



*City of*  
**Whittlesea**

# **MINUTES**

## **OF SCHEDULED COUNCIL MEETING**

**HELD ON**

**MONDAY 1 MARCH 2021**

**AT 7:30PM**

**AT**

**WHITTLESEA COMMUNITY  
ACTIVITY CENTRE,  
57 LAUREL STREET, WHITTLESEA**



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## ADMINISTRATORS

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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.





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## SENIOR OFFICERS

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CRAIG LLOYD

CHIEF EXECUTIVE OFFICER

FRANK JOYCE

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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**Note:**

**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 7:30pm.

“Welcome to this Council meeting of 1 March which is being held at the Whittlesea Community Activity Centre and is again being livestreamed.

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 evening everyone, we also have with us:

Executive Manager Governance, Mr Frank Joyce;

Director Community Wellbeing, Ms Kate McCaughey;

Director Corporate Services & Performance, Ms Amy Montalti;

Director Planning & Development, Mr Justin O'Meara; and

Director Infrastructure & Environment, Ms Debbie Wood.

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 CONDOLENCE STATEMENT FOR FORMER COUNCILLOR CONSTANTINE MASTORIS**

"I would like to formally acknowledge the recent passing of former Councillor Constantine Mastoris. Mr Mastoris was Councillor for the City of Whittlesea from 1984 to 1994 including a year of being Mayor from 1990-1991. During his time on Council the Shire of Whittlesea was declared a City. He was involved in the opening of Barry Road Community Activity Centre and also the opening of the Civic Centre. He won a Multicultural award from the State Government in 2012. Our thoughts go out to his family and friends."

**1.5 PRESENT****Members:**

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

**Officers:**

Mr Craig Lloyd	Chief Executive Officer
Ms Kristi High	Executive Manager Corporate Affairs
Mr Frank Joyce	Executive Manager Governance
Mr Justin O'Meara	Director Planning & Development
Ms Kate McCaughey	Director Community Wellbeing
Ms Debbie Wood	Director Infrastructure & Environment
Ms Amy Montalti	Director Corporate Services & Performance
Mr Mark Montague	Chief Financial Officer
Mr Justin Fox	Planning Officer
Ms Emily Thompson	Planning Officer

**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 2 February 2021.**

**CARRIED**



**5. QUESTIONS, PETITIONS AND JOINT LETTERS**

**5.1 QUESTIONS TO ADMINISTRATORS**

**NIL**

*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.*



**5.2 PETITIONS**

**NIL REPORTS**

**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 CONNECTED COMMUNITIES

### 6.1.1 FOR NOTING - COVID-19 UPDATE ON KEY ISSUES - MARCH 2021

**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.

The contents of the complete COVID-19 Update on Key Issues – March 2021 report was circulated to Council prior to the meeting and is as follows:

#### CONTEXT

February was a challenging month for COVID-19 restrictions with the Victorian Government's 5-day circuit-breaker lockdown from 12 February to 17 February once again forcing a quick response from Council and the community to adapt to the changes.

Restrictions were further eased from 26 February to a return for the most part to the COVID Safe Summer settings.

Other key happenings during February included:

- Supporting community reconnection through in-person arts and cultural activities with COVID-Safe measures.
- Assisting businesses to adapt to changes to restrictions.
- Supporting local businesses with outdoor dining infrastructure.
- 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.
- Start of the vaccine rollout to groups at highest risk of infection.
- Starting a series of conversations with the community on the Council Plan 2021-2025 and how Council should prioritise its \$2 million community recovery fund.

#### COMMUNITY IMPACTS

##### On jobs and our economy

Deloitte Economics are forecasting a brighter 2021 for the economy than was originally expected. The Victorian economy is expected to grow fastest of all at 5%. While it will take some time for the longer-term economic impacts to become clearer at the local level, there are some promising signs of recovery.

In December, 14,609 City of Whittlesea residents received JobSeeker or Youth Allowance payments, (9.5% of the population aged 15-64 years). This is a decrease of more than 500 residents compared with November and the lowest proportion of recipients recorded in the City of Whittlesea since July 2020. However, the December numbers remain more than double the proportion of recipients in March 2020 (6,988; 4.5%).

By the end of January 2021, there were 95.4% of the number of payroll jobs in the local region compared with the start of the pandemic in March 2020. In a promising trend, the slight decrease in payroll jobs over the December holiday period has recovered, with the number of local jobs increasing by 4.5% over January.

**COUNCIL RESPONSE****Services**

Council continued to deliver services through February including adapting to the Victorian Government's 5-day circuit-breaker lockdown. Services were adapted to be delivered online as required during that period and then returned to normal quickly once the lockdown ended.

Restrictions were further eased on 26 February and Council can now welcome 75 per cent of staff back to the office. Masks regulations have also eased and masks are only required in high-risk settings.

**Emergency relief**

Council continued to provide financial and in-kind support to local non-government organisations under the \$500,000 Emergency Relief Fund. In February, Council received nine requests for financial support which have been assessed and approved for funding to provide emergency food and essential items. There was one request for non-financial assistance which is currently being investigated. All emergency relief providers have reported that the need for emergency food and essential items remains high.

**Business support**

Supporting our local business community to recover from the impacts of the pandemic continues to be a priority.

Council continues to run events as part of the Business Recovery Support program including professional mentoring sessions, networking events in partnership with Banyule City Council and Nillumbik Shire, and educational workshops on topics including social media and websites.

In February, the second round of approximately 250 COVID-Safe goody bags was delivered to cafes, restaurants and food takeaways throughout the municipality. Each bag consists of hand sanitizer, reusable masks, COVID-safe poster and a Think Local, Buy Local, Create Local Jobs window decal.

As part of the state government's Contactless Thermometer Program, Council received approximately 200 thermometers and have delivered almost 100 of these to local businesses so far.

Council continues to work with local businesses and shopping precincts to transition to outdoor dining under the Victorian Government's 'Outdoor dining and entertainment package'. Stage 2 of the project is progressing with installation of additional seating and tables to be rolled out during March along with an events program. Council has applied for further Victorian Government funding to assist with the delivery of the events series, activation initiatives and targeted marketing that can coincide with Council's Think Local and Visitor Economy initiatives.

Five businesses registered with Council under the Food Act or Public Health and Wellbeing Act closed in February 2021, all had suffered from the impacts of the Victorian Government pandemic restrictions. Out of these, four businesses were food businesses and the remaining one was public health and wellbeing business. However, a total of eight businesses opened in February – five of them were food businesses and three were public health and wellbeing businesses.

**Financial support**

In February 2021, Council received an additional 23 hardship applications via the COVID-19 Hardship Policy. A total of 208 applications have been received since 6 April 2020, and 161 have been approved.



The final round for Whittlesea Creative Community Fund for this financial year opened on 15 February and closed on 1 March. These grants were initiated as part of Council's pandemic response to support the badly affected artistic community.

The Community Relief Grants and Sports Club Emergency Grants program remains open and applications are assessed upon arrival.

Preparation are underway to launch the Community Reconnection Grant Program in March 2021. The Program will invite applications for initiatives to support community groups to reconnect and reactivate.

### **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. We have delivered an information session to the community to provide advice about running COVID-safe events and the new Public Events framework.

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 chaired the Whittlesea CALD COVID-19 Recovery Network meeting on 17 February with seven local services and provided case work support to four asylum seekers.

Council also continues to work towards providing support to local international students impacted by the pandemic. Council hosted International Student Forum on 15 February to listen to feedback regarding COVID impacts and held International Student Project Management meeting with local tertiary institutions including La Trobe University, RMIT University and Melbourne Polytechnic, and with Whittlesea Community Connections (WCC).

Council also held the first International Student Representative Advisory Group meeting on 22 February.

For Aboriginal communities, Council chaired the City of Whittlesea Aboriginal COVID-Response Network on 5 February and distributed 60 Coles vouchers of \$50 each to Aboriginal families with newborn babies via MCH program, following the partnership established with the Regional Aboriginal Justice Advisory Committee.

### **COVID-19 vaccination program**

The Australian COVID-19 vaccination program has commenced with priority populations including aged care and disability care residents and workers, frontline healthcare workers and quarantine and border workers. A staged rollout of the Pfizer vaccine commenced on 22 February. Vaccine doses are available for the listed priority groups through hospital sites in metropolitan and regional areas as well as in residential aged care and disability care facilities. The first vaccination hubs that became operational in Victoria were Monash Medical Centre Clayton, Sunshine Hospital, Austin Health and University Hospital Geelong.

Council is working closely with Victorian Government, Austin Health, Northern Hospital and DPV Health to ensure City of Whittlesea residents are provided with a comprehensive COVID-19 vaccination program.

### **Recovery planning**

The Municipal COVID-19 Pandemic Readiness and Recovery Plan was adopted by Council and is currently being implemented and will be reported on to Council quarterly.

In February, Council begun its community engagement process on the City of Whittlesea Council Plan 2021-2025, which will include COVID-19 pandemic responses. This consultation will also explore community perspectives to guide the roll out of the \$2 million Community Recovery Fund based on the four Whittlesea 2040 goals. A series of online and in-person activities have been planned for the community to inform where Council should focus its efforts to help our community over the next four years.

In mid-February two online Council Plan Q&A sessions with the CEO and Administrators were well attended. More than 100 people attended online to talk about our City's future.

Council has circulated two online surveys – one for the community and the other for service providers in our municipality to share their views.

Today, an in-person community forum was held before the Council Meeting where the residents were able to talk with Administrators and Council staff.

In March, there will also be a number of focus groups that will be run for residents to input into the process. Council will also hold forums for young people, the disability advisory network, and the CALD and Indigenous communities.

In early March, Council will set-up pop-ups in 10 locations across the municipality, including at local shopping centres.

## **COMMUNICATIONS**

During February Council pandemic communications focussed on amplifying Victorian Government messaging around restrictions changes. We continue to use a variety of communication mediums including print, radio, digital and social media.

Council will continue to support messaging around the vaccine program roll-out and will be focusing on local business support.

February was also a busy time for communication around the opportunities to be involved in the Council Plan engagement, including community budgeting workshops to determine the best way to support the community in pandemic recovery.

*Local Scoop* will be delivered to households from 1 March.

## **CONCLUSION**

Council thanks the community for continuing to adhere to evolving Victorian Government restrictions. Now with a return to CovidSafe Summer settings, we encourage residents to continue to take care and to get tested if they are displaying any symptoms.

Council will support the rollout of the vaccine to build a sense of safety and confidence in the vaccine and the vaccination process and to ensure our communities are well-informed.

And will continue to work together with businesses and the local community on pandemic recovery efforts.

## **COUNCIL RESOLUTION**

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

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

**CARRIED**

**ITEM 6.1.2 FOR DECISION - ADOPTION OF COMMUNITY ENGAGEMENT POLICY**

**Attachments:** 1 **Community Engagement Policy** [↓](#)

**Responsible Officer:** **Executive Manager Corporate Affairs**

**Author:** **Participation and Engagement Advisor**

**RECOMMENDATION SUMMARY**

The recommendation is for Council to adopt the Community Engagement Policy.

**BRIEF OVERVIEW**

This report outlines the development of a new Community Engagement Policy to demonstrate Council's commitment to engage with people who live, work, invest and study in the City of Whittlesea. It outlines Council's promise to listen to, and represent the views of, our community. The Policy also complies with the *Local Government Act 2020*.

**RATIONALE FOR RECOMMENDATION**

The policy articulates the values, principles and commitments Council will meet regarding community engagement. It aims to instil confidence amongst our community that Council will undertake and participate in meaningful engagement by highlighting our principles that will out the expectations, responsibilities and processes. A Community Engagement Policy is also a requirement under the new *Local Government Act 2020* to be adopted by 1 March 2020.

**IMPACTS OF RECOMMENDATION**

Council is enhancing the way it engages the community. This Policy commits the Council and its Officers to engage in a meaningful and timely way to ensure everyone living and working in the City of Whittlesea can participate in decision-making. This recommendation also ensures the City of Whittlesea remains compliant with the *Local Government Act 2020* by adopting a Policy that improves the quality of its community engagement.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Following the adoption of the Community Engagement Policy, a four-year Community Engagement Strategy and Implementation Plan will be developed that aligns with the next Council Plan 2021-25. As part of this Strategy, key performance indicators will be used to evaluate the effectiveness of the Policy. The Policy will be reviewed at the June Council Meeting when the Council Plan and Annual Budget 201-22 are adopted to ensure. Following this review, the Policy will be reviewed every June in line with the Council Action Plan for each year.

**REPORT****BACKGROUND**

Council's Community Engagement Policy (attachment 1) was developed and revised between August 2020 and 22 February 2021. The policy was informed by internal and external consultation.

Community consultation resulted in six responses in total. The most common concern expressed was about the accessibility of the engagement Council conducts, and the revised draft Community Engagement Policy addressed these concerns.

Following the adoption of the Community Engagement Policy, a four-year Community Engagement Implementation Plan will be developed (2021-25), and community engagement resources will be updated to align with the revised policy.

Council will also design a community friendly version of the policy following its adoption, which will be available on Council's website.

Council will review its Community Engagement Policy with community no later than 15 months after the policy is adopted. This will enable Council and community to benefit from one year of the policy in operation to inform the review.

**PROPOSAL**

The purpose of this report is to recommend Council's adoption of the Community Engagement Policy.

**CONSULTATION**

As required by the Local Government Act 2020, community engagement was undertaken on the Community Engagement Policy. Community feedback sought through a survey between 29 January and 14 February 2021, which was promoted by council through a range of methods including Council's website, networks and media channels.

Prior to community consultation, Council staff were consulted on the draft Community Engagement Policy between 22 December 2020 and 15 January 2021. Seven responses were received from a mix of individual staff and teams. The main staff concerns were in line with those of the community, particularly around improving accessibility.

**CRITICAL DATES**

- The *Local Government Act 2020* requires the Community Engagement Policy to be adopted by 1 March 2021.
- First review of the adopted Community Engagement Policy completed no later than 30 June 2022.

**FINANCIAL IMPLICATIONS**

There are no direct financial costs to consider in adopting the Policy, however the Community Engagement Strategy and Implementation Plan will outline a required Budget for engagement in 2021-22.

## POLICY STRATEGY AND LEGISLATION

Council's Community Engagement Policy complies with the *Local Government Act 2020*. The Policy also complies with the Victorian Charter of Human Rights and Responsibilities and the Victorian Child Friendly Cities and Communities Charter. Council's Community Engagement Policy is integrated with existing organisational priorities as documented in the following City of Whittlesea policies, strategies, plans and Charters:

Aboriginal Inclusion Charter	Multicultural Policy 2020
Anti-Racism Strategy	Positive Aging Strategy 2016-25
Communications Strategy 2019-22	Public Transparency Policy 2020
Community Building Policy 2019	Reconciliation Action Plan 2017-20
Community Building Strategy 2019	Reconciliation Policy 2015
Community Building Strategy Action Plan 2019-21	Thriving Children, Young People and Families Action Plan 2020-2022
Disability Action Plan 2017-2021	Thriving Children, Young People and Families Strategy 2020
Early Years Policy 2017	Whittlesea 2040: A Place for All
Equal and Safe Strategy 2019	Youth Plan 2030+
Health and Wellbeing Partnership Plan 2021-2025	

## 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*

Council's Community Engagement Policy provides a critical opportunity to rebuild community trust in local democracy and improve Council's engagement performance.

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

The Local Government Act 2020 requires Council to adopt its Community Engagement Policy by 1 March 2021.

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

**Goal** **Connected community**  
**Key Direction** **A participating community**

Development of a strategic and coordinated approach to community engagement is at the very core of ensuring a participatory 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's Community Engagement Policy is a commitment to our community about how the City of Whittlesea will enhance its engagement with community to drive better community outcomes. The policy will be supported by a four-year Strategy and Implementation Plan. The Policy will be reviewed in line with the adoption of this Strategy in June 2021 and then every 12 months to ensure it meets the community's changing needs and responds to Council's legislative requirements.

**RECOMMENDATION**

THAT Council resolve to adopt the Community Engagement Policy.

**COUNCIL RESOLUTION**

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

THAT Council resolve to:

1. Adopt the Community Engagement Policy; and
2. Conduct the first review of the Community Engagement Policy no later than 30 June 2022.

**CARRIED UNANIMOUSLY**



## *A Voice For All*

### Community Engagement Policy 2021

DRAFT

W2040 Key Direction

Date of Adoption

A participating community

DD MM YYYY



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W2040 Key Direction

Date of Adoption

A participating community

DD MM YYYY





## 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.

DRAFT

W2040 Key Direction

Date of Adoption

A participating community

DD MM YYYY



## INTRODUCTION

*"In 2040 the City of Whittlesea is a place that opens its arms to every resident, where all walks of life are celebrated and supported. Our community is compassionate and welcoming. We are healthy and can easily access the support services we need. People of all backgrounds, ages and abilities feel that they are an essential part of the community. We work together, making our community a better place for all."*

*Whittlesea 2040 Community Vision, Page 13*

Good community engagement is central to realising our *Whittlesea 2040* community vision to work together to make our community a better *place for all*.

Community is the heart of our City and everything Council strives to achieve is done to improve the lives of those who live, work, study and visit here.

This includes providing meaningful opportunity for our community to provide input into Council's decision-making processes and hear their views, ideas and feedback about activities and issues that are important to them.

There has never been a more vital time for Council to engage well with local communities. A number of significant global and local factors have informed Whittlesea's approach and are summarised in the diagram below.

### Our promise to our community

In adopting the Policy, Council commits to engage its community in a deliberative, proactive and flexible way. This will ensure the decision-making of Council is fully informed of our community's views ideas and suggestions, and all options have been carefully considered.

### Purpose of this Policy

This Community Engagement Policy outlines our commitment to actively involve the community in decision-making so we can deliver better quality outcomes and reach our *Whittlesea 2040 Vision* for:

- A connected community
- A sustainable environment
- A strong local economy
- Liveable neighbourhoods
- A high performing organisation.

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The policy is built on a set of core principles and commitments that will help guide the planning, development, implementation, evaluation and continuous improvement of our community engagement processes, tools and activities.

It describes our approach to community engagement (why, who, what, when, how) to help us meet our responsibilities to include the community in decision-making and adhere to legislative requirements under the *Local Government Act 2020* (it's the law!)

The City of Whittlesea has a strong network of community and volunteer organisations and we want to build on what's working to improve our engagement practice.

Over the next few years our community will be recovering from the impacts of the COVID pandemic. Evidence identifies that communities who recover best from emergencies do so when efforts are community led.

We want to foster new governance models and support citizen leadership and participation for now and in the future. This is particularly important while our Council is made up of a Panel of Administrators who are committed to fostering and elevating the voice of citizens as part of the City of Whittlesea's decision-making and engagement.



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## About our Council

The City of Whittlesea is governed by a Panel of Administrators, appointed by the Victorian Government on 19 June 2020.

Led by the Chair of Administrators, Ms Lydia Wilson, and Administrators Ms Peita Duncan and The Hon Bruce Billson, the Panel carries out the role, responsibilities and functions of councillors as set out in the *Local Government Act* and therefore undertakes the role of the Council.

Our Administrators are community-focused and committed to their role as community representatives.

They actively participate in community engagement activities and respond to feedback.

The Panel of Administrators remains in place at the City of Whittlesea until the October 2024 local government elections.

Our Administrators are committed to playing a strong representational role and establishing governance arrangements that foster local community leadership, representation and trust.

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## WHAT IS COMMUNITY ENGAGEMENT

We believe community engagement is at the core of good governance and leadership and empowers our community to play an active part in decision-making for their City.

It is defined as a planned process that provides a range of opportunities for public involvement in Council's decision-making, relationship building and community strengthening. Community engagement is essentially based on two-way conversations.

The City of Whittlesea will seek the needs, views and ideas from its community into activities and issues that affect them.

### Our commitment

We believe good community engagement leads to better decision-making, helping foster the long-term relationship between community and Council and ultimately quality outcomes for our City.

This Community Engagement Policy is our commitment to actively involve the people who matter the most – those living, working, studying and doing business with the City of Whittlesea.

Through a range of approaches and opportunities, we will seek to empower our community to play a role in influencing the future planning of our City, and the delivery of our services.

**To do this, we will engage in a meaningful way when it is convenient for you, in a safe and accessible environment, where you feel heard.**

### Principles

The City of Whittlesea embraces the *Charter for Human Rights and Responsibilities* and goes beyond the five principles set out in the *Local Government Act*. Our community engagement will:

- where appropriate, be planned and delivered in a coordinated way
- have a clearly defined objective and scope
- give participants access to objective, relevant and timely information to inform their contributions
- provide the community with reasonable support and adjustments so that they can meaningfully participate

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- be conducted with persons/groups that are representative of the persons/groups affected by the matter with which Council is engaging the community
- inform participants of how community engagement will influence Council decision-making on the matter that is the subject of the engagement
- specify how the community will be informed of the outcome and how their input has influenced a decision
- be evaluated to improve future engagements
- always be open and welcoming of input through structured opportunities, programs and processes or less structured via views and aspirations expressed when engaging with Council
- close the loop with participants.

## OUR APPROACH TO COMMUNITY ENGAGEMENT

### How we engage

Council uses the Engagement Triangle (below) as a way of defining the intent and purpose of our community engagement at the beginning of every process. Based on the overarching objectives of informing decisions, building capacity and strengthening relationships, it allows us to identify key stakeholders and determine the best methods for engagement.



How we engage is important to ensure as many people as possible can have their say.

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We will use a range of community engagement methods to suit different situations, issues, settings and communities based on:

- the engagement purpose – for example to inform, improve a strategy, or generate support
- the scale of the engagement such as individual, small group, large group or community-wide
- equity, access and inclusion – who is most affected or if there are harder to reach community members that need different channels to be implemented
- context – for example, investigate if there is already low trust, high complexity, high emotion or low interest in the issue or project
- any legislative requirements.

Sometimes different engagement methods will be applied at different project stages. We might consult to gather ideas at an early stage of a design project, and then involve or collaborate with community to finalise priorities.

Examples of the types of engagement methods we apply for different levels of engagement are outlined below.

### Types of community engagement

Council undertakes a range of community engagement activities which can be broadly defined as consultative or deliberative engagement practice.

Engagement can occur at multiple stages throughout a process and can include both types of engagement providing the community with an opportunity to participate at different levels throughout the process.

Under the *Victorian Charter for Human Rights and Responsibilities*, Council is committed to ensuring that all forms of engagement are accessible, safe and inclusive.

#### Consultative engagement

Consultative engagement occurs when views, opinions or ideas are invited on a specific project, draft policy, plan or document.

Participation at this level usually includes a broad range of community members and stakeholders.

Examples of consultative engagement include:

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- surveys
- polls
- ideas boards

### **Partnership engagement**

Partnership engagement includes how Council engages with community in an on-going way through the hundreds of local community advisory committees, groups and networks we engage in. Examples include Council's Youth Advisory Committee, Whittlesea Reconciliation Working Group, Whittlesea Disability Network and Whittlesea Community Futures forum.

### **Deliberative engagement**

Deliberative engagement is an approach that encourages community members to critically test, weigh up and consider a range of information, perspectives, inputs and evidence to reach a consensus or make recommendations.

Deliberation can be scaled to suit a project based on its scope, complexity or impact and may require independent facilitation to ensure a fair and equitable process.

Under the *Local Government Act 2020* a Community Engagement Policy is required to give effect to deliberative engagement practices that can be applied when Council develops a draft Community Vision, Council Plan, Financial Plan, Asset Plan, and any new law.

### **Unstructured engagement**

The City of Whittlesea welcomes feedback anytime, anywhere. Our range of communications channels exist to hear your views whether they come via social media, our website, phone calls or provided verbally to an Administrator/Councillor or officer.

### **Submission processes**

The submission process generally applies to legislative requirements such as the Victorian Government land-use planning applications or Council processes such as service requests or complaints.

This policy does not apply to community engagement processes prescribed for these functions.

However, wherever possible, Council will go beyond legislative requirements for consultation on those matters.

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We will consider the *Victorian Charter of Human Rights and Responsibilities* and make reasonable adjustments to our engagement processes and methods to ensure that people of all abilities and backgrounds can participate.

#### **Statutory requirements**

Under the *Local Government Act 2020* Council has a statutory obligation to develop four key strategic plans: a long-term community vision, financial plan and asset plan, as well as a four-year Council Plan.

In addition, Council has a statutory requirement to develop a four-year Municipal Health Plan as prescribed in the *Public Health and Wellbeing Act 2008*.

More broadly, Victorian local government is also governed by the *Victorian Charter of Human Rights and Responsibilities* that sets out the basic rights, freedoms and responsibilities of all people in Victoria. It is about the relationship between government and the people it serves; and ensures that we take relevant human rights into account when making decisions and ensuring that our processes are inclusive and accessible.

Council invites the community to participate in the development of strategic plans under the guiding principles set out on page 7 of the Community Engagement Policy.

#### **Beyond planned engagement**

Council will always respect, gather and be receptive to unstructured community input and insights that come via multiple channels including, but not limited to, the website, social media and inbound customer service calls.

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## Levels of community engagement

Council's approach to community engagement is guided by the International Association of Public Participation (IAP2) Spectrum of Engagement, which is recognised world-wide as the best practice tool for community engagement.

The IAP2 Spectrum identifies five levels of engagement with corresponding goals and actions. It makes clear the role of the community in decision-making at each level.

1. INFORM	2. CONSULT	3. INVOLVE	4. COLLABORATE	5. EMPOWER
PUBLIC PARTICIPATION GOAL				
To provide the public with balanced information to assist them understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback and analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and identification of preferred solution	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC				
We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLES				
<ul style="list-style-type: none"> <li>• FAQs</li> <li>• Information sheets</li> <li>• Updates on Council websites</li> </ul>	<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Focus groups</li> <li>• Community Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Information sheets</li> <li>• Deliberative opinion polling</li> </ul>	<ul style="list-style-type: none"> <li>• Community Reference Groups</li> <li>• Consensus building</li> <li>• Participation in decision making</li> <li>• Co-designing</li> </ul>	<ul style="list-style-type: none"> <li>• Delegated decision making (e.g. community makes the decision)</li> <li>• Community ballot</li> </ul>
WHAT THIS MEANS FOR THE CITY OF WHITTLESEA				
INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Information signage</li> <li>• Publications</li> <li>• Social media</li> <li>• Website</li> <li>• Mail</li> <li>• Information sessions with residents</li> </ul>	<ul style="list-style-type: none"> <li>• Surveys (Vox Pop, intercept survey, polling, online, phone, hard copy)</li> <li>• Ideas boards</li> <li>• Online interactive mapping tools</li> <li>• Drop-in sessions (E.g. Listening post, festival stall)</li> <li>• Walking tour or field trip</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder meetings</li> <li>• Surveys</li> <li>• Focus groups</li> <li>• Workshops</li> <li>• Online forums</li> <li>• Drop-in community discussions</li> <li>• Advisory committees</li> <li>• Detailed interactive mapping, ranking and prioritising tools</li> <li>• Working groups</li> </ul>	<ul style="list-style-type: none"> <li>• Partnership groups</li> <li>• Steering groups</li> <li>• Workshops</li> <li>• Focus groups</li> <li>• Participatory budgeting</li> <li>• Citizens' assemblies</li> <li>• Co-design workshops</li> <li>• Deliberative polling</li> </ul>	<ul style="list-style-type: none"> <li>• Independently governed reference groups</li> <li>• Citizens assemblies/ juries</li> </ul>

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## WHY WE ENGAGE

**Understanding our community's needs, priorities, concerns and ideas leads to better outcomes.**

Research and practice indicate increasing social connections, civic participation and social cohesion in communities directly contributes to a broad range of positive health, social and economic outcomes.

Council's decisions and actions impact on the lives of all people who live, work and study in the City of Whittlesea. Citizen participation in decision-making can influence not only the planning and delivery of Council services, but it can also inform many of the determinants of health and wellbeing.

This is essential to achieving the *Whittlesea 2040* community vision of a *place for all*. The benefits of good community engagement are grouped under *Whittlesea 2040* 'Participating Community' key directions below.

### Well informed

- more informed communities and more good ideas and potential solutions shared
- better understanding of the needs and priorities of our diverse community
- community awareness about Council's scope of work and decision-making powers and processes
- informing and assisting advocacy priorities

### Local decision making, volunteering and leadership

- greater transparency in Council's decision-making
- genuine and meaningful conversations between Council and the community
- building community resilience and capacity that leads to empowerment

### Vibrant community groups

- stronger relationships with our community and stakeholders
- creating better public value and social capital
- enhancing social cohesion

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## WHO WE ENGAGE

People who live, work and play in the City of Whittlesea are entitled to provide input into decisions that affect them.

To deliver great projects for the community we need to understand community needs and aspirations and what is important to them to lead a happy and healthy life in the City of Whittlesea.

The City of Whittlesea is one of Melbourne's largest and most diverse municipalities. Our neighbourhoods span metropolitan suburbs, growth areas and rural communities. Our population is fast-growing, and is expected to almost double by 2040, with an extra 55,823 homes built across the municipality.

Our community is proud of its diversity. We have the second largest Aboriginal and Torres Strait Islander population in Metro Melbourne and almost half of our residents speak a language other than English at home.

More and more families are calling the City of Whittlesea home. Over half of our households are families with children and there are about 71 babies born every week. While the population is ageing, our community will continue to mainly have younger families.

We will see more homes built and a mix of new housing types will be needed for our community's growing and diverse needs.

With almost half of local workers also living in the LGA and more local jobs being created, the City of Whittlesea is a great place to live and work, now and into the future.

### Our diverse community

- **A growing population**
  - o 230,238 in 2019, growing 3.6% annually since 2016
- **A large Aboriginal and Torres Strait Islander community**
  - o 1,635 Aboriginal and/or Torres Strait Islander residents, the second largest Indigenous community in Greater Melbourne<sup>2</sup>
- **A culturally diverse place**
  - o 35.5% of residents were born overseas (33.8% across Greater Melbourne)
  - o 44% speak a language other than English at home (32.3% across Greater Melbourne)

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- The most common languages are Macedonian (5.1%), Arabic (5%), Italian (5%), Greek (3.7%) and Punjabi (3.2%)
- **A family area**
  - 54.6% are family households (43.5% across Greater Melbourne) and one-quarter of residents are children and young people (aged 0-17 years)
- **Diverse support needs**
  - 5.7% of people are living with a severe or profound disability (4.9% across Greater Melbourne)
- **A thriving economy**
  - 18,720 registered businesses in 2020, an increase of 41% from 2016
  - 49.4% of local workers also live in the City of Whittlesea.

Our unique geography is also important in understanding the differences in community profiles, which can influence how we engage, where we engage and what we engage on. The three distinct areas are:

#### **Rural areas** (north of the municipality)

*Whittlesea township, Donnybrook and rural balance*

- Older age profile
- High home ownership
- Less multicultural diversity
- More trades workers
- Higher levels of civic engagement & volunteering
- Higher sense of community
- Higher levels of physical activity

#### **Growth areas**

*Wollert, Epping North, Doreen, Mernda and South Morang*

- Young couples & families
- Higher incomes but also large mortgages
- More professionals
- Challenge of balancing work/family life

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- Longer commute times
- High impact of traffic on stress & lifestyle
- Higher levels of food insecurity & budgeting
- More likely to volunteer
- Higher perceptions of safety

**Established** (south of the municipality)

*Thomastown, Lalor, Bundoora, Mill Park and Epping*

- Older age profile
- High home ownership
- More low-income households
- More multicultural communities
- Find it easier to get to destinations by car and public transport
- Lower levels of civic engagement
- Lower sense of community
- Lower perceptions of safety
- Lower levels of physical activity

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Demographic information is important to consider when planning our community engagement activities. For example, we are likely to translate information into our top 10 languages, provide translators, consider locations and methods.

On some occasions we may identify and target individuals and groups that have an interest in a specific decision by background, location and demographic. However, our community engagement will be broad and inclusive of everyone who would like to have their say.

Below are examples of some of the groups we engage with regularly.

Aboriginal and Torres Strait Islander Community, and Traditional Owners	Advisory Committees	Business owners and operators
Children and young people	Community advocacy groups	Council service users
Culturally and Linguistically Diverse communities	LGBTIQ+ community	Neighbourhood Houses and community centres
Non-resident property owners	Not-for-profit groups	Older people
Owner occupiers	People experiencing homelessness	People with a disability
Renters	Schools, kindergartens and childcare groups Students	Special interest groups ie environment
Sports and recreational club members	Young people	Visitors

### Accessible and inclusive engagement

In line with our responsibilities under the *Victorian Human Rights and Responsibilities Charter*, Council will ensure that all participants in our community engagement processes feel valued, respected and welcome.

Every effort will be made to ensure that our diverse communities can access, understand, and contribute their views in a way that is appropriate, productive, and respectful.

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In planning every engagement, we will make every effort to address potential barriers to participation that may include Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.

To inform our community throughout the engagement process, we will provide access to objective, relevant and timely information by:

- providing information, data and/or evidence relating to the matter online
- supplying information in plain language along with translated and accessible formats and summary documents where appropriate
- using a range of communication channels and accessible formats
- making information about our projects available on our **Engage Whittlesea** digital engagement platform or provided in other formats as required.

Consideration will always be given to time, location and format of face-to-face or online engagement activities to ensure accessibility and participation.

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## WHEN WE ENGAGE

Broadly speaking, we invite our community to engage with us at any time and in any way that is appropriate, respectful and constructive.

There are many occasions where we will initiate community engagement based on a project, idea or activity that may impact the community and seek feedback. This includes:

- where a proposed change to Council activities or strategic direction may significantly affect the community in terms of the economy, lifestyle, environment, wellbeing or amenity of the municipality
- when developing new or reviewing existing policies, strategies or plans
- introducing a new service, discontinuing an existing service or substantially changing or reviewing a service that may significantly affect how services are provided
- proposals for changing the way in which public space looks, is used or enjoyed
- when the community raises an issue with Council for a decision (or outcome) and there could be competing community interests
- planning and development of major projects and capital works, including public buildings, centres or other infrastructure
- urban development/redevelopment proposals, such as structure plans, that may significantly alter the existing amenity or characteristics of a geographic area
- any circumstance where Council needs more information or evidence to make an informed decision.

A mix of face-to-face and online engagement tools and activities will be developed to ensure everyone can participate.

When we actively seek feedback through structured community engagement, Council will:

- provide notice with time to read information prior
- show sensitivity to social issues and trends
- schedule engagement on multiple issues where possible to avoid community fatigue and duplication of effort
- conduct engagement activities in locations and at times that enable the community to easily participate.

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Council will promote opportunities for the community to actively participate in the following processes:

#### **Mandatory engagement**

Council is required to undertake community engagement under a range of prescribed regulations and legislation, including the engagement requirements set out under the *Local Government Act 2020* as well as a broad range of other relevant Acts. (Refer to page 11, Statutory Requirements).

Engagement will be undertaken to ensure we meet our statutory obligations. In many instances, Council will go above and beyond the minimum requirements to gain a strong understanding of our community's wants and needs to ensure we are achieving the best possible outcomes for our community.

#### **When community engagement may be limited**

There are times when Council's level of engagement with the community and key stakeholders will be limited. In some circumstances, Council may only be able to inform the community and stakeholders of Council's decisions and actions. This may occur when:

- Council is not the lead agency
- an immediate resolution is required
- specialist or technical expertise is required
- an initiative involves confidential or commercial information
- there are clear and defined legislative responsibilities that must be met
- developing or reviewing internal policies and procedures
- there is a risk to public safety.

#### **Block out periods**

Council will avoid carrying out formal consultation around key dates such as Christmas/New Year, long weekends and school holidays, unless it allows specific groups more opportunity to participate.

In the lead up to Council elections (ie 'caretaker' period), community engagement will not be conducted on matters that are potentially controversial.

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Community engagement regarding planning permit applications and on operational issues, like canvassing residents' views on small-scale traffic treatments, can be conducted during a caretaker period as it is unlikely to impact the election.

## IMPLEMENTATION, MONITORING AND REPORTING

A Community Engagement Strategy and Implementation Plan 2021-25 will be developed by July 2021 to coincide with the Council Plan 2021-25. The Strategy will identify Key Performance Indicators (KPIs), activities and timeframes required for the implementation of this policy.

A progress report including the details of the evaluation of this policy and the Implementation Plan will be provided to Council each year.

### Keeping in touch with our community

We will keep in touch with the community during our engagement processes and report back by:

- Making it clear at the start of the community engagement process when and how they can expect to be updated on progress.
- Reaching out to participants at the end of the process to advise them of the outcome, including how their participation influenced decision-making.
- Where appropriate, asking participants to help evaluate our process so that we can continue to improve.
- The Community Engagement Strategy and Implementation Plan 2021-2025 will ensure the effective delivery of this policy.
- The City of Whittlesea commits to completing a review of the Community Engagement Policy in collaboration with community no later than 15 months after this policy is adopted. This timetable will enable both Council and community to benefit from one year of the policy in operation to inform the review process.
- Following this initial review, the City of Whittlesea will continue to evaluate, review and report to Council on the overall effectiveness of this Policy and Implementation Plan on an annual basis.

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## SUPPORTING INFORMATION

### Definitions

**Accessibility** means identifying and eliminating obstacles and barriers to ensure anyone can access or use places, services and information, regardless of their ability, location, culture, time, resources or any other differentiating factor.

**Communication channel** refers to the way in which Council may communicate engagement opportunities with you such as social media, website, *Local Scoop*, local newspapers, advertising and promotional material.

**Community** can refer to a geographic location (community of place), similar interest (community of practice) or an affiliation or identity (such as an industry or sporting club). The City of Whittlesea community is defined as individuals or groups who live, work, play, visit, study or invest in our City. For example:

- community defined by place: e.g. the Thomastown or Mernda community
- community based on common interests and activities: e.g. skateboarding or gardening community
- community based on a shared culture, perspective or other identity: e.g. Aboriginal community, Hindi speaking community, youth or elderly community, religious community.

**Community development** is defined by the United Nations as *"a process where community members come together to take collective action and generate solutions to common problems"*.

**Community engagement** (also known as stakeholder engagement, public participation or community consultation) involves our community in decisions that impact and interest them. It can take many forms including:

- sharing information and providing updates
- seeking feedback and gathering input
- dialogue and deliberation.

**Community member** is a participant in a community engagement process. Outside of community engagement, these same people are customers as they interact with Council.

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**Community strengthening** refers to a sustained effort of building cohesive and inclusive communities. This process aims to increase the connectedness, active engagement and partnership among members of the community, community groups and organisations in order to enhance social, economic and environmental wellbeing.

**Council** refers to the City of Whittlesea as an organisation as well as the Administrators/Mayor/Councillors, Senior officers and Council officers.

**Deliberation** means long and careful consideration or discussion.

**Deliberative engagement** means that we provide our community with sufficient time and information to enable their critical reasoning, and consideration of options as part of a decision-making process to demonstrate:

- Influence – promise of influence over policy and decision-making
- Inclusion – participation that is representative of the community and inclusive of diverse viewpoints and values
- Deliberation – open dialogue and discussion, access to information and movement towards consensus.

**Diverse communities** refer to the different communities that exist within the City of Whittlesea including those with a common interest such as business or sporting associations or people who share something in common, such as all abilities, gender or a culturally and linguistically diverse (CALD) background.

**International Association for Public Participation (IAP2)** is an international organisation dedicated to advancing the practice of public participation.

**Representative engagement** describes actively seeking out and involving individuals or groups impacted by Council's activities, projects or decision-making to ensure diversity of viewpoints and values are considered.

**Stakeholders** is a term used to define individuals, groups of individuals, organisations or political entities that are interested in or impacted by a Council outcome or decision, relationship building or community strengthening processes. Each person within our community has the potential to be a stakeholder in Council's engagement activities.

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### IAP2 Core Values

The International Association for Public Participation (IAP2) is an international organisation advancing the practice of public participation. The IAP2 framework is underpinned by seven core values that are aimed at ensuring organisations make better decisions which reflect the interests and concerns of potentially affected people and entities. These values are:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision-makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

### Related legislation

Council is required to meet a variety of legislative obligations such as the *Local Government Act 2020* which identifies principles for when and how we engage with our community and key stakeholders based on their level of impact or interest in a decision being made.

Other relevant legislation includes:

- *Equal Opportunity Act 2010*
- *Disability Act 2006*
- *Privacy and Data Protection Act 2004*
- *Planning and Environment Act 1987*
- *Road Management Act 2004*
- *Multicultural Victoria Act 2011*
- *Subordinate Legislation Act 1994*
- *Public Health and Wellbeing Act 2008*
- Matters subject to s.223 of the *Local Government Act 1989*
- *Gender Equality Act 2020*

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- *Charter of Human Rights and Responsibilities Act 2006*
- *Public Administration Act 2004*
- *Child Safe Standards*, Victorian Commission for Children and Young People
- *Victorian Privacy and Data Protection Act 2014*

## Roles and responsibilities

Roles	Responsibility
General	The design, delivery, reporting and evaluation of community engagement is the responsibility of employees as appropriate to their role and function.
Administrators/Councillors	<ul style="list-style-type: none"> <li>• Adopt the Community Engagement Policy.</li> <li>• Support community engagement work of Council, including participation in engagement processes and membership of committees and groups.</li> <li>• Play an important conduit role between community members and Council organisation.</li> <li>• Consider evidence in decision-making.</li> <li>• Treat all participants in Council consultation processes in an equal, fair and respectful manner.</li> <li>• It is a requirement of the <i>Local Government Act 2020</i> that the role of the Chair Administrator/Mayor leads engagement with the community on the development of the Council Plan (s 18c).</li> </ul>
Executive Leadership Team	<ul style="list-style-type: none"> <li>• Endorse any associated community engagement operational guidelines and toolkits.</li> <li>• Communicate with Administrators/Councillors, staff and the public.</li> <li>• Sponsor and support Council's community engagement projects and processes.</li> </ul>
Managers	<ul style="list-style-type: none"> <li>• Identify community consultation and engagement requirements in a timely manner as part of annual service planning.</li> <li>• Annual resource allocation (staff time and operating budget) for community engagement and consultation projects within their department.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Work with Corporate Affairs to develop and implement community engagement strategies and plans.</li> <li>• Support staff to build capacity and skills to undertake community consultation in line with their roles and position description.</li> </ul>
Corporate Affairs Department	<ul style="list-style-type: none"> <li>• Lead and coordinate the implementation, maintenance and review of the Community Engagement Policy, strategies, policies, guidelines and toolkits.</li> <li>• Advise and coordinate departments with community engagement planning, activity delivery and program evaluation.</li> <li>• Develop supporting community engagement and communications materials and lead the dissemination of these through available and relevant channels. This includes the development of surveys in partnership with the Research team.</li> <li>• Build capacity within the organisation in community engagement planning and delivery.</li> <li>• Maintain a Council-wide annual consultation calendar/schedule.</li> <li>• Manage the community consultation knowledge repository – which collates community feedback from across Council's consultations each year.</li> <li>• Undertake engagement and consultation on projects and programs as required.</li> </ul>
All business units undertaking community engagement	<ul style="list-style-type: none"> <li>• All staff contribute to community engagement processes in line with this Policy and ensure this is also upheld by contractors as required.</li> <li>• Development of capabilities and knowledge of community engagement and consultation in line with their roles and position description.</li> </ul>

W2040 Key Direction

Date of Adoption

A participating community

DD MM YYYY





## Related Policies, Strategies and Guidelines

This policy is informed by the City of Whittlesea:

- [Civic Participation Survey, February 2019](#)
- [Household Survey, August 2019](#)
- [Community Building Strategy 2019](#)
- Social Inclusion Audit, May 2019
- [Community Attitudes and Liveability Survey, August 2018](#)
- [What our community told us: Whittlesea 2040 Community Engagement Report, July 2018](#)

And by:

- [The Community Satisfaction Survey 2017, 2018, 2019, and 2020, Local Government of Victoria](#)
- [The Local Government Performance Reporting Framework](#)
- [Public Participation and Community Engagement: Local Government Sector, Victorian Auditor-General's Report, May 2017](#)

This policy is integrated with existing organisational priorities as documented in these City of Whittlesea policies, strategies, plans and Charters:

<a href="#">Whittlesea 2040: A Place for All</a>	<a href="#">Anti-Racism Strategy</a>	<a href="#">Positive Aging Strategy 2016-25</a>	<a href="#">Reconciliation Action Plan 2017-20</a>
<a href="#">Community Building Policy 2019</a>	<a href="#">Reconciliation Policy 2015</a>	<a href="#">Communications Strategy 2019-22</a>	<a href="#">Community Building Strategy 2019</a>
<a href="#">Community Building Strategy Action Plan 2019-21</a>	<a href="#">Early Years Policy 2017</a>	<a href="#">Thriving Children, Young People and Families Strategy 2020</a>	<a href="#">Multicultural Policy 2020</a>
<a href="#">Equal and Safe Strategy 2019</a>	<a href="#">YouthPlan 2030+</a>	<a href="#">Thriving Children, Young People and Families Action Plan 2020-2022</a>	<a href="#">Aboriginal Inclusion Charter</a>

W2040 Key Direction

Date of Adoption

A participating community

DD MM YYYY



<a href="#">Public Transparency Policy 2020</a>	<a href="#">Disability Action Plan 2017-2021</a>	<a href="#">Health and Wellbeing Partnership Plan 2021-2025</a>	
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All City of Whittlesea policies comply with the [Victorian Charter of Human Rights and Responsibilities](#) and the [Victorian Child Friendly Cities and Communities Charter](#).

### Privacy

We would like to collect personal information to stay in touch with community members during or after an engagement. We may use it to communicate with you on other projects and some information we collect may be used for our own planning and research to improve our services to the community. We will not disclose your personal information to third parties unless disclosure is required or authorised by law. We will also protect the quality and integrity of your personal information and will securely store the information collected to prevent unauthorised access and improper use in accordance with the *Privacy and Data Protection Act 2014*.

### Complaints

Community members can contact Council to complain about a specific community engagement process, or a lack of community engagement in decision-making, by calling 03 9217 2170 or emailing [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au). Complaints about Community Engagement are considered in line with Council's Complaint Handling Policy.

W2040 Key Direction

Date of Adoption

A participating community

DD MM YYYY

**ITEM 6.1.3 FOR DECISION: MUNICIPAL PUBLIC HEALTH & WELLBEING PLAN -  
PROGRESS REPORT AND PROPOSED INTEGRATION**

<b>Attachments:</b>	<b>1</b>	<b>Health Plan Progress Update 2019/20</b> <a href="#">↓</a>
	<b>2</b>	<b>Health Plan 2017-2021 Summary of outstanding actions</b> <a href="#">↓</a>
	<b>3</b>	<b>Emerging Health and Wellbeing Directions 2021-2025</b> <a href="#">↓</a>

**Responsible Officer:** Director Community Wellbeing

**Author:** Team Leader Health Planning

**RECOMMENDATION SUMMARY**

1. Endorse the proposal to integrate the processes for community consultation and engagement, planning, implementation, monitoring, evaluation and reporting of the Municipal Public Health & Wellbeing Plan 2021-2025 into the processes for development of the Council Plan 2021-2025.
2. Apply to the Secretary of the Department of Health and Human Services to seek an exemption to the requirement for a stand-alone Municipal Public Health Plan, submit the draft Council Plan and outline commitment to meet other requirements under the Public Health and Wellbeing Act 2008.
3. Note the 2019/20 progress report for the Health and Wellbeing Partnership Plan 2017-2021 (Attachment 1) and outstanding actions (Attachment 2) which relate to the entire period of the plan.

**BRIEF OVERVIEW**

This report provides:

- The rationale for the Council Plan 2021-2025 integrating pandemic recovery and health and wellbeing matters, and an overview of related legislative requirements.
- A progress update on the third year of the HWPP 2017-2021 and an overview of priorities for 2020/21 (refer Attachment 1).
- Proposed health and wellbeing directions (2021-2025) to respond to current and emerging challenges and opportunities and subject to ongoing consultation with partners and community (refer Attachment 3).

**RATIONALE FOR RECOMMENDATION**

An integrated planning approach will maximise community outcomes and avoid duplication of effort in consultation, monitoring and reporting.

There is a strong alignment between the *Environments for Health* approach which guides W2040 goals, municipal public health planning as well as disaster recovery planning. All W2040 goals contribute to community health outcomes.

Whittlesea 2040 goals	Environments for Health (DHHS) <sup>1</sup>	Disaster Recovery Environments (EMV) <sup>2</sup>
<i>Connected community</i>	<i>Social</i>	<i>Social</i>
<i>Liveable neighbourhoods</i>	<i>Built</i>	<i>Built infrastructure</i>
<i>Strong local economy</i>	<i>Economic</i>	<i>Economic</i>
<i>Sustainable environment</i>	<i>Natural</i>	<i>Natural</i>

The COVID-19 pandemic has exacerbated key social and economic determinants of health, such as financial vulnerability, unemployment/underemployment, inequality and social isolation and will have a strong impact upon mental and physical wellbeing. Pandemic recovery will require an alignment with Whittlesea 2040 goals and a strengthened focus on the social and economic environment. The pandemic has highlighted the benefits of access to the natural environment and this presents an opportunity to strengthen access to local natural green open space. Strengthening integrated planning and maximising community outcomes is particularly relevant in the context of pandemic recovery planning with limited Council resources.

## IMPACTS OF RECOMMENDATION

### Benefits

Strengthened

- mandate and greater joined up work for community health and wellbeing outcomes across Council and partners
- integrated planning
- monitoring and reporting with minimised duplication
- greater focus on key community projects and initiatives which tangibly improve health outcomes for the Whittlesea community.

### Potential negative impacts

- Inadequate alignment of the planning tasks
- Losing line of site or focus on community health and wellbeing outcomes when initiatives are captured as part of a larger strategic Plan.

## WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

An integrated approach to planning ensures pandemic recovery and health and wellbeing matters are considered through the Council Plan community consultation and engagement process scheduled to commence in the third quarter of the current financial year. Council will also engage with key external stakeholders to ensure relevant input and partnership opportunities are explored through the Health and Wellbeing Partnership Plan Governance Group.

Reflecting health and wellbeing priorities that arise from the planning process in the Council Plan will have the added benefits of strengthening accountability and integrated planning for health across Council departments. It will optimise efficient use of resources by ending the current duplication of monitoring and reporting processes, enabling a focus on implementation and delivering outcomes.

<sup>1</sup> *Environments for Health – Department of Health & Human Services (2001)*

<sup>2</sup> *Resilient Recovery Strategy – Emergency Management Victoria (2019) Resilient Recovery Strategy.*

In addition to our external partnership consultation group (the *Health & Wellbeing Partnership Plan 2017-2021 Steering Committee*), an internal working group will be established with representation from key enabling Departments to guide priority setting and strategic health actions and coordinate integration into the new Council Plan and associated community engagement.

**REPORT****INTRODUCTION**

The Public Health and Wellbeing Act 2008 provides councils the option to include public health and wellbeing matters in a Council Plan rather than develop a stand-alone municipal public health and wellbeing plan (MPHWP). The Council Plan 2013-2017 had an integrated MPHWP. Planning processes and timelines for the Council Plan 2017-2021 period did not align and provide the opportunity to continue with an integrated approach. External and internal evaluation provides a strong rationale for integration for the 2021-2025 period. An integrated approach would enable Council to meet MPHWP legislation requirements, related to addressing climate change, the health impacts of climate change, gender equality and preventing family violence in Council and MPHWP planning.

**BACKGROUND**

Local government is required to undertake municipal public health and wellbeing planning under the Public Health and Wellbeing Act 2008 (the Act).

The Municipal Public Health and Wellbeing Plan (MPHWP) is a strategic plan that sits alongside and integrates with the Council Plan and other local plans of community partners with an interest in community health and wellbeing.

A MPHWP outlines action to enable people living in the municipality to achieve maximum health and wellbeing. In line with section 26 of the Act the MPHWP must:

- *include an examination of data about health status and health determinants in the municipal district,*
- *identify goals and strategies based on evidence for creating a local community in which people can achieve maximum health,*
- *provide for involvement of people in the local community in the development, implementation and evaluation of the public health plan*
- *specify how the council will work in partnership with the Department of Health and other agencies undertaking public health initiatives, projects and programs to accomplish the goals identified in the public health plan*
- *be consistent with the Council Plan prepared under section 125 of the Local Government Act 1989; and the municipal strategic statement prepared under section 12A of the Planning and Environment Act 1987.*

Source: *Public Health and Wellbeing Act 2008, s.26*

Councils are required to produce the MPHWP within 12 months of the election of a Council. However, s. 27 of the Act includes a provision for councils to be exempt from a stand-alone MPHWP if they choose to include public health and wellbeing matters in their Council Plan. If a Council chooses to integrate their MPHWP with their Council Plan they must submit a draft to the Secretary of Health who will then either approve of the integration and grant an exemption from having a separate MPHWP or require a separate Plan.

Including public health and wellbeing matters in the Council Plan allows for an alternative way of considering and documenting the public health and wellbeing goals and strategies that arise from key planning processes.

The Act stipulates that in preparing a MPHWP Council must “have regard” to the state public health plan. Priorities of the Victorian public health and wellbeing plan 2019-2023 are:

- Tackling climate change and its impact on health;
- Reducing injury;
- Preventing all forms of violence;
- Increasing healthy eating;
- Decreasing the risk of drug resistant infections in the community;
- Increasing active living;
- Improving mental wellbeing;
- Improving sexual and reproductive health;
- Reducing tobacco-related harm; and
- Reducing harmful alcohol and drug use.

Whilst not specified as a Victorian public health and wellbeing plan 2019-2023 priority, responding to the COVID-19 pandemic will also continue to be a health priority of all levels of government.

The *Victorian public health and wellbeing outcomes framework* brings together a comprehensive set of indicators to assist in monitoring and reporting progress towards improvements in community health and wellbeing. The outcomes framework is closely aligned to the Whittlesea 2040 vision, and the *environments for health* approach reflect key domains which are within the remit and capacity of Local Government to influence.

<b>Domain 1: Victorians are healthy and well</b>	<b>Domain 2: Victorians are safe and secure</b>	<b>Domain 3: Victorians have the capabilities to participate</b>
<b>Outcome</b> Victorians have good physical health	<b>Outcome</b> Victorians live free from abuse and violence	<b>Outcome</b> Victorians participate in learning and education
<b>Indicators</b> Increase healthy start in life Reduce premature death Reduce preventable chronic diseases Increase self-rated health Decrease unintentional injury Increase oral health Increase sexual and reproductive health	<b>Indicators</b> Reduce prevalence and impact of abuse and neglect of children Reduce prevalence and impact of family violence Increase community safety	<b>Indicators</b> Decrease developmental vulnerability Increase educational attainment
<b>Outcome</b> Victorians have good mental health	<b>Outcome</b> Victorians have suitable and stable housing	<b>Outcome</b> Victorians participate in and contribute to the economy
<b>Indicators</b> Increase mental wellbeing Decrease suicide	<b>Indicator</b> Decrease homelessness	<b>Indicator</b> Increase labour market participation
<b>Outcome</b> Victorians act to protect and promote health	<b>Domain 4: Victorians are connected to culture and community</b>	<b>Domain 5: Victoria is liveable</b>
<b>Indicators</b> Increase healthy eating and active living Reduce overweight and obesity Reduce smoking Reduce harmful alcohol and drug use Increase immunisation	<b>Outcome</b> Victorians are socially engaged and live in inclusive communities	<b>Outcome</b> Victorians belong to resilient and liveable communities
	<b>Indicators</b> Increase connection to culture and communities Increase access to social support	<b>Indicators</b> Increase neighbourhood liveability Increase adaptation to the impacts of climate change
	<b>Outcome</b> Victorians can safely identify and connect with their culture and identity	<b>Outcome</b> Victorians have access to sustainable built and natural environments
	<b>Indicator</b> Increase tolerance of diversity	<b>Indicator</b> Increase environmental sustainability and quality

### Evidence: Council Plan integration vs stand-alone MPHWP

In 2013 the Department of Health and Human Services (DHHS) with support from the MAV developed a resource to assist councils to systematically consider the benefits and risks of integration compared with stand-alone MPHWP<sup>3</sup>. The resource highlighted three key benefits to including public health and wellbeing matters in a Council Plan:

1. **Strengthening the mandate:** *A single, high-level plan that can drive a focus on health and wellbeing across council – this brings the potential to strengthen the mandate for health and wellbeing action;*

<sup>3</sup> DHHS indicated in August 2020 an update on this advice will be released soon.



2. **Strengthening integrated planning:** *A single planning process that can align and coordinate planning and budgeting tasks – this has the potential to strengthen integrated planning and optimise planning resources; and*
3. **Strengthening monitoring and reporting:** *The health and wellbeing intentions of council are bound by the monitoring and reporting requirements of a council plan – this increases the likelihood of strengthening public accountability about council's health and wellbeing activities.*

The independent evaluation undertaken to inform the 2013 resource identified:

- All Councils who had integrated had a strong commitment to continue for the next planning round; and
- Integration created opportunities for a shift in health planner function, evolving from delivering health and wellbeing actions to influencing and advising departments delivering health and wellbeing outcomes through their core activities.

A Whittlesea evaluation completed in 2017 highlighted that the integrated approach for the 2013-2017 period had:

- added to the breadth of the stakeholder and community consultation;
- streamlined monitoring and reporting processes;
- fostered an understanding of the social determinants of health more widely across departments and in broader planning approaches; and
- noted that planning processes and timelines for the Council Plan 2017-2021 period did not provide the opportunity to continue with an integrated approach.

### **Priorities for the final year of the Health Plan**

Key Health and Wellbeing Partnership Plan priorities for the 2020/21 period have a strong alignment with action to address the impacts of the pandemic and support pandemic recovery including:

- Financial Vulnerability
- Gender equity and family violence prevention
- Employment feasibility study
- Integrating equity across Council planning and resource allocation processes
- Responding to emerging health, social and economic needs of the community as a result of the COVID-19 pandemic.

### **Public health and wellbeing planning process and timelines for 2021-25 period**

#### **Evidence to inform planning 2021-2025**

An integrated approach to the Council Plan incorporating pandemic recovery planning and public health planning will be strengthened by the rigorous scan of data required in municipal public health and wellbeing planning. The Health Planning team maintain and update a comprehensive evidence base to inform planning, including; quantitative and qualitative data about health status and health determinants in the municipality, reviews of literature and analysis of transferable practice models. This evidence is currently being integrated into the update of the *W2040: Background Paper* by consultants *SGS Economic and Planning*, which will form the basis of a strategic, evidence informed planning process for the 2021-2025 period.

**Community consultation and engagement 2021-2025**

An integrated consultation and engagement process for the Council Plan, MPHWP and Pandemic Recovery Plan is scheduled and will commence in the third quarter of the current financial year (January - April 2021) in line with the endorsed *Community Engagement Program 2021*.

**Planning and prioritisation 2021-2025**

The Public Health and Wellbeing Act requires Council to work in partnership with the Department of Health and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan. The *Health & Wellbeing Partnership Plan 2017-2021 Steering Committee*, which includes senior management representation from key local health and human service organisations<sup>4</sup>, provides an existing governance structure for consultation with subject matter experts and key partner organisations. An internal Health Working Group will also be established with representation from key departments.

**CONSULTATION**

Prior to the pandemic an integrated Council/Health Plan approach was identified as the most efficient and effective approach. Extensive deliberations have since been undertaken internally with key departments and external partners, and there is a support for integrated planning for the 2021-2025 period that will maximise outcomes and avoids duplication. Extensive evidence of the COVID-19 pandemic's impact on community and Council resources has reinforced the need for streamlined planning for the 2021-2025 period.

The 2021 Community Engagement Program, endorsed by Council recognises the outcomes from community engagement will inform Council's Council Plan, Community Recovery Plan and Municipal Public Health and Wellbeing Plan. These actions will be highly interdependent to achieve positive community outcomes.

**CRITICAL DATES**

Councils are required to produce the MPHWP within 12 months of the election of a Council election. The same timelines apply for Council where elections will not be required (October 2021). The integrated MPHWP and Council Plan 2021-2025 will align with the June 2021 timelines for the Council Plan.

Key Stages	Timelines
Social determinants of health data integrated into SGS Economics W2040 background report.	End January
Map key external partner organisation's current and emerging preventive health priorities, planning processes and timelines to maximise collective impact.	End of January
Establish internal Health Working Group with representation from key enabling departments	End of January
Population health data update and analysis (health status and social determinants of health indicators).	Mid-February

<sup>4</sup> Steering Committee representatives include: Director Community Wellbeing and Director Partnerships & Engagement, City of Whittlesea, Whittlesea Community Connections, DPV Health, Eastern Melbourne Primary Health Network, Northern Health, Department of Health (NE), Hume Whittlesea Primary Care Partnership, Women's Health In the North and other invited organisations as required.

Consultation with subject matter experts and key partner organisations through the <i>Health and Wellbeing Partnership Plan (HWPP) Steering Committee</i> <sup>5</sup> (to share evidence, refine priority setting criteria, explore alignment maximise collective impact).	Meetings December 2020 March 2021
Integrated community engagement and consultation Council Plan, Community Recovery Plan and Municipal Public Health and Wellbeing Plan in line with the endorsed <i>2021 Community Engagement Program</i> .	January-April 2021
Consultation with <i>Health and Wellbeing Partnership Plan (HWPP) Steering Committee</i> and internal Health Working Group to refine health and wellbeing goals and strategies and intended outcomes and indicators.	May 2021
Health and wellbeing goals and strategies integrated into 4-Year Council Plan	May 2021
4-Year Council Plan to Council briefing	7 June 2021
4-Year Council Plan presented to Council for endorsement	15 June 2021
Council apply to the Secretary of the Department of Health to seek an exemption to the requirement for a stand-alone Municipal Public Health Plan	16 June 2021

### Proposed health and wellbeing directions (2021-2025)

Preliminary assessment has identified priority health and wellbeing directions which respond to current and emerging COVID-19 related challenges and opportunities:

- Reducing discrimination and promoting social inclusion, particularly those exacerbated by the pandemic.
- Promoting gender equity and preventing gender-based violence, including working with the Victorian Government on responses to recent Coroner Court findings (Whittlesea Suicide Prevention Project).
- Support for rollout-of COVID-19 vaccination program.
- To increase community members' access to natural environments as well as Whittlesea's agricultural assets and heritage (through initiatives such as green prescriptions, community farm and food collective projects, bush kindergarten programs, community led Aboriginal and Torres Strait Islander and Traditional Owner health and wellbeing programs, etc).
- Ensure our major community infrastructure investments maximises health and wellbeing benefits and outcomes; is available and accessible to the widest possible set of cohorts within our community (now and for future generations); and where feasible is proximate to sustainable transport infrastructure and within mixed use precincts and so that our residents increasingly have active transport choices in decades to come. This is part of our response to climate change, greater population health and building future sustainability, equity and choices into the fabric of our cities. For example, we want it to be easy for young people, older people and other community members without access to a private vehicle to get to a pool and other leisure/community facilities on their own steam. This is more effectively realised by locating major community facilities within town centres and in immediate proximity to major public transport infrastructure. Many of the City of Whittlesea's major community facilities are currently car dependent.

<sup>5</sup> The HWPP Steering Committee involve senior internal and external stakeholders; Director Community Wellbeing and Director Partnerships & Engagement, City of Whittlesea, Whittlesea Community Connections, DPV Health, Eastern Melbourne Primary Health Network, Northern Health, Department of Health (NE), Hume Whittlesea Primary Care Partnership, Women's Health In the North and other invited organisations as required.

- Working locally: Reducing barriers to access to local and flexible employment and maximising employment pathways. This approach is underpinned by the evidence that unemployment contributes to poor mental health and social isolation (i.e. We don't get well so we can go to work. We go to work to stay well).
- Tackling climate change and its impact on health, with a focus on the most vulnerable groups and precincts.
- Measures to reduce the number of hours Whittlesea residents spend commuting to work (currently between 2 and 3 hours), especially those which build on shifts and changes to working patterns and commutes from the pandemic.

Refer Attachment 2. Emerging health and wellbeing directions (2021-2025)

These health and wellbeing directions and emerging insights will be explored through the consultation and engagement and planning process. A rigorous priority setting criteria which considers; evidence, efficacy, feasibility, readiness, resources, organisational capacity partnership opportunities and policy alignment will be used to determine suitability for inclusion.

## **FINANCIAL IMPLICATIONS**

There are no financial implications of an integrated Council Plan/ MPHWP approach to planning, implementation, monitoring and reporting.

It is anticipated there will be positive financial and quality assurance implications in terms of reduced duplication of monitoring and reporting.

## **POLICY STRATEGY AND LEGISLATION**

### **Whittlesea 2040: A Place for all**

The long-term vision for the City of Whittlesea which guides all of Council's work and future partnerships with the community and others.

### **The Victorian Public Health and Wellbeing Plan 2019–2023**

The overarching policy framework for improving public health and wellbeing in Victoria.

### **Public Health and Wellbeing Act 2008**

- Section 26 (2) of the Act requires councils to specify (in their municipal public health and wellbeing plan) measures to prevent family violence and respond to the needs of victims of family violence in the local community State Health and Wellbeing
- Section 26(3) of the Act requires councils to have regard to the State public health and wellbeing plan in developing their municipal public health and wellbeing plan.

### **Gender Equality Act 2020**

- Requires councils employing 50 or more staff to undertake a Gender Impact Assessment when developing or reviewing any policy, program or service that has a direct and significant impact on the public.

### **Climate Change Act 2017**

- Section 17 of the Act requires councils to have regard to climate change in preparation of their municipal public health and wellbeing plans

**LINK TO STRATEGIC RISKS**

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

This integrated approach will ensure legislative compliance and there are legislated inclusions for a MPHWP in the Council plan under the Public Health and Wellbeing Act.

**LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

<b>Goal</b>	<b>Connected community</b>
<b>Key Direction</b>	<b>A healthy and safe community</b>

The development of the MPHWP provides a strategic evidence-based approach to ensuring Council maximises health and wellbeing outcomes in the local community.

The MPHWP is informed by an Environments for Health approach and has outcomes across all W2040 goals.

**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's 2019/20 progress report (Attachment 1) for the HWPP 2017-2021 highlights how the COVID-19 pandemic has informed Council's public health responses over this period.

An integrated planning approach will maximise community outcomes and avoid duplication of effort in monitoring and reporting.

There is a strong alignment between the *Environments for Health* approach which guides municipal public health planning, and W2040 goals.

The pandemic has exacerbated key social and economic determinants of health. Pandemic recovery will require an alignment with Whittlesea 2040 goals and a focus on the social and economic determinants of community health and wellbeing. Disaster recovery environments links closely to W2040 and the Environment for Health's framework.

Strengthening integrated planning and maximising community outcomes is particularly relevant in the context of pandemic recovery planning with limited Council resources.

**RECOMMENDATION**

THAT Council resolve to:

1. Endorse the proposal to integrate the processes for community consultation and engagement, planning, implementation, monitoring, evaluation and reporting of the Municipal Public Health & Wellbeing Plan 2021-2025 into the processes for development of the Council Plan 2021-2025.
2. Apply to the Secretary of the Department of Health and Human Services to seek an exemption to the requirement for a stand-alone Municipal Public Health Plan, and include in this correspondence the draft Council Plan and its' associated Public Health and Wellbeing Act 2008 commitments.
3. Note the 2019/20 progress report for the Health and Wellbeing Partnership Plan 2017-2021 (Attachment 1).

**COUNCIL RESOLUTION**

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

THAT Council resolve to adopt the Recommendation.

**CARRIED**

Attachment 1.

## Health & Wellbeing Partnership Plan 2017-21 Annual Progress Update October 2020

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### EXECUTIVE SUMMARY

This report provides an overview of progress on the *Health and Wellbeing Partnership Plan 2017-2021* October 2019 - October 2020 and key priorities for focus for the final year of the plan.

#### Key priorities and highlights include:

- 1.1 Progress towards an Aboriginal Gathering Place
- 1.2 Evaluation of the Anti-Racism Strategy 2015-2019
- 2.1-2.5 Active transport initiatives
- 2.6 Development of the Affordable Housing Strategy and Sleeping Rough Protocol
- 3.2 Development of the Financial Vulnerability Advocacy and Action Plan
- 3.6 Delivery of the Gender Equity and Employment Forum and Development of the Gender Equity and Employment Action Plan
- 6.1 Implementation of the first year of the Equal and Safe strategy and establishment of local Family Violence strategic and practitioner networks
- 7.1 The Aboriginal Health and Wellbeing Network (AHWN) and Aboriginal Resilience packs delivered during COVID-19
- 7.3 Youth engagement in innovative alcohol harm prevention projects
- 7.4 The Crossroads to Wellbeing Suicide Prevention partnership
- 9.3 The Whittlesea Community Farm and Food Collective and the emergency relief coordination efforts through the pandemic
- 10.1 Action to strengthen equity considerations in planning across directorates

#### Priorities for focus in the final year of the HWPP

The report highlights areas for strengthened focus such as the *Connecting Communities in Parks* initiative and scoping to address underemployment and unemployment which has been exacerbated by the pandemic. The report also points to important strategic work which has recently commenced including the development of the City of Whittlesea:

- Greening Whittlesea Strategy, and the
- Climate Change Strategy

This work will be critical to addressing current and future health impacts of climate change.

A key priority in the final year of the HWPP 2020-2021 will be data collection to inform the HWPP evaluation and identification of public health priorities for the 2021-25 period which will also reflect:

- the social, health and economic impact of the COVID-19 pandemic,
- legislative requirements of the Public Health and Wellbeing Act 2008, the Climate Change Act 2017, and
- alignment with the *Victorian Public Health and Wellbeing Plan 2019-2023*
- alignment with *Whittlesea 2040*.

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Attachment 1.

**BACKGROUND**

There is a legislative requirement under the Public Health and Wellbeing Act that Council develop and adopt a Municipal Public Health Plan within 12 months of the election of a new Council. The *Health & Wellbeing Partnership Plan 2017-2021* (HWPP) was endorsed by Council on 31 October 2017. The HWPP provided a roadmap to guide integrated planning for health and wellbeing across the City of Whittlesea for four years. The HWPP reflects work across Council departments and external partner organisations where there is alignment in outcomes sought.

**POLICY ALIGNMENT AND LEGISLATION**

The HWPP is aligned to *Whittlesea 2040: A place for All* the long-term vision for the City of Whittlesea which guides all of Council's work and future partnerships with the community and others. The HWPP also responds to;

- the *Victorian Public Health and Wellbeing Act 2008* requirement that Municipal Public Health and Wellbeing Plans have regard to the *Victorian Public Health and Wellbeing Plan*.
- recommendation 94 of the *Royal Commission into Family Violence report* to reduce family violence and respond to the needs of victims. The *Equal and Safe Strategy (2019)* confirms Council's commitment detailed in annual action plans.

Local government is also identified in the *Climate Change Act 2017* as a decision-maker that must consider climate change when preparing a Municipal Public Health and Wellbeing Plan (MPHWP). Tackling climate change and its impacts on health is also a focus area of the *Victorian public health and wellbeing plan 2019–2023*.



## Attachment 1. Health and Wellbeing Partnership Plan 2017-2021: Progress update 2019/20

### HWPP Focus Area 1: *Create safe and welcoming community environments* W2040 GOAL Connected Community

Actions:	Progress and next steps:
<b>1.1 Undertake feasibility study regarding the establishment of an Aboriginal Gathering Place.</b>	The <i>Gathering Place Business Case - Community Vision</i> and <i>Investment Logic Map</i> were completed in 2019. Progress since has included: <ul style="list-style-type: none"> <li>Leadership and Governance Training for the Aboriginal Gathering Place Governance Group</li> <li>Identification of new potential sites for the Gathering Place</li> <li>Meeting with the Aboriginal Gathering Place Governance Group to seek advice on the potential sites and any transitional options and collecting examples of other Gathering places from across Australia to benchmark against.</li> <li>A presentation to Council outlining key dates, decision milestones and resources.</li> </ul>
<b>1.2 Implement Building Respect: Whittlesea's Anti-Racism Strategy 2015-2019.</b>	Building Respect: <i>Whittlesea's Anti-Racism Strategy 2015-2019</i> Evaluation Report was completed September 2020. The report highlights: <ul style="list-style-type: none"> <li>Whilst rates of discrimination (witnessed and experienced) are on the rise nationally, they appear to be declining within the municipality overall.</li> <li>Data from the <i>Community Attitudes and Liveability Survey (2018)</i>, demonstrates racism continues to be an ongoing problem within parts of the municipality and in organisational settings.</li> </ul>

### Focus Area 2: *Support safe sustainable travel* W2040 Goal: Liveable Neighbourhoods

Actions:	Progress and next steps:
<b>2.1 Missing Links Project</b>	The award winning <i>Missing Links</i> Project EfHIA <sup>1</sup> highlighted issues with out-of-sequence development creating many path connection issues and significant safety risks contributing to the high car dependency and low rates of walking and active travel for local residents. The assessment highlighted that while all members of a community can benefit from well-designed pedestrian infrastructure, such facilities can provide greater benefits to vulnerable groups including children, youth, stay at home parents, elderly, people with low incomes, and people with disabilities.
<b>2.2 Active Travel infrastructure investment</b>	Active travel infrastructure (eg walking paths, missing links) <b>2019/20 \$2,378,000</b> <b>2020/21 \$5,050,000.00</b>
<b>2.3 Implement Road Safety Strategy initiatives</b>	<ul style="list-style-type: none"> <li>VicRoads funding received for <i>Safe to School Mobile phone</i> project and <i>Roadside Banners</i> Project has been rolled over to 2020/21</li> <li>Local Area Traffic Management Streetscape Improvement Plan - consultation to be undertaken 2020/21</li> </ul>

<sup>1</sup> **Equity-focused Health Impact Assessment (EFHIA)** seeks to put concern about equity and the reduction of inequalities in health on the planning agenda by identifying and determining the possible impacts of a plan on different population groups. It also provides a way for incorporating evidence about inequalities and the consequences of inequity into decision-making processes

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<b>2.4 Implement Bicycle Plan 2016-2020</b>	Participation in key Bicycle plan and Active Travel initiatives during this period have been impacted by COVID-19: <ul style="list-style-type: none"> <li>• <i>Ride to school</i> promotion to local schools</li> <li>• VicHealth funded <i>Walk to School</i> activities</li> <li>• School Active Travel Network and Cycling Network</li> </ul>
<b>2.5 Implement Active Travel</b>	
<b>2.6 Update the City of Whittlesea Social and Affordable Housing Strategy 2012-2016</b>	The <i>Affordable Housing Policy, Strategy and Action Plan</i> has been updated ( <i>scheduled for Council early 2021</i> ). Relevant actions during this period includes: <ul style="list-style-type: none"> <li>• Development of the <i>City of Whittlesea Sleeping Rough Protocol</i></li> <li>• The <i>Social Housing Investment Project</i> (SHIP) regional partnership with Mitchell Shire and City of Hume</li> <li>• The formation of the <i>Whittlesea Housing and Homelessness Working Group</i> (WHHAG).</li> <li>• Rooming houses have been identified as priority settings in relation to COVID-19. A Housing Support and Policy Officer with a focus on Rooming Houses (fixed term 6 months) has been recruited to develop referral pathways and internal processes.</li> </ul>

### Focus Area 3 Increase employment and financial wellbeing W2040 Goal: Strong Local Economy

<b>Actions:</b>	<b>Progress measures:</b>
<b>3.1 Action to prevent harm from gambling products and activities</b>	Key action during this period included: <ul style="list-style-type: none"> <li>• <i>Young People and gambling: A review of knowledge and evidence to inform policy and program development in the City of Whittlesea</i> Report completed.</li> <li>• Funding from Victorian Responsible Gambling Foundation (VRGF) Prevention Partnerships Program for <i>Whittlesea Youth Gambling Harm Project</i>. This co- design project is being implemented across 20/21 and 21/22 financial years.</li> </ul>
<b>3.2 Monitor and disseminate data that illustrates how financial vulnerability is experienced in the municipality and the impacts on social and health outcomes</b> <b>3.4 Promote access to financial support programs</b>	The <i>Money Matters</i> evidence resource was developed and informed a Major Initiative in the Council Action Plan 2019-20 for development of a <i>Financial Vulnerability Advocacy and Action Plan</i> . The plan identifies a range of actions that respond to financial vulnerability across multiple levels including individual, community, organisational and societal. Together, these actions contribute to an overarching goal; <i>Whittlesea residents experience financial wellbeing, they can meet financial commitments, have the resources to enjoy life and the ability to cope with unexpected financial shocks</i> . Enhancing access to local employment was identified as a priority for in the plan. <b>Employment Feasibility Study: rationale</b> Opportunities for access to local employment may limit, financial security, career progression and increase commute times and congestion for residents. Growth areas have 58% of the population growth but only 34% of the current jobs in metropolitan Melbourne. They also have a smaller share of higher skilled jobs than the metropolitan average and longer distances to access higher skilled/income jobs. A high proportion (70%) of the Whittlesea workforce leave the area each day for work, many commuting between 2 and 3 hours per day. The COVID-19 pandemic has contributed to unemployment and underemployment. It has also accelerated change and compelled employers and employees to adopt a flexible approach to work location, spread of hours. This presents new opportunities and challenges.

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<b>3.6 Explore partnerships with local governments in growth corridors to increase understanding and awareness of the barriers and trends related to women's employment in outer suburban locations.</b>	<p>The <i>Gender Equity in Employment Project</i> was a key component of the Council Action Plan 2019-20 Major Initiative: <i>Improving community safety and preventing violence against women</i>. The project was funded in 2018 through the State Government <i>Free from Violence: Local Government Preventing Violence Against Women Grants</i>. Comprehensive data mapping demonstrates the spatial separation of centralised skilled employment opportunities and outer residential growth areas limits career opportunities and economic security for local women and their families and opportunities for fathers to have an active role in parenting. Social and economic structures that promote gender equity and support women's economic independence are "protective" against violence against women.</p> <p>Key project components included; analysis and mapping of employment data, focus groups and interviews with residents and production of short films highlighting local women's stories and a Forum <i>Work and Life: How do we build gender equity in outer growth suburbs?</i> The <i>Gender Equity &amp; Employment Action Plan</i> has been developed to progress action on project recommendations</p>
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### Focus Area 4 Facilitate access to green open space across the lifecourse W2040 Goals: Sustainable environment & Connected Community

Actions:	Progress and next steps:
<b>4.1 Develop a communications plan that outlines the positive physical and mental health benefits of engaging with nature and promotes local opportunities including walking paths maps, reserves and programs.</b>	<p><i>Vitamin Green Information resource</i> developed to inform planning The resource was extensively cited in the <i>City of Whittlesea submission to the Inquiry into Environmental Infrastructure for Growing Populations</i> City of Whittlesea Submission</p> <p>A major initiative for 2019/20 <i>Connected Communities in Parks</i> was approved but deferred to 2020/21. <i>Connected Communities in Parks</i> aims to increase perceptions of safety and use of public open space - using a multi-disciplinary approach. A cross directorate working group has been established to drive the initiative.</p>
<b>4.2 Explore partnerships and models relevant to the local context, to identify opportunities for action, across the life course.</b>	<p>Progress on development of a "green prescription" model in partnership with Eastern Melbourne PHN and DPV Health is currently on hold. It is anticipated it will be explored in 2021 to link with later phases of <i>Connected Communities in Parks</i>.</p>
<b>4.3 Provide environmental education and conservation programs, and support community led initiatives, to</b>	<p>The strengthened focus on nature play and environmental education events and programs has continued with positive outcomes and reach prior to Covid-19.</p>

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facilitate access to green open space.	
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### Focus Area 5 *Facilitate access to active recreation opportunities* W2040 Goal: Connected Community

Actions:	Progress and next steps:
<b>5.1 Implement Active Whittlesea to enhance the range, provision (inclusive and equitable), and effectiveness of active recreation programs, services and facilities.</b>	<p><b>A range of programs have been develop to reach underrepresented groups eg:</b></p> <ul style="list-style-type: none"> <li>- Grant funding for This Girl Can campaign (\$15K) and Women's only swim night at TRAC for CALD women (\$10K)</li> <li>- Council partnered with DPV to increase the funding offered for the Female Inclusion in Sport Grant.</li> <li>- Worked with local sports clubs to reach underrepresented groups and offer flexible active participation initiatives</li> </ul> <p><b>Infrastructure</b> Completed construction works at seven sport and community pavilions</p>
<b>5.2 Develop funding proposal for the development of a regional accessible playground in the municipality.</b>	The final design of the park focuses on facilitating inclusive play for all members of the community regardless of their age or ability. Construction on the final stage of the play space has commenced and is due for completion before the end of 2021.
<b>5.3 Support the promotion of positive and inclusive messages, to increase participation in active recreation, with a focus on girls and women of all ages.</b>	This <i>Girl Can Campaign</i> engaged 54 local women and created individual posters for display that encouraged women and girls of all demographics and abilities to get active. These were displayed in high traffic areas such as CAC's, Leisure Centres, Northern Health and DPV sites, the Westfield Smart Screen and bus shelters throughout the municipality. Plenty Valley FM and 3KND ran audio ads. Messaging campaign during 19 days of action for the elimination of violence stencilled local sportsgrounds and TRAC with <i>RESPECT WOMEN</i> branding and posters displayed in pavilions. Social media and hard copy info graphics circulated to sports clubs. Planned activities eg This Girl Can program of activities and Gender Equity Coaching and Leadership seminar were postponed due to COVID-19.

### Focus Area 6 *Implement initiatives that address community safety, emergency management and violence against women and their children* W2040 Goal: Connected Community

Actions:	Progress and next steps:
<b>6.1 Revise and update Council's Family Violence Strategy to ensure it addresses the intersection</b>	<p>The <a href="#">Equal &amp; Safe Strategy</a> was adopted by Council in June 2019 to progress Councils' work in preventing violence against women and improving gender equality. It builds on the work of two previous strategies <i>Safe in Our Homes, Safe in Our Community (2016-2019)</i> and the <i>Gender Equity Strategy (2016)</i>.</p> <p>Key highlights in the first year of implementation include:</p>



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of factors such as Aboriginality, race, sexual identity, age and ability that compounds and exacerbate experiences of violence.	<ul style="list-style-type: none"> <li>The Workforce Gender Equality Survey conducted in 2019 provides baseline data on attitudes and experiences of employees and informed the development of actions in the 2020-21 action plan.</li> <li>Policy developed for the Epping Animal Welfare Facility to provide accommodation and care of pets of people impacted by family violence.</li> <li>Leisure and Community Facilities Department now collect a gender breakdown of participation in sporting clubs</li> <li>Aboriginal governance and leadership program and over 60% of participants were women.</li> </ul> <p><b>2020-21 priorities:</b></p> <ul style="list-style-type: none"> <li>Preparing the organisation for compliance with the Gender Equality Act.</li> <li>Deliver 'Identifying and responding to family violence' training to staff in community-facing roles and training to staff working with women experiencing family violence on culturally safe, culturally aware and responsive practice.</li> <li>Consult with women and girls on upgrades to shared paths and lighting to better understand the gendered differences in perceptions of safety, usage and needs.</li> </ul>
<b>6.2 Implement Community Safety and Crime Prevention Strategy (2016-2020).</b>	<p>The development of a Community Safety Indicators Framework was a Council Action Plan 2019-2020. The Health Planning Team developed the Framework in 2019 to assist community safety and crime prevention planning and prioritisation across the organisation.</p> <p>The indicators chosen for the Framework are categorised in three ways:</p> <ol style="list-style-type: none"> <li>1. Crime indicators <i>key criminal offences</i></li> <li>2. Community safety indicators <i>factors that influence community perceptions and feelings of safety in the public realm</i></li> <li>3. Protective and risk factor indicators <i>factors that influence engagement in crime or offending behaviours</i></li> </ol>
<b>6.3 Investigate partnerships and funding options for the mapping heat vulnerability project.</b>	<p><i>Cool it Whittlesea</i> mapping was completed and is informing key Council strategies which will be critical for future health outcomes: <i>Greening Whittlesea Strategy</i>, and the <i>Climate Change Strategy</i> which are currently in development.</p>
<b>6.7 Support for responsible management and regulation of alcohol in the Municipality through implementation of Council's Alcohol Harm Prevention Policy.</b>	<p>In October 2019 key Council departments participated in the Australian Drug Foundation -Local Government Prevention Capacity and Infrastructure (PCI) Survey which measured prevention and readiness for the implementation of sustainable ATOD prevention work. ADF researchers analysed data from across Council departments and identified areas for action:</p> <ol style="list-style-type: none"> <li>1. <b><u>Demand reduction</u></b> activities such as community-based prevention;</li> <li>2. <b><u>Supply, control and planning issues</u></b></li> </ol> <p>Liquor licensing matters, Council Events, Alcohol Policy in Council Facilities and Sports Clubs, Tobacco regulation. Clauses in Council facilities for hire agreements have been updated in compliance with Preventing Alcohol Related Harm Policy. An audit of signage at Council facilities and recreation reserves is scheduled for March 2021.</p>

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<b>6.8 Review and update Council's Tobacco Strategy.</b>	Replacement and renewal of tobacco signage at selected Council facilities and recreation reserves is scheduled for March 2021 to ensure compliance with Tobacco Act
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### Focus Area 7: *Implement responsive prevention approaches* W2040 Goal: Connected Community

<b>Actions:</b>	<b>Progress and next steps:</b>
<b>7.1 Convene the Aboriginal Health and Wellbeing Network (AHWN) and partner with organisations to deliver responsive approaches to strengthen Aboriginal Health and Wellbeing</b>	<p>The Aboriginal Health and Wellbeing Network has continued to have active representation from across local community health and human sector organisations. Key areas for focus, action and advocacy in the past year have included:</p> <ul style="list-style-type: none"> <li>• Cultural safety in mainstream organisations and services for Aboriginal clients and staff,</li> <li>• The need for an Aboriginal Health Profile and funding for an Integrated Service Planning for Aboriginal Communities in the North of EMPHN Catchment.</li> </ul> <p>The AHWN was also active in initial Covid-19 response planning prior to the establishment of the Northern Metro Aboriginal COVID Response Network DHHS Aboriginal COVID. The AHWN supported coordination of <i>the Aboriginal Resilience Project and distribution of 150 "distraction packs"</i> to elders and families to support resilience and maintain connection to culture. via Youth Services, MCH, First Peoples, VAHS, Bubup Wilam, Elders Strong and Deadly and Northern Hospital</p>
<b>7.2 Collaborate with RMIT and other stakeholders to explore the development and delivery of a men's health and resilience program.</b>	<p>The Western Bulldogs Community Foundation (WBCF) Sons of the West program was successfully piloted in 2018 and a 10-week program was run in 2019 as part of the EMPHN Place Based Suicide Prevention Trial in City of Whittlesea with in-kind support from Council and DPV Health. Evaluation undertaken by Victoria University demonstrated positive outcomes. An 8-week program was delivered online in 2020 due to the pandemic and participation was less than half previous years. Planning for future delivery is underway including investigation of co-funding and in-kind commitment from partner organisations.</p>
<b>7.3 Implement the Youth Alcohol Culture project (VicHealth funded) exploring attitudes and consumption with young people.</b>	<p><i>Youth Action of Risky Drinking (YARD)</i> Project was successfully completed and acquitted in 2019. The primary objective of YARD was to reduce risky drinking among young people in Whittlesea by creating and sharing conversation about the positive ways friendship and shared experiences protects from risky drinking. The YARD project was a Finalist in VicHealth Awards November 2019. The project was also chosen as one of the exemplar projects in the Alcohol Cultures Guide: taking action on risky drinking cultures developed for health promotion practitioners, local government policy makers and community organisations.</p>
<b>7.4 Support the development and implementation of the Whittlesea Suicide Prevention Project.</b>	<p>Council continues to be an active partner in the Eastern Melbourne Primary Health Network (EMPHN) Place Based Suicide Prevention Initiative. Key areas for joint focus continue to be the:</p> <ul style="list-style-type: none"> <li>• SOWIN Program (refer 7.2),</li> <li>• Suicides within South Asian communities, and</li> <li>• Youth suicide post-vention communication protocol for the NE part of the EMPHN catchment</li> </ul>

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	<p><b><i>Suicides within South Asian communities</i></b></p> <p><i>The Crossroad Working Group</i> was convened in December 2018 in response to an emerging concern around a potential suicide cluster of people from South Asian (CALD) backgrounds, as identified by stakeholders in the City of Whittlesea service system. The working group includes representatives from EMPHN, City of Whittlesea, Victoria Police, Brotherhood of St Laurence, DPV Health, Whittlesea Community Connections (WCC) Legal Service, IndianCare and the Australasian Centre for Human Rights &amp; Health family violence specialist services including Orange Door NE and InTouch.</p> <p>WCC applied to the Coroners Court of Victoria for an investigation into the suicides and recommendations to prevent similar deaths. Key members of the <i>Crossroad WG</i> including Council Health Planning and Maternal &amp; Child Health Team representatives attended a meeting with the Coroner in July 2019. Findings from the report by the Coroner September 2020, acknowledged there was an "elevated frequency of suicides". Recommendations directed to the Secretary of DHHS <i>With the aim of promoting public health and safety and preventing like deaths, I recommend that the Secretary of the Department of Health and Human Services review current services that support the health and wellbeing of South Asian women in the City of Whittlesea, and consult with relevant service providers and other stakeholders, to identify opportunities to improve South Asian women's access to and engagement with such services.</i></p> <p>EMPHN prepared a social media campaign to support the South Asian community when findings were handed down by the Coroner. Facebook and Instagram posts developed were developed in consultation with partners working directly with the communities.</p> <p>Ongoing advocacy has been undertaken by Crossroads WG organisations to facilitate meetings with DHHS representatives and Ministers to progress action on the Coroner's recommendations.</p>
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### Focus Area 8 *Improve reach of screening and early intervention programs.* **W2040 Goal:** Connected Community

No actions for 2019/20 period

Actions:	Progress and next steps:
<b>8.3 Increase vaccination and immunisation coverage for key target groups</b>	<p>The School Based Vaccination Program took place on campus for some schools and off campus when schools were closed. Sessions were posted on Social Media encouraging parents to make an appointment for their child. To date, 78% of Year 7 students have received their course of HPV. Mop-up will continue into 2021.</p> <p>The Hume/Whittlesea Refugee team continued to refer clients to GP's and Whittlesea Council sessions for catch-up. To date 5,792 refugees have been referred to the project, and 3,372 have completed catch-up.</p> <p>The Mobile Influenza Project funded by the Eastern Melbourne PHN was completed in October 2020 with a total of 1,017 flu vaccinations administered to the most vulnerable people in the Whittlesea community.</p>

## Attachment 1. Health and Wellbeing Partnership Plan 2017-2021: Progress update 2019/20

*Focus area 9: Enhance access to healthy and affordable food, and promote water as drink of choice*

**W2040 Goal: Connected Community**

Actions:	Progress and next steps:
<b>9.1 Promote water as drink of choice and maximise access to water refill stations in community settings, open space and through provision in activity centre design guidelines.</b>	Water refill stations are now included in functional briefs prepared for community facilities. Mapping and consultation have identified priority locations for installation of additional drinking fountains in parks and open space. Plumbing throughout the shared trail system is however cost prohibitive. Parks and Open space are continuing to work on delivery of links to water fountains and toilet stop points along shared trail routes through connecting paths and wayfinding signage.
<b>9.2 Undertake scoping to inform the development of a local Food Security Policy and Partnership Plan that outlines Council and other stakeholders' role in relation to food access, supply and use.</b>	To avoid duplication, a strategic approach to addressing upstream determinants of food insecurity, informed by the food security scoping and evidence review, has been integrated into the Financial Vulnerability Advocacy and Action Plan (Refer Action 3.2).
<b>9.3 In partnership the Whittlesea Emergency Relief Network support scoping and advocacy for the establishment of a local Food Redistribution Hub and food literacy.</b>	Whittlesea Community Connections continue to make good progress with the Whittlesea Community Farm and Food Collective. The Food Collective has been busy with the <i>COVID</i> relief effort providing food for more than 10,000 people since April 2020, with strong support from the community and City of Whittlesea. In July 2020 DELWP provided an infrastructure grant of \$1.5 million to progress the development of the Community Farm. WCC are currently investigating the most appropriate activities (the site is likely to have an orchard, in ground horticulture, shaded horticulture, an indigenous plant nursery, conservation projects, grazing and apiary), doing the detailed site design and planning permit application and will commence construction early in 2021. WCC are establishing a Farm Community Advisory Group.
<b>9.4 Support local partnerships to increase access to healthy, affordable fresh fruit and vegetables.</b>	
<b>9.5 Work with key stakeholders to promote healthy food and drink choices in early childhood settings, schools and workplaces by linking in with the Healthy Eating and Advisory Service (HEAS).</b>	DPV Health, Health Promotion Team have taken over the liaison with the HEAS to coordinate and promote education and training for early childhood providers and schools. Activities will continue to be promoted through the City of Whittlesea training and education program.



## Attachment 1. Health and Wellbeing Partnership Plan 2017-2021: Progress update 2019/20

**Focus Area 10 Strengthen equity approach to planning W2040 alignment:** *Making it happen - promote equity, access and inclusion, address systemic disadvantage and ensure the distribution of resources delivers equitable outcomes*

Actions:	Progress measures and next steps:
<b>10.1 Develop a policy and framework to strengthen transparency, inclusiveness and equity in the distribution of Council's resources.</b>	<p>The HWPP 2017-21 approach emphasised evidence informed planning to increase equitable access to the social, economic, built and natural environments which enhance health and wellbeing outcomes in the City of Whittlesea.</p> <p>Action to ensure integration of equity consideration into planning and decision making across Council departments during the 2019/20 period include:</p> <ul style="list-style-type: none"> <li>• Development of equity prompts and support in CAMMS (the new integrated project management, planning and reporting application)</li> <li>• A retrospective Equity focussed Health Impact Assessment (EfHIA) of the upgrade of Main St Pavilion.</li> </ul> <p>Action proposed for 2020/21 includes:</p> <ul style="list-style-type: none"> <li>• Formalise <i>Integration of equity into council planning processes (as a Corporate Plan 2020/21 Initiative)</i></li> <li>• To commence a prospective EfHIA on the Greening Whittlesea Strategy to ensure benefits reach vulnerable groups and priority locations in the community.</li> </ul>



## Attachment 2. City of Whittlesea: Health and Wellbeing Partnership Plan 2017-2021: Outstanding Actions

Progress indicator		
Achieved		
Not 100% achieved		
<b>Focus Area 1: Create safe and welcoming community environments W2040 GOAL Connected Community</b>		
Actions:	Comments on outstanding action	Progress
<b>1.1 Ensure that future Strategic or Capital Works projects contribute to the creation of safe, connected, liveable and community focused environments.</b>	From 2019/20 this has been reported through the Council Action Plan: Major Initiatives process to avoid duplication.	
<b>1.2 Undertake feasibility study regarding the establishment of an Aboriginal Gathering Place.</b>	This was scheduled for completion in 2018. The <i>Gathering Place Business Case - Community Vision</i> and <i>Investment Logic Map</i> were completed in 2019. A need for further work to build the business case has been identified.	
<b>1.3 Ensure Councils services, facilities, events and communications reflect Council's commitment to inclusion and diversity:</b> <ul style="list-style-type: none"> <li>Increased use of positive images/messages on aging and older people in Council communication</li> <li>Work with Whittlesea Reconciliation Group to showcase and celebrate local Aboriginal culture and foster reconciliation</li> <li>Rainbow Tick accreditation recognising Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) inclusive practice achieved in Council Youth Services 2019.</li> <li>Undertake benchmarking and evidence review to inform Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) inclusion:               <ol style="list-style-type: none"> <li>HR practices</li> <li>Services</li> <li>Community attitudes</li> </ol> </li> </ul>		
<b>1.4 Undertake a Community Disability survey to gather baseline data on community attitudes.</b>	Not achieved (Accessible housing survey deemed a higher priority for consultation)	
<b>1.5 Implement <i>Building Respect: Whittlesea's Anti-Racism Strategy 2015-2019</i>.</b>		
<b>Focus Area 2: Support safe sustainable travel</b>		
Actions:	Comments on outstanding actions:	Progress
<b>2.1 Undertake scoping to inform and strengthen local Active Travel approaches.</b>		
<b>2.2 Implement the Road Safety Strategy 2017.</b>		
<b>2.3 Implement the Bicycle Plan 2016-2020.</b>		

## Attachment 2. City of Whittlesea: Health and Wellbeing Partnership Plan 2017-2021: Outstanding Actions

2.4 Implement the Community Transport Policy 2017.	Not 100% achieved. Further needs assessment and advocacy may be required	
<b>Focus Area 3</b> <i>Increase employment and financial wellbeing</i> <b>W2040 Goal:</b> Strong Local Economy		
<b>Actions:</b>	<b>Comments on outstanding actions</b>	<b>Progress</b>
3.1 Update the City of Whittlesea Social and Affordable Housing Strategy 2012-2016.		
3.2 Advocate for gambling that prevent harm from gambling products and activities such as poker machines, on-line and sports betting.		
3.3 Monitor and disseminate data that illustrates how financial vulnerability is experienced in the municipality and the impacts on health and social outcomes.		
3.4 Promote access to financial support programs.		
3.5 Strengthen, coordinate and promote work experience and student placement programs across Council and health sector partner organisations to maximise employment pathways, with a focus on local young people.		
3.6 Explore partnerships with local governments in growth corridors to increase understanding and awareness of the barriers and trends related to women's employment in outer suburban locations.		
3.7 Implement the Economic Development Strategy: Growing our economy together 2017-2021.	Further work required (CAP: Major Initiative submission)	
<b>Focus Area 4</b> <i>Facilitate access to green open space across the lifecourse</i> <b>W2040 Goals:</b> Sustainable environment & Connected Community		
<b>Actions:</b>		<b>Timelines:</b>
4.1 Develop a communications plan that outlines the positive physical and mental health benefits of engaging with nature and promotes local opportunities including walking paths maps, reserves and programs.	Not 100% achieved Major Initiative Connecting Communities in Parks on track. It is anticipated that this focus will carry over into the Council/Health Plan 2021-2025 period	
4.2 Explore partnerships and models relevant to the local context, to identify opportunities for action, across the life course.		
4.3 Provide environmental education and conservation programs, and support community led initiatives, to facilitate access to green open space.		
<b>Focus Area 5</b> <i>Facilitate access to active recreation opportunities</i> <b>W2040 Goal:</b> Connected Community		
<b>Actions:</b>		<b>Timelines:</b>
5.1 Implementation of Active Whittlesea enhances the range, provision (inclusive and equitable), and effectiveness of active recreation programs, services and facilities.		

## Attachment 2. City of Whittlesea: Health and Wellbeing Partnership Plan 2017-2021: Outstanding Actions

5.2 Develop funding proposal for the development of a regional accessible playground in the municipality.		
5.3 Support the promotion of positive and inclusive messages, to increase participation in active recreation, with a focus on girls and women of all ages.		
<b>Focus Area 6</b> <i>Implement initiatives that address community safety, emergency management and violence against women and their children</i> <b>W2040 Goal:</b> Connected Community		
<b>Actions:</b>	<b>Comments on outstanding actions</b>	<b>Progress</b>
6.1 Revise and update Council's Family Violence Strategy to ensure it addresses the intersection of factors such as Aboriginality, race, sexual identity, age and ability that compounds and exacerbate experiences of violence.		
6.2 Implement Community Safety and Crime Prevention Strategy (2016-2020).	Not 100% achieved Resourcing and responsibilities across Council departments will be considered as part of the organisational realignment.	
6.3 Investigate partnerships and funding options for the mapping heat vulnerability project.		
6.4 Enable a gender sensitive approach in planning for and the delivery of relief and recovery after emergencies.		
6.5 Implement the State Government's Vulnerable People in Emergencies Policy at a local level.		
6.6 Provide strategic advice and input on the development, implementation, monitoring and evaluation of the Regional PVAW Strategy: Building a Respectful Community 2017-2021.		
6.7 Support for responsible management and regulation of alcohol in the Municipality through implementation of Council's Alcohol Harm Prevention Policy.	A review of the Alcohol Harm Prevention Policy and Action Plan (2016-2019) scheduled for December 2020 has been rescheduled for June 2021. The review will be informed by: <ul style="list-style-type: none"> <li>• <i>The art of community alcohol management guide: What Local Government can do to prevent and minimise alcohol-related harm</i> developed by the Alcohol and Drug Foundation (ADF) and VicHealth (December 2020)</li> <li>• Findings from the ADF -Local Government Prevention Capacity and Infrastructure (PCI) Survey across City of Whittlesea Council departments.</li> </ul>	

## Attachment 2. City of Whittlesea: Health and Wellbeing Partnership Plan 2017-2021: Outstanding Actions

6.8 Review and update Council's Tobacco Strategy.		
Focus Area 7: <i>Implement responsive prevention approaches</i> W2040 Goal: Connected Community		
Actions:	Comments on outstanding actions	Timelines:
7.1 Convene the Aboriginal Health and Wellbeing Network (AHWN) and partner with organisations to deliver responsive approaches to strengthen Aboriginal Health and Wellbeing		
7.2 Collaborate with RMIT and other stakeholders to explore the development and delivery of a men's health and resilience program.		
7.3 Implement the Youth Alcohol Culture project (VicHealth funded) exploring attitudes and consumption with young people.		
7.4 Support the development and implementation of the Whittlesea Suicide Prevention Project.		
Focus Area 8: <i>Improve reach of screening and early intervention programs</i> W2040 Goal: Connected Community		
Actions:	Comments on outstanding actions	Progress
8.1 Support Vision 2020 Australia to implement an integrated eye health promotion program and vision care to encourage regular testing and engage people with low vision services if required.		
8.2 Support initiatives by Eastern Metropolitan Primary Health Network (EMPHN) and Cancer Council Victoria (CCV) to increase cervical and breast screening rates in the City of Whittlesea		
8.3 Increase vaccination and immunisation coverage for key target groups		
8.4 Provide strategic advice and input through participation in the development, implementation, monitoring and evaluation of the WHIN Regional Sexual and Reproductive Health Strategy, <i>Going South in The North</i> .		
Focus area 9: <i>Enhance access to healthy and affordable food, and promote water as drink of choice</i> W2040 Goal: Connected Community		
Actions:	Comments on outstanding actions	Progress
9.1 Promote water as drink of choice and maximise access to water refill stations in community settings, open space and through provision in activity centre design guidelines.		
9.2 Undertake scoping to inform the development of a local Food Security Policy and Partnership Plan that outlines Council and other stakeholders' role in relation to food access, supply and use.	A strategic approach to addressing upstream determinants of food insecurity, has been integrated into the Financial Vulnerability Advocacy and Action Plan (Refer Progress Update Action 3.2).	

## Attachment 2. City of Whittlesea: Health and Wellbeing Partnership Plan 2017-2021: Outstanding Actions

	Work on a new Green Wedge Management Plan will (2022) will enable Council to identify strategies and actions to encourage broad agricultural businesses that offer multiple benefits ranging from economic growth, local job creation to enhancing food security for the community.	
9.3 In partnership the Whittlesea Emergency Relief Network support scoping and advocacy for the establishment of a local Food Redistribution Hub and food literacy.		
9.4 Support local partnerships to increase access to healthy, affordable fresh fruit and vegetables.		
9.5 Work with key stakeholders to promote healthy food and drink choices in early childhood settings, schools and workplaces by linking in with the Healthy Eating and Advisory Service.		
<b>Focus Area 10</b> <i>Strengthen equity approach to planning</i> <b>W2040 alignment:</b> <i>Making it happen - promote equity, access and inclusion, address systemic disadvantage and ensure the distribution of resources delivers equitable outcomes</i>		
<b>Actions:</b>	<b>Comments on outstanding actions</b>	<b>Progress</b>
10.1 Develop a policy and framework to strengthen transparency, inclusiveness and equity in the distribution of Council's resources.	<p>Further action to build organisational capacity and ensure integration of equity consideration into planning and decision making as business as usual will include:</p> <ul style="list-style-type: none"> <li>• Use of equity prompts and support in CAMMS (the new integrated project management, planning and reporting application)</li> <li>• <i>Integration of equity into council planning processes (as a Corporate Plan 2020/21 Initiative)</i></li> </ul> <p>Proposed areas for focus and strengthening organisational capacity for consideration of equity in 2021-25 include Equity focussed Health Impact Assessments (EfHIA) on the Greening Whittlesea Strategy and Mernda Recreation Hub.</p>	

Attachment 2. City of Whittlesea: Health and Wellbeing Partnership Plan 2017-2021: Outstanding Actions



## Attachment 3. Emerging health and wellbeing directions (2021-2025)

W2040 alignment	Challenges & opportunities: proposed directions	Outcomes sought Indicators (TBD)	Alignment with current priorities/action
<b>Connected community</b>			
A socially cohesive community	Reducing discrimination and promoting social inclusion	Inclusive, culturally safe, accessible community settings, facilities, services and programs, Enhanced social connection Enhanced mental health	Reconciliation Action Plan, Disability Action Plan, Anti-Racism Strategy, Gathering Place, LGBTIQ inclusion, Active Whittlesea Strategy, Equity
A healthy and safe community	Promoting gender equity and preventing gender-based violence	Positive attitudes and social norms supportive gender equity Increased safety (and perceptions of safety) in public realm and domestic settings, Reduction in family violence and sexual assault, Enhanced mental health Increased employment opportunities and economic security.	Equal & Safe Strategy Gender Equity and Employment Project Gender Impact Assessments (requirement for Local Government through the Gender Equality Act 2020) Crossroads Project (addressing suicide and family violence in South Asian Community)
	Support for rollout-of COVID-19 vaccination program	It is anticipated Local Government will have a critical role in TBD subject to Federal Government determination	
A participating community	Whittlesea Community Farm and Food Collective	Increased: Social connection Employment pathways, Access to healthy, affordable food Reduced food insecurity	Green Wedge Management Plan Integrated Water Management Strategy Greening Whittlesea Financial Vulnerability Advocacy and Action Plan
	Maximising benefits of investment in Mernda Recreation Hub	Inclusive participation Equitable access to community facilities Increased physical activity	Active Whittlesea Equity focussed Health Impact Assessment Planning for new Community Hospital
<b>Liveable neighbourhoods</b>			
Smart, connected transport network	<i>Making walking and cycling easier for all;</i> Safe, connected walking and cycling paths with shade/thermal comfort	Increased: use of active travel modes, Increased physical activity Increased proportion of residents in healthy weight range Reduction in chronic disease	Missing Links Project Active Whittlesea Active Travel Infrastructure investment Active Travel initiatives (walk to school, ride to school, bicycle network) Cool it Whittlesea Action Plan (and thermal mapping) Greening Whittlesea Strategy Climate Change Strategy
Well-designed neighbourhoods and vibrant town centres			

## Attachment 3. Emerging health and wellbeing directions (2021-2025)

Strong local economy			
Increased local employment	<i>Working locally project:</i> Reducing barriers to access to local and flexible employment and maximising employment pathways	Decreased: underemployment, unemployment, social and health impacts of congestion (stress, prolonged sitting) more time for healthy food preparation and time with family Enhanced access to higher skilled jobs and economic security for women and people with disability, enhanced mental health for young people	Gender Equity and Employment Project Employment Feasibility Project Financial Vulnerability Advocacy & Action Plan Working Locally Major Initiative submission Jobs Victoria Advocates Initiative Whittlesea Incubator and Coworking Feasibility Study Economic Development Strategy Investment Attraction Strategy Epping Central Structure Plan Review
Sustainable environment			
Valued natural landscapes and biodiversity	Increase access to the natural environment (green open space with tree canopy providing shade, connected walking paths, agricultural and environmental assets)	Enhanced mental health Increased physical activity Enhanced social connection Activated open spaces and increased safety (and perceptions of safety) Community stewardship of the environment Reduced heat island effect	Greening Whittlesea Strategy Green Wedge Management Plan Connecting Community in Parks Project Cool it Whittlesea Action Plan Crime prevention through environmental design /Equal and Safe Strategy (3.2.1 lighting and safety improvements in public realm) Scheduled open space master plans "Green prescription" partnership opportunity with DPV Health and EMPHN Bush Kinder and Nature Play Programs Aboriginal and Torres Strait Islander and Traditional Owner health and wellbeing programs
Climate ready	<i>Tackling climate change and its impact on health with a focus on the most vulnerable groups and precincts</i>	Direct and indirect impacts of climate change (refer <i>Tackling climate change and its impacts on health through municipal public health and wellbeing planning Guidance for local government, 2020</i> )	Climate Change Strategy Extreme heat sub-plan Energy Poverty Project Green Wedge Management Plan Integrated Water Management Strategy Greening Whittlesea Strategy Cool it Whittlesea Action Plan
<p><b>In keeping with the principles guiding <i>Whittlesea 2040 A Place for all</i> consideration of equity underpins all action areas: "to promote equity access and inclusion, address systemic disadvantage and ensure the distribution of resources delivers equitable outcomes".</b></p> <p>Including:</p> <ul style="list-style-type: none"> <li>Gender Impact Assessment undertaken when developing or reviewing any policy, program or service that has a direct and significant impact the community (Gender Equality Act 2020).</li> <li>Prospective Equity focussed Health Impact Assessment (EfHIA) undertaken on key strategic actions including; the Mernda Recreation Hub, and the Greening Whittlesea Strategy (GWS).</li> </ul>			

Attachment 3. Emerging health and wellbeing directions (2021-2025)



**ITEM 6.1.4 FOR DECISION - SPORT AND RECREATION VICTORIA STIMULUS GRANT APPLICATION - HR UREN RECREATION RESERVE**

**Responsible Officer:** Director Community Wellbeing

**Author:** Manager Leisure & Community Facilities

**RECOMMENDATION SUMMARY**

That Council support the Community Sports Infrastructure Stimulus Program (Round Two) application for the HR Uren Recreation Reserve upgrade project; and write to local MP's informing them of the funding application and project.

**BRIEF OVERVIEW**

- The HR Uren Recreation Reserve facilities no longer meet Football Victoria's minimum facility standards or the needs of the broader community.
- Council has been invited by Sport and Recreation Victoria (SRV) to apply for the Community Sports Infrastructure Stimulus Program (Stimulus Program). The HR Uren Recreation Reserve upgrade project is Council's only eligible project. The application would request \$3,690,772 funding for the project.
- The upgrade project proposes a separate multi-purpose social space to the existing sporting pavilion, which will be available for community use and provide recreational participation opportunities for residents. Additionally, a synthetic pitch upgrade will be completed which will provide for a higher level of participation and lower maintenance costs.

**RATIONALE FOR RECOMMENDATION**

Council's Open Space Strategy 2016, and Sporting and Community Pavilion Guidelines 2020 provide a strategic vision for the upgrade and renewal of ageing Council assets with the established areas of the municipality. The upgrade of the HR Uren Recreation Reserve has been planned in collaboration with the local community and tenant sporting club. The invitation to resubmit an application for a significant stimulus grant presents an opportunity for Council to realise other projects within its long-term capital works program earlier than scheduled.

**IMPACTS OF RECOMMENDATION**

Applying for the Community Sports Infrastructure Stimulus Program impacts the current project timelines, with the currently allocated \$1,550,000 for the synthetic pitch redevelopment not being spent in 2020-21, and the budget allocation needing to be carried forward to 2021-22 (unless the funding application is successful). This means that regardless of the outcome of any application for stimulus funding, a planned construction commencement date of March 2021 will be delayed until the conclusion of the winter soccer season.

The impact of such a delay will affect the operations of the tenanted club at HR Uren (Lalor United Football Club) and contractors who have tendered for the synthetic pitch design and construction. This can be managed by Council officers. The positive impacts of the recommendation could result in a significant additional external funding opportunity for Council.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Further to the project delivery, reputational and financial impacts, the following social benefits have been identified and need to be considered as part of the recommended project.

- Increased cohesion: The multipurpose pavilion will provide a platform to bring members of the community together, supported by the synthetic pitch surface encouraging increased community use.
- Increased participation: This project will provide suitable facilities to encourage more participation, especially female membership. The synthetic pitch surface increases the community and soccer club's usage of the reserve

**REPORT****BACKGROUND***HR Uren Recreation Reserve*

HR Uren Recreation Reserve, 62 Carrington Boulevard, Thomastown, includes two soccer pitches, floodlighting, sporting pavilion and carpark. The pavilion, car park and pitches were built pre 2000, with the facilities having undergone some upgrades, including an extension to the pavilion in 2010. These facilities no longer meet Football Victoria's minimum facility standards, Council's Sporting and Community Pavilion Guidelines 2020 or the needs of the tenanted club, Lalor United Football Club.

The ageing infrastructure, deteriorating surface condition of the natural turf and lack of a social room impact the club's ability to grow participation, host back to back fixtures and restrict any multipurpose or broader community use of the existing infrastructure. The number of available carparking spaces (58) is not suitable for a club of this size (over 320 members) and is resulting in residential traffic issues during peak times.

Lalor United Football Club is one of the largest football clubs in the municipality and is the sole tenant of HR Uren Recreation Reserve. The Club has a total of 22 teams consisting of four senior men's, three junior girl's, four junior boys and 11 mini-roos teams. In recent years the club have received ongoing interest to expand and grow, particularly from junior females who live near the grounds; further growth is highly restricted within the current facilities.

*Community Sports Infrastructure Stimulus Program*

On 18 December 2020, Council received an invitation from SRV regarding Round Two of the Community Sports Infrastructure Stimulus Program. SRV informed Council that, following the overwhelming demand of SRV's Round One, a further \$110 million has been provided through the 2020-21 state budget to support a Round Two of the programs. All applications in Round Two are by invitation only, with SRV pre-selecting unsuccessful projects from Round One for further consideration. As the HR Uren upgrade project was originally submitted in Round One, it is eligible for submission in Round Two. Council is unable to submit any other projects from a resubmitted application and is precluded from applying for any increase in the funding amount originally sought i.e. \$3,690,772.

On 23 December 2020, Council officers met with SRV officials to discuss the potential application for the HR Uren pavilion and synthetic pitch. Noting all grants need to align to the program guidelines and undergo a thorough procurement process by SRV. Initial feedback on Council potentially submitting the HR Uren upgrade project for consideration was positive, specifically:

- Commencing construction works prior to any application outcome would see the project ineligible for funding.
- A financial co-contribution from Council of at least 10 per cent of the project value is required for eligibility, in-kind contributions will not be considered.
- Holistic applications incorporating multiple components (rather than just one or two elements) were seen to be preferable; with a pavilion social space, pitch upgrade, car parking and integrating these elements within the reserve, seen as a 'strong application'.
- A Council resolution confirming that the project is supported, ready to proceed to construction within 6 months of approval and that applicant funding is available within appropriate timeframes to deliver the project is required.

## PROPOSAL

### *HR Uren Recreation Reserve Upgrade Project*

To best bring these ageing facilities in line with Council's adopted Sporting and Community Pavilion Guidelines 2020, the proposed HR Uren Recreation Reserve Upgrade Project would include a redevelopment at HR Uren Recreation Reserve, encompassing a new community pavilion, car park and replacement of a turf pitch with synthetic. In addition:

- The pavilion and carpark extension will provide a compliant, accessible and welcoming space that encourages community connection.
- The multi-purpose social space will be available for community use and provide recreational participation opportunities for residents.
- Conversion of the existing natural turf pitch to a synthetic pitch surface.

This proposed project will directly benefit parents, guardians, volunteers and all 325 existing members of Lalor United Football Club, of which 47 are female and 260 are juniors. The club has a diverse membership base and attracts participants from culturally and linguistically diverse (CALD) communities.

Thomastown and Lalor are established communities within the City of Whittlesea, and in 2020 have a combined population growth of 20 per cent since 2016. This growth is expected to continue with a further increase of over 11,000 residents by 2040. The pavilion extension and synthetic pitch surface will help to accommodate the growing need of community groups and tenanted soccer club in providing an accessible hireable space within Thomastown and Lalor.

Local shared use community facilities such as Barry Road Community Centre and Lalor Library are at capacity during peak times. With effective governance measures, this sporting and community pavilion has the potential to provide community space for identified groups such as the Tamil/Hindu Community, seniors' groups and gentle exercise.

As the project was originally submitted via Round One of the Stimulus Program, project costing is highly developed. The total anticipated project cost is \$4,269,725.

## CONSULTATION

Throughout the last 18 months officers have worked closely with the tenanted club Lalor United Football Club (the Club) regarding the project and potential upgrade. The Club have been consulted throughout the project planning stages to-date and are very supportive. The Club have been informed that a funding application is being considered, which will see an inevitable delay in the commencement of the proposed capital works upgrade. Whilst unhappy about the delay, they are supportive of the decision.

Consultation undertaken throughout Council's 2016 Open Space Strategy indicated strong community support for the renewal of ageing assets with the established areas of Thomastown and Lalor. Specifically, upgrades to parks, reserves, walking tracks, connecting path networks; the proposed work includes upgrades to connecting path networks on the reserve. Furthermore, the provision of a synthetic surface will double the carrying capacity of the reserve and allow for much greater casual or unstructured community usage.

## CRITICAL DATES

- SRV's Community Sports Infrastructure Stimulus Program (Round Two) applications close, 2 March 2021.
- Notification of successful/unsuccessful from May 2021 onwards.



- Funding would be received once agreements are executed and milestone payments agreed upon. Construction needs to commence within 6 months i.e. end of 2021.
- Council's Project Management Framework anticipates completion in 2022-23.
- Lalor United Football Club's Football Victoria competition fixtures are from 21 March – 30 September 2021.
- A tender process to appoint a contractor to design and construct the synthetic pitch upgrade has commenced but has been paused until March 2021.

## FINANCIAL IMPLICATIONS

Tables 1 and 2 below describe financial scenarios if Council was successful/unsuccessful in receiving Stimulus Program (Round Two) funding.

**Table 1 Scenario - Successful: Financial summary if Council receives SRV Stimulus Program (Round Two) funding.**

Financial year (\$ allocation)			Description	Comments
Year	CoW	SRV		
2020/2021	\$140,000		Pavilion and carpark extension design	This design work is already underway.
2021/2022	\$438,953	\$3,690,772	Synthetic pitch, Pavilion (including multi-purpose community/social space), carpark extension and external improvements	Co-contributions from SRV and Council

**Table 2 Scenario - Unsuccessful: Financial summary if Council does not receive SRV Stimulus Program (Round Two) funding.**

Financial year (\$ allocation)		Description	Comments
Year	CoW		
2020/2021	\$140,000	Pavilion and carpark extension design	
2021/2022	\$2,238,655	Synthetic pitch delivery. Pavilion (including multi-purpose community/social space), carpark extension works and external improvements	Funds are allocated in Council's 2020-21 budget; but funds carried forward to 2021/22. It is proposed the \$1,550,000 is carried forward in the event that SRV funding is unsuccessful.

Financial year (\$ allocation)		Description	Comments
Year	CoW		
2022/2023	\$1,891,070	Pavilion (including multi-purpose community/social space), carpark extension and external improvements	

The total project cost of \$4,269,725 is supported in Council's long-term financial plan, with a budget allocation of \$1,690,000 in 2020-21 for the construction of the synthetic pitch project component and carpark extension design. Funding for the community pavilion development and car park construction is subject to Council endorsement in 2021-22 and 2022-23 annual budgets, although they are forecasted for those years in the long-term financial plan.

The implications of first, considering and then submitting a funding application are that:

- The 2020/21 budget allocation of \$1,550,000 will not be spent in 2020-21, as commencing these works would make the project ineligible.
- Contractors who have tendered for the synthetic pitch design and construction have been advised that the project has been put on hold, whilst Council undertakes additional scoping and external funding opportunities.
- Council's consideration of a submission of a Round Two Stimulus Program application will lead to a delay in the synthetic pitch upgrade from an April start date to October. It will mean that the community benefits of the synthetic pitch upgrade are not realised in Winter 2021 as originally planned.
- If the Round Two Stimulus Program application is successful this would see Council secure \$3,690,772 and reduce the rates-based expenditure on the HR Uren upgrade project by just over 86 per cent (86.4 per cent), as Council's co-contribution to the project would be \$578,953 (13.6 per cent).
- A Council co-contribution of 13 per cent is expected to increase the applications merits against SRV funding criteria.

## POLICY STRATEGY AND LEGISLATION

The proposed project is 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.
- Open Space Strategy 2016.
- Environmental Sustainability Strategy 2012-2022.

Specifically, the project is identified in the Council endorsed 2018 Soccer Strategy which identifies the following priorities:

- Action 2.8 Extend pavilion as per agreed design and increase car parking at HR Uren Recreation Reserve.
- Action 2.11 Undertake drainage and access works to pitch One at HR Uren Recreation Reserve.

**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*

Effective asset management and renewal of 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*

Attraction of significant State and Federal grants are a valuable source of revenue for a growing Council with competing infrastructure demands.

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

Consultation with Lalor United Football Club has been based on delivery of the synthetic pitch upgrade prior to, or by June 2021. This is now delayed due to consideration of the funding application.

**Strategic Risk** *Contractor Management - Failure to manage contractors to deliver agreed outcomes*

Pausing the current tender process for design and construction of the synthetic pitch may lead to reputational damage.

**Strategic Risk** *Climate Change - Failure to mitigate or adapt to the risks of climate change*

The social pavilion will be designed and delivered in accordance with Council's Environmental Sustainability Strategy 2012-2022 and will include a range of contemporary measures to reduce energy, water usage and reduce site environmental impact, including rainwater harvesting and rooftop solar panels.

**LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

<b>Goal</b>	<b>Connected community</b>
<b>Key Direction</b>	<b>A participating community</b>

The proposal responds 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 and participate 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 improved community health outcomes, equitable sporting opportunities and enables sporting clubs to create opportunities for social connection, physical activity and community leadership.

The proposed redevelopment at HR Uren Reserve supports increased physical activity and social connectiveness for Thomastown and Lalor residents. It is noted the SRV application doesn't guarantee any funding and creates a delay in commencing the proposed synthetic pitch project. However, the opportunity to obtain additional significant external funding potentially means these facilities will be available years earlier than programmed in our capital works schedule and relieves pressure on Council's long-term financial plan.

**RECOMMENDATION**

**THAT Council resolve to:**

1. **Support an application to the Community Sports Infrastructure Stimulus Program, Round Two for an upgrade of the HR Uren Recreation Reserve.**
2. **Write to local MP's advising them of the application and project.**
3. **Continue engagement with community and other relevant project stakeholders regarding revised project timeframes.**

**COUNCIL RESOLUTION**

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

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**

**6.2 LIVEABLE NEIGHBOURHOODS****ITEM 6.2.1 FOR DECISION - PLANNING APPLICATION 719338 - CONSTRUCTION OF FIVE DWELLINGS AT 30 PADDOCK STREET WHITTLESEA**

<b>Attachments:</b>	<b>1</b>	<b>Locality Maps</b> <a href="#">↓</a>
	<b>2</b>	<b>Architectural Plans</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Director Planning &amp; Development</b>	
<b>Officer Presenting:</b>	<b>Planning Officer</b>	
<b>APPLICANT:</b>	<b>A.K. Architecture</b>	
<b>COUNCIL POLICY:</b>	<b>16.01-1L Housing Supply in Established Areas</b>	
<b>ZONING:</b>	<b>General Residential Zone (Schedule 1)</b>	
<b>OVERLAY:</b>	<b>No Overlays Applicable</b>	
<b>REFERRAL:</b>	<b>None</b>	
<b>OBJECTIONS:</b>	<b>5 &amp; petition with 35 signatories received</b>	

**RECOMMENDATION SUMMARY**

That Council resolve to refuse the Planning Application No. 719338 and issue a Notice of Refusal for the construction of five dwellings at 30 Paddock Street Whittlesea as the development is inappropriate for this site.

**BRIEF OVERVIEW**

- The application seeks approval for the construction of five double storey dwellings on a 1,677 square metre parcel of land.
- Notification of the application was undertaken and 5 objections and a petition containing 35 signatories were received.
- This is the first application for development in the (Eastern Hill) area since the implantation of the City of Whittlesea key housing policy *Housing Diversity Strategy (2013-2033)* in 2013.
- The proposal does not adequately respond to the unique context of the Whittlesea Township nor achieve the preferred housing outcomes as outlined in the *Housing Diversity Housing (2013-2033)*.

**RATIONALE FOR RECOMMENDATION**

The proposal is inconsistent with the form and intensity of change supported by the Whittlesea Planning Scheme in this context. In particular, the proposal does not adequately respond to Clause 55 and the *Housing Diversity Housing (2013-2033)* which seeks to ensure a balanced approach is taken to managing housing growth ensuring it happens in the right locations, makes efficient use of existing resources and infrastructure, meets current and future housing needs and enables the established suburbs, including the township, to remain as places where residents want to live and enjoy.

**IMPACTS OF RECOMMENDATION**

The decision to refuse the application will establish a clear expectation for appropriate future decisions by ensuring only Planning Applications which represent the outcomes sought by Clause 55 and the *Housing Diversity Housing (2013-2033)* that would not undermine the 'country' neighbourhood character of the Township are supported.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

In light of the proposal recommendation for refusal, Council will be ensuring that development is appropriate and responsive to the unique context Whittlesea Township.

All parties to the application will retain review rights through the Victorian Civil and Administrative Tribunal (VCAT). Council will need to defend any decision made should the matter proceed to VCAT.

**REPORT****SITE AND SURROUNDING AREA**

The subject site is a residential property located outside of Metropolitan Melbourne within Whittlesea Township. The site is an irregular allotment, widening towards the rear, with a frontage of 20.1 metres to Paddock Street, length of 70.91 metres and a total site area of 1,677 square metres (*see Attachment 1 – Locality map*). The site currently contains a single storey dwelling towards the front of the site, with a gravel driveway from Paddock Street providing access to the below ground garage. At the time of lodgement, there was significant vegetation along the side and rear boundaries of the property, including native vegetation. There is a significant slope to the site, falling 6 metres from the front to the rear.

The site is situated in the outer most portion of the Township, with the end of the Paddock Street 80 metres to the east representing the conclusion of the ‘traditional’ residential standard areas of the Township to the significantly larger sized, lower-density lots (*see Attachment 1 – Locality map*).

The surrounding area is characterised by similar lots to that of the subject site, with large single storey or split-level dwellings, of varying finishes and styles. Front setbacks are generous, ranging from 7 to 15 metres, with side setbacks between dwellings typically between 4 to 15 metres. The pattern of surrounding lot sizes is mixed, with lots on the northern side of Paddock Street ranging from 1,330 to 2,737 square metres, and those to the further west characterised by more standard density of 600 square metres. With the exception of the medium density single storey development at No. 1 and 5 Ridge Road to the immediate north, surrounding lots contain single dwelling developments. Overall, the larger lot sizes, low scale built form and spacious layouts contributes to the strong rural character of the area of this portion of the Township.

The proximity of the site in relation to the following sites, services and notable features is summarised below:

- Whittlesea Football Ground – 1.1km west
- Whittlesea Swim Centre – 1.4km west
- Whittlesea Commercial precinct – 1.5km west
- Whittlesea Secondary College - 2.1km west
- Whittlesea Primary School – 2.2km west
- Route 384 Kinglake to Whittlesea Bus – 350m north

**RESTRICTIONS AND EASEMENTS**

The site is formally described as Lot No. 11 on LP030537. The Plan of Subdivision shows the site is affected by an easement on the northern boundary of the property. There are no restrictive covenants affecting the subject site which preclude Council from determining the application.

**PROPOSAL**

The application seeks approval for the construction of five double-storey dwellings (*see Attachment 2 – Architectural Plans*).

Details of the proposed development are outlined in the following table:

	Height /Scale	Number of Bedrooms	Setbacks	Private Open Space	Car Parking	Maximum Height
Dwelling No. 1	Two-storey	Three Bedroom	9m front (south) 4m side (east) 6m side (west)	125.7m <sup>2</sup> SPOS	Double garage	9.183m
Dwelling No. 2	Two-storey	Three Bedroom	4.5m side (east) 6.2m side (west)	68.8m <sup>2</sup> SPOS	Double garage	7.65m
Dwelling No. 3	Two-storey	Three Bedroom	4.5m side (east) 7.1m side (west)	59.4m <sup>2</sup> SPOS	Double garage	7.4m
Dwelling No. 4	Two-storey	Three Bedroom	1.2m side (east) 6.5m rear (north)	59.1m <sup>2</sup> SPOS	Double garage	7.75m
Dwelling No. 5	Two-storey	Three Bedroom	1 m side (west) 6.5m rear (north)	48.5m <sup>2</sup> SPOS	Double garage	6.58m

## PUBLIC NOTIFICATION

Advertising of the application has resulted in 5 objections being received. The grounds of objection are listed as follows:

- The proposal is not consistent with the established the 'rural character' of Eastern Hill;
- Decrease in property values;
- Increased traffic;
- Loss of privacy and overlooking;
- Loss of peace and quiet to noisy tenants;
- Inadequate car parking;
- Capacity for Paddock Street to accommodate increased traffic, with only one vehicle to safely enter and exit the street and one time due to width;
- Few footpaths, pedestrians walk on roads instead, additional traffic will exacerbate;
- Service capacity - Impacts on voltage (provided by Ausnet) & slowing of internet speeds;
- Impacts of construction;
- Security concerns and disputes between future occupants and other residents;
- Consideration of alternative lower impact, such as only two dwellings;
- Maintenance of landscaping;
- No fire-fighting equipment of consideration of fire mitigation;
- Waste management and number of bins on the street and no through round which impacts on ability for garage collection and turn around of large vehicles;
- Shadowing diagrams are from Winter Solstice 22 June and are not representative; and



- Existing issues with retaining walls of existing medium density developments and concern with a similar issue occurring with the proposal.

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

A petition with 35 signatories was also received, which requests the 'rejection' of the application and does not any include grounds of objection. The Petition was heard at the Council meeting held on 7 December 2020, at which Council resolved that the Petition be received and considered as part of this report.

The applicant was provided the opportunity to amend the proposal to address Council's comments and objectors' concerns. The design response was not amended at the conclusion of advertising and the recommendation is based on advertised plans.

## **HOUSING DIVERSITY STRATEGY**

The Housing Diversity Strategy (HDS) was introduced into the Whittlesea Planning Scheme by Planning Scheme Amendment C181, gazetted on 22 October 2015. The HDS provides a strategic framework for future residential development in the established areas of the municipality for the next 20 years. It aims to guide the future location and diversity of housing stock and identifies areas of housing growth and change, including areas where future housing growth will not be supported. In general, it aims to housing to ensure a balanced approach is taken to managing housing growth ensuring it happens in the right locations, makes efficient use of existing resources and infrastructure, meets current and future housing needs and enables the established suburbs, including the township, to remain as places where residents want to live and enjoy.

The site is within a Whittlesea Residential Area change area, which recognises areas greater than a fifteen minute plus walk to public transport and activity centres.

The policy recognises that lower change areas, which includes the Whittlesea Residential Area, are less suitable for substantial housing change as they are poorly serviced in terms of access to the Principal Public Transport Network and services. The policy identifies standard density as the preferred density, with the preferred housing types of detached dwellings, dual occupancies and duplexes. The unique rural township setting of the Whittlesea Township, and as a result sets out a number of key design principles, including;

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

## **ASSESSMENT AGAINST CLAUSE 55 OF THE WHITTLESEA PLANNING SCHEME**

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

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

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

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
B1	Neighbourhood Character	X	X	<p>The existing neighbourhood character is defined as semi-rural 'country feel', comprising larger lot sizes, wide open street frontages with generous front setbacks, and a sense of separation and openness between dwellings, with predominantly single storey built form.</p> <p>The existing character is reflective of the unique context of the Whittlesea Township which is derived from the surrounding rural areas. As the last street within the Township itself, it is the role of the area as a buffer zone to transition from residential township areas to the surrounding rural landscape at the end of Paddock Street to the East.</p> <p>The application proposes a departure to the existing neighbourhood character. The rural feel of the 'Eastern Hill' portion of the Township strongly draws from the surrounding context, with views to Mount Disappointment to the north as contributory factor to the character. Although the front setback provided (9m) is generous, the two-storey built form is a more dominant scale of built form than that of the established streetscape when coupled with the extent of built form along the length of the property. It is acknowledged that two-storey built form is permitted within a residential area, however combined with the slope, established sense of openness, and the change to the existing streetscape, the proposed built form would be at odds with the existing character.</p> <p>The side setbacks and degree of separation between dwellings do not adequately respond to the established sense of separation between dwellings. Dwellings 1, 2 and 3 provide a 4m and 4.5m setback to the eastern boundary, which is consistent with the established pattern of development. However, Dwellings 4 and 5 are setback only 1m from the side boundaries. The Housing Diversity Strategy specifically recognises the need for increased side setbacks, which the 1m does not adequately afford. A setback consistent with that of Dwellings 1 – 3 would be more appropriate. Similarly, the degree of separation of the dwellings at ground level is not responsive to the sense of separation between dwellings that is established and recognised by the Housing Diversity Strategy to 'provide building separation'.</p>

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				<p>The separation of 1 metre between Dwellings 2 and 3 and 4 and 5 is inadequate to provide meaningful separation visible from abutting properties.</p> <p>On balance, the proposal for the reasons outlined above does not adequately respond to the established or preferred neighbourhood character.</p>
B2	Residential Policy	X	X	<p>The site is located within a General Residential Zone and is within the Whittlesea Residential change area as identified in the Housing Diversity Strategy 2013-2033 (HDS). The policy identifies standard density as the preferred density, with the preferred housing types of detached dwellings, dual occupancies and duplexes. The unique rural township setting of the Whittlesea Township, and as a result sets out a number of key design principles, including;</p> <ul style="list-style-type: none"> <li>• Low building heights to reflect the Township scale and character;</li> <li>• Increased side and rear setbacks to provide building separation and landscaping;</li> <li>• Front setback to allow for significant landscaping, a large canopy tree and sense of openness to the street;</li> <li>• Standard site coverage to facilitate landscape opportunities;</li> <li>• An increased area of private open space to allow for significant landscaping;</li> <li>• Large canopy tree in the front setback;</li> <li>• Extra-large canopy tree in the rear setback.</li> </ul> <p>The proposal is inconsistent with the preferred housing typology of the HDS, which encourages detached dwellings and dual occupancy duplex development. Given the opportunities presented by the size of the site, the development of more than two (dual occupancy) dwellings on this site would not be an unreasonable. However, the detached nature of the design, with lack of meaningful separation at ground floor is contrary to what policy seeks to achieve with detached dwellings.</p>

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				<p>The building height challenges the norm of the area and is not consistent with the strategy to achieve 'low building heights to reflect the township scale and character'.</p> <p>The proposal provides for increased private open space, and the provision of a large canopy tree in the front and rear setback. There is adequate space within the 9m front setback for significant landscaping.</p> <p>On balance, the proposal has not adequately taken into consideration the key design principles of the HDS and the ultimate outcome which is sought to be achieved in the Whittlesea Township.</p> <p>In addition to the HDS, both Local and State Policy seek to ensure that infill development is appropriately located to services with adequate infrastructure and is respectful of the established neighbourhood character. As outlined in the Site and Surrounds, the subject site is disconnected from the activity precinct (Church Street) of the Township and is not well situated to services. Therefore, while State Policy seeks to facilitate infill development in existing settlements, it is clear that it should be appropriately located. As the subject site is not located in close proximity to jobs, services, or a train station, to support infill at this location would be contrary to State and Local Policy and the purpose of the zone.</p> <p>Incremental increases in density may be appropriate in this location given the generous allotment, however, the substantial changes proposed is not appropriate in this location.</p>
B3	Dwelling Diversity	N/A	N/A	Only applicable to developments of ten or more dwellings
B4	Infrastructure	✓	✓	There is the ability to connect to reticulated services.
B5	Integration with the street	✓	✓	
B6	Street setback	✓	✓	A setback of 9m has been provided, which complies with the standard.
B7	Building height	✓	✓	

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
B8	Site coverage	✓	✓	
B9	Permeability	✓	✓	
B10	Energy efficiency	✓	✓	
B11	Open space	N/A	N/A	Only applicable if public or communal open space is to be provided on site or adjacent to the development.
B12	Safety	✓	✓	Complies, entrances to dwellings are visible from internal access ways.
B13	Landscaping	X	X	<p>This standard, among many standards, requires that: <i>Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made.</i> During the course of the application, a significant amount of vegetation was removed from the property. One larger tree was retained to the rear of the property. The remainder of the vegetation was not significant in nature.</p> <p>The landscape plan provides for the planting of trees within the secluded private open space of each dwelling, however insufficient space is provided for meaningful landscaping to assist in softening the built form of the proposed development. This cannot be resolved without increasing landscaping opportunities, increasing setbacks and reducing density/building footprint.</p>
B14	Access	✓	✓	The proposal utilises the existing access to the site.
B15	Parking location	✓	✓	Double garages provided to each dwelling.
B17	Side and rear setbacks	✓	✓	
B18	Walls on boundaries	✓	✓	
B19	Daylight existing windows to	✓	✓	

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
B20	North-facing windows	✓	✓	
B21	Overshadowing open space	✓	✓	<p>Detailed shadow diagrams were provided for 22 September as required by the standard.</p> <p>On this day, the required 40 square metres of existing secluded private open space was achieved for a minimum of five hours between 9am and 3pm.</p> <p>The proposal therefore complies with the requirements of this standard.</p>
B22	Overlooking	X	X	<p>First floor windows from the Bedrooms facing west have not been screened, which have visibility within 9 metres to the lot to the west.</p> <p>Habitable room windows, which excludes stairwells, hall ways and bathrooms, have been screened facing east.</p> <p>The proposal does not comply with the overlooking standard due to the overlooking to the west. This could be resolved through conditions on any permit issued, however may be to the detriment of future occupants of the dwellings creating poor internal amenity.</p>
B23	Internal views	✓	✓	
B24	Noise impacts	✓	✓	<p>There are no sources of noise from within the development (i.e. mechanical plant) that may impact on existing dwellings.</p> <p>There are no busy roads, railway lines or industry that is required to be taken into consideration with the design.</p>
B25	Accessibility	X	X	<p>All dwellings provide a bedroom and bathroom at the ground floor, which is positive, however on balance, the development is not accessible for people with limited mobility or suitable for those aging in place. With two of the three bedrooms upstairs, requiring the resident to travel upstairs, this diminishes the accessibility of the entire dwelling.</p> <p>All dwellings include steps to the front entrance which is not accessible for people with limited mobility. It is acknowledged there would be constraints in achieving this with the slope of the site for all dwellings.</p>

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				To better accommodate those with limited and reduced accessibility, single storey built from, with gradient entry and all bedrooms on a single level would assist in the development responding to the projected needs of the community.
B26	Dwelling entry	✓	✓	
B27	Daylight to new windows	✓	✓	
B28	Private open space	✓	✓	All dwellings have been provided with Secluded Private Open Space (SPOS) in excess of 35m <sup>2</sup> which exceeds the standard and is responsive to the requirements of the HDS.
B29	Solar access to open space	✓	✓	
B30	Storage	✓	✓	Storage is indicated for all dwellings on the plans, however the total storage capacity has not been indicated. Given the floor area of each storage area, there is adequate scope for the proposal to comply with this standard.
B31	Design detail	X	X	As discussed earlier in this report, the lack of meaningful separation at the ground floor is non-responsive to the character of Paddock Street.  The proposal is not lacking in articulation, however, it does lack in a sense of openness and separation between dwellings which is considered important when considering the existing character of the area.
B32	Front fences	✓	✓	
B33	Common property	✓	✓	
B34	Site services	✓	✓	

**CAR PARKING**

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

Dwelling No.	No. of bedrooms	Car spaces required	Car spaces provided	Complies
1	3	2	2	Yes
2	3	2	2	Yes
3	3	2	2	Yes
4	3	2	2	Yes
5	3	2	2	Yes

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

The proposal complies with the requirement for a (1) visitors car space to be provided on the site and a passing bay.

**COMMENTS ON GROUNDS OF OBJECTION**

A response to the grounds of objection raised is provided below.

**Neighbourhood character**

- **The proposal is not consistent with the established the neighbourhood character of Eastern Hill.**

In their objections, the community felt:

1. That two storey development is out of character for the 'Eastern Hill';
2. The development would result in the loss of country feel, particular in proximity to surrounding low density development on Parrot Drive Estate;
3. The development is consistent with the Draft Whittlesea Township Strategic which intends to retain the 'rural character of the township'; and
4. Interruption to spectacular views of Mount Disappointment and ranges.

This report has provided an assessment of the proposal against the unique context of the Whittlesea Township, which determined the design response is not respectful of the established or preferred neighbourhood character.

- **Decrease in property values**

VCAT have continually upheld that property values (including the perception of reduced values) is not a relevant planning consideration.



- **Increased traffic**

The increase in traffic is still within the scope of what is reasonable for a residential area. However, the issue of traffic is closely related to the infrastructure and ability of the street itself to accommodate substantial rather than incremental increases in density. This is recognised by the Whittlesea Housing Diversity Strategy which does not support substantial change in this area.

- **Loss of privacy and overlooking**

The windows on the western side of the proposal are not adequately screened and do not comply with ResCode Standard B22, however could be required as a condition on any permit issued.

- **Loss of peace and quiet to noisy tenants**

The noise that may be generated by residents within a residential development is within the expectations of a residential zone.

- **Inadequate car parking**

The proposal complies with the number of car parking spaces required by Clause 52.06 of the Whittlesea Planning Scheme, with each 3 bedroom dwelling provided with 2 car parking spaces.

- **Capacity for Paddock Street to accommodate increased traffic, with only one vehicle to safely enter and exit the street and one time due to width**

The Whittlesea Housing Diversity Strategy recognises the area cannot accommodate substantial change which the proposal seeks to achieve. The existing road would be designed to accommodate the extent of additional traffic generated by the proposal.

- **Few footpaths, pedestrians walk on roads instead, additional traffic will exacerbate**

The Whittlesea Housing Diversity Strategy recognises the area cannot accommodate substantial change which the proposal seeks to achieve. Footpath provision is a Council requirement based on demand and to be located within the road reserve.

- **Service capacity - Impacts on voltage (provided by Ausnet) & slowing of internet speeds**

If a permit was to be issued and any subsequent subdivision permit, the site (subject to obtaining approval from relevant external service providers) could accommodate a medium density development.

- **Impacts of construction**

Construction impacts are a short term matter than can be managed through permit conditions, under the Local Law and the Building Regulations.

- **Security concerns and disputes between future occupants and other residents**

This is not a relevant planning consideration.

- **Consideration of alternative lower impact, such as only two dwellings**

The Whittlesea Housing Diversity Strategy does not support the degree of change represented by the proposal. More incremental change with a reduced density may be more appropriate in this location.

- **Maintenance of landscaping**

If a permit was to be issued, it would be a condition that the landscaping be maintained.

- **No fire-fighting equipment of consideration of fire mitigation**

The property is not in an area of significant bushfire risk and is not required to provide for fire fighting equipment under the Whittlesea Planning Scheme.

- **Waste management and number of bins on the street and no through round which impacts on ability for garage collection and turn around of large vehicles**

The Whittlesea Housing Diversity Strategy recognises the area cannot accommodate substantial change which the proposal seeks to achieve. Appropriate waste management would be required for any development of the site whether by Council service or private contractor.

- **Shadowing diagrams are from Winter Solstice 22 June and are not representative**

Detailed shadow diagrams were provided for 22 September as required by Standard B21 Overshadowing. On this day, the required 40 square metres of existing secluded private open space was achieved for a minimum of five hours between 9am and 3pm. The proposal therefore complies with the requirements of this standard.

- **Existing issues with retaining walls of existing medium density developments and concern with the a similar issue occurring with the proposal**

Retaining walls are a matter addressed by the Building Regulations.

## **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 application has been assessed against the Whittlesea Planning Scheme, and in particular the objectives and standards of Clause 55 and the State and Local Planning Policy Frameworks. The proposal demonstrates an unsatisfactory level of compliance. It is considered that the location is inappropriate for substantial increases in density, and the proposal will have a detrimental impact on the character of the neighbourhood and on existing surrounding residential properties. Accordingly, refusal of the application is recommended.

**RECOMMENDATION**

**THAT Council resolve to Refuse Planning Application No. 719338 and issue a Refusal to Grant a Planning Permit for five double-storey dwellings on the following grounds:**

- 1. The proposal does not comply with the following Objective and Standard of Clause 55 of the Whittlesea Planning Scheme:**
  - a) B1 Neighbourhood character;**
  - b) B2 Residential policy;**
  - c) B13 Landscaping;**
  - d) B22 Overlooking;**
  - e) B25 Accessibility; and**
  - f) B31 Detailed Design.**
- 2. The proposal fails to appropriately respond to the Policy Framework of the Whittlesea Planning Scheme as follows:**
  - a) The scale, separation, and built form is inconsistent with the design principles outlined for Whittlesea Township Residential change area of the Housing Diversity Strategy;**
  - b) The substantial change in density does not provide for the sensitive transition in density sought to be achieved Housing Diversity Strategy for the semi-rural location within the Whittlesea Township; and**
  - c) The location of the proposal does not offer good access to jobs, services and transport, with inadequate infrastructure to accommodate substantial growth, and therefore substantial increases in density in this location would be contrary to Local and State housing policies.**

**COUNCIL RESOLUTION**

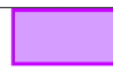


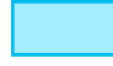
**MOVED:** *Administrator Billson*  
**SECONDED:** *Chairperson Wilson*

**THAT Council resolve to adopt the Recommendation.**

**CARRIED UNANIMOUSLY**



**PLANNING APPLICATION NO. 719338**

-  **Subject Land**
-  **Petition Head (35 signatories)**
-  **Objector**
-  **Medium Density Housing**



**City of  
Whittlesea**

**BUILDING & PLANNING REPORT**

**PLANNING APPLICATION NO. 719338**

-  Subject Land
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City of  
Whittlesea

**BUILDING & PLANNING REPORT**

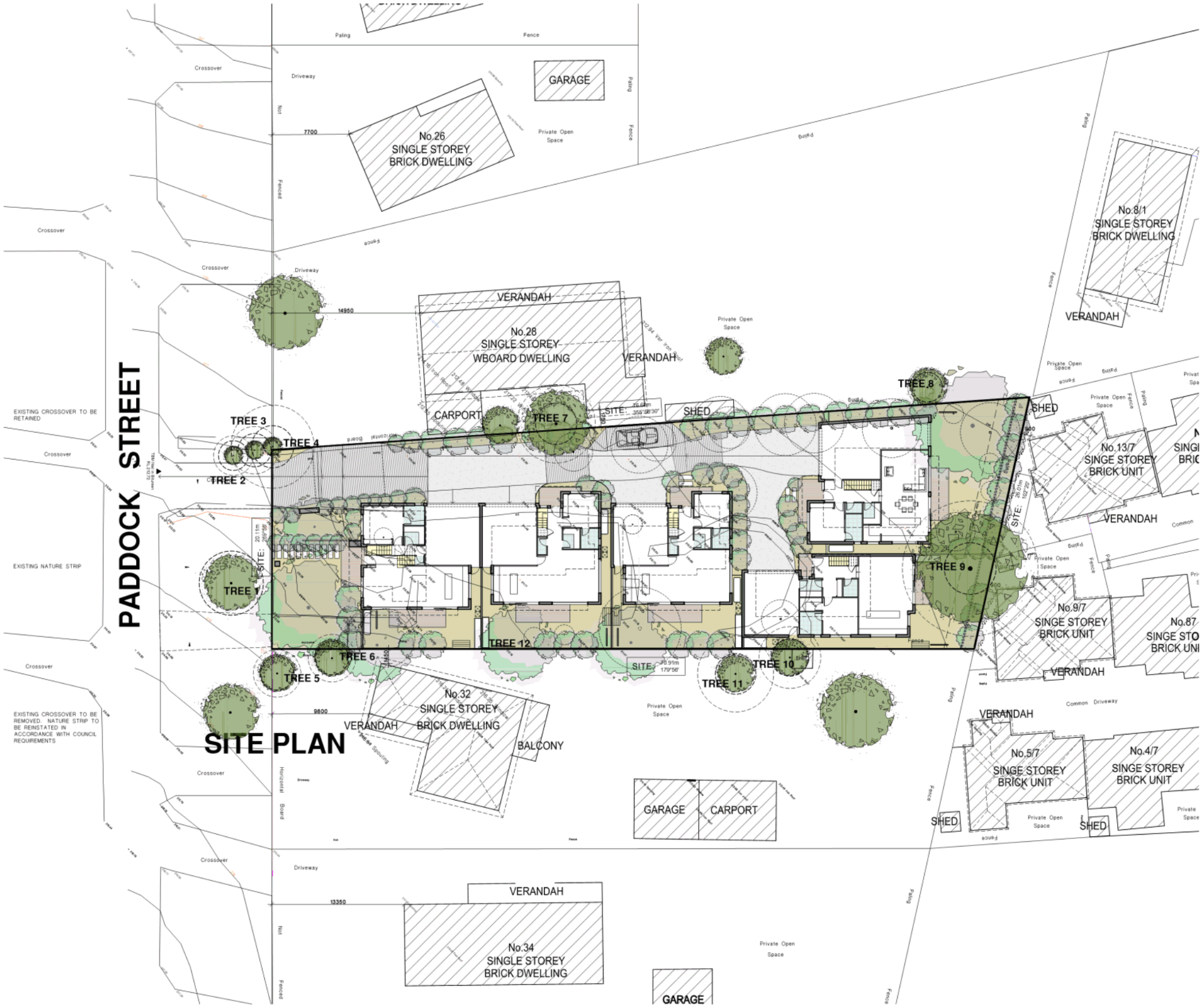


DRAWING SCHEDULE

TPA01	SITE PLAN, AREA ANALYSIS	1:200
TPA02	GROUND FLOOR PLAN	1:100
TPA03	FIRST FLOOR PLAN	1:100
TPA04	ROOF PLAN, ESD SUMMARY	1:100
TPA05	ELEVATIONS, MATERIALS AND FINISHES SCHEDULE	1:100
TPA06	CROSS SECTIONS	1:100
TPA07	DETAILED SITE ANALYSIS - NEIGHBOURHOOD AND SITE DESCRIPTION	1:300
TPA08	DETAILED SITE DETAILED SITE ANALYSIS - DESIGN RESPONSE	1:300
TPA09	DETAILED SHADOW ANALYSIS - 9:00AM, 12 NOON, SEPTEMBER 22	1:200
TPA10	DETAILED SHADOW ANALYSIS - 3:00 PM, SEPTEMBER 22	1:200
TPA11	GARDEN AREA ANALYSIS	1:100
TPA12	LANDSCAPE CONCEPT PLAN	1:100
TPA13	SWEPT PATH DIAGRAMS	1:100
TPA14	SWEPT PATH DIAGRAMS	1:100

AREA ANALYSIS

SITE AREA		1667.7m/2
No. DWELLINGS PROPOSED		5
SITE DENSITY		1 DWELLING/333.5M <sup>2</sup> SITE AREA
DWELLING 1		
GROUND FLOOR	89.5M/2	
FIRST FLOOR	52.0M/2	
GARAGE	35.3M/2	
OVERALL	<u>176.8M/2 (19.05%)</u>	
COURTYARD	48.5M/2 (SPOS)	
FRONT YARD	132.2M/2	
OVERALL	<u>185.7M/2</u>	
DWELLING 2		
GROUND FLOOR	85.9M/2	
FIRST FLOOR	57.8M/2	
GARAGE	35.3M/2	
OVERALL	<u>182.0M/2 (19.65%)</u>	
COURTYARD	59.9M/2 (SPOS)	
SERVICE YARD	9.7M/2	
OVERALL	<u>68.8M/2</u>	
DWELLING 3		
GROUND FLOOR	88.5M/2	
FIRST FLOOR	57.8M/2	
GARAGE	36.1M/2	
OVERALL	<u>182.4M/2 (19.65%)</u>	
COURTYARD	59.4M/2 (SPOS)	
SERVICE YARD	2.9M/2	
OVERALL	<u>82.3M/2</u>	
DWELLING 4		
GROUND FLOOR	93.6M/2	
FIRST FLOOR	69.2M/2	
GARAGE	54.1M/2	
OVERALL	<u>216.9M/2 (23.35%)</u>	
COURTYARD	125.7M/2 (SPOS)	
SERVICE YARD	10.5M/2	
OVERALL	<u>136.2M/2</u>	
DWELLING 5		
GROUND FLOOR	94.5M/2	
FIRST FLOOR	62.7M/2	
GARAGE	39.0M/2	
OVERALL	<u>196.2M/2 (21.15%)</u>	
COURTYARD	68.8M/2 (SPOS)	
SERVICE YARD	20.3M/2	
OVERALL	<u>89.1M/2</u>	
OVERALL BUILDING AREA		954.3m/2 (102.7sq)
BUILDING SITE COVERAGE		654.8m/2 39.3%
IMPERVIOUS (PAVING) AREA		191.5m/2
IMPERVIOUS SITE COVERAGE (EXCLUSIVE OF BUILDING SITE COVERAGE)		11.5%
PERMEABLE SITE COVERAGE (PERMEABLE TO RAIN AND STORMWATER DRAINAGE)		49.2%
GARDEN AREA PERCENTAGE		38.5% (642.2M/2)



ANDREW KOUTSAPLIS m: 0413 397 794 e: ak\_architecture@outlook.com REGISTERED ARCHITECT ARBV 19109



CLIENT:  
**SILVANO  
BALDASSO**

PROPOSED RESIDENTIAL DEVELOPMENT AT:  
PROJECT ADDRESS:  
**30 PADDOCK STREET, WHITTLESEA**  
COUNCIL SUBMISSION

DWG TITLE:  
**SITE PLAN**  
SHEET NO: 1 OF 14 JOB NO: 19-01 SCALE: 1:200  
DRAWN: A. K. DATE: 29TH SEPTEMBER 2020













ESD SUMMARY

NOTE:  
PROVIDE NATIVE OR DROUGHT TOLERANT SPECIES FOR LANDSCAPED AREAS. WATERING WILL NOT BE REQUIRED AFTER AN INITIAL PERIOD WHEN PLANTS ARE GETTING ESTABLISHED. IF IRRIGATION IS REQUIRED, IT WILL BE CONNECTED TO RAINWATER TANKS.

COMMITMENT TO 4W/M<sup>2</sup> LIGHTING DENSITY IN THE DWELLINGS

PROVIDE LIGHTING SENSORS FOR EXTERNAL LIGHTING (MOTION DETECTORS, TIMERS ETC.)

LIGHT TO MEDIUM COLOUR ROOF

PROVIDE DOUBLE GLAZING TO ALL HABITABLE ROOMS

WELS RATING FOR WATER FITTINGS/FIXTURES			
Water fixtures, fittings and connections			
	Dwelling 1	Dwelling 2	Dwelling 3
Showerhead	3 Star WELS (≥ 6.0 but < 7.5)	3 Star WELS (≥ 6.0 but < 7.5)	3 Star WELS (≥ 6.0 but < 7.5)
Bath	Scope out	Scope out	Scope out
Kitchen Taps	≥ 5 Star WELS rating	≥ 5 Star WELS rating	≥ 5 Star WELS rating
Bathroom Taps	≥ 5 Star WELS rating	≥ 5 Star WELS rating	≥ 5 Star WELS rating
Dishwashers	≥ 5 Star WELS rating	≥ 5 Star WELS rating	≥ 5 Star WELS rating
WC	≥ 4 Star WELS rating	≥ 4 Star WELS rating	≥ 4 Star WELS rating
Urinals	Scope out	Scope out	Scope out
Washing Machine Water Efficiency	Default or unrated	Default or unrated	Default or unrated
Which non-potable water source is the dwelling/space connected to?	RWT 1	RWT 2	RWT 3
Non-potable water source connected to Toilets	Yes	Yes	Yes
Non-potable water source connected to Laundry (washing machine)	Yes	Yes	Yes

	Dwelling 1	Dwelling 2	Dwelling 3
Showerhead	3 Star WELS (≥ 6.0 but < 7.5)	3 Star WELS (≥ 6.0 but < 7.5)	3 Star WELS (≥ 6.0 but < 7.5)
Bath	Scope out	Scope out	Scope out
Kitchen Taps	≥ 5 Star WELS rating	≥ 5 Star WELS rating	≥ 5 Star WELS rating
Bathroom Taps	≥ 5 Star WELS rating	≥ 5 Star WELS rating	≥ 5 Star WELS rating
Dishwashers	≥ 5 Star WELS rating	≥ 5 Star WELS rating	≥ 5 Star WELS rating
WC	≥ 4 Star WELS rating	≥ 4 Star WELS rating	≥ 4 Star WELS rating
Urinals	Scope out	Scope out	Scope out
Washing Machine Water Efficiency	Default or unrated	Default or unrated	Default or unrated
Which non-potable water source is the dwelling/space connected to?	RWT 4	RWT 5	
Non-potable water source connected to Toilets	Yes	Yes	
Non-potable water source connected to Laundry (washing machine)	Yes	Yes	
Non-potable water source connected to Hot Water System	No	No	

LEGEND

- SITE AREA OF 1,667.1M<sup>2</sup>
- ROOF AREA RUNOFF DIVERTED INTO RAINWATER TANKS INCLUDING:  
DWELLING 1 - 131.5M<sup>2</sup>  
DWELLING 2 - 131.5M<sup>2</sup>  
DWELLING 3 - 131.5M<sup>2</sup>  
DWELLING 4 - 159.7M<sup>2</sup>  
DWELLING 5 - 123.2M<sup>2</sup>
  - PERMEABLE PAVING FOR DRIVEWAY/CAR SPACE 130M<sup>2</sup>
  - PERMEABLE PAVING FOR PATHWAY/DECKING
  - PERMEABLE LANDSCAPED AREAS 660.9M<sup>2</sup>
  - UNTREATED IMPERVIOUS AREAS 249.4M<sup>2</sup>



ANDREW KOUTSAPLIS

CLIENT

AK ARCHITECTURE

m: 0413 397 794

PROPOSED RESIDENTIAL DEVELOPMENT AT

PROJECT ADDRESS

30 PADDOCK STREET WHITTLESEA

COUNCIL SUBMISSION

e: ak\_architecture@outlook.com

REGISTERED ARCHITECT ARBV 19109

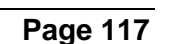
DWG TITLE

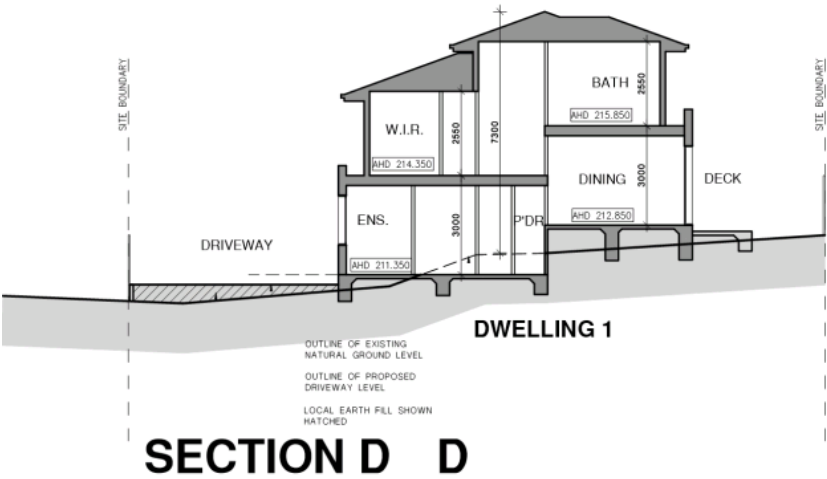
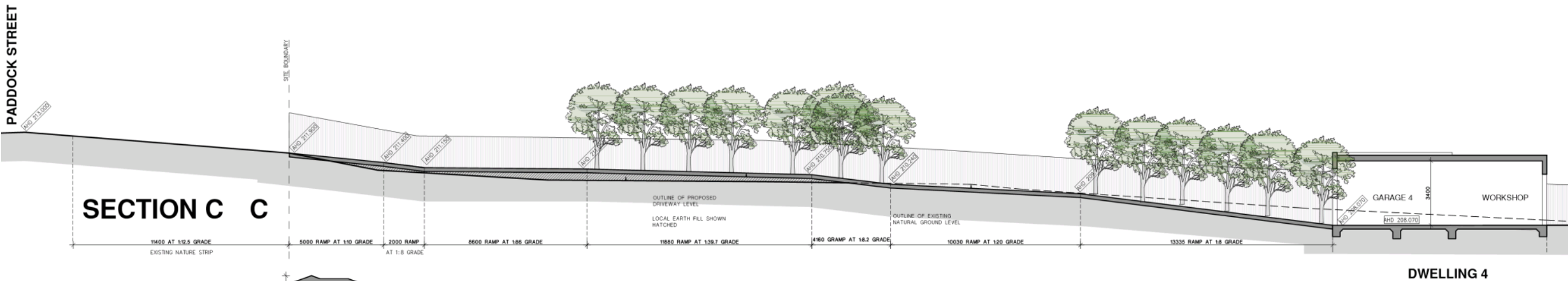
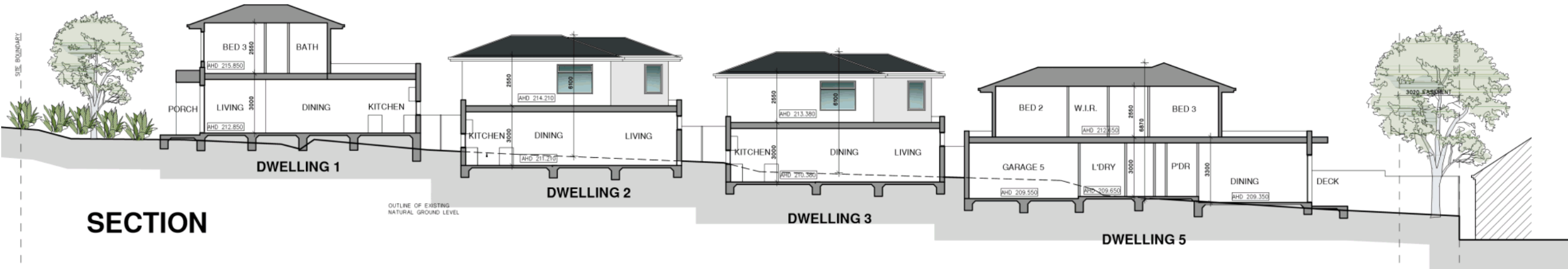
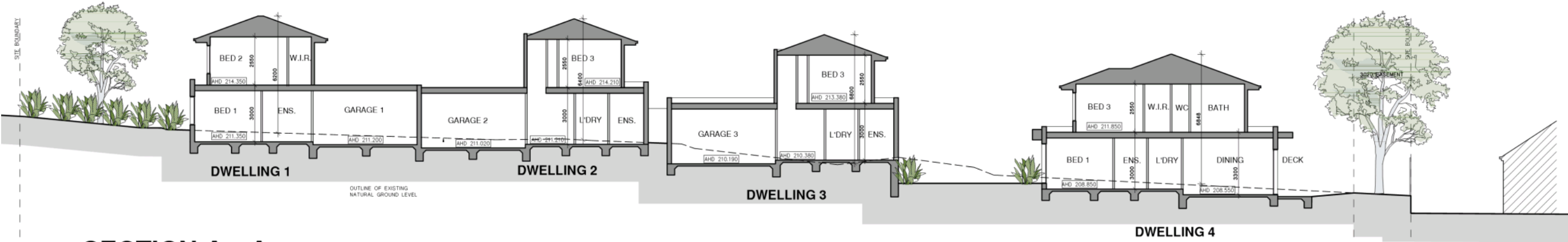
ROOF PLAN ESD SUMMARY

SHEET NO 4 OF 14 JOB NO: 19 01 SCALE: 1 100

DRAWN A K DATE: 29TH SEPTEMBER 2020







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AK ARCHITECTURE	CLIENT	PROPOSED RESIDENTIAL DEVELOPMENT AT	DWG TITLE
	SILVANO ALDASSO	PROJECT ADDRESS	CROSS SECTIONS
		30 PADDOCK STREET WHITTLESEA	SHEET NO 6 OF 14 JOB NO: 19 01 SCALE: 1 100
		COUNCIL SUBMISSION	DRAWN: A K DATE: 29TH SEPTEMBER 2020







- A

PROPOSED TREES INCLUDING EXISTING STREET TREE AND SITE TREES TO PROVIDE SCALE AND FOREGROUND TO DEVELOPMENT
- B

EXISTING ON-STREET CARPARKING NUMBERS TO BE GENERALLY RETAINED AS IS
- C

COMFORTABLE REAR YARDS PROVIDED: GOOD PROPORTIONS, GREAT ALL ROUND EXPOSURE, INCL. MIDDAY SUN
- D

MAIN FAMILY AREAS ARE LOCATED TO THE REAR OF THE FLOOR PLANS. THEY TAKE ADVANTAGE OF THE LARGE REAR GARDENS AND THE SIGNIFICANT SOLAR EXPOSURE AVAILABLE TO THESE YARDS.
- E

GOOD SURVEILLANCE OF PADDOCK STREET AVAILABLE FROM FRONT AND SIDE ROOMS OF DWELLINGS 1
- F

DESIGN OF INTERIORS OF NEW DWELLINGS INFLUENCED BY REAR PRIVATE OPEN SPACES. MAIN SITTING AREAS HAVE PHYSICAL AND VISUAL ACCESS TO THESE YARDS.
- G

DESIGN OF INTERIOR OF NEW DWELLINGS UNDERTAKEN IN MODERN CONTEMPORARY MANNER; PLENTY OF LIGHT AND OPEN SPACE, FEW WALLS AND FEW VISIBLE DOORS, ESPECIALLY ON GROUND LEVEL.
- H

11 NO CARSPACES AVAILABLE ON SITE. 10NO CARS TO BE STORED BEHIND SECURE GARAGE WALLS/ DOORS
- I

CLOTHES LINES CONCEALED IN REAR YARDS, AWAY FROM PUBLIC VIEW.
- J

OVERLOOKING OF ADJOINING PROPERTIES MINIMISED THROUGH USE OF PRIVACY SCREENS AND FROSTED GLASS AND HIGHLIGHT GLAZING, AND EXACT LOCATION OF WINDOWS

DESIGN RESPONSE

HOW PROPOSAL RESPECTS, ACKNOWLEDGES AND IMPROVES THE EXISTING NEIGHBOURHOOD CHARACTER:

-DWELLINGS HAVE DISTINCT STYLE AND "FEEL" FROM FRONT, AN ARTICULATED MODERN APPEARANCE NOT TOTALLY OUT OF CHARACTER WITH THE PREVAILING ECLECTIC STREETScape AND VERY MUCH IN KEEPING WITH A NEWLY EMERGING TOWNHOUSE AESTHETIC.

-DWELLINGS ARE PHYSICALLY DETACHED AND HAVE INDIVIDUAL CHARACTER AND IDENTITY

GENERAL NOTES

DENSITY IS APPROPRIATE AND RESPONDS TO SITE LOCATION IN AN ESTABLISHED RESIDENTIAL PRECINCT. ALL INFRASTRUCTURE AVAILABLE, PROXIMITY TO PUBLIC TRANSPORT, PARKS, SCHOOLS, SHOPS ETC

EXISTING AND PROPOSED ESTABLISHED LANDSCAPING WILL INTEGRATE DEVELOPMENT FURTHER INTO NEIGHBOURHOOD.

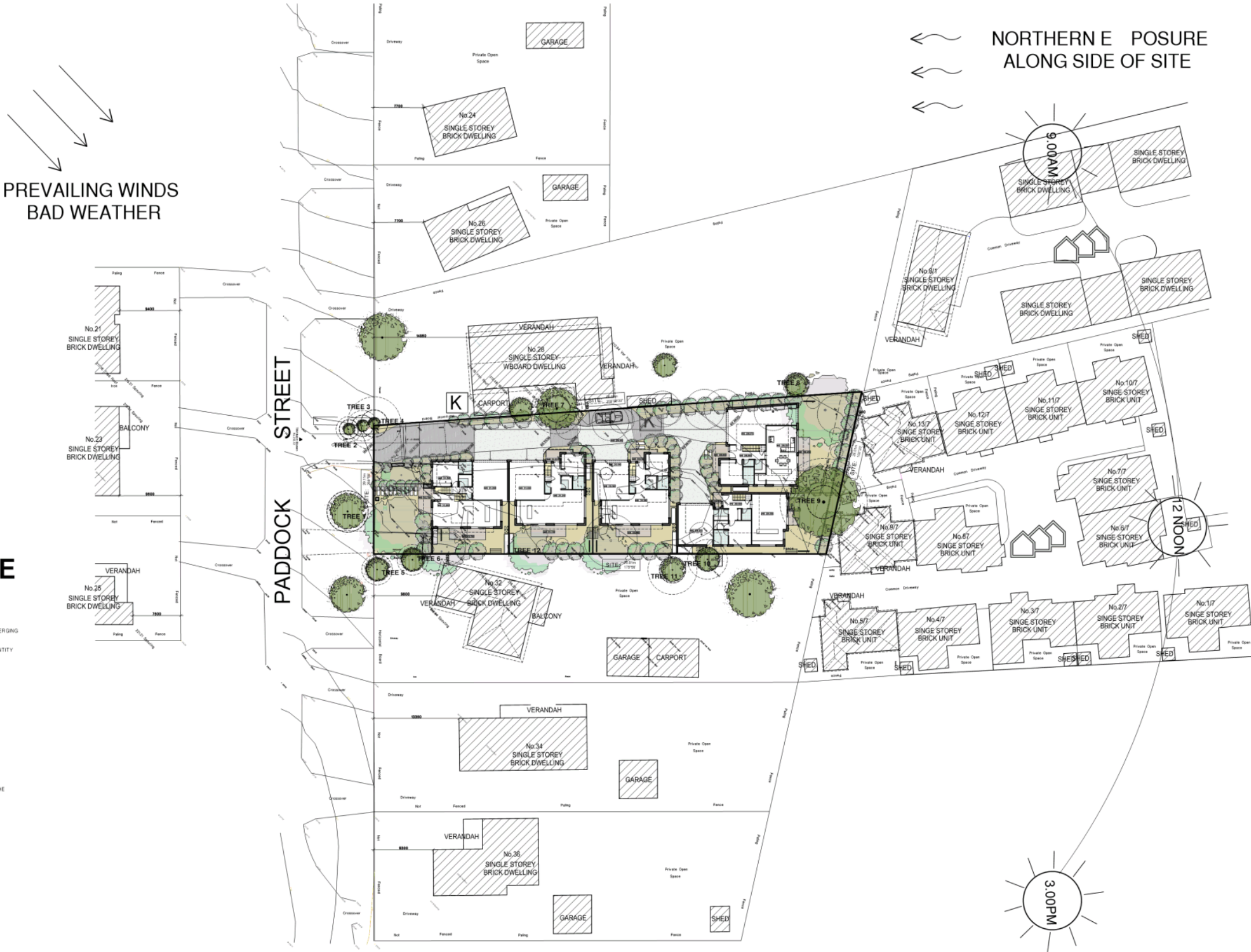
MATERIALS AND EXTERNAL FINISHES

(1)CEMENT RENDER FINISH,

(2)ALUMINIUM WINDOWS

(3)SPACE BRICKWORK

(4)POURED STEEL ROOFING, ALL RESPONDING TO MATERIALS COMMONLY FOUND IN THE WHITTLESEA LOCALITY



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SILVANO BALDASSO

PROPOSED RESIDENTIAL DEVELOPMENT AT:

PROJECT ADDRESS:

30 PADDOCK STREET, WHITTLESEA

COUNCIL SUBMISSION

DWG TITLE:

DETAILED SITE ANALYSIS

DESIGN RESPONSE

SHEET NO: 8 OF 14

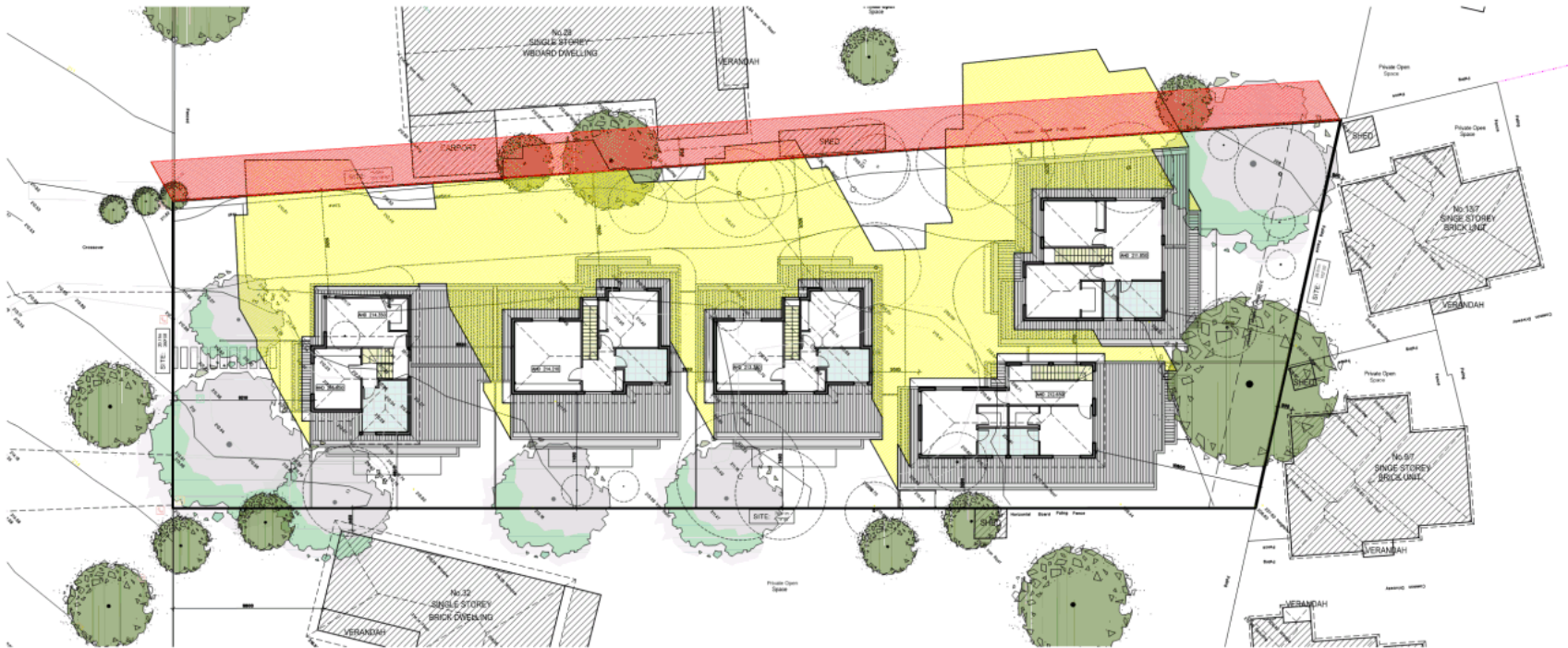
JOB NO: 19-01

SCALE: 1: 300

DRAWN: A. K.

DATE: 29TH SEPTEMBER 2020





SHADOW DIAGRAM 9AM



SHADOW DIAGRAM 12 NOON

LEGEND

- PROPOSED SHADOW
- SHADOW CAST BY EXISTING FENCE

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**AK**  
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CLIENT: **SILVANO BALDASSO**

PROPOSED RESIDENTIAL DEVELOPMENT AT:  
PROJECT ADDRESS:  
**30 PADDOCK STREET, WHITTLESEA**  
COUNCIL SUBMISSION

DWG TITLE:  
**DETAILED SHADOW ANALYSIS**  
9 00AM 12 NOON SEPTEM ER 22  
SHEET NO: 9 OF 14 JOB NO: 19-01 SCALE: 1:200

DRAWN: A. K. DATE: 29TH SEPTEMBER 2020



SHADOW DIAGRAM 3PM

LEGEND

- PROPOSED SHADOW
- SHADOW CAST BY EXISTING FENCE

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PROPOSED RESIDENTIAL DEVELOPMENT AT:

PROJECT ADDRESS:

30 PADDOCK STREET, WHITTLESEA

COUNCIL SUBMISSION

DWG TITLE:

DETAILED SHADOW ANALYSIS

3 00PM SEPTEM ER 22

SHEET NO:10 OF 14 JOB NO: 19-01 SCALE: 1:200

DRAWN: A. K. DATE: 29TH SEPTEMBER 2020




GARDEN AREA

SITE AREA 1667.7M<sup>2</sup>  
GARDEN AREA 642.2<sup>2</sup> 38.5%



GARDEN AREA ANALYSIS

<b>ANDREW KOUTSAPLIS</b> 		m: 0413 397 794 CLIENT <b>SIL ANO ALDASSO</b>	e: ak_architecture@outlook.com PROPOSED RESIDENTIAL DEVELOPMENT AT <b>30 PADDOCK STREET WHITTLESEA</b> COUNCIL SUBMISSION	REGISTERED ARCHITECT ARBV 19109 DWG TITLE <b>GARDEN AREA ANALYSIS</b> SHEET NO 110 14 JOB NO: 19 01 SCALE: 1 100 DRAWN A K DATE: 29TH SEPTEMBER 2020
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PLANT SCHEDULE

1. THIS LANDSCAPE PLAN IS BASED ON THE ARCHITECT'S TOWNPLANNING AND IS TO BE USED FOR TOWNPLANNING PURPOSES ONLY.
2. PLANT SELECTION SHALL BE AS PER THE PLANT SCHEDULE IN LOCATIONS AS SHOWN ON THE DRAWINGS. ALL PLANTS ARE TO BE TRUE TO SPECIES AND THE BEST OF THEIR RESPECTIVE KINDS. PLANTS ARE TO HAVE WELL DEVELOPED ROOT SYSTEMS AND SHALL BE FREE OF PESTS AND DISEASE. WATER PLANTS WELL WATERED BEFORE AND AFTER PLANTING.
3. SPRAY ALL AREAS SHOWN ON THE DRAWINGS AS GARDEN BED AND LAWN WITH AN APPROVED NON-RESIDUAL CONTACT HERBICIDE (GLYPHOSATE) FOLLOWING MANUFACTURER'S SPECIFICATIONS.
- THE HERBICIDE SHALL BE DYED RED TO IDENTIFY EXPOSED AREAS. LEAVE SPRAYED AREAS FOR A PERIOD OF 10 DAYS PRIOR TO BEING WORKED. RESPRAY ANY WEEDS STILL ALIVE AFTER 10 DAYS.
4. DETERMINE pH OF SOIL USING pH KIT AVAILABLE AT MOST NURSERIES. pH SHOULD BE SLIGHTLY ACIDIC TO NEUTRAL pH 5.5 TO 7.0. IF pH IS OUTSIDE OF THIS RANGE CONTACT YOUR LOCAL NURSERY TO OBTAIN ADVICE ON HOW TO ADJUST THE pH LEVEL. SOME PLANTS TOLERATE HIGH AND LOW pH LEVELS.
5. IF SOIL IS MAINLY DAY BASED ADD GYPSUM TO AID IN BREAKING UP THE SOIL AT THE RATE OF 15KG/M2 TO LAWN AREAS AND 2KG/M2 FOR GARDEN BED AREAS.
6. INSTALL SUB-SURFACE DRAINAGE WHICH DISCHARGES TO STORMWATER OR SOAKAGE PITS IN AREAS WITH POOR DRAINAGE.
7. CULTIVATE SOIL FOR GARDEN BED AREAS TO 300MM DEPTH AND LAWN AREAS TO 100MM DEPTH DEEP RIP IN TO 400MM DEPTH AREAS OF HARD-PANNING OR COMPACTION.
8. USE ON-SITE TOPSOIL WHERE POSSIBLE AND IMPROVE WITH ORGANIC MATERIAL AS REQUIRED. IMPORTED TOPSOIL SHALL BE FERTILE. FRAGILE SOILS CONTAINING ORGANIC MATTER AND FREE FROM PERENNIAL WEEDS AND THEIR ROOTS, STONE OR RUBBLE, CLOUDS OF TOPSOILS AND OTHER EXTRANEOUS MATERIAL.
9. SPREAD GOOD QUALITY TOPSOIL, CONTAINING COMPOST TO 100MM DEPTH FOR GARDEN BED AREAS TO 50MM DEPTH FOR LAWN AREAS. TO IMPROVE DRAINAGE IN DAY SOILS, RAISE SOIL LEVELS BY 200MM IN GARDEN BEDS.
10. SPREAD 75MM COMPACTED DEPTH ORGANIC MULCH OVER ALL GARDEN BED AREAS. TOP OF MULCH SHALL BE LEVEL WITH ADJACENT SURFACE.
11. PLANT SHRUBS (AS PER DETAIL) IN HOLES OF THE SAME DEPTH AS THE ROOT BALL AND TWICE THE DIAMETER OF THE ROOT BALL. WATER PLANTS PRIOR TO AFTER BACKFILLING. DO NOT TREAD IN PLANTS. PLANT ROOT BALL IN THE SOILS AND NEVER IN THE MULCH.
12. APPLY FERTILISER SPECIFIC TO INDIVIDUAL PLANTS REQUIREMENTS. TREES SHOULD BE STAKED FOR THE FIRST ONE TO TWO YEARS (AS PER DETAIL).
13. ALL CLIMBERS WILL REQUIRE A WIRE OR TRELLIS CLIMBING FRAME TO BE ATTACHED TO ADJACENT SURFACE.
14. GARDEN BEDS ARE TO BE WATERED, WEEDED, FERTILISED, PRUNED AND MULCHED ON A REGULAR BASIS BY A LANDSCAPE CONTRACTOR OR THE OWNER TO ENSURE PLANTS SURVIVE AND THRIVE. THIS IS TO TAKE PLACE FOR A PERIOD OF SIX MONTHS AFTER COMPLETION OF THE LANDSCAPE CONSTRUCTION. ANY PLANTS THAT DIE OR ARE DISEASED ARE TO BE REPLACED WITH THE SAME SPECIES AS LISTED IN THE PLANT SCHEDULE.

PLANT SCHEDULE

CODE	BOTANICAL NAME	COMMON NAME	QTY	SUPPLY SIZE	MATURE H X W
TREES					
AIM	ACACIA IMPLEXA	LIGHTWOOD	4	MIN 1.5m HIGH	10m X 5m
FHP	FICUS MICROCARPA 'HILLI FLASH'	FIG	2	MIN 1.5m HIGH	15m X 3m
PC	SYZYGIUM AUSTRALE 'PINNACLE'	CAPITAL PEAR	6	MIN 1.5m HIGH	11m X 2.5m
SAP		NARROW BRUSH CHERRY	17	30cm POT	5m X 1.75m
SHRUBS					
ACL	ACACIA COGNATA 'LIMELIGHT'	NARROW LEAF BOWER WATTLE	10	20cm POT	12m X 1m
AS	ACACIA SMITHII VAR. 'MIDORI'	COMPACT LILY PLY	18	20cm POT	12m X 1m
GA	GARCENIA AUGUSTA 'FLORIDA'	GARDENIA	6	20cm POT	12m X 1m
MGL	MAGNOLIA GRANDIFLORA 'LITTLE GEM'	DWARF MAGNOLIA	14	20cm POT	12m X 1m
GROUND COVERS AND LOW SHRUBS					
VH	VIOLA HEDERACEA	NATIVE VIOLET	24	14cm POT	0.75m X 15m
TUSSOCKS/ GRASSES/ EVERGREEN PERENNIALS					
DOB	DIANELLA CAERULA 'BREEZE'	BREEZE FLAX LILY	-	14cm POT	0.75m X 15m
LLC	LOMANDBA CONFERTIFOLIA	LITTLE CON	-	14cm POT	3m X 3m
LOF	LOMANDBA FILIFORMIS	WATTLE MAT RUSH	-	14cm POT	0.5m X 0.2m
LT	LOMANDBA LONGIFOLIA 'TANIKA'	TANIKA	-	14cm POT	0.75m X 0.75m

WATERING IN ACCORDANCE WITH CURRENT WATER RESTRICTIONS

A) WATERING IS TO BE DONE USING PROGRAMMABLE SYSTEM OR BY HAND WATERING ACCORDING TO WEATHER CONDITIONS BUT GENERALLY TEN MINUTES EVERY SECOND DAY TO GARDEN BEDS DURING ESTABLISHMENT PERIOD (SIX MONTHS) AND DURING SUMMER DRY PERIODS. OTHER TIMES AND AS PLANTS BECOME ESTABLISHED WATERING SHOULD GRADUALLY BE REDUCED TO CONSERVE WATER AND PROMOTE DEEP ROOT SYSTEMS.

B) RAINWATER COLLECTION TANKS SHOULD BE INSTALLED AND USED FOR IRRIGATION WHERE POSSIBLE. ALL PLANTS HAVE BEEN SELECTED FOR DROUGHT TOLERANCE BUT DO REQUIRE WATERING DURING DRY WEATHER CONDITIONS WHILE ESTABLISHING ON SITE AND WILL GROW MORE RAPIDLY WITH REGULAR WATERING. SUITABLE SYSTEM IS A LOW WATER USE DRIP SYSTEM TO ALL TREES AND SHRUBS. PROGRAMMABLE TIMERS LOCATED AS DIRECTED BY OWNER.

TIM ER EDGE PLAN

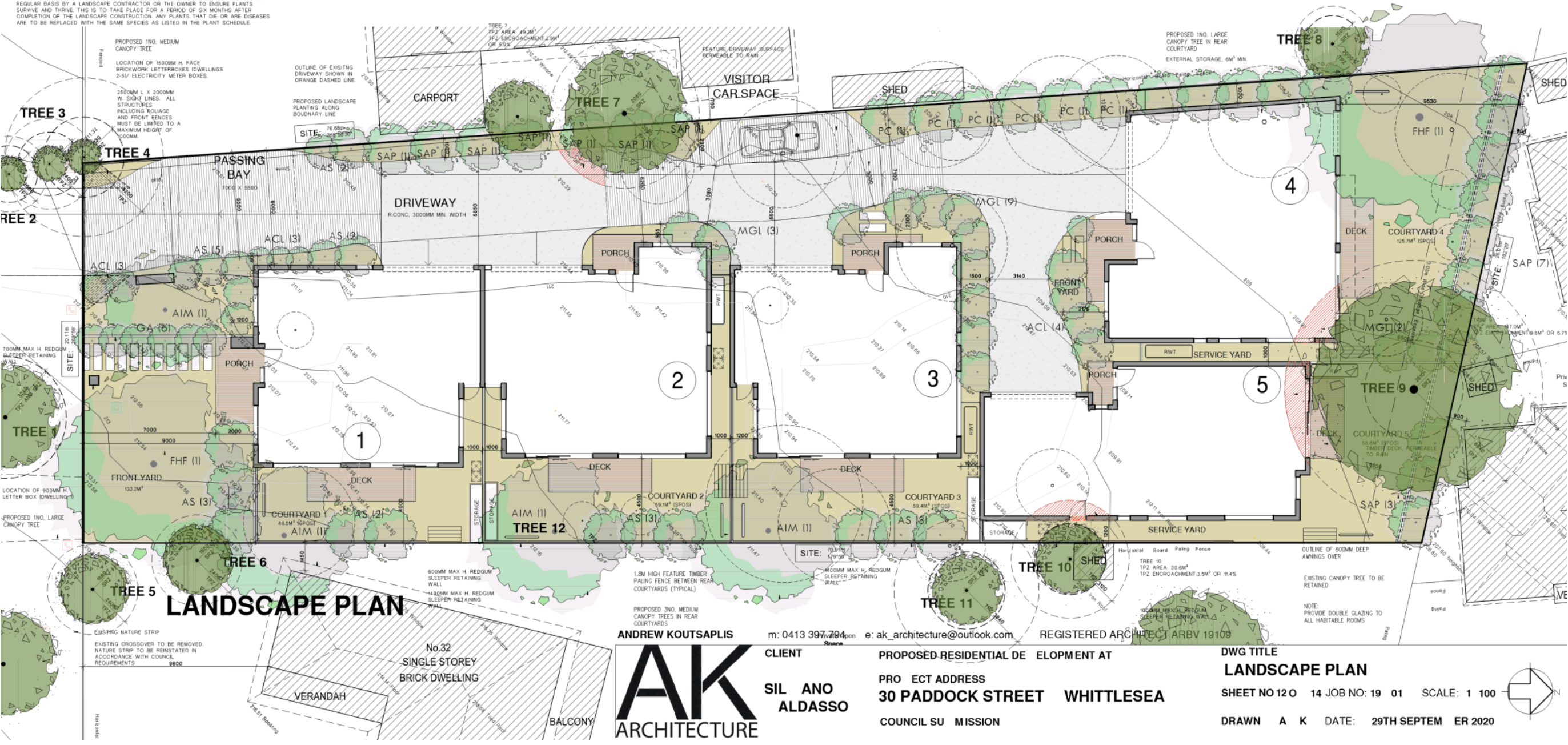
NOT TO SCALE

TIM ER EDGE SECTION

NOT TO SCALE

LEGEND

- RETRACTABLE CLOTHES LINE CONCEALED IN COURTYARD (TYPICAL)
- EXTERNAL 1800MM H STORAGE SHED 6M<sup>2</sup> MIN
- RUBBISH BINS
- 3000L RAIN WATER TANK FOR EACH TOWNHOUSE RAINWATER COLLECTED WILL BE USED FOR TOILET FLUSHING AND LAUNDRY IN ALL TOWNHOUSES
- R. CONCRETE DRIVEWAY
- FEATURE DRIVEWAY PAVING, PERMEABLE TO RAIN
- TIMBER DECKING (PERMEABLE TO RAIN)
- PROPOSED NEW TREE
- EXISTING TREE TO BE RETAINED
- EXISTING TREE TO BE REMOVED
- LAWN (PERMEABLE TO RAIN)
- BIKE SPACE LOCATED IN THE REAR COURTYARD OF EACH DWELLING



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30 PADDOCK STREET WHITTLESEA  
COUNCIL SUBMISSION

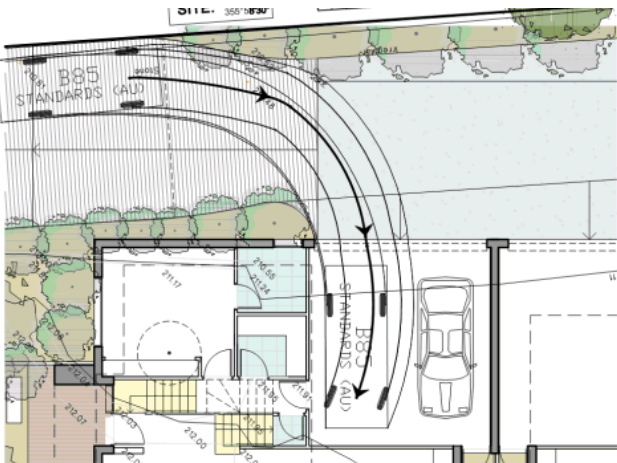
ak\_architecture@outlook.com  
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DWG TITLE  
LANDSCAPE PLAN  
SHEET NO 12 OF 14 JOB NO: 19 01  
DRAWN A K DATE: 29TH SEPTEMBER 2020

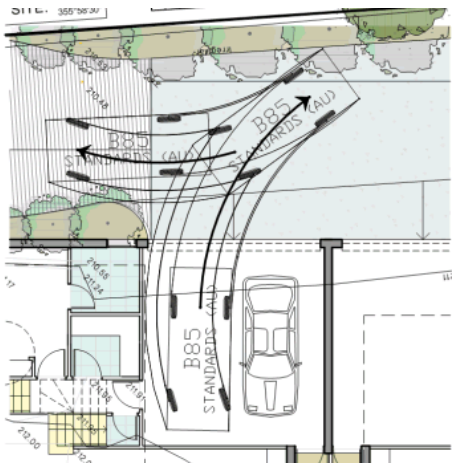
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North Arrow

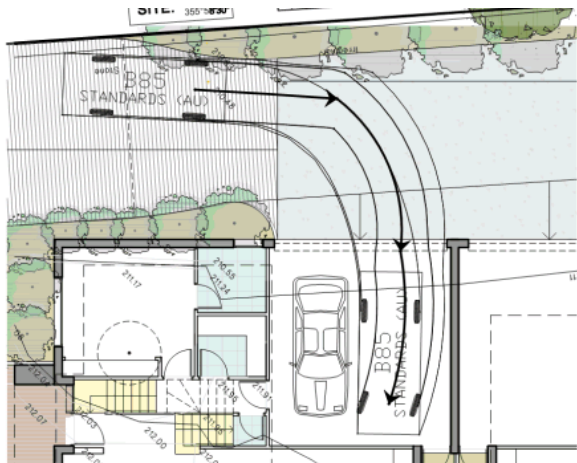




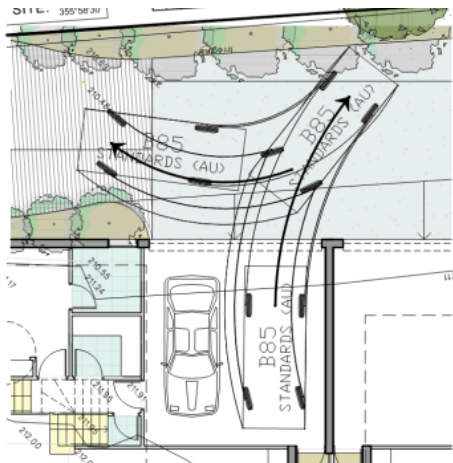
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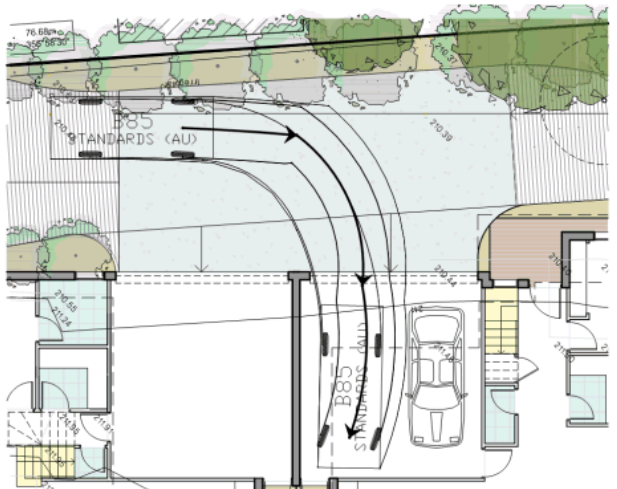
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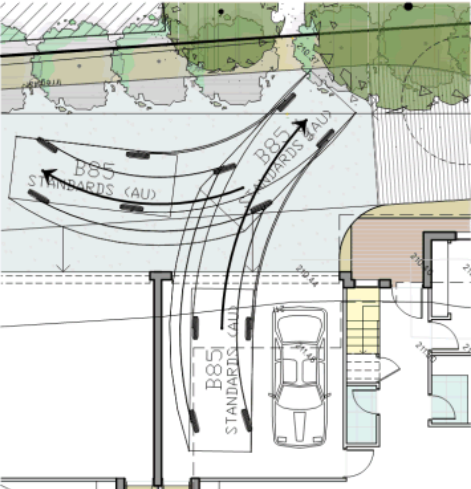
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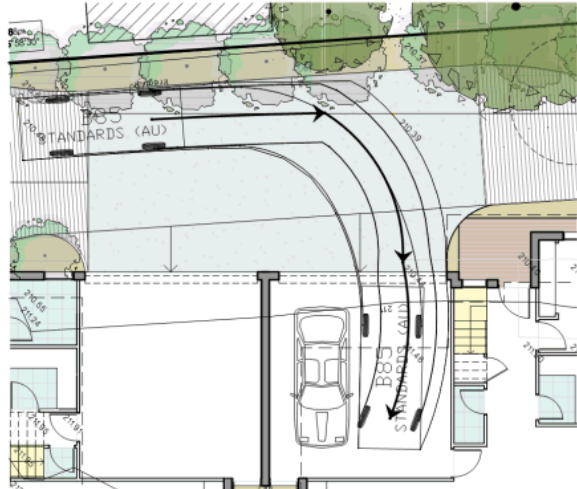
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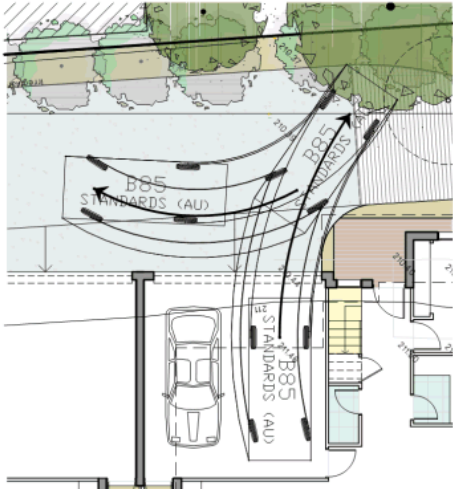
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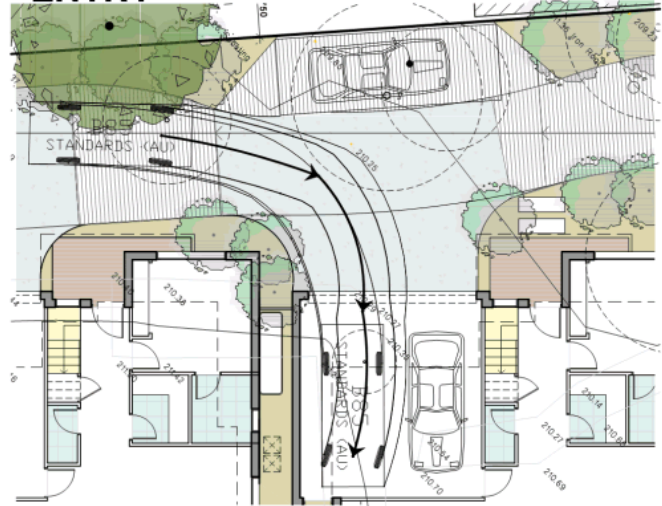
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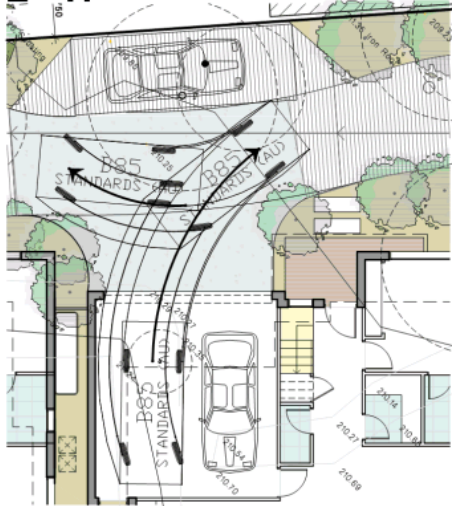
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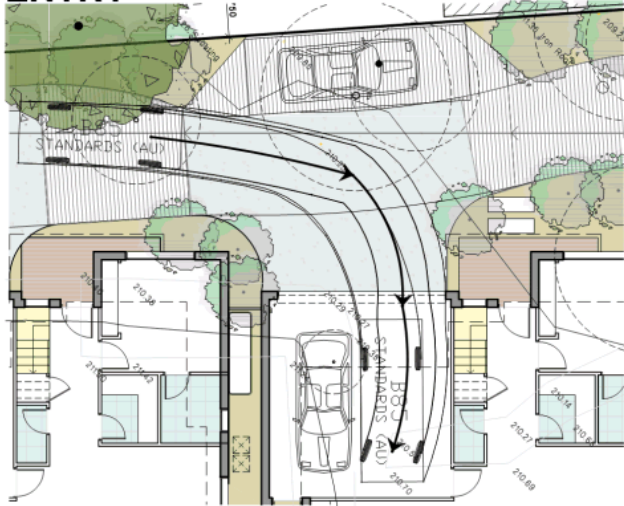
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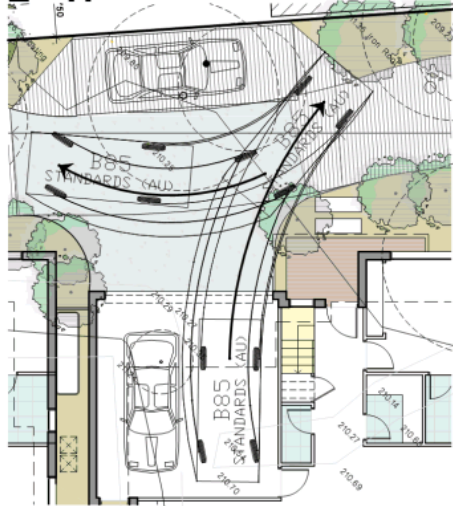
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ENTRY**



**GARAGE 3 CAR SPACE 1  
EXIT**




**GARAGE 3 CAR SPACE 2  
ENTRY**



**GARAGE 3 CAR SPACE 2  
EXIT**

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PROJECT ADDRESS

30 PADDOCK STREET WHITTLESEA


COUNCIL SUBMISSION

DWG TITLE

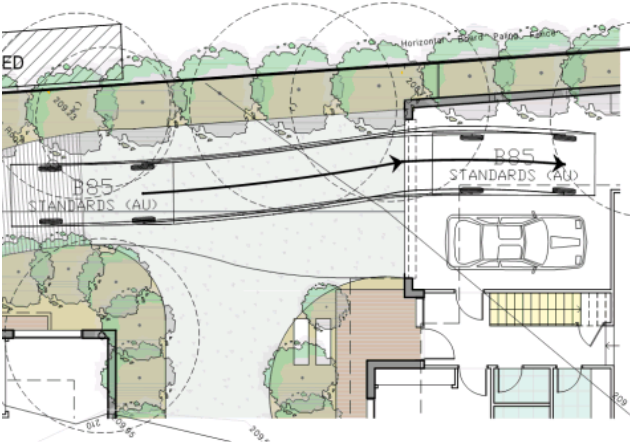
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SHEET NO 130 14 JOB NO: 19 01 SCALE: 1 100

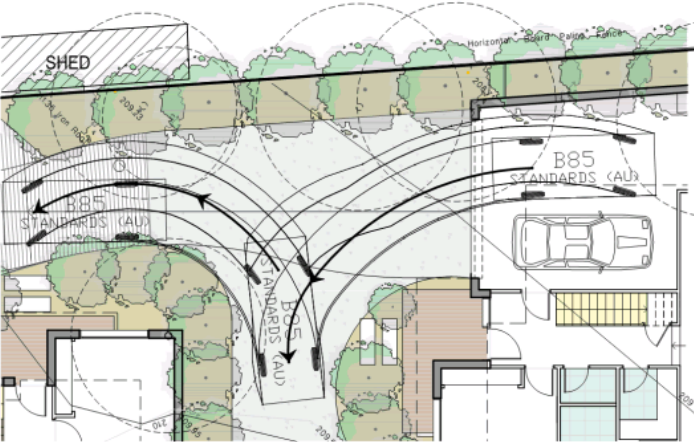
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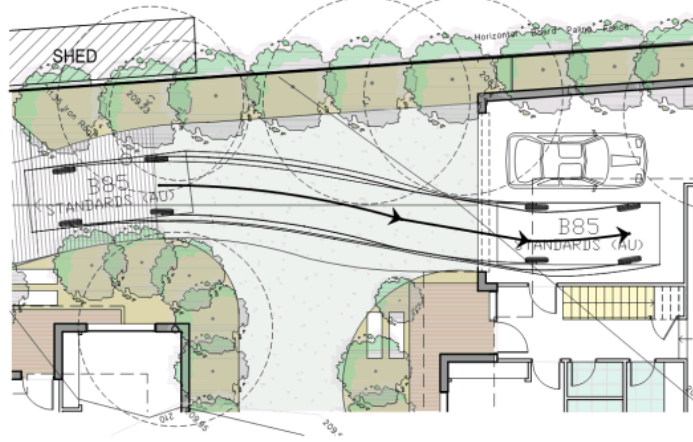




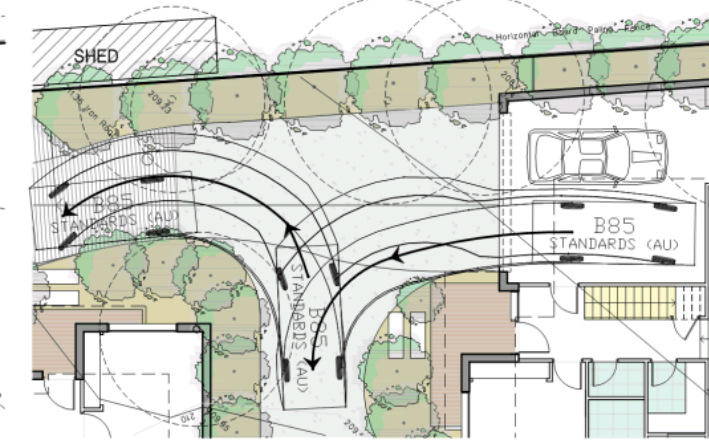
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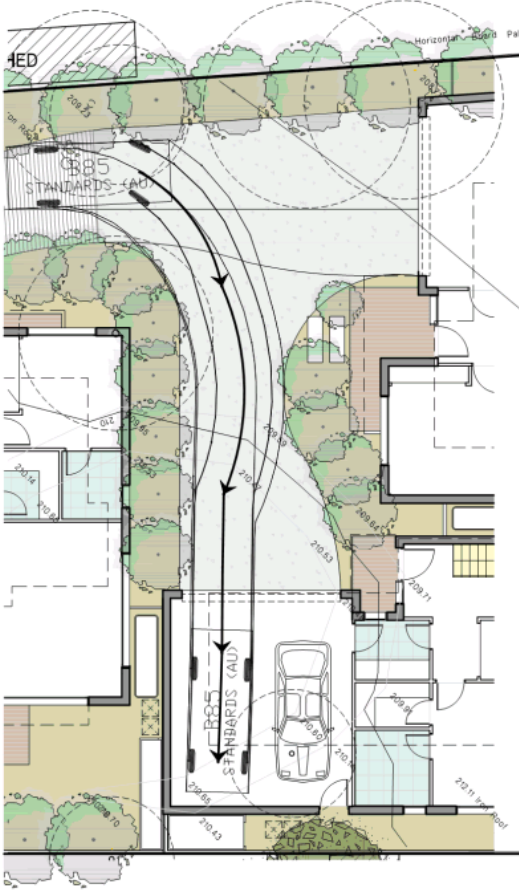
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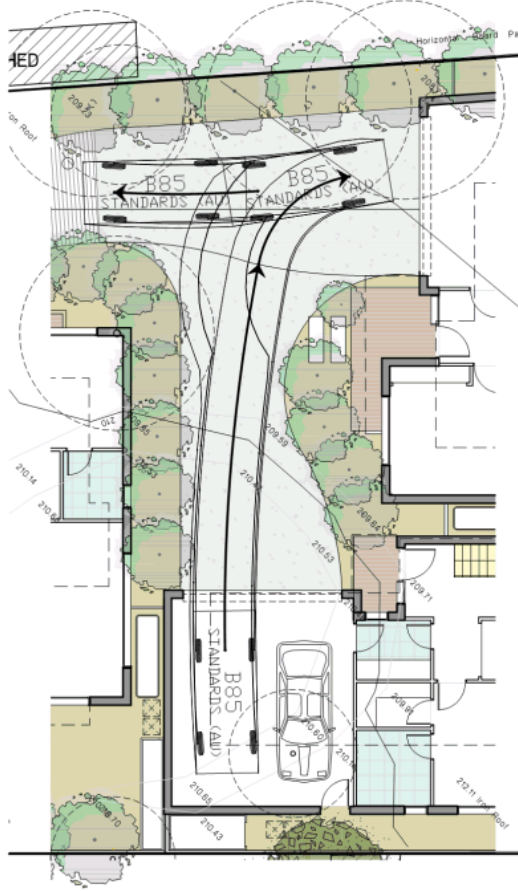
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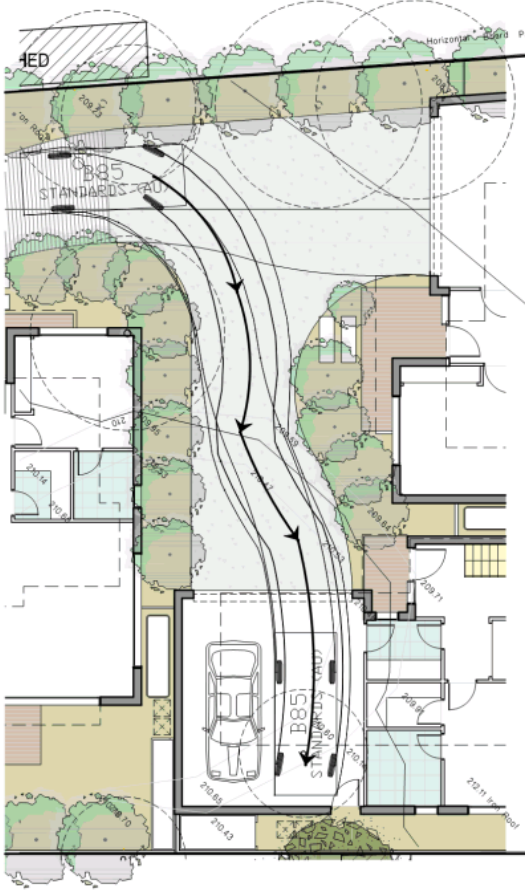
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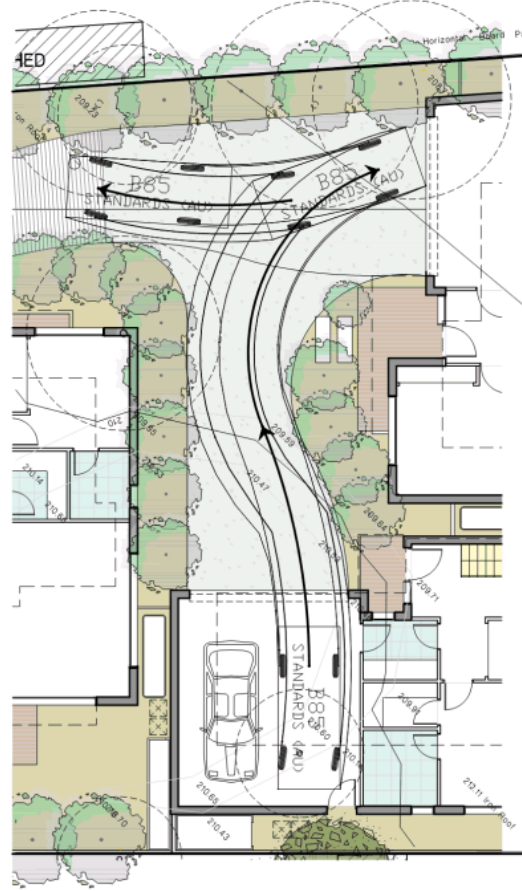
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ENTRY



GARAGE 5 CAR SPACE 1  
EXIT



GARAGE 5 CAR SPACE 2  
ENTRY



GARAGE 5 CAR SPACE 2  
EXIT

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	SILVANO ALDASSO	PROJECT ADDRESS	
		30 PADDOCK STREET WHITTLESEA	
		COUNCIL SUBMISSION	
DWG TITLE		SWEPT PATH DIAGRAMS	
SHEET NO 140		14 JOB NO: 19 01	SCALE: 1 100
DRAWN A K		DATE: 29TH SEPTEMBER 2020	

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**ITEM 6.2.2 FOR DECISION - COUNCIL RESOLVE TO ADOPT PLANNING SCHEME  
AMENDMENT C252WSEA TO APPLY PUBLIC ACQUISITION OVERLAY IN  
WOLLERT PSP**

**Attachments:**

- 1     **Attachment 1 - Aerial Photo** [↓](#)
- 2     **Attachment 2 - Amendment Documents** [↓](#)
- 3     **Attachment 3 - Bodycoats Road Precinct** [↓](#)

**Responsible Officer:**     **Director Planning & Development**

**Author:**     **Planning Officer**

**RECOMMENDATION SUMMARY**

That Council resolve to:

1.     Adopt Amendment C252wsea in the form of Attachment 2.
2.     Submit Amendment C252wsea to the Minister for Planning for approval.
3.     Notify the submitter of Council's decision.
4.     Note that once the Public Acquisition Overlay (PAO) has been applied that the acquisition process will commence in accordance with the Land Acquisition and Compensation Act 1986.

**INTRODUCTION**

The purpose of this report is to demonstrate that State Government requirements have been satisfied and to consider submissions that have been received in relation to Amendment C252wsea to the Whittlesea Planning Scheme. The exhibition resulted in one (1) public submission being received which has been resolved without changes to the Amendment and therefore the report recommends that Council adopt the amendment and authorise submission of the amendment to the Minister for Planning for approval.

**KEY FACTS / OR ISSUES**

- The Wollert Precinct Structure Plan (PSP) identifies transport projects required to support the development of the precinct, including IN-09 (purchase of land for the intersection of Epping Road and Boundary Road) and RD06 (purchase of land to widen the Boundary Road reserve). The projects are funded by the Wollert Development Contributions Plan (DCP).
- A number of developments in the northern part of the Wollert PSP area have had subdivision planning permits issued and are commencing development (Attachment 3). These subdivisions are accessed along Boundary Road from its intersection with Epping Road. This intersection also includes Bridge Inn Road.
- The current intersection at Epping Road and Boundary Road/Bridge Inn Road does not have the capacity to safely cater for significant new growth in the northern part of the PSP. This intersection is critical both in terms of servicing the precinct but also to the transport network for the broader Northern Growth Corridor.
- Council has addressed the issue by applying permit conditions that require the construction of intersection IN09 (Epping Road and Boundary Road) and RD06c (Boundary Road) prior to a Statement of Compliance that creates the 901st lot within the precinct (Attachment 3).

- Both the land and construction component of the projects are funded by the Wollert DCP.
- Council's conditional requirements for subdivision are currently the subject of a Victorian Civil and Administrative Tribunal (VCAT) review by one of the developers in the northern part of the PSP. One of the key issues discussed in the review relates to access to the land required for the delivery of the subject intersection and associated works. The review has been adjourned by agreement until 15 March 2021 and this adjournment was conditional upon the progression of this Amendment.
- An existing PAO applies to part of the Epping Road and Bridge Inn Road relating to the widening of Epping Road and the future E6 road reserve. Discussions are required with the Department of Transport to ensure that efforts to acquire the land are co-ordinated to ensure that the required works associated with the ultimate intersection layout can be undertaken in a timely manner.
- At its meeting on 2 June 2020 Council resolved to prepare the Amendment to apply the PAO to land required.
- Authorisation for the Amendment was received from the DELWP on 21 August 2020 and the Amendment was subsequently exhibited between 15 October 2020 and the 18 November 2020.
- One (1) submission was received in response. This submission has been resolved and therefore it is recommended that the Amendment be adopted and submitted to the Minister for Planning for approval.

## **RATIONALE FOR RECOMMENDATION**

The Amendment was exhibited between 15 October 2020 and the 18 November 2020. One submission was received, which has been resolved without any changes required to the Amendment. Therefore, as there are no outstanding issues with the Amendment and there is no need to appoint a Planning Panel to consider any unresolved submissions, it is recommended that the Amendment be adopted and submitted to the Minister for Planning for approval.

## **IMPACTS OF RECOMMENDATION**

The Council resolution will support the following:

- The adoption of the Amendment will enable Council officers to submit the Amendment to the Minister for Planning for approval.
- Should the Amendment be approved and gazetted into the Whittlesea Planning Scheme, the Amendment will provide Council with the statutory mechanism to acquire the land via a separate process under the *Land Acquisition and Compensation Act 1986*.
- The acquisition of the land will facilitate the delivery of the upgrade to the intersection of Epping Road and Boundary Road/Bridge Inn Road which is critical both in terms of servicing the precinct but also the transport network for the broader Northern Growth Corridor.

## **WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

The Amendment has been undertaken via the statutory processes established by the *Planning and Environment Act 1987* and as such, no additional measures will be required to manage impacts.

**REPORT****BACKGROUND**

The Wollert PSP was approved as part of Amendment C187 to the Whittlesea Planning Scheme on 23 February 2017.

Since then development has commenced and a number of developments have had planning permits issued. Due to lack of sequencing requirements development is not occurring in an orderly manner and a number of out-of-sequence developments have been proposed in area known as the Bodycoats Road (Wollert Northern) Precinct.

The projects are considered out-of-sequence because the applications were lodged prior to key infrastructure being constructed. This infrastructure is key to facilitating the development of the precinct. Rather than refusing applications, multiple Planning Permits have been issued requiring the implementation of key infrastructure projects, prior to the issuing of statement of compliance.

The planning permits include conditions that require the construction of intersection (IN-09 Epping Road and Boundary Road) prior to the lots obtaining a Statement of Compliance that creates the 901st lot within the Bodycoats Road Precinct.

It is noted that the condition requiring the upgrade of IN-09 (Epping Road and Boundary Road) is the subject of a VCAT case P1591/2019. This VCAT matter is yet to be resolved with one of the issues being access to the land required to deliver the intersection. Acquisition of the land will assist with enabling the delivery of the intersection and address some of the concerns relating to access to the land raised as part of VCAT proceedings.

The upgrade of the intersection of Boundary Road and Epping Road is therefore considered critical for the development of the precinct and for the transport network for the broader Northern Growth Corridor. The intersection at Boundary Road and Epping Road is already at capacity and will continue to be impacted as further development occurs. As a result, the subject intersection will no longer be satisfactory to service community need.

The upgrades cannot be accommodated within the existing road reserve and additional land is required which has been identified in the Wollert DCP for Council as the Delivery Agency to acquire. Given the critical nature of the land in order to deliver the upgraded intersections, it is recommended that Council commence the process to acquire the land as a matter of priority.

The first step in this process is to identify that the land is proposed to be acquired for public purposes through the application of the Public Acquisition Overlay (PAO) (refer to Attachment 2). Once the PAO has been applied, the land can be acquired either through negotiation or in accordance with the Wollert DCP and Land Acquisition and Compensation Act 1986.

It is noted that some of the land required for IN-09- Intersection of Boundary Road and Epping Road is already subject to a PAO relating to the widening of Epping Road and future E6 road reserve. Department of Transport is the designated acquiring agency. Council officers have been in discussions with Department of Transport in regard to the importance of them acquiring the land in a timely manner.



**AMENDMENT C252**

The Public Acquisition Overlay (PAO) is the planning tool used to identify land which is proposed to be acquired for a public purpose. A Planning Scheme Amendment is required to apply the PAO. The proposed Amendment seeks to apply the PAO to parts of the lots noted above and mapped in Attachment 2. The application of this new PAO requires an amendment to the Schedule of the Public Acquisition Overlay to introduce the PAO15 (Attachment 2).

Once the PAO has been applied, the land can be acquired either through negotiation or in accordance with *Land Acquisition and Compensation Act 1986*.

**LAND TO BE ACQUIRED**

To deliver the upgraded intersection at Epping Road and Boundary Road / Bridge Inn Road, additional land is required which has been identified in the Wollert PSP and DCP.

The exhibited Amendment sought to acquire land from the following land parcels:

- 490 Epping Road, Wollert.
- 495 Epping Road, Wollert.
- 30 Boundary Road, Wollert.

The subject land is included in Attachment 2.

As part of preparing the Amendment and its maps, the land subject to the PAO was adjusted from the initial extent identified in the original Council report, in order to limit the PAO to only land deemed absolutely necessary to deliver the intersection project. This has limited the amount of landowners the PAO and subsequent acquisition process will impact. The remaining land will be acquired through standard subdivision processes over time.

**STRATEGIC CONTEXT AND RELEVANT PLANNING CONTROLS**

The overarching strategic direction for the land is set by the Wollert PSP which is incorporated into the Whittlesea Planning Scheme and Schedule 5 of the Urban Growth Zone. The subject land is affected by the following planning controls:

- Urban Growth Zone – Schedule 5.
- Rural Conservation Zone.
- Development Contributions Plan Overlay – Schedule 16.
- Incorporated Plan Overlay – Schedule 4.
- Public Acquisition Overlay – Schedule 2 (490 Boundary Road, Wollert – Wollert).
- Wollert Precinct Structure Plan (PSP).
- Wollert Development Contributions Plan (DCP).

All infrastructure projects (land and construction) forming part of this proposal are required by the Wollert PSP.



## DEVELOPMENT CONTRIBUTIONS

The Wollert DCP collects levies to fund both the land and construction of the projects identified in the plan. Under the DCP, Council is both the Collecting Agency responsible for the collecting the contributions and the Delivery Agency responsible for delivering the projects. This means it is important to facilitate the timely delivery of the projects to provide essential infrastructure to the developing community and reduce risks with project cost escalations.

## CONSULTATION AND NOTIFICATION

The Amendment has been exhibited in accordance with S19 of the *Planning and Environment Act 1987*. Notification involved the following:

- Notices sent by mail to the three (3) landowners (sent 14 October 2020).
- Notices sent by mail to the three (3) sites in case of different occupiers (sent 14 October 2020).
- Notices sent by mail to the Prescribed Ministers (sent 14 October 2020).
- Notices sent by mail to the Minister of Planning (sent 14 October 2020).
- Notice sent by mail to the Department of Transport (sent 14 October 2020).
- Notice published in The Age newspaper (published 14 October 2020).
- Notice published in the Government Gazette (published 15 October 2020).

As a result of the exhibition period, one (1) submission was received on behalf the owners of 490 Epping Road, Wollert. The submission and officer response is summarised in Table 1 below.

**Table 1: Submission Summary Table**

Submission	Summary of Submission	Officer Response
1. 490 Epping Road, Wollert	<p>The submission sought to confirm that the proposed PAO15 would be consistent with the Wollert PSP.</p> <p>Upon being advised that the intersection design which was used to prepare the PAO15 was sourced from the Wollert PSP DCP, the submitter subsequently agreed that the form and content of the exhibited Amendment resolved the submission.</p>	<p>The submitter has agreed that the form and content of the exhibited Amendment resolves their submission. Therefore, the submission is considered resolved and there is no need to appoint an independent Planning Panel to consider the submission.</p>

## POST EXHIBITION FINAL REVIEW OF PLAN

Please refer to Attachment 2 for the final design. No changes are proposed from this Amendment. It is recommended that this Amendment is approved by Council in its current form.

Should any design changes be suggested, this matter will require a subsequent Council meeting.

**CRITICAL DATES**

Ministerial Direction No. 15 requires that Council make a decision to adopt an Amendment under Section 23 of the *Planning and Environment Act 1987* within 60 business days of the closing date of submissions. Given the time required to resolve the submission and the intervening Christmas period, officers sought an exemption to Ministerial Direction 15 on the basis that Council will make a decision by 9 April 2021.

The table below identifies the key dates of approval of the Planning Scheme controls and the subsequent planning permits issued, including VCAT details for projects in the Bodycoats (Wollert Northern) Precinct.

Date	Event
23 February 2017	The Wollert PSP and Wollert DCP were introduced into the Whittlesea Planning Scheme via Planning Scheme Amendment C187.
26 June 2019	Planning Permit 717154 issued – 71, 71a, 75 and 85 Bodycoats Road, Wollert.
26 July 2019	Planning Permit 717751 issued - 80 Bodycoats Road, Wollert.
5 August 2019	Planning Permit 717880 issued – 90 Boundary Road, Wollert.
23 August 2019	Lodging of VCAT hearing P1591/2019. This VCAT review concerns Planning Permit 717154.
28 August 2019	Planning Permit 717081 issued – 40 and 60a Bodycoats Road, Wollert.
2 June 2020	Council Report and authorisation received from Council
21 August 2020	Authorisation received from the Minister of Planning
14 October 2020	Exhibition Commencement
18 November 2020	Exhibition Completed
1 March 2021	Council Meeting

**DISCUSSION**

The upgrade to intersection IN-09 – Boundary Road and Epping Road - has been identified in the Wollert PSP and the Wollert DCP. The intersection is of regional significance and the upgrade is required to support the development of the precinct and the broader transport network. The intersection is at a key crossroad for north-south movements along Epping Road and east-west movements along Bridge Inn Road/ Boundary Road.

The intersection is already at capacity. Planning permits for developments in the area require the delivery of the necessary transport infrastructure at various milestones in the development of the precinct. This includes the delivery of IN-09.

One of the abovementioned planning permits is subject to a VCAT review where the validity of the condition for the delivery of infrastructure projects is in dispute. Notwithstanding the outcome of the VCAT hearing, access to the land will be required to deliver this critical infrastructure project. The application of a PAO and subsequent acquisition of the land are the necessary precursors in this provision of this necessary infrastructure.

Resolution of the “land” issue will reduce the risks associated with the future delivery/construction of these projects. It will also resolve a key element of the matters being considered in the VCAT review.

As such, there is strong strategic justification for the land acquisition facilitated by the Amendment.

## **NEXT STEPS**

Subject to the adoption of the Amendment, the next steps are:

- Lodge the Adopted Amendment with the Minister for Planning with a request to approve the Amendment.
- Notify the submitter of Council’s decision.
- Upon approval of the Amendment and application of the PAO on the land, Council can commence the process of acquiring the land in accordance with the *Land Acquisition and Compensation Act 1986*.

## **POLICY STRATEGY AND LEGISLATION**

Since the Council commenced the Amendment, the Whittlesea Planning Scheme has undergone a significant format change as approved by Amendment C250. The Planning Policy Framework Translation is a policy neutral change to the Planning Scheme, involving reorganisation and rationalisation of the clauses within the scheme. The changes do not include new content and consequently will not result in a change in interpretation of policy to justify this Amendment.

Accordingly, the Clause numbers and headings have been altered, but the assessment remains the same. The relevant clauses have been listed as follows.

### Whittlesea 2040

Implements the following goals:

- Goal 1: Connected community.
- Goal 2: Liveable neighbourhoods.
- Goal 3: Strong local economy.

The improved road network facilitated by this Amendment will in turn improve transportation in the immediate areas. However, the intersection is critical to north-south and east-west movement and is therefore critical to the wider transportation network. By improving this network, it is reasonable to state that the local and wider economy will benefit through increased efficiency.

### Strategies and Plans

- Plan Melbourne 2017 – 2050.
- Northern Growth Corridor Plan.
- Wollert Precinct Structure Plan, June 2017.
- Wollert Development Contributions Plan, June 2017.

Municipal Planning Strategy

- Clauses 2.02 – Vision.
- Clause 2.03-1 – Settlement.
- Clause 2.03-8 – Transport.
- Clause 2.03-9 – Infrastructure.

Clauses 2.02, 2.03-1, 2.03-8 and 2.03-9 have been considered in the development of the Wollert PSP and DCP. The Amendment facilitates strategic aims of the PSP and DCP. This includes the vision of the Municipality, which has been reflected in the design and layout of these plans. More specific to this Amendment is the provision of infrastructure, with the project facilitated by this Amendment

Planning Policy Framework

- Clause 11 – Settlement.
- Clause 11.01-1S – Settlement.
- Clause 11.02-2S - Structure planning.
- Clause 11.02-3S Sequencing of Development.
- Clause 11.03-1S Activity centres.
- Clause 11.03-1R Activity centres - Metropolitan Melbourne.
- Clause 18.01-1S Land use and transport planning.
- Clause 18.01-1L - Land use and transport planning.
- Clause 18.01-2S – Transport system.

Clause 11 is represented by the preparation and implementation of the Wollert PSP and DCP. The plan allocates land uses in and transportation in accordance with Clauses 11, 11.01-1S, 11.02-2S, 11.03-1S and 11.03-1R. Furthermore, the upgrade of the Epping Road / Boundary Road intersection is in accordance with Clauses 18.01-1S, 18.01-1L and 18.01-2S. Critical to this report are the requirements of Clause 11.02-2S, which requires the consideration of the sequencing of development. Due to the lack of sequencing requirements within the Wollert PSP and DCP, it is reasonable for Council to facilitate this process. Consequently, the amendment is consistent with the above Planning Policies.

**MINISTERIAL DIRECTIONS**

The Amendment has been prepared having regard to the following Ministerial Directions:

- Ministerial Direction – The Form and Content of Planning Schemes.
- Direction No. 9 – Metropolitan Planning Strategy.
- Direction No. 11 – Strategic Assessment of Amendments.
- Direction No. 15 – The Planning Scheme Amendment Process.

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**LINK TO STRATEGIC RISKS**

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

The Amendment enables the delivery of an important road infrastructure project. Failure to deliver the land for the project will place greater pressure on an intersection that is already at capacity. In turn, this will reduce the amenity of residents and have economic consequences through increased transport timeframes.

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

Notification was undertaken in accordance with the statutory process established by the *Planning and Environment Act 1987* which included direct notice to owners and occupiers of the affected land. Notice of the amendment was also included in The Age newspaper and in the Government Gazette. Public exhibition of the amendment was for a period of one month in accordance with statutory time frames.

**LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

<b>Goal</b>	<b>Liveable neighbourhoods</b>
<b>Key Direction</b>	<b>Smart, connected transport network</b>

The Amendment will enable the construction of an important piece of infrastructure.

**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**

Amendment C252 is to facilitate a project that has strong strategic justification within the Whittlesea Planning Scheme and will provide the necessary transport infrastructure to support significant development in the Wollert PSP and across the Northern Growth Corridor Plan. Currently, there is insufficient land to facilitate the upgrade and a PAO is required to acquire the land strategically identified for this purpose in the Wollert PSP and DCP.

As a result of the exhibition of the Amendment, one (1) submission was received and was resolved without changes to the Amendment. Accordingly, it is recommended that Council adopt the Amendment and authorise officers to submit the Amendment to the Minister for Planning for approval.

Once the Amendment has been approved and the PAO has been applied to the relevant portion of land, it will be able to be acquired in accordance with the Wollert DCP in accordance with the *Land Acquisition and Compensation Act 1986*.

RECOMMENDATION
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THAT Council resolve to:

1. Adopt Amendment C252wsea in the form of Attachment 2.
2. Submit Amendment C252wsea to the Minister for Planning for approval.
3. Notify the submitter of Council's decision.
4. Note that once the Public Acquisition Overlay (PAO) has been applied that the acquisition process will commence in accordance with the *Land Acquisition and Compensation Act* 1986.

COUNCIL RESOLUTION
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**MOVED:** *Administrator Duncan*  
**SECONDED:** *Administrator Billson*

THAT Council resolve to:

1. Adopt Amendment C252wsea in the form of Attachment 2.
2. Submit Amendment C252wsea to the Minister for Planning for approval.
3. Notify the submitter of Council's decision.
4. Note that once the Public Acquisition Overlay (PAO) has been applied that the acquisition process will commence in accordance with the *Land Acquisition and Compensation Act* 1986.
5. Write to Minister for Transport, the Department of Transport (DOT) and local State Members of Parliament for the timely acquisition, by the Department of Transport, of land required for the construction of the intersection of Boundary Road and Epping Road.

CARRIED UNANIMOUSLY

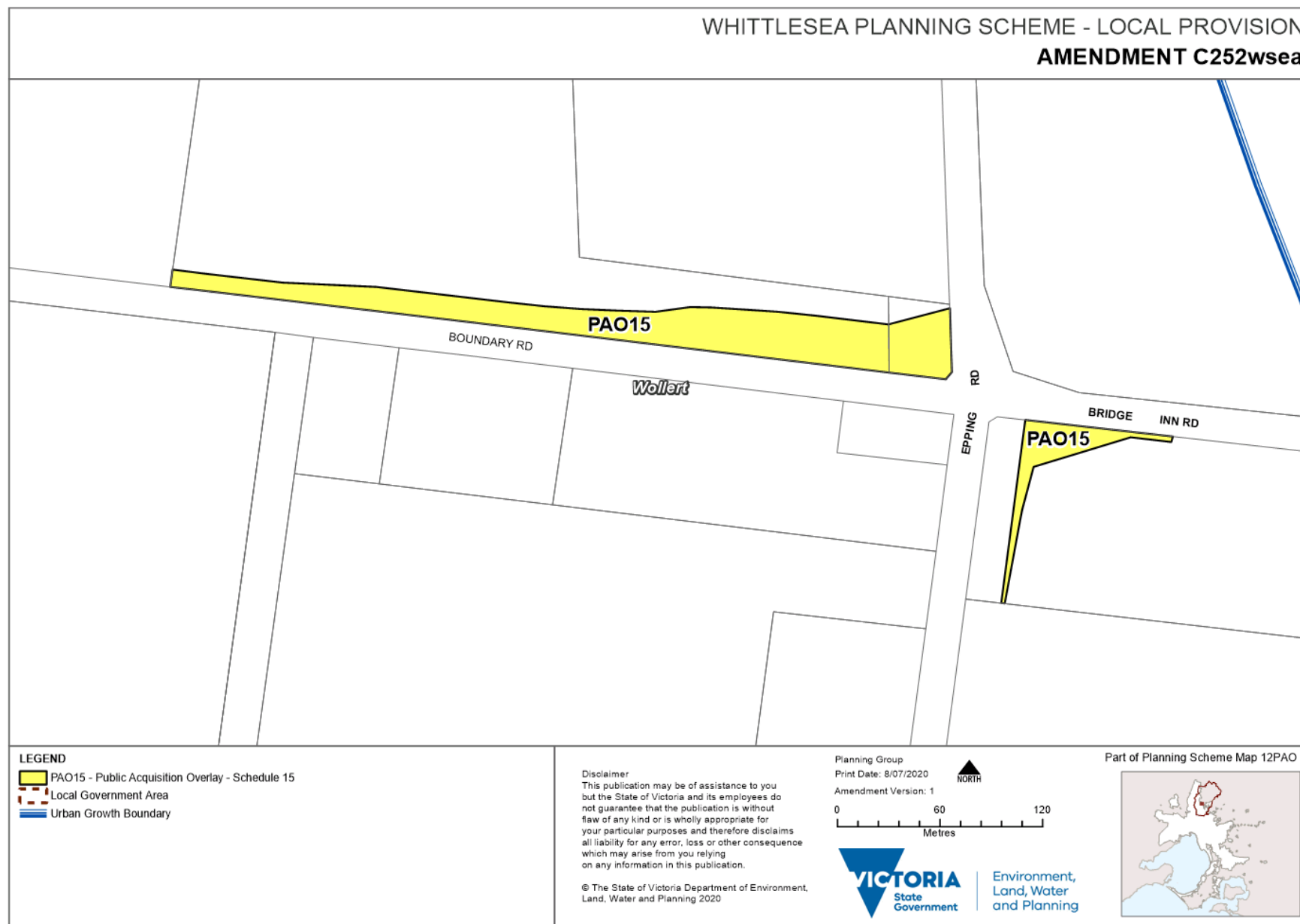












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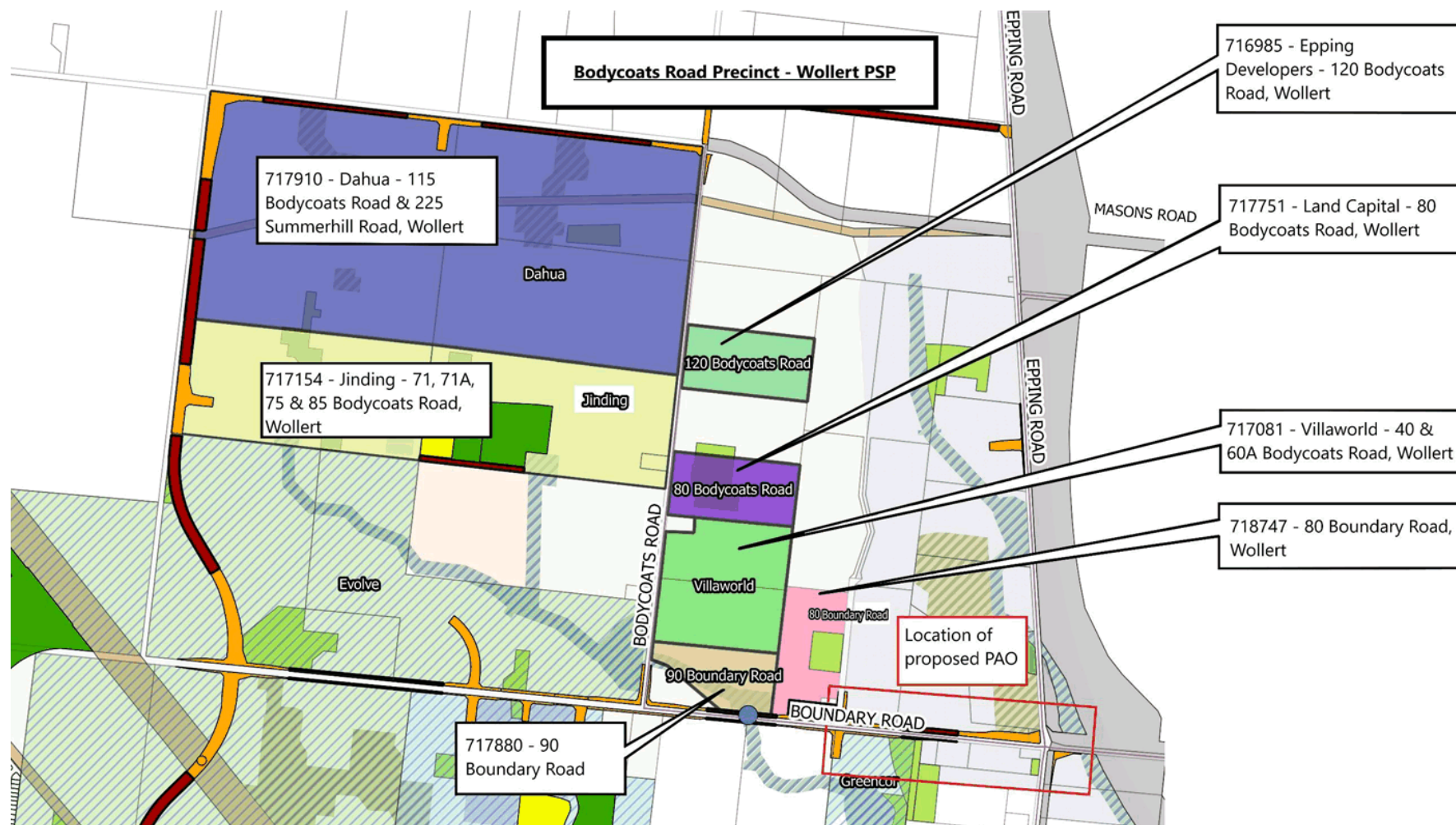
## AMENDMENT C252WSEA

## 1.0

C252wsea

## Public acquisition

PS map ref	Acquiring Authority	Purpose of acquisition
PAO1	Parks Victoria	Acquisition by Parks Victoria for Open Space Purposes
PAO2	Vic Roads	Acquisition by VicRoads for Road Purposes
PAO4	Whittlesea City Council	Acquisition by Whittlesea City Council for Open Space Purposes
PAO5	Whittlesea City Council	Acquisition by Whittlesea City Council for Public Car Parking Purposes
PAO6	Roads Corporation	Outer Metropolitan Ring / E6 Transport Corridor
PAO7	Director of Public Transport	Outer Metropolitan Ring / E6 Transport Corridor – Rail Connections
PAO9	Yarra Valley Water	Amaroo and Lockerbie Main Sewer Project
PAO10	Yarra Valley Water	Drainage and Distribution of Water
PAO11	Secretary of the Department of Economic Development, Jobs, Transport and Resources	Mernda Rail Extension Project – Transport interchange and car park at Mernda
PAO12	Melbourne Water	Drainage Purposes
PAO13	Secretary of the Department of Transport	Donnybrook Car Park Upgrade
PAO14	Minister for Education	Education purposes
PAO15	Whittlesea City Council	Acquisition by Whittlesea City Council for the purpose of a road





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**ITEM 6.2.3 FOR DECISION – PLANNING APPLICATION 719502 - CONSTRUCTION OF FOUR DWELLINGS AT 17 JUNIPER CRESCENT THOMATOWN**

<b>Attachments:</b>	<b>1</b>	<b>Locality Maps</b> <a href="#">↓</a>
	<b>2</b>	<b>Architectural Plans</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Director Planning &amp; Development</b>	
<b>Officer Presenting:</b>	<b>Planning Officer</b>	
<b>APPLICANT:</b>	<b>Mimar Design Pty Ltd</b>	
<b>COUNCIL POLICY:</b>	<b>16.01-1L Housing Supply in Established Areas</b>	
<b>ZONING:</b>	<b>General Residential Zone (Schedule 5)</b>	
<b>OVERLAY:</b>	<b>Development Contributions Plan Overlay (Schedule 3)</b>	
<b>REFERRAL:</b>	<b>None</b>	
<b>OBJECTIONS:</b>	<b>15</b>	

**RECOMMENDATION SUMMARY**

That Council resolve to refuse the Planning Application No. 719502 and issue a Notice of Decision to refusal for the construction of four dwellings at 17 Juniper Crescent, Thomastown as the development is inappropriate for this site.

**BRIEF OVERVIEW**

This proposal seeks approval for the construction of four dwellings at 17 Juniper Crescent, Thomastown. The dwellings proposed will be two-storey and three of the dwellings will comprise of three bedrooms and one will be four bedrooms.

Notification of the application was undertaken, and 15 objections have been received.

A previous application was submitted on this site for the construction of five dwellings which attracted 50 objections and was refused on by Council on 5 March 2019. This decision was upheld by the *Victorian Civil and Administrative Tribunal* on 24 February 2020.

**RATIONALE FOR RECOMMENDATION**

The proposal has not demonstrated a satisfactory response to the requirements of the General Residential Zone (Schedule 5) and does not achieve an acceptable level of compliance with Clause 55 (ResCode) of the Whittlesea Planning Scheme.

**IMPACTS OF RECOMMENDATION**

The refusal of the application will ensure the existing and preferred neighbourhood character of the immediate area is protected from an unacceptable medium density proposal.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

In light of the proposal recommendation for refusal, Council will be ensuring that development is appropriate and responsive to the existing and preferred neighbourhood character.

All parties to the application will retain review rights through the Victorian Civil and Administrative Tribunal (VCAT). Council will need to defend any decision made should the matter proceed to VCAT.



**REPORT****SITE AND SURROUNDING AREA**

The site is a residential property located on the southern side of Juniper Crescent in Thomastown, 960m west of Thomastown train station and shopping precinct (see *Attachment 1*). The site contains a 16.6m frontage to Juniper Crescent, an average depth of 59.7m and a total site area of 1,136.5m<sup>2</sup>. The site is relatively flat.

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

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

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

Other examples of medium density within proximity to the site include 13 Lantana Avenue (developed with two dwellings) and 10 Lantana Avenue (developed with four dwellings) to the east of Juniper Crescent and 6 Hazel Avenue (developed with two dwellings) to the west of Juniper Crescent.

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

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

**RESTRICTIONS AND EASEMENTS**

The site is formally described as Lot 96 on Plan of Subdivision 072729.

The land is encumbered by Restrictive Covenant C929617. This Covenant requires that any dwelling or building erected on the land to be constructed of brick stone concrete or brick veneer. All four dwellings will be constructed from brick veneer (Hebel) and concrete, therefore the proposal does not breach Restrictive Covenant No. C929617.

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

## PROPOSAL

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

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

	Height/ Scale	Number of Bedrooms	Setbacks	Private Open Space	Car Parking	Maximum Height
Dwelling No. 1	Two- storey	Three Bedroom	6.74m front (north)  Approx. 1.4m side (east)  Approx. 5.4m side (west)	55.1m <sup>2</sup>	Double garage	7.025m
Dwelling No. 2	Two- storey	Three Bedroom	Approx. 2.6m side (east)  Approx. 4.8m side (west)	75m <sup>2</sup>	Double garage	7.75m
Dwelling No. 3	Two- storey	Three Bedroom	Approx. 2.3m side (east)  Approx. 4.8m side (west)	54m <sup>2</sup>	Double garage	7.75m
Dwelling No. 4	Two- storey	Four Bedroom	5m rear (south)  Approx. 1.2m side (east)  Approx. 4.7m side (west)	80m <sup>2</sup>	Double garage	7.75m

## PUBLIC NOTIFICATION

Advertising of the application has resulted in 15 objections. The grounds of objection can be summarised as follows:

- Visual bulk associated with 4 double storey dwellings and the associated continuous built form;
- Proposal is an overdevelopment of the site;
- Double storey-built form is inconsistent with existing neighbourhood character;
- Proposal would result in a loss of privacy;
- Increased noise in street associated with the development;
- Development would result in an increased population;
- Safety risk if all dwellings are occupied by renters;
- Development will adversely impact property value of surrounding dwellings;
- Two car spaces per dwelling is inadequate and no visitor parking is proposed;

- Congestion of local streets and loss of on street car parking;
- Development will impact accessibility of emergency vehicles to adjoining dwellings;
- Inconsistent with relevant zoning provisions (General Residential Zone Schedule 5) and Housing Diversity Strategy;
- Inadequate landscaping;
- Development would set an undesirable precedent for medium density in the area; and,
- Increase in new residents would disturb those currently 'ageing in place'.

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

A community consultation meeting was organised on 20 January 2021 with the applicant, objectors and Council Officers. Objectors were notified of the meeting via letter, email and telephone. No RSVPs were received to this meeting and subsequently the meeting was cancelled. Officers subsequently met with three objectors to better understand their concerns with the proposal.

## **HOUSING DIVERSITY STRATEGY**

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

The HDS is a reference document in the Planning Scheme.

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

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

A response to Council's Housing Diversity Strategy is provided in the table below.

**ASSESSMENT AGAINST CLAUSE 55 OF THE WHITTLESEA PLANNING SCHEME**

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

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

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

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
B1	Neighbourhood Character	x	x	<p>The existing neighbourhood character contains predominately single storey dwellings with some double storey dwellings. The surrounding dwellings consistently include; double or triple fronted facades, pitched roofs, brick facades, concrete roof tiles and landscaping within front setbacks.</p> <p>Within the immediate streetscape of Juniper Crescent, low scale development that provides a sense of openness forms the dominant character of the area. Many of the single dwellings in the area have generous secluded private open spaces.</p> <p>In addition to consideration of the above context, Schedule 5 to the General Residential Zone contains the following neighbour character objectives:</p> <ul style="list-style-type: none"> <li>• To support a preferred neighbourhood character where landscaping is the prominent feature of development.</li> <li>• To maintain a sense of openness and separation between built form by providing generous setbacks and ensuring sensitive transitions in height from existing dwellings.</li> <li>• To encourage contemporary building designs with variation and breaks in building form to soften the visual bulk of development through elements such as eaves, hipped or gabled roof forms and setbacks at upper floors.</li> <li>• To improve landscape character by providing generous landscaping including canopy trees in front and rear setbacks to soften the visual impact of development.</li> </ul>

	✓- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				<ul style="list-style-type: none"> <li>To encourage functional secluded private open space at the rear of the dwelling through its orientation and design.</li> </ul> <p>Each dwelling would incorporate elements of the surrounding housing stock including pitched tiled roof forms and ground floor brick facades, however, the proposal does not go far enough in responding to Standard B1-Neighbourhood Character.</p> <p>Whilst the built form is separated at first floor level the double storey built form to all dwellings is a departure from predominantly single storey character of the area. The large first floor emphasises the two-storey built form.</p> <p>A 1.2 metre separation is provided at ground floor between Dwellings 2 and 3, which is not considered adequate in providing a sense of openness and separation.</p> <p>Whilst two-storey built form is not prohibited within a residential area it is the expanse across the site which contributes to the visual bulk of the development.</p> <p>Of particular concern is Dwelling 3 and 4 which are visually dominate when viewed from the secluded private open spaces of surrounding properties. The development and particularly these dwellings do not present as a sensitive transition when considering the existing and preferred neighbourhood character. It is considered that a more modest development which included single storey dwellings to the rear would result in a more appropriate transition.</p> <p>Due to the continuous ground floor and tokenistic first floor separation there is limited landscaping opportunities to soften the built form. Visual bulk from the built form massing is the predominate feature of the site which is not consistent with the neighbourhood character objective which seeks for landscaping to be the predominate feature. This will be discussed further in Standard B13 - Landscaping.</p> <p>In summary, significant alterations to the proposal would be required to achieve an outcome that respects the existing and preferred neighbourhood character.</p>

	✓- Compliance X - Non compliance	Objectives	Standards	COMMENTS
B2	Residential Policy	x	x	<p>The site is located within a General Residential Zone (Schedule 5) and is within a Suburban Residential Change Area as identified in the Housing Diversity Strategy 2013-2033 (HDS).</p> <p>The HDS sets out key design principles for residential development within Suburban Residential Change Areas.</p> <p>The proposal is inconsistent with the preferred housing typology identified by the HDS, which encourages detached dwellings and dual occupancy/duplex development within the Suburban Residential Change Area. Whilst this is a larger subject site the Key Design Principles of the HDS seek to encourage developments within the Suburban Residential Change Area to have low built form to respect the character, have greater built form separation and large/extra- large canopy trees. The proposal does not respect these principles nor the preferred housing typology.</p> <p>There are examples of two storey dwellings which can be found at 8 Juniper Crescent and 13 Lantana Avenue, however, single storey with generous secluded private open spaces are the predominate feature of the immediate area.</p> <p>Clause 16.01-1L (Housing Supply in Established Areas) applies to the development of two or more dwellings in the established areas of the municipality. This Clause contains strategies for achieving development that contributes positively to the neighbourhood character of the area whilst achieving a high level of amenity. Strategies for achieving this include to encourage development that:</p> <ul style="list-style-type: none"> <li>• Achieves generous setbacks where a sense of space and separation between dwellings is part of the preferred neighbourhood character;</li> <li>• Provides an articulated building form to avoid visual bulk;</li> <li>• Provides landscaping along driveways that is not impacted by vehicle manoeuvres;</li> </ul>



	✓- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				<ul style="list-style-type: none"> <li>Integrates overlooking screening (where required) with the building design to reduce visual bulk and to maximise access to daylight, natural ventilation and outlook for habitable rooms;</li> </ul> <p>Whilst the development meets technical compliance with regard to its front and rear setbacks the extent of the built form across the site is of concern. The development does not achieve generous setbacks throughout the site and when viewed from the streetscape and adjoining properties secluded private open spaces it would present as an extensive amount of visual bulk. The first floor breaks are considered tokenistic and do little in providing breathing space between the built form.</p> <p>Landscaping along the accessway has been provided, however, the turning circles provided from the garages demonstrate that vehicles would conflict with some of these areas, particularly along the western boundary. It is also unlikely any meaningful landscaping would establish in these areas. Providing canopy trees particularly in the accessway area would assist in softening the built form when viewed from Juniper Crescent and neighbouring properties.</p> <p>Due to the amount of the built form and the amount of surrounding properties the first floor levels are required to be screened. This not only results in poor internal amenity for any future occupants due to the 'milk bottle' effect but it also presents as a poor design response. The incorporation of some single storey dwellings and first floor level habitable rooms screened with architecturally design screening would achieve a more acceptable design response.</p> <p>In addition to the housing character and amenity strategies identified above, Clause 16.01-1L (Housing Supply in Established Areas) also encourages:</p> <ul style="list-style-type: none"> <li>Encourages a greater diversity of housing types and dwelling size including both smaller and larger dwellings; and,</li> </ul>

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				<ul style="list-style-type: none"> <li>Encourage accessible and adaptable housing that includes dwellings containing a kitchen, bedroom, shower, toilet and wash basin at ground level that is usable by everyone regardless of their age and abilities.</li> </ul> <p>The proposed housing mix relies on four double storey dwellings. Three out of the four have all their bedrooms upstairs. Dwelling 4 offers one bedroom on the ground floor, however, this dwelling is to the rear of the site and approximately 50 metres from Juniper Crescent. It is likely a development which incorporated some smaller, single storey and more accessible dwellings would achieve a greater response to Clause 16.01-1L.</p> <p>As discussed elsewhere, the proposal does not go far enough in responding to Standard B2 and in particular the Housing Diversity Strategy and Clause 16.01-1L of the Whittlesea Planning Scheme.</p>
B3	Dwelling Diversity	N/A	N/A	Only applicable to developments of ten or more dwellings
B4	Infrastructure	✓	✓	
B5	Integration with the street	✓	✓	
B6	Street setback	✓	✓	
B7	Building height	✓	✓	
B8	Site coverage	✓	✓	The proposal has a site coverage of 43.8% which is less than the standard which allows for a site coverage no greater than 60%.
B9	Permeability	✓	✓	Permeable area of 38.7% which is great than the standard which allows for 20% permeability.
B10	Energy efficiency	✓	✓	

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
B11	Open space	N/A	N/A	Only applicable if public or communal open space is to be provided on site or adjacent to the development.
B12	Safety	✓	✓	
B13	Landscaping	x	x	<p>Schedule 5 to the General Residential Zone contains additional landscaping requirements. The development must provide at least one canopy tree in both the front and rear setbacks. Each canopy tree must achieve a minimum six metres mature height and be accommodated in a pervious area of at least 5 metres by 5 metres, that does not contain driveways or car parking.</p> <p>The site has a five metre rear setback, however, almost half of this area is constrained by a 2.4 metre easement. Therefore, it is likely this area would be compromised in its ability to sufficiently establish a six metre canopy tree.</p> <p>Schedule 5 of the General Residential Zone also requires for development sites of 1,000 square metres or more, additional canopy trees at a ratio of one canopy tree for every two dwellings must be provided. The subject site exceeds 1000 square metres and therefore two additional canopy trees must be provided throughout the site. It is considered that the development would benefit from providing these additional areas particularly in between the dwellings which would assist in softening the built form and allow greater separation.</p> <p>As discussed earlier in the report Schedule 5 to the General Residential Zone contains the following neighbour character objectives relating to landscaping:</p> <ul style="list-style-type: none"> <li>• To support a preferred neighbourhood character where landscaping is the prominent feature of development.</li> <li>• To improve landscape character by providing generous landscaping including canopy trees in front and rear setbacks to soften the visual impact of development.</li> </ul>

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
				<p>Having landscaping as a prominent feature and it being generous is particularly important to a development that seeks to introduced an extensive amount of visual bulk into an area the is predominately surrounded by single storey dwellings and sensitive neighbouring secluded private open spaces.</p> <p>The landscaping areas for this development are not considered sufficient to balance the scale of development being sought.</p>
B14	Access	✓	✓	
B15	Parking location	✓	✓	
B17	Side and rear setbacks	✓	✓	All side and rear setbacks comply with Standard B17. A 5m rear setback has been provided in accordance with Schedule 5 to the General Residential Zone.
B18	Walls on boundaries	✓	✓	No walls on boundary are proposed.
B19	Daylight existing windows to	✓	✓	
B20	North-facing windows	✓	✓	
B21	Overshadowing open space	✓	✓	
B22	Overlooking	✓	✓	
B23	Internal views	✓	✓	
B24	Noise impacts	✓	✓	
B25	Accessibility	✓	✓	

	√- Compliance X - Non compliance	Objectives	Standards	COMMENTS
B26	Dwelling entry	✓	✓	
B27	Daylight to new windows	✓	✓	
B28	Private open space	✓	✓	<p>Schedule 5 to the General Residential Zone requires a minimum area of 40 square metres of secluded private open space is provided at the side or rear of the dwelling with a minimum dimension of 5 metres and convenient access from a living room.</p> <p>All dwellings have been provided with Secluded Private Open Space (SPOS) required by this Schedule.</p>
B29	Solar access to open space	✓	✓	
B30	Storage	✓	x	Dwelling Two has not been provided with 6m <sup>3</sup> of externally accessible storage. If a permit was to be issued this could be addressed by way of condition.
B31	Design detail	x	x	<p>As discussed earlier in this report, the continuous built form along the ground floor of the dwellings and the lack of meaningful separation along the first floors of the dwellings presents as visually bulky and is a non-responsive development to the existing and preferred character of Juniper Crescent.</p> <p>Whilst four dwellings could be achieved on the site it is considered the proposal is ambitious in its bulky design with limited separation. The design has not responded to the existing low scale neighbourhood character nor has it satisfactorily responded to the preferred neighbourhood objectives stipulated in Schedule 5 of the General Residential Zone.</p>
B32	Front fences	✓	✓	
B33	Common property	✓	✓	
B34	Site services	✓	✓	

**CAR PARKING**

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

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

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

**DEVELOPMENT CONTRIBUTIONS PLAN OVERLAY (SCHEDULE 3)**

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

**RELEVANT VCAT DECISION**

The following VCAT Decisions are relative to this proposal:

**Fast Homes Pty Ltd v Whittlesea CC [2020] VCAT 218 (24 February 2020)**

The permit applicant has previously applied for a planning permit for the construction of five dwellings at 17 Juniper Crescent, Thomastown. Council resolved to refuse this application on 5 March 2019. An appeal was subsequently lodged to the *Victorian Civil and Administrative Tribunal* (VCAT), who affirmed Council's decision to refuse the planning permit application.

Whilst the current proposal is for four dwellings it contains similarities to the previous five dwelling proposal.

The key issues identified by the Tribunal in the previous decision are as follows:

- The proposal did not provide adequate landscaping opportunities in accordance with the neighbourhood character and zoning requirements; and
- The proposal did not provide sufficient front, side and rear setbacks and was therefore bulky and inconsistent with the pattern of development in Juniper Crescent.



Key comments from the Tribunal are below:

[36] ... *The GRZ5 schedule now clearly articulates a design outcome where landscaping, not the built form, is the 'prominent feature of development.'* This preferred landscape character is to be achieved by providing 'generous landscaping including canopy trees in front and rear setbacks to soften the visual impact of development.' The generous setbacks should also be used to 'improve landscape character' and 'soften the visual impact of development.' In addition, new development is to 'maintain a sense of openness and separation between built form by providing generous setbacks and ensuring sensitive transitions in height from existing buildings.'...

[46] ... *In essence, the GRZ5 Schedule and clause 22.16 (now Clause 16.01-1L) seeks a scenario that sees new residential development set within prominent landscaping that is a feature of the neighbourhood. This is to be highlighted by generous built form setbacks and high quality and contemporary building designs, separation and breaks between built form to help soften appearance and visual transition between older and new built form....*

It is considered that the current proposal has not appropriately responded to both Council and VCAT's previous decision. This is indicated by the following:

- The previous proposal was not considered to allow for 'generous' landscaping, and it had a total site coverage of 39.6%. The current proposal has increased its site coverage to 43.8%;
- Whilst the total number of dwellings has been reduced to four (previously five) there are a greater number of bedrooms. There were previously 11 and the current proposal has 13. The increase of additional bedrooms (as well as study nooks, lounge areas and double garages) has added to the overall built form massing and visual bulk;
- Whilst a 5 metre rear setback has been achieved it is still constrained by the 2.4 metre easement which as indicated by the previous Tribunal decision would impact the potential density and maturity of landscaping in this particular setback. The establishment of significant landscaping in the rear is considered fundamental to this development to assist in softening the visual bulk from the double storey development; and
- Other than a tokenistic 1.2m setback between Dwelling 2 and Dwelling 3 the development has not provided for sufficient ground floor and first floor level separation.

In addition to the above it is also worth noting the Tribunal decision at 22 Juniper Crescent, Thomastown which is a 817.8 square metre site to the north of 17 Juniper Crescent, Thomastown. *Sandhu v Whittlesea CC [2013] VCAT 2121 (17 December 2013)* contemplated the construction of three double storey dwellings and one single storey dwelling at the rear. This decision also addressed similar issues such as a visually dominate and excessive first floor despite having one single storey dwelling to the rear.

## COMMENTS ON GROUNDS OF OBJECTION

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

As discussed earlier in the report, the proposal fails to accord with the existing and preferred neighbourhood character particularly due to the extent of built form and double storey nature and lack of meaningful landscaping opportunities.

### 2. The proposal is an overdevelopment of the site

The Whittlesea Planning Scheme does not prescribe a particular density for this site, however, given the proposal constraints which achieving an acceptable response to Clause 55 - ResCode this is an indication of the proposal being an overdevelopment.

**3. The proposal is visually bulky**

The proposal is considered to be visually bulky in its current form due to the amount of first floor area and lack of meaningful landscaping.

**4. Overlooking/Privacy**

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

**5. Noise Impacts on Street**

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

**6. Proposal would result in overpopulation of the area**

Clause 16.01-1S- Housing Supply of the Whittlesea Planning Scheme seeks to identify opportunities for increased residential densities to consolidate urban development. Whilst this particular development is not supported it is considered suitable for a more modest medium density development.

**7. Safety risk if all dwellings are occupied by renters**

This is not a relevant planning consideration.

**8. Inadequate car parking/ No visitor parking provided**

As discussed elsewhere in this report, the car parking provided on site satisfies Clause 52.06 of the Whittlesea Planning Scheme. The development is for four dwellings and therefore a visitor car parking space is not required pursuant to Clause 52.06-5 of the Whittlesea Planning Scheme.

**9. Congestion of local streets and loss of on street car parking**

The development does not propose any additional crossovers which could impact on the availability of on street car parking. Furthermore, the development has been provided with the required amount of on-site car parking spaces as discussed above. The additional vehicles associated with the development will not unreasonably congest existing traffic volumes.

**10. Development will impact accessibility of emergency vehicles to adjoining dwellings**

The proposed accessway satisfies the requirements of Clause 52.06- Car Parking. This will allow for emergency vehicle access to the site. The development does not obstruct emergency vehicle access to adjoining sites.

**11. Inadequate Landscaping**

The proposal has not provided an outcome where landscaping is the predominate feature nor has it been generously provided across the subject site.

**12. Increase in new residents would disturb those currently 'ageing in place'**

Clause 16.01-1L- Housing Supply in Established Areas encourages the development of housing that accommodates residents with different needs and abilities. As discussed earlier in this report the proposal could achieve a greater housing mix that is more adaptable and accessible to a range of potential future occupants.

**13. The proposal will set a negative precedent for the area**

Each application for medium density development is assessed on its merits and must comply with the Whittlesea Planning Scheme. In this instance the proposal would likely have a detrimental impact on the area and set an undesirable precedent.

**14. Decreased property values.**

VCAT has determined on many occasions that property values (including the perception of reduced property values) is not a relevant planning consideration.

**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 proposal does not appropriately response to the relevant Planning Policy Framework, including Clause 16.01-1L- Housing Supply of Established Areas and Clause 55 (ResCode). The proposed development does not demonstrate an acceptable level of compliance with the relative requirements of the Whittlesea Planning Scheme predominately due to its visual bulk, inability to achieve landscape as its predominate feature and lack of built form separation.

<b>RECOMMENDATION</b>
-----------------------

**THAT Council resolve to Refuse Planning Application No. 719502 and issue a Notice of Refusal to Grant a Planning Permit for Construction of Four Dwellings in accordance with the endorsed plans and subject to the following conditions:**

- 1. The proposal does not comply with the following Objectives and Standards of Clause 55 of the Whittlesea Planning Scheme:**
  - a) B1 Neighbourhood character;**
  - b) B2 Residential policy;**
  - c) B13 Landscaping; and**
  - d) B31 Detailed Design.**
- 2. The proposal does not appropriately respond to the neighbourhood character objectives sought by Schedule 5 to Clause 32.08 – General Residential Zone;**
- 3. The proposal fails to appropriately respond to the Policy Framework of the Whittlesea Planning Scheme as follows:**
  - a) The development does not comply with the policy at Clause 16.01-1L – Housing supply in Established Areas;**
  - b) The scale, separation, built form and landscaping opportunities is inconsistent with the key design principles outlined for Suburban Residential change area of the Housing Diversity Strategy; and**
  - c) The amount of visual bulk and double storey across the site does not provide for the sensitive transition in density sought to be achieved by the Housing Diversity Strategy for a Suburban Residential change area.**

<b>COUNCIL RESOLUTION</b>
---------------------------

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

**THAT Council resolve to adopt the Recommendation.**




**CARRIED UNANIMOUSLY**



City of  
Whittlesea

## BUILDING & PLANNING REPORT

**PLANNING APPLICATION NO. 719502**

-  Subject Land
-  Objector (plus one objector outside Locality Map area)
-  Medium Density Housing



City of  
Whittlesea

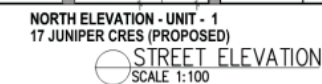
**BUILDING & PLANNING REPORT**



SOUTH ELEVATION JUNIPER CR.



NORTH ELEVATION JUNIPER CR.



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NEIGHBORHOOD & SITE DESCRIPTION

- A SINGLE STOREY BRICK VENEER HOUSE & DETACHED GARAGE OCCUPIES THE SUBJECT SITE WITH 7.5M SET BACK FROM THE JUNIPER CRES. THE SITE IS RELATIVELY FLAT & NABOURING PROPERTIES ARE SIMILAR NATURE. ADJOINING PROPERTIES TO THE EAST & WEST ARE SINGLE STORIED BRICK VENEER DWELLINGS. JUNIPER CRES. RUNS ALONG THE NORTHERN BOUNDARY OF THE THE SUBJECT SITE.
- A. THE HOUSING STOCK IN THE NEIGHBORHOOD ARE MIXTURE OF 1960'S AND 1970'S DWELLINGS, MOST OF DOUBLE FRONTED BRICK WALL WITH PAINT FINISH & RECENTLY BUILT MODERN FACE BRICK FINISH WALLS AND CONCRETE TILE ROOF (TRADITIONAL HIP ROOF CONSTRUCTION) SINGLE/ TWO STOREY DWELLINGS. TWO STOREY DEVELOPMENTS HAS OCCURED SINCE THE DEVELOPMENT OF THE AREA WITH THE INTRODUCTION OF MULTI UNIT DEVELOPMENTS. OLD DWELLINGS OF THE NEIGHBOURHOOD TO BE DISCRIBED AS HAVING 'LITTLE OR NO CHARACTER' AND OTHERS (NEW DWELLINGS, UNIT DEVELOPMENTS) AS HAVING LOTS OF MODERN CHARACTER. FEATURES LIKE LIGHT WEIGHT UPPER FLOOR WALLS WITH WEATHERBOARD/ RENDERED FINISH, COLORBOND ROOF, LARGE BULKY TWO STOREY FORMS FEATURING SHEER WALLS, LARGE SPANS OF RENDERED WALL DWELLINGS WITHOUT EAVES (BOX TYPE) ETC.
- B. SITE SIZE ARE GENERALLY 600-800 SQM. FRONTAGE ARE GENERALLY 10-15M. SUBDIVISION PATTERN IS MODIFIED GRID PATTERN.
- C. FRONT FENCES ARE GENERALLY EITHER NOT PRESENT OR ARE 01 METER PERMEABLE. FRONT GARDENS ARE A MIXTURE OF LOW LEVEL WITH LAWN AND SHRUBS, AND ESTABLISHED, WITH LARGE SHRUBS AND OR TREES. STREET TREE PLANTING ARE GENERALLY SMALL. CONCRETE 1 METER WIDE FOOTPATHS ARE PROVIDED BOTH SIDES OF THE STREET. FORMAL 3-4 METER NATURE STRIPS ARE PROVIDED. GENERALLY SINGLE CROSSOVER IS PROVIDED FOR EACH DWELLING BUT SOME DWELLINGS HAVE DOUBLE D. FRONT SETBACKS ARE GENERALLY 6-8 METERS, WITH SOME STREETS HAVING A SLIGHTLY SMALLER SETBACKS. SIDE SETBACKS ARE GENERALLY 1 AND 2 METERS.
- B. THE SITE WELL SUITED FOR MEDIUM DENSITY DEVELOPMENT. THE SUBJECT SITE SURROUNDING BY MULTI UNIT RESIDENTIAL DEVELOPMENTS WHILE MANY EDUCATIONAL, MEDICAL AND COMMERCIAL INSTITUTIONS & INDUSTRIAL DEVELOPMENTS ARE FOUND CLOSE, SPECIALLY CLOSE THE HIGH STREET .
- C. AS THE LOCATION OF THE SITE IS AT THE INTERFACE BETWEEN COMMERCIAL AND RESIDENTIAL USE, THE PROPOSAL IS WELL SUITED FOR THIS LAND.

**KEY**

EXISTING TREE

**HW - HABITABLE WINDOW**

**NHW- NON HABITABLE WINDOW**

**SPOS- SECLUDED PRIVATE OPEN SPACE**

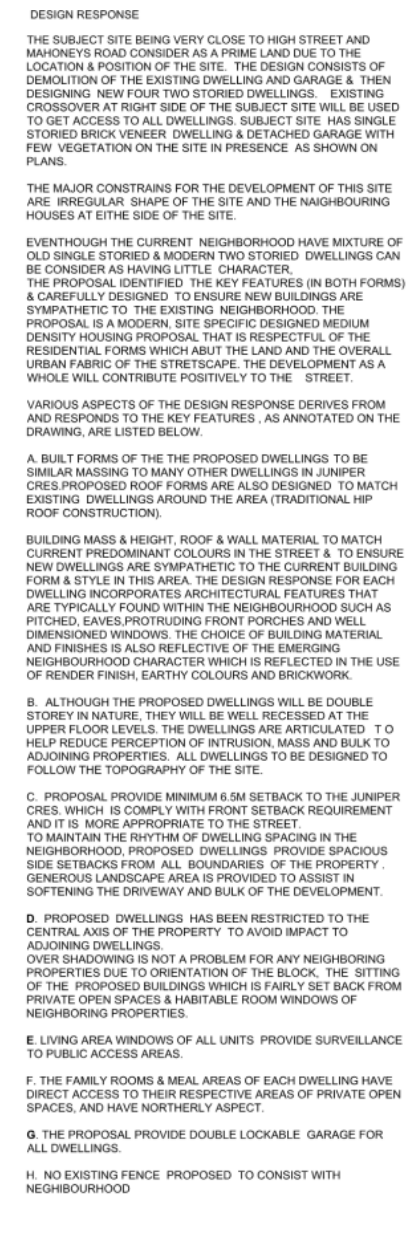
NEIGHBOURHOOD AND SITE DESCRIPTION PLAN  
SCALE 1:200

Client  
AFSHAR


Project Address 17, JUNIPER CRES,  
THOMASTOWN.

Drawn By - MA  
Checked By-MS  
Scale -1:200 @A1  
Date - JUL 2020  
Proj Num. -180420  
Dwg No. TP02

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KEY

 EXISTING TREE

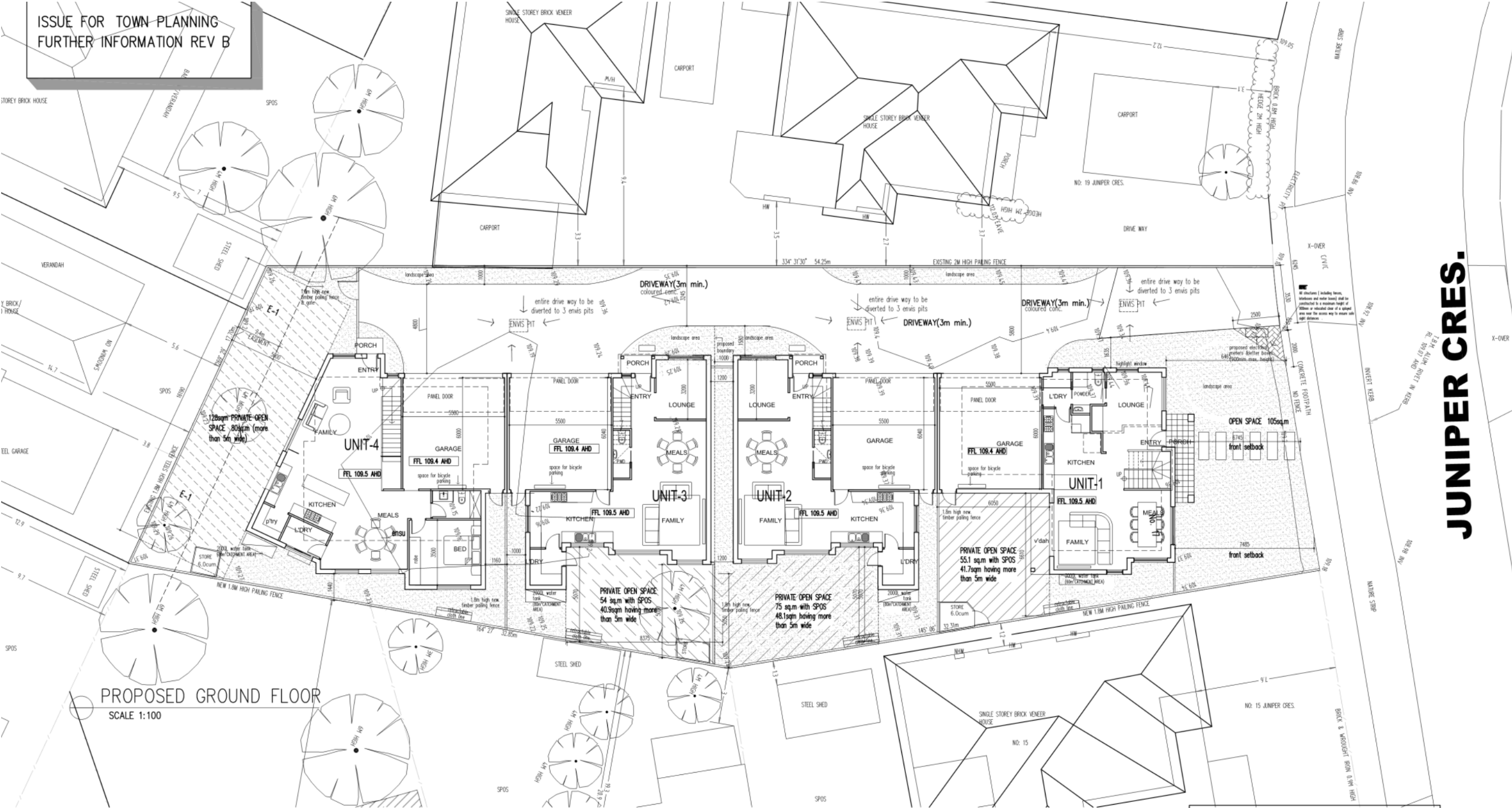
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Drawn By - MA  
Checked By-MS  
Scale -1:200 @A1  
Date - JUL 2020  
Proj Num. -180420  
Dwg No. TP03/B



JUNIPER CRES.

AREA SCHEDULE

TOTAL SITE AREA – 1136.5sqm AREA (m<sup>2</sup>)

BUILDING AREAS (m <sup>2</sup> )		
NO.	BUILDING AREA @ GROUND FLOOR	HARD SURFACE AREA (TOTAL SITE)
UNIT 1	124	198 (17.2%)
UNIT 2	119	
UNIT 3	119	
UNIT 4	136	
TOTAL SITE COVERAGE	498(43.8%)	

TOTAL IMPERVIOUS AREAS (BUILDING +HARD-SURFACES)		
NO.	IMPERVIOUS AREA	PERMEABLE SURFACES
Dwelling 1-4	696(61.2%)	440.5 (38.7%)

**GARDEN AREA REQUIREMENT:**  
An uncovered area of the building associated with a garden (does not include a driveways,any area set a side for parking any area that has a dimension of less than 1m)- 418m<sup>2</sup>(36.8%)

NOTE  
REFER SDA REPORT FOR MORE DETAILS

- 1.Maximum lighting density of 4W/m2 for all internal lighting of dwellings.
- 2.Water efficient plumbing fixtures with minimum WELS rating of 5-star for taps, 3-star for shower and 4 star for WC.
- 3.Water and energy efficient appliances (dishwasher, washing machine, dryer etc.) within one star available in the market, if installed.
4. Shower heads will be installed with a minimum 3:star WELS rating ( $\geq 7.5$  but  $\leq 9.0$ )
5. Toilets will be installed with a minimum 4:star WELS rating and will feature a dual flush system
6. Bathroom taps will be installed with a minimum 5:star WELS rating.
7. Kitchen taps will be installed with a minimum 5:star WELS rating.
8. Water heating will be achieved through a 5:star instantaneous gas system.
9. Double glazed windows to all habitable windows

NOTES  
CONNECT TOILETS TO THE IRRIGATION SYSTEM AS REQUIRED  
USE NATIVE OR DROUGHT TOLERANT SPECIES WHEREVER POSSIBLE. IF IRRIGATION REQUIRED INCLUDE DRIP IRRIGATION & MULCH  
REFER SDA REPORT FOR WELS RATINGS FOR WATER FITTINGS/FIXTURES  
4W/M<sup>2</sup> LIGHTING DENSITY TO BE MAINTAINED IN THE DWELLING  
LIGHTING SENSORS TO BE PROVIDED FOR EXTERNAL LIGHTING(MOTION DETECTORS, TIMERS ETC.)  
PROVIDE DOUBLE GLAZING FOR ALL HABITABLE ROOM WINDOWS

PROPOSED UNIT DEVELOPMENT

Project Address 17, JUNIPER CRES,  
THOMASTOWN

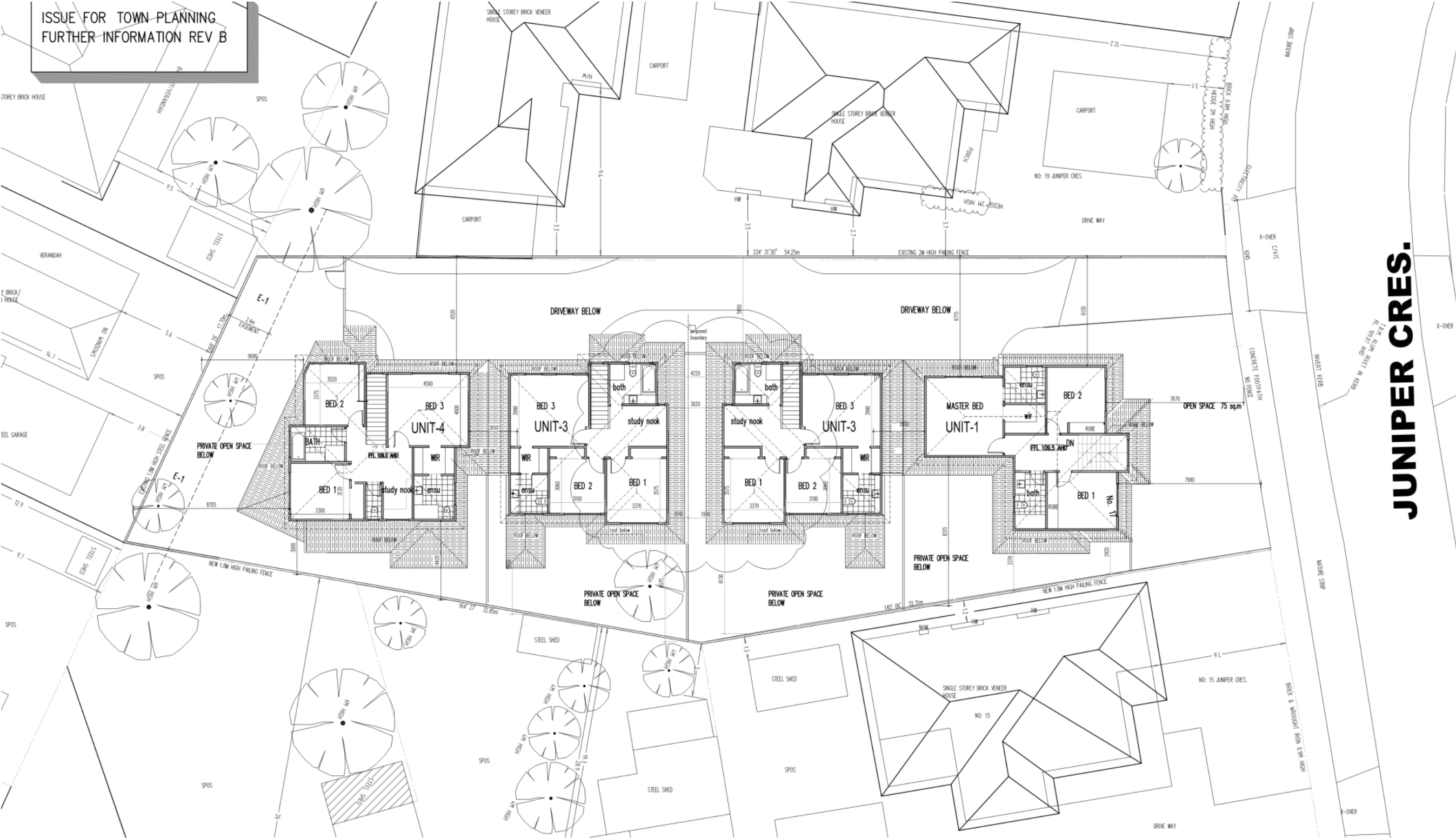
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AFSHAR

Drawn By - MA  
Checked By-MS  
Scale -1:100 @A1  
Date - JULY 2020  
Proj Num. -180420  
Dwg No. TP04/B

**KEY**  
EXISTING TREE  
HW - HABITABLE WINDOW  
NHW- NON HABITABLE WINDOW  
SPOS- SECLUDED PRIVATE OPEN SPACE

**MIMAR DESIGN P/L**  
A C N 161 539 260  
Unit 12, No. 26-38  
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Victoria 3076 AUSTRALIA  
Tel +613 9408 3777  
Fax +613 9408 8261  
e-mail admin@mimardesign.com.au  
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PROPOSED UPPER FLOOR  
SCALE 1:100

LEGEND  
- ROOF CATCHMENT AREA

NOTES  
CONNECT TOILETS TO THE IRRIGATION SYSTEM AS REQUIRED  
USE NATIVE OR DROUGHT TOLERANT SPECIES WHEREVER POSSIBLE. IF IRRIGATION REQUIRED INCLUDE DRIP IRRIGATION & MULCH  
REFER SDA REPORT FOR WELLS RATINGS FOR WATER FITTINGS/FIXTURES  
4W/M<sup>2</sup> LIGHTING DENSITY TO BE MAINTAINED IN THE DWELLING  
LIGHTING SENSORS TO BE PROVIDED FOR EXTERNAL LIGHTING (MOTION DETECTORS, TIMERS ETC.)  
PROVIDE DOUBLE GLAZING FOR ALL HABITABLE ROOM WINDOWS

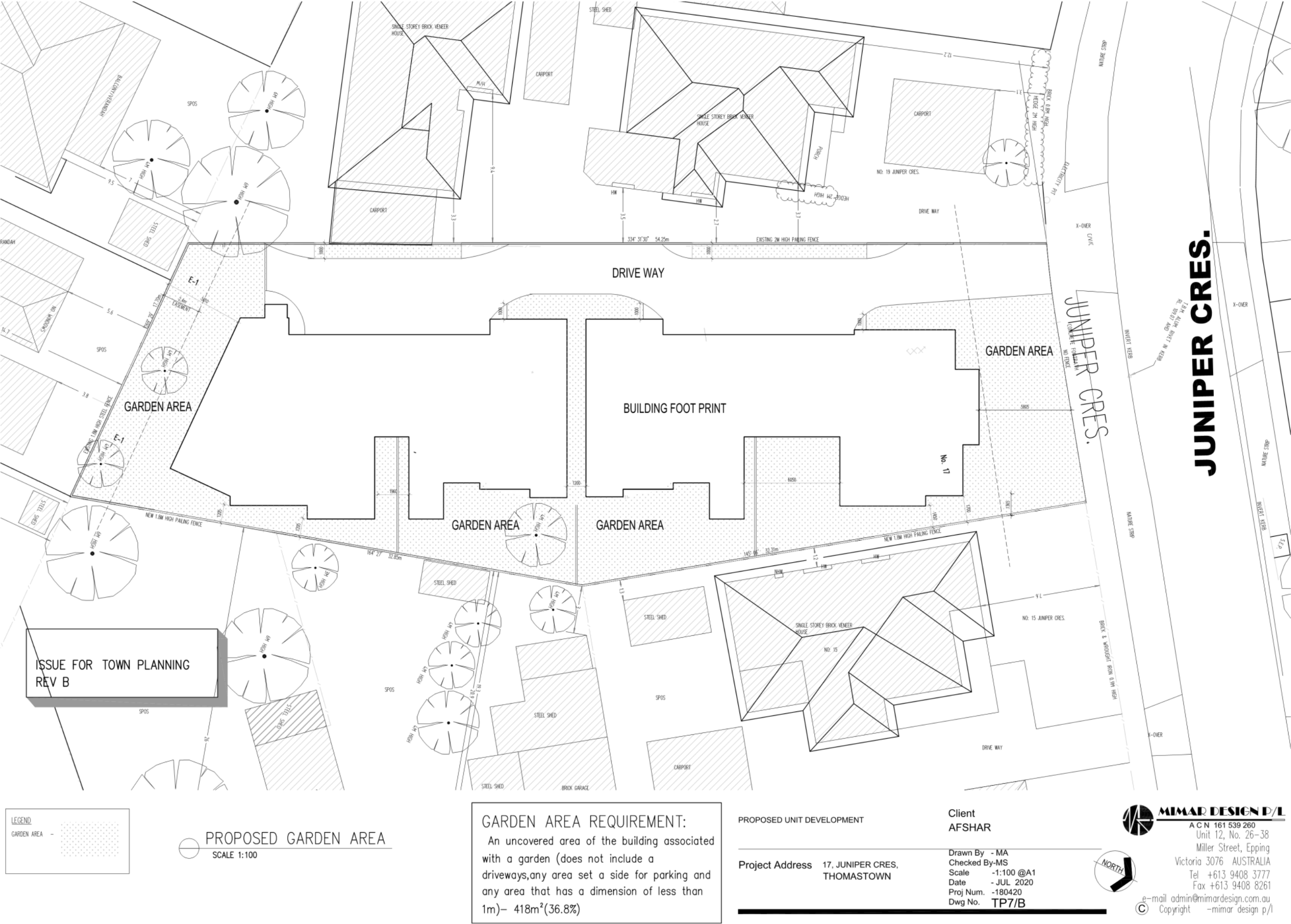
PROPOSED UNIT DEVELOPMENT

Project Address 17, JUNIPER CRES,  
THOMASTOWN

Client  
AFSHAR

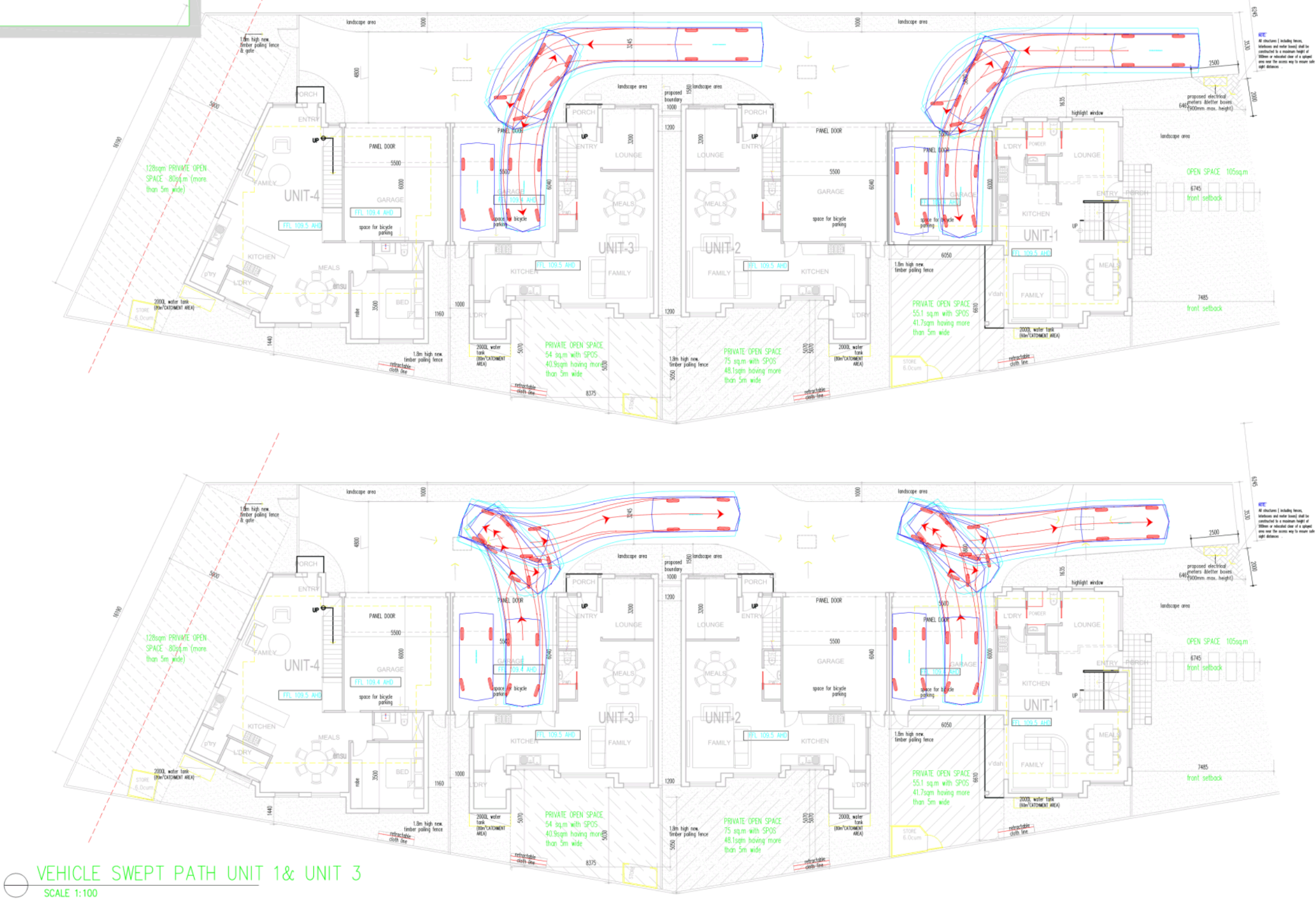
Drawn By - MA  
Checked By-MS  
Scale -1:100 @A1  
Date - JULY2020  
Proj Num. -180420  
Dwg No. TP05/B

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ISSUE FOR TOWN PLANNING  
FURTHER INFORMATION REV B



VEHICLE SWEEP PATH UNIT 1& UNIT 3  
SCALE 1:100

PROPOSED UNIT DEVELOPMENT

Project Address 17, JUNIPER CRES,  
THOMASTOWN

Client  
AFSHAR

Drawn By - MA  
Checked By-MS  
Scale -1:100 @A1  
Date - JULY 2020  
Proj Num. -180420  
Dwg No. TP08/B



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ISSUE FOR TOWN PLANNING  
FURTHER INFORMATION REV B




VEHICLE SWEEP PATH UNIT 1& UNIT 3  
SCALE 1:100


PROPOSED UNIT DEVELOPMENT

Project Address 17, JUNIPER CRES,  
THOMASTOWN

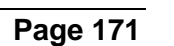
Client  
AFSHAR

Drawn By - MA  
Checked By-MS  
Scale -1:100 @A1  
Date - JULY 2020  
Proj Num. -180420  
Dwg No. TP09/B

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ISSUE FOR TOWN PLANNING  
FURTHER INFORMATION REV B



VEHICLE SWEEP PATH UNIT 2 & UNIT 4  
SCALE 1:100

PROPOSED UNIT DEVELOPMENT

Client  
AFSHAR

Project Address 17, JUNIPER CRES,  
THOMASTOWN

Drawn By - MA  
Checked By-MS  
Scale -1:100 @A1  
Date - JULY 2020  
Proj Num. -180420  
Dwg No. TP11/B



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**ITEM 6.2.4 FOR DECISION - PLANNING APPLICATION 719364 - NATIVE VEGETATION REMOVAL AT 105 HUNTERS ROAD, 105Y HUNTERS ROAD, 670 BRIDGE INN ROAD, 80 MCARTHURS ROAD, 1215 PLENTY ROAD, 55C MCARTHURS ROAD AND 1W MCARTHURS ROAD, SOUTH MORANG.**

<b>Attachments:</b>	1    Locality Maps <a href="#">↓</a>
	2    Plans <a href="#">↓</a>
	3    Photographs <a href="#">↓</a>
<b>Responsible Officer:</b>	Director Planning & Development
<b>Officer Presenting:</b>	Planning Officer
<b>APPLICANT:</b>	Jacobs Group Pty Ltd on behalf of Yarra Valley Water
<b>COUNCIL POLICY:</b>	12.01-1L   River Redgum Protection Policy
<b>ZONING:</b>	General Residential Zone Schedule 1 Rural Conservation Zone Schedule 1 Public Use Zone Schedule 1 and Schedule 4
<b>OVERLAY:</b>	Development Plan Overlay Heritage Overlay Incorporated Plan Overlay Public Acquisition Overlay Significant Landscape Overlay Rural Floodway Overlay Vegetation Protection Overlay Development Contributions Plan Overlay
<b>REFERRAL:</b>	Department of Environment, Land, Water and Planning, Department of Transport
<b>OBJECTIONS:</b>	Advertising exempt and not undertaken

**RECOMMENDATION SUMMARY**

That Council resolve to approve Planning Permit Application No. 719364 for the removal of Native Vegetation at 105 Hunters Road, 105Y Hunters Road, 670 Bridge Inn Road, 80 McArthurs Road, 1215 Plenty Road, 55c McArthurs Road and 1W McArthurs Road, South Morang subject to conditions.

**BRIEF OVERVIEW**

It is proposed to remove 1.334 Ha of native vegetation, which includes two significant deceased River Red Gum trees to facilitate the installation of a minor utility installation. Approximately 2 kilometres of pipeline is proposed to be constructed between the existing Melbourne Water M190 pipeline and the existing Mernda Reservoir. Whilst the installation of the critical infrastructure does not require planning permission it has been designed to ensure that it avoids and minimises to the minimum extent its impact on vegetation and other ecological values within the landscape.

Notice of the application was not undertaken which is discussed later in the report.

**RATIONALE FOR RECOMMENDATION**

The removal of the vegetation is required to facilitate the provision of critical Yarra Valley Water infrastructure (Buttress Crescent Pump Station and Mernda Reservoir Inlet Main) and approval is recommended subject to conditions including appropriate protection of vegetation to be retained and the provision of compensatory offset planting.

**IMPACTS OF RECOMMENDATION**

The proposal will deliver drinking water to the existing and future residential estates in Mernda, however, native vegetation is required to be removed to facilitate the infrastructure.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Appropriate tree protection measures, including the establishment of tree protection zones will be applied to all vegetation that is to be retained. The vegetation proposed to be removed will be under the supervision of a council officer.

Where native vegetation is to be removed, the felled trees will be retained on council land for habitat purposes and compensatory offset planting will be required in accordance with relevant requirements.



**REPORT****SITE AND SURROUNDING AREA**

The vegetation proposed for removal covers several parcels of land, however, the primary area of the works is located at the corner of Plenty Road and McArthurs Road, South Morang. The works are also within proximity to the land associated with the Council adopted *80 McArthurs Lane and 25 Hunters Road, South Morang Development Plan*. This development plan was adopted by Council on 6 August 2020 and covers 79.81 hectares in area, of which approximately half will be developed for residential purposes and the other half vested to Council for the future Quarry Hills Parkland.

Further details of the specific parcels of land where vegetation is proposed for removal are outlined below.

105Y Hunters Road, South Morang

105Y Hunters Road is a large rectilinear allotment located approximately 650m to the west of McArthurs Road. Access to the site is provided by way of a vehicle track which connects to Hunters Road to the north.

The subject site has a total area of 34390m<sup>2</sup> and is currently occupied by utility installation (Mernda Reservoir) approved under planning permit 717083.

670 Bridge Inn Road, South Morang:

670 Bridge Inn Road identifies an existing pipe track that runs north/south through the municipality. The land is administered and owned by the Melbourne Water Corporation.

80 McArthurs Road, South Morang

80 McArthurs Road is located on the north side of McArthurs Road, to the east of 105Y Hunters Road. The subject site is rectilinear in shape, with a total site area of 303,700m<sup>2</sup>. The site is notable for the land that is not included in the allotment, which includes 120 McArthurs Road and the associated access track which is located internally within the site.

1215 Plenty Road, South Morang, Victoria

1215 Plenty Road is located on the west side of Plenty Road and the north side of McArthurs Road. The site is located to the immediate east of 80 McArthurs Road and is currently developed with a number of buildings that occupy the north-west corner of the site. The site has a frontage to Plenty Road of approximately 185.6m and an overall site area of approximately 84600m<sup>2</sup>.

1W McArthurs Road, South Morang.

1W McArthurs Road is located to the west of Plenty Road, adjacent to Buttress Crescent. The site comprises of an overall area of 6459.54m<sup>2</sup> and is currently developed as a Council reserve and shared user path network.

55C McArthurs Road, South Morang

55c McArthurs Road is located to the west side of Plenty Road, adjacent to 1W McArthurs Road. The site is a small trapeze shaped parcel of land. The land is undeveloped and is notable for the remnant vegetation.

## RESTRICTIONS AND EASEMENTS

Section 173 Agreement AK129355J applies to Lot 1 on Title Plan 160050B (commonly known as 80 McArthurs Road, South Morang). This agreement relates to the provision of an open space contribution to be required as part of the future subdivision of the land and would not be impacted upon by the proposed works.

No other sites included in this proposal are encumbered by any agreements or restrictions that would preclude Council from determining this application.

## PROPOSAL

The planning application proposes to remove 1.334 hectares of native vegetation to facilitate the delivery of infrastructure to allow for drinking water. The infrastructure is needed to meet increased demands associated with developing residential subdivisions located in Mernda.

### Minor Utility Installation

The removal of native vegetation requires planning permission; however, the Yarra Valley Water infrastructure is exempt. The infrastructure works are defined as 'minor utility installation' under Clause 73.03 of the Whittlesea Planning Scheme. The use and development of land for a minor utility installation does not require a planning permit pursuant to Clause 62.01 and Clause 62.02-2 of the Whittlesea Planning Scheme, respectively. Notwithstanding this the proposed works associated with the vegetation removal are outlined as follows:

- Construction of a pump station with a footprint of approximately 200m<sup>2</sup>, and a height of approximately 7m located on Yarra Valley Water owned land;
- Approximately 2km of 502mm outside diameter mild steel pipeline to be constructed by open-trench and horizontal directional drilling (HDD). HDD is a construction technique used to avoid native vegetation and will be installed at depths greater than 600mm to avoid tree root zones; and
- Access tracks and laydown areas.

This above infrastructure will connect into existing Yarra Valley and Melbourne Water facilities such as the Melbourne Water M190 pipeline and the Mernda Reservoir.

### Vegetation Removal

There are seventy-three (73) native trees, the majority of which are located within the eastern area of works associated with 55C McArthurs Road and 670 Bridge Inn Road. Further details of the specific native trees are outlined in the below table:

ID	Number of Trees	Taxon, Common Name	Arboricultural Value
14	50	Eucalyptus camaldulensis, Acacia mearnsii, River Red Gum, Black Wattle	Low
15	1	Eucalyptus camaldulensis, River Red Gum	None
16	1	Eucalyptus camaldulensis, River Red Gum	None
18	1	Eucalyptus melliodora, Yellow Box	Low
19	1	Eucalyptus melliodora, Yellow Box	Low
20	1	Eucalyptus melliodora, Yellow Box	Low
21	6	Acacia implexa, Hickory Wattle	Low

22	1	Acacia implexa, Hickory Wattle	Low
23	1	Eucalyptus camaldulensis, River Red Gum	Low
24	8	Acacia implexa, Hickory Wattle	Low
32	1	Acacia mearnsii, Black Wattle	Low
33	1	Acacia mearnsii, Black Wattle	Low

The removal of the above native vegetation results in the removal of 0.078Ha of remnant Plains Grassy Woodland and 1.146Ha of remnant Granitic Hills Woodland vegetation.

In addition to the above the following Non-Native trees are to be removed to facilitate the works:

ID	Number of Trees	Taxon, Common Name	Arboricultural Value
25	1	Crataegus monogyna, English Hawthorn	None
34	1	Prunus x domestica, European Plum	None

Given that the permit trigger under the Vegetation Protection Overlay and Clause 52.17-Native Vegetation only applies to the removal of native trees (planted or remnant), the assessment is on the native trees only has a particular focus on the River Red Gums as consideration is required to be given under Clause 12.01-1L 'River Redgum Protection Policy'.

The total area of existing vegetation within the area of works has not been identified. The area of works encompasses approximately 36.85ha, of which 1.33ha of native vegetation will be removed as a result of the works.

All the vegetation proposed for removal has been assessed in a report prepared by an external arborist which has been reviewed by Council officers in Land Management, Biodiversity Planning and Parks and the vegetation was determined to have either a low or no arboricultural value. However, there are two River Red Gums (ID 15 and ID 16) located between Buttress Crescent and Plenty Road worth noting due to the presence in the landscape (see *Attachment 2*). Both have been confirmed to be deceased and are considered habitat trees. ID 15 located at 55c McArthurs Road, has a diameter at breast height (DBH) of 200cm. ID 16 is located at 670 Bridge Inn Road and exhibits a DBH of 80cm.

Of the other 51 semi-mature River Red Gums proposed for removal, 50 are located within the northern portion of 55 McArthurs Road, adjacent to Plenty Road (identified as ID 14). One River Red Gum to be removed is located on the western side of the shared user path located at 670 Bridge Inn Road (identified as ID 23). The trees identified as ID 14 have a DBH of approximately 10cm, whereas ID 23 has a DBH of 14cm. All 51 of these trees have a DBH of less than 50cm measured at 1.3 meters above ground level and therefore they are not considered to be significant specimens.

## PUBLIC NOTIFICATION

The proposed native vegetation removal covers several parcels of land with separate planning controls. The various parcels apply a range of notice exemptions under Section 52(1)(c) of the *Planning and Environment Act 1987* which are outlined below.

1W McArthurs Road and 55c McArthurs Road are council owned and therefore consideration must be given to Section 96 of the Planning and Environment Act 1987, which requires that a responsible authority must obtain a permit from the Minister before carrying out any use or development for which a permit is required under the planning scheme for which it is the responsible authority unless the planning scheme exempts the land, use or development. The application did not require a planning permit to be obtained from the Minister, due to the exemption outlined below.

Pursuant to Clause 67.03, In accordance with Section 52(1)(c) of the Act, notice of an application to remove, destroy or lop native vegetation under Clause 52.17 of this scheme must be given to the Secretary to the Department administering the Flora and Fauna Guarantee Act 1988. This does not apply if the application is required to be referred to the Secretary under Section 55 of the Act. The application was referred to relevant secretary who in this instance is the Department of Environment, Land, Water and Planning and therefore notice of the application was not required.

Notwithstanding Section 96 of the Act, consideration must also be given to the vegetation that is located within the Vegetation Protection Overlay. This overlay applies to the land to the west of Buttress Crescent and north of McArthurs Road. The removal of vegetation within this overlay would not result in material detriment to any person. The proposed vegetation removal within the overlay is not of a significant scale and would largely be undertaken internally within the subject sites, set back a considerable distance from McArthurs Road. There are two trees proposed for removal on the northern side of the McArthurs Road Reserve which is required to be widened in accordance with the Council adopted *80 McArthurs Lane and 25 Hunters Road, South Morang Development Plan*. Any vegetation within this area proposed for removal is considered to be generally in accordance with this approved Development Plan and therefore notice under Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2). and (3) and the review rights of Section 82(1) of the Act was not considered necessary.

Notwithstanding the above, Yarra Valley Water and Jacobs Group Pty Ltd have undertaken preliminary consultation with the community in the design phase of the project. Letters were sent to residents within the surrounding area notifying them of Yarra Valley Water's intention to construct a pump station. In addition, an acoustic study was carried out using a sound detector device installed in a nearby property. The data collected from this study was used to ensure that the pump station would comply satisfy State Environmental Protection Authority guidelines.

## PLANNING ASSESSMENT

### Planning Policy Framework

#### Clause 12.01-2S Native Vegetation Management

The objective of this Clause is to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This clause seeks to ensure that decisions that involve, or will lead to, the removal, destruction or lopping of native vegetation, apply the three-step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017):

- Avoid the removal, destruction or lopping of native vegetation.
- Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
- Provide an offset to compensate for the biodiversity impact from the removal, destruction or lopping of native vegetation.

The application was referred to DELWP, who were satisfied that adequate offsets could be secured for the removal of vegetation.

#### Clause 12.01-1L River Red Gum Protection

This clause carries the objective of retaining and providing for the long-term viability of River Red Gums. Strategies for achieving this include maximising the retention, protection and incorporation of mature River Red Gums and juvenile trees (to support regeneration) into the design of any development or subdivision and limiting removal of mature River Red Gum trees to only those that present a danger to people and property.

#### **Zone and Overlay Decision Guidelines**

The proposed area of works impacts multiple sites and planning zones which have been identified earlier in this report. The following Planning Zone and Overlay considered to be relevant to this proposal:

#### Clause 42.02 Vegetation Protection Overlay Schedule 1

Pursuant to Clause 42.02-2 of the Whittlesea Planning Scheme, a permit is required to remove, destroy or lop any vegetation specified in a schedule to this overlay. Schedule 1 of this overlay relates to the River Red Gum Grassy Woodland Region within which the area of works is located.

This overlay applies to the land located to the north of McArthurs Road and the west of Buttress Crescent.

An arboriculture report has been prepared identifying the health and condition of the trees which has been identified earlier in the report.

#### Clause 43.04 Development Plan Overlay Schedule 5 and 27

The purpose of this of this overlay is to identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land and to exempt an application from notice and review if a development plan has been prepared to the satisfaction of the responsible authority.

Schedule 5 to this overlay relates to the Mernda Development Plan,

Schedule 27 of this overlay relates to the Mernda West and South Morang Quarry Hills Precincts Development Plan (*80 McArthurs Lane and 25 Hunters Road, South Morang Development Plan*).

Each of these Development Plans foreshadow residential development within proximity to the area of works and therefore the removal of the native vegetation is considered generally in accordance with this plan.

#### **Particular Provisions**

#### Clause 52.17 Native Vegetation

Clause 52.17-1 (Permit requirement) states that a permit is required to remove, destroy or lop native vegetation, including dead native vegetation.

The proposal was required to demonstrate how it avoids and minimises the removal, destruction or lopping of vegetation. A Flora and fauna assessment was prepared by ecologists and reviewed by various Council officers in Land Management, Biodiversity Planning, Conversation Management and Parks. The assessments identified and mapped various ecological constraints such as the presence of large tree with significant habitat value, scattered trees/ patches of native vegetation and planted vegetation that provided some habitat for fauna. Steps have been demonstrated as to how the proposed work will avoid and minimise the impact of native vegetation at the design stage of the proposal. These steps include modified construction methods to bore under significant vegetation to avoid vegetation and minimise the extent of loss and the implementation of a Tree Protection Plan to avoid minimise the extent of vegetation to be removed.

The application includes proposed removal of remnant vegetation and therefore appropriate offsets must be secured via permit conditions. Council officers engaged with the Department of Environment, Land, Water and Planning in the preparation of conditions to address this matter.

## **PLANNING COMMENTS**

The importance of native vegetation is acknowledged, and in particular River Red Gum trees, as a visual and environmental feature within the municipality.

In this instance, the request to remove this native vegetation including the River Red Gums is necessary in order to allow for the provision of critical infrastructure to deliver drinking water to the developing residential estates in Mernda. The alignment has been designed to suit both the need of the infrastructure and ensure vegetation loss is to the minimum extent necessary.

Appropriate offsets will be acquired to mitigate the loss of vegetation. It is also noted that the two deceased River Red Gums will be either retained onsite or relocated to another suitable site for habitat purposes which will be supervised by Council officers in the Parks and Urban Design Department. Other vegetation where possible will also be utilised in the future Quarry Hills Parkland. Both these matters can be addressed via conditions on the permit.

Vehicle access between the western and eastern construction zones will be restricted to established formed roads around the site. An existing crushed rock/gravel track provides access to existing Mernda Reservoir from Hunters Road, which is located approximately 820m north of McArthurs Lane. The southern section of the access track will be widened, and an existing open channel stormwater drain will be modified to accommodate the increased road width. A plan indicating the proposed movement of machinery, and information regarding expected traffic volumes, and erosion mitigation measures, can be managed appropriately as a condition of the permit.

During the construction phase of the project, Jacobs Group Pty Ltd and Yarra Valley Water will implement the following measures to mitigate any impact on the surrounding residential area:

- A Construction Site and Environmental Management Plan will be prepared that details how construction noise, dust, runoff and other impacts from the construction will be appropriately managed;
- Yarra Valley Water will advise Council's Infrastructure Protection and Parks and Urban Design teams when works are to occur to ensure that they are carried out with relevant endorsed plans.
- A condition will be imposed on any permit issued requiring the submission of a Restoration Plan. The Restoration Plan will require the planting of native vegetation, including grass ground cover, within the area of works. The Restoration Plan will also require the provision of appropriate screen planting to the pump station to reduce the visual impact of the works. The Restoration Plan will be reviewed by Council officers in Parks and Urban Design and Biodiversity planning teams to ensure that appropriate species are selected.

## **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 proposal has been assessed against the relevant policies and provisions of the Whittlesea Planning Scheme, including Clauses 12.01-1L (River Red Gum Protection) and 52.17 (Native Vegetation Removal), as well as applicable Zone and Overlays. Accordingly, it is recommended that the application be approved subject to conditions.

<b>RECOMMENDATION</b>
-----------------------

**THAT Council resolve to approve Planning Permit Application No. 719364 for the removal of Native Vegetation at 105 Hunters Road, 105Y Hunters Road, 670 Bridge Inn Road, 80 McArthurs Road, 1215 Plenty Road, 55c McArthurs Road and 1W McArthurs Road, South Morang in accordance with the endorsed plans and subject to the following conditions:**

### **Plans Required**

- 1. Prior to the commencement of works, a standalone Native Vegetation Retention and Removal Plan (NVRRP) must be provided to and approved by the Responsible Authority. This plan must incorporate elements of both the ecologists native vegetation removal map book, the arborists tree location & fencing plans, and the final civil works drawings.**
- 2. Prior to the commencement of works a vehicle access plan must be submitted to and approved by the Responsible Authority. The vehicle access plan must show all proposed movement of machinery including information regarding expected traffic volumes, and erosion mitigation measures. Where practical, the plan must minimise heavy machinery accessing the reinstated driveway at 105 Hunters Road, South Morang.**
- 3. Prior to the commencement of works, a Restoration Plan must be submitted to and approved by the responsible authority. The restoration plan must be inclusive of a minimum 13 week maintenance period. The Restoration Plan must note the use of local native plant species, native grass ground cover restoration via direct seeding, remediation works, timing and maintenance activities. The Restoration Plan shall be bonded to 150% of the value of the works proposed and should include screen planting to the associated works where appropriate.**

### **Tree Removal Conditions**

- 4. No native vegetation, other than that shown on the endorsed plan, shall be destroyed, felled, lopped, ring barked or uprooted, without the consent of the Responsible Authority.**
- 5. Prior to removal, the subject trees must be inspected by a suitably qualified and experienced zoologist to determine the presence of animals living or nesting in the tree. Should any native animals be detected, reasonable steps must be taken to capture and relocate such animals as recommended by the zoologist.**
- 6. The applicant must contact Council's Parks and Urban Design Department to arrange for an appropriate officer to be present on site to supervise the removal of the trees**
- 7. Stumps and any surface roots are to be ground down below ground level. Ground and chipped material to a depth of 50mm is to be removed from site at the direction of the project manager. The project manager must supply and replace suitable topsoil and seed the area making certain that the reinstated ground surface is level, even and safe.**

8. All stumps not removed immediately after removal of the tree are to be paint marked with a suitable bright yellow reflective marking paint.
9. Wherever possible and appropriate, native trees to be removed should be retained for use in Quarry Hills Parkland for habitat purposes to the satisfaction of the responsible authority. All timber less than 300mm diameter and branch/leaf material should be shredded for reuse as mulch.
10. All timber less than 300mm in diameter and branch/leaf material shall be shredded for re-use as mulch within the subject site.
11. At the completion of the works, the applicant is to arrange for an appropriate Council officer to inspect the site to ensure compliance with the planning permit.
12. No buildings or works, including loading and unloading, storage of materials, dumping of waste, vehicle access, parking and other construction activity is to occur within a tree protection zone without the written consent of and to the satisfaction of the Responsible Authority.

**Department of Environment, Land, Water and Planning Conditions**

13. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.
14. The total area of native vegetation proposed to be removed totals 1.334 hectares, comprised of:
  - a. 3 patches of native vegetation with a total area of 1.224 hectares [containing 0 large trees];
  - b. 2 large scattered trees; and
  - c. 0 small scattered trees.
15. To offset the permitted clearing in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017), the permit holder must secure a general offset of 0.428 general habitat units:
  - a. located within the Port Phillip and Westernport Catchment Management boundary or Whittlesea City Council municipal area; and
  - b. with a minimum strategic biodiversity score of at least 0.367.

The offset(s) secured must also protect 2 large trees.
16. Before any native vegetation is removed evidence that the required offset by this permit has been secured must be provided to the satisfaction of the responsible authority. This evidence must be one or both of the following:
  - a. an established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing management of the site; and/or
  - b. credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
17. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to Planning Approvals at the DELWP Port Phillip regional office.

18. Where the offset includes a first party offset(s), the permit holder must provide an annual offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.
19. Within 6 months of the conclusion of the permitted clearing of native vegetation under this permit, the offset requirements can be reconciled with the written agreement of the responsible authority and DELWP.
20. That a Construction and Environment Management Plan (CEMP) is developed to the satisfaction of the responsible authority.

#### **Permit Expiry**

21. In accordance with the Planning and Environment Act 1987 a permit for the development expires if:
  - a. The approved development does not start within two years of the date of this permit; or
  - b. The approved development is not completed within four years of the date of this permit.

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

#### **DELWP Notes:**

1. Prior to the removal of the tree, the permit holder must notify all adjacent landholders that the tree is to be removed with Council consent.

Within the area of native vegetation to be retained and any tree protection zone associated with the permitted use and/or development, the following is prohibited:

  - a. Any vehicle or pedestrian access, trenching or soil excavation, and
  - b. Storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products, and
  - c. Entry or exit pits for underground services, and
  - d. Any other actions or activities that may result in adverse impacts to retained native vegetation.
2. Before any works on public land start, a permit to take protected flora under the Flora and Fauna Guarantee (FFG) Act 1988 is required. To obtain an FFG permit or further information, please contact Research Permits Officer at the Port Phillip regional office of the Department of Environment, Land, Water and Planning at [vivian.amenta@delwp.vic.gov.au](mailto:vivian.amenta@delwp.vic.gov.au).
3. A suitably qualified wildlife handler or zoologist is to be present when felling trees/removing native vegetation, to ensure affected wildlife is not harmed. If displaced wildlife that cannot be relocated on site to an appropriate location away from the construction footprint, or injured wildlife is captured, please contact DELWP on 136 186 for further advice.

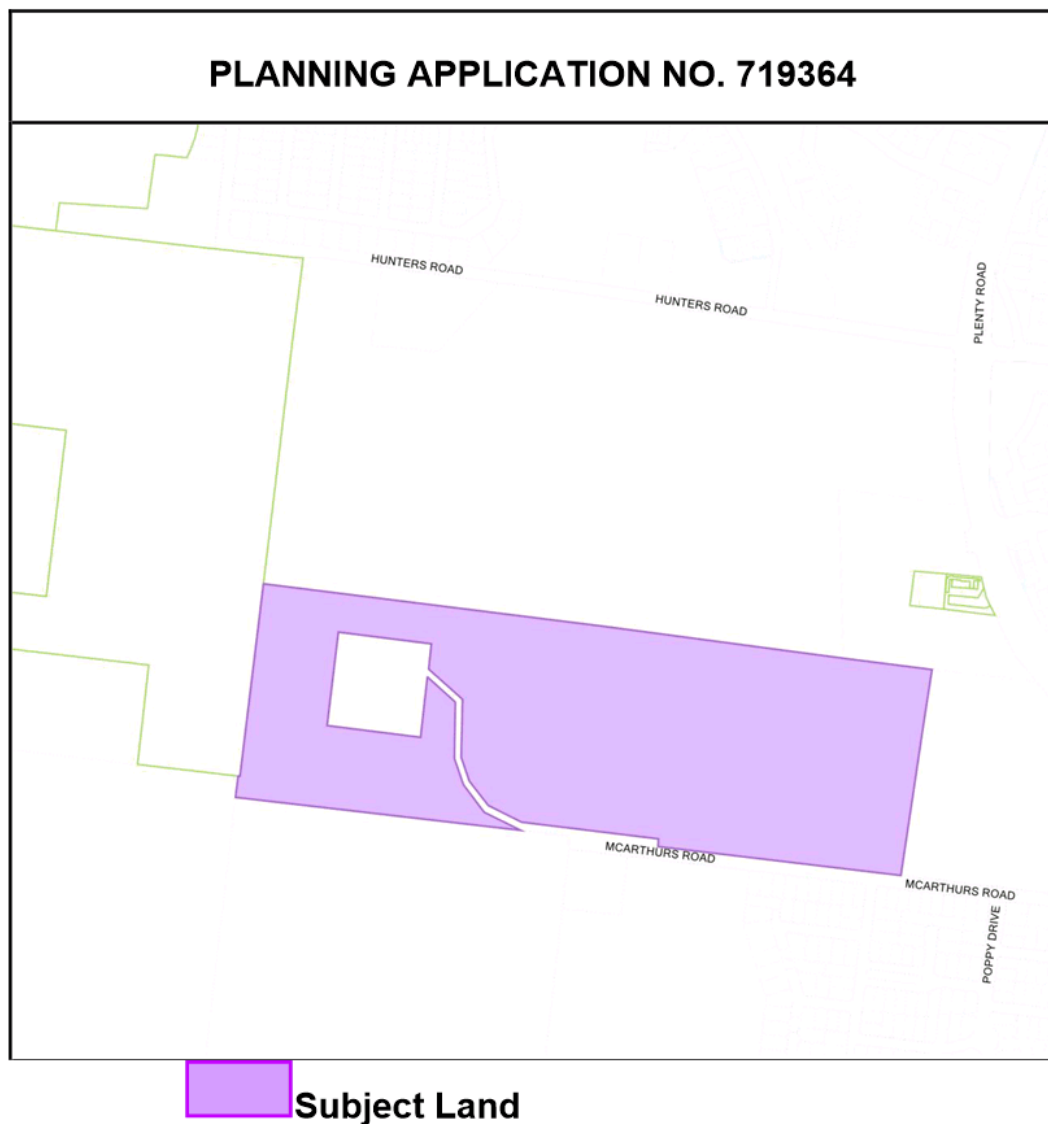
4. The Catchment and Land Protection Act 1994 (CaLP Act) prohibits the movement of noxious weeds (including any seeds and vegetative material) as contaminants in soil and on vehicles and equipment. Machinery, implements or other equipment (including a vehicle that is used or intended to be used to transport soil) must not be moved from the site on to a road without first taking reasonable precautions to ensure that the equipment is free from seeds or any other vegetative material that is capable of growing. A permit under the CaLP Act may be required if the proponent intends to transport any contaminated soil and equipment from the site.
5. Any relevant conditions and offset arrangements under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) must be applied.

<b>COUNCIL RESOLUTION</b>
---------------------------

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

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**




*City of*  
**Whittlesea**

**BUILDING & PLANNING REPORT**

**PLANNING APPLICATION NO. 719364**



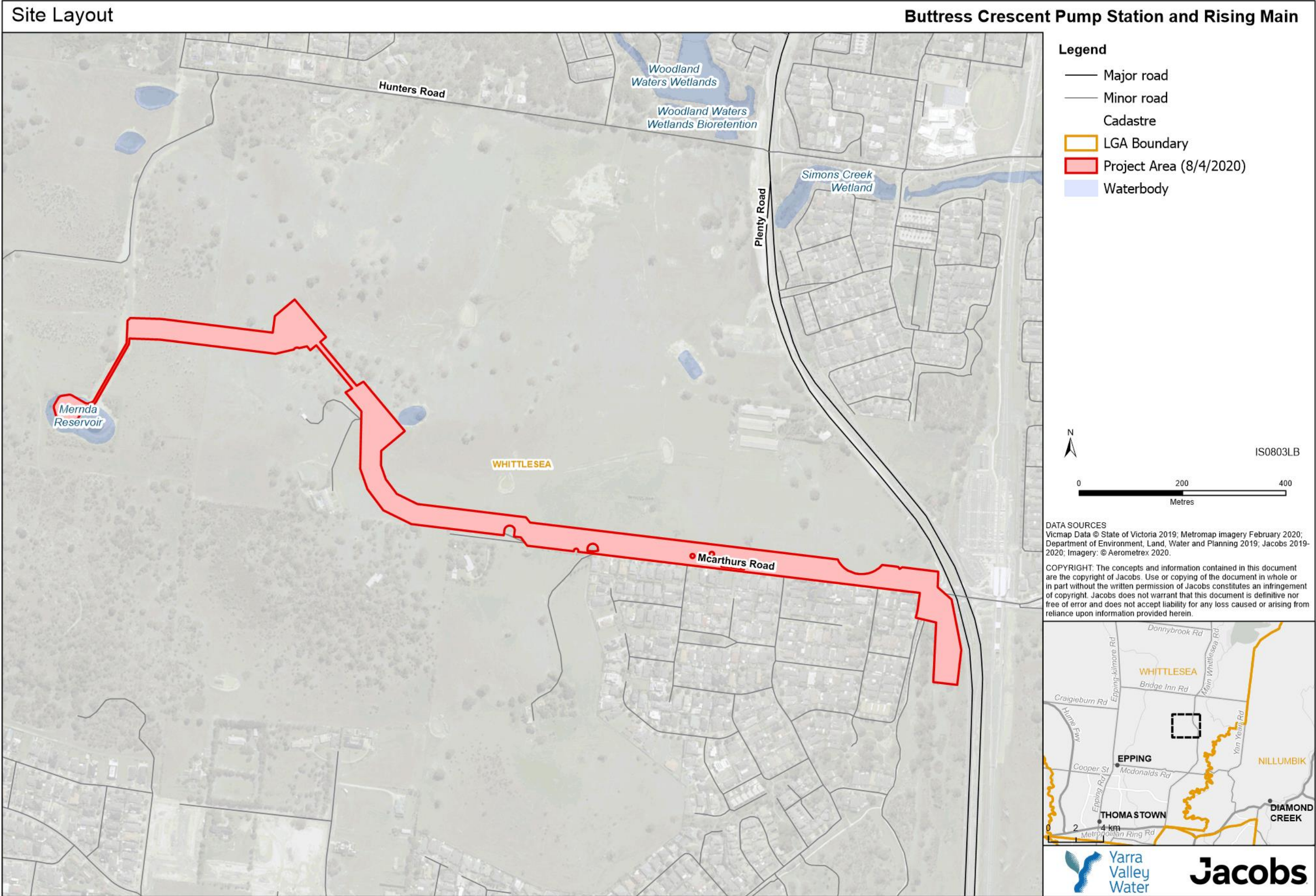
 Subject Land



*City of*  
**Whittlesea**

**BUILDING & PLANNING REPORT**





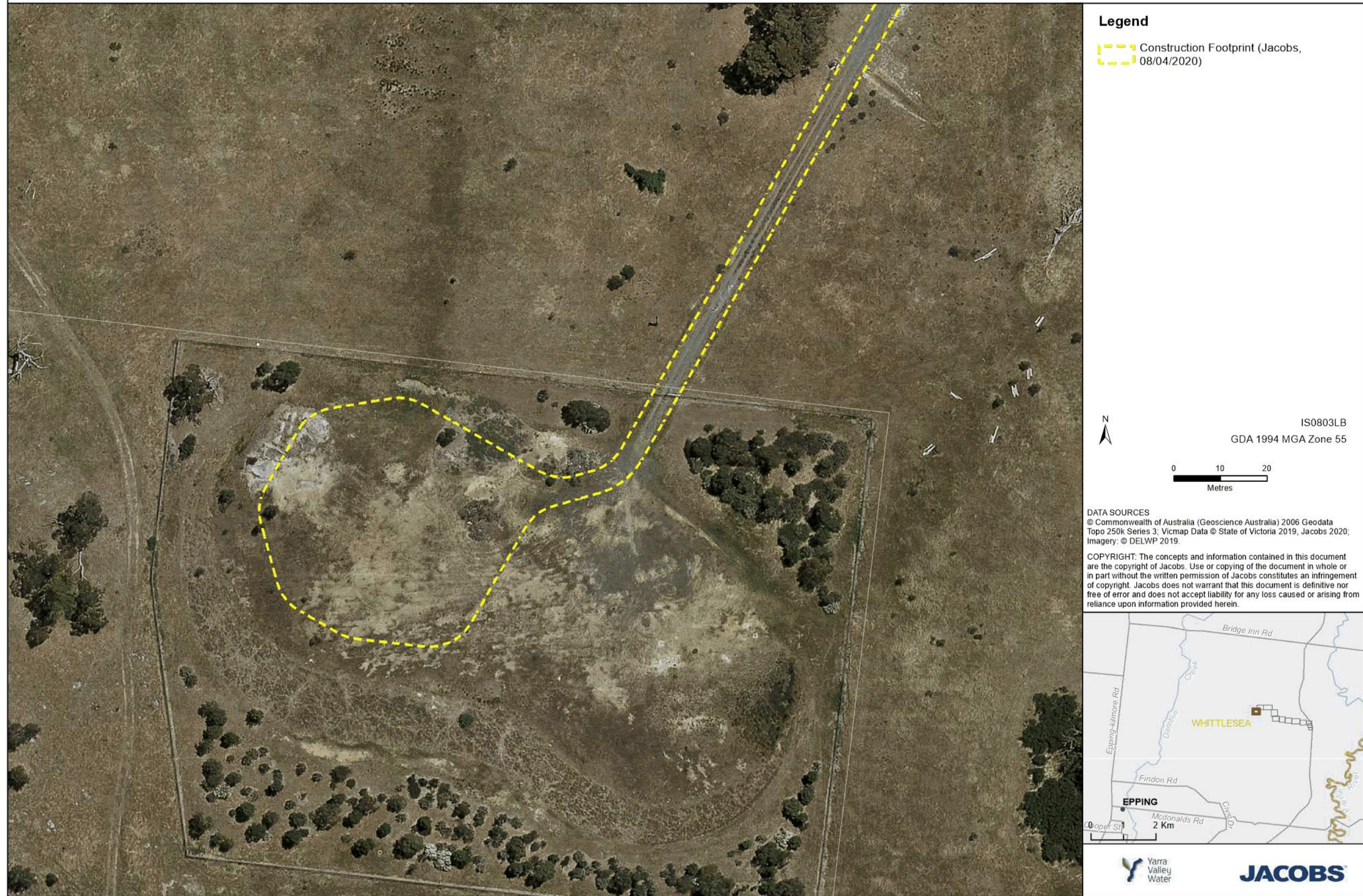
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Date Published: 08 Apr 2020



Vegetation to be impacted - page 2 of 13

Buttress Crescent



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Date Published: 09 Apr 2020



Vegetation to be impacted - page 3 of 13

Buttress Crescent



**Legend**

Construction Footprint (Jacobs, 08/04/2020)

**Remnant Vegetation to be impacted**

Lost

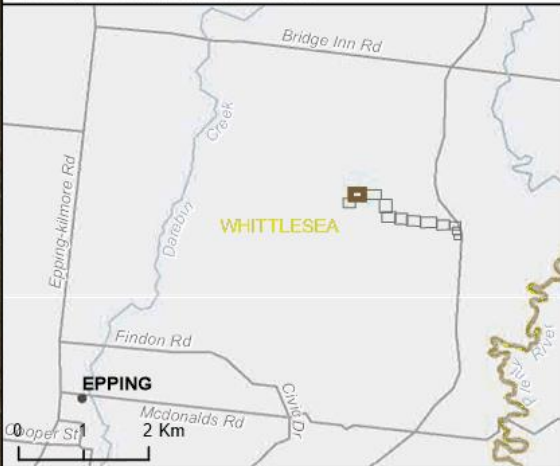
N

IS0803LB  
GDA 1994 MGA Zone 55

0 10 20  
Metres

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Date Published: 09 Apr 2020

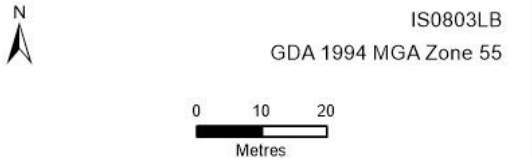


Vegetation to be impacted - page 4 of 13

Buttress Crescent



- Legend**
- Construction Footprint (Jacobs, 08/04/2020)
  - Trees to be impacted
    - Retained with tree protection fencing
  - Remnant Vegetation to be impacted
    - Lost
  - Tree Protection Zones to be impacted
    - Retained with tree protection fencing



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Date Published: 09 Apr 2020



Vegetation to be impacted - page 5 of 13

Buttress Crescent



**Legend**

Construction Footprint (Jacobs, 08/04/2020)

**Trees to be impacted**

- Retained with tree protection fencing

**Tree Protection Zones to be impacted**

- Retained with tree protection fencing

N

IS0803LB  
GDA 1994 MGA Zone 55

0 10 20  
Metres

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Vegetation to be impacted - page 6 of 13

Buttress Crescent

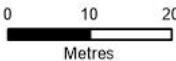


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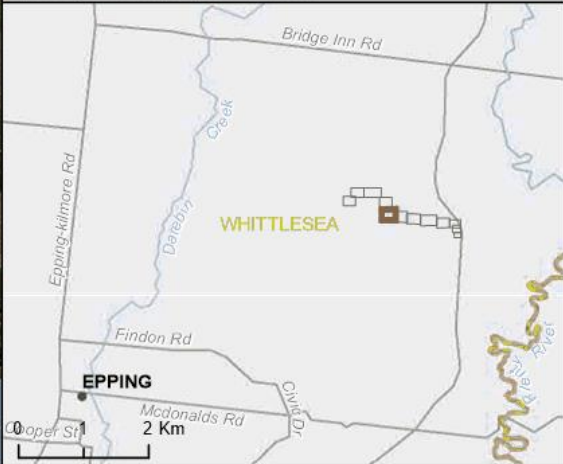
Construction Footprint (Jacobs, 08/04/2020)



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GDA 1994 MGA Zone 55



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Vegetation to be impacted - page 7 of 13

Buttress Crescent



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Date Published: 09 Apr 2020



Vegetation to be impacted - page 8 of 13

Buttress Crescent



**Legend**

- Construction Footprint (Jacobs, 08/04/2020)
- MSA Boundary
- Trees to be impacted**
  - Retained with tree protection fencing

N

IS0803LB  
GDA 1994 MGA Zone 55

0 10 20  
Metres

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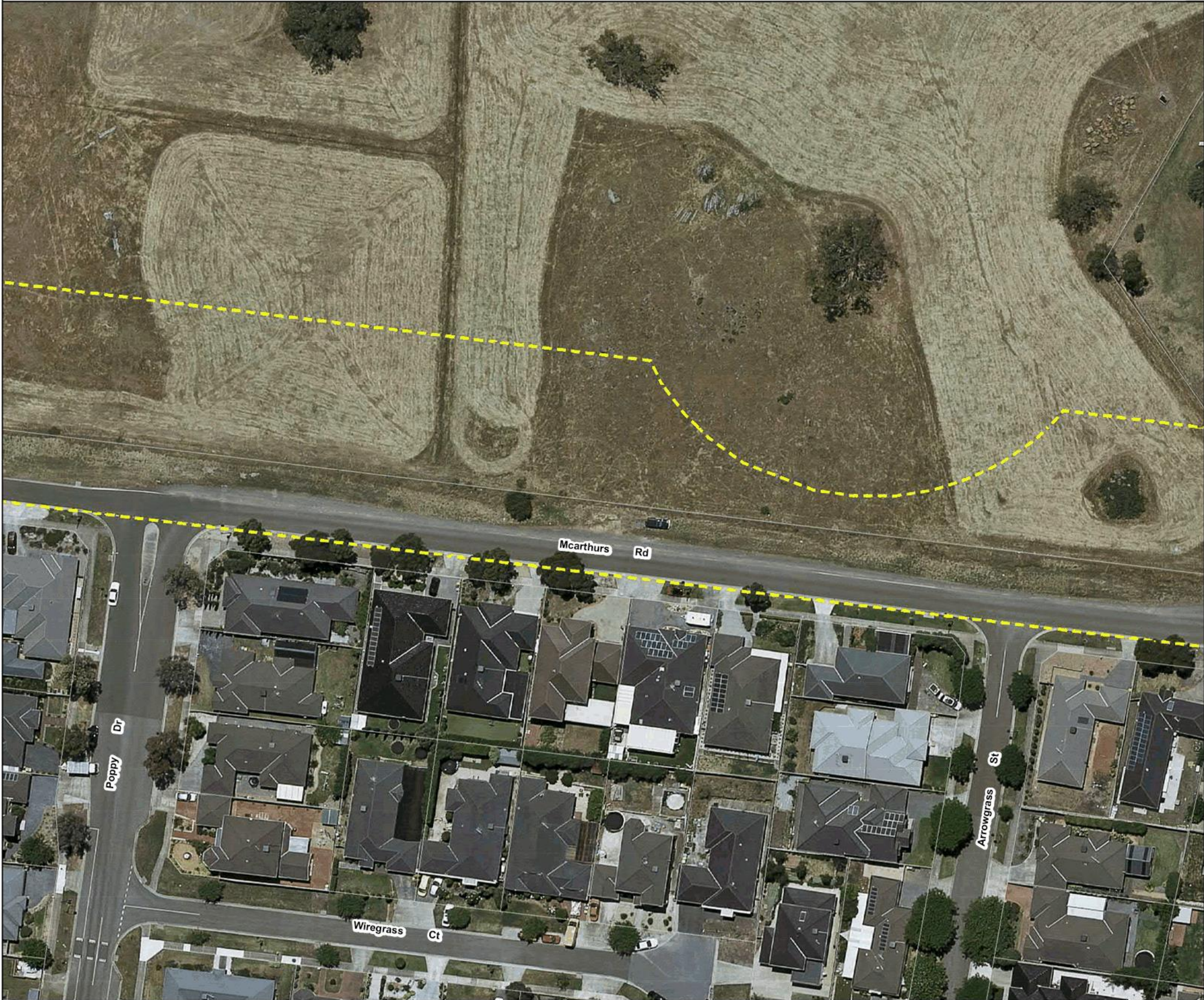
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Vegetation to be impacted - page 10 of 13

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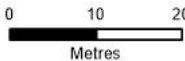


Legend

Construction Footprint (Jacobs, 08/04/2020)



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GDA 1994 MGA Zone 55



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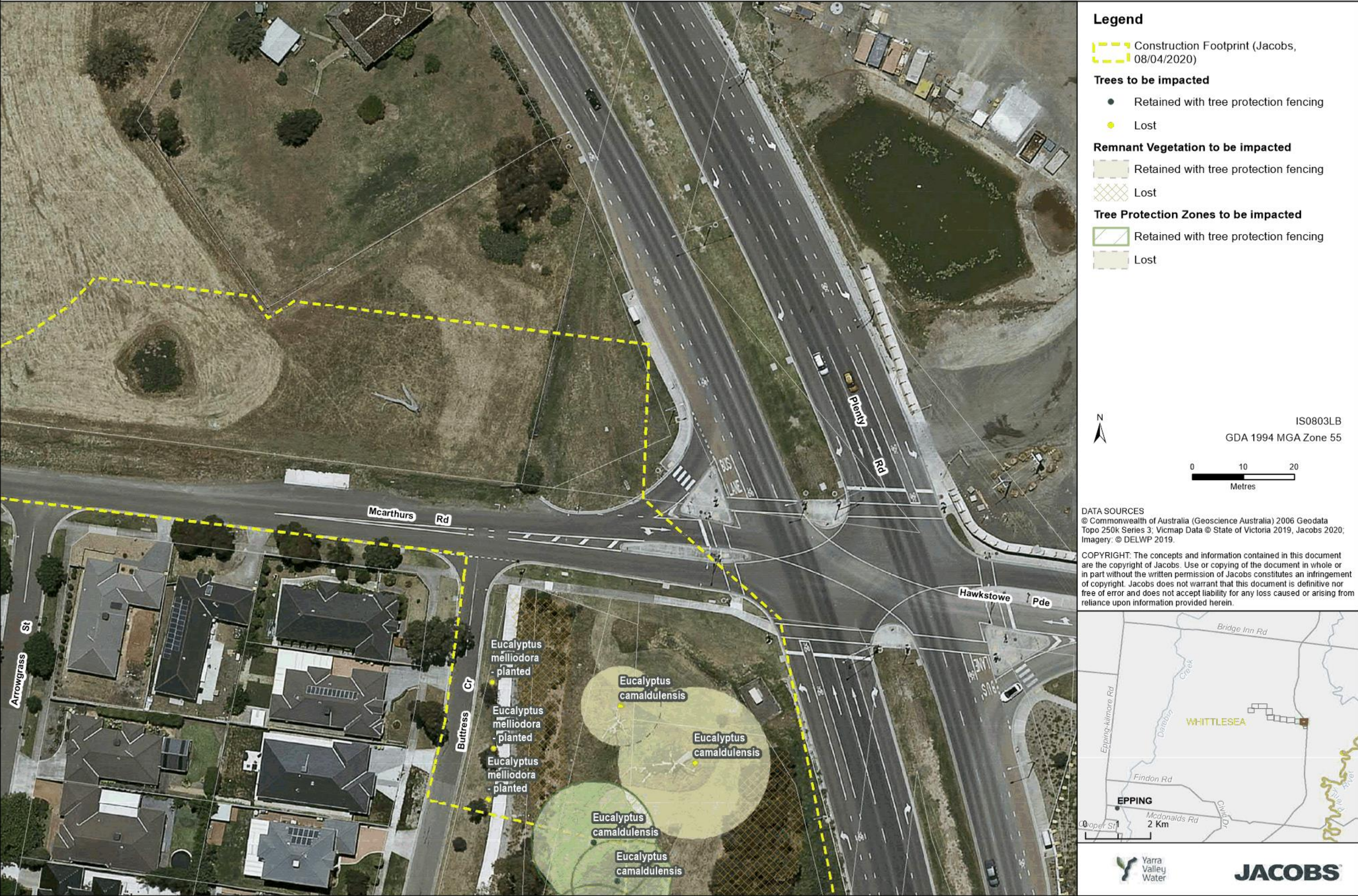
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Date Published: 09 Apr 2020



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Buttress Crescent





Vegetation to be impacted - page 12 of 13

Buttress Crescent



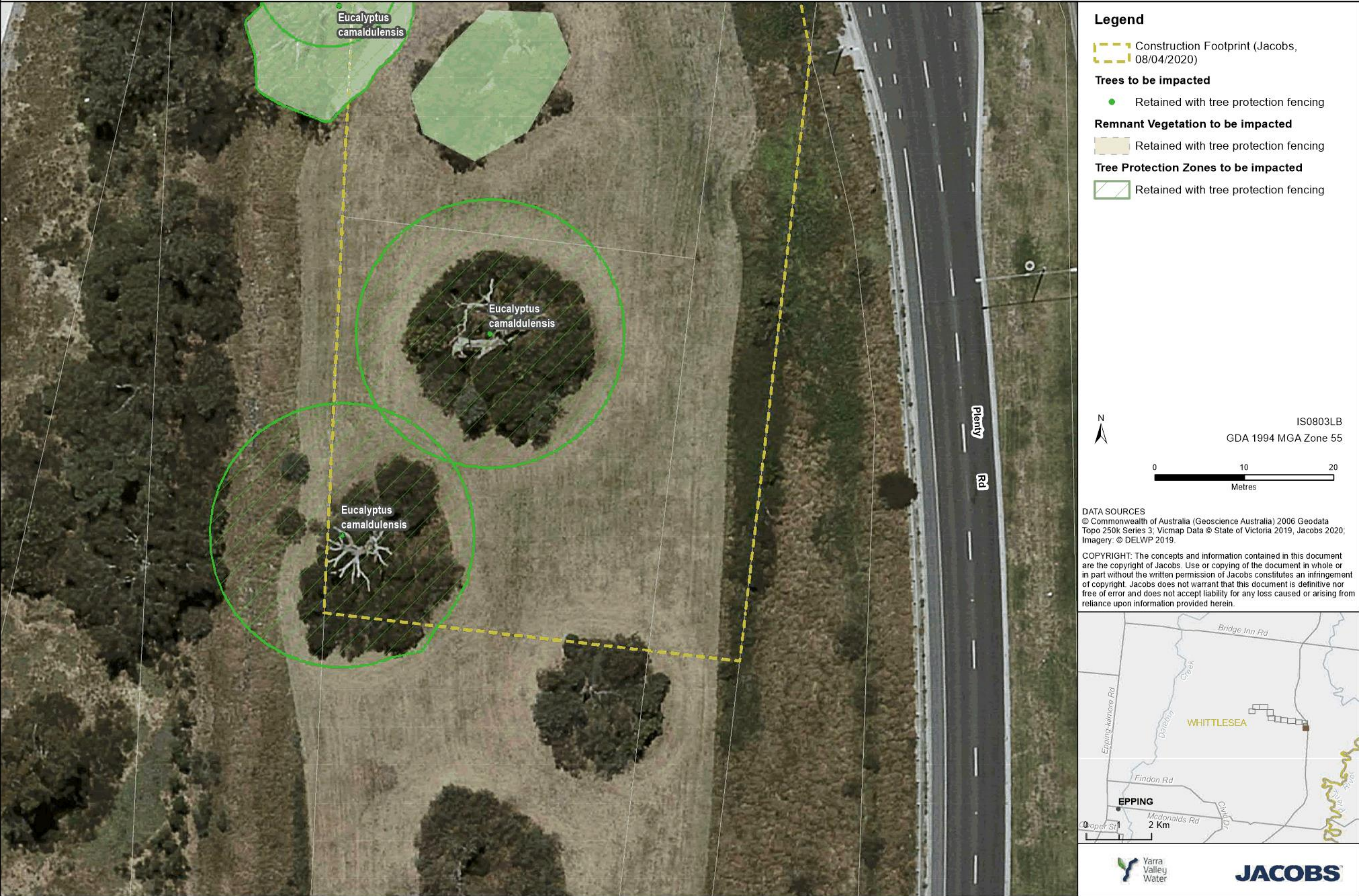
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**6.3     STRONG LOCAL ECONOMY**

**NIL REPORTS**





**6.4 SUSTAINABLE ENVIRONMENT**

**NIL REPORTS**



## 6.5 HIGH PERFORMING ORGANISATION

### ITEM 6.5.1 FOR DECISION - CITY OF WHITTLESEA INTEGRATED PLANNING FRAMEWORK

**Attachments:** 1 Proposed transition plan for adopted Council policies, strategies and plans [↓](#)

**Responsible Officer:** Executive Manager Governance

**Author:** Team Leader Corporate Planning & Improvement

### RECOMMENDATION SUMMARY

That Council resolve to endorse the proposal to consolidate the City of Whittlesea's strategic planning framework.

### BRIEF OVERVIEW

The proposal seeks endorsement of an Integrated Planning Framework which would lead to consolidating 100+ adopted community-facing policies, strategies and plans within five major strategies (one for each of the four Whittlesea 2040 ("W2040") goals, plus a "High-Performing Organisation Strategy").

Limited exceptions will be made for legal, cultural or tactical reasons, e.g. a stand-alone Reconciliation Strategy may be culturally more appropriate, and a Long-Term Community Infrastructure Plan will work across multiple goals and strategies. Exceptions will need to be approved prior to development by the Executive Leadership Team (ELT) and by Council.

Figure 1 summarises the proposed strategy landscape:



Figure 1. Proposed strategy landscape

**RATIONALE FOR RECOMMENDATION**

The City of Whittlesea's current strategic planning framework has become overly complex, cumbersome to deliver and siloed with its more than 100 documents (please refer to *Attachment 1* for an outline of adopted Council policies, strategies and plans and the potential transition to the proposed high level strategies). A lean and well-structured framework with one strategy per goal will help remove duplications and obsolete items and resolve conflicting policy positions and strategies. It will focus the organisation on execution and outcome delivery for our community, while increasing transparency and accountability. Planning resources will be freed up for delivery. It sets the organisation up for success to deliver on the goals in Council's community vision: *Whittlesea 2040: A Place for all*.

**IMPACTS OF RECOMMENDATION**

The proposed new framework focuses less on individual policy/strategy portfolio development but on realignment.

Documents expiring by 30 June 2022 will run its course and future content will then be developed within the new planning framework. Content from longer-term documents will be realigned and transitioned unless it is repetitive or has become obsolete or conflicting.

A transition statement will clearly outline how each substantial component of a given legacy document is transitioned, i.e. whether it is transitioned in full, altered partially or not transitioned at all, why this course of action is proposed and where in the new framework it can now be found.

The community and interested stakeholder groups will be engaged throughout the process, whether it be via Council's integrated engagement platform, subject-specific forums such as the Disability Network or the Reconciliation Group, or other relevant engagement channels and means. Council will adopt the draft Whittlesea 2040 strategies including the transition statements with a view to solicit community feedback against the emerging proposal.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Change management will need to be applied to ensure the successful implementation of this new approach, including:

- Governance structure inclusive of key policy and strategy staff, leadership and champions and high-level of involvement/sponsorship by the Executive.
- Council briefing and endorsement
- Relevant community stakeholder participation and engagement

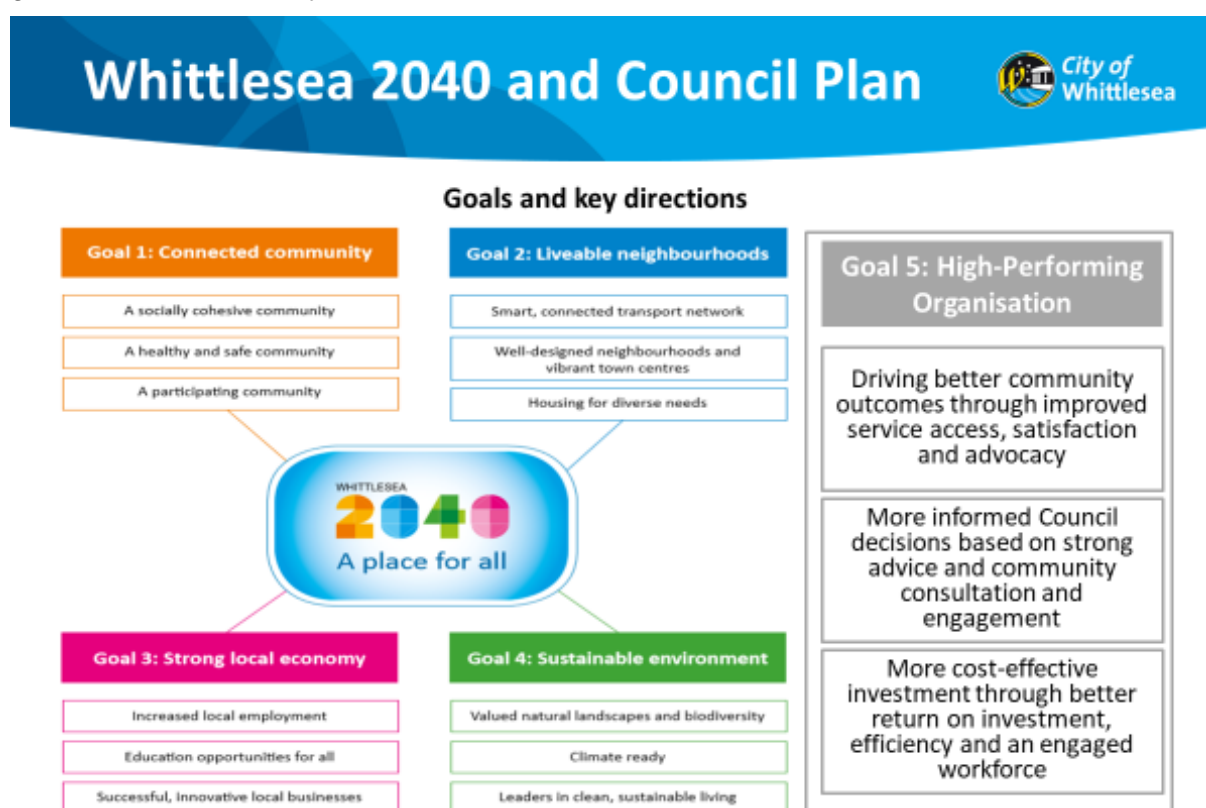


## REPORT

### BACKGROUND

The City of Whittlesea's strategic planning framework currently comprises 100+ community-facing policies, strategies and plans. A further 100+ policies, strategies and plans enable the delivery of Council's program of work internally.

Council's overarching vision and core strategy is defined in the community vision Whittlesea 2040 A place for all ("W2040") as well as the Council Plan 2017-2021 (Update 2020) ("Council Plan"). W2040 and Council Plan establish five foundational goals for the framework: (1) Connected Community, (2) Liveable Neighbourhoods, (3) Strong Local Economy, (4) Sustainable Environment, and (5) High-Performing Organisation. Each of the goals features three key directions.



**Figure 2. City of Whittlesea Goals and Key Directions**

### PROPOSAL

That Council resolve to endorse the proposal to consolidate the City of Whittlesea's strategic planning framework.

The purpose of this proposal is to fundamentally simplify the City of Whittlesea's strategic planning framework. This will be achieved by consolidating all desired outcomes, strategies, key actions and commitments under one strategy for each of the goals respectively, unless legal, cultural, tactical or other prevailing considerations suggest otherwise.

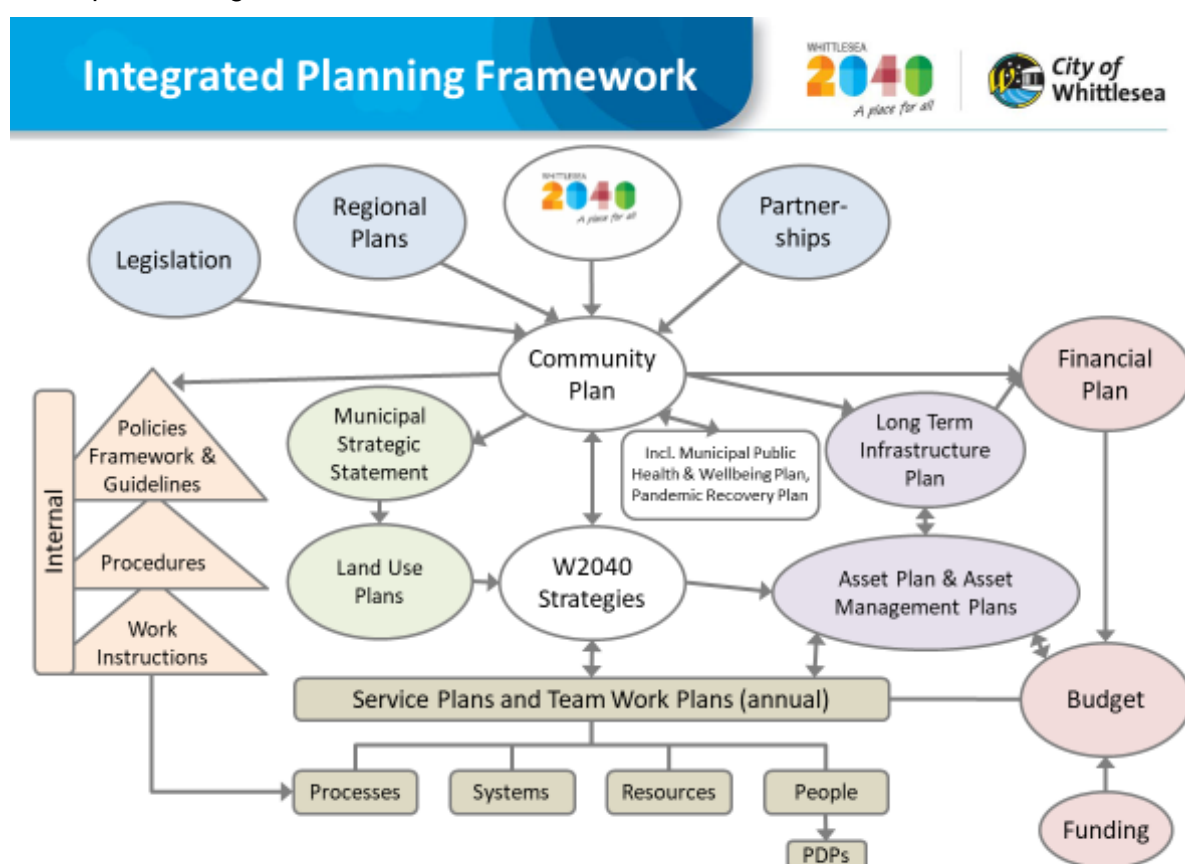
A lean and well-structured framework with one strategy per goal will help remove duplications and obsolete items and resolve conflicting policy positions and strategies. It will focus the organisation on execution rather than planning, while increasing transparency and accountability. Planning resources will be freed up for delivery.

As a result, Council will have a more effective, efficient and externally focused framework guiding its program of work, geared towards delivering desired community outcomes and service excellence.

Reviewing the W2040 Strategies annually via our annual planning processes provides an opportunity to respond to emerging issues, minor adjustments and measure progress.

## PROPOSED INTEGRATED PLANNING FRAMEWORK

Key elements of the integrated planning framework under the *Local Government Act 2020* are captured in figure 3:



**Figure 3. Proposed Strategic Planning Framework**

With a view to integrate Whittlesea 2040 with the Community Plan and other key planning processes, it is proposed to develop one consolidated strategy for each of the five strategic goals. Each of the W2040 strategies will be accompanied by a Background Paper which will provide relevant evidence informing the respective strategy. An outcomes framework will clearly articulate the desired community outcomes Council is working towards, and how progress is being measured and reported.

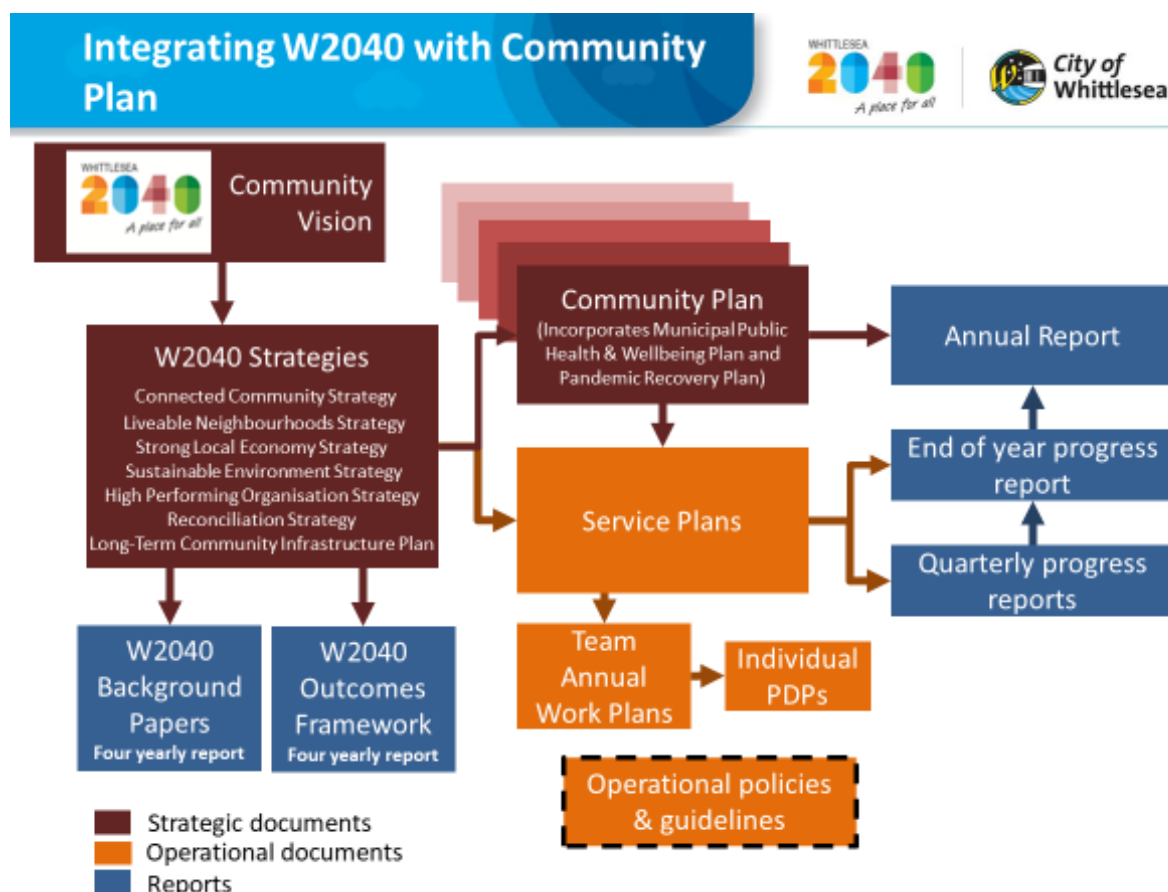


Figure 4. Integrating Whittlesea 2040 with the Community Plan

## IMPLICATIONS FOR EXISTING, COUNCIL-ADOPTED POLICIES, STRATEGIES AND PLANS

Existing, Council-adopted policies, strategies and plans contain commitments to our community, whether these be in the form of policy positions, strategies, actions, service levels, targets or similar. It needs to be clear to our residents how Council will follow up and implement these commitments under a new framework.

The proposal is for documents with a due date before 30 June 2022 to run their course until the end of their lifespan and then develop the future content previously captured in these documents within the proposed new framework.

For documents with a later due date, it is intended to incorporate the content from these documents into the consolidated framework. Outcome statements, strategic approaches, actions, service levels, measures and similar commitments will be transitioned unless they are duplicates or have become obsolete, and any conflicting positions will need to be resolved. The body of evidence included in the legacy documents will be transitioned into the respective Background Papers supporting each Whittlesea 2040 strategy.

As part of the transition of longer-term documents, it is anticipated a few commitments will be changed or withdrawn. In line with the *Local Government Act 2020*, especially in compliance with the governance, transparency and engagement principles there will be clarity provided on what has been incorporated and what is proposed to be withdrawn from each existing strategy, policy or action plan.

A transition statement will be presented to Council for each of the adopted Council policies, strategies and plans. It will clearly outline how each substantial component of a given legacy document is transitioned, i.e. whether it is transitioned in full, altered partially or not transitioned at all. The statement will outline why the course of action was taken (if there was no full transition) and where in the new Whittlesea 2040 strategies it can now be found.

The community and interested stakeholder groups will be engaged throughout the process, whether it be via Council's integrated engagement platform, subject-specific forums such as the Disability Network or the Reconciliation Group, or other relevant engagement channels and means. Council will adopt the draft Whittlesea 2040 strategies with a view to solicit community feedback on the emerging proposal.

This approach is consistent with the governance principles (Section 9 *Local Government Act 2020*). It also satisfies a request by the Audit & Risk Committee to develop an approach on how to ensure compliance with governance and transparency principles under the new Act is ensured.

Please refer to **Attachment 1** for an outline of adopted Council policies, strategies and plans which are proposed to be consolidated under the main W2040 Strategies. The alignment under a proposed Whittlesea 2040 strategy is reflective of the predominant alignment only; the nature of most documents is their content relates to multiple goals and key directions within Whittlesea's strategic framework as outlined in figure 2. For example, the Disability Action Plan contains items relating to asset design, community cohesion and economic opportunities for all abilities.

## GOVERNANCE

The Executive Leadership Team will oversee the project as the Project Board, with the Executive Manager Governance sponsoring it. A Director will sponsor each of the five goal strategies. Existing staff in policy and strategy roles will work to support the project with coordination through a project manager.

## IMPLEMENTATION

Implementation for each goal strategy will include:

- Realigning the content of existing policy and strategy documents for inclusion into the Whittlesea 2040 strategy;
- Develop the consolidated strategy for each goal;
- Consult with key stakeholders; and
- Draft the transition statements for each legacy document.

Draft W2040 strategies would be taken to Council for public participation and engagement, before adopting the final strategies and incorporating legacy policies, strategies and plans.

## TIMELINE FOR IMPLEMENTATION

The project is anticipated to take until June 2022 based on the required review and incorporation of the significant number of existing documents and required consultation.

The remainder of the 2020/2021 financial year will focus on project planning, resourcing, developing the framework and commencing/fast-tracking one of the five Whittlesea 2040 strategies (either the Strong Local Economy Strategy or the Sustainable Environment Strategy).



The other Whittlesea 2040 strategies will be developed in parallel throughout the 2021/2022 financial year, with the level of available and allocated resourcing driving timelines.

As each strategy is prepared it will be presented to Council for endorsement.

### **SAMPLE WHITTLESEA 2040 STRATEGY STRUCTURE**

In order to plan and implement the strategies for community impact, it is essential they are developed to a level of granularity specific and relevant to our community. As such, it is proposed to implement place-based and segment-specific planning and monitoring approaches in the Whittlesea 2040 strategies.

Therefore, a sample structure for a W2040 strategy would feature:

- a municipal-wide section for content relevant to all community members;
- a place-based section highlighting content relevant to the different localities in the municipality; and
- a demographic section which will outline content relevant to specific groups within the municipality.

Each action featuring in the new strategies will map against timing, cost, Council's role, geography and demography.

The Whittlesea 2040 strategies will draw a clear narrative to link community issues experienced to the community outcomes sought, actions taken to achieve these outcomes and the aspects measured to assess whether progress is made. The strategies will include linkages to legislation and plans implemented by other levels of government to outline holistically what community can expect, while being clear about what Council will contribute.

### **COMMUNITY PLAN 2021-2025**

The Community Plan is Council's legislated Council Plan under section 90 Local Government Act 2020. The Community Plan will follow the same structure as the Whittlesea 2040 strategies but will only capture priority items arising from the more detailed Whittlesea 2040 strategies within the respective Council term, i.e. the next four years.

Given the five Whittlesea 2040 strategies will not yet be developed by the time the Community Plan 2021-2025 needs to be adopted, Council will follow existing planning and engagement processes to arrive at the content for that Plan. As the Whittlesea 2040 strategies become fully operational, the Community Plan will successively be updated to build on this content.

### **CONSULTATION**

Feedback from community through the upcoming Community Plan consultations and other engagement processes over the next six to twelve months will be used to inform the development of the strategies. Community participation and engagement will occur upon presentation of draft Whittlesea 2040 strategies alongside with the transition statements of legacy policies, strategies and plans.

The Executive Leadership Team has considered the City of Whittlesea's strategic framework defined in Whittlesea 2040 and the Council Plan, as well as its portfolio of 100+ community-facing policies and strategies. Relevant projects such as the integrated community engagement proposal, the Community Plan development 2021-2025, the policy and strategy framework consolidation project, the implementation of Council's integrated planning, reporting and project management platform, the data collection alignment initiative and Insights 2040 (Greater Whittlesea Planning/Design Framework) have also been considered.

Staff will be involved in reviewing existing strategies and plans to inform the draft Whittlesea 2040 strategies considering previous consultation with relevant stakeholder groups and community.

## CRITICAL DATES

The proposal closely aligns with the development of the Community Plan 2021-2025, which is targeted for endorsement by 30 June 2021. It is anticipated that all five core W2040 Strategies and Action Plans will be completed by 30 June 2022.

## FINANCIAL IMPLICATIONS

The proposal requires resourcing for the next 18 months to consolidate Council's policies, strategies and plans into one major strategy for each of the five goals in Whittlesea 2040 and the Community Plan. Existing staff resources will be used to implement the project through reprioritising policy and planning work to reflect the new framework.

## POLICY STRATEGY AND LEGISLATION

Under the Local Government Act 2020, Council must maintain a framework to plan for and monitor its program of work in compliance with good governance principles.

## LINK TO STRATEGIC RISKS

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

Besides the community vision Whittlesea 2040 A place for all, the City of Whittlesea currently maintains a portfolio of 100+ community-facing policies and strategies guiding its program of work. The proposal seeks to significantly simplify and streamline Council's approach in this space, thus increasing transparency and efficiency.

## LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN

<b>Goal</b>	<b>Connected community</b>
<b>Key Direction</b>	<b>A participating community</b>

The proposal seeks to consolidate Council's program of work under the Whittlesea 2040 strategic framework. By introducing one core strategy for each of the five goals (connected community, liveable neighbourhoods, strong local economy, sustainable environment and high-performing organisation), Council's program of work will become more transparent and aligned. It will enable decision makers to consider issues more holistically for more informed, high quality decisions.

## 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**

Consolidating 100+ planning documents into a handful of key strategies aligned with the five strategic goals will free up planning resources to become more involved in delivery. The community will benefit greatly from a more streamlined integrated planning framework which is geared towards transparency, accountability and greater community impact.

**RECOMMENDATION**

THAT Council resolve to endorse the proposal to consolidate the City of Whittlesea's strategic planning framework.

**COUNCIL RESOLUTION**

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

THAT Council resolve to endorse the proposal to consolidate the City of Whittlesea's strategic planning framework in accordance with the Whittlesea 2040 goals namely:

- **Connected Community;**
- **Liveable Neighbourhoods;**
- **Strong Local Economy; and**
- **Sustainable Environment and High Performing Organisation.**

**CARRIED UNANIMOUSLY**





## PROPOSED TRANSITION PLAN FOR ADOPTED COUNCIL POLICIES, STRATEGIES AND PLANS (FEBRUARY 2021)

#	Name of adopted document	Type	Adopted	Proposed W2040 Strategy	Directorate
001	Active Whittlesea Implementation Plan	Action Plan	25/03/2019	Connected Community	Community Wellbeing
002	Active Whittlesea Policy	Policy	3/09/2018	Connected Community	Community Wellbeing
003	Active Whittlesea Strategy	Strategy	3/09/2018	Connected Community	Community Wellbeing
004	Advocacy Strategy	Strategy	9/08/2016	Connected Community	Planning & Development
005	Animal Registration and Refund Policy	Policy	7/05/2019	Connected Community	Planning & Development
006	Anti Racism Strategy - Building Respect	Strategy	4/08/2015	Connected Community	Community Wellbeing
007	Arts Development Strategy	Strategy	17/11/2015	Connected Community	Community Wellbeing
008	Arts Policy	Policy	17/11/2015	Connected Community	Community Wellbeing
009	Asset Management Strategy	Strategy	11/12/2018	High-Performing Organisation	Corporate Services & Performance
010	Asylum Seeker Policy	Policy	8/12/2015	Connected Community	Community Wellbeing
011	Biodiversity Strategy	Strategy	4/06/2019	Sustainable Environment	Infrastructure & Environment
012	Capital Management Policy	Policy	7/04/2020	High-Performing Organisation	Corporate Services & Performance
013	CEO Protocols Policy	Policy	18/07/2017	High-Performing Organisation	Executive Services
014	Child Care Centre Policy	Policy	4/04/2019	Connected Community	Community Wellbeing
015	Child Safe Code	Procedure/ Business Rule	17/11/2020	Connected Community	Corporate Services & Performance
016	Child Safe Policy	Policy	17/11/2020	Connected Community	Corporate Services & Performance
017	Climate Change Adaptation Plan	Action Plan	21/11/2017	Sustainable Environment	Infrastructure & Environment
018	Closed Circuit Television (CCT) Policy	Policy	8/08/2017	Connected Community	Infrastructure & Environment
019	Clothing Recycling Bin Policy	Policy	15/07/2014	Liveable Neighbourhoods	Planning & Development
020	Club In-Kind Contribution Policy	Policy	23/02/2016	Connected Community	Community Wellbeing
021	Communications and Public Comment Policy	Policy	4/09/2018	High-Performing Organisation	Executive Services
022	Communications Strategy	Strategy	15/11/2018	High-Performing Organisation	Executive Services
023	Community Building Policy	Policy	1/10/2019	Connected Community	Planning & Development
024	Community Building Strategy	Strategy	1/10/2019	Connected Community	Planning & Development
025	Community Building Strategy Action Plan	Action Plan	1/10/2019	Connected Community	Planning & Development
026	Community Gardens Policy	Policy		Liveable Neighbourhoods	Community Wellbeing
027	Community Safety Crime Prevention Policy	Policy	30/08/2016	Connected Community	Community Wellbeing
028	Community Safety Crime Prevention Strategy	Strategy	30/08/2016	Connected Community	Community Wellbeing
029	Community Transport Policy	Policy	19/09/2017	Liveable Neighbourhoods	Planning & Development
030	Community Volunteering Policy	Policy	6/03/2018	Connected Community	Planning & Development

## PROPOSED TRANSITION PLAN FOR ADOPTED COUNCIL POLICIES, STRATEGIES AND PLANS (FEBRUARY 2021)

#	Name of adopted document	Type	Adopted	Proposed W2040 Strategy	Directorate
031	Corporate Network Remote Access Policy	Policy	1/06/2009	High-Performing Organisation	Corporate Services & Performance
032	Council Acting as Guarantor for Local Community Organisations	Policy	1/01/2009	High-Performing Organisation	Corporate Services & Performance
033	Council Official Logo Policy	Policy	21/06/2016	High-Performing Organisation	Executive Services
034	Council Plan and Action Plan	Action Plan	7/07/2020	Connected Community	Executive Services
035	Council Staff Deployment Guidelines	Action Plan		Connected Community	Community Wellbeing
036	Councillor Gift Policy	Policy	29/10/2013	High-Performing Organisation	Planning & Development
037	COVID19 Financial Hardship Policy	Policy	7/04/2020	High-Performing Organisation	Corporate Services & Performance
038	Cultural Heritage Policy	Policy	6/10/2015	Liveable Neighbourhoods	Planning & Development
039	Cycle Sports and Skate Strategy	Strategy	6/10/2015	Connected Community	Community Wellbeing
040	Disability Action Plan	Action Plan	1/12/2017	Connected Community	Community Wellbeing
041	Dog Off-leash Area Policy and Management Plan	Policy	30/08/2016	Connected Community	Planning & Development
042	Domestic Animal Management Plan	Action Plan	10/10/2017	Connected Community	Planning & Development
043	Domestic Animal Welfare Support Policy	Policy	3/09/2019	Connected Community	Planning & Development
044	Early Activation of New Communities Policy	Policy	18/07/2017	Connected Community	Planning & Development
045	Early Years Policy	Policy	15/03/2017	Connected Community	Community Wellbeing
046	Economic Development Strategy	Strategy	29/08/2017	Strong Local Economy	Planning & Development
047	Election Period Policy	Policy	12/11/2019	High-Performing Organisation	Planning & Development
048	Environmental Sustainability Strategy	Strategy	7/05/2013	Sustainable Environment	Infrastructure & Environment
049	Epping Central Public Art Strategy	Strategy	22/04/2013	Connected Community	Community Wellbeing
050	Epping Soccer Stadium Policy	Policy	25/03/2019	Connected Community	Community Wellbeing
051	Equal and Safe Strategy	Strategy	4/06/2019	Connected Community	Planning & Development
052	Expenses, Reimbursements and Support Policy - Administrators and Members of Delegated Committees	Policy	4/08/2020	High-Performing Organisation	Executive Services
053	Festival and Events Policy	Policy	15/07/2014	Connected Community	Community Wellbeing
054	Financial Hardship Policy	Policy	15/07/2014	High-Performing Organisation	Corporate Services & Performance
055	Fireworks Policy	Policy	6/12/2005	Connected Community	Planning & Development
056	Gambling Strategy and Action Plan	Strategy	6/05/2014	Connected Community	Planning & Development
057	Gift Policy - Councillors	Policy	29/10/2013	High-Performing Organisation	Planning & Development

## PROPOSED TRANSITION PLAN FOR ADOPTED COUNCIL POLICIES, STRATEGIES AND PLANS (FEBRUARY 2021)

#	Name of adopted document	Type	Adopted	Proposed W2040 Strategy	Directorate
058	Governance Rules	Procedure/ Business Rule	1/09/2020	High-Performing Organisation	Executive Services
059	Grants Policy	Policy	21/11/2017	Connected Community	Planning & Development
060	Green Wedge Management Plan	Action Plan	19/07/2011	Sustainable Environment	Infrastructure & Environment
061	Health and Wellbeing Partnership Plan	Action Plan	31/10/2017	Connected Community	Community Wellbeing
062	Housing Diversity Strategy	Strategy	10/12/2013	Liveable Neighbourhoods	Planning & Development
063	Improving Community Safety - A Regulatory Compliance Framework	Procedure/ Business Rule	2/06/2020	Connected Community	Planning & Development
064	Integrated Transport Strategy	Strategy	18/03/2014	Liveable Neighbourhoods	Infrastructure & Environment
065	Investment Policy & Procedures	Policy	11/02/2019	Strong Local Economy	Corporate Services & Performance
066	Library Strategy for Mernda and Epping North Final Report	Strategy	11/04/2016	Strong Local Economy	Community Wellbeing
067	Lifelong Learning Policy	Policy	18/07/2017	Strong Local Economy	Planning & Development
068	Major Leisure and Aquatic Facility Strategy	Strategy	18/03/2014	Long-Term Community Infrastructure	Community Wellbeing
069	Meals on Wheels Policy	Action Plan	19/06/1995	Connected Community	Community Wellbeing
070	Middle Years Strategy	Strategy		Connected Community	Community Wellbeing
071	Multicultural Action Plan	Action Plan	27/05/2014	Connected Community	Community Wellbeing
072	Multicultural Policy	Policy	7/04/2020	Connected Community	Community Wellbeing
073	Multiple Sports Strategy	Strategy	8/08/2017	Connected Community	Community Wellbeing
074	Municipal Emergency Management Plan	Action Plan		Connected Community	Community Wellbeing
075	Municipal Waste Management Resource Recovery Strategy	Strategy	4/09/2012	Sustainable Environment	Infrastructure & Environment
076	Native Vegetation Offset Plan	Action Plan	9/12/2014	Sustainable Environment	Infrastructure & Environment
077	Natural and Built Shade Policy	Policy	17/08/2016	Connected Community	Community Wellbeing
078	Netball and Basketball Plan	Action Plan	10/12/2019	Connected Community	Community Wellbeing
079	Northern Regional Trails Strategy	Strategy	2/02/2016	Liveable Neighbourhoods	Infrastructure & Environment
080	Open Space Strategy	Strategy	30/08/2016	Liveable Neighbourhoods	Infrastructure & Environment
081	Participation and Engagement Policy	Policy	27/06/2017	Connected Community	Planning & Development
082	Positive Ageing Policy	Policy	9/08/2016	Connected Community	Community Wellbeing
083	Positive Aging Strategy Living our Lives	Strategy	9/08/2016	Connected Community	Community Wellbeing
084	Preventing Alcohol Related Harm Policy	Policy	9/08/2016	Connected Community	Community Wellbeing

## PROPOSED TRANSITION PLAN FOR ADOPTED COUNCIL POLICIES, STRATEGIES AND PLANS (FEBRUARY 2021)

#	Name of adopted document	Type	Adopted	Proposed W2040 Strategy	Directorate
085	Privacy and Data Protection Policy	Policy	4/08/2020	High-Performing Organisation	Executive Services
086	Procurement Policy	Policy	2/06/2020	High-Performing Organisation	Corporate Services & Performance
087	Public Question Time Policy	Policy	6/10/2020	High-Performing Organisation	Executive Services
088	Public Transparency Policy	Policy	1/09/2020	High-Performing Organisation	Executive Services
089	Rating Strategy	Strategy	7/07/2020	High-Performing Organisation	Corporate Services & Performance
090	Reconciliation Action Plan	Action Plan	30/05/2017	Reconciliation	Community Wellbeing
091	Reconciliation Policy (Aboriginal)	Policy	25/08/2015	Reconciliation	Community Wellbeing
092	River Red Gum Policy	Policy	1/11/2018	Sustainable Environment	Planning & Development
093	Road and Public Transport Plan	Action Plan	9/05/2017	Liveable Neighbourhoods	Infrastructure & Environment
094	Road Management Plan	Action Plan	30/06/2017	Liveable Neighbourhoods	Infrastructure & Environment
095	Road Safety Strategy	Strategy	31/10/2017	Liveable Neighbourhoods	Infrastructure & Environment
096	Roadside Management Strategy	Strategy	16/09/2014	Liveable Neighbourhoods	Infrastructure & Environment
097	Soccer Strategy	Strategy	3/04/2018	Connected Community	Community Wellbeing
098	Sporting and Community Pavilion Guidelines	Procedure/ Business Rule	7/12/2020	Connected Community	Community Wellbeing
099	Sports Club Contribution Policy	Policy	25/03/2019	Connected Community	Community Wellbeing
100	Sports Lighting Policy	Policy	7/12/2020	Connected Community	Community Wellbeing
101	Stormwater Management Plan	Action Plan	17/04/2012	Sustainable Environment	Infrastructure & Environment
102	Strategic Resource Plan	Action Plan	7/07/2020	High-Performing Organisation	Corporate Services & Performance
103	Street Activities Policy	Policy	3/03/2020	Connected Community	Planning & Development
104	Street Tree Management Plan	Action Plan		Liveable Neighbourhoods	Infrastructure & Environment
105	Sustainable Water Use Plan	Action Plan	5/09/2006	Sustainable Environment	Infrastructure & Environment
106	Thriving Children, Young People & Families Strategy	Strategy	3/03/2020	Connected Community	Community Wellbeing
107	Thriving Children, Young People and Families Action Plan	Action Plan	3/03/2020	Connected Community	Community Wellbeing
108	Tourism Strategy	Strategy	6/06/2014	Strong Local Economy	Planning & Development
109	Visual Art and Civic History Collections Acquisitions Advisory Group Terms of Reference	Procedure/Bu siness Rule	2/07/2019	Connected Community	Community Wellbeing
110	Visual Art and Civic History Collections Policy	Policy	2/07/2019	Connected Community	Community Wellbeing
111	Whittlesea 2040 - A Place for All	Action Plan	2/10/2018	Connected Community	Planning & Development



## PROPOSED TRANSITION PLAN FOR ADOPTED COUNCIL POLICIES, STRATEGIES AND PLANS (FEBRUARY 2021)

#	Name of adopted document	Type	Adopted	Proposed W2040 Strategy	Directorate
112	Whittlesea Bicycle Plan	Action Plan	30/08/2016	Liveable Neighbourhoods	Infrastructure & Environment
113	Whittlesea Municipal Fire Management Plan	Action Plan	1/01/2016	Connected Community	Planning & Development
114	YouthPlan	Action Plan	21/11/2017	Connected Community	Community Wellbeing



**ITEM 6.5.2 FOR DECISION - 2020-21 NEW WORKS PROGRAM - SECOND QUARTER REPORT**

<b>Attachments:</b>	<b>1</b>	<b>Financial Summary</b> <a href="#">↓</a>
	<b>2</b>	<b>Project Progress Report</b> <a href="#">↓</a>
	<b>3</b>	<b>Grant Status Report</b> <a href="#">↓</a>
	<b>4</b>	<b>Project Adjustments</b> <a href="#">↓</a>
	<b>5</b>	<b>Land acquisitions and developer led projects</b> <a href="#">↓</a>

**Responsible Officer:** Director Infrastructure & Environment

**Author:** Team Leader Business Support

**RECOMMENDATION SUMMARY**

For the Council to:

1. Note the 2020-21 New Works Program – Second Quarter Report to 31 December 2020.
2. Note the status of the infrastructure grants as at the end of December 2020.
3. Approve the proposed budget adjustments.

**BRIEF OVERVIEW**

To report progress for the second quarter of the 2020-21 financial year (October–December 2020) on the delivery of the capital works program and the current financial performance against the adopted 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 for the capital works program against the Adopted Budget 2020-21.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

Financial performance against project budgets is monitored closely and presented to the Executive Leadership Team and Council on a regular basis.

**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 second quarter. This report includes:

- A financial summary of the 2020-21 New Works Program to the end of December 2020 (**Attachment 1**).
- A detailed progress report on individual projects within the New Works Program (**Attachment 2**).
- Status report on Infrastructure Grant Applications (**Attachment 3**).
- Proposed project budget adjustments (**Attachment 4**).

The adopted 2020-21 New Works Program budget is approximately \$89.98 million (including carry forwards of \$15.5 million), which was revised to \$94.13 million at the end of the first quarter due to additional grants. The value of work completed is \$21.1 million as at 31 December 2020 with a further \$36.4M of commitments. A Financial Summary Graph is attached for information (refer **Attachment 1**).

A traffic light report outlining the status of individual projects has been included in **Attachment 2**. Expenditure to date is \$5.9 million behind the planned year to date budget, which is an indication of the impact of the COVID-19 pandemic.

In addition, there are contract and purchase orders committing another \$36.4 which indicates a good level of delivery preparedness for this period of time. In total, approximately \$57.5M of the \$89.98 New Works Program has been expended or committed.

**KEY FACTS AND / OR ISSUES**

The report provides an overview of the performance and progressive status of the 2020-21 New Works Program as at the end of December 2020. The key points are:

- The 2020-21 New Works Program adopted budget (including carry forwards of \$15.46 million) is \$89.98 million, which was revised to \$94.13 million at the end of the first quarter due to additional grants.
- The 2020-21 New Works Program year-to-date expenditure as at 31 December 2020 is \$21.10 million which is \$5.9 million behind the planned year to date budget. A further \$36.4M of commitments has been incurred.
- The COVID-19 pandemic has impacted some projects as a result of general work disruptions in the normal planning, tendering and construction activities. The estimated impact at this time is \$2.67 million of delayed expenditure.
- The New Works Program includes \$20.3M of projects comprising of land acquisition and roadworks that are highly dependent on the development market and initiated by developers, with minimal control by Council. There has been little progress on these projects due to current state of the development market that has been impacted by COVID-19.
- Council has received significant infrastructure grants, many of which are economic stimulus programs from State and Federal Government.



## 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.

The financial expenditure performance of the New Works Program to 31 December 2020 is detailed below.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Annual Budget \$'000	Mid-year Budget \$'000
Property	4,842	4,898	56	24,896	16,225
Plant and equipment	721	880	159	1,900	1,839
Infrastructure	15,540	21,224	5,684	63,186	46,020
<b>Total Capital works</b>	<b>21,103</b>	<b>27,001</b>	<b>5,899</b>	<b>89,982</b>	<b>64,084</b>

## COVID-19 Impact Analysis

Stage 4 restriction of the COVID-19 pandemic has impacted on some projects as a result of general work disruptions in the normal planning, tendering and construction activities. At this stage, 13 projects have been directly impacted (10% of total projects with a total budget of approximately \$23.14M). Delays to these identified projects is resulting in an actual delayed expenditure of approximately \$2.67M, which is appearing in the December results. The mid-year review has identified that this impact will continue until year end and is likely to increase due to the continued impact of COVID restrictions.

## Key Project Updates

### Implement Sportsfield Strategy / Sportsfield Upgrades (PID 0002)

- Budget for 2020-21 is \$2,000,000
- YTD expenditure at mid-year is \$562,068
- Hillview Recreation Reserve (east pitch) – works have commenced with completion by April 2021.
- HR Uren Recreation Reserve (installation of synthetic pitch) – works are proposed to be deferred to 2021/22 to enable grant application to be made. If the grant is successful, this will delay expenditure to 2021/22 and offset approximately \$1.8M of Council funds in future years.

### Construct Findon Road Extension, Williamsons Road to Danaher drive, South Morang (PID 1218)

- Budget for 2020-21 is \$6,179,087.
- YTD expenditure at mid-year is \$1,535,257.
- Additional requirement from Melbourne Water to relocate 1350mm diameter water main at Council's cost.
- Additional requirement from Public Transport Victoria to signalise the Findon Road / Williamsons Road intersection for buses.
- Total budget will not be fully expended as works will continue into 2021/22.

**Mernda Aquatic & Indoor Sports Centre, Mernda Sports Hub (PID 1382)**

- Budget for 2020-21 is \$692,184.
- YTD expenditure at mid-year is \$7,224.
- Feasibility study and business case is currently being reviewed with the design phase proposed in 2021/22.

**Construct Wollert East Community Centre (PID 1426)**

- Budget for 2020-21 is \$4,895,048.
- YTD expenditure at mid-year is \$1,169,854.
- State Government is currently constructing community centre for Council on the new school site. Works expected to be completed in late 2021, with a portion of the budget to be carried forward to 2021-22.

**Redevelop Mill Park Leisure Centre (PID 1589 & PID 2190)**

- Budget for 2020-21 is \$4,263,907.
- YTD expenditure at mid-year is \$2,459,761.
- Works are proposed to be complete in 2020/21 with full budget expenditure by June 2021.

**Planned Renewal (Minor Works Program) (PID 1923)**

- Budget for 2020-21 is \$1,300,000.
- YTD expenditure at mid-year is \$20,359.
- Program of work is currently being finalised as part of a condition assessment of all buildings. As works are mostly scheduled from February to June, the budget is not expected to be fully expended.

**Streetscape Improvement Program – Lalor Shopping Centre (PID 2072)**

- Budget for 2020-21 is \$2,210,049 (including additional grant).
- YTD expenditure at mid-year is \$878,279.
- Contract awarded for final stage and works underway. Works funded by additional grants are expected to be completed in August 2020 with some carry forward expenditure.

**McLeans Road Kindergarten Redevelopment (PID 2073)**

- Budget for 2020-21 is \$2,562,996.
- YTD expenditure at mid-year is \$444,141.
- Construction commenced in October 2020 and works are ahead of schedule with completion expected in August 2021.

**Streetscape Improvement Program – Thomastown Shopping Centre (PID 2077)**

- Budget for 2020-21 is \$2,307,713 (including additional grant).
- YTD expenditure at mid-year is \$986,095.
- Contract awarded for final stage and works underway. Works funded by additional grants are expected to be completed in August 2020 with some carry forward expected.

Streetlight Bulk Replacement with Energy Efficient LED Lights (PID 2119)

- Budget for 2020-21 is \$1,000,000.
- YTD expenditure at mid-year is \$20,949.
- Contracts awarded for supply and installation of LED lights and works are scheduled from January to June.

Thomastown Primary School (Spring Street) Kindergarten – (PID 2188)

- Budget for 2020-21 is \$2,000,000.
- YTD expenditure at mid-year is \$1,075,497.
- Works have been completed. Budget underspend is to offset 2019-20 costs as project was ahead of schedule.

**Budget Adjustments**

The New Works Program includes \$6.1M for land acquisition projects, comprised of the purchase of 5 properties as part of Council's development planning process. These land parcels are identified in strategic development plans approved by Council for the purpose of catering for future community infrastructure such as roads and community facilities. The last 12 months has seen a significant softening in the commercial development market with many landowners deferring their immediate development plans. As such, the land acquisition projects have not progressed as originally anticipated. As Council does not have direct control in the timing of the land purchases, these projects are proposed to be removed from the New Works Program in future years and reported separately as part of Council's overall budget report.

In addition, there are six developer led road projects (totalling \$14.2M) where negotiated developer agreements have not progressed as expected. These project timelines are highly dependent on the development industry with minimal control by Council. As such, these projects are proposed to be removed from the New Works Program in future years and reported separately as part of Council's overall budget report.

Refer to **Attachment 5** for a list of land acquisition and developer led road projects.

**Infrastructure Grants Update:**

A summary of recent infrastructure grant outcomes is included in **Attachment 3**. Over 50% of project submissions have been successful, enabling many projects to be brought forward in the New Works Program which impact both the current year budget and future years.

**Local Roads and Community Infrastructure Program (LR&CI) – Federal Government**

Council has recently been informed of a \$6,997,167 grant allocation from the second round of the *Federal Government Local Roads and Community Infrastructure (LR&CI) Economic Stimulus Funding*. A cross organisation Working Group has identified projects in the 4 Year New Works Program, which comply with the guidelines criteria for the Grant allocation, in particular the specific criteria that the projects must be completed by 31 December 2021. A shortlist of recommended projects is listed below.

There is no requirement for a co-contribution from Council for this grant program.

A successful grant announcement will result in offsetting \$6,997,167 of Council Capital funds from the proposed 2021-22 budget.

Project ID	Project Title	Grant Funding Amount
P-100002	Local Roads Resurfacing Works	\$1,532,167
P-100051	Bicycle Facilities (on and off road)	\$115,000
P-100196	Signalise Intersection – Sackville St & Bridge Inn Rd	\$1,000,000
P-100228	Missing Links Footpath Program	\$250,000
P-100334	Mill Park Library–Stage 3, Outdoor Area Improvement	\$200,000
P-100572	Epping Memorial Hall Repairs	\$500,000
P-100385	Reconstruction of Arthurs Creek Road	\$2,000,000
P-100692	Intersection Signalisation-Rockfield St & Edgars Rd	\$675,000
P-101046	Mill Park Library – Stage 4, Car Park Upgrade	\$725,000
	<b>Total Grant Funding</b>	<b>\$6,997,167</b>

Community Sports Infrastructure Stimulus Program 2020 - Round 2 (State Government)

An application to the first round for the HR Uren Pavilion, Car Park & Pitch Upgrade project (P-100136) was not successful. However, the State Government's announcement of the second round of funding for this program was limited to projects that were not successful in the first round.

Resubmission of this project application will require the works to proceed only once a successful funding announcement is made. This will delay the project delivery until mid-2021 with a corresponding budget carry forward into 2021/22. A successful grant announcement will result in offsetting \$3.69M of Council Capital and only a co-contribution of \$578,953 is required.

A Council report is scheduled for the 1 March 2021 Council Meeting seeking endorsement of this project application.

Project ID	Project Title	Grant Funding Amount
P-100136	HR Uren Pavilion, Car Park & Pitch Upgrade	\$3,690,772
	<b>Total Grant Funding</b>	<b>\$3,690,772</b>

Community Cricket Program 2020-21 - Round 2 (State Government)

Project ID	Project Title	Grant Funding Amount
P-100798	Laurimar Reserve West Oval Upgrade	\$100,000
P-100354	Olivine Sports Reserve Cricket Nets	\$100,000
	<b>Total Grant Funding</b>	<b>\$200,000</b>



### Other Grant Programs

Other grant funding programs currently being reviewed for suitable project applications are:

- Growing Suburbs Fund 2020-21, Round 2 (State Government).
- World Facilities Fund 2020-21 (State Government).
- Building Safer Communities 2020-21 (State Government).
- Building Better Regions Fund (Federal Government).

Many economic stimulus funding programs have been announced to date by both the Federal and State Governments to stimulate the economy and create 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 additional requirements to use Working for Victoria candidates should additional jobs be created in the delivery of these projects. These infrastructure grants provide an opportunity to bring forward projects for delivery.

Refer to **Attachment 3** for a listing of successful applications, those applications pending announcements or applications that have been unsuccessful.

### **FORECAST BUDGET**

A mid-year budget review has been undertaken with the respective project managers to ascertain the project status of the 2020-21 New Works Program as at the end of December 2020 and to forecast the delivery of projects to the end of the financial year. The table below shows the revised New Works Budget as a result of additional income from grants.

	<b>Original Approved Budget</b>	<b>Q1 Adjustments – Revised Budget</b>	<b>Q2 Adjustments – Revised Budget</b>
<b>2020/21 NWP Budget</b>	\$89,982,304	\$94,129,959 Net increase due to successful grants	\$94,019,959 Net reduction due to project saving

**Attachment 4** provides a list of project budget adjustments for Q2, totalling approximately \$110,000.

As stated above, the land acquisition projects and the developer led project budgets totalling \$20.3m will not be expended in 2020/21. If these projects are set aside from the 2020/21 New Works Program (and reported separately), the revised total program budget is \$73.6M.

The projected New Works Program spend to the 30<sup>th</sup> June 2021 is anticipated to be approximately \$64M with a forecast carry forward of approximately \$8.0M. The impact of COVID-19 will be a major contributor to the forecast carry over figure.

### **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.

Performance information has been sourced from relevant Council systems. It has been reviewed and analysed in consultation with the Executive Leadership Team and department managers for the preparation of this report.

A review of Council's financial performance for the period ended 31 December 2020 and the mid-year budget review has been undertaken in consultation with the relevant department managers for the preparation of this report.

## CRITICAL DATES

Select information from this report will be presented to:

- Council at the Briefing on 15 February 2021 and Meeting on 1 March 2021.

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

The report provides oversight to the Council of its key performance parameters. It enables timely interventions as required and supports good governance of Council's operations.

**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

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

This report provides information to oversee key performance areas of Council. It enables regular monitoring and ensures that Council remains aligned to its strategic direction, cost-effectiveness and efficient delivery of services.

**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 quarterly New Works Program report for December 2020 details Council's year to date financial performance as at 31 December 2020, assists in the monitoring of Council's financial performance against budget.

The preparation of this report communicates information about the financial position of individual projects and the capital works result for Council, so that informed decisions and long-term planning can be undertaken and completed.

**RECOMMENDATION**

**THAT Council resolve to:**

1. **Note the 2020-21 New Works Program – Second Quarter Report to 31 December 2020;**
2. **Note the status of the infrastructure grants as at the end of December 2020; and**
3. **Approve the proposed budget adjustments as listed in Attachment 4.**

**COUNCIL RESOLUTION**

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

**THAT Council resolve to adopt the Recommendation.**

**CARRIED UNANIMOUSLY**

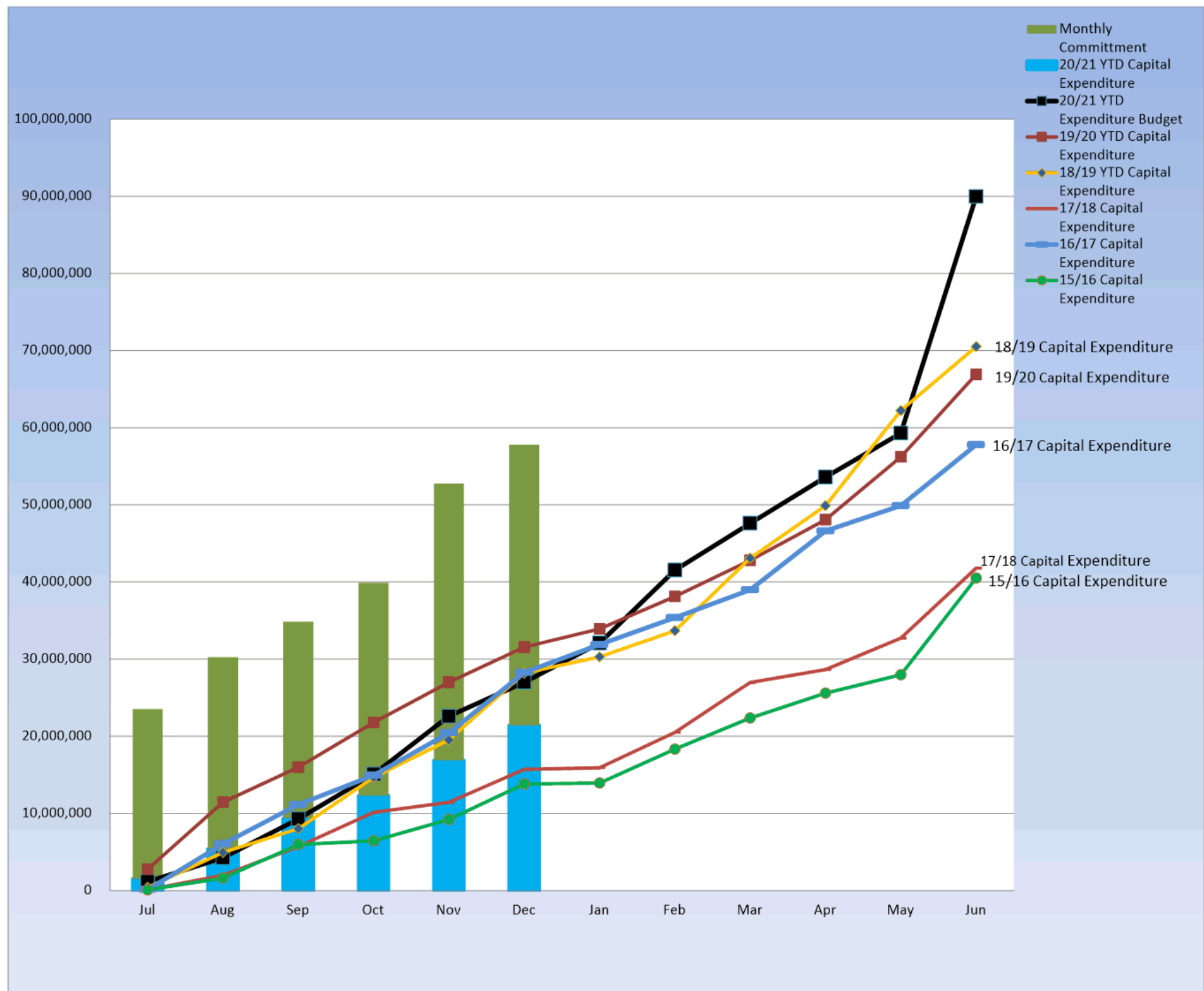




## NEW WORKS PROGRAM

## FINANCIAL PERFORMANCE - December 2020








	December 2020			YTD 2020/21			Annual
	Monthly Budget	Monthly Actual	Monthly Variance	YTD Budget	YTD Actual	YTD Variance	Budget Total
Capital Expenditure	4,396,588	4,230,243	166,345	27,001,493	21,102,821	5,898,672	89,982,304
Variation (Budget V Actual %)			3.93%			21.85%	
TOTAL		4,230,243			21,102,821		89,982,304


















The chart above provides a financial summary on the status of the New Works Program as at the end of December 2020. The value of work completed to the end of December is \$21,102,821 (blue column) with contracts and purchase orders committing another \$36,371,727 (green column). The black line indicates the accumulative original approved budget for 2020/21 including the carry forward (The lines below show previous years' expenditure).










## 2020/21 New Works Program Progress Report - as at 31 December 2020

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Traffic Light Definitions		
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Favourable		Ahead of Schedule
Favourable		On Track
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Neutral		Behind Schedule
Unfavourable		Project Not Proceeding
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## Carry forward projects from 2019/20

Project ID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Revised Budget (Q1 Adjustments)	Physical Progress	Quarterly Comment
0002	Implement Sportsfield Strategy - Sportsfield Upgrades	562,068	650,000	87,932	2,000,000	2,240,500		Pitch redevelopment works are ongoing on the East pitch at Hillview Recreation Reserve, South Morang with turf installed on the 17th December. Turf establishment period has commenced with anticipated completion date in March 2021. Tender submissions are under evaluation for Design and Construction of Synthetic pitch at HR Uren. Contract to be awarded at council meeting in February.
0076	Local road resurfacing works - Ongoing Program	1,547,632	1,450,000	-97,632	5,600,000	5,600,000		Works were not able to commence until mid-November due to COVID-19 restrictions on worker numbers on site. Works are now progressing as well as can be expected, with Council officers meeting with contractors constantly to review the program of works to mitigate the effect of the delayed start and fully deliver program, however there remains a realistic possibility that the delayed start due to COVID-19 may result in the program not being fully delivered.
0077	Local Road Reconstruction / Rehabilitation	1,737,878	1,850,000	112,122	5,550,000	5,550,000		Works well advanced and on track to be completed by end of January 2021.
0104	Replacement of Council Fleet - Ongoing Program	434,812	340,000	-94,812	916,597	916,597		Ongoing program for the replacement of existing fleet items. 22% of changeover completed.
0106	Furniture and equipment purchases	4,185	12,000	7,815	65,000	65,000		Ongoing program for the purchase of furniture and equipment to address OHS requirements
0118	Renewal of playgrounds and general landscape improvements	108,891	150,000	41,109	1,410,000	1,610,000		Tender submissions received and evaluation underway: Findon Rec Reserve, Mill Park Woodvale Park, Mill Park
0175	Disability Action Plan - Ongoing Program	1,611	3,000	1,390	150,000	150,000		Tender under review, construction works to commence at Mill Park Library in early 2021.
0177	Office Refurbishment and Alterations - Various Locations	21,488	9,000	-12,488	220,000	220,000		Ongoing program involving improvements to offices to provide greater flexibility and occupational functionality.
0225	IT - Various computer system hardware and other IT equipment	10,589	100,000	89,411	257,000	257,000		Minor IT equipment purchased to date
0241	Acquisition of Visual Art - Civic Centre	0	0	0	10,000	10,000		The first meeting has been held with the Acquisitions Advisory Group. Potential acquisitions have been assessed and shortlisted. Next meeting will be held in early 2021 to determine final acquisitions.
0252	Street Tree Renewal Program - Ongoing	12,837	1,000	-11,837	450,000	450,000		Community consultation complete. Street tree removal and street tree installation contract currently under tender evaluation. Contract to be awarded in Jan 2021.
0304	LATM Schemes various treatments	281,301	258,000	-23,301	500,000	543,000		Works under this program for this FY are scheduled for Local Area Traffic Management Area 9 in Thomastown. All works have been designed and the projects awarded to a contractor. It is expected the program of works for this FY will be completed as scheduled.
0361	Car Park rehabilitation - various	1,300	10,000	8,700	70,000	70,000		Detailed design is in progress for two car parks for Wollert Community Centre. Construction for the first car park is planned to commence in March 2021.
0369	Furniture and fittings for halls and CACs - Various Locations	0	17,000	17,000	80,000	80,000		Quotes currently being sourced for BRCAC, Galada & MVCAC. It's been slow due to time of year and COVID slowing down availability/shipping. Continuing to consult with and sourcing quotes to get timelines back on track in the new year.
0405	Whittlesea Public Gardens Master Plan	195,793	90,000	-105,793	1,772,309	1,772,309		Detail design underway - currently at 90%. Concept plans for the skate park and urban park area are complete and feedback is being provided by the PWG. Community consultation on the skatepark has closed with feedback being considered back into the design.
0408	Quarry Hills Regional Park - Detail Design	27,150	145,000	117,850	450,000	450,000		The Granite Hills Park and Playground development is in the initial design phases. Phase 1- Site investigation of the design service contract is 100% complete. Phase 2- Concept design will commence in January 2021.

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## Carry forward projects from 2019/20

Project ID	Project Name	YTD Actuals	YTD Budget	Variance	Annual Budget	Revised Budget (Q1 Adjustments)	Physical Progress	Quarterly Comment
0419	Management of the Public Art Collection	0	16,000	16,000	61,000	0		2020/21 project budget has been removed via the New Works Program Q1 Report (7 December 2020) to contribute to organisational savings as requested by the Organisational Oversight Group.
0439	Improve disability access (DDA) to public transport	10,700	25,000	14,300	80,000	80,000		DDA improvements have been completed on Empress Avenue & Greenfields Drive. Quotations are being sourced for: Forest Street / Beech Street, Whittlesea and Yea Road, Whittlesea.
0443	Traffic control devices - un-programmed works	28,370	60,000	31,630	240,000	240,000		Riverside Drive, South Morang - Preliminary design for a raised school crossing outside Morang South Primary School is under review prior to finalisation. Works to be undertaken in second half of 20/21 financial year.  Chancellor Avenue, Bundoora - Design for installation of speed cushions and raised pavement crossing is being finalised with works to be completed in second half of 20/21 financial year.
0445	Collector Road traffic management - Various locations	26,169	0	-26,169	160,000	160,000		Detailed design is to complete by February 2021 and construction to follow in early March.
0446	Installation bus shelters - Various Locations	0	10,000	10,000	22,000	22,000		New locations being investigated and request sent to contractor to start the relocation and rehabilitation of the heritage shelters.
0696	Construct playing fields and pavilion - Lalor West Reserve (Mosaic)	1,538	0	-1,538	0	0		Minor utility costs for 2019/20 project.
1064	Drainage improvement works - Various Locations	96,269	135,000	38,731	250,000	250,000		Drainage upgrades have been completed at: View Hill Court Bundoora, Jacaranda Drive Mill Park, Redcraze Rise Mill Park.  Construction in progress at: Hennessy Street Epping and La Terra Place Doreen.  Investigations in progress for: Wombat Place, Brookwood Avenue Doreen and Kings Way Drive Lalor.
1107	Construct shared path - Bruce's Creek reserve - Kinglake Views to Yea Road	0	150,000	150,000	150,000	150,000		Stage 1 drawings (Teston Close to Kinglake Views) completed and Melbourne water approval has been received pending payment of bond. Scope of landscape works under review to ensure new path infrastructure is supporting with associated landscape items (i.e. trees, furniture, fencing etc). Works are to be tendered early 2021.
1113	Bicycle facilities - provide new on-road & off-road paths	0	110,000	110,000	110,000	110,000		Construction of off-road shared path along McKimmies Road connecting to Plenty Road shared path will commence in mid January 2021.
1142	Upgrade tennis courts and pavilion - TH Hurrey Reserve	15,280	15,400	120	40,000	40,000		The works have been completed and the sporting facility is currently available for the club to use. The newly upgraded Reserve is also available for the general public to use.
1144	Replace tennis court surfaces - Epping Recreation Reserve	10,325	50,000	39,675	50,000	50,000		Concept design and conditions audit complete and reviewed. Consultation regarding the concept design in progress with the tennis club. A Business Case is being prepared for future delivery of upgrade works which will determine timing in the capital works program.
1218	Construct Findon Road extension - Williamsons Road to Danaher Drive	1,535,257	2,950,000	1,414,743	6,179,087	6,179,087		1. Delays due to MW conditions altered during construction. MW now requires 1350 dia steel watermain to be recoated. 2. Design change at the intersection of Findon Rd and Williamsons Rd where PTV requires intersection to be signalised for bus use only. 3. Additional work resulting in extension of time to the program.
1258	Upgrade disabled parking bays to DDA requirements - Various locations - DDA Work	0	50,000	50,000	50,000	50,000		Design in progress for disabled car parking bays at front of Epping Police Station & Norris Bank Park in progress. Installation expected in February /March 2021.










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1265	Kerb Ramp DDA Upgrades - Kerb Alignment	0	0	0	100,000	100,000		Works to be carried out in March 2021 following completion of road rehabilitation works due to contractor availability.
1382	Mernda Sports Hub - Mernda Recreation and Leisure Centre	7,224	45,000	37,776	692,184	692,184		Various options for the proposed Mernda Aquatic & Indoor Door Stadium have been developed in consultation with key stakeholders, CLT and Administrators. With further options being explored.
1413	Construct Social Support Services Facility - Mernda Villages CAC (DPC)	142,555	31,000	-111,555	100,000	373,000		The design phase is in progress and is anticipated for completion in early 2021.
1419	Construct Edgars Creek (Ganbu Gulini) Community Activity Centre	333,090	330,000	-3,090	555,712	405,712		Construction works have been completed and a Certificate of Occupancy received. The MCH service is now operating from the building (online appointments where possible) while the community meeting space will be made available to the community when possible in line with the CoW response to COVID-19 restrictions. The kindergarten has been licensed and will open in 2021.  Project budget has been reduced via the New Works Program Q1 Report (7 December 2020) to contribute to organisational savings as requested by the Organisational Oversight Group.
1426	Construct Community Centre (Wollert East) - west of Epping Road	1,169,854	1,026,057	-143,797	4,895,048	4,895,048		Works have commenced onsite. Monthly PCG meetings have commenced. The Lease has been finalised and signed by the CEO and the Minister.
1448	Roadside hazard protection	7,662	25,000	17,338	100,000	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.
1563	Upgrade Coaches Boxes - Various Locations	49,908	55,000	5,093	55,000	55,000		Works completed at RGC Cook Reserve, Redleap Reserve and Main St Reserve east oval
1564	Cricket Practice Net Upgrade (various locations)	1,500	0	-1,500	200,000	300,000		Funding application successful. Works to be undertaken early 2021 after completion of 2020/21 cricket season
1589	Redevelop Mill Park Leisure Centre	2,459,761	2,850,000	390,239	3,137,997	3,237,997		The works were impacted by COVID-19 over the last 3 to 4 months. The works are scheduled to be complete in early 2021.
1636	Growling Frog Golf Course - course improvement works	0	0	0	20,000	20,000		Project scoping underway
1698	Upgrade pavilion - Main Street Reserve Thomastown	37,729	30,000	-7,729	30,000	30,000		Outstanding defects and other minor works, delayed due COVID Stage 4 restrictions, are being finalised.
1717	Establishment of additional dog off leash areas - Various Locations	62,097	50,000	-12,097	265,000	515,000		As part of the review of the City of Whittlesea's Dog off leash Parks, Creek Park Mernda, was assessed as requiring upgrades to improve surface conditions and to upgrade the park to a municipal level dog off leash park. The upgrades will include new surface treatments, additional park furniture including shelters and drink fountains, additional trees and garden beds and a quiet dog zone. The design of the upgrades are 80% complete. The final design will be completed and tendered for construction in January 2021
1748	Mernda Sports Hub - Signalise intersection - Plenty Rd and Everton Gardens	140,545	150,000	9,455	311,345	311,345		Preliminary design plans have been submitted to Department of Transport for comment on 17 November 2020. Awaiting feedback.
1789	Safe Routes to Schools	0	27,000	27,000	27,000	27,000		Works are in progress at Edgars Creek Primary and Al Siraat College. Completion is scheduled for February 2021.
1834	Cricket Wickets Upgrade (various locations)	57,626	65,000	7,374	65,000	65,000		Works completed at Redleap Reserve, Laurimar Reserve, WA Smith Reserve and Kelynack Reserve
1847	Planning and Feasibility Studies for Future Projects	83,728	165,000	81,272	500,000	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.








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## Carry forward projects from 2019/20

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1849	Civic Precinct - HVAC and Refurbishment (Sustainable Climate Control Project St	44,496	0	-44,496	171,545	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.
1874	IT - ICT Network Infrastructure	36,124	25,000	-11,124	50,000	50,000		Minor works to be completed in coming months.
1875	Construct Road - Regent Street - Sackville St to Grafton St	46,132	0	-46,132	0	0		Works have been completed. Internal financial journaling being review.
1896	Retail Activity Centres - Streetscape Condition Audit & Improvements	33,919	0	-33,919	64,707	64,707		Civil design and landscape design plans are complete. Access Consultant engaged to provide final access and circulation advice. Design on the Rochdale Square park has commenced with concept plan and design documentation at 50% complete. Construction tender for the streetscape to be issued in late January 2021.
1897	Land/Road Reserves Control Account	88,189	0	-88,189	0	0		
1906	Upgrade pavilion - HR Uren Reserve	53,682	10,000	-43,682	140,000	140,000		The design phase is in progress with works anticipated to commence towards the end of 2021.
1914	Energy Efficiency Program - Various	51,252	40,000	-11,252	750,000	1,000,000		Submissions for solar PV and battery installations received and being evaluated. Installation of PV / battery systems scheduled to commence in late January / early February.
1915	Refurbish building - Whittlesea Aquatic Facility	73,728	78,794	5,066	78,794	78,794		Splashpad construction 90% complete, completion and handover expected late 2021. Pool Pod to be installed mid 2021, post current swim season.
1920	Implementation of Signage Management Plan - Various	204,323	200,000	-4,323	200,000	200,000		Approx 60 signs installed to date, remaining signs for this financial year to be installed by June 2021.
1923	Planned renewal - Minor works	20,359	392,000	371,641	1,300,000	1,250,000		A program of work is currently being finalised following a condition assessment of all buildings.  Project budget has been reduced via the New Works Program Q1 Report (7 December 2020) to contribute to organisational savings as requested by the Organisational Oversight Group.
1951	Construct shared path - Bush Boulevard - Plenty Rd to Westfield Shopping Centre	9,870	250,000	240,130	250,000	250,000		Works to commence in January 2021. Community consultation in progress.
1956	Construct shared path - McDonalds Road (north side) - Darebin Creek to Civic Dr	27,806	35,000	7,195	50,000	50,000		Works are complete and this shared path is now operational.
1998	Epping Recreation Reserve Master Plan	2,500	50,000	47,500	200,000	200,000		As part of the implementation of the Epping Recreation Reserve Master Plan, detailed design for the staged construction of an upgraded car park, access paths and improved entry will be undertaken. The tender for the design services has closed. The contract will be awarded in January 2021 and commence design in February.
2008	Construct shared path - Hendersons Road Drain - Childs Road to Findon Road	4,300	40,000	35,700	400,000	400,000		Detail design package 90% complete - issue for construction tender scheduled for February 2021.
2012	Construct shared path - Park Street - High Street to Darebin Creek	3,700	10,000	6,300	110,000	110,000		Detailed design is in progress and expecting to commence construction by end of February 2021
2014	Construct Shared Paths - Findon Road to Gordons Road South Morang	7,500	20,000	12,500	200,000	200,000		Detail design package 90% complete - issue for construction tender scheduled for February 2021.
2035	IT - Telephone System BCP and Renewal	26,302	30,000	3,698	100,000	100,000		Mitel phone system has been rolled out to staff. Awaiting final invoicing.
2039	Signalise intersection - Ferres Blvd/Findon Rd	143,092	0	-143,092	0	0		Signalisation works completed.
2052	Sycamore BMX Track Development	19,186	0	-19,186	0	0		This project is complete.

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2054	Vehicle Exclusion Fencing	5,727	20,000	14,273	100,000	100,000		Trail Bike exclusion gate has been removed on Findon Creek in following discussions with Whittlesea BUG. Vehicle exclusion fencing at Ester park to be constructed early 2021. Further site scoping underway
2072	Streetscape improvements program - Lalor High Street Shops	878,279	1,081,582	203,303	2,210,049	2,210,049		Stage 2 Lalor Streetscape Upgrades are progressing and expected to be completed in March, 2021. Stage 2 works include the upgraded Cypress Street carpark, David Streetscape works and roundabout to cnr of David St and Station Street.
2073	Upgrade building - McLeans Road Kindergarten	444,141	500,000	55,859	2,562,996	2,562,996		Construction commenced on site October 2020 and scheduled for completion August 2021.
2077	Streetscape improvements program - Thomastown High Street Shops	986,095	937,469	-48,626	1,807,713	2,307,713		Stage 1 improvement works are now completed. These works include replacement of the footpath from Spring Street to Highlands Road, the new forecourt to entrance of the Thomastown Primary School, the new public toilet and public space in Central car park. The next stage is Stage 2 with works expected to commence in the early new year of 2021. Stage 2 works include: the footpath replacement from Highland Road to Pleasant Road and upgrade of the War Memorial site. These works are expected to be completed by August next year.
2113	IT - PC Replacement	-19,622	80,000	99,622	100,000	100,000		Order has been placed for laptops; due to be delivered early to late January 2021.
2114	Missing Footpath Links Program - Various locations	249,756	202,000	-47,756	250,000	350,000		Construction completed at Forest Street Whittlesea, Eccles Close and Odonoghue Street Mill Park, Blackflat Road Whittlesea, Settlement Road Bundoora, Whittlesea - Yea Road Whittlesea.  Construction to commence in January at Houston St and Duffy Street, Epping  Design in progress for Laurel Street Whittlesea and Hall Street Epping with construction works to commence in 2021/22.
2115	Sports Ground Lighting Upgrade - Various Sites	96,581	250,000	153,419	250,000	250,000		Lighting upgrade at Waterview Recreation reserve is ongoing. Crossarms and new luminaires have been installed with switchboard and wiring upgrade works to be undertaken in early 2021. Detailed design of lighting upgrades to both fields at Laurimar Recreation reserve underway. Anticipated completion March 2021
2119	Street Light bulk replacement program	8,949	150,000	141,051	1,500,000	1,000,000		Contracts for the supply of street lights and installation of street lights awarded. Installation of street lights scheduled to commence in late January / early February.  Project budget has been reduced via the New Works Program Q1 Report (7 December 2020) to contribute to organisational savings as requested by the Organisational Oversight Group.
2142	480 Cooper Street - Fire main	0	0	0	53,868	53,868		Improvement to fire services completed.
2144	Redleap Reserve Master Plan Development and Implementation	1,250	25,000	23,750	100,000	100,000		This year we will undertake the design development and detailed design for the upgrades which have been outlined in the Redleap Recreation Reserve Master Plan. The tender for the design services has been closed and will be awarded in January 2021. Design works will commence in February 2021.
2172	Sportsfield Irrigation upgrade program	55,636	50,000	-5,636	120,000	120,000		Works complete at Redleap Reserve, minor additional works currently being scoped. Design works for Laurimar Reserve in progress (concept design complete and detailed design nearing completion)
2174	Boardwalk/ bridges refurbishment	9,310	25,000	15,690	100,000	100,000		Re-decking of central boardwalk on Mernda Wetlands to be undertaken early 2021. Risk assessment of Wilton Vale Wetlands boardwalk has been undertaken with immediate action to temporary fence sections. Long term replacement/removal of dilapidated boardwalk infrastructure to be resolved in early 2021



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## Carry forward projects from 2019/20

















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2187	Upgrade building- Stables Kindergarten	0	0	0	250,000	250,000		Project on hold pending final approval of Kindergarten Infrastructure Service Plan (KISP) and project business case.
2188	Construct Kindergarten - Thomastown Primary School	1,075,497	935,000	-140,497	2,000,000	2,000,000		Works have been completed and facility is scheduled for operation in January 2021, subject to COVID-19 and receiving licencing approval.
2190	Reconstruct car park - Mill Park Leisure Centre	0	1,025,910	1,025,910	1,025,910	1,025,910		The majority of these carpark works are now complete.
2192	All Abilities Playspace - Mill Park	2,045,212	2,712,986	667,774	2,727,986	2,727,986		Construction works continuing on site. Service connections (water, power, sewerage), car park extension and toilet block/pump room complete. Water play splash pad complete with final commissioning of water treatment system to be completed in early 2021. Play tower installation ongoing. Main frames have been installed with decking and equipment fit out to be finalised in January 2021. Anticipated completion date 15/2/2021
2205	Sycamore BMX Lighting - Track and Car Park	71,010	101,396	30,386	101,396	101,396		The installation of the track lighting is complete, with the lights to become operational in first quarter 2021.
2211	Drainage Improvements at Laurimar Recreation Reserve	134,934	125,000	-9,934	217,773	217,773		Works complete.
2220	Prism Park - Tennis Facility Development	123,402	78,112	-45,290	453,112	453,112		Preliminary Works which included installation of utility services was completed in September 2020. Building permit has been issued. Builders have procured two pre-fabricated shelters, restroom, park furniture and drink fountain. Construction to commence by late January 2021.
2223	Mill Park Basketball Stadium Redevelopment	27,050	25,000	-2,050	96,205	541,860		Initial works (Court seating upgrade) to commence in February, Main Works to commence June 2021.
2224	Treeview Drive Playground, South Morang	1,238	10,000	8,763	165,000	165,000		This is a new playground development. Consultation and project planning has been completed. The project is currently at 75% detailed design with an anticipated completion of the detailed design by early Jan 2021. The project is to be tendered mid to late Jan 2021.
2237	LAND ACQUISITION - Construct Community Activity Centre- West Wollert (Rathdowne)	0	0	0	1,161,034	1,161,034		Council officers are preparing a Business Case for the delivered for 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, is requiring significant negotiation with the development of the Neighbourhood Activity Centre and is therefore still being finalised. In this circumstance the land for the Community Centre would be swapped. Therefore, the Land Acquisition has been deferred until such time as the Business case for the Community Centre is finalised.
2247	Pathways to Stations	156,661	250,000	93,339	450,000	450,000		Chamonix Parade path complete. Design of the shared path through the Yan Yean Pipe track and High Street shared path (Thomastown station to Keon Park station, first stage of Whittlesea Rail Trail) are in progress.
2248	Traffic Management Around Schools	108,442	265,000	156,558	445,000	695,000		Works have been completed at Laurimar Primary (Stage 2) and Mernda Primary. Detail design and investigations at Mill Park Heights are in progress with construction to commence in Q3.
2249	Jardier Park playground, South Morang	2,000	10,000	8,000	200,000	200,000		This is a new playground development. Consultation and project planning has been completed. The project is currently at 75% detailed design with an anticipated completion of the of the detailed design early Jan 2021. The project is to be tendered mid to late Jan 2021.
2251	Construction of Signalise Intersection of Yann Drive/Eaststone Avenue Wollert	356,250	356,250	0	356,250	356,250		Works are complete.










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3003	Mernda Town Centre - Community Facility	9,900	0	-9,900	100,000	100,000		Feasibility study on track for completion by end of 2020-21 financial year.
3010	Review of security measures at Council sites	30,937	120,000	89,063	278,645	278,645		The tender process for the appointment of a lighting contractor for the installation of additional lighting is currently in progress.
3012	Signalised Intersection - Yan Yean Road / Hazel Glen Drive	361,336	400,000	38,664	400,000	400,000		Traffic signal works complete. This project is tied to a traffic island installation at the intersection of Mitchells Run/Yan Yean Road traffic island which will be installed in Feb/March 2021.
3018	Install Pedestrian Operated Signals on Morang Drive at Mill Park Leisure Centre	78,722	163,620	84,898	163,620	163,620		Installation of pedestrian operated signals in Morang Drive Mill Park completed. Re-surfacing of road to be completed early 2021.
3032	Mill Park Library - HVAC Replacement Works Project	588,627	700,000	111,373	750,000	750,000		HVAC upgrade works complete and Library reopened Nov 2020.
3035	Mill Park Library - New LED Lighting Upgrade Project	224,031	250,000	25,969	250,000	250,000		Lighting upgrade works complete and Library reopened Nov 2020.
3036	Mill Park Library - New Outdoor Community Space Project	31,780	15,000	-16,780	250,000	700,000		Project works split into two packages: Forecourt Upgrade - Construction works tendered and will be awarded to successful tenderer January 2021. Works to commence on site February 2021. Outdoor Learning Area & Public Realm - Construction works to be tendered January 2021 and commence on site April 2021.
3038	IT - IOT Sensor Network - Smart Cities	0	25,000	25,000	25,000	25,000		Minor setup of additional sensors and gateways to be completed in the coming months.
3041	Mill Park Library - Amenity Upgrade	342,649	250,000	-92,649	250,000	250,000		Amenities contract works complete and Library reopened Nov 2020.
3045	Public Toilet Amenity Plan Implementation	135,725	100,220	-35,505	420,220	420,220		Fortress Park Public Amenity (Year1 - 19/20) - Construction and handover process completed and the facility is now open to public.
3046	Water Efficiency Program	17,905	50,000	32,095	250,000	250,000		Tenders are currently being reviewed for Mill Park Reserve water tank. Other water efficiency projects are currently being investigated.
3056	Construct Community Activity Centre - Donnybrook (collocated with LTC-2)	0	0	0	648,000	648,000		Design to be submitted to Department of Transport for approval, works to commence in 2021.
3095	Findon Creek - West branch - Boundary Road	0	0	0	2,017,177	2,017,177		Project is to be delivered by Developers via a Works In Kind agreement in 2021/22. This project will be removed from the current 2020/21 New Works Program.
3102	LAND ACQUISITION-Boundary Road/ Bodycoats Road (north)	0	0	0	1,604,974	1,604,974		Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in future years. A S173 agreement is in progress for Works in Kind / Developer Delivery.
3103	LAND ACQUISITION-Boundary Road/Andrew Road	0	0	0	1,773,181	1,773,181		Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in future years. A S173 agreement is in progress for Works in Kind / Developer Delivery.
3108	Greening Whittlesea Urban Forest	1,875	25,000	23,125	150,000	150,000		Project scoping underway. Community consultation and engagement planning currently underway.








## 2020/21 New Works Program Progress Report - as at 31 December 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 Budget	Variance	Annual Budget	Revised Budget (Q1 Adjustments)	Physical Progress	Quarterly Comment
3113	Mernda Village Adventure Playground Upgrade	0	50,000	50,000	500,000	500,000		Scope of works has been finalised with the design and construct tender to be issued early 2021
3171	LAND ACQUISITION-Land for two soccer fields and pavilion - Epping North East DCP	0	0	0	669,254	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	924,001		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. This road links the access to the Platform Estate to a bridge which will cross the Merri Creek into the City of Hume.  As this road is not required until the bridge is constructed it is proposed to remove this project from the 2020/21 New Works Program and rebudget in a future year.
3298	Construction of Interim signalised intersection at Donnybrook Rd	0	0	0	917,242	917,242		Project to be removed from the 2020/21 NWP as this project is currently being completed externally (by Developer) as part of a S173 agreement.
3321	Bridge Inn Rd/Galloway Drive/Cravens Rd	0	0	0	0	35,200		Upgraded signal phasing design is complete. Awaiting approval from Department of Transport before works can commence, however works expected to be completed early 2021.
3325	Findon Rd Pedestrian Operated Signals west of Maserati Drive	3,600	0	-3,600	0	185,000		A road safety audit has been completed. Detailed design is in progress. Design to be submitted to Department of Transport for approval, works to follow.
3326	Roundabout Upgrade; Lyndarum Drive / Greenfields Drive / Manor House Drive, Epping	0	0	0	0	52,300		Quote for the work has been received. Work is expected to commence in late January.
3329	Norris Bank Reserve - West Park Precinct	13,500	26,400	12,900	60,000	60,000		Community consultation for the concept design of the new Youth space in the West Precinct of Norris Bank has been undertaken. Consultation results showed support for the concept design. Refinement of the design will be undertaken in January 2021.
3332	Station Road upgrade between car park and Plenty Road. Mernda	0	50,000	50,000	50,000	50,000		Detailed design is in progress, expect to complete by March 2021. Construction work will take place in 2021/22.
3343	Install Raised Pavements on Galloway Drive and Pearsons Road, Mernda	0	200,000	200,000	240,000	240,000		Construction to commence early January.
3345	Edgars Road and Eaststone Avenue Traffic Signal Completion and Switch On	0	110,000	110,000	110,000	110,000		Council officers in discussion with Development Victoria to determine responsibility for outstanding works. At this stage activation works to take place in early 2021.
3350	Outdoor Netball Courts Development	25,985	25,000	-985	375,000	634,500		Public Tender issued for Laurimar Primary School netball courts and lights, tender closes 20 Jan 2021. Works scheduled to be completed June 2021. Concept design review in progress for Hazel Glen College netball courts
3352	Recommission Laurel Street Modular Kindergarten Building, Whittlesea	0	0	0	500,000	500,000		Project on hold pending final approval of Kindergarten Infrastructure Service Plan (KISP) and project business case.
3354	Epping Soccer Stadium - Essential BCA upgrade	12,035	15,000	2,965	100,000	100,000		Construction works tendered and will be awarded to successful tenderer January 2021. Works to commence February 2021.
3364	Meadowglen Athletics Track essential infrastructure upgrades	24,086	35,000	10,914	35,000	35,000		PA system install and operational. Just waiting on manual and any other additional documentation TBC. 1 x additional powerpoint will need to be installed to ensure cord secur. Will now look into quotes and supply of data projector and screen for function room with remaining funds.

## 2020/21 New Works Program Progress Report - as at 31 December 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 Budget	Variance	Annual Budget	Revised Budget (Q1 Adjustments)	Physical Progress	Quarterly Comment
3369	Mernda Recreation Reserve (Schoffer's Road) site upgrades	21,385	100,000	78,615	150,000	150,000		Works have commenced on the demolition of the existing pavilion and temporary buildings.
3371	Riverside Reserve Park and Playground Renewal	43,732	16,495	-27,237	155,000	155,000		A refined concept design for the upgrade of Riverside Reserve redevelopment was exhibited to the community. Following the strong support received from the community for the concept, the design has been further developed. Detailed design will be undertaken January- February 2021.
3376	Carrington Blvd Community Centre - playground and landscape upgrade	15,974	50,000	34,026	220,000	370,000		Key Stakeholder consultation has been completed. The detailed design 50% report is expected on 24/12/2020 from the design consultant. Documentation issue for public tender is on track to be completed in January 2021.
3377	Sporting Infrastructure Major improvement works - Sport Club Contribution Policy	0	25,000	25,000	50,000	50,000		Six proposals were submitted and assessed in the first round. Currently working through the assessments of each proposal directly with the clubs. There is a further opportunity for clubs to submit project proposals in the second round in April 2021.
3382	Bellavista Park Upgrade, Wollert	2,600	0	-2,600	130,000	130,000		Detail design to commence in January 2021
3384	Construct Rd, Boundary Rd, btw Koukoura Drive and Epping Rd	0	0	0	2,521,556	2,521,556		Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in future years. A S173 agreement is in progress for Works in Kind / Developer Delivery.
3391	Boundary Road/ Bodycoats Road (north)	0	0	0	3,356,735	3,356,735		Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in future years. A S173 agreement is in progress for Works in Kind / Developer Delivery.
3392	Boundary Road/Andrew Road	0	0	0	5,152,108	5,152,108		Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in 2022/23 as Works in Kind / Developer Delivery.
3403	Huskisson Reserve Shared Path	18,464	25,002	6,538	360,000	360,000		Construction contract awarded with works scheduled to commence March 2021. CHMP underway with meeting held with RAP in mid-December 2020 and another scheduled in Jan 2021.
3404	One Carriage way - Donnybrook Rd to Merri Creek	0	0	0	263,974	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. This road links the access to the Platform Estate to a bridge which will cross the Merri Creek into the City of Hume.  As this road is not required until the bridge is constructed it is proposed to remove this project from the 2020/21 New Works Program and rebudget in a future year.
3407	Animal Welfare Centre Modification	0	0	0	110,000	110,000		A review of the current capacity of animal enclosures has found that no further work is required.
3409	Minor Improvements Program	0	50,000	50,000	200,000	200,000		Program of work being refined with high priority works commencing design.
3411	Detailed Design Preparedness	47,320	65,000	17,680	500,000	500,000		A schedule of future projects is currently being prioritised/approved to commence detail design services.
3413	Rochdale Square, Town Centre Improvement	3,860	0	-3,860	450,000	812,500		Civil design and landscape design plans are complete. Access Consultant engaged to provide final access and circulation advice. Design on the Rochdale Square park has commenced with concept plan and design documentation at 50% complete. Construction tender for the streetscape to be issued in late January 2021.
3415	Laurimar 1C Street Tree Renewal	21,838	1,000	-20,838	135,000	135,000		Community consultation and public information sessions complete. Council briefing planned for 11th Jan with letters to residents planned for mid Jan 2021.



## 2020/21 New Works Program Progress Report - as at 31 December 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 Budget	Variance	Annual Budget	Revised Budget (Q1 Adjustments)	Physical Progress	Quarterly Comment
3416	Construct Wash Bay - Rural Works Depot, Whittlesea	0	35,000	35,000	35,000	35,000		Currently preparing project brief for Wash Bay and water recycling option.
3429	Norris Bank Reserve Bocce Court	65,685	70,000	4,315	70,000	70,000		Construction of Bocce Courts complete
3430	Reconstruction of Arthurs Creek Road	4,000	20,000	16,000	200,000	200,000		Feature survey work is in progress. Design contract awarded and design work to commence shortly.
3436	Mernda Sports Hub - Acquire land Plenty Road/Everton Drive intersection	0	0	0	1,200,000	1,200,000		Preliminary design for the intersection has been completed to inform land acquisition requirements.
3441	Whittlesea Community Skate Park Activation	16,290	31,800	15,510	95,000	95,000		3 concept design option for the Whittlesea Skate Park and BMX track redevelopment have been exhibited to the community for feedback. the consultation period has closed and results are currently being reviewed. The feedback from the consultation will be used to inform a final design. The design will be refined in January 2021.
3467	Manor House Drive / O'Herns Road Intersection	0	0	0	0	125,000		Due to a spike in accidents at the intersection of Manor House Drive and O'Herns Road a temporary roundabout has been constructed to improve road safety until the traffic lights are activated in 18 months' time. This project was added to the 2020/21 New Works Program via the Q1 New Works Program Report (presented to Council 7 December 2020)
3474	Raingardens Upgrade in Epping North	0	0	0	0	68,000		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 Integrated Water Management Strategy.
NEW	Mill Park Library Water Recycling & Public Realm Improvements	0	0	0	0	200,000		Construction works to be tendered January 2021 and commence on site March 2021.
NEW	Road safety treatments - Manor House Drive, Epping (between Lyndarum Dr & O'Herns Rd)	0	0	0	0	269,000		Design documentation completed. Construction to commence next Feb 2021.
		21,102,821	26,844,693	5,741,872	89,982,304	78,782,459		



2020-21 New Works Infrastructure Program  
Second 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
2021-22	Harvest Home Road, Wollert	Blackspot Program	VicRoads/DoT	Federal	Closed	\$ 902,000.00	\$ -	\$ -	\$ 902,000.00	Pending	Mid Jan 2021
2021-22	Redleap Avenue, Mill Park	Blackspot Program	VicRoads/DoT	Federal	Closed	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	Pending	Mid Jan 2021
2021-22	Darebin Drive/McKimmies Road, Lalor/Thomastown	Blackspot Program	VicRoads/DoT	Federal	Closed	\$ 160,000.00	\$ -	\$ -	\$ 160,000.00	Pending	Mid Jan 2021
2020-21	Portable Flashing Amber Lights Trial at School Zones	2020 TAC Community Road Safety Grant	TAC	State	Closed	\$ 20,957.00	\$ 5,000.00	\$ -	\$ 25,957.00	Pending	Mid-Late Dec 2020
2020	Activation of Shared User Paths	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	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	AgriLinks	Agriculture Victoria	State	Closed	\$ 1,310,000.00	\$ 960,000.00	\$ -	\$ 2,270,000.00	Pending	1/11/2020
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
2020-21	Yan Yean Pipe Track	Northern Region Trails	Department of Environment, Land, Water and Planning	State	Closed	\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00	Pending	1/11/2020
2020-21	Hendersons Road Drain Trail	Northern Region Trails	Department of Environment, Land, Water and Planning	State	Closed	\$ 1,000,000.00	\$ 460,000.00	\$ -	\$ 1,460,000.00	Pending	1/11/2020
2020-21	Edgars Creek Trail	Northern Region Trails	Department of Environment, Land, Water and Planning	State	Closed	\$ 180,000.00	\$ 120,000.00	\$ 240,000.00	\$ 540,000.00	Pending	1/11/2020
						\$ 4,084,119.00					

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	Mill Park Basketball Stadium Forecourt	Community Safety Infrastructure Program	Department of Justice	State	Closed	\$ 500,000.00	\$ 98,200.00	\$ -	\$ 598,200.00	Unsuccessful	17/10/2020
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	Unsuccessful	15/11/2020
2020-21	Bubup Wilam - Stage 3 Works	2020-21 Aboriginal Community Infrastructure Program	Dept Jobs, Precincts and Regions	State	Closed	\$ 1,421,719.00	\$ -	\$ -	\$ 1,421,719.00	Unsuccessful	14/09/2020
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
						\$ 7,236,719.00					

**2020-21 New Works Infrastructure Program  
Second Quarter Grant Applications Status Update**

**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	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 Funding	Sport and Recreation Victoria / DJPR	State	Closed	\$ 500,000.00	\$ 400,000.00	\$ -	\$ 900,000.00	Successful	24-Aug-20
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	\$ 150,000.00	\$ -	\$ 250,000.00	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

Q2 Adjustments for consideration at Council Meeting 1 March 2021								
Report to Council	Project ID	Project Name	Income		Expenditure		Net	Comment
			Original Budget	Revised Budget	Original Budget	Revised Budget		
Projects to be removed from 2020/21 New Works Program								
Q2	3407	Animal Welfare Centre Modification	0	0	110,000	0	(110,000)	A review of the current capacity of animal enclosures has found that no further work is required.
		Sum of Q2 adjustment	0	0	110,000	-	(110,000)	
Q1 Adjustments approved at Council Meeting 7 December 2020								
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)	Savings to contribute to Org savings as requested by OOG
Q1	1419	Edgars Creek (Ganbu Gulij) Community Activity Centre	(405,712)	(405,712)	555,712	405,712	(150,000)	Savings to contribute to Org savings as requested by OOG
Q1	1923	Planned Renewal - Minor Works	0	0	1,300,000	1,250,000	(50,000)	Savings to contribute to Org savings as requested by OOG
Q1	2119	Street Light Bulk Replacement Program	0	0	1,500,000	1,000,000	(500,000)	Savings to contribute to Org savings as requested by 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 Integrated 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 Hillview Reserve. This income adds to the original budget and enables the full delivery of both the Hillview Reserve pitch upgrade 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 - Hillview 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)	
		Sum of Q2 adjustment	0	0	110,000	-	(110,000)	
		Difference between Original and Revised Budgets		(4,908,655)		4,037,655	(871,000)	





Land acquisition and Developer led works not being delivered in 2020-21								
Report to Council	Project ID	Project Name	Income		Expenditure		Net	Comment
			Original Budget	Revised Budget	Original Budget	Revised Budget		
Projects to be removed from 2020/21 New Works Program								
Q2	2237	LAND ACQUISITION - Construct Community Activity Centre- West Wollert (Rathdowne)	(1,161,034)	0	1,161,034	0	0	Council officers are preparing a Business Case for the delivered for 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, is requiring significant negotiation with the development of the Neighbourhood Activity Centre and is therefore still being finalised. In this circumstance the land for the Community Centre would be swapped. Therefore, the Land Acquisition has been deferred until such time as the Business case for the Community Centre is finalised.
Q2	3095	Findon Creek - West branch - Boundary Road	(766,527)	0	2,017,177	0	(1,250,650)	Project is to be delivered by Developers via a Works In Kind agreement in 2021/22. This project will be removed from the current 2020/21 New Works Program.
Q2	3102	LAND ACQUISITION-Boundary Road/ Bodycoats Road (north)	(1,604,974)	0	1,604,974	0	0	Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in future years. A S173 agreement is in progress for Works in Kind / Developer Delivery.
Q2	3103	LAND ACQUISITION-Boundary Road/Andrew Road	(1,773,181)	0	1,773,181	0	0	Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in future years. A S173 agreement is in progress for Works in Kind / Developer Delivery.
Q2	3171	LAND ACQUISITION-Land for two soccer fields and pavilion - Epping North East DCP	(669,254)	0	669,254	0	0	Developer has ceased negotiations on this land acquisition. Project to be deferred and undertaken in a future year.
Q2	3294	LAND ACQUISITION - One Carriage way - Donnybrook Rd to Merri Creek	(924,000)	0	924,001	0	0	Project is not required at this time as an alternative access point to Platform Estate has been provided. This project is proposed to be removed from the current NWP and rebudgeted in a future year when required.
Q2	3298	Construction of Interim signalised intersection at Donnybrook Rd	(917,242)	0	917,242	0	0	Project to be removed from the 2020/21 NWP as this project is currently being completed externally (by Developer) as part of a S173 agreement.
Q2	3384	Construct Rd, Boundary Rd, btw Koukoura Drive and Epping Rd	(2,521,556)	0	2,521,556	0	0	Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in future years. A S173 agreement is in progress for Works in Kind / Delivery by Developer.
Q2	3391	Boundary Road / Bodycoats Road (north)	(3,356,735)	0	3,356,735	0	0	Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in future years. A S173 agreemen is in progress for Works in Kind / Delivery by Developer.
Q2	3392	Boundary Road / Andrew Road	(5,152,108)	0	5,152,108	0	0	Due to delays in negotiations with the consortium of developers the construction of this project has been delayed. It is proposed to remove this project from the 2020/21 NWP and rebudget in 2022/23 as Works in Kind / Developer Delivery.
Q2	3404	One Carriage way - Donnybrook Rd to Merri Creek	(263,974)	0	263,974	0	0	Project is not required at this time as an alternative access point to Platform Estate has been provided. This project is proposed to be removed from the current NWP and rebudgeted in a future year when required.
		Difference between Original and Revised Budgets	(19,110,585)	0	20,361,236	-	(1,250,650)	



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**ITEM 6.5.3 FOR NOTING - COUNCIL ACTION PLAN 2020-2021 QUARTER 2 PROGRESS REPORT**

**Attachments:** 1 [2020/21 Council Action Plan - Quarter 2 Performance](#)

**Responsible Officer:** Executive Manager Governance

**Author:** Corporate Planner Business Partner

**RECOMMENDATION SUMMARY**

That Council resolve to:

- Note the report;
- Note that 28 major initiatives in the Council Action Plan 2020-21 are on track to be achieved by 30 June 2021;
- Note the major initiative to extend Findon Road will not be completed within this financial year to accommodate for improved bus signalisation at the intersection.

**BRIEF OVERVIEW**

- The Council Action Plan 2020-21 includes 31 major initiatives to be delivered in 2020-21
- Two major initiatives are at risk of not being achieved by 30 June 2021
- One major initiative (Findon Road extension) will not be achieved by 30 June 2021 and is now scheduled for completion in September 2021.

**RATIONALE FOR RECOMMENDATION**

It is not proposed to change the Council Action Plan 2020-2021 at this point; hence the recommendation is for Council to note the progress.

**IMPACTS OF RECOMMENDATION**

Council Action Plan major initiatives will continue to progress and be reported on quarterly. Short-term pandemic recovery planning is progressing and will be reported as part of the COVID-19 Pandemic Relief and Recovery Plan initiative.

**WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS**

The organisation is closely monitoring progress against the major initiatives as well as data identifying emerging community needs particularly as a result of the pandemic. This ensures 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:

1. Note the report;
2. Note that 28 major initiatives in the Council Action Plan 2020-21 are on track to be achieved by 30 June 2021;
3. Note the major initiative to extend Findon Road will not be completed within this financial year to accommodate for improved bus signalisation at the intersection.

### COUNCIL ACTION PLAN 2020-2021

As at 31 December 2020, the Council Action Plan is projecting a 90% achievement rate across 31 major initiatives by 30 June 2021.

There are three initiatives reported as 'Off track' this quarter:

Major initiative	Annual measure	Quarter 2 comment
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	Awaiting Melbourne Water approval for the design of protection measures for its assets. Anticipated approval date is end of January 2021. There has also been a significant change in scope at the intersection of Findon Road and Williamsons Road in that Public Transport Victoria has requested a signalised intersection for bus movements at this intersection (previously unsignalised). These delays have impacted the project delivery date with a likely completion date of September 2021.
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	Progress made on partnership with two Registered Aboriginal Parties, Wurundjeri and Taungurung, for the Scope for Phase 1 of the Study. Wurundjeri Elders approved language for the consultant brief to develop the Scope. Meeting scheduled with Taungurung early next quarter to review the brief and seek their endorsement.



Major initiative	Annual measure	Quarter 2 comment
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	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.

Please refer to *Attachment 1 – 2020/21 Council Action Plan - Quarter 2 Performance*.

## 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 2020-2021 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. The Findon Road extension will not be completed in the 2020/2021 financial year with an expected revised completion date of September 2021. 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;**
2. **Note that 28 major initiatives in the Council Action Plan 2020-21 are on track to be achieved by 30 June 2021;**
3. **Note the major initiative to extend Findon Road will not be completed within this financial year to accommodate for improved bus signalisation at the intersection.**

**COUNCIL RESOLUTION**

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

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**

## 2020/21 Council Action Plan - Quarter 2 Performance

✓ Achieved	● Monitor
● On track	✗ Not achieved

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q2 Milestone Oct - Dec 2020	Q2 Comment Oct - Dec 2020
1	1. Connected Community	1.1 A socially cohesive community	<b>Aboriginal truth and reconciliation project</b> - 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 ●	Community consultation with the Aboriginal Community complete ✗	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			<b>Welcoming cities</b> - Working towards socially and culturally inclusive communities	City of Whittlesea receives Welcoming Cities Accreditation ●	Complete benchmarking of Council against local governments across Australia ✗	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			<b>McLeans Road Kindergarten</b> - Redeveloping the facility to accommodate a further kindergarten room	Completion of year 1 of the redevelopment of the McLeans Road Kindergarten ●	Report to Council to Award Contract to commence construction works ✓	Construction commenced on site October 2020 and scheduled for completion August 2021.
4			<b>Early activation - Donnybrook</b> - 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 ●	Identification of and engagement with key stakeholders (e.g.: school and community hub services) ✗	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		<b>COVID-19 Pandemic Relief and Recovery Plan</b> - Supporting our community and local businesses	Implement year 1 actions to support the community and local businesses to recover from the COVID-19 Pandemic ●	Governance including systems and processes are developed to enable organisational wide approach to recovery ✓	The Pandemic Recovery Team formed July 2020 and are reporting regularly on the actions outlined in the Pandemic Plan.

## 2020/21 Council Action Plan - Quarter 2 Performance

✓ Achieved	● Monitor
● On track	✗ Not achieved

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q2 Milestone Oct - Dec 2020	Q2 Comment Oct - Dec 2020
6		1.2 A healthy and safe community	<b>Mill Park Leisure relaunch</b> - 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. ●	A public tender process for facility operations completed ✓	Due to delays relating to COVID-19, out-of-scope roofing works and some small construction delays there has been a change to the projected project completion. The facility is due for completion in first half of 2021.
7	1. Connected Community	1.2 A healthy and safe community	<b>Mernda Sports Hub</b> - Developing a site masterplan and finalising the business case for the Hub	Site master plan is developed and business plan for the site stadium is completed ●	Development of project brief ✓	During December 2020 Council resolved to undertake a further comparative analysis of two aquatic facility options, with a 25M or 50M lap pool. A draft site plan has been developed and it is anticipated that the findings of the comparative analysis and a preliminary business case will be completed by June 30, 2021.
8			<b>Connected communities in parks</b> - 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 ●	Commence development of plan and prioritisation of program ✓	Background analysis and planning completed. Metrics and event scoping underway.
9			<b>Community resilience and emergency management</b> - 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 ●	Recruitment of staff and training to support Emergency Management activation ✓	Emergency Management Plan reviewed and endorsed by the Emergency Management Committee. Municipal Emergency Management Plan audited by SES in October 2020 and successfully passed audit requirements.



## 2020/21 Council Action Plan - Quarter 2 Performance

✓ Achieved	● Monitor
● On track	✗ Not achieved

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q2 Milestone Oct - Dec 2020	Q2 Comment Oct - Dec 2020
10	1. Connected Community	1.3 A participating community	<b>Municipal Law Review -</b> 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 ●	The proposed Municipal Law is drafted ✗	Internal consultation was carried out throughout the last quarter of 2020. Decision has been made to use an external consultant to continue with this review due to time needed to compile document. We are currently contacting consultants for quotes.
11		1.3 A participating community	<b>Disability Action Plan -</b> 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 ●	Draft Disability Action Plan developed ✗	The development of the Disability Action Plan is on track to be completed by 30 June 2021 with some delays experienced. Consultation is planned as part of the new Council Plan engagement process (to be completed by 30 June 2021).
12			<b>Multicultural civic participation and leadership project -</b> Building leadership and participation among multi cultural communities through targeted programs and seminars	Deliver Multicultural Leadership Program to multicultural community members ●	Leadership Training Provider sourced ✗	Council is set to establish a new leadership program for women from migrant and refugee backgrounds. However due to the appointment of Administrators at Whittlesea, the Victorian Electoral Commission agreed it was appropriate to delay delivery of these seminars.
13			<b>Develop the Council Plan 2021-2025 -</b> 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 ●	Relevant induction delivered for incoming Administrators ✓	Council Plan engagement workshop conducted with Council on 1 Dec 2020.

## 2020/21 Council Action Plan - Quarter 2 Performance

✓ Achieved	● Monitor
● On track	✗ Not achieved

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q2 Milestone Oct - Dec 2020	Q2 Comment Oct - Dec 2020
14	2. Liveable Neighbourhoods	2.1 Smart, connected transport network	<b>Findon Road extension</b> - Improving traffic flow in South Morang along Findon Road, Williamsons Road and Danaher Drive to Plenty Road	Findon Road extension is completed ✗	50% of works are completed ✗	The project had changes to the initial scope with inclusion of an additional signalised intersection with a local street and encountered delays with Melbourne Water for working around and protection of their assets. Council is finalising these approvals with both Department of Transport and Melbourne Water respectively. This has impacted the project delivery date with a likely new completion date of September 2021.
15			<b>Advocate for better public transport</b> - 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 ●	Meet with Department of Transport to: - Facilitate the progression of the Wollert Public Transport Feasibility Study and assist in the planning and business case development of a Ten Minute Premium Bus Service - Facilitate the release of the Tram 86 Extension Feasibility Study Ensure that a Ten Minute Premium Bus Service for Wollert and Tram Route 86 Extension is included in 2021/22 State and Federal budget submissions ✓	The advocacy project for better Public Transport is progressing well with Council engaging with Department of Transport and the Suburban Rail Loop Authority to progress the priorities. Council is also undertaking study of the Epping to Donnybrook Corridor which will further inform Council's advocacy and assist Department of Transport with their internal planning and business case development.
16			<b>Advocate for better state roads</b> 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 ●	Inform relevant State Members / Ministers of outstanding arterial advocacy priorities  Ensure Arterial Road & E6 Advocacy package is included in 2021/22 State and Federal budget submissions ✓	Council Officers have continued to engage with Department of Transport and other state agencies for better state roads with City of Whittlesea. Epping Donnybrook corridor transport study will further help Council in informing and planning our advocacy with state authorities.

## 2020/21 Council Action Plan - Quarter 2 Performance

✓ Achieved	● Monitor
● On track	✗ Not achieved

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q2 Milestone Oct - Dec 2020	Q2 Comment Oct - Dec 2020
17	2. Liveable Neighbourhoods	2.1 Smart, connected transport network	<b>Epping Donnybrook transport study</b> - 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 ●	Engage a consultant to examine costs and benefits of providing key transport infrastructure in the short term versus the long term ✓	The project is on track with the appointed consultant progressing well with the corridor study completing the first milestone around inception, scope and stakeholder engagement. Consultant will keep progressing with the study to provide insights into the requirements/benefits for key transport infrastructure for both short and long term.
18			<b>Streets for people</b> - 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) Plan for the designated priority area ●	Community consultation and engagement activities commenced ✗	Delayed initially due to social restrictions in place as a result of pandemic. Community consultation will commence in quarter 3. The project is on track to be completed by 30 June 2021.
19			<b>Cycling and walking</b> - 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 ●	Detailed designs and cost estimates complete ready for tender Consultation and engagement of new action plan commenced ✓	Council continues to engage and collaborate with Whittlesea Bicycle User Group to support programs that encourage participation in cycling as well as supporting and advocating to the Department of Transport to address road safety issues. Bicycle projects, including shared paths and missing links are being progressed and are on track to be completed by 30 June 2020

## 2020/21 Council Action Plan - Quarter 2 Performance

✓ Achieved	● Monitor
● On track	✗ Not achieved

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q2 Milestone Oct - Dec 2020	Q2 Comment Oct - Dec 2020
20	2. Liveable Neighbourhoods	2.2 Well-designed neighbourhoods and vibrant town centres	<b>Mernda Town Centre -</b> 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. ●	Integrated service, operational and architectural model drafted. ✓	Delays have been experienced due to the COVID-19 restrictions. Rescheduling workshops as required.
21			<b>Aboriginal Heritage Study -</b> 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 ●	Stage 1 work commenced with background research, coordination with WWCHAC and statutory authorities, and plan for stakeholder consultations finalised ✗	Delays have been experienced due to COVID-19 restrictions impacting community engagement. Work is currently underway with stakeholders to progress development of project scope and finalise engagement plan. Meeting scheduled with stakeholders early next quarter to review the brief and seek endorsement.
22		2.3 Housing for diverse needs	<b>Housing for diverse needs -</b> 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 Council ●	The three partnering councils will review and identify Regional Affordable Housing framework and develop actions ✓	Regional partners are collaborating to develop affordable housing priority areas in response to the Victorian Government announcement for the Big Housing Build. The first stage is on track to be delivered by the end of June 2021.
23	3. Strong Local Economy	3.1 Increased local employment	<b>Refresh Epping Central -</b> 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) ●	Review of stakeholder engagement ✓	Stage 1 stakeholder engagement complete. Consultation and Engagement Summary document finalised and available via Council website.
24			<b>Empowering small business -</b> 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 ●	Methodology for 12 months review is determined ✓	Methodology has been developed that will measure the effectiveness and satisfaction level of the concierge service.



## 2020/21 Council Action Plan - Quarter 2 Performance

✓ Achieved	● Monitor
● On track	✗ Not achieved

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q2 Milestone Oct - Dec 2020	Q2 Comment Oct - Dec 2020
25	3. Strong Local Economy	3.2 Education opportunities for all	<b>3 Year Old Kinder Reform</b> - 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 ●	Works and resource programs to be developed - identifying works to be undertaken within 2021/22 ✓	Council is reviewing options for how it will support the Victorian Government's rollout of 3yo Kinder between now and 2029. Updates to Council will be provided in the third quarter.
26		3.3 Successful, innovative local businesses	<b>Town Centres Improvement Program</b> - 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 ●	Undertake community engagement and prepare draft Urban Design Framework (UDF) ✓	Design construction documentation prepared. Tender package preparation underway for tender January.
26		3.3 Successful, innovative local businesses		Delivery of Rochdale Square Shopping Centre streetscapes upgrade ●	Award construction contract ✗	Civil design and landscape design plans are complete. Access Consultant engaged to provide final access and circulation advice. Design on the Rochdale Square park has commenced with concept plan and design documentation at 50% complete. Construction tender for the streetscape to be issued in late January 2021.
27	4. Sustainable Environment	4.1 Valued natural landscapes and biodiversity	<b>Biodiversity asset mapping</b> - 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 ●	Review existing datasets and identify gaps for investigation ✗	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.

## 2020/21 Council Action Plan - Quarter 2 Performance

✓ Achieved	● Monitor
● On track	✗ Not achieved

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q2 Milestone Oct - Dec 2020	Q2 Comment Oct - Dec 2020
28	4. Sustainable Environment	4.1 Valued natural landscapes and biodiversity	<b>Green Wedge Management Plan review</b> - Developing the roadmap for managing our green wedge over the next decade	Completion of Draft Green Wedge Management Plan 2021-2031 (GWMP) ●	Completion of background documents to inform draft Green Wedge Management Plan by December 2020 ✓	Background work is complete. Green Wedge discussion paper under development for community and stakeholder engagement.
29		4.2 Climate ready	<b>City Climate Change action plan</b> - Planning with residents, businesses and industry to reduce greenhouse gas emissions	City Climate Change Action Plan Options Paper is developed ●	Community Emissions Profile Report completed ✓	Community emissions profile report completed, preparation for community engagement underway.
30			<b>Greening Whittlesea Strategy</b> - 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 analysis and initial internal stakeholder and contractor engagement ✓	Project planning and background work has been undertaken.
30			<b>Greening Whittlesea Strategy</b> - 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 consultation with required stakeholders – residents/ community groups ✓	Consultation with residents completed and street tree species selected and order placed. On track for April - June planting.

## 2020/21 Council Action Plan - Quarter 2 Performance

✓ Achieved	● Monitor
● On track	✗ Not achieved

#	Goal	Key Direction	Major Initiative	20/21 Action (Annual measure/s)	Q2 Milestone Oct - Dec 2020	Q2 Comment Oct - Dec 2020
30	4. Sustainable Environment	4.2 Climate ready	<b>Greening Whittlesea Strategy</b> - 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 ●	Planning underway ✓	Planning completed, stock secured and due for delivery April-June
31	4. Sustainable Environment	4.3 Leaders in clean, sustainable living	<b>Waste and resource recovery strategy</b> - 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 draft Waste and Recovery Strategy 2021-2030 ✓	The Waste and Resource Recovery Strategy 2030 will enter the second phase of community consultation in late January 2021, where Officers will canvass the community's opinion on the proposed action plans (Avoid, Recover, Protect).





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**ITEM 6.5.4 FOR NOTING - FINANCIAL PERFORMANCE REPORT 2020-21 - QUARTER ENDED 31 DECEMBER 2020 AND 2020-21 MID-YEAR BUDGET REVIEW**

<b>Attachments:</b>	<b>1</b>	<b>Quarterly Financial Report December 2020</b> <a href="#">↓</a>
	<b>2</b>	<b>2020-21 Mid-year Budget Review</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Director Corporate Services &amp; Performance</b>	
<b>Officer Presenting:</b>	<b>Chief Financial Officer</b>	
<b>Author:</b>	<b>Coordinator Management Accounting</b>	

**RECOMMENDATION SUMMARY**

- Note the Financial Performance Report for the period ended 31 December 2020;
- Note the outcome of the 2020-21 Mid-year Review (operating budget);
- Note that as required under Section 97 (3) of the *Local Government Act 2020*, the Chief Executive Officer advises that a revised budget is not required.

**BRIEF OVERVIEW**

- For the six months ended 31 December 2020, Council has recorded an operating surplus, which is \$3.39 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 budgeted expenditure on materials and services and borrowing costs. This is partially offset by below budgeted income from capital grants and greater expenditure from employee benefits.
- For the six months ended 31 December 2020 Council incurred direct COVID-19 related expenditure of \$1.18 million. In addition, Council incurred reduced income of \$2.98 million largely due to forced facility closures during the State Government imposed COVID-19 lockdown restrictions. The combined impact of additional expenditure and revenue losses totalled \$4.16 million for the six-month period. The full year combined impact is anticipated to be a \$4.95 million cost to Council.
- The outcome of the Mid-year Budget Review is that Council is anticipating a full year operating surplus that will be \$7.52 million favourable to the Adopted Budget.

The favourable variance is explained by expected increases in operational grant income of \$7 million, \$4.58 million of which relates to Working for Victoria which is anticipated to be fully spent in this financial year. Additionally, there is an expected increase in monetary contributions of \$4.91 million based on a review undertaken of developer contributions. These favourable variances are offset in part by the impact of the State Government's COVID-19 restrictions on income associated with leisure and community facilities, expected to be \$2.1 million less than 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. It is important to note that the operating surplus is not a cash surplus; therefore it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

- As at 31 December 2020, year to date Capital Works expenditure of \$21.42 million is \$5.59 million less than budget. The Mid-year Budget for the year ending 30 June 2021 is expected to be \$73.66 million, which is \$16.32 million less than 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

### INTRODUCTION

Council is required by the *Local Government Act 2020* (the Act) to prepare a Council Plan containing the strategic objectives of Council, strategies for achieving those objectives, and indicators to monitor the achievement of those objectives.

The attached report provides a comprehensive summary of Council's financial performance to 31 December 2020.

To comply with the Act, the report includes the following comparisons for the six months ended 31 December 2020:

- Actual and budgeted operating revenues and expenses
- Actual and budgeted capital revenues and expenses
- Actual movements in the balance sheet
- Actual movements in the cash flow statement.

It is noted that the impacts of the COVID-19 pandemic on Council's services and financial circumstances will continue and this has been the subject of a number of previous Council reports.

### BACKGROUND

#### Financial Performance Report (Attachment 1)

The Financial Performance Report for the period ended 31 December 2020 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	Mid-year Budget \$'000
<b>Operating</b>					
Income	206,267	204,995	1,272	346,586	355,380
Expenditure	101,098	103,217	2,119	214,809	216,084
<b>Surplus (deficit)</b>	<b>105,169</b>	<b>101,778</b>	<b>3,391</b>	<b>131,777</b>	<b>139,296</b>
Capital and other revenue					
Capital non-recurrent grants	162	(1,915)	2,077	(2,815)	(3,589)
Developer contributions	(7,172)	(6,269)	(903)	(114,026)	(118,931)
<b>Adjusted underlying surplus</b>	<b>98,159</b>	<b>93,594</b>	<b>4,565</b>	<b>14,936</b>	<b>16,776</b>

For the quarter ended 31 December 2020, Council has achieved an operating surplus of \$105.17 million, which is currently a \$3.39 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. It is important to note that the operating surplus is not a cash surplus; therefore it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

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.

### Capital performance

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Adjusted Adopted Budget \$'000	Mid- year Budget \$'000
Property	5,142	4,898	(244)	22,580	24,896	19,427
Plant and equipment	721	880	159	1,800	1,900	1,839
Infrastructure	15,552	21,224	5,672	59,839	63,186	52,393
<b>Total Capital works</b>	<b>21,415</b>	<b>27,001</b>	<b>5,587</b>	<b>84,219</b>	<b>89,982</b>	<b>73,659</b>

The 2020-21 Capital Works adjusted 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 \$21.42 million is \$5.59 million less than budget, with full year expenditure is expected to be \$73.66 million.

### Financial position

	YTD Actual \$'000	Annual Budget \$'000	Audited 2020 \$'000
Cash and investments	187,345	201,747	204,289
Net current assets	275,629	161,091	169,836
Net assets and total equity	4,028,221	4,145,583	3,944,937

The financial position as at 31 December 2020 shows a cash and investment balance of \$187.35 million compared with \$204.29 million as at 30 June 2020.

The cash and investment balance is sufficient to meet restricted cash and intended allocations of \$185.24 million at the end of December.

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.

### COVID-19 IMPACT ANALYSIS

A comprehensive review of Council's budgeted revenue and expenditure for the remainder of the financial year has been undertaken to quantify the impacts of the pandemic on service delivery and financial performance.



As at the end of December, the financial impact of the COVID-19 pandemic to date is as follows:

- Direct COVID-19 expenditure to the end of December is \$6.33 million which includes Working for Victoria expenditure of \$5.15 million
- Income impact of (\$2.98 million), which relates to community and leisure facilities (\$2.01 million), rates interest not charged (\$435,000) and plan checking fees (\$103,000). Further analysis on the impact of COVID-19 on this income will be undertaken.

As at the end of December, the financial impact of the COVID-19 pandemic for the 2020-21 financial year is expected to be (\$4.95 million). This financial impact can be categorised as follows:

- Direct COVID-19 expenditure (\$5.82 million) including Working for Victoria expenditure (\$5.34 million) offset by forecast savings for services not able to be delivered due to COVID-19 restrictions mainly relating to Leisure and Community Facilities
- Reduction of income attributable to COVID-19 of (\$3.7 million), primarily in Leisure and Community Facilities as a result of facility closures in response to the COVID-19 lockdown restrictions and rates interest being waived in line with Council's COVID-19 hardship policy, to financially help ease the pressure on the community. This is offset by State Government Working for Victoria grant income of \$4.58 million, expected to be received this financial year.

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.

### **Mid-year Budget Review (Attachment 2)**

In July 2020, Council adopted the Annual Budget 2020-21, which projected a total operating surplus \$131.78 million as per the Budgeted Comprehensive Income Statement.

Officers have completed a Mid-year Budget Review for 2020-21 to identify major changes that have occurred since budget adoption. The review was completed to check that the financial result will be delivered in line with the adopted budget at year end and to address significant budget impacts that have occurred since the original budget was set.

### **PROPOSAL**

That Council notes the Financial Performance Report for the period ended 31 December 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 31 December 2020 has been undertaken in consultation with the Executive Leadership Team and department managers for the preparation of this report.

### **CRITICAL DATES**

Select information from this report will be presented to the:

- Audit and Risk Committee on 25 February 2021; and
- Council meeting on 1 March 2021.

## 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 31 December 2020 (Attachment 1) and the 2020-21 Mid-year Budget Review (Attachment 2).

## 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.

In addition, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required.

## 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

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

This report provides Council with oversight of Council's key financial information to enable regular monitoring and to ensure that Council aligned to its strategic direction, cost-effectiveness and efficient delivery of services.

## 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 quarter ended 31 December 2020, Council's operating surplus showed a favourable year to date variance of \$3.39 million against budget. The Mid-year Budget review anticipates that Council's full year forecasted operating surplus will be \$7.52 million favourable to budget.

<b>RECOMMENDATION</b>
-----------------------

THAT Council resolves to:

1. Note the Financial Performance Report for the period ended 31 December 2020;
2. Note the outcome of the 2020-21 Mid-year Review (operating budget); and
3. Note that as required under Section 97 (3) of the *Local Government Act 2020*, the Chief Executive Officer advises that a revised budget is not required.

<b>COUNCIL RESOLUTION</b>
---------------------------

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

THAT Council resolve to adopt the Recommendation.

**CARRIED**







# *City of* **Whittlesea**

Financial Performance Report for the period ended 31 December 2020

Creating vibrant self-sustaining communities **together**

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## 1. Executive Summary

### 1.1 Operating performance

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Mid-year Budget \$'000
<b>Operating</b>					
Income	206,267	204,995	1,272	346,586	355,380
Expenditure	101,098	103,217	2,119	214,809	216,084
<b>Surplus (deficit)</b>	<b>105,169</b>	<b>101,778</b>	<b>3,391</b>	<b>131,777</b>	<b>139,296</b>
Capital and other revenue					
Capital non-recurrent grants	162	(1,915)	2,077	(2,815)	(3,589)
Developer contributions	(7,172)	(6,269)	(903)	(114,026)	(118,931)
<b>Adjusted underlying surplus</b>	<b>98,159</b>	<b>93,594</b>	<b>4,565</b>	<b>14,936</b>	<b>16,776</b>

For the six months ended 31 December 2020, Council has recorded an operating surplus of \$105.17 million, which is \$3.39 million ahead of the year to date 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. It is important to note that the operating surplus is not a cash surplus, therefore it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

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.

After eliminating non-recurrent capital grants and other items, the adjusted underlying surplus is \$98.16 million, which is \$4.57 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 materials and services and borrowing costs offset below budget income from capital grants and greater expenditure from employee benefits.

The forecast operating result for the year ending 30 June 2021 is an operating surplus of \$139.3 million which is \$7.52 million greater than budget. The main contributing factors to the favourable forecast result are the forecast increases in operational grant income of \$7 million primarily relating to Working for Victoria of \$4.58 million which will be fully spent in this financial year, an increase in monetary contributions \$4.91 million as findings from a review of developer contributions anticipates that they will be greater for the current and next financial year compared to what was initially expected. These are offset by the 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.

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	187,345	201,747	204,289
Net current assets	275,629	161,091	169,836
Net assets and total equity	4,028,221	4,145,583	3,944,937

The financial position as at 31 December 2020 shows a cash and investment balance of \$187.35 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 \$185.24 million at the end of December.

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	Mid- year Budget \$'000
Property	5,142	4,898	(244)	22,580	24,896	19,427
Plant and equipment	721	880	159	1,800	1,900	1,839
Infrastructure	15,552	21,224	5,672	59,839	63,186	52,393
<b>Total Capital works</b>	<b>21,415</b>	<b>27,001</b>	<b>5,587</b>	<b>84,219</b>	<b>89,982</b>	<b>73,659</b>

The 2020-21 Adjusted 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 \$21.42 million is \$5.59 behind budget. As at 31 December 2020, a further \$36.37 million has been committed by way of issued contracts and purchase orders.

Commitments are not reflected in the reported capital expenditure and may indicate that many projects are well progressed.

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, however the year-end forecast indicates that this will be \$1.5M by the end of the financial year.

**2. Operating Performance**

The information in the table below shows income and operating expenditure for the period ended 31 December 2020. The four columns of data provide information on the following:

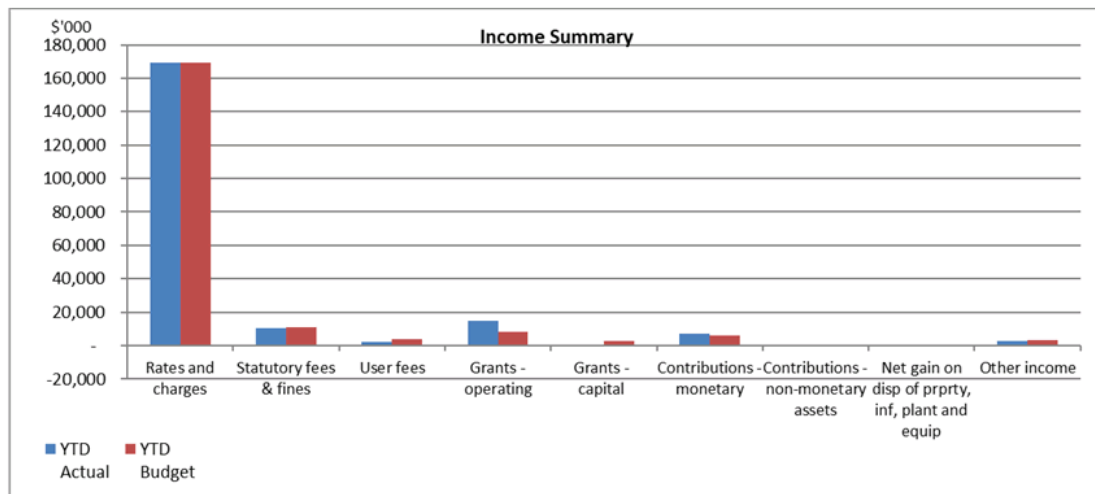
- YTD actual results to 31 December 2020
- YTD budget to 31 December 2020 (i.e. estimated timing of income and expenditure)
- YTD variance of actuals compared to budget
- Original budget as adopted by Council
- Mid-year Budget that is a forecast of the year end position.



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 31 December 2020**

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Mid-year Budget \$'000
<b>Income</b>					
Rates and charges	169,197	169,336	(139)	170,108	169,679
Statutory fees & fines	10,605	10,819	(214)	17,538	17,120
User fees and fines	1,951	3,739	(1,788)	6,841	5,172
Grants - operating	14,865	8,457	6,408	27,806	34,809
Grants - capital	(230)	2,965	(3,195)	3,865	4,907
Contributions - monetary	7,172	6,269	903	11,987	16,892
Contributions - non-monetary assets	-	-	-	102,039	102,039
Net gain on disposal of property, infrastructure, plant and equipment	152	102	50	102	2
Other income	2,555	3,308	(753)	6,300	4,760
<b>Total income</b>	<b>206,267</b>	<b>204,995</b>	<b>1,272</b>	<b>346,586</b>	<b>355,380</b>
<b>Expenditure</b>					
Employee benefits	47,488	43,975	(3,513)	94,521	95,055
Materials and services	29,401	34,013	4,612	71,281	71,541
Depreciation and amortisation	16,399	16,399	-	31,087	33,087
Amortisation - intangible assets	-	-	-	113	113
Amortisation - right of use assets	-	-	-	121	121
Bad and doubtful debts	-	15	15	403	389
Borrowing costs	125	1,302	1,177	2,604	220
Finance costs - leases	-	18	18	37	37
Other expenses	7,685	7,495	(190)	14,642	15,521
<b>Total expenditure</b>	<b>101,098</b>	<b>103,217</b>	<b>2,119</b>	<b>214,809</b>	<b>216,084</b>
<b>Total comprehensive result</b>	<b>105,169</b>	<b>101,778</b>	<b>3,391</b>	<b>131,777</b>	<b>139,296</b>
Share of other comprehensive income of associate accounted for using the equity method	45	-	45	-	-
<b>Total comprehensive result</b>	<b>105,214</b>	<b>101,778</b>	<b>3,436</b>	<b>131,777</b>	<b>139,296</b>
<b>Less</b>					
Capital grants - non recurrent	162	(1,915)	2,077	(2,815)	(3,589)
Capital contributions	(7,172)	(6,269)	(903)	(114,026)	(118,931)
<b>Underlying surplus/(deficit)</b>	<b>98,204</b>	<b>93,594</b>	<b>4,610</b>	<b>14,936</b>	<b>16,776</b>



#### Operating income – notes

##### Rates and charges

Major variances include:

- Rates interest is (\$435,000) unfavourable to budget due to not charging rates interest to help ease the financial pressure on the community.
- General rates are \$245,000 favourable to budget as a result of being raised higher than anticipated.

##### Statutory fees and fines

Major variances include:

- Building and planning fees are (\$481,000) unfavourable to budget as development activity has shown a decline with the continuance of State Government's ongoing COVID-19 restrictions.
- Ageing Well has recorded a reduction to Home and Social Support Services of (\$193,000) due to lowered demand for age care support during the pandemic.
- Green waste bin charges are (\$142,000) unfavourable to budget with the variance anticipated to decrease as additional bins are taken up as the Food Organics and Garden Organics initiative progresses.
- Construction supervision fees are \$450,000 favourable to budget due to a higher proportion of work relating to industrial construction which attracts a higher supervision fee.

##### User fees

Major variances include:

- Leisure and Community Facilities is (\$1.58 million) unfavourable to budget as a result of facility closures in response to the ongoing State Government COVID-19 restrictions.
- Food Hygiene has seen a reduction in Health Registrations of (\$350,000) as a result of fee waiver resolved by Council in response to the COVID-19 pandemic.
- Animal Control are \$95,000 favourable to budget due to an increase in animal registrations relating to prior year pandemic deferrals.

### Grants operating

This favourable variance is mainly due to \$4.22 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

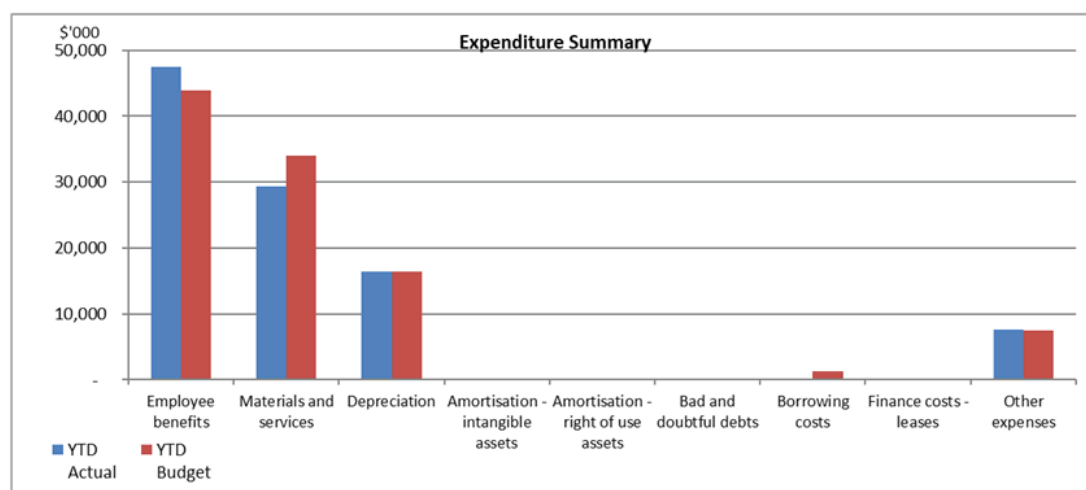
This unfavourable variance of (\$3.19 million) is a result of the budget not reflecting that income is only recognised when funding obligations have been met.

### Contributions

This favourable variance is driven by higher Developer Contributions of \$727,000 predominantly due to increased development activity in Wollert and increased Parks and Gardens contributions of \$82,000.

### Other income

The unfavourable variance is predominantly due to lower interest on investments of (\$638,000) following significant interest rate reductions that were greater than anticipated.



### Operating expenses – notes

#### Employee benefits

Employee costs are (\$3.51 million) greater than budget year to date mainly attributable to Working for Victoria positions across the organisation and redundancy payments that were not budgeted.

#### Materials and services

Major variances are:

- Contract works are \$3.13 million favourable to budget as the State Government's COVID-19 restrictions have limited expenditure primarily for facilities management \$1.5 million, parks maintenance \$698,000, waste management \$338,000 and native vegetation \$145,000
- Materials and services other are \$790,000 favourable to budget mainly relating to Pandemic Recovery expenditure \$1.65 million, activities and special events \$516,000, debt collection \$381,000, landfill levy \$329,000 due to the State Government delaying the budgeted landfill levy increase offset by unfavourable variances for Manual Litter Crews, Litter Bin Collection works contract labour (\$219,000) that are used as part of the Department of Transport arterial roads maintenance contract

(offset by funding received from the department), garden waste processing non-contract work (\$294,000) as the FOGO initiative has been successful with greater than expected uptake of the program mainly due to La Niña season, agency costs to backfill vacant positions, consultants mainly due executive recruitment and legal expenses (\$327,000) and external plant hire (\$534,000) for Working for Victoria which is fully funded.

**Borrowing costs**

Borrowing costs are \$1.18 million less than budget due to a reduction in interest expense with budgeted loans not yet being progressed.

**Other expenses**

Major variances are:

- Utility costs are \$206,000 favourable to budget as a result of facility closures in response to the ongoing State Government COVID-19 restrictions
- Insurance costs are (\$380,000) unfavourable to budget as a result of an insurance market adjustments due to increased market claims and increased claims by City of Whittlesea.



## 3. Financial Position

**Balance Sheet  
as at 31 December**

	YTD Actual \$'000	2019-20 Actual \$'000	Net Movement \$'000
<b>Current assets</b>			
Cash and cash equivalents	90,345	74,289	16,056
Other financial assets	97,000	130,000	(33,000)
Trade and other receivables	143,319	31,607	111,712
Inventories	380	342	38
Non-current assets classified as held for sale	-	-	-
Other assets	2,967	1,185	1,782
<b>Total current assets</b>	<b>334,011</b>	<b>237,423</b>	<b>96,588</b>
<b>Non-current assets</b>			
Other financial assets	22	22	-
Investment in associate	2,656	2,611	45
Property, infrastructure, plant and equipment	3,764,885	3,781,282	(16,397)
Right of use assets	1,083	1,083	-
Investment property	-	-	-
Intangible assets	890	890	-
<b>Total non-current assets</b>	<b>3,769,536</b>	<b>3,785,888</b>	<b>(16,352)</b>
<b>Total assets</b>	<b>4,103,547</b>	<b>4,023,311</b>	<b>80,236</b>
<b>Current liabilities</b>			
Trade and other payables	15,747	19,083	(3,336)
Trust funds and deposits	13,016	16,104	(3,088)
Unearned income	20,566	9,980	10,586
Provisions	8,408	20,162	(11,754)
Interest-bearing liabilities	377	1,990	(1,613)
Lease liabilities	268	268	-
<b>Total current liabilities</b>	<b>58,382</b>	<b>67,587</b>	<b>(9,205)</b>
<b>Non-current liabilities</b>			
Trade and other payables	-	-	-
Provisions	13,580	2,868	10,712
Interest-bearing liabilities	2,542	7,097	(4,555)
Lease liabilities	822	822	-
<b>Total non-current liabilities</b>	<b>16,944</b>	<b>10,787</b>	<b>6,157</b>
<b>Total liabilities</b>	<b>75,326</b>	<b>78,374</b>	<b>(3,048)</b>
<b>Net assets</b>	<b>4,028,221</b>	<b>3,944,937</b>	<b>83,284</b>
<b>Equity</b>			
Accumulated surplus	2,681,240	2,616,282	64,958
Reserves	1,346,981	1,328,655	18,326
<b>Total equity</b>	<b>4,028,221</b>	<b>3,944,937</b>	<b>83,284</b>

	YTD Actual \$'000	Adopted Budget \$'000	Audited 2020 \$'000
Cash and investments	187,345	201,747	204,289
Net current assets	275,629	161,091	169,836
Net assets and total equity	4,028,221	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.

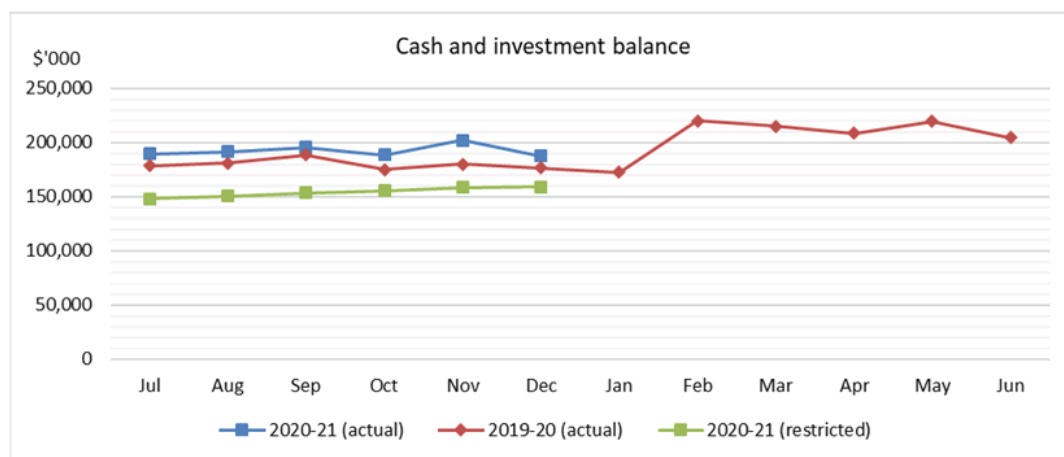
Restricted cash includes:

- 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 \$14.4 million unfavourable to the budgeted year end position mainly due to:

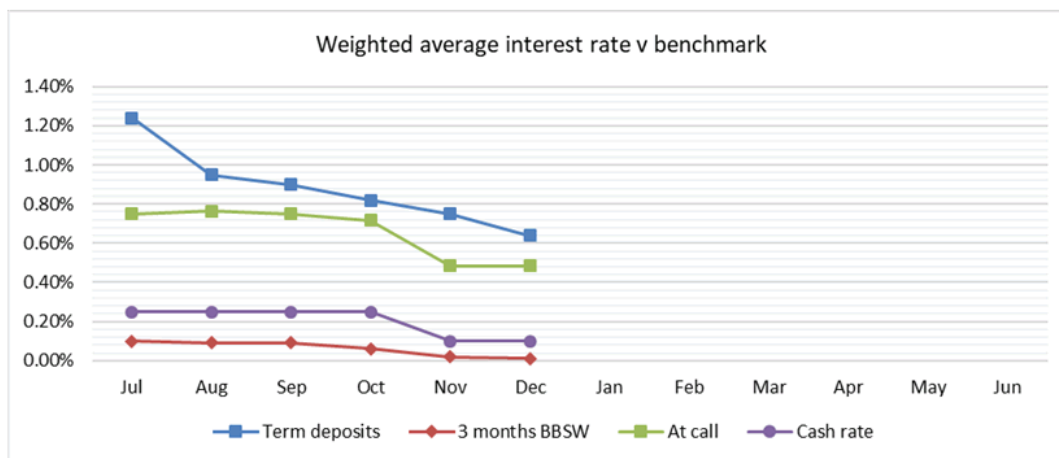
- The opening cash and investments balance for 2020-21 being \$4.77 million less than budgeted
- The majority of the rates payments being due at the end of the February 2021.

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.

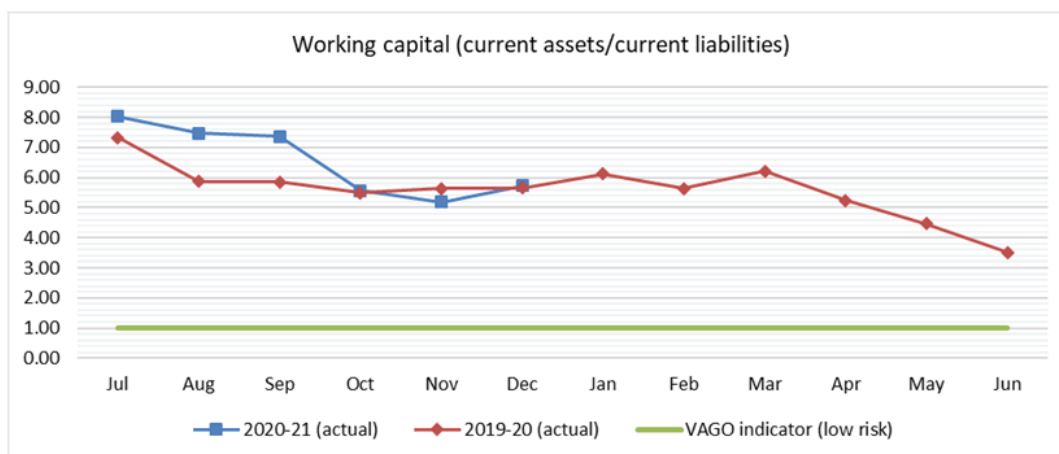


### Working capital

The chart portrays:

- Actual 2020-21 working capital
- Actual 2019-20 working capital

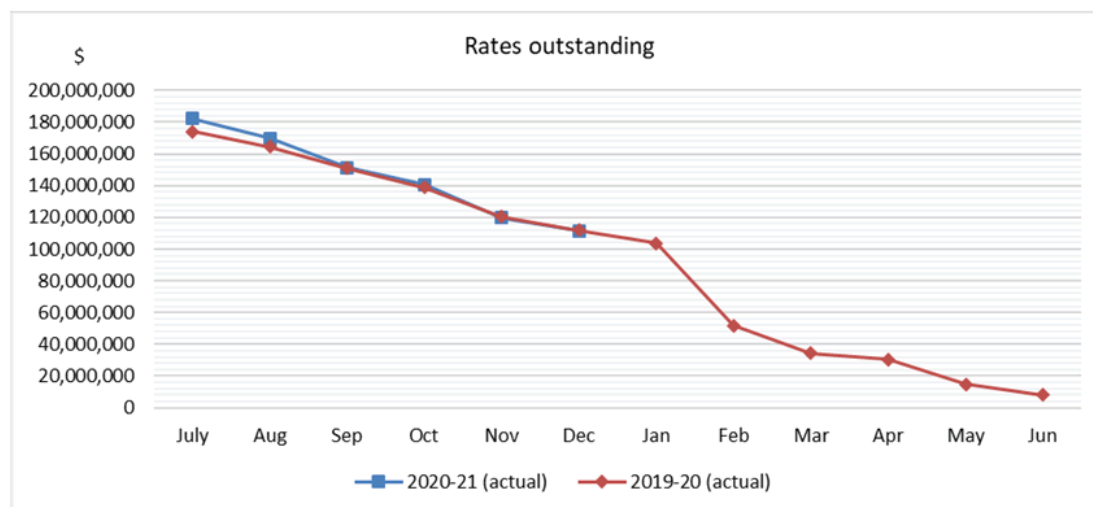
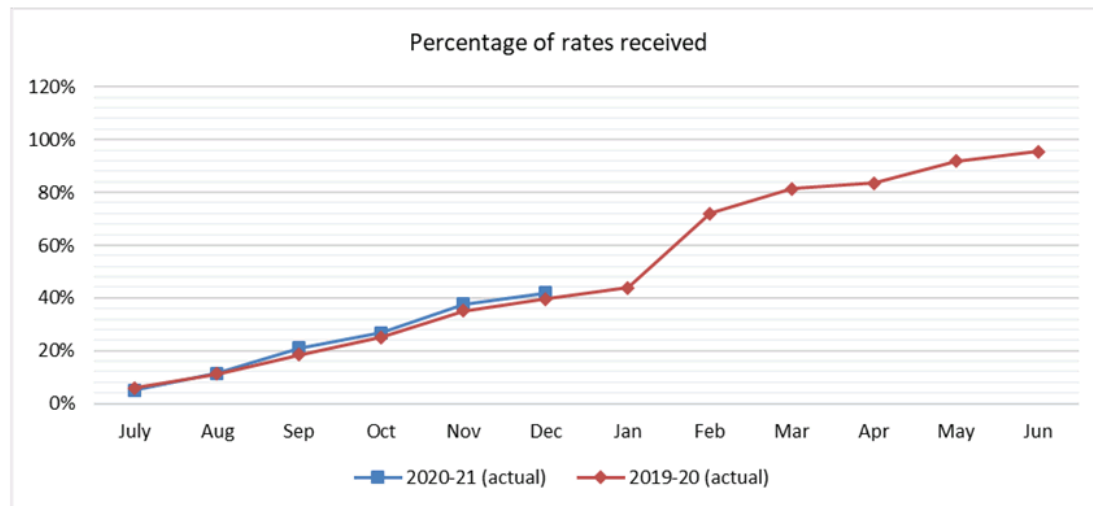
Council's working capital is forecast to remain well above the Victorian Auditor-General's Office (VAGO) liquidity indicator as shown below.



### Rates debtors

As at 31 December 2020, \$191.95 million was raised in rates and charges including supplementary valuations and the fire services property levy that have been generated by changes to Council's property base. At 31 December 2020, 41.97% of the rates raised have been collected compared to the same period of the 2019–20 financial year of 39.53%.

The following graphs show that current collection trends are slightly above the 2019–20 collection trend.





**Statement of Cash Flows**  
**for the period ended 31 December 2020**

	2020-21 Inflows / (Outflows) YTD Actual \$'000	2019-20 Inflows / (Outflows) Actual \$'000
<b>Cash flows from operating activities</b>		
Rates	57,972	158,837
Statutory fees and fines	9,170	14,326
User fees	1,113	13,939
Grants - operating	14,865	34,636
Grants - capital	(230)	3,492
Contributions - Monetary	7,172	18,579
Trust funds and deposits taken	15,614	6,296
Other receipts	27	4,534
Interest received	746	3,451
Net GST refund	1,786	(1,434)
Payments to employees	(48,530)	(89,914)
Payments to suppliers	(35,611)	(66,070)
Short-term, low value and variable lease payments	(266)	(490)
Trust funds and deposits repaid	(5,014)	(6,438)
Other payments	(7,685)	(13,191)
<b>Net cash provided by (used in) operating activities</b>	<b>11,129</b>	<b>80,553</b>
<b>Cash flows from investing activities</b>		
Payments for infrastructure, property, plant and equipment	(21,932)	(65,838)
Proceeds from sale of property, infrastructure, plant and equipment	152	2,295
Loans and advances made	-	-
Redemption of deposits	33,000	12,500
<b>Net cash provided by (used in) investing activities</b>	<b>11,220</b>	<b>(51,043)</b>
<b>Cash flows from financing activities</b>		
Finance costs	(125)	(660)
Proceeds from borrowings	-	-
Repayment of borrowings	(6,168)	(5,120)
Interest paid - lease liability	-	(22)
Repayment of lease liabilities	-	(451)
<b>Net cash provided by (used in) financing activities</b>	<b>(6,293)</b>	<b>(6,253)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>16,056</b>	<b>23,257</b>
Cash and cash equivalents at the beginning of the year	74,289	51,032
<b>Cash and cash equivalents at the end of the period</b>	<b>90,345</b>	<b>74,289</b>

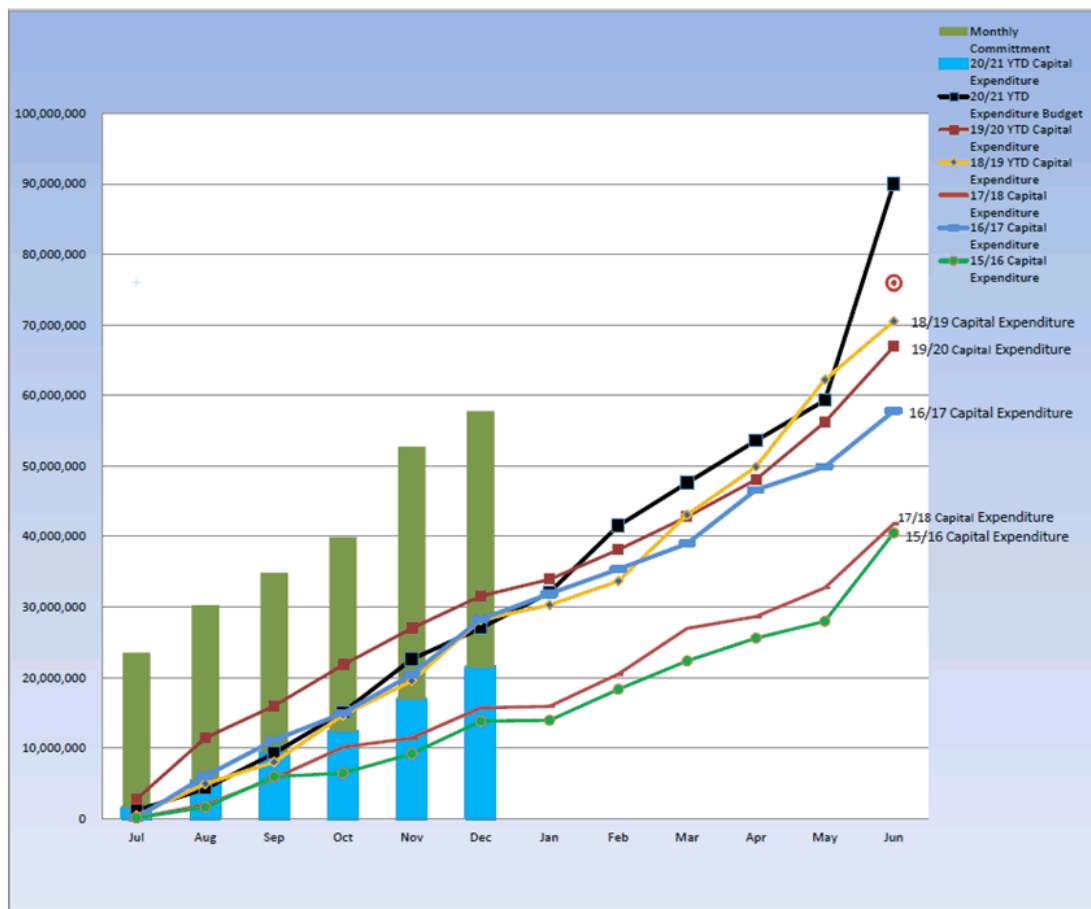
#### 4. Capital Performance

The information in the table below shows capital expenditure for the period ended 31 December 2020. The five columns of data provide information on the following:

- YTD actual results to 31 December 2020
- YTD budget to 31 December 2020
- YTD variance of actuals compared to budget
- Original budget as adopted by Council
- Mid-year Budget that is a forecast of the year end position.

##### Statement of Capital Works for the period ended 31 December 2020

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Mid-year Budget \$'000
<b>Property</b>					
Land	300	-	(300)	7,332	1,200
Building	2,955	2,475	(480)	7,938	9,515
Building improvements	1,887	2,423	536	7,310	8,712
<b>Total Property</b>	<b>5,142</b>	<b>4,898</b>	<b>(244)</b>	<b>22,580</b>	<b>19,427</b>
<b>Plant and equipment</b>					
Plant, machinery & equipment	667	587	(80)	1,217	1,217
Fixtures, fittings & furniture	-	33	33	151	90
Computers & telecommunications	53	260	207	432	532
<b>Total plant and equipment</b>	<b>721</b>	<b>880</b>	<b>159</b>	<b>1,800</b>	<b>1,839</b>
<b>Infrastructure</b>					
Roads	6,386	8,093	1,707	33,977	20,740
Bridges	9	25	16	100	100
Footpaths & cycleways	523	1,144	621	2,864	2,702
Drainage	231	295	64	355	503
Recreation, leisure & community facilities	3,778	4,609	831	7,826	10,453
Parks, open space & streetscapes	4,392	6,418	2,026	11,952	15,381
Carparks	1	10	9	70	70
Other infrastructure	231	630	399	2,695	2,445
<b>Total infrastructure</b>	<b>15,552</b>	<b>21,224</b>	<b>5,672</b>	<b>59,839</b>	<b>52,393</b>
<b>Total capital works</b>	<b>21,415</b>	<b>27,001</b>	<b>5,587</b>	<b>84,219</b>	<b>73,659</b>
<b>Represented by:</b>					
New assets	10,314	13,132	2,817	49,124	31,996
Asset renewal	6,112	7,128	1,016	22,933	24,127
Upgrade/expansion	4,989	6,742	1,753	12,162	17,536
<b>Total capital works</b>	<b>21,415</b>	<b>27,001</b>	<b>5,587</b>	<b>84,219</b>	<b>73,659</b>



The approved adjusted budget for 2020-21 (including carry forwards) was \$89.98 million and after quarter one and quarter two adjustments the Mid-year Revised Expenditure Budget will be \$73.66 million.

The value of work completed is \$21.42 million compared to the year to date planned budget of \$27 million. This represents a year to date variance of \$5.59 million behind 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
<b>Discretionary reserves</b>			
Car parking	28	-	28
Land banking ( <i>App. 5</i> )	4,792	86	4,878
Plant replacement	1,703	-	1,703
Technology improvement ( <i>App. 3</i> )	4,864	943	5,807
Aged & Disability minor capital	322	-	322
Environmental Projects Reserve ( <i>App. 2</i> )	4,864	-	4,864
Infrastructure reserve ( <i>App. 1</i> )	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 ( <i>App. 4</i> )	515	265	779
Permit conditions reserve	35	-	35
Native vegetation offset site maintenance	1,241	-	1,241
Grants reserve	-	8,150	8,150
	<b>50,590</b>	<b>13,390</b>	<b>63,981</b>
<b>Non-discretionary reserves</b>			
Community Infrastructure Levy	6,412	860	7,273
Developers contributions	87,394	3,472	90,866
Donnybrook Woodstock ICP	1,155	-	1,155
Epping Plaza DC	1,470	6	1,475
Net gain compensation	3,251	13	3,263
Non standard street lighting	3,490	38	3,528
Parklands contributions (open space)	5,394	537	5,930
Planning permits drainage	1,731	50	1,780
Plenty Road duplication	67	0	67
Purchase of church	380	-	380
Traffic lights construction	823	(40)	783
Street tree contributions reserve	458	-	458
	<b>112,023</b>	<b>4,936</b>	<b>116,959</b>
<b>Total Reserves</b>	<b>162,614</b>	<b>18,326</b>	<b>180,941</b>
<b>Reconciliation to balance sheet</b>			
New Works carried fwd reserve (loans)	(8,717)	-	(8,717)
Asset revaluation reserve	1,174,759	-	1,174,759
	<b>1,166,041</b>	<b>-</b>	<b>1,166,041</b>
	<b>1,328,655</b>	<b>18,326</b>	<b>1,346,981</b>



**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	86,040	779,338	Transfer from accumulated surplus \$350,544. People Plan implementation \$86,040.

\* 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 Queencliff 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	49,512	-	1,780,187	Funding for Drainage Improvement works \$49,512.

**APPENDIX 7 - NATIVE VEGETATION OFFSET SITE MAINTENANCE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	921,367	141,408	290,534	772,242	Funding for Various Native Vegetations
2018-19	772,242	985,437	222,704	1,534,975	Funding for Various Native Vegetations
2019-20	1,534,975	148,337	442,750	1,240,562	Funding for Various Native Vegetations
2020-21	1,240,562			1,240,562	Nil movement.

**APPENDIX 8 - LAND BANKING RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	574,234	160,000	-	734,234	Sale of 182 & 214W Greenhills Rd, Bundoora
2018-19	734,234	3,544,149		4,278,384	Sale of 30 Brand Drive (net proceeds)
2019-20	4,278,384	513,820		4,792,204	Nil movement.
2020-21	4,792,204	86,255		4,878,458	Bridge Inn Road and Epping Road (net proceeds).

**2020-21 Mid-year Budget Review  
for the period ended 31 December 2020**

	Notes	Adopted Budget \$'000	Mid-year Budget \$'000	Variance \$'000	Variance %
<b>Income</b>					
Rates and charges	1	170,108	169,679	(429)	(0.3)
Statutory fees & fines	2	17,538	17,120	(418)	(2.4)
User fees and fines	3	6,841	5,172	(1,669)	(24.4)
Grants - operating	4	27,806	34,809	7,003	25.2
Grants - capital	5	3,865	4,907	1,042	27.0
Contributions - monetary	6	11,987	16,892	4,905	40.9
Contributions - non-monetary assets		102,039	102,039	-	-
Net gain on disposal of property, infrastructure, plant and equipment		102	2	(100)	(98.0)
Other income	7	6,300	4,760	(1,540)	(24.4)
<b>Total income</b>		<b>346,586</b>	<b>355,380</b>	<b>8,794</b>	<b>2.5</b>
<b>Expenditure</b>					
Employee benefits	8	94,521	95,055	(534)	(0.6)
Materials and services	9	71,281	71,541	(260)	(0.4)
Depreciation and amortisation	10	31,087	33,087	(2,000)	(6.4)
Amortisation - intangible assets		113	113	-	-
Amortisation - right of use assets		121	121	-	-
Bad and doubtful debts		403	389	14	3.5
Borrowing costs	11	2,604	220	2,384	91.6
Finance costs - leases		37	37	-	-
Other expenses	12	14,642	15,521	(879)	(6.0)
<b>Total expenditure</b>		<b>214,809</b>	<b>216,084</b>	<b>(1,275)</b>	<b>(0.6)</b>
<b>Total comprehensive result</b>		<b>131,777</b>	<b>139,296</b>	<b>7,519</b>	<b>5.7</b>
Share of other comprehensive income of associate accounted for using the equity method		-	-	-	-
<b>Total comprehensive result</b>		<b>131,777</b>	<b>139,296</b>	<b>7,519</b>	<b>5.7</b>
<b>Less</b>					
Capital grants - non recurrent		(2,815)	(3,589)	(774)	27.5
Capital contributions		(114,026)	(118,931)	(4,905)	4.3
<b>Underlying surplus/(deficit)</b>		<b>14,936</b>	<b>16,776</b>	<b>1,840</b>	<b>12.3</b>

**1. Rates and charges**

Rates and charges income is expected to be (\$450,000) unfavourable to budget, primarily the result of Council's decision to freeze penalty interest on overdue rates under the COVID-19 hardship policy.

**2. Statutory fees and fines**

Major variances include:

- Building and planning fees are expected to be (\$743,000) unfavourable to budget as a result of the impact that State Government COVID-19 restrictions has had on development activity.
- Ageing Well is expecting a reduction to Home and Social Support Services fees of (\$311,000) due to lowered demand for age care support during the pandemic.
- Animal related fines and registrations are expected to be \$270,000 favourable to budget as a result of prior year deferrals.
- Construction supervision fees are expecting to be \$400,000 favourable to budget due to a higher proportion of work relating to industrial construction, which attracts a higher supervision fee.

**3. User fees**

Major variances include:

- Leisure and Community Facilities are expecting income to be (\$1.68 million) unfavourable to budget as a result of facility closures in response to the ongoing State Government COVID-19 restrictions. This is partially offset by an unbudgeted 2019-20 profit share from Growling Frog of \$308,000 recorded in the 2020-21 financial year.
- Food Hygiene will see a reduction in Health Registrations of (\$545,000) as a result of fee waivers resolved by Council in response to the COVID-19 pandemic.
- The Wollert landfill tip royalty will be \$200,000 favourable to budget as the last quarter of 2019-20 has been recognised this financial year.

**4. Grants operating**

Major variances include:

- An increase of \$4.58 million in Working for Victoria income which is expected to be fully spent in 2020-21.
- VicRoads funding of \$834,000 for road works that was unbudgeted as contract had ended.
- Unbudgeted funding for Maternal Child and Health Enhanced areas totalling \$819,000 and State government funding to support the hospitality sector for outdoor dining \$500,000.

**5. Grants capital**

An increase in capital grants of \$1.04 million as a result of unbudgeted grants expected to be received primarily for sports field strategy/implementation, streetscape improvements program, construct Community Activity Centre and playground safety auditing.

**6. Contributions - monetary**

An increase in contributions monetary of \$4.91 million as a result of a review of developer contributions anticipating that they will be greater for the current and next financial year compared to what was initially budgeted.

**7. Other income**

Major variances include:

- Interest on investments is expected to finish (\$1.26 million) unfavourable to budget following significant interest rate reductions that were greater than anticipated.



- Leisure and Community Facilities expected to finish (\$446,000) unfavourable in other income as a result of facility closures in response to the ongoing State Government COVID-19 restrictions.
- The cyber security venture that was going to be shared by three other councils is no longer going ahead, therefore Council will not receive the contributions associated with this venture (\$149,000). This is offset by savings from not employing a Cyber Security specialist.
- Melbourne's Northern Region Councils reimbursements of \$187,000, which were unbudgeted.

#### **8. Employee benefits**

Employee costs are expected to be (\$534,000) unfavourable to budget, mainly attributable to Working for Victoria positions across the organisation, which are fully funded by the State Government. This unfavourable variance is offset in most part by savings from delays in filling vacant positions.

#### **9. Materials and services**

Major variances include:

- Savings in contract payments of \$972,000 due to the State Government's COVID-19 restrictions interrupting services in areas including parks projects \$462,000, waste management \$408,000 and facilities management \$335,000.
- Materials and services other are (\$1.23 million) unfavourable to budget due to unbudgeted spend in areas including agency costs (\$803,000) to backfill vacant positions, external plant hire (\$525,000) for Working for Victoria which is fully funded, Manual Litter Crews, Litter Bin Collection works contract labour (\$491,000) that are used as part of the Department of Transport arterial roads maintenance contract. Majority of this unfavourable variance is offset either by favourable variances in other areas or unbudgeted grant funding.

#### **10. Depreciation**

An increase in depreciation of (\$2 million) to reflect expected full year charge.

#### **11. Borrowing costs**

A reduction in interest expense of \$2.38 million as a result of budgeted loans not being progressed.

#### **12. Other expenses**

Major variances include:

- Insurance costs are expected to (\$365,000) unfavourable to budget due to increased insurance premiums following increased claims in the market, impact of CoW claims history, and unbudgeted excess payments mainly relating to two long standing trip hazard claims (dating back to 2015-16).
- Contributions paid for emergency relief grants (\$299,000) unfavourable to budget, and an increase in business assistance grants, (\$205,000) unfavourable to budget.
- Utility costs is expected to be \$135,000 favourable to budget due to reduced usage as a result of facility closures in response to the State Government COVID-19 restrictions.



**ITEM 6.5.5 FOR NOTING - CONFIRMATION OF MINUTES AND ASSOCIATED ACTIONS  
OF CEMAC MEETING HELD 8 FEBRUARY 2021**

**Attachments:**                    1        8 February 2021 CEMAC Meeting Minutes -  
Unconfirmed - 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 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/attachment contains information regarding details relating to the employment and performance of the CEO.

**Responsible Officer:** Executive Manager Governance

**Author:** Executive Manager Governance

## RECOMMENDATION SUMMARY

That Council resolve to note the Minutes of the CEO Employment Matters Advisory Committee (CEMAC) meeting held on 8 February 2021 (attachment 1).

## BRIEF OVERVIEW

The CEMAC meeting was held on 8 February 2021. The main item in discussion at the meeting was the report from the CEO following his first 90 days in the position.

## RATIONALE FOR RECOMMENDATION

The CEMAC is a formally appointed Advisory Committee of the City of Whittlesea for the purpose of the Local Government Act 1989.

CEMAC's role is to report to Council and provide recommendations, appropriate advice and information on matters relevant to the CEMAC terms of reference.

The CEO Key performance indicators are required as part of the CEO's contract of employment and to be considered and monitored by the CEMAC.

## IMPACTS OF RECOMMENDATION

The recommendation confirms Council's awareness of the CEMAC discussions and outcomes of the meeting.

## WHAT MEASURES WILL BE PUT IN PLACE TO MANAGE IMPACTS

Regular CEMAC meetings have been scheduled to monitor performance and conduct an annual review as required under the CEMAC Terms of Reference and CEO Employment Contract.

**REPORT****BACKGROUND**

The CEMAC is a formally appointed Advisory Committee of the City of Whittlesea for the purpose of the Local Government Act 1989. CEMAC's role is to report to Council and provide recommendations, appropriate advice and information on matters relevant to the CEMAC terms of reference.

Ms Margaret Devlin was appointed as independent member of CEMAC for a two-year term from 7 July 2020 until 6 July 2022 following an expression of interest and interview process.

Mr Craig Lloyd was appointed Chief Executive Officer (CEO) commencing 12 October 2020 for a five-year term following an extensive recruitment process.

**PROPOSAL**

The Minutes of the CEMAC meeting held on 8 February 2021 are presented to Council for consideration (refer attachment 1).

The main item in discussion at the meeting was the report from the CEO following his first 90 days in the position.

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**POLICY STRATEGY AND LEGISLATION**

Sections 94 and 94A of the *Local Government Act 1989* contain specific provisions regarding the appointment and functions of the CEO. Sections 44 and 46 of the *Local Government Act 2020* contain similar provisions.

**LINK TO STRATEGIC RISKS**

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

The CEMAC makes recommendations to Council to support good governance in relation to CEO contractual and performance matters.

**LINKS TO WHITTLESEA 2040 AND THE COUNCIL PLAN**

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

The CEMAC supports effective decision making in relation to CEO contractual and performance matters.



**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 CEMAC meeting was held on 8 February 2021 and minutes are presented to Council for noting.

<b>RECOMMENDATION</b>
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**THAT Council resolve to note the Minutes of the CEO Employment Matters Advisory Committee (CEMAC) meeting held on 8 February 2021 (attachment 1).**

<b>COUNCIL RESOLUTION</b>
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**MOVED:** *Chairperson Wilson*  
**SECONDED:** *Administrator Duncan*

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**



- 7. NOTICES OF MOTION  
NIL REPORTS
- 8. QUESTIONS TO OFFICERS  
NIL
- 9. URGENT BUSINESS  
NIL

UNCONFIRMED





**10. REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES****ITEM 10.1 FOR NOTING - INFORMAL MEETINGS OF ADMINISTRATORS AND  
DELEGATE MEETINGS - 1 MARCH 2021**

**Responsible Officer:** Executive Manager Governance

**Author:** Governance Officer

**RECOMMENDATION SUMMARY**

That Council note the record of Informal Meetings of Administrators and Delegate Meetings for the period 15 January 2021 to 19 February 2021 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 to be reported to Council. Whereas delegate reports may be reported to the Council meeting at the Administrator's discretion.

**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. Whereas delegate reports may be reported to the Council meeting at the Administrator's discretion.

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:

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
Internal: Meeting <b>18 January 2021</b>	Lydia Wilson (Chair)	DCIE DCPD	1. Next 10 Year Flood Strategy.  <i>Nil disclosures</i>
Internal: Council Briefing <b>25 January 2021</b>	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan	AEMG AMCDT ATLTT AUMPCF CEO DCCW DCIE DCPD DCSP EMCA MCW MPUD TLHP	1. Council Meeting Forward Plan. 2. Community Council Meetings. 3. Informal Meetings of Administrators – 2 February 2021. 4. Public Submissions Committee Recommendations Report – Request for Boundary Change of a Locality – 182 Greenhills Road, Thomastown. 5. Road Safety and Traffic Management – Harvest Home Road, Epping North. 6. Petition Response – Remove Existing Nature Strip Trees in Samuel Court, Bundoora. 7. Municipal Public Health & Wellbeing Plan – Progress Road and Proposed Integration. 8. General Business: a. COVID-19 Update. b. Council Meeting Agenda – 2 February COVID-19 Update.

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
			<ul style="list-style-type: none"> <li>Whittlesea Youth Advisory Committee Evaluation and Review.</li> <li>Green Wedge and Agricultural Land Review Submission.</li> <li>Kelynack Recreation Reserve Master Plan.</li> <li>Administrator/Councillor Gift and Benefits Policy.</li> <li>Contract No. 2017-137 – Supply of Bulk Fuel, Fuel Cards and Lubricants (MAV C031-17) – Contract Extension Report.</li> <li>Unconfirmed Minutes of Audit &amp; Risk Committee Meeting and Annual Committee Performance Assessment.</li> </ul> <p>c. Investment Attraction.</p> <p><i>Nil disclosures</i></p>
Internal: Meeting <b>28 January 2021</b>	The Hon Bruce Billson Peita Duncan	CEO EMG	<p>1. Upcoming Council Meeting.</p> <p><i>Nil disclosures</i></p>
Internal: Meeting <b>28 January 2021</b>	The Hon Bruce Billson Peita Duncan	CEO DCCW	<p>1. Yarra Plenty Regional Library.</p> <p><i>Nil disclosures</i></p>
Internal: Council Briefing <b>2 February 2021</b>	The Hon Bruce Billson Peita Duncan	CEO DCCW DCIE DCPD DCSP EMCA EMG PMPT	<p>1. Site visit to the Epping Depot</p> <p>2. Community Engagement Program.</p> <p>3. High Level Organisation Structure Realignment Overview.</p> <p><i>Nil disclosures</i></p>
Internal: Scheduled Council Meeting <b>2 February 2021</b>	The Hon Bruce Billson Peita Duncan	CEO DCCW DCIE DCPD DCSP EMCA EMG	<p>1. Various matters included on Scheduled Council Meeting Agenda.</p> <p><i>Nil disclosures</i></p>
Internal: CEO Employment Matters Advisory Committee <b>8 February 2021</b>	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan	CEO EMG	<p>1. Confidential matters relating to the Chief Executive Officer employment.</p> <p><i>Nil disclosures</i></p>
Internal: Council Briefing <b>8 February 2021</b>	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan	CEO CFO DCCW DCIE DCPD DCSP EMCA EMG MLCF MPUD PMPT SUD TLRS TLSD TLUD UD	<p>1. Council Meeting Forward Plan.</p> <p>2. Proposed Administrator Workshop – High Street Corridor &amp; Urban Design Frameworks.</p> <p>3. Debt Recovery Plan.</p> <p>4. Sport and Recreation Victoria Stimulus Grant Application – HR Uren Recreation Reserve.</p> <p>5. General Business:</p> <ul style="list-style-type: none"> <li>a. COVID-19 Update.</li> <li>b. Organisational Structure Realignment.</li> <li>c. Administrator Training.</li> </ul> <p><i>Nil disclosures</i></p>

Informal Meetings	Administrator attendees	Officer attendees	Matters discussed
External: Whittlesea Disability Network <b>9 February 2021</b>	The Hon Bruce Billson	MCW	1. NDIS Service Gaps report. 2. Whittlesea Disability Network Code of Conduct. <i>Nil disclosures</i>
External: Victorian Planning Authority (VPA) <b>11 February 2021</b>	Lydia Wilson (Chair)	CEO DCPD	1. Stakeholder event to discuss VPA priorities for 2021. <i>Nil disclosures</i>
Internal: Council Briefing <b>15 February 2021</b>	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan	CEO CFO CPBP CSPEC DCCW DCIE DCPD DCSP EMCA EMG MBP MMP MSPED PEA PO TLBS TLCPI TLFS TLGA TLSP	1. Adoption of Community Engagement Policy. 2. Financial Performance Report 2020-21 – Quarter ended 31 December 2020 and 2020-21 Mid-Year Budget Review. 3. 2020-21 New Works Program – Second Quarter. 4. City of Whittlesea Integrated Planning Framework. 5. VLGA Presentation to Council. <i>Externals in attendance for this item:</i> <i>Kathryn Arndt, Chief Executive Officer; and</i> <i>Steve Cooper, Chief of Staff</i> 6. Appointment of Council Representation on Organisations and Committees. 7. Planning Scheme Amendment C252WSEA – Application of the Public Acquisition Overlay at the Intersection of Epping and Boundary Roads Wollert – Adoption of Amendment. 8. Council Action Plan 2020-2021 – Q2 Progress Report. 9. Planning Application 719502 – Construction of Four Dwellings at 17 Juniper Crescent Thomastown. 10. Planning Application 719338 – Construction of Five Dwellings at 30 Paddock Street Whittlesea. 11. Planning Application 719364 – Native Vegetation Removal at 105 Hunters Road, 105Y Hunters Road, 670 Bridge Inn Road, 80 McArthurs Road, 1215 Plenty Road, 55C McArthurs Road and 1W McArthurs Road South Morang. 12. General Business: a. COVID-19 Update. b. Subdivision Act – Landscape Plan Fees. c. Governance Rules. d. Community Engagement. <i>Nil disclosures</i>
External: Urbis <b>18 February 2021</b>	The Hon Bruce Billson	CEO CSPED MSPED PMIA TLED	1. Initial briefing on the Investment Attraction Strategy and Action Plan Project. 2. Introduction of project team, project scope and program. 3. Overview of preliminary macro and micro economic data findings. 4. Summary of planned targeted consultation with key stakeholders. <i>Nil disclosures</i>
Internal: Media Interview: Plenty Valley FM <b>18 February 2021</b>	Lydia Wilson (Chair)	CEO	1. Council Plan Engagement Program. <i>Nil disclosures</i>
Internal: Online Launch Webinar – Council Plan Engagement Program <b>18 February 2021</b>	Lydia Wilson (Chair) The Hon Bruce Billson Peita Duncan	CEO	1. Council Plan Engagement Program. <i>Nil disclosures</i>



The table below represents an Index of Officer titles:

Initials	Title of Officer	Initials	Title of Officer
AEMG	Acting Executive Manager Governance – Angelo Mamatis	MPUD	Manager Parks & Urban Design – Susan Hecker
AMCDT	Acting Manager City Design & Transport – Arashdeep Singh	MSPED	Manager Strategic Planning & Economic Development – George Saisanas
ATLTT	Acting Team Leader Traffic & Transport – Justin Ridgeway	PEA	Participation & Engagement Advisor – Luke Hambly
AUMPCF	Acting Unit Manager Parks & City Forest – Tim Connell	PMIA	Project Manager Investment Attraction – Kate Weatherley
CEO	Chief Executive Officer – Craig Lloyd	PMPT	Project Manager Pandemic Team – Caralene Moloney
CFO	Chief Financial Officer – Mark Montague	PO	Planning Officer – Justin Fox & Emily Thompson
CPBS	Corporate Planner Business Partner – Dee Peterson	SUD	Senior Urban Designer – Scott Spargo & Adam Berkley
CSPED	Coordinator Strategic Planning & Economic Development – Liam Wilkinson	TLBS	Team Leader Business Support – Rod Cann
DCCW	Director Community Wellbeing – Kate McCaughey	TLCPI	Team Leader Corporate Planning & Improvement – Robert Kisgen
DCIE	Director Infrastructure & Environment – Debbie Wood	TLED	Team Leader Economic Development – Sarah Rowe
DCPD	Director Planning & Development – Justin O'Meara	TLFS	Team Leader Financial Services – Allan Cochrane
DCSP	Director Corporate Services & Performance – Amy Montalti	TLGA	Team Leader Governance Administration – Amanda Marijanovic
EMCA	Executive Manager Corporate Affairs – Kristi High	TLHP	Team Leader Health Planning – Philippa McLean
EMG	Executive Manager Governance – Frank Joyce	TLRS	Team Leader Review Services – Zoran Krstevski
MCW	Manager Community Wellbeing – Neville Kurth	TLSP	Team Leader Statutory Planning – Xavier Livy
MBP	Manager Building & Planning – Julian Edwards	TLRS	Team Leader Sport & Recreation – Ken Barton
MLCF	Manager Leisure Community Facilities – Benjamin Waterhouse	TLUD	Team Leader Urban Design – Fiona Henningsen
MMP	Manager Major Projects – Nick Mann	UD	Urban Designer – Amy Ikhayanti & Sara Seif

Delegate Meeting records not previously reported to Council are detailed in the following table:

Delegate Meetings	Administrator attendees	Matters discussed
External: Shaun Cox Inxure Strategy Group <b>19 January 2021</b>	Lydia Wilson (Chair)	1. Drainage Strategy.
External: Whittlesea Community Connections – Board Session <b>27 January 2021</b>	Lydia Wilson (Chair)	1. Whittlesea Community Connections – Board Development.
External: Whittlesea Community Connections – CEO Employment Sub-Committee <b>12 February 2021</b>	Lydia Wilson (Chair)	1. Confidential matters relating to the Chief Executive Officer of the Whittlesea Community Connections.

## CONSULTATION

Consultation has taken place with Council Officer representatives of each of the meetings and committees that qualify as an Informal Meeting of Administrators. In relation to delegates reports consultation was undertaken with the Office of the Chief Executive Officer.

## 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.

Whereas delegate reports may be reported to the Council meeting at the Administrator's discretion.

## 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

<b>Goal</b>	<b>High Performing Organisation</b>
<b>Key Direction</b>	<b>More informed Council decisions based on strong advice and community consultation and engagement</b>

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 and Delegate Meetings be noted.

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**VERBAL REPORTS OF COUNCIL REPRESENTATIVES**

The Chair of Council, Lydia Wilson, in accordance with chapter 2 clause 24 of the *Governance Rules 2020* invited Administrators appointed representatives of the Council to other bodies, to provide verbal reports.

**Chief Executive Officer Explanatory Note**

The City Bus Tour held on 14 January 2021 was noted in the "Reports from delegates appointed by Council to other bodies" section of the Minutes of the Scheduled Council Meeting held on 2 February 2021.

Administrator Peita Duncan provided the following verbal report:

**City Bus Tour**

In regard to the City Bus Tour in January 2021 where we were able to travel around Thomastown, Lator, Mill Park and other parts of the community, which was fantastic. As Administrators we were appointed during COVID and it escalated into a hard lockdown and now we are COVID normal we had the opportunity to get around and look at all the suburbs in the municipality and meet some of the local businesses but also residents as well. Also, we spoke about community engagement earlier this evening which was undertaken online but hopefully we can move to face to face community engagement like we've done tonight and tonight was extremely important to meet you all.

Administrator Bruce Billson provided the following verbal reports:

**Whittlesea Disability Network**

"I enjoy being a regular there and I know everybody's looking forward to an in-person meeting in the not too distant future and congratulations to the Council staff for facilitating the topics with the NDIS report and updates on some new providers into the area. Also looking at the meeting itself and making sure everyone gets full value out of participating."

**Urbis Briefing**

"The other item I wish to speak to was an opportunity to join with our Director Planning & Development in a briefing and discussion with Urbis. For people who may not be aware, we're very focussed on attracting investment and more employment opportunities to the City. It's clear people want to live in the City of Whittlesea, we want to make sure there are livelihoods for people in the city of Whittlesea to complement their wise choice to settle in our community. The Chief Executive Officer and I met with the Director Planning & Development and our Economic Development staff just looking at what we do can to attract more investment that offers a good diverse range of well paid jobs, what we can do what's within the scope of the Council to encourage more economic activity that's compatible with our objectives as a community and a really worthwhile commencement to an important piece of work. To Mr O'Meara and his colleagues push on, it's exciting and hopefully people will think 'yep it's not only the place to live, but a place to be and a place to invest and create more livelihoods for more of our citizens.'"

Chair of Council, Lydia Wilson provided the following verbal reports:

**Victorian Planning Authority event**

Ms Wilson attended a key stakeholder event with the Victorian Planning Authority to discuss their key priorities for 2021 alongside Director Mr O'Meara that was a really critical forum on 11 February.

**Council Planning Engagement webinar**

All three Administrators and the Chief Executive Officer attended the Council Planning Engagement webinar activities and had two sessions in relation to the “kick-off” of the council plan which generated many useful ideas and suggestions so that’s really been a high of this period.

**Whittlesea Community Connections**

Ms Wilson is on the board of Whittlesea Community Connections and attended a couple of meetings over the relevant period in relation to her representation of council on Whittlesea Community Connections.

**RECOMMENDATION**

**THAT Council note the records of the Informal Meetings of Administrators and Delegate Meetings to the period 15 January 2021 to 19 February 2021 in the table set out in the report.**

**COUNCIL RESOLUTION**

**MOVED:** *Administrator Duncan*

**SECONDED:** *Administrator Billson*

**THAT Council resolve to adopt the Recommendation.**

**CARRIED**



**11. CONFIDENTIAL BUSINESS**

**11.1 CONNECTED COMMUNITIES**

**11.1.1 FOR FEEDBACK - YARRA PLENTY REGIONAL LIBRARY SERVICE AGREEMENT**

**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:**

- **Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. In particular the report and attachments contains information regarding negotiations of the proposed management agreement with Yarra Plenty Regional Library.**



**11.2 LIVEABLE NEIGHBOURHOODS****NIL REPORTS****11.3 STRONG LOCAL ECONOMY****NIL REPORTS****11.4 SUSTAINABLE ENVIRONMENT****NIL REPORTS****11.5 HIGH PERFORMING ORGANISATION****NIL REPORTS****11.6 NOTICES OF MOTION****NIL REPORTS****COUNCIL RESOLUTION**

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

**THAT Council resolve to close the meeting to members of the public for the purpose of considering details relating to the following confidential matters in accordance with Section 66(2)(a) of the *Local Government Act 2020* as follows:**

**11.1.1 FOR FEEDBACK - YARRA PLENTY REGIONAL LIBRARY SERVICE AGREEMENT**

***This report is presented to Council as a confidential document on the grounds that it contains:***

- **Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. In particular the report and attachments contains information regarding negotiations of the proposed management agreement with Yarra Plenty Regional Library.**

**CARRIED**





12. CLOSURE

ACCORDINGLY, THE MEETING WAS CLOSED TO THE PUBLIC FOR CONSIDERATION OF CONFIDENTIAL ITEMS AT 8:58PM.

THERE BEING NO FURTHER BUSINESS THE CHAIR OF COUNCIL CLOSED THE MEETING AT 9:04PM.

CONFIRMED THIS 6<sup>TH</sup> DAY OF APRIL 2021.



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LYDIA WILSON  
CHAIR OF COUNCIL