria / DJPR	State	Closed	\$ 400,000.00	\$ 300,000.00	\$ -	\$ 700,000.00	Unsuccessful	1/08/2020
2019-20	Whittlesea Community Skate Park Activation	Local Sports Infrastructure Fund - Community Facilities	Sport and Recreation Victoria / DJPR	State	Closed	\$ 250,000.00	\$ 325,000.00	\$ 375,000.00	\$ 950,000.00	Unsuccessful	1/08/2020
2019-20	Whittlesea Public Gardens Revitalisation	Local Sports Infrastructure Fund - Strategic Facilities	Sport and Recreation Victoria / DJPR	State	Closed	\$ 800,000.00	\$ 1,200,000.00	\$ 2,000,000.00	\$ 4,000,000.00	Unsuccessful	1/08/2020
2020-21	HR Uren Sportsground and Pavilion Upgrade (PID 1906 / 2)	2020-21 Community Sports Infrastructure Stimulus Program	Sport and Recreation Victoria	State	Closed	\$ 3,450,000.00	\$ 350,000.00	\$ -	\$ 3,800,000.00	Unsuccessful	31/07/2020
						\$ 5,285,000.00					

Successful Applications

Round/Year	Candidate Projects	Grant Name	Organisation / Department	Funding Type	Grant Status	Successful Grant Amount	Council Contribution	Other Contribution	Total Project Cost	Application Status	Funding Announcement Date
2020-21	Redleap Reserve- dog off leash park	Economic Stimulus Program - Off Leash Dog Parks	Department of Environment, Land, Water and Planning	State	Closed	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	Successful	31/08/2020
2020-21	Carrington Children's Centre outdoor learning and playspace project	2020-21 Growing Suburbs Fund	Department of Environment, Land, Water and Planning	State	Closed	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	Successful	17/08/2020
2020-21	Community Energy Efficiency Program	2020-21 Growing Suburbs Fund	Department of Environment, Land, Water and Planning	State	Closed	\$ 250,000.00	\$ 250,000.00	\$ -	\$ 500,000.00	Successful	17/08/2020
2020-21	Rochdale Square Neighbourhood Revitalisation project	2020-21 Growing Suburbs Fund	Department of Environment, Land, Water and Planning	State	Closed	\$ 362,500.00	\$ 362,500.00	\$ -	\$ 725,000.00	Successful	17/08/2020

2020-21 New Works Infrastructure Program
First Quarter Grant Applications Status Update

Round/Year	Candidate Projects	Grant Name	Organisation / Department	Funding Type	Grant Status	Successful Grant Amount	Council Contribution	Other Contribution	Total Project Cost	Application Status	Funding Announcement Date
2020-21	Mill Park Library Public Surrounds Upgrade	2020-21 Growing Suburbs Fund	Department of Environment, Land, Water and Planning	State	Closed	\$ 450,000.00	\$ 450,000.00	\$ -	\$ 900,000.00	Successful	17/08/2020
2020-21	Mernda Social Support Services Facility	2020-21 Growing Suburbs Fund	Department of Environment, Land, Water and Planning	State	Closed	\$ 1,240,000.00	\$ 1,240,000.00	\$ -	\$ 2,480,000.00	Successful	17/08/2020
2020-21	Mill Park Basketball Stadium Redevelopment	2020-21 Community Sports Infrastructure Stimulus Program	Sport and Recreation Victoria	State	Closed	\$ 1,000,000.00	\$ 1,981,218.00	\$ -	\$ 2,981,218.00	Successful	Aug-20
2019-20	Wollert East Community Centre / Kindergaren (PID1426)	2020 Integrated Childrens Centre Building Blocks Grant - Round 1	Victorian School Building Authority	State	Closed	\$ 2,750,000.00	\$ 1,564,347.00	\$ 4,235,653.00	\$ 8,550,000.00	Successful	1/08/2020
2019-20	Epping Recreation Reserve Cricket Training Net Reconstruction (PID 1564)	Community Cricket Program - Community Facilities	Sport and Recreation Victoria / DJPR	State	Closed	\$ 100,000.00	\$ 117,882.50	\$ -	\$ 217,882.50	Successful	1/08/2020
2020-21	Thomastown Streetscape & Pedestrian Crossing Works	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 500,000.00	\$ 485,000.00	\$ -	\$ 985,000.00	Successful	31/07/2020
2020-21	Traffic Management Around Schools	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 250,000.00	\$ 190,000.00	\$ -	\$ 440,000.00	Successful	31/07/2020
2020-21	Missing Footpath Links Program	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 100,000.00	\$ 150,000.00	\$ -	\$ 250,000.00	Successful	31/07/2020
2020-21	Mill Park Library Water Recycling and Public Realm Improvements	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	Successful	31/07/2020
2020-21	Mill Park Leisure Centre – Bike Cage, Landscaping & Associated Paths	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	Successful	31/07/2020
2020-21	Raingardens Upgrades in Epping North	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 67,408.00	\$ -	\$ -	\$ 67,408.00	Successful	31/07/2020
2020-21	Jorgensen Avenue Park Upgrade	Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	Federal	Closed	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00	Successful	31/07/2020
2019/20	Hillsview Reserve Sportfield Reconstruction (PID 2)	World Game Facilities Fund	Sport and Recreation Victoria / DJPR	State	Closed	\$ 500,000.00	\$ 400,000.00	\$ -	\$ 900,000.00	Successful	24/08/2020
2020/21	Lalor Revitalisation Project	Economic Stimulus Funding Grants	Department of Jobs, Precincts and Regions	State	Closed	\$ 500,000.00	\$ 1,900,000.00	\$ -	\$ 2,400,000.00	Successful	9/20/20
2020	Rochdale Square Neighbourhood Centre	Neighbourhood Activity Centre Renewal Fund	Department of Jobs, Precincts and Regions	State	Closed	\$ 100,000.00	\$ 500,000.00	\$ -	\$ 600,000.00	Successful	30/09/2020
2020/21	Thomastown Revitalisation Project	Economic Stimulus Funding Grants	Department of Jobs, Precincts and Regions	State	Closed	\$ 500,000.00	\$ 1,200,000.00	\$ -	\$ 1,700,000.00	Successful	9/20/20
2020/21	Manor House Drive	Safer Pedestrian Program	VicRoads/DoT	State	Closed	\$ 269,000.00	\$ -	\$ -	\$ 269,000.00	Successful	14/10/2020
2020/21	Spring Street	Safer Pedestrian Program	VicRoads/DoT	State	Closed	\$ 168,000.00	\$ -	\$ -	\$ 168,000.00	Successful	14/10/2020
						\$ 10,006,908.00					

2020/21 Project Adjustments

Q1 Adjustments for consideration at Council Meeting 7 December 2020								
Report to Council	Project ID	Project Name	Income		Expenditure		Net	Comment
			Original Budget	Revised Budget	Original Budget	Revised Budget		
Project budgets to be reduced to contribute to Organisational savings								
Q1	0419	Management of the Public Art Collection	0	0	61,000	0	(61,000)	NWP Savings to contribute to Org savings as requested by Organisational Oversight Group (OOG)
Q1	1419	Edgars Creek (Ganbu Gulinj) Community Activity Centre	(405,712)	(405,712)	555,712	405,712	(150,000)	NWP Savings to contribute to Org savings as requested by Organisational Oversight Group (OOG)
Q1	1923	Planned Renewal - Minor Works	0	0	1,300,000	1,250,000	(50,000)	NWP Savings to contribute to Org savings as requested by Organisational Oversight Group (OOG)
Q1	2119	Street Light Bulk Replacement Program	0	0	1,500,000	1,000,000	(500,000)	NWP Savings to contribute to Org savings as requested by Organisational Oversight Group (OOG)
Unbudgeted grant income								
Q1	3321	Intersection Upgrade; Bridge Inn Road / Cravens Road / Galloway Drive, Mernda	0	(35,200)	0	35,200	0	Successful unbudgeted Grant through Department of Transport - Federal Infrastructure Investment Black Spot Program. Project fully funded by grant income.
Q1	3325	Pedestrian Operated Signals at Findon Road Creek Trail West of Maserati Drive, Epping	0	(185,000)	-	185,000	0	Successful unbudgeted Grant through Department of Transport - Federal Infrastructure Investment Black Spot Program. Project fully funded by Grant income.
Q1	3326	Roundabout Upgrade; Lyndarum Drive / Greenfields Drive / Manor House Drive, Epping	0	(52,300)	-	52,300	0	Successful grant through Department of Transport - Federal Infrastructure Investment Black Spot Program. Project fully funded by grant income.
Q1	NEW	Road safety treatments - Manor House Drive, Epping (between Lyndarum Dr & O'Herns Road)	0	(269,000)	-	269,000	0	Successful unbudgeted Grant through Department of Transport Safe Pedestrian Program. Project fully funded by Grant income.
Q1	0304	LATM Schemes	0	(168,000)	500,000	668,000	0	Additional unbudgeted Grant income from Department of Transport - Safe Pedestrian Program for LATM 9 Spring Street Traffic calming devices. Income adds to the original budget.
Q1	1717	Establishment of additional dog off leash areas - Various Locations	0	(250,000)	265,000	515,000	0	Additional unbudgeted income from Local Parks Program - Economic Stimulus Program for Redleap Reserve Dog Park. Income adds to the original project for additional dog park.
Q1	3376	Carrington Blvd Community Centre - playground and landscape upgrade	0	(150,000)	220,000	370,000	0	Successful unbudgeted Grant from the Growing Suburbs Fund. Additional funds add to the original budget of \$220k which enables the full delivery of scope in the one year.
Q1	1914	Community Energy Efficiency Program	(275,000)	(525,000)	750,000	1,000,000	0	Successful unbudgeted Grant income from the Growing Suburbs Fund of \$250k which adds to the original budget of \$750k to provide a revised budget of \$1.0m. Additional funds will enable the earlier delivery of energy efficiency installations at community facilities.
Q1	3413	Rochdale Square Neighbourhood Revitalisation project	0	(362,500)	450,000	812,500	0	Successful unbudgeted Grant income from the Growing Suburbs Fund of \$362,500 which adds to the original budget of \$450,000 to provide a revised budget of \$812,500. Additional funds will enable the full scope of the project to be delivered in one year.
Q1	3036	Mill Park Library Public Surrounds Upgrade	0	(450,000)	250,000	700,000	0	Successful unbudgeted Grant income from the Growing Suburbs Fund of \$450,000 which adds to the original budget of \$250,000 to provide a revised budget of \$700,000. Additional funds will enable the full scope of the project to be delivered in one year.
Q1	1413	Mernda Social Support Services Facility	0	(273,000)	100,000	373,000	0	Successful unbudgeted Grant income from the Growing Suburbs Fund of \$1,240,000. This is a multi year project with \$273,000 being allocated to the 2020/21 budget whilst the remaining budget will be applied to the project in 2021/22.
Q1	2223	Mill Park Basketball Stadium Redevelopment	0	(445,655)	96,205	541,860	0	Successful unbudgeted Grant income from SRV Community Sports Infrastructure Stimulus Program of \$1.0m. This is a multi year project with \$445,655 being allocated to the 20/21 budget whilst the remaining income will be applied to the project in 21/22.
Q1	1564	Epping Recreation Reserve Cricket Training Net Reconstruction (PID 1564)	0	(100,000)	200,000	300,000	0	Successful unbudgeted Grant income from the SRV - Community Cricket Program of \$100,000 which provides a revised budget of \$300,000. This will enable the full delivery of the project scope.
Q1	2077	Thomastown Streetscape & Pedestrian Crossing Works	(1,067,963)	(1,567,963)	1,807,713	2,307,713	0	Successful unbudgeted Grant income from the Local Roads and Community Infrastructure Program of \$500,000. This adds to the original budget and enables the delivery of a future stage of this project to be brought forward whilst contractors are on-site.
Q1	2248	Traffic Management Around Schools	0	(250,000)	445,000	695,000	0	Successful unbudgeted Grant income from the Local Roads and Community Infrastructure Program of \$250,000. This adds to the original budget and enables the delivery of future traffic management around schools projects to be brought forward.
Q1	2114	Missing Footpath Links Program	0	(100,000)	250,000	350,000	0	Successful unbudgeted Grant income from the Local Roads and Community Infrastructure Program of \$100,000. This adds to the original budget and enables the delivery of future missing links projects to be brought forward.
Q1	New PID	Mill Park Library Water Recycling and Public Realm Improvements		(200,000)	-	200,000	0	Successful unbudgeted Grant income from the Local Roads and Community Infrastructure Program of \$200,000. This income enables the delivery of future planned works around the water recycling tanks and public realm improvements.
Q1	1589	Mill Park Leisure Centre Redevelopment	(3,137,997)	(3,237,997)	3,137,997	3,237,997	0	Successful unbudgeted Grant income from the Local Roads and Community Infrastructure Program of \$100,000. This will add to the original budget and enable the installations of a bike cage, landscaping and other associated paths relating to the Mill Park Leisure Centre.
Q1	3474	Raingardens Upgrades in Epping North	0	(68,000)	-	68,000	0	Successful unbudgeted Grant income from the Local Roads and Community Infrastructure Program of \$68,000. This income enables the delivery of future planned works to commence the implementation of the Intergated Water Management Strategy.
Q1	0118	Playground Renewal - Jorgensen Avenue Park	0	(200,000)	1,410,000	1,610,000	0	Successful unbudgeted Grant income from the Local Roads and Community Infrastructure Program of \$200,000. This adds to the original budget and enables the delivery of a future planned playground renewal at Jorgensen Avenue Park.
Q1	0002	Implement Sportsfield Upgrades	0	(500,000)	2,000,000	2,500,000	0	Successful unbudgeted Grant income from the World Games Facilities Fund of \$500,000 for Hillsview Reserve. This income adds to the original budget and enables the full delivery of both the Hillsview Reserve pitch upgarde and the HR Uren Reserve pitch upgrade.
Projects with Offsets								
Q1	3467	Manor House Drive/O'Herns Road intersection	0	0	-	125,000	125,000	Due to a spike in accidents at the intersection of Manor House Drive and O'Herns Road a temporary roundabout at the intersection is to be constructed to improve road safety until the traffic lights are activated in 18 months' time. To be funded from PID 0304 which has received unbudgeted income.
Q1	0304	LATM Schemes	0	0	668,000	543,000	(125,000)	Additional Grant funding provides the opportunity to offset the additional funding required for PID 3467 (\$125k)
Q1	3350	Outdoor Netball Courts Development	0	0	375,000	634,500	259,500	Additional funds required to be able to deliver on the implementation of the Netball/Basketball Strategy in 2020/21. To be offset from funds available against PID 0002
Q1	0002	Implement Sportsfield Upgrades - Hillsview Sportsfield Reconstruction			2,500,000	2,240,500	(259,500)	As a result of an unbudgeted Grant application being successful, this has resulted in the release of Council funds to be able to assist PID 3350 to deliver some projects relating to the Netball Basketball Strategy.
		Sum of Q1 adjustment	(4,886,672)	(9,795,327)	18,841,627	22,989,282	(761,000)	
		Difference between Original and Revised Budgets		(4,908,655)		4,147,655		

**ITEM 6.5.4 FOR NOTING - COUNCIL ACTION PLAN 2020-2021 QUARTER 1
PROGRESS REPORT**

Attachments: 1 Council Action Plan 2020-2021 - Status Quarter 1 [📄](#)

Responsible Officer: Director Corporate Services and Performance

Author: Corporate Planner Business Partner

RECOMMENDATION SUMMARY

That Council resolve to:

1. Note the report, including that COVID-19 has impacted on the delivery timelines of some of the Council Action Plan 2020-21 initiatives; and
2. Note that 28 major initiatives in the Council Action Plan 2020-21 are on track to be achieved by 30 June 2021.

BRIEF OVERVIEW

- The Council Action Plan 2020-21 includes 31 major initiatives to be delivered in 2020-21.
- 3 major initiatives are at risk of not being achieved by 30 June 2021 and cite COVID-19 as the major factor for delay.

RATIONALE FOR RECOMMENDATION

At this point, it is not proposed to change the Council Action Plan 2020-2021, hence the recommendation is for Council to note the progress. Two key factors may influence changes to the Plan as the year progresses, namely:

- Major initiatives included in the Plan are severely impacted to the point they become not achievable in 2020-2021; none of the initiatives in the Plan are as severely impacted as at quarter 1.
- A clearer picture of pandemic impact and short-term recovery initiatives emerges, triggering the need for specific changes.

IMPACTS OF RECOMMENDATION

Major initiatives will be progressed based on the initial plans but are exposed to a higher degree of uncertainty. Short-term pandemic recovery planning is progressing irrespective of changes to the Council Action Plan 2020-2021 at this point, and recovery planning progress will be reported as part of the respective initiative already included in the Plan.

WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

The organisation will closely monitor progress against the major initiatives as well as data identifying emerging community needs particularly as a result of the pandemic. This will ensure Council is responsive to the changing environment in a timely manner and can adjust the program of work as required.

REPORT

BACKGROUND

Council adopted the Council Plan 2017-21 (Update 2020) including the Council Action Plan 2020-21 at a Special Council Meeting on 25 June 2020 (adjourned to 7 July 2020). The Council Plan is the key strategic document providing direction over the Council term. The Council Action Plan is developed annually as an accompaniment to the Council Plan and includes the major initiatives that are to be achieved each year.

PROPOSAL

That Council resolve to:

- Note the report, including that COVID-19 has impacted on the delivery timelines of some of the Council Action Plan 2020-21 initiatives; and
- Note that 28 major initiatives in the Council Action Plan 2020-21 are on track to be achieved by 30 June 2021.

COUNCIL ACTION PLAN 2020-2021

Attachment 1 – CAP Annual Measures and Quarter 1 Milestones

As at 30 September 2020, the Council Action Plan is projecting an 90% achievement rate across 31 major initiatives by 30 June 2021.

There are three initiatives reported as 'Issues identified' this quarter:

Major initiative	Annual measure	Status	Q1 Comments
Biodiversity asset mapping - Updating our data on local flora and fauna to enable strong biodiversity decisions in a changing ecological environment (year 1).	Biodiversity mapping and ecologist report completed.	Issues identified	Internal consultation is complete. External agency consultation has been extended due to the delay of the public consultation for Department of Environmental Land and Water Planning's (DELWP) Green Wedge and Agriculture Land Review project due to COVID-19 restrictions. Detailed scoping indicates that the timing will allow surveying to commence in autumn to ensure future milestones are met. Work has started on the contract specifications and project brief.

Major initiative	Annual measure	Status	Q1 Comments
Streets for people - Engaging with residents and businesses to upgrade the streetscape and public spaces in the designated priority area.	Consult and engage with community to develop a draft Streets for People Local Area Traffic Management and Streetscape Improvement Plan for the designated priority area.	Issues identified	Delayed due to social restrictions in place as a result of pandemic. Remote virtual public consultation is currently being investigated.
Aboriginal Heritage Study - Partnering with the Aboriginal community to improve identification and protection of tangible and intangible Aboriginal cultural heritage (phase 1)	Delivery of Phase 1 consultation report and agreement by City of Whittlesea, Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) and Aboriginal Victoria on the framework for Phase 2.	Issues identified	Delays have been experienced due to the COVID-19 restrictions, causing delays with Elders' involvement. Work is underway with newly appointed staff at WWCHAC to progress development of project scope.

Please refer to *Attachment 1 – 2020-21 Council Action Plan - Status Quarter 1*.

CONSULTATION

Reporting is sourced from line management and project managers across the organisation. Directors and the Executive Leadership Team have reviewed the information.

CRITICAL DATES

Council Action Plan initiatives need to be achieved by 30 June in order to be reported accordingly in the 2020-21 Annual Report.

FINANCIAL IMPLICATIONS

This report has no direct financial implications. Delayed Council Action Plan items may incur additional costs which will be considered within the respective project context.

POLICY STRATEGY AND LEGISLATION

Periodic progress reporting against the Council Action Plan increases transparency and contributes to discharging Council's reporting duties.

LINK TO STRATEGIC RISKS

Strategic Risk *Governance - Ineffective governance of Council's operations and activities resulting in either a legislative or policy breach*

Performance reporting is an effective existing treatment enhancing governance of Council's operations.

LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

Goal	High-performing organisation
Key Direction	More informed Council decisions based on strong advice and community consultation and engagement

The quarterly Council Action Plan performance report seeks to increase transparency of the organisation's performance for management to monitor and evaluate operations and continuously improve performance.

DECLARATIONS OF CONFLICTS OF INTEREST

Under Section 130 of the *Local Government Act 2020* and Chapter 5.7 of the *Governance Rules 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.

CONCLUSION

Of the 31 major initiatives in the Council Action Plan 2020-2021, 28 major initiatives are on track to be achieved by 30 June 2021. Significant delays, due to COVID-19 have placed three of these major initiatives at risk of not being completed on time. Council is closely monitoring progress and investigating mitigating actions to ensure timely delivery of the Plan.

RECOMMENDATION

THAT Council resolve to:

1. **Note the report, including that COVID-19 has impacted on the delivery timelines of some of the Council Action Plan 2020-21 initiatives; and**
2. **Note that 28 major initiatives in the Council Action Plan 2020-21 are on track to be achieved by 30 June 2021.**

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*
SECONDED: *Administrator Wilson*

THAT Council resolve to adopt the Recommendation.

CARRIED

2020/21 Council Action Plan - Status Quarter 1

Legend Achieved Not Achieved Issues identified

✗ Major initiative at risk
✓ Major initiative is on track

#	Goal	W2040 Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q1 Milestone Jul - Sep 2020	Comments
1	1. Connected Community	1.1 A socially cohesive community	Aboriginal truth and reconciliation project - Working alongside and being led by our local Aboriginal community to capture, consolidate and share their diverse stories, histories and cultures ✓	Completion of the Aboriginal Truth and Reconciliation project by 30 June 2021	External consultant appointed	Council has spent this time discussing the project with the Whittlesea Reconciliation Group and the over 20 Aboriginal community members who attended the Mayor/CEO Community Yarning Network. Council has appointed consultants Ondru.
2		1.1 A socially cohesive community	Welcoming cities - Working towards socially and culturally inclusive communities ✓	City of Whittlesea receives Welcoming Cities Accreditation	Undertake audit of Council's cultural diversity and inclusion policies and practice across the organisation	Council has audited its cultural diversity and inclusion practices across the organisation and has used these results to benchmark our performance against a set of standards developed by Welcoming Cities.
3		1.1 A socially cohesive community	McLeans Road Kindergarten - Redeveloping the facility to accommodate a further kindergarten room ✓	Completion of year 1 of the redevelopment of the McLeans Road Kindergarten	Complete the detail design for the new kindergarten and tender for construction works	The detail design for the new kindergarten has been completed and tenders called for the construction of the new centre. Works are expected to commence end of November, once the existing kindergarten operator vacates the building.
4		1.1 A socially cohesive community	Early activation - Donnybrook - Partnering with the developer to ensure initial infrastructure and services are provided timely to the growing local community ✓	Completion of documentation (info graph report and video) for Phase 1 of early activation by 30 June 2021	Community Development Officer employed, work plan completed	Initial delays experienced in recruitment due to COVID-19 have been resolved and the project is on track to be delivered by 30 June 2021.
5		1.2 A healthy and safe community	COVID-19 Pandemic Relief and Recovery Plan - Supporting our community and local businesses ✓	Implement year 1 actions to support the community and local businesses to recover from the COVID-19 Pandemic	Pandemic recovery team is in place	The Pandemic Recovery Team formed July 2020 and are reporting regularly on the actions outlined in the Pandemic Plan.
6		1.2 A healthy and safe community	Mill Park Leisure relaunch - Maximising opportunities for residents to utilise the fully redeveloped facility ✓	The facility will be complete, open and maintained to the highest possible safety, compliance and amenity standards.	Facility is open and meeting its initial KPI's and targets in relation to utilisation, safety and financial management	Due to delays relating to COVID-19, out of scope roofing works and some small construction delays there has been a significant change to the projected project completion. The facility is due for completion in 2021.
7		1.2 A healthy and safe community	Mernda Sports Hub - Developing a site masterplan and finalising the business case for the Hub ✓	Completion of documentation (info graph report and video) for Phase 1 of early activation by 30 June 2021	Completion of documentation (info graph report and video) for Phase 1 of early activation by 30 June 2021	Draft site plan has been developed and a business case will be completed by 30 June 2021.
8		1.2 A healthy and safe community	Connected communities in parks - Increasing the informal use of parks and perceptions of safety by changing the way Council approaches upgrades, activities and events in parks and reserves ✓	Program and metrics developed for increasing use of Parks and addressing Perceptions of Safety in Public Spaces	Project Planning – Establish PMF, finalise project brief, information gathering	The project has been planned and is now adequately resourced. On track to commence 'Connected communities in parks' program development in quarter 2.
9		1.2 A healthy and safe community	Community resilience and emergency management - Ensuring communities are safer, better prepared and more resilient when experiencing emergencies ✓	Review the existing Municipal Emergency Management Plan to ensure compliance with new legislation and guidance provided by state and regional emergency management Plans by June 2021	Prepare existing Municipal Emergency Management Plan (MEMP) for audit by the SES (scheduled for October 2020)	Emergency Management Plan reviewed and endorsed by the Emergency Management Committee. It has been submitted to the SES for auditing in September 2020.
10		1.3 A participating community	Municipal Law Review - Closing legal gaps so issues around parking, littering and animal management can be resolved ✓	Council has considered the Municipal Law 2021 for adoption by 30 June 2021	Internal consultation with all relevant Council departments is completed	Internal consultation with all relevant Council departments is completed. The project is on track for adoption by 30 June 2021.
11		1.3 A participating community	Disability Action Plan - Developing the new Plan for 2021-25 to improve outcomes for people with a disability and their carers ✓	Develop and complete a Disability Action Plan by June 2021	Research and community and internal consultation undertaken	The development of the Disability Action Plan is on track to be completed by 30 June 2021 with some delays experienced. Consultation Plan is in development and will be implemented in quarter 2 and 3.

2020/21 Council Action Plan - Status Quarter 1

Legend Achieved Not Achieved Issues identified

✗ Major initiative at risk
✓ Major initiative is on track

#	Goal	W2040 Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q1 Milestone Jul - Sep 2020	Comments
12	1. Connected Community	1.3 A participating community	Multicultural civic participation and leadership project - Building leadership and participation among multi cultural communities through targeted programs and seminars ✓	Deliver Multicultural Leadership Program to multicultural community members	Delivery of 'standing for council' seminars in partnership with the Victorian Electoral Commission (VEC) for multicultural community members	Council is set to establish a new leadership program for women from migrant and refugee backgrounds. However due to the dismissal of Councillors at Whittlesea, VEC agreed it was inappropriate to deliver local seminars on how to stand for Council. We will re-commence these seminars from 2023 onwards.
13		1.3 A participating community	Develop the Council Plan 2021-2025 - Developing the medium-term plan towards achieving Whittlesea 2040 A place for all ✓	Council Plan 2021-2025 including the Council Action Plan 2021-2022 developed	Council Plan development process and timeline determined	Process and development timeline prepared in consideration of other key strategic documents and community engagement policy. Finalisation of process will occur following further discussions with Executive Leadership Team and Council.
14	2. Liveable Neighbourhoods	2.1 Smart, connected transport network	Findon Road extension - Improving traffic flow in South Morang along Findon Road, Williamsons Road and Danaher Drive to Plenty Road ✓	Findon Road extension is completed	Service relocations complete and civil construction works commenced	Works have now commenced following a delay due to obtaining Federal Government (Environment Protection and Biodiversity Conservation Act) approval of proposed environmental conservation actions. Approvals were obtained and actions implemented. The project is now scheduled for completion in April 2021.
15		2.1 Smart, connected transport network	Advocate for better public transport - Influencing other levels of government to deliver favourable community outcomes regarding the Wollert rail corridor, the route 86 tram extension and bus services in the growth corridor ✓	Advocacy Action Plan for Public Transport is completed	Implement a revised advocacy action plan from Council Advocacy Briefing with MPs and Ministers for 21/22 State Budget Request the State Government: - Secure the remaining land for the future rail line by the State Government, via Transport for Victoria - Publicly release the Tram Route 86 Extension Feasibility Study	Council has engaged with Department of Transport and the Suburban Rail Loop Authority to progress public transport advocacy priorities. Council has been briefed on advocacy priorities.
16		2.1 Smart, connected transport network	Advocate for better state roads Influencing other levels of government to deliver favourable community outcomes regarding arterial roads and the Epping-Wollert-Donnybrook transport corridor ✓	Completion of the Advocacy Action Plan for Arterial Roads and the E6	Implement a revised Advocacy Action Plan from Council Commence 2021/22 State and Federal Budget submissions in partnership with key stakeholders	Council will continue to advocate for opportunities to extend the scope of works for the Epping Road and Bridge Inn Road widenings and other priorities such as arterial roads in the Epping to Donnybrook Corridor and E6 Freeway.
17		2.1 Smart, connected transport network	Epping Donnybrook transport study - Investigating the economic and social impacts of key transport infrastructure such as the E6 and Wollert rail ✓	Completion of the Epping to Donnybrook Corridor Transport Priorities	Prepare brief of services for a consultant	Consultation undertaken with Government staff. Brief of services put out to tender and evaluation process complete. Contract for a consultant expected to be awarded in October and work to begin on the study.
18		2.1 Smart, connected transport network	Streets for people - Engaging with residents and businesses to upgrade the streetscape and public spaces in the designated priority area ✗	Consult and engage with community to develop a draft Streets for People, Local Area Traffic Management Streetscape Improvement Program (LATMSIP) for the designated priority area	Preliminary planning, investigations and gathering of information complete	Delayed due to social restrictions in place as a result of pandemic. Remote virtual public consultation is currently being investigated.

2020/21 Council Action Plan - Status Quarter 1

Legend Achieved Not Achieved Issues identified

✗ Major initiative at risk
✓ Major initiative is on track

#	Goal	W2040 Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q1 Milestone Jul - Sep 2020	Comments
19	2. Liveable Neighbourhoods	2.1 Smart, connected transport network	Cycling and walking - Continuing to improve the local shared path network and advocate for further external funding ✓	Complete the annual assigned Bicycle plan actions and develop a new three-year action plan by 30 June 2021, ready for endorsement	Plan review, preliminary planning, & cost estimates completed	Bicycle Plan actions continue to be implemented, with a focus of continuing to expand the network, improve cyclist safety, such as the removal of swing gates on shared user paths, and the promotion of the network to the community. Improved monitoring of usage along shared paths is being implemented via a permanent counter along the Darebin Creek at Norris Bank Parklands. The Bicycle Plan has been reviewed and a new draft is being prepared.
20		2.2 Well-designed neighbourhoods and vibrant town centres	Mernda Town Centre - Developing the business case and feasibility study for the Mernda town centre precinct including services hub and partnership opportunities ✓	Completion of Mernda Town Centre Business Case and Feasibility Study.	Options for co-investment drafted. Refinement of floor plates.	Pre-concept models, floor plates and provisional cost estimates were completed. It contained preliminary feasibility assessment which was presented to the Project Control Group on 29 July 2020. An architect is currently being appointed to develop concept plans. The development of the business case required a scope expansion to include a potential joint venture at the southern site.
21		2.2 Well-designed neighbourhoods and vibrant town centres	Aboriginal Heritage Study - Partnering with the Aboriginal community to improve identification and protection of tangible and intangible Aboriginal cultural heritage (phase 1) ✗	Delivery of Phase 1 consultation report and agreement by CoW, Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) and Aboriginal Victoria on the framework for Phase 2	Consultant brief finalised and signed off by partners Consultant brief released to market and providers appointed	Delays have been experienced due to the COVID-19 restrictions, causing delays with Elders' involvement. Work is underway with newly appointed staff at WWCHAC to progress development of project scope.
22		2.3 Housing for diverse needs	Housing for diverse needs - Advocating for affordable, accessible and appropriate housing in partnership with Hume City and Mitchell Shire Councils ✓	A Regional Affordable Housing Action Plan is developed in collaboration with Hume Council and Mitchell Shire	In partnership with Hume Council and Mitchell Shire present outcomes from the Social and Affordable Housing Investment Project to Inter Council Affordable Housing Forum	This project is on track to develop a Regional Affordable Housing Action Plan by 30 June 2021. Whittlesea, Hume and Mitchell presented at the August Inter Council Affordable Housing Forum.
23	3. Strong Local Economy	3.1 Increased local employment	Refresh Epping Central - Developing a Structure Plan to enable Epping Central Activity Centre to realise its vision and full potential for the community ✓	Completion of draft Epping Central Structure Plan (updated)	Completion of Stage 1 stakeholder engagement	Stage 1 of stakeholder engagement is complete and the draft Plan is on track to be completed by 30 June 2021.
24		3.1 Increased local employment	Empowering small business - Piloting easier permit approvals for Whittlesea's diverse small businesses ✓	Implementation, with the opportunity to review of a streamlined application process for small business by 30 June 2021	Streamlined small business application process is implemented	The business concierge process is in progress and was launched externally in September. The core team members of the Better Approvals Project meet weekly to discuss enquiries.
25		3.2 Education opportunities for all	3 Year Old Kinder Reform - Designing the State-funded 3-year-old kindergarten service together with the early childhood sector to support young families in Whittlesea ✓	A Council Three-year-old Kindergarten Reform Plan in place	Review and update relevant Council Infrastructure Plans with key stakeholders, as they pertain to kindergarten facilities and provision	Work continues with internal and external reference group to inform and progress implementation. Council Infrastructure Plan reviewed and communication plans developed and progressed on a project by project basis.
26.1		3.3 Successful, innovative local businesses	Town Centres Improvement Program - Continue upgrading Thomastown and Lalor through appealing streetscapes, consistent urban design and transformation at Rochdale Square shopping centre ✓	Urban Design Framework for the Residential Growth Zone (RGZ) areas of Lalor/Thomastown completed	Finalise PMF documents, undertake a literature review, area analysis and plan community engagement	Project Management Framework completed. Literature review and site analysis underway and Background Report being prepared. Project is on track to be completed by 30 June 2021.
26.2		3.3 Successful, innovative local businesses	Town Centres Improvement Program - Continue upgrading Thomastown and Lalor through appealing streetscapes, consistent urban design and transformation at Rochdale Square shopping centre ✓	Delivery of Rochdale Square Shopping Centre streetscapes upgrade	Issue construction tender package for public tender	Civil and landscape construction works package issued for public tender on 23rd October.

2020/21 Council Action Plan - Status Quarter 1

Legend Achieved Not Achieved Issues identified

✗ Major initiative at risk
✓ Major initiative is on track

#	Goal	W2040 Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q1 Milestone Jul - Sep 2020	Comments
27	4. Sustainable Environment	4.1 Valued natural landscapes and biodiversity	Biodiversity asset mapping - Updating our data on local flora and fauna to enable strong biodiversity decisions in a changing ecological environment (year 1) ✗	Biodiversity mapping and ecologist report completed	Engage suitably experienced consultant to assess flora and fauna	Internal consultation is complete. External agency consultation has been extended due to the delay of the public consultation for Department of Environmental Land and Water Planning's (DELWP) Green Wedge and Agriculture Land Review project due to COVID-19 restrictions. Detailed scoping indicates that the timing will allow surveying to commence in autumn to ensure future milestones are met. Work has started on the contract specifications and project brief.
28		4.1 Valued natural landscapes and biodiversity	Green Wedge Management Plan review - Developing the roadmap for managing our green wedge over the next decade ✓	Completion of Draft Green Wedge Management Plan (GWMP) 2021-2031	Completion of a targeted Stage 1 early engagement survey (internal and external stakeholders) to inform the Green Wedge Management Plan by September 2020	Completion of early survey with key stakeholders ' is now complete. Due to COVID-19 restrictions, the public consultation process of the State Government Green Wedge Review Project, that will inform future requirements for local council Green Wedge Management Plans has been delayed. The State Government delay and uncertainty present ongoing risks to the timeline of Whittlesea's GWMP Review project however is still planned to deliver outcomes in 2021. The project team is aware of the risks and has been liaising with State Government officers to best mitigate future risks and manage impacts on the GWMP Review project.
29		4.2 Climate ready	City Climate Change action plan - Planning with residents, businesses and industry to reduce greenhouse gas emissions ✓	City Climate Change Action Plan Options Paper is developed	Project plan developed and emissions profiling consultants engaged	Detailed project planning has been completed. Initial work has commenced to develop a community emissions profile and the science-based reduction target. An engagement plan has been drafted.
30.1		4.2 Climate ready	Greening Whittlesea Strategy - Planting more trees for a cooler city ready to deal with higher average temperatures ✓	Preparation of a City Landscape Plan and prioritised 10-year Street Tree planting program	Complete initial project planning and documentation and engage a consultant	Project planning and background work has been undertaken. A consultant has been engaged.
30.2		4.2 Climate ready	Greening Whittlesea Strategy - Planting more trees for a cooler city ready to deal with higher average temperatures ✓	Street Tree Renewal Program 950 new street trees planted in residential streets as part of the Whole Street Tree Renewal Program	Complete project planning and identify potential species	Project planning, street identification and tree species selection complete.
30.3		4.2 Climate ready	Greening Whittlesea Strategy - Planting more trees for a cooler city ready to deal with higher average temperatures ✓	Infill Street Tree Planting Program 2,700 Street Trees planted across the City, filling gaps and responding to resident requests for new trees, as part of the Infill Street Tree Planting Program	Secure stock for season	Initial issues due to COVID-19 are now resolved. Planning is underway and stock for the season is secured.
31		4.3 Leaders in clear, sustainable living	Waste and resource recovery strategy - Setting Whittlesea's waste and resource recovery goals for the next decade to reduce waste and increase ✓	The Waste and Resource Recovery Strategy 2021-2030 is adopted by Council	Complete tender evaluation and appoint consultant Commence stakeholder consultation workshops	Four discussion papers have been developed to guide the initial stakeholder consultation. These documents, an online survey and the associated marketing material is now live and open until November 2020. An Administrator Briefing has been scheduled for 24 November 2020 to outline the waste and resource recovery provisions at Council. This presentation will also include an update on the Waste Avoidance and Resource Recovery Strategy 2030.

7. NOTICES OF MOTION**NIL REPORTS****8. QUESTIONS TO OFFICERS****NIL****9. URGENT BUSINESS****NIL****10. REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES**

The Chair of Council, Lydia Wilson invited the Administrators to report back to Council on recent meetings they had attended.

Firstly, Administrator Duncan provided an updated in relation to recent meetings she had attended:

Chief Executive Officer Employment Matters Advisory Committee Meeting (CEMAC) – 23 November 2020

“I attended this meeting to discuss chief executive matters.”

Whittlesea Reconciliation Group Meeting – 26 November 2020

“This was a very good meeting and the highlights from this meeting was a recap of two days of planning that the group did. I believe that two weeks prior to this meeting being held they planned what the new year will look like in terms of what activities and strategies they will deploy. A winter festival was also discussed which was very exciting. Also, the group has a Christmas gathering on the 17 December 2020. It will be good to finally have the opportunity to meet that group in person and I am very much looking forward to it.”

Northern Business Achievements Award – 3 December 2020

“Congratulations to our two winners in the municipality.”

Whittlesea Community Connections Launch of Reimagining Volunteering for Contemporary Australia - 3 December 2020

“A very interesting presentation by three or four different presenters on the next vision of how volunteering in Australia looks like and to make it more relevant to the demographics in our society and the diversity in our society. It was very worthwhile attending that meeting. I thank them for inviting me to attend.”

After Administrator Duncan's update, Administrator Billson provided an insight into recent meetings he had attended recently:

Metropolitan Local Government Waste Forum Meeting – 20 November 2020

"This meeting concerned looking at the container deposits scheme that the State Government is currently consulting on and really looking at that through a local government lens. There are some implications for local government with the Victorian container deposits scheme. It was a discussion around what the objectives of the scheme may be, mechanics and governance arrangements and what sort of model may be bought to utilise in Victoria compared to those operating elsewhere. Also, there was discussion regarding what the impacts may be for local government including our City."

Chief Executive Officer Employment Matters Advisory Committee Meeting (CEMAC) – 23 November 2020

"I also attended the CEMAC meeting with Administrator Duncan and Administrator Wilson for chief executive matters. At this meeting we looked at performance expectations for Mr Lloyd and I am very pleased that he is on board and congratulate him on his early start at the City of Whittlesea."

Northern Business Achievement Awards – 3 December 2020

"The grand finale - it was great to see Florida Cheese and Repurpose It recognised with Florida Cheese taking the big one and winning the major award."

Whittlesea Community Futures Meeting - 7 December 2020

"Director Community Wellbeing, Kate McCaughey is the new chair for this group. A big welcome and introduction to Kate. The previous chair of the group, Julian Edwards did an excellent job, I want to congratulate Julian on his work with this group, it is not a home game for him as he is more of a planner but he got very involved in community development and social services policy. I thank him for his time leading that group. We also had a discussion around the strategic coordinating group that has been formed that will really bind together the Whittlesea Community Futures group. We also had an important presentation on family violence as well as Donna Bennett from Home Street talking about youth homelessness and the Victorian Government Big Housing Build initiative."

MAV Councillor Induction Sessions - 24 November and 3 December 2020

"I enjoyed two days of the MAV's Councillor induction sessions. They were really useful sessions. The MAV outlined some of the new requirements of the *Local Government Act 2020* but also some of the broader contextual challenges that local government faces and what MAV is doing specifically to support our efforts and enterprise as individual municipalities."

To conclude, Chair of Council Lydia Wilson provided a summary of meetings she had recently attended:

Meeting with Danielle Green, Member for Yan Yean - 19 November 2020

"I attended this meeting together with our Chief Executive Officer. We met with Danielle Green, Member of Yan Yean to discuss a number of local issues."

Chief Executive Officer Employment Matters Advisory Committee Meeting (CEMAC) – 23 November 2020

“This committee clearly comprises of the three Administrators and together with an independent advisor. A really important Advisory Committee of Council.”

Whittlesea Reconciliation Group Meeting – 26 November 2020

“I attended this meeting alongside Administrator Duncan and my colleague has already talked about some of the critical issues on the agenda of that particular meeting.”

Meeting with Craig Ondarchie, Member for Northern Metropolitan Region - 2 December 2020

“I met with Craig Ondarchie, Member for Northern Metropolitan Region alongside our Chief Executive Officer to discuss a number of local issues.”

Northern Business Achievement Award – 3 December 2020

“As with my Administrator colleagues, I also attended this awards grand finale and as we have indicated earlier we were all extremely thrilled to see the success of our key local businesses, Repurpose It and Floridia Cheese.”

COUNCIL RESOLUTION

MOVED: *Administrator Duncan*
SECONDED: *Administrator Billson*

THAT Council resolve to note the Delegate’s reports.

CARRIED

11. CONFIDENTIAL BUSINESS**11.1 EXECUTIVE SERVICES****11.1.1 FOR NOTING – CONFIRMATION OF MINUTES AND ASSOCIATED ACTIONS OF CEMAC MEETING HELD 23 NOVEMBER 2020**

REPORT

It is proposed that the following item be considered in closed session.

RECOMMENDATION

THAT Council resolve to close the meeting to members of the public under section 66(2)(a) of the Local Government Act 2020 to consider confidential information under section 3(1) of the Local Government Act 2020 on the grounds that the report/attachments contain details relating to:

- **personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. In particular, the report/attachments contains information regarding the Chief Executive Officer KPIs and details relating to the employment of the Chief Executive Officer.**

11.2 PLANNING AND DEVELOPMENT

NIL REPORTS

11.3 COMMUNITY WELLBEING

NIL REPORTS

11.4 INFRASTRUCTURE AND ENVIRONMENT

NIL REPORTS

11.5 CORPORATE SERVICES AND PERFORMANCE

NIL REPORTS

11.6 NOTICES OF MOTION**NIL REPORTS**

COUNCIL RESOLUTION

MOVED: *Administrator Billson*
SECONDED: *Administrator Duncan*

THAT the Chair of Council recommended that the meeting be closed to the members of the public for the purpose of considering details relating to the following confidential matter in accordance with Section 66(2)(a) of the *Local Government Act 2020* as follows:

11.1.1 CONFIRMATION OF MINUTES AND ASSOCIATED ACTIONS OF CEMAC MEETING HELD 23 NOVEMBER 2020

This report is presented to Council as a confidential document on the grounds that it contains:

- personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. In particular, the report/attachments contains information regarding the Chief Executive Officer KPIs and details relating to the employment of the Chief Executive Officer.

CARRIED

ACCORDINGLY, THE MEETING WAS CLOSED TO THE PUBLIC AT 4:48PM.

Chief Executive Officer Explanatory Note

The motion to re-open the meeting to the public was moved and carried in the confidential portion of the meeting. In the confidential portion of the meeting, the Council determined to re-open the meeting to the public for a second time once they returned to the open portion of the meeting in order to promote public transparency.

COUNCIL RESOLUTION

MOVED: *Administrator Billson*
SECONDED: *Administrator Duncan*

THAT the Chair of Council re-open the meeting to the public.

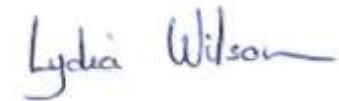
CARRIED

THE MEETING WAS RE-OPENED TO THE PUBLIC AT 4:56PM.

12. CLOSURE

THERE BEING NO FURTHER BUSINESS THE CHAIR OF COUNCIL CLOSED THE MEETING AT 4:57PM.

CONFIRMED THIS 2ND DAY OF FEBRUARY 2021.

A handwritten signature in blue ink that reads "Lydia Wilson". The signature is written in a cursive style with a long horizontal stroke at the end.

LYDIA WILSON
CHAIR OF COUNCIL